

Tuesday, June 23, 2020  
Jake Lopez Community Building  
Roosevelt County Fairgrounds  
Portales, New Mexico 88130

The Roosevelt County Commission met in regular business meeting on Tuesday June 23, 2020, at 9:00 a.m. in the Jake Lopez Community Building with those present being: Commissioner Paul Grider, Commissioner Tina Dixon, Commissioner Matthew Hunton, Commissioner Lewis Shane Lee, Commissioner Dennis Lopez, County Manager Amber Hamilton, County Attorney Randy Knudson, County Clerk Stephanie Hicks, Treasurer Layle Sanchez, Finance Specialist Lilly Rivera, Sheriff Malin Parker, Lieutenant Javier Sanchez, Payge Frazee and Kevin Wilson with Eastern New Mexico News.

Call to Order - Commissioner Hunton 9:07 a.m.  
Invocation - County Manager Hamilton  
Pledge - Commissioner Hunton

**Approval of Agenda:**

**Motion** to amend agenda item 6 d from Ute Water Authority Board to Ute Water Commission 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. **Motion** to approve agenda, with amendment, was made by Commissioner Lee with a second from Commissioner Lopez. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

**Approval of Minutes:**

Motion to approve minutes of the June 8, 2020 regular meeting was made by Commissioner Grider with a second from Commissioner Dixon. 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 May 1 - 31, 2020 was made by Commissioner Lee with a second from Commissioner Lopez. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes. **Motion** to approve payroll May 1 - 31, 2020 was made by Commissioner Hunton with a second from Commissioner Lee. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

**Public Requests:** NONE

**Elected Officials/Department Heads Report:**

**Manager:** Manager Hamilton reported on the initial findings from the storm the previous night. There is hail damage to some county property such as sky lights, vehicles, windows, and roofs. She will be starting the insurance claim process today. Hamilton stated she watches the drought monitor and as of now we are in the severe phase on that monitor. The county has **not** been contacted by any Fire Chiefs with a burn ban request. If or when we reach the extreme or exceptional phase on said monitor would she then ask the commission to consider a burn ban. Census Update: percentages of completion – nationally 61.2, NM 50.3, Roosevelt County 47.4, Elida 52, Dora 50.8, Portales 48.4, Floyd 48, Causey 29.1. The schools are advertising and pushing for 100% census completion and La Casa was given handouts for their clients. Census tee-shirts all over Roosevelt County are wearing red census tee-shirts. Hamilton reported the COVID calls are now bi-monthly. A phase of RCDC testing was done the beginning of the month with 113 tests administered with all results being negative. Another test was administered to 93 people and results are still pending. Summary of bills that passed during the Special Legislative Session held last week: HB 1, SB 5 capital outlay dollars for ENMU presidents house was lost, SB 8-law enforcement body cams on officers, once the bill is signed there will be 90 days to implement, SB 4-general election, more control is given to local clerks, HB-5 civil rights, and HB 6-taxes, additional \$7,000 for our county. Hamilton stated she will be monitoring the July 14<sup>th</sup> commission meeting, for pressing business. If none, she would like to cancel the meeting to focus on the audit. This will be determined at a later date.

**Commissioners:** NONE

**New Business:**

- a. **Presentation and Request for Approval of Capital Asset Inventory Listing:** Finance Specialist Lilly Rivera reported the capital asset inventory list from the elected officials and department heads was in their packets. Motion to approve 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.
- b. **Discussion and Consideration of Revision to Administration Organizational Chart:** Manager Hamilton stated the 2 changes to the Managers chart: a new grant supported court compliance. Motion to approve was made by Commissioner Grider with a second from Commissioner Dixon. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.
- c. **Designation of Commissioners to participate in the FY20 Financial Audit Meetings:** Manager Hamilton asked for 2 commissioners to participate. Commissioner Lee and Commissioner Dixon volunteered.

- d. **Request for Appointment to Ute Water Commission Board:** Commissioner Dixon stated there is a position on said board that is vacant and she would like to be appointed to it. Roosevelt County does not have an interest in this water, but Commissioner Dixon stated it would be good for us to have a seat at the table. This is on a volunteer basis, with no financial responsibility to the county. Motion to appoint Commissioner Dixon to the Ute Water Commission Board, without any fiscal implications, was made by Commissioner Lee with a second from Commissioner Lopez. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

**Resolutions - Ordinances - Proclamations:**

- a. **Consideration of Resolution 2020-18 4<sup>th</sup> Quarter-Part II Budget Adjustment:** Motion to approve was made by Commissioner Grider with a second from Commissioner Hunton. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.
- b. **Consideration of Resolution 2020-19 Establishing a Designated Special Reserve for Capital Improvements:** Manager Hamilton stated this account will be established to hold money for future projects and plan for capital expenses. Stating these funds are above and beyond mandated funds to be set aside. These funds would be pulled from the additional GRT revenues received from one-time GRT sources. Treasurer Sanchez agrees this is a good idea and stated the new account will be easily set up and accounted for. Motion to approve was made by Commissioner Lee with a second from Commissioner Lopez. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

**Contracts –Agreements – Procurements:**

- a. **Request for Approval of Contract Renewal with Doerr & Knudson for Legal Services:** Motion to approve was made by Commissioner Lopez with a second from Commissioner Lee. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

**Executive Session:** Motion to go into Executive Session Pursuant to 10-15-1 N.M.S.A. (1978) H (2) limited personnel matters; H (7) attorney-client privileged information pertaining to threatened or pending litigation, specifically the McFarlin vs. Roosevelt County, Alonzo vs. Roosevelt County, National Prescription Opiate Litigation, and to discuss attorney-client privileged information relating to pending or threatened litigation and/or limited personnel matters was made at 9:38 a.m. by Commissioner Hunton with a second from Commissioner Lopez. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

Those attending Executive Session were: Commissioner Grider, Commissioner Dixon, Commissioner Lee, Commissioner Hunton, Commissioner Lopez, Manager Hamilton and County Attorney Knudson. Sheriff Parker and Lieutenant Sanchez joined the meeting at 10:00 a.m.

**Motion** to come out of Executive Session was made at 10:45 a.m. by Commissioner Lee with a second from Commissioner Hunton. Commissioner Hunton stated only those items mentioned above were talked about. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Hunton-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes. No Action Needed, No Action Taken.

**Media Communication:** None

**Adjourn:** Meeting adjourned at 10:47 a.m.



BOARD OF ROOSEVELT  
COUNTY COMMISSIONERS



Matthew Hunton  
Commission Chairman

Tina Dixon -  
Vice Chairman

