

# DRAFT

## Official Minutes for Webb County Commissioners Court Meeting

**Tuesday, May 29, 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
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 25th day of May 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**
- 2. Pledge of Allegiance/Invocation**
- 3. Discussion and possible action for Approval of Bills, Payroll, and Monthly Reports (Auditor, Treasurer, Human Resources); and any other matters incident thereto.**

County Treasurer, Ms. Delia Perales presented the Recap of Checks, Ratification of Checks, Ratification of Payroll, and the monthly report for April 2018.

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

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

County Auditor, Mr. Rafael Perez presented the monthly report for April 2018.

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

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

Commissioners Court Administrator, Mr. Leroy Medford presented the Wage and Pay Scale Budget Amendments Report from 5/14/18 to 5/25/18.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 4 Jaime Alberto Canales to approve the budget amendments

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

4. **Public Comment - This section provides the public the opportunity to address the Commissioners Court on any items on the Agenda. Members of the public wishing to participate must complete a Witness Card specifying which agenda item they wish to comment on. Each public member, individually or in a group, will be allowed a total of Three (3) minutes within which to make any/all public comments.**

No one signed up for Public Comment.

**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. **Auditor**

- a. **Discussion and possible action to approve a budget amendment from funds available by increasing expenditures in the following amounts for the District Attorney and Sheriff Office Forfeiture funds in accordance with Texas Local Government Code, Section 111.0706 (Special Budget for Grant or Aid Money). [Fund #2162 (DA Federal), Fund 2163 (DA Treasury), Fund 2152 (Sheriff Justice Federal)] [Requested by District Attorney’s Office and Sheriff Office]**

	<b>District Attorney Federal Forfeiture</b>		
<b>From:</b>	<b>Revenue Account Number</b>	<b>Rev. Account Name</b>	<b>Amount</b>
	2162-259700	Fund Balance	\$11,500
<b>To:</b>	<b>Expenditure Account Number</b>	<b>Exp. Account Name</b>	<b>Amount</b>
	2162-2260-001-461000	Materials & Supplies	\$5,000
	2162-2260-001-462605	Fuel & Lube	\$6,500
	<b>District Attorney Treasury Forfeiture</b>		
<b>From:</b>	<b>Revenue Account Number</b>	<b>Rev. Account Name</b>	<b>Amount</b>
	2163-259700	Fund Balance	\$35,500
<b>To:</b>	<b>Expenditure Account Number</b>	<b>Exp. Account Name</b>	<b>Amount</b>
	2163-2260-001-443000-075	Vehicles Repairs & Maint.	\$12,500
	2163-2260-001-457006	Law Enforcement Other	\$23,000
	<b>Sheriff Justice Federal Forfeiture</b>		
<b>From:</b>	<b>Revenue Account Number</b>	<b>Rev. Account Name</b>	<b>Amount</b>
	2152-259700	Fund Balance	\$16,000
<b>To:</b>	<b>Expenditure Account Number</b>	<b>Exp. Account Name</b>	<b>Amount</b>

	2152-3010-001-456305	Uniforms	\$16,000
--	----------------------	----------	----------

**Issue:** Increase budget to cover future expenditures. Funding available in the fund balance account.

**Solution:** Appropriate new expenditures to be used for the purpose of program expenditures.

**Result:** Finalize special budget using proceeds for the purpose stated on this agenda item.

- b. Discussion and possible action to approve a budget amendment by increasing revenues and expenditures in the amount of \$59,993.00 for new revenues (carryover amount from year 2) received for the County Court at Law II DWI Court Program in accordance with Texas Local Government Code, Section 111.07075 (Special Budget for Revenue Received after Start of Fiscal Year). [Fund #2356 (County Court at Law II DWI Court Program)] [Requested by County Court at Law II]

Revenue Acct. Number	Rev. Account Name	Amount
2356-2070-330300	Grant Revenue	\$59,993.00
Expenditure Acct. Number	Exp. Account Name	Amount
2356-2070-001-410000	Payroll	\$30,000.00
2356-2070-001-422000	Fica	\$2,376.00
2356-2070-001-423000	Retirement	\$4,300.00
2356-2070-001-421000	Insurance	\$14,820.00
2356-2070-001-426000	Work Comp	\$251.00
2356-2070-001-425000	Unemployment	\$26.00
2356-2070-001-458000	Administrative Travel	\$6,720.00
2356-2070-001-432001	Professional Services	\$1,500.00

**Issue:** The Substance Abuse and Mental Health Services Administration approved the County Court at Law II formal request for carryover in the amount of \$59,993.00.

**Solution:** Approve agenda item in order to appropriate new revenues and expenditures to be used for the purpose of program expenditures.

**Result:** County Court at Law II will continue to provide uninterrupted services to clients in the DWI Court Program.

- c. Discussion and possible action to approve the following budget amendment (line item transfer) to cover payments for a new lease. [Requested by Golf Course Department]

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	7100-9050-001-483003	Capital Lease	\$39,234	\$9,452	\$25,429	\$15,977
				9,452		
To:	7100-9050-001-483003-235	Capital Lease 2018	\$0	\$7,243	\$0	\$7,243
	7100-9050-001-483037-235	Lease Purchase Interest 2018	\$0	\$2,209	\$0	\$2,209
				\$9,452		

**Issue:** Increase budget to cover current and future expenditures.

**Solution:** Appropriate expenditures to be used for the purpose of program expenditures.

**Result:** There will be sufficient funds in all budget line items.

- e. Discussion and possible action to approve the following grants budget amendment(s) (line item transfers); and any other matters incident thereto.

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
--	--------------	------------	---------	---------	---------	----------

