



MINUTES

OCTOBER 14, 2025

BRAZOS COUNTY COMMISSIONERS COURT

WORKSHOP SESSION

1. Call to Order

A workshop Session 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 9:00 a.m. on Tuesday, October 14, 2025 with the following members of the Court present:

Kyle Kacal, Acting County Judge, Presiding;
Bentley Nettles, Commissioner of Precinct 1;
Chuck Konderla, Commissioner of Precinct 2;
Fred Brown, Commissioner of Precinct 3;
Wanda J. Watson, Commissioner of Precinct 4;
Karen McQueen, County Clerk;

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

2. Discussion to Establish Guidelines and Criteria for Consent Agenda Items in Regular Sessions for Brazos County Commissioners Court.

Judge Kacal invited Project Manager Trevor Lansdown to give the presentation on guidelines and criteria for consent agendas.

Mr. Lansdown shared with the Court a list of items that may be appropriate to move to the consent agenda and a list of items to remain as regular items on the agenda. A copy of the list is attached.

Commissioner Brown asked that "Contract Change Orders Less Than \$100,000" be moved back into the regular items.

The Court then engaged in discussion with Mr. Lansdown regarding the ability to pull items from the consent agenda and vote on those individually.

3. Presentation and Discussion of the Draft Scope of Work for a County Master Plan.

Mr. Lansdown then presented the draft scope of work for the Master Plan. He explained that the purpose of the plan is to provide a 20 to 25 year map for growth, service delivery, infrastructure, and operational efficiency within the County.

He then listed the scope that the Master Plan will address including population and demographic growth, departmental space and operational needs, technology, AI and business process improvement. A copy of the complete list is attached.

Mr. Lansdown requested input from the Court regarding what they want the Master Plan to include.

Commissioner Nettles requested the following items be added to the plan:

- Resource Management
- Economic Development
- Public Health and Mental Health Infrastructure
- Recreational Services
- Performance Metrics and Evaluation Framework
- Business Continuity

Commissioner Konderla requested the following items be added to the plan:

- Floodplain Management
- Water Mitigation
- Mental Health Services

Commissioner Brown requested the following items be added to the plan:

- Looking into underutilized property
- Contracting with surrounding counties for services provided within Brazos County.

Commissioner Watson requested the following items be added to the plan:

- Floodplain Management
- Recreational Services
- Mental Health Facilities

Mr. Lansdown also added transparency and public outreach as a topic to address.

Judge Kacal discussed economic development and growth within the County.

4. Adjourn

The meeting was adjourned at 9:31 a.m.



FILED FOR RECORD
DATE October 08, 2025
AT 7:18 O'CLOCK A M
KAREN MCQUEEN
BRAZOS COUNTY CLERK
[Signature]

**BRAZOS COUNTY
BRYAN, TEXAS**

NOTICE OF MEETING AND AGENDA

WORKSHOP SESSION

BRAZOS COUNTY COMMISSIONERS COURT

BRAZOS COUNTY COMMISSIONERS WILL MEET IN A WORKSHOP SESSION AS FOLLOWS:

MEETING DATE: October 14, 2025
MEETING TIME: 9:00 AM
MEETING PLACE: Commissioners Courtroom of the Brazos County Administration Building, 200 S. Texas Avenue, Suite 106, Bryan, TX 77803

-
1. Call to Order
 2. Discussion to Establish Guidelines and Criteria for Consent Agenda Items in Regular Sessions for Brazos County Commissioners Court.
 3. Presentation and Discussion of the Draft Scope of Work for a County Master Plan.
 4. Adjourn

The Commissioners Courtroom of the Brazos County Administration Building, 200 S. Texas Avenue, 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
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT
MEETING:

10/14/2025

ITEM:

Discussion to Establish Guidelines and Criteria for Consent
Agenda Items in Regular Sessions for Brazos County
Commissioners Court.

