



QUAY COUNTY GOVERNMENT  
300 South Third Street  
P.O. Box 1246  
Tucumcari, NM 88401  
Phone: (575) 461-2112  
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AGENDA  
REGULAR SESSION  
QUAY COUNTY BOARD OF COMMISSIONERS  
FEBRUARY 12, 2018

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**9:00 A.M. Call Meeting to Order**

Pledge of Allegiance

Approval of Minutes-Regular Session January 29, 2018

Approval/Amendment of Agenda

**Ongoing Business**

**New Business**

- I. **Troy Clark, PMS VP of RDS Operations**
  - Request Approval of **Dan C. Trigg Hospital Lease Agreement Second Amendment**
- II. **David Lathrom, City of Tucumcari, Chief of Police**
  - Request Approval for **Application for CDWI Funds**
- III. **Darla Munsell, Quay County Road Department**
  - Road Update
- IV. **Cheryl Simpson, Quay County Finance Director**
  - Request Approval of **FY 2017-2018 Resolution No. 22 - Road Fund Increase**
  - Request Approval of **FY 2017-2018 Resolution No. 23 - Vic Breen Fund Increase**
  - Request Approval of **FY 2017-2018 Resolution No. 24 - GF to DWI Transfer**
- V. **Richard Primrose, Quay County Manager**
  - Request Approval of the **Quay County Drug-Free Policy**
  - Request Approval of the **Quay County Computer Guidelines**
  - **Correspondence**
- VI. **Request Approval of Accounts Payable**



DOC #CM-00435

02/27/2018 09:55 AM Doc Type COCOM

Fee (No FieldTag Finance Total Fees found)

Quay County, NM

Ellen White - County Clerk

Pages: 14



County Clerk

**VII. Other Quay County Business That May Arise During the Commission Meeting and/or Comments from the Commissioners**

**VIII. Request for Closed Executive Session**

- Pursuant to Section 10-15-1(H) 7. The New Mexico Open Meetings Act Pertaining to Threatened or Pending Litigation

**IX. Franklin McCasland, Quay County Commission Chairman**

- Proposed action, if any, from Executive Session

**Adjourn**

*Lunch-Time and Location to be Announced*

**1:00 P.M. Work Session**

**Discussion of Personnel Policy**

**REGULAR SESSION-BOARD OF QUAY COUNTY COMMISSIONERS**

**February 12, 2018**

**9:00 A.M.**

BE IT REMEMBERED THE HONORABLE BOARD OF QUAY COUNTY COMMISSIONERS met in regular session the 12<sup>th</sup> day of February, 2018 at 9:00 a.m. in the Quay County Commission Chambers, Tucumcari, New Mexico, for the purpose of taking care of any business that may come before them.

**PRESENT & PRESIDING:**

Franklin McCasland, Chairman  
Mike Cherry, Member  
Sue Dowell, Member  
Ellen L. White, County Clerk  
Richard Primrose, County Manager

**OTHERS PRESENT:**

Darla Munsell, Quay County Road Department  
Vic Baum, Quay County Assessor  
Daniel Zamora, Quay County Rural Addressing  
Don McCoy, Quay County Resident  
Gail Houser, Tucumcari Main Street Director  
Russell Shafer, Quay County Sheriff  
Cheryl Simpson, Quay County Manager's Office  
Thomas Garcia, Quay County Sun

Chairman Franklin McCasland called the meeting to order. Daniel Zamora led the Pledge of Allegiance.

A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve the minutes from the January 29, 2018 regular session as presented. MOTION carried with Cherry voting "aye", McCasland voting "aye", and Dowell voting "aye".

Richard Primrose requested the Commission amend the agenda to include Public Comments following approval of the agenda. A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve the agenda with the amendment for Public Comments. MOTION carried with Cherry voting "aye", Dowell voting "aye", and McCasland voting "aye".

**PUBLIC COMMENTS:**

Quay County Sheriff, Russell Shafer offered an explanation of item No. 2 on the Agenda; Request to approve CDWI Funds Application being presented by City of Tucumcari Police

Chief, David Lathrom. Shafer explained his position with the funding process and asked the Commissioners to approve the request when the item was presented.

