

# DRAFT

## Official Minutes for Webb County Commissioners Court Meeting

**Monday, November 27, 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
Jesse Gonzalez,	Commissioner, Pct. 1
Rosaura "Wawi" Tijerina,	Commissioner, Pct. 2
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 November 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 County Judge Tano E. Tijerina to excuse Cmr. Galo and Cmr. Canales

**Vote:** 3 - 0 Motion Carried - Unanimously

Other: Commissioner, Pct. 3 John C. Galo (ABSENT)  
Commissioner, Pct. 4 Jaime Alberto Canales (ABSENT)

#### **2. Pledge of Allegiance/Invocation**

#### **3. Discussion and possible action for Approval of Bills, Payroll, and Monthly Reports (Auditor, Treasurer, Human Resources, Business Office); and any other matters incident thereto.**

County Treasurer, Ms. Delia Perales presented the Recap of Checks and Ratification of Checks Released.

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

**Vote:** 3 - 0 Motion Carried - Unanimously

Other: Commissioner, Pct. 4 Jaime Alberto Canales (ABSENT)

Ms. Perales also presented her monthly report for October 2017.

9:05 a.m. - Cmr. Canales present.

Motion by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina, seconded by Commissioner, Pct. 1 Jesse Gonzalez

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

Business Office, Ms. Laura Govea presented the Accounts Payable Invoice Activity Analysis as of November 21, 2017.

Interim HR Director, Mr. Leroy Medford presented a Wage and Pay Scale Policy Budget Amendments Report dating from 11/13/17 thru 11/22/17.

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

**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.**

- 1) Mr. Mario Aguero spoke in regards to item #28.
- 2) Mr. Jose Armando Aguero spoke in regards to item #28.

#### **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. Budget Officers**

- a. Discussion and possible action to authorize the Budget Officers and Auditors Office to enter and post interdepartmental budget amendments for fiscal year end transactions necessary to process payment of all invoices dated or services rendered on or before September 30, 2017; interdepartmental line item transfers will be done within functional categories for invoices received up to November 30, 2017. [Requested by Business Office]

**Issue:** Various departments and offices have depleted departmental budgets yet there are invoices still pending to be processed that must be paid with FY 2016-2017 funds. Invoices cannot be processed and validated if the accounts are in negative.

**Solution:** In order to process and pay invoices, funds will be transferred between departments as deemed necessary based on invoices pending to be processed. A list of budget amendments completed due to insufficient funds will be generated and provided by the Business Office in December 2017.

**Result:** Invoices will be processed and validated by the Business Office and sent to Auditor's for approval and payment.

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

- a. Discussion and possible action to authorize the addendum to the Orion Healthcare Technology, Inc. agreement for an Electronic Healthcare Records System (EHR) in the total amount of Three Thousand One Hundred and Thirty-Two with 00/100ths (\$3,132.00) Dollars, to be used by the 406th Judicial District Court Veterans Treatment Program; and any other matters incident thereto. [Fund #2872 (Grant Funds)]

**Issue:** The Veterans Treatment Program Grants require the use of an electronic Healthcare Records System (EHR) as a type of infrastructure development necessary to support the direct service expansion. Addendum is necessary to ensure continued access and confidentiality of records.

**Solution:** Orion Healthcare Technology is a full record system which includes screening and assessments tools, treatment plans, progress noting and complete managed care system for co-occurring and substance abuse disorders.

**Result:** Contracting the EHR system will keep the program in compliance with grant requirements. Utilizing this tool will also create a seamless referral process to other behavioral and/or healthcare agencies.

**7. Community Action Agency**

- a. **Discussion and possible action to approve the following budget amendment (line item transfer): Financial information has been certified by the Auditors Office.**

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	2021-6360-521-441205	Utilities	\$200	\$16,964	\$16,764
To:	2021-6360-521-456005	Postage	\$200	\$0	\$200

**Issue: Funds needed to cover postage costs for document mail submissions.**

**Solution: Transfer funds to cover postage costs.**

**Result: Self-Help Center program will have funds to cover postage costs for grant document mail submission requirements.**

- b. **Discussion and possible action to approve the following carry over budget for the grant fund 2923 in the amount of \$44,765.68; and any other matters incident thereto. This is required by court policy but does not impact the grant; and, thereto, does not require notification to approve by the funding agency. There is no financial impact to either the general fund or the grant.**

Acct. Number	Acct. Name	Amount
2923-5170-357420	Other Revenue	\$44,765.68
2923-5150-521-441210	Utilities	\$5.17
2923-5170-521-441210	Utilities	\$44,613.34
2923-5170-521-441211	EFS Indigent	\$147.17

**Issue: This grant funding is available until September 30, 2018. Newly implemented procedures require year end balances to be carried over and entered in the system in order to continue the availability of these grant funds during the new fiscal year.**

**Solution: In order to carry over grant funds, this carry over agenda item must be approved by the court.**

**Result: Approval of this agenda for the continued availability of these grant funds.**

- c. **Discussion and possible action to approve the following carry over budget for the grant fund 2473 in the amount of \$5,00.00; and any matters incident thereto. This is required by court policy but does not impact the grant; and, therefore, does not require notification to approval by the funding agency. This, there is no financial impact to either general fund or the grant.**

Acct. Number	Acct. Name	Amount
2473-5170-330300	Grant Revenue	\$5,000
2473-5170-521-441211	Utilities	\$5,000

**Issue:** This grant funding is available until September 30, 2018. Newly implemented procedures require year end balances to be carried over and entered in the system in order to continue the availability of these grant funds during the new fiscal year.

