



MINUTES

MARCH 21, 2017

BRAZOS COUNTY COMMISSIONERS COURT

REGULAR MEETING

A regular meeting of the Commissioners' Court of Brazos County, Texas was held in the Brazos County Commissioners Courtroom in the Administration Building, 200 South Texas Avenue, in Bryan, Brazos County, Texas, beginning at 10:00 a.m. on Tuesday, March 21, 2017 with the following members of the Court present:

Duane Peters, County Judge, Presiding;
Steve Aldrich, Commissioner of Precinct 1;
Sammy Catalena, Commissioner of Precinct 2;
Nancy Berry, Commissioner of Precinct 3;
Irma Cauley, Commissioner of Precinct 4;
Karen McQueen, County Clerk, Absent.

The attached sheets contain the names of the citizens and officials that were in attendance.

1. Invocation and Pledge of Allegiance
- U.S. and Texas Flag - Chaplain G.H. Jones and Judge Peters
2. Call for Citizen input and/or concerns
There was no citizen's input.

Consider and take action on agenda items 3-14:

3. Out of state travel request for Bart Benthul to attend the 2017 Planning Applications Conference in Raleigh, NC; dates of travel are May 14 - 18, 2017.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Irma Cauley. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

4. Payment Authorization to Matrix Technologies in the amount of \$75.00 for a quarterly fee for the 24 hour monitoring of the security system for April-June for the Elections Administration Department.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Steve Aldrich. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

5. Permission to advertise the following bids:
 - a. 17-098 Repair of Exposition complex Parking Lot
 - b. 17-275 Transportation of Deceased and Pauper Cremation Services

Motion: Approve, Moved by Commissioner Sammy Catalena, Seconded by Commissioner Steve Aldrich. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

6. Award of bid contract # 17-269 Automotive and Equipment Oils and Lubricants.

The Court voted unanimously to accept the recommendation of the Purchasing Agent and awarded Bid Contract 17-269 Automotive and Equipment Oils and Lubricants to Universal Lubricants LLC. A copy of the bid tabulation is attached.

Motion: Approve, Moved by Commissioner Sammy Catalena, Seconded by Commissioner Steve Aldrich. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

7. Renewal of Contract # 17-282R for Concrete Delivery to Vendor's Site with BPI.

The Court voted unanimously to accept the recommendation of the Purchasing Agent and awarded the Renewal of Contract 17-282R Concrete Delivery to Vendor's Site to Brazos Paving, Inc. A copy of the renewal contract is attached.

Motion: Approve, Moved by Commissioner Sammy Catalena, Seconded by Commissioner Irma Cauley. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

8. Renewal of Contract #17-286R for Truck Scale Maintenance with Fairbanks Scales Inc.

The Court voted unanimously to accept the recommendation of the Purchasing Agent and awarded the Renewal of Contract 17-286R Truck Scale Maintenance to Fairbanks Scales, Inc. A copy of the renewal contract is attached.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner

Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

9. Consider and take action on the Wellborn Special Utility District utility permit to construct a road bore for a 1-inch water line crossing under Chaco Canyon Drive 150 feet South of Lesharo Cove. Crossing will maintain a minimum depth of 36 inches below ditch flowline. Site is located in Precinct 1.

Motion: Approve, Moved by Commissioner Steve Aldrich, Seconded by Commissioner Irma Cauley. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

10. Request permission to enter private property owned by John C. Koontz at 1839 Smetana Road. Project will require the County to clean out drainage channel to improve water outfall. Site is located in Precinct 4.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

11. Tax Refund Applications for the following:

- a. Patricia J. Gibson - Overpayment \$8.20
- b. Jerry Conaway - Overpayment \$92.17
- c. Brazos Valley Mobile Home Movers LLC - Overpayment \$37.67
- d. Robinson Valeveley J. - Overpayment \$115.06
- e. Ramiro & Maria Flores - Overpayment \$6.58
- f. Montie Holladay - Overpayment \$438.18

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Irma Cauley. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

12. Budget Amendments.

Budget Amendments FY 16/17 25.1 - 25.8

- 25.1 Transfer funds from Non-Departmental to Sheriff's Office-Jail.
- 25.2 Reallocate funds for the Metropolitan Planning Organization (MPO).
- 25.3 Reallocate funds for Juvenile Administration.
- 25.4 Reallocate funds for Voter Registration.
- 25.5 Reallocate funds for Commissioners Court.
- 25.6 Transfer funds from Non-Departmental to Information Technology.
- 25.7 Modify the budget of Law Enforcement Officers Standards and Education (LEOSE) for various law enforcement departments.
- 25.8 Reallocate funds for Juvenile Administration.

Motion: Approve, Moved by Commissioner Nancy Berry, Seconded by Commissioner Steve Aldrich. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

13. Personnel Change of Status.

Personnel Action Forms

A copy of the Personnel Change of Status requests is attached.

Motion: Approve, Moved by Commissioner Irma Cauley, Seconded by Commissioner Nancy Berry. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

14. Payment of Claims.

Claims 7153831-7154040

Motion: Approve, Moved by Commissioner Sammy Catalena, Seconded by Commissioner Steve Aldrich. Passed. 5-0. Ayes: Aldrich, Berry, Catalena, Cauley, Peters.

15. Acknowledgement of monthly reports submitted in February 2017.

The Court acknowledged receipt of the Extension Service reports submitted in February 2017 and acknowledged receipt of reports from the following County and Precinct Offices showing revenues collected and remitted to the County Treasurer:

County Clerk
District Clerk
Justice of the Peace Precinct 1
Justice of the Peace Precinct 2
Justice of the Peace Precinct 4
Constable Precinct 1
Constable Precinct 2
Constable Precinct 3
Constable Precinct 4

16. Acknowledgement of the Brazos County Emergency Service District No. 4 Independent Auditors' Report and Financial Statements for the year ended September 30, 2016.

The Court acknowledged receipt of the Brazos County Emergency Service District No. 4 Independent Auditor's Report and Financial Statements for year ending September 30, 2016.

17. Sheriff's report on inmate population.

Sheriff Chris Kirk stated there were 639 inmates in jail, 557 inmates are male and 82 are female, 58 have electronic monitors and 17 are pending for monitors.

18. Announcement of interest items and possible future agenda topics.

There were no announcements.

19. Call for Citizen input and/or concerns

There was no citizen's input.

20. Adjourn.

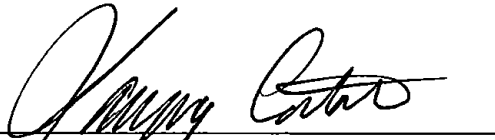
The foregoing minutes of the Commissioners Court meeting held March 21 , 2017 have been examined and are approved in open Court this 4th day of April, 2017, in Bryan, Brazos County, Texas .




Duane Peters
County Judge



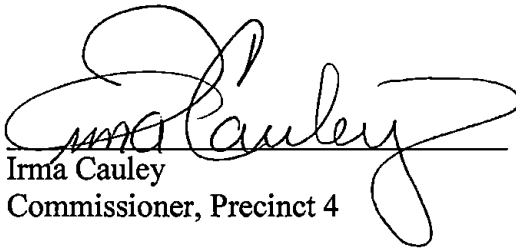
Steve Aldrich
Commissioner, Precinct 1



Sammy Catalena
Commissioner, Precinct 2



Nancy Berry
Commissioner, Precinct 3

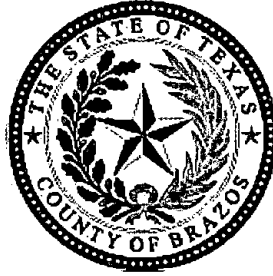


Irma Cauley
Commissioner, Precinct 4

Attest:



Karen McQueen
County Clerk



**BRAZOS COUNTY
BRYAN, TEXAS**

NOTICE OF MEETING AND AGENDA

FILED

2017 MAR 17 A 9:25

JOHN W. QUEEN, COUNTY CLERK
BRAZOS COUNTY, TEXAS
John W. Queen

BRAZOS COUNTY COMMISSIONERS COURT

**THE COMMISSIONERS COURT OF BRAZOS COUNTY WILL MEET IN
REGULAR SESSION ON MARCH 21, 2017 AT 10:00 AM IN THE
COMMISSIONERS COURTROOM OF THE COUNTY ADMINISTRATION
BUILDING, 200 SOUTH TEXAS AVE., SUITE 106, BRYAN, TX 77803**

1. Invocation and Pledge of Allegiance
 - U.S. and Texas Flag - Chaplain G.H. Jones and Judge Peters
2. Call for Citizen input and/or concerns

Consider and take action on agenda items 3-14:

3. Out of state travel request for Bart Benthul to attend the 2017 Planning Applications Conference in Raleigh, NC; dates of travel are May 14 - 18, 2017.
4. Payment Authorization to Matrix Technologies in the amount of \$75.00 for a quarterly fee for the 24 hour monitoring of the security system for April-June for the Elections Administration Department.
5. Permission to advertise the following bids:
 - a. 17-098 Repair of Exposition complex Parking Lot
 - b. 17-275 Transportation of Deceased and Pauper Cremation Services
6. Award of bid contract # 17-269 Automotive and Equipment Oils and Lubricants.
7. Renewal of Contract # 17-282R for Concrete Delivery to Vendor's Site with BPI.
8. Renewal of Contract #17-286R for Truck Scale Maintenance with Fairbanks Scales Inc.
9. Consider and take action on the Wellborn Special Utility District utility permit to construct a road bore for a 1-inch water line crossing under Chaco Canyon Drive 150 feet South of Lesharo Cove. Crossing will maintain a minimum depth of 36 inches below ditch flowline. Site is located in Precinct 1.
10. Request permission to enter private property owned by John C. Koontz at 1839 Smetana Road. Project will require the County to clean out drainage channel to improve

water outfall. Site is located in Precinct 4.

11. Tax Refund Applications for the following:

- a. Patricia J. Gibson - Overpayment \$8.20
- b. Jerry Conaway - Overpayment \$92.17
- c. Brazos Valley Mobile Home Movers LLC - Overpayment \$37.67
- d. Robinson Valeveley J. - Overpayment \$115.06
- e. Ramiro & Maria Flores - Overpayment \$6.58
- f. Montie Holladay - Overpayment \$438.18

12. Budget Amendments.

Budget Amendments FY 16/17 25.1 - 25.8

13. Personnel Change of Status.

Personnel Action Forms

14. Payment of Claims.

15. Acknowledgement of monthly reports submitted in February 2017.

16. Acknowledgement of the Brazos County Emergency Service District No. 4 Independent Auditors' Report and Financial Statements for the year ended September 30, 2016.

17. Sheriff's report on inmate population.

18. Announcement of interest items and possible future agenda topics.

19. Call for Citizen input and/or concerns

20. Adjourn.

PUBLIC COMMENTS

Public Comment during the Commission Meeting may be for all matters, both on and off the agenda, and be limited to four minutes per person. Persons are invited to submit comments in writing on the agenda items and/or attend and make comment at the Commission meeting. Members of the public are reminded that the Brazos County Commissioners Court is a Constitutional Court, with both judicial and legislative powers, created under Article V, Section 1 and Section 18 of the Texas Constitution. As a Constitutional Court, the Brazos County Commissioners Court also possesses the power to issue a Contempt of Court Citation under Section 81.024 of the Texas Local Government Code. Accordingly, members of the public in attendance at any Regular, Special and/or Emergency meeting of the Court shall conduct themselves with proper respect and decorum in speaking to, and/or addressing the Court; in participating in public discussions before the Court; and in all actions in the presence of the Court. Those members of the public who are inappropriately attired and/or who do not conduct themselves in an orderly and appropriate manner will be ordered to leave the meeting. Refusal to abide by the Court's Order and/or continued disruption of the meeting may result in a Contempt of Court Citation.

It is not the intention of the Brazos County Commissioners Court to provide a public forum for the demeaning of any individual or group. Neither is it the intention of the Court to allow a member (or members) of the public to insult the honesty and/or integrity of the Court, as a body, or any member or members of the Court, or County employees, individually or collectively. Accordingly, profane, insulting or threatening language directed toward the Court and/or any person in the Court's presence and/or racial, ethnic or gender slurs or epithets will not be tolerated. Violation of these rules may result in the following sanctions:

1. cancellation of a speaker's time;
2. removal from the Commissioners Court;
3. a Contempt Citation; and/or
4. such other and/or criminal sanctions as may be authorized under the Constitution, Statutes and Codes of the State of Texas.

The County Commissioners Court can deliberate or take action only if a matter has been listed on an agenda properly posted prior to the meeting. During the public comment period, speakers may address matters not listed on the published agenda. The Open Meeting Law does not expressly prohibit responses to public comments by the Commissioners Court. However, responses from the County Judge or Commissioners to unlisted public comment topics could become deliberation on a matter without notice to the public. To ensure the public has notice of all matters the Commissioners Court will consider, the County Judge and/or Commissioners may choose not to respond to public comments, except to correct factual inaccuracies, recite existing policy in response to an inquiry or to ask that a matter be listed on a future agenda. See Texas Open Meetings Act Section 551.042.

INVOCATION

Any invocation that may be offered before the official start of the Court meeting shall be to and for the benefit of the Court. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the Court and do not necessarily represent the religious beliefs or views of the Court in part or as a whole. No member of the community is required to attend or participate in the invocation and such decision will have no impact on their right to actively participate in the business of the Court.

The Commissioners Courtroom of the County Administration Building, 200 South Texas Ave., Suite 106, Bryan, TX 77803 is wheelchair accessible. Handicap parking spaces are available. Any request for sign interpretive services must be made two working days before the meeting. To make arrangements, please call (979) 361-4102.

BRAZOS COUNTY COMMISSIONER'S COURT

7th DAY OF March, 20 17
10:00 AM/PM, _____

Name

(PLEASE PRINT)

Sho Workman
Terrell Ramo

~~BRAD~~

ADAM PHINGER

Chaplain G. H. Jones

LAURA J. DAVIS

Hudley Hancock

WM. CHARLES WENDT

ERIC CALDWELL

Irene Jett

Gray Meyer

Dr. Pratt

Jennifer Salazar

Jim Stewart

Chris Kirlc

Wayne Dickey

Jeff Reeves

Organization

(PLEASE PRINT)

County Clerk's Office

County clerk's office

County PA

REB

Chaplain

Treas

EA

PURCHASING

BCIT

Budget

— citizen

Aud. to

HR

SO

SO

SO

Const. Pet 1

Doug VALE TV/Video

J.P. Norton Brazos County P213

JAMES EDGE Cong. Flores

Candy Vallego Comm. Court



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 3/21/2017

ITEM: Out of state travel request for Bart Benthul to attend the 2017 Planning Applications Conference in Raleigh, NC; dates of travel are May 14 - 18, 2017.

