

**REGULAR MEETING OF THE
BREWSTER COUNTY COMMISSIONERS COURT
TUESDAY, JANUARY 28, 2014, AT 9:00 A.M.**

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

KATHY KILLINGSWORTH	COUNTY JUDGE
ASA "COOKIE" STONE	COMMISSIONER PCT. 1
TOM WILLIAMS	COMMISSIONER PCT. 2
RUBEN ORTEGA	COMMISSIONER PCT. 3
MIKE PALLANEZ	COMMISSIONER PCT. 4
BETTY JO ROONEY	TAX ASSESSOR COLLECTOR
DELLA SHACKELFORD	TREASURER
BERTA RIOS-MARTINEZ	COUNTY CLERK
RONNY DODSON	SHERIFF
JO ANN SALGADO	DISTRICT CLERK

1. Minutes / additions / corrections / approval

The minutes from the Jan. 13, 2014, meeting were presented for approval. Commissioner Ortega made a motion to approve the minutes, which was seconded by Commissioner Williams, and passed unanimously.

2. Recognitions

A. Recognize AR Taylor upon his retirement from the Brewster County Sheriff's Office & for his 44 years of Public Service / Discussion and appropriate action

Judge Killingsworth said Mr. Taylor served 44 years in law enforcement. She said we want to commend him for his service.

Sheriff Dodson reviewed Mr. Taylor's work, and said he is going to begin a new career with the District Attorney's Office. Sheriff Dodson said he appreciates his service.

Commissioner Stone made a motion to approve a resolution in honor of Mr. Taylor, which was seconded by Commissioner Ortega, and passed unanimously.

B. Recognize Paul Rashott for his service to the Brewster County

Sheriff's Office / Discussion and appropriate action

Sheriff Dodson said Mr. Rashott went to the Academy in 2007 after retiring from the plumbing business, just to fill a need in South County. He said he appreciates Mr. Rashott's initiative and willingness to work.

Commissioner Ortega made a motion to approve a resolution in honor of Mr. Rashott, which was seconded by Commissioner Stone, and passed unanimously.

C. Recognize the promotions of Mauricio Cordova, Edward Cardoza & Doug McIntyre

Sheriff Dodson said the new Captain will be Edward Cardoza. Mauricio Cordova will be the new Sargeant. Doug McIntyre will be a patrol deputy.

Sheriff Dodson said Rob Harding is the new deputy in South County.

3. Texas Association of Counties / Risk Management Pool / Presentation by Victor Uvalle, Risk Management Consultant

Mr. Uvalle said TAC has a team of risk assessment employees who can come to the County and offer training, and who are always available by phone. They are trying to coordinate training with the Road & Bridge Department now.

4. Treasurer

A. General Bills / Discussion and appropriate action

Treasurer Shackelford said three of the four debt payments which are due in February are included in the bills. The I&S balance is short, but she fully expects enough tax payments to be made in the meantime in order to make all of the payments.

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

There is one walk-in bill from RGEC for \$763.

Commissioner Ortega made a motion to approve the walk-in bill, which was seconded by Commissioner Stone, and passed unanimously.

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

Treasurer Shackelford reviewed the financial reports with Commissioners.

She said the County ended the year with about \$174,000 in the black; however, that includes County-fronted grants, which will be reimbursed eventually, but is not in the bank right now.

Specified Activity Report
Cash Flow Predictions
Budget Analysis Usage Report
Receipt File Listings
Cash Report
Grant Reports

Payroll Reports
Check Register
Transfers
Personnel/Overtime Reports
Other Financial Reports as
Requested by Commissioners

C. Addition of New Accounts

- 1. Emergency Victims Services / Cover costs of hotel rooms, meals, etc. for families displaced by house fires or similar catastrophic events**

Commissioner Ortega made a motion to approve the creation of the account, which was seconded by Commissioner Williams, and passed unanimously.

- 2. Additional Hotels/Motels**

Treasurer Shackelford said there are a couple of hotels whose tax payments are being lumped into a miscellaneous account. She would like to add those to her chart of accounts.