**Solution:** In order to carry over grant funds, this carry over agenda item must be approved by the court.

**Result:** Approval of this agenda for the continued availability of these grant funds.

- d. Discussion and possible action to approve conducting Category "B" Elections to fill current vacancy as per the Governing Regulations of the Advisory Board of the Webb County Community Action Agency. (The Advisory Board shall be composed of membership that complies with the Community Services Block Grant-Texas Administrative Code Rule 5.215). Election will be held on Thursday, December 14, 2017 for a Representative and Alternate for the Area I- Lilia B. Perez , 4420 Santa Maria Road from 9:00 a.m. till 5:00 p.m.

**Issue:** To hold Election to fill current vacancy for Representative and Alternate for Area I- Lilia B. Perez.

**Solution:** The Advisory Board shall be composed of membership that complies with the Community Services Block Grant-Texas Administrative Code Rule 5.215.

**Result:** Once the Election is held CAA will comply with the Texas Administrative Code Rule 5.215.

8. Honorable Harold Devally, Constable Pct. 4

- a. Discussion and possible action to approve a budget amendment from funds available by increasing the expenditure budget in the amount of \$7,500 from the U.S. Department of Justice; and any other matters incident thereto. [Fund 2202] No financial impact to the general fund.

Acct. Number	Acct. Name	Amount
2202-3170-001-455501	Drug Free Campaign	\$7,000
2202-3170-001-441805	Internet Service	\$500

**Issue:** Proceeds from equitable shared funds from the U.S. Department of Justice may be spent after a budget for the expenditure of the proceeds has been submitted to the governing body.

**Solution:** Submit a breakdown of monies distributed to the governing body that clearly list and defines the categories of expenditures.

**Result:** These funds will be available for official use to meet the needs of the office.

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

- a. **Approval of minutes for October 27, 2017, November 2, 2017 and November 13, 2017**

**10. Civil Legal Division**

- a. **Discussion and possible action to enter into a Thirty Three (33) month (November 27, 2017 through June 26, 2020) Lease with Maintenance Agreement between Toshiba Business Solutions and Webb County for Webb County Head Start for a Toshiba E-Studio 4508A Copier, and a Toshiba E-Studio 8508A copier, and a Toshiba E-Studio 7506 ACT Digital Copier, Texas DIR Contract # DIR-TSO-3042, at a cost of One Thousand Three Hundred Seventy-Five Dollars and Seven Cents (\$1,375.07) per month for a total amount of Forty Five Thousand Three Hundred Seventy Seven Dollars and Thirty-One Cents (\$45,377.31) 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 Aliza Oliveros, Director, Head Start; Accounts #2357-5200-531-444500 (\$458.36), #2361-5200-531-444500 (\$458.36), #2367-5200-531-444500 (458.36)]**
- b. **Discussion and possible action to enter into a One (1) Year (November 30, 2017 through November 29, 2018) Support Software Contract between DLT Solutions, LLC and Webb County at a total cost of Three Thousand Six Hundred Fifty Nine Dollars and Eighty-Four Cents (\$3,659.84) and authorizing the County Judge to sign and execute all relevant documents, and any other matters incident thereto. [Requested by Webb County Information Technology Director, Rafael Pena; Account #1001-1280-001-443000-110 (Repairs & Maintenance Software)]**
- c. **Discussion and possible action to enter into a One (1) Year (November 29, 2017 through November 28, 2018) Support Software Contract between Insight Public Sector and Webb County at a total cost of Two Thousand One Hundred Forty Four Dollars and Fourteen Cents (\$2,144.14) and authorizing the County Judge to sign and execute all relevant documents, and any other matters incident thereto. [Requested by Webb County Information Technology Director, Rafael Peña; Account #1001-1280-001-443000-110 (Repairs & Maintenance Software)]**
- d. **Discussion and possible action to enter into a One (1) Year (December 1, 2017 through January 1, 2019) Total Security and maintenance service contract between SHI Government Solutions and Webb County at a total cost of Five Thousand Nine Hundred Thirty Eight Dollars and Sixteen Cents (\$5,938.16) and authorizing the County Judge to sign and execute all relevant documents, and any other matters incident thereto. [Requested by Webb County Information Technology Director, Rafael Peña, Account # 1001-1280-001-443000-110 (Repairs & Maintenance Software)]**

- e. **Discussion and possible action to enter into a Seven (7) month (October 1, 2017 through April 30, 2018) Non-Financial Inter-local Agreement between Webb County and United Independent School District (UISD) for the use of the Casa Blanca Golf Course Facilities for UISD student athletes, with no impact to the General Fund and authorizing the County Judge to sign and execute all relevant documents. [Requested by Jorge Flores, Southern Golf Management]**
  
