

**REGULAR MEETING OF THE BREWSTER  
COUNTY COMMISSIONERS COURT  
MONDAY, MARCH 9, 2015 AT 9:00 A.M.**

*The Court was called to order at 9:07 A.M. and the following were present:*

<i>Eleazor Cano</i>	<i>County Judge</i>
<i>Hugh Garrett</i>	<i>Commissioner Pct. 1</i>
<i>George Johnson</i>	<i>Commissioner Pct. 2</i>
<i>Mike "Coach" Pallanez</i>	<i>Commissioner Pct. 4</i>
<i>Steve Houston</i>	<i>County Attorney</i>
<i>Berta Rios-Martinez</i>	<i>County Clerk</i>
<i>Ruth Staton</i>	<i>County Treasurer</i>
<i>Betty Jo Rooney</i>	<i>Tax Collector</i>

**1. Invocation, Pledge of Allegiance**

*Judge Cano led the Court in Prayer and Pledge of Allegiance.*

**2. Public Comment**

*Berta Rios-Martinez asked about bringing back the activity fund. She explained this was a fund in place for events or flowers to be sent if needed and the elected officials would donate \$5.00 and employees would donate \$2.00 to create the fund. Betty Jo Rooney stated there is a line item in the budget for an enrichment fund and that may be it but is not sure. She then provided an explanation of what the activity fund was.*

*Judge asked for it to look into it and asked for the sick pool to be looked into.*

**3. Minutes / additions / corrections / approval**

*Judge Cano stated that there are minutes provided to the court from December 16, 2014 thru February 18, 2015.*

*Commissioner Johnson moved to approve the minutes of December 16, 2014. Commissioner Pallanez seconded the motion, and the motion passed unanimously.*

*Commissioner Pallanez brought to the attention of the court on January 6, 2015 and a change that needs to happen in paragraph 2, regarding a call back from Greg Hudson. Did we initiate the call for a call back to occur, Pallanez asked? Judge Cano stated this was in reference to him being on the signature card and to place in the minutes that Brewster County initiated the call. Commissioner Garrett moved to approve the minutes for January 6, 2015 as modified. Commissioner Johnson seconded the motion, and the motion passed unanimously.*

*Commissioner Johnson moved to approve January 12, 2015 as presented. Commissioner Pallanez seconded the motion, and the motion passed unanimously.*

*Commissioner Garrett moved to approve the minutes of January 22, 2015. Commissioner Johnson seconded the motion, and the motion passed unanimously.*

*Commissioner Pallanez brought the attention to page 3 on January 27, 2015 and asked to add "on one occasion" to item 5.*

*Commissioner Johnson moved to approve the minutes of January 27, 2015 as corrected. Commissioner Pallanez seconded the motion, and the motion passed unanimously.*

*Commissioner Pallanez stated a misuse of word under item 2 on the minutes for February 9, 2015 and Commissioner Garrett agreed.*

*Commissioner Garrett moved to approve the minutes for February 9, 2015 as corrected. Commissioner Johnson seconded the motion, and the motion passed unanimously.*

*Judge Cano suggested to table the minutes for February 18, 2015 as he did not have time to review.*

*Commissioner Garrett moved to table the minutes for February 18, 2015 until next meeting. Commissioner Johnson seconded the motion, and the motion passed unanimously.*

#### **4. Recognitions / Veterans Service Office / Recognize Virgil Moss for his Voices of Veterans Program Interview**

*Judge Cano read a letter issued from the Veteran Services Office recognizing Virgil Moss for his Voices of Veterans Program Interview on January 21, 2015 and recognizes his service.*

#### **5. Treasurer**

##### **A. General Bills / Discussion and appropriate action**

*Treasurer Ruth Staton provided a report for the court but numbers not read for the record. She indicated for non-departmental, 409, her office is looking into and Commissioner Johnson asked if she only wanted to pay \$173.20 for line item 409 and table the rest, she said "yes". Commissioner Johnson abstained from item 423 for his training. Treasure Staton presented a walk-in and Judge explained the expense from John Armstrong in the amount of \$409.00.*

*Commissioner Garrett moved to approve item 409 only to include Petal Pushers for the amount of \$173.20 and to include payment to Court appointed Attorney John Armstrong invoice in the amount of \$409.00. Commissioner Pallanez seconded the motion, and the motion was passed unanimously.*

