



QUAY COUNTY GOVERNMENT

300 South Third Street

P.O. Box 1246

Tucumcari, NM 88401

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**AGENDA
REGULAR SESSION
QUAY COUNTY BOARD OF COMMISSIONERS
JUNE 12, 2017**

9:00 A.M. Call Meeting to Order

Pledge of Allegiance

Approval of Minutes-Regular Session May 22, 2017

Approval/Amendment of Agenda

Public Comment

Ongoing Business

New Business

I. Patsy Gresham, Quay County Treasurer

- Presentation of Treasurer's Report

II. Russell Shafer, Quay County Sheriff

- Presentation of Sheriff's Report

III. T.J. Rich, QCDC Administrator

- Request Approval of the Summit Food Service Agreement Amendment #4

IV. Donald Adams, Quay County Fire Marshal

- Request Approval of Forrest EMS Receipt of Ambulance from the City of Clovis

V. Larry Moore, Quay County Road Superintendent

- Road Update

VI. Richard Primrose, Quay County Manager

- Request Approval of FY2016-2017 Resolution No. 45 for Budgetary Increase to Juvenile Detention Fund (610)
- Request Approval of FY2016-2017 Resolution No. 46 for Budgetary Increase to Forrestry Fire Funds (416)
- Request Approval of FY2016-2017 Resolution No. 47 for Budgetary Increase to Victor C. Breen Memorial Fund (642)
- Request Approval of FY2016-2017 Resolution No. 48 for Budgetary Increase to General Fund Transfers (401)



DOC #CM-00418
06/30/2017 10:45 AM Doc Type: COCOM
Fee Info FiledTag Finance TotalFees (round)
Quay County, Nm Ellen White - County Clerk, County Cle

- Request Approval of **FY2016-2017 Resolution No. 49 for Budgetary Increase to County Improvement Fund (649)**
- Request Approval of **FY2016-2017 Resolution No. 50 for Budgetary Increase to Emergency Management Fund (419)**
- **Correspondence**

VII. Request Approval of Accounts Payable

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

Adjourn

Lunch-Time and Location to be Announced

REGULAR SESSION-BOARD OF QUAY COUNTY COMMISSIONERS

June 12, 2017

9:00 A.M.

BE IT REMEMBERED THE HONORABLE BOARD OF QUAY COUNTY COMMISSIONERS met in regular session the 12th day of June, 2017 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:

Larry Moore, Quay County Road Superintendent
Vic Baum, Quay County Assessor
Rusty Shafer, Quay County Sheriff
Donald Adams, Quay County Fire Marshal
Gail Houser, Tucumcari Mainstreet Director
Todd Duplantis, Quay County Dispatch Administrator
Cheryl Simpson, Quay County Manager's Office
Thomas Garcia, Quay County Sun

Chairman Franklin McCasland called the meeting to order. Sheriff Shafer led the Pledge of Allegiance.

A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve the minutes from the May 22, 2017 regular session as printed. MOTION carried with Cherry voting "aye", McCasland voting "aye", and Dowell "aye".

A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve the Agenda as presented. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye".

PUBLIC COMMENTS: None

ONGOING BUSINESS: NONE

NEW BUSINESS:

Russell Shafer, Quay County Sheriff presented the monthly activity report from his office ending May 31. A copy of this report is attached to these minutes.

Shafer reported he currently has two deputies on a long distance transport and one will go next week. One officer is on extended sick leave and a new hire will begin on June 19th.

Patsy Gresham and T.J. Rich joined the meeting. Time noted 9:10 a.m.

Patsy Gresham, Quay County Treasurer presented an activity report from the Treasurer's Office. A copy of the complete report is attached to these minutes. Items of main interest include the following:

1. Collections of 2016 property taxes are at 92% of the amount billed.
2. New hire, Heather Maggi will begin June 13. Aleahna Branch has been hired as an "on call" employee and is currently helping with conversation verifications.
3. June 10 is the deadline to mail delinquent notices.
4. Property Tax will conduct the delinquent property tax sale on June 28.
5. Gresham will attend the NMAC Summer Conference.
6. The conversion to Tyler is scheduled to "go live" on July 24.