- f. **Discussion and possible action to enter into a Sixty (60) month (November 27, 2017 through November 26, 2022) Fair Market Value Lease Agreement between Pitney Bowes and Webb County Head Start for Business Solutions hardware and software at a cost of Fifty Two Dollars and Fifty-Six Cents (\$52.56) per month for a total amount of Three Thousand One Hundred Fifty Three Dollars and Sixty Cents (\$3,153.60) 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 Aliza Oliveros, Director, Webb County Head Start, Account #2357-5200-531-444500]**
  
- g. **Discussion and possible action to enter into a Thirty Three (33) month (November 27, 2017 through June 26, 2020) Lease with Maintenance Agreement between Toshiba Business Solutions and Webb County for the Webb County Sheriff's Office for three (3) Toshiba E-Studio 4505AC Digital Copiers, Texas DIR Contract # DIR-TSO-3042, at a cost of Two Thousand Ninety-Eight Dollars and Thirty Five Cents (\$2,098.35) per month for a total amount of Sixty Nine Thousand Two Hundred Forty Five Dollars and Fifty-Five Cents (\$69,245.55) 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 Martin Cuellar, Sheriff; Account #1001-4070-001-444500 (20%) and #1001-3010-001-444500 (80%)]**
  
- h. **Discussion and possible action to approve a Technical Support and Software Maintenance Agreement between Judicial Systems, Inc. and Webb County for a term of Twelve (12) months (January 1, 2018 through December 31, 2018) at a total cost of Six Thousand Six Hundred Fifty Six Dollars and Twenty Four Cents (\$6,656.24) payable when the invoice is received, subject to annual budget appropriation, and authorizing the Webb county Judge to execute all relevant documents; and any other matters incident thereto. [Requested by Rafael Pena, Information Technology Director; Account #1001-1280-001-443000-110 (Repairs & Maintenance Software)]**
  
- i. **Discussion and possible action to enter into a Two (2) year (December 1, 2017 through November 30, 2019) Professional Services Contract between Jesse Diaz and Webb County for the Webb County Head Start/Early Head Start Program for data analysis services for the Webb County Head Start /Early Head Start Program as set forth in the agreement fee schedule, subject to annual budget appropriation, and authorizing the County Judge to sign and execute all relevant documents. [Requested by Aliza Oliveros, Director, Webb County Head Start; Account #2357-5230-531-432068]**

- j. Discussion and possible action to enter into a Twelve (12) month (December 4, 2017 through December 3, 2018) Self-Service Storage Space Rental Agreement between South Meadow Self Storage and the Webb County Public Defender's Office for a 10' x 15' Storage Unit (Space number 131) at a cost of ONE HUNDRED FORTY-FIVE DOLLARS (\$145.00) per month for a total amount of ONE THOUSAND FOUR HUNDRED FIFTY DOLLARS (\$1,450.00) over the term of the agreement paid in advance and receiving two (2) months free rent, plus a one-time \$10.00 administrative fee, and authorizing the County Judge to sign and execute all relevant documents; and any other matters incident thereto. [Requested by the Webb County Public Defender; Account #1001-1130-001-444100 (Space Rental)]**
- k. Discussion and possible action to enter into a One (1) year (November 1, 2017 through October 31, 2018) Maintenance Agreement between Destiny Software and the Webb County Public Information Office for software license maintenance and streaming video service at a cost of Eleven Thousand Six Hundred Dollars (\$11,600.00), and authorizing the County Judge to sign and execute all relevant documents. [Requested by Larry Sanchez, Public Information Officer, Account #1001-1300-001-443000-110 (Repairs & Maintenance Software)]**
- l. Discussion and possible action to approve a 2017-2018 systems support contract renewal between Time Clock Plus and Webb County. The effective date will be December 15, 2017, and will terminate on December 14, 2018. The total cost of the program will be Twenty Two Thousand Five Hundred Seventy Dollars and Forty-Nine Cents (\$22,570.49) and authorizing the County Judge to sign and execute all relevant documents; and any other matters incident thereto. [Requested by Rafael Pena, Information Technology Director; Account #1001-1280-001-443000-110 Repairs and Maintenance Software]**
- m. Discussion and possible action to enter into a One (1) Year (January 1, 2018 through December 31, 2018) 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 Eight Thousand Three Hundred Twenty Seven Dollars (\$28,327.00) 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 Jose Luis Neira, Building Maintenance Director; Account #1001-1100-001-443000-020 (Repairs & Maintenance of Buildings)]**

**Issue: The existing contract will expire on December 31, 2017.**

**Solution: New contract is required.**

**Result: Webb County is assured the chiller is serviced and maintained.**



- n. Discussion and possible action to approve the Third (3<sup>rd</sup>) 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, 2017 through September 30, 2018, the rent will be NINE HUNDRED DOLLARS (\$900.00) per month for a total of TEN THOUSAND EIGHT HUNDRED DOLLARS (\$10,800.00) along with past due rents to Sublessor for months not paid pending the signing of a new agreement and authorizing the County Judge to sign all relevant documents; and any other matters incident thereto. [Requested by Sheriff Martin Cuellar; Account #2153-3020-001-444400 (Federal Forfeiture Fund)]

Issue: Current hangar lease has expired. Additional and modified terms were necessary to meet County contracting policies. During the pendency of renewing, the contract was subject to a holdover provision agreed to in the original contract, Art.III §3.03. Art III §3.03 permits a month-to-month tenancy with payments to remain at 900.00/month until a new sublease is executed. The Sheriff's office will be paying past due rents and the current rent due to Jett Racing and Sales, Inc.

