

PUBLIC NOTICE

**REGULAR MEETING OF THE BREWSTER COUNTY COMMISSIONERS COURT
WEDNESDAY, SEPTEMBER 4, 2019, 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:

Eleazar R. Cano	County Judge
Betse Esparza	Commissioner Pct. 1
Sara Allen Colando	Commissioner Pct. 2
Ruben Ortega	Commissioner Pct. 3
Mike "Coach" Pallanez	Commissioner Pct. 4
Julie Morton	County Treasurer
Betty Jo Rooney	County Tax Assessor/Collector
Berta Rios-Martinez	County Clerk

**2ND PUBLIC HEARING REGARDING
TAX RATE AND RELATED MATTERS**

1. Public Hearing regarding the Proposed 2019 Tax Rate

Maintenance & Operation	0.358883
<u>Interest & Sinking</u>	<u>0.029714</u>
Total Rate Proposed	0.388597

Judge Cano read the Proposed 2019 Tax Rate for Maintenance & Operation which was accurate, Interest & Sinking was accurate and the Total Rate Proposed was also accurate.

a. Opportunity for Public Comment

No public comment.

b. Discussion among Members of Commissioners Court and Commissioners Court and Public

No action.

2. Announce date and time to set Tax Rate (September 18, 2019, at 9:00 A.M.)

Judge Cano announced the next Tax Rate meeting will be September 18, 2019, at 9:00 a.m.

3. Adjourn

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

NOTE: This budget will raise more revenue from property taxes than last year's budget by \$619,023.18, (8.0%), and of that amount, \$30,613.54, is tax revenue to be raised from new property added to the tax roll this year.

Any member of the Public may attend and comment at this Hearing. For more detail concerning the County's Proposed 2018 Expenditures, the County's 2019 Budget is on file in the Brewster County Clerk's Office.

REGULAR MEETING AGEND

1. Invocation, Pledge of Allegiance

Invocation and Pledge were led by Judge Cano.

2. Minutes / additions / corrections / approval

Commissioner Ortega moved to approve Minutes for August 7th and August 16th, 2019. Commissioner Esparza 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

No public comment.

4. Recognitions & Announcements

No action.

5. Discuss the ambiguity in the Subdivision Regulations Type I and Type II Subdivisions / Discussion and appropriate action

Commissioner Colando gave a brief review on the Subdivision Regulations Type I and Type II Subdivisions. She said she reached out to Steve Houston to discuss the regulations. Steve Houston, County Attorney, discussed the Subdivision Regulations Type I and Type II Subdivisions. He suggested that the Court amend 3.1.1 b. Type II Subdivision to say "lots greater than five acres" to clarify. Calvin Glover gave a brief discussion on the Subdivision Regulations. Commissioner Colando moved to amend the regulation as recommended by County Attorney, Steve Houston. Commissioner Ortega seconded the motion; motion passed 4-1. Commissioner Esparza opposed.

6. 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**

Julie Morton, County Treasurer, presented the monthly reports for July 2019. Commissioner Ortega moved to approve the financial reports as presented. Commissioner Esparza seconded the motion; motion passed unanimously.

B. Discuss and consider proposal from RCI for a records update and processing for the County's Record Retention Plan, tabled on 8-21-2019 / Discussion and appropriate action

Julie Morton, County Treasurer, discussed the proposal from RCI for a records update and processing for the County's Record Retention Plan. She said the processing fee is \$27 per box and \$15 per ledger. There are a total of 1,410 boxes and 60 ledgers. The total cost is \$38,070 for the boxes and \$900 for the ledgers. Commissioner Esparza moved to accept the proposal and seek into about demolition. Commissioner Ortega seconded the motion; motion passed unanimously.

C. Approve Special Funds Budget (012-091) / Discussion and appropriate action

Julie Morton, County Treasurer, presented the Special Funds Budget. Commissioner Ortega moved to approve the Special Funds Budget 012-091. Commissioner Esparza 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

Treasurer Morton said she had no payroll figures for the Court since Monday was a holiday. She said the Border Security Grant started September 1, 2019 and the county was awarded \$40,000. Treasurer Morton said the grant will be used to pay for the deputy's salary and the benefits and insurance will be paid from the Sheriff's budget. Starting the first payroll in September, the deputy's salary will raise from \$37,000 to \$40,000.

Treasurer Morton said she started doing the Annual County Inventory last week. She said she sent out inventory sheets to all the departments and everyone is working on getting all the information to her so she can add new inventory for 2019 into our system.

7. Brewster County Auditor

A. General Bills / Discussion and appropriate action

Paty Saenz presented the general bills. Treva Watson, County Auditor, requested approval to pay the substitute attorney from the PTD Funds for the amount of \$280. Commissioner Ortega moved to approve the general bills as presented as well as walk-ins. Commissioner Pallanez seconded the motion; motion passed unanimously.

