

PUBLIC NOTICE

**REGULAR MEETING OF THE BREWSTER COUNTY COMMISSIONERS COURT
WEDNESDAY, OCTOBER 25, 2017, 9:00 A.M.
BREWSTER COUNTY COURTHOUSE, COMMISSIONERS COURTROOM
ALPINE, TEXAS**

Judge Cano called the meeting to order at 9:03 a.m., the following Elected Officials were present:

Eleazar R. Cano	County Judge
Betse Esparza	Commissioner Pct. 1
Hugh Garrett	Commissioner Pct. 2
Ruben Ortega	Commissioner Pct. 3
Mike "Coach" Pallanez	Commissioner Pct. 4
Babett Mann	County Treasurer
Berta Rios-Martinez	County Clerk

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 comment

3. Minutes / additions / corrections / approval

Commissioner Esparza moved to approve the Minutes for October 11, 2017 and October 18, 2017 as corrected. Commissioner Ortega seconded the motion; motion passed unanimously.

4. Recognitions & Announcements

A. Proclamation Declaring October 2017 as National Breast Cancer Awareness Month / Discussion and appropriate action

Judge Cano read into record the Proclamation Declaring October 2017 as National Breast Cancer Awareness Month. Commissioner Ortega moved to approve as read. Commissioner Esparza seconded the motion; motion passed unanimously.

Judge Cano announced that Julie Morton had attended a County Sponsored Retreat related to employee health last year and he would like to attend this year in the fall or spring to commit to establish the wellness program within the county.

B. Declare November as “Official Home Care and Hospice Month” for the State of Texas and approve Proclamation / Discussion and appropriate action

Commissioner Esparza read into record the Proclamation to declare November as “Official Home Care and Hospice Month” for the State of Texas.

Commissioner Esparza moved to approve as read. Commissioner Ortega seconded the motion; motion passed unanimously.

5. Sheriff's Office / Approve the purchase of four vehicles from grant sources and the pipeline donation / Discussion

Ryan Skelton, Chief Deputy, discussed and requested approval for the purchase of four vehicles from grant sources and the pipeline donation. Judge Cano and Commissioners briefly discussed the request. Commissioner Garrett moved to approve the sheriff's office request to purchase four vehicles using money from ETP Grant and from Stonegarden and JAG Grants. Commissioner Ortega seconded the motion; motion passed unanimously.

6. 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

David Lambrix gave an update on emergency operations.

B. Approve the purchase of a vehicle & equipment from the pipeline donation / Discussion and appropriate action

David Lambrix gave a brief review of the requested purchase from the pipeline donation. Commissioner Ortega moved to approve the purchase. Commissioner Pallanez seconded the motion; motion passed unanimously.

David Lambrix also mentioned on November 11, 2017 he will have a training at Terlingua.

C. Discussion and appropriate action for general work of Emergency

Management Department to go forward

No action.

7. Brewster County Auditor

A. General Bills / Discussion and appropriate action

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

Commissioner Ortega stepped out for a few minutes and was not available to vote.

B. Monthly Reports

Treva Watson, County Auditor, gave an update on the Monthly Reports.

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

**Statement of Cash Position
Budget Analysis Usage Report**

Transfers

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. Gibson Ruddock Patterson, LLC (GRP)

A. 2017 Audit / Selection of Auditor / Discussion concerning means of selection of Auditor and discussion and action concerning selecting Auditor for 2017

Judge Cano discussed selecting an Auditor for 2017. Commissioner Ortega moved to approve GRP as our external auditor. Commissioner Pallanez seconded the motion; motion passed unanimously.

B. Approve GRP to provide training to the County Treasurer related to accounting and reporting needs of Brewster County / Discussion and appropriate action

Treasurer Mann requested approval for GRP to provide training to the County Treasurer related to accounting and reporting needs of Brewster County. The cost is \$5,600.00 for the training. Commissioner Ortega moved to approve the \$5,600.00 plus out of pocket travel costs for GRP. Commissioner Pallanez seconded the motion; motion passed unanimously.

9. Treasurer's Office

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

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

Treasurer Mann presented the Financial Reports. She mentioned the Sheriff's Office has requested that Jail Administrator, Jimmy Martinez's salary be increased to the \$40,615.48 that has been budgeted for that position. Jimmy Martinez was hired on a probationary period with lower salary and the Sheriff has now requested the increase. Commissioner Garrett moved to approve as presented. Commissioner Ortega seconded the motion; motion passed unanimously.

