

THE STATE OF TEXAS §

COUNTY OF VICTORIA §

Be it remembered that on this the **11th day December A.D., 2023**, the Commissioners Court convened in **Special Session** at the Victoria County Courthouse in the City of Victoria, Victoria County, Texas, with His Honor, Ben Zeller, County Judge, presiding and the following Commissioners attending:

Danny Garcia,	Commissioner Precinct No. 1	Absent
Jason Ohrt,	Commissioner Precinct No. 2	Absent
Gary Burns,	Commissioner Precinct No. 3	
Kenneth Sexton,	Commissioner Precinct No. 4	
and		
Heidi Easley,	County Clerk and Ex-Officio Clerk	

and the following orders were passed:



COUNTY OF VICTORIA

MINUTES

COMMISSIONERS' COURT OF VICTORIA COUNTY, TEXAS

Monday, December 11, 2023, 10:00 AM, REGULAR TERM

VICTORIA COUNTY COURTHOUSE

115 N. BRIDGE ST., ROOM 241, SECOND FLOOR, VICTORIA, TX

1. Call to Order.

(1-0:00)

1. December 11, 2023. Ben Zeller, County Judge, called to order the Commissioners Court Regular Term for Monday, December 11, 2023, at 10:00 a.m.

2. Invocation and Pledges.

(2-0:00)

2. December 11, 2023. Judge Ben Zeller opened the meeting with prayer and the reciting of the Pledges of Allegiance of the United States of America and the State of Texas.

3. Citizens Communication.

(3-1:40)

3. December 11, 2023. Judge Ben Zeller opened the meeting to anyone wishing to address general County business which was not on the meeting agenda.

Dale Zuck, a Victoria County resident, thanked the Court for their work and clarified that he is for the new facility on Profit Drive for Victoria County Animal Services. Mr. Zuck also spoke about the regulations and rules that were discussed in the City Council meeting.

County Judge Zeller stated the documentation and paperwork that will formally make the transfer of the Profit Drive facility to Victoria County for the new location for Victoria County Animal Services will be on next week's agenda.

Hearing no further comments, Judge Ben Zeller continued to the next agenda item.

4. Consider approval of minutes and take appropriate action.

(4-4:30)

4. December 11, 2023. Moved by Gary Burns and seconded by Kenneth Sexton, the Commissioners Court approved the minutes of the Commissioners Court meeting held on December 4, 2023. Motion adopted.

5. Consider approval of accounts payable and take appropriate action.

(5-4:48)

5. December 11, 2023. Moved by Kenneth Sexton and seconded by Gary Burns, the Commissioners Court approved the accounts payable as presented by Becky Smiley, First Assistant County Auditor.

Regular Accounts	12/11/2023	\$597,052.27
Supplemental Accounts	12/1/2023 – 12/7/2023	\$93,574.82

Motion adopted.

6. Receive monthly and quarterly reports from various county officials and departments and take appropriate action.

(6-5:16)

6. December 11, 2023. Moved by Gary Burns and seconded by Kenneth Sexton, the Commissioners Court received the monthly reports from the County Commissioner, Precinct No. 2; County Treasurer; County Clerk; Criminal District Attorney; Tax Assessor Collector; County Auditor; Justice of the Peace, Precincts Nos. 2, 3, and 4; Constables, Precincts Nos. 1, 2, and 3; and Pre-Trial Services. Motion adopted.

7. Consider approval of bond forfeiture releases and take appropriate action.

(7-5:44)

7. December 11, 2023. None. No action taken.

8. Consider approval of CMC Interim vendor payments and take appropriate action.

(8-5:52)

8. December 11, 2023. Moved by Kenneth Sexton and seconded by Gary Burns, the Commissioners Court approved the interim vendor payment for Citizens Medical Center dated December 7, 2023, in the amount of \$895,510.66 and the ACH report dated December 7, 2023, in the amount of \$1,474,844.28. Motion adopted.

