

County of Mora
Board of Commission
Special Meeting
Thursday, January 10, 2019
10:00 a.m.

1. Call to Order

Commissioner Maestas called the meeting to order at 10:05 a.m.

2. Roll Call

Commissioner Lionor Frank Maestas	-	Present
Commissioner Veronica M. Serna	-	Present
Commissioner Alfonso J. Griego	-	Present

3. 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

4. Approval of Agenda

Commissioner Griego made a motion to approve. Commissioner Serna second the motion. All in favor. Motion carried.

5. D/R/A – Resolution – Annual Open Meetings Act 2019

Commissioner Griego made a motion to approve. Commissioner Serna second the motion. All in favor. Motion carried.

6. D/R/A – 2019 Tentative Mora County Commission Meeting Schedule

Commissioner Griego made a motion to approve. Commissioner Serna second the motion. All in favor. Motion carried.

7. D/R/A – Resolution - 2019 Mora County Employee Calendar

Commissioner Griego made a motion to approve. Commissioner Serna second the motion. All in favor. Motion carried.

8. D/R/A – Approval of Minutes:

a. December 11, 2018 – Regular Meeting

Commissioner Griego made a motion to approve. Commissioner Serna second the motion. All in favor.
Motion carried.

b. December 28, 2018 – Special Meeting

Commissioner Griego made a motion to approve. Commissioner Serna second the motion. All in favor.
Motion carried.

c. January 1, 2019 – Emergency Meeting

Commissioner Griego made a motion to approve. Commissioner Serna second the motion. All in favor.
Motion carried.

d. January 2, 2019 – Emergency Meeting

Commissioner Griego made a motion to approve. Commissioner Serna second the motion. All in favor.
Motion carried.

e. January 7, 2019 – Emergency Meeting

Commissioner Griego made a motion to approve. Commissioner Serna second the motion. All in favor.
Motion carried.

Public Statement by Mora County Commission:

“Moving forward, the sitting B.O.C.C. will follow the most updated version of Robert’s Rules of Order, always keeping to the code of ethics with integrity and moral conduct to fulfill its Fiduciary Responsibility.

We the B.O.C.C. would like to thank those in attendance and want to encourage all of Mora County citizens to continue to participate in attendance and through “Public Comment”. The B.O.C.C. would also like to remind you that the purpose of the Commission convening is to conduct County business.

Any citizen may sign up to speak during “Public Comment” and may request ahead of time to speak to any agenda item. Each public speaker will be given 3 minutes to speak. At the end of 3 minutes the Chair will interrupt, thank you and excuse you by calling the next speaker and/or the next order of business.

Any person deemed to be out of order, verbally and or through action, will be called to order by the Chair, which will be determined at the discretion of any of the Commissioners. Any person wishing to speak during the proceedings must be acknowledged by the Chair before they will be allowed to speak.

The B.O.C.C. respects the opinion of all who speak during Public Comment and may request a response in writing from the appropriate department within 10 business days to be sent to the person making the request, with a CC. to the County Manager.

The B.O.C.C. will make it a policy not to respond to any request during public comment unless it deems the request to be an emergency (i.e., life threatening and or the potential immediate destruction of property). Again, we want to thank you for your attendance and participation.”

Commissioner Griego requested the amount of speaking time of for public comment be changed from 3 minutes to 5 minutes.

9. Public Comment

Merle Whitt – Member of the Arts and Cultural Compound (ACC), stated there was an announcement from New Mexico Economic Development Department, stating they have released \$500,000 of public infrastructure funding for main street infrastructure projects. One of the projects that were funded was in Corrales for a Pedestrian access route to district. Mora, through the ACC is a member of the New Mexico Main Street Community. Mr. Whitt stated, Mora County has a need for the pedestrian walk-way they funded in Corrales.

Mr. Whitt stated he feels that Mora County is in need of a safe, pedestrian walk-way from highway 518, across the Mora River to the Saint Vrain Mill which is part of the ACC, right now anyone walking over has to walk on the road way. What they would like to see, in the future is, as the State is in plans of remodeling the bridge, if there is a way to provide for some sort of pedestrian walk-way. If there should be a problem with the cost that is where Main Street funding can come into play.

