



QUAY COUNTY GOVERNMENT
300 South Third Street
P.O. Box 1246
Tucumcari, NM 88401
Phone: (575) 461-2112
Fax: (575) 461-6208

AGENDA
REGULAR SESSION
QUAY COUNTY BOARD OF COMMISSIONERS
JUNE 14, 2021

9:00 A.M. Call Meeting to Order

Pledge of Allegiance

Approval of Minutes-Regular Session May 24, 2021

Approval/Amendment of Agenda

Public Comment

Ongoing Business

New Business

- I. **Linda Gonzalez, City of Tucumcari Library Director**
 - Request Approval of **Library Funding**

- II. **Darla Munsell, CDBG Coordinator**
 - Request Approval of **CDBG Application**

- III. **Ellen White, Quay County Clerk**
 - Request approval of the **FY2020-2021 Resolution No. 37 – Polling Places & Board Appointments**

- IV. **Cheryl Simpson, Quay County Finance Director**
 - Request Approval of **FY 2020-2021 Resolution No. 38 - Financial Procedures Adoption**
 - Request Approval of **FY 2020-2021 Resolution No. 39 - Budget Adjustments in Fund Transfers**
 - Request Approval of **FY 2020-2021 Resolution No. 40 - Budget Increase to Road Equipment Fund (650)**

- V. **Larry Moore, Quay County Road Superintendent**
 - **Road Update**

- VI. **Warren Frost, Attorney**
 - Discussion of **Coronado Park LLC Racetrack License Application**



DOC HCM-00511

06/29/2021 10:56 AM Doc Type: COCOM

Fee: (No FieldTag Finance.TotalFees found)

Quay County, NM Ellen White - County Clerk, County Cle

Pages: 23



VII. Daniel Zamora, Quay County Manager

- Request Approval of **FY2021-2022 Work & Financial Plan for Wildlife Services**
- **Correspondence**

VIII. Request Approval of Accounts Payable

IX. Other Quay County Business That may Arise During the Commission Meeting and/or Comments from the Commissioners

X. 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**
- Pursuant to Section 10-15-1(H) 2. **The New Mexico Open Meetings Act to Discuss Limited Personnel Matters**
- Pursuant to Section 10-15-1(H) 8. **Discussion of the Purchase, Acquisition or Disposal of Real Property or Water Rights**

XI. Franklin McCasland, Quay County Commission Chairman
Proposed action, if any, from Executive Session

Adjourn

REGULAR SESSION-BOARD OF QUAY COUNTY COMMISSIONERS

June 14, 2021

9:00 A.M.

BE IT REMEMBERED THE HONORABLE BOARD OF QUAY COUNTY COMMISSIONERS met in regular session the 14th day of June, 2021 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
Robert Lopez, Member
Jerri Rush, Member
Ellen L. White, County Clerk
Daniel Zamora, County Manager

OTHERS PRESENT:

Janie Hoffman, Quay County Assessor
Cheryl Simpson, Quay County Finance Director
Larry Moore, Quay County Road Superintendent
Lucas Bugg, Quay County Fire Marshal
Darla Munsell, CDBG Coordinator
Dana Leonard, Quay County Rural Addressing
Alan Shelton, Quay County Emergency Manager
Linda Gonzales, Tucumcari Library Director
Ron Warnick, Quay County Sun

Chairman McCasland called the meeting to order. Lucas Bugg led the Pledge of Allegiance.

A MOTION was made by Robert Lopez SECONDED by Jerri Rush to approve the May 24, 2021 regular session minutes as presented. MOTION carried with Rush voting "aye", Lopez voting "aye" and McCasland voting "aye".

A MOTION was made by Jerri Rush SECONDED by Robert Lopez to approve the Agenda as presented. MOTION carried with Rush voting "aye", Lopez voting "aye" and McCasland voting "aye".

Public Comments: Chairman McCasland recognized new County Staff Members, Dana Leonard and Alan Shelton.

NEW BUSINESS:

Linda Gonzales, Tucumcari Library Director, requested approval of an annual donation from the County to the City for the Library in the amount of \$2,000.00. Gonzales gave a brief overview of the summer

programs designed for the youth and the renovations recently made to the library. A MOTION was made by Jerri Rush, SECONDED by Robert Lopez to approve the request. MOTION carried with Lopez voting "aye", Rush voting "aye" and McCasland voting "aye".

Darla Munsell, CDBG Coordinator requested approval to submit the CDBG Application for 1.4 miles on Quay Road 63, west of Quay Road AR. Munsell stated the application request comes after the regulatory public hearings recently held on March 29 and April 5. The total amount of the project is \$750,000.00. The project, if funded, would require a 5% match of \$37,500.00. A MOTION was made by Robert Lopez, SECONDED by Jerri Rush to approve submission of the Application. MOTION carried with Lopez voting "aye", Rush voting "aye" and McCasland voting "aye".