Commissioner Ortega made a motion to approve the creation of the accounts, which was seconded by Commissioner Williams, and passed unanimously.

- 3. Rename checking account to the Marathon Water Grant Project**

Commissioner Ortega made a motion to approve the renaming of the account, which was seconded by Commissioner Williams, and passed unanimously.

D. Internal Financial Procedures

- 1. Coding of Bills**

Judge Killingsworth said each Department Head needs to code their own bills and turn them into the Treasurer's Office. It saves time, and it also allows Department Heads to keep an eye on their budgets.

Commissioner Williams made a motion to authorize Department Heads to code their bills prior to turning them into the Treasurer's Office, which was seconded by Commissioner Stone, and passed unanimously.

2. Purchasing Procedures

Judge Killingsworth said there are several accounts open in town which allow anyone to charge, one in particular.

The County needs a policy which requires a signature for purchase, and only certain employees should be allowed to make the purchase.

Commissioner Stone made a motion authorizing the Judge and the Treasurer's Office to investigate other open accounts and to put in place appropriate purchasing procedures. Commissioner Williams seconded the motion, which passed unanimously.

3. Travel Voucher for travel, room / meal receipts

Treasurer Shackelford said the Treasurer's Office has created a travel voucher which will be used by all employees. Receipts should be attached to the voucher.

Judge Killingsworth said this put procedures in place that protect both the County and employees in the event of an audit.

Commissioner Williams said the policy must be clear for the employees so that the same parameters are always used.

Commissioner Williams made a motion to approve the County travel voucher procedures, which was seconded by Commissioner Ortega, and passed unanimously.

4. Time Sheets signed by Employee & Department Head, due two days prior to payroll

Treasurer Shackelford said timesheets must be signed by both the employee and the Department Head, again, to protect both the employee and the County. She said one exception is the jail since they use their thumb print to sign in and out. That information is reviewed by a supervisor before being turned into the Treasurer's Office.

Commissioner Stone made a motion to approve the timesheet policy, which is seconded by Commissioner Pallanez, and passed unanimously.

Judge Killingsworth noted that there always exceptions; for instance, if a supervisor is out-of-town, timesheets should still be turned in, and they can then be signed by the supervisor upon their return.

5. County Credit Card use procedures / All receipts must be submitted with credit card bill

Treasurer Shackelford said it is best that receipts are turned in as soon as possible, and always have to be turned in before reimbursement is made.

Judge Killingsworth said credit card receipts should also be signed and coded.

Judge Killingsworth said the credit card use policy is in the employee handbook. She said those who carry a County credit card should review the policy and sign off on it annually.

Commissioner Stone made a motion to approve the credit card use procedures, which was seconded by Commissioner Pallanez, and passed unanimously.

E. Operation Stonegarden Law Enforcement Grant / Pay rate increase for Laura Burguette

FEMA is allowing an increase of 15 hours per week for \$25/hour.

Judge Killingsworth said this is a temporary position at this time.

Commissioner Stone made a motion to approve the pay increase, which was seconded by Commissioner Ortega, and passed unanimously.

F. Review County charge accounts/procedures / Discussion and appropriate Action

This item was addressed in Item C.

G. Approval for Debt Service Payments

Treasurer Shackelford reviewed the payments for a trailer for R&B, and two notes of obligation from 2005 and 2008.

Commissioner Stone made a motion to authorize the payments, which was seconded by Commissioner Williams, and passed unanimously.

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

Treasurer Shackelford said the County does not have a contract with AT&T for local or long distance service; therefore, we have been paying very high rates. A sales rep should be calling soon with options for plans.

5. Officials' Monthly Reports / Discussion and appropriate action

Commissioner Stone read the reports for the record.

Commissioner Ortega made a motion to approve the reports, which was seconded by Commissioner Williams, and passed unanimously.

6. 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

Commissioner Stone said crews have been blading roads, provided general maintenance Pena Park, and hauled materials to Mills Road. They are adding onto the bathrooms at the shop, putting in a shower and hand washing station. They will start demolition of the bridge on Marathon Road on Feb. 3. That bridge will be closed until the low water crossing is finished.

Commissioner Ortega said the annual fish fry will be held Feb. 8 at the Community Center.

