

**County of Mora
Board of Commission
Regular Meeting
January 9, 2020**

1. **Call to Order**

Commissioner Maestas called the meeting to order at 9:01 a.m.

2. **Roll Call**

Commissioner Lionor F. Maestas	-	Present
Commissioner Veronica M. Serna	-	Excused
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 Maestas stated, there is a presentation on the agenda, item # 20, from Mr. Ken Hosen, it is Commissioner Maestas' request that they be flexible when they get there after lunch.

Commissioner Maestas requested obtaining the documents for Pacheco Village that Attorney Aragon has compiled.

Commissioner Griego made a motion to approve as presented.

Commissioner Maestas second the motion.

All in favor. Motion carried.

5. **Discuss/Action – Election of Commission Chair 2020**

Commissioner Griego made a motion to appoint Commissioner Maestas as CHAIR for 2020.

Commissioner Maestas second the motion.

All in favor. Motion carried.

Commissioner Maestas made a motion to appoint Commissioner Serna as VICE-CHAIR for 2020.

Commissioner Griego second the motion.

All in favor. Motion carried.

6. **Discuss/Action – Resolution - Open Meetings Act**

Manager Ansley presented the resolution for the Open Meetings Act. Ms. Ansley stated the resolution is the same resolution that is usually adopted, except for some minor changes, such as, typos and differences in the time. Other changes that were made were under item # 5 and item #6 for consistency purposes (see resolution)

Commissioner Griego made a motion to approve as presented.

Commissioner Maestas second the motion.

All in favor. Motion carried.

Commissioner Maestas requested they be more diligent with the Mora County website if it is going to be the main form of publication.

7. **Discuss/Action – 2020 Meeting Schedule**

County Manager Ansley presented the 2020 Meeting Schedule. Regular Meeting will be held on the second Thursday of the month. (See schedule)

Commissioner Maestas spoke about expanding the “meeting room” due to the concern on large crowds. He questioned if it is okay to use the school board room as a place to hold meetings.

Commissioner Griego made a motion to approve as presented.

Commissioner Maestas second the motion.

All in favor. Motion carried.

8. **Public Comment**

a. *Kathleen Dudley*

Ms. Dudley spoke during public comment. Ms. Dudley presented on wireless exposure, health and safety. (See attachment)

Ms. Dudley stated, that she called in a month ago and spoke to someone at the manager’s office requesting to be put on the agenda for a presentation. Ms. Dudley was under the assumption that she would be put on the agenda for a presentation, where she is allotted

more time to present, but she was added on the agenda under public comment, which only allows 3 minutes of speaking.

Ms. Dudley asked that they ensure next month that she be put on the agenda as a presentation since she went through the entire channels for this meeting. She will email a request because she was assured that she would be put on the agenda under an actual presentation. She was asked how much time. They did not understand how much time a presentation would allow.

Commissioner Maestas asked Manager Ansley to make sure she is put on next month's agenda for presentation.

b. Steve Smaby-

County Attorney, Michael Aragon apologized to Mr. Smaby and Mr. Chairman Maestas. Mr. Aragon stated Commissioner Maestas asked about the status for the Commission of the Blind yesterday. He stated, he had emailed him the response that he had received from Ms. Martinez. In reviewing his emails, he did not forward the email. Ms. Martinez sent Attorney Aragon a draft contract with the State of New Mexico. Mr. Aragon stated, that he just forwarded Mr. Smaby a copy of that email and the contracts as well.

Attorney Aragon stated, he will review the contracts and get the pertinent information so they can move forward in the matter.

9. Discuss/Review/Action – Minutes

a. December 12, 2019 – Regular Meeting

Commissioner Maestas made a motion to table the December 12, 2019 minutes.

Commissioner Griego second the motion.

All in favor. Motion carried.

10. Department Head/Elected Official Report(s)

1. Elected Official (s)

a. County Clerk – Carlos Arellano, Clerk

Deputy Clerk, Temarah Barela stated, the Clerk's Office did well in 2019 with the documents that were recorded. The Office recorded around 1100 documents. Ms.

