

**MORA COUNTY BOARD OF COMMISSION  
REGULAR MEETING  
November 14, 2017**

**1. Call to Order**

Commissioner Garcia called the meeting to order at 9:03 a.m.

**2. Pledge of Allegiance and Salute to the Flag of the State of NM**

All in attendance recited the Pledge of Allegiance and saluted the flag of the State of NM.

**3. Roll Call**

Commissioner Garcia – Present  
Commissioner Trujillo – Present  
Commissioner Griego – Present

**4. Approval of Agenda**

Commissioner Garcia recommended to move item #11 to after public comment.  
Commissioner Trujillo made a motion to approve the agenda as amended  
Commissioner Griego second the motion  
*All in favor. Motion carried.*

**5. Approval of Minutes**

**a. September 20, 2017 – Special Meeting**

Commissioner Trujillo made the motion to approve minutes as presented.  
Commissioner Griego second the motion.  
*All in favor. Motion carried.*

**b. October 10, 2017 – Regular Meeting**

Commissioner Griego made the motion to approve minutes as presented.  
Commissioner Trujillo second the motion  
*All in favor. Motion carried.*

**6. Public Comment**

**Andres Martinez** – Mr. Martinez stated he has a petition to ask the Commission to keep the gate he has at the West end of El Alto Talco. Mr. Martinez stated the gate keeps cows and horses from getting onto highway 94 and also helps prevent people from throwing their trash on that road. The petition he has is signed by people who live less than a mile away from the gate. Anyone who has property on that road can access their property at any time because the gate is never locked.

**(#11) Discussion/Review/Action – Resolution – Authorizing and Approving a Lease Agreement By and Between Mora County and the NM Administrative Office of the Courts and Submission of a Completed Application for Approval of the Lease Agreement to the NM Board of Finance; Declaring the Intent of the Board of County Commissioners of Mora County, NM to Consider for Adoption an Ordinance Authorizing the Execution and Delivery of a Loan Agreement for the purpose of Improving and Constructing the Mora County Complex; and Directing the County Manager and the County Clerk to Publish Notice of Intent to Consider and Ordinance Authorizing Such Loan Agreement in a Newspaper of General Circulation within the County.**

Daniel Alsup presented the resolution to the Commission. Mr. Alsup stated this resolution does two things, the first is to approve the submission of a Lease Agreement to the New Mexico Board of Finance for its review. The lease is for a portion of the Mora County Complex to be leased to the Magistrate Court. Mr. Alsup stated the first attempt to get that lease approved was unsuccessful at the Board of Finance. Since then the space has been down sized and Commissioner Garcia has been working hard with Luis Campos of the AOC to amend the lease. The second thing the lease does is authorize Publication of a Notice of Intent to Consider an Ordinance. This ordinance will authorize a loan agreement that would provide funds to improve the space to be leased to AOC.

Commissioner Garcia added the County is ready to go before the Board of Finance again. Since the lease was not approved last year, the County came up with a better plan. It is less square footage and a lot of the concerns that came up last year have been addressed. Commissioner Garcia stated the County is trying to get on the agenda for the December 19<sup>th</sup> meeting.

Commissioner Trujillo made a motion to approve the Resolution as Presented

Commissioner Griego second the motion

*All in favor. Motion Carried.*

## 7. Elected Official/Department Report(s)

### a) County Manager Report

Steve Archuleta presented the manager report. Mr. Archuleta stated the auditors have been in house for the last couple weeks, The County had the opening meeting with the auditors where they discussed the issues from last year and all of this years' issues with the auditor. He stated they are trying to provide all the proper paperwork to the auditors. It is very critical to get a good audit so the County can manage their own money and to go after more loans. Mr. Archuleta also stated some of the shortcomings that were identified and are being worked on now are fixed assets. The County has to be sure there is accountability for all road equipment, vehicles and any other large items. Also, he stated the County had an issue with a personal file that went missing, the County hired a consultant to help resolve HR issues. The missing file has been recreated. Other files are also being updated to make sure they comply with Federal Statutes. Mr. Archuleta stated a more in depth report about the audit will be given at a later time.

