**REGULAR MEETING OF THE BREWSTER**

**COUNTY COMMISSIONERS COURT**

**MONDAY, SEPTEMBER 14, 2015 AT 9:00 A.M.**

*Judge Cano called the meeting to order and the following were present:*

*Eleazar Cano County Judge*

*Luc Novovitch Commissioner Pct. 1*

*Hugh Garrett Commissioner Pct. 2*

*Ruben Ortega Commissioner Pct. 3*

*Mike “Coach” Pallanez Commissioner Pct. 4*

*Ruth Staton County Treasurer*

**1. Invocation, Pledge of Allegiance**

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

**2. Public Comment**

*Judge Cano introduced Treva Watson as the County Auditor. Mrs. Watson stated that she is excited to be here and looks forward to the work ahead.*

*No public comments*

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

*Judge Cano stated the minutes for July 28, 2015, August 3, 2015 and August 7, 2015 will be reviewed.*

*Commissioner Garrett stated what corrections were needed for July 28, 2015. No corrections for the remaining minutes*

*Commissioner Ortega moved to approve the minutes for July 28, 2015 with corrections and the minutes of August 3 and 7, 2015. Commissioner Garrett seconded the motion and the motion passed unanimously.*

**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 Road and Bridge fixed the doors at the Tax Office. He stated that the motor at the county well burned up and they fixed that as well as mowed around the EOC. Superintendent Causey also stated that they processed the material for Ave F in Marathon. He also state they marked the Cottonwood Creek Road and are working in the Judges Office. Mowing right of ways in Marathon continues and they set the post for the signs on Loop Road but the signs are not in place yet, stated Causey, and that the recycling trailer down South has been positioned.*

*Commissioner Garrett asked about CASI cook-off and the maintaining the roads and the cost to the County for the maintenance.*

*Commissioner Ortega announced the Cabrito Cook-Off fund raiser in Marathon for the Fire Department is next weekend and added that Road & Bridge is helping out with getting the Post Park ready for the event.*

**B. Discussion and appropriate action for general work of Road & Bridge**

**Department to go forward**

*Nothing further at this time.*

**5. Sheriff’s Office / Update on Brewster County Credit Card Status / Discussion only**

*Chief Deputy Ryan Skelton explained to the Court that the credit cards for the Sheriff’s Office are not being paid on time to the degree that a Deputy on the road for training was kicked out of his room because the card was declined. Also, Chief Deputy Skelton asked where the late charges are being taken from as there have been a large number of late charges and could have been used to purchase other needed items in the Sheriff’s Office.*

*Questions were directed to Hatem Merhi with the Treasurer Office and he informed the Court that they are being paid and if they are not on time it is because the time frame of the due date versus the date of Commissioner Court affect the process. He also stated that the credit cards used within the County are connected and if one is late all credit cards are declined. Judy Stokes with the Sheriff Office stated that when she called she was told that the credit cards are independent and Merhi stated that was not the case.*

*Chief Deputy Skelton state that the Brewster County name is being put down and is embarrassing as a County and suggested a credit card increase if the bills are not going to be paid on time.*

*Commissioner Pallanez asked where the breakdown was and Chief Deputy Skelton did not know but he just needed it fixed. Merhi said that the credit limit was reached and declined and Chief Deputy Skelton stated the credit limit was reached because the bills are not paid.*

*The Court said they would look into this matter and get back with the Sheriff’s Office.*

**6. FY 2016 Grant Contract from the Office of the Attorney General for Statewide**

**Automated Victim Notification Service (SAVNS) / Discussion and appropriate action to**

**renew contract & approve resolution**

*Julie Morton, Judge Cano’s Assistant, explained what SAVNS is and what purpose it serves for the County and that it is a 20,000 grant. This grant is up for renewal September 1, 2015 and has a quarterly payment of 25.00 for processing fees. Morton stated the Treasurer Office handles this grant and informed the Court that Brewster County is on financial hold due to the fact that the last two quarters had not been paid. Morton made sure the payments were sent by the Treasure Office and received by the Attorney General. Attorney General’s Office had received the past due fees and the financial release will take place upon the posting process.*

*Commissioner Ortega moved to approve the 2016 Grant Contract for the Statewide Automated Victim Notification Service (SAVNS). Commissioner Novovitch seconded the motion and the motion passed unanimously.*

*Judge Cano read the Resolustion into record.*

**7. Review & Approve Interlocal Contract between Brewster County and Lubbock County**

**Medical Examiner’s Office for fiscal year 2016**

*The Court discussed the Interlocal Contract between Brewster County and Lubbock County Medical Examiner’ Office. After discussion the Court needed more information before approving.*