B. Terlingua CSD Track Construction Cooperative Project

1. Update

Engineer Travis Roberts said the inside curb line is basically finished, and they are beginning work on the outside curb. Weather permitting, we ought to be finished pouring concrete next time.

2. Discussion and appropriate action to conclude project

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

7. 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, matters related to 911 EMS in County and matters related to 911 & 911 addressing / Discussion and appropriate action

EMC Betse Esparza said she trying to work out a way to disseminate burn ban to more people more effectively. Commissioner Williams said he has some ideas, and will talk with her soon.

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

8. Contracts for Services with local Non-Profit entities for FY 2014 (Alpine Public Library, Marathon Public Library, The Sunshine House, Family Crisis Center, Frontier CASA, Inc., and The Children's Advocacy Center of the Big Bend) / Discussion and appropriate action concerning contracts for services in 2014

Judge Killingsworth said, with Commissioners' permission, she will contact attorney Greg Hudson, to draft contracts. She noted that the PILT funding is completely insecure. Without it, cuts will have to be made, possibly to these entities. The contracts should address that.

Judge Killingsworth said funding is also based on maintenance of the non-profit status, and the contract should include that as well.

Commissioner Williams said it is also important that they realize that they cannot get involved in political activity.

Commissioner Ortega made a motion to authorize the inclusion of clauses in the contract that outline the possibility of the loss of funding and the IRS non-profit determination. Commissioner Williams seconded the motion, which passed unanimously.

9. Schedule of funds disbursements for Non-Profit entities

Judge Killingsworth reviewed the schedule with Commissioners.

Commissioner Pallanez asked which cemeteries are included. Currently, Holy Angels and the Marathon Cemetery receiving funding. Elm Grove has not replied to letters from the County seeking requests for funding.

Commissioner Stone made a motion to approve the schedule, which was second by Commissioner Ortega, and passed unanimously.

10. Recommendation & consideration of an amendment extending the current Crown Correctional Telephone Contract / Discussion and appropriate action

Sheriff Dodson said most companies are providing very similar service at this time.

He recommended extending the contract until budget time, when we could seek bids again if Commissioners desire.

The extension would be for one year.

Judge Killingsworth read the amendment for the record, which is attached made a part of these minutes. She, Sheriff Dodson and Mr. Hudson worked together on the amendment.

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

11. County Clerk/Elections

A. Update

Mrs. Martinez said she received a letter of resignation from the elections clerk. She said she is not going to advertise to fill the position any time soon.

Ballots have been ordered, and the media has been ordered for the electronic machines, which will be tested Feb.10. We will also be using the ballot scanner for the first time.

B. Remote Voting Locations

Mrs. Martinez reviewed remote voting dates and times as follows:

Feb. 21: Red Pattillo Community Center, 11 a.m. to 3 p.m.,

Precincts 6 and 7

Feb. 26: Marathon Community Center, 9 a.m. to 12 p.m., Precinct 3

Feb. 28: San Vicente School Gym, 11 a.m. to 3 p.m., Precinct 5

Commissioner Stone made a motion approving the remote voting locations, which was seconded by Commissioner Ortega, and passed unanimously.

C. Announce Change of Early Voting Location

Early voting will be held in the Old Library rather than at the Tax Office, as is traditional, due to the fact that one of the candidates works in that building.

12. Brewster County Tourism Council

A. General update on recent activities

Executive Director Mike Davidson said they have moved into the new office across the street, which is very nice. He has a new part-time

He reviewed some economic trends as they effect tourism in South Brewster County, as well as website visitors.

Mr. Davidson outlined trade shows and exhibitions they have been to and plan to attend.

B. Contracts over \$5,000 / Request for approval

Mr. Davidson presented several advertising contracts with Trip Advisor, Big Bend Texas Mountain Travel Guide, Brand USA, Texas Highways, Texas Monthly, San Antonio Public Radio and Austin concert series, totaling \$70,000.

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

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

KATHY KILLINGSWORTH, COUNTY JUDGE

ATTEST:

BERTA RIOS- MARTINEZ, COUNTY CLERK