Commissioner Garcia stated for the record she was part of the entrance Audit interview with Mr. Archuleta, the finance staff and the treasures staff. Also, after more information is obtained the Commission would like a more detailed report, but this report was okay for now.

Mr. Archuleta informed the Commission an exit conference will be held after Thanksgiving. He also stated the County is working with New Mexico Workforce Solutions. When a contract is signed for building projects there are obligations to try and hire a local contractor within Mora County. The process will have to be documented. This has not been done in the past. He informed the Commission that he is working with Kim Kew of New Mexico Workforce Solutions. To get all the documentation done to be in compliance with them. Mr. Archuleta stated he thinks it is a great idea to get local contractors involved.

He stated there are no updates on the building issue, everything is moving forward. The County should have the construction documents by the end of November. Those documents will be reviewed, adjustments will be made, and then will be signed. The timeframe for staff moving into the one-third of the building has been pushed back to May or June. The construction documents are about 70% complete.

Mr. Archuleta stated the road department is doing their best to work on all the roads. The school bus routes have been identified and are being worked on. The County hired more staff to help Johnny. There is now material to work on all the roads. The County is working with New Mexico

Department of Transportation for millings/material, all the environmental reports have been completed. The gentleman from DOT that the County has been working with is out on vacation and has not yet signed the paperwork needed to get the millings. Mr. Archuleta stated Edna Sena has been trying to get information. An MOU with Mr. Jake Lovato to widen and drain the Canada del Carro rd. The Ranch is paying Mr. Lovato to have worked. The MOU states the County is not responsible if anything happens while the road is being worked on.

Mr. Archuleta gave the ambulance report for the last two weeks. There has been six runs the ambulance responded to. Two people refused to be transported. Commissioner Trujillo asked Mr. Archuleta to check on the response time for an incident that occurred at the school.

Mr. Archuleta also stated the ambulance is fully staffed at this point. A report to the PRC was done last week and they have been happy with all the reports given up to this point. A status hearing will take place November 21<sup>st</sup> at 9:00 a.m. Attorney Aragon suggested that some of the Commissioners attend that hearing. Attorney Aragon also stated if all goes well the County will be relieved from the order it has currently been under. Mr. Archuleta stated all the reports that were sent to the PRC were also given to all the Commissioners, all questions they had have been responded to.

Commissioner Trujillo stated for the record he would like to commend Mr. Archuleta and Attorney Aragon for all the work they are doing for the ambulance.

Mr. Archuleta stated the new ambulance should be delivered mid-December. He would like to inform the Commission that the County saved about \$90,000 on this brand new ambulance. There is only one ambulance running at the moment.

Commissioner Garcia stated most of the EMS students are almost cleared for clinicals and can then take the National Exam. There are a lot of people that want to help Mora County, there are paramedics that are willing to do continuing education classes that are needed to keep licenses up to date. She would like to have the EMT classes in Mora County every other year to keep a list of applicants for the ambulance program; so the program will continue to build from this point on.

Mr. Archuleta stated he would like to commend the EMS students for all their hard work and dedication they have put in. He stated he will be sending a letter to the Taos County Commission and Manager because Mora County had to use them as the fiscal agent in order to purchase the new ambulance. They had all the information and did not charge for it. The charge is usually 2% out of the general fund. Mr. Archuleta stated he had a meeting with Superior, State Police and Dispatch to discuss how the ambulance can better their service, response time and cooperation. These issues will be worked on moving forward. Also, Ed Littleton had a similar meeting for the fire stations.

Mr. Archuleta stated the Senior Citizen Building Project is being worked on. He has been in contact with Rebecca Martinez. The County has satisfied 7 out of 8 items that are needed. The last item to be satisfied is Policies and Procedures and controls for money. Mr. Archuleta stated he is hoping to start moving the money forward to start the plan and design phase. Two Architects have put in bids for this project. For the Commission's information the project is to expand the kitchen and the pool room. They will add a sewing room for the woman to have activities as well. The County is also looking for contractors to move the internet system to that building.

