



MINUTES

APRIL 7, 2026

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 9:04 a.m. on Tuesday, April 7, 2026 with the following members of the Court present:

Duane Peters, 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, Absent;
Karen McQueen, County Clerk;

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

2. Presentation and discussion of the Brazos County Policy for Adoption of New & Revised County Policies by Trevor Lansdown, Director of Project Management.

Director of Project Management Trevor Lansdown stated that the purpose of this Workshop is to establish a formal process for the adoption of new and revised county policies.

Commissioner Nettles asked for clarification on the need for the policy and the number approved annually. Mr. Lansdown said he would look into the numbers and get back to the Court. Commissioner Nettles suggested starting with a smaller staff group for the original policy concept before it is reviewed by the Internal Stakeholder Review Group. He also recommended creating a template as a guideline for all county policies.

Commissioner Konderla suggested that intergovernmental collaboration and emerging technology be taken into consideration throughout the policy development process.

Commissioner Brown agreed that starting with a smaller staff group would be more effective. He also stated that he believes it will be helpful to incoming Commissioners.

Mr. Lansdown then discussed the exemption section of the policy.

Sheriff Wayne Dicky addressed the Court in support of the policy, but requested modifications to the exemption section verbiage.

A copy of the draft policy is attached.

3. Adjourn

The Workshop was adjourned at 9:24 a.m.



**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: April 7, 2026
MEETING TIME: 9:00 AM
MEETING PLACE: Commissioners Courtroom of the Brazos County Administration
Building, 200 S. Texas Avenue, Suite 106, Bryan, TX 77803

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1. Call to Order
 2. Presentation and discussion of the Brazos County Policy for Adoption of New & Revised County Policies by Trevor Lansdown, Director of Project Management.
 3. 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 COMMISSIONER'S COURT

7 DAY OF April, 2026
9:00 (AM/PM), Workshop

Name

(PLEASE PRINT)

Aubrey Leggett

Sheryl Law

TREOR LANSDOWN

KAREN McQUEEN

Ashlie Peters-Bauman

Victoria L McCoy

Charles Kuebler

Nina Payne

Leslie CONTRERAS

MIKE STREEY

Billy Melzow

ERIC CALDWELL

marci tyner

Jacqueline Foster

Marcus Brown

Organization

(PLEASE PRINT)

Comm Court

Comm Court

PROJECT MANAGEMENT

COUNTY CLERK

Co. Clerk's Off.

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IT

Budget

Risk

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BCIT

BCIT

avito

Expo

Co Judge

BRAZOS COUNTY COMMISSIONER'S COURT

7 DAY OF April, 2020
9:00 AM/PM, Workshop

Name

(PLEASE PRINT)

Katie Conner

Raeanna McConathy

Jennifer Salazar

Wayne Dicky

KYLE GREENWOOD

Joe Southern

Ed Bull

Andrew Wipke

Bob Lankin

Terre Monarres

Delia Sandoval

Organization

(PLEASE PRINT)

Co. Judge-transition

HR

HR

SO

CITIZEN

The Eagle

Co Judge's office

Co Judge

Facilities Services

EKPO

Commissioner's Court



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 4/7/2026

ITEM: Presentation and discussion of the Brazos County Policy for Adoption of New & Revised County Policies by Trevor Lansdown, Director of Project Management.

TO: Commissioners Court

DATE: 03/23/2026

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type

[Brazos County Policy for Adoption of New Revised County Policies \(002\).pdf](#)

Brazos County Policy Adoption of New & Revised County Policies.

Cover Memo

BRAZOS COUNTY POLICY FOR ADOPTION OF NEW & REVISED COUNTY POLICIES

1. PURPOSE

- a. This policy establishes a clear, transparent, and repeatable process for the development, review, public engagement, and adoption of new Brazos County policies and substantive amendments to existing policies. The intent is to ensure policies are legally compliant, operationally feasible, fiscally responsible, and aligned with Commissioners Court direction prior to adoption.

