

# DRAFT

## Official Minutes for Webb County Commissioners Court Meeting

Monday, June 13, 2016 at 9:00 AM  
(Approved DATE)

Let it be remembered that a regular meeting of the Webb County Commissioners Court was held at 9:00 a.m. at the regular meeting place with the following members present to wit:

Tano E. Tijerina,	County Judge
Frank Sciaraffa,	Commissioner, Pct. 1
Rosaura "Wawi" Tijerina,	Commissioner, Pct. 2
John C. Galo,	Commissioner, Pct. 3
Jaime Alberto Canales,	Commissioner, Pct. 4

Thus constituting a quorum, the Commissioners Court proceeded to act upon the Agenda as posted in the meeting notice of the 10th day of June 2016. Present also were Ms. Virginia Martinez, Deputy County Clerk representing Mrs. Margie Ramirez Ibarra, Ex-officio Clerk of the Commissioners Court, various officers and others interested in the business of the Court.

### CALL TO ORDER BY THE HONORABLE TANO E. TIJERINA, WEBB COUNTY JUDGE

1. **Roll Call by Honorable Margie Ramirez-Ibarra, Webb County Clerk**
2. **Pledge of Allegiance/Invocation**
4. **Public Comment - This section provides the public the opportunity to address the Commissioners Court on any items on the Agenda. Members of the public wishing to participate must complete a Witness Card specifying which agenda item they wish to comment on. Each public member, individually or in a group, will be allowed a total of Three (3) minutes within which to make any/all public comments.**

1) Gabriel Lopez spoke in regards to item #33.

3. **Approval of Bills, Payroll, and Monthly Report**

Accounts Payable Supervisor, Mrs. Deyanira Saenz Villafranca presented the Recap of Checks, Ratification of Payroll for June 3, 2016, and Auditor's Errors pending approval.

Mrs. Saenz Villafranca presented the Ratification for a Check for June 13, 2016 in the amount of \$1,055.12 for Paper Systems Inc. and requested that a motion be made for approval.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 1 Frank Sciaraffa to approve the payment for Paper Systems Inc.

**Vote:** 5 - 0 Motion Carried

Lastly, Mrs. Saenz Villafranca presented the Side Bills list.

Motion by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina, seconded by Commissioner, Pct. 1 Frank Sciaraffa to approve the report

**Vote:** 5 - 0 Motion Carried

Chief Deputy Auditor, Mr. Rafael Perez presented the monthly report for May 2016.

**CONSENT AGENDA:** At most meetings, the Commissioners Court establishes a Consent Agenda. It consists of those Agenda Items which are routine or non-controversial, and which neither a member of the Commissioners court has asked to be pulled for discussion. Once the Commissioners Court has established the Consent Agenda, Agenda Items included on it will be voted upon in one vote, and will not be discussed separately unless requested by the County Judge or Commissioners.

The consent agenda has been created in order to give constituents the opportunity to view any and all pertinent backup information with reference to any item in the agenda. The objective of the consent agenda is for all Webb County constituents to be familiar with everyday county business and to demonstrate the transparency and fairness of this Commissioners Court.

The following Agenda Items are of a routine nature, and the Commissioners Court has received supporting materials for consideration. All of these Agenda Items will be passed with one vote without being discussed separately, unless a member of the Commissioners Court or the public requests that a particular Agenda Item be discussed. If so, that Agenda Item will be pulled from the Consent Agenda and discussed as part of the regular Agenda at the appropriate time. One vote will approve the remaining items on the Consent Agenda.

#### **CONSENT ITEMS**

#### **COURT TO DISCUSS AND ACT ON THE FOLLOWING:**

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 1 Frank Sciaraffa to take out Consent Agenda item #12.a. and #12.c.

**Vote:** 5 - 0 Motion Carried

#### **5. Honorable Frank J. Sciaraffa, Webb County Commissioner Pct. 1**

- a. **Discussion and possible action to authorize the Webb County Economic Development Department to partner with the 5th Army North Civil Affairs Division and the Texas A&M University - Colonias Program to conduct Texas Department of Agriculture - Texas Community Development Block Grant (Tx-CDBG) surveys to determine the percentage of low-moderate income beneficiaries in each of the selected Webb County Colonias. In-kind match logistical support such as transport vehicles, fuel and community center utilization as staging points has been requested to accommodate Army personnel to and from survey sites.[Requested by Juan Vargas, Webb County Economic Development Director]**

**Issue:** Due to incomplete census data for Webb County colonias, accurate data percentages of low to moderate income (LMI) colonia residents is not available. The low-moderate income (LMI) data is critical Texas Department of Agriculture eligibility criteria for all Texas Community Development Block Grant applications. A minimum of 51% LMI is required for a colonia to be eligible for Tx-CDBG funding and higher documented LMI percentages can deem a grant application more competitive.

**Solution:** Webb County through the Texas A&M University - Colonias Program requested assistance from the 5th Army North - Civil Affairs Division to conduct Tx-CDBG surveys in selected Webb County colonias to collect LMI data crucial for eligibility determination under Tx-CDBG.

**Result:** Through the proposed partnership, Webb County shall acquire accurate

Low-Moderate Income data from Webb County colonias that can determine eligibility and possibly competitive advantage of Tx-CDBG grant applications under Texas Department of Agriculture.

**6. Community Action Agency**

- a. Discussion and possible action to enter into an agreement between LHCT Training Center and Webb County Community Action Agency (CAA) to include Community Services Block Grant (CSBG) Contract Number #61160002398 for the provision of CDL Truck Driving Training classes. This project is funded through the Texas Department of Community Affairs-Community Services Block Grant (CSBG) Program, effective June 13, 2016. [Account #920-4202-7037-10 (Grant funds)]

**Issue:** The Webb County Community Action Agency will enter into an agreement with LHCT for the provision of CDL Truck Driver Training classes.