TO:

Commissioners Court

DATE:

10/07/2025

FISCAL IMPACT:

False

BUDGETED:

False

DOLLAR AMOUNT:

\$0.00



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT
MEETING:

10/14/2025

ITEM:

Presentation and Discussion of the Draft Scope of Work for a
County Master Plan.

TO:

Commissioners Court

DATE:

10/07/2025

FISCAL IMPACT:

False

BUDGETED:

False

DOLLAR AMOUNT:

\$0.00

BRAZOS COUNTY COMMISSIONER'S COURT

14 DAY OF October, 2025
9:00 AM/PM, Workshop

Name

(PLEASE PRINT)

Sharyl Lowe

Aubrey Leggett

Adam Redelme

MIKE STREET

Nina Payne

Cynde Wiley

Jeff Murski

Sharon Andrews

TREVOR LANSDOWN

Bob Lamkin

KYLE GREENWOOD

Karen Simpson

Kimberly Gonzalez

Ed Bull

Raeanna McConathy

Organization

(PLEASE PRINT)

Comm Court

Comm Court

Citizen

Budget Officer

Self

MURSKI FOR BRAZOS

Co. Judge

PROJECT MANAGEMENT

Project Management

CITIZEN

self

CO Judge

Comm Court

TR

BRAZOS COUNTY COMMISSIONER'S COURT

14 DAY OF October, 2023
9:00 (AM)/PM, Workshop

Name

(PLEASE PRINT)

Jennifer SalazarBruce ErrattKathyn BattlesWm. Charles WendtBarbara SmithCristian VillarrealLeslie ContrerasKevin StuartERIC CALDWELLPrarthana BanerjiJoseph TracyBilly MelzowNathan WoodCarlie Viers

Organization

(PLEASE PRINT)

TIRCounty JudgePurchasing+Co JudgeTreasRiskBCSBCITR & BRiskITPDOTaxpayer



NUMBER:

10/14/2025

Discussion to Establish Guidelines and Criteria for Consent Agenda Items in Regular Sessions for Brazos County Commissioners Court.

Commissioners Court

10/07/2025

False

False

\$0.00

ATTACHMENTS:

File Name

Description

Type

[Consent Agenda Items - 10.14.2025 Workshop.pdf](#) Consent Agenda Items

Cover Memo



Consent Agenda Items

10.14.2025 – Planning & Operations Workshop

Prepared By: Trevor Lansdown; Director of Project Management

1. Agenda Item Types and Categories Suitable for Consent Agenda

- a. Budget Amendments
- b. Tax Refund Applications
- c. Payment of Claims
- d. County Policy Adoption
- e. Contract Renewals
- f. Committee Appointments
- g. Donated Property
- h. Road and Bridge Items (Plats, Utility Bores, etc.)
- i. Permissions to Advertise
- j. MOUs/ILAs w/ No Financial Impact
- k. Contract Change Orders Less Than \$100,000
- l. Acknowledgements (As a Single Item)

2. Agenda Item Types Suitable as Regular Items

- a. Presentations
- b. Resolutions
- c. Proclamations
- d. New Contracts and/or Awards Over \$100,000 in Value
- e. MOUs/ILAs w/ Financial Impact
- f. HR Items (Job Descriptions, PAFs, etc.)
- g. Election Related Items
- h. Grants – Both Permissions to Request, and County Acceptance of Funding

3. These are for discussion and are not final, however we need a place to start as we finalize the new agenda software. These items may always be adjusted in the future at the Court's discretion.



