

**MORA COUNTY BOARD OF COMMISSION  
OCTOBER 5, 2023  
SPECIAL MEETING**

**1. Call to Order**

**Commissioner George Trujillo** called the meeting to order at 4:02 pm.

**2. Pledge of Allegiance and Salute to the Flag of the State of New Mexico**

**Commissioner G. Trujillo** led the audience and Commission in the Pledge. All in attendance recited the Pledge and saluted the Flag of the State of New Mexico.

**3. Roll Call**

**Deputy Clerk Duran** polled the board:

**Commissioner George Trujillo – Present**

**Commissioner John Trujillo – Present**

**Commissioner Veronica Serna – Present**

*Majority are present. Quorum has been met.*

**4. Approval of Agenda**

**Attorney Cruz** recommended they amend item 8 to read “Discussion/Action – Request to approve quote for Triadic Enterprises, Inc. Live Web Site and Web Server Software and Payment Processing through Govolution”

**Commissioner V. Serna** made motion to approve agenda as amended.

**Commissioner J. Trujillo** seconds the motion.

*All in favor, motion carried.*

**5. Discussion – Inquiry Regarding Robert and Betty Martinez Quitclaim Deed with the County**

**Attorney Cruz** stated Commissioner G. Trujillo mentioned we would be receiving a request for a review of a quitclaim deed involving Robert and Betty Martinez with the County. She stated she received an email from Joseph Lopez, who is an associate broker with Trujillo Real Estate, indicating he wanted to put her in contact with the buyer’s attorney regarding this quitclaim deed. She stated the only information she received was that there was a quitclaim deed that involved a fire department. She stated all the documents have been sent to her, after she reviews them, she will get in contact with their attorney and at the next meeting she will have a more detailed report for the Commission. Further discussion took place.

**6. Projects Update – CDBG Projects by Alex Tafoya**

**Alex Tafoya** stated he would like to talk about three projects today, one of them is not CDBG and it’s not on the agenda but he would like to update the Commission on the Recreational Facility. He stated the addendum to the agreement between the County and Wayne Lloyd and Associates was executed by both parties. He stated the County issued a Purchase Order for \$165,000 and the Notice of Obligation has been sent in. He stated the Notice of Obligation was not complete, he revised it and added the addendum to the agreement and the PO and sent it back to DFA. He stated it will probably be another week or so before they sign off on the Notice of

Obligation, this will allow the County to use grant money to pay for Wayne Lloyd and Associates services instead of taking that payment out of the County budget. He stated, regarding the EMS Facility, they started working on the consultation letters for the environmental review. He will send them to the County Managers office so they can be printed on letterhead and have Commissioner G. Trujillo sign them. He will then send them to the various agencies. Mr. Tafoya also stated before construction can start on the EMS facility they have to go through a process, the environmental review, building plans and specifications and the document that CDBG provides must be approved by DFA Local Government Division. After those are approved, the Local Government Division will issue a letter to the County authorizing the project to go out for bid. Mr. Tafoya also stated a bid for the Communications Repeaters was awarded on June 27<sup>th</sup> and they still do not have a purchase order. The bid was only good for 90 days and today is the 100<sup>th</sup> day. He believes the bid is not good anymore and he needs some direction on how to proceed.

**Commissioner G. Trujillo** asked if Mr. Tafoya could call them to see if the bid is still good.

**Attorney Cruz** asked Mr. Sena if he knew what happened to the purchase order and requisition on Advanced Communications.

**Edna Sena** stated she could not enter the requisition before and she thought Monica was going to do it, it did not get done. She stated she entered the requisition this morning, she was unaware there was a deadline, but it is in Triadic and is waiting for approval.

**Attorney Cruz** asked Mr. Tafoya to let them know at Advanced Communications that the process is moving forward but we need to know if their bid is still valid so we can proceed. Further discussion took place.

**7. Discussion/Action – Consideration of Amendment to the Budget for the CDBG EMS Project for costs associated with the architect's fee**

**Attorney Cruz** stated, based on what Mr. Tafoya shared he has given the Commission an indication as to what direction can be taken, there is a need for further dialog with Ms. Sena in finance to draft a requisite resolution. She stated this item can be tabled until the regular meeting.

**Commissioner V. Serna** made motion to approve.

**Commissioner J. Trujillo** seconds the motion.

*All in favor, motion carried.*

**8. Discussion/Action – Request to approve quote for Triadic Enterprises, Inc. Live Web Site and Web Server Software and Payment Processing**

**Jojo Montoya** presented to the Commission. She stated they are asking for the help of the Commission to add a live website and web server to our existing contract with Triadic. This will allow customers to pay their tax bill and trash bill online plus other services for the other departments. She also stated the services online will be available 24/7, including holidays.

