



Ector County Commissioners' Court

January 06, 2026

10:00 AM

Commissioners' Courtroom, Ector County Administration Building Annex, 1010 E. 8th St.,
Odessa, Texas

CALL TO ORDER- JUDGE DUSTIN FAWCETT

Dustin Fawcett, County Judge
Mike Gardner, Commissioner Precinct #1
Samantha Russell, Commissioner Precinct #3
Billy Hall, Commissioner Precinct #4
Minutes taken by Jennifer Martin, County Clerk
Absent:
Greg Simmons, Commissioner Precinct #2

The meeting was called to order at 10:00 a.m.

INVOCATION- COMMISSIONER SAMANTHA RUSSELL

The invocation was led by Commissioner Russell.

PLEDGE OF ALLEGIANCE- UNITED STATES AND TEXAS

Commissioner Gardner led the pledge of allegiance to the United States flag and the pledge of allegiance to the Texas flag.

SPECIAL PRESENTATIONS/REQUESTS/RESOLUTIONS

1. Public Participation/Comments, Shelby Rigtrup- Public Information Officer

To receive public comments on non-agenda related items.

There were no public comments.

2. Out-of-State Travel Request, Howard Marks- Library Director

To consider, discuss and take any necessary action to *approve* out-of-state travel for Howard Marks, Library Director, and J'nevelyn White, Managing Librarian- Adult Services Supervisor, to travel to Minneapolis, MN, for the *Public Library Association conference* March 31st, 2026-April 4th, 2026, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item.

Commissioner Hall made a motion to approve out-of-state travel for Howard Marks, Library Director, and J'nevelyn White, Managing Librarian- Adult Services Supervisor, to travel to Minneapolis, MN, for the *Public Library Association conference* March 31st, 2026-April 4th, 2026, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; a second was made by Commissioner Gardner. MOTION

PASSED 4-0

3. Donation, Mike Griffis- Sheriff

To consider, discuss, and take any necessary action to *approve* a \$8,644.10 *donation* from PDQ Recycling, Inc. to Ector County Sheriff's Office K-9 Unit, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item.

A motion was made by Commissioner Russell to approve a \$8,644.10 *donation* from PDQ Recycling, Inc. to Ector County Sheriff's Office K-9 Unit, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; Commissioner Hall seconded the motion. MOTION PASSED 4-0

AWARD OF BIDS/PROPOSALS

4. Request for Proposals Specifications: Ector County Annex Roof Replacement- RFP No. 2025-RFP-108, Andrea Morales- Purchasing Agent, Billy Carrigan- Building Maintenance Director

To consider, discuss, and take any necessary action to *approve* the *Request for Proposals Specifications* for the *Ector County Annex Roof Replacement, RFP No. 2025-RFP-108*, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; these specifications have been designed by Building Maintenance Department and the Purchasing Department, and are ready to advertise and distribute to vendors upon approval from the Commissioners' Court.

Commissioner Hall made a motion to approve the *Request for Proposals Specifications* for the *Ector County Annex Roof Replacement, RFP No. 2025-RFP-108*, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; a second was made by Commissioner Gardner. MOTION PASSED 4-0

5. Bid Award: Ector County Job Analysis and Evaluation- RFP No. 2025-RFP-096, Andrea Morales- Purchasing Agent, Delia Ortiz- Human Resources Director

To consider, discuss, and take any necessary action to *approve* the *bid award* for the *Ector County Job Analysis and Evaluation, Request for Proposals, RFP No. 2025-RFP-096*, to Evergreen Solutions, LLC., and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item.

A motion was made by Commissioner Hall to approve the *bid award* for the *Ector County Job Analysis and Evaluation, Request for Proposals, RFP No. 2025-RFP-096*, to Evergreen Solutions, LLC., and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; Commissioner Gardner seconded the motion. MOTION PASSED 4-0

CONTRACTS/AGREEMENTS/GRANTS

6. Long-term Limited Scope Food, Feed and Cosmetics Information Sharing Agreement (ISA), Eunice Ibarra- Health Department Secretary

To consider, discuss, and take any necessary action to *approve* the *Long-Term United Scope Food, Feed, and Cosmetics Information Sharing Agreement (ISA)* by and between Ector County, Texas, and the U.S. Food and Drug Administration (FDA), and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; this agreement is to facilitate sharing of non-public food (human food, pet food, and animal feed), dietary supplements, and cosmetic related information that will begin on January 6th, 2026, until June 30th, 2029.

