

Monday, June 13, 2022  
County Commission Room  
Roosevelt County Courthouse  
Portales, New Mexico 88130

The Roosevelt County Commission met in regular business meeting on Monday June 13, 2022 at 9:00 a.m. in the County Commission Room with those present being: Commissioner Paul Grider, Commissioner Rodney Savage, Commissioner Lewis Shane Lee, Commissioner Tina Dixon, Commissioner Dennis Lopez, County Manager Amber Hamilton, Assistant County Manager Lilita Rivera, County Attorney Randy Knudson, County Clerk Mandi Park, Chief Deputy Clerk Nath Baca, Treasurer Layle Sanchez, Maintenance Supervisor Gary Spinks, GIS Coordinator Johnny Montiel, Chief Deputy Assessor Stevin Floyd, Shawn Andrus, Sheriff Malin Parker, Detention Administrator Shayla Ramsey, MAT Program Manager Chris Paulus, RCCDC Executive Director Jodi Diaz, NCA Architects John Layman, Milnesand Volunteer Fire Department Kelly Bilbrey, Will Banister, Tim Allison, Shawn Carter, Beverly Bennett, Kay Jilek, Shonnie Standefer, Angie Smith, Lil Loy, Samantha Bentley, Linda Rippee, Homero Aguirre and Eastern New Mexico Staff Writer Grant McGee.

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

Invocation – Amber Hamilton

Pledge - Commissioner Lee

**1. Approval of Agenda:** A motion to approve the agenda as amended was made by Commissioner Dixon with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes. Commissioner Lopez-Yes.

**2. Approval of Minutes:** A motion to approve the minutes from the May 31, 2022 - regular meeting was made by Commissioner Grider with a second from Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

**3. Approval of Accounts Payable and Payroll from May 1 – 31, 2022:** Commissioner Savage made a motion to approve the accounts payable and payroll for the month of May with a second by Commissioner Dixon. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

**4. Public Requests:** Shawn Carter shared her disappointment with the low voter turnout. She attributed it to lack of voter confidence. She asked the commission not to certify the election until after an audit and hand recount of the 2020 general election that will take place on June 22, 2020. She also asked the commission to get rid of the Dominion tabulators used by the state to tally the votes and to conduct a hand count of the ballots cast for the primary.

Kay Jilek urged everyone to see the film "2000 Mules" stating it shows evidence of election fraud in big cities.

Tim Allison stated he was disappointed in the direction the state and country are headed and supports an investigation of election fraud.

Shonnie Standifer said she has lost faith in the voting system, stating their request is not an attack on the County Clerk or Commission. She stated she has been following the Clements and has seen evidence of voter fraud in other New Mexico Counties. She stated Venezuela began using Dominion voting machines shortly before their economic collapse. She believes the Venezuelan elections were stolen from the citizens there, resulting in the situation they are in now.

Beverly Bennett spoke about the need to clean up the voter rolls. She stated her 3 children recently received updated voter registration cards at her address. She stated they all live in Texas and have lived there for some time.

Samantha Bentley echoed the sentiments of those who spoke before her. She reiterated her concerns are not an attack on local leadership, but she does not trust the voting system or state leadership. She stated she is in a leadership role within the Libertarian Party of Roosevelt County and noted that fair elections are just as important to every party. She stated she had also received election mail at her address for people who no longer reside there.

Angie Smith also echoed the importance of election integrity. She also questioned why the renewal of the County Attorney contract was not publicized? Ms. Smith asked what authority does the County Attorney have. She stated there seems to be a lack of communication between the attorney and the commission. She asked if the newly elected commissioner should have a say in this contract renewal. She stated competition keeps people sharp.

Lil Loy stated she is a transplant from Florida. She loves the people of New Mexico and the people love the state, they have faith in their local officials. She was appalled that there is no voter ID requirement in the state of New Mexico.

