

## 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**  
**May 12, 2014**

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

Pledge of Allegiance

Approval of Minutes-Regular Session April 28, 2014

Approval/Amendment of Agenda

**Public Comments**

**Public Hearing**

**Brad Bryant, Quay County Commission Chair**

- Proposed Ordinance No. 46 Creating Safety Net Care Pool and Its Funding

**Public Hearing Adjourned**

**Ongoing Business**

**I. Richard Primrose, Quay County Manager**

- Request Approval of Proposed Ordinance No. 46 Creating Safety Net Care Pool and Its Funding

**New Business**

**II. Janie Hoffman, Quay County Assessor**

- NMAC Board Report

**III. Larry Moore, Quay County Road Superintendent**

- Roads Update



**IV. Richard Primrose, Quay County Manager**

- Request Approval of General Mailing System & Scale Lease Agreement
- Request Approval of 2013-2014 Resolution No. 34 for Budget Increase and Transfer of Funds to ASAP-Other Charges Fund 516
- Request Approval of 2013-2014 Resolution No. 35 for Transfer of Funds End of Year
- Correspondence

**V. Request Approval of Accounts Payable**

**VI. Other Quay County Business That May Arise During Commission Meeting**

**Adjourn**

*Lunch- Time and Location to be Announced*

**Budget Work Session to follow:**

**After the regularly scheduled Commission meeting, the Commissioners will meet to discuss the 2014-2015 Proposed Budget in the Commission Chambers. This meeting will be open to the public.**

## REGULAR SESSION-BOARD OF QUAY COUNTY COMMISSIONERS

May 12, 2014

9:00 a.m.

BE IT REMEMBERED THE HONORABLE BOARD OF QUAY COUNTY COMMISSIONERS met in regular session the 12th of May, 2014 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:**

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

**OTHERS PRESENT:**

Cheryl Simpson, Quay County Manager's Office  
Larry Moore, Quay County Road Superintendent  
Warren Carter, Quay County Resident  
Janie Hoffman, Quay County Assessor  
Steve Hansen, Quay County Sun  
Russell Braziel, KQAY Radio Station  
Becky Wallace, Quay County Presbyterian Medical Services Administrator  
Donald Adams, Quay County Fire Chief

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

A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve the minutes from the April 28, 2014 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 members voting "aye".

**PUBLIC COMMENT:** Donald Adams, Quay County Fire Chief informed the Commissioners that Forrest had a fire over the weekend and they were requesting a Fire Ban for Forrest and Jordan Fire District. The Commissioners requested for Richard Primrose or Donald Adams to check with the State Forestry on the legality of posting a Fire Ban on a Fire District instead of County wide.

**PUBLIC HEARING:**

A MOTION was made by Mike Cherry, SECONDED by Sue Dowell, to go into a Public Hearing for a Proposed Ordinance No. 46 Creating Safety Net Care Pool Fund and Transferring Funds. MOTION carried with Cherry voting "aye", Bryant voting "aye" and Dowell voting "aye". Time noted 9:05 a.m.

Brad Bryant, Quay County Commissioner Chairman Proposed Ordinance No. 46 Creating Safety Net Care Pool Fund and its Transferring Funds. Bryant informed the public that this is not a new tax and asked if anyone in the public had questions. No comments.

A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to return to regular meeting. MOTION carried with Cherry voting "aye", Bryant voting "aye" and Dowell voting "aye". No Action was taken. Return to regular session. Time noted 9:07 a.m.

#### ONGOING BUSINESS:

Richard Primrose, Quay County Manger requested Approval of Proposed Ordinance No. 46 Creating Safety Net Care Pool Fund and Its Transferring Funds. A MOTION was made by Sue Dowell, SECONDED Mike Cherry to approve said Application. MOTION carried with all members voting "aye". Copy of said Ordinance is attached and made a part of these minutes

OLD BUSINESS: None

#### NEW BUSINESS:

Janie Hoffman, Quay County Assessor, presented the NMAC Board Report.

