



MINUTES

MAY 16, 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, May 16, 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.

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 Commissioner Berry

2. Call for Citizen input and/or concerns

Information Technology Director Eric Caldwell spoke to the Court on Ransomware and what the IT Department is doing to prevent it. Mr. Caldwell said that there are several safeguards they use to protect the network and they apply security updates and patches routinely. Mr. Caldwell said he would like to come back next week and give the Court a more detailed look at more safety measures he would like to implement.

3. Presentations and/or Discussions

a. Recognition of the Brazos County Employee Walk Across Texas Competition.

Health Education Director Sara Mendez presented the Walk Across Texas award to the winning Brazos County team "Risky Resources". Team Captain Melissa Perez introduced team members Ashly Gonzalez, Cindy Zdunkwicz, Rosa Losano, Mary Mendez, Toni Flores, Deyanira Garcia, Monica Sauseda and Jennifer Salazar.

b. Presentation by FQHC HealthPoint regarding services and programs offered in Brazos County.

Eric Todd, Clinical Chief Executive Officer for Health Point spoke to the Court about the Federally Qualified Health Center and the services it provides. Mr. Todd said that there are several clinics in Brazos County and the surrounding area. Their services include Out Patient Care, Acute Care Clinic, Dental Care, Behavioral Health, Prenatal Care and Pharmacy.

Consider and take action on agenda items 4-13:

4. Proclamation 17-021 declaring May 22, 2017 as KBTX News 3 Day.

The County Judge read aloud Proclamation 17-021 declaring May 22, 2017 as "KBTX News Day" in Brazos County. The Court recognizes and celebrates sixty (60) years of dedication to the citizens of Brazos County and the surrounding counties through news coverage and community support. The County Judge then presented the proclamation to KBTX News Anchor Noelle Bellow.

A copy of the proclamation is attached.

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

5. Appointment of Nancy Berry to the Keep Brazos Beautiful Board effective immediately.

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

6. Payment authorization to AHI Enterprises in amount of \$644.30 for purchase of HP toner cartridges for the County Attorney's Office; a purchase order was not obtained in advance.

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

7. Acceptance of donated cash counter by CSPD to the County Auditor's Office.

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

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

8. Approval of the following job descriptions:

- a. Class Code 1557, Position 03 - Teacher, Sheriff's Office, Inmate Commissary
- b. Class Code 0819, Position 01 - Building Event Worker, Brazos Center

A copy of the job descriptions is attached.

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

9. Approval of the Treasurer's Report for March 2017 and Quarter Ending 3/31/17.

The Court voted unanimously to receive, approve and order filed as submitted the Treasurer's report for March 2017. A copy is attached and made a part of these minutes.

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

10. Tax Refund Applications for the following:

- a. C. Samuel & Carol Judge - Overpayment \$10.00
- b. Ernest & Stacy Berger - Overpayment \$52.48
- c. Sallye J Austin - Overpayment \$40.00

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

11. Budget Amendments.

Budget Amendments FY 16/17 33.1 - 33.6

33.1 Transfer funds from Non-Departmental to Information Technology.

33.2 Reallocate funds for Road and Bridge Department.

33.3 Reallocate funds for Juvenile Services.

33.4 Transfer funds from Capital Improvement Fund and Non-Departmental to Tax Office.

33.5 Transfer funds from Non-Departmental to Information Technology.

33.6 Reallocated funds for County Treasurer.

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

12. 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.

13. Payment of Claims.

Claims 7155577-7155815

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

14. Acknowledgement of monthly reports submitted in April 2017.

The Court acknowledged receipt of the Extension Service reports submitted in April 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 2
Justice of the Peace Precinct 3
Justice of the Peace Precinct 4
Constable Precinct 1
Constable Precinct 2
Constable Precinct 3
Constable Precinct 4

15. Sheriff's report on inmate population.

Chief Deputy Jim Stewart stated there were 678 inmates in jail, 67 have electronic monitors and 21 are pending for monitors.

Chief Stewart announced two events taking place on Saturday, May 20, 2017:

The 14th Annual Bob Wiatt Crosstown Lockdown Softball Tournament at Central Park beginning at 8:00 a.m. benefits the Sexual Assault Resource Center.

BCS First Responders Day at The Ranch Harley Davidson at 11:00 a.m. to 4:00 p.m. Events benefit Brazos County First Responders Association. Chief Stewart said he will be helping out by sitting in the dunk tank.

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

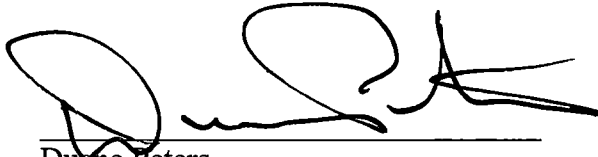
There were no announcements.

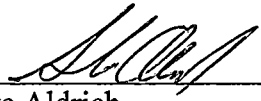
17. Call for Citizen input and/or concerns

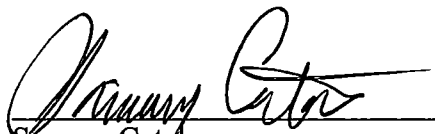
There was no citizen's input.

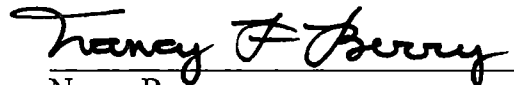
18. Adjourn.

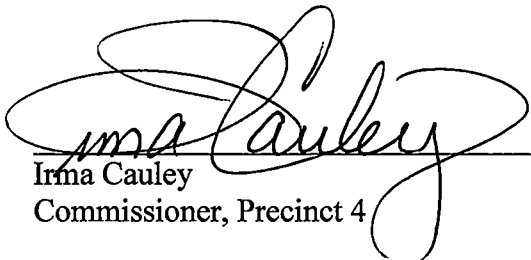
The foregoing minutes of the Commissioners Court meeting held May 16, 2017 have been examined and are approved in open Court this 6th day of June, 2017, in Bryan, Brazos County, Texas.


Duane Peters
County Judge



Steve Aldrich
Commissioner, Precinct 1

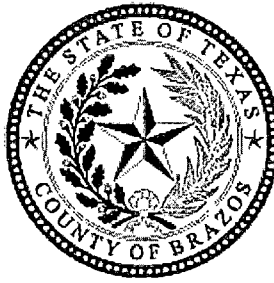

Sammy Catalena
Commissioner, Precinct 2


Nancy Berry
Commissioner, Precinct 3


Irma Cauley
Commissioner, Precinct 4

Attest:


Karen McQueen
County Clerk



FILED

2017 MAY 12 P 12:41

KARLEN McQUEEN, COUNTY CLERK
BRAZOS COUNTY, TEXAS
Cathy L. Lenoir

**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 MAY 16, 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 Commissioner Berry
 2. Call for Citizen input and/or concerns
 3. Presentations and/or Discussions
 - a. Recognition of the Brazos County Employee Walk Across Texas Competition.
 - b. Presentation by FQHC HealthPoint regarding services and programs offered in Brazos County.

Consider and take action on agenda items 4-13:

4. Proclamation 17-021 declaring May 22, 2017 as KBTX News 3 Day.
5. Appointment of Nancy Berry to the Keep Brazos Beautiful Board effective immediately.
6. Payment authorization to AHI Enterprises in amount of \$644.30 for purchase of HP toner cartridges for the County Attorney's Office; a purchase order was not obtained in advance.
7. Acceptance of donated cash counter by CSPD to the County Auditor's Office.
8. Approval of the following job descriptions:
 - a. Class Code 1557, Position 03 - Teacher, Sheriff's Office, Inmate Commissary
 - b. Class Code 0819, Position 01 - Building Event Worker, Brazos Center
9. Approval of the Treasurer's Report for March 2017 and Quarter Ending 3/31/17.

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12. Personnel Change of Status.