**5. Elected Officials / Department Heads Reports:**

**Treasurer:** Ms. Sanchez reported her office has sent out just over 1800 delinquent notices last week. She expects to collect most of those late payments over the rest of the month. Ms. Sanchez presented the April 2022 treasurer's report stating the general fund beginning cash balance was \$5,741,182.46 with debits of \$618,571.92 and credits of \$711,008.64 leaving an ending cash balance of \$5,648,745.74.

**Detention:** Ms. Ramsey stated the facility count is 60 with 11 female detainees and 49 male detainees. Two detainees are from out of county. There were 62 booking in the month of May and 61 releases. There were no detainees transported by RCCDC staff and 4 transported by the Sheriff's Office. There were no detainees in restrictive housing. Guadalupe County was billed \$2850 for the month of May for detainee housing. Ms. Ramsey stated there are currently 8 detainees in the MAT Program in group counseling and 11 receiving individual counseling, 2 receiving medication and 5 pending referrals for the program. RCCDC has started a GED Program with one Lieutenant seeking certification to conduct testing. Ms. Ramsey stated there are 2 detention officers in

the training academy and 2 graduated last week. Ms. Ramsey thanked the road department for their work on the MAT program area that is going up outside. She also stated the garden is doing well producing radishes and squash so far. Ms. Ramsey said they have reduced mask mandates to only being required in intake and quarantine areas. She also stated they are continuing the enhanced cleaning and disinfecting practices and have had no positive cases in the last 10 weeks. They are still offering vaccination clinics on a monthly basis.

**Roads:** Ms. Hamilton stated the LGRF 2022 CAPS and COOP projects are underway and almost complete. She stated Mr. Lovato expects them to be complete by the end of the month. In July they will begin Capital Outlay projects identified in the 5-year road plan. Increases in costs of materials, fuel, hauling and sur-charges will impact how far those capital outlay dollars will go. Ms. Hamilton stated she and Mr. Lovato are working together to plan an open house and ribbon cutting for the Road Barn. It is slated for July 12, 2022 with local leaders, elected officials and legislators being invited to attend.

**Manager:** Ms. Hamilton gave the annual state of the county report. She covered a list of financial and operational accomplishments stating the county is in a strong and stable financial position. She stated there are a total of 92 county positions with very few vacancies currently. The full report will be posted to the website. She and Commissioner Savage have continued negotiations on a draft agreement with the City of Portales and will attend a meeting hosted by the City regarding communications/dispatch later today.

**Commissioners:** Commissioner Lopez stated he had been out to the fairgrounds and things look really good. The parking lots and the paint are a big improvement and he feels like the public will be pleased with the improvements.

Commissioner Lee was pleased that the Detention Center was recognized for the MAT Program in the report released regarding the feasibility study conducted for a Regional Mental Health Facility.

## **6. New Business:**

**A. Request for Approval Disposal by Donation to Another Public Entity of 1980 International Fire Truck from Milnesand Volunteer Fire Department to the Dora Volunteer Fire Department:** Kelly Bilbrey stated the truck is 42 years old and is in need of repair. Maintenance costs are more than the value of the truck. She explained the Dora VFD has a similar truck and would be able to use this truck as a parts vehicle to keep their truck operational. She asked the commission to donate the truck to the Dora VFD. Commissioner Lee made a motion to donate the truck as requested, with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

**B. Presentation of the Roosevelt County Historic Courthouse Renovation Plans from NMC Architects:** Mr. John Layman presented the plan, stating he, Mr. Spinks and Ms. Hamilton had walked through the building and had identified needs of the Courthouse for the renovation plan. He presented those needs as being: preventing water from leaking into the basement, proper drainage away from the building, including sloped sidewalk and swales to collect drainage, exterior doors and entrance vestibules, repointing the bricks, and cast stone repairs. He gave an early estimate and warned that inflation would have to be factored into those numbers. He also gave a breakdown of additional costs if the projects were to be phased. Commissioner Lee asked if any of the renovations would necessitate relocating staff. Mr. Layman stated it would not be necessary to relocate any staff since the work would take place on the exterior of the building. Commissioner Lopez asked if this was included on our ICIP and if Recovery Funds or LEDA Funds could be used. Ms. Hamilton stated it is on the ICIP and now has the necessary cost estimates to be shovel ready, increasing the odds of securing funding. She also stated Recovery Funds and LEDA Funds could not be used for these renovations.

