

Lea County Board of County Commissioners



Regular Meeting
Thursday, November 19, 2020 9:00 A.M.

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



Lea County Board of County Commissioners Regular Meeting

Thursday, November 19, 2020 9:00 A.M.

Lea County Historic 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.

*This Meeting is Open to the Public - No more than 5 Persons in a Meeting Space - Maintain 6 Feet Distance
Multiple Public Areas Will Be Open in the Courthouse for the Public to View the Board Meeting*

AGENDA

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

ITEM 01: COMMISSION

- Consideration of Lea County Resolution No. 20-NOV-241R Approving the Following Meeting Minutes:
 - ❖ November 5, 2020 Regular Meeting
 - ❖ November 12, 2020 Special Meeting
- Public Comments *(Non Agenda Items)*.
- Commissioners and Manager Comments.

ITEM 02: ACTION ITEMS

- Consideration of Lea County Resolution No. 20-NOV-242R Awarding Bid No. 03 2020 – 2021 for Five (5) Non-Potable Water Storage Tanks for the Knowles and Monument Fire Stations to Watson Truck and Supply. *(Corey Needham, Assistant County Manager)*
- Consideration of Lea County Resolution No. 20-NOV-243R Awarding Bid No. 04 2020 – 2021 for One (1) 2020 – 6,300 Gallon Tanker Trailer for the Knowles Volunteer Fire Department to VacQuip USA, LLC. *(Corey Needham, Assistant County Manager)*
- Consideration of Lea County Resolution No. 20-NOV-244R Approving Recommendations from a Freeholders Committee Declaring the Vacation and Abandonment of Dedicated Right of Way of Alley in Block 19 in Payton Addition in Monument, New Mexico Section 29, Township 19, Range 37 East. *(Corey Needham, Assistant County Manager)*
- Consideration of Lea County Resolution No. 20-NOV-245R Approving CARES Act Funding Reimbursement for Lea County Businesses. *(Chip Low, Finance Director)*
- Consideration of Lea County Resolution No. 20-NOV-246R Approving Budget Adjustments No. 01 FY 2020 - 2021. *(Chip Low, Finance Director)*

Chair Rebecca Long, District 2; Vice Chair Dean Jackson, District 1

Members: Gary G. Eidson, District 3; Jonathan Sena, District 4; Richard Don Jones, District 5

ITEM 03: DISCUSSION ITEMS

- Discussion of Lea County's Financial Report (October 2020). *(Chip Low, Finance Director)*
- Discussion of Lea County's FY 2020 – 2021 Budget: Outside Agency Funding and Lea County Employee Compensation. *(Michael Gallagher, County Manager)*
- Discussion of Lea County's Accounts Payable (October 2020). *(Chip Low, Finance Director)*

ITEM 04: OTHER BUSINESS

ADJOURN

~ Please join us for our next regular meeting on Thursday, December 10, 2020 at 9:00 A.M. ~

Consideration of Lea County Resolution No. 20-NOV-241R Approving the Following Meeting Minutes:

- November 5, 2020 Regular Meeting
- November 12, 2020 Special Meeting

Minutes of Meeting
Lea County Board of Commissioners
November 5, 2020

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

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

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

Vice Chair Jackson led the Pledge of Allegiance followed by Commissioner Sena.

ITEM 01: COMMISSION

- Consideration of Lea County Resolution No. 20-NOV-233R Approving the October 22, 2020 Regular Meeting Minutes.

Chair Long asked if there were any public comments concerning this item. Vice Chair Jackson moved to approve Lea County Resolution No. 233R Approving the October 22, 2020 Regular Meeting Minutes. The motion was seconded by Commissioner Jones. Secretary polled the Commissioners: Chair Long, yes; Vice Chair Jackson, yes; Commissioner Eidson, yes; Commissioner Sena, yes; Commissioner Jones, yes. The motion passed.

• Public Comments

There are no public comments.

- Commissioner and Manager Comments

Commissioner Sena thanked the people in his district for another term.

Vice Chair Jackson thanked everyone who got out and voted.

Chair Long congratulated Vice Chair Jackson and Commissioner Sena on being reelected.

Manager Gallagher congratulated Treasurer Susan Marinovich, County Attorney John W. Caldwell, and Commissioner Sena on being reelected.

Minutes of Meeting
Lea County Board of Commissioners
November 12, 2020

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

Commissioners present were, to wit: Vice Chair Dean Jackson, District 1, Chair Rebecca Long, District 2, Commissioner Gary G. Eidson, District 3, Commissioner Jonathan Sena By Phone, District 4, and Commissioner Richard Don Jones, District 5.

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

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

ITEM 01: COMMISSION

- Consideration of Lea County Resolution No. 20-NOV-240R Certifying the Canvass of the November 3, 2020 General Election. (Keith Manes, County Clerk)

Clerk Manes requested approval. Chair Long asked if there were any public comments concerning this agenda item. Commissioner Eidson moved to approve Lea County Resolution No. 20-NOV-240R Certifying the Canvass of the November 3, 2020 General Election. The motion was seconded by Vice Chair Jackson. Secretary polled the Commissioners: Chair Long, yes; Vice Chair Jackson, yes; Commissioner Eidson, yes; Commissioner Sena, yes by Phone; Commissioner Jones, yes. The motion passed.

The meeting was adjourned at 9:16 a.m.

STATE OF NEW MEXICO
COUNTY OF LEA
RESOLUTION NO. 20-NOV-241R

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 19th day of November, 2020, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

LEA COUNTY BOARD OF COUNTY COMMISSIONERS

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

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

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

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

MINUTES
OF
MEETING





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

LCBCC Meeting Date: Thursday, November 19, 2020

Submit this summary form & all attachments to the Finance Director clow@leacounty.net
& cc the Executive Coordinator sstout@leacounty.net by: **Tuesday, November 3, 2020**

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

DATE SUBMITTED mm-dd-yyyy: 11/05/2020	SUBMITTED BY Name, Title, Dept: Hollye Shearer, Recording Secretary/Deputy Clerk, Clerk's Office	
SUBJECT: Minutes	ATTACHMENT(S): Resolution, LCBCC 11/05 Draft Minutes, LCBCC 11/12 Draft Minutes	
NO. OF ORIGINALS FOR SIGNATURE: 1 Resolution, 2 Sets of Minutes	ACTION REQUESTED: Action Item	
BUDGET LINE ITEM NUMBER: N/A	FISCAL BUDGET YEAR: N/A	
STRATEGIC PLAN Implementation of 5 Year Strategic Plan: Section 2.6: Transparency and ethical decision making continue to be the framework in which the county operates.		
SUMMARY: See attached draft minutes submitted by Hollye Shearer, Recording Secretary/Deputy Clerk, for the following LCBCC meetings: November 5, 2020 Regular Meeting November 12, 2020 Special Meeting		
Requested Items Needed for Presentation 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>	See Additional Summary Attached <input type="checkbox"/>	
SUBMITTER'S RECOMMENDATION(S): Review & Approve Minutes	Submitter's Signature Department Director, Etc. 	
FINANCE REVIEW Fiscal Impact/Cost: ByPass Finance Review	Reviewed by Finance Director ByPass Finance Review Digitally signed by ByPass Finance Review Date: 2020.11.15 19:33:46 -07'00'	
LEGAL REVIEW: (Note: Travel does not need legal review)	Reviewed by County Attorney	
COUNTY MANAGER REVIEW: 11/05: Meeting Minutes Reviewed by LCBCC D2 & D3 11/12: Meeting Minutes Reviewed by LCBCC D2 & D3	Approved by County Manager to be Placed on Agenda  Digitally signed by Michael P. Gallagher II Date: 2020.11.15 19:34:30 -07'00'	
Item No. <u>0101</u> RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN		
Approved: _____ Resolution No. <u>20-NOV-241R</u> Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____	Other: _____ Ordinance No. _____ Comments: _____

STATE OF NEW MEXICO
COUNTY OF LEA
RESOLUTION NO. 20-NOV-241R

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*

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PASSED AND APPROVED on this 19th day of November, 2020, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

LEA COUNTY BOARD OF COUNTY COMMISSIONERS

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

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

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

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

Richard Don Jones (District 5), Member
Voted: Yes No Abstain

ATTEST: Keith Manes
 Lea County Clerk

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

By: _____
Hollye Shearer, Deputy Clerk

John W. Caldwell, County Attorney

**Minutes of Meeting
Lea County Board of Commissioners
November 5, 2020**

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

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

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

Vice Chair Jackson led the Pledge of Allegiance followed by the Invocation by Commissioner Sena.

ITEM 01: COMMISSION

- Consideration of Lea County Resolution No. 20-NOV-233R Approving the October 22, 2020 Regular Meeting Minutes.

Chair Long asked if there were any public comments concerning this agenda item. Vice Chair Jackson moved to approve Lea County Resolution No. 20-NOV-233R Approving the October 22, 2020 Regular Meeting Minutes. The motion was seconded by Commissioner Jones. Secretary polled the Commission. Chair Long, yes; Vice Chair Jackson, yes; Commissioner Eidson, yes; Commissioner Sena, yes; Commissioner Jones, yes. The motion passed.

- Public Comments

There are no public comments.

- Commissioner and Manager Comments

Commissioner Sena thanked the people the people in his district for electing him for another term.

Vice Chair Jackson thanked everyone who got out and voted.

Chair Long congratulated Vice Chair Jackson and Commissioner Sena for being reelected.

Manager Gallagher congratulated Treasurer Susan Marinovich, Clerk Keith Manes, Vice Chair Jackson, and Commissioner Sena on being reelected.

ITEM 02: ACTION ITEMS

- Consideration of Lea County Resolution No. 20-NOV-234R Approving a Recommendation from the Lea County Fair & Rodeo Board Authorizing an Agreement Between Lea County and Wright's Amusement (Carnival) Provider During the 2021 Lea County Fair & PRCA Rodeo. *(Larry Wheeler, Chair, Fair & Rodeo Board)*

Fair & Rodeo Board Chair Wheeler requested approval. Chair Long asked if there were any public comments regarding this agenda item. Vice Chair Jackson moved to approve Lea County Resolution No. 20-NOV-234R Approving a Recommendation from the Lea County Fair & Rodeo Board Authorizing an Agreement Between Lea County and Wright's Amusement (Carnival) Provider During the 2021 Lea County Fair & PRCA Rodeo. The motion was seconded by Commissioner Jones. Secretary polled the Commission. Chair Long, yes; Vice Chair Jackson, yes; Commissioner Eidson, yes; Commissioner Sena, yes; Commissioner Jones, yes. The motion passed.

- Consideration of Lea County Resolution No. 20-NOV-235R Approving an Agreement Between Lea County and the City of Eunice for the Transfer of Real Property from Lea County to the City of Eunice and an Allocation of \$25,000.00 for the Purpose of a Convenience/Recycling Center. *(Michael Gallagher, County Manager)*

County Manager Gallagher requested approval. Chair Long asked if there were any public comments regarding this agenda item. Commissioner Jones moved to approve Lea County Resolution No. 20-NOV-235R Approving an Agreement Between Lea County and the City of Eunice for the Transfer of Real Property from Lea County to the City of Eunice and an Allocation of \$25,000.00 for the Purpose of a Convenience/Recycling Center. The motion was seconded by Vice Chair Jackson. Secretary polled the Commission. Chair Long, yes; Vice Chair Jackson, yes; Commissioner Eidson, yes; Commissioner Sena, yes; Commissioner Jones, yes. The motion passed.

- Consideration of Lea County Resolution No. 20-NOV-236R Authorizing Lea County's Fiscal Year 2020-2021 Budget Submittal to the Government Finance Officers Association's (GFOA) Distinguished Budget Presentation Award Program. *(Michael Gallagher, County Manager)*

County Manager Gallagher requested approval. Chair Long asked if there were any public comments regarding this agenda item. Commissioner Eidson moved to approve Lea County Resolution No. 20-NOV-236R Authorizing Lea County's Fiscal Year 2020-2021 Budget Submittal to the Government Finance Officers Association's (GFOA) Distinguished Budget Presentation Award

Program. The motion was seconded by Vice Chair Jackson. Secretary polled the Commission. Chair Long, yes; Vice Chair Jackson, yes; Commissioner Eidson, yes; Commissioner Sena, yes; Commissioner Jones, yes. The motion passed.

- Consideration of Lea County Resolution No. 20-NOV-237R Authorizing Out of State Travel December 6 – 7, 2020 to Dallas/Fort Worth, Texas to Attend Annual Aircraft Rescue & Fire Fighting (ARFF) Training for the Lea County Regional Airport ARFF Fire Department. *(Charles F. Pruitt, Public Safety Administrator)*

Administrator Pruitt requested approval. Chair Long asked if there were any public comments regarding this agenda item. Vice Chair Jackson moved to approve Lea County Resolution No. 20-NOV-237R Authorizing Out of State Travel December 6 – 7, 2020 to Dallas/Fort Worth, Texas to Attend Annual Aircraft Rescue & Fire Fighting (ARFF) Training for the Lea County Regional Airport ARFF Fire Department. The motion was seconded by Chair Long. Secretary polled the Commission. Chair Long, yes; Vice Chair Jackson, yes; Commissioner Eidson, yes; Commissioner Sena, yes; Commissioner Jones, yes. The motion passed.

- Consideration of Lea County Resolution No. 20-NOV-238R Approving the Publication of Notice of Hearing to Adopt Amendments to Lea County Personnel Ordinance, Number 89. *(Craig Bova, Human Resources Director)*

Director Bova requested approval. Chair Long asked if there were any public comments regarding this agenda item. Vice Chair Jackson moved to approve Lea County Resolution No. 20-NOV-238R Approving the Publication of Notice of Hearing to Adopt Amendments to Lea County Personnel Ordinance, Number 89. The motion was seconded by Commissioner Sena. Secretary polled the Commission. Chair Long, yes; Vice Chair Jackson, yes; Commissioner Eidson, yes; Commissioner Sena, yes; Commissioner Jones, yes. The motion passed.

- Consideration of Lea County Resolution No. 20-NOV-239R Appointing a Freeholders Committee to Evaluate the Vacation of Dedicated Right of Way – an Alley in Block 19 in the Payton Addition, Section 29, Township 19, Range 37 East in Monument. *(Bruce Reid, County Planner)*

Planner Reid requested approval. Chair Long asked if there were any public comments regarding this agenda item. Commissioner Eidson moved to approve Lea County Resolution No. 20-NOV-239R Appointing a Freeholders Committee to Evaluate the Vacation of Dedicated Right of Way – an Alley in Block 19 in the Payton Addition, Section 29, Township 19, Range 37 East in Monument. The motion was seconded by Commissioner Sena. Secretary polled the Commission. Chair Long, yes; Vice Chair Jackson, yes; Commissioner

Eidson, yes; Commissioner Sena, yes; Commissioner Jones, yes. The motion passed.

ITEM 03: OTHER BUSINESS

There was no other business

The meeting was adjourned at 9:33 a.m.

DRAFT

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

Rebecca Long, Chair

Dean Jackson, Vice Chair

Gary G. Eidson, Member

Jonathan Sena, Member

Richard Don Jones, Member

ATTEST: Keith Manes
Lea County Clerk

Hollye Shearer

**Minutes of Meeting
Lea County Board of Commissioners
November 12, 2020**

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

Commissioners present were, to wit: Vice Chair Dean Jackson, District 1, Chair Rebecca Long, District 2, Commissioner Gary G. Eidson, District 3, Commissioner Jonathan Sena By Phone, District 4, and Commissioner Richard Don Jones, District 5.

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

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

ITEM 01: COMMISSION

- Consideration of Lea County Resolution No. 20-NOV-240R Certifying the Canvass of the November 3, 2020 General Election. (*Keith Manes, County Clerk*)

Clerk Manes requested approval. Chair Long asked if there were any public comments concerning this agenda item. Commissioner Eidson moved to approve Lea County Resolution No. 20-NOV-240R Certifying the Canvass of the November 3, 2020 General Election. The motion was seconded by Vice Chair Jackson. Secretary polled the Commission. Chair Long, yes; Vice Chair Jackson, yes; Commissioner Eidson, yes; Commissioner Sena, yes by Phone; Commissioner Jones, yes. The motion passed.

The meeting was adjourned at 9:16 a.m.

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

Rebecca Long, Chair

Dean Jackson, Vice Chair

Gary G. Eidson, Member

Jonathan Sena, Member

Richard Don Jones, Member

ATTEST: Keith Manes
Lea County Clerk

Hollye Shearer

Public Comments (Non Agenda Items)





LEA COUNTY BOARD OF COUNTY COMMISSIONERS

PUBLIC COMMENT SUMMARY FORM

Thursday, November 19, 2020 9:00 A.M.

LCBCC MEETING

Lea County Courthouse – Commission Chambers 1st Floor
100 North Main Avenue, Lovington, New Mexico 882620 575.396-8602

Submit this summary form to the Lea County Manager's Office at leacounty@leacounty.net by:

Tuesday, November 17, 2020

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. 20-JAN-021R
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, November 19, 2020 9:00 A.M.

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

Public Comments - Sign In Sheet

NAME	PHONE	EMAIL	COMMENT SUBJECT
1.			
2.			
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**STATE OF NEW MEXICO
COUNTY OF LEA
RESOLUTION NO. 20-JAN-021R**

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). 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:

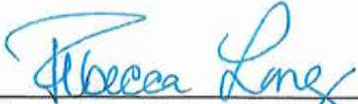
If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Lea County Manager's office located in the Lea County Courthouse 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. 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 16th day of January, 2020, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

LEA COUNTY BOARD OF COUNTY COMMISSIONERS

Lea County



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



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

JAN 16 2020

Meeting



Gary G. Eldson (District 3), Member
Voted: Yes No Abstain



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

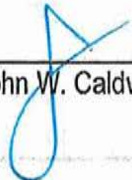


Richard Don Jones (District 5), Member
Voted: Yes No Abstain

ATTEST: Keith Manes
Lea County Clerk

APPROVED AS TO FORM AND LEGAL
SUFFICIENCY:

By: 
Hollye Shearer, 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, November 19, 2020

Submit this summary form & all attachments to the Finance Director clow@leacounty.net
& cc the Executive Coordinator sstout@leacounty.net by: **Tuesday, November 3, 2020**

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

DATE SUBMITTED mm-dd-yyyy: 11/15/2020	SUBMITTED BY Name, Title, Dept: Sandrea Brito, Executive Coordinator, Executive Department
SUBJECT: Commission/Manager Comments	ATTACHMENT(S): None
NO. OF ORIGINALS FOR SIGNATURE: None	ACTION REQUESTED: Discussion Item
BUDGET LINE ITEM NUMBER: N/A	FISCAL BUDGET YEAR: N/A

STRATEGIC PLAN Implementation of 5 Year Strategic Plan:
Section 2.3: Continuous communication with the public is beneficial and necessary.
Section 2.6: Transparency and ethical decision making continue to be the framework in which the county operates.