Personnel Action Forms

13. Payment of Claims.

14. Acknowledgement of monthly reports submitted in April 2017.

15. Sheriff's report on inmate population.

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

17. Call for Citizen input and/or concerns

18. 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

16th DAY OF May, 2017
10:00 AM/~~PM~~, _____

Name

(PLEASE PRINT)

Organization

(PLEASE PRINT)

Karen McQueen
Shawrika
Eric Todd
Stephen H. Jones
Tennyson Guthrie
Noelle Bellow
Bruce Erwin
ERIC CALDWELL
Bill Ballard
Melissa Peaz
Kelan Lyons
Jim Stewart
Nina Means
Lahi Maness
Sara Mendez

County Clerk
County Clerk's Office
Health Point
Choplin
KBTX
KBTX
Co. Abby
BCIT
County Attorney
Nancy Kisk
The Eagle
Chief Deputy (Sheriff's Office)
Budget
Purchasing
Health

BRAZOS COUNTY COMMISSIONER'S COURT

~~16th~~ DAY OF May, 2017
10:00 AM/~~PM~~, _____

Name

(PLEASE PRINT)

Organization

(PLEASE PRINT)

<u>Ashly Gonzalez</u>	<u>County health department</u>
<u>Cindy Zunker</u>	<u>Auditor</u>
<u>Rosa Loren</u>	<u>Auditor</u>
<u>Jennifer Salazar</u>	<u>HR</u>
<u>Mary Mendez</u>	<u>HR</u>
<u>Toni Flores</u>	<u>HR</u>
<u>Dorinda Garcia</u>	<u>HR</u>
<u>Katie Conner</u>	<u>Auditor</u>
<u>Dennis Wakey</u>	<u>PFM.</u>
<u>Jeff Reeves</u>	<u>Comptable Per. 1</u>
<u>Bethany Jones</u>	<u>Co. Insp.</u>
<u>Donald Lampo</u>	<u>Constable #2</u>
<u>K. Shelly</u>	<u>R&B</u>
<u>Megan Mason</u>	<u>Auditor</u>
<u>LAURA T DAVIS</u>	<u>TREAS</u>

BRAZOS COUNTY
COMMISSIONER'S COURT

16th DAY OF May, 2017
10:00 AM/~~PM~~, _____

Name

(PLEASE PRINT)

DOUG VANEKWM. CHARLES WENDTPaul Smyke
Candy Gallego

Organization

(PLEASE PRINT)

SMUPURCH.Comm. Court



Ransomware

And what we are doing to prevent it...

Safeguards To Protect Our Network



Safeguards To Protect Our Network

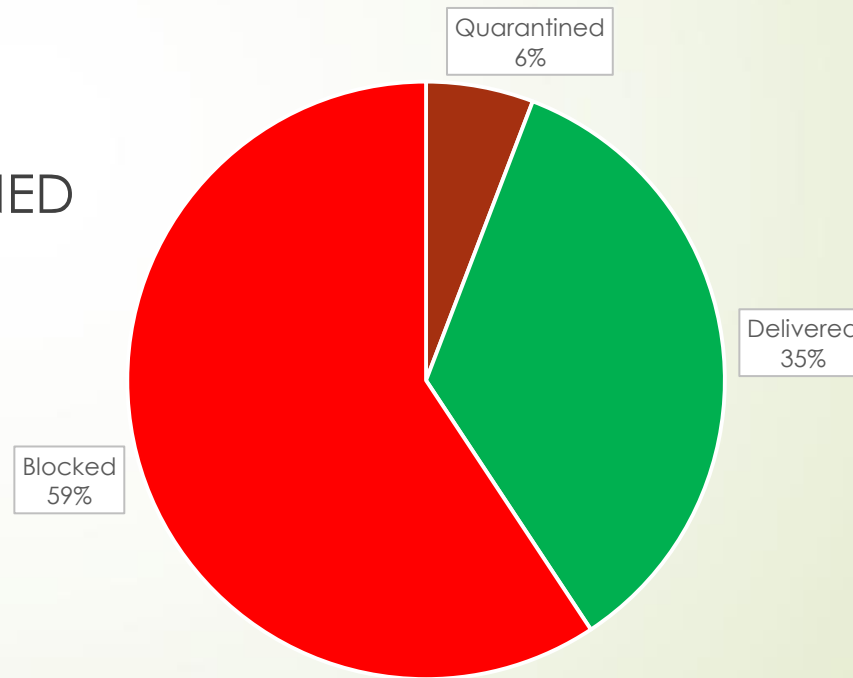


Safeguards To Protect Our Network



EMAIL - ANNUALLY

- 4.3 MILLION RECEIVED
- 2.55 MILLION BLOCKED
- 0.25 MILLION QUARANTINED
- 1.5 MILLION DELIVERED



■ Quarantined ■ Delivered ■ Blocked

KnowBe4 Phishing Campaign

YOU MUST VERIFY YOUR ACCOUNT NOW



Dear Microsoft User ,

Verification is required for your account to maintain continuity.

We took this security measure to ensure we provide you the best of Microsoft Outlook.

You are required to verify your account immediately to avoid third party access. Please [verify now](#).

We apologize for any inconvenience this may cause.

Thank you for using Microsoft Outlook.

[Update settings for events from email](#)

Microsoft Corporation
One Microsoft Way
Redmond, WA 98052

Microsoft respects
your privacy. Please
read our online
[Privacy Statement](#).

KnowBe4 Phishing Campaign



Order Confirmation 9727720

Your order was confirmed. Thank you for your purchase.

Order number: [#UIOEA9727720UILS-218WERFLIS](#).
[Track your Shipment](#)

*In addition, [macys.com](#) thanks you for being a loyal customer and would like to offer you a 50% off coupon for any one (1) item.
[Collect your code here.](#)*

KnowBe4 Phishing Campaign

The Yahoo! logo is displayed in white, bold, sans-serif capital letters on a solid blue rectangular background.