T.J. Rich, Quay County Detention Center Administrator requested approval of the Summit Food Service Agreement Amendment #4 for food services at the Detention Center. A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve the Agreement Amendment. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye". A copy is attached to these minutes.

Donald Adams requested the Board of Commissioners approve a donation from the City of Clovis to the Forrest Fire Department of a 2009 Chevrolet Ambulance with 212,164 miles. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve the donation. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye".

Larry Moore, Quay County Road Superintendent, gave the following report:

1. Blade reports were distributed.
2. Co-op projects are being completed with the conclusion of Quay Road 42 this week and the reclaiming, reshaping and blading of Quay Road U following that.
3. The geo-grid and base course have been finished on Quay Road 63. The intersection work will begin Wednesday and is projected to be complete in two days. The pumps are running constantly to keep the water away from the roadway.

Commissioner Dowell stated she received a call thanking the Road Department for working on Quay Road 60 from Andrew Swapp.

Dowell asked Moore what the plans are to fix the problem on Quay Road AI near the canal bridge. Dowell said she realizes the crews are constantly patching. Moore said the problem is not a quick or cheap fix. If approved, it will be on the next year list of projects. Moore said he may look into using river rock to build it up like he did on Quay Road 63.

Chairman McCasland said Quay Road AK needs to be milled up and bladed at some point as the road is in disrepair and very narrow.

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

The following Resolutions were presented for approval:

- Request Approval of FY2016-2017 Resolution No. 45 for Budgetary Increase to Juvenile Detention Fund (610)
- Request Approval of FY2016-2017 Resolution No. 46 for Budgetary Increase to Forestry Fire Funds (416)
- Request Approval of FY2016-2017 Resolution No. 47 for Budgetary Increase to Victor C. Breen Memorial Fund (642)
- Request Approval of FY2016-2017 Resolution No. 48 for Budgetary Increase to General Fund Transfers (401)
- Request Approval of FY2016-2017 Resolution No. 49 for Budgetary Increase to County Improvement Fund (649)
- Request Approval of FY2016-2017 Resolution No. 50 for Budgetary Increase to Emergency Management Fund (419)

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

Correspondence:

1. Provided a copy of the monthly RPHCA Report from the Quay County Family Health Center for the month of May.
2. The new auditor would like to have an "audit entrance" meeting on June 26. The meeting will be to outline the focal points of the upcoming audit. Chairman McCasland will attend the meeting.
3. The NMAC Annual Conference is slated for June 20-23.

ACCOUNTS PAYABLE: A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve the expenditures included in the Accounts Payable Report ending June 8, 2017. MOTION carried with Dowell voting "aye", Cherry voting "aye" and McCasland voting "aye".

Chairman McCasland requested a break. Time noted 9:45 a.m. to 10:00 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 10:05 a.m.

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

Return to regular session. Time noted 11:35 a.m.

There being no further business, a MOTION was made by Mike Cherry, SECONDED by Sue Dowell to adjourn. MOTION carried with Cherry voting "aye", McCasland voting "aye" and Dowell voting "aye". Time noted 11:40 a.m.

Respectfully submitted by Ellen White, County Clerk.

BOARD OF QUAY COUNTY COMMISSIONERS



Franklin McCasland
Franklin McCasland

Sue Dowell
Sue Dowell

Mike Cherry
Mike Cherry

ATTEST:
Ellen L. White
Ellen L. White, County Clerk

May 31, 2017

Quay County Sheriff's Office monthly report.

Calls for Service

Month Reported	Count
January	81
February	98
March	102
April	82
May	69
June	0
July	0
August	0
September	0
October	0
November	0
December	0

Civil Process

Month Received	Count
January	87
February	121
March	189
April	124
May	151
June	0
July	0
August	0
September	0
October	0
November	0
December	0

Prisoner Transports

Month Reported	Count
January	17
February	17
March	18
April	11
May	10
June	0
July	0
August	0
September	0
October	0
November	0
December	0

Arrest

Month Arrested	Count
January	13
February	19
March	15
April	16
May	14
June	0
July	0
August	0
September	0
October	0
November	0
December	0

