

# DRAFT

## Official Minutes for Webb County Commissioners Court Meeting

**Monday, February 12, 2018 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
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 8th day of February 2018. 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.

**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, Debt Service Payments due on February 15, 2018, Ratification of Checks, and Ratification of Payroll for January 26 and February 9.

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

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

Business Office, Ms. Rebecca Garcia presented the Accounts Payable Invoice Status Report as of February 8, 2018.

Human Resources Director, Mr. Ernesto Guajardo presented a Wage and Pay Scale Policy Budget Amendments Report dating from 01/22/18 to 02/09/18.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 2 Rosaura “Wawi” Tijerina to approve and ratify these budget amendments

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

Interim County Auditor, Mr. Conrado Hein, Jr. presented the monthly report for January 2018.

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.**

#### **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. Civil Legal Division

- a. Discussion and possible action to enter into a Seven (7) month (February 11, 2018 through September 30, 2018) Contract Agreement between Webb County and Chestnut Health Systems, Inc. d/b/a Lighthouse Institute to provide software services for the Webb County Court at Law #2 D.W.I. Court Program at a total cost of Seven Hundred Thirty Five Dollars (\$735.00), and authorizing the County Judge to execute all relevant documents; and any other matters incident thereto. [Requested by Judge Victor Villarreal; Account #2356-2070-001-432001 (Professional Services)]
- b. Discussion and possible action to enter into a Non-Financial Memorandum of Understanding (MOU) between Webb County Head Start/Early Head Start Program and Literacy Volunteers of Laredo. The term of the MOU will commence upon the execution of the agreement and shall continue until either party terminates the agreement. The purpose of the MOU is to optimize the delivery of needed services for populations served by both agencies. This action authorizes the County Judge to execute all relevant documents. [Requested by Aliza Oliveros, Head Start Director]
- c. Discussion and possible action to enter into an agreement with Powatoy of Laredo, Inc. DBA Toyota of Laredo and Powell Watson Motors Inc. DBA Mercedes Benz of Laredo to act as an agent of the Webb County Tax Assessor-Collector in the issuance of motor vehicle license validation stickers and license plates and for application for new vehicle titles. The agreement shall commence on receipt by Webb County of bond or cash deposit and continue for Three (3) years, and authorizing the County Judge to sign all relevant documents. [Requested by Norma

**Farabough, Webb County Tax Assessor)**

- d. Discussion and possible action to enter into an agreement with HEB Grocery Company, LP to act as an agent of the Webb County Tax Assessor-Collector in the issuance of motor vehicle license validation stickers and license plates and for application for new vehicle titles. The agreement shall commence on receipt by Webb County of bond or cash deposit and continue for Three (3) years, and authorizing the County Judge to sign all relevant documents. [Requested by Norma Farabough, Webb County Tax Assessor)**
- e. Discussion and possible action to enter into an agreement with Paul Young Company/Family Nissan of Laredo to act as an agent of the Webb County Tax Assessor-Collector in the issuance of motor vehicle license validation stickers and license plates and for application for new vehicle titles. The agreement shall commence on receipt by Webb County of bond or cash deposit and continue for Three (3) years, and authorizing the County Judge to sign all relevant documents. [Requested by Norma Farabough, Webb County Tax Assessor)**
- f. Discussion and possible action to enter into an agreement with Sames Motor Kia/Honda Co. to act as an agent of the Webb County Tax Assessor-Collector in the issuance of motor vehicle license validation stickers and license plates and for application for new vehicle titles. The agreement shall commence on receipt by Webb County of bond or cash deposit and continue for Three (3) years, and authorizing the County Judge to sign all relevant documents. [Requested by Norma Farabough, Webb County Tax Assessor)**
- g. Discussion and possible action to approve the purchase of a Twelve (12) month (October 1, 2017 through September 30, 2018) maintenance agreement from Smiths Detection for the maintenance of Two (2) X-ray machines Model Number HI-SCAN 6040ds (Serial Numbers 83400 and 83399) located at the Webb County Justice Building at a cost of Eight Thousand Seven Hundred Seventy Four Dollars (\$8,774.00) for the Webb County Sheriff's Office; authorizing the County Judge to execute any relevant documents and any other matters incident thereto. [Requested by Sheriff Martin Cuellar; Account #1001-3190-001-443000-035 (Repairs and Maintenance Equipment)]**

**Issue: One of the X-ray machines is out of order and another**

**requires needed on-going maintenance. The Webb County Sheriff's Office feels that the maintenance of the X-rays at the Justice Center is a significant safety and security issue not only for the District Courts/County Court at Law Offices, District Attorney's Office, District/County Clerk's Offices, Adult Probation, and other Webb County Departments/Offices located in the Justice Center, but for the citizens and taxpayers who utilize this building frequently.**