SUMMARY:
Commissioners & Managers Comments

Requested Items Needed for Presentation 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"/>	See Additional Summary Attached <input type="checkbox"/>
--	---

SUBMITTER'S RECOMMENDATION(S): Discussion Only	Submitter's Signature Department Director, Etc.
--	---

FINANCE REVIEW Fiscal Impact/Cost: ByPass Finance Review	Reviewed by Finance Director ByPass Finance Review Digitally signed by ByPass Finance Review Date: 2020.11.15 19:33:46 -0700
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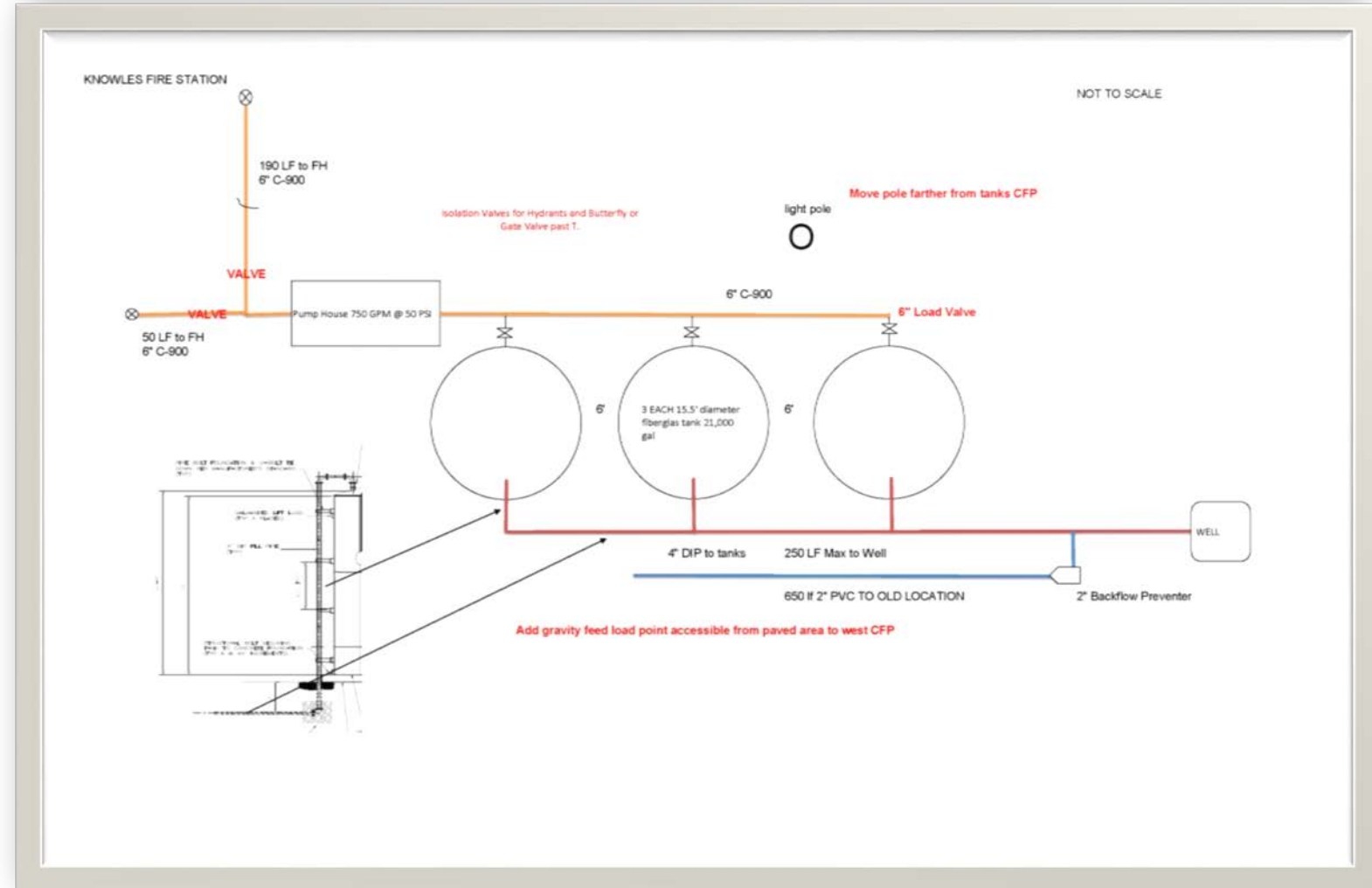
LEGAL REVIEW: (Note: Travel does not need legal review) ByPass Legal Review	Reviewed by County Attorney ByPass Legal Review Digitally signed by ByPass Legal Review Date: 2020.11.16 10:25:36 -0700
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COUNTY MANAGER REVIEW:	Approved by County Manager to be Placed on Agenda Digitally signed by Michael P. Gallagher II Date: 2020.11.15 19:34:30 -0700
-------------------------------	---

Item No. 0103		
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: _____

Consideration of Lea County Resolution No. 20-NOV-242R Awarding Bid No. 03 2020 – 2021 for Five (5) Non-Potable Water Storage Tanks for the Knowles and Monument Fire Stations to Watson Truck and Supply

- Lea County has approved funding for purchasing five non-potable water storage tanks for Knowles and Monument Volunteer Fire Department's for the amount of \$300,000.
- Five bids were received and lowest bid came in at \$69,620 from Watson Truck and Supply.
- Request approval to purchase.





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

LCBCC Meeting Date: Thursday, November 19, 2020

Submit this summary form & all attachments to the Finance Director clow@leacounty.net
& cc the Executive Coordinator sstout@leacounty.net by: **Tuesday, November 3, 2020**

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

DATE SUBMITTED mm-dd-yyyy: 11/05/2020	SUBMITTED BY Name, Title, Dept: Lorenzo Velasquez Emergency Management	
SUBJECT: Award Bid No. 3 for 5 Water Storage Tanks	ATTACHMENT(S): Resolution, PowerPoint Slide, Water Storage Specs, Bid Tabulation	
NO. OF ORIGINALS FOR SIGNATURE: 1 Resolution	ACTION REQUESTED: Action Item	
BUDGET LINE ITEM NUMBER: 618-79 4493	FISCAL BUDGET YEAR: 2020-2021	
STRATEGIC PLAN Implementation of 5 Year Strategic Plan: Safety Section 3.5 Greater Access to water resources		
SUMMARY: Request approval to accept bid from Watson Truck and Supply for the building of five non-potable >20,000 gallon water storage tanks for Knowles and Monument Volunteer Fire Department's. Bid came in at \$66,139 for tanker trailer which reflects Watson Truck and Supply's New Mexico State Preference of 5% discount. This current year we have budgeted \$300,000 for this purchase.		
Requested Items Needed for Presentation Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> If checked, how many: Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other:	See Additional Summary Attached <input type="checkbox"/>	
SUBMITTER'S RECOMMENDATION(S): Request approval to accept bid and purchase water tanks	Submitter's Signature Department Director, Etc. Lorenzo Velasquez <small>Digitally signed by Lorenzo Velasquez Date: 2020.11.05 14:54:46 -07'00'</small>	
FINANCE REVIEW Fiscal Impact/Cost: The financial impact to Lea County will be expenditures from the Fire Fund of \$66,139.00. Funds are budgeted and available in 618-79-4493.	Reviewed by Finance Director Henry C Low Jr <small>Digitally signed by Henry C Low Jr Date: 2020.11.09 09:49:02 -07'00'</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 Michael P. Gallagher II <small>Digitally signed by Michael P. Gallagher II Date: 2020.11.16 13:33:36 -07'00'</small>	
Item No. <u>0201</u> RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN		
Approved: _____ Resolution No. <u>20-NOV-242R</u> Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____	Other: _____ Ordinance No. _____ Comments: _____

STATE OF NEW MEXICO
COUNTY OF LEA
RESOLUTION NO. 20-NOV-242R

**A RESOLUTION AWARDING BID NO. 03 2020 – 2021 FOR FIVE (5) NON-POTABLE
WATER STORAGE TANKS FOR THE KNOWLES AND MONUMENT FIRE STATIONS
TO WATSON TRUCK AND SUPPLY**

WHEREAS, Lea County desires to purchase five (5) non-potable water storage tanks for the Knowles and Monument Fire Stations; *and*

WHEREAS, funds were approved for fiscal year 2020 - 2021 to include the purchase of five water storage tanks for an amount up to \$300,000; *and*

WHEREAS, County staff advertised Bid No. 03 (2020 – 2021) for five (5) Non-Potable Water Storage Tanks for the Knowles and Monument Fire Stations; *and*

WHEREAS, five bids were received for the water storage tanks with the lowest bid from Watson Truck and Supply in the amount of \$66,139.00 which reflects their New Mexico State Preference 5% Discount; *and*

WHEREAS, the purchase of water storage tanks will improve the water supply available in the Knowles and Monument Fire Districts and will be essential to the safety of our communities during a fire incident.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of County Commissioners of Lea County that the purchase of the five (5) non-potable water storage tanks for the Knowles and Monument Fire Stations 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 19th day of November, 2020, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

LEA COUNTY BOARD OF COUNTY COMMISSIONERS

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

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

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

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

Richard Don Jones (District 5), Member
Voted: Yes No Abstain

ATTEST: Keith Manes
Lea County Clerk

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

By: _____
Hollye Shearer, Deputy Clerk

John W. Caldwell, County Attorney

FIVE (5) NON-POTABLE WATER STORAGE TANKS

KNOWLES AND MONUMENT FIRE STATIONS

BID #03- (20-21)

DUE DATE: OCTOBER 28, 2020 - 3:00 P.M.

Bids Received 5

	POWER PIPE AND TANK	Acuantia DBA PLASTIC MART
FIVE (5) NON-POTABLE WATER STORAGE TANKS	N/A	<i>Nationwide Tank and Pipe 15.6 x 16</i>
PRICE	\$71,000.00	\$66,500.00
Delivery - 2 tanks to Monument	8,345.00	12,800.00
Delivery - 3 tanks to Knowles	15,200.00	19,200.00
TOTAL	\$94,545.00	\$98,500.00
Total Cost Including State Preference 5% Discount	(No Discount)	(No Discount)
Apparatus meets Specifications?		
Options, Exceptions, or Variations to Specs?	No	No
State Pref # ?	No	No
Meets Bid's Specified Warranty?		

FIVE (5) NON-POTABLE WATER STORAGE TANKS

KNOWLES AND MONUMENT FIRE STATIONS

BID #03- (20-21)

DUE DATE: OCTOBER 28, 2020 - 3:00 P.M.

Bids Received 5.

	TANK EQUIPMENT, INC	LONG INDUSTRIES, INC.
FIVE (5) NON-POTABLE WATER STORAGE TANKS	2020 FRP TANKS	N/A
PRICE	\$59,375.00	\$58,300.00
Delivery - 2 tanks to Monument	4,806.00	2,990.00
Delivery - 3 tanks to Knowles	4,806.00	5,980.00
TOTAL	\$68,987.00	\$67,270.00
Total Cost Including State Preference 5% Discount	(No Discount)	(No Discount)
Apparatus meets Specifications?		
Options, Exceptions, or Variations to Specs?	No	No
State Pref # ?	No	No
Meets Bid's Specified Warranty?		
		NON COLLUSION NOT SIGNED

FIVE (5) NON-POTABLE WATER STORAGE TANKS

KNOWLES AND MONUMENT FIRE STATIONS

BID #03- (20-21)

DUE DATE: OCTOBER 28, 2020 - 3:00 P.M.

Bids Received 5

	WATSON TUCK & SUPPLY	
FIVE (5) NON-POTABLE WATER STORAGE TANKS	2020 ORTHO 500 BBL	
PRICE	\$56,000.00	
Delivery - 2 tanks to Monument	4,540.00	
Delivery - 3 tanks to Knowles	9,080.00	
TOTAL	\$69,620.00	
Total Cost Including State Preference 5% Discount	\$66,139.00	
Apparatus meets Specifications?	Yes	
Options, Exceptions, or Variations to Specs?	No	
State Pref # ?	L2057087152	
Meets Bid's Specified Warranty?	Yes	

SPECIFICATIONS AND CONTRACTUAL TERMS
LEA COUNTY, NEW MEXICO

FIVE (5) NON-POTABLE WATER STORAGE TANKS
KNOWLES AND MONUMENT FIRE STATIONS
BID #03 - (20-21)
DUE DATE: OCTOBER 27, 2020 – 3:00 P.M. (LOCAL TIME)

SCOPE OF WORK

Lea County desires to purchase five (5) NON-POTABLE WATER STORAGE TANKS. Bid award is required to be to the lowest bid that meets or exceeds the following Specifications:

**Knowles and Monument Fire Stations
Non-Potable Water Storage Tanks**

Tank Requirements:

- Dimensions: 16' height x 15' 6" diameter
- Quantity: 5 tanks
- Material: Fiberglass
- Size: \geq 20,000 gallons
- External Coating: UV Inhibiting Paint
- Internal Coating: Protective Coating Lining Resin
- Color: Tan (or equivalent)
- Pressure: Atmospheric
- Vent: 2" Minimum with bird screen
- Fill Line: 2" or greater
- Overflow: 3" or greater
- Manway: 24" diameter
- Walkway Clips: 2
- Thief Hatch: 1
- Gaskets: Neoprene or Buna
- Lugs: 4 x Anchor, 4 x Lift
- Outlets: 2x6" outlets on opposite sides (one near base, one 8" from base)
2x2" outlets parallel at top and bottom for future water level

SPECIFICATIONS AND CONTRACTUAL TERMS
LEA COUNTY, NEW MEXICO

FIVE (5) NON-POTABLE WATER STORAGE TANKS
KNOWLES AND MONUMENT FIRE STATIONS
BID #03 - (20-21)

DUE DATE: OCTOBER 27, 2020 – 3:00 P.M. (LOCAL TIME)

FREIGHT: 2 tanks to be delivered to Monument Fire Station, 10600 W. NM Highway 322
Monument, NM 88265

3 tanks to be delivered to Knowles Fire Station, 515 E. Pinson, Hobbs, NM 88242

Freight to include charges associated with delivery and drop off to this location, (high pole, chase, boom truck, route survey if applicable)

Specify load quantity and amount of tanks per load

AWARD: Award must be to the lowest bid that meets or exceeds our specifications.

Any/all bid questions must be in writing and addressed to: Kelli Ferguson,
Procurement Officer, kferguson@leacounty.net FAX: 575-396-5684

QUESTIONS: ALL questions must be submitted in writing to the above contact information.
Answers to questions will be addressed via an Addendum to all vendors on our mailing list & will immediately be posted under "Procurement" on Lea County's website – www.leacounty.net

Price: Bid price will include:

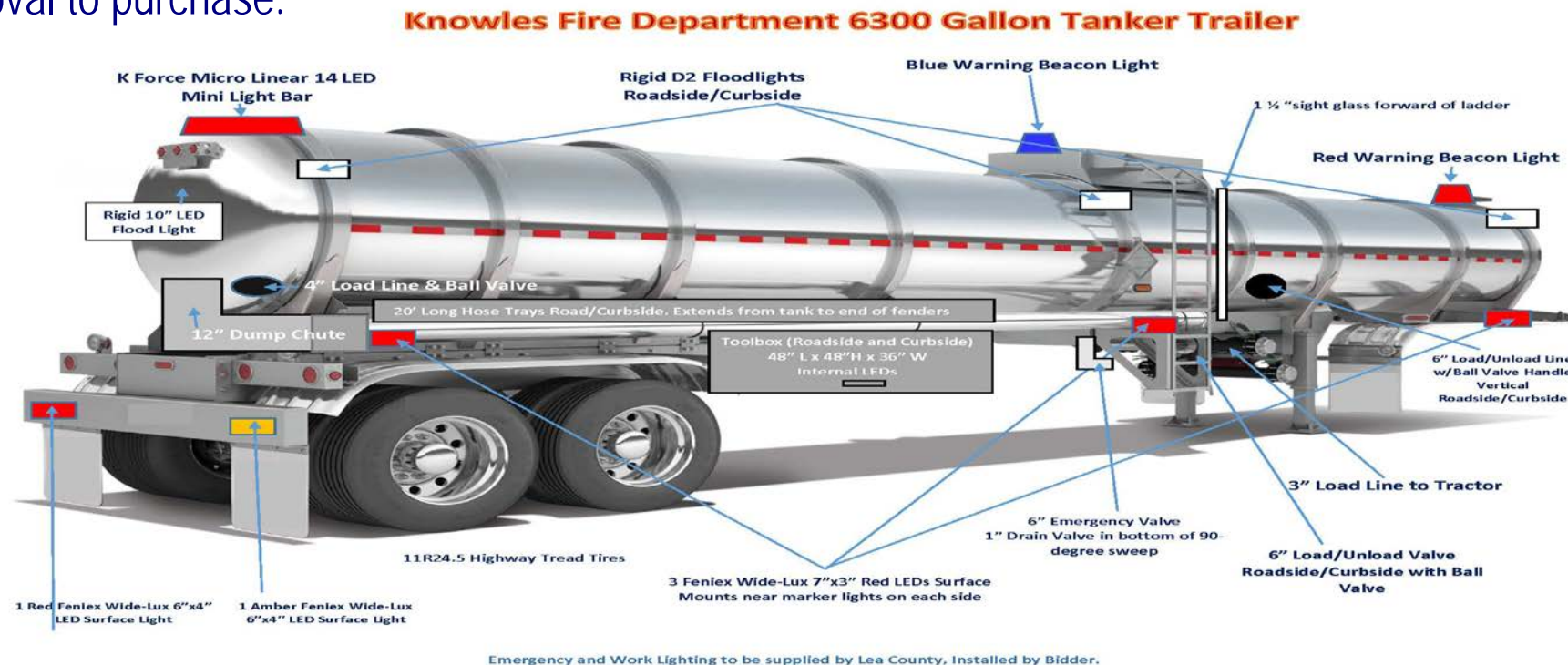
- 1) All specifications listed above
- 2) Warranty
- 3) Freight/delivery

The Terms and Conditions are incorporated herein by reference.

End of specifications.

Consideration of Lea County Resolution No. 20-NOV-243R Awarding Bid No. 04 2020 – 2021 for One (1) 2020 – 6,300 Gallon Tanker Trailer for the Knowles Volunteer Fire Department to VacQuip USA, LLC

- Lea County has approved funding for purchasing a 6,300 gallon tanker trailer for Knowles Volunteer Fire Department for the amount of \$75,000.
- Four bids were received and lowest bid came in at \$68,895 from VacQuip USA LLC
- Request approval to purchase.





