



**CARRIE GREGOR**  
AUSTIN COUNTY CLERK

## **COMMISSIONERS COURT MINUTES**

On **September 30, 2013** Austin County Commissioners Court met in the Commissioners Court Meeting Room, at the Austin County Courthouse with the following present:

Carolyn Bilski, County Judge  
Reese Turner, Commissioner, Precinct 1  
Robert "Bobby" Rinn, Commissioner, Precinct 2  
Randy Reichardt, Commissioner, Precinct 3  
Douglas King, Commissioner, Precinct 4  
Cyndi Gomez, Deputy County Clerk

### **Opening – 8:00 a.m.**

**Call to Order**  
**Certification of Quorum**  
**Consideration/Adoption of Agenda**

*Motion to Adopt: Commissioner Reichardt, 2<sup>nd</sup> Commissioner Rinn, passed (4-0).*  
**Order #13-341**

- 1. Discussion regarding requirement to run reports for September 30 Year-end as part of financial package conversion and action as appropriate.**

Judge Bilski read proposed Court Order regarding the Independent Auditor's request to have reports for the year ended September 30, 2013.

*Motion to Authorize: Commissioner Turner, 2<sup>nd</sup> Commissioner Reichardt, passed (4-0).*  
**Order #13-342**

- 2. Consideration and possible action to discuss proposals regarding financial accounting package acquisition/conversion.**

During discussion to nominate STW Governmental Software Solutions, Judge Bilski asked for authorization to have contract reviewed by attorney, Jim Price. Nomination dependent upon agreement by both STW Governmental Software Solutions and Jim Price.

*Motion to Nominate Dependent upon Agreement: Commissioner Reichardt, 2<sup>nd</sup> Commissioner Turner, passed (4-0).*  
**Order #13-343**

**3. Discussion and action to consider implementation of 24 pay periods for County payroll, effective February 2014.**

The Court discussed/questioned Wayne Beyer's recommended option of 24 pay periods.

*Motion to Postpone: Commissioner Turner, 2<sup>nd</sup> Commissioner Rinn, passed (4-0).*  
**Order #13-344**

**4. Consideration and possible action regarding Appraisal District Board of Directors appointment.**

Commissioner Turner volunteered for the 2 year appointment.

*Motion to Appoint: Commissioner Turner, 2<sup>nd</sup> Commissioner Reichardt, passed (4-0).*  
**Order #13-345**

**5. Consideration and possible action to set compensation and allowances for county elected/and or appointed officials, and department's employees, introductory and maximum entry compensation and compensation schedule.**

**See Agenda for listing of items a. through gg.**

No action - pending further information and possible revised order.

**6. Consideration and possible action to set mileage rate for reimbursement for county travel.**

Judge Bilski read Order Adopting Mileage Rate Reimbursement For County Travel For The 2013-2014 Fiscal Year.

*Motion to Adopt: Commissioner Reichardt, 2<sup>nd</sup> Commissioner King, passed (4-0).*  
**Order #13-346**

**7. Consideration and possible action to adopt payment for jurors and jury commissioners for the 2013-2014 Fiscal Year.**

Judge Bilski explained Government Code regarding payment. The Court discussed juror payment amount for first day attendance in certain Courts. The \$10.00 now paid could be reduced to \$6.00 per Government Code.

*Motion to Adopt Order with \$10.00 Juror Payment for First Day Attendance: Commissioner Turner, 2<sup>nd</sup> Commissioner Rinn, passed (3-1). Opposed Commissioner Reichardt.*

**Order #13-347**

**8. Discussion regarding Longevity pay policy and action as appropriate.**

Judge Bilski read Order Adopting Annual Longevity Pay Of Employees For The 2013-2014 Fiscal Year.

*Motion to Adopt: Commissioner Reichardt, 2<sup>nd</sup> Commissioner Rinn, passed (4-0).*

**Order #13-348**

**9. Discussion regarding Election Identification Certification availability and action as appropriate.**

Marcus Pena, County Tax Assessor-Collector, briefed the Court on EIC availability in Austin County. Authorization to be contingent upon Jim Allison's review/approval of written proposal.

*Motion to Authorize Contingent on Review: Commissioner Reichardt, 2<sup>nd</sup> Commissioner Turner, passed (4-0).*

**Order #13-349.**

**10. Consideration and possible action to authorize payment to Pamela A. Sanders Insurance Agency Inc. for post-enrollment services and invoicing consultation.**

*Motion to Authorize: Commissioner Turner, 2<sup>nd</sup> Commissioner Rinn, passed (4-0).*

**Order #13-350**

**11. Consideration and possible action to authorize hardship variance for Sheriff's Office employee to carry over 24 unused vacation hours earned in Fiscal Year 2012-2013 through November 1, 2013.**

Judge Bilski read Capt. Drake's request for extending vacation time usage for Deputy Jailer, Sam Johnson.

