

**MINUTES
REGULAR MEETING
LUNA COUNTY BOARD OF COUNTY
COMMISSIONERS
Thursday, April 09, 2020**

BE IT REMEMBERED that the Luna County Board of County Commissioners met in regular session at 10:00 a.m. on Thursday, April 09, 2020 in the County Commission Chambers of the Luna County Courthouse, Deming, New Mexico, for the purpose of conducting any and all business to come properly before the Board. Due to the Covid-19 Pandemic and the Governor's Orders regarding social distancing, the commission meeting was conducted via teleconference and webcasting with a minimum in attendance from the public and staff.

The following staff and elected officials were present: County Manager Chris Brice, Executive Assistant Yossie Nieblas, Deputy Clerk Pilar Salcido, Probate Judge Diana May-Diaz, Assessor Michelle Holguin, Chief Deputy Assessor Isabelle Enciso, Budget & Procurement Director/Indigent Claims Administrator Joanne Hethcox. Other directors and elected officials were present telephonically.

CALL TO ORDER: Chair Sweetser called the meeting to order at 10:10 a.m., and led the Pledge of Allegiance and the salute to the flag of New Mexico.

ROLL CALL: Deputy Clerk Pilar Salcido called roll. The following members of the Board constituting a quorum were present:

**Barbara L. Reedy, District 1
Linda M. Smrkovsky, District 2
John S. Sweetser, Chair, District 3**

APPROVAL OF AGENDA: Chair Sweetser entertained a motion to approve the agenda. Commissioner Smrkovsky moved to approve the agenda as submitted. Commissioner Reedy seconded the motion which carried unanimously.

MINUTES:

- **Regular Meeting – March 12, 2020:** Upon a motion made by Commissioner Reedy and a second by Commissioner Smrkovsky the Minutes of the March 12, 2020 Regular Meeting were unanimously approved.

SERVICE AWARDS:

- **Retirement for David Ronkko 11/29/2001 – 4/9/2020:** Detention Captain Robert Apodaca presented a retirement plaque to Mr. Ronkko for his 19 years of service at the Luna County Detention Center.

PRESENTATIONS:

- **Restrictive Housing Report – LCDC:** County Manager Chris Brice reported there were not any individuals restricted for the quarter.
- **Deming Animal Guardians Update by Pat Danser:** Pat Danser was not able to present telephonically.
- **Humane Society Update by Sandra Foster:** Ms. Foster gave an extensive report on updates for the Humane Society. She thanked the County for the donated vehicle and the one time interim cash donation. Ms. Foster stated they may need to wait a couple of months longer to revisit the Animal Ordinance as the agreement was to revisit in six months.
- **Deming Soil & Water by Katherine Turner:** Katherine Turner was not able to present telephonically.
- **Cancer Support by Joanna Costilla and Jarod Hofacket:** Jarod Hofacket gave an extensive presentation on Cancer Support. Mr. Hofacket stated their primary support is transportation to medical facilities.

ELECTED OFFICIALS REPORTS: Probate Judge Diana May-Diaz reported she has performed nine marriages and has one pending marriage for April 20th. Ms. May-Diaz stated they have four new probates closed three and have a total of thirty probates for the year.

Assessor Michelle Holguin reported the Assessor's Office has mailed out Notice of Values for 2020 tax year with an explanation and census insert. A total of 319 building permits were issued which included 56 in the County, 260 in the City and three for the State.

COUNTY MANAGER'S REPORT: County Manager Chris Brice reported on the following items:

- **Detention Center -** A quarantine area has been identified at the Detention Center if it becomes necessary. Two inmates were exhibiting Covid-19 symptoms but tested negative. The total of Marshall Inmates is down to 150 which has an economic impact on the County.
- **The Safety and Risk Manager** went to the Deming Police Department Health Training. Most Deputies have been fitted for N95 masks and the County is well stocked right now. The State mandated all Personal Protective Equipment go through the local emergency managers.
- **Starmax –** There is much work being done at Starmax. PNM has given the County a 50% rebate because of the LED lighting that was installed. There is painting being done and a camera system being installed while Starmax is closed to the public. A huge difference will be noticed when Starmax is up and running again.
- **The Public** needs to set up an appointment to enter the Courthouse and they are also able to drop off payments with the Security Guard. This process seems to be working well.

Commissioner Reedy thanked County Manager Chris Brice for keeping the Board and the public informed during this time. Commissioner Smrkovsky asked Mr. Brice if the shredder for the Road Department had been received. The shredder has been held up in New York City.

INDIGENT CLAIMS REPORT: Upon a motion by Commissioner Reedy and a second by Commissioner Smrkovsky, the meeting of the Board of County Commissioners was unanimously recessed, and the meeting of the Indigent Hospital Claims Board convened.

Budget and Procurement Director Joanne Hethcox reported no claims for the month of March. The gross receipts collections totaled \$63,498.90 and the balance for the Indigent Claims Fund totaled \$1,240,198.51 of that \$286,447.70 is encumbered. Commissioner Smrkovsky asked about the Detention Center claims. Ms. Hethcox stated that the Detention Center claims are not run through the Indigent Claims Board but are being paid through the fund per the revision made previously. Commissioner Smrkovsky asked if that was the issue for the billings being delayed. Ms. Hethcox stated that the issue was partly that we did not have the CBT codes for the Medicaid rates, which is what our policy allowed us to pay. Commissioner Smrkovsky motioned to approve the Indigent Claims Report as submitted. Commissioner Reedy seconded the motion which carried unanimously.

