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**MORA COUNTY BOARD OF COMMISSION
REGULAR MEETING OF
DECEMBER 12, 2019**

1. CALL MEETING TO ORDER:

Commissioner Maestas called the meeting to order at 9:00 a.m.

2. ROLL CALL:

Clerk Arellano polled the board

Commissioner Maestas ----- Present

Commissioner Serna ----- Present

Commissioner Griego ----- Present

All present and accounted for.

3. PLEDGE OF ALLEGIANCE AND SALUTE TO THE STATE FLAG:

Clerk Arellano led the board and audience in the pledge and salute.

4. APPROVAL OF AGENDA:

Commissioner Maestas requested the Minutes of Sept. 12, 2019 be added to the approval of minutes.

Commissioner Griego requested item #13 be moved before item #5

Commissioner Serna requested they be allowed to go into executive when needed.

Commissioner Serna made the motion to approve the amended agenda.

Commissioner Griego second the motion with the numbers adjusted as the agenda continues.

All in favor. Motion carried.

**5. DISCUSS/REVIEW/ACTION – PROPOSED CONTRACT WITH THE
COMMISSION OF THE BLIND – COFFEE KIOSK:**

Mr. Smaby stated that he has been in contact with Ms. Martinez from the Commission for the blind in regards to the contract and was told that she

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needs to directly speak with the County Attorney to move this contract forward.

County Attorney Aragon stated that he has spoken with Ms. Martinez but still has to go over some minor language corrections needed but will try and call her after this meeting.

Commissioner Maestas stated the he will call her as well and recommends that the board approve the contract with the corrections made as they finish the revisions.

Commissioner Serna inquired about who has the liability insurance for the space in the complex does it fall on the Collins Ranch or the County.

Mr. Smaby stated that they have the insurance settled.

Commissioner Griego made the motion to approve the contract.

Commissioner Serna second the motion.

All in favor. Motion carried.

6. PUBLIC COMMENT:

A. Comino del Llano/ Public Road to Talco – Pat Sanchez

Pat Sanchez is here today to talk about the Camino del Llano going from Hwy 94 to El Alto Talco. He passed out a letter and some information he researched about this road. **SEE ATTACHMENT**. He went over a little bit of history he found and would like to find out if this road is a county or public road.

Commissioner Maestas directed County Attorney Aragon to look into this issue and follow up with Mr. Sanchez.

B. Ella Arellano – Concerns in Holman

Ms. Arellano is here today to share the concern from the citizens of the Holman area. She stated that her first concern is about the Cattle Guard that was taken out. The second one is about the roaming cattle that have been loose for years and have caused several accidents. She stated that the cattle have been the biggest concern.

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Commissioner Maestas stated that the State is a fence out state so the roaming cattle is an issue for the State Cattle Inspector office the citizens have to report them.

Ms. Arellano stated that it should be a County issue and questioned if it would take someone to die before the County attempts to do something.

Ms. Monica Rositti a resident from Cebolla Canyon County Road C-001 is here today about the road issue that will be addressed this coming week on the fixing of the cattle guard and lowering the hill grade. She also came to talk about all the moving into the canyon and all the new drive ways installed. With all these new easements its causing run offs and other road issues. Her other issue is the constant re-naming of this road she has lived here for a number of years and has had different addresses given to her. The latest is Pine tree lane, before that it was Cebolla Springs Road. She questioned if she can just get a simple address that can be recognized by the different mail carriers.

Mr. Pino P&Z Director stated that they have addressed this issue. They got the addresses from the E11 project. This is a rural area and the addresses that are set now are for the emergency departments to find. All national chain of mail carriers, have not been recognized yet.

Mr. Jake Regensberg stated he would like to continue from where he left off the last time the commission met in this room Sept 26, 2019. He went over the different way. He thinks he could help the board avoid issues. If they would just read their Commissioner Hand book, they could avoid paying so much in attorney fees. He used the issue that had Duane Martinez asking for Attorney Aragon to recuse himself from advising the board about the El Alto issue. It is a legal matter in the real world in fact the Pacheco village is an issue in the same way each one of the board members have some kind of relations to someone in that area.

Duane Martinez gave up his time to allow Mr. Regensberg more time to finish his comment.

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Mr. Regensberg stated that he has copies of the road viewing committee from back in the day that could shed some light on the Pacheco Road issue.

County Attorney Aragon requested a copy.

Mr. Regensberg stated he will have to charge him for a copy. One of his concerns is on the matter of the Fire training to be held in Chacon with the Mattress. According to the State Fire Marshal there has to been a special kind of permit acquired. Has the County received this special permit? His last concern is about the County meetings, he has been to several other County meetings, they usually have two meeting a month one for all the county business resolutions, ordinances, and MOUs. Then a second one is for the road issues, citizens' concerns, that would allow the Public comment time be extended. This would make the county run in a better fashion.

