

May 5, 2015  
Portales Municipal School District Board Room  
LC Cozens Administrative Offices Building  
Portales, New Mexico 88130

The Roosevelt County Commission met in regular business meeting Tuesday, May 5, 2015, at 9:00 a.m. in the Portales Municipal School District Board Room, LC Cozens Administrative Offices Building with those present being: Commissioner Kendell Buzard, Commissioner Richard Leal, Commissioner Jake Lopez, Commissioner Gene Creighton, Commissioner Lewis Shane Lee, County Manager Amber Hamilton, County Clerk DeAun Searl, Clerk Chief Deputy Stephanie Hicks, Treasurer Layle Sanchez, Assessor George Beggs, Assessor Chief Deputy Stevin Floyd, County Attorney Rick Queener, Sheriff Malin Parker, Under Sheriff Darren Hooker, Sheriff Deputy Javier Sanchez, GIS Technician Johnny Montiel, Road Superintendent Ricky Lovato, Maintenance Director Gary Spinks, Human Resource Manager Becky White, Capital Projects Administrator Mandi Park, Connie Moyers, Patrick Kircher, Karl Terry, Bill Cathey, Bob Burns, Diane Parker, Sandra Stewart, Eric Haragan, Haskell Elrod and PNT Managing Editor Alyssa Boswell.

Call to Order - Commissioner Kendell Buzard at 9:00 a.m.  
Invocation - Bill Cathey  
Pledge - Sheriff Malin Parker

**Approve Agenda:**

Motion to approve agenda was made by Commissioner Jake Lopez with a second from Commissioner Richard Leal. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes.

**Approve Minutes:**

Motion to approve Minutes of 04-21-2015 Regular Meeting was made by Commissioner Gene Creighton with a second from Commissioner Lewis Shane Lee. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes.

Motion to approve Minutes of Budget Workshops April 22, 24, 27 was made by Commissioner Richard Leal with a second from Commissioner Jake Lopez. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes.

**Informational Items:** None.

**Public Requests:**

Diane Parker and Bob Burns from Crimestoppers made a contribution of \$15,000 to the Roosevelt County Sheriff's office to help maintain the current number of deputies patrolling the county.

**Elected Officials/Department Heads Report:**

- a. **Assessor** - Assessor George Beggs reported the protest period has ended and his office is preparing for the yearly audit.
- b. **Clerk** - County Clerk DeAun Searl reported that Malin Parker is the NMAC Board Member for 2016-2018. A representative from the Secretary of State's office is scheduled today for an inventory of Dominion voting machines.
- c. **Sherriff** - Roosevelt County Sheriff Malin Parker reported his staff is working open investigations and daily duties.
- d. **Treasurer** - Treasurer Layle Sanchez reported the balance in the checking account to be \$2,958,591.75. As of March 61% of taxes have been collected and the state sets the rates for delinquent interest and penalty.
- e. **Detention** - Professional Services Consultant Sandra Stewart reported she is in the process of filling vacant positions and reviewing the policies and procedures. Maintenance is working to replace locks.
- f. **Healthcare Assistance/Capital Projects** - Capital Projects Administrator Mandi Park reported the CDBG projects are moving slowly forward. Healthcare Assistance Administrator Mandi Park reported that most of the claims are from inmates.
- g. **GIS/Rural Addressing/Floodplain Management** - GIS Technician Johnny Montiel reported the subdivision Southern Hills was vacated and is now reopening. He is working with a developer in a floodplain and six new addresses have been created.
- h. **Road** - Road Superintendent Ricky Lovato reported S RR W CAPS project is still underway and his crews are working on blade patching S RR 3, RR 8 and the baseline road. The shredder is ready for the summer season.
- i. **Manager** - County Manager Amber Hamilton reported an ICIP training meeting in Clovis on 5-5-15 from 8:30 to 12:30. A meeting in June with NM Finance Authority on the bond issue needs to be attended by at least two commissioners and herself. The monies from the auction of equipment has

been received. Williamson project is on schedule with the 1<sup>st</sup> floor ready to move in next week and the 2<sup>nd</sup> floor ready in early June.

- j. Commissioner - Commissioner Lewis Shane Lee reported touring the Detention facility and recommended the other commissioners do so as well. Commissioner Kendell Buzard reported he will be attending the ICIP training in Ruidoso on 05-12-15.

