

**REGULAR MEETING OF THE  
BREWSTER COUNTY COMMISSIONERS COURT  
MONDAY, JUNE 10, 2013, AT 10:00 A.M.**

<b>VAL CLARK BEARD</b>	<b>COUNTY JUDGE</b>
<b>ASA STONE</b>	<b>COMMISSIONER PCT. 1</b>
<b>KATHY KILLINGSWORTH</b>	<b>COMMISSIONER PCT. 2</b>
<b>RUBEN ORTEGA</b>	<b>COMMISSIONER PCT. 3</b>
<b>MIKE PALLANEZ</b>	<b>COMMISSIONER PCT. 4</b>
<b>JERRY SOTELLO</b>	<b>J.P., PCT. 1</b>
<b>BETTY JO ROONEY</b>	<b>TAX ASSESSOR</b>
<b>BERTA RIOS- MARTINEZ</b>	<b>COUNTY CLERK</b>
<b>RONNY DODSON</b>	<b>SHERIFF</b>

*To discuss and take action as appropriate on the following:*

**1. Invocation, Pledge of Allegiance**

**2. Minutes / additions / corrections / approval**

*The minutes from the May 28, 2013, meeting were presented for approval. Commissioner Ortega made a motion to approve the minutes, which was seconded by Commissioner Killingsworth, and passed unanimously.*

**3. Recognitions**

**A. "Walk Across Texas" Brewster County Employee Participants (as organized by Texas AgriLife Extension Service) / Recognize Winners**

*Evans Kott explained that the walking program began eight weeks ago. There were a total of 36 participants. Eighteen completed the program, which she felt good about, but hopes for better next year.*

*As a group, County employees walked 1,620 miles and lost 143 pounds. The top three winners were Shaun Barak, Denise Torres and Megan Antrim.*

**B. Goat Day on Courthouse lawn set for June 11, 2013**

*Judge Beard explained that this is the 25<sup>th</sup> annual event, organized by Big Bend People & Goats. This year will include Farmer's Market produce.*

**4. Treasurer**

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

*Deputy Treasurer Megan Antrim said that there have been some excessively high electric bills. Consumption hasn't changed. Ms. Antrim called Cavallo to speak with our representative, and has a conference scheduled for this afternoon.*

*Ms. Antrim said we are locked into a flat rate, although there is one area that has a flexible rate.*

*Also, health insurance premiums were included in these bills.*

*Commissioners discussed an indigent burial invoice, as well invoices for uniforms and testing. They received clarification from Ms. Antrim.*

*Commissioner Stone made a motion to approve the general bills, which was seconded by Commissioner Ortega, and passed unanimously.*

*Judge Beard abstained from any KALP bills.*

***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***

***Other Financial Reports as***

***Requested by Commissioners***

*Ms. Antrim reviewed the reports with Commissioners.*

***C. Depository Contracts for Brewster County and Terlingua CSD / Discussion and appropriate action to award bids or other appropriate action***

*Judge Beard said there is a proposed contract which came in at a previous meeting.*

*The recommendation from the Treasurer's Office to accept the contract on behalf of the County.*

*While Terlingua CSD was not included in the bank's proposal, it was the bank's intent that the CSD be included and put on the same schedule.*

*Commissioner Stone made a motion to accept both contracts, which was seconded by Commissioner Killingsworth, and passed unanimously.*

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

*Ms. Antrim said Carol Ofenstein should be back this week.*

***5. Officials' Monthly Reports / Discussion and appropriate action***

*Commissioner Stone read the reports for the record.*

*Commissioner Ortega made a motion to approve the reports, which was seconded by Commissioner Killingsworth, and passed unanimously.*

## **6. 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; and matters related to 911 & 911 addressing / Discussion and appropriate action***

*EMC Betse Esparza said there hasn't been any major emergencies. She said the SAA audit scheduled for June 13 has been canceled, and the County has been moved to the 2014 calendar year. She told Commissioners that the burn ban expires June 26.*

### **B. Report on Tabletop Drill for First Responders held on May 31, 2013**

*Mrs. Esparza said the drill was well-attended and went very well. Another will be scheduled sometime in July. A bigger space is necessary as participants asked for more responders to be present.*

