

**LUNA COUNTY
BOARD OF COUNTY COMMISSIONERS**

Barbara L. Reedy
Member

Linda M. Smrkovsky
Member

John S. Sweetser
Member

**Thursday, January 11, 2018
10:00 a.m.
Regular Meeting
Luna County Courthouse**

1. **Call to Order:** Chair Smrkovsky to commence meeting (At this time, please silence your cell phones and any other electronic devices) Pledge of Allegiance, State Pledge.
2. **Roll Call:**
3. **Elect 2018 Chairman:**

MOTION AND VOTE

4. **Elected Officials Report:**
5. **Announcements:**
 - a. Employee of the Year by County Manager Pearson
 - b. Misc. Announcements by Manager, Elected Officials, or Staff
6. **County Manager's Report:**
7. **Public Comment:** The Public has the opportunity to provide comment at this time pertaining to items on the agenda only. Please be advised that this is not a question and answer period. Your comments specific to the agenda items will be limited to three minutes unless the Board of County Commissioners requests more information. The time limit and opportunity to speak is given in an effort to allow public input on business matters of the County to move the agenda forward in a prompt yet efficient manner. Comment will not be allowed on individual agenda items as they are discussed by the Commissioners during new business.
8. **Minutes:**
 - a. Work Session- December 13, 2017
MOTION AND VOTE
 - b. Work Session- December 14, 2017
MOTION AND VOTE
 - c. Regular Meeting- December 14, 2017

MOTION AND VOTE

- d. Special Meeting- December 18, 2017

MOTION AND VOTE

9. Consent Agenda:

- a. Accounts Payable: \$1,404,856.19
- b. Payroll: \$1,025,841.48
- c. Resolution 18-02 Timely Payments
- d. Resolution 18-03 Notice of Fees
- e. Resolution 18-04 Depositories, Board of Finance and Media Designation
- f. Resolution 18-05 Notice of Right to Inspect Public Records Designating Custodian of Public Records
- g. Resolution 18-06 CDBG Annual Certification And Commitments
- h. Resolution 18-07 Budget Increases
- i. Resolution 18-08 Budget Transfers

MOTION AND VOTE

10. New Business:

- a. Resolution 18-01 Notice of Meetings

MOTION AND VOTE

- b. Acceptance of Late Submittal of Application to Request an Addition to the Luna County Road Maintenance System. Dove Rd, Crest Dr., Crescent Faith.

MOTION AND VOTE

- c. Presentation of Application to Request an Addition to the Luna County Road Maintenance System. Dove Rd, Crest Dr., Crescent Faith.

PRESENTATION ONLY

11. Indigent Claims Report:

- a. Recess as County Commission, Convene as Claims Board

MOTION AND VOTE

- b. Presentation of Claims Report by Joanne Hethcox

- c. Consider Claims dated January 11, 2018 in the amount of \$935.22

MOTION AND VOTE

- d. Recess as Claims Board, Re-Convene as County Commission

MOTION AND VOTE

12. Executive Session:

Executive Session to discuss limited personnel matters pursuant to §10-15-1 (H)(2) NMSA 1978 pertaining to the consideration of complaints or charges against public employee(s) and attorney-client privilege matters pursuant to §10-15-1 (H)(7) NMSA 1978 pertaining to threatened or pending litigation.

MOTION AND VOTE

13. Upcoming Meetings:

Work Session- February 8, 2018 at 9:00 a.m. (Tentative)

Regular Meeting- February 8, 2018 at 10:00 a.m.

14. Adjourn:

STATE PLEDGE: I salute the flag of the State of New Mexico and the Zia symbol of perfect friendship among united cultures.

NOTE TO THE PUBLIC: Please use the microphone when addressing the Board. This is necessary for recording purposes. Thank you for your cooperation. Headphones for hearing enhancement are available upon request.

**MINUTES
WORK SESSION
LUNA COUNTY BOARD OF COUNTY COMMISSIONERS
Wednesday, December 13, 2017**

BE IT REMEMBERED that the Luna County Board of County Commissioners met in work session at 3:00 p.m. on December 13, 2017 at the Luna County Detention Center in Luna County, Deming, New Mexico, for the purpose of conducting a Work Session.

The following staff and elected officials were present: County Manager Ira Pearson, Assistant to County Manager Glory Juarez, Chair Linda Smrkovsky, Commissioner John Sweetser, Commissioner Barbara Reedy, Luna County Chief Deputy Clerk Berenda McWright, Deputy Clerk Myrna Duarte, Building & Project Manager William Ruiz, and Deming Visitor Center Director Laura Findley

CALL TO ORDER: Chair Smrkovsky called the meeting to order at 3:04 p.m. and led the Pledge of Allegiance and the salute to the flag of New Mexico.

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

CONVENE: The meeting was convened at the Luna County Detention Center.

JAIL INSPECTION: An inspection of the jail was conducted throughout various areas of the facility, including the new construction.

ADJOURN: Commissioner Sweetser motioned to adjourn the meeting at 4:10 p.m. Commissioner Reedy seconded motion which carried unanimously.

ATTEST:

**LUNA COUNTY BOARD OF
COUNTY COMMISSIONERS**

Andrea Rodriguez, Luna County Clerk

Barbara L. Reedy, District 1

Approved: _____

Chair, Linda M. Smrkovsky, District 2

John S. Sweetser, District 3

**MINUTES
WORK SESSION
LUNA COUNTY BOARD OF COUNTY COMMISSIONERS
Thursday, December 14, 2017**

BE IT REMEMBERED that the Luna County Board of County Commissioners met in work session at 9:00 a.m. on Thursday, December 14, 2017 in the County Commission Chambers of the Luna County Courthouse, Deming, New Mexico, for the purpose of conducting a Work Session.

CALL TO ORDER: Chair Smrkovsky called the meeting to order at 9:02 a.m. and led the Pledge of Allegiance and the salute to the flag of New Mexico.

ROLL CALL: Deputy Clerk Myrna Duarte called roll. The following Commissioners constituting a quorum were present:

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

SERVICE AWARDS: There were no Service Awards presented.

PRESENTATIONS:

Presentation/update on the Deming Senior Center by Julie Bolton: Mrs. Bolton gave a presentation regarding all of the services that the Deming Senior Center provides to the citizens of Luna County. Edward asked Mrs. Bolton how much the program was costing the county or city. Mrs. Bolton advised the program was funded by a Title 3 funds, and if he would like more specific details she would gladly meet with him during business hours.

COMMISSIONERS AND STAFF DISCUSSION ON REGULAR MEETING AGENDA ITEMS: The Luna County Board of County Commissioners presented the Regular Meeting Agenda items for presentation and discussion by attending members of the public. (**Note: Items were presented for discussion only and no actions were taken.*)

The following agenda items were discussed:

- Amending Ordinance Number 23 – Personnel Ordinance.
- Resolution 17-61 Authorizing Filing of an Application for Financial Assistance from the New Mexico Colonias Infrastructure Board.
- New Holiday Schedule for 2018.

PUBLIC INPUT: Mr. Edward Khanbabian welcomed Commissioner Reedy to the board and thanked the Board for hiring a County Attorney. Mr. Khanbabian suggested the Board hold off on the decision to Amend Ordinance Number 23, until the new members of the board have looked further into the Ordinance.

Assistant to the County Manager Glory Juarez, asked for the Board's opinion on the work session times. Commissioner Reedy expressed concern about the lack of attendance. She believes if the County advertised more, there would be a better turn out.

ADJOURN: Chair Smrkovsky adjourned the meeting at 9:57 a.m.

ATTEST:

**LUNA COUNTY BOARD OF
COUNTY COMMISSIONERS**

Andrea Rodriguez, Luna County Clerk

Barbara L. Reedy, District 1

Approved: _____

Chair, Linda M. Smrkovsky, District 2

John S. Sweetser, District 3

**MINUTES
REGULAR MEETING
LUNA COUNTY BOARD OF COUNTY
COMMISSIONERS
Thursday, December 14, 2017**

BE IT REMEMBERED that the Luna County Board of County Commissioners met in regular session at 10:00 a.m. on Thursday, December 14, 2017 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.

The following staff and elected officials were present: County Manager Ira Pearson, Assistant to County Manager Glory Juarez, Executive Assistant Yossie Nieblas, Luna County Attorney Charles C. Kretek, Luna County Clerk Andrea Rodriguez, Chief Deputy Clerk Berenda McWright, Deputy Clerk Myrna Duarte, Treasurer Gloria Rodriguez, Chief Deputy Treasurer Dora Madrid, County Assessor Delilah Rojo, Chief Deputy Assessor Barbara Cobos, Sheriff Kelly Gannaway, Captain Michael Brown, Economic Development Community Projects Director Jessica Etcheverry, Facilities Director & Planning Director William Ruiz, Human Resources Director Danny Gonzales, Budget & Procurement Director / Indigent Claims Administrator Joanne Hethcox, DWI Coordinator Edith Vazquez, Detention Center Director Chris Brice, LCDC Sargent Lionel Lozano, LCDC Pablo Montoya.

CALL TO ORDER: Chair Smrkovsky called the meeting to order at 10:04 a.m., and led the Pledge of Allegiance and the salute to the flag of New Mexico.

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

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

APPROVAL OF AGENDA: The Agenda for today's Regular Meeting was presented to the Board for approval. Commissioner Sweetser motioned to approve the agenda. The motion was seconded by Commissioner Reedy, which carried unanimously.

ELECTED OFFICIALS REPORTS: Luna County Clerk Andrea Rodriguez reported that her department is preparing for the School Bond Election for February of 2018.

Treasurer Gloria Rodriguez congratulated Commissioner Reedy for being appointed. Mrs. Rodriguez reported that her department has been busy collecting tax payments. Mrs. Rodriguez stated the Treasurer's office should have about 57 percent of taxes collected by the end of December for the 2017 taxes. The Treasurer's office is close to finishing the end of month report for November.

Chair Smrkovsky and Commissioner Sweetser, welcomed Mrs. Barbara L. Reedy to the Board of Luna County Commissioners. Commissioner Reedy stated that she was very excited to be appointed as a Commissioner. She hopes she can make a difference and listen to the public with their concerns.

Luna County Assessor Delilah Rojo, welcomed Commissioner Reedy, and announced the passing of her employee Becky Ramsey. Mrs. Rojo thanked Luna County Manager Ira Pearson and Luna County

Attorney Charles K. Kretek for all of their support. Mrs. Rojo announced that she has a position open in her department. The Assessor's Office is working on closing their books for the end of the year. On Monday December 18, 2017, triadic will be down while they transfer the records for 2018.

Sheriff Kelly Gannaway congratulated Commissioner Reedy on being appointed. Sheriff Gannaway reported that burglaries have decreased and larcenies have increased for the month of December. Also, vehicle thefts have increased, accidents have increased and DWI's have decreased. The department has had a total of 29 felony cases. The total value of stolen property is \$18,222. Mr. Joe Johnson is missing several head of cattle, and the estimated value of recovered property is \$27,800. The Sheriff's Department has hired a new Court Security Officer, Bobby Brookhouser Jr.

ANNOUNCEMENTS: Luna County Manager Ira Pearson received a phone call from the San Juan County Manager and gave him an update on the devastating school shooting that occurred in the City of Aztec New Mexico. Mr. Pearson sent condolences on behalf of Luna County.

PUBLIC HEARING: Chair Smrkovsky opened the floor for public comment pertaining to Amended Ordinance Number 23 – Personnel Ordinance. Mrs. Russ Howell requested the board explain which amendments are being made and to correct the "Nepotism" clause. Mr. Edward Khanbabian stated his personal opinion on whom has the authority on making a final decision. He believes the board should have the authority to make all final decisions. Chair Smrkovsky closed public comment.