Mr. Whitts suggests that someone from the County approach the appropriate individual associated with the Department of Transportation, possibly the Chief Engineer for District 4 to discuss if this could be a possibility. There is also an upcoming meeting were the item can be added to the agenda. The main thing is to get in contact and make them aware that the County may have an idea that may impact their design.

Attorney Michael Aragon suggested forming a Committee to represent that issue and appoint one Commissioner to attend those meetings with any interested individuals.

Commissioner Maestas stated the County Manager will get back to him, in writing within 10 days letting him know how they will proceed.

Samuel Valdez- Advocate for Mora County, stated when he comes before the County Commissioners, he will come before them as an advocate for Mora County. Mr. Valdez stated that he pledges to act in an adversarial manner. He will show up to educate as well as inform. Mr. Valdez questioned if somewhere down the line they will initiate town hall meetings, where tax payers, constituents and members of the Community can meet with the Mora County Board of Commissioners and others who are wanting to bring forth any issues that need to be addressed.

Mr. Valdez stated that he conducts his concerns through the proper channels and feels like matters should be addressed in a professional setting.

10. Elected Official(s)/Department Report(s)

a. Elected Official Report

1. County Clerk – Carlos Arellano

County Clerk, Carlos Arellano, stated his office will be conducting a local election with an all-mail out ballot for the Mora Independent Schools in May. The Clerk's Office is in the process of transitioning from Clerk Track to Triadic system, there have been some transitional issues, so the office is working closely with the programmers. Clerk Arellano welcomed the new Commission and stated his office looks forward to working with them.

2. County Assessor – Rosalee Trujillo

County Assessor, Rosalee Trujillo, stated January 1, 2019 started the assessment period, this will continue to the end of February 2019. One of her main goals is to implement the GIS system. Mora County is the only County that does not have GIS, as of now there is no money in the budget to hire someone to do GIS, therefore, she is looking to getting her staff educated. Mrs. Trujillo will be getting some information on moving forward with training. Mrs. Trujillo welcomed her new Chief Deputy, Stephanie Casados.

3. County Sheriff – Amos Espinoza

County Sheriff, Amos Espinoza, presented the monthly activity report, there was 1 accident, no injuries, 11 citations, 7 non traffic citations, served 2 papers, 3 transports, 0 DWI's, 1 arrest and a funeral escort. They have been taking inventory of all of the Sheriff's Office in the past week and an half. Mr. Espinoza is waiting on the DA's Office to take inventory on the evidence. He attended a fire chief's meeting on the 3rd, they are requesting more involvement from the Sheriff.

Mr. Espinoza stated that he had a meeting with Mayor Quintana and Commissioner Maestas on the LEPP funding that they have for their Department. They have \$40,000, \$20,000 of which has to be spent by June 2019. The Village of Wagon Mound is requesting deputy presents at least 3 days out of the week, possibly Thursday, Friday and Saturday.

Commissioner Maestas recommended any notes that were taken at the meeting be put in writing and presented to the County Attorney to solidify that for the Sheriff's Office.

Sheriff Espinoza stated they are setting up communications in Wagon Mound in preparation for when they start dispatching the area. Starting Saturday the work schedule will begin at 7:00 a.m. – 3:00 p.m.

and from 3:00 p.m. to 11:00 p.m. after the second shift, all calls will be transferred to State Police. Mr. Espinoza has a meeting with State Police to discuss the issue. Right now, Mora County does not have to man power to run 24 hours. Sheriff Espinoza requested to enter into executive session to discuss personnel issues.

b. Department Reports

1. Road Department/Solid Waste Department – Vacant

No report.

a. Emergency Preparedness

2. Planning & Zoning – Rumaldo Pino, Director

Planning & Zoning director, Rumaldo Pino, stated in the emergency management department there were several calls with people wanting to do a declaration of disaster, due to excess snow fall for Mora County, they explained the process to them. They received a call from a constituent who spoke to the Governor's office stating that the County refused to clean their road. They explained to them that no declaration was declared.

A few months ago, Mora County borrowed a water buffalo from Taos County to help with the water crisis in Holman. The water buffalo has been in Holman a little over 2 months and they have used about 500 gallons. Mr. Pino stated he went to retrieve it yesterday, and it was frozen solid, he is in the process of thawing it, as of now they are assessing if there is any damage and they will make sure to return it in the condition it was received along with gratitude for the help Taos County has offered.

