



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
March 28, 2016

9:00 A.M. Call Meeting to Order

Pledge of Allegiance

Approval of Minutes-Regular Session March 10, 2016

Approval/Amendment of Agenda

Public Comment

Ongoing Business

New Business

- I. Tod L. Phinney, P.E. & Joe Thomas of Souder, Miller & Associates**
 - Discuss Quay County Projects
- II. Russell Braziel, Rawhide Days Coordinator**
 - Request to Waive Fairground Fees for the 1st Annual Rawhide Days
- III. Russell Shafer, Quay County Sheriff**
 - Sheriff's Report
- IV. Donald Adams, Quay County Fire Marshall**
 - Request Approval to Purchase a Fire Truck for Quay County District 4 Fire
 - Request Approval of Resolution 28 – Authorizing and Approving Submission of Application to NMFA Regarding Type 5 Wildland Truck for District 1 Fire
- V. Curtis Simpson, Quay County Emergency Manager Coordinator**
 - Request Approval of State Homeland Security Grant FY2015-2016 Application



DOC #CM-00389

04/12/2016 08:48 AM Doc Type: COCOM

Fee: (No FieldTag Finance TotalFees found)

Quay County, NM Veronica Marez, County Clerk

Pages: 28



VI. Darla Munsell, CDBG Coordinator

- Request Approval of **Resolution 27 – Authorizing the Submission of a NM CDBG Program Application to the Department of Finance**

VII. Larry Moore, Quay County Road Superintendent

- Request Approval to **Purchase Skid Steer Loader**
- Road Update

VIII. Richard Primrose, Quay County Manager

- Request Approval of **Resolution No. 25 – Authorizing the County to Submit a DWI Application to DFA**
- Correspondence

IX. Indigent Claims Board

- **Call Meeting to Order**
- Request Approval of **Indigent Minutes for the February 22, 2016 Meeting**
- Review **March Claims Prepared by Sheryl Chambers**
- **Adjourn**

X. Request Approval of Accounts Payable

XI. Request for Closed Executive Session

- Pursuant to Section 10-15-1(H) 2. The New Mexico Open Meetings Act to Discuss Limited Personnel Matters
- Pursuant to Section 10-15-1(H) 7. The New Mexico Open Meetings Act Pertaining to Threatened or Pending Litigation

XII. Richard Primrose, Quay County Manager

- Proposed action, if any, from Executive Session

XIII. Other Quay County Business that may Arise During the Commission Meeting and/or Comments from the Commissioners

Adjourn

Lunch-Time and Location to be Announced

1:00 p.m. - Quay County Financial Committee Board Meeting

- Review Current Activities

REGULAR SESSION-BOARD OF QUAY COUNTY COMMISSIONERS

March 28, 2016

9:00 A.M.

BE IT REMEMBERED THE HONORABLE BOARD OF QUAY COUNTY COMMISSIONERS met in regular session the 28th day of March 28, 2016, at 9:00 a.m. in the Quay County Commission Chambers, Tucumcari, New Mexico, for the purpose of taking care of any business that may come before them.

PRESENT & PRESIDING:

Franklin McCasland, Chairman
Mike Cherry, Member
Sue Dowell, Member
Ellen L. White, Chief Deputy County Clerk
Richard Primrose, County Manager

OTHERS PRESENT:

Larry Moore, Quay County Road Superintendent
Darla Munsell, Quay County CDBG Coordinator
Becky Wallace, Presbyterian Health Clinic Administrator
Donald Adams, Quay County Fire Marshall
Russell Braziel, KTNM/KQAY Radio Station
Karen Alarcon, Rawhide Days Coordinator
Gail Houser, Main Street Director
Cheryl Simpson, Quay County Manager's Office
Vic Baum, Quay County Assessor
Tod L. Phinney & Joe Thomas, Souder-Miller & Associates
Thomas Garcia, Quay County Sun

Chairman Franklin McCasland called the meeting to order. Karen Alarcon led the Pledge of Allegiance.

A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve the minutes from the March 10, 2016 regular session as printed. MOTION carried with Cherry voting "aye", McCasland voting "aye", and Dowell "aye".

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

PUBLIC COMMENTS: NONE

ONGOING BUSINESS: NONE

NEW BUSINESS:

Tod Phinney, Vice President of Souder, Miller & Associates presented information regarding services their company provides that might be advantageous to Quay County. Along with Phinney, Joe Thomas, Client Services Manager for the area offered their expertise in the following areas:

- General/Civil Engineering
- Environmental Projects
- Surveys and Mapping
- Roads and Transportation
- Waste and Wastewater

Chairman McCasland thanked the men for attending the meeting today and making their services available. McCasland offered special gratitude for their support and sponsorship of Quay Day that was recently held in Santa Fe during the Legislative Conference in January.

Russell Braziel and Karen Alarcon requested permission for use of the Quay County Fairgrounds for their upcoming 1st Annual Rawhide Days on April 15-16, 2016. Alarcon requested the fee for rental of the facility to be waived for this year's event with hopes that future celebrations would generate enough revenue to pay for fees next year. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to allow use of the facility without associated fees. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye".