ORDINANCE: Amended Ordinance Number 23 – Personnel Ordinance; Luna County Manager Ira Pearson discussed the changes made to Ordinance Number 23. Mr. Pearson guided the Board through the ordinance and explained the amendments. Commissioner Sweetser requested that an amendment be made to the ordinance to include the definition of "Nepotism". Commissioner Sweetser motioned to amend section 6.03 to add the definition of "Nepotism" and to amend section 3.71 to change the wording from sick leave and vacation to personal time off (PTO). The motion was seconded by Commissioner Reedy and unanimously approved following a roll call vote.

COUNTY MANAGER'S REPORT: County Manager Ira Pearson reported on the following items:

- a. Taylor Harvey provided a Bee training to several county departments. Luna County Manager Ira Pearson gave a brief break down on the training. Commissioner Sweetser questioned what kind of protective equipment the Sheriff Deputies were issued to protect themselves. Sheriff Gannaway advised that they have ordered a protective suit for the deputies to carry, including protective gloves. Soap and water bottles were recommended in the training. Sheriff Gannaway advised the Board that Deputy Nordof has already been given recognition and he was also named Deputy of the year for the Sheriff's Department and Employee of the year for the county.
- b. **Dispatch:** Dispatchers attended Emergency Medical Dispatch (EMD) Training. The new Department of Public Safety CAD system is scheduled to go live once the contract is signed.
- c. **Detention Center:**
 - **LCDC Daily average population for November**

Population Analysis	Male	Female	Juvenile	Total
Number of Inmates Incarcerated	352	74	6	432

Number of Inmates Released	281	62	5	348
Inmate Daily Average Population	266	53	3	322
Inmate USMS Daily Average Population	181	17	2	200
Inmate Local Daily Average Population	68	22	1	91
Inmate Average Length of Stay	48	32	4	

- Average Daily - Last Month - 329
- USMS – Last Month - 200
- Local – Last Month - 122
- Inmate Average length of stay – Last Month - 45

- d. **Road Department:** The department is close to completing the chip sealing project on Lucca Road. Chair Smrkovsky questioned the oiling on Lucca RD. Mr. Pearson clarified the issues with the oil on Lucca Road.
- e. **Budget & Procurement:** Starmax took a loan in the amount of \$388,661.21 in November of 2012, of which \$10,908.25 is non recoupable. The current balance re-paid is \$326,321, leaving a remaining balance of \$51,431.91 as of November 30, 2017.
- f. **Human Resources:** The department is working on getting all forms online. Including getting the online signatures. Having all the forms online will make everything more efficient.
- g. **Starmax:** November sales were \$122,391.00. Sales were lower than November 2016. The arcade area has new activities for younger kids. New games and bouncy houses are now in.

PUBLIC COMMENT: Chair Smrkovsky opened the floor to Public Comment. There was no public comment.

CONSIDER MINUTES: Upon a motion made by Commissioner Sweetser, seconded by Chair Smrkovsky, the Minutes of the November 9, 2017 Work Session were unanimously approved. Upon a motion made by Commissioner Sweetser, seconded by Chair Smrkovsky, the Minutes of the November 9, 2017 Regular Meeting were unanimously approved. Upon a motion made by Commissioner Sweetser, seconded by Chair Smrkovsky, the Minutes of the November 16, 2017 Special Meeting were unanimously approved. Upon a motion made by Commissioner Sweetser, seconded by Chair Smrkovsky, the Minutes of the November 16, 2017 Work Session were unanimously approved.

CONSENT AGENDA: Upon motion of Commissioner Reedy, seconded by Commissioner Sweetser, the following items on the Consent Agenda were unanimously approved following a roll call vote.

- a. **Accounts Payable: \$1,755,689.49**
- b. **Payroll: \$1,021,114.08**
- c. **Resolution 17-59 Budget Increases**
- d. **Resolution 17-60 Budget Transfers**
- e. **Resolution 17-61 Authorizing Filing of an Application for Financial Assistance from the New Mexico Colonias Infrastructure Board.**
- f. **Approval of 2018 Holiday Schedule**
- g. **Appointment of Court Security Office – Bobby Brookhouser Jr.**

NEW BUSINESS: Chair Smrkovsky reviewed each item on the New Business agenda with the Commissioners:

- a. **Award of Contract for REP# FY 106-01-LCDC Medical and Behavioral Health Services:**
Mr. Pearson stated that the contract was still under negotiation and no set amount has been stated. Commissioner Reedy motioned to award the contract to CorrValues, LLC. Commissioner Sweetser seconded the motion which carried unanimously.
- b. **Amendment to General and NO Litigation Certificate for Outlay GRT Refunding Revenue Bonds Series 2015:** Chair Smrkovsky announced the amendment in which a 30 day time period to complete payment, is now being moved to 270 day time period. Commissioner Reedy motioned to approve the amendment to General and No Litigation Certificate for Outlay GRT Refunding Revenue Bonds Series 2015. Commissioner Sweetser seconded the motion which carried unanimously.

INDIGENT CLAIMS REPORT: Upon motion of Commissioner Reedy and a second by Commissioner Sweetser, 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 recommended approval of 10 claims dated November 2017 totaling \$2,746.48. She reported the total of Gross Tax Receipts collected was \$53,285.00 and the balance for Indigent claims fund totaled \$893,908.67, of that \$265,177.97 is encumbered. Commissioner Reedy motioned to approve the Indigent Claims Report as submitted. Commissioner Sweetser seconded the motion which carried unanimously. Commissioner Sweetser motioned to recess as a Claims Board and reconvene as a County Commission. The motion was seconded by Commissioner Reedy and unanimously approved.

ANNOUNCE NEXT MEETING: Chair Smrkovsky announced a Regular Meeting will be held on January 11, 2018 at 9:00 a.m.

REQUESTS FOR FUTURE AGENDA ITEMS:

ADJOURN: Commissioner Reedy motioned to adjourn meeting, Commissioner Sweetser seconded the motion which carried unanimously. Chair Smrkovsky adjourned the meeting at 10:50 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

JOHN S. SWEETSER, DISTRICT 3

**MINUTES
SPECIAL MEETING
LUNA COUNTY BOARD OF COUNTY
COMMISSIONERS
Monday, December 18, 2017**

BE IT REMEMBERED that the Luna County Board of County Commissioners met in Special Session at 10:00 a.m. on Monday, December 18, 2017 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.

The following staff and elected officials were present: County Manager Ira Pearson, Assistant County Manager Glory Juarez, County Attorney Charles C. Kretek, Clerk Andrea Rodriguez, and Administrative Assistant Myrna Duarte.

CALL TO ORDER: Chair Smrkovsky called the meeting to order at 10:07 a.m. and led the Pledge of Allegiance and the salute to the flag of the State of New Mexico.

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

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

PUBLIC COMMENT: Chair Smrkovsky opened the floor to Public Comment of which none was forthcoming. Mr. Russell Baker stated with the new construction on several new public school buildings being built, the County and the City need to communicate with the Deming Public School System to gate the schools and make a more secure environment for students. Chair Smrkovsky advised Mr. Baker to get in touch with the school system, to see what can be done, because she believes there was a grant available for that purpose.

NEW BUSINESS:

- a. **Approval of Inter-Governmental Service Agreement between New Mexico Department of Public Safety and Luna County pertaining to upgraded computer aided dispatch system:** County Manager Pearson explained that the CAD System that dispatch currently has contracted with Motorola, is coming to an end. This new agreement with New Mexico Department of Public Safety is negotiable. If the County finds a different company they can end the agreement with New Mexico Department of Public Safety. This contract took longer for the County to agree to due to the way certain items were specified. At the moment dispatch has been paying Department of Public Safety to be able to use the State system. For the time being Dispatch will use the new CAD system until the County finds a better company to contract with to fit the means and cost for Luna County. Commissioner Sweetser moved to approve the Inter-Governmental Service Agreement between New Mexico Department of Public Safety and Luna County pertaining to upgraded computer aided dispatch system. Commissioner Reedy seconded the motion which carried unanimously.

ADJOURN: Commissioner Reedy motioned to adjourn meeting. Commissioner Sweetser second, in which motion carried unanimously. Chair Smrkovsky adjourned the meeting at 10:29a.m.

ATTEST:

**LUNA COUNTY BOARD OF COUNTY
COMMISSIONERS**

ANDREA RODRIGUEZ, CLERK

BARBARA L. REEDY, DISTRICT 1

APPROVED: _____

LINDA M. SMRKOVSKY, DISTRICT 2

JOHN S. SWEETSER, DISTRICT 3

LCBCC Meeting January 11th, 2018

Accounts Payable

12/04/2017	\$41,359.01
12/04/2017	\$11,787.68
12/04/2017	\$6,582.32
12/06/2017	\$32.70
12/07/2017	\$191,902.93
12/07/2017	\$6,816.38
12/07/2017	\$17,875.31
12/13/2017	\$100,320.84
12/13/2017	\$15,344.89
12/13/2017	\$3,377.17
12/21/2017	\$889,474.20
12/21/2017	\$4,844.54
12/21/2017	\$2,670.39

P-Cards

December 2017	\$112,467.83
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Total \$ 1,404,856.19

Luna County
Board of County Commissioners

AGENDA 01/11/18

PAYROLL

12/08/2017	Register#2017069	\$498,771.87
12/08/2017	Register#2017070	\$12,380.78*
12/22/2017	Register#2017072	\$495,991.07
12/22/2017	Register#2017073	\$18,697.76*

Total \$1,025,841.48

Be it remembered that at a regular meeting of the Luna County Board of County Commissioners in Deming New Mexico, on the 11th day of January 2018, the following proceedings were had and entered of record.

RESOLUTION #18-02

TIMELY PAYMENTS RESOLUTION

WHEREAS, it is sometimes necessary to pay bills and make payments between meetings of the Luna County Board of County Commissioners to take advantage of discounts and make payments in a timely manner.; and

WHEREAS, the Luna County Business Office is and has been the central purchasing office since 1974, and handles the purchasing of goods and services and payment of bills;

NOW THEREFORE, BE IT RESOLVED AND ORDERED that the Luna County Board of County Commissioners does hereby direct the Luna County Manager or Designee to approve vouchers and issue warrants as necessary for signature by the Commission Chairman when the Board is not in session, and that a summary of these vouchers be presented to the Commissioners at their next meeting.

Done at Deming, New Mexico this 11th day of January, 2018

Luna County Board of County Commissioners

ATTEST:

Barbara Reedy, Member

Andrea Rodriguez, County Clerk

Linda M. Smrkovsky, Member

John S. Sweetser, Member

Be it remembered that at a regular meeting of the Luna County Board of County Commissioners in Deming New Mexico, on the 11th day of January 2018, the following proceedings were had and entered of record.

RESOLUTION #18-03

NOTICE OF FEES

WHEREAS, the Luna County Board of County Commissioners find it necessary to implement certain fees pertaining to copying, recording, business registrations, transaction within the Treasurer's Office, building permit fees, manufactured home/mobile home installation permit fees, and plan review fees, rural addressing service fees; and

NOW THEREFORE, BE IT RESOLVED that the Luna County Board of County Commissioners has determined that the above-mentioned fees be charged as followed:

Copying Fees:

1. Copies of documents, single sided, black and white or electronic:
Letter size, (8 1/2" x 11"), legal size, (8" 1/2 x 14"), or tabloid size, (11" x 17") \$0.50
2. Black and white paper map size:
Above tabloid size (11" x 17") up to three (3') feet by four (4') feet \$10.00
3. Black and white paper map size:
Above three (3') feet by four (4') feet up to six (6') feet \$25.00
4. Luna County Addressing Atlas:
Black and White Version \$40.00
Color Version \$60.00
USB Flash Drive \$25.00
Each Additional Layer of Data \$5.00

Requests for Specialty Maps, Data, or Data Sheets shall be detailed in writing to the Office of the County Planner for pricing, which will vary depending on complexity and density of layered information, data type, media type, and production time.

Recording Fees:

DOCUMENTS RECORDED IN THE OFFICE OF THE COUNTY CLERK ARE PUBLIC RECORDS, SUBJECT TO INSPECTION AND DISCLOSURE.

