



Quay County Government

300 South Third Street, Tucumcari, NM 88401

Post Office Box 1246

Phone: (575)461-2112 Fax: (575) 461-6208

AGENDA
REGULAR SESSION
QUAY COUNTY BOARD OF COMMISSIONERS
October 23, 2023

9:00 A.M. Call Meeting to Order

Pledge of Allegiance

Approval of Minutes-Regular Session October 9, 2023

Approval/Amendment of Agenda

Public Comment

New Business

- I. Robert Lopez, Quay County Commission Chair**
 - Request Approval of Proclamation of Crash Responder Safety Week
- II. Renee Hayoz, Quay County Family Health Center Administrator**
 - Presentation of September RHPCA Report
- III. Kristen Holmes, United Way Donor Relations Associate**
 - Presentation of United Way of Eastern New Mexico Update
- IV. Kristine Olsen, EDC Interim Director**
 - Presentation of EDC Update
- V. Dennis Garcia, Quay County Sheriff**
 - Request Approval of Resolution 24 Supporting the NMC Legislative Priorities
- VI. Stephan Salas, Quay County Road Superintendent**
 - Presentation of Road Update
- VII. Samanth Salas, Quay County Finance Director**
 - Request Approval of First Quarter FY24 DFA Financial Report
 - Request Approval of First Quarter FY24 DWI Financial Report
- VIII. Daniel Zamora, Quay County Manager**
 - Presentation of October GRT Report



DOC #CM-00567

11/13/2023 12:38 PM Doc Type: COCOM

Fee: (No FieldTag Finance.TotalFees found)

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

Pages: 19



IX. Indigent Claims Board

- **Call Meeting to Order**
- Request Approval of **Indigent Minutes**
- Request Approval of **Indigent Claims**
- **Adjourn**

X. Approval of Accounts Payable

Adjourn

REGULAR SESSION-BOARD OF QUAY COUNTY COMMISSIONERS

October 23, 2023

9:00 A.M.

BE IT REMEMBERED THE HONORABLE BOARD OF QUAY COUNTY COMMISSIONERS met in regular session the 23rd day October, 2023 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:

Robert Lopez, Chairman
Jerri Rush, Member
Brian Fortner, Member
Ellen White, County Clerk
Daniel Zamora, County Manager

OTHERS PRESENT:

Samantha Salas, Quay County Finance Director
Stephen Salas, Quay County Road Department Superintendent
Dana Leonard, Quay County Assessor
Dennis Garcia, Quay County Sheriff
James Kleinsasser, Quay County Chief Deputy Assessor
Andrea Page, Administrative Assistant, Quay County Manager's Office
Kristen Holmes, United Way Associate
Robert Hockaday, Bobby Hockaday and Phillip Box, members of Tucumcari EDC
Linda Unruh, Crash Responder Safety Week Advocate
Ron Warnick, Quay County Sun

The meeting was called to order by Chairman, Robert Lopez as he led the Pledge of Allegiance.

A MOTION was made by Jerri Rush SECONDED by Brian Fortner to approve the October 9, 2023 regular session minutes. MOTION carried with Rush voting "aye", Lopez voting "aye" and Fortner voting "aye".

County Manager Zamora, requested Item No. 2 be removed from the Agenda. A MOTION was made by Brian Fortner, SECONDED by Jerri Rush to approve the Agenda with amendments. MOTION carried with Rush voting "aye", Lopez voting "aye" and Fortner voting "aye".

Public Comments: County Manager, Daniel Zamora, introduced Andrea Page as the new Administrative Assistant in the Manager's Office.

NEW BUSINESS:

Chairman Lopez read a Proclamation for Crash Responder Safety Week. The Proclamation requests the week of November 13-17 be designated as Safety Week. A MOTION was made by Jerri Rush, SECONDED by Brian Fortner to approve the Proclamation. MOTION carried with all members voting "aye". Linda Unruh thanked the entire community for their continued support. A copy is attached to these minutes.

Kristen Holmes, United Way Donor Relations Associate provided the 2023-2024 Community Investment Form and described the variety of programs available for contributions.

Robert Hockaday, President of the Tucumcari Economic Development Corporation, gave a status update of the Corporation. Hockaday reported that Kristine Olsen is currently serving as Interim Director while the Board tries to determine the future of the Corporation. Hockaday stated one of the items being discussed is the possibility of a Director to serve in both leadership roles for the Chamber of Commerce and EDC. As the Board moves forward, Hockaday will continue to provide updates to the Commissioners.

Quay County Sheriff, Dennis Garcia, in his capacity as NM Counties Board Member, requested approval of Resolution No. 24; Supporting the NMC Legislative Priorities. A MOTION was made by Jerri Rush, SECONDED by Brian Fortner to approve Resolution No. 24. MOTION carried with all members voting "aye". A copy is attached.

Quay County Road Superintendent, Stephen Salas, gave the following road updates:

- Current CAP, COOP & School Bus Projects are on track.
- Blading continues when moisture is available.
- Crews reclaimed the portion of Quay Road 63 that is on the 2024 project list.
- Culverts have been delivered and will be installed on Quay Road M.
- Disaster relief assistance forms for reimbursement are ongoing.