**Solution: Payment of require maintenance agreements for the X-ray machines through the capital outlay funds.**

**Result: X-ray machines will be maintained and remain in proper working order so that the elected officials and the employees of the District Courts/County Court at Law Offices, District Attorney's Office, District/County Clerk's Offices, Adult Probation, other Webb County Departments/Offices located in the Justice Center, and Webb County citizens/taxpayers who utilize this building frequently may remain safe through the needed screening completed with the use of aforementioned security equipment.**

- h. Discussion and possible action to correct and amend the approved professional services contract with Sigifredo Gonzalez, Jr. to provide specialized training for law enforcement personnel and other law enforcement services, pursuant to Local Government Code 262.024 (a) (4) Discretionary exemption, for a performance period of Six (6) months at a cost of One Thousand Five Hundred Dollars (\$1,500.00) per month, effective December 1, 2017 through May 30, 2018, for an amount not to exceed \$9,000.00. No Impact on the General Fund. [Requested by Martin Cuellar, Sheriff; Account #2152-3010-001-432001 (Professional Services- Forfeiture Funds)]**

**Issue: Webb County Sheriff requests specialized law enforcement training and other law enforcement services.**

**Solution: Contract services to assist with specialized training for members of the Sheriff's Office.**

**Result: Secure recommendations on standard operating procedures, specialized training, and any other matters that pertain to the mission and goals of the Webb County Sheriff's Office as directed and approved by the Webb County Sheriff.**

- i. Discussion and possible action to enter into a Subcontract Agreement between Webb County and Serving Children and Adults in Need, Inc. (SCAN) to provide screening, assessment, treatment planning, evidence based outpatient drug treatment and discharge planning for the Webb County Court at Law #2 DWI Drug Court for a term of Five (5) years that shall commence on September 30, 2018 and expire on September 29, 2023 at a yearly cost of Two Hundred Thirty Four Thousand Five Hundred Dollars (\$234,500.00), with a total cost of One Million One Hundred Seventy Two Thousand Five Hundred Dollars (\$1,172,500.00), subject to annual budget appropriation, and authorizing the County Judge to execute all relevant documents; and any other matters incident thereto. [Requested by Judge Victor Villarreal; Account #2356-2070-001-457008-025 (Contractual - SCAN)]**
- j. Discussion and possible action to correct the term in a Memorandum of Understanding for the Texas Work-Study Program between Laredo Community College and Webb County that was approved on December 11, 2017. The Agreement provides that Laredo Community College will prepare and place work study employees with Webb County offices fully paid under the Texas Work-Study Funding. Webb County will supervise the work assigned to the student employees. The correct term for the Agreement will be effective December 1, 2017 through May 4, 2018. The parties may mutually agree to renew the MOU for successive one (1) school semester term. There is no financial impact on the County's General Fund, and authorizing the County Judge to sign and execute all relevant documents; and any other matters incident thereto. [Requested by Alexandra Colessides, Risk Management Interim Director]**
- k. Discussion and possible action to enter into a twelve (12) month (July 1, 2017 through June 30, 2018) Substance Abuse Treatment Services Operation Agreement between People with Ideas of Love, Liberty, Acceptance, and Respect (P.I.L.L.A.R.) and Webb County for the 406th Judicial District Court-Veterans Treatment Program for professional counseling services for eligible court participants at a cost not to exceed Three Thousand Three Hundred Thirty Three Dollars and Thirty-Three Cents (\$3,333.33) per month with a total cost not to exceed Forty Thousand Dollars (\$40,000.00) over the term of the agreement, and authorizing the County Judge to sign and execute all relevant documents. [Requested by Judge Oscar Hale, 406th District Court; Account #2872-2040-001-432001]**

**6. Honorable Martin Cuellar, Sheriff**

- a. Discussion and possible action to approve the following budget amendment (line item transfers):**

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	1001-4090-001-4630050	Groceries	\$99,350	\$337,700	\$238,350
To:	1001-4070-001-443000-020	Repair Maint.- Building	\$15,000	-0-	\$15,000
	1001-4070-001-444500	Equipment Rental	\$3,000	(-\$66)	\$2,934
	1001-3010-001-464005	Books & Subscription	\$1,350	\$56	\$1,406
	1001-4090-001-460201	Medicine	\$80,000	(-\$1,804)	\$78,196
			\$99,350		

**Issue:** Currently, the following accounts have a deficit and shortfall on budget balance: Medicines (Jail), Repair Maintenance of building (Jail) and Equipment rental (Jail) and Book & Subscription (Admin).

