

DRAFT

Official Minutes for Webb County Commissioners Court Meeting

**Monday, January 23, 2017 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
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 20th day of January 2017. Present also were Mrs. 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

Motion by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina, seconded by Commissioner, Pct. 4 Jaime Alberto Canales to excuse Cmr. Gonzalez

Other: Commissioner, Pct. 1 Jesse Gonzalez (ABSENT)

2. Pledge of Allegiance/Invocation

3. Approval of Bills, Payroll, and Monthly Report

County Treasurer, Ms. Delia Perales presented the Recap of Checks, Recap of Released Immediate Payments, Ratification of Payroll Disbursements, Auditor's Errors, Side Bills, and the monthly report for December 2016.

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

Vote: 4 - 0 Motion Carried - Unanimously

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.

No one signed up for Public Comments.

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

5. **Honorable Jesse Gonzalez, Webb County Commissioner Pct. 1**
 - a. Discussion and possible action to re-appoint Rosie Centeno to the CAA Advisory Board as the designee for Commissioner Precinct 1; and any other matters incident thereto.

6. **Community Action Agency**
 - a. Discussion and possible action to authorize the Webb County Community Action Agency to enter into an annual vendor agreement with Retail Energy Providers (listed below) for the implementation of Community Services Block Grant (CSBG) and the Comprehensive Energy Assistance Program (CEAP). These vendor agreements are a Texas Department of Housing and Community Affairs (TDHCA) requirement for the implementation of the programs.

List of Retail Energy Providers

Summer Energy
Infinite Electric LLC
Infinite Energy
Veteran Energy LLC

Issue: The Webb County CAA will enter into an annual vendor agreement with Retail Energy Providers for the implementation of Community Services Block Grant (CSBG) and the Comprehensive Energy Assistance Program (CEAP).

Solution: These vendor agreements are a Texas Department of Housing and Community Affairs (TDHCA) requirement for the implementation of the programs.

Result: The Texas Department of Housing and Community Affairs (TDHCA) will provide funding to be used for payment of qualifying low income clients home energy expenses.

- b. Discussion and possible action to approve Laredo Organized Volunteers for Elderly and Disadvantaged (L.O.V.E.D.) and League of United Latin American Citizen, Lulac Council 777 as Representative Organizations for Category "C" for Webb County Community Action Agency Advisory Board; and any other matters incident thereto.

Issue: State mandates the of filling vacancies when applicable terms end as per Texas Administrative Code, Chapter 5 Rule 5.215.

Solution: Vacancies will be filled.

Result: The Agency will comply with TDHCA - Texas Administrative Code, Chapter 5 Rule 5.215.

- c. Discussion and possible action to accept a check in the amount of TWENTY-FIVE THOUSAND DOLLARS (\$25,000.00) in support of the 2016 Reliant CARE Program. The Webb County Community Action Agency will utilize these funds to assist qualified Reliant Energy clients. Reliant Assistance Account #902-4202-7004.

Issue: Webb County Community Action Agency has received a check in the amount of \$25,000.00 from Reliant Energy Retail Services, LLC.

Solution: The contribution will provide funding for energy assistance payment to Reliant Energy customers under the CARE Program.

Result: Webb County Community Action Agency will accept enrollment applications from potential clients and qualify Reliant Energy customers as eligible recipients in accordance with Reliant Energy Care program requirements.

- d. Discussion and possible action to accept funding increase Amendment #4 in the amount of ONE HUNDRED TWENTY-NINE THOUSAND SIX HUNDRED SEVENTY-SEVEN DOLLARS (\$129,677.00) to the Program Year 2016 Community Services Block Grant (CSBG) Program-Contract #61160002398 from the Texas Department of Housing and Community Affairs (TDHCA). This addendum will increase the Program Year 2016 - Contract start date January 1, 2016 to Contract date March 31, 2017, CSBG Contract from \$488,253.00 to \$518,709.00, and authorizing the Webb County Judge to sign all relevant documents. This action will not have impact on the General Fund. Community Social Services Block Grant budget account #902-4200-3501.

Issue: Approve funding increase Amendment #4 for the CSBG Program Grant from TDHCA for Program Year 2016 in the amount of \$129,677.00.

Solution: The Community Services Block Grant Program (CSBG) provides support services to eligible elderly, disabled and low income residents of Webb County.

Result: The support services are intended to assist eligible Webb County residents to transition out of poverty.