Also, there are two individuals who have applied for the fire administrator position. Interviews will be on November 15. Mr. Archuleta stated he will have a recommendation for the Commission after the interviews.

Lastly, there is a request from the New Mexico State Library for \$500 for the Book Mobile. It is not on the agenda at this time but he would like the Commission to consider this request. Procurement would be done to see what fund the \$500 would come out of. He thinks this a great service for the Community.

**b) Financial Report**

Doris Casados presented the financial report. See attachment.

Manager Archuleta stated they are keeping a close eye on the ambulance service because it is over budget. Part of the problem is the overtime. Once all staff is on board the County will not have to pay time in a half. Another problem is having to pay the hotel for the out of town employees. A bill was received from the hotel for \$1300. The County was looking into an apartment to house them but the parking situation for the Ambulance was not ideal there. They are still looking for another place to rent. Mr. Archuleta stated these issues have been identified and will be worked on.

Commissioner Garcia asked if they have considered looking into the Indigent fund to help with these issues. She stated a lot of people that are being transported in the ambulance are indigent. There are a lot of issues with people not paying for their services. Other Ambulance services ask for the patients billing information during the transport, she is not sure if Mora is doing that.

Mr. Archuleta stated they are getting the billing information. The County is providing that information to the auditors in order to satisfy some of the audit issues. There will be a list of individuals for forgiveness for billing to satisfy. Also, a company out of Colorado was contacted to look at the billing issue. Mr. Archuleta informed the company that he would only bring information to the Commission if they can guarantee a 10-15% increase in returns. The company will only be able to get that information after they review the billings. Mr. Archuleta stated he would bring the information in front of the Commission once he has it. He will also look into the indigent fund. Mr. Archuleta stated all the issues will continue to be looked at to see how the Ambulance Service can be more successful moving forward.

**c) Elected Official(s) Report(s)**

**i) County Clerk**

Clerk Arellano gave the report for the clerk's office. He stated Vivian G-Trujillo ran a small election in Wagon Mound. It went very well. Everything else is in order.

**ii) Assessor –No Report**

**iii) Treasurer – No Report**

**iv) Sheriff**

Sheriff Laumbach gave the report for the sheriff's office. He stated all deputies except one are now Basic Life Support certified. The yearly maintenance on the vehicles has been done. The sheriff's office now has a certified VIN Inspector, Deputy Tim Marquez. Fees for VIN inspections will be posted. Sheriff Laumbach stated himself and under Sheriff John Bernal are now Active Shooter Instructor certified. He will be getting together with the manager and with Beverly to schedule a training for the County, the Library and the schools. Further discussion was had about the Active Shooter trainings. Sheriff Laumbach is requesting to purchase a track system. This system is installed into the computers in the deputy's vehicles to make traffic stops and reports more efficient for the deputy's. Further discussion was had on the track system.

Commissioner Trujillo asked if there is 24 hour coverage.

Sheriff Laumbach stated there is not. There is 18 hour coverage at the moment.

Commissioner Garcia asked if the main issue for not having 24 hour coverage is cost. He stated yes cost is an issue and also two more deputies and two more dispatchers will be needed in order to do 24 hour coverage.

**d) Department Report(s)**

**i) Road Department**

Johnny Espinoza gave the report for the Road Department. Mr. Espinoza stated someone in Watrous has removed a cattle guard and fenced off one entrance to a County Road and made a new one on his private land. Intense discussion between the Commissioners, Attorney, Manager, Sheriff and Mr. Espinoza was had about this issue. Attorney Aragon stated this issue can become a problem later on. He recommends that the Sheriff go and conduct an investigation.

Mr. Espinoza stated school bus routes are being prioritized and other roads are being worked on after. Commissioner Trujillo asked Mr. Espinoza about El Oro Rd.

He informed Commissioner Trujillo that it was done. Mr. Espinoza also asked Attorney Aragon about the agreement between the County and La Jicarita for the material for the culverts.

