

TERM OF COMMISSION: July Session of the July Adjourned Term

PLACE OF MEETING: Roger B. Wilson Boone County Government Center
Chambers

PRESENT WERE: Presiding Commissioner Dan Atwill
District I Commissioner Fred Parry
District II Commissioner Janet Thompson
Collector Brian McCollum
County Clerk Brianna Lennon
Director Human Resources Jenna Redel
Director Purchasing Melinda Bobbitt
Deputy County Clerk Michelle Thompson

The meeting was called to order at 9:30 a.m.

Purchasing

1. First Reading; RFP Award Recommendation: 08-04APR19 – Voting Systems

Melinda Bobbitt read the following memo:

Request for Proposal *08-04APR19 – Voting Systems* closed on April 4, 2019.
Three proposal responses were received.

The evaluation committee consisted of the following:

Brianna Lennon, Boone County Clerk
James Barnes, Senior Programmer, IT
Art Auer, Elections Director, Clerk
Gary Roberts, Operations Manager, Clerk
Kenneth Canole, Voting Systems Manager, Clerk

The evaluation committee recommends award to Election Systems & Software, LLC per their attached Evaluation Report. Total cost of contract is \$825,558.00 and will be paid as follows:

\$357,484.00 - 2300 – Election Services, 92300 – Replacement Machinery & Equipment

\$187,281.00 - 2320 – Election Equipment Replacement Activity, 92300 – Replacement Machinery & Equipment

\$280,793.00 - 1132 – Election & Registration, 92300 – Replacement Machinery & Equipment

There is an initial two-year warranty period. At the end of the two-year warranty period, annual maintenance will be firm for three additional years at \$61,120.00 per year. Maintenance may be renewed annually beyond year five with no more than a 5% increase annually.

Brianna Lennon explained the preparation process began earlier than April, though the RFP went out in April. There were subject matter experts involved as well as staff, elections judges, members from the Columbia Disabilities Commission and National Federation of the Blind. Public input was part of the process and there was a public demonstration back in May. The demonstration allowed people to come out and touch, feel, and vote on the machines to see which was preferred. The vendors also demonstrated how the software works to the staff. The goal was to select equipment that would best serve the voters as well as to replace the current equipment with newer, more efficient systems that have advanced security features, upgraded AVA features, and ones that provide for advancements in election and administration. Elections Systems & Software LLC is the recommended vendor and it is the current vendor. Essentially, the difference between the current equipment and what will be used going forward is that, instead of having a touchscreen device that records votes, this

touchscreen device will create a paper ballot that is then fed into the optical scan machine. When the paper prints out, if one wanted to double-check to make sure the selections were correct, it can be put back into the ballot marking device and it will show the selections again. This will also be better for poll workers as they won't be having to add together results from two different machines. This machine was highly rated by the public who came out and tested it at the public demonstration. The Clerk's Office is confident that it can meet the needs on the software side of things as well.

Commissioner Atwill asked how long the current equipment has been in use.

Lennon said 13 years. It is planned to be using this new equipment for the same amount of time.

Commissioner Thompson asked if 13 years was a realistic expectation.

Lennon said for sure at least 10 and more could probably be gotten out of them.

Commissioner Atwill asked if the committee was unanimous in picking this vendor.

Lennon said yes.

There were no more comments or questions from the Commission.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

2. First Reading; Cooperative Contract: CC190295001 – Natural Gas Transportation

Melinda Bobbitt read the following memo:

Facilities Maintenance Department requests permission to utilize the State of Missouri cooperative contract CC190295001 – Natural Gas Transportation with Exelon Corporation, DBA Constellation New Energy Gas Division LLC to provide natural gas transportation to the city gate (Ameren). The term of the contract is from date of award through June 30, 2021.

