



# 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 March 24, 2025

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

Pledge of Allegiance

Approval of Minutes-Regular Session March 10, 2025

Approval/Amendment of Agenda

### Public Comment

### New Business

- I. **Brad Baldrige, Senior Director Customer and Community Relations, Xcel**
  - Presentation of **Operational Effects of Addition Transmission Line**
- II. **Lynnae Abarca, District Manager, Southwest Quay Soil and Water Conservation District**
  - Presentation of **Sentinel Landscape**
- III. **Farley Verner, CPA, CFE, CGMA, President, Hinkle & Landers**
  - Presentation of **Audit Exit Conference**
  - Request Approval of **Resolution No. 47 Acceptance of the FY24 Audit**
- IV. **Connie Loveland, Tucumcari Main Street Director**
  - Presentation of **2024 Annual Service Delivery Reports**
- V. **Lucas Bugg, Quay County Fire Marshal**
  - Request Approval of **PERA Report (District 2)**
  - Request Approval of **PERA Report (District 3)**
  - Request Approval of **PERA Report (Quay)**
  - Request Approval of **PERA Report (Jordan)**
  - Request Approval of **PERA Report (Potter)**
  - Request Approval of **PERA Report (Nara Visa)**
  - Request Approval of **Property Transfer**
- VI. **Stephen Salas, Quay County Road Superintendent**
  - Request Approval of **Professional Services Agreement (Bridge 1042)**
  - Request Approval of **Professional Services Agreement (Quay Rd AR)**
  - Presentation of **Road Update**



DOC #CM-00598

04/16/2025 11:59 AM Doc Type: COCOM

Fee: (No FieldTag Finance.TotalFees found)

Quay County, NM

Pages: 64  
Veronica Manley - County Clerk, County



**VII. Daniel Zamora, Quay County Manager**

- Request Approval of **Payment Approval Report**
- Presentation of **March GRT Report**
- Presentation of **Manager's Report**

**VIII. Indigent Claims Board**

- **Call Meeting to Order**
- Request Approval of **Indigent Minutes for February 24, 2025, Meeting**
- Request Approval of **Indigent Claims**
- **Adjourn**

**IX. Adjourn**

- 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 (Low Water Crossing)**

REGULAR SESSION-BOARD OF QUAY COUNTY COMMISSIONERS

March 24, 2025

9:00 A.M.

BE IT REMEMBERED THE HONORABLE BOARD OF QUAY COUNTY COMMISSIONERS met in regular session the 24<sup>th</sup> day March 2025 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:

Jerri Rush, Chairwoman  
Brian Fortner, Commissioner  
Dallas Dowell, Commissioner  
Veronica Manley, Quay County Clerk  
Daniel Zamora, County Manager

OTHERS PRESENT:

SEE ATTACHED LIST:

Chairwoman Rush called the meeting to order followed by the Pledge of Allegiance.

A MOTION was made by Brian Fortner, SECONDED by Dallas Dowell to approve the March 10, 2025, regular session minutes. MOTION carried with all members voting “aye”.

A MOTION was made by Brian Fortner. SECONDED by Dallas Dowell to approve the agenda. MOTION carried with all members voting “aye”.

Public Comments: NONE

NEW BUSINESS:

Brad Baldrige, Senior Director Customer and Community Relations, Xcel made a presentation on the Operational Effects of Addition Transmission Line. Members of the County Commission asked questions regarding the project.

Lynnae Abarca, District Manager, Southwest Quay Soil and Water Conservation District made a presentation of the Sentinel Landscape. Members of the County Commission asked questions regarding the Sentinel Landscape.

Farley Verner, CPA, CFE, CGMA, President Hinkle & Landers presented the FY 24 Audit Results.

Daniel Zamora, Quay County Manager requested approval of Resolution No. 47; Acceptance of the FY24 Audit. A MOTION was made by Brian Fortner, SECONDED by Dallas Dowell to

approve the Resolution as submitted. MOTION carried with all members voting “aye”. A copy is attached.

Connie Loveland, Tucumcari Main Street Director presented the 2024 Annual Service Delivery Report. A copy is attached.

Lucas Bugg, Quay County Fire Marshal presented the following items for approval:

- Approval of PERA Report (District 2). A MOTION was made by Dallas Dowell, SECONDED by Brian Fortner to approve report. MOTION carried with Rush voting “aye”, Fortner voting “aye” and Dowell voting “aye”. A copy is attached.
- Approval of PERA Report (Quay). A MOTION was made by Dallas Dowell, SECONDED by Brian Fortner to approve report. MOTION carried with Rush voting “aye”, Fortner voting “aye” and Dowell voting “aye”. A copy is attached.
- Approval of PERA Report (Jordan). A MOTION was made by Dallas Dowell, SECONDED by Brian Fortner to approve report. MOTION carried with Rush (abstained), Fortner voting “aye” and Dowell voting “aye”. A copy is attached.
- Approval of PERA Report (Porter). A MOTION was made by Dallas Dowell, SECONDED by Brian Fortner to approve report. MOTION carried with Rush voting “aye”, Fortner voting “aye” and Dowell voting “aye”. A copy is attached.
- Approval of PERA Report (Nara Visa). A MOTION was made by Dallas Dowell, SECONDED by Brian Fortner to approve report. MOTION carried with Rush voting “aye”, Fortner voting “aye” and Dowell voting “aye”. A copy is attached.
- Approval of PERA Report (District 3). A MOTION was made by Brian Fortner, SECONDED by Jerri Rush to approve report. MOTION carried with Rush voting “aye”, Fortner voting “aye” and Dowell abstained. A copy is attached.

Bugg requested approval on behalf of Chief of the District # 2 Fire Department, to transfer apparatus to District #3 Fire Department. A MOTION was made by Brian Fortner, SECONDED by Jerri Rush to approve transfer. MOTION carried with Rush voting “aye”, Fortner voting “aye” and Dowell abstained. A copy of the request is attached.

Stephen Salas, Quay County Road Superintendent requested approval of the following items and gave the road update:

- Approval of Professional Services Agreement (Bridge 1042). A MOTION was made by Dallas Dowell, SECONDED by Brian Fortner to approve the CAP Agreement. MOTION carried with all members voting “aye”. A copy is attached.
- Approval of Professional Services Agreement (Quay Rd AR). A MOTION was made by Dallas Dowell, SECONDED by Brian Fortner to approve the SP Agreement. MOTION carried with all members voting “aye”. A copy is attached.

UPDATE:

- Crews are working in the House area cutting trees and blading.

Daniel Zamora, Quay County Manager, requested approval of the Payment Approval Report for the time-period ending March 20, 2025. A MOTION was made by Dallas Dowell, SECONDED by Brian Fortner to approve. MOTION carried with all members voting "aye".

Zamora had the following Manager's Report:

- Presented the monthly Gross Receipts Tax Report for informational purposes.
- The Legislative Session ended on Saturday.
- Budget workshop will be scheduled for next meeting April 10, 2025.

Chairwoman, Rush called the Indigent Claims Board to order. Time noted 10:05 a.m.

--- INDIGENT CLAIMS ---

The Indigent Claims Board meeting adjourned, and the meeting was returned to Regular Session. Time noted 10:07 a.m.

---EXECUTIVE SESSION---


Return to regular session. Time noted 11:05 a.m.

Chairwoman Rush reported No Action from Executive Session.

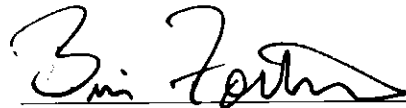
There being no further business, a MOTION was made by Dallas Dowell, SECONDED by Brian Fortner to adjourn. MOTION carried with Rush voting "aye", Fortner voting "aye" and Dowell voting "aye". Time noted 11:06 a.m.

Respectfully submitted by Veronica Manley.

BOARD OF QUAY COUNTY COMMISSIONERS



\_\_\_\_\_  
Jerri Rush, Chairwoman

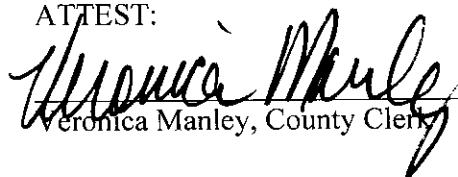


\_\_\_\_\_  
Brian Fortner, Member



\_\_\_\_\_  
Dallas Dowell, Member

ATTEST:

  
\_\_\_\_\_  
Veronica Manley, County Clerk

QUAY COUNTY COMMISSION MEETING

ATTENDANCE SHEET

March 24, 2025

PRINTED NAME

ADDRESS

Brad Baldridge 790 Buchanan, Amarillo, TX 79119

Daniel Zamora 2409 S 3rd St, Tuc, NM 88401

Stephen Salas

Ron Wernick ENM News

Jelicia Griggs 1306 S Adams Tucuman nm 88401

Sheresa Lafferty

Lucas Bugg

Kole Tatum

DANA LEONARD

Cennie Lowland

Jefferson 2. Byrd

Ben White

Garrett Baker

BILL KARDON



**QUAY COUNTY GOVERNMENT**

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

**2024-2025 Resolution No.47**

**ACCEPTANCE AND APPROVAL OF THE FY24 AUDIT**

**WHEREAS**, the County of Quay is required by statute to contract with an independent auditor to perform the required annual audit or agreed upon procedures for Fiscal Year 2022; and,

**WHEREAS**, the Quay County Board of Commissioners has directed the accomplishment of the audit for FY24 be completed; and,

**WHEREAS**, this audit has been completed and presented to the Quay County Board of Commissioners per the February 9, 2024 Letter from the State Auditor authorizing the audit.

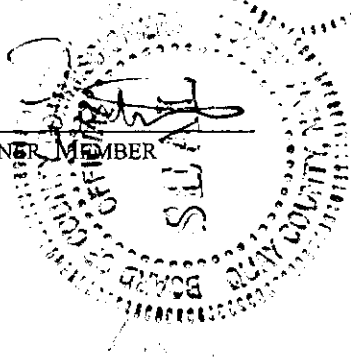
**WHEREAS**, NMAC 24-2-1 (M) (4) provides in pertinent part that "Once the audit report is officially released to the agency by the state auditor (by a release letter) and the required waiting period of five calendar days has passed, unless waived by the agency in writing, the audit report shall be presented by the IPA, to a quorum of the governing authority of the agency at a meeting held in accordance with the Open Meetings Act, if applicable;" and,

**NOW THEREFORE, BE IT RESOLVED**, that the Quay County Board of Commissioners does hereby accept and approve the completed audit report and findings as indicated within this document.

**ACCEPTED AND APPROVED** this 24<sup>th</sup> day of March, 2025 in regular session by the Quay County Board of Commissioners, at Tucumcari, Quay County, New Mexico.

Jerri Rush, CHAIR

ATTEST BY:

  
Veronica Manley QUAY COUNTY CLERK  
Dallas Dowell, MEMBER  
BRIAN FORTNER, MEMBER



**2024 Annual Service Delivery Report**  
Main Street America Accredited Program: Tucumcari MainStreet



Technical Assistance Services Requested of New Mexico MainStreet

Total Cost

*Organization:* General Organization Consultation: City contract Language/Negotiations (incl. planning retreat), and board consultation  
Grantwriting Technical Assistance - Proposal Review

\$4,074  
\$460

*Economic Vitality:* FORGE Accelerator Project Assistance  
Art Incubator Pilot Assistance

\$7,931  
\$3,153

*Design:* Wayfinding Project Assistance  
Oden Theater Design Assistance

\$23,258  
\$1,816

*Promotion:* Event Marketing Assistance  
Fired Up Promotion Design  
General Project Assistance: NMIRA Grant project assistance

\$592  
\$457  
\$6,747

NMMS Capital Outlay Award

Great Blocks on MainStreet: Phase 2 Construction

\$1,700,000

New Mexico MainStreet Network Services Per Community

- Monthly Round Tables: Preparation & Distribution of MainStreet/Arts & Cultural District-related Content, Resources, Webinars and Technical Assistance
- Local Organization Annual Program Review, Meeting & Report
- MainStreet Quarterly Reinvestment Statistical Data Collection, Analysis and Reporting
- NMMS Leadership Network Meetings (2)
- NMMS Online Presence & Marketing (State Website · Off the Road Website · Choose MainStreet · Facebook · YouTube · Instagram · Twitter · Flickr)
- NMMS Annual Report, E-newsletters, Awards Program & Other Brochures
- National Main Street Center Network "Main Street America" Membership Fees

Total New Mexico MainStreet Services Utilized in 2024

**\$1,766,959**







# 2024 Volunteer Fire Department Contact Information

6300 Jefferson NE Ste 100  
Albuquerque, NM 87109  
(505) 542-6220 phone  
(505) 954-0342 fax  
www.nmpera.org

Instructions: Please print or type in dark ink. This form must be completed in its entirety and return to PERA via regular mail, fax, or e-mail to [pera-memberservices@state.nm.us](mailto:pera-memberservices@state.nm.us) along with the Annual Reporting form by March 31, 2025 for processing. Strikethroughs and correction fluid/tape are not permitted. Please keep a copy for your VFD's records.