B. Update Purchasing Policy Procedure from 2016 / Discussion and appropriate Action

Treva Watson, County Auditor, gave an update on the Purchasing Policy Procedure from 2016. She said there are a few changes in the policy. She said departments are required to use purchase orders which can be obtained in the Auditor's office. The assistant Auditor will be the contact to request purchase orders. Auditor must be given a list from each department of individuals who have authorization to request purchase orders. Commissioner Ortega moved to approve the new Purchase Policy Procedure recommended by the County Auditor. Commissioner Esparza seconded the motion; motion passed unanimously.

C. 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 GRP gave the Juvenile Probation a clean Audit.

8. Officials' Monthly Reports

Berta Rios-Martinez presented the Officials' Monthly Reports. Commissioner Colando read the Officials' Monthly Reports into record. Commissioner Ortega moved to approve as read. Commissioner Pallanez 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

Superintendent Causey gave a brief update on the Road & Bridge Department.

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

No action.

10. Community Facilities Report

A. General Report

Judge Cano gave a report on behalf of Johnny Valencia on the Community Facilities.

B. Discussion and appropriate action for general work of Community Facilities to go Forward

No action.

11. 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. She said last week she attended a G141 Training that Al Talavera recommended. Ms. Elmore said she is certified to teach Federal Emergency Management Classes. She also said she has been working on the County Elections Emergency Operation Plan.

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

No action.

12. Elections Administrator

A. Discussion on giving election workers a pay increase / Discussion and appropriate Action

Lora Nussbaum, Elections Administrator, said the SOS starting September 1, 2019 will now reimburse the county \$12 per hour for the election workers on Election Day for the primary and the run-offs. Mrs. Nussbaum requested to increase the pay on election judges \$12 per hour, alternate judges and clerks \$10 per hour. She said that was proposed in her budget. Mrs. Nussbaum said she held a training in Terlingua two weeks ago and said 30 people showed up for the training. Commissioner Ortega moved to approve the pay increase of \$10 and \$12 for the election workers. Commissioner Esparza seconded the motion; motion passed unanimously.

B. Approve Notice and Order for Special Election / Constitutional Amendment for November 5, 2019 / Discussion and appropriate action

Lora Nussbaum, Elections Administrator, said the polling places for early voting will be at Judge Val Clark Beard Complex on October 21-25, 2019 then October 28-November 1, 2019 from 8 a.m. to 5 p.m. for the two weeks. During Election Day it will be from 7 a.m. to 7 p.m. Commissioner Ortega moved to approve Notice and Order for Special Election for November 5, 2019. Commissioner Esparza seconded the motion; motion passed unanimously.

13. North Double Diamond Fire Hydrant Easement Agreement / Discussion and appropriate action

A. Review signed agreement between North Double Diamond Property owners and Brewster County / Discussion and appropriate action

Robert Martin presented the Easement agreement between North Double Diamond property owners and Brewster County to the court. There are four property owners included. Commissioner Ortega moved to approve the agreement between four property owners and Brewster County. Commissioner Pallanez seconded the motion; motion passed unanimously.

B. Discuss survey cost of four locations in North Double Diamond for fire hydrants / Discussion and appropriate action

The court discussed the survey cost of four locations in North Double Diamond for fire hydrants. Commissioner Ortega moved to approve to hire Connor Stevens to conduct the surveys of the four locations at a cost of \$800 each. Commissioner Colando seconded the motion; motion passed unanimously.

C. Sign proposed agreements / Discussion and appropriate action

Judge Cano signed the proposed agreements.

14. Appointment of Board of Directors of the Brewster County Emergency Services District #1 / Discussion and appropriate action to fill vacancy on Board of Directors

A. Executive Session Pursuant to Section § 551.074, Government Code, VTCA, to discuss the appointment, employment, evaluation, reassignment, duties, compensation, or dismissal of a public officer or employee

Court recessed for Executive Session at 11:13 a.m.
Court reconvened from Executive Session at 11:19 a.m.

Reconvene on Open Session

B. Discussion and appropriate action resulting from Executive Session

Sharon Clark recommended to appoint Jesus (Jesse) T. Flores to fill the vacancy on the Brewster County Emergency Services District #1 Board of Directors. Commissioner Ortega moved to appoint Jesus (Jesse) T. Flores to the Brewster County Emergency Services District Board of Directors on recommendation from the directors. Commissioner Esparza seconded the motion; motion passed unanimously.

Court recessed at 11:21 a.m.
Court reconvened at 11:29 a.m.

15. Open & Read Bids for Roof Replacement and Repair on three (3) buildings located in Brewster County / Discussion and appropriate action to award bids

Judge Cano and commissioners discussed the bids for Roof Replacement and Repair on three buildings located in Brewster County. John Sharper spoke via phone with the court. Commissioner Ortega moved to table the bid from Monroe Roofing pending a structural engineer to be contacted and brought in to do engineering on the courthouse annex portion of the bid. Commissioner Colando seconded the motion; motion passed unanimously.

16. Schedule next Regular Commissioners Court Meeting on September 18, 2019 (Adopt the Tax Rate)

Judge Cano said the next regular Commissioners Court Meeting will be September 18, 2019.

17. 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