7. DISCUSSION/REVIEW/ACTION – MINUTES:

A. November 14, 2019 – 2019 Local Election Canvass

Commissioner Griego made the motion to approve the minutes as presented.

Commissioner Serna second the motion.

All in favor. Motion carried.

B. November 14, 2019 – Regular Meeting

Commissioner Serna made the motion to approve the minutes as presented.

Commissioner Griego second the motion.

All in favor. Motion carried.

C. September 12, 2019 – Regular Meeting

This meeting needed to be revisited by the County Attorney and Mrs. Trujillo to make sure all the language be put in for the record.

Commissioner Serna made the motion to approve these minutes with the spelling to be looked at one more time.

Commissioner Griego second the motion.
All in favor. Motion carried.

8. INFORMATION/PRESENTATION – PROPOSED VETERANS MEMORIAL – VETERAINS GROUP.

Mr. Joe Gene Pacheco stated that he is here today to propose a memorial be placed on the County Complex property. He has some drafts from the building. He recognized several members on this committee that are here today to request the County Board approve this proposal to move forward. He gave a history about the project. **SEE ATTACHMENT**

Commissioner Maestas requested the committee to submit all the drafts and how this project will be funded before the Board could approve the project.

9. ELECTED OFFICAL/DEPARTMENT HEAD REPORTS:

1. Elected Official Reports:

A. County Clerk – Carlos Arellano

Mr. Arellano reported about the local election held in November and how the Board approved the minutes of the canvass. There were a few bumps during the process but they were resolved. He stated that his office is gearing up for the upcoming Primary Election. Several individuals have already shown interest. Filing date is set for March 10, 2019. The County Offices up for election will be County Treasurer, County Clerk and District 3 County Commissioner. **SEE ATTACHMENT.**

B. County Assessor – Rosalee Trujillo

Mrs. Trujillo reported that they mailed out over six thousand agriculture assessments about the livestock and grazing rights. These have not been updated in years. So, there will be changes in next year's taxes.

C. County Sheriff – Amos Espinoza

No one Present.

D. County Treasurer – Florence Romero

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Mrs. Montoya and Mrs. Marquez reported that there has been a steady stream of tax payers coming in to pay this year's taxes. There was some confusion on the tax due date being held back due to the bond question on the Local Election. The Taxes being mailed on December 1st instead of November 1st this will put the pass due date to January 19, 2020 for the first half and the second half will be back on schedule on May 10, 2020.

Commissioner Maestas wanted to go over the way the tax payment are processed. There have been lines down the hall, some people have had several issues on who is next. He stated that maybe they would be able install one or two more stations. The two stations that are in place do not work; each staff member has to work over each other to process payments. Another issue he noticed was the cold air coming from the outlets and the floor. He has spoken to HB about this issue and was told it was not in the contract and cannot be addressed by them.

2. Department Head Reports:

A. EMS/Ambulance -Brenda Casados, Director

Ms. Casados reported about the number of calls done in the last month **SEE ATTCHMENT**. She reported that one unit is down with a cracked engine and wonders where she could get the money to fix it. They received the new four-wheel drive unit that still needs to be equipped. The electronic lift was installed this week. She stated that PRC came out to inspect the issue about the respond time to the Wagon Mound. That was considered a negative on our department. She inquired if the county could find a way to fix this problem.

Manager Ansley stated that there are grants available to fund our EMS department but it would have to be combined with the fire departments. She will look into how the unit that is down could be funded to get fixed.

B. Finance Report – Kathy Mendoza, Interim Finance Director:

Mrs. Mendoza reported on FY 2019-2020 percentage for the last 6 months. She reported the County is at a 59% total for the fiscal year. **SEE ATTACHMENT.**

C. Road/Solid Waste Department- Jerry Martinez, Supervisor

Mr. Martinez went over his report. **SEE ATTACHMENT.** He went over the amount that has been spent and the amount collected from the yard. He went over the pictures showing the different signs that have been taken down and the one that have been put up since then. He reported on the back hoe that was taken apart and put back together. He stated he had not heard from the fire marshal about the Fire Training in Chacon but will look into it. He spoke about all the wood they had sold, and stated he will not sell any more until the issue get cleared up.

D. Planning and Zoning – Rumaldo Pino, Director

Mr. Pino reported on his report **SEE ATTACHMENT.** He stated that the Committee has submitted an Ordinance template to the County Attorney to review for the Committee to submit to the Board for the Hemp Industry how it will impact the County in the future.