9. Hold a discussion regarding illegal dumping in Victoria County and take appropriate action

(9-6:36)

9. December 11, 2023. Commissioners Court held a discussion regarding illegal dumping in Victoria County. Commissioner Kenneth Sexton spoke about illegal dumping in his precinct. Grant Administrator Robin Knipling informed the Court about the cameras that COG could provide. Constable Easley spoke about previous use of game cameras for surveillance and about the issue of illegal dumping in Precinct No. 3. He also recommended putting information in the media to inform the public that if they are caught they would be prosecuted. County Judge Zeller spoke about the courtesy stations that are available. Rex Mayes spoke about the process that was in place in the past and Dr. John Ockels with Texas Illegal Dumping Resource. Commissioner Burns provided information about dumping in Precinct No. 3. Chief Deputy Will Franklin provided stats to the Court and stated the Sheriff's Office does not get informed enough from the public of the illegal dumping and stated he agrees with the cameras and public awareness. No action taken.

10. Hear an update regarding the Victoria County Public Health Department and take appropriate action.

(10-26:13)

10. December 11, 2023. Public Health Director David Gonzales gave a presentation on different services at the Victoria County Public Health Department, which included Community Outreach and Education, Community Engagement Grants, Projects, Epidemiology Data, Environmental, HARP, Nursing, Public Health Emergency Preparedness, Public Relations, Texas Home Visiting (Parents as Teachers and Family Connects), and WIC for the Victoria County Public Health Department. Mr. Gonzales also spoke about the future of the health department. No action taken.

11. Consider approval of the following items for the Victoria County Sheriff's Office and take appropriate action:

a. Memorandum of Understanding with Gulf Bend Center to assist with the Jail in Reach Beta.

(11a-43:53)

11a. December 11, 2023. Jeff Tunnell, Executive Director of Gulf Bend Center, provided information to the Court. Moved by Kenneth Sexton and seconded by Gary Burns, the Commissioners Court approved the Memorandum of Understanding with Gulf Bend Center to assist with the Jail in Reach Beta for the Victoria County Sheriff's Office. Motion adopted.

Consider approval of the following items for the Victoria County Sheriff's Office and take appropriate action:

b. Memorandum of Understanding with Homeland Security.

(11b-43:53)

11b. December 11, 2023. Moved by Kenneth Sexton and seconded by Gary Burns, the Commissioners Court approved the Memorandum of Understanding with Homeland Security for the Victoria County Sheriff's Office. Motion adopted.

Consider approval of the following items for the Victoria County Sheriff's Office and take appropriate action:

c. Resolution No. 2023-0132 accepting a donation from the Greater Houston Community Foundation - Jay and Barbara Lack Family Fund.

(11c-43:53)

11c. December 11, 2023. Moved by Kenneth Sexton and seconded by Gary Burns, the Commissioners Court approved Resolution No. 2023-0132 accepting a donation from the Greater Houston Community Foundation - Jay and Barbara Lack Family Fund for the Victoria County Sheriff's Office. Motion adopted.

Consider approval of the following items for the Victoria County Sheriff's Office and take appropriate action:

d. Annual Boiler maintenance agreement with Willbanks Contractor Support, L.L.C.

(11d-43:53)

11d. December 11, 2023. Moved by Kenneth Sexton and seconded by Gary Burns, the Commissioners Court approved the Annual Boiler maintenance agreement with Willbanks Contractor Support, LLC for the Victoria County Sheriff's Office. Motion adopted.

12. Consider approval of the following in connection to the Victoria County Regional Public Safety Training Center Project and take appropriate action:

a. Invoice No. 1025-003 to Rawley McCoy & Associates, PLLC.

(12a-51:33)

12a. December 11, 2023. County Engineer John Johnston provided information to the Court. Moved by Gary Burns and seconded by Kenneth Sexton, the Commissioners Court approved Invoice No. 1025-003 in the amount of \$1,755.00 to Rawley McCoy and Associates, PLLC in connection to the Victoria County Regional Public Safety Training Center Project. Motion adopted.

Consider approval of the following in connection to the Victoria County Regional Public Safety Training Center Project and take appropriate action:

b. Task Order 004-2023: Guadalupe Elementary Existing Building Documentation with Rawley McCoy & Associates, PLLC.

(12b-51:33)

12b. December 11, 2023. John Johnston, County Engineer, provided the Court with information. Moved by Gary Burns and seconded by Kenneth Sexton, the Commissioners Court approved Task Order 004-2023: for the Guadalupe Elementary Existing Building Documentation with Rawley McCoy and Associates, PLLC in connection to the Victoria County Regional Public Safety Training Center Project. Motion adopted.