Donald Adams, Quay County Fire Marshall requested approval of the following items:

1. Purchase of a Wildland Fire Truck for Quay County District 4 Fire Department using Fire Protection Funds and a loan to be obtained through a NMFA loan at a later date. Total purchase price will be \$140,295.00. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve the purchase. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye".

Russell Shafer, Quay County Sheriff joined the meeting. Time Noted 9:45 a.m.

2. Presented Resolution No. 28 authorizing and approving submission of an Application for Financial Assistance and Project Approval to the New Mexico Finance Authority. This Resolution pertains to the purchase of a Wildland Fire Truck (\$140,295.00) and additional equipment for Quay County District 1 Fire Department. Total amount of loan will be \$175,000.00. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve said Resolution. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye". Copy of said Resolution is attached and made a part of these minutes.

Russell Shafer, Quay County Sheriff presented the activity report dated February 2, 2016-March 23, 2016. Along with the report, that is attached and made a part of these minutes, Shafer stated the new Report Management System is now operational throughout the County.

Curtis Simpson, Quay County Emergency Manager requested approval of a State Homeland Security Grant Application. Simpson reported this Grant is 100% funded with a zero match from the County. If awarded, the County will replace the Repeaters at Palomas and Wheatland to improve communications with those areas. Total cost of project and amount being requested is \$40,000.00. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to allow use of the facility without associated fees. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye".

Darla Munsell, CBDG Coordinator requested approval of Resolution No. 27; Authorizing the Submission of a Program Application to the Department of Finance. Munsell stated if awarded, the proceeds would be used to update the Quay County Comprehensive Plan. Munsell explained the Comprehensive Plan has to be updated every five years. The Asset Management Plan will also be updated at this time. This Grant will require a 5% match of funding. Chairman McCasland asked if the Land Use Plan is also included with this update. Richard Primrose confirmed it is also included. A MOTION was made Sue Dowell, SECONDED by Mike Cherry to approve Resolution No. 27. MOTION carried with Cherry voting "aye", Dowell voting "aye", McCasland voting "aye". Copy of said Resolution is attached and made a part of these minutes.

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

1. Requested approval to purchase a skid steer from 4 Rivers John Deere as a result of Bids received under the RFP #16-03. Cost of this equipment is \$79,890.50. Moore explained this was the lowest bid of those that met specifications as set forth in the Bid. A MOTION was made by Mike Cherry, SECONDED by Sue Dowell to approve said purchase. MOTION carried with Cherry voting "aye", Dowell voting "aye", McCasland voting "aye".
2. Obtained signed easement to allow widening work to begin on Quay Road 64.
3. Met with Phillip Runyan regarding work needed on Quay Road S.
4. Plan to attend the NMAC Legislative District Meeting to be held in Clovis on Wednesday, March 30.
5. Bid opening on March 31 for Quay Road 63 project.
6. Work is complete on Quay Road 96.
7. Installing 7 cattle guards on Quay Road R.

Commissioner Dowell asked when the crews will move to House to begin work. Moore said he doesn't have a time frame scheduled yet. Dowell also reiterated the severe tumbleweed problems the County will be facing.

Chairman McCasland requested a break. Time noted 10:05 a.m. to 10:15 a.m.

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

1. Requested approval of Resolution No. 25 authorizing County to submit the DWI Application to DFA. A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve said Resolution No. 25. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye".
2. Presented the March Gross Receipts Tax Report.

Managers Correspondence:

1. Received a thank you that was published in the Quay County Sun from Kothman Ranch and Bob and Margaret Anderson for the quick response of the Quay County Fire Districts and Law Enforcement with regards to the recent fire on their property.
2. Reported the DWI audit with DFA was conducted telephonically on March 23. There were no findings at this time.
3. The Health Office building suffered severe wind damage to the roof on March 23 and will need to be repaired or replaced. Numerous rivets are missing. The original contractor for the roof project has been contacted. Commissioner Dowell asked if there was a current warranty in place. Primrose said it is being inspected and he does not know if any warranty will be valid at this time.
4. Attended a meeting with US Senator Martin Heinrich on the 24th of March.
5. A conference call is scheduled on March 29th with Tyler Software regarding the upgrades in the Assessor and Treasurer Offices.
6. Jason Lamb, Quay County Extension Agent will conduct a class for weed management on March 30.
7. Along with Commissioner Cherry and Road Superintendent Larry Moore, Primrose will be attending the NMAC Legislative Meeting in Clovis on March 30.
8. A bid opening will be on March 31 for Quay Road 63 project.
9. A budget workshop will be held in Santa Fe on April 5. Primrose will attend.
10. The Ute Lake Ranch auction is scheduled for April 7.
11. Cheryl Simpson will be attending an Audit Rules Workshop in Clovis on April 8.
12. Summer Conference is scheduled the week of June 20-24 in Hobbs. Registration and rooms have been booked.

Chairman McCasland called the Indigent Claims Board portion of the meeting to order. Time noted 10:30 a.m.

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

Return to regular session. Time noted 10:40 a.m.

Accounts Payable was presented for approval. Commissioner Dowell asked for clarification of the Counties portion of the payment to the Tucumcari Quay Regional Emergency Communications Center. Primrose explained the County is currently paying 45% of the current budget. Next year, when funds are available from the gross receipts tax income, the amount will be considerably less. A MOTION was made by Sue Dowell, SECONDED by Mike Cherry to approve payments. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye".