Quay County Finance Director, Samantha Salas presented the following Financial Reports for approval:

- First Quarter FY24 DFA Financial Report. A MOTION was made by Brian Fortner, SECONDED by Jerri Rush to approve the DFA Financial Report, which is attached. MOTION carried with all members voting "aye".
- First Quarter FY24 DWI Financial Report. A MOTION was made by Jerri Rush, SECONDED by Brian Fortner to approve the DWI Financial Report, which is attached. MOTION carried with all members voting "aye".

Daniel Zamora, Quay County Manager distributed the monthly Gross Receipts Tax Report.

Commissioner Lopez called the Indigent Claims Board to order. Time noted 9:40 a.m.

----INDIGENT CLAIMS----

Indigent Claims Board meeting was adjourned and the meeting returned to regular session. Time noted 9:45 a.m.

A MOTION was made by Jerri Rush, SECONDED by Brian Fortner to approve the expenditures included in the Accounts Payable Report ending October 19, 2023. MOTION carried with Rush voting "aye", Lopez voting "aye" and Fortner voting "aye".

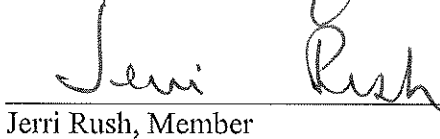
Other Quay County Business That May Arise during the Commission Meeting and/or comments from the Commissioners: NONE

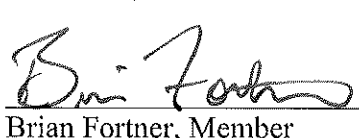
There being no further business, a MOTION was made by Jerri Rush SECONDED by Brian Fortner to adjourn. MOTION carried with Rush voting "aye", Fortner voting "aye" and Lopez voting "aye". Time noted 9:50 a.m.

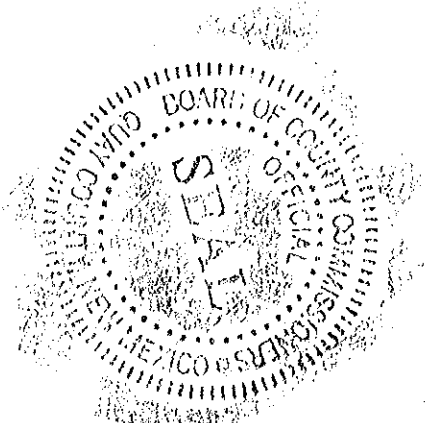
Respectfully submitted by Ellen White, Quay County Clerk

BOARD OF QUAY COUNTY COMMISSIONERS


Robert Lopez, Chairman


Jerri Rush, Member


Brian Fortner, Member



ATTEST:


Ellen White, County Clerk



Quay County Government

300 South Third Street, Tucumcari, NM 88401

Post Office Box 1246

Phone: (575)461-2112 Fax: (575) 461-6208

Proclamation

WHEREAS the safety of New Mexico's citizens and the preservation of the life are paramount concerns for the State of New Mexico; and

WHEREAS, our dedicated crash responders including law enforcement officers, firefighters, emergency medical personnel, and tow truck operators selflessly and courageously respond to motor vehicle accidents often placing themselves in harm's way to protect and assist those in need; and

WHEREAS the safety of our crash responders is of utmost importance to the well-being of our communities, and it is our collective responsibility to ensure that they return home safely to their loved one after every call of duty; and

WHEREAS we seek to raise awareness of Senate Bill 76, known as the Slow Down and Move Over law, in New Mexico, which was signed into law on April 6, 2017; and memorialized as "Bobby's Law" during the Second Session of the 53rd Legislature of the State of New Mexico in 2018; and

WHEREAS Crash Responder Safety Week (CRSW), presents a valuable opportunity for both the State of New Mexico and its various first responder agencies to unite in a concerted endeavor to foster awareness within the public about crash responder safety and champion the implementation of effective traffic incident management strategies and comprehensive training programs for crash responders; and

WHEREAS during Crash Responder Safety Week, it is with great sorrow that we remember the tragic loss of Robert "Bobby" Unruh, a dedicated tow operator who tragically lost his life while aiding on our state highway and honor all other crash responders who have made the ultimate sacrifice.

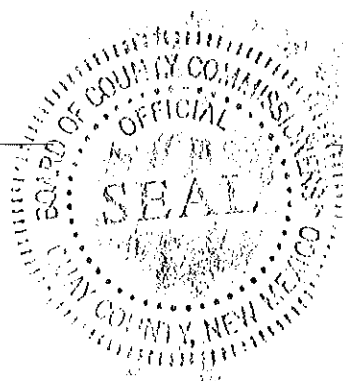
NOW, THEREFORE, I, Robert Lopez, Quay County Commission Chair, DO hereby proclaim the week, November 13-17, 2023, as:

CRASH RESPONDER SAFETY WEEK

We encourage all motorists be attentive to flashing lights, safety vehicles, and crash scenes on the roads by reducing speed, moving over to the far lane, or other precautions to keep America safe on the road.

Attested by:


Ellen White, County Clerk




Robert Lopez, Commissioner

**Resolution Supporting the New Mexico Counties
2024 Legislative Priorities
2023-2024 Resolution No. 24**

WHEREAS, in August 2023, the New Mexico Counties Board of Directors approved three legislative priorities for consideration by the New Mexico Legislature at its 2024 session; *and*

WHEREAS, NMC has requested that the Board of County Commissioners in each of the state's 33 counties discuss and approve support for NMC's legislative priorities as an important step in assuring maximum understanding of NMC's legislative priorities at the county level; *and*

WHEREAS, county support enables NMC to demonstrate strong local and statewide support to the state legislature for the following issues:

1. HB 2 Appropriations

Detention Reimbursement Fund

Fully fund County Detention Facilities Reimbursement Act Fund to reimburse counties for the actual cost of housing state inmates.