	<b>CAA-MEALS ON WHEELS</b>					
From:	2371-5260-521-441205	utilities	\$10,700	\$800	\$3,914	\$3,114
	2371-5260-521-410000	payroll	\$165,347	\$4,000	\$60,783	\$56,783
	2371-5260-521-458060	mileage	\$10,948	\$2,100	\$6,962	\$4,862
	2371-5260-521-458090	travel	\$999	\$999	\$999	\$0
		Totals		\$7,899		
To:	2371-5260-521-443000-020	building repairs & maint.	\$400	\$800	\$61	\$861
	2371-5260-521-461000	materials and supplies	\$11,850	\$4,000	\$834	\$4834
	2371-5260-521-460028	janitorial supplies	\$294	\$1,000	\$13	\$1,013
	2371-5260-521-444500	equipment rental	\$900	\$500	\$53	\$553
	2371-5260-521-426000	workers comp	\$737	\$1,599	(\$1,061)	\$538
		Totals		\$7,899		
	<b>CAA-ELDERLY NUTRITION</b>					
From:	2025-5320-521-441205	utilities	\$3,340	\$1,000	\$3,054	\$2,054
	2025-5320-521-464010	dues	\$500	\$238.25	\$238.25	\$0
		Totals		\$1,238.25		
To:	2025-5320-521-461000	materials and supplies	\$3,671	\$1,000	\$479	\$1,479
	2025-5320-521-460028	janitorial supplies	\$72	\$238.25	\$24	\$263
		Totals		\$1,238.25		
	<b>CAA- CEAP Program (PY2017)</b>					
From:	2362-5360-521-431002	administrative expense	\$0	\$8,455.84	\$9,640	\$1,184
	2362-5360-521-463802	household crisis	\$456,461	\$20,928.41	\$24,016.64	\$3,088.23
		Totals		\$29,384.25		
To:	2362-5360-521-410000	payroll	\$102,839	\$6,192.81	\$6,192.81	\$0
	2362-5360-521-421000	health insurance	\$19,887	\$989.99	\$989.99	\$0
	2362-5360-521-422000	fica	\$7,383	\$449.82	\$449.82	\$0
	2362-5360-521-423000	retirement	\$8,966	\$735.62	\$735.62	\$0
	2362-5360-521-425000	unemployment	\$1,262	\$42.56	\$42.56	\$0
	2362-5360-521-426000	worker compensation	\$689	\$45.04	\$45.04	\$0
	2362-5360-521-463804	utility assistance	\$456,462	\$20,928.41	\$180,302.36	\$201,230.77
		Totals		\$29,384.25		
	<b>CAA - Rural Transportation</b>					
From:	2661-7100-521-458000	administrative travel	\$1,000	\$296	\$296	\$0
	2661-7100-521-460105	minor tools and appar	\$2,000	\$681	\$862	\$181
		Totals		\$977		
To:	2661-7100-521-444500	equipment rental	\$0	\$609	(\$609)	\$0
	2661-7100-521-456005	postage	\$0	\$368	\$0	\$368
		Totals		\$977		
	<b>HEAD START</b>					
From:	2303-5150-531-423000	retirement	\$7,193	\$1,000	\$1,617	\$617
	2357-5200-531-422000	fica	\$358,586	\$6,000	\$101,843	\$95,843
	2357-5200-531-425000	unemployment	\$38,906	\$2,000	\$9,715	\$7,715
		Totals		\$9,000		
To:	2303-5150-531-421000	health insurance	\$9,312	\$1,000	(\$397)	\$603
	2357-5200-531-426000	workers compensation	\$27,641	\$8,000	(\$3,553)	\$4,447
		Totals		\$9,000		

**Issue:** Increase budget to cover current and future grant expenditures.

**Solution:** Appropriate expenditures to be used for the purpose of program expenditures

**Result:** There will be sufficient funds in all budget line items.

- f. Discussion and possible action to approve the following budget amendments to transfer available bond series funds and any other matters incident thereto:

	Account #	Account Name	Adopted	Request	Current	End. Bal
From:	3110-5410-001-474501	Veterans Museum-Series 2006	\$475,00	\$492,047.92	\$429,048	\$0.08
	3100-7170-001-432001	ROW Acquisitions-Series 2006	\$150,000	\$83,247.00	\$83,247	\$0
	3170-1190-001-490000-065	Casa Blanca Dam - Series 2013	\$129,022	\$129,022.00	\$129,022	\$0
	3145-4020-001-470000-030	Adult Detox - Series 2013	\$596	\$596.27	\$596.27	\$0
	3165-7230-001-470000-020	Tex-Mex Renovation - Series 2013	\$750,000	\$833,554.54	\$833,555	\$0.46
		Total		\$1,538,467.73		
To:	3140-2450-001-470000-030	Juvenile Drug Rehab/Detox - Series 2013	\$1,900,000	\$952,434.83	\$2,369,226	\$3,321,660.83
	3115-2450-001-470000	Juvenile Capital Outlay - Series 2006	\$0	\$575,294.92	\$0	\$575,294.92
	3190-7220-001-470000	Capital Outlay - Series 2013	\$7,500	\$10,737.98	\$14,405	\$25,142.98
		Total		\$1,538,467.73		

**Issue:** Increase budget to cover current and future expenditures for the Juvenile Drug Rehab/Detox project.

**Solution:** Appropriate expenditures to be used for the purpose of project expenditures.

**Result:** There will be sufficient funds in all budget line items.

6. **Building Maintenance**

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

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	1001-1100-001-443000-005	Casa Ortiz	\$22,300	\$20,000	\$20,260.01	\$260.01
	1001-1100-001-443000-265	JP Precinct 4	\$9,954	\$4,000	\$5,171.78	\$1,171.78
	1001-1100-001-443000-310	Constable Precinct 2	\$12,079	\$10,000	\$11,654.60	\$1,654.60
	1001-1100-001-443000-320	Title Building	\$13,979	\$8,000	\$10,737.62	\$2,737.62
	1001-6050-001-443000-355	Las Blancas Park	\$4,000	\$3,500	\$3,822.48	\$322.48
	1001-6050-001-443000-360	Larga Vista Park	\$2,000	\$1,000	\$2,000.00	\$1,000.00
	1001-6050-001-461000	Materials & Supplies	\$6,000	\$2,000	\$4,246.62	\$2,246.62
	1001-6050-001-462605	Fuel & Lubricants	\$5,500	\$4,000	\$5,002.36	\$1,002.36
				\$52,500		
To:	1001-1100-001-443000-250	Courthouse	\$10,900	\$13,000	\$989.15	\$13,989.15
	1001-1100-001-443000-255	Justice Center	\$51,108	\$24,500	\$310.45	\$24,810.45
	1001-1100-001-443000-260	Administration	\$19,379	\$15,000	\$4,370.93	\$19,370.93

				\$52,500		
--	--	--	--	----------	--	--

**Issue:** Repairs and maintenance of building accounts require transfer of funds to cover expenditures.

**Solution:** Approve line item transfer request.

**Result:** There will be sufficient funds in all budget line items.

**7. Civil Legal Division**

- b. Discussion and possible action to enter into a Memorandum of Understanding (MOU) between the Laredo Independent School District (L.I.S.D.) and Webb County Head Start-Early Head Start Program at Alma Pierce Elementary. This MOU establishes the terms and conditions under which L.I.S.D. and Webb County Head Start will share in the operation and monitoring of four (4) full day pre-kindergarten classrooms. The term of the MOU shall be for a period of 5 scholastic calendar years beginning with the 2018-2019 school year through the 2022-2023 school years and authorizing the County Judge to sign and execute all relevant documents. No impact to General fund. [Requested by Aliza Oliveros, Head Start Director]**
- c. Discussion and possible action to enter into a Memorandum of Understanding (MOU) between the Laredo Independent School District (L.I.S.D.) and Webb County Head Start-Early Head Start Program at Dovalina Elementary. This MOU establishes the terms and conditions under which L.I.S.D. and Webb County Head Start will share in the operation and monitoring of four (4) full day pre-kindergarten classrooms. The term of the MOU shall be for a period of two (2) scholastic calendar years beginning with the 2018-2019 school year through the 2019-2020 school years and authorizing the County Judge to sign and execute all relevant documents. No impact to General fund. [Requested by Aliza Oliveros, Head Start Director]**
- d. Discussion and possible action to enter into an agreement with Pitney Bowes and the Webb County Sheriff's Office; pursuant to Sections 271.101 and 271.102, Subchapter F, Cooperative Purchasing Program (buy board Contract #496-15); said agreement is to begin June 15, 2018 and continue for 60 months (June 15, 2018 through June 14, 2023) at an amount of \$139.25 monthly (\$1,671 annually) which is subject to annual budget appropriations; and authorizing the county judge to execute any and all relevant documents; and any other matters incident thereto. [Account #1001-3010-001-444500]**

**Issue:** The Webb County Sheriff's Office processes a large volume of mail that needs to be sent via U.S. mail carrier. A digital mailing system with the properly identified accounts, and weight scale equipment is needed to preprint postage for outgoing mail. The use of an in house system that provides access and authority to pay postage to mail that will be sent out will reduce the amount of time spent sifting through mail generated by detainees and or prisoners.