**Solution:** This project is funded through the Texas Department of Housing and Community Affairs (TDHCA) for implementation of the program for qualifying Webb County residents.

**Result:** TDHCA will provide funding to be used to transition Webb County families out of poverty.

**7. Honorable Rudy Rodriguez, Constable Pct. 1**

- a. Discussion and possible action to authorize the Purchasing Agent to purchase One (1) 2016 Chevrolet Tahoe Police pursuit vehicle from Holiday Ford and Holiday Chevrolet (DBA Johnson Grayson Automotive, Inc.) in an amount not to exceed \$57,000.00; pursuant to Texas Local Government Code; Sections 271.101 and 271.102, Sub-chapter F. Cooperative Purchasing Programs, State of Texas Contract #071-A1-2014/15. [Account #346-2500-8801 (2015 Operation Stone Garden Grant)]

**Issue:** 2015 OPSG allocated funding for the purchase of one marked police unit for border security operations.

**Solution:** Proceed with approved budget and allocation of monies for the purchase of one (1) marked police unit from Holiday Ford/Chevrolet.

**Result:** Marked police unit will be fully equipped with proper communication for the safety of Deputy and the general public.

- b. Discussion and possible action to authorize the Purchasing Agent to purchase One (1) APX7500 Dual Band High Power Mobile radio from Motorola Solutions in an amount not to exceed \$6,396.76; pursuant to Texas Local Government Code; Sections 271.101 and 271.102, Sub-chapter F. Cooperative Purchasing Programs, HGAC Contract #RA05-15. [Account #346-2500-8801 (2015 Operation Stone Garden Grant)]

**Issue:** 2015 OPSG allocated funding for the purchase of one mobile radio for placement on marked unit to be used for border security operations.

**Solution:** Proceed with approved budget and allocation of monies for the purchase of One (1) mobile radio from Motorola solutions.

**Result:** Approved marked unit will be equipped with proper communication for the safety of Deputy and the general public.

- c. Discussion and possible action to authorize the Purchasing Agent to purchase reflective vehicle graphics kits for One (1) Tahoe from Grafix Shoppe in the amount not to exceed \$594.00; pursuant to Texas Local Government Code; Sections 271.101 and 271.102, Sub-chapter F. Cooperative Purchasing Programs, HGAC Contract #RA05-15. [Account #346-2500-8801 (2015 Operation Stone Garden Grant)]

**Issue:** 2015 OPSG allocated funding for the purchase of lettering and graphics for placement on marked unit to be used for border security operations.

**Solution:** Proceed with approved budget and allocation of monies for the purchase of lettering and graphics from Grafix Shoppe.

**Result:** Approval of purchase will provide graphics for grant pursuit vehicle.

- d. Discussion and possible action to authorize the Purchasing Agent to process payment for installation of reflective vehicle graphics kits for one (1) Tahoe from Quarter Mile, Inc. in the amount not to exceed \$315.00; pursuant to Texas Local Government Code; Sections 271.101 and 271.102, Sub-chapter F. Cooperative Purchasing Programs, HGAC Contract #RA05-15. [Account #346-2500-8801 (2015 Operation Stone Garden Grant)]

**Issue:** 2015 OPSG allocated funding for the installation of lettering and graphics for placement on marked unit to be used for border security operations.

**Solution:** Proceed with approved budget and allocation of monies for the installation of lettering and graphics through Quarter Mile, Inc.

**Result:** Approval of payment to install graphics for grant pursuit vehicle.

- e. Discussion and possible action to authorize the Purchasing Agent to purchase Three (3) APX7000 Digital Portable Radios from Motorola Solutions in an amount not to exceed \$16,690.30; pursuant to Texas Local Government Code; Sections 271.101 and 271.102, Sub-chapter F. Cooperative Purchasing Programs, HGAC Contract #RA05-15. [Account #346-2500-8801 (2015 Operation Stone Garden Grant)]

**Issue:** 2015 OPSG allocated funding for the purchase of three portable radios for officer use to be utilized for border security operations.

**Solution:** Proceed with approved budget and allocation of monies for the purchase of Three (3) portable radios from Motorola Solutions.

**Result:** Proper communication for the safety of Deputies and the general public.

- f. Discussion and possible action to authorize the Purchasing Agent to purchase four (4) Tactical Carriers, four (4) Tactical Outer Carrier Corduras, eight (8) Front or Back Decals for body armor, and four (4) Point Blank GL LVL Body Armor from Galls in an amount not to exceed \$3,180.00; pursuant to Texas Local Government Code; Sections 271.101 and 271.102, Sub-chapter F. Cooperative Purchasing Programs, HGAC Contract #RA05-15. [Account #346-2500-6224 (2015 Operation Stone Garden Grant)]

**Issue:** 2015 OPSG allocated funding for the purchase of four complete tactical vests.

**Solution:** Proceed with approved budget and allocation of monies for the purchase of four (4) tactical vests.

**Result:** Proper equipment for the safety of the Deputies.

8. Honorable Harold Devally, Constable Pct. 4

- a. Discussion and possible action to authorize the Interim Purchasing Agent to purchase One (1) 2016 Chevrolet Tahoe Police pursuit vehicle from Holiday Chevrolet (DBA Johnson Grayson Automotive, Inc.) in an amount not to exceed \$56,180.75 pursuant to Texas Local Government Code; Sections 271.101 and 271.102, Subchapter F. Cooperative Purchasing Programs, State of Texas Contract #071-A1-2011/2012. [Account #346-2502-8801 (2015 Operation Stone Garden Grant)]

Issue: 2015 OPSG allocated funding for the purchase of one marked police unit for border security operations.

