

**CALLED MEETING OF THE
BREWSTER COUNTY COMMISSIONERS COURT
MONDAY, DECEMBER 30, 2013, AT 9:00 A.M.**

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

VAL CLARK BEARD	COUNTY JUDGE
ASA "COOKIE" STONE	COMMISSIONER PCT. 1
KATHY KILLINGSWORTH	COMMISSIONER PCT. 2
RUBEN ORTEGA	COMMISSIONER PCT. 3
MIKE PALLANEZ	COMMISSIONER PCT. 4
JERRY SOTELLO	J.P., PRECINCT 1

1. Minutes / additions / corrections / approval

There were no minutes presented for approval.

2. Recognitions / Ryan Skelton upon attaining his Bachelor's Degree from Sul Ross State University / Discussion and appropriate action

Commissioner Stone made a motion to extend congratulations to Deputy Skelton, which was seconded by Commissioner Williams, and passed unanimously.

3. Treasurer's Office

Judge Beard expressed appreciation to the two relatively new Treasurer's Office employees who have been working very diligently and under a lot of pressure.

A. General Bills / Discussion and appropriate action

Commissioner Stone made a motion to approve the general bills as presented, which was seconded by Commissioner Williams, which passed unanimously.

Judge Beard abstained from 84172 and 84173, and Commissioner Pallanez abstained from 84089.

B. Financial Reports / Updates, Discussion, Review and appropriate action concerning the following:

Specified Activity Report	Payroll Reports
Cash Flow Predictions	Check Register
Budget Analysis Usage Report	Transfers

**Receipt File Listings
Cash Report
Grant Reports**

**Personnel/Overtime Reports
Other Financial Reports as
Requested by Commissioners**

C. Matters related to 2013 End of Year Closeout

1. Treasurer's Workshop / General discussion regarding recent software training end of year closeout matters, financial reports, budget line item transfers and amendments, transfers between funds, general discussion regarding projected end of year financial status

Former Commissioner Killingsworth said training was held Dec. 16-17 on HCSS. The training was very helpful, but there are a lot of holes and gaps that not to be filled, and they will continue to have monthly training until everyone is fully trained. There are several applications on the system which haven't been used, which will help make things more accurate.

The Treasurer's Office is going to ask for transfer permission in order to fund Road & Bridge for the end of the year. They do not have a firm figure at this time, but they'll report that to Commissioners Court in January.

As several postings are incomplete, a specified activity report is unavailable.

A draw-down of \$500,000 from TexPool was done to cover the end of year closeouts and the first payroll in January. Commissioner Killingsworth said the cash is available, but until all postings are complete, they cannot see what the final figures are. When they can, a large portion of that money will be returned to investments.

2. Line item transfers & Budget amendments for all County Departments:

**County Judge
County Clerk
County Veteran's Office
Non-Departmental
Contracting Agencies
Community Facilities
Emergency Management
County Court
District Clerk
District Court
Justice of the Peace 1,2, & 3**

**County Attorney
County Treasurer
Tax Assessor-Collector
Courthouse
County Jail
Constable Pct. 1, 2, & 3
Sheriff
Extension Officer
Exten. Serv. (Home Agent)
Road & Bridge Department
Records Management**

Judge Beard reminded everyone that a line item transfer is the movement of money from within an individual department's budget.

Former Commissioner Killingsworth reviewed the transfers. She has been working with and assisting the Treasurer's employees during the transition, due to the unavailability of Treasurer Ofenstein, due to illness.

Commissioner Stone made a motion to accept the line item transfers as presented, which was seconded by Commissioner Pallanez, and passed unanimously.

3. Transfers between Funds / Discussion and appropriate action

a. General Fund, Historic Preservation, Jail Infrastructure to Road & Bridge Department or to General Fund for maintenance and improvements / outside of Road & Bridge

A transfer will be made from the General Fund to cover Historic Preservation and Road & Bridge, more than was expected due to costs related to repairing the Old Library and maintenance at the jail.

Judge Beard noted that there is no way in a County this size to fund the Road & Bridge Department without the use of a large transfer from the General Fund. This has been historically done every year.

Commissioner Killingsworth said that, preliminarily, the total should be less than \$300,000. She asked for permission from the Court to make that transfer.

Commissioner Stone made a motion to approve the fund transfer, which was seconded by Commissioner Pallanez, and passed unanimously.