**Solution:** Transfer monies from within our general fund budget to resolve shortfall on accounts and cover any future expenditures.

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

**7. 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 vendors agreements are a Texas Department of Housing and Community Affairs (TDHCA) requirement for the implementation of the programs.**

**List of Retail Energy Providers**

<b>First Choice Power</b>	<b>Medina Electric Cooperative, Inc.</b>
<b>Direct Energy</b>	<b>Green Mountain Energy Co</b>
<b>Bounce Energy</b>	<b>CIRRO Energy</b>
<b>Pennywise Power</b>	<b>TXU Energy</b>

<b>Ambit Energy</b>	<b>American Light Power</b>
<b>IGS Energy</b>	

**Issue:** The Webb County CAA will enter into an annual vendor agreement with Retail Energy Providers for the implementation of the 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 the following budget amendment (line item transfer) within the following grant funds. No impact to general fund.**

	<b>Acct. Number</b>	<b>Acct. Name</b>	<b>Amount</b>	<b>Bal.</b>	<b>End Bal.</b>
<b>From:</b>	2362-5360-521-410000	Payroll Cost	\$15,000	\$102,839	\$87,839
<b>To:</b>	2362-5360-521-431002	Administrative Expense	\$15,000	\$0	\$15,000

**Issue:** As per the State CAA must use both grant CEAP & CSBG for expenses: space rental, materials & supplies, office supplies, equipment rental postage etc.

**Solution:** To have enough funds in CEAP account to pay necessary expenses.

**Result:** To ensure funding for the remainder of the current fiscal year.

- c. **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 February 12, 2018; Grant funded department, no impact on the general fund.**

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
1116	Senior Transit Assistant	\$17.20



**Issue: Slot #1116 is currently vacant.**

**Solution: Request is being made to fill the vacant slot.**

**Result: The filling of slot 1116 will allow our department to continue to function efficiently and effectively providing transportation services to the rural areas of Webb County.**

**8. Honorable Mike Villarreal, Constable Pct. 2**

- a. Discussion and possible action to approve the following carry over and increase FY2018 Budget Fund 2183 State Forfeiture in the amount of \$873.39; and any other matters incident thereto. Amount available to appropriate has been verified by County Auditor.**

<b>Account Number</b>	<b>Account Name</b>	<b>Amount</b>
<b>2183-3180-461006</b>	<b>Canine Expenditures</b>	<b>\$873.39</b>

**Issue: These State Forfeiture funds were unused from the prior physical year, and funds were not carried over to the new budget.**

**Solution: Solution will be to approve this request to increase the account fund by \$873.39.**

**Result: The department will have funds available for any Canine expenses.**

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

- a. Approval of Minutes for January 12, 2018 and January 22, 2018**

**10. Economic Development**

- a. Discussion and possible action to approve and authorize the Webb County Commissioners Court the appointment of Mr. James Flores as the Labor Standards Officer and Designation for Civil Rights Officer to the Texas Community Block Grant Program #7217491 grant and authorize County Judge to sign all relevant documentation. This action will have no impact on the County's General Fund.**

**Issue: Labor Standards & Civil Rights Officer must be appointed to comply with funding agency requirements.**

**Solution: Appointment will allow department to oversee the labor portion of the project and allow compliance of fair housing and equal opportunity activities with contract.**

**Result: Economic Development Department will assure compliance with requirements from funding agency.**

- b. Discussion and possible action to approve a Resolution regarding various compliance matters required by the Texas Department of Agriculture Texas Community Development Block Grant #7217491, and authorizing County Judge to sign all relevant documentation. This action will have no impact on the County's General Fund.**

**Issue: Civil Rights and other compliance requirements must be implemented by Webb County to comply with grant funding agency program requirements.**

**Solution: Civil Rights must be implemented and will allow compliance of Citizen Participation Planned Grievance Procedures; Section 3 Policy; Excessive Force Policy; Section 504 Policy; and Fair Housing Policy.**

**Result: Economic Development Department will assure compliance with requirements from funding agency.**

- c. Discussion and possible action to approve a Resolution authorizing the Honorable Tano E. Tijerina, Webb County Judge and Honorable Rosaura "Wawi" Tijerina, Webb County Commissioner Pct. 2, as authorized signatories to the Texas Community Block Program #7217491 grant, and authorize County Judge to sign all relevant documentation. This action will have no impact on the County's General Fund.**

**Issue: Two signatures required on all drawdown requests for reimbursements.**

**Solution: This will allow by resolution the individuals listed above as authorized signatories for the Request for Payment Form A203 where two (2) signatures are required for reimbursement of funds.**

**Result: This will allow Webb County to receive reimbursement for funds spent under this road improvements grant from TDA.**