7. Honorable Marco Montemayor, County Attorney

- a. Discussion and possible action to enter into a Twenty-Two (22) month (November 18, 2016 through September 30, 2018) Maintenance Agreement between Toshiba Business Solutions and Webb County for the Webb County Treatment Center for a Lexmark XS463DE Printer/Scanner at a cost of Two Hundred Dollars (\$200.00) per year for a total amount of Four Hundred Dollars (\$400.00) 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 Oscar Hale, 406th District Court;

Account #001-1004-6402]

- b. Discussion and possible action to approve the second (2nd) option to extend sublease agreement between Jett Racing and Sales, Inc. and Webb County Sheriff's Office for approximately 1,600 square feet of hangar space and 800 square feet of office space located at the Laredo International Airport, Laredo, Texas, effective October 1, 2016 through September 30, 2017, the rent will be NINE HUNDRED DOLLARS (\$900.00) per month for a total of TEN THOUSAND EIGHT HUNDRED DOLLARS (\$10,800.00) and authorizing the County Judge to sign all relevant documents; and any other matters incident thereto. [Requested by Sheriff Martin Cuellar; Account #170-2002-6227 (Federal Forfeiture Fund)]

Issue: Current hangar lease has expired.

Solution: Exercise the second (2nd) option to extend provision under Section 1.02 Term.

Result: Continue renting hangar space in a secure area at the Laredo International Airport for the Sheriff's Aviation Operation

8. Honorable Margie Ibarra, County Clerk

- a. Approval of Minutes for January 1, 2017 and January 9, 2017

9. Honorable Isidro Alaniz, District Attorney

- a. Discussion and possible action to approve an advertising contract with Lamar Advertising of Laredo for service dates – January 21, 2017 through January 19, 2018 in the amount of Twenty Six Thousand Nine Hundred Sixty-One Dollars (\$26,961.00) for public service announcements. There is no financial impact on the general fund. [Requested by District Attorney Isidro Alaniz, Account #167-1100-6708]
- b. Discussion and possible action to approve a budget amendment to the District Attorney State forfeiture fund by increasing the expenditure budget by \$25,000; said amount is available from seized funds pursuant to Chapter 59 of the Texas Code of Criminal Procedure. [Funds #167-1100-6708 and #167-1100-6791]

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.

10. Head Start

- a. Discussion and possible action to approve the transfer of employees within the following Slots with salary changes, subject upon the availability of payroll funds and any applicable Civil Service guidelines:

	<u>Slot#</u>	<u>Title</u>	<u>Hourly Rate</u>
From:	966	Child Care Area Service Manager	\$15.71 (26 Pay Periods)
To:	968	Head Start Area Service Manager	\$16.16 (20 Pay Periods)

- b. Discussion and possible action to approve the "Annual Report to the Public" for the 2015 - 2016 Program Year and to make available to the public via the Head Start web page at <http://www.webbcountytx.gov/HeadStart/>.

11. Juvenile Probation Department

- a. 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 January 23, 2017:

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
2434	Juvenile Supervision Officer	\$15.73 12/D
2435	Juvenile Supervision Officer	\$15.73 12/D

Issue: Due to resignations and terminations, we are not meeting the staffing ratios for the continuous (24 hours a day/7 days a week) operations of the Juvenile Detention Center.

Solution: Approve the posting and filling of vacated positions.

Result: Compliance with required supervision ratios.

12. Honorable Patricia A. Barrera, Tax-Assessor- Collector

- a. Discussion and possible action to approve a refund in the amount of \$40,079.22 to Corelogic Tax Service. Accounts #91810002200 through #99401007030 had over-payments for tax year 2016.

Issue: Upon receiving payment from Corelogic Tax Service, various accounts had either been previously paid or had values adjusted from a Supplement resulting in the over-payment of taxes for year 2016.

Solution: Refund said amount to Corelogic Tax Service for those over-payments.

Result: The monies will be reimbursed to the appropriate taxpayer.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to approve all Consent Agenda items

Vote: 4 - 0 Motion Carried - Unanimously

REGULAR AGENDA

Honorable Monica Notzon, 111th District Court Judge

13. Discussion and possible action for revalidation and reclassification for Slot #2605 (Court Clerk/Interpreter) and approve the posting and filling of said Slot, and any other matters incident thereto. Certification and revalidation to be approved by Commissioners Court, subject to the availability of payroll funds, effective January 23, 2017.

Issue: Currently, the slot in question is placed at a Grade 14 Step A-E (\$34,790.80 - \$36,563.23). A proposed starting base pay of \$44,000 is being presented with additional backup pertaining to additional pay for certifications, licenses and years of experience.

Solution: Revalidation and reclassification for Slot #2605

Current Pay:

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate/Salary</u>
2605	Court Clerk/Interpreter	\$34,790.80

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to approve the \$44,000 on a Grade 14 along with whatever that step comes out to and take the rest of it under advisement

Vote: 4 - 0 Motion Carried - Unanimously

Economic Development

14. **Discussion and possible action to approve the Detailed Budget and Justification Narrative for the SAMHSA grant award, Grant No. TI-026095 (Year 2) in the amount of Sixty Six Thousand Nine Hundred Eighty Dollars (\$66,980.00) and authorize the Webb County at Law 2 DWI Court Program to continue to expand its program services pursuant to Sec. 124.002 of the Texas Government Code. Substance Abuse & Mental Health Services Administration (SAMHSA) Grants to Expand Substance Abuse Treatment Capacity in Adult Drug Courts Grant Period: September 30, 2016 - September 29, 2017. [Requested by Webb County Court at Law #2 Court Program; Account #362-1011-6022]**

Economic Development Director Mr. Juan Vargas stated that item #14 should include the following correction "total grant in the amount of \$325,000 and authorize the Webb County Judge".

