

COUNTY OF MORA  
BOARD OF COMMISSION  
REGULAR MEETING  
JANUARY 9, 2018

1. CALL TO ORDER

Commissioner Garcia called the meeting to order at **9:08 a.m.**

2. PLEDGE OF ALLEGIANCE AND SALUTE TO THE FLAG OF THE STATE OF NEW MEXICO

All in attendance recited the Pledge of Allegiance and Saluted the Flag of the State of New Mexico.

3. ROLL CALL

Commissioner Paula A. Garcia	-	Present
Commissioner George A. Trujillo	-	Present/Excused
Commissioner Alfonso J. Griego	-	Present

4. APPROVAL OF AGENDA

Commissioner Garcia requested going into Executive Session after item # 6, Public Comment and moving item # 11, Mora County Manager, after Executive Session. Commissioner Griego requested moving item # 10, Mora County Employee Calendar 2018, to after Executive Session.

Commissioner Griego **made a motion to approve as amended**. Commissioner Garcia **second the motion. All in favor. Motion carried.**

5. MINUTES

a. **November 14, 2017**

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

b. **December 4, 2017**

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

c. **December 12, 2017**

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

6. PUBLIC COMMENT

**Dominique Martinez, Public Health Office-** discussed the changes that have been made with Public Health and WIC services in Mora County. Ms. Martinez stated that Public Health will now be in Mora only the last Thursday of each month. These changes are being made because of the decline of clients. Ms. Martinez stated that the decline may be due, in part, to the location of the office and the lack of privacy. She also stated that there has been a decline in clients for the WIC program, therefore they will no longer come to Mora for WIC Services, and all current clients from the Mora area have been notified on the change and will now have the option of attending WIC appointments in the Las Vegas or Taos Offices. Ms. Martinez commented that the decline of WIC clients could be because of the closure of the local grocery store. She stated that if a grocery store will become available again, they will reevaluate bringing back WIC services to Mora County. She stated she would like to discuss the office space that will be provided for public health in the new Complex facility as information becomes available.

**Steven Salas, Representing Ben Ray Lujan Office-** stated that he is a Field Representative for Ben Ray Lujan, as they began the New Year they do an outreach to the communities. Mr. Salas stated that he wanted to attend the Mora County Commission meeting to offer their services. Mr. Salas stated that he is located at the Highlands Campus in Las Vegas. He does case work services that could help individuals with Social Security issues, VA, any sort of Federal issues. The office also help individuals find the proper entity in a particular case and also provides Grant Services.

**\*Commissioner Trujillo joined the meeting**

7. EXECUTIVE SESSION

Commissioner **Trujillo made a motion to convene into Executive Session to discuss personnel matters.** Commissioner Griego **second the motion. All in favor on a roll call vote**

Commissioner Paula A. Garcia	-	Present
Commissioner George A. Trujillo	-	Present
Commissioner Alfonso J. Griego	-	Present

**Executive Session 9:23 a.m.**

Commissioner Trujillo **made a motion to reconvene into Regular Session.** Commissioner Griego **second the motion. All in favor on a roll call vote**

Commissioner Paula A. Garcia	-	Present
Commissioner George A. Trujillo	-	Present

**3 | Regular Meeting**

**January 9, 2018**

*TLB*

Commissioner Alfonso J. Griego - Present

No decisions were made, only discussion on personnel matters.

***Regular Session 11:34 a.m.***

Commissioner Garcia requested there be additional amendments to the agenda. Item # 18, Mora County Health Council Recommendation, is to be discussed after Mora County Manager, also move item # 20, Mora County Complex Construction Monitor Contract to follow.

Commissioner Griego ***made a motion to approve additional amendments to the agenda.*** Commissioner Trujillo ***second the motion. All in favor. Motion carried.***

**8. DISCUSS/REVIEW/ACTION-MORA COUNTYMANAGER**

Commissioner Trujillo ***made a motion to higher Elmer Martinez to serve as Mora County Manager in accordance with the conditions that have been negotiated with County Attorney, Michael Aragon with a 30 day termination provision.*** Commissioner Griego ***second the motion. All in favor. Motion carried.***

Commissioner Garcia stated **FOR THE RECORD**, the position is an exempt position, there is no end date on the contract, and the only condition is that either party can terminate the contract with 30 days' notice.

Manager Elmer Martinez thanked the Commission for their consideration and for hiring him as Mora County Manager. Manager Martinez stated that he looks forward to working with the Commission as well as the staff.