- Currently at \$5 million
- According to the New Mexico Sentencing Commission, the five-year average cost to house New Mexico Corrections Department inmates is \$7.5 million.

Detention Recruitment and Retention

Appropriate \$10 million to the newly formed Corrections Workforce Capacity Building Fund administered by DFA.

- Sufficient numbers of detention staff are essential to a safe and well-operated detention facility which is directly correlated to community safety.
- A public safety recruitment and retention fund would provide local governments with much needed resources to provide detention services to their communities.

Prisoner Transport and Extradition

Create a line item in the DFA budget with \$750,000 to reimburse counties that provide transportation for state prisoners.

- Statute 4-44-18C NMSA requires the state to make such payment.
- Counties should not be responsible to pay for state prisoner extradition.

RISE Funding

Make permanent and increase county participation in the RISE (Reach, Intervene, Support and Engage) Program.

Emergency Medical Services

Create a line item in the Department of Health Emergency Medical Services (EMS) Bureau budget with \$10 million to assist local government EMS services.

- Emergency medical services in New Mexico have been significantly underfunded for years.
- Current state appropriations, taxes collected through local GRT increments, and other sources of revenue do not provide sufficient support to local governments to meet community needs, especially in rural areas of the state.
- EMS services are vital to the health and welfare of New Mexico citizens.

Courthouse Funding

Create a recurring appropriation of \$25 million for construction and renovation of state district courthouses.

- In 2023, the legislature appropriated \$23 million to the Administrative Office of the Courts to assist with critical needs.
- \$15 million was designated to resolve litigation between the 8th Judicial District Court and Otero County and the remaining balance is being distributed based on needs statewide.
- Counties maintain that district courthouses are a state responsibility and that the rising costs of construction, security, and IT necessitate a shared revenue stream.

State Health Benefits Plan

Create a State Health Benefit Fund solvency plan.

- The current State Health Care Benefit Plan is facing an estimated \$149 million deficit.
- The State of New Mexico has not increased premiums in the past three years.
- The General Services Division invoiced local government public bodies (LPB) for approximately \$18 million for previous and projected shortfalls.
- NMC has filed a lawsuit on behalf of 24 counties questioning the legality of these “special assessments.”
- NMC seeks a solution to ensure fund solvency and guarantee proper notice and planning to enable LPBs to adequately budget for increased cost moving forward.

2. Elected Official Salary Increase

Increase the salary cap for newly elected county officials by 15% with a provision for future adjustments to track the Consumer Price Index (CPI).

- Last amended in 2018 (HB69) for increases beginning in 2019.
- Historically adjusted approximately every 4 years.
- Must be in place when newly elected officials take office in 2024.
- CPI provision would eliminate the need for repeated legislative action.

3. Firefighter Recruitment & Retention


Appropriate a \$50 million reoccurring fund to the NM Department of Homeland Security to be administered by the State Fire Marshal’s Office for fire departments to staff, recruit, and retain career and volunteer firefighters.

- Call volume has increased by as much as 50% in the last year.
- Response systems are overburdened.
- Average age of New Mexican volunteer is 65.

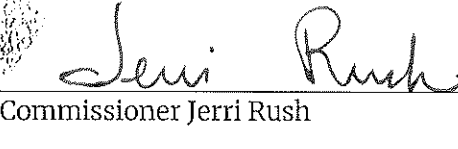
NOW, THEREFORE, BE IT RESOLVED that the Quay County Board of County Commissioners does hereby support NMC’s legislative priorities as set forth above and urges that legislation incorporating these priorities be enacted by the state legislature during its 2024 session.

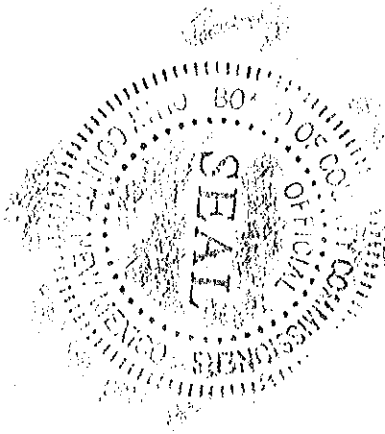
ADOPTED this 23 of October, 2023.

