

**PUBLIC NOTICE  
REGULAR MEETING OF THE BREWSTER COUNTY COMMISSIONERS COURT  
WEDNESDAY, NOVEMBER 08, 2017, AT 9:00 A.M.  
BREWSTER COUNTY COURTHOUSE, COUNTY COURTROOM  
DOWNSTAIRS OLD COURTHOUSE  
ALPINE, TEXAS**

**Judge Cano called the meeting to order at 9:04 a.m., the following Elected Officials were present:**

<b>Eleazar R. Cano</b>	<b>County Judge</b>
<b>Betse Esparza</b>	<b>Commissioner Pct. 1</b>
<b>Hugh Garrett</b>	<b>Commissioner Pct. 2</b>
<b>Mike "Coach" Pallanez</b>	<b>Commissioner Pct. 4</b>
<b>Babett Mann</b>	<b>County Treasurer</b>
<b>Berta Rios-Martinez</b>	<b>County Clerk</b>

**1. Invocation, Pledge of Allegiance**

Invocation and Pledge were led by Judge Cano.

**2. Public Comment – Comments are limited to 3 minutes per person. Pursuant to the Texas Open Meetings Act, the Court is limited in its ability to respond to comments**

No public comment.

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

No action.

**4. Recognitions & Announcements**

Judge Cano announced he went to Austin last week and attended the ARCIT Conference. Commissioner Esparza said she has one small thing to look at in the handbook in a couple of days and then send to Judge Cano's Office so he can distribute to Elected Officials Department Head and give them a timeline on when to submit their reviews and she hopes to have the project done before the end of the year.

**5. Brewster County Clerk / Discuss and approve three projects with Kofile Technologies: Microfilm Storage of the County Clerk Records, QuickLink Lite Electronic Index Book Solution for Land Records and the Restoration and Preservation of Historical General Land Office Award Letters / Discussion and appropriate action**

Berta-Rios Martinez, County Clerk, requested approval for three projects with Kofile Technologies: Microfilm Storage of the County Clerk Records, QuickLink Lite Electronic Index Book Solution for Land Records and the Restoration and Preservation of Historical General Land Office Award Letters. Scott Fausto, Representative of Kofile

Technologies and Associate Catherine Drolet, Account Representative for Brewster County in this part of Texas, both gave presentations on the Kofile Technologies. He said there will be a one time fee of \$500.00 for the transportation, inspection, inventory and storage of the film. No further charges will be incurred as long as the County Clerk continues to use the land and vital records system for two years. The total cost for the 26 Index Books and set up of website would be \$22,182.39 with support included. The first year there is no charge for support and it is a five year agreement. The total cost of the Restoration and Preservation of Historical General Land Office Award Letters is \$16,877.60. There are a total of six volumes, four General Manage Records and two County Survey Records. If approved by the court, Kofile Technologies will pick up books November 30, 2017. The process will take at least four or five months. Commissioner Garrett moved to approve Kofile Technology's from Microfilm Storage of the County Clerk Records. Commissioner Pallanez seconded the motion; motion passed unanimously.

Commissioner Garrett moved to approve Kofile Technologies presentation for QuickLink Lite Electronic Index Book Solution for Land Records. Commissioner Esparza seconded the motion; motion passed unanimously.

Commissioner Garrett moved to approve the Restoration and Preservation of Historical General Land Office Award Letters. Commissioner Pallanez seconded the motion; motion passed unanimously.

Court recessed at 10:06 a.m.

Court reconvened at 10:19 a.m.

**6. Brewster County Sheriff's Office / Discuss and consider splitting over paid salary of a Sheriff's Deputy into 4 pay periods / Discussion and appropriate action**

Sheriff Ronny Dodson requested to consider splitting the overpaid salary of a Sheriff's Deputy into four pay periods. Commissioner Esparza moved to approve the request. Commissioner Garrett seconded the motion; motion passed unanimously.

**7. Brewster County Auditor**

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

Paty Saenz presented the General bills and walk-ins. Commissioner Pallanez moved to approve the general bills as presented as well as the walk-ins. Commissioner Esparza seconded the motion; motion passed unanimously.

**B. Monthly Reports**

Treva Watson, County Auditor, gave a brief report on the Monthly Reports. She mentioned the Indigent Defense Grant Annual Report was submitted on time and was accepted. She also presented the Jail Commissary audit.

**C. Financial Reports / Updates, discussion, review and appropriate action concerning**

the following:

<b>Statement of Cash Position</b>	<b>Transfers</b>
<b>Budget Analysis Usage Report</b>	

No action.

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

No action.