Solution: Proceed with approved budget and allocation of monies for the purchase of one (1) marked police unit from Holiday Ford/Chevrolet.

Result: Marked police unit will be fully equipped with proper communication for the safety of Deputy and the general public.

- b. Discussion and possible action to authorize the Interim Purchasing Agent to purchase One (1) APX7500 Dual Band High Power Mobile radio from Motorola Solutions in an amount not to exceed 5,996.63; pursuant to Texas Local Government Code; Sections 271.101 and 271.102, Sub-chapter F. Cooperative Purchasing Programs, HGAC Contract #RA05-15. [Account #346-2502-8801(2015 operation Stone Garden Grant)]

Issue: 2015 OPSG allocated funding for the purchase of one mobile radio for placement on marked unit to be used for border security operations.

Solution: Proceed with approved budget and allocation of monies for the purchase of one (1) mobile radio from Motorola solutions.

Result: Approved marked unit will be equipped with proper communication for the safety of Deputy and the general public.

- c. Discussion and possible action to purchase Decal for One (1) Chevrolet Tahoe vehicle for Harold Devally, Constable Pct. 4 from Quarter Mile Graphics. (Quotation Number #009404) in the amount of \$1,105.00. [Account #346-2502-8801 (2015 Operation Stone Garden Grant)]

Issue: 2015 OPSG allocated funding for the purchase of decals for marked unit to be used for border security operations.

Solution: Proceed with approved budget and allocation of monies for the purchase of decals from Quarter Mile Graphics.

Result: Approved marked unit will be equipped with proper communication for the safety of Deputy and the general public.

9. Honorable Marco Montemayor, County Attorney

- a. Discussion and possible action to enter into a Forty-Eight (48) month (June 13, 2016 through June 12, 2020) Lease with Maintenance Agreement between Toshiba Business Solutions and Webb County for the 49th District Court for a Toshiba E-Studio 6560CT Copier at a monthly cost of Two Hundred Nineteen Dollars and Ninety-Three Cents (\$219.93) for a total amount of Ten Thousand Five Hundred Fifty-Six Dollars and Sixty-Four Cents (\$10,556.64) over the term of the agreement, subject to annual budget appropriating, and authorizing the County Judge to sign and execute all relevant documents. [Requested by Judge Joe Lopez, 49th District Court; Account #001-1001-6402 (Equipment Maintenance)]

- b. Discussion and possible action to enter into a Twelve (12) month (September 10, 2015 through September 09, 2016) Maintenance Agreement between Toshiba Business Solutions and Webb County for the Webb County Attorney's Office for a Toshiba E-Studio 850 Copier at a cost of Eighty-Two Dollars and Fifty Cents (\$82.50) per month for a total amount of Nine Hundred Ninety Dollars (\$990.00) over the term of the agreement, and authorizing the County Judge to sign and execute all relevant documents. [Account #001-1101-6402]
- c. Discussion and possible action to enter into a One (1) year (October 1, 2015 through September 30, 2016) software support agreement with PAPCON for the District Clerk's Office for child support software at a cost of One Thousand Thirty-Five Dollars (\$1,035.00) and to approve and ratify a payment of One Thousand Thirty-Five dollars (\$1,035.00) for software support services provided by PAPCON to the District Clerk's Office from October 1, 2014 through September 30, 2015; and authorizing the County Judge to execute all relevant documents. [Requested by Rafael Pena, M.I.S. Director; Account #001-0500-6411 (Repairs and Maintenance Software)]
- d. Discussion and possible action to authorize Webb County Attorney to negotiate a new lease agreement between Webb County and Natural Resources Conservation Service/United States Department of Agriculture for the leasing of office suites 6 and 7 at the Webb County Agriculture Building located at 7209 E. Saunders, terms to be negotiated include but are not limited to duration of lease, price per square foot, and extension of any new lease, and any matters incident thereto.

**Issue:** Presently two federal agencies under the United States Department of Agriculture are presently paying for and occupying Suites 6 and 7 at Webb County Agriculture Building on a month-to-month holdover agreement from a 2006 lease agreement.

**Solution:** To enter into a new lease agreement.

**Result:** A new lease agreement will allow for the County to collect rents at present day market value, ensure continuation of the lease for a specified time, and provide certainty between the County and Natural Resources Conservation Services/United States Department of Agriculture.

**10. Honorable Margie Ibarra, County Clerk**

- a. Approval of Minutes for May 13 and 23, 2016

**11. Honorable Isidro Alaniz, District Attorney**

- a. Discussion and possible action to approve a budget amendment to the District Attorney State Forfeiture fund by increasing the expenditure budget by \$33,800; said amount is available from seized funds pursuant to Chapter 59 of the Texas Code of Criminal Procedure. [Fund #167]

**Issue:** New proceeds under Chapter 59.06 of the Texas Code of Criminal Procedure have been awarded and may be spent by the attorney representing the State after a budget for the expenditure of the proceeds has been submitted to the Governing Body.

**Solution:** Submit a budget to the Governing Body that clearly list and defines the categories of expenditures.

**Result:** The attorney representing the State can utilize the new proceeds for the official use of his office.

12. Engineering

- b. Discussion and possible action to ratify the award to Sendero South Company with the installation of a new Ultrasonic Flow Meter as per the Texas Commission on Environmental Quality (T.C.E.Q.) requirements in the amount of \$5,735.00. [Account #801-3001-6402 (Water Utility)]

Issue: Existing unit was not operational and obsolete in its ability to be calibrated.