ONGOING BUSINESS: NONE

NEW BUSINESS:

Chairman McCasland entertained a motion to table Items 1 and 2 until those presenters arrive at the meeting. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to table Items 1 and 2. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye".

Darla Munsell, Secretary to Larry Moore, Road Superintendent, gave the following update on projects:

1. Reported that Larry Moore is absent today due to an emergency.
2. Blade reports were distributed and are attached to these minutes.
3. Stated Quay Road 96 is halfway complete.
4. Don McCoy joined Munsell in the request to begin proceedings to close the 275-500 block of Quay Road 56. Munsell stated the road is used solely by one land owner and will be brought to the Commissioners for approval at an upcoming meeting. (Elaine Smith, owner)
5. LGRF funding for 2018 projects has been received.

Richard Primrose informed the Commission that he and Moore met with a company Friday that flew into Tucumcari to discuss a product they market that might be a solution for repairs on Quay Road AI.

Cheryl Simpson, Quay County Finance Director presented the following Resolutions for approval:

1. FY2017-2018 Resolution No. 22 – Road Fund Increase
2. FY2017-2018 Resolution No. 23 – Vic Breen Fund Increase
3. FY2017-2018 Resolution No. 24 – General Fund to DWI Transfer

A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve the above described Resolutions 22, 23 and 24. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye". Copies are attached to these minutes.

Simpson informed the Board the 2017 Audit has been approved and is a public document available in the Manager's Office or online at the New Mexico State Auditors website.

Troy Clark, Presbyterian Hospital Regional Administrator joined the meeting. Time noted 9:25 a.m.

Richard Primrose, Quay County Manager presented the following item for approval:

1. Requested approval of the Quay County Drug Free Policy. Commissioner Cherry questioned the random drug testing of all employees versus only those requiring CDL. A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to table approval of this Policy until clarification can be obtained from legal counsel. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye".
2. Presented the Quay County Computer Guidelines for approval. Commissioner Cherry suggested changing the title from Guidelines to Policy. A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve the document with the change to Quay County Computer Use Policy. MOTION carried with Dowell voting "aye", Cherry voting "aye" and McCasland voting "aye". The document will be distributed to all employees with a page for signature of receipt of the new Policy.

Primrose presented the following correspondence:

1. A Mesquite Treatment Seminar will be held at the Tucumcari Convention Center on Saturday, February 24 at 10:00 a.m.
2. Quay County offices will be closed Monday, February 19 in observance of President's Day.
3. Tucumcari Public Library will have a fundraiser on Saturday, February 17 at the Tucumcari Convention Center.
4. Primrose and Daniel Zamora participated in a conference call with the NM Division of Homeland Security to discuss funding for 2018. It was disclosed the funding factor had changed significantly for all Emergency Management positions throughout the State. Primrose stated Quay County is on track with submitting a letter of intent for the upcoming funding grant and qualifying Daniel Zamora as the new Emergency Manager for Quay County. Commissioner Cherry stated these funds are flow-through funds from the Federal Government. Cherry stated there are options to continue receiving funds even if this funding source doesn't come through. Commissioner Dowell asked if Quay County's funding had been changed based on the resignation of Curtis Simpson. Zamora and Primrose both reiterated this was a statewide funding decrease. Dowell stated the security to the citizens in Quay County knowing this position is filled in the event of an emergency is critical.
5. Received notification from Representative Dennis Roch that Quay County has been designated to receive \$50,000.00 for Quay Road AR engineering services and \$225,000.00 for renovations at the Quay County Detention Center. Primrose reminded everyone that final approval of these capital outlay funds will still require the Governor's approval.
6. Reported the public meeting regarding the Quay County Comprehensive Plan was well attended and thanked those from the courthouse who attended.
7. Reported Clint Hardin, Lobbyist on behalf of Quay County reported HB 163 (Unimproved Land Property Tax Valuation) has died in committee during the current session.

Chairman McCasland returned to Item No. 1, tabled earlier in the meeting.

