

# DRAFT

## Official Minutes for Webb County Commissioners Court Meeting

**Monday, July 25, 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 21st day of July 2016. Present also were Ms. Virginia M. Rodriguez, 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**
- 3. Approval of Bills, Payroll, and Monthly Report**

County Treasurer's Office, Mr. Cesar Guerra presented the monthly report for June 2016.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina

**Vote:** 5 - 0 Motion Carried - Unanimously

Cmr. Galo asked Chief Deputy Auditor, Mr. Rafael Perez for a report detailing the deficits projected and Cmr. Canales asked for a revenues over expenditures report.

- 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) Gerardo Gonzalez spoke in regards to the Mexican Fruit Fly.

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

**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**

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

- a. Approval of Minutes for July 11, 2016

**8. Head Start**

- a. Discussion and possible action to approve the posting and filling of the following Slots:

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>	<u>Pay Periods</u>
1143	Part Time Cook	\$9.09	21
978, 1105, 1696	Part Time Substitute	\$8.49	20
2570	Part Time Early Head Start Teacher Floater	\$9.87	26

**9. Purchasing**

- a. Discussion and possible action to approve the renewal of Cell Phone Forensics Software agreement between Susteen Inc. and Webb County for the Sheriff's Office in the amount of \$1,495.00 and authorizing the Webb County Judge to execute all relevant documents; and any other matters incident thereto. [Requested by Sheriff Martin Cuellar; Account #170-2001-6411 (Forfeiture Funds)]

Issue: Sheriff's office needs to renew agreement to continue using cell phone forensics software.

Solution: Approve renewal agreement to continue utilizing software for investigative purposes.

Result: Continue using cell phone forensics software for law enforcement purposes.

- b. Discussion and possible action to approve a Twelve (12) month agreement between Callyo System and the Webb County Sheriff's office for Investigation purposes in the amount \$1,530.00, and authorizing the Webb County Judge to execute all relevant documents; and any other matters incident thereto. [Requested by Sheriff Martin Cuellar, Account #175-2001-6950 (Federal Forfeiture Funds)]

**Issue:** The Callyo System is a specialized technology that is used for phones, mobile bugs 3-way controlled call, T3 Consensual Device number intercept, Skype recording and Carrier Based Device Geolocation.

**Solution:** Secure Callyo system for investigation purpose.

**Result:** Enhance law enforcement investigations with specialized technology.

- c. Discussion and possible action to authorize the Purchasing Agent to process surplus and/or salvage County property in accordance with the Texas Local Government Code (LGC); Section 263.152 (Disposition), competitive bid or auction (A.)(3.)(4.), (6.)(c.) for approximately 372 items and authorize the Purchasing Agent to publish Notice to public as per Local Government Code Section 263.153 (Notice). [Account #001-0600-6006-10]

**Issue:** Excess County property that either is salvage property because of time, accident, or any other cause is so worn, damaged, or obsolete that it has no value for the purpose it was originally intended for and/or surplus property that may have some usefulness for the purpose it was intended.

**Solution:** Attempt to sell the County surplus or salvage property by competitive bids or auction, dispose or destroy property that can't be sold through auction and/or competitive bids because its deemed worthless or dispose through a recycling program under which property is collected, separated, or processed and returned to use in the form of raw materials of new products.

**Result:** Generate revenue from sale of property, make room for future surplus turned in by departments and/or salvaged property that would require Courts approval for future disposal or other action permitted by law.

- d. Discussion and possible action to authorize the Purchasing Agent to solicit bids for the following contracts:

**Bid 2017-56 - Two (2) year contract for Instrument Control Maintenance & Emergency Response Repairs for Utilities Department.**

**Bid 2017-74 - Two (2) Year Contract for Printing Services**

**Issue:** The above stated contract has expired.

**Solution:** Seek permission from the Commissioners Court to solicit bids for a new contract.

**Result:** Purchasing efficiency, compliance of the law

10. Veteran's Service Office

- a. **Discussion and possible action to authorize the development and submission of a Six (6) month contract extension to the Texas Veterans Commission for the Veterans Transportation Assistance Grant; and authorizing the County Judge to sign all relevant documentation.**

**Issue:** The Texas Veterans Commission offers an option for eligible applicants to apply for a six (6) month contract extension from January 1, 2017 to June 30, 2017, in which entities can receive an additional fifty percent (50%) of the original award due to changes in their grant funding cycle.

**Solution:** The development and submission of all required documentation for funding consideration by the the Texas Veterans Commission with regard to the six (6) month contract extension.

**Result:** If accepted, the contract extension will allow the Webb County Veterans Transportation Assistance Program to continue its services through July of 2017, benefiting all eligible Webb County Veterans.

