**PUBLIC NOTICE**

**MEETING OF THE BREWSTER COUNTY COMMISSIONERS COURT**

**TUESDAY, JUNE 28, 2022, AT 9:30 A.M.**

**BREWSTER COUNTY COURTHOUSE, COMMISSIONERS COURTROOM**

**201 W AVE E**

**ALPINE, TEXAS**

Judge Cano called the meeting to order at 9:43 a.m.; the following Elected Officials were present:

Eleazar R. Cano County Judge

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

**Members of the public who are not able to participate in person, are encouraged to watch the meetings live online, at 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 Judge Cano. Commissioner Westermann led the Pledge of Allegiance to the Texas Flag.

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

Commissioner Colando moved to approve the May 24, 2022 meeting minutes. Commissioner Ortega seconded the

motion; motion passed 5-0.

Commissioner Ortega moved to approve June 21, 2022, meeting minutes. Commissioner Pallanez seconded the motion; motion passed 5-0.

**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.**

Daniel DiBona, Terlingua resident, commented on concerns of water and waste in South County.

**4. Recognitions & Announcements**

Commissioner Ortega announced a firework display in Marathon on Saturday, July 2, 2022.

Commissioner Colando announced on July 4, 2022, Terlingua will be hosting a parade at 6PM beginning at the old Study Butte store. Parade will end at the Fire Hall where a cookout will commence.

Commissioner Pallanez announced the Kiwanis Club will be hosting a parade on July 4, 2022. Kokernot Field will be filled with vendors, fireworks, and baseball.

Commissioner Pallanez recognized custodian Lupe for a clean courthouse.

**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**

Stephanie Elmore, Emergency Management Coordinator, presented the General Report for the Emergency

Management Department. Current Covid19 statistics: 278 probable active cases, and 31 local fatalities since the

onset of the pandemic. Commissioner Ortega moved to approve renewal of the Burn Ban. Commissioner Pallanez seconded the motion; motion passed.

**6. 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 presented the Road & Bridge Department’s general report. Commissioner Colando moved to approve permits as presented. Commissioner Ortega seconded the motion; motion passed 5-0.

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

**7. Community Facilities Report**

**A. General Report**

Judge Cano read the Community Facilities Report on behalf of Johnny Valencia.

**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 by Commissioners Grants Reports**

Julie Morton, County Treasurer, absent due to conference. No reports.

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

**10. Brewster County Auditor**

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

Patty Roach, County Auditor, presented the general bills. Commissioner Ortega moved to approve the

general bills as presented. Commissioner Pallanez seconded the motion; motion passed 5-0. Commissioner Ortega abstained from a personal reimbursement and 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**

Auditor Roach presented a Budget Amendment for the HIDTA-Alpine Grant. Commissioner Ortega moved

to approve the Budget Amendment as presented. Commissioner Pallanez seconded the motion; motion passed 5-0.

Auditor Roach presented a Budget Amendment for the HIDTA-Big Bend grant (formerly Operation Lone Star). Commissioner Ortega moved to approve the Budget Amendment as presented. Commissioner Pallanez seconded the motion; motion passed 5-0.

Auditor Roach presented a Line Item Transfer. Commissioner Ortega moved to approve the Line Item Transfer as

presented. Commissioner Pallanez seconded the motion; motion passed 5-0.

**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**

**11. Order of Disbursement of Routine Office Expenses/ Discussion and appropriate action**

Auditor Roach presented an Order of Disbursement of Routine Office Expenses. Commissioner Ortega moved to approve as revised with a maximum of $10,000. Judge Cano seconded the motion; motion passed 5-0.

**12. 2020 Audit**

**A. Discussion with appropriate action to approve a discretionary exemption from bidding for audit services**

Auditor Roach presented an option to continue with Gibson, Ruddock, Patterson, LLC as the county’s external auditor by using a discretionary exemption from bidding. Commissioner Ortega moved to approve exemption from bidding. Judge Cano seconded the motion; motion passed 5-0.

**B. Discussion with appropriate action to approve the 2020 audit engagement letter with Gibson, Ruddock, Patterson, LLC.**

Auditor Roach presented an engagement letter with Gibson, Ruddock, Patterson, LLC. Commissioner Ortega moved to approve the engagement letter as presented. Commissioner Pallanez seconded the motion; motion passed 5-0.

**13. Texas A&M AgriLife Extension Agent/May Report**

Commissioner Ortega read the Texas A&M AgriLife Extension Agent’s report on behalf of Luke Hendryx.