Recording fees are established pursuant to Section 14-8-13 through 17, et seq., NMSA, 1978 . Unless otherwise specified by law, the county clerk shall collect a recording fee of twenty-five dollars (\$25.00) for each document filed or recorded by the county clerk. If the document being filed or recorded contains more than ten

entries to the county recording index, the county clerk shall collect an additional fee of twenty-five dollars (\$25.00) for each additional block of ten or fewer entries to the county recording index from the document. For each fee of twenty-five dollars (\$25.00) collected by the county clerk, eighteen dollars (\$18.00) shall be deposited in the county general fund and seven dollars (\$7.00) shall be deposited in the county clerk recording and filing fund.

If a document being filed or recorded contains fewer than ten entries to the county recording index and is filed or recorded in person in the office of the county clerk by one of the interested persons named on the document, the county clerk shall collect a fee of ten dollars (\$10.00). For each fee of ten dollars (\$10.00) collected by the county clerk, three dollars (\$3.00) shall be deposited in the county general fund and seven dollars (\$7.00) shall be deposited in the county clerk recording and filing fund.

Amounts collected from the equipment recording fee shall be deposited into a restricted account to be used as authorized by Section 14-8-12.2, NMSA, 1978 .

Business Registration Fees:

The annual business registration fee is \$25.00 pursuant to Ordinance No. 5 as Amended.

All licensed locations or premises in Luna County, outside the corporate limits of the City of Deming and the village limits of the Village of Columbus, beginning June 1 each year for the ensuing year, shall pay the following license tax:

(1)	Dispenser's License (Bar and Winery)	\$200.00
(2)	Retailer's License (Package Store)	\$100.00
(3)	Club License.....	\$ 50.00

This fee is due and payable to the County Clerk's Office at the time each business registration is issued on July 1.

Fees for Transactions within Treasurer's Department:

Return payment checks for correct amount **\$5.00**

This fee will partially cover the cost of returning advalorem tax payment checks that are unsigned or are for an incorrect amount.

Return item (NSF) charges **\$30.00**

This fee will not be less than current bank charges. This charge will cover the processing cost of the return items.

Cost to Luna County-Personal Property (Mobile Home) Sale

The administration and enforcement of delinquent personal property advalorem taxes is authorized by Sections 7-38-51 through 56, NMSA 1978.

The delinquent personal property tax sale is authorized by Sections 7-38-57, 58, 59, NMSA 1867.

The County Treasurer is authorized to recover any cost incurred in preparing for the sale. To cover all additional costs of preparing for the personal property tax sale, the Luna County Treasurer hereby imposes the following fees:

- (1) **Delinquent personal property letter service fee** **\$10.00**
This charge would be for all accounts that are delinquents more than 60 days.
- (2) **Demand Warrant Processing Fee** **\$25.00**
This charge would be for all accounts that are delinquent over 180 days.
- (3) **Penalty and Interest**
The P & I charge on accounts that are more than 180 days delinquent will be retained by Luna County to defray the cost of the personal property tax sales.

Building Permit Fees:

Manufactured Home/Mobile Home Installation Permit (MHIP) fee: \$45.00

<u>Building Permit Value</u>	<u>Permit Fee</u>
\$1,000 and less	\$20.00
\$1,001.00 to \$3,000.00	\$20.00 + \$5.00 per \$500.00 increment in value over \$ 1,001.00
\$3,001.00 and over	\$40.00 + \$1.50 per \$1,000.00 increment in value

Plan review fee is waived for standard residential construction projects. Complex residential and all Commercial construction project plan reviews will be +20% of permit fee.

Failure to obtain an approved building permit prior to beginning construction will result in the immediate discontinuance of further work on the project and shall be required to pay double the normal permit fee before a permit is issued.

Rural Addressing Service Fee (new residents):

Administrative processing	\$10.00
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Subdivision Ordinance Fees:

See Attachment A

NOW, THEREFORE BE IT RESOLVED THAT, this resolution shall be reviewed periodically to determine if revisions are necessary.

Done at Deming, New Mexico this 11th day of January, 2018

Luna County Board of County Commissioners

ATTEST:

Barbara Reedy, Member

Andrea Rodriguez, County Clerk

Linda M. Smrkovsky, Member

John S. Sweetser, Member

ATTACHMENT A

Schedule of Administrative Fees for Administering the Luna County Subdivision Ordinance

Summary Review Application	\$100.00 or \$10.00 per lot
Preliminary Plat Application	\$200.00 or \$15.00 per lot
RE-submittal of revised or corrected plat application	\$100.00
Final Plat Application	\$100.00 or \$25.00 per lot
Replat	(Same as preliminary and final plat)
Vacation of Plat (including partial vacation)	\$75.00
Vacation of Easement	\$50.00
Variance	\$100.00 per variance
Appeals to County Commission	\$50.00
Claim of Exemption	\$25.00

Where additional review by the County is required above and beyond normal review requirements due to complex, unforeseen, or unique circumstances relating to the proposed plan or plat, then the County may charge additional fees to defray the cost of such reviews.

Be it remembered that at a regular meeting of the Luna County Board of County Commissioners in Deming, New Mexico, on the 11th day of January 2018, the following proceedings were had and entered of record.

RESOLUTION #18-04

DEPOSITORIES, BOARD OF FINANCE AND MEDIA DESIGNATION

BE IT RESOLVED AND ORDERED by the Luna County Board of County Commissioners, the following establishments and persons be designated or appointed in the following capacities of the County of Luna, subject to further order of this Board.

OFFICIAL DEPOSITORIES OF COUNTY FUNDS	First New Mexico Bank, Wells Fargo New Mexico, N.A., Deming, NM, First Savings Bank, FSB, Deming, NM, New Mexico State Treasurer's Local Government Investment Pool
COUNTY BOARD OF FINANCE	All County Commissioners, County Treasurer as Executing Officer, and County Clerk as the Clerk of the Board of Finance
OFFICIAL NEWSPAPER AND OTHER MEDIA	Deming Headlight KOTS/KDEM Radio Station

**Done at Deming, New Mexico this 11th day of January, 2018
Luna County Board of County Commissioners**

ATTEST:

Barbara Reedy, Member

Andrea Rodriguez, County Clerk

Linda M. Smrkovsky, Member

John S. Sweetser, Member

Be it remembered that at a regular meeting of the Luna County Board of County Commissioners in Deming, New Mexico, on the 11th day January, 2018, the following proceedings were had and entered of record.

RESOLUTION #18-05

NOTICE OF RIGHT TO INSPECT PUBLIC RECORDS

WHEREAS, Luna County Government shall comply with the Inspection of Public Records Act of New Mexico, Section 14-2-1 through 12, NMSA 1978;

WHEREAS, any person wishing to inspect public records may submit an oral or written request to the Custodian of Public Records. However, the procedures set forth in the Act shall be in response to a written request. The failure to respond to an oral request shall not subject the custodian to any penalty. If a person requesting inspection would like a copy of a public record, a reasonable fee set by the annual Notice of Fees Resolution will be applicable;

WHEREAS, nothing in the Inspection of Public Records Act shall be construed to require a public body to create a public record;

WHEREAS, a written request shall provide the name, address and telephone number of the person seeking access to the records and shall identify the records sought with reasonable particularity. No person requesting records shall be required to state the reason for inspecting the records;

WHEREAS, the custodian receiving a written request shall permit the inspection immediately or as soon as is practicable under the circumstances, but not later than fifteen days after receiving a written request. If the inspection is not permitted within three business days, the custodian shall explain in writing when the records will be available for inspection or when the public body will respond to the request. The three-day period shall not begin until the written request is delivered to the office of the custodian;

WHEREAS, in the event that a written request is not made to the custodian having possession of or responsibility for the public records requested, the person receiving the request shall promptly forward the request to the custodian of the requested public records, if known, and notify the requester. The notification to the requester shall state the reason for the absence of records from that person's custody or control, the records' location and the name and address of the custodian;

WHEREAS, for the purposes of the Act, "written request" includes an electronic communication, including email or facsimile; and

WHEREAS, requests to inspect public records should be submitted to the Custodian of Public Records.

NOW THEREFORE BE IT RESOLVED, the Luna County Board of County Commissioners designates the Assistant to the County Manager/Special Projects Supervisor as the Custodian of Public Records. Contact information is as follows:

Glory Juarez
Luna County Courthouse
County Manager's Office
700 S. Silver Avenue
Deming, NM 88030
Phone: (575) 546-0494
Fax: (575) 544-4293
glory_juarez@lunacountynm.us

Done at Deming, New Mexico this 11th day of January, 2018

Luna County Board of County Commissioners

ATTEST:

Barbara Reedy, Member

Andrea Rodriguez, County Clerk

Linda M. Smrkovsky, Member

John S. Sweetser, Member

Grantee Name: County of Luna

CDBG Project Number: 14-C-RS-I-03-G-23

RESOLUTION # 18-06

**ADOPTION OF REQUIRED
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
ANNUAL CERTIFICATIONS AND COMMITMENTS**

WHEREAS, municipalities, counties or other entities that accept Community Development Block Grant (CDBG) funds must adopt certain required federal regulations; and

WHEREAS, the County of Luna (hereinafter referred to as the Grantee) wishes to ensure compliance with federal regulations by adopting the following required certifications and commitments:

Citizen Participation	certifies its commitment to citizen participation by preparing and adopting a Citizen Participation Plan that includes ways to encourage public input using various methods to reach the public and assures that citizens are provided reasonable notice and timely access to local meetings, per the Open Meetings Act (NMSA 1978, Chapter 10, Article 15)
Fair Housing	certifies its commitment to the Fair Housing Act of 1968 to affirmatively further fair housing, which prohibits discrimination in the sale, rental, leasing and financing of housing or land to be used for the construction of housing on the basis of race, color, religion, sex, disability, familial status, or national origin
Residential Anti-Displacement & Relocation Assistance	certifies its compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, whose purpose is to provide uniform, fair, and equitable treatment for persons whose real property is acquired or for persons displaced as a result of a CDBG-funded project or activity
Section 3	certifies its commitment to Section 3, a provision of the Housing and Urban Development (HUD) Act of 1968, which requires recipients of certain HUD financial assistance, to the greatest extent feasible, provide job training, employment, and contracting opportunities for low and very low income residents in connection with projects and activities in their community
Procurement	certifies its compliance with federal procurement code (24 CFR Part 85.36) and New Mexico Procurement Code (§13-1-120 NMSA 1978) by adopting a procurement policy annually for CDBG projects

NOW, THEREFORE, BE IT RESOLVED, that the Grantee adopts the above CDBG certifications and commitments that must be adopted annually.

PASSED, APPROVED, SIGNED, AND ADOPTED at a duly called and convened regular meeting of the governing body of the County of Luna this 11 day of January, 2018.

SIGNED: _____
_____, Chief Elected Official

ATTEST:

(Name and Title) Andrea Rodriguez, County Clerk

**LUNA COUNTY BOARD OF COUNTY
COMMISSIONERS**

**RESOLUTION NO. 18-07
Proposed Inter/Intra Fund Budget Increases**

WHEREAS, the Luna County Board of County Commissioners has the statutory authority to approve, modify and amend the County's annual operating budget; and

WHEREAS, development of an annual budget includes a considerable amount of professional guessing about events that may occur in the future; and

WHEREAS, during the course of the budget year actual events can result in receiving revenues or making expenditures that were not expected at the time the budget was prepared and adopted; and

WHEREAS, it is necessary to adjust the County's adopted budget to properly provide for these unexpected events.

NOW THEREFORE BE IT RESOLVED that the Luna County Board of County Commissioners hereby adopts the changes to the County's Fiscal Year 106, July 1, 2017 through June 30, 2018 Budget proposed by the County's management staff and attached hereto in spreadsheet form, as amendments to the previously adopted operating budget.

PASSED, APPROVED AND ADOPTED THIS 11th DAY OF JANUARY, 2018.

