

**MORA COUNTY BOARD OF COMMISSION
SPECIAL MEETING
JULY 18, 2019**

1. Call to Order
Commissioner Maestas called the meeting to order at 10:06 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
Commissioner Serna made a motion to approve the agenda as presented.
Commissioner Griego second the motion.
All in favor. Motion carried.
5. Discussion/Review/Action – **Meeting Minutes**
 - a. June 3, 2018 – Regular Meeting
Commissioner Serna made a motion to approve.
Commissioner Griego second the motion.
All in favor. Motion carried.
 - b. June 13, 2019 – Special Meeting
Commissioner Serna made a motion to approve.
Commissioner Griego second the motion.
All in favor. Motion carried.

Attorney Aragon stated he had some information to share with the Commission. There was a meeting scheduled with the District Attorney's Office and with the State Auditors, Joseph Holloway and Sean Beck are present. The plan was to go into Executive Session to discuss the ongoing criminal investigation involving the Mora Volunteer Fire Department. Attorney Aragon stated he was on the phone with Chief DA Tom Clayton a few minutes ago and Mr. Clayton informed him that they will not be able to address the Commission since this is an ongoing investigation. Mr. Clayton stated to Attorney Aragon that there are one or two loose ends they need to address before they can come in. He apologizes for not being here.

Commissioner Maestas stated if an Executive Session is needed to speak with the two gentleman that did come to the meeting then they can do that at this time.

Attorney Aragon requests to convene into Executive Session at this time, he stated this is a pending or threatening litigation matter that is allowed in the Open Meetings Act. Mr. Holloway would like to address the Commission regarding the investigation.

Commissioner Serna stated this is also regarding personnel matters.

Executive session:

*Commissioner Griego made a motion to convene into Executive Session.
Commissioner Serna second the motion.*

All in favor on a roll call vote

Commissioner Maestas – Yes

Commissioner Serna – Yes

Commissioner Griego – Yes

*Commissioner Griego made a motion reconvene into Regular Session at 10:58 a.m.
Commissioner Serna second the motion.*

All in favor on a roll call vote

Commissioner Maestas – Yes

Commissioner Serna – Yes

Commissioner Griego – Yes

Attorney Aragon stated for the record only personnel issues and pending litigation was discussed.

6. Public Comment

a. Public Access Encinal Canyon Area – Steve Romero/Michael Lujan

Steve Romero – District Ranger and Michael Lujan – Natural Resources Specialist both for the Pecos/Las Vegas Ranger District presented a handout to the Commission. Mr. Romero stated the CFRP provides grant funding to stakeholders for forest restoration projects. In 2016 Mora County was awarded a CFRP. An environmental contractor was hired to complete a landscape assessment of 75,639 acres. Mr. Lujan stated the pictures in the handout show the conditions of the forest. Further information was shared with the Commission. See attached.

b. Ocate Cliffs - Star Ford – Director- Ms. Ford stated a retreat center is opening in Mora County. It is disability focused and the center will be staffed by autistic people. It is open to Church groups and any other group who would want retreats. Ms. Ford stated the County can help by getting the word out about the retreat center. Also, there is a two mile road that is expensive to maintain and would like the County's support by making that a County Road.

Commissioner Serna asked how many people they can accommodate overnight.

Ms. Ford stated currently there is a six bedroom house, and to start they can accommodate about 20 people. See brochure attached.

7. Elected Official Report

1. Elected Official Report

a) County Clerk – Carlos Arellano – No Report

b) County Assessor – Rosalee Trujillo – No Report

c) County Sheriff – Amos Espinoza – No Report

d) County Treasure – Florence Romero – Ms. Geraldine Montoya presented the Treasure report to the Commission. (See attached)

2. Department Head(s)

a) EMS/Ambulance – Brenda Casados

Ms. Casados presented the EMS/Ambulance report to the Commission. Ms. Casados stated \$11,586.25 was billed out in June, the total collected was \$6,135.01. Also, out of 25 emergency calls only 6 had insurance. 19 of those bills went out as private pay. Commissioner Maestas asked if there is a process to eliminate the uncollectable for the past years to remove them from the books or do they get carried over. Ms. Casados stated they get carried over there is no process in place at this time. Commissioner Maestas asked Ms. Casados to work with Manager Marlow to come up with a write off process for this. Ms. Casados also stated they will be having their Pharmaceutical Inspection on July 29 at 2:00 p.m. Further information was shared with the Commission.