Citations

Month Issued	Count
January	27
February	30
March	10
April	5
May	3
June	0
July	0
August	0
September	0
October	0
November	0
December	0

Traffic Stops

Month Occurred	Count
January	58
February	50
March	39
April	24
May	10
June	0
July	0
August	0
September	0
October	0
November	0
December	0

	Year	Total Mileage
Seven full time Law Enforcement Officer's positions.	Q-1 16 UNIT -7213	12124
1 Sheriff	Q-2 16 UNIT -6749	55837
1 Under Sheriff	Q-3 10 UNIT -8905	69687
4 Deputies	Q-4 10 UNIT -3120	107754
	Q-6 14 UNIT -0262	23807
	Q-7 13 UNIT -7693	116428

Russell Shafer, Sheriff

TREASURER'S REPORT TO COUNTY COMMISSION

June 12, 2017

Activities:

We have collected 92% of the taxes billed for 2016 as of end of month, May. The previous 9 years show a minimum collected of 97%.

I hired Heather Maggi for a 30-hour position that you approved earlier this year. She formerly worked for Income Support Division and had a great interview. She is due to start on June 13. I interviewed 12 applicants of the applications I received. I could have hired several of these excellent candidates. I also hired one of the candidates, Aleahna Branch, as an "on call" employee. She is still attending college and was not looking for full-time work. She had an excellent interview and is pleased to be an "on call" employee. Perhaps other offices can use her as well.

June 10 is the deadline to mail delinquent notices to taxpayers who are 2 years or more passed due on their property taxes. June 30 is the next deadline and requires a notice be sent to every taxpayer who is delinquent as of June 10. The mailing will be completed for June 10 today since the 10th fell on a Saturday. The rest of the mailing will be completed during this week. As of July 1, the "electronic file of delinquent taxpayers from 2014 and previous years" is required to be sent to NM Property Tax Division.

Our State Auction is schedule for June 28 at 9:00 am here in the Commission Chambers. The list has 17 Properties on it and the required notice was printed in the Quay County Sun last Wednesday.

Conference is coming up and I will be attending Tuesday – Friday. Beanie has decided to not attend as her daughter is having some complications with her pregnancy and Beanie wanted to be close to home. I will schedule classes for her through Edge coming up in September. We were able to have 100% of Beanie's registration fee refunded due to medical concerns.

We are proceeding with Conversion of our Property Tax software. A test conversion has been completed through April 7. We have been comparing "old" records to the "new" records to be sure the final conversion scheduled for July 17 will be clean. Our "go live" date is July 24. We have one more week of training beginning June 26.

I am looking forward to initiating our ability to accept debit/credit cards once the conversion is complete. I will be sharing more information regarding this process and the vendors that we will be considering. The interface is already available in Tyler Eagle.

If you have questions, please stop by the office or give me a call.

Respectfully,
Patsy Gresham, QC Treasurer

**AMENDMENT NUMBER FOUR
TO THE PRISONER FOOD SERVICE CONTRACT BETWEEN
QUAY COUNTY GOVERNMENT AND SUMMIT FOOD SERVICE MANAGEMENT**

This Amendment Number Four is made by and between Quay County, New Mexico, with offices located at 300 South Third Street – Courthouse, PO Box 1246, Tucumcari, New Mexico 88401 (hereinafter referred to as “County”), and Summit Food Services Management, with offices located at 1751 County Road B West, Suite 300, Roseville, Minnesota 55113 (hereinafter referred to as “Contractor”).

WHEREAS, County and Contractor have entered into that certain Prisoner Food Service Contract (the “Contract”), effective July 1, 2013; and

WHEREAS, the parties now desire to extend and amend said Contract upon the terms and conditions stated herein.

NOW, THEREFORE, the parties, intending to be legally bound hereby, mutually agree as follows:

1. Term and Termination

This contract is extended effective July 1, 2017 through June 30, 2018 as allowed per Section 2 of the original Contract.

