



## QUAY COUNTY GOVERNMENT

300 South Third Street

P.O. Box 1246

Tucumcari, NM 88401

Phone: (575) 461-2112

Fax: (575) 461-6208

### AGENDA REGULAR SESSION QUAY COUNTY BOARD OF COMMISSIONERS November 25, 2013

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

Pledge of Allegiance

Approval of Minutes-Regular Session November 12, 2013

Approval/Amendment of Agenda

#### Public Comment

#### Ongoing Business - None

#### New Business

- I. **Larry Cooksey, Quay County Undersheriff**
  - Activity Report
  
- II. **Larry Moore, Quay County Road Superintendent**
  - Road Update
  
- III. **Richard Primrose, Quay County Manager**
  - Request Approval of 2013-2014 Resolution No. 15 Appointing a Replacement Director to Vacancy on the Ute Lake Ranch Public Improvement District No. 2
  - Request Approval of HVAC Units Replacement Specification Assistance
  - Correspondence
  
- IV. **INDIGENT CLAIMS BOARD**
  - Call Meeting to Order
  - Request Approval of Indigent Minutes for the October 28, 2013 Meeting
  - Review November Claims Presented by Julie Lafferty
  - Adjourn



DOC #CM-00323

01/02/2014 03:03 PM Doc Type: COCOM

Fee: (No FieldTag Finance.TotalFees found)

Quay County, NM Veronica Marez, County Clerk

Pages: 7



- V. Request Approval of Accounts Payable**
  
- VI. Other Quay County Business That May Arise During Commission Meeting**
  
- VII. Request for Closed Executive Session Pursuant to Section 10-15-1(H) 7. The New Mexico Open Meetings Act to Discuss Threatened or Pending Litigation**
  
- VIII. Any Action That May Arise as a Result of Closed Executive Session**

**Adjourn**

*Lunch- Time and Location to be Announced*

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

**November 25, 2013**

**9:00 a.m.**

BE IT REMEMBERED THE HONORABLE BOARD OF QUAY COUNTY COMMISSIONERS met in regular session the 25th of November, 2013 9:00 a.m. in the Commissioners' Room of the Quay County Courthouse, Tucumcari, New Mexico for the purpose of taking care of any business that may come before them.

**PRESENT & PRESIDING:**

Brad Bryant, Chairman  
Mike Cherry, Member  
Sue Dowell, Member  
Richard Primrose, County Manager  
Veronica Marez, County Clerk

**OTHERS PRESENT:**

Cheryl Simpson, Quay County Manager's Office  
Larry Cooksey, Quay County Under-Sheriff  
Janie Hoffman, Quay County Assessor  
Russell Braziel, KTNM Radio  
Steve Henson, Quay County Sun

The meeting was called to order by Chairman Brad Bryant. Larry Cooksey led the Pledge of Allegiance.

A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve the minutes from the November 12, 2013 regular commission meeting. MOTION carried with all members voting "aye".

A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve the agenda. MOTION carried with all member's voting "aye".

**PUBLIC COMMENT: NONE**

**OLD BUSINESS: NONE**

**NEW BUSINESS:**

Larry Cooksey, Quay County Undersheriff presented the monthly activity report

Richard Primrose, Quay County Manager presented the following Road Update report:

1. Crews bladed 22.13 miles
2. Crew's finished working in Nara Visa and completed Quay Road L.
3. Crew's starting on Quay Road R in Nara Visa.

Richard Primrose gave the following County Manager's Report:

1. Requested approval of 2013 -2014 Resolution No.15 Appointing a Replacement Director to Vacancy on the Ute Lake Ranch Public Improvement District No. 2 Board of Directors. A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to table Resolution No. 15 until a letter is corrected from Miller and Associates Law Offices stating they believe Mr. Savela is well qualified for the available director position. MOTION carried with all members voting "aye".
2. Requested Approval of HVAC Units Replacement Specification Assistance. A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve said contract. MOTION carried with all members voting "aye". A copy of the expenditure report is attached and made a part of these minutes.

#### CORRESPONDENCE:

1. Flyer for 2013 Fiscal Year Brief of what USDA has done over the year.
2. Flyer for 30 years in Eastern New Mexico on "How the Food Bank Works". Sue Dowell asked Primrose if he could check into a walk-in cooler for Ministry of Hope.
3. Southwest Quay Soil & Water Conservation District Annual Meeting & Legislative Event December 2, 2013 at 6:00 pm at Allen Hall, Grady, NM.
4. Presented the Gross Receipt Tax for October.
5. Presented the monthly RPHCA report.
6. Primrose informed Commissioner's the Courthouse will be closed November 28-29 for Thanksgiving.
7. Primrose met with Department of Transportation and they were granted millings from the state for State Highway 209, 400 cubic yards. Primrose would like to thank Ed Lafferty.
8. Primrose also thanked Senator Woods & State Representative Roch for Legislative forum that was held here in Tucumcari.

