

July 16, 2013
Roosevelt County Courthouse
Portales, New Mexico 88130

The Roosevelt County Commission met in its regular business meeting Tuesday, July 16, 2013, at 9:00 a.m. in the Commissioner's Room in the Courthouse with those present being: Commissioners Scott Burton; Bill Cathey; Kendall Buzard; Richard Leal; and Jake Lopez; County Manager Charlene Webb; Administrative Assistant Jena Wilbanks; Financial Administrator Daniel Saiz; County Clerk Donna Carpenter; County Specialist DeAun Searl; County Attorney Rick Queener, Road Superintendent Ricky Lovato; Assessor Kenner Carrasco; Chief Deputy Assessor Stevin Floyd; Treasurer Nancy Belcher; Sheriff Darren Hooker; Detention Center Administrator David Casanova; Pastor Gary Piepkorn; Excel Energy Representative David Essex; PNT Staff Writer Eric Norwood.

Commissioner Cathey called the meeting to order at 9:00 a.m.

Pastor Piepkorn gave an Invocation and Commissioner Lopez led the Pledge of Allegiance and the Salute to the Flag of the State of New Mexico.

Motion to Approve the Agenda was made by Commissioner Lopez with a second by Commissioner Burton. 5 yes votes.

Motion to Approve Minutes of the July 2, 2013 Regular Meeting was made by Commissioner Burton with a second by Commissioner Leal. 5 yes votes.

Motion to Approve Accounts Payable and Payroll from July 2, 2013 through July 16, 2013 was made by Commissioner Leal with a second by Commissioner Lopez. 5 yes votes.

Elected Officials/Department Heads Reports:

- a. Assessor Kenner Carrasco reported that four of his staff is attending International Association of Assessing Officers classes in Socorro. The office continues to make corrections in the Tyler program. Mr. Carrasco stated that a group of low income apartments have been exempt from tax rolls but should not have been. They are making income from these properties and the office is working to correct this. Commissioner Buzard inquired about the success of collecting from the oil and gas industry. Mr. Carrasco stated that the state is sending letters about omitted properties to them. There have been no complaints at present.
- b. Treasurer Nancy Belcher presented a new investment report with a few small changes. Ms. Belcher stated that the LPL made \$11,000 gain for the year.
- c. Sheriff Darren Hooker reported that Deputy James Bailey is attending the academy.
- d. Detention Center Administrator David Casanova reported 105 total inmates are currently housed in the local detention center. Mr. Casanova stated that the garden is producing squash, green beans, okra, cucumbers and many other good things to come. A representative from the Baptist Children's Home will be picking up some of the produce and the overflow of produce is shared with the community. Commissioner Leal inquired about fencing for the Detention Center. Mr. Casanova stated that he had done some research on a company that had done work for the Santa Fe facility. This is razor wire ribbon for the roof and perimeter fences.
- e. County Clerk Donna Carpenter reported that DeAun Searl has restarted the project of scanning in Commissioner Minutes to the Eagle Minutes program that is currently in place. The wood shelving on the perimeter of the basement wall has been removed and termite damage was visible.
- f. Road Superintendent Ricky Lovato reported that the crew is blading due to the recent rains. He also stated that the Road Advisory Committee met yesterday.
- g. Risk Management Jena Wilbanks reminded everyone about the county picnic Saturday, July 27, 2013. Ms. Wilbanks stated that the county will be having defensive driving classes in the near future.

- h. County Manager Charlene Webb reported that the DFA is adding many new items to be documented. She implored all departments to be frugal in their spending.
- i. Commissioner Cathey reported that he had attended an EPGOG annual meeting. Commissioner Lopez reported that the Affiliate had gone through all the resolutions smoothly except the issue of fracking in the oil and gas industry. Mr. Lopez gave a copy of the 2013 Affiliate Resolutions to be emailed to everyone. Commissioner Buzard reported that he had attended a meeting on listing the Lesser Prairie Chicken as an endangered species. He mentioned that the garter snake and a jumping rat are the next species that may be listed.

New Business

Motion to Table Final Plat for Herrera Subdivision was made by Commissioner Burton with a second by Commissioner Buzard. 5 yes votes. Chad Lydick was not present.

Motion to approve Out of State Travel for Taser Instructor Training/Recertification was made by Commissioner Burton with a second by Commissioner Lopez. 5 yes votes. Sheriff Hooker stated that Deputy Javier Sanchez needed to be recertified and training is required every two years. Deputy Sanchez can then train the other staff members.

Motion to Award Bid 2013-03 for inmate Healthcare Services, Option 3, with the stipulation that the County Manager continue to negotiate as to reducing the pricing was made by Commissioner Lopez with a second by Commissioner Buzard. 5 yes votes. This is a bid that the county has gone out for on three different occasions. The county is required to have healthcare services in place by August 1, 2013. Financial Advisor Daniel Saiz stated that the county is currently doing business with this company. The company, Correctional Healthcare has three options. The best option for the county is the one that provides licensed practitioner nurse coverage for 12 hours per day, 7 day per week which will reduce liability to the county. The price is a little over our budget and we are currently negotiating for a better price.