Barela stated, the Clerk's Office is gearing up for the 2020 Election. The County Offices that are up for election are the Treasurer, Clerk and Commissioner District 3.

b. County Assessor – Rosalie Trujillo, Assessor

No report

c. County Sheriff – Amos Espinoza, Sheriff

County Sheriff, Amos Espinoza gave his report for December 1, 2019 to December 31, 2019. Sheriff Espinoza stated, there were 15 incidents, 58 citations, and 32 others. For January 1, 2020 to January 8, 2020 there was 1 incident, 15 citations, and 10 others. (See attachment)

Mr. Espinoza stated, the new trucks they ordered are almost ready. They will be decommissioning the Crown Victoria car that Brianna is driving, all other units will remain in the possession of the Sheriff's office. Mr. Espinoza stated, they will be requesting three more units through capital outlay.

He stated, they are having issues with the vehicle battery dying because of the age of the vehicle, as well as all of the equipment draining the battery. If the vehicles aren't started for a few days they need to boost them. It is common practice to leave the units running in the event of an emergency so they can leave right away.

Commissioner Maestas asked about the employees, he questioned how Omar Cortez is doing, now that he got back from the academy. Under Sheriff, Padilla stated, Deputy Cortez is doing really well. He learned a lot during his time in the academy.

Chantel Sena is scheduled to test for the academy on Monday January 13, 2020 at 8:00 a.m. Brianna Bingisser will not be going to the academy because she is sick. Sheriff Espinoza stated, he has one person interested in the open position, he hasn't come in for an application yet and he is also uncertified.

Under Sheriff Padilla stated, they have an interview process they go through that would give fair opportunity to anyone, certified or not, to apply for the deputy position.

d. County Treasurer – Florence Romero, Treasurer

Cheryl Maes and Josephine Montoya presented the Treasurers report. Ms. Maes stated, for the month of December, they have been working very hard. The tax bills went out, total taxes paid as of now are \$1.2 million. The prior taxes that were collected were \$23, 000. They are anticipating more tax payments because the second half is due January 10, 2020.

Ms. Maes stated, the Treasurer's office started working with the finance office to implement a tracking sheet for all reimbursements that are made throughout each department of the County. They hope to get that implemented soon so they have ways to track incoming reimbursements.

Manager Ansley stated, this is just for the outside reimbursements and if an office is requesting a reimbursement, they can give notification to the treasurer's office that they are requesting it. This will then give the treasurer's office a heads up so they can start a process and everyone can be on the same page. That way later down the road they aren't looking for a reimbursement that was never appropriately filed for or that already come in and was put in the wrong place.

Ms. Cheryl Maes presented the percentages for each department.

Manager Ansley stated, FOR THE RECORD, she wanted to clarify these are revenues and the percentages that are coming in, they are projections that come at the end of the year. Some of them come in faster and some of them come in slower. This has nothing to do with them over expending their expenditure budget, this is just what we're projecting will come in for that department and that is what the percentage is reflecting.

Commissioner Griego made a motion to accept the financial report.

Commissioner Maestas second the motion.

All in favor. Motion carried.

(Not an action item)

2. Department Head (s)

a. EMS/Ambulance – Brenda Casados, Director

Manager Ansley stated, they are still working on getting the new ambulance put into service. They need to have the dealer come out and make a couple of adjustments to the truck. The EMS department has received a few machines that they purchased through a grant. They have one new hire and they are fixing to start third rides and training. They are looking to outsource billing.

Ms. Ansley stated, she has not received the go ahead yet for maintenance of the ambulance that is in the shop.

Road Superintendent Martinez stated, it is his recommendation to allow the ambulance to get fixed with Prestige. If it is in the interest for the County to keep the ambulance, he recommends that they do the upgrade.

It is the Commission's decision to move forward with repairing the ambulance.

b. Finance Report – Kathy Mendoza, Interim CFO

Interim CFO, Kathy Mendoza gave the financial month end close report for December 2019. Mrs. Mendoza stated, the first page represents the operating budget with six months remaining in the fiscal year. The County is at 47.2% operating. (See attachment) There is a risk of comp time on the books at \$20,942.

Commissioner Maestas discussed Comp time, where it's being accrued and what is written in the Policy. Mr. Maestas asked Ms. Ansley about resolving the ongoing matter.

There was a discussion on exempt employees accruing comp time, even though it is written in the policy that they are not allowed to receive that time.