A MOTION was made by Mike Cherry, SECONDED by Sue Dowell, to go into Executive Session pursuant to the Open Meetings Act pursuant to Section 10-15-1(H)7 to discuss Threatened or Pending Litigation and Section 10-15-1(H)2 to discuss Limited Personnel Matters. MOTION carried with Cherry voting "aye", McCasland voting "aye" and Dowell voting "aye".

Time noted 10:55 a.m.

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

Return to regular session. Time noted 11:15 a.m.

A MOTION was made by Sue Dowell, SECONDED by Mike Cherry that only the items listed above were discussed during Executive Session and no action was taken. MOTION carried with Cherry voting "aye", Dowell voting "aye" and McCasland voting "aye".

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

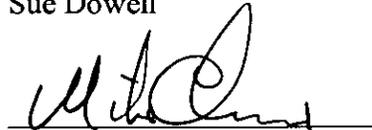
There being no further business, a MOTION was made by Mike Cherry, SECONDED by Sue Dowell to adjourn. MOTION carried with Cherry voting "aye", McCasland voting "aye" and Dowell voting "aye". Time noted 11:20 a.m.

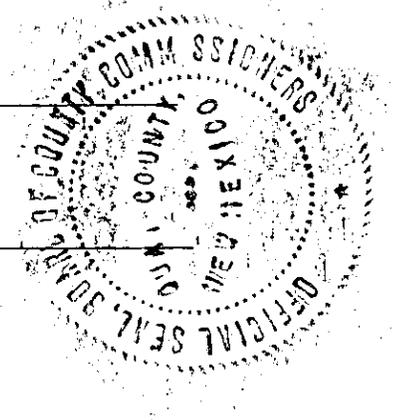
Respectfully submitted by Ellen White, Chief Deputy County Clerk.

BOARD OF QUAY COUNTY COMMISSIONERS


Franklin McCasland

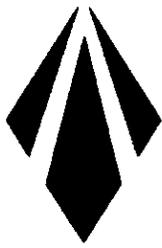

Sue Dowell


Mike Cherry



ATTEST:


Veronica Marez, County Clerk
Ellen L. White, Chief Deputy



NEW MEXICO FINANCE AUTHORITY

NMFA Use Only:	
App. #:	-PP
FA assigned:	
Legislative Authorization	

PUBLIC PROJECT REVOLVING FUND EQUIPMENT APPLICATION

I. GENERAL INFORMATION

A. APPLICANT/ENTITY

Application Date: 3/28/2016

Applicant/Entity:	Quay County		
Address:	P. O. Box 1246 Tucumcari, NM 88401		
County	Quay	Census Tract:	9586.02
Federal Employer Identification Number (EIN) as issued by the IRS:	85-6000238		
Legislative District:	Senate: 8	House:	67
Phone: 575-461-2112	Fax: 575-461-6208	Email Address:	Richard.primrose@quaycounty-nm.gov
Individual Completing Application:	Richard Primrose		
Address:	P. O. Box 1246 Tucumcari, NM 88401		
Phone: 575-461-2112	Fax: 575-461-6208	Email Address:	Richard.primrose@quaycounty-nm.gov

II. PROJECT SUMMARY

A. **Project Description.** Complete the following information, using additional paper if necessary. Include any additional documents that may be useful in reviewing this project, i.e. architectural designs, feasibility studies, business plan, etc.

1. Description of Equipment: Brush Truck

Type 5 wildland truck with 400 gallon water tank, pump, hoses and equipment. Wildland Fire Apparatus on a 2016 Dodge RAM 5500 regular cab diesel chassis. Additional equipment such as extrication tools and other equipment to meet State Fire Marshal's specifications will be included.

2. When do you need NMFA funds available? June 30, 2016

B. Total Project Cost & Sources of Funds Detail.

Equipment Items	NMFA Funds Requested	Other Public Funds*	Private Funds	Total
Brush Truck	\$140,295	\$	\$	\$140,295
Equipment to fully equip truck	\$34,705	\$	\$	\$34,705
	\$	\$	\$	\$
	\$	\$	\$	\$
Total Cost:\$	\$175,000	\$	\$	\$175,000

III. FINANCING

A. Specify the revenue to be pledged as security for the NMFA loan (a revenue source must be pledged for this type of project).

- Municipal Local Option GRT – please specify: _____
- County Option GRT – please specify: _____
- Other Tax-Based Revenue: _____
- State-Shared GRT
- Law Enforcement Funds
- xx Fire Protection Funds
- Other Revenue: _____

B. Preferred financing term: 10__ years.

C. Is any debt being repaid from the revenue source(s) referenced in A (1)? Yes No

If yes, provide bond or loan documents and payment schedule for any existing debt service being paid from the same revenues that would be used to repay a NMFA loan.

IV. READINESS TO PROCEED ITEMS

A. The following items must accompany this application in order for this application to be considered complete:

- Equipment cost breakdown (if applicable)
- Three most recently completed fiscal year audit reports

- Current unaudited financials
- Current fiscal year budget
- Equipment Application
- Application Resolution
- Minutes of public hearing meeting approving submission of application
- Any additional information requested by NMFA

V. CERTIFICATION

I certify that:

We have the authority to request and incur the debt described in this application and, upon award, will enter into a contract for the repayment of any NMFA loans and/or bonds.

