

**MORA COUNTY BOARD OF COMMISSION
REGULAR MEETING
February 14, 2019**

1. Call to Order
Commissioner Garcia called the meeting to order at 9:21 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 NM.
3. Roll Call
Commissioner Maestas – Present
Commissioner Serna – Present
Commissioner Griego – Present
4. Approval of Agenda
Interim Manager Frances Muniz stated item numbers 7c and 8 need to be changed from January & February to December & January.
Commissioner Serna made a motion to approve the agenda as amended.
Commissioner Griego 2nd the motion.
All in favor. Motion carried.
5. Discussion/Review/Action – Meeting Minutes
 - a. January 10, 2019 – Special Meeting
Commissioner Griego made a motion to approve the minutes as presented.
Commissioner Serna 2nd the motion.
All in favor. Motion carried.
6. Public Comment
Alice Sena:
Ms. Sena is with the San Miguel/Mora County Fair Board. She stated she is attending the Commission Meeting to ask Mora County for help with funding the County Fair.
Commissioner Maestas asked Ms. Sena to prepare a document written proposal stating what is needed and email it to the Interim Manager, the Commission will review it and will move forward from there.
Ms. Sena invited the Commission to the County Fair meeting. She stated it is the last Tuesday of every month at six o'clock in the evening at the San Miguel County Fair Grounds.
7. Elected Official(s)/Department Report(s)
 - a. Elected Official Report
 1. County Clerk, Carlos Arellano- Clerk Arellano stated there is a School Bond Election on April 9th
We are in the process of getting everything in order.
 2. County Assessor, Rosalee Trujillo- Ms. Trujillo stated the Assessor's office are entering the last values for the year. The Notice of Values will be printed out next month. Also, Ms. Trujillo stated she is working on getting a Committee for a Protest Board.
Commissioner Maestas asked Ms. Trujillo if she could explain what a Protest Board is.
Ms. Trujillo stated after the Notice of Values are sent out the people have 30 days to protest the value of their property. If an agreement cannot be met on the assessed value of their property between the Assessor and the property owner it will be sent to the Protest Board. The Protest Board will contain three people and they must have experience doing appraisals. One person on the board will be

appointed by the State and Ms. Trujillo will have to find two more people from the County. The Notice of Values will go out on April 1st.

3. County Sheriff, Amos Espinoza – Sargent Roy Vigil is reporting for the Sheriff. Sargent Vigil stated both the Sheriff and Under Sheriff were unable to attend the meeting due to being out all night assisting NM State Police investigating a shooting that took place. Sargent Vigil was asked by the sheriff to give the January and February report. Sargent Vigil stated there were 26 total incidents and 33 total citations in January and from February 1 – 13th there has been 5 total incidents and 9 total citations. See attached.
 4. County Probate Judge, Joanne Padilla-Salas - Ms. Padilla-Salas stated she has opened four probates in January and one in February. She has three more appointments for this month so far. Ms. Padilla-Salas also stated she has had 11 phone calls asking if their probate cases have been closed. Also, the probate judge position is being looked at to be eliminated from the smaller counties and all probates will be moved to Magistrate or District Court. Magistrate and District Court do not want these cases. Ms. Padilla-Salas stated if the probate judge is eliminated from our County it will hurt our people. There is a Bill that will be on the ballot for the election in four years. Commissioner Maestas asked if she is tracking that bill. Ms. Padilla-Salas stated their Chair is tracking it and keeping them informed. Attorney Aragon stated there is a Coordinating Council out of the 4th Judicial Court and this is something Ms. Padilla-Salas will want to be involved in. Attorney Aragon stated there is a meeting February 15th at New Mexico Highlands from 1-3 and he suggested that Ms. Padilla-Salas attend this meeting if she is able too.
- b. Department Head(s) Report
1. Road Department/Solid Waste Department- Jerry Martinez – Mr. Martinez presented a very detailed report to the commission about the Solid and Waste and Road Department. Mr. Martinez stated he has an inventory list as of January 7th when he took over. He also has a list of what work has been done in the past month. (See Attached)
Mr. Martinez stated on the 2018-2019 projects the dollar amount provided is how much the Highway Department will help the County with.
Commissioner Maestas asked Mr. Martinez if that dollar amount is the total amount to fix those roads or is that the exact amount the Highway Department is helping with.
Mr. Martinez stated that is what they will help with. In some cases it can cost more. Mr. Martinez also presented his recommended projects for 2019-2020 that will need to be approved by the commission. (See Attached) Commissioner Serna asked if these are the roads that were identified by the County Manager to be covered by a grant.
Mr. Martinez stated no, he is recommending these roads to be done next year. He stated he picked roads that need more work than others and also roads that have not been done before.
Interim Manager Muniz stated she spoke with Procurement Officer Edna Sena and Ms. Sena asked if the Commission can table the Resolutions on item #16 because she got notification from DOT that they are not ready. These are the resolutions for the road projects that Mr. Martinez is recommending be approved by the Commission. Further Discussion took place between Mr. Martinez and the Commission.
 2. Planning & Zoning –Rumaldo Pino, Director – Mr. Pino stated there was a Planning and Zoning meeting scheduled for February 11th but due to some issues that the LV Optic are currently having the notice was never published. There was no meeting. From now on they will make sure to get a