2. SCOPE

- a. This policy applies to all County departments, offices, boards, and commissions proposing:
 - i. New County-wide policies
 - ii. Significant amendments to existing policies
- b. Minor or non-substantive changes may be submitted directly to Commissioners Court for approval without undergoing the full process outlined in this policy. The determination of whether a proposed change constitutes a significant amendment shall be made by the Internal Stakeholder Review Group (ISRG), subject to Commissioners Court discretion.
- c. Exemption:
 - i. Policies that are exempt from Commissioners Court approval under applicable state law, or that fall within the independent statutory authority of an elected official, are not subject to this framework. This exemption does not apply to policies that require Commissioners Court action, funding, or County-wide implementation.

3. GUIDING PRINCIPLES

- a. Transparency and public trust
- b. Cross-departmental collaboration
- c. Legal and fiscal responsibility
- d. Operational clarity and implementability
- e. Consistency with Commissioners Court direction

4. ROLES AND RESPONSIBILITIES

- a. Policy Sponsor
 - i. The department or office initiating a proposed policy is responsible for drafting the policy, coordinating reviews, incorporating feedback, and presenting the final policy for adoption.
- b. Internal Stakeholder Review Group (ISRG)
 - i. The ISRG is a standing advisory group responsible for coordinated internal review and determining process applicability.
 - ii. Core Members:
 1. Commissioner's Court
 - a. Single Commissioner
 - b. Executive Assistant (Convener, Scheduler & Archivist)
 2. County Judge
 - a. County Judge

- b. Chief of Staff or Assigned Designee
 - c. General Counsel and/or Assistant General Counsel
 - 3. Auditor's Office
 - a. County Auditor or Assigned Designee
 - 4. Budget Office
 - a. Budget Officer or Assigned Designee
 - 5. Purchasing
 - a. Purchasing Agent or Assigned Designee
 - 6. Human Resources
 - a. Director of Human Resources or Assigned Designee
 - 7. Project Management
 - a. Director of Project Management or Assigned Designee
 - 8. Information Technology
 - a. Chief Information Officer or Assigned Designee
 - 9. Facilities Services
 - a. Director of Facilities Services or Assigned Designee
 - 10. Risk Management
 - a. Risk Manager or Assigned Designee
 - 11. Subject Matter Experts may be added on an ad hoc basis as needed.
 - c. Commissioner's Court
 - i. Commissioners Court retains sole authority to adopt, modify, or reject County policies.
5. POLICY ADOPTION PROCESS
 - a. Sample Timeline (Target):
 - i. Initial Drafting: 0–30 days
 - ii. ISRG Review: ~30 days
 - iii. Revisions / Workshop Prep: ~15 days
 - iv. Public Workshop: within ~45 days of ISRG review
 - v. Final Revisions & Agenda Placement: ~15 days
 - vi. Commissioners' Court Action: Next regular session
 - b. Initial Policy Proposal
 - i. The Policy Sponsor shall prepare draft policy language, justification, legal considerations, fiscal and operational impacts, and implementation details.
 - c. Internal Stakeholder Review
 - i. The ISRG shall review the proposal and provide coordinated feedback.
 - d. Public Workshop
 - i. The proposed policy shall be presented at a public workshop for discussion and input.
 - ii. No formal action shall be taken.
 - e. Finalization and Agenda Placement
 - i. The Policy Sponsor shall finalize the policy and place it on a regular Commissioners Court agenda.

- f. Commissioner’s Court Action
 - i. Commissioners Court may adopt, modify, table, or reject the policy.
 - g. Ongoing Review and Refresh
 - i. On an annual basis, the ISRG shall conduct a review of all approved County policies reaching three (3) years since adoption, or last substantive revision.
 - ii. The ISRG will recommend any updates required based on the annual review, and those changes would be inserted into the above adoption process at the Public Workshop stage.
6. DOCUMENTATION AND RECORDKEEPING
- a. Adopted policies shall be numbered and maintained in a centralized repository managed by the Commissioner’s Court Office, versioned, dated, and archived as appropriate.
7. EXCEPTIONS
- a. Commissioners Court may waive elements of this process to address emergencies or statutory deadlines.
8. EFFECTIVE DATE
- a. This policy shall take effect immediately upon adoption by Commissioners Court.

Adopted By: Brazos County Commissioners Court

Duane Peters, County Judge

Bentley Nettles, Commissioner Pct. 1

Chuck Konderla, Commissioner Pct. 2

Fred Brown, Commissioner Pct. 3

Wanda J. Watson, Commissioner Pct. 4

Effective Date: _____

Next Review Date: _____

Policy Number: _____