Commissioner Serna requested FOR THE RECORD, Mr. Pino work on the comprehensive land use policy, she is requesting public transportation be included. Mr. Pino stated as soon as they are up to par they will get that taken care of.

c. Financial Reports

1. EMS/Ambulance Report – Brenda Casados, EMS Director

EMS/Ambulance director, Brenda Casados stated her report is for the month of December, there was a total of 18 calls. There were 194 calls for the year of 2018. There was a problem with credentialing the Medicare, they did not want to accept the County's new bank account information, and they were unable to match it because it was changed suddenly which was put on a temporary hold, finally going through on December 18, 2018.

On December 18, 2018 they had their pharmaceutical inspection. There were a couple of issues with that inspection because of temperature control, they are also recommending the door to the office be replaced with a steel door.

Commissioner Maestas requested Manager Muniz get estimates for a steel door for the EMS office. Ms. Casados stated she has yet to get an answer on if they are going to go to collections to get reimbursed for the delinquent payments. She is requesting direction on that and if they are going to be moving forward to taking collection action.

County Attorney, Michael Aragon stated it has been an ongoing issue, there have been several proposals, one is contracting with a private firm that will do the billing and be responsible for collections the other option is taking on collections through the County and refer to collection bureaus, going as far as putting liens on properties. There is a range of enforcement possibilities, it's just a matter of deciding which avenue to go with.

There have been issues with serving the Wagon Mound area due to travel time. Commissioner Maestas stated he spoke with Mayor Quintana about coming together and creating a solution for the ongoing problem.

Ms. Casados stated her concerns on getting a shelter for the Ambulance rigs. If they continue to leave the vehicles unsheltered they will continue to be noncompliant.

2. Accounts Receivable Report – Florence Romero, County Treasurer

County Treasurer, Florence Romero presented the percentage for each fund for the month of December. There are 4 allotment distributions for the fire departments. They will be getting their 3rd disbursement in February, which will be distributed amongst each fire department.

Ms. Romero requested getting a mobile home specialist to help with the delinquent taxes in that category, their presents wouldn't be required on a regular basis, just as needed.

Commissioner Maestas requested Ms. Romero put a packet together to present to the Commissioner so the matter can be further discussed.

3. Financial Report –

Commissioner Serna made a motion to TABLE. Commissioner Griego second the motion. All in favor. Motion carried.

4. Interim County Manager Report-

Interim County Manager Muniz stated on Monday she received an email from the Road Department Secretary, Edna Sena stating she needs to process proposals for County Arterial Cooperative Agreement projects for 2019-2020, Ms. Sena requested Interim Manager Muniz get in contact with the three Commissioners and ask for a list of roads that need maintenance in their districts, three or four roads for

next year's projects, the proposals need to be presented to the State by March 15, 2019. A resolution will have to be presented and approved in the Regular February meeting along with a list of the desired roads for the project.

Interim Manager Muniz stated there was a lot of snow fall on December 31, 2018 and January 1, 2019, the road crew was out and did a really good job with the snow removal. The County is not responsible for clearing private drive ways unless it is a life or death situation.

A new interim road supervisor has been appointed, Jerry Martinez, he's out making sure his department is running smoothly.

The bathrooms are out of order, the plumbers are now working on it. The staff is being directed to the Library or the Senior Center to use their facilities.

Commissioner Maestas requested Manager Muniz get with interim Road Supervisor to discuss which roads need the most maintenance so the Commission can view the roads to determine which will be on high priority.

11. D/R/A – Expenditure Report December 2018

Commissioner Serna made a motion to TABLE. Commissioner Griego second the motion. All in favor. Motion carried.

12. D/R/A – Resolution Budget Transfer

- 1. Budget Transfer to 22200-3002-5599/Contract Other Special \$53,015.00**
Budget Transfer from 22200-3002-5799/Other Operating Costs \$53,015.00

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

13. Information – County Complex Report – Paula Garcia & Luis Campos

Paula Garcia and Luis Campos gave their presentation, see “Creating Positive Change, Mora County Complex Presentation” (item # 13) and Memorandum. This presentation was given to other Policy Makers and State Funders. Ms. Garcia and Mr. Campos also gave their recommendations for future build out for the next phases. Their Objective is to insure that the project continues without skipping a beat, they would like to see a smooth transition from the previous Commission to this Commission, they are here to be a resource to the new Commission and be sure there is continuity for the project. Ms. Garcia stated that Mr. Campos comes with great facility management skills. Paula Garcia stated she is offering her services in assisting with the project, moving forward.

