



# Lea County Board of County Commissioners



Regular Meeting  
Thursday, April 28, 2022 9:00 A.M.

Lea County Courthouse – Commission Chambers  
100 North Main  
Lovington, New Mexico



# LEA COUNTY BOARD OF COUNTY COMMISSIONERS

Thursday, April 28, 2022 9:00 A.M.  
Regular Meeting

Lea County Courthouse  
100 North Main, Lovington, New Mexico 88260



## Lea County Board of County Commissioners Regular Meeting

Thursday, April 28, 2022 9:00 A.M.

Lea County Courthouse - Commission Chambers – 100 North Main, Lovington, New Mexico

Notice of this Meeting has been given to the Public in Compliance with Section 10-15-4 NMSA 1978

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Lea County Manager's office located in the Lea County Courthouse in Lovington, New Mexico at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Lea County Manager's Office at the Lea County Courthouse if a summary or other type of accessible format is needed.

### AGENDA

*Call to Order ~ Roll Call ~ Pledge of Allegiance ~ Invocation*

#### ITEM 01: COMMISSION

- Consideration of Lea County Resolution No. 22-APR-092R Approving the April 14, 2022 Regular Meeting Minutes.
- Public Comments (*Non Agenda Items*).
- Commissioners and Manager Comments.
- Consideration of Lea County Resolution No. 22-APR-093R Approving/Confirming Appointment(s) to the Lea County Community Improvement Corporation.
- Consideration of Lea County Resolution No. 22-APR-094R Approving/Confirming Appointment(s) to the Lea County Valuation Protests Board.

#### ITEM 02: ACTION ITEMS

- Consideration of Lea County Resolution No. 22-APR-095R Regarding a Right-of-Way Permit to Windstream Communications for the Installation of 140 Foot Monopole Along Alabama Street. (*Corey Needham, Assistant County Manager*)
- Consideration of Lea County Resolution No. 22-APR-096R Approving a Cooperative Educational Services Task Order with Constructors Inc., to Widen and Apply Overlay on Battle Axe Road – 3.0 Miles Beginning 1.0 Mile in from Orla Intersection. (*Corey Needham, Assistant County Manager*)
- Consideration of Lea County Resolution No. 22-APR-097R Approving the 2022 – 2023 2<sup>nd</sup> Option to Renew Agreement Aggregate for Surface Treatment to Constructors, Inc (Region 1) and to J&H Services (Region 2 & 3). (*Corey Needham, Assistant County Manager*)
- Consideration of Lea County Resolution No. 22-APR-098R Approving the Recommendation of a Freeholders Committee to Deny the Vacation of Alleys Within Blocks 31, 44, 47 Plus Roxana Street and Skelly Street Between Blocks 31, 44, 47

Chair Dean Jackson, District 1; Vice Chair Gary G. Eidson, District 3

Members: Rebecca Long, District 2; Jonathan Sena, District 4; Pat Sims, District 5

of Humble City Subdivision, Unit 1 in Section 35, Township 17 South, Range 37 East N.M.P.M. Lea County, New Mexico. *(Bruce Reid, County Planner)*

- Consideration of Lea County Resolution No. 22-APR-099R Approving a Recommendation from the Lea County Planning and Zoning Board Regarding a Block Length Variance Request in the Torres Subdivision Located in the Northeast Quarter of Section 28, Township 25 South, Range 37 East N.M.P.M. Lea County, New Mexico. *(Bruce Reid, County Planner on Behalf of the Planning & Zoning Board)*
- Consideration of Lea County Resolution No. 22-APR-100R Awarding Request for Proposal No. 01 2021 – 2022 for County – Wide Care and Maintenance of Sick and Indigent for Fiscal Year 2022 - 2023. *(Chip Low, Finance Director)*
- Consideration of Lea County Resolution No. 22-APR-101R Awarding Request for Proposal No. 02 2021 – 2022 for County - Wide Economic Development Services for Fiscal Year 2022 - 2023. *(Chip Low, Finance Director)*
- Consideration of Lea County Resolution No. 22-APR-102R Approving Government Agency Funding to New Mexico State University (NMSU) Extension Office; Lea Soil & Water Conservation District; and United States Department of Agriculture Animal and Plant Health Inspection Service Wildlife Services (USDA APHIS-WS) for Fiscal Year 2022 - 2023. *(Chip Low, Finance Director)*
- Consideration of Lea County Resolution No. 22-APR-103R Rescinding Resolution No. 22-MAR-083R and Approving Adjustments to the Fiscal Year 2021 – 2022 Budget. *(Chip Low, Finance Director)*

**ITEM 03: DISCUSSION ITEMS**

- Discussion of 2022 Fires in Lea County. *(Lorenzo Velasquez, Emergency Manager/Environmental Services Director)*
- Discussion of Community and Neighborhood Cleanup Days. *(Lorenzo Velasquez, Emergency Manager/Environmental Services Director)*
- Discussion of Lea County's Fiscal Year 2022 – 2023 Budget: *(Michael Gallagher, County Manager; Chip Low, Finance Director)*
  - ❖ County Department(s) Presentations
  - ❖ Capital
  - ❖ Outside Agency Proposals
- Discussion of Lea County's Financial Report. *(Chip Low, Finance Director)*
- Discussion of Lea County's Accounts Payable. *(Chip Low, Finance Director)*



**ITEM 04: EXECUTIVE SESSION**

- COMMISSION MAY CONVENE IN CLOSED SESSION to Discuss Pending Litigation Regarding Congressional Redistricting, and Acquisition of Real Property in Lovington, New Mexico, as Authorized by NMSA 1978 § 10-15-1 H (7) and (8) Respectively.

COMMISSION MAY CONVENE IN OPEN SESSION to take Action, if any, on the Closed Session Item(s).

**ITEM 05: OTHER BUSINESS**

**ADJOURN**

*Please Join Us at Our Next Regular Meeting on Thursday, May 12, 2022 at 9:00 A.M.*

# Consideration of Lea County Resolution No. 22-APR-092R Approving the April 14, 2022 Regular Meeting Minutes

Pat Sims (District 1)  
Voted: Yes No Abstain

ATTEST: K  
L

By: Teri Davis,

STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-APR-092R

A RESOLUTION APPROVING THE LEA COUNTY  
BOARD OF COUNTY COMMISSIONERS MEETING MINUTES

**WHEREAS**, Section 10-15-1 through 10-15-4 of the Open Meetings Act (NMSA 1978), states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission or other policy making body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; *and*

**WHEREAS** the board, commission or other policy making body shall keep written minutes of all its meetings. The minutes shall include at a minimum the date, time and place of the meeting, the names of members in attendance and those absent, the substance of the proposals considered and a record of any decisions and votes taken that show how each member voted; *and*

**WHEREAS** all minutes are open to public inspection. Draft minutes shall be prepared within ten working days after the meeting and shall be approved, amended or disapproved at the next meeting where a quorum is present. Minutes shall not become official until approved by the policymaking body; *and*

**WHEREAS**, NMSA 1978, Section 4-38-12 as amended, allows the County Commission to establish rules and regulations to govern the transaction of county business in these meetings.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Lea County that the attached minutes are hereby approved.

**PASSED AND APPROVED** on this 28<sup>th</sup> day of April, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

LEA COUNTY BOARD OF COUNTY COMMISSIONERS

Dean Jackson (District 1), Chair  
Voted: Yes No Abstain

Gary G. Eidson (District 3), Vice Chair  
Voted: Yes No Abstain

Rebecca Long (District 2), Member  
Voted: Yes No Abstain

Jonathan Sena (District 4), Member  
Voted: Yes No Abstain

LCBCC Regular Meeting 04-28-2022  
Resolution No. 22-APR-092R - A Resolution Approving the Lea County Board of County Commissioners Meeting Minutes  
Page 1 of 2

Minutes of Meeting  
Lea County Board of Commissioners  
April 14, 2022

Chair Jackson called the meeting to order at 9:00 a.m. in the Lea County Courthouse.

Commissioners present were, to wit: Chair Dean Jackson, District 1, Vice Chair Gary G. Eidson, District 3, Commissioner Rebecca Long District 2, Commissioner Jonathan Sena, District 4. Commissioner Pat Sims, District 5.

Also present were Lea County Manager Michael P. Gallagher II, and Lea County Attorney John W. Caldwell.

Commissioner Sims led the Pledge of Allegiance followed by the Invocation by Commissioner Sena.

ITEM 01: COMMISSION

• Consideration of Lea County Resolution No. 22-APR-086R Approving the March 31, 2022 Regular Meeting Minutes.

Chair Jackson requested approval and asked if there were any public or Commissioner comments concerning this agenda item. Commissioner Sims moved to approve Resolution No. 22-APR-086R Approving the March 31, 2022 Meeting Minutes. The motion was seconded by Commissioner Sena. Secretary polled the Commission. Chair Jackson, yes; Vice Chair Eidson, yes; Commissioner Sena, yes; Commissioner Sims, yes; Commissioner Long, yes. The motion passed.

• Public Comments  
○ None

- Commissioner and Manager Comments
  - Commissioner Long – No Comment
  - Commissioner Sims – No Comment
  - Commissioner Sena – Spoke about upcoming Grand Opening of CTECH.
  - Vice Chair Eidson – Added to Commissioner Sena's comment by mentioning that Mike Rowe will be attending the Grand Opening of CTECH on May 5, 2022 at 11:30am.
  - Chair Jackson – Commended Environmental Services Director, Lorenzo Velasquez and Assistant County Manager, Corey Needham for the acquisition and use of the Tumbleweed Machine.
  - Manager Gallagher – Reminded everyone that the LCCM are now live streamed. Recognized several Lea County employees for their participation and assistance with the Easter Celebration being held on the Courthouse Lawn yesterday and today.






**LEA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY FORM**

**LCBCC Meeting Date: Thursday, April 28, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Executive Coordinator [sstout@leacounty.net](mailto:sstout@leacounty.net) by: **Wednesday, April 20, 2022**

County Manager Approval [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) required for all time sensitive issues that do not meet the above deadline.

<b>DATE SUBMITTED</b> mm-dd-yyyy: <small>Revised minutes sent 04/25</small> 04/14/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Teri Davis, Recording Secretary, Deputy Clerk, Clerk's Office
<b>SUBJECT:</b> Minutes	<b>ATTACHMENT(S):</b> Resolution Draft Minutes
<b>NO. OF ORIGINALS FOR SIGNATURE:</b> 1 Resolution; 1 Set of Minutes	<b>ACTION REQUESTED:</b> Action Item
<b>BUDGET LINE ITEM NUMBER:</b> N/A	<b>FISCAL BUDGET YEAR:</b> N/A
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: Section 2.6: Transparency and ethical decision making continue to be the framework in which the county operates.	
<b>SUMMARY:</b> See attached draft minutes submitted by Teri Davis, Recording Secretary, Deputy Clerk, for the following LCBCC meeting:  April 14, 2022 Regular Meeting	
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> if checked, how many: Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	<b>See Additional Summary Attached</b> <input type="checkbox"/>
<b>SUBMITTER'S RECOMMENDATION(S):</b> Review & Approve Minutes	<b>Submitter's Signature</b> Department Director, Etc.
<b>FINANCE REVIEW</b> Fiscal Impact/Cost:	<b>Reviewed by Finance Director</b>
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>
<b>COUNTY MANAGER REVIEW:</b> 04/27: Draft meeting minutes emailed to Commissioners for review.	<b>Approved by County Manager</b> to be Placed on Agenda 
<b>Item No.</b> 0101 <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>	
Approved: _____ Resolution No. <u>22-APR-092R</u> Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____
Other: _____ Ordinance No. _____ Comments: _____	

STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-APR-092R

A RESOLUTION APPROVING THE LEA COUNTY  
BOARD OF COUNTY COMMISSIONERS MEETING MINUTES

**WHEREAS**, Section 10-15-1 through 10-15-4 of the Open Meetings Act (NMSA 1978), states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission or other policy making body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; *and*

**WHEREAS** the board, commission or other policy making body shall keep written minutes of all its meetings. The minutes shall include at a minimum the date, time and place of the meeting, the names of members in attendance and those absent, the substance of the proposals considered and a record of any decisions and votes taken that show how each member voted; *and*

**WHEREAS** all minutes are open to public inspection. Draft minutes shall be prepared within ten working days after the meeting and shall be approved, amended or disapproved at the next meeting where a quorum is present. Minutes shall not become official until approved by the policymaking body; *and*

**WHEREAS**, NMSA 1978, Section 4-38-12 as amended, allows the County Commission to establish rules and regulations to govern the transaction of county business in these meetings.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Lea County that the attached minutes are hereby approved.

**PASSED AND APPROVED** on this 28<sup>th</sup> day of April, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

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Dean Jackson (District 1), Chair  
Voted: Yes   No   Abstain

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Gary G. Eidson (District 3), Vice Chair  
Voted: Yes   No   Abstain

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Rebecca Long (District 2), Member  
Voted: Yes   No   Abstain

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Jonathan Sena (District 4), Member  
Voted: Yes   No   Abstain



\_\_\_\_\_  
Pat Sims (District 5), Member

Voted: Yes   No   Abstain

**ATTEST:**     Keith Manes  
                  Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: \_\_\_\_\_  
      Teri Davis, Deputy Clerk

\_\_\_\_\_  
John W. Caldwell, County Attorney

**Minutes of Meeting  
Lea County Board of Commissioners  
April 14, 2022**

**Chair Jackson called the meeting to order at 9:00 a.m. in the Lea County Courthouse.**

**Commissioners present were, to wit: Chair Dean Jackson, District 1, Vice Chair Gary G. Eidson, District 3, Commissioner Rebecca Long District 2, Commissioner Jonathan Sena, District 4. Commissioner Pat Sims, District 5.**

**Also present were Lea County Manager Michael P. Gallagher II, and Lea County Attorney John W. Caldwell.**

**Commissioner Sims led the Pledge of Allegiance followed by the Invocation by Commissioner Sena.**

**ITEM 01: COMMISSION**

- Consideration of Lea County Resolution No. 22-APR-086R Approving the March 31, 2022 Regular Meeting Minutes.

Chair Jackson requested approval and asked if there were any public or Commissioner comments concerning this agenda item. Commissioner Sims moved to approve Resolution No. 22-APR-086R Approving the March 31, 2022 Meeting Minutes. The motion was seconded by Commissioner Sena. Secretary polled the Commission. Chair Jackson, yes; Vice Chair Eidson, yes; Commissioner Sena, yes; Commissioner Sims, yes; Commissioner Long, yes. The motion passed.

- Public Comments
  - None
- Commissioner and Manager Comments
  - Commissioner Long – No Comment
  - Commissioner Sims – No Comment
  - Commissioner Sena – Spoke about upcoming Grand Opening of CTECH.
  - Vice Chair Eidson – Added to Commissioner Sena's comment by mentioning that Mike Rowe will be attending the Grand Opening of CTECH on May 5, 2022 at 11:30am.
  - Chair Jackson – Commended Environmental Services Director, Lorenzo Velasquez and Assistant County Manager, Corey Needham for the acquisition and use of the Tumbleweed Machine.
  - Manager Gallagher – Reminded everyone that the LCCM are now live streamed. Recognized several Lea County employees for their participation and assistance with the Easter Celebration being held on the Courthouse Lawn yesterday and today.

- Consideration of Lea County Resolution No. 22-APR-087R Authorizing Out of State Travel April 21- 23, 2022 for the County Commissioner Chair Dean Jackson (District 1) to attend the Stop 30x30 Summit in Lincoln, Nebraska.

Chair Jackson requested approval and asked if there were any public or Commissioner comments concerning this agenda item. Commissioner Long moved to approve Resolution No. 22-APR-087R Authorizing Out of State Travel April 21- 23, 2022 for the County Commissioner Chair Dean Jackson (District 1) to attend the Stop 30x30 Summit in Lincoln, Nebraska. The motion was seconded by Commissioner Sims. Secretary polled the Commission. Chair Jackson, yes; Vice Chair Eidson, yes; Commissioner Sena, yes; Commissioner Sims, yes; Commissioner Long, yes. The motion passed.

- Consideration of Lea County Resolution No. 22-APR-088R Approving \$200,000.00 Appropriation from District 5 Fiscal Year 2021-2022 Discretionary Funding to the City of Jal for Infrastructure Improvements. (Commissioner Pat Sims, District 5)

Commissioner Sims requested approval and Chair Jackson asked for any public or Commissioner comments. Commissioner Sims moved to approve Lea County Resolution No. 22-APR-088R Approving \$200,000.00 Appropriation from District 5 Fiscal Year 2021-2022 Discretionary Funding to the City of Jal for Infrastructure Improvements. The motion was seconded by Commissioner Sena. Secretary polled the Commission. Chair Jackson, yes; Vice Chair Eidson, yes; Commissioner Sena, yes; Commissioner Sims, yes; Commissioner Long, yes. The motion passed.

**ITEM 02: ACTION ITEMS**

- Consideration of Lea County Resolution No. 22-APR-089R Appointing Monica Russell, Public information Officer as Custodian of Public Records. (Michael Gallagher, County Manager)

Manager Gallagher requested approval. Commissioner Long moved to approve Lea County Resolution No. 22-MAR-089R Appointing Monica Russell, Public information Officer as Custodian of Public Records. The motion was seconded by Commissioner Sims. Secretary polled the Commission. Chair Jackson, yes; Vice Chair Eidson, yes; Commissioner Sena, yes; Commissioner Sims, yes; Commissioner Long, yes. The motion passed.

- Consideration of Lea County Resolution No. 22-APR-090R Approving a Health and Fitness Incentive Program at the Lea County Sheriff's Office. *(Craig Bova, Human Resources Director)*

Craig Bova requested approval. Chair Jackson asked for any public or Commissioner comments. Commissioner Eidson moved to approve Lea County Resolution No. 22-MAR-090R Approving a Health and Fitness Incentive Program at the Lea County Sheriff's Office. The motion was seconded by Commissioner Sims. Secretary polled the Commission. Chair Jackson, yes; Vice Chair Eidson, yes; Commissioner Sena, yes; Commissioner Sims, yes; Commissioner Long, yes. The motion passed.

- Consideration of Lea County Resolution No. 22-APR-091R Appointing a Freeholders Committee to Evaluate the Vacation of Dedicated Alleys and Streets in Humble City, Unit 1, Blocks 31, 44, and 47, Being East of Gilbert Street and North of Texas Street in Section 35, township 17 South, Range 37 East N.M.P.M. in Lea County New Mexico. *(Bruce Reid, County Planner)*

County Planner Reid requested approval. Chair Jackson asked if there were any public or Commissioner comments concerning this agenda item.

- Commissioner Long asked if the purpose of this request was to put a business on his property.  
County Planner Reid responded no. He went on to explain the property owner wished to put his home in the middle of his property as is the across the street neighbor.

Commissioner Sims moved to approve Lea County Resolution No. 22-APR-091R Appointing a Freeholders Committee to Evaluate the Vacation of Dedicated Alleys and Streets in Humble City, Unit 1, Blocks 31, 44, and 47, Being East of Gilbert Street and North of Texas Street in Section 35, township 17 South, Range 37 East N.M.P.M. in Lea County New Mexico. The motion was seconded by Commissioner Sena. Secretary polled the Commission. Chair Jackson, yes; Vice Chair Eidson, yes; Commissioner Sena, yes; Commissioner Sims, yes; Commissioner Long, yes. The motion passed.



**ITEM 03: DISCUSSION ITEMS**

- Discussion of Legislative Redistricting (*Steve Pierce, State Chair of the New Mexico Republican Party*)  
Chair Jackson stated that Steve Pierce was unable to make it today so this item was postponed.
- Discussion of Lea County's Fiscal Year 2022-2023 Budget: (*Michael Gallagher County Manager, Chip Low, Finance Director*)
  - County Departments/Offices Presentations
    - **County Assessor, Sharla Kennedy** – Presented Assessor's Office budget breakdown and had no requests for additional funding.
    - **LCDC Warden, Ruben Quintana** – Presented the budget break down for the Lea County Detention Center and requested additional funds to purchase dryers.
    - **DWI/Probation Director, Kelly Livingston** – No changes or increases needed in her budget.
    - **Environmental Services Director, Lorenzo Velasquez** – No budget adjustments necessary
    - **Facilities Director, Edmundo Lara** – Additional funding requested for training, custodial supplies, roof care, and maintenance and repairs at the event center
    - **Emergency Communications Center Director, Angela Martinez** – Request was made for additional budget funding citing the consolidation of dispatching services, new employees and equipment.
    - **Fairgrounds Director, Jim Kemp** – Invited everyone to an appreciation banquet for Wrights Amusements, at the Convention Center today at 11a.m. He also stated that the Jr. High School Rodeo begins tomorrow at 9am. Budget increases were requested to cover the rising costs of labor and supplies associated with operations of the Fairgrounds and Event Center.
    - **Corey Needham, Assistant Manager, Lea County** – Increases in Road Department and Lea Regional airport only.
    - **Director of Finance, Chip Low** – Presented detailed budget break down and explanation of increases due to additional positions, employees and benefits.

**ITEM 04: OTHER BUSINESS**

Commissioner Long made two suggestions for discussion items at the next Lea County Commission Meeting:

- Home Address issues within the county (E911 Addresses)
- Lea County Clean Up day(s)

Chair Jackson asked if there was any other business. There being no other business, he requested a Motion to Adjourn. Vice Chair Eidson made a Motion to Adjourn. The Motion was Seconded by Commissioner Sena. The Meeting Adjourned at 10:15 a.m.

**BOARD OF COUNTY COMMISSIONERS  
LEA COUNTY, NEW MEXICO**

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**Dean Jackson, Chair**

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**Gary G. Eidson, Vice Chair**

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**Jonathan Sena, Member**

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**Pat Sims, Member**

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**Rebecca Long, Member**

**ATTEST: Keith Manes**

**Lea County Clerk**

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**Teri Davis, Deputy Clerk**



## Public Comments *(Non Agenda Items)*







**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

**PUBLIC COMMENT SUMMARY FORM**

Thursday, April 28, 2022 9:00 A.M.

**LCBCC MEETING**

Lea County Courthouse – Commission Chambers 1<sup>st</sup> Floor  
100 North Main Avenue, Lovington, New Mexico 88260 575.396-8602

Submit this summary form to the Lea County Manager's Office at [leacounty@leacounty.net](mailto:leacounty@leacounty.net) by:

**Tuesday, April 26, 2022**

**DATE SUBMITTED:**

**SUBMITTED BY:**

**CONTACT INFO:**

Phone No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Please check in with the Lea County Manager prior to the start of the meeting.

See attached Lea County Resolution No. 22-JAN-016R  
Open Meetings and Procedures.

**SUMMARY OF PUBLIC COMMENT:**

Item 0102

**RECORDING SECRETARY'S USE ONLY**

Comments: \_\_\_\_\_



# Lea County Board of County Commissioners

## Regular Meeting

Thursday, April 28, 2022 9:00 A.M.

Lea County Courthouse - Commission Chambers - 100 North Main, Lovington, New Mexico

## Public Comments - Sign In Sheet

NAME	PHONE	EMAIL	COMMENT SUBJECT
1.			
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**STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-JAN-016R**

**OPEN MEETINGS PROCEDURES**

**WHEREAS**, Section 10-15-1(B) of the Open Meetings Act (NMSA 1978) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission or other policy making body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and

**WHEREAS**, any meetings subject to the Open Meetings and held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of the Board of County Commissioners of Lea County (hereinafter "County Commission") shall be held only after reasonable notice to the public; and

**WHEREAS**, the Open Meetings Act, NMSA 1978, Section 10-15-1(D), requires the County Commission to determine annually what constitutes reasonable notice of its public meetings; and

**WHEREAS**, NMSA 1978, Section 4-38-12, allows the County Commission to establish rules and regulations to govern the transaction of county business in these meetings.

**NOW, THEREFORE, BE IT RESOLVED** that:

1. All meetings of the County Commission will be held at the Commission Meeting Room at the Lea County Courthouse, 100 N. Main, Lovington, New Mexico 88260, at 9:00 a.m. or as otherwise indicated in the meeting notice.
2. Notice of regular meetings will be given at least seven days in advance. The agenda will be available at least seventy-two (72) hours in advance of regular Commission Meetings from the office of the County Manager located on the fourth floor of the Lea County Courthouse, Lovington, New Mexico 88260 and posted on the Lea County website ([www.leacounty.net](http://www.leacounty.net)). In addition, a meeting agenda will be sent to all broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have provided a written request for such notice. The agenda will indicate the time, date, place and specific items to be discussed during the County Commission meeting. The County Commission shall take action only on items appearing on the agenda.
3. In addition to the Board's regular meetings, work sessions and special meetings may be called at the discretion of the Chairperson or upon the request of two Commissioners upon seventy-two (72) hours notice, in accordance with paragraph 5. The final agenda for work sessions and special meetings shall be available at least seventy-two (72) hours in advance of the work session or special meeting.



4. Emergency meetings will be called only under unforeseen circumstances that, if not addressed immediately by the County Commission, will likely result in injury or damage to persons or property or substantial financial loss to Lea County. The County Commission will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairperson or any two Commissioners upon twenty-four hours (24) notice, unless a threat of personal injury, property damage or substantial financial loss requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda. Within ten days of taking action on an emergency matter, the County Commission shall report to the Attorney General's office the action taken and the circumstances creating the emergency; provided that the requirement to report to the Attorney General is waived upon the declaration of a state or national emergency.
5. For the purposes of regular meetings described in paragraph two of this resolution, as well as special meetings and work sessions described in paragraph three of this resolution, notice requirements are met if notice of the date, time, place and agenda or information on how the public may obtain a copy of such an agenda is posted on the Lea County website and provided to all broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have provided a written request for such notice.
6. For the purposes of emergency meetings described in paragraph four of this resolution, notice requirements shall be met if notice of the date, time, place and agenda is posted on the outermost doors of the Courthouse and in the offices of the County Manager, who shall also provide telephonic notice to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.
7. In addition to the information specified above, all notices shall include the following language:

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Lea County Manager's office located in the Lea County Courthouse in Lovington, New Mexico at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Lea County Manager's Office at the Lea County Courthouse if a summary or other type of accessible format is needed.
8. The County Commission may close a meeting to the public only if the subject matter of such discussion or action is exempted from the open meeting requirements under the Open Meetings Act, Section 10-15-1(H) NMSA 1978 Comp.
  - A. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the County Commission taken during the open meeting. The authority for the closure and the subjects to be discussed shall be stated in the motion for closure and the vote on closure of each individual member shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in a closed meeting.

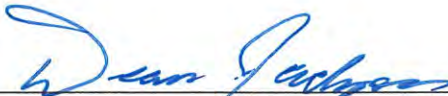



- B. If a closed meeting is conducted when the County Commission is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.
  - C. Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
  - D. Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the County Commission in an open public meeting.
9. The notice requirements set forth above in paragraphs two, three, and four shall apply to all Boards and Committees appointed by the County Commission.
10. The public may address the County Commission on county matters not listed on a meeting's agenda during the portion of the meeting identified as Public Input. All persons, agencies or organizations who desire to discuss public business or matters with the County Commission at a County Commission meeting, must make their request to the County Manager prior to the commencement of the County Commission meeting.
- A. The request may be oral or written and must include the name of the person making the request and the subject on which they wish to address the County Commission. Such persons addressing the County Commission will be limited to three (3) minutes.
  - B. All persons, agencies or organizations that require additional time to discuss public business or matters with the County Commission, must make their request, in writing, at least seven (7) days prior to the County Commission meeting. Such persons addressing the County Commission will be allowed up to fifteen (15) minutes in the discretion of the Chairperson.
11. On matters involving agenda items, the Chairperson will ask for public comments before any vote or other action is taken by the County Commission. Such comments will be limited to three (3) minutes.
12. A member of the public body may participate by means of a conference telephone or other similar communications equipment when it is otherwise difficult or impossible for the member to attend the meeting in person, provided that each member participating by conference telephone can be identified when speaking and all participants are able to hear each other at the same time and members of the public attending the meeting are able to hear any member of the public body who speaks during the meeting.


13. The County Commission may, by Resolution, adopt additional rules and regulations regarding the conduct of the meetings of the County Commission and any of its subordinate Boards or Committees.


**PASSED, APPROVED and ADOPTED** on this 13<sup>th</sup> day of January, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.


**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

  
Dean Jackson (District 1), Chair  
Voted: Yes No Abstain

  
Gary G. Eidson (District 3), Vice Chair  
Voted: Yes No Abstain

  
Rebecca Long (District 2), Member  
Voted: Yes No Abstain

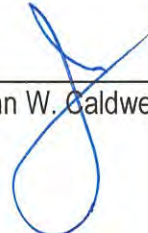
  
Jonathan Sena (District 4), Member  
Voted: Yes No Abstain

  
Pat Sims (District 5), Member  
Voted: Yes No Abstain

**ATTEST:** Keith Manes  
Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By:   
Teri Davis, Deputy Clerk

  
John W. Caldwell, County Attorney





## Commissioners and Manager Comments





**LEA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY FORM**

**LCBCC Meeting Date: Thursday, April 28, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Executive Coordinator [sstout@leacounty.net](mailto:sstout@leacounty.net) by: **Wednesday, April 20, 2022**

County Manager Approval [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) required for all time sensitive issues that do not meet the above deadline.

<b>DATE SUBMITTED</b> mm-dd-yyyy: 04/25/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Sandrea Brilo, Community Engagement Manager
<b>SUBJECT:</b> Commission/Manager Comments	<b>ATTACHMENT(S):</b> None
<b>NO. OF ORIGINALS FOR SIGNATURE:</b> N/A	<b>ACTION REQUESTED:</b> Discussion Item
<b>BUDGET LINE ITEM NUMBER:</b> N/A	<b>FISCAL BUDGET YEAR:</b> N/A
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: Section 2.3: Continuous communication with the public is beneficial and necessary.	
<b>SUMMARY:</b> Comments from the Commissioners & County Manager	
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	<b>See Additional Summary Attached</b> <input type="checkbox"/>
<b>SUBMITTER'S RECOMMENDATION(S):</b> Discussion Only	<b>Submitter's Signature</b> Department Director, Etc. 
<b>FINANCE REVIEW</b> Fiscal Impact/Cost: 0	<b>Reviewed by Finance Director</b>
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda 
<b>Item No.</b> 0103 <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>	
Approved: _____ Denied: _____ Other: <u>Discussion</u> Resolution No. _____ Policy No. _____ Ordinance No. _____ Continued To: _____ Referred To: _____ Comments: _____	





# Consideration of Lea County Resolution No. 22-APR-093R Approving/Confirming Appointment(s) to the Lea County Community Improvement Corporation

Rebecca Long (District 2), Member  
Voted: Yes No Abstain

Jonathan Sena (District 4), Member  
Voted: Yes No Abstain

Pat Sims (District 5)  
Voted: Yes No

ATTEST: Keith  
Lea C

By: Teri Davis, Dep

## STATE OF NEW MEXICO COUNTY OF LEA RESOLUTION NO. 22-APR-093R

### A RESOLUTION AUTHORIZING THE LEA COUNTY BOARD OF COUNTY COMMISSIONERS TO MAKE APPOINTMENTS TO THE LEA COUNTY COMMUNITY IMPROVEMENT CORPORATION

**WHEREAS**, the laws of the State of New Mexico provide that local government may promote the general welfare of its citizens by participation in activities designed to promote efforts to improve, expand, and diversify the economy and improve the quality of life by supporting cultural, educational, civic improvement, community beautification, and recreational facilities and programs, and

**WHEREAS**, on July 20, 2001, the Lea County Board of County Commissioners approved Lea County Resolution No. 01-JUL-022R authorizing Lea County to participate in the formation of the Lea County Community Improvement Corporation, non-profit corporation to help improve, expand, and diversify the economy in Lea County, New Mexico and to support cultural, educational, civic improvement, community beautification, and recreational facilities and programs for the benefit of the citizens; and

**WHEREAS**, the Board of County Commissioners of Lea County shall appoint one person to serve on the Board of Directors; and

**WHEREAS**, there is currently a need to make changes to Lea County's appointment on the Lea County Community Improvement Corporation.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Lea County, that the following individual be appointed, re-appointed or confirmed to the Lea County Community Improvement Corporation:

#### Lea County Community Improvement Corporation

Board Member (Elected LCBCC) Replace Commissioner Rebecca Long with  
Commissioner Chair Dean Jackson

**PASSED AND APPROVED** on this 28<sup>th</sup> day of April, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

#### LEA COUNTY BOARD OF COUNTY COMMISSIONERS

Dean Jackson (District 1), Chair  
Voted: Yes No Abstain

Gary G. Eidson (District 3), Vice Chair  
Voted: Yes No Abstain

LCBCC Regular Meeting 04-28  
Resolution No. 22-APR-093R  
Page 2 of 2

LCBCC Regular Meeting 04-28-2022  
Resolution No. 22-APR-093R - Approving/Confirming Appointment(s) to the Lea County Community Improvement Corporation  
Page 4 of 4

On July 20, 2001, the Lea County Board of County Commissioners approved Lea County Resolution No. 01-JUL-022R authorizing Lea County to participate in the formation of the Lea County Community Improvement Corporation, non-profit corporation to help improve, expand, and diversify the economy in Lea County, New Mexico and to support cultural, educational, civic improvement, community beautification, and recreational facilities and programs for the benefit of the citizens.

The Board of County Commissioners of Lea County shall appoint one person to serve on the Board of Directors.

The following requires the LCBCC action:

**Board of Directors: Replace Commissioner Rebecca Long with Commissioner Chair Dean Jackson**



**LEA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY FORM**

**LCBCC Meeting Date: Thursday, April 28, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net)  
& cc the Executive Coordinator [sstout@leacounty.net](mailto:sstout@leacounty.net) by: **Wednesday, April 20, 2022**

County Manager Approval [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) required for all time sensitive issues that do not meet the above deadline.

<b>DATE SUBMITTED</b> mm-dd-yyyy: 04/25/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Sandrea Brito, Executive Coordinator
<b>SUBJECT:</b> Appointment to the Lea County Community Improvement Corporation	<b>ATTACHMENT(S):</b> Resolution
<b>NO. OF ORIGINALS FOR SIGNATURE:</b> 1 Resolution	<b>ACTION REQUESTED:</b> Action Item
<b>BUDGET LINE ITEM NUMBER:</b> N/A	<b>FISCAL BUDGET YEAR:</b> N/A

**STRATEGIC PLAN** Implementation of 5 Year Strategic Plan:  
Section 2.3 Continuous communication with the public is beneficial and necessary.  
Section 2.4 Leverage resources to the fullest extent to maximize the return to the public and minimize cost to tax payer.  
Section 2.5 Public and employee involvement and participation is beneficial, needed and valued.

**SUMMARY:**  
On July 20, 2001, the Lea County Board of County Commissioners approved Lea County Resolution No. 01-JUL-022R authorizing Lea County to participate in the formation of the Lea County Community Improvement Corporation, a non-profit corporation to help improve, expand, and diversify the economy in Lea County, New Mexico and to support cultural, educational, civic improvement, community beautification, and recreational facilities and programs for the benefit of the citizens. The Board of County Commissioners of Lea County shall appoint one person to serve on the Board of Directors.

The following requires the LCBCC action: Replace Commissioner Rebecca Long with Commissioner Dean Jackson

<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: <input type="checkbox"/> <small>If checked; how many:</small>	<b>See Additional Summary Attached</b> <input type="checkbox"/>
<b>SUBMITTER'S RECOMMENDATION(S):</b> Replace Commissioner Long with Commissioner Jackson	<b>Submitter's Signature</b> Department Director, Etc. 
<b>FINANCE REVIEW</b> Fiscal Impact/Cost:	<b>Reviewed by Finance Director</b>
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda 

<b>Item No.</b> 0104 <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>		
Approved: _____	Denied: _____	Other: _____
Resolution No. <u>22-APR-093R</u>	Policy No. _____	Ordinance No. _____
Continued To: _____	Referred To: _____	Comments: _____

STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-APR-093R

**A RESOLUTION AUTHORIZING THE LEA COUNTY BOARD OF COUNTY COMMISSIONERS  
TO MAKE APPOINTMENTS TO THE LEA COUNTY COMMUNITY IMPROVEMENT CORPORATION**

**WHEREAS**, the laws of the State of New Mexico provide that local government may promote the general welfare of its citizens by participation in activities designed to promote efforts to improve, expand, and diversify the economy and improve the quality of life by supporting cultural, educational, civic improvement, community beautification, and recreational facilities and programs; and

**WHEREAS**, on July 20, 2001, the Lea County Board of County Commissioners approved Lea County Resolution No. 01-JUL-022R authorizing Lea County to participate in the formation of the Lea County Community Improvement Corporation, non-profit corporation to help improve, expand, and diversify the economy in Lea County, New Mexico and to support cultural, educational, civic improvement, community beautification, and recreational facilities and programs for the benefit of the citizens; and

**WHEREAS**, the Board of County Commissioners of Lea County shall appoint one person to serve on the Board of Directors; and

**WHEREAS**, there is currently a need to make changes to Lea County's appointment on the Lea County Community Improvement Corporation.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of County Commissioners of Lea County, that the following individual be appointed, re-appointed or confirmed to the Lea County Community Improvement Corporation:

**Lea County Community Improvement Corporation**

Board Member (Elected LCBCC)	Replace Commissioner Rebecca Long with Commissioner Chair Dean Jackson
------------------------------	---

**PASSED AND APPROVED** on this 28<sup>th</sup> day of April, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

---

Dean Jackson (District 1), Chair  
Voted: Yes   No   Abstain

---

Gary G. Eidson (District 3), Vice Chair  
Voted: Yes   No   Abstain



---

Rebecca Long (District 2), Member  
Voted: Yes No Abstain

---

Jonathan Sena (District 4), Member  
Voted: Yes No Abstain

---

Pat Sims (District 5), Member  
Voted: Yes No Abstain

**ATTEST:** Keith Manes  
Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: 

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Teri Davis, Deputy Clerk

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John W. Caldwell, County Attorney

# Consideration of Lea County Resolution No. 22-APR-094R Approving/Confirming Appointment(s) to the Lea County Valuation Protests Board

## Approving Appointments & Acknowledging Members of the Lea County Valuation Protest Board

- A "county valuation protest board" is created as authorized by NMSA 1978, Section 7-38-25.
- The Valuation Protest Board is comprised of three members and three alternates;
- With the first member and alternate a qualified elector of Lea County, appointed by the Board of County Commissioners for a term of two years;
- the second member and alternate a qualified elector of Lea County with demonstrated experience in the field of valuation of property, appointed by the Board of County Commissioners for a term of two years;
- and the third member and alternate a property appraisal officer employed by the Property Tax Division and serves as the chairperson of this board.

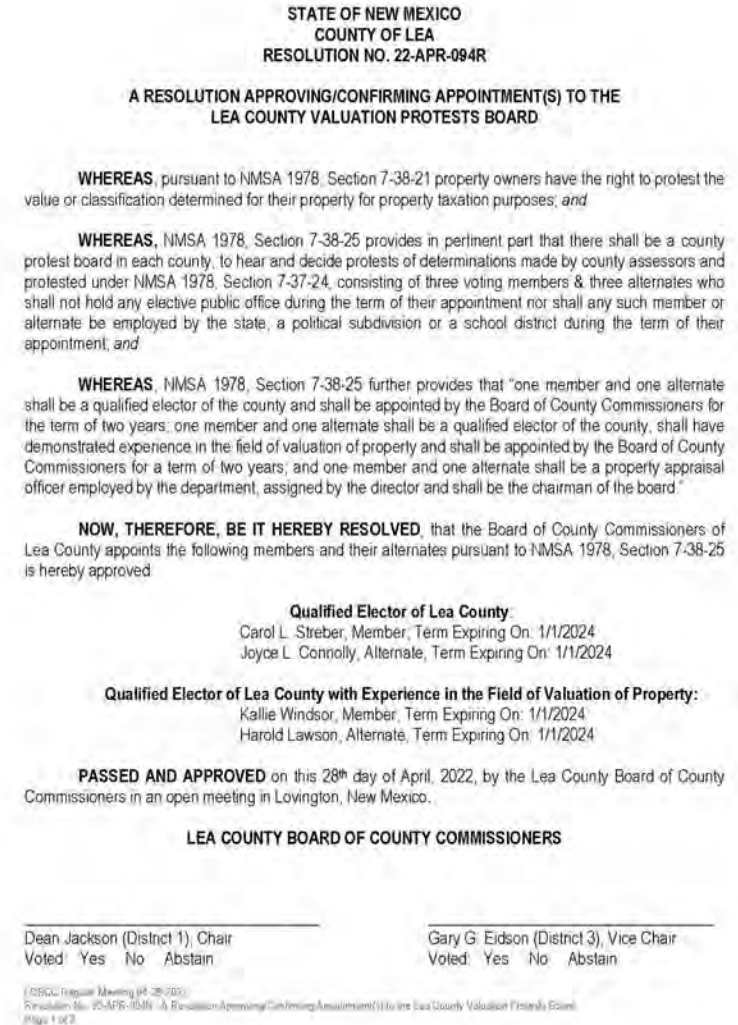
I would like to recommend as;

### Qualified Elector:

Member Carol Streber  
Alternate Joyce Connolly

### Qualified Elector with Experience:

Member Kallie Windsor  
Alternate Harold Lawson





# LEA COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA ITEM SUMMARY FORM

LCBCC Meeting Date: Thursday, April 28, 2022

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [stout@leacounty.net](mailto:stout@leacounty.net) by: **Wednesday, April 20, 2022**

County Manager Approval [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) required for all time sensitive issues that do not meet the above deadline.

DATE SUBMITTED mm-dd-yyyy: 04/20/2022	SUBMITTED BY Name, Title, Dept: Sharla Kennedy/Assessor	
SUBJECT: LCBCC Active Board Appointments: Lea County Valuation Protest Board	ATTACHMENT(S): Resolution - Power Point - Letter from LC Assessor with recommendation	
NO. OF ORIGINALS FOR SIGNATURE: 2	ACTION REQUESTED: Action Item	
BUDGET LINE ITEM NUMBER: N/A	FISCAL BUDGET YEAR:	
STRATEGIC PLAN Implementation of 5 Year Strategic Plan: Accountability		
SUMMARY: Lea County Protest Board:  Qualified Elector of Lea County: Carol L. Streber, Member, Term Expiring On: 1/1/2024 Joyce L. Connolly, Alternate, Term Expiring On: 1/1/2024  Qualified Elector of Lea County with experience in the field of valuation of property: Kallie Windsor, Member, Term Expiring On: 1/1/2024 Harold Lawson, Alternate, Term Expiring On: 1/1/2024		
Requested Items Needed for Presentation Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: <input type="checkbox"/> <small>If checked; how many:</small>	See Additional Summary Attached <input type="checkbox"/>	
SUBMITTER'S RECOMMENDATION(S): I recommend appointing the above to the Lea County Protest Board	Submitter's Signature Department Director, Etc. Sharla Kennedy <small>Digitally signed by Sharla Kennedy DN: cn=Sharla Kennedy, o=Assessor, ou=Assessor, email=skennedy@leacounty.net, c=US Date: 2022.04.20 08:23:53 -0700</small>	
FINANCE REVIEW Fiscal Impact/Cost: There is no financial impact to Lea County with this agenda item.	Reviewed by Finance Director Henry C Low Jr <small>Digitally signed by Henry C Low Jr Date: 2022.04.20 12:23:04 -0600</small>	
LEGAL REVIEW: (Note: Travel does not need legal review)	Reviewed by County Attorney	
COUNTY MANAGER REVIEW:	Approved by County Manager to be Placed on Agenda 	
Item No. 0105 RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN		
Approved: _____ Resolution No. 22-APR-094R Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____	Other: _____ Ordinance No. _____ Comments: _____

STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-APR-094R

**A RESOLUTION APPROVING/CONFIRMING APPOINTMENT(S) TO THE  
LEA COUNTY VALUATION PROTESTS BOARD**

**WHEREAS**, pursuant to NMSA 1978, Section 7-38-21 property owners have the right to protest the value or classification determined for their property for property taxation purposes; *and*

**WHEREAS**, NMSA 1978, Section 7-38-25 provides in pertinent part that there shall be a county protest board in each county, to hear and decide protests of determinations made by county assessors and protested under NMSA 1978, Section 7-37-24, consisting of three voting members & three alternates who shall not hold any elective public office during the term of their appointment nor shall any such member or alternate be employed by the state, a political subdivision or a school district during the term of their appointment; *and*

**WHEREAS**, NMSA 1978, Section 7-38-25 further provides that "one member and one alternate shall be a qualified elector of the county and shall be appointed by the Board of County Commissioners for the term of two years; one member and one alternate shall be a qualified elector of the county, shall have demonstrated experience in the field of valuation of property and shall be appointed by the Board of County Commissioners for a term of two years; and one member and one alternate shall be a property appraisal officer employed by the department, assigned by the director and shall be the chairman of the board."

**NOW, THEREFORE, BE IT HEREBY RESOLVED**, that the Board of County Commissioners of Lea County appoints the following members and their alternates pursuant to NMSA 1978, Section 7-38-25 is hereby approved.

**Qualified Elector of Lea County:**

Carol L. Streber, Member; Term Expiring On: 1/1/2024

Joyce L. Connolly, Alternate, Term Expiring On: 1/1/2024

**Qualified Elector of Lea County with Experience in the Field of Valuation of Property:**

Kallie Windsor, Member, Term Expiring On: 1/1/2024

Harold Lawson, Alternate, Term Expiring On: 1/1/2024

**PASSED AND APPROVED** on this 28<sup>th</sup> day of April, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

---

Dean Jackson (District 1), Chair

Voted: Yes   No   Abstain

---

Gary G. Eidson (District 3), Vice Chair

Voted: Yes   No   Abstain

---

Rebecca Long (District 2), Member  
Voted: Yes No Abstain

---

Jonathan Sena (District 4), Member  
Voted: Yes No Abstain

---

Pat Sims (District 5), Member  
Voted: Yes No Abstain

**ATTEST:** Keith Manes  
Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: 

---

Teri Davis, Deputy Clerk

---

John W. Caldwell, County Attorney



575-396-8626 office  
575-396-8529 fax  
skennedy@leacounty.net

**SHARLA KENNEDY**  
**LEA COUNTY ASSESSOR**

100 North Main, Suite 2  
Lovington, New Mexico 88260

April 20, 2022

Lea County Board of County Commissioners  
100 North Main, Suite 4  
Lovington, NM 88260

RE: APPOINTMENTS TO THE LEA COUNTY VALUATION PROTEST BOARD

Dear Commissioners:

I am recommending the following to serve a two (2) year term on the Lea County Valuation Protest Board for the 2022/2023 term.

This will be on the agenda as an action item at the April 28, 2022 County Commission Meeting.

**Qualified Elector:**

Voting Member	Carol Streber
Alternate	Joyce Connolly

**Qualified Elector with Experience in Field of Valuation Property:**

Voting Member	Kallie Windsor
Alternate	Harold Lawson

Respectfully,

Sharla Kennedy  
Lea County Assessor



## Consideration of Lea County Resolution No. 22-APR-095R Regarding a Right-of-Way Permit to Windstream Communications for the Installation of 140 Foot Monopole Along Alabama Street

Representatives of Windstream Communications have requested Lea County to permit the installation of a 140 feet tall utility pole in the right-of-way of Alabama Street near the Pool Street intersection.

The proposed pole would be used for fixed wireless internet services. The proposed location was originally proposed on the west side of Pool Street. This location was not within Lea County Right-of-Way and could not be considered by Lea County. The proposed utility pole is not addressed in Ordinance No. 86 - Establishing Rules and Procedures Governing Use of County Right-Of-Way and therefore will be considered by the County Commission rather than staff.

Danny Ferguson (President-State Operations for KI Field Operations ILEC) and Johnny Ethridge (Director-Field Operations - or KI Field Operations ILEC) will be presenting on behalf of Windstream Communications.

Staff had concerns that the proposed 140 feet tall steel monopole will not be conducive to for other utilities to co-exist in the Right-of-Way in the future. Lea County desires to have aerial installed utilities to be located as close to the right-of-way as possible. When possible, communication and electrical installation occur on the same pole and same pole line. Installation of this pole could restrict the use of other utilities due to the inability of other utilities co-existing on the steel monopole.

There are no zoning or other restrictions due to airport siting issues that would be affected by this installation.

Flex Solutions has provided 3 examples of 100 feet tall monopole installations that have been permitted in Nebraska, Tennessee, and Montana.





# Consideration of Lea County Resolution No. 22-APR-095R Regarding a Right-of-Way Permit to Windstream Communications for the Installation of 140 Foot Monopole Along Alabama Street

**SITE NAME:**

**SITE TYPE:**

**TOWER HEIGHT:**

**KI\_HBBSNM\_RL02**

**UTILITY POLE**

**140'-0"**

**SITE ADDRESS:**

**COUNTY:**

**5312 W. ALABAMA ST.**

**LEA**

**HOBBS, NM 88240**

**LEA**

**SITE INFORMATION**

IF USING 11"x17" PLOT, DRAWINGS WILL BE HALF SCALE

SITE ADDRESS:

5312 W. ALABAMA ST.

COUNTY:

LEA

SITE NUMBER:

207787

STRUCTURE HEIGHT:

140'-0"

LATITUDE:

32.794550455

LONGITUDE:

-103.20454362

LAT/LONG TYPE:

NAD83

TOWER OWNER:

WINDSTREAM

**CUSTOMER INFORMATION**

COMPANY:

WINDSTREAM CORPORATION

ADDRESS:

4001 N RODNEY PARKWAY RD.

CUSTOMER SITE NAME:

KI\_HBBSNM\_RL02

CONTACT NAME:

TBD

CONTACT MAIL:

TBD

PHONE:

TBD

**PROJECT TEAM:**

CONSTRUCTION MANAGER:

NAME: TBD

PHONE: TBD

MAIL: TBD

SITE ACQUISITION:

NAME: ERNEST SNYDER

PHONE: (505) 839-2995

MAIL: Ernest.Snyder@T3Breadband.com

TOWER OWNER CONTACT:

NAME: TBD

PHONE: TBD

MAIL: TBD

**PROJECT DESCRIPTION**

THESE DRAWINGS DEPICT NEW UTILITY POLE WITH ANTENNA INSTALLATION TO PROVIDE HIGH SPEED INTERNET SERVICE IN RURAL AREAS.

**SHEET INDEX:**

SHEET	DESCRIPTION
G-001	TITLE SHEET
G-002	GENERAL NOTES
G-101	SITE PLAN
G-201	ANTENNA LAYOUT PLANS & TOWER ELEVATIONS
G-301	CONSTRUCTION DETAILS
G-402	EQUIPMENT DETAILS
E-101	ELECTRICAL PLAN
E-102	ONE-LINE DIAGRAM AND DETAILS
E-103	GROUNDING PLANS
E-104	GROUNDING DETAILS
E-105	GROUNDING DETAILS

**GENERAL NOTES**

THE FACILITY IS NOT FOR HUMAN HABITATION. A TECHNICIAN WILL VISIT THE SITE AS REQUIRED FOR ROUTINE MAINTENANCE. THE PROJECT WILL NOT RESULT IN ANY SIGNIFICANT DISTURBANCE OR EFFECT ON DRAINAGE, NO SANITARY SEWER SERVICE, POTABLE WATER, OR TRASH DISPOSAL IS REQUIRED AND NO COMMERCIAL SIGNAGE IS NEW.

**APPROVALS:**

	PRINT NAME	SIGNATURE	DATE
LANDLORD			
CONST. MGR.			
PROJECT MGR.			

**DRIVING DIRECTIONS**

FROM: LEA COUNTY REGIONAL AIRPORT  
TO: 7319 W ALABAMA ST HOBBS, NM 88240  
TAKE AIRPORT ENTRANCE RD TO US-180 E/135-42 E  
HEAD SOUTH ON HOBBS AIRPORT RD  
TURN LEFT TO STAY ON HOBBS AIRPORT RD  
TURN LEFT TOWARD AIRPORT ENTRANCE RD  
TURN LEFT ONTO AIRPORT ENTRANCE RD  
TAKE NM-18 N TO W ALABAMA ST  
TURN RIGHT ONTO US-180 E/135-42 E  
TURN LEFT ONTO NM COUNTY RD  
TURN LEFT ONTO NM-18 N  
TURN RIGHT ONTO W ALABAMA ST  
END AT: 7319 W ALABAMA ST HOBBS, NM 88240

THE UTILITIES SHOWN HEREIN ARE FOR THE CONTRACTORS CONVENIENCE ONLY. THERE MAY BE OTHER UTILITIES NOT SHOWN ON THESE PLANS. THE ENGINEER/SURVEYOR ASSUMES NO RESPONSIBILITY FOR THE LOCATIONS SHOWN AND IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY ALL THE UTILITIES WITHIN THE LIMITS OF THE WORK. ALL DAMAGE MADE TO THE (S) UTILITIES BY THE CONTRACTOR SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.

**APPLICABLE CODES**

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUCTED TO PERMIT WORK NOT CONFORMING TO THESE CODES.  
2011 NATIONAL ELECTRICAL CODE  
2012 INTERNATIONAL BUILDING CODE  
2012 INTERNATIONAL MECHANICAL CODE  
2012 INTERNATIONAL PLUMBING CODE  
2012 LIFE SAFETY CODE (NFPA 101)  
2012 INTERNATIONAL FIRE CODE  
CITY AND/OR COUNTY ORDINANCES  
LOCAL BUILDING CODES AND EIA/TIA 223-G

DRAWN BY:

FLEX

CHECKED BY:

WV

**REVISIONS**

NO.	DATE	DESCRIPTION	INITIAL
1	2022.02.15	ANTENNA ADDITION	WV

NOT FOR CONSTRUCTION ONLINE  
Labeled as Construction Set

207787

5312 W. ALABAMA ST.

HOBBS, NM 88240

**Jacob Goralski**

Digitally signed by Jacob Goralski  
Date: 2022.02.15 07:30:02 -0600

IT IS A VIOLATION OF THE LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, TO ALTER THIS DOCUMENT.