Larry Moore, Quay County Road Superintendent presented the following report.

1. Crews bladed 21.81 miles.
2. Crews are repairing cattle guards and installed a cattle guards on Quay Road R.
3. Repairing trucks.
4. Crews repairing pot holes.
5. Removing sand from Quay Road AR and cutting trees.
6. Crews cleaning and repairing cattle guards.
7. CAT trucks are ready and will be picked up this week.

Chairman Bryant requested a break. Time noted 9:30.

Richard Primrose gave the following County Manager's Report:

1. Requested approval of General Mailing System and Scale Lease Agreement. A MOTION was made by Mike Cherry, SECONDED Sue Dowell to approve said

- Agreement. MOTION carried with all members voting "aye". Copy of said Agreement is attached and made a part of these minutes.
2. Requested approval of 2013-2014 Resolution No. 34 for Budget Increase and Transfer of Funds to ASAP- Other Charges Fund 516. A MOTION was made by Sue Dowell, SECONDED Mike Cherry to approve said Resolution. MOTION carried with all members voting "aye". Copy of said Resolution is attached and made a part of these minutes.
  3. Requested approval of 2013-2014 Resolution No. 35 for Transfer of Funds end of Year. A MOTION was made by Mike Cherry, SECONDED Brad Bryant to approve said Transfer of Funds. MOTION carried with all members voting "aye". Copy of said Resolution is attached and made a part of these minutes.

#### CORRESPONDENCE:

1. Primrose received a letter from the State of New Mexico General Services Department informing the county that the Free Worksite Preventive/Wellness Checkups are available to employees. The State is going around to different cities having workshops and checkups. If the County signs up for this program they will save 3% on premiums.
2. Primrose presented the Rural Addressing Report on behalf of Armando Nava, Rural Addresser.
3. Interstate Stream Commission Meeting will be held Tuesday, May 20, 2014 in Santa Fe.
4. Presented the monthly RPHCA narrative report.
5. Primrose is looking at consultants for the 40 year Water Plan.
6. June 4, 2014 is the tour of Lake Meredith with the Village of Logan.

#### 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:

Commissioner Dowell stated in the formal trainings she has attended she understands that the basic function of a Commissioner is to oversee policy, develop or change policies, and the bottom line is if something is in policy to follow it.

Dowell states a couple of instances have come up where it says we have policy but don't follow. Dowell says she has requested a couple of times that the policies are worked on and if they contain information that is no longer necessary to change the items necessary to be compliant.

Dowell stated the County does not have job descriptions for the jobs we hire people for. Furthermore, she states the Personnel Policy says annual evaluations are conducted, but

they are not being done.

Dowell said, as a Commission, they need to work on those housekeeping items including job descriptions, evaluations so employees know what is expected of them or if there is an area they need to work on or perform satisfactorily in.

Commissioner Dowell said she has asked before for some active safety trainings for the employees. She said if something ever happens the County can look back and see documented evidence the employees were trained properly in the event of an emergency or any other safety issue.

Dowell mentions she noticed in the budget that there is a position for a full time Emergency Manager. The County no longer fills that position. Dowell would like to discuss that position even if it's part time so the residents have someone who is ready to lead during an emergency.

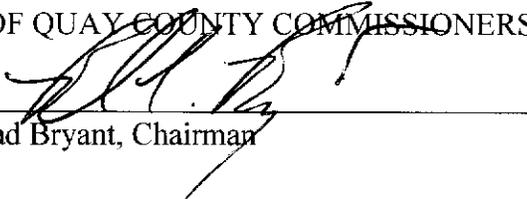
Dowell said as they go into the budget workshop that she would like to bring up her plea to give some attention to the low end salaries on the pay scale. For the last six or seven raises, the County gave raises across the board which is really good, but it also brings to mind that if you are making \$50,000.00 that your raise is \$1600.00 and if your down making \$9.50 an hour your raise is \$400 a year. Some patching needs to be done on the salary scale at the low end. Across the board raises are fine with an extra one or two percent for people who make under a certain amount.