Troy Clark, Presbyterian Hospital Regional Administrator outlined services planned for Trigg Memorial Hospital as noted below:

- Addition of Andi Baum to Trigg Hospital Board of Directors
- Days away from announcing a new Administrator for the Clovis and Tucumcari hospital
- New outpatient services to include orthopedic surgeons and a cardiologist available two days a month in Tucumcari
- Addition of a nurse practitioner to the staff allowing for the clinic at Logan to be open 5 days a week

In addition, Clark stated both the Radiology Department and Home Health Services received recognition awards for their high standards of quality services.

Commissioner Dowell thanked Clark for the outstanding report of services on the horizon and congratulations for their recent awards. Dowell said it's important for the citizens to know of the positive things going on at their hospital. Dowell said she would like to continue voicing her concern for the lack of OB/GYN care for women in Quay County. Clark empathized with Dowell and stated he understands the need and will continue to advocate for services with the third party medical group in Clovis that provides those services to Curry and Roosevelt County.

Clark requested approval of the Second Amendment Lease Agreement between Quay County and Presbyterian Healthcare Services. Commissioner Cherry stated he doesn't recall ever reviewing the original lease with Quay County that was enacted many years ago prior to his term as Commissioner. A MOTION was made by Commissioner Cherry to table action on this request until review of that contract. MOTION DIED for lack of a SECOND.

Commissioner Dowell stated she was positive the Commission had reviewed the original lease during her tenure and she has studied its contents. Dowell said she doesn't have an issue with the request to approve the Amendment. A MOTION was made by Sue Dowell, SECONDED by Chairman McCasland to approve the Second Amendment Lease Agreement. MOTION carried with Dowell voting "aye", McCasland voting "aye" and Cherry voted "nay" explaining the only reason he voted in the negative was to have ample time to review the original Lease. Cherry stated he fully supports the hospital and their efforts. A copy of said Agreement Amendment is attached and made a part of these minutes.

#### ACCOUNTS PAYABLE:

A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve the expenditures included in the Accounts Payable Report ending February 8, 2018. MOTION carried with Dowell voting "aye", Cherry voting "aye" and McCasland voting "aye".

Other Quay County Business That May Arise During the Commission Meeting and/or Comments from the Commissioners:

Commissioner Dowell asked if Item No. 2; Approval for Application of CDWI Funds needed to be acted on. NO ACTION WAS TAKEN. Item remained tabled.

Chairman McCasland called for a break. Time noted 10:05 a.m.

Return to regular session. Time noted 10:15 a.m.

A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to go into Executive Session pursuant to the Open Meetings Act pursuant to Section 10-15-1(H)7 to discuss Threatened or Pending Litigation. MOTION carried with Cherry voting "aye", McCasland voting "aye" and Dowell voting "aye".

Time noted 10:20 a.m.

-----EXECUTIVE SESSION-----

Return to regular session. Time noted 10:45 a.m.

NO ACTION WAS TAKEN FOLLOWING EXECUTIVE SESSION.

There being no further business, a MOTION was made by Sue Dowell, SECONDED by Mike Cherry to adjourn. MOTION carried with Cherry voting "aye", McCasland voting "aye" and Dowell voting "aye". Time noted 10:50 a.m.

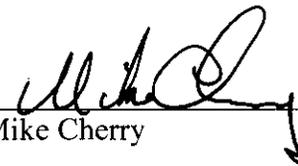
A work session will be held at 1:00 p.m. for review of the Quay County Personnel Policy.

Respectfully submitted by Ellen White, County Clerk.