- d. **Discussion and possible action to approve the submission of a Juvenile Justice Program grant application as developed, written, presented, and submitted by the Office of the Justice of the Peace, Pct. 4, Place 1 in collaboration with the Webb County Sheriff's Office in the amount estimated at \$12,089 for training/travel and supplies costs for the juvenile delinquency case manager in order to divert at-risk juveniles from entering the juvenile justice system in Laredo/Webb County; and authorizing the Webb County Judge to execute all relevant documents; and any other matters incident thereto. This grant does not require any cash match; and, thus, there will be no impact to the general fund. [Requested by Jose R. Salinas, Justice of the Peace, Pct. 4, Place 1]**

**Issue: Juvenile delinquency is a nationwide problem that negatively affects not only the delinquent youth and their families but also adversely impacts schools, neighborhoods, and the local community at large. In addition, youth at-risk for juvenile delinquency who enter into the juvenile justice system tend to face limited future career, educational, and other socio-economic prospects, especially in the South Texas area.**

**Solution: Grant application to provide additional services, including equipment, training/travel, and supplies, in order to provide prevention, diversion, and intervention strategies through the court of the Justice of the Peace, Precinct 4 in Laredo/Webb County area.**

**Result: Increased focus on diversion strategies to steer at-risk juveniles from the juvenile and criminal justice system.**

- e. **Discussion and possible action to authorize the submission of a Violent Crimes Against Women Criminal Justice and Training (VAWA) grant application as developed, written, presented, and submitted by the Webb County Sheriff's Office to the Criminal Justice Division (CJD) Office of Governor (OOG) in the amount estimated at \$7,100 for training, equipment, and supplies for investigators and patrol officers working at the Webb County Sheriff's Office serving victims of violent crimes against women and authorizing the County Judge to execute all relevant documents; and any other matters incident thereto. This grant requires a Twenty-Nine (29%) percent cash match, or a \$2,900 cash match, which will be met by the Webb County Sheriff's Office forfeiture funds. Thus, this grant will have no impact to the general fund. [Account #2153-980-001-485005 (Transfer out from**

**Forfeiture Funds)] [Requested by Martin Cuellar, Webb County Sheriff]**

**Issue: Violence against women is among the most intractable and deadliest criminal justice problems in the United States, especially domestic violence and in the South Texas area. According to published statistics, the number of American women between 2001-2012 who were murdered by current or ex male partners in the United States was 11,766. That's almost double the amount of casualties lost during wars in Afghanistan and Iraq. Women who will be victims of severe violence by an intimate partner in their lifetimes number 1 in 4. ("30 Shocking Domestic Violence Statistics That Remind Us It's An Epidemic" Vagianos 10/23/2014)**

**Solution: Grant application to enhance the tools, techniques, and training to those investigators who follow-up to calls for assistance, conduct interviews with these victims, file incident reports, provide these victims information/referrals to service providers, initiate arrests of perpetrators, refer cases for prosecution, and prepare testimony/evidence for trial in cases of domestic violence, sexual assault, dating violence, and stalking.**

**Result: Enhanced law enforcement services, including investigative techniques, to deal with emergent criminal trends, such as cyber stalking, and improved efficacy of the law enforcement response to the needs of victims of violent crime.**

- f. Discussion and possible action to authorize the 406th Judicial District Adult Drug Court Program to submit a new grant application for the Fiscal Year 2018 "Grants to Expand Substance Abuse Treatment Capacity in Adult Treatment Drug Courts ("ATDC"), funding opportunity number TI-18-008, offered by the Substance Abuse and Mental Health Services Administration (SAMHSA) Center for Substance Abuse Treatment (CSAT) which will allow for the continuation and expansion of the substance use disorder (SUD) treatment services currently being provided by the 406th Judicial District Adult Drug Court Program, and authorize the County Judge to execute all relevant documents; and any other matters incident thereto. All required documents have been previously submitted to and approved by the Single Point of Contact (SPOC). There are no matching funds required. [Requested by Oscar Hale, 406th District Court Judge]**

**Issue: The Substance Abuse and Mental Health Services**

**Administration has been authorized to award an estimated 38 grants for 5 years up to \$400,000 / year, to fund and support Adult Treatment Drug Courts in order to address the needs of drug court participants and their families.**

**Solution: The 406th Judicial District Adult Drug Court Program's fiscal responsibility and obligation to submit an application to the Substance Abuse and Mental Health Services Administration for the Adult Treatment Court Grant, Funding Opportunity No. TI-18-008.**

**Result: Enabling the 406th Judicial District Adult Drug Court Program to continue to provide and/or enhance the services currently being provided.**