Quay County Clerk, Ellen White, requested approval of Resolution No. 37; Designating Polling Places and Appointment of Board of Registration. White stated this is the time, required by statute, to approve this Resolution and set the Polling Places and Board of Registration for the 2022-2023 election years. A MOTION was made by Jerri Rush, SECONDED by Robert Lopez to approve Resolution No. 37. MOTION carried with Rush voting "aye", Lopez voting "aye" and McCasland voting "aye". A copy of this Resolution is attached to these minutes.

Cheryl Simpson, Quay County Finance Director, requested approval of the following items:

1. Resolution No. 38; Adopting Financial Procedures. Simpson explained this Resolution is required as part of the Federal Auditing process. Written, approved procedures are a requirement when a Federal Audit is conducted. A MOTION was made by Robert Lopez, SECONDED by Jerri Rush to approve Resolution No. 38. MOTION carried with Lopez voting "aye", Rush voting "aye" and McCasland voting "aye". A copy is attached.
2. Resolution No. 39; Authorization of Budgetary Increase to General Fund (401) to County Improvements in the amount of \$350,000.00. A MOTION was made by Jerri Rush, SECONDED by Robert Lopez to approve Resolution No. 39. MOTION carried with Rush voting "aye", Lopez voting "aye" and McCasland voting "aye". A copy is attached.
3. Resolution No. 40; Authorization of Budgetary Increase to Road Equipment Fund (650) in the amount of \$20,000.00. A MOTION was made by Robert Lopez, SECONDED by Jerri Rush to approve Resolution No. 40. MOTION carried with Lopez voting "aye", Rush voting "aye" and McCasland voting "aye". A copy is attached.

Simpson reported the County has received the first of two installments of the American Recovery Act Funding, totaling \$801,524.00.

Larry Moore, Quay County Road Superintendent, provided the road updates:

1. Following seven inches of rain in the vicinity of Quay Road AI, the crews are responding to numerous issues in that area.
2. Moore met with the Village of Logan Manager, and has agreed to assist with some road repairs in the Village of Logan on the south side of the lake. Moore stated the Village does not have the necessary equipment to get the roads repaired and there are some dangerous spots that need attention. It will require 1400 cubic yards of materials that the Village will obtain.

3. The Quay Valley area received a hard rain with high winds that caused a lot of debris. The crews are busy removing broken tree limbs and addressing the problems in that area.
4. As a result of the emergency situations throughout the County of various roads following storms, the work on Quay Road O is temporarily stopped.
5. All the millings in the San Jon area have been used and a thank you note was sent to the Department of Transportation for the generous donation.
6. Moore attended the DOT meeting for call of projects. Moore stated 36 roads and 6 bridges were submitted for funding. Moore will update when the selections have been made.
7. Blade reports were distributed and it was noted the blade operators are working hard in areas where there is finally some moisture.

Quay County Manager, Daniel Zamora presented the following items for approval and additional correspondence:

1. Requested approval of the Work and Financial Plan between Quay County and USDA Animal and Plant Health Inspection Service; Wildlife Services. Zamora explained the cost to Quay County for Wildlife Services is \$40,250.00, with an additional cost share paid by Federal and State appropriations in the amount of \$50,773.00. Making the total project cost \$91,023.51. It was also noted that the portion Quay County pays is subsidized by land owner donations averaging \$4,000.00. A MOTION was made by Robert Lopez, SECONDED by Jerri Rush to approve the Agreement. MOTION carried with Lopez voting "aye", Rush voting "aye" and McCasland voting "aye". A copy is attached to these minutes.
2. Zamora, along with Richard Primrose attended the Eastern Plains Council of Governments annual meeting.
3. Cash incentives are being offered to individuals and counties by the State to increase Covid Vaccination rates this week. The push is in hopes of reaching the 60% vaccination rate, desired by the Governor to re-open New Mexico by July 1.

A MOTION was made by Robert Lopez, SECONDED by Jerri Rush to approve the expenditures included in the Accounts Payable Report ending June 11, 2021. MOTION carried with Rush voting "aye", Lopez voting "aye" and McCasland voting "aye".

Other Quay County Business That May Arise during the Commission Meeting and/or comments from the Commissioners: NONE

Chairman McCasland requested a ten-minute recess. Time noted 9:25 a.m.
Return to regular session. Time noted 9:35 a.m.

Warren Frost, Attorney for Coronado Park LLC Racetrack, joined the meeting. Time noted 9:35 a.m.

Frost presented an updated License Application for Coronado Park LLC, reporting it has been submitted to the NM State Racing Commission. Frost stated the intentions behind this is to be assertive and prompt the Commission to make a decision in awarding the 6th racing license. Frost reported the Racing Commission has new members and a new chairman and he is optimistic a decision should be made. Frost will keep the Commissioners informed as news becomes available.

A MOTION was made by Robert Lopez, SECONDED by Jerri Rush to go into Executive Session pursuant to the following item(s):

- Section 10-15-1(H)7 for Threatened or Pending Litigation.
- Section 10-15-1(H)2 for Limited Personnel Matters.
- Section 10-15-1(H)8 for Discussion or Purchase, Acquisition or Disposal of Real Property or Water Rights.