**BRAZOS COUNTY
BRYAN, TEXAS**

NOTICE OF MEETING AND AGENDA

BRAZOS COUNTY COMMISSIONERS COURT

**THE COMMISSIONERS COURT OF BRAZOS COUNTY WILL MEET
IN REGULAR SESSION ON OCTOBER 14, 2025 AT 10:00 AM IN THE
COMMISSIONERS COURTROOM OF THE BRAZOS COUNTY
ADMINISTRATION BUILDING, 200 S. TEXAS AVENUE, SUITE 106,
BRYAN, TX 77803**

**THE PUBLIC MAY WATCH THE MEETING LIVE ON THE BRAZOS
COUNTY COMMISSIONERS COURT YOUTUBE CHANNEL AT:
[HTTPS://WWW.YOUTUBE.COM/@BRAZOSCOUNTY3227](https://www.youtube.com/@BRAZOSCOUNTY3227).**

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1. Invocation and Pledge of Allegiance
 - U.S. and Texas Flag - Commissioner Watson
 2. Call for Citizen input and/or concerns

Consider and take action on agenda items: 3 - 32

3. Approval of Proclamation 25-033 proclaiming the College Station Noon Lions Club's seventy-five years of outstanding service and commitment.
4. Resolution 25-013 to apply for the FY26 Formula Grant from the Texas Indigent Defense Commission to provide improvements to indigent defense services in Brazos County.
5. Approval of Order No. 25-028 Directing Salary Fund to the General Fund for Fiscal Year 2026.
6. Approval requested for authorization to wire transfer up to \$6,032,902.80 to Health and Human Services Commission (HHSC) for the Aligning Technology by Linking Interoperable Systems for Client Health Outcomes Program (ATLIS) Intergovernmental Transfer (IGT) for the benefit of participating hospitals using funding from Brazos County Local Provider Participating Fund (LPPF).
7. Consider and possible action on County Burn Ban.

8. Approval requested to apply for a grant under the Bureau of Justice Assistance (BJA) Strengthening the Medical Examiner-Coroner System Program.
9. Approval requested of the Grant Agreement with the Texas Comptroller of Public Accounts for the Rural Prosecutor's Office Salary Assistance Program IA-0000002163 - County Attorney.
10. Approval requested for the Grant Agreement with the Texas Comptroller of Public Accounts for the Rural Sheriff's Office Salary Assistance Program Award IA-0000002047 - Sheriff's Office.
11. Approval of the Amended Sheriff and Constable Fees per Local Government Code 118.131 (F). Amended to include new fee approved in Senate Bill 1333 from the 89th Legislative Session. New fees to be effective January 1, 2026.
12. Approval requested from the Sheriff's Office - Jail Medical Division for payment of \$4,735.00 to Dentrust Dental with FY 2025 funds. A Purchase Order was not obtained in advance.
13. Approval requested from Brazos County Sheriff's Office - Enforcement Division for payment of \$305 to TEEX with FY 2025 funds. The expense exceeded the amount of the existing Blanket Purchase Order.
14. Approval requested to issue US Bank credit cards to the following employees with a credit limit for each of \$1,000.00 for authorized travel, conference and departmental expenses:
 - a. Ashley Crenshaw - 85th District Court
 - b. Angelina Garcia - 472nd District Court
 - c. Kyle Patterson - County Court at Law No. 1
 - d. Mike Smith - 361st District Court
 - e. Robbie James - 272nd District Court
15. Approval of the following Job Descriptions:
 - a. Project Management - B0220 - Director of Project Management
 - b. Project Management - B1216 - Senior System Analyst
16. Request from Road and Bridge for the following personnel changes with effective date as of October 25, 2025. This change has no impact to the Road and Bridge's FY 2026 budget.
 - a. Decrease B2639-2 Multiple Equipment Operator II - Road and Bridge, Group 18 Step 12 to Group 18 Step 10, Hourly Full-Time
 - b. Decrease B2637-1 Multiple Equipment Operator III - Road and Bridge, Group 19 Step 7 to Group 19 Step 6, Hourly Full-Time
 - c. Decrease B2652-2 Heavy Equipment Specialist III - Road and Bridge, Group 18 Step 5 to Group 18 Step 4, Hourly Full-Time
 - d. Increase B2617-1 Drainage Specialist - Road and Bridge, Group 22 Step 9 to Group 22 Step 12, Hourly Full-Time
17. Request from the County Judge for the following personnel change with effective date as of October 25, 2025. This change will decrease Information Technology Administration's salary and wages by \$128,659, benefits by \$48,803 and increase Project Management Administration by the same amount.
 - a. Move B1216-1 Senior System Analyst - IT from Division 14000100 - Information Technology Administration to Division 14500100 - Project Management Administration, Salary Full-Time
18. Approval of Contract Renewal OAG #C-02645 associated with previously approved Contract #52025-SYZ-Brazos County with SylogistGov, Inc - Participating Entity

Services Agreement for the Statewide Automated Victim Notification Service (SAVNS).
Renewal period is September 1, 2025 - August 31, 2026.