## Information About the Volunteer Fire Department (VFD)

PERA VFD Number (5 digit number)	VFD Name		
09637	Conservancy Fire District #2		
VFD Mailing Address	City	State	Zip Code
P.O. Box 1032	Tucumcari	NM	88401

## Information About the VFD Fire Chief

VFD Fire Chief's Name (First and Last)	VFD Fire Chief's Daytime Phone Number	VFD Fire Chief's Email Address
Cody Byrd	575-403-7127	cbbyrd1@yahoo.com

## Information About the VFD Reporter

VFD Reporter Name (First and Last)	VFD Reporter's Daytime Phone Number	VFD Reporter's Email Address
Ralph Lopez	575-403-6381	cowhand63@gmail.com

## Information About An Alternate Contact (County Fire Marshal, EMS Coordinator, etc.)

Alternate Contact Name (First and Last)	Alternate Contact's Daytime Phone Number	Alternate Contact's Email Address
Lucas Bugg	575-403-6479	lucas.bugg@quaycounty-nm.gov

## VFD Fire Chief's Authorization

I hereby certify the information provided on this form is true and accurate to the best of my knowledge.

Signature of VFD Fire Chief	Date
	3/11/25



# 2024 Volunteer Firefighters Annual Reporting Form

6300 Jefferson St. NE, STE#100  
Albuquerque, NM 87109  
(505) 542-6220 phone  
(505) 954-0342 fax  
www.nmpera.org

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned in hard copy and electronic copy format to PERA along with the appropriate Qualification Record form(s) by March 31, 2025 via RIO and by regular mail, fax, or e-mail to peramemberservices@state.nm.us for processing. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

## General Information About the Volunteer Fire Department (VFD)

PERA VFD Number (5 digit number)	VFD Name		
09637	Conservancy Fire District 2		
VFD Mailing Address	City	State	Zip Code
P.O. Box 1032	Tucumcari	NM	88401
VFD Fire Chief's Name (First and Last)	VFD Chief's Daytime Phone Number	VFD Chief's email Address	
Cody Byrd	575-403-7127	cbbyrd1@yahoo.com	
Alternate Contact Name (First and Last)	Alternate Contact's Daytime Phone Number	Alternate Contact's Email Address	
Lucas Bugg	575-403-6479	lucas.bugg@quaycounty-nm.gov	

## VFD DEPARTMENT TOTALS

1.	New VFD members reported in 2024:	2
2.	Current/returning (non-retired) VFD members reported in 2024:	15
3.	Retired VFD members reported in 2024:	3
4.	Excluded VFD members reported in 2024:	0
5.	Total number of Volunteer Firefighters reported in 2024 (sum of members entered on lines 1 through 4):	20

## VFD CHIEF CERTIFICATION

\*Notary stamp must be visible

I, Cody Byrd Fire Chief of the Conservancy Fire Dist. 2 Volunteer Fire Department, affirm that the records submitted  
Printed Name of VFD Fire Chief VFD Name

to PERA are true and correct and reflect 100% of my VFD's 2024 roster.

Signature of VFD Fire Chief

Date

Cody Byrd | 3/11/25

State of New Mexico )

County of Quay ) SS:

Signed and sworn Cody Byrd on this 11 day of March 2025

Notary Public  
ELLEN L. WHITE  
Commission#1006761  
My Commission Exp. 3-24-2027

VFD Chief's Name (please print) to be completed by Notary

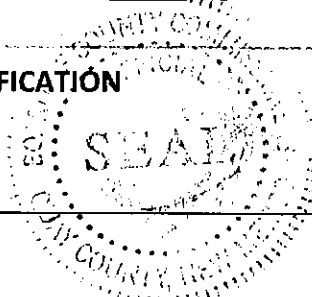
Notary Public Telephone Number 575 441-0510, Signature of Notary Ellen White

## MAYOR OR COMMISSION CERTIFICATION

Signature of Municipal Mayor or Chair of County Commission

Date

Leri Rush | 3-24-25





**2024 Volunteer Firefighter Service Credit  
Qualification Record Current Active  
(Non-Retired) VFD Members Only**

6300 Jefferson St. NE, STE#100  
Albuquerque, NM 87109  
(505)542-6220 phone  
(505) 954-0342 fax  
[www.nmpera.org](http://www.nmpera.org)

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned in hard copy and electronic copy format to PERA along with the Annual Reporting form by March 31, 2025 via RIO and by regular mail, fax, or e-mail to [pera-memberservices@state.nm.us](mailto:pera-memberservices@state.nm.us) for processing. Attach a completed Member Enrollment for Volunteer Firefighter form along with a copy of a driver's license and social security card for any Volunteer Firefighter not previously reported. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

**Information about your Volunteer Fire Department**

Name of VFD	PERA VFD Number (5 digits)	County
Conservancy Fire District #2	09637	Quay

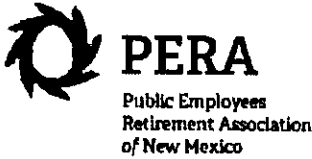
**Information about your New VFD Members Only**

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one)	
				Yes	No
1.	[REDACTED]	Name: Cody Byrd Address: 3544 Quay Road 62, Tucumcari, NM 88401	06/11/1980	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	[REDACTED]	Name: Ralph Lopez Address: 3321 State Highway 278, Tucumcari, NM 88401	11/28/1963	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	[REDACTED]	Name: Gary Massey Address: 5291 Quay Road AI, Tucumcari, NM 88401	09/29/1970	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	[REDACTED]	Name: Noel Acosta Address: 423 East High Street, Tucumcari, NM 88401	05/08/1976	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	[REDACTED]	Name: Kenton Perkins Address: P.O. Box 1021, Tucumcari, NM 88401	07/29/1989	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	[REDACTED]	Name: Donna R Massey Address: 5291 Quay Road AI, Tucumcari, NM 88401	04/24/1968	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	[REDACTED]	Name: Tammy Lopez Address: 3321 State Highway 278, Tucumcari, NM 88401	10/04/1971	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.	[REDACTED]	Name: Zachary Kardokus Address: 3241 Quay Road 57, Tucumcari, NM 88401	07/13/2002	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.	[REDACTED]	Name: Bo Wallace Address: 8103 State Highway 209, Tucumcari, NM 88401	08/04/1983	<input type="checkbox"/>	<input checked="" type="checkbox"/>
10.	[REDACTED]	Name: Roxie Wallace Address: 2599 Quay Road 51, Grady NM 88120	11/03/1952	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Volunteer Firefighter Department Certification**

Signature	Title	Date
<i>Cody Byrd</i>	<i>Chief</i>	3/11/25

December 2024



**2024 Volunteer Firefighter Service Credit  
Qualification Record Current Active  
(Non-Retired) VFD Members Only**

6300 Jefferson St. NE, STE#100  
Albuquerque, NM 87109  
(505)542-6220 phone  
(505) 954-0342 fax  
[www.nmpera.org](http://www.nmpera.org)

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned in hard copy and electronic copy format to PERA along with the Annual Reporting form by March 31, 2025 via RIO and by regular mail, fax, or e-mail to [pera-memberservices@state.nm.us](mailto:pera-memberservices@state.nm.us) for processing. Attach a completed Member Enrollment for Volunteer Firefighter form along with a copy of a driver's license and social security card for any Volunteer Firefighter not previously reported. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

**Information about your Volunteer Fire Department**

Name of VFD	PERA VFD Number (5 digits)	County
Conservancy Fire District #2	09637	Quay

**Information about your New VFD Members Only**

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one)	
				Yes	No
1.	[REDACTED]	Name: Casey Mackey Address: 1421 Sunburst Dr, Tucumcari, NM 88401	03/07/1982	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	[REDACTED]	Name: Marty Martinez Address: 1701 South 5th Street, Tucumcari, NM 88401	05/23/1972	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	[REDACTED]	Name: Scott Payn Address: 3449 Quay Road 60, Tucumcari, NM 88401	02/07/1980	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	[REDACTED]	Name: Jared Collins Address: 424 South Rock Island Tucumcari, NM 88401	05/10/1985	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.	[REDACTED]	Name: Clifford Kardokus Address: 3241 Quay Road 57, Tucumcari, NM 88401	10/20/1971	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
7.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
8.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
9.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
10.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>

**Volunteer Firefighter Department Certification**

Signature	Title	Date
<i>[Handwritten Signature]</i>	<i>[Handwritten Title]</i>	3/11/25

December 2024



**2024 Volunteer Firefighter Service  
Credit Qualification Record  
Retired VFD Members Only**

6300 Jefferson St NE Ste 100  
Albuquerque, NM 87109  
(505) 542-6220 phone  
(505) 954-0342 fax  
[www.nmpera.org](http://www.nmpera.org)

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned in hard copy and electronic copy format to PERA along with the Annual Reporting form by March 31, 2025 via RIO and by regular mail, fax, or e-mail to [pera-memberservices@state.nm.us](mailto:pera-memberservices@state.nm.us) for processing. Strikethroughs and correction fluid/tape are not permitted.  
Please keep copies for your VFD's records.

**Information about your Volunteer Fire Department**

Name of VFD Conservancy Fire District #2	PERA VFD Number (5 digits) 09637	County Quay
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**Information about your Retired VFD Members Only**

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one)	
				Yes	No
1.	[REDACTED]	Name: Danny Wallace Address: 2599 Quay Road 51, Grady NM 88120		<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	[REDACTED]	Name: Ray Nicoley Address: 3013 State Highway 278, Tucumcari, NM 88401		<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	[REDACTED]	Name: Tommy Wallace Address: 5195 Quay Road C, Grady NM 88120		<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
5.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
6.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
7.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
8.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
9.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
10.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>

**Volunteer Firefighter Department Certification**

Signature <i>[Signature]</i>	Title <i>[Signature]</i>	Date 3/11/25
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## 2024 Volunteer Firefighter Service Credit Qualification Record New VFD Members Only

6300 Jefferson St. NE, STE#100  
Albuquerque, NM 87109  
(505)542-6220 phone  
(505) 954-0342 fax  
[www.nmpera.org](http://www.nmpera.org)

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned in hard copy and electronic copy format to PERA along with the Annual Reporting form by March 31, 2025 via RIO and by regular mail, fax, or e-mail to [pera-memberservices@state.nm.us](mailto:pera-memberservices@state.nm.us) for processing. Attach a completed Member Enrollment for Volunteer Firefighter form along with a copy of a driver's license and social security card for any Volunteer Firefighter not previously reported. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

### Information about your Volunteer Fire Department

Name of VFD Conservancy Fire District 2	PERA VFD Number (5 digits) 09637	County Quay
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### Information about your New VFD Members Only

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one)	
				Yes	No
1.	[REDACTED]	Name: Sara Perkins Address: P.O. Box 1021, Tucumcari, NM 88401	08/10/1993	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	[REDACTED]	Name: Suzanna Kardokus Address: 3241 Quay Road 57, Tucumcari, NM 88401	11/17/1968	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
4.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
5.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
6.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
7.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
8.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
9.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
10.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>

### Volunteer Firefighter Department Certification

Signature 	Title Chief	Date 3/11/25
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December 2024



# Member Enrollment for Volunteer Firefighters

6300 Jefferson St. NE STE#100  
Albuquerque, NM 87109  
(505) 542-6220 phone  
(505) 954-0342 fax  
www.nmpera.org

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned to PERA along with the appropriate Qualification Record form(s) by March 31, 2025 via regular mail, fax, or e-mail to [pera-memberservices@state.nm.us](mailto:pera-memberservices@state.nm.us) for processing. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

## Information About the Volunteer Firefighter (VF)

Social Security Number or PERA ID [Redacted] Name (First, Middle Initial, Last) Suzanna E Kardokus

Female  Male Phone Number (317) 439-9442 Would you like direct correspondence by E-mail? If so, include E-mail Address SKardokus1994@gmail.com

Mailing Address 3241 Quay Rd 57 City Tucumcari State NM Zip Code 88401

Date of Birth 11-17-1968 City of Birth Indianapolis State of Birth Indiana

Marital Status:  Never Married  Married  Widowed  Divorced

Have you ever been a PERA Member:  Yes  No

## Information About the VF Member's Spouse\*

\*To be completed by a married VF member.

Spouse's Name Clifford W Kardokus Jr Spouse's SSN 462-67-2492 Spouse's Date of Birth 10-20-1971

## VF Member Certification

I hereby declare that all the above information is true and complete to the best of my knowledge. It is my responsibility to keep my information current with PERA.

Signature of VF Member Suzanna E Kardokus Date 3/11/2025

## VFD Fire Chief Certification\*

\*To be completed by the VFD Fire Chief.

Please copy the completed application for your VFD file and for the VF member.

Name of Volunteer Fire Department (VFD) Loch Byrd PERA VFD Number [ ] Start Date (mm/dd/ccyy) 3/11/25

VFD Email Address clbyrd1@yahoo.com VFD Phone Number 575-403-7127

VFD Chief's Printed Name Loch Byrd

I certify that the above-named individual is a Volunteer Firefighter of the VFD as of the date listed above.

Signature of VFD Chief [Signature] Date 3/11/25



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## Information About the Volunteer Firefighter (VF)

Social Security Number or PERA ID: [REDACTED] Name (First, Middle Initial, Last): Sara M Perkins

Female  Male Phone Number: (806) 316-7605 Would you like direct correspondence by E-mail? If so, include E-mail Address: Sarampead14@gmail.com

Mailing Address: 12751 St Hwy 278 City: Tucumcari State: NM Zip Code: 88901

Date of Birth: 08/10/1993 City of Birth: Clovis, NM State of Birth: New Mexico

Marital Status:  Never Married  Married  Widowed  Divorced

Have you ever been a PERA Member:  Yes  No

## Information About the VF Member's Spouse\*

\*To be completed by a married VF member.