BOARD OF QUAY COUNTY COMMISSIONERS

\_\_\_\_\_  
Franklin McCasland

  
\_\_\_\_\_  
Sue Dowell

  
\_\_\_\_\_  
Mike Cherry

ATTEST:

  
\_\_\_\_\_  
Ellen L. White, County Clerk



DATE/17	NAME	ROAD	BLADED	BLOCKS	MILES	ADDITIONAL WORK TO ROAD
2-Jan-18	LOUIS	QUAY ROAD	65	1700-1770	0.7	WORKED ON DITCHES
	TONY	QUAY ROAD	89	1900-2000	1.00	
3-Jan-18	DONALD	QUAY ROAD	AX	2500-2600	1.00	BLADE AND SHAPE
	DONALD	QUAY ROAD	26	4900-4950	0.50	BLADE AND SHAPE
	DONALD	QUAY ROAD	25	4850-4900	0.50	BLADE AND SHAPE
	LOUIS	QUAY ROAD	66	1700-1740	0.40	WORKED ON DITCHES
4-Jan-18	LOUIS	QUAY ROAD	M	5400-5500	1.00	WORKED ON DITCHES
5-Jan-18	TONY	QUAY ROAD	61	2800-3100	3.00	
	TONY	QUAY ROAD	AC	6100-6150	0.50	
	TONY	QUAY ROAD	AJ	6200-6300	1.00	
	TONY	QUAY ROAD	62	3700-3800	1.00	
8-Jan-18	LOUIS	QUAY ROAD	M	5200-5250	0.50	WORKED ON DITCHES
	DONALD	QUAY ROAD	26	4900-4950	0.50	
	DONALD	QUAY ROAD	25	4400-4500	1.00	
	DONALD	QUAY ROAD	AQ	2500-2600	1.00	
9-Jan-18	LOUIS	QUAY ROAD	49	0500-0900	4.00	BACK SLOPE, DITCHES
	LOUIS	QUAY ROAD	49			WORKED ON INTERSECTION ST.HWY 93 AND QUAY ROAD 49
10-Jan-18	LOUIS	QUAY ROAD	M	5250-5400	1.5	WORKED ON DITCHES
11-Jan-18	ARMANDO	QUAY ROAD	AF	3000-3100	1.00	
	ARMANDO	QUAY ROAD	AE	3000-3100	1.00	
	ARMANDO	QUAY ROAD	AH	3000-3100	1.00	
	LOUIS	RT.	66	1200-1475	2.75	
	LOUIS	QUAY ROAD	M	5800-5950	1.50	
15-Jan-18	ARMANDO	QUAY ROAD	AJ	3900-4000	1.00	
	ARMANDO	QUAY ROAD	AI	3900-4000	1.00	
	ARMANDO	QUAY ROAD	40	3700-3900	2.00	
	LOUIS	QUAY ROAD	65	1800-2000	2.00	
16-Jan-18	ARMANDO	QUAY ROAD	AG	6200-6400	2.00	
	ARMANDO	QUAY ROAD	61	2800-3100	3.00	
	LOUIS	QUAY ROAD	51	0900-1200	3.00	
17-Jan-17	ARMANDO	QUAY ROAD	AD	3700-3900	2.00	
	LOUIS	QUAY ROAD	J	4900-5100	2.00	
	LOUIS	QUAY ROAD	49	0500-0900	4.00	
1/18/2017	LOUIS	QUAY ROAD	M	5000-5200	2.00	
1/22/2018	LOUIS	QUAY ROAD	F	5950-6050	1.00	
23-Jan-18	ARMANDO	QUAY ROAD	57	3070-3400	3.20	
	ARMANDO	QUAY ROAD	58	3300-3400	1.00	
	ARMANDO	QUAY ROAD	61	3400-3465	0.65	
	LOUIS	QUAY ROAD	55	1800-2050	2.50	