*Commissioner Ortega moved to table until County Attorney Steve Houston can review. Commissioner Garrett seconded the motion and the motion passed unanimously.*

**8. 83RD District Attorney’s Office / Amend Resolution approved on February 24, 2015 on**

**The Brewster County Commissioners’ Court Regarding the Sexual/Domestic Violence**

**Prosecutor and Clerk Grant, Application #2886201, Under the Violence Against Women**

**Formula Grants Fund Source / Discussion and appropriate action**

*After explanation from District Attorney Rod Ponton there was no action to be taken and the Court asked Ponton to notify the Court when he is notified to remove item from agenda prior to filing.*

**9. Treasurer**

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

*Commissioner Ortega questioned Hatem Merhi of the Treasurer Office about a report he had requested to be run by department and it has not been done and asked why. Merhi stated that it could not be done. Commissioner Ortega stated that it has been done the past 11 years.*

*Commissioner Ortega moved to approve the bills with him abstaining from 91808 and Commissioner Pallanez abstaining from 49658. Commissioner Pallanez seconded the motion and the motion passed unanimously.*

**B. Financial Reports / Updates, Discussion, Review and appropriate**

**action concerning the following:**

**Specified Activity Report Payroll Reports**

**Cash Flow Predictions Check Register**

**Budget Analysis Usage Report Transfers**

**Receipt File Listings Personnel/Overtime Reports**

**Cash Report Other Financial Reports as**

**Grant Reports Requested by Commissioner**

**C. Other general administrative & procedural matters related to Treasurer’s Office**

**/ Discussion and appropriate action for work of Treasurer’s Office to go forward**

**10. Officials’ Monthly Reports**

*Nothing to report and Judge Cano informed the Court that he discussed this process with Jerri Jones and has asked her to submit a flow chart of the process so that all Commissioner’s know the process and were the breakdown is. Ms. Jones agreed to work on the chart.*

**11. County Clerk / Elections / Approval of Election Judges & Alternate Judges for the 2015**

**November Special Election (Constitutional Amendments)**

*Jerri Jones of the Elections Office presented the list of judges and alternate judges based on the list provided by the Party Chairs. Jones stated that the Democratic Party Chair completely submitted her list and the Republican Party submitted a list of names with not precinct assignments or contact information. After communicating with the Republican Party Chair she was unable to get commitments for anyone to be a Judge and left the Country before submitting a precinct assignment, informed Jones. Jones informed the Court that she had submitted that list to Voter Registration for them to look up each worker and provide her a precinct and address so that training material and election information can be provided to those on the list.*

*MaryBell Lockhart explained the process and provided her input as the Democratic Party Chair.*

*Judge Cano asked Lockhart if Monica McBride, the Republican Party Chair, would have completed her report as hers was, had she been able to submit the proper documentation to the workers. Lockhart stated it would help.*

*Commissioner Ortega moved to approve the list of Judges and Alernates for the 2015-2016 Election Year. Commissioner Pallanez seconded the motion and the motion passed unanimously.*

**12. 2016 Salaries for Elected Officials / Consider Adoption of proposed salaries / Discussion**

**and appropriate action**

*Judge Cano explained that the only change was to the Constable in Precicnt 1 which included the car allowance of 1,200 to be added to the total of 14,877.*

*Commissioner Ortega moved to approve the 2016 Salaries for Elected Officials. Commissioner Novovitch seconded the motion and the motion passed unanimously.*

**13. 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 Management Coordinator Matt Van Ostrand suggested that a burn ban remain in effect. He is waiting on a representative to get with him on the backup generators for the community center before they can be placed. An environmental assessment needs to be done prior to placement, stated Van Ostrand.*

*The emergency notification was successful informed Commissioner Ortega informed and Van Ostrand further explained the process of this notification and what the benefits are.*

**B. Discussion and appropriate action for general administrative work of the**

**Emergency Management Department to go forward**

*Nothing further at this time.*

**14. Next Scheduled Commissioners Court Called Meeting (September 16, 2015, Budget**

**Hearing & 1st Tax Rate Hearing)**

*Next meeting will be a called meeting on September 16, 2015, informed Judge Cano.*

**15. Adjourn**

*Commissioner Ortega moved to adjourn at 11:20 A.M... Commissioner Pallanez seconded the motion and the motion passed unanimously.*

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**Eleazar Cano, County Judge**

**ATTEST:**

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**Berta Rios-Martinez, County Clerk**