Dowell said, those are the items she would like to begin focus on.

Commissioner Cherry said the Personnel Policy needs to be looked at and it will take a series of work sessions to go through that. Secondly, the rest of Dowell's concerns can be addressed with the budget. Cherry said depending on the nature of an emergency, there are also people already in place to handle the situations. Manager Primrose said that position was not funded in the upcoming year's budget but can be revisited during the work session. Cherry said historically, those positions are federally funded and those funds have been eliminated. Dowell said she checked numerous other county websites and many do employ a person for that.

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 May 27, 2014 unless sooner called. The Commissioners announced they would be having lunch at the Pow Wow and all those in attendance were invited. MOTION carried with all members voting "aye". Time noted 10:00 a.m.

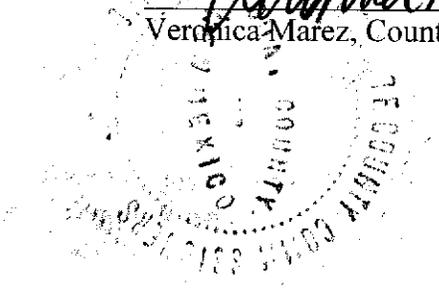
BOARD OF QUAY COUNTY COMMISSIONERS

  
\_\_\_\_\_  
Brad Bryant, Chairman

Sue Dowell  
Sue Dowell

Mike Cherry  
Mike Cherry

ATTEST  
Veronica Marez  
Veronica Marez, County Clerk



**THE BOARD OF COMMISSIONERS  
OF QUAY COUNTY  
ORDINANCE NO. 46**

**AN ORDINANCE DEDICATING, IN QUARTERLY INSTALLMENTS, AN AMOUNT EQUAL TO A GROSS RECEIPTS TAX OF ONE-TWELFTH (1/12) PERCENT APPLIED TO THE TAXABLE GROSS RECEIPTS REPORTED DURING THE PRIOR FISCAL YEAR BY PERSONS ENGAGED IN BUSINESS IN THE COUNTY TO THE NEWLY CREATED SAFETY NET CARE POOL FUND; AND PROVIDING AN EFFECTIVE DATE OF TRANSFERRING FUNDS**

**WHEREAS**, on February 19, 2014, the New Mexico Legislature passed Senate Public Affairs Committee Substitute for Senate Bills 268 and 314 together with Senate Finance Committee Substitute for Senate Bill 368;

**WHEREAS**, the short title for this bill is “Sole Community Provider Federal Compliance”;

**WHEREAS**, the bill became law upon signing by the Governor on March 12, 2014;

**WHEREAS**, the bill contained an emergency clause, making the law effective on March 12, 2014;

**WHEREAS**, the bill has been codified into law as the Laws of 2014, Chapter 79, Section 1;

**WHEREAS**, pursuant to her authority under Article IV, Section 22 of the New Mexico Constitution and as fully explained in Senate Executive Message No. 116 dated March 12, 2014, the Governor exercised her line-item veto 15 times prior to signing the referenced bill into law on March 12, 2014;

**WHEREAS**, Section 8 of the bill amended the Indigent Hospital and County Health Care Act by creating the Safety Net Care Pool Fund to be administered by the Human Services Department (“HSD”);

**WHEREAS**, the Safety Net Care Pool Fund is a non-reverting fund, which according to the bill, will consist of public funds transferred from counties for use by the HSD to make payments to qualifying hospitals under an agreement with the federal Centers for Medicare and Medicaid Services;

**WHEREAS**, Section 16 of the bill contained a provision that required a county to adopt an ordinance to be effective July 1, 2014 that dedicated to the Safety Net Care Pool Fund an amount equal to a gross receipts tax of one-twelfth (1/12) percent applied to the taxable gross receipts reported during the prior fiscal year by persons engaging in business in a county;

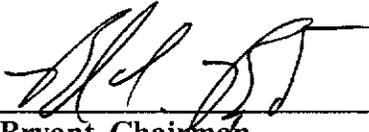
WHEREAS, Section 16 of the bill required further that any ordinance adopted by a county in compliance with the bill must transfer to the Safety Net Care Pool Fund by the last day of March, June, September and December of each year, an amount equal to one-fourth (1/4) of the county's payment to the Safety Net Care Pool Fund.

