

**CALLED MEETING OF THE  
BREWSTER COUNTY COMMISSIONERS COURT  
THURSDAY, DECEMBER 29, 2011, AT 9:00 A.M.**

*Judge Beard called this meeting to order. Officers present are listed as follows:*

<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>CAROL OFENSTEIN</b>	<b>TREASURER</b>
<b>BERTA RIOS MARTINEZ</b>	<b>COUNTY CLERK</b>

**1. Treasurer**

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

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

*Judge Beard explained that the maintenance bills from Kevin Teague for the jail HVAC are still too high. The bill is not only for changing filters. Treasurer Ofenstein said Mr. Teague also does not provide the bills on a timely basis, which is another reason they've not been paid yet. Mrs. Ofenstein said she will check with the Sheriff on the issue.*

*Commissioner Killingsworth abstained from 74423 and 74424. Judge Beard abstained from 74422.*

**B. End of Year Closeout Matters**

*Treasurer Ofenstein reminded Commissioners that a review was held at the last meeting with Deputy Treasurer Megan Antrim. At that time, several areas were identified that need to be kept in check. Judge Beard said a monthly review will need to be held.*

*Some of those areas include elections, autopsies, the law library, District Court Professional Services and Visiting Judges and communications. Many of the issues have already been solved or are in process.*

*Judge Beard has spoken with the Tax Assessor and told her that at the beginning of the year, Commissioners Court would like a weekly report on collections that compares to previous years.*

*Treasurer Ofenstein explained that, for the year, expenses total \$58,000 over revenue.*

*The Treasurer reviewed with Commissioners grant expenses and revenues. There was some discussion about the necessity of the law enforcement grants, and the fact that the County must front the money for payroll. Reimbursement from the State is taking longer and longer.*

*Commissioner Killingsworth noted that tax collections for 2012 have been used to finish out 2011, which, in turn, shorts the next fiscal year.*

*Treasurer Ofenstein said that \$150,000 has already been pulled from reserves to cover payroll.*

**1. Line item transfers / Budget amendments for County Departments:**

<i>County Judge</i>	<i>County Attorney</i>
<i>County Clerk</i>	<i>County Treasurer</i>
<i>County Veteran's Office</i>	<i>Tax Assessor-Collector</i>
<i>Non-Departmental</i>	<i>Courthouse</i>
<i>Contracting Agencies</i>	<i>County Jail</i>
<i>Community Facilities</i>	<i>Constable Pct. #1, #2, &amp; #3</i>
<i>Emergency Management</i>	<i>Sheriff</i>
<i>County Court</i>	<i>Extension Office</i>
<i>District Clerk</i>	<i>Exten. Serv. (Home Agent)</i>
<i>District Court</i>	<i>Road &amp; Bridge Department</i>
<i>Justice of the Peace #1, #2, &amp; #3</i>	<i>Records Management</i>

**C. Other matters related to closeout of 2011 year / Discussion and appropriate action**

*Commissioner Killingsworth made a motion to move \$7,000 from the County Auditor line item to District Court. Commissioner Stone seconded the motion, which passed unanimously.*

*Commissioner Killingsworth made a motion to move \$200 from the County Auditor line item to J.P. Precinct 3. Commissioner Stone seconded the motion, which passed unanimously.*

*Commissioner Killingsworth made a motion to move \$1,700 from the County Auditor line item to Emergency Response Center. Commissioner Stone seconded the motion, which passed unanimously.*

*Commissioner Killingsworth made a motion to move \$3,700 from the County Auditor line item to the Courthouse Departments. Commissioner Ortega seconded the motion, which passed unanimously.*

*Commissioner Killingsworth made a motion to move \$5,600 from the County Auditor line item to the Jail. Commissioner Stone seconded the motion, which passed unanimously.*

*Treasurer Ofenstein explained that at the last meeting, Sheriff Dodson said the transport vehicle which was purchased for the jail for \$13,100 could be purchased from the abandoned vehicle account. Treasurer Ofenstein said that money is not available in that account, and that the vehicle cannot be purchased out of the awarded account.*

*An amendment made at the last meeting will cover the expenditure.*

*Commissioner Killingsworth said Commissioners and Department Heads need to see the expenditures on a monthly basis, as well as cash flow projections and investments.*

***D. Other administrative matters related to Treasurer's Office including financial procedures for 2012 / Discussion and appropriate action for work of Treasurer's Office to go forward***

***2. End of Year Workshop Session with Treasurer to discuss closeout and planning for transition to 2012***

*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***