- b. **Discussion and possible action to authorize the development and submission of a contract amendment to the Texas Veterans Commission for the Veterans Transportation Assistance Grant; and to authorize the County Judge to sign all relevant documentation. There will be no impact to the general fund.**

**Issue:** After the first six (6) months of the program's implementation, the Webb County Veterans Service Office has assessed that changes to the proposed budget will improve the program's efficiency.

**Solution:** The request for amendments to the following categories: salary and wages, travel, equipment and supplies.

**Result:** The proposed amendments will result in changing the Part-Time Driver to a Full-Time position in order to meet the demand of clients needing transportation to medical appointments. Additionally, a five percent (5%) salary allowance for the Program Coordinator is being requested in order to carry out administrative duties of the program. Costs budgeted for travel will be reassigned for vehicle maintenance and repairs. Lastly, funds allocated for fuel will be reassigned towards promotional activities of the program in order to attract more beneficiaries and ensure maximum client turnout.

Motion by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina, seconded by Commissioner, Pct. 1 Frank Sciaraffa to approve all the Consent Agenda items except items 5.a. and 7.a.

**Vote:** 5 - 0 Motion Carried - Unanimously

5. **Honorable Marco Montemayor, County Attorney**

- a. **Discussion and possible action to enter into a One (1) Year (January 1, 2016 through December 31, 2016) Planned Service Agreement between Johnson Controls and Webb County for the Webb County Facilities Department to provide for proper maintenance and repair services of the chiller system for the County's downtown campus at a cost of Twenty Six Thousand Nine Hundred Sixty Four Dollars (\$26,964.00) over the term of the agreement, subject to annual budget appropriating and authorizing the County Judge to sign and execute all relevant documents. Additional court action is requested to authorize immediate release of pending payments to Johnson Controls for work already completed. Partial payment of the Planned Service Agreement in the amount of \$13,482.00 and Emergency Purchase Order No. 16-0007759 in the amount of \$4,907.00;and any other matters incident thereto. [Requested by Jorge Lopez,**

**Building Maintenance Department Supervisor; Account #001-0106-6401 (Repairs & Maintenance of Buildings)]**

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 4 Jaime Alberto Canales

**Vote:** 5 - 0 Motion Carried - Unanimously

**7. Economic Development**

- a. **Discussion and possible action to authorize the Economic Development Department to assist the Laredo Crime Stoppers Program by developing and submitting, on their behalf, two separate grant applications for amounts not to exceed \$12,000, each application, to the Union Pacific Foundation's Community Based Grant Program due August 14, 2016 and the Earl C. Sams Foundation's Foundation Grants Program due October 7, 2016. The applicant will be the Laredo Crime Stoppers Program and this will not have a financial impact on the County's General Fund.**

**Issue:** The Laredo Crime Stopper's Program is in dire need of financial assistance in order to continue providing their current services;

**Solution:** The County of Webb can utilize its existing staff resources and grant development capability to assist the Laredo Crime Stoppers Program to obtain financial grant assistance.

**Result:** If financial assistance grants are obtained for the Laredo Crime Stoppers Program, the County of Webb will be assisting them and not have to provide any local financial funds.

Motion by Commissioner, Pct. 4 Jaime Alberto Canales, seconded by County Judge Tano E. Tijerina

**Vote:** 5 - 0 Motion Carried - Unanimously

**REGULAR AGENDA**

**Honorable Oscar Hale, 406th District Court Judge**

11. **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 July 25, 2016:**

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
0805	Court Clerk	\$14.43 10/E

**Issue:** Employee occupying Slot 0805 was hired by another department effective July 22, 2016, and Slot 0805 will also become vacant on July 22, 2016. The 406th District Court is requesting formal approval to fill this important public relations position/slot immediately in order to allow the Court to continue to perform its statutory duties to the public.

**Solution:** Obtain formal approval from Commissioners Court to fill slot.

**Result:** The Court will be able to perform its statutory duties and to provide excellent public service to the residents and taxpayers of Webb County.

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

**Vote:** 4 - 1 Motion Carried

NAY: Commissioner, Pct. 3 John C. Galo

**Road & Bridge**

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

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
<b>From:</b>	<b>010-7002-6204</b>	<b>Fuel &amp; Lubricants</b>	<b>\$20,000</b>	<b>\$239,723</b>	<b>\$219,723</b>
	<b>010-7002-6404</b>	<b>Repairs &amp; Maint.- Bridges</b>	<b>\$5,000</b>	<b>\$43,335</b>	<b>\$38,335</b>
			<b>\$25,000</b>		
<b>To:</b>	<b>010-7002-6201</b>	<b>Utilities</b>	<b>\$20,000</b>	<b>\$445.05</b>	<b>\$20,445</b>
	<b>010-7002-6014</b>	<b>Equipment Rental</b>	<b>\$5,000</b>	<b>\$4,895</b>	<b>\$9,895</b>
			<b>\$25,000</b>		

**Issue:** Utilities Account is almost out of funds. We currently have some utility bills pending payment. On the Equipment Rental Account, the lease on our backhoes expired. New leased backhoes are in backorder, we need to rent 2 backhoes in order to continue with our department's operations.

