

**MINUTES
REGULAR MEETING
LUNA COUNTY BOARD OF COUNTY
COMMISSIONERS
Thursday, December 13, 2018**

BE IT REMEMBERED that the Luna County Board of County Commissioners met in regular session at 10:00 a.m. on Thursday, December 13, 2018 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: Interim County Manager Glory Juarez, Attorney Charles C. Kretek, Clerk Andrea Rodriguez, Deputy Clerk Pilar Salcido, Chief Appraiser Michelle Holguin, Treasurer Gloria Rodriguez, Chief Deputy Treasurer Dora Madrid, Sheriff Kelly Gannaway, Captain Michael Brown, Sergeant Luis Malina, Community Projects Administrator Joe Padilla, Risk Director Mark Jasso, Supervisor Frankie Tarazon, Budget & Procurement Director/Indigent Claims Administrator Joanne Hethcox and Road Department Director Marty Miller.

CALL TO ORDER: Chair Smrkovsky called the meeting to order at 10:20 a.m., and led the Pledge of Allegiance and the salute to the flag of New Mexico.

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

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

APPROVAL OF AGENDA: Interim County Manager Glory Juarez recommended that Item B. Amended Humane Society Agreement be removed from agenda until further review of financials and the current situation. Ms. Juarez also requested to remove Item C. Partnership with Sherman Community Foundation of Activity and Park Guide. She announced that although the County will be participating in the activity with the park guide, the County plans to take funding from other programs instead of having the Commissioners allotting any additional funds to that program. Commissioner Reedy motioned to approve the amended agenda removing items B and C under New Business. Commissioner Sweetser seconded the motion which carried unanimously.

MINUTES:

- **Work Session- November 9, 2018:** Upon a motion made by Commissioner Sweetser and a second by Commissioner Reedy the Minutes of the November 9, 2018 Work Session were unanimously approved.
- **Regular Meeting- November 9, 2018:** Upon motion made by Commissioner Reedy and a second by Commissioner Sweetser the Minutes of the November 9, 2018 Regular Meeting were unanimously approved.

ELECTED OFFICIALS REPORTS: Sheriff Gannaway reported the statistics for the month of November. He stated that assaults and larcenies are down, burglaries and vehicle thefts are up. The overall totals for the month of November are up a little. Non-Criminal and accidents are down, DWI's are up and overall calls are down. He also reported that they are almost finished with the hiring process for two new deputies and the promotion of Sergeant Detective. A new Court Security Officer Britney Epski was hired and started last week. Sherriff Gannaway also mentioned he attended the BIPO training which was a great experience.

Chief Appraiser Michelle Holguin reported that the Assessor Delilah Rojo was expecting to attend this meeting but unfortunately was not able to be there. Ms. Holguin reported that the Assessors Department is running smoothly. They are getting ready to close their books for the year and working on notice of values which will be mailed out in March. They are also working on the livestock and personal property and getting ready for the rendering period the first of the year. The Appraisers are out in the field conducting the 2019 re-appraisals.

Clerk Andrea Rodriguez reported that the office is running smoothly and has settled down now that elections are over. The Clerk's Office is now preparing for a School Bond Election that will take place in February. Chair Smrkovsky asked if Bond elections can be combined. Clerk Andrea Rodriguez explained that the School believes they have to have this election because they may lose funding, but the School, the City and all other elections are all supposed to be conducted in November of the odd numbered years.

Treasurer Gloria Rodriguez reported that they survived the tax season deadline of December 10th. She thanked her staff, and her part time employees as they all worked very hard. The Treasurer's Department has been busy since tax rates were approved by the Commissioners in October. Ms. Rodriguez stated that she is looking forward to working with Michelle the new Assessor. The Financial Report is done and balanced as of December 5th. The online payment process and phone payments are being used more often than before. By the end of this month they expect to have 57 or 58% taxes collected. She thanked all those who have paid their taxes as it helps our community. Ms. Rodriguez invites anyone to visit her office if they have any questions.

Chair Smrkovsky mentioned that the three Commissioners, Michelle and Sherriff Gannaway went to the BIPO training. She felt that the training had improved and that it was very informative with a lot of interaction.

Commissioner Reedy mentioned that she thought the roll playing was very different and made an impact on the learning.

Treasurer Gloria Rodriguez mentioned that she would like to see security at the front door again. Commissioner Sweetser asked if they had an issue with no security. Ms. Rodriguez said they did have an issue with one tax payer where she almost called the Sherriff. Ms. Rodriguez will contact Laharca again to get the process started for glass in the Treasurer's office as they do have the glass installment project already budgeted.

COUNTY MANAGER'S REPORT: Interim County Manager Glory Juarez requested that the Commissioners send her the BIPO pictures so that she could add it to the Newsletter with the department statistics.

- The new pay plan for dispatchers will take effect next pay-period in an effort to recruit and retain quality dispatchers. The Dispatch Department is currently down four dispatchers.
- The County bought a parcel of land, between County owned properties, behind Starmax for future expansion.
- An Employee Meeting is scheduled tomorrow for the Courthouse and Administration Office employees, the offices will be closed at noon. The Meeting begins at 1:00 pm to be held at the Learning Center. The public has been notified of the office closure through facebook, newspaper and radio.
- Tentative date and time for the Oath of Office Ceremony of the newly elected officials is scheduled for December 19th at 9:00am. They are waiting on confirmation from District Judge Delaney.
- Emergency Management, County staff and other agencies are meeting pertaining to the warming centers. Preparations are done annually for winter road closures. They are not anticipating any closures at this time.

