

**MINUTES**  
**MATAGORDA COUNTY COMMISSIONERS' COURT MEETING**  
**MATAGORDA COUNTY COURTHOUSE, ROOM 300**  
**1700 SEVENTH STREET, BAY CITY, TEXAS 77414**  
**9:30 A.M., MONDAY, JANUARY 30, 2023**

**Call to Order**

This **Regular Session** of the Matagorda County Commissioners' Court was called to order at 9:30 A.M., Monday, January 30, 2023, in the Matagorda County Commissioner's Courtroom, located on the Third Floor, 1700 Seventh Street, Room 300, Bay City, Texas, with Judge Pro-Tem Estlinbaum presiding.

Others present were as follows: Kristen Kubecka, Karla Smith, Skipper Osborne, Chris Peikert, Tressa Leadford, Loretta Griffin, Becky Cook, Meagan Ramirez, Lisa Krobot, Mike Ferdinand, Jessica Russell, Mike Reddell, Mike Spillers, Ashley Brooking, Rick DeLeon, Pam Littleton, Lindsay Deshotels, Jason Sanders, Miranda Ortiz, Crystal Morones and Stephanie Wurtz.

**1. Certification of quorum**

Judge Pro-Tem Estlinbaum certified a quorum in attendance with Commissioner Cook, Commissioner Commissioner Shimek and Commissioner Frick. County Judge Seiferman was absent.

**2. Pledge of Allegiance – Commissioner Cook**

**3. Texas Pledge – Commissioner Cook**

**4. Prayer – Commissioner Frick**

**5. Public Comments**

This being the next item for business, no action required.

**6. Consideration and possible action regarding contracts for the use of the Matagorda County Fairgrounds facilities**

This being the next item for business, motion was duly made by Commissioner Cook and seconded by Commissioner Frick, with all others concurring, to approve one contract for the use of the Matagorda County Fairgrounds facilities. Motion carried. Vote 4 ayes 0 nays

**7. Consideration and possible action to approve a Resolution authorizing the submission of Grant Application number 4714501 Radar Trailer/License Plate Reader, applying to the Office of the Governor, Criminal Justice Division and authorizing the County Judge to accept or decline any award**

This being the next item for business, motion was duly made by Commissioner Shimek and seconded by Commissioner Frick, with all others concurring, to approve a Resolution authorizing the submission of Grant Application number 4714501 Radar Trailer/License Plate Reader, applying to the Office of the Governor, Criminal Justice Division and authorizing the County Judge to accept or decline any award. Motion carried. Vote 4 ayes 0 nays

**8. Consideration and possible action to approve a Resolution authorizing the submission of Grant Application number 4771101 Equipment Project Grant, applying to the Office of the Governor, Criminal Justice Division and authorizing the County Judge to accept or decline any award**

This being the next item for business, motion was duly made by Commissioner Frick and seconded by Commissioner Cook, with all others concurring, to approve a Resolution authorizing the submission of Grant Application number 4771101 Equipment Project Grant, applying to the Office of the Governor, Criminal Justice Division and authorizing the County Judge to accept or decline any award. Motion carried. Vote 4 ayes 0 nays

**9. Consideration and possible action to approve a Resolution to designate authorized signatories for the Community Development Block Grant – CARES Act Community Resiliency Program CRP (TxCDBG-CV) Program Contracts 70800001010 and 7080001020**

This being the next item for business, motion was duly made by Commissioner Frick and seconded by Commissioner Shimek, with all others concurring, to approve a Resolution to designate authorized signatories for the Community Development Block Grant – CARES Act Community Resiliency Program CRP (TxCDBG-CV) Program Contracts 70800001010 and 7080001020. Motion carried. Vote 4 ayes 0 nays

**10. Consideration and possible action to approve a Resolution regarding Civil Rights pertaining to the Community Development Block Grant – CARES Act Community Resiliency Program CRP (TxCDBG-CV) Program Contracts 70800001010 and 7080001020, which includes the following policies:**

