

Tuesday, June 22, 2021
Jake Lopez Community Center
Roosevelt County Fairgrounds
Portales, New Mexico 88130

The Roosevelt County Commission met in a regular business meeting on Tuesday June 22, 2021 at 9:00 a.m. in the Jake Lopez Community Center with those present being: Commissioner Rodney Savage, Commissioner Tina Dixon, Commissioner Paul Grider, Commissioner Shane Lee, County Manager Amber Hamilton, Attorney Randy Knudson, Clerk Mandi Park, Detention Administrator Justin Porter, GIS Coordinator Johnny Montiel, Treasurer Layle Sanchez, Human Resources Administrator Debra Olds, Lt. Javier Sanchez, Sheriff Malin Parker, City Manager Sarah Austin, Executive Director of Roosevelt County Community Development Corporation Jim Lucero, 4-H Agent Ryan Craig.

Commissioner Dennis Lopez was absent.

Call to Order - Commissioner Dixon at 9:00 a.m.

Invocation - County Manager Hamilton

Pledge - Commissioner Tina Dixon

Approval of Agenda:

Commissioner Dixon requested the agenda be amended to change the date of the minutes being approved from May 6th and 20th to June 8, 2021. Motion to approve agenda as amended was made by Commissioner Grider with a second from Commissioner Dixon. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lee-Yes.

Approval of Minutes:

Motion to approve minutes of the June 8, 2021 regular meeting was made by Commissioner Dixon with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lee-Yes.

Approval of Accounts Payable and Payroll:

A motion to approve accounts payable and Payroll from May 1-31, 2021 was made by Commissioner Grider with a second by Commissioner Lee. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lee-Yes.

Public Requests: Commissioner Dixon asked if there were any public requests. There were none.

Elected Officials/Department Heads Report:

Treasurer: Ms. Sanchez stated as of June 1, 2021 there were 2666 delinquent property tax accounts. As of June 21, 2021 that had decreased to 1292 delinquent accounts. At the beginning of the month there was nearly \$600,000.00 outstanding tax payments. That number is now down to \$441,000.00 outstanding. She also stated the State Taxation and Revenue department has a representative working in her office on delinquent accounts for years 2016 and 2017. They are working on two years due to the travel restrictions on state agencies last year. There are about 23 accounts that are delinquent for those years. She is hopeful about half of those will be cleared up prior to a tax sale. Ms. Sanchez reported on the month of April, stating there was a beginning cash balance of \$3,975,710.63 in the general fund. There were debits of \$751,620.90 and credits of \$1,316,477.29 for an ending fund balance of \$3,410,854.74.

Manager: Ms. Hamilton introduced and welcomed Sarah Austin, the new City Manager for the City of Portales. Ms. Hamilton also gave an update on the 2020 hail damage insurance claims, stating contractors are finishing up the smaller buildings on the fairgrounds. The LaCasa building received significant water damage from the May 2021 storm, she stated she is working with their insurance provider to see that those damages are repaired.

Ms. Hamilton stated Ms. Olds has been busy implementing the summer internship program, with 3 coordinators hired and applications from 33 students have been received.

The DWI Program is transitioning from City to County on schedule, and an offer has been made for the program manager position. The county is still seeking applications for qualified individuals to fill the program manager position for the MAT Program.

Ms. Hamilton notified the commission that she will be traveling to Ruidoso to speak on behalf of the Manager's Affiliate to the Legislative Finance Committee.

Commission: Commissioners did not give any updates.

New Business:

- A. **Presentation and Request for Approval of FY21 Capital Asset Inventory Listing:** Ms. Hamilton stated Ms. Rivera had reviewed the capital asset inventory with each department head and elected official. She also stated review and approval of the inventory is part of the audit process. Commissioner Lee made a motion to approve the FY21 Capital Asset Inventory Listing, with a second by Commissioner Dixon. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lee-Yes.
- B. **Request for Approval of a Partial Vacation of Easement for the Roosevelt General Special Hospital District a Political Subdivision:** Mr. Montiel requested the approval of a partial vacation of easement, stating the Hospital made this request and followed the process. All interested parties were notified. The only adverse opinion has been resolved. This request has not been heard by the Portales City Council. It will be on their agenda next month. Commissioner Grider made a motion to approve the partial vacation of easement, with a second by Commissioner Savage. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lee-Yes.
- C. **Request for Approval of a Summary Subdivision of a Replat of Tract A, Tract B and Tract C for the Roosevelt General Special Hospital District a Political Subdivision:** Mr. Montiel requested the approval of a Summary Subdivision of a Replat of Tracts A, B & C, stating the Hospital made this request and followed the process for a

summary subdivision. All interested parties were notified. There were no adverse opinions. This request has not been heard by the Portales City Council. It will be on their agenda next month. Commissioner Lee made a motion to approve the summary subdivision as presented, with a second by Commissioner Dixon. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lee-Yes.

- D. **Request for Approval of a Summary Subdivision of a Replat of Tract 6 of the Rowley Subdivision:** Mr. Montiel requested the approval of a Summary Subdivision of a Replat of Tract 6 of the Rowley Subdivision. He stated Sam Robin made this request and followed the process for a summary subdivision. Mr. Montiel stated both new tracts 6A and 6B will be large enough to comply with septic system requirements. All interested parties were notified. There were no adverse opinions. This request has not been heard by the Portales City Council. It will be on their agenda next month. Commissioner Savage made a motion to approve the summary subdivision, with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lee-Yes.