**Solution:** The purchase of such services will provide Webb County Sheriff's Office deputies access to prepaid postage to perform county business in a more effective manner.

**Result:** Through the services of prepaid postage, there will be a digital accounting of outgoing mail generated by the Webb County Jail and the Webb County Sheriff's Office. The service will also reduce employee time waiting to pay for mail at the U.S. post office.

- e. Discussion and possible action to enter into an agreement for Thirty Six (36) months (June 1, 2018 – May 31, 2021) Software Subscription Agreement between Thomson Reuters and Webb County on behalf of the Webb County Sheriff's Office for the product known as (Clear Government Investigations Advanced) at a total cost of Two Thousand Four Hundred Dollars a year with a 5% increase year over year (\$2,400.00) which is below the Webb County's Purchasing Agent's 3,000.00 purchase threshold which is subject to annual budget appropriations; and authorizing the County Judge to sign and execute all relevant documents. [Requested by Jorge L. Trevino, on behalf of the Webb County Sheriff's Office; Account #1001-3010-001-464005]**

**8. Water Utilities**

a. Discussion and possible action to approve the following budget amendment (line item transfers) within th Water Utilities fund:

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	7200-7050-001-443000-035	Repair & Maint. Equip.	\$155,900	\$10,600	\$52,103.00	\$41,503.00
	7200-7050-001-456305	Uniforms	\$18,523	\$7,000	\$10,716.00	\$3,716.00
	7200-7060-001-441205	Utilities	\$65,450	\$ 4,500	\$29,704.00	\$25,204.00
	7200-7060-001-456305	Uniforms	\$2,805	\$1,900	\$1,937.00	\$37.00
	7200-7060-001-454000	Advertising	\$850	\$800	\$850.00	\$50.00
	7200-7060-001-441001	Telephone	\$850	\$800	\$850.00	\$50.00
	7200-7080-001-443000-020	Repair & Maintenance Building	\$12,750	\$5,000	\$9,197.00	\$4,167.00
				\$30,600		
To:	7200-7050-001-461000	Materials & Supplies	\$27,000	\$7,000	\$135.00	\$7,135.00
	7200-7080-001-432001-085	Professional Service Lab	\$10,800	\$2,000	\$1,616.00	\$3,616.00
	7200-7050-001-441001	Telephone	\$3,230	\$500	\$1,137.00	\$1,637.00
	7200-7050-001-441010	Cell phone	\$5,080	\$1,300	\$1,504.00	\$2,804.00
	7200-7050-001-443000-075	Repair & Maint. Vehicles	\$10,000	\$3,000	\$1,137.00	\$4,4137.00
	7200-7050-001-460028	Janitorial Supplies	\$1,700	\$800	\$47.00	\$847.00
	7200-7050-001-460105	Minor Tools & Apparatus	\$13,500	\$3,000	\$6,282.00	\$9,282.00
	7200-7060-001-432001-085	Professional Services Lab	\$2,550	\$2,000	\$176.00	\$2,176.00
	7200-7060-001-462605	Fuel & Lubricants	\$17,000	\$6,000	\$6,711.00	\$12,711.00
	7200-7080-001-432001-085	Professional Services Lab	\$11,700	\$3,500	\$204.00	\$3,704.00
	7200-7080-001-462605	Fuel & Lubricants	\$4,500	\$1,500	\$1,793.00	\$3,293.00
				\$30,600		

**Issue:** Additional funds needed in accounts to cover schedule and unexpected expenses.

**Materials & Supplies:** We are estimated required funds based on monthly trends to complete FY.

**Professional Service Lab:** Additional sampling requirements set form by TCEQ regarding weekly sampling frequency.

**Telephone:** We are estimating required funds based on monthly trends to complete FY.

**Cell Phone:** Internet service via hot spot provided for Colorado Acres Disperser unit funded by Water account.

**Repair and Maintenance of Vehicles:** Additional expenses of leased vehicles not covered by lease warranty.

**Janitorial Supplies:** Additional cleaning service required for in-house training classes.

**Minor Tools and Apparatus:** We are estimating required funds based on monthly trends to complete FY.

**Insufficient Budgeted Funds** will be addressed this budget preparation year.

**Professional Services Lab (Colorado Acres):** Additional sampling with the new ground storage water tank.

**Fuel and Lubricants:** Additional water needs at Colorado Acres required additional service on water trucks.

**Professional Services Lab (Wastewater):** Additional sampling required more funding for end of FY.

**Fuel and Lubricants:** We are estimating required funds based on monthly trends to complete FY.

**Solution:** Approve line item.

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

- a. Discussion and possible action to approve Contract Extension to Amendment Number 5 - To Contract Number #61170002648 for the FY 2017 Community Services Block Grant (CSBG) from Texas Department of Housing and Community Affairs (TDHCA). The Contract shall commence on January 01, 2017 and unless earlier terminated, shall end on June 30, 2018; and authorizing the County Judge to sign all relevant documents. This action will have no impact to the general fund.

**Issue:** Approve Contract Extension to Amendment #5 - Contract #61170002648 for the FY- 2017 CSBG Grant.

**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.

- b. Discussion and possible action to accept the recommendation of the Webb County Community Action Agency (CAA) Advisory Board to approve the 2018 Community Needs Assessment (CNA) for submission to the Texas Department of Housing and Community Affairs (TDHCA) in accordance with Texas Administrative Code (TAC) Title 10 Part 1, Chapter 6, Subchapter B, Rule 6.206.

**Issue:** TDHCA requires that the CAA prepares and submits a Community Services Block Grant Needs Assessment every five (3) years in accordance with Texas Administrative Code (TAC) Title 10 Part 1, Chapter 6, Subchapter B, Rule 6.206.

**Solution:** Webb County CAA staff and the Webb County CAA Advisory Board Planning and Evaluation Committee members shall prepare the 2018 Webb County CSBG Community Needs Assessment.

**Result:** Compliance with the Texas Administrative Code (TAC) Title 10 Part 1, Chapter 6, Subchapter B, Rule 6.206.

**10. Honorable Adrian Cortez, Constable Pct. 3**

- a. Discussion and possible action to approve the following budget amendment (line item transfer) within the General fund:

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	1001-3160-001-443000-035	Repairs & Maint. Equip.	\$2,000	\$2,000	\$2,000	\$0
To:	1001-3160-001-443000-075	Repairs & Maint. Vehicle	\$5,000	\$2,000	\$0	\$2,000

**Issue:** All funds have been exhausted from vehicle maintenance account.

**Solution:** If approved funds will be available for vehicle maintenance and repair.

**Result:** Funds will be available for vehicle maintenance and repairs to be used accordingly and as needed.

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

- a. Approval of Minutes for May 3, 2018 and May 14, 2018

**12. Economic Development**



- a. Discussion and possible action to authorize the Webb County Volunteer Fire Department to submit a Texas Forest Service Fire Department Grant Assistance application for up to \$12,500.00 for firefighting personnel training, and authorizing the County Judge to act as the County's Executive Officer and Authorized Representative in all matters pertaining to the County's request for Texas Forest service Fire Department Assistance funding. This application does not require County matching funds. All required documents were sent for review through the Economic Development Department and the solicitation is compliant with the Webb County Single Point of Contact (SPOC) procedures. [Requested by Fire Suppression & EMS Services]

Issue: To provide firefighting personnel with reputable and cost effective fire training.