We will comply with all applicable state and federal regulations and requirements.

To the best of my knowledge all information contained in this application is valid and accurate and the submission of this application has been authorized by the governing body of the undersigned jurisdiction.

Signature:

Franklin McCasland

 (Highest elected official)

Title:

Quay County Commission Chairman

Jurisdiction:

Quay County

Print Name:

Franklin McCasland

Date:

3/28/14

Signature:

Richard D. Primrose

Date:

3/28/14

Finance Officer

Richard Primrose

**2015-2016
QUAY COUNTY
RESOLUTION NO. 28**

**AUTHORIZING AND APPROVING SUBMISSION OF A COMPLETED
APPLICATION FOR FINANCIAL ASSISTANCE AND PROJECT APPROVAL
TO THE NEW MEXICO FINANCE AUTHORITY**

WHEREAS, the Quay County ("Governmental Unit") is a qualified entity under the New Mexico Finance Authority Act, Sections 6-21-1 through 6-21-31, NMSA 1978 ("Act"), and the Quay County Board of Commissioners ("Governing Body") is authorized to borrow funds and/or issue bonds for financing of public projects for benefit of the Governmental Unit; and

WHEREAS, the New Mexico Finance Authority ("Authority") has instituted a program for financing of projects from the public project revolving fund created under the Act and has developed an application procedure whereby the Governing Body may submit an application ("Application") for financial assistance from the Authority for public projects; and

WHEREAS, the Governing Body intends to undertake acquisition, construction and improvement of Type 5 Wildland Truck with 400 gallon water tank and pump, hoses, equipment. ("Project") for the benefit of the Governmental Unit and its citizens; and

WHEREAS, the application prescribed by the Authority has been completed and submitted to the Governing Body and this resolution approving submission of the completed Application to the Authority for its consideration and review is required as part of the Application.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY:

Section 1. That all action (not consistent with the provision hereof) heretofore taken by the Governing body and the officers and employees thereof directed toward the Application and the Project, be and the same is hereby ratified, approved and confirmed.

Section 2. That the completed Application submitted to the Governing Body, be and the same is hereby approved and confirmed.

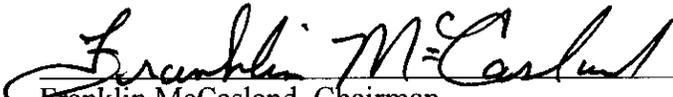
Section 3. That the officers and employees of the Governing Body are hereby directed and requested to submit the completed Application to the Authority for its review, and are further authorized to take such other action as may be requested by the Authority in its consideration and review of the Application and to further proceed with arrangements for financing the Project.

Section 4. All acts and resolutions in conflict with this resolution are hereby rescinded, annulled and repealed.

Section 5. This resolution shall take effect immediately upon its adoption.

PASSED, APPROVED AND ADOPTED this 28th day of March, 2016.

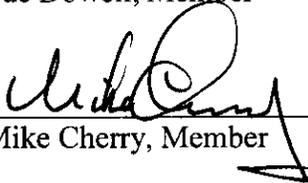
BOARD OF QUAY COUNTY COMMISSIONERS



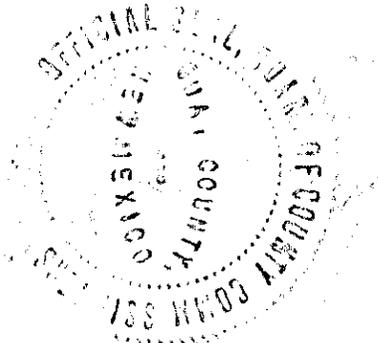
Franklin McCasland, Chairman



Sue Dowell, Member



Mike Cherry, Member



ATTEST:



Veronica Marez, Quay County Clerk



PROJECT SUMMARY

NAME OF JURISDICTION: Quay County

DATE OF EMERGENCY OPERATIONS PLAN LAST UPDATE/REVIEW: 1/1/2009

TOTAL AMOUNT REQUESTED		
Project 1: Palomas Repeater Site	Communications	\$20,000.00
Project 2: Wheatland Repeater Site	Communications	\$20,000.00
Project 3:	Type of Project	\$0.00
Project 4:	Type of Project	\$0.00
Project 5:	Type of Project	\$0.00
Citizen Corps Project :		\$0.00
GRAND TOTAL AMOUNT REQUESTED:		\$40000.00

- ★ All Regional, multi-agency, multi-jurisdictional, projects should obtain pre-approval from DHSEM Local Preparedness Program.
- ★ Coordination between the requesting agencies/jurisdictions must be coordinated with the assigned Preparedness Coordinator.