**SHEET TITLE**

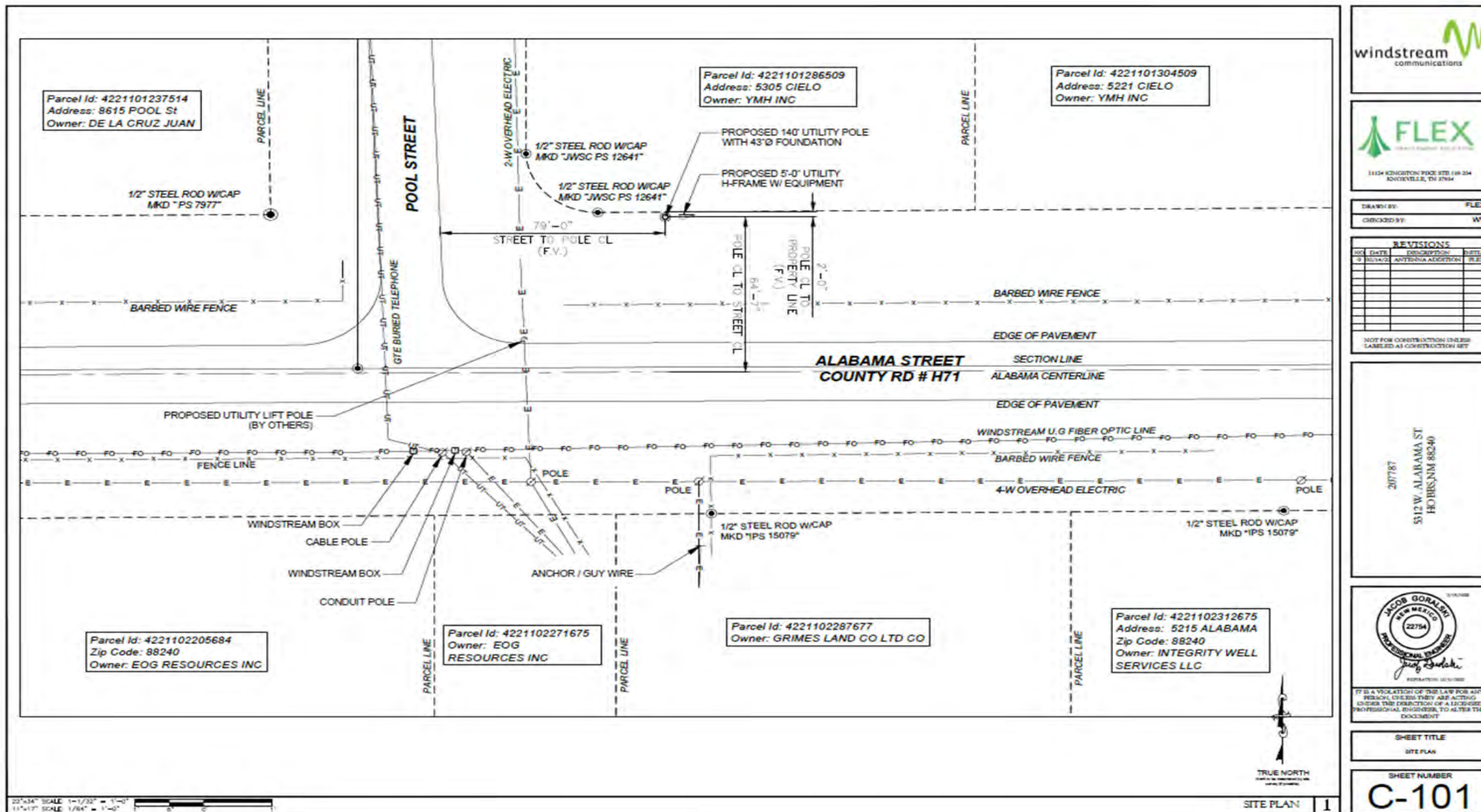
TITLE SHEET

**SHEET NUMBER**

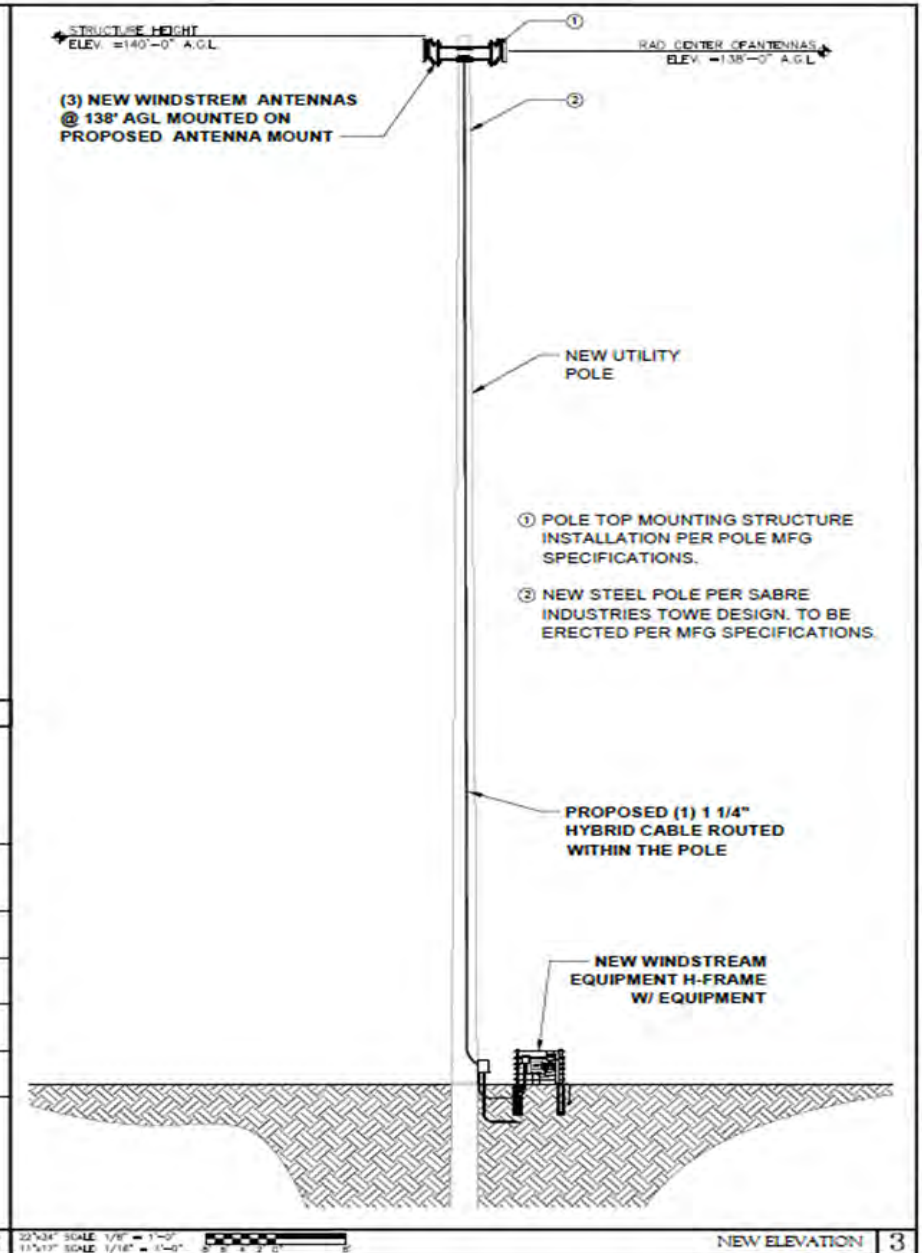
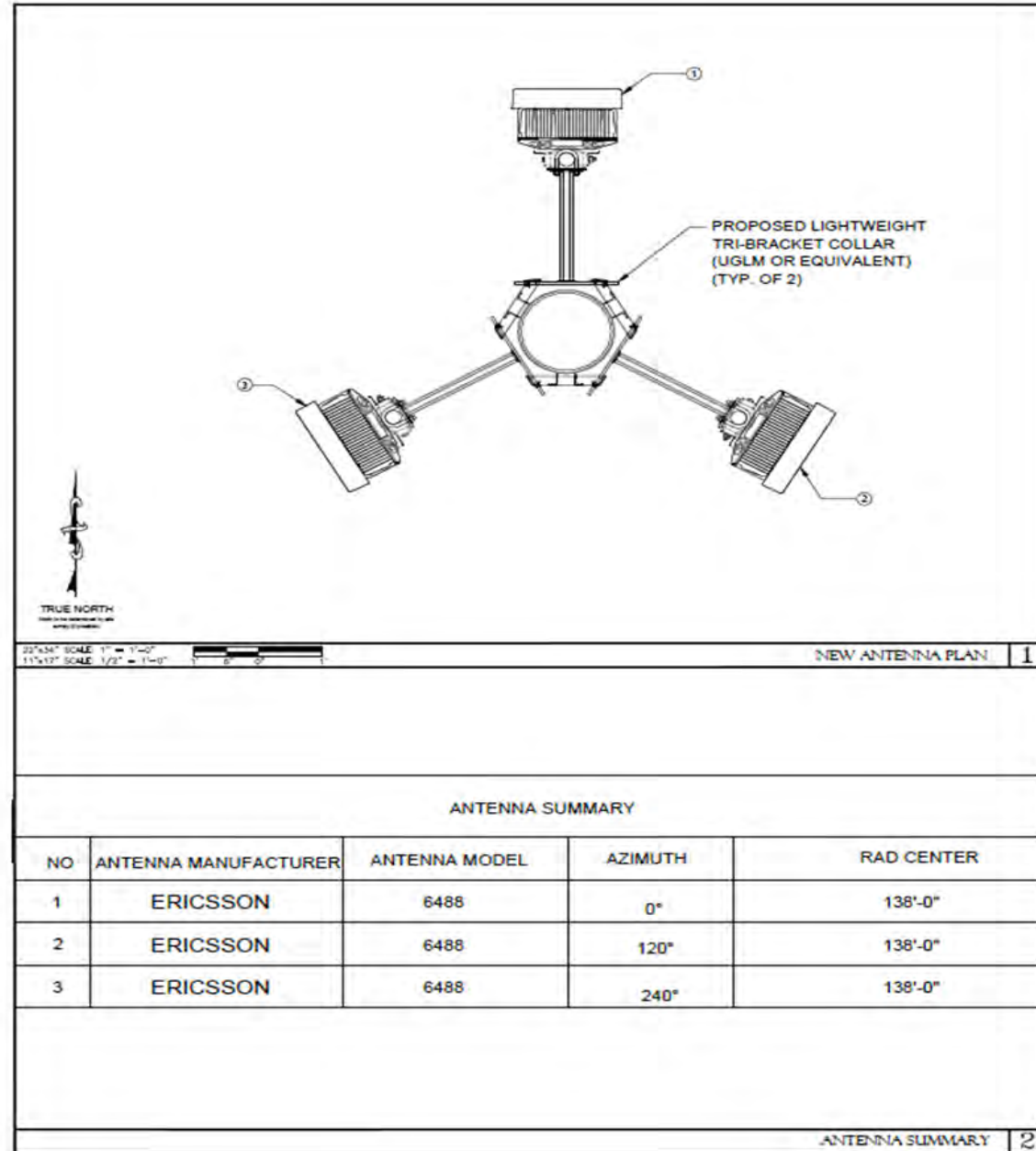
G-001

LCBCC Regular Meeting 04-28-2022 Item 02.01.02





# Consideration of Lea County Resolution No. 22-APR-095R Regarding a Right-of-Way Permit to Windstream Communications for the Installation of 140 Foot Monopole Along Alabama Street



1101 KENNETH ROAD STE 110-24  
KNOXVILLE, TN 37604

DRAWN BY: FLEX  
CHECKED BY: WV

REVISIONS			
NO.	DATE	DESCRIPTION	INITIAL
1	10/14/2	ANTENNA ADDITION	FLEX

NOT FOR CONSTRUCTION UNLESS  
LABELED AS CONSTRUCTION SET

207187

5312 W. ALABAMA ST.  
HOBBES, NM 88240

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UNDER THE DIRECTION OF A LICENSED  
PROFESSIONAL ENGINEER, TO ALTER THIS  
DOCUMENT

SHEET TITLE  
ANTENNA LAYOUT PLANS &  
TOWER ELEVATIONS

SHEET NUMBER  
**C-201**



# Consideration of Lea County Resolution No. 22-APR-095R Regarding a Right-of-Way Permit to Windstream Communications for the Installation of 140 Foot Monopole Along Alabama Street

ERICSSON AIR 6488	ROSENBERGER TOWER TOP FTTA DISTRIBUTION	ERICSSON 6360
<p>NEW WINDSTREAM UTILITY POLE LOCATION (PROVIDED BY OTHERS)</p> <p>NEW WINDSTREAM 6'-0" H-FRAME W/ LOAD</p> <p>CENTER AS REQUIRED BY LOCAL ELECTRICAL SERVICE PROVIDER</p> <p>NEW WINDSTREAM ANTENNA CABLE CONDUIT ROUTED FROM H-FRAME TO UTILITY POLE</p> <p>RIGHT-OF-WAY LINE</p> <p>CENTER AS REQUIRED BY LOCAL ELECTRICAL SERVICE PROVIDER</p> <p>NEW WINDSTREAM UTILITY POLE LOCATION (PROVIDED BY OTHERS)</p> <p>24"X36" SCALE: NTS 11"X17" SCALE: NTS</p> <p><b>DETAIL RACK ELEVATION</b></p>	<p>4" O.D. X 6' LONG SCH. 40 GALVANIZED RIDGE STEEL POST, (TYP.)</p> <p>PROPOSED ROSENBERGER CABINET</p> <p>PROPOSED LOAD CENTER</p> <p>PROPOSED METER</p> <p>INSTALL SAFETY END CAPS, (TYP.)</p> <p>6' LONG POST P1000T UNISTRUT ATTACHED W/ 1/2" Ø U-BOLTS, SPACE AS REQUIRED PER CABINET MFGOR REQMTS</p> <p>PROPOSED DISCONNECT</p> <p>INSTALL ADDITIONAL UNISTRUT SUPPORT LEGS BELOW NEW CABINET</p> <p>FINISHED GRADE</p> <p>GROUND LEAD: DOUBLE HOLE #3 LUG W/ 2 AWG SOLID, TINNED, SCW, (1) EACH POST EXOTHERMIC WELD TO GROUND RING</p> <p>12" Ø CONCRETE PIER</p> <p><b>NOTES:</b></p> <ol style="list-style-type: none"> <li>1. *- COORDINATE ELEVATIONS WITH EQUIPMENT MOUNTING HEIGHT</li> <li>2. STEEL SHALL BE HOT DIP GALVANIZED.</li> <li>3. CABINETS SHALL BE MOUNTED WITH STAINLESS STEEL BOLTS.</li> <li>4. METAL POSTS ARE NOT ALLOWED TO SEVE AS EQUIPMENT GROUNDING CONDUCTORS.</li> <li>5. UNISTRUT SHALL NOT EXTEND BEYOND POST &amp; MUST HAVE SAFETY END CAPS FOR SAFETY REASONS.</li> <li>6. METALLIC PARTS SHALL BE BONDED ACCORDING TO THE NEC.</li> <li>7. GROUNDING SHALL CONFORM TO NEC AND SECTION 438-439.</li> </ol> <p>24"X36" SCALE: NTS 11"X17" SCALE: NTS</p> <p><b>H-FRAME DETAIL</b></p>	

11114 KNOXINGTON PARK DRIVE SUITE 100-204  
KNOXVILLE, TN 37934

DESIGNED BY: FLEX  
CHECKED BY: WV

REVISIONS				
NO.	DATE	DESCRIPTION	BY	CHKD
1	05/14/21	ADDITIONAL REVISIONS	WV	

NOT FOR CONSTRUCTION UNLESS  
LABELLED AS CONSTRUCTION SET

207787  
5312 W. ALABAMA ST.  
HOUSTON, TX 77056

22754  
JACOB GORALEW  
NEW MEXICO  
PROFESSIONAL ENGINEER  
EXPIRATION: 06/30/2022

IT IS A VIOLATION OF THE LAW FOR ANY  
PERSON, UNLESS THEY ARE ACTING  
UNDER THE DIRECTION OF A LICENSED  
PROFESSIONAL ENGINEER, TO ALTER THIS  
DOCUMENT

SHEET TITLE  
EQUIPMENT DETAILS

SHEET NUMBER  
**C-502**

## Consideration of Lea County Resolution No. 22-APR-095R Regarding a Right-of-Way Permit to Windstream Communications for the Installation of 140 Foot Monopole Along Alabama Street





Consideration of Lea County Resolution No. 22-APR-095R Regarding a Right-of-Way Permit to Windstream Communications for the Installation of 140 Foot Monopole Along Alabama Street





**LEA COUNTY BOARD OF COUNTY COMMISSIONERS****AGENDA ITEM SUMMARY FORM****LCBCC Meeting Date: Thursday, April 28, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sslout@leacounty.net](mailto:sslout@leacounty.net) by: **Wednesday, April 20, 2022**

County Manager Approval [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) required for all time sensitive issues that do not meet the above deadline.

<b>DATE SUBMITTED</b> mm-dd-yyyy: 04/20/2022	<b>SUBMITTED BY</b> Name, Title, Dept:
<b>SUBJECT:</b> Windstream request for installation of a 140' utility pole in Alabama Street Right of Way	<b>ATTACHMENT(S):</b> Construction Documents, Application
<b>NO. OF ORIGINALS FOR SIGNATURE:</b> 1	<b>ACTION REQUESTED:</b> Action Item
<b>BUDGET LINE ITEM NUMBER:</b>	<b>FISCAL BUDGET YEAR:</b> Fy 21/22

**STRATEGIC PLAN** Implementation of 5 Year Strategic Plan:**SUMMARY:**

Representatives of Windstream Communications have requested Lea County to permit the installation of a 140 feet tall utility pole in the right-of-way of Alabama Street near the Pool Street intersection.

The proposed pole would be used for fixed wireless internet services. The proposed location was originally proposed on the west side of Pool Street. This location was not within Lea County Right-of-Way and could not be considered by Lea County. The proposed utility pole is not addressed in Ordinance No. 86 - Establishing Rules and Procedures Governing Use of County Right-Of-Way and therefore will be considered by the County Commission rather than staff.

Danny Ferguson (President-State Operations for KI Field Operations ILEC) an Johnny Ethridge (Director-Field Operations - or KI Field Operations ILEC) will be presenting on behalf of Windstream Communications.

<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> If checked, how many: Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other:	<b>See Additional Summary Attached</b> <input checked="" type="checkbox"/>
<b>SUBMITTER'S RECOMMENDATION(S):</b> Denial	<b>Submitter's Signature</b> Department Director, Etc. <b>Corey Needham</b> Digitally signed by Corey Needham Date: 2022.04.20 12:59:43 -06'00'
<b>FINANCE REVIEW</b> Fiscal Impact/Cost: There is no financial impact to Lea County with this agenda item.	<b>Reviewed by Finance Director</b> <b>Henry C Low Jr</b> Digitally signed by Henry C Low Jr Date: 2022.04.20 14:51:09 -06'00'
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda <i>Mike Collopy</i>

Item No. 0201**RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN**

Approved: _____	Denied: _____	Other: _____
Resolution No. <u>22-APR-095R</u>	Policy No. _____	Ordinance No. _____
Continued To: _____	Referred To: _____	Comments: _____

**Summary Form Continued...**

Staff had concerns that the proposed 140 feet tall steel monopole will not be conducive to for other utilities to co-exist in the Right-of-Way in the future. Lea County desires to have aerial installed utilities to be located as close to the right-of-way as possible. When possible, communication and electrical installation occur on the same pole and same pole line. Installation of this pole could restrict the use of other utilities due to the inability of other utilities co-existing on the steel monopole.

There are no zoning or other restrictions due to airport siting issues that would be affected by this installation.

Flex Solutions has provided 3 examples of 100 feet tall monopole installations that have been permitted in Nebraska, Tennessee, and Montana.



STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-APR-095R

**A RESOLUTION APPROVING A RIGHT-OF-WAY PERMIT TO WINDSTREAM COMMUNICATIONS FOR  
THE INSTALLATION OF 140 FEET MONOPOLE ALONG ALABAMA STREET**

**WHEREAS**, Lea County maintains and regulates the use of right-of-ways within Lea County; *and*

**WHEREAS**, representatives of Windstream Communications have applied to install a 140 feet tall steel monopole in Lea County right-of-way near the intersection of Alabama and Pool Streets; *and*

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County that the application for the use of right-of-way is hereby approved.

**BE IT FURTHER RESOLVED** that the Commission Chair and/or County Manager may finalize and sign any agreements consistent with the terms of this resolution.

**PASSED AND APPROVED** on this 28<sup>th</sup> day of April, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
Dean Jackson (District 1), Chair  
Voted: Yes   No   Abstain

\_\_\_\_\_  
Gary G. Eidson (District 3), Vice Chair  
Voted: Yes   No   Abstain

\_\_\_\_\_  
Rebecca Long (District 2), Member  
Voted: Yes   No   Abstain

\_\_\_\_\_  
Jonathan Sena (District 4), Member  
Voted: Yes   No   Abstain

\_\_\_\_\_  
Pat Sims (District 5), Member  
Voted: Yes   No   Abstain

**ATTEST:**     Keith Manes  
                  Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: \_\_\_\_\_  
Teri Davis, Deputy Clerk

\_\_\_\_\_  
John W. Caldwell, County Attorney



APPLICATION FOR PERMIT TO  
INSTALL UTILITY FACILITIES WITHIN  
PUBLIC RIGHT OF WAY

☐ Renewal Permit

☐ Original Permit

Permit # \_\_\_\_\_

1) **The APPLICANT:**

Name of Company: FLEX Deployment Solutions

Contact Person: Blake Lowrance

Address: 11124 Kingston Pike, Suite 119-234, Knoxville, TN 37934

\_\_\_\_\_ Phone

Number: 704.904.4072

Email Address of Contact Person: blake.lowrance@flexdeploys.com

Herewith makes application to install following utility facility:

Utility Pole

(Water, sewer, oil, gas, steam, electric, telephone or other)

(Also give voltage, pressure, type of liquid if other than water or sewage)

In the following location:

West Alabama St Section \_\_\_\_\_ Township Hobbs Range \_\_\_\_\_

Road Name

- 2) For the purposes of this application "Within" shall be construed as meaning "on, over, across, under, above and along."
- A. Road Superintendent" shall be construed as meaning the County Road Superintendent or his representative, hereinafter referred to as road superintendent.
- B. "County" shall be construed as meaning: the "County of Lea, all governmental subdivisions, boards, commissions, agencies, officers and employees thereof."
- C. Applicant" shall be construed as meaning: the "Individual, firm, corporation, association, governmental subdivision, or other organizations making this application, or the successors of any of the above."



D. "Board" shall mean Lea County Board of Commissioners.

E. "Utility facility" shall be construed as meaning, but not limited to, any publicly, privately, cooperatively, municipally or governmentally owned facility used for carriage, distribution or transmission of water, gas or electricity, either for power, or communications, oil and products carried by means of pipelines, conduits, wires, culverts, ditches or conveyors or other methods.

- 3) This application is for: Utility Pole installation

A "Crossing installation" is one where the smaller angle of intersection between the utility line and the centerline of the highway is greater than 45°; where the angle of intersection is less than 45° the installation will be deemed parallel.

- 4) Applicant proposes to install parallel utility facility 79' feet inside the Right of Way facility more than two (2) feet or sub-surface utility facility more than six (6) feet inside right of way line, give reasons for doing so: (Use additional page if needed.)  
To be as far back from the main road as possible.

- 5) The top of all sub-surface crossing installations of utility facilities must be at least thirty-six (36) inches below lowest point of the highway cross-section along the alignment of the utility installation. The top of all parallel utility installations must be at least thirty-six (36) inches below grade along the alignment of the utility installation. If applicant proposes installation at lesser depth, give reasons: (Use additional page if needed.)

- 6) Applicant proposes to cross right of way which has finished permanent type surface pavement-asphalt, concrete, or similar paving, by **boring** or six (6) inch minimum pavement **cut**.

**Pavement cuts will not be permitted on any asphalt, concrete or chip sealed roadway.  
Roadway cuts may be permitted on caliche roadway.**

Specify boring

- 7) There is attached hereto a *diagrammatic or dimensioned* drawing showing the location of proposed installation, width of right of way, height or depth of utility facility above or below grade, survey ties and other pertinent features. If application is for a parallel installation, the general status of land abutting right of way should be indicated as to buildup, irrigated, grazing, residential, and commercial and setbacks, etc. Installations on bridges or other highway structures require special detail drawings.

- 8) Applicant desires this permit to be in effect for 25 years. (see below)

*Permits will not be issued for a period longer than 10 years except for public utilities which are for a period up to 25 years.*

*Permit must be renewed by Applicant upon expiration and the burden of timely renewal is on the Applicant.*

- 9) The signing of the application by the director and return to Applicant shall validate this application as a permit.
- 10) All overhead installations, including parallel facilities, shall comply with the current National Electric Safety Code, and crossings shall be installed so



that the lowest member or portion of facility will be at least eighteen (18) feet above main traveled portion of highway.

- 11) All permits are granted subject to the following express conditions and by signing this application the Applicant signifies that Applicant has read, understand and will abide these conditions.
- 12) That no permit granted hereunder shall be construed as granting any easement or property right.
- 13) That the construction work to be undertaken pursuant to the permit herein applied for will be commenced no later than 15 of June, 2022 and completed no later than 15 of September, 2022.

*(Cannot be longer than 60 days between issuance of permit and actual construction).*

***Notice of the actual commencement of construction shall be given to Lea County Road Department at (575) 391-2940 not less than three (3) days prior to commencement of construction unless waived by notation to this effect on the application; the Lea County Road Department shall make a final inspection to determine compliance with all conditions.***

- 14) That installation of utility facilities within the right of way shall be in strict conformity with this application and drawings as the same may be modified by the Road Superintendent and no departure therefrom may be made without the written consent of the Road Superintendent and all construction shall be subject to the inspection and approval of the Road Superintendent. All facilities shall be so placed that they will not interfere with or endanger any existing facility already in the right of way or any highway structure.
- 15) That all construction work undertaken pursuant to this application will be so carried on that danger, inconvenience and delay to the traveling public will be held to a minimum and where interference with traffic is unavoidable, traffic control and safety precautions shall be in accordance with any safety code adopted by the Board.
- 16) That the Applicant will, except as otherwise ordered by the Road Superintendent, restore the highway right of way and all bridges or other structures thereon or adjacent thereto which have been altered or affected by the construction work performed hereunder, to the former condition or better so as not to interfere with the reasonable use of the highway right of way, bridge, or other structures.
- 17) That if any damage is caused to the highway right of way or to any bridge, structure or improvement thereon or adjacent thereto by reason of the installation, maintenance, alteration or removal of the facilities or other appurtenances of the Applicant, the Applicant will reimburse Board the full amount thereof promptly upon demand by the Road Superintendent; provided, however, that the obligations imposed under this paragraph shall not apply in the event the damage resulted from causes beyond the control of the Applicant.
- 18) **Utility owners shall carry insurance in amounts not less than those below:**  
Insurance coverage in the amount of \$1,000,000.00 for each occurrence;  
\$1,000,000.00 aggregate for Bodily Injury Liability and \$500,000.00 each occurrence;  
\$1,000,000.00 aggregate for Property Damage Liability,  
Written on a comprehensive General Liability Form or Commercial General Liability Form which must include the following:
  - (a) Coverage for liability arising out of the operation of independent contractors;
  - (b) Completed operations Coverage;
  - (c) Attachment of the Broad Form Comprehensive General Liability Endorsement.
  - (d) Lea County as additional named insured.



If a utility is self-insured, the utility shall provide an Owner's Protective Liability Insurance Policy, in favor of Lea County, in the amounts below specified. **Lea County as additional named insured:** The utility, its contractor or subcontractor shall have the Lea County added as an additional named insured on the Comprehensive General Liability Form or Commercial General Liability Form furnished by the Utility.

- 19) The utility owner must indemnify and hold harmless Lea County from loss due to any negligent act of the utility, the utility's employees, any agent acting on the utility's behalf, and anyone else engaged by the utility to work on the utility installations, maintenance or relocations of their facilities. Any contractor or subcontractor engaged by the utility to perform utility installations or relocations in conjunction with or prior to highway construction must also indemnify and hold harmless Lea County from loss due to any negligent act of the utility's contractor or subcontractor.

*Nothing herein shall be construed to mean that the Applicant hereunder will indemnify and save harmless the County from any claim caused by or incident to any neglect, carelessness or breach of duty on the part of the County.*

- 20) That all such utility facilities installed within the right of way shall at all times be kept in such repair so as not to damage the highway, inconvenience or endanger the traveling public and shall be kept free from advertisements, posters and the like.
- 21) That if the Applicant should at any time fail to promptly and fully perform any of the obligations imposed upon Applicant hereby, and after thirty (30) days' written notice thereof, the Board may at its option (a) cause the obligations to be fully carried out and performed and the Applicant will promptly reimburse the Board for all costs and expenses incident thereto, (b) may summarily order the removal of such utility facility and if Applicant fails to comply within a reasonable time, the Board may direct the removal of the utility facility with all costs and expenses incident to be borne by Applicant.
- 22) That if by any reason of any change in the location, construction, grade or any other matter affecting the highway upon which any utility facility is located because of changing traffic conditions or otherwise, it shall become advisable in the opinion of Lea County that said utility facility be removed, relocated or otherwise modified, the Applicant, upon written notice from Lea County shall remove, relocate or modify such utility facility without undue delay in such manner as Lea County may direct or approve, at the applicant's expense and at no cost to Lea County. Lea County makes no express or implied as to the continued existence of any highway in any particular location and expressly assumes no obligation with regard to the facility upon change, vacation or abandonment of any highway or portion thereof.
- 23) All utility facilities to be installed on public right of way under the dual jurisdiction of the County and another governmental entity shall comply with all applicable rules and regulations of such government entity property and lawfully in force and including provisions of local franchises not in conflict with the rules and regulations of the County.
- 24) Neither the making of this application or anything herein contained shall constitute a waiver on the part of the Applicant of any rights or claims had or made by Applicant with respect to the occupancy of the streets and highways under the Constitution and Laws of the State of New Mexico nor shall anything herein contained in anywise prejudice or impair any rights or claims



existing independently of this application with respect to the construction, operation and maintenance of the Applicant's utility system in the County of Lea.

- 25) This application is hereby granted subject to the following special provisions, changes or amendments:
- 26) Applicant shall notify Road Superintendent of removal or discontinuance of use of utility facility or any portion thereof.
- 27) Applicant can expect **3 to 5 working days** from time application is received by the road department before a response to the permit.
- 28) The company requesting the permit is responsible for any failures due to the cut in the future on this road.
- 29) The company requesting the permit is responsible for all traffic control.
- 30) If for any reason what so ever that the regulations for cutting a Lea County Road are not followed, your company will be requested to bore all roads from then on. It is the responsibility of the company requesting the road crossing permit to see that all regulations are followed.

EXECUTED at Flex Deployment Solutions, this 28 day of January 2022.  
(Location where signed)

FLEX Deployment Solutions  
Company Name

By: Blake Lowrance

Applicant Signature

\_\_\_\_\_  
Title

\*\*\*\*\*

REVIEWED & RECOMMENDED:

\_\_\_\_\_  
Nick Marinovich, Road Superintendent

APPROVAL of this permit is hereby given this  
\_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Corey Needham, Director of Public Works

- Make check payable and mail to:
  - Lea County Treasurer
  - 5915 Lovington Hwy.
  - Hobbs, NM 88240

**Right of Way Application Permit Fees  
Per Lea County  
Ordinance No. 86**

Above Ground Use Permits:			
Non-Refundable Application Fee:	<u>    X    </u>	\$ 500.00	<u>\$500.00</u>
Non-Refundable Application Renewal Fee:	<u>    </u>	\$ 500.00	<u>    </u>
Initial 90-day (or portion thereof) permit: Portion Charged	<u>    </u>	\$1,000.00	<u>    </u>
Second 90-day (or portion thereof) permit: Portion Charged	<u>    </u>	\$2,400.00	<u>    </u>
Third 90-day (or portion thereof) permit: Portion Charged	<u>    </u>	\$7,200.00	<u>    </u>
Fees and Permits Other Than Above Ground:			
Application for Use of County Right-of-way:	<u>    X    </u>	\$ 200.00	<u>\$200.00</u>
Usage Fees:			
Trenching and uses below ground level: 12 in. x 36 in. to 24 in. x 48 in.:	<u>    X    </u>	\$0.15/linear foot	<u>\$12.00</u>
Greater width and depth:	<u>    </u>	\$0.20/linear foot	<u>    </u>
Placement of facilities above ground: First 90 lineal feet:	<u>    X    </u>	\$ 150.00/min	<u>\$150.00</u>
More than 90 lineal feet:	<u>    </u>	\$ 1.50/linear foot	<u>    </u>
Service hook-ups:			
No pavement cut necessary:	<u>    X    </u>	\$ 100.00	<u>100.00</u>
Pavement cut necessary:	<u>    </u>	\$ 150.00	<u>    </u>
Maintenance/Repair Permit:			
Excavation to exceed 250 feet: Plus Usage	<u>    </u>	\$ 250.00	<u>    </u>
Reinstatement of suspended permit:	<u>    </u>	\$ 250.00	<u>    </u>
Appeal Right of Way Administrator Decision:	<u>    </u>	\$ 100.00	<u>    </u>
Total Permit Fees Due:			<u>\$962.00</u>



## **CALICHE ROAD CUTTING RULES**

- 1) All caliche cut roads will be filled with flow-able back fill 6" from the top, then filled with 6" of ¾" base type caliche and compacted to a 96% compaction rate (ASTM D698).
- 2) All other existing regulations for road crossing permits will still apply.

## **FLOWABLE BACKFILL**

Flowable Backfill is a concrete product that can be purchased at any local concrete mixing facility. This product is required by the Lea County Road Department as the only suitable product for compaction purposes pertaining to any type of road cuts made for the purpose of installing line crossings. Please look at the two different types of mixes listed below, one works well in hot weather and the other will speed drying and evaporation of the water content during winter use.

### **Summer**

2 sack mix with 3/8 rock with 50 to 55 gallons of water per yard

### **Winter**

3 sack mix with concrete sand with 30 to 35 gallons of water per yard.

**Notice:** A dryer mix (less water) other than what is recommended will not yield suitable results as far as compaction is concerned and will result in you having to replace the product. The mixing company will be able to tell you cost difference in the two products.

Please refer to the diagram on the next page for installation process required by the Road Department.

## **ROAD CROSSING REQUIREMENTS**

- Minimum 3' (three foot) depth, lowest point in right-of-way
- Case full right-of-way
- Vents at each end
- Pipe line markers showing owner, address and phone #
- Survey plat with cross section ties

## **PARALLEL LINES**

- Survey plat with section corner ties
- Minimum 3' (three foot) depth
- Minimum 7' (seven foot) from shoulder or edge of pavement
- Pipe line marker at 400' intervals with owner, address and phone #
- 95% compaction as determined by ASTM-1557
- Moisture content +/- 3% of optimum
- Back slope and shoulder free of all rocks 3" (three inch) and larger





**SITE NAME:** KI\_HBBSNM\_RL02  
**SITE TYPE:** UTILITY POLE  
**TOWER HEIGHT:** 140'-0"

**SITE ADDRESS:** 5312 W. ALABAMA ST.  
**HOBBS, NM 88240**  
**COUNTY:** LEA



11124 KINGSTON PIKE STE 119-124  
KNOXVILLE, TN 37934

**DRAWN BY:** FLEX  
**CHECKED BY:** WW

REVISIONS				
NO.	DATE	DESCRIPTION	INITIAL	PLN
1	02/14/12	ANTENNA ADDITION		

NOT FOR CONSTRUCTION USE  
LABELLED AS CONSTRUCTION SET

207787  
5312 W. ALABAMA ST.  
HOBBS, NM 88240



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**SHEET TITLE**  
TITLE SHEET

**SHEET NUMBER**  
**G-001**

### SITE INFORMATION

IF USING 11"x17" PLOT, DRAWINGS WILL BE HALF SCALE

**SITE ADDRESS:** 5312 W. ALABAMA ST.  
HOBBS, NM 88240  
**COUNTY:** LEA  
**SITE NUMBER:** 207787  
**STRUCTURE HEIGHT:** 140'-0"  
**LATITUDE:** 32.798552455  
**LONGITUDE:** -103.20454362  
**LAT/LONG TYPE:** NAD83  
**TOWER OWNER:** WINDSTREAM

### CUSTOMER INFORMATION

**COMPANY:** WINDSTREAM CORPORATION  
**ADDRESS:** 4001 N RODNEY PARHAM RD  
LITTLE ROCK, AR 72112  
**CUSTOMER SITE NAME:** KI\_HBBSNM\_RL02  
**CONTACT NAME:** TBD  
**CONTACT MAIL:** TBD  
**PHONE:** TBD

### PROJECT TEAM:

**CONSTRUCTION MANAGER:**  
NAME: TBD  
PHONE: TBD  
MAIL: TBD  
**SITE ACQUISITION:**  
NAME: ERNEST SNYDER  
PHONE: (607) 839-2995  
MAIL: Ernest.Snyder@TDBroadband.com

### TOWER OWNER CONTACT:

NAME: TBD  
PHONE: TBD  
MAIL: TBD

### PROJECT DESCRIPTION

THESE DRAWINGS DEPICT NEW UTILITY POLE WITH ANTENNA INSTALLATION TO PROVIDE HIGH SPEED INTERNET SERVICE IN RURAL AREAS.

### SHEET INDEX:

SHEET:	DESCRIPTION:
G-001	TITLE SHEET
G-002	GENERAL NOTES
C-101	SITE PLAN
C-201	ANTENNA LAYOUT PLANS & TOWER ELEVATIONS
C-501	CONSTRUCTION DETAILS
C-502	EQUIPMENT DETAILS
E-101	ELECTRICAL PLAN
E-102	ONE-LINE DIAGRAM AND DETAILS
E-103	GROUNDING PLANS
E-104	GROUNDING DETAILS
E-105	GROUNDING DETAILS

### GENERAL NOTES

THE FACILITY IS NOT FOR HUMAN HABITATION. A TECHNICIAN WILL VISIT THE SITE AS REQUIRED FOR ROUTINE MAINTENANCE. THE PROJECT WILL NOT RESULT IN ANY SIGNIFICANT DISTURBANCE OR EFFECT ON DRAINAGE, NO SANITARY SEWER SERVICE, POTABLE WATER, OR TRASH DISPOSAL IS REQUIRED AND NO COMMERCIAL SIGNAGE IS NEW.

### APPROVALS:

	PRINT NAME	SIGNATURE	DATE
LANDLORD			
CONST. MGR			
PROJECT MGR			



### DRIVING DIRECTIONS

FROM LEA COUNTY REGIONAL AIRPORT  
TO: 7319 W ALABAMA ST HOBBS, NM 88240  
TAKE AIRPORT ENTRANCE RD TO US-180 E/US-62 E  
HEAD SOUTH ON HOBBS AIRPORT RD  
TURN LEFT TO STAY ON HOBBS AIRPORT RD  
TURN LEFT TOWARD AIRPORT ENTRANCE RD  
TURN LEFT ONTO AIRPORT ENTRANCE RD  
TAKE NM-18 N TO W ALABAMA ST  
TURN RIGHT ONTO US-180 E/US-62 E  
TURN LEFT ONTO NW COUNTY RD  
TURN LEFT ONTO NM-18 N  
TURN RIGHT ONTO W ALABAMA ST  
END AT: 7319 W ALABAMA ST HOBBS, NM 88240



THE UTILITIES SHOWN HEREIN ARE FOR THE CONTRACTORS CONVENIENCE ONLY. THERE MAY BE OTHER UTILITIES NOT SHOWN ON THESE PLANS. THE ENGINEER/SURVEYOR ASSUMES NO RESPONSIBILITY FOR THE LOCATIONS SHOWN AND IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO VERIFY ALL THE UTILITIES WITHIN THE LIMITS OF THE WORK. ALL DAMAGE MADE TO THE (S) UTILITIES BY THE CONTRACTOR SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR.

### APPLICABLE CODES

ALL WORK AND MATERIALS SHALL BE PERFORMED AND INSTALLED IN ACCORDANCE WITH THE CURRENT EDITIONS OF THE FOLLOWING CODES AS ADOPTED BY THE LOCAL GOVERNING AUTHORITIES. NOTHING IN THESE PLANS IS TO BE CONSTRUCTED TO PERMIT WORK NOT CONFORMING TO THESE CODES.

2011 NATIONAL ELECTRICAL CODE  
2012 INTERNATIONAL BUILDING CODE  
2012 INTERNATIONAL MECHANICAL CODE  
2012 INTERNATIONAL PLUMBING CODE  
2012 LIFE SAFETY CODE (NFPA 101)  
2012 INTERNATIONAL FIRE CODE  
CITY AND/OR COUNTY ORDINANCES  
LOCAL BUILDING CODE(S) ANSI EIA/TLA 222-G



#### GENERAL NOTES

1. THE CONTRACTOR SHALL BE RESPONSIBLE FOR SURVEY MONUMENTS AND/OR VERTICAL CONTROL BENCHMARKS WHICH ARE DISTURBED OR DAMAGED BY CONSTRUCTION. A LAND SURVEYOR MUST FIELD LOCATE, REFERENCE, AND/OR PRESERVE ALL HISTORICAL OR CONTROLLING MONUMENTS PRIOR TO ANY EARTHWORK. IF DAMAGED, SUCH MONUMENTS SHALL BE REPLACED WITH APPROPRIATE MONUMENTS BY A LAND SURVEYOR. A CORNER RECORD OR RECORD OF SURVEY, AS APPROPRIATE, SHALL BE FILED AS REQUIRED BY THE PROFESSIONAL LAND SURVEYORS ACT.
2. IMPORTANT NOTICE: CONTRACTOR SHALL CALL LOCAL UNDERGROUND LOCATE SERVICE THREE WORKING DAYS BEFORE ANY CONSTRUCTION.
3. CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING ALL EXISTING UTILITIES WITHIN PROPOSED EXCAVATIONS AND MUST MAINTAIN MINIMUM VERTICAL AND HORIZONTAL CLEARANCES AS CALLED FOR BY LOCAL CODES AND/OR ORDINANCES.
4. CONTRACTOR IS RESPONSIBLE FOR REPAIR AND/OR REPLACEMENT OF ANY EXISTING STRUCTURES OR LANDSCAPING DAMAGED DURING CONSTRUCTION.
5. CONTRACTOR SHALL REPLACE OR REPAIR ALL TRAFFIC SIGNAL LOOPS, CONDUIT, AND LANE STRIPING DAMAGED DURING CONSTRUCTION.
6. THIS PROJECT WILL BE INSPECTED BY ENGINEERING AND FIELD ENGINEERING DIVISION.
7. ANY MANHOLES OR COVERS INSTALLED AS PART OF THIS PROJECT SHALL BE LABELED COMMUNICATIONS.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR IMPLEMENTATION OF AN EROSION CONTROL PLAN WHICH MEETS ALL APPLICABLE REQUIREMENTS OF STATE AND LOCAL AGENCIES HAVING JURISDICTION.
9. THE CONTRACTOR SHALL MAINTAIN MATERIALS AND EQUIPMENT ON SITE FOR UNFORESEEN SITUATIONS INCLUDING DAMAGE TO UNDERGROUND WATER, SEWER, AND STORM DRAIN FACILITIES WHICH COULD GENERATE FLOWS ABLE TO CAUSE EROSION AND SEDIMENT POLLUTION.

#### SPECIAL NOTES

1. INDEMNIFICATION CLAUSE: THE CONTRACTOR AGREES AND SHALL ASSUME SOLE AND COMPLETE RESPONSIBILITY OF THE JOB SITE CONDITIONS DURING THE COURSE OF CONSTRUCTION OF THIS PROJECT, INCLUDING THE SAFETY OF ALL PERSONS AND PROPERTIES. THESE REQUIREMENTS SHALL APPLY CONTINUOUSLY AND NOT BE LIMITED TO NORMAL WORKING HOURS AND CONDITIONS. THE CONTRACTOR FURTHER AGREES TO DEFEND INDEMNITY AND HOLD OWNER, REPRESENTATIVES, AND ENGINEERS HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED IN CONNECTION WITH THE PERFORMANCE OF THE WORK ON THIS PROJECT.
2. PRIOR TO START OF CONSTRUCTION AND THROUGH PROJECT COMPLETION, THE CONTRACTOR SHALL REMAIN IN FULL COMPLIANCE WITH CURRENT FEDERAL, STATE, AND LOCAL OCCUPATIONAL HEALTH AND SAFETY REGULATIONS.
3. ALL WORK SHALL CONFORM TO THE LATEST STANDARD "SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION" AS ADOPTED BY THE CITY, COUNTY OR STATE AND AS MODIFIED BY STANDARD PLANS AND ADDENDUMS.
4. ALL UTILITIES AND OTHER FACILITIES DEPICTED ON THE PLANS ARE BASED ON A SEARCH OF AVAILABLE RECORDS AND FIELD OBSERVATIONS. THE CONTRACTOR SHALL VERIFY PRIOR TO CONSTRUCTION START AND USE EXTREME CARE AND PROTECTIVE MEASURES TO AVOID DAMAGE TO ANY FACILITIES WHETHER OR NOT INDICATED ON THESE PLANS. THE CONTRACTOR IS RESPONSIBLE FOR THE PROTECTION OF ALL FACILITIES WITHIN THE LIMITS OF WORK, WHETHER OR NOT DEPICTED ON THESE PLANS.
5. THE CONTRACTOR SHALL BE RESPONSIBLE FOR NOTIFICATION OF ANY CITY, COUNTY OR STATE ENGINEER INSPECTION DEPARTMENT A MINIMUM TWO DAYS PRIOR TO COMMENCEMENT OF ACTIVITY REQUIRING THEIR INVOLVEMENT.
6. THE EXPIRATION OF THE PERMIT FOR THIS PROJECT SHALL BE SPECIFIED BY THE LOCAL AUTHORITY HAVING JURISDICTION.
7. ALL UNDERGROUND CONDUITS PLACED AS PART OF THIS PROJECT MUST HAVE A MINIMUM COVER OF 48 INCHES UNLESS OTHERWISE APPROVED.
8. THE CONTRACTOR SHALL TUNNEL ALL CURBS AND GUTTERS AND BORE ALL CONCRETE DRIVEWAYS AND WALKWAYS AT THE DIRECTION OF THE CITY, COUNTY OR STATE ENGINEER HAVING JURISDICTION.
9. ALL PAVEMENT CUT OR DAMAGED AS PART OF THIS PROJECT SHALL BE REPLACED AT THE DIRECTION OF THE CITY, COUNTY OR STATE ENGINEER HAVING JURISDICTION.
10. ALL SHRUBS, PLANTS OR TREES DAMAGED OR DISTURBED DURING THE COURSE OF THE WORK, SHALL BE REPLANTED AND/OR REPLACED SO AS TO RESTORE THE WORK SITE TO ITS ORIGINAL CONDITION.
11. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROCESSING OF ALL APPLICANT PERMIT FORMS ALONG WITH REQUIRED LIABILITY INSURANCE FORMS CLEARLY DEMONSTRATING OWNER, OWNER REPRESENTATIVES, ENGINEER, AND CITY, COUNTY OR STATE ARE ALSO INSURED WITH THE REQUIRED LIABILITY INSURANCE FOR THIS CONSTRUCTION PROJECT.
12. ALL SUBSURFACE STRUCTURES INCLUDING BUT NOT LIMITED TO VAULTS, PEDESTALS, AND CONDUITS SHALL BE AS SPECIFIED IN THESE PLANS OR AS SPECIFIED BY THE ENGINEER. ANY DEVIATIONS SHALL BE APPROVED BY THE ENGINEER IN WRITING PRIOR TO INSTALLATION.
13. THE CONTRACTOR IS RESPONSIBLE FOR VERIFICATION OF ALL EXISTING UTILITIES, INCLUDING BUT NOT LIMITED TO SEWER LATERALS AND WATER SERVICES, BOTH VERTICAL AND HORIZONTAL, PRIOR TO COMMENCING IMPROVEMENT OPERATIONS.
14. THE CONTRACTOR IS RESPONSIBLE FOR COMPLETION OF EXPLORATION EXCAVATIONS CONDUCTED FOR THE PURPOSE OF LOCATING EXISTING FACILITIES SUFFICIENTLY AHEAD OF CONSTRUCTION TO PERMIT REVISIONS TO PLANS AS REQUIRED.
15. LOCATIONS OF EXISTING UTILITIES ON THESE PLANS ARE BASED UPON EXISTING RECORDS VERIFIED WHERE POSSIBLE WITH FIELD TIES. CONTRACTOR IS RESPONSIBLE FOR VERIFICATION OF LOCATIONS SHOWN, BOTH HORIZONTAL AND VERTICALLY, PRIOR TO CONSTRUCTION. SUBSTANTIAL VARIANCES FROM THE PLANS SHALL BE COMMUNICATED TO THE ENGINEER TO FACILITATE CHANGES TO CONSTRUCTION DRAWINGS AS REQUIRED.

#### EROSION AND SEDIMENT CONTROL NOTES

TEMPORARY EROSION/SEDIMENT CONTROL PRIOR TO COMPLETION OF FINAL IMPROVEMENTS SHALL BE INSTALLED BY CONTRACTOR OR QUALIFIED PERSON AS INDICATED BELOW:

1. ALL REQUIREMENTS OF THE CITY, COUNTY AND STATE "STORM WATER STANDARDS" MUST BE INCORPORATED INTO THE DESIGN AND CONSTRUCTION OF THE PROPOSED GRADING/IMPROVEMENTS CONSISTENT WITH THE APPROVED STORM WATER POLLUTION PREVENTION PLAN (SWPPP), WATER QUALITY TECHNICAL REPORT (WQTR), AND/OR WATER POLLUTION CONTROL PLAN (WPCP).
2. A GRAVEL BAG SILT BASIN SHALL BE INSTALLED IMMEDIATELY UPSTREAM OF STORM DRAIN INLETS AS INDICATED ON DETAILS.
3. FOR INLETS LOCATED AT SUMPS ADJACENT TO TOP OF SLOPES, THE CONTRACTOR SHALL INSURE WATER DRAINING TO THE SUMP IS DIRECTED INTO THE INLET AND A MINIMUM OF 1.00' FREEBOARD EXISTS AND IS MAINTAINED ABOVE THE TOP OF THE INLET. IF FREEBOARD IS NOT PROVIDED BY GRADING SHOWN ON THESE PLANS THE CONTRACTOR SHALL PROVIDE IT VIA TEMPORARY MEASURES, I.E. GRAVEL BAGS OR DIKES.
4. THE CONTRACTOR OR QUALIFIED PERSON SHALL BE RESPONSIBLE FOR CLEANUP OF SILT AND MUD ON ADJACENT STREET(S) AND STORM DRAIN SYSTEM DUE TO CONSTRUCTION ACTIVITY.
5. THE CONTRACTOR OR QUALIFIED PERSON SHALL CHECK AND MAINTAIN ALL LINED AND UNLINED DITCHES AFTER EACH RAINFALL.
6. THE CONTRACTOR SHALL REMOVE SILT AND DEBRIS AFTER EACH MAJOR RAINFALL.
7. THE CONTRACTOR SHALL MAINTAIN EQUIPMENT AND WORKERS FOR EMERGENCY WORK AT ALL TIMES DURING THE RAINY SEASON. MATERIALS NECESSARY FOR EMERGENCY MEASURES SHALL BE STOCKPILED ON SITE AT CONVENIENT LOCATIONS TO FACILITATE RAPID CONSTRUCTION OF TEMPORARY DEVICES WHEN RAIN IS IMMINENT.
8. THE CONTRACTOR IS RESPONSIBLE FOR RESTORING ALL EROSION/SEDIMENT CONTROL DEVICES TO WORKING ORDER TO THE SATISFACTION OF THE CITY/COUNTY/STATE ENGINEER OR RESIDENT ENGINEER FOLLOWING ANY RUN-OFF PRODUCING RAINFALL.
9. THE CONTRACTOR SHALL INSTALL ADDITIONAL EROSION/SEDIMENT CONTROL MEASURES AS REQUIRED BY THE RESIDENT ENGINEER DUE TO UNCOMPLETED GRADING OPERATIONS OR UNFORESEEN CIRCUMSTANCES.
10. THE CONTRACTOR SHALL BE RESPONSIBLE AND TAKE NECESSARY PRECAUTIONS TO PREVENT PUBLIC TRESPASS ONTO AREAS WHERE IMPOUNDED WATERS CREATE A HAZARDOUS CONDITION.
11. ALL EROSION/SEDIMENT CONTROL MEASURES PROVIDED PER THE APPROVED GRADING PLAN SHALL BE INCORPORATED HEREON. ALL EROSION/SEDIMENT CONTROL FOR INTERIM CONDITIONS SHALL BE DONE TO THE SATISFACTION OF THE RESIDENT ENGINEER.
12. UPON COMPLETION OF WORK EACH DAY, GRADED AREAS AROUND THE PROJECT PERIMETER MUST DRAIN AWAY FROM THE FACE OF THE SLOPE.
13. ALL REMOVABLE PROTECTIVE DEVICES SHOWN SHALL BE IN PLACE AT THE END OF EACH WORKING DAY WHEN RAIN IS IMMINENT.
14. GRADING, INCLUDING CLEARING AND GRUBBING SHALL ONLY BE CONDUCTED IN AREAS WHERE THE CONTRACTOR OR QUALIFIED PERSON CAN PROVIDE EROSION/SEDIMENT CONTROL MEASURES.

#### ROW GROUND CONSTRUCTION NOTES:

1. THE CONTRACTOR SHALL REMOVE/CLEAN ALL DEBRIS, NAILS, STAPLES, OR NON-USED VERTICALS OFF THE POLE.
2. ALL WORK SHALL BE IN ACCORDANCE WITH MUNICIPAL, COUNTY, STATE, AND FEDERAL STANDARDS AND REGULATIONS.
3. THE CONTRACTOR SHALL CALL LOCAL UNDERGROUND LOCATE SERVICE THREE WORKING DAYS BEFORE ANY CONSTRUCTION IS STARTED.
4. ALL EXISTING LANDSCAPING SHALL BE RESTORED TO ORIGINAL OR BETTER CONDITION.
5. ALL EQUIPMENT SHALL BE BONDED.
6. IF A METERING CABINET IS INSTALLED, A MINIMUM 3' CLEARANCE IS REQUIRED AT DOOR OPENING.
7. IF A METERING CABINET IS INSTALLED, THE CONTRACTOR SHALL CALK THE CABINET BASE AT THE PAD.

#### STANDARD GROUNDING NOTES:

1. GROUND SHALL BE TESTED AT 25 OHMS OR LESS.
2. GROUND RODS SHALL BE 5/8"x6'. ATTACHMENT TO GROUND RODS SHALL BE EXOTHERMIC WELD OR UL LISTED DIRECT BURY CLAMP BELOW GRADE.
3. BURIED GROUND AND BONDING WIRE SHALL BE #6 AWG.
4. MOLDING SHALL BE STAPLED EVERY 1' AND AT EACH END.

#### STANDARD CONDUIT NOTES:

1. SCHEDULE 40 CONDUIT SHALL BE USED UNDERGROUND.
2. SCHEDULE 80 CONDUIT SHALL BE USED FOR RISERS.
3. RISERS SHALL BE ATTACHED TO POLE WITH STANDARD U-CLAMPS AND LAG SCREWS.
4. RISER U-CLAMPS TO BE INSTALLED EVERY 5'.
5. FOR UG POWER INSTALLATIONS, 2. SDR-11 RED CONDUIT SHALL BE UTILIZED.
6. GROUND WIRE MOLDING STAPLES MAY BE UTILIZED FOR ATTACHING CONDUIT LESS THAN 1" DIAMETER.
7. ALL CONDUIT SHALL BE PROOFED WITH A MANDREL AND EQUIPPED WITH A PULL ROPE OR MULE TAPE.

#### STANDARD TRENCHING NOTES:

1. A MINIMUM OF 2'-6" OF COVER SHALL BE MAINTAINED OVER ALL ELECTRICAL CONDUITS.
2. A MINIMUM OF 4'-0" OF COVER SHALL BE MAINTAINED OVER ALL COMMUNICATIONS CONDUITS.
3. IN STREETS, SLURRY TO GRADE AND MILL DOWN 1-1/2" FOR AC CAP.
4. IN DIRT, SLURRY TO 18" FROM GRADE AND FILL WITH 95% COMPACTION NATIVE SOIL FOR BALANCE.
5. WARNING TAPE SHALL BE INSTALLED 1'-0" ABOVE ALL CONDUITS. #18 WARNING TAPE SHALL BE INSTALLED ABOVE GROUND RING.

#### ROW UTILITY POLE CONSTRUCTION NOTES:

1. BOLT THREADS SHALL NOT PROTRUDE MORE THAN 1-1/2".
2. HOLES LEFT IN POLE DUE TO REARRANGEMENT OF CLIMBERS SHALL BE FILLED.
3. CLIMB STEPS ADJACENT TO CONDUIT SHALL HAVE EXTENDED STEPS.
4. CABLE SHALL NOT IMPEDE 15" CLEAR SPACE OFF POLE FACE (12:00).
5. 90° SHORT SWEEPS SHALL BE USED UNDER ANTENNA ARM. CABLES MUST TRANSITION ON THE INSIDE OR BOTTOM OF ARMS. (NO CABLE SHALL BE INSTALLED ON TOP OF ARMS.)
6. CABLE CLAMPS SHALL BE UTILIZED TO SECURE CABLE TO ARMS;
7. CARRIER CABLE ID TAGS SHALL BE PLACED ON BOTH SIDES OF ARMS.
8. UTILIZE A 90° CONNECTOR AT CABLE CONNECTION TO ANTENNA.
9. 1/2" CABLE TO BE UTILIZED UNLESS NOTED OTHERWISE.
10. VOIDS AROUND CABLES AT CONDUIT OPENINGS SHALL BE FILLED WITH FOAM SEALANT TO PREVENT WATER INTRUSION.