Solution: Exercise the third (3<sup>rd</sup>) 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.

11. Economic Development

- a. Discussion and possible action to approve the following carry over budget for grant fund 3527 in the amount of \$454,480.10; and any other matters incident thereto. This is required by court policy but does not impact the grant; and, therefore, does not require notification to/approval by the funding agency. Thus, there is no financial impact to either the general fund or the grant. Financial information has been verified by the Auditors Office.

	Account Number	Account Name	Amount
Grant Revenue	3527-7230-330300	Grant Revenue	454,480.10
Revenue In Kind	3527-1150-337600	Revenue In Kind	12,500.00
	3527-1150-001-410000	Payroll	24,250.00
	3527-1150-001-422000	FICA	2,630.00
	3527-1150-001-423000	Retirement	2,630.00
	3527-1150-001-421000	Insurance	2,630.00
	3527-1150-001-426000	Work Comp	2,630.00
	3527-1150-001-425000	Unemployment	2,630.00
	3527-1150-001-454000	Advertising	1,000.00
	3527-1150-001-461000	Materials & Supplies	500.00
	3527-1150-001-463950	Expenditures In Kind	12,500.00
	3527-7230-001-432001	Professional Services	10,580.10

	3527-7230-001-470000	Capital Outlay	405,000.00
	3527-7350-001-432001	Professional Services	5,319.90

**Issue:** This grant funding is available until November 29, 2018. Newly implemented procedures require year end balances to be carried over and entered in the system in order to continue the availability of these grant funds during the new fiscal year.

**Solution:** In order to carry over grant funds, this carry over agenda item must be approved by the court.

**Result:** Approval of this agenda item for the continued availability of these grant funds.

**12. Purchasing**

- a. Discussion and possible action to authorize a professional service agreement with Laredo Medical Center for general care and treatment of Webb County Jail inmates in accordance with the Texas Local Government Code; Section 262.024 (Discretionary Exemptions) (4) personal or professional services, and authorizing the County Judge to sign all relevant documents; and any other matters incident thereto. [Account #1001-4090-001-432063 (Medical Services)]

**Issue:** Webb County Sheriff's Office spends an average of \$50,000.00 or more per year on medical services with the Laredo Medical Center of Laredo for jail inmates.

**Solution:** Secure a Discretionary Exemption for those services exceeding \$50,000.00.

**Result:** Comply with State law by securing approval on a discretionary exemption for this professional / medical service provided by LMC for Webb County inmates.

**13. Risk Management**

- a. Discussion and possible action to approve the following New bond for the newly appointed department head for the position of County Auditor. Commencing on the 13th day of October, 2017 for a term of 1 year, according to Texas Local Government Code 262.011 (a) (c) for the total amount of Five Thousand Dollars (\$5,000.00). [Account #1001-1180-001-452001-010 (Bonds & Insurance)]

**Name**

**Department**

Conrado M. Hein, Jr.

Auditor

**Issue: New Bond must be issued in order for appointed department head to comply with State Statute.**

**Solution: Approve of New Bond.**

**Result: Webb County will be in compliance.**

**14. Honorable Martin Cuellar, Sheriff**

- a. **Discussion and possible action to approve the allocation of the source of applicable fringe benefits for the overtime expenses paid through a continuous reimbursement agreement between the Webb County Sheriff's Office and the Immigration and Customs Enforcement (ICE) Task Force for the performance period of October 1, 2017 through September 30, 2018 for an amount not to exceed \$15,000. [Fund 2601] Applicable fringe benefits in the amount estimated at \$3,493 and associated with this overtime are not covered through this federal funding; and, therefore, will be covered by the Department of Treasury forfeiture funds. [Account #2353-9080-001-485005 (Forfeiture Funds)] Thus, this continuous cooperative agreement will continue to have no impact on the general fund.**

**Issue: International criminal organizations deftly exploit traditional jurisdictional boundaries across geographic areas and amongst different types/levels of law enforcement agencies, such as federal, state, and local agencies, in order to carry on their illicit, highly lucrative, and dangerous smuggling enterprises.**

**Solution: The Webb County Sheriff's Office and federal agencies, such as the U.S. Department of Immigration and Customs Enforcement (ICE), seek to work collaboratively to conduct joint operations/task force objectives in order to disrupt the illegal activities regarding the illegal importation, distribution, manufacture, and possession of illegal narcotics.**