NOTICE OF DATA BREACH

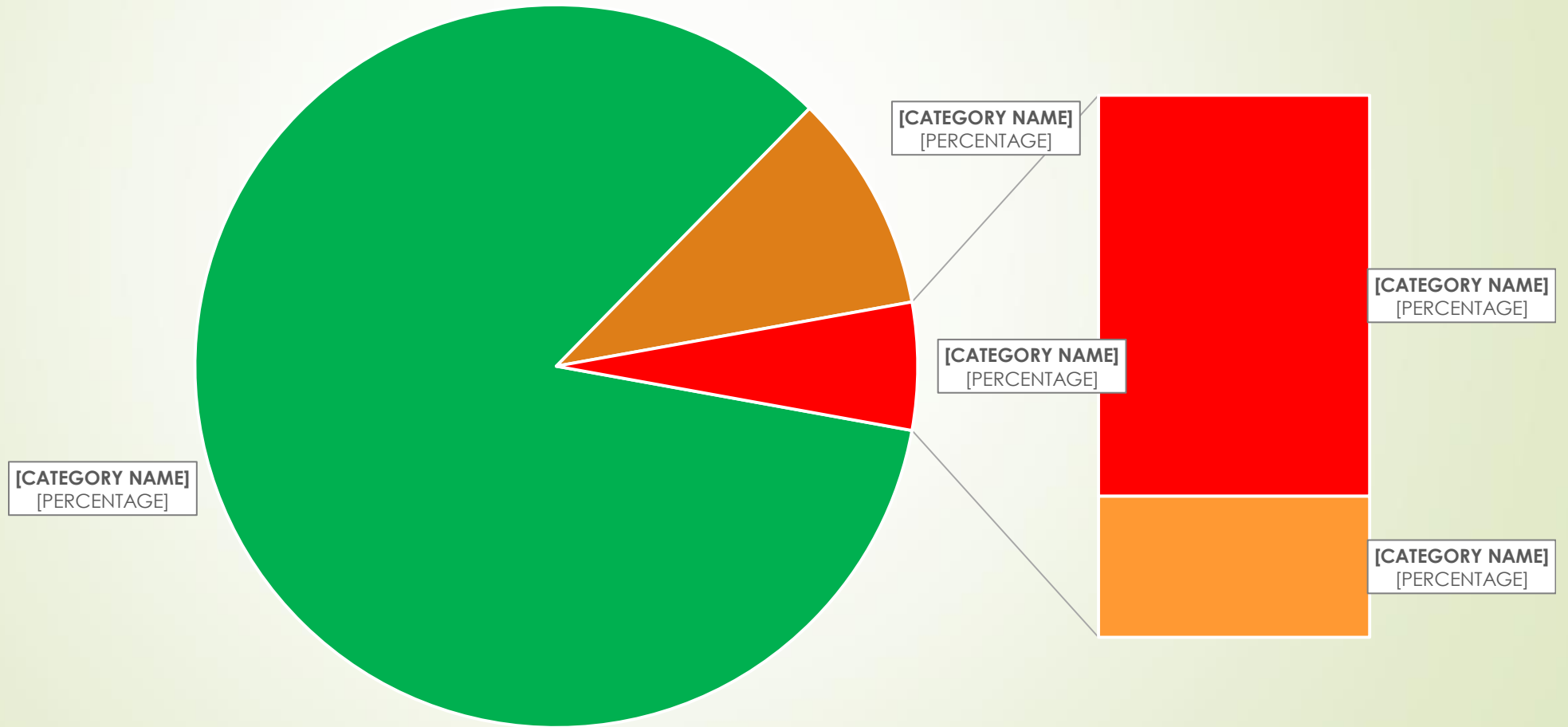
Dear Bill,

We are writing to inform you about a data security issue that may involve your Yahoo account information. We have taken steps to secure your account and are working closely with law enforcement. Upon your next login to Yahoo, you will be prompted to change your password. [We recommend logging in as soon as possible to do so.](#)

What Happened?

Law enforcement provided Yahoo in November 2016 with data files that a third party claimed was Yahoo user data. We analyzed this data with the assistance of outside forensic

Results from Campaign





What is our risk?

- 1.5 MILLION DELIVERED
- Suppose that 1/10th of a percent of these are malicious and undetected
- 15% of the recipients in our baseline clicked on links
- $1,500,000 \times 0.001 \times 0.15 = 225$
- 225 potential clicks on malware per year



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Health Department NUMBER:

DATE OF COURT MEETING: 5/16/2017

ITEM: a. Recognition of the Brazos County Employee Walk Across Texas Competition.
b. Presentation by FQHC HealthPoint regarding services and programs offered in Brazos County.

TO: Commissioners Court

FROM: Sara Mendez

DATE: 05/01/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

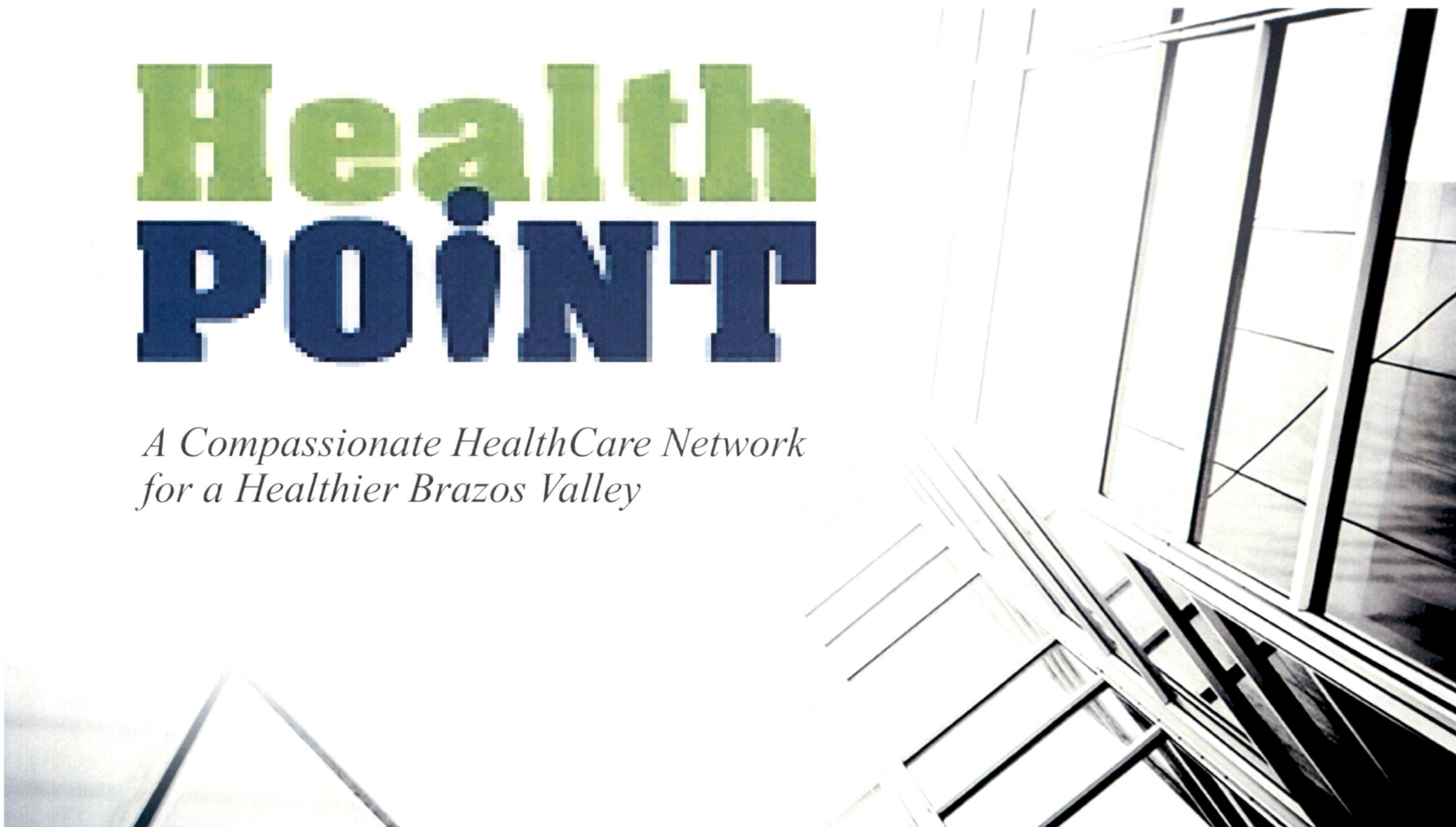
Description

Type

No Attachments Available

Health POINT

*A Compassionate HealthCare Network
for a Healthier Brazos Valley*



Overview of HealthPoint

- Thirteen Clinics within the Brazos Valley
- Four Clinics within BCS
- 38 Medical Providers
- 200 Employees
- \$20 Million Annual Budget
- 40,000+ unduplicated people served annually (of those, 13,000 are uninsured)
- 134,000+ visits provided annually
- 80% of the patients served are at or below 200% of FPL
- Total Admin Cost less than 7%

Services

- Out-Patient Primary Care
- Acute Care Clinic with extended hours (Memorial CHC)
- Dental
- Behavioral Health
- Pharmacy
- Prenatal Care

HealthPoint Patient Demographics

- Uninsured—30%
- Medicaid—31%
- Medicare—13%
- Private Insurance—20%
- State Grant Programs—6%

HealthPOiNT



HealthPOiNT strives to provide evidence-based healthcare, utilizing a patient empowered team approach, resulting in individual (or patient) wellness



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: NUMBER:
DATE OF COURT MEETING: 5/16/2017
ITEM: Proclamation 17-021 declaring May 22, 2017 as KBTX News 3 Day.
TO: Commissioners Court
DATE: 05/11/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[Proclamation-KBTX_Day.pdf](#)