Spouse's Name: Kenton Perkins Spouse's SSN: 1585-81-7122 Spouse's Date of Birth: 10/29/1989

## VF Member Certification

I hereby declare that all the above information is true and complete to the best of my knowledge. It is my responsibility to keep my information current with PERA.

Signature of VF Member: [Signature] Date: 03/11/2025

## VFD Fire Chief Certification\*

\*To be completed by the VFD Fire Chief.

Please copy the completed application for your VFD file and for the VF member.

Name of Volunteer Fire Department (VFD): Cochise PERA VFD Number: [REDACTED] Start Date (mm/dd/ccyy): 3/11/25

VFD Email Address: cbbyrd1@yahoo.com VFD Phone Number: 575 403-7127

VFD Chief's Printed Name: Cochise

I certify that the above-named individual is a Volunteer Firefighter of the VFD as of the date listed above.

Signature of VFD Chief: [Signature] Date: 3/11/25





# 2024 Volunteer Fire Department Contact Information

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Albuquerque, NM 87109  
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## Information About the Volunteer Fire Department (VFD)

PERA VFD Number (5 digit number)	VFD Name
09755	Quay Fire Department

VFD Mailing Address	City	State	Zip Code
4314 Quay Rd 50.4	Tucumcari	NM	88401



## Information About the VFD Fire Chief

VFD Fire Chief's Name (First and Last)	VFD Fire Chief's Daytime Phone Number	VFD Fire Chief's Email Address
Gerald Hight	575-403-8076	ghight@plateautel.net



## Information About the VFD Reporter

VFD Reporter Name (First and Last)	VFD Reporter's Daytime Phone Number	VFD Reporter's Email Address
Gerald Hight	575-403-8076	ghight@plateautel.net



## Information About An Alternate Contact (County Fire Marshal, EMS Coordinator, etc.)

Alternate Contact Name (First and Last)	Alternate Contact's Daytime Phone Number	Alternate Contact's Email Address
Lucas Bugg	575-403-6479	lucas.bugg@quaycounty-nm.gov



## VFD Fire Chief's Authorization

I hereby certify the information provided on this form is true and accurate to the best of my knowledge

Signature of VFD Fire Chief	Date
<i>Gerald Hight</i>	3/10/25



# 2024 Volunteer Firefighters Annual Reporting Form

6300 Jefferson St. NE, STE#100  
Albuquerque, NM 87109  
(505) 542-6220 phone  
(505) 954-0342 fax  
www.nmpera.org

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## General Information About the Volunteer Fire Department (VFD)

PERA VFD Number (5 digit number)	VFD Name		
09755	Quay Fire Department		
VFD Mailing Address	City	State	Zip Code
4314 Quay Rd 50.4	Tucumcari	NM	88401
VFD Fire Chief's Name (First and Last)	VFD Chief's Daytime Phone Number	VFD Chief's email Address	
Gerald Hight	575-403-8076	ghight@plateautel.net	
Alternate Contact Name (First and Last)	Alternate Contact's Daytime Phone Number	Alternate Contact's Email Address	
Lucas Bugg	575-403-6479	lucas.bugg@quaycounty-nm.gov	

## VFD DEPARTMENT TOTALS

1.	New VFD members reported in 2024:	0
2.	Current/returning (non-retired) VFD members reported in 2024:	12
3.	Retired VFD members reported in 2024:	3
4.	Excluded VFD members reported in 2024:	0
5.	Total number of Volunteer Firefighters reported in 2024 (sum of members entered on lines 1 through 4):	15

## VFD CHIEF CERTIFICATION

\*Notary stamp must be visible

I, Gerald Hight, Fire Chief of the Quay Volunteer Fire Department, affirm that the records submitted  
Printed Name of VFD Fire Chief VFD Name

to PERA are true and correct and reflect 100% of my VFD's 2024 roster.

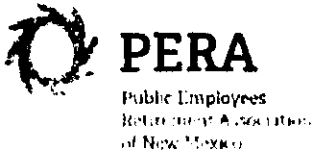
Signature of VFD Fire Chief Gerald Hight Date 3/10/25

State of New Mexico  
County of Quay SS:

Signed and sworn before me by Gerald Hight on this 10 day of March, 2025  
Notary Public  
ELLEN L. WHITE  
Commission #1006761  
My Commission Expires 3-24-2027  
VFD Chief's Name (please print) to be completed by Notary  
Notary Public Telephone Number 575 401-2510 Signature of Notary Ellen White

## MAYOR OR COMMISSION CERTIFICATION

Signature of Municipal Mayor or Chair of County Commission Jenni Rush Date 3-24-25



**2024 Volunteer Firefighter Service Credit  
Qualification Record Current Active  
(Non-Retired) VFD Members Only**

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**Information about your Volunteer Fire Department**

Name of VFD	PERA VFD Number (5 digits)	County
Quay Fire Department	09755	Quay

**Information about your New VFD Members Only**

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one)	
				Yes	No
1.	[REDACTED]	Name: Sheryl Gambardella Address: 4290 Quay Rd AR Tucumcari, NM 88401	11/24/1953	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	[REDACTED]	Name: Elizabeth Thompson Address: 4452 Quay Rd 49, Tucumcari, NM 88401	10/04/1964	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	[REDACTED]	Name: Rick Thompson Address: 4452 Quay Rd 49, Tucumcari, NM 88401	04/24/1964	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	[REDACTED]	Name: Clinton Thopkins Address: 4272 Quay Rd 54, Tucumcari, NM 88401	01/19/1974	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	[REDACTED]	Name: William Humphries Address: PO Box 861, Tucumcari, NM 88401	12/19/1946	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	[REDACTED]	Name: Teresa Hampton Address: 4545 Quay Rd 45, Tucumcari, NM 88401	10/21/1964	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	[REDACTED]	Name: Doris Hight Address: 4286 Quay Rd 42, Tucumcari, NM 88401	08/28/1953	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	[REDACTED]	Name: Roy Hampton Address: 4313 Quay Rd AR, Tucumcari, NM 88401	01/31/1991	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.	[REDACTED]	Name: Dustan Hight Address: 4314 Quay Rd 50.4, Tucumcari, NM 88401	07/11/1991	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.	[REDACTED]	Name: Daniel Hight Address: 4314 Quay Rd 50.4, Tucumcari, NM 88401	11/22/1993	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Volunteer Firefighter Department Certification**

Signature	Title	Date
<i>Gerald Hight</i>	Chief	3/10/25

December 2024



**2024 Volunteer Firefighter Service Credit  
Qualification Record Current Active  
(Non-Retired) VFD Members Only**

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**Information about your Volunteer Fire Department**

Name of VFD	PERA VFD Number (5 digits)	County
Quay Fire Department	09755	Quay

**Information about your New VFD Members Only**

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one)	
				Yes	No
1.	[REDACTED]	Name: Misty Thomkins Address: 4272 Quay Rd 54, Tucumcari, NM 88401	07/17/1983	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	[REDACTED]	Name: Quay Hampton Address: 4545 Quay 45, Tucumcari, NM 88401	08/29/1994	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
4.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
5.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
6.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
7.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
8.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
9.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
10.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>

**Volunteer Firefighter Department Certification**

Signature	Title	Date
<i>Sherald Hight</i>	Chief	3/10/25

December 2024



**PERA**

Public Employees  
Retirement Association  
of New Mexico

**2024 Volunteer Firefighter Service  
Credit Qualification Record  
Retired VFD Members Only**

6300 Jefferson St NE Ste 100  
Albuquerque, NM 87109  
(505) 542-6220 phone  
(505) 954-0342 fax  
[www.nmpera.org](http://www.nmpera.org)

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**Information about your Volunteer Fire Department**

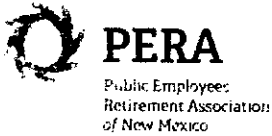
Name of VFD	PERA VFD Number (5 digits)	County
Quay Fire Department	09755	Quay

**Information about your Retired VFD Members Only**

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one)	
				Yes	No
1.	[REDACTED]	Name: Paula O'Steen Address: PO Box 643, Tucumcari, NM 88401	09/15/1950	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	[REDACTED]	Name: Paul Hight Address: 4286 Quay Rd 42, Tucumcari, NM 88401	04/07/1950	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	[REDACTED]	Name: Gerald Hight Address: 4314 Quay Rd 50.4 Tucumcari, NM 88401	03/14/1954	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
5.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
6.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
7.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
8.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
9.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
10.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>

**Volunteer Firefighter Department Certification**

Signature	Title	Date
<i>Gerald Hight</i>	Chief	3/10/25



## 2024 Volunteer Fire Department Contact Information

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### Information About the Volunteer Fire Department (VFD)

PERA VFD Number (5 digit number)	VFD Name		
09693	Jordan Fire District		
VFD Mailing Address	City	State	Zip Code
4073 State Hwy 156	Cuervo	NM	88417

### Information About the VFD Fire Chief

VFD Fire Chief's Name (First and Last)	VFD Fire Chief's Daytime Phone Number	VFD Fire Chief's Email Address
Tedd Tatum	575-760-5658	tedd@plateautel.net

### Information About the VFD Reporter

VFD Reporter Name (First and Last)	VFD Reporter's Daytime Phone Number	VFD Reporter's Email Address
Tedd Tatum	575-760-5658	tedd@plateautel.net

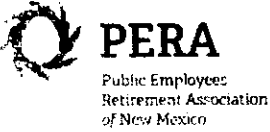
### Information About An Alternate Contact (County Fire Marshal, EMS Coordinator, etc.)

Alternate Contact Name (First and Last)	Alternate Contact's Daytime Phone Number	Alternate Contact's Email Address
Lucas Bugg	575-403-6479	lucas.bugg@quaycounty-nm.gov

### VFD Fire Chief's Authorization

I hereby certify the information provided on this form is true and accurate to the best of my knowledge.

Signature of VFD Fire Chief	Date
	2-26-25



# 2024 Volunteer Firefighters Annual Reporting Form

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## General Information About the Volunteer Fire Department (VFD)

PERA VFD Number (5 digit number) 09693	VFD Name Jordan Fire Distrit		
VFD Mailing Address 4073 State Hwy 156	City Cuervo	State NM	Zip Code 88417
VFD Fire Chief's Name (First and Last) Tedd Tatum	VFD Chief's Daytime Phone Number 575-760-5658	VFD Chief's email Address tedd@plateautel.net	
Alternate Contact Name (First and Last) Lucas Bugg	Alternate Contact's Daytime Phone Number 575-403-6479	Alternate Contact's Email Address lucas.bugg@quaycounty-nm.gov	

## VFD DEPARTMENT TOTALS

1.	New VFD members reported in 2024:	0
2.	Current/returning (non-retired) VFD members reported in 2024:	21
3.	Retired VFD members reported in 2024:	2
4.	Excluded VFD members reported in 2024:	0
5.	Total number of Volunteer Firefighters reported in 2024 (sum of members entered on lines 1 through 4):	23

## VFD CHIEF CERTIFICATION

\*Notary stamp must be visible

Tedd Tatum, Fire Chief of the Jordan Volunteer Fire Department, affirm that the records submitted  
Printed Name of VFD Fire Chief VFD Name

to PERA are true and correct and reflect **100%** of my VFD's 2024 roster.

Signature of VFD Fire Chief Tedd Tatum Date 2-26-25

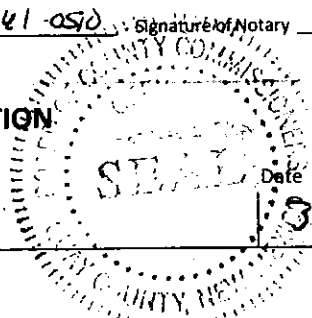
State of New Mexico )  
County of Quay ) SS:

Signed and sworn to (or affirmed) before me by Tedd Tatum on this 26 day of February, 2025

Notary Public Telephone Number 575 461-0510 Signature of Notary Ellen L. White  
My Commission # 1006781 My Comm. Exp. 3-24-2027

## MAYOR OR COMMISSION CERTIFICATION

Signature of Municipal Mayor or Chair of County Commission Terri Pugh Date 2-24-25



**PERA**Public Employees  
Retirement Association  
of New Mexico**2024 Volunteer Firefighter Service Credit  
Qualification Record Current Active  
(Non-Retired) VFD Members Only**6300 Jefferson St. NE. STE#100  
Albuquerque, NM 87109  
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**Section 1 Information about your Volunteer Fire Department**

Name of VFD	PERA VFD Number (5 digits)	County
Jordan Fire District	09693	Quay

**Section 2 Information about your New VFD Members Only**

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one)	
				Yes	No
1.	[REDACTED]	Name: Brady Mimms Address: 5123 State Hwy 156, McAllister NM 88427	10/28/1984	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	[REDACTED]	Name: Donnie Sparks Address: PO Box 18, McAllister NM 88427	08/14/1943	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	[REDACTED]	Name: Clyde Moon Address: 5252 State Hwy 156, McAllister NM 88427	07/21/1996	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	[REDACTED]	Name: Tedd Tatum Address: 4073 State Hwy 156, Cuervo NM 88417	01/24/1966	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	[REDACTED]	Name: Rodney Sawyer Address: PO Box 868, House NM 88121	10/15/1965	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.	[REDACTED]	Name: Cami Shoemaker Address: 4082 Quay RD BE, Cuervo NM 88417	10/25/1987	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	[REDACTED]	Name: Guy Kole Tatum Address: 4075 State Hwy 312, McAllister NM 88427	11/02/1990	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.	[REDACTED]	Name: Thomas C Price Address: 1511 Anderson RD, Cuervo NM 88417	07/28/1982	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.	[REDACTED]	Name: Valerie Snipes Address: PO Box 645, House NM 88121	07/10/1972	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.	[REDACTED]	Name: Jimmy Joe Jester Address: 3754 Quay RD AS, McAllister NM 88427	05/07/1972	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Volunteer Firefighter Department Certification**

