

Tuesday, January 11, 2022
County Commission Room
Roosevelt County Courthouse
Portales, New Mexico 88130

The Roosevelt County Commission met in regular business meeting on Tuesday January 11, 2022 at 9:00 a.m. in the County Commission Room with those present being: Commissioner Paul Grider, Commissioner Rodney Savage, Commissioner Shane Lee, Commissioner Tina Dixon, County Manager Amber Hamilton, County Attorney Randy Knudson, County Clerk Mandi Park, Deputy Clerk Silke Humpe, Treasurer Layle Sanchez, Road Superintendent Ricky Lovato, Road Supervisor Juan Dominguez, Equipment Operator Steve Benavidez, Former Detention Administrator Justin Porter, Interim Detention Administrator Shayla Ramsey, Compliance Officer Dana Hernandez, Lt. Javier Sanchez, Maintenance Supervisor Gary Spinks, Chief Deputy Assessor Stevin Floyd, Assessor George Beggs, County Services Specialist Shauna Wade, Special Projects Coordinator Carol Acosta-Flores, Financial Specialist Liliana Rivera, Human Resources Coordinator Shawn Andrus, GIS Technician Johnny Montiel, RCCDC Executive Director Jim Lucero.

Commissioner Lopez was absent.

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

Invocation – Amber Hamilton

Pledge - Commissioner Dixon

- 1. Elect Chair for 2022:** Commissioner Grider made a motion to elect Commissioner Lee as Chair for 2022 with a second from Commissioner Dixon. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes. Commissioner Dixon passed the gavel to Commissioner Lee.
- 2. Elect Vice-Chair for 2022:** Commissioner Lee made a motion to elect Commissioner Savage as Vice-Chair with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.
- 3. Approval of Agenda:** A motion to approve the agenda was made by Commissioner Savage with a second from Commissioner Dixon. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.
- 4. Approval of Minutes:** A motion to approve the minutes from the December 21, 2021 regular meeting and the December 21, 2021 planning workshop was made by Commissioner Lee with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.
- 5. Approval of Accounts Payable and Payroll:**
Commissioner Grider made a motion to approve the accounts payable and payroll for December 1 – December 31, 2021, with a second from Commissioner Dixon. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.
- 6. Public Requests:** There were no public requests.
- 7. Elected Officials and Department Heads Reports:**

Employee Service Recognition: Mr. Andrus recognized the following individuals with years of service awards. Brandon Kelly (1 year), Dana Hernandez (1 year), Jacob Bonner (1 year), Jasmin Tinnell (1 year), Owen Andrews (1 year), Tanner Stokes (1 year), Jennifer Sherburne (3 years), Julian Vargas (3 years), Silke Humpe (3 years), Adam Aguilar (5 years), Bryan Holmes (5 years), David Meeks (5 years), Gary Spinks (10 years), Johnny Montiel (10 years), Shauna Wade (10 years), Juan Dominguez (15 years), Ricky Lovato (15 years), Steve Benavidez (20 years). Mr. Andrus and Commissioner Lee presented certificates to those recipients in attendance. Those employees not present will receive their certificates from their supervisor.

Treasurer: Ms. Sanchez stated the November general fund beginning cash was \$2,309,201.19 with debits of \$1,124,011.59, credits of \$611,870.15 and an ending balance of \$2,821,342.63. Ms. Sanchez stated tax collections stand at about 40%, which is down about 10% for this time of year. Payments became delinquent after January 10, 2022.

Detention: Ms. Ramsey stated the current facility count is 54, including 7 female and 47 male detainees. There are no out of county detainees. The total number of bookings for December was 64, and releases were 58. There were no detainees in restricted housing for December. Guadalupe County was billed \$2850.00 and Quay County was billed \$1,575.00 for the month of December. Ms. Ramsey stated there is maintenance in the shower areas of the day rooms, and painting in the hallways, dayrooms and guard's duty posts. Ms. Ramsey reported there are 6 detainees participating in the MAT program, meeting in group and individual counseling. One detainee is receiving medication for an opioid use disorder. Ms. Ramsey stated the facility has seen an increase in COVID 19 cases, and are continuing enhanced cleaning and hygiene protocols, deep cleaning, training, screening, and using PPE for both staff and detainees.