MOTION carried with Lopez voting "aye", Rush voting "aye" and McCasland voting "aye".

Time noted 9:45 a.m.

---Executive Session---

Return to regular session. Time noted 10:25 a.m.

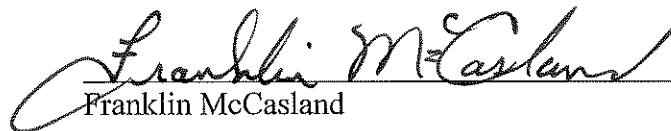
A MOTION was made by Jerri Rush, SECONDED by Robert Lopez that only the items listed above were discussed in Executive Session. MOTION carried with Rush voting "aye", Lopez voting "aye" and McCasland voting "aye".

Chairman McCasland stated there is no action as a result of Executive Session.

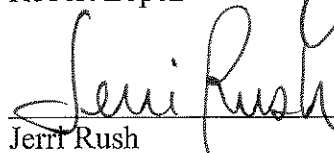
There being no further business, a MOTION was made by Robert Lopez SECONDED by Jerri Rush to adjourn. MOTION carried with Rush voting "aye", Lopez voting "aye" and McCasland voting "aye". Time noted 10:30 a.m.

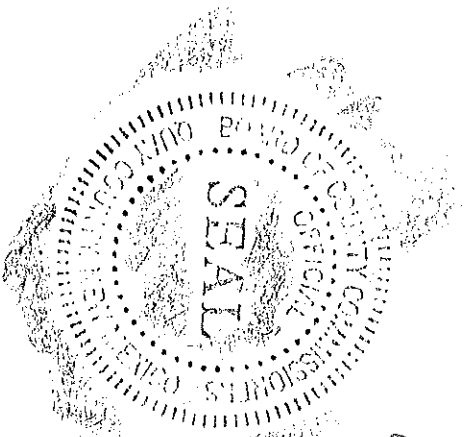
Respectfully submitted by Ellen White, County Clerk.


BOARD OF QUAY COUNTY COMMISSIONERS


Franklin McCasland


Robert Lopez


Jerri Rush



ATTEST

Ellen L. White, County Clerk



FY 2020-2021 Resolution No. 37
Designating the Location of Polling Places
for all Statewide Elections Conducted in 2022 and 2023
and

Appointing the Board of Registration Members for the County

WHEREAS, pursuant to the New Mexico Statutes Annotated 1978, Section 1-3-2 (2019) in June or July of 2021 the Board of County Commissioners by resolution shall designate the location of election day polling places in the county for the conduct of any statewide election conducted in calendar years 2022 and 2023; *and*

WHEREAS, the Board of County Commissioners finds that each polling place designated in this resolution complies with the provisions of NMSA 1978, Section 1-3-7 (2019), titled Polling Places; *and*

WHEREAS, the Board of County Commissioners finds that the Voting Convenience Centers created by this resolution will make voting more convenient and accessible to voters of the consolidated precinct, will not result in delays in the voting process, and are centrally located within each consolidated precinct; and further that the Voter Convenience Centers created by this Resolution along with any Early Voting locations which the County Clerk determines to maintain open on Election Day as additional Voter Convenience Centers all meet the requirements of Subsections B and C of NMSA 1978, Section 1-3-4 (2019) and will be available to voters of any precinct in the county to cast a vote at any Election Day Voting Convenience Center; *and*

WHEREAS, the Board of County Commissioners finds that that each polling place provides individuals with physical mobility limitations unobstructed access to at least one voting machine; *and*

WHEREAS, this Resolution is subject to amendment should there be precinct boundary adjustments once the final results of the 2020 Decennial Census are received by New Mexico from the Census Bureau; *and*

WHEREAS, pursuant to NMSA 1978, Section 1-4-34 (2019), the Board of County Commissioners shall at its first meeting in June of 2021 appoint the Board of Registration for the County who, pursuant to NMSA 1978, Section 1-4-37 (2019), shall serve a term from July 1, 2021 through June 30, 2023.

NOW, THEREFORE, BE IT RESOLVED that the Board of County Commissioners designates the election day polling locations for any Statewide Election to be conducted in 2022 and 2023 as follows:

Precinct Numbers

Location & Address

Voter Convenience Centers (VCC):

(All voters in the county may vote at these locations, regardless of where they live.)

