

PUBLIC NOTICE
REGULAR MEETING OF THE BREWSTER COUNTY COMMISSIONERS COURT
WEDNESDAY, FEBRUARY 7, 2018, AT 9:00 A.M.
BREWSTER COUNTY COURTHOUSE, COMMISSIONERS COURTROOM
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
Betty Jo Rooney	Tax Assessor Collector

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

Brandt S. Buchanan voiced his concern about his contract with the Tourism Council being terminated.

5. Recognitions & Announcements / County Judge's Staff / Lateral Transfer of Position in County Judge's Office / Discussion

Judge Cano announced Jessica Kretschmer, Grant Administrator, resigned on Friday. He also decided to have Julie Morton reassigned to be the Grant Administrator on the interim basis for Brewster County. Susan Bentley, who is currently working in his office will take over her duties. Judge Cano also mentioned there will be an open position in his office but will not hire until the year progresses.

6. 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 gave an update on the Financial Reports.

B. Approve Payroll for pay period January 22, 2018 – February 4, 2018 / Discussion and appropriate action

Treasurer Mann presented the payroll for pay period January 22 – February 4, 2018. Commissioner Esparza moved to approve the payroll. 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

Treasurer Mann requested approval to increase Johnny Valencia's salary by \$2,100.00, which will increase his salary to \$39,385.79. Commissioner Ortega moved to approve the increase in Johnny Valencia's salary by \$2,100.00. Commissioner Esparza seconded the motion; motion passed unanimously.

Treasurer Mann requested approval for a new postage machine. She said she had two options for a new lease. The current lease is forty eight months which will end this month. The lease was \$675.00 a month which we were billed quarterly. The first option is sixty months lease at \$630.00 or forty eight months lease at \$718.00, which we will get the latest version of the machine and a folder. Commissioner Esparza moved to approve the forty eight months lease at \$718.00. Commissioner Ortega seconded the motion; motion passed 4-1, Commissioner Garrett opposed.

7. Brewster County Auditor

A. General Bills / Discussion and appropriate action

Paty Saenz presented the General Bills. Commissioner Ortega moved to approve bills as presented as well as walk-ins Commissioner Pallanez seconded the motion; motion passed unanimously. Commissioner Ortega abstained from Pinnacle Propane bills.

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

Statement of Cash Position	Transfers
Budget Analysis Usage Report	

Treva Watson, County Auditor, said she had budget updates and they are current.

C. Budget for other funds / Discussion and appropriate action

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. Officials' Monthly Reports

Commissioner Garrett read the Officials' Monthly Reports. Commissioner Ortega moved to approve as read. Commissioner Esparza seconded the motion; motion passed unanimously.

9. 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 10:00 a.m.

Court reconvened at 10:18 a.m.

10. 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

Judge Cano said David Lambrix is out in training with COG in Van Horn. He read the reports into record for the public.

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

No action.

11. Elections Administrator

A. Matters Related to March Primaries

1. Remote Early Voting and Election Day Locations / Discussion and appropriate action

Lora Nussbaum, Election Administrator, said the Remote Early Voting locations are set and ready to go. Mary Bell Lockhart, Democratic Chair, said the early voting will start February 20, 2018, and will continue for two weeks. Election Day will be March 6, 2018. Commissioner Ortega moved to accept the voting locations and times as presented by Lora Nussbaum. Commissioner Esparza seconded the motion; motion passed unanimously.

2. Other Matters related to Primary Elections/ Discussion and appropriate action to conduct Primary Elections

No action.

B. Other Matters related to Elections Department/ Discussion and Appropriate action to go forward with work of Elections Department

No action.

13. 83rd District Attorney's Office / Approve Application & Resolution for FY 2018/2019 Criminal Justice Division Justice Assistance Grant # 3569101 Program for a District Attorney Investigator / Discussion and appropriate action

Bart Medley from the 83rd District Attorney's Office requested approval to allow Application and Resolution for FY 2018/2019 Criminal Justice Division Justice Assistance Grant #3569101 Program for the District Attorney Investigator. Judge Cano read the Resolution into record. Commissioner Ortega moved to approve the grant application. Commissioner Pallanez seconded the motion; motion passed unanimously.