Commissioner Smrkovsky motioned to recess as a Claims Board and reconvene as a County Commission. Commissioner Reedy seconded the motion which carried unanimously.

PUBLIC COMMENT ELECTRONICALLY: Chair Sweetser opened the floor for electronic public comment. The electronic system was not operable.

Chair Sweetser opened the floor to public comment for those present: Executive Director of Deming/Luna County Main Street Program Christy Ann Harvey gave a report regarding many of the Main Street projects.

CONSENT AGENDA: Upon a motion from Commissioner Smrkovsky, and a second by Commissioner Reedy the following items of Consent Agenda were approved unanimously following a roll call vote.

- a. Accounts Payable: \$1,181,727.43
- b. Payroll: \$1,056,335.55
- c. Resolution 20-28 Budget Increases
- d. Appointment of Court Security Officer – Denise Garay

OLD BUSINESS:

- a. **Luna County Information Technology and Security Policy:** County Manager Chris Brice explained there still may be changes and decisions to be made to this policy and recommended tabling the policy until next meeting. Commissioner Smrkovsky moved to table the Luna County Information Technology and Security Policy until a work session is scheduled. The motion was seconded by Commissioner Reedy which carried unanimously following a roll call vote.
- b. **Elected Officials Salary Increases Survey:** County Manager Chris Brice explained that a spreadsheet has been provided to the Board for percentage increases for Elected Officials including salary comparisons to Dona Ana and Bernalillo Counties for reference. Mr. Brice recommended a 5% increase be approved at this time, as it has been four years since the Elected Officials have received a raise. Commissioner Smrkovsky and Commissioner Reedy expressed concerns regarding the effect the pandemic could have on the County's budget and did not feel comfortable approving a raise at this time. Commissioner Smrkovsky motioned to table Elected Officials and Salary Increases until closer to the end of the year. The motion was seconded by Commissioner Reedy which carried unanimously following a roll call vote.

NEW BUSINESS: Chair Sweetser reviewed each item on the New Business Agenda with the Commissioners:

- a. **Resolution 20-26 - Acceptance and Approval of the FY 2019 Audit:** Commissioner Reedy moved to approve Resolution 20-26 Acceptance and Approval of the FY 2019 Audit. Commissioner Smrkovsky seconded the motion which carried unanimously following a roll call vote.
- b. **Resolution 20-27 – Procurement Policy Amendment:** County Manager Chris Brice explained that currently the procurement policy requires three separate quotes for any project quoted over \$1,500. Mr. Brice requested that the amount be changed to \$3,500 so that work could be approved and completed quickly for any project less than \$3,500. Commissioner Smrkovsky moved to approve Resolution 20-27 Procurement Policy Amendment. Commissioner Reedy seconded the motion which carried unanimously following a roll call vote.
- c. **BID FY 108-01 Award – Luna County Road Material:** Budget and Procurement Director/Indigent Claims Administrator Joanne Hethcox explained that the County went out to bid for various road materials and only had one response from Deming Sand and Gravel. Commissioner Smrkovsky moved to approve BID TY 108-01 Award to Deming Sand and Gravel for road material. Commissioner Reedy seconded the motion which carried unanimously following a roll call vote.
- d. **RFP FY 108-02 Recommendation for Fiscal Audit Services:** Budget & Procurement Director/Indigent Claims Administrator Joanne Hethcox explained the County received four responses to the request for proposals. After careful consideration, the three person evaluation committee recommended using Cordova CPA LLC for audit services. Ms. Hethcox explained that these are the same auditors the County has had for the last three years and recommended the Board to approve them for another three years. Chair Sweetser asked Ms. Hethcox if the auditors are required to change at some point. Ms. Hethcox stated that the County must change auditors every six years. Commissioner Reedy motioned to approve RFP FY 108-02 Recommendation for Fiscal Audit Services to Cordova CPA LLC for the next three years. Commissioner Smrkovsky seconded the motion which carried unanimously following a roll call vote.

EXECUTIVE SESSION: to discuss limited personnel matters pursuant to 10-15-1(H) (2) NMSA 1978 limited personnel matter. Commissioner Smrkovsky motioned to go into Executive Session pursuant to 10-15-1(H) (2) NMSA 1978 limited personnel matter. The motion was seconded by Commissioner Reedy and carried unanimously following a roll call vote.

The Commissioners went into Executive Session at 11:23 a.m. and returned from Executive Session at 12:24 p.m.

Commissioner Reedy motioned to return from Executive Session where no other matters were discussed other than limited personal matters. The motion was seconded by Commissioner Smrkovsky and carried unanimously following a roll call vote.

Chair Sweetser stated no action was taken.


UPCOMING MEETINGS: Chair Sweetser announced the following upcoming meetings:

Regular Commission Meeting – May 14, 2020 @ 10 a.m.
Complete County committee April 21, 2020 at 4:00 p.m.

ADJOURN: The meeting was adjourned by Chair Sweetser at 12:25 a.m.

ATTEST:

**LUNA COUNTY BOARD OF COUNTY
COMMISSIONERS**



ANDREA RODRIGUEZ, LUNA COUNTY CLERK

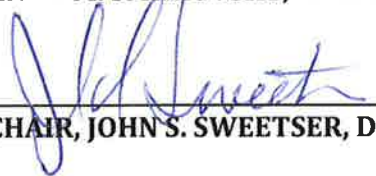


BARBARA L. REEDY, DISTRICT 1

APPROVED: 



LINDA M. SMRKOVSKY, DISTRICT 2



CHAIR, JOHN S. SWEETSER, DISTRICT 3