**Commissioner G. Trujillo** asked how safe this would be from hackers or scammers.

**DJ** from Govolution stated certified payments by deluxe was created for the department of Treasury. He stated they have never been hacked in any kind of way. He also stated they have a very high level of compliance and never had any issues.

**Jojo** stated most of this is at no cost to us except for a one-time fee, which includes the 11 card readers for \$2,700 and the fee to Triadic for \$18,953.57 which is a total of \$21,653.57. She stated there will be a \$75 monthly fee that each office will have to pay for out of their own budget. Mrs. Montoya stated they are asking the Commission to help pay the \$21,653.57.

**Edna Sena** stated she will have to do a budget adjustment for that amount. She stated we have LATCF funding and the small counties assistant so the \$21,000 can be covered. Further discussion took place.

**Interim Manager Sena** recommended the Commission approve this item.

**Commissioner V. Serna** made motion to approve.

**Commissioner J. Trujillo** seconds the motion.

*All in favor, motion carried.*

**9. Discussion/Action – Resolutions by Finance Department**

**a. Resolution – Budget Adjustment Request (FEMA Reimbursement)**

**Edna Sena** presented to the Commission, see attached.

**Interim Manager Sena** recommended the Commission approve this item.

**Commissioner V. Serna** made motion to approve.

**Commissioner J. Trujillo** seconds the motion.

*All in favor, motion carried.*

**b. Resolution – Budget Adjustment Request (Treasurer’s Office Salaries)**

**Edna Sena** presented to the Commission, see attached.

**Interim Manager Sena** recommended the Commission approve this item.

**Commissioner J. Trujillo** made motion to approve.

**Commissioner V. Serna** seconds the motion.

*All in favor, motion carried.*

**10. Discussion/Action – Approval of Job Descriptions for Fire Administrator and Emergency Manager Positions**

**Interim Manager Sena** recommended the Commission approve this item.

**Commissioner V. Serna** made motion to approve.

**Commissioner J. Trujillo** seconds the motion.

**Attorney Cruz** stated once the job description has been approved and the funding is allocated and approved by way of budget adjustment, the position can then be advertised, and interviews can take place and the County can move forward with the hire. She stated this is the first step in moving these two positions into in-house positions.

**Commissioner G. Trujillo** asked wasn’t there a Fire Administrator job description before they hired him last year.

**Attorney Cruz** stated there is a job description built into his contract, but there is not a stand-alone job description within HR for an in-house position.

**Commissioner G. Trujillo** stated that should have done a year ago when he was hired, he does not understand the hold up.

**Attorney Cruz** stated that was an external contract position. We are now making this an internal position, which is why we need the job description. Further discussion took place.

*All in favor, motion carried.*

**11. Discussion – Update on land purchase for the benefit of C.H.E.T. Volunteer Fire Department**

**Attorney Cruz** stated the closing for this has taken place, the property now belongs to Mora County. She stated it is important for the County to thank the Sanchez family for their efforts and patience while moving this along.

**Commissioner G. Trujillo** asked attorney Cruz to draft a letter thanking them.  
**Attorney Cruz** stated she will draft one for his signature.

**12. Discussion/Action – Approval of Revised Intergovernmental Agreement between Mora County and Union County as Fiscal Agent involving Capital Outlay for Certain Projects Awarded to Mora County**

**Attorney Cruz** presented to the Commission, see attached. She stated this item appeared on a prior agenda. We then sent it off to Union County where their County Attorney made some minor revisions to the agreement, which is why we must consider it again today. In addition, EMS made a couple of requests and we built in that language as well. Further discussion took place.

**Attorney Cruz** recommends the Commission approve this revised agreement so it can be sent and considered by Union County at their Commission Meeting on October 10<sup>th</sup>. Once it is approved and signed, she will send it to DFA. Once this is in place the funds can be dispersed. Further discussion took place.

**Interim Manager Sena** recommended the Commission approve this item.

**Commissioner J. Trujillo** made motion to approve.

**Commissioner V. Serna** seconds the motion.

*All in favor, motion carried.*

**13. Discussion/Action – Approval of Preliminary Steps to Proceed with Review of Request to Abandon County Road C-027 (also referred to as “Texas Road”)**

**Road Supervisor John Romero** stated this is just an alley in Wagon Mound full of tumble weeds.

**Attorney Cruz** stated there is a process to appoint a road viewers committee. She stated Mr. Sena’s office is directly responsible for the process, he will make a recommendation to the Commission regarding who can serve on that committee. This will be an item on the next agenda for the Commission to consider. Further discussion took place. She presented the petition to the Commission, see attached. Further discussion took place. **Attorney Cruz** recommends the Commission table this item.