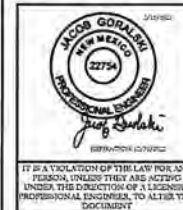
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CHECKED BY: WW

REVISIONS				
NO.	DATE	DESCRIPTION	INITIAL	FILE
1	12/14/23	ANTENNA ADDITION		

NOT FOR CONSTRUCTION (ISSUE LABELED AS CONSTRUCTION SET)

20787

5312 W. ALABAMA ST.  
HOBBS, NM 88240

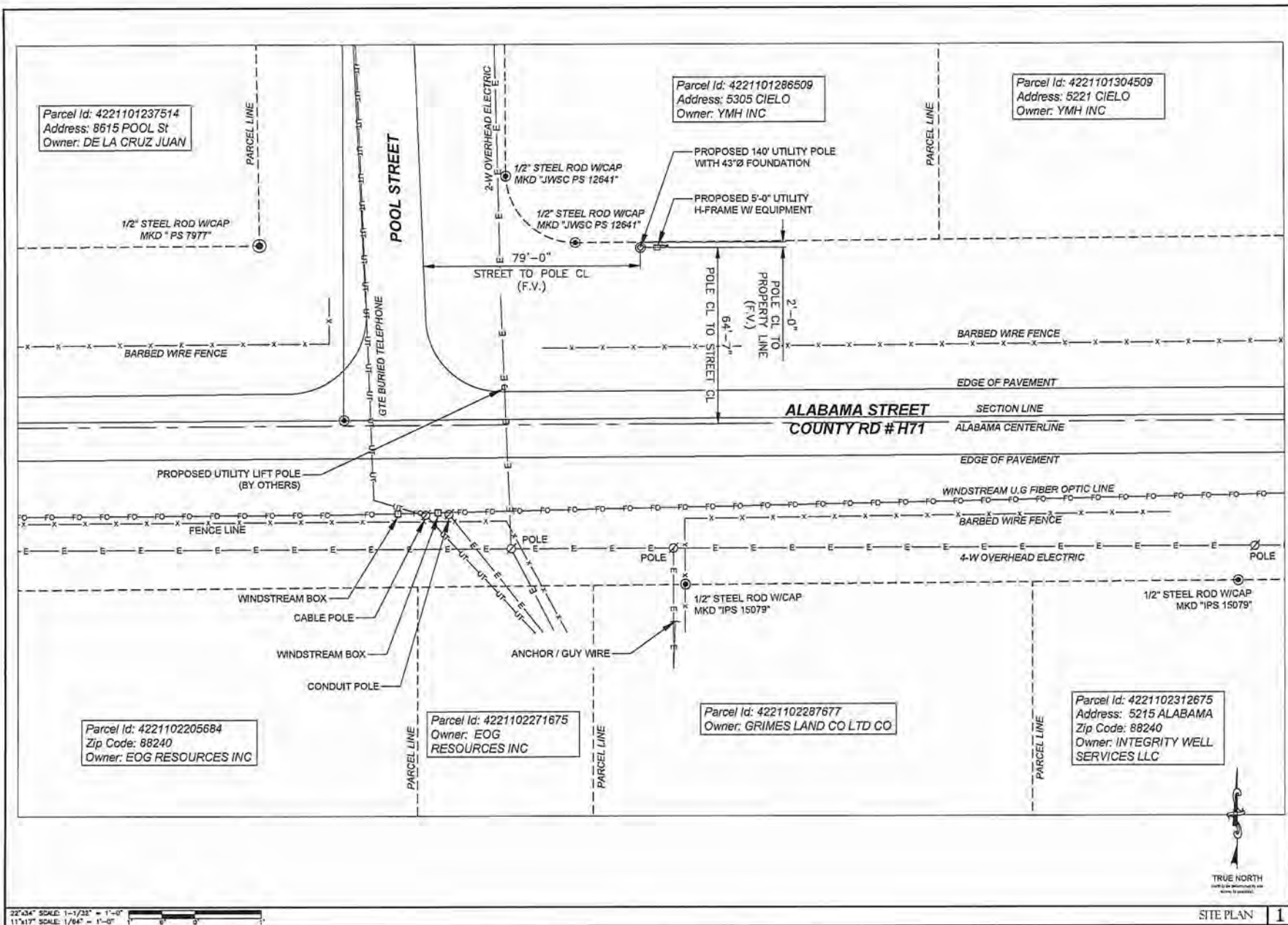


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SHEET TITLE  
GENERAL NOTES

SHEET NUMBER  
**G-002**





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REVISIONS				
NO.	DATE	DESCRIPTION	INITIAL	PREP
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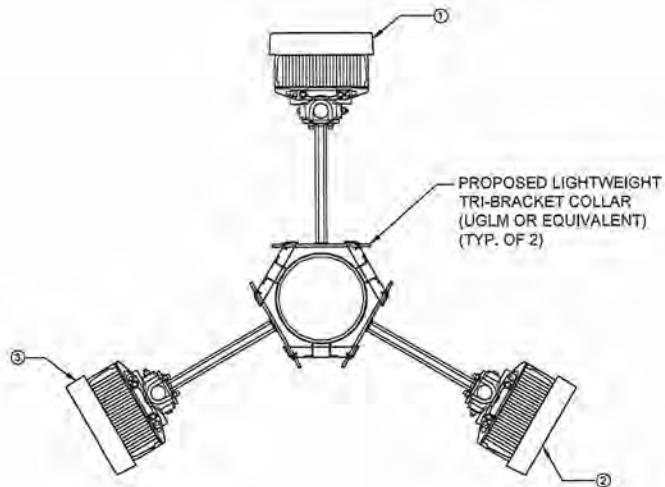
NOT FOR CONSTRUCTION UNLESS LABELED AS CONSTRUCTION SET

207787  
5312 W. ALABAMA ST.  
HOBBINS NM 88240



SHEET TITLE  
SITE PLAN

SHEET NUMBER  
**C-101**



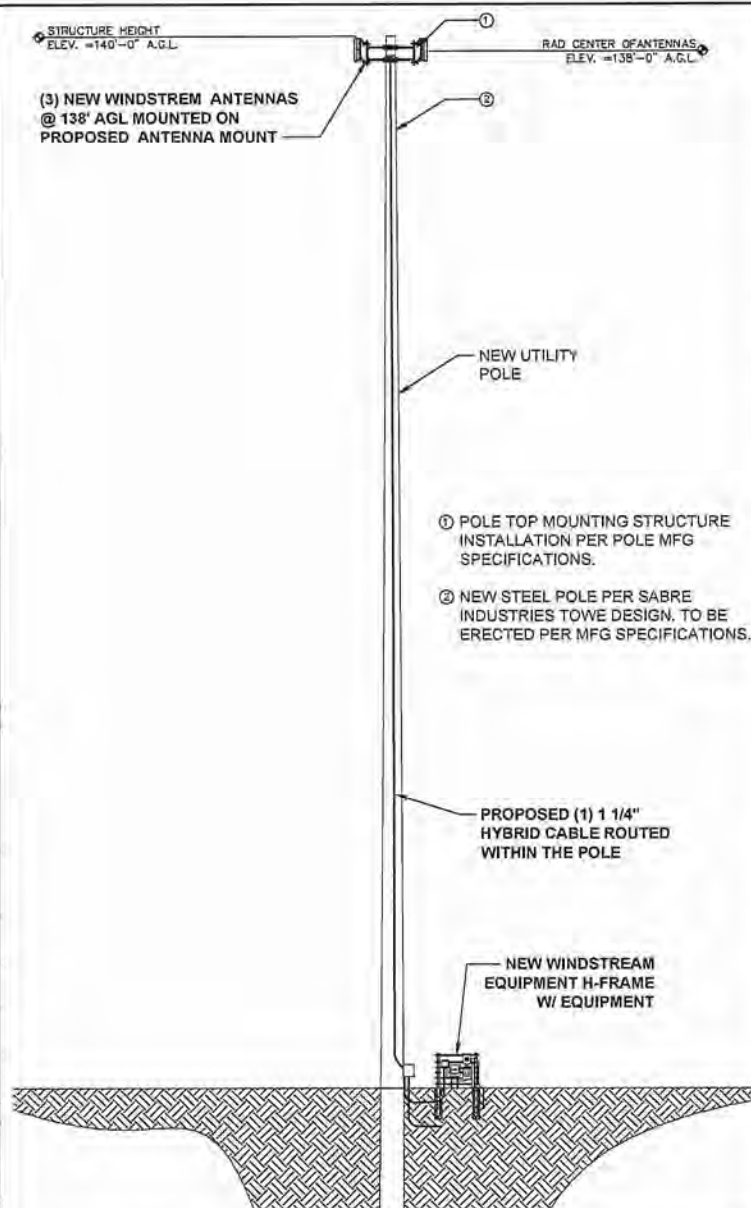
22"x34" SCALE: 1" = 1'-0"  
11"x17" SCALE: 1/2" = 1'-0"

NEW ANTENNA PLAN 1

#### ANTENNA SUMMARY

NO	ANTENNA MANUFACTURER	ANTENNA MODEL	AZIMUTH	RAD CENTER
1	ERICSSON	6488	0°	138'-0"
2	ERICSSON	6488	120°	138'-0"
3	ERICSSON	6488	240°	138'-0"

ANTENNA SUMMARY 2



22"x34" SCALE: 1/8" = 1'-0"  
11"x17" SCALE: 1/16" = 1'-0"

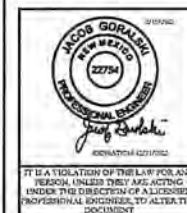
NEW ELEVATION 3



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CHECKED BY: WW

REVISIONS			
NO.	DATE	DESCRIPTION	INITIALS
1	12/14/22	ANTENNA ADDITION	FLEX

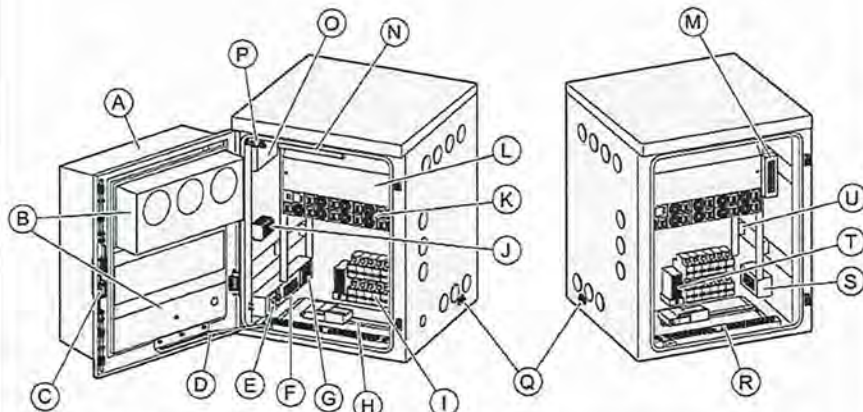
207787  
5312 W. ALABAMA ST.  
HOUSTON, TX 77040



SHEET TITLE  
ANTENNA LAYOUT PLANS &  
TOWER ELEVATIONS

SHEET NUMBER:  
**C-201**

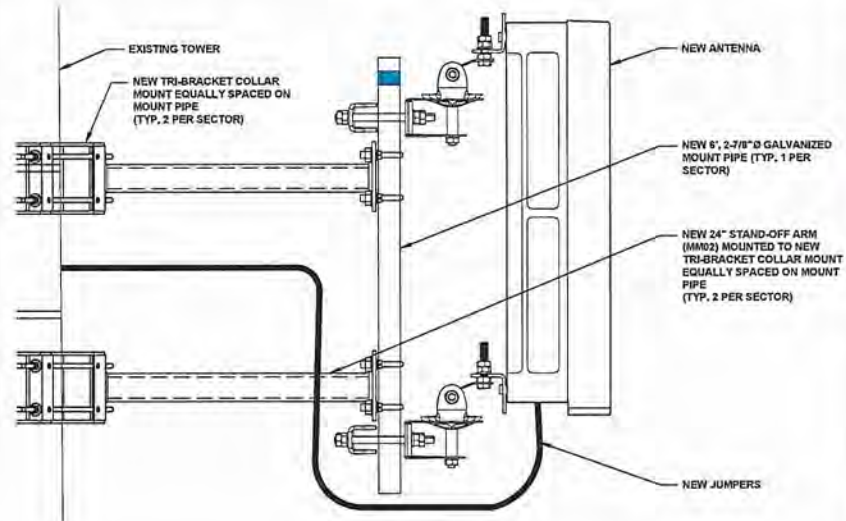




Position	Name of Unit	Description
A	Cabinet door	Cabinet door including HEX climate system.
B	HEX climate system	Climate system including three internal fans, three external fans, climate control board, temperature sensor, and a heater (optional). The internal fans are located behind a cover on the upper part of the door. The external fans are located behind a cover on the lower part of the door.
C	Cylinder lock	Lock for cabinet door.
D	Door latch	The latch holds the door in position.
E	AC service outlet	AC service outlet and Residual Current Breaker (RCB).
F	AC circuit breakers, AC input terminal	Incoming AC power interface.
G	AC SPD	The SPDs protect the power system from lightning and surge.

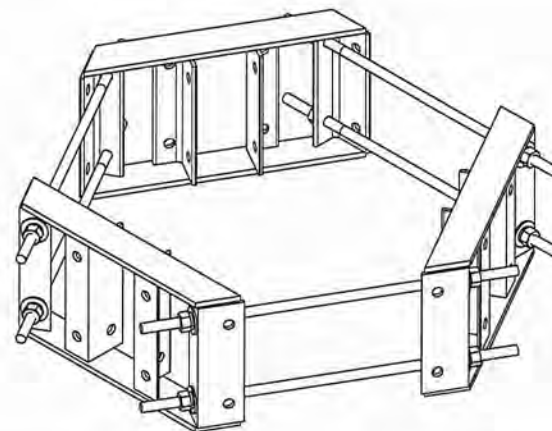
Position	Name of Unit	Description
H	DIN rail	DIN rail to be used for installing optional equipment, such as OVP and GNSS.
I	DIN rail	DIN rail to be used for installing optional equipment, such as DC SPDs.
J	AC terminal	AC terminal
K	Power subrack	Includes DC distribution unit, power controller and rectifiers.
L	DCDU	DC distribution unit including 21 circuit breakers.
M	SCU	Remote control and monitor of the enclosure through Internet Protocol (IP) connectivity.
N	Internal lamp	Service lamp to facilitate installation and maintenance work.
O	Fuses	Fuses for internal equipment such as climate system, SCU, and heater.
P	Door switch and light switch	The door switch sends an alarm signal to indicate door open when the door is open. The light switch turns the light on or off when the door is opened or closed.
Q	External grounding point	The grounding connection point comprises an Main Earthing Terminal (MET).
R	Internal grounding bar	Grounding bar that comprises the MET. Also used to connect the cable shield from signal cables.
S	Battery input terminal	Battery power interface.
T	DC Heater	The DC heater.
U	User space for 19-inch equipment	User space compartment for optional 19-inch equipment.

CABINET DETAIL 1 N.T.S.



N.T.S.

ANTENNA MOUNT DETAIL 2



TRI-COLLAR BRACKET MOUNT ISOMETRIC 3



11124 KINGSTON PARK STE 100-204  
JONASVILLE, TN 37354

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CHECKED BY: WV

REV	DATE	DESCRIPTION	INITIAL
1	05/14/22	ANTENNA ADDITION	FLEX

NOT FOR CONSTRUCTION USES  
LABELLED AS CONSTRUCTION SET

207787

5312 W. ALABAMA ST.  
HOBBS, NM 88240



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PROFESSIONAL ENGINEER, TO ALTER THIS  
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SHEET TITLE  
CONSTRUCTION DETAILS

SHEET NUMBER  
**C-501**



ERICSSON AIR 6488

1



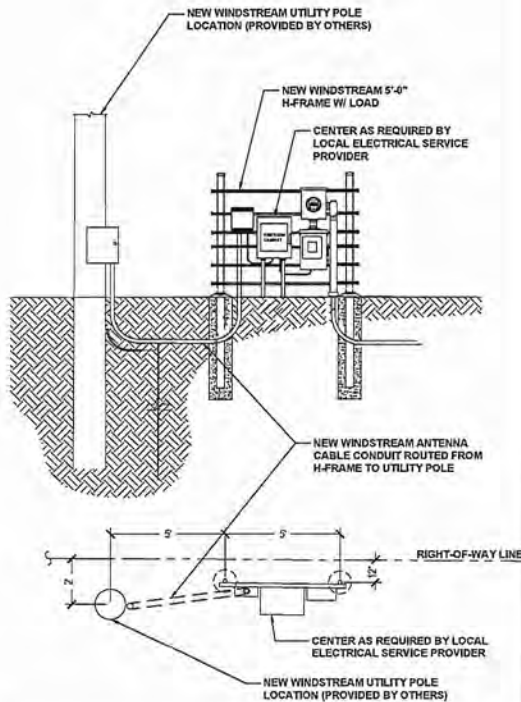
ROSENBERGER TOWER TOP FTTA DISTRIBUTION

2



ERICSSON 6360

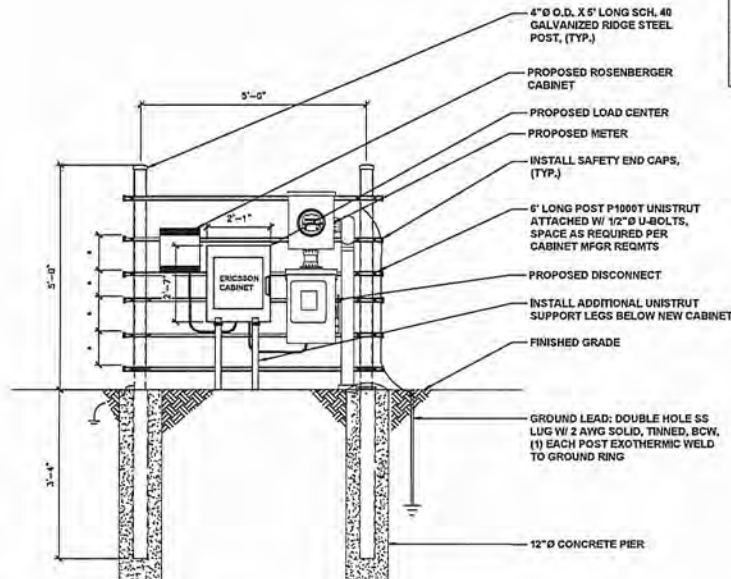
3



24X36" SCALE: NTS  
11X17" SCALE: NTS

DETAIL RACK ELEVATION

4



24X36" SCALE: NTS  
11X17" SCALE: NTS

H-FRAME DETAIL

5

**NOTES:**

1. \*- COORDINATE ELEVATIONS WITH EQUIPMENT MOUNTING HEIGHT
2. STEEL SHALL BE HOT DIP GALVANIZED.
3. CABINETS SHALL BE MOUNTED WITH STAINLESS STEEL BOLTS.
4. METAL POSTS ARE NOT ALLOWED TO SEVE AS EQUIPMENT GROUNDING CONDUCTORS.
5. UNISTRUT SHALL NOT EXTEND BEYOND POST & MUST HAVE SAFETY END CAPS FOR SAFETY REASONS.
6. METALLIC PARTS SHALL BE BONDED ACCORDING TO THE NEC.
7. GROUNDING SHALL CONFORM TO NEC AND SECTION 436-439.



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CHECKED BY: WW

REVISIONS				
NO.	DATE	DESCRIPTION	INITIAL	FILE
1	08/14/22	ANTENNA ADDITION		

NOT FOR CONSTRUCTION UNLESS  
LABELED AS CONSTRUCTION SET

207787  
5512 W. ALABAMA ST.  
HOUSTON, TX 77054



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PROFESSIONAL ENGINEER, TO ALTER THIS  
DOCUMENT

SHEET TITLE  
EQUIPMENT DETAILS

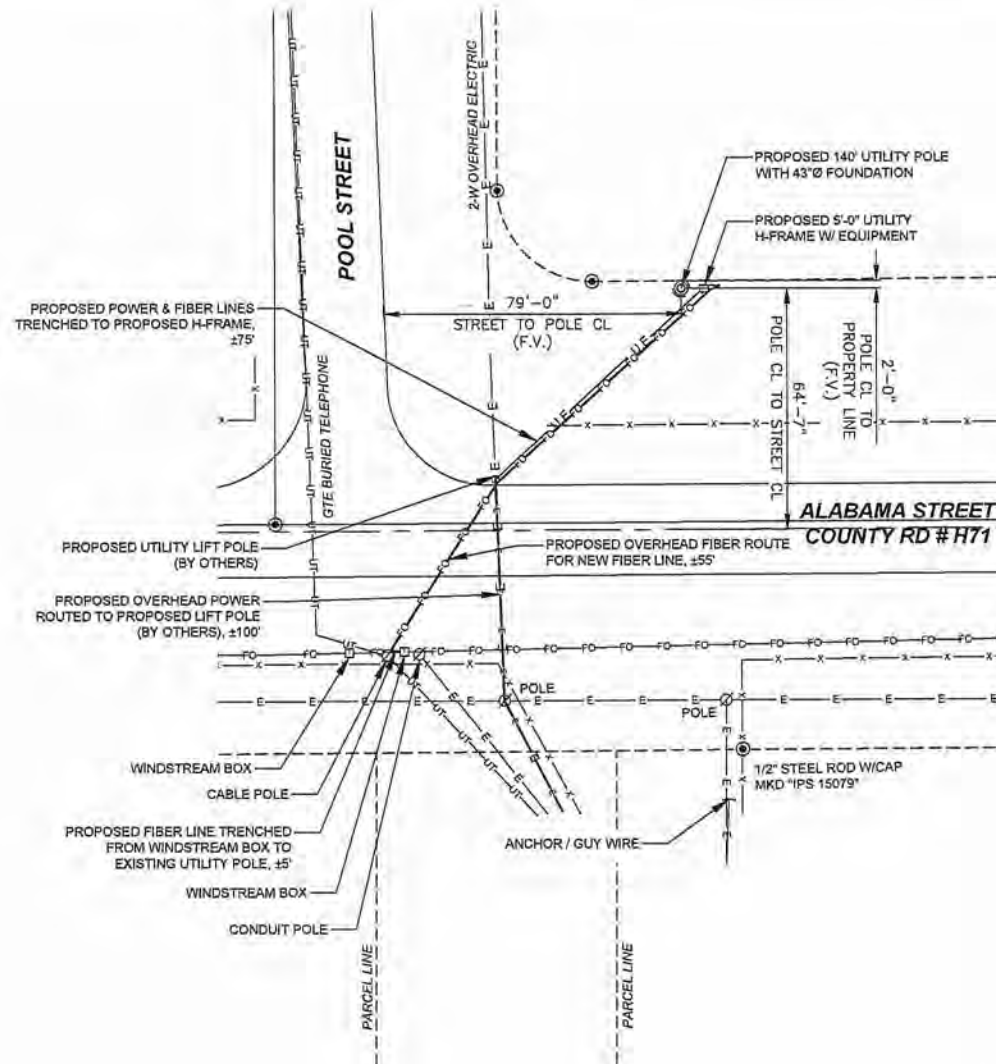
SHEET NUMBER

C-502



# NOTES AND SPECIFICATIONS

1. ALL ELECTRICAL WORK SHALL COMPLY WITH NEC, STATE, AND LOCAL CODES.
2. CONTRACTOR SHALL OBTAIN OWNER/TENANT SPECIFICATIONS AND REVIEW FOR ADDITIONAL DETAILS AND REQUIREMENTS THAT MAY NOT BE SHOWN IN THESE DRAWINGS. CONTRACTOR SHALL COMPLY WITH ANY ADDITIONAL OWNER/TENANT SPECIFICATIONS AND REQUIREMENTS.
3. CONTRACTOR SHALL COORDINATE WITH THE ELECTRIC UTILITY FOR THE EXACT TRANSFORMER LOCATION, METERING REQUIREMENTS, AND SERVICE ROUTING. CONTRACTOR SHALL COORDINATE WITH THE TELEPHONE UTILITY FOR THE EXACT TELEPHONE REQUIREMENTS AND SERVICE ROUTING.
4. PRIOR TO PURCHASING EQUIPMENT, THE CONTRACTOR SHALL CONTACT THE ELECTRIC COMPANY AND OBTAIN IN WRITING THE MAXIMUM AVAILABLE FAULT CURRENT AT THE UTILITY SERVICE POINT. THE CONTRACTOR SHALL ENSURE ALL ELECTRICAL EQUIPMENT, CIRCUIT BREAKERS, DISCONNECTS, FUSES, AND PANELBOARDS HAVE A FAULT CURRENT INTERRUPTING RATING GREATER THAN THE AVAILABLE FAULT CURRENT. IN NO CASE SHALL THE FAULT CURRENT INTERRUPTING RATING BE LESS THAN 10,000 AMPS.
5. CONTRACTOR TO PROVIDE 2-200 LB TEST POLYETHYLENE PULL CORDS SECURELY FASTENED AT EACH END OF POWER AND TELCO CONDUIT. PROVIDE CAPS ON END OF UNUSED CONDUIT.
6. CONTRACTOR TO PROVIDE A REBAR MARKER WITH AT LEAST 2 FEET EXPOSED ABOVE GRADE AND PAINTED BRIGHT ORANGE TO INDICATE LOCATION OF CONDUIT CAPPED BELOW GRADE.
7. PRIOR TO TRENCHING CONTRACTOR SHALL LOCATE ALL EXISTING UNDERGROUND UTILITIES. CONTRACTOR SHALL REPAIR AT CONTRACTOR'S EXPENSE ANY DAMAGE TO EXISTING UTILITIES.
8. CONTRACTOR TO VERIFY EXACT ROUTING OF POWER AND TELCO CONDUIT WITH LOCAL UTILITIES AND OWNER/TENANT. ENSURE ALL CONDUIT STUB-UPS ACCOMMODATE EQUIPMENT REQUIREMENTS.
9. UNDERGROUND CONDUITS SHALL BE SCHEDULE 40 PVC UNLESS NOTED OTHERWISE. USE SCHEDULE 80 PVC UNDER ROADS.
10. CONDUIT RUNS SHALL HAVE A CONTINUOUS SLOPE DOWNWARDS AND AWAY FROM THE EQUIPMENT TO ALLOW WATER TO FLOW AWAY FROM THE EQUIPMENT AND SHELTER. EXCAVATE TRENCHES ALONG STRAIGHT LINES PRIOR TO INSTALLING CONDUIT TO ACCOMMODATE ADJUSTING THE ELEVATION, AS NEEDED.
11. CONDUIT ENTERING EQUIPMENT SHALL BE SEALED WITH A SEALANT THAT IS IDENTIFIED FOR USE WITH THE CABLE/CONDUCTOR INSULATION, SHIELDING, ETC.
12. THE OWNER SHALL FURNISH AND THE CONTRACTOR SHALL INSTALL ADDITIONAL SIGNAGE TO BE LOCATED AT THE COMPOUND FENCE. CONTRACTOR SHALL COORDINATE WITH OWNER/TENANT CONSTRUCTION MANAGER FOR PLACEMENT OF SIGNAGE.
13. UPON COMPLETION OF CONSTRUCTION, CONTRACTOR IS RESPONSIBLE FOR REPAIRING ANY DAMAGE CAUSED BY CONSTRUCTION ACTIVITIES TO THE LANDSCAPING AREA.
14. CONTRACTOR TO ENSURE A MIN. 3' CLEARANCE IN FRONT OF ELECTRICAL PANELS PER NEC.
15. ALL ELECTRICAL MATERIALS, DEVICES, APPLIANCES AND EQUIPMENT SHALL BE LABEL TESTED BY AN APPROVED THIRD PARTY TESTING AGENCY.



22'x34' SCALE: 1/16" = 1'-0"  
11'x17' SCALE: 1/32" = 1'-0"

TRUE NORTH  
(North arrow pointing up)

ELECTRICAL PLAN 1

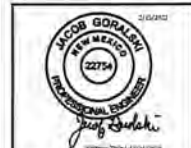


DRAWN BY: FLEX  
CHECKED BY: WV

REVISIONS				
NO.	DATE	DESCRIPTION	INITIAL	PLAN
1	08/14/24	ADDITION		
2				
3				
4				
5				
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8				
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10				

NOT FOR CONSTRUCTION (USE ONLY Labeled as CONSTRUCTION SET)

207787  
5312 W. ALABAMA ST.  
HOBBS, NM 88240



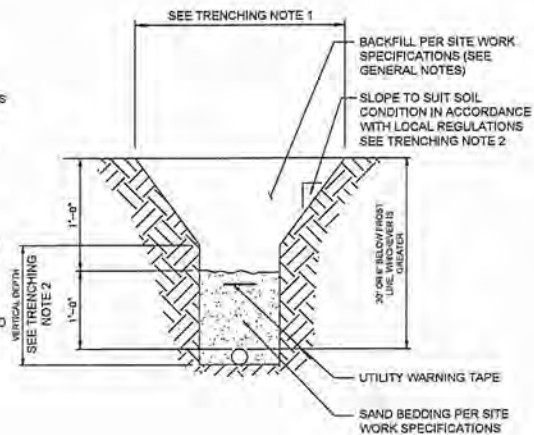
IT IS A VIOLATION OF THE LAW FOR ANY PERSON, UNLESS THEY ARE ACTING UNDER THE DIRECTION OF A LICENSED PROFESSIONAL ENGINEER, TO ALTER THIS DOCUMENT

SHEET TITLE  
ELECTRICAL PLAN

SHEET NUMBER  
E-101

### TRENCHING NOTES

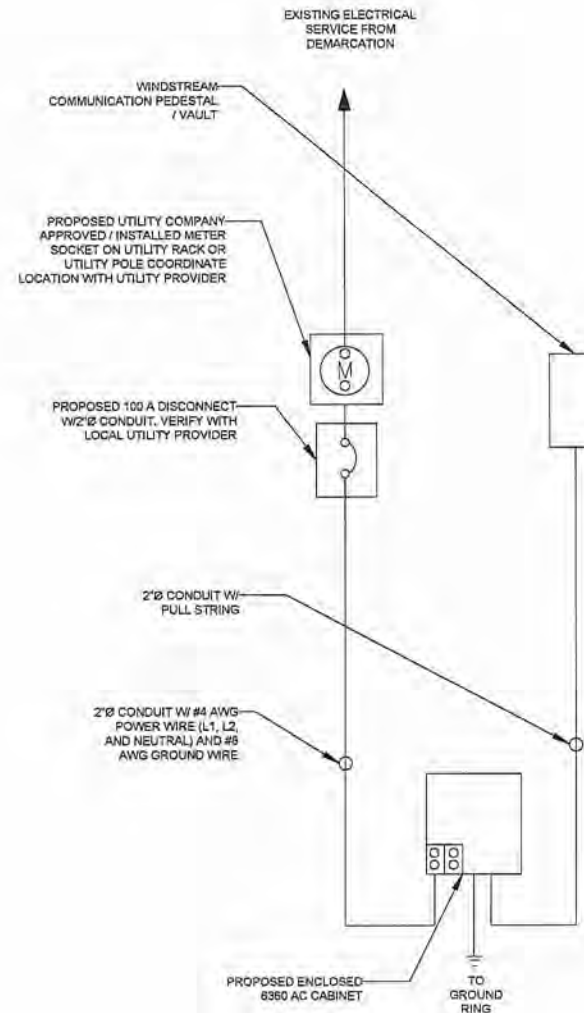
1. CONTRACTOR SHALL RESTORE THE TRENCH TO ITS ORIGINAL CONDITIONS BY EITHER SEEDING OR SODDING GRASS AREAS, OR REPLACING ASPHALT OR CONCRETE AREAS TO ITS ORIGINAL CROSS SECTION.
2. TRENCHING SAFETY; INCLUDING, BUT NOT LIMITED TO SOIL CLASSIFICATION, SLOPING, AND SHORING, SHALL BE GOVERNED BY THE CURRENT OSHA TRENCHING AND EXCAVATION SAFETY STANDARDS.
3. ALL CONDUITS SHALL BE INSTALLED IN COMPLIANCE WITH THE CURRENT NATIONAL ELECTRIC CODE (NEC) OR AS REQUIRED BY THE LOCAL JURISDICTION, WHICHEVER IS THE MOST STRINGENT.



NOT USED 1

N.T.S.

TYPICAL UNDER GROUND TRENCH DETAIL 2



ONE-LINE DIAGRAM AND DETAILS 3

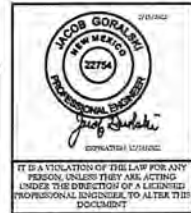


DRAWN BY: FLEX  
CHECKED BY: WW

REVISIONS				
NO.	DATE	DESCRIPTION	INITIAL	FILE
1	02/14/22	ANTENNA ADDITION		

NOT FOR CONSTRUCTION UNLESS LABELED AS CONSTRUCTION SET

207787  
5312 W. ALABAMA ST.  
HOBBS, NM 88240



SHEET TITLE  
ONE-LINE DIAGRAM AND DETAILS

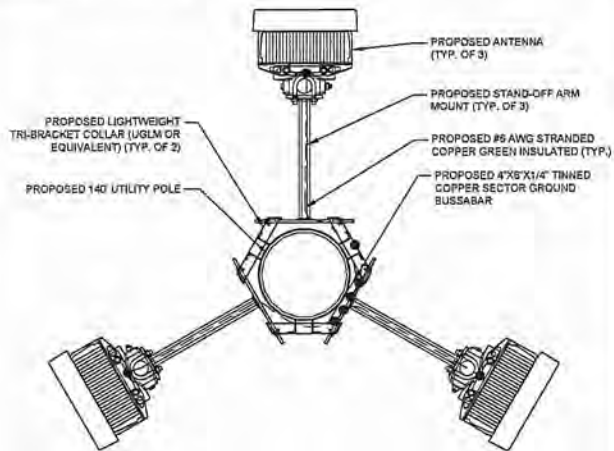
SHEET NUMBER  
**E-102**



**NOTES:**

1. GROUNDING IS SHOWN DIAGRAMMATICALLY ONLY.
2. CONTRACTOR SHALL GROUND ALL EQUIPMENT AS A COMPLETE SYSTEM. GROUNDING SHALL BE IN COMPLIANCE WITH NEW SECTION 250 AND MANUFACTURER'S SPECIFICATIONS.
3. ALL GROUND CONDUCTORS SHALL BE COPPER, NO ALUMINUM CONDUCTORS SHALL BE USED.

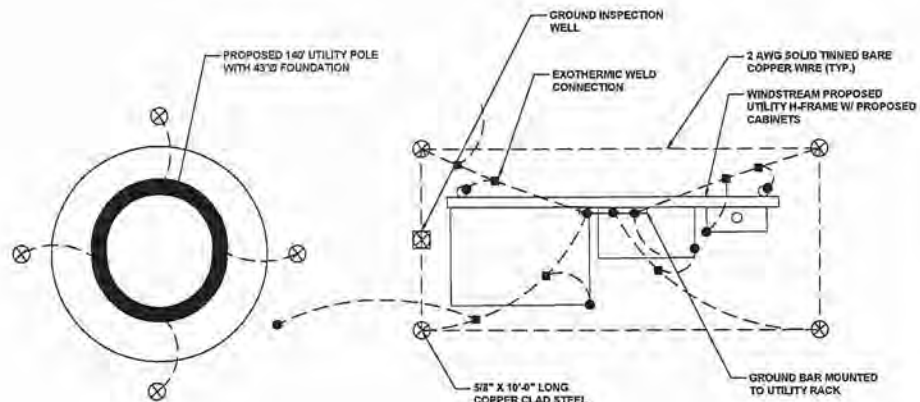
NOTE:  
ANTENNAS AND RRUS ARE GENERIC  
AND NOT REFERENCING TO A SPECIFIC  
MANUFACTURER. THIS LAYOUT IS FOR  
REFERENCE ONLY



22"x34" SCALE: 3/4" = 1'-0"  
11"x17" SCALE: 3/8" = 1'-0"

ANTENNA GROUNDING PLAN

1



22"x34" SCALE: 1" = 1'-0"  
11"x17" SCALE: 1/2" = 1'-0"

GROUNDING PLAN

2



DRAWN BY: FLEX  
CHECKED BY: WV

REVISIONS				
NO.	DATE	DESCRIPTION	INITIAL	FILE
0	02/14/22	ANTENNA ADDITION		

NOT FOR CONSTRUCTION UNLESS  
LABELED AS CONSTRUCTION SET

207787  
5312 W. ALABAMA ST.  
HOUSTON, TX 77050

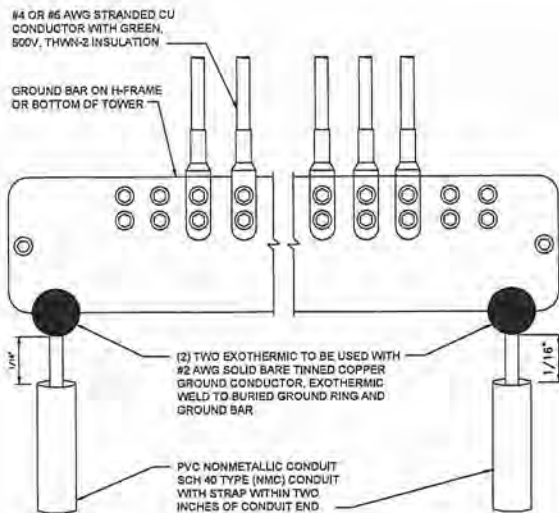


IT IS A VIOLATION OF THE LAW FOR ANY  
PERSON, OTHER THAN AN ACTING  
UNDER THE DIRECTION OF A LICENSED  
PROFESSIONAL ENGINEER, TO ALTER THIS  
DOCUMENT.

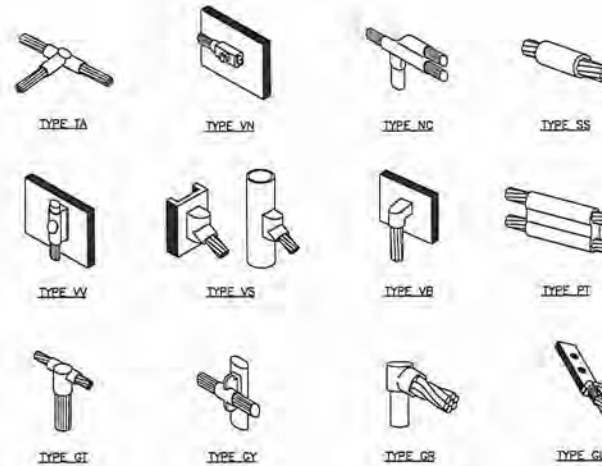
SHEET TITLE  
GROUNDING PLAN

SHEET NUMBER  
**E-103**

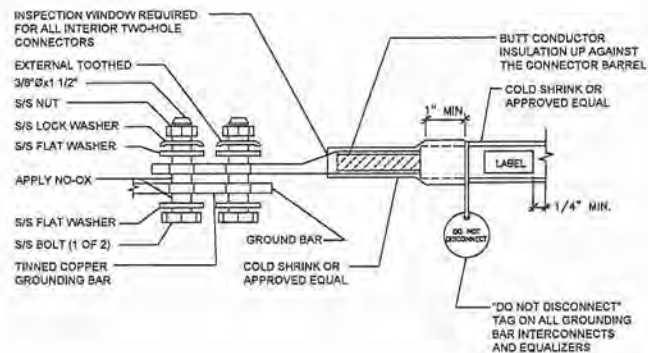




GROUND BAR DETAILS 1



CALDWELL DETAILS 2



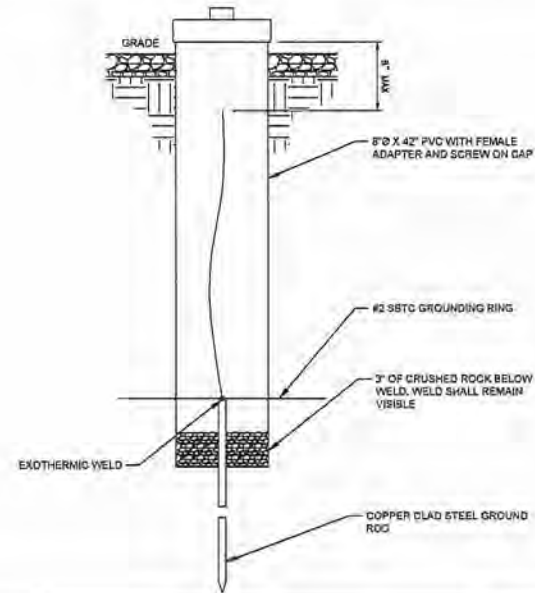
EXTERIOR TWO HOLE LUG DETAIL 3

NOT USED 4

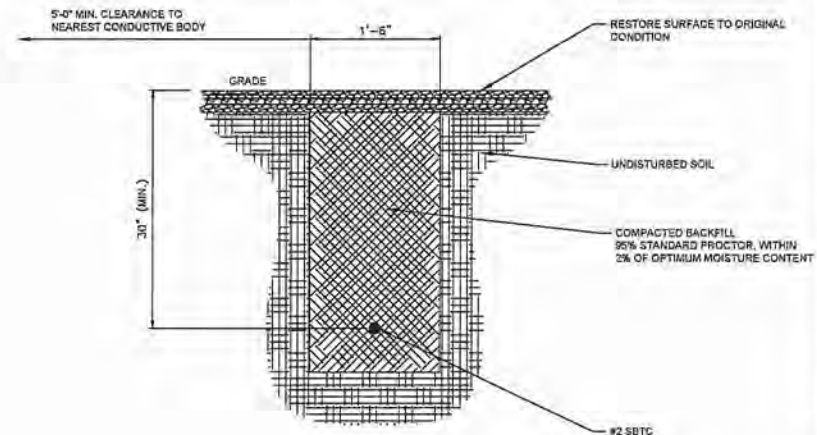
NOT USED 5

# NOTES:

1. EXTERIOR GROUND RING: #2 AWG SOLID COPPER, BURIED AT A DEPTH OF AT LEAST 30" BELOW GRADE OR 6" BELOW THE FROST LINE AND APPROXIMATELY 24" FROM THE EXTERIOR WALL OR FOOTING.
2. INTERIOR GROUND RING: #2 AWG STRANDED GREEN INSULATED COPPER CONDUCTOR EXTENDED AROUND THE PERIMETER OF THE EQUIPMENT AREA. ALL NON-TELECOMMUNICATIONS RELATED METALLIC OBJECTS FOUND WITHIN A SITE SHALL BE GROUNDED TO THE INTERIOR GROUND RING WITH #6 AWG STRANDED GREEN INSULATED CONDUCTOR.
3. BOND TO INTERIOR GROUND RING: #2 AWG SOLID TINNED COPPER WIRE PRIMARY BONDS SHALL BE PROVIDED AT LEAST AT FOUR POINTS ON THE INTERIOR GROUND RING, LOCATED AT THE CORNERS OF THE BUILDING.
4. GROUND ROD: UL LISTER COPPER CLAD STEEL, MINIMUM 1/2" Ø BY EIGHT FEET LONG. AT LEAST ONE GROUND ROD SHALL BE INSTALLED WITH INSPECTION SLEEVES. GROUND RODS SHALL BE DRIVEN TO THE DEPTH OF GROUND RING CONDUCTOR.
5. CELL REFERENCE GROUND BAR: POINT OF GROUND REFERENCE FOR ALL COMMUNICATIONS EQUIPMENT FRAMES. ALL BONDS ARE MADE WITH #2 AWG UNLESS NOTED OTHERWISE. STRANDED GREEN INSULATED COPPER CONDUCTORS, BOND TO GROUND RING WITH (2) (#2) SOLID TINNED COPPER CONDUCTORS.
6. HATCH PLATE GROUND BAR: BOND TO THE INTERIOR GROUND RING WITH (2) #2 AWG STRANDED GREEN INSULATED COPPER CONDUCTORS. WHEN A HATCH-PLATE AND A CELL REFERENCE GROUND BAR ARE BOTH PRESENT, THE CRGB MUST BE CONNECTED TO THE HATCH-PLATE AND TO THE INTERIOR GROUND RING USING (2) #2 AWG STRANDED GREEN INSULATED COPPER CONDUCTORS EACH.
7. EXTERIOR CABLE ENTRY PORT GROUND BARS: LOCATED AT THE ENTRANCE TO THE CELL SITE BUILDING, BOND TO GROUND RING WITH A #2 AWG SOLID TINNED COPPER CONDUCTORS WITH AN EXOTHERMIC WELD AND INSPECTION SLEEVE.
8. TELCO GROUND BAR: BOND TO BOTH CELL REFERENCE GROUND BAR AND EXTERIOR GROUND RING.
9. INTERIOR UNIT BONDS: METAL FRAMES, CABINETS AND INDIVIDUAL METALLIC UNITS LATED WITH THE ARE OF THE INTERIOR GROUND RING REQUIRE A #6 AWG STRANDED GREEN INSULATED COPPER BOND TO THE INTERIOR GROUND RING.
10. ICE BRIDGE SUPPORTS: EACH ICE BRIDGE LEG SHALL BE BONDED TO THE GROUND RING WITH #2 AWG BARE TINNED COPPER CONDUCTOR, PROVIDE EXOTHERMIC WELDS AT BOTH THE ICE BRIDGE LEG AND BURIED GROUND RING.
11. DURING ALL DC POWER SYSTEM CHANGES INCLUDING CD SYSTEM CHANGE OUTS, RECTIFIER REPLACEMENTS OR ADDITIONS, BREAKER DISTRIBUTION CHANGES, BATTERY ADDITIONS, BATTERY REPLACEMENTS AND INSTALLATIONS OR CHANGES TO DC CONVERTER SYSTEMS IT SHALL BE REQUIRED THAT SERVICE CONTRACTORS VERIFY ALL DC POWER SYSTEMS ARE EQUIPPMENT WITH A MASTER DC SYSTEM RETURN GROUND CONDUCTOR FROM THE DC POWER SYSTEM COMMON RETURN BUS DIRECTLY TO THE CELL SITE REFERENCE GROUND BAR.
12. TOWER TOP COLLECTOR BUSS BAR IS TO BE MECHANICALLY BONDED TO PROPOSED ANTENNA MOUNT.



TEST WELL DETAIL 1



GROUND CONNECTION TRENCH DETAIL (STD.) 2



DRAWN BY: FLEX  
CHECKED BY: WW

REVISIONS				
NO.	DATE	DESCRIPTION	INITIAL	PLAN
1	05/14/15	ANTENNA ADDITION		

NOT FOR CONSTRUCTION UNLESS LABELED AS CONSTRUCTION SET

207787  
5312 W. ALABAMA ST.  
HOUSTON, TX 77054



IT IS A VIOLATION OF THE LAW FOR ANY PERSON, OTHER THAN THE ENGINEER, TO ALTER THIS DOCUMENT.

SHEET TITLE  
GROUNDING DETAILS

SHEET NUMBER  
**E-105**





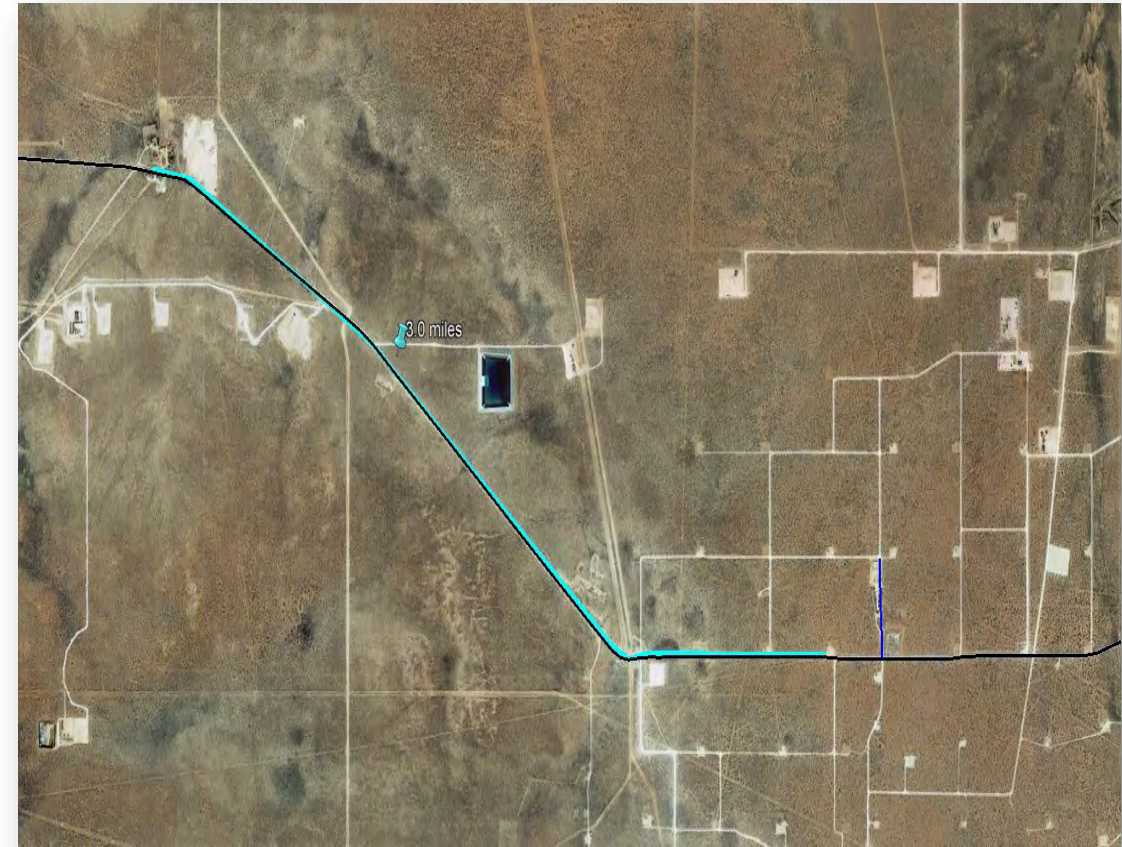
## Consideration of Lea County Resolution No. 22-APR-096R Approving a Cooperative Educational Services Task Order with Constructors Inc., to Widen and Apply Overlay on Battle Axe Road – 3.0 Miles Beginning 1.0 Mile in from Orla Intersection

Lea County wishes to enter into a CES contract with Constructors Inc. to widen and apply an asphalt overlay on 3.0 miles of Battle-Axe beginning 1.0 mile in from Orla intersection. Constructors Inc. is familiar with the construction methods and materials that will be utilized on this project.

The total proposed cost of the project is estimated at \$999,470.96.

Funds are budgeted in to complete the project in line item 402-10-4251

Battle-Axe



**LEA COUNTY BOARD OF COUNTY COMMISSIONERS****AGENDA ITEM SUMMARY FORM****LCBCC Meeting Date: Thursday, April 28, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sstout@leacounty.net](mailto:sstout@leacounty.net) by: **Wednesday, April 20, 2022**

County Manager Approval [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) required for all time sensitive issues that do not meet the above deadline.

<b>DATE SUBMITTED</b> mm-dd-yyyy: 04/20/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Corey Needham, ACM
<b>SUBJECT:</b> CES Task Order to Constructors, inc. for the widening and overlay of 3.0 miles of Battle Axe Roadway starting 1 mile from Orla intersection	<b>ATTACHMENT(S):</b> CES Task Order
<b>NO. OF ORIGINALS FOR SIGNATURE:</b> 2	<b>ACTION REQUESTED:</b> Action Item
<b>BUDGET LINE ITEM NUMBER:</b> 402-10-4251	<b>FISCAL BUDGET YEAR:</b> Fiscal 21/22

**STRATEGIC PLAN** Implementation of 5 Year Strategic Plan:  
1. % of chip sealed county roads vs. caliche roads (goal: each year chip seal more roads)

**SUMMARY:**

Lea County wishes to enter into a CES contract with Constructors Inc. to widen and apply an asphalt overlay on 3.0 miles of Battle-Axe beginning 1.0 mile in from Orla intersection. Constructors Inc. is familiar with the construction methods and materials that will be utilized on this project.

The total proposed cost of the project is estimated at \$999,470.96. Funds are budgeted in to complete the project.

<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: _____ <small>If checked, how many:</small>	<b>See Additional Summary Attached</b> <input type="checkbox"/>
<b>SUBMITTER'S RECOMMENDATION(S):</b> Approval	<b>Submitter's Signature</b> Department Director, Etc. <b>Corey Needham</b> <small>Digitally signed by Corey Needham Date: 2022.04.20 13:41:53 -0600</small>
<b>FINANCE REVIEW</b> Fiscal Impact/Cost: The financial impact to Lea County will be expenditures from the Road Fund estimated to be \$999,470.96. Funds are budgeted and available in 402-10-4251.	<b>Reviewed by Finance Director</b> <b>Henry C Low Jr</b> <small>Digitally signed by Henry C Low Jr Date: 2022.04.20 14:47:32 -0600</small>
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda 

**Item No.** 0202**RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN**

Approved: _____	Denied: _____	Other: _____
Resolution No. <u>22-APR-096R</u>	Policy No. _____	Ordinance No. _____
Continued To: _____	Referred To: _____	Comments: _____

STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-APR-096R

**A RESOLUTION APPROVING A COOPERATIVE EDUCATIONAL SERVICES TASK ORDER WITH  
CONSTRUCTORS INC TO WIDEN AND APPLY OVERLAY ON BATTLE AXE ROAD  
3.0 MILES BEGINNING 1.0 MILE IN FROM ORLA INTERSECTION**

**WHEREAS**, roadways play a critical role in the emergency response, quality of life, and economic vitality for citizens of Lea County; *and*

**WHEREAS**, Battle Axe Road is a roadway vital to the Lea County due to the heavy commercial vehicles that use the roadway regularly; *and*

**WHEREAS**, Lea County requested a quote for the overlay of a portion of Battle Axe Road to extend its life and prevent damages consistent with chip seal roadways; *and*

**WHEREAS**, Lea County plans to utilize Lea County funds to complete the project; *and*

**WHEREAS**, Constructors Inc. submitted the bid to Cooperative Educational Services (CES) for the proposed work.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County that CES task order with Constructors Inc. to widen and overlay 3.0 miles of Battle Axe Road is hereby approved.

**BE IT FURTHER RESOLVED** that the Commission Chair and/or County Manager may finalize and sign any agreements consistent with the terms of this resolution.

