THE STATE OF TEXAS \* COMMISSIONERS COURT

COUNTY OF KENEDY \* OF KENEDY COUNTY, TEXAS

On the 13th day of March, 2023, at 9:00 o'clock a.m., a regular meeting of the Commissioners Court of Kenedy County, Texas, was held in the Kenedy County Courthouse.

**Commissioners present:**

Charles E. Burns, County Judge

Joe Recio, Commissioner, Precinct No. 1

Israel Vela, Jr., Commissioner, Precinct No. 2

Jose Salazar, Commissioner, Precinct No. 4

**Also present:**

Veronica Vela, County & District Clerk

Leo Villarreal, Administrative Assistant

Cynthia Salinas, County Treasurer

Irma Longoria, County Tax Assessor/Collector

Grace Salinas, Administrative Secretary

Allison Strauss, County Attorney, by phone

Stephanie Garza, Elections Administrator

Capt. Eddie Cruz, Sheriff’s Dept.

Tom Denney, Chief Appraiser

Andy Garza, Kenedy County GCD

Jose E. Mendietta, Fire Chief

Ramon Salinas, III, County Sheriff

JP Patti Fain

JP Jana Norrell

Daniel Almeida

Caleb Maltby, Maltby Builders, Inc.

Javier Zambrano, GrantWorks

Sandra Guzman, Sheriff’s Office

William Dieterle

**Absent**:

Sarita Armstrong-Hixon, Commissioner, Precinct No. 3

JP Cecilia Schulz

JP Jerry Miller

**1.** **Call Meeting to Order at 9:00 a.m**.

Judge Charles E. Burns called the meeting to order at 9:03 a.m.

**2.** **Pledge of Allegiance.**

Judge Charles E. Burns led the Commissioners Court in the Pledge of Allegiance.

**3.** **Receive Public Comments**.

No public comments were made.

**4.** **Receive Stephanie Garza’s, Elections Administrator, Presentation on the New Election Equipment**.

Stephanie Garza, Elections Administrator presented the Commissioners Court with the new election equipment.

This being a report only, no vote was needed and none was taken.

**5.** **Discuss & Act on the Regular Minutes of February 13th, 2023 and the Special Meeting Minutes of March 6, 2023**.

Judge Charles E. Burns presented the Commissioners Court Minutes of the regular February 13, 2023, and special March 6, 2023 meetings.

Commissioner Joe Recio moved and Commissioner Israel Vela, Jr. seconded the motion; the motion was unanimously passed that the minutes of the Minutes of the regular February 13, 2023, and special March 6, 2023, meetings be accepted as presented.

**6.** **Discuss & Act on Treasurer’s Monthly Report and Transfers**.

Cynthia Salinas, County Treasurer, presented the Treasurer's Monthly Report and Transfers for the month ending February 28, 2023.

Commissioner Joe Recio moved and Commissioner Israel Vela, Jr. seconded the motion; the motion was unanimously passed the Treasurer's Monthly Report and Transfers ending February 28, 2023, be accepted as presented.

**7.** **Discuss & Act on the Sheriff’s Monthly Report**.

Deputy Sheriff Eddie Cruz presented the Sheriff’s monthly report to the Commissioners Court for the month ending February 28, 2023.

Commissioner Joe Recio moved and Commissioner Israel Vela, Jr. seconded the motion; the motion was unanimously passed that the Sheriff’s monthly report be accepted as presented.

**8.** **Discuss & Act on Fire Chief’s Monthly Report**.

Jose E. Mendietta, Fire Chief, presented the Commissioners Court with the Fire District report including that CPR classes will be conducted this afternoon, all of this week and in March 2023. The place where the CRP classes will be conducted is in the Kenedy County Courthouse in the 105th District Courtroom and that the Health Department wants to administer flue and Covid booster shots on March 22, 2023.

Commissioner Joe Recio moved and Commissioner Israel Vela, Jr. seconded the motion; the motion was unanimously passed that the Fire Chief’s monthly report be accepted as presented.

**9.** **Discuss & Act on the Maintenance Department Monthly Report**.

Joe Recio presented the Maintenance Department’s monthly report to the Commissioners Court for the month ending February 28, 2023; that Ernesto Lerma had passed the Vector Control License and will be taking Pest Control Course; and that the Maintenance Supervisor applications are due March 31, 2023.

Commissioner Israel Vela, Jr. moved and Commissioner Jose Salazar seconded the motion; the motion was unanimously passed that Joe Recio’s monthly report be accepted as presented.

**10.** **Receive Daniel Almeida and Act on the Sewer & Water System Monthly Report**.

Daniel Almeida presented the Commissioners Court with the Sewer & Water System Monthly Report.