LUNA COUNTY

Chairperson

ATTEST:

Andrea Rodriguez, Luna County Clerk

Be it remembered that at a Regular meeting of the Luna County Board of County Commissioners in Deming NM on the 11th day of January, 2018, the following budget adjustments are proposed and entered of record.

SCHEDULE OF BUDGET ADJUSTMENTS				Budget Resolution Number 18-07 Proposed Inter/Intra FUND Budget Increase					Entity Code DFA Resolution Number	
ITEM NO	Adjustment Type	Fund/ DFA Fund	Dept.	From	Amount	To	Amount	Purpose	Approved Budget Balance	Adjusted Budget Balance
One	Increase	415/218	Community Services - SWAG Program	415/218	\$ (22,500.00)	415-77-1470 (Revenue) Success W/Adolescent Goals Grnt	\$ (22,500.00)	Awarded new contract for FY 18 for Success w/ Adolescent Goals program	\$ (25,155.00)	\$ (47,655.00)
					\$ 22,500.00	415-68-2020 Supplies	\$ 22,500.00	To allow for expenditure of new contract award for FY 18 for Success w/ Adolescent Goals Program	\$ 25,810.15	\$ 48,310.15
Two	Increase	415/218	Community Services - Healthy Kids New Mexico Grant	415/218	\$ (45,000.00)	415-77-1330 (Revenue) Healthy Kids NM Grant	\$ (45,000.00)	Awarded new contract for FFY 18 for Health Kids New Mexico Grant.	\$ (49,000.00)	\$ (94,000.00)
					\$ 45,000.00	415-17-2330 Healthy Kids New Mexico Grant	\$ 45,000.00	To allow for expenditure of new contract award for FFY 18 for Healthy Kids New Mexico Grant Program	\$ 29,300.24	\$ 74,300.24
Three	Increase	406/220	Indigent Health Care	406/220	\$ 150,000.00	406-19-2018 Inmate Medical	\$ 150,000.00	To pay for contract with CorrValues LLC for inmate medical costs at Luna County Detention Center/	\$ 405,000.00	\$ 555,000.00
Four	Increase	608/700	Commissary Fund	608/700	\$ 85,000.00	608-21-2052 Commissary Fund	\$ 85,000.00	To pay for inmate commissary expenses for remainder of fiscal year.	\$ 25,000.00	\$ 110,000.00
					\$ 235,000.00		\$ 235,000.00		\$ 410,955.39	\$ 645,955.39

NOW, THEREFORE, it is respectfully requested that the Luna County Commissioners, authorize the above adjustments to the Luna County Budget.

Done at Deming New Mexico this Thursday the 11th day of January, 2018.

LUNA COUNTY BOARD OF COUNTY COMMISSIONERS

Barbara L. Reedy, District 1

Linda M. Smrkovsky, District 2

John S. Sweetser, District 3



ATTEST:

Entered By:

Date

Andrea Rodriguez, Luna County Clerk

Checked By:

Date

MEMO

To: County Manager/Commissioners
From: Jessica Jara
Department: Community Health & Well Being
Date: 11/21/2017

Total of Request

Re: Budget Request for a BUDGET TRANSFER [] \$

BUDGET INCREASE [X] \$22,500.00

TRANSFER FROM

FUND or Line Item Number	Line Item Description	Current Line Balance	Proposed Transfer Amount

TRANSFER TO

FUND or Line Item Number	Line Item Description	Current Line Balance	Proposed Increase Amount
415-68-2020	Supplies	18,985.73	22,500.00
415-77-1470	Successful Adolescent Goals (Rev)		-22,500.00

Purpose budget adjustment: (to pay for what?)

Awarded new contract for FY18, this will pay for stipend and supplies for the program.

REASON FOR TRANSFER (why is current budget insufficient).

N/A

Department Head Signature:



Res #18-10

**The Abstinence Education Grant Program ~ Success with Adolescent Goals Program
COUNTY OF LUNA, hereinafter referred to as “Contractor”**

SCOPE OF WORK

The CONTRACTOR shall perform the following work:

1. Implement a Success with Adolescent Goals (SWAG) Program as an “after-school” abstinence based education program that targets 12 to 17 year old youth. This contract shall serve a minimum of 25 participants that includes both male and female genders.
2. Collaborate with community partners to identify participants and to build community supports around youth advocacy and program development.
3. Identify at risk participants, through school officials and program partners, who have high risks behaviors such as: poor school performance, economic disadvantage, single or teen parents, family disruptions, problem/delinquent behavior (alcohol/drug use, being part of a gang, physical fighting, carrying weapons), depression, sexually active peers, peers’ with pro-childbearing attitudes and other risk factors for teen pregnancy.
4. Report SWAG Program Curricula and Service learning schedule to Program Manager. Preliminary schedules should be turned in at beginning of the program year and any changes reported to the SWAG Manager on a monthly basis.
5. Implement SWAG with participants.
 - a. Arrange an initial meeting between referred participants and/or additional participants and their family to discuss program and obtain family involvement and support;
 - b. Provide SWAG programming for participants which will include:
 - i. Structured classroom activity with training in either *Sex Can Wait* or *Above the Waist* Curriculum focusing on issues around values, relationships with family and peers, life skills and sexuality;
 - ii. Service learning with community service projects and facilitated reflection for learning that connects meaningful community services with academic learning, personal growth and civic responsibility (see Attachment 1 for approved service learning projects). Service learning projects that are not on the list may be conducted with written approval from the Abstinence Education Program (SWAG) Project Manager, and
 - iii. Completion of a minimum of 25 hours out of 27 service learning hours per program year for each participant, and 85% of curriculum sessions.

- c. Ensure that SWAG Facilitator is trained by and approved SWAG representative from the Department trainer. The SWAG Facilitator must attend a training held by the department.
- 2. Provide stipends to the students as follows:
 - a. Students receive:
 - i. Students may receive up to a \$200.00 stipend. Stipends will vary depending on attendance, group participation and general behavior. Students must complete a minimum of 85% of curriculum sessions, and must complete a minimum of 25 hours out of 27 service learning hours for 100% (\$200.00) of stipend. If students complete 50% of curriculum sessions and at least 14 out of the 27 service learning hours they may be awarded 50% (\$100.00) of stipend amount.
- 3. Train a minimum of **12** unduplicated parents and community members in 3 separate events, using the approved Parent-Adolescent Relationship Education (PARE) curriculum or (See Attachment 2 for approved curriculum lessons.) Administer parent post survey and submit to Agency along with sign-in sheets.

Other trainings for parents and community members may be considered if contractor request advance approval from SWAG Manager. Alternate topic can include: information regarding the local impacts of teen sexual decision-making; information regarding risk and protective factors, and youth issues around teen pregnancy; parenting skills (setting limits, consequences, dealing with emotions, developmental expectations); violence prevention (dating and domestic violence, bullying, gang awareness); training on the SWAG curriculum and principles; substance abuse (tobacco prevention education, underage drinking); and skill building regarding youth advocacy.

- 4. Ensure SWAG facilitator attends required facilitator training in Las Cruces held by the SWAG Manager.
- 5. Complete the evaluation process as follows:
 - a. Administer pre (beginning of project) and post surveys (end of project) to participants and submit completed test within 30 days to the Agency;
 - b. Administer post surveys to participants who leave before the end of the programming and submit completed test within 30 days to Agency;
 - c. All pre and post surveys must be received by August 15th 2018;
 - d. Obtain consent from the legal guardian of each student to participate in the program including participating in surveys and data collection and submit form to the SWAG coordinator;

- e. Facilitators will distribute and collect an evaluation of their facilitation as prepared by the SWAG Manager.
 - f. Facilitators will self-assess program performance at year-end;
 - g. Facilitator agrees to annual site visits by the SWAG Coordinator; and
 - h. Facilitator agrees to participate in monthly conference calls/webinars with SWAG Coordinator.
- 6. Prepare and submit a final, end of federal fiscal year report to SWAG Coordinator, no later than **September 15, 2018**, that includes a narrative summary of the process and outcome evaluation of the program detailing:
 - a. The status of items in the Scope of Work;
 - b. A narrative summary of the overall project in the final report; and
 - c. A narrative that highlights the performance of the activities of the project as well as the documentation of the coordination of teen pregnancy prevention related activities with other community programs.
- 7. Provide the SWAG Manager with roster of all staff involved in the prevention project, i.e. director, project coordinator, health educator that includes contact information, title and duties.
- 8. Provide monthly updates of proposed changes made to the project to include; location, new staff resumes, and changes to the curriculum. These changes are subject to approval of the SWAG Manager.
- 9. Staff involved in the prevention project will complete an orientation of SWAG with proof of such training recorded in personnel or training files.
- 10. Participate, by sending the Project Coordinator and Facilitator, to the Annual Training held by the SWAG Manager.
- 11. Submit additional reports by specified deadlines as requested by the SWAG Manager.
- 12. Submit any agreements or subcontractors using SWAG funds to the Agency for review and assurance of compliance with SWAG regulations.
- 13. Identify Department of Health/Public Health Division (PHD)/SWAG in any published documents, media presentations, training programs, training materials, brochures, and any other materials and programs developed which are developed under Scope of Work or through budget of this contract.

14. Submit any materials developed for public or media distribution to include but not limited to advertising or media campaigns, pamphlets, brochures, etc., or public service announcements, to the SWAG Manager and Agency Communications Director for approval prior to finalization and distribution.
15. Remain in compliance with Federal Conditions relevant to Title V funding (see Attachment 3).

General Provisions

Performance will be monitored and evaluated by periodic on-site work reviews, review of quarterly data reports, and scheduled consultations with the SWAG Manager.

SWAG Program Deliverables

FY18 Budget

Education for up to 25 adolescents in SWAG Curriculum classroom activities, reflection groups, and community service			25 Students \$13,700.00
Travel			\$ 300.00

Stipends and Incentives

Stipend for up to 25 Students at \$200.00 each			\$5,000.00
Graduation ceremony for 25 students and 25 guest @ \$10.00 per person.			\$ 500.00

Community Training

Three events for parents and community members with educational sessions using a Parents Curriculum. 3 events @ \$500.00 per event with a minimum of 12 unduplicated adult participants			12 Adults \$ 1,500.00
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Evaluation

Complete evaluation process (administer pre- and post-surveys)			\$ 1,500.00
Total			\$22,500.00
In-kind Amount 43%			\$9,675.00

16. Contractor shall be paid based upon deliverables completed after receipt and approval of deliverables and monthly invoices. The NMDOH reserves the right to conduct program audits to verify program compliance, quality and completeness and to request periodic progress reports.
17. The CONTRACTOR will provide In-Kind Donations to SWAG Programming at a rate of 43% of the contract amount, thus **\$9,675.00** for this contract. In-kind must be met by the remit of final invoice.
18. The CONTRACTOR may make adjustments or changes not to exceed the total amount payable under the contract with written prior approval of SWAG Manager. The maximum amount to be paid to the CONTRACTOR for this FY17 budget shall not exceed a total of **\$22,500.00** for the year.
19. Submitted monthly Request of Reimbursements (one hard copy and one e-mail copy) must include the following:
 - a. Direct Purchase Order Number;
 - b. contractor's name and address;
 - c. dates requesting reimbursement for under the contract terms;
 - d. original signature of authorized requestor;
 - e. date of billing;
 - f. stipend receipts that are signed and dated by participant, must be disbursed and billed within the same month;
 - g. attendance logs for programming and service learning completed with participants signature;
 - h. statement certifying that the above information is true, correct and in accordance with the contract and no part of this request has been previously paid; and
 - i. brief description of activities billing for.
20. The CONTRACTOR agrees to submit invoices for services provided within Fifteen days of the month in which services were delivered. In addition, CONTRACTOR agrees to submit the final invoice for services provided in September within the **first week of September 2018**.
24. Performance Measures.
CONTRACTOR shall provide evidence of the following Performance Measures:
Goal 1: Improving Individual Health
Individual Objective 2: Reduce teen births

Strategies:

- Recruit community-based partners to implement the Success with Adolescent Goals (SWAG) program services learning approach that supports positive youth development to decrease teen pregnancy and increase school success.
- Improve collaboration between state agencies and community partners to expend funding for, and implementation of comprehensive sex education, family planning services, service learning programs, male involvement programs and adult youth communication programs to reduce teen pregnancy.