**PASSED AND APPROVED** on this 28<sup>th</sup> day of April, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

---

Dean Jackson (District 1), Chair  
Voted: Yes No Abstain

---

Gary G. Eidson (District 3), Vice Chair  
Voted: Yes No Abstain

---

Rebecca Long (District 2), Member  
Voted: Yes No Abstain

---

Jonathan Sena (District 4), Member  
Voted: Yes No Abstain



---

Pat Sims (District 5), Member  
Voted: Yes   No   Abstain

**ATTEST:**     Keith Manes  
                    Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: 

---

Teri Davis, Deputy Clerk

---

John W. Caldwell, County Attorney



# CONSTRUCTORS, INC

Dirt, Asphalt, Concrete, and Utilities Construction  
Aggregate and Asphalt Products  
Public Works Registration # 0101462009071

Proposal Submitted To:	<b>Lea County</b>	Job Name:	<b>Battle Axe West End Widening</b>
Attn:	<b>Cory Needham, PE</b>	Place of Job	<b>Lea County</b>
Billing Address:		Architect or Engineer:	
City, State, Zip:	<b>Lea County</b>	Date of Plans:	
Phone #:	<a href="tel:5753912942">575 391-2942</a>	Date of Proposal:	<b>4/20/22</b>
Fax #:	<b>575 392-6904</b>	Special Note / Addendum(s):	<b>PER CES AND RS MEANS PRICING</b>

**We propose to perform the attached items per CES Contract 2020-11B-R208-567:JOC Paving and Site Work - RS Means Services**

FURNISH LABOR, EQUIPMENT, AND MATERIAL TO: Perform clearing and grubbing, earthwork, 6" flex base course, subgrade prep, asphalt tack, apply aggregate prime coat, install 1" TOM asphalt, and provide traffic control. Length of project is 3.0 mile.□

FOR \$ **947,365.84**

SUBTOTAL FOR \$ **947,365.84**

NMGRT (5.5%) FOR \$ **52,105.12**

**NET TOTAL** \$ **999,470.96**

**PLEASE NOTE: This proposal must be made an integral part of any contract or subcontract arising from it, or all prices, exclusions, terms, and conditions are null and void. Owner responsible for eradicating any vegetation issues prior to any work; Constructors not responsible for weeds that arise after installation of materials.**

**PRICE EXCLUSIONS:**

PERMITS, TESTING, SURVEY, ANY WORK NOT SPECIFICALLY STATED ABOVE

**We Hereby Propose** to furnish labor, materials and equipment to complete the project in accordance with above specifications, for the sum listed above plus New Mexico Gross Receipt Tax, with payment due upon receipt of invoice unless prior agreement has been made. Any alterations or deviations from the above specifications involving extra cost will be executed only upon written order, and will become an extra charge over and above the proposed amount above. If payment is not received within 30 days from date of invoice, interest will be charged at 1 1/2% per month or fraction of a month on the unpaid balance plus incidental collection costs, including attorney fees. (As allowed by New Mexico Statute N.M.S.A. 1978, Section 57-28-5). This proposal also serves as acknowledgment of Constructors' request for the location of underground facilities. The property owner and/or the General contractor is responsible for the location of such facilities on private property. Constructors, Inc. is not responsible for damages to underground facilities which are not located and/or mislocated. Facilities are defined as computer lines, telephone, gas, water, sewer, electric, sprinkler, or any other facility installed by man.

Facilities shall be marked prior to the beginning of Constructors, Inc.'s work on the project site. If either party commences legal action to enforce its rights pursuant to this agreement, the prevailing party in the legal action shall be entitled to recover its reasonable attorney's fees and costs of litigation relating to the legal action, as determined by a court of competent jurisdiction.

All material is guaranteed to be as specified. All work is to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by worker's compensation insurance. See additional conditions on back.

Authorized Signature: Jesus Fierro  
Jesus Fierro

Note: This proposal may be withdrawn by us if not accepted within 45 days.

**Acceptance of Proposal**--The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature: \_\_\_\_\_  
Date Accepted: \_\_\_\_\_

**3003 S. BOYD DR. - CARLSBAD, NM 88220 - PHONE (575) 885-8838 - FAX (575) 887-0896**

**SERVING CHAVES, EDDY AND LEA COUNTIES**  
Website - [www.ciconstructors.com](http://www.ciconstructors.com)

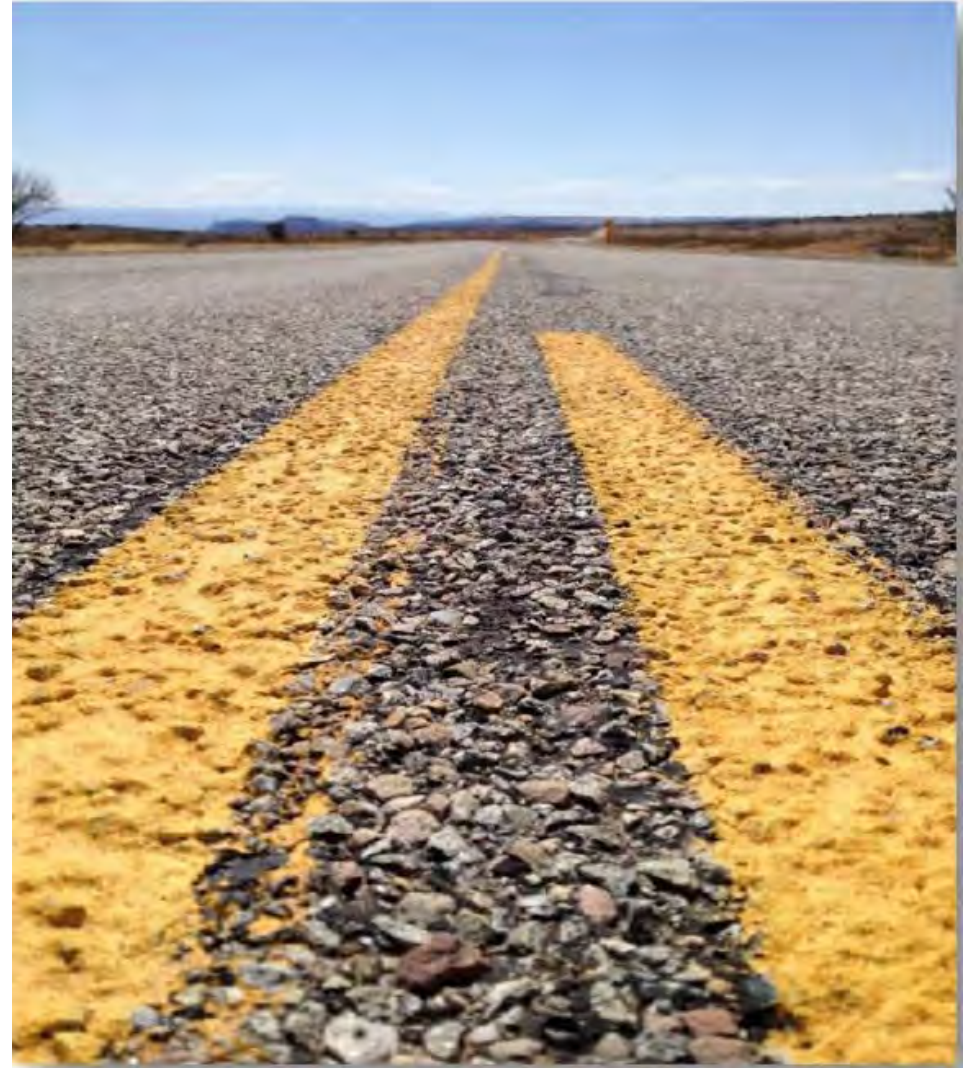
## Consideration of Lea County Resolution No. 22-APR-097R Approving the 2022 – 2023 2nd Option to Renew Agreement Aggregate for Surface Treatment to Constructors, Inc (Region 1) and to J&H Services (Region 2 & 3)

The Lea County Road Department performs chip seal surfacing on both caliche and existing paved roadways for maintenance and road improvements. The process involves the installation of emulsion oil and the application of aggregate (gravel).

In, 2020, Lea County opened competitive bids for aggregate and the contract was awarded to Constructors and J & H Services. This contract allows for an extension of the contract for additional year agreed upon both parties.

Lea County recommends extending the existing contract with Constructors, INC. of Carlsbad through it's 2022-2023 2<sup>nd</sup> Option to Renew of the 2020 bid and contract for Region 1 and J & H Services, INC. of Albuquerque for Region 2 & 3.

Prices will be adjusted for increases in petroleum related components.

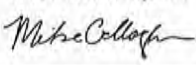




**LEA COUNTY BOARD OF COUNTY COMMISSIONERS****AGENDA ITEM SUMMARY FORM****LCBCC Meeting Date: Thursday, April 28, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sstout@leacounty.net](mailto:sstout@leacounty.net) by: **Wednesday, April 20, 2022**

County Manager Approval [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) required for all time sensitive issues that do not meet the above deadline.

<b>DATE SUBMITTED</b> mm-dd-yyyy: 04/20/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Corey Needham, ACM
<b>SUBJECT:</b> Bid #07 (19-20) Aggregate Surface Treatment- Constructors/ J & H 2022-2023 2nd OPTION TO RENEW	<b>ATTACHMENT(S):</b> Original Bid, Renewal Form
<b>NO. OF ORIGINALS FOR SIGNATURE:</b> 4	<b>ACTION REQUESTED:</b>  Action Item
<b>BUDGET LINE ITEM NUMBER:</b> 402-10-2051	<b>FISCAL BUDGET YEAR:</b> FY 21/22, FY 22/23
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: 1. % of chip sealed county roads vs. caliche roads (goal: each year chip seal more roads)	
<b>SUMMARY:</b> Lea County utilizes aggregate for the annual road maintenance completed by county staff each year.  Lea County staff wishes to extend it's existing contract with Constructors, Inc. of Carlsbad through it's 2022-2023 2nd Option to Renew of the 2020 bid and contract for Region 1.  1. Lea County staff wishes to extend it's existing contract with J & H Services, INC. of Albuquerque through it's 2022-2023 2nd Option to Renew of the 2020 bid and contract for Region 2 & 3.  Both contracts will include a justified increase in pricing due to petroleum related increases since the bid of the initial contract.	
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> If checked, how many: Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other:	<b>See Additional Summary Attached</b> <input type="checkbox"/>
<b>SUBMITTER'S RECOMMENDATION(S):</b> Staff recommends that LCBC accept the renewal of the Constructors, INC. contract	<b>Submitter's Signature</b> Department Director, Etc.
<b>FINANCE REVIEW</b> Fiscal Impact/Cost: The financial impact to Lea County will be expenditures from the Road Fund dependent upon pricing and amount purchased. Funds are budgeted and available in 402-10-4251	<b>Reviewed by Finance Director</b> Henry C Low Jr Digitally signed by Henry C Low Jr Date: 2022.04.20 14:44:52 -06'00'
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda 
<b>Item No.</b> <u>0203</u> <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>	
Approved: _____ Resolution No. <u>22-APR-097R</u> Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____ Other: _____ Ordinance No. _____ Comments: _____

STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-APR-097R

**A RESOLUTION APPROVING THE 2022 - 2023 2<sup>ND</sup> OPTION TO RENEW AGREEMENT AGGREGATE  
FOR SURFACE TREATMENT TO CONSTRUCTORS, INC AND TO J&H SERVICES (REGION 2 & 3)**

**WHEREAS**, Lea County roads play an important role within the Lea County transportation system for economic development, connectivity, and emergency services; *and*

**WHEREAS**, aggregate is used in the preventative maintenance, construction, and repair of roadways through the chip seal process; *and*

**WHEREAS**, Lea County utilizes a third party to supply the aggregate; *and*

**WHEREAS**, on March 11, 2020, Lea County opened competitive bids. Constructors, Inc submitted the low bid in Region 1 and J & H Services, Inc submitted the low bid in Region 2 & 3; *and*

**WHEREAS**, Lea County wishes to excise the 2022-2023 2<sup>nd</sup> option to renew of the contract

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County that the 2022 - 2023 2<sup>nd</sup> Option to Renew Aggregate for Surface Treatment be awarded to Constructors, Inc for Region 1 and J&H Services, Inc for Region 2 & 3 is hereby approved.

**BE IT FURTHER RESOLVED** that the Commission Chair and/or County Manager may finalize and sign any agreements consistent with the terms of this resolution.

**PASSED AND APPROVED** on this 28<sup>th</sup> day of April, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

---

Dean Jackson (District 1), Chair  
Voted: Yes   No   Abstain

---

Gary G. Eidson (District 3), Vice Chair  
Voted: Yes   No   Abstain

---

Rebecca Long (District 2), Member  
Voted: Yes   No   Abstain

---

Jonathan Sena (District 4), Member  
Voted: Yes   No   Abstain

---

Pat Sims (District 5), Member  
Voted: Yes No Abstain

**ATTEST:** Keith Manes  
Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: 

---

Teri Davis, Deputy Clerk

---

John W. Caldwell, County Attorney



**2022 - 2023 -- 2<sup>nd</sup> OPTION TO RENEW**

**AGGREGATE FOR SURFACE TREATMENT AGREEMENT**

**THIS AGREEMENT** is made between the **LEA COUNTY BOARD OF COMMISSIONERS**, acting by and through its Chairman and located in the County of Lea, State of New Mexico, (hereinafter referred to as "**COUNTY**") and **CONSTRUCTORS, INC.**, located at 3003 S. Boyd Drive, Carlsbad, New Mexico, 88220 (hereinafter referred to as **CONSTRUCTORS**).

**WHEREAS**, the **COUNTY** has engaged **CONSTRUCTORS** to provide aggregate for surface treatment to the **COUNTY**;

**NOW THEREFORE**, the **COUNTY** hereby exercises their right to renew Bid #07 - (19-20) contract for a twelve-month term beginning on April 2, 2022 and ending April 1, 2023, upon the same terms and conditions contained in the original contract, **EXCEPT** Per increases due to petroleum-related elements of the contract.

**IN WITNESS WHEREOF**, we have hereunto affixed our hands and seals this 28<sup>th</sup> day of April, 2022.

LEA COUNTY BOARD OF COUNTY  
COMMISSIONERS  
LEA COUNTY, NEW MEXICO

CONSTRUCTORS, INC.

By: \_\_\_\_\_  
Chair Dean Jackson

By: \_\_\_\_\_

ATTEST: Keith Manes  
Lea County Clerk

Approved as to Legal Sufficiency:

By: \_\_\_\_\_  
Teri Davis, Deputy

\_\_\_\_\_  
Lea County Attorney John W. Caldwell

Aggregate for Surface Treatment  
2<sup>nd</sup> Option to Renew  
Page 2

STATE OF \_\_\_\_\_ )  
 )ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_ by \_\_\_\_\_,  
(Name) (Title),  
of \_\_\_\_\_ a \_\_\_\_\_ corporation, on  
(Corporation) (Place of Incorporation)  
behalf of said corporation.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

**2022 - 2023 -- 2<sup>nd</sup> OPTION TO RENEW**

**AGGREGATE FOR SURFACE TREATMENT AGREEMENT**

**THIS AGREEMENT** is made between the **LEA COUNTY BOARD OF COMMISSIONERS**, acting by and through its Chairman and located in the County of Lea, State of New Mexico, (hereinafter referred to as "**COUNTY**") and **J & H SERVICES, INC.**, located at 6616 Gulton Ct. NE, Suite 90 Albuquerque, NM 87109 (hereinafter referred to as **CONSTRUCTORS**).

**WHEREAS**, the **COUNTY** has engaged **J & H Services** to provide aggregate for surface treatment to the **COUNTY**;

**NOW THEREFORE**, the **COUNTY** hereby exercises their right to renew Bid #07 - (19-20) contract for a twelve-month term beginning on April 2, 2022 and ending April 1, 2023, upon the same terms and conditions contained in the original contract EXCEPT Per increases due to petroleum-related elements of the contract.

**IN WITNESS WHEREOF**, we have hereunto affixed our hands and seals this 28<sup>th</sup> day of April, 2022

LEA COUNTY BOARD OF COUNTY  
COMMISSIONERS  
LEA COUNTY, NEW MEXICO

J & H Services, INC.

By: \_\_\_\_\_  
Chair Dean Jackson

By: \_\_\_\_\_

ATTEST: Keith Manes  
Lea County Clerk

Approved as to Legal Sufficiency:

By: \_\_\_\_\_  
Teri Davis, Deputy

\_\_\_\_\_  
Lea County Attorney John W. Caldwell



Aggregate for Surface Treatment  
2<sup>nd</sup> Option to Renew  
Page 2

STATE OF \_\_\_\_\_ )  
 )ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_ by \_\_\_\_\_, \_\_\_\_\_,  
(Name) (Title)  
of \_\_\_\_\_ a \_\_\_\_\_ corporation, on  
(Corporation) (Place of Incorporation)  
behalf of said corporation.

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public



# CONSTRUCTORS, INC.

Dirt, Asphalt, Concrete and Utility Construction  
Aggregate and Asphalt Products

3/24/22

Corey Needham, Assistant County Manager  
Lea County  
5915 N. Lovington Hwy  
Hobbs, NM 88240

Re: Price Increase Due to Fuel Costs

Corey,

Constructors is requesting an increase for the 2<sup>nd</sup> OTR from \$34.47/ton (includes the 3% escalation) to \$37.83/ton due the rise in fuel costs. I have attached documentation that the fuel cost in 2020, at time of original bid, was \$2.55 and as of 3/21/22 is \$5.13 per gallon. The assumptions made in calculation the \$3.36 increase to the per ton price are as follows:

- Haul trucks 5 MPG
- Round trip 150 Miles
- Tons per load 23 tons
- Average speed 55 MPH

The increase requested is purely cost with no mark up.

We appreciate your consideration to this request, if you have any questions please call me at (575) 706-7309.

Thank you,

Rachelle Thompson  
Vice President

3003 S. BOYD DR. - CARLSBAD, NM 88220 - PHONE (575) 885-8838 - FAX (575) 887-0896  
401 W. GLEN DR. - ROSWELL, NM 88203 - PHONE (575) 622-1080 - FAX (575) 624-1795  
5505 W. DUNNAM ST. - HOBBS, NM 88240 - PHONE (575) 392-1193 - FAX (575) 392-2729  
Website - [www.ciconstructors.com](http://www.ciconstructors.com)



## PETROLEUM & OTHER LIQUIDS

[OVERVIEW](#)
[DATA](#)
[ANALYSIS & PROJECTIONS](#)
[GLOSSARY](#)
[FAQS](#)

### Weekly Retail Gasoline and Diesel Prices

(Dollars per Gallon, Including Taxes)

Area: U.S.



Period: Weekly



Show Data By:			02/14/22	02/21/22	02/28/22	03/07/22	03/14/22	03/21/22	View History
<input checked="" type="radio"/> Product <input type="radio"/> Area									
<b>Gasoline - All Grades</b>		<input type="checkbox"/>	3.581	3.624	3.701	4.196	4.414	4.343	1993-2022
All Grades - Conventional Areas		<input type="checkbox"/>	3.441	3.480	3.554	4.031	4.252	4.165	1994-2022
All Grades - Reformulated Areas		<input type="checkbox"/>	3.859	3.911	3.994	4.527	4.737	4.697	1994-2022
Regular		<input type="checkbox"/>	3.487	3.530	3.608	4.102	4.315	4.239	1990-2022
Conventional Areas		<input type="checkbox"/>	3.372	3.410	3.486	3.963	4.180	4.091	1990-2022
Reformulated Areas		<input type="checkbox"/>	3.738	3.790	3.874	4.407	4.610	4.562	1994-2022
Midgrade		<input type="checkbox"/>	3.908	3.954	4.025	4.524	4.765	4.719	1994-2022
Conventional Areas		<input type="checkbox"/>	3.710	3.752	3.814	4.292	4.538	4.462	1994-2022
Reformulated Areas		<input type="checkbox"/>	4.204	4.256	4.341	4.872	5.106	5.107	1994-2022
Premium		<input type="checkbox"/>	4.180	4.221	4.296	4.798	5.038	4.992	1994-2022
Conventional Areas		<input type="checkbox"/>	4.009	4.045	4.114	4.592	4.833	4.759	1994-2022
Reformulated Areas		<input type="checkbox"/>	4.384	4.430	4.513	5.044	5.284	5.269	1994-2022
<b>Diesel (On-Highway) - All Types</b>		<input type="checkbox"/>	4.019	4.055	4.104	4.849	5.250	5.134	1994-2022
Ultra Low Sulfur (15 ppm and Under)		<input type="checkbox"/>	4.019	4.055	4.104	4.849	5.250	5.134	2007-2022
Low Sulfur (Above 15 ppm to 500 ppm)		<input type="checkbox"/>							2007-2008

Click on the source key icon to learn how to download series into Excel, or to embed a chart or map on your website.

- = No Data Reported; -- = Not Applicable; NA = Not Available; W = Withheld to avoid disclosure of individual company data.

**Notes:** Conventional area is any area that does not require the sale of reformulated gasoline. All types of finished motor gasoline may be sold in this area. RFG area is an ozone nonattainment area designated by the Environmental Protection Agency which requires the use of reformulated gasoline. Publication of Low Sulfur On-Highway Diesel (LSD) prices at the U.S. level was discontinued on December 8, 2008 due to a diminishing number of stations selling LSD as a result of EPA diesel fuel regulations. EIA continued to collect LSD prices from retail outlets and included them in the Diesel Average All Types price until July 26, 2010, when no more outlets reported LSD sales. Beginning July 26, 2010 publication of Ultra Low Sulfur Diesel (ULSD) price became fully represented by the Diesel Average All Types price. As of December 1, 2010 (September 1, 2006 in California), any on-highway diesel fuel sold is ULSD as mandated by EPA on-highway diesel fuel regulations. EIA did not collect weekly retail motor gasoline data between December 10, 1990 and January 14, 1991. Monthly and annual averages are simple averages of the weekly data contained therein. For months and years with incomplete weekly data series, the monthly and/or annual averages are not available. See Definitions, Sources, and Notes link above for more information on this table.

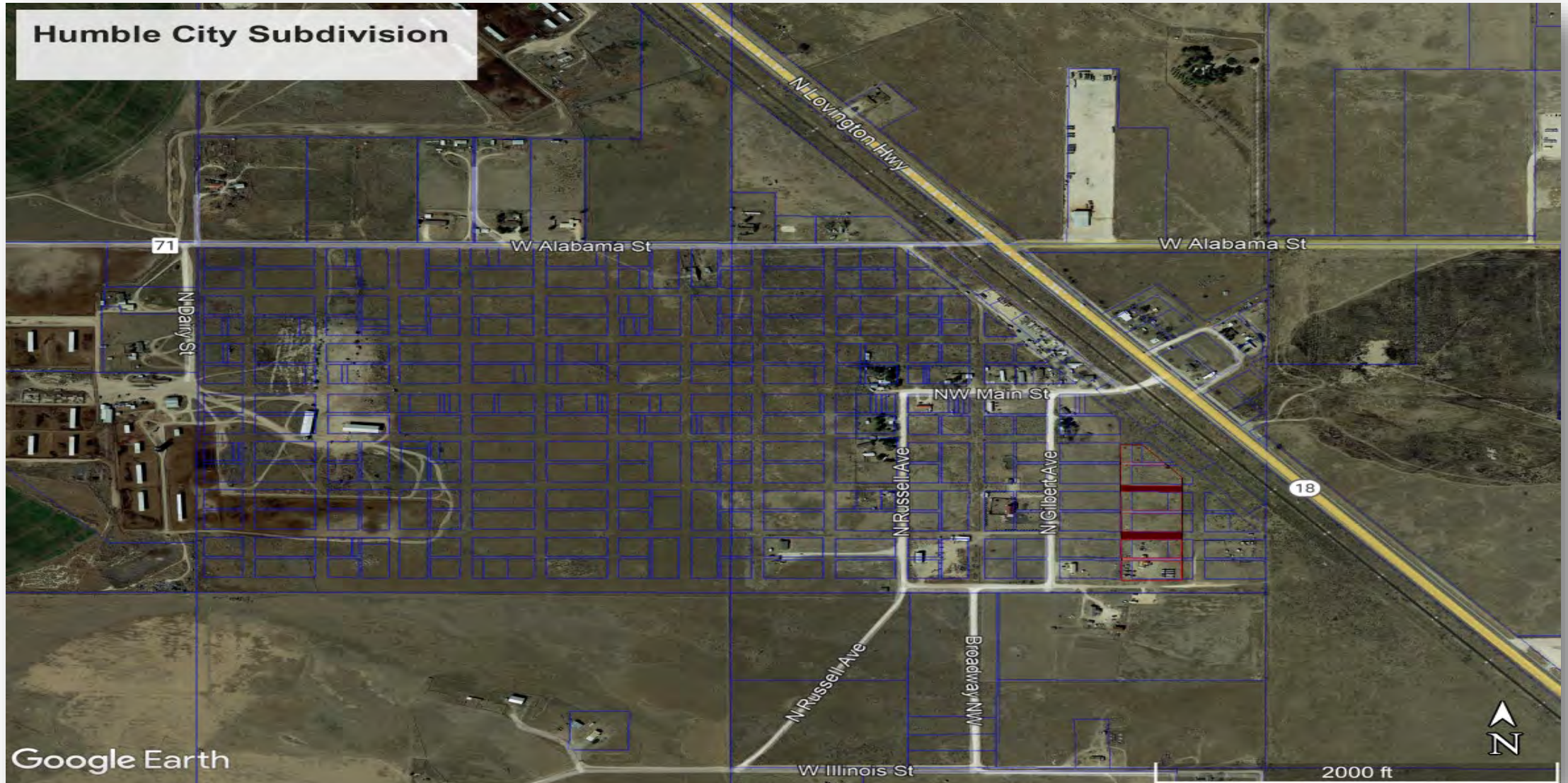
Release Date: 3/21/2022

Next Release Date: 3/28/2022





Consideration of Lea County Resolution No. 22-APR-098R Approving the Recommendation of a Freeholders Committee to Deny the Vacation of Alleys Within Blocks 31, 44, 47 Plus Roxana Street and Skelly Street Between Blocks 31, 44, 47 of Humble City Subdivision, Unit 1 in Section 35, Township 17 South, Range 37 East N.M.P.M. Lea County, New Mexico





# Consideration of Lea County Resolution No. 22-APR-098R Approving the Recommendation of a Freeholders Committee to Deny the Vacation of Alleys Within Blocks 31, 44, 47 Plus Roxana Street and Skelly Street Between Blocks 31, 44, 47 of Humble City Subdivision, Unit 1 in Section 35, Township 17 South, Range 37 East N.M.P.M. Lea County, New Mexico

## Xcel Energy Response

**Bruce D. Reid**

From: Durham, Dusty L <Dusty.L.Durham@xcelenergy.com>  
Sent: Wednesday, April 20, 2022 8:41 AM  
To: Bruce D. Reid; Corey Needham; Charles F. Pruitt; Seborn South  
Subject: RE: [External] Freeholders Committee  
Attachments: Free holders Comm Binder .pdf

**\*\*\*CAUTION: This email originated from outside of Lea County. Do not click on links or open attachments unless you recognize the sender and know the content is safe.\*\*\***

Bruce,

From my understanding of your project, Xcel Energy Distribution does not have any facilities that would be affected by the vacation of the highlighted streets and alleys in the attachment. Xcel Energy Distribution does not have any objections. I have included an image below showing the approximate locations of existing Xcel Energy facilities lined in green.

From: Bruce D. Reid <b Reid@leacounty.net>  
Sent: Tuesday, April 19, 2022 12:42 PM  
To: Corey Needham <cneedham@leacounty.net>; Charles F. Pruitt <cfpruit@leacounty.net>; Durham, Dusty L <Dusty.L.Durham@xcelenergy.com>; Seborn South <ssouth@zngc.com>  
Subject: Freeholders Committee

**EXTERNAL - STOP & THINK before opening links and attachments.**

A freeholders Committee was convened on April 14<sup>th</sup> to review the vacation of streets and alleys in Blocks 31, 44, 47 of Humble City Subdivision, Unit 1. The streets are in red and the alley is pink in the attachment. Does anyone have any objects if these streets and alleys are vacated.

**Bruce Reid**

County Planner  
Lea County Government  
100 N. Main Suite 4 Lovington NM 88260  
T: 575-396-8696 | M: 575-704-2725  
Email: [b Reid@leacounty.net](mailto:b Reid@leacounty.net)



**Dusty Durham, P.E.**  
Xcel Energy  
Distribution Design Manager, SPS Projects  
P: 806.796.3218 C: 806.729.9464 F: 806.796.3209

This e-mail, and any attachments, may contain confidential or private material for the sole use of the intended recipient(s). If you are not the intended recipient, please contact the sender by reply mail and delete all copies of this message and any attachments.



Consideration of Lea County Resolution No. 22-APR-098R Approving the Recommendation of a Freeholders Committee to Deny the Vacation of Alleys Within Blocks 31, 44, 47 Plus Roxana Street and Skelly Street Between Blocks 31, 44, 47 of Humble City Subdivision, Unit 1 in Section 35, Township 17 South, Range 37 East N.M.P.M. Lea County, New Mexico





# Consideration of Lea County Resolution No. 22-APR-098R Approving the Recommendation of a Freeholders Committee to Deny the Vacation of Alleys Within Blocks 31, 44, 47 Plus Roxana Street and Skelly Street Between Blocks 31, 44, 47 of Humble City Subdivision, Unit 1 in Section 35, Township 17 South, Range 37 East N.M.P.M. Lea County, New Mexico

**Bruce D. Reid**

**From:** Daniel Johncox <danieljohncox@ymhinc.net>  
**Sent:** Tuesday, April 19, 2022 10:39 AM  
**To:** Bruce D. Reid  
**Subject:** [External] Salinas Vacation Request

**\*\*\*CAUTION:** This email originated from outside of Lea County. Do not click on links or open attachments unless you recognize the sender and know the content is safe.\*\*\*

Bruce,

I was able to drive by this location yesterday afternoon. I don't see why this vacation would be a problem. This is an underdeveloped area of Hobbs and from my experience these dedicated streets and alleys have been a hindrance. It is my opinion that this vacation request should be approved.

Thank you,

**Daniel Johncox**

**Young's Homes**  
 4830 E Seminole Hwy  
 Hobbs NM 88240  
 danieljohncox@ymhinc.net  
 575.393.1525 / 397.4457 (F)

This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

I also recommend denying vacation of streets and alleys in Blocks 31, 44, 47 of Humble City Subdivision, Unit 1.

Thank you,

**Charles Pruitt** | **Public Safety Administrator**  
 Emergency Management/Deputy Fire Marshal



Lea County Government  
 1019 E. Bender, Hobbs NM 88240  
 T: 575.391.2983 | M: 575.725.8633  
[cpfruit@leacounty.net](mailto:cpfruit@leacounty.net)

CN

Corey Needham

Bruce D. Reid; Charles F. Pruitt; 'Daniel Johncox' →

10:03

RE: Freeholders Committee

Gentlemen,

I do not believe that we can legally vacate the lots requested. The requester would need to complete a replat previous to the vacation or, at the same time, eliminate the 25' lots on the referenced blocks. Without this action, we would be creating landlocked parcels that would not have access to public ROW.

Have we addressed Charley Pruitt's question and verified ownership of all the lots adjacent to the requested ROW vacations?



**Corey Needham, PE** | Assistant County Manager

Lea County Government  
 T: 575.391.2482 | M: 575.605.3497 | F: 575.392.6904  
[cneedham@leacounty.net](mailto:cneedham@leacounty.net)



# Consideration of Lea County Resolution No. 22-APR-098R Approving the Recommendation of a Freeholders Committee to Deny the Vacation of Alleys Within Blocks 31, 44, 47 Plus Roxana Street and Skelly Street Between Blocks 31, 44, 47 of Humble City Subdivision, Unit 1 in Section 35, Township 17 South, Range 37 East N.M.P.M. Lea County, New Mexico

STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-APR-098R

**A RESOLUTION APPROVING THE RECOMMENDATION OF A FREEHOLDERS COMMITTEE TO DENY THE VACATION OF ALLEYS WITHIN BLOCKS 31, 44, 47 PLUS ROXANA STREET AND SKELLY STREET BETWEEN BLOCKS 31, 44, 47 OF HUMBLE CITY SUBDIVISION, UNIT 1 IN SECTION 35, TOWNSHIP 17 SOUTH, RANGE 37 EAST N.M.P.M. LEA COUNTY, NEW MEXICO**

**WHEREAS**, Mr. Salina applied for a vacation of said alleys and roadways on March 28, 2022, and

**WHEREAS**, the Lea County Board of County Commissioners convened a Freeholder's Committee on April 14<sup>th</sup>, 2022, and

**WHEREAS**, the utility service companies serving the subdivision do not have objections to the vacation of the proposed right of ways, and

**WHEREAS**, the majority of the Freeholders Committee recommends to deny the proposed vacation of right of way as it would create landlocked lots within the subdivision,

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County that the said land vacation is hereby denied.

**BE IT FURTHER RESOLVED** that the Commission Chair and/or County Manager may finalize and sign any agreements consistent with the terms of this resolution.

**PASSED AND APPROVED** on this 28<sup>th</sup> day of April, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
Dean Jackson (District 1), Chair  
Voted: Yes No Abstain

\_\_\_\_\_  
Gary G. Eidson (District 3), Vice Chair  
Voted: Yes No Abstain

\_\_\_\_\_  
Rebecca Long (District 2), Member  
Voted: Yes No Abstain

\_\_\_\_\_  
Jonathan Sena (District 4), Member  
Voted: Yes No Abstain

\_\_\_\_\_  
Pat Sims (District 5), Member  
Voted: Yes No Abstain

**ATTEST:** Keith Manes  
Lea County Clerk

**APPROVED AS TO FORM AND LEGAL SUFFICIENCY:**

By: \_\_\_\_\_  
Teri Davis, Deputy Clerk

\_\_\_\_\_  
John W. Caldwell, County Attorney

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS****AGENDA ITEM SUMMARY FORM****LCBCC Meeting Date: Thursday, April 28, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [ssout@leacounty.net](mailto:ssout@leacounty.net) by: **Wednesday, April 20, 2022**

County Manager Approval [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) required for all time sensitive issues that do not meet the above deadline.

<b>DATE SUBMITTED</b> mm-dd-yyyy: 04/20/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Bruce Reid, Planner, Planning/GIS
<b>SUBJECT:</b> Consideration to approve to vacate alleys and streets in Humble City Subdivision, Unit 1 in Section 35, Township 17 South, Range 37 East.	<b>ATTACHMENT(S):</b> PowerPoint, Resolution
<b>NO. OF ORIGINALS FOR SIGNATURE:</b> 1	<b>ACTION REQUESTED:</b> Action Item
<b>BUDGET LINE ITEM NUMBER:</b> NA	<b>FISCAL BUDGET YEAR:</b> NA

**STRATEGIC PLAN** Implementation of 5 Year Strategic Plan:

## Section 3.2 Economic Growth and Vitality

Goal Statement: Lea County is a community that has a economic growth and diversification.

Performance Measure #1. Unemployment rate: a downward trend

**SUMMARY:**

Mr. Salina is requesting that all alleys in Blocks 31, 44, & 47 in Humble City Subdivision, Unit 1 be vacating along with Roxana Street and Skelly Street in between the blocks. Mr. Salinas has just acquired all the lots in these blocks. He would like to build a house and enclose his property.

The utility companies have no objections to vacating this portion of right-of-way within the subdivision.

The majority of the Freeholders Committee recommends denying the vacation of right-of-way at this time. The proposed vacation would create landlocked lots within the subdivision. The developer is encouraged to complete a replat of the adjacent lots to remove the landlocked parcel issue and reapply for right-of-way vacation if desired.

<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: <input type="checkbox"/> <small>If checked; how many:</small>	<b>See Additional Summary Attached</b> <input type="checkbox"/>
<b>SUBMITTER'S RECOMMENDATION(S):</b> Freeholder's Committee rejects vacation request.	<b>Submitter's Signature</b> Department Director, Etc. Digitally signed by Bruce Reid Date: 2022.04.20 09:30:55 -06'00' <b>Bruce Reid</b>
<b>FINANCE REVIEW</b> Fiscal Impact/Cost: There is no financial impact to Lea County with this agenda item.	<b>Reviewed by Finance Director</b> Digitally signed by Henry C Low Jr Date: 2022.04.22 14:41:43 -06'00' <b>Henry C Low Jr</b>
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda <i>Mike Collopy</i>

**Item No.** 0204**RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN**

Approved: _____	Denied: _____	Other: _____
Resolution No. <u>22-APR-098R</u>	Policy No. _____	Ordinance No. _____
Continued To: _____	Referred To: _____	Comments: _____



STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-APR-098R

**A RESOLUTION APPROVING THE RECOMMENDATION OF A FREEHOLDERS COMMITTEE TO DENY THE VACATION OF ALLEYS WITHIN BLOCKS 31, 44, 47 PLUS ROXANA STREET AND SKELLY STREET BETWEEN BLOCKS 31, 44, 47 OF HUMBLE CITY SUBDIVISION, UNIT 1 IN SECTION 35, TOWNSHIP 17 SOUTH, RANGE 37 EAST N.M.P.M. LEA COUNTY, NEW MEXICO**

**WHEREAS**, Mr. Salina applied for a vacation of said alleys and roadways on March 28, 2022; *and*

**WHEREAS**, the Lea County Board of County Commissioners convened a Freeholder's Committee on April 14<sup>th</sup>, 2022, *and*

**WHEREAS**, the utility service companies serving the subdivision do not have objections to the vacation of the proposed right of ways; *and*

**WHEREAS**, the majority of the Freeholders Committee recommends to deny the proposed vacation of right of way as it would create landlocked lots within the subdivision.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County that the said land vacation is hereby denied.

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**PASSED AND APPROVED** on this 28<sup>th</sup> day of April, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

---

Dean Jackson (District 1), Chair  
Voted: Yes   No   Abstain

---

Gary G. Eidson (District 3), Vice Chair  
Voted: Yes   No   Abstain

---

Rebecca Long (District 2), Member  
Voted: Yes   No   Abstain

---

Jonathan Sena (District 4), Member  
Voted: Yes   No   Abstain

---

Pat Sims (District 5), Member  
Voted: Yes   No   Abstain

**ATTEST:**     Keith Manes  
                  Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: 

---

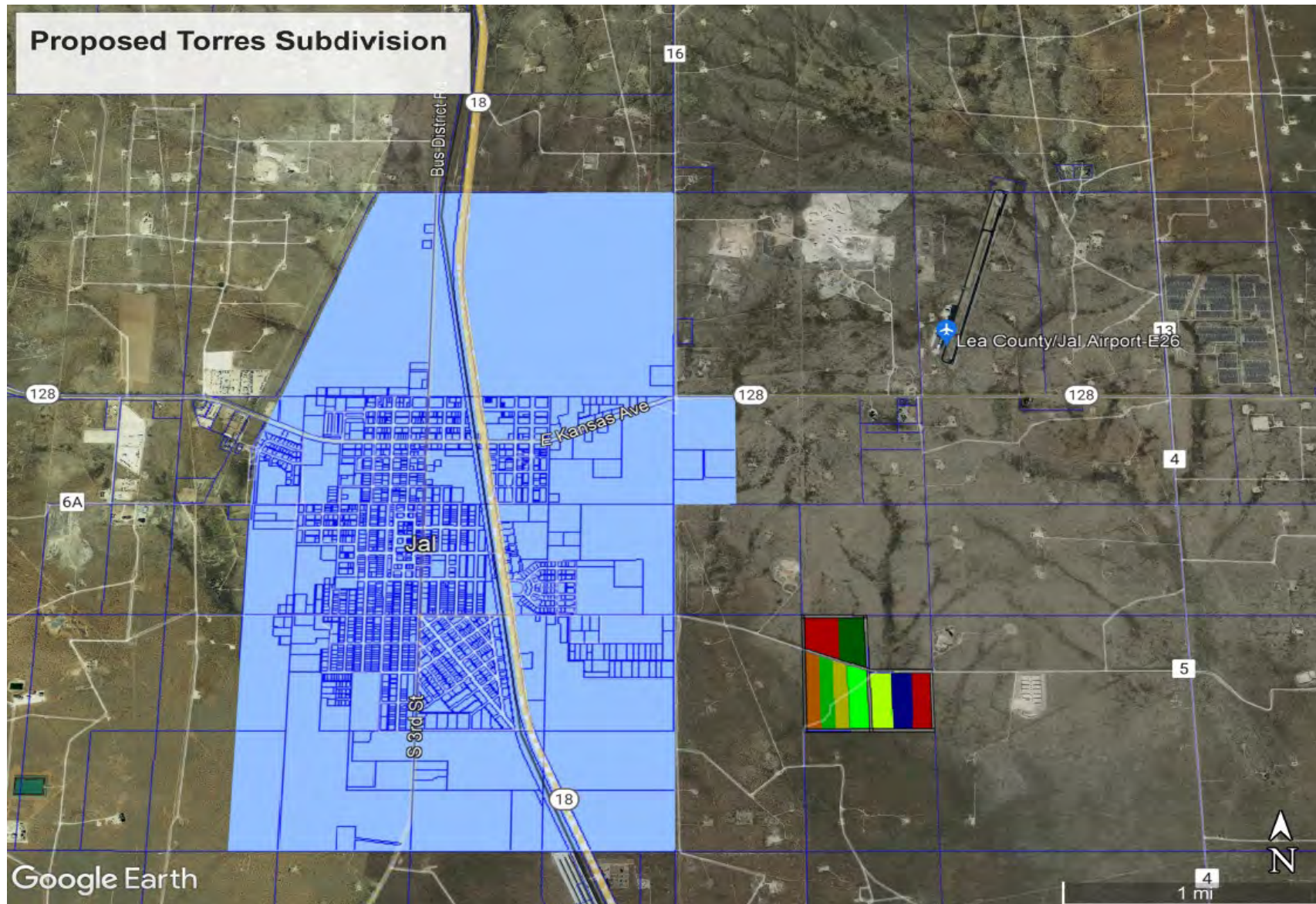
Teri Davis, Deputy Clerk

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John W. Caldwell, County Attorney



# Consideration of Lea County Resolution No. 22-APR-099R Approving a Recommendation from the Lea County Planning and Zoning Board Regarding a Block Length Variance Request in the Torres Subdivision Located in the Northeast Quarter of Section 28, Township 25 South, Range 37 East N.M.P.M. Lea County, New Mexico







- LCSR Section 16.2.1(F) Blocks lengths shall not exceed thirteen hundred twenty (1320) feet and cross streets shall match adjoining streets wherever practicable.
- Jal city limits is a ½ mile from Torres Subdivision on East Merryman Avenue. East Merryman Avenue terminates at Willis Road (County Road 4) two miles from the Jal city limits.
- There is an west connecting street on the north (Merryman Avenue) one mile from the proposed Subdivision. A west connecting street on the south (Whitworth Drive) one mile from the proposed Subdivision.
- Willis Road would be the future connection point east streets on the north and south side of the proposed subdivision one mile to the east.
- North/South subdivision roads will intersect with NM Hwy 128 to the north at a distance of one mile and St Hwy 18 to the south with a distance of 2 ½ miles to the south.
- The required roads would cost approximately 80 dollars per linear foot for about 10550 feet. Upwards of \$800,000.



# Consideration of Lea County Resolution No. 22-APR-099R Approving a Recommendation from the Lea County Planning and Zoning Board Regarding a Block Length Variance Request in the Torres Subdivision Located in the Northeast Quarter of Section 28, Township 25 South, Range 37 East N.M.P.M. Lea County, New Mexico



**CITY OF JAL**

JAL, NEW MEXICO 88252

PO DRAWER 340  
PHONE 395-3340

Bruce Reid

21 March 2022

Lea County Planning

Re: Torres Subdivision, Lea County, New Mexico

Dear Mr. Reid,

The City of Jal has reviewed the proposed subdivision and do not object to the requested variance of not building roadways on the North/South from Merriman Street or the East/West roads. As long as all plats touch Merriman, the city is good.

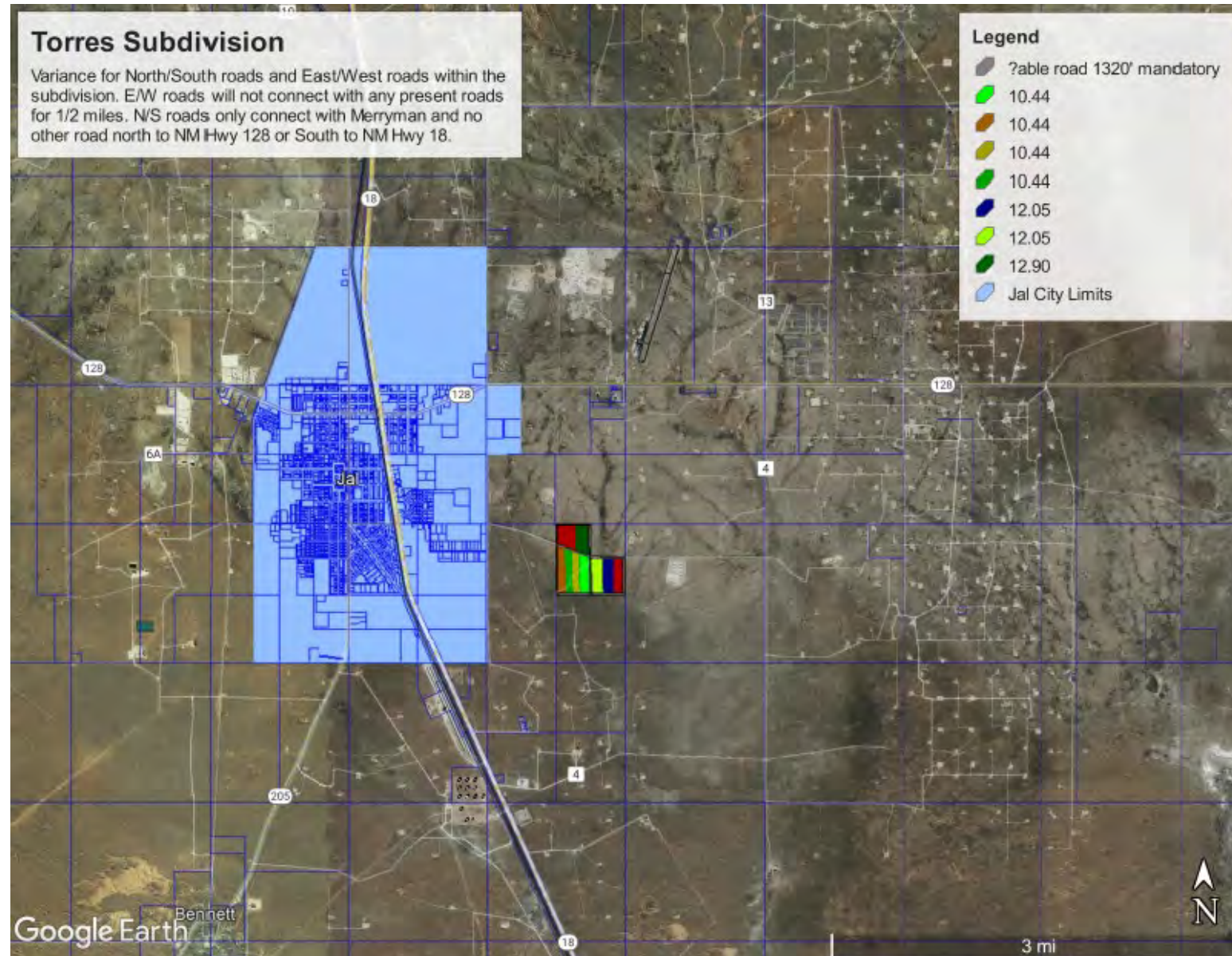
One question that might need to be asked is "where are they receiving water".

Thanks Matt White

*Matt White*  
CITY MANAGER



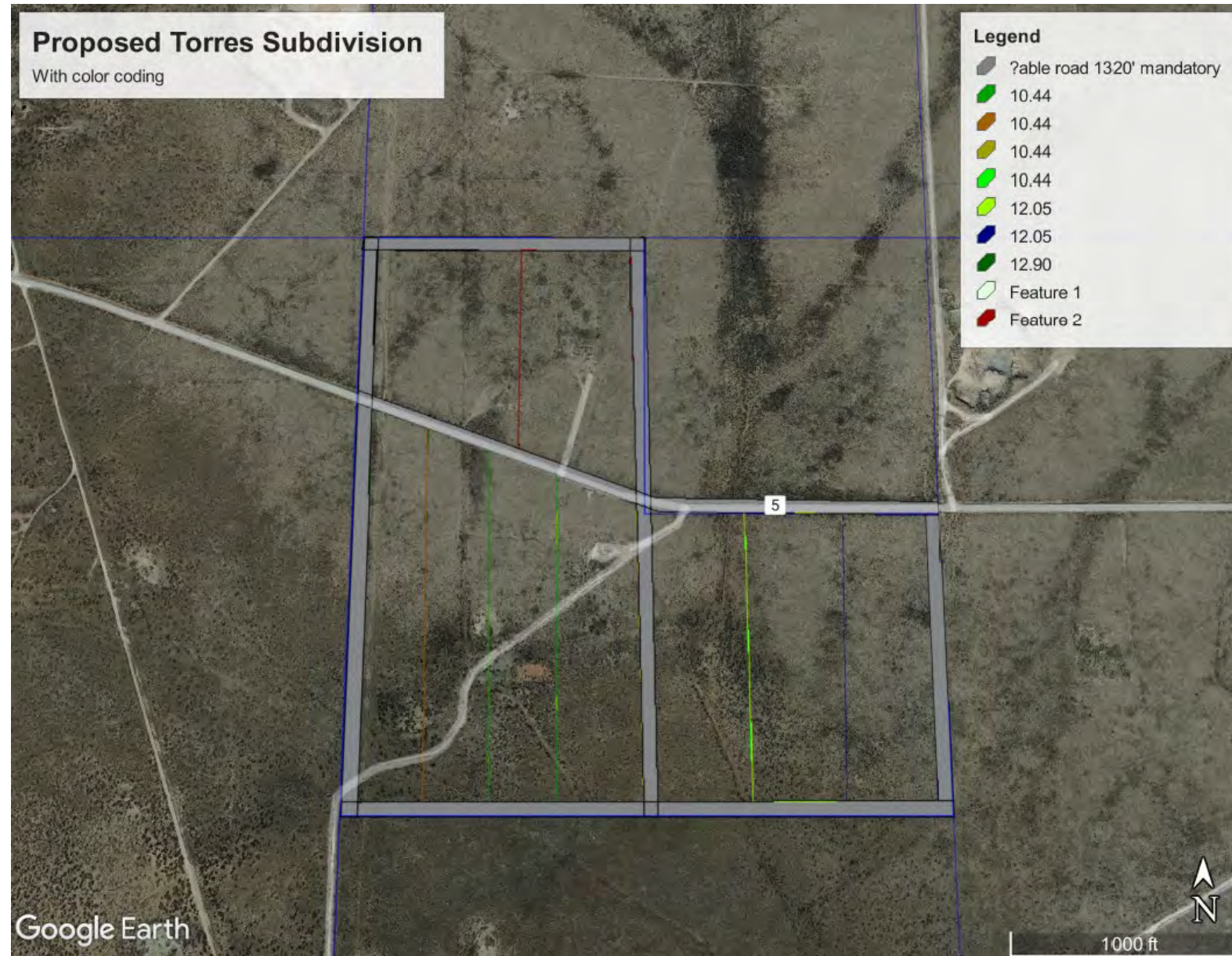
# Consideration of Lea County Resolution No. 22-APR-099R Approving a Recommendation from the Lea County Planning and Zoning Board Regarding a Block Length Variance Request in the Torres Subdivision Located in the Northeast Quarter of Section 28, Township 25 South, Range 37 East N.M.P.M. Lea County, New Mexico







# Consideration of Lea County Resolution No. 22-APR-099R Approving a Recommendation from the Lea County Planning and Zoning Board Regarding a Block Length Variance Request in the Torres Subdivision Located in the Northeast Quarter of Section 28, Township 25 South, Range 37 East N.M.P.M. Lea County, New Mexico





**LEA COUNTY BOARD OF COUNTY COMMISSIONERS****AGENDA ITEM SUMMARY FORM****LCBCC Meeting Date: Thursday, April 28, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sslout@leacounty.net](mailto:sslout@leacounty.net) by: **Wednesday, April 20, 2022**

County Manager Approval [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) required for all time sensitive issues that do not meet the above deadline.

<b>DATE SUBMITTED</b> mm-dd-yyyy: 04/20/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Bruce Reid, Planner, Planning/GIS
<b>SUBJECT:</b> Consideration to approve Block Length Variance for Torres Subdivision in Section 28, Township 25 South, Range 37 East.	<b>ATTACHMENT(S):</b> PowerPoint, Resolution
<b>NO. OF ORIGINALS FOR SIGNATURE:</b> 1	<b>ACTION REQUESTED:</b> Action Item
<b>BUDGET LINE ITEM NUMBER:</b> NA	<b>FISCAL BUDGET YEAR:</b> NA

**STRATEGIC PLAN** Implementation of 5 Year Strategic Plan:

## Section 3.2 Economic Growth and Vitality

Goal Statement: Lea County is a community that has a economic growth and diversification.

Performance Measure #1. Unemployment rate: a downward trend

**SUMMARY:**

Mr. Torres is proposing a Type 5 subdivision on East Merryman Avenue (County Road 5). This is to be a 9 lot subdivision with a lots larger than 10 acres in size. Mr. Torres is requesting a Block Length Variance because none of the roads to be built will connect to any existing roads in the foreseeable future. LCSR Section 16.2.1(F) Blocks lengths shall not exceed 1320 feet and cross streets shall match adjoining streets wherever practicable. Mr. Torres is requesting that he be allowed to place easements in the road areas instead of building the roads. Approximate cost of building County approved roads would be \$80.00 per linear foot for a length of approximately 10550 feet. This cost would be prohibitive developer when developing his subdivision and the County for future maintenance of unused roadways. The east/west roadways on the northern and southern ends of the subdivision could connect with Merryman Avenue and Whitworth Drive in Jal's corporate boundary. Presently to the west there is 1/2 mile of undeveloped land to Merryman Avenue and a mile of undeveloped land to Whitworth Drive. To the east there is 2 miles of undeveloped land to Willis Road (County Road 4). North/South roads will only intersect with NM Hwy 128 one mile to the north and NM Hwy 18 2 1/2 miles to the south. The Planning and Zoning Board recommended approval of the Block Length Variance to guide the future growth and development of the County by promoting economic development and employment opportunities. Jal City Manager and Mayor stated in a letter that the City of Jal is good with the

<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> If checked; how many: Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	<b>See Additional Summary Attached</b> <input type="checkbox"/>
<b>SUBMITTER'S RECOMMENDATION(S):</b> Approval	<b>Submitter's Signature</b> Department Director, Etc. <b>Bruce Reid</b> Digitally signed by Bruce Reid Date: 2022.04.20 09:30:55 -0600
<b>FINANCE REVIEW</b> Fiscal Impact/Cost: There is no financial impact to Lea County with this agenda item.	<b>Reviewed by Finance Director</b> <b>Henry C Low Jr</b> Digitally signed by Henry C Low Jr Date: 2022.04.20 12:20:55 -0600
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda <i>Mike Collopy</i>

Item No. 0205

**RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN**

Approved: _____	Denied: _____	Other: _____
Resolution No. <u>22-APR-099R</u>	Policy No. _____	Ordinance No. _____
Continued To: _____	Referred To: _____	Comments: _____



STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-APR-099R

A RESOLUTION APPROVING A RECOMMENDATION FROM THE LEA COUNTY PLANNING AND ZONING BOARD REGARDING A BLOCK LENGTH VARIANCE REQUEST IN THE TORRES SUBDIVISION LOCATED IN THE NORTHEAST QUARTER OF SECTION 28, TOWNSHIP 25 SOUTH, RANGE 37 EAST N.M.P.M. LEA COUNTY, NEW MEXICO

**WHEREAS**, Mr. Torres requested a block length variance request on February 11, 2022 after an initial meeting with the Lea County Planning Department; *and*

**WHEREAS**, the Planning and Zoning Board of Lea County convened a public hearing on April 12, 2022 and recommended approval of the Block Length Variance; *and*

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County that a Block Length Variance is hereby approved.

**BE IT FURTHER RESOLVED** that the Commission Chair and/or County Manager may finalize and sign any agreements consistent with the terms of this resolution.