Solution: Replace unit with exact updated unit from Sole vendor, who also has an annual contract with us to calibrate units.

Result: Return to Commissioners Court to approve the purchase from this Vendor

13. Fire Suppression & EMS Services

- a. Discussion and possible action to approve the purchase and posting of signage announcing the construction of a fire station on land donated to Webb County at the corner of U.S. HWY 83 North and San Juan Rd. in an amount not to exceed \$500.00. [Account #740-0204-8801] [Co-Sponsored by Jaime Canales, Webb County Commissioner, Pct. 4]

Issue: Purchase of signage for the future fire station on the four acres donation to Webb County at the corner of U.S. HWY 83 North and San Juan Road.

Solution: Purchase sign with 2013 Bond Series funds established for project. Four vendors have submitted quotes, information has been submitted as background, courtesy of Economic Development. [Acct: 740-0204-8801]

Result: Clear identification of future fire station site, and show of gratitude to Huisache Land & Minerals, LTD for donation of the land.

- b. Discussion and possible action to approve the following line item transfers:

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	001-2203-5602	Local Mileage	\$256	\$256.00	\$0.00
	001-2203-6205	Materials & Supplies	\$1,000	\$9,126.52	\$8,126.52
			\$1,256		
To:	001-2203-6011	Training & Education	\$1,256	\$1,935.00	\$3,191.00

Issue: The department has been awarded an HB2604 Texas Forest Service grant for 10 firefighters (volunteer & paid) to attend TEEEX Municipal Fire School, July 24-29, 2016. The department does not qualify for meals and lodging under this grant due to county population size under federal funding guidelines. The department seeks a line item transfer to cover this additional cost for personnel to attend this annual training.

Solution: To transfer funds from the training, local mileage, and materials & supplies line items, to the administrative travel line item to cover these costs.

Result: Firefighters will be provided with hands-on skills training. This will assist Webb County Fire to motivate and retain volunteers, as well as have a safe incident scene and well trained personnel.

**14. Head Start**

- a. Discussion and possible action to approve the Head Start, Early Head Start, and Child Care Partnership Cost of Living Adjustment (COLA) grant applications for the 2016 - 2017 Fiscal Year.
- b. Discussion and possible action to approve the transfer of employees within the following Slots with salary changes and approve the filling of the resultant vacant Slot, subject upon the availability of payroll funds and any applicable Civil Service guidelines:

	<u>Slot #</u>	<u>Title</u>	<u>Salary</u>
From:	2524	Early Head Start Child Care Partnership Program- Family Service Worker	\$31,125
To:	2168	Head Start Program - Family Service Worker	\$32,627
To Fill:	2524	Early Head Start Child Care Partnership Program- Family Service Worker	\$31,125

**15. Planning & Physical Development**

- a. Discussion and possible action to approve the Preliminary and Final Plat of Lots 5B and 5C, San Carlos Phase II Subdivision and issue a “Certificate of Compliance with Plat Requirements” as recommended by the Webb County Planning Advisory Board and Planning Department staff (ID 4679).
- b. Discussion and possible action to approve the Preliminary & Final plat of Lots 46-4B and 46-4C, Tanquecitos South Acres Subdivision and issue a “Certificate of Compliance with Plat Requirements” as recommended by the Webb County Planning Advisory Board and Planning Department staff (ID 4625).
- c. Discussion and possible action to approve the Preliminary and Final Plat of Tracts 23-A, 38-A and 38-B of the Simeon Park Subdivision as recommended by the Planning Advisory Board and Planning Department staff (ID 4867) in conformance with action of the Commissioners Court on April 25, 2016 (Item # 31) relating to the platting and donation of a 4.0 acre tract for a county fire station (Tract 38-A).

**Issue:** As authorized by the Commissioners Court on April 25, 2016 (Item # 31), this item represents the replatting of the subdivision of property resulting from the donation of a 4.0 acre tract to Webb County for a fire station to provide emergency service to the northern regions of Webb County. Plats are regulatory compliance matters requiring Commissions Court approval. In compliance with state law and local regulations, this plat has been reviewed by and recommended for approval by the Planning Advisory Board and Planning staff.

**Solution:** Approve Preliminary and Final Plat and authorize County Attorney to proceed to close on donated property replatted as Tract 38-A, Simeon Park upon the recording of the plat in the Webb County Clerk’s Plat Records.

**Result:** Upon closing, donated property will be available to commence construction of much needed fire station.

**16. Honorable Martin Cuellar, Sheriff**



- a. Discussion and possible action to approve the submission of a grant application to the U.S. Department of Justice in conjunction with the City of Laredo for an Edward Byrne Memorial Justice Assistance Grant (JAG): (1) to cover the partial salary costs of a Criminal Justice Division (CJD Grant No. 1979010 Operation Border Star) state grant funded peace officer; and (2) to pay for supplemental equipment/supplies and training/travel for the Webb County Sheriff's Office for a total grant amount estimated at \$40,670.50; and authorizing the Webb County Judge to execute all relevant documents related to this grant; and any other matters incident thereto. This grant does not require any type of match.

**Issue:** The local council of governments (COG) has informed the Webb County Sheriff's Office that there will be a continued reduction in the state grant funding available to pay for a grant funded peace officer larger than the minimum funding amount needed to pay for the officer's full base pay. Also, supplemental equipment and supplies will allow the Webb County Sheriff's Office to provide better and more enhanced law enforcement services.

