

*Notice of Meeting and Agenda*  
*March 23, 2021*

Jeff R. Branick, County Judge  
Vernon Pierce, Commissioner, Precinct One  
Darrell Bush, Commissioner, Precinct Two  
Michael S. Sinegal, Commissioner, Precinct Three  
Everette "Bo" Alfred, Commissioner, Precinct Four



**NOTICE OF MEETING AND AGENDA  
OF COMMISSIONERS' COURT  
OF JEFFERSON COUNTY, TEXAS  
March 23, 2021**

Notice is hereby given that the Commissioners' Court of Jefferson County, Texas, will meet at **10:30 AM**, on the **23rd** day of **March 2021** in the Commissioners' Courtroom, 4th Floor, Jefferson County Courthouse, 1149 Pearl Street, Beaumont, Texas.

Said meeting will be a **Special** meeting for the purpose of transacting the routine business of the County. Persons with disabilities requiring auxiliary aids for services who wish to attend this meeting should contact the County Judge's Office to arrange for assistance.

In addition to the routine business of the County, the subject of said meeting will be the following:

**10:00 a.m.- Announcement of an executive (closed) session pursuant to Texas Government Code Section 551.071 to consult with our attorney regarding pending and contemplated litigation.**

**Jefferson County has taken steps to minimize the exposure of COVID-19 by implementing the following steps to allow the public to view the Commissioner's Court meeting. The following options are available: View live with audio from the County Webpage:**

**[https://co.jefferson.tx.us/comm\\_crt/commlink.htm](https://co.jefferson.tx.us/comm_crt/commlink.htm) Listen to audio by calling 346-248-7799 Meeting ID: 917 160 6532# Participant ID: #The court will also have a question and answer session at the end of the meeting. If you would like to ask any questions of the Court, please be on the phone call. The Court will give a question and answer session at the end of the meeting as time allows. You will be called upon by your last 4 digits of your**

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**phone number. If you do not have any questions, you can pass. Please be mindful that the audio portion of this meeting will be of better quality from the website.**

**INVOCATION: Vernon Pierce, Commissioner, Precinct One**

**PLEDGE OF ALLEGIANCE: Darrell Bush, Commissioner, Precinct Two**

## **PURCHASING:**

- (a) Consider and approve specifications for Request for Statements of Qualification (RFQ 21-005/JW), Professional Engineering Services for Mesquite Point Public Boat Ramp Project for Jefferson County. This project will be funded by a grant from the Texas Parks and Wildlife Department (TPWD) (Contract No. CA-0000997).  
[Specifications - Engineering Services for Mesquite Point Public Boat Ramp \(RFQ 21-005 JW\).pdf](#)
- (b) Consider and approve specifications for Request for Proposal (RFP 21-007/DC), Jefferson County Bank Depository Contract.  
[Specifications - \(RFP 21-007 DC\) Bank Depository Contract.pdf](#)
- (c) Consider and approve specifications for Request for Proposal (RFP 21-017/DC), Jefferson County District and County Clerk's Trust Funds Depository Contract.  
[Specifications - \(RFP 21-017 DC\) District and County Clerk's Bank Depository.pdf](#)
- (d) Consider and approve specifications for Request for Proposal (RFP 21-019/YS), Inmate Telephone Consultant for Jefferson County.  
[Specifications - \(RFP 21-019 YS\) Inmate Telephone Consultant.pdf](#)
- (e) Consider and approve, execute, receive and file a contract extension for (RFP 18-044/YS), FEMA Grant Management and Insurance Advisory Services for Jefferson County with Tidal Basin Government Consulting, LLC for an additional sixty (60) days, to expire on June 7, 2021.  
[Contract Extension Request - Tidal Basin \(RFP 18-044 YS\).pdf](#)
- (f) Consider and approve renewal for (IFB 17-006/YS), Term Contract for Insecticides, Herbicides, Spray Adjuvants, and Adulticides for Jefferson County Mosquito Control for a fourth and final one (1) year renewal with Clarke Mosquito Control Products, Inc., Nutrien Ag Solutions, Inc., Pro Pest and Law Store, Target Specialty Products, and Univar USA from March 29, 2021 through March 28, 2022.
- (g) Consider and approve renewal for (RFP 17-037/YS), Inmate Health Care Services for Jefferson County for a second one (1) year renewal with CorrHealth, LLC from April 7, 2021 through April 6, 2022; with a 3% CPI increase as stated in the terms of the contract.
- (h) Consider and approve renewal for (RFP 17-048/YS), Automated Teller Machines (ATM) Installation and Operation for Jefferson County for a second one (1) year renewal with Citywide ATM from April 2, 2021 through April 1, 2022.