24-Jan-18	ARMANDO	QUAY ROAD AD	3900-4200	3.00
	ARMANDO	QUAY ROAD 40	2700-2900	2.00
	LOUIS	QUAY ROAD 55	2000-2200	2.00
25-Jan-18	LOUIS	QUAY ROAD 55	2000-2200	2.00
	LOUIS	QUAY ROAD U	5980-6100	1.20
29-Jan-18	LOUIS	QUAY ROAD U	6200-6500	3.00
	ARMANDO	QUAY ROAD 63.8	3600-3700	1.00
	ARMANDO	QUAY ROAD 64	3600-3700	
	ARMANDO	QUAY ROAD 63.2	3675-3698	0.20
	ARMANDO	QUAY ROAD AK.4	3630-3698	0.76
	ARMANDO	QUA ROAD 63.5	3600-3650	0.50
30-Jan-18	ARMANDO	QUAY ROAD AF.5	6400-6475	0.63
	ARMANDO	QUAY ROAD 64	3150-3275	1.25
	LOUIS	QUAY ROAD 64	1800-1950	1.50
	LOUIS	QUAY ROAD Q	6500-6600	1.00
	LOUIS	QUAY ROAD P	6500-6850	3.50
	LOUIS	QUAY ROAD 67	1450-1600	1.50
	LOUIS	QUAY ROAD N	6550-6650	1.00
	ARMANDO	QUAY ROAD AG	6300-6500	2.00
	ARMANDO	QUAY ROAD 65	3200-3300	1.00
31-Jan	LOUIS	QUAY ROAD G	5900-6000	1.00
	LOUIS	RT. 66	0050-0700	6.50
	ARMANDO	QUAY ROAD AI	3800-3900	1.00
	ARMANDO	QUAY ROAD 40	3000-3200	2.00
	ARMANDO	QUAY ROAD 38	3300-3400	1.00

**TOTAL 99.24**

BRENDA FROM THE BUS BARN CALLED TO THANK THE BLADE OPERATORS FOR DOING A WONDERFUL JOB ON HER CALL IN SCHOOL BUS ROADS. SHE WAS VERY PLEASED.

**QUAY COUNTY  
FISCAL YEAR 2017-2018  
RESOLUTION No. 22**

Authorization of Budgetary Increase to Road Fund (402)

**WHEREAS**, at meeting of the Board of Quay County Commissioners on February 12, 2018 the following was among the proceedings;

**WHEREAS**, the Board of Quay County Commissioners deems it necessary to request this Budgetary Increase:

**State Fund 204  
Budgetary Increase**

	<u>DEBIT</u>	<u>CREDIT</u>
402-00-37167 2018 State CAP		\$59,027.00
402-00-37168 2018 State CO-OP		\$29,053.00

**WHEREAS**, the above activity was not contemplated at the time the final budget was adopted and approved **Match Waiver was granted**

**NOW THEREFORE, BE IT RESOLVED** that after approval of the Local Government Division of the Department of Finance and Administration, the above Budgetary Increase be made.

DONE at Tucumcari, County of Quay, New Mexico this 12<sup>th</sup> day of February, 2018.

  
Franklin McCasland, Commissioner

  
Sue Dowell, Commissioner

  
Mike Cherry, Commissioner

  
Ellen White, County Clerk



**QUAY COUNTY  
FISCAL YEAR 2017-2018  
RESOLUTION No. 23**

Authorization of Budgetary Increase to **Victor C. Breen Memorial Fund (642)**

**WHEREAS**, at meeting of the Board of Quay County Commissioners on February 12, 2018 the following was among the proceedings;

**WHEREAS**, the Board of Quay County Commissioners deems it necessary to request this Budgetary Increase:

**State Fund 218  
Budgetary Increase**

	<u><b>DEBIT</b></u>	<u><b>CREDIT</b></u>
<b>642-12-45030 Professional Services</b>	<b>\$377.92</b>	

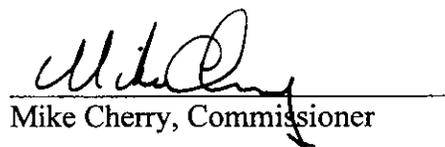
**WHEREAS**, the above activity was not contemplated at the time the final budget was adopted and approved **FY18 Beginning Cash budgeted**

**NOW THEREFORE, BE IT RESOLVED** that after approval of the Local Government Division of the Department of Finance and Administration, the above Budgetary Increase be made.

DONE at Tucumcari, County of Quay, New Mexico this 12<sup>th</sup> day of February, 2018.