**PASSED, APPROVED AND ADOPTED** on this 28<sup>th</sup> day of April, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

---

Dean Jackson (District 1), Chair  
Voted: Yes   No   Abstain

---

Gary G. Eidson (District 3), Vice Chair  
Voted: Yes   No   Abstain

---

Rebecca Long (District 2), Member  
Voted: Yes   No   Abstain

---

Jonathan Sena (District 4), Member  
Voted: Yes   No   Abstain

---

Pat Sims (District 5), Member  
Voted: Yes   No   Abstain

**ATTEST:**      Keith Manes  
                  Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: \_\_\_\_\_  
Teri Davis, Deputy Clerk

\_\_\_\_\_  
John W. Caldwell, County Attorney



# Consideration of Lea County Resolution No. 22-APR-100R Awarding Request for Proposal No. 01 2021 – 2022 for County – Wide Care and Maintenance of Sick and Indigent for Fiscal Year 2022 - 2023

The County recommends that funding for the FY 2022 – 2023 Fiscal Year be awarded to the following organizations for County-Wide Care and Maintenance of Sick and Indigent:

COMMUNITY DEVELOPMENT	FY 22-23 Allocation
CASA of Lea County	\$ 50,000
Legacy Pregnancy Center	30,000
Meals to You (through Nor-Lea Hospital)	26,000
Option, Inc.	100,000
Salvation Army	25,000
WHI Hobbs	30,000
The Phoenix House	60,000
Lea County Child Advocacy Center	60,000
INDIGENT HEALTH	FY 22-23 Allocation
Community Drug Coalition	25,000
Faith in Action	15,000
Hearts Desire	100,000
My Power	50,000
Opportunity House	60,000
Palmer Drug Abuse	100,000
<b>GRAND TOTAL</b>	<b>\$ 731,000</b>



**LEA COUNTY BOARD OF COUNTY COMMISSIONERS****AGENDA ITEM SUMMARY FORM****LCBCC Meeting Date: Thursday, April 28, 2022**Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [ssout@leacounty.net](mailto:ssout@leacounty.net) by: **Wednesday, April 20, 2022**County Manager Approval [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) required for all time sensitive issues that do not meet the above deadline.

<b>DATE SUBMITTED</b> mm-dd-yyyy: 04/25/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Chip Low - Finance Director	
<b>SUBJECT:</b> Awarding Funding for FY 22-23 County-Wide Care and Maintenance of Sick and Indigent	<b>ATTACHMENT(S):</b> 1. Resolution	
<b>NO. OF ORIGINALS FOR SIGNATURE:</b>	<b>ACTION REQUESTED:</b> Action Item	
<b>BUDGET LINE ITEM NUMBER:</b> 401-002157 & 406132110	<b>FISCAL BUDGET YEAR:</b> FY 2022 - 2023	
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: Section 3.4.1 - Quality of Life - Health care study indicators (goal: reach national standards) Section 3.4.2 - Quality of Life - Health indicators - teen pregnancy, substance abuse changes (goal: reduce each year)		
<b>SUMMARY:</b> Lea County issued RFP #01 - (21-22) for County-Wide Care and Maintenance of Sick and Indigent for the FY 2022-2023 Fiscal Year. An evaluation committee reviewed each application and made recommendations for funding awards to various respondents. Funds were recommended to be allocated to eight (8) community development organizations and (6) indigent health organizations and are detailed in the attached resolution. The total amount allocated for the FY 2022-2023 fiscal year is \$731,000.		
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: <input type="checkbox"/> <small>If checked: how many:</small>	<b>See Additional Summary Attached</b> <input type="checkbox"/>	
<b>SUBMITTER'S RECOMMENDATION(S):</b> Recommend approval	<b>Submitter's Signature</b> Department Director, Etc. Henry C Low Jr <small>Digitally signed by Henry C Low Jr Date: 2022.04.25 10:01:47 -06'00'</small>	
<b>FINANCE REVIEW</b> Fiscal Impact/Cost: The financial impact to Lea County will be expenditures from the General and Indigent Funds totaling \$731,000. Funds will be budgeted in 401-002157 and 406-132110 in FY 22-23.	<b>Reviewed by Finance Director</b> Henry C Low Jr <small>Digitally signed by Henry C Low Jr Date: 2022.04.25 10:03:03 -06'00'</small>	
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>	
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda 	
<b>Item No.</b> <u>0206</u> <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>		
Approved: _____ Resolution No. <u>22-APR-100R</u> Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____	Other: _____ Ordinance No. _____ Comments: _____

STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-APR-100R

**A RESOLUTION AWARDING REQUEST FOR PROPOSAL NO. 01 2021- 2022 FOR COUNTY-WIDE  
CARE AND MAINTENANCE OF SICK AND INDIGENT FOR FISCAL YEAR 2022 - 2023**

**WHEREAS**, Lea County solicited qualifications-based proposals to provide various community services through a competitive contract award process; *and*

**WHEREAS**, proposed services shall qualify as care and maintenance of the sick and indigent; *and*

**WHEREAS**, numerous proposals were received by the County of Lea for the provision of such goods and services; *and*

**WHEREAS**, the Board of County Commissioners of Lea County has received the evaluations of these proposals and has itself had the opportunity to review all proposals.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County that the following funds be allocated for the named entities:

COMMUNITY DEVELOPMENT	FY 22-23 Allocation
CASA of Lea County	\$ 50,000
Legacy Pregnancy Center	30,000
Meals to You (through Nor-Lea Hospital)	26,000
Option, Inc.	100,000
Salvation Army	25,000
WHI Hobbs	30,000
The Phoenix House	60,000
Lea County Child Advocacy Center	60,000
INDIGENT HEALTH	FY 22-23 Allocation
Community Drug Coalition	25,000
Faith in Action	15,000
Hearts Desire	100,000
My Power	50,000
Opportunity House	60,000
Palmer Drug Abuse	100,000
<b>GRAND TOTAL</b>	<b>\$ 731,000</b>

**BE IT FURTHER RESOLVED** that the County Manager may negotiate the terms of each contract ensuring that the goods and services received constitute fair market value for the approved funding.

**BE IT FURTHER RESOLVED** that the County Manager is authorized to finalize and execute each contract on behalf of the County of Lea.

**PASSED AND APPROVED** on this 28<sup>th</sup> day of April, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
Dean Jackson (District 1), Chair  
Voted: Yes No Abstain

\_\_\_\_\_  
Gary G. Eidson (District 3), Vice Chair  
Voted: Yes No Abstain

\_\_\_\_\_  
Rebecca Long (District 2), Member  
Voted: Yes No Abstain

\_\_\_\_\_  
Jonathan Sena (District 4), Member  
Voted: Yes No Abstain

\_\_\_\_\_  
Pat Sims (District 5), Member  
Voted: Yes No Abstain

**ATTEST:** Keith Manes  
Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: \_\_\_\_\_  
Teri Davis, Deputy Clerk

\_\_\_\_\_  
John W. Caldwell, County Attorney



**LEA COUNTY, STATE OF NEW MEXICO**

**REQUEST FOR PROPOSAL**

**County-Wide Care and Maintenance of Sick and Indigent**

**COMMODITY CODE: 94846, 94847, 94848, 95128, 95221**

**FISCAL YEAR 2022-2023**

**RFP #01 – (21-22)**

**County Board of Commissioners**

**Dean Jackson, Chair**

**Procurement Officer**

**Kelli Ferguson**

**[kferguson@leacounty.net](mailto:kferguson@leacounty.net)**



<b>RFP NUMBER:</b>	<b>01 - (21-22)</b>
<b>PROJECT NAME:</b>	<b>County – Wide Care and Maintenance of Sick and Indigent FY 22-23</b>

## TABLE OF CONTENTS

## PAGE #

<b>PART I - PROPOSAL INSTRUCTIONS AND PROCUREMENT INFORMATION</b>	<b>3 – 8</b>
<b>PART II – THE PROJECT / OVERVIEW</b>	<b>9</b>
<b>SCOPE OF WORK</b>	
SECTION A – SPECIFICATIONS	10 – 12
SECTION B – METHOD OF AWARD	13
SECTION C – NARRATIVE RESPONSE	14
SECTION D – COST PROPOSAL	15
SECTION E – EVALUATION	16
SECTION F – SUBMITTAL FORMAT	17
<b>PART III – REQUIRED FORMS TO SUBMIT WITH RESPONSE</b>	<b>18</b>
COVER LETTER TRANSMITTAL FORM	19
COMMISSIONERS AGENCY FUNDING REQUEST FOR FY 22/23	20
MANDATORY RESPONSE FORM	21
COST PROPOSAL FORM	22
REFERENCES FORM	23
CAMPAIGN DISCLOSURE FORM	25-26
RELATED PARTY DISCLOSURE FORM	28
CERTIFICATION REGARDING DEBARMENT	30
NON-COLLUSION AFFIDAVIT	32
<b>CHECK LIST</b>	<b>33</b>

## PART I – INSTRUCTIONS AND PROCUREMENT INFORMATION

**DUE DATE** - Proposals will be received at the office of the Lea County Finance Department **4<sup>th</sup> Floor** prior to March 11, 2022 at 3:00 P.M. (local time) at which time the proposals will be opened and recorded as received.

The sealed envelope containing the completed proposal must be marked with the RFP Title and RFP Number and delivered to:

Lea County Finance Department – 4<sup>th</sup> Floor  
100 N. Main, Suite 11  
Lovington, NM 88260

All proposals not received by the Submission Date & Time shall be rejected and returned unopened.

The Procurement Officer will make every effort to adhere to the following schedule:

Action	Responsibility	Date
Issuance of RFP	County Purchasing	February 17, 2022
Pre-proposal Meeting	County and Offerors	N/A
Submission of Proposal / Due Date	Offeror	March 11, 2022
County Commission Approval	County Commissioners	TBD
Contract Negotiations	Evaluation Committee	TBD
Contract Execution	County and Contractor	TBD
<b>This schedule is subject to change. All Offerors will be notified of schedule changes via e-mail, fax or US Mail.</b>		

1. **ACH TRANSACTIONS** – Vendors may be required to accept payment electronically through an Automated Clearing House (ACH) Transaction.
2. **APPROPRIATIONS** - Award of this Contract is contingent upon sufficient appropriations being allocated by the County. If the County does not make sufficient appropriations and authorize their allocation, the agreement shall, notwithstanding any other provisions, terminate immediately upon Contractor's receipt of written notice of termination from the County. Lea County's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.
3. **BRIBES, GRATUITIES AND KICK-BACKS** - Pursuant to 13-1-191 NMSA 1978, (including 30-14-1, 30-24-2, and 30-41-1 through 30-41-3 NMSA 1978), the criminal laws of New Mexico prohibit bribes, kickbacks and gratuities, the violation of which constitutes a felony. Further, the Procurement Code (13-1-28 through 13-1-199 NMSA 1978) imposes civil and criminal penalties for its violation.
4. **CLARIFICATIONS** - Any inquiries or requests regarding clarification of this procurement document shall be submitted in writing to Procurement Officer Kelli Ferguson, 100 N. Main, Suite 11, Lovington, NM 88260, email [kferguson@leacounty.net](mailto:kferguson@leacounty.net). Offerors may contact ONLY the Procurement Officer regarding questions or information on this



“Request for Proposals”. Other County employees do not have the authority to respond on behalf of the County.

4.1 Offerors shall promptly notify the County Procurement Officer of any ambiguity, inconsistency, or error which they may discover upon examination of the RFP. Any response made by the County will be provided in writing to all Offerors by addendum. No verbal responses are authorized.

4.2 No Addendum will be issued later than three (3) days prior to the date for receipt of Proposals, except an Addendum withdrawing the Request for Proposal or one which includes postponement of the date for receipt of Proposals.

5. **COLLUSION** - Collusion among Offerors or the submission of more than one proposal under different names by any firm or individual shall be cause for rejection of all proposals without consideration. Offeror's proposal may not be made in the interest, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation. Offeror may not, directly or indirectly by agreement, communication or conference with anyone attempt to induce any action prejudicial to the interest of the County, or of anyone else interested in the proposed contract. Two or more specifically identified organizations may choose to submit a collaborative proposal. The enclosed **Non-Collusion Affidavit** must be executed along with the Proposal.
6. **COMPETITION** - In signing a contract with Lea County the Contractor certifies that the Contactor has not, either directly or indirectly, entered into any action in restraint of full competition in connection with the proposal submitted to the County.
7. **CONTACTS** - Offerors **MAY NOT** contact other Lea County Departments, the Lea County Manager or his staff, members of the Lea County Board of County Commissioners or their staff, and any other Lea County Elected Official or their staff regarding inquiries or requests regarding clarification to this RFP. All inquiries or requests regarding clarification of this procurement document shall be submitted to the Procurement Officer in writing.
8. **CONTRACTS** - The contents of this RFP, as revised and/or supplemented, and the successful Offeror's proposal, including best and final offer, will be incorporated into and become part of the contract.
  - 8.1 Should an Offeror object to any of the County's terms and conditions, that Offeror must propose specific alternative language with the proposal. The County may or may not accept the alternative language. General references to the Offeror's terms and conditions or attempts at complete substitutions are not acceptable to the County and will result in disqualification of the Offeror's proposal. Offerors must provide a brief discussion of the purpose and impact, if any, of each proposed change, followed by the specific proposed alternate wording.
  - 8.2 Offerors must submit with their proposal any additional terms and conditions that they would like to have included in a contract negotiated with the County. Such terms must be clearly identified in the proposal.

9. **COST** - All costs incurred by an Offeror in connection with responding to this RFP, the evaluation and selection process undertaken in connection with this procurement, and any negotiations with the County will be borne by the Offeror.
10. **DEBARMENT & SUSPENSION** - The Offeror certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees that by submitting this proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Proposer/Offeror/Contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal. The enclosed **Certificate of Debarment and Suspension** must be executed along with the Proposal.
11. **DEFINITIONS** - This section contains definitions that are used throughout this procurement document, including appropriate abbreviations:
- |  |   |
|--|---|
| <p>"Agency" or "County" means Lea County</p> <p>"Contract" means an agreement for the procurement of items of tangible personal property or services.</p> <p>"Contractor" shall mean successful Offeror.</p> <p>"Determination" means the written documentation of a decision of a procurement manager including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.</p> <p>"Desirable" The terms "may", "can" or "prefers" identify a desirable or discretionary item or factor.</p> <p>"Evaluation Committee" means a body appointed by the County Management to perform the evaluation of Offeror proposals.</p> <p>"Evaluation Committee Report" means a report prepared by the Procurement Officer and the Evaluation Committee for submission to Board of County Commission and/or County Manager for contract award that contains all written determinations resulting from the evaluation.</p> <p>"Finalist" is defined as an Offeror who meets all the mandatory specifications of the Request for Proposal and whose score on evaluation factors is sufficiently high to qualify that Offeror for further consideration by the Evaluation Committee.</p> | <p>"Mandatory" The terms "must", "shall", "will", "is required", or "are required", identify a mandatory item or factor. Failure to meet a mandatory item or factor will result in the rejection of the Offeror's proposal.</p> <p>"Offeror" or "Proposer" is any person, corporation, or partnership that chooses to submit a proposal or an offer.</p> <p>"Purchase Order" means the document which directs a contractor to deliver items of tangible personal property or services pursuant to an existing contract.</p> <p>"Procurement Officer" means the person or designee authorized by the Agency to manage or administer a procurement requiring the evaluation of request for proposals.</p> <p>"Request for Proposal" or "RFP" means all documents, including those attached or incorporated by reference, used for soliciting proposals.</p> <p>"Responsible Offeror" means an Offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the proposal.</p> <p>"Responsive Offer" means an offer, which conforms in all material, respects to the requirements set forth in the request for proposal.</p> |
|--|---|
12. **EXCEPTIONS** - Any exceptions to the scope of work and/or specifications shall be listed separately, and specifications attached are the minimum requirements. The specifications submitted herein are all that were available to the Purchaser at the time of this mailing. Minor deviations to the specifications as listed, may be considered.
13. **EQUAL OPPORTUNITY** - The Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. The Contractor shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, religion,

color, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of nondiscrimination. The Contractor, all subcontractors, and all sub-subcontractors shall, in all solicitation or advertisements for employees placed by them or on their behalf, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, or national origin.

14. **INCOMPLETE RESPONSES** - The County reserves the right to eliminate any Offeror that submits incomplete or inadequate responses or is not responsive to the requirements of this RFP.
15. **IRREGULARITIES** - The County reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole response that is received may or may not be rejected by the County depending on available competition and timely needs of the County. The County reserves the right to award the contract to the responsible Offerors submitting responsive proposals with resulting agreements most advantageous and in the best interest of the County.
16. **NEGOTIATIONS** - If the County is unable to negotiate a satisfactory contract with the business(es) considered to be the most qualified at a price determined by the County to be fair and reasonable, negotiations with that business shall be formally terminated.  
  
The County reserves the right to discontinue negotiations with any selected Offeror.
17. **NO OBLIGATION** - This procurement in no manner obligates Lea County until a valid signed contract is executed.
18. **PROCUREMENT UNDER EXISTING CONTRACTS** - In accordance with NMSA Procurement Code, Section 13-1-129, Offerors are hereby notified that other government entities within the State of New Mexico, or as otherwise allowed by their respective governing directives, may contract for the goods or services included in this procurement with the awarded contractor. Contractual engagements accomplished under this provision shall be solely between the awarded vendor and the contracting government entity with no obligation by Lea County.
19. **PROPOSAL DISCLOSURES** - The contents of the proposals will be kept confidential until a contract or contracts have been awarded. At that time, all proposal documents pertaining to this procurement will be open to the public, except for the material which is marked as proprietary or confidential. The Procurement Officer will not disclose or make public any pages of a proposal on which the Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.

- 19.1 Proprietary or confidential data shall be readily separable from the offer in order to facilitate eventual public inspection of the non-confidential portion of the offer. Confidential data is normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3A-1 to 57-3A-7 NMSA 1978. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.



**20. PROPOSAL AWARD** -The County reserves the sole right to:

- 20.1. Determine responsible Offerors and responsive proposals.
  - a. Responsible Offeror: An Offeror who submits a Responsive Proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation, and experience are adequate to make satisfactory delivery of the items described in the Request for Proposal.
  - b. Responsive Proposal: A proposal which conforms in all material respects to the requirements set forth in the Request for Proposal.
- 20.2 Determine and waive minor technicalities in the proposal form or requirements not affecting price, quality, or quantity of items or services sought.
- 20.3 Award this RFP to one (1) or multiple Offerors.
- 20.4 Reject any or all proposals in part or in whole.

**21. PROTESTS** - Any Offeror who is aggrieved in connection with a solicitation or award of an Agreement may protest to the Purchasing Office in accordance with the requirements of the State Procurement Code. The protest shall be made in writing within 24 hours after the facts or occurrences giving rise thereto, but in no case later than 15 calendar days after the facts or occurrences giving rise thereto (§13-1-172 NMSA 1978).

- 21.1 In the event of a timely protest under this section, the County will not proceed further with the procurement unless the Purchasing Department makes a determination that the award of Agreement is necessary to protect substantial interests of the County (§13-1-173 NMSA 1978).
- 21.2 The Procurement Officer or his designee shall have the authority to take any action reasonably necessary to resolve a protest of an aggrieved Offeror concerning a procurement. This authority shall be exercised in accordance with adopted regulations, but shall not include the authority to award money damages or attorneys' fees (§13-1-174 NMSA 1978).
- 21.3 The Procurement Officer or his designee will promptly issue a determination relating to the protest. The determination will:
  - 23.3.1 State the reasons for the action taken; and
  - 23.3.2 Inform the Protestor of the right to judicial review of the determination pursuant to §13-1-183 NMSA 1978.
- 21.4 A copy of the determination issued under §13-1-175 NMSA 1978 will immediately be mailed to the Protestor and other Offerors involved in the procurement (§13-1-176 NMSA 1978).

**22. REJECT ALL** - Pursuant to Sec 13-1-131 NMSA, 1984, as amended, Lea County reserves the right to reject any and all proposals, in whole or in part, submitted hereunder, provided that such rejections shall be accomplished by a written statement declaring the reason for the rejections.

23. **RFP RESPONSES** - By responding to this RFP, Offerors acknowledge and consent to the rights and conditions set forth in this RFP.
24. **SOLE INTERPRETER** - Lea County has the right to refuse any or all proposals and is the sole interpreter of the intent of any clause of the specifications, and sole judge as to whether the item proposed, or any part or fitting thereof, complies with the specifications.

## **PART II – THE PROJECT :**

### **OVERVIEW**

Lea County is soliciting qualifications-based proposals to provide various community services through a competitive contract award process. **Proposed services shall qualify as care and maintenance of the sick and indigent.**

Pursuant to §13-1-153 NMSA 1978 of the New Mexico Procurement Code, the County reserves the right to multi-award this RFP. The County intends to enter into a single contract with one or more organizations to provide the above mentioned services for which the Offeror has been qualified pursuant to its response to this RFP. The term of these contracts shall be from date of award until June 30, 2023.

Lea County government strives to enhance the health, safety, and quality of life for all residents as determined by law and community interests. Services are provided through innovative leadership and teamwork in a fair, respectful and professional manner.

#### **Proposal Requirements:**

1. Services must be performed within Lea County.
2. Organizations who have previously been awarded a contract from the County must demonstrate a project history of successful program and budgetary management.
3. Proposal must demonstrate organizational capacity to implement the proposed project by providing their most recent certified audit or financial review and, if applicable, proof of their U.S. Internal Revenue Service 501(c) 3 application or final determination of their non-profit status.
4. Proposals must contain budgets that are cost effective and appropriate to the program and provide an evaluation assessment of their program.



**SECTION A**  
**SPECIFICATIONS**

Offerors may submit proposals for one or more of the following services, or other services that qualify as care and maintenance of the sick and indigent. It is not necessary for Offerors to submit proposals for all services.

Service	Description
1. Food	Provide meals to sick and indigent.
2. Alcohol/Substance Abuse	Provide counseling services to sick and indigent.
3. Child/Youth/Domestic Abuse Protection	Provide temporary maintenance and care to persons subjected to abuse who are indigent.

The services offered must be in accordance with all applicable federal and state of New Mexico regulations and standards including but not limited to:

1. Health Insurance Portability and Accountability Act (HIPAA), 45 C.F.R. Parts 1610-164, ("The Privacy Rule") and all state and federal guidelines regarding confidentiality.
2. Both clinical services and supervision by licensed practitioners must be in good standing and in accordance with their respective licensing board regulations.

**All items in Section A. are REQUIRED** under this procurement. In order and by number, provide written response as specified for each of the specifications detailed in Section A.

Evaluators will provide a numerical ranking for each of these criteria based on Offeror's response to each item. Offeror must initial where indicated (see Part III) that they are able to meet each of these minimum criteria and provide documentation / explanation of this ability in the narrative response to this proposal.

**A.1 Program Summary** (Max 1 page)

Briefly summarize an overview of the program and services being offered. This summary will be used to describe services in official County documents and media.

Brevity and clarity of the response will be considered in points awarded.

**A.2. Demonstration of Need:** The proposal must describe the need to be addressed and how it relates to the priority area for the target population using recent data. Include relevant and current information about the population to be served, and explain why the identified need is not being adequately met.

**A.3 Proposal Description and Approach**

The offeror must describe type of services and approach to meet the scope of work. Description must include:

- models of care,
- level of service provider, and
- impact on individual treatment status.

(One description for each service type).

Points will be awarded based on clarity, quality, and thoroughness of the response, including but not limited to quality of service delivery method, comprehensiveness of treatment services including substance abuse, domestic violence, in-patient rehabilitation and detox.

**A.4 Program Outcomes:** The proposal must clearly identify and describe one or more measurable outcomes that are related to the identified need and expected outcomes listed in the priority areas. Each outcome should demonstrate the impact on the population and/or community affected by the need.

**A.5 Organizational Capacity and Experience**

The offeror must describe ability to perform the services and expertise with similar work. Description must include capacity, human resources, and other programs or resources that can be used to leverage effective delivery of care.

*Items to address in detail include but are not limited to:*

- a. Describe administrative capacity including education and experience of key personnel in leadership, eligibility and customer service positions.
- b. Describe treatment capacity including education, licensing, and experience of key provider and educator positions.
- c. Experience of staff to effectively communicate and interact with individuals within the target population. Culturally competent bi-lingual Spanish speaking providers, staff and materials.
- d. Proposed strategy for developing and maintaining cultural competence standards.
- e. Years of experience in providing these services.

Points will be awarded based upon an evaluation of organizational and staff capacity, specialized experience and cultural competency.

**A.6 Community Collaboration**

The offeror must describe collaborative efforts to decrease duplication, ensure comprehensive care and improve the effectiveness of the safety-net care system. Must identify other payer sources when available, referrals for comprehensive care, integrated care, and recovery support. Include examples of agreements or letters of collaboration for delivery of care and services.

Points will be awarded based upon the evaluation of :

- supporting documentation of agreements with other agencies,
- a clear description of collaborative efforts, types of partnerships addressing gaps in safety-net care systems and streamlined services for patient-centered county-wide delivery systems.

**FOOD**

The County is seeking providers to provide food security and related resiliency activities for the sick and indigent. Services should focus on increasing access to nutritious foods. The expected outcomes include:

- 1) Improved access to food for low-income families
- 2) Increased knowledge of food security resources

### **ALCOHOL / SUBSTANCE ABUSE**

The County is seeking providers for inpatient/outpatient alcohol and substance abuse treatment for the sick and indigent. Services should focus on restoring individuals to an alcohol/substance free lifestyle. The expected outcomes include:

- 1) Successful completion of programs by clients
- 2) Restoring individuals to a lifestyle free of alcohol/substance use/abuse.

### **CHILD / YOUTH / DOMESTIC ABUSE PREVENTION EFFORTS**

The County is seeking providers to provide child/youth/domestic violence prevention activities. Services should focus on providing temporary shelter, including food, for victims of abuse. It may include education and awareness about violence prevention, and reducing risk factors and improving protective factors. Expected outcomes include:

- 1) Reduced spouse, partner and family violence, including exposure to violence
- 2) Improved individual capacity to identify and/or prevent violence
- 3) Increased coordination of community-based efforts to address violence



## **SECTION B**

### **METHOD OF AWARD**

An evaluation committee will judge the merits of proposals received in accordance with the evaluation factors defined herein. The recommendations of the committee will be forwarded to the Board of County Commissioners for approval. Failure of the Proposer to provide any information requested in the Request for Proposals may result in disqualification of the proposal and shall be the sole responsibility of the Proposer.

The selection committee *may* interview the Offeror(s) of the top rated proposals; however, contracts may be awarded without such interviews.

The County will enter into contract negotiations with one or more qualified Offerors(s) for the services contemplated under this RFP at compensation determined to be justified, fair and reasonable. In making this decision, the County shall take into account the estimated value of the services, accessibility, the scope, complexity and professional nature of the services to be rendered. Should the County be unable to negotiate a satisfactory contract with an offeror at a price determined by the County to be fair and reasonable, negotiations with the offeror shall be formally terminated.

#### **Compliance with Anti-Donation:**

The Offeror certifies and affirms that any funds it receives from the County will be used consistent with Article IX, Section 14 of the Constitution of the State of New Mexico as follows:

“Neither the state nor any county, school district or municipality, except as otherwise provided in this constitution, shall directly or indirectly lend or pledge its credit or make any donation to or in aid of any person, association or public or private corporation....Nothing in this section prohibits the state or any county or municipality from making provision for the care and maintenance of sick and indigent persons.”

## **SECTION C**

### **NARRATIVE RESPONSE**

Include the following information in your written narrative response:

1. A concise overview of Offeror's qualifications and ability to comply with specifications of the RFP;
2. Detailed Response to the scope of work and specifications list in Section A;
3. Detailed statement as to method/criteria that will be used to screen for indigency. Failure to provide an adequate method/criteria to screen for indigency could result in rejection of the proposal.
4. Completed Cover Letter, taken from Part III, all items shall be completed, the document executed and included as page 1 of your submittal.

**SECTION D**  
**COST PROPOSAL**

Complete the Budget/Cost Proposal Form, sign and include with your proposal response. (Part 3)

This section must fully list and describe the expected expenses. The budget section must include a line item budget and a narrative that justifies and/or explains the budget.

As for the services/goods to be provided, a unit price should be given for each service/good that will allow the county to determine the fair market value of the service/good.

Points will be awarded based on clearly defined justification for unit costs for the levels of service provided that are directly related to the program description and budget calculations, including but not limited to value-based and cost effective standards for services.



**SECTION E**  
**EVALUATION**

The following is a summary of evaluation criteria with the point values, as applicable, assigned to each requirement or non-mandatory item or category. These, along with the general requirements, will be used in the evaluation of Offerors' proposals.

**Reference**

<b>PART II</b> SECTION A = Pages 10 - 12	<b><u>CRITERIA</u></b>		<b><u>Maximum Points</u></b>
A.2.	Demonstration of Need		150
A.3	Proposal Description and Approach		200
A.4	Program Outcomes		200
A.5	Organizational Capacity		150
<b>PART II</b> SECTION C = Page 14	<b><u>Narrative Response</u></b>		
	As specified in II.C.		200
<b>PART II</b> SECTION D = Page 15	<b><u>Cost Proposal</u></b>		300
	<b>TOTAL Possible Points</b>		<b>1,200</b>

**SECTION F**  
**SUBMITTAL FORMAT**

**Submit One (1) original and six (6) photocopies of your proposal, plus one (1) electronic copy (CD or memory stick) in the following order. All copies must be 3-hole punched and unstapled:**

1. Completed Cover Letter - Transmittal Form (see Part III – Required Forms)
2. Commissioners Agency Funding Request for Fiscal Year 22/23 (Part III – Required Forms)
3. Mandatory Response Form (Part III – Required Forms)
4. Narrative Written Response (See Requirements Section C. above)
5. Cost Proposal (Part III – Required Forms)
6. References (Use References Form, Part III)
7. Executed Contract Section II Forms (See Part III – Required Forms)
  - Attachment C – Campaign Contribution Disclosure Form
  - Attachment D – Related Party Disclosure Form
  - Attachment E – Certification Regarding Debarment & Suspension
  - Attachment F - Non-Collusion Affidavit
8. Other Documents checked as required in the Checklist. (See Part III)

## PART III - REQUIRED FORMS



## LEA COUNTY PROPOSAL TRANSMITTAL COVER LETTER

RFP # 01- (21-22) TITLE: County- Wide Care and Maintenance of Sick and Indigent

Due Date/Time: March 11, 2022 @ 3:00 pm Location: 100 N. Main, Suite 11, 4<sup>th</sup> floor, Lovington, NM 88260

Procurement Officer: Kelli Ferguson Email: kferguson@leacounty.net

\*\*\*\*\*

As applicable, all items below must be completed in full. Failure to complete may be grounds for disqualification.

Legal Name of Submitting Organization \_\_\_\_\_

*Person authorized to negotiate and contractually obligate the Organization:*

Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Street Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

*Alternate Contact Information:*

Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

On behalf of the submitting organization above:

- I accept all Terms and Conditions Governing this Procurement as required.
- I acknowledge receipt of any and all amendments to this Bid.
- I have read and concur with the terms and conditions of the County's contract documents, and, if objections, I have provided suggested alternative language in my response.
- I concur, as applicable, that submission of this bid or proposal constitutes acceptance of Evaluation Factors.
- I concur, as applicable, to FOB Point: Destination, Lovington, New Mexico, acknowledge brand names and numbers are for reference only, that equivalents will be considered and that I must be prepared to furnish complete data to prove product(s) / services meet or exceed specifications.
- Our organization is committed to and will comply and act in accordance with the following:
  1. Federal Executive Orders relating to the enforcement of civil rights;
  2. New Mexico State Statutes and County of Lea Ordinances regarding enforcement of civil rights;
  3. Federal Code, 5 USCA 7201 et. seq., Anti-discrimination in Employment;
  4. Executive Order No. 11246, Equal Opportunity in Federal Employment;
  5. Title 6, Civil Rights Act of 1964; and
  6. Requirements of the Americans with Disabilities Act of 1990 for work performed under this contract.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

**Lea County Board of County  
Commissioners Agency Funding Request for  
Fiscal Year 22/23**

Full Legal Organization Name	<input type="text"/>		
Mailing Address	<input type="text"/>		
City	<input type="text"/>	State	<input type="text"/> ZIP <input type="text"/>
President/Executive Director	<input type="text"/>		
Email Address	<input type="text"/>	Phone	<input type="text"/>
Contact Person (if different)	<input type="text"/>		
Email Address	<input type="text"/>	Phone	<input type="text"/>

Prior Year Funded Amount	<input type="text"/>	2022-2023 Request	<input type="text"/>
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**Description of Agency:** Brief Description of the organization

**Achievements:** Goals met by your organization during FY 21/22

**Scope of Work:** Brief description of services to be provided

**Number of County residents receiving a direct or first-hand impact from the Scope of Work**

**Cost per County resident  
(request divided by residents impacted)**

**Total revenue from all sources  
(most recent completed fiscal year)**

**Total expenses from all sources  
(most recent completed fiscal year)**

**Total personnel costs  
(most recent completed fiscal year)**

**Ratio of expense for personnel and benefits (personnel costs divided by total expenses)**

**MANDATORY RESPONSE FORM**  
**PROPOSAL AGREEMENT TO PROVIDE REQUIRED ITEMS**

***THIS FORM MUST BE COMPLETED AND SUBMITTED WITH EACH PROPOSAL***

Offeror must sign each of the below items indicating contractual agreement to comply with the specified RFP item if awarded this contract. Offeror may also indicate higher performance than the minimum requirement specified. Failure of Offeror to agree to any item below may affect the Evaluation Team's determination of Proposal Compliance. Requirements for each of the below items are all specified in the referenced item number of Section II of the RFP.

***REVIEW CAREFULLY BEFORE SIGNING.***

<i>Item Reference – All Items are Found in Part II of the RFP</i>	<i>Signature Verifies Offeror's Agreement to Comply with all Requirements of the Referenced Item <u>and</u>, as applicable with Offeror's written RFP Responses for that Item</i>
<b><u>SECTION II - A</u></b> <b>SPECIFICATIONS</b>	
Project Summary	
Description of Treatment Services	
Organizational Capacity and Experience	
Community Collaboration	
<b><u>SECTION II - B</u></b> <b>COST PROPOSAL</b>	



## COST PROPOSAL

Organization Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title of Services Offered: \_\_\_\_\_

**I. PAYMENT SCHEDULE**

**Payments will be made quarterly based on submitted invoice.** (Purchasing Department must approve any other financial agreements in advance)

**II. COST PER UNIT OF SERVICE OR GOOD(S) PROCURED:**

Service	Unit Description (i.e. 15 minutes = 1 unit)	Cost per Unit
1. Food		
2. Alcohol/Substance Abuse Service		
3. Child/Youth/Domestic Abuse Service		
4. OTHER = _____ _____		

**III. JUSTIFICATION FOR UNIT VALUE OF SERVICE CALCULATIONS**

Service	Justification
1. Food	
2. Alcohol/Substance Abuse Service	
3. Child/Youth/Domestic Abuse Service	
4. OTHER = _____ _____	

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## REFERENCES FORM

Provide information below for no fewer than three (3) businesses you have supplied with the same or similar parts or services during the past year. Complete all information requested and sign the "authorization to contact" form below.

NAME OF YOUR ORGANIZATION: \_\_\_\_\_

RFP # \_\_\_\_\_ RFP TITLE: \_\_\_\_\_

*Offeror Statement: I provide the following references for the above RFP and by my signature below authorize the County to contact those listed for inquiry regarding my company, personnel and products.*

### REFERENCE # 1

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Products and Services provided include: \_\_\_\_\_

Volume of Business annually: \$ \_\_\_\_\_ No. of Years Served: \_\_\_\_\_

### REFERENCE # 2

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_

Products and Services provided include: \_\_\_\_\_

Volume of Business annually: \$ \_\_\_\_\_ No. of Years Served: \_\_\_\_\_

### REFERENCE # 3

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_

Products and Services provided include: \_\_\_\_\_

Volume of Business annually: \$ \_\_\_\_\_ No. of Years Served: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# ATTACHMENT C



## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

**THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.**

The following definitions apply:

**"Applicable public official"** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**"Campaign Contribution"** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. "Campaign Contribution" includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**"Family member"** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.

**"Pendency of the procurement process"** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**"Prospective contractor"** means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

**"Representative of a prospective contractor"** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: **Board Of County Commissioners: Rebecca Long, Dean Jackson, Jonathan Sena, Pat Sims, Gary Eidson; Assessor Sharla Kennedy; Clerk Keith Manes; Probate Judge Sandra Goad; Treasurer Susan Marinovich; Sheriff Corey Helton.**

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_

(Attach extra pages if necessary)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

-- OR --

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE** to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)

# ATTACHMENT D



## RELATED PARTY DISCLOSURE FORM

1. Are you indebted to or have a receivable from any member of the Board of County Commissioners; elected county officials, administration officials, department heads, and key management supervisors with the County of Lea?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Are you, or any officer of your company related to any member of the Board of County Commissioners; elected county officials, administration officials, department heads, key management supervisors of the County of Lea and have you had any of the following transactions to which Lea County was, is to be, a party?

	Yes	No
Sales, Purchase or leasing of property?	_____	_____
Receiving, furnishing of goods, services or facilities?	_____	_____
Commissions or royalty payments	_____	_____

3. Does any member of the Board of County Commissioners; elected county officials, administration officials, department heads, key management supervisors with the County of Lea, have any financial interest in your company whether a sole proprietorship, partnership, or corporation of any kind that currently conducts business with the County of Lea?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Did you, your company, or any officer of your company have an interest in or signature authority over a bank account for the benefit of a member of the Board of County Commissioners; elected county officials, administration officials, department heads, key management supervisors with the County of Lea?

Yes \_\_\_\_\_ No \_\_\_\_\_

5. Are you negotiating to employ or do you currently employ any employee, officer or family member of an employee or officer of County of Lea?

Yes \_\_\_\_\_ No \_\_\_\_\_

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.

Signature of Owner or Company President: \_\_\_\_\_ Date \_\_\_\_\_

(Print Name and Title): \_\_\_\_\_

# ATTACHMENT E

**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

Offeror certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three year period preceding this proposal been convicted of, had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State Antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any offenses; and
4. Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be ground for rejection of this proposal or termination of the award. Under 18USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

---

Print Name of Authorized Representative

Title

---

Signature of Authorized Representative

Date

# ATTACHMENT F



## NON-COLLUSION AFFIDAVIT

STATE OF \_\_\_\_\_ )

County OF \_\_\_\_\_ )

\_\_\_\_\_ (name) being first duly sworn, deposes and  
says that he/she is (title) \_\_\_\_\_ of  
(organization) \_\_\_\_\_

who submits herewith to the County of Lea, a proposal:

That all statements of fact in such proposal are true:

That said proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That said Offeror has not, directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the County of Lea, or of any Offeror of anyone else interested in the proposed contract; and further,

That prior to the public opening and reading of proposal, said Offeror:

1. Did not directly or indirectly, induce or solicit anyone else to submit a false or sham proposal
2. Did not directly or indirectly collude, conspire, connive or agree with anyone else that said Offeror or anyone else would submit a false or sham proposal, or that anyone Shall refrain from proposing or withdraw his proposals;
3. Did not in any manner, directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the proposal price of said Offeror or of anyone else, or to raise or fix any overhead, profit or cost element of their proposal price, or of that of anyone else;
4. Did not directly or indirectly, submit his proposed price or any breakdown thereof, or the contest thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association organization, proposal depository or to any member or agent thereof, or to any individual of group of individuals, except that County of Lea, or to any person or persons who have a partnership or other financial interests with said Offeror in his business.

By: \_\_\_\_\_

Title \_\_\_\_\_

SUBSCRIBED and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**CHECKLIST**  
**LEA COUNTY PURCHASING DEPARTMENT**

RFP 01- (21-22) Title: County – Wide Care and Maintenance of Sick and Indigent

:

<i>Required For This Procurement</i>	<i>Offeror Check List X</i>	<i>Items to be completed and included in the Offeror Submission Packet</i> <b><i>ORGANIZE DOCUMENTS IN THE ORDER LISTED</i></b>
<i>Yes</i>		<i>1 original and 6 copies of proposal / bid packet (plus one electronic)</i>
<i>Yes</i>		<i>Signed Proposal Transmittal Cover Letter</i>
<i>Yes</i>		<i>Commissioners Agency Funding Request for Fiscal Year 22/23</i>
<i>Yes</i>		<i>Mandatory Response Form</i>
<i>Yes</i>		<i>Narrative per requirements as specified in Part II</i>
<i>Yes</i>		<i>Cost Proposal</i>
<i>Yes</i>		<i>References Form</i>
<i>Yes</i>		<i>Campaign Contributions</i>
<i>Yes</i>		<i>Related Party</i>
<i>Yes</i>		<i>Debarment</i>
<i>Yes</i>		<i>Non-Collusion</i>
<i>Yes</i>		<i>Resumes / Certifications / Licenses of Key Personnel</i>
<i>Yes</i>		<i>Copy of current annual certificate of business registration</i>
<i>Yes</i>		<i>Copy of current insurance certificate</i>
<i>If Applicable</i>		<i>Acknowledge all Addenda, if applicable</i>
<i>If Applicable</i>		<i>Copy of License / Certifications as applicable to the Job</i>

**Remember to clearly mark your proposal with the RFP Title, Number and Opening Date**  
**on the front of the envelope or box.**



# Consideration of Lea County Resolution No. 22-APR-101R Awarding Request for Proposal No. 02 2021 – 2022 for County - Wide Economic Development Services for Fiscal Year 2022 - 2023

The County recommends that funding for economic development activities for the FY 2022 – 2023 fiscal year be awarded to the following organizations:

ECONOMIC DEVELOPMENT	FY 22-23 Allocation
Lovington Economic Development Corporation	\$ 65,000
EDC of Lea County	608,000
Lovington Main Street	125,000
GRAND TOTAL	\$ 798,000



**LEA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY FORM**

**LCBCC Meeting Date: Thursday, April 28, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [ssout@leacounty.net](mailto:ssout@leacounty.net) by: **Wednesday, April 20, 2022**

County Manager Approval [mcallagher@leacounty.net](mailto:mcallagher@leacounty.net) required for all time sensitive issues that do not meet the above deadline.

<b>DATE SUBMITTED</b> mm-dd-yyyy: 04/25/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Chip Low - Finance Director	
<b>SUBJECT:</b> Award Economic Development Funding for the FY 2022 - 2023 Fiscal Year.	<b>ATTACHMENT(S):</b> 1. Resolution	
<b>NO. OF ORIGINALS FOR SIGNATURE:</b>	<b>ACTION REQUESTED:</b> Action Item	
<b>BUDGET LINE ITEM NUMBER:</b> 401-002048	<b>FISCAL BUDGET YEAR:</b> FY 2022 - 2023	
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: Section 3.2 - Economic Growth & Vitality Lea County is a community that has economic growth & diversification.		
<b>SUMMARY:</b> Lea County issued RFP #02 - (21-22) requesting proposals for the provision of County-Wide Economic Development Services. The County reviewed the proposals received and recommended that the following organizations be funded and the amounts:  Lovington EDC - \$ 65,000 EDC of Lea County - \$508,000 Lovington Main Street - \$125,000  Total \$798,000		
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> If checked, how many: Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other:	<b>See Additional Summary Attached</b> <input type="checkbox"/>	
<b>SUBMITTER'S RECOMMENDATION(S):</b> Recommend approval	<b>Submitter's Signature</b> Department Director, Etc. Henry C Low Jr Digitally signed by Henry C Low Jr Date: 2022.04.25 10:16:57 -06'00'	
<b>FINANCE REVIEW</b> Fiscal Impact/Cost: The financial impact to Lea County will be expenditures from the General Fund of \$798,000. Funds will be budgeted in 401-002048 in the FY 23 budget.	<b>Reviewed by Finance Director</b> Henry C Low Jr Digitally signed by Henry C Low Jr Date: 2022.04.25 10:18:21 -06'00'	
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>	
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda 	
<b>Item No.</b> 0207 <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>		
Approved: _____ Resolution No. <u>22-APR-101R</u> Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____	Other: _____ Ordinance No. _____ Comments: _____



STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-APR-101R

**A RESOLUTION AWARDING REQUEST FOR PROPOSAL NO. 02 2021 – 2022 COUNTY-WIDE  
ECONOMIC DEVELOPMENT SERVICES FOR FISCAL YEAR 2022 - 2023**

**WHEREAS**, Lea County solicited qualifications-based proposals to provide various economic development services through a competitive contract award process; *and*

**WHEREAS**, proposed services should include development and implementation of marketing and promotion plan, development and implementation of an advertising, printing, publication, and materials distribution plan, development and implementation of plans for active solicitation of new business, manufacturing, and industry, provision of technical services related to all industrial and economic development matters, and willingness to perform additional related services as needed; *and*

**WHEREAS**, several proposals were received by the County of Lea for the provision of such services; *and*

**WHEREAS**, the Board of County Commissioners of Lea County has received the evaluations of these proposals and has itself had the opportunity to review all proposals.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County that the following funds be allocated for the named entities:

ECONOMIC DEVELOPMENT	FY 22-23 Allocation
Lovington Economic Development Corporation	\$ 65,000
EDC of Lea County	608,000
Lovington Main Street	125,000
<b>GRAND TOTAL</b>	<b>\$ 798,000</b>

**BE IT FURTHER RESOLVED** that the County Manager may negotiate the terms of each contract ensuring that the services received constitute fair market value for the approved funding.

**BE IT FURTHER RESOLVED** that the County Manager is authorized to finalize and execute each contract on behalf of the County of Lea.

**PASSED AND APPROVED** on this 28<sup>th</sup> day of April, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

LEA COUNTY BOARD OF COUNTY COMMISSIONERS

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Dean Jackson (District 1), Chair  
Voted: Yes No Abstain

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Gary G. Eidson (District 3), Vice Chair  
Voted: Yes No Abstain

---

Rebecca Long (District 2), Member  
Voted: Yes No Abstain

---

Jonathan Sena (District 4), Member  
Voted: Yes No Abstain

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Pat Sims (District 5), Member  
Voted: Yes No Abstain

**ATTEST:** Keith Manes  
Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: 

---

Teri Davis, Deputy Clerk

---

John W. Caldwell, County Attorney

**LEA COUNTY, STATE OF NEW MEXICO**

**REQUEST FOR PROPOSAL**

**County – Wide Economic Development Services  
Fiscal Year 2022-2023**

**COMMODITY CODE: 96128,96129,91849,91827,96110**

**RFP #02 – (21-22)**

**County Board of Commissioners  
Dean Jackson, Chair**

**Procurement Officer  
Kelli Ferguson  
[kferguson@leacounty.net](mailto:kferguson@leacounty.net)**



<b>RFP NUMBER:</b>	<b>02 – (21-22)</b>
<b>PROJECT NAME:</b>	<b>County- Wide Economic Development Services FY 2022-2023</b>

<b>TABLE OF CONTENTS</b>	<b>PAGE #</b>
<b>PART I - PROPOSAL INSTRUCTIONS AND PROCUREMENT INFORMATION</b>	<b>3 – 9</b>
<b>PART II – THE PROJECT / OVERVIEW</b>	<b>10</b>
<b>SCOPE OF WORK</b>	
SECTION A – SPECIFICATIONS	11
SECTION B – METHOD OF AWARD	12
SECTION C – NARRATIVE RESPONSE	12
SECTION D – COST PROPOSAL / BUDGET	13
SECTION E – EVALUATION	14
SECTION F – SUBMITTAL FORMAT	15
<b>PART III – REQUIRED FORMS TO SUBMIT WITH RESPONSE</b>	<b>16</b>
PROPOSAL TRANSMITTAL COVER LETTER	17-18
MANDATORY RESPONSE FORM	19
COST PROPOSAL FORM	20
CAMPAIGN DISCLOSURE FORM	22-23
RELATED PARTY DISCLOSURE FORM	25
CERTIFICATION REGARDING DEBARMENT	27
NON-COLLUSION AFFIDAVIT	29
REFERENCES FORM	30
<b>CHECK LIST</b>	<b>31</b>



## PART I – INSTRUCTIONS AND PROCUREMENT INFORMATION

**DUE DATE** - Proposals will be received at the office of the Lea County Finance Department – **4<sup>th</sup> Floor** prior to March 11, 2022 at 3:00 P.M. (Local time) at which time the proposals will be opened and recorded as received.

The sealed envelope or box containing the completed proposal must be marked with the RFP Title and RFP Number and delivered to:

Lea County Finance Department – 4<sup>th</sup> Floor  
100 N. Main, Suite 11  
Lovington, NM 88260

**All proposals not received by the Submission Date & Time shall be rejected and returned unopened.**

The Procurement Officer will make every effort to adhere to the following schedule:

Action	Responsibility	Date
Issuance of RFP	County Purchasing	February 17, 2022
Pre-proposal Meeting	County and Offerors	N/A
Submission of Proposal	Offeror	March 11, 2022
County Commission Approval	County Commissioners	TBD
Contract Negotiations	Evaluation Committee	TBD
Contract Execution	County and Contractor	TBD
<b>This schedule is subject to change. All Offerors will be notified of schedule changes via e-mail, fax or US Mail.</b>		

1. **ACH TRANSACTIONS** – Vendors may be required to accept payment electronically through an Automated Clearing House (ACH) Transaction.
2. **APPROPRIATIONS** - Award of this Contract is contingent upon sufficient appropriations being allocated by the County. If the County does not make sufficient appropriations and authorize their allocation, the agreement shall, notwithstanding any other provisions, terminate immediately upon Contractor's receipt of written notice of termination from the County. Lea County's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.
3. **BRIBES, GRATUITIES AND KICK-BACKS** - Pursuant to 13-1-191 NMSA 1978, (including 30-14-1, 30-24-2, and 30-41-1 through 30-41-3 NMSA 1978), the criminal laws of New Mexico prohibit bribes, kickbacks and gratuities, the violation of which constitutes a felony. Further, the Procurement Code (13-1-28 through 13-1-199 NMSA 1978) imposes civil and criminal penalties for its violation.
4. **CLARIFICATIONS** - Any inquiries or requests regarding clarification of this procurement document shall be submitted to Procurement Officer Kelli Ferguson in writing. Procurement Officer contact information is Kelli Ferguson, 100 N. Main, Suite 11, Lovington, NM 88260, phone 575-396-8521 or email [kferguson@leacounty.net](mailto:kferguson@leacounty.net). Offerors may contact ONLY the Procurement Officer regarding questions or information

on this "Request for Proposals". Other County employees do not have the authority to respond on behalf of the County.

4.1 Offerors shall promptly notify the County Procurement Officer of any ambiguity, inconsistency, or error which they may discover upon examination of the RFP. Any response made by the County will be provided in writing to all Offerors by addendum. No verbal responses are authorized.

4.2 No Addendum will be issued later than three (3) days prior to the date for receipt of Proposals, except an Addendum withdrawing the Request for Proposal or one which includes postponement of the date for receipt of Proposals.

5. **Collusion** - Collusion among Offerors or the submission of more than one proposal under different names by any firm or individual shall be cause for rejection of all proposals without consideration. Offeror's proposal may not be made in the interest, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation. Offeror may not, directly or indirectly by agreement, communication or conference with anyone attempted to induce any action prejudicial to the interest of the County, or of anyone else interested in the proposed contract. Two or more specifically identified organizations may choose to submit a collaborative proposal. The enclosed Non-Collusion Affidavit must be executed along with the Proposal.
5. **COMPETITION** - In signing a contract with Lea County the Contractor certifies that the Contactor has not, either directly or indirectly, entered into any action in restraint of full competition in connection with the proposal submitted to the County.
6. **CONTACTS** - Offerors **MAY NOT** contact other Lea County Departments, the Lea County Manager or his staff, members of the Lea County Board of County Commissioners or their staff, and any other Lea County Elected Official or their staff regarding inquiries or requests regarding clarification to this RFP. All inquiries or requests regarding clarification of this procurement document shall be submitted to the Procurement Officer in writing.
7. **CONTRACTS** - The contract between Lea County (County) and a Contractor will follow the format specified by the County and contain the terms and conditions set forth in the attached "Sample Contract". The contents of this RFP, as revised and/or supplemented, and the successful Offeror's proposal, including best and final offer, will be incorporated into and become part of the contract.
  - 7.1 Should an Offeror object to any of the County's terms and conditions, that Offeror must propose specific alternative language with the proposal. The County may or may not accept the alternative language. General references to the Offeror's terms and conditions or attempts at complete substitutions are not acceptable to the County and will result in disqualification of the Offeror's proposal. Offerors must provide a brief discussion of the purpose and impact, if any, of each proposed change, followed by the specific proposed alternate wording.
  - 7.2 Offerors must submit with their proposal any additional terms and conditions that they would like to have included in a contract negotiated with the County, such terms must be clearly identified in the proposal.

8. **COST** - All costs incurred by an Offeror in connection with responding to this RFP, the evaluation and selection process undertaken in connection with this procurement, and any negotiations with the County will be borne by the Offeror.
9. **DEBARMENT & SUSPENSION** - The Offeror certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees that by submitting this proposal that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Proposer/Offeror/Contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal. The enclosed **Certificate of Debarment and Suspension** must be executed along with the Proposal.
10. **DEFINITIONS** - This section contains definitions that are used throughout this procurement document, including appropriate abbreviations:
 

<p>“Agency” or “County” means Lea County</p> <p>“Contract” means an agreement for the procurement of items of tangible personal property or services.</p> <p>“Contractor” shall mean successful Offeror.</p> <p>“Determination” means the written documentation of a decision of a procurement manager including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.</p> <p>“Desirable” The terms “may”, “can” or “prefers” identify a desirable or discretionary item or factor.</p> <p>“Evaluation Committee” means a body appointed by the County Management to perform the evaluation of Offeror proposals.</p> <p>“Evaluation Committee Report” means a report prepared by the Procurement Officer and the Evaluation Committee for submission to Board of County Commission and/or County Manager for contract award that contains all written determinations resulting from the evaluation.</p> <p>“Finalist” is defined as an Offeror who meets all the mandatory specifications of the Request for Proposal and whose score on evaluation factors is sufficiently high to qualify that Offeror for further consideration by the Evaluation Committee.</p>	<p>“Mandatory” The terms “must”, “shall”, “will”, “is required”, or “are required”, identify a mandatory item or factor. Failure to meet a mandatory item or factor will result in the rejection of the Offeror’s proposal.</p> <p>“Offeror” or “Proposer” is any person, corporation, or partnership that chooses to submit a proposal or an offer.</p> <p>“Purchase Order” means the document which directs a contractor to deliver items of tangible personal property or services pursuant to an existing contract.</p> <p>“Procurement Officer” means the person or designee authorized by the Agency to manage or administer a procurement requiring the evaluation of request for proposals.</p> <p>“Request for Proposal” or “RFP” means all documents, including those attached or incorporated by reference, used for soliciting proposals.</p> <p>“Responsible Offeror” means an Offeror who submits a responsive proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation and experience are adequate to make satisfactory delivery of the services or items of tangible personal property described in the proposal.</p> <p>“Responsive Offer” means an offer, which conforms in all material, respects to the requirements set forth in the request for proposal.</p>
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11. **EXCEPTIONS** - Any exceptions to the scope of work and/or specifications shall be listed separately, and specifications attached are the minimum requirements. The specifications submitted herein are all that were available to the Purchaser at the time of this mailing. Minor deviations to the specifications as listed, may be considered.
12. **EQUAL OPPORTUNITY** - The Contractor, subcontractors, and all sub-subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, or national origin. The Contractor shall take affirmative action to ensure that applicants are employed and that employees are treated during employment

without regard to their race, religion, color, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, or transfer; recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the policies of nondiscrimination. The Contractor, and all sub-contractors shall, in all solicitation or advertisements for employees placed by them or on their behalf, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, or national origin.

13. **GROSS RECEIPTS TAX** - New Mexico Statutes require that the proposed amount exclude the applicable state gross receipts tax or applicable local option tax but that the Contracting Agency shall be required to pay the applicable tax including any increase in the applicable tax becoming effective after the date the contract is entered into. The applicable gross receipts tax or applicable local option tax shall be shown as a separate amount on each billing or request for payment made under the contract.
14. **INCOMPLETE RESPONSES** - The County reserves the right to eliminate any Offeror that submits incomplete or inadequate responses or is not responsive to the requirements of this RFP.
15. **INSURANCE REQUIREMENTS** - The Contractor shall not commence work under this contract until he has obtained all insurance required under this paragraph and such insurance has been approved. The contractor shall not allow any subcontractor to commence work on this subcontract until all similar insurance required of the subcontractor has been obtained. Insurance specifications and monetary requirements will be finalized at contract development.