**Solution:** Grant application to allow for the leveraging of federal grant JAG funds in order to cover the anticipated shortfall of a state funding for the currently deployed grant funded officer and to provide supplemental equipment/supplies for the Webb County Sheriff's Office.

**Result:** The certified peace officer currently funded by a state grant will continue to be deployed on a full time basis through the leveraging of Justice Assistance Grant (JAG) funds. The Webb County Sheriff's Office and its staff will be equipped with needed equipment and supplies.

Motion by Commissioner, Pct. 1 Frank Sciaraffa, seconded by County Judge Tano E. Tijerina to approve the Consent Agenda items

**Vote:** 5 - 0 Motion Carried

Motion by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina, seconded by County Judge Tano E. Tijerina to bring up item #33

**Vote:** 5 - 0 Motion Carried

## **REGULAR AGENDA**

### **Commissioners Court Administrator**

33. Presentation by members of the Laredo Veterans Honor Guard regarding proper military honors for deceased veterans.

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to bring up item #19

**Vote:** 5 - 0 Motion Carried

### **Honorable Ramiro Veliz, Justice of the Peace Pct. 2 Pl. 1**

19. Discussion and possible action to approve the posting and filling of the following Slot, subject to the availability of payroll funds and any applicable Civil Service guidelines, effective June 13, 2016:

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
2608	Court Clerk	\$13.73 10/A

**Issue: Need to fill slot of employee that resigned on May 24, 2016**

**Solution: Request is being made to fill slot #2608 in order to continue our success and efficiency.**

**Result: By filling the slot it will allow our department to continue to function effectively. If this is not approved. it will affect our quality of work. It may also affect our ability to produce to revenue and to comply with state (OCA) reports.**

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 4 Jaime Alberto Canales

**Vote: 5 - 0 Motion Carried**

**Honorable Hugo Martinez, County Court at Law 1 Judge**

**17. Discussion and possible action to approve the following line item transfers:**

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
<b>From:</b>	001-1010-6024	Court Appointed Attorney	\$2,500	\$14,264	\$11,764
	001-1010-7053	Detention Hearings	\$2,500	\$5,200	\$2,700
	001-1010-6018	Transcripts	\$500	\$1,040	\$540
			\$5,500		
<b>To:</b>	001-1010-6029	Court Interpreter/Reporter	\$5,000	\$2,275	\$7,275
	001-1010-6402	Repairs & Maint. - Equip.	\$500	\$147	\$647
			\$5,500		

**Issue: Due to an unforeseen incident our court reporter needed to be out for two weeks for surgery. This left us with having to hire an out-of-town court reporter to assist us with our heavy docket. It is nearly impossible to of reset all cases for two weeks. The amount that was billed is in excess of what we have. In addition, we are expecting follow up appointments and a training our court interpreter will be attention in which we would need to hire an interpreter to assist our court.**

**Solution: Transfer money from another account in order to be able to pay current bills and future bills.**

**Result: The transfer of funds will cover the estimate expenditures for the remainder of the fiscal year.**

Motion by Commissioner, Pct. 1 Frank Sciaraffa, seconded by Commissioner, Pct. 3 John C. Galo

**Vote: 5 - 0 Motion Carried**

**Honorable Jesus Garza, County Court at Law 2 Judge**

**18. Discussion and possible action to approve the following line item transfers:**

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
<b>From:</b>	001-1011-6713	Evaluation Services	\$7,600	\$9,600	\$2,000
	001-1011-6018	Transcripts	\$2,000	\$2,040	\$40
	001-1011-6022	Professional Services	\$2,000	\$2,000	\$0
			\$11,600		

To:	001-1011-6026	Visiting Judge	\$9,600	\$5,356.78	\$14,956.78
	001-1011-6029	Court Interpreter/Reporter	\$2,000	\$1,264.05	\$3,264.05
			\$11,600		

**Issue:** Due to our Court Reporter retirement, our office has been tremendously affected and is in great need of court reporter services to hold our daily court docket. In addition, the court's interpreter/translator was out on family leave for several weeks and an interpreter was retained to provide the Court with such services. These accounts will have insufficient funds to cover these expenses and to the end of the year.

**Solution:** Pay the outstanding invoices and have sufficient funds for future services.

**Result:** The invoices will be paid in a timely manner and have sufficient funds for the remainder of the fiscal year.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 1 Frank Sciaraffa

**Vote:** 4 - 0 Motion Carried

Other: Commissioner, Pct. 2 Rosaura "Wawi" Tijerina (OUT OF THE COURTROOM)

**Administrative Services**

20. **Discussion and possible action to approve the following line item transfers:**

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	863-0105-9201	Claims Paid Medical	\$58,000	\$367,865.39	\$309,865.39
			\$58,000		
To:	863-0105-9202	Claims Paid Dental	\$3,000	\$2,092.38	\$5,092.38
	863-0105-9203	Claims Paid Prescriptions	\$55,000	\$4,112.13	\$59,112.13
			\$58,000		

**Issue:** There will not be enough funds to pay medical invoices in the mentioned accounts for the next few months.

**Solution:** By transferring funds to the Claims paid Dental and the Claims paid Prescription accounts we will be able to pay for Claims.

