

December 5, 2017
County Commission Room
Roosevelt County Courthouse
Portales, New Mexico 88130

The Roosevelt County Commission met in regular business meeting Tuesday, December 5, 2017, at 9:00 a.m. in the County Commission Room in the Roosevelt County Courthouse with those present being: Commissioner Paul Grider, Commissioner Gene Creighton, Commissioner Matthew Hunton, Commissioner Lewis Shane Lee, Commissioner Dennis Lopez, County Manager Amber Hamilton, County Clerk DeAun Searl, Chief Deputy Stephanie Hicks County Attorney Randy Knudson, Sheriff Malin Parker, Road Superintendent Ricky Lovato, RCDC Administrator Justin Porter, GIS Technician Johnny Montiel, Treasurer Layle Sanchez, Human Resource Administrator Debra Olds, Officer Brehn Brown, Officer Brad Johnson, Lieutenant Chris Sotelo, Lieutenant Shayla Ramsey, Jimmy Parrish and PNT Staff Writer Editor Eamon Scarbrough.

Call to Order - Chairman Paul Grider at 9:00 a.m.

Invocation - Commissioner Gene Creighton

Pledge - Chairman Paul Grider

Approve Agenda:

Motion to approve agenda was made by Commissioner Lewis Shane Lee with a second from Commissioner Gen Creighton. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Matthew Hunton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Dennis Lopez - Yes.

Approve Minutes:

Motion to approve minutes of 11-07-2017 Regular Meeting and 11-21-2017 Road Workshop was made by Commissioner Gene Creighton with a second from Commissioner Matthew Hunton. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Matthew Hunton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Dennis Lopez - Yes.

Approval of Accounts Payable and Payroll:

Motion to approve accounts payable and payroll from 10-1-17 through 10-31-17 and 11-01-17 through 11-30-17 was made Commissioner Gene Creighton with a second from Commissioner Dennis Lopez. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Matthew Hunton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Dennis Lopez - Yes.

Public Requests:

Roosevelt County resident Jimmy Parrish presented the commission with Roberts Rules and questioned the commission on the order of the meetings. He also asked if the detainees paid for phone calls. RCDC Administrator Justin Porter answered his question.

Informational Items: None.

Elected Officials/Department Heads Report:

- a. Assessor - Not present.
- b. Clerk - County Clerk DeAun Searl reported 2 new computers have been installed in her office in preparation for the new statewide voter registration system, which will go live on December 7th. Preparations are under way for the Municipal Elections. The staff is being kept very busy by scanning older record books into Tyler.
- c. Sherriff - Sheriff Malin Parker reported business as usual.
- d. Treasurer - Layle Sanchez reported being very busy with collecting taxes which are 30% collected. Monday the 11th will be the last day to pay taxes without penalty.
- e. Detention - RCDC Administrator Justin Porter reported 62 in custody, 14 female, 48 male, 6 out of county, 3 males in special management. There were 61 intakes and 74 releases. The detainees on work detail have worked 1,000 hours with a cost savings to the county of about \$10,000. There is 1 employee in the training process, which will bring the center to full staff. Preparations for the 3 year re-accreditation is under way. A surprise inspection by the Department of Health turned up only 2 minor infractions, over all a very positive inspection. Plaques of recognition were given to Officer Brehn Brown and Officer Brad Johnson for outstanding job performance.
- f. Road - Road Superintendent Ricky Lovato reported his crews are working on LGRF projects. Cattle guards on S RR 32, 34, & 35 are being maintained. Routine maintenance is also underway.
- g. Manager - County Manager Amber Hamilton reported the request for proposal for management of the Enterprise Center are due today. The audit is complete and submitted on time to the state. Training on the new state software for budget and resolution uploads has been completed by Finance Specialist Toni Williamson and herself.
- h. Commissioners - Commissioner Dennis Lopez requested County Manager Amber Hamilton to attend a conference call with Hampton Farms.

New Business:

- a. Discussion and Consideration of Permanent Easement Agreements Pertaining to S RR Q ½ - GIS Technician Johnny Montiel stated these easements granted permanent access to S RR Q ½ between S RR 6 ½ and S RR 7 to the 3 residents impacted by the future road closure. Motion to approve the easements was made by Commissioner Lewis Shane Lee with a second from Commissioner Dennis Lopez. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Matthew Hunton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Dennis Lopez - Yes.
- b. Discussion and Consideration of Easement Agreement with Midfirst Bank - GIS Technician Johnny Montiel stated these easements are an update from the 2006 easements and are required in order for the bank to process the ownership transactions. Motion to approve easements was made by Commissioner Dennis Lopez with a second from Commissioner Lewis Shane Lee. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Matthew Hunton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Dennis Lopez - Yes.
- c. Request for Approval of Asset Disposal of K-9 and all Training Tools and Items Associated with K-9 - Sheriff Malin Parker requested to only retire the current K-9 dog and keep all the tools for the next K-9 unit. Motion to approve disposal via retirement of K-9 dog was made by Commissioner Lewis Shane Lee with a second from Commissioner Matthew Hunton. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Matthew Hunton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Dennis Lopez - Yes.
- d. Discussion and Request for Approval of Detention Center Naloxone Policy - RCDC Administrator Justin Porter stated Roosevelt County is the one of the counties involved in the pilot program of naran and naloxone drugs. The policy was created in order to define procedure and guidelines on how to administer the program and limit the liability to the county. Motion to approve policy was made by Commissioner Lewis Shane Lee with a second from Commissioner Dennis Lopez. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Matthew Hunton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Dennis Lopez - Yes.
- e. Discussion of Insurance Premiums for 2018 and Selection of Deductible Amounts – County Manager Amber Hamilton stated the premium for the multi-line pool would be increasing by 8% and the law enforcement premium would increase by 9%, recommending that the deductibles stay the same as previous years. Motion to approve was made by Commissioner Dennis Lopez with a second from Commissioner Paul Grider. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Matthew Hunton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Dennis Lopez - Yes.
- f. Discussion and Request for Approval of 2018 Capital Outlay Request Listing – County Manager Amber Hamilton stated the current listing is; 1- various road improvements \$870,000, 2- Courthouse renovations - \$1 million, 3- 2017 road disaster and rehabilitation \$750,000, 4- Upgrade for road equipment \$285,000 and 5- Detention Center Upgrades \$60,000. Motion to approve listing was made by Commissioner Lewis Shane Lee with a second from Commissioner Paul Grider. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Matthew Hunton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Dennis Lopez - Yes.

Resolutions – Ordinances – Proclamations:

- a) Notice of Intent for Consideration of Ordinance 2017-07 Roosevelt County Personnel Policy – Human Resource Administrator Debra Olds stated various changes including; adding fitness for duty, modifying progressive discipline, mandatory direct deposit and holiday pay equalization. Motion to approve notice was made by Commissioner Gene Creighton with a second from Commissioner Dennis Lopez. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Matthew Hunton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Dennis Lopez - Yes.

Contracts - Agreements - Procurements:

- a) Request for Approval of Facility Agreement with NUMI Financial for Card Program at the Detention Center - RCDC Administrator Justin Porter stated this agreement would allow detainees to continue to receive a debit card instead of a paper check for the balance of their in house account at release. Motion to approve was made by Commissioner Dennis Lopez with a second from Commissioner Lewis Shane Lee. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Matthew Hunton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Dennis Lopez - Yes.
- b) Request for Approval of Master Services Agreement with Professional Document Services, Inc. - County Clerk DeAun Searl stated this agreement would allow the clerk's office stay compliant with state statute in regards to the microfilming of all documents recorded. Motion to approve was made by Commissioner Gene Creighton with a second from Commissioner Matthew Hunton. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Matthew Hunton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Dennis Lopez - Yes.

Media Communication: None.

Executive Session:

Motion to enter into Executive session was made at 10:01 a.m. by Commissioner Matthew Hunton with a second from Commissioner Lewis Shane Lee. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes, Commissioner Dennis Lopez - Yes. Those present were Commissioner Paul Grider, Commissioner Gene Creighton, Commissioner Lewis Shane Lee, Commissioner Matthew Hunton, Commissioner Dennis Lopez, County Manager Amber Hamilton, Sheriff Malin Parker and County Attorney Randy Knudson. Sheriff Malin Parker was present for a portion of the executive session. Motion to adjourn from executive session was made at 10:33 a.m. by Commissioner Matthew Hunton with a second from Commissioner Dennis Lopez. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes, Commissioner Dennis Lopez - Yes.

Meeting was recessed at 10:34 a.m. and called back into order at the Roosevelt County Detention Center at 10:53 a.m. Those in attendance were Commissioner Paul Grider, Commissioner Gene Creighton, Commissioner Lewis Shane Lee, Commissioner Matthew Hunton, County Manager Amber Hamilton and City of Portales Manager Sammy Standefer. A brief walk through of the facility was performed.

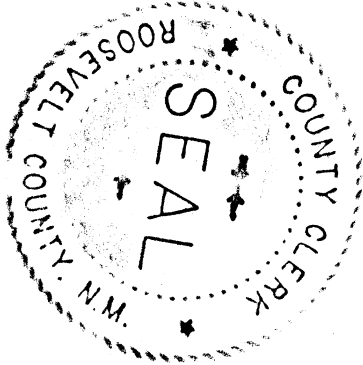
Adjourn: Meeting adjourned at 11:58 a.m.

ATTEST:

Stephanie Harris

DeAun D Searl
County Clerk

Chief Deputy County Clerk



BOARD OF ROOSEVELT
COUNTY COMMISSIONERS

Paul Grider

Paul Grider
Commission Chairman