PROJECT ADMINISTRATIVE INFORMATION SHEET

		Quay County	
		051336105	



Project Manager: *Individual who will operationally manage and coordinate the day-to-day Project activities*

First & Last Name: Curtis Simpson
Address: 300 S. 3rd Street
City: Tucumcari **State:** NM **Zip Code:** 88401
Phone: 575-461-8535 ***Other:** 575-403-9103
E-Mail: curtis.simpson@quaycounty-nm.gov

Chief Financial Officer: *Jurisdiction's highest level financial officer, authorized to certify financial expenditures and records.*

First & Last Name: Richard Primrose
Address: 300 S. 3rd Street
City: Tucumcari **State:** NM **Zip Code:** 88401
Phone: 575-461-2112 ***Other:** _____
E-Mail: richard.primrose@quaycounty-nm.gov

Signatory Official: *Jurisdiction's Chief Executive Governing Official*

First & Last Name: Franklin McCasland
Address: 300 S. 3rd Street
City: Tucumcari **State:** NM **Zip Code:** 88401
Phone: 575-461-2112 ***Other:** _____
E-Mail: fmccasland79@yahoo.com

SUPPLEMENTAL QUESTIONS:

1. Does the Jurisdiction have a multi-year training and exercise plan on file with DHSEM for calendar years 2015-2017? Yes
2. Does the jurisdiction meet at least 85% of the NIMS Compliance Objectives based on the 2015 NIMS Assessment? No
3. In 2015, did the jurisdiction conduct a shelter capability assessment, training needs assessment, EOC Exercise (minimum of a TTX), and NIMS Assessment visit? No
4. Does the jurisdiction have any outstanding State Homeland Security Grant Program (SHSGP) funds from previous awards? No
 - a. If yes, does the jurisdiction have a plan in place, approved by DHSEM, to spend any outstanding SHSGP funds from previous awards? ****Please attach your jurisdiction's spending plan to this application.*** N/A
5. Did the completion of this SHSGP application include a multi-agency and/or multi-jurisdictional collaborative effort? Yes



NEW MEXICO DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT
 FY 2016 STATE HOMELAND SECURITY GRANT APPLICATION

CERTIFICATION SHEET:

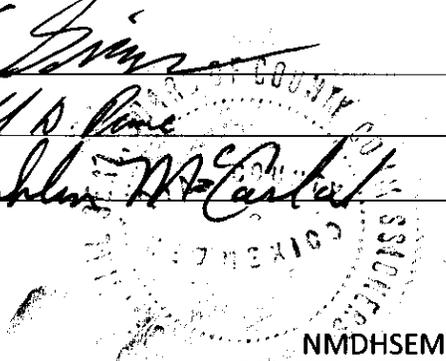
Please read and check all boxes in agreement with Federal and State Guidance.

- ENVIRONMENTAL HISTORIC PRESERVATION** - Applicant understands that no project can be started (federal and/or matching funds) until an EHP review and approval is received from NMDHSEM. Any project having the potential to impact Environmental or Historical Preservation (EHP resources without the prior approval of DHSEM, including but not limited to communication towers, physical security enhancements, new construction, and modifications to building, structures and objects that are 50 years old or greater. Applicant must comply with all conditions placed on the project as the result of the EHP review. Any change to the approved project scope of work will require re-evaluation for compliance with these EHP requirements. Any activities that have been initiated without the necessary EHP review and approval will result in a non-compliance finding and will not be eligible for FEMA funding.
- NATIONAL INCIDENT MANAGEMENT SYSTEM** - In accordance with HSPD-5, the adoption of the National Incident Management System (NIMS) is a requirement to receive Federal Preparedness assistance through grants, contracts, and other activities. By submitting this project proposal you and all participating entities are certifying that your locality/state agency is NIMS compliant.
- EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)** - All assets supported in part or entirely with FY 2015 HSGP funding must be readily deployable to support emergency or disaster operations per existing EMAC agreements. In addition, funding may be used for the sustainment of core capabilities that, while they may not be physically deployable, support national response capabilities such as Geographic/Geospatial Information Systems (GIS), interoperable communications systems, capabilities as defined under the mitigation mission area of the Goal, and fusion centers. The local and or tribal jurisdiction agree that all equipment purchased through this grant will be available to be shared and/or available for deployment through the Emergency Management Assistance Compact (EMAC) or the Intrastate Mutual Aid System (IMAS).
- Submission of the project proposal does not guarantee funding.
- Failure to submit all required documents (i.e. EHP, Typed Team Validation, etc.) will result in an incomplete application and will not be reviewed.** Any project allocated funds will be required to complete the grant application, and check all proposed purchases against the Allowable Equipment List.

SIGNATURE OF CONCURRENCE

**Signature required by each of the named individuals on the previous page this application.*

*Project Manager: *[Signature]* Date: 03/28/2016
 *Chief Financial Officer: *[Signature]* Date: 3/28/16
 *Signatory Official: *[Signature]* Date: 3/28/16





QUAY COUNTY GOVERNMENT

FISCAL YEAR 2015-2016

RESOLUTION NO. 27

A RESOLUTION OF THE COUNTY OF QUAY, NEW MEXICO, AUTHORIZING THE SUBMISSION OF A NEW MEXICO COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM APPLICATION TO THE DEPARTMENT OF FINANCE AND ADMINISTRATION/LOCAL GOVERNMENT DIVISION; AUTHORIZING THE COMMISSION CHAIR TO ACT AS THE COUNTY'S CHIEF EXECUTIVE OFFICER AND AUTHORIZED REPRESENTATIVE IN ALL MATTERS PERTAINING TO THE COUNTY'S PARTICIPATION IN THE COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