**B. Financial Reports / Updates, Discussion, Review and appropriate action concerning the following:**

**Specified Activity Report  
Cash Flow Predictions  
Budget Analysis Usage Report  
Receipt File Listings  
Cash Report  
Grant Reports**

**Payroll Reports  
Check Register  
Transfers  
Personnel/Overtime Reports  
Other Financial Reports as  
Requested by Commissioner**

*Treasurer Staton informed the court of the cost for the Disposal Company and after research we were given a discount and owe the \$4000.00 and asked the court to pay it. Commissioner Johnson stated that was a budgeted item from what he understood. Judge Cano said that was brought up in the meeting he had with the City Manager and suggested tabling when they reach that item on the agenda.*

**C. Records Consultants, Inc. (RCI) / Report by County Treasurer on Inventory**

*Treasurer Staton stated they are still looking for deeds for a few locations and 911 addresses and her office is doing research on the items needed. Commissioner Garrett stated the 911 address could be provided by the Rio Grande COG. Judge Cano will ask Judge Val Beard on the deeds to see what information she could offer on the deeds. Treasurer Staton provided an inventory of items to destroy and asked them not to get rid of anything until a later date. Commissioner Garrett asked if the County had a policy in place for Records Retention, and Steve Houston said the State had a policy in place and each office has a different time frame depending on the documents. Ms. Morton of Brewster County stated the main concerns were the Tax Office and the Sheriff Office.*

**D. Discuss and approve Brewster County Purchasing Policy Procedure**

*Treasurer Staton presented a policy for the Courts review. Commissioner Johnson asked if it was the same as presented to them a few days back, and she said it is with a change to item 5. Judge Cano asked if there was a reason this could not be changed and he stated the change was within the guidelines and could not be raised but could be lowered.*

*Commissioner Garrett moved to approve the purchasing policy procedure as presented by the County Treasurer as presented effective today with anything over \$100.00 requiring a purchase order. Commissioner Pallanez seconded the motion, and the motion passed unanimously.*

*After discussion Steve Houston recommended a policy book be placed in the Judges Office.*

**E. Discuss and approve Policy Procedure for the verification and documentation of Federal Debarment of Vendors using the System for Award Management (SAM)**

*Commissioner Garrett explained the Policy Procedure and that he research the vendors of SAM and they are legitimate.*

*Commissioner Garrett moved the approve Policy Procedure for the verification and documentation of Federal Debarment of Vendors using the System for Award Management (SAM). Commissioner Johnson seconded the motion, and the motion passed unanimously.*

#### **F. Discuss and approve sick pool policy**

*Treasurer Ruth Staton informed the Court that employees would like to bring it back and provided a policy to the Court and would like the approval of the Court to put the policy into place.*

*Commissioner Garrett moved to approve the policy for the sick leave pool to be effective today. Commissioner Johnson seconded the motion, and the motion passed unanimously.*

#### **G. Other general administrative & procedural matters related to Treasurer's Office / Discussion and appropriate action for work of Treasurer's Office to go forward**

*Treasurer Staton stated that the grant audit is ongoing and they have been very cooperative. When did the County stop doing drug testing, Treasurer Staton asked? Discussion on drug testing took place among the court.*

#### **6. Officials' Monthly Reports**

*Nothing to present at this time.*

#### **7. Road & Bridge Department / Community Facilities**

- A. Road & Bridge Superintendent's Report General updates on maintenance and repairs for all county roads & state of County Roads System; road materials including, fuel, supplies including usage & inventories & future needs; budgetary matters; equipment including heavy equipment, (maintenance repairs, future needs, replacement and additions), pickups, trailers and other light vehicles and accessories, and small equipment, (usage, future needs), equipment rentals; facilities (yards in Alpine, Marathon and S. County) cattle guards, fences and other means of containing livestock; safety issues and equipment; and community facilities (assistance with maintenance and other related issues); assistance to other governmental entities and emergency responders; personnel issues, (vacancies, new hires, discipline, performance, safety and other general personnel matters); permits for boring or trenching for utilities across County Roads / Discussion and appropriate action**

*Superintendent Frenchie Causey reported they are blading Rim Road, Mill Road, Park Road, North County Road and wash outs in South County. Still filing holes in Marathon and dug holes and planted the trees at the Judge Val Clark Beard Office Complex, and crew is adding the door in Terlingua at the EOC. Commissioner Johnson asked if there was anything the court could do for Road and Bridge. Judge Cano spoke with City Manager about both the County and the City working together to help the Community.*

