

February 2, 2016
County Commission Room
Roosevelt County Courthouse
Portales, New Mexico 88130

The Roosevelt County Commission met in regular business meeting Tuesday, February 5, 2016, at 9:00 a.m. in the County Commission Room in the Roosevelt County Courthouse with those present being: Commissioner Richard Leal, Commissioner Jake Lopez, Commissioner Gene Creighton, Commissioner Lewis Shane Lee, Commissioner Paul Grider, County Manager Amber Hamilton, County Clerk DeAun Searl, Chief Deputy Stephanie Hicks, County Attorney Randy Knudson, Sheriff Malin Parker, Roosevelt County Detention Interim Administrator Joseph Alaniz, Road Superintendent Ricky Lovato, Treasurer Layle Sanchez, Special Project Coordinator Carol Acosta-Flores, GIS Technician Johnny Montiel, Milnesand Fire Chief John Mohon, Chris Adkins, Steve Adkins, Mary Poynor, David Sanders, Jerry Partin, Chad Lydick, Antonio Salas, and PNT Freelance Writer Shaun Banther.

Call to Order - Chairman Richard Leal at 9:00 a.m.
Invocation - County Manager Amber Hamilton
Pledge - Chairman Richard Leal

Approve Agenda:

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

Approve Minutes:

Motion to approve minutes of 01-05-2016 Regular Meeting was made by Commissioner Jake Lopez with a second from Commissioner Paul Grider. Commissioner Richard Leal - Yes, Commissioner Jake Lopez - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes.

Informational Items: None.

Public Requests: None.

Elected Officials/Department Heads Report:

- a. Assessor - Not present.
- b. Clerk - County Clerk DeAun Searl reported the Floyd School Bond Election is today.
- c. Sheriff - Sheriff Malin Parker reported the serial burglar case is still under investigation, resulting in overtime. Items recovered include 38 firearms, 2 utility trailers, 1 hydraulic construction trailer, 2 4-Wheelers, many tools and a variety of other things. Six in custody with other arrests pending. Items of concern include vehicle maintenance, with two damaged in blizzard and one in the burglar case, and manpower to cover all calls.
- d. Detention - Roosevelt County Detention Center Interim Administrator Joseph Alaniz reported having 54 individuals in custody, 41 males and 13 females. 11 inmates are contracted with 171 billable days. For the month 118 intakes with 109 error free. The NMAC audit will be conducted in June.
- e. GIS/Rural Addressing/Floodplain Management - GIS technician Johnny Montiel reported the 2016 miles report will be concluded tomorrow. Address are being updated. Contact with FEMA pertaining to the zone designations has been made and the corrections will be costly. City annexations are the driving point to produce updated maps.
- f. Health Care Assistance Program - Special Projects Coordinator Carol Acosta-Flores reported the ARISE grant is moving forward with the last set of blueprints due, soil engineer has completed the evaluation, last survey is completed, and materials for interior and exterior have been chosen. Motion to go into Indigent Meeting was made by Commissioner Lewis Shane Lee with a second from Commissioner Jake Lopez. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes. Special Projects Coordinator Carol Acosta-Flores reported 8 claims, 3 to approve totaling \$7,981.42 from RGH, 5 to deny totaling \$7,067.14. Motion to adjourn from Indigent Meeting was made by Commissioner Paul Grider with a second from Commissioner Gene Creighton. Motion to approve 3 claims and deny 5 claims was made by Commissioner Gene Creighton with a second from Commissioners Paul Grider. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes.
- g. Road - Road Superintendent Ricky Lovato reported all 10 blades, 2 per district, were out performing maintenance. Each blade has 5 miles per day to cover 1230 total miles with an estimate of 30 days to complete. Blattner will complete road repair in March. COOP and CAP projects need to be started. The New Mexico State building parking lot at the fairgrounds needs to be repaired.
- h. Manager - County Manager Amber Hamilton reported the auditors will present the commission with an overall picture at the next meeting. The Gross Receipts Report was handed out reflecting an

increase in July through November, a decrease in November through December and a sharp decrease in December through present. She is keeping a close eye on the revenues at this point. Several bills are also being watched in the legislative session. The Capital Outlay Request has been submitted with little or no expectation to receive funds. The quarterly report looks strong with no key concerns. Revenues to date are 4.2 million and expenditures are 2.3 million. The total claim for the blizzard reimbursement is \$181,136.00. In a best case scenario, 75% reimbursement for the claim can be expected.