WHEREAS, the need exists within Quay County for neighborhood improvement projects in several low and moderate income neighborhoods, and the County of Quay desires to apply to the Housing and Urban Development's Community Development Block Grant Program to obtain funding for neighborhood improvement projects; and

WHEREAS, the County of Quay Commission has held one (1) public hearings for the public input and comment on October 12, 2015 during the 2016 application process; and

WHEREAS, the County of Quay Commission finds that there is significant need to undertake the **Planning Grant** to provide adequate services to the community; and

WHEREAS, the County of Quay Commission determines that the **Planning Grant** meets the requirements of the Community Development Block Grant Program.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE COUNTY OF QUAY, NEW MEXICO, that

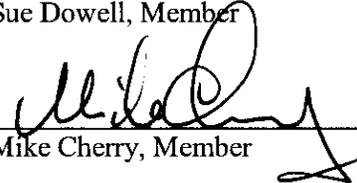
1. The County of Quay is hereby authorized to prepare and submit a Community Development Block Grant application to the New Mexico Department of Finance and Administration
2. That the County of Quay Commission directs and designates the Commission Chair as the County's Chief Executive Officer and Authorized Representative to act in all matters in connection with this application and the County's participation in the New Mexico Community Development Block Grant Program.
3. The County of Quay officials and staff are directed to do any and all acts necessary to carry out the intent of this Resolution.
4. That the full application amount be for \$50,000.00 of grant funds and Phased be for \$30,000.00 for the Planning Grant.
5. That it further be stated that the County of Quay is committing \$2,500.00 from its General Fund as a cash contribution toward the Comprehensive Plan/Asset Management Plan activities of this Planning Grant.

PASSED, ADOPTED AND APPROVED 28th day of March, 2016.

QUAY COUNTY COMMISSION


Franklin McCasland, Chairman


Sue Dowell, Member


Mike Cherry, Member

ATTEST:


Veronica Marez, Quay County Clerk

2012 New Mexico Community Development Block Grant Application

1. APPLICANT INFORMATION

Applicant: Quay County Government	Planning District: 4	Type of Government: CO
Chief Elected Official: Franklin McCasland	County: Quay	
Mailing Address: P.O. Box 1246 Tucumcari, NM 88401		
Phone #: 575-461-3577	Fax #: 575-461-6165	E-mail Address: fmccasland79@yahoo.com

2. STAFF CONTACT INFORMATION

Name/Title: Darla Munsell/CDBG Grant Coordinator		
Agency or Organization: Quay County Government		
Address: P.O. Box 1246, Tucumcari, NM 88401		
Phone #: 575-461-3577	Fax #: 575-461-6165	E-mail Address: darla.munsell@quaycounty-nm.gov

3. APPLICATION PREPARER

Firm Name: Quay County Government		
Contact Person Name/Title: Darla Munsell/CDBG Grant Coordinator		
Address: P.O. Box 1246 Tucumcari, NM 88401		
Phone #: 575-461-3577	Fax #: 575-461-6165	E-mail Address: darla.munsell@quaycounty-nm.gov

4. APPLICANT INFORMATION

Check one:	<input checked="" type="checkbox"/> Rural	<i>Rural is a population of 25,000 or less for counties; 3,000 or less for municipalities</i>
	<input type="checkbox"/> Non-Rural	<i>Non-Rural is population over 25,001 or more for counties; 3,001 or more for municipalities</i>

5. JOINT APPLICATION

Is this a Joint Application? Y or N	If Y; name joint applicant:
--	-----------------------------

6. CDBG FUNDING REQUEST (Full Amount and Phased Amount is Required)

Full Amount Requested: \$ 50,000.00
Phase Amount Requested: \$ 30,000.00

7. MATCH REQUIREMENT (check box and indicate amount)

<input checked="" type="checkbox"/> Rural, 5% Match of CDBG:	Full Match: \$ 2,500	Phased Match: \$ 1,500
<input type="checkbox"/> Non Rural, 10% Match of CDBG:	Full Match: \$	Phased Match: \$
<input type="checkbox"/> Waiver of Match Requirement (provide evidence of approval by LGD)		

8. PREVIOUS CDBG FUNDING

Indicate the last year applicant received CDBG funding: 2014
Type of Project: Street Improvement

9. CDBG GRANT ADMINISTRATION

Will applicant administer the project itself?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Will applicant contract for project administration?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If contract is in place please provide evidence of procurement, copy of contract, contractors name and cost	
Name: _____	Cost: \$ _____

10. NATIONAL OBJECTIVE MET

LMI SBA

National Objective	Definition	Eligibility Requirements	CDBG Rules and Regulations
Low to Moderate Income (LMI)	An Applicant must be able to demonstrate that at least 51 percent of the beneficiaries will be low to moderate income. (51% of households in the CDBG project Area must have incomes at or below 80% of the median Family Income)	One of the following must be used: LMI 2000 Census Data; Target Area Survey using 2011 HUD Income limits; or, LMI by Limited Clientele. Refer to CDBG Rules and Regulations for LMI Criteria.	Section 2.110.2.16 Subsection A
Slum and Blighted Area (SBA)	Applicant must be able to demonstrate the activity aids in the prevention or elimination of slum or blighted area.	Area must address one or more of the conditions, which contributed to the deterioration of the area. Refer to CDBG Rules and Regulations for SBA Criteria.	Section 2.110.2.16 Subsection B