**C. Discussion and Consideration of Modification to the Sheriff's Office Organizational Chart:** Sheriff Parker asked the commission to consider adding a communications officer position to their organizational chart. This position would report to the Sheriff's Executive Secretary and would function as dispatch for the Sheriff's Office to alleviate the burden on City of Portales Dispatch. Sheriff Parker stated he would like to see the position added regardless of how the negotiations with the city progress. He was asked if there was additional training required for the position. He stated there is additional certification required for communications and praised Ms. Hernandez as one of the best dispatchers he has seen in his career. Ms. Hamilton stated the training requirements are built in to the job description for the position. Commissioner Savage made a motion to modify the organizational chart as requested with a second by Commissioner Dixon. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

**D. Request for Approval of a Type III-B Summary Subdivision a Replat of Lots 2 and 5 of Carolina Estates:** Mr. Montiel stated Melvin and Karen Nusser requested the subdivision of their property resulting in Lots 2 and Lots 5 being re-numbered as Lots 2 and 2a and 5 and 5a. The Nussers have met all of the requirements of the subdivision ordinance. There were no adverse opinions received from utility companies or neighboring property owners. Commissioner Grider made a motion to approve the request for the summary subdivision replat as presented with a second from Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

**E. Request to Consider Reinstatement of Membership with Eastern Plains Council of Governments in FY23:** Commissioner Lopez reminded the others that Ms. Chancey had given presentations on the benefits of membership with EPCOG at the past few meetings and asked them to consider reinstating membership with EPCOG. He stated it could be a good time to do so considering Ms. Acosta-Flores will be retiring in the coming months and her replacement may need the help of EPCOG for grant administration support. Commissioner Lopez made a motion to reinstate membership with EPCOG with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-No, Commissioner Lopez-Yes.

**F. Presentation and Request for Approval of FY22 Capital Asset Inventory Listing:** Ms. Rivera stated the Asset listing was provided in the meeting packet. Commissioner Savage made a motion to approve the

inventory list as presented, with a second by Commissioner Dixon. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

**G. Designation of two Commissioners to Participate in the FY 22 Financial Audit Meetings:** Commissioner Lopez nominate the chair and vice-chair to serve in this role. Commissioners Savage and Lee agreed to serve. No vote was necessary.

**H. Request for Approval for the Treasurer to Transfer \$1,000,000.00 into the State Required Reserve Account:** Ms. Hamilton requested the transfer stating it is a state requirement of 3/12ths in reserves and this transfer will move the Commission's reserve closer to the 6/12ths they had adopted as standard practice after 2015. Commissioner Lee made a motion to approve the transfer with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

**I. Request for Approval for the Treasurer to Transfer up to \$1,000,000 into the Designated Special Reserve for Capital Improvements:** Ms. Hamilton requested the transfer stating it is to replenish and build the Capital Improvements fund which covers projects such as those approved for the fair-grounds improvements. Commissioner Lopez made a motion to approve the transfer with a second by Commissioner Dixon. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