Commissioner Williams made a motion to permit the Treasurer's Office to make a final year-end transfer from the General Fund to the Road & Bridge Department, which was seconded by Commissioner Stone, and passed unanimously.

b. General Fund to Road & Bridge Department for 2013 deficits

c. Transfer to General Fund from Reserve Accounts, if necessary

Former Commissioner Killingsworth said \$500,000 will be moved to the General Fund from TexPool.

d. Other transfers between funds as required to close out 2013

Former Commissioner Killingsworth said there could be another transfer from the jail infrastructure account to cover a few more small expenditures.

Commissioner Stone made a motion to approve that transfer, which was seconded by Commissioner Pallanez, and passed unanimously.

4. Reimbursements from other entities to Road & Bridge Budget or General Fund

5. Projections concerning financial status at End of 2013 / Discussion and appropriate action

D. Consideration of Interim Payment of Bills / Discussion and appropriate action

Commissioner Killingsworth said something could come in today that needs to be applied before the end of the year.

Commissioner Williams made a motion to approve the interim payment of bills, which was seconded by Commissioner Stone, and passed unanimously.

E. Judge's request for authorization for new signators on County Bank Accounts (Incoming County Judge and Treasurer)

Judge Beard said she and Carol Ofenstein will come off of the accounts, and Kathy Killingsworth and Della Shackelford will be placed on the accounts at West Texas National Bank, TransPecos Banks, TexPool, and any other state investment pool.

Commissioner Stone made a motion to approve the new signators, which was seconded by Commissioner Williams, and passed unanimously.

Commissioner Williams made a motion to designate Dec. 31, 2014, as the date for the transition, which was seconded by Commissioner Pallanez, and passed unanimously.

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

4. Judge's comments concerning 2014 Budget, ongoing IT enhancements and upcoming challenges / Workshop Format / Discussion only

Judge Beard said the National Association of Counties has done an excellent job through the years of representing those who are entitled to PILT payments. Her office stays in communication with that association. The situation this year, not surprisingly, is that the 2014 PILT payments are not yet funded. Her office sent a letter at the end of last week, but it is going to be necessary, probably on the first agenda, to do their annual letter. She suggested going one step beyond that this year, and recommended that Commissioners ask key people in their precincts to send letters, as well.

Judge Beard said she would like Commissioners Court to watch that Department Heads are filling vacant positions when necessary. While not filling a position saves some money, those which are key and necessary need to be filled so that new hires can be properly trained.

Judge Beard agreed with Commissioner Killingsworth that our software is not being used to its full capabilities. She thinks Commissioners Court is going to have to push on that a little bit. At the very least, view-only access will be provided to all department heads and courts.

Judge Beard said that five or six years ago, we had a cash flow issue that was related to expenditures on grants. This County cannot afford to front money on grant expenditures, particularly on a long-term basis. While the Treasurer's Office has been currently designated to do the accounting, they do not have to continue to do so. Each department needs to be, ultimately, responsible for their own grant expenditures, reporting and reimbursements.

Judge Beard said we are looking at some positive changes in relation to IT.

Judge Beard said this is her last meeting, and it has been her pleasure to preside.

5. 2014 Bonds for County Officials / Discussion and appropriate action

A. Brewster County Judge / Approval / Discussion and appropriate action

Judge Beard said that, technically, the County Judge's bond doesn't need to be approved, but it is a \$10,000 bond that she wanted to bring to Commissioners' attention.

B. Brewster County Treasurer / Amount & approval / Discussion and appropriate action

Commissioner Stone made a motion to approve a \$100,000 bond for the incoming treasurer, which was seconded by Commissioner Pallanez, and passed unanimously.

6. Matters related to FAA approval/disapproval of Far West Texas Airspace for experimental unmanned aircraft (Drones) / Discussion and appropriate action to express concern

This item was taken up out of order as there were many people in the audience who were interested.

Judge Beard said there have been a lot of comment on this matter, and Commissioners have heard those comments. Matters like this are not new to West Texas, and it is something we're going to have to continue to deal with. Over the years, we have become a target as people look out here and see a lot of land, and not a lot of people.

The matter related to Lone Star Unmanned Aircraft Systems is not surprising, as we have dealt over the years with issues related to our air space, a realistic bomber training issue, and low-altitude flight training.

Judge Beard said she has prepared a resolution for Commissioners Court. It does not get into a lot of technicalities as she has tried to avoid the use of so many acronyms or technical detail.

Judge Beard read the proposed resolution for the record.

Commissioner Stone made a motion to adopt the resolution, which was seconded by Commissioner Pallanez.

Commissioner Williams said tourists come here for tranquility, and to feel peaceful and safe. He suggested that space can be found elsewhere for this type of testing.

The motion passed unanimously.

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

VAL CLARK BEARD, COUNTY JUDGE

ATTEST:

BERTA RIOS- MARTINEZ, COUNTY CLERK