TO: Commissioners Court

DATE: 03/16/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[Benthul_Travel_Request.pdf](#)

Description

Memo

Type

Cover Memo



BRYAN / COLLEGE STATION METROPOLITAN PLANNING ORGANIZATION

Memorandum

To: Brazos County Commissioners Court
From: Daniel Rudge, B/CS MPO Executive Director
Date: March 14, 2017
Re: Out-of-State Travel for Bart Benthul

Every two years, the Transportation Research Board conducts a Planning Applications Conference in rotating cities across the country. The conference draws national experts in travel demand modeling, a tool the Bryan/College Station Metropolitan Planning Organization (MPO) uses to predict traffic impacts on local infrastructure for several points in time in the future. It is also used to help develop our Urban Transportation Plan (UTP) a federally-mandated document that determines how transportation funds received locally from the federal government will be spent on regional transportation projects. Bart Benthul, our Transportation Systems Analyst, is the staff member who not only develops, maintains and conducts model runs for the MPO, he also conducts micro-level model runs at the request of local jurisdictions. Mr. Benthul normally attends these Planning Application conferences to maintain his expertise, but this year he has also been asked to serve as an Assistant Moderator. I am therefore requesting that Mr. Benthul be authorized to attend the 2017 Planning Applications Conference in Raleigh, North Carolina. Such Out-of-State Travel must be approved by both the Texas Department of Transportation (authorization attached) and by the Brazos County Commissioners Court.

Should you have any questions or need further clarification, please do not hesitate to contact me by telephone at 260-5298 or by e-mail at drudge@bcsmmpo.org. Thank you for your consideration of this matter.

Attachment

DR/dr

APPROVED

3/21/17

Duane Peters
County Judge

Date



**Approval of Out-of-State Travel
Using Planning Grant Funds**

MPO-101
(05/15)
Page 1 of 1

Prior approval for out-of-state travel is required when using Planning Grant (PL) funding. Reimbursement is conditioned on inclusion in the approved Unified Planning Work Program (UPWP), prior TXDOT approval and submission of adequate support documentation including agenda / conference program. The Metropolitan Planning Organization (MPO) will follow its established travel procurement procedures and consideration should be given to the necessity and reasonableness of the travel as it relates to transportation planning activities.

TxDOT Prior Approval:

Request approval for out-of-state travel at least five (5) days prior to expenditure of funds.

Post Event Billing Information:

The MPO will include the following information on their monthly invoice:

1. Copy of the approval form signed by TXDOT representative, and
2. Completed post-event information below, and
3. Copy of the vendor receipt.

Complete the information below and fax or e-mail to your Region representative.

Date: 03/09/17

Pre-Event

Reason for Travel: 2017 Transportation Research Board Planning Applications Conference

Date(s) of Travel: 05/14/17 - 05/18/17

Location of Event: Raleigh, North Carolina

Employee Name: Bart Benthul

Estimated Total Cost: \$ 1865

UPWP Task Number/Subtask: 1.0

Cost Breakdown:

Airfare: \$ 650

Lodging: \$ 640

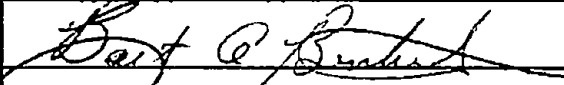

Meals: \$ 180

Other: \$ 395

(explain: Early Bird Conference Registration)

Additional Information: I have been asked to be an Assistant Moderator in one of the conference sessions

Note: Travel to Arkansas for the Texarkana MPO and travel to New Mexico for the El Paso MPO is considered in state travel.

Signature		Date
Requestor:		03/09/17
TxDOT Approval:		3/2/17

Post Event (include a completed/approved copy of this form with your monthly PL billing)



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: NUMBER:
DATE OF COURT MEETING: 3/21/2017
ITEM: Payment Authorization to Matrix Technologies in the amount of \$75.00 for a quarterly fee for the 24 hour monitoring of the security system for April-June for the Elections Administration Department.
TO: Commissioners Court
DATE: 03/14/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[Payment Authorization Matrix.pdf](#)
[matrix#1838 3 14 17.pdf](#)

Description

Payment Authorization
Matrix Invoice

Type

Cover Memo
Cover Memo



Vendor #: 95078

Pay to: Larry Aguero

Address: Matrix Technologies

Division: 11210020
Today's Date: 03/14/2017

Attach **ALL** supporting data such as invoices, meal and hotel receipts, airline tickets, seminar brochure(s) or syllabus, brochure(s) or syllabus, registration forms, etc.

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL
4/1/2017	1838	24 Hour Security Alarm Monitoring	1	75	75.00
		for April, May, June 2017			
"I, the requisitioner, hereby certify that the item(s) and/or service(s) on this requisition have been or will be used				FREIGHT	
				TOTAL	\$

"I, the requisitioner, hereby certify that the item(s) and/or service(s) on this requisition have been or will be used exclusively for the benefit of Brazos County. They have been purchased in compliance with Section 262.021 - Section 262.034 of the Local Government Code . I further certify that I am aware of the criminal penalties resulting from the violation of these State laws."

Requisitioned By

Approved/County Judge

Approved/County Auditor

[illegible]

TOTAL \$ 75⁰⁰



**BRAZOS COUNTY
BRYAN, TEXAS**

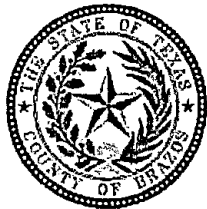
DEPARTMENT: Purchasing NUMBER:
DATE OF COURT MEETING: 3/21/2017
ITEM: Permission to advertise the following bids:
• a. 17-098 Repair of Exposition complex Parking Lot
• b. 17-275 Transportation of Deceased and Pauper Cremation Services
TO: Commissioners Court
FROM: Leslie Contreras
DATE: 03/15/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type



Brazos County Purchasing Department

200 S. TX AVE., SUITE 352 BRYAN, TX 77803
PHONE (979) 361-4290 FAX (979) 361-4293

BRAZOS COUNTY BID/RFP/RFQ DOCUMENTATION SHEET

The Purchasing Department would like to request Commissioner's Court approval to advertise and go out for Bid on the following:

DATE: March 15, 2017

BID NUMBER: 17-098

TITLE: Repair of Expo Parking Lot

REQUESTING DEPARTMENT: Purchasing

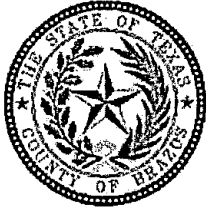
APPROVAL SIGNATURE: _____

A handwritten signature in black ink, appearing to read "Duane Peters", is written over a horizontal line.

Duane Peters, County Judge

DATE APPROVED: _____

3/21/17



Brazos County Purchasing Department

200 S. TX AVE., SUITE 352 BRYAN, TX 77803
PHONE (979) 361-4290 FAX (979) 361-4293

BRAZOS COUNTY BID/RFP/RFQ DOCUMENTATION SHEET

The Purchasing Department would like to request Commissioner's Court approval to advertise and go out for Bid on the following:

DATE: March 15, 2017

BID NUMBER: 17-275

TITLE: Transportation of Deceased and Pauper Cremation Services

REQUESTING DEPARTMENT: Purchasing

APPROVAL SIGNATURE: _____

A handwritten signature in black ink, appearing to read "Duane Peters", is written over a horizontal line.

Duane Peters, County Judge

DATE APPROVED: _____

3/21/17



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Purchasing NUMBER:
DATE OF COURT MEETING: 3/21/2017
ITEM: Award of bid contract # 17-269 Automotive and Equipment Oils and Lubricants.
TO: Commissioners Court
FROM: Leslie Contreras
DATE: 03/16/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[Submitted Bid - Universal.pdf](#)

[Tabulation.xlsx](#)

Description

Submitted Bid - Universal Lubricants

Tabulation

Type

Backup Material

Backup Material

6

Tabulation					
17-269 Automotive & Equipment Oils & Lubricants					
March 21, 2017 through March 31, 2018					
Item #	Estimated QTY	Description	Safety-Kleen Systems	Universal Lubricants	SunCoast Resources, Inc
1	2500 gallons	MOTOR OIL: 15W - 40 55 GAL. DRUMS			
		UNIT PRICE PER GALLON	\$8.93	\$7.55	\$8.96
		TOTAL EXTENDED COST USING EST. QUANTITY	\$22,325.00	\$18,975.00	\$22,400.00
		BRAND NAME:	Performance Plus	Universal Dezol 15W40 CK-4	Chveron ursa
		DRUM DEPOSIT	No Bid	No Charge	No Bid
2	2500 gallons	SYNTHETIC BLEND MOTOR OIL: 5W - 20 55 GAL. DRUM			
		UNIT PRICE PER GALLON	\$7.50	\$6.34	\$6.63
		TOTAL EXTENDED COST USING EST. QUANTITY	\$18,759.00	\$15,850.00	\$18,575.00
		BRAND NAME:	Performance Plus	ECO Ultra Syn Blend 5W20	Total Classic 5W20
		DRUM DEPOSIT	No Bid	No Charge	No Bid
3	2500 gallons	SYNTHETIC BLEND MOTOR OIL: 5W - 30 55 GAL. DRUM			
		UNIT PRICE PER GALLON	\$7.50	\$6.45	\$6.63
		TOTAL EXTENDED COST USING EST. QUANTITY	\$18,759.00	\$16,125.00	\$16,575.00
		BRAND NAME:	Performance Plus	ECO Ultra Syn Blend 5W30	Total Classic 5W30
		DRUM DEPOSIT	No Bid	No Charge	No bid
4	2500 gallons	TRACTOR HYDRAULIC FLUID: SAE 10W 55 GAL. DRUM			
		UNIT PRICE PER GALLON	\$8.48	\$7.88	\$6.74
		TOTAL EXTENDED COST USING EST. QUANTITY	\$21,200.00	\$19,200.00	\$16,850.00
		BRAND NAME:	Performance Plus	Universal Tracgard	Total Dyna Trans MP
		DRUM DEPOSIT AMOUNT	No Bid	No Charge	No Bid
5	75 gallons	TRACTOR HYDRAULIC FLUID: SAE 10W 5 GAL. PAIL			
		UNIT PRICE PER PAIL	\$43.70	\$42.37	\$7.49
		TOTAL EXTENDED COST USING EST. QUANTITY	\$655.50	\$635.55	\$561.75
		BRAND NAME:	Performance Plus	Universal Tracgard	Total Dyna Trans MP
		DRUM DEPOSIT	No Bid	No Charge	No Bid
6	1500 gallons	EQUIPMENT HYDRAULIC FLUID: BIODEGRADABLE 55 GAL. DRUM			
		UNIT PRICE PER GALLON		\$8.11	\$13.81
		TOTAL EXTENDED COST USING EST. QUANTITY		\$12,165.00	\$20,715.00
		BRAND NAME:	No Bid	Dyna Plex 21C Zinc Free ISO 46	Total Bio-hydran
		DRUM DEPOSIT	No Bid	No Charge	No bid
7	1500 gallons	TRANSMISSION FLUID: DIRECT DRIVE 50 WEIGHT T.04 55 GAL. DRUM			
		UNIT PRICE PER GALLON	\$7.84	\$8.19	\$8.18
		TOTAL EXTENDED COST USING EST. QUANTITY	\$11,760.00	\$12,285.00	\$12,270.00
		BRAND NAME:	Performance Plus	Dyna Plex 21C T0-4 50wt.	Total OtnaTrans AC 30
		DRUM DEPOSIT	No Charge	No charge	No Bid
8	1000 pounds	UNIVERSAL GEAR LUBRICANT: SAE 85-140W GL5 400 LB. DRUM			
		UNIT PRICE PER POUND	\$1.50	\$1.55	\$8.95
		TOTAL EXTENDED COST USING EST. QUANTITY	\$1,500.00	\$1,560.00	\$1,230.63
		BRAND NAME:	Performance Plus	Universal Rigel 85W140	Total Transmission 85-140
		DRUM DEPOSIT	No Charge	No Charge	No Bid
9	15 pails	UNIVERSAL GEAR LUBRICANT: SAE 85-140W GL5 5 GAL. PAILS			
		UNIT PRICE PER PAIL	\$72.00	\$66.32	\$9.32
		TOTAL EXTENDED COST USING EST. QUANTITY	\$1,080.00	\$994.80	\$699.00
		BRAND NAME:	Performance Plus	Universal Rigel 85W140	Total Transmission 85-140
		DRUM DEPOSIT	No Bid	No Charge	No Bid
10	1000 pounds	FULL SYNTHETIC GEAR LUBRICANT: 80W - 140 400 LB. DRUM			
		UNIT PRICE PER GALLON		\$3.29/lb.	\$34.00
		TOTAL EXTENDED COST USING EST. QUANTITY		\$3,294.80	\$4,875.00
		BRAND NAME:	No Bid	Dyna Plex 21C Synzol 80W140	Total Transmission 85-140
		DRUM DEPOSIT	No Bid	No Charge	No Bid
11	300 gallons	AUTOMATIC TRANSMISSION FLUID: DEXTRON III/MERCON ATF 55 GAL. DRUM			
		UNIT PRICE PER GALLON	\$7.84	\$8.07	\$8.64
		TOTAL EXTENDED COST USING EST. QUANTITY	\$2,352.00	\$2,421.00	\$2,592.00
		BRAND NAME:	Performance Plus	ECO Ultra MP ATF	Chevron ATF MD-3
		DRUM DEPOSIT	No Charge	No Charge	No Bid
12	300 gallons	SYNTHETIC AUTOMATIC TRANSMISSION FLUID: TES 295 FLUID 16 GAL. KEGS			
		UNIT PRICE PER GALLON	\$14.82 ***4X5 Q Case	\$30.10	\$33.17
		TOTAL EXTENDED COST USING EST. QUANTITY	\$4,446.00	\$9,030.00	\$9,951.00
		BRAND NAME:	Performance Plus	Dyna Plex 21C HD ATF TES 295	BP Autran Syn TES 295
		KEG DEPOSIT	No Charge	No Charge	No Bid
13	300 gallons	MULTI-VEHICLE FULL SYNTHETIC: ATF 16 GAL. KEGS			
		UNIT PRICE PER GALLON	\$14.82 ***4X5 Q Case	\$9.68	\$15.13
		TOTAL EXTENDED COST USING EST. QUANTITY	\$4,446.00	\$2,904.00	\$4,539.00
		BRAND NAME:	Performance Plus	Universal Multi-Vehicle Syn	Chevron Havoline Syn MV ATF DEX IV
		KEG DEPOSIT	No Charge	No Charge	No Bid
14	85 cases	8. MULTIPURPOSE GREASE-CARTRIDGE TUBE			
		UNIT PRICE PER CASE		\$21.30	\$112.00
		TOTAL EXTENDED COST USING EST. QUANTITY		\$1,810.50	\$9,520.00
		OUNCES PER TUBE	No Charge	15 oz	standard
		NUMBER OF TUBES IN CASE	No Charge	10	40
15		9. EQUIPMENT OIL SAMPLING			
		Diesel Engine Oil	No Charge	No Charge	No Bid
		Transmission Oil	No Charge	No Charge	No Bid
		Hydraulic Oil	No Charge	No Charge	No Bid
		Gearbox Oils (Various)	No Charge	No Charge	No Bid
16		IS WASTE OIL REMOVAL/PICK UP AN OPTION?	Yes	Yes	Yes
		IF YES, WHAT IS THE COST?	\$0.27/gallon	No Charge	will be charged a \$0.50 for removal if removal is during a new oil delivery, if mnot delivering new oil and just picking up there is a \$300 fee for removal of oil
17		IS USED OIL FILTER REMOVAL/PICKUP AN OPTION?	Yes	Yes	Yes
		IF YES, WHAT IS THE COST?	Used \$21/drum \$46/drum Waste \$160 Stop Fee	No Charge	\$55 per Drum
Total			\$107,282.50	\$122,620.95	\$139,153.38
Notes and Exceptions		Delivery will be 2 days after receipt of order	None	200 gallon minimum. Delivery Fee of \$100 if order is less than 200 Gallons	