13. Consider approval of Task Order 005-2023 with Rawley McCoy & Associates, PLLC for Profit Drive Animal Services Relocation Project and take appropriate action.

(13-53:38)

13. December 11, 2023. County Engineer John Johnston provided information to the Court. Moved by Gary Burns and seconded by Kenneth Sexton, the Commissioners Court approved Task Order 005-2023 with Rawley McCoy and Associates, PLLC for Profit Drive Animal Services Relocation Project. Motion adopted.

14. Consider approval of a request for plat exemption from Stacy Tomas at 987 Richter Rd., Inez, Texas 77962 in Pct. 4 and take appropriate action.

(14-56:39)

14. December 11, 2023. County Engineer John Johnston and Commissioner Sexton provided information to the Court. Moved by Kenneth Sexton and seconded by Gary Burns, the Commissioners Court approved the request for plat exemption from Stacy Tomas at 987 Richter Road, Inez, Texas, 77962 in Precinct No. 4 with the following conditions:

- * Shall secure and verify the 911 addresses for the tracts with the Golden Crescent Regional Planning Commission.
- * All created/revised tracts, new property deeds and ingress/egress easement(s) must be created and filed in the Victoria County Clerk's Public Records.
- * Further subdivision of tracts shall comply with the requirements of the effective published version of the VCDSM at the time of subdivision.
- * No future tract created shall be less than 1-acre, excluding easements.
- * Each tract shall have public right of way frontage or access to a public right-of-way through and ingress/egress easement.
- * Each tract will have its own water well and Onsite Sanitary Sewer Facility (OSSF) (septic system).

Motion adopted.

- 15. Consider the following in connection to Liability Coverage Renewal and take appropriate action:**
a. Receive FY 2024 Victoria County Liability Coverage Renewal with Texas Association of Counties for the coverage period of January 1, 2024 - January 1, 2025.
(15a-58:05)

15a. December 11, 2023. Compliance Specialist Sarah Hamman provided information to the Court. Moved by Gary Burns and seconded by Kenneth Sexton, the Commissioners Court received the FY 2024 Victoria County Liability Coverage Renewal with Texas Association of Counties for the coverage period of January 1, 2024 - January 1, 2025. Motion adopted.

Consider the following in connection to Liability Coverage Renewal and take appropriate action:

- b. Authorize payment for Invoice 00000438.**
(15b-58:05)

15b. December 11, 2023. Sarah Hamman, Compliance Specialist, provided the Court with information. Moved by Gary Burns and seconded by Kenneth Sexton, the Commissioners Court authorized the payment for Invoice No. 00000438 in connection to the Victoria County Liability Coverage Renewal. Motion adopted.

- 16. Consider approval of a request for payment to Citizens Medical Center in the amount of \$227,151.78 for American Rescue Plan Act (ARPA) Subrecipient Project No. VICT-11 and take appropriate action.**
(16-1:00:03)

16. December 11, 2024. Grant Administrator Robin Knipling provided information to the Court. Moved by Kenneth Sexton and seconded by Gary Burns, the Commissioners Court approved a request for payment to Citizens Medical Center in the amount of \$227,151.78 for American Rescue Plan Act (ARPA) Subrecipient Project No. VICT-11. Motion adopted.

- 17. Consider approval of the creation of the Chief Public Defender position for the Crossroads Regional Public Defender Office and take appropriate action.**
(17-1:00:44)

17. December 11, 2023. Moved by Kenneth Sexton and seconded by Gary Burns, the Commissioners Court approved the creation of the Chief Public Defender position for the Crossroads Regional Public Defender Office. Motion adopted.

- 18. Receive notice of a time extension approval for CDBG DR-4332-0356 Victoria County EOC Stair Enclosure Project and take appropriate action.**
(18-1:01:55)

18. December 11, 2023. Robin Knipling, Grant Administrator, provided the Court with information. Moved by Gary Burns and seconded by Kenneth Sexton, the Commissioners Court received the notice of time extension approval for CDBG DR-4332-0356 Victoria County EOC Stair Enclosure Project. Motion adopted.