14. Executive Session/Lunch Break

Commissioner Griego made a motion to enter into executive session as well as take a break for lunch.

Commissioner Serna second the motion. All in favor on a roll call vote

Commissioner Maestas	-	yes
Commissioner Serna	-	yes
Commissioner Griego	-	yes

The reason for executive session is to discuss personnel issues and pending or threatening litigation.

Entered into Executive session at 12:05 p.m.

Commissioner Serna made a motion to reconvene into regular session. Commissioner Griego second the motion all in favor on a roll call vote

Commissioner Maestas	-	yes
Commissioner Serna	-	yes
Commissioner Griego	-	yes

Reconvene into regular session at 2:30 p.m.

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

15. Information – Tax Rebate for Low Income Tax Payers as required by Statute 7-2-14.3(3) (Odd Numbered Years) and scheduling of a Public Hearing of Such

Commissioner Maestas stated they are required by law to hold a public hearing. Mr. Maestas requested Manager Muniz schedule a meeting to be held one week before the next Regular Commission meeting. Once they get input from the public, the Commission will then make a decision.

Commissioner Maestas requested Manager Muniz identify a location, advertise, publicize and inform the Commission on the details of what decisions were made for the public of this hearing.

16. D/R/A – Resolution – Authorizing Mora County to Submit an Application to DFA to Participate in the Local DWI Grant and Distribution Program

DWI Coordinator, Yolanda Medina presented a resolution authorizing Mora County to submit an application to DFA to participate in the local DWI Grant and distribution program.

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

17. D/R/A – Review of the 2018 Mora County Employee Manual Ordinance – Authorization Permitting Publication of Changes if Necessary

Commissioner Maestas stated this item was put back on the agenda in case of any necessary amendments. The Commission will allow the staff three weeks to go over the policy and present their concerns to the Chair on February 1, 2019.

Commissioner Griego made a motion to TABLE. Commissioner Serna second the motion. All in favor. Motion carried.

18. D/R/A – Appointment – Of an Elected Official(s) to Represent Mora County at the NM Counties for Multiline and Workers Comp Pool Fund Committees

Commissioner Serna made a motion to appoint Commissioner Maestas to Represent Mora County at the NM Counties Workers Comp Pool Fund Committee. Commissioner Griego second the motion. All in favor. Motion carried.

Commissioner Griego made a motion to appoint Commissioner Serna to Represent Mora County at the NM Counties for the Multiline Committee. Commissioner Maestas second the motion. All in favor. Motion carried.

19. D/R/A – Appointment of Three (3) new Members to the Planning and Zoning Committee

Commissioner Griego made a motion to TABLE this item until Planning & Zoning director, Rumaldo Pino can be present to give his recommendation. Commissioner Serna second the motion. All in favor. Motion carried.

Commissioner Griego made a motion to put item # 19 back on the agenda. Commissioner Serna second the motion. All in favor. Motion carried.

Commissioner Maestas stated the Commission would like Planning & Zoning Director, Rumaldo Pino's recommendation for 3 members to serve on the Planning and Zoning Committee. Mr. Pino's recommendations are as follows:

Luis Pepe Mares (2)

Joseph Garcia (2)

Jerry Valdez (1)

Fidel Trujillo Jr. – Retain existing member (1)

Arturo Marlow- Retain existing member (1)

Attorney Michael Aragon recommended the existing members serve a one year term as well as Jerry Valdez and the remaining recommended members serve on a two year term and letters of appointment be drafted and sent reflecting that information. If the existing members should reject being retained as members, the matter be revisited at another meeting.

Commissioner Griego made a motion to approve as recommended members. Commissioner Serna second the motion. All in favor. Motion carried.

Commissioner Griego made a motion to rescind his previous motion. Commissioner Griego made a motion based on the attorney's recommendation. Commissioner Serna second the motion. All in favor. Motion carried.

D/R/A – Establish a Mora County Advisory Council with Appointment of Mora County Advisory Council Members

Commissioner Serna stated she has had conversation with Attorney Aragon and they are going to proceed with appointments. With Attorney Aragon's advice, they will determine what kind of Council they want to put together. Commissioner Serna will proceed with the credentials they have. There are 7 individuals who bring a variety of unique knowledge and skills which argument the knowledge and skills of Mora County Commission in order to more effectively guide the operation of the County. (See "Mora County Advisory Council" in packet for further information).