County Attorney Aragon stated, exempt employees are not entitled to comp time. They are specifically exempt from the fair labor standards and part of their privilege is that they don't have to clock in. They serve at the pleasure of their elected official or their department head. Mr. Aragon stated, all the necessary parties need to get together and review the fair labor standards and discuss the policy.

Commissioner Griego requested revisiting the half hour lunches.

Commissioner Maestas stated, they need to revisit the policy manual and discuss revisions in many areas that were an oversight or didn't make it to the policy before.

Commissioner Maestas directed Manager Ansley to send out the directive to change the hours of operation to a half hour, staggered lunch.

c. Road/Solid Waste Department – Jerry Martinez, Superintendent

Road/Solid Waste Superintendent, Jerry Martinez gave his report. Mr. Martinez's report reflected the solid waste/road department financial transactions for December 2019. The maintenance completed at Mora County solid waste/road department as well as maintenance done on County roads. (See attachment)

Commissioner Maestas questioned the fence. He stated he had a discussion with Attorney Michael Aragon yesterday.

Mr. Martinez stated, the cattle guard that was there before was 12 feet wide. The cattle guard that is there now is 20 feet wide, upon the DOT's request. There has to be a gate on the side. The suggestion is for the County to put the fence because the DOT can only put the fence as it was before the construction.

Attorney Aragon stated, it is his recommendation to put the fence consistent with the letter that they have.

Commissioner Maestas asked, if it is okay with Commissioner Griego as well as Manager Ansley, that they go on the recommendation of Attorney Aragon to direct Road Supervisor Martinez, to put up the fence up according to what the need is. If the land owner should have an issue with it, then they can address it at that time.

Road Supervisor, Jerry Martinez stated, another issue with the road is the width of the cattle guard and the culvert that is on the right of way of the DOT. It is his suggestion that they extend that culvert at least another 10 feet. It is not safe as it is.

Commissioner Maestas stated, if the DOT does not agree on putting an extension, the County will put the extension.

One day out of the month, usually on a Tuesday, they put up a sign at solid waste, which reads; Closed from 8:00 a.m. to 8:30 p.m. for a safety meeting.

d. Planning & Zoning – Rumaldo Pino III, Director

Manager Ansley gave the report on behalf of Planning & Zoning director, Rumaldo Pino III. Ms. Ansley stated Mr. Pino has been communicating with Mr. Aragon and the Law Office on the Hemp Ordinance. They are making some amendments to that, and they are hoping it will be ready to present to the Commission next month.

Per the Commission's request at the last meeting, he did contact the Department of Agriculture to obtain the list of licensed growers. He spoke with the Assessor's Office about zoning taxes. They did say they had separate tax rates for businesses, and they can set aside some time to meet to go over that.

e. Fire Administrator – David Montoya, Fire Administrator

Manager Ansley gave the report on behalf of Fire Administrator, David Montoya. Ms. Ansley stated, Golondrinas had a grass fire that burnt 2.5 acres, which was taken

care of by the Golondrinas Fire Department. They had an EMS call at the Thal Ranch, with the individual getting hurt severally. He was transported by Superior Ambulance Services. CHET had a grass fire off of State Highway 518 mm 32, and burnt about a ¼ of an acre.

SBR responded to both of the above calls and were asked to stand down because the local fire departments were able to take care of those issues.

Mr. Montoya stated, there were six (6) vehicles that were stuck in the snow in Sierra Bonita. State forestry is offering multiple trainings this month at the Buena Vista Fire Department. There is a copy of the trainings in Manager Ansley's office if anyone is interested in participating.

f. **DWI Program – Yolanda Medina, Director**

DWI Program director, Yolanda Medina gave an update. Mrs. Medina stated, she continues to work on quarterly report. She will have them all completed and ready to take to DFA when she goes to the Association of Counties Conference the week of January 21, 2020.

g. **Extension Agent – Suzanne DeVos Cole, Extension Agent**

No report

h. **County Manager Report – Joy Ansley, County Manager**

Manager Ansley gave her report. Ms. Ansley stated, The New Mexico State Library sent a sample contract for the Book Mobile Services in 2020. They are asking the County for \$500.