Commissioner Joe Recio moved and Commissioner Israel Vela, Jr. seconded the motion; the motion was unanimously passed that Daniel Almeida’s Sewer & Water System monthly report be approved as presented.

**11.** **Receive Javier Zambrano with GrantWorks Monthly Reports Regarding Compliance with Colonia Grant #7219075 and Community Development Grant #7219220 and Act if Necessary**.

Javier Zambrano with GrantWorks presented the GrantWorks monthly report to the Commissioners Court regarding the Kenedy County 7219220 and 7219075 as follows:

Grant No. 7219220 (CD):

1. The Labor Standards Specialist is working with Southern Trenchless Solutions to resolve labor-related items. Everything must be resolved before the end of the month (earlier is preferred) in order for the labor team to approve the Final Wage Compliance Report.1 (FWCR). The report is needed for TDA to process construction retainage, along with the final payment for Administration and Engineering.
2. If the County would like details about the pending labor items, they are as follows:
3. Payroll #1 may be missing classifications;
4. Payroll #11 needs to be marked as final (or we need the final payroll report);
5. And we also need the Section 3 information for the prime (Southern Trenchless) sub (Donald Hubert), Hector Castaneda (Engineer) and the contractor are aware of these requests.

Grant No. 7219075 (Colonia):

1. The generators should be shipping so we may be able to complete Phase 1 by the end of the month.
2. The amendment to include the 1st time connection for Mary Gonzalez and the Lift Station Pump has been submitted to TDA. We will begin the small purchase solicitation while the amendment is at the State, but we can not award/execute until we receive TDA approval.

This being a report only, no vote was needed and none was taken.

**12.** **Receive Report on the Construction Progress of the Justice of the Peace Building/Hurricane Shelter**.

Caleb Maltby with Maltby Builders, Inc. presented the Commissioners Court with the report on the construction progress of the Justice of the Peace Building/Hurricane Shelter.

This being a report only, no vote was needed and none was taken.

**13.** **Discuss & Act on Submitting a HMAP Grant Application under F-MAG DR-5420 with a 25% Cost Share to the County**.

Judge Charles E. Burns informed the Commissioners Court that consideration should be given to submitting a HMAP Grant Application under F-MAG DR-5420 with a 25% Cost share to the County.

Commissioner Joe Recio moved and Commissioner Israel Vela, Jr. seconded the motion; the motion was unanimously passed to submit the HMAP Grant Application under F-MAG DR-5420 with a 25% Cost share to the County.

**14.** **Consent Agenda:**

**(A) Approve Travel and Meal Expenses for Cynthia Salinas to Attend the County Treasurer’s Association Conference on April 16-20, 2023 in San Marcos, Tx. ($1,512.00 within budget)**

**(B) Approve Travel and Meal Expenses for Jana Norrell to Attend the Unidentified Bodies Inquest Program on March 27-28, 2023 in Corpus Christi, Tx. ($173.50 within budget)**

**(C) Approve Travel and Meal Expenses for Cecilia Schulz to Attend the Unidentified Bodies Inquest Program on March 27-28, 2023 in Corpus Christi, Tx. ($173.50 within budget)**

**(D) Approve Travel and Meal Expenses for Patricia Fain to Attend the Unidentified Bodies Inquest Program on March 27-28, 2023 in Corpus Christi, Tx. ($173.50 within budget)**

**(E) Approve Travel and Meal Expenses for Jerry Miller to Attend the Unidentified Bodies Inquest Program on March 27-28, 2023 in Corpus Christi, Tx. ($173.50 within budget)**

Judge Charles E. Burns informed the Commissioners Court that the following employees and public officials needed to attend the below seminars/conferences and be advance/reimbursed their expenses provided that proper receipts are given:

Name: Cynthia Salinas, County Treasurer

Seminar: County Treasurer’s Association Conference

Date: April 16-20, 2023

Place: San Marcos, Texas

Amount: $1,512.00

Name: Jana Norrel, Justice of the Peace

Seminar: Unidentified Bodies Inquest Program

Date: March 27-28, 2023

Place: Corpus Christi, Texas

Amount: $173.50

Name: Cecilia Schulz, Justice of the Peace

Seminar: Unidentified Bodies Inquest Program

Date: March 27-28, 2023

Place: Corpus Christi, Texas

Amount: $173.50

Name: Patricia Fain, Justice of the Peace

Seminar: Unidentified Bodies Inquest Program

Date: March 27-28, 2023

Place: Corpus Christi, Texas

Amount: $173.50

Name: Jerry Miller, Justice of the Peace

Seminar: Unidentified Bodies Inquest Program

Date: March 27-28, 2023

Place: Corpus Christi, Texas

Amount: $173.50

Commissioner Israel Vela, Jr. moved and Commissioner Joe Recio seconded the motion; the motion was unanimously passed that the following employees/public officials attend the below seminars/conferences and be advance/reimbursed the costs thereof provided proper receipts are given:

Name: Cynthia Salinas, County Treasurer

Seminar: County Treasurer’s Association Conference

Date: April 16-20, 2023

Place: San Marcos, Texas

Amount: $1,512.00

Name: Jana Norrel, Justice of the Peace

Seminar: Unidentified Bodies Inquest Program

Date: March 27-28, 2023

Place: Corpus Christi, Texas

Amount: $173.50

Name: Cecilia Schulz, Justice of the Peace

Seminar: Unidentified Bodies Inquest Program

Date: March 27-28, 2023

Place: Corpus Christi, Texas

Amount: $173.50

Name: Patricia Fain, Justice of the Peace

Seminar: Unidentified Bodies Inquest Program

Date: March 27-28, 2023

Place: Corpus Christi, Texas

Amount: $173.50

Name: Jerry Miller, Justice of the Peace

Seminar: Unidentified Bodies Inquest Program

Date: March 27-28, 2023

Place: Corpus Christi, Texas

Amount: $173.50

**15.** **Discuss & Act on Kenedy County Policy Regarding Removing Abandoned Vehicles Within the Sarita Townsite**.

Judge Charles E. Burns informed the Commissioners Court of the need to develop a Kenedy County Policy to remove vehicles creating a public nuisance within the Sarita Townsite.

Commissioner Israel Vela, Jr. moved and Commissioner Joe Recio seconded the motion; the motion was unanimously passed for Allison Strauss, County Attorney, develop a Kenedy County policy regarding removal of vehicles creating a public nuisance within the Sarita Townsite.

**16.** **Discuss & Act on Purchasing a County Fuel Tank and Placing it by the Sheriff’s Office**.

Judge Charles E. Burns informed the Commissioners Court of the need to purchase an 800-gallon double-wall Delta fuel tank and place it by the Sheriff’s Office.

Commissioner Joe Recio moved and Commissioner Israel Vela, Jr. seconded the motion; the motion was unanimously passed that bids be obtained for an 800-gallon double-wall Delta fuel tank and that it be placed by the Sheriff’s Office.

**17.** **Discuss & Act on John Womack & Co., P.C. Engagement Letter Regarding the Audit Year Ending December 31, 2022**.

Judge Charles E. Burns presented the Commissioners Court with John Womack & Co., P.C. proposed Engagement Letter regarding the Audit Year Ending December 31, 2022.

Commissioner Joe Recio moved and Commissioner Israel Vela, Jr. seconded the motion; the motion was unanimously passed that the John Womack & Co., P.C. proposed Engagement Letter regarding the Audit Year Ending December 31, 2022, be accepted and signed by Judge Charles E. Burns.

**18.** **Discuss & Act on Paying the 2023 Annual Membership Dues of $300.00 Regarding the South Texas County Judges and Commissioners Association Due March 31, 2023**.

Judge Charles E. Burns informed the Commissioners Court of the need to pay the 2023 Annual Membership dues in the amount of $300.00 to South Texas County Judges and Commissioners Association due March 31, 2023.

Commissioner Joe Recio moved and Commissioner Israel Vela, Jr. seconded the motion; the motion was unanimously passed that the 2023 Annual Membership dues in the amount of $300.00 be paid to South Texas County Judges and Commissioners Association due March 31, 2023.

**19.** **Discuss & Act on Renewing the Kenedy County’s Halo Flight Guardian Business Membership, With the Price Increase of $15.00 Per Employee**.

Judge Charles E. Burns informed the Commissioners Court of the need to renew the Kenedy County Halo Flight Guardian Business Membership with the price increase of $15.00 per person.

Commissioner Joe Recio moved and Commissioner Israel Vela, Jr. seconded the motion; the motion was unanimously passed to renew the Kenedy County Halo Flight Guardian Business Membership with a price increase of $15.00 per person be renewed.

**20. Discuss & Act Donating $500.00 (from the Judge’s Budget) to the 1st Annual Riviera ISD Community Easter Egg Hunt**.

Judge Charles E. Burns informed the Commissioners Court of the need to consider donating $500.00, from the Judge’s budget, to the First Annual Riviera ISD Community Easter Egg Hunt.