**Solution:** Request a line item transfer for both accounts.

**Result:** With the approval of both line item transfers, we will be able to pay our current and future utility expenses. The R & B Dept. will also be able to continue with its operations until leased backhoes are delivered.

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

**Vote:** 5 - 0 Motion Carried - Unanimously

**Administrative Services**

**13. Discussion and possible action to approve the purchase of office equipment at an approximate cost of \$6,546.05 for the District Attorney's Department that sustained damages on February 16, 2016 due to a sprinkler system water leak pursuant to Sections 271.101 and 271.102, Subchapter F, Cooperative Purchasing Programs, Texas Local Government Code (TXMAS 8-711030). [Account #001-0114-9201 (Claims Paid)]**

**Issue:** Office needs to replace office partition/desk that sustained water damage.

**Solution:** Purchase equipment needed to make this office more efficient.

**Result:** Improve workstations.

Motion by County Judge Tano E. Tijerina

Judge Tijerina rescinded his motion.

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to table item #13

**Vote:** 3 - 0 Motion Carried

Other: Commissioner, Pct. 1 Frank Sciaraffa (OUT OF THE COURTROOM)  
Commissioner, Pct. 4 Jaime Alberto Canales (OUT OF THE COURTROOM)

- 14. Discussion and possible action to authorize budget amendment to process the 3rd quarter payment for the County's contribution of the retirees health insurance with additional action to process line item transfer into Account #001-0109-6035-10 (County Retiree Health Contribution Fund) from General Fund Payroll Savings to be determined by the County Auditors; and any other matters incident thereto.**

**Issue:** Currently, Account #001-0109-6035-10 has a balance of \$3,452.50. The 3rd quarter request for payment has been presented for an amount of \$44,055.00. However, additional funds are needed to complete fiscal year requests.

**Solution:** Authorize request for payment to include the transfer of funds from potential payroll savings.

**Result:** All retiree insurance premiums are paid.

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

**Vote:** 4 - 0 Motion Carried

Other: Commissioner, Pct. 4 Jaime Alberto Canales (OUT OF THE COURTROOM)

**Auditor**

- 15. Discussion and possible action to authorize a payment of \$3,900.00 in overage fees to Garza/Gonzalez & Associates from Account #001-0109-6021 (Accounting & Auditing Fees), with additional action to process a line item transfer to said account from Account #001-0109-6022 (Professional Services) in the amount of \$3,900.00; and any other matters incident thereto.**

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	001-0109-6022	Professional Services	\$3,900	\$70,326	\$66,426
To:	001-0109-6021	Accounting & Auditing Fees	\$3,900	\$16,800	\$20,700

**Issue:** An increase in fees has exhausted the funds available in the Accounting & Auditing line item. Funds are needed to process a request for payment of \$20,700. Accounting & Auditing fees line item is short \$3,900.00 to cover the request for payment.

**Solution:** Process line item transfer to make monies available for the pending FINAL billed invoice.

**Result:** Ensure payment to vendor for services rendered.

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

**Vote:** 4 - 0 Motion Carried

Other: Commissioner, Pct. 4 Jaime Alberto Canales (OUT OF THE COURTROOM)

16. Discussion and possible action to approve payment for membership/dues for County & District Clerks' Association of Texas, as required by Local Government Code §89.002.

Issue: Local Government Code §89.002 requires that the Commissioners Court may spend, in the name of the county, money from the county's membership fees and dues of nonprofit State Association of Counties if:

(1) a majority of the court votes to approve membership in the association;

Solution: Obtain court approval as required.

Result: Purchase Orders for associations approved by the court will be processed for payment.

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

Vote: 4 - 0 Motion Carried

Other: Commissioner, Pct. 4 Jaime Alberto Canales (OUT OF THE COURTROOM)

**Engineer**

17. Discussion and possible action to approve the following line item transfer for the Colorado Acres Project:

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	605-3001-8801-7	Capital Outlay Water Utilities	\$55,000	\$660,634	\$605,634
To:	605-3002-8801	Capital Outlay (Contingencies Reserve Fund)	\$55,000	\$0	\$55,000

Issue: Funds in Grant Account #645-8001-8801 (Capital Outlay) are not sufficient to complete this project.

Solution: Transfer additional funds.

Result: Funds available to proceed with project.