Signature	Title	Date
	Fire Chief	2-26-25

December 2024





**PERA**

Public Employees  
Retirement Association  
of New Mexico

**2024 Volunteer Firefighter Service Credit  
Qualification Record Current Active  
(Non-Retired) VFD Members Only**

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**Information about your Volunteer Fire Department**

Name of VFD	PERA VFD Number (5 digits)	County
Jordan Fire Dist	09693	Quay

**Information about your New VFD Members Only**

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter. (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one)	
				Yes	No
1.	[REDACTED]	Name: Susan M. Price Address: 1511 Anderson RD, Cuervo NM 88417	02/07/1979	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	[REDACTED]	Name: Lora Jester Address: 3754 Quay RD AS, McAllister NM 88427	10/28/1984	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	[REDACTED]	Name: Clay Mimms Address: 5123 State Hwy 156, McAllister NM 88427	04/18/1953	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.	[REDACTED]	Name: Jeffery B Montgomery Address: 1602 CR AM, Melrose NM 88124	10/14/1978	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	[REDACTED]	Name: Patricia Webb Address: 3219 State Hwy 252, McAllister NM 88427	10/10/1964	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.	[REDACTED]	Name: William Runyan Address: 4698 Quay RD 27, House NM 88121	06/12/1949	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	[REDACTED]	Name: Denese Runyan Address: 4698 Quay RD 27, House NM 88121	10/15/1950	<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.	[REDACTED]	Name: John B Snipes Address: PO Box 645, House NM 88121	07/10/1969	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.	[REDACTED]	Name: Stoney Shoemaker Address: 4082 Quay RD BE, Cuervo NM 88417	10/03/1980	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.	[REDACTED]	Name: Terrill Stowe Address: 2555 Quay RD AT, House NM 88121	06/22/1975	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Volunteer Firefighter Department Certification**

Signature <i>Todd [Signature]</i>	Title Fire Chief	Date 2-26-25
--------------------------------------	---------------------	-----------------

December 2024



**PERA**

Public Employees  
Retirement Association  
of New Mexico

**2024 Volunteer Firefighter Service Credit  
Qualification Record Current Active  
(Non-Retired) VFD Members Only**

6300 Jefferson St. NE, STE#100  
Albuquerque, NM 87109  
(505)542-6220 phone  
(505) 954-0342 fax  
[www.nmpera.org](http://www.nmpera.org)

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned in hard copy and electronic copy format to PERA along with the Annual Reporting form by March 31, 2025 via RIO and by regular mail, fax, or e-mail to [pera-memberservices@state.nm.us](mailto:pera-memberservices@state.nm.us) for processing. Attach a completed Member Enrollment for Volunteer Firefighter form along with a copy of a driver's license and social security card for any Volunteer Firefighter not previously reported. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

**Information about your Volunteer Fire Department**

Name of VFD	PERA VFD Number (5 digits)	County
Jordan Fire District	09693	Quay

**Information about your New VFD Members Only**

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one)	
				Yes	No
1.	[REDACTED]	Name: All Tatum Address: 4073 State Hwy 156, Cuervo NM 88417	09/10/1964	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
3.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
4.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
5.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
6.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
7.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
8.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
9.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
10.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>

**Volunteer Firefighter Department Certification**

Signature	Title	Date

December 2024



**2024 Volunteer Firefighter Service  
Credit Qualification Record  
Retired VFD Members Only**

6300 Jefferson St NE Ste 100  
Albuquerque, NM 87109  
(505) 542-6220 phone  
(505) 954-0342 fax  
[www.nmpera.org](http://www.nmpera.org)

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Please keep copies for your VFD's records.

**Information about your Volunteer Fire Department**

Name of VFD Jordan Fire District	PERA VFD Number (5 digits) 09693	County Quay
-------------------------------------	-------------------------------------	----------------

**Information about your Retired VFD Members Only**

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one)	
				Yes	No
1.	[REDACTED]	Name: Eddy Shoemaker Address: HC 66 Box 25, Cuervo NM 88417	11/07/1948	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	[REDACTED]	Name: Jack R Jennings Address: 5633 State Hwy 156, McAlister NM 88427	12/12/1953	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
4.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
5.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
6.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
7.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
8.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
9.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
10.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>

**Volunteer Firefighter Department Certification**

Signature	Title	Date



# 2024 Volunteer Fire Department Contact Information

6300 Jefferson NE Ste 100  
Albuquerque, NM 87109  
(505) 542-6220 phone  
(505) 954-0342 fax  
www.nmpera.org

Instructions: Please print or type in dark ink. This form must be completed in its entirety and return to PERA via regular mail, fax, or e-mail to [pera-memberservices@state.nm.us](mailto:pera-memberservices@state.nm.us) along with the Annual Reporting form by March 31, 2025 for processing. Strikethroughs and correction fluid/tape are not permitted. Please keep a copy for your VFD's records.



## Information About the Volunteer Fire Department (VFD)

PERA VFD Number (5 digit number)	VFD Name		
09961	Porter VFD		
VFD Mailing Address	City	State	Zip Code
6256 Quay Rd O	Bard	NM	88411



## Information About the VFD Fire Chief

VFD Fire Chief's Name (First and Last)	VFD Fire Chief's Daytime Phone Number	VFD Fire Chief's Email Address
Jeremy Allen	575-799-5443	jeremyallen997@icloud.com



## Information About the VFD Reporter

VFD Reporter Name (First and Last)	VFD Reporter's Daytime Phone Number	VFD Reporter's Email Address
Rana Allen	575-403-5082	jrallen632017@gmail.com



## Information About An Alternate Contact (County Fire Marshal, EMS Coordinator, etc.)

Alternate Contact Name (First and Last)	Alternate Contact's Daytime Phone Number	Alternate Contact's Email Address
Lucas Bugg	575-403-6479	lucas.bugg@quaycounty-nm.gov



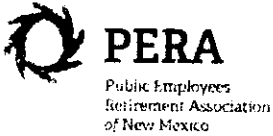
## VFD Fire Chief's Authorization

I hereby certify the information provided on this form is true and accurate to the best of my knowledge.

Signature of VFD Fire Chief

Date

	3/24/25
--	---------



# 2024 Volunteer Firefighters Annual Reporting Form

6300 Jefferson St. NE, STE#100  
Albuquerque, NM 87109  
(505) 542-6220 phone  
(505) 954-0342 fax  
www.nmpera.org

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned in hard copy and electronic copy format to PERA along with the appropriate Qualification Record form(s) by March 31, 2025 via RIO and by regular mail, fax, or e-mail to peramemberservices@state.nm.us for processing. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

## General Information About the Volunteer Fire Department (VFD)

PERA VFD Number (5 digit number) 09961	VFD Name Porter VFD		
VFD Mailing Address 1751 Quay Rd 65	City San Jon	State NM	Zip Code 88434
VFD Fire Chief's Name (First and Last) Jeremy Allen	VFD Chief's Daytime Phone Number 575-799-5442	VFD Chief's email Address jeremyallen997@icloud.com	
Alternate Contact Name (First and Last) Lucas Bugg	Alternate Contact's Daytime Phone Number 575-403-6479	Alternate Contact's Email Address lucas.bugg@quaycounty-nm.gov	

## VFD DEPARTMENT TOTALS

1.	New VFD members reported in 2024:	0
2.	Current/returning (non-retired) VFD members reported in 2024:	12
3.	Retired VFD members reported in 2024:	0
4.	Excluded VFD members reported in 2024:	0
5.	Total number of Volunteer Firefighters reported in 2024 (sum of members entered on lines 1 through 4):	12

## VFD CHIEF CERTIFICATION

\*Notary stamp must be visible

I, Jeremy Allen, Fire Chief of the Porter Volunteer Fire Department, affirm that the records submitted

to PERA are true and correct and reflect **100%** of my VFD's 2024 roster.

Signature of VFD Fire Chief

Date

State of New Mexico

County of Quay

SS:

Signed and sworn to (or affirmed) before me by Jeremy Allen

VFD Chief's Name (please print) to be completed by Notary

on this 24 day of March, 2025

State of New Mexico  
Notary Public  
ELLEN L. WHITE

My Commission Expires Commission#1008761  
My Comm. Exp. 3-24-2027

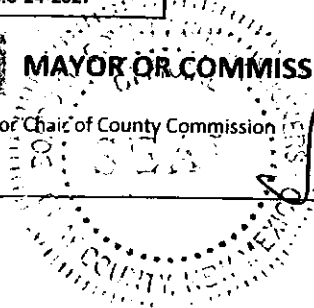
Notary Public Telephone Number 575 461-0970

Signature of Notary

## MAYOR OR COMMISSION CERTIFICATION

Signature of Municipal Mayor or Chair of County Commission

Date





**2024 Volunteer Firefighter Service Credit  
Qualification Record Current Active  
(Non-Retired) VFD Members Only**

6300 Jefferson St. NE, STE#100  
Albuquerque, NM 87109  
(505)542-6220 phone  
(505) 954-0342 fax  
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**Information about your Volunteer Fire Department**

Name of VFD	PERA VFD Number (5 digits)	County
Porter	09961	Quay

**Information about your New VFD Members Only**

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one)	
				Yes	No
1.	[REDACTED]	Name: Jeremy Wade Allen Address: 6256 Quay Rd O, Bard, NM 88411	04/11/1988	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	[REDACTED]	Name: Rana Charmaine Agusta Allen Address: 6256 Quay Rd O, Bard, NM 88411	06/29/1990	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	[REDACTED]	Name: Kyle Hilton Address: 200 Quail Rd, Logan, NM 88426	03/29/1990	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	[REDACTED]	Name: Soryn Wands Address: 290 State Hwy 392, Bard, NM 88411	08/30/1994	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	[REDACTED]	Name: Ashley Wands Address: 290 State Hwy 392, Bard, NM 88411	06/23/1997	<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.	[REDACTED]	Name: Brian Watson Address: 289 State Hwy 392, Bard, NM 88411	02/13/1976	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	[REDACTED]	Name: Amber Watson Address: 289 State Hwy 392, Bard, NM 88411	04/05/1977	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	[REDACTED]	Name: Carolyn Gibson Address: 6245 Quay Rd O, Bard, NM 88411	09/23/1938	<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.	[REDACTED]	Name: Gilbert Eugene Chavez Address: 1557 Quay Rd 64, San Jon, NM 88434	11/14/1979	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.	[REDACTED]	Name: Miranda Lyn Chavez Address: 1557 Quay Rd 64, San Jon, NM 88434		<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Volunteer Firefighter Department Certification**

Signature	Title	Date

December 2024



**PERA**  
Public Employees  
Retirement Association  
of New Mexico

**2024 Volunteer Firefighter Service Credit  
Qualification Record Current Active  
(Non-Retired) VFD Members Only**

6300 Jefferson St. NE, STE#100  
Albuquerque, NM 87109  
(505)542-6220 phone  
(505) 954-0342 fax  
[www.nmpera.org](http://www.nmpera.org)

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**Information about your Volunteer Fire Department**

Name of VFD	PERA VFD Number (5 digits)	County
Porter	09961	Quay

**Information about your New VFD Members Only**

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one)	
				Yes	No
1.	[REDACTED]	Name: Heaven Leigh Kandel Address: 2813 State Hwy 469, San Jon, NM 88434	08/05/1990	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	[REDACTED]	Name: Michael James Kandel Address: 2813 State Hwy 469, San Jon, NM 88434	01/13/1989	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.		Name: Address:		<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.		Name: Address:		<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.		Name: Address:		<input checked="" type="checkbox"/>	<input type="checkbox"/>
6.		Name: Address:		<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.		Name: Address:		<input checked="" type="checkbox"/>	<input type="checkbox"/>
8.		Name: Address:		<input checked="" type="checkbox"/>	<input type="checkbox"/>
9.		Name: Address:		<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.		Name: Address:		<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Volunteer Firefighter Department Certification**

Signature	Title	Date

December 2024



# 2024 Volunteer Fire Department Contact Information

6300 Jefferson NE Ste 100  
Albuquerque, NM 87109  
(505) 542-6220 phone  
(505) 954-0342 fax  
www.nmpera.org

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## Information About the Volunteer Fire Department (VFD)

PERA VFD Number (5 digit number)	VFD Name		
09734	Nara Visa Fire Department		
VFD Mailing Address	City	State	Zip Code
PO Box 303	Nara Visa	NM	88430

## Information About the VFD Fire Chief

VFD Fire Chief's Name (First and Last)	VFD Fire Chief's Daytime Phone Number	VFD Fire Chief's Email Address
John Earle	505-203-8986	bandj28@live.com

## Information About the VFD Reporter

VFD Reporter Name (First and Last)	VFD Reporter's Daytime Phone Number	VFD Reporter's Email Address
Lucas Bugg	575-403-6479	lucas.bugg@quaycounty-nm.gov

## Information About An Alternate Contact (County Fire Marshal, EMS Coordinator, etc.)

Alternate Contact Name (First and Last)	Alternate Contact's Daytime Phone Number	Alternate Contact's Email Address
Lucas Bugg	575-403-6479	lucas.bugg@quaycounty-nm.gov

## VFD Fire Chief's Authorization

I hereby certify the information provided on this form is true and accurate to the best of my knowledge.