**Convene Board of Canvass:** At 10:14 am Commissioner Lopez made a motion to recess the commission meeting and go into Board of Canvass, with a second by Commissioner Lee. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes. Ms. Park presented the results of the election canvass stating poll officials at each of the 6 Roosevelt County polling locations had completed their assigned work on election day. She also stated there were a total of 95 absentee ballots issued, 79 of which had been returned and accepted prior to the election day deadline. 16 ballots had not been returned. Of those 16, two were returned as undeliverable after the deadline. There were 766 ballots issued at the Clerk's office during early in-person voting. There were 121 ballots issued at the Alternate early in-person site. 111 voters participated at the Dora VCC, 108 at Elida, 105 at Floyd, 362 at the Jake Lopez Building and 724 at the Memorial Building on election day. Ms. Park requested Mr. Knudson draft a court order to retrieve write-in ballots from sealed ballot boxes that had not been tallied as part of closing the polls on election night. Judge Mowrer granted the court order and oversaw the opening of the ballot boxes and allowed the Clerk and Chief Deputy Clerk to retrieve the write-in ballots to be tallied. The write-in ballots were tallied and placed back into the secured ballot boxes. There were 3 races with write-in candidates on the Libertarian ballot. There were not bonds, tax questions or amendments on any of the ballots. Ms. Park asked the commission to certify the canvass. She answered questions regarding the timeline and the canvass certification process. Ms. Park stated the time frame to certify the county canvass is 6-10 days following the election and that it must be done by Friday June 17 so that the state can move forward with the statewide canvass. Commissioner Lopez made a motion to approve the canvass as presented with a second by Commissioner Dixon. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes. At 10:26 am Commissioner Lopez made a motion to come out of Board of Canvass and re-convene the commission meeting, with a second by Commissioner Dixon. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

**7. Procurements – Contracts – Agreements:**

**A. Request for Approval of Agreement with Department of Finance and Administration Fund Appropriation Project Award 22-ZG9101 for \$150,000.00 to Purchase and Equip Roosevelt County Sheriff's Office Fleet:** Ms. Rivera made the request as was presented in the May budget meetings. Commissioner Dixon made a motion to approve the agreement, with a second by Commissioner Lee. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

**B. Request for Approval to Submit the FY23 CDWI Grant Funds Application for \$2,947.00 with the State of New Mexico Department of Transportation:** Ms. Rivera sated Ms. Reed put together the application for the funds that cover victim impact expenses for the DWI Program. Commissioner Grider made a motion to approve the request with a second from Commissioner Lopez. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

**C. Request for Approval of Renewal and Sixth Amendment to the Agreement for Comprehensive Health Care Services at the Roosevelt County Detention Center:** Ms. Hamilton stated this amendment to the agreement covers the MAT Program Nurse. She also stated this is the final year of this contract and it will go out for RFP next spring. She stated the increase is approximately \$100,000.00 which is used directly for staffing. Ms. **Hamilton** was asked if the county was satisfied with their services. She replied both she and Ms. Ramsey are very happy with the services provided under the contract. Commissioner Grider made a motion to approve the renewal and sixth amendment as presented, with a second by Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

**D. Request for Approval of Award of ITB 2022-06 Crushed Caliche Materials for Roosevelt County Road Department:** Ms. Rivera said there were two responsive bids to the ITB She recommended awarding the contract to A-1 Crushing, as they came in with the lowest cost bid. Commissioner Lopez made a motion to approve the Award to A-1 Crushing, with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

**E. Request for Approval of Contract Renewal with Doerr & Knudson for Legal Services:** Ms. Hamilton stated this is the final year for renewal of a four-year contract with Doerr & Knudson for Mr. Knudson's services. She stated professional services agreements are reviewed and renewed annually. Ms. Hamilton also noted that an



RFP which followed New Mexico and Roosevelt County procurement code for legal services was done in 2020. Commissioner Savage stated in his short time on the commission Mr. Knudson has been very professional and accessible. He stated Mr. Knudson's performance has been exemplary. Commissioner Savage stated the district 3 commissioner elect does not take office until January 1. Until then, Commissioner Lee is the duly elected voting member of the commission and has every right and responsibility to make decisions as they come before the Commission. Commissioner Dixon stated she would like to see the contract go out for RFP at this time. Commissioner Lopez made a motion to approve the contract renewal with Doerr & Knudson for Mr. Knudson's services, with a second by Commissioner Lee. Commissioner Grider-Yes, Commissioner Savage-No, Commissioner Dixon-No, Commissioner Lee-Yes, Commissioner Lopez-Yes. With a vote of 3-2, the contract was renewed.

