

January 6, 2015
Portales Municipal School District Board Room
LC Cozzens Administrative Offices Building
Portales, New Mexico 88130

The Roosevelt County Commission met in regular business meeting Tuesday, January 6, 2015, at 9:00 a.m. in the Portales Municipal School District Board Room, LC Cozzens Administrative Offices Building with those present being: Commissioner Kendell Buzard, Commissioner Richard Leal, Commissioner Jake Lopez, Commissioner Lewis Shane Lee, Commissioner Gene Creighton, County Manager Amber Hamilton, Executive Assistant Laci Taylor, HR Administrator Becky White, County Clerk DeAun Searl, Clerk Chief Deputy Stephanie Hicks, Treasurer Layle Sanchez, Assessor George Beggs, Assessor Chief Deputy Stevin Floyd, Road Superintendent Ricky Lovato, GIS Technician Johnny Montiel, County Attorney Rick Queener, Capital Projects/Grants/Healthcare Administrator Mandi Park, Sheriff Malin Parker, Under Sheriff Darren Hooker, Roosevelt County Detention Center Administrator David Casanova, USDA Wildlife Specialist Cliff Rupert, Stan Livengood, Pastor Gary Piepkorn, PNT Managing Editor Alisa Boswell, KVII Videographer Adria Iraheta and EPCOG representative Sandy Chancey.

Call to Order - Commissioner Kendell Buzard at 9:02 a.m.
Invocation - Pastor Gary Piepkorn
Pledge - Sheriff Malin Parker

Elect Chairman

County Attorney Rick Queener opened the floor for nominations for Commission Chairman for the 2015 year. Motion was made by Commissioner Rick Leal to nominate Commissioner Kendell Buzard with a second from Commissioner Lewis Shane Lee. Motion to cease nominations was made by Commissioner Jake Lopez with a second from Commissioner Gene Creighton. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes. A vote by acclamation to elect Commissioner Kendell Buzard as 2015 Chairman was called. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes.

Elect Vice-Chairman

Motion was made by Commissioner Lewis Shane Lee to nominate Commissioner Jake Lopez with a second from Commissioner Gene Creighton. Motion to cease nominations was made by Commissioner Jake Lopez. Vote by acclamation was made by Commissioner Kendell Buzard to elect Commissioner Jake Lopez as 2015 Vice-Chairman. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes.

Approve Agenda:

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

Approve Minutes:

Motion to approve Minutes of 12-16-2014 Regular Meeting was made by Commissioner Jake Lopez with a second from Commissioner Lewis Shane Lee. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes.

Approve Accounts Payable and Payroll:

Motion to Approve Accounts Payable and Payroll from 12-17-2014 through 1-6-2015 was made by Commissioner Jake Lopez with a second by Commissioner Richard Leal. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Gene Creighton - Yes, Commissioner Lewis Shane Lee - Yes.

Informational Items:

County Manager Amber Hamilton reminded everyone of a Public Hearing meeting held by the City of Portales concerning the water rate increases scheduled for January 6 at 5:30 p.m. at the Memorial Building.

Public Requests: None.

Elected Officials/Department Heads Report:

- a. USDA Wildlife Specialist - USDA Wildlife Specialist Cliff Ruppert reported on his quarterly report for October through December. Total acreage worked is 80,925 acres, total properties worked is 18, total hours worked 565, total loss reported at \$6,352, total loss verified \$33,166, total number of samples taken 42. New samples include bird sampling. Current work includes 2 ranches east of Lingo, 1 south of Dora, 1 north of Floyd, 1 in Arch, 1 south of Portales and 1 in Elida.
- b. Assessor - Assessor George Beggs reported his office is doing year end clean up and preparing for start of 2015.
- c. Healthcare Assistance and Capital Projects - Administrative Assistant Mandi Park reported working with DFA (Department of Finance Administration) on CDBG (Community Development Block Grant) to get the RFP published for the architect. The comprehensive plan project is on hold awaiting an answer from NMFA. The annual report for healthcare will be prepared and ready next month.
- d. RCCDC - RCCDC Director Stan Livengood reported the continued effort to bring Natural Chem into the Industrial Park. Natural Chem representatives will be in Portales on February 16, 2015. Natural Chem is looking for a \$1.5 to 2 million construction loan.
- e. Treasurer - Treasurer Layle Sanchez reported that her office is working on December statements.
- f. Sheriff - Sheriff Malin Parker presented the commission with a call log of the last 2 months to emphasize the amount of calls his deputies field in lieu of taking meeting time.
- g. Detention - RCDC Administrator David Casanova reported 63 inmates, 1 from Quay County and 4 unfilled positions.
- h. Clerk - County Clerk DeAun Searl reported voter registration books will be closing at 5 p.m. today and absentee voting will begin in the Clerk's office on Friday, January 9th for the school board elections.
- i. Road - Road Superintendent Ricky Lovato reported being very busy clearing snow. The two crews working on LGRF projects were pulled from those projects to clear snow. The school bus routes were the first to be cleared and are complete.
- j. Manager - County Manager Amber Hamilton reported a special meeting has been scheduled for January 15, 2015 to address budget issues. A minimum of 5% deficiency in revenue has been identified. Department heads and elected officials have been asked to have suggestions for budget reductions. The county administration offices will be open during the noon hour starting January 12 to provide better customer service. A representative from DFA will be on-site to help the county resolve the budget issues in late January. The surety bond from EDF has been sent and meetings with Alan Cowen are being scheduled. Williamson reported a 90% completion of the basement along with a request to close the parking lot for crane work during the last week of January.

Old Business: None.

