

Monday, April 7, 2020
Teleconference
Roosevelt County
Portales, New Mexico 88130

The Roosevelt County Commission met in regular business meeting on Tuesday, April 7, 2020, at 9:00 a.m. via Teleconference with those present being: Commissioner Paul Grider, Commissioner Tina Dixon, Commissioner Matthew Hunton, Commissioner Dennis Lopez, Commissioner Lewis Shane Lee, County Manager Amber Hamilton, County Attorney Randy Knudson, County Clerk Stephanie Hicks, Treasurer Layle Sanchez, Finance Administrator Lilly Rivera, Road Superintendent Ricky Lovato, RCDC Administrator Justin Porter, GIS Technician Johnny Montiel, Lieutenant Javier Sanchez, Robert Cordova & Rufino Rodriguez with Cordova CPA's LLC, NMC Bonnie Cummings, Chamber of Commerce Executive Director Carl Terry, Gene McMath and Eastern New Mexico News Peter Stein. Call to Order - Commissioner Hunton at 9:08 a.m.
Invocation - County Manager Hamilton

Approval of Agenda:

Motion to approve agenda was made by Commissioner Grider with a second from Commissioner Lee. Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes, Commissioner Grider-Yes.

Approval of Minutes:

Motion to approve minutes of the March 9, 2020 was made by Commissioner Lee with a second from Commissioner Hunton. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

Approval of Accounts Payable/Payroll:

Motion to approve accounts payable and payroll March 1-31, 2020 was made by Commissioner Lopez with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

Public Requests: Mr. Terry ask the commission to approve Resolution 2020-11.

Elected Officials/Department Heads Report:

Treasurer: Treasurer Sanchez reported payment of taxes is due April 10 – May 11, 2020 and there would not be an extension to these dates. There is a drop box in the parking lot where payments can be made. As of this meeting the general fund balance is \$3,107,347.

Detention: Facility count is 41 (35 males and 62 females) with 6 being from out of county, 49 bookings and 71 releases for the month of March 2020, and \$24,000.00 total billed. Facility Maintenance: shower in booking is being modified to be ADA compliant and the holding cell has 2 new bunks. Academy Training: Three have graduated from the academy and one is attending now. COVID-19 Updates: enhanced cleaning/disinfecting and hygiene practices; new deep cleaning machine – which will spray and clean walls; training and education for staff and detainees concerning cleaning and hygiene safety; proactive screening of staff and detainees daily; changes to intake and housing procedures consisting of medical screening, feeding on disposal trays for those with signs of sickness. Meetings with the courts, attorneys and law enforcement agencies about changes to the process. All entities were in agreement, with results in reduction of detainee population. Administrator Porter is a part of weekly meeting with local and state OEM, county manager and detention leadership. These meetings are to stay up to date with trends and recommended changes.

Presentation and Acknowledgement of 3rd Qtr. Restrictive Housing Report:

Zero Restrictive Detainees January - March, 2020

Healthcare: Motion to go into Indigent Board Meeting was made at 9:23 a.m. by Commissioner Hunton with a second from Commissioner Lee. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes. Manager Hamilton reported 10 claims were filed in the amount of \$7,064.71 with a recommendation to approve 9 claims in the amount of \$5,701.71 and to deny 1 claim due to out of county detainee. Motion to come out of Indigent Board Meeting was made at 9:24 a.m. by Commissioner Hunton with a second from Commissioner Dixon. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes. Motion to approve the recommended 9 claims was made by Commissioner Lee with a second from Commissioner Hunton. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

Road: Road Superintendent Lovato reported his crew finished the caliche work April 2 on SRR J, 2 miles south of NM 458. They partnered with Charles Bennett, White Rock Crushing and Matmown LLC. Next is SRR AF as part of LGRF 2020 Caps. The rest of the crews are doing routine maintenance. Both Commissioners Lee and Grider thanked Lovato for a job well done.

Manager: Manager Hamilton reported she has been very busy regarding the COVID-19 issues and working on the FY20 budget. She had a conference call with Department of Tax and Revenue concerning projected numbers. These numbers will have a large impact on the FY20 budget. Departments are working on their budgets and the workshops will be held by teleconference.