Description

Proclamation

Type

Cover Memo



Proclamation

KBTX News 3 Day

- WHEREAS** KBTX TV started broadcasting on May 22, 1957 in a four-room brick building on East 29th Street in south Bryan and has continued to serve Brazos County and the surrounding counties for 60 years; and
- WHEREAS** KBTX has provided countless hours of air time dedicated to community events and public affairs, including the Food for Families food drive that has raised millions of dollars and help donate millions of pounds of food to the Brazos Valley Food Bank; and
- WHEREAS** KBTX's commitment to responsible reporting and community involvement is a core part of thier mission and continues today. Their long history of reporting fair and accurate local news, weather and sports is echoed in their slogan: "The People You Know, The News You Trust."; and
- WHEREAS** KBTX provided the first local television station, the first color television signal, the first 24-hour television station, the first Doppler radar, the first local digital and HDTV programming and the first local broadcasts live in the field. To bring more in-depth coverage of community events and newsmakers, KBTX developed and produced the first local newsmagazine show, "Town Talk" and still produces nearly 25 hours of locally-focused news programming each week; and
- WHEREAS** KBTX has chosen May 22, 2017 as a day to make the community AWARE of KBTX and its sixty- year history in Brazos County, to become AWARE of the commitment to providing accurate news coverage for all residents of Brazos County, to express its APPRECIATION to all residents of Brazos County who have depended on KBTX to stay up-to-date on news that is happening in our community and supported KBTX's dedication to community groups and causes.

NOW, THEREFORE, BE IT PROCLAIMED that the Brazos County Commissioners Court does hereby recognize the day of May 22, 2017 as:

KBTX News 3 Day

PROCLAIMED this 16th day of May, 2017.

Duane Peters
County Judge

Commissioner Steve Aldrich
Precinct 1

Commissioner Sammy Catalena
Precinct 2

Commissioner Nancy Berry
Precinct 3

Commissioner Irma Carley
Precinct 4



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: NUMBER:
DATE OF COURT MEETING: 5/16/2017
ITEM: Appointment of Nancy Berry to the Keep Brazos Beautiful Board effective immediately.
TO: Commissioners Court
DATE: 05/12/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

Description

Type

No Attachments Available



BRAZOS COUNTY
BRYAN, TEXAS

COMMITTEE/BOARD APPOINTMENT

The Commissioners Court of Brazos County does hereby approve the appointment of

Nancy Berry

as a

Board of Director

to the

Keep Brazos Beautiful

**Term of appointment is effective 5/16/17.


5/16/17

Duane Peters
County Judge

Date



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: County Attorney NUMBER:

DATE OF COURT MEETING: 5/16/2017

ITEM: Payment authorization to AHI Enterprises in amount of \$644.30 for purchase of HP toner cartridges for the County Attorney's Office; a purchase order was not obtained in advance.

TO: Commissioners Court

FROM: Rodney W Anderson

DATE: 05/09/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

SOURCE OF FUNDS: Funds already budgeted in appropriate account (60170000 - Copier/Printer Supplies)

ACTION REQUESTED OR ALTERNATIVES: Request approval of payment authorization in amount of \$644.30 to AHI Enterprises for purchase of HP toner cartridges. Purchase order was not obtained in advance.

ATTACHMENTS:

File Name

[DOC018.pdf](#)

Description

Payment Authorization and Invoice

Type

Backup Material



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Auditor NUMBER:
DATE OF COURT MEETING: 5/16/2017
ITEM: Acceptance of donated cash counter by CSPD to the County Auditor's Office.
TO: Commissioners Court
FROM: Megan Mason
DATE: 05/10/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[Donation - Cash Counter.pdf](#)

Description

Donation - Cash Counter

Type

Backup Material



7

**BRAZOS COUNTY, TEXAS
ACCEPTANCE OF DONATED/AWARDED PROPERTY
DONATION OF COUNTY PROPERTY**

Date: 5/3/17

☒ Acceptance of Donated/Awarded Property
(Awarded property requires signed court documentation)

☐ Donation of County Property

☐ Acceptance of Donated Inmate Property
(Requires signed inmate documentation - NO VALUE ASSESSED)

Item Description: Cash Counter

Please provide all information requested below as applicable to the property being accepted or donated. Forms containing any blank fields will be returned for completion.

Make: RS Model: RBC-1003BK Year: _____ SN/VIN #: _____

☒ Functional ☐ Non-Functional. Explain if Non-Functional _____

Additional Description/Information: Donated by CSPD

Estimated Value: \$ 250.00

Check box for Capital Asset (value/initial cost is over \$5000)

Acceptance of Donated Property	Donation of County Property
<p>Check the appropriate account based on estimated value of property being accepted:</p> <p><input type="checkbox"/> 61235000 (Donation - Other)*</p> <p><input checked="" type="checkbox"/> 60010000 (No Asset Tag - Under \$500)</p> <p><input type="checkbox"/> 67010000 (Minor Property - \$500 - \$4999)</p> <p><input type="checkbox"/> 80010000 (Capital Property - Over \$5000)</p>	<p>Check the appropriate entity property being donated to:</p> <p>Government Entity: _____ Organization Name</p> <p>Other (Due to Statutory requirements prior approval is required by Purchasing: _____ Organization Name</p>

*Donation - Other to be used for funds donated to Brazos County for use of a non-county expenditure.

I certify that the above mentioned item has been donated or awarded to Brazos County. This item has been received in good faith and upon approval by Commissioner's Court will become a part of the General Fixed Asset Account of Brazos County. The determination to accept or reject the donation will be made at the sole discretions of Commissioners Court based upon such things as usefulness, projected operating, maintenance and insurance costs.

Requesting Department: _____

Auditors Office

Department Name

Authorized Signature

Organization Receiving Donated Property: _____

Authorized Signature

Approved by Commissioners Court on this 16th day of May, 2017

Commissioners Court Approval



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Human Resources

NUMBER:

DATE OF COURT MEETING: 5/16/2017

ITEM: Approval of the following job descriptions:

- a. Class Code 1557, Position 03 - Teacher, Sheriff's Office, Inmate Commissary
- b. Class Code 0819, Position 01 - Building Event Worker, Brazos Center

TO: Commissioners Court

DATE: 05/11/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[Class Code 1557 Position 3.pdf](#)

[Class Code 0819 Position 1.pdf](#)

Description

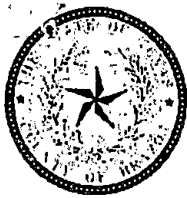
Class Code 1557, Position 03

Class Code 0819, Position 01

Type

Backup Material

Backup Material



Brazos County Job Description

Last Updated: September 2015

RECEIVED

MAY 05 2017

Template Revision 1.2 08/15/2012

POS.3 #12271

8

Class Number:	1557	Title:	Teacher
Pay Group:	16	Department:	Sheriff-Jail
FLSA Status:	Non Exempt	Reports To:	DO Sergeant (Programs)
Approved Date:	10/01/2016	EEOC Category:	Technicians

Position End Date: 09/30/2017

Temporary Employee Signature:

Matthew Wehner

General Summary:

To plan, organize and implement an appropriate instructional program in a learning environment that guides and encourages inmates to develop and fulfill their academic potential.

Essential Duties:

Other duties may be assigned. Plan, prepare and deliver instructional activities that facilitate active learning experiences; Develop schemes of work and lesson plans; Establish and communicate clear objectives for all learning activities; Prepare classroom for class activities; Provide a variety of learning materials and resources for use in educational activities; Identify and select different instructional resources and methods to meet students' varying needs; Provide appropriate feedback on work; Encourage and monitor the progress of individual students; Maintain accurate and complete records of students' progress and development; Manage student behavior in the classroom by establishing and enforcing rules and procedures; Follow rules and procedures for managing students in the correctional setting.