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- (i) Consider and approve, execute, receive and file renewal for (IFB 19-013/YS), Term Contract for Armored Car Service for Jefferson County for a second one (1) year renewal with Rochester Armored Car Co., Inc. from March 30, 2021 through March 29, 2022.

[Contract Renewal - Rochester Armored Car Co., Inc.\(IFB 19-013 YS\).pdf](#)

- (j) Consider and approve, execute, receive and file a contract for (RFQ 20-041/YS), Historic Preservation Professional Services for Historic Resources Survey Plan, Historic Resources Survey, and Historic Preservation Plan with HHM & Associates, Inc. for \$249,913.00.

[Contract - HHM Associates \(RFQ 20-041 YS\).pdf](#)

- (k) Consider and approve an agreement renewal for (Agreement 20-001/JW) with Thomson Reuters (Westlaw) for an online access subscription for one user for the 58th District Court. This single-user agreement is for a one-year term, at a monthly cost of \$54.00; in accordance with DIR Contract # DIR-LGL-CALIR-02 (Option 1-A); as shown on ATTACHMENT A.

[ATTACHMENT A.pdf](#)

- (l) Consider and approve an agreement renewal for (Agreement 20-007/JW) with Thomson Reuters (Westlaw) for an online access subscription for Judge Milton Shuffield (Court Master). This single-user agreement is for a one-year term, at a monthly cost of \$54.00; in accordance with DIR Contract # DIR-LGL-CALIR-02 (Option 1-A); as shown on ATTACHMENT B.

[ATTACHMENT B.pdf](#)

- (m) Consider and approve, execute, receive and file a Certificate of Final Completion with Johnson Controls, Inc. (JCI) for Performance Contract (for work relating to the installation of the energy performance improvement measures); in accordance with (RFQ 18-023/JW), Energy Performance Contracting Services for Jefferson County.

[Certificate of Final Completion & Final Punch List - Johnson Controls, Inc \(RFQ 18-023 JW\).pdf](#)

- (n) Consider and approve transfer of a 2009 Ford E-350 Van from Jefferson County Community Supervision to Fort Bend County Adult Probation at 4520 Reading Road #B, Rosenberg, Texas 77471.

[Memo - Transfer of Property 3.10.2021.pdf](#)

- (o) Consider and approve disposal of surrendered license plates to be transported to a metal salvage company and there sold for such price as it may command and return funds to the County as outlined in Registration and Title Bulletin (RTB) #025-12.

[Memo \(Allison Nathan Getz, Tax Assessor-Collector\) Recycling Vehicle License Plates 3.9.2021.pdf](#)

**COUNTY AIRPORT:**

- (a) Consider, possibly approve and authorize the Count Judge to execute a Sublease Consent and Non-Disturbance Agreement between Jefferson County and Sunstate Equipment Co. LLC.

[SUBLEASE CONSENT AND NONDISTURBANCE AGMT BETWEEN JEFF CNTY TX AND SUNSTATE.pdf](#)

**COUNTY AUDITOR:**

- (a) Consider and approve budget transfer – Port Arthur Maintenance – replacement of computer.