Roads: Mr. Lovato reported that the new road barn project is moving along. The electric coop will be on site on February 3, 2022 to provide electrical services to the building. They should be able to move in shortly after the electrical inspection. Mr. Lovato stated the 2022 LGRF project south of Floyd is complete. He also noted crews are working on routine maintenance and cleaning cattle guards. Mr. Lovato stated crews have been working to clear roads of tumbleweeds. They have worked 2 crews, 2 weekends of approved overtime. In addition to the overtime cost, they have incurred \$5230.00 in vehicle and equipment maintenance due to the tumbleweeds and hidden hazards buried in the tumbleweeds. Mr. Lovato researched equipment options to deal with the tumbleweeds, but has not found any effective or affordable solutions. Mr. Knudson suggested working with economic development to design and create a machine that could handle the tumbleweeds.

Manager: Ms. Hamilton stated commissioners had been invited to participate in the legislative banquet in Santa Fe on January 31, 2022 and it would be difficult to get back to Portales for a morning meeting on February 1, 2022. She stated there is nothing pressing or time sensitive on that agenda that could not be rolled to the next meeting. Ms. Hamilton stated Mr. Montiel has been working on a claim of exemption to group each of the properties together into one legal description for the new road barn and the existing road barn and yards. Ms. Hamilton stated she will schedule another meeting with elected officials and department heads to discuss the use of ARPA funds in February. Ms. Hamilton discussed a webinar with the Administrative Office of the Courts which included new programs, training and behavior health issues. She stated grant funding is available to address these issues and Ms. Acosta-Flores is working on a grant proposal, which is due Friday. Ms. Hamilton recognized Justin Porter for his service to the Detention Center, presented him with a plaque and wished him well.

Ms. Hamilton recognized Liliana Rivera for her service to the County, presented her with a plaque and wished her well, stating she had accepted a position in the private sector.

Commissioners: There were no updates from Commissioners.

8. New Business:

A. Request for Approval to add both Chairman and Vice-Chairman as Authorized Signatory Officials for Bank Accounts with JP Stone Community Bank, with Authorization to Sign Checks or Orders for the Payment of Money, Withdraw or Transfer Funds on Deposits with Financial Institution. If Financial Institution Accepts this Power with a Multiple Signature Limitation, Domestic Government Unit Agrees to Waive a Multiple Signature Requirement for Any Withdraw in a Format that Does Not Allow Financial Institution an Opportunity to Examine Signatures and Number of Signatures Required: Two: Ms. Sanchez requested new authorized signatures be approved to reflect the change in commission chair and vice chair for 2022. Commissioner Grider made a motion to approve the authorized signatures as requested, with a second from Commissioner Lee. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

B. Request for Approval of Update to Authorized Signatory Officials for Roosevelt County Detention Center Bank Account with JP Stone Community Bank, to remove Justin Porter as an Authorized Signatory Official, Leaving the Other Designated Authorized Signatory Officials to Remain: Ms. Sanchez requested Mr. Porter be removed from the list of authorized signatures upon his departure from RCDC. Commissioner Dixon made a motion to approve the authorize change as requested with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

C. Discussion of Insurance Premiums for 2022 and Selection of Deductible Amounts: Ms. Hamilton provided commissioners with a list of insurance premiums and deductible amounts. She stated there are very few changes and coverage and costs are comparable to prior years. Some of the coverages are mandatory. Commissioner Savage made a motion to approve the selection of deductibles as presented, with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

D. Discussion and Possible Action to Approve 2022 Roosevelt County Committee Assignments: Ms. Hamilton presented the list of committee assignments as discussed in the Dec. 21, 2021 planning workshop. Commissioner Lee made a motion to approve the assignments as presented, with a second by Commissioner Dixon. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

