PUBLIC NOTICE
REGULAR MEETING OF THE BREWSTER COUNTY COMMISSIONERS COURT
WEDNESDAY, DECEMBER 13, 2017, AT 9:00 A.M.
BREWSTER COUNTY COURTHOUSE, COUNTY COURTROOM
DOWNSTAIRS OLD COURTHOUSE
ALPINE, TEXAS

Judge Cano called the meeting to order at 9:02 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

Chris Cornell commented on the new rules proposed by the Brewster County Groundwater Conservation District.

3. Minutes / additions / corrections / approval

No action.

4. Recognitions & Announcements

A. Recognize the Brewster County Road & Bridge Crew & Brewster County Maintenance Crew for their outstanding job in decorating our Brewster County Courthouse

Judge Cano recognized and thanked the Brewster County Road & Bridge Crew & Brewster County Maintenance Crew for their outstanding job in decorating our Brewster County Courthouse.

B. Special Thank You for donations made for the to the Christmas Parade

1. Tallent Roofing, Inc., donated the use of bucket to help put Christmas lights on the Courthouse Christmas Tree

Judge Cano recognized and thanked Tallent Roofing, Inc. for donating the use of bucket to help put Christmas lights on the Courthouse Christmas Tree.

2. **George Johnson, Johnson Feed & Western Ware loaning out bales of hay to put in the trailer the county used in the parade**

   Judge Cano recognized and thanked George Johnson for loaning out bales of hay to put in the trailer the county used in the parade.

3. **Ronny Dodson for loaning out the trailer used in the Christmas Parade**

   Judge Cano recognized and thanked Ronny Dodson for loaning out the trailer used in the Christmas Parade.

13. Tax Collection Contracts for other Governmental Entities / Discussion of Tax Collection Agreement Contracts on behalf of Brewster County and other taxing entities throughout the county / Discussion and appropriate action

Judge Cano discussed the Tax Collection Agreement Contracts on behalf of Brewster County and other taxing entities throughout the county. Commissioner Ortega moved to accept the contract for Tax Collection with AISD. Commissioner Pallanez seconded the motion; motion passed unanimously.

5. Treasurer's Office

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

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

Treasurer Mann presented the Financial Reports for November. She also presented the Payroll for Pay Period November 27 – December 10, 2017. Commissioner Ortega moved to approve Payroll as presented. Commissioner Esparza seconded the motion; motion passed unanimously.

B. Accept donations from Alpine Community Credit Union, Alpine Plumbco and K-Gage Ranch to the Brewster County Sheriff's Office / Discussion and appropriate Action

Treasurer Mann reported the donations from Alpine Community Credit Union $546,

Alpine Plumbco $100 and K-Gage Ranch $500 to the Brewster County Sheriff's Office. Commissioner Ortega moved to accept the donations as presented. Commissioner Esparza 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.

6. Brewster County Auditor

A. General Bills / Discussion and appropriate action

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

B. Monthly Reports

Treva Watson, County Auditor, said she has no monthly reports.

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

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

Treva Watson, County Auditor, gave an update on the Financial Reports. She said she emailed department heads that she has statements of expenses on their funds in the office available for them to come pick up and do their transfers. She had three people that did their requests but would like each department to get their lines items transferred. Commissioner Ortega moved to approve all the line item transfers at this time. Commissioner Pallanez seconded the motion; motion passed unanimously.

D. Budget for other funds / Discussion and appropriate action

Treva Watson, County Auditor, presented budgets for additional funds. She said she certified the funds, revenues and bank balances. Judge Cano gave a brief report on the budget. The funds were from 012- County Clerk Records Management; 013- County Attorney PTD Funds; 016- Sheriff's Department Leose Fund; 026- Sheriff Award Account; 027- Sheriff Abandoned Vehicle; 030- County Attorney Special Fund; 031- Justice Court Technology Fund for all three JP's; 032- Historic Preservation Fund; and 089 Tourism Fund. Treva Watson said these are preliminary requested budgets and she will have the other ones to get approved on the next meeting.

E. Matters related to 2017 End of Year Closeout

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

County Judge	**County Attorney**
County Clerk	**County Treasurer**
County Veteran's Office	**Tax Assessor-Collector**
Non-Departmental	**Courthouse**
Contracting Agencies	**County Jail**
Community Facilities	**Constable Pct. 1, 2, & 3**
Emergency Management	**Sheriff**
County Court	**Extension Officer**
District Clerk	**Exten. Serv. (Home Agent)**
District Court	**Road & Bridge Department**
Justice of the Peace 1, 2, & 3	**Records Management**

No action.

2. Other matters related to close out of 2017 year / Discussion and appropriate action

No action.