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to approve item #14 and to include the total amount for \$325,000

Vote: 4 - 0 Motion Carried - Unanimously

Human Resources

15. **Discussion and possible action to enter into a One (1) year (January 1, 2017 through December 31, 2017) Professional Services Agreement, with independent contractor Graciela Martinez-Vela, a qualified Substance Abuse Professional, who will provide assessment, evaluation and consulting services for the employees of Webb County. Webb County employees will be financially responsible for the cost of these services, and authorizing the County Judge to sign and execute all relevant documents; and any other matters incident thereto.**

Issue: Webb County's Drug and Alcohol and Random testing programs were audited by Texas Department of Transportation (TX DOT) in November, and we were found to be in non-compliance due not having a Substance Abuse Professional on contract. We were given a deadline of January 31st to comply.

Solution: With approval of this contract we will be in compliance.

Result: Continue the programs for all DOT employees.

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

Vote: 4 - 0 Motion Carried - Unanimously

16. Discussion and possible action to approve a Professional Services agreement with the healthcare company, Jackson & Coker, for the period of January 25th thru February 10th, for the placement of a substitute Forensic Pathologist to take over duties during the Medical Examiners vacation period at a cost not to exceed \$30,000.00 and authorizing a professional services exemption from Section 262.024(a)(4), Texas Local Government Code (Discretionary Exemption), with additional action for the County Judge to sign all relevant documents; and any other matters incident thereto. [Account #001-2070-6022 (Professional Services)]

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to approve item #16 not to exceed \$30,000

Vote: 4 - 0 Motion Carried - Unanimously

17. 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 January 23, 2017:

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
2674	Human Resources Assistant	\$13.73 10/A - E

Issue: Employee transferred to another division.

Solution: Approve the posting of position to fill vacancy.

Result: The filling of this position will alleviate overload task to the staff, and create efficiency and productivity within the department.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to approve item #17 as soon as the vacancy occurs

Vote: 4 - 0 Motion Carried - Unanimously

Auditor

18. Discussion and possible action to transfer the remaining balances of completed projects and accumulated interest income for Certificates of Obligation Series 2003, 2006, 2010, and 2013 to capital outlay projects within the same series; and any other matters incident thereto.

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	657-9501-9301	Interest Income Series 2003	\$2,765.00	\$2,765.00	\$0
	660-6111-8601	Construction in Progress	\$3,900.00	\$3,900.00	\$0
To:	660-8108-8801	Capital Outlay Series 2003	\$6,665.00	\$24,603.00	\$31,268.00
From:	711-9501-9301	Interest Income Series 2006	\$5,533.00	\$5,533.00	\$0
	724-0103-8410	Communication Tower Series 2006	\$114.00	\$114.00	\$0
	727-8108-8801	Road & Bridge Capital Outlay Series 2006	\$1,829.00	\$1,829.00	\$0

To:	722-8108-8801	Capital Outlay Series 2006	\$7,476.00	\$0	\$7,476.00
From:	639-9501-9301	Interest Income Series 2010	\$24,677.00	\$24,677.00	\$0
	630-0115-8601	Casa Blanca Dam Series 2010	\$3,400.00	\$3,400.00	\$0
	632-7002-8410	Road & Bridge Equipment Series 2010	\$1,097.00	\$1,097.00	\$0
	638-0500-8801	Capital Outlay	\$12,858.00	\$12,858.00	\$0
	638-1044-8801	Capital Outlay	\$9,838.00	\$9,838.00	\$0
To:	638-8108-8801	Capital Outlay Series 2010	\$51,870.00	\$9,800.00	\$61,670.00
From:	752-9501-9301	Interest Income Series 2013	\$22,330.00	\$22,330.00	\$0
To:	745-3001-8801-7	Capital Outlay Water Utility Improvement Series 2013	\$22,330.00	\$238,475.44	\$260,805.44

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

Vote: 4 - 0 Motion Carried - Unanimously

Community Action Agency

19. Discussion and possible action to enter into a work experience subsidized employment worksite agency agreement by and between Webb County, Texas and Workforce Solutions, South Texas for intern/trainee placement in Webb County employment positions by the Webb County Community Action Agency Self-Help Center and authorizing the County Judge to sign and execute all relevant documents. No impact on General Fund all Intern/trainee wages and worker's compensation coverage costs shall be paid for by Workforce Solutions, South Texas. [Requested by Ricardo Martinez, Webb County Community Action Agency Director]