Recommended Award: Universal Lubricants

Approved by Commissioner's Court on this 21st day of March, 2017 by Braves County Judge holding the position of Braves County Judge



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Purchasing NUMBER:
DATE OF COURT MEETING: 3/21/2017
ITEM: Renewal of Contract # 17-282R for Concrete Delivery to Vendor's Site with BPI.
TO: Commissioners Court
FROM: Christy Norton
DATE: 03/16/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[Original contract - BPI.pdf](#)

[17-282R vendor signed letter.pdf](#)

Description

Original Contract

Vendor signed renewal letter

Type

Backup Material

Backup Material



Brazos County Purchasing Department

200 SOUTH TEXAS AVE SUITE 352 BRYAN, TX 77803
PHONE (979) 361-4290 FAX (979) 361-4293

March 14, 2017

Brazos Paving, Inc.
PO Box 714
Bryan, TX 77806

Phone: 979-822-7605 EXT 109
Fax: 979-823-2659
Email: B.Prewitt@pbtx.com

Attn: Billy Prewitt

Re: Renewal of Contract for Concrete Delivery to Vendor's Site -17-282R, previously known as 2015-67.

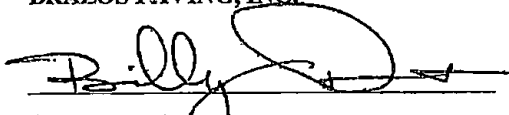
Brazos County appreciates your company's service with this contract and would like to exercise the renewal option for *Concrete Delivery to Vendor's Site #17-282R previously #2015-67*. All terms, conditions, and pricing shall remain the same. This renewal will be for two years starting the date of Commissioners' Court approval and continuing for 24 months (2 years) from that date ending in 2019.

To accept the renewal option, please fill out the information and sign below. Return the signed documents by email to cnorton@brazoscountytexas.gov or fax to (979) 361-4293. Please then submit the original signed documents and an updated Certificate of Insurance by mail to the address listed above. Please return acceptance as soon as possible. If you have any questions, I may be reached at (979) 361-4291.

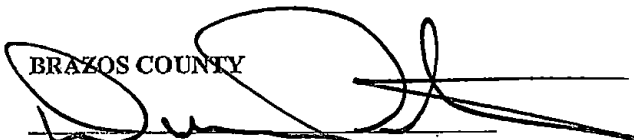
Contact Name: ERNEST Alvarado Telephone: 979-412-5137

E-Mail: E.Alvarado@pbtx.com Fax: 979-823-2659

BRAZOS PAVING, INC.


Authorized Signature

3/15/17
Date

BRAZOS COUNTY

Duane Peters, County Judge

3/21/17
Date



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Purchasing NUMBER:
DATE OF COURT MEETING: 3/21/2017
ITEM: Renewal of Contract #17-286R for Truck Scale Maintenance with Fairbanks Scales Inc.
TO: Commissioners Court
FROM: Christy Norton
DATE: 03/16/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[Original contract - Fairbanks.pdf](#)
[17-286R vendor signed renewal .pdf](#)
[17-286R Tabulation.xls](#)

Description

Original Contract
Vendor signed renewal letter
Tabulation

Type

Backup Material
Backup Material
Backup Material



Brazos County Purchasing Department

200 SOUTH TEXAS AVE SUITE 352 BRYAN, TX 77803
PHONE (979) 361-4290 FAX (979) 361-4293

March 8, 2017

Fairbanks Scales Inc.
8331 FM 1960 Bypass W, Suite L
Humble, TX 77338

Phone: 281-821-5173
Email: gchristiansen@fairbanks.com

Attention: Greg Christiansen,

Re: Renewal of Contract #17-286R Truck Scale Maintenance, previously known as 2016-173R, 2015-46R and 2013-49.

Brazos County appreciates the quality work your company has provided and would like to exercise the renewal option for *Truck Scale Maintenance, previously known as 2016-173R, 2015-46R and 2013-49.*


All terms, conditions, and pricing shall remain the same. This renewal term will be for one year from May 14, 2017 to May 13, 2018.

To accept the renewal option, please fill out the information and sign below. Return the signed documents by email to cnorton@brazoscountytexas.gov or fax to (979) 361-4293. Please then submit the original signed documents and an updated Certificate of Insurance by mail to the address listed above. **Please return acceptance as soon as possible.** If you have any questions, I may be reached at (979) 361-4291.

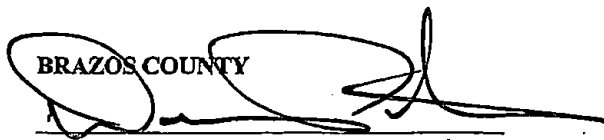
Contact Name: Greg Christiansen Telephone: 281 821 5173

E-Mail: houston@fairbanks.com Fax: 281 821 5176

FAIRBANKS SCALES, INC


Authorized Signature

3/14/17
Date


Brazos County
Duane Peters, County Judge

3/21/17
Date

Tabulation


17-286R Truck Scale Maintenance

Previously known as 2016-173R, 2015-46R and 2013-49

May 14, 2017 through May 13, 2018

DESCRIPTION	Nichol Scales	P&S Scale Co.	Fairbanks Scales	Bastrop Scales
Cost for Calibration and testing of Scale(twice a year)	\$500.00	\$570.00	\$327.00	\$549.00
Labor for additional repairs - Cost per Regular Hour	\$75.00/Hour	\$66.00/Hour	\$90.00/Hour	\$77.00 per Hour
Labor for additional repairs - Cost per Overtime Hour(Hoildays and Weekends)	\$112.50/Hour	\$99.00/Hour	\$180.00/Hour	\$154.00/Hour
Vehicle Charge - (This charge includes travel, milage, and fuel for additional repars only. It will not apply to regular calibration and testing visits)	\$203.50	1.25/Mile x 113 miles = \$141.25	\$244.00	\$193.50
Test Unit Charge - (this charge will only apply to additional repairs. It will not apply to regular calibration and testing visits)	\$400.00	\$85.00 + (\$2.50/Mile x 113 miles) = \$367.50	\$442.00	\$193.50
% for Parts Plus Cost	20%	15%	25%	30%

RECOMMEND AWARD: Fairbanks Scales

Approved by Commissioner's Court on this 21st day of March, 2017 by
 holding the position of Brazos County Judge



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Road and Bridge NUMBER: CC 2017 - Utility Permit - Wellborn
SUD - Chaco Canyon Drive - 150
feet south of Lesharo Cove

DATE OF COURT MEETING: 3/21/2017

ITEM: Consider and take action on the Wellborn Special Utility District utility permit to construct a road bore for a 1-inch water line crossing under Chaco Canyon Drive 150 feet South of Lesharo Cove. Crossing will maintain a minimum depth of 36 inches below ditch flowline. Site is located in Precinct 1.

TO: Commissioners Court

FROM: Darrell Kolwes

DATE: 03/14/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[Utility Permit - Wellborn SUD -
Chaco Canyon Drive -
150 feet south of Lesharo Cove.pdf](#)

Description

Utility Permit - Wellborn SUD - Chaco Canyon Drive - 150
feet south of Lesharo Cove

Type

Backup Material

9

**BRAZOS COUNTY
COMMISSIONERS' COURT
ACTION FORM**

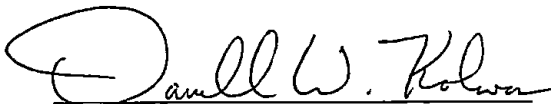
DEPARTMENT: Road & Bridge

MEETING DATE: March 21, 2017

SUBJECT: Utility Permit – Wellborn Special Utility District

Consider and take action on the Wellborn Special Utility District utility permit to construct a road bore for a 1-inch water line crossing under Chaco Canyon Drive 150 feet South of Lesharo Cove. Crossing will maintain a minimum depth of 36 inches below ditch flowline. Site is located in Precinct 1.

SUBMITTED BY:



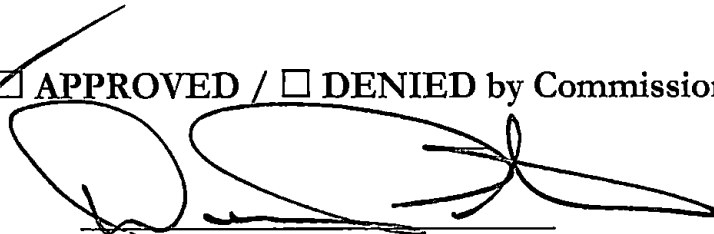
Darrell W. Kolwes
Right of Way Agent

ACKNOWLEDGED BY:



Steve Aldrich
Commissioner Precinct 1

This request is ☒ **APPROVED** / ☐ **DENIED** by Commissioners' Court



Duane Peters, County Judge

DATE: 3/21/17

APPLICATION FOR WATER UTILITY PERMIT
DESIGNATING PLACEMENT OF UTILITY IN COUNTY RIGHT OF WAY

TO: THE COUNTY ENGINEER OF BRAZOS COUNTY, TEXAS

Pursuant to the Texas Utility Code, Section 181.024, comes now Wellborn Special Utility District [company name], hereinafter referred to as "Company" a Texas [state] Corporation, with authority to transact business in Texas, acting by and through its duly authorized representative, and hereby petitions the County Engineer for the right to lay, construct, maintain, repair and/or operate a gas facility under, over, across and/or along certain County Roads as shown on drawings and diagrams attached hereto and said location described as follows:

Facility to Cross Road

Road Name & Block Number	Length of Crossing	TYPE OF CONSTRUCTION (CHECK ONE)			
		Bored	Jacked	Driven	Cased
Chaco Canyon Drive	100 ft.	X			X

Facility to Parallel County Road Within Right-Of-Way

Road Name and Block Number	From	To	Depth	Distance

CONSTRUCTION TYPE

1" Diameter 0.10" Wall Thickness 2" Encasement Pipe

Material Specification PVC

Maximum Operation Pressure 200 PSI

The location and description of the proposed installation and appurtenances must be fully shown on the attached detailed drawings.

The Company shall commence actual construction/work in good faith within 60 days from the date of said permit and shall complete said construction /work within 14 working days. **(COMPANY MUST FILL IN)**. If such construction is not begun by the 60th day, Company will be required to apply for a new permit.

Company declares that prior to filing this application, it has ascertained the location of all existing utilities, both aerial and underground, and the filing of this application is prima facie evidence that the proposed installation will not conflict with any existing utility.

A copy of this permit shall be kept at the job site any time work is being performed.

It is expressly stipulated that this Permit is a license for permissive use only and that the placing of facilities upon public property pursuant to this permit shall not operate to create or vest any property right in said holder.

It is understood and agreed that the rights and privileges herein set out are granted only to the extent of the County's right, title and interest in the land to be entered upon and used by the holder and the holder will at all times assume risk of and indemnify, defend and save harmless Brazos County from and against any and all loss, damages, cost or

expense arising in any manner on account of the exercise or attempted exercise by said holder of the aforesaid rights and privileges.

Any deviation from these specifications must be approved by Brazos County Engineer's Office or its designated representative.

Approval of County Engineer's Office may take as long as two weeks after complete application is received.

Applicant agrees to comply with all rules of the County Commissioners and the County Engineer in construction of said installation attached hereto as **BRAZOS COUNTY DESIGN STANDARDS AND SAFETY PRECAUTION REQUIREMENTS FOR WORK CONDUCTED IN BRAZOS COUNTY RIGHTS OF WAY** and incorporated herein for reference.

In the event Company fails to obtain a permit prior to the installation or does not install utilities in compliance with installation requirements set forth herein (i.e. depth, location, etc), Company assumes all financial responsibility for damages and/or destruction of lines, cables, etc. based upon its failure to comply with Brazos County requirements.

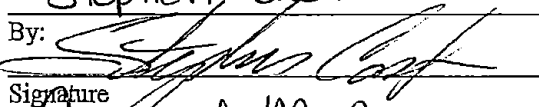
Applicant agrees that if Brazos County demonstrates a violation of the terms of this policy, Applicant stipulates that requisites for injunctive relief exist and that Brazos County is entitled to relief enjoining any conduct by applicant which is contrary to the policies.

This permit is a revocable permit. Brazos County reserves the right to revoke this permit at any time, in the sole discretion of Brazos County, for interests of public health, safety or welfare, or for failure to repair any damages upon demand, or for any other reason deemed sufficient by Brazos County.

