

**MINUTES
WORK SESSION
LUNA COUNTY BOARD OF COUNTY COMMISSIONERS
Thursday, August 8, 2024**

BE IT REMEMBERED that the Luna County Board of County Commissioners met in work session at 9:30 a.m. on Thursday, August 8, 2024, in the 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.

Call to Order: Chair Chandler called the meeting to order at 9:30 a.m. and led the Pledge of Allegiance and the salute to the flag of the State of New Mexico.

Roll Call: Deputy Clerk Pilar Salcido called Roll. The following Board Members constituting a quorum were present:

**Ray J. Trejo, District 1
Colette M. Chandler, Chair District 2
John S. Sweetser, District 3**

Public Comment: Chair Chandler opened the floor for any public comment. There were no public comments forthcoming for this Work Session. *(NOTE: Items were presented for discussion only and no actions were taken.)*

Adjourn: Chair Chandler adjourned the Work Session at 9:32 am.

ATTEST:

**LUNA COUNTY BOARD OF
COUNTY COMMISSIONERS**

Berenda McWright, Luna County Clerk

**Ray J. Trejo,
Commissioner, District 1**

Approved: _____

**Colette M. Chandler, Chairperson
Commissioner, District 2**

**John S. Sweetser
Commissioner, District 3**

**MINUTES
REGULAR MEETING
LUNA COUNTY BOARD OF COUNTY
COMMISSIONERS
Thursday, August 8, 2024**

BE IT REMEMBERED that the Luna County Board of County Commissioners met in regular session at 10:00 a.m. on Thursday, August 8, 2024, in the 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 Chris Brice, Executive Assistant to the County Manager Mayra Hernandez, Director of Public Safety Pablo Montoya, Chief Deputy Assessor Isabelle Enciso, Executive Assistant Pilar Salcido, Road Department Director David Bailey, LCSO Under Sheriff Jimmy Garcia, Grant Director Brian Reedy, Grant Chief Director Yossie Niebles, LCDC Department Warden Justin Portel, LCDC Admin Assistant Aundrea Pena, LCSO Captain Michael Brown, Starmax Director Chadwick Troyer, IT Tech Billy Almanza and IT Tech Nathan Ortberg.

CALL TO ORDER: Chair Chandler called the meeting to order at 10:00 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:

**Ray J. Trejo, District 1
Colette M. Chandler, District 2
John S. Sweetser, District 3**

MINUTES: Commissioner Trejo motioned to approve the minutes for the Work Session and Regular Meeting of July 18, 2024 and the Special Meeting of July 26, 2024. The motion was seconded by Commissioner Sweetser and was unanimously approved.

SERVICE AWARDS:

- **Kristen Flores, Detention Center, 5 years:** Warden Pablo Montoya presented the five (5) year pin to Kristen Flores.
- **Luhuana Valdespino, Dispatch 10 years:** Luhuana Valdespino was not present to receive her pin.

SPECIAL RECOGNITIONS:

- Lupita Hernandez, Planning Department Supervisor was recognized for the recent NACO Presidential appointment to the following committees:
 - Community, Economic and Workforce Development Steering (Housing Subcommittee) – Subcommittee Vice Chair
 - International Economic Development Task Force-Member
 - Membership Standing Committee-Member

- Resilient Counties Advisory Board-Member
- Rural Action Caucus (RAC)-Member

PRESENTATIONS:

- **Swearing in of Luna County Detention Center Staff by Municipal Judge Edgar Davalos:** The following individuals were administered the Oath of office. Officer Jordan Gorman, Officer Adelene Chavez, Officer Angel Najera, Officer Shaina Ortega, Officer Concepcion Hernandez, Officer Hector Ruiz, Officer Alicia Metevier, Officer Jasmine Ramirez, Officer Kaela Von Schriltz. Officer Kaela Von Schriltz was recognized for academic excellence throughout the academy. Officer Angel Najera was recognized for efforts and hard work during defensive tactics.

CONSENT AGENDA:

- Accounts Payable: \$1,340,052.66
- Payroll: \$1,419,045.86

Chair Chandler entertained a motion to approve the Consent Agenda. Commissioner Trejo so moved. Commission Sweetser seconded the motion. The Consent Agenda was approved as presented following a roll call vote.

ELECTED OFFICIALS' REPORT:

- **Assessor:** Chief Deputy Assessor Isabelle Enciso reported that Appraiser Petra Stevens is now fully certified, and Chelsea Evans, who is also an Appraiser is now certified as an Appraiser two, with two more classes Chelsea will be fully certified in New Mexico. Ms. Enciso announced that they attended the Legislative Regional meeting in Dona Ana County. The meeting was held regarding equitable disclosure for commercial properties. Senator Neville will be introducing a bill regarding equitable disclosure for commercial properties during the next legislative session. Luna County currently has equitable disclosure for residential properties. Ms. Enciso stated they are also looking at adding veterans, exceptions to be increased from \$4,000 to \$10,000. She announced that the Assessor's Office has won all protests this year. Three more meetings are scheduled for equitable disclosure. September 11th will be in Chavez County, October 1st will be in San Miguel County and December 4th will be in Santa Fe County.
- **Clerk:** Clerk Berenda McWright was not present.
- **Probate Judge:** Probate Judge Diana May-Diaz was not present
- **Treasurer:** Treasurer Kristie Hobbs was not present.
- **Sheriff:** LCSO Captain Michael Brown, reported on behalf of Sheriff Eby, for the month of July they had two motor vehicle thefts, ten motor vehicle crashes, thirteen batteries, four burglaries, seven larcenies, one arson, and one DWI. The non-criminal civil reports are up significantly from the previous report. They continue to have open positions.
- **Commissioners:** Chair Chandler stated that Luna County is a member of the Coalition of New Mexico and Arizona Counties. They just sent out an email that they had a win regarding Federal Legislature for meat processors across the nation. Ms. Chandler stated that this all took place in Kansas where it originated, but it affects every single one of us.

NEW BUSINESS:

- **Resolution 24-49: Agreement between Luna County and the Southwest New Mexico Council of Governments & Appointments of Representative:** Commissioner Trejo motioned to approved Resolution 24-49: Agreement between Luna County and the

Southwest New Mexico Council of Governments & Appointments of Representative. The motion was seconded by Commissioner Sweetser and was unanimously approved following a roll call vote.

- **Resolution 24-50: Authorizing Submission of an Application to the Water Trust Board for plan and design of the Yuma/Maverick Flood Prevention Project:** Commissioner Trejo motioned to approve Resolution 24-50: Authorizing Submission of an Application to the Water Trust Board for plan and design of the Yuma/Maverick Flood Prevention Project. The motion was seconded by Commissioner Sweetser and was unanimously approved following a roll call vote.
- **Intergovernmental Services Agreements between Luna County and SWNMCOG for Capital Outlay Fiscal Agency Services (24-I3005, 24-I2999, 24-I3006):** Commissioner Trejo motioned to approve