E. Discussion and Consideration of Building Repairs for the Youth Building of \$15,150.00: Ms. Hamilton stated the Youth Building on the fairgrounds is in need of additional repairs. The roof is complete and the broken windows are being covered with panels. She stated Mr. Spinks had received a quote from a local contractor for cleaning, patching and painting the interior and exterior. The exterior would be painted to match the other buildings close by and the interior would be painted white to brighten the space. Commissioner Grider made a motion to approve the cost of the repairs as presented with a second by Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

F. Discussion and Consideration of Modification to Administration Organizational Chart: Ms. Hamilton requested the organizational chart be changed while the financial specialist position is open to include an assistant county manager position, which would be helpful with succession planning. The position would still be responsible for finance, but would also include assistant manager functions. She expects the salary range to be between \$65,000.00 and \$85,000.00, depending on the results of the salary study which will be presented next month. Commissioner Grider made a motion to modify the administration organizational chart as requested, with a second from Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

9. Resolution – Ordinances – Proclamations:

A. Consideration of Resolution 2022-01 Compliance with New Mexico Open Meetings Act: Ms. Hamilton explained Roosevelt County will continue to comply with the open meeting act, saying the resolution is an annual renewal. Commissioner Savage noted the most recent edition of Roberts Rules of Order is the 12th edition. Commissioner Dixon made a motion to amend Resolution 2022-01 to strike 11th edition, and insert 12th edition, with a second by Commissioner Lee. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes. Commissioner Dixon made a motion to approve Resolution 2022-01 as amended with a second by Commissioner Lee. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

B. Consideration of Resolution 2022-02 Public Participation at Roosevelt County Commission Meetings: Ms. Hamilton requested the adoption of Resolution 2022-02. Commissioner Dixon made a motion to amend the resolution to include a restriction of personal attacks on anyone, not just members of the commission or

county staff, with a second by Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes. Commissioner Dixon made a motion to approve Resolution 2022-02 as amended, with a second by Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

C. Consideration of Resolution 2022-03 Delegation of Authority to the County Manager for Disbursement of Vendor Checks: Ms. Hamilton requested approval of Resolution 2022-03. Commissioner Grider made a motion to approve Resolution 2022-03, with a second by Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

D. Consideration of Resolution 2022-04 Delegation of Authority to the County Manager to Enter into Certain Contracts and Settlement Agreements: Ms. Hamilton requested approval of Resolution 2022-04. Commissioner Savage made a motion to approve Resolution 2022-04, with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

E. Consideration of Resolution 2022-05 Revising the Roosevelt County Annual Training Policy: Ms. Hamilton stated this resolution is the same resolution Mr. Andrus presented at the previous meeting with the requested changes. Commissioner Lee made a motion to approve Resolution 2022-05, with a second by Commissioner Dixon. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

F. Consideration of Resolution 2022-06 Adopting a Roosevelt County Pay Stipend for County Clerk Personnel Whom Have Worked Their Assigned Schedules During the Ongoing COVID-19 Pandemic: Ms. Park asked for approval of the resolution which was requested by the commission at the previous meeting. Ms. Park stated the resolution is comparable to the pay stipend resolution already approved for the Detention Center. Commissioner Savage noted the four resolutions on the agenda are not consistent with each other, or with the final rule of the ARPA funding. After some discussion, Commissioner Savage made a motion to amend the resolution to exclude elected and appointed official as per the final rule and to increase the amount from \$150.00 per pay period to \$200.00 per pay period to be consistent across all offices and departments. Commissioner Dixon provided a second to the motion to amend. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes. Commissioner Dixon made a motion to approve Resolution 2022-06 as amended, with a second by Commissioner Lee. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

G. Consideration of Resolution 2022-07 Adopting a Roosevelt County Pay Stipend for County Sheriff Personnel Whom Have Worked Their Assigned Schedules During the Ongoing COVID-19 Pandemic: Lt. Sanchez stated he requested the pay stipend amount of \$200.00 per pay period, since the money is available in the ARPA funds. Commissioner Grider made a motion to amend Resolution 2022-07 to exclude elected and appointed officials to be consistent with the final rule, with a second by Commissioner Dixon. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes. Commissioner Dixon made a motion to approve Resolution 2022-07 as amended, with a second by Commissioner Lee. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