Signature of VFD Fire Chief	Date
	3/24/25





# 2024 Volunteer Firefighters Annual Reporting Form

6300 Jefferson St. NE, STE#100  
Albuquerque, NM 87109  
(505) 542-6220 phone  
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## General Information About the Volunteer Fire Department (VFD)

PERA VFD Number (5 digit number)		VFD Name	
09734		Nara Visa Fire Department	
VFD Mailing Address		City	State
PO Box 303		Nara Visa	NM
		Zip Code	
		88430	
VFD Fire Chief's Name (First and Last)		VFD Chief's Daytime Phone Number	VFD Chief's email Address
John Earle		505-203-8986	bandj28@live.com
Alternate Contact Name (First and Last)		Alternate Contact's Daytime Phone Number	Alternate Contact's Email Address
Lucas Bugg		575-403-6479	lucas.bugg@quaycounty-nm.gov

## VFD DEPARTMENT TOTALS

1.	New VFD members reported in 2024:	0
2.	Current/returning (non-retired) VFD members reported in 2024:	13
3.	Retired VFD members reported in 2024:	0
4.	Excluded VFD members reported in 2024:	0
5.	Total number of Volunteer Firefighters reported in 2024 (sum of members entered on lines 1 through 4):	13

## VFD CHIEF CERTIFICATION

\*Notary stamp must be visible

I, John Earle, Fire Chief of the Nara Visa Volunteer Fire Department, affirm that the records submitted to PERA are true and correct and reflect **100%** of my VFD's 2024 roster.

Signature of VFD Fire Chief

Date

*John Earle*

3/24/25

State of New Mexico

County of Quay

SS:

Signed and sworn to (or affirmed) before me by John Earle on this 24 day of March 2025.

VFD Chief's Name (please print) to be completed by Notary

My Commission Expires

State of New Mexico  
Notary Public  
ELLEN L. WHITE  
Commission #1006781  
My Comm. Exp. 3-24-2027

Notary Public Telephone Number

575-401-0510

Signature of Notary

*Ellen White*

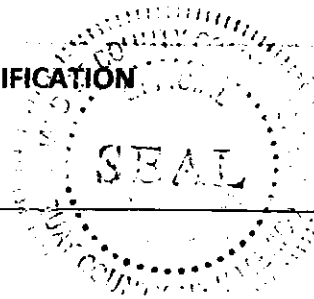
## MAYOR OR COMMISSION CERTIFICATION

Signature of Municipal Mayor or Chair of County Commission

Date

*Jenni Rush*

3-24-25





**PERA**  
Public Employees  
Retirement Association  
of New Mexico

**2024 Volunteer Firefighter Service Credit  
Qualification Record Current Active  
(Non-Retired) VFD Members Only**

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**Information about your Volunteer Fire Department**

Name of VFD	PERA VFD Number (5 digits)	County
Nara Visa Fire Department	09734	Quay

**Information about your New VFD Members Only**

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one)	
				Yes	No
1.	[REDACTED]	Name: John Earle Address: PO Box 52 Nara Visa, NM 88430	09/05/1972	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	[REDACTED]	Name: Beverly Earle Address: PO Box 52 Nara Visa, NM 88430	12/08/1975	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	[REDACTED]	Name: Michelle Earle Address: PO Box 123 Nara Visa, NM 88430	01/13/1979	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	[REDACTED]	Name: Robert Earle Address: PO Box 123 Nara Visa, NM 88430	07/12/1968	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5.	[REDACTED]	Name: Gary Earle Address: PO Box 183 Nara Visa, NM 88430	02/14/1966	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.	[REDACTED]	Name: Lucy Girard Address: PO Box 12 Nara Visa, NM 88430	06/25/1962	<input type="checkbox"/>	<input checked="" type="checkbox"/>
7.	[REDACTED]	Name: James Valentine Address: 9562 Quay Rd L Nara Visa, NM 88430	06/29/1970	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.	[REDACTED]	Name: Dallas Valentine Address: 9562 Quay Rd L Nara Visa, NM 88430	05/04/1970	<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.	[REDACTED]	Name: Tom James Address: PO Box 234 Nara Visa, NM 88430	02/06/1983	<input checked="" type="checkbox"/>	<input type="checkbox"/>
10.	[REDACTED]	Name: Chase Earle Address: PO Box 52 Nara Visa, NM 88430	12/14/2000	<input type="checkbox"/>	<input checked="" type="checkbox"/>

**Volunteer Firefighter Department Certification**

Signature	Title	Date

December 2024



**2024 Volunteer Firefighter Service Credit  
Qualification Record Current Active  
(Non-Retired) VFD Members Only**

6300 Jefferson St. NE, STE#100  
Albuquerque, NM 87109  
(505)542-6220 phone  
(505) 954-0342 fax  
[www.nmpera.org](http://www.nmpera.org)

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**Information about your Volunteer Fire Department**

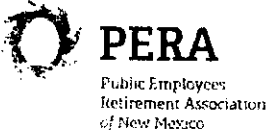
Name of VFD	PERA VFD Number (5 digits)	County
Nara Visa Fire Department	09374	Quay

**Information about your New VFD Members Only**

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one)	
				Yes	No
1.	[REDACTED]	Name: Kohl Cienny Address: 1674 Quay Rd 90 Nara Visa, NM 88430	02/12/1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	[REDACTED]	Name: Brook Cienny Address: 1674 Quay Rd 90 Nara Visa, NM 88430	10/30/2000	<input type="checkbox"/>	<input checked="" type="checkbox"/>
3.	[REDACTED]	Name: Kyle Perez Address: 9767 Quay Rd O Nara Visa, NM 88430		<input type="checkbox"/>	<input checked="" type="checkbox"/>
4.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
5.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
6.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
7.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
8.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
9.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
10.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>

**Volunteer Firefighter Department Certification**

Signature	Title	Date



# 2024 Volunteer Fire Department Contact Information

6300 Jefferson NE Ste 100  
Albuquerque, NM 87109  
(505) 542-6220 phone  
(505) 954-0342 fax  
www.nmpera.org

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## Information About the Volunteer Fire Department (VFD)

PERA VFD Number (5 digit number)	VFD Name
09638	Conservancy Fire District #3

VFD Mailing Address	City	State	Zip Code
PO Box 1246	Tucumcari	NM	88401



## Information About the VFD Fire Chief

VFD Fire Chief's Name (First and Last)	VFD Fire Chief's Daytime Phone Number	VFD Fire Chief's Email Address
Roland Choate	575-403-9026	rural3@plateautel.net



## Information About the VFD Reporter

VFD Reporter Name (First and Last)	VFD Reporter's Daytime Phone Number	VFD Reporter's Email Address
Lucas Bugg	575-403-6479	lucas.bugg@quaycounty-nm.gov



## Information About An Alternate Contact (County Fire Marshal, EMS Coordinator, etc.)

Alternate Contact Name (First and Last)	Alternate Contact's Daytime Phone Number	Alternate Contact's Email Address
Lucas Bugg	575-403-6479	lucas.bugg@quaycounty-nm.gov



## VFD Fire Chief's Authorization

I hereby certify the information provided on this form is true and accurate to the best of my knowledge.

Signature of VFD Fire Chief	Date
<i>Roland Choate</i>	3-24-25



# 2024 Volunteer Firefighters Annual Reporting Form

6300 Jefferson St. NE, STE#100  
Albuquerque, NM 87109  
(505) 542-6220 phone  
(505) 954-0342 fax  
www.nmpera.org

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned in hard copy and electronic copy format to PERA along with the appropriate Qualification Record form(s) by March 31, 2025 via RIO and by regular mail, fax, or e-mail to peramemberservices@state.nm.us for processing. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

## General Information About the Volunteer Fire Department (VFD)

PERA VFD Number (5 digit number)		VFD Name	
09638		Consevanry Distric #3	
VFD Mailing Address		City	State
PO Box 1246		Tucumcari	NM
		Zip Code	
		88401	
VFD Fire Chief's Name (First and Last)		VFD Chief's Daytime Phone Number	VFD Chief's email Address
Roland Choate		575-403-9026	rural3@plateautel.net
Alternate Contact Name (First and Last)		Alternate Contact's Daytime Phone Number	Alternate Contact's Email Address
Lucas Bugg		575-403-6479	lucas.bugg@quaycounty-nm.gov

## VFD DEPARTMENT TOTALS

1.	New VFD members reported in 2024:	1
2.	Current/returning (non-retired) VFD members reported in 2024:	7
3.	Retired VFD members reported in 2024:	5
4.	Excluded VFD members reported in 2024:	0
5.	<b>Total number of Volunteer Firefighters reported in 2024 (sum of members entered on lines 1 through 4):</b>	<b>13</b>

## VFD CHIEF CERTIFICATION

\*Notary stamp must be visible

I, Roland Choate, Fire Chief of the Consevanry #3 Volunteer Fire Department, affirm that the records submitted to PERA are true and correct and reflect **100%** of my VFD's 2024 roster.

Signature of VFD Fire Chief: Roland Choate Date: 3-24-25

State of New Mexico )  
County of Quay ) SS:

Signed and sworn to (or affirmed) before me by Roland Choate on this 24 day of March 2025.

My Commission Expires: 3-24-2027 Notary Public Telephone Number: 575-461-2578 Signature of Notary: Ellen Lurie

## MAYOR OR COMMISSION CERTIFICATION

Signature of Municipal Mayor or Chair of County Commission: Jessie Rust Date: 3-24-25



**2024 Volunteer Firefighter Service Credit  
Qualification Record Current Active  
(Non-Retired) VFD Members Only**

6300 Jefferson St. NE, STE#100  
Albuquerque, NM 87109  
(505)542-6220 phone  
(505) 954-0342 fax  
[www.nmpera.org](http://www.nmpera.org)

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned in hard copy and electronic copy format to PERA along with the Annual Reporting form by March 31, 2025 via RIO and by regular mail, fax, or e-mail to [pera-memberservices@state.nm.us](mailto:pera-memberservices@state.nm.us) for processing. Attach a completed Member Enrollment for Volunteer Firefighter form along with a copy of a driver's license and social security card for any Volunteer Firefighter not previously reported. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

**Information about your Volunteer Fire Department**

Name of VFD Conservancy District #3	PERA VFD Number (5 digits) 09638	County Quay
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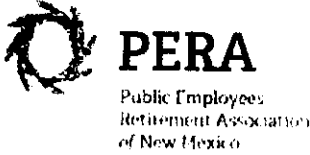
**Information about your New VFD Members Only**

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one)	
				Yes	No
1.	[REDACTED]	Name: Roland Choate Address: 6697 Quay Rd AD Tucumcari, NM 88401	12/26/1990	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.	[REDACTED]	Name: Shelby Bakridge Address: 6350 Quay Rd AC Tucumcari, NM 88401	06/26/1986	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	[REDACTED]	Name: Beverly Choate Address: 6697 Quay Rd AD Tucumcari, NM 88401	07/16/1958	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	[REDACTED]	Name: James D McEwen Address: 2801 Quay Rd 67 Tucumcari, NM 88401	08/02/1979	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.	[REDACTED]	Name: David Peacock Address: 3337 Quay Rd 71 Tucumcari, NM 88401	11/14/1946	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.	[REDACTED]	Name: John Griffith Address: PO Box 626 Tucumcari, NM 88401	03/24/1946	<input checked="" type="checkbox"/>	<input type="checkbox"/>
7.	[REDACTED]	Name: Dawn Kanapilly Address: 6676 Quay Rd AE Tucumcari, NM 88401	07/27/1972	<input type="checkbox"/>	<input checked="" type="checkbox"/>
8.		Name: Address:		<input type="checkbox"/>	<input checked="" type="checkbox"/>
9.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
10.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>

**Volunteer Firefighter Department Certification**

Signature	Title	Date

December 2024



**2024 Volunteer Firefighter Service  
Credit Qualification Record  
Retired VFD Members Only**

6300 Jefferson St NE Ste 100  
Albuquerque, NM 87109  
(505) 542-6220 phone  
(505) 954-0342 fax  
[www.nmpera.org](http://www.nmpera.org)

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned in hard copy and electronic copy format to PERA along with the Annual Reporting form by March 31, 2025 via RIO and by regular mail, fax, or e-mail to [pera-memberservices@state.nm.us](mailto:pera-memberservices@state.nm.us) for processing. Strikethroughs and correction fluid/tape are not permitted.  
Please keep copies for your VFD's records.