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

LCBCC Meeting Date: Thursday, November 19, 2020

Submit this summary form & all attachments to the Finance Director clow@leacounty.net
& cc the Executive Coordinator sstout@leacounty.net by: **Tuesday, November 3, 2020**

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

DATE SUBMITTED mm-dd-yyyy: 11/05/2020	SUBMITTED BY Name, Title, Dept: Lorenzo Velasquez Emergency Management	
SUBJECT: Award Bid No 4 for 6300 gallons tanker trailer	ATTACHMENT(S): Resolution, PowerPoint, Specs, Bid Tabulation	
NO. OF ORIGINALS FOR SIGNATURE: 1 Resolution	ACTION REQUESTED: Action Item	
BUDGET LINE ITEM NUMBER: 619-59-4638	FISCAL BUDGET YEAR: 2020-20201	
STRATEGIC PLAN Implementation of 5 Year Strategic Plan: Safety Section 3.5 Greater Access to water resources		
SUMMARY: Request approval to accept bid from VacQuip USA LLC for the building of a 6300 gallon water tanker trailer for Knowles Volunteer Fire Department. Bid came in at \$68,895.00 for tanker trailer. This current year we have budgeted \$75,000.00 for this purchase.		
Requested Items Needed for Presentation 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>	See Additional Summary Attached <input type="checkbox"/>	
SUBMITTER'S RECOMMENDATION(S): Request approval to accept bid and purchase tanker trailer	Submitter's Signature Department Director, Etc. Lorenzo Velasquez <small>Digitally signed by Lorenzo Velasquez Date: 2020.11.05 14:54:46 -07'00'</small>	
FINANCE REVIEW Fiscal Impact/Cost: The financial impact to Lea County will be expenditures from the Fire Fund of \$68,895.00. Funds are budgeted and available in 619-59-4638.	Reviewed by Finance Director Henry C Low Jr <small>Digitally signed by Henry C Low Jr Date: 2020.11.09 09:53:02 -07'00'</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 <small>Digitally signed by Michael P. Gallagher II Date: 2020.11.16 13:55:27 -07'00'</small>	
Item No. <u>0202</u> RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN		
Approved: _____ Resolution No. <u>20-NOV-243R</u> Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____	Other: _____ Ordinance No. _____ Comments: _____

STATE OF NEW MEXICO
COUNTY OF LEA
RESOLUTION NO. 20-NOV-243R

A RESOLUTION AWARDING BID NO. 04 2020 – 2021 FOR ONE (1) 2020 – 6,300 GALLON TANKER TRAILER FOR THE KNOWLES VOLUNTEER FIRE DEPARTMENT TO VACQUIP USA, LLC

WHEREAS, Lea County desires to purchase one (1) 2020 – 6,300 gallon tanker trailer for the Knowles Volunteer Fire Department; *and*

WHEREAS, funds were approved for fiscal year 2020 - 2021 to include the purchase of one (1) 2020 – 6,300 Gallon Tanker Trailer tanks for an amount up to \$75,000.00; *and*

WHEREAS, County staff advertised Bid No. 04 (2020 – 2021) for one (1) 2020 – 6,300 gallon tanker trailer for the Knowles Volunteer Fire Department *and*

WHEREAS, four bids were received for the 6300 gallon tanker trailer with the lowest bid from VacQuip USA, LLC in the amount of \$68,895.00; *and*

WHEREAS, this tanker trailer will replace the current trailer for Knowles Tender Unit 495.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of County Commissioners of Lea County that the purchase of the 6300 gallon tanker trailer 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 19th day of November, 2020, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

LEA COUNTY BOARD OF COUNTY COMMISSIONERS

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

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

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

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

Richard Don Jones (District 5), Member
Voted: Yes No Abstain

ATTEST: Keith Manes
 Lea County Clerk

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

By: _____
Hollye Shearer, Deputy Clerk

John W. Caldwell, County Attorney

ONE (1) 2020 - 6,300 GALLON TANKER TRAILER

KNOWLES VOLUNTEER FIRE DEPARTMENT

BID #04- (20-21)

DUE DATE: OCTOBER 28, 2020 - 3:00 P.M.

Bids Received 4

	Technology International, Inc.	VacQuip USA LLC
ONE (1) 2020 - 6,300 GALLON TANKER TRAILER	VacQuip 150 Barrel- Aluminum	2020 VacQuip USA 150 Barrel
PRICE	\$74,400.00	\$68,895.00
Delivery to Fire Dept.	included 0.00	included 0.00
TOTAL	\$74,400.00	\$68,895.00
Total Cost Including State Preference 5% Discount	(No Discount)	(No Discount)
Apparatus meets Specifications?		YES
Options, Exceptions, or Variations to Specs?	No	No
State Pref # ?	No	NO
Meets Bid's Specified Warranty?		YES

ONE (1) 2020 - 6,300 GALLON TANKER TRAILER

KNOWLES VOLUNTEER FIRE DEPARTMENT

BID #04- (20-21)

DUE DATE: OCTOBER 28, 2020 - 3:00 P.M.

Bids Received 4

	Certified Stainless Service DBA West-Mark	DRAGON PRODUCTS
ONE (1) 2020 - 6,300 GALLON TANKER TRAILER	2021 WEST-MARK WATRS02RSA	2021 DRAGON
PRICE	\$107,308.00	\$72,995.00
Delivery to Fire Dept.	3,700.00	2,800.00
TOTAL	\$111,008.00	\$75,795.00
Total Cost Including State Preference 5% Discount	(No Discount)	(No Discount)
Apparatus meets Specifications?		
Options, Exceptions, or Variations to Specs?	No	Yes
State Pref # ?	No	No
Meets Bid's Specified Warranty?		

**SPECIFICATIONS AND CONTRACTUAL TERMS
LEA COUNTY, NEW MEXICO**

ONE (1) 2020 – 6,300 GALLON TANKER TRAILER
KNOWLES VOLUNTEER FIRE DEPARTMENT
BID #04 - (20-21)
DUE DATE: OCTOBER 27, 2020 – 3:00 P.M. (LOCAL TIME)

SCOPE OF WORK

Lea County desires to purchase ONE (1) 2020- 6,300 GALLON TANKER TRAILER. Bid award is required to be to the lowest bid that meets or exceeds the following Specifications:

**Knowles Volunteer Fire Department
2020 Tanker Trailer Specifications**

Trailer Configuration

- **6,300-gallon Tandem Axle Aluminum Trailer**
 - 3 baffles
 - Midship ladder to spill box
 - 1 ½" sight glass forward of ladder
 - Back or above LED lighting wired to work lights
 - 1 x 12" manually operated swing dump to rear center of tank
 - 4' swing chute
 - 3' 6" non-detachable, retractable extension
 - To swing from center or road or curbside past fenders
 - 6" belly line to drop out of 6" fire valve at midship centerline at tank
 - 1" drain line 90-degree elbow towards tractor
 - Ball valve at 90-degree elbow to allow draining
 - 6" crossover aft of dolly jack that extends to 6" valve on road and curbside
 - Allows for fire thread connections
 - Continues to front of trailer to a point 15' from front with a 3" female camlock connection
 - 4" Load point
 - On curbside next to 12" dump
 - 4" ball valve approximately 1' to curbside
 - 20' hose trays
 - Roadside and curbside
 - Extends from tank to edge of fenders
 - Toolbox
 - Roadside and curbside
 - 48" L x 48"H x 36" wide
 - Internal LED lighting wired to work lights
 - Bumper
 - Heavy duty
 - Work Lights – **Lights to be installed by bidder, supplied by Lea County**
 - 3 x LED Lights per side
 - Rigid Brand D2 Floodlights

SPECIFICATIONS AND CONTRACTUAL TERMS
LEA COUNTY, NEW MEXICO

ONE (1) 2020 – 6,300 GALLON TANKER TRAILER
KNOWLES VOLUNTEER FIRE DEPARTMENT
BID #04 - (20-21)

DUE DATE: OCTOBER 27, 2020 – 3:00 P.M. (LOCAL TIME)

- Spaced down trailer on road and curbside
 - Face out and downward
- 1 x LED Lights on rear of trailer
 - Rigid Brand 10" Spot/Flood Combination Light
 - Face rearward and downward
 - Mounted below rear emergency light bar
- All wired for use with existing tractor wiring
- Emergency Lighting – **To be installed by bidder, supplied by Lea County**
 - Beacons
 - 1 Red LED beacon
 - Whelen brand
 - Front top centerline of trailer
 - 2 Blue LED beacons
 - Whelen brand
 - One on front
 - One on back of top lip of spill box
 - LED Mini Light Bar
 - K-Force® Micro Linear 14 LED Mini Light Bar
 - SKU: M-LKFM14
 - Red/White
 - Rear top centerline of trailer
 - LED Surface Mounts
 - Sides of trailer
 - 3 Red LED Surface Mounts per side
 - Feniex Brand Wide-Lux 7"x3"
 - Part # A-3700-R
 - Red
 - Mount near marker lights on each side no higher than 60" from ground
 - Rear of trailer
 - 1 LED Surface Mount Driver Side
 - Feniex Brand Wide-Lux 6"x4"
 - Part Number: A-4600-R
 - Red
 - 1 LED Surface Mount Passenger Side
 - Feniex Brand Wide-Lux 6"x4"
 - Part Number: A-4600-A
 - Amber
 - Wired to existing trailer wiring

**SPECIFICATIONS AND CONTRACTUAL TERMS
LEA COUNTY, NEW MEXICO**

**ONE (1) 2020 – 6,300 GALLON TANKER TRAILER
KNOWLES VOLUNTEER FIRE DEPARTMENT
BID #04 - (20-21)**

DUE DATE: OCTOBER 27, 2020 – 3:00 P.M. (LOCAL TIME)

- Trailer Marker Lights
 - LED for Marker and Taillights
- Tires
 - 11R24.5 size
 - Highway tread

EXAMPLE: Dump Chute Location



EXAMPLE: 4" Load Point with Ball Valve



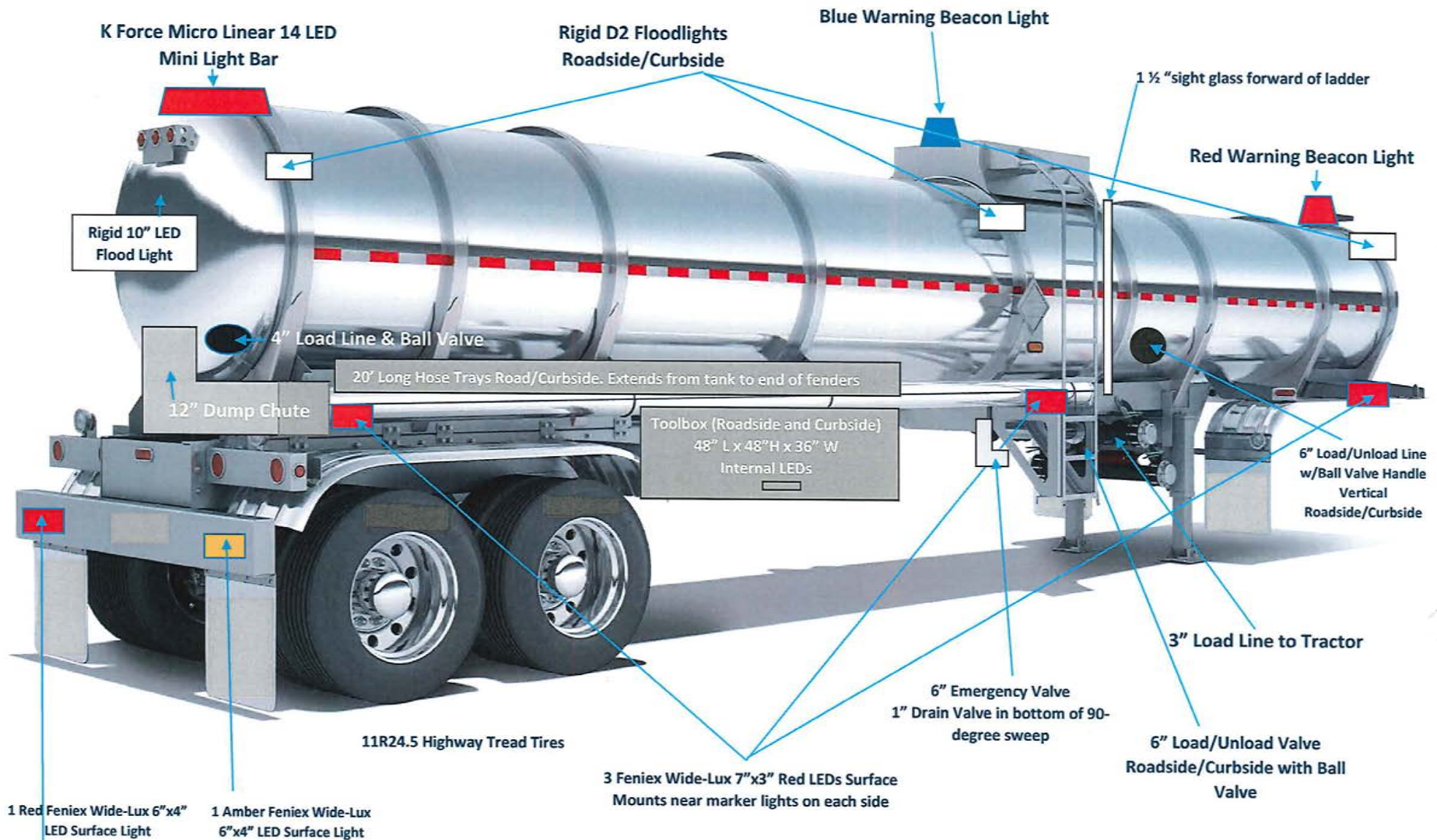
EXAMPLE: 6" Belly Line Crossover Roadside/Curb



EXAMPLE: Toolbox Location



Knowles Fire Department 6300 Gallon Tanker Trailer



Emergency and Work Lighting to be supplied by Lea County, Installed by Bidder.

Consideration of Lea County Resolution No. 20-NOV-244R Approving Recommendations from a Freeholders Committee Declaring the Vacation and Abandonment of Dedicated Right of Way of Alley in Block 19 in Payton Addition in Monument, New Mexico Section 29, Township 19, Range 37 East



Consideration of Lea County Resolution No. 20-NOV-244R Approving Recommendations from a Freeholders Committee Declaring the Vacation and Abandonment of Dedicated Right of Way of Alley in Block 19 in Payton Addition in Monument, New Mexico Section 29, Township 19, Range 37 East



- ▶ The freeholders committee met and voted that the proposed alley vacation in Monument will have no detrimental impact for the county and should be approved.
- ▶ Corey Needham, PE, Assistant County Manager
- ▶ Nick Marinovich, County Road Superintendent
- ▶ Lorenzo Velasquez, Environmental Services, Director



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

LCBCC Meeting Date: Thursday, November 19, 2020

Submit this summary form & all attachments to the Finance Director clow@leacounty.net
& cc the Executive Coordinator sstout@leacounty.net by: **Tuesday, November 3, 2020**

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

DATE SUBMITTED mm-dd-yyyy: 11/10/2020	SUBMITTED BY Name, Title, Dept: Bruce Reid County Planner Planning Department	
SUBJECT: The vacation of the alley in Block 19 of Payton Addition-Monument	ATTACHMENT(S): Resolution, PowerPoint	
NO. OF ORIGINALS FOR SIGNATURE: 1 Resolution	ACTION REQUESTED: Action Item	
BUDGET LINE ITEM NUMBER: NA	FISCAL BUDGET YEAR: NA	
STRATEGIC PLAN Implementation of 5 Year Strategic Plan: Economic Growth & Vitality-Goal Statement: Lea County is a community that has economic growth and diversification. 3. A variety of different housing options available. Infrastructure & Facilities-Goal Statement: The County shall provide a safe, reliable, and efficient transportation network, and county facilities shall be maintained and shall meet the changing needs of the public.		
SUMMARY: The freeholder's Committee meeting and voted that the proposed alley vacation in Monument will have no detrimental impact for the county and should be approved.		
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): Approve	Submitter's Signature Department Director, Etc. Bruce Reid <small>Digitally signed by Bruce Reid Date: 2020.11.10 14:23:51 -07'00'</small>	
FINANCE REVIEW Fiscal Impact/Cost:	Reviewed by Finance Director	
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 Michael Collopy <small>Digitally signed by Michael P. Gallagher II Date: 2020.11.16 16:34:35 -07'00'</small>	
Item No. <u>0203</u> RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN		
Approved: _____ Resolution No. <u>20-NOV-244R</u> Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____	Other: _____ Ordinance No. _____ Comments: _____

STATE OF NEW MEXICO
COUNTY OF LEA
RESOLUTION NO. 20-NOV-244R

**A RESOLUTION APPROVING RECOMMENDATIONS FROM A FREEHOLDERS COMMITTEE
DECLARING THE VACATION AND ABANDONMENT OF DEDICATED RIGHT OF WAY OF
ALLEY IN BLOCK 19 IN PAYTON ADDITION IN MONUMENT, NEW MEXICO
SECTION 29, TOWNSHIP 19, RANGE 37 EAST**

WHEREAS, Lea County received a request to vacate a dedicated right of way of alley in block 19 in Payton Addition in Monument, New Mexico Section 29, Township 19, Range 37 East; *and*

WHEREAS, in compliance with NMSA 1978 § 67-5-4, the Board of County Commissioners of Lea County on November 5, 2020, directed the appointment of three freeholders to review Payton Addition and bring forth their recommendations; *and*

WHEREAS, the three person freeholders committee completed their evaluation and and recommend to the Lea County Board of County Commissioners that the alley in Block 19 in Payton Addition, Monument, New Mexico Section 29, Township 19, Range 37 East be vacated.

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of County Commissioners of Lea County that the alley in Block 19 in Payton Addition, Monument, New Mexico Section 29, Township 19, Range 37 East be vacated and abandoned pursuant to NMSA 1978 § 67-5-4 effective this date.