- i. Commissioners – Commissioners Lewis Shane Lee and Richard Leal went to Santa Fe and made new contacts.

Old Business: None.

Public Hearing Nixon Unit 1:

Motion to go into Public Hearing was made by Commissioner Lewis Shane Lee with a second from Commissioner Jake Lopez. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes. The Nixon Unit 1 Preliminary Plat, which is an eight lot subdivision on South Roosevelt Road 3, is City approved, meets all county ordinances, will have COOP water and electric and will have septic systems. Motion to adjourn from Public Meeting was made by Commissioner Gene Creighton with a second from Commissioner Jake Lopez. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes. Motion to approve Nixon Unit 1 Preliminary Plat was made by Commissioner Gene Creighton with a second from Commissioner Paul Grider. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes.

Public Hearing South Southern Hills:

Motion to go into Public Hearing was made by Commissioner Paul Grider with a second from Commissioner Jake Lopez. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes. The South Southern Hills Preliminary Plat, which is a 36 lot partial subdivision of Bigam Stratton subdivision, is City approved, meets all county ordinances, will have COOP water and electric and will have septic systems. Motion to adjourn from Public Meeting was made by Commissioner Gene Creighton with a second from Commissioner Lewis Shane Lee. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes. Motion to approve South Southern Hills Preliminary Plat with the condition of four lots not being sold for residential construction (verbiage to be decided by Lydick Engineers and Steve Adkins) was made by Commissioner Richard Leal with a second from Commissioner Gene Creighton. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes.

Old Business: None.

New Business:

- a. Discussion and Request for Approval of Commission for Treasurer to Establish a New Account for Clerk Electronic Payments - County Treasurer Layle Sanchez stated this new account at JP Stone Community Bank would be established for the purpose of the clerk's electronic funds. Separating these funds would simplify the balancing of the bank statement. Motion to approve was made by Commissioner Paul Grider with a second from Commissioner Lewis Shane Lee. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes.

Resolutions - Ordinances - Proclamations:

- a. Consideration of Resolution 2016-10 Authorizing the City of Portales to Submit an Application to the Department of Finance and Administration, Local Government Division, to Participate in the Local DWI Grant and Distribution Program - County Manager Amber Hamilton stated this is an annual resolution. Motion to approve was made by Commissioner Gene Creighton with a second from Commissioner Jake Lopez. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes.
- b. Consideration of Resolution 2016-11 Authorizing and Approving Submission of an Application for FY2017 Local Government Road Fund and COOP Project Approval - Road Superintendent Ricky Lovato stated this resolution is an annual resolution for the COOP projects. Motion to approve was made by Commissioner Lewis Shane Lee with a second from Commissioner Jake Lopez. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes.
- c. Consideration of Resolution 2016-12 Authorizing and Approving Submission of an Application for FY2017 Local Government Road Fund and CAP Project Approval - Road Superintendent Ricky Lovato

stated this resolution is an annual resolution for the CAP projects. Motion to approve was made by Commissioner Paul Grider with a second from Commissioner Gene Creighton. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes.