return receipt for the notices for the notices they send in to be published. Mr. Pino also stated he scheduled a meeting to go over the land use plan for February 25th at the David Cargo Library at 11:00 a.m.

Commissioner Serna invited Mr. Pino to a Strategic Planning Meeting on February 16th at the Buena Vista Fire Department at 10:00 a.m.

3. Fire Administrator, David Montoya – Mr. Montoya gave a report on the Fire Departments. Mr. Montoya stated there has been a few incidents this past month. There were two fires, one in Chacon, and the other in Rainsville and one car accidents. Each incident had a great response time from the Fire Departments. Mr. Montoya also asked if someone can get together with the DOT to address the issue of the need of road signs. First responders need road signs in order to know how to get to their destinations.

Commissioner Maestas asked Mr. Montoya to create a document with his recommendations and send it to Ms. Muniz so she can move forward with that with Mr. Martinez. Also, Commissioner Maestas asked if there was a map of the response areas for our Fire Districts.

Mr. Montoya stated they are working on developing a map everyone agrees on, they should have one prepared within the next month to present to the Commission.

c. Financial Report(s)

1. EMS/Ambulance – Brenda Casados, Director – Ms. Casados presented her report. (See Attached) Commissioner Maestas asked Ms. Casados if they are allowed to have medication on the Units with no temperature control.

Ms. Casados stated no they are not.

Commissioner Maestas stated that is a concern because there is an impact to the public of providing the best possible service because the units are not housed properly.

Commissioner Maestas asked what is preventing the County from hiring more EMTs. Also, what are the constraints she is having with scheduling.

Ms. Casados stated she is short four EMTs and she has tried to reach out to EMTs from surrounding areas and has offered hours but no one is interested. Ms. Casados stated the pay and travel are some of the concerns of other EMTs. Other services are pay \$3.00 more than Mora County.

Ms. Casados also stated there is some missing equipment, a power stretcher, a scooper stretcher, and a miller board.

Commissioner Maestas asked Ms. Casados to start doing a monthly inventory report on all high cost items to prevent any further issues with missing equipment.

Ms. Casados stated she would start doing this. Also, she thanked the County for allowing them to provide EMS Services to the people of Mora County.

2. Treasurer's Report – Florence Romero, Treasurer – Ms. Romero presented the Treasurer's Report. (See Attached) Ms. Romero stated the treasurer's office is working on the property taxes. Mr. Conrad Montoya is doing is research on all the delinquent properties. Ms. Romero will provide the delinquent property list to the Commission once it is done, the properties on this list will be up for auction.

Executive Session

Commissioner Griego made a motion to go into executive session to discuss personnel issues and pending or threatening litigation at 12:07 p.m. No decisions will be made, only discussion.

Commissioner Serna second the motion.

All in favor on a roll call vote

Commissioner Maestas – Yes

Commissioner Serna – Yes

Commissioner Griego – Yes

Commissioner Trujillo made a motion to reconvene into regular session at 1:54 p.m.