New Business:

- a. Discussion and Possible Action of FY 2016 EMS Annual Service Report for Milnesand Volunteer Fire Department - Administrative Assistant Mandi Park stated a,b,c and d were closely related and are an annual review and are formula funded grants. The applications are in order and are recommended for approval. Motion to approve was made by Commissioner Jake Lopez with a second from Commissioner Lewis Shane Lee. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Gene Creighton - Yes.
- b. Discussion And Possible Action of FY 2016 EMS Fund Act Local Funding Program Application for Milnesand Volunteer Fire Department - Motion to approve was made by Commissioner Gene Creighton with a second from Commissioner Jake Lopez. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Gene Creighton - Yes.

- c. Discussion And Possible Action of FY 2016 EMS Annual Service Report for Arch Volunteer Fire Department - Motion to approve was made by Commissioner Lewis Shane Lee with a second from Commissioner Jake Lopez. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Gene Creighton - Yes.
- d. Discussion and Possible Action of FY 2016 EMS Fund Act Local Funding Program Application for Arch Volunteer Fire Department - Motion to approve was made by Commissioner Jake Lopez with a second from Commissioner Kendell Buzard. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Gene Creighton - Yes.
- e. Discussion and Possible Action to Amend the Roosevelt County 2015 Calendar - County Manager Amber Hamilton stated that due to the budget constraints, the retreat will be canceled and needed to be removed from the calendar and the pay dates have been corrected as well. Motion to approve was made by Commissioner Richard Leal with a second from Commissioner Jake Lopez. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Gene Creighton - Yes.
- f. Appoint a Representative for EPCOG to Serve for the Remainder of this Fiscal Year - County Manager Amber Hamilton stated Commissioner Jake Lopez volunteered to be the representative. Motion to appoint Jake Lopez as representative with Lewis Shane Lee as alternate was made by Commissioner Kendell Buzard with a second from Commissioner Gene Creighton. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Gene Creighton - Yes.

Resolutions – Ordinances – Proclamations:

- a. Discussion and Possible Action to Approve Resolution 2015-25 Temporary Moratorium on Hiring for Remaining Fiscal Year 2015 - County Manager Amber Hamilton stated the county is facing a minimum of a \$500,000 budget deficit. This resolution would require commission board approval to create new positions or fill vacant positions. Motion to approve was made by Commissioner Jake Lopez with a second from Commissioner Lewis Shane Lee. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Gene Creighton - Yes.
 - A. Discussion and Possible Action on Hiring Moratorium, Attrition and Position Justification Policy - County Manager Amber Hamilton stated this policy change would expire June 30th of this year. Motion to approve was made by Commissioner Jake Lopez with a second from Commissioner Kendell Buzard. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Gene Creighton - Yes.
- b. Discussion And Possible Action to Approve Resolution 2015-26 Open Meetings Act - County Manager Amber Hamilton stated this resolution is an annual review with a change to section 6 which deals with abstaining from voting. Motion to approve was made by Commissioner Lewis Shane Lee with a second from Commissioner Jake Lopez. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Gene Creighton - Yes.
- c. Discussion and Possible Action to Approve Resolution 2015-28 for Public Participation at Roosevelt County Commission Meetings - County Manager Amber Hamilton stated this resolution would address the public participation and protect the order and conduct of commission meetings. Motion to approve was made by Commissioner Richard Leal with a second from Commissioner Jake Lopez. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Gene Creighton - Yes.
- d. Discussion and Possible Action to Approve Resolution 2015-27 to Amend Roosevelt County Personnel Ordinance 2007-03 to Establish the Pay Period to run from 12:00 a.m. Sunday through 11:59 p.m. Fourteen Days Following - HR Administrator Becky White stated this resolution would move the pay period to run from Sunday to Saturday. Currently the pay period runs from Tuesday to Wednesday. This change allows additional time to process payroll. Motion to approve was made by Commissioner Jake Lopez with a second from Commissioner Gene Creighton. Commissioner Kendell Buzard - Yes,

Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Gene Creighton - Yes.

Contracts – Agreements – Procurements:

- a. Discussion and Possible Action for Participation in the Cannon Community Partnership Initiative - County Manager Amber Hamilton stated this item had been brought before the board in November and voted to wait until the two newly elected commissioners were seated to proceed. Motion to approve was made by Commissioner Jake Lopez with a second from Commissioner Gene Creighton. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Gene Creighton - Yes.
 1. Appoint a Representative to attend the Cannon Community Partnership Initiative Meetings - Motion to nominate Gene Creighton was made by Commissioner Jake Lopez with a second from Commissioner Kendell Buzard. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Gene Creighton - Yes.
- b. Discussion and Possible Action on Intergovernmental Service Agreement Between Curry and Roosevelt Counties for Housing Juvenile and Adult Inmates - County Manager Amber Hamilton stated Mr. Pile from Curry County sent this agreement for housing inmates in Curry County after the rates were increased. The cost to house adults has risen to \$75.00 per day and juveniles has risen to \$200.00 per day. Motion to table to renegotiate contract until the February 3rd commission meeting was made by Commissioner Richard Leal with a second from Commissioner Lewis Shane Lee. Commissioner Kendell Buzard - Yes, Commissioner Jake Lopez - Yes, Commissioner Richard Leal - Yes, Commissioner Lewis Shane Lee - Yes, Commissioner Gene Creighton - Yes.

Media Communication:


PNT Managing Editor Alyssa Boswell stated she would like to maintain a healthy relationship with Roosevelt County. KVII Videographer Adria Iraheta introduced herself as the KVII media for this area.

Adjourn - Meeting adjourned at 10:50 a.m.

ATTEST:

BOARD OF ROOSEVELT
COUNTY COMMISSIONERS


Kendell Buzard
Commission Chairman


DeAun D. Searl
County Clerk