**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 of Brewster County Tourism, presented the newest hire for PR, Alexander aka Aly Chambers. Mr. Alvarez presented a General Report of Brewster County Tourism.

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

Mr. Alvarez presented a rental agreement. Commissioner Ortega moved to approve the rental agreement as presented. Commissioner Pallanez seconded the motion; motion passed 5-0.

**15. Resolution of the Commissioner's Court of Brewster County in Support of Wilderness Undeveloped Areas of Big Bend National Park / Discussion and appropriate action**

Commissioner Ortega moved to table Item #15. Judge Cano seconded that motion; motion passed 4-1 with Commissioner Colando opposed.

Court recessed at 11:44 am.

Court reconvened at 11:59 am.

**18. Presentation by outside counsel Big Bend Law, to audit and collect unpaid HOT taxes due to Brewster County / Discussion and appropriate action**

Mr. Rod Ponton presented.

**16. FY 23 Budget Workshop/Discussion concerning all aspects of County revenues / expenditures and upcoming financial needs for all county departments and other entities funded by the County / Scheduling issues related to adoption of Budget and setting Tax Rate**

**A. Review FY 23 Budget and Tax Rate Planning Calendar / Discussion and appropriate action**

Auditor Roach presented the FY 23 Budget & Tax Rate Planning Calendar.

**B. Presentations by Elected Officials and Department Heads concerning expenditures within their department for the FY 23 Budget / Discussion only**

Sheriff Ronny Dodson presented the FY 23 Budget for Brewster County Sheriff’s Department and the Jail.

Sylvia Vega, County Tax Collector/Assessor, presented the FY 23 Budget for the County Tax Office.

Sarah Fellows-Martinez, District Clerk, presented the FY 23 Budget for the District Clerk’s Office.

Lora Nussbaum, Elections Administrator, presented the FY 23 Budget for the Elections Office.

Bill Parm, Assistant District Attorney, presented the FY 23 Budget for the District Attorney’s Office.

Judge Jim Burr, Justice of Peace Pct. 2, presented the FY 23 Budget for the Justice of Peace, Pct. 2, Office.

Judge Robert Steele, Justice of Peace Pct. 1, presented the FY 23 Budget for the Justice of Peace, Pct. 1, Office.

Stephanie Elmore, Emergency Management Coordinator, presented the FY 23 Budget for the Emergency Management Department.

Sarah Vasquez, County Clerk, presented the FY 23 Budget for the County Clerk’s Office.

Patty Roach, County Auditor, presented the FY 23 Budget for the County Auditor’s Office.

Eleazar Cano, County Judge, presented the FY 23 Budget for the County Judge’s Office and the Courthouse Security.

**17. American Rescue Plan Act (ARPA) budget of $1,787,575.00 to assist in funding the Marathon Water Supply and Sewer Project ($750,000.00), Broadband Expansion Project ($105,800.00) and North Brewster County Emergency Response Center Construction Project ($306,094.00) / Discussion and appropriate action**

Commissioner Ortega moved to table Agenda item # 17. Commissioner Colando seconded the motion; motion passed 5-0.

**19. Total Office Solutions of West Texas Lease Agreement/ Discussion and appropriate action**

Sarah Vasquez, County Clerk, presented the renewal lease agreement for a new Xerox. Commissioner Ortega moved to approve the Lease Agreement as presented. Commissioner Colando seconded the motion; motion passed 5-0.

**9. Pitney Bowes Contract Renewal for upgrade of mailer equipment. Contract will save the county $100 per month/ Discussion and appropriate action**

Auditor Roach presented the Pitney Bowes Contract Renewal. Commissioner Ortega moved to approve the renewal as presented. Commissioner Pallanez seconded the motion; motion passed 5-0.

**20. Officials' Monthly Reports**

Commissioner Colando read the Officials’ Monthly Reports 1st Report. Commissioner Ortega moved to approve as read. Commissioner Pallanez seconded the motion; motion passed 5-0.

Commissioner Colando read the Officials’ Monthly Reports 2nd Report. Commissioner Ortega moved to approve as read. Commissioner Pallanez seconded the motion; motion passed 5-0.

**21. Schedule next Commissioners Court Meeting on July 12, 2022 at 9:30 A.M.**

Judge Cano announced the next Regular Commissioners Court meeting on July 12, 2022, at 9:30 A.M.

**22. Adjourn**

Commissioner Ortega moved to adjourn. Commissioner Colando seconded the motion; motion passed 5-0. Meeting

adjourned at 2:08 p.m.

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**Eleazar R. Cano, County Judge**

**ATTEST:**

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**Sarah Vasquez, County Clerk**