Commissioner Garcia second the motion

All in favor on a roll call vote

Commissioner Maestas – Yes

Commissioner Serna – Yes

Commissioner Griego – Yes

3. Financial Report- Timothy Montgomery, Finance Director - Mr. Montgomery presented the Financial Report. (See Attached)

- d. County Manager Report – Frances Muniz, Interim County Manager – Ms. Muniz

Ms. Muniz presented most of her report to the Commission in Executive Session. Ms. Muniz did state that there will be a Staff Meeting with the Elected Officials and Department Heads regarding the Personnel Policy Handbook and also she would like to schedule a Budget meeting with them as well. The dates for both meetings are to be determined.

8. Discussion/Review/Action- Expenditure Report – Timothy Montgomery – (See Attached)

Commissioner Griego made a motion to approve the Dec-Jan Expenditure Report

Commissioner Serna second the motion

All in favor. Motion carried.

9. Discussion/Review/Action- Dec. 2018 DFA Quarterly Report – Timothy Montgomery – (See Attached)

Ms. Doris Casados stated the DFA recommended this be reported in the minutes every quarter. Ms. Casados stated this quarterly report is done through the LGBMS reporting system through DFA. This system combines all line items together. Ms. Casados stated a monthly report is done to break down each line item.

Commissioner Griego made a motion to approve the Quarterly Report

Commissioner Serna second the motion

All in favor. Motion carried.

10. Discussion/Information- 2018 Audit Update – Timothy Montgomery, Finance Director – Mr. Montgomery stated he has been working on the audit since he started working with the County in January. He stated Mora County has 8 findings on the audit. He was told the County had a cash balance issue but it was not specified on what the cash balance issue was. There was also a finding for not completing inventory in the 2017-18 fiscal year. The County also had findings for procurement, EMS billing and reconciliation of our accounts. Mr. Montgomery stated they were trying to get the audit complete and submitted to DFA by the 15th of February but they received a letter from the State Auditors that stated a referral has been made to the State Auditor's Office stating they may conduct another investigation on Mora County. That referral will have to be included in the audit. For the record Commissioner Serna asked Mr. Montgomery what date Michael Stegner is supposed to be in Mora County. Mr. Montgomery stated he believes around April 12th.

11. Discussion/Review/Action – Rescind Resolution 18-121 – Transfer \$107,100.00
Commissioner Griego made a motion to rescind resolution 18-121
Commissioner Serna second the motion
All in favor. Motion carried.

12. Discussion/Review/Action – Budget Resolutions – Timothy Montgomery, Finance Director
 - a. Budget Increases
 1. 11000-1001 General Fund - \$125,000.00
Commissioner Griego made a motion to approve
Commissioner Serna second the motion
All in favor. Motion carried.

 2. 21800-2002 Intergovernmental Grants - \$122,809.00
Commissioner Griego made a motion to approve
Commissioner Serna second the motion
All in favor. Motion carried.

 3. 30900-2002 Other Capital Projects - \$2,439,900
Commissioner Griego made a motion to approve
Commissioner Serna second the motion
All in favor. Motion carried.

 - b. Budget Transfers
 1. 11000-0001 General Fund - \$107,100.00
Commissioner Griego made a motion to approve
Commissioner Serna second the motion
All in favor. Motion carried.

 2. 40400-2002 Loan Debt Service - \$159,741.00
Commissioner Griego made a motion to approve
Commissioner Serna second the motion
All in favor. Motion carried.

13. Information – County Complex Report – Commissioner Lionor Maestas
Commissioner Maestas stated an Occupancy Certificate was supposed to be received on February 19 but it has been pushed back a week. The Courts will be done and moving in at the end of March. There was a moving meeting with all Elected Officials and Department Heads to plan out the move. The County will have to be closed for at least two days in order to make the move happen. The target days to move are Monday and Tuesday, March 4th and 5th.

14. Discussion/Review/Action – Approval of DWI Prevention Specialist Contract – Yolanda Medina
Commissioner Griego made a motion to approve
Commissioner Serna second the motion
All in favor. Motion carried.

15. Discussion/Review/Action – Resolution – Procurement Small Purchases \$5,000 – Edna Sena
Commissioner Maestas made a motion to table this item until next meeting, he asked Ms. Sena to make a new resolution and change \$5,000 to \$2,500.