BOARD OF COUNTY COMMISSIONERS OF Quay County, NEW MEXICO



Chair Robert Lopez For / Against


Commissioner Brian Fortner For / Against


Commissioner Jerri Rush For / Against



ATTEST:


Ellen White
County Clerk

State of New Mexico Local Government Budget Management System (LGBMS)
 Report Recap - Quay County - FY2024 Q1
 Printed from LGBMS on 2023-10-20 11:47:48

Fund	Cash	Investments	Revenues	Transfers	Expenditures	Adjustments	Balance	Reserve	Adj
11000 General Operating Fund	1,759,117.82	0.00	612,601.64	-250,000.00	727,801.67	-38.99	1,393,878.80	181,950.42	1,2
20200 Environmental	206,743.29	0.00	14,697.15	0.00	395.29	0.00	221,045.15	0.00	2
20300 County Property Valuation	231,545.16	0.00	5,421.98	0.00	14,519.90	0.00	222,447.24	0.00	2
20400 County Road	659,063.95	0.00	410,024.47	-52,540.45	799,455.87	333,853.89	550,965.99	66,621.32	4
20600 Emergency Medical Services	804.28	0.00	10,411.00	0.00	577.36	0.00	10,637.92	0.00	
20800 Farm & Range	512.34	0.00	0.00	0.00	0.00	0.00	512.34	0.00	
20900 Fire Protection	2,728,248.97	0.00	598,243.85	-84,169.00	45,147.84	9,346.19	3,206,522.17	0.00	3,2
21100 Law Enforcement Protection	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
21800 Intergovernmental Grants	68,308.48	0.00	2,929.58	0.00	32,442.94	0.00	38,795.12	0.00	
22000 Incident Fund	412,603.83	0.00	124,959.08	0.00	37,916.87	0.00	499,646.04	0.00	4
22100 Hospital Gross Receipts Tax	1,288,102.12	0.00	405,400.19	-45,994.76	272,820.42	135.16	1,374,822.29	0.00	1,3
22300 DWI Fund	23,415.93	0.00	31,012.00	0.00	44,372.34	0.00	10,055.59	0.00	
22500 Clerks Recording & Filing Fund	39,553.29	0.00	3,355.19	0.00	5,000.00	0.00	37,908.48	0.00	
22600 Jail - Detention	282,241.15	0.00	122,141.61	250,000.00	511,130.60	0.00	143,252.16	0.00	1
22700 County Emergency Communications and Medical & Behavioral Health Gl	737,134.96	0.00	199,530.91	0.00	119,052.24	71.66	817,665.29	0.00	8
26000 American Rescue Plan Act	1,248,698.88	0.00	0.00	0.00	0.00	0.00	1,248,698.88	0.00	1,2
27000 LG Abatement Opioid Fund	103,092.68	0.00	9,700.20	0.00	0.00	0.00	112,792.88	0.00	1
29000 Local Assistance Tribal Consistency Fund-LATCF	50,000.00	0.00	50,000.00	0.00	0.00	0.00	100,000.00	0.00	1
29900 Other Special Revenue	427,135.69	0.00	21,800.31	45,994.76	130,170.25	0.00	364,760.51	0.00	3
30200 CDBG (HUD) Project	67,836.00	0.00	0.00	0.00	0.00	0.00	67,836.00	0.00	
30300 State Legislative Appropriation Project	0.00	0.00	72,783.76	0.00	0.00	0.00	72,783.76	0.00	
30400 Road/Street Projects	581,204.18	0.00	1,621.17	0.00	249,330.72	0.00	333,494.63	0.00	3
39900 Other Capital Projects	2,506,718.47	0.00	28,969.11	0.00	27,037.42	0.00	2,508,650.16	0.00	2,5
40400 NMFA Loan Debt Service	6,618.21	0.00	169,658.68	136,709.45	136,709.45	0.00	176,276.89	0.00	1
Totals	13,428,719.68	0.00	2,895,261.88	0.00	3,153,881.18	343,367.91	13,513,468.29	248,571.74	13,2