- **Citizen Participation Plan and Grievance Procedures (Form A1013);**
- **Section 3 Policy (Form S3);**
- **Excessive Force Policy (Form A1003);**
- **Section 504 Policy and Grievance Procedures (Form A1004);**
- **Limited English Proficiency (LEP) Standards (LEP Plan);**
- **Fair Housing Policy (Form 1015); and**
- **Code of Conduct Policy (A1002)**

This being the next item for business, motion was duly made by Commissioner Shimek and seconded by Commissioner Frick, with all others concurring, to approve a Resolution regarding Civil Rights pertaining to the Community Development Block Grant – CARES Act Community Resiliency Program CRP (TxCDBG-CV) Program Contracts 70800001010 and 7080001020, which includes the following policies:

- Citizen Participation Plan and Grievance Procedures (Form A1013);
- Section 3 Policy (Form S3);
- Excessive Force Policy (Form A1003);
- Section 504 Policy and Grievance Procedures (Form A1004);
- Limited English Proficiency (LEP) Standards (LEP Plan);
- Fair Housing Policy (Form 1015); and
- Code of Conduct Policy (A1002)

Motion carried. Vote 4 ayes 0 nays

**11. Consideration and possible action to approve a Proclamation, proclaiming the month of April as Fair Housing Month in Matagorda County**

This being the next item for business, motion was duly made by Commissioner Frick and seconded by Commissioner Shimek, with all others concurring, to approve a Proclamation, proclaiming the month of April as Fair Housing Month in Matagorda County. Motion carried. Vote 4 ayes 0 nays

**12. Consideration and possible action to approve the Board Appointment of Bill Balboa to the HGAC Committee on Natural Resources Board, with his term ending on May 31, 2024**

This being the next item for business, motion was duly made by Commissioner Frick and seconded by Commissioner Cook, with all others concurring, to approve the Board Appointment of Bill Balboa to the HGAC Committee on Natural Resources Board, with his term ending on May 31, 2024. Motion carried. Vote 4 ayes 0 nays

**13. Consideration and possible action to approve the Deputation of Lori Murphree as Chief Deputy Treasurer and Michelle Carrillo as Deputy Treasurer**

This being the next item for business, motion was duly made by Commissioner Frick and seconded by Commissioner Shimek, with all others concurring, to approve the Deputation of Lori Murphree as Chief Deputy Treasurer and Michelle Carrillo as Deputy Treasurer. Motion carried. Vote 4 ayes 0 nays

**14. Consideration and possible action to approve the Deputations of Robin Daniel, Krisdee Arrington, Felicia Higgins, Jaci Arbing and Raven White as Deputy Clerks with the District Clerk's Office**

This being the next item for business, motion was duly made by Commissioner Cook and seconded by Commissioner Frick, with all others concurring, to approve the Deputations of Robin Daniel, Krisdee Arrington, Felicia Higgins, Jaci Arbing and Raven White as Deputy Clerks with the District Clerk's Office. Motion carried. Vote 4 ayes 0 nays

**15. Consideration and possible action to nominate Amanda Campos and Crystal Morones to the Regional Homeland Security Coordinating Council, Houston-Galveston Area Council, representing Matagorda County**

This being the next item for business, motion was duly made by Commissioner Shimek and seconded by Commissioner Frick, with all others concurring, to nominate Amanda Campos and Crystal Morones to the Regional Homeland Security Coordinating Council, Houston-Galveston Area Council, representing Matagorda County. Motion carried. Vote 4 ayes 0 nays

**16. Consideration and possible action to approve a pay increase of \$0.84 per hour for Kanita Robinson**

This being the next item for business, motion was duly made by Commissioner Shimek and seconded by Commissioner Frick, with all others concurring, to approve a pay increase of \$0.84 per hour for Kanita Robinson. Motion carried. Vote 4 ayes 0 nays

**17. Consideration and possible action to approve a Contract between Matagorda County and Markham Community Center FY 2023 and authorize Judge Seiferman to sign**

This being the next item for business, motion was duly made by Commissioner Frick and seconded by Commissioner Cook, with all others concurring, to approve a Contract between Matagorda County and Markham Community Center FY 2023 and authorize Judge Seiferman to sign. Motion carried. Vote 4 ayes 0 nays