2. Pricing

Pricing shall be amended to reflect the following sliding scale pricing schedule, effective July 1, 2017:

<u>Number of inmates</u>	<u>Price Per Meal</u>
20 – 29	\$2.81
30 – 39	\$2.69
40 – 49	\$2.54
50 – 59	\$2.37
60 and over	\$2.14
 <u>Juveniles</u>	 \$2.94 per meal \$.86 per snack
 <u>Staff</u>	 \$2.37 per meal

This Amendment Number Four is effective as of July 1, 2017. All other terms and conditions of the original Contract (as modified from time to time) shall remain in full force and effect unless otherwise amended as provided in the Contract.

"County"
QUAY COUNTY BOARD
OF COMMISSIONERS

"Contractor"
SUMMIT FOOD SERVICE
MANAGEMENT, AN A'VIANDS COMPANY

By: Franklin McCasland
Name: Franklin McCasland
Title: Chairman
Date: 6-12-2017

By: Mark Speckler
Name: Mark Speckler
Title: CFO
Date: 5/19/17

By: Richard Pimrose
Name: Richard Pimrose
Title: Quay County Manager
Date: 6-12-2017

**QUAY COUNTY
FISCAL YEAR 2016-2017
RESOLUTION No. 45**

Authorization of Budgetary Increase to **Juvenile Detention Fund (610)**

WHEREAS, at meeting of the Board of Quay County Commissioners on June 12, 2017 the following was among the proceedings;

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

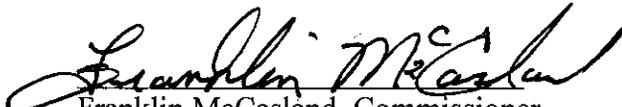
**State Fund 226
Budgetary Increase**

	<u>DEBIT</u>	<u>CREDIT</u>
610-99-95401 Transfer from General Fund		\$40,000.00
610-12-47020 Housing Expense	\$40,000.00	

WHEREAS, the above activity was not contemplated at the time the final budget was adopted and approved **FY17 Juvenile Housing has exceeded existing Budget.**

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 12th day of June, 2017.



Franklin McCasland, Commissioner


Sue Dowell, Commissioner


Mike Cherry, Commissioner

ATTEST:


Ellen White, County Clerk

**QUAY COUNTY
FISCAL YEAR 2016-2017
RESOLUTION No. 46**

Authorization of Budgetary Increase to **Forestry Fire Funds (416)**

WHEREAS, at meeting of the Board of Quay County Commissioners on June 12, 2017 the following was among the proceedings;

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

**State Fund 209
Budgetary Increase**

	<u>DEBIT</u>	<u>CREDIT</u>
416-00-37407 Fire I Equipment Revenue		\$14,851.00
416-00-37408 Fire II Equipment Revenue		\$ 5,285.00
416-00-37412 Jordan Fire Equipment Revenue		\$ 5,414.00
416-00-37413 Bard-Endee Fire Equipment Revenue		\$ 1,855.00
416-00-37415 Quay Fire – Equipment		\$ 6,276.00
416-00-37418 Porter Fire-Equipment		\$ 983.00
416-00-37420 Fire Marshal		\$ 5,625.00
416-00-38407 Fire I Manpower		\$ 7,426.00
416-00-38408 Fire II Manpower		\$ 2,643.00
416-00-38412 Jordan Fire Manpower		\$ 2,702.00
416-00-38413 Bard-Endee Fire Manpower		\$ 928.00
416-00-38415 Quay Fire Manpower		\$ 3,138.00
416-00-38418 Porter Fire Manpower		\$ 492.00

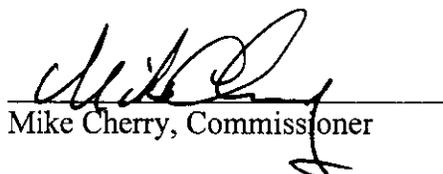
WHEREAS, the above activity was not contemplated at the time the final budget was adopted and approved **FY17 Revenue not budgeted**

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.

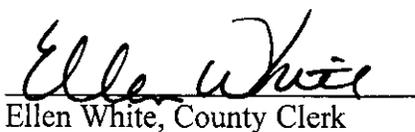
DONE at Tucumcari, County of Quay, New Mexico this 12th day of June, 2017.