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

PASSED, APPROVED AND ADOPTED on this 19th day of November, 2020, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

LEA COUNTY BOARD OF COUNTY COMMISSIONERS

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

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

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

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

Richard Don Jones (District 5), Member
Voted: Yes No Abstain

ATTEST: Keith Manes
 Lea County Clerk

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

By: _____
Hollye Shearer, Deputy Clerk

John W. Caldwell, County Attorney

Consideration of Lea County Resolution No. 20-NOV-245R Approving CARES Act Funding Reimbursement for Lea County Businesses



<u>Business Name</u>	<u>Award Amount</u>
Bloom Ventures	\$20,000
Jitter Properties, LLC	\$20,000
Jitter Enterprises, LLC	\$20,000
HDE Hobbs, LLC	\$20,000
Drylands Brewing Co.	\$20,000
Threshold, LLC	\$20,000
Unique Vacuum Services, LLC	\$20,000



Businesses MUST use funds for the following:

Business Continuity:

- Non-owner employee payroll
- Scheduled mortgage payments
- Insurance
- Rent
- Utilities
- Marketing

Business Redesign:

- Reconfiguring physical space
- Installing plexi-glass barriers
- Purchasing technology to facilitate work-at-home
- PPE for employees
- Temporary structures to mitigate the spread of COVID-19



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

LCBCC Meeting Date: Thursday, November 19, 2020

Submit this summary form & all attachments to the Finance Director clow@leacounty.net
& cc the Executive Coordinator ssout@leacounty.net by: **Tuesday, November 3, 2020**

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

DATE SUBMITTED mm-dd-yyyy: 11/03/2020	SUBMITTED BY Name, Title, Dept: Cristina Wilhoit, Business Manager, Finance	
SUBJECT: SBA CARES Act Grant Funding	ATTACHMENT(S): 1. Grant Resolution 2. Grant Instructions	
NO. OF ORIGINALS FOR SIGNATURE: 1 Resolution	ACTION REQUESTED: Action Item	
BUDGET LINE ITEM NUMBER: 431-51-2605 Other Grants	FISCAL BUDGET YEAR: 2020-2021	
STRATEGIC PLAN Implementation of 5 Year Strategic Plan: Economic Growth & Vitality: "Lea County is a community that has economic growth & diversification" Due to the recent COVID-19 shutdown, Lea County businesses are struggling to stay open. The shutdown has created a revenue shortfall; Lea County has been awarded \$530,750 in funding to provide businesses an opportunity to cover the necessary expenditures incurred. This funding will allow Lea County to continue their goal of economic growth and vitality.		
SUMMARY: Lea County was awarded \$530,700 to disperse among qualifying Lea County businesses to aid in covering expenses incurred due to the public health order instilled by the Governor of New Mexico. The CARES Act allows Lea County to disperse funds up to \$20,000 to assist businesses in expenditures regarding "Business Continuity" and "Business Redesign". Business Continuity expenditures are: Non-owner employee payroll, rent, scheduled mortgage payments, insurance, utilities, and marketing. Business Redesign expenditures are: reconfiguring physical space, installing plexi-glass barriers, purchasing web-conferencing or other technology to facilitate work at home, PPE for employees, and temporary structures to mitigate the spread of COVID-19. Lea County has received seven (7) applications from various businesses such as hotels, restaurants, boutiques/shops, and an oilfield business.		
Requested Items Needed for Presentation 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>	See Additional Summary Attached <input type="checkbox"/>	
SUBMITTER'S RECOMMENDATION(S): Submitter recommends approval.	Submitter's Signature Department Director, Etc. <small>Digitally signed by Cristina Wilhoit Date: 2020.11.03 15:43:42 -07'00'</small>	
FINANCE REVIEW Fiscal Impact/Cost: The financial impact to Lea County will be expenditures from the Other Grants Fund of \$140,000. Expenditures will be covered by the federal CARES Act Grants. Funds will be budgeted and available in 431-51-2605.	Reviewed by Finance Director Henry C Low Jr <small>Digitally signed by Henry C Low Jr Date: 2020.11.10 09:56:54 -07'00'</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 <small>Digitally signed by Michael P. Gallagher II Date: 2020.11.16 20:48:30 -07'00'</small>	
Item No. <u>0204</u> RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN		
Approved: _____ Resolution No. <u>20-NOV-245R</u> Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____	Other: _____ Ordinance No. _____ Comments: _____

STATE OF NEW MEXICO
COUNTY OF LEA
RESOLUTION NO. 20-NOV-245R

**A RESOLUTION APPROVING CARES ACT FUNDING REIMBURSEMENT FOR
LEA COUNTY BUSINESSES**

WHEREAS, Lea County was awarded a total of \$530,750 to fund local businesses through the Small Businesses CARES Act for necessary expenditures incurred due to the public health emergency with respect to COVID-19; *and*

WHEREAS, Lea County recommends awarding funding not to exceed \$20,000 on a first come, first serve basis to businesses who complete the application process; *and*

WHEREAS, Lea County has received applications and have been reviewed for approval; *and*

WHEREAS, the following businesses have completed the application process and are qualified to receive funding:

Bloom Ventures	\$20,000
Jitter Properties, LLC	\$20,000
Jitter Enterprises, LLC	\$20,000
HDE Hobbs, LLC	\$20,000
Drylands Brewing Co.	\$20,000
Threshold, LLC	\$20,000
Unique Vacuum Services, LLC	\$20,000

NOW, THEREFORE, BE IT HEREBY RESOLVED by the Board of County Commissioners of Lea County that funding to the qualifying businesses 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 19th day of November, 2020, by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

LEA COUNTY BOARD OF COUNTY COMMISSIONERS

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

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

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

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

Richard Don Jones (District 5), Member
Voted: Yes No Abstain

ATTEST: Keith Manes
 Lea County Clerk

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

By: _____
 Hollye Shearer, Deputy Clerk

John W. Caldwell, County Attorney

CARES Act Relief Funds – Small Business Application Instructions

STATE OF NEW MEXICO SMALL BUSINESS CONTINUITY GRANT APPLICATION PERIOD OPENS SEPTEMBER 22, 2020 AND CLOSES DECEMBER 4, 2020

The CARES Act provides that payments from the Fund may only be used to cover costs that—

1. Are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);
2. Were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and
3. Were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.

The State of New Mexico is providing Coronavirus Aid Relief funds to reimburse costs for expense due to COVID-19.

*****IMPORTANT: PLEASE READ ALL OF THE CORONAVIRUS RELIEF FUND GUIDANCE FOR STATE, TERRITORIAL, LOCAL, AND TRIBAL GOVERNMENTS INFORMATION.**

APPLICATIONS ARE FINAL UPON SUBMISSION, THEREFORE, ADDITIONAL INFORMATION WILL NOT BE REQUESTED OR CONSIDERED EXCEPT FOR THE DOCUMENTS LISTED BELOW.

Who can apply?

- This grant is available to qualifying small businesses with 50 or fewer full-time equivalent employees in Lea County, New Mexico as long as funding remains for the program. The grant proceeds must be spent on eligible “business continuity” expenses. In addition, you may qualify for additional funding for “business redesign” expenses necessary to adopt COVID Safe Practices, and eligible expenses for both portions of this grant program outlined below.
- To be eligible, your company must be headquartered in Lea County, New Mexico and either have been forced to close or severely curtail business operations as a result of closure orders from the state and have an annual revenue of \$2 million or less prior to the impact of COVID-19. The business must have also had a start date of March 1, 2019 or prior.
- **QUALIFIED APPLICANTS WILL BE AWARDED ONE GRANT AT THE COUNTY COMMISSION MEETING AS FOLLOWS:**
Applicants may receive up to \$20,000
NOTE: If awarded, expenditures will be on a reimbursement basis up to award amount
- Related Party – If a Lea County employee owned business or related party business qualifies for an award, the award must be approved and disclosed to the County Commission.

Who is not eligible to apply?

- Businesses headquartered outside Lea County, New Mexico

- Businesses exceeding 50 full-time equivalent employees
- Businesses with annual revenue exceeding \$2 million
- Businesses that started after March 1, 2019
- Businesses that were not forced to close or had severely curtailed business operations as a result of closure orders from the state

What documents are required?

- Completed application form (submitted online)

All documentation listed below are required upon execution of the grant award:

- Business Registration
- Certificate of good standing – NM Secretary of State (if applicable)
- Copy of 941 for June 30, 2020
- Copy of your payroll to include March 1, 2020
- Most recent payroll at time of application
- Documentation of March and April 2019 total gross receipts (Copy of CRS-1 March/April 2019)
- Documentation of March and April 2020 total gross receipts (Copy of CRS-1 March/April 2020)
- Most recent taxes documenting net taxable income (Copy of Schedule C, 1120, 990, K-1 or audited Financial Statement – whichever entity applies)
- Unemployment insurance tax documentation for the fourth quarter of 2019 (Copy of 4th quarter 2019 SUTA wage and employee amounts)
- Income Statement for January-June 2019
- Income Statement for January-June 2020
- Completed W9 Form
- Voided Check from applicant business
- Related Party Disclosure Form
- Mortgage/Rental Agreement (Current)
- Short narrative detailing overview of impact to business

What expenses will be covered?

Business Continuity:

- Non-owner employee payroll
- Rent
- Scheduled mortgage payments
- Insurance
- Utilities
- Marketing

Business Redesign:

- Reconfiguring physical space
- Installing plexi glass barriers
- Purchasing web-conferencing or other technology to facilitate work-at-home
- PPE for employees
- Temporary structures to mitigate the spread of Covid-19

For internal control purposes of CARES Act SBA Relief funds, the organization must provide valid proof of expenditures, receipts and cancelled checks. Cash transactions by the organization (eg: cash currency payments to individuals) will not be considered valid. All invoices, receipts and cancelled checks must be legible. The Finance Department may ask the organization to provide a W-9 for a vendor, cleared check, invoice, bank statement or other documentation to determine whether or not the transaction is valid for CARES Act SBA Relief funds.

For questions regarding this application, please email SBAApplication@leacounty.net . After submitting the application, you will be notified of your award amount and will be allowed to proceed with submitting eligible documentation. Please allow 10 business days for processing after the submission deadline.

Applicants must be aware that applying for this grant may result in not being eligible to apply for other federal grants.

Funds will be provided on a reimbursement basis. (Grantees must submit clear copies of invoices and proof of payment. This is required for federal audit purposes.) (Documentation regarding payroll expenses will be required.)

LEGAL NOTICE: By clicking "submit" on the online application form, I certify that the information provided in this application is true and that the expenses will not be reimbursed through other CARES Act funds. I understand this grant is for expenses incurred between March 1, 2020 and December 30, 2020 as specified above.

I understand that knowingly making a false statement to obtain this grant or providing expenditures that do not qualify may result in the applicant refunding all reimbursed expenditures to the Department of Finance & Administration.

IMPORTANT NOTE: PLEASE ANSWER ALL QUESTIONS. FAILURE TO DO SO WILL DELAY THE PROCESSING OF YOUR APPLICATION AND MAY FURTHER RESULT IN YOUR APPLICATION BEING DENIED IF INFORMATION REQUESTED IS NOT PROVIDED TO LEA COUNTY, NM IN A TIMELY MANNER.

Small Business Grant Application

LEA COUNTY, NEW MEXICO

Contact Information

**Full Legal Organization
Name**

New Mexico Taxpayer ID

**Business License
Number**

Do you have a current
certificate in Good Standing

☐ Yes

☐ No

Street Address

City

State

Zip Code

Organization Website

Only the owner, CEO or other authorized representative of the business may apply for this grant.

**Name of Owner /CEO or
Authorized Representative**

Title

Phone Number

E-mail Address

**Contact Person
(if different)**

Title

Phone Number

E-Mail Address

Organization Information

Is your business headquartered in New Mexico? ☐ Yes ☐ No

Year Established

Type of Business ☐ C-Corp ☐ LLC
☐ Partnership ☐ Sole Proprietor

Number of full time employees

Number of part time employees

Total Gross Receipts for March 2019

Total Gross Receipts for April 2019

Total Gross Receipts for March 2020

Total Gross Receipts for April 2020

Was your business included in the New Mexico orders to shut down or severely curtail business operations? ☐ yes ☐ no

Did you shut down or severely curtail your business activities as a result of the close order? ☐ yes ☐ no

If so, what date did you close or curtail your business?

If you curtailed rather than closed your business, please describe the nature of the curtailment. (400 characters or less)

What is your best estimate of what month you did or will reopen?

When you reopen, what percent of capacity do you expect to operate at? ☐ 0% - 25% ☐ 26% - 50%
☐ 51% - 75% ☐ 76% - 100%

What is your business net taxable income in the most recent complete tax year?

What impact do you anticipate the COVID-19 crisis and related effects will have on your revenues for the 2020 as a whole?

- ☐ no effect ☐ 10% ☐ 20%
☐ 30% ☐ 40% ☐ 50%
☐ 60% ☐ 70% ☐ 80%
☐ 90% ☐ 100%

If you pay withholding, have you delayed or plan to delay withholding tax?

- ☐ yes
☐ no

How many years has your business been in continuous operation through March 1, 2020?

How many employees did you report to the state for unemployment insurance taxes for the fourth quarter of 2019?

What total payroll did you report to the state for unemployment for the fourth quarter of 2019?

Have you been approved for either of these programs?

- ☐ SBA Paycheck Protection Program Loan
☐ Economic Injury Disaster Loan
☐ I have not been approved for either program

Is your business owned by a socially disadvantaged group? (check all that apply)

- ☐ No ☐ Woman ☐ Veteran
☐ Minority ☐ Tribal

Do you own or rent your business premises?

- ☐ Own
☐ Rent

Have you applied for CARES Act Grant Funding from other entities? If so, please list.

- ☐ yes
☐ no

Are you or your family related to anyone employed with Lea County?

- ☐ yes
☐ no

If yes, please provide name of employee

Please read and certify the following information

The application, including attachments, is subject to disclosure under New Mexico's public records law, subject to limited applicable exemptions. Applicant acknowledges, understands, and agrees that, except as noted below, all information in its application and attachments will be disclosed without any notice to applicant if a public records request is made for such information. Lea County will not be liable to applicant for such disclosure.

Social Security numbers are collected, maintained and reported by Lea County in compliance with IRS 1099 reporting requirements and are not considered public records pursuant to N.M.S.A. §14-3-7.1.

If applicant believes that information in its application, including attachments, contains information that is confidential and exempt from disclosure, applicant must include a general description of the information and provide reference to the New Mexico statute or other law exempting such designated information from disclosure in the event of a public records request. Lea County does not warrant or guarantee that information designated by Applicant as exempt from disclosure is exempt and will make disclosure in accordance with applicable law in its sole discretion.

I certify that I am authorized to submit this application on behalf of the organization, the information provided in this application is true and accurate to the best of my ability, and no false or misleading statements have been made in order to secure approval of this application. Lea County is authorized to make all the inquiries deemed necessary to verify the accuracy of the information contained herein. Additionally, applicant agrees that in the event that a CARES small business grant is awarded pursuant to this application, Lea County or its agent shall be entitled to access and audit such records as may be necessary to prevent fraud and ensure compliance with federal requirements. Under penalty of perjury, I declare that I have read the foregoing application and that the facts stated in the application are true and correct. I understand that knowingly making a false written declaration is a felony.

Applicant Name

Applicant Title

Applicant Signature

Today's Date

For any questions, correspondence, or additional information, please contact Lea County Finance

Lea County Finance Department:

100 N. Main, Suite 11

Lovington, NM 88260

575-396-8653

Please email this signed application to **SBAApplication@leacounty.net**

Small Business Continuity Grant Application

Entity	Do you have a current certificate of good standing? (Yes or No) (0 or 5)	What was your headcount for full-time and part-time employees on March 1, 2020? The score will be based on the most to least and scored accordingly (41-50, 10; 31-40, 8; 21-30, 6; 11-20, 4; 1-10, 2). (2-10)	What is your current employee headcount for full-time and part-time employees? The score will be based on the most to least and scored accordingly (41-50, 10; 31-40, 8; 21-30, 6; 11-20, 4; 1-10, 2). (2-10)	Was your business included in the New Mexico orders to shut down or severely curtail business operations? (Yes or No) (0 or 10)	When you reopen, what percent of capacity do you expect to operate? The score will be based on the highest percentage and scored accordingly (0-25%, 20; 26-50%, 15; 51-75%, 10; 76-100%, 5). (5-20)	What impact do you anticipate the COVID-19 crisis and related effects will have on your revenues for 2020 as a whole? The score will be based on the highest percentage and scored accordingly (0%, 0; 1-20%, 2; 21-40%, 4; 41-60%, 6; 61-80%, 8; 81-100%, 10). (0-10)	Have you been approved for an SBA Paycheck Protection Program loan or Economic Injury Disaster Loan? (Yes or No) (0 or 5) (5 points scored for No)	Is your business owned by a socially disadvantaged group? (Yes or No) (0 or 5)	Max Score (75)
Bloom Ventures	5	2	2	10	20	6	0	5	50
Drylands Brewing Co.	5	6	6	10	15	8	0	5	55
HDF Hobbs	5	10	6	10	10	6	0	0	47
Jitter Enterprises	5	2	2	10	20	10	0	0	49
Jitter Properties	5	2	2	10	20	8	0	0	47
Threshold	5	2	2	10	15	6	0	5	45
Unique Vacuum Serv.	5	6	6	10	5	6	0	5	43



FY 21 BUDGET ADJUSTMENTS #1

SUMMARY OF ADJUSTMENTS

	Revenue	Expense	Net Effect	Transfers	Budget Adj. 20-APR-xxxR	% Inc. (Dec). In Budgeted Exp
GENERAL FUND (unrestricted)	288,102	288,102	-	(763,600.00)	30,457,168	0.95%
ROAD FUND	-	620,000	(620,000)	763,600.00	17,232,198	3.60%
SPECIAL REV FUNDS (restricted)	979,587	991,550	(11,963)	-	54,012,071	1.84%
CAPITAL PROJECTS FUND	-	-	-	-	33,603,760	0.00%
ENTERPRISE FUNDS	-	-	-	-	148,434	0.00%
TRUST & AGENCY (restricted)	129,180	129,180	-	-	7,488,696	1.72%
Total	1,396,869	2,028,832	(631,963)	-	142,942,327	1.42%



LEA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY FORM

LCBCC Meeting Date: Thursday, November 19, 2020

Submit this summary form & all attachments to the Finance Director clow@leacounty.net & cc the Executive Coordinator sstout@leacounty.net by: **Tuesday, November 3, 2020**

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

DATE SUBMITTED mm-dd-yyyy: 11/16/2020	SUBMITTED BY Name, Title, Dept: Chip Low - Finance Director
SUBJECT: Budget Adjustments #1 - FY 21	ATTACHMENT(S): 1. Budget Adjustments #1 Worksheet 2. Budget Adjustments Resolution
NO. OF ORIGINALS FOR SIGNATURE: 1 Resolution	ACTION REQUESTED: Action Item
BUDGET LINE ITEM NUMBER:	FISCAL BUDGET YEAR: FY 2020-2021

STRATEGIC PLAN 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.

SUMMARY:
This is the first budget adjustment for the FY 21 Budget Year. There are revenue increases of \$1,600,329 and expenditure increases of \$2,632,292 which results in a net decrease in cash of \$1,031,963. The net decrease in cash is due to increases in capital outlays for Roads, EDC/Leaco project and the Lea Regional Airport. There are \$2,061,902 excess reserves available to fund the additional capital outlays. The increase in operations expenditures is covered by additional revenue received.

Requested Items Needed for Presentation Easels/Laptop/Projector/Etc.: Easel <input type="checkbox"/> If checked, how many; Laptop <input checked="" type="checkbox"/> Projector <input checked="" type="checkbox"/> Other:	See Additional Summary Attached <input type="checkbox"/>
SUBMITTER'S RECOMMENDATION(S): Recommend Approval	Submitter's Signature Department Director, Etc. Henry C Low Jr Digitally signed by Henry C Low Jr Date: 2020.11.16 08:32:02 -07'00'
FINANCE REVIEW Fiscal Impact/Cost: Please see the summary above for a discussion of the impact to Lea County.	Reviewed by Finance Director Henry C Low Jr Digitally signed by Henry C Low Jr Date: 2020.11.16 08:33:26 -07'00'
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 Michael P. Gallagher II Digitally signed by Michael P. Gallagher II Date: 2020.11.16 21:18:09 -07'00'

Item No. 0205 RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN		
Approved: _____ Resolution No. 20-NOV-246R Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____	Other: _____ Ordinance No. _____ Comments: _____

STATE OF NEW MEXICO
COUNTY OF LEA
RESOLUTION NO. 20-NOV-246R

RESOLUTION APPROVING BUDGET ADJUSTMENTS NO. 01 FY 2020 - 2021

WHEREAS, the Board of County Commissioners of Lea County, of the State of New Mexico, needs to adjust the current approved budget for fiscal year 2020 - 2021; *and*

WHEREAS, said budget was adjusted on the basis of need and through cooperation with all user departments, elected officials and other department supervisors; *and*

WHEREAS, it is the majority opinion of this Board that the adjusted budget meets the requirements as currently determined for fiscal year 2020 - 2021.

NOW, THEREFORE, BE IT HEREBY RESOLVED, that the Board of County Commissioners of Lea County, of the State of New Mexico, hereby adopts the budget adjustments hereinabove described and attached and respectfully requests approval from the State of New Mexico Department of Finance and Administration Local Government Division.