**NOW THEREFORE, BE IT ENACTED BY THE BOARD OF COMMISSIONERS OF QUAY COUNTY AS FOLLOWS:**

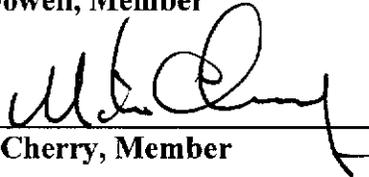
1. Annually, the County shall transfer to the Safety Net Care Pool Fund, described in Laws 2014, Ch. 79, Section 1, an amount that is equal to the gross receipts tax revenues generated by a gross receipts tax rate of one-twelfth (1/12) percent of the taxable gross receipts reported during the prior fiscal year by persons engaging in business in Quay County.
2. The annual payment of the County shall be made in quarterly payments no later than the last day of March, June, September and December, with the first payment being made by the last day of September 2014.

**QUAY COUNTY**

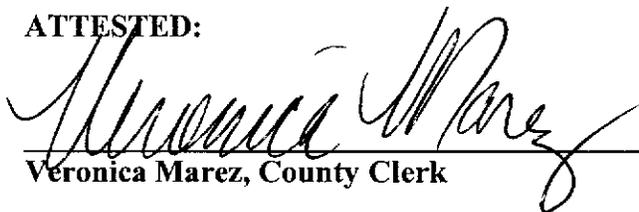
**BOARD OF COMMISSIONERS**

By:   
Brad Bryant, Chairman

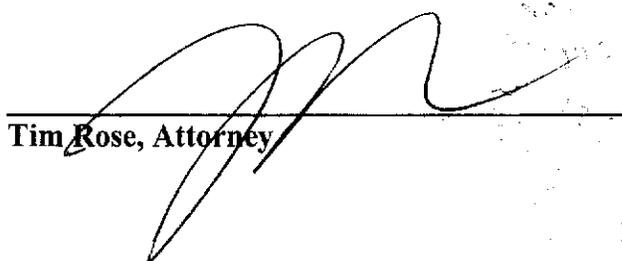
By:   
Sue Dowell, Member

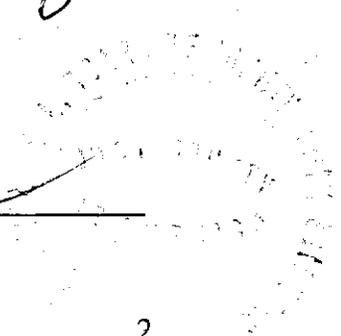
By:   
Mike Cherry, Member

**ATTESTED:**

  
Veronica Marez, County Clerk

**APPROVED AS TO FORM:**

  
Tim Rose, Attorney



**Section (A) Dealer Information**

Dealer Office Number <b>9540</b>	Dealer Office Name <b>General Mailing &amp; Shipping Systems, Inc.</b>	Phone # <b>5058833223</b>	Date <b>12/09/2013</b>
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**Section (B) Billing Information**

Company Name	<b>Quay County</b>		
DBA			
Billing Address	<b>300 S. 3rd St.</b>		
City State Zip+4	<b>Tucumcari</b>	<b>NM</b>	<b>88401</b>
Contact Name	<b>Richard Primrose</b>	Phone	<b>(575) 461-2112</b>
Contact Title		Fax	
Email Address	<b>richard@co.quay.nm.us</b>	PO #	