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

Vote: 4 - 0 Motion Carried - Unanimously

Engineer

20. Discussion and possible action to approve Amendment #2 to an Advance Funding Agreement (AFA) between the Texas Department of Transportation (TxDOT) and Webb County. This agreement will fund Work Authorization No. 3, which is made pursuant to the terms and conditions of Engineering Contract No. CSJ: 0086-14-058 Loop 20 Extension Phase II. Work Authorization No. 3 will include the development of Right of Way; Utilities; offsite detention ponds and PS&E for the Loop 20 main lanes, Airport and Jacaman grade separations, and frontage roads. The total project estimate will increase by \$4,641,030.00, as approved by the Texas Department of Transportation (TxDOT) in approval letter dated January 2, 2017; and authorize the County Judge to execute all relevant documents. [Account #644-8001-6022 (Professional Services)]

Issue: Contract No. CSJ: 0086-14-058 Loop 20 Extension Phase II has to be amended to include the development of Right of Way; Utilities; offsite detention ponds and PS&E for the Loop 20 main lanes, Airport and Jacaman grade separations, and frontage roads.

Solution: Approve contract amendment.

Result: Continue with project.

21. **Discussion and possible action to approve Work Authorization No. 1 (Contract for Engineering Services) in the amount of \$299,981.17 for the Reuthinger Extension of the Hachar Reuthinger Road Project from 0.1 miles east of Beltway Parkway (northern ND Hachar tract limit-southern Reuthinger tract limit) to the west I-35 frontage road. This Work Authorization is made pursuant to the terms and conditions of Engineering Contract No. CSJ: 0922-33-166 entered into by and between the County of Webb (County), and Dannenbaum Engineering Corporation (the Engineer) on December 12, 2016, as per the Texas Department of Transportation (TxDOT) revisions. Scope of services of which 20% will be paid by Webb County and 80% 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 #010-7002-8801 Capital Outlay (20%) and Account #756-8001-6022 Professional Services (80%)]**

Issue: Preliminary engineering, including the preparation of schematics, environmental documents and right of way parcel maps, to support a roadway project.

Solution: Approve Work Authorization No. 1 which will become effective on the date of final acceptance of the parties and shall terminate on December 1, 2020, unless extended by a supplemental Work Authorization.

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

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to approve items #20 and #21

Vote: 4 - 0 Motion Carried - Unanimously

Information Technology

22. **Discussion and possible action to authorize the purchase of computer equipment and peripherals to be utilized by various departments involved in the Judicial process in an amount not to exceed \$50,000; and any other matters incident thereto. [Funding Source #757-8106-8404-JUDIC (Computer Equipment Judicial)]**

Issue: On November 14, 2016, Commissioners Court Item #5A allocated funds for these expenditures and encumbrances for 2017; however, purchase orders from this fund cannot be issued without court approval.

Solution: Allow the Information Technology Department to purchase the necessary computer equipment and peripherals as required for each individual department.

Result: Equipment will be procured as deemed necessary for every department involved.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to approve item #22 not to exceed \$50,000

Vote: 4 - 0 Motion Carried - Unanimously

Purchasing

23. 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 not conflicting with Section 152.017(4) of the local government code, and authorizing an exception to the county wage plan by requesting that the proposed pay for slot remain as currently budgeted; and any other matters incident thereto; effective January 23, 2017:

<u>Slot #</u>	<u>Title</u>	<u>Current Hourly Rate/Salary</u>
2068	Contract Administrator	\$18.69 / \$38,875 (16/B)
		Wage Plan Hourly Rate/Salary
		\$18.46 / \$38,402.54 (16/A)

Issue: Employee currently occupying slot 2068 has resigned from their position. Last day is effective January 19, 2017.

Solution: Fill position once Court approves posting. This is a critical position that manages the day to day activity for all active annual contracts. To include but not limited to assisting departments with contract pricing, preparing solicitations, coordinating and recording bid openings, tabulations and preparing agenda items for purchasing agent to award successful bid proposals.

Result: Fill vacant position to ensure this function of the purchasing department has adequate oversight and minimize any interruption of ongoing or upcoming annual contract solicitations for County operations.

Motion by County Judge Tano E. Tijerina

Judge Tijerina withdrew his motion.

Judge Tijerina stated that action was not needed for item #23.

24. Discussion and possible action to approve the rules and procedures necessary for the Purchasing Agent to conduct his duties by adopting the recommended level of approvals from the requisition stage through the payment of vendor for goods or services provided to Webb County in order to prepare for final configuration instructions to Tyler Technologies impacting our financial software implementation scheduled to go live March 20, 2017, and authorizing the County Judge to sign all relevant documents; and any other matters incident thereto.