**9. DISCUSSION/REVIEW/ACTION-MORA COUNTY HEALTH COUNCIL RECOMMENDATION OF HEALTH COUNCIL COORDINATOR POSITION.**

Mora County Health Council Chair, Pamela Garcia stated that the Health Council has approved the recommendation for a Coordinator. Ms. Garcia stated that she wanted to take the opportunity to update the Commission on what is going on with the Mora County Health Council as well as extend an invitation to the Public Health Day at the New Mexico Legislature, Tuesday, January 30, 2018. She presented a flyer of what the Mora County Health Council has been involved in this year and some of the currently active organizations. Ms. Garcia presented the coordinators contract which was approved at the last Council meeting at which Catherine Martinez was appointed Mora County Health Council Coordinator. Upon Mora County Commissions approval the contract will go into effect.

County Attorney, Michael Aragon stated that he was presented with a copy of the agreement, he has reviewed it and it meets his approval under the guidelines of Policy and Procurement as well as State Statutes.

County Manager Elmer Martinez recommended a scope of work be attached to the contract.

Ms. Garcia requested if the County would be able to provide a vehicle and driver for attendees to get to the Legislature. She stated that the Health Council has money in their budget to pay for the utilization of a vehicle.

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

***\*Commissioner Garcia abstained from the vote because she is Pamela Garcia's sister.***

**10. DISCUSSION/REVIEW/ACTION-MORA COUNTY COMPLEX CONSTRUCTION MONITOR CONTRACT**

Commissioner Garcia presented a recommendation that was made by the Complex Advisory Committee to hire a construction monitor to have someone involved in the construction process. The individual would have no project Manager Authority, the individual would report to the Projects Manager. The project manager will continue to be Louis Campos, the Facility Manager with AOC. Commissioner Garcia presented the proposed job title for temporary construction monitor to the Commission.

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

**11. DISCUSSION/REVIEW/ACTION-RESOLUTION-MORA COUNTY EMPLOYEE CALENDAR 2018**

Assistant to the Manager, Frances Muniz presented the proposed Employee Calendar for 2018. Ms. Muniz stated that prior to former Manager Steve Archuleta leaving, he requested Ms. Muniz make the Mora County Employee Calendar for 2018. Former Manager Archuleta advised Ms. Muniz to get the input of other Counties on how they compiled their calendar at which she found that most entities follow the State Calendar. Ms. Muniz stated at a previous meeting the calendar she proposed as well as an Employee compiled calendar was presented to former Manager Archuleta. There was a difference on days off between the presented calendars. The State calendar reads 10, paid days off, the calendar Ms. Muniz presented reads 12 paid days off and the Employee compiled calendar reads 14 paid days off.

Mora County employees were present to discuss their concerns with the lack of involvement in creating the employee calendar. It was stated that in previous years they were able to give their input throughout each department while compiling the employee calendar.

Attorney Michael Aragon stated that there could be legal issues with approving more days that is statutely acceptable. Organization of the employees, in conjunction with 96 hours, the only option to meet the requirement would be to follow the State calendar plus January 2, 2018 that was already given. This would also include the day off for Good Friday as well as the extra day for Christmas.

**5 | Regular Meeting**

**January 9, 2018**

*TLB*

Manager Martinez stated that he will be meeting with staff to discuss any other concerns they may have.

Commissioner Griego *made a motion to approve the 12 paid days off calendar*. Commissioner Trujillo *second the motion. All in favor. Motion carried.*

\*Commissioner Griego *made a motion to break for lunch*. Commissioner Trujillo *second the motion. All in favor. Motion carried.*

*Break for lunch at 12:35 p.m.*

Commissioner Griego *made a motion to reconvene from lunch break*. Commissioner Garcia *second the motion. All in favor. Motion carried.*

*Return from lunch break at 1:41 p.m.*

*\*Commissioner Trujillo excused.*

**12. DISCUSS/REVIEW/ACTION-ELECTION-2018 MORA COUNTY COMMISSION BOARD SEATS**

Commissioner Griego *made a motion to retain the two current officers by acclamation. Paula Garcia to remain chair and George Trujillo to remain Vice-Chair*. Commissioner Garcia *second the motion. All in favor. Motion carried.*

**13. DISCUSS/REVIEW/ACTION-RESOLUTION-ANNUAL OPEN MEETINGS ACT 2018**

Assistant to the Manager, Frances Muniz presented the Resolution for the Annual Open Meetings Act 2018. The Resolution follows State Statutes for Open Meetings Act.

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

**14. DISCUSS/REVIEW/ACTION-TENTATIVE MEETING SCHEDULE 2018**

Assistant to the Manager, Frances Muniz presented the 2018 Mora County Commission Regular Meeting Schedule. Regular meetings of the Mora County Commission will be held the Second Tuesday of each month at 9:00. Locations are tentative and subject to change. Legal notice will be provided in accordance with the Mora County Open Meetings Act Resolution.