b) Finance Report – Timothy Montgomery

Mr. Montgomery presented the finance report to the Commission. See Attached. Commissioner Maestas asked if some departments are doing hires without going through a process of payroll/county manager orientation. Mr. Montgomery stated yes, he has not gone through an orientation. Commissioner Maestas stated it is a risk to hire people without a proper orientation in place. He told Manager Marlow the Commission needs a report back within two weeks of an orientation process. Commissioner Serna made a recommendation to Manager Marlow to start working on proposing a lodgers tax. Manager Marlow stated he will present it at the August Commission meeting.

c) Road/Solid Waste – Jerry Martinez

Jerry Martinez presented the Road and SW Department report to the Commission. (See Attached) Mr. Martinez stated Tim Fresquez had one incident on Hoover Rd. There is a sign that states “Private Property”. The Ranchers called and spoke with Mr. Martinez and informed him that Hoover Road is no longer a County Road it was removed years ago. The road work that Mr. Fresquez was doing on that road was completed and he informed the Rancher that they would do research before they go back. Attorney Aragon stated he checked the Road Log and Hoover Road is still on it, it is still considered a County Road. Further discussion took place between Mr. Martinez and the Commission.

d) Planning & Zoning – Rumaldo Pino

Rumaldo Pino presented the Planning and Zoning report to the Commission. (see Attached) Mr. Pino stated he has been busy handling day to day business. Commissioner Maestas asked if Mr. Pino has been involved in any Hemp business. Mr. Pino stated he has not attended any of the workshops. He stated for those who were not aware it did pass with the State, we are now eligible to grow Hemp. Commissioner Maestas asked Manager Marlow to sit down with Mr. Pino and put something in place to present to the Commission to make sure the GRT stays in Mora County. Mr. Pino stated Attorney Aragon’s office is working on an Ordinance for the County regarding Hemp. They are hoping to present it to the Commission for the next Commission Meeting.

e) Fire Administrator – David Montoya

David Montoya presented the Fire Administrator report to the Commission.

Mr. Montoya stated this Month a house burnt down in Rio de La Casa, it was not reported until the next morning after it was completely gone. The owners were out of town at the time. The State Fire Marshal came to investigate but could not find the cause because everything was gone, it was a total loss.

Commissioner Maestas stated he will send Mr. Montoya information for the Red Cross. Red Cross will help the people who were affected by a house fire with funding.

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

Executive session:

Commissioner Serna made a motion to convene into Executive Session at 12:44 p.m.

Commissioner Griego second the motion.

All in favor on a roll call vote

Commissioner Maestas – Yes

Commissioner Serna – Yes

Commissioner Griego – Yes

Commissioner Griego made a motion reconvene into Regular Session at 2:18 p.m. No decisions were made.

Commissioner Serna second the motion.

All in favor on a roll call vote

Commissioner Maestas – Yes

Commissioner Serna – Yes

Commissioner Griego – Yes

f) DWI Program – Yolanda Medina

Yolanda Medina presented the DWI report to the Commission. Ms. Medina stated she has finalized the 4th Quarter Report, everything has been sent to DFA. She will be reverting back to DFA \$973.56, that was the balance of the distribution. They will be able to apply to get that money back in the Fall. Ms. Medina also stated she will be advertising for the part-time position in the Las Vegas Optic. Ms. Medina shared more information with the Commission.

g) Extension Agent – Suzanne DeVos Cole

Suzanne DeVos Cole presented the Extension office report to the Commission.

Ms. Cole introduced the intern they have for the summer, Eliza Rios.

Ms. Cole stated the 4H and Youth Development had an art camp in June. They have partnered with the Arts and Cultural Compound; it was a successful camp. There is also a wildlife camp coming up. The goal is to make the camps longer if everything works out. Ms. Cole stated the County Fair is August 7th - 10th. Also, there was an announcement from the State Vet about a livestock are cre getting. It is transmitted by flies; it is highly contagious. There is no cure and they do not know how to treat it. It is in Santa Fe, Los Alamos, and Valencia County.

3. County Manager Report

Arturo Marlow presented the Manager report to the Commission. Mr. Marlow stated he met with James Gallegos and Adam Romero regarding County Road C001, they came up with a plan. It has to be signed off on what the State will do and what the County will do. There is Capital Outlay Money that will be

used to purchase a bigger cattle guard, three 20ft culverts and asphalt mix to pave the road. Mr. Marlow stated he is working on the Bailiff issue with the Sheriff's office.

Commissioner Maestas asked if they have come up with an agreement.

Mr. Marlow stated not yet.

Commissioner Maestas requested Mr. Marlow to contact the District Court and ask what they require.