Solution: Apply for Texas Forest Service funding for training through HB2604, rural volunteer fire department assistance program.

Result: Firefighting personnel will be provided with hands-on skills training. This will also assist Webb County Fire to motivate and retain firefighting personnel.

- b. Discussion and possible action to ratify and enter into contract, 5311-2018-WEBB CO-00009 effective April 29, 2018 to expire August 31, 2019, Federal fund agreement with State of Texas, acting through the Texas Department of Transportation wherein Webb County accepts a grant amount not to exceed TWO HUNDRED SEVENTY THREE THOUSAND NINE SEVENTY AND EIGHT DOLLARS (\$273,978.00) for El Aguila Rural Transportation Program and authorizing the Webb County Judge to execute all relevant documents. All required documents were sent for review through the Economic Development Department and the award documentation is compliant with the Webb County Single Point of Contact (SPOC) policy. [Requested by El Aguila Rural Transportation]

Issue: El Aguila is a grant funded agency.

Solution: Federal Funds' financial plan will benefit both Administrative and Operations and therefore will be able to continue services assisting the rural areas of Webb County.

Result: Continuation of services throughout the rural areas of Webb County.

- c. Discussion and possible action to approve the submission of a Contract Amendment/Performance Statement Modification Request to include the relocation of eleven (11) utility poles in Colonia Pueblo Nuevo (TCDP #7217491). In addition, this action requires the County Judge to be the authorized signator for all relevant documentation. This will have no impact on the County's General Fund. All required documents were sent for review through the Economic Development Department and the solicitation is compliant with the Webb County Single Point of Contact (SPOC) procedures. [Account #3521-7230-001-470000]

Issue: The current utility poles follow the old right of way limits and must be relocated towards the outer edge of the current right of way.

Solution: This will assist with financing the relocation of the eleven (11) utility poles. Funds will be used from the existing Construction line item (\$225,000).

Result: The performance statement will be modified to include the relocation of the eleven poles in order to be considered as an eligible expense under TCDP Contract #7217491. The service to relocate the poles will be funded through grant funds.

**13. Fire Suppression & EMS Services (Emergency Management)**

- a. Discussion and possible action to approve the following budget amendment (line item transfer) within the General fund:

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	1001-1130-001-431007-005	Operational Reserve Payroll	\$0.00	\$1,150	\$324,870	\$323,720
To:	1001-3120-001-426000	Workers Compensation	\$125	\$1,150	\$-669.32	\$480.68

**Issue:** The worker compensation account has a deficit balance.

**Solution:** Transfer funds from the Operational Reserve Payroll line item to cover present deficit and future expenses of the Worker Compensation line item.

**Result:** A healthy balance in the Worker compensation line item to cover future expenses and bring line item up to date.

**14. Head Start**

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

**a. Discussion and possible action to approve the 2018 Training & Technical Assistance Plan.**

**Issue:** The Head Start, Early Head Start, and Child Care Partnership Program is mandated to have a staffing plan that addresses staff qualifications, job descriptions, staffing levels, and linkage to education and training that will allow staff to advance through various roles with increasing levels of responsibility and compensation.

**Solution:** Approve and implement the 2018 TTA Plan

**Result:** The program will have an approved plan in place to address staff training needs related to their duties.

**b. Discussion and possible action to approve the 2017 - 2018 Head Start Program Improvement Plan based on results from the Local Self-Assessment.**

**Issue:** Self-Assessment is required by section 1304.51(i)(1) of the Head Start Program Performance Standards. Throughout the year, program leaders and staff continually track the effectiveness of program operations and progress towards goals through ongoing monitoring system. During the annual Self-Assessment, staff, leaders, parents, and partners reflect on that same data; any additional data, such as federal monitoring reports; and the previous year's Self-Assessment report.

**Solution:** Approve the 2017 - 2018 Program Improvement Report.

**Result:** The program will maintain a cohesive management systems that support continuous improvement and fosters commitment to providing the highest level of services to children and families in accordance with legislation, regulations, and policies.

**c. Discussion and possible action to approve the 2018 - 2021 Head Start, Early Head Start, and Child Care Partnership Strategic Plan.**

**Issue:** Head Start programs are mandated to develop multi-year (long-range) program goals and financial objectives that address the findings of the Community Assessment, are consistent with the philosophy of Head Start and Early Head Start, and reflect the findings of the program's annual self-assessment.

**Solution:** Provide input, discussion, and feedback for program planning and approve the 2018 - 2021 Strategic Plan.

**Result:** The Head Start program will develop and implement a systematic, ongoing process of program planning via a Strategic Plan and in consultation with the Webb County Commissioner's Court and the Policy Council.

**15. Human Resources**

**a. Discussion and possible action to approve the posting and filling of the following Slot, subject to the availability of payroll funds and any applicable Civil Service guidelines, effective May 29, 2018:**

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
---------------	--------------	--------------------

0574

Administrative Clerk

\$13.07 - 9/A

Issue: Employee resigned on May 4, 2018.

Solution: Approve the posting of position to fill vacancy.

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

16. 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 effective May 29, 2018:

<u>Slot #</u>	<u>Title</u>	<u>Hourly Rate</u>
1242	Licensed Vocational Nurse	\$18.46 - 16/A

Issue: Slot #1242 for a Licensed Vocational Nurse position is currently vacant.

Solution: Request is being submitted for Commissioners Court approval to post and fill the vacant slot.

Result: The filling of this slot will allow Webb County to continue providing public health services under the Immunization and Tuberculosis (TB) programs.

17. Planning & Physical Development

- a. Discussion and possible action to issue a "Certificate of Compliance with Plat Requirements" to authorize an electrical service connection pursuant to Section 232.028(b)(2), & (b)(3), L.G.C., to an unplatted 2.9062 acre tract of land, more or less, out of and part of Porcion 10, Abstract 280; said tract is also known as Tract 62, Ranchitos IV Los Minerales, as further described in Vol 1344, Pgs 363-365 of the Webb County Deed Records (ID 8919).

Issue: Regulatory compliance with development provisions of state and local regulations with particular emphasis on the Model Subdivision Rules. Commissioners Court must certify to certain property conditions before any electrical connection may be authorized.

Solution: As reflected in agenda backup, staff has verified compliance and recommends approval. Please note that water and sewer services are in place to authorize electrical connection.

Result: If approved, applicant may connect property to electrical services. If not approved, electrical connection to property is prohibited.

- b. Discussion and possible action to issue a "Certificate of Compliance with Plat Requirements" to authorize an electrical service connection pursuant to Section 232.028(b)(2), & (b)(3), Texas Local Government Code, to an unplatted 4.1608 acre tract of land, more or less, out of Tract 8, Rancho Peñitas West, Unit I-A (ID 8971).

Issue: Regulatory compliance with development provisions of state and local regulations with particular emphasis on the Model Subdivision Rules. Commissioners Court must certify to certain property conditions before any electrical connection may be authorized.

Solution: As reflected in agenda backup, staff has verified compliance and recommends approval. Please note that water and sewer services are in place to authorize electrical connection.

Result: If approved, applicant may connect property to electrical services. If not approved,

electrical connection to property is prohibited.

