

**PUBLIC NOTICE**

**REGULAR MEETING OF THE BREWSTER COUNTY COMMISSIONERS COURT  
WEDNESDAY, NOVEMBER 28, 2018, AT 9:00 A.M.  
BREWSTER COUNTY COURTHOUSE, COMMISSIONERS COURTROOM  
ALPINE, TEXAS**

**Judge Cano called the meeting to order at 9:10 a.m., the following Elected Officials were present: Commissioner Ortega was absent.**

**Eleazar R. Cano  
Betse Esparza  
Hugh Garrett  
Mike "Coach" Pallanez  
Babett Martin  
Berta Rios-Martinez**

**County Judge  
Commissioner Pct. 1  
Commissioner Pct. 2  
Commissioner Pct. 4  
County Treasurer  
County Clerk**

**1. Invocation, Pledge of Allegiance**

Invocation and Pledge were led by Judge Cano.

**2. Minutes / additions / corrections / approval**

Commissioner Garrett moved to approve Minutes for October 31, 2018. Commissioner Pallanez seconded the motion; motion passed unanimously.

**3. Public Comment – Comments are limited to 5 minutes per person. Pursuant to the Texas Open Meetings Act, the Court is limited in its ability to respond to comments**

Michael McDaniel commented he would like for the court to start on time.

**4. Recognitions & Announcements**

Judge Cano announced the Christmas parade will start at 6:00 p.m. and the Christmas tree lighting will be at 6:30 p.m. He also announced we are having a Christmas party at the American Legion for county employees and staff from 11:00 a.m.-1:00 p.m. on December 21, 2018. Judge Cano said we will post an agenda so if all commissioners attend we will not be on violation of the Open Meetings Act.

**5. Treasurer's Office**

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

**Combined Statement of Revenues & Expenses  
Check Register**

**Payroll Reports  
Receipt File Listings**

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

**Cash Reports  
Grants Reports**

No action.

**B. Approve Payroll for pay period November 12, 2018 – November 25, 2018 /  
Discussion and appropriate action**

Treasurer Martin presented the Payroll for pay period November 12 – 25, 2018. She said this is the third payroll for November, so you will not see any kind of health insurance or other benefits. Mrs. Martin said employer paid benefits for this time period are \$26,559.81 including FICA, Medicare, Retirement, Worker's Comp and unemployment. She said gross wages for this time period are \$142,535.76. Of that \$7,181.21 is overtime and of that number \$3,179.63 is county paid overtime 304 total overtime hours this pay period. Commissioner Garrett moved to approve payroll for November 12-25, 2018. 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.

**15. Review agreement with AISD for School Resource Officers / Payroll and overtime /  
Discussion and appropriate action**

Judge Cano asked Treasurer Martin to give an update on the School Resource Officers. Treasurer Martin said she spoke to Rollie Ford with TAC, our HR representative for the region. Mrs. Martin said Mr. Ford said with those three employees, because the contracts states that they are working a 10 month schedule pay over 12 months, we are covered as far as the school being closed and them not working. She said as far as overtime the SRO's will probably have four hours overtime each pay period but will have to bill AISD for it. Treasurer Martin said when the school is closed they are off unless Sheriff Dodson needs them to help out which is county overtime. Treasurer Martin said she told the SRO's to write "school closure" so that we know that is the reason they do not have any working hours. She said going forward, next year, when the SRO's are off during the summer that is what their timesheet should say. Treasurer Martin said that will help the new treasurer know they are not working and have the same schedule as the school. Treasurer Martin said she wants to make sure that the contract covers us or if we need to review.

**6. Brewster County Auditor**

**A. General Bills / Discussion and appropriate action**

Paty Saenz presented the total of General Funds for \$82,997.18. Other funds total \$101,596.27 which makes a grand total of \$184,593.45. She had one walk-in for \$1,368.05 which makes a grand total of \$185,961.50. Commissioner Garrett moved to approve general bills with one walk-in. Commissioner Esparza seconded the motion; motion passed unanimously. Commissioner Esparza abstained from Printco.

**B. Other general administrative and procedural matters related to Auditor's Office / Discussion and appropriate action for work of Auditor's Office to go forward**

Treva Watson, County Auditor, said the only thing that she had is on the 2018 budget. She said after today we will not be extending anything, we are closing it out probably the first week in December. Commissioner Garrett asked Ms. Watson if we have taken care of the change in the TCDRS plan this week. She said she will print it and have Judge Cano review it then present it or update on the change. Ms. Watson said it has to be done by Dec. 17, 2018.

**7. Officials' Monthly Reports**

Commissioner Pallanez read the Officials' Monthly Reports. The County Tax Assessor/ Collector previously reported, County Clerk previously reported, District Clerk \$4,783.54, Justice of the Peace #1 previously reported, Justice of the Peace #2 not available and Justice of the Peace #3 not available. Commissioner Esparza moved to approve the Officials' Monthly Reports 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**

Superintendent Frenchie Causey gave an update on the Road & Bridge Department.

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

Judge Cano gave a brief update from Facilities for Johnny Valencia.

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**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**

Stephanie Elmore gave an update on the Emergency Management Department. Ms. Elmore said next Tuesday at 2:00 p.m. she and Judge Cano are going to the Seismic station that BEG (Bureau of Economic Geology) out of UT Austin installed if anybody wants to attend.

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

No action.