Attorney Aragon stated that La Jicarita decided not to go through with that agreement.

Mr. Espinoza stated he had a discussion over the phone with the material vendor about the purchase of road material.

Mr. Archuleta advised Mr. Espinoza to talk to Edna Sena before making other purchases. If there are any changes on the current agreement those changes should be done in writing.

Mr. Espinoza also informed the Commission that the entrance from HWY 434 to HWY 518 is a safety issue. Big trucks and dozers have a hard time turning in and out because it is hard to see the oncoming traffic. Mr. Espinoza suggested to DOT to put a traffic light. DOT stated it would be too expensive.

Commissioner Trujillo stated the entrance to HWY 94 is also a safety issue. He suggested to Mr. Archuleta to call the Engineers out of District 4 to set up a meeting.

Further discussion about other road issues took place between Mr. Espinoza and the Commission.

**ii) Planning and Zoning**

Frances Muniz gave the report for Planning and Zoning. She stated the last community meeting was held two weeks ago.

Commissioner Garcia stated one more meeting would be good. The County would need to get the word out to the Community to try and get more people to attend.

Mr. Archuleta stated he would have to check and make sure one more meeting would be possible

**iii) EMS/Ambulance – Done in the manager report.**

**iv) Fire Administration**

Ed Littleton gave the Fire Administration report. (See Attachment)

Mr. Littleton discussed his handout with the Commission, manager and the Attorney.

Mr. Archuleta stated he would like to thank Mr. Littleton for all the work he is doing. He has been working as a volunteer since June.

Commissioner Garcia asked about updating the County maps. She stated she is unsure who would have to take on that duty.

Mr. Littleton stated he will try to get in touch with the gentleman that works in San Miguel County, he specializes in developing maps.

Carlos Arellano made a suggestion for the County to buy a program off of google search that can print the County map.

Additional discussion took place between Mr. Littleton, Commissioner Garcia and Mr. Archuleta on the map issue.

**8. Discussion/Review/Action – Expenditure Report October 2017**

Commissioner Trujillo made a motion to approve the expenditure report.

Commissioner Griego second the motion

*All in favor. Motion Carried.*

**9. Discussion/Review/Action –Resolution(s)**

**a. Rescind Resolution – 17-96 (duplicate)**

Commissioner Griego made a motion to approve.

Commissioner Trujillo second the motion

*All in favor. Motion Carried.*

**b. Rescind Resolution – 17-101 (type-o amount)**

Commissioner Trujillo made a motion to approve.

Commissioner Griego second the motion

*All in favor. Motion Carried.*

**c. Budget Increase to 2990250 Wildland - \$10,057.00**

Commissioner Trujillo made a motion to approve.

Commissioner Griego second the motion

*All in favor. Motion Carried.*

**d. Budget Transfer to 2220249 FES - \$24,700.00**

Commissioner Trujillo made a motion to approve.

Commissioner Griego second the motion

*All in favor. Motion Carried.*

**e. Budget Transfer to 2060206 EMS - \$2,250.00**

Commissioner Trujillo made a motion to approve.

Commissioner Griego second the motion

*All in favor. Motion Carried.*

**10. Information – Mora County Complex Report**

Commissioner Garcia stated Mr. Archuleta already gave a report on the Complex but she has additional information. She stated structural remediation on the expansion joint has not been completed. She had a walk through in September but she did not approve the substantial completion. Commissioner Garcia also stated another walk through will be done and she is hoping to approve substantial completion then. She stated the second half of the payment has been sent to HB Construction. Once the construction documents are complete they will be brought in front of the Commission to be approved and the project will go up for bid.