Ms. Ansley stated, that Frances and she have been working on the 2020 CDBG application process. They need to start scheduling public hearings if they are going to be submitting an application. She would like to propose at least two public hearings. One possibly in February and one in Wagon Mound. They will be proposing a resolution but need to listen to public hearing before submitting an application.

The Mora-San Miguel day at the legislature has been changed to just a day at the legislature. The City of Las Vegas was charged with getting quotes and organizing the event. The quotes were coming in too high and the funding wasn't there so they are doing away with the night reception. They will be doing it at the Rotunda on February 17, 2020. They are also having calendars printed with the local scenery for the guests. They will be putting special dates in those calendars that the legislature should be aware of.

The Mora Creative Council is looking for a day they can have a Work Session with the Commission to go over the functionality of the Board and what they have been doing for the County. The State Representative wants to come. He's available after the 18th of January.

Ms. Ansley stated, there is a local Auctioneer that has been coming and visiting with the County and there are two Auctions coming up. One in March in Espanola and the other in Albuquerque, April 4, 2020. There are a few departments that have some equipment they would like to put up for auction. She is in the process of assuring compliance so they can send things to a public auction.

At the last meeting she had the Commission amend the ICIP so she can add some items to the list. Since that meeting they have identified one more project that they would like to add for capital funds. It was identified at the fire chiefs meeting that they would like to do some upgrades to the communication repeaters system. There is a quote for \$139,000. If funded it would benefit State Police, Local Police, Fire, EMS and any other entity that uses communications. In order for the County to be able to submit a Capital Outlay request, they have to amend the ICIP.

It is her request of the Commission to allow her to amend the ICIP during this meeting so they can meet the deadline. Then the Commission will officially take action at the next Commission Meeting.

Commissioner Maestas allowed for the requested amendment to the ICIP Resolution. Commissioner Maestas requested they also add communication radios to the ICIP resolution.

11. Discuss/Action - Expenditure Report – December 2019 – Kathy Mendoza, Interim CFO

Interim CFO, Kathy Mendoza presented the expenditure report for December 2019. She stated, the County paid out \$335,048.86.

Commissioner Griego made a motion to approve as presented.

Commissioner Maestas second the motion.

All in favor. Motion carried.

12. Discuss / Action – Resolutions(s) BARs

Budget Transfers:

- a. Budget Transfer – 101-0400-450-45020 Commission (Attorney Fees) \$3,025.00 to 470-47030 (Claims/Judgment/Settlements) & 420-42080 (Workers Compensation Assessment)
- b. Budget Transfer – 101-0450-470-47900 Assessor's (Part-time Positions) \$13,426.00 to 470-47900 (various line items)
- c. Budget Transfer – 204-204-470-470900 Road Department (Other Operating Costs) \$500.00 to 470-470900 to (Rent/Equipment/Machinery) 470-47120
- d. Budget Transfer – 209-0245 440-44040 Ocate VFD - Maintenance (Vehicle/Furn/Fix/Equip) \$9,565.06 to 490-49010 (Debt Service Principal) & 490-49020 (Debt Service Interest)
- e. Budget Transfer – 209-0254-470-47060 Sierra Bonita Rincon VFD - Insurance (Non-Employee) & 209-0254-470-47060 (Employee Training) - \$2,000.00 to 470-47040 (Maintenance Vehicle/Furn/Fix/Equip)

Commissioner Griego made a motion to approve item #12. a. - e. all at once.

Commissioner Maestas second the motion.

All in favor. Motion carried.

13. **Discuss – Zoning and Re-zoning within Mora County**

Manager Ansley stated, this item was discussed at the special meeting. The discussion that took place at the last meeting was the County's potential need for establishing an actual zoning ordinance, within planning and zoning. There is a common misconception that all of the properties are being zoned as agricultural. There were brief discussions on the possibility of expanding and looking at some actual zoning within the county.

Commissioner Maestas questioned the agriculture and non-agriculture zoning.

There are concerns moving forward with the rapid movement of hemp. This needs to be further addressed. He stated, The Planning and Zoning committee seems to be all over the place in the matter, and they are not proactive on rezoning.

14. **Discuss/Action – Resolution – Transferring Ownership of D7 Dozer from Sheriff's Department to County Road Department**

Manager Ansley stated, the Sheriff Department has donated a D7 Dozer to the County Road Department. The resolution is to be done to prevent any potential military liability for the Sheriff's Office.