**Result:** The Account will be in the black in order to pay for the claims that come in.

Motion by Commissioner, Pct. 1 Frank Sciaraffa, seconded by County Judge Tano E. Tijerina

**Vote:** 4 - 0 Motion Carried

Other: Commissioner, Pct. 2 Rosaura "Wawi" Tijerina (OUT OF THE COURTROOM)

**Building Maintenance**

21. **Discussion and possible action to approve the following line item transfer for the Building Maintenance Department:**

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
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<b>From:</b>	<b>001-0106-6502</b>	<b>Janitorial Supplies</b>	<b>\$3,400</b>	<b>\$23,470.76</b>	<b>\$20,070.76</b>
<b>To:</b>	<b>001-0106-6004-2</b>	<b>Cell Phone Cost</b>	<b>\$1,500</b>	<b>\$48.08</b>	<b>\$1,548.08</b>
	<b>001-0106-6403</b>	<b>Repairs &amp; Maint. Vehicles</b>	<b>\$1,900</b>	<b>\$121.28</b>	<b>\$2,021.28</b>

**Issue:** Transfer is requested to fund future expenses.

**Solution:** Approval of line item transfer to make funds available for the issuing of Purchase Orders.

**Result:** Will have available funds to pay for vehicle repairs and expenses as needed.

Motion by Commissioner, Pct. 4 Jaime Alberto Canales, seconded by Commissioner, Pct. 1 Frank Sciaraffa

**Vote:** 4 - 0 Motion Carried

Other: Commissioner, Pct. 2 Rosaura "Wawi" Tijerina (OUT OF THE COURTROOM)

22. **Discussion and possible action to allocate funds and ratify payment for equipment provided by Grainger, Inc. in the amount of \$311.95 for the repair of various buildings throughout Webb County; and any other matters incident thereto. [Building Maintenance Acct #605-0106-8801)**

**Issue:** On March 29, 2016, Commissioners Court approved Item #43 to purchase several items from different vendors for the building maintenance department. After review from the Auditor's, the transaction approved an amount not to exceed \$10,600.00, however, the total amount in purchase orders exceeds that by \$311.95.

**Solution:** Ratify payment and transfer over amount into the Building Maintenance 605 fund to fully cover all expenses made.

**Result:** Ensure final processing of all pending purchase orders.

**Engineer**

23. **Discussion and possible action to approve the following line item transfer for the Water Utilities Department:**

	<b>Acct. Number</b>	<b>Acct. Name</b>	<b>Amount</b>	<b>Bal.</b>	<b>End Bal.</b>
<b>From:</b>	<b>801-3001-6407</b>	<b>Repairs &amp; Maint. W</b>	<b>\$5,000</b>	<b>\$33,422</b>	<b>\$28,422</b>
	<b>801-3004-6014</b>	<b>Equipment Rental</b>	<b>\$4,000</b>	<b>\$4,000</b>	<b>\$0</b>
	<b>801-3004-6703</b>	<b>Landfill Fee</b>	<b>\$15,000</b>	<b>\$30,000</b>	<b>\$15,000</b>
			<b>\$24,000</b>		
<b>To:</b>	<b>801-3001-6022-8</b>	<b>Professional Services</b>	<b>\$5,000</b>	<b>\$1,769</b>	<b>\$6,769</b>
	<b>801-3004-6022-8</b>	<b>Professional Services</b>	<b>\$5,000</b>	<b>\$1,323</b>	<b>\$6,323</b>
	<b>801-3004-6402</b>	<b>Repair &amp; Maint. Equip.</b>	<b>\$14,000</b>	<b>\$9,198</b>	<b>\$23,198</b>
			<b>\$24,000</b>		

**Issue:** Accounts 801-3001-6022-8 and 801-3004-6022-8 are Professional Services for Laboratory Services completed by the company vendor Pollution Control Services in San Antonio, Texas. These expenses include the cost for freight of the samples to the lab in San Antonio, Texas at least twice per week. Staff is currently working on having these samples delivered and tested at a City of Laredo Laboratory in the future which could eliminate the high cost of freight delivery. Current freight costs for delivery is approximately \$19,000. We are also examining the ability for one of our employees to drive the samples to San Antonio twice per week to eliminate the freight cost.

**Solution:** Approve transfer to make funds available for issuing of Purchase Orders.

**Result:** Department will have funds to pay items and projects needed.

Motion by Commissioner, Pct. 1 Frank Sciaraffa, seconded by County Judge Tano E. Tijerina to approve items #22 and #23

**Vote:** 4 - 0 Motion Carried

Other: Commissioner, Pct. 2 Rosaura "Wawi" Tijerina (OUT OF THE COURTROOM)

## **12. Engineering**

- a. **Discussion and possible action to amend Item #26 of Commissioners Court Meeting dated February 8, 2016, Account #743-3001-8801-12 (Capital Outlay-Renovations) was incorrect; let this reflect as the official amendment and/or correction to be entered as Account #743-8001-8801-12 (Capital Outlay-Renovations) in the official minutes of the said court date (February 8, 2016).**

**Issue:** Account was entered incorrectly.

**Solution:** Request correction of account (from 3 to 8) so that Purchase Order 16-0004188 can get paid.

**Result:** Payment to vendor for services rendered.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 1 Frank Sciaraffa

**Vote:** 5 - 0 Motion Carried

- c. **Discussion and possible action to amend Agenda Item 9-a from the May 23, 2016 Commissioners Court Meeting where Account #645-8001-6022 (Professional Services) was approved to pay for Geotechnical Services for the Colorado Acres-Highway 59 Water Improvement Project in the amount of \$6,095.00 to LNV, Inc.; and approve the use of Account #605-3002-8801 (Contingencies Reserve) for this payment. Let this reflect the official amendment and/or correction to be entered in the official meeting of said Court date.[Account #605-3002-8801 (Contingencies Reserve)]**

