

January 5, 2016
County Commission Room
Roosevelt County Courthouse
Portales, New Mexico 88130

The Roosevelt County Commission met in regular business meeting Tuesday, January 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, County Attorney Randy Knudson, Sheriff Lieutenant Javier Sanchez, Roosevelt County Detention Administrator Mark Gallegos, Detention Center Lieutenant Joseph Alaniz, Maintenance Director Gary Spinks, Assessor George Beggs, Chief Deputy Assessor Stevin Floyd, Road Superintendent Ricky Lovato, Treasurer Layle Sanchez, Special Project Coordinator Carol Acosta-Flores, Human Resource Administrator Becky White, ENMU Lieutenant Shawn Gore, ENMU Chief of Police Brad Mauldin, Kendell Buzard, ARISE Director Leigh Ana Eugene Eric Keefer, Ashley Keefer, Audrey Keefer, Emergency Manager Keith Wattenbarger, and PNT Managing Editor Alisa Boswell.

Call to Order - Chairman Richard Leal at 9:00 a.m.

Invocation - Commissioner Gene Creighton

Pledge - Chairman Richard Leal

Elect Chairman

Commissioner Richard Leal opened the floor for nominations for Commission Chairman and Vice-Chairman for the 2016 year. Motion was made by Commissioner Paul Grider to nominate Commissioner Richard Leal with a second from Commissioner Gene Creighton. Motion to elect Commissioner Richard Leal as 2016 Chairman 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.

Elect Vice-Chairman

Motion was made by Commissioner Jake Lopez to nominate Commissioner Lewis Shane Lee with a second from Commissioner Richard Leal. Motion to elect Commissioner Lewis Shane Lee as 2016 Vice-Chairman was made by Commissioner Jake Lopez with a second from Commissioner Richard Leal. Commissioner Richard Leal - Yes, Commissioner Jake Lopez - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes.

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 12-15-2015 Regular Meeting was made by Commissioner Gene Creighton with a second from Commissioner Lewis Shane Lee. Commissioner Richard Leal - Yes, Commissioner Jake Lopez - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes.

Informational Items:

- a. An Award of Recognition was presented to Ms. Audrey Keefer for winning the Roosevelt County Fair Housing Coloring Contest by County Manager Amber Hamilton and ARISE Director Leigh Ana Eugene.
- b. Kendell Buzard gave a report on the NM/AZ Coalition of Counties meeting that he attended in Albuquerque last month. The Intergovernmental Agreement is not complete, lawyers are considering changes to the by-laws. A question of having board members that are not elected officials was brought forth. Genetic testing of the Mexican Wolf has been brought to the forefront. Proponents of the endangered species are also looking to broaden the power to prosecute takes, treating accidental the same as purposeful takes. A stay has been issued for the Waters of the US. Mr. Buzard also requested to be added to the agenda distribution list.

Public Requests: None.

Elected Officials/Department Heads Report:

- c. Assessor - Assessor George Beggs reported his staff will be mailing livestock and personal property rendition letters next week. The forms must be returned to the Assessor by February 29th.
- d. Clerk - County Clerk DeAun Searl reported Brad Winter has been appointed as the new Secretary of State. Voter rolls for the Floyd Bond Election will close today at 5 p.m. and early voting will begin on Friday the 8th. Filing day for the Municipal Elections is today with early voting beginning on February

10th. The proclamation calling for the 2016 Primary Election should be received by her office later this month.