18. Discussion and possible action to approve the following line item transfers for the Utilities Department:

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	801-3001-6402	Repair & Maint. - Equip.	\$4,000	\$11,960	\$7,960
	801-3001-6202	Uniforms	\$2,600	\$3,100	\$500
	801-3002-6402	Repair & Maint. - Equip.	\$5,500	\$7,545	\$2,045
	801-3002-6205	Materials & Supplies	\$3,000	\$3,978	\$978
	801-3004-6048	License & Permits	\$900	\$3,088	\$2,188
	801-3004-6703	Landfill Fees	\$5,000	\$15,000	\$10,000
			\$21,000		
To:	801-3001-6401	Repair & Maint. - Bldg.	\$5,500	\$41	\$5,541
	801-3004-6022-8	Professional Services - Lab	\$3,500	\$0	\$3,500



	801-3001-6214	Chemicals	\$12,000	\$4,836	\$16,836
			\$21,000		

**Issue:** Transfer is being requested to fund expenses for chemical purchase, water sample and A/C for the Water Treatment Plant Electrical Room, which needs to be maintained at a specific temperature.

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

**Result:** Department will have funds to pay for chemicals, water samples and materials needed for electrical room.

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

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
<b>From:</b>	745-3001-8801-7	Capital Outlay Water	\$34,200	\$	\$
<b>To:</b>	745-3004-8801-8	Capital Outlay Wastewater Utility	\$34,200	\$	\$

**Issue:** Sewer Plant Improvements required at the Wastewater Plant due to failed equipment identified during other repairs

**Solution:** Unencumbered funds available in Water Utility Capital Outlay, therefore, a transfer to the Wastewater Capital Outlay is recommended.

**Result:** Project can be funded for approval.

20. **Discussion and possible action to approve the following line item transfer for the Engineering Department:**

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
<b>From:</b>	605-3001-8801-7	Capital Outlay Water Utilities	\$39,620	\$644,192	\$604,572
<b>To:</b>	605-1301-8801	Capital Outlay	\$39,620	\$0	\$39,620

**Issue:** There is not enough funds in the account to pay last two (2) draws, the material testing fees and Change Order #2 for the required fire loop at the J.J.A.E.P. Project.

**Solution:** Transfer additional funds in the amount of \$39,620.

**Result:** Availability of funds to pay contractor (Leyendecker Construction) and Material Testing Company (Carrillo & Associates).

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to approve items #17, #18, #19, and #20

**Vote:** 4 - 0 Motion Carried

Other: Commissioner, Pct. 4 Jaime Alberto Canales (OUT OF THE COURTROOM)

21. **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 July 25, 2016:**

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
2712	Truck Driver	\$14.42 - \$15.16 11/A-E

**Issue:** Due to resignation of employee, filling of position is needed in order to provide services for Colorado Acres.

**Solution:** Approve posting of vacant position.

**Result:** Advertisement and hiring of qualified replacement.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to approve the transfer of Slot #2064 to Slot #2712

**Vote:** 4 - 0 Motion Carried

Other: Commissioner, Pct. 4 Jaime Alberto Canales (OUT OF THE COURTROOM)

22. **Discussion and possible action to award Bid #2016-01 "Colorado Acres Reverse Osmosis Improvement - Phase I" to Hydroworks, Inc., for an amount not to exceed \$332,000.00 and approval for a modification to award in accordance with the Texas Local Government Code, Section 262.0305 (Modification to Award), and authorizing the County Judge to execute all relevant documents; and any others matters incident thereto. [Account #645-8001-8801 (Capital Outlay) and Account #605-3002-8801 (Contingencies Reserve Fund)]**

**Issue:** Improvements needed to the US HWY 59 Water System.

**Solution:** Improvements will develop new protocols for all plant process production, distribution, maintenance, service, waste and cleaning of the plant and all of its different areas of operation.

**Result:** Refined and improved US HWY 59 Water Facilities System.

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

**Vote:** 4 - 0 Motion Carried

Other: Commissioner, Pct. 4 Jaime Alberto Canales (OUT OF THE COURTROOM)

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to bring back item #11

**Vote:** 5 - 0 Motion Carried - Unanimously

**Honorable Oscar Hale, 406th District Court Judge**

11. **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 July 25, 2016:**

**Slot # Title                      Hourly Rate**

**0805 Court Clerk \$14.43 10/E**

**Issue:** Employee occupying Slot 0805 was hired by another department effective July 22, 2016, and Slot 0805 will also become vacant on July 22, 2016. The 406th District Court is requesting formal approval to fill this important public relations position/slot immediately in order to allow the Court to continue to perform its statutory duties to the public.