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

Velma Valero, Director from the Alpine Housing Authority, requested to Waive Payment in Lieu of Taxes (PILT). Commissioner Esparza moved to approve the PILT for the Alpine Housing Authority presented by Mrs. Velma Valero. Commissioner Pallanez seconded the motion; motion passed unanimously.

**11. Brewster County Historical Commission / Appoint Board Members for Historical Commission / Discussion and appropriate action**

Travis Roberts, Chairperson of Brewster County Historical Commission presented a recommended list to appoint board members for Historical Commission. Mr. Roberts read the following names: Melleta R. Bell, Paul and Kathleen Olsen, Judith Parsons, Billy Gene (Ike) Roberts, Robert Mallouf, Travis Roberts Jr., Bill Ivey, Loretta L. Garcia, Raymond Skiles, Andy Cloud, Jody Stone, Bill Roberts, Janice Moss Wren, Kathy Donnell, Mando and Jerri Garza, Ben English, Kendra DeHart, Gilbert Valenzuela, Matt Walters, Representative from Sul Ross State University Museum of the Big Bend, and Kip Sullivan, Representative from Historical Alpine. The Honorary Memberships are Julia N. Moss, Carol T. Lewis and Alberto Garcia. Mr. Roberts also proposed new members including Judge Val Beard, Judge Kenneth DeHart and his wife Kendra DeHart, Gilbert Valenzuela and Ben English. Commissioner Esparza moved to approve the board members as recommended by Mr.

Roberts for the County Historical Commission. Commissioner Garrett seconded the motion; motion passed unanimously.

**12. Discuss approving county wide policies related to password securities and routine backup for each department / Discussion and appropriate action**

**A. Approve policy for maintenance of password securities / Discussion and appropriate action**

Judge Cano and the Commissioners discussed approving the policy for maintenance of password securities. Commissioner Esparza moved to approve policy for maintenance of password securities. Commissioner Garrett seconded the motion; motion passed unanimously.

**B. Approve policy for the implementation of routine schedule backups for every work station in every department / Discussion and appropriate action**

Commissioner Esparza moved to approve the policy for the implementation of routine schedule backups for every work station in every department. Commissioner Garrett seconded the motion; motion passed unanimously.

**13. Brewster County Historical Commission / Appoint Board Members for Historical Commission / Discussion and appropriate action**

No action.

**14. Tourism Council / Appoint Board Members / Discussion and appropriate action**

Kara Gerbert said they moved Mr. Tom Williams to the board in the Vice President position. She said Bill Ivey is still president. Commissioner Garrett moved to appoint Tom Williams to the Brewster County Tourism Council as vice president. Commissioner Pallanez seconded the motion; motion passed unanimously.

**16. 2019 Brewster County Commissioners Court Meeting Schedule / Discussion and appropriate action to set meeting schedule for 2019**

Judge Cano and the commissioners discussed the 2019 Brewster County Commissioners Court Meetings Schedule. Judge Cano stated he would like to have a spreadsheet that has the whole year with the dates highlighted for Commissioners Court Meetings. Commissioner Garrett moved to table item #16 for further information. Commissioner Esparza seconded the motion; motion passed unanimously.

**17. Discuss giving employees New Year's Eve day off for 2018 / Discussion and appropriate action**

Judge Cano discussed giving employees New Year's Eve day off for 2018. Commissioner

Esparza moved to give employees New Year's Eve day off for 2018. Commissioner Pallanez seconded the motion; motion passed unanimously.

**18. Holiday Schedule for 2019 / Discussion and appropriate action to adopt Holiday Schedule**

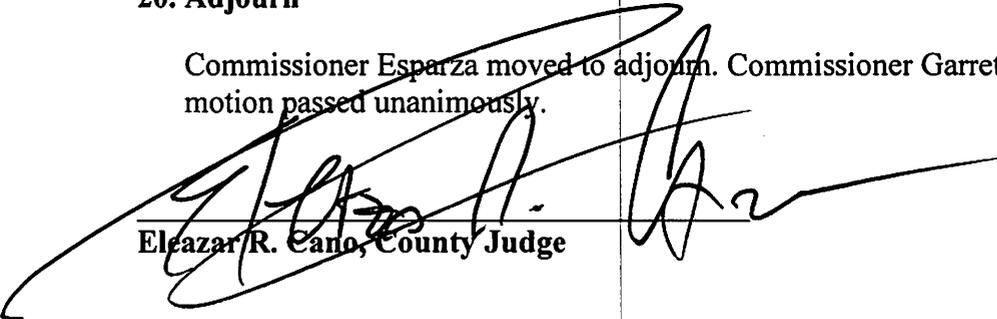
Judge Cano and the commissioners discussed the Holiday Schedule for 2019. Commissioner Garrett moved to approve the Holiday Schedule for 2019 as presented. Commissioner Esparza seconded the motion; motion passed unanimously.

**19. Schedule next Commissioners Court Regular Meeting, December 12, 2018 at 9:00 A.M.**

Judge Cano said the next Commissioners Court Regular Meeting will be December 12, 2018 at 9:00 a.m.

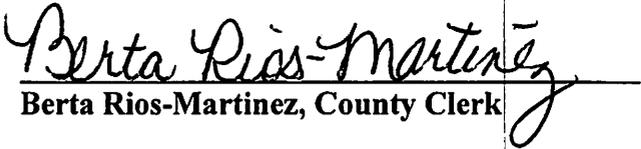
**20. Adjourn**

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



Eleazar R. Cano, County Judge

ATTEST:



Berta Rios-Martinez, County Clerk