- e. Sheriff - Lieutenant Javier Sanchez reported two damaged vehicles and overtime due to the blizzard totals \$5,000. A serial burglar is in the area, a suspect has been identified but not apprehended.
- f. Detention - Roosevelt County Detention Center Administrator Mark Gallegos reported having 53 individuals in custody, 42 males and 11 females. 5 females are from Curry County. Classification of inmates is 100%. NMAC performed a walk-through and mock audit and found no discrepancies. Emergency Operating Procedures went into effect during the blizzard with no incidents reported. Commendations to his staff, who as a whole went above and beyond during that time.
- g. Facilities - Maintenance Director Gary Spinks reported the main HVAC units are repaired and 100% under warranty. No damage to the fairgrounds from the blizzard.
- h. GIS/Rural Addressing/Floodplain Management - GIS technician Johnny Montiel was not present.
- i. Health Care Assistance Program - Motion to go into Indigent Meeting 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. Special Projects Coordinator Carol Acosta-Flores reported 8 claims, 4 to approve totaling \$3,911.90 from RGH, 4 to deny totaling \$3,419.06 3 due to no application and 1 was Portales Police Dept. Motion to adjourn from Indigent Meeting was made by Commissioner Lewis Shane Lee with a second from Commissioner Jake Lopez. Motion to approve 4 claims and deny 4 claims was made by Commissioner Paul Grider with a second from Commissioners Gene Creighton. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes.
- j. Road - Road Superintendent Ricky Lovato thanked the Sheriff's Office and Administration for the tremendous help during the blizzard. The blizzard caused 4 to 12 foot drifts, stranded motorist, immobilized equipment and caused many hardships. His crew worked long hours with no complaints. School bus routes are now a priority.
- k. Manager - County Manager Amber Hamilton requested the minutes reflect that a copy of the audit report was handed out to the commission at the 12-15-2015 meeting. Appreciation and thanks to the team of county employees that worked through the blizzard. Residents are encouraged to contact Administration with road concerns as there is an ongoing list of roads to clear. An update on the Sundale Valley road project from Cannon Air Force was to collect soil samples, which there is not a history of doing. No update on the grant for that project was available. Lieutenant Joseph Alaniz accepted the position of Interim Detention Administrator as Mark Gallegos has tendered his resignation. The detention center has experienced a 32% turnover.
- l. Commissioners - Each Commissioner gave his appreciation to the Road Dept. and Admin. for work well done during the blizzard.

Old Business:

- a. Discussion and Possible Action for Approval of Inmate Housing Agreement with ENMU - County Manager Amber Hamilton stated the formal agreement was reviewed by the county attorney and had one modification, that was no charge to house inmates for ENMU. 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.

New Business:

- a. Discussion and Possible Actions of EMS Annual Service Report for Arch Volunteer Fire Department - County Manager Amber Hamilton stated this is an annual requirement and part of the PRC annual inspection. 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.
- b. Discussion and Possible Actions of EMS Annual Service Report for Milnesand Volunteer Fire Department - Motion to approve was made by Commissioner Lewis Shane Lee 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.
- c. Discussion and Possible Action of FY 2017 EMS Fund Act Local Funding Program Application for Arch Volunteer Fire Department - County Manager Amber Hamilton stated this is a grant application for approximately \$7,000 to continue EMS Services. 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.
- d. Discussion and Possible Action of FY 2017 EMS Fund Act Local Funding Program Application for Milnesand Volunteer Fire Department - 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.

- e. Discussion and Appointment of Commissioners to Serve on Various Boards and Committees - County Manager Amber Hamilton stated several positions needed to be filled.

Motion to reappoint Jake Lopez to the Burlington Northern & Santa Fe Committee 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.

Motion to appoint Commissioner Gene Creighton to the Cannon Community Partnership Initiative 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.

Motion to appoint Commissioner Richard Leal to the Local Growth Management Committee 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.

Motion to appoint Sheriff Malin Parker as an alternate to the Multi-Line Pool was made by Commissioner Richard Leal 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 appoint Commissioner Lewis Shane Lee as an alternate to the NMAC Workman's Comp Board 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.

Motion to appoint GIS Technician Johnny Montiel to the Emergency Preparedness/LEPC 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.

Motion to appoint Kendell Buzard to the NM/AZ Coalition of Counties 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.

Maintenance Director Gary Spinks accepted the position of chairman to the Roosevelt County Loss Prevention Committee.

Motion to appoint Ricky Lovato with Jake Lopez as the alternate to the SERTPO 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.

- f. Review and Determination of 2016 Insurance Pool Contribution and Deductible Options - County Manager Amber Hamilton stated the rates have increased as anticipated with the deductibles in law enforcement and detention being the most significant with several deductible options available. Motion to increase Law enforcement deductible to \$25,000 and Multi-Line to \$5,000 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.

Break was called by Commissioner Richard Leal at 10:19 a.m. Meeting called back to order at 10:31 by Commissioner Richard Leal.