Minutes Attachments

1. Agenda Item #6.pdf

Commissioner Gardner made a motion to approve the *Long-Term United Scope Food, Feed, and Cosmetics Information Sharing Agreement (ISA)* by and between Ector County, Texas, and the U.S. Food and Drug Administration (FDA), and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; A second was made by Commissioner Hall. MOTION PASSED 4-0

7. Application/Request for Use: Federal Surplus Program, Andrea Moralez- Purchasing Agent, Jeffrey Avery- Public Works Director

To consider, discuss, and take any necessary action to *approve* the *application* and *use* of the *Federal Surplus Program* for Ector County, Texas, and authorize the County Judge, and any other necessary party, to sign all documents associated with this item.

Minutes Attachments

1. Agenda Item #7.pdf

A motion was made by Commissioner Gardner to approve the *application* and *use* of the *Federal Surplus Program* for Ector County, Texas, and authorize the County Judge, and any other necessary party, to sign all documents associated with this item; Commissioner Hall seconded the motion. MOTION PASSED 4-0

8. Audit Engagement Letter, Tristan Marquez- County Auditor

To consider, discuss, and take any necessary action to *approve* the *Engagement Letter* for *Ector County's FY 2025 Independent Audit*, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item.

Minutes Attachments

1. Agenda Item #8.pdf

Commissioner Gardner made a motion to approve the *Engagement Letter* for *Ector County's FY 2025 Independent Audit*, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; a second was made by Commissioner Russell. MOTION PASSED 4-0

9. Grant Acceptance: Texas State Library and Archives Commission Community Literacy Support- Mail Order Book Program, Howard Marks- Library Director

To consider, discuss, and take any necessary action to *approve* and *accept* the *Texas State Library and Archives Commission's Community Literacy Support- Mail Order Book Program Grant* for the Ector County Library, in association with the Dolly Parton Imagination Library working with the Education Foundation of Odessa, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item.

Minutes Attachments

1. Agenda Item #9.pdf

A motion was made by Commissioner Russell to approve and accept the *Texas State Library and Archives Commission's Community Literacy Support- Mail Order Book Program Grant* for the Ector County Library, in association with the Dolly Parton Imagination Library working with the Education Foundation of Odessa, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; Commissioner Gardner seconded the motion. MOTION PASSED 4-0

10. Change Order No. 1: Tripp Avenue III, Amber Valles- Public Works Department Coordinator

To consider, discuss, and take any necessary action to *approve* *Change Order No. 1* for *Tripp Avenue III* from 3rd Street through I-20 Frontage Road, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item.

Minutes Attachments

1. Agenda Item #10.pdf

Levi Bryan with Landgraf Crutcher and Associates addressed the court to explain the change order request.

Commissioner Gardner made a motion to approve *Change Order No. 1* for *Tripp Avenue III* from 3rd Street through I-20 Frontage Road, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; a second was made by Commissioner Hall. MOTION PASSED 4-0

11. Change Order No. 3: Public Water State Site Improvements, Andrea Moralez- Purchasing Agent

To consider, discuss, and take any necessary action to *approve* Change Order No. 3 for the *Public Water State Site Improvements* for the *ARPA Water Line Projects Bid Package No. 1, Project No. ARP-TX-21-175*, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item.

Minutes Attachments

1. Agenda Item #11.pdf

Chandler Shields with Kimley-Horn spoke to the court regarding the change order.

A motion was made by Commissioner Hall to approve Change Order No. 3 for the *Public Water State Site Improvements* for the *ARPA Water Line Projects Bid Package No. 1, Project No. ARP-TX-21-175*, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; Commissioner Gardner seconded the motion.
MOTION PASSED 4-0

12. Professional Services Agreement, Jeffrey Avery- Public Works Director

To consider, discuss, and take any necessary action to *approve* a *Professional Services Agreement* by and between Ector County, Texas, and Kimley-Horn and Associates, Inc., for the *West Odessa Water Project*, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item.