In the event Company fails to comply with any or all of the requirements as set forth herein, the County may take such action as it deems appropriate to compel compliance. The County Engineer further retains the right to revoke this Permit by verbal notification to the Applicant/Company.

Failure to obtain this permit and/or notify the County Engineer's Office within 24 hours of beginning construction shall constitute grounds for job shutdown.

By signing below, I certify that I am authorized to represent the Company listed below, and that the Company agrees to the conditions/provisions included in this permit.

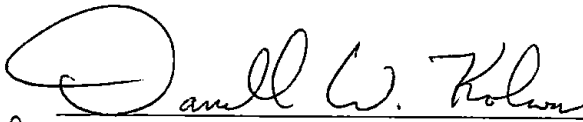
Wellborn SUD
Company Name
Stephen Cast
By: 
Signature
General Mgr
Title
PO Box 250
Address
Wellborn Tx 77881
City 979-690-9799 State Zip
Phone Number
Email: wsud.js@verizon.net

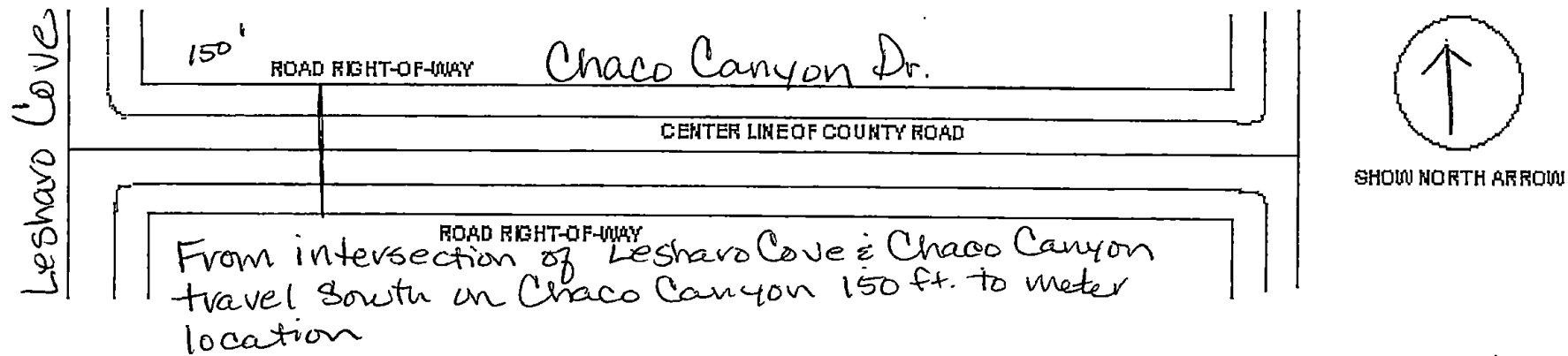
WATER UTILITY APPROVAL

Brazos County offers no objection to the proposed location of the utility in the County right of way as shown by accompanying drawings and notice dated 3-9-17 except as noted below:

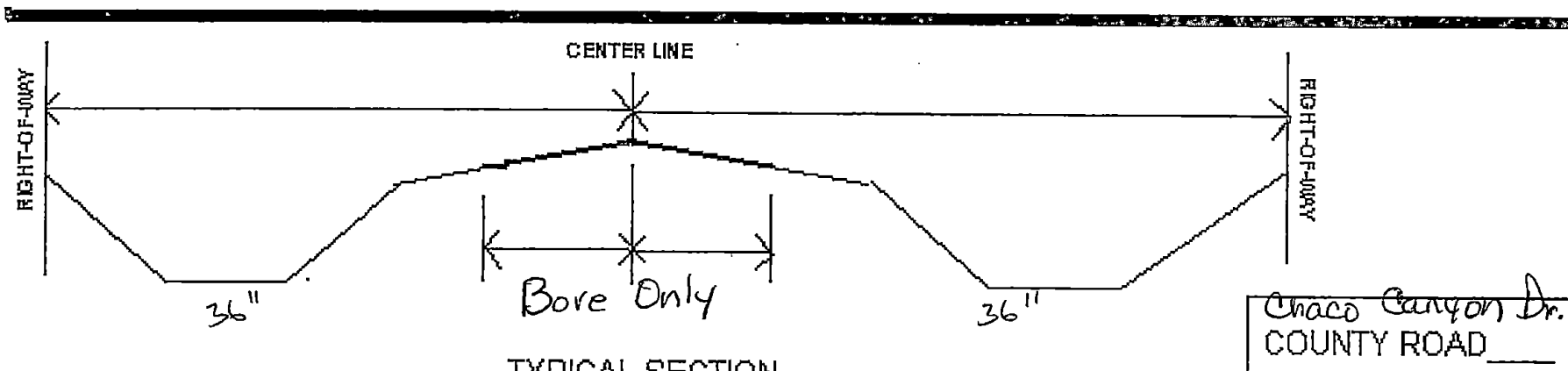
(Month/Day/Year)

EXCEPTIONS: None


for Brazos County Engineer



PLAN VIEW



TYPICAL SECTION

1. IN CROSSING ROAD OR GOING ALONG RIGHT-OF-WAY, SHOW DEPTH & LOCATION OF CONSTRUCTION IN TYPE SECTION & PLAN
2. IN PLAN VIEW SHOW DISTANCE FROM YOUR CONSTRUCTION TO NEAREST INTERSECTION
3. IF ABOVE PLAN VIEW AND/OR TYPE SECTION IS NOT APPLICABLE, THEN SHOW APPLICABLE PLAN AND/OR SECTION

**BRAZOS COUNTY ROADWAY SAFETY AND ROAD
PRESERVATION STANDARDS FOR WORK CONDUCTED IN
BRAZOS COUNTY RIGHTS OF WAY**

A. General Requirements

1. Adequate drainage shall be maintained in ditches at all times.
2. Permittee will use best management practices ("BMP") (EPA and TCEQ both provide lists of examples of BMPs) to minimize erosion and sedimentation resulting from the proposed installation.
3. The permittee shall take precautions to avoid damage to property. All County Right of Way and property shall be restored to its original condition, as far as practical, in the opinion of the County Engineer or appointed representative.
4. The construction and maintenance of such utility shall not interfere with the property or rights of a prior occupant.
5. Permittee shall not interfere with other utilities located in the right of way. In the event damages occur, permittee will be liable to the County or other utilities running through the right of way.
6. County Engineer shall determine whether or not permittee's plans shall inconvenience the public. If it is determined that inconvenience to the public exists, then the County Engineer will decide whether such project will be allowed or if an alternative exists so as not to inconvenience the public.

B. Safety Requirements

1. Proper traffic control measures must be put in place prior to beginning work and remain in place during the duration of the job. All traffic control measures must follow the Texas Manual of Uniform Traffic Control Devices (TMUTCD). See Traffic Control Requirements below.
2. During construction, all safety regulations of the Texas Department of Transportation shall be observed.
3. Permittee must take such precautions and measures, including placing and displaying safety devices, as may be necessary, in order to safely conduct the public through the project area. Company shall provide flagmen, signs, signals or devices necessary to provide complete safety to the public.
4. Adequate provisions must be made to cause minimum inconveniences to traffic and adjacent property owners.
5. No cable, conduit and/or pole line shall be laid, constructed, maintained and/or repaired so as to constitute a danger or hazard of any kind to persons or vehicles using such road. Any poles placed in the Right of Way for future installation shall be placed at the back of the Right of Way. Exceptions may be approved by the County Engineer.

C. Traffic Control Plan

1. A traffic control plan, pursuant to the TMUTCD or Engineered Traffic Control Plan must be provided for the following:
 - a. Any construction (i.e. pit, excavation, hole) left open over night, requires specific nighttime traffic control measures pursuant to the TMUTCD;
 - b. If construction is within ten (10) feet of the roadway; or
 - c. Any work performed in the road right-of-way;
2. Plan must be attached to the permit and kept at the job site any time work is being performed.

3. Plan must set forth the time of completion for the job.

D. Design Standards

1. All overhead installations shall conform to clearance standards of the Texas Department of Transportation and the pole be placed in the designated area for power specified as set forth in the *Texas Utilities Code, Section 181.045*.
2. All pole installation (including lighting) shall be placed at the backside of the Right of Way to ensure safety to the public. Any pole placed in violation of this requirement will be required to be moved to the appropriate location at the company's expense. Exceptions may be approved by the County Engineer.
3. All underground installations shall (these are minimum depths – utility may place deeper):
 - a. be placed at a minimum depth of forty-eight (48) inches below the top of the pavement;
 - b. be at least thirty-six (36) inches below ditch flow line when installation is within the area measured from top of bank to top of bank;
 - c. be at least forty-eight (48) inches below ditch flow line if low pressure gas or petroleum lines. For high pressure gas and petroleum lines, see High Pressure Pipelines requirements listed below;
 - d. not be closer than ten (10) feet from the edge of pavement. Exceptions may apply in rights of way of less than 60'.
4. Water Lines: All water lines must be a minimum 36-inches below the ditch flow line and cased. Waterlines shall be cased if crossing under the roadway.
5. Utilities in all new developments that have 60 feet or greater of right of way shall be installed within designated locations based upon the type of utility. The locations shall be as follows: (measured from back of right-of-way).
 - Power – 0-2 feet, nominally 1'
 - Phone – 2-4 feet, nominally 3'
 - Gas – 4-6 feet, nominally 5'
 - Cable – 6-8 feet, nominally 7'
6. Utilities with less than 60 feet right-of-way in all new developments shall install the utility in a similar manner as referenced in No. 3 above, however, the County Engineer or its designated representative will provide final approval of each utility location.
7. The length of any trench to be opened in advance of the pipe, conduit or ducts may not be longer than 400' if left open over night or unattended.
8. Crossings under a county road shall:
 - a. be bored or jacked. ABSOLUTELY NO OPEN CUTS WITHIN COUNTY ROAD PAVEMENT;
 - b. be pressure grouted for the full length of the crossing *if* the annular space between pipe and casing and soil exceeds one (1) inch. Brazos County must be given 24 hours notice of pressure grouting operations and have the opportunity to have an inspector on site to observe pressure grouting operations;
 - c. TxDOT Standard Specification Item 476 shall be followed for all boring, jacking, tunneling and joints.
9. Bore Pits
 - a. no pits shall remain open longer than 2 days;
 - b. all pits shall have proper traffic control measures in place. See Traffic Control Plan listed above.
 - c. pits shall NOT be located within ten (10) feet from the edge of pavement without prior approval from the County Engineer or his representative;
 - d. when pits are to remain open for more than 8 hours, due diligence will be used in protecting the spoil pile to prevent drainage problems;

- e. based upon soil conditions, the County Engineer or his representative may require shoring to protect pavement integrity;
 - f. based upon soil conditions, the County Engineer or his representative may require pits be placed further from the edge of road.
10. Any installation within ten (10) feet of edge of pavement shall meet the following:
- a. location must be approved by the County Engineer or his representative
 - b. backfilled with cement stabilized material.
 - c. based upon soil conditions, the County Engineer or his representative may require shoring to protect pavement integrity.
 - d. All excess water and mud shall be removed from the trench prior to backfilling. Any backfill placed during a rainy period or at other times where excess water cannot be prevented from entering the trench will be considered TEMPORARY and shall be replaced with PERMANENT cement stabilized material as soon as weather permits;
 - e. All disturbed base and pavement materials shall be removed and restored to the satisfaction of the County Engineer or his representatives.
 - f. No side or lateral tamping to fill voids under the base and pavement materials is allowed.
11. Company must be careful to not jeopardize the slope or integrity of the shoulder of the road. In the event Company damages the slope, shoulder or any other portion of the right-of-way, Company will be responsible for repairing the damage and replacing the right-of-way to the condition it was prior to commencing construction.
12. Operation of construction and/or maintenance equipment on the traveled surface of any improved County road will not be permitted, except in an instance whereby the laying, construction, maintenance and/or repair of cables, conduits and/or pole lines cannot be accomplished by any other method and in this event all such equipment shall be of the rubber tire variety. Appropriate traffic control shall be provided meeting TMUTCD requirements.
13. In the event said construction and/or maintenance and/or repair requires Company to remove, cut or jeopardize any section of the road (asphalt, cement, road base, etc), Company will be required to provide a performance bond or letter of credit securing necessary repairs. Said bond amount will be determined by the County Engineer.
14. The applicant shall submit a letter of "No Objection" from the Army Corps of Engineers for all designated wetlands and environmentally sensitive lands.

E. Emergency work

1. In the event Company is required to perform emergency services, that requires excavation in a County Right of Way, and unable to notify the County Engineer prior to conducting emergency repairs, Company shall notify County Engineer within 24 hours of beginning construction/repairs. This will allow the County Engineer and Road & Bridge Office an opportunity to inspect the site to ensure the integrity of the County Right of Way and traffic safety controls used.

F. Repairs to existing facilities

1. Maintenance and/or repair to existing cables, conduits, and/or pole lines which require disturbance of the soil, shall not be performed until plans describing such maintenance and/or repair have been approved by the County Engineer or designated representative and a permit has been obtained.

G. Relocation of utilities:

1. When and if the County Engineer determines that it is necessary for the construction, repair, improvement, alteration or relocation of all or any portion of said road, any or all poles, wires, pipes, cables or other facilities and appurtenances authorized hereunder, shall be removed from said road, or reset or relocated thereon, as required by the County Engineer within a reasonable time as determined by the County Engineer and Utility Company, and at the expense of the Utility Company.

H. High Pressure Pipelines

1. All utility Permits for high pressure pipelines (generally 60 PSI or greater), whether pertaining to controlled access or non-controlled access installations, should contain the following additional information in the description of the permit.

- diameter
- wall thickness
- material specification
- minimum yield strength
- maximum operation pressure of the pipeline

2. With the exception of the maximum operation pressure of the pipeline, this information is to be supplied for both the carrier pipe and the casing.

3. Assurance must also be given that the installation material and design meet the minimum Federal Safety Standards for Liquid and Gas Pipe Lines. Assurance must be provided on company letterhead and signed by an authorized representative of the company.