**18. Consideration and possible action to approve entering into a Fund Sharing Agreement with Matagorda County, Matagorda County Economic Development Corporation, Bay City Community Development Corporation and the Port of Bay City Authority of Matagorda County, Texas to fund**

**consulting services provided by Patriot Services to the Matagorda Economic Development Corporation for 1 year to apply for grant opportunities pertaining to the Infrastructure Act in the amount of \$18,00.00 per party**

This being the next item for business, motion was duly made by Commissioner Estlinbaum and seconded by Commissioner Cook, with all others concurring, to approve entering into a Fund Sharing Agreement with Matagorda County, Matagorda County Economic Development Corporation, Bay City Community Development Corporation and the Port of Bay City Authority of Matagorda County, Texas to fund consulting services provided by Patriot Services to the Matagorda Economic Development Corporation for 1 year to apply for grant opportunities pertaining to the Infrastructure Act in the amount of \$18,00.00 per party. Motion carried. Vote 4 ayes 0 nays

**19. Consideration and possible action to enter into an Agreement with Pitney Bowes for the rental and use of the SendPro P3000 mail machine for the use of the departments located at the Courthouse and allow the County Judge to initial corrections and to sign**

This being the next item for business, motion was duly made by Commissioner Frick and seconded by Commissioner Shimek, with all others concurring, to enter into an Agreement with Pitney Bowes for the rental and use of the SendPro P3000 mail machine for the use of the departments located at the Courthouse and allow the County Judge to initial corrections and to sign. Motion carried. Vote 4 ayes 0 nays

**20. Consideration and possible action to approve the Bench Exchange Agreement between all Justice of the Peace in Matagorda County as per Government Code 27.054**

This being the next item for business, motion was duly made by Commissioner Cook and seconded by Commissioner Frick, with all others concurring, to approve the Bench Exchange Agreement between all Justice of the Peace in Matagorda County as per Government Code 27.054. Motion carried. Vote 4 ayes 0 nays

**21. Consideration and possible action to approve a Federal Excise Tax Exemption Certificate from U.S. Bank Voyager Fleet Cards for fuel purchases for the District Attorney's Office covering January 1, 2023 through December 31, 2023, and authorize the County Judge to sign**

This being the next item for business, motion was duly made by Commissioner Frick and seconded by Commissioner Shimek, with all others concurring, to approve a Federal Excise Tax Exemption Certificate from U.S. Bank Voyager Fleet Cards for fuel purchases for the District Attorney's Office covering January 1, 2023 through December 31, 2023, and authorize the County Judge to sign. Motion carried. Vote 4 ayes 0 nays

**22. Consideration and possible action to ratify the Racial Profiling Report for 2022 from Matagorda County Constable, Precinct #2**

This being the next item for business, motion was duly made by Commissioner Estlinbaum and seconded by Commissioner Frick, with all others concurring, to ratify the Racial Profiling Report for 2022 from Matagorda County Constable, Precinct #2. Motion carried. Vote 4 ayes 0 nays

**23. Consideration and possible action to approve the signing of a Certifications and Assurance Form by County Judge Bobby Seiferman and Constable Ricky Bort certifying Matagorda County does not have written policy, procedures or agreements that limit or impedes Department of Homeland Security issuance of detainers as required for grant compliance**

This being the next item for business, motion was duly made by Commissioner Frick and seconded by Commissioner Cook, with all others concurring, to approve the signing of a Certifications and Assurance Form by County Judge Bobby Seiferman and Constable Ricky Bort certifying Matagorda County does not have written policy, procedures or agreements that limit or impedes Department of Homeland Security issuance of detainers as required for grant compliance. Motion carried. Vote 4 ayes 0 nays

**24. Consideration and possible action to approve the signing of a Certifications and Assurance Form by County Judge Bobby Seiferman and Constable Douglas Schoppe certifying Matagorda County does not have written policy, procedures or agreements that limit or impedes Department of Homeland Security issuance of detainers as required for grant compliance**