120-6084-416-6002	COMPUTER EQUIPMENT	\$1,205.00	
120-6084-416-4011	EQUIPMENT- MISCELLANEOUS		\$1,205.00

[ccPort Arthur Maintenance -032321.pdf](#)

- (b) Consider and approve budget transfer - District Clerk - purchase of a new workstation.

120-2031-414-6022	FURNITURE & FIXTURES	\$4,060.00	
120-2031-414-3084	MINOR EQUIPMENT		\$960.00
120-2031-414-5062	TRAVEL EXPENSE		\$1,800.00
120-2031-414-6002	COMPUTER EQUIPMENT		\$1,300.00

[ccDistrict Clerk -032321.pdf](#)

- (c) Consider and approve budget transfer– JP Pct1, Pl 1 – additional cost for supplies.

120-2041-412-3078	OFFICE SUPPLIES	\$3,000.00	
120-2041-412-5062	TRAVEL EXPENSE		\$3,000.00

[ccJP Pct.1, Pl.1 -032321.pdf](#)

- (d) Consider and approve contracting with Steve Stafford to provide consulting services on open engineering projects at a rate of \$100 per hour for up to 25 hours.

[ccConsulting for Jefferson County -032321.pdf](#)

- (e) Consider and approve accepting grant award from High Intensity Drug Trafficking Area (HIDTA) program for \$50,000, award number G21HN0029A, no match required. Grant will aid in the investigation and prosecution of drug offenses in our region.

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[cc 032321 - 2021 HIDTA GRANT INFORMATION.pdf](#)

- (f) Consider and approve reclassification of Union Admin Assistant position to a Sergeant position in the Marine Division Special Revenue fund.  
There would be no change in pay with this reclassification.  
[ccPositionReclassification -032321.pdf](#)
- (g) Receive and file the Jefferson County Comprehensive Annual Financial Report for the fiscal year ended September 30, 2020.  
[cc 032321 - FY 2020 Jefferson County Annual Report.pdf](#)
- (h) Receive and file the SAS 114 Letter from Pattillo, Brown & Hill LLP for the fiscal year ended September 30, 2020.  
[cc 032321 - SAS 114 Letter FY 2020.pdf](#)
- (i) Receive and file Financial & Operating Statements – County Funds Only for the Three Months Ending December 31, 2020.  
[October - December 2020 Monthly Financials.pdf](#)
- (j) Receive and file Financial & Operating Statements – County Funds Only for the Month Ending January 31, 2021.  
[January 2021 Monthly financials.pdf](#)
- (k) Regular County Bills – check #480490 through check #480714 (03/16/21) and check #480715 through check #480932 (03/23/21).  
[0480715\\_0480932.pdf](#)  
[0480490\\_0480714.pdf](#)

**COUNTY COMMISSIONERS:**

- (a) Consider, possibly approve and authorize the County Judge to extend the Declaration of Local Disaster dated 03-13-2020, Pursuant to Section 418.108 (b) of the Texas Government Code.  
[DECLARATION OF LOCAL DISASTER COVID 19 PANDEMIC.pdf](#)
- (b) Consider and possibly approve a Resolution to renew and extend the Disaster Declaration issued for Hurricane Delta.  
[DISASTER DECLARATION FOR HURRICANE DELTA.pdf](#)
- (c) Consider and possibly approve extending the Disaster Declaration issued for Hurricane Laura.  
[DISASTER DECLARATION FOR HURRICANE LAURA.pdf](#)
- (d) Consider and possibly approve extending the Disaster Declaration issued for Winter Storm.  
[DISASTER DECLARATION FOR WINTER STORM.pdf](#)
- (e) Consider and possibly approve a Memorandum of Understanding between Lamar State College Port Arthur Department of Workforce and

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Continuing and Jefferson County Pursuant to Chapter 791, Texas Government Code.