- g. Discussion and possible action to approve the County Court at Law II Letter of Intent to Apply & Application for SAMHSA Grant #TI-18-008. All required documents have previously been sent for review through Economic Development and the solicitation was found to be in compliance with Webb County Single Point of Contact (SPOC). The grant will be offering a federal share of up to \$400,000, and will be for a term of five (5) years, with a proposed start date of September 30, 2018 through September 29, 2023. The grant is still being carefully written and is due for SAMHSA review by February 21, 2018. The completed grant package and all relevant documents will be submitted back to Economic Development once it is completed for a final review before submission. County Court at Law II will continue to partner with S.C.A.N. in order to satisfy treatment services as required under this grant. A Sub-Contract with S.C.A.N for this particular grant will be tendered and submitted for Commissioner's Court approval as well as soon as it clears Webb County's Civil/Legal Division. [Requested by Victor Villarreal, County Court at Law II Judge; Fund 2356]**

**Issue: The current SAMHSA Grant allowing for services for treatment of substance abuse disorders in County Court at Law II will be expiring September 29, 2018. Hence, the department's request to approve the application in order to continue services required by the community of Webb County.**

**Solution: Commissioners Court approve Letter of Intent & Application to allow the DWI Court to continue to offer treatment services for the community of Webb County.**

**Result: The grant will further allow County Court at Law II to be able to expand the existing DWI Court for persons arrested with DWI, along with expanding the target population of qualifying residents of Webb County to be able to receive services for substance abuse disorders; primarily alcohol abuse.**

- h. Discussion and possible action to apply for grant award Community Services Block Grant Program (CSBG) from the Texas Department of Housing and Community Affairs (TDHCA) for the Program Year 2018, in the amount of (\$544,000.00) FIVE HUNDRED FORTY FOUR THOUSAND DOLLARS, and authorizing the County Judge to sign all relevant documents. [Requested by Javier Ramirez, Community Action Agency Director; Grant Account #2368-5170-330300]**

**Issue: Approve funding for the Community Services Block Grant (CSBG) from the Texas Department of Housing and Community Affairs (TDHCA) for the Program Year 2018 in the amount of \$544,000.00.**

**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.**

- i. Discussion and possible action to approve and authorize the submission of a grant application to the Criminal Justice Division for a fingerprint card reader and to authorize the office of the Economic Development to assist in the development of said grant application. [Requested by Melissa Mojica, Juvenile Probation Department Director]**

**Issue: The Webb County Youth Village wishes to develop and submit a grant application for the purchase of a Touchprint Fingerprint Card Reader in the amount of Seventeen Thousand Nine Hundred Twenty-seven (\$17,927.00) dollars. The current machine can no longer be covered by a maintenance agreement and cannot be updated.**

**Solution: Approval for the development and submission of a grant application to seek funds for the purchase of a Touchprint Fingerprint Card Reader.**

**Result: If funded, the fingerprint machine will be purchased.**

**11. Engineering**

- a. Discussion and possible action to approve an agreement between Webb County and Terracon Consultants, Inc., in the amount of \$2,950.00, for a Phase I Environmental Site Assessment Study at the USDA Quarantine and Tick Eradication Facility located on Webb County Property located on the Mines Road (FM 1472 on an approximately 2.2 Acre Tract of Land). [Account #1001-1130-001-432001 (Professional Services)]

**Issue:** Scope of work has been developed to initiate the process of responding to a letter from the Texas Commission on Environmental Quality (T.C.E.Q.) dated September 28, 2017 requesting “the submittal of an Affected Property Assessment Report (A.P.A.R.) documenting the assessment of the environmental contamination associated with the cattle dip vat AOC [area of concern] as previously directed .....” Information that will be obtained by conducting the Environmental Site Assessment (ESA) will be needed to begin the A.P.A.R. process and to develop an appropriate scope of work for a subsurface investigation that will be required.

**Solution:** Approve and assist in developing information to identify recognized environmental conditions.

**Result:** The Environmental Site Assessment will be performed consistent with the procedures included in ASTM E1527-13, Standard Practice for Environmental Site Assessments: Phase I Environmental Assessment Process.

**12. Head Start**

**Disclaimer:** All Head Start monies are 100% Federal funds

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

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>	<u>Pay Periods</u>
1433	Part Time Classroom Aide	\$8.73	20

**13. Indigent Healthcare Services**

- a. Discussion and possible action to approve the posting and filling of the following vacant slot subject to the availability of payroll funds and any applicable Civil Service guidelines, and include a supplemental pay up to \$6.54/hour (depending on experience) to be paid out of account #2002-5100-001-431009 (RHP20 Anchor Fund), effective February 12, 2018.