16. Discussion/Review/Action – Resolution(s) 2019-20 Road Projects – Edna Sena
 - a. Proposed 2019-2020 Local Government Road Fund Program – NMDOT
 1. Discussion/Review/Action – Resolution – County Arterial Cooperative Agreement (CAP)
 2. Discussion/Review/Action – Resolution – Cooperative Agreement Program (SP)
 3. Discussion/Review/Action - Resolution – School Bus Route Cooperative Agreement Program (SB)

Ms. Sena stated the resolutions are not needed at this time. DOT wants the resolutions to have dollar amounts and roads. Ms. Sena stated it will be a few months, they are waiting to receive the agreements that have the amounts and contract number.

17. Discussion/Review/Action – Road Material(authorizing to publish bids)- Jerry Martinez/Edna Sena –
Mr. Martinez stated he would like approval to bid for a price of material for the year. Also, he would like approval to use Sole Source.

Commissioner Maestas asked how long ago the old contract expired.

Ms. Sena stated it expired on December 31, 2018.

Attorney Aragon asked Mr. Martinez if he know the specifics on the material he will be bidding on.

Mr. Martinez stated he does not know yet.

Commissioner Maestas stated he would like Mr. Martinez to get information on the material before a decision is made. Also, if he would like approval from the Commission on this he will need to make a resolution, otherwise it will be up to the County Manager to make a decision.

Further discussion took place between Mr. Martinez and the Commission.

Commissioner Griego made a recommendation to explore the idea of The County purchasing its own pit for material.

18. Discussion/Review/Action – Amendments/Updates Mora County Employee Manuel Ordinance- Com. Maestas
Commissioner Maestas stated he did ask Ms. Muniz to take action off this item, it is only an information item today. He stated at the last meeting he asked the department heads to talk with their staff and go over the policy manual and write down all concerns. Commissioner Maestas stated he did receive some back but he has not reviewed them yet. He will review them and there will be one more meeting on this matter. He stated in the meantime everyone is to follow the old policy manual as is.

19. Discussion/Information – Solid Waste Department Out Standing Debt – Jerry Martinez

Mr. Martinez stated it appears that there are some individuals with delinquent Solid Waste accounts that have passed away 5 to 6 years ago. He stated the total amount of debt is not correct because of this.

Commissioner Serna stated the amount of delinquent taxes is an issue and the system the County has in place is not working.

Mr. Martinez stated he believes no one has taken the time to see how the system works. There should be an enforcement officer and he doesn't think there is one.

Commissioner Serna stated they needed to have a Work Session to come up with a better plan for this issue.

Commissioner Griego stated a few years ago he spoke with DFA to see if the County would be able to add the Solid and Waste bill to the Property taxes so it gets paid. He never continued getting information on this because it was not something the last Commission wanted to do.

Commissioner Maestas asked Mr. Montgomery to work with Ms. Muniz and Mr. Martinez to find out if this would be a possibility for the County because that would solve this issue.

Further discussion took place between Mr. Martinez and the Commission.

20. Discussion/Information – 2019 Mora Day at the Legislature – Commissioner Serna
Commissioner Serna stated she received the invitations to Mora Day at the Legislator. There will be a reception with food and entertainment. Both she and Commissioner Maestas will be speaking. She encourages everyone to attend.
21. Discussion/Review/Action – County Hours of Operation – Commissioner Maestas
Commissioner Maestas stated he already went over item 21 and no action needs to be taken at this time.
Commissioner Serna made a motion to table this item.
Commissioner Griego second the motion.
All in favor. Motion carried.
- 22. Executive Session**
Done after the Treasurer’s Report.
- 23. Next County Commission Meeting**
Next County Commission Meeting will be March 14th in Wagon Mound.
- 24. Signing of Approved Documents**
All documents signed.
- 25. Adjournment**
Commissioner Griego made a motion to adjourn at 4:04 p.m.
Commissioner Serna second the motion
All in favor. Motion carried.

MORA COUNTY BOARD OF COMMISSION

X *[Handwritten Signature]*

Lionor F. Maestas
Chairman

X *[Handwritten Signature]*

Veronica M. Serna
Vice-Chairman

X *[Handwritten Signature]*

Alfonso J. Griego
Member



X *[Handwritten Signature]*

Carlos J. Arellano
County Clerk

