

**PUBLIC NOTICE**  
**REGULAR MEETING OF THE BREWSTER COUNTY COMMISSIONERS COURT**  
**WEDNESDAY, DECEMBER 27, 2017, AT 9:00 A.M.**  
**BREWSTER COUNTY COURTHOUSE, COMMISSIONERS COURTROOM**  
**ALPINE, TEXAS**

Judge Cano called the meeting to order at 9:05 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**

Commissioner Garrett moved to approve the minutes for November 29, 2017 with corrections as noted. Commissioner Pallanez seconded the motion; motion passed unanimously. Commissioner Garrett moved to approve the minutes for December 13, 2017, with corrections. Commissioner Esparza seconded the motion; motion passed unanimously.

**4. Recognitions & Announcements**

Judge Cano thanked everyone for a productive year.

**6. 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 and walk-ins as presented. Commissioner Esparza seconded the motion; motion passed unanimously.

**B. Monthly Reports**

Treva Watson, County Auditor, said she had no Monthly Reports but she did have expenses from General Funds and R & B Department. She also had line item transfers for Emergency Management and Tourism.

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

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

**Transfers**

Treva Watson, County Auditor, stated that the County Treasurer, Babet Mann will give the financial information on the cash position for budget analysis and transfers. Commissioner Garrett moved to approve the line item transfers as presented for the Emergency Management Office and the Tourism Council. Commissioner Pallanez seconded the motion; motion passed unanimously.

**D. Budget for other funds / Discussion and appropriate action**

No action.

**E. Matters related to 2017 End of Year Closeout**

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

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

Treva Watson, County Auditor, gave an update on the budget for other funds. She said she had five line items transfers and will make some adjustments.

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

Ms. Watson stated she had to change the \$20,000 budgeted for the County Clerk's Office to have the books scanned with Kofile. She said the project

might not cost as much as quoted.

**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 Garrett read the Officials' Monthly Reports. Commissioner Esparza moved to accept as read. Commissioner Garrett 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**

Judge Cano stated Frenchie Causey and his employees are off at this time. He gave a brief report on the R & B Department. Commissioner Garrett asked Judge Cano to plan a workshop for the Road and Bridge Department in January.

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

No action.

**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 to have the tanker truck repaired as soon as possible which will cost around \$9,184.00. He also introduced his intern Stephanie Elmar, a grad student in Homeland Security at Sul Ross. She will start in January. She graduated December 15, 2017 with degrees in Geology and Chemistry. She is also a volunteer Fort Stockton firefighter and lives in Alpine.

Commissioner Garrett moved to authorize repairs of the Alpine Volunteer Fire Department water tanker that the county owns with payment from 2018 budget. Commissioner Esparza seconded the motion; motion passed unanimously.

**B. County Buildings Security (Presentation by Bidders) / Discussion and appropriate action**

Mr. Lambrix gave a brief report on county buildings security. The vendor's name on the three doors is Guardian Security Solutions, Inc. John Greeson, Sales Representative from Guardian, gave a presentation on the three security doors for the courthouse. The total cost of the doors is \$39,000.00. Judge Cano and Mr. Lambrix discussed the security cameras for the courthouse. Mr. Lambrix said there are two bidders for the security cameras. Robert Rodriguez, Big Bend Telephone Customer Solutions Representative, gave a presentation on the cameras. The quote for the security cameras is \$19,301.07 with everything included for approximately 20 indoor and outdoor cameras. Mr. Greeson also gave a presentation on the security cameras for the courthouse. The quote for only the courthouse with indoor cameras is \$15,795.00. Ralph Price, Secure Tech Waves System gave a presentation on the panic buttons for the courthouse. The total cost for the 25 panic buttons is \$12,643.00.

Court recessed at 11:05 a.m.

Court reconvened at 11:24 a.m.

Judge Cano and Commissioners discussed the three security doors, panic buttons and security cameras. Commissioner Esparza moved to table the county agenda item #9B until payment options can be presented, possibly at the next meeting. Commissioner Garrett seconded the motion; motion passed unanimously

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

No action.

**10. Brewster County Elections / Request from the Brewster County Republican Chair to change voting location for Precinct 1 in Brewster County, (small gym at Alpine High School, Fighting Buck Ave) / Discussion and appropriate action**

Judge Cano gave a brief report on the Republican chair's request to change the voting location for Precinct 1. He wanted to table item #10 on the agenda for the next meeting. Commissioner Garrett moved to table item #10. Commissioner Esparza seconded the motion; motion passed unanimously.

**11. US 67 Corridor Master Plan / Presentation by Ramon Carrasco, Project Manager, Kleinman Consultants, Vicky Carrasco, Public Involvement Officer, Kleinman Consultants & Chris Weber, Alpine Area Engineer, Texas Department of Transportation, El Paso District / Discussion**

Chris Weber, Alpine Area Engineer, Texas Department of Transportation, El Paso District, gave a presentation on the US 67 Corridor Master Plan. Ramon Carrasco, Project Manager, Kleinman Consultants gave a presentation as well, along with Vicky Carrasco, Public Involvement Officer.

**5. 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>Grant Reports</b>

No action.

**B. Approve Payroll for pay period December 11, 2017 – December 24, 2017 / Discussion and appropriate action**

Treasurer Mann presented the payroll for pay period December 11, 2017 – December 24, 2017. Commissioner Esparza moved to approve payroll as presented. Commissioner Pallanez seconded the motion; motion passed unanimously.

**C. Consider making monthly paid employees bi-weekly / Discussion and appropriate action**

Treasurer Mann requested to make monthly paid employees bi-weekly. Commissioner Esparza moved to approve the request as presented.

Commissioner Garrett seconded the motion; motion passed unanimously.

**D. 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.

**12. Discussion to schedule a workshop on the employee handbook / Discussion only**

Judge Cano and Commissioners scheduled a workshop on the employee handbook for the Elected Officials and Department Heads on January 10, 2018 at 1:15 p.m.

**13. Schedule next Commissioners Court Meeting on January 10, 2018**

Judge Cano said the next Commissioners Court Meeting is scheduled for January 10, 2018 at 9:00 a.m.

**14. Adjourn**

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

  
Eleazar R. Cano, County Judge

ATTEST:

  
Berta Rios-Martinez, County Clerk