

**REGULAR MEETING OF THE BREWSTER  
COUNTY COMMISSIONERS COURT  
TUESDAY, JULY 12, 2016, AT 9:00 A.M.**

*The Court was called to order and the following Elected Officials were present:*

<i>Eleazar R. Cano</i>	<i>County Judge</i>
<i>Luc Novovitch</i>	<i>Commissioner Pct. 1</i>
<i>Hugh Garrett</i>	<i>Commissioner Pct. 2</i>
<i>Ruben Ortega</i>	<i>Commissioner Pct. 3</i>
<i>Mike "Coach" Pallanez</i>	<i>Commissioner Pct. 4</i>

**1. Invocation, Pledge of Allegiance**

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

**2. Public Comment**

*No public comments.*

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

*Minutes for June 28, 2016 were presented for approval. Judge Cano explained that County Clerk Berta Rios-Martinez was out and had the originals and recommended tabling the item.*

**4. 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 that they are blading roads in Double Diamond area. Superintendent Causey stated that crews are still hauling tires from the Dump Day but have completed hauling trash from Terlingua and Marathon.*

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

*Mr. Dodds of Alpine ISD asked if Superintendent Causey could haul a couple of vehicles to Van Horn for an auction. The Alpine ISD will pay for the fuel, stated Superintendent Causey. Judge Cano reported on the update on the repairs in the District Courtroom. Superintendent Causey asked if he could hire one other guy to help with the removing of the concrete off the walls. Court stated that he could.*

**5. 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**

*Emergency Manager Matt Van Ostrand reported the Terlingua Fire and EMS created vehicle fire props powered by propane in order to practice putting out vehicle fires. This was demonstrated July 4, 2016. Van Ostrand stated that Marathon Fire Department and National Park also used the prop at that time.*

*Van Ostrand stated there were no significant incidents over the July 4<sup>th</sup> Holiday.*

*Van Ostrand provided updates on the grant for the vehicle radios for APD and the generators grants. Van Ostrand stated that the end dates of the grants are listed as October 1, 2016.*

*Commissioner Novovitch asked about the computers at the EOC office and Van Ostrand reported they were operational and have been updated with Windows 10.*

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

*Nothing further at this time.*

## **6. Treasurer's Office**

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

*Treasure Babbet Mann report the general bills to total \$ 105,233.89 with walk-ins totaled \$8,913.98 with bills totaling \$114,147.87.*

*Commissioner Ortega stated that he visited with the City office and we are being charged a flat rate for the dumpsters. Treasurer Mann explained there is a flat rate but the number of pickups for the dumpster at the Tax Office which exceeds the flat rate charge.*

*Commissioner Pallanez asked about the maintenance invoice on the elevator if that was monthly or quarterly. Treasurer Mann stated she believes it is quarterly as the last bill was in April.*

*Commissioner Novovitch asked about the number of employees and Treasurer Mann provided a handout to the Court. Treasurer Mann explained the report.*

*Commissioner Ortega moved to approve the bills as presented including the walk-ins. Commissioner Pallanez seconded the motion and the motion passed unanimously.*

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

<b>Cash Receipts &amp; Disbursements</b>	<b>Payroll Reports</b>
<b>Statement of Revenue &amp; Expenses</b>	<b>Check Register</b>
<b>Receipt Register</b>	<b>Grant Reports</b>
<b>Other Financial Reports</b>	
<b>as requested by Commissioners</b>	

*Nothing further at this time.*

### **C. 2015 Audit / Announce date of Presentation for Audit**

*Judge Cano explained that the Auditors will be here at next meeting and recommended to table this item until the next meeting.*

### **D. PILT Funds / Allocation of PILT funds to San Vicente ISD & Terlingua CSD / Discussion and appropriate action**

*Judge Cano explained the PILT funds and stated that it was budgeted for \$1,000,000 but the County received \$1,201,991. Judge Cano stated the distribution would increase for San Vicente ISD and Terlingua CSD. The distribution break down is 9% to San Vicente and 3% to Terlingua CSD, informed Judge Cano, \$108,179.19 to San Vicente and \$36,059.13 to Terlingua CSD.*

*The PILT funds were explained and discussed.*

*Commissioner Ortega moved to approve the PILT funds to be distribution as reported. Commissioner Garrett seconded the motion and the motion passed unanimously.*

### **E. Designate County Treasurer, Babett Mann as the County Investment Officer /**

## **Discussion and appropriate action**

*Judge Cano informed the Court that Treasurer Mann went to an Investment Officer Conference and will receive certification. Treasurer Mann explained she had received her hours for the course but will receive the certificate in the mail later.*

*Commissioner Garrett moved to appoint Treasurer Babet Mann as the County Investment Officer. Commissioner Pallanez seconded the motion and the motion passed unanimously.*

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

*Nothing further at this time.*

## **7. Officials' Monthly Reports**

*Commissioner Garrett read into record the Official Monthly Report. Treasurer Mann reported the JP#3 had submitted the report.*

*Commissioner Ortega moved to approve the Official's Monthly Report as read. Commissioner Garrett seconded the motion and the motion passed unanimously.*