A review team was organized at the County to review 3rd party natural gas transportation. Ameren natural gas customers in Missouri meeting the minimum threshold of 5,000 CCF natural gas usage are eligible to switch to “transport gas/deregulated gas”. We have three buildings that qualify: Boone County Government Center, Boone County Jail, and Boone County Courthouse.

The review committee consisted of the following:

Janet Thompson, Commissioner District II

June Pitchford, Boone County Auditor

Doug Coley, Director of Facilities Maintenance

Mary Epping, Court Administrator

Greg Edington, Director of Road & Bridge

CJ Dykhouse, Legal Counsel

Gary German, Captain, Sheriff Dept.

The review committee recommends these three buildings switch to transport gas. It is estimated that we will save approximately 12% annually (about \$11,500 a year). There will be upfront costs of about \$3,000 per building to install an electrical supply and telephone line for each gas meter location. There will also be

ongoing monthly costs of a dedicated phone line to the meters.

There were no comments or questions from the Commission.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

3. First Reading; Cooperative Contract: 190302 – Technology Solutions, Products, and Services

Melinda Bobbitt read the following memo:

Information Technology requests permission to utilize the TIPS cooperative term and supply contract *190302* with Newcom Wireless Services, LLC of Pembroke, Maine to provide Technology Solutions, Products, and Services on an as needed basis. This is a Term and Supply contract.

Commissioner Parry wanted clarification on what this was being used for.

Bobbitt said the IT Department has administrative authority to provide the PCs and Peripherals in the County and so they have different cooperatives in place from which they can purchase. Ryan Irish had asked for this one to be put in place but did not say if there was something specific in mind yet, but she could ask him.

Commissioner Parry said yes, if he could be asked before the second reading just so the Commission could have a little more information on this.

There were no more comments or questions from the Commission.

Commissioner Atwill stated this is a first reading and requested the Deputy County Clerk to schedule this item for a second reading at the next available commission meeting with appropriate order for approval.

Human Resources

4. First & Second Reading; Court's request to change position 471, Programmer Analyst, to a Computer Info Tech position

Jenna Redel explained the Court Administrator currently has two technology-related positions. One is essentially a help desk technician and the other is a programmer. There is a vacancy in their programmer position, and they have had a hard time getting the position filled. So, what they intend to do is promote the current help desk technician to grow them into the programmer spot. There is some training and certification that will need to be done before that person can be eligible for the spot. In essence, they would like to have two help desk technicians on staff until the one that is currently there gets the needed training to be a programmer, then this position will be turned back into a programmer.

There were no comments or questions from the Commission.

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby approve a request for authorization to convert position 471, Programmer Analyst, Court Services (Classification Code 701300, Range 39) to a Computer Info Technologist (Classification Code 701200, Range 35) that can be converted back to a Programmer Analyst at the request of the 13th Judicial Circuit Court Administrator. The Court Administrator anticipates requesting to convert the position back if the position becomes vacant or the employee in the position attains the qualifications necessary for the Programmer Analyst position.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #283-2019**

5. First & Second Reading; Designation of OEM Interim Director

Jenna Redel explained the Commission already has the authority to appoint an Interim Director of OEM, which has been designated as Chad Martin; this order is just to record that.

There were no comments or questions from the Commission.

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby appoint Chad Martin as the interim Director of the Boone County Office of Emergency Management. Said appointment is to continue until a new Director of Emergency Management is appointed by the Commission.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #284-2019**

Collector

6. First & Second Reading; Memorandum of Understanding: Funding of Deputy Collector Position

Brian McCollum explained this is for position 823, which is currently budgeted as a full-time position in the Tax Maintenance Fund. This memorandum allows him to get all the Deputy Collectors budgeted under the General Revenue Fund for the Collector's Office. This will be consistent with how other positions are budgeted with respect to the Tax Maintenance Fund and reimbursing General Revenue for those positions, such as the Assistant County

Counselor that is in department 1126 and the Senior Programmer that is in department 1170. This will take effect in the 2020 budget year.

There were no comments or questions from the Commission.