Precinct 1 – House Community/Senior Citizens Center – 110 South Apple Street, House, NM

Precinct 2 – Forrest Fire Station – 209 State Highway 210, Forrest, NM

Precinct 3 – San Jon City Community Center – 2357 State Highway 469, San Jon, NM

Precinct 4 - Nara Visa Community Center, 950 Bell Street, Nara Visa NM

Precinct 5 – Logan Civic Center – 100 North Second Street, Logan, NM

Precinct 6-12–Tucumcari Convention Center – 1500 West Route 66 Blvd., Tucumcari, NM

Precinct 13 - Absentee – Quay County Courthouse – 301 South Third St., Tucumcari, NM

Precinct 14 – Early - Quay County Courthouse – 301 South Third St., Tucumcari, NM

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of County Commissioners designates the County Board of Registration to serve as the County Canvassing Board for the county for any Statewide or Special Election conducted within the county in calendar years 2022 and 2023.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of County Commissioners hereby appoints the following three voters, who meet the qualifications of Subsection B of NMSA 1978, Section 1-4-34 (2019) to serve as the Board of Registration for the county from July 1, 2021 through June 30, 2023:

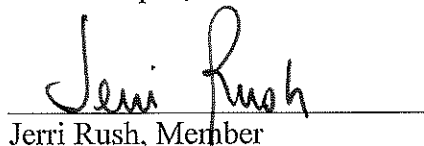
Sylvia A. Wampler, Chairman
Betty Munoz, Member
Eleanor I. Lopez, Member

PASSED, APPROVED, and ADOPTED this 14th day of June, 2021.

QUAY BOARD OF COUNTY COMMISSIONERS:


Franklin McCasland, Chairman


Robert Lopez, Member

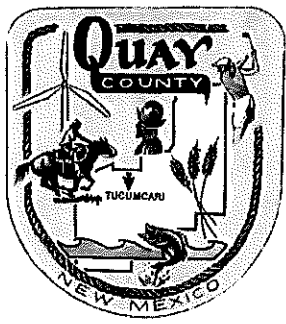

Jerri Rush, Member

ATTEST:


Ellen L. White, County Clerk

SEAL





QUAY COUNTY GOVERNMENT

FISCAL YEAR 2020-2021

RESOLUTION NO. 38

A RESOLUTION ADOPTING FINANCIAL PROCEDURES

WHEREAS, The County of Quay, acting by and through its duly elected Board of County Commissioners, hereinafter referred to as County, is authorized to establish guidelines and policy for County Financial procedures; and

WHEREAS, this Financial Policy shall apply to all Quay County Elected Officials, Department Heads, and employees and is to be interpreted and enforced by the Quay County Manager with the assistance of the Quay County Certified Procurement Officer (CPO); and

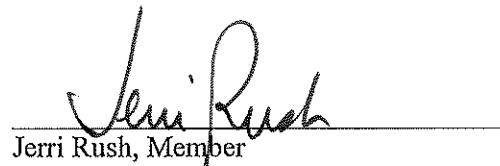
WHEREAS, any and all other resolutions, regulations and/or policies which conflict with this Resolution are repealed and from this date forward, financial decisions and purchases shall be made in compliance with this Resolution.


NOW, THEREFORE, BE IT RESOLVED BY THE QUAY COUNTY COMMISSION that the attached Quay County Financial Procedures shall be and the same hereby is adopted by the Board of County Commissioners of Quay County on this 14th day of June 2021 as the method and manner for Financial transactions for or on behalf of Quay County.

PASSED, APPROVED AND ADOPTED by the governing body at its meeting of June 14th, 2021.

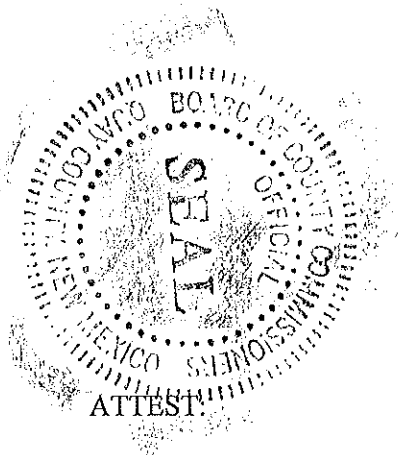
QUAY COUNTY COMMISSION


Franklin McCasland, Chairman


Jerri Rush, Member


Robert Lopez, Member


Ellen White, Quay County Clerk



QUAY COUNTY FINANCIAL PROCEDURES

General Provisions – These provisions shall pertain to, regulate and govern all financial transactions made by, for and on behalf of Quay County beginning the effective date of this policy and continuing thereafter said policy is amended, modified and/or rescinded. The provisions of this policy are mandatory for any Elected Officials, Department Heads and employees. The failure of any Department Heads or employees to follow these procedures can result in a disciplinary action, up to and including termination. It shall be the County Department Heads to familiarize themselves with the terms of this policy. Any difficulty, problem or concern regarding this policy should be brought to the attention of the Finance Department. No Department Head, Elected Official or County employee shall make a purchase or expend funds for or on behalf of Quay County if they do not understand or comprehend the terms and requirements set forth in this Policy.