*Motion to Authorize: Commissioner Turner, 2<sup>nd</sup> Commissioner King, passed (4-0).*

**Order #13-351**

**12. Consideration and possible action to adopt Certificate Pay per 2013-2014 Budget Year:**

**a. Law Enforcement**

Sheriff Brandes and the Court discussed Certificate Pay for employees with more than one Certificate. Educational Certificate Pay will be paid as listed in the Order reviewed by the Court with the addition of the wording, "Employees are to be paid on highest certificate only."

*Motion to Adopt with Additional Wording: Commissioner Turner, 2<sup>nd</sup> Commissioner Reichardt, passed (4-0).*

**Order #13-352**

**b. Emergency Medical Services**

Emergency Medical Service Educational Certification Pay will be paid as listed in the Order read by Judge Bilski. Part time positions' Certificate Pay will be prorated.

*Motion to Approve: Commissioner Reichardt, 2<sup>nd</sup> Commissioner King, passed (4-0).*

**Order #13-353**

**13. Consideration and possible action to approve payment to certain personnel for holiday hours in Fiscal Year 2012-2013, to be paid from County General Fund.**

This policy to eliminate accrued hours accumulated for unused holiday time for employees working 24/7 for essential daily operations. This applies to full time employees only.

Agenda Item and Order should read "Fiscal Year 2013-2014." Correction will be made.

*Motion to Approve with Correction: Commissioner Reichardt, 2<sup>nd</sup> Commissioner Rinn, passed (4-0).*

**Order #13-354**

Commissioner Turner excused himself from the meeting at this time.

**14. Consideration and possible action to authorize Resolution for 2014 Indigent Defense Grant application.**

Judge Bilski reviewed Resolution with the Court.

*Motion to Accept: Commissioner Reichardt, 2<sup>nd</sup> Commissioner Rinn, passed (3-0).*

**Order #13-355**

**15. Consideration and possible action to authorize purchase of computer, dual monitors, and desktop scanner for County Clerk Records Management Staff for an amount not to exceed \$2,378.00 out of Records Management 137-010-0000.**

*Motion to Approve: Commissioner Reichardt, 2<sup>nd</sup> Commissioner Rinn, passed (3-0).*

**Order #13-356**

**16. Consideration and possible action to ratify Homeland Security Grant for \$35,000 for communication tower replacement at Sheriff's Office.**

*Motion to Approve: Commissioner Reichardt, 2<sup>nd</sup> Commissioner King, passed (3-0).*  
**Order #13-357**

**17. Review of Nuisance Order.**

The Court discussed amending Nuisance Order concerning surface discharge from on-site sewage disposal systems.

**18. Transmittal of Minutes – August 26, 2013.**

Judge Bilski noted corrections/changes on page 4.

*Motion to Accept with Changes: Commissioner Rinn, 2<sup>nd</sup> Commissioner King, passed (3-0).*  
**Order #13-358**

**19. Budgetary and financial Claims - action as appropriate.**

**a. Payment of Claims**

*Motion to Authorize: Commissioner Rinn, 2<sup>nd</sup> Commissioner King, passed (3-0).*  
**Order #13-359**

Court recessed at 9:26 a.m.

Court reconvened at 9:50 a.m.

**b. Budget Amendments**

Budget Amendments were reviewed by the Court and County Auditor, Betty Jez. Budget Amendment discussion will be continued tomorrow (10-01-13).

**c. County Auditor's review of finances**

**i. Leadership Circle Gold Member Award for Financial Transparency**

**d. County Treasurer review of finances**

**i. Payroll & Escrow Report Bank Statement**

**ii. Monthly Report – June 2013**

*Motion to Approve: Commissioner Reichardt, 2<sup>nd</sup> Commissioner Rinn, passed (3-0).*  
**Order #13-360**

**20. Commissioners Court Inquiry.**

- Discussion regarding Environmental Deputy position/duties.
- Flu shots - Employees can still get immunization at St. Josephs Medical Clinic, Suite 108.

Court will recess until October 1, 2013, at 8:00 a.m. Budget Amendments (Agenda Item 19b) and Salary Order (Agenda Item 5) to be continued at that time.