Minutes Attachments

1. Agenda Item #12.pdf

Commissioner Hall made a motion to approve a *Professional Services Agreement* by and between Ector County, Texas, and Kimley-Horn and Associates, Inc., for the *West Odessa Water Project*, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; a second was made by Commissioner Gardner.
MOTION PASSED 4-0

13. Job Completion Approval: Papaw Street, Andrea Moralez- Purchasing Agent, Jeffrey Avery- Public Works Director

To consider, discuss, and take any necessary action to *approve* the job completion of Papaw Street by Danny's Asphalt Paving, with inspection conducted by Terracon Consultants, Inc., and to authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item.

A motion was made by Commissioner Hall to approve the job completion of Papaw Street by Danny's Asphalt Paving, with inspection conducted by Terracon Consultants, Inc., and to authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; Commissioner Gardner seconded the motion. MOTION PASSED 4-0

14. \$17M General Revenue Grant, John Henderson- Commissioners' Court Attorney/Grant Writer, Julie Prentice- County Attorney, Dustin Fawcett- County Judge

To consider, discuss, and take any necessary action to *approve* the *Agreement Execution Resolution, Escrow Agreement, and General Revenue Grant Agreement* associated with the *\$17M General Revenue Grant*, to *approve* and *authorize* moving forward and finalizing the Grant closing, and to authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item.

Minutes Attachments

1. Agenda Item #14.pdf

Commissioner Hall made a motion to approve the *Agreement Execution Resolution, Escrow Agreement, and General Revenue Grant Agreement* associated with the *\$17M General Revenue Grant*, to *approve* and *authorize* moving forward and finalizing the Grant closing, and to authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; a second was made by Commissioner Gardner. MOTION PASSED 4-0

After Executive Session, Commissioner Russell made a motion to return agenda item #14 back to table for an amendment; a second was made by Commissioner Hall. MOTION PASSED 4-0

A motion was made by Commissioner Russell to amend the Escrow Agreement to TexPool rather than Prosperity due to some modifications in the contract; Commissioner Hall seconded the motion. MOTION PASSED 4-0

PERSONNEL REQUESTS

15. Salary Increase Request, Jon Crain- Airport Director

To consider, discuss, and take any necessary action to *approve a salary increase request* for the Airport Maintenance Tech position including a Step increase from a Step 3 to a Step 9, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item.

A motion was made by Commissioner Russell to approve the *salary increase request* for the Airport Maintenance Tech position including a Step increase from a Step 3 to a Step 9, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; Commissioner Hall seconded the motion. MOTION PASSED 4-0

POLICIES/PROCEDURES

16. Ector County Investment Policies and Procedural Manual, Cleopatra Callaway- County Treasurer, Tristan Marquez- County Auditor

To consider, discuss, and take any necessary action regarding the *Ector County Investment Policies and Procedural Manual* in accordance with the Public Funds Investment Act, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; there are no recommendations being submitted for consideration.

Commissioner Hall made a motion to approve the *Ector County Investment Policies and Procedural Manual* in accordance with the Public Funds Investment Act, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; a second was made by Commissioner Gardner. MOTION PASSED 4-0

17. Procurement Card Program & Procedures Policy, Andrea Morales- Purchasing Agent

To consider, discuss, and take any necessary action to *approve the third revision* of the *Procurement Card Program and Procedures Policy* for Ector County, Texas, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item.

A motion was made by Commissioner Gardner to table the agenda item until then end of the agenda; Commissioner Hall seconded the motion. MOTION PASSED 4-0

Time: 10:43 a.m.

Commissioner Hall made a motion to bring the agenda item back to the table; a second was made by Commissioner Gardner. MOTION PASSED 4-0

Andrea Morales, Billy Carrigan, Tristan Marquez and all court members discussed the changes and the effects that it could have on departments.

A motion was made by Commissioner Russell to *approve with the modification to remove any type of limitations on the type of purchase or amounts that can be utilized by the P-Card in the third revision* of the *Procurement Card Program and Procedures Policy* for Ector County, Texas, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; Commissioner Hall. MOTION PASSED 4-0

DEVELOPMENT SERVICES

18. Variance Application: Proposed Non-Typical Drive Approach, Eddie Landrum- Development Services Director

To consider, discuss, and take any necessary action to *approve a Variance Application* for installation of a Non-Typical Drive Approach off of S. Wheeler Road to access Oxy USA TWP LP (Oxy) Raw Water Booster Station, Precinct #1, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item.