**Result: Investigators from the Webb County Sheriff's Office will be able to work cooperatively with ICE federal agents in conducting undercover operations, utilizing confidential informants, participating in special enforcement operations and conducting contraband smuggling investigations in order to detect, disrupt, deter, and help dismantle the illicit activities of these international criminal organizations.**

- b. **Discussion and possible action to change the title and job description for the following slots in compliance with the general order (GO) by Webb County Commissioners Court for the new fiscal year and as the employees under these slots are now subject to both Webb County Civil Service Commission and Webb County Deputy Sheriffs' Association Collective Bargaining Agreement (CBA); and any other matters incident thereto. As of October 1, 2017, the bailiffs listed under the following slots were re-assigned to the Webb County Sheriff's Office; and, therefore, moved from non-civil service/exempt to both Webb County Civil Service and Collective Bargaining Agreement (CBA) status. If approved by the Webb County County Commissioners Court, modification will be take to Civil Service for**

**certification. Said deputies job descriptions will include: Deputies will from time to time be assigned by the Sheriff's Office to perform bailiff duties to any court.**

	From:		To:	
Slot #	Title	Grade/Step	Title	Grade/Step
2388	Bailiff	16/AF	Officer V*	CBA
1530	Bailiff	16/AC	Officer III*	CBA
0799	Bailiff	16/AF	Officer IV*	CBA
1371	Bailiff	16/V	Officer III*	CBA
1372 (VACANT)	Bailiff	16/A	Officer I	CBA

**\*Based on cumulative years the employees have spent working at the Webb County Sheriff's Office.**

Civil Legal Division, Mr. Ramon Villafranca stated that under item #10.a. the term should read as November 27, 2017 through August 31, 2020 and on item #10.g. the term should read as November 27, 2017 through September 30, 2020 for five (5) copiers at the same rate.

Community Action Agency Director, Mr. Javier Ramirez stated that on item #7.c. there was an extra zero (0) missing and the amount should read as \$5,000.00

Motion by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina, seconded by Commissioner, Pct. 4 Jaime Alberto Canales to approve all the Consent Agenda items with corrections

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

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 1 Jesse Gonzalez to bring up item #28

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

### **REGULAR AGENDA**

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

- 28. Discussion on current Texas law regarding animal control (stray dogs) in rural county areas, with possible action to direct county staff to propose and implement potential solutions to reduce or control incidents with these stray animals; and any other matters incident thereto.**

**Issue:** Los Botines and surrounding Precinct 4 rural areas are experiencing issues with stray dogs in the rural areas that affecting the livelihood of livestock and are posing a danger to the rural communities.

**Solution:** Clarify any and all county responsibilities in the rural areas regarding these matters in an effort to resolve the ongoing problems and incidents with stray animals in the rural areas.

No action taken.

Judge Tijerina acknowledged Judge Rosie Cuellar.

**Honorable Martin Cuellar, Sheriff**

15. Discussion and possible action to approve the following budget amendment (Line Item Transfer) from Account #1001-3010-001-470000 in the amount of \$86,553.32 to cover any short falls in funds to accounts 3010, 3050, 4070, which includes; Payroll cost, FICA, Retirement County Share, Unemployment Taxes, and Worker Compensation; and any other matters incident thereto:

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	1001-3010-001-470000	Capital Outlay	\$86,553.32	\$320,000.00	\$233,446.68
To:	1001-3010-001-410000	Payroll	\$12,309.28	\$3,852,913.53	\$3,865,222.81
	1001-3010-001-422000	FICA	\$941.66	\$334,738.93	\$335,680.59
	1001-3010-001-423000	Retirement	\$1,448.80	\$514,711.82	\$516,160.62
	1001-3010-001-425000	Unemployment	\$93.55	\$32,870.86	\$32,964.41
	1001-3010-001-426000	Worker's Comp.	\$215.41	\$76,685.01	\$76,900.42
	1001-3050-001-410000	Payroll	\$6,926.40	\$282,343.83	\$289,270.23
	1001-3050-001-422000	FICA	\$529.87	\$22,440.95	\$22,970.82
	1001-3050-001-423000	Retirement	\$815.24	\$34,452.99	\$35,268.23
	1001-3050-001-425000	Unemployment	\$52.64	\$2,197.62	\$2,250.26
	1001-3050-001-426000	Worker's Comp.	\$121.21	\$5,137.87	\$5,259.08
	1001-3050-001-426000	Payroll	\$51,750.40	\$7,956,792.81	\$8,008,543.21
	1001-4070-001-422000	FICA	\$3,958.91	\$711,532.21	\$715,491.12
	1001-4070-001-423000	Retirement	\$6,091.02	\$73,346.66	\$79,437.68
	1001-4070-001-425000	Unemployment	\$393.30	\$5,534.41	\$5,927.71
	1001-4070-001-426000	Worker's Comp.	\$905.63	\$10,480.08	\$11,385.71
		Total	\$86,553.32		

**Issue:** Certain officers require adjustments in their salaries and associated fringe benefits as per the contractual stipulations in the collective bargaining agreement (CBA).