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby approve the attached Memorandum of Understanding between the Boone County Collector and the Boone County Commission regarding the funding of one (1) Deputy Collector position.

Terms of the agreement are stipulated in the attached agreement. It is further ordered the Boone County Commissioners are hereby authorized to sign said Memorandum of Understanding.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #285-2019**

13th Judicial Circuit Court

7. Public Hearing & Second Reading; Budget Amendment: Add Funds for JJPA Grant, grant year 2018-2019 (1st read 6-27-19)

Commissioner Atwill opened the public hearing.

There was no one present from the public to speak on this item.

Commissioner Atwill closed the public hearing.

Commissioner Thompson moved now on this day, the County Commission of the County of

Boone does hereby acknowledge the following budget amendment from the 13th Judicial Circuit Court to add funds for the Juvenile Justice Program Assistance grant, grant year 2018-2019.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
1243	3451	Court Services Grant	State Reimbursement		4,000
1243	71100	Court Services Grant	Outside Services		2,312
1243	71600	Court Services Grant	Equipment Lease & Meter Charge		1,688
					8,000

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #286-2019**

Emergency Management Operations

8. Public Hearing & Second Reading; Budget Amendment: Cover remaining expenses for LEPC Budget Fiscal Year (1st read 6-27-19)

Commissioner Atwill opened the public hearing.

There was no one present from the public to speak on this item.

Commissioner Atwill closed the public hearing.

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby acknowledge the following budget amendment from the Office of Emergency Management to add funds to cover the remaining expenses for the LEPC Budget Fiscal Year 07/01/18 – 06/30/19.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2101	22000	LEPC/CEPF	Postage		300
2101	23000	LEPC/CEPF	Office Supplies		50
2101	23050	LEPC/CEPF	Other Supplies		8,500
2101	37200	LEPC/CEPF	Seminars/Conf/Meetings		200
2101	37210	LEPC/CEPF	Training/Schools		7,000
2101	70050	LEPC/CEPF	Software Service Contract		150
2101	71110	LEPC/CEPF	Contract Labor		600
2101	84300	LEPC/CEPF	Advertising		150
					16,950

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #287-2019**

Resource Management

- 9. Public Hearing & Second Reading; Funds for Totaled Vehicle Replacement (1st read 6-25-19)**

Commissioner Atwill opened the public hearing.

There was no one present to speak on this item.

Commissioner Atwill closed the public hearing.

Commissioner Thompson moved on this day, the County Commission of the County of Boone does hereby acknowledge the following budget amendment from the Resource Management department to appropriate funds received from a totaled vehicle.

Department	Account	Department Name	Account Name	Decrease \$	Increase \$
2040	3946	PW-Insurance Claim Activity	Ins. Proceeds-Cap Asset Retired		7,806
2045	92400	RM-Design & Const.	Replcment Auto/Trucks		28,246
2045	86800	RM-Design & Const.	Emergency	20,7700	
2045	59100	RM-Design & Const.	Vehicle Repairs/Maint.		330
				20,770	36,382

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #288-2019**

**10. Second Reading; Boone County Road & Bridge Improvement/Repair Cooperative
Contract: Town of Harrisburg (1st read 7-2-19)**

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby approve the attached Cooperative Agreement between Boone County and the Town of Harrisburg for Boone County Road & Bridge Improvements/Repairs.

Terms of the agreement are stipulated in the attached Agreement. It is further ordered the Presiding Commissioner is hereby authorized to sign said Cooperative Agreement.

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #289-2019**

**11. Second Reading; Contract Amendment One: Agreement for Concrete Testing for
Clear Creek Estates (1st read 7-2-19)**

Commissioner Thompson moved now on this day, the County Commission of the County of Boone does hereby approve the attached Contract Amendment Number One to the Concrete Testing of Streets in the Clear Creek Estates Subdivision contract between Boone County and Engineering Surveys & Services.

