

July 7, 2015
County Commission Room
Roosevelt County Courthouse
Portales, New Mexico 88130

The Roosevelt County Commission met in regular business meeting Tuesday, July 7, 2015, at 9:00 a.m. in the County Commission Room in the Roosevelt County Courthouse with those present being: Commissioner Kendell Buzard, Commissioner Jake Lopez, Commissioner Richard Leal, Commissioner Gene Creighton, 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, GIS Technician Johnny Montiel, Road Supervisor Juan Dominguez, Toni Whitecotton, Brenda Lee, Paul Lee, and PNT Managing Editor Alisa Boswell. Absent was Commissioner Lewis Shane Lee.

Call to Order - Commissioner Kendell Buzard at 9:00 a.m.
Invocation - Commissioner Gene Creighton
Pledge - Commissioner Jake Lopez

Approve Agenda:

Motion to amend agenda to change Resolution 2016-01 to 2015-52 was made by Commissioner Richard Leal with a second from Commissioner Jake Lopez. Commissioner Kendell Buzard - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Jake Lopez - Yes. Motion to approve agenda was made by Commissioner Gene Creighton with a second from Commissioner Kendell Buzard. Commissioner Kendell Buzard - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Jake Lopez - Yes.

Approve Minutes:

Motion to approve Minutes of 06-18-2015 Regular Meeting was made by Commissioner Gene Creighton with a second from Commissioner Richard Leal. Commissioner Kendell Buzard - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Jake Lopez - Yes.

Approval of Accounts Payable and Payroll:

Motion to approve accounts payable from June 1, 2015 through June 30, 2015 was made by Commissioner Jake Lopez with a second from Commissioner Richard Leal. Commissioner Kendell Buzard - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Jake Lopez - Yes. Motion to approve payroll from June 1, 2015 through June 30, 2015 was made by Commissioner Richard Leal with a second from Commissioner Jake Lopez. Commissioner Kendell Buzard - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Jake Lopez - Yes.

Informational Items: None.

Public Requests: None.

Elected Officials/Department Heads Report:

- a. **Assessor** - Assessor George Beggs reported the new furniture has been delivered and set up. His office is conducting business as usual.
- b. **Clerk** - County Clerk DeAun Searl reported that the new ICE voting machine has been delivered and will be acceptance tested on 07-08-2015, inviting anyone interested to watch. The ICP tabulators have been shipped back to manufacturer for repair or replacement.
- c. **Sheriff** - Roosevelt County Sheriff Malin Parker received a call and had to leave.
- d. **Treasurer** - Treasurer Layle Sanchez reported the balance in the checking account to be \$3,808,000 and the balance in the general fund to be \$1,090,000. Fifty-four parcels are up for the tax sale.
- e. **Detention** - County Manager Amber Hamilton reported having 84 inmates; 74 male and 10 female. For the month of June RCDC housed 5 inmates from Colfax and 15 inmates from Curry. The new lieutenant will start on July 20, 2015 and interviews for Administrator will begin on July 15, 2015. Ninety new or updated policies have been reviewed by legal and are waiting the new administrators sign off.
- f. **GIS/Rural Addressing/Floodplain Management** - GIS Technician Johnny Montiel reported correcting addresses, wind turbines will be arriving in August, the Red Stag elevation certificate has been received, a new type 3B subdivision is in the works and the Branscum subdivision will get a summary review.
- g. **Road** - Road Supervisor Juan Dominguez reported his staff is very busy. The staff are working on wash outs, pot holes, cattle guards and trimming trees that cause limited visibility on road ways. The 2014-2015 LGRF projects are expected to begin the week of July 13th.
- h. **Manager** - County Manager Amber Hamilton reported she is watching legislation on endangered species. Her office is very busy working on closing FY 2014-2015. A cell phone stipend is in place for employees that are on-call to replace county cell phones. She is also working on CDBG block grants.

- i. Commissioners – Commissioner Richard Leal reported speaking with the State Highway Department concerning 88 and 114 to widen the road or add shoulders. Commissioner Kendell Buzard reported attending the hearing in Midland concerning the Permian Basin and the endangered Prairie Chicken.

Old Business: None.

New Business:

- a. Discussion and Possible Action to designate two Custodians of Public Records - County Manager Amber Hamilton stated the County Clerk is custodian of public records in her office and that more sensitive records are kept in administration. She recommends designating the County Clerk and the County Manager as the Custodians of Public Records for Roosevelt County. Motion to approve was made by Commissioner Gene Creighton with a second from Commissioner Richard Leal. Commissioner Kendell Buzard - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Jake Lopez - Yes.
- b. Appointment of two Commissioners to serve on RFP 2015-05 Legal Services Evaluation Committee - County Manager Amber Hamilton stated to be in compliance with procurement, two commissioners must be appointed to the Evaluation Committee for RFP 2015-05. Motion to appoint Commissioner Gene Creighton and Commissioner Jake Lopez was made by Commissioner Richard Leal with a second from Commissioner Gene Creighton. Commissioner Kendell Buzard - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Jake Lopez - Yes.
- c. Consideration of Request for Road Closure Request - Paul Lee who spoke for Brenda Lee stated he would like to close a road for the safety of his sister. Motion to appoint road viewers was made by Commissioner Richard Leal with a second from Commissioner Gene Creighton. Commissioner Kendell Buzard - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Jake Lopez - Yes.

Resolutions - Ordinances - Proclamations:

Consideration of Resolution 2015-52 Budget Adjustment Resolution for Preliminary Year-End Closing – County Manager Amber Hamilton stated this resolution would correct funds 403-Farm & Range, 406-Indigent and 427-Debt Service Expense to close the fiscal year. Motion to approve was made by Commissioner Gene Creighton with a second from Commissioner Kendell Buzard. Commissioner Kendell Buzard - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Jake Lopez - Yes.

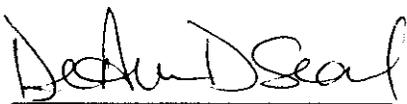
Contracts - Agreements - Procurements:

- a. Consideration of revised Standard Agreement to House Inmates at RCDC - County Manager Amber Hamilton stated this revision would standardize the agreement and added an item – Condition of Housing. Motion to approve was made by Commissioner Richard Leal with a second from Commissioner Jake Lopez. Commissioner Kendell Buzard - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Jake Lopez - Yes.

Media Communication: None.

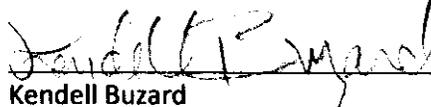
Adjourn - Meeting adjourned at 9:49 a.m.

ATTEST:



DeAun D. Searl
County Clerk

BOARD OF ROOSEVELT
COUNTY COMMISSIONERS



Kendell Buzard
Commission Chairman