18. **Purchasing**

- a. Discussion and possible action to approve the following budget amendment (line item transfer) within the General Fund:

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	1001-1310-001-443000-110	Repairs & Maint. Software	\$5,000	\$5,000	\$5,000	\$0
To:	1001-1310-001-460105	Minor Apparatus & Tools	\$6,000	\$4,825	\$42	\$4,867
	1001-1310-001-464010	Dues & Memberships	\$450	\$175	\$25	\$200

**Issue:** The Purchasing Department needs to purchase security equipment to better secure the warehouse at the department. The Purchasing Department also needs to pay for an annual membership to the Texas State Comptroller to be able to participate with the State of Texas Cooperative Purchasing Program (CO-OP).

**Solution:** Transfer of funds to Minor Apparatus and Tools and Dues and Memberships accounts to cover costs.

**Result:** Proposed budgeted funds will ensure there is a budget availability for the pending needed purchases.

- 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.

- c. Discussion and possible action to approve payment for memberships of non-profit state associations as required by Local Government Code Section 89.002 for Constable Precinct 1 (23 memberships) and Constable Precinct 2 (6 memberships) in the total amount of \$1,160 to the Texas Narcotic Officers Association. This annual membership fee will be added to the membership master list. [Requested by Constable Rudy Rodriguez, Account #1001-3150-001-464010 (Dues and Memberships), Constable Mike Villarreal (Dues and Memberships) Account #1001-3180-001-464010]

**Issue:** Local Government Code §89.002 requires that the Commissioners Court may spend, in the name of the county, money from the county's general fund for membership fees and dues of a nonprofit state association of counties if:

- (1) a majority of the court votes to approve membership in the association;
- (2) the association exists for the betterment of county government and the benefit of all

county officials;

(3) the association is not affiliated with a labor organization;

(4) neither the association nor an employee of the association directly or indirectly influences or attempts to influence the outcome of any legislation pending before the legislature, except that this subdivision does not prevent a person from providing information for a member of the legislature or appearing before a legislative committee at the request of the committee or the member of the legislature; and

(5) neither the association nor an employee of the association directly or indirectly contributes any money, services, or other valuable thing to a political campaign or endorses a candidate or group of candidates for public office.

Solution: Obtain court approval as required.

Result: Invoices for associations approved by the Court will be processed for payment.

19. **Honorable Martin Cuellar, Sheriff**

a. Discussion and possible action to approve the following budget amendment (line item transfers) within the General fund:

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	1001-3010-001-414060	Sick Leave Buy Back	\$101,795	\$9,547	\$9,547	-0-
	1001-3010-001-413000-010	Overtime	\$35,000	\$11,455	\$24,950	\$13,495
	1001-1130-001-431007-005	Operational Reserve Payroll	-0-	\$30,261	\$324,870	\$294,609
	1001-4080-001-413000-010	Nurse Overtime	\$75,000	\$7,500	\$23,114	\$15,614
		Total		\$58,763		
To:	1001-3030-001-414060	Sick Leave Buy Back	\$8,493	\$926	-\$926	-0-
	1001-3030-001-414030	Educational Incentive	\$1,200	\$1,673	-\$520	\$1,153
	1001-3050-001-414060	Sick Leave Buy Back	\$3,920	\$347	-\$347	-0-
	1001-3070-001-404060	Sick Leave Buy Back	\$6,882	\$2,795	-\$2,795	-0-
	1001-3190-001-410030-010	Incentive Pay CPO	\$1,500	\$1,087	-\$47.53	\$1,039.47
	1001-3190-001-414060	Sick Leave Buy Back	\$10,000	\$6,241	-\$6,241	-0-
	1001-4070-001-414060	Sick Leave Buy Back	\$132,581	\$30,747	-\$30,747	-0-
	1001-3050-001-414000	Longevity	\$750	\$860	-\$424	\$436
	1001-3010-001-414070	Retirement Buy Back	-0-	\$13,652	-\$13,652	-0-
	1001-4070-001-413000	Overtime	-0-	\$36	-\$36	-0-
	1001-3190-001-413000-010	Overtime	-0-	\$399	-\$399	-0-
		Total		\$58,763		

Issue: Line item transfer to cover deficit on payroll accounts.

Solution: Transfer of money from within general fund account.

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

b. Discussion and possible action to approve the following budget amendment (line item transfers) within the General fund:

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	1001-4070-001-450001-020	Contract Services-Zapata	\$239,000	\$112,000	\$165,360	\$53,360
	1001-4070-001-450001-035	Contract Service-Maverick	\$257,000	\$137,000	\$187,216	\$50,216
	1001-3010-001-460140	Firearms & Ammo	\$75,000	\$20,000	\$32,123	\$12,123
	1001-4070-001-441305-005	Water Utilities	\$190,000	\$33,248	\$172,631	\$139,383
		Total		\$302,248		
To:	1001-3010-001-454000	Advertising	-0-	\$20,000	-0-	\$20,000

	1001-3010-001-460105	Minor Tools	\$25,000	\$127,250	\$112	\$127,362
	1001-4070-001-460105	Minor Tools	\$15,000	\$49,145	\$7,181.20	\$56,326.20
	1001-3010-001-443000-110	Repair Maint. Software	\$15,000	\$8,153	\$3,633	\$11,786
	1001-3010-001-462605	Fuel & Lubricants	\$250,000	\$20,000	\$117,182	\$137,182
	1001-4090-001-463005	Groceries	\$825,000	\$52,000	\$129,400	\$219,400
	1001-3010-001-443000-075	Repair Maint. Vehicle	\$200,000	\$13,700	\$43,000	\$56,700
	1001-4070-001-450001	Contract Service	-0-	\$12,000	-\$12,000	-0-
		Total		\$302,248		

**Issue:** Line item transfer to cover future expenditures. These include needed food items for the jail under Groceries. The advertising will provide for new crime prevention/suppression activities and possible revenues. The fuel and lubricants are estimated to be needed so that there is sufficient funds for the rest of the fiscal year.

**Solution:** Transfer of money.

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

**20. Honorable Hector Liendo, Justice of the Peace Pct. 1 Pl. 1**

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

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	1001-2140-001-458000	Adm. Travel	\$3,000	\$1,000	\$2,437.78	\$1,437.78
	1001-2140-001-464005	Books & Subs.	\$1,300	\$1,300	\$1,300.00	\$0.00
				\$2,300		
To:	1001-2140-001-443000-035	Repairs & Maint. Equip.	\$538	\$300	\$0.00	\$300.00
	1001-2140-001-456005	Postage	\$1,000	\$400	\$374.91	\$774.91
	1001-2140-001-461000	Materials & Supplies	\$5,000	\$1,600	\$272.48	\$1,872.48
				\$2,300		

**Issue:** Additional funds are needed in the accounts to cover expenses for the remainder of the current fiscal year.

**Solution:** Approve line item transfer request.

**Result:** Ensure available funds for the remainder of the current fiscal year.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to approve all the Consent Agenda items except items #5.d. and #7.a.