**Issue:** The previously requested account is not the proper fund for paying this expenditure.

**Solution:** Approval of correct account.

**Result:** Payment to vendor for services.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 1 Frank Sciaraffa

**Vote:** 3 - 0 Motion Carried

Other: County Judge Tano E. Tijerina (ABSTAIN)

Commissioner, Pct. 2 Rosaura "Wawi" Tijerina (ABSTAIN)

**Engineer**

24. **Discussion and possible action to authorize an amendment of the Annual Contract with Regional Land Management Services, LTD., d/b/a Ponderosa Regional Landfill, as the sole bidder, for landfill disposal fees for services to Webb County, and to add the unit cost of \$110.00 per disposal trip of sludge waste from the Rio Bravo Regional Wastewater Treatment Plant; and have the County Judge sign all relevant documents. [Account #801-3004-6703 (Wastewater Account-Landfill fees)]**

**Issue:** Contract for landfill disposal specifications did not include the cost for roll off 30 yard containers use for transportation of sludge waste, therefore limiting the Wastewater Plant for disposal of solids.

**Solution:** Amend contract with Ponderosa as our sole bidder for this additional unit cost item.

**Result:** Continue normal disposal operations at plant.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 1 Frank Sciaraffa

**Vote:** 5 - 0 Motion Carried

25. **Discussion and possible action to approve the purchase of One (1) Wastewater Treatment Blower with all accessories in the amount of \$32,530.00 from Laredo Machine Shop, Rio Bravo, Texas. [Account #745-3001-8801-8 (Capital Outlay Wastewater)]**

**Issue:** Wastewater Blowers are used to supply the needed oxygen to the Wastewater Treatment Process, when this supply of air is stopped, adequate treatment cannot be reached.

**Solution:** Replacement blowers are required to prevent these events from occurring.

**Result:** Purchase and replacement of equipment.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina

**Vote:** 5 - 0 Motion Carried

26. **Discussion and possible action to approve Dannenbaum Engineering Corporation's *Supplemental Work Authorization No. 11 to Work Authorization No. 1* for the Loop 20 Stimulus Project-Loop 20/International Blvd. Project, for changes to modify plans. These additions in scope of work will have a net increase of \$27,040.30 and; approve *Supplemental Agreement No. 9 to the Main Contract* for the additional services to be performed under *Supplemental Work Authorization No. 11 to Work Authorization No. 1*. The maximum amount payable under this contract will be amended from \$3,587,750.02 to \$3,614,790.32 and increase of \$27,040.30 for the additional scope of services of which 100% will be reimbursed by the Texas Department of Transportation (TxDOT) contingent on their approval and; authorize the County Judge to sign all relevant documents. [Account #737-8001-6022]**

**Issue:** Changes to modify plans: 1) Update column design, details & standards to

include 8" drain pipe. 2) Design ITS ca Design ITS camera pole due to elevation of camera. Recommendation by Dannenbaum for redesign of TxDOT's ITS camera pole standard. 3) TxDOT previously requested four (4) camera poles to be installed on the project, as per TxDOT, three (3) camera poles will be installed on this project. Modify removal layouts due to reconfiguration of McPherson and International overpasses. Additional layouts are needed to reconfigure the existing concrete safety barrier. 4) Develop three (3) ITS camera pole elevation layouts for detailing of camera poles and foundations. CSJ 0086-14-065, and modification of earthwork and cross sections.

**Solution:** Approve an amendment to Work Authorization No. 1 and to the Main Contract, to include additional services required and approved by the Texas Department of Transportation (TxDOT).

**Result:** Include all additional necessary services as required and approved by the Texas Department of Transportation (TxDOT)

Motion by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina, seconded by Commissioner, Pct. 1 Frank Sciaraffa

**Vote:** 5 - 0 Motion Carried

County Engineer, Mr. Luis Perez Garcia stated that on item #24 Ponderosa Regional Landfill is not a sole bidder but a sole source of the provision of this service.

## Public Defender

27. Discussion and possible action to approve the filling of the following Slots and if necessary, the remaining vacant Slots, subject to the availability of payroll funds and adhering to any and all Civil Service Rules and Regulations, as well as any and all Wage Plan Policies:

<u>Slot #</u>	<u>Title</u>	<u>Salary</u>
0268	Supervising Attorney/ Assistant Public Defender	\$81,633.44 - \$91,290.04 (24 N-W)
2087	Supervising Attorney/ Assistant Public Defender	\$81,633.44 - \$91,290.04 (24 N-W)

**Issue:** Slot #0268 became vacant on June 2, 2016, and Slot # 2087 will be vacant on June 23, 2016. The filling of these slots may create other vacant Assistant Public Defender slots if the positions are filled from within.

**Solution:** Request is being made to fill the vacant attorney slots, and any remaining vacant slots that may be created by the vacancies.

**Result:** The filling of slot #0268 and slot #2087, and any remaining vacant slots will allow our department to continue to function efficiently and effectively.

Motion by Commissioner, Pct. 1 Frank Sciaraffa, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina

**Vote:** 5 - 0 Motion Carried

## Purchasing

28. Discussion and possible action to award RFP #2017-41 "Webb County Law Enforcement Building Lease" to Mouse Properties Holding, LTD for an amount not to exceed \$21,196.00 over a Six (6) month fixed lease term, effective June 1, 2016; execution of lease agreement and authorizing the County Judge to sign all relevant documents; and any other matters incident thereto. [Federal Forfeiture fund #170-2001-6227]

**Issue:** The Sheriff's Office is seeking approximately 4,000 - 5,000 square foot building to house law enforcement personnel to centralize all investigators and corresponding personnel.