FEDERAL GRANT FUNDING REQUIREMENTS

A. Suspension and Debarment.

To the extent that this Contract is federal grant funded, each party represents that neither it, nor any of its management or any other employees or independent contractors of the Entity who will have any involvement in the services or products supplied under this Agreement, have been excluded from participation in any government healthcare program, debarred from or under any other federal program (including but not limited to debarment under the Generic Drug Enforcement Act), or convicted of any offense defined in 42 U.S.C. Section 1320a-7, and that it, its employees, and independent contractors are not otherwise ineligible for participation in federal healthcare programs. Further, each party represents that it is not aware of any such pending action(s) (including criminal actions) against it or its employees or independent contractors. Each party shall notify the other party immediately upon becoming aware of any pending or final action in any of these areas.

B. Grantor and Contractor Information.

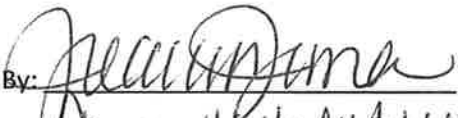
1. If applicable, funding under this agreement is from the following Catalog of Federal Domestic Assistance (CFDA) Programs:
 - i. CFDA Number – 93.235
 - ii. Program Title – Abstinence Education Grant Program
 - iii. AGENCY/OFFICE – Administration for Children and Families
 - iv. GRANT NUMBER – 1601NMAEGP
2. CONTRACTORS: Dun and Bradstreet Data Universal Numbering System Number (DUNS Number) is 000082279

C. Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights (Sept. 2013).

1. This contract and employees working on this contract will be subject to the whistleblower rights and remedies in the pilot program on Contractor employee whistleblower protections established at 41 U.S.C. 4712 by section 828 of the National Defense Authorization Act for Fiscal Year 2013 (Pub. L. 112-239) and FAR 3.908.
2. The Entity shall inform its employees in writing, in the predominant language of the workforce, of employee whistleblower rights and protections under 41 U.S.C. 4712, as described in section 3.908 of the Federal Acquisition Regulation.
3. The Entity shall insert the substance of this clause, including this paragraph (c), in all subcontracts over the simplified acquisition threshold.

ACCEPTED:

COUNTY OF LUNA
700 S. SILVER AVE.
DEMING, NM 88030

By: 
Title: Community Health & Well Being Director
Date: 11/17/2017

MEMORANDUM

To: County Manager/Commissioners
 From: Department: Community Projects
 Date: 1/3/18

Total of Request
 \$45,000

Re: Budget Request for a

BUDGET TRANSFER ☐

BUDGET INCREASE ☒

TRANSFER FROM

FUND or Line Item Number	Line Item Description	Current Line Balance	Proposed Transfer Amount

TRANSFER TO

FUND or Line Item Number	Line Item Description	Current Line Balance	Proposed Transfer Amount
415-17-2330	Healthy Kids Grant		\$45,000
415-77-1330	Healthy Kids nm grant (Rev)		-45,000.00

PURPOSE OF BUDGET ADJUSTMENT:

REASON FOR TRANSFER:

Received the Healthy Kid's contract award for \$45,000 for the period of Federal Fiscal year October 1, 2017 to September 30, 2018.

Department Head Signature: 

MEMORANDUM OF AGREEMENT

Between
New Mexico Department of Health
And
Luna County

This Agreement entered into between **New Mexico Department of Health (DOH)** and **Luna County**, the entity providing services (Entity), collectively referred to as "the Parties", hereinafter.

IT IS AGREED BETWEEN THE PARTIES:

1. PURPOSE

The purpose of this agreement is to support the Healthy Kids Healthy Communities (HKHC) initiative in Luna County to expand opportunities for healthy eating and active living for children and low-income adults where they live, learn, play, work, eat, and shop. Healthy eating and active living are two lifestyle behavior choices that help prevent obesity.

2. SCOPE OF WORK

The Entity shall perform the following work:

1. Provide coordination and support to the Healthy Kids Healthy Luna County coalition. Activities include, but are not limited to: 1) convene bi-monthly meetings for school, food, and built environment work groups to ensure implementation efforts move forward; 2) develop one-year action plan with annual and quarterly goals; 3) develop annual calendar to inform strategic planning and coordinated implementation efforts; 4) provide ongoing technical assistance to stakeholders on policy, systems, and environmental strategies to increase healthy eating and physical activity; 5) build, expand, and support community partnerships; and 6) share successes via coalition meeting updates, Healthy Kids Healthy Luna County fact sheet, newsletters, and presentations. **Submit written monthly updates on coalition activities including progress made, challenges encountered, and next steps. In addition, submit: 1) action plan with annual and quarterly goals; and 2) annual calendar.**
2. Convene quarterly Healthy Kids Healthy Luna County community-wide coalition meetings. Meetings will focus on: 1) updating members on progress made; 2) gathering input from community stakeholders to advance efforts; 3) strategic planning and goal-setting; 4) showcasing 1-3 success stories; 5) addressing challenges; 6) networking; and 7) next steps. **Submit draft agenda to Obesity, Nutrition & Physical Activity (ONAPA) Program team for feedback one month in advance of each meeting. Submit the following after each meeting: 1) agenda and handout materials; 2) list of attendees; 3) written summary of meeting with action items; and 4) next steps.**

annual report on: 1) name of schools implementing the initiative; and 2) number of potential students reached.

7. Partner with community organizations, DPS, and elementary schools to implement direct nutrition education for salad bars, in schools with the Fresh Fruit and Vegetable Program, and tasting, cooking, and/or gardening lessons in after school and/or summer programs in Luna County. **Submit written monthly updates including activities undertaken, progress made, challenges encountered, next steps, partners working on each initiative, and digital photos. In addition, submit required annual report on: 1) name of schools/sites implementing each initiative; 2) name of schools receiving the FFVP; and 3) number of potential students reached.**
8. Restore, revitalize, and support school edible gardens at three DPS elementary schools. In addition, partner with schools and/or community organizations to implement short tasting and gardening lessons in schools with edible gardens. **Submit written monthly updates including activities undertaken, progress made, challenges encountered, next steps, partners working on the initiative, and digital photos. In addition, submit required annual report on: 1) name of schools implementing the initiative; and 2) number of potential students reached.**
9. Support and assist in the implementation of the Eat Smart to Play Hard (ESPH) social marketing campaign in three DPS elementary schools participating in the 5.2.1.O Challenge. Activities include, but are not limited to: 1) participate in statewide HKHC trainings on this strategy; 2) assist in the recruitment of schools to participate in the initiative; 3) work with schools and ESPH team to train school staff on how to implement the initiative; 4) provide ongoing technical assistance; and 6) help schedule and coordinate focus groups to inform evaluation efforts. **Submit written monthly updates including activities undertaken, progress made, challenges encountered, next steps, partners working on the initiative, and digital photos. In addition, submit required annual report on: 1) name of schools implementing the initiative; and 2) number of potential students reached.**

Physical Activity Before, During, and After School

10. Partner with DPS to implement an on-going walk and roll to school program in two DPS elementary schools. Coordinator will focus on schools with the highest obesity rates and all walk and roll activities will emphasize increased water consumption. Activities include, but are not limited to: 1) participate in statewide HKHC trainings on this strategy; 2) provide technical assistance and training to teachers and school administration; 3) promote student participation; and 4) track student participation. **Submit written monthly updates including activities undertaken, progress made, challenges encountered, next steps, partners working on the initiative, and digital photos. In addition, submit required annual report on: 1) name of schools implementing the initiative; 2) frequency of walk and roll program; and 3) actual number of students participating.**

made, challenges encountered, next steps, partners working on the initiative, and digital photos. In addition, submit required annual report on: 1) name of sites implementing the initiative; and 2) potential community reach.

15. Establish and/or maintain and expand the number of farmers and added-value vendors participating in the Deming farmers' market and explore the possibility of applying for and implementing Women, Infants, and Children (WIC), Commodity Supplemental Food Program (CSFP), Senior Farmers Market Nutrition Program (SFMNP), Supplemental Nutrition Assistance Program (SNAP), and Double Up Food Bucks (DUFb). In addition, partner with community organizations to conduct short tasting and/or cooking demos. **Submit written monthly updates including activities undertaken, progress made, challenges encountered, next steps, partners working on the initiative, and digital photos. In addition, submit required annual report on: 1) name of sites implementing the initiative; 2) number of vendors; 3) frequency of market; and 4) potential community reach.**
16. Partner with key stakeholders and community organizations in Deming to implement food tastings, food demos, and/or gardening lessons at the following sites: 1) Luna County Public Health Office/WIC clinic; 2) food distribution sites such as Commodity Supplemental Food Program (CSFP), Temporary Emergency Food Assistance Program (TEFAP), and other food banks and/or pantries; and 3) community gardens. In addition, partner with key stakeholders and community organizations on establishing walking paths, fitness stations, welcoming, mileage, or instructional signage, and/or edible gardens at these sites. **Submit written monthly updates including activities undertaken, progress made, challenges encountered, next steps, partners working on the initiative, and digital photos. In addition, submit required annual report on: 1) name of sites implementing the initiative; and 2) potential community reach.**
17. Partner with local farmers and community organizations to glean remaining produce from fields following harvest. Gleaned produce will be distributed at food distribution sites including CSFP, TEFAP, and other food banks and/or pantries. **Submit written monthly updates including activities undertaken, progress made, challenges encountered, next steps, partners working on the initiative, and digital photos. In addition, submit required annual report on: 1) name of sites implementing the initiative; and 2) potential community reach.**
18. Partner with key stakeholders and community organizations to recruit Luna County senior centers for the establishment of edible gardens. Activities include, but are not limited to: 1) build support for members to maintain the garden and harvest produce; 2) explore the possibility of using produce from the garden in senior meals; and 3) partner with community organizations to implement short tasting, cooking, and/or gardening lessons. **Submit written monthly updates including activities undertaken, progress made, challenges encountered, next steps, partners working on the initiative, and digital photos. In addition, submit required annual report on: 1) name of sites implementing the initiative; and 2) potential community reach.**

evaluation timeline and as requested by the ONAPA Evaluator and/or Program Manager.

24. Collect data on labor and non-labor leveraged resources and Supplemental Nutrition Assistance Program Education (SNAP-Ed) partnerships that support Healthy Kids Healthy Luna County efforts. **Submit required quarterly labor, non-labor, and partnership reports.**
25. Support the statewide HKHC initiative to expand opportunities for healthy eating and active living for children and low-income adults where they live, learn, play, work, eat, and shop. Activities include, but are not limited to: 1) participate in statewide workgroups to develop, revise, and/or refine HKHC materials, curricula, and implementation strategies; 2) participate in and/or help facilitate regular technical assistance conference calls on select topics; and 3) present local HKHC work and key successes at least twice a year at both state and local venues.
26. Work with the ONAPA Evaluator to prepare a year-end report that addresses the following questions:
 - How much did we do?
 - How well did we do it?
 - Is anyone better off?
27. CONTRACTOR's efforts shall contribute to the decrease in childhood obesity prevalence.

General Provisions:

Performance will be monitored and evaluated by monthly conference calls and regular progress reports.