Commissioner Maestas made a motion to approve as presented.

Commissioner Griego second the motion.

All in favor. Motion

15. **Discuss – Proposed Policy for Grant Applications and Awards**

Manager Ansley presented the proposed policy for grant applications and awards. She would like to put something into place in regards to applying for and administering grants. There is currently nothing in place as far as tracking goes. This would implement a grant committee who would view every grant application, every grant award and identify those requirements, then would be brought to the Commission for approval.

Commissioner Maestas stated this is a great idea and he would agree that it should be put in place.

16. Discuss/Action – Appointment of Mora County Representative to Arts and Cultural Compound

Commissioner Griego made a motion to appoint County Clerk, Carlos J. Arellano to be the Mora County Representative to Arts and Cultural Compound.

Commissioner Maestas second the motion.

All in favor. Motion carried.

17. Discuss/Action – Contract for EMS Billing

Manager Ansley stated, they are interested in contracting out the EMS Billing. They are currently speaking with a few companies, whom are willing to provide this service. Ms. Ansley has asked EMS Director, Brenda Casados to compile questions so she can essentially interview the companies so they can go through the hiring process.

Commissioner Griego made a motion to approve as presented.

Commissioner Maestas second the motion.

All in favor. Motion carried.

18. Discuss/Action – Work Session Date – With Commission, Fire, and EMS

County Manager Ansley stated, the intent is to have a Work Session for the Fire and EMS Departments to discuss the needs of the Community pertaining to the communication system and any other needs they wish to share, as well as discussion on districting as it has been an ongoing issue.

Commissioner Maestas made a motion to table this item and allow Manager Ansley to get with Fire Administrator Montoya to set up a meeting.

Commissioner Griego second the motion.

All in favor. Motion carried.

19. **Discuss – Draft Ordinance - Regulating and Allowing the Operation of Off Highway Vehicles or All-Terrain Vehicles on Paved Streets or Highways Within Mora County, New Mexico.**

Commissioner Griego stated, he asked for this item to be put on the agenda so they can look into creating an ordinance to regulate and allow the operation of off highway vehicles on highways with in the County

Commissioner Maestas requested Manager Ansley draft an Ordinance in regards to the operation of off highway vehicles.

20. **Information/Presentation – Needs Study RTD – Ken Hosen, KFH Group**

He's with a company called South West Planning and Marketing, (*Referring to Executive Session: Commissioner Griego stated FOR THE RECORD, no decisions were made, only discussion on legal matters and personnel.*) The Company works closely with Mr. Hosen and his company. They did a small study to see what the demand would be for public transportation in Mora County that was presented to the Commission and Mr. Hosen.

Mr. Ken Hosen, spoke on behalf of KFH Group out of Austin Texas. They are presenting to the County today to get an idea of the needs of the County and which areas they would potentially be driving to. He questioned where the greatest need of public transportation would be, be it medical or shopping, because this would require different times.

Commissioner Maestas stated, the need comes from the elderly, for both medical, as well as shopping. The middle aged seem to have a need of public transportation to travel to and from work. The main destination would be Las Vegas regularly and Angel Fire on a seasonal basis.

Mr. Hosen summarized how they would go about providing public transportation to Mora County. He stated, a commuter service would provide transportation with either a bus and a driver or a van pool, which is very inexpensive. They are allowed so many miles a month. Typically, what is done in smaller communities, is a one day a week service. It is at the need of the County and its demand.

Commissioner Maestas stated, they had been in discussion of a startup system and they are still aiming towards that to determine what the ridership would be. There is a cost involved and they want to make sure the investment is what they want it to be.

Mr. Hosen shared other possibilities to help with the cost. Wal-Mart has gotten much more engaged in the communities. Some Wal-Mart's have money to invest in public transportation. Sponsorships have proven to be helpful in other locations. There are many opportunities for additional support.

Manager Ansley shared her concerns on the cost for the services.