QUAY COUNTY
FISCAL YEAR: 2023-24
REPORT PERIOD: 09/23

FUND NUMBER AND TITLE	BEGINNING CASH				CHANGE IN BALANCE SHEET	ENDING CASH BALANCE
	BALANCE	REVENUES	TRANSFERS	EXPENDITURES		
401 GENERAL FUND	1,759,117.86	612,601.64	(250,000.00)	727,801.67	(38.99)	1,393,878.84
402 ROAD FUND	659,084.43	410,024.47	(52,540.45)	799,455.87	333,853.89	550,966.47
403 FARM & RANGE FUND	512.60	.00	.00	.00	.00	512.60
406 HEALTH CARE ASSISTANCE FUND	412,604.32	124,959.08	.00	37,916.87	.00	499,646.53
407 FIRE DISTRICT NO 1 FUND	479,235.65	75,130.46	(8,717.50)	20,617.39	9,346.19	534,377.41
408 FIRE DISTRICT NO 2 FUND	345,002.57	49,177.93	(10,805.00)	4,773.38	.00	378,602.12
409 FIRE DISTRICT NO 3 FUND	110,079.78	47,487.12	(11,816.00)	2,665.20	.00	143,085.70
410 NARA VISA FIRE FUND	37,112.70	35,130.51	(7,184.00)	776.04	.00	64,283.17
411 FORREST FIRE FUND	147,302.68	46,141.65	(6,180.00)	3,255.06	.00	184,009.27
412 JORDAN FIRE FUND	640,165.60	80,769.41	(10,867.00)	3,197.27	.00	706,870.74
413 BARD ENDEE FIRE FUND	493,601.89	122,287.54	(11,630.50)	4,546.11	.00	599,712.82
414 EMERGENCY MEDICAL SERVS FUND	804.43	10,411.00	.00	577.36	.00	10,638.07
415 QUAY FIRE DIST FUND	234,032.23	46,988.70	(10,867.00)	577.45	.00	269,576.48
416 FORESTRY FIRE FUNDS	142,239.63	106.67	.00	3,556.13	.00	138,790.17
418 PORTER FIRE DEPT.	149,272.05	46,762.42	(6,102.00)	611.90	.00	189,320.57
419 QUAY COUNTY EMERGENCY MANAG	68,308.68	2,929.58	.00	32,442.94	.00	38,795.32
420 QUAY COUNTY FIRE MARSHALL	92,443.86	48,368.11	.00	4,128.04	.00	136,683.93
421 DETENTION CENTER	264,093.69	122,141.61	250,000.00	511,130.60	.00	125,104.70
430 SAFETY NET CARE POOL FUND	.00	.00	45,994.76	45,994.76	.00	.00
431 COUNTY EMERGENCY COMMUNICATI	737,135.38	199,530.91	.00	119,052.24	71.66	817,685.71
499 REAPPRAISAL FUND	231,545.00	5,421.98	.00	14,519.90	.00	222,447.08
501 HOSPITAL FUND	110,794.57	96,340.95	(45,994.76)	260,769.76	135.16	(99,493.84)
503 RURAL ADDRESSING FUND	7,358.51	85.33	.00	38.00	.00	7,405.84
510 HOSPITAL IMPROVEMENT FUND	1,177,307.90	309,059.24	.00	12,050.66	.00	1,474,316.48
516 ASAP - OTHER CHARGES	7,934.04	67.71	.00	.00	.00	8,001.75
520 TUC. DOMESTIC VIOLENCE PROGRA	5.63	1,977.76	.00	1,621.95	.00	361.44
523 OPIOID SETTLEMENT	103,092.68	9,700.20	.00	.00	.00	112,792.88
562 DEBT SERVICE	.00	.00	136,709.45	136,709.45	.00	.00
563 NMFA DEBT RESERVE	6,617.34	169,658.68	.00	.00	.00	176,276.02
610 JUVENILE DET OFFICER FUND	18,147.16	.00	.00	.00	.00	18,147.16
613 PRIMARY CARE CLINIC	155,757.98	17,634.19	.00	42,206.93	.00	131,185.24
621 CLERK'S EQUIP REC FUND	39,553.53	3,355.19	.00	5,000.00	.00	37,908.72
622 DWI DISTRIBUTION	23,416.22	31,012.00	.00	44,372.34	.00	10,055.88
623 ENVIRONMENTAL GROSS REC FUND	206,742.99	14,697.15	.00	395.29	.00	221,044.85
624 DWI GRANT FUND	6,766.74	.00	.00	.00	.00	6,766.74
626 SUMMER ENRICHMENT INTERNS	.00	.00	.00	35,023.56	.00	(35,023.56)
628 MISDEMEANOR COURT COMPLIANCE	58,882.02	1,256.65	.00	.00	.00	60,138.67
631 DWI PROBATION FEES	21,561.28	500.00	.00	1,378.92	.00	20,682.36
632 DWI SCREENING FEES	9,330.74	150.00	.00	350.00	.00	9,130.74
634 DWI UA FEES	12,413.08	22.00	.00	.00	.00	12,435.08
639 WILDLIFE SERVICES	4,886.03	.00	.00	.00	.00	4,886.03
649 COUNTY IMPROVEMENTS	2,998,232.17	101,752.87	.00	276,368.14	.00	2,823,616.90
650 ROAD EQUIPMENT FUND	89,689.41	1,621.17	.00	.00	.00	91,310.58
654 AMERICAN RESCUE PLAN ACT	1,248,698.51	.00	.00	.00	.00	1,248,698.51
655 CDBG - QUAY COUNTY	37,372.80	.00	.00	.00	.00	37,372.80
656 CDBG PLANNING GRANT	30,463.63	.00	.00	.00	.00	30,463.63
658 FEDERAL - LATCF	50,000.00	50,000.00	.00	.00	.00	100,000.00
GRAND TOTAL	13,428,719.99	2,895,261.88	.00	3,153,881.18	343,367.91	13,513,468.60

Local DWI Distribution Program
Financial Status Report

Program Name		Quay County		Financial Status Report:		Quarter I	
Address:		P.O. Box 1246 Tucumanari, NM 88401		Distribution Received:		Distribution Balance:	
Telephone No.:		575-461-2112		September:		Distribution Year To Date:	
Distribution No.:		24-D-D-21		December:		Expenditures Year To Date:	
Total Year To Date:		31,012.00		March:		Expenditures This Quarter:	
Total Year To Date:		31,012.00		June:		Distribution Balance:	
Total Year To Date:		31,012.00		Total Year To Date:		Report Period Ending:	
Total Year To Date:		31,012.00		30-Sep-23		30-Sep-23	
Budget Line Items		Distribution		In-Kind Match		Expenditures	
Budget Line Items		Approved Budget		Expenditures This Report		Remaining Budget	
Personnel Services		74,605.00		12,646.43		5,394.35	
Employee Benefits		13,575.00		2,351.06		807.06	
Travel (In-State)		2,800.00		841.61		400.00	
Travel (Out-of-State)		0.00		0.00		0.00	
Supplies		5,015.00		0.00		0.00	
Operating Costs		18,610.00		2,838.04		2,500.00	
Contractual Services		5,000.00		425.00		5,000.00	
Minor Equipment		0.00		0.00		0.00	
Capital Purchases*		0.00		0.00		0.00	
TOTALS		119,605.00		19,102.14		12,372.79	
Personnel Services		6,600.00		1,205.65		1,205.65	
Employee Benefits		1,000.00		192.94		192.94	
Travel (In-State)		400.00		0.00		0.00	
Travel (Out-of-State)		0.00		0.00		0.00	
Supplies		2,500.00		0.00		0.00	
Operating Costs		5,000.00		1,728.62		3,271.38	
Contractual Services		0.00		0.00		0.00	
Minor Equipment		0.00		0.00		0.00	
Capital Purchases*		0.00		0.00		0.00	
TOTALS		15,500.00		3,127.21		3,127.21	