**Solution:** Identify and secure additional funding in order to be in compliance with contractual stipulations in the collective bargaining agreement (CBA).

**Result:** Officers who have reached the necessary milestones in their seniority will be paid accordingly. Webb County will be in compliance with CBA contract stipulations.

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

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

**Civil Legal Division**

16. Discussion and possible action to approve a renewal of Title IV-E Child Welfare Services Contract #23940437 and Title IV-E Legal Services Contract #23940438 with the Texas Department of Family and Protective Services for FY 2018 requiring Webb County to maintain a Child Welfare Board and providing for the reimbursement for certain expenditures made by Webb County relating to foster children, and authorizing the County Judge to sign all relevant documents; and any other matters incident thereto. [Requested by Marco A. Montemayor, County Attorney]

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 1  
Jesse Gonzalez

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

**Economic Development**

17. Discussion and possible action to approve and accept closeout and final payment for Texas Community Development Program (TCDP) Contact #7215510 in the amount of \$5,000 from Account #3015-7060-001-470000 and release of retainage in the amount of \$28,400 (\$23,780 from Account #3520-206000 and \$4,620 from Account #3015-206000) for a total amount of \$33,400 to Hydroworks Inc. for the completion of the Colorado Acres Reverse Osmosis Improvement Phase I Subdivision on Hwy 59.

**Issue:** Closeout project after completion will be paid with Purchase Order No. 170000402.

**Solution:** Approval and pay retainage

**Result:** Project Completed

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 1  
Jesse Gonzalez

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

18. Discussion and possible action to approve the reclassification, posting and filling of the following Slot, subject to the availability of payroll funds and any applicable Civil Service guidelines, effective November 27, 2017:

<u>Slot #</u>	<u>Title</u>	<u>Salary</u>
2804	Senior Grant Writer	\$46,789.76 - 20/A-E

**Issue:** The employee that was previously in slot #2804 was promoted to slot #15. At the time of promotion, slot #2804 was at the maximum Grade/Step 17/AH - \$60,791.62. The vacating of the position reset the Step to the initial Grade/Step 17/A at \$40,346.66. The reclassification of this position will allow the Economic Development Department to establish a higher starting salary at Grade/Slot 20/A-E - \$46,789.76. The reclassification shall better compliment

the job duties and attract qualified applicants for hiring consideration. The job duties of this salaried position includes County grant writing, program planning, project implementation and supervisory responsibilities.

**Solution:** Request to reclassify and fill this vacant slot to allow the department to continue to operate effectively.

**Result:** The filling of slot #2804 will allow the department to run on a full staff if the court grants approval.

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 1  
Jesse Gonzalez

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

### **Indigent Healthcare Services**

19. **Discussion and possible action to authorize Inter-Governmental Transfer (IGT) contributions payable to the Texas Health and Human Services Commission as required under the Texas Healthcare Transformation and Quality Improvement Program/1115 Waiver in amounts not to exceed a total of Nine Hundred Thousand Dollars (\$900,000) for Fiscal Year 2017-2018. IGT contributions for FY 2017-2018 may be paid out, if necessary, thru December 31, 2018, contingent upon IGT transfer dates and deadlines established by the State of Texas. [Accounts #1001-5030-001-432063-015 (Hospital Inpatient) and #1001-5030-001-432063-020 (Hospital Outpatient) from Fiscal Year 2017-2018 Budget]**

**Issue:** Since 2006, Webb County has participated as the Inter-Governmental Transfer (IGT) entity for Laredo Medical Center and Doctors Hospital of Laredo. The IGT submitted allows hospitals to receive federal matching funds that are used to offset the cost of uncompensated care that hospitals provide to Medicaid and uninsured patients.

**Solution:** Commissioners Court approval is needed in order to submit IGT contributions on behalf of both hospitals as requested by the State of Texas.

**Result:** The authorization of IGT will allow local hospitals to access matching federal funds for FY 2017-2018 to offset uncompensated care costs as well as receive incentive payments from the State of Texas for successful completion of 1115 Waiver project milestones and metrics.

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

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

### **Information Technology**

20. **Discussion and possible action to purchase Uninterrupted Power Supplies (UPS) for remote locations from Connection Pubic Sector #NCPA 01-44 in the amount of \$23,684.15, with additional action to authorize a line item transfer (Budget Amendment) from Account #3015-7050-001-470000-075 to Account #3015-1280-001-470000, and authorizing the County Judge to execute all relevant documents; and any other matters incident thereto. [Account #3015-1280-001-470000 (Contingency Fund)]**

**Issue: Several remote locations do not count with UPS protection for the networking equipment.**

**Solution: To purchase recommended equipment.**

**Result: Networking equipment will be protected against power surges and blunts.**

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

**Vote:** 3 - 0 Motion Carried

Other: Commissioner, Pct. 1 Jesse Gonzalez (OUT OF THE COURTROOM)