A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to go into session as the Indigent Claim Board. MOTION carried with all members voting "aye". Time noted 9:40 a.m.

#### -----INDIGENT CLAIMS BOARD-----

Return to regular session. Time noted 9:45 a.m.

#### CHECKS WERE REVIEWED.

A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve the expenditures as presented. MOTION carried with all members voting "aye". A copy of the expenditure report is attached and made a part of these minutes.

Under Other Business: NONE

Chairman Bryant requested a recess. Time noted 9:50 A.M.  
Return to regular session. Time noted 10:00 A.M.

A MOTION was made by Sue Dowell, SECONDED by Mike Cherry, to go into executive session pursuant to Section 10-15-1 (H)7. The New Mexico Open Meetings Act to Discuss Threatened or Pending Litigation. MOTION made with Cherry voting "aye", Dowell voting "aye", Bryant voting "aye". Time noted 10:00 A.M.

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

A MOTION was made by Sue Dowell, SECONDED by Mike Cherry that only pending litigation was discussed in Executive Session and no action was taken. MOTION made with Cherry voting "aye", Dowell voting "aye", Bryant voting "aye".

Return to regular session. Time noted 10:30 A.M.

Other Quay County Business That May Arise During Commission Meeting: Commissioner Cherry informed Commissioner's that increasing the Elected Official salaries to the maximum cap was something to think about for the future.

There being no further business, a MOTION was made by Sue Dowell, SECONDED by Mike Cherry to adjourn the regular meeting of the Board of Quay County Commissioners until the next regular meeting set for December 9, 2013, unless sooner called. MOTION carried with all members voting "aye". Time noted 10:45 P.M.

BOARD OF QUAY COUNTY COMMISSIONERS



*Brad Bryant*

Brad Bryant, Chairman

*Mike Cherry*

Mike Cherry, Member

*Sue Dowell*

Sue Dowell, Member

ATTEST:

*Veronica Marez*  
Veronica Marez, County Clerk



November 21, 2013

Quay County  
300 S. Third Street  
Tucumcari, New Mexico 87401

ATTENTION: Richard D. Primrose  
County Manager

**RE: HVAC UNITS  
REPLACEMENT SPECIFICATION ASSISTANCE  
DETENTION FACILITY  
TUCUMCARI, NEW MEXICO**

Please find attached our fee proposal to provide Mechanical Services for the referenced project. We appreciate your consideration of our firm to provide these services.

SCOPE OF WORK:

- The general scope of work is to provide bidding documents to replace the existing various roof mounted HVAC units.
- Provide two site visits, preliminary inspection and final inspection.
- Provide Construction Administration services (CA) for project duration, including bidding assistance, and review of all submittals.

PROPOSED FEE:

ArSed Engineering Group, LLC is proposing a fee not to exceed \$4,800.00 (32 hours @ \$150.00/hour), plus any applicable New Mexico gross receipts tax.

DELIVERABLES:

For the fee described above, ArSed Engineering Group, LLC proposes to provide the following deliverables:

- Reviews of the specifications, with the Owner/Architect.
- Complete documents for RFP.
- Assistance during bid phase.

ADDITIONAL SERVICES:

If the scope of work described for this project is deviated from that described above, then ArSed Engineering Group, LLC will invoice at the hourly rates as follows:

<b>ArSed Engineering Group, LLC.</b>	
Senior Principal Engineer	\$ 150.00
Engineer	\$ 110.00
Engineer III	\$ 90.00
Senior Designer II	\$ 85.00
Engr II/Senior Designer I	\$ 65.00
Engineer I/ Designer II	\$ 60.00
Designer I	\$ 55.00
CADD Technician	\$ 55.00
Administration	\$ 50.00

We will invoice monthly on a percentage of completion basis. Payments will be due within 30 days from date of invoice or within 15 days after you receive payment from the owner.

If, for some reason, this project would be cancelled or put on hold for more than 60 days, then we would invoice for our expenditures at the aforementioned contract rates.

Upon failure or neglect to pay as described above, then at the option of ArSed Engineering Group, LLC, the entire balance of this contract shall become due and payable immediately. Accrued late charges of 1.5% per month will be added each month to the total unpaid balance.

In the event it becomes necessary to make demand for payment, or if suit is instituted to collect on this contract, or any part thereof, client expressly agrees to pay reasonable attorney's fees and all other collection costs incurred. This agreement is complete in itself, and shall be binding upon the successors and assigns of both parties.

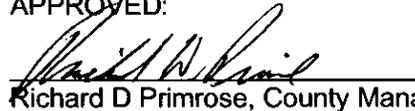
If this proposal should require modification or revision, please notify us. If the proposal meets with your approval, please sign and return one copy to our office for our files.

Sincerely,



Patrick M. Sedillo, P.E.  
Principal

APPROVED:

  
Richard D Primrose, County Manager

11/25/13  
Date

If we can be of any further assistance, please do not hesitate to contact ArSed Engineering Group, LLC.