

# DRAFT

## Official Minutes for Webb County Commissioners Court Special Meeting

**Monday, October 2, 2017 at 9:00 AM  
(Approved DATE)**

Let it be remembered that a special 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
Jesse Gonzalez,	Commissioner, Pct. 1
Rosaura "Wawi" Tijerina,	Commissioner, Pct. 2
John C. Galo,	Commissioner, Pct. 3

Thus constituting a quorum, the Commissioners Court proceeded to act upon the Agenda as posted in the meeting notice of the 29th day of September 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**

Roll Call by Ms. Brigitte M. Garay, Co-Chief Deputy County Clerk on behalf of the Honorable Margie Ramirez Ibarra, Webb County Clerk.

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

**Vote:** 4 - 0 Motion Carried - Unanimously

**2. Pledge of Allegiance**

3. **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 will be allowed a total of Three (3) minutes within which to make any/all public comments.**

No one signed up for Public Comment.

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

### **Honorable Delia Perales, Treasurer**

4. **Approval of payroll and accounts payable; and any other matters incident thereto.**

County Treasurer, Ms. Delia Perales presented the Recap of Checks, Ratification of Checks, and Side Bills pending approval.

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

**Vote:** 4 - 0 Motion Carried - Unanimously

5. **Discussion and possible action to accept One (1) additional employee, slot #1254 on the Voluntary Separation Plan for a total payout amount of \$29,877.12, and authorizing the County Judge to sign all relevant documents; and any other matters incident thereto.**

**Issue:** The employee learned of the transfer of his slot after the expiration date of the Voluntary Separation Plan. He is asking to waive and extend the deadline for his application to be included with the Voluntary Separation Plan.

**Solution:** If approved by Commissioners' Court, his application to retire with the 30% incentive pay will be prepared with a retirement date of Monday, October 2, 2017.

**Result:** The employee will retire.

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to table item #5

**Vote:** 4 - 0 Motion Carried - Unanimously

6. **Discussion and possible action to authorize the County Treasurer to open a new depository account (bank account) with Commerce Bank to centralize the disbursements of the worker's compensation claims through our new third party provider Tristar Insurance Group.**

**Issue: As per Risk Management a new third party administrators has been selected to handle all worker's compensation claims.**

**Solution: Due to a new Worker's Comp - Third Party Provider, a new bank account must be designated in order to process the new claims by our new administrators.**

**Result: This account will replace our current account with Commerce Bank for Webb County/Alternative Service Concepts.**

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

**Vote: 4 - 0 Motion Carried - Unanimously**

7. **Discussion and possible action to designate the following meeting dates on which the Commissioners Court shall convene to approve payroll and accounts payable; and any other matters incident thereto. All meetings shall start at 11:00 a.m. The Court may convene on any other day as deemed necessary and as authorized by law. Commissioners Court may at its discretion, re-schedule meeting dates and times if necessary.**

**October 4, 2017**

**October 18, 2017**

**November 1, 2017**

**November 15, 2017**

**November 29, 2017**

**December 13, 2017**

**December 27, 2017**

**January 10, 2018**

**January 24, 2018**

**February 7, 2018**

**February 21, 2018**

**March 7, 2018**

**March 21, 2018**

**April 4, 2018**

**April 18, 2018**

**May 2, 2018**

**May 16, 2018**

**May 30, 2018**

**June 13, 2018**  
**June 27, 2018**  
**July 11, 2018**  
**July 25, 2018**  
**August 8, 2018**  
**August 22, 2018**  
**September 5, 2018**  
**September 19, 2018**

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 1 Jesse Gonzalez to table item #7

**Vote:** 4 - 0 Motion Carried - Unanimously

### **Budget Officers**

- 8. Discussion and possible action to clarify and approve any corrections to the 2017-2018 Webb County budget that was formally adopted by the Commissioners Court on September 25, 2017; and any other matters incident thereto.**

**Issue: The budget office is requesting clarifications and authorization from the court to approve any possible budget corrections in an effort to finalize the financial information in the adopted 2017-2018 county budget.**

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to approve what was discussed and the clarifications that were made regarding the criteria that's in place for the 3-2-1 as was stated

**Vote:** 4 - 0 Motion Carried - Unanimously

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to correct the proposed salary for the Civil Division Director to 27/J not 25/J

**Vote:** 4 - 0 Motion Carried - Unanimously

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to have the district and county courts select which current court coordinators slots previously designated will be paid the guaranteed statutory salary per 74.101, \$57,862

**Vote:** 4 - 0 Motion Carried - Unanimously

Motion by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to table

Cmr. Tijerina withdrew her motion.