Resolutions – Ordinances – Proclamations:

- A. **Consideration of Resolution 2021-34 Roosevelt County Purchasing and Procurement Policy:** Ms. Hamilton stated Ms. Rivera has worked to review the purchasing and procurement policy and the two significant changes were to add federal language and to include language regarding the protest process. Commissioner Lee made a motion to approve the resolution as presented with a second from Commissioner Dixon. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lee-Yes.
- B. **Consideration of Resolution 2021-35 Extending the Roosevelt County Premium Pay Stipend for Hourly Detention Security Personnel Whom Have Worked Their Assigned Shifts During the Ongoing COVID-19 Pandemic:** Mr. Porter asked that the already approved Premium Pay Stipend be extended through the end of the calendar year, stating it has been an effective tool in hiring and retaining detention officers. Ms. Hamilton stated this funding would not come from the general fund, but is an allowable expense of ARPA funding. Commissioner Lee made a motion to approve the resolution as presented with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lee-Yes.
- C. **Consideration of Resolution 2021-36 Opposing the Federal Government's 30 X 30 Land Preservation Goal:** Ms. Hamilton stated the intention of the federal government program is to protect the country's natural lands, however taking 30 percent of the natural lands by the year 2030 would not be in the best interest of the county. The federal preservation goal does not align with the County's Land Use Policy. Commissioner Savage stated preserving the natural lands in a natural state would create a fire danger in Roosevelt County. Commissioner Grider made a motion to approve the resolution as presented opposing the Federal Government's 30X30 Land Preservation Goal, with a second from Commissioner Savage. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lee-Yes.

Procurements – Contracts – Agreements:

- A. **Request for Approval of Award of ITB 2021-05 Roosevelt County Fairgrounds Storm Drainage Improvement Project to K. Barnett and Son's, Inc. for \$606,637.61, Pending Further State Agency Approval:** Ms. Hamilton stated 2 bids were received and only the K Barnett bid was responsive. She requested the approval of the Award of ITB 2021-05 for the storm drainage project be awarded to K. Barnett & Son's, Inc. Commissioner Savage made a motion to approve the Award of ITB 2021-25 as presented with a second by Commissioner Dixon. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lee-Yes.
- B. **Request for Approval of Classification and Compensation Plan Update with S Resource, Inc. for \$10,500:** Ms. Olds asked for approval of the Classification and Compensation Plan Update, stating it has been more than 2 years since the last update. The updates are done every 2-3 years to ensure that the county is providing competitive wages to retain employees. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-No, Commissioner Lee - Yes. The motion passed with one no vote.
- C. **Request for FY22 Approval of Software as a Service Agreement with Tyler Technologies, Inc. for \$22,513.00:** Ms. Hamilton stated this service agreement is for the transition to hosting public records on Tyler servers, as approved in the budget process. Commissioner Dixon made a motion to approve the agreement with a second by Commissioner Savage. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lee-Yes.
- D. **Request for FY22 Approval of Software as a Service Agreement with Tyler Technologies, Inc. for \$110,252.00:** Ms. Hamilton requested approval of the service agreement with Tyler Technologies, Inc. to cover the cost of software for Finance, Assessor, Treasurer and Clerk. Commissioner Lee made a motion to approve the agreement with a second from Commissioner Savage. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lee-Yes.
- E. **Ratification of Maintenance Service Contract with Jori's Landscape Maintenance for \$5,700.00:** Ms. Hamilton stated this is a new contract with a new company for the maintenance of the courthouse grounds, including mowing, edging, and trash removal. Commissioner Savage made a motion to ratify the contract with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lee-Yes.
- F. **Request for Ratification and Acceptance of \$3,223 for the Community DWI Program from the New Mexico Department of Transportation:** Ms. Hamilton stated Ms. Reed had submitted the necessary paperwork to NMDOT by the deadline and asked that the program funds be accepted and ratified. Commissioner Dixon made a motion to ratify and accept the DWI Program funds with a second from Commissioner Lee. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lee-Yes.
- G. **Request for Approval of Memorandum of Understanding between the Hartley House and Roosevelt County for Court Compliance Program:** Mr. Porter stated these services have been provided at the detention center in

cooperation with the Hartley House in the past. The Memorandum of Understanding is new to set guidance for the court ordered domestic violence intervention program. Ms. Hamilton stated there is no cost to the county associated with the MOU. Commissioner Grider made a motion to approve the MOU as presented with a second from Commissioner Savage. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lee-Yes.

Executive Session: Pursuant to 10-15-1 N.M.S.A. (1978) H (2) limited personnel matters and (7) attorney-client privileged information pertaining to threatened or pending litigation, specifically the McFarlin vs. Roosevelt County, Hernandez vs. Roosevelt County, Aguilar vs. Roosevelt County, Porter vs. Roosevelt County, Taylor vs. Roosevelt County, Webber vs. Roosevelt County, Roosevelt County vs. NMTRD, Arthur vs. Roosevelt County, Padilla 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. Commissioner Dixon made a motion to go into executive session at 9:45 am, stating only matters listed on the executive session portion of the agenda would be discussed in the executive session, with a second by Commissioner Lee. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lee-Yes.

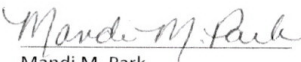
Commissioner Lee made a motion to come out of executive session at 10:12 am with a second by Commissioner Savage. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lee-Yes.

Commissioner Dixon stated, only the items listed on the agenda were discussed in the executive session and there was no action necessary as the result of the executive session.


Media Communication: there was no media present at the meeting.

Adjourn: Meeting adjourned at 10:13 a.m.

ATTEST:


Mandi M. Park
County Clerk

BOARD OF ROOSEVELT
COUNTY COMMISSIONERS


Tina Dixon
Commission Chair