[MOU BETWEEN LAMAR STATE COLLEGE PORT ARTHUR DEPT OF WORKFORCE AND CONTINUING EDUCATION.pdf](#)

- (f) Consider, possibly approve, receive and file Certificate of Completion for Commissioner Brent Weaver, Pursuant to Article 81.0025, Texas Local Government Code.

[CERTIFICATE OF COMPLETION FOR COMMISSIONER BRENT WEAVER.pdf](#)

- (g) Consider and possibly approve a Resolution regarding the Public Information Act, Pursuant to Section 552.275, Texas Government Code.

[RESOLUTION FOR PUBLIC INFORMATION ACT POLICY.pdf](#)

- (h) Consider, possibly approve, Receive and File Certificate of Completion for Commissioner Darrell Bush Training for the Public Information Act.

[CERTIFICATE OF COMPLETION FOR COMMISSIONER DARRELL BUSH.pdf](#)

**COUNTY TAX ASSESSOR-COLLECTOR:**

- (a) Consider and approve a property tax refund to MCT Credit Union in the amount of \$4,983.73 in accordance with Property Tax Code-Refund of Erroneous Payment.

[MCT Credit Union Refund.pdf](#)

- (b) Consider and possibly approve waiver of penalty and interest for Irving E & Maranda De La Torre pursuant to Sec. 33.011 of the State Property Tax Code.

[waiver P&I delatorre\\_03\\_23\\_21.pdf](#)

- (c) Consider and possibly approve waiver of penalty and interest for Qualawash Holdings, LLC pursuant to Sec. 33.011 of the State Property Tax Code.

[waiver P&I qualawash\\_03\\_23\\_21.pdf](#)

- (d) Consider and possibly approve waiver of penalty and interest for Clarissa Provost & Nathan Clover pursuant to Sec. 33.011 of the State Property Tax Code.

[waiver P&I provost\\_clover\\_03\\_23\\_21.pdf](#)

- (e) Consider and possibly approve waiver of penalty and interest for Del Rio Properties LLC & Amacate Tortilla Bar pursuant to Sec. 33.011 of the State Property Tax Code.

[waiver P&I delrio\\_amacate\\_03\\_23\\_21.pdf](#)

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**COUNTY TREASURER:**

- (a) Receive and File Investment Schedule for February, 2021, including the year to date total earnings on County funds.

[February 2021.pdf](#)

**DISTRICT CLERK:**

- (a) Consider and possibly approve a Resolution recognizing Betty Limbrick for 20 years of dedicated service as a valuable employee of Jefferson County and wish her the very best in her retirement.

[Betty Limbrick resolution.pdf](#)

**ENGINEERING:**

- (a) Consider, possibly approve, authorize the County Judge to execute, receive and file the Lone Star NGL Pipeline LP Receipt and Release Form for Lone Star's portion of the material cost/expenses for the Erie Street, Boyt, Brooks, Frint, Hillebrandt, Kidd, Lawhon, and Smith Roads restoration, per Lone Star NGL 02-OW-19 and Road Use Agreement located in Precinct #4.

[March 23, 2021-Lone Star Receipt and Release.pdf](#)

- (b) Consider, possibly approve, authorize the County Judge to execute, receive and file the Orbit Gulf Coast NGL Exports, LLC Receipt and Release Form for Orbit's portion of the material cost/expenses for the Erie Street, Boyt, Brooks, Frint, Hillebrandt, Kidd, Lawhon, and Smith Roads restoration, per Orbit Gulf Coast NGL Exports, LLC 01-OW-19 and Road Use Agreement located in Precinct #4.

[March 23, 2021-Orbit Gilf Coast Receipt and Release.pdf](#)

- (c) Consider and possibly approve Tracts 1, II, and "A" which is 0.7804 Acre of land, and part of the T & N.O.R.R. Survey, Section No.3, Abstract No.258. This property is located on South Garden Drive in Precinct No. 2. and has met all of the Jefferson County Engineering platting requirements.