*Additional Information can be obtained at <http://www.hud.gov/offices/cpd/communitydevelopment/library/stateguide/ch3.pdf>

11. LMI Benefit Chart

(a) Project Activity	(b) Total Persons Served #	(c) Total Persons Between 80% & 50% MFI	(d) Total Persons Between 50% & 30% MFI	(e) Total Persons Under 30% MFI	(f) Percent LMI Benefit $\left(\frac{c+d+e}{b} \times 100\right)$
Ex: PER	144	41	15	48	73%
Full:	8,822				55%
Phased:	8,822				55%

12. Beneficiary Race/Ethnicity Chart

FULL Racial/Ethnic Group	Total Persons	Of Hispanic Ethnicity
White	8209	3839
Black/African American	44	0
Asian	0	0
American Indian/Alaska Native	103	0
Native Hawaiian/Pacific Islander	0	0
American Indian/Alaska Native & White	0	0
Asian & White	0	0
Black/African American & White	0	0
American Indian/Alaska Native & Black/African American	0	0
Other Multi-Race	466	0
TOTAL PERSONS SERVED	8822	3839

PHASED Racial/Ethnic Group	Total Persons	Of Hispanic Ethnicity
White	8209	3839
Black/African American	44	0
Asian	0	0
American Indian/Alaska Native	103	0
Native Hawaiian/Pacific Islander	0	0
American Indian/Alaska Native & White	0	0
Asian & White	0	0
Black/African American & White	0	0
American Indian/Alaska Native & Black/African American	0	0
Other Multi-Race	466	0
TOTAL PERSONS SERVED	8822	3839

13. Demographic Information

	Male	Female	# Female Headed Household	# Disabled Persons
FULL:	4254	4568	392	1155
PHASED:	4254	4568	392	1155

14. Source of LMI Information Provided from : (check only one)

<input checked="" type="checkbox"/> 2000 HUD Census Data
<input type="checkbox"/> Local Income Survey

*** Note:** Total Persons Served, Total Persons, and Total Beneficiaries **MUST** equal the same number.

18. SOURCES OF LOCAL FUNDS

Source & Type of Local Funds	Dollar Amount	Date Local Funds were secured
1. General Fund	\$2,500.00	January 2016
2.		
3.		
4.		

19. LEVERAGING

	(a) Total Cost	(b) CDBG Funds	(c) Match Requirement (b x .05 or .10)	(d) Leveraged Amount (a-b-c)	(e) Percent of Funds Leveraged ({d/b} x 100)
Full Project	\$50,000.00	\$50,000.00	\$2,500.00	0	0
Phased Project	\$30,000.00	\$30,000.00	\$1,500.00	0	0

20. USER FEES AND REVENUES (Check the Box that Applies)

Rates developed based on asset management using the five core components. n/a

Rates developed by a rate analysis excluding asset management or allowance for replacement of reserve funds. n/a

Rates developed by other means. n/a

21. CITIZEN PARTICIPATION

Number of Public Meetings Held: 1

Dates and times of Public Meetings: October 12, 2015

Notice in English & Spanish (include copies)

Meeting Minutes (include copies)

Meeting sign in sheets (include copies)

Evidence of posting

Has applicant done anything in addition to the public notices to encourage and foster community participation in the CDBG process? Please discuss: Uses social media to encourage activities that is going on with the County.

22. PLANNING

Documentation MUST be provided to substantiate each box checked

Applicant has adopted a local infrastructure capital improvement plan

Applicant's proposed project is listed in the ICIP

CDBG is listed as a possible funding source in the ICIP

- Applicant's proposed project shows consistency with applicant's comprehensive plan
- Applicant has adopted a drought contingency plan **Quay County has a 40 Year Water Plan**
- Applicant has adopted a water conservation ordinance **County has a 40 Yr Water Plan**
- Evidence that applicant has implemented at least two various methods for conserving potable water **Quay County has a 40 Year Water Plan**

23. COMPREHENSIVE PLAN

When was applicant's last comprehensive plan completed/updated? **2010**

24. COST BENEFIT

Full Project	(a) Total CDBG \$	(b) Total Beneficiaries	(c) Cost per Beneficiary (a/b)
	\$50,000.00	8,822	\$5.67
Phased Project	(a) Total CDBG \$	(b) Total Beneficiaries	(c) Cost per Beneficiary (a/b)
	\$30,000.00	8,822	\$3.40

25. CERTIFICATION

I, the undersigned chief elected official of the applicant, certifies that the attached resolution adopted by the governing body of the applicant authorizes me to file this application for assistance from the State of New Mexico. I further certify that the information contained above and herein is true, correct and complete to the best of my knowledge and belief.