- d. Consideration of Resolution 2016-13 Authorizing and Approving Submission of an Application for FY2017 Local Government Road Fund and School Bus Project Approval - Road Superintendent Ricky Lovato stated this resolution is an annual resolution for the school bus route projects. Motion to approve was made by Commissioner Gene Creighton with a second from Commissioner Paul Grider. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes.
- e. Consideration of Resolution 2016-14 Encouraging County Involvement in Safety Net Care Pool Legislation - County Manager Amber Hamilton stated this resolution is recommended by NMAC to keep county involvement in the safety net care pool discussion at the state level. Motion to approve was made by Commissioner Jake Lopez with a second from Commissioner Lewis Shane Lee. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes.
- f. Consideration of Resolution 2016-15 Adopting an Amendment to the Roosevelt County Detention Center Policies and Procedures - Roosevelt County Detention Center Interim Administrator Joseph Alaniz stated the amendment would allow minors visitation with inmates. Motion to approve was made by Commissioner Gene Creighton with a second from Commissioner Lewis Shane Lee. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes.
- g. Consideration of Resolution 2016-16 Mid-Year Budget Adjustments - County Manager Amber Hamilton stated the adjustments were necessary to more accurately reflect actuals. Motion to approve was made by Commissioner Paul Grider with a second from Commissioner Gene Creighton. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes.
- h. Consideration of Resolution 2016-17 2015 Capital Appropriation Project Administered by the New Mexico Department of Transportation - Road Superintendent Ricky Lovato stated this project is on South Roosevelt Road 7 between P and Q. This section of road is a true hazard and the appropriation is \$100,000. Motion to approve was made by Commissioner Gene Creighton with a second from Commissioner Paul Grider. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes.

Contracts - Agreements - Procurements:

- a. Ratification of Contract for Emergency Procurement of Front End Loader Caterpillar with Don Bennett - County Manager Amber Hamilton stated the length of this lease was one week at a rate of \$125.00 per hour. Motion to ratify was made by Commissioner Lewis Shane Lee with a second from Commissioner Jake Lopez. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes.
- b. Ratification of Contract for Payroll Services with Toni Williamson - County Manager Amber Hamilton stated this contract would expire at the end of June, dependent on the filing of the HR position. Motion to ratify was made by Commissioner Paul Grider with a second from Commissioner Gene Creighton. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes.
- c. Ratification of Contract for Indigent Software with Indigent Healthcare Solutions - County Manager Amber Hamilton stated funding was available in the Indigent fund for this software. The start date will be March 1, 2016 and be an annual contract for \$900.00 per month. Motion to ratify was made by Commissioner Lewis Shane Lee with a second from Commissioner Jake Lopez. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes.

Commissioner Richard Leal called for a five minute break at 10:43 a.m. Meeting was called back to order at 10:48 a.m. by Commissioner Richard Leal.

Executive Session:

Motion to go into Executive Session was made at 10:48 a.m. by Commissioner Lewis Shane Lee with a second from Commissioner Jake Lopez. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes. Those present were Commissioner Richard Leal, Commissioner Lewis Shane Lee, Commissioner Jake Lopez, Commissioner Gene Creighton, County Manager Amber Hamilton and County Attorney Randy Knudson. Motion to adjourn from executive session was made at 11:19 a.m. by Commissioner Lewis Shane Lee with a second from Commissioner Jake Lopez. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes.

No Action Needed, No Action Taken

Media Communication: None.

Adjourn: Meeting adjourned at 11:20 a.m.

Board of Finance Public Meeting:

Motion to go into Public Meeting was made by Commissioner Paul Grider with a second from Commissioner Gene Creighton. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes. Treasurer Layle Sanchez stated the PILT payment had been moved into the New Mexico Bank & Trust Reserve Account. The amount deposited was \$441,000 (PILT payment) plus \$59,000 (of the \$300,000 discrepancy in the software reporting error) for a total of \$500,000 minus banking fees for a total investment of \$499,840.49. The Assessor's 1% fee was moved into the Assessor's account at New Mexico Bank & Trust in the amount of \$180,000 minus banking fees for a total investment of \$179,927.77. Quarterly reports are expected from New Mexico Bank & Trust on these investments. Motion to adjourn from Public Meeting was made by Commissioner Paul Grider at 11:35 a.m. with a second from Commissioner Lewis Shane Lee. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes.

ATTEST:



DeAun D Searl
County Clerk

BOARD OF ROOSEVELT
COUNTY COMMISSIONERS


Richard Leal
Commission Chairman