21. **Discussion and possible action to authorize an upgrade to the AT&T Switched Ethernet Service for the following locations in the monthly amounts of \$406.50 for Community Supervision and Corrections Department (CSCD) South Office, \$816.10 for Webb County Main Office, and \$386.00 for the Economic Development Department to the existing contract, and authorizing the County Judge to sign and execute all relevant documents; and any other matters incident thereto. [Account #1001-1130-001-441805 (Internet Service)]**

**Issue: Network speed for those locations are too slow for their normal operations.**

**Solution: To upgrade the Ethernet Speed.**

**Result: Better and faster Internet connections.**

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

**Vote:** 3 - 0 Motion Carried

Other: Commissioner, Pct. 1 Jesse Gonzalez (OUT OF THE COURTROOM)

## **Purchasing**

22. **Discussion and possible action to approve Invitation to Bid No. 2017-003 "Webb County Roadway Improvements - Espejo Gate Project" to the lowest and responsible bidder SAL Construction Management, LLC in the amount of \$4,716,299.75 (Base bid excluding 10" of caliche base replacing with alternate bid of 12.5" of caliche base section) and authorizing the County Judge to sign all relevant document and any other matters incident thereto. This is a Texas**



**Department of Transportation funded project (Infrastructure Fund Grant Agreement #CTIF-01-240) which allows up to 90% of allowable project costs to be reimbursed to the County, the remaining 10% is a local match by Webb County, and authorizing the County Judge to sign and execute all relevant documents; and any other matters incident thereto. [Account #3720-7230-001-470000 (Capital Outlay)]**

**Issue: Webb County received 6 bids for the Espejo Gate Roadway Improvement Project advertised as ITB#2017-003.**

**Solution: Award ITB 2017-003 to lowest responsible bidder. SAL Construction Management, LLC to include base amount with a portion of alternate bid adjusting the caliche base section from 10" to 12.5"**

**Result: Issue Notice to Proceed to successful bidder and start construction on Espejo gate roadway improvements upon fully executed contract.**

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

**Vote: 3 - 0 Motion Carried**

Other: Commissioner, Pct. 4 Jaime Alberto Canales (ABSTAIN)

- 23. Discussion and possible action to award RFQ 2017-004 "Rio Bravo Wastewater Treatment Plant Rehabilitation Design Project" to the sole proposer Garver, LLC for professional engineering services to complete an engineering evaluation of the Rio Bravo Wastewater Treatment Plant to determine the best and most efficient manner to implement final improvements to the plants infrastructure and operational process, and authorizing the County Judge to sign and execute all relevant documents; and any other matters incident thereto. This project is included in the departments approved Capital Improvement Plan. [Account #7220-7270-001-432001, 2016 (Bond Series, Professional Services)]**

**Issue: Although currently the Rio Bravo Wastewater Treatment Plant is operational and producing treated effluent that meets the compliance requirements of TCEQ, significant improvements are necessary to assure the plant can meet its regulatory requirements into the future and the prevention of emergency failures. This requires significant improvements of an already failing infrastructure. It will be critical to modify the operations to assure more efficient and therefore less costly operation. Project of expected need were provided onto the approved Capital Improvements Plan.**

**Solution: First we must determine the level of degradation and cost for rehabilitation with alternatives of Best Practices that could be implemented here that will provide us with more consistent and effective service for our customers. This engineering project will provide us with alternatives to this implementation.**

**Result: Information and alternatives to be considered for entering into an rehabilitation design for construction bidding.**

Motion by Commissioner, Pct. 2 Rosaura “Wawi” Tijerina, seconded by Commissioner, Pct. 1 Jesse Gonzalez

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

- 24. Discussion and possible action to rescind the award to Altius Group Corporation for RFP 2016-007 "La Presa Community Park - Youth Baseball Field Project" approved on December 12, 2016, item 28. Webb County has applied for an Outdoor Park & Facility Grant with the Texas Department of Parks and Wildlife. If grant is awarded it will match dollar for dollar on current bond funds. Providing a more positive impact to the quality of life for residents of Precinct 1. [Bond Series Account #3045-6310-001-474501]**

**Issue:** Webb County Commissioners Court has authorized the Economic Development Director to apply for an Outdoor Park & Facility Grant with the Texas Department of Parks and Wildlife to supplement the current bond series funds for this project.

**Solution:** Approve rescinding the award as recommended. Future grant funds will match current project budget of \$130,000.00 dollar for dollar.

**Result:** Proceed with Master plan components for La Presa Community Park by increasing the project budget through supplemental funds secured through State grant funds. Since Project budget will increase substantially it is prudent to go out for Competitive Bids again once the additional funding source has been secured.