4. Petroleum Pipelines:

<u>Type of Pipeline</u>	<u>Depth (below deepest ditch grade)</u>	<u>Special Requirements</u>
Encased Pipe	Less than 10'	Must be covered with concrete pad at least 36" deep
Encased Pipe	Greater than 10'	No concrete pad required
Non-Cased Pipe	Less than 10'	Must be covered with concrete pad at least 48" deep
Non-Cased Pipe	Greater than 10'	No concrete pad required

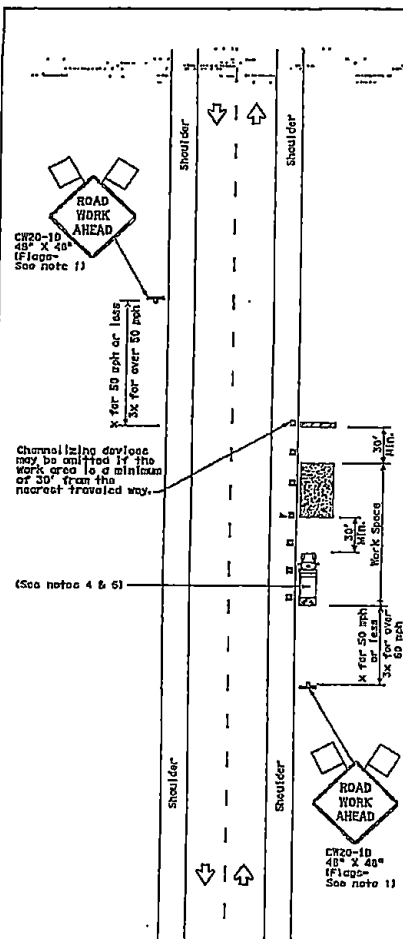
The Concrete pad shall be minimum of 3" thick and width shall be pipe diameter plus 18" minimum.

5. Under no circumstances will a pipeline be installed parallel to a County Road within the Right-of-Way. Transmission lines have been determined to be petroleum pipelines (which includes natural gas lines) and shall not be parallel to a County Road.

6. Natural Gas Distribution is a line that serves the final customer.

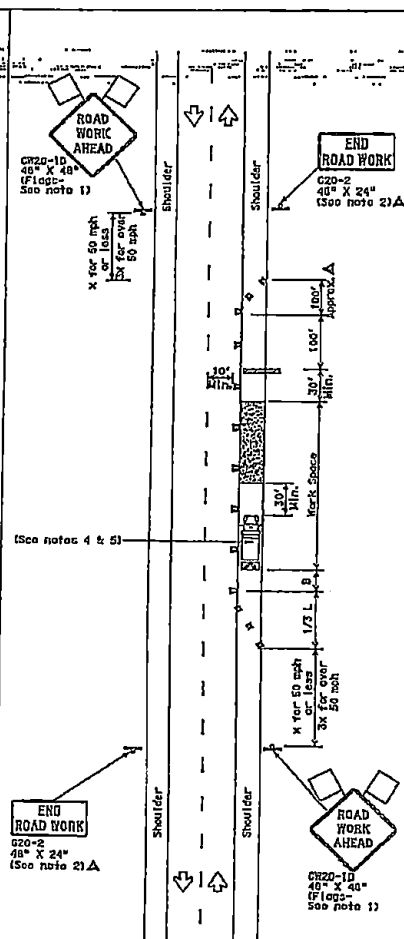
Notes of this Standard is covered by the Texas Engineering Practice Act. No warranty or any other form of liability is made by the State of Texas for the use of this Standard or for the results or consequences resulting from its use.

DATE: _____
FILE: _____



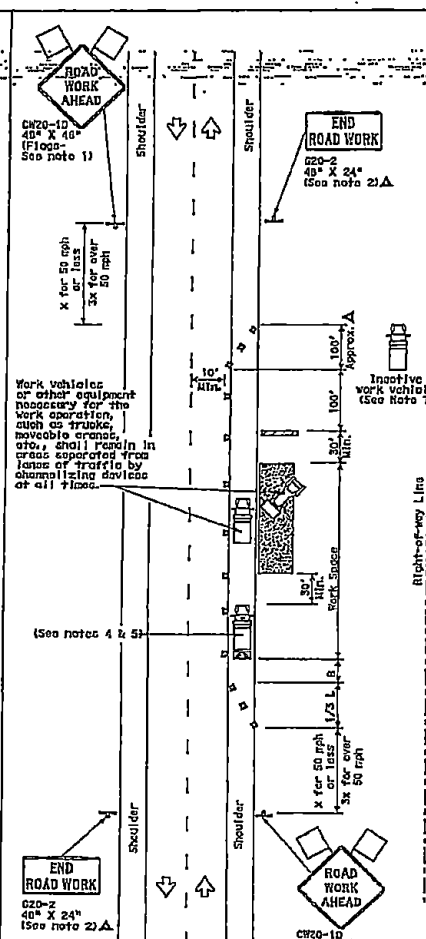
TCP (2-1a)

WORK SPACE NEAR SHOULDER
Conventional Roads



TCP (2-1b)

WORK SPACE ON SHOULDER
Conventional Roads



TCP (2-1c)

WORK VEHICLES ON SHOULDER
Conventional Roads

LEGEND			
Type 3 Barricade	48" x 48"	Channelizing Device	Push Pin
Heavy Work Vehicle	48" x 48"	Trailer Mounted Flashing Arrow Board	Trailer Mounted Flashing Arrow Board
Sign	48" x 24"	Portable Changeable Message Sign (PCMS)	Portable Changeable Message Sign (PCMS)
Flag	48" x 24"	Flagger	Flagger

Posted Speed	Formula	Minimum Taper Lengths	Suggested Maximum Spacing of Channelizing Devices	Minimum Sign Spacing	Suggested Longitudinal Buffer Space
30	$L = \frac{WS}{60}$	10' 11' 12' Offset/Offset/Offset	On a Taper 30' On a Taperant 60'	120'	90'
35	$L = \frac{WS}{60}$	150' 165' 180'	30' 60'	160'	120'
40	$L = \frac{WS}{60}$	205' 225' 245'	40' 80'	240'	155'
45	$L = \frac{WS}{60}$	265' 285' 305'	50' 100'	320'	195'
50	$L = \frac{WS}{60}$	320' 340' 360'	60' 120'	400'	240'
55	$L = \frac{WS}{60}$	380' 400' 420'	70' 140'	500'	295'
60	$L = \frac{WS}{60}$	440' 460' 480'	80' 160'	600'	350'
65	$L = \frac{WS}{60}$	500' 520' 540'	90' 180'	700'	410'
70	$L = \frac{WS}{60}$	560' 580' 600'	100' 200'	800'	475'
75	$L = \frac{WS}{60}$	620' 640' 660'	110' 220'	900'	540'

* Conventional Roads Only
** Taper Lengths have been rounded off.
L=Length of Taper (FT) W=Width of Offset (FT) S=Posted Speed (MPH)

TYPICAL USAGE			
MODEL	SHORT DURATION	SHORT TERM STATIONARY	LONG TERM STATIONARY
1	✓	✓	✓
2	✓	✓	✓
3	✓	✓	✓
4	✓	✓	✓
5	✓	✓	✓
6	✓	✓	✓
7	✓	✓	✓
8	✓	✓	✓
9	✓	✓	✓
10	✓	✓	✓
11	✓	✓	✓
12	✓	✓	✓
13	✓	✓	✓
14	✓	✓	✓
15	✓	✓	✓
16	✓	✓	✓
17	✓	✓	✓
18	✓	✓	✓
19	✓	✓	✓
20	✓	✓	✓
21	✓	✓	✓
22	✓	✓	✓
23	✓	✓	✓
24	✓	✓	✓
25	✓	✓	✓
26	✓	✓	✓
27	✓	✓	✓
28	✓	✓	✓
29	✓	✓	✓
30	✓	✓	✓
31	✓	✓	✓
32	✓	✓	✓
33	✓	✓	✓
34	✓	✓	✓
35	✓	✓	✓
36	✓	✓	✓
37	✓	✓	✓
38	✓	✓	✓
39	✓	✓	✓
40	✓	✓	✓
41	✓	✓	✓
42	✓	✓	✓
43	✓	✓	✓
44	✓	✓	✓
45	✓	✓	✓
46	✓	✓	✓
47	✓	✓	✓
48	✓	✓	✓
49	✓	✓	✓
50	✓	✓	✓
51	✓	✓	✓
52	✓	✓	✓
53	✓	✓	✓
54	✓	✓	✓
55	✓	✓	✓
56	✓	✓	✓
57	✓	✓	✓
58	✓	✓	✓
59	✓	✓	✓
60	✓	✓	✓
61	✓	✓	✓
62	✓	✓	✓
63	✓	✓	✓
64	✓	✓	✓
65	✓	✓	✓
66	✓	✓	✓
67	✓	✓	✓
68	✓	✓	✓
69	✓	✓	✓
70	✓	✓	✓
71	✓	✓	✓
72	✓	✓	✓
73	✓	✓	✓
74	✓	✓	✓
75	✓	✓	✓
76	✓	✓	✓
77	✓	✓	✓
78	✓	✓	✓
79	✓	✓	✓
80	✓	✓	✓
81	✓	✓	✓
82	✓	✓	✓
83	✓	✓	✓
84	✓	✓	✓
85	✓	✓	✓
86	✓	✓	✓
87	✓	✓	✓
88	✓	✓	✓
89	✓	✓	✓
90	✓	✓	✓
91	✓	✓	✓
92	✓	✓	✓
93	✓	✓	✓
94	✓	✓	✓
95	✓	✓	✓
96	✓	✓	✓
97	✓	✓	✓
98	✓	✓	✓
99	✓	✓	✓
100	✓	✓	✓

- GENERAL NOTES**
1. Signs attached to signs when shown, are REQUIRED.
 2. All traffic control devices illustrated are REQUIRED, except those denoted with the triangle symbol may be omitted when stated in the plans, or for routine maintenance work, when approved by the Engineer.
 3. Staked material should be placed a minimum of 30 feet from nearest traveled way.
 4. Shadow Vehicle with TMA and high intensity rotating, flashing, reflecting or strobe lights. A Shadow Vehicle with a TMA should be used anytime it can be positioned 30 to 100 feet in advance of the area of work exposure without adversely affecting the performance or quality of the work. If workers are no longer present but road or work conditions require the traffic control to remain in place, Type 3 Barricade or other channelizing devices may be substituted for the Shadow Vehicle and TMA.
 5. Additional Shadow Vehicles with TMA may be positioned off the paved surface, next to those shown in order to protect a wider work space.
 6. See TCP (5-1) for shoulder work on divided highways, expressways and freeways.
 7. Inactive work vehicles or other equipment should be parked near the right-of-way line and not parked on the paved shoulder.
 8. C20-2 "SHOULDER WORK" signs may be used in place of C20-10 "ROAD WORK AHEAD" signs for shoulder work on conventional roadways.

For construction or maintenance contract work, specific project requirements for shadow vehicles can be found in the project GENERAL NOTES for Item 602, Barricade, Signs and Traffic Handling.

Texas Department of Transportation
Traffic Operations Division

TRAFFIC CONTROL PLAN CONVENTIONAL ROAD SHOULDER WORK

TCP (2-1)-12

Revised	By	Checked	Approved	Date
2-91	2-12			
2-91				
4-91				
1-91				
1-91				



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Road and Bridge NUMBER: CC 2017 - Private Property Access
- John C. Koontz - Smetana Road -
Clean out drainage channel.

DATE OF COURT MEETING: 3/21/2017

ITEM: Request permission to enter private property owned by John C. Koontz at 1839 Smetana Road. Project will require the County to clean out drainage channel to improve water outfall. Site is located in Precinct 4.

TO: Commissioners Court

FROM: Darrell Kolwes

DATE: 03/15/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[Private Property Access -
John C. Koontz - Smetana Road -
Clean out drainage channel.pdf](#)

Description

Private Property Access - John C. Koontz - Smetana Road -
Clean out drainage channel.

Type


Backup Material

**BRAZOS COUNTY
COMMISSIONERS' COURT
ACTION FORM**

DEPARTMENT: Road & Bridge
MEETING DATE: March 21, 2017
SUBJECT: Private Property Access

Request permission to enter private property owned by John C. Koontz at 1839 Smetana Road. Project will require the County to clean out drainage channel to improve water outfall. Site is located in Precinct 4.

SUBMITTED BY:



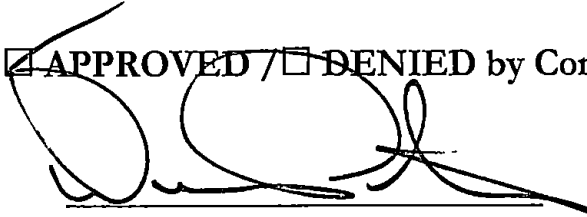
Darrell W. Kolwes
Right of Way Agent

ACKNOWLEDGED BY:



Irma Cauley
Commissioner Precinct 4

This request is ☒ **APPROVED** / ☐ **DENIED** by Commissioners' Court



Duane Peters, County Judge

Date: 3/21/17



BRAZOS COUNTY PRIVATE PROPERTY ACCESS FORM

E. Duane Peters
Brazos County Judge

Steve Aldrich
Commissioner Pct. 1

Sammy Catalena
Commissioner Pct. 2

Nancy Berry
Commissioner Pct. 3

Irma Cauley
Commissioner Pct. 4

R. Alan Munger, P.E.
County Engineer
Brazos County Road & Bridge Dept.
2617 Hwy 21 West
Bryan, Texas 77803
Office: 979-822-2127
Fax: 979-775-0453
ramunger@brazoscountytexas.gov

- I. OWNER(S): John C. Koontz (979) 402-6832
(979) 703-1355
- II. ADDRESS: 400 Copper Falls Drive
Bryan, Texas 77803-3553
- III. LOCATION OF WORK: 1839 Smetana Road
Property ID: 16530 – John Williams Sy., A-237, Tract 66, 8.7 acres
- IV. DESCRIPTION OF WORK: Project will clean out existing drainage channel. Work will include removing debris and vegetation and dirt to improve water outfall. This work is being done for the health, safety and welfare of the general public.

Additional Comments: _____

V. MAINTENANCE: Yes _____ No X

IF YES, ESTIMATE FREQUENCY OF MAINTENANCE: N/A

I (we) the undersigned owner(s) grant permission to Brazos County the ability to access the above mentioned private property for roadway maintenance purposes.