Minutes Attachments

1. Agenda Item #18.pdf

Brian Patrano, Senior Engineer Advisor and Project Manager for Oxy addressed court to discuss the plan and the reason for the variance request.

Commissioner Hall made a motion to approve the *Variance Application* for installation of a Non-Typical Drive Approach off of S. Wheeler Road to access Oxy USA TWP LP (Oxy) Raw Water Booster Station, Precinct #1, with the concession that a ribbon curb be put in and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; a second was made by Commissioner Gardner. MOTION PASSED 4-0

19. Subdivision Plat Application: Oakhill Number Two, Eddie Landrum- Development Services Director

To consider, discuss, and take any necessary action to *approve a Subdivision Plat Application* for Oakhill Number Two, a Replat of Tract 19, Belmont Acres Subdivision, being a Subdivision of 26.11-acres in Section 1, Block 44, T-2-S, Precinct #1, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item.

Minutes Attachments

1. Agenda Item #19.pdf

A motion was made by Commissioner Hall to approve a *Subdivision Plat Application* for Oakhill Number Two, a Replat of Tract 19, Belmont Acres Subdivision, being a Subdivision of 26.11-acres in Section 1, Block 44, T-2-S, Precinct #1, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; Commissioner Russell seconded the motion. MOTION PASSED 4-0

PUBLIC WORKS

20. Fleet Vehicles Trade-in Request, Andrea Morales- Purchasing Agent, Jeffrey Avery- Public Works Director

To consider, discuss, and take any necessary action to *approve trading-in multiple Ector County fleet vehicles*, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item.

Commissioner Russell made a motion to approve trading-in multiple Ector County fleet vehicles, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; a second was made by Commissioner Hall. MOTION PASSED 4-0

CONSENT AGENDA

21. Proposed Consent Agenda, Tristan Marquez- County Auditor

To consider, discuss, and take any necessary action regarding the following *Proposed Consent Agenda*:

21a.) Line-Item Transfer- Sales Tax Road:

To consider, discuss, and take any necessary action to *approve a line-item transfer* to Sales Tax Fund, Road Department, ROW Land Acquisition, 005-810-5501 from Road Maintenance, 005-810-5241 for \$62,000.00, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item.

Minutes Attachments

1. Agenda Item #21.pdf

A motion was made by Commissioner Hall to approve a *line-item transfer* to Sales Tax Fund, Road Department, ROW Land Acquisition, 005-810-5501 from Road Maintenance, 005-810-5241 for \$62,000.00, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; Commissioner Gardner seconded the motion. MOTION PASSED 4-0

BUDGET/FINANCIAL

22. Treasurer's Monthly Report: September 2025, Cleopatra Callaway- County Treasurer

To consider, discuss, and take any necessary action to *approve* the *Ector County Treasurer's Monthly Report* for September 2025, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; it is also requested that these reports be archived with the official minutes of this meeting.

Minutes Attachments

1. Treasurer's Monthly report Affidavit September 2025.pdf

Commissioner Russell made a motion to approve the *Ector County Treasurer's Monthly Report* for September 2025, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; it is also requested that these reports be archived with the official minutes of this meeting; a second was made by Commissioner Hall. MOTION PASSED 4-0

23. Arbitrage Rebate Computation Report, Tristan Marquez- County Auditor

To consider, discuss, and take any necessary action to *receive* and *accept* the *Arbitrage Rebate Computation Report* in reference to the Ector County Certificates of Obligation, Series 2020, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item.

Jeff Russell addressed the court.

A motion was made by Commissioner Gardner to accept the *Arbitrage Rebate Computation Report* in reference to the Ector County Certificates of Obligation, Series 2020, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; Commissioner Hall seconded the motion. MOTION PASSED 4-0

24. Jail Commissary Audit, Tristan Marquez- County Auditor

To consider, discuss, and take any necessary action to *receive* and *accept* the *FY 2025 Annual Audit Report* of the *Ector County Jail Commissary Account* in accordance

with Section 351.0415(d), Texas Government Code, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item.

Commissioner Gardner made a motion to accept the *FY 2025 Annual Audit Report* of the *Ector County Jail Commissary Account* in accordance with Section 351.0415(d), Texas Government Code, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; a second was made by Commissioner Hall. MOTION PASSED 4-0

25. Prior Period Encumbrances, Tristan Marquez- County Auditor

To consider, discuss, and take any necessary action to *approve* various *budget amendments* for the carry forward of outstanding encumbrances from FY 2025 to FY 2026, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item.

