

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

The Roosevelt County Commission met in regular business meeting Tuesday, September 7, 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 Lewis Shane Lee, Commissioner Matthew Hunton, County Manager Amber Hamilton, County Clerk DeAun Searl, Chief Deputy Stephanie Hicks, County Attorney Randy Knudson, Sheriff Malin Parker, Treasurer Layle Sanchez, GIS Technician Johnny Montiel, Human Resource Administrator Debra Olds, Road Superintendent Ricky Lovato, RCDC Administrator Justin Porter, Manager of the Courts Kevin Spears, Roy Kiker, DeShawn Osborn and PNT Staff Writer Editor Eamon Scarbrough. Absent was Commissioner Dennis Lopez.

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 Gene Creighton 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.

**Approve Minutes:**

Motion to approve minutes of 08-15-2017 Regular Meeting was made by Commissioner Lewis Shane Lee with a second from Commissioner Matthew Hunton. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes.

**Public Requests:** None.

**Elected Officials/Department Heads Report:**

- a. Detention - RCDC Administrator Justin Porter reported 73 in custody, 18 female, 55 male, none in special management. There were 88 intakes and 105 releases with no errors, with an average population of 79. The Detention Center passed an inspection performed by the Fire Marshal. One new hire beginning training today and three more beginning on Monday, which will bring the center up to fully staffed. The center was without water service for three days and with the help of the road department the facility continued to run. Also several detainees were able to help out at the fairgrounds during the water outage. One citizen's complaint concerning a phone not working properly.
- b. Risk Management - Human Resource Administrator Debra Olds reported on behalf of the Safety Committee. The six month review was received from James Chavez from NMAC. The review stated that in the last three years Roosevelt County has had an average per year of 9 work comp claims, 8 multi-line claims, 2.3 auto claims and 6.3 law enforcement claims. Since instituting the RAP program the claims have been thus: 4 work comp, 4 multi-line, 0 auto and 1 law enforcement. This is on target to meet our goal of decrease by 10%.
- c. Road - Road Superintendent Ricky Lovato reported all blades running especially on school bus routes. One blade not running but will be repaired today.
- d. Manager - County Manager Amber Hamilton reported state officials will be traveling Roosevelt County roads to view the damage in the disaster declaration turned in to FEMA. Milnesand received a rating of an ISO of 5, Chief John Mohon started 17 years ago with a rating of 9. Arch is still waiting on a rating. DFA has approved the final FY18 budget.
- e. Commissioners - None.

**New Business:**

- a. Board of Finance Meeting - Motion to go into Finance Meeting was made by Commissioner Lewis Shane Lee with a second from Commissioner Paul Grider. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes. Treasurer Layle Sanchez presented the board with an investment portfolio summary which highlighted the fees that Roosevelt County is paying on the investments. These fees are greater than the return on the investments. A recommendation from Treasurer Layle Sanchez was to transfer management of the portfolio to a company that will not charge fees. Motion to adjourn from Finance Meeting was made by Commissioner Gene Creighton with a second from Commissioner Matthew Hunton. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes.
- b. Request for Approval for Treasurer to Transfer \$320,000 to Moreton Capital Markets, LLC - Treasurer Layle Sanchez requested to transfer funds for investment. The reserve funds will remain above the 2 million requirement. Motion to approve was made by Commissioner Matthew Hunton with a second from Commissioner Gene Creighton. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes.
- c. Consideration of Road Closure of S RR Q ½ from 6 ½ and SRR 7; Phase I of Q ½ Road Closure Project - Road Superintendent Ricky Lovato requested approval to begin the process of ordering equipment for Phase 1 of closing S RR Q 1/2. Phase I includes break away signage, rumble strips, solar beacon lights and a gate. Phase II pertains to ordering the railing. Phase III would complete the closure by installing the railing. Motion to close S RR Q ½ at the City Water turn-out to S RR 6 ½ as Phase I was made by Commissioner Lewis Shane Lee with a second from Commissioner Gene Creighton. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes.