Budget

FY18 Deliverables

1. Provide coordination and support to the Healthy Kids Healthy Luna County coalition. Submit written monthly updates on coalition activities.	\$1,000.00
2. Convene quarterly HKHC Luna County community-wide coalition meetings. Submit the following after each meeting: 1) agenda and handout materials; 2) list of attendees; 3) written summary of meeting; and 4) next steps.	\$1,000.00
3. Support the Deming Public School District (DPS) School Health Advisory Council (SHAC) to implement its school district wellness policies in compliance with state and federal regulations. Submit written monthly updates including activities undertaken, progress made, challenges encountered, next steps, and partners working on the initiative. <u>In addition</u> , submit post-WellSAT data and DPS wellness policy if update, and required annual report on policy revision and implementation progress.	\$2,500.00
4. Implement the Healthy Kids 5.2.1.O Challenge in at least 4 elementary schools	\$3,500.00

DPS elementary schools. Submit written monthly updates including activities undertaken progress made, challenges encountered, next steps, partners working on the initiative, and digital photos. <u>In addition</u> , submit required annual report on: 1) name of schools implementing the initiative; 2) frequency of walking program; and 3) actual number of students participating.	
12. Partner with DPS to implement walk and roll to school and/or walking program events on International Walk to School Day in October and National Bike to School Day in May in a minimum of four DPS elementary schools. Submit written monthly updates including activities undertaken progress made, challenges encountered, next steps, partners working on the initiative, and digital photos. <u>In addition</u> , submit required annual report on: 1) name of schools implementing the initiative; and 2) actual number of students participating.	\$2,000.00
13. Partner with DPS to implement safe, active, and welcoming outdoor school space for open community use in a minimum of one DPS neighborhood school. Submit written monthly updates including activities undertaken, progress made, challenges encountered, next steps, partners working on the initiative, and digital photos. <u>In addition</u> , submit required annual report on: 1) name of schools implementing the initiative; 2) signage posted; and 3) infrastructure changes to increase active outdoor space and community usage.	\$1,500.00
14. Explore the possibility of partnering with one local Deming food store owner to increase availability of fresh fruits and vegetables by selling local produce from one Luna County farmer. Submit written monthly updates including activities undertaken, progress made, challenges encountered, next steps, partners working on the initiative, and digital photos. <u>In addition</u> , submit required annual report on: 1) name of sites implementing the initiative; and 2) potential community reach.	\$1,500.00
15. Establish and/or maintain and expand the number of farmers and added-value vendors participating in the Deming farmers' market. In addition, partner with Cooperative Extension to conduct short cooking and/or tasting demos. Submit written monthly updates including activities undertaken, progress made, challenges encountered, next steps, partners working on the initiative, and digital photos. <u>In addition</u> , submit required annual report on: 1) name of sites implementing the initiative; 2) number of vendors; 3) frequency of market; and 4) potential community reach.	\$1,000.00
16. Partner with key stakeholders and community organizations in Deming to implement food tastings, food demos, and/or gardening lessons at community sites. Submit written monthly updates including activities undertaken, progress made, challenges encountered, next steps, partners working on the initiative, and digital photos. <u>In addition</u> , submit required annual report on: 1) name of sites implementing the initiative; and 2) potential community reach.	\$1,500.00
17. Partner with local farmers and community organizations to glean remaining produce from fields following harvest. Submit written monthly updates including activities undertaken, progress made, challenges encountered, next steps, partners working on the initiative, and digital photos. <u>In addition</u> , submit required annual report on: 1) name of sites implementing the initiative; and 2)	\$2,500.00

maximum and not a guarantee that the work assigned to Entity under this Agreement to be performed shall equal the amount stated herein.

B. The DOH shall pay to the Entity in full payment for services satisfactorily performed not to exceed \$45,000.00 (as set forth in Paragraph A) including gross receipts tax if applicable. Payment is subject to availability of funds as appropriated by the Legislature to the DOH and to any negotiations between the parties from year to year pursuant to Article 2, Scope of Work. All invoices **MUST BE** received by the DOH no later than fifteen (15) days after the termination of the Fiscal Year in which the services were delivered. Invoices received after such date **WILL NOT BE PAID**. Invoices shall be submitted monthly. The Entity shall submit to the DOH at the close of each month a signed invoice reflecting the total allowable costs incurred during the preceding month. No invoices will be reimbursed unless submitted within thirty (30) days after the last day of the month in which services were performed.

C. The Entity must submit a detailed statement accounting for all services performed and expenses incurred. If the DOH finds that the services are not acceptable, within thirty days after the date of receipt of written notice from the Entity that payment is requested, it shall provide the Entity a letter of exception explaining the defect or objection to the services, and outlining steps the Entity may take to provide remedial action. Upon certification by the DOH that the services have been received and accepted, payment shall be tendered to the Entity within thirty days after the date of acceptance. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. However, the DOH shall not incur late charges, interest, or penalties for failure to make payment within the time specified herein.

5. **PROPERTY**

The parties understand and agree that property acquired under this Agreement shall be the property of the DOH.

6. **CLIENT RECORDS AND CONFIDENTIALITY**

A. The Entity shall protect the confidentiality, privacy and security of all confidential information and records and shall not release any confidential information to any other third party without the express written authorization of the client when the record is a client record, or the DOH.

B. The Entity shall comply with the Federal Health Insurance Portability and Accountability Act (HIPAA) of 1996, the Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH Act) and applicable regulations and all other State and Federal rules, regulations and laws protecting the confidentiality of information.

7. **FUNDS ACCOUNTABILITY**

The Entity shall maintain detailed time and expenditure records, which indicate the date, time, nature, and cost of services rendered during the Agreement term and retain them for a period of three (3) years from the date of final payment under the Agreement. The

The Entity shall not use any funds provided under this Agreement, either directly or indirectly, for the purpose of conducting lobbying activities or hiring a lobbyist or lobbyists on its behalf at the federal, state, or local government level, as defined in the Lobbyist Regulation Act, NMSA 1978, Sections 2-11-1, et. seq., and applicable federal law. No federal appropriated funds can be paid or will be paid, by or on behalf of the Entity, or any person for influencing or attempting to influence an officer or employee of any Department, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, or the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, or modification of any Federal contract, grant, loan, or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any Department, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection of any applicable Federal contract, grant, loan, or cooperative agreement, the Entity shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

B. Suspension and Debarment

For contracts which involve the expenditure of Federal funds, each party represents that neither it, nor any of its management or any other employees or independent Entities who will have any involvement in the services or products supplied under this Agreement, have been excluded from participation in any government healthcare program, debarred from or under any other Federal program (including but not limited to debarment under the Generic Drug Enforcement Act), or convicted of any offense defined in 42 U.S.C. Section 1320a-7, and that it, its employees, and independent Entities are not otherwise ineligible for participation in Federal healthcare or education programs. Further, each party represents that it is not aware of any such pending action(s) (including criminal actions) against it or its employees or independent Entities. Each party shall notify the other party immediately upon becoming aware of any pending or final action in any of these areas.

C. Political Activity

No funds hereunder shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.

D. Grantor and Entity Information

1. If applicable, funding under this agreement is from the Catalog of Federal Domestic Assistance (CFDA) Program:
 - i. CFDA Number – 93.758 and 10.561
 - ii. Program Title – Preventive Health and Health Services Block Grant (93.758) and Supplemental Nutrition Assistance Program Education (10.561 SNAP Ed)
 - iii. AGENCY/OFFICE – Department of Health and Human Services and United States Department of Agriculture

procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

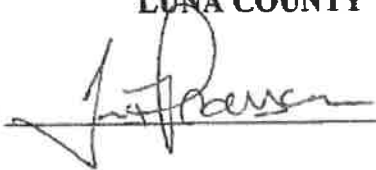
- I. For contracts which involve the expenditure of Federal funds, and under which the Entity is considered a subrecipient, the provisions of Appendix A shall apply and are incorporated herein. The operating code of this agreement is 0000000005.

IN WITNESS WHEREOF, the Parties have executed this Agreement at Santa Fe, New Mexico. The effective date is upon approval of both Parties, whichever is later.

NEW MEXICO DEPARTMENT OF HEALTH

LUNA COUNTY

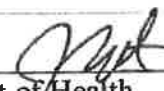
By: 
Authorized Signature Designee

By: 

Date: 10/26/17

Date: 9/25/17

CERTIFIED FOR LEGAL SUFFICIENCY:

By: 
Department of Health
Assistant General Counsel

By: _____

Date: 10/24/2017

Date: _____

MEMO

To: County Manager/Commissioners
From: Joanne C. Hethcox, CPO
Department: Business Office
Date: 01/04/2018

Total of Request

Re: Budget Request for a BUDGET TRANSFER [] \$

BUDGET INCREASE [X] \$150,000.00

TRANSFER FROM

FUND or Line Item Number	Line Item Description	Current Line Balance	Proposed Transfer Amount

TRANSFER TO

FUND or Line Item Number	Line Item Description	Current Line Balance	Proposed Transfer Amount
406-19-2018	Inmate Medical	\$295,286.05	\$150,000.00

Purpose budget adjustment: (to pay for what?): To pay for CorrValues LLC contract for medical care at the Luna County Detention Center.

REASON FOR TRANSFER (why is current budget insufficient): Contract for full medical care at the Luna County Detention Center was higher than anticipated at final budget preparation.

Department Head Signature: 

To: County Manager/Commissioners
From: Chris A. Brice, Director
Department: Detention
Date: January 3, 2018

Re: Budget Request for a **BUDGET TRANSFER** [] \$
 BUDGET INCREASE [X] \$ **85,000.00**

FUND or Line Item Number	Line Item Description	Current Line Balance	Proposed Transfer Amount
608	LCDC Commissary Fund	\$138,645.54	\$85,000.00

FUND or Line Item Number	Line Item Description	Current Line Balance	Proposed Transfer Amount
608-21-2052	Commissary Fund	\$ 5,170.39	\$85,000.00

Purpose budget adjustment: (to pay for what?)

1. Inmate Commissary account. Aramark invoices, inmate expenses.

REASON FOR INCREASE (why is current budget insufficient).

1. Aramark invoices, inmate expenses.

Department Head Signature:

Signature: _____

**LUNA COUNTY BOARD OF COUNTY
COMMISSIONERS**

**RESOLUTION NO. 18-08
Proposed Intra/Inter Department Transfers**

WHEREAS, the Luna County Board of County Commissioners has the statutory authority to approve, modify and amend the County's annual operating budget; and

WHEREAS, development of an annual budget includes a considerable amount of professional guessing about events that may occur in the future; and

WHEREAS, during the course of the budget year actual events can result in receiving revenues or making expenditures that were not expected at the time the budget was prepared and adopted; and

WHEREAS, it is necessary to adjust the County's adopted budget to properly provide for these unexpected events.

NOW THEREFORE BE IT RESOLVED that the Luna County Board of County Commissioners hereby adopts the changes to the County's Fiscal Year 106, July 1, 2017 through June 30, 2018 Budget proposed by the County's management staff and attached hereto in spreadsheet form, as amendments to the previously adopted operating budget.

PASSED, APPROVED AND ADOPTED THIS 11th DAY OF JANUARY, 2018.

LUNA COUNTY

Chairperson

ATTEST:

Andrea Rodriguez, Luna County Clerk

Be it remembered that at a Regular meeting of the Luna County Board of County Commissioners in Deming NM on the 11th day of January, 2018 the following budget adjustments are proposed and entered of record.

Budget Resolution Number 18-08

Proposed Intra/Inter Department Transfer

ITEM NO	Adjustment Type	Fund/ DFA Fund	Dept.	From	FROM Current Balance	Transfer amount	TO Line Number	Transfer Amount	Purpose
One	Transfer	704/209	Cookes Peak VFD	704-00-2028 Capital Outlay	\$65,378.99	\$1,704.46	704-00-2023 Grounds	\$1,704.46	To clean up line item and allow for spending through remainder of fiscal year.
					\$65,378.99	\$1,704.46		\$1,704.46	

NOW, THEREFORE, it is respectfully requested that the Luna County Commissioners, authorize the above adjustments to the Luna County Budget.