Other Duties as assigned. (1%)

Supervision

Received: From D.O. Sergeant

Given: This is a non-supervisory position.

Education

Required: Bachelor's degree or higher from an accredited institution

Preferred:

Experience

Required: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Preferred:

Certificates, Licenses, Registrations

Required: Texas Teaching certificate

Preferred:

Physical Demands

Typical: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 20 pounds, such as books and stacks of records, and occasionally must lift and/or move objects weighing 50 pounds or more. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, color vision, and ability to adjust focus.

Knowledge, Skills, & Abilities

Typical: Standard office equipment and computers. Operate computers, including word processing and spreadsheet software; operate fire and safety equipment and firearms; read and write reports, letters, and memos; perform basic mathematical calculations; analyze data; follow instructions; communicate effectively, both orally and in writing; and maintain effective working relationships with co-workers, prisoners, and the general public

Work Environment

Typical: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually high. While performing the essential duties of this job, the employee is constantly required to perform multiple tasks simultaneously, to work under time pressures to meet deadlines, and to work closely with others apart of a team. The employee is frequently required to respond to emergency situations in which there may be danger or physical abuse.

APPROVED



Duane Peters
County Judge

5/16/17
Date



Brazos County Job Description

Last Updated: September 2016

pollock # 121360
pos. 1

Template Revision 1.2 08/15/2012

Class Number:	819	Title:	Building Event Worker
Pay Group:	07	Department:	Brazos Center
FLSA Status:	Non Exempt	Reports To:	Director and Event Coordinator
Approved Date:	10/01/2016	EEOC Category:	Service/Maintenance
Position End Date:	09/30/2017	Temporary Employee Signature:	<i>Meeray Pollock</i>

General Summary:

This is a temporary part time position that involves being responsible for the safety of the customers, setting up the rooms as specified in the layout book, overseeing the cleanliness of the building and grounds, and must meet the customer's expectations as far as courtesy and prompt response to their requests.

Essential Duties:

Cleaning the restroom floors with wet mops and disinfectant and vacuuming mats at the beginning of each shift.

Restock the paper towels, hand soap and toilet paper.

Cleaning the floors with wet mops for spills and food.

Dust mop the concourse, assembly rooms and hallways regularly to remove excess dirt.

Autoscrub assembly room floors before setting up the tables and chairs.

Empty all trash containers at the end of the event/evening.

Before the event seek out the person in charge and introduce yourself and tell them where you can be found throughout the event.

Make sure sound levels are appropriate for each group.

During events you should be visible and available.

Check restrooms every 30 minutes.

Lock rooms that are not being used. Lock office when you are not in it and leave it locked at the end of the night.

Check the areas the caterer or bartender use for cleanliness before they leave.

When an event is coming to an end you are to be present in the room.

Before leaving for the night, check all rest rooms, clean and restock as needed.

Vacuum mats in front of doors and in restrooms.

Turn off all interior lights in the building.

Store equipment and supplies appropriately.

Make sure all exterior doors are locked.

Close overhead door completely. V
vacuum office every evening.

Priorities are, Safety, Customer Service, Rules enforcement and Cleanliness

Other Duties as assigned. (1%)

<i>Supervision</i>	
Received:	From Director and Event Coordinator
Given:	This is a non-supervisory position.

<i>Education</i>	
Required:	High School graduation or its equivalent.
Preferred:	

<i>Experience</i>	
Required:	To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required.
Preferred:	

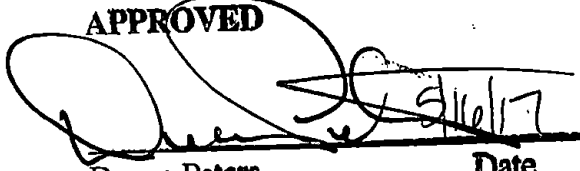
<i>Certificates, Licenses, Registrations</i>	
Required:	None.
Preferred:	

<i>Physical Demands</i>	
Typical:	The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hand to finger, handle, or feel; reach with hands and arms; bend and kneel; and talk and hear. The employee frequently is required to stand and walk. The employee must frequently lift and/or move objects weighing up to 50 pounds, such as tables and table carts. Specific vision abilities required for this job include close vision, distance vision, and the ability to adjust focus.

<i>Knowledge, Skills, & Abilities</i>	
Typical:	Ability to follow oral and written instructions; ability to learn to use janitorial equipment and supplies; ability to be courteous to the public and coworkers. Must be in good physical condition to perform strenuous work and heavy lifting; must be reliable and able to make good decisions.

<i>Work Environment</i>	
Typical:	The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. The employee is constantly required to work closely with others as a part of a team to perform multiple tasks simultaneously, and switch from one task to another. The employee is frequently required to work under time pressures and meet deadlines.

APPROVED


 Duane Peters
 County Judge

Date 5/16/17



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: NUMBER:
DATE OF COURT MEETING: 5/16/2017
ITEM: Approval of the Treasurer's Report for March 2017 and Quarter Ending 3/31/17.
TO: Commissioners Court
DATE: 05/10/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ACTION REQUESTED OR
ALTERNATIVES: approval

ATTACHMENTS:

File Name

[DOC080.PDF](#)

[DOC081.PDF](#)

Description

March 2017 Treasurer's Report & Q/E 3/31/17

Approval Letter for Treasurer's Report

Type

Backup Material

Backup Material

The State of Texas, County of **BRAZOS**

We, the undersigned, as County Commissioners within and for Brazos County, and the Honorable Duane Peters, County Judge of Brazos County, constituting the entire Commissioners' Court of Brazos County, during a regular meeting of said Court have examined the foregoing report and have caused an order to be entered upon the Minutes of the Commissioners' Court of Brazos County approving said Report as presented and submitted as true and correct by Laura Taylor Davis, Treasurer of Brazos County, as provided for in the Revised Statutes of the State of Texas. (*Texas Local Government Code, 114.026*)

Witness my hand this 16th day of May A.D. 2017



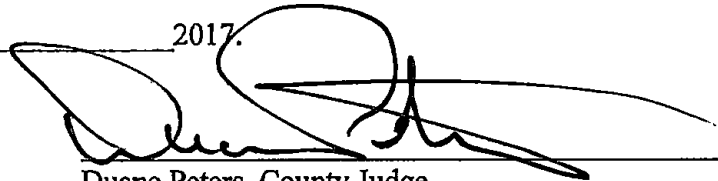
Karen McQueen

County Clerk, County of BRAZOS, State of Texas

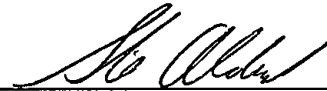
Examined and approved in open Commissioners' Court this 16th day of

May

2017.