Commissioner Israel Vela, Jr. moved and Commissioner Joe Recio seconded the motion; the motion was unanimously passed that $500.00 be donated to the First Annual Riviera ISD Community Easter Egg Hunt and to be paid from the Judge’s budget.

**21.** **Discuss & Act on Retaining Michelle Martinez as Kenedy County’s Grant Writer**.

Judge Charles E. Burns informed the Commissioners Court of the need to consider hiring Michelle Martinez as the Kenedy County Grant Writer after the completion of her current Soliciting Funds Agreement.

Commissioner Joe Recio moved and Commissioner Israel Vela, Jr. seconded the motion; the motion was unanimously passed that Michelle Martinez be hired as Kenedy County’s Grant Writer after the completion of her current Soliciting Funds Agreement.

**22.** **Discuss & Act on Placing Pictures and Plaques on the Courthouse Walls**.

Judge Charles E. Burns informed the Commissioners Court of the need to consider the placement of pictures and plaques on the Courthouse walls.

Commissioner Joe Recio moved and Commissioner Israel Vela, Jr. seconded the motion; the motion was unanimously passed that pictures and plaques be placed on the Courthouse walls.

**23.** **Discuss & Act on Approving Kenedy County’s Participation in the State Mandated Cybersecurity Training Course through TAC.**

Judge Charles E. Burns informed the Commissioners Court of the need for employees and public officials to participate by August 31, 2023, in the state mandated Cybersecurity Training Court offered through TAC.

This being a report only, no vote was needed and none was taken.

**24. Discuss & Act on Addressing & Clarifying Vacation Leave Issues & Amending, If Necessary**.

Judge Charles E. Burns informed the Commissioners Court of the need to address and clarify the vacation leave issues and amend the County’s Personnel Policy, if necessary.

Commissioner Joe Recio moved and Commissioner Israel Vela, Jr. seconded the motion; the motion was unanimously passed that the following Amendment to the June 6, 2022 Kenedy County Personnel Policy Manual be made as follows:

**Amendment to the June 6, 2022 Kenedy County Personnel Policy Manual**

This Amendment is effective March 13, 2023.

The June 6, 2022 Kenedy County Policy Manual, Section (Paragraph 10.03 Policy on Vacation Leave is amended as follows:

**10.03 POLICY ON VACATION LEAVE**: All full-time regular employees shall be eligible to accrue paid vacation benefits beginning on date of employment.

**ACCRUAL RATE**: Each regular full-time employee will accrue vacation leave according to the following schedule:

**Years Continuous Service** **Annual**

Hire date to 3 years 2 weeks

4 years and over 3 weeks

For purposes of this policy, a working day shall be defined as the regular number of hours that an employee would be expected to work on a day that they are scheduled to work.

Vacation shall not be accrued while an employee is on leave.

**MAXIMUM CARRYOVER TIME**: Employees are encouraged to use their accrued vacation leave each year as it is earned. The maximum allowable carryover is as follows:

**Years Continuous Service** **Maximum Carryover**

Hire date to 15 years 40 hours

16 years and over 80 hours

Pay in lieu of vacation is not permitted.

**PAY AT TERMINATION**: There shall be no vacation pay upon the employee’s separation from Kenedy County employment.

**SCHEDULING VACATION**: Employees are encouraged to schedule vacations and request leave well in advance, and vacation schedules must accommodate the county’s work schedule. Provided departmental workloads will permit, employees should be allowed to select their desired vacation periods. If the desired leave schedule conflict with county requirements, the county’s requirements are given first consideration.

**25.** **Discuss & Act on Payment of Bills**.

Judge Charles E. Burns informed the Commissioners’ Court of the need to pay the bills for the month ending February 28, 2023.

Commissioner Joe Recio moved and Commissioner Israel Vela, Jr. seconded the motion; the motion was unanimously passed that the bills be paid as presented.

**26.** **EXECUTIVE SESSION: TEXAS GOVERNMENT CODE, § 551.071, § 551.072, § 551.073, § 551.074-PERSONNEL**

An Executive Session was not necessary and was not held.

**27.** **Open Session: Discuss & Act on Items Addressed in Executive Session**.

There was no need for an Open Session because an Executive Session was not held.

**28.** **Adjournment**.

There being no further business at this time to come before the Commissioners Court, Commissioner Joe Recio moved and Commissioner Israel Vela, Jr. seconded the motion; the motion was unanimously passed that the Commissioners Court be adjourned at 11:45 a.m.

/s/ Charles E. Burns

Charles E. Burns, County Judge

ATTESTED BY:

/s/ Veronica Vela

Veronica Vela, Clerk of Commissioners Court