PASSED, APPROVED AND ADOPTED on this 19th day of November 2020 by the Lea County Board of County Commissioners in an open meeting in Lovington, New Mexico.

LEA COUNTY BOARD OF COUNTY COMMISSIONERS

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

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

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

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

Richard Don Jones (District 5), Member
Voted: Yes No Abstain

ATTEST: Keith Manes
Lea County Clerk

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

By: _____
Hollye Shearer, Deputy Clerk

John W. Caldwell, County Attorney

BUDGET ADJUSTMENT #1

Thursday, November 19, 2020

SUMMARY OF BUDGET ADJUSTMENTS TO DATE FOR FY 20/21

	Approved Budget	Adj #1 11/19/2020								Total
REVENUE ADJUSTMENTS										
GENERAL FUND (unrestricted)	44,935,651	288,102	-	-	-	-	-	-	-	45,223,753
ROAD FUND	1,931,070	-	-	-	-	-	-	-	-	1,931,070
SPECIAL REV FUNDS (restricted)	16,896,816	979,587	-	-	-	-	-	-	-	17,876,403
CAPITAL PROJECTS FUND	1,963,000	-	-	-	-	-	-	-	-	1,963,000
ENTERPRISE FUNDS	-	-	-	-	-	-	-	-	-	-
TRUST & AGENCY (restricted)	7,532,565	129,180	-	-	-	-	-	-	-	7,661,745
Total	73,259,102	1,396,869	-	-	-	-	-	-	-	74,655,971
EXPENDITURE ADJUSTMENTS										
	Approved Budget	Adj #1 11/19/2020	-	-						Total
GENERAL FUND (unrestricted)	30,169,066	288,102	-	-	-	-	-	-	-	30,457,168
ROAD FUND	16,612,198	620,000	-	-	-	-	-	-	-	17,232,198
SPECIAL REV FUNDS (restricted)	53,020,521	991,550	-	-	-	-	-	-	-	54,012,071
CAPITAL PROJECTS FUND	33,603,760	-	-	-	-	-	-	-	-	33,603,760
ENTERPRISE FUNDS	148,434	-	-	-	-	-	-	-	-	148,434
TRUST & AGENCY (restricted)	7,359,516	129,180	-	-	-	-	-	-	-	7,488,696
Total	140,913,495	2,028,832	-	-	-	-	-	-	-	142,942,327
NET EFFECT CASH										
	Cash Effect per Resolution	Adj #1 11/19/2020	-	-						
GENERAL FUND (unrestricted)	14,766,585	-	-	-	-	-	-	-	-	14,766,585
ROAD FUND	(14,681,128)	(620,000)	-	-	-	-	-	-	-	(15,301,128)
SPECIAL REVFUNDS (restricted)	(36,123,705)	(11,963)	-	-	-	-	-	-	-	(36,135,668)
CAPITAL PROJECTS FUND	(31,640,760)	-	-	-	-	-	-	-	-	(31,640,760)
PROPRIETARY FUND	(148,434)	-	-	-	-	-	-	-	-	(148,434)
TRUST & AGENCY (restricted)	173,049	-	-	-	-	-	-	-	-	173,049
	(67,654,393)	(631,963)	-	-	-	-	-	-	-	(68,286,356)

1 County Operations

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
County Operations	Emergency Communications Center	401	00	2430	1,576,852	368,045	23.3%	64,590	1,641,442	3% COLA
County Operations	Economic Development	401	00	2048	1,639,000	199,426	12.2%	5,000	1,644,000	NM True Grant Lov Main
Increase (Decrease) in budgeted expenditures								69,590		

2 Info Technology

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Info Technology	Computers and Peripherals	401	02	2130	5,000	2,246	44.9%	5,000	10,000	COVID Response
Increase (Decrease) in budgeted expenditures								5,000		

3 County Sheriff

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
County Sheriff	Overtime	401	08	2005	350,000	267,809	76.5%	150,000	500,000	Inc OT
County Sheriff	Non-Capital Equipment	401	08	2232	25,425	5,908	23.2%	7,500	32,925	Devon Donation
County Sheriff	Postage	401	08	2006	3,000	1,268	42.3%	2,000	5,000	Increase
County Sheriff	FICA	401	08	2064	501,184	177,689	35.5%	11,475	512,659	Inc OT
Increase (Decrease) in budgeted expenditures								170,975		

4 Legal Department

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Legal Department	Computers and Peripherals	401	24	2130	3,000	-	0.0%	2,300	5,300	Computer
Legal Department	Litigation	401	24	2753	370,188	43,472	11.7%	(2,300)	367,888	Computer
Increase (Decrease) in budgeted expenditures								-		

5 Environmental

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Environmental	Maintenance	401	26	2012	90,000	49,998	55.6%	20,000	110,000	Inc. Repairs
Increase (Decrease) in budgeted expenditures								20,000		

6 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	430,908	143,361	33.3%	18,000	448,908	Pay Adj
Finance	FICA	401	75	2064	33,775	11,084	32.8%	1,377	35,152	Pay Adj
Finance	PERA	401	75	2063	65,175	19,495	29.9%	2,660	67,835	Pay Adj
Finance	Retiree Health Care	401	75	2200	12,281	3,673	29.9%	500	12,781	Pay Adj
Increase (Decrease) in budgeted expenditures								22,537		

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Revenue	% Received	Proposed Adjustment	Adjusted Line Item Budget	Justification
General Fund	Delinquent Taxes	401	00	1020	500,000	-	0.0%	194,319	694,319	Increased revenue estimate
General Fund	Sale of County Property	401	00	1340	25,000	158,544	634.2%	93,783	118,783	Increased revenue estimate
Increase (Decrease) in budgeted revenue								288,102		

Total proposed Revenue Adjustments:	288,102
Less:	
Total Proposed Expenditure Adjustments:	288,102
Net Effect on Budget Cash Position	-

7 Road

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Road	New Road Construction	402	10	4251	8,200,000	82,248	1.0%	620,000	8,820,000	Marathon/Campbell
	Increase (Decrease) in budgeted expenditures							620,000		

8 Other Grants

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
Other Grants	Operating Costs	431	51	2605	-	-	0.0%	587,550	587,550	CARES Act
	Increase (Decrease) in budgeted expenditures							587,550		

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Revenue	% Received	Proposed Adjustment	Adjusted Line Item Budget	Justification
Other Grants	Grant Revenue	431	00	1604	-	-	0.0%	587,550	587,550	Cares Grant
	Increase (Decrease) in budgeted revenue							587,550		

9 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	Concrete Apron	454	18	4746	500,000	713,180	142.6%	330,000	830,000	Grant Funding
Lea Regional Airport	Terminal Reconstruct - Hobbs	454	18	4209	2,185,000	1,159,838	53.1%	74,000	2,259,000	Grant Funding
	Increase (Decrease) in budgeted expenditures							404,000		

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Revenue	% Received	Proposed Adjustment	Adjusted Line Item Budget	Justification
Lea Regional Airport	Concrete Apron	454	00	1481	-	2,153	0.0%	318,037	318,037	Grant Funding
Lea Regional Airport	Terminal Reconstruction - Hobbs	454	00	1841	-	-	0.0%	74,000	74,000	Grant Funding
	Increase (Decrease) in budgeted revenue							392,037		

10 LCCA

Department	Line Item Description	Fund	Dept	Line	Current Budget	Current Expended	% Used	Proposed Adjustment	Adjusted Line Item Budget	Justification
LCCA	Overtime	808	78	2005	125,000	410,452	328.4%	120,000	245,000	Increased O/T
LCCA	FICA	808	78	2064	102,009	37,810	37.1%	9,180	111,189	3% COLA
Increase (Decrease) in budgeted expenditures								129,180		

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	1,576,852	368,045	23.3%	64,590	1,641,442	3% COLA
LCCA	City Contribtution	808	00	1688	1,606,066	365,756	22.8%	64,590	1,670,656	3% COLA
Increase (Decrease) in budgeted revenue								129,180		

Total proposed Revenue Adjustments:	1,108,767
Less:	
Total Proposed Expenditure Adjustments:	1,740,730
Net Effect on Budget Cash Position	(631,963)
\$2,061,902 excess reserves available to fund capital increase in Road and Airport	

BUDGET ADJUSTMENT #1
November 19, 2020

SUMMARY OF ADJUSTMENTS

	Revenue	Expense	Net Effect	Transfers	Budget Adj. 20- APR-xxxR	% Inc. (Dec). In Budgeted Exp
GENERAL FUND (unrestricted)	288,102	288,102	-	(763,600.00)	30,457,168	0.95%
ROAD FUND	-	620,000	(620,000)	763,600.00	17,232,198	3.60%
SPECIAL REV FUNDS (restricted)	979,587	991,550	(11,963)	-	54,012,071	1.84%
CAPITAL PROJECTS FUND	-	-	-	-	33,603,760	0.00%
ENTERPRISE FUNDS	-	-	-	-	148,434	0.00%
TRUST & AGENCY (restricted)	129,180	129,180	-	-	7,488,696	1.72%
Total	1,396,869	2,028,832	(631,963)	-	142,942,327	1.42%

BUDGET ADJUSTMENT #1
November 19, 2020

BUDGETED CASH TRANSFERS

<u>TRANSFERS</u>	<u>CURRENT</u>	<u>ADJUSTMENT</u>	<u>ADJUSTED</u>	
401 - General Fund	\$ (68,114,497.00)	\$ (700,000.00)	\$ (68,814,497.00)	
402 - Road Fund	\$ 14,734,952.00	\$ 700,000.00	\$ 15,434,952.00	

Lea County Financial Report

For the month ending October 31, 2020



Revenue Versus Expenses By Function

For the year ending October 31, 2020

	Budget	Actual
Operations		
Revenues	\$ 55,011,132	\$ 15,969,335
Expenses	\$ 52,913,728	\$ 14,619,904
	\$ 2,097,404	\$ 1,349,431
Indigent		
Revenues	\$ 2,500,572	\$ 1,880,301
Expenses	\$ 11,928,000	\$ 2,527,922
	\$ (9,427,428)	\$ (647,620)
Capital		
Revenues	\$ 8,215,433	\$ 865,671
Expenses	\$ 68,712,848	\$ 4,402,264
	\$ (60,497,415)	\$ (3,536,594)
Trust & Agency		
Revenues	\$ 7,532,565	\$ 2,520,530
Expenses	\$ 7,359,516	\$ 2,130,799
	\$ 173,049	\$ 389,731
Totals		
Revenues	\$ 73,259,702	\$ 21,235,837
Expenses	\$ 140,914,092	\$ 23,680,889
	\$ (67,654,390)	\$ (2,445,052)



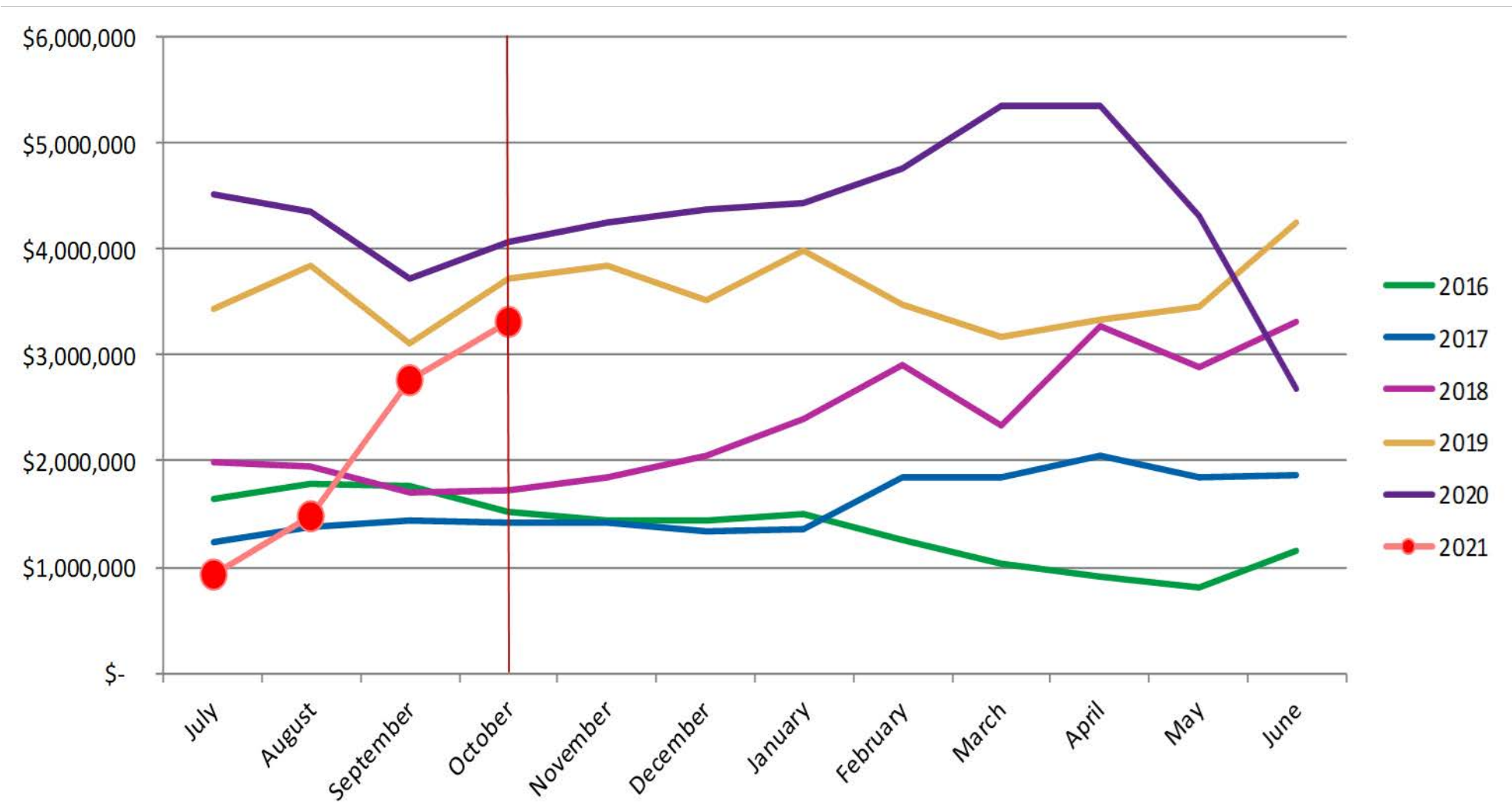
Revenue versus Expenditures By Fund Type
For the Year ending October 31, 2020

Fund Type	Revenues	Expenditures	Cash Increase (Decrease)
Unrestricted Funds	\$ 14,224,769	\$ 9,093,404	\$ 5,131,365
Special Revenue Funds	\$ 4,202,609	\$ 7,858,790	\$ (3,656,181)
Designated Funds	\$ 287,929	\$ 4,596,592	\$ (4,308,662)
Debt Service Fund	\$ -	\$ -	\$ -
Enterprise Fund	\$ -	\$ 1,305	\$ (1,305)
Trust Funds	\$ 2,520,530	\$ 2,130,799	\$ 389,731
Total	\$ 21,235,837	\$ 23,680,889	\$ (2,445,052)



