**PUBLIC NOTICE**

**MEETING OF THE BREWSTER COUNTY COMMISSIONERS COURT**

**TUESDAY, NOVEMBER 22, 2022, AT 9:30 A.M.**

**BREWSTER COUNTY COURTHOUSE, COMMISSIONERS COURTROOM**

**201 W AVE E**

**ALPINE, TEXAS**

Commissioner Ortega called the meeting to order at 9:32 a.m.; the following Elected Officials were present:

Jim Westermann Commissioner Pct. 1

Sara Allen Colando Commissioner Pct. 2

Ruben Ortega Commissioner Pct. 3

Mike “Coach” Pallanez Commissioner Pct. 4

Sarah Vasquez County Clerk

Eleazar R. Cano, County Judge, was absent.

**Members of the public who are not able to participate in person, are encouraged to watch the meetings live online, at** [**www.brewstercountytx.com**](http://www.brewstercountytx.com) **or Brewster County, Texas (County’s Facebook page). Members of the public are also encouraged to participate in public comment by calling telephone number 432-538-2028. This temporary suspension will leave important Open Meetings Act (Section 551.043, Texas Government Code) protections in place.**

**AGENDA**

**1. Invocation, Pledge of Allegiance**

Invocation and Pledge were led by Commissioner Ortega. Commissioner Westermann led the Pledge of Allegiance to the Texas Flag.

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

Commissioner Pallanez moved to approve the minutes for November 8, 2022. Commissioner Colando seconded the motion; motion passed 4-0.

**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 comments.

**4. Recognitions & Announcements-**

Commissioner Pallanez recognized Lieutenant James Morris, Texas Department of Public Safety, for receiving the Fox Nation Patriot Award for Heroism, and his accompanying promotion.

Commissioner Colando announced that the dumpster-raiding bear in Terlingua Ghost Town has been trapped and relocated. She advised locals to continue to secure their trash against other bears.

**5. 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, prohibiting fireworks, emergency management issues related to public and private insurance coverage, personnel issues related to emergency response, matters related to pending & future Homeland Security, FEMA Grant & updates on Coronavirus (COVID-19) / Discussion and appropriate action**

No report; EMC Elmore absent.

**6. Road & Bridge Department / Community Facilities**

1. **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**

Commissioner Ortega read the Road & Bridge Department general report on behalf of Superintendent Causey.

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

**7. Community Facilities Report**

**A. General Report**

Commissioner Ortega read the Community Facilities report on behalf of Johnny Valencia.

**13. Elections**

**A. Canvass of November 8, 2022, General Election / Discussion and appropriate action**

Monica McBride, Republican Chair, and Mary Bell Lockhart, Democratic Chair, presented the November 8, 2022, General Election canvass. Commissioner Ortega read the unopposed candidates. Mrs. McBride suggested more information for the “Write-in” on mail in ballots for the public. Commissioner Westermann moved to approve the canvass as presented. Commissioner Pallanez seconded the motion; motion passed 4-0.

**B. Republican Candidate for County Commissioner, Precinct 2, Mark Chiles**

**requesting vote recount / Discussion and appropriate action**

Ms. Lockhart announced the vote recount on Monday, November 28, 2022, at 1:00 p.m. at the Val Beard Building.

**14. Brewster County Tourism**

**A. Report from Robert Alvarez, Executive Director: General update, travel shows, marketing, finances, visitation status, project reports, personnel issues, (vacancies, new hires, and performance)**

Robert Alvarez, Executive Director, presented the Brewster County Tourism general report.

**B. Discussion and appropriate action for general work, contracts, and agreements for Brewster County Tourism to go forward**

**10. HOT Taxes Collections**

1. **Review Final RFP draft for HOT Tax Collections / Discussion only**

Mr. Alvarez presented the draft Request For Proposals (RFP) for Hotel Occupancy Tax collections.

1. **Consider evaluation committee to review and score all proposals / Discussion and appropriate action**

Patty Roach, County Auditor, and Mr. Alvarez recommended the Commissioners Court create an evaluation committee to review and score RFPs. Commissioner Colando moved to appoint the following individuals to the evaluation committee:

Julie Morton, County Treasurer; and

Robert Alvarez, Visit Big Bend; and

the Brewster County Judge; and

Sara Allen Colando, Commissioner Pct 2; and

Patty Roach, County Auditor (Committee Chair).

Commissioner Westermann seconded the motion; motion passed 4-0.

**8. 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 Grant Reports**

**by Commissioners**

No reports.

**B. Approve using the RFP process for procurement of Financial Audit Services for the FY 21 Audit and going forward / Discussion and appropriate action**

Julie Morton, County Treasurer, recommended that the Commissioners Court consider using the RFP process for the FY21 Audit. Commissioner Colando moved to approve using the RFP process for the FY21 Audit. Commissioner Pallanez seconded the motion; motion passed 4-0.

1. **Consider approving plan assessment for Plan Year 2023 (January 1- December 31) for Texas County & District Retirement System (TCDRS) / Discussion and appropriate action**

Treasurer Morton presented and recommended keeping the budgeted plan assessment for Plan Year 2023. Commissioner Westermann moved to approve the current rate for Plan Year 2023. Commissioner Pallanez seconded the motion. Commissioner Westermann moved to amend the approval of the current rate for Plan Year 2023. Commissioner Pallanez seconded the amended motion; motion passed 4-0.

1. **Other general administrative and procedural matters related to Treasurer’s Office / Discussion and appropriate action for work of Treasurer’s Office to go forward**

**9. Consider using the RFP Process for the County Clerk’s Office Basement using ARPA**

**funds / Discussion and appropriate action**

Commissioner Colando moved to approve the RFP process for remediation of mold and asbestos in the County Clerk’s Office Basement. Commissioner Westermann seconded the motion; motion passed 4-0.

**11. Evaluation committee to review and score requests for proposals for administration**

**services (RFP) and requests for qualifications (RFQ) for engineering services for the**

**2023-2024 Texas Community Development Block Grant Program**

Commissioner Colando moved to table Agenda Item #11. Commissioner Pallanez seconded the motion; motion passed 4-0.

**12. Brewster County Auditor**

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

Patty Roach, County Auditor, presented the General Bills. Commissioner Pallanez moved to approve the general bills as presented. Commissioner Colando seconded the motion; motion passed 4-0. Commissioner Ortega abstained from Pinnacle Propane.

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

**Budget Amendments Line-Item Transfers**

**Other Financial Reports as Requested by Commissioners**

No reports.

**15. Professional Document System contract for the Historical Recording and Indexing**

**Proposal of Brewster County Plats / Discussion and appropriate action**

Sarah Vasquez, County Clerk, presented the contract with Professional Document System to digitize the Plat records. Commissioner Colando moved to approve the contract as presented. Commissioner Westermann seconded the motion; motion passed 4-0.

**16. Officials’ Monthly Reports**

Commissioner Colando read the Official’s Monthly Reports and moved to approve as read. Commissioner Pallanez seconded the motion; motion passed 4-0.

**17. Schedule next Commissioners Court Meeting on December 6, 2022, at 9:30 A.M.**

Commissioner Ortega announced the next Commissioners Court Meeting on December 13, 2022, at 9:30 A.M.

**18. Adjourn**

Commissioner Colando moved to adjourn. Commissioner Westermann seconded the motion; motion passed 4-0. Meeting adjourned at 10:36 a.m.

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**Eleazar R. Cano, County Judge**

**ATTEST:**

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**Sarah Vasquez, County Clerk**