Owner's Signature: John C. Koontz
John C. Koontz

Date: 3-14-2017

R. Alan Munger, P.E.
R. Alan Munger, P.E.
County Engineer

Darrell W. Kolwes
Darrell Kolwes
Right of Way Agent



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 3/21/2017

ITEM:

- a. Patricia J. Gibson - Overpayment \$8.20
- b. Jerry Conaway - Overpayment \$92.17
- c. Brazos Valley Mobile Home Movers LLC - Overpayment \$37.67
- d. Robinson Valeveley J. - Overpayment \$115.06
- e. Ramiro & Maria Flores - Overpayment \$6.58
- f. Montie Holladay - Overpayment \$438.18

TO: Commissioners Court

DATE: 03/15/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[DOC017.pdf](#)

Description

Tax Refund Applications

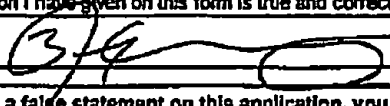
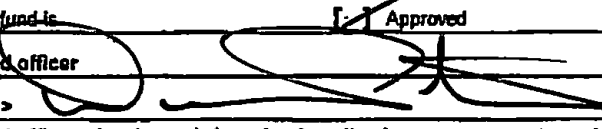
Type

Cover Memo

APPLICATION FOR TAX REFUND

Collecting Office Name Brazos County Tax Office 4151 County Park Court Bryan Texas 77802		Collecting tax for: (taxing units) Brazos County, City of Bryan, City of College Station Bryan ISD, College Station ISD, F1, F2, F3, F4, City of Kurten			
Phone Number 979-775-9930					
To apply for a tax refund, the taxpayer must complete the following:					
Step 1: Owner's Name and Address	GIBSON PATRICIA J				
	128 OAK CRST				
	COLLEGE STATION, TX 77845-8610				
Step 2: Describe the Property	Legal: OAK CREEK MHC, SPACE 128 OAK CREST,				
	SERIAL #CW2007027TXA, LABEL # HWC0295868				
	Address: 128 OAK CREST (PVT)				
	Acct.#	338739			
Step 3: Give the tax payment information	Name of Taxing unit	Tax Year of refund	Date of Payment	Amount Paid	Refund amt Requested
	Zrefund	2016	2/27/2017	\$8.20	\$8.20
	Taxpayer's reason for refund: OP-Overpayment				
	Refund to	GIBSON PATRICIA J			
		128 OAK CREST			
	COLLEGE STATION, TX 77845-8610				
Step 4: Sign Form and Return	"I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct."				
	Sign here <i>Patricia Gibson</i>			Date > <i>3/1/17</i>	
	If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.				
Step 5: Tax refund Determination	This tax refund is <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved				
	Authorized officer <i>[Signature]</i>				
	Sign here >			Date > <i>3/21/17</i>	
	Authorized officer of taxing unit for refund applications over amount required under Section 31.11 Tax Code				
	Sign here >			Date >	

APPLICATION FOR TAX REFUND

Collecting Office Name Brazos County Tax Office 4151 County Park Court Bryan Texas 77802		Collecting tax for: (taxing units) Brazos County, City of Bryan, City of College Station Bryan ISD, College Station ISD, F1, F2, F3, F4, City of Kurten			
Phone Number 979-775-9930					
To apply for a tax refund, the taxpayer must complete the following:					
Step 1: Owner's name and address	JERRY D CONAWAY				
	DBA MATCO DISTRIBUTOR				
	PO BOX 4356				
	BRYAN TX 77805-4356				
Step 2: Describe the property	Legal BUSINESS PERSONAL PROPERTY				
	Address 5087 JULIE CIR				
	Acct.# 363209				
Step 3: Give the tax payment information	Name of Taxing unit	Tax Year	Date of Payment	Amount Paid	Refund amt Requested
Taxpayer's reason for refund: OP-Overpayment					
Refund to JERRY CONAWAY PO BOX 4356 BRYAN TX 77805-4356					
Step 4: Sign the form and return	"I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct."				
	sign here > 			date > 3/6/17	
	If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.				
Step 5: Tax refund determination	This tax refund is <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved				
	Authorized officer 				
	sign here >			date > 3/21/17	
	Authorized officer of taxing unit for refund applications over amount required under Section 31.11 Tax Code				
	sign here >			date >	

APPLICATION FOR TAX REFUND

Collecting Office Name Brazos County Tax Office 4151 County Park Court Bryan Texas 77802		Collecting tax for: (taxing units) Brazos County, City of Bryan, City of College Station Bryan ISD, College Station ISD, F1, F2, F3, F4, City of Kurlen																																																								
Phone Number 979-775-9930																																																										
To apply for a tax refund, the taxpayer must complete the following:																																																										
Step 1:																																																										
Owner's Name	DEANDA LYNN																																																									
and Address	17174 ROCK PRAIRIE RD COLLEGE STATION, TX 77845-9742																																																									
Step 2:																																																										
Describe the Property	Legal: MOBILE HOME SERIAL # TXCTC971708A, LABEL # NTA0578390, COWART-WOLFENBARGER, LT-L, L-2, L-3, L-4 (PTS OF) Address: 17174 ROCK PRAIRIE RD Acct.# 118647																																																									
Step 3:																																																										
Give the tax payment information	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name of Taxing unit</th> <th style="text-align: left;">Tax Year of refund</th> <th style="text-align: left;">Date of Payment</th> <th style="text-align: left;">Amount Paid</th> <th style="text-align: left;">Refund amt Requested</th> </tr> </thead> <tbody> <tr> <td>Zrefund</td> <td>2016</td> <td>2/21/2017</td> <td>\$150.38</td> <td>\$37.67</td> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>			Name of Taxing unit	Tax Year of refund	Date of Payment	Amount Paid	Refund amt Requested	Zrefund	2016	2/21/2017	\$150.38	\$37.67																																													
Name of Taxing unit	Tax Year of refund	Date of Payment	Amount Paid	Refund amt Requested																																																						
Zrefund	2016	2/21/2017	\$150.38	\$37.67																																																						
Taxpayer's reason for refund: OP-Overpayment Refund to: BRAZOS VALLEY MOBILE HOME MOVERS LLC % DEANDA LYNN 4008 B N TEXAS AVE BRYAN, TX 77803-0557																																																										
Step 4:																																																										
Sign Form and Return	"I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct." Sign here > Date > 3-6-17 If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.																																																									
Step 5:																																																										
Tax refund Determination	This tax refund is <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Authorized officer Sign here > Date > 3/2/17 Authorized officer of taxing unit for refund applications over amount required under Section 31.11 Tax Code Sign here > Date >																																																									

APPLICATION FOR TAX REFUND

Collecting Office Name Brazos County Tax Office 4151 County Park Court Bryan Texas 77802		Collecting tax for: (taxing units) Brazos County, City of Bryan, City of College Station Bryan ISD, College Station ISD, F1, F2, F3, F4, City of Kurten			
		Phone Number 979-775-9930			
To apply for a tax refund, the taxpayer must complete the following:					
Step 1:					
Owner's Name and Address	ROBINSON VALEVELEY J				
	3521 BODEGA CT				
	SACRAMENTO, CA 95864-2801				
Step 2:					
Describe the Property	Legal: SFA #10 BLOCK 13, LOT 3 (TR-403)				
	Address: 309 WACO ST				
	Acct.#	40000			
Step 3:					
Give the tax payment information	<u>Name of Taxing unit</u>	<u>Tax Year of refund</u>	<u>Date of Payment</u>	<u>Amount Paid</u>	<u>Refund amt Requested</u>
	Zrefund	2016	2/27/2017	\$115.06	\$115.06
	Taxpayer's reason for refund: OP-Overpayment				
	Refund to: ROBINSON VALEVELEY J				
3521 BODEGA CT					
SACRAMENTO, CA 95864-2801					
Step 4:					
Sign Form and Return	"I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct."				
	Sign here > <i>Valery J. Robinson</i>			Date > <i>3-7-17</i>	
	If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.				
Step 5:					
Tax refund Determination	This tax refund is <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved				
	Authorized officer				
	Sign here > <i>[Signature]</i>			Date > <i>3/21/17</i>	
	Authorized officer of taxing unit for refund applications over amount required under Section 31.11 Tax Code				
	Sign here >			Date >	

APPLICATION FOR TAX REFUND

Collecting Office Name Brazos County Tax Office 4151 County Park Court Bryan Texas 77802		Collecting tax for: (taxing units) Brazos County, City of Bryan, City of College Station Bryan ISD, College Station ISD, F1, F2, F3, F4, City of Kurten																
Phone Number 979-775-9930																		
To apply for a tax refund, the taxpayer must complete the following:																		
Step 1:																		
Owner's name and address		RAMIRO V & MARIA D FLORES 920 CLEARLEAF # 88 BRYAN.TX 77803-3578																
Step 2:																		
Describe the property		Legal <u>OAKWOOD.MHC.SPAC 88</u> Address <u>920 CLEARLEAF # 88</u> Acct.# <u>356751</u>																
Step 3: Give the tax payment Information		<table border="1"> <thead> <tr> <th>Name of Taxing unit</th> <th>Tax Year of refund</th> <th>Date of Payment</th> <th>Amount Paid</th> <th>Refund amt Requested</th> </tr> </thead> <tbody> <tr> <td>Zrefund</td> <td>2016</td> <td>10/10/2016</td> <td>\$202.60</td> <td>\$6.58</td> </tr> <tr> <td colspan="5"> Taxpayer's reason for refund: <u>OP-Overpayment</u> Refund to: <u>RAMIRO & MARIA FLORES 920 CLEARLEAF # 88 BRYAN.TX 77803-3578</u> </td> </tr> </tbody> </table>		Name of Taxing unit	Tax Year of refund	Date of Payment	Amount Paid	Refund amt Requested	Zrefund	2016	10/10/2016	\$202.60	\$6.58	Taxpayer's reason for refund: <u>OP-Overpayment</u> Refund to: <u>RAMIRO & MARIA FLORES 920 CLEARLEAF # 88 BRYAN.TX 77803-3578</u>				
Name of Taxing unit	Tax Year of refund	Date of Payment	Amount Paid	Refund amt Requested														
Zrefund	2016	10/10/2016	\$202.60	\$6.58														
Taxpayer's reason for refund: <u>OP-Overpayment</u> Refund to: <u>RAMIRO & MARIA FLORES 920 CLEARLEAF # 88 BRYAN.TX 77803-3578</u>																		
Step 4: Sign the form <i>Return</i>		"I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct." sign here > <u>Ramiro Flores Maria D Flores</u> date > _____ If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.																
Step 5: Tax refund determination		This tax refund is <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved Authorized officer <u>[Signature]</u> date > <u>3/21/17</u> Authorized officer of taxing unit for refund applications over amount required under Section 31.11 Tax Code sign here > _____ date > _____																

APPLICATION FOR TAX REFUND

Collecting Office Name Brazos County Tax Office 4151 County Park Court Bryan Texas 77802		Phone Number 979-775-9930		Collecting tax for: (taxing units) Brazos County, City of Bryan, City of College Station Bryan ISD, College Station ISD, F1, F2, F3, F4, City of Kurten	
To apply for a tax refund, the taxpayer must complete the following:					
Step 1:	HOLLADAY MONTIE				
Owner's name and address	18456 WIGEON TRAIL DR				
	COLLEGE STATION, TX 77845-7149				
Step 2:					
Describe the property	Legal	DUCK HAVEN PH 1, BLOCK 2, LOT 2, ACRES 1.04			
	Address	18456 WIGEON TRAIL DR			
		COLLEGE STATION, TX 77845			
	Acct.#	113233	or	Tax Receipt #	
Step 3:					
Give the tax payment information	<u>Name of Taxing unit</u>	<u>Tax Year</u>	<u>Date of</u>	<u>Amount</u>	<u>Refund amt</u>
		<u>of refund</u>	<u>Payment</u>	<u>Paid</u>	<u>Requested</u>
	Zrefund	2015	6/30/2016	\$4,250.00	\$438.18
	Taxpayer's reason for refund: OP-Overpayment				
	Refund to: Montie Holladay				
	18456 Wigeon Trail Dr. College Station, Texas 77845				
Step 4:					
Sign the form 4 Return	"I hereby apply for the refund of the above-described taxes and certify that the information I have given on this form is true and correct."				
	sign here <i>Montie Holladay</i>			date > 3-11-17	
	If you make a false statement on this application, you could be found guilty of a Class A misdemeanor or a state jail felony under Texas Penal Code Section 37.10.				
Step 5:					
Tax refund determination	This tax refund is <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved				
	Authorized officer <i>[Signature]</i>				
	sign here >			date > 3/21/17	
	Authorized officer of taxing unit for refund applications over amount required under Section 31.11 Tax Code				
	sign here >			date >	



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Budget Office NUMBER:
DATE OF COURT MEETING: 3/21/2017
ITEM: Budget Amendments FY 16/17 25.1 - 25.8
TO: Commissioners Court
FROM: Irene Jett
DATE: 03/15/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00
SOURCE OF FUNDS: Individual budget amendments specifies sources.
ACTION REQUESTED OR ALTERNATIVES: Request approval.

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
25_Coversheet.pdf	25 Coversheet	Cover Memo
25.1.pdf	25.1 Jail	Backup Material
25.2.pdf	25.2 MPO	Backup Material
25.3.pdf	25.3 Juvenile	Backup Material
25.4.pdf	25.4 Voter Reg.	Backup Material
25.5.pdf	25.5 Commissioners Court	Backup Material
25.6.pdf	25.6 IT	Backup Material
25.7.pdf	25.7 LEOSE	Backup Material
25.8.pdf	25.8 Juvenile	Backup Material

BRAZOS COUNTY, TEXAS**BUDGET AMENDMENT(S) FOR THE 2016-2017 BUDGET YEAR****NO. 16/17 25.1 – 25.8**

On this the 21st day of March 2017 at a regular meeting of the Commissioners' Court, the following members were present:

- A. Duane Peters, County Judge, Presiding
- B. Steve Aldrich, Commissioner, Precinct 1
- C. Sammy Catalena, Commissioner, Precinct 2
- D. Nancy Berry, Commissioner, Precinct 3
- E. Irma Cauley, Commissioner, Precinct 4
- F. Karen McQueen, County Clerk


The following proceedings were held:

THAT WHEREAS, on 21st day of March 2017 the Court heard and approved a budget amendment for the 2016-2017 budget year for Brazos County, Texas; and

WHEREAS, expenditure is necessary due to the necessity to meet unusual and unforeseen conditions which could not be reasonably included in the original budget adopted 6 September 2016, the following amendment(s) to the original budget are hereby authorized, as described on the attached page(s).

ADOPTED AND APPROVED this the 21st day of March 2017.

THE COMMISSIONERS COURT OF BRAZOS COUNTY, TEXAS.