Purchasing - The Finance Department's mission is to obtain the most desirable goods and services to meet the County's operational needs at the lowest possible price and in compliance with all applicable State Purchasing laws. Quay County will designate a Chief Procurement Officer (CPO) whose responsibility will be to follow guidelines for purchases of materials and services in accordance with the State of New Mexico Procurement Code 13-1-1 through 13-1-199 NMSA 1978. Since any purchase deemed in violation of procedures outlined in the New Mexico Procurement Code could be assessed as an audit finding or even legal charges to the Chief Procurement Officer of the County, large purchases or purchases beyond the day-to-day operations will be discussed with the CPO before ordering. If the CPO determines purchases have been made without consideration to the County's finances, stricter purchasing procedures could be established, which could include removing the Department Head's privileges to place orders. **(See attached Procurement in New Mexico Summary)**

Payment for materials or services shall be processed after invoiced and only after the materials or services have been received as procured. The Finance Department shall be responsible for monitoring and maintaining purchasing documentation in compliance with the Procurement Code as established by the State of New Mexico and available for review annually during the County's Audit of Financial Statements.

Federal Grant Funding – Quay County will comply with guidelines established in accordance with the OMB Uniform Guidance for all federal grant programs as applicable and as stated in the Grant Contract. The Administrator of any Federal Grant shall familiarize themselves with the Uniform Guidance sections applicable

to the funds distributed. The Department Head authorizing the application for federal funds shall be the Administrator of the Contract. If County funds are to be used as a Grant match, the Application shall be presented to the County Commission for approval. **(See attached OMB Uniform Guidance Index)**

Grant Award Contracts shall contain applicable information to administer the funds in compliance with the **Code of Federal Regulation (CFR)** Uniform Guidance Index. The regulations that apply to all Federal Funds and will be strictly adhered to, but not limited to, are as follows:

2 CFR §200.302 Financial Management – The Contract shall state if the award is an advance payment or reimbursable and the procedures to follow as applicable. Upon approval of the Contract, a budget shall be created with entries identifying as Federal Grant Funds.

2 CFR §200.305 Payment – The County must maintain procedures that minimize the time elapsing between the transfer of funds, disbursement of funds, and financial management systems that meet the standards for fund control and accountability. The County shall make timely payment to the Contractors in accordance with the contract provisions.

2 CFR §200.318 General Procurement Standards - The County CPO shall uphold procurement procedures are followed and documented as applicable. The Department Head as Contract Administrator shall discuss the Contract's scope of work and how it is to be accomplished. No employee, officer or agent must participate in the selection, award, or administration of a contract if he or she has a real or apparent conflict of interest. Officers, employees and agents of the County must neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontracts.

2 CFR §200.319 Competition – The Contract Administrator shall discuss with the County CPO a clear and accurate description of the requirements for the material, product or service to be procured. Upon that determination, the competition method for best buy shall be implemented.

2 CFR §200.320 Methods of Procurement will be determined upon establishment of Scope of Work and in accordance with the County's procurement procedures. If the guidelines in the County's procurement procedures conflict with those in the Uniform Guidance, the Uniform Guidance shall prevail. When a Vendor has been chosen, the Administrator shall check the SAM Award Database to see that the vendor has not been disqualified before entering into covered transactions (**2 CFR §180.45**).

2 CFR §200.403 Factors affecting allowability of costs will be adhered to by the Administrator to assure the receipt of Federal Funds granted will not be jeopardized.

In summary, as the County's Elected Officials and Department Heads, we are all responsible managers of the County's monies. The goal of New Mexico Procurement Statutes, the Uniform Guidance and the County's Procurement Officer is to comply with the Grant Award Contract, be familiar with applicable guidelines, obtain the best price for procurement and maintain documentation for transparency of the process. These guidelines are being updated regularly and should be reviewed annually.

PROCUREMENT IN NEW MEXICO

- Quay County will follow the New Mexico State Procurement Code 13-1-1 through 13-1-199 NMSA 1978. The Procurement Code applies to all governmental entities
- **Procurement Methods**
 1. 13-1-103 Competitive Sealed Bids
 2. 13-1-112 Competitive Sealed Proposals
 3. 13-1-119 Competitive Sealed Qualification-Based Proposals
 4. 13-1-126 Sole Source Procurements (Must be published 30 days beforehand)
 5. 13-1-127 Emergency Procurements (Must be published within 30 days of purchase)
 6. 13-1-129 Procurement Under Existing Contracts (i.e. State Contracts, CES Contracts, HGAC Contracts, etc)
 7. 13-1-135 Cooperatives Procurement Authorized
- **Tangible Goods and Services**
 1. <20K – Best obtainable price (Direct Purchase Orders)
 2. 20K-60K – 3 Quotes if possible
 3. >60K – Formal Process (Request for Proposals (RFP), Invitation to Bid (ITB), etc)
 4. **Professional Services > 60K** – Request for Proposals (RFP)

If you, as a Department Head, determine a large purchase will be made, please consult with the County Manager or Chief Procurement Officer as to the procedures that are applicable **before** the actual purchase. If the County's CPO determines purchases have been made without consideration to the County's finances, stricter purchasing procedures will be established for that Department.