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

**5. Auditor**

- d. Discussion and possible action to approve the following budget amendment (line item transfers), contingent upon Juvenile Board approval; and any other matters incident thereto:

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
From:	3015-1040-001-470000	Capital Outlay - Comm. Pct. 2	\$5,000	\$11,846	\$11,846	\$0
	3015-1100-001-470000	Capital Outlay - Bldg. Maint.	\$5,000	\$14,138	\$14,138	\$0
	3015-1300-001-470000	Capital Outlay - Public Info.	\$0	\$195	\$195	\$0
	3015-1380-001-470000	Capital Outlay - Business Office	\$0	\$178	\$178	\$0
	3015-2010-001-470000	Capital Outlay - 49th District Court	\$145	\$145	\$145	\$0
	3015-2020-001-470000	Capital Outlay - 111th District Court	\$0	\$68	\$68	\$0
	3015-2060-001-470000	Capital Outlay - Court at Law 1	\$0	\$3,185	\$3,185	\$0

	3015-3010-001-470000	Capital Outlay - Sheriff	\$3,000	\$8,568	\$8,568	\$0
	3015-6160-001-470000	Capital Outlay - Ernesto Salinas	\$0	\$105	\$105	\$0
	3015-6320-001-470000	Capital Outlay - Rio Bravo	\$0	\$1,843	\$1,843	\$0
	3015-7060-001-470000	Capital Outlay - Colorado Acres	\$10,000	\$5,602	\$5,602	\$0
	3015-7380-001-470000	Capital Outlay -	\$5,000	\$15,270	\$15,270	\$0
	3015-7380-001-470000-040	Capital Outlay Mold Remediation	\$20,000	\$31,786	\$36,786	\$5,000
		Total		\$92,929		
To:	2827-2460-001-470000	Juvenile - Capital Outlay	\$0	\$22,025	\$0	\$22,025
	1001-1130-004-431007-010	Operational Reserve	\$0	\$70,904	\$748,150	\$819,054
		Total		\$92,929		

**Issue:** Increase budget to cover current and future expenditures. Pending invoice for payment to SimplexGrinnel. Transfer require Juvenile Board approval for designated funding.

**Solution:** Appropriate expenditures to be used for the purpose of program expenditures.

**Result:** There will be sufficient funds in all budget line items.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to include the transfer from Fund 3015 in the amount of \$45,555.19 to the Operational Reserve Acct. # 1001-1130-004-431007-010 subject to the Auditor's verification

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

**7. Civil Legal Division**

- a. Discussion and possible action to enter into a Twenty Seven (27) month (May 29, 2018 through July 28, 2020) Lease with Maintenance Agreement between Toshiba Business Solutions and Webb for Ten (10) Toshiba E-Studio Copiers and a Lexmark Printer at a monthly cost of Two Thousand Four Hundred Sixty Nine Dollars and Ninety-Two Cents (\$2,469.92) for a total amount of Sixty Six Thousand Six Hundred Eighty Seven Dollars and Eighty-Seven Cents (\$66,687.84) 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 Joe Lopez, Webb County Purchasing Agent; Acct #'s: Risk Management, Model ES6570CT, 1001-1180-001-443000-035; Veterans, ES3055c, 1001-5410-001-444500; Larga Vista Community Center, ES357, 1001-6190-001-444500; Planning, ES6570CT, 2007-1070-001-444500; JJAEP, ES857, 2827-2450-001-444500; Medical Examiner, ES4555c, 1001-3100-001-443000-035; Law Library, ES457, 2027-2320-001-444500; Court at Law #1; ES5560CT, 1001-2060-001-443000-035; Public Defender, ES6570CT, 1001-2280-001-444500; Business Office, ES4555c, 1001-1380-001-443000-035; Auditors, ES6570CT, 1001-1260-001-443000-035; 111th District Court, ES6570CT, LX XM3150, 1001-2020-001-44-3000-035; County Clerk, ES6570ct, 1001-2310-001-444500]

Civil Legal Division, Mr. Ramon Villafranca stated that a correction was needed on the ending term date under item #7.a. and should read as September 30, 2020 instead of July 28, 2020.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to approve item #7.a. as amended

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

**REGULAR AGENDA**

**Economic Development**

21. Discussion and possible action to approve the acceptance of an award for a FY 2017 Operation Stonegarden (OPSG) grant in the amount of \$2,096,186 as prepared and submitted by the Webb County Sheriff's Office to the Office of the Governor Homeland Security Grants Division (HSGD) for overtime, 1 part-time/backfill deputy constable, applicable fringe benefits, mileage, and operational costs related to homeland security border operations for the Sheriff's Office, Constable Pct. 1, Constable Pct. 2, Constable Pct. 3, and Constable Pct. 4; and authorizing the Webb County Judge to execute all relevant documents related to this grant; and any other matters incident thereto. Furthermore, this grant does not require any type of match; and, thus, will have no impact to the general fund. All required documents were sent for review through the Economic Development Department and the solicitation is compliant with the Webb County Single Point of Contact (SPOC) procedures. [Requested by Martin Cuellar, Webb County Sheriff]

**Issue:** Complex and dynamic law enforcement challenges exist in the Southwest border area of the United States, including Laredo/Webb County. For example, transnational criminals seek to exploit existing law enforcement jurisdictional boundaries by conducting their illegal enterprises across traditional jurisdictional divisions. The 2014 Texas Gang Threat Assessment expounds, "Gang activity remains widespread throughout all regions of Texas...Gang activity is also prevalent in the Texas counties adjacent to Mexico and along the key smuggling corridors, since Texas-based gangs are used for cross-border smuggling and trafficking in the state. Many transnational gangs operating in Texas....engage in criminal activity in Mexico as well as in Texas and elsewhere" (Texas Department of Public Safety April 2014).

**Solution:** Grant award: (1) to ensure first responders are equipped with enhanced tools/equipment/resources needed to confront well-funded criminal organizations and (2) for the coordination of law enforcement efforts between various local and federal law enforcement agencies.

**Result:** Enhanced capabilities of local law enforcement responders; further coordination of response across local and federal jurisdictions.

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

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

22. Discussion and possible action to approve a budget amendment to the Webb County Economic Development - WB Housing Finance Account by creating an expenditure budget with expenditure accounts for the Webb County Community Action Agency - Self-Help Center Housing Rehabilitation Program and the Housing Reconstruction Program. [Fund #2016]

**Revenue:**

Account Number	Account Name	Amount
2016-259700	Fund Balance	\$129,820.31

**Expenditure:**

Account Number	Account Name	Amount
To be determined	Self-Help Center Housing Rehabilitation	\$29,820.31
To be determined	Self-Help Center Housing Reconstruction	\$100,000.00



**Issue:** The Webb County Community Action Agency--Self-Help Center Program (CAA-SHC) is required to rehabilitate three (3) colonia housing units @ \$40,000 per unit and reconstruct nine (9) colonia housing units @ \$50,000 per unit. The Texas Department of Housing and Community Affairs- Office of Colonia Initiatives (TDHCA-OCI) has imposed mid-contract more stringent building codes and significant lending requirements that have adversely effected that overall per unit housing budgets. The CAA-SHC will not be able to meet the contract requirements without leveraging from other non-federal sources.

**Solution:** The Economic Development Department will assist the Webb County Community Action Agency- Self-Help Center Program (CAA-SHC) by leveraging funds from the dissolved Webb County Housing Finance Corporation (WCHFC) to supplement the housing rehabilitation and housing reconstruction per unit budgets by an average of \$10,820 per unit.