By: 
Duane Peters, County Judge

Original: County Clerk's Office and
Attached to the original budget

3/21/2017

Commissioners Court and SO Admin-Jail

Reallocation of funds to the appropriate accounts to purchase a (5) Self Contained Breathing Apparatus for the Jail.

3/14/2017

Date _____

For Accounting Purposes Only

Date _____

BRAZOS COUNTY, TEXAS

BUDGET AMENDMENTS

No. 16/17 - 25.2

3/21/2017

FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION		Increase	Decrease
3000	MPO		Contractual Services			52,000.00
3000	MPO		Departmental Support		42,000.00	
3000	MPO		Professional Services		10,000.00	
Metropolitan Planning Organization						

Metropolitan Planning Organization

Reallocation of funds to the appropriate accounts to reflect the Unified Planning Work Program (UPWP) budget.

Date:

3/14/2017

~~Department Approval~~

Date _____

County Judge Approval

Date _____

[illegible]

**BRAZOS COUNTY, TEXAS
BUDGET AMENDMENTS
No. 16/17 - 25.3
3/21/2017**

FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION	Increase	Decrease
General Fund	Juvenile Administration		Departmental Support		560.00
General Fund	Juvenile Administration		Departmental Support		560.00
General Fund	Juvenile Administration		Minor Acquisitions	1,120.00	
Juvenile Administration					

Reallocation of funds to the appropriate accounts to purchase two bullet proof vest for new staff.

Date: nnm
3/14/2017

Department Approval _____ Date _____
County Judge Approval _____ Date 3/21/17

[illegible]

BRAZOS COUNTY, TEXAS
BUDGET AMENDMENTS
No. 16/17 - 25.4
3/21/2017

[illegible]

Date: nnm
3/14/2017

Department Approval _____ Date _____

County Judge Approval _____ Date _____

[illegible]

**BRAZOS COUNTY, TEXAS
BUDGET AMENDMENTS
No. 16/17 - 25.5
3/21/2017**

FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION	Increase	Decrease
General Fund	Commissioners Court	Contingency	Departmental Support		50,000.00
General Fund	Commissioners Court	Administration	Benefits	50,000.00	
Commissioners Court					
Reallocation of funds to the appropriate accounts to support the increase of retiree health insurance for the remainder of FY 17.					

Date:

nnm
3/14/2017

Department Approval

Date _____

County Judge Approval

Date _____

[illegible]

BRAZOS COUNTY, TEXAS
BUDGET AMENDMENTS
No. 16/17 - 25.6
3/21/2017

FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION	Increase	Decrease
General Fund	Commissioners Court	Non-Departmental	Minor Acquisitions		9,738.50
General Fund	Information Technology	I.T. Services	Departmental Support	2,043.50	
General Fund	Information Technology	I.T. Services	Minor Acquisitions	7,695.00	
Commissioners Court and Information Technology					

Reallocation of funds to the appropriate accounts to purchase 10 laptops, docking stations, and protective carry bags that are on the aged rollout equipment list.

Date:

nnm
3/14/2017

~~Department Approval~~

Date _____

County Judge Approval

Date _____

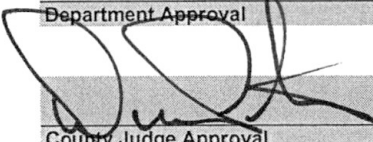
[illegible]

BRAZOS COUNTY, TEXAS
BUDGET AMENDMENTS
No. 16/17 - 25.7
3/21/2017

FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION	Increase	Decrease
Law Enforcement Fund			Reserves		1,162.87
Law Enforcement Fund			Intergovernmental		367.76
Law Enforcement Fund	Law Enforcement Education Fund		Departmental Support		1,619.86
Law Enforcement Fund	Law Enforcement Education Fund		Departmental Support	89.23	
Law Enforcement Education Fund					

To modify the budget of LEOSE Fund in various law enforcement departments for FY 17.

Date: nnm
3/14/2017

Department Approval
Date

3/21/17
County Judge Approval
Date

For Accounting Purposes Only						
FUND	DIV	ACCT	DR/CR	ACCOUNT NAME	Increase	Decrease
1800		47030000	CR	Restricted Fund Balance		1,162.87
1800		48063000	CR	LEOSE Training		367.76
1800	30000100	61151100	DR	LEOSE Constable Pct 1	12.76	
1800	30000100	61151200	DR	LEOSE Constable Pct 2	3.95	
1800	30000100	61151300	DR	LEOSE Constable Pct 3	72.52	
1800	30000100	61151400	DR	LEOSE Constable Pct 4		53.86
1800	30000100	61151800	DR	LEOSE County Attorney		79.24
1800	30000100	61151900	DR	LEOSE District Attorney		646.89
1800	30000100	61152800	DR	LEOSE Sheriff Office		839.87

**BRAZOS COUNTY, TEXAS
BUDGET AMENDMENTS
No. 16/17**

[illegible]**Prepared By:**

Date:

Katie Conner 3-13-17

Approved By:

Date:

BRAZOS COUNTY, TEXAS
BUDGET AMENDMENTS
No. 16/17 - 25.8
3/21/2017

5/21/2017					Increase	Decrease
FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION			
General Fund	Juvenile Administration	TYC Parole	Repairs & Maint.			790.00
General Fund	Juvenile Administration	TYC Parole	Minor Acquisitions		790.00	
Juvenile Administration						

Reallocation of funds to the appropriate accounts to purchase 2 replacement radios for the Juvenile.

Department Approval _____ Date _____

County Judge Approval _____ Date _____

Date:

3/15/2017

[illegible]



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Human Resources NUMBER:
DATE OF COURT MEETING: 3/21/2017
ITEM: Personnel Action Forms
TO: Commissioners Court
DATE: 03/16/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[PAF_03-21-17.doc](#)

Description

Cover Sheet

Type

Cover Memo

**PERSONNEL
CHANGE OF STATUS REQUESTS**

13

Commissioner Court Date: March 21, 2017 Department Submitting Information: Human Resources Purpose of Submissions: Consider and Take Action on Change Requests
--

Department Submitting Request(s)	Employee Request Applies To	Action Requested
Information Technology	Coppinger, Caleb M.	Employment
Road & Bridge	Gooden, Malcom J.	Employment
	Meadors, Ronald J.	Employment
	Zalmanek, Charles F.	Employment
Sheriff's Office – Detention	Harris, Demarnae D.	Separation
Tax Office	Jerviss-Flasowski, Jeri	Separation

Approved in Commissioners' Court: March 21, 2017 :

County Judge's or Commissioner's Signature:
(This Copy to be attached to minutes)





BRAZOS COUNTY
BRYAN, TEXAS

CLAIMS

COMMISSIONERS COURT MEETING: **March 21, 2017**

CLAIM TO BE PAID BY BRAZOS COUNTY:

CLAIM # **7153831**

Thru

CLAIM # **7154040**

The Court voted unanimously to approve these Claims as submitted.

A handwritten signature in black ink, appearing to read "Duane Peters", written over a horizontal line.

Duane Peters
County Judge

A handwritten signature in black ink, appearing to read "Karen McQueen", written over a horizontal line.

Karen McQueen
County Clerk

A handwritten signature in black ink, appearing to read "By: [Signature] Chief Deputy", written over a horizontal line.



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: NUMBER:
DATE OF COURT MEETING: 3/21/2017
ITEM: Acknowledgement of monthly reports submitted in February 2017.
TO: Commissioners Court
DATE: 03/16/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
Monthly Reports Submitted in February 2017.pdf	Monthly Reports	Cover Memo




BRAZOS COUNTY
BRYAN, TEXAS

ACKNOWLEDGEMENT

The Brazos County Commissioners Court hereby acknowledges receipt of all monthly reports that were submitted during the month of

February 2017


Duane Peters
County Judge

3/21/17
Date

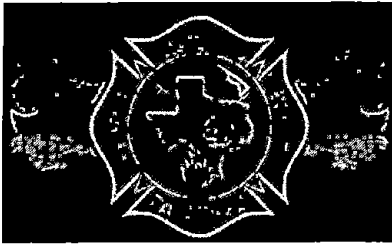


**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: NUMBER:
DATE OF COURT MEETING: 3/21/2017
ITEM: Acknowledgement of the Brazos County Emergency Service District No. 4 Independent Auditors' Report and Financial Statements for the year ended September 30, 2016.
TO: Commissioners Court
DATE: 03/16/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
2016-09-30 Independent Auditors Report and Financial Statements.pdf	Report	Cover Memo



BRAZOS COUNTY
EMERGENCY SERVICES DISTRICT #4
3098 Fazzino Lane
Bryan, Texas 77805-5416

16

March 13, 2017

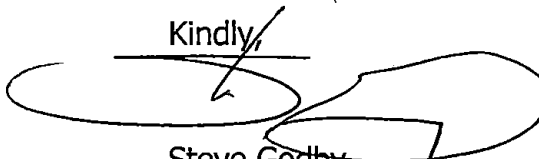
County of Brazos
Honorable Duane Peters
County Judge
200 S. Texas Ave.
Suite 332
Bryan, Texas 77803

Judge Peters,

As required, please find enclosed a copy of the 2015-2016 Brazos County Emergency Services District (ESD) #4 Financial Audit.

The audit was conducted by accounting firm Thompson, Derrig & Craig, P.C. located in College Station.

Should you need additional information, please feel free to contact me at 713 447 8066.

Kindly,

Steve Godby
Brazos Co. ESD #4 Board Treasurer

cc Scott Hill, President ESD #4
Joe Ondrasek, Secretary ESD #4

"Simply The Best"



THOMPSON, DERRIG & CRAIG, P.C.
Certified Public Accountants

February 27, 2017

To the Board of Commissioners
Brazos County Emergency Services District No. 4

In planning and performing our audit of the financial statements of the governmental activities of Brazos County Emergency Services District No. 4 as of and for the year ended September 30, 2016, in accordance with auditing standards generally accepted in the United States of America, we considered Brazos County Emergency Services District No. 4's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A control deficiency exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect misstatements on a timely basis. A Significant deficiency is a control deficiency, or a combination of control deficiencies that adversely affects the entity's ability to initiate, authorize, record, process, or report financial data reliably in accordance with generally accepted accounting principles such that there is more than a remote likelihood that a misstatement of the entity's financial statements that is more than inconsequential will not be prevented or detected by the entity's internal control.

A material weakness is a significant deficiency, or a combination of significant deficiencies, that results in more than a remote likelihood that a material misstatement of the financial statements will not be prevented or detected by the entity's internal control.

Our consideration of internal control was for the limited purpose described in the first paragraph and would not necessarily identify all deficiencies in internal control that we consider to be material weaknesses, as defined above. However, we identified the following deficiency in internal control that we consider to be a significant deficiency.

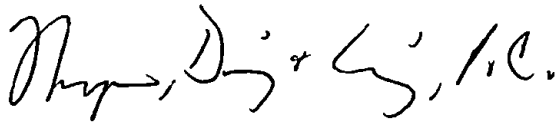
Financial Reporting

Management is responsible for establishing and maintaining internal controls in the financial reporting system and for the fair presentation of the financial position, results of operations, cash flows, and disclosures in the financial statements, in conformity with U.S. generally accepted accounting principles (GAAP). We noted the absence of appropriate internal controls in the following areas:

Woody Thompson, CPA/CFP | Ronnie Craig, CPA | Dillard Leverkus, CPA | Lyn Kuciemba, CPA | James Larkin, CPA
Peggy Adcock, CPA | Sandy Beavers, CPA | Alline Briers, CPA | Priscilla Butler, CPA | Gay Vick Craig, CPA | Kay Dobbins, CPA | Harrison Fox, CPA
Emily Hogan, CPA | Logan Kendrick, CPA | Alice Monroe, CPA | Esther Parra, CPA | A.J. Taylor, CPA | Marian Rose Varisco, CPA

- The District's internal control system does not reliably and consistently produce adjustments to bring the accounting record into alignment with generally accepted accounting principles. The District does not have a system of internal controls that would enable management to conclude that the financial statements and the related disclosures are complete and presented in accordance with generally accepted accounting principles. As such, management requested us to assist in identifying adjustments to the accounting records and to prepare a draft of the financial statements, including the related footnote disclosures. The outsourcing of this service is not unusual in organizations of your size and is a result of management's cost benefit decision to use our accounting expertise rather than to incur internal resource costs.

This communications is intended solely for the information and use of management, the Board of Commissioners, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in black ink, appearing to read "Thompson, Derrig & Craig, P.C.", written in a cursive, stylized script.

THOMPSON, DERRIG & CRAIG, P.C.



THOMPSON, DERRIG & CRAIG, P.C.
Certified Public Accountants

February 27, 2017

To the Board of Commissioners
Brazos County Emergency Services District No. 4

We have audited the financial statements of the governmental activities of Brazos County Emergency District No. 4 (the District), for the year ended September 30, 2016 and have issued our report thereon dated February 27, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated December 1, 2016. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the District are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during fiscal year ended September 30, 2016. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements.

The following material misstatements were detected as a result of audit procedures and were corrected by management:

Unadjusted change in net position	\$ 81,918
Depreciation expense	(26,373)
Principal payments	<u>34,040</u>
Adjusted change in net position	<u>\$ 89,585</u>

Woody Thompson, CPA/CFP | Ronnie Craig, CPA | Dillard Leverkus, CPA | Lyn Kuciemba, CPA | James Larkin, CPA
Peggy Adcock, CPA | Sandy Beavers, CPA | Alline Briers, CPA | Priscilla Butler, CPA | Gay Vick Craig, CPA | Kay Dobbins, CPA | Harrison Fox, CPA
Emily Hogan, CPA | Logan Kendrick, CPA | Alice Monroe, CPA | Esther Parra, CPA | A.J. Taylor, CPA | Marian Rose Varisco, CPA

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated February 27, 2017.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

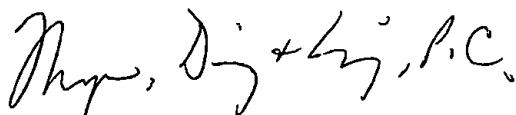
We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves. However, we did not audit the information and expressed no opinion on it.

This information is intended solely for the use of the Board of Commissioners and management of the District and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



THOMPSON, DERRIG & CRAIG, PC

**BRAZOS COUNTY EMERGENCY SERVICES
DISTRICT NO. 4**

**INDEPENDENT AUDITORS' REPORT
AND
FINANCIAL STATEMENTS**

SEPTEMBER 30, 2016

ACKNOWLEDGED

A handwritten signature in black ink, appearing to read "Duane Peters", is written over a horizontal line.