Chief Elected Official Signature: Franklin Masland
Date: 3/28/16

FEDERAL ASSURANCES SIGNATURE PAGE

I, Franklin McCasland (applicant official) hereby certify that in carrying out the activities funded under the CDBG Program, the County of Quay:

- A. will minimize displacement of persons and provide reasonable benefits to those involuntarily displaced as a result of CDBG assistance;
- B. will conduct and administer the program in conformity with Public Law 88-352 (Title VI of the Civil Rights Act of 1964), and Public Law 90-284 (Title VIII of the Civil Rights Act of 1968) and will affirmatively further fair housing;
- C. will provide opportunities for citizen participation, hearings, and access to information with respect to our community development program comparable to the requirements found under sections 104(a)(2) and 104(a)(3) of Title I of the Housing and Community Development Act of 1975 as amended through 1987; and
- D. will not attempt to recover any capital costs of public improvements assisted in whole or part under the CDBG Program by assessing any amount against properties owned and occupied by persons of low- and moderate-income, including any fee charged or assessment made as a condition of obtaining access to such public improvements unless funds received under the CDBG Program are used to pay the proportion of such or assessment that relates to the capital costs of such public improvements that are financed from revenue sources other under Public Law 93-383, as amended.

I also certify that to the best of my knowledge and belief, data in the application is true and correct, including commitment of local resources; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with all applicable federal and state requirements, including the following, if assistance is approved:

- A. Civil Rights Acts;
- B. Housing and Community Development Acts of 1974, as amended;
- C. Age Discrimination Act of 1975;
- D. Section 504 of the Rehabilitation Act of 1973
- E. Davis-Bacon Act, as amended, where applicable under Section 110 of the Housing and Community Development of 1974; as amended; Contract Work Hours and Safety Standards Act; the Copeland Anti-Kickback Act; the Department of Defense Reauthorization Act of 1986 and the Fair Labor Standards Act; National Environmental Policy Act of 1969 and 24 CFR 58 (Environmental Review);
- F. Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended;
- G. State of New Mexico Citizen Participation Plan;
- H. Lead-based Paint Poisoning Prevention Act;
- I. Residential Anti-displacement and Relocation Assistance Plan; and
- J. Government-wide Restriction on Lobbying and the Hatch Act.

Franklin McCasland



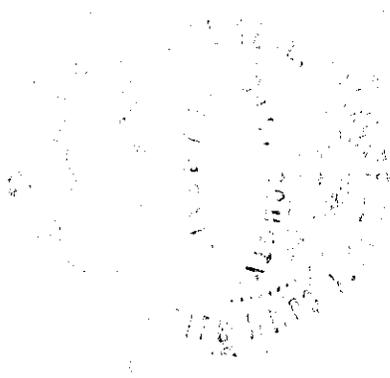
3/28/16

Name of Applicant Official

Typed

Signature

Date



APPLICANT/RECIPIENT DISCLOSURE/UPDATE REPORT

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing and Urban Development

OMB Approval No. 2510-0011 (exp. 09/30/2013)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information		Indicate whether this is an Initial Report <input checked="" type="checkbox"/> or an Update Report <input type="checkbox"/>	
1. Applicant/Recipient Name, Address, and Phone (include area code): Quay County Government (575-461-2112 -		2. Social Security Number or Employer ID Number: 85-6000-238 - -	
3. HUD Program Name Community Development Block Grant		4. Amount of HUD Assistance Requested/Received \$50,000.00	
5. State the name and location (street address, City and State) of the project or activity: 300 S. 3 rd Street Tucumcari, NM 88401			

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3). <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9 <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No.
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If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However,** you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds
Quay County P.O. Box 1246 Tucumcari, NM 88401	General	2,500.00	Comprehensive/Asset Management Plan

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit. (Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- Any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation. I certify that this information is true and complete.

Signature: X <i>Franklin McCarland</i>	Date: (mm/dd/yyyy) 3/28/14
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RESOLUTION FOR COUNTY AS FISCAL AGENT

COUNTY OF QUAY

Resolution No. 25

A RESOLUTION

AUTHORIZING THE COUNTY TO SUBMIT AN APPLICATION TO THE DEPARTMENT OF FINANCE AND ADMINISTRATION, LOCAL GOVERNMENT DIVISION TO PARTICIPATE IN THE LOCAL DWI GRANT AND DISTRIBUTION PROGRAM.

WHEREAS, the Legislature enacted Section 11-6A-1 through 11-6A-6 NMSA 1978 as amended to address the serious problems of Driving While Intoxicated in the State; and

WHEREAS, a program is established to make grant and distribution funding available to counties and municipalities for new, innovative or model programs, services or activities to prevent or reduce the incidence domestic abuse related to DWI, DWI, alcoholism and alcohol abuse; and

WHEREAS, the county DWI planning council and other governmental entities approval must be received in order to apply for grant and distribution funding; and

WHEREAS, the County along with participating agencies is making application to the Department of Finance and Administration, Local Government Division for program funding.

NOW THEREFORE, BE IT RESOLVED by the governing body of the Quay County that the County Chairperson on behalf of the County and all participating entities is authorized to submit an application for Distribution and Grant
(DISTRIBUTION AND/OR GRANT)

FY17 program funding under the regulations established by the Local Government Division.

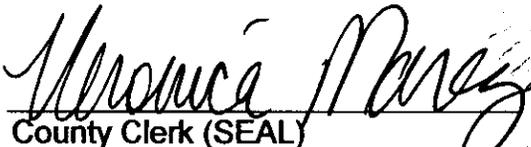
APPROVED AND ADOPTED by the governing body at its meeting of

_____, 20____.


County Commission Chairperson

Attest:


DWI Planning Council Representative


County Clerk (SEAL)