That will be the starting point.

Mr. Marlow shared more information with the Commission.

Commissioner Maestas asked Mr. Marlow to share the information about the issues with the Clerks storage bin situation with the Commissioners.

Mr. Marlow stated the storage bin where old records and all election supplies are stored does not seal well, which lets in moisture and is ruining everything that is inside that bin.

Commissioner Maestas stated there is a potential mold issue. Inventory has to be done to send a list of all that is lost to the State.

Commissioner Serna to update the Commission to update the Commission on several different items.

First, Commissioner Serna asked for an update on the ICIP report, stating an email was sent to him several weeks ago.

Mr. Marlow stated he has not seen that email.

Second, Commissioner Serna asked if Mr. Marlow has made the phone call to find out about Section 8 housing.

Mr. Marlow stated he has not had a chance to make that phone call.

Third, Commissioner Serna asked if Mr. Marlow has met with Planning and Zoning about the Comprehensive Land Use Policy.

Mr. Marlow stated no he has not.

Fourth, Commissioner Serna asked if Mr. Marlow was able to get ahold of the General Services Division.

Mr. Marlow stated he has not.

Fifth, Commissioner Serna asked if Mr. Marlow has met with the Solid Waste and EMS departments about the delinquent accounts.

Mr. Marlow stated yes, they are looking at different ways to collect those.

Sixth, Commissioner Serna asked Mr. Marlow how his monthly meeting with department heads are going.

Mr. Marlow stated he has not scheduled a meeting yet.

Seventh, Commissioner Serna asked if Mr. Marlow has had any of the meetings with the departments or Mr. Weathers about getting a head start on the Capital Outlay Rewards as discussed.

Mr. Marlow stated he has discussed this with Commissioner Maestas, Jerry Martinez, Timothy Montgomery and the Ambulance department.

Eighth, Commissioner Serna asked if Mr. Marlow has spoken with Heather from DOT regarding the resolutions for the projects.

Mr. Marlow stated no he has not but he did speak with James and Adam about some projects.

Commissioner Serna stated the resolutions are needed and Heather said she could help with those.

Ninth, Commissioner Serna stated Ms. Cole mentioned sending an email regarding issues with animals, was that sent to everyone.

Mr. Marlow stated that email was sent to his personal account and he just saw it yesterday.

Tenth, Commissioner Serna stated they have discussed auctioning bad material. She asked Mr. Marlow if he has considered when he will schedule that action.

Mr. Marlow stated he has not.

Commissioner Maestas asked Mr. Marlow to get a response to all the updates Commissioner Serna asked about to the Commission within two weeks. Commissioner Serna stated we are falling behind. Commissioner Maestas stated the ICIP report has to be done as soon as possible.

8. Discussion/Review/Action – Expenditure Report June 2019 – Timothy Montgomery
Timothy Montgomery presented the expenditure report to the Commission. (See attached)
9. Discussion/Review/Action – Resolution – Timothy Montgomery
 - a) Transfer to: 20900-3003-54040/Maintenance and Supplies \$790.86
Transfer from: 11000-1001-5599/Contract – other services \$790.86
Timothy Montgomery presented the resolution to the Commission. Mr. Montgomery stated there is an error in the fund number, it should read 206 instead of 209. He asked if it can be corrected after approval. Attorney Aragon stated it shouldn't be a problem, let the record reflect it is a typographical error. Commissioner Serna made a motion to approve the resolution with correction. Commissioner Griego second the motion.
All in favor. Motion carried.
10. Discussion/Review/Action – **Resolution** – FY 2019 Audit Rule – Timothy Montgomery
Timothy Montgomery presented the resolution to the Commission.
Commissioner Griego made a motion to approve the resolution with corrections.
Commissioner Serna second the motion.
All in favor. Motion carried.
11. Discussion/Review/Action – **Deputy Sheriff Commissions Agreement** between Mora and San Miguel County – Amos Espinoza, County Sheriff
Commissioner Serna made a motion to approve.
Commissioner Griego second the motion.
All in favor. Motion carried.
12. Discussion/Review/Action – Annual Financial Assistance to the Mora County Extension Service in the amount of 38,393.00 – Suzanne DeVos Cole, County Extension Agent
Commissioner Serna made a motion to approve.
Commissioner Griego second the motion.
All in favor. Motion carried.
13. Discussion/Review/Action – Financial Support of the Mora-San Miguel County Fair – Suzanne DeVos Cole
Ms. Cole stated she was asked by the San Miguel/Mora fair board to come and ask the Commission for help with funds for advertising for the County Fair.
Commissioner Serna made a motion to table this item until Thursdays meeting.
Commissioner Griego second the motion.
All in favor. Motion carried
Attorney Aragon stated for the record if it is organized as a 503 subchapters non-profit organization there is a potential issue of an anti-donation clause.
Commissioner Serna made a motion to rescind her motion to table this item.
Commissioner Griego second the motion.
All in favor. Motion carried