INDIGENT CLAIMS REPORT: Upon motion by 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 reported that there were no claims for the month of November. The total gross receipts for the month of November was \$67,712.43. The Indigent Claims Fund holds a total of \$839,423.07 of that \$360,592.80 is encumbered. Commissioner Sweetser motioned to approve the Indigent Claims Report. Commissioner Reedy seconded the motion which carried unanimously. Commissioner Reedy motioned to recess as a Claims Board and reconvene as a County Commission. Commissioner Sweetser seconded the motion which carried unanimously.

PUBLIC COMMENT: Deming Luna County Main Street President Christine Ann Harvey thanked the County for the help provided. She mentioned the maintenance men outdid themselves and the success of the event was largely dependent upon the County's help.

The notice of approval of the capital outlay has been received, which the City will match, so the total being received will be \$45,000. Preparation for the Zia project will start soon.

Edward Khanbabian spoke regarding the need for the County Manager applicants to meet the requirements, qualifications and experience for the position.

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

- a. Accounts Payable: \$830,964.91
- b. Payroll: \$1,045,701.28
- c. Resolution 18-48 Budget Increases
- d. Resolution 18-49 Budget Transfers

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

- a. **2019 Holiday Schedule:** Chair Smrkovsky announced that Good Friday had been added back to the schedule and no other changes were made. Commissioner Reedy motioned to approve the 2019 Holiday Schedule. Commissioner Sweetser seconded the motion, which carried unanimously.
- b. **Amended Humane Society Agreement:** This item was removed from the Agenda.
- c. **Partnership with Sherman Community Foundation on Activity and Park Guide:** This item was removed from the Agenda.
- d. **Resolution 18-50 – 2019 Colonias Infrastructure Fund Application:** Chair Smrkovsky announced they met with Wilson and Company this morning and recommended tabling the item. Commissioner Sweetser motioned to table Resolution 18-50 until next month. Commissioner Reedy seconded motion, which carried unanimously.
- e. **Disposal of Assets – Sheriff Department Vehicles:** Interim County Manager explained that previously the board approved the disposal of assets for the Sheriff’s Department and this is new set of items recommended by the Sheriff for disposal. There is an Auction scheduled in January, which will be a joint auction with the City of Deming. Commissioner Sweetser motioned to approve the Disposal of Assets. Commissioner Reedy seconded motion, which carried unanimously following a roll call vote.
- f. **Elected Officials Salary Increase:** Chair Smrkovsky requested clarification regarding the salary schedule. Attorney Charles Kretek explained the salary increase only affects newly elected officials. Ms. Juarez explained that the cap recently increased this last year by statute. She recommended following the state statute which allows an additional \$1,000 for the newly elected Assessor due to her Appraiser 4 Certification. Commissioner Reedy motioned to amend newly elected Assessor’s salary to be increased by \$1000 due to her certification. Commissioner Sweetser seconded motion, which carried unanimously following a roll call vote.
- g. **2nd Amended Resolution 18-05:** Ms. Juarez recommended approval of the resolution which designates the County Manager as the point of contact for public records requests. Commissioner Reedy motioned to approve the 2nd Amended Resolution 18-05 designating the County Manager as the Custodian of Public Records. Commissioner Sweetser seconded the motion, which carried unanimously following a roll call vote.
- h. **Road Maintenance Application – Discussion Only -** Road Department Director Marty Miller announced that two applications were received for County road maintenance. One of the applications was for Dove Meadow Estates, which will be reviewed with the Commissioners individually and the County Manager in January. The other application received was for Partridge Road which did not meet minimum

specifications for a County road. The road applications will be considered by the Board in February.

EXECUTIVE SESSION: to discuss Limited Personnel Matters pursuant to §10-15-1 (H) (7) for discussion subject to the attorney-client privilege related to pending litigation in which Luna County is a named defendant and to discuss limited personnel Matters pursuant to §10-15-1 (H) (2) NMSA 1978 pertaining to applicants of County Manager's Position. Commissioner Sweetser motioned to go into Executive Session to discuss Limited Personnel Matters pursuant to §10-15-1 (H) (7) and Limited Personnel Matters pursuant to §10-15-1 (H) (2) NMSA 1978 NMSA pertaining to applicants of County Manager's Position. The motion was seconded by Commissioner Reedy and carried unanimously following a roll call vote. The Commissioners went into Executive Session at 11:10am.

Chair Smrkovsky entertained a motion to return from Executive Session. Commissioner Reedy motioned to return from Executive Session where no other matters were discussed other than what was stated in the motion for the Executive Session. The motion was seconded by Commissioner Sweetser and carried unanimously following a roll call vote.

The Commissioners returned from Executive Session at 2:55pm.

No action was taken.

UPCOMING MEETINGS: Chair Smrkovsky announced the following upcoming meetings.

Staff Meeting-December 14, 2018 at 1:00p.m Event Center


Work Session- January 10, 2019 at 9:00a.m.

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

ADJOURN: Upon a motion made by Commissioner Sweetser and a second made by Commissioner Reedy the meeting was adjourned at 2:57 p.m.

ATTEST:

**LUNA COUNTY BOARD OF COUNTY
COMMISSIONERS**



ANDREA RODRIGUEZ, LUNA COUNTY CLERK

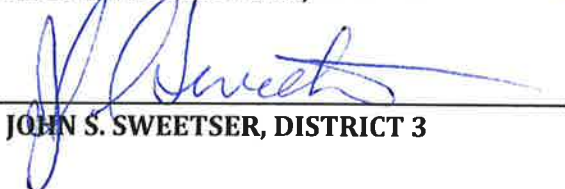


BARBARA L. REEDY, DISTRICT 1

APPROVED: 01/10/2019



LINDA M. SMRKOVSKY, DISTRICT 2



JOHN S. SWEETSER, DISTRICT 3