Resolutions - Ordinances - Proclamations:

- a. Consideration of Resolution 2016-01 Compliance with New Mexico Open Meetings Act - County Manager Amber Hamilton stated no modifications from the previous year had been made. 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.
- b. Consideration of Resolution 2016-02 Public Participation at Roosevelt County Commission Meetings - County Manager Amber Hamilton stated two modifications had been made. A three minute time limit on public input and A Sargent of Arms is no longer required. Motion to approve was made by Commissioner Paul Grider with a second from Commissioner Richard Leal. 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 2016-03 Delegation of Authority to the County Manager for Disbursement of Vendor Checks - County Manager Amber Hamilton stated no modifications were made. 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.

- d. Consideration of Resolution 2016-04 Delegation of Authority to the County Manager to Enter into Certain Contracts and Settlement Agreements - County Manager Amber Hamilton stated there was one modification, authority to enter into settlements less than \$10,000. 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.
- e. Consideration of Resolution 2016-5 Formation of the Roosevelt County Loss Prevention Committee for Calendar Year 2016 - County Manager Amber Hamilton stated this is an internal committee with a goal of reducing loss. 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.
- f. Consideration of Resolution 2016-06 Capital Appropriation Project Administered by NMDOT - Special Project Coordinator Carol Acosta-Flores stated board approval was required. 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.
- g. Consideration of Resolution 2016-07 Setting Fees, Rates and Costs for Roosevelt County for 2016 - County Manager Amber Hamilton stated that GIS/Rural Addressing section and one Treasurer fee was added. 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.
- h. Consideration of Resolution 2016-08 Declaring Roosevelt County a Disaster Area - County Manager Amber Hamilton stated this is the first step in recovery of funds spent during the blizzard emergency. Emergency Manager Keith Wattenbarger gave a report on actions taken during the emergency. 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.
- i. Consideration of Resolution 2016-09 Creating a Detention Center Pay Plan - Human Resource Administrator Becky White stated this pay plan is modeled after the Sheriff's office. 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.

Contracts - Agreements - Procurements:

- a. Ratification of Contract for Emergency Procurement of 924K Front End Loader Caterpillar with Wagner Equipment Company - County Manager Amber Hamilton stated this short term lease began December 28th and terminates in one month. Wagner agreed to a lease at half the original rate, for a total of \$2,234.50. 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.
- b. Ratification of Contract for Emergency Procurement of 950 Front End Loader Caterpillar with Gary Cater - County Manager Amber Hamilton stated the length of this lease is one week at a rate of \$900.00. Gary Cater ran the dozer at no cost to the county. Motion to ratify was made by Commissioner Lewis Shane Lee 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.
- c. Ratification of Contract for Emergency Procurement of 644B Front End Loader John Deere with ABC Recyclers, LLC - County Manager Amber Hamilton stated the length of this lease is also one week at a rate of \$125.00 per hour which included the operator Marlin Essary. Motion to ratify 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.
- d. Ratification of Contract for Emergency Procurement of D7 Caterpillar Dozer with CRT Crushing/Gilman Inc. - County Manager Amber Hamilton stated the length of this lease is up to four weeks at a rate of \$150.00 per hour. A loader was donated by CRT Crushing for one week at no cost. 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.
- e. Discussion and Possible Action Regarding Employment Contract for Detention Center Staff - Human Resource Administrator Becky White stated the employment contract for the detention center is a modified copy of the Sheriff's employment contract. The term of the contract is one year and two weeks. This contract will be applicable to current employees as well as new hires. 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.

Executive Session:

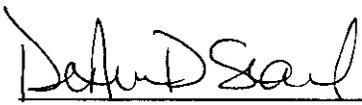
Motion to go into Executive Session was made at 11:01 a.m. by Commissioner Paul Grider with a second from Commissioner Jake Lopez. Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Jake Lopez - Yes, Commissioner Gene Creighton - Yes, Commissioner Paul Grider - Yes. Those 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 11:41 a.m. 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.

No Action Needed, No Action Taken

Media Communication: None.

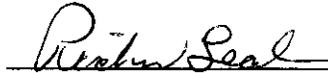
Adjourn: Meeting adjourned at 11:42 a.m.

ATTEST:



DeAun D Searl
County Clerk

BOARD OF ROOSEVELT
COUNTY COMMISSIONERS



Richard Leal
Commission Chairman

