

**BRAZORIA COUNTY
DISPOSAL OF COUNTY PROPERTY**

Date: 6-12-26

Department: Health Dept #: 45000 Fund: 30705
(PH&P)

TYPE OF ASSET:

Track Asset (\$2,000-\$4,999) _____ General Property _____

Capital Asset (\$5,000+) _____

TYPE OF TRANSACTION:

Disposal via Auction _____ Disposal via Trash _____

Disposal via Sale (non-Auction) _____ Non-Profit _____

Entity Name _____ Disposal via Scrap _____

Dollar Amount _____ Scrap Yard _____

Disposal via Trade-In _____

Vendor _____

Dollar Amount _____

GRANT: (complete if Grant purchased item. Attach all Grant paperwork)

Grant Name CPS/Bioterr

Grant approval to dispose Yes No _____

State/Federal Funds: Yes _____ No _____

Comments: Have received DSHS approval to dispose of 2
Cargo-sport trailers (purchased in 2006); they are
past useful life.

Completed By: Cathy Sbrusch Date: 6-12-26

Department Head: Cathy Sbrusch Date: 6-12-26
Signature

Item Description (year, make, model, color)	Serial or VIN #	Equip #	PeopleSoft Asset ID #	Condition/Defects
① 2006 Cargo Sport Trailer: 7'x20'	4724B20206X047820			Past useful life; old/poor condition
② 2006 Cargo Sport Trailer: 7'x20'	4724B20216X042044			Past useful life; old/poor condition

SEND ORIGINAL TO PURCHASING
RETAIN A COPY FOR YOUR RECORDS

Cathy Sbrusch

From: Malone,Salvatore (DSHS) <Salvatore.Malone@dshs.texas.gov>
Sent: Tuesday, April 28, 2026 4:02 PM
To: Cathy Sbrusch
Cc: Matthew Grout; Waterman,Fred (DSHS); Cisneros,Sara (DSHS)
Subject: [EXTERNAL] HHS001439500015 - BRAZORIA COUNTY - Equipment Disposition Instructions – APPROVED - RE: Brazoria County PHEP Request to Dispose of Items
Attachments: PHEP Items Request for Disposition 2025.xlsx

Good afternoon, Ms. Sbrusch,

This email is in response to your agency’s request for equipment disposition instructions for the item(s) identified in the table below. Please accept my sincerest apologies for the oversight in responding. For DSHS reference purposes, this disposition request has been associated with the contract number referenced above.

Brazoria County Health Department PHEP Items Requested for Disposition (October 15/2025)		
Item Description	Serial #	Acquire
Trailer, 7' x 20' Cargo Sport	NUMBER _____ VIN _____ 47ZUB20216X042044	9/3
Trailer, 7'x20' Cargo Sport and modifications	VIN # 47ZUB20206X047820	8/1
Philips Heartstart FRx Defibrillator:SMART pads II(1 set), battery, owners manual and quick reference guide, 5 mfr yr warranty	B15E-04415	6/2
Philips Heartstart FRx Defibrillator:SMART pads II(1 set), battery, owners manual and quick reference guide, 5 mfr yr warranty	B15E-04874	6/2
Philips Heartstart FRx Defibrillator:SMART pads II(1 set), battery, owners manual and quick reference guide, 5 mfr yr warranty	B15E-04377	6/2
Philips Heartstart FRx Defibrillator:SMART pads II(1 set), battery, owners manual and quick reference guide, 5 mfr yr warranty	B15E-04848	6/2
Philips Heartstart FRx Defibrillator:SMART pads II(1 set), battery, owners manual and quick reference guide, 5 mfr yr warranty	B15E-04535	6/2
Dell XPS Laptop; 64 GB	1pztX33	6/1

Equipment Disposition Request: APPROVED.

In accordance with the Uniform Grant Guidance, Section 200.313, and the Texas Grant Management Standards (TxGMS), your agency is authorized to retain, sell or otherwise dispose of these items with no further obligation to DSHS due to the fact that the items in question either:

- 1) have exceeded their estimated useful life;
- 2) no longer function for their intended purpose;
- 3) do not meet the definition of equipment or controlled assets that require disposition instructions; or
- 4) are estimated to have a per unit fair market value of less than \$10,000 due to limited and/or no functionality.

If the items are disposed of, please ensure that the disposal is completed in an appropriate manner acknowledging environmental guidelines.

If any of the item(s) have met/exceeded their estimated useful life but are still in service, they must continue to be reported on the Contractor's Property Inventory Report (Form GC-11) until disposed of. Once these item(s) are retired from service, they may be removed from Form GC-11 without requesting additional disposition instructions, provided the per unit fair market value is less than \$10,000. If the per unit fair market value at the time of disposition equals or exceeds \$10,000, a separate request for equipment disposition instructions for only those item(s) must be submitted.

On the first Contractor's Property Inventory Report (Form GC-11) submitted to DSHS after the disposition is completed, your agency must indicate the disposition information on the form. Disposition records must be maintained on file that include: DSHS' disposition authorization; the reason for disposing of the property; the condition of the property, including, if necessary, documentation of the fair market value; and the manner and date of disposal. After the initial recording of the disposition on Form GC-11 is submitted to DSHS, the items may then be permanently removed from all Form GC-11s submitted thereafter. Please retain this letter as part of your contract files.