H. Consideration of Resolution 2022-08 Adopting a Roosevelt County Pay Stipend for County Assessor Personnel Whom Have Worked Their Assigned Schedules During the Ongoing COVID-19 Pandemic: Mr. Beggs asked for the adoption of Resolution 2022-08. Commissioner Lee made a motion to amend Resolution 2022-08 to exclude elected and appointed officials to be consistent with the final rule, with a second by Commissioner Dixon. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes. Commissioner Lee made a motion to approve Resolution 2022-08 as amended with a second by Commissioner Dixon. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

I. Consideration of Resolution 2022-09 Adopting a Roosevelt County Pay Stipend for County Department Personnel Whom Have Worked Their Assigned Schedules During the Ongoing COVID-19 Pandemic: Ms. Hamilton requested the approval of Resolution 2022-09. Commissioner Dixon made a motion to amend the resolution to state "for personnel as qualified in the final rule under the salary threshold", with a second by Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes. Commissioner Dixon made a motion to adopt Resolution 2022-09 as amended with a second by Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

J. Consideration of Resolution 2022-10 Concerning Appropriation of State Road Funds to Roosevelt County by New Mexico Department of Transportation for Control No. HW2M70037 and Superseding Resolution No. 2021-11: Ms. Acosta-Flores stated the Department of Transportation had approved the extension through the end of March, but requested a new resolution be filed. Commissioner Grider made a motion to adopt Resolution 2022-10 as presented with a second from Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

10. Procurements – Contracts – Agreements:

A. Request for Approval of FY2023 EMS Fund Act Application for Arch Volunteer Fire Department: Ms. Acosta-Flores requested approval of the FY 2023 EMS Fund Application for the Arch Volunteer Fire Department. Commissioner Grider made a motion to approve the application as requested, with a second by Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

B. Request for Approval of FY2023 EMS Fund Act Application for Milnesand Volunteer Fire Department: Ms. Acosta-Flores asked for approval of the FY 2023 EMS Fund Act Application for the Milnesand Volunteer Fire Department. Commissioner Lee made a motion to approve the application as presented, with a second from

Commissioner Grider. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

C. Request for Approval of Award of RFP 2022-02 Commissary Services at the Roosevelt County Detention Center to Keefe Commissary Network, LLC: Ms. Rivera requested approval of the award of RFP 2022-02 for commissary services at RCDC to Keefe Commissary Network LLC. Commissioner Dixon made a motion to approve the award with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

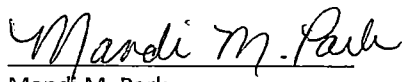
D. Request for Approval of Award of RFP 2022-03 Investment Management Services for Roosevelt County to Moreton Capital Markets: Ms. Rivera requested approval of the award of RFP 2022-03 for investment management services for Roosevelt County to Moreton Capital Markets. Commissioners asked Ms. Sanchez if she agreed. Ms. Sanchez stated she was part of the RFP review and approved of the award. Commissioner Lee made a motion to approve the award, with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes.

11. Executive Session: Commissioner Lee made a motion to go into executive session at 10:34 a.m. stating only the items listed on the agenda would be discussed in the executive session. A second on the motion was made by commissioner Dixon. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes. Commissioner Lee made a motion to come out of executive session at 10:56 a.m. with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes. Commissioner Lee stated only those items listed on the agenda were discussed in executive session and no action was taken and no action was necessary as a result of the executive session.

12. Media Communication: members of the media were attending virtually and will contact Ms. Hamilton if they have any clarifying questions.

13. Adjourn: The meeting was adjourned at 10:57 a.m.

ATTEST:



Mandi M. Park
County Clerk

BOARD OF ROOSEVELT
COUNTY COMMISSIONERS



Lewis Shane Lee
Commission Chair