**Commissioner V. Serna** made motion to table.

**Commissioner J. Trujillo** seconds the motion.

*All in favor, motion carried.*

**14. Discussion/Action – Status of Road Equipment leases and/or purchases and recommendation to staff on how to proceed.**

**Attorney Cruz** stated Clarity Collins communicated to her that the agreement for the John Deere grader is ready and needs to be signed. As for the other equipment, there are some procurement related issues that she needs to resolve. Ms. Collins has already started gathering quotes from other entities to make the cost comparison and she will put the final pieces together so the County can move forward with the rest of the equipment. Further discussion took place.

**Attorney Cruz** recommends giving direction to the County Manager to continue with the purchase of the grader.

**Commissioner V. Serna** made motion to approve the recommendation of the County Attorney.

**Commissioner J. Trujillo** seconds the motion.

*All in favor, motion carried.*

- 15. Executive Session – Limited Personnel Matters involving (1) Status of the Interim County Manager Position and Possible Appointment; (2) the Hiring Process for the County Manager position, to include advertisement, application and interview process; (3) Personnel Complaints and Investigations (Commissioners may meet with outside counsel for item 13(3))**  
– AND- Threatened/Pending Litigation: (1) notices of tort claim against Mora County, (2) possible claims to be asserted by Mora County for injunctive relief and/or TRO(s), (3) Isaac Martinez v. Mora County and (4) HPCC Wildfire Claim/Litigation RFP Negotiations (Commissioners to discuss with Steve Kopelman)

**Commissioner V. Serna** made motion to convene into executive session at 5:42 pm.

**Commissioner J. Trujillo** seconds the motion.

*All in favor, motion carried.*

**Deputy Clerk Duran** polled the board:

**Commissioner George Trujillo – Yes**

**Commissioner John Trujillo – Yes**

**Commissioner Veronica Serna – Yes**

**Commissioner V. Serna** made motion to reconvene from executive session at 7:26 pm.

**Commissioner J. Trujillo** seconds the motion.

*All in favor, motion carried.*

**Deputy Clerk Duran** polled the board:

**Commissioner George Trujillo – Left during executive session.**

**Commissioner John Trujillo - Yes**

**Commissioner Veronica Serna – Yes**

**Attorney Cruz** stated Commissioner G. Trujillo had to leave the meeting, he left 15 minutes into the executive session.

**Commissioner J. Trujillo** advised decisions were not made while in executive session, personnel matters and potential & pending litigation were discussed.

- 16. Discussion – Update regarding County Manager Hiring Process**

**Attorney Cruz** stated the Manager Position was advertised in the Las Vegas Optic, Santa Fe New Mexican and the Albuquerque Journal. Applications will be received through October 13<sup>th</sup>. The application is posted on the website. The Commission will identify a date for the interviews at a later time.

- 17. Discussion/Action – Appointment of Interim County Manager**

**Attorney Cruz** stated we do not need to address this item at this time, she recommends the Commission table it.

**Commissioner V. Serna** made motion to table.

**Commissioner J. Trujillo** seconds the motion.

*All in favor, motion carried.*

- 18. Next Regular Meeting – Thursday, October 19, 2023**

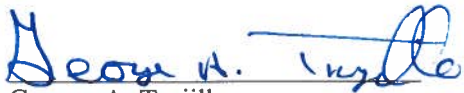
**19. Adjournment**

**Commissioner J. Trujillo** made motion to adjourn meeting at 7:30 pm

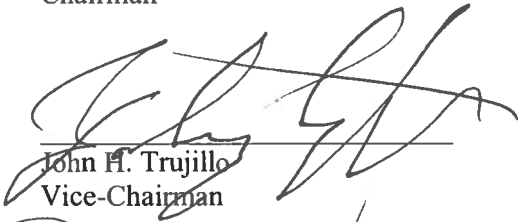
**Commissioner V. Serna** seconds the motion.

*All in favor, motion carried.*

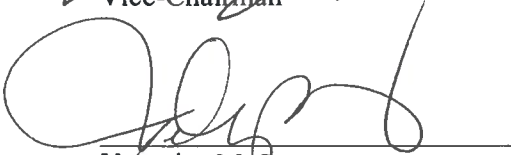
**MORA COUNTY BOARD OF COMMISSION**



George A. Trujillo  
Chairman



John H. Trujillo  
Vice-Chairman



Veronica M. Serna  
Member

**ATTEST:**



Carlos J. Arellano  
County Clerk