	<b>Standard Insurance</b>	<b>Limits Not Less Than</b>
✓	Commercial and General Liability	\$1,000,000/\$3,000,000
✓	Automobile Liability	\$1,000,000/\$1,000,000
✓	Worker's Compensation as required by State Law	As required by Law
✓	Other legally required of the employer or for the contractor's occupation / profession.	As required by Law
	<b>Specialized Insurance</b>	
✓	Professional Liability	\$1,000,000
	Other / Specify:	

- 15.1 Contractor's Insurance For Other Losses - The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee owned tools, machinery, equipment, or motor vehicles owned or rented by the Contractor, or the Contractor's agents, suppliers or contractors as well as to any temporary structures, scaffolding and protective fences.

16. **IRREGULARITIES** - The County reserves the right to accept or reject any or all proposals, to waive irregularities and technicalities, and to request resubmission. Any sole



response that is received may or may not be rejected by the County depending on available competition and timely needs of the County. The County reserves the right to award the contract to the responsible Offerors submitting responsive proposals with resulting agreements most advantageous and in the best interest of the County.

17. **NEGOTIATIONS** - Should the County be unable to negotiate a satisfactory contract with the business considered to be the most qualified at a price determined by the County to be fair and reasonable, negotiations with that business shall be formally terminated. The County may then undertake negotiations with the second most qualified business. Failing accord with the second most qualified business, the County shall formally terminate negotiations with that business and may then undertake negotiations with the third most qualified business and so on. The County reserves the right to discontinue negotiations with any selected Offeror.
18. **NO OBLIGATION** - This procurement in no manner obligates Lea County until a valid signed contract is executed.
19. **PROCUREMENT UNDER EXISTING CONTRACTS** - In accordance with NMSA Procurement Code, Section 13-1-129 , Offerors are hereby notified that other government entities within the State of New Mexico, or as otherwise allowed by their respective governing directives, may contract for the goods or services included in this procurement with the awarded contractor. Contractual engagements accomplished under this provision shall be solely between the awarded vendor and the contracting government entity with no obligation by Lea County.
20. **PROPOSAL DISCLOSURES** - The contents of the proposals will be kept confidential until a contract or contracts have been awarded. At that time, all proposal documents pertaining to this procurement will be open to the public, except for the material which is marked as proprietary or confidential. The Procurement Officer will not disclose or make public any pages of a proposal on which the Offeror has stamped or imprinted "proprietary" or "confidential" subject to the following requirements.
  - 20.1 Proprietary or confidential data shall be readily separable from the offer in order to facilitate eventual public inspection of the non-confidential portion of the offer. Confidential data is normally restricted to confidential financial information concerning the Offeror's organization and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3A-1 to 57-3A-7 NMSA 1978. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information. Entire proposals may not be considered proprietary.
21. **PROPOSAL AWARD** -The County reserves the sole right to:
  - 22.1. Determine responsible Offerors and responsive proposals.
    - a. **Responsible Offeror:** An Offeror who submits a Responsive Proposal and who has furnished, when required, information and data to prove that his financial resources, production or service facilities, personnel, service reputation, and experience are adequate to make satisfactory delivery of the items described in the Request for Proposal.

- b. Responsive Proposal: A proposal which conforms in all material respects to the requirements set forth in the Request for Proposal.
- 22.2 Determine and waive minor technicalities in the proposal form or requirements not affecting price, quality, or quantity of items or services sought.
- 22.3 Award this RFP to one (1) or multiple Offerors.
- 22.4 Reject any or all proposals in part or in whole.
- 22. **PROTESTS** - Any Offeror who is aggrieved in connection with a solicitation or award of an Agreement may protest to the Purchasing Office in accordance with the requirements of the State Procurement Code. The protest Shall be made in writing within 24 hours after the facts or occurrences giving rise thereto, but in no case later than 15 calendar days after the facts or occurrences giving rise thereto (§13-1-172 NMSA 1978).
  - 23.1 In the event of a timely protest under this section, the County will not proceed further with the procurement unless the Purchasing Department makes a determination that the award of Agreement is necessary to protect substantial interests of the County (§13-1-173 NMSA 1978).
  - 23.2 The Procurement Officer or his designee shall have the authority to take any action reasonably necessary to resolve a protest of an aggrieved Offeror concerning a procurement. This authority shall be exercised in accordance with adopted regulations, but shall not include the authority to award money damages or attorneys' fees (§13-1-174 NMSA 1978).
  - 23.3 The Procurement Officer or his designee will promptly issue a determination relating to the protest. The determination will:
    - 23.3.1 State the reasons for the action taken; and
    - 23.3.2 Inform the Protestor of the right to judicial review of the determination pursuant to §13-1-183 NMSA 1978.
  - 23.4 A copy of the determination issued under §13-1-175 NMSA 1978 will immediately be mailed to the Protestor and other Offerors involved in the procurement (§13-1-176 NMSA 1978).
- 23. **REJECT ALL** - Pursuant to Sec 13-1-131 NMSA, 1984, as amended, Lea County reserves the right to reject any and all proposals, in whole or in part, submitted hereunder, provided that such rejections shall be accomplished by a written statement declaring the reason for the rejections.
- 24. **RESIDENT VETERANS PREFERENCE** – In accordance with Sections 13-1-21 and 13-1-22 NMSA 1978 resident veterans businesses are to receive the following preferences:
  - 24.1 Resident veterans businesses with annual revenues of \$1 Million or less will be awarded an additional ten percent (10%) of the total possible RFP evaluation points.
  - 24.2 Resident veterans businesses with annual revenues of more than \$1 Million but less than \$5 Million will be awarded an additional eight percent (8%) of the total possible RFP evaluation points.

- 24.3 Resident veterans businesses with annual revenues of more than \$5 Million will be awarded an additional seven percent (7%) of the total possible RFP evaluation points.

This Veteran's preference is separate from the current instate resident preference and is not cumulative with that preference. **If a vendor will be utilizing this preference, they must include a copy in their proposal of the Resident Veteran business certificate issued by the State of New Mexico Taxation and Revenue Department and complete the Resident Veterans Preference Declaration form included in the Required Forms Section.** This preference will not apply when the expenditure includes federal funds for a specific purchase.

25. **RFP RESPONSES** - By responding to this RFP, Offerors acknowledge and consent to the rights and conditions set forth in this RFP.
26. **SOLE INTERPRETER** - Lea County has the right to refuse any or all proposals and is the sole interpreter of the intent of any clause of the specifications, and sole judge as to whether the item proposed, or any part or fitting thereof, complies with the specifications.

## **PART II – THE PROJECT :**

### **OVERVIEW**

Lea County is soliciting qualifications-based proposals to provide various economic development services through a competitive contract award process. **Proposed services should include development and implementation of a marketing and promotion plan, development and implementation of an advertising, printing, publication, and materials distribution plan, development and implementation of plans for active solicitation of new business, manufacturing, and industry, provision of technical services related to all industrial and economic development matters, and willingness to perform additional related services as needed.**

Pursuant to §13-1-153 NMSA 1978 of the New Mexico Procurement Code, the County reserves the right to multi-award this RFP. The County intends to enter into a single contract with one or more organizations to provide the above mentioned services for which the Offeror has been qualified pursuant to their response to this RFP. The term of these contracts shall be from date of award until June 30, 2023.

### **COMMUNITY COLLABORATION:**

Lea County government strives to enhance the economic development of Lea County to ensure the health, safety, and quality of life for all residents as determined by law and community interests. Services are provided through innovative leadership and teamwork in a fair, respectful and professional manner.

### **ORGANIZATIONAL CAPACITY & EXPERIENCE - *Proposal Requirements:***

1. Organizations who have previously been awarded a contract from the County must demonstrate a project history of successful program and budgetary management.
2. Proposal must demonstrate organizational capacity to implement the proposed project by providing their most recent certified audit or financial review and, if applicable, proof of their U.S. Internal Revenue Service 501(c) 3 application or final determination of their non-profit status.
3. Proposals must contain budgets that are cost effective and appropriate to the program and provide an evaluation assessment of their program.



## **SECTION A. – SPECIFICATIONS**

The services offered must be in accordance with all state of New Mexico regulations and standards.

<b>Service</b>	<b>Description</b>
Economic Development	Marketing and promotion plan to bring new business, manufacturing, and industry to Lea County

**All items in Section A. are REQUIRED** under this procurement. In order and by number, provide written response as specified for each of the specifications detailed in Section A.

Evaluators will provide a numerical ranking for each of these criteria based on Offeror's response to each item. Offeror must initial where indicated (see Part III) that they are able to meet each of these minimum criteria and provide documentation / explanation of this ability in the narrative response to this proposal.

1. **Project Approach** – Describe the programs and processes used on projects of similar scope and magnitude, the processes envisioned in this project, and the ability to initiate and perform the services proposed.
2. **Management and Staffing** – Identify the staff assigned to this project ( by names and positions ) and their knowledge of the Lea County area and the State of New Mexico. The listing should include relevant experience and capability. Staff resumes may be included but are not required.
3. **Specialized Experience** – Provide a written record listing, or a brochure describing, past work with emphasis on comparable projects. Project references should be included.
4. **Budget** – Submit a proposed budget of revenue and expenditures for one fiscal year relative to the scope of work. The County proposes that expenses incurred under a mutually acceptable contract will be reimbursed based on supporting evidence that the services have been completed or the goods received; however, the proposal should include the proposer's option on the proposed method of payment.
5. **Familiarity with State and Local Rules and Regulations** – Briefly discuss familiarity with State and local regulations and related organizations actively involved with economic development in Lea County.

## **SECTION B. – METHOD OF AWARD**

An evaluation committee will judge the merits of proposals received in accordance with the evaluation factors defined herein. The recommendations of the committee will be forwarded to the Board of County Commissioners for approval. Failure of the Proposer to provide any information requested in the Request for Proposals may result in disqualification of the proposal and shall be the sole responsibility of the Proposer.

The selection committee *may* interview the Offeror(s) of the top rated proposals; however, contracts may be awarded without such interviews.

The County will enter into contract negotiations with one or more qualified Offerors(s) for the services contemplated under this RFP at compensation determined to be justified, fair and reasonable. In making this decision, the County shall take into account the estimated value of the services, accessibility, the scope, complexity and professional nature of the services to be rendered. Should the County be unable to negotiate a satisfactory contract with an offeror at a price determined by the County to be fair and reasonable, negotiations with the offeror shall be formally terminated.

## **SECTION C – NARRATIVE RESPONSE**

Include the following information in your written narrative response:

1. A concise overview of Offeror's qualifications and ability to comply with specifications of the RFP;
2. Detailed Response to the scope of work and specifications list in Section A;
3. Completed Cover Letter, taken from Part III, all items shall be completed, the document executed and included as page 1.

## **SECTION D – COST PROPOSAL / BUDGET**

Cost Proposal Form – Complete, sign and include with your proposal response. (Part III)

Budget Section – Include on a separate page(s). This section must fully list and describe the expected expenses. The budget section must include a line item budget and a narrative that justifies and/or explains the budget.

Points will be awarded based on clearly defined justification for costs for the levels of service provided that are directly related to the project.

## **SECTION E. EVALUATION**

The following is a summary of evaluation criteria with the point values, as applicable, assigned to each requirement or non-mandatory item or category. These, along with the general requirements, will be used in the evaluation of Offerors' proposals.

<b><u>Reference</u></b>	<b><u>Criteria Statement</u></b>	<b><u>Maximum Points</u></b>
1.	Technical Approach	300
2.	Prior Related Experience (includes staff)	200
3.	Familiarity with Applicable Regulations	100
4.	Budget	200
5.	State Resident or Veteran's Preference Discount ( <i>If applicable</i> )	<b>50</b>
<b><u>TOTAL</u></b>	<b><u>Total Possible Points</u></b>	<b>850</b>



## **SECTION F. SUBMITTAL FORMAT**

**Submit One (1) original and six (6) photocopies of your proposal, plus one (1) electronic copy (CD or memory stick) in the following order. All copies must be 3-hole punched and unstapled:**

**Organize your presentation in the following numerical order:**

	<b><u>Located On Page:</u></b>
1. Completed Cover Letter - Transmittal Form (see Part III – Required Forms)	17-18
2. Mandatory Response Form	19
3. Narrative Written Response (See Requirements Section C above)	12
4. Cost Proposal (see Part III – Required Forms)	20
5. References (Use References Form, Part III)	30
6. Executed Contract Section II Forms (See Part III – Required Forms)	
Attachment C – Campaign Contribution Disclosure Form	22-23
Attachment D – Related Party Disclosure Form	25
Attachment E – Certification Regarding Debarment & Suspension	27
Attachment F - Non-Collusion Affidavit	29
7. Other Documents as required in the Checklist. (See Part III)	31

## PART III - REQUIRED FORMS

## LEA COUNTY PROPOSAL TRANSMITTAL COVER LETTER

RFP # 02 – (21-22). TITLE: COUNTY - WIDE ECONOMIC DEVELOPMENT SERVICES

Due Date/Time: March 11, 2022 @ 3:00 pm Location: 100 N. Main, Suite 11, Lovington, NM 88260

Procurement Officer: Kelli Ferguson Email: [kferguson@leacounty.net](mailto:kferguson@leacounty.net)

**As applicable, all items below must be completed in full. Failure to complete may be grounds for disqualification.**

Legal Name of Submitting Organization \_\_\_\_\_

*Person authorized to negotiate and contractually obligate the Organization:*

Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

Street Address \_\_\_\_\_

City / State / Zip \_\_\_\_\_

*Alternate Contact Information:*

Name \_\_\_\_\_ Title \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Cell \_\_\_\_\_

**Prior Year Funded Amount: \$** \_\_\_\_\_ **Fiscal Year 2022-2023 Request: \$** \_\_\_\_\_

**Description of Agency:** Brief Description of the organization

**Achievements:** Goals met by your organization during FY 21/22

**Scope of Work:** Brief description of services to be provided

Proposal attached that addresses all Evaluation Criteria: <input type="checkbox"/> Yes <input type="checkbox"/> No Services offered meet Specifications: <input type="checkbox"/> Yes <input type="checkbox"/> No *Any options, exceptions or variations are to be set forth on a separate page. NM State Resident or Veterans Preference #, if applicable (certificate copy must be attached) _____
---

On behalf of the submitting organization above:

- I accept all Terms and Conditions Governing this Procurement as required.
- I acknowledge receipt of any and all amendments to this bid or proposal.
- I have read and concur with the terms and conditions of the County's contract documents, and, if objections, I have provided suggested alternative language in my response.
- I concur, as applicable, that submission of this bid or proposal constitutes acceptance of Evaluation Factors.
- I concur, as applicable, to FOB Point: Destination, Lovington, New Mexico, acknowledge brand names and numbers are for reference only, that equivalents will be considered and that I must be prepared to furnish complete data to prove product(s) / services meet or exceed specifications.
- Our organization is committed to and will comply and act in accordance with the following:
  1. Federal Executive Orders relating to the enforcement of civil rights;
  2. New Mexico State Statutes and County of Lea Ordinances regarding enforcement of civil rights;
  3. Federal Code, 5 USCA 7201 et. seq., Anti-discrimination in Employment;
  4. Executive Order No. 11246, Equal Opportunity in Federal Employment;
  5. Title 6, Civil Rights Act of 1964; and
  6. Requirements of the Americans with Disabilities Act of 1990 for work performed under this contract.

_____ Authorized Signature	_____ Date
_____ Printed Name	



**MANDATORY RESPONSE FORM**  
**PROPOSAL AGREEMENT TO PROVIDE REQUIRED ITEMS**

***THIS FORM MUST BE COMPLETED AND SUBMITTED WITH EACH PROPOSAL***

Offeror must sign each of the below items indicating contractual agreement to comply with the specified RFP item if awarded this contract. Offeror may also indicate higher performance than the minimum requirement specified. Failure of Offeror to agree to any item below may affect the Evaluation Team's determination of Proposal Compliance. Requirements for each of the below items are all specified in the referenced item number of Section II of the RFP.

***REVIEW CAREFULLY BEFORE SIGNING.***

<i>Item Reference – All Items are Found in Part II of the RFP</i>	<i>Signature Verifies Offeror's Agreement to Comply with all Requirements of the Referenced Item <u>and</u>, as applicable with Offeror's written RFP Responses for that Item</i>
<b><u>PART II. A. – THE PROJECT</u></b>	
Page 10 - Project Overview	
Page 10 - Community Collaboration	
Page 10 - Organizational Capacity & Experience	
Page 11 - Specifications	
<b><u>PART II. D. - COST PROPOSAL</u></b>	

**COST PROPOSAL / BUDGET**  
**ECONOMIC DEVELOPMENT SERVICES**  
**LEA COUNTY, NEW MEXICO**

Organization Name: \_\_\_\_\_

**I. PAYMENT SCHEDULE**

Payments will be made quarterly, based on an invoice submitted to Lea County.  
(Purchasing Department must approve any other financial agreements in advance)

<b>II. ANNUAL COST FOR SPECIFIED SERVICES</b>	\$ _____	<i>Without Tax</i>
_____ % NMGR	+	_____
<b>TOTAL / YEAR</b>	\$ _____	

**III. BUDGET / LINE ITEMS** – *Attach additional pages if necessary.*

This section must fully list and describe the expected expenses. The budget section must include a line item budget and a narrative that justifies and/or explains the budget.

COMMENTS (*if any*):

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Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

# ATTACHMENT C

## CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body **for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources** must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body may cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE REQUEST FOR PROPOSALS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

**“Applicable public official”** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that m

ay be awarded without submission of a sealed competitive proposal.

**“Campaign Contribution”** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office. “Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

**“Family member”** means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (a) a prospective contractor, if the prospective contractor is a natural person; or (b) an owner of a prospective contractor.



**“Pendency of the procurement process”** means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

**“Prospective contractor”** means a person or business that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person or business qualifies for a sole source or a small purchase contract.

**“Representative of a prospective contractor”** means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

Name(s) of Applicable Public Official(s) if any: **Board Of County Commissioners: Rebecca Long, Dean Jackson, Jonathan Sena, Pat Sims, Gary Eidson; Assessor Sharla Kennedy; Clerk Keith Manes; Probate Judge Sandra Goad; Treasurer Susan Marinovich; Sheriff Corey Helton.**

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: \_\_\_\_\_

Relation to Prospective Contractor: \_\_\_\_\_

Date Contribution(s) Made: \_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_

(Attach extra pages if necessary)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (position)

-- OR --

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE** to an applicable public official by me, a family member or representative.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)

# ATTACHMENT D

## RELATED PARTY DISCLOSURE FORM

1. Are you indebted to or have a receivable from any member of the Board of County Commissioners; elected county officials, administration officials, department heads, and key management supervisors with the County of Lea?

Yes \_\_\_\_\_ No \_\_\_\_\_

2. Are you, or any officer of your company related to any member of the Board of County Commissioners; elected county officials, administration officials, department heads, key management supervisors of the County of Lea and have you had any of the following transactions to which Lea County was, is to be, a party?

	Yes	No
Sales, Purchase or leasing of property?	_____	_____
Receiving, furnishing of goods, services or facilities?	_____	_____
Commissions or royalty payments	_____	_____

3. Does any member of the Board of County Commissioners; elected county officials, administration officials, department heads, key management supervisors with the County of Lea, have any financial interest in your company whether a sole proprietorship, partnership, or corporation of any kind that currently conducts business with the County of Lea?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Did you, your company, or any officer of your company have an interest in or signature authority over a bank account for the benefit of a member of the Board of County Commissioners; elected county officials, administration officials, department heads, key management supervisors with the County of Lea?

Yes \_\_\_\_\_ No \_\_\_\_\_

5. Are you negotiating to employ or do you currently employ any employee, officer or family member of an employee or officer of County of Lea?

Yes \_\_\_\_\_ No \_\_\_\_\_

The answers to the foregoing questions are correctly stated to the best of my knowledge and belief.

Signature of Owner or Company President: \_\_\_\_\_ Date \_\_\_\_\_

(Print Name and Title): \_\_\_\_\_

# ATTACHMENT E



**CERTIFICATION REGARDING  
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

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Offeror certifies to the best of its knowledge and belief that it and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
2. Have not within a three year period preceding this proposal been convicted of, had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State Antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any offenses; and
4. Have not within a three-year period preceding this application/proposal had one or more public transaction (Federal, State, or local) terminated for cause or default.

I understand that a false statement on this certification may be ground for rejection of this proposal or termination of the award. Under 18USC Sec. 1001, a false statement may result in a fine of up to \$10,000 or imprisonment for up to 5 years, or both.

---

Print Name of Authorized Representative

Title

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Signature of Authorized Representative

Date

# ATTACHMENT F

## NON-COLLUSION AFFIDAVIT

STATE OF \_\_\_\_\_ )

County OF \_\_\_\_\_ )

\_\_\_\_\_ (name) being first duly sworn, deposes and  
says that he/she is (title) \_\_\_\_\_ of  
(organization) \_\_\_\_\_

who submits herewith to the County of Lea, a proposal:

That all statements of fact in such proposal are true:

That said proposal was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation;

That said Offeror has not, directly or indirectly by agreement, communication or conference with anyone attempted to induce action prejudicial to the interest of the County of Lea, or of any Offeror of anyone else interested in the proposed contract; and further,

That prior to the public opening and reading of proposal, said Offeror:

1. Did not directly or indirectly, induce or solicit anyone else to submit a false or sham proposal
2. Did not directly or indirectly collude, conspire, connive or agree with anyone else that said Offeror or anyone else would submit a false or sham proposal, or that anyone Shall refrain from proposing or withdraw his proposals;
3. Did not in any manner, directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the proposal price of said Offeror or of anyone else, or to raise or fix any overhead, profit or cost element of their proposal price, or of that of anyone else;
4. Did not directly or indirectly, submit his proposed price or any breakdown thereof, or the contest thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association organization, proposal depository or to any member or agent thereof, or to any individual of group of individuals, except that County of Lea, or to any person or persons who have a partnership or other financial interests with said Offeror in his business.

By: \_\_\_\_\_

Title \_\_\_\_\_

SUBSCRIBED and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

## REFERENCES FORM

Provide information below for no fewer than three (3) businesses you have supplied with the same or similar parts or services during the past year. Complete all information requested and sign the "authorization to contact" form below.

NAME OF YOUR ORGANIZATION: \_\_\_\_\_

RFP # \_\_\_\_\_ RFP TITLE: \_\_\_\_\_

*Offeror Statement: I provide the following references for the above RFP and by my signature below authorize the County to contact those listed for inquiry regarding my company, personnel and products.*

### REFERENCE # 1

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_

Products and Services provided include: \_\_\_\_\_

Volume of Business annually: \$ \_\_\_\_\_ No. of Years Served: \_\_\_\_\_

### REFERENCE # 2

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_

Products and Services provided include: \_\_\_\_\_

Volume of Business annually: \$ \_\_\_\_\_ No. of Years Served: \_\_\_\_\_

### REFERENCE # 3

Business Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_ Email: \_\_\_\_\_

Products and Services provided include: \_\_\_\_\_

Volume of Business annually: \$ \_\_\_\_\_ No. of Years Served: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date



**CHECKLIST**  
**LEA COUNTY PURCHASING DEPARTMENT**

RFP 02– (21-22) Title: County –Wide Economic Development Services

<i>Required For This Procurement</i>	<i>Offeror Check List X</i>	<i>Items to be completed and included in the Offeror Submission Packet</i> <b><i>ORGANIZE DOCUMENTS IN THE ORDER LISTED</i></b>
<i>Yes</i>		<i>1 original and 6 copies of proposal / bid packet (plus one electronic)</i>
<i>Yes</i>		<i>Signed Proposal / Transmittal Cover Sheet</i>
<i>Yes</i>		<i>Mandatory Response Form</i>
<i>Yes</i>		<i>Narrative per requirements as specified in Part II</i>
<i>Yes</i>		<i>Cost Proposal</i>
<i>Yes</i>		<i>Campaign Contributions</i>
<i>Yes</i>		<i>Related Party</i>
<i>Yes</i>		<i>Debarment</i>
<i>Yes</i>		<i>Non-Collusion</i>
<i>Yes</i>		<i>References Form</i>
<i>Yes</i>		<i>Resumes / Certifications / Licenses of Key Personnel</i>
<i>Yes</i>		<i>Copy of current annual certificate of business registration</i>
<i>If Applicable</i>		<i>Acknowledge all Addenda, if applicable</i>
<i>If Applicable</i>		<i>NM Tax &amp; Revenue Resident &amp;/or Veteran's Preference Certificate.</i>
<i>If Applicable</i>		<i>Copies of any Licenses / Certifications applicable to the Job</i>

Remember to clearly mark your proposal with the RFP Title,

Number and Opening Date on the front of the envelope or box.



# Consideration of Lea County Resolution No. 22-APR-102R Approving Government Agency Funding to New Mexico State University (NMSU) Extension Office; Lea Soil & Water Conservation District; and United States Department of Agriculture Animal and Plant Health Inspection Service Wildlife Services (USDA APHIS-WS) for Fiscal Year 2022 - 2023

The County recommends that funding for government agency funding activities for the FY 2022 – 2023 fiscal year be awarded to the following organizations:

NMSU County Extension Office - \$108,000

Lea Soil & Water Conservation - \$65,000

USDA Plant Health & Wildlife Services - \$60,000

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS****AGENDA ITEM SUMMARY FORM****LCBCC Meeting Date: Thursday, April 28, 2022**Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sstout@leacounty.net](mailto:sstout@leacounty.net) by: **Wednesday, April 20, 2022**County Manager Approval [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) required for all time sensitive issues that do not meet the above deadline.

<b>DATE SUBMITTED</b> mm-dd-yyyy: 04/25/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Chip Low - Finance Director
<b>SUBJECT:</b> Award Government Agency Funding for FY 22-23	<b>ATTACHMENT(S):</b> 1. Resolution
<b>NO. OF ORIGINALS FOR SIGNATURE:</b>	<b>ACTION REQUESTED:</b> Action Item
<b>BUDGET LINE ITEM NUMBER:</b> 401-002061; 403-112091; 403-112092	<b>FISCAL BUDGET YEAR:</b> FY 22-23
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: Section 2.8 - Continuous interaction with the State of New Mexico and statewide organizations is required to protect the County's interests.	
<b>SUMMARY:</b> Lea County partners with federal and state agencies in order to provide necessary services to citizens that may not be readily available from the County. Those services and the allocated funding are:  NMSU - County Extension Service - \$108,000 Lea Soil & Water Conservation Service - \$65,000 USDA Plant & Wildlife Services - \$60,000	
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> If checked, how many: Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other:	<b>See Additional Summary Attached</b> <input type="checkbox"/>
<b>SUBMITTER'S RECOMMENDATION(S):</b> Recommend approval	<b>Submitter's Signature</b> Department Director, Etc. Henry C Low Jr Digitally signed by Henry C Low Jr Date: 2022.04.25 10:43:25 -0600
<b>FINANCE REVIEW</b> Fiscal Impact/Cost: The financial impact to Lea County will be expenditures from the General and Farm & Range Funds totaling \$233,000. Funds will be budgeted in 401-002061, 403-112091 and 403-112092 for the FY 23 budget year.	<b>Reviewed by Finance Director</b> Henry C Low Jr Digitally signed by Henry C Low Jr Date: 2022.04.25 10:44:58 -0600
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda 

Item No. 0208**RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN**Approved: \_\_\_\_\_  
Resolution No. 22-APR-102R  
Continued To: \_\_\_\_\_Denied: \_\_\_\_\_  
Policy No. \_\_\_\_\_  
Referred To: \_\_\_\_\_Other: \_\_\_\_\_  
Ordinance No. \_\_\_\_\_  
Comments: \_\_\_\_\_

STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-APR-102R

**A RESOLUTION APPROVING GOVERNMENT AGENCY FUNDING TO NEW MEXICO STATE UNIVERSITY (NMSU) EXTENSION OFFICE, LEA SOIL & WATER CONSERVATION DISTRICT; AND UNITED STATES DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE WILDLIFE SERVICES (USDA APHIS-WS) FOR FISCAL YEAR 2022 - 2023**

**WHEREAS**, Lea County desires that County residents are provided with a range of different services; *and*

**WHEREAS**, federal, local and state agencies provide some services that the County wants to ensure are provided; *and*

**WHEREAS**, the County has identified the NMSU Extension Office, Lea Soil & Water Conservation District and USDA as government agencies that provide needed services to Lea County residents; *and*

**WHEREAS**, the County has identified and budgeted for FY 2022-2023 the following funding amount for the agencies listed:

- New Mexico State University (NMSU) Extension Office - \$108,000
- Lea Soil & Water Conservation District - \$ 65,000
- United States Department of Agriculture Animal and Plant Health Inspection Service and Wildlife Services (USDA APHIS-WS) - \$ 60,000

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County, that the funding appropriation listed above for each agency is hereby approved.

**BE IT FURTHER RESOLVED** that the Commission Chair and/or County Manager may finalize and sign any agreements/documents consistent with the terms of this resolution.

**PASSED AND APPROVED** on this 28<sup>th</sup> day of April, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

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Dean Jackson (District 1), Chair  
Voted: Yes No Abstain

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Gary G. Eidson (District 3), Vice Chair  
Voted: Yes No Abstain



---

Rebecca Long (District 2), Member  
Voted: Yes No Abstain

---

Jonathan Sena (District 4), Member  
Voted: Yes No Abstain

---

Pat Sims (District 5), Member  
Voted: Yes No Abstain

**ATTEST:** Keith Manes  
Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: 

---

Teri Davis, Deputy Clerk

---

John W. Caldwell, County Attorney



# Consideration of Lea County Resolution No. 22-APR-103R Rescinding Resolution No. 22-MAR-083R and Approving Adjustments to the Fiscal Year 2021 – 2022 Budget

To correct documentation attached to Budget Adjustment #5 – 22-MAR-083R submitted to DFA Local Government for Approval.

SUMMARY OF ADJUSTMENTS							
		Revenue	Expense	Net Effect	Transfers	Budget Adj #4	% Inc. (Dec). In Budgeted Exp
	GENERAL FUND (unrestricted)	2,273,472	1,244,798	1,028,674	(1,205,000)	43,960,457	2.83%
	ROAD FUND	-	349,518	(349,518)	350,000	18,507,086	1.89%
	SPECIAL REV FUNDS (restricted)	140,909	820,065	(679,156)	855,000	62,735,136	1.31%
	CAPITAL PROJECTS FUND	-	-	-	-	37,105,285	0.00%
	ENTERPRISE FUNDS	-	-	-		148,434	0.00%
	TRUST & AGENCY (restricted)	440,079	440,079	-	-	9,680,191	4.55%
	<b>Total</b>	<b>2,854,460</b>	<b>2,854,460</b>	<b>(0)</b>	<b>-</b>	<b>172,136,589</b>	<b>1.66%</b>

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS****AGENDA ITEM SUMMARY FORM****LCBCC Meeting Date: Thursday, April 28, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sslout@leacounty.net](mailto:sslout@leacounty.net) by: **Wednesday, April 20, 2022**

County Manager Approval [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) required for all time sensitive issues that do not meet the above deadline.

<b>DATE SUBMITTED</b> mm-dd-yyyy: 04/22/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Chip Low - Finance Director	
<b>SUBJECT:</b> Correction of attached documentation for Budget Adjustment #5	<b>ATTACHMENT(S):</b> 1. Budget Adjustments 2. Resolution	
<b>NO. OF ORIGINALS FOR SIGNATURE:</b>	<b>ACTION REQUESTED:</b> Action Item	
<b>BUDGET LINE ITEM NUMBER:</b> N/A	<b>FISCAL BUDGET YEAR:</b> FY 21-22	
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: The information in the financial report meets the goals in Section 3.1 on Accountability which is "Lea county is responsible for the public's tax dollars in a fiscally conservative and transparent manner". Performance measures that apply are 3.1.1, 3.1.2, 3.1.4, and 3.1.5.		
<b>SUMMARY:</b> Lea County submitted Budget Adjustment #5 (22-MAR-083R sic) to the Commission on March 31, 2022 for approval. Through County internal control procedures it was noted afterwards that the documentation submitted with the resolution was not correct. Staff is revising the resolution to reflect the submission of the correct documentation with the resolution so that it will match with the budget adjustment submitted for DFA approval.		
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> If checked; how many:    Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: <input type="checkbox"/>		<b>See Additional Summary Attached</b> <input type="checkbox"/>
<b>SUBMITTER'S RECOMMENDATION(S):</b> Recommend approval.		<b>Submitter's Signature</b> Department Director, Etc. Henry C Low Jr Digitally signed by Henry C Low Jr Date: 2022.04.22 09:57:55 -06'00'
<b>FINANCE REVIEW</b> Fiscal Impact/Cost: This resolution corrects the prior resolution (31-MAR-083R) and includes the correct attachment to document the budget adjustment submitted. There is no financial impact to the County with this agenda item.		<b>Reviewed by Finance Director</b> Henry C Low Jr Digitally signed by Henry C Low Jr Date: 2022.04.22 10:00:18 -06'00'
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)		<b>Reviewed by County Attorney</b>
<b>COUNTY MANAGER REVIEW:</b>		<b>Approved by County Manager</b> to be Placed on Agenda 
<b>Item No.</b> <u>0209</u> <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>		
Approved: _____ Denied: _____ Other: _____ Resolution No. <u>22-APR-103R</u> Policy No. _____ Ordinance No. _____ Continued To: _____ Referred To: _____ Comments: _____		

STATE OF NEW MEXICO  
COUNTY OF LEA  
RESOLUTION NO. 22-APR-103R

**A RESOLUTION RESCINDING RESOLUTION 22-MAR-083R AND APPROVING ADJUSTMENTS TO  
THE FISCAL YEAR 2021 - 2022 BUDGET**

**WHEREAS**, the Board of County Commissioners of Lea County approved Resolution 31-Mar-083R [sic] approving budget adjustments to the 2021 - 2022 budget; *and*

**WHEREAS**, the correct resolution number should be 22-MAR-083R; *and*

**WHEREAS**, the attachment to the resolution did not correctly reflect the proposed budget adjustments; *and*

**WHEREAS**, the attachment to this resolution reflects correctly the proposed budget adjustments which remain needed.

**NOW, THEREFORE, BE IT HEREBY RESOLVED** by the Board of County Commissioners of Lea County that the attached budget adjustments are approved.

**BE IT FURTHER RESOLVED** that Resolution 31-MAR-083R [sic], correctly identified as Resolution 22-MAR-083R is rescinded.

**BE IT FURTHER RESOLVED** that staff will take whatever actions are necessary to correct any erroneous action caused by Resolution 31-MAR-083R [sic], correctly identified as Resolution 22-MAR-083R.

**PASSED, APPROVED AND ADOPTED** on this 28<sup>th</sup> day of April, 2022, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

**LEA COUNTY BOARD OF COUNTY COMMISSIONERS**

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Dean Jackson (District 1), Chair  
Voted: Yes   No   Abstain

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Gary G. Eidson (District 3), Vice Chair  
Voted: Yes   No   Abstain

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Rebecca Long (District 2), Member  
Voted: Yes   No   Abstain

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Jonathan Sena (District 4), Member  
Voted: Yes   No   Abstain



\_\_\_\_\_  
Pat Sims (District 5), Member  
Voted: Yes   No   Abstain

**ATTEST:**     Keith Manes  
                    Lea County Clerk

**APPROVED AS TO FORM AND LEGAL  
SUFFICIENCY:**

By: \_\_\_\_\_  
Teri Davis, Deputy Clerk

\_\_\_\_\_  
John W. Caldwell, County Attorney

## BUDGET ADJUSTMENT #5

Thursday, March 31, 2022

### SUMMARY OF BUDGET ADJUSTMENTS TO DATE FOR FY 21/22

	Approved Budget	Adj #1 09/02/2021	Adj #2 11/04/2021	Adj #3 12/09/2021	Adj #4 02/17/2022	Adj #5 03/31/2022			Total
<b>REVENUE ADJUSTMENTS</b>									
GENERAL FUND (unrestricted)	55,048,706	-	334,275	4,395,144	900,000	2,273,472	-	-	62,951,597
ROAD FUND	1,931,070	-	-	-	-	-	-	-	1,931,070
SPECIAL REV FUNDS (restricted)	20,127,050	209,552	7,040,125	(50,731)	-	140,909	-	-	27,466,905
CAPITAL PROJECTS FUND	3,163,000	-	-	-	-	-	-	-	3,163,000
ENTERPRISE FUNDS	-	-	-	-	-	-	-	-	-
TRUST & AGENCY (restricted)	7,727,635	-	-	1,461,808	-	440,079	-	-	9,629,522
<b>Total</b>	<b>87,997,461</b>	<b>209,552</b>	<b>7,374,400</b>	<b>5,806,221</b>	<b>900,000</b>	<b>2,854,460</b>	-	-	<b>105,142,094</b>
	Approved Budget	Adj #1 09/02/2021	Adj #2 11/04/2021	Adj #3 12/09/2021					Total
<b>EXPENDITURE ADJUSTMENTS</b>									
GENERAL FUND (unrestricted)	37,224,428	2,015,765	334,275	2,241,191	900,000	1,244,798	-	-	43,960,457
ROAD FUND	17,516,494	-	-	641,074	-	349,518	-	-	18,507,086
SPECIAL REV FUNDS (restricted)	51,262,265	519,552	8,561,793	1,571,461	-	820,065	-	-	62,735,136
CAPITAL PROJECTS FUND	37,105,285	-	-	-	-	-	-	-	37,105,285
ENTERPRISE FUNDS	148,434	-	-	-	-	-	-	-	148,434
TRUST & AGENCY (restricted)	7,887,617	-	-	1,352,495	-	440,079	-	-	9,680,191
<b>Total</b>	<b>151,144,523</b>	<b>2,535,317</b>	<b>8,896,068</b>	<b>5,806,221</b>	<b>900,000</b>	<b>2,854,460</b>	-	-	<b>172,136,589</b>
	Cash Effect per Resolution	Adj #1 09/02/2021	Adj #2 11/04/2021	Adj #3 12/09/2021					
<b>NET EFFECT CASH</b>									
GENERAL FUND (unrestricted)	17,824,278	(2,015,765)	-	2,153,953	-	1,028,674	-	-	18,991,140
ROAD FUND	(15,585,424)	-	-	(641,074)	-	(349,518)	-	-	(16,576,016)
SPECIAL REVFUNDS (restricted)	(31,135,215)	(310,000)	(1,521,668)	(1,622,192)	-	(679,156)	-	-	(35,268,231)
CAPITAL PROJECTS FUND	(33,942,285)	-	-	-	-	-	-	-	(33,942,285)
PROPRIETARY FUND	(148,434)	-	-	-	-	-	-	-	(148,434)
TRUST & AGENCY (restricted)	(159,982)	-	-	109,313	-	-	-	-	(50,669)
	<b>(63,147,062)</b>	<b>(2,325,765)</b>	<b>(1,521,668)</b>	<b>-</b>	<b>-</b>	<b>(0)</b>	<b>-</b>	<b>-</b>	<b>(66,994,495)</b>

## 1 County Operations

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
County Operations	Printing & Publishing	401	00	2008	15,000	16,174	107.8%	5,000	20,000	Increased Publishing
County Operations	Education/Registration/Dues	401	00	2016	7,500	7,475	99.7%	5,000	12,500	Additional Traning
County Operations	Administrative Fee	401	00	2207	450,000	387,816	86.2%	200,000	650,000	Higher GRT Revenue
County Operations	Emergency Communications Center	401	00	2430	3,385,846	1,242,493	36.7%	440,079	3,825,925	New Members
Increase (Decrease) in budgeted expenditures								650,079		

## 2 Executive

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Executive	Full-Time Positions	401	01	2002	541,924	430,268	79.4%	76,223	618,147	Position Transfer, New Position, Salary Adjustment
Executive	Overtime	401	01	2005	14,000	12,427	88.8%	3,000	17,000	Increased O/T
Executive	Printing and Publishing	401	01	2008	6,300	9,640	153.0%	5,000	11,300	Reallocation
Executive	PERA	401	01	2063	52,218	37,058	71.0%	11,529	63,747	Position Transfer, New Position, Salary Adjustment
Executive	FICA	401	01	2064	55,467	21,961	39.6%	6,061	61,528	Position Tfrs, New Position, Salary Adj, Inc OT
Executive	Health Insurance	401	01	2065	88,256	61,123	69.3%	18,688	106,944	Position Transfer, New Position, Salary Adjustment
Executive	Contract Labor/Professional Services	401	01	2152	50,000	776	1.6%	(8,000)	42,000	Reallocation
Executive	Retiree Health Care	401	01	2200	14,884	6,983	46.9%	2,172	17,056	Position Transfer, New Position, Salary Adjustment
Increase (Decrease) in budgeted expenditures								114,673		

## 3 Information Technology

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Information Technology	Full-Time Postions	401	02	2002	419,165	299,624	71.5%	6,641	425,806	Salary Adjustment
Information Technology	Overtime	401	02	2005	8,000	7,585	94.8%	2,500	10,500	Increased O/T
Information Technology	Vehicle - Gas & Oil	401	02	2011	2,700	2,071	76.7%	500	3,200	Higher Gas Prices
Information Technology	Maintenance	401	02	2012	68,000	58,132	85.5%	20,000	88,000	Increased Repairs
Information Technology	Education/Registration/Dues	401	02	2016	1,000	250	25.0%	20,000	21,000	Cyber Security Traning
Information Technology	PERA	401	02	2063	61,801	41,478	67.1%	1,005	62,806	Salary Adjustment
Information Technology	FICA	401	02	2064	32,953	23,128	70.2%	508	33,461	Salary Adjustment, Inc. O/T
Information Technology	Retiree Health Care	401	02	2200	11,645	7,816	67.1%	189	11,834	Salary Adjustment
Increase (Decrease) in budgeted expenditures								51,343		

## 4 Facilities Department

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Facilities Department	Full-Time Positions	401	03	2002	837,697	505,584	60.4%	33,446	871,143	New Positions, Salary Adjustment
Facilities Department	PERA	401	03	2063	124,342	69,803	56.1%	5,059	129,401	New Positions, Salary Adjustment
Facilities Department	FICA	401	03	2064	66,065	40,041	60.6%	2,559	68,624	New Positions, Salary Adjustment
Facilities Department	Health Insurance	401	03	2065	335,672	166,499	49.6%	12,978	348,650	New Positions, Salary Adjustment
Facilities Department	Retiree Health Insurance	401	03	2200	23,430	13,070	55.8%	953	24,383	New Positions, Salary Adjustment
Increase (Decrease) in budgeted expenditures								54,995		

## 5 Clerks Office

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Clerks Office	Full-Time Positions	401	04	2002	457,068	317,394	69.4%	6,709	463,777	Salary Adjustment
Clerks Office	PERA	401	04	2063	77,319	51,269	66.3%	1,015	78,334	Salary Adjustment
Clerks Office	FICA	401	04	2064	48,421	30,940	63.9%	513	48,934	Salary Adjustment
Clerks Office	Retiree Health Care	401	04	2200	12,411	9,661	77.8%	191	12,602	Salary Adjustment
Increase (Decrease) in budgeted expenditures								8,428		

## 6 Assessor

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Assessor	Full-Time Positions	401	06	2002	490,513	346,808	70.7%	9,238	499,751	Salary Adjustment
Assessor	PERA	401	06	2063	82,992	55,764	67.2%	1,397	84,389	Salary Adjustment
Assessor	FICA	401	06	2064	44,175	30,251	68.5%	707	44,882	Salary Adjustment
Assessor	Retiree Health Insurance	401	06	2200	13,480	10,508	78.0%	263	13,743	Salary Adjustment
Increase (Decrease) in budgeted expenditures								11,605		

## 7 Treasurer

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Treasurer	Full-Time Positions	401	07	2002	246,521	178,619	72.5%	3,680	250,201	Salary Adjustment
Treasurer	PERA	401	07	2063	47,361	32,779	69.2%	1,795	49,156	Salary Adjustment
Treasurer	FICA	401	07	2064	25,647	17,747	69.2%	281	25,928	Salary Adjustment
Treasurer	Health Insurance	401	07	2065	58,416	56,562	96.8%	2,000	60,416	Change in Coverage
Treasurer	Retiree Health Care	401	07	2200	6,766	6,177	91.3%	338	7,104	Salary Adjustment
Increase (Decrease) in budgeted expenditures								8,094		

## 8 County Sheriff

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
County Sheriff	Full-Time Positions	401	08	2002	6,637,670	4,436,103	66.8%	12,364	6,650,034	Salary Adjustment
County Sheriff	Vehicle - Gas & Oil	401	08	2011	390,000	364,594	93.5%	160,000	550,000	Higher Gas Prices
County Sheriff	PERA	401	08	2063	1,886,991	954,881	50.6%	1,870	1,888,861	Salary Adjustment
County Sheriff	FICA	401	08	2064	588,423	402,124	68.3%	946	589,369	Salary Adjustment
County Sheriff	Contract - Other Services	401	08	2104	103,082	36,537	35.4%	10,000	113,082	Donation
County Sheriff	Retiree Health Care	401	08	2200	236,879	142,833	60.3%	352	237,231	Salary Adjustment
Increase (Decrease) in budgeted expenditures								185,532		



## 9 Human Resources

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Human Resources	Full-Time Positions	401	25	2002	228,757	169,294	74.0%	7,400	236,157	Salary Adjustment
Human Resources	Office Supplies	401	25	2009	5,000	2,962	59.2%	5,000	10,000	Reallocation
Human Resources	PERA	401	25	2063	33,946	23,740	69.9%	1,119	35,065	Salary Adjustment
Human Resources	FICA	401	25	2064	17,906	12,854	71.8%	566	18,472	Salary Adjustment
Human Resources	Contract Labor/Professional SVCS	401	25	2152	91,000	30,007	33.0%	(5,000)	86,000	Reallocation
Human Resources	Retiree Health Care	401	25	2200	6,396	4,473	69.9%	211	6,607	Salary Adjustment
Increase (Decrease) in budgeted expenditures								9,296		

## 10 Enviromental Services

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Enviromental Services	Full-Time Position	401	26	2002	533,939	395,825	74.1%	6,640	540,579	Salary Adjustment
Enviromental Services	Overtime	401	26	2005	22,500	25,451	113.1%	15,000	37,500	Increased O/T
Enviromental Services	Communications	401	26	2007	15,000	15,865	105.8%	10,000	25,000	Larger Staff
Enviromental Services	Vehicle - Gas & Oil	401	26	2011	50,000	57,020	114.0%	40,000	90,000	Higher Gas Prices
Enviromental Services	Education/Registration/Dues	401	26	2016	3,000	2,834	94.5%	500	3,500	Larger Staff
Enviromental Services	PERA	401	26	2063	78,969	54,137	68.6%	1,004	79,973	Salary Adjustment
Enviromental Services	FICA	401	26	2064	42,819	33,857	79.1%	1,656	44,475	Salary Adjustment
Enviromental Services	Retiree Health Insurance	401	26	2200	14,880	9,291	62.4%	189	15,069	Salary Adjustment
Increase (Decrease) in budgeted expenditures								74,989		

## 11 DWI Program

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
DWI Program	Full-Time Positions	401	56	2002	281,368	167,988	59.7%	10,542	291,910	Salary Adjustment
DWI Program	PERA	401	56	2063	42,557	23,843	56.0%	1,595	44,152	Salary Adjustment
DWI Program	FICA	401	56	2064	21,525	12,761	59.3%	806	22,331	Salary Adjustment
DWI Program	Retiree Health Insurance	401	56	2200	8,019	4,476	55.8%	300	8,319	Salary Adjustment
Increase (Decrease) in budgeted expenditures								13,243		

## 12 Finance

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Finance	Full-Time Positions	401	75	2002	590,343	382,714	64.8%	17,459	607,802	Unfreeze Position, Salary Adjustment
Finance	Vehicle - Oil & Gas	401	75	2011	3,000	2,296	76.5%	100	3,100	Higher Gas Prices
Finance	Maintenance	401	75	2012	15,000	3,157	21.0%	(1,000)	14,000	Reallocation
Finance	Education/Registration/Dues	401	75	2016	10,000	7,848	78.5%	1,000	11,000	Increase Training
Finance	PERA	401	75	2063	87,292	53,739	61.6%	2,641	89,933	Unfreeze Position, Salary Adjustment
Finance	FICA	401	75	2064	47,090	29,440	62.5%	1,336	48,426	Unfreeze Position, Salary Adjustment
Finance	Health Insurance	401	75	2065	152,970	68,738	44.9%	7,546	160,516	Unfreeze Position, Salary Adjustment
Finance	Computers and Peripherals	401	75	2130	6,000	3,210	53.5%	1,000	7,000	Reallocation
Finance	Retiree Health Insurance	401	75	2200	16,450	10,126	61.6%	276	16,726	Unfreeze Position, Salary Adjustment
Increase (Decrease) in budgeted expenditures								30,358		

## 13 Planning Department

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Planning Department	Full-Time Positions	401	76	2002	61,869	45,994	74.3%	17,027	78,896	Unfreeze Position, Salary Adjustment
Planning Department	PERA	401	76	2063	8,850	6,127	69.2%	2,575	11,425	Unfreeze Position, Salary Adjustment
Planning Department	FICA	401	76	2064	4,810	3,470	72.1%	1,303	6,113	Unfreeze Position, Salary Adjustment
Planning Department	Health Insurance	401	76	2065	18,416	12,754	69.3%	3,773	22,189	Unfreeze Position, Salary Adjustment
Planning Department	Retiree Health Insurance	401	76	2200	1,668	1,155	69.2%	485	2,153	Unfreeze Position, Salary Adjustment
Increase (Decrease) in budgeted expenditures								25,163		

## 14 Emergency Management

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Emergency Management	Vehicle - Gas & Oil	401	77	2011	13,500	13,545	100.3%	7,000	20,500	Higher Gas Prices
Increase (Decrease) in budgeted expenditures								7,000		

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Revenue	% Received	Proposed Adjustment	Adjusted Line Item Budget	Justification
General Fund	Oil & Gas Production Revenue	401	00	1030	23,711,916	74,649,623	314.8%	1,107,480	24,819,396	Increased Revenue
General Fund	Gross Receipts Taxes	401	00	1800	3,918,773	10,704,301	273.2%	1,165,992	5,084,765	Increased Revenue
Increase (Decrease) in budgeted revenue								2,273,472		

Total proposed General Fund Revenue Adjustments:	2,273,472
Less:	
Total Proposed General Fund Expenditure Adjustments:	1,244,798
Net Effect on Budget Cash Position	1,028,674

## 15 LC Road Department

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Road Department	Full-Time Positions	402	10	2002	1,986,724	986,908	49.7%	209,146	2,195,870	Unfreeze Position, Salary Adjustment
Road Department	PERA	402	10	2063	292,905	134,789	46.0%	31,633	324,538	Unfreeze Position, Salary Adjustment
Road Department	Health Insurance	402	10	2065	508,675	256,082	50.3%	86,779	595,454	Unfreeze Position, Salary Adjustment
Road Department	FICA	402	10	2064	157,340	78,794	50.1%	15,999	173,339	Unfreeze Position, Salary Adjustment
Road Department	Retiree Health Insurance	402	10	2200	55,192	25,398	46.0%	5,961	61,153	Unfreeze Position, Salary Adjustment
Increase (Decrease) in budgeted expenditures								349,518		

Total Proposed Lea County Road Fund Revenue Adjustments:	-
Less:	
Total Proposed Lea County Road Fund Expenditure Adjustments:	349,518
Net Effect on Budget Cash Position	(349,518)

Lea County will fund the increase through a \$350,000 cash transfer from the General Fund

## 16 Indigent GRT Fund

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Indigent GRT Fund	Administrative Fee	406	13	2207	275,000	233,842	85.0%	65,000	340,000	Increased Revenue
	<b>Increase (Decrease) in budgeted expenditures</b>							<b>65,000</b>		

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Revenue	% Received	Proposed Adjustment	Adjusted Line Item Budget	Justification
Indigent GRT Fund	Indigent GRT	406	00	1410	4,650,072	6,572,969	141.4%	65,000	4,715,072	Increased Revenue
	<b>Increase (Decrease) in budgeted revenue</b>							<b>65,000</b>		

## 17 Knowles Fire Department

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Knowles Fire Department	Communications	408	15	2007	3,000	2,268	75.6%	400	3,400	Larger Staff
	<b>Increase (Decrease) in budgeted expenditures</b>							<b>400</b>		

Lea County has an unbudgeted restricted fund balance available to fund increase

## 18 LC Airport Fire Department

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
LC Airport Fire Department	Overtime	409	16	2005	2,500	2,522	100.9%	1,000	3,500	Increased O/T
LC Airport Fire Department	FICA	409	16	2064	15,323	2,798	18.3%	191	15,514	Increased O/T
	<b>Increase (Decrease) in budgeted expenditures</b>							<b>1,191</b>		

Lea County has an unbudgeted fund balance available to fund increase

## 19 Monument Fire Department

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Monument Fire Department	Communications	410	17	2007	3,000	2,226	74.2%	400	3,400	Larger Staff
	<b>Increase (Decrease) in budgeted expenditures</b>							<b>400</b>		

Lea County has an unbudgeted restricted fund balance available to fund increase



## 20 Detention Center

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Detention Center	Full-Time Positions	418	23	2002	5,504,035	3,484,185	63.3%	115,261	5,619,296	Unfreeze Positions, Salary Adjustment
Detention Center	Overtime	418	23	2005	950,000	815,368	85.8%	100,000	1,050,000	Increased O/T
Detention Center	PERA	418	23	2063	798,708	456,095	57.1%	17,433	816,141	Unfreeze Positions, Salary Adjustment
Detention Center	FICA	418	23	2064	498,324	325,204	65.3%	16,467	514,791	Unfreeze Positions, Salary Adjustment, Inc O/T
Detention Center	Health Insurance	418	23	2065	1,415,286	862,178	60.9%	45,276	1,460,562	Unfreeze Positions, Salary Adjustment
Detention Center	Retiree Health Insurance	418	23	2200	150,500	85,920	57.1%	3,285	153,785	Unfreeze Positions, Salary Adjustment
Increase (Decrease) in budgeted expenditures								297,722		

Lea County will fund the increase through a cash transfer of \$300,000 from the General Fund

## 21 Lea Regional Airport

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Lea Regional Airport	Federal Grant - FAA Tower	454	18	2405	110,000	96,485	87.7%	24,000	134,000	Carry Over Billing
Increase (Decrease) in budgeted expenditures								24,000		

Lea County will fund the increase through a \$100,000 cash transfer from the General Fund

## 22 Fairgrounds

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Fairgrounds	Full-Time Positions	460	32	2002	264,957	181,063	68.3%	6,845	271,802	Position Transfer, Unfreeze Positions, Salary Adj.
Fairgrounds	PERA	460	32	2063	39,169	24,950	63.7%	1,035	40,204	Position Transfer, Unfreeze Positions, Salary Adj.
Fairgrounds	FICA	460	32	2064	21,654	14,599	67.4%	523	22,177	Position Transfer, Unfreeze Positions, Salary Adj.
Fairgrounds	Health Insurance	460	32	2065	68,857	42,895	62.3%	909	69,766	Position Transfer, Unfreeze Positions, Salary Adj.
Fairgrounds	Equipment - Maintenance	460	32	2075	6,000	5,205	86.8%	8,000	14,000	Increased Repairs
Fairgrounds	Contractual Services	460	32	2079	33,000	14,032	42.5%	10,000	43,000	Increased Services
Fairgrounds	Vehicle - Maintenance	460	32	2111	5,000	3,723	74.5%	2,500	7,500	Vehicle Repairs
Fairgrounds	Retiree Health Insurance	460	32	2200	7,380	4,704	63.7%	195	7,575	Position Transfer, Unfreeze Positions, Salary Adj.
Fairgrounds	Pickup(s)	460	32	4315	45,000	-	0.0%	50,000	95,000	Vehicle Purchase
Fairgrounds	Tractor	460	32	4389	50,000	44,506	89.0%	(50,000)	-	Reallocation
Increase (Decrease) in budgeted expenditures								30,007		

Lea County will fund the increase through a \$50,000 cash transfer from the General Fund

### 23 Fair & Rodeo

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Fair & Rodeo	Full-Time Positions	461	33	2002	36,971	25,150	68.0%	3,916	40,887	Position Transfer, Unfreeze Positions, Salary Adj.
Fair & Rodeo	Overtime	461	33	2005	75,556	75,788	100.3%	1,000	76,556	Increased O/T
Fair & Rodeo	Education/Registration/Dues	461	33	2016	1,000	1,004	100.4%	100	1,100	Increased Training
Fair & Rodeo	Supplies	461	33	2020	20,000	20,073	100.4%	100	20,100	Increased Supplies
Fair & Rodeo	PERA	461	33	2063	5,466	3,484	63.7%	592	6,058	Position Transfer, Unfreeze Positions, Salary Adj.
Fair & Rodeo	FICA	461	33	2064	8,884	2,026	22.8%	376	9,260	Position Trfr, Unfreeze Positions, Salary Adj., Inc O/T
Fair & Rodeo	Health Insurance	461	33	2065	9,608	5,944	61.9%	127	9,735	Position Trfr, Unfreeze Positions, Salary Adj.
Fair & Rodeo	Retiree Health Insurance	461	33	2200	1,030	655	63.6%	111	1,141	Position Transfer, Unfreeze Positions, Salary Adj.
Fair & Rodeo	Rodeo Production	461	33	2503	438,659	437,171	99.7%	12,000	450,659	Increased Production
Fair & Rodeo	Bank Service Charges	461	33	2875	1,200	1,200	100.0%	4,000	5,200	Larger Staff
Increase (Decrease) in budgeted expenditures								22,322		

A budgeted fund balance fo \$455,075 is available to fund the increase.