**B. Discussion and appropriate action for general work of Road & Bridge Department to go forward**

*Nothing to report at this time.*

**8. Texas Community Development Block Grant Program (TX CDBG) grant / Update on Well Grant, TX CDBG 71304**

*Judge Cano informed that he had met with Travis Roberts and that AEP is ready to go when the project is. He also provided the clean up on the project and has a completion date of October.*

**9. Commissioner, Pct. 3 / Update on Texas Disposal System**

*Commissioner Garrett moved to table the update on Texas Disposal System. Commissioner Johnson seconded the motion, and the motion passed unanimously.*

**10. Juvenile Prevention and Early Intervention Program / Present & approve Resolution for the 2015 Grant Cycle**

*Jerry Castellano presented the grant information for the Juvenile Prevention and Early Intervention Program. He explained that this is a grant to help those kids who have not committed crimes, but who mainly have concerns with in school suspension and children who may have anger issues, for example and this resolution would help with the needs of the children such as these. Judge Cano asked if this would require hiring addition staff and Mr. Castellano stated it would. Are the schools receptive to this program, asked Judge Cano? Mr. Castellano stated they are. Commissioner Johnson asked what matching funds are there and Mr. Castellano said there are no matching funds. Judge Cano reads the resolution into record.*

*Commissioner Johnson moved to approve the Resolution for the Juvenile Prevention and Early Intervention Program for the 2015 Grant Cycle. Commissioner Garrett seconded the motion, and the motion was passed unanimously.*

**11. County Emergency Management Office**

**A. General Report including:**

**Recent emergency responses; emergency planning update; recent work with cooperating emergency responders: (ESD #1, all VFD's and EMS); update on needs, programs, training, recent work with other governmental entities; equipment for emergency response and updates regarding needs, maintenance, repairs, replacement and additions; emergency management issues related to burn bans; emergency management issues related to communications & public information; emergency management issues related to County insurance coverage;**

**personnel issues related to emergency response, exercises & drills; matters related to pending & future Homeland Security & FEMA Grants and other funding, matters related to 911 EMS in County and matters related to 911 & 911 addressing / Discussion and appropriate action**

*Commissioner Garrett attended the rural first responder meeting and stated that the projects presented to the Court a few meetings ago are presented and are waiting to see what will be approved. Commissioner Garrett spoke with fire chief in South County and Road & Bridge are helping move water for the fire department. Judge Cano informed those present the he spoke with the past volunteer fire chief in Marathon and asked him if there was anything that could be done to recruit volunteers. The fire truck is still down and waiting on parts for the repair.*

**B. Discussion and appropriate action for general administrative work of the Emergency Management Department to go forward**

*Judge Cano explained all documents are presented to the City Manager and attorneys are reviewing the documents to implement the position.*

**12. County Clerk / Elections / Election Agreement between Alpine ISD, Brewster County Clerk and Brewster County Voter Registrar / Discussion and appropriate action**

*Berta Rios-Martinez asked election clerk Jerri Jones to present. Jerri Jones stated that the Alpine School District have two elections coming up in May and there needs to be a contract in place with Brewster County in order for them to use the equipment owned by the County. She stated that in the past it is about \$100.00 for equipment and we assist with any help they may needs. The general election will be cancelled but the deadline for the Special Election is at 5PM today and we will be notified if it is cancelled, Jerri Jones stated.*

**13. Discuss Policy usage of County Properties ( J.W. “Red” Pattillo Community Center 53633 State Highway 118, Study Butte, Texas, Marathon Community Center, 2<sup>nd</sup> & Ave E Marathon, Texas, Judge Val Clark Beard Office Complex, 203 N. 7<sup>th</sup> Street, Alpine, Texas & Brewster County Courthouse Grounds, 201 W. Ave E, Alpine, Texas) / Discussion and appropriate action**

*Discussion of policies from other entities were discussed as well as what would be best for the County to do. The court and the County Attorney further discussed and thought it best to table this item until further review and research.*

*Commissioner Johnson moved to table this time until the April 18<sup>th</sup> meeting. Commissioner Garrett seconded the motion, and the motion passed unanimously.*

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*Eleazor Cano, County Judge*

***ATTEST:***

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***Berta Rios-Martinez, County Clerk***