This being the next item for business, motion was duly made by Commissioner Shimek and seconded by Commissioner Frick, with all others concurring, to approve the signing of a Certifications and Assurance Form by County Judge Bobby Seiferman and Constable Douglas Schoppe certifying Matagorda County does not have written policy, procedures or agreements that limit or impedes Department of Homeland Security issuance of detainers as required for grant compliance. Motion carried. Vote 4 ayes 0 nays

**25. Consideration and possible action to approve Invoices from the following Departments: Precinct #2 and the Sheriff's Department**

This being the next item for business, motion was duly made by Commissioner Cook and seconded by Commissioner Frick, with all others concurring, to approve Invoices from the following Departments: Precinct #2 and the Sheriff's Department. Motion carried. Vote 4 ayes 0 nays

**26. Consideration and possible action to approve Matagorda County Treasurer's Office Monthly Investment Report for November 2022**

This being the next item for business, motion was duly made by Commissioner Frick and seconded by Commissioner Shimek, with all others concurring, to approve Matagorda County Treasurer's Office Monthly Investment Report for November 2022. Motion carried. Vote 4 ayes 0 nays

**27. Consideration and possible action to approve Matagorda County Treasurer's Office Monthly Investment Report for December 2022**

This being the next item for business, motion was duly made by Commissioner Shimek and seconded by Commissioner Cook, with all others concurring, to approve Matagorda County Treasurer's Office Monthly Investment Report for December 2022. Motion carried. Vote 4 ayes 0 nays

**28. Consideration and possible action to approve Line Item Transfers**

This being the next item for business, motion was duly made by Commissioner Frick and seconded by Commissioner Cook, with all others concurring, to approve Line Item Transfers. Motion carried. Vote 4 ayes 0 nays

**29. Consideration and possible action to approve Payment of Demand Checks**

This being the next item for business, motion was duly made by Commissioner Cook and seconded by Commissioner Frick, with all others concurring, to approve Payment of Demand Checks. Motion carried. Vote 4 ayes 0 nays

**30. Meet in Executive Session:**

**Under Section 551.0725 of the Texas Government Code to consult with attorney(s) representing the county in an executive session regarding deliberation of contract being negotiated**

This being the next item for business, motion was duly made at 10:00 a.m. by Commissioner Frick and seconded by Commissioner Shimek, with all others concurring, to meet in Executive Session:

Under Section 551.0725 of the Texas Government Code to consult with attorney(s) representing the county in an executive session regarding deliberation of contract being negotiated

Motion carried. Vote 4 ayes 0 nays

**31. Reconvene open session and consider taking action on the matters discussed in Executive Session:**

**Under Section 551.0725 of the Texas Government Code to consult with attorney(s) representing the county in an executive session regarding deliberation of contract being negotiated**

This being the next item for business, motion was duly made at 10:32 a.m. by Commissioner Shimek and seconded by Commissioner Frick, with all others concurring, to Reconvene open session:

Under Section 551.0725 of the Texas Government Code to consult with attorney(s) representing the county in an executive session regarding deliberation of contract being negotiated

Motion was duly made by Commissioner Estlinbaum and seconded by Commissioner Shimek, with all others concurring, to approve Agreement for Secure Cloud and Information Management Services to provide confidential and secure information management to the County prosecutors. Motion carried. Vote 4 ayes 0 nays

**32. Adjournment**

Motion was duly made at approximately 10:33 a.m. by Commissioner Shimek and seconded by Commissioner Frick, with all others concurring, to adjourn the meeting. Motion carried. Vote 4 ayes 0 nays

Approved in Open Court, the 6<sup>th</sup> day of February, 2023.

*absent*

BOBBY SEIFERMAN  
County Judge

*Edward Cook*

EDWARD "BUBBA" COOK  
Commissioner Precinct No. One

*Mike Estlinbaum*

MIKE ESTLINBAUM  
~~Commissioner Precinct No. Two~~  
County Judge Pro-Tem

*Troy Shimek*

TROY SHIMEK  
Commissioner Precinct No. Three

*Charles "Bubba" Frick*

CHARLES "BUBBA" FRICK  
Commissioner Precinct No. Four

ATTEST:

*Stephanie Wurtz*  
Stephanie Wurtz, County Clerk