UG Subpart	Original Uniform Guidance	Revised Uniform Guidance
A – Definitions	§200.1 – 200.99	§200.1
B – General Provisions	§200.100 – 200.113	§200.100 – 200.113
C – Pre-Award Requirements	§200.200 – 200.213	§200.200 – 200.216 (added provisions at §200.202, 200.215, and 200.216)
D – Post-Award Requirements	§200.300 – 200.345	§200.300 – 200.346 (added provision at §200.322)
E – Cost Principles	§200.400 – 200.475	§200.400 – 200.476 (added provision at §200.471)
F – Audit Requirements	§200.500 – 200.521	§200.500 – 200.521
<i>Appendices</i>	<i>Appendix I – XII</i>	<i>Appendix I – XII</i>

**QUAY COUNTY
FISCAL YEAR 2020-2021
RESOLUTION No. 39**

Authorization of Budgetary Increase to **General Fund (401) to County Improvements
(649)**

WHEREAS, at meeting of the Board of Quay County Commissioners on June 14, 2021 the following was among the proceedings;

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

**State Fund 11000
Budgetary Increase**

	<u>DEBIT</u>	<u>CREDIT</u>
11000-0001-61200 Transfer Out	\$350,000.00	
State Fund 39900 Budgetary Increase		
39900-0001-61100 Transfer In		\$350,000.00

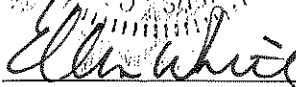
WHEREAS, the above activity was not contemplated at the time the final budget was adopted and approved **Increasing End of Year Cash Transfer from General Fund into County Improvement Fund**

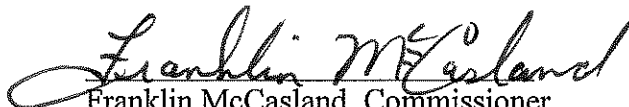
NOW THEREFORE, BE IT RESOLVED that after approval of the Local Government Division of the Department of Finance and Administration, the above Budgetary Adjustments be made.

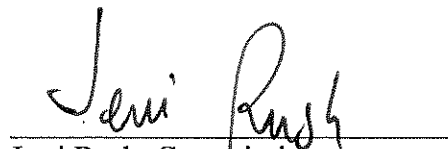
DONE at Tucumcari, County of Quay, New Mexico this 14th day of June, 2021.



ATTEST:


Ellen White, County Clerk


Franklin McCasland, Commissioner


Jerri Rush, Commissioner


Robert Lopez, Commissioner

**QUAY COUNTY
FISCAL YEAR 2020-2021
RESOLUTION No. 40**

Authorization of Budgetary Increase to **Road Equipment Fund (650)**

WHEREAS, at meeting of the Board of Quay County Commissioners on June 14, 2021 the following was among the proceedings;

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


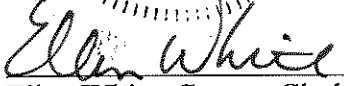
**State Fund 30400
Budgetary Increase**

	<u>DEBIT</u>	<u>CREDIT</u>
30400-5001-58020	\$20,000.00	

WHEREAS, the above activity was not contemplated at the time the final budget was adopted and approved **Road Department Equipment Purchase**


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

DONE at Tucumcari, County of Quay, New Mexico this 14th day of June, 2021.


ATTEST:

Ellen White, County Clerk


Franklin McCasland, Commissioner


Jerri Rush, Commissioner


Robert Lopez, Commissioner

DATE/21	NAME	ROAD BLADED	BLOCKS	MILES	ADDITIONAL WORK TO ROAD/COMMENTS
5/4/21	LARRY	QUAY ROAD V	4200-4400	2.00	
	LARRY	QUAY ROAD U	4200-4400	3.00	
	LARRY	QUAY ROAD 42	2100-2400	3.00	
	DONALD	QUAY ROAD 57	3200-3400	2.00	
	DONALD	QUAY ROAD AG	5700-6000	3.00	
	DONALD	QUAY ROAD 60	3100-3200	1.00	
	DONALD	QUAY ROAD 61	2800-3100	3.00	
	QUADE	QUAY ROAD 31	4600-5000	4.00	
	QUADE	QUAY ROAD AW	3000-3100	1.00	
	QUADE	QUAY ROAD AV	3000-3200	2.00	
	TONY	QUAY ROAD 80.4	1400-1750	3.50	
	TONY	QUAY ROAD 82.4	1550-1700	1.35	
	LOUIS	QUAY ROAD J	6300-7200	10.37	
	LOUIS	QUAY ROAD 63	1000-1050	0.50	
5/5/21	QUADE	QUAY ROAD 31	4300-4700	4.00	
	QUADE	QUAY ROAD AU	3000-3200	2.00	
	QUADE	QUAY ROAD AT	3000-3200	2.00	
	LARRY	QUAY ROAD 47	1850-1900	1.50	CLEANED DITCHES
	LARRY	QUAY ROAD Q	4300-4500	2.00	
	LARRY	QUAY ROAD 44	1500-1900	4.00	
	LARRY	QUAY ROAD P	4400-4500	1.00	
5/6/21	QUADE	QUAY ROAD AS	3100-3600	5.00	
	TONY	QUAY ROAD AF	7620-7800	1.80	
	TONY	QUAY ROAD 78	2500-2675	1.81	
	TONY	QUAY ROAD Y	7750-7800	0.50	
	TONY	QUAY ROAD Y	7650-7700	0.50	
5/10/21	DONALD	QUAY ROAD AP.5	6600-6700	2.00	
	DONALD	QUAY ROAD 65	4100-4175	2.73	
	DONALD	QUAY ROAD 64.5	4040-4100	0.64	
	DONALD	QUAY ROAD 65	4225-4300	0.75	
	DONALD	QUAY ROAD AR	6200-6300	1.00	
	DONALD	QUAY ROAD 62	4100-4130	0.25	
	DONALD	QUAY ROAD AQ	6200-6300	0.75	
	DONALD	QUAY ROAD 64.2	4100-4125	0.25	
	DONALD	QUAY ROAD 64	3600-3700	0.79	
5/11/21	DONALD	QUAY ROAD AI	5100-5400	3.00	PULL DITCH
	DONALD	QUAY ROAD 51	2550-2900	3.80	
	DONALD	QUAY ROAD AC	5100-5200	1.50	
	DONALD	QUAY ROAD 61	3550-3600	0.50	
	TONY	QUAY ROAD R	8150-8400	2.50	
	TONY	QUAY ROAD W	7730-7800	0.67	
	TONY	QUAY ROAD R	8400-8700	3.00	
5/18/21	TONY	QUAY ROAD R	8700-8800	1.00	
	TONY	QUAYROAD Q	8800-9000	2.00	
	TONY	QUAY ROAD 90	1600-1700	1.00	
5/20/21	TONY	QUAY ROAD 89	1800-2100	4.73	
5/24/21	LARRY	QUAY ROAD AE	3900-4200	3.00	

5/25/21 LARRY	QUAY ROAD 40	2700-3000	3.00
LARRY	QUAY ROAD AD	3900-4200	3.00
LARRY	QUAY ROAD AB	3900-4000	1.00
	TOTAL		108.69

WORK AND FINANCIAL PLAN
between
QUAY COUNTY
and
UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
WILDLIFE SERVICES (APHIS-WS)
for
July 1, 2021 through June 30, 2022

Pursuant to Cooperative Service Agreement No. 18-73-35-2385-RA between the County of Quay and APHIS-WS, this Work Plan defines the objectives, plan of action, resources and budget for the maintenance of an Integrated Wildlife Damage Management (IWDM) program to protect residents, property, livestock, crops, and natural resources from damage caused by predators and other nuisance wildlife to be conducted from July 1, 2021 through June 30, 2022.

APHIS-WS is a federal agency with a broad mission that includes carrying out wildlife damage management activities. In recent years, USDA-APHIS has maintained an effective IWDM program to resolve conflicts with wildlife throughout the County. APHIS-WS is available and qualified to conduct the wildlife damage management services necessary to accomplish the County's goals.

I. OBJECTIVES/GOALS

Wildlife Services' overall goal is to maintain a biologically-sound IWDM program to assist property owners, businesses, private citizens, and governmental agencies in resolving wildlife damage problems and conduct control activities in accordance with applicable Federal, State and local laws and regulations. Assistance may be in the form of providing technical assistance or direct control activities. Recommendations and control activities will emphasize long term solutions and incorporate the Integrated Wildlife Damage Management approach.

The scope of this program is limited only by the financial resources allocated by the cooperator and APHIS-WS. Although successful elimination of any specific threat is not guaranteed, all reasonable efforts will be made to resolve or mitigate human-wildlife conflicts within financial and regulatory constraints.

II. PLAN OF ACTION

To accomplish this goal, the following general field services will be provided: (1) technical assistance through demonstration and instruction of wildlife damage prevention and/or control techniques; (2) predator identification and removal when livestock, crop or natural resource damage

is verified; (3) nuisance wildlife removal when property damage is identified; (4) removal of wildlife displaying aggressive behavior or causing actual injury to county residents. To provide these basic services, APHIS-WS will:

1. Assign one Wildlife Specialist(s) for 12 staff-months averaging 40 hours per week distributed among direct control activities, technical assistance, APHIS-required administrative tasks and annual leave.
2. Procure and maintain a vehicle, tools, supplies, and other specialized equipment as deemed necessary by the State Director to accomplish the objectives identified in this plan.
3. Safely & professionally utilize approved wildlife damage management tools/equipment including firearms (including high-pressure air rifles), advanced optics, assorted snaring devices, trailing hounds, all-terrain vehicles, foot-hold traps for the protection of endangered species and public safety, cage-type & other specialized traps, deterrent methods/devices (including pyrotechnics), Environmental Protection Agency approved toxicants (including euthanasia drugs), night vision equipment and electronic calling devices.
 - a. Field Specialists will ensure that the most effective, efficient, and humane tools will be utilized and will conduct direct control operations in a safe manner.
 - b. Equipment will be maintained in good working order to help prevent accidents and/or hazardous situations.
4. Conduct all control activities with trained USDA-WS employees and volunteers.
 - a. Technical Assistance may be in the form of recommendations for implementing various non-lethal techniques. Official USDA pamphlets may be used to convey this information to the public.
 - b. Direct Control activities may include, but are not limited to the monitoring, trapping, dispersal, and shooting of known and potential predators or nuisance wildlife.