19. Approval of the following Community Support Contracts for FY 2026:
 - a. Brazos County Emergency Communications District (911)
 - b. Brazos County Historical Commission
 - c. Brazos Transit District
 - d. Brazos Valley Arts Council
 - e. Brazos Valley Food Bank
 - f. Brazos Valley Thin Blue Line
 - g. Salvation Army
20. Approval requested from the Purchasing Department to declare a list of surplus property as salvage in accordance with Local Government Code 263.152 and authorize destruction or other means of disposal.
21. Approval of Contract #25-116 Indexing and Imaging with DLT for Brazos County Clerk's Office.
22. Award of RFP #CIP 25-538 VoIP Phone System Replacement - County Wide.
Recommended Award: Bridger Systems, LLC.
23. Consider and take action on the Brazos Wifi utility permit to directional bore fiber conduit under the following County Roads in Precinct 1:
 - a. Dymple Lane – 1 road bore
 - b. Millstone Drive – 7 road bores
24. Request for approval of the Final Plat of Wickson Lake Estates Lots 1R-1, 2R-1 and 2R-2, Block 1; 37.14 Acres; Eli Wickson Survey, Abstract 236 and Thomas Bowman Survey, Abstract 72; Brazos County, Texas. Site is located in Precinct 2.
25. Consider and take action on the Comcast utility permit to directional bore fiber optic conduit under the following County Roads in Precinct 4:
 - a. Jones Road - 1 road bore
 - b. Imperial Loop Drive - 1 road bore
26. Consider and take action on the Frontier Communications utility permit to directional bore fiber conduit within the right-of-ways and construct road bores under the following County Roads in Precinct 4:
 - a. Mumford Road – 7,000 feet in ROW and 2 road bores
 - b. Vail Lane – 1,000 feet in PUE and 4 road bores
 - c. Keystone Drive – 500 feet in PUE and 1 road bore
 - d. Steamboat Run – 1,700 feet in PUE and 3 road bores
 - e. Telluride Way – 1,100 feet in PUE and 4 road bores
27. Tax Refund Applications for the following:

Overpayments

 - a. Wayelan Garner - \$40.00
 - b. Salina Grisham DBA PUB Consultants - \$9,675.83
 - c. Raul Garza - \$74.63
 - d. Swanson Children Trust - \$9.55
 - e. Sorn Um & Sam Savang Bun - \$50.86
28. Budget Amendments.
 - a. FY 24/25 Budget Amendments 49.01 - 49.03

- b. FY 25/26 Budget Amendments 1.01 - 1.07
29. Personnel Change of Status.
 - Approval of Personnel Change of Status
 30. Payment of Claims.
 - Approval of Payment of Claims
 31. Convene into Executive Session pursuant to the following:
 - a. Texas Government Code §551.074 to discuss the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of the General Counsel.
 - b. Texas Government Code §551.074 to discuss the appointment, employment, evaluation, reassignment, duties, discipline, or dismissal of county personnel.
 - c. Texas Government Code §551.0725 to deliberate business and financial issues related to a contract being negotiated.
 - d. Texas Government Code §551.087 for deliberation regarding economic development negotiations.
 - e. Texas Government Code §551.071 to consult with attorney about pending or contemplated litigation and/or a settlement offer.
 - f. Texas Government Code §551.072 to deliberate the purchase, exchange, lease, or value of real property.
 32. Consider and possible action on Executive Session.
 33. Acknowledgement of Monthly Report from County Auditor for July 2025.
 34. Acknowledgement of 2025-2026 Budget to Actuals as by Fund as of October 6, 2024.
Acknowledgement of 2025-2026 Contingency Budget to Actuals by Fund as of October 6, 2024.
 35. Monthly Report from the Brazos County District Attorney.
 36. Monthly Report from the Brazos County Public Defender's Office.
 37. Announcement of interest items and possible future agenda topics.
 38. Adjourn.