**8. Treasurer's Office**

**A. Financial Reports / Updates, discussion, review and appropriate action concerning the following:**

<b>Combined Statement of Revenues &amp; Expenses</b>	<b>Payroll Reports</b>
<b>Check Register</b>	<b>Receipt File Listings</b>
<b>Personnel/Overtime Reports</b>	<b>Cash Reports</b>
<b>Other Financial Report as Requested by Commissioners</b>	<b>Grants Reports</b>

Treasurer Mann presented the Financial Reports. She mentioned the Grant Administrator, Jessica Kretschmer, should start soon and registered her for a Conference in December. Treasurer Mann announced she will be out Wednesday and will return to work after Thanksgiving.

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

No action.

**9. Officials' Monthly Reports**

Berta Rios-Martinez, County Clerk, presented the Officials' Monthly Reports. Commissioner Garrett read the Officials' Monthly Reports. Commissioner Esparza moved to approve as read. Commissioner Garrett seconded the motion; motion passed unanimously.

**10. Road & Bridge Department / Community Facilities**

**A. Road & Bridge Superintendent's Report**

**General updates on maintenance and repairs for all county roads; road materials including, fuel, supplies including usage & inventories & future needs; 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) and community facilities (assistance with maintenance and other related issues); assistance to other governmental entities and emergency responders; personnel issues, (vacancies, new hires, performance and safety); permits for boring or trenching for utilities across County Roads

Judge Cano announced Frenchie Causey, Superintendent of Road and Bridge Department is out in the field and was not able to attend the meeting. Judge Cano gave a brief report on the R & B Department.

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

No action.

**11. Emergency Management Department**

**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 public and private insurance coverage and personnel issues related to emergency response / Discussion and appropriate action**

Judge Cano announced David Lambrix is in Van Horn attending a workshop. He gave a brief report on the Emergency Management Department.

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

No action.

**12. Brewster County Emergency Services District #1 / Board Appointments for 1, 2 & 3 / Discussion and appropriate action**

Commissioner Garrett gave a brief discussion on Brewster County Emergency Services District #1 Board Appointments for 1, 2 & 3. Commissioner Esparza moved to reappoint Carlos Mendoza for position 1, Jeanette Hall for position 2 and Sharron Clark for position 3. Commissioner Garrett seconded the motion; motion passed unanimously.

**13. Consideration and ratification for acquisition of West Texas Food Bank Property on Hwy 90, Contract approved on October 11, 2017 / Discussion and appropriate action**

Judge Cano gave a brief report on ratification for acquisition of West Texas Food Bank Property on Hwy 90. Janet Moeller, a member of the Food Pantry Board, gave a report. Commissioner Garrett moved to approve the agreement to accept the donation of property from the West Texas Food Bank. Commissioner Esparza seconded the motion; motion passed unanimously.

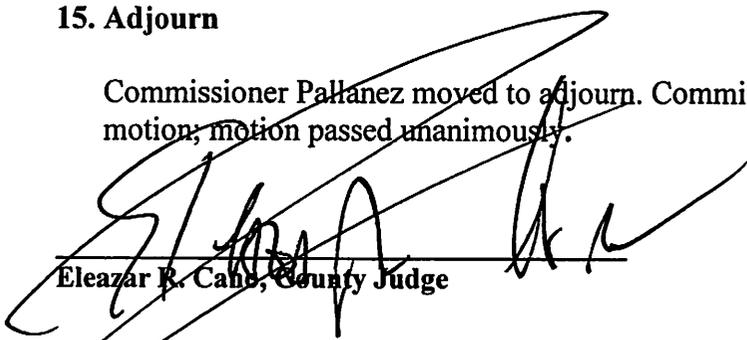
Commissioner Garrett moved to approve the agreement to accept the donation of property from the Food Pantry in Alpine. Commissioner Esparza seconded the motion; motion passed unanimously.

**14. Schedule next Commissioners Court Called Meeting to approve payroll and bills, November 15, 2017, and Regular Meeting moved from November 22, 2017 to November 29, 2017, at 9:00 A.M., due to the closure of the Courthouse for the Thanksgiving Holiday**

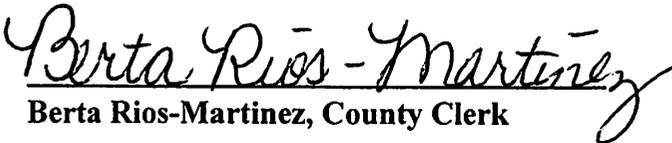
Judge Cano informed the court on a Called Meeting for November 15, 2017 at 9:00 a.m. The Regular Meeting will be on November 29, 2017 at 9:00 a.m.

**15. Adjourn**

Commissioner Pallanez moved to adjourn. Commissioner Esparza seconded the motion; motion passed unanimously.

  
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Eleazar R. Cano, County Judge

ATTEST:

  
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Berta Rios-Martinez, County Clerk