**11. Discussion/Review/Action – Resolution – Authorizing and Approving a Lease Agreement By and Between Mora County and the NM Administrative Office of the Courts and Submission of a Completed Application for Approval of the Lease Agreement to the NM Board of Finance; Declaring the Intent of the Board of County Commissioners of Mora County, NM to Consider for**



**Adoption an Ordinance Authorizing the Execution and Delivery of a Loan Agreement for the purpose of Improving and Constructing the Mora County Complex; and Directing the County Manager and the County Clerk to Publish Notice of Intent to Consider and Ordinance Authorizing Such Loan Agreement in a Newspaper of General Circulation within the County.**  
*This item was discussed on after public comment.*

**12. Discussion/Review/Action – Placing Items from the Sheriff’s Department up for Bid/Auction on govedeals.com – Sheriff Laumbach**

Manager Archuleta suggested to table this item until Sheriff Laumbach was present.

Commissioner Trujillo made a motion to table this item.

Commissioner Griego second the motion.

*All in favor. Motion Carried.*

**13. Discussion/Review/Action – Extension Agreement for inmate confinement between Mora County and San Miguel County.**

Frances Muniz presented the agreement. Ms. Muniz stated there are no changes to this extension agreement.

Ms. Muniz recommended to the Commission to approve this agreement.

Commissioner Trujillo made a motion to approve.

Commissioner Griego second the motion.

*All in favor. Motion Carried.*

**14. Discussion/Review/Action – SBR Request for Change Order – Mickey Richardson**

Mickey Richardson stated this Change Order is for the purpose of purchasing additional material to fix some issues they have ran into. The Change Order is for the amount of \$18,798.03.

Commissioner Griego asked if they got other bids for this change order.

Mr. Richardson stated he left that up to the Contractor.

Further discussion took place between Mr. Richardson, the Commission, Attorney Aragon and Mr. Archuleta.

Attorney Aragon stated he would like to speak with Edna Sena before the Commission approves the change order.

Commission Garcia stated they will pass over this item until Attorney Aragon has spoken with Ms. Sena.

Attorney Aragon informed the Commission he has some major concerns about the Extension Agreement on item #13.

Commissioner Trujillo made a motion to reconsider item #13

Commissioner Griego second the motion.

*All in favor. Motion Carried.*

Attorney Aragon is advising against the agreement as presented. There are concerns with the language on the agreement. He requested that the Commission table this item until it can be investigated further.

Commissioner Griego made a motion to table item #13.

Commissioner Trujillo second the motion.

Commissioner Garcia asked when the current agreement ends.

Ms. Muniz stated it ends in December

**15. Discussion/Review/Action – Appointment of a Road Viewing Committee.**

Commissioner Garcia stated Moises Medina submitted a petition to open a road. A road viewing committee is appointed to make a recommendation to the Commission on whether or not that road should be opened.

Mr. Archuleta stated three people have committed to the road viewing committee. They are Marino Rivera from Rainsville, Geno Maes from Cleveland, and Duane Martinez from Mora. There will be letters of commitment sent to these gentleman. Further discussion took place between the Commission, Attorney Aragon, and Mr. Archuleta.

Commissioner Trujillo made a motion to approve the road viewing committee.

Commissioner Griego second the motion.

***All in favor. Motion Carried.***

Mr. Archuleta asked the Commission if he can present some information for item #12.

Mr. Archuleta stated the sheriff is wanting to sell some items on govdeal.com. A few of the items are the bulldozer and mobile toolbox. The Road Department does use these items. The dozer was acquired by a previous Sheriff but the County paid to get them transported.

Archuleta stated the Sheriff is in control of these items until he relinquishes control or sells them through auctions them. He asked if the Commission is willing to pay the Sheriff some funding for those items.

Commissioner Trujillo asked if the \$100,000 for the Sheriff's new building was a tradeoff for those items. Commissioner Garcia stated the County did pay for the building and setup for the building and the Sheriff was supposed to pay back some of that money by auctioning off some equipment he does not use.

Further information was discussed between the Commission and Mr. Archuleta.

Commissioner Garcia stated the Commission is going to look back at item #14 again, no action has been taken yet.

Attorney Aragon stated he has spoken with the County's Procurement Officer Edna Sena and she stated there is no problem with the change order.

Further discussion took place.

Commissioner Trujillo made a motion to approve the change order.