Done at Deming New Mexico this **Thursday the 11th day of January, 2018.**

LUNA COUNTY BOARD OF COUNTY COMMISSIONERS

Barbara L. Reedy, District 1

Linda M. Smrkovsky, District 2

John S. Sweetser, District 3



ATTEST:

Entered By:

Date

Andrea Rodriguez, Luna County Clerk

Checked By:

Date

MEMO

To: County Manager/Commissioners
From: Luis Malina
Department: COOKES PEAK VFD
Date: 12/14/2017

Re: Budget Request for a BUDGET TRANSFER [X] \$704.46

TRANSFER FROM

FUND or Line Item Number	Line Item Description	Current Line Balance	Proposed Transfer Amount
704-00-2028	CAPITAL OUTLAY	\$65,378.99	\$1704.46

TRANSFER TO

FUND or Line Item Number	Line Item Description	Current Line Balance	Proposed Transfer Amount
704-00-2023	GROUNDS	-\$704.46	\$1704.46

REASON FOR TRANSFER.
TO RESOLVE NEGATIVE LINE ITEM.

Department Head Signature: _____



Res #18-11

Be it remembered that at a regular meeting of the Luna County Board of County Commissioners in Deming New Mexico, on the 11th day of January 2018, the following proceedings were had and entered of record.

RESOLUTION #18-01

NOTICE OF MEETINGS

WHEREAS, the Open Meetings Act, Section 10-15-1 to 4 NMSA 1978, as amended is in effect; and

WHEREAS, meetings of the Luna County Board of County Commissioners desire to comply with the provisions of the aforementioned Act; and

WHEREAS, Section 10-15-1 (D) of the Open Meetings Act requires that the Luna County Board of County Commissioners shall annually make a determination regarding what shall be considered reasonable notice to the public for meetings:

NOW, THEREFORE, BE IT RESOLVED THAT:

1. All meetings shall be held in the County Commission Chambers of the Luna County Courthouse, 700 S. Silver Avenue, Deming, New Mexico or as indicated in the meeting notice.
2. Unless otherwise specified, regular meetings shall be held on the 2nd Thursday of each month at 10:00 a.m. An agenda will be available 72 hours prior to the meeting on the county website and in the office of the County Manager, Luna County Courthouse, 700 S. Silver Avenue, Deming, New Mexico. Notice of changes to the scheduled date of a regular meeting will be given ten (10) days in advance of the meeting date. The notice shall indicate how a copy of the agenda may be obtained.
 - a. Any member of the Board of County Commissioners or the County Manager is authorized to determine those items to be placed on the agenda of a regular meeting.
3. A work session will be held at 9:00 a.m. on the 2nd Thursday of each month prior to the regular meeting. The purpose of the work session is to provide the commissioners with an opportunity to discuss agenda items and other necessary items with the Public and Staff.
4. Special meetings may be called by the Chairperson or a majority of the Commission members upon 72 hours (3 days) notice. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least 72 hours before any special meeting.

5. Emergency meetings will be called only under unforeseen circumstances which demand immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The Luna County Board of County Commissioners will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairperson or a majority of the Commission members upon 24 hours notice, unless threat of personal injury or property damage requires less notice. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The notice for all emergency meetings will be posted in the Luna County Manager's Office and the Luna County Clerk's Office and notification will be given to the media. A report of any action taken in an emergency meeting shall be sent to the Office of the Attorney General within 10 days unless a state or national emergency has been declared.

Done at Deming, New Mexico this 11th day of January, 2018

Luna County Board of County Commissioners

ATTEST:

Barbara Reedy, Member

Andrea Rodriguez, County Clerk

Linda M. Smrkovsky, Chair

John S. Sweetser, Member

Rec'd
12/12/17 10:15am
CW

LUNA COUNTY ROAD DEPARTMENT

APPLICATION TO REQUEST AN ADDITION or DELETION TO THE COUNTY ROAD MAINTENANCE SYSTEM

DOVE MEADOW ESTATES

A SUBDIVISION OF ALL THAT PART OF THE N1/2 NW1/4 NW1/4,
SE1/4 NW1/4 NW1/4, SW1/4 NW1/4 AND THE W1/2 SE1/4 NW1/4 OF
SECTION 9, T. 24 S., R. 9 W., N.M.P.M., LUNA COUNTY, NEW MEXICO,
MORE PARTICULARLY DESCRIBED AS FOLLOWS:

ROAD NAME AND/OR DESCRIPTION: _____

LEGAL DISCRIPTION: Township: 24S Range 9W Section 9

COUNTY ROAD DISTRICT: A _____ B _____ C ☒ D _____

TYPE OF ROAD: Gravel ☒ Oiled _____ Other _____

LENGTH OF ROAD: Dove St. 1/2 mile WIDTH OF ROAD BASE 32 ft.
1 mile of for total of all streets, Crest Drive, Crescent Drive
EASEMENT FOR PUBLIC ROAD AND UTILITY PURPOSES VERIFIED: yes ☒ no _____

☐ Attach a copy of local plat with clear identification of all the above information.

(Note: If the road is in a Deming or Sunshine Valley Ranchette Unit, we require that each landowner must sign and be made aware and agreeable that they will be accessed a "road maintenance fee" per front footage on their tax bill).

NAME OF APPLICANT(S) The Valenzona's, The

(Can be one property owner, several owners, and/or a petition. Attach a list of owners and/or petition if applicable.)

CONTACT PERSON: Mike Bolton

TELEPHONE: Mike Bolton 575 546 6665

MAILING ADDRESS: (545) 1625 Dona Ana

CITY: Deming NM ZIP: 88030

JUSTIFICATION FOR ADDITION or DELETION: (Note number of families, vehicles, and normal activities of the area to be considered. List special considerations such as school bus, emergency vehicle and mail routes.)

No mail routes

No bus (school)

7 family homes currently in development

Has not been maintained for 7 years

**LUNA COUNTY ROAD
DEPARTMENT
CONSTRUCTION SPECIFICATIONS FOR
GRAVEL ROADS FOR ADDITIONS TO
MAINTENANCE SYSTEM:**

1. ROAD WIDTH: Right of way easements to the County shall not be less than eighty (80) feet, the only exception shall be for pre-existing subdivisions providing not less than sixty (60) foot easement. The actual road base width shall not be less than thirty (30) feet. The applicant(s) shall be responsible for providing conclusive proof the applicant(s) own the area of underlying easement or can otherwise convey merchantable title to the area. For sub-divisions, a lawfully dedicated easement must be part of the approved sub-division.
2. SUBGRADE: This item consists of the dressing, scarfying, shaping, wetting and compacting as required. Subgrade will be four (4) inches above surrounding natural ground.
3. DITCHES: The term "ditches" shall be interpreted to mean all side ditches, inlet and outlet ditches, changes in channels or streams, to and from culverts and other structures, diversion ditches and other ditches in connection with surface drainage.
4. COMPACTION: Except, as otherwise specified, the degree of compaction and density for backfilling and subgrade shall be a minimum of ninety (90) percent.
5. BASE MATERIAL: Four (4) inches of pit-run gravel compacted to a minimum of ninety (90) percent.
6. UTILITIES: All underground utilities will be buried a minimum of forty-two (42) inches. Documentation proving all underground utilities, from each utility company, are buried a minimum of forty-two (42) inches.

ROAD NAME AND/OR DESCRIPTION: Dave Rd, Crest Dr., CREASENT,
Faith

PROCEDURE FOR CONSIDERATION:

1. Annual deadline for application is December 1st.
2. Each application will be reviewed and qualified by the Road Superintendent or designee prior to the January meeting of the Board of County Commissioners.
3. Shortly after the January meeting, the Commissioners and the Road Superintendent will inspect the site and determine the condition of the road. A water flow assessment will be performed to insure NO water flow diversion has been constructed.
4. If a road does not meet the County specifications, the property owners shall have an opportunity to make the required improvements no later than January of the same year.
5. The decision of the Board of County Commissioners will be announced at their regular meeting in February.

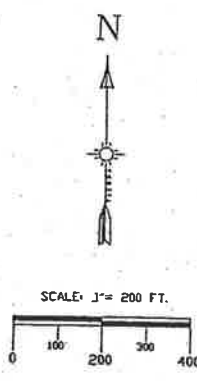
I, the undersigned contact person have received, read and understand the Luna County Road Department Construction Specifications for Gravel Roads.

I further understand these specifications serve as a guideline for new subdivisions, the building of new roads and the upgrade of existing private roads. The actual cost of the improvements is solely that of the property owners.

SIGNED: Michael B. Bortner DATED: 12-17-17

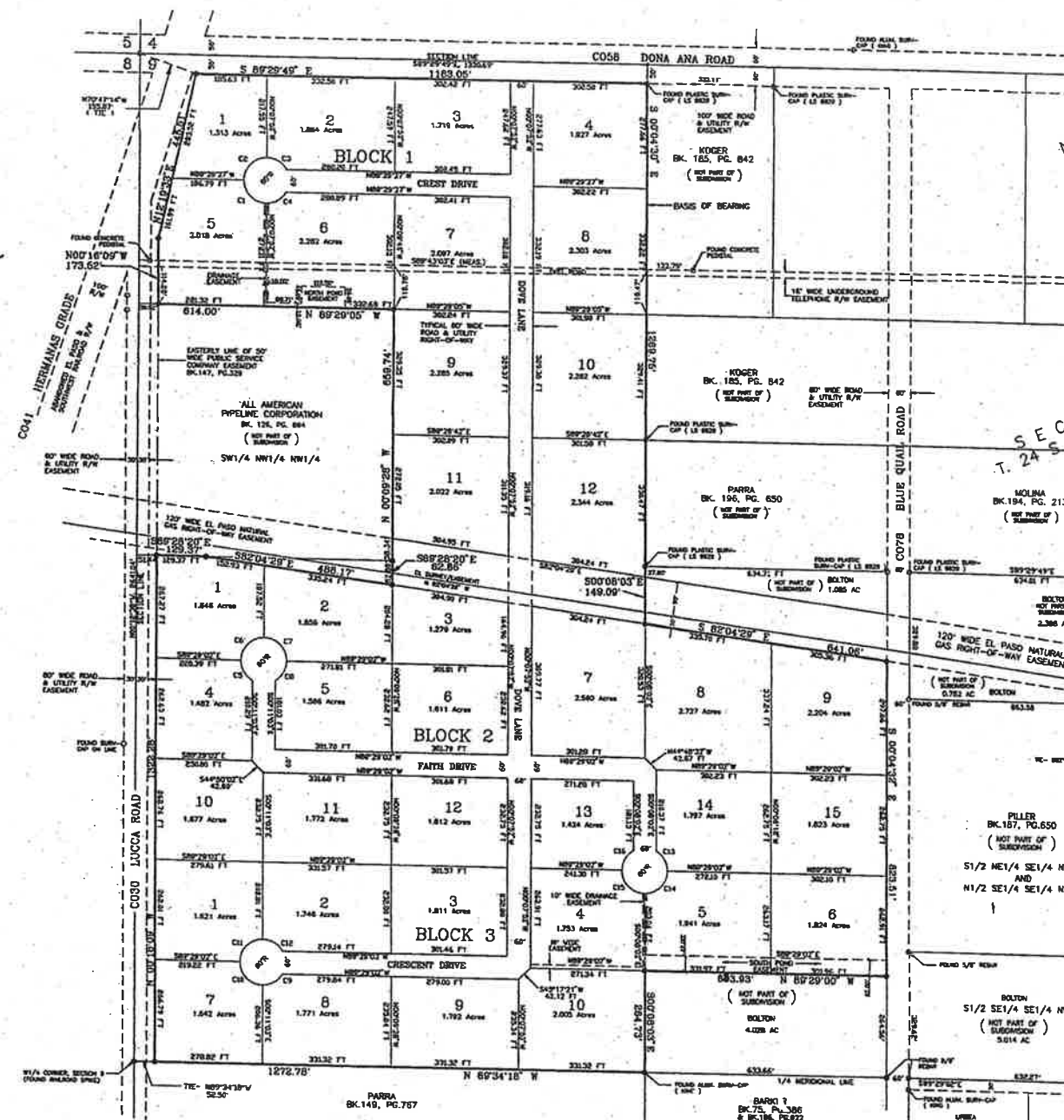
APPLICATIONS MAY BE MAILED TO:

Luna County Road Department
P.O. Drawer 551
Deming, NM 88031



SECTION 8

SECTION 4



DRAINAGE & UTILITY EASEMENT DETAIL
NOT TO SCALE

UNLESS SHOWN OTHERWISE, UTILITY EASEMENTS AS SHOWN ABOVE ARE DEDICATED TO COLUMBUS ELECTRIC COOPERATIVE, INC. FOR THE INSTALLATION AND MAINTENANCE OF DRAINAGE STRUCTURES AND WATER COURSES.