14. Sheriff's Office / Border Security Grant / Approve Application and Resolution for Grant # 3564301, Justice Assistance Grant (JAG-Border Star) / Discussion and appropriate action

Sheriff Ronny Dodson requested approval to allow Application and Resolution for Grant # 3564301, Justice Assistance Grant (JAG-Border Star). Judge Cano read the Resolution into record. Commissioner Ortega moved to approve as read. Commissioner Esparza seconded the motion; motion passed unanimously.

15. Tax Assessor Collector / Update on 2017 Tax Collections and Sales Tax / Discussion and appropriate action

Betty Jo Rooney, Tax Assessor Collector, gave an update on 2017 Tax Collections and Sales Tax.

16. Alpine Housing Authority / Request to Waive Payment in Lieu of Taxes (PILT) / Discussion and appropriate action

Amit Rangra, Commissioner of the Alpine Housing Authority, requested to waive payment in Lieu of Taxes (PILT). Commissioner Ortega moved to waive payment for the Alpine Housing Authority. Commissioner Pallanez seconded the motion; motion passed unanimously.

17. Procedures, Conduct, and Decorum at meetings of the Brewster County Commissioners Court

A. Discussion

Judge Cano discussed the procedures, conduct, and decorum at the meetings of the Brewster County Commissioners Court.

B. Adopt Order of Procedures and Decorum at meetings of the Brewster County Commissioners Court / Discussion and appropriate action

Commissioner Garrett moved to approve with changes noted on the public participation form. Commissioner Pallanez seconded the motion; motion passed unanimously.

12. City of Alpine / Brewster County Alpine VFD Interlocal Agreement / Discussion and appropriate action

Commissioner Garrett and Jessica Garza, City Manager, both gave a brief report of the City of Alpine and Brewster County Alpine VFD Interlocal Agreement. Commissioner Garrett moved to approve the City of Alpine and Brewster County regarding Alpine VFD Firefighting Fire Protection Services and the agreement will be posted on the county website.

Commissioner Ortega seconded the motion; motion passed unanimously.

3. Minutes / additions / corrections / approval

Commissioner Ortega moved to approve the minutes with changes as noted.
Commissioner Esparza seconded the motion; motion passed unanimously.

18. Brewster County Employee Handbook

A. Update

Commissioner Esparza gave an update on the Brewster County Employee Handbook.

B. Discussion and appropriate action to approve Brewster County Employee Handbook

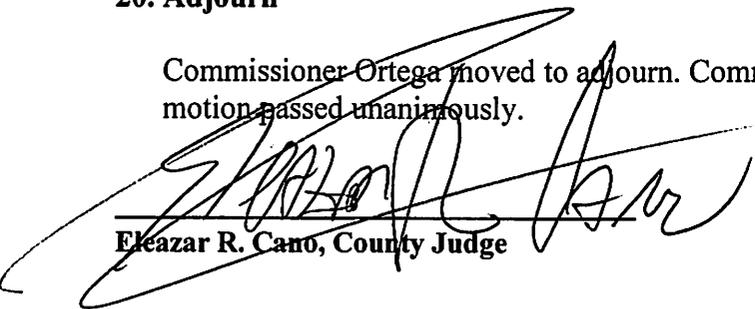
Commissioner Esparza moved to approve the Brewster County Employee Handbook.
Commissioner Garrett seconded the motion; motion passed unanimously. Judge's office and Treasurer's office to ensure appropriate distribution and signatures.

19. Schedule next Commissioners Court Meeting, February 21, 2018

Judge Cano said the next Commissioners Court Meeting is February 21, 2018.

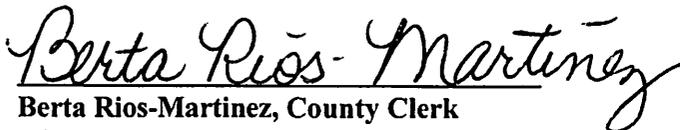
20. Adjourn

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



Eleazar R. Cano, County Judge

ATTEST:



Berta Rios-Martinez, County Clerk