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

**15. ELECTED OFFICIAL/DEPARTMENT REPORTS**

**a. County Manager**

County Manager Elmer Martinez introduced himself as the new County Manager and expressed his gratitude for the position of Mora County Manager. Manager Martinez stated he looks forward to working with the County.

**b. Financial Report**

Financial Director, Doris Casados presented the Financial Report from January 3, 2018. Overall budget is 68.6%

Commissioner Garcia requested County Manager Elmer Martinez meet with Financial Director, Doris Casados, to go over the budget.

**c. Elected Officials Report**

**1. County Clerk**

County Clerk, Carlos Arellano, asked what the rules are for Candidate's who want to put up signs.

**2. Assessor**

No Report

**3. Treasurer**

No Report

**4. Sheriff**

No Report

**d. Department Reports**

**1. Road Department**

Road Department Manager, Johnny Espinoza, stated that Black Willow Ranch was discussed in a previous meeting. The matter was in regards to the road and the cattle guard that was removed. Mr. Espinoza wanted to know what the status of that was, last he heard was that the Sheriff was going to look into the matter.

County Attorney, Michael Aragon, stated that Sheriff Laumbach has gone out to Black Willow Ranch and spoke with the owner. He submitted some pictures to his office. The Ranch Forman stated that he does have the cattle guard and is ready for someone to go pick it up.

Mr. Espinoza asked if the County is going to sell the Dozer and the Tool Box. County Attorney Michael Aragon stated that those items will remain property of Mora County inventory. Another concern Mr. Espinoza shared was with the pit run material that is being used for the roads. The contract ended on December 30, 2017. Heather Sanchez from DOT has been very helpful in testing the material and helping the County with

getting their material. Manager Martinez stated they will get together with Heather Sanchez.

Commissioner Garcia stated that Capital Outlay requests need to be in by the end of January. It was discussed at the last meeting that the Commission would put something together for this session. Getting material for the roads can be added to the request.

Mr. Espinoza stated that Sierra Loop has been bladed. It took them 2 ½ weeks to get the job done. His suggestion was the road be put on the log book.

**2. Planning & Zoning**

No Report

**3. EMS/Ambulance**

County Attorney Michael Aragon stated an email was sent to Ambulance Director, Brenda Casados asking for some information she told Mr. Aragon that she at home, sick, with the flu. The mutual aid agreement with surrounding entities was presented to Mr. Aragon as per their request.

\*Commissioner Garcia **stated for the record** there is a signed Mutual Aid Agreement with Superior that Chris Archuleta and our previous Manager made. Ms. Garcia stated that there has been some rumor circulating that there is not a mutual aid agreement with Superior and the fact is that Mora County does have a mutual aid agreement. Ms. Garcia stated that the individual that is making that accusation is a liar. County Attorney Michael Aragon stated that mutual aid agreements have never been an issue with Mora County.

**4. Fire Administration**

Peter Martinez signed the contract for the position of Fire Administrator.

**16. DISCUSSION/REVIEW/ACTION-EXPENDITURE REPORT DECEMBER 2017**

Financial Advisor, Doris Casados, presented the Expenditure Report from December 2017.

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

**17. DISCUSSION/REVIEW/ACTION-RESOLUTION**

**a. Budget Increase to 2990239-\$8,500.00**

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

**b. Budget Transfer to 2060206- \$99.00**

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

**c. Budget Transfer to 2090241-\$21,702.00**

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

**d. Budget Transfer to 500510-\$20,000.00**

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

**18. INFORMATION- MORA COUNTY COMPLEX**

Commissioner Garcia presented and update on the Mora County Complex. Ms. Garcia stated that they met with the Board of Finance on December 19, 2017 where they were asking for approval for the lease agreement with the Administrative Office of the Courts. Last year they went through the same process and were denied approval at that time, the concern of the Board of Finance was that Mora County was building a court house that was too big, so they revisited the schematic and made it a smaller court room. The courts was cut in half as well as downsize on County Offices. The Board of Finance was happy with the changes that were made and Mora County was approved for the lease agreement with AOC. Commissioner Garcia presented the proposal that was presented to Board of Finance. Mora County was requesting a 30 year amortization based on bank financing. The total amount is for \$2.7 million. Paul Cassidy is now in the process of securing the financing. At the last meeting the Commission approved the Ordinance. They are trying to get approval with NMFA because of better interest rates. There is a meeting set up with NMFA the fourth Thursday of January. Commissioner Garcia shared the presentation, she mentioned that she was there to get approval, how this year was different form last year, the square footage has been reduced and the necessary structural remediation's were done. A complaint was made against the parties that were at fault for the structural defaults. Prior to that time there was a lot of criticism for no actions being taken against the parties at fault. It was mentioned in the presentation that Mora County already has GRT money which available to the County to proceed with its own phase. For the GRT portion they are in design development and should hit the 100% design development in January. Once the design development is reached that will be used to get bids. The timeline for a notice to proceed is in April and then construction would start. They are looking at a July completion. There hope is that the design of the Magistrate Court can follow.