**Section (C) Installation Information (if different from billing information)**

Company Name	<b>Quay County</b>		
DBA			
Installation Address	<b>300 S. 3rd St.</b>		
City State Zip+4	<b>Tucumcari</b>	<b>NM</b>	<b>88401</b>
Contact Name	<b>Richard Primrose</b>	Phone	<b>(575) 461-2112</b>
Contact Title		Fax	
Email Address	<b>richard@co.quay.nm.us</b>		

**Section (D) Products**

Qty	Model / Part Number	Description (Include Serial Number, if applicable)
1	IHMODEM	IN Series Modem Attachment
1	IH600AWP10STD33	(MS33L) IH600AFWP10 & WP10STDH

**Section (E) Lease Payment Information & Schedule**

Tax Status: <input type="checkbox"/> Taxable <input checked="" type="checkbox"/> Tax Exempt <i>Certificate attached</i>	Number of Months	Monthly Payment (Plus applicable taxes)
	First: 60	\$138.85
Billing Frequency: <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Quarterly <input type="checkbox"/> Annually	Current Lease Number <b>H10071960</b>	
Billing Method: <input type="checkbox"/> Standard <input type="checkbox"/> Government Payment In Arrears	New Lease Number	

**Section (G) Postage Meter & Postage Funding Information**

Main Post Office Name	Post Office 5-Digit Zip Code
Postage Funding Method: <input checked="" type="checkbox"/> Bill Me <input type="checkbox"/> Prepay by Check <input type="checkbox"/> ACH Debit	Postage Funding Account: <input type="checkbox"/> POC <input checked="" type="checkbox"/> TMS <input type="checkbox"/> New <input checked="" type="checkbox"/> Existing Existing Account Number: <b>169363</b>
<input type="checkbox"/> OMAS / CPU OMAS Agency Code	Attach ACH Authorization Form Attach USPS CPU Authorization Letter

**Section (H) Services**

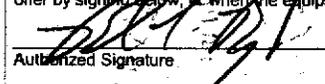
Rate Protection	<input checked="" type="checkbox"/> Online Postal Rates <input type="checkbox"/> RCP (Shipped Update) <input type="checkbox"/> None	Covered Product: IH600AWP10STD 33
iMeter Apps	<input type="checkbox"/> Online Postal Expense Management <input type="checkbox"/> Online E-Services <input type="checkbox"/> Online E-Services with Electronic Return Receipt	
Software	<input type="checkbox"/> Software Advantage	Covered Product:
Services	<input checked="" type="checkbox"/> Installation/Training <input checked="" type="checkbox"/> Maintenance	

**Section (F) ACH Direct Debit for Lease Payments (Attach Voided Check)**

Bank Name	
Bank Contact Name	
Bank Contact Phone	
Bank City State	
Bank Routing Number	Bank Account Number

**Section (I) Approval**

This document consists of a Government Product Lease ("Lease") with MailFinance Inc.; and a Postage Meter Rental Agreement ("Rental Agreement"), and an Online Services and Software Agreement with Neopost USA Inc.; and a neoFunds/TotalFunds Account Agreement with Mailroom Finance, Inc. Your signature constitutes an offer to enter into the Lease and, if applicable, the other agreements, and acknowledges that you have received, read, and agree to all applicable terms and conditions (version DealerGovLease-06-13), which are also available at <http://www.neopostusa.com/terms/DealerGovLease-06-13.pdf>, and that you are authorized to sign the agreements on behalf of the customer identified above. The applicable agreements will become binding on the companies identified above only after an authorized individual accepts your offer by signing below, at which time the equipment is shipped to you.