**Result:** The Webb County Community Action Agency- Self-Help Center Program (CAA-SHC) will complete the housing activities in accordance with the Performance Statement for the Self-Help Center Program- TDHCA Contract Number 7216013.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 1 Jesse Gonzalez

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

### **Auditor**

23. **Discussion and possible action to accept the Audited Financial Statements for Webb County for Fiscal Year ended September 30, 2017 by Pattillo, Brown & Hill, L.L.P. [Requested by the Audit Committee]**

Motion by Commissioner, Pct. 4 Jaime Alberto Canales, seconded by Commissioner, Pct. 3 John C. Galo for the acceptance of the Comprehensive Annual Financial Report for September 30, 2017

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

### **Purchasing**

24. **Status report on the Fair Market Appraisal Report for property located on 1002 Farragut Street (Former HEB Grocery Store). This property location was submitted by sole proposer Northwind Development, LTD related to Request for Proposal No. 2018-001 "Webb County Building Purchase" and Discussion and possible action to authorize staff to take any necessary action as directed by Commissioners Court. [Requested by Joe Lopez III, Purchasing Agent]**

**Issue:** Commissioners Court instructed the Purchasing Agent to secure a Fair Market Appraisal on property submitted by sole proposer to get an independent appraised value of proposed property.

**Solution:** Consider authorizing staff to negotiate with sole proposer on purchase offer price, or instruct Staff to secure a building assessment report to identify other associated costs with condition of Building, or not accept sole proposal and provide new instructions to staff.

**Result:** Finalize direction of RFP and provide Staff with instructions as approved by Commissioners Court.

No action taken.

25. Discussion and possible action to clarify the motion made on December 21, 2017, item 13 and instruct the Purchasing Agent to finalize the law enforcement equipment quotes for the eighteen (18) Chevrolet Tahoe's that were approved through the existing leasing program with Enterprise. The Purchasing Agent is requesting for Court to clarify if the units were to be distributed evenly for each Constable or if the Court wishes to distribute leased units based on mileage or other factors.

**Issue:** Commissioners Court approved on December 21, 2017 to add an additional thirty-three (33) vehicles to the existing leasing program with Enterprise. Out of the thirty-three (33) vehicles, ten (10) are assigned to the Webb County Sheriff's Office and eight (8) are assigned to the Webb County Constables. No discussion took place on how the eight (8) units will be distributed to the Constables.

**Solution:** Provide direction to the Purchasing Agent by clarifying the motion passed on December 21, 2017.

**Result:** Clarify distribution of the eight (8) leased units to Constables and instruct the Purchasing Agent to finalize the price quotations for the law enforcement equipment.

No action taken.

### **Risk Management**

26. Discussion and possible action to allocate funds to install traffic spikes in the 1st Floor Administration Building Parking Garage not to exceed \$5,000. [Recommended by Safety Committee]

**Issue:** There have been multiple close calls due to visitors and county employees exiting the garage via the entrance rather than through the designated exit.

**Solution:** Install traffic spikes in the designated entrance to prevent it from being used as an exit and from people driving in the opposite direction.

**Result:** Prevent car accidents.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to allow Building Maintenance to secure the item and install it and if they're short funds, they come back to us

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

27. Discussion and possible action to approve an update to the Safety Manual to require that all county buildings have Fire and Security Alarm Monitoring, with the exception of grant-funded programs that follow state or federal requirements. [Recommended by Safety Committee]

**Issue:** It has been noted that some buildings have Fire Alarm but not Security Alarm monitoring.

**Solution:** Make it mandatory through policy for all county owned buildings to have fire and security alarm monitoring along with an annual fire inspection.

**Result:** Reduce county's liability and loss during a fire incident or security breach.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 1 Jesse Gonzalez to table item #27

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

28. **Discussion and possible action to select a vendor and authorize Risk Management to pay for the repair to Unit Number 1435 assigned to Webb County Constable Office, Precinct 1, authorizing the County Judge to sign any relevant documents; and any other matters incident thereto.**

**Issue:** Said vehicle was involved in a collision and is in need of repair.

**Solution:** Select one vendor from the three that submitted quotes to perform the repairs.

**Result:** Vehicle will be repaired and ready for use.

Motion by Commissioner, Pct. 4 Jaime Alberto Canales, seconded by County Judge Tano E. Tijerina to select Mike's Paint Place

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

**Water Utilities**

29. **Discussion and possible action to approve the following budget amendment (line item transfer) within the Water Utilities fund:**

	Acct. Number	Acct. Name	Adopted	Request	Current	End Bal.
<b>From:</b>	7220-7080-001-474501	Construction In Progress	\$1,964,204.13	\$73,500	\$1,563,855.13	\$1,490,355.13
<b>To:</b>	7220-7080-001-432001	Professional Services	\$133,796.00	\$73,500	\$10,140.75	\$83,640.75

**Issue:** Funding needed for allocation of Sampling and Data Informational Management Software and GIS Mapping Engineering and Survey.

**Solution:** Transfer funds from Construction in Progress under same fund.

**Result:** Issue funding Purchase Order for projects.

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

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

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to bring item #29 back

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

Water Utilities, Mr. Adrian Montemayor stated that the Acct. Numbers under item #29 should read as 7280-7080 instead of 7220-7080.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to include the account number change on item #29

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

30. **Discussion and possible action to authorize the Purchasing Agent to solicit request for proposals for the acquisition of automatic reading water meters described as Automated Meter Infrastructure (AMI) for the Utilities Department. The equipment includes the meter, cellular registers, communication software, and customer access applications. This new technology will provide for more accurate consumption reading, customer feedback portal via an application for monitoring real-time consumption and leak information; and security technology to identify water theft, meter tampering, and prohibited access of meters. The project is estimated to cost \$450,000 for replacement of all current metering and is to be funded by 2016 Bond proceeds under 7220-7280-001-474501.**

**Issue:** Currently the Utilities Department utilizes existing maintenance workers and operators to provide the manual reading of all 1900 meters within the communities of Rio Bravo and El

**Cenizo. This operation requires up to 432 man hours to complete the process of reading meters, keypunching results, and re-reading meters with errors. In addition, hazardous conditions exist out in the field with our personnel that leads to an injury involving dog bites, insect bites, and physical injury due to holes in the ground. We also have a significant level of water loss and therefore revenue loss associated with meter tampering and illegal connections to our system.**

**Solution: The newest technology in remote meter reading involves cellular service meters that can provide immediate results of consumption, water leaks, illegal water consumption, and provide feedback to the customer of exactly when and how much water is used by the hour for moderating their water use.**

**Result: Automated water consumption directly inputs into the accounting system limited to read and keypunch errors, providing for a safer process for employees and accurate confidence of metered consumption with our customers.**

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 4 Jaime Alberto Canales

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

- 31. Discussion with possible action to authorize the Purchasing Agent to solicit Requests for Proposals for a web based sampling information management software program for the water and wastewater system to enhance the collection of data needed for reporting purposes and for compliance with State regulatory agencies. [Account #7220-7280-001-432001 and #7220-7270-001-432001, 2016 Bond Account, Professional Service Water and Wastewater]**

**Issue: The Water and Wastewater System produces approximately 55 samples in one day that is required to prove its compliance with State requirements. As recommended by prior system evaluation it is now necessary to compile, evaluate, record, and provide to our regulator for consistency in our compliance methods. Currently, our water system maintenance its compliance through manual storage of all records; however, we would like to modernize this effort with a system that can manage the information and provide trends analysis for future improvements and compliance.**

**Solution: Contracting for the services of this informational software tool will provide us with not only the ability to easily comply with the entire requirement stipulations, but also make this information available immediately as needed for everyday operational decision.**

**Result: More reactive to sampling and monitoring data for better means of operation.**

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

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

- 32. Discussion with possible action to authorize the Purchasing Agent to solicit Requests for Qualifications for engineering and surveying services for Rio Bravo and El Cenizo water distribution system in order to provide GPS field surveys of all locatable valves and fire hydrants to update both water system maps in to GIS format for County mapping records. [Account #7220-7280-001-432001, 2016 Bond Series, Professional Services]**