**Solution:** Obtain formal approval from Commissioners Court to fill slot.

**Result: The Court will be able to perform its statutory duties and to provide excellent public service to the residents and taxpayers of Webb County.**

Motion by Commissioner, Pct. 1 Frank Sciaraffa, seconded by County Judge Tano E. Tijerina to approve item #11 at 10/A

**Vote:** 3 - 1 Motion Carried

NAY: Commissioner, Pct. 3 John C. Galo

Other: Commissioner, Pct. 4 Jaime Alberto Canales (OUT OF THE COURTROOM)

## **Engineer**

23. **Discussion and possible action to approve Dannenbaum Engineering Corporation's Supplemental Work Authorization No. 1 to Work Authorization No. 2 for the Loop 20 Main Lanes and Frontage Roads from Sta. 554+00 to Just North of Loop 20/US 59 Overpass (TxDOT CSJ 086-14-058) Loop 20 Extension Project, to amend scope of services: A) Revision to Function Code 110 Route and Design; B) Revision to Function Code 161 Detention Pond Analysis; and C) Revision to Function Code 130 Right of Way. These additions in scope of work will have a net increase of \$193,611.94 and; approve Supplemental Agreement No. 5 to the Main Contract for the additional services to be performed under Supplemental Work Authorization No. 1 to Work Authorization No. 2. The maximum amount payable under this contract will be amended from \$2,532,147.16 to \$2,725,759.10 an increase of \$193,611.94 as detailed in Attachment E-2 for Summary of Detailed Fee Schedule for Phase I and II, revised (06/22/2016) and Attachment E-4 for Summary of Detailed Fee Schedule for Phase I, revised (06/22/2016). All other provisions of the Main Contract are unchanged and remain in full force and effect. 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 #644-8001-6022 (Professional Services)]**

**Issue: Amend scope of Services: A) Revision to Function Code 110 Route and Design; B) Revision to Function Code 161 Detention Pond Analysis; and C) Revision to Function Code 130 Right of Way.**

**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. 1 Frank Sciaraffa, seconded by County Judge Tano E. Tijerina to table item #23

**Vote:** 4 - 0 Motion Carried

Other: Commissioner, Pct. 4 Jaime Alberto Canales (OUT OF THE COURTROOM)

24. **Discussion with possible action to approve a professional service agreement between AssureCo Risk Management & Regulatory Compliance, LLC. and Webb County Utilities in the amount of \$10,500.00 for year One (1) of a Three year contract for development and maintenance of a Risk Management Program (RMP) as required by the Environmental Protection Agency (EPA) for the Water and Wastewater Treatment Plants regarding Safe Use and Maintenance of Hazardous Chemicals, and authorizing the County Judge to execute all relevant documents; and any other matters incident**

thereto. [Account #801-3001-6402]

**Issue:** Original agenda item did not stipulate the authorization to approve the professional services agreement only to award RFP 2015-06 to MunicipalH2O. PO 16-0005766 was issued April 13, 2016. Invoice for first year services is being held until professional service agreement is fully executed.

**Solution:** Approve the professional service agreement between Webb County Utilities Department and AssureCo Risk Management & Regulatory Compliance, LLC., d/b/a MunicipalH2O.

**Result:** Comply with payments terms and finalize professional service agreement.

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

**Vote:** 4 - 0 Motion Carried

Other: Commissioner, Pct. 4 Jaime Alberto Canales (OUT OF THE COURTROOM)

25. **Discussion with possible action to approve Change Order No. 1 for the Ultra Violet Disinfection Installation Project in the amount of \$33,355.00 for additional requirements set forth by Texas Commission on Environmental Quality (T.C.E.Q.) in their examination and conditional approval of project commencement, including pipe run extensions, three additional flange installations of flow meters, sample ports, air release valves and pipe supports. [Account #745-3001-8801-7 (Capital Outlay)]**

**Issue:** On June 2016, the Utilities Department received conditional acceptance of the installation project of the UV system at the Rio Bravo Water Treatment Plant. These conditions consisted of equipment and additional piping needed to full fill the approved procedures. These conditions have been calculated in materials and time by our contractor and has identified the required Change Order.

**Solution:** Staff recommends approval of Change Order.

**Result:** Installation of the UV System at the Rio Bravo Water Treatment Plant.

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo

**Vote:** 4 - 0 Motion Carried

Other: Commissioner, Pct. 4 Jaime Alberto Canales (OUT OF THE COURTROOM)

County Engineer, Mr. Luis Perez Garcia stated that the company was Environmental Improvements, EI<sup>2</sup>.

26. **Discussion and possible action to approve Change Order No. 1 for the Sewer Plant Electrical Improvement Project in the amount of \$34,200.00 to Square E Engineering for provided items identified during this project which failed beyond repair, includes the removal and installation of 3-way plug valves and 10" butterfly valves which are critical in the normal operation of the waste treatment units. [Account #745-3004-8801-8 (Capital Outlay Wastewater)]**

**Issue:** Upon completion of existing project at the Plant (Sewer Plant Electrical Improvements) failed and un-repairable valves and actuators were identified as needing replacement.