EQUIPMENT DISPOSITION GUIDANCE - FUTURE REFERENCE

This email shall also serve as authorization for your agency to dispose of equipment/controlled assets in the future, without requesting equipment disposition instructions from DSHS, as long as the equipment/controlled assets in question meet the following criteria:

- Per unit acquisition cost is \$10,000 or less;
- Item has met/exceeded its estimated useful life; and
- The items are no longer in service.

If the preceding conditions are met, equipment/controlled assets may be disposed of without requesting equipment disposition instructions from DSHS and with no further obligation to DSHS. Disposition records must be maintained on file that include: DSHS' disposition authorization (this email when the preceding criteria applies); the reason for disposing of the property; the condition of the property, including, if necessary, documentation of the fair market value; and the manner and date of disposal. After the initial recording of the disposition on Form GC-11 is submitted to DSHS, the items may then be permanently removed from all Form GC-11s submitted thereafter. Disposition requests for items that do not meet the preceding criteria should continue to be

submitted to DSHS for review. Please retain this email as part of your contract files.

If you have any questions or need further assistance, please forward this email including all attachments, with your questions to DSHSDocusign@dshs.texas.gov for further assistance.

Thanks, Sal 😊

Salvatore E. Malone, CTCM

Monitoring Manager

Texas Department of State Health Services

Program Operations - Contract Management Section (CMS) - MC 1990

PO Box 149347, Austin, TX 78714

1100 W. 49th Street, Austin, TX 78756

Mobile # 512-658-9075

Salvatore.Malone@dshs.texas.gov

*****My work hours are 8:30 a.m. to 5:00 p.m. and I am available via email at Salvatore.Malone@dshs.texas.gov*****



TEXAS
Health and Human
Services

Texas Department of State
Health Services

From: Waterman, Fred (DSHS) <Fred.Waterman@dshs.texas.gov>

Sent: Tuesday, April 28, 2026 1:30 PM

To: Cathy Sbrusch <CathyS@brazoria-county.com>

Cc: Malone, Salvatore (DSHS) <Salvatore.Malone@dshs.texas.gov>; Matthew Grout <matthewg@brazoriacountytx.gov>

Subject: RE: Brazoria County PHEP Request to Dispose of Items

Good afternoon Cathy—

Sal was out of the office last week and I could not confirm if it had indeed been approved and processed. He has informed me that the disposition will be forthcoming today.

Thank you for your patience and apologies in advance for the delay.

Have a wonderful week and as always, stay safe.

Respectfully,

FRED L. WATERMAN, CTCM

Contract Specialist V
Regional & Local Health Operations
Contract Management Section (CMS)
Department of State Health Services (DSHS)
P.O. Box 149347, MC:1990
Austin, Texas 78714-9347
Phone: (512) 776-6585 (Direct)
Email: Fred.Waterman@dshs.texas.gov

Please note: My regular work hours are Monday through Friday, 8:00am – 5:00pm.

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From: Cathy Sbrusch <CathyS@brazoriacountytx.gov>
Sent: Friday, April 24, 2026 12:47 PM
To: Waterman, Fred (DSHS) <Fred.Waterman@dshs.texas.gov>
Cc: Malone, Salvatore (DSHS) <Salvatore.Malone@dshs.texas.gov>; Matthew Grout <matthewg@brazoriacountytx.gov>
Subject: FW: Brazoria County PHEP Request to Dispose of Items

WARNING: This email is from outside the HHS system. Do not click on links or attachments unless you expect them from the sender and know the content is safe.

Fred,

Any chance this has been approved???

Thanks,

Cathy Sbrusch, RN, BSN, CIC
Director of Public Health Services
Brazoria County Health Department
Phone: 979-864-1484
Fax: 979-864-3955
cathys@brazoriacountytx.gov

From: Cathy Sbrusch
Sent: Tuesday, December 30, 2025 10:27 AM
To: Matthew Grout <MatthewG@brazoriacountytx.gov>
Subject: FW: Brazoria County PHEP Request to Dispose of Items

Matthew,

Can you follow up next week with Fred, Salvatore and Sara to check the status of this request.

I.S. is ready to take it back but I told them we had not received approval for disposition from DSHS yet.

Thanks,

Cathy Sbrusch, RN, BSN, CIC

Director of Public Health Services

Brazoria County Health Department

Phone: 979-864-1484

Fax: 979-864-3955

cathys@brazoriacountytx.gov

From: Cathy Sbrusch

Sent: Wednesday, October 15, 2025 1:21 PM

To: Waterman,Fred (DSHS) <Fred.Waterman@dshs.texas.gov>

Cc: Sara.Cisneros@dshs.texas.gov; [Malone,Salvatore \(DSHS\) <Salvatore.Malone@dshs.texas.gov>](mailto:Malone,Salvatore (DSHS) <Salvatore.Malone@dshs.texas.gov>); Matthew Grout <MatthewG@brazoriacountytx.gov>

Subject: Brazoria County PHEP Request to Dispose of Items

Fred,

Attached are the PHEP items we would like to request disposition for.

The 2 trailers are past their lifespan and are no longer serviceable

One of the defibrillators is broken and unable to be fixed; the other 4 defibrillators are past their rated lifespan.

The Dell Laptop has had a motherboard failure, making it unusable and unable to be fixed.

We appreciate your assistance in processing this request.

Thank you,

Cathy Sbrusch, RN, BSN, CIC

Director of Public Health Services

Brazoria County Health Department

Phone: 979-864-1484

Fax: 979-864-3955

cathys@brazoriacountytx.gov

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