Minutes Attachments

1. Agenda Item #25.pdf

A motion was made by Commissioner Gardner to approve various *budget amendments* for the carry forward of outstanding encumbrances from FY 2025 to FY 2026, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; Commissioner Hall seconded the motion. MOTION PASSED 4-0

26. Budget Amendment Request: 2020 Capital Projects, Tristan Marquez- County Auditor

To consider, discuss, and take any necessary action to *approve* a *budget amendment* to 2020 Capital Projects Fund, Other General Expense, 039-990-5402 from Unreserved Fund Balance, 039-3310 for \$1,765,121.00, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item.

Minutes Attachments

1. Agenda Item #26.pdf

Commissioner Russell made a motion to approve a budget amendment to 2020 Capital Projects Fund, Other General Expense, 039-990-5402 from Unreserved Fund Balance, 039-3310 for \$1,765,121.00, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item; a second was made by Commissioner Hall. MOTION PASSED 4-0

27. FY 25 Final Budget Amendments, Tristan Marquez- County Auditor

To consider, discuss, and take any necessary action to *approve* the *final year-end budget amendments* for FY 2025, and authorize the County Judge, and any other necessary party, to sign all documentation associated with this agenda item.

Minutes Attachments

1. FINAL BUDGET AMENDMENTS.pdf

A motion was made by Commissioner Hall to approve the *final year-end budget amendments* for FY 2025, and authorize the County Judge, and any other necessary party, to sign all documentation associated with this agenda item; Commissioner Gardner seconded the motion. MOTION PASSED 4-0

28. FY 25 Final Line-Item Transfers, Tristan Marquez- County Auditor

To consider, discuss, and take any necessary action to *approve* the *final year-end line-item transfers* for FY 2025, and authorize the County Judge, and any other necessary party, to sign all documentation associated with this agenda item.

Minutes Attachments

1. FINAL LINE ITEM TRANSFERS.pdf

Commissioner Gardner made a motion to approve the *final year-end line-item transfers* for FY 2025, and authorize the County Judge, and any other necessary party, to sign all documentation associated with this agenda item; a second was made by Commissioner Hall. MOTION PASSED 4-0

29. Financials Statements & Reports, Tristan Marquez- County Auditor

To consider, discuss, and take any necessary action to *approve* the *Accounts Payable Fund Requirements Report* for January 6th, 2026, and review County financial statements and reports.

Minutes Attachments

1. GEN EXP APP REPORT 01 06 2026.pdf
2. TRUST EXP APP REPORT 01 06 2026.pdf

A motion was made by Commissioner Russell to approve the *Accounts Payable Fund Requirements Report* for January 6th, 2026, and review County financial statements and reports; Commissioner Hall seconded the motion. MOTION PASSED 4-0

Time: 11:25 a.m.

Commissioner Hall made a motion to adjourn to Executive Session; a second was made by Commissioner Russell. MOTION PASSED 4-0

Time: 11:44 a.m.

A motion was made by Commissioner Hall to reconvene; Commissioner Russell seconded the motion. MOTION PASSED 4-0

EXECUTIVE SESSION

30. Personnel Matters, Dustin Fawcett- Ector County Judge

To consider, discuss, and take any necessary action regarding *personnel matters* pursuant to Title 5, Chapter 551, Section 551.074, Texas Government Code, in relation to the Airport Maintenance Facility Manager position, and authorize the County Judge, and any other necessary party, to sign all documents associated with this agenda item.

NO ACTION WAS TAKEN ON THIS ITEM

ADJOURN

Time: 11:45 a.m.

With no further business to discuss a motion to adjourn was made by Commissioner Russell with a second by Commissioner Gardner. MOTION PASSED 4-0

THE STATE OF TEXAS

COUNTY OF ECTOR

I, Jennifer Martin, County Clerk, do hereby attest to the accuracy of the Commissioners Court Proceedings for the meeting held on the above date.

February 23, 2026 at 10:24 AM

A handwritten signature in blue ink that reads "Jennifer Martin". The signature is written in a cursive style with a large initial "J" and "M".

Jennifer Martin, Ector County Clerk