**Solution:** Approve Change Order No. 1 to provide needed improvements to damaged and failing electrical services. Proposal is within 25% of the construction cost.

**Result: Complete the Change Order and take full operation of project repairs.**

27. Discussion with possible action to approve a contract with WEDECO - Xylem Water Solutions in the amount of \$62,650.00 for Three (3) years of maintenance and replacement of all materials and parts involving the newly installed UV Disinfection system to include three (3) days of on site service every 6 months, pursuant to Section (7)(C) Discretionary Exemption, Texas Local Government Code. [Account #745-3001-8801-7 (Capital Outlay-Water Utilities)]

**Issue: Upon completion of the UV Disinfection Unit at the Water Plant, it is highly recommended that a maintenance contract with the vendor be awarded to ensure the equipment is running effectively and in a correct manner as well as training of staff to incorporate these maintenance processes.**

**Solution: The manufacturer provides levels of maintenance packages which we are recommending. All on-location consumables, parts for repairs, and training is included.**

**Result: Appropriate maintenance and training.**

Motion by Commissioner, Pct. 1 Frank Sciaraffa, seconded by County Judge Tano E. Tijerina to approve items #26 and #27

**Vote: 4 - 0 Motion Carried**

Other: Commissioner, Pct. 4 Jaime Alberto Canales (OUT OF THE COURTROOM)

### Purchasing

28. Discussion and possible action to authorize payment for the following vendor. [Account #801-3004-6402]

<u>Vendor</u>	<u>Service Description</u>	<u>Purchase Order #</u>	<u>Amount</u>
Square E. Engineering	Instrumentation and Repair at the Waste Water Treatment Plant	16-0005646	\$24,700

**Issue: The contract for the above stated vendor is expired. and an extension was never sought. A purchase order was issued citing the expired contract number. The vendor has provided the service, and is seeking payment for this work. An approval from the Commissioners Court is required in order for the Auditor to process payment.**

**Solution: Approve the payment for Square E. Engineering, and commence plans for the solicitation of a new contract for instrumentation and repair service.**

**Result: The vendor receives payment, and the Purchasing Department will work to establish a new contract.**

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

**Vote: 4 - 0 Motion Carried**

Other: Commissioner, Pct. 4 Jaime Alberto Canales (OUT OF THE COURTROOM)

**Honorable Marco Montemayor, County Attorney**

29. Discussion and possible action to enter into an Application Software User License Upgrade Agreement between Hamer Enterprises and Webb County for the Webb County Tax Office for a Browser Based Tax Billing And Collection System at a total cost of Twenty-Three Thousand Three Hundred Dollars (\$23,300.00), and authorizing the County Judge to sign and execute all relevant documents. [Requested by Patricia Barrera, Webb County Tax Assessor and Collector; Account #001-0700-6411 (Repairs & Maintenance Software)]
30. Discussion and possible action to enter into an independent contractor agreement with AZAR Services for the construction of the water utilities warehouse to be located at 513 Martha Dr., Rio Bravo, Texas 78046 at a cost of ONE HUNDRED FORTY-SIX THOUSAND, EIGHT HUNDRED, FORTY-FOUR DOLLARS AND FIFTY-FIVE CENTS (\$146,844.55), and authorizing the County Judge to execute all relevant documents. [Requested by Luis Perez Garcia, County Engineer, Account #745-3001-8801-7 (Warehouse Account)]
31. Discussion and possible action to correct the term of Item No. 12 (f) that was approved on May 9, 2016 by the Webb County Commissioners Court regarding the purchase of commercial advertisement with KGNS-TV by the Webb County Attorney's Office for Anti-Bullying promotional advertisement. The correct term is a term of Twelve (12) months that shall commence on September 1, 2015 and expire on August 31, 2016 for a total cost of Six Thousand Dollars (\$6,000.00) and authorizing the County Judge to execute all relevant documents; and any other matters incident thereto. [Requested by Marco Montemayor, County Attorney; Account #163-1101-6707 (Forfeiture Funds)]
32. Discussion and possible action for Webb County to enter into a Service Agreement with Time Warner Cable for a term of Thirty Six (36) months (July 25, 2016 - May 11, 2016) for Internet Services at the Webb County Head Start/Early Head Start Center located at 1302 Calle del Norte, Ste. 5, Laredo, Texas, (Regina School Learning Center) at a monthly rate of ONE HUNDRED NINETY NINE DOLLARS AND EIGHTY-NINE CENTS (\$199.89) and a total amount of SEVEN THOUSAND ONE HUNDRED NINETY-SIX DOLLARS AND FOUR CENTS (\$7,196.04), with a one-time installation charge of ONE HUNDRED AND FIFTY DOLLARS (\$150.00), subject to annual budget appropriation, and authorizing the County Judge to sign all relevant documents. [Requested by Aliza Oliveros, Webb County Head Start Director; Account #903-4208-6004]