11,909.86

CERTIFICATION: Under penalty of law, I hereby certify to the best of my knowledge and belief, the above information is correct, expenditures are properly documented, required matching funds have been spent/obligated in the reported amount, and the copies of all required documentation are attached, or on file for review. The documentation for this payment is true and reflects correct copies of the originals. All payment requests listed are not funded by any other funding source. The service provider shall not bill the grantee and another funding source for the same client at the same time.

Program Fiscal Officer (Printed Name and Title)

Program Representative (Printed Name and Title)

Program Representative (Signature)

Date

Local Government Division Fiscal Officer

Local Government Division Program Manager

Date

(DFA/Local Government Division Use Only)

LOCAL DWI DISTRIBUTION PROGRAM
 Distribution Program Financial Status Report
 Breakdown By Component

Program: Quay County
 Dist. No.: 24-D-D-21
 Report Quarter: 1

Total Distribution Reported This Quarter: 19,102.14
 Total In-Kind Match This Quarter: 3,127.21
 Total Expenditures Reported This Quarter: 22,229.35

Distribution:

	<u>Budget</u>	<u>This Report</u>	<u>Remaining Budget</u>	<u>Expenditures YTD</u>
Prevention	5,000.00	425.00	4,575.00	425.00
Enforcement	0.00		0.00	0.00
Screening	0.00		0.00	0.00
Treatment: Outpatient/Jailbased	0.00		0.00	0.00
Compliance Monitoring/Tracking	88,130.00	8,085.49	80,044.51	8,085.49
Coor, Plan & Eval	26,475.00	10,588.65	15,886.35	10,588.65
Alternative Sentencing	0.00		0.00	0.00
Totals:	119,605.00	19,099.14	100,505.86	19,099.14

In-Kind Match:

	<u>Budget</u>	<u>This Report</u>	<u>Remaining Budget</u>	<u>Expenditures YTD</u>
Prevention	0.00		0.00	0.00
Enforcement	0.00		0.00	0.00
Screening	1,000.00		1,000.00	0.00
Treatment: Outpatient/Jailbased	0.00		0.00	0.00
Compliance Monitoring/Tracking	13,000.00	3,127.21	9,872.79	3,127.21
Coor, Plan & Eval	1,500.00		1,500.00	0.00
Alternative Sentencing	0.00		0.00	0.00
Totals:	15,500.00	3,127.21	12,372.79	3,127.21

Total Expenditures This Period	22,229.35	↔	Checks:
Total Expenditures Year to Date:	22,229.35	↔	22,229.35

Exhibit G - Distribution

Detailed Breakdown By Line Item
LOCAL DWI PROGRAM

County/ Municipality: Quay
 Distribution No.: 24-D-D-21
 Quarter Report No.: 1

Total Distribution This Quarter: 19,099.14
 Total In-Kind Match This Quarter: 3,127.21
 Total Expenditures Reported This Quarter: 22,226.35

Distribution Expenditures:

Administrative expenses are not allowed.

Pay Period	Name	Job Title	Document Identifier	Amount	Component
6/18/2023 - 7/1/2023	Richard, Marano	Coordinator	Direct Deposit	80.00	
7/2/2023 - 7/15/2023	Richard, Marano	Coordinator	Direct Deposit	1,537.30	
7/16/2023 - 7/29/2023	Richard, Marano	Coordinator	Direct Deposit	1,537.30	
7/30/2023 - 8/12/2023	Richard, Marano	Coordinator	Direct Deposit	1,537.30	
8/13/2023 - 8/26/2023	Richard, Marano	Coordinator	Direct Deposit	1,537.30	
8/27/2023 - 9/9/2023	Richard, Marano	Coordinator	Direct Deposit	1,537.30	
9/10/2023 - 9/23/2023	Richard, Marano	Coordinator	Direct Deposit	1,537.30	
8/13/2022 - 8/26/2023	Jordan Garcia	Compliance Officer	Direct Deposit	681.83	
8/27/2023 - 9/9/2023	Jordan Garcia	Compliance Officer	Direct Deposit	1,330.40	
9/10/2023 - 9/23/2023	Jordan Garcia	Compliance Officer	Direct Deposit	1,330.40	
Total Personnel Services:				12,646.43	