[March 23, 2021-Tracts 1, II, and A.pdf](#)

- (d) Execute, receive and file 04-U-21 Utility Permit to Cameron Telephone Co, TX to bore under Thompson Road a copper cable line.

[March 23, 2021 - 04-U-21 Cameron Telephone Co..pdf](#)

- (e) Consider, possibly approve, authorize the County Judge to execute, receive and file the Enterprise Damage Release and Receipt form for Enterprise's portion of the material cost/expenses for the Hillebrandt Road.

[March 23, 2021-Enterprise Damage Release and Receipt.pdf](#)



## **HISTORICAL COMMISSION:**

- (a) Consider and possibly approve authorizing the County Judge to execute an amended Subgrant Agreement with the Texas Historical Commission for Hurricanes Harvey, Irma, and Maria (HIM) Emergency Supplemental Historic Preservation Fund (ESHPPF) Grant. The purpose of the amendment is to extend the grant deadline to March 31, 2024, due to pandemic related delays. There is no county match for this grant.

[HIM-TX-02-10026\\_TX\\_Amendment\\_1\\_JeffersonCountySurvey\\_SubgrantAgreement.pdf](#)

- (b) Consider and possibly approve, receive and file the JCHC 2020 Annual Report to the Texas Historical Commission.

[2020\\_Jefferson-CHC-Report\\_02-12-21.pdf](#)

- (c) Consider and possibly approve, receive and file the JCHC 2020 Certified Local Government Annual Report to the Texas Historical Commission.

[Jefferson County CLG FY2020 Annual Report.pdf](#)

## **HUMAN RESOURCES:**

- (a) Consider and possibly approve the appointment of Kenneth Shepherd to Superintendent of Building Maintenance for the Port Arthur building operations, which would include a starting salary of \$67,592 or approximately 103% of the current salary range and a monthly cell phone allowance of \$75, effective March 16, 2021.

- (b) Consider, discuss, and possibly approve extension of 80 hours of full pay for employees who are affected by one or more of the qualifying reasons below due to Covid-19 for an additional 30 days, through April 30, 2021.
3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis.3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis.1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19; 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis.3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis.2. has been advised by a heal care provider to self-quarantine related to COVID-19; 3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis.3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis.3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis.3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis.

**RISK MANAGEMENT:**

- (a) Consider and possibly approve Storage Tank Liability Insurance renewal with Ace American Insurance Company, effective April 6, 2021, for an annual premium of \$8,182.00.

[Storage Tank Liability Insurance Quote.pdf](#)

**SHERIFF'S DEPARTMENT:**

- (a) Receive and file U.S. Department of Justice, United States Marshal Service Modification No.16 to the current Inter-Governmental Agreement 78-01-0077.

[U S DEPT OF JUSTICE UNITED STATES MARSHAL SERVICE MOD NO 16 INTER GOV 78010077.pdf](#)

- (b) Please consider and approve out of state travel for Deputy Brigitte Morse to attend training on Criminal Interdiction (2021 Street Cop Conference and Training Seminar). This training is essential in performing their duties as Criminal Interdiction Investigators. The training will be held in Atlantic City, New Jersey October 4th, 2021 through October 8, 2021. The training registration and pre-flight cost are in the Current 2020-2021 budget year and the remaining cost will be in the 2021-2022 budget year. This training will be reimbursed by Homeland Security Investigations for both fiscal years through their SLOT program.

[DEPUTY MORSE OUT OF STATE TRAVEL AUTHORIZATION.pdf](#)  
[DEPUTY MORSE OUT OF STATE TRAVEL SUPPORTING DOCUMENTS.pdf](#)

**OTHER BUSINESS:**

**Receive reports from Elected Officials and staff on matters of community interest without taking action.**

**\*\*\*DISCUSSION ON ANY OTHER ITEM NOT ON AGENDA WITHOUT TAKING ACTION.**

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**Jeff R. Branick**  
**County Judge**