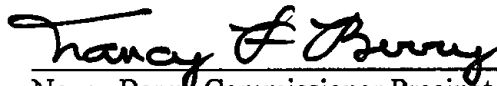
Duane Peters, County Judge



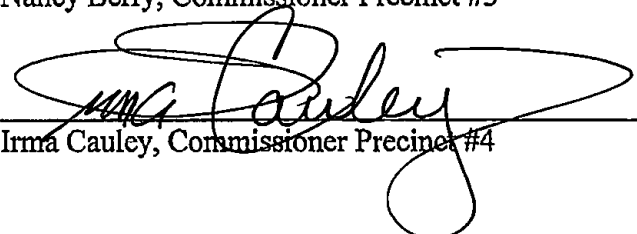
Steve Aldrich, Commissioner Precinct #1



Sammy Catalena, Commissioner Precinct #2



Nancy Berry, Commissioner Precinct #3



Irma Cauley, Commissioner Precinct #4

Treasurer's Report for the **MONTH MARCH 2017**
AND Q/E 3/31/17

MARCH 2017 TREASURER'S REPORT

FUND NUMBER & NAME	CASH BALANCE 2/28/2017	INCOMING	INVESTED TEXPOOL INTEREST - Mar	SUB-TOTAL	DISBURSED	CASH BALANCE 3/31/2017	INVESTED	CK.ACCT.BAL. 3/31/2017
0100 - GENERAL FUND	71,334,781.94	3,645,790.02	1,842.18	74,982,414.14	7,941,831.12	67,040,583.02	6,366,138.32	60,674,444.70
0200 - COUNTY HEALTH ENDOWMENT FUND	523,116.79	100.29	-	523,217.08	-	523,217.08	-	523,217.08
1100 - HOTEL OCCUPANCY TAX	3,600,748.15	188,701.18	-	3,789,449.33	1,802,527.13	1,986,922.20	-	1,986,922.20
1200 - STATE LATERAL ROAD	30,163.09	5.78	-	30,168.87	-	30,168.87	-	30,168.87
1300 - UNCLAIMED FUNDS	217,619.59	120.32	-	217,739.91	75.02	217,664.89	-	217,664.89
1500 - LAW LIBRARY	95,075.51	4,278.23	-	99,353.74	6,795.32	92,558.42	-	92,558.42
1600 - LOCAL PROVIDER PARTICIPATION	5,162,117.37	289,871.79	-	5,451,989.16	-	5,451,989.16	-	5,451,989.16
1700 - ALTERNATIVE DISPUTE RESOLUTION	3,283.90	3,765.00	-	7,048.90	3,283.90	3,765.00	-	3,765.00
1800 - LEOSE FUND	54,225.18	917.59	-	55,142.77	-	55,142.77	-	55,142.77
1900 - COUNTY RECORDS MANAGEMENT	438,359.79	42,689.93	-	481,049.72	16,228.46	464,821.26	-	464,821.26
2000 - COUNTY CLERK MGMT.FUND	550,187.33	791.92	-	550,979.25	18,154.17	532,825.08	-	532,825.08
2001 - COUNTY CLERK ARCHIVAL FUND	1,080,560.24	73,380.37	-	1,153,940.61	-	1,153,940.61	-	1,153,940.61
2200 - COURTHOUSE SECURITY FUND	205,570.95	8,065.00	-	213,635.95	36,013.21	177,622.74	-	177,622.74
2201 - JUSTICE COURT SECURITY FUND	65,513.15	1,913.61	-	67,426.76	-	67,426.76	-	67,426.76
2300 - DISTRICT CLERK MANAGEMENT FUND	183,481.04	1,599.62	-	185,080.66	367.70	184,712.96	-	184,712.96
2301 - DISTRICT CLERK ARCHIVAL FUND	75,261.92	1,869.43	-	77,131.35	-	77,131.35	-	77,131.35
2400 - JUSTICE @ PEACE - TECHNOLOGY FUND	147,105.94	4,383.03	-	151,488.97	2,963.76	148,525.21	-	148,525.21
2401 - CO. & DIST.COURT TECHNOLOGY FUND	58,090.29	1,010.89	-	59,101.18	-	59,101.18	-	59,101.18
2500 - SPECIAL FORFEITURE FUND	38,431.51	7.37	-	38,438.88	-	38,438.88	-	38,438.88
2600 - D/A HOT CHECK COLLECT FEES	2,729.91	16.03	-	2,745.94	-	2,745.94	-	2,745.94
2700 - BAIL BOND BOARD FEES	90,088.04	17.27	-	90,105.31	-	90,105.31	-	90,105.31
2800 - VOTER REGISTRATION	22,607.90	4.33	-	22,612.23	1,937.37	20,674.86	-	20,674.86
2900 - VIT INTEREST FUND	199,796.96	188.77	-	199,985.73	-	199,985.73	-	199,985.73
3000 - COUNTY GRANTS	93,580.27	233,372.20	-	326,952.47	365,548.20	(38,595.73)	-	(38,595.73)
3400 - D/A CRIME FUND	133,933.15	977.93	-	134,911.08	2,710.32	132,200.76	-	132,200.76
3500- PRIMARY ELECTION SERVICES	20,463.36	2,329.47	-	22,792.83	-	22,792.83	-	22,792.83
3901 - BC HOUSING FINANCE CORP	63,982.32	12.27	-	63,994.59	1,994.17	62,000.42	-	62,000.42
4315 - 2015 CERTIFICATES OF OBLIGATION	4,798,908.00	1,728,208.07	-	6,527,116.07	319,477.01	6,207,639.06	-	6,207,639.06
4500- GEN.PERMANENT IMPV.	20,357,019.49	2,009,097.98	-	22,366,117.47	253,298.64	22,112,818.83	-	22,112,818.83
5000 - HEALTH & LIFE INSURANCE	4,902,137.20	1,198,975.98	-	6,101,113.18	3,374,542.11	2,726,571.07	-	2,726,571.07
6000 - PAYROLL	986,911.14	3,328,642.03	-	4,315,553.17	3,064,890.65	1,250,662.52	-	1,250,662.52
9100 - HEALTH DEPARTMENT	1,617,996.69	145,563.18	-	1,763,559.87	326,112.19	1,437,447.68	-	1,437,447.68
9700 - COMMUNITY SUPERVISION	1,032,796.07	587,633.08	-	1,620,429.15	404,708.93	1,215,720.22	-	1,215,720.22
TTL.OF ACCTS.IN POOL	118,186,644.18	13,504,299.96	1,842.18	131,692,786.32	17,943,459.38	113,749,326.94	6,366,138.32	107,383,188.62
4100 - GEN.OBLIG.DEBT SVC.	11,557,560.93	96,108.87	-	11,653,669.80	-	11,653,669.80	-	11,653,669.80
TOTAL	129,744,205.11	13,600,408.83	1,842.18	143,346,456.12	17,943,459.38	125,402,996.74	6,366,138.32	119,036,858.42

This report is submitted as true and correct to Commissioners Court by Laura Taylor Davis, Brazos County Treasurer, on 5/16/17.