Issue: Upgrade of our financial software package requires configuration on approval levels for requesting purchase orders for materials, supplies and other services. In addition recommendations are being made to improve the processing of bills by centralizing those duties in one place which includes the receipt of original invoices, verification against electronic purchase orders and inputting into our financial records for final approval of claims by County Auditor.

Solution: Present two recommendations for the Courts consideration. Seek final approval on one of the recommended procedures and adopt as part of the purchasing policy and procedures manual.

Result: Secure final procedures adopted by the Court so Tyler Technologies can configure software according to procedures adopted by Commissioners Court.

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to accept option #1

Vote: 4 - 0 Motion Carried - Unanimously

25. **Discussion and possible action to approve recommendations by the Purchasing Agent regarding the selection of scoring committees for the various delivery methods listed under the Texas Government Code; Section 2269 (Contracting and Delivery Procedures for Construction Projects) and under Government Code 2254 (Professional and Consulting Services) for all future formal solicitations.**

Issue: Commissioners Court has formally requested recommendations on procedures related to scoring committees as it pertains to formal solicitations for goods and services.

Solution: The purchasing agent will provide a recommendation on who should be part of the scoring committee, which delivery methods do not require scoring committees and how a scoring committee would make recommendations based on top scores.

Result: Adopt a uniform directive on scoring formal solicitations for goods and services.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to allow the Purchasing Agent to assemble a committee each time at his discretion and must disclose the committee members

Vote: 4 - 0 Motion Carried - Unanimously

26. **Discussion and possible action to authorize County Attorney staff to negotiate with Schneider Electric Building Americas Inc. (TIPS #2032714) in accordance with Texas Local Government Code; Section 271.102 (C.), (Cooperative Purchasing Program Participation) and prior to entering into an energy savings contract in accordance with Texas Local Government Code Section 302 (Energy Savings Performance Contracts for Local Governments) and authorizing the County Judge to execute all relevant documents; and any other matters incident thereto. [Funding Source - Bond Series 2016]**

Issue: Certificate of Obligation Series 2016 projects includes funding for upgrades to the Central Plant facility to replace existing chiller system and related components for downtown facilities such as the Billy Hall building, Justice Center, Court House and other County buildings currently tied into main system. The current system is over 15 years old and replacing existing system with a more energy efficient system will save the County money by reducing electricity and maintenance expenditures.

Solution: Authorize negotiations with Schneider Electric prior to awarding an energy savings contract in accordance with LGC Chapter 302. Chapter 302 is exempt from Texas Government Code; Chapter 2269 (Contracting and Procedures for Construction Projects).

Result: Authorization for staff to proceed negotiations on total project cost and to ensure all requirements are completed as mandated by Chapter 302 prior to entering into an Energy Savings Contract with Schneider Electric.

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

Vote: 4 - 0 Motion Carried - Unanimously

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to open up item #26

Vote: 4 - 0 Motion Carried - Unanimously

26. **Discussion and possible action to authorize County Attorney staff to negotiate with Schneider Electric Building Americas Inc. (TIPS #2032714) in accordance with Texas Local Government Code; Section 271.102 (C.), (Cooperative Purchasing Program Participation) and prior to entering into an energy savings contract in accordance with Texas Local Government Code Section 302 (Energy Savings Performance Contracts for Local Governments) and authorizing the County Judge to execute all relevant documents; and any other matters incident thereto. [Funding Source - Bond Series 2016]**

Issue: Certificate of Obligation Series 2016 projects includes funding for upgrades to the Central Plant facility to replace existing chiller system and related components for downtown facilities such as the Billy Hall building, Justice Center, Court House and other County buildings currently tied into main system. The current system is over 15 years old and replacing existing system with a more energy efficient system will save the County money by reducing electricity and maintenance expenditures.

Solution: Authorize negotiations with Schneider Electric prior to awarding an energy savings contract in accordance with LGC Chapter 302. Chapter 302 is exempt from Texas Government Code; Chapter 2269 (Contracting and Procedures for Construction Projects).

Result: Authorization for staff to proceed negotiations on total project cost and to ensure all requirements are completed as mandated by Chapter 302 prior to entering into an Energy Savings Contract with Schneider Electric.

Motion by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina, seconded by County Judge Tano E. Tijerina to include legal and Mrs. Alexandra Colessides Solis on item #26

Vote: 4 - 0 Motion Carried - Unanimously

Risk Management

27. **Discussion and possible action to change the job description and title for slot #0874 (Wellness/Special Projects Coordinator) to Employee Benefits Coordinator; and any other matters incident thereto. If the change in title and job description is approved by the Court, said change to title and description will be taken before the Civil Service Commission for certification.**

Issue: Webb County presently employs over 1,400 employees to whom the County must provide health benefits and also provides ancillary insurance products. There is a need within the department for more personnel to work on employee benefits to ensure that the office runs smoothly and that the employees have access to assistance with regard to questions and concerns regarding their employee benefits.