LOT DIVISIONS:

LOTS SHALL NOT BE FURTHER SUBDIVIDED WITHOUT THE CONSENT OF THE LUNA COUNTY COMMISSION.

CURVE DATA					
CURVE #	RADIUS	DELTA	ARC	CHORD	LENGTH
C001	80.00'	90°30'11"	84.87'	N44°48'40"W	85.33'
C002	80.00'	90°21'44"	83.56'	N40°11'20"E	84.38'
C003	80.00'	90°38'17"	83.80'	N59°48'40"E	80.38'
C004	80.00'	90°21'30"	82.15'	S2°47'56"W	85.82'
C005	80.00'	90°42'18"	83.57'	N29°50'33"E	80.63'
C006	80.00'	90°17'44"	83.51'	N4°09'50"E	84.33'
C007	80.00'	90°41'57"	84.88'	S44°30'07"E	85.37'
C008	80.00'	90°18'04"	82.10'	S30°09'57"W	82.54'
C009	80.00'	90°36'18"	84.88'	N44°50'02"E	85.50'
C010	80.00'	90°27'27"	83.51'	N19°09'58"E	84.33'
C011	80.00'	90°42'18"	83.57'	S29°50'33"E	80.63'
C012	80.00'	90°42'18"	83.57'	S29°48'33"E	80.59'
C013	80.00'	90°27'27"	83.51'	S49°11'38"W	84.37'
C014	80.00'	90°41'57"	84.88'	N44°44'31"E	85.23'
C015	80.00'	90°20'56"	82.15'	N30°11'27"E	86.41'

I HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR IN THE STATE OF NEW MEXICO, AND THAT THIS PLAN WAS MADE BY ME OR UNDER MY SUPERVISION FROM NOTES OF AN ACTUAL FIELD SURVEY THAT MEETS THE MINIMUM REQUIREMENTS FOR LAND SURVEYS IN THE STATE OF NEW MEXICO AS ADOPTED BY THE NEW MEXICO STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS, AND THAT IT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

Johnny R. Sosaya
JOHNNY R. SOSAYA
NMS No. 13473 03/22/00



TIERRA SURVEYING
P.O. BOX 534
BAYARD, NM. 88023
PHONE: (505) 637-9604

NOTE: SET 1/2" REBAR WITH PLASTIC SURV-CAP, UNLESS NOTED OTHERWISE.

SURVEY PLAT OF DOVE MEADOW ESTATES

A SUBDIVISION OF ALL THAT PART OF THE N1/2 NW1/4 NW1/4,
SE1/4 NW1/4 NW1/4, SW1/4 NW1/4 AND THE W1/2 SE1/4 NW1/4 OF
SECTION 9, T. 24 S., R. 9 W., N.M.P.M., LUNA COUNTY, NEW MEXICO,
MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING at the Southwest corner of the tract herein described, a point on the Easterly line of the Public Service Company Easement lying East of County Road C036 (Lucas Road) as described in Book 147, Page 329, of the Office of the Luna County Clerk, WHENCE the West 1/4 corner of said Section 9, T.24 S., R.9 W., N.M.P.M., (a railroad spike found in place) bears N89°34'18"W a distance of 52.50 feet;

THENCE, from the point of beginning, N00°16'09"W along said Easterly line of the Public Service Company Easement a distance of 1322.26 feet to a point on the Southerly line of the SW1/4 NW1/4 NW1/4 of said Section 9;

THENCE, S 89°28'20" E along said Southerly line of the SW1/4 NW1/4 NW1/4 a distance of 129.37 feet to a point on the Southerly Right-of-way Easement line of the El Paso Natural Gas Easement as described in Book 9, Page 360 of the records of the Luna County Clerk;

THENCE, S 82°04'28" E along said Southerly Right-of-way easement line a distance of 488.17 feet to a point;

THENCE, N 00°09'28" W a distance of 62.86 feet to the Southeast corner of said SW1/4 NW1/4 NW1/4 of Section 9;

THENCE, N00°09'28" W a distance of 659.74 feet to the Northeast corner of said SW1/4 NW1/4 NW1/4 of Section 9;

THENCE, N89°29'05" W along the North line of said SW1/4 NW1/4 NW1/4 a distance of 614.00 feet to a point on the Easterly line of said Public Service Company Easement;

THENCE, N00°16'09"W along said Easterly easement line a distance of 173.52 feet to a point;

THENCE, N12°19'33"E a distance of 445.51 feet to a point on the Southerly right-of-way line of Luna County Road C058 (Dona Ana Road);

THENCE, S89°29'49"E along said Southerly right-of-way line of County Road C058 a distance of 1183.05 feet to a point on the Easterly line of the NW1/4 NW1/4 NW1/4 of said Section 9 (a plastic surv-cap found in place);

THENCE, S00°04'30" E along said Easterly line of the NW1/4 NW1/4 NW1/4 a distance of 1269.75 feet to the Southeast corner of said NW1/4 NW1/4 NW1/4 (a plastic surv-cap found in place);

THENCE, S00°08'03"E a distance of 149.09 feet to a point on the Southerly Right-of-way Easement line of said El Paso Natural Gas Easement as described in Book 9, Page 360 of the records of the Luna County Clerk;

THENCE, S82°04'29"E along said Southerly Right-of-way Easement line a distance of 841.06 feet to a point on the Westerly right-of-way line of Luna County Road C078 (Blue Quail Road);

THENCE, S00°04'32"E along said Westerly right-of-way line of County Road C078 a distance of 823.51 feet to a point;

THENCE, N89°29'00"W a distance of 633.93 feet to a point;

THENCE, S00°08'03"E a distance of 264.73 feet to a point on the Southerly line of the NW1/4 of said Section 9;

THENCE, N89°34'18"W along said Southerly line of the NW1/4 of Section 9 a distance of 1272.78 feet to the point and place of beginning.

Containing 78.363 Acres, more or less.

SUBJECT to reservations, restrictions and easements of record.

OWNER'S CERTIFICATION

The plot hereon shown and the foregoing subdivision of portions of the NW1/4 of Section 9, T.24 S., R.9 W., N.M.P.M., Luna County, State of New Mexico, as described in the caption of this plat, is made with the free consent and in accordance with the desire of the undersigned owners and proprietors of the land so subdivided.

Michael B. Bolton
MICHAEL B. BOLTON
P.O. BOX 1875
DEMING, NM 88031

Twila D. Bolton
TWILA D. BOLTON
P.O. BOX 1875
DEMING, NM 88031

STATE OF NEW MEXICO)
COUNTY OF LUNA) SS

The above and foregoing instrument, statement of consent and desires to subdivide was acknowledged before me this 31st day of March, 2000.

Debra H. Lugin
NOTARY PUBLIC

6/2/2001
My commission expires

BOARD OF LUNA COUNTY COMMISSIONERS APPROVAL

THIS PLAT IS HEREBY ACCEPTED FOR FILING BY THE LUNA COUNTY BOARD OF COUNTY COMMISSIONERS WITH THE UNDERSTANDING THAT LUNA COUNTY IS IN NO WAY RESPONSIBLE FOR THE DEVELOPMENT OR MAINTENANCE OF STREETS TO OR IN THE PLATTED AREA.

Y. Nolasco
COMMISSION CHAIRMAN
ATTESTED: *John J. Chiswick*
LUNA COUNTY CLERK

DATE: 4-18-00

CITY OF DEMING, APPROVAL

IT IS HEREBY CERTIFIED THAT THIS SUBDIVISION COMPLIES WITH THE RULES AND REGULATIONS OF THE CITY OF DEMING PLANNING COMMISSION IN REGARDS TO THE DEMING-LUNA COUNTY EXTRA TERRITORIAL ZONING REGULATIONS AND IS HEREBY APPROVED. THE CITY OF DEMING IS IN NO WAY RESPONSIBLE FOR THE CONSTRUCTION OR MAINTENANCE OF STREETS TO OR IN THE PLATTED AREA.

ATTESTED: *John J. Chiswick*
SECRETARY

William C. Hatt
CHAIRMAN

DEMING CITY COUNCIL: Approved for filing

ATTESTED: *John J. Chiswick*
CLERK

San J. Lora
MAYOR

APPROVAL FOR UTILITIES ACCESS

W. D. Lora
COLUMBUS ELECTRIC COOPERATIVE, Inc.

DATE: 4/12/00

J. Beggs
ENM GAS AND ELECTRIC

DATE: April 12, 2000

J. M. Alvarado
US WEST COMMUNICATIONS

DATE: 4-12-00

FILING AND RECORDING

STATE OF NEW MEXICO)
COUNTY OF LUNA) SS
FILED FOR RECORD THIS 9th DAY OF May, 2000
AT 11:10 O'CLOCK A.M. AND RECORDED IN BOOK
AT PAGE 19 SUB E CABINET B
FEE: 10.00 RECEIPT NO. 2000-02495
Notary Public *Debra H. Lugin*
COUNTY CLERK DEPUTY CLERK

INDEXING INFORMATION FOR COUNTY CLERK

OWNER: MICHAEL & TWILA BOLTON

NW 1/4, SECTION 9
T. 24 S., R. 9 W.,
N.M.P.M.

LOCATION: LUNA COUNTY
NEW MEXICO

TYPE II SUBDIVISION

Indigent Hospital Claims Office

Ira T. Pearson, County Manager

IHC Board Meeting January 11, 2018

Month	Number	Amount	Number	Denied
January	0	\$0.00	0	\$0.00
Feburary	0	\$0.00		
March	0	\$0.00		
April	0	\$0.00		
May	14	\$20,955.97		
June	13	\$46,101.47		
July	0	\$0.00		
August	63	\$41,016.95		
September	5	\$8,244.58		
October	1	\$5,904.61		
November	10	\$2,746.48		
December	11	\$935.22		
Total	117	\$125,905.28	0	\$0.00
This Month's Total		Mimbres Memorial Hospital		\$935.22
This Month's Total		Gila Regional Medical Center		\$0.00
This Month's Total		Memorial Medical Center		\$0.00
This Month's Total		Deming Fire Dept./EMS		\$0.00
This Month's Total		All Other Services		\$0.00
Total				\$935.22
Year to Date Total		Mimbres Memorial Hospital		\$81,970.32
Year to Date Total		All Other Hospitals		\$1,260.00
Year to Date Total		Deming Fire Dept./EMS		\$136.00
Year to Date Total		All Other Services		\$1,522.01
Total				\$84,888.33
Care of Prisoners This Month - Not including SNCP Funds				\$14,556.25
Care of Prisoners Year to Date Indigent - Not including SNCP Funds				\$188,485.15
Care of Prisoners Year to Date Inmate Prescriptions/OTC Meds				\$138,452.36
Care of Prisoners Year to Date Dr. Bills				\$82,007.83
Total Cost of Care of Prisoners Year to Date				\$408,945.34
Monies Received for December 2017				\$62,455.46
Balance in IHC Fund as of December 31, 2017				\$868,757.89
Encumbrances as of December 31, 2017				\$177,571.73
	Amount	Signatures	Date	Denied
Barbara L. Reedy	\$935.22		1/11/2018	\$0.00
Linda M. Smrkovsky				
John S. Sweetser				