QUARTER ENDING 03/31/2017 TREASURER'S REPORT

	CASH BALANCE 1/31/2017	INCOMING	INVESTED TEXPOOL INTEREST - QTRLY	SUB-TOTAL	DISBURSED	CASH BALANCE 3/31/2017	INVESTED	CK.ACCT.BAL. 3/31/2017
0100 - GENERAL FUND	56,580,704.36	32,710,002.93	3,935.92	89,294,643.21	22,254,060.19	67,040,583.02	6,366,138.32	60,674,444.70
0200 - COUNTY HEALTH ENDOWMENT FUND	522,921.71	295.37	-	523,217.08	-	523,217.08	-	523,217.08
1100 - HOTEL OCCUPANCY TAX	3,564,344.90	499,124.54	-	4,063,469.44	2,076,547.24	1,986,922.20	-	1,986,922.20
1200 - STATE LATERAL ROAD	30,151.84	17.03	-	30,168.87	-	30,168.87	-	30,168.87
1300 - UNCLAIMED FUNDS	216,478.64	1,261.27	-	217,739.91	75.02	217,664.89	-	217,664.89
1500 - LAW LIBRARY	109,577.09	11,326.53	-	120,903.62	28,345.20	92,558.42	-	92,558.42
1600 - LOCAL PROVIDER PARTICIPATION	3,889,073.39	10,666,780.32	-	14,555,853.71	9,103,864.55	5,451,989.16	-	5,451,989.16
1700 - ALTERNATIVE DISPUTE RESOLUTION	2,945.00	10,228.90	-	13,173.90	9,408.90	3,765.00	-	3,765.00
1800 - LEOSE FUND	38,444.03	17,932.24	-	56,376.27	1,233.50	55,142.77	-	55,142.77
1900 - COUNTY RECORDS MANAGEMENT	408,708.59	113,984.46	-	522,693.05	57,871.79	464,821.26	-	464,821.26
2000 - COUNTY CLERK MGMT.FUND	577,323.73	2,374.38	-	579,698.11	46,873.03	532,825.08	-	532,825.08
2001 - COUNTY CLERK ARCHIVAL FUND	1,029,461.26	124,479.35	-	1,153,940.61	-	1,153,940.61	-	1,153,940.61
2200 - COURTHOUSE SECURITY FUND	258,741.70	24,950.85	-	283,692.55	106,069.81	177,622.74	-	177,622.74
2201 - JUSTICE COURT SECURITY FUND	62,248.79	5,177.97	-	67,426.76	-	67,426.76	-	67,426.76
2300 - DISTRICT CLERK MANAGEMENT FUND	181,030.39	4,302.07	-	185,332.46	619.50	184,712.96	-	184,712.96
2301 - DISTRICT CLERK ARCHIVAL FUND	72,270.43	4,860.92	-	77,131.35	-	77,131.35	-	77,131.35
2400 - JUSTICE @ PEACE - TECHNOLOGY FUND	140,008.02	12,423.09	-	152,431.11	3,905.90	148,525.21	-	148,525.21
2401 - CO. & DIST. COURT TECHNOLOGY FUND	55,997.15	3,104.03	-	59,101.18	-	59,101.18	-	59,101.18
2500 - SPECIAL FORFEITURE FUND	33,402.65	5,036.23	-	38,438.88	-	38,438.88	-	38,438.88
2600 - D/A HOT CHECK COLLECT FEES	2,728.89	17.05	-	2,745.94	-	2,745.94	-	2,745.94
2700 - BAIL BOND BOARD FEES	90,255.03	50.94	-	90,305.97	200.66	90,105.31	-	90,105.31
2800 - VOTER REGISTRATION	18,823.79	4,137.44	-	22,961.23	2,286.37	20,674.86	-	20,674.86
2900 - VIT INTEREST FUND	197,666.45	2,319.28	-	199,985.73	-	199,985.73	-	199,985.73
3000 - COUNTY GRANTS	135,532.36	628,526.08	-	764,058.44	802,654.17	(38,595.73)	-	(38,595.73)
3400 - D/A CRIME FUND	139,847.14	1,781.58	-	141,628.72	9,427.96	132,200.76	-	132,200.76
3500- PRIMARY ELECTION SERVICES	18,131.04	4,661.79	-	22,792.83	-	22,792.83	-	22,792.83
3901 - BC HOUSING FINANCE CORP	63,519.23	7,463.04	-	70,982.27	8,981.85	62,000.42	-	62,000.42
4315 - 2015 CERTIFICATES OF OBLIGATION	5,564,597.49	1,730,209.96	-	7,294,807.45	1,087,168.39	6,207,639.06	-	6,207,639.06
4500- GEN.PERMANENT IMPV.	20,889,943.63	2,175,099.95	-	23,065,043.58	952,224.75	22,112,818.83	-	22,112,818.83
5000 - HEALTH & LIFE INSURANCE	5,111,433.98	4,111,960.34	-	9,223,394.32	6,496,823.25	2,726,571.07	-	2,726,571.07
6000 - PAYROLL	932,680.48	8,420,142.71	-	9,352,823.19	8,102,160.67	1,250,662.52	-	1,250,662.52
9100 - HEALTH DEPARTMENT	1,564,284.24	671,334.81	-	2,235,619.05	798,171.37	1,437,447.68	-	1,437,447.68
9700 - COMMUNITY SUPERVISION	1,159,379.61	1,024,426.85	-	2,183,806.46	968,086.24	1,215,720.22	-	1,215,720.22
TTL.OF ACCTS.IN POOL	103,662,657.03	62,999,794.30	3,935.92	166,666,387.25	52,917,060.31	113,749,326.94	6,366,138.32	107,383,188.62
4100 - GEN.OBLIG.DEBT SVC.	10,631,384.91	3,280,144.27	-	13,911,529.18	2,257,859.38	11,653,669.80	-	11,653,669.80
			3,935.92					
TOTAL	114,294,041.94	66,279,938.57	3,935.92	180,577,916.43	55,174,919.69	125,402,996.74		119,036,858.42

This report is submitted as true and correct to Commissioners Court by Laura Taylor Davis, Brazos County Treasurer, on 5/8/17.



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT:

NUMBER:

DATE OF COURT MEETING: 5/16/2017

ITEM:

- a. C. Samuel & Carol Judge - Overpayment \$10.00
- b. Ernest & Stacy Berger - Overpayment \$52.48
- c. Sallye J Austin - Overpayment \$40.00

TO: Commissioners Court

DATE: 05/10/2017

FISCAL IMPACT: False

BUDGETED: False

DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[Tax Refund Applications 5-16-17.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	SALLYE J AUSTIN				
	529 PARKWOOD DR				
	DALLAS TX 75224-5007				
Step 2:					
Describe the property	Legal	BRYAN'S 1ST BLOCK 7 LOT 37			
	Address	910 ORLEAN			
	Acct.#	20314			
Step 3: Give the tax payment information	Name of Taxing unit	Tax Year	Date of	Amount	Refund amt
		of refund	Payment	Paid	Requested
	Zrefund	2016	1/31/2017	\$466.69	\$40.00
	Taxpayer's reason for refund: OP-Overpayment				
	Refund to SALLYE J AUSTIN 529 PARKWOOD DR DALLAS TX 75224-5007				
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 > <i>Sallye J. Austin</i>			date > <i>5/11/17</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>5/16/17</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:	BERGER ERNEST E JR & STACY				
	PO BOX 156				
	SHINER, TX 77984-0156				
Step 2:					
Describe the property	Legal	DOUBLETREE CONDOS BLDG C UNIT-307-			
	Address	1901 HOLLEMAN DR W 307.			
	Acct.#	26013			
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	2016	2/28/2017	\$1,473.50	\$52.48
Taxpayer's reason for refund: OP-Overpayment					
Refund to: ERNEST JR & STACY BERGER PO BOX 156 SHINER TX 77984-0156					
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 > <i>Stacy Berger</i>			date > 5-4-17	
	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 > <i>[Signature]</i>			date > 5/16/17	
	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		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:				
Owner's name	VM RANCH LLC			
and address	2229 DEL MONTE DR			
	HOUSTON TX 77019			

Step 2:				
Describe the property	Legal	A015200 MELVIN LANGHAM TRACT-2.143.59 ACRES		
	Address	19853 WILLIAMS RD		
	Acct.#	15416		

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	2016	1/23/2017	\$320.21	\$10.00
Taxpayer's reason for refund: OP-Overpayment					
Refund to C SAMUEL & CAROL JUDGE 2229 DEL MONTE DR HOUSTON TX 77019					

Step 4:	"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 the form	sign here > <i>C. Samuel Judge & Carol Judge</i>	date > 5/3/17
Return	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:	This tax refund is <input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	
Tax refund determination	Authorized officer	
	sign here > <i>[Signature]</i>	date > 5/16/17
	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: 5/16/2017
ITEM: Budget Amendments FY 16/17 33.1 - 33.6
TO: Commissioners Court
FROM: Irene Jett
DATE: 05/10/2017
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>
33_Coversheet.pdf	33 Coversheet	Cover Memo
33.1.pdf	33.1 IT	Backup Material
33.2.pdf	33.2 R & B	Backup Material
33.3.pdf	33.3 Juvenile	Backup Material
33.4.pdf	33.4 Tax Office	Backup Material
33.5.pdf	33.5 IT	Backup Material
33.6.pdf	33.6 Treasurer	Backup Material

BRAZOS COUNTY, TEXAS

BUDGET AMENDMENT(S) FOR THE 2016-2017 BUDGET YEAR

NO. 16/17 33.1 – 33.6

On this the 16th day of May 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

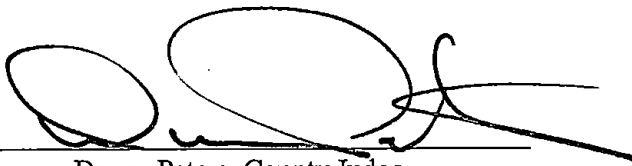
The following proceedings were held:

THAT WHEREAS, on 16th day of May 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 16th day of May 2017.