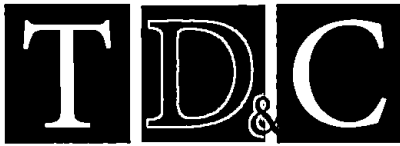
Duane Peters
County Judge

3/21/17

Date

TABLE OF CONTENTS

Independent Auditors' Report	1 - 2
Management's Discussion and Analysis	3 - 4
Statement of Net Position	5
Statement of Activities	6
Statement of Activities - Budget and Actual	7
Notes to the Financial Statements	8 - 10



THOMPSON, DERRIG & CRAIG, P.C.
Certified Public Accountants

INDEPENDENT AUDITORS' REPORT

To the Board of Commissioners
Brazos County Emergency Services District No. 4

We have audited the accompanying financial statements of the governmental activities and the aggregate remaining fund information of Brazos County Emergency Services District No. 4 as of and for the year ended September 30, 2016, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Woody Thompson, CPA/CFP | Ronnie Craig, CPA | Dillard Leverkuhn, CPA | Lyn Kuciemba, CPA | James Larkin, CPA
Peggy Adcock, CPA | Sandy Beavers, CPA | Alline Briers, CPA | Priscilla Butler, CPA | Gay Vick Craig, CPA | Kay Dobbins, CPA | Harrison Fox, CPA
Emily Hogan, CPA | Logan Kendrick, CPA | Alice Monroe, CPA | Esther Parra, CPA | A.J. Taylor, CPA | Marian Rose Varisco, CPA

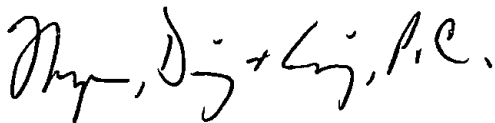
Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the aggregate remaining fund information of the District, as of September 30, 2016, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and budgetary comparison information on pages 3-4 and page 7 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



THOMPSON, DERRIG & CRAIG, PC

February 27, 2017

**BRAZOS EMERGENCY SERVICES DISTRICT NO. 4
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2016**

DISTRICT PROFILE

Brazos County Emergency Services District No. 4 (the District) was created after a public election held in 1987 under the provision of Section 48-d of Article III of the Constitution of Texas and the Texas Safety and Health Code, Chapter 794. The District was established to provide fire protection services to residents of the District.

Five persons are appointed by the County Judge and Commissioners Court as Emergency Service District Commissioners District No.4 for two-year terms with a three- and two-person rotation. They function as a board with regularly scheduled meetings every fourth Thursday of the month as stated by an agenda posted at the county courthouse.

The District maintains PO Box 7102, Bryan, Texas 77805 as a working address.

Our discussion and analysis of the District's financial performance provides an overview of the District's financial activities for the fiscal year ended September 30, 2016 as presented on page 4.

FINANCIAL HIGHLIGHTS

The District has assumed some of the liabilities of the Precinct 4 Volunteer Fire Department (VFD #4) without taking title to the underlying assets, resulting in a net position of \$14,274 as of September 30, 2016. The District is making annual payments on five notes requiring annual payments of principal and interest of \$50,578.

The District's total net assets increased by \$89,585 for the year ending September 30, 2016 due to the increased property valuation of land in the District. The valuation increased from \$690,385,103 in the prior year to \$806,402,666 for the 2015 tax year. The tax rate did not change.

The District operates two bank accounts and has one source of income - property taxes.

The Brazos County Tax Assessor Office computes the tax information and notifies District No.4 on the legal requirements. District No. 4 under current law is limited to a maximum tax rate of \$0.03 per hundred dollars of taxable value. The commissioners set the effective tax rate at \$0.03 for 2015 (for the year ended September 30, 2016).

BRAZOS COUNTY EMERGENCY SERVICES DISTRICT NO. 4
MANAGEMENT'S DISCUSSION AND ANALYSIS
SEPTEMBER 30, 2016

SUMMARIZED COMPARATIVE FINANCIAL INFORMATION

	2016	2015
Cash	\$ 193,567	\$ 111,649
Taxes receivable	5,367	5,367
Fixed assets	263,734	263,734
Less: Accumulated Depreciation	(99,535)	(73,162)
Total Assets	<u>\$ 363,133</u>	<u>\$ 307,588</u>
Current liabilities	\$ 35,568	\$ 34,040
Long-term debt (net of current)	313,291	348,859
Net position:		
Restricted for debt service	348,859	382,899
Unrestricted	(334,585)	(458,210)
Total net position	<u>14,274</u>	<u>(75,311)</u>
Total Liabilities & Net Position	<u>\$ 363,133</u>	<u>\$ 307,588</u>
 REVENUE		
Tax revenue	\$ 243,289	\$ 192,661
Interest income	26	11
Total Revenue	<u>243,315</u>	<u>192,672</u>
 EXPENSES		
Appraisal district fee	2,128	1,712
Administrative expenses	3,473	7,067
Debt service	16,567	15,701
Depreciation expense	26,373	26,373
Fire department operating expenses	105,189	80,000
Total Expenses	<u>153,730</u>	<u>130,853</u>
Excess of Revenues over Expenses	89,585	61,819
Net Position, Beginning of Year	(75,311)	(137,130)
Net Position, End of Year	<u>\$ 14,274</u>	<u>\$ (75,311)</u>

BRAZOS COUNTY EMERGENCY SERVICES DISTRICT NO. 4

**STATEMENT OF NET POSITION
SEPTEMBER 30, 2016**

	<u>General Fund</u>	<u>Adjustments</u>	<u>Statement of Net Position</u>
ASSETS			
Current Assets:			
Cash and cash equivalents	\$ 193,567	\$ -	\$ 193,567
Taxes receivable	<u>5,367</u>	<u>-</u>	<u>5,367</u>
Total current assets	<u>198,934</u>	<u>-</u>	<u>198,934</u>
Capital assets, net of accumulated depreciation of \$99,535	<u>190,572</u>	<u>(26,373)</u>	<u>164,199</u>
TOTAL ASSETS	<u><u>\$ 389,506</u></u>	<u><u>\$ (26,373)</u></u>	<u><u>\$ 363,133</u></u>
LIABILITIES AND NET POSITION			
Current Liabilities:			
Current portion of long term debt	<u>\$ 34,040</u>	<u>\$ 1,528</u>	<u>\$ 35,568</u>
Long-term debt, net of current portion	<u>348,859</u>	<u>(35,568)</u>	<u>313,291</u>
TOTAL LIABILITIES	<u>382,899</u>	<u>(34,040)</u>	<u>348,859</u>
Net Position:			
Restricted for debt service	382,899	(34,040)	348,859
Unrestricted	<u>(376,292)</u>	<u>41,707</u>	<u>(334,585)</u>
Total net position	<u>6,607</u>	<u>7,667</u>	<u>14,274</u>
TOTAL LIABILITIES AND NET POSITION	<u><u>\$ 389,506</u></u>	<u><u>\$ (26,373)</u></u>	<u><u>\$ 363,133</u></u>

See accompanying notes to the financial statements.

BRAZOS COUNTY EMERGENCY SERVICES DISTRICT NO. 4
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED SEPTEMBER 30, 2016

	<u>General Fund</u>	<u>Adjustments</u>	<u>Statement of Activities</u>
EXPENSES:			
Appraisal district fee	\$ 2,128	\$ -	\$ 2,128
Administrative expenses	3,473	-	3,473
Debt service:			
Principal	34,040	(34,040)	-
Interest	16,567	-	16,567
Depreciation	-	26,373	26,373
Fire department operating expenses	105,189	-	105,189
	<u>161,397</u>	<u>(7,667)</u>	<u>153,730</u>
GENERAL REVENUES:			
Property taxes and penalties	243,289	-	243,289
Interest income	26	-	26
	<u>243,315</u>	<u>-</u>	<u>243,315</u>
TOTAL REVENUES	<u>243,315</u>	<u>-</u>	<u>243,315</u>
INCREASE IN NET POSITION	81,918	7,667	89,585
NET POSITION - BEGINNING OF YEAR	<u>(75,311)</u>	<u>-</u>	<u>(75,311)</u>
NET POSITION - END OF YEAR	<u>\$ 6,607</u>	<u>\$ 7,667</u>	<u>\$ 14,274</u>

See accompanying notes to the financial statements.

BRAZOS COUNTY EMERGENCY SERVICES DISTRICT NO. 4

**STATEMENT OF ACTIVITIES - BUDGET AND ACTUAL
FOR THE YEAR ENDED SEPTEMBER 30, 2016**

	General Fund	Adjustments	Statement of Activities	Budget	Favorable (Unfavorable) Variance
EXPENSES:					
Appraisal district fee	\$ 2,128	\$ -	\$ 2,128	\$ 2,000	\$ (128)
Administrative expenses	3,473	-	3,473	20,000	16,527
Debt service					-
Principal	34,040	(34,040)	-	34,040	34,040
Interest	16,567	-	16,567	17,210	643
Depreciation	-	26,373	26,373	-	(26,373)
Improvements and additions	-	-	-	85,000	85,000
Fire department operating expenses	105,189	-	105,189	85,000	(20,189)
TOTAL EXPENDITURES	161,397	(7,667)	153,730	243,250	89,520
REVENUES:					
Property taxes and penalties	\$ 243,289	\$ -	\$ 243,289	\$ 242,238	\$ 1,051
Interest income	26	-	26	-	26
TOTAL REVENUES	243,315	-	243,315	242,238	1,077
 REVENUES OVER (UNDER) EXPENDITURES	 81,918	 7,667	 89,585	 (1,012)	 90,597
NET POSITION - BEGINNING OF YEAR	(75,311)	-	(75,311)	(75,311)	-
NET POSITION - END OF YEAR	<u>\$ 6,607</u>	<u>\$ 7,667</u>	<u>\$ 14,274</u>	<u>\$ (76,323)</u>	<u>\$ 90,597</u>

See accompanying notes to the financial statements.

BRAZOS COUNTY EMERGENCY SERVICES DISTRICT NO. 4
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

Note 1 – Creation of District

Brazos County Emergency Services District No. 4 (the District) was created after a public election held in 1990 under the provision of Section 48-d of Article III of the Constitution of Texas and the Texas Safety and Health Code, Chapter 775. The district was established to provide fire protection services to residents of the district.

Note 2 – Significant Accounting Policies

Basis of presentation

The District's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant accounting policies established in GAAP and used by the District are discussed below.

Reporting Entity –These financial statements present the District (a special-purpose governmental entity).

Basic Financial Statements - The financial transactions of the District are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, net assets, revenues and expenditures/expenses.

The District has only one fund, as described below:

General fund - The General Fund is the general operating fund of this District. This fund includes all the available operating revenues and accumulates reserves for future operating activities.

Basis of Accounting – The financial statements of the District are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Property tax revenues are recognized in the period for which levied provided they are also available. Expenditures are recognized when the related liability is incurred.

Estimates

The preparation of financial statements in conformity with U.S. generally accepted accounting principles requires management to make estimates and assumptions that affect reported amounts and disclosures of assets, liabilities, revenues and expenditures. Accordingly, actual results could differ from those estimates.

See independent auditors' report.

BRAZOS COUNTY EMERGENCY SERVICES DISTRICT NO. 4
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

Note 3 – Capital Assets

The District owns two trucks purchased in 2010 and 2015 for \$110,093 and \$154,641, respectively, through loans with Government Capital Corporation requiring annual payments of \$14,584 and \$18,494 and bearing interest at 5.718% and 3.954%, respectively. The trucks are being depreciated over an estimated useful life of ten years. Depreciation expense for the year ended September 30, 2016 was \$26,373.

Note 4 – Deposits

At year end, the carrying amount of the District's bank deposits was \$193,567. Deposits are categorized to give an indication of the level of risk assumed at year end. Categories are as follows:

Category 1 – Insured or collateralized with securities by the District or its agency in the District's name.

Category 2 – Collateralized with securities held by the pledging financial institution's trust department or agency in the District's name.

Category 3 – Uncollateralized.

At September 30, 2016, the District's deposits are all in Category 1.

Note 5 – Expenditures

The District expends funds for the purchase and maintenance of fire equipment for Brazos County Volunteer Fire Department No. 4, for the construction and maintenance of fire stations used by the department, and for debt service.

Note 6 – Property taxes

Property taxes are collected and remitted to the District by the Brazos County Tax Assessor Collector. Taxes are levied annually on October 1, and are due one half by November 30, and one half by June 30, or in full by January 31. Delinquent tax payments throughout the year are recognized in the year received.

During the year ended September 30, 2016, the District levied an ad valorem tax at the rate of \$0.03 per \$100 assessed valuation, which resulted in a tax levy of \$236,873 on the taxable valuation of \$806,402,666 for the tax year.

See independent auditors' report.

BRAZOS COUNTY EMERGENCY SERVICES DISTRICT NO. 4
NOTES TO FINANCIAL STATEMENTS
SEPTEMBER 30, 2016

Note 7 – Notes Payable

The District has two notes payable as discussed in Note 3, and has assumed three USDA loans from the Precinct 4 Volunteer Fire Department, as described below:

Lender:	Government Capital Corporation	Government Capital Corporation	USDA	USDA	USDA
Amount borrowed:	\$154,641	\$110,093	\$170,000	\$70,000	\$50,000
Interest rate:	3.954%	5.718%	4.250%	4.500%	4.500%
Annual payment:	\$18,494	\$14,584	\$10,132	\$4,298	\$3,070
Maturity date:	3/30/2024	3/15/2020	3/24/2034	12/12/2031	3/5/2034
Balance at 9/30/16	\$124,714	\$42,718	\$117,763	\$34,456	\$29,208

Future required payments of principal and interest are as follows:

	Principal	Interest	Total
2017	\$ 35,568	\$ 15,010	\$ 50,578
2018	37,165	13,413	50,578
2019	38,844	11,734	50,578
2020	29,812	20,766	50,578
2021	27,264	8,730	35,994
Thereafter	180,206	51,148	231,354
	<u>\$348,859</u>	<u>\$120,800</u>	<u>\$469,659</u>

Note 8 – Subsequent Events

Management has evaluated subsequent events through February 27, 2017, the date the financial statements were available to be issued.

See independent auditors' report.