- 19. Consider approval of Task Order 017-2023 from Stridde, Callins & Associates, Inc. for Electrical Distribution System Modification and New Generator/Transfer System Professional Engineering Services with Victoria County and take appropriate action.**
(19-1:03:09)

19. December 11, 2023. County Engineer John Johnston provided information to the Court. Moved by Gary Burns and seconded by Kenneth Sexton, the Commissioners Court approved Task Order 017-2023 from Stridde, Callins and Associates, Inc. for Electrical Distribution System Modification and New Generator/Transfer System Professional Engineering Services with Victoria County. Motion adopted.

- 20. Discuss and consider extending the promotions at the Victoria Regional Airport and take appropriate action.**
(20-1:05:07)

20. December 11, 2023. Lenny Llerena, Executive Director, requested the Court to extend the promotions into January and February 2024. Moved by Kenneth Sexton and seconded by Gary Burns, the Commissioners Court approved to extend the promotions at the Victoria Regional Airport through the end of February 2024. Motion adopted.

- 21. Authorize execution of the Excess Loss Insurance Application and Schedule of Benefits with Great Midwest Insurance Company (GMIC) for the health plan year 2024.**
(21-1:08:08)

21. December 11, 2023. Human Resources Director Gina Howard provided information to the Court. Moved by Kenneth Sexton and seconded by Gary Burns, the Commissioners Court authorized the execution of the Excess Loss Insurance Application and Schedule of Benefits with Great Midwest Insurance Company (GMIC) for the health plan year 2024. Motion adopted.

- 22. Consider approval of a request for a new copier for the Victoria County Elections Department and take appropriate action.**
(22-1:09:15)

22. December 11, 2023. County Judge's Chief of Staff Giani Cantu explained the request for a new copier. Moved by Gary Burns and seconded by Kenneth Sexton, the Commissioners Court approved the request for a new copier for the Victoria County Elections Department. Motion adopted.

- 23. Discuss and consider the County Assistance Program allocation from the Texas Department of Transportation (TxDOT) for the fiscal year 2024 and take appropriate action.**
(23-1:10:12)

23. December 11, 2023. County Judge's Chief of Staff Giani Cantu provided information to the Court. Moved by Kenneth Sexton and seconded by Gary Burns, the Commissioners Court approved the County Assistance Program allocation from the Texas Department of Transportation (TxDOT) for the fiscal year 2024. Motion adopted.

- 24. Receive a notice from Golden Crescent Regional Planning Commission (GCRPC) of**

private roads in Robinhood Farms Subdivision named Robinhood Road, Right Road, Left Road, and Texan Lane in Pct. 3, and take appropriate action.

(24-1:11:27)

24. December 11, 2023. County Engineer John Johnston provided information to the Court. Moved by Gary Burns and seconded by Kenneth Sexton, the Commissioners Court received a notice from Golden Crescent Regional Planning Commission (GCRPC) of private roads in Robinhood Farms Subdivision named Robinhood Road, Right Road, Left Road, and Texan Lane in Precinct No. 3 with Victoria County IS NOT accepting maintenance to these private roads. Motion adopted.

- 25. Receive a notice from Golden Crescent Regional Planning Commission (GCRPC) of public roads in Garcitas Creek Ranch Estates named Garcitas Creek Ranch Road, Sophie Ranch Road, Savannah Ranch Road, and Sydnie Ranch Road in Pct. 4, and take appropriate action.**

(25-1:16:01)

25. December 11, 2023. John Johnston, County Engineer, provided the Court with information. Moved by Kenneth Sexton and seconded by Gary Burns, the Commissioners Court received a notice from Golden Crescent Regional Planning Commission (GCRPC) of public roads in Garcitas Creek Ranch Estates named Garcitas Creek Ranch Road, Sophie Ranch Road, Savannah Ranch Road, and Sydnie Ranch Road in Precinct No. 4 with Victoria County IS accepting maintenance to these public roads. Motion adopted.

- 26. Receive for the record a fully executed Customer Agreement with VCS Security Systems, Inc. for the Road & Bridge Pct. 4 building and take appropriate action.**

(26-1:16:59)

26. December 11, 2023. Moved by Kenneth Sexton and seconded by Gary Burns, the Commissioners Court received for the record a fully executed Customer Agreement with VCS Security Systems, Inc. for the Road and Bridge, Precinct No. 4 building. Motion adopted.