Franklin McCasland, Commissioner


Sue Dowell, Commissioner


Mike Cherry, Commissioner

ATTEST


Ellen White, County Clerk

**QUAY COUNTY
FISCAL YEAR 2016-2017
RESOLUTION No. 47**

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

WHEREAS, at meeting of the Board of Quay County Commissioners on June 12, 2017 the following was among the proceedings;

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

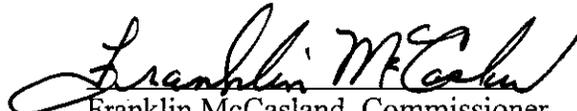
**State Fund 218
Budgetary Increase**

	<u>DEBIT</u>	<u>CREDIT</u>
642-00-37230 Breen Donations		\$7300.00
642-12-45030 Professional Services	\$7500.00	

WHEREAS, the above activity was not contemplated at the time the final budget was adopted and approved **FY17 Donations Collected and Cash on hand to be expended**

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.

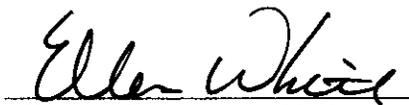
DONE at Tucumcari, County of Quay, New Mexico this 12th day of June, 2017.



Franklin McCasland, Commissioner


Sue Dowell, Commissioner


Mike Cherry, Commissioner

ATTEST:


Ellen White, County Clerk

QUAY COUNTY
FISCAL YEAR 2016-2017
RESOLUTION No. 48

Authorization of Budgetary Increase to **General Fund Transfers (401)**

WHEREAS, at meeting of the Board of Quay County Commissioners on June 12, 2017 the following was among the proceedings;

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

**State Fund 101
Budgetary Increase**

	<u>DEBIT</u>	<u>CREDIT</u>
401-99-97610 Transfer to Juvenile Detention		\$40,000.00
401-99-97649 Transfer to County Improvement		\$400,000.00

WHEREAS, the above activity was not contemplated at the time the final budget was adopted and approved **FY17 Transfers Increases**

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

DONE at Tucumcari, County of Quay, New Mexico this 12th day of June, 2017.


Franklin McCasland, Commissioner


Sue Dowell, Commissioner


Mike Cherry, Commissioner

ATTEST:


Ellen White, County Clerk

**QUAY COUNTY
FISCAL YEAR 2016-2017
RESOLUTION No. 49**

Authorization of Budgetary Increase to **County Improvement Fund (649)**

WHEREAS, at meeting of the Board of Quay County Commissioners on June 12, 2017 the following was among the proceedings;

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

**State Fund 300
Budgetary Increase**

	<u>DEBIT</u>	<u>CREDIT</u>
649-99-95401 Transfer from General Fund	\$400,000.00	

WHEREAS, the above activity was not contemplated at the time the final budget was adopted and approved **FY17 Transfer**

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

DONE at Tucumcari, County of Quay, New Mexico this 12th day of June, 2017.


Franklin McCasland, Commissioner


Sue Dowell, Commissioner


Mike Cherry, Commissioner

ATTEST:


Ellen White, County Clerk

**QUAY COUNTY
FISCAL YEAR 2016-2017
RESOLUTION No. 50**

Authorization of Budgetary Increase to **Emergency Management Fund (419)**

WHEREAS, at meeting of the Board of Quay County Commissioners on June 12, 2017 the following was among the proceedings;

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

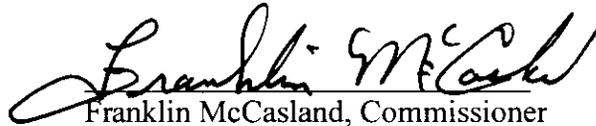
**State Fund 218
Budgetary Increase**

	<u>DEBIT</u>	<u>CREDIT</u>
419-12-41020 Full Time Salaries	\$8200.00	

WHEREAS, the above activity was not contemplated at the time the final budget was adopted and approved **FY17 Salary Increase**

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

DONE at Tucumcari, County of Quay, New Mexico this 12th day of June, 2017.


Franklin McCasland, Commissioner


Sue Dowell, Commissioner

ATTEST:


Ellen White, County Clerk


Mike Cherry, Commissioner