

**PUBLIC NOTICE**

**REGULAR MEETING OF THE BREWSTER COUNTY COMMISSIONERS COURT  
MONDAY, FEBRUARY 11, 2013, AT 10:00 A.M.  
BREWSTER COUNTY COURTHOUSE, COMMISSIONERS COURTROOM  
6<sup>TH</sup> & AVE E  
ALPINE, TEXAS**

**AGENDA**

**FILED**

At 2:25 o'clock P M

To discuss and take action as appropriate on the following Date 2-7-13

1. Invocation, Pledge of Allegiance

BERTA RIOS-MARTINEZ  
County Clerk, Brewster County, TX

2. Minutes / additions / corrections / approval

By \_\_\_\_\_ Deputy

3. Recognitions: Mark Davis of Permian Basin MHMR, upon receiving the Cynthia Mills Award / Discussion and appropriate action

4. Treasurer

A. General Bills / Discussion and appropriate action

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  
Payroll Reports  
Check Register  
Other Financial Reports as Requested  
by Commissioners

C. 2013 February Debt Payments/ Authorization of any remaining payments due in February, including any transfers required / Discussion and appropriate action

D. Texas County District Retirement System Seminar and Individual employee Sessions/ February 20, 2013 / Review

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

5. Big Bend Softball Association

A. Update on Program/Discussion

B. Request for County Commissioners Recreational Funds for 2013/Discussion and appropriate action

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

**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**

**B. Commissioner, Pct. 3/ Update on Marathon Community Center and recent fundraising on behalf of Community Center**

**C. Personnel Matters**

- 1. Executive Session Pursuant to Section § 551.074, Government Code, VTCA, to discuss the appointment, employment, evaluation, reassignment, duties, compensation, or dismissal of a public officer or employee**

**Reconvene in Opens Session**

- 2. Discussion and appropriate action resulting from Executive Session**

**8. 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 progress after award of bid**
- 2. Discussion and appropriate action to go forward with grant project**

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

- 1. Update**

**2. Discussion and appropriate action to go forward with application**

**9. 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**

**B. Announce Texas A&M Engineering Extension Service (TEEX) MGT-312: Senior Officials Workshop for All-Hazards Preparedness / Training Seminar set for April 17, 2013, in Alpine**

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

**10. County Court / Review of Procedures related to Indigent Defense and Costs related to Indigent Defense/ Discussion and appropriate action**

**11. County Jail/ Dietary Standards for Prisoner's Meals**

**A. Review and Discussion of Jail Standards Commission's actual requirements concerning prisoners' diet**

**B. Discussion and appropriate action related to seeking additional outside professional advice concerning how to comply with Jail Standards Commission requirements in the most economical fashion, and other appropriate action concerning adhering to dietary standards for jail prisoners**

**12. County Records Management (All Departments)**

**A. Discussion concerning lack of storage space for old County records**

**B. Update/ Records Consultant's Inc., recent work related to retention and management of County records in various departments (Feb.5<sup>th</sup>-7<sup>th</sup>)**

- C. Revised Records Management Schedule now pending, as related to RCI's recent work
- D. County Clerk / Records Update / LanData & Status of Public Records in County Clerk's Office / Commissioners Court & County Court Records / Alternatives regarding electronic storage & ongoing scanning of old records / General Discussion
- E. Electronic Records storage as means to preserve records and conserve space/ General Discussion
- F. Discussion and appropriate action to move forward in addressing issues related to managing, storing and processing County records

13. Information Tech Committee and Commissioners Court Workshop, including:

- A. Review and Discussion of contract with Nectar Computers and progress made pursuant to contract
- B. Review and Discussion of ongoing relationship with Hill Country Software
- C. Upcoming Hardware and Software needs for Commissioners Courtroom renovations/ Update and possible costs
- D. Other IT needs and issues in various Departments, possible solutions and costs, including electronic records storage and management

14. County IT Committee, Commissioner Killingsworth, Pct. 2, Chair

- A. Request to renew contract with Nectar Computers/ Discussion and appropriate action
- B. Other general matters related to going forward with tech upgrades in Courthouse and County offices/ Discussion and appropriate action

15. Criminal Justice Information System (CJIS) / Update on progress

**Note: Due to the length of this agenda, expect that there will be one or more recesses**

**FILED**

At 2:25 o'clock P M  
 Date 2-7-13  
 By BERTA RIOS-MARTINEZ  
 County Clerk, Brewster County, TX  
 Deputy