Treasurer Mann announced that Robert Martin who has been working as JAG Deputy, is being switched with Omar Holguin, who will be working as JAG Deputy. Martin will be the new Courthouse Security Officer and salaries will not change. The Grant will cover Holguin's salary and the Sheriff's Office budget will cover the remaining salary for Martin which was lower so no additional fundings are needed.

B. Request to Cancel Bank Accounts for the following:

1. Special Purpose account number 3498 / Discussion and appropriate action

Treasurer Mann requested to cancel the Special Purpose Designated Gifts Account, which hasn't been used since 2014. The balance in the account is \$73.41. Commissioner Ortega moved to allow Treasurer Mann to cancel the Special Purpose Account. Commissioner Esparza seconded the motion; motion passed unanimously.

2. Contract account number 711060 1940 / Discussion and appropriate action

3. TCDP account number 729025 9282 / Discussion and appropriate action

4. TCDP account number 729081 7492 / Discussion and appropriate action

Treasurer Mann requested to cancel the three account numbers 711060, 729025, and 729081. Commissioner Esparza moved to allow Treasurer Mann to close the three accounts 711060, 729025 and 729081. Commissioner Ortega seconded the motion; motion passed unanimously.

C. 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.

Judge Cano announced that in 2018, the Regular Commissioners Court Meetings will be held before payroll to eliminate Called meetings.

10. Officials' Monthly Reports

Berta Rios-Martinez, County Clerk, announced that the Officials' Monthly Reports were recorded at the beginning of the month.

11. 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

Frenchie Causey, Superintendent of the Road & Bridge Department, gave a report on the R & B Department. He also mentioned that AISD and Sul Ross requested help to deliver some school equipment to Bloomington ISD outside of Victoria, Texas. They asked if the county could supply the haul truck to pull the trailer to Victoria. They will be going in the morning October 30th and come back October 31st. Commissioner Ortega moved to approve the request as presented. Commissioner Esparza seconded the motion; motion passed unanimously.

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

No action.

12. County Credit Cards / Policy recommendation from external auditor / Discussion and appropriate action

Commissioner Esparza presented a proposed policy on the County Credit Cards.

Court recessed at 10:58 a.m.
Court reconvened at 11:08 a.m.

Judge Cano and Commissioners discussed the County Credit Card Policy. Commissioner Ortega asked to leave meal allowance open for further discussion.

13. Reaffirm 2018 Brewster County Application and Resolution for the Texas Indigent Defense Grant Program / Discussion and appropriate action

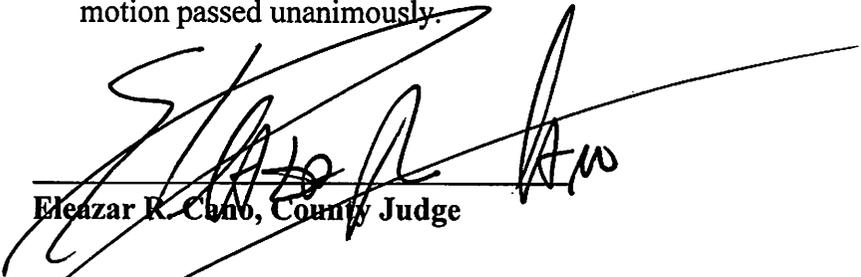
Judge Cano discussed the Application and Resolution for the Texas Indigent Defense Grant Program. He announced the money comes in quarterly. Judge Cano read into record the Resolution for the Texas Indigent Defense Grant Program. Commissioner Ortega moved to approve as read. Commissioner Esparza seconded the motion; motion passed unanimously.

14. Schedule next Commissioners Court Called Meeting to approve payroll and bills, November 1, 2017, and Regular Meeting on November 8, 2017, at 9:00 A.M.

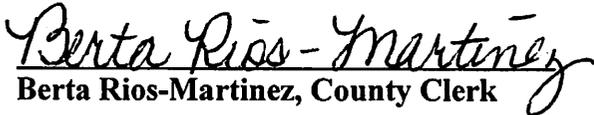
Judge Cano informed the court that a Called Meeting will be held November 1, 2017 at 9:00 a.m. and the Regular Meeting will be November 8, 2017.

15. Adjourn

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


Eleazar R. Cano, County Judge

ATTEST:


Berta Rios-Martinez, County Clerk