*Motion to Recess: Commissioner Reichardt, 2<sup>nd</sup> Commissioner Rinn, passed (3-0).*  
**Order #13-361**

Court reconvened October 1, 2013, at 8:20 a.m. Commissioner Turner absent. Quorum present.

**5. Consideration and possible action to set compensation and allowances for county elected/and or appointed officials, and department's employees, introductory and maximum entry compensation and compensation schedule.**

- a. County Judge
- b. County Court at Law
- c. District Clerk
- d. Criminal District Attorney
- e. Human Resource Department
- f. County Treasurer
- g. County Clerk
- h. Tax Assessor-Collector
- i. Sheriff's Dept.
- j. Sheriff – Administration
- k. Sheriff – Communications
- l. Sheriff – Jail
- m. County Courthouse & Associate Buildings
- n. Texas AgriLife Extension Office
- o. Juvenile board
- p. District Court
- q. Justice of the Peace, Precinct 1
- r. Justice of the Peace, Precinct 2
- s. Justice of the Peace, Precinct 3
- t. Justice of the Peace, Precinct 4
- u. Constable, Precinct 1
- v. Constable, Precinct 2
- w. Constable, Precinct 3

- x. Constable, Precinct 4
- y. Emergency Medical Service – Full Time and Part Time
- z. Computer Tech/Communications
- aa. Knox Library
- bb. West End Library
- cc. Emergency Management
- dd. Texas Juvenile Probation Commission – Y2012 Community Corrections
  - i. Chief Probation Officer
  - ii. Program Administrator
  - iii. JOP/Progressive Sanctions
  - iv. Department Coordinator
- ee. Commissioners – Precincts 1, 2, 3, & 4
- ff. Road & Bridge – Maximum, Entry & Introductory Level employee compensation
- gg. Auditor's Office

Review/changes/corrections on Salary Order for elected, appointed officials and employees for 2013 – 2014 fiscal year continued.

Court recessed at 9:05 a.m.

Court reconvened at 10:06 a.m.

Review/changes/corrections on Salary Order for elected, appointed officials and employees for 2013 – 2014 fiscal year continued.

Court recessed at 10:35 a.m.

Court reconvened at 10:40 a.m.

Review/changes/corrections on Salary Order for elected, appointed officials and employees for 2013 – 2014 fiscal year continued.

Commissioner King excused himself from the meeting at this time.

**19. Budgetary and Financial Claims – action as appropriate.**

**b. Budget Amendments (continued from 09-30-2013)**

Betty Jez, County Auditor, reviewed Budget Amendments with the Court.

*Motion to Authorize: Commissioner Rinn, 2<sup>nd</sup> Commissioner Reichardt, passed (3-0).*  
**Order #13-362**

Judge Bilski asked that the record reflect that Commissioner King left about 11:45 a.m. and the meeting started without Commissioner Turner. A quorum was present.

Court recessed at 12:12 p.m. and will reconvene at 10:00 a.m. on October 2, 2013.

Court reconvened October 2, 2013, at 10:16 a.m. Commissioner Turner absent. Quorum is present.

Commissioner Reichardt reviewed the revised Salary Order with the Court.

Additional corrections/revisions were made during review.

While corrections/revisions to Salary Order were being made, Judge Bilski informed the Court of letter from Comptroller regarding overpayment of sales tax which will have to be paid back. Will be put on next agenda for consideration.

The Court recessed at 11:21 a.m.

The Court reconvened at 11:25 a.m.

Order adopting annual compensation of elected and appointed officials and employees for 2013 – 2014 fiscal year revised/corrected.

*Motion to Approve: Commissioner Reichardt, 2<sup>nd</sup> Commissioner Rinn, passed (4-0).*  
**Order #13-363**

Judge Bilski asked that the record reflect her voting with one Commissioner absent.

Court adjourned at 11:30 a.m.

**ALL SUPPORTING DOCUMENTS ON FILE WITH COUNTY CLERK AS  
PROVIDED BY COMMISSIONERS COURT**

I, Carrie Gregor, Austin County Clerk, attest to the accuracy of the record of the Commissioners Court proceedings for September 30<sup>th</sup> – October 2nd, 2013.

Date: October 4, 2013

Carrie Gregor  
Carrie Gregor, Austin County Clerk  
Clerk of Commissioners Court  
Austin County, Texas  
By: Cyndi Gomez, Deputy

FILED

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*Carrie Gregor*  
COUNTY CLERK  
AUSTIN COUNTY, TEXAS