Commissioner Garcia second the motion.

Commissioner Trujillo asked if it would be possible to hire an architect for the County

Mr. Archuleta stated if that is something the Commission would want, yes it is possible. An RFP can be put out for architectural services and have them on call for projects. Mr. Archuleta stated he can help formulate a one year contract.

***Two for One Against. Motion Carried***



**16. Executive Session**

Commissioner Griego made a motion to go into executive session for personal matters @12:01.

Commissioner Trujillo second the motion

*All in favor on a roll call vote*

*Commissioner Garcia – yes*

*Commissioner Trujillo - yes*

*Commissioner Griego – yes*

Commissioner Griego made a motion to reconvene into regular session @12:11.

Commissioner Trujillo second the motion.

*All in favor on a roll call vote*

*Commissioner Garcia – yes*

*Commissioner Trujillo - yes*

*Commissioner Griego – yes*

Commissioner Griego made a motion to recess for lunch @12:12.

Commissioner Trujillo second the motion.

*All in favor. Motion Carried.*

Commissioner Griego made a motion to reconvene into regular session @ 1:32.

Commissioner Trujillo second the motion.

*All in favor. Motion Carried.*

Commissioner Trujillo made a motion to go into executive to discuss personal matters @1:33.

Commissioner Griego second the motion.

*All in favor on a roll call vote*

*Commissioner Garcia – yes*

*Commissioner Trujillo - yes*

*Commissioner Griego – yes*

Commissioner Griego made a motion to reconvene into regular session @5:02

Commissioner Trujillo second the motion.

No decisions were made. Only discussion.

*All in favor on a roll call vote*

*Commissioner Garcia – yes*

*Commissioner Trujillo - yes*

*Commissioner Griego – yes*

**17. Next County Commission Meeting**

**December 1, 2017 @2:00 p.m.**

Attorney Aragon stated Sheriff Laumbach would like to address the Commission before adjournment.

Sheriff Laumbach passed around pictures to the commission, he stated he has spoken to the gentleman about the cattle guard issue in Watrous. The gentleman stated he attempted many times to get in touch with the County to move the cattle guard. He will return the old cattle guard to the County. Sheriff Laumbach stated this gentleman moved the entrance because his work trucks are too big and had a hard time entering the entrance that was originally there. He finally took it upon himself to fix the problem. Commissioner Trujillo stated by the looks of the picture it seems this gentleman made a vast improvement to that entrance.

Sheriff Laumbach stated this gentleman is willing to sign any paperwork in order to leave the entrance as is.

Sheriff Laumbach also stated he would like to answer any questions the Commission may have concerning item #12.

Commissioner Garcia stated the bulldozer and mobile tool box are both useful to the County and are hesitant to let those items go at this time. She stated his idea is great to upgrade the vehicles.

Attorney Aragon stated there are process to remove County property from the inventory list. He asked if govdeals.com was approved by state procurement.

Sheriff Laumbach stated he is not sure. The site is used by government entities only.

Attorney Aragon suggested for sheriff Laumbach to make a list of all items that he wants to dispose of and find out when and where these items were acquired to see if County has any procurement or disposal issues.

Further discussion took place between the Sheriff, the Commission, Attorney Aragon, and Mr. Archuleta. No decisions were made.

## **18. Signing of Approved Documents**

## **19. Adjournment**

Commissioner Trujillo made a motion to adjourn @5:30

Commissioner Griego second the motion.

*All in favor. Motion carried.*

MORA COUNTY BOARD OF COMMISSION



Paula A. Garcia

Chairman

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George A. Trujillo

Vice-Chairman

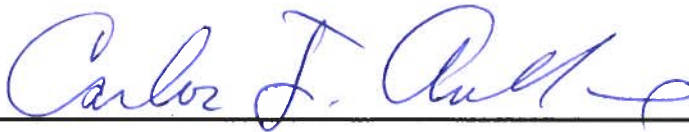


Alfonso J. Griego

Member



ATTEST:



Carlos J. Arellano

County Clerk