### 24 Hispanic Heritage Night

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Hispanic Heritage Night	Full-Time Positions	462	34	2002	6,202	4,192	67.6%	652	6,854	Position Transfer, Unfreeze Positions, Salary Adj.
Hispanic Heritage Night	PERA	462	34	2063	910	581	63.8%	99	1,009	Position Transfer, Unfreeze Positions, Salary Adj.
Hispanic Heritage Night	FICA	462	34	2064	1,194	338	28.3%	50	1,244	Position Transfer, Unfreeze Positions, Salary Adj.
Hispanic Heritage Night	Health Insurance	462	34	2065	1,601	990	61.8%	21	1,622	Position Transfer, Unfreeze Positions, Salary Adj.
Hispanic Heritage Night	Retiree Health Insurance	462	34	2200	172	109	63.4%	18	190	Position Transfer, Unfreeze Positions, Salary Adj.
Increase (Decrease) in budgeted expenditures								840		

Lea County will fund the increase through a \$100,000 cash transfer from the General Fund

### 25 Event Center

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Event Center	Full-Time Positions	463	31	2002	186,979	138,989	74.3%	(8,379)	178,600	Position Transfer, Unfreeze Positions, Salary Adj.
Event Center	PERA	463	31	2063	27,010	18,699	69.2%	(1,267)	25,743	Position Transfer, Unfreeze Positions, Salary Adj.
Event Center	FICA	463	31	2064	15,490	11,247	72.6%	(641)	14,849	Position Transfer, Unfreeze Positions, Salary Adj.
Finance	Health Insurance	463	31	2065	35,034	31,258	89.2%	9,383	44,417	Position Transfer, Unfreeze Positions, Salary Adj.
Event Center	Retiree Health Insurance	463	31	2200	5,090	3,524	69.2%	(239)	4,851	Position Transfer, Unfreeze Positions, Salary Adj.
Event Center	Special Productions	463	31	2438	350,000	317,509	90.7%	305,000	655,000	Additional Events
Increase (Decrease) in budgeted expenditures								303,857		

Lea County will fund the increase through a \$305,000 cash transfer from the General Fund

## 26 Lea County Drug Task Force (HIDTA Grant)

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Lea County Drug Task Forc	Full-Time Positions	608	41	2002	243,921	168,305	69.0%	1,006	244,927	Salary Adjustment
Lea County Drug Task Forc	PERA	608	41	2063	10,489	5,634	53.7%	491	10,980	Salary Adjustment
Lea County Drug Task Forc	FICA	608	41	2064	8,409	3,597	42.8%	77	8,486	Salary Adjustment
Lea County Drug Task Forc	Health Insurance	608	41	2065	8,309	10,436	125.6%	8,000	16,309	Salary Adjustment
Lea County Drug Task Forc	Retiree Health Insurance	608	41	2200	1,977	1,280	64.7%	93	2,070	Change in Coverage
Lea County Drug Task Forc	Current Year HITDA Grant	608	41	2583	92,178	70,834	76.8%	1,150	93,328	Grant Funding
Increase (Decrease) in budgeted expenditures								10,817		

## 27 Region VI Drug Task Force (HIDTA Grant)

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Region VI	Reg VI - Lincoln County	609	71	2292	172,415	102,674	59.6%	25,810	198,225	Grant Funding
Region VI	Reg VI - Pecos Valley	609	71	2294	421,614	203,626	48.3%	22,539	444,153	Grant Funding
Region VI	Reg VI - Admin	609	71	2295	101,315	43,660	43.1%	(1,968)	99,347	Grant Funding
Increase (Decrease) in budgeted expenditures								46,381		

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Revenue	% Received	Proposed Adjustment	Adjusted Line Item Budget	Justification
Region VI DTF	REG VI - Lincoln County	609	00	1192	196,015	87,505	44.6%	2,210	198,225	Grant Funding
Region VI DTF	REG VI - Pecos Valley	609	00	1194	444,153	177,793	40.0%	56,116	500,269	Grant Funding
Region VI DTF	REG VI - Admin	609	00	1195	101,282	37,962	37.5%	(1,335)	99,947	Grant Funding
Region VI DTF	Current Year HIDTA	609	00	1287	405,211	407,001	100.4%	1,790	407,001	Grant Funding
Increase (Decrease) in budgeted revenue								58,781		

## 28 LCDTF Forfeitures Fund

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
LCDTF Forfeitures Fund	Forfeitures Expense	610	73	2499	20,000	22,066	110.3%	17,128	37,128	Increased Revenue
Increase (Decrease) in budgeted expenditures								17,128		

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Revenue	% Received	Proposed Adjustment	Adjusted Line Item Budget	Justification
LCDTF Forfeitures Fund	Forfeitures Revenues	610	00	1920	-	17,128	0.0%	17,128	17,128	Increased Revenue
Increase (Decrease) in budgeted revenue								17,128		

Total proposed Special Revenue Fund Adjustments:	140,909
Less:	
Total Proposed Special Revenue Fund Expenditure Adjustments:	820,065
Net Effect on Budget Cash Position	(679,156)

## 29 LCCA

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
LCCA	Full-Time Positions	808	78	2002	2,095,756	1,106,162	52.8%	9,257	2,105,013	Salary Adjustment
LCCA	Overtime	808	78	2005	400,000	418,197	104.5%	250,000	650,000	Increased O/T
LCCA	Office Supplies	808	78	2009	20,000	14,902	74.5%	5,000	25,000	Increased Supplies
LCCA	Travel and Per Diem	808	78	2010	5,000	408	8.2%	5,000	10,000	Increased Travel
LCCA	Education/Registration	808	78	2016	35,000	13,668	39.1%	5,000	40,000	Increased Training
LCCA	PERA	808	78	2063	309,978	142,802	46.1%	1,400	311,378	Salary Adjustment
LCCA	FICA	808	78	2064	192,455	116,544	60.6%	19,833	212,288	Salary Adjustment
LCCA	Insurance - Worker's Comp	808	78	2066	5,000	-	0.0%	14,250	19,250	Adjusted Insurance
LCCA	Property/Liability Insurance	808	78	2067	32,000	-	0.0%	75	32,075	Adjusted Insurance
LCCA	Contract - Other Services	808	78	2104	210,000	143,373	68.3%	120,000	330,000	Increased Services
LCCA	Retiree Health Insurance	808	78	2200	58,410	26,908	46.1%	264	58,674	Salary Adjustment
LCCA	Tower Leases	808	78	2902	54,000	50,119	92.8%	10,000	64,000	Increased Leases
Increase (Decrease) in budgeted expenditures								440,079		

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Revenue	% Received	Proposed Adjustment	Adjusted Line Item Budget	Justification
LCCA	County Contribution	808	00	1687	3,385,845	1,242,493	36.7%	440,079	3,825,924	New Members
Increase (Decrease) in budgeted revenue								440,079		

Total Rroposed Trust & Agency Revenue Fund Adjustments:	440,079
Less:	
Total Proposed Trust & Agency Revenue Fund Expenditure Adjustments:	440,079
Net Effect on Budget Cash Position	-



## BUDGET ADJUSTMENT #5

March 31, 2022

### SUMMARY OF ADJUSTMENTS

	Revenue	Expense	Net Effect	Transfers	Budget Adj #4	% Inc. (Dec). In Budgeted Exp
GENERAL FUND (unrestricted)	2,273,472	1,244,798	1,028,674	(1,205,000)	43,960,457	2.83%
ROAD FUND	-	349,518	(349,518)	350,000	18,507,086	1.89%
SPECIAL REV FUNDS (restricted)	140,909	820,065	(679,156)	855,000	62,735,136	1.31%
CAPITAL PROJECTS FUND	-	-	-	-	37,105,285	0.00%
ENTERPRISE FUNDS	-	-	-	-	148,434	0.00%
TRUST & AGENCY (restricted)	440,079	440,079	-	-	9,680,191	4.55%
<b>Total</b>	<b>2,854,460</b>	<b>2,854,460</b>	<b>(0)</b>	<b>-</b>	<b>172,136,589</b>	<b>1.66%</b>

### Summary By Expenditure Type

	Revenue	Expense	Net Effect
Operations	2,414,381	2,414,381	(0)
Capital	-	-	-
Trust & Agency	440,079	440,079	-
	<b>2,854,460</b>	<b>2,854,460</b>	<b>(0)</b>

Note: This budget adjustment maintains the State required and County imposed reserve requirements.

**BUDGET ADJUSTMENT #5**  
**March 31, 2022**

**BUDGETED CASH TRANSFERS**

<u>TRANSFERS</u>	<u>CURRENT</u>	<u>ADJUSTMENT</u>	<u>ADJUSTED</u>	
462 - Hispanic Heritage Night	\$ 100,000.00	\$ 100,000.00	\$ 200,000.00	Fund expenditures
401 - General Fund	\$ (79,825,000.00)	\$ (1,205,000.00)	\$ (81,030,000.00)	Fund expenditures
811 - Solid Waste Sinking	\$ -	\$ 186,247.00	\$ 186,247.00	Adj to Post Closure Estimate
810 - Solid Waste Authority	\$ -	\$ (186,247.00)	\$ (186,247.00)	Adj to Post Closure Estimate
418 - Detention Center	\$ 16,000,000.00	\$ 300,000.00	\$ 16,300,000.00	Fund expenditures
454 - Lea Regional Airport	\$ 2,000,000.00	\$ 100,000.00	\$ 2,100,000.00	Fund expenditures
460 - Fairgrounds	\$ 1,200,000.00	\$ 50,000.00	\$ 1,250,000.00	Fund expenditures
463 - Event Center	\$ 3,500,000.00	\$ 305,000.00	\$ 3,805,000.00	Fund expenditures
402 - Road	\$ 14,000,000.00	\$ 350,000.00	\$ 14,350,000.00	Fund expenditures

**State of New Mexico**  
**Local Government Budget Management System (LGBMS)**  
**Adjusted Budget (incl. pending adjustments) - Fiscal Year 2021-2022**  
**Lea County**

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Fund	Cash	Investments	Revenues	Transfers	Expenditures	Balance	Reserves	Adjusted Balance
11000 General Operating Fund	128,102,722.00	22,043,125.00	62,951,597.00	-81,030,000.00	43,960,495.00	88,106,949.00	10,990,123.75	77,116,825.25
20300 County Property Valuation	1,267,394.00	0.00	626,828.00	0.00	886,311.00	1,007,911.00	0.00	1,007,911.00
20400 County Road	4,831,927.00	0.00	1,931,070.00	14,350,000.00	18,507,090.00	2,605,907.00	1,542,257.50	1,063,649.50
20600 Emergency Medical Services	32,753.00	0.00	10,000.00	0.00	16,993.00	25,760.00	0.00	25,760.00
20800 Farm & Range	22,836.00	0.00	20,000.00	125,000.00	121,160.00	46,676.00	0.00	46,676.00
20900 Fire Protection	690,762.00	0.00	316,927.00	375,000.00	742,906.00	639,783.00	0.00	639,783.00
21100 Law Enforcement Protection	1,918.00	0.00	64,400.00	0.00	66,318.00	0.00	0.00	0.00
21700 Recreation	4,988.00	0.00	0.00	200,000.00	176,670.00	28,318.00	0.00	28,318.00
21800 Intergovernmental Grants	514,151.00	0.00	2,025,103.00	0.00	2,000,958.00	538,296.00	0.00	538,296.00
22000 Indigent Fund	1,554,191.00	0.00	4,715,572.00	4,500,000.00	10,637,342.00	132,421.00	0.00	132,421.00
22300 DWI Fund	438,070.00	0.00	1,007,982.00	25,000.00	1,164,407.00	306,645.00	0.00	306,645.00
22500 Clerks Recording & Filing Fund	215,495.00	0.00	100,000.00	0.00	148,368.00	167,127.00	0.00	167,127.00
22600 Jail - Detention	1,184,777.00	0.00	2,933,712.00	16,300,000.00	19,901,180.00	517,309.00	0.00	517,309.00
26000 American Rescue Plan Act	0.00	0.00	6,902,257.00	0.00	6,902,257.00	0.00	0.00	0.00
29900 Other Special Revenue	68,504.00	100,145.00	49,658.00	0.00	82,128.00	136,179.00	0.00	136,179.00
39900 Other Capital Projects	759,003.00	0.00	3,163,000.00	35,500,000.00	37,105,285.00	2,316,718.00	0.00	2,316,718.00
50100 Water Enterprise	341,192.00	0.00	0.00	0.00	148,434.00	192,758.00	0.00	192,758.00
50400 Airport Enterprise	1,804,670.00	0.00	7,189,367.00	3,800,000.00	11,971,190.00	822,847.00	0.00	822,847.00
51300 Convention/Events Center	545,571.00	0.00	228,700.00	3,805,000.00	4,173,006.00	406,265.00	0.00	406,265.00

51500 Fairgrounds	1,093,805.00	0.00	1,276,400.00	2,050,000.00	3,742,612.00	677,593.00	0.00	677,593.00
79900 Other Trust & Agency	14,236,076.00	1,400,000.00	9,629,522.00	0.00	9,681,541.00	15,584,057.00	0.00	15,584,057.00
Totals	157,710,805.00	23,543,270.00	105,142,095.00	0.00	172,136,651.00	114,259,519.00	12,532,381.25	101,727,137.75



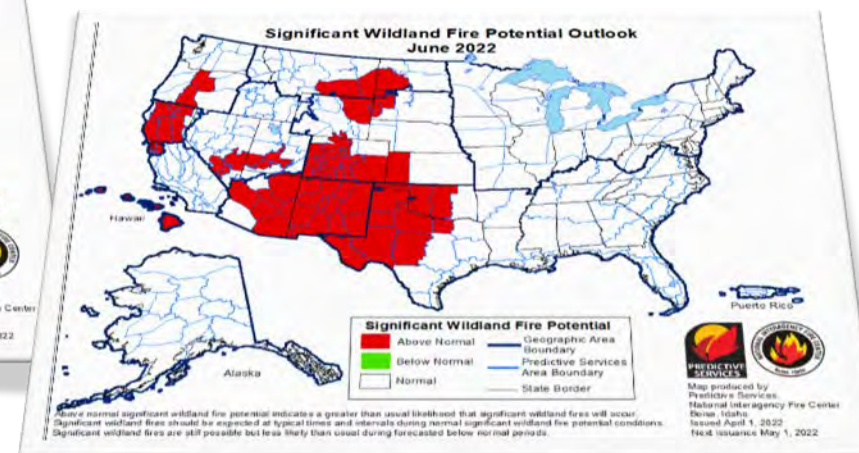
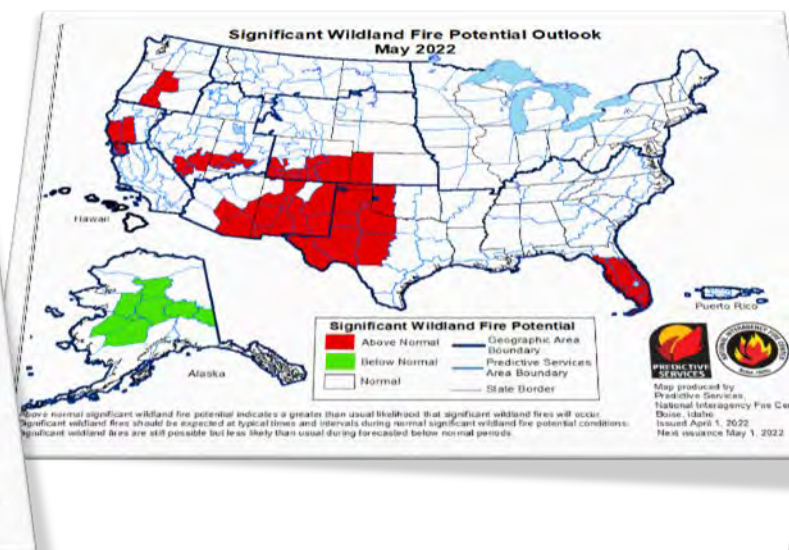
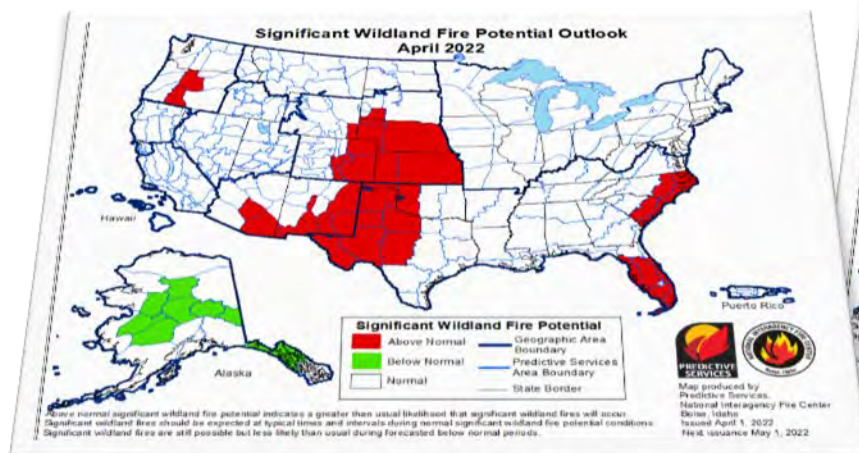
## Lea County Fire Season 2022

### 116 Grass Fires

36 Mutual Aid Responses

### More than 3,000 Firefighter Hours of Service

Based on LCCA Dispatched Calls for Service



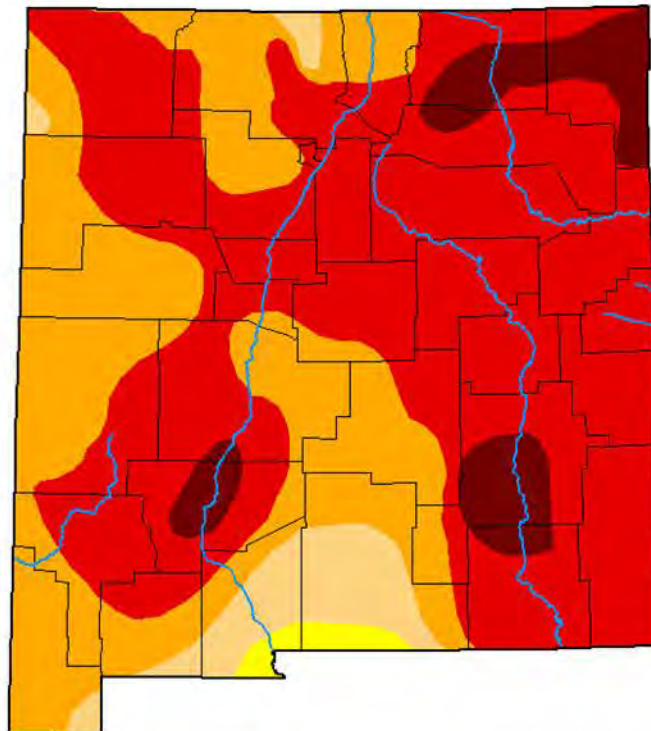
## Lea County Fire Season 2022

### U.S. Drought Monitor New Mexico

**April 19, 2022**

(Released Thursday, Apr. 21, 2022)

Valid 8 a.m. EDT



#### Intensity:

- None
- D0 Abnormally Dry
- D1 Moderate Drought
- D2 Severe Drought
- D3 Extreme Drought
- D4 Exceptional Drought

*The Drought Monitor focuses on broad-scale conditions. Local conditions may vary. For more information on the Drought Monitor, go to <https://droughtmonitor.unl.edu/About.aspx>*

#### Author:

Brad Rippey  
U.S. Department of Agriculture



[droughtmonitor.unl.edu](https://droughtmonitor.unl.edu)

Dry, often windy weather has affected the nation's southwestern quadrant. As a result, deterioration has been observed in parts of the Southwest, particularly in New Mexico.

New Mexico, in addition to the McBride Fire, has been dealing with several other blazes, including the 7,573-acre Hermits Peak Fire, which started as a prescribed fire northwest of Las Vegas on April 6 before escaping containment.

### National Drought Mitigation Center





## Lea County Fire Season 2022



### Lea County Acreage Burned

Nearly **31,000 acres** since January 1, 2022

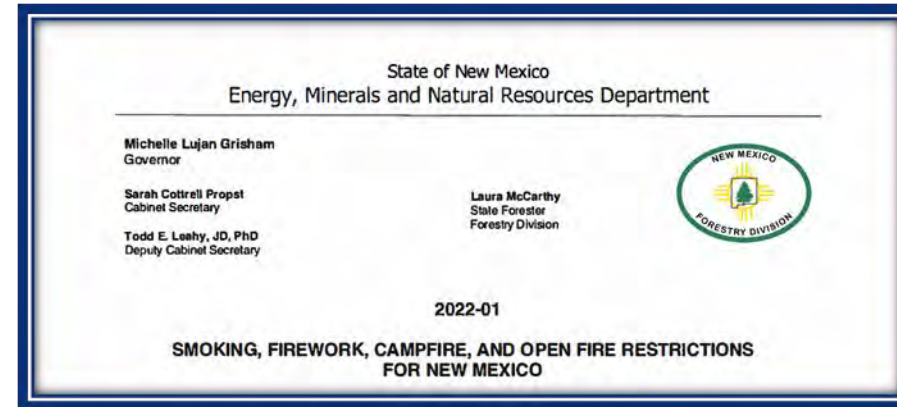
### Apparatus Maintenance Costs- VFDs 2022

Maljamar, Monument, and Knowles

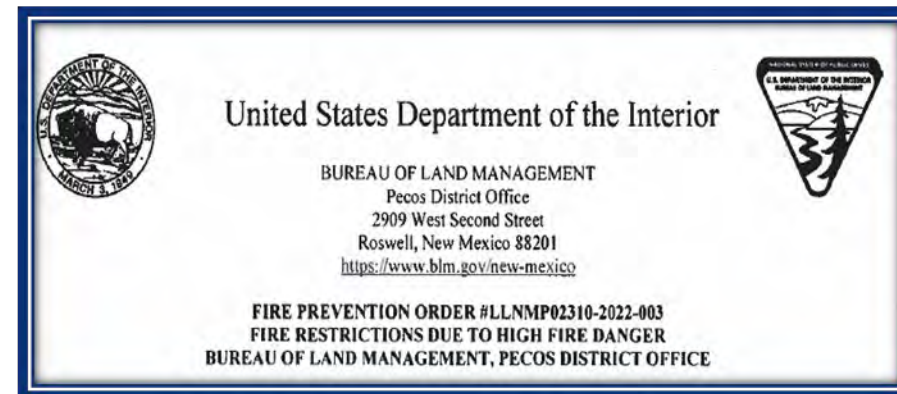
More than **\$90,000**



## Lea County Fire Season 2022



New Mexico Energy, Minerals and Natural Resources Department (EMNRD) Forestry Division announced restrictions on fireworks, smoking, campfires and open fires on non-municipal, non-federal, and non-tribal lands in New Mexico that began Friday, April 22, 2022.



Department of Interior BLM Fire Division Pecos District Office Prevention Order (CFR) 9212.2 announced restrictions on fireworks, smoking, campfires and open fires in New Mexico in effect at 8:00 AM MDT on Thursday April 28, 2022 citing high fire hazard conditions.

## Lea County Fire Season 2022



# Questions?





**LEA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY FORM**

**LCBCC Meeting Date: Thursday, April 28, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Executive Coordinator [ss Stout@leacounty.net](mailto:ss Stout@leacounty.net) by: **Wednesday, April 20, 2022**

County Manager Approval [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) required for all time sensitive issues that do not meet the above deadline.

<b>DATE SUBMITTED</b> mm-dd-yyyy:	<b>SUBMITTED BY</b> Name, Title, Dept: Lorenzo Velasquez, Emergency Manager/Environmental Services Director
<b>SUBJECT:</b> Fires in Lea County	<b>ATTACHMENT(S):</b>
<b>NO. OF ORIGINALS FOR SIGNATURE:</b>	<b>ACTION REQUESTED:</b> Discussion Item
<b>BUDGET LINE ITEM NUMBER:</b> N/A	<b>FISCAL BUDGET YEAR:</b> N/A
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: Section 2.3: Continuous communication with the public is beneficial and necessary.	
<b>SUMMARY:</b>	
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: <input type="checkbox"/> <small>If checked, how many:</small>	<b>See Additional Summary Attached</b> <input type="checkbox"/>
<b>SUBMITTER'S RECOMMENDATION(S):</b> Discussion	<b>Submitter's Signature</b> Department Director, Etc.
<b>FINANCE REVIEW</b> Fiscal Impact/Cost:	<b>Reviewed by Finance Director</b>
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda 

**Item No.** 0301

**RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN**

Approved: _____	Denied: _____	Other: <u>Discussion</u>
Resolution No. _____	Policy No. _____	Ordinance No. _____
Continued To: _____	Referred To: _____	Comments: _____



# ADOPT A ROAD

- Identify roads needing attention
- Allow groups, citizens, businesses to adopt sections of the road
- Provide trash bags and water
- Schedule County Clean-Up Crew to pick bags up

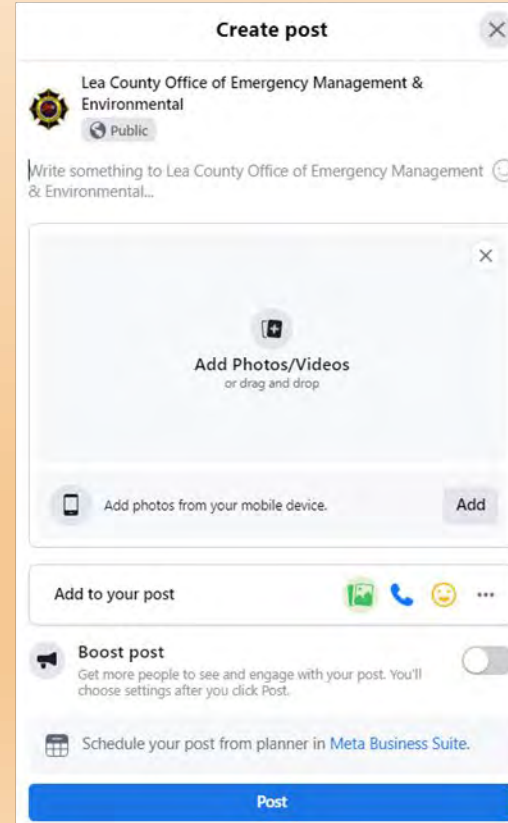
## CLEAN UP DATES

- Spring- May 21<sup>st</sup>
- Summer- June 18<sup>th</sup>
- Fall- September 17<sup>th</sup>



# RECOGNITION

- Volunteers will have a designated sign made for their section of road
- Posts will be made via Social Media



# KEEP AMERICA BEAUTIFUL

- Benefits of becoming an Affiliate

Self-Determination

Powerful National Network

Training

Tools & Programs

National Credibility

 **Community Impact Grants** 

One time fee: \$3,500 Based on Lea County Population

Annual Fee: \$170

Resolution and Letter of Support

# ILLEGAL DUMPING PROJECT

## Team Up to Clean Up Lea County

- \$140,000 **BLM Grant** split between local Counties
- Lea County has been chosen to receive \$100,000
  - 1-800 Notification System
  - Data Base
  - Public Drop Off/Supplies
  - Public Education
    - Trailer
    - Hand Outs
    - Mascot







**LEA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY FORM**

**LCBCC Meeting Date: Thursday, April 28, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Executive Coordinator [sstout@leacounty.net](mailto:sstout@leacounty.net) by: **Wednesday, April 20, 2022**

County Manager Approval [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) required for all time sensitive issues that do not meet the above deadline.

<b>DATE SUBMITTED</b> mm-dd-yyyy:		<b>SUBMITTED BY</b> Name, Title, Dept: Lorenzo Velasquez, EmergencyManager/EnvironmentalServicesDirector	
<b>SUBJECT:</b> Community Neighborhood Cleanup		<b>ATTACHMENT(S):</b>	
<b>NO. OF ORIGINALS FOR SIGNATURE:</b>		<b>ACTION REQUESTED:</b>  Discussion Item	
<b>BUDGET LINE ITEM NUMBER:</b> N/A		<b>FISCAL BUDGET YEAR:</b> N/A	
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: Section 2.3: Continuous communication with the public is beneficial and necessary.			
<b>SUMMARY:</b>			
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> If checked; how many: Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other:		<b>See Additional Summary Attached</b> <input type="checkbox"/>	
<b>SUBMITTER'S RECOMMENDATION(S):</b> Discussion		<b>Submitter's Signature</b> Department Director, Etc.	
<b>FINANCE REVIEW</b> Fiscal Impact/Cost:		<b>Reviewed by Finance Director</b>	
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)		<b>Reviewed by County Attorney</b>	
<b>COUNTY MANAGER REVIEW:</b>		<b>Approved by County Manager</b> to be Placed on Agenda 	
<b>Item No.</b> <u>0302</u> <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>			
Approved: _____ Resolution No. _____ Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____	Other: <u>Discussion</u> _____ Ordinance No. _____ Comments: _____	

April 27, 2022

Keep America Beautiful  
Jason Smith  
1010 Washington Blvd.  
Stamford, CT 06901

RE: Letter of Support

Dear Mr. Smith

Please accept this letter of support as an official notice that Lea County Governing Body is willing to support the application process of the Keep America Beautiful Affiliation. Lea County will assist with the Keep Lea County Beautiful administrative tasks and the operations of the program.

Lea County supports the effort to develop a beautification program that will assist in the providing opportunities for beautification in Lea County. This project is vital to the improvement of this county. This program will provide a group structure for beautification efforts that will be implemented in Lea County.

We appreciate the efforts during the application process and encourage the development of this program for Lea County.

The Governing Body is in full support of this program and has agreed to provide assistance in the application process and operations.

Sincerely,

Mike Gallagher, County Manager

# Lea County's Budget Fiscal Year 2022 – 2023

## FY 23 Lea County Budget Timeline

Date	Action Taken
January 13, 2022	Budget Development and Timeline Approval (LCBCC)
February 3, 2022	Outside Entities and Services RFP Discussion (LCBCC) Discussion of FY 23 Projected Revenues (LCBCC)
February 17, 2022	Release of Outside Entities and Services RFP
February 21 – March 2, 2022	Departmental Budget Discussions – County Staff
March 10, 2022	Discussion of FY 23 Projected Expenses (LCBCC)
March 11, 2022	Responses for Outside Entities Proposals Due
March 31, 2022	Departmental Budget Presentations (LCBCC)
April 14, 2022	Departmental Budget Presentations cont'd (LCBCC) Personnel Proposals (LCBCC)
April 28, 2022	Capital & Outside Agency Proposals (LCBCC)
May 12, 2022	Present Preliminary Budget for Discussion (LCBCC)
May 26, 2022	Present Preliminary Budget for Final Action (LCBCC)
May 31, 2022	Preliminary Budget Due to New Mexico DFA for Approval
July 28, 2022	Present Final Budget For Discussion and Approval (LCBCC)
July 31, 2022	Final Budget Due to New Mexico DFA for Approval

# County Departments Presentations

1. Board of County Commissioners
2. Event Center
3. Executive Department





## Discussion of Lea County's Fiscal Year 2022 – 2023 Budget

### Lea County Board of County Commissioners/County Operations

401-00-2008	Printing & Publishing	\$	50,000
401-00-2010	Travel/Per Diem		15,000
401-00-2016	Education/Registration/Dues		15,000
401-00-2021	Advisory Boards Per Diem		15,000
401-00-2041	Environmental Operations		37,000
401-00-2047	Contractual - Governmental Unit		1,250,000
401-00-2048	Economic Development		3,273,000
401-00-2056	Economic Development Travel		8,000
401-00-2060	Water Resource Development		100,000
401-00-2061	Contractual - Agriculture Agent		108,000
401-00-2062	Audit		59,763
401-00-2066	Insurance - Worker's Comp		281,600
401-00-2067	Property/Liability Insurance		2,530,000
401-00-2069	Membership Dues		75,000
401-00-2112	Land Rental		25,000
401-00-2126	State Unemployment Tax		20,600
401-00-2130	Computers and Peripherals		30,000
401-00-2157	Agency Support		381,000
401-00-2179	Local Government Support		2,500,000
401-00-2207	Administrative Fee		630,000
401-00-2430	Emergency Communications Center		4,366,658
401-00-2441	Service Award		50,000
			<hr/>
		\$	15,820,621
			<hr/>



## Discussion of Lea County's Fiscal Year 2022 – 2023 Budget

### Lea County Event Center



## Discussion of Lea County's Fiscal Year 2022 – 2023 Budget

### Lea County Executive Department

401-01-2008	Printing & Publishing	\$	50,000
401-01-2009	Office Supplies		20,000
401-01-2010	Travel/Per Diem		25,000
401-01-2011	Vehicle - Gas & Oil		10,000
401-01-2016	Education/Registration/Dues		25,000
401-01-2111	Vehicle - Maintenance		10,000
401-01-2130	Computers and Peripherals		50,000
401-01-2152	Contract Labor/Professional Services		50,000
401-01-2165	Software		100,000
401-01-2438	Special Productions		50,000
			<hr/>
		\$	390,000
			<hr/>



# Discussion of Lea County's Fiscal Year 2022 – 2023 Budget

## Capital

LEA COUNTY NEW MEXICO		
Capital Outlays FY 23		
<b>402-10 Road Department</b>		
4251 - Road Construction - New Chip Seal	\$	18,535,000
4315 - Pickup (s)		196,000
4412 - Loader		450,000
4558 - Broom(s)		82,000
4599 - Chip Spreader		440,000
4616 - Video Messaging System		20,000
4624 - Road Facility Remodel		75,000
4657 - Tire Roller, Pneumatic		135,000
4701 - FY 23 SB County Grant		90,000
4702 - FY 23 SB State Grant		250,000
4703 - FY 23 Co-op County Grant		35,000
4704 - FY 23 Co-op State Grant		125,000
4705 - FY 23 CAP County Grant		85,000
4706 - FY 23 CAP State Grant		473,953
4750 - Rock Spreader		245,000
4764 - FY 22 CAP County Grant		75,000
4765 - FY 22 CAP State Grant		225,000
4766 - FY 22 Co-op County Grant		35,000
4767 - FY 22 Co-op State Grant		110,000
4768 - FY 22 School Bus County Grant		65,000
4769 - FY 22 School Bus State Grant		190,000
4779 - Salt Spreader		40,000
		<u>21,976,953</u>
<b>404-12 Community Recreation</b>		
4104 - Improvements		<u>100,000</u>
<b>418-23 Detention Facility</b>		
4238 - Kitchen Equipment		50,000
4324 - Copier		10,000
4362 - Camera(s)		20,000
4382 - Vehicles		60,000
4440 - Equipment		1,000,000
4605 - Radio Equipment & Upgrades		15,000
4749 - Washers		25,000
4757 - Detention Center Upgrades		<u>12,000,000</u>
		<u>13,180,000</u>
<b>430-County Operations</b>		
4110 - Judicial Complex - Sheriff	Sheriff	100,000
4123 - County Fire Department Improvements	EMS	7,000,000
4139 - General Services Building	Commission	500,000
4250 - Water Rights	Commission	300,000
Lea County, New Mexico		
Fiscal Year 2022-2023 Budget		

### 402-10-4251 Detail

18,535,000		
1,500,000	\$ +	Battle Ax - Contingency (3.0 miles)
2,625,000	\$ +	Alabama reconstruction (NM18 to Dal Paso)- 9.25 miles
1,125,000	\$ +	Six Shooter, Waters, Reed - waters to dakota (2.25 miles)
850,000	\$ +	Knowles and Stiles Design
825,000	\$ +	Wyoming Reconstruction (Jai) 1.25 miles
1,500,000	\$ +	Landfill Road Improvements (intersection and culv
950,000	\$ +	Anthony Road Chip Seal (1.85 miles)
5,160,000	\$ +	Togaine Switch (10.2 miles)
4,000,000	\$ +	Roadway Conversion

## Capital

LEA COUNTY NEW MEXICO		
Capital Outlays FY 23		
<b>430-County Operations Cont'd</b>		
4315 - Pickup(s)	Environmental	350,000
4328 - Remodel Courthouse	Commission	30,000,000
4331 - Server Upgrade	Info Tech	200,000
4331 - Server Upgrade	Sheriff	31,000
4367 - Equipment	Info Tech	600,000
4367 - Equipment	Facilities	100,000
4367 - Equipment	Environmental	370,000
4367 - Equipment	EMS	500,000
4382 - Vehicle	Facilities	175,000
4382 - Vehicle	Sheriff	1,647,012
4382 - Vehicle	County Clerk	60,000
4382 - Vehicle	Info Tech	50,000
4382 - Vehicle(s)	DWI/Probation	150,000
4438 - Fire Trucks	EMS	300,000
4440 - Equipment	Sheriff	98,235
4442 - Sheriff's Office	Commission	200,000
4641 - Computer Equipment	Environmental	40,000
4461 - Storage Building	Commission	30,000
4499 - Fire Department Water Systems	EMS	500,000
4589 - Convenience Center	Environmental	3,000,000
4734 - Lea County Annex Remodel	Commission	500,000
4776 - Accounting/Financial System	Commission	100,000
4778 - Building Improvements	Commission	2,500,000
		<u>49,401,247</u>
<b>439-81 DWI/Misdemeanor Compliance</b>		
4367 - Equipment		<u>40,000</u>
<b>454-18 Lea Regional Airport</b>		
4104 - Capital Improvements		210,000
4125 - Facility Improvements		3,200,000
4209 - Terminal Reconstruction-Hobbs		500,000
4287 - Safety Area Imp - Design & Environmental		10,000
4288 - Safety Area Imp		400,000
4294 - Property P/Art 139 Hobbs Airport		200,000
4438 - Fire Truck		1,100,000
4461 - Storage Building		50,000
4592 - Firefighting Training Facility		70,000
4594 - Terminal Security		7,500
4707 - ARFF Building Exhaust System		76,000
4708 - Parking Lot		250,000
4713 - Rotary Mower		58,850

### 454-18-4104 Detail

250,000	+	Planning and Design projects
120,000	+	Airport Lighting Generator (HOB-21-03)
40,000	+	Runway Camera System (HOB-21-04)
50,000	+	Landside Masterplan Update

### 454-18-4125 Detail

1,350,000	+	signage, utilities, underground power, generators
200,000	+	Roadside and Parking lot sign
150,000	+	Emergency generator replacement
1,350,000	+	water and sewer utilities
200,000	+	Estimated Xcel Underground costs
200,000	+	water system demo
1,100,000	+	Lynco Underground costs



## Capital

LEA COUNTY NEW MEXICO	
Capital Outlays FY 23	
<b>454 - Lea Regional Airport cont'd</b>	
4717 - Security Improvements	15,000
4743 - Hobbs RW 3/21 Extensions	6,600,000
4745 - Hobbs STARS LITE Design	30,000
4755 - Hangar Improvements (Pending Navy)	11,5000
4760 - ASP Grant Airline Equipment	185,000
4761 - Crack & Seal Cont Taxiway	150,000
	<u>13,227,350</u>
<b>455-18 Lovington Zip Franklin Airport</b>	
4104 - Capital Improvements	110,000
4292 - Property Part 139 Lovington Airport	50,000
4440 - Equipment - Capital	100,000
4493 - Electrical Vault & Generator	200,000
4495 - PAPI System Installation	166,667
4542 - Lighting Upgrade	500,000
4713 - Rotary Mower	90,000
4714 - Security Improvements	15,000
4736 - Improvements - Lovington Airport	50,000
	<u>1,281,667</u>
<b>456-18 Jal Airport</b>	
4104 - Capital Improvements	110,000
4373 - Taxiway Reliab	460,000
4547 - Pavement Rehabilitation	450,000
4712 - Zero Turn Mower	27,000
4714 - Security Improvements	15,000
4737 - Improvements - Jal Airport	50,000
	<u>1,112,000</u>
<b>460-32 Lea County Fairgrounds</b>	
4125 - Facility Improvements	202,000
4230 - Horse Barn & Stalls	1,200,000
4362 - Cameras	20,000
4382 - Vehicle	60,000
4532 - Zia Building Remodel	25,000
4544 - Outdoor PA System	300,000
4586 - Fairgrounds Improvements	1,000,000
4595 - Fence	15,000
	<u>2,822,000</u>
<b>463-31 Lea County Event Center</b>	
4367 - Equipment	500,000
4382 - Vehicle	40,000
4778 - Building Improvements	10,570,000
	<u>11,110,000</u>

## Capital

LEA COUNTY NEW MEXICO		
Capital Outlays FY 23		
<b>499-46 Assessor Property Valuation Fund</b>		
4324 - Copier		30,000
<b>600-American Rescue Plan Act (State &amp; Local Recovery Fund)</b>		
4104 - Capital Outlay	Commission	4,804,514
4757 - Facility Renovations	Detention	8,974,349
		13,778,863
<b>675-85 Water Service Fund</b>		
4499 - Water/Sewer System		148,434
<b>808-78 Lea County Communications Authority</b>		
4331 - Server Upgrade		85,000
4367 - Equipment		95,000
4641 - Computer Equipment		100,000
4714 - Security Improvements		10,000
		290,000
<b>810-20 Lea County Solid Waste Authority</b>		
4314 - Landfill Cell Construction		2,100,000
4642 - Landfill Improvements		1,000,000
		3,100,000
<b>Total Capital Projects</b>		<u>\$ 131,598,514</u>



# Outside Agency Proposals



**LEA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY FORM**

**LCBCC Meeting Date: Thursday, April 28, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Executive Coordinator [sshout@leacounty.net](mailto:sshout@leacounty.net) by: **Wednesday, April 20, 2022**

County Manager Approval [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) required for all time sensitive issues that do not meet the above deadline.

<b>DATE SUBMITTED</b> mm-dd-yyyy:	<b>SUBMITTED BY</b> Name, Title, Dept: Michael Gallagher, County Manager; Chip Low, Finance Director
<b>SUBJECT:</b> Discussion of Departmental Operations Budgets, Capital & Outside Agency Proposals	<b>ATTACHMENT(S):</b>
<b>NO. OF ORIGINALS FOR SIGNATURE:</b>	<b>ACTION REQUESTED:</b> Discussion Item
<b>BUDGET LINE ITEM NUMBER:</b>	<b>FISCAL BUDGET YEAR:</b> 2022 - 2023
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: Section 2.6: Transparency and ethical decision making continue to be the framework in which the county operates.	
<b>SUMMARY:</b> Department Directors will discuss plans for the Fiscal Year 2022 - 2023 budget year and review proposed operating budgets.  County Manager/Finance Director will discuss Capital and Outside Agency Proposals	
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: _____ <small>If checked; how many:</small>	<b>See Additional Summary Attached</b> <input type="checkbox"/>
<b>SUBMITTER'S RECOMMENDATION(S):</b> Discussion	<b>Submitter's Signature</b> Department Director, Etc.
<b>FINANCE REVIEW</b> Fiscal Impact/Cost:	<b>Reviewed by Finance Director</b>
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda
<b>Item No.</b> <u>0303</u> <b>RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN</b>	
Approved: _____ Resolution No. _____ Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____
Other: <u>Discussion</u> Ordinance No. _____ Comments: _____	

# Lea County Financial Report

For the month ending March 31, 2022





## Revenue Versus Expenses By Function

### Year to date March 31, 2022

	Budget	Actual
<b>Operations</b>		
Revenues	\$ 81,766,667	\$ 151,849,850
Expenses	\$ 75,253,491	\$ 40,442,907
	<u>\$ 6,513,176</u>	<u>\$ 111,406,943</u>
<b>Indigent</b>		
Revenues	\$ 4,715,572	\$ 7,875,477
Expenses	\$ 10,637,342	\$ 7,258,750
	<u>\$ (5,921,770)</u>	<u>\$ 616,727</u>
<b>Capital</b>		
Revenues	\$ 9,030,333	\$ 2,049,711
Expenses	\$ 76,564,222	\$ 10,380,641
	<u>\$ (67,533,889)</u>	<u>\$ (8,330,930)</u>
<b>Trust &amp; Agency</b>		
Revenues	\$ 9,629,522	\$ 6,661,433
Expenses	\$ 9,681,541	\$ 5,095,752
	<u>\$ (52,019)</u>	<u>\$ 1,565,681</u>
<b>Totals</b>		
Revenues	\$ 105,142,094	\$ 168,436,472
Expenses	\$ 172,136,596	\$ 63,178,051
	<u>\$ (66,994,502)</u>	<u>\$ 105,258,422</u>

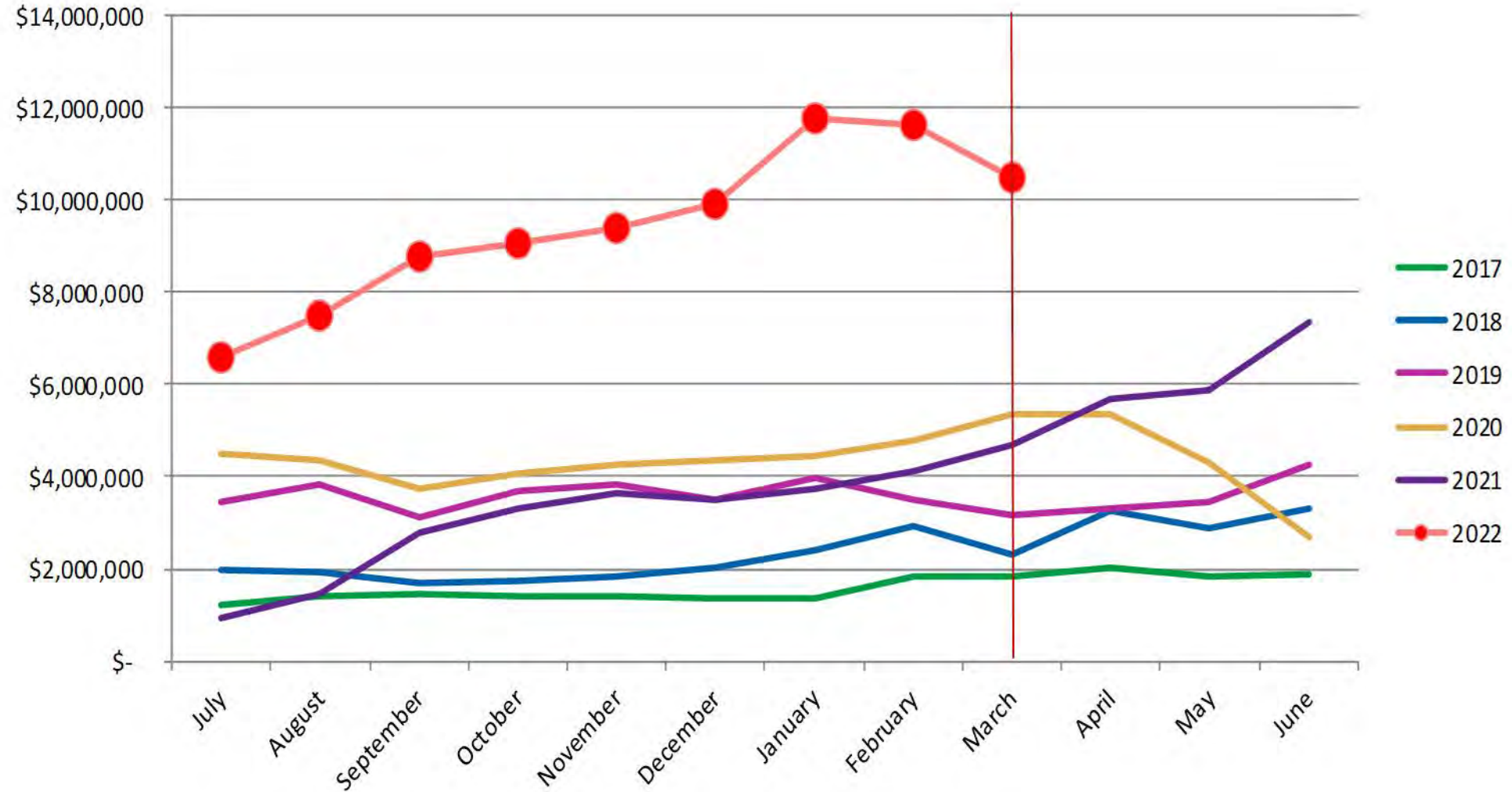
## Revenue versus Expenditures By Fund Type

### Year to date March 31, 2022

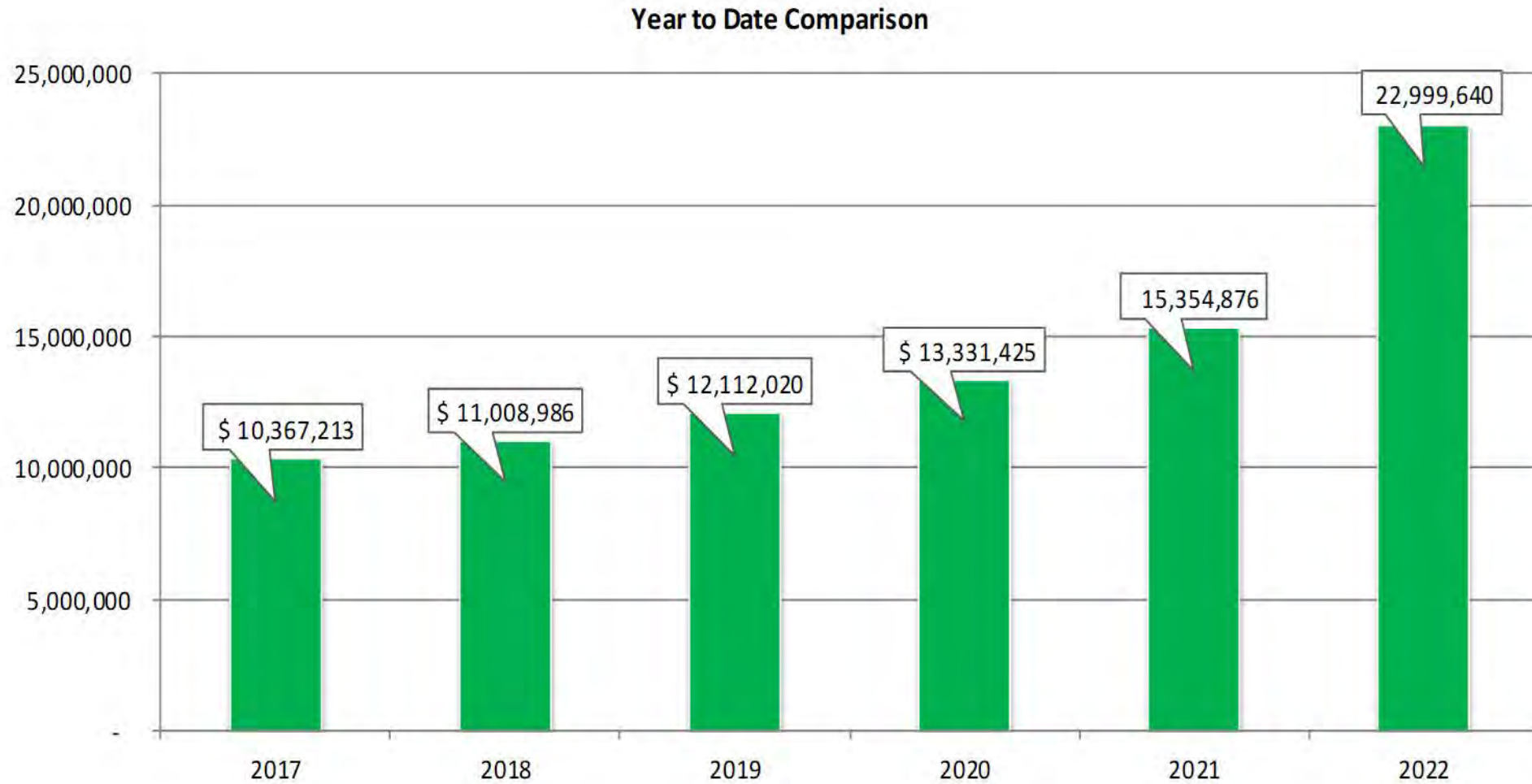
Fund Type	Revenues	Expenditures	Cash Increase (Decrease)
Unrestricted Funds	\$ 138,516,087	\$ 24,564,201	\$113,951,886
Special Revenue Funds	\$21,637,998	\$20,464,964	\$1,173,034
Designated Funds	\$ 1,620,954	\$ 13,052,478	\$ (11,431,523)
Debt Service Fund	\$ -	\$ -	\$ -
Enterprise Fund	\$ -	\$ 656	\$ (656)
Trust Funds	\$ 6,661,433	\$ 5,095,752	\$ 1,565,681
<b>Total</b>	<b>\$ 168,436,472</b>	<b>\$ 63,178,051</b>	<b>\$ 105,258,422</b>

## Oil & Gas Production Revenue

345.9% of Budget - \$85,145,390



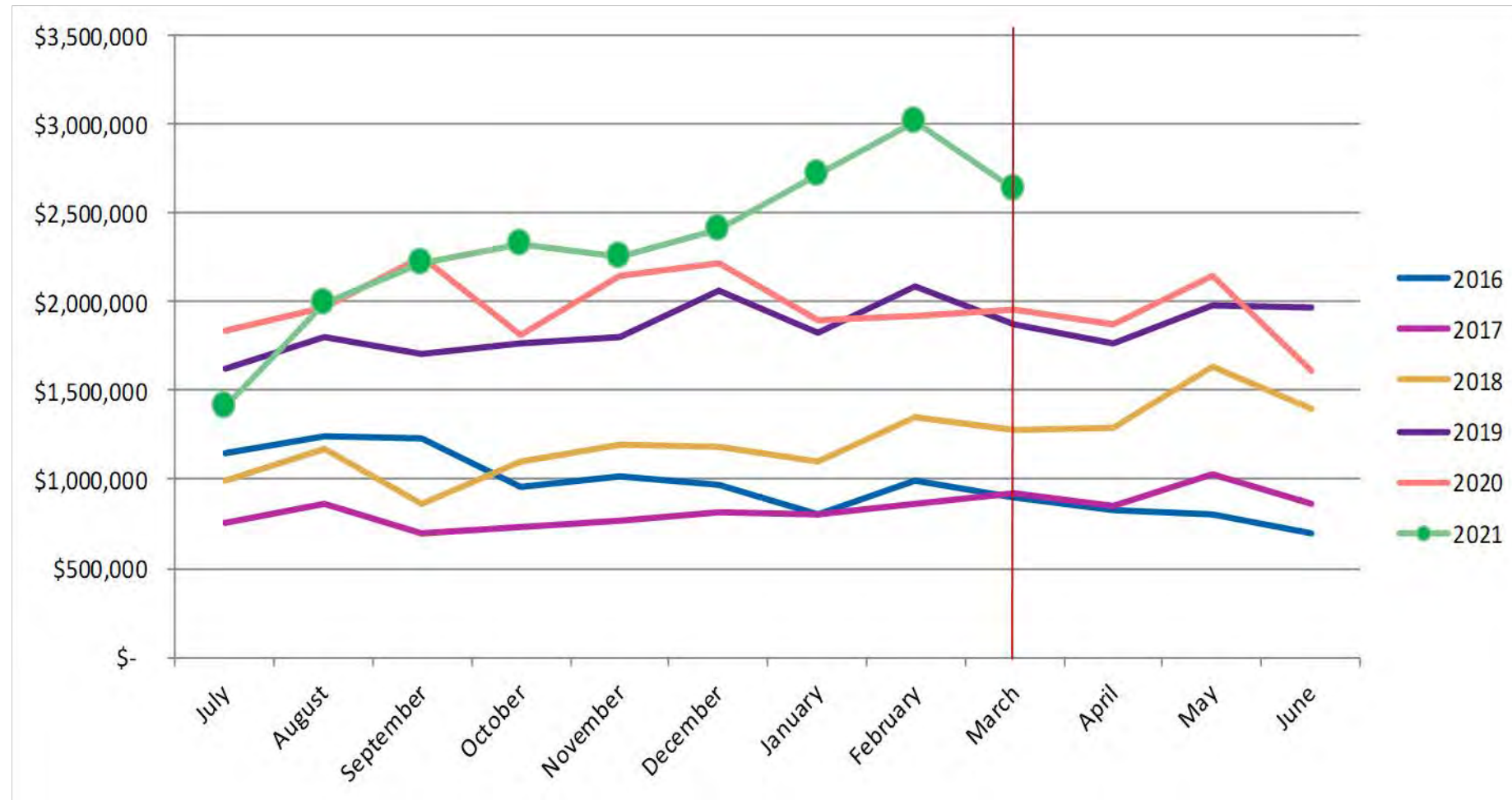
## Property Tax Revenue 96.3% of Budget



## Gross Receipts Tax – All Sources

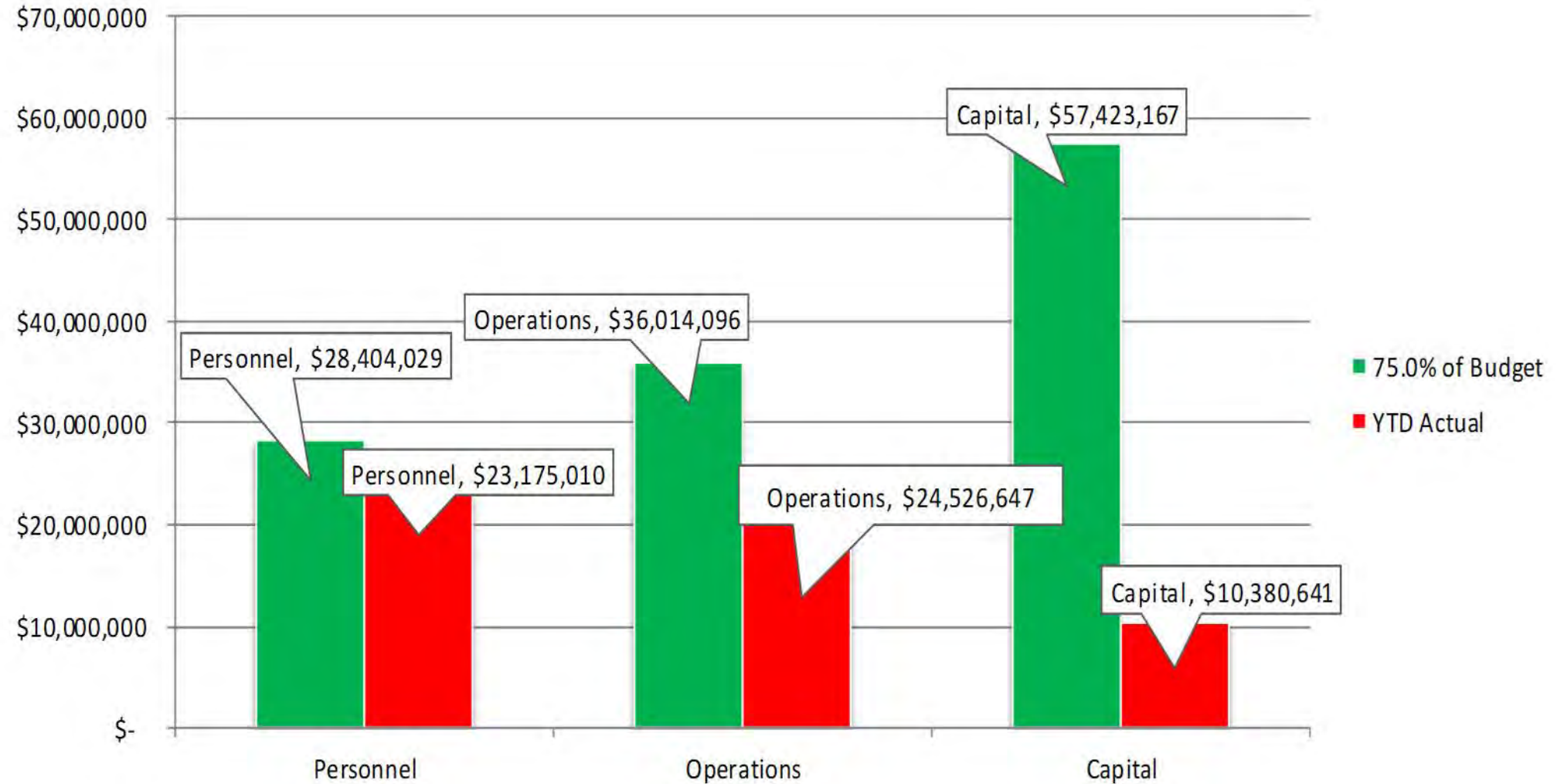
245% of Budget

Indigent GRT \$7,875,477 Consolidated GRT \$13,119,051





## Expenditures – Year to Date – 35.8%





# LEA COUNTY BOARD OF COUNTY COMMISSIONERS

## AGENDA ITEM SUMMARY FORM

LCBCC Meeting Date: Thursday, April 28, 2022

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sslout@leacounty.net](mailto:sslout@leacounty.net) by: **Wednesday, April 20, 2022**

County Manager Approval [mcallagher@leacounty.net](mailto:mcallagher@leacounty.net) required for all time sensitive issues that do not meet the above deadline.