THE COMMISSIONERS COURT OF BRAZOS COUNTY, TEXAS.

By: 
Duane Peters, County Judge

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

**BRAZOS COUNTY, TEXAS
BUDGET AMENDMENTS
No. 16/17 - 33.1
5/16/2017**

3/16/2017					
FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION		Increase Decrease
General Fund	Commissioners Court	Non-Departmental	Minor Acquisitions		499.00
General Fund	Information Technology	IT Services	Departmental Support		499.00
Commissioners Court and Information Technology					
Reallocation of funds to the appropriate accounts to purchase a replacement printer for the Tax Office.					

Date:

nm
5/10/2017

Department Approval _____

Date _____

County Judge Approval

Date _____

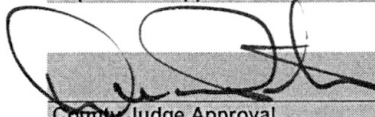
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BRAZOS COUNTY, TEXAS
BUDGET AMENDMENTS
No. 16/17 - 33.2
5/16/2017

FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION	Increase	Decrease
General Fund	Road & Bridge	Environmental Protection	Departmental Support		761.52
General Fund	Road & Bridge	Environmental Protection	Repairs & Maint		738.48
General Fund	Road & Bridge	Environmental Protection	Contractual Services	1,500.00	
Road & Bridge					

Reallocation of funds to the appropriate accounts to cover the contract for the citizen collections sites with Junction 505 for the remainder of FY 17.

Date: nnm
5/10/2017

Department Approval Date

 County Judge Approval Date 5/16/17

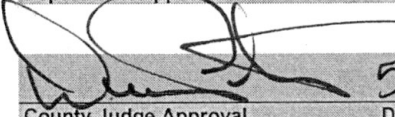
For Accounting Purposes Only					
FUND	DIV	ACCT	DR/CR	ACCOUNT NAME	Increase Decrease
0100	56005000	61740000	CR	Telephones	761.52
0100	56005000	65050000	CR	Building Maint.	368.12
0100	56005000	65400000	CR	Grounds Maint	370.36
0100	56005000	71015000	DR	Citizens Collection Sites	1,500.00

BRAZOS COUNTY, TEXAS
BUDGET AMENDMENTS
No. 16/17 - 33.3
5/16/2017

FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION	Increase	Decrease
General Fund	Juvenile Services		Departmental Support		5,000.00
General Fund	Juvenile Services		Professional Services	5,000.00	
Juvenile Services					

Reallocation of funds to the appropriate accounts to pay for two court ordered psychological Chapter 55 examinations.

Date: nnm
5/10/2017

	Date
County Judge Approval	Date 5/16/17

For Accounting Purposes Only						
FUND	DIV	ACCT	DR/CR	ACCOUNT NAME	Increase	Decrease
0100	31000100	60200000	CR	Counseling Supplies		1,500.00
0100	31000100	61295000	CR	Employment Investigations		500.00
0100	31000100	61395000	CR	Inmate-Health Care		1,000.00
0100	31000100	61465000	CR	Polygraph Tests		1,000.00
0100	31000100	61801000	CR	Travel		1,000.00
0100	31000100	72670000	DR	Psychological Services	5,000.00	

BRAZOS COUNTY, TEXAS
BUDGET AMENDMENTS
No. 16/17 - 33.4
5/16/2017

FUND	DEPARTMENT	DIVISION	CATEGORY DESCRIPTION	Increase	Decrease
General Permanent Improv Fund	General Permanent Improv. Fund	Capital Projects	Capital Outlay		21,789.65
General Permanent Improv Fund			Other Financing Sources	21,789.65	
General Fund			Other Financing Sources	21,789.65	
General Fund	Commissioners Court	Non-Departmental	Repairs and Maint.		10,000.00
General Fund	Tax Office		Contractual Services	31,789.95	
General Permanent Improvement Fund, Commissioner's Court and Tax Office					

Reallocation of funds to the appropriate accounts to add awnings to three entrances at the Tax Office.

Date: _____ nnm
5/10/2017

Department Approval _____ Date _____

County Judge Approval _____ Date 5/16/17

For Accounting Purposes Only						
FUND	DIV	ACCT	DR/CR	ACCOUNT NAME	Increase	Decrease
4500	63000500	80610000	CR	Parking Lot		21,789.65
4500		91300000	DR	Transfer to General Fund	21,789.65	
0100		49015000	CR	Transfer from Cap. Imp. Fund	21,789.65	
0100	11000500	65052000	CR	Carpentry & Build. Repair		10,000.00
0100	13000100	71025000	DR	Contract Services	31,789.65	

5/16/2017

[illegible]

Commissioners Court and Information Technology

Reallocation of funds to the appropriate accounts to 40 computers that are on the equipment roll out list for FY 17.

Date:

5/3/2017

Department Approval

Date _____

County Judge Approval

Date _____

[illegible]

5/16/2017

County Treasurer

Date:

5/11/2017

Date _____

Date _____

5/16/17

[illegible]



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: Human Resources NUMBER:
DATE OF COURT MEETING: 5/16/2017
ITEM: Personnel Action Forms
TO: Commissioners Court
DATE: 05/11/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

File Name

[PAF_05-16-17.doc](#)

Description

Cover Sheet

Type

Cover Memo

**PERSONNEL
CHANGE OF STATUS REQUESTS**

12

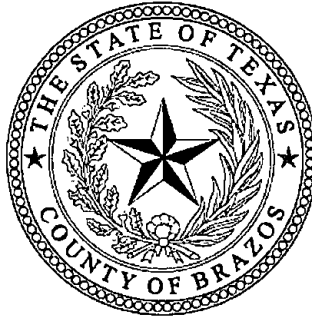
Commissioner Court Date: May 16, 2017
Department Submitting Information: Human Resources
Purpose of Submissions: Consider and Take Action on Change Requests

Department Submitting Request(s)	Employee Request Applies To	Action Requested
District Clerk	Kennedy, Ernestine	Separation
Exposition Complex	Silas, Tuvara	Separation
Juvenile Services – State Aid	Fernandez-Valtierra, Damaris	Separation
Road & Bridge	Robinson, Dedrick	Employment
Sheriff's Office – Inmate Commissary	Wehner, Matthew	Employment
Tax Office	Alejandro, Jodi	Change of Status

Approved in Commissioners' Court: May 16, 2017 :

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





BRAZOS COUNTY
BRYAN, TEXAS

CLAIMS

COMMISSIONERS COURT MEETING: **May 16, 2017**

CLAIM TO BE PAID BY BRAZOS COUNTY:

CLAIM # **7155577** *Thru* CLAIM # **7155815**

The Court voted unanimously to approve these Claims as submitted.

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

Duane Peters
County Judge

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

Karen McQueen
County Clerk



**BRAZOS COUNTY
BRYAN, TEXAS**

DEPARTMENT: NUMBER:
DATE OF COURT MEETING: 5/16/2017
ITEM: Acknowledgement of monthly reports submitted in April 2017.
TO: Commissioners Court
DATE: 05/10/2017
FISCAL IMPACT: False
BUDGETED: False
DOLLAR AMOUNT: \$0.00

ATTACHMENTS:

<u>File Name</u>	<u>Description</u>	<u>Type</u>
Monthly reports submitted in April 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

April 2017

A handwritten signature in black ink, appearing to read "Duane Peters", is written over a horizontal line. To the right of the signature, the date "5/16/17" is handwritten.

Duane Peters
County Judge

Date