Commissioner Serna stated FOR THE RECORD, all members are no longer present but have all agreed to be council members.

The members are as follows:

Patricia Madrid

Toby Lovato

Greg Aldridge

Terry Mares
Max Garcia
Deborah Alcon
Tim Montgomery

Commissioner Griego made a motion to accept the appointment. Commissioner Maestas second the motion. All in favor. Motion carried.

20. D/R/A – Resolution – To Have a Deputy Present at Each County Commission Meeting

Commissioner Griego made a motion to TABLE. Commissioner Serna second the motion. All in favor. Motion carried.

21. Information – Mora Day at the Legislature (February 28, 2019)

Commissioner Serna has been in contact with San Miguel County, the Village of Pecos, the City of Las Vegas, Luna Community College, and NMHU. These entities have invited Mora County to partner up and participate in a day at the legislature that will be held on February 28, 2019 at the East and West Retonda around 1:30 p.m. There was a proclamation done on Tuesday to include all of the entities that will host this event.

Commissioner Maestas and Mayor Quinta will both have five minutes to speak on behalf of Mora County. All of the County is invited to lobby for the issues and the projects that have been presented to the Legislature.

22. D/R/A – Review Requirements/Advertisement of Vacancies in the Finance Department and County Manager Positions

Commissioner Serna requested information on the job descriptions and how fast advertisements can be put together.

Manager Muniz stated she has the former advertisement for the Manager position and it can be reviewed and advertised with any necessary changes. Ms. Muniz stated she has emailed the Commission on CFO and comptroller.

Commissioner Maestas stated they are just starting the process of gathering information on each position so when they are ready to fill those positions they will have the information they need. The item is only for transparency purposes.

Commissioner Griego made a motion to start the process in regards to transparency. Commissioner Serna second the motion. All in favor. Motion carried.

23. D/R/A – Appointment of Interim Road Superintendent

Commissioner Maestas stated the County appointed an interim Road Superintendent, Jerry Martinez. Mr. Martinez was appointed on Monday they will continue to move forward with looking for a permanent road superintendent and solid waste director.

County Attorney, Michael Aragon stated Mr. Martinez was appointed by interim Manager Muniz and a contract was signed displaying the terms of their agreement.

Commissioner Griego made a motion to change from an action item to an informational item. Commissioner Serna second the motion. All in favor. Motion carried.

24. D/R/A – Appointment of Interim Finance Director

Commissioner Serna made a motion to appoint Tim Montgomery to serve as interim finance director, he will start at 8:00 a.m. on Monday January 14, 2019. Commissioner Griego second the motion. All in favor. Motion carried.

Commissioner Serna discussed the many qualifications Mr. Montgomery has.

25. D/R/A – Approval of DFA on Site Training and Payment of Travel and Per Diem of Trainor as Required by DFA

Commissioner Maestas stated they are in the process of Commissioner Serna identifying issues with the audit, she was able to communicate with DFA, they have offered the County assistance. He has agreed to providing services based on his availability. There will be no cost to the County, only per diem and mileage for him to come in a train the employees in the finance office. He is willing to train the director, payroll clerk, treasurer and procurement office as time permits.

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

26. Next County Commission Meeting

The next County Commission Meeting will be held on February 14, 2019 at 10:00 a.m. at the Mora Independent Schools, Board Room.

27. Signing of Approved Documents

All approved documents were signed.

Adjournment

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

Meeting adjourned at 4:10 p.m.

MORA COUNTY BOARD OF COMMISSIONER



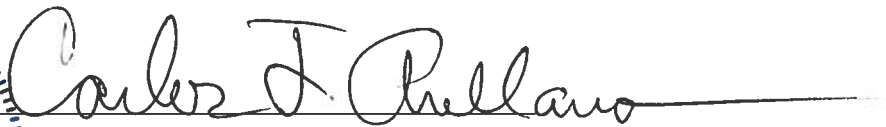
Lionor Frank Maestas, Chair



Veronica M. Serna, Vice-Chair



Alfonso J. Griego, Member



Carlos J. Arellano, County Clerk