DATE SUBMITTED mm-dd-yyyy: 04/20/2022	SUBMITTED BY Name, Title, Dept: Chip Low - Finance Director
SUBJECT: March 2022 Finance Report	ATTACHMENT(S): 1. March 2022 Finance Report
NO. OF ORIGINALS FOR SIGNATURE:	ACTION REQUESTED: Discussion Item
BUDGET LINE ITEM NUMBER: N/A	FISCAL BUDGET YEAR: FY 21-22

### STRATEGIC PLAN Implementation of 5 Year Strategic Plan:

The information in the financial report meets the goals in Section 3.1 accountability which is "Lea County responsible for the public's tax dollars in a fiscally conservative and transparent manner." Performance measures met include 3.1.4

### SUMMARY:

Review and discussion of the March 2022 Finance Report.

Requested Items Needed for Presentation Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: <input type="checkbox"/> <small>If checked; how many:</small>	See Additional Summary Attached <input type="checkbox"/>
SUBMITTER'S RECOMMENDATION(S): For review and discussion	Submitter's Signature Department Director, Etc. Henry C Low Jr <small>Digitally signed by Henry C Low Jr Date: 2022.04.20 15:01:12 -0600</small>
FINANCE REVIEW Fiscal Impact/Cost: The monthly finance report provides for review and oversight of the current Lea County financial position.	Reviewed by Finance Director Henry C Low Jr <small>Digitally signed by Henry C Low Jr Date: 2022.04.20 15:01:26 -0600</small>
LEGAL REVIEW: (Note: Travel does not need legal review)	Reviewed by County Attorney
COUNTY MANAGER REVIEW:	Approved by County Manager to be Placed on Agenda 

Item No. 0304

### RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN

Approved: _____	Denied: _____	Other: <u>Discussion</u>
Resolution No. _____	Policy No. _____	Ordinance No. _____
Continued To: _____	Referred To: _____	Comments: _____



# **Finance Department**

## **March 2022**

### **Table of Contents**

#### **Section 1: Financial Reports**

- **Income Statement**
- **Detailed Revenue & Expenditure Report**
- **Cash Balance Report**
- **Monthly Revenue & Expenditure Report**
- **Net Change by Function**
- **Reconciliation of General Fund Cash to Budgeted Transfers**

#### **Section 2: Activity Reports**

- **Accounts Payable**
- **Payroll**

**Lea County**  
**Revenue vs Expenditures**  
**For the month ending March 31, 2022**

**County Funds**

<u>REVENUES</u>	<u>Budget</u>	<u>Actual</u>	<u>Pct Rec'd</u>	<u>Pct of Yr</u>
Oil and Gas Production & Equip	\$ 29,746,254	\$ 93,440,271	314.1%	75.0%
Property taxes & PILT	\$ 26,779,125	\$ 23,923,143	89.3%	75.0%
Gross receipts tax (all sources)	\$ 9,799,837	\$ 20,994,528	214.2%	75.0%
Grants (all sources)	\$ 22,108,498	\$ 11,019,120	49.8%	75.0%
Care of prisoners (all sources)	\$ 1,933,212	\$ 1,620,845	83.8%	75.0%
Other Revenue	\$ 5,145,646	\$ 10,777,133	209.4%	75.0%
<b>Subtotal County Funds</b>	<b>\$ 95,512,572</b>	<b>\$ 161,775,039</b>	169.4%	75.0%

<u>EXPENDITURES</u>	<u>Budget</u>	<u>Actual</u>	<u>Pct Exp'd</u>	<u>Pct of Yr</u>
Salaries, wages & benefits	\$ 37,872,039	\$ 23,175,010	61.2%	75.0%
Operations	\$ 48,018,794	\$ 24,526,647	51.1%	75.0%
Capital Outlay	\$ 76,564,222	\$ 10,380,641	13.6%	75.0%
<b>Subtotal County Funds</b>	<b>\$ 162,455,055</b>	<b>\$ 58,082,298</b>	35.8%	75.0%

**YTD Revenues over Expenditures** **\$ 103,692,740**

**Trust & Agency Funds**

<u>REVENUES/EXPENDITURES</u>	<u>Budget</u>	<u>Actual</u>	<u>Pct Rec'd</u>	<u>Pct of Yr</u>
All Sources	\$ 9,629,522	\$ 6,661,433	69.2%	75.0%
All Expenditures	\$ 9,681,541	\$ 5,095,752	52.6%	75.0%
<b>YTD Revenues over Expenditures</b>		<b>\$ 1,565,681</b>		

**All Funds**

<u>REVENUES/EXPENDITURES</u>	<u>Budget</u>	<u>Actual</u>	<u>Rec'd/Exp'd</u>	<u>Pct of Yr</u>
Total County Revenues	\$ 105,142,094	\$ 168,436,472	160.2%	75.0%
Total County Expenditures	\$ 172,136,596	\$ 63,178,051	36.7%	75.0%
<b>YTD Revenues over Expenditures</b>		<b>\$ 105,258,422</b>		

**All Funds - Beginning Cash 07/01/2021** **\$ 181,254,073**

General Fund - Beginning cash 07/01/2021	150,145,847
General Fund - Revenues over Expenditures	113,951,886
General Fund - Transfers In/(Out)	(20,300,000)
<b>General Fund - Cash Balance as of 03/31/2022</b>	<b>243,797,733</b>

Designated Funds - Beginning Cash 07/01/2021	15,472,151
Designated Funds - Revenues over Expenditures	(10,259,145)
Designated Funds - Transfers In/(Out)	20,300,000
<b>Designated Funds - Cash Balance as of 03/31/2022</b>	<b>25,513,005</b>

Trust and Agency Funds - Beginning Cash 07/01/2021	15,636,076
Trust and Agency Funds - Revenues over Expenditures	1,565,681
Trust and Agency - Transfers In/(Out)	-
<b>Trust and Agency Funds - Cash Balance as of 03/31/2022</b>	<b>17,201,757</b>

**All Funds - Cash Balance as of 03/31/2022** **286,512,495**

(Unaudited - for management's use only)

**LEA COUNTY, NEW MEXICO**  
**Expenditure Report**  
**Fiscal Year - As of March 31, 2022**

FY 2020/2021				FY 2021/2022					
Fund	Final Adjusted Budget	Year to Date Expended	Percentage of Budget Expended	Adjusted Budget	Year to Date Expended	Percentage of Budget Expended	CY vs PY \$ Change	CY vs PY % Change	
	12 months	9 Months	75% of Yr	12 months	9 Months	75% of Yr	Δ	Δ	
<b>UNRESTRICTED FUNDS</b>									
(GENERAL, CAPITAL & DETENTION FUNDS)									
Salaries and Benefits	26,303,196	17,457,024	66%	31,427,974	19,828,394	63%	2,371,370	14%	
Operations:									
Community Agency Support	225,000	93,034	41%	281,000	101,890	36%	8,856	10%	
Local Government Support	2,009,812	65,956	3%	1,171,242	105,921	9%	39,965	61%	
Economic Development	2,052,000	995,588	49%	2,616,000	786,439	30%	(209,149)	-21%	
LCCA	1,710,794	1,116,676	65%	3,825,925	1,242,493	32%	125,817	11%	
Other	10,589,689	5,994,533	57%	17,177,498	9,720,943	57%	3,726,410	62%	
Subtotal Operations	16,587,295	8,265,787	50%	25,071,665	11,957,685	48%	3,691,899	45%	
Capital Projects and Equipment	39,966,094	5,242,751	13%	44,467,285	5,830,599	13%	587,848	11%	
<b>TOTAL UNRESTRICTED FUNDS</b>	<b>82,856,585</b>	<b>30,965,561</b>	<b>37%</b>	<b>100,966,924</b>	<b>37,616,679</b>	<b>37%</b>	<b>6,651,117</b>	<b>21%</b>	
<b>RESTRICTED FUNDS</b>									
Special Revenue Funds									
Road	17,232,198	6,278,804	36%	18,507,087	5,455,146	29%	(823,658)	-13%	
Special Revenue - GRT	12,016,000	7,622,598	63%	10,637,342	7,258,750	68%	(363,848)	-5%	
Special Revenue - Other	20,395,214	5,930,090	29%	21,782,026	5,794,196	27%	(135,895)	-2%	
Grants	7,027,888	2,566,360	37%	10,413,242	1,956,872	19%	(609,488)	-24%	
Total Special Revenue Funds	56,671,300	22,397,852	40%	61,339,697	20,464,964	33%	(1,932,888)	-9%	
Debt Service	-	-	N/A	-	-	N/A	-	N/A	
Enterprise Fund	148,434	1,305	1%	148,434	656	0%	(649)	-50%	
Funds Held In Trust	7,627,401	4,525,999	59%	9,681,541	5,095,752	53%	569,753	13%	
<b>TOTAL RESTRICTED FUNDS</b>	<b>64,447,135</b>	<b>26,925,156</b>	<b>42%</b>	<b>71,169,672</b>	<b>25,561,372</b>	<b>36%</b>	<b>(1,363,784)</b>	<b>-5%</b>	
<b>TOTAL ALL FUNDS</b>	<b>147,303,720</b>	<b>57,890,717</b>	<b>39%</b>	<b>172,136,596</b>	<b>63,178,051</b>	<b>37%</b>	<b>5,287,333</b>	<b>9%</b>	

(Unaudited - for management's use only)



**LEA COUNTY, NEW MEXICO**  
**Revenue Report**  
**Fiscal Year - As of March 31, 2022**

**FY 2020/2021**

**FY 2021/2022**

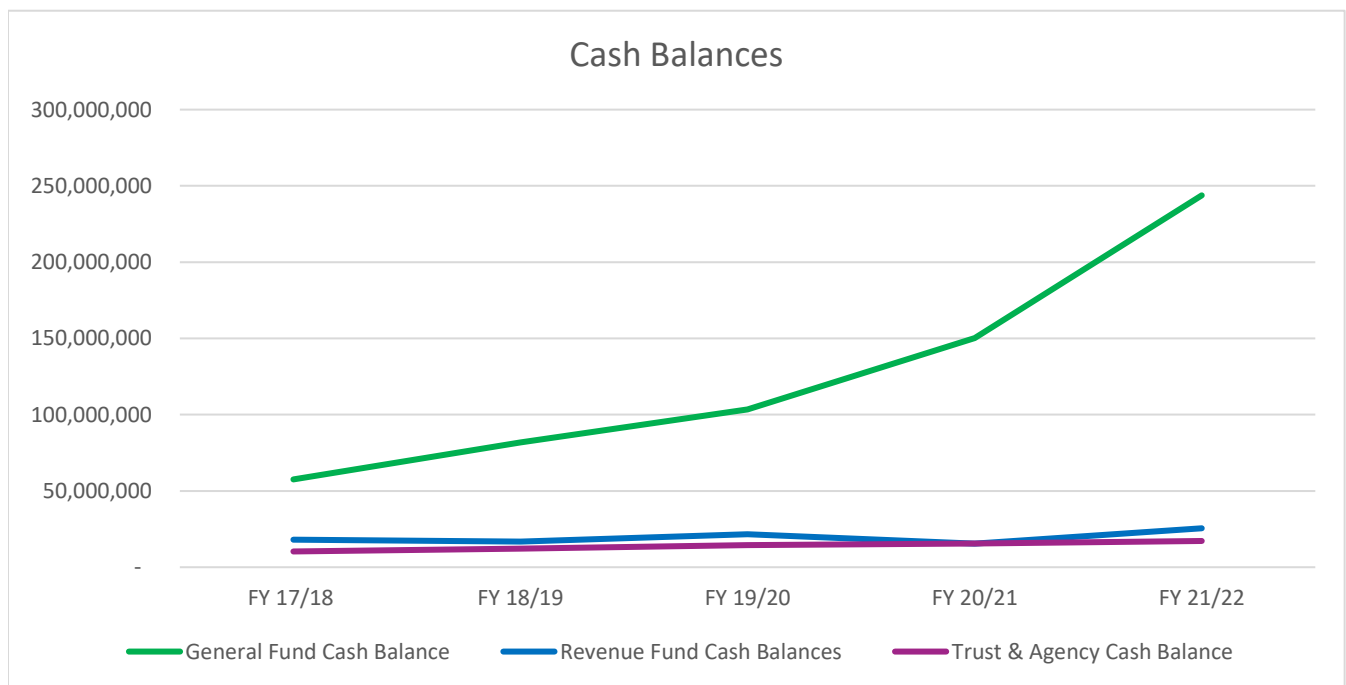
Fund	Final Budget	Year to Date Received	Percentage of Budget Collected	Percentage of Budget Collected			CY vs PY \$ Change	CY vs PY % Change
				Budget	Year to Date Received	Budget		
	12 months	9 Months	75% of Yr	12 months	9 Months	75% of Yr	Δ	Δ
<b>UNRESTRICTED FUNDS</b>								
(GENERAL, CAPITAL & DETENTION FUNDS)								
<b>Tax Revenue</b>								
Oil and Gas Production	13,000,000	28,118,261	216%	25,719,396	85,143,390	331%	57,025,129	203%
Oil and Gas Equipment	5,000,000	10,397,140	208%	4,026,858	8,296,881	206%	(2,100,259)	-20%
Property Tax- Current	18,199,889	16,091,540	88%	23,450,823	19,267,453	82%	3,175,913	20%
Property Tax - Delinquent	694,319	1,012,435	146%	428,302	3,732,187	871%	2,719,752	269%
Motor Vehicle Tax	125,000	216,346	173%	165,687	210,885	127%	(5,461)	-3%
PILT - Federal and Local	2,900,000	1,002,032	35%	2,900,000	923,503	32%	(78,529)	-8%
<b>Subtotal tax revenue</b>	<b>39,919,208</b>	<b>56,837,754</b>	<b>142%</b>	<b>56,691,066</b>	<b>117,574,299</b>	<b>207%</b>	<b>60,736,544</b>	<b>107%</b>
<b>Sales, Services, Activities Revenue</b>								
Detention	1,933,212	1,029,339	53%	1,933,212	1,620,845	84%	591,506	57%
Fairgrounds	-	-	N/A	-	-	N/A	-	N/A
Event Center	-	-	N/A	-	-	N/A	-	N/A
<b>Subtotal Sales, Services, Activities</b>	<b>1,933,212</b>	<b>1,029,339</b>	<b>53%</b>	<b>1,933,212</b>	<b>1,620,845</b>	<b>84%</b>	<b>591,506</b>	<b>57%</b>
<b>Grants</b>								
Federal	37,397	18,758	50%	13,495	18,907	140%	149	1%
State	2,027,965	64,966	3%	4,310,928	-	0%	(64,966)	-100%
Other	-	-	N/A	-	147,441	N/A	-	N/A
<b>Subtotal Grants</b>	<b>2,065,362</b>	<b>83,724</b>	<b>4%</b>	<b>4,324,423</b>	<b>166,348</b>	<b>4%</b>	<b>82,624</b>	<b>99%</b>
Other	7,406,143	8,703,126	118%	6,099,608	20,775,549	341%	12,072,424	139%
<b>TOTAL UNRESTRICTED FUNDS</b>	<b>51,323,925</b>	<b>66,653,943</b>	<b>130%</b>	<b>69,048,309</b>	<b>140,137,041</b>	<b>203%</b>	<b>73,483,098</b>	<b>110%</b>
Net Transfers	-	(1,001,467)		-	(6,300,000)	N/A	(5,298,533)	529%
<b>After Transfers</b>	<b>51,323,925</b>	<b>65,652,476</b>	<b>128%</b>	<b>69,048,309</b>	<b>133,837,041</b>	<b>194%</b>	<b>68,184,565</b>	<b>104%</b>
<b>RESTRICTED FUNDS</b>								
<b>Special Revenue Funds</b>								
Special Revenue - GRT	2,580,072	4,503,476	175%	4,715,072	7,875,477	167%	3,372,001	75%
Special Revenue - Other	3,798,663	1,944,608	51%	3,965,116	2,909,749	73%	965,141	50%
Grants	11,674,378	4,552,187	39%	17,784,075	10,852,771	61%	6,300,584	138%
<b>Total Special Revenue Funds</b>	<b>18,053,113</b>	<b>11,000,271</b>	<b>61%</b>	<b>26,464,263</b>	<b>21,637,998</b>	<b>82%</b>	<b>10,637,727</b>	<b>97%</b>
Net Transfers	-	5,956,813	N/A	-	6,300,000	N/A	343,187	6%
<b>After Transfers</b>	<b>18,053,113</b>	<b>16,957,084</b>	<b>94%</b>	<b>26,464,263</b>	<b>27,937,998</b>	<b>106%</b>	<b>10,980,914</b>	<b>65%</b>
<b>Debt Service GRT</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>-</b>	<b>N/A</b>
Net Transfers	-	(4,955,346)	N/A	-	-	N/A	4,955,346	-100%
<b>After Transfers</b>	<b>-</b>	<b>(4,955,346)</b>	<b>N/A</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>4,955,346</b>	<b>-100%</b>
<b>Enterprise Fund</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>-</b>	<b>N/A</b>
Net Transfers	-	-	N/A	-	-	N/A	-	N/A
<b>After Transfers</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>-</b>	<b>-</b>	<b>N/A</b>	<b>-</b>	<b>N/A</b>
<b>Funds Held In Trust</b>	<b>7,800,450</b>	<b>5,682,920</b>	<b>73%</b>	<b>9,629,522</b>	<b>6,661,433</b>	<b>69%</b>	<b>978,514</b>	<b>17%</b>
Net Transfers	-	-	N/A	-	-	N/A	-	N/A
<b>After Transfers</b>	<b>7,800,450</b>	<b>5,682,920</b>	<b>73%</b>	<b>9,629,522</b>	<b>6,661,433</b>	<b>69%</b>	<b>978,514</b>	<b>17%</b>
<b>TOTAL RESTRICTED FUNDS</b>	<b>25,853,563</b>	<b>16,683,191</b>	<b>65%</b>	<b>36,093,785</b>	<b>28,299,431</b>	<b>78%</b>	<b>11,616,240</b>	<b>70%</b>
Net Transfer	-	1,001,467	N/A	-	6,300,000	N/A	5,298,533	529%
<b>After Transfers</b>	<b>25,853,563</b>	<b>17,684,657</b>	<b>68%</b>	<b>36,093,785</b>	<b>34,599,431</b>	<b>96%</b>	<b>16,914,774</b>	<b>96%</b>
<b>TOTAL ALL FUNDS</b>	<b>77,177,488</b>	<b>83,337,134</b>	<b>108%</b>	<b>105,142,094</b>	<b>168,436,472</b>	<b>160%</b>	<b>85,099,339</b>	<b>102%</b>

(Unaudited - for management's use only)

## Cash Balances

March 31, 2022

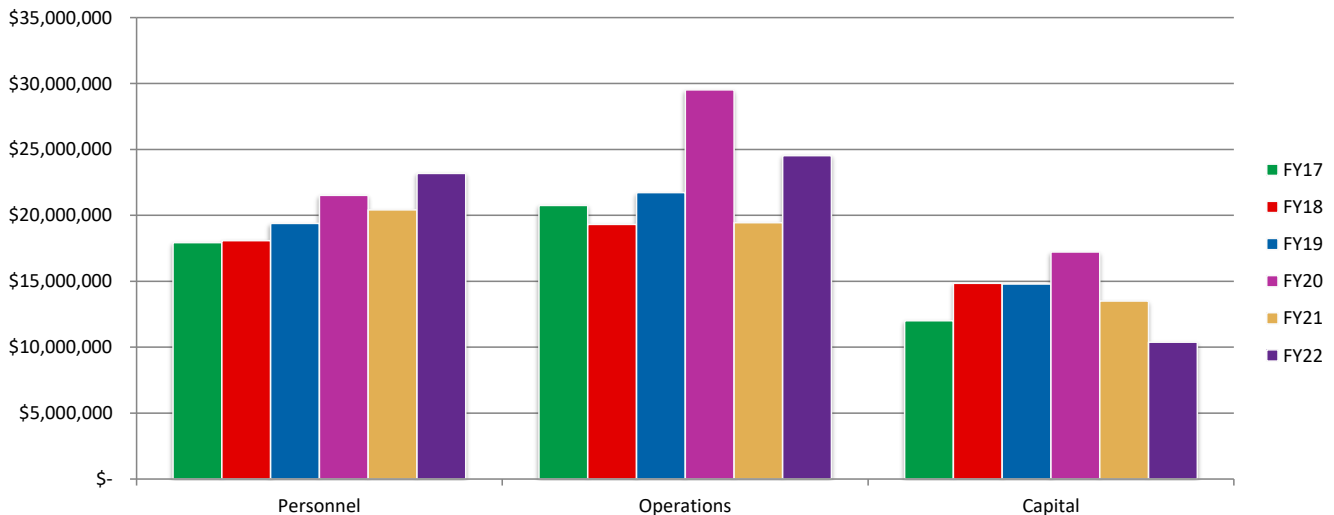
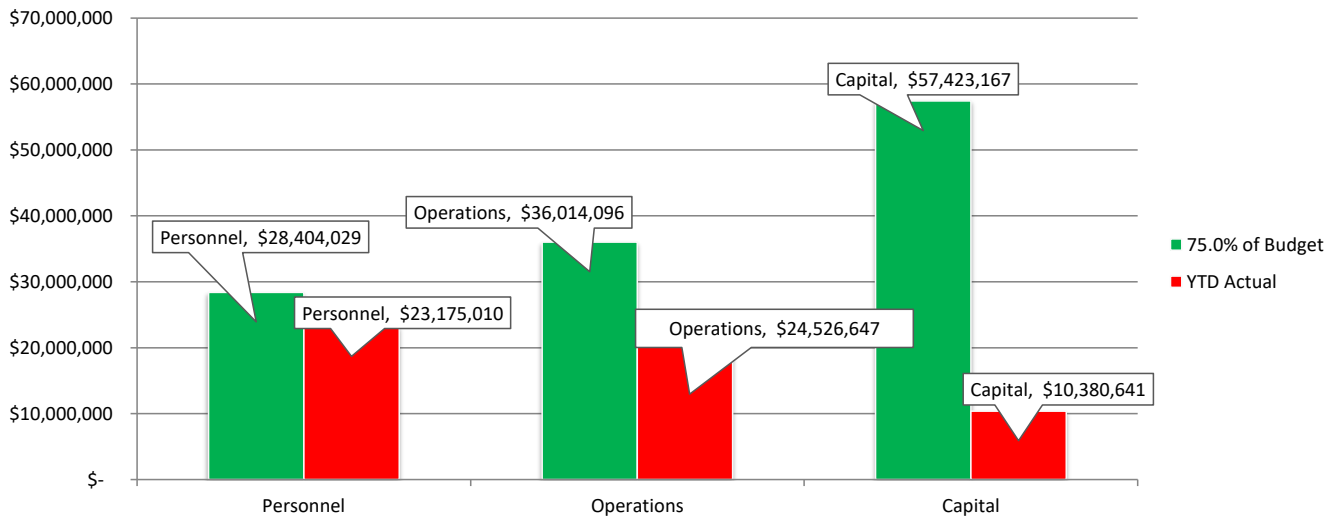
	-----Year End Balances-----				YTD
	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22
<b>General Fund Cash Balance</b>	57,567,197	81,893,389	103,498,129	150,145,847	243,797,733
<b>Revenue Fund Cash Balances</b>	18,085,389	16,765,300	21,535,667	15,472,151	25,513,005
<b>Trust &amp; Agency Cash Balance</b>	10,318,186	12,187,887	14,447,168	15,636,076	17,201,757
<b>Cash Balance</b>	85,970,771	110,846,576	139,480,964	181,254,073	286,512,495



(Unaudited - for management's use only)

**Lea County**  
**General, Capital, Detention, Special Revenue, and Enterprise Fund Expenditures FY22**

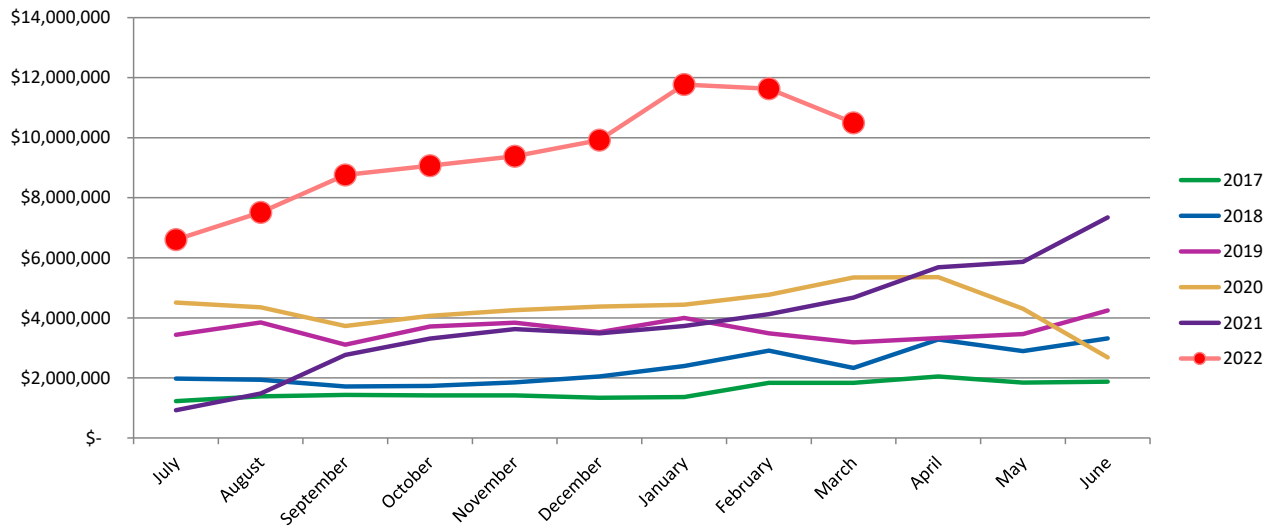
	Historical Data								
	Personnel	% Expn'd	Operations	% Expn'd	Capital	% Expn'd	Total	% Expn'd	% of Yr
<b>Budget</b>	<b>\$ 37,872,039</b>	<b>100%</b>	<b>\$ 48,018,794</b>	<b>100%</b>	<b>\$ 76,564,222</b>	<b>100%</b>	<b>\$ 162,455,055</b>	<b>100%</b>	<b>100%</b>
July	2,290,062	6.0%	6,076,890	12.7%	680,396	0.9%	9,047,348	5.6%	8.3%
August	2,299,003	6.1%	3,496,893	7.3%	547,529	0.7%	6,343,425	9.5%	16.6%
September	2,496,605	6.6%	1,440,919	3.0%	683,825	0.9%	4,621,350	12.3%	25.0%
October	2,777,360	7.3%	3,002,254	6.3%	1,395,543	1.8%	7,175,156	16.7%	33.3%
November	2,256,268	6.0%	1,773,489	3.7%	552,297	0.7%	4,582,054	19.6%	41.7%
December	3,053,041	8.1%	2,906,596	6.1%	1,473,102	1.9%	7,432,739	24.1%	50.0%
January	2,467,118	6.5%	1,621,652	3.4%	3,171,852	4.1%	7,260,622	28.6%	58.0%
February	2,621,802	6.9%	1,353,925	2.8%	1,586,351	2.1%	5,562,077	32.0%	67.0%
March	2,913,752	7.7%	2,854,029	5.9%	289,747	0.4%	6,057,527	35.8%	75.0%
April									
May									
June									
<b>Total</b>	<b>\$ 23,175,010</b>	<b>61.2%</b>	<b>\$ 24,526,647</b>	<b>51.1%</b>	<b>\$ 10,380,641</b>	<b>13.6%</b>	<b>\$ 58,082,298</b>	<b>35.8%</b>	<b>75.0%</b>
<b>Remaining Budget</b>	<b>\$ 14,697,029</b>	<b>38.8%</b>	<b>\$ 23,492,147</b>	<b>48.9%</b>	<b>\$ 66,183,581</b>	<b>86.4%</b>	<b>\$ 104,372,757</b>	<b>64.2%</b>	<b>25.0%</b>



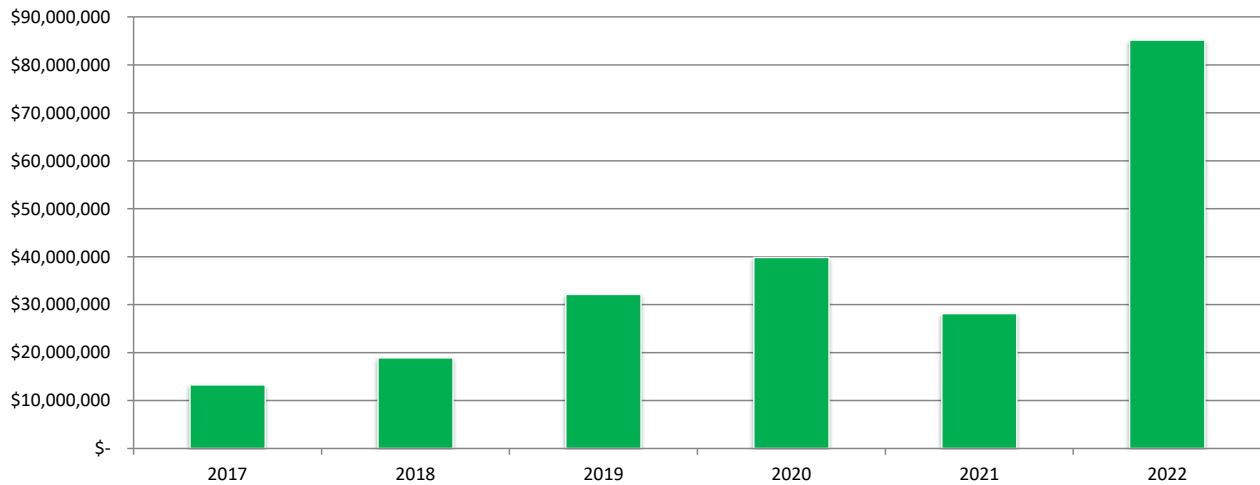
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**Lea County**  
**Oil and Gas Production Revenue**  
**Historical Data**

							% Inc/Dec From PY	% of Bdgt Collected	% of Yr
	2017	2018	2019	2020	2021	2022			
July	\$ 1,225,981	\$ 1,979,953	\$ 3,438,399	\$ 4,508,878	\$ 923,543	\$ 6,604,599	615.1%	26.8%	8.3%
August	1,384,390	1,940,661	3,848,188	4,347,846	1,477,448	7,511,167	408.4%	57.4%	16.6%
September	1,433,817	1,713,785	3,106,645	3,726,079	2,769,892	8,763,183	216.4%	93.0%	25.0%
October	1,418,544	1,732,992	3,713,028	4,067,244	3,310,171	9,067,265	173.9%	129.8%	33.3%
November	1,416,787	1,852,128	3,842,449	4,254,014	3,625,145	9,380,343	158.8%	167.9%	41.7%
December	1,335,927	2,047,167	3,520,439	4,376,338	3,480,388	9,922,995	185.1%	208.2%	50.0%
January	1,363,143	2,395,094	3,997,636	4,437,374	3,730,604	11,770,584	215.5%	256.1%	58.0%
February	1,839,019	2,906,976	3,481,268	4,772,121	4,124,703	11,629,488	181.9%	303.3%	67.0%
March	1,838,495	2,328,432	3,180,635	5,345,772	4,676,367	10,493,767	124.4%	345.9%	75.0%
April	2,047,173	3,280,064	3,327,836	5,355,595	5,683,031				
May	1,842,600	2,893,372	3,459,611	4,306,172	5,868,796				
June	1,871,304	3,315,521	4,244,890	2,682,034	7,345,199				
<b>Total</b>	<b>\$ 19,017,180</b>	<b>\$ 28,386,145</b>	<b>\$ 43,161,023</b>	<b>\$ 52,179,468</b>	<b>\$ 47,015,287</b>	<b>\$ 85,143,390</b>	<b>202.8%</b>	<b>345.9%</b>	<b>75.0%</b>



**Year to Date Comparison**

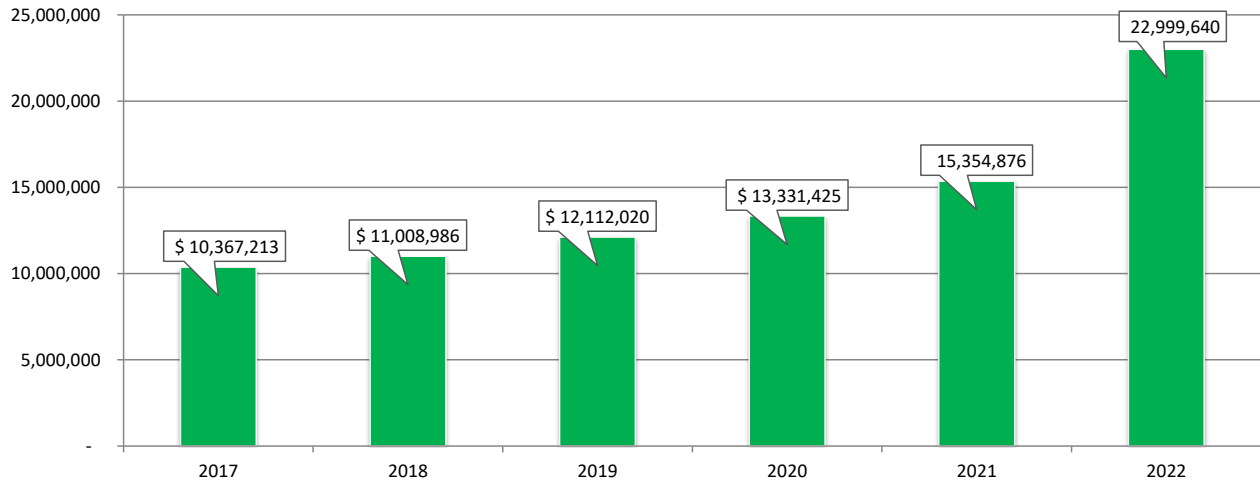


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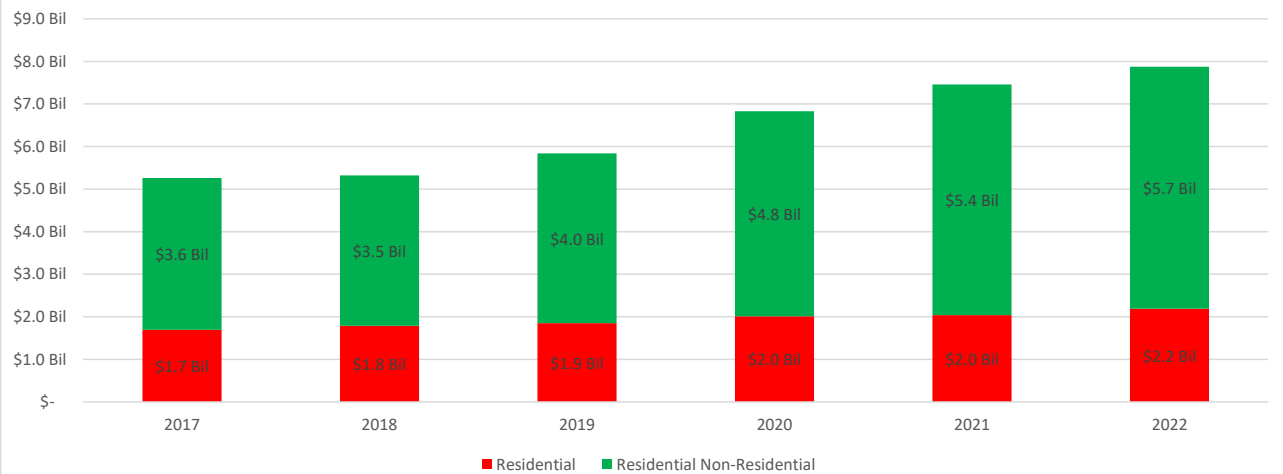
**Lea County**  
**Current and Delinquent Property Tax Revenue**  
**Historical Data**

	2017		2017		2018		2019		2020		2021		% Inc/Dec From PY	% of Bdgt Collected	% of Yr
July	\$	11,987	\$	427,035	\$	101,431	\$	64,340	\$	52,478	\$	14,776	-71.8%	0.1%	8.3%
August		267,251		41,097		40,900		33,251		30,669	\$	81,053	164.3%	0.4%	16.6%
September		27,502		57,744		41,474		246,582		50,584	\$	47,269	-6.6%	0.6%	25.0%
October		1,190,284		218,382		20,639		1,431,326		1,268,167	\$	550,356	-56.6%	2.9%	33.3%
November		4,472,198		3,830,294		5,227,938		4,424,706		4,322,658	\$	7,803,054	80.5%	35.6%	41.7%
December		3,212,368		5,564,969		5,530,394		6,220,260		8,413,696	\$	10,408,229	23.7%	79.2%	50.0%
January		409,170		364,733		528,616		96,790		342,356	\$	2,884,712	742.6%	91.2%	58.0%
February		165,512		186,903		370,880		181,942		428,258	\$	353,301	-17.5%	92.7%	67.0%
March		610,939		317,829		249,748		632,227		446,009	\$	856,890	92.1%	96.3%	75.0%
April		1,741,097		2,301,310		2,335,477		1,167,332		1,887,204					
May		2,233,582		2,288,911		2,199,729		3,839,165		2,983,221					
June		229,902		196,164		241,927		440,088		1,321,325					
<b>Total</b>	<b>\$</b>	<b>14,571,794</b>	<b>\$</b>	<b>15,795,371</b>	<b>\$</b>	<b>16,889,154</b>	<b>\$</b>	<b>18,778,010</b>	<b>\$</b>	<b>21,546,626</b>	<b>\$</b>	<b>22,999,640</b>	<b>49.8%</b>	<b>96.3%</b>	<b>75.0%</b>

**Year to Date Comparison**



**Property Valuations**



(Unaudited - for management's use only)



**Lea County**  
**GRT Combined Revenue - All Levies**  
**Historical Data**

								%		
								Inc/Dec	% of Bdgt	
	2016	2017	2018	2019	2020	2021	From PY	Collected	% of Yr	
July	\$ 1,152,984	\$ 753,911	\$ 990,726	\$ 1,629,978	\$ 1,841,775	\$ 1,410,948	-23.4%	16.5%	8.3%	
August	1,246,139	868,366	1,177,793	1,798,282	1,965,414	\$ 1,994,736	1.5%	39.7%	16.6%	
September	1,226,488	701,932	857,431	1,706,375	2,257,982	\$ 2,220,026	-1.7%	65.7%	25.0%	
October	958,779	737,111	1,103,598	1,770,490	1,809,458	\$ 2,328,013	28.7%	92.8%	33.3%	
November	1,021,528	766,360	1,197,757	1,799,119	2,150,621	\$ 2,258,957	5.0%	119.2%	41.7%	
December	974,360	814,291	1,180,361	2,070,127	2,218,667	\$ 2,412,850	8.8%	147.3%	50.0%	
January	799,576	800,348	1,102,014	1,830,726	1,894,344	\$ 2,723,949	43.8%	179.1%	58.0%	
February	998,031	864,312	1,351,752	2,088,110	1,917,700	\$ 3,010,530	57.0%	214.3%	67.0%	
March	898,371	928,345	1,279,648	1,868,373	1,955,605	\$ 2,634,518	34.7%	245.0%	75.0%	
April	826,566	853,881	1,287,811	1,761,940	1,874,531					
May	808,081	1,028,343	1,635,261	1,978,629	2,152,111					
June	690,827	863,464	1,404,137	1,967,213	1,612,776					
Total	\$ 11,601,730	\$ 9,980,663	\$ 14,568,289	\$ 22,269,360	\$ 23,650,984	\$ 20,994,528	16.6%	245.0%	75.0%	

## Historical Data

**% of Yr**

## Historical Data

**% of Yr**

## Net Change By Function

	Budget	Actual
<b>Operations</b>		
Revenues	\$ 81,766,667	\$ 151,849,850
Expenses	\$ 75,253,491	\$ 40,442,907
	<u>\$ 6,513,176</u>	<u>\$ 111,406,943</u>
<b>Indigent</b>		
Revenues	\$ 4,715,572	\$ 7,875,477
Expenses	\$ 10,637,342	\$ 7,258,750
	<u>\$ (5,921,770)</u>	<u>\$ 616,727</u>
<b>Capital</b>		
Revenues	\$ 9,030,333	\$ 2,049,711
Expenses	\$ 76,564,222	\$ 10,380,641
	<u>\$ (67,533,889)</u>	<u>\$ (8,330,930)</u>
<b>Trust &amp; Agency</b>		
Revenues	\$ 9,629,522	\$ 6,661,433
Expenses	\$ 9,681,541	\$ 5,095,752
	<u>\$ (52,019)</u>	<u>\$ 1,565,681</u>
<b>Totals</b>		
Revenues	\$ 105,142,094	\$ 168,436,472
Expenses	\$ 172,136,596	\$ 63,178,051
	<u>\$ (66,994,502)</u>	<u>\$ 105,258,422</u>

<b>Fund Type</b>	<b>Revenues</b>		<b>Expenditures</b>		<b>Cash Increase (Decrease)</b>
Unrestricted Funds	\$	138,516,087	\$	24,564,201	\$ 113,951,886
Special Revenue Funds	\$	21,637,998	\$	20,464,964	\$ 1,173,034
Designated Funds	\$	1,620,954	\$	13,052,478	\$ (11,431,523)
Debt Service Fund	\$	-	\$	-	\$ -
Enterprise Fund	\$	-	\$	656	\$ (656)
Trust Funds	\$	6,661,433	\$	5,095,752	\$ 1,565,681
<b>Total</b>	<b>\$</b>	<b>168,436,472</b>	<b>\$</b>	<b>63,178,051</b>	<b>\$ 105,258,422</b>

**LEA COUNTY NEW MEXICO**  
**Recap of General Fund Cash Balance and Commitments**  
**As of March 31, 2022**

General Fund Cash Balance -March 31, 2022	\$ 243,797,733
Less: 3/12ths reserve of General Fund Budget	\$ (10,453,915)
Less: Operations Reserve (1 year General Fund budget)	\$ (41,815,659)
Less: Transfers for Operations (1 year of budgeted operations transfers)	\$ (19,644,696)
Less: Capital Reserve (15% of Capital Budget)	\$ (10,568,545)
Less: Mandated Transfers - SB268	<u>\$ (4,500,000)</u>
Total Discretionary Cash Available	<u>\$ 156,814,918</u>
Budgeted Cash Transfers Out:	
Net of YTD Actual Transfers	
Road Fund	\$ (12,350,000)
Farm & Range	\$ (75,000)
Community Centers	\$ (150,000)
Airport Fire Department	\$ (175,000)
Detention Facility	\$ (9,300,000)
Capital Projects	\$ (28,500,000)
DWI Screening	\$ -
Lea Regional Airport	\$ (2,100,000)
Lovington Airport	\$ (500,000)
Jal Airport	\$ (400,000)
Lea County Fairgrounds	\$ (750,000)
Lea County Fair & Rodeo	\$ -
Lea County Event Center	\$ (1,805,000)
Hispanic Heritage Night	<u>\$ (100,000)</u>
Total Cash Transfers (Net YTD)	<u>\$ (56,205,000)</u>
Discretionary Cash Available - March 31, 2022	\$ 100,609,918
Budgeted Revenue over Expenses (Remainder of Year)	\$ (19,308,720)
Projected Excess/(Shortfall) in Budgeted Revenue (Remainder of Year)	<u>\$ -</u>
Total Discretionary Cash Available (Remainder of Year)	<u><u>\$ 81,301,198</u></u>



## Accounts Payable

March 2022 and YTD

	March 2022	YTD
Number of Checks	367	3,768
Dollar Amount	\$ 3,500,325	\$ 39,064,967

## Payroll

March 2022 and YTD

	March 2022	YTD
Number of Checks	693	6,247
Dollar Amount	\$ 1,405,369	\$ 10,386,647



## Discussion of Lea County's Accounts Payable

### Review of March 2022 Accounts Payable / Purchase Card Register

Checks # 1105413 – 1105878	\$ 3,433,326.80
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P-Cards # 23737 – 23847	\$ 66,998.03
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Total	\$ 3,500,324.83
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**LEA COUNTY BOARD OF COUNTY COMMISSIONERS****AGENDA ITEM SUMMARY FORM****LCBCC Meeting Date: Thursday, April 28, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Community Engagement Manager [sslout@leacounty.net](mailto:sslout@leacounty.net) by: **Wednesday, April 20, 2022**

County Manager Approval [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) required for all time sensitive issues that do not meet the above deadline.

<b>DATE SUBMITTED</b> mm-dd-yyyy: 04/20/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Chip Low - Finance Director
<b>SUBJECT:</b> March 2022 Accounts Payable/Purchase Card Register	<b>ATTACHMENT(S):</b> 1. March 2022 AP/PC Register
<b>NO. OF ORIGINALS FOR SIGNATURE:</b>	<b>ACTION REQUESTED:</b> Discussion Item
<b>BUDGET LINE ITEM NUMBER:</b>	<b>FISCAL BUDGET YEAR:</b>

**STRATEGIC PLAN** Implementation of 5 Year Strategic Plan:

The information in the financial report meets the goals in Section 3.1 accountability which is "Lea County responsible for the public's tax dollars in a fiscally conservative and transparent manner." Performance measures met include 3.1.4

**SUMMARY:**

Checks # 1105413 - 1105878 \$ 3,433,326.80

P-Cards # 23737 - 23847 \$ 66,998.03

Total \$ 3,500,324.83

<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: <input type="checkbox"/> <small>If checked; how many:</small>	<b>See Additional Summary Attached</b> <input type="checkbox"/>
<b>SUBMITTER'S RECOMMENDATION(S):</b> For review and discussion.	<b>Submitter's Signature</b> Department Director, Etc. Henry C Low Jr <small>Digitally signed by Henry C Low Jr Date: 2022.04.21 17:02:51 -06'00'</small>
<b>FINANCE REVIEW</b> Fiscal Impact/Cost: There is no financial impact to Lea County with this agenda item.	<b>Reviewed by Finance Director</b> Henry C Low Jr <small>Digitally signed by Henry C Low Jr Date: 2022.04.21 17:04:22 -06'00'</small>
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda 

Item No. 0305**RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN**

Approved: _____	Denied: _____	Other: <u>Discussion</u> _____
Resolution No. _____	Policy No. _____	Ordinance No. _____
Continued To: _____	Referred To: _____	Comments: _____

COMMISSION MAY CONVENE IN CLOSED SESSION to Discuss Pending Litigation Regarding Congressional Redistricting, and Acquisition of Real Property in Lovington, New Mexico, as Authorized by NMSA 1978 § 10-15-1 H (7) and (8) Respectively.

COMMISSION MAY CONVENE IN OPEN SESSION to take Action, if any, on the Closed Session Item(s).







**LEA COUNTY BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY FORM**

**LCBCC Meeting Date: Thursday, April 28, 2022**

Submit this summary form & all attachments to the Finance Director [clow@leacounty.net](mailto:clow@leacounty.net) & cc the Executive Coordinator [ssout@leacounty.net](mailto:ssout@leacounty.net) by: **Wednesday, April 20, 2022**

County Manager Approval [mgallagher@leacounty.net](mailto:mgallagher@leacounty.net) required for all time sensitive issues that do not meet the above deadline.

<b>DATE SUBMITTED</b> mm-dd-yyyy: 04/25/2022	<b>SUBMITTED BY</b> Name, Title, Dept: Sandra Brito, Community Engagement Manager
<b>SUBJECT:</b> Other Business	<b>ATTACHMENT(S):</b> N/A
<b>NO. OF ORIGINALS FOR SIGNATURE:</b> N/A	<b>ACTION REQUESTED:</b> Action Item
<b>BUDGET LINE ITEM NUMBER:</b> N/A	<b>FISCAL BUDGET YEAR:</b> N/A
<b>STRATEGIC PLAN</b> Implementation of 5 Year Strategic Plan: Section 2.6: Transparency and ethical decision making continue to be the framework in which the county operates.	
<b>SUMMARY:</b> Any Other Business	
<b>Requested Items Needed for Presentation</b> Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> If checked, how many: Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other: <input type="checkbox"/>	<b>See Additional Summary Attached</b> <input type="checkbox"/>
<b>SUBMITTER'S RECOMMENDATION(S):</b> Any Other Business	<b>Submitter's Signature</b> Department Director, Etc.
<b>FINANCE REVIEW</b> Fiscal Impact/Cost:	<b>Reviewed by Finance Director</b>
<b>LEGAL REVIEW:</b> (Note: Travel does not need legal review)	<b>Reviewed by County Attorney</b>
<b>COUNTY MANAGER REVIEW:</b>	<b>Approved by County Manager</b> to be Placed on Agenda

Item No. 0501


**RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN**

Approved: \_\_\_\_\_  
Resolution No. \_\_\_\_\_  
Continued To: \_\_\_\_\_

Denied: \_\_\_\_\_  
Policy No. \_\_\_\_\_  
Referred To: \_\_\_\_\_

Other: Any Other Business  
Ordinance No. \_\_\_\_\_  
Comments: \_\_\_\_\_

# Adjourn



Please Join Us  
for our next meeting on  
Thursday, May 12, 2022 9:00 A.M.