### **C. Upcoming Hazmat Training set for June 28<sup>th</sup>, 29<sup>th</sup> & 30<sup>th</sup>, 2013 / Update**

*The training will be held at the Alpine Fire Station. The Friday course is awareness level, and the Saturday and Sunday course is operations level. Twenty-six participants are required, and registration has been slow.*

### **D. Homeland Security Grants / Update on small equipment and supplies for County law enforcement / Discussion and appropriate action**

*Thirty trauma kits have been ordered, and will be distributed to the Sheriff's Office and Alpine Police Department.*

### **E. Fireworks sales regulations (4<sup>th</sup> of July Fireworks) / Discussion and**

***appropriate action concerning limiting what type of fireworks may be sold in County***

*Commissioner Stone made a motion to prohibit the sale of missiles with fins and rockets with sticks. Commissioner Ortega seconded the motion, which passed unanimously.*

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

*Judge Beard said that probably sometime later this week, the Emergency Management office will be moving into the old Pct. 1 Justice of the Peace office.*

***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***

*Supt. Frenchie Causey said crews have been blading and cleaning out turnouts, and spraying herbicide along the sides of paved roads. They continue to work on the Commissioners Courtroom remodel.*

*Commissioner Ortega said he got a quote to cut back the trees at the Post Park. It will cost from \$8,500 to \$18,000. He hopes to get some donations to help. Ms. Antrim will check the facilities budget.*

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

***8. Funding for Transportation of Veterans to VA health care facilities / Review and discuss possible opportunity for grant funds for transportation expenses / Discussion and appropriate action***

*Judge Beard said there is a grant opportunity which may help with transportation for Veterans, which has concerned Commissioners for several years.*

*She provided Commissioners with a copy of a presentation and asked them to read over it. She said if there is interest in applying, Commissioners need to decide which entity is going to be the applicant.*

*Judge Beard said this would likely funnel funds to TRAX to help get veterans all the way to destinations such as Big Spring.*

## **9. Pending Infrastructure Grant Matters**

### **A. 2011/2012 Texas Department of Rural Affairs Grant Program (R.O. facility for Study Butte Water Corp.)**

#### **1. Update on completing project**

*Commissioner Killingsworth said it's her understanding that it is ready for use.*

#### **2. Discussion and appropriate action to complete this grant project**

### **B. 2013-2014 TXCDBG Application Process / Marathon Water Supply Corp. Improvements**

#### **1. Update and announce approval of funding**

*Commissioner Ortega said he has nothing new to report.*

#### **2. Discussion and appropriate action to go forward with project**

## **10. Pending Renovation Projects**

### **A. Old Library Building Renovations**

#### **1. Update on progress & occupancy of buildings**

*Judge Beard said there is nothing new to report. The Water District office will move in this week.*

#### **2. Discussion and appropriate action to complete project**

### **B. Annex Renovations**

#### **1. Update on progress of work**

*Judge Sotello said the Road & Bridge crew did a great job on his new office.*

## **2. Discussion and appropriate action to go forward with renovations**

*Judge Beard said there was a lot of taping and floating done last week, and they are working on the ceiling as well. The bench which is in the room now will be reconfigured and lowered.*

## **3. Seating for Renovated Commissioners Courtroom / Update**

*Judge Beard said her office is working to find good seating that is comfortable and inexpensive.*

## **C. Office Reassignments / Update**

*Once the Emergency Management Office is moved, Betse Esparza will also give up her desk in the Clerk's Office, making a desk available in the Clerk's Office for the Elections Clerk.*

## **11. CJIS Reporting (DPS Criminal Justice Information System)**

### **A. Update on progress**

*Judge Beard reported that we are now at 91 percent. She said we did lose out on some funding between last August and now, but there has really been a tremendous effort over the last couple of months to get us current. She recognized the County Attorney's office, Steve Houston, Celia Rodriguez and Yvette Villa; at the Sheriff's office, Judy Stokes and Lauren Spears; in the County Clerk's office, Esther Alvarado; and at the D.A.'s office, Della Shackelford.*

*She especially recognized Shaun Barak for his work, both with reporting entities and with Mr. Brewer at DPS.*

### **B. Discussion and appropriate action to maintain above 90% Disposition completeness reporting rate and recognition of those who worked on correcting CJIS reporting issues**

## **12. Law Enforcement Grants**

### **A. Stonegarden / Chief Deputy / Request for final approval for payment for CopSync System, Hill Country Software, Space Net for Emergency Response Trailer and Vehicles**