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
2861	Nurse	\$18.46-16/A

**Issue:** This slot (currently budgeted at \$25.82 16 AB) recently became vacant and in order to attract a more experienced pool of qualified applicants, we are requesting approval for a supplemental pay to increase the hourly pay from \$18.46/hour up to \$25/hour. The filling of this slot will allow the continuation of public health services under the Immunization and Tuberculosis (TB) programs that are currently provided to the community. This position is responsible for administering over 1,500 immunizations and over 200 TB tests each year and entering the data in multiple state shared registries. The supplemental pay will not come from the General Fund.

**Solution:** Request is being submitted for Commissioners Court approval to post and fill slot with the requested salary and supplemental pay.

**Result:** Hiring a nurse at the requested salary will allow Webb County to continue operating the Public Health Department under the medical direction of the Texas Department of State Health Services (DSHS) Region 11 so Webb County may continue to offer residents protection against vaccine preventable diseases.

**14. Purchasing**

- a. Discussion and possible action to reject all Request for Qualifications (RFQ) submitted for (RFQ) 2018-001 "Consulting Services for Webb County's Workers Compensation, Property/Casualty/Liability, and Group Health Insurance Programs" and authorize the Purchasing Agent to re-solicit for RFQ to secure a larger pool of proposals in order to provide multiple options to Webb County. [Requested by Alexandra Colessides, Interim Risk Director]

**Issue:** Only two (2) proposals were submitted. County staff is



**recommending to increase the pool of proposals to have more options prior to evaluating qualifications.**

**Solution: Authorize the Purchasing Agent to solicit qualified firms for Consulting Services for workers compensation, property / casualty / liability, and group health insurance programs.**

**Results: Secure a larger pool of qualified proposals, evaluated and recommend qualified firm(s) to Commissioners Court.**

- b. Discussion and possible action to authorize the Purchasing Agent to process surplus and/or salvage property in accordance with the Texas Local Government Code; Section 263.152 (Disposition) and authorizing the Purchasing Agent to publish notice to public as per Local Government Code Section 263.153 (Notice) for surplus and/or salvage property being auctioned.**

**Issue: Excess County property that either is salvage property because of time, accident, or any other cause is so worn, damaged, or obsolete that it has no value for the purpose it was originally intended for and/or surplus property that that is no longer needed by the department and may have some usefulness for the purpose it was intended and would be transferred for use by another County department or auctioned online to the general public.**

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

**Result: Generate revenue from sale of property, reduce County expenditures by transferring surplus property to other departments and make room for future assets turned in by County departments.**

**Motion by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina, seconded by Commissioner, Pct. 1 Jesse Gonzalez to approve all the Consent Agenda items**

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

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to bring back Consent Agenda item #14.b.

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

- b. **Discussion and possible action to authorize the Purchasing Agent to process surplus and/or salvage property in accordance with the Texas Local Government Code; Section 263.152 (Disposition) and authorizing the Purchasing Agent to publish notice to public as per Local Government Code Section 263.153 (Notice) for surplus and/or salvage property being auctioned.**

**Issue:** Excess County property that either is salvage property because of time, accident, or any other cause is so worn, damaged, or obsolete that it has no value for the purpose it was originally intended for and/or surplus property that that is no longer needed by the department and may have some usefulness for the purpose it was intended and would be transferred for use by another County department or auctioned online to the general public.

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

**Result:** Generate revenue from sale of property, reduce County expenditures by transferring surplus property to other departments and make room for future assets turned in by County departments.

### **REGULAR AGENDA**

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

15. **Discussion and possible action to ratify the authorization and submission of a grant continuation application for the Substance Abuse and Mental Health Services Administration Grant (SAMHSA) in the amount of \$325,000 for year two, which will allow for the continuation of the services currently being**

**provided by the 406th Veterans Treatment Program and authorizing the Webb County Judge to execute all relevant documents; and any other matters incident thereto. There are no matching funds required. [Requested by Judge Oscar Hale, 406th District Court] [Grant Fund #2352]**

**Issue: The Substance Abuse and Mental Health Services Administration has been authorized to award \$325,000 / year for up to 3 years to fund and support Veterans Treatment Courts in order to address the needs of veteran participants and their families.**

**Solution: Securing funding through grant awards to enable continuance of services to veterans in the 406th District Court's Veterans Treatment Program and regional services.**

**Result: Enabling the 406th Veterans Treatment Program to continue to provide services and/or enhance the services currently being provided.**

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

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

### **Honorable Joe Lopez, 49th District Court Judge**

- 16. Discussion and possible action to authorize revision to the description of the general funds part time line items appropriated for the Judicial General District Courts (Department 2230) and to classify those funds as "part-time Associate Judge"; and any other matters incident thereto.**