**Information about your Volunteer Fire Department**

Name of VFD	PERA VFD Number (5 digits)	County
Conservancy #3	09638	Quay

**Information about your Retired VFD Members Only**

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one)	
				Yes	No
1.	[REDACTED]	Name: Robert Curtis Address: 3478 Quay Rd 72 Tucumcari, NM 88401	08/22/1935	<input type="checkbox"/>	<input checked="" type="checkbox"/>
2.	[REDACTED]	Name: Dallas Dowell Address: 7090 Quay Rd Al Tucumcari, NM 88401	09/17/1955	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3.	[REDACTED]	Name: Desmond Green Address: 6983 Quay Rd Al Tucumcari, NM 88401	06/03/1964	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4.	[REDACTED]	Name: Harry Heckendorn Address: 7351 Quay Rd Al Tucumcari, NM 88401	07/17/1938	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5.	[REDACTED]	Name: Tressie Curtis Address: 3478 Quay Rd 72 Tucumcari, NM 88401	04/23/1943	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6.		Name: Address:			<input type="checkbox"/>
7.		Name: Address:			<input type="checkbox"/>
8.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
9.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
10.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>

**Volunteer Firefighter Department Certification**

Signature	Title	Date



**2024 Volunteer Firefighter  
Service Credit Qualification  
Record New VFD Members Only**

6300 Jefferson St. NE, STE#100  
Albuquerque, NM 87109  
(505)542-6220 phone  
(505) 954-0342 fax  
[www.nmpera.org](http://www.nmpera.org)

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned in hard copy and electronic copy format to PERA along with the Annual Reporting form by March 31, 2025 via RIO and by regular mail, fax, or e-mail to [pera-memberservices@state.nm.us](mailto:pera-memberservices@state.nm.us) for processing. Attach a completed Member Enrollment for Volunteer Firefighter form along with a copy of a driver's license and social security card for any Volunteer Firefighter not previously reported. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

**Information about your Volunteer Fire Department**

Name of VFD	PERA VFD Number (5 digits)	County
Coservancy District #3	09638	Quay

**Information about your New VFD Members Only**

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one)	
				Yes	No
1.	[REDACTED]	Name: Dustin Lane Jacobs Address: 3292 Quay Rd 69 Tucumcari, NM 88401	03/02/1991	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
3.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
4.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
5.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
6.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
7.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
8.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
9.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
10.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>

**Volunteer Firefighter Department Certification**

Signature	Title	Date

December 2024



## Member Enrollment for Volunteer Firefighters

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned to PERA along with the appropriate Qualification Record form(s) by March 31, 2021 via regular mail, fax, or e-mail to [pera-memberservices@state.nm.us](mailto:pera-memberservices@state.nm.us) for processing. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

### Section 1 Information About the Volunteer Firefighter (VF)

Female  Male  Other  Gender  
 Social Security Number or PERA ID: [Redacted] Name (First, Middle initial, Last): [Redacted]  
 Phone Number: [Redacted] Would you like direct correspondence by E-mail? If so, include E-mail Address: [Redacted]  
 Mailing Address: [Redacted] City: [Redacted] State: [Redacted] Zip Code: [Redacted]  
 Date of Birth: [Redacted] City of Birth: [Redacted] State of Birth: [Redacted]  
 Marital Status:  Never Married  Married  Widowed  Divorced  
 Have you ever been a PERA Member:  Yes  No

### Section 2 Information About the VF Member's Spouse\*

\*To be completed by a married VF member.

Spouse's Name: [Redacted] Spouse's SSN: [Redacted] Spouse's Date of Birth: [Redacted]

### Section 3 VF Member Certification

I hereby declare that all the above information is true and complete to the best of my knowledge. It is my responsibility to keep my information current with PERA.

Signature of VF Member: [Redacted] Date: [Redacted]

### Section 4 VFD Fire Chief Certification\*

\*To be completed by the VFD Fire Chief.

Please copy the completed application for your VFD file and for the VF member.

Name of Volunteer Fire Department (VFD): [Redacted] PERA VFD Number: [Redacted] Start Date (mm/dd/ccyy): [Redacted]  
 VFD Email Address: [Redacted] VFD Phone Number: [Redacted]  
 VFD Chief's Printed Name: [Redacted]

I certify that the above-named individual is a Volunteer Firefighter of the VFD as of the date listed above.

Signature of VFD Chief: [Redacted] Date: [Redacted]



QUAY COUNTY FIRE MARSHAL'S OFFICE  
300 S. THIRD STREET  
P.O. BOX 1246  
TUCUMCARI, NEW MEXICO 88401

March 17, 2025

Quay County Board of Commissioners  
300 South Third Street  
Tucumcari, NM 88401

Commissioners,

Today on behalf of District #2 Fire Department, I am requesting the transfer of an apparatus from District #2 Fire Department to District #3 Fire Department.

District #2 has a 1988 Dodge W30 brush truck that will soon be replaced by a new unit this week or next. This unit is in fair condition and was donated by Dexter Fire Department several years ago. District #2 is looking to make space in their station and rather than dispose of it in an auction the department would like to see it go to a department that can use it. District #3 has the need for another brush truck at their sub-station. District #2 Fire Department is willing to transfer this unit so it can be of use to District #3.

On behalf of the Chief of the District #2 Fire Department, I ask that you grant this transfer of apparatus to District #3 Fire Department.

Respectfully,

**Lucas Bugg**

Quay County Fire Marshal  
300 S. Third St.  
P.O. Box 1246  
Tucumcari, Nm 88401  
O. 575-461-3645  
C. 575-403-6479

**SHORT FORM OF AGREEMENT  
BETWEEN OWNER AND ENGINEER  
FOR  
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of 3.24.2025, 2025 (“Effective Date”) between  
Quay County (“Owner”) and Miller Engineering Consultants, Inc. (“Engineer”) Engineer agrees to provide the services described below to Owner for Civil Engineering Services (“Project”).

**Description of Engineer’s Services:** Miller Engineering Consultants will provide professional engineering services for Bridge #1042- CN 4101940. See Exhibit A

---

Owner and Engineer further agree as follows:

**1.01 Basic Agreement**

A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement (see Exhibit A), and Owner shall pay Engineer for such Services as set forth in Paragraph 9.01.

**2.01 Payment Procedures**

A. *Preparation of Invoices.* Engineer will prepare a monthly invoice in accordance with Engineer’s standard invoicing practices and submit the invoice to Owner.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer’s invoice, the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

**3.01 Additional Services**

A. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above.

B. Owner shall pay Engineer for such additional services as follows: For additional services of Engineer’s employees engaged directly on the Project an amount equal to the cumulative hours charged to the Project by each class of Engineer’s employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer’s consultants’ charges, if any.

**4.01 Termination**

A. The obligation to provide further services under this Agreement may be terminated:

1. For cause,

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement’s terms through no fault of the terminating party.

**b. By Engineer:**

1) upon seven days written notice if Engineer believes that Engineer is being requested by Owner to furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) upon seven days written notice if the Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control.

3) Engineer shall have no liability to Owner on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon the receipt of notice by Engineer.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

**5.01 Controlling Law**

A. This Agreement is to be governed by the law of the state in which the Project is located.

**6.01 Successors, Assigns, and Beneficiaries**

A. Owner and Engineer each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by paragraph 6.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

**7.01 General Considerations**

A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Engineer and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.

B. Engineer shall not at any time supervise, direct, or have control over any contractor's work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

C. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in

accordance with the contract between Owner and such contractor.

D. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Engineer.

E. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract@ as prepared by the Engineers Joint Contract Documents Committee (Latest Edition).

F. All design documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.

G. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way relating to this Project or Contract, from any cause or causes, including but not limited to tort (including negligence and professional errors and omissions), strict liability, breach of contract, or breach of warranty, arising out of, resulting from, or in any way related to the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Engineer, whichever is greater.

H. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental

Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

### **8.01 Total Agreement**

A. This Agreement (consisting of pages 1 to 4 inclusive together with any expressly incorporated appendix), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

9.01 Payment

- A. Using the procedures set forth in paragraph 2.01, Owner shall pay Engineer as follows (See Exhibit A)
  - 1. A Lump Sum amount of \$ 779,255.00 plus applicable taxes.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER: Quay County

ENGINEER: Miller Engineering Consultants, Inc.

By: Seri Rush

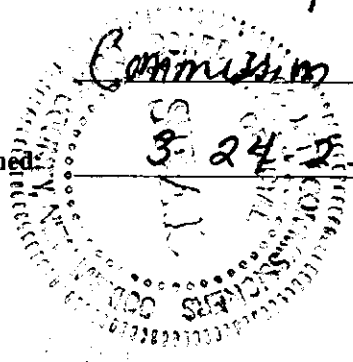
By: [Signature]

Title: Commission Chair

Title: PRESIDENT

Date Signed: 3-24-25

Date Signed: 3/6/25



License or Certificate No. and State: Professional Engineer: New Mexico #14507

Address for giving notices:

Address for giving notices:

PO Box 1246

3500 Comanche NE, Bldg. F

Tucumcari, NM 88401

Albuquerque, NM 87107

## “EXHIBIT A”

Project Budget Template	pg. 1
JJK Group, Inc. Scope	pg. 1-4
Terra Land Surveys Scope	pg. 1-2
GL Environmental Scope	pg. 1-3

**MILLER ENGINEERING CONSULTANTS  
PROJECT BUDGET TEMPLATE**

**Client: Quay County**  
**Project: Bridge # 1042 Replacement**  
**Date: February 3, 2025**

Man-hour Fee Estimate										
No.	Task	Principal Engineer	Civil Engineer	Engineer Intern	Sr. Civil Designer	CADD Drafting	Clerical	TOTAL		
1	Kick-off meeting with the County, site visits, & other meetings	80			80		32	192		
2	Conceptual Design Phase - 30% - Update drawings with new design survey data, update layout and design, update drawings to current NMDOT format, standards & specifications. Prepare quantity take-offs and engineer's opinion of probable construction cost	120		120	280	200	80	800		
3	Public Meeting	16			16		16	48		
4	Preliminary Design Phase - 60% - Update drawings with new design survey data, update layout and design, address current standards & specifications. Prepare quantity take-offs and engineer's opinion of probable construction cost	120		120	280	200	80	800		
5	Design review meeting with the County	8			8		8	24		
6	Final Design Phase - Prepare final 90% construction drawings and specifications for the project for P, S, & E Submittal	120		60	280	200	80	740		
7	Assist County with Coordination with NMDOT Environmental Section & Other Certifications	16		8	8		24	56		
8	Preparation for and attend P, S, & E meeting with the NMDOT	16			8		8	32		
9	Revise final plans to 100%, specs, and estimate per P, S, & E comments and resubmit to NMDOT for final approval	120		60	80	80	40	380		
		616	0	368	1040	680	368	3,072		
	Hourly Rate \$	165.00	125.00	110.00	85.00	75.00	65.00			
	Fee Amount \$	101,640.00		40,480.00	88,400.00	51,000.00	23,920.00			
<b>Sub-consultants - Third Party Services</b>										
No.	Description	Amount	Unit Price	Cost						
1	Topographic Design Survey	1	\$ 15,730.000	\$ 15,730.00						
2	Environmental Services	1	\$ 61,380.00	\$ 61,380.00						
3	Geotechnical Services	1	\$ 49,500.00	\$ 49,500.00						
4	Structural Engineering Services	1	\$ 345,500.00	\$ 345,500.00						
	Subtotal Amount			\$ 472,110.00						
<b>Reimbursable Expenses</b>										
No.	Description	Amount	Unit Price	Cost						
1	Mileage	1500	\$ 0.550	\$ 825.00						
2	Plan Reproduction 24" X 36"	200	\$ 4.00	\$ 800.00						
3	Copies 8 1/2" X 11"	890	\$ 0.09	\$ 80.00						
	Subtotal Amount			\$ 1,705.00						
<b>TOTAL ESTIMATED AMOUNT</b>					<b>\$ 1,705.00</b>					
<b>TOTAL ESTIMATED AMOUNT</b>					<b>\$ 779,255.00</b>					

Note: This estimate is limited to the services identified in the spreadsheet. Total amount does not include applicable NMGR.





## **JJK Group, Inc.**

Consulting Structural Engineers  
3240 C Juan Tabo NE  
Albuquerque, New Mexico 87111  
505·296·5706 Fax 505·296·1672  
www.jjkgroup.com

January 29, 2024

VIA EMAIL ONLY

Verlyn Miller  
Albuquerque, NM  
vmiller@mecnm.com

Dear Mr. Miller:

The undersigned (hereinafter "Client") hereby requests that JJK Group, Inc. (hereinafter "JJK"), perform the following described design engineering services:

### **SCOPE OF WORK:**

Structural Engineering services for the proposed 300 – 325 ft concrete free span bridge located in Quay County, Tucumcari NM:

1. JJK Group, Inc. will follow the NMDOT bridge design manual latest edition along with all federal standards for concrete bridge design details and specifications
2. Review information from civil engineer consisting of:
  - i. Profile grades
  - ii. Typical roadway cross-section including number of lanes, shoulder median, sidewalks etc.
  - iii. Cross slope of roadway
  - iv. Flow rates velocities
  - v. Minimum opening width in order to locate bridge abutments appropriately and determined bridge length etc.
3. Review of geotechnical investigations consisting of:
  - i. 10 exploratory soil borings with hollow stem auger to anticipated depths of 100 feet or refusal
  - ii. Soil borings to classify materials/ conditions encountered, collect samples, return them to a NMDOT certified laboratory
  - iii. Laboratory testing to classify the soil samples collected and determine engineering properties applicable for bridge foundation design and scour analysis
  - iv. Report of the conditions encountered (soil borings), the results of the laboratory testing and recommendations for design and construction of the foundation for the proposed bridge
4. Design review meetings as required with design team

5. Produce structural calculations for superstructure and substructure elements
6. The production of 30%, 60% and 90% structural construction documents for NMDOT and design team review
7. Final stamped 100% structural construction documents ready for bridge permitting
8. Administration services consisting ONLY of:
  - i. Contractor RFI's and preconstruction meetings as required
  - ii. (6) Site trips for visual observation of construction activities with field reports as required
  - iii. Contractor submittal reviews for approval as required
  - iv. Review of special inspections reports by third party full time inspector

**The following are hereby specifically EXCLUDED from the work to be performed by JJK:**

1. Geotechnical investigations contract for services required as mentioned above
2. Site visits other than that which is included in scope of work
3. Civil engineering services
4. Construction problems not relating to the design in which redesign may be required
5. Additional work not included in the "Scope of Work" section

**COMPENSATION:**

JJK will perform the "Scope of Work" for a fee not to exceed \$315,000.00 (Three Hundred Fifteen Thousand Dollars), plus applicable New Mexico Gross Receipts Tax.