E. Fire Administrator – David Montoya, Fire Administrator

Mr. Montoya reported that he has been to several fires in the county one in the Ocate area. The house fire in Encinal at the Martinez residents was a heartbreaker. He stated that the communicator system has been on and off, the east side does not repeat to the west side and norcom has had numerous turnovers and trainings that has kept us on the back burner. CHET Fire Department had their build out and he needs to make sure they have all the documents submitted. Golondrinas Fire Department have been inquiring about the property near or adjoining to their station and are inquiring on how they can use the space.

F. DWI Program – Yolanda Medina, DWI Director

Mrs. Medina reported on the process that the Resolution in item #12 is a format that she does yearly to ensure the funding for this program to continue to operate. She stated that the contracted employee Bernadette Cowell has been doing an excellent job with the Mora Schools and will be heading into the Wagon Mound School once the holidays pass. She is asking the Board for Approval of item #12.

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Commissioner Griego made the motion to approve the Resolution as presented.

Commissioner Serna second the motion.

All in favor. Motion carried.

G. Extension Agent – Suzanne DeVos, Extension Agent

Not Present.

10. Discussion/Review/Action – MOU With NM Main Street Program:

Mrs. Roybal-Griego stated that she is here today asking for the Board to approve the Contract that is in need to be revised for the ACC to move forward with their services. The ACC is willing have a work session to explain the different areas they work on. They also need to have a member from the County Board.

Commissioner Maestas nominated Clerk Arellano to represent the Board.

County Attorney Aragon stated that he has revised the contract and says it still has some language that needs to be changed but recommends the board to approve it now with the amended language.

Commissioner Serna made the motion to approve the Contract with the amended revisions done.

Commissioner Griego second the motion.

All in favor. Motion carried.

11. Back to Item 9. H. County Manager Report

Manager Ansley reported that she has been looking at the policy manual and would like to bring back the committee to review the policies and see what needs to be changed. She would like to review the hours of operation so she will be moving this committee forward come January. She would also like to meet with the board to see how many committees the county has formed and what are their roles are. She feels that the county has quite a few and has lost track of what they represent. She would like to

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encourage every resident to participate in the 2020 census. This informs the Federal Government how much revenue to issue to each state for the number of citizens in each county. She would also like to encourage the staff to participate in the Mora/San Miguel Night for the Legislative session and submit those beautiful pictures anyone has of our County. She reported about the County Email being hacked and is in need of the System to be upgraded. She had directed Mr. Lopez to look into the upgrade and how much it will cost. **SEE ATTACHMENT.**

Commissioner Griego made the motion to enter into a Working Executive session to discuss personnel matters and pending litigations at 12:07 p.m. Commissioner Serna second the motion with a roll call.

Clerk Arellano polled the Board

Commissioner Maestas ----- Yes

Commissioner Serna ----- Yes

Commissioner Griego ----- Yes

All in favor. Motion carried.

Commissioner Serna made the motion to reconvene back into regular session with no action taken and roll call vote.

Commissioner Griego second the motion at 2:15 p.m.

Clerk Arellano polled the Board.

Commissioner Maestas ---- Yes

Commissioner Serna ----- Yes

Commissioner Griego ----- Yes

All in favor. Motion carried.

**12.DISCUSSION/REVIEW/ACTION – EXPENDITURE REPORT – NOVEMBER
2019 -KATHY MENDOZA, INTERIM FIANANCE DIRECTOR**

Mrs. Mendoza went over the total expenditures for the month of November these were in the packet for review.

Commissioner Griego made the motion to approve the expenditure report as presented.

Commissioner Serna second the motion.

All in favor. Motion carried.

13. DISCUSSION/REVIEW/ACTION -BUDGET ADJUSTMENT RESOLUTION(S)

KATHY MENDOZA, INTERIM FINANCE DIRECTOR:

BUDGET ADJUSTMENS

- **223-029 (DWI D) \$4,050.00 INCREASE FROM (DWI D ALLOCATION) 223-291-01-370-37071 TO LINE ITEMS WITHIN DWI D FUND**
- **223-0295 (DWI G) \$973.56 INCREASE FROM (DWI G ALLOCATION) 223-0291-01-370-37071 TO OTHER CONTRACTUAL SERVICES**

Commissioner Griego made the motion to approve the budget adjustments as presented.

Commissioner Serna second the motion.

All in favor. Motion carried.