  
Franklin McCasland, Commissioner

  
Sue Dowell, Commissioner

  
Mike Cherry, Commissioner

ATTEST:

  
Ellen White, County Clerk



**QUAY COUNTY  
FISCAL YEAR 2017-2018  
RESOLUTION No. 24**

Authorization to Budget and Transfer Cash to **DWI Grant Fund (624)**

**WHEREAS**, at meeting of the Board of Quay County Commissioners on February 12, 2018 the following was among the proceedings;

**WHEREAS**, the Board of Quay County Commissioners deems it necessary to request this Budget Adjustment and Transfer Cash:

**State Fund 223**

**Budget Increase**

	<b><u>DEBIT</u></b>	<b><u>CREDIT</u></b>
624-99-95401 Transfer from General Fund		\$5000.00
624-99-97401 Transfer to General Fund	\$5000.00	
401-99-95624 Transfer from DWI Grant		\$5000.00
401-99-97624 Transfer to DWI Grant	\$5000.00	
<b><u>Transfer of Cash</u></b>		
624-99-95401 Transfer from General Fund		\$3,543.00
401-99-97624 Transfer to DWI Grant	\$3,543.00	

**WHEREAS**, the above activity was not contemplated at the time the final budget was adopted and approved **FY18 Cash Transfers**

**NOW THEREFORE, BE IT RESOLVED** that after approval of the Local Government Division of the Department of Finance and Administration, the above Cash Transfer to be made.

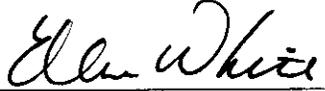
DONE at Tucumcari, County of Quay, New Mexico this 12<sup>th</sup> day of February, 2018.

  
Franklin McCasland, Commissioner

  
Sue Dowell, Commissioner

  
Mike Cherry, Commissioner

ATTEST:

  
Ellen White, County Clerk

## SECOND AMENDMENT TO LEASE AGREEMENT

This Second Amendment to Lease Agreement is made as of the 16<sup>th</sup> day of January 2018, by and between the COUNTY OF QUAY, a political subdivision of the State of New Mexico (the "County") and PRESBYTERIAN HEALTHCARE SERVICES, a New Mexico nonprofit corporation ("PHS").

### WITNESSETH:

WHEREAS, the County and PHS are parties to a Lease Agreement dated May 12, 2008, amended by a First Amendment dated January 10, 2011 (the "Lease"), whereby PHS leases from the County the property known as Dr. Dan C. Trigg Memorial Hospital;

WHEREAS, with respect to Section 1.5 of the Lease, PHS is granted an option to renew this Lease for an additional term of ten (10) years (the "Renewal Term"); and

WHEREAS, the County and PHS acknowledge that the official option to renew notice date of December 1, 2017 was an administrative oversight by both parties; and

WHEREAS, regardless, the County and PHS both desire to renew this Lease for an additional term of ten (10) years;

NOW, THEREFORE, the County agrees to allow PHS to exercise its option to renew this Lease, effective as of January 16, 2018, as follows:

### AGREEMENTS:

NOW, THEREFORE, in consideration of the foregoing and of the mutual covenants and conditions set forth in this Second Amendment, PHS and Contractor hereby agree as follows:

1. *Option to Renew.* With respect to Section 1.5 of the Lease, PHS desires to exercise the option to renew the Lease for an addition term of ten (10) years (the "Renewal Term") commencing immediately upon expiration of the Initial Term. Unless otherwise terminated pursuant to the terms of this Lease, this Renewal Term shall extend this Lease until June 1, 2028. The Lease during this Renewal Term shall be on the same terms and conditions as contained in the Lease.

2. *Effect.* Except as amended by the terms of this Second Amendment, each of the terms and provisions of the Agreement will continue in full force and effect.

**IN WITNESS WHEREOF**, the parties hereto have executed this Amendment to be effective as of January 15, 2018.

[SIGNATURE PAGE TO FOLLOW]

**BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF QUAY**

By: Franklin MacLennan  
Name: \_\_\_\_\_

By: Sue Howell  
Name: \_\_\_\_\_

By: \_\_\_\_\_  
Name: \_\_\_\_\_

**PRESBYTERIAN HEALTHCARE SERVICES**

By: Troy Clark  
Troy Clark, Vice President, Regional Operations