**Reimbursable Expenses:** Expenses other than labor charges that are directly attributed to our professional services for the Scope of Work are invoiced at our cost, plus 10 percent. (e.g., overnight) costs, and 3) any and all work, fees, expenses and costs that are not specifically listed and identified in this Agreement and Scope of Work.

For Additional Services that may arise during the course of the Project in excess of \$315,000.00 (Three Hundred Fifteen Thousand Dollars), plus applicable New Mexico Gross Receipts Tax, JJK will submit an Additional Services Proposal for approval by Client before performing the additional work.

***\*\*Geotechnical scope of service is estimated at a proposed fee of \$45,000.00 (Contracted by others)***

**BILLING AND PAYMENT TERMS:**

**Payment Due:** Invoices shall be submitted by JJK upon completion of each phase and are due upon presentation and shall be considered past due if not paid within thirty (30) calendar days of the due date. Payment for services rendered shall be due regardless of suspension or termination of the Agreement by either party.

**Interest:** If payment in full is not received by JJK within thirty (30) calendar days of the due date, invoices shall bear interest at one-and-one-half (1.5) percent (or the maximum rate allowable by law, whichever is less) of the PAST DUE amount per month, which shall be calculated from the invoice due date. Payment thereafter shall first be applied to accrued interest and then to the unpaid principal.

**Collection Costs:** If the Client fails to make payments when due and JJK incurs any costs in order to collect overdue sums from the Client, the Client agrees that all such collection costs incurred shall immediately become due and payable to JJK. Collection costs shall include, without limitation, legal fees, collection agency fees and expenses, court costs, collection bonds and reasonable staff costs at standard billing rates for JJK's time spent in efforts to collect. This obligation of the Client to pay JJK's collection costs shall survive the term of this Agreement or any earlier termination by either party.

**Suspension of Services:** If the Client fails to make payments when due or otherwise is in breach of this Agreement, JJK may suspend performance of services upon seven (7) calendar days' notice to the Client. JJK shall have no liability whatsoever to the Client for any costs or damages as a result of such suspension caused by any failure to pay or other breach of this Agreement by the Client. Upon payment in full by the Client or JJK acceptance in writing of Client's remedy of its breach of this Agreement, JJK shall resume services under this Agreement, and the time schedule and compensation shall be equitably adjusted to compensate JJK for the period of suspension plus any other reasonable time and expense necessary for JJK to resume performance.

**Termination of Services:** If the Client fails to make payment to JJK in accordance with the payment terms herein, this shall constitute a material breach of this Agreement and shall be cause for immediate termination of this Agreement by JJK. This Agreement may be terminated by either party upon thirty (30) days advance written notice to the other party should the other party fail to perform its obligations hereunder. The thirty (30) day notice requirement shall not be interpreted to limit JJK's right to suspend the work, and the notice period for termination shall continue to accrue during any suspension of the work by JJK. In the event of termination, Client shall pay JJK for all services rendered to the date of termination, all reimbursable expenses, and reasonable termination expenses.

**Set-Offs, Backcharges, Discounts:** Payment of invoices shall not be subject to any discounts or set-offs by the Client unless agreed to in writing by JJK. Payment to JJK for services rendered and expenses incurred shall be due and payable regardless of any subsequent suspension or termination of this Agreement by either party.

## **VENUE**

This agreement shall be interpreted and enforced in accordance with the laws of the State of New Mexico. The venue of any action brought to interpret or enforce any of the terms of this agreement or otherwise adjudicate the rights or liabilities of the parties hereto shall be laid in Bernalillo County, New Mexico.

## **DISPUTE RESOLUTION**

A claim is a dispute or matter in question between JJK and Client arising out of or relating to the Agreement. Claims, disputes and matters in controversy shall be subject to mediation as a condition precedent to litigation. Unless the parties mutually agree otherwise, mediation shall be administered in accordance with the rules of the American Arbitration Association, Construction Industry Rules and Procedures. The parties shall mutually agree on a mediator. If the parties cannot mutually agree on a mediator, then the mediation shall be administered by the American Arbitration Association. The parties shall share equally in mediation costs and the mediator's fee. The mediation shall be held at the location of the Agreement unless otherwise agreed by the parties. Agreements reached in mediation shall be enforceable as settlement agreements.

Any claim subject to but not resolved by mediation shall be litigated between the parties in the Second Judicial District Court in Bernalillo County, New Mexico. The party filing a claim must assert in the Complaint all claims then known to that party. Unless JJK consents otherwise in writing, Client may not file a Third Party Complaint against JJK or in any way seek to bring JJK into litigation, arbitration, mediation or other dispute resolution proceeding with any third party related to this Agreement or the Scope of Work. No third parties, even if relevant to the claim, may be joined or sued in litigation of disputes between JJK and Client.

## **BETTERMENT**

If, due to JJK's error, any required item or component of the Project is omitted from JJK's construction documents, JJK shall not be responsible for paying the cost to add such item or component to the extent that such item or component would have been otherwise necessary to the Project or otherwise adds value or

betterment to the Project. In no event will JJK be responsible for any costs or expense that provides betterment, upgrade or enhancement of the Project.

**GENERAL PROVISIONS**

**It is understood and agreed that JJK's Scope of Work under this Agreement does not include continuous project observation/inspections or review of the Contractor's performance, and that such services will be provided for by the Client. The Client assumes all responsibility for interpretation.**


This Agreement, including all exhibits and schedules, constitutes the entire agreement between the parties, and all prior negotiations, representations and agreements not incorporated here are of no force and effect. This Agreement can be modified or amended only by a document executed by all the parties.

If any term or provision of this Agreement, or the application of it to any circumstance, shall be invalid or unenforceable to any extent, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby and shall be enforced to the greatest extent permitted by law.

The captions and section headings contained in this Agreement are for convenience of reference only, and in no way limit, define, or enlarge the terms, scope and conditions of this Agreement.

This Contract may be executed in counterparts, each of which shall be deemed an original. A facsimile or electronic copy shall be deemed an original.

No provision of this Contract shall be deemed to have been waived by either party unless such waiver is in writing signed by the party making the waiver and addressed to the other party; nor shall any custom or practice which may evolve between the parties in the administration of the terms hereof be construed to waive or lessen the right of either party to insist upon the performance by the other party in strict accordance with the terms hereof. Further, the waiver by any party of breach by the other party of any term, covenant, or condition hereof shall not operate as a waiver of any subsequent breach of the same or any other term, covenant, or condition thereof.

Accepted and agreed to this 24 day of March, 2025.  
\_\_\_\_\_  
By: \_\_\_\_\_  


JJK Group, Inc., appreciates the opportunity to provide professional services to you.

JJK Group, Inc.

\_\_\_\_\_  
By: \_\_\_\_\_  
Jim J. Kapuranis, P.E., President

# **TERRA LAND SURVEYS, LLC**

P.O. BOX 2532 • CORRALES, NM 87048 • OFFICE (505) 792-0513 • FAX (505) 792-5233 • cmedina@terrasurveys.net

January 12, 2025

Verlyn Miller  
Miller Engineering Consultants  
3500 Comanche, NE Bldg. F  
Albuquerque, NM 87107

Re: Topographic Survey Fee Proposal for Quay County Bridge No. 1042

Dear Mr. Miller:

Terra Land Surveys, LLC is pleased to present this fee proposal to provide professional surveying services. Services to be provided will be a topographic survey in support of the Quay County Bridge No. 1042 replacement project located east of Tucumcari, New Mexico. Listed below are the services to be provided along with the corresponding fee:

## **Aerial Mapping and Supplemental Ground Survey**

1. Control
  - a. Survey shall be referenced horizontally to the NAD 83 NM East Zone State Plane Coordinate System (modified surface coordinates)
  - b. Survey shall be referenced vertically to the NAVD 88 vertical datum.
2. Drone Mapping
  - a. Set Panel Points for mapping of 46-acre project site (13 drone aerial panels)
  - b. Capture color ortho rectified aerial photo
  - c. Point cloud processing and data extraction
    - i. Extraction of terrain breaks, spot elevations, planimetric features, etc.
  - d. Prepare base map at 1" = 50 ft scale with 1-foot contours
3. Supplemental Topographic Field Survey
  - a. Supplemental survey around buildings
  - b. Supplemental survey of curb and gutter
  - c. Supplemental survey around existing bridge area
  - d. Location of visible utilities
  - e. Location of manholes thru project corridor (rim and invert elevations)
  - f. Update base map
4. Deliverables
  - a. Base map in AutoCAD at a 1" = 50 ft scale with 1-foot contours
  - b. Aerial orthorectified photo

**Survey Mapping Fee = \$14,300.00 plus tax**

This fee proposal is for the above-mentioned services, any services in addition to the scope mentioned will be negotiated on a separate task. If the above scope of work and terms are satisfactory, then your signature below shall serve as our authorization to proceed with the project. Please return the signed document to me and keep a copy for your records.

**TERRA LAND SURVEYS, LLC**

P.O. Box 2532 • CORRALES, NM 87048 • OFFICE (505) 792-0513 • FAX (505) 792-5233 • cmedina@terrasurveys.net

If you should have any questions or comments concerning this fee proposal, please don't hesitate to contact me at your earliest convenience and thank you for your consideration.

Sincerely,

*Christopher A Medina*

Christopher A. Medina, PS  
Terra Land Surveys, LLC

\_\_\_\_\_  
Owner/Owner Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

**Project Limits**





## GL Environmental, Inc.

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January 7, 2025

Miller Engineering  
Verlyn A. Miller, P.E., President  
Miller Engineering Consultants, Inc.  
3500 Comanche NE, Bldg. F  
Albuquerque, NM 87109

**RE: Environmental and Cultural Resources Clearances for Quay County Bridge**

Dear Verlyn:

GL Environmental, Inc. respectfully submits this estimate to obtain environmental and cultural resources clearances for the construction of a bridge located in Quay County, New Mexico. It is understood a new bridge with a span of approximately 325-feet will be constructed immediately north of existing Bridge 1042. It is further understood that the project is federally funded through the New Mexico Department of Transportation (NMDOT). Because the project is federally funded through the NMDOT, the assumption is made that the Federal Highway Administration oversee the National Environmental Policy Act (NEPA) process and will require a Categorical Exclusion (CE) as the clearance document.

Additionally, because the proposed bridge will span a drainage considered "Water of the US", it will require Section 401 and 404 consultation under the Clean Water Act.

### **Scope of Work-Environmental Permitting**

A Categorical Exclusion (CE) under the National Environmental Policy Act (NEPA) is required. The CE takes into consideration the Action Area, describes natural resources and species observed in the project areas, provides analyses of impacts resulting from the proposed project and recommends measures to avoid, minimize, and/or mitigate impacts to natural resources and species consistent with federal, state, tribal and local law. Preparation of the CE will require Project Scoping under NEPA. This process involves preparing a NMDOT Tribal/Local Public Agency Environmental Level of Effort Form. Clearance will be required from the NMDOT Hazardous Waste Bureau. A Cultural Resources survey and report will be required.

The proposed scope of work additionally consists of Section 404 and 401 consultation under the Clean Water Act with the U.S. Army Corp of Engineers and/or New Mexico Surface Water Bureau. This involves filing a Pre-Construction Notification with the U.S Corp of Engineers and

the New Mexico Surface Water Bureau, for either coverage under the Nationwide Permit for Linear Projects and a Beta Arid West Streamflow Duration Assessment.

**Estimated Cost:**

Estimated costs are itemized for individual bridges.

<b>Bridge No. 1042</b>	<b>Environmental Clearance</b>	<b>Estimated Cost</b>
	Clean Water Act Section 404/Section 401	\$10,000
	Beta Arid West Streamflow Duration Assessment	
	NEPA Document Level of Categorical Exclusion	\$25,000
	NMDOT Tribal/Local Public Agency Environmental Level of Effort Form. Clearance from the New Mexico Department of Transportation Hazardous Waste Bureau.	\$8,000
	Cultural Resources	\$12,800
<b>Project Total Cost</b>		<b>\$55,800</b>



**Terms:**

- The assumption has been made that a hazardous material analysis/assessment has been conducted of the bridge. A hazardous material analysis/assessment may not be required if the bridge remains on site and undisturbed.
- **COST DOES NOT INCLUDE THE COST OF HAZARDOUS MATERIALS ANALYSIS/ASSESSMENT OR MITIGATION OF HAZARDOUS MATERIALS, I.E. LEAD PAINT, ETC. IN ONE IS REQUIRED. THIS COST CAN BE PROVIDED SEPARATELY.**
- Specifications or plans from the Proponent must be provided.
- Entry to files, County property and access to key personnel is provided.
- Out of scope services may arise. GL Environmental, Inc. will notify Miller Engineering of the issue, if one should arise. Work on out-of-scope services will not commence without the written approval of Miller Engineering.
- Costs include travel and lodging.
- Cost estimate **does not include** applicable gross receipts tax.