BUDGET TRANSFERS

- **101-0400 (COMMISSION) \$9,100.00 FROM (SUBSCRIPTIONS/DUES) 470-47140 AND ATTORNEY FEES (45-45020) TO VARIOUS LINE ITEMS WITH IN THE COMMISSION BUDGET**
- **101-403 (MVD) \$300.00 FROM (PER DIEM) 430-430202 TO (MILEAGE REIMBURSEMENTS) 430-43010**
- **101-0440 (BUREAU OF ELECTIONS) \$500.00 from 440-47140 (MAINTENANCE) TO FICA REGULAR 420-42030 (RETIREMENT CONTRIBUTIONS) 420-42030**
- **101-0460 (TREASURER) \$300.00 FROM 460-46900 (OTHER SUPPLIES) TO 470-47040 (EMPLOYEE TRAINING)**
- **101-0490 (PROBATE) \$100.00 FROM 470-47070 (POSTAGE/MAIL SERVICES) TO 460-469090 (SUPPLIES)**

- **500-0510 (AMBULANCE_ \$800.00 FROM 440-44040 (MAINTENANCE VECH. /EQUIP/ SERVICES) TO 460-46010 (SUPPLIES)**

Commissioner Serna made the motion to approve the budget transfers as presented.

Commissioner Griego second the motion.

All in favor. Motion carried.

14. DISCUSSION/REVIEW/ACTION – UPDATED SIGNATURE CARDS COUNTY BANK ACCOUNTS -FLORENCE ROMERO, COUNTY TREASURER:

Mrs. Montoya and Mrs. Marquez stated that the current Board needs to update the signature for the bank CD Cards that the County has invested.

Commissioner Griego made the motion to approve the updating signatures.

Commissioner Serna second the motion.

All in favor. Motion carried.

15. DISCUSSION/REVIEW/ACTION – PROPOSED AGREEMENT BETWEEN TAPETES DE LANA & MORA COUNTY (FISCAL AGENT SERVICES) FOR CHIEF THEATER RENOVATION PROJECT – JOY ANSLEY, COUNTY MANAGER:

Manager Ansley stated that she has been in contact with DFA as to what is required for the county not to violate the anti-donation clause. There are still some language and other changes for this project to move forward. She recommends the board table this item until Tapetes de Lana reaches out to the County to move the project forward.

Commissioner Maestas made the motion to table this item until Tapetes de Lana reaches out to the County.

Commissioner Serna second the motion.

All in favor. Motion carried.

16. DISCUSSION/REVIEW/ACTION – PROPOSED POLICY FOR THE DISPOSITION OF WORN OUT OR OBSOLETE COUNTY PROPERTY – JOY ANSLEY, COUNTY MANAGER

Manager Ansley stated that she would like for the board to approve a committee of three or four staff members to research, list, and itemize County property to be sold or deleted from our records.

Commissioner Serna made the motion to approve as presented.

Commissioner Griego second the motion.

All in favor. Motion carried.

17. DISCUSSION/REVIEW/ACTION – PROPOSED POLICY FOR GRANT APPLICATIONS/AGREEMENTS – JOY ANSLEY, COUNTY MANAGER:

Manager Ansley requested that the board table this item she did not have enough time to fully prepare for this item.

Commissioner Griego made the motion to table this item.

Commissioner Serna second the motion.

All in favor. Motion carried.

18. DISCUSSION/REVIEW/ACTION – RESOLUTION – AMENDING ICIP PROJECTS – JOY ANSLEY, COUNTY MANAGER:

Manager Ansley stated that the ICIP has been prepared but, she was told that they can always have items added to the request for more outlay monies. She would like to add three more items that would include road improvements in Tramperos, Encinal, and Monte Aplanado Roads.

Commissioner Griego made the motion to approve the amended resolution

Commissioner Serna second the motion.

All in favor. Motion carried.

19. DISCUSS/REVIEW/ACTION – RFP FOR GENERAL SERVICES CIVIL ENGINEER – JOY ANSLEY, COUNTY MANAGER:

Manager Ansley recommends the County do an RFP for a on hand General Civil Engineer for future projects.

Commissioner Serna made the motion to approve the RFP for General Civil Engineer.

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Commissioner Griego second the motion as presented.

All in favor. Motion carried.

20.DISCUSSION/REVIEW – 2020 MORA COUNTY HOLIDAY CALENDAR:

Manager Ansley requested a special meeting for December 30, 2019 to set the employee calendar for the 2020 year.

21. NEXT COUNTY COMMISSION MEETING:

Manager Ansley stated that the next Regular meeting be held on January 9, 2020 at 9:00 am.

22.SIGNING OF APPROVED DOCUMENTS:

All documents signed.

23.ADJOURN:

Commissioner Maestas made the motion to adjourn at 2:56 pm.

Commissioner Griego second the motion.

All in favor. Motion Carried.

Mora County Board of Commission



Lionor F. Maestas

Chairman



Veronica M. Serna

Vice- Chairman



Alfonso J. Griego

Member



ATTEST:



Carlos J Arellano

County Clerk