Motion by Commissioner, Pct. 1 Frank Sciaraffa, seconded by Commissioner, Pct. 3 John C. Galo to approve items #29, #30, #31, and #32

**Vote:** 4 - 0 Motion Carried

Other: Commissioner, Pct. 4 Jaime Alberto Canales (OUT OF THE COURTROOM)

**Honorable Margie Ibarra, County Clerk**

33. Discussion and possible action to approve the Departmental Promotional posting of the following Slot and to fill the resultant vacant Slot, subject to the availability of payroll funds and any applicable Civil Service guidelines, effective July 25, 2016:

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
0311	Senior Deputy County Clerk	\$15.15 - \$15.93 12/A-E

**Issue: Slot #0311 became vacant effective June 29, 2016.**

**Solution: Approval of posting and filling for vacancy.**

**Result: Vacancy will be filled.**

Motion by Commissioner, Pct. 1 Frank Sciaraffa, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to approve item #33 at 12/A

**Vote: 3 - 1 Motion Carried**

NAY: Commissioner, Pct. 3 John C. Galo

Other: Commissioner, Pct. 4 Jaime Alberto Canales (OUT OF THE COURTROOM)

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

34. Discussion and possible to approve an addendum to the Task Force agreement dated October 1, 2015, between the United States Department of Justice, Drug Enforcement Administration (DEA) and the Webb County Constable Precinct 1 (WCCP1). The term of the Agreement shall be effective from the date specified in the opening paragraph through September 20, 2016; except as modified by the addendum, the Agreement between DEA and the WCCP1 shall remain in full force and effect; and authorizing the County Judge to sign and execute all relevant documents. There will be no impact to the County General Fund.

**Issue: The current MOU allows for Webb County Constable Precinct 1 to assign one (1) deputy to the task force; the department has requested approval to assign an additional deputy.**

**Solution: Approval of addendum to assign the additional deputy.**

**Result: Deputy will be able to work with task force.**

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

**Vote: 5 - 0 Motion Carried - Unanimously**

**Honorable Martin Cuellar, Sheriff**

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

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
<b>From:</b>	<b>168-2001-3352</b>	<b>State Forfeitures</b>	<b>\$1,950</b>	<b>\$211,013</b>	<b>\$209,063</b>
	<b>001-2060-6205</b>	<b>Materials &amp; Supplies</b>	<b>\$5,000</b>	<b>\$17,138</b>	<b>\$12,138</b>
			<b>\$6,950</b>		
<b>To:</b>	<b>168-2001-5001</b>	<b>Payroll Cost</b>	<b>\$1,600</b>	<b>\$0</b>	<b>\$1,160</b>
	<b>168-2001-5009</b>	<b>Uniform Allowance</b>	<b>\$100</b>	<b>\$0</b>	<b>\$100</b>
	<b>168-2001-5304</b>	<b>Health Life Insurance</b>	<b>\$250</b>	<b>\$0</b>	<b>\$250</b>
	<b>001-2062-6502</b>	<b>Janitorial Supplies</b>	<b>\$5,000</b>	<b>\$306</b>	<b>\$5,306</b>
			<b>\$6,950</b>		

**Issue:** During the payroll transition from previous General Order 297 to the new General Order 2001 for Slot # 2740, an amount of \$1,950 was utilized from the General Funds instead of Federal Forfeiture Funds. In addition, the Webb County Jail requires janitorial supplies in order to maintain necessary sanitary, hygienic living standards for all incarcerated inmates housed at the jail and to continue to maintain the jail cleanliness up to acceptable/presentable standards for correctional officers, civilian personnel, visiting family members/prosecutors/defense lawyers, jail vendors, personnel from other local, state, and federal law enforcement agencies, and other members of the public.

**Solution:** A line item transfer from Federal Forfeiture Funds is needed to provide \$1,950 to the General Funds. Furthermore, a line item transfer will provide the Webb County Sheriff's Office funding to acquire the necessary janitorial supplies to keep the Webb County Jail up to needed sanitary standards for the remainder of the fiscal year.

**Result:** With this line item transfer, the General Fund will be replenished \$1,950 from Federal Forfeiture Funds. Moreover, the Webb County Jail will be able to maintain necessary sanitary, hygienic standards with the required janitorial supplies.