**Brad Bryant, Commission Chair**
5/12/14  
 Authorized Signature Print Name and Title Date Accepted

Accepted by Neopost USA and its Affiliates Date Accepted

**QUAY COUNTY  
FISCAL YEAR 2013-2014  
RESOLUTION NO. 34**

Authorization for Budgetary Increase and Transfer of Funds and to **ASAP-Other Charges**  
**(Fund 516)**

**WHEREAS**, at meeting of the Board of Quay County Commissioners on May 12, 2014  
the following was among the proceedings;

**WHEREAS**, the Board of Quay County Commissioners deem it necessary to request this  
Budgetary Increase and Transfer of Funds

**State Fund 218  
Budget Increase**

	<u>DEBIT</u>	<u>CREDIT</u>
516-00-34990 Other Charges for Services		\$ 496.00
516-00-36060 Reimbursements/Refunds		1,095.00
516-12-41020 Full-Time Salaries	\$5,400.00	
516-12-42010 FICA-Social Security	131.00	
516-12-42020 FICA – Medicare	31.00	
516-12-42030 P.E.R.A.	494.00	
516-12-42050 Health/Life/Disability Inc.	3,826.00	

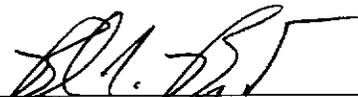
**Transfer of Funds**

	<u>TO</u>	<u>FROM</u>
401-99-97516 Transfer from General Fund		\$5,000.00
516-99-95401 Transfer to ASAP-Other Charges	\$5,000.00	

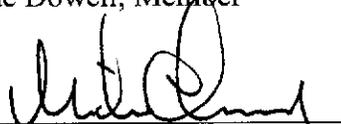
**WHEREAS**, the above activity was not contemplated at the time the final budget was  
adopted and approved.

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

DONE at Tucumcari, County of Quay, State of New Mexico this 12th day of May, 2014.

  
\_\_\_\_\_  
Brad Bryant, Chairman

  
\_\_\_\_\_  
Sue Dowell, Member

  
\_\_\_\_\_  
Mike Cherry, Member

ATTEST:

  
\_\_\_\_\_  
Veronica Marez, County Clerk



**QUAY COUNTY  
FISCAL YEAR 2013-2014  
RESOLUTION NO. 35**

Authorization to Transfer Funds to: **Fund 421 Detention Center**  
**Fund 610 Juvenile Detention**  
**Fund 649 County Improvements**  
**Fund 650 Road Equipment**

**WHEREAS**, at the meeting of the Board of Quay County Commissioners on May 12, 2014 the following was among the proceedings;

**WHEREAS**, the Board of Quay County Commissioners deem it necessary to request this Budgetary Transfer of Funds

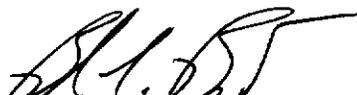
**Transfer of Funds**

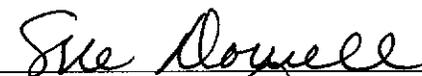
	<u>FROM</u>	<u>TO</u>
421-99-95401	Transfer to Detention Center	\$ 50,000.00
610-99-95401	Transfer to Juvenile Detention	50,000.00
649-99-95401	Transfer to County Improvements	200,000.00
650-99-95401	Transfer to Road Equipment	200,000.00
401-99-97421	Transfer from General Fund	\$ 50,000.00
401-99-97610	Transfer from General Fund	\$ 50,000.00
401-99-97649	Transfer from General Fund	\$200,000.00
401-99-97650	Transfer from General Fund	\$200,000.00

**WHEREAS**, the above activity was contemplated and budgeted in the final budget adopted and approved.

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

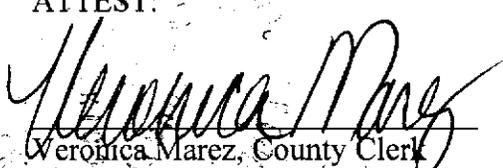
DONE at Tucumcari, County of Quay, State of New Mexico this 12th day of May, 2014.

  
\_\_\_\_\_  
Brad Bryant, Chairman

  
\_\_\_\_\_  
Sue Dowell, Member

  
\_\_\_\_\_  
Mike Cherry, Member

ATTEST:

  
\_\_\_\_\_  
Veronica Marez, County Clerk