Contracts – Agreements – Procurements:

Motion to Approve Work and Financial Plan between Roosevelt County and USDA Animal and Plant Health Inspection Service Wildlife Services for FY 2013-14 was made by Commissioner Lopez with a second by Commissioner Buzard. 5 yes votes. This is the service provided by Cliff Rupert and it is included in the budget.

Motion to Approve Agency Service Agreement between PayGOV.US LLC and Roosevelt County for Payment Processing in the Clerk's Office was made by Commissioner Buzard with a second by Commissioner Burton. 5 yes votes. This is to enable the Clerk's Office to accept credit card payments over the counter and over the phone.

Motion to Approve Commissary Agreement between Roosevelt County and Trinity Services, LLC for the Detention Center was made by Commissioner Lopez with a second by Commissioner Buzard. 5 yes votes. This agreement has been reviewed by the County Attorney. It is to approve RFP No 2013-05 for inmate commissary services.

Motion to Approve Agreement for Employment of Misdemeanor Probation Monitoring Officer between Roosevelt County and Tamara Peel, Magistrate Probation Officer was made by Commissioner Buzard with a second by Commissioner Burton. 5 yes votes. County Manager Webb stated that this is a renewal and no terms have changed.

Resolutions—Ordinances—Proclamations

Motion to Approve Resolution 2013-17 for Final Budget Adjustments for FY 2012-13 was made by Commissioner Leal with a second by Commissioner Burton. 5 yes votes by roll call. County Manager Webb stated that this adjustment is to increase the revenue and expenditures to better reflect the number probationers in the Misdemeanor Compliance Program.

Motion to Approve Resolution 2013-18 Establishing the Roosevelt County IAAO Certified Property Appraiser Compensation Incentive Program was made by Commissioner Cathey with a second by Commissioner Lopez. 5 yes votes by roll call. New Mexico State Statute states that additional compensation may be paid to county assessors as incentive pay to those who have successfully completed Appraiser classes. Human Resource Manager Tammy Lee has researched this and found that the compensation shall be divided by 26 scheduled pay periods and taken out of the County Property Valuation Fund.

Motion to Approve Resolution 2013-19 Approving and Accepting Cooperative Agreement Control NO. L200158 between New Mexico Department of Transportation (NMDOT) and Roosevelt County for Project CAP-2-145(408) was made by Commissioner Lopez with a second by Commissioner Burton. 5 yes votes by roll call. This is a cooperative agreement for the improvements of various county roads. Roosevelt County's share of the cost is \$65,859.00. Our match consists of labor and equipment. The New Mexico Department of Transportation has awarded funds in the amount of \$197,577.00 to the county.

Motion to Approve Resolution 2013-20 Approving and Accepting Cooperative Agreement Control NO. L200124 between New Mexico Department of Transportation (NMDOT) and Roosevelt County for Project SP-2-14(908) was made by Commissioner Leal with a second by Commissioner Lopez. 5 yes votes by roll call. This is a cooperative agreement for the improvement of various county roads. Roosevelt County's share of the cost is \$28,243.00. The New Mexico Department of Transportation has awarded funds in the amount of \$84,729.00 to the county.

Motion to Approve Resolution 2013-21 Approving and Accepting Cooperative Agreement Control NO. L200150 between New Mexico Department of Transportation (NMDOT) and Roosevelt County for Project SB-7741(927)14. was made by Commissioner Buzard with a second by Commissioner Cathey. 5 yes votes by roll call. This is a cooperative agreement for the improvements of school bus routes figured by mileage of roads. Roosevelt County's share of the cost is \$20,871.00. The New Mexico Department of Transportation has awarded funds in the amount of \$62,613.00 to the county.

Motion to Approve Resolution 2013-22 Approving Final Budget Adjustments for FY 2013-14 was made by Commissioner Lopez with a second by Commissioner Leal. 5 yes votes by roll call. County Manager Webb stated that this is required by DFA. The only changes to the final budget are investments and beginning cash balance.

Motion to Approve Resolution 2013-23 Approving 2013 Final Quarter Financial Report Year Ending June 30, 2013 was made by Commissioner Cathey with a second by Commissioner Lopez. 5 yes votes by roll call. County Manager Webb stated that this is a new requirement of DFA.

Executive Session


Motion was made to go into Executive Session at 9:58 a.m. for the purpose of Limited Personnel Matters was made by Commissioner Burton with a second by Commissioner Buzard. 5 yes votes by roll call. Motion to come out of Executive Session at 10:21 a.m. was made by Commissioner Leal with a second by Commissioner Lopez. 5 yes votes. No Action taken.

Meeting adjourned at 10:22 a.m.

ATTEST:


Donna J. Carpenter
County Clerk

BOARD OF ROOSEVELT
COUNTY COMMISSIONERS


Bill Cathey
Commission Chairman