The terms of the amendment are stipulated in the attached Amendment. It is further ordered the Presiding Commissioner is hereby authorized to sign said Contract Amendment Number One.

Commissioner Parry seconded the motion.

The motion carried 3 to 0. **Order #290-2019**

Commission

12. First & Second Reading; Board Re-Appointment: Dan Atwill, Mid-MO Regional Planning Commission

Commissioner Parry moved now on this day, the County Commission of the County of Boone does hereby re-appoint the following:

Name	Board	Period
Dan Atwill	Mid-MO Regional Planning Commission	July 1, 2019 thru June 30, 2021

Commissioner Thompson seconded the motion.

The motion carried 3 to 0. **Order #291-2019**

13. Public Comment

Stephen Diederich was present to make public comment.

Diederich, the President of the Wolton & Easley Levee & Drainage District Association, wanted to express his concerns about a hole in a road that is going to take 8,000 yards of dirt to fill. The landowners will supply all the material to fill the hole, but trucks are needed.

Commissioner Atwill explained Commissioner Parry has informed the rest of the Commission on this. There is a lot going on right now with the Core of Engineers, FEMA, and to some extent, SEMA, and the Commission needs a little bit more time to figure out how this can get done and the County can get reimbursed. Atwill advised Diederich to start keeping track of his expenses as well.

Diederich asked if they could start working on it. There is one landowner who has been trapped because of the lack of road access for 6 weeks already.

Commissioner Atwill asked if it would be okay if the Commission responded to that question by the end of the week.

Diederich said yes. He plans on going ahead and putting some dirt in it so he can get it blocked off and get the water pumped out. He has already done some rough work on it. The County's share of fixing the hole would be no more than \$30,000 and he hopes to get it done cheaper than that.

Commissioner Thompson said the main thing for any of this is to keep track of his time and efforts and to make sure that he documents that. Greg Edington can help with that, but it is very critical for FEMA and SEMA in order for reimbursement. Anyone who puts any work into this needs to keep track of their time spent on it.

Commissioner Parry said something that has changed since he and Diederich visited yesterday morning is that it looks like the threshold with FEMA will be surpassed and that makes a huge difference for the County and that is good news. Commissioner Parry explained the hole is at the intersection of West Harold Cunningham Road and Rippetto Road.

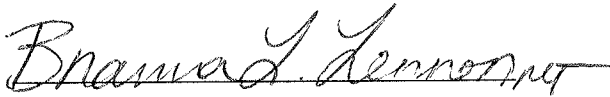
Commissioner Atwill said there are a lot of things pending regarding the flood, and this is probably the biggest issue to deal with, but Commission is working on it.

14. Commission Reports

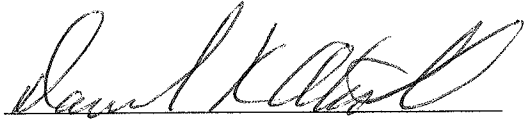
Commissioner Thompson said she and Commissioner Parry will be going to Clark County, Nevada for some conferences at the end of the week.

The meeting adjourned at 10:04 a.m.

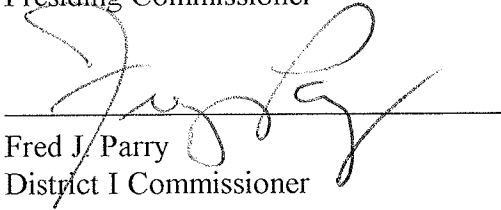
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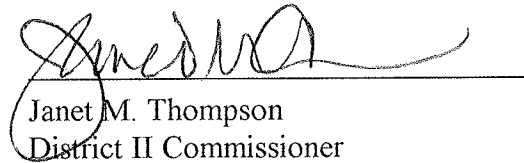
Brianna L. Lennon
Clerk of the County Commission



Daniel K. Atwill
Presiding Commissioner



Fred J. Parry
District I Commissioner



Janet M. Thompson
District II Commissioner