Thank you,



Denise Gallegos, Principal/President  
GL Environmental, Inc.

**SHORT FORM OF AGREEMENT  
BETWEEN OWNER AND ENGINEER  
FOR  
PROFESSIONAL SERVICES**

THIS IS AN AGREEMENT effective as of 3/24/2025, 2025 (“Effective Date”) between  
Quay County (“Owner”) and Miller Engineering Consultants, Inc. (“Engineer”).  
Engineer agrees to provide the services described below to Owner for Civil Engineering Services (“Project”).

**Description of Engineer’s Services:** Miller Engineering Consultants will provide civil engineering services for a TPF project on Quay County Road AR. See Exhibit A

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Owner and Engineer further agree as follows:

**1.01 Basic Agreement**

A. Engineer shall provide, or cause to be provided, the services set forth in this Agreement (see Exhibit A), and Owner shall pay Engineer for such Services as set forth in Paragraph 9.01.

**2.01 Payment Procedures**

A. *Preparation of Invoices.* Engineer will prepare a monthly invoice in accordance with Engineer’s standard invoicing practices and submit the invoice to Owner.

B. *Payment of Invoices.* Invoices are due and payable within 30 days of receipt. If Owner fails to make any payment due Engineer for services and expenses within 30 days after receipt of Engineer’s invoice, the amounts due Engineer will be increased at the rate of 1.0% per month (or the maximum rate of interest permitted by law, if less) from said thirtieth day. In addition, Engineer may, without liability, after giving seven days written notice to Owner, suspend services under this Agreement until Engineer has been paid in full all amounts due for services, expenses, and other related charges. Payments will be credited first to interest and then to principal.

**3.01 Additional Services**

A. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above.

B. Owner shall pay Engineer for such additional services as follows: For additional services of Engineer’s employees engaged directly on the Project an amount equal to the cumulative hours charged to the Project by each class of Engineer’s employees times standard hourly rates for each applicable billing class; plus reimbursable expenses and Engineer’s consultants’ charges, if any.

**4.01 Termination**

A. The obligation to provide further services under this Agreement may be terminated:

**1. For cause,**

a. By either party upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement’s terms through no fault of the terminating party.

**b. By Engineer:**

1) upon seven days written notice if Engineer believes that Engineer is being requested by Owner to furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or

2) upon seven days written notice if the Engineer's services for the Project are delayed or suspended for more than 90 days for reasons beyond Engineer's control.

3) Engineer shall have no liability to Owner on account of such termination.

c. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under paragraph 4.01.A.1.a if the party receiving such notice begins, within seven days of receipt of such notice, to correct its failure and proceeds diligently to cure such failure within no more than 30 days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, 60 days after the date of receipt of the notice.

2. For convenience, by Owner effective upon the receipt of notice by Engineer.

B. The terminating party under paragraphs 4.01.A.1 or 4.01.A.2 may set the effective date of termination at a time up to 30 days later than otherwise provided to allow Engineer to demobilize personnel and equipment from the Project site, to complete tasks whose value would otherwise be lost, to prepare notes as to the status of completed and uncompleted tasks, and to assemble Project materials in orderly files.

**5.01 Controlling Law**

A. This Agreement is to be governed by the law of the state in which the Project is located.

**6.01 Successors, Assigns, and Beneficiaries**

A. Owner and Engineer each is hereby bound and the partners, successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by paragraph 6.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the partners, successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.

B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, moneys that are due or may become due) in this Agreement without the written consent of the other, except to the extent that any assignment, subletting, or transfer is mandated or restricted by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.

**7.01 General Considerations**

A. The standard of care for all professional engineering and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with Engineer's services. Engineer and its consultants may use or rely upon the design services of others, including, but not limited to, contractors, manufacturers, and suppliers.

B. Engineer shall not at any time supervise, direct, or have control over any contractor's work, nor shall Engineer have authority over or responsibility for the means, methods, techniques, sequences, or procedures of construction selected or used by any contractor, for safety precautions and programs incident to a contractor's work progress, nor for any failure of any contractor to comply with laws and regulations applicable to contractor's work.

C. Engineer neither guarantees the performance of any contractor nor assumes responsibility for any contractor's failure to furnish and perform its work in

accordance with the contract between Owner and such contractor.

D. Engineer shall not be responsible for the acts or omissions of any contractor, subcontractor, or supplier, or of any contractor's agents or employees or any other persons (except Engineer's own employees) at the Project site or otherwise furnishing or performing any of construction work; or for any decision made on interpretations or clarifications of the construction contract given by Owner without consultation and advice of Engineer.

E. The general conditions for any construction contract documents prepared hereunder are to be the "Standard General Conditions of the Construction Contract" as prepared by the Engineers Joint Contract Documents Committee (No. C-700, 2002 Edition).

F. All design documents prepared or furnished by Engineer are instruments of service, and Engineer retains an ownership and property interest (including the copyright and the right of reuse) in such documents, whether or not the Project is completed.

G. To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, agents, insurers, partners, and consultants, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to the Project, and (2) agree that Engineer's total liability to Owner under this Agreement shall be limited to \$50,000 or the total amount of compensation received by Engineer, whichever is greater.

H. The parties acknowledge that Engineer's scope of services does not include any services related to a Hazardous Environmental Condition (the presence of asbestos, PCBs, petroleum, hazardous substances or waste, and radioactive materials). If Engineer or any other party encounters a Hazardous Environmental Condition, Engineer may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Project affected thereby until Owner: (i) retains appropriate specialist consultants or contractors to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the Site is in full compliance with applicable Laws and Regulations.

## 8.01 Total Agreement

A. This Agreement (consisting of pages 1 to 4 inclusive together with any expressly incorporated appendix), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

9.01 Payment

- A. Using the procedures set forth in paragraph 2.01, Owner shall pay Engineer as follows (See Exhibit B)  
1. A Lump Sum amount of \$ 296,500.00 plus applicable taxes\*.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER: Quay County

ENGINEER: Miller Engineering Consultants, Inc.

By:

Leri Rush

By:

Leri

Title:

Commission chair

Title:

PRESIDENT

Date Signed:

3-24-25

Date Signed:

3/13/25

License or Certificate No. and State

Professional Engineer:  
New Mexico #14507

Address for giving notices:

PO Box 1246

Address for giving notices:

3500 Comanche NE, Bldg. F

Tucumcari, NM 88401

Albuquerque, NM 87107

# EXHIBIT A

## SCOPE OF WORK

### Civil Engineering Services:

Civil Engineering Services to include the preliminary design (60%) and final design (100%) of 2.8 miles of rural roadway to include drainage improvements, new paving section, vertical geometry adjustments, and roadside safety enhancements.

- 1) Preliminary design & preparation of 60% plans for review by the owner. Drawings will be NMDOT format drawings with front-end sheets (cover sheet, summary of quantities, schedules, and general notes), typical sections sheets, overall site layout sheets, plan and profile sheets at a scale of 1"=40', signage and striping plans, structure sections for the cross-drainage culverts, and construction details. MEC will coordinate the project and have meetings with the owner as needed to coordinate the design of the project.
- 2) Final design & preparation of 100% plans for review and approval by the owner. Drawings will be NMDOT format drawings with front-end sheets (cover sheet, summary of quantities, schedules, and general notes), typical sections sheets, overall site layout sheets, plan and profile sheets at a scale of 1"=40', signage and striping plans, structure sections for the cross-drainage culverts, and construction details. MEC will coordinate the project and have meetings with the owner as needed to coordinate the design of the project.

Drainage Report - A drainage study will be developed for this project using NMDOT criteria. Both the 50-year and 100-year storm events will be evaluated for both onsite drainage and the contributing offsite drainage basins. These peak flows will be used to size any required drainage structures at the driveways on the project. All culverts will be sized hydraulically using the Culvert Master computer program. A drainage report will be developed for this project and submitted to the County.

### Topographic Survey Scope:

- 1) Survey Control
  - a. Survey shall be referenced horizontally to the NAD 83 NM East Zone State Plane Coordinate System (modified surface coordinates)
  - b. Survey shall be referenced vertically to the NAVD 88 vertical datum.
  - c. Establish a minimum of 3 control points on site
- 2) Topographic Field Survey
  - a. Limits of survey – 14,784 LF x 60 LF corridor see attached sketch
  - b. Location of visible utilities
  - c. Location of manholes (rim and invert elevations)
  - d. Location of terrain break lines, spot elevations, buildings, parking stripes and planimetric features
- 3) Prepare base map in AutoCAD at a scale of 1" = 50' with a 1-foot contour interval

### Environmental Scope:

- 1) A biological survey and report based on US Fish and Wildlife IPaC species, which includes a pre-field record Review of federal and state special status species and their habitat requirements, a 100% pedestrian survey of the project area. The report will describe the natural resources and species observed in the project area, provide analysis of impacts resulting from the proposed project, and recommend measures to avoid, minimize, and/or mitigate impacts to biological resources consistent with federal, state, tribal, and local laws.

- 2) Coordination with cultural resources subcontractor
- 3) Archaeological surveys and preparation of a report provided there are "No Findings".
  - The proposal includes cultural resources services but does not include mitigation measures for findings that may be identified during the survey.

**Geotechnical Scope:**

The scope of services will consist of conducting a field exploration during which (5) soil borings will be advanced to a depth of 5 feet or refusal. The borings will be logged, and soil samples will be analyzed in the laboratory to determine pertinent engineering properties. Upon the sampling and analysis completion, a report will be prepared containing findings and two options for pavement section design. A traffic load analysis will be provided to aid in the design.

- The report will not address environmental issues, seasonal groundwater variations, potential flooding, seismic activity, and/or geological features.

**Structural Scope:**

Our structural engineer will conduct a site visit to view the conditions of the Dickie Canyon Bridge. Even though this bridge is not a part of the scope of improvements for this project, we will provide a report of findings and recommendations for future improvements to the Dickie Canyon Bridge.

**MILLER ENGINEERING CONSULTANTS  
PROJECT BUDGET TEMPLATE  
EXHIBIT B**

**Client:** Quay County  
**Project:** Quay Road AR (L = 2.8 miles)  
**Scope:** Civil Engineering Services to include the preliminary design (60%) and final design (100%) of 2.8 miles of rural roadway to include drainage improvements, new paving section, vertical geometry adjustments, and roadside safety enhancements.  
**Date:** March 13, 2025

Man-hour Fee Estimate									
No.	Task	Principal Eng.	Civil Eng.	Engineer Intern	Sr. Designer	Drafter	Clerical	TOTAL	
1	Preliminary design & preparation of 60% plans for review by the owner. Drawings will be NMDOT format drawings with front end sheets (cover sheet, summary of quantities, schedules, and general notes), typical sections sheets, overall site layout sheets, plan and profile sheets at a scale of 1"=40', signage and striping plans, structure sections for the cross drainage culverts, and construction details. MEC will coordinate the project and have meetings with the owner as needed to coordinate the design of the project.	160	120		360	200	60	900	
2	Final design & preparation of 100% plans for review and approval by the owner. Drawings will be NMDOT format drawings with front end sheets (cover sheet, summary of quantities, schedules, and general notes), typical sections sheets, overall site layout sheets, plan and profile sheets at a scale of 1"=40', signage and striping plans, structure sections for the cross drainage culverts, and construction details. MEC will coordinate the project and have meetings with the owner as needed to coordinate the design of the project.	160	120		320	160	60	820	
	<b>Total Man-Hours</b>	320	240	0	680	360	120	1,720	
	<b>Hourly Rate</b>	\$ 165.00	\$ 125.00	\$ 95.00	\$ 95.00	\$ 85.00	\$ 65.00		
	<b>Total Fee</b>	\$ 52,800.00	\$ 30,000.00	\$ -	\$ 64,600.00	\$ 30,600.00	\$ 7,800.00	\$ 185,800.00	
<b>Additional Services</b>									
No.	Description	Amount	Unit Price	Cost					
1	Topographic Design Survey	1	\$ 42,000.00	\$ 42,000.00					
2	Geotechnical Investigation & Pavement Design	1	\$ 9,500.00	\$ 9,500.00					
3	Drainage Study	1	\$ 17,500.00	\$ 17,500.00					
4	Biological Survey & Report	1	\$ 9,400.00	\$ 9,400.00					
5	Cultural Survey & Report	1	\$ 12,300.00	\$ 12,300.00					
6	Structural Engineering Report - Dickie Canyon Bridge	1	\$ 20,000.00	\$ 20,000.00					
	<b>Subtotal Amount</b>			\$ 110,700.00				\$ 110,700.00	
<b>Reimbursable Expenses</b>									
No.	Description	Amount	Unit Price	Cost					
1	Mileage	0	\$ 0.550	\$ -					
2	Plan Reproduction	0	\$ 100.00	\$ -					
3	Copies	0	\$ 25.00	\$ -					
	<b>Subtotal Amount</b>			\$ -				\$ -	
<b>TOTAL ESTIMATED AMOUNT</b>									
								\$ 296,500.00	
								\$ 22,608.13	
								\$ 319,108.13	

TOTAL ESTIMATED AMOUNT  
 NMGRT @ 7.625%  
 TOTAL ESTIMATED AMOUNT