F. 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.

7. Officials' Monthly Reports

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

8. 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 an update on the R & B Department.

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

No action.

Court recessed at 10:07 a.m.
Court reconvened at 10:27 a.m.

9. 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; burn bans, emergency management issues related to public and private insurance coverage, personnel issues related to emergency response, matters related to pending & future Homeland Security & FEMA Grants / Discussion and appropriate action

David Lambrix gave an update on the Emergency Management Department. He requested for the County to pay for the volunteer firefighters lunch during trainings.

B. Alpine Fire Department / Chief Scudder / Update on status of all Fire Department Equipment / Discussion and appropriate action

David Lambrix, gave an update on status of all Fire Department Equipment. Chief Scudder was not available for the meeting.

C. County Buildings Security / Discussion and appropriate action

David Lambrix gave a brief update on the County Building Security. He requested to purchase a couple of doors with push bars and an I.D. machine for the doors. Commissioner Ortega moved to approve the purchase of an I.D. machine. Commissioner Pallanez seconded the motion; motion passed unanimously.

David Lambrix also discussed the panic buttons for the courthouse.

D. Discussion and possible action for the sale & use of fireworks during December & January (Christmas time and New Year's Eve and Day) / Discussion and appropriate action

David Lambrix gave a brief discussion for the sale & use of fireworks during December & January. Commissioner Ortega moved to approve the order as presented by David Lambrix. Commissioner Pallanez seconded the motion; motion passed unanimously.

Judge Cano read the orders into the record.

E. National Flood Insurance Program / Designate David J. Lambrix as the Brewster County Flood Plain Administrator / Discussion and appropriate action

Judge Cano said David Lambrix is willing to serve as the Brewster County Flood Plain Administrator. Commissioner Ortega moved to designate David J. Lambrix as the Brewster County Flood Plain Administrator. Commissioner Pallanez seconded the motion; motion passed unanimously.

1. Adopt Resolution that FEMA requires for the National Flood Insurance Program / Discussion and appropriate action

David Lambrix presented the resolution that FEMA requires for the National Flood Insurance Program. Judge Cano read the Resolution into record. Commissioner Ortega moved to approve as read. Commissioner Esparza seconded the motion; motion passed unanimously.

2. Adopt Development Permit Application that FEMA requires for the National Flood Insurance Program / Discussion and appropriate action

Judge Cano and Commissioners discussed the Development Permit Application fee that FEMA requires. Commissioner Ortega moved to approve the application. Commissioner Pallanez seconded the motion; motion passed unanimously.

F. USDA Grants

1. Approval of $50,000 from the USDA Grant to help fund the water tanker / Discussion and appropriate action

David Lambrix gave a brief report for about $50,000 available from the USDA to help fund the water tanker.

2. Approval of $50,000 from the USDA Grant to help fund the purchase of two patrol trucks / Discussion and appropriate action

David Lambrix gave a brief report about of $50,000 available from the USDA to help fund the purchase of two patrol trucks.

Judge Cano read the Resolution into record. Commissioner Ortega moved to approve as read. Commissioner Pallanez seconded the motion; motion passed unanimously.

G. Discussion and appropriate action for work of Emergency Management Department to go forward

No action.

10. Elections Administrator / Update on position vacated by the Elections Administrator, Irma Ramirez on December 4, 2017 / Discussion and appropriate action

Judge Cano announced that Irma Ramirez resigned on December 4, 2017 as Elections Administrator. He said they will hire for her position as soon as possible. Commissioner Ortega moved to accept Irma Ramirez' resignation from Brewster County. Commissioner Esparza seconded the motion; motion passed unanimously.

11. Holiday Schedule for 2018 / Discussion and appropriate action to adopt Holiday Schedule

Judge Cano discussed the Holiday Schedule for 2018. Commissioner Esparza moved to approve the schedule as amended to include December 26, 2018. Commissioner Ortega seconded the motion; motion passed unanimously.

12. 2018 Brewster County Commissioners Court Meeting Schedule / Discussion and appropriate action to set meeting schedule for 2017

Judge Cano and Commissioners discussed the 2018 Brewster County Commissioners Court Meeting Schedule. Commissioner Esparza moved to approve the Commissioners Court calendar as presented pending a final answer from Treasurer Mann on the 21st of December. Commissioner Ortega seconded the motion; motion passed unanimously.

14. Schedule next Commissioners Court Regular Meeting on December 27, 2017

Judge Cano said the next Commissioners Court Regular Meeting is December 27, 2017. It is the last Commissioners Court Meeting of the year.

15. Adjourn

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

Eleazar R. Cano, County Judge

ATTEST:

Berta Rios-Martinez, County Clerk