21. Discuss/Action – Authorization to Publish the Quarterly Financial Report

County Manager Ansley stated, as per statute, 4-38-27, the Board of County Commissioners of their respective Counties, at their regular meetings in January, in each year shall cause to be prepared a statement of the receive and expenditures of such County during the year immediately receiving, setting forth the amount of money received from taxes, licenses and all other sources setting forth all other amounts expended in a particular object for which each case of every sum of money has been spent, such statements signed by the Chairman and County Clerk shall be published.

Ms. Ansley stated, they have established that the counties quarterly report does satisfy the statute. They have drafted a real simple order to be signed by the Commission stating that we will publish that quarterly report to the website.

Commissioner Griego made a motion to approve as presented.

Commissioner Maestas second the motion.

All in favor. Motion carried.

22. Discuss – Minimum Wage Increase and its Effect within County

Manager Ansley stated, the minimum wage rate has increased and it will affect the County because we have lower paid positions that are going to demand some attention with regards to minimum wage increasing.

Commissioner Maestas stated, he has been approached by two County employees who shared their concern about their wages being close to the new minimum wage increase and how it would affect them. He also questioned if there are any contract workers who are making less than minimum wage.

County Attorney Michael Aragon stated, it could be a budgetary issues when the minimum wage increases throughout the years. Mr. Aragon recommended addressing the employees at the lower

rates. He sees it as an equity factor and questions how the County will manage those at a lower rate and that have been with the County for a long period of time and are only making \$12/hour and someone completing their probation period at minimum wage, then giving them the required \$1 increase.

(# EXECUTIVE SESSION)

Commissioner Griego made a motion to enter into executive session.

Commissioner Maestas second the motion.

All in favor on a roll call vote

<i>Commissioner Maestas</i>	-	<i>yes</i>
<i>Commissioner Serna</i>	-	<i>excused</i>
<i>Commissioner Griego</i>	-	<i>yes</i>

Entered into executive session at 12:17 p.m.

Commissioner Griego made a motion to reconvene into regular session.

Commissioner Maestas second the motion.

All in favor on a roll call vote

<i>Commissioner Maestas</i>	-	<i>yes</i>
<i>Commissioner Serna</i>	-	<i>excused</i>
<i>Commissioner Griego</i>	-	<i>yes</i>

Entered into regular session at 1:15 p.m.

23. Discussion/Action – Mora County Personnel Policy Revisions

Manager Ansley stated, it is time to revisit the committee and move forward with the personnel policy. There are some changes that need to be made, among those is changing the hours of

operation of the courthouse. Ms. Ansley is asking for some direction from the Commission to continue revising the policy and putting the committee back together. She would also like some direction from the Commission from the items that were previously discussed, like changing the hours of operation from 8:00 a.m. to 4:30 p.m. and giving the employees a half hour lunch and keeping the offices open for the duration of that time.

Commissioner Maestas stated, as discussed earlier in the meeting, the Commission has agreed to direct Ms. Ansley to make those changes while the personnel policy is revised. This would take effect on February 1, 2020.

Commissioner Griego made a motion to approve as presented.

Commissioner Maestas second the motion.

All in favor. Motion carried.

24. Discussion – Comp Time Accrual

Manager Ansley stated, at a previous meeting, Commissioner Serna asked her to work on policy in regards to comp time accrual. Ms. Ansley stated, she reached out to other Counties regarding this matter. She stated, at least every other County seems to have comp time capped at 40 hours, several at 80 hours and some require the use of comp time during the same pay period.

Commissioner Maestas requested information on the legalities of the Sheriff's department.

County Attorney Aragon stated, he feels this issue is one that should be discussed in executive session.

Commissioner Maestas stated, **FOR THE RECORD**, it's a discussion, it's a pending decision by the Commission. We haven't resolved those issues yet. We will.

County Attorney Michael Aragon stated, **FOR THE RECORD**, and for the Commission benefit, we have to reconcile that as we revisit our policies as well as to make sure that it reflects the federal law.

25. Discussion/Action – Finance Director and Payroll Clerk Interim Positions

Manager Ansley stated, she wanted to inform the Commission on what is going on. There were individuals put into place in the Finance Director and Payroll Clerk positions on an interim basis and the County needs to do something about that. The County is going to post those positions in house for five days and then they will go through the interview process after that.

Commissioner Griego made a motion to allow Ms. Ansley to move forward with the process.

Commissioner Maestas second the motion.