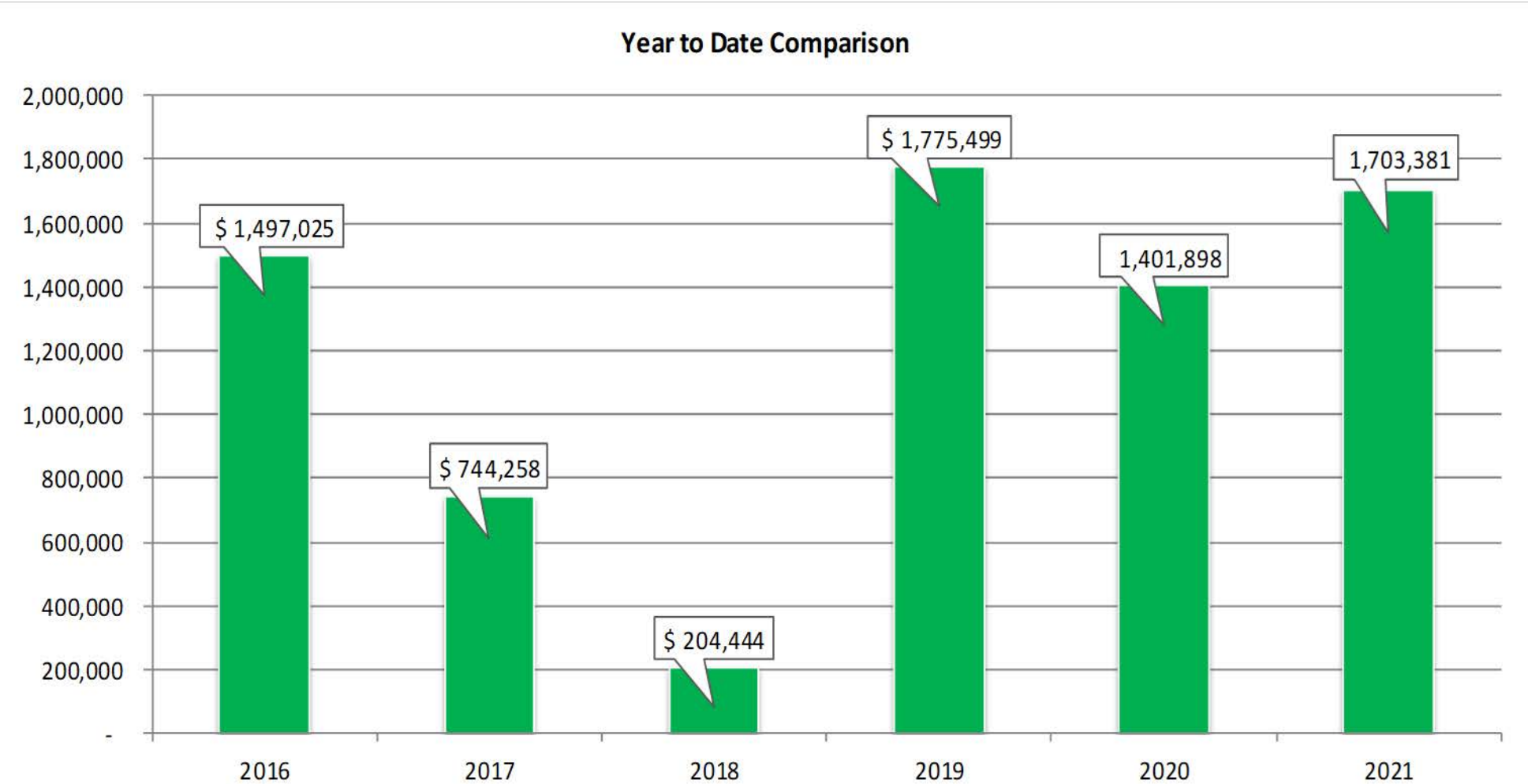
Oil & Gas Production Revenue

65.2% of Budget - \$8,481,054



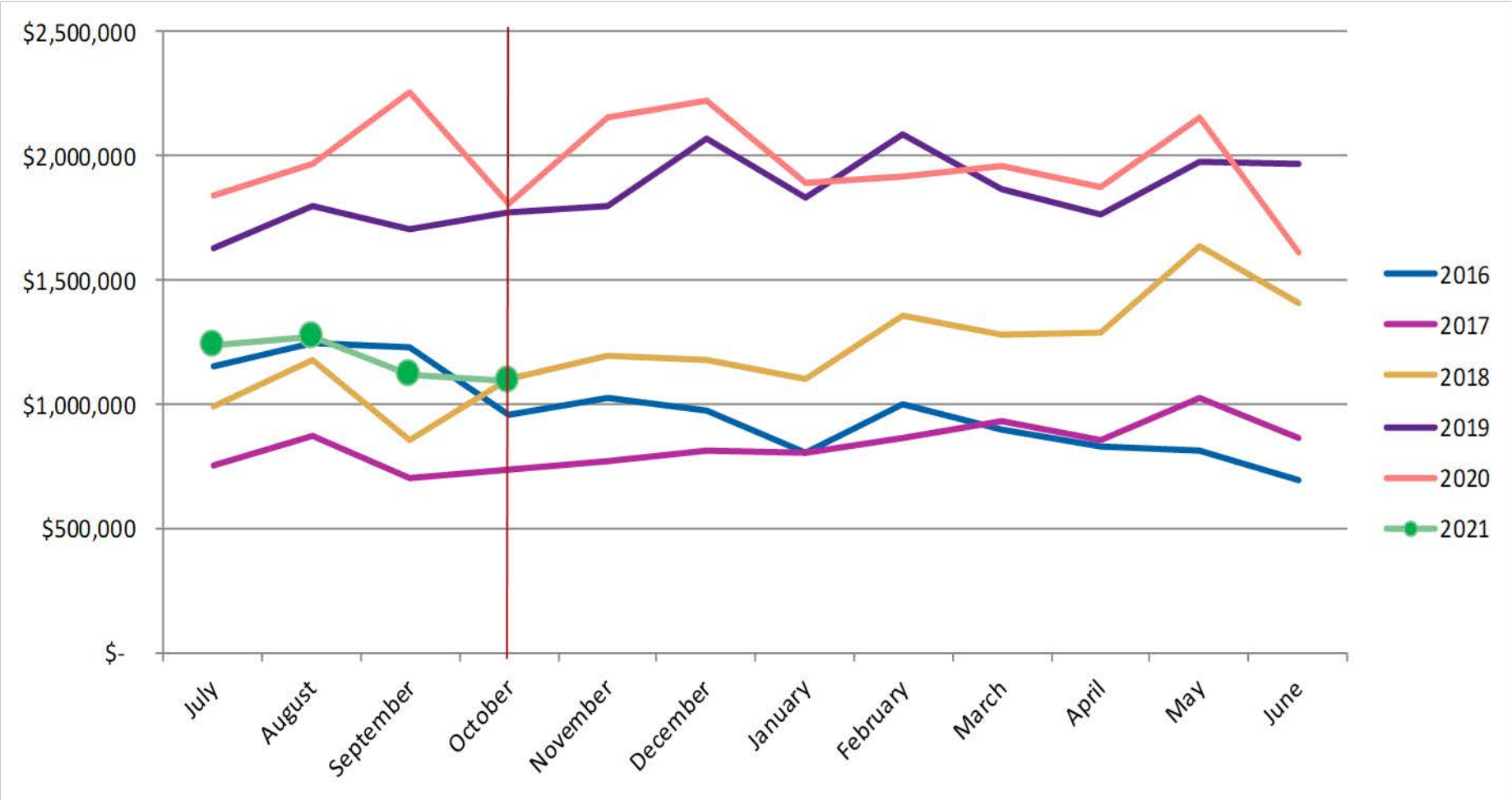
Property Tax Revenue

9.1% of Budget

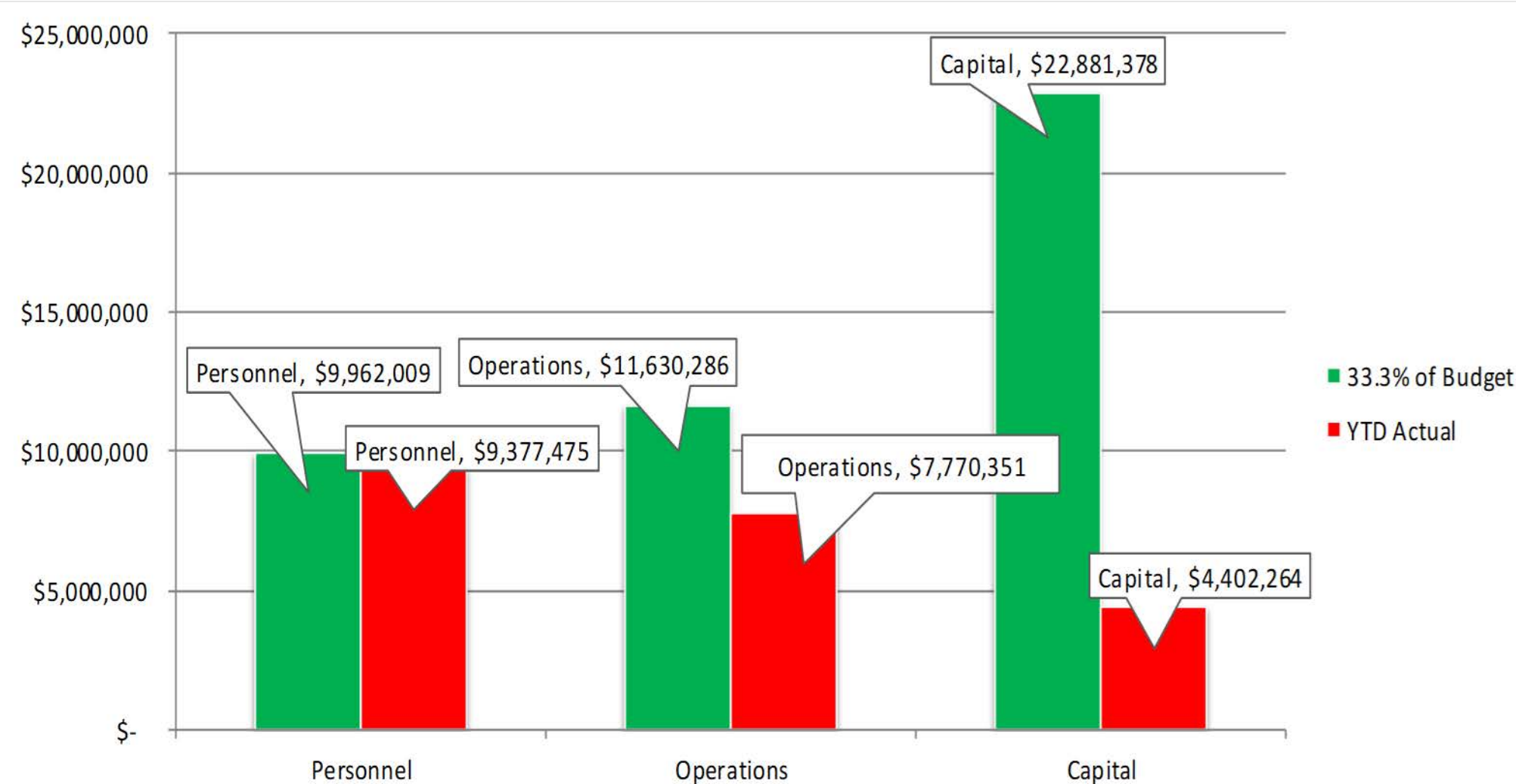




Gross Receipts Tax – All Sources
75.2% of Budget
Indigent GRT \$1,880,151 Consolidated GRT \$2,836,183



Expenditures – Year to Date – 16.1 %





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

LCBCC Meeting Date: Thursday, November 19, 2020

Submit this summary form & all attachments to the Finance Director clow@leacounty.net
& cc the Executive Coordinator sstout@leacounty.net by: **Tuesday, November 3, 2020**

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

DATE SUBMITTED mm-dd-yyyy: 11/11/2020	SUBMITTED BY Name, Title, Dept: Chip Low - Finance Director	
SUBJECT: October 2020 Finance Report	ATTACHMENT(S): 1. October 2020 Finance Report	
NO. OF ORIGINALS FOR SIGNATURE: None	ACTION REQUESTED: Discussion Item	
BUDGET LINE ITEM NUMBER:	FISCAL BUDGET YEAR: FY 21 Budget Year	
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 October 2020 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: _____ <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: 2020.11.11 11:09:38 -07'00'</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: 2020.11.11 11:10:02 -07'00'</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 <i>Michael P. Gallagher II</i> <small>Digitally signed by Michael P. Gallagher II Date: 2020.11.17 15:53:28 -07'00'</small>	
Item No. <u>0301</u> RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN		
Approved: _____ Resolution No. _____ Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____	Other: <u>Discussion</u> Ordinance No. _____ Comments: _____



Finance Department

October 2020

Table of Contents

Section 1: Financial Reports

- **Income Statement**
- **Detailed Revenue & Expenditure Report**
- **Discretionary Cash Report**
- **Monthly Revenue & Expenditure Report**
- **Net Change by Function**
- **Reconciliation of Discretionary Cash to Budgeted Transfers**

Section 2: Activity Reports

- **Accounts Payable**
- **Contract Administration**

Lea County
Revenue vs Expenditures
For the month ending October 31, 2020

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	\$ 18,000,000	\$ 8,481,412	47.1%	33.3%
Property taxes & PILT	\$ 21,599,889	\$ 1,703,381	7.9%	33.3%
Gross receipts tax (all sources)	\$ 6,250,179	\$ 4,716,334	75.5%	33.3%
Grants (all sources)	\$ 12,559,039	\$ 1,686,606	13.4%	33.3%
Care of prisoners (all sources)	\$ 1,933,212	\$ 287,929	14.9%	33.3%
Other Revenue	\$ 5,384,818	\$ 1,839,645	34.2%	33.3%
Subtotal County Funds	\$ 65,727,137	\$ 18,715,307	28.5%	33.3%

<u>EXPENDITURES</u>	<u>Budget</u>	<u>Actual</u>	<u>Pct Exp'd</u>	<u>Pct of Yr</u>
Salaries, wages & benefits	\$ 29,915,944	\$ 9,377,475	31.3%	33.3%
Operations	\$ 34,925,784	\$ 7,770,351	22.2%	33.3%
Capital Outlay	\$ 68,712,848	\$ 4,402,264	6.4%	33.3%
Subtotal County Funds	\$ 133,554,576	\$ 21,550,090	16.1%	33.3%

YTD Revenues over Expenditures **\$ (2,834,783)**

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	\$ 7,532,565	\$ 2,520,530	33.5%	33.3%
All Expenditures	\$ 7,359,516	\$ 2,130,799	29.0%	33.3%
YTD Revenues over Expenditures		\$ 389,731		

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	\$ 73,259,702	\$ 21,235,837	29.0%	33.3%
Total County Expenditures	\$ 140,914,092	\$ 23,680,889	16.8%	33.3%
YTD Revenues over Expenditures		\$ (2,445,052)		

All Funds - Beginning Cash 07/01/2020 **\$ 139,480,964**

General Fund - Beginning cash 07/01/2020	103,498,129
General Fund - Revenues over Expenditures	5,131,365
General Fund - Transfers In/(Out)	2,393,533
General Fund - Cash Balance as of 10/31/2020	111,023,027

Designated Funds - Beginning Cash 07/01/2020	21,535,667
Designated Funds - Revenues over Expenditures	(7,966,148)
Designated Funds - Transfers In/(Out)	(2,393,533)
Designated Funds - Cash Balance as of 10/31/2020	11,175,985

Trust and Agency Funds - Beginning Cash 07/01/2020	14,447,168
Trust and Agency Funds - Revenues over Expenditures	389,731
Trust and Agency - Transfers In/(Out)	-
Trust and Agency Funds - Cash Balance as of 10/31/2020	14,836,899

All Funds - Cash Balance as of 10/31/2020 **137,035,912**

(Unaudited - for management's use only)

LEA COUNTY, NEW MEXICO
Expenditure Report
Fiscal Year - As of October 31, 2020

FY 2019/2020				FY 2020/2021				
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	4 months	33% of Yr	12 months	4 months	33% of Yr	Δ	Δ
UNRESTRICTED FUNDS (GENERAL, CAPITAL & DETENTION FUNDS)								
Salaries and Benefits	27,446,601	7,268,714	26%	25,076,138	8,053,375	32%	784,662	11%
Operations:								
Community Agency Support	247,000	24,018	10%	225,000	6,200	3%	(17,818)	-74%
Local Government Support	6,450,207	629,788	10%	103,912	-	0%	(629,788)	-100%
Economic Development	2,148,000	202,279	9%	1,647,000	199,426	12%	(2,854)	-1%
LCCA	2,018,036	775,541	38%	1,576,852	368,045	23%	(407,496)	-53%
Other	12,824,793	2,773,536	22%	10,211,617	3,380,376	33%	606,840	22%
Subtotal Operations	23,688,036	4,405,162	19%	13,764,381	3,954,047	29%	(451,116)	-10%
Capital Projects and Equipment	49,783,587	3,420,695	7%	39,878,760	1,682,574	4%	(1,738,121)	-51%
TOTAL UNRESTRICTED FUNDS	100,918,224	15,094,571	15%	78,719,279	13,689,996	17%	(1,404,575)	-9%
RESTRICTED FUNDS								
Special Revenue Funds								
Road	15,999,835	4,063,287	25%	16,612,198	1,346,422	8%	(2,716,865)	-67%
Special Revenue - GRT	16,555,093	3,489,051	21%	11,928,000	2,527,922	21%	(961,130)	-28%
Special Revenue - Other	33,372,807	5,210,692	16%	19,964,238	3,232,469	16%	(1,978,223)	-38%
Grants	5,449,757	898,387	16%	6,182,427	751,978	12%	(146,409)	-16%
Total Special Revenue Funds	71,377,492	13,661,417	19%	54,686,863	7,858,790	14%	(5,802,627)	-42%
Debt Service	7,116,826	93,446	1%	-	-	N/A	(93,446)	-100%
Enterprise Fund	148,434	624	0%	148,434	1,305	1%	680	109%
Funds Held In Trust	7,980,514	2,349,781	29%	7,359,516	2,130,799	29%	(218,981)	-9%
TOTAL RESTRICTED FUNDS	86,623,266	16,105,267	19%	62,194,813	9,990,894	16%	(6,114,374)	-38%
TOTAL ALL FUNDS	187,541,490	31,199,838	17%	140,914,092	23,680,889	17%	(7,518,949)	-24%

(Unaudited - for management's use only)

LEA COUNTY, NEW MEXICO
Revenue Report
Fiscal Year - As of October 31, 2020

FY 2019/2020

FY 2020/2021

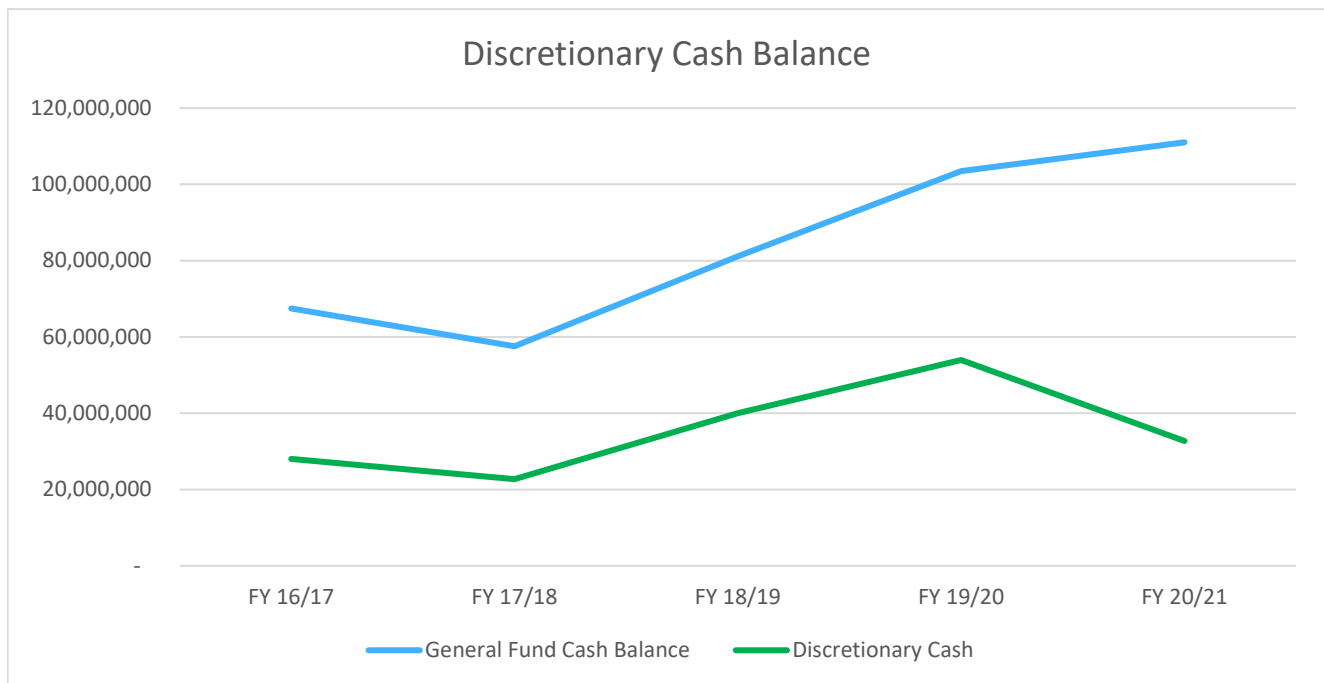
Fund	Final Budget	Year to Date Received	Percentage of Budget Collected	Percentage of Budget			CY vs PY \$ Change	CY vs PY % Change
				Budget	Year to Date Received	Budget Collected		
	12 months	4 months	33% of Yr	12 months	4 months	33% of Yr	Δ	Δ
UNRESTRICTED FUNDS								
(GENERAL, CAPITAL & DETENTION FUNDS)								
Tax Revenue								
Oil and Gas Production	34,781,534	16,650,047	48%	13,000,000	8,481,054	65%	(8,168,994)	-49%
Oil and Gas Equipment	5,942,811	751	0%	5,000,000	358	0%	(393)	-52%
Property Tax- Current	20,126,693	1,243,912	6%	18,199,889	1,009,061	6%	(234,850)	-19%
Property Tax - Delinquent	500,000	157,986	32%	500,000	694,319	139%	536,333	339%
Motor Vehicle Tax	250,000	94,373	38%	125,000	104,681	84%	10,307	11%
PILT - Federal and Local	3,600,000	-	0%	2,900,000	-	0%	-	N/A
Subtotal tax revenue	65,201,038	18,147,070	28%	39,724,889	10,289,473	26%	(7,857,596)	-43%
Sales, Services, Activities Revenue								
Detention	2,156,212	525,017	24%	1,933,212	287,929	15%	(237,088)	-45%
Fairgrounds	-	-	N/A	-	-	N/A	-	N/A
Event Center	-	-	N/A	-	-	N/A	-	N/A
Subtotal Sales, Services, Activities	2,156,212	525,017	24%	1,933,212	287,929	15%	(237,088)	-45%
Grants								
Federal	-	20,561	N/A	-	11,615	N/A	(8,946)	-44%
State	1,100,000	-	0%	1,963,000	64,966	3%	64,966	N/A
Other	-	-	N/A	-	-	N/A	-	N/A
Subtotal Grants	1,100,000	20,561	2%	1,963,000	76,580	4%	56,020	272%
Other	2,421,712	977,982	40%	5,211,262	3,858,715	74%	2,880,733	295%
TOTAL UNRESTRICTED FUNDS	70,878,962	19,670,629	28%	48,832,363	14,512,698	30%	(5,157,931)	-26%
Net Transfers	-	(10,776,965)		-	7,593,533	N/A	18,370,498	-170%
After Transfers	70,878,962	8,893,664	13%	48,832,363	22,106,231	45%	13,212,567	149%
RESTRICTED FUNDS								
Special Revenue Funds								
Special Revenue - GRT	10,371,250	4,729,740	46%	2,500,072	1,880,151	75%	(2,849,589)	-60%
Special Revenue - Other	3,734,410	1,858,328	50%	3,792,663	712,433	19%	(1,145,895)	-62%
Grants	13,291,668	997,851	8%	10,596,039	1,610,025	15%	612,175	61%
Total Special Revenue Funds	27,397,328	7,585,918	28%	16,888,774	4,202,609	25%	(3,383,309)	-45%
Net Transfers	-	10,776,965	N/A	-	(2,638,187)	N/A	(13,415,152)	-124%
After Transfers	27,397,328	18,362,883	67%	16,888,774	1,564,422	9%	(16,798,461)	-91%
Debt Service GRT	6,803,000	3,146,298	46%	-	-	N/A	(3,146,298)	-100%
Net Transfers	-	-	N/A	-	(4,955,346)	N/A	(4,955,346)	N/A
After Transfers	6,803,000	3,146,298	46%	-	(4,955,346)	N/A	(8,101,645)	-257%
Enterprise Fund	-	-	N/A	-	-	N/A	-	N/A
Net Transfers	-	-	N/A	-	-	N/A	-	N/A
After Transfers	-	-	N/A	-	-	N/A	-	N/A
Funds Held In Trust	8,644,935	3,399,731	39%	7,532,565	2,520,530	33%	(879,201)	-26%
Net Transfers	-	-	N/A	-	-	N/A	-	N/A
After Transfers	8,644,935	3,399,731	39%	7,532,565	2,520,530	33%	(879,201)	-26%
TOTAL RESTRICTED FUNDS	42,845,263	14,131,948	33%	24,421,339	6,723,140	28%	(7,408,808)	-52%
Net Transfer	-	10,776,965	N/A	-	(7,593,533)	N/A	(18,370,498)	-170%
After Transfers	42,845,263	24,908,913	58%	24,421,339	(870,394)	-4%	(25,779,307)	-103%
TOTAL ALL FUNDS	113,724,225	33,802,577	30%	73,253,702	21,235,837	29%	(12,566,739)	-37%