Solution: Convert slot #0874 from Wellness/Special Projects Coordinator to Employee Benefits Coordinator.

Result: Additional personnel dedicated to servicing employee benefits will provide faster and better service to Webb County employees and their dependents.

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

Vote: 4 - 0 Motion Carried - Unanimously

Veteran's Office

28. Discussion and possible action to approve the posting and temporarily filling of the following Slot, subject to the availability of payroll funds and any applicable Civil Service guidelines, effective January 23, 2017. Current county employee needs to be replaced temporarily due to unforeseen medical emergencies. There will be no impact to the general fund. [Grant Fund #427-5050-5001]

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
2836	Veterans Transportation Assistance Driver/Coordinator	\$10.00 (Full-Time)

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

Vote: 4 - 0 Motion Carried - Unanimously

Honorable Marco Montemayor, County Attorney

29. Discussion and possible action to authorize Webb County to enter into a Thirty-Six (36) month heavy equipment lease purchase agreement with Caterpillar Financial Services Corporation for Two (2) Backhoe Loaders, at a monthly rental rate of TWO THOUSAND EIGHT HUNDRED SEVEN DOLLARS AND 02/100 (\$2,807.02). In a total sum, over three (3) years, not to exceed ONE HUNDRED ONE THOUSAND FIFTY-TWO DOLLARS AND 72/100 (\$101,052.72), with an initial payment of TWO THOUSAND EIGHT HUNDRED SEVEN DOLLARS AND .02 CENTS (\$2,807.02) as a security deposit due upon approval and execution of the lease agreement, subject to annual budget appropriations, and authorizing the County Judge to execute any and all relevant documents; and any other matters incident thereto, and applicable to record the required budget adjustments for the debt service and road bridge fund. [Requested by Jose Luis Rodriguez, Road and Bridge Superintendent, Account #010 Road& Bridge and Fund #600 Debt Service Fund]

Issue: These two backhoe loaders were part of the agenda item #25 approved on June 27, 2016 which was subsequently rescinded, on August 22, 2016.

Solution: New contract required.

Result: Webb County Road and Bridge Department will have the full compliment of equipment requested.

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

Vote: 4 - 0 Motion Carried - Unanimously

30. Discussion and possible action to enter into and approve a software maintenance and support services agreement pursuant to Sections 271.101 and 271.102, Subchapter F, Local Govt. Code, Cooperative Purchasing Program Buy Board Contract No. 498-15 between Webb County and Antares Development Corporation, for the Webb County Clerk's Vital Statistics and Military Discharge Records System (VMDRS) for a term of One (1) year, commencing on October 1, 2016 to September 30, 2017, for an annual fee of \$24,000.00 and authorizing the county judge to execute any and all relevant documents, and any other matters incident thereto. [Requested by Margie Ramirez-Ibarra, Webb County Clerk, Funding Source #009-1120-6022 (County Clerk - Professional Services)]

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

Vote: 4 - 0 Motion Carried - Unanimously

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to bring up item #43 and #38

Vote: 4 - 0 Motion Carried - Unanimously

Presentations

43. **Presentation by Melissa Amici-Haynes, President of Laredo Main Street Organization, regarding the upcoming UETA Jamboozie Festival with personal invitations for the Webb County Judge and Commissioners Court. [Requested by Jesse Gonzalez, Commissioner Pct. 1] [Co-Sponsored by John Galo, Webb County Commissioner Pct. 3]**

Honorable Jaime A. Canales, Webb County Commissioner Pct. 4

38. **Discussion and possible action to amend, by Resolution, the Webb County 2017 State Legislative Agenda to include a request to secure state funds for the Sustainment, Restoration & Facility Modernization of the Texas Army National Guard Armory located at 6001 Bob Bullock Loop in Laredo, Webb County, Texas which is in dire needs of upgrades and structural repairs; and any other matters incident thereto.**

No action taken.

(Recess 10:49 - 11:20 a.m.)

Presentations

42. **Presentation by Harmony Science Academy Robotics students regarding their upcoming competition entry. Mr. Dagoberto Melero, Sponsor. [Requested by Rosaura "Wawi" Tijerina, Commissioner Pct. 2]**

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to bring up item #40

Vote: 3 - 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. 2 Rosaura "Wawi" Tijerina to open up item #41 as well

Vote: 3 - 0 Motion Carried

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

Closed Session/Executive Session

40. **Discussion and possible action to approve settlement offer in the case entitled Sara Alicia Davila v. Webb County, Texas, et al, civil action number 5:12-CV-0042, pending in the United States District Court, Southern District of Texas, Laredo Division and authorizing the County Judge to execute all relevant documents; and any other matters incident thereto. [Executive Session is requested pursuant to Texas Government Code, Title 5, Subchapter D, Section 551.071(1)(B) (Consultation with**

attorney regarding a settlement offer)]

41. **Discussion and possible action to approve a proposed settlement in a subrogation claim in case of county employee, Slot #2704 from an incident that occurred on February 4, 2015 in Claim No. C16-15-21131-01 in Webb County, Texas; and any other matters incident thereto. [Executive Session is requested pursuant to Texas Local Govt. Code Ch. 551.071 (1)(B) (Consultation with Attorney regarding Settlement Offer)] [Requested by Risk Management department]**

Judge Tijerina stated that both items #40 and #41 would go into Executive Session.

(Executive Session 11:41 - 11:54 a.m.)

No action taken.

Closed Session/Executive Session

40. **Discussion and possible action to approve settlement offer in the case entitled Sara Alicia Davila v. Webb County, Texas, et al, civil action number 5:12-CV-0042, pending in the United States District Court, Southern District of Texas, Laredo Division and authorizing the County Judge to execute all relevant documents; and any other matters incident thereto. [Executive Session is requested pursuant to Texas Government Code, Title 5, Subchapter D, Section 551.071(1)(B) (Consultation with attorney regarding a settlement offer)]**

County Attorney's Office, Ms. Molly Higgins Santos stated that none of the proceeds are coming from county or public funds but solely funded from private insurance proceeds.

County Judge Tano Tijerina stated that the settlement source derived solely from private insurance coverage and does not involve any Webb County public funds nor tax payer money.

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

Vote: 4 - 0 Motion Carried - Unanimously

41. **Discussion and possible action to approve a proposed settlement in a subrogation claim in case of county employee, Slot #2704 from an incident that occurred on February 4, 2015 in Claim No. C16-15-21131-01 in Webb County, Texas; and any other matters incident thereto. [Executive Session is requested pursuant to Texas Local Govt. Code Ch. 551.071 (1)(B) (Consultation with Attorney regarding Settlement Offer)] [Requested by Risk Management department]**

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to approve item #41 and take full and final settlement back to claimant's attorney and include that as the settlement agreement

Vote: 4 - 0 Motion Carried - Unanimously

Commissioners Court Administrator

31. Discussion and possible action to acknowledge the authority of the Webb County Court at Law #1, Local Administrative Statutory County Court Judge, Honorable Hugo D. Martinez, who has the duties and responsibility to administer for the statutory county courts at law in Webb County; as promulgated in Sections 74.0911 and 74.092 of the Government Code; and any other matters incident thereto. [Requested by Tano E. Tijerina, Webb County Judge]

No action taken.

32. Discussion and possible action to authorize the use of Six (6) county golf carts from the Casa Blanca Golf Course to be used by Washington's Birthday Celebration Association (WBCA) at the upcoming Stars and Stripes Air Show which will be held on Sunday, February 12, 2017 at the Laredo International Airport; and any other matters incident thereto. [Requested by Tano E. Tijerina, Webb County Judge] [Co-Sponsored by Rosaura "Wawi" Tijerina, Commissioner Pct. 2]

Motion by Commissioner, Pct. 4 Jaime Alberto Canales, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to approve item #32 and advise WBCA of the minimum fee

Vote: 4 - 0 Motion Carried - Unanimously

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

33. Discussion and possible action to authorize the Economic Development Department to develop a Fiscal Year 2016 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Application to the U.S. Department of Homeland Security and authorizing the County Judge to act as the County's Executive Officer and Authorized Representative in all matters pertaining to the County's request for funding. The purpose of the application is to supplement the Webb County Volunteer Fire Department with a minimum of Nine (9) frontline firefighters. This proposed action will have no impact on the County General Fund for the duration of the grant. [Requested by Chief Ricardo Rangel, Webb County Fire Department and James Flores, Economic Development Department]

Issue:As the Webb County Volunteer Fire Department expands to ensure the safety of Webb County residents, so does the demand for paid frontline firefighters too.

Solution:The acquisition of funds for personnel expenses for the Webb County Volunteer Fire Department.

Result:The request for funding from the Department of Homeland Security's SAFER program for personnel expenses for the Webb County Volunteer Fire Department.

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

Vote: 4 - 0 Motion Carried - Unanimously

34. Discussion and possible action to authorize the Economic Development Department to develop a Fiscal Year 2016 Staffing for Adequate Fire and Emergency Response (SAFER) Grant Application to the U.S. Department of Homeland Security and authorizing the County Judge to act as the Authorized Representative in all matters pertaining to the County's request for funding. The purpose of the application is to expand the net increase in the number of trained and certified volunteer firefighters through the implementation of a Recruitment/Retention Plan that shall provide for incentives such as accident and/or injury insurance, compensation for lost wages and reimbursement for firefighter certification training expense. This proposed action

will have no impact on the County General Fund for the duration of the grant. [Requested by Chief Ricardo Rangel, Webb County Fire Department and James Flores, Economic Development Department]

Issue: As the Webb County Volunteer Fire Department expands to ensure the safety of Webb County residents, so does the demand for frontline volunteer firefighters.

Solution: The acquisition of funds for the recruitment and retention of volunteer firefighters for the Webb County Volunteer Fire Department.

Result: The request for funding from the Department of Homeland Security's SAFER program for the recruitment and retention activities associated with the proposed program.

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

Vote: 4 - 0 Motion Carried - Unanimously

- 35. Discussion and possible action to accept a grant contract #58170002607 award for the Comprehensive Energy Assistance Program (CEAP) from Texas Department of Housing and Community Affairs (TDHCA) for the Program Year 2017 - Contract start date January 1, 2017 to Contract end date December 31, 2017, in the amount of ONE MILLION ONE HUNDRED THIRTY SIX THOUSAND TWENTY TWO DOLLARS (\$1,136,022.00), and authorizing the County Judge to sign all relevant documents. This action will not have an impact on the General Fund. Comprehensive Energy Assistance Program Grant budget account #911-4200-3501. [Requested by Ricardo Martinez, Executive Director, Community Action Agency]**

Issue: Approve grant contract for the CEAP Program from TDHCA for PY-2017 in the amount of \$1,136,022.00).

Solution: The Comprehensive Energy Assistance Program (CEAP) provides direct client services to eligible elderly, disabled and low income residents of Webb County.

Result: The services are intended to assist eligible Webb County residents up to 8 highest remaining calendar months of energy consumption. The CEAP allocation for Contract #58170002607 is for twelve months.

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

Vote: 4 - 0 Motion Carried - Unanimously

- 36. Discussion and possible action for Webb County to grant, sell and convey a Fifteen foot (15') wide right-of-way and utility easement to AEP Texas Central Company and approve and authorize the execution of a one-time non-refundable Contribution-In-Aid-Of-Construction (CIAC) Agreement for Electric Distribution Services and payment of the (CIAC) installation fee in the amount of \$2,157.99, to provide for electrical services to the Webb County Firing Range located at 7359 E. Saunders Ave. The Webb County Firing Range is located upon a 14.9871 acre tract of land more particularly described by a metes and bounds description together with the 15' wide utility easement attached hereto as Exhibit "A" pages 1-3, and authorizing the County Judge to execute any and all relevant documents and all other matters incident thereto. [Co-Sponsored by Tano E. Tijerina, Webb County Judge]**

Issue: The Webb County Firing Range currently does not have electrical services to be able to provide electricity and lighting to the site.

Solution: Approve a 15' wide right-of-way and easement to AEP to install light poles,

overhead electrical lines and a meter to allow for electrical services on the site.

Result: The firing range will now be able to have AEP electrical service and lighting for use by law enforcement.

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

Vote: 4 - 0 Motion Carried - Unanimously

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

- 37. Discussion and possible action to amend the existing order regarding past due invoices pending at Auditors office to reflect that a report be provided to Commissioners Court with financial information on all pending invoices, requests for payments, and/or purchase orders that are past due or being held for review for at least 15 days or more, with attached status updates; and any other matters incident thereto. With additional action requesting that the county attorney formally request an Attorney General opinion to further clarify the legal authority granted to the Commissioners Court by Section 114.024 (a), in particular section 114.025 (a) (5) of the Texas Local Government Code regarding requests for any other information that the court requires from the county Auditor in his monthly report.**

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

Vote: 4 - 0 Motion Carried - Unanimously

Honorable Tano E. Tijerina, Webb County Judge

- 39. Discussion and possible action to change and/or re-appoint members of the following committees/board; and any other matters incident thereto.**

**Purchasing Board
Pre-trial Services Oversight Committee**

Judge Tijerina stated that Cmr. Tijerina would be removed from the Purchasing Board and Cmr. Galo would be added.

Judge Tijerina stated that Cmr. Tijerina would be removed from the Pre-trial Services Oversight Committee and Cmr. Gonzalez would be added.

Cmr. Canales stated that he'd like to resign from the Bail Bonds Board Committee.

Judge Tijerina stated that Cmr. Gonzalez would be added to the Bail Bonds Board Committee.

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to add Cmr. Galo to the Purchasing Board and Cmr. Gonzalez to the Pre-trial Services Oversight Committee and Bail Bonds Board Committee

Vote: 4 - 0 Motion Carried - Unanimously

Communications

Communications were led by Commissioner Rosaura "Wawi" Tijerina, Commissioner John C. Galo, Commissioner Jaime Alberto Canales, and Judge Tano E. Tijerina.

Adjourn

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

Vote: 4 - 0 Motion Carried - Unanimously