**19. DISCUSSION/REVIEW/ACTION-ORDINANCE-DECLARING AN ADDITIONAL SIX- MONTH MORATORIUM ON APPLICATION TO DRILL AN OIL OR NATURAL GAS WELL**



County Attorney Michael Aragon presented the Ordinance declaring an additional six month Moratorium on application to drill an oil or natural gas well with in the County of Mora. The general summary indicated that it was published in the Optic and on the website on December 20 and 27, 2017. Mr. Aragon respectfully recommends that the Commission adopt the Ordinance. He feels that this will be Mora County last extension.

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

**20. DISCUSSION/REVIEW/ACTION-RESOLUTION-AUTHORIZING MORA COUNTY TO SUBMIT AN APPLICATION TO DFA TO PARTICIPATE IN THE LOCAL DWI GRANT AND DISTRIBUTION PROGRAM**

Assistant to the Manager, Frances Muniz stated that DWI Coordinator, Yolanda Medina asked that the item be tabled.

Commissioner Griego *made a motion to table item # 20*. Commissioner Garcia *second the motion. All in favor. Motion carried*.

**21. DISCUSSION/REVIEW/ACTION-RESOLUTION-DELETION OF VEHICLE-AMBULANCE FOR TRADE-IN**

Financial Director, Doris Casados stated the resolution is to delete the 2003 Ford CTV ambulance that was traded in for the amount of \$5,000.

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

**22. DISCUSSION/REVIEW/ACTION-UPDATE ON MORA COUNTY SENIOR CENTER**

Commissioner Garcia stated the Mora Senior Center is under the management of Colfax County Seniors. It is still the asset of Mora County they are the ones who get the money to make improvements. There are three pots of money for the Senior Center. \$550, 000 from a state wide GRT, \$97,000 for vehicles and \$40,000 for design of the renovation. Aging and long term Services is the agency that is used and is currently held up because of some audit finding from last year, they wanted Mora County to have a corrective action plan in place that address the audit findings, until this is done the money is not accessible. Ms. Garcia stated that she will send the proper correspondence to Manager Martinez.

**23. DISCUSSION/REVIEW/ACTION-RESOLUTION-IMPLEMENTING A FEE FOR ALL TRANSATIONS WITHIN THE MORA COUNTY MOTOR VEHICLE DIVISION OFFICE**

Motor Vehicle Manager, Nicole Martinez, stated that Mora County Motor Vehicle Division Office would like to implement \$1.00 fee to be applied to all transactions to be deposited daily into Mora County General Fund and be available to the budget of that office to balance the budget within the Motor Vehicle Division office where need. It is her hope that with this fee they may

be able to hire an additional worker. Mrs. Martinez stated that they are one of the busiest offices in the Court House with the least amount of workers.

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

**24. EXECUTIVE SESSION**

Commissioner *Griego made a motion to convene into Executive Session*. Commissioner Garcia *second the motion*. *All in favor on a roll call vote*

Commissioner Paula A. Garcia	-	Present
Commissioner George A. Trujillo	-	Excused
Commissioner Alfonso J. Griego	-	Present

***Executive Session 3:15 p.m.***

Commissioner Griego *made a motion to reconvene into Regular Session*. Commissioner Garcia *second the motion*. *All in favor on a roll call vote*

***Regular Session 3:47 p.m.***

Commissioner Paula A. Garcia	-	Present
Commissioner George A. Trujillo	-	Excused
Commissioner Alfonso J. Griego	-	Present

No decisions were made, only discussion on pending or threatening litigation and personnel matters.

**25. ADJOURNMENT**

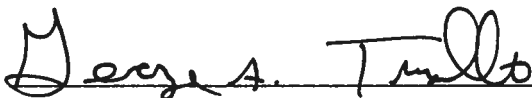
Commissioner Griego *made a motion to adjourn*. Commissioner Garcia *second the motion*. *All in favor. Motion carried.*

***Meeting Adjourn at 3:49 p.m.***

MORA COUNTY BOARD OF COUNTY COMMISSIONERS



Paula A. Garcia- CHAIR

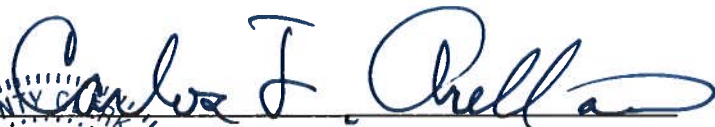


George A. Trujillo- VICE-CHAIR



Alfonso J. Griego- MEMBER

ATTEST:



Carlos J. Arellano- COUNTY CLERK