Pay Period	Name	Job Title	Document Identifier	Description	Amount	Component
6/18/2023 - 7/1/2023	Richard, Marano	Coordinator	Direct Deposit		14.36	
7/2/2023 - 7/15/2023	Richard, Marano	Coordinator	Direct Deposit		285.90	
7/16/2023 - 7/29/2023	Richard, Marano	Coordinator	Direct Deposit		285.90	
7/30/2023 - 8/12/2023	Richard, Marano	Coordinator	Direct Deposit		285.90	
8/13/2023 - 8/26/2023	Richard, Marano	Coordinator	Direct Deposit		283.69	
8/27/2023 - 9/9/2023	Richard, Marano	Coordinator	Direct Deposit		285.90	
9/10/2023 - 9/23/2023	Richard, Marano	Coordinator	Direct Deposit		288.20	
8/13/2022 - 8/26/2023	Jordan Garcia	Compliance Officer	Direct Deposit		125.80	
8/27/2023 - 9/9/2023	Jordan Garcia	Compliance Officer	Direct Deposit		245.45	

Exhibit G - Distribution

9/10/2023 - 9/23/2023	Jordan Garcia	Compliance Officer	Direct Deposit	249.96
Total Employee Benefits:				2,351.06

Travel (In-State)

Date of Travel & Location	Traveler's Name	Purpose of Travel	Check Date	Document Identifier	Amount	Component
8/13/2023-8/16/2023	Richard, Marano	Compliance AD-HOC Meeting	8/2/2023	Ref 138-139, Check #50415	547.69	
8/13/2023-8/16/2023	Richard, Marano	Compliance AD-HOC Meeting	8/25/2023	Ref 475,474, 476-136, Check #50639	293.92	
Total Travel (In-State):					841.61	

Travel (Out-of-State)

Date of Travel & Location	Traveler's Name	Purpose of Travel	Check Date	Document Identifier	Amount	Component
Total Travel (Out-of-State):					0.00	

Supplies (*List Prevention Giveaways/Promotional Items separately below)

Date Incurred	Vendor	Description	Check Date	Document Identifier	Amount	Component
Total Supplies:					0.00	

***Prevention Giveaways/Promotional Items**

Date(s) Incurred	Vendor	Description	Check Date	Document Identifier	Amount	Component
7/1/2023	Ricoh	Supplies	7/20/2023	Ref 363, Check# 50338	14.43	
7/13/2023	Ricoh	Copier Lease	7/20/2023	Ref 254, Check # 50337	68.74	
4/1/2023	Ricoh	Supplies	8/3/2023	Ref 120, Check # 50431	32.20	
5/12/2023	Ricoh	Copier Lease	8/2/2023	Ref 53, Check # 50416	65.45	
8/11/2023	Ricoh	Copier Lease	8/25/2023	Ref 343, Check # 50640	46.46	
8/1/2023	Ricoh	Supplies	9/7/2023	Ref 121, Check # 50739	14.95	
9/1/2023	Ricoh	Supplies	9/20/2023	Ref 295, Check # 50800	14.05	
9/12/2023	Ricoh	Copier Lease	9/20/2023	Ref 196, Check # 50799	65.46	
7/25/2023	NM Sheriffs assoc.	Training	8/2/2023	Ref 83, Check # 50405	160.00	
9/15/2023	DWI Coord. Affiliate	Training	9/7/2023	Ref 98, Check # 50729	150.00	
8/31/2023	Quadient	Postage Meter Reading	8/25/2023	Ref 434, Check # 50554	59.51	
7/1/2023	County Treasurer	Monthly Rent	7/6/2023	Ref 113, Check # 50244	600.00	
8/1/2023	County Treasurer	Monthly Rent	8/2/2023	Ref 69, Check # 50411	600.00	
7/6/2023	Xcel	Electric Utility	7/13/2023	Ref 284, Check # 50266	156.98	

Operating Costs

Date(s) Incurred	Vendor	Description	Check Date	Document Identifier	Amount	Component
7/1/2023	Ricoh	Supplies	7/20/2023	Ref 363, Check# 50338	14.43	
7/13/2023	Ricoh	Copier Lease	7/20/2023	Ref 254, Check # 50337	68.74	
4/1/2023	Ricoh	Supplies	8/3/2023	Ref 120, Check # 50431	32.20	
5/12/2023	Ricoh	Copier Lease	8/2/2023	Ref 53, Check # 50416	65.45	
8/11/2023	Ricoh	Copier Lease	8/25/2023	Ref 343, Check # 50640	46.46	
8/1/2023	Ricoh	Supplies	9/7/2023	Ref 121, Check # 50739	14.95	
9/1/2023	Ricoh	Supplies	9/20/2023	Ref 295, Check # 50800	14.05	
9/12/2023	Ricoh	Copier Lease	9/20/2023	Ref 196, Check # 50799	65.46	
7/25/2023	NM Sheriffs assoc.	Training	8/2/2023	Ref 83, Check # 50405	160.00	
9/15/2023	DWI Coord. Affiliate	Training	9/7/2023	Ref 98, Check # 50729	150.00	
8/31/2023	Quadient	Postage Meter Reading	8/25/2023	Ref 434, Check # 50554	59.51	
7/1/2023	County Treasurer	Monthly Rent	7/6/2023	Ref 113, Check # 50244	600.00	
8/1/2023	County Treasurer	Monthly Rent	8/2/2023	Ref 69, Check # 50411	600.00	
7/6/2023	Xcel	Electric Utility	7/13/2023	Ref 284, Check # 50266	156.98	