*Ryan Skelton some invoices have already come in, and some are coming soon.*

*CopSync is due now.*

*Chief Skelton said they are being asked if they're going to use the funding, as they may lose it to other agencies.*

*The deadline for use is Aug. 31.*

*Commissioner Killingsworth made a motion to approve all of the bills, which was seconded by Commissioner Ortega, and passed unanimously.*

***B. Discussion concerning use and placement of equipment purchased with County Sponsored & Administered grant funding and County requirements for endorsements & applications for grants***

*Judge Beard said there is a substantial workload and liability that comes with these funds. She said we are glad we can help out County and other agencies, but we do ask for cooperation of all those agencies, and simple teamwork as related to Homeland Security and emergency management.*

***C. Request to apply for Stonegarden funding / Discussion and appropriate action***

*Commissioner Ortega made a motion to authorize the applications, which was seconded by Commissioner Pallanez, and passed unanimously.*

***13. Salvage & used equipment from Jail and Sheriff's Office / Request to dispose of this equipment as salvage and offer for sale in upcoming auction / Discussion and appropriate action***

*Sheriff Dodson said they have some old light bars, and the old stove from the jail, all of which needs to be disposed of. They would like to include these items in the scheduled vehicle sale in July.*

*Commissioner Killingsworth made a motion to approve the items in the sale, which was seconded by Commissioner Ortega, and passed unanimously.*

***14. 2014 County Budget***

***A. General Discussion concerning goals and budget process & announce start of Budget Process / Update on distribution of budget request forms to Departments & Contracting Agencies / Discussion of time lines***

*Budget worksheets for Department Heads will be available Thursday.*

*Judge Beard said she needs Commissioners' summer schedules in her office as soon as possible so that the many necessary meetings can be scheduled.*

*Conrad Arriola said that so far, none of the non-profits have asked for an increase.*

*Commissioners concurred that they do not need to hear presentations from the non-profits unless they are asking for increases. Commissioners also received very detailed, written requests from all the entities.*

*Judge Beard noted that health insurance premiums are always critical. TAC should have that information available at the end of June.*

*Brewster County will receive a PILT appropriation this year, but next year could be a problem.*

*Judge Beard said Commissioners need to begin thinking about pay increases for employees, particularly so that they don't go backwards on their take-home pay. Department Heads have suggested longevity increases.*

### ***B. Discussion and appropriate action to go forward with budget process***

#### ***15. Passport Office / Announce successful opening of Office in Tax Office and recognize County employees and officials who worked on resolving this issue***

*Betty Jo Rooney said everything is set up and going. She said they have a steady stream of people, mostly asking questions. The service is offered Monday-Thursday, 8:30 to 3.*

*Commissioner Killingsworth pointed out the inconvenience to those who make the trip all the way to Alpine, only to find the passport office closed.*

#### ***16. Personnel Policies Workshop / General review & discussion of "Draft II" of Policies***

*Judge Beard said she believes Treasurer Ofenstein needs to be given an opportunity to review the section on compensation and overtime.*

*Judge Beard said she believes that we are at a point where we have great stability in most departments, except for the jail. High turnover in that department is expected. Commissioner Pallanez said that he believes this is common across Texas.*

*Providing an employee with insurance upon hire adds an additional cost. The average length of employment of the jail is 3-6 months.*

*Commissioners had previously discussed providing insurance to new employees immediately. Judge Beard said she hopes that Commissioners will give that policy a lot of consideration as it is expensive and causes a large workload for the Treasurer's Office.*

*Commissioner Killingsworth said a part-time employee needs to be clearly defined in the policy.*

*Judge Beard read from the policy manual that a part-time employee is currently one who works less than 37.5 hours/week.*

#### ***17. Judge's proposal to adopt "Draft II" Personnel Policies at next Commissioners Court Meeting on June 25, 2013***



*Judge Beard said she will review the draft with Treasurer Ofenstein, and will bring it back to the next meeting in June.*

*Commissioner Ortega made a motion to adjourn, which was seconded by Commissioner Stone, and passed unanimously.*

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***VAL CLARK BEARD, COUNTY JUDGE***

***ATTEST:***

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***BERTA RIOS- MARTINEZ, COUNTY CLERK***