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 10/14/2025

ITEM: Presentation and Discussion of the Draft Scope of Work for a County Master Plan.

TO: Commissioners Court

DATE: 10/07/2025

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type

[Brazos County Master Plan - Scope of Work
\(DRAFT\) - 10.07.2025.pdf](#)

Brazos County Master Plan - Scope of Work

Cover Memo



Brazos County Master Plan

Draft Scope of Work

10.14.2025 – Planning & Operations Workshop

Prepared By: Trevor Lansdown; Director of Project Management

1. Purpose

- a. To establish a long-term, countywide Master Plan that provides a 20 to 25-year roadmap for growth, service delivery, infrastructure, and operational efficiency. The plan will guide elected officials, department heads, and staff in making data-driven decisions on facilities, land use, technology, and services. Comparisons will be made not only to counties of a similar size today, but also to those counties representing Brazos County's projected future population to ensure the County is prepared for the next generation of growth.

2. Core Planning Elements

- a. Mission, Principles, and Strategic Goals
 - i. Assist Brazos County in developing a mission statement, guiding principles, and strategic goals (short-term and long-term).
 - ii. Establish a framework for decision-making that ties departmental planning, facilities, and operations to these guiding principles.
 - iii. Ensure alignment of all recommendations with the County's adopted goals.

3. Population and Demographic Growth

- a. Project countywide population growth using historical data, regional forecasts, and state projections.
- b. Assess changing demographics to forecast service needs such as courts, law enforcement, public safety, and transportation.
- c. Compare Brazos County's trajectory to counties of current similar size and to larger counties at the population levels Brazos is expected to reach.

4. Departmental Space & Operational Needs

- a. Assess current space allocations and deficiencies across all departments.
- b. Forecast departmental growth, staffing, and program needs tied to population milestones.
- c. Develop phased space-needs programs for 5, 10, 20, and 25-year horizons.
- d. Benchmark space standards against peer and aspirational counties.
- e. Evaluate storage requirements across all departments (evidence, records, archives, surplus, etc.) and assess whether consolidation into a centralized storage/warehouse facility is a cost-effective and operationally efficient solution.

5. Facilities & Real Estate

- a. Evaluate the useful lifespan of existing facilities against forecasted departmental growth.
- b. Identify properties for potential disposal or repurposing.

- c. Recommend acquisitions for long-term facility needs.
- d. Assess opportunities for facility consolidation and shared-use spaces.

6. Technology, AI & Business Process Improvement

- a. Technology Assessment: Evaluate current IT systems, infrastructure, and digital service delivery.
- b. AI Integration Opportunities: Identify areas where artificial intelligence and automation can streamline county operations, reduce manual workload, and improve citizen services. Examples may include:
 - i. Document review and records management
 - ii. Chatbots or virtual assistants for citizen inquiries
 - iii. Predictive analytics for resource allocation and workload forecasting
 - iv. Automated scheduling and workflow management
 - v. Enhanced security and surveillance monitoring
- c. Business Process Mapping: Create a comprehensive, countywide workflow map that documents how all major business processes (finance, HR, procurement, permitting, courts, etc.) are carried out. This will serve as a reference tool for elected officials, staff, and citizens to understand “how things get done.”
- d. Task-Based Workflow Automation: Identify opportunities to translate these mapped processes into task-based workflows within existing county software platforms (ERP, project management, permitting, etc.) to ensure accountability, consistency, and transparency.
- e. Efficiency Gains: Assess where technology, AI, and workflows can minimize duplicative effort and reduce bottlenecks.
- f. Benchmarking: Compare business processes and workflow tools against similar sized counties and those representing Brazos County’s future population.
- g. Implementation Framework: Provide recommendations for phased adoption of workflow automation and AI solutions, including policy guidance on governance, cybersecurity, and transparency.