- d. Request of Road Closure in District V: SRR AO for 2.28 miles between SRR 7 and SRR 9 and SRR 8 for 2.01 miles between S RR AM and S RR AO; and Appointment of Road Viewer Committee - Road Superintendent Ricky Lovato requested the appointment of Dave Nash, Clovis Grey and Lindell Thompson as road views. Motion to approve the appointment was made by Commissioner Gene Creighton with a second from Commissioner Paul Grider. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes.
- e. Discussion of Drainage Issues on S RR 8 between S RR Q and S RR P - Road Superintendent Ricky Lovato stated control of the drainage of brown water runoff into the playa has been requested. GIF Technician Johnny Montiel stated that he spoke with Brian Shaw with the EPA and a permit was issued to the City of Portales in 2015. Commission requested formal communication begin with City of Portales pertaining to the control of water flow into the playa.
- f. Consideration of Road Department Restructuring - Road Superintendent Ricky Lovato stated restructuring the blade routes from 5 to 7 routes would alleviate the burden of miles per blade and allow more blading to be performed per year. The request for one full-time and one temporary employee (max of 9 months) with no negative impact on the budget, the funds would come from the cash reserves. Motion to approve new organizational chart for the road department was made by Commissioner Paul Grider 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.
- g. Request for Approval of Modified Detention Center Organizational Chart - RCDC Administrator Justin Porter requested adding two part time employees to his organizational chart to help elevate the time strain during the hiring and training process, with no negative impact to the budget as the funds would come out of the personnel and overtime funds. Motion to approve new organizational chart for the detention center was made by Commissioner Lewis Shane Lee with a second from Commissioner Matthew Hunton. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes.
- h. Review of Letter from Ninth Judicial Chief District Judge Drew Tatum - Sheriff Mail Parker stated that in order to accommodate the request for security a screening could be added to the transport officers job description and certifications. One transport officer position added to the sheriff's organizational chart will have the smallest impact on the budget at approximately \$50,000 to 55,000. No action taken.
- i. Request for Approval of Asset Disposal of 2003 Dodge 1500 Pick-up by Sheriff's Office - Sheriff Malin Parker requested to add this vehicle to the disposal list. Motion to approve was made by Commissioner Paul Grider 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.

#### **Resolutions - Ordinances - Proclamations:**

- a. Public Hearing Regarding 2017-06 Subdivision Regulation - Motion to enter into Public Hearing was made by Commissioner Matthew Hunton with a second from Commissioner Gene Creighton. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes. GIS Technician Johnny Montiel stated changes included grammatical changes and the removal of the planning board. No public input. Motion to adjourn from Public Hearing was made by Commissioner Lewis Shane Lee with a second from Commissioner Gene Creighton. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes.
- b. Consideration of 2017-06 Subdivision Regulation Ordinance - Motion to approve was made by Commissioner Matthew Hunton with a second from Commissioner Paul Grider. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes.
- c. Request for Approval of Resolution 2017-45 Adopting a Social Media Policy for Roosevelt County - Human Resource Administrator Debra Olds stated the policy guides employees concerning social media. Motion to approve was made by Commissioner Gene Creighton with a second from Commissioner Paul Grider. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes.
- d. Request for Approval of Resolution 2017-46 Supporting the 2018 Legislative Priorities of NMAC - County Manager Amber Hamilton stated NMAC requests support from county commissions. Motion to approve was made by Commissioner Lewis Shane Lee with a second from Commissioner Paul Grider. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes.
- e. Request for Approval of Resolution 2017-47 Adopting an ICIP for Roosevelt County Senior Center - County Manager Amber Hamilton stated as the fiscal agent for the Senior Center the ICIP plan needed commission approval. Motion to approve was made by Commissioner Paul Grider 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.

#### **Contracts - Agreements - Procurements:**

- a. Request for Approval of Professional Services Agreement with Soulder, Miller & Associates for Roosevelt County Road Department - Road Superintendent Ricky Lovato stated this agreement is for the assessment of the fuel island. Motion to approve was made by Commissioner Lewis Shane Lee with a second from Commissioner Matthew Hunton. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes.
- b. Request for Approval of Maintenance Services Agreement Renewal with Accurate Controls, Inc. for Roosevelt County Detention Center - RCDC Administrator Justin Porter stated this contract is for the electronic doors and surveillance. Motion to approve was made by Commissioner Lewis Shane Lee with a second from Commissioner Gene Creighton. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes.

**Media Communication:** None.

5 Minute recess

**Executive Session:**

Motion to enter into Executive session was made at 10:52 a.m. by Commissioner Paul Grider with a second from Commissioner Gene Creighton. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Matthew Hunton - Yes. Those present were Commissioner Paul Grider, Commissioner Gene Creighton, Commissioner Matthew Hunton, Commissioner Lewis Shane Lee, County Manager Amber Hamilton and County Attorney Randy Knudson. Motion to adjourn from executive session was made at 11:13 a.m. by Commissioner Paul Grider with a second from Commissioner Matthew Hunton. Commissioner Paul Grider - Yes, Commissioner Gene Creighton - Yes, Commissioner Matthew Hunton - Yes, Commissioner Lewis Shane Lee - Yes.

**No Action Needed, No Action Taken**

**Adjourn:** Meeting adjourned at 11:14 a.m.

ATTEST:



DeAun D Searl  
County Clerk

BOARD OF ROOSEVELT  
COUNTY COMMISSIONERS



Paul Grider  
Commission Chairman