**8. Resolution – Ordinances – Proclamations:**

**A. Consideration of Resolution 2022-22 Participation in Local Government Road Fund Program**

**Administered by New Mexico Department of Transportation (COOP):** Ms. Hamilton stated the resolution allows for the participation in the COOP program with the state providing 75% of the funding and Roosevelt County matching 25% of the funding in-kind. Commissioner Grider made a motion to approve Resolution 2022-22, with a second by Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

**B. Consideration of Resolution 2022-23 Participation in Local Government Road Fund Program**

**Administered by New Mexico Department of Transportation (CAP):** Ms. Hamilton stated the resolution allows for the participation in the CAP program with the state providing 75% of the funding and Roosevelt County matching 25% of the funding in-kind. Commissioner Grider made a motion to approve Resolution 2022-22, with a second by Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

**C. Consideration of Resolution 2022-24 Committing a Portion of Roosevelt County Opioid Settlement Funds for the Purpose of Establishing a Regional Behavior Health Facility in Eastern New Mexico:**

Ms. Hamilton stated we have not yet received the funds from the settlement, but this resolution show that we are committed to the Regional Behavior Health Facility for Eastern New Mexico. Commissioner Lopez made a motion to approve Resolution 2022-24, with a second by Commissioner Dixon. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

**D. Consideration of Resolution 2022-25 Authorizing Roosevelt County to Pick up Seventy-five percent of the PERA Municipal Police Plan 5 Member Contributions:**

Mr. Andrus requested approval of Resolution 2022-25 which would bring Roosevelt County in line with other Counties that cover the maximum portion of the member contributions for their law enforcement officers. It would help to keep the county competitive in hiring and retaining law enforcement officers. Commissioner Savage made a motion to approve Resolution 2022-25, with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

**E. Consideration of Resolution 2022-26 Authorizing Roosevelt County to Pick up Seventy-five percent of the PERA Municipal General Plan 2 Member Contributions:**

Mr. Andrus requested approval of Resolution 2022-26 which would bring Roosevelt County in line with other Counties that cover the maximum portion of the member contributions for their staff under the General Plan 2. It would help to keep the county competitive in hiring and retaining qualified staff. Commissioner Grider made a motion to approve Resolution 2022-26, with a second by Commissioner Lopez. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

**F. Consideration of Resolution 2022-27 Continuing the Declaration of and Exceptional Drought and Fire**

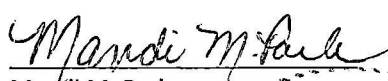
**Danger Emergency in Roosevelt County:** Ms. Hamilton stated there were two versions of the resolution in the packet. One was the continuation of the current resolution. The other option would be to include restrictions on the sale and use of fireworks in the unincorporated areas of the county. Ms. Hamilton stated if the commission chose to restrict the sale and use of fireworks it would require scheduling a special meeting to give the public notice of the intent to do so. Commissioner Grider made a motion to approve the Resolution as a continuation of the current burn ban, with a second from Commissioner Savage. Commissioner Grider-Yes, Commissioner Savage-Yes, Commissioner Dixon-Yes, Commissioner Lee-Yes, Commissioner Lopez-Yes.

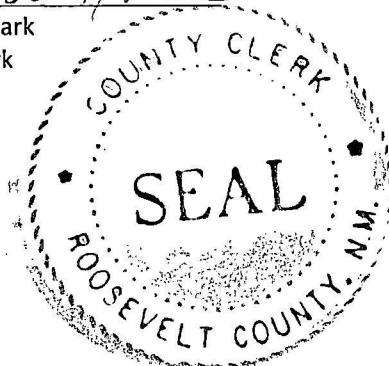
**9. Executive Session:** Commissioner Lee asked if an executive session was necessary, there was no need.

**10. Media Communication:** Mr. McGee asked for the date of an email from a constituent to Commissioner Dixon and she provided that information. He also asked Ms. Ramsey how the produce is used from the garden at the detention center. She responded by saying it goes to the kitchen and to the benefit of the detainees.


**11. Adjourn:** The meeting was adjourned at 11:02 a.m.

ATTEST:

  
Mandi M. Park  
County Clerk



BOARD OF ROOSEVELT  
COUNTY COMMISSIONERS

  
Lewis Shane Lee  
Commission Chair