## **8. Amend County's Investment Policy to bring into compliance with the Public Funds Investment Act**

*Treasurer Mann explained that the Investment Policy has to be approved every year whether any changes have been made or not. Treasurer Mann explained that it needs to be reviewed and this was not done last year. This will reflect in the audit as non-compliance.*

*Commissioner Ortega moved to approve the Brewster County Investment Policy as presented. Commissioner Garrett seconded the motion and the motion passed unanimously.*

## **9. Texas Comptroller of Public Accounts / Sheriffs' and Constables' Fees Update / Discussion and appropriate action**

*Judge Cano stated that the fee updates are provided for the Court. Judge Cano recommended to table this until the Sheriff and the County Clerk can be present.*

*Commissioner Novovitch moved to table Sheriff's and Constables' Fees and Updates. Commissioner Ortega and the motion passed unanimously.*

## **10. CapRisk Consulting Group / Actuarial Valuations for Fiscal Years FY2016 – FY2021 / Approval of Actuarial Services for Brewster County**

*Auditor Treva Watson explained that CapRisk will help Brewster County with actuarial service for Insurances purposes. Ms. Watson explained that this will not exceed \$3,450 and will be very helpful tool to have.*

*Commissioner Garrett moved to approve proposal for CapRisk Consulting Group for Actuarial Valuation for Fiscal Year FY2016 with an option through FY2021. Commissioner Novovitch seconded the motion and the motion passed unanimously.*

## **11. Brewster County Tourism Council**

### **A. Presentation of the 2017 Budget / Discussion and appropriate action**

*Ron Sanders of the Tourism Council reviewed the proposed budget for 2017. Mr. Sanders explained the salary for the employees and want to give a 5% increase and a \$2000.00 stipend for Mr. Alvarez and \$1000.00 stipend for his assistant for tips when they travel.*

*Please see attached breakdown of the proposed budget.*

### **B. Report from Executive Director Robert Alvarez**

*Robert Alvarez of the Tourism Council reviewed the report and provided the statistics over the past years activity. The statistics included website, social media, newsletters and trade shows. Mr. Alvarez also reviewed upcoming trips from various firms, conferences and tours.*

## **12. 2017 Budget Workshop / Discussion concerning all aspects of County revenues/expenditures and upcoming financial needs for all county departments and other entities funded by the County / Scheduling issues related to adoption of Budget and setting Tax Rate**

### **A. 2017 Salaries for Elected Officials**

#### **1. Review Proposed Salaries**

*Judge Cano explained that he is proposing a 5% pay increase across the board. Judge Cano further explained that last year no raises were given.*

*Commissioner Ortega asked if there were numbers from the Tax Office in order to have a more accurate financial idea. Judge Cano stated that there is an analysis given to compare 2016 to 2017.*

*Commissioner Novovitch asked about the Elections Administrator. Judge Cano informed the Court that the salary would be \$35,000.00 plus benefits.*

*Commissioner Novovitch made reference to car allowances and Judge Cano explained to the best of his ability. Commissioner Ortega stated it was a way to supplement money to the Commissioners with a raise since the personal vehicles are used. Commissioner Novovitch expressed his understanding of car allowances. Discussion of the car allowances vs. mileage or adding it to salary took place.*

*Commissioner Garrett asked why there are line item for Constables #2 and #3 even though positions are not filled. Commissioner Ortega explained that you have to budget for the position unless the position is abolished.*

*Auditor Treva Watson stated that the extra money added to the salary for the car allowance is not retirement eligible and need to keep that in mind.*

## **2. Discussion and appropriate action**

*Discussion took place in the above item.*

## **B. Review Proposed Timeline for adoption of 2017 Budget and 2016 Proposed Tax Rate / Discussion and appropriate action**

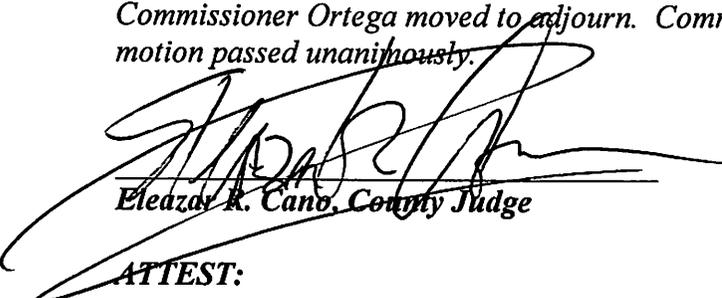
*Judge Cano reviewed the timeline.*

## **13. Schedule next Commissioners Court Regular Meeting on July 26, 2016**

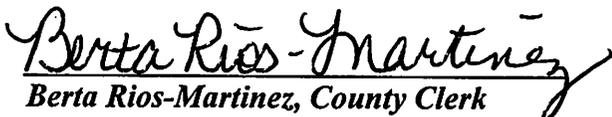
*Judge Cano informed the Court that the next meeting will be held on July 26, 2016 at 9:00 A.M. in the Commissioner Courtroom.*

## **14. Adjourn**

*Commissioner Ortega moved to adjourn. Commissioner Garrett seconded the motion and the motion passed unanimously.*

  
Eleazar R. Cano, County Judge

**ATTEST:**

  
Berta Rios-Martinez, County Clerk