**Issue: Existing previous contract awarded for completion of a hydraulic model for identification of improvements needed to place elevated storage tank back into service as required under administrative order with TCEQ. This project is complete but has exposed additional design improvements needed for compliance. Obtaining grid coordinates for the water infrastructure was left out for later consideration to address current violation. We would like to now complete the GIS surveying to assure our mapping system is accurate under County database configurations.**

**Solution: Obtain engineering qualifications for providing the necessary engineering services.**

**Result: Accurate GIS map and hydraulic database for current operation and future improvements.**

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to approve item #32 subject to account verification

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

33. **Discussion with possible action to authorize the Purchasing Agent to solicit Requests for Qualifications for engineering and surveying services for Rio Bravo and El Cenizo wastewater collection system in order to provide a GIS map of the system and inventory the known infrastructure [Account #7220-7270-001-432001; 2016 Bond Series, Wastewater Professional Services]**

**Issue:** Currently staff only has operation identified hand written flow maps of the wastewater collection system that does not provide the necessary information regarding collection main flow patterns and capacities to identify the improvement needs.

**Solution:** Conduct manhole and clean out investigations of approximately 300 manhole/clean outs and measure all elements of the infrastructure for further evaluation and GIS coordinate based mapping.

**Result: Accurate mapping for future utilization in operation, maintenance, and infrastructure improvements.**

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

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

34. **Discussion and possible action to ratify the emergency authorization of services to Square E Engineering in the amount of \$17,520.00 for response, troubleshooting, temporary service, electrical panel expedited order and installation of a 400 amp panelboard to match existing including wiring and testing. [Account #7200-7280-001-44300-035 (Repairs and Maint. of Equipment)]**

**Issue:** Loss of power at our critical lift station that provides temporary storage of raw sewage before it is pumped to the plant for treatment was identified. Upon response by contractor it was identified that the complete panel was destroyed through some type of short or surcharge. As we identified through the troubleshooting of the contractor that a new panel would be necessary, the contractor was instructed to order on an expedited basis the manufacture and shipment of the panel for our operation. The pumping of raw sewage was temporarily continued through bypass of conventional power with generator service to prevent the possible discharge of 180,000 gallons per day. This would have instituted potential response from TCEQ and EPA regarding mediation penalty.

**Solution:** The panel was received and installed on May 16th, 2018 providing for conventional power service with our diesel backup generator placed back on stand by.

**Resolution:** An evaluation with the assistance of AEP will commence to identify the reason for the incident and how it can be prevented in the future.

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

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

**Commissioners Court Administrator**

35. **Discussion and possible action to accept the Letter of Intent sent by Joe Villarreal, in his capacity as a representative of the L.I.F.E. board, and received by County Judge, Tano E. Tijerina, on May 16, 2018, and to authorize legal counsel to engage in negotiations with the members of L.I.F.E board regarding future use of the property presently referred to as LIFE Downs.**

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

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

Motion by Commissioner, Pct. 3 John C. Galo, seconded by County Judge Tano E. Tijerina to instruct legal to start negotiations with the 501 C3 Board

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

36. **Discussion and possible action to set a special meeting to be held on June 7, 2018 at Texas A&M International University, Zaffirini Success Center, Room 101 at 5 O'clock P.M. to hold a workshop and to discuss the design and development of the future Webb County fairgrounds with interested community members and the representatives of Naismith Engineering.**

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

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

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

37. **Discussion and possible action to appoint Dr. Rodney Rodriguez to the Webb County Community Action Agency Advisory Board as Representative for Commissioner, Precinct 3.**

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

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

#### **Presentations**

38. **Discussion and possible action to proclaim the month of June 2018 as National Safety Month by the Webb County Commissioners Court, and encourage all employees and citizens to participate in raising awareness in the practice of safe and healthy behaviors in all aspects of their lives. [Requested by Safety Committee]**

39. **Presentation by Liza Guzman of the South Texas Blood and Tissue Center, explaining the importance of donating blood and extending an invitation to all of Webb County to participate in an upcoming blood drive to be held on Wednesday, June 6, 2018. [Requested by Jesse Gonzalez, Commissioner Precinct 1]**

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 3 John C. Galo to bring up item #25

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

#### **Purchasing**

25. **Discussion and possible action to clarify the motion made on December 21, 2017, item 13 and instruct the Purchasing Agent to finalize the law enforcement equipment quotes for the eighteen (18) Chevrolet Tahoe's that were approved through the existing leasing program with Enterprise. The Purchasing Agent is requesting for Court to clarify if the units were to be distributed evenly for each Constable or if the Court wishes to distribute leased units based on mileage or other factors.**

**Issue:** Commissioners Court approved on December 21, 2017 to add an additional thirty-three (33) vehicles to the existing leasing program with Enterprise. Out of the thirty-three (33) vehicles, ten (10) are assigned to the Webb County Sheriff's Office and eight (8) are assigned to the Webb County Constables. No discussion took place on how the eight (8) units will be distributed to the Constables.

**Solution:** Provide direction to the Purchasing Agent by clarifying the motion passed on December 21, 2017.

**Result:** Clarify distribution of the eight (8) leased units to Constables and instruct the Purchasing Agent to finalize the price quotations for the law enforcement equipment.

No action taken.

## **Presentations**

40. **Presentation by Araceli Flores, Associate Executive Director of BCFS Health and Human Services regarding the importance of Women's Health Issues and extending an invitation to the community to participate in the Second Annual Community Action Network Women's Health Fair [Requested by Jesse Gonzalez, Commissioner Precinct 1].**
41. **Recognition and presentation of plaque to Trautmann Elementary School Principal Zaida Gonzalez for receiving the HEB Excellence Award for Principal of the Year in the State of Texas. [Requested by Tano E. Tijerina, County Judge and Co-Sponsored by John Galo, Commissioner Pct. 3]**
42. **Recognition and presentation of certificates to the "We Got Game" Volleyball Travel Team for their outstanding achievements in competing and winning 1st place in the Silver Bracket and finishing 9th out of 64 Texas regional teams at the 2018 Lonestar Championship in Houston, Texas. [Requested by John Galo, Commissioner Precinct 3]**

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 2 Rosaura "Wawi" Tijerina to table item #42

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

## 43. **Communications**

Cmr. Canales read communications on behalf of the Commissioners Court.  
Additional comments were made by Cmr. Gonzalez and Cmr. Galo.

Motion by County Judge Tano E. Tijerina, seconded by Commissioner, Pct. 4 Jaime Alberto Canales to open up item #28

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

## **Risk Management**

28. **Discussion and possible action to select a vendor and authorize Risk Management to pay for the repair to Unit Number 1435 assigned to Webb County Constable Office, Precinct 1, authorizing the County Judge to sign any relevant documents; and any other matters incident thereto.**

**Issue:** Said vehicle was involved in a collision and is in need of repair.

**Solution:** Select one vendor from the three that submitted quotes to perform the repairs.

**Result:** Vehicle will be repaired and ready for use.

Motion by Commissioner, Pct. 3 John C. Galo, seconded by Commissioner, Pct. 4 Jaime Alberto Canales to rescind the prior motion and allow the vendor that has the contract to meet or beat the price if not it goes back to Mike's for the \$6,028.05

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

**44. Adjourn**

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

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