(Unaudited - for management's use only)

Discretionary Cash

October 31, 2020

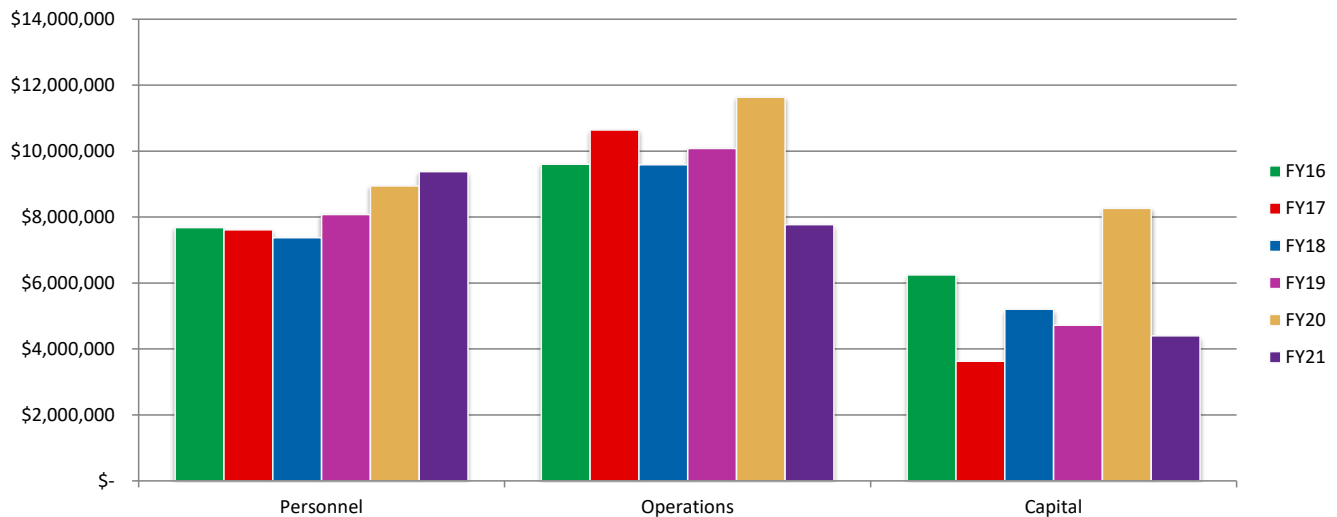
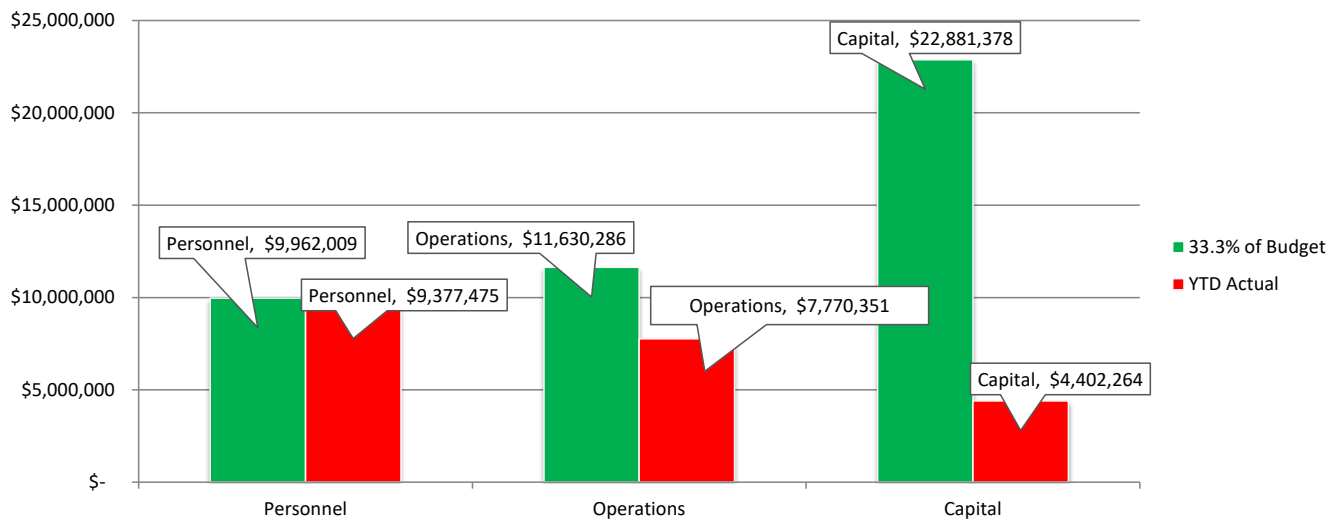
	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21
General Fund Cash Balance	67,453,016	57,567,197	81,189,598	103,498,129	111,023,027
General Fund Budget	31,537,719	27,868,182	32,891,946	39,629,838	30,169,066
Required Reserve 3/12th	7,884,430	6,967,046	8,222,987	9,907,460	7,542,267
Operations Reserve	-	-	-	-	30,169,066
Capital Reserve	-	-	-	-	10,392,622
Discretionary Cash	28,030,868	22,731,969	40,074,665	53,960,832	32,750,007



(Unaudited - for management's use only)

Lea County
General, Capital, Detention, Special Revenue, and Enterprise Fund Expenditures FY21
Historical Data

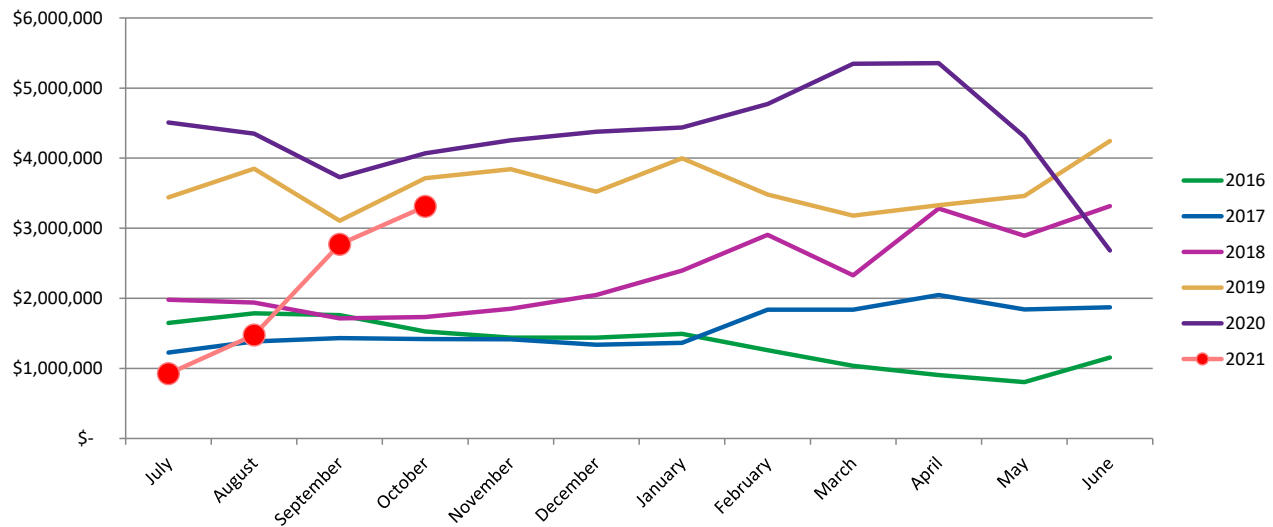
	Personnel	% Expn'd	Operations	% Expn'd	Capital	% Expn'd	Total	% Expn'd	% of Yr
Budget	\$ 29,915,944	100%	\$ 34,925,784	100%	\$ 68,712,848	100%	\$ 133,554,576	100%	100%
July	2,155,773	7.2%	2,484,248	7.1%	1,317,279	1.9%	5,957,299	4.5%	8.3%
August	2,138,502	7.1%	1,104,493	3.2%	571,780	0.8%	3,814,776	7.3%	16.7%
September	2,582,120	8.6%	3,410,158	9.8%	1,350,896	2.0%	7,343,175	12.8%	25.0%
October	2,501,079	8.4%	771,451	2.2%	1,162,309	1.7%	4,434,840	16.1%	33.3%
November							-		
December							-		
January							-		
February							-		
March							-		
April							-		
May							-		
June							-		
Total	\$ 9,377,475	31.3%	\$ 7,770,351	22.2%	\$ 4,402,264	6.4%	\$ 21,550,090	16.1%	33.3%
Remaining Budget	\$ 20,538,469	68.7%	\$ 27,155,433	77.8%	\$ 64,310,584	93.6%	\$ 112,004,486	83.9%	66.7%



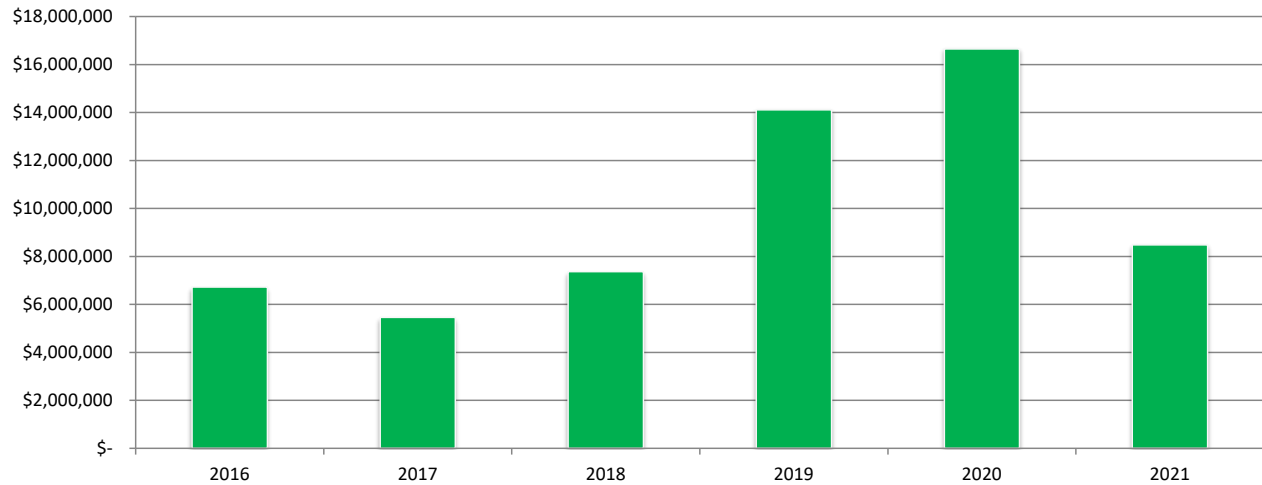
(Unaudited - for management's use only)

Lea County
Oil and Gas Production Revenue
Historical Data

							%			
	2016	2017	2018	2019	2020	2021	Inc/Dec From PY	% of Bdgt Collected	% of Yr	
July	\$ 1,649,487	\$ 1,225,981	\$ 1,979,953	\$ 3,438,399	\$ 4,508,878	\$ 923,543	-79.5%	7.1%	8.3%	
August	1,785,885	1,384,390	1,940,661	3,848,188	4,347,846	\$ 1,477,448	-66.0%	18.5%	16.7%	
September	1,759,423	1,433,817	1,713,785	3,106,645	3,726,079	\$ 2,769,892	-25.7%	39.8%	25.0%	
October	1,527,798	1,418,544	1,732,992	3,713,028	4,067,244	\$ 3,310,171	-18.6%	65.2%	33.3%	
November	1,438,393	1,416,787	1,852,128	3,842,449	4,254,014					
December	1,439,692	1,335,927	2,047,167	3,520,439	4,376,338					
January	1,492,942	1,363,143	2,395,094	3,997,636	4,437,374					
February	1,260,020	1,839,019	2,906,976	3,481,268	4,772,121					
March	1,037,179	1,838,495	2,328,432	3,180,635	5,345,772					
April	904,652	2,047,173	3,280,064	3,327,836	5,355,595					
May	804,433	1,842,600	2,893,372	3,459,611	4,306,172					
June	1,153,619	1,871,304	3,315,521	4,244,890	2,682,034					
Total	\$ 16,253,522	\$ 19,017,180	\$ 28,386,145	\$ 43,161,023	\$ 52,179,468	\$ 8,481,054	-49.1%	65.2%	33.3%	



Year to Date Comparison

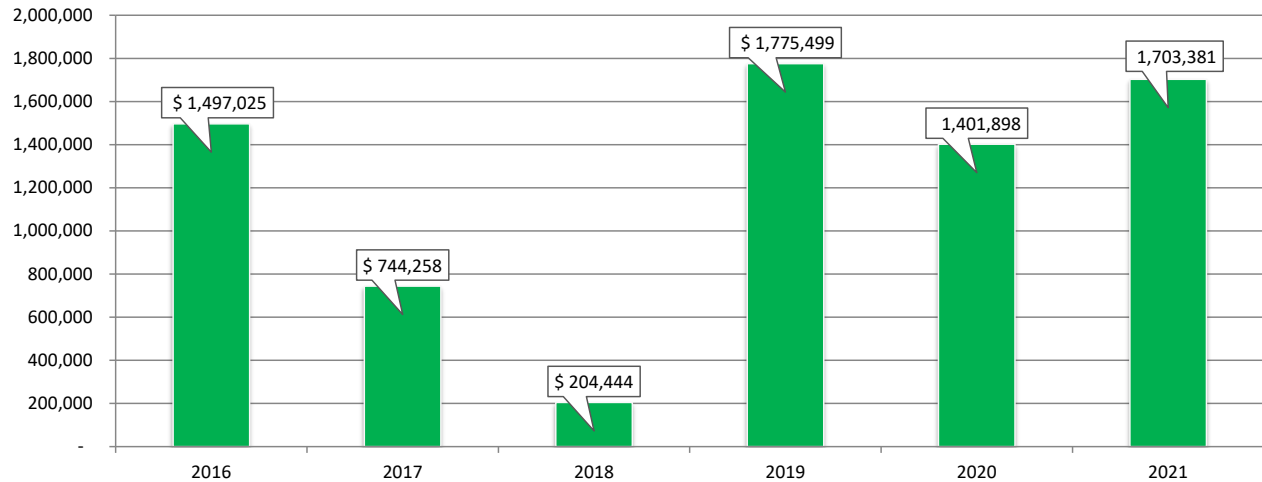


(Unaudited - for management's use only)

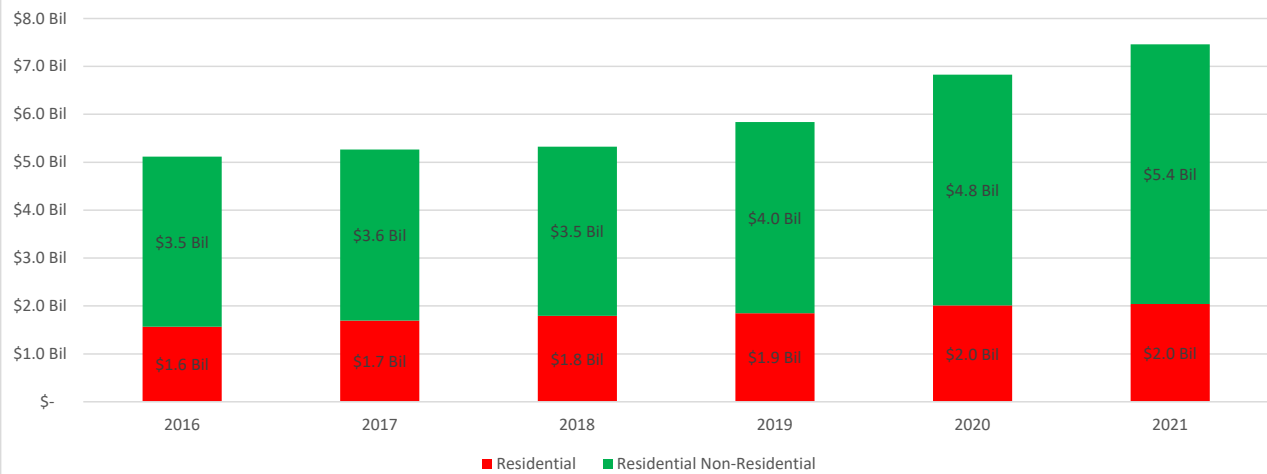
Lea County
Current and Delinquent Property Tax Revenue
Historical Data