Commissioners: Commissioner Grider thanked everyone for working together to get Roosevelt County through this tough time. Commissioner Dixon thanked all department heads for working together, Commissioner Lee reported there is a dumping problem south of town with the dumping of trees. Commissioners Hunton and Dixon thanked GIS Technician Montiel and Manager Hamilton for keeping the commission up to date on all county activity concerning the COVID-19 issues.

April 7, 2020

Resolutions - Ordinances - Proclamations:

- a. **Consideration of Resolution 2020-10 Acceptance and Approval of the FY19 Annual Financial Audit:** Mr. Cordova & Mr. Rodriguez reported FY19 audit began in July 2019, exit conference November 2019 and the audit was released January 13, 2020. The audit report can be found at saonm.org and found in Reports>Search>Roosevelt County. This audit was for a FY19 risk case approach, unmodified opinion, is the county free of material mistakes and to determine if the county is compliant. The County did have one finding specific to the Sheriff's Office. The commission has a role in correcting that finding as designated in the audit report. Motion to approve was made by Commissioner Lopez with a second from Commissioner Dixon. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.
- Due to this meeting being via teleconference we will not have actual signatures, but instead all documents will have an electronic signature.
- b. **Consideration of Resolution 2020-11 Declaring Roosevelt County, New Mexico to be an Emergency Area as a Result of COVID-19; Authorizing the County Manager to Modify the County Personnel Policy and Establish Emergency Policies in Response to the COVID-19 Emergency; Ratifying Action Previously Taken; and Authorizing Other Appropriate Measures:** Motion to approve was made by Commissioner Grider with a second from Commissioner Lee. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.
- c. **Consideration of Resolution 2020-12 Transferring Account Funds from the Roosevelt County Sheriff's Reserve Account into the General Fund:** It was stated this fund was earmarked for Sheriff Reservists, which no longer exists. The money is being transferred to the general fund, so that this account can be closed. This makes for a clearer account of county monies. Motion to approve was made by Commissioner Lopez with a second from Commissioner Hunton. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.
- d. **Consideration of Resolution 2020-13 Budget Adjustment for 3rd Quarter Financial Reports:** Motion to approve was made by Commissioner Lopez with a second from Commissioner Dixon. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

Contracts - Procurements - Agreements:

- a. **Request for Award of RFP 2020-06 for Fairgrounds Drainage and ADA Planning and Engineering to Lydick Engineers:** Commissioner Hunton stated this RFP is still in negotiations. Motion was made by Commissioner Hunton to table till the May 5th meeting seconded by Commissioner Lopez. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.
- b. **Request for Award of ITB 2020-08 for Two Used Semi Trucks to Bruckner Truck Sales for Roosevelt County Road Department:** Superintendent Lovato is in favor this award. Motion to approve was made by Commissioner Lee with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.
- c. **Request for Approval of Contract Renewal for Purchase of Crushed Caliche with White Rock Crushing:** Manager Hamilton stated this is a renewal and no increase in bid. Robert Maldonado would like to continue to support the county. Hamilton extended appreciation to Mr. Maldonado. Motion to approve was made by Commissioner Dixon with a second from Commissioner Lee. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.
- d. **Request for Approval of Professional Services Agreement with Quick Med Claims for EMS Services:** Motion to approve was made by Commissioner Lee with a second from Commissioner Dixon. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.
- e. **Request for Approval of Professional Services Agreement for Mass Notification with Hyper Reach:** Motion to approve was made by Commissioner Dixon with a second from Commissioner Hunton. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.
- f. **Request for Ratification of Law Enforcement Protection Funds Application Submission:** Manager Hamilton stated that due to lack of a meeting prior to the deadline we are requesting a ratification. Motion to approve was made by Commissioner Dixon with a second from Commissioner Lee. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

Media Communication: None

Adjourn: Meeting adjourned at 10:22 a.m.

ATTEST:


Stephanie Hicks
County Clerk

BOARD OF ROOSEVELT
COUNTY COMMISSIONERS

Minutes Approved at Teleconference
Matthew Hunton
Commission Chairman