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

**Vote:** 4 - 0 Motion Carried

Other: Commissioner, Pct. 1 Frank Sciaraffa (OUT OF THE COURTROOM)

36. **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 July 25, 2016; and any other matters incident thereto:**

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
0467	Officer I-V	\$20.43 Collective Bargaining Agreement (CBA)

**Issue:** Need to fill Slot #0467. This position is required due to the need for the Webb County jail to maintain needed security/safety measures and to sustain compliance with state/federal laws regulating the required inmate-to-staffing levels as well as other management measures mandated at penitentiaries. Furthermore, this position provides needed manpower to support the continuous (24 hours-a-day/7-days a week) operations of the jail division.

**Solution:** Request is being made to fill Slot #0467 in order for the Webb County jail to remain in compliance with mandatory officer-to-inmate ratios for the safety and security of jail inmates, visitors, correctional officers, civilian staff, jail service providers/vendors and the rest of the community.

**Result:** The Webb County Sheriff's Office will be able to maintain needed safety and security standards at the Webb County jail and continue to stay in compliance with Texas Commission on Jail Standards (TCJS).

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo

**Vote:** 4 - 0 Motion Carried

Other: Commissioner, Pct. 1 Frank Sciaraffa (OUT OF THE COURTROOM)

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to bring back item #21



**Vote:** 5 - 0 Motion Carried - Unanimously

**Engineer**

21. 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 July 25, 2016:

<u>Slot#</u>	<u>Title</u>	<u>Hourly Rate</u>
2712	Truck Driver	\$14.42 - \$15.16 11/A-E

**Issue:** Due to resignation of employee, filling of position is needed in order to provide services for Colorado Acres.

**Solution:** Approve posting of vacant position.

**Result:** Advertisement and hiring of qualified replacement.

**Commissioners Court Administrator**

38. Discussion and possible action for Commissioners Court to order a burn ban for a maximum of Ninety (90) days of all outdoor burning in all the unincorporated areas of Webb County pursuant to Local Government Code §352.081 and other applicable statutes, a violation of this Order is a Class C misdemeanor, punishable by a fine not to exceed \$500.00.

**Issue:** The current Keetch-Byram Drought Index (KBDI) average for Webb County is 520 and may reach a maximum of 641 within the next fourteen days. (KBDI scale ranges from 0-800 with 800 representing extremely dry conditions) These conditions create a high risk of wildfires with danger to damage life and property.

**Solution:** Order a burn ban for a maximum of 90 days (or until conditions are considered safe) to be enforced by the Sheriff's Office to discourage outdoor burning in order to prevent spread of wildfires and loss of life and property.

**Result:** Discourage citizens from outdoor burning in the unincorporated areas of Webb County in order to prevent wildfires and enforce a fine of up to \$500 by the Sheriff's Office for those citizens that do not abide by burn ban.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina

**Vote:** 4 - 0 Motion Carried

Other: Commissioner, Pct. 1 Frank Sciaraffa (OUT OF THE COURTROOM)

**Honorable Tano E. Tijerina, Webb County Judge**

39. Discussion and possible action to approve the Imposition of Optional Fees by the Texas Department of Motor Vehicles as per Chapter 502 of the Transportation Code, County Road & Bridge Fee (Section 502.401) \$10.00 and Transportation Project Fee (Section 502.402) \$10.00, for calendar year 2017. Fees will remain the same as previous year; and any other matters incident thereto.

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

**Vote:** 5 - 0 Motion Carried - Unanimously

**40. Communications**

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

**Budget Officers**

- 37. Presentation by Noe Hinojosa, financial consultant with Estrada Hinojosa, regarding refunding and new money considerations for county projects; with discussion and possible action to approve an Order authorizing publication of Notice of Intention to issue Certificates of Obligation; and any other matters incident thereto.**

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to approve item #37 and adopt this plan of finance including borrowing the fifteen (15) million, twenty (20) years

**Vote:** 4 - 0 Motion Carried

Other: Commissioner, Pct. 1 Frank Sciaraffa (OUT OF THE COURTROOM)

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

Judge Tijerina withdrew his motion.

Comr. Tijerina withdrew her second.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 4 Jaime Alberto Canales to bring back item #11

**Vote:** 5 - 0 Motion Carried - Unanimously

**Honorable Oscar Hale, 406th District Court Judge**

- 11. 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 July 25, 2016:**

**Slot# Title Hourly Rate**

**0805 Court Clerk \$14.43 10/E**

**Issue: Employee occupying Slot 0805 was hired by another department effective July 22, 2016, and Slot 0805 will also become vacant on July 22, 2016. The 406th District Court is requesting formal approval to fill this important public relations position/slot immediately in order to allow the Court to continue to perform its statutory duties to the public.**

**Solution: Obtain formal approval from Commissioners Court to fill slot.**

**Result: The Court will be able to perform its statutory duties and to provide excellent public service to the residents and taxpayers of Webb County.**

- 41. Adjourn**

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to adjourn

**Vote: 5 - 0 Motion Carried - Unanimously**