All in favor. Motion carried.

Commissioner Maestas questioned Ms. Ansley on how she conducts her interviews and requested it be reflected **FOR THE RECORD**. Ms. Ansley stated in a situation like this, if you were posting it outsourced it would be a little different, but if you are posting it in house then the applications would be turned into one central location during the five days. At the end of the five days, as HR and as those are her departments, she will look through the applications. She will find out who is eligible for the position and who is not. Then, she will set up interviews accordingly, she will put together an interview panel because that is the way she likes to do it. She never interviews anyone, one-on-one and it would be key players who are involved with these positions. She will have a scoring rubric for the applications and because they are her departments and it doesn't technically require Commission approval, she will make that hire. Then report to the Commission.

26. Discussion/Action – Fire Administrator Contract

County Manager Ansley stated, Fire Administrator David Montoya, is a contract employee whose contract was up at the end of December and is up for renewal.

Ms. Ansley stated, **FOR THE RECORD**, she made some minor adjustments. Nothing to do with price. Mr. Montoya is a part time employee who works 20 hours per week, and he makes \$24.04 per hour for a maximum of 20 hours per week. She stated, we did change up his duties a little bit. We did add in there that he publishes request for proposals, request for quotes, identifies and applies for grants, processes purchases requisitions, purchases and invoices on behalf of the chiefs and works with vendors to ensure that the County fire departments are getting the services they need to fulfill its mission. That is one minor adjustment that was made.

Another one is in his previous contract. It had mentioned that he was only allowed to drive a vehicle as a volunteer fire chief and she adjusted that to read that he is issued a county vehicle pursuant to the agreement because as the fire administrator, he does have a vehicle.

Commissioner Griego made a motion to approve the contract.

Commissioner Maestas second the motion.

All in favor. Motion carried.

27. Discussion/Action – County Manager Contract

County Attorney Aragon stated, the Commission directed his office to enter into negotiations with Ms. Ansley. She has completed approximately four months with the County Commission. The Commission as a whole, believes, she has done an exemplary job in the position and is willing to enter into a long-term contract with Ms. Ansley.

The parameters that the Commission directed his office to enter into with Ms. Ansley is a 24-month contract with an annual salary of \$75,000. As a special provision, she would be entitled to a four-month severance if the contract was terminated for cause. That provision would be negated if there were any issues of duty. Attorney Aragon stated, he has started a draft contract for the parties review, but he believes these are the conditions the Commission would like to enter into with Ms. Ansley. He will prepare that for the party review and hopefully they can get that executed by tomorrow. It is Attorney Aragon's recommendation that the contract be effective January 9, 2020 for a 24-month period. There was a request from Ms. Ansley that the parties revisit the terms of the negotiation four months prior to the expiration of the contract and that the parties can negotiate a salary increase at any time, at a minimum, four months prior to the expiration.

Commissioner Griego made a motion to approve as presented.

Commissioner Maestas second the motion.

All in favor. Motion carried.

Attorney Michael Aragon stated, **FOR THE RECORD**, he did send a draft, once again, the draft in your inbox is not a finalized contract, but he did provide a copy to Commissioner Serna. She has been texting him and he will read the relevant portion into the record, that she will support the contract. Even though, she is not here to formally vote on it, he feels that is important to make it part of the record.

28. Next County Commission Meeting

Next commission meeting will be held on February 13, 2020.

29. Signing of Approved Documents

All approved documents were signed.

30. Executive Session

Executive session was held during an earlier item.

31. Adjournment

Commissioner Griego made a motion to adjourn.

Commissioner Maestas second the motion.

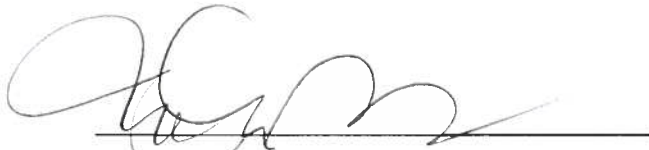
All in favor. Motion carried.

Meeting adjourned.

MORA COUNTY BOARD OF COMMISSIONER



Lionor Frank Maestas, Chair




Veronica M. Serna, Vice-Chair



Alfonso J. Griego, Member



Attest: 

Carlos J. Arellano, County Clerk