The District Supervisor in the WS District Office will supervise this project. This project will be monitored by the State Director and administrative staff in Albuquerque. The Cooperator will be kept advised on the status of this project on a regular basis.

APHIS-WS will cooperate with the New Mexico Department of Game and Fish, the U.S. Fish and Wildlife Service, County and local city governments, and other entities to ensure compliance with applicable Federal, State, and local laws and regulations.

III. PROCUREMENT

Purchase of supplies, equipment and miscellaneous needs including salaries will be made by APHIS-WS. All expenditures will be processed through APHIS's Financial Management Modernization Initiative (FMMI) system and charged to the Cooperator as described in the Financial Plan.

IV. STIPULATIONS AND RESTRICTIONS

APHIS-WS activities under this cooperative effort will be limited to the State of New Mexico, County of Quay. Techniques will be environmentally sound, safe, and selective. If applicable, both Federal and State permits will be secured to perform wildlife damage management activities, and those activities will be conducted within the policy guidelines of APHIS-WS. All program activities will be conducted in compliance with Local, State, and Federal regulations.

In the absence of a finalized county budget, a letter of intent must be provided pending final budget approval. The cooperative Wildlife Services Program can't continue unless a mutual agreement is negotiated by June 30, 2021.

V. COST ESTIMATE FOR SERVICES

The cooperator will be billed quarterly by APHIS FMMI for costs incurred, but will not exceed \$40,250 annually. This figure includes: Pooled Job Costs, which cover costs associated with vehicle replacement, employee leave and retirement expenses. Indirect Costs, which cover costs associated with APHIS program support. APHIS-WS and NMDA will also contribute to the balance of salary and benefits. An estimated itemization of expenses is listed below; however, funds may be distributed between itemized categories at the discretion of APHIS-WS if required:

Cost Element	Cost to Cooperator	Cost Share (Paid by Federal & State Appropriations)	Full Cost
Personnel Compensation	\$ 3,477.53	\$ 50,773.50	\$ 54,251.03
Travel	\$ 2,169.00	\$ -	\$ 2,169.00
Vehicles	\$ 11,271.00	\$ -	\$ 11,271.00
Other Services	\$ 4,838.00	\$ -	\$ 4,838.00
Supplies and Materials	\$ 4,950.00	\$ -	\$ 4,950.00
Equipment	\$ 4,950.00	\$ -	\$ 4,950.00


Subtotal (Direct Charges)	\$ 31,655.53	\$ 50,773.50	\$ 82,429.03
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Pooled Job Costs	11.00%	\$ 3,482.11	NA	\$ 3,482.11
Indirect Costs	16.15%	\$ 5,112.37	NA	\$ 5,112.37
Agreement Total		\$ 40,250.00	\$ 50,773.50	\$ 91,023.51
Percentage Cost Share		44%	56%	100%

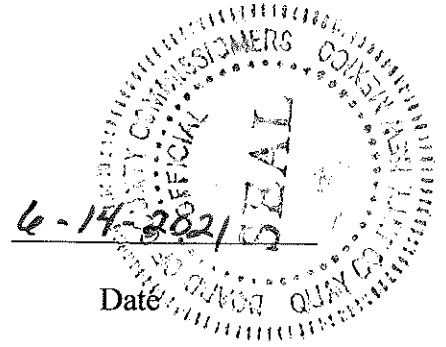
In accordance with the Debt Collection Improvement Act (DCIA) of 1996, bills issued by WS are due and payable within 30 days of receipt. The DCIA requires that all debts older than 120 days be forwarded to debt collection centers or commercial collection agencies for more aggressive action. Debtors have the option to verify, challenge and compromise claims, and have access to administrative appeals procedures which are both reasonable and protect the interests of the United States.

The financial point of contact for this Work Plan/Financial Plan is Patsy Baca, Budget Analyst (505) 346-2640. This plan has been approved by the USDA APHIS WS Western Regional Office for use in the State of New Mexico for cost-share agreements. Copies of this approval are available upon request.

QUAY COUNTY BOARD OF COMMISSIONERS
Tax Identification Number: 85-6000238



Franklin McCasland
Chair



UNITED STATES DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
WILDLIFE SERVICES
Albuquerque, NM
Tax Identification Number: 41-0696271

Acting State Director, New Mexico

Date

Keith Wehner
Director, Western Region

Date