Exhibit G - Distribution

Date	Vendor / Contractor	Description	Check Date	Document Identifier	Amount
8/1/2023	Xcel	Electric Utility	8/14/2023	Ref 235 , Check # 50476	201.64
7/13/2023	NM Gas Company	Gas Utility	7/20/2023	Ref 284, Check # 50365	127.00
8/11/2023	NM Gas Company	Gas Utility	8/31/2023	Ref 542, Check #50686	127.00
7/10/2023	City of Tucumcari	Water Utility	7/13/2023	Ref 224 , Check # 50265	110.39
8/10/2023	City of Tucumcari	Water Utility	8/2/2023	Ref 10, Check # 50378	110.39
9/10/203	City of Tucumcari	Water Utility	9/7/2023	Ref 20 , Check # 50696	110.39
Total Operating Costs:					2,835.04

Contractual Services

Date(s) Incurred	Vendor / Contractor	Description	Check Date	Document Identifier	Amount	Component
9/7/2023	Canyon Outdoor Advertising	1-40 Billboard Rent	9/7/2023	Ref 145 , Check # 50705	425.00	
Total Contractual Services:					425.00	

Minor Equipment

Date Incurred	Vendor	Description	Check Date	Document Identifier	Amount	Component
Total Minor Equipment:					0.00	

Capital Purchases

Date Incurred	Vendor	Description	Check Date	Document Identifier	Amount	Component
Total Capital Purchases:					0.00	

Total Distribution Expenditures for the Quarter:

19,099.14

Check: 19099.14

I hereby certify to the best of my knowledge and belief, the above information is correct, expenditures are properly documented, required matching funds have been spent/obligated in the reported amount, and that copies of all required documentation are attached. The documentation for this payment is true and reflects correct copies of the originals. I certify that the items listed in this report have not been billed or reported previously to the Local DWI Grant & Distribution program. I certify that all payment requests listed are not funded by any other funding source and that the service provider shall not bill this grant/distribution fund and any other funding source for the same service provided to the same client at the same time.

Program Representative (Signature)

Title

Date

Exhibit G - Distribution In-Kind Match

Detailed Breakdown By Line Item
LOCAL DWI PROGRAM

County/ Municipality: Quay
 Distribution No.: 24-D-D-21
 Quarter Report No.: 1

Total Distribution This Quarter: 19,099.14
 Total In-Kind Match This Quarter: 3,127.21
 Total Expenditures Reported This Quarter: 22,226.35

In-Kind Match Expenditures:

Pay Period	Name	Job Title	Document Identifier	Amount	Component
July, Aug, Sept	Cheryl Simpson	Finance Director	45hrs @ \$24.57	1,105.65	Compliance
June	DWI Council Meeting	DWI Voting Member	4 @ \$25	100.00	Compliance
Total Personnel Services:				1,205.65	

Pay Period	Name	Job Title	Document Identifier	Description	Amount	Component
July, Aug, Sept	Cheryl Simpson	Finance Director	Benefits	In-kind Certification	192.94	Compliance
Total Employee Benefits:					192.94	

Travel (In-State)

Exhibit G - Distribution In-Kind Match

Date of Travel & Location	Traveler's Name	Purpose of Travel	Check Date	Document Identifier	Amount	Component
					0.00	
Total Travel (In-State):					0.00	
Travel (Out-of-State)						
Date of Travel & Location	Traveler's Name	Purpose of Travel	Check Date	Document Identifier	Amount	Component
					0.00	
Total Travel (Out-of-State):					0.00	
Supplies						
Date Incurred	Vendor	Description	Check Date	Document Identifier	Amount	Component
Total Supplies:					0.00	
Operating Costs						
Date(s) Incurred	Vendor	Description	Check Date	Document Identifier	Amount	Component
	Plateau	Telephone & Internet	7/6/2023	Ref 146; Check # 50241	459.34	
	Plateau	Telephone & Internet	8/14/2023	Ref 273; Check # 50473	459.64	
	Plateau	Telephone & Internet	9/20/2023	Ref 412; Check # 50794	459.64	
	Noble Software	Software		Ref 166; Check # 50240	350.00	
Total Operating Costs:					1,728.62	
Contractual Services						
Date(s) Incurred	Vendor / Contractor	Description	Check Date	Document Identifier	Amount	Component
Total Contractual Services:					0.00	
Minor Equipment						
Date Incurred	Vendor	Description	Check Date	Document Identifier	Amount	Component
Total Minor Equipment:					0.00	
Capital Purchases						
Date Incurred	Vendor	Description	Check Date	Document Identifier	Amount	Component
Total Capital Purchases:					0.00	
Total In-Kind Match:					3,127.21	
					Check:	3127.21

Screening Fees Collected Summary

Exhibit G - Distribution In-Kind Match

	Amount of all screening fees collected this reporting period	Amount of all screening fees spent this reporting period
FY23 Beginning Fee Balance for Screening	-	-
\$	\$	\$

I hereby certify to the best of my knowledge and belief, the above information is correct, expenditures are properly documented, required matching funds have been spent/obligated in the reported amount, and that copies of all required documentation are attached. The documentation for this payment is true and reflects correct copies of the originals. I certify that the items listed in this report have not been billed or reported previously to the Local DWI Grant & Distribution program. I certify that all payment requests listed are not funded by any other funding source and that the service provider shall not bill this grant/distribution fund and any other funding source for the same service provided to the same client at the same time.

Program Representative (Signature)

Title

Date