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to allow the new slot to be created and restrict those funds for that person or persons under 54A

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

### **Human Resources**

- 17. Discussion and possible action for Commissioners Court to select dates to conduct interviews of applicants for the position of Risk Management Director; and any other matters incident thereto.**

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to conduct the interviews for the Risk Management Director position on February 26

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

## **Engineer**

- 18. Discussion and possible action to approve and execute Advance Funding Agreement (AFA) Amendment No. 3 for Loop 20 (0.5 miles West of Milo Interchange to 3000 ft., East of Havana) (CSJ 0086-14-051). Attachment C-2 Project Budget of Advance Funding Agreement No. 2 is deleted in its entirety and replaced with Attachment C-3 Project Budget of Advance Funding Agreement No. 3 which will increase from \$4,007,214.00 by \$8,500.00 to \$4,015,715.00 to cover the necessary completed work invoices in order to reimburse Webb County and complete this project; and authorize the County Judge to sign all relevant documents as per final approval from the Texas Department of Transportation (TxDOT). [Account #3563-7230-001-432001 (Professional Services)]**

**Issue:** It has become necessary to amend contract due to a final revision of account CSJ: 0086-14-051 in order to cover final invoices to reimburse Webb County.

**Solution:** Amend Account CSJ: 0086-14-051 (Loop 20 Stimulus) with the final amount needed from CSJ: 0086-14-058 (Loop 20 Extension).

**Result:** Funds are available in the appropriate Advance Funding Agreement.

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

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

- 19. Discussion and possible action to direct the Engineering department and staff to prepare a cost analysis regarding the use of the county property located on 1200 Washington St. (site of former Tex-Mex building, Prop. ID: 292400) as a fenced in parking lot complex, in compliance with all City ordinances; and any other matters incident thereto. [Requested by Commissioner John Galo, Pct. 3]**

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 1 Jesse Gonzalez to approve item #19 and add the corner of the old annex building

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

### **Information Technology**

20. **Discussion and possible action to amend the Tyler Technologies New World ERP Annual Software Maintenance Agreement in order to remove the following modules that will not be used by county departments: Business Licensing, Municipal Inspections, Parcel Management, Permits, Project Planning, ePermits, eLicense, CD Analytics, Bid and Quote Management, eBid; and to add the Service Order Processing module for Utilities, and authorize the County Judge to sign all relevant documents; and any other matters incident thereto.**

**Issue:** During project implementation, it was determined that several modules were not going to be utilized and that an additional one was required for the Water Utilities Department.

**Solution:** To amend the contract as proposed.

**Result:** As a result of this amendment, the maintenance schedule will be saving the County approximately \$16,000 on a yearly basis.

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

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

### **Planning**

21. **Discussion and possible action to approve a budget amendment to create a Special Revenue Fund and associated liability accounts under the Road and Bridge Fund as needed to provide for secure accounting procedures in the New World's System for both revenue and procurement of subdivision/plat fees reserved for subdivision enforcement activities and related expenditures and those funds collected by the County on behalf of the Texas Commission on Environmental Quality (TCEQ) for the registration of licensed on-site sewage facilities (OSSF) comprised of the following existing accounts:**

**G/L Acct 2007-207690-010 – TCEQ Permit Fees (current balance**

**\$140.00);  
G/L Acct 2007-209260 – Planning Dept Clearing (current balance \$9,841.80); and  
G/L Acct 2007-209330 – Subdivision Dev Deposit (current balance \$20,499.70).**

**Approval to include merging the existing G/L accounts 2007-209260 and 2007-209330 into one account to reflect prior Court action where the subdivision plat review fee schedule was amended to combine all review activities into one fee; and authorization to re-establish the department's procurement abilities through the New World's System under the policies set-forth by the Commissioners Court and Budget Officer.**

**Issue: Through the migration into the New World's System and the establishment of the new chart of accounts, the Planning Department's clearing accounts were set-out in such a manner that eliminated department's accessibility to these accounts. Without the proper accounting protocols in place, the department is unable to perform monitoring or financial transactions through the New World's System.**

**Solution: Establish a separate fund and resulting adjustments to the chart of accounts to allow for the creation of liability accounts that enable the department to appropriately manage financial accounts through the New World's System.**

**Result: The Planning Department will be able to process financial transactions in compliance with established county policies as well as monitor revenue streams to ensure accountability of revenues collected by the department.**

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

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

## **Purchasing**

- 22. Discussion with possible action to authorize the Purchasing Agent to solicit Request for Proposals (RFP's) for the lease or purchase of a commercial building approximately 35,000 – 50,000 square feet to be used for county offices, departments and staff in accordance with the Texas Local Government Code, Sub-Chapter C. (Competitive Bidding in General). [Requested by**

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

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

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

**Budget Officers**

- 23. Discussion and possible action to approve the following budget amendment (line item transfer) for the Employee Retiree Fund #6300:**

	Acct. Number	Acct. Name	Amount	Bal.	End Bal.
From:	6300-1090-001-452010	Claims Paid- Medical	\$10,500	\$971,900	\$961,400
To:	6300-1090-001-452008	Claims Paid- Dental	\$10,500	\$8,000	\$18,500

**Issue:** Since actuarial reports are not provided until the end of each calendar year (December), well after the budget is filed, the current budgeted amount is insufficient.