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 1 Jesse Gonzalez

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

- 25. Discussion and possible action to award RFP #2017-007 “Building Lease with Commercial Grade Kitchen for Meals on Wheels Program” to the sole proposer Laredo Real Foods, Inc. for a Three (3) year building rental lease with 2 - One (1) year options to extend. Monthly rental is \$3,000.00 per month for a total of \$36,000.00 annually for year one. Rental rates for additional years are listed below, and authorizing the County Judge to sign all relevant documents; and any other matters incident thereto. [Requested by Javier Ramirez, CAA Director; Accounts #2928-5160-521-444100, #2371-5260-521-444100, #2025-5320-521-444100]**

Fiscal Year	Monthly Rent Amt.	Annual Rental Cost
2017-2018	\$3,000.00	\$36,000.00
2018-2019	\$3,200.00	\$38,400.00
2019-2020	\$3,300.00	\$39,600.00
2020-2021	\$3,400.00	\$40,800.00
2021-2022	\$3,500.00	\$42,000.00

**Issue: Commercial Grade Kitchen/building lease expired. RFPs were formally solicited.**

**Solution: Approve the recommended rental rates proposed by Staff. Proposer submitted a \$3,500.00 per month rate for Years 1-5. Staff is recommending a more conservative and affordable rental rate proposal.**

**Result: Approval of RFP and authorization to finalize rental agreement will allow CAA - Meals on Wheels program to keep operating without interruption.**

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to approve item #25 subject to annual budget appropriations

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

## **Risk Management**

- 26. Discussion and possible action to authorize the Purchasing Agent to Solicit a Request for Qualifications ("RFQ") for a consultant for the County's insurance needs. [Requested by Alexandra Colessides, Interim Director-Risk Management]**

**Issue: The County has had the same insurance consultant for approximately five years. The County has experienced shortfalls in the self-insured health plan for several years, no solutions that have been offered and utilized have curbed the annual losses beyond budgeted amounts The County must explore what other perspectives and workable solutions exist to address this ongoing concern.**

**Solution: Seek Request for Qualifications for an insurance consultant to help identify losses, possible savings, and strategies to minimize the County's liabilities and losses.**

**Result: The hiring of an insurance consultant to assess the insurance needs and make recommendations to the County.**

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 1 Jesse Gonzalez

**Vote: 3 - 1 Motion Carried**

NAY: Commissioner, Pct. 4 Jaime Alberto Canales

Interim Risk Management Director, Ms. Alexandra Colessides Solis stated that if there is a contract if we could use this as notice of termination and follow up with a letter as the consultant is present and on notice today.

## **Commissioners Court Administrator**

27. **Discussion and possible action to appoint and bond a Tax Assessor/Collector in the event of vacancy of the office; and any other matters incident thereto.**

**Issue: On November 20, 2017, Ms. Patricia Barrera, Webb County Tax Assessor/Collector, contacted members of the County Judge's office and the Civil Legal Division and advised that it is her intention to resign and that Monday, November 27, 2017 will be her last day serving as Webb County Tax/Assessor Collector. In the event this occurs, an appointment must be made and the appointee must be bonded for the Tax Assessor/Collector's office to remain open.**

**Solution: Appoint a replacement to fill the vacancy and authorize a bond to issue in the appointee's name.**

**Result: Any vacancy, if created, will be filled and transition of leadership will run smoothly and the functions of the Tax Assessor/Collector's office will continue with minimal interruption of service.**

Motion by Commissioner, Pct. 4 Jaime Alberto Canales, seconded by County Judge Tano E. Tijerina to accept the letter of resignation starting tomorrow

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

Motion by Commissioner, Pct. 4 Jaime Alberto Canales, seconded by County Judge Tano E. Tijerina to amend the motion and follow what the Texas Constitution is saying

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

Motion by Commissioner, Pct. 1 Jesse Gonzalez, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to appoint Ms. Norma Farabough to this position until the election process takes it's course and for the bond process to be executed as well

**Vote: 3 - 1 Motion Carried**

NAY: Commissioner, Pct. 4 Jaime Alberto Canales

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

29. **Discussion and possible action to create an appropriations account to accept donations and any necessary line items to fully fund the costs for the Safe Haven Facility, personnel, and services as a special budget, which is permitted under the Texas Local Government Code §§111. 0706, 111.0707, and 111.07075 and authorizing the Webb County Sheriff's Office to use current available resources including personnel to administer the Safe Haven Program through the Webb County Sheriff's Office Substation located at Mall Del Norte. Furthermore, the Webb County Sheriff will be authorized to seek additional funding from any available grants to fund the Safe Haven Program, with no impact to the General Fund; and any other matters incident thereto. [In joint efforts with Sheriff Martin Cuellar]**

**Issue: Safe Haven will be closing its doors this month and currently, there is no established facility for secure and supervised visitations and safe exchanges of minor children in the Laredo/Webb County community. This is a crucial need in the local community for families who have experienced contentious custody disputes, allegations of child abuse/neglect, a documented history of family/domestic violence, and other allegations of physical confrontations and/or server familial discord.**

**Solution: The Webb County Sheriff's office will use a facility already available and capable of providing the necessary services at the Mall Del Norte Sheriff Substation, which will reduce the likelihood of domestic violence and encourage the peaceful exchange and/or visitation of children coupled with the use of law enforcement presence.**

**Result: Provide a safe and necessary community program that creates a safe and amicable location to have child visitation and exchange for the families of Webb County.**

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 1  
Jesse Gonzalez

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

**30. Communications**

Cmr. Canales, Judge Tijerina, and Cmr. Tijerina read communications on behalf of the Commissioners Court.

**31. Adjourn**

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

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