14. Discussion/Review/Action – **Resolution** –2020 New Mexico Department of Transportation Cooperative Agreement #L400432; Edna Sena, Procurement Officer
Edna Sena presented the resolution to the Commission.
Commissioner Griego made a motion to approve.
Commissioner Sena Second the motion.
All in favor. Motion carried
15. Discussion/Review/Action – **Resolution** – Participation in Local Government Road Fund Hardship Match Waiver Program Administered by NM Department of Transportation project #L400432; Edna Sena, Procurement Officer
Edna Sena presented the resolution to the Commission.
Commissioner Griego made a motion to approve.
Commissioner Sena Second the motion.
All in favor. Motion carried
16. Discussion/Review/Action – **Resolution** - 2020 New Mexico Department of Transportation Cooperative Agreement #L400425; Edna Sena, Procurement Officer
Edna Sena presented the resolution to the Commission.
Commissioner Griego made a motion to approve.
Commissioner Sena Second the motion.
All in favor. Motion carried
17. Discussion/Review/Action - **Resolution**– Participation in Local Government Road Fund Hardship Match Waiver Program Administered by NM Department of Transportation project #L400425; Edna Sena, Procurement Officer
Edna Sena presented the resolution to the Commission.
Commissioner Griego made a motion to approve.
Commissioner Sena Second the motion.
All in favor. Motion carried
18. Discussion/Review/Action – **Resolution** -2020 New Mexico Department of Transportation Cooperative Agreement #L400439; Edna Sena, Procurement Officer
Edna Sena presented the resolution to the Commission.
Commissioner Griego made a motion to approve.
Commissioner Sena Second the motion.
All in favor. Motion carried
19. Discussion/Review/Action - **Resolution** – Participation in Local Government Road Fund Hardship Match Waiver Program Administered by NM Department of Transportation project #L400439; Edna Sena, Procurement Officer
Edna Sena presented the resolution to the Commission.
Commissioner Griego made a motion to approve.
Commissioner Sena Second the motion.
All in favor. Motion carried
20. Discussion/Review/Action – Authorization to Publish RFP for IT Services – Arturo Marlow, County Manager
Commissioner Griego made a motion to table this item.
Commissioner Sena second the motion.
All in favor. Motion Carried.

21. Discussion/Review/Action – Authorization to Publish RFP for County Attorney Services – Arturo Marlow, County Manager
Commissioner Griego made a motion to table this item.
Commissioner Serna second the motion.
All in favor. Motion Carried.

22. Discussion/Review/Action – **Resolution** - Transferring Bulldozer from the Sheriff's Department to the Road Department – Arturo Marlow
Jerry Martinez presented the resolution to the Commission. Discussion took place between Mr. Martinez, the Commission and the County Attorney.
Commissioner Griego made a motion to approve.
Commissioner Serna second the motion.
All in favor. Motion Carried.

23. Discussion/Review/Action – Authorizing to Publish Solid Waste Management Ordinance Replacing 2015-01 and 2015 – 01 amended – Jerry Martinez, Interim Road & SW Superintendent
Jerry Martinez requested the Commission to table this item. Mr. Martinez stated some changes need to be made.
Commissioner Serna made a motion to table this item.
Commissioner Griego second the motion.
All in favor. Motion Carried.

24. Information – County Complex Report – Lionore Maestas, County Commissioner
Commissioner Maestas stated for the record next week on the agenda we will be discussing budgets issues and the monthly meetings beings changed to 9 a.m. Commissioner Maestas stated he has stressed his concerns to Santiago about the unfinished punch list. There are many issues that still need to be addressed. He stated the final payment will not be paid until all the issues are taken care of. Further discussion took place between the Commission.

25. **Executive Session**
26. **Next County Commission Meeting**
The next regular meeting will be Aug. 8th. Next Special meeting July 25th and a meeting in Taos on July 30th.

27. **Signing of Approved Documents**
All approved documents were signed.

28. **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 

Lionore F. Maestas
Chairman

X 

Veronica M. Serna
Vice-Chairman

X 

Alfonso J. Griego
Member



X 

Carlos J. Arellano
County Clerk