**Solution:** Award RFP 2017-41 to Mouse Properties Holding, LTD, property located on 919 Washington Street, Laredo, Texas 78040. Webb County only received one RFP submission.

**Result:** Centralized location for all investigators and corresponding operations.

Motion by Commissioner, Pct. 1 Frank Sciaraffa, seconded by Commissioner, Pct. 3 John C. Galo

**Vote:** 5 - 0 Motion Carried

**Honorable Marco Montemayor, County Attorney**

29. Discussion and possible action to approve the following line item transfer:

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
<b>From:</b>	001-1101-5601	Administrative Travel	\$1,000.00	\$2,753.68	\$1,753.68
<b>To:</b>	001-1101-6022	Professional Services	\$1,000.00	\$66.00	\$1,066.00

Motion by Commissioner, Pct. 1 Frank Sciaraffa, seconded by Commissioner, Pct. 3 John C. Galo

**Vote:** 5 - 0 Motion Carried

**Honorable Harold Devally, Constable Pct. 4**

30. Discussion and possible action to approve the posting and filling of the following Slot, subject to the availability of payroll funds and any applicable Civil Service guidelines, effective June 13, 2016:

<u>Slot #</u>	<u>Title</u>	<u>Salary</u>
0893	Chief Deputy Constable	\$24.83 - \$27.77 21/A-J

**Issue:** Slot #0893 Chief Deputy Constable is currently vacant.

**Solution:** Commissioners Court approval to fill slot is being requested.

**Result:** The filling of slot will allow the department to continue with the duties provided by Constable Pct. 4.

Motion by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to table item #30

**Vote:** 5 - 0 Motion Carried

**Budget Officers**



31. **Discussion and possible action to process the reclassification of expenses that were approved by Commissioners Court on or after January 25, 2016, which includes processing line item transfers to properly categorize expenses in the appropriate general ledger of accounts; and any other matters incident thereto. [Requested by County Auditors]**

**Issue: Previously approved court items assigned expenses to the 605-3001-8801-7 (Contingency Fund) account, however, after Auditor's review these expenses must be reclassified into the correct department line item within the same 605 Fund.**

**Solution: Process line item transfers from 605 Contingency Fund into the appropriate department line items within same fund.**

**Result: Ensure final processing of all pending purchase orders.**

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina

**Vote: 5 - 0 Motion Carried**

32. **Discussion and possible action to amend Item #6 of Commissioners Court Meeting dated October 13,2015, Account # 001-2100 was incorrect; let this reflect as the official amendment and/or correction to be entered as Account# 754- 2203-8801 in the official minutes of the said court date (October 13, 2015); and any other matters incident thereto. (Requested by County Auditors)**

**Issue: On October 13, 2015, Commissioners court approved the purchase of a mobile intensive care ambulance for an amount not to exceed \$150,000.00. The approved court item assigned this expense to the 001-2100 account, however, after Auditor's review this expense must be reclassified into the correct department line item Acct# 754-2203-8801.**

**Solution: Request correction of account number so that pending purchase order can continue to be processed.**

**Result: Payment to vendor for purchased goods.**

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 4 Jaime Alberto Canales

**Vote: 5 - 0 Motion Carried**

**Honorable Rosaura "Wawi" Tijerina, Webb County Commissioner Pct. 2**

34. **Discussion and possible action to approve a general request for payment to Kelley Environmental Consulting Services to perform various professional environmental consulting services necessary in the contracted amount of \$17,500.00 for Bruni Rural Water Supply Corporation in Bruni, Texas; and further to authorize a line item transfer in the amount of \$17,100 from Account #753-8003-8801-14 (Cap Out Construction) and into Account #753-8003-6022 (Professional Services). The Environmental Assessment is required by U.S. Department of Agriculture Rural Utilities Service (USDA RUS) in which they will provide financial assistance to construct an Arsenic Removal Treatment System and Pipeline to the existing water lagoon in Bruni, Texas. (Environmental Assessment services will be paid from funds contributed by Whitetail Wind Energy - Tax Abatement Agreement approved on August 2, 2012 #9 (a) and will have no impact on the general fund account.)**

**Issue: An environmental assessment is required by USDA Rural Utilities Service**

**(USDA RUS) for approval of funding for said system improvements (construction of an Arsenic Treatment System and pipeline to the existing water lagoon).**

**Solution: Environmental Assessment Report will be submitted to USDA Rural Development for their review/approval and proceed with financial assistance.**

**Result: Will have better drinking water for Bruni, Texas and will comply with US EPA (United States Environmental Protection Agency) and TCEQ (Texas Commission on Environmental Quality) public drinking water system requirements.**

Motion by Commissioner, Pct. 4 Jaime Alberto Canales, seconded by Commissioner, Pct. 1 Frank Sciaraffa

**Vote: 5 - 0 Motion Carried**

**Honorable John C. Galo, Webb County Commissioner Pct. 3**

- 35. Discussion and possible action to approve a position for a part-time Texas State Certified Teacher at a rate of \$30 per hour for Twenty-Five (25) hours weekly. The part-time teacher will assist in the Precinct 3 Summer camp programs for children and will be effective June 20, 2016 and not to exceed Four (4) weeks.**

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to table item #35

**Vote: 5 - 0 Motion Carried**

**36. Communications**

Communications were led by Commissioner Jaime Alberto Canales, Commissioner John C. Galo, Commissioner Rosaura "Wawi" Tijerina, Commissioner Frank Sciaraffa had no comments, and Judge Tano E. Tijerina.

**37. Adjourn**

Motion by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina, seconded by County Judge Tano E. Tijerina to adjourn

**Vote: 5 - 0 Motion Carried**