7. Transportation & Mobility

- a. Evaluate how population and facility growth will impact mobility and transportation needs.
- b. Identify growth corridors, access needs for new facilities, and potential right-of-way preservation.
- c. Benchmark roadway network size, staffing levels, and maintenance costs against similarly sized and larger counties.
- d. Provide policy-level recommendations for coordination with the County Engineer, TxDOT, and cities.
- e. Assist the County in developing a long-term capital vs. maintenance strategy.

8. Organizational Efficiency & Workforce Alignment

- a. Benchmark staffing ratios and organizational structures against similarly sized counties and those reflecting Brazos County’s projected future population.
- b. Ensure benchmarks reflect comparable services provided by departments.
- c. Evaluate whether staffing levels align with service demand now and in the future.
- d. Identify opportunities where technology, process changes, or organizational adjustments could optimize staff resources.
- e. Provide options for right-sizing, cross-training, or restructuring to improve efficiency.

- f. Compare Brazos County's policies and procedures with those of benchmarked counties to identify blind spots or service gaps.

9. Financial Planning

- a. Establish a capital improvement framework tied to population thresholds.
- b. Develop cost models for recommended facilities and infrastructure expansions.
- c. Explore funding strategies including bonds, COs, and grants.
- d. Provide a phased investment strategy that aligns with long-term growth.

10. Long-Term Services Outlook

- a. Identify new services Brazos County may need as it grows (e.g., additional courts, fire marshal, permitting office).
- b. Define trigger points for adding services, staff, or facilities based on population and peer county comparisons.

11. Governance, Statutory, and Policy Review

- a. Review and demonstrate understanding of Texas Local Government Code and other statutory requirements for counties.
- b. Ensure all recommendations, benchmarks, and comparisons are consistent with statutory obligations of Texas counties.
- c. Identify policy or procedural adjustments to improve alignment with best practices and close service gaps.

12. Required Activities & Deliverables

- a. Establish Foundational Information
 - i. Mission, Principles, and Strategic Goals Framework
- b. Benchmarking / Projections
 - i. Demographics – Population & Growth Forecast Report
 - ii. Benchmarking Study (peer and aspirational counties with comparable services and policies)
- c. Infrastructure / Physical Planning
 - i. Departmental Needs Assessment (space, staffing, services, and storage)
 - ii. Facilities & Real Estate Assessment
 - iii. Long-term Facilities Outlook
 - iv. Transportation & Mobility Forecast Report
 - v. Technology, AI & Business Process Report
- d. Operational Planning
 - i. Organizational Efficiency & Workforce Alignment Report
 - ii. Countywide Business Process Workflow Map
 - iii. Workflow Integration Plan
 - iv. Governance & Statutory Compliance Review Report
 - v. Cost Model & Implementation Strategy

e. Final Deliverables

- i. Comprehensive Master Plan Document (integrated with charts, maps, and narratives)
Inclusive of All Project Documentation
- ii. Presentation Decks for Commissioners Court and public engagement

13. Engagement

- a. Stakeholder interviews with elected officials and department heads.
- b. Public engagement through surveys, workshops, and/or town halls.
- c. Ongoing coordination with the County Engineer, TxDOT, and municipalities.
- d. Periodic progress updates to Commissioners Court.

14. Timeline

- a. 12–18 months, phased as follows:
 - Months 1–3: Data collection & stakeholder engagement
 - Months 4–6: Departmental needs & facilities analysis
 - Months 7–9: Benchmarking & workforce/efficiency review
 - Months 10–12: Draft Master Plan development
 - Months 13–15: Public engagement & refinement
 - Months 16–18: Final plan and adoption