**Solution:** This transfer will prevent any shortfalls.

**Result:** This fund will not have any deficits.

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

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

**Commissioners Court Administrator**

- 24. Discussion and possible action to accept the appointment and bond of Mr. Jose Salvador Tellez, Jr., newly appointed Webb County Elections Administrator; and any other matters incident thereto.**

**Issue:** On January 24, 2018, Mr. Oscar Villarreal, Webb County Elections Administrator, contacted members of the Webb County Elections and advised of his intention to resign from his position. Thereafter on Monday, January 29, 2018, the Elections Commission voted to accept Mr. Villarreal's resignation and appointed Mr. Jose Salvador Tellez in compliance with §31.032 of the Texas Election Code.

**Solution:** Accept the appointed replacement to fill the vacancy of

**Elections Administrator and authorize a bond to issue in the appointee's name.**

**Result: Ensure transition of leadership and that the functions of the Webb County Elections Administrator will continue with minimal interruption of service.**

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

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

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

- 25. Discussion and possible action to enter into a Thirty-Six (36) month financial lease purchase agreement with RDO Equipment Co. and Webb County for a 2017 John Deere 622GX Motor Grader, for a total amount of \$275,621.41, payable in monthly installments of \$3,609.19 in accordance with the Local Government Code; Section 271.005 (Authority to Contract for Personal Property) and with Texas Local Government Code Section 271.102 (c) (Cooperative Purchasing Program Participation) (Buyboard Contract 515-16); and authorizing the County Judge to sign all relevant documents and any other matters incident thereto. [Requested by the Road & Bridge department; Account #2007-7150-001-470000 (Capital Outlay)]**

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

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

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

- 26. Discussion and possible action to authorize county staff and Naismith Engineering, Inc. to enter into discussions with the county financial advisor and bond counsel to develop a formal proposal for the funding of the future Webb County Fairgrounds project; and any other matters incident thereto.**

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 1 Jesse Gonzalez to approve item #26 with the additions of the purchase of the fairgrounds building, refurbishing/rebuilding of the building that the City is about to deed over to us, the RO System at the Colorado Acres, the Villa Antigua Phase II, and the La Presa Water Dispenser



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

**Closed Session/Executive Session**

27. **Discussion and possible action to approve personal injury settlement in the amount of \$8,000.00 to Amanda Deleon-Garcia, as a result of a motor vehicle accident that occurred on January 21, 2016, at the 1000 block of San Bernardo, in Laredo, Texas; 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)]**

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

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

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to go to Executive Session on item #28

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

**(Executive Session 10:33 - 10:44 a.m.)**

No action taken.

28. **Discussion and possible action to approve a proposed settlement in a subrogation claim in case with county employee, slot #002598 from an incident that occurred on June 13, 2016 in Claim No. C612-16-21403-01 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

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

**Addendum**

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

2. **Recognition and presentation of plaque to Ms. Leticia Longoria as Coach of the Year for 2017 for her hard work and dedication along with her commitment to excellence in the sport. Ms. Longoria is a volleyball coach at United High School.**
1. **Recognition and presentation of plaque to the Asmussen Family for their commitment to excellence in thoroughbred horse racing and training. The family founded El Primo Training Center in 1980 and have been raising and training thoroughbred horses ever since. Marilyn and Keith, along with their two sons Steve and Cash continue with the family tradition. Both sons are Eclipse Award winners and Steve was inducted into the Racing Hall of Fame last year.**

### Presentations

29. **Recognition and presentation of plaque to Francisco "Paco" Diaz for his 30 years of tireless dedication and outstanding accomplishments in the field of journalism. [Requested by Rosaura "Wawi" Tijerina, Commissioner Pct. 2]**

30. **Communications**

Cmr. Gonzalez read communications on behalf of the Commissioners Court.

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to bring back item #29

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

### Presentations

29. **Recognition and presentation of plaque to Francisco "Paco" Diaz for his 30 years of tireless dedication and outstanding accomplishments in the field of journalism. [Requested by Rosaura "Wawi" Tijerina, Commissioner Pct. 2]**

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