**Old Business:** None.

**New Business:**

- a. Discussion and Possible Action to fill one full-time position for Compliance/Training Sergeant and two full time Sergeant positions for the Detention Center Position Approval Request - Professional Services Consultant Sandra Stewart stated the positions are vital leadership positions and are in the budget. Motion to approve was made by Commissioner Lewis Shane Lee with a second from Commissioner Jake Lopez. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes.
- b. Executive Session - Motion to go into executive session for limited personnel matters was made at 9:34 a.m. by Commissioner Lewis Shane Lee with a second from Commissioner Gene Creighton. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes. Those present were Commissioner Kendell Buzard, Commissioner Richard Leal, Commissioner Jake Lopez, Commissioner Gene Creighton, Commissioner Lewis Shane Lee, County Manager Amber Hamilton, County Attorney Rick Queener, Professional Services Consultant Sandra Stewart from 9:52 to 10:57, Ricky Lovato from 10:47 to 10:57, Gary Spinks from 10:58 to 11:04, Malin Parker from 11:05 to 11:27, DeAun Searl from 11:39 to 11:55 and Layle Sanchez from 11:56 to 11:58. Motion to adjourn from executive session was made at 12:37 p.m. by Commissioner Richard Leal with a second from Commissioner Lewis Shane Lee. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes. Action taken in item c.
- c. Discussion/or Action to Revise FY2015 Organizational Charts - Motion was read by County Attorney Rick Queener to reduce Roosevelt County workforce by eliminating the following positions: one equipment operator from the Road Department, one executive assistant in Administration, two maintenance workers in the Maintenance Department, one full-time executive assistant reduced to one part-time executive assistant in the Detention Center, one full-time and one part-time county services specialist from the Clerk's office. Motion to accept was made by Commissioner Richard Leal with a second from Commissioner Gene Creighton. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes.

**Resolutions - Ordinances - Proclamations:**

- a. Discussion and Possible Action of Resolution 2015-47 Declaring National Correctional Employees Week May 3-9, 2015 - County Manager Amber Hamilton stated the National Correctional Employees Week is an annual event. Motion to approve was made by Commissioner Jake Lopez with a second from Commissioner Lewis Shane Lee Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes.

**Contracts - Agreements - Procurements:**

- a. Discussion and Consideration of Contract for Fairground Use with Roosevelt County Fair Board - County Manager Amber Hamilton stated this contract would provide a one-time flat fee for the use of the fairgrounds during the 2015 County Fair. Motion to approve was made by Commissioner Lewis Shane Lee with a second from Commissioner Jake Lopez. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes.
- b. Discussion and Consideration of Contract for Fairground Use with Roosevelt County Chamber of Commerce - County Manager Amber Hamilton stated this contract would provide for the Chamber of Commerce to pay costs of utilities over the minimum during the month of the Peanut Valley Festival and Ag-Expo. Motion to approve was made by Commissioner Richard Leal with a second from Commissioner Gene Creighton. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes.
- c. Discussion and Consideration of Contract for Sand Dumping with Crossroads West Phoenix, LLC - County Manager Amber Hamilton stated this contract would allow Roosevelt County to dump sand for \$10.00 per month. Motion to approve was made by Commissioner Richard Leal with a second from Commissioner Lewis Shane Lee. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes.

- d. Discussion and Consideration of Contract for Training at the Detention Center with Moises Espinoza - County Manager Amber Hamilton stated this contract was recommended by Professional Service Consultant Sandra Stewart for 80 hours of training. Motion to approve was made by Commissioner Richard Leal with a second from Commissioner Gene Creighton. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes.
- e. Discussion and Consideration of Contract for a User Agreement for Vehicles with Community Services Center - Healthcare Assistant Administrator Mandi Park stated this contract is for the use of vehicles purchased by the county with grant funding. Motion to approve was made by Commissioner Gene Creighton with a second from Commissioner Kendell Buzard. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes.
- f. Discussion and Consideration of Inmate Housing Agreement with Lea County for FY 2015-2016 - County Manager Amber Hamilton stated this contract would provide a rate of \$100 per day for adults and \$125 per day for female juveniles. Motion to approve was made by Commissioner Lewis Shane Lee with a second from Commissioner Jake Lopez. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes.

**Media Communication:** None.

**Adjourn** - Meeting adjourned at 12:46 p.m.

ATTEST:



DeAun D. Searl  
County Clerk

BOARD OF ROOSEVELT  
COUNTY COMMISSIONERS



Kendell Buzard  
Commission Chairman