- 27. Consider approval of the following 2023 budget amendments and take appropriate action:**

(27-1:17:21)

27. December 11, 2023. Moved by Kenneth Sexton and seconded by Gary Burns, the Commissioners Court approved the 2023 budget amendments for:

- a. General Fund, Various Departments, Revenues and Expenditures - Line item transfer
- b. National School Lunch Program, Revenues and Expenditures - Line item transfer
- c. Emergency Management, Expenditures - Line item transfer
- d. Road and Bridge, Precinct No. 1, Expenditures - Line item transfer
- e. Road and Bridge, Precinct No. 3, Expenditures - Increase
- f. General Fund, Sheriff's Office, Expenditures - Line item transfer
- g. Airport Fund, Expenditures - Line item transfer
- h. Family Protection Fee Fund, Expenditures - Increase

Motion adopted.

- 28. Consider approval of personnel changes and take appropriate action.**

(28-1:18:28)

28. December 11, 2023. Moved by Kenneth Sexton and seconded by Gary Burns, the Commissioners Court approved that payroll be processed in compliance with policy and personnel changes:

- a. Ashley Hernandez, Tax Assessor-Collector - County Tax Office:
 1. Certificate of Completion for Ashley Hernandez from the V.G. Young Institute of County Government for successfully completing 4.0 hours of educational training during the TACA Advanced Learning: Security.
 2. Certificate of Completion for Ashley Hernandez from V.G. Young Institute of County Government for successfully completing 16.0 hours of educational training during the V.G. Young School for Tax Assessors-Collectors.
- b. Justin Marr, Sheriff - Sheriff's Office:
 1. Resignation of Luke Wright, Courts/Extrad Tier 3 with 76.29 PTO hours due, effective December 13, 2023.
 2. VCSO Salary Adjustment Certification for Heather Green, to be paid Intermediate Certificate Pay of \$23.08 per pay period, effective December 21, 2023. Certification date for Heather Green is November 30, 2023. Budget Coding: Detention Certificate Pay 100-565-1137. Remarks: Heather Green received her Intermediate Detention Certificate on 11/30/2023.
 3. VCSO Salary Adjustment Certification for Melissa Garcia, to be paid Advanced Certificate Pay of \$46.15 per pay period, effective December 21, 2023. Certification date for Melissa Garcia is November 30, 2023. Budget Coding: Detention Certificate Pay 100-565-1137. Remarks: Melissa Garcia received her Advanced Jailer Certification on 11/30/2023.
- c. Pama Hencerling, Chief Probation Officer - Juvenile Detention:
 1. Employment of Johnathon Neal Huffmaster, JSO-FT, at a rate of \$18.74 per hour, Budget Codes 100-573-1156 and 231-572-1136 FT @ \$115.38. Grade 6 Plan Law Enforcement.
 2. A request to pay out Compensatory Time hours in the amount of \$43,767.95 for the Juvenile Probation employees on the attached list, to be paid from unused salaries, in line items: Salary, 24 JSO 100-573-1156, Salary, 8 Part Time JSO 100-573-1157, and Salary, Clerk III 100-573-1147.
- d. Richard Castillo, Fire Marshal - Fire Marshal's Office:
 1. A request to pay out 63.24 Compensatory Time hours for Marshall Frazier in the amount of \$1,817.52 from GL Code 100-550-1131.
- e. Ben Zeller, County Judge - Facilities Management/Facilities Maintenance Division:
 1. Correction: Position/Other Code Change for MacArthur Villa, from Facilities Tech (Facilities Management), at a rate of \$20.60 per hour, Budget Code 100-510-1105 to Facilities Tech I (Facilities-Maintenance Division), at a rate of \$20.60 per hour, Budget Code 100-510-1106, effective December 2, 2023. Other Remarks: Position/Grade update: Annual Cell Phone Allowance 100-510-1139 \$479.96. Grade 3 Plan General.

Motion adopted.

29. Adjourn.

(29-1:19:27)

29. December 11, 2023. The Commissioners Court adjourned the meeting of December 11, 2023.