							% Inc/Dec From PY	% of Bdgt Collected	% of Yr
	2016	2017	2018	2019	2020	2021			
July	\$ 11,987	\$ 427,035	\$ 101,431	\$ 64,340	\$ 52,478	\$ 114,071	117.4%	0.6%	8.3%
August	267,251	41,097	40,900	33,251	30,669	\$ 39,308	28.2%	0.8%	16.7%
September	27,502	57,744	41,474	246,582	50,584	\$ 22,620	-55.3%	0.9%	25.0%
October	1,190,284	218,382	20,639	1,431,326	1,268,167	\$ 1,527,383	20.4%	9.1%	33.3%
November	4,472,198	3,830,294	5,227,938	4,424,706	4,322,658				
December	3,212,368	5,564,969	5,530,394	6,220,260	8,413,696				
January	409,170	364,733	528,616	96,790	342,356				
February	165,512	186,903	370,880	181,942	428,258				
March	610,939	317,829	249,748	632,227	446,009				
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				
Total	\$ 14,571,794	\$ 15,795,371	\$ 16,889,154	\$ 18,778,010	\$ 21,546,626	\$ 1,703,381	21.5%	9.1%	33.3%

Year to Date Comparison



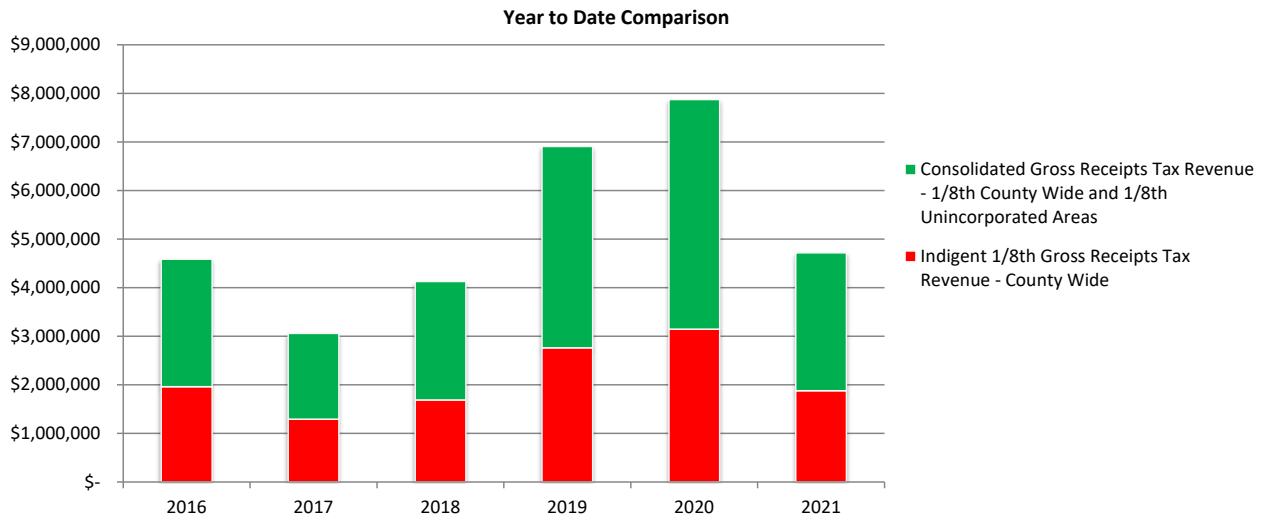
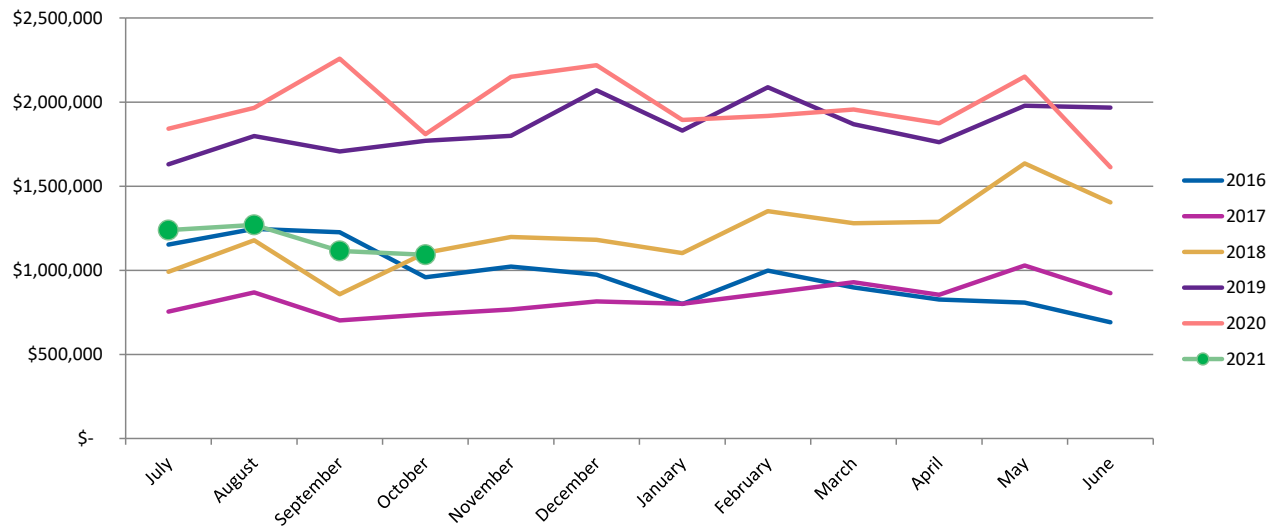
Property Valuations



(Unaudited - for management's use only)

Lea County
GRT Combined Revenue - All Levies
Historical Data

							% Inc/Dec From PY	% of Bdgt Collected	% of Yr
	2016	2017	2018	2019	2020	2021			
July	\$ 1,152,984	\$ 753,911	\$ 990,726	\$ 1,629,978	\$ 1,841,775	\$ 1,239,309	-32.7%	19.8%	8.3%
August	1,246,139	868,366	1,177,793	1,798,282	1,965,414	1,269,807	-35.4%	40.1%	16.7%
September	1,226,488	701,932	857,431	1,706,375	2,257,982	1,115,020	-50.6%	58.0%	25.0%
October	958,779	737,111	1,103,598	1,770,490	1,809,458	1,092,199	-39.6%	75.5%	33.3%
November	1,021,528	766,360	1,197,757	1,799,119	2,150,621				
December	974,360	814,291	1,180,361	2,070,127	2,218,667				
January	799,576	800,348	1,102,014	1,830,726	1,894,344				
February	998,031	864,312	1,351,752	2,088,110	1,917,700				
March	898,371	928,345	1,279,648	1,868,373	1,955,605				
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	\$ 4,716,334	-40.1%	75.5%	33.3%



(Unaudited - for management's use only)

Historical Data

											%				
	2016		2017		2018		2019		2020		2021	Inc/Dec From PY	% of Bdgt Collected	% of Yr	
July	\$	496,667	\$	317,756	\$	409,770	\$	654,572	\$	728,032	\$	496,881	-31.8%	19.9%	8.3%
August		532,945		373,126		480,527		725,078		773,175	\$	504,135	-34.8%	40.0%	16.7%
September		534,997		291,608		346,434		679,100		921,553	\$	446,735	-51.5%	57.9%	25.0%
October		397,081		309,027		452,070		703,865		722,129	\$	432,400	-40.1%	75.2%	33.3%
November		438,689		328,850		489,253		712,667		846,510					
December		413,722		342,532		476,940		817,486		857,813					
January		342,160		338,069		456,077		727,509		742,841					
February		419,748		367,369		551,247		829,711		742,154					
March		377,245		382,534		514,767		742,747		753,483					
April		359,784		352,099		521,301		695,724		722,193					
May		344,878		426,178		654,693		778,587		827,774					
June		292,078		356,847		566,849		771,516		624,698					
Total	\$	4,949,995	\$	4,185,993	\$	5,919,928	\$	8,838,562	\$	9,262,354	\$	1,880,151	-40.2%	75.2%	33.3%

Historical Data

								%		
								Inc/Dec	% of Bdgt	
	2016	2017	2018	2019	2020	2020	2020	From PY	Collected	% of Yr
July	\$ 656,317	\$ 436,155	\$ 580,956	\$ 975,406	\$ 1,113,743	\$ 742,428		-33.3%	19.8%	8.3%
August	713,194	495,239	697,266	1,073,204	1,192,239	\$ 765,671		-35.8%	40.2%	16.7%
September	691,491	410,324	510,997	1,027,275	1,336,429	\$ 668,285		-50.0%	58.0%	25.0%
October	561,698	428,084	651,527	1,066,625	1,087,329	\$ 659,799		-39.3%	75.6%	33.3%
November	582,840	437,511	708,504	1,086,452	1,304,111					
December	560,638	471,758	703,421	1,252,641	1,360,854					
January	457,415	462,279	645,938	1,103,216	1,151,503					
February	578,283	496,943	800,506	1,258,398	1,175,547					
March	521,126	545,811	764,881	1,125,626	1,202,122					
April	466,782	501,782	766,510	1,066,215	1,152,338					
May	463,202	602,166	980,568	1,200,042	1,324,337					
June	398,749	506,618	837,288	1,195,697	988,078					
Total	\$ 6,651,735	\$ 5,794,670	\$ 8,648,361	\$ 13,430,798	\$ 14,388,630	\$ 2,836,183		-40.0%	75.6%	33.3%

Net Change By Function

	Budget	Actual
Operations		
Revenues	\$ 55,011,132	\$ 15,969,335
Expenses	\$ 52,913,728	\$ 14,619,904
	<u>\$ 2,097,404</u>	<u>\$ 1,349,431</u>
Indigent		
Revenues	\$ 2,500,572	\$ 1,880,301
Expenses	\$ 11,928,000	\$ 2,527,922
	<u>\$ (9,427,428)</u>	<u>\$ (647,620)</u>
Capital		
Revenues	\$ 8,215,433	\$ 865,671
Expenses	\$ 68,712,848	\$ 4,402,264
	<u>\$ (60,497,415)</u>	<u>\$ (3,536,594)</u>
Trust & Agency		
Revenues	\$ 7,532,565	\$ 2,520,530
Expenses	\$ 7,359,516	\$ 2,130,799
	<u>\$ 173,049</u>	<u>\$ 389,731</u>
Totals		
Revenues	\$ 73,259,702	\$ 21,235,837
Expenses	\$ 140,914,092	\$ 23,680,889
	<u>\$ (67,654,390)</u>	<u>\$ (2,445,052)</u>

Fund Type	Revenues		Expenditures		Cash Increase (Decrease)
Unrestricted Funds	\$	14,224,769	\$	9,093,404	\$ 5,131,365
Special Revenue Funds	\$	4,202,609	\$	7,858,790	\$ (3,656,181)
Designated Funds	\$	287,929	\$	4,596,592	\$ (4,308,662)
Debt Service Fund	\$	-	\$	-	\$ -
Enterprise Fund	\$	-	\$	1,305	\$ (1,305)
Trust Funds	\$	2,520,530	\$	2,130,799	\$ 389,731
Total	\$	21,235,837	\$	23,680,889	\$ (2,445,052)

LEA COUNTY NEW MEXICO
Recap of Discretionary Cash and Commitments
As of October 31, 2020

General Fund Cash Balance -October 31, 2020	\$ 111,023,027
Less: 3/12ths reserve of General Fund Budget	\$ (7,542,267)
Less: Operations Reserve (1 year General Fund budget)	\$ (30,169,066)
Less: Capital Reserve (15% of Capital Budget)	\$ (10,392,622)
Less: Mandated Transfers - SB268	<u>\$ (7,399,552)</u>
Total Discretionary Cash Available	<u>\$ 55,519,520</u>
Budgeted Cash Transfers Out:	
Net of YTD Actual Transfers	
Road Fund	\$ (13,234,952)
Farm & Range	\$ (100,000)
Community Centers	\$ (171,571)
Knowles Fire Department	\$ (5,700)
Airport Fire Department	\$ (250,000)
Monument Fire Department	\$ (30,000)
Detention Facility	\$ (9,000,000)
Capital Projects	\$ (29,900,755)
Misdemeanor Compliance	\$ (35,000)
Lea Regional Airport	\$ (4,160,000)
Lovington Airport	\$ (300,000)
Jal Airport	\$ (200,000)
Lea County Fairgrounds	\$ (600,000)
Lea County Fair & Rodeo	\$ (300,000)
Lea County Event Center	\$ (1,100,000)
Hispanic Heritage Night	\$ (100,000)
Law Enforcement Protection Grant	\$ (500)
Lea County DTF Forfeitures	\$ (20,000)
Fire Excise Tax	\$ (300,000)
Lea County Fire Marshal	<u>\$ (3,300,000)</u>
Total Cash Transfers (Net YTD)	<u>\$ (63,108,478)</u>
Discretionary Cash Available - October 31, 2020	\$ (7,588,958)
Budgeted Revenue over Expenses (Remainder of Year)	\$ 9,635,220
Projected Excess/(Shortfall) in Budgeted Revenue (Remainder of Year)	<u>\$ -</u>
Total Discretionary Cash Available (Remainder of Year)	<u><u>\$ 2,046,262</u></u>

Accounts Payable

October 2020 and YTD

	October 2020	YTD
Number of Checks	252	1,733
Dollar Amount	\$ 1,914,323	\$ 12,642,784

Payroll

October 2020 and YTD

	October 2020	YTD
Number of Checks	649	2,948
Dollar Amount	\$ 1,064,468	\$ 4,682,657

Contract Administration

FY 20-21

The Finance Department is tracking 147 active contracts as of October 2020

Discussion of Lea County's FY 2020 – 2021 Budget: Outside Agency Funding and Lea County Employee Compensation





LEA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY FORM

LCBCC Meeting Date: Thursday, November 19, 2020

Submit this summary form & all attachments to the Finance Director clow@leacounty.net & cc the Executive Coordinator sstout@leacounty.net by: **Tuesday, November 3, 2020**

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

DATE SUBMITTED mm-dd-yyyy: 11/15/2020	SUBMITTED BY Name, Title, Dept: Michael Gallagher, County Manager
SUBJECT: Lea County's FY 2020 - 2021 Budget: Outside Agency Funding and Lea County Employee Compensation	ATTACHMENT(S): None
NO. OF ORIGINALS FOR SIGNATURE: None	ACTION REQUESTED: Discussion Item
BUDGET LINE ITEM NUMBER:	FISCAL BUDGET YEAR: FY 2020 - 2021

STRATEGIC PLAN Implementation of 5 Year Strategic Plan:
Section 3.1: Lea County is responsible for the public's tax dollars in a fiscally conservative and transparent manner.

SUMMARY:
Discussion of Lea County's FY 2020 - 2021 Budget: Outside Agency Funding and Lea County Employee Compensation

Requested Items Needed for Presentation 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>	See Additional Summary Attached <input type="checkbox"/>
--	---

SUBMITTER'S RECOMMENDATION(S): Discussion Only	Submitter's Signature Department Director, Etc.
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FINANCE REVIEW Fiscal Impact/Cost:	Reviewed by Finance Director
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LEGAL REVIEW: (Note: Travel does not need legal review)	Reviewed by County Attorney
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COUNTY MANAGER REVIEW:	Approved by County Manager to be Placed on Agenda <small>Digitally signed by Michael P. Gallagher II Date: 2020.11.15 19:34:30 -0700</small>
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Item No. <u>0302</u>		
RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN		
Approved: _____ Resolution No. _____ Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____	Other: <u>Discussion</u> Ordinance No. _____ Comments: _____



Review of October 2020 Accounts Payable / Purchase Card Register

Checks # 1096433 – 1096780	\$1,914,322.66
P-Cards # 22017 – 22107	\$ 36,986.61
Total	\$1,951,309.27



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

LCBCC Meeting Date: Thursday, November 19, 2020

Submit this summary form & all attachments to the Finance Director clow@leacounty.net
& cc the Executive Coordinator sstout@leacounty.net by: **Tuesday, November 3, 2020**

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

DATE SUBMITTED mm-dd-yyyy: 11/11/2020	SUBMITTED BY Name, Title, Dept: Chip Low - Finance Director	
SUBJECT: October 2020 Accounts Payable/Purchase Card Register	ATTACHMENT(S): 1. October 2020 AP/PC Register	
NO. OF ORIGINALS FOR SIGNATURE: None	ACTION REQUESTED: Discussion Item	
BUDGET LINE ITEM NUMBER:	FISCAL BUDGET YEAR: FY 21 Budget Year	
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: Check # 1096433 - 1096780 \$1,914,322.66 PC # 22017 - 22107 \$ 36,986.61 Total \$1,951,309.27		
Requested Items Needed for Presentation 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>	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: 2020.11.11 11:28:49 -07'00'</small>	
FINANCE REVIEW Fiscal Impact/Cost: There is no 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: 2020.11.11 11:29:13 -07'00'</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 <i>Michael Gallagher</i> <small>Digitally signed by Michael P. Gallagher II Date: 2020.11.17 17:54:27 -07'00'</small>	
Item No. <u>0303</u> RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN		
Approved: _____ Resolution No. _____ Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____	Other: <u>Discussion</u> Ordinance No. _____ Comments: _____





LEA COUNTY BOARD OF COUNTY COMMISSIONERS AGENDA ITEM SUMMARY FORM

LCBCC Meeting Date: Thursday, November 19, 2020

Submit this summary form & all attachments to the Finance Director clow@leacounty.net & cc the Executive Coordinator sstout@leacounty.net by: **Tuesday, November 3, 2020**

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

DATE SUBMITTED mm-dd-yyyy: 11/15/2020	SUBMITTED BY Name, Title, Dept: Sandrea Brito, Executive Coordinator, Executive Department
SUBJECT: Other Business	ATTACHMENT(S): None
NO. OF ORIGINALS FOR SIGNATURE: None	ACTION REQUESTED: Discussion Item
BUDGET LINE ITEM NUMBER: N/A	FISCAL BUDGET YEAR: N/A

STRATEGIC PLAN Implementation of 5 Year Strategic Plan:
Section 2.3: Continuous communication with the public is beneficial and necessary.
Section 2.6: Transparency and ethical decision making continue to be the framework in which the county operates.

SUMMARY:
Any Other Business

Requested Items Needed for Presentation 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>	See Additional Summary Attached <input type="checkbox"/>
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SUBMITTER'S RECOMMENDATION(S): Any Other Business	Submitter's Signature Department Director, Etc.
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FINANCE REVIEW Fiscal Impact/Cost:	Reviewed by Finance Director
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LEGAL REVIEW: (Note: Travel does not need legal review)	Reviewed by County Attorney
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COUNTY MANAGER REVIEW:	Approved by County Manager to be Placed on Agenda <small>Digitally signed by Michael P. Gallagher II Date: 2020.11.15 19:34:30 -0700</small>
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Item No. <u>0400</u>		
RECORDING SECRETARY'S USE ONLY ~ COMMISSION ACTION TAKEN		
Approved: _____ Resolution No. _____ Continued To: _____	Denied: _____ Policy No. _____ Referred To: _____	Other: <u>Any Other Business</u> Ordinance No. _____ Comments: _____

Adjourn

Please join us at our next meeting:

*Lea County Board of County Commissioners
Regular Meeting*

on

Thursday, December 10, 2020 at 9:00 A.M.