Motion by Commissioner, Pct. 2 Rosaura “Wawi” Tijerina, seconded by County Judge Tano E. Tijerina to clarify that the bailiff position in County Court at Law #2, slot #1372 as well as with the bailiff position in the 341st District Court, slot #1530 instead of slot #2747 will be transferred to the Justice Center Security Division

**Vote:** 4 - 0 Motion Carried - Unanimously

### **Commissioners Court Administrator**

9. **Discussion and possible action to allocate office space for the Webb County Commissioners Court Civil/Legal Division; and any other matters incident thereto. [Requested by Commissioners Court Civil/Legal Division]**

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to table item #9

**Vote:** 4 - 0 Motion Carried - Unanimously

### **Purchasing**

10. **Discussion and possible action to enter into a Thirty-Six (36) month (October 1, 2017 through September 30, 2020) Lease with Maintenance Agreement between Toshiba Business Solutions and Webb County for the Webb County Purchasing Department for a Toshiba E-Studio 7506AC Copier at a cost of Four Hundred Seventy Two Dollars and Thirty Nine Cents (\$472.39) per month for a total amount of Seventeen Thousand Six Dollars and Four Cents (\$17,006.04) over the term of the agreement, subject to annual budget appropriations pursuant to Texas Local Government Code DIR-TSO-3042, Subchapter F., Cooperative Purchasing Program; Sections 271.101 and 271.102, and authorizing the County Judge to sign all relevant documents; and any other matters incident thereto. [Account #1001-1310-001-443000-035]**

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

**Vote:** 4 - 0 Motion Carried - Unanimously

11. **Discussion and possible action to enter into a Historical Plat Collection Preservation Project Agreement between Webb County and Kofile Technologies, Inc., for the preservation, archival imaging, indexing, microfilm digitation, encapsulation and file cabinet storage of 48 Historical Webb County Plat Record Archives, Phase III Project for the Webb County Clerk’s Office in**

**the amount of \$23,834.56, pursuant to Section 271.103, Subchapter G (Purchases from Federal Schedule Sources of Supply), GSA Contract No. GS-35F-275AA and authorizing the Webb County Judge to execute all relevant documents; and any other matters incident thereto. [Requested by Margie Ibarra, County Clerk; Account #3195-2310-001-470000-125 (Capital Outlay Building Improvements)]**

**Issue: Due to the historical nature and continued physical deterioration of these 48 Webb County Plat Records, and required permanent retention period requirements as per the Texas State Library & Archives Commission, 2011, these historical plat records presently stored and located at the Webb County Clerk's Office need these services from this to be properly preserved, remediated, protected, archived, microfilmed and stored in order to prevent any further deterioration by providing for surface cleaning, tear repairs, removing of deposits, including dust, soot, airborne particulates, sedimentation, insect detritus, and/or biological/mineral contaminants, archival imaging, indexing, storage and microfilming.**

**Solution: Approval of this historical plat preservation agreement will provide for proper plat preservation, archival imaging and indexing, and storage.**

**Result: Plat Records preservation and physical deterioration preventive measures will ensure that these historical plat records are properly cared for and maintained by the Webb County Clerk's Office.**

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

Cmr. Galo withdrew his second.

Judge Tijerina withdrew his motion.

- 12. Discussion and possible action to approve a professional service contract between Records Consultants, Inc. (RCI) and Webb County for an inventory of all Webb County assets, One (1) handheld scanner with software, One (1) year of customer support for an amount not to exceed \$64,800.00 in accordance with the Texas Local Government Code; Sections 271.101 and Section 271.102 (Cooperative Purchasing Program Participation), Buy-Board contract No. 498-15, and authorizing the County Judge to execute all relevant documents; and any other incidents**

**related thereto. [Account #1001-1130-001-432001 Professional Services]**

**Issue: The letter to management prepared by External Auditors for the past two (2) years recommends for Webb County to conduct a physical inventory of all assets.**

**Solution: Accept proposal by RCI in accordance with GASB # 34 and GAAFR guidelines for financial reporting and generally accepted accounting principals.**

**Results: The physical inventory of all County assets will provide a more accurate account of all fixed, controllable, and high risk assets. Ensure all assets are accounted for and update our financial records in accordance with GASB #34 and GAAP rules.**

Purchasing Agent, Mr. Joe Lopez stated an amendment to exclude the handheld scanner with software and leave the consulting and the one (1) year of customer support totaling \$61,850 instead of \$64,800.

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to approve item #12 with the amendment

**Vote: 4 - 0 Motion Carried - Unanimously**

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Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to use the monies from the preservation account first and then use the bond series

**Vote: 4 - 0 Motion Carried - Unanimously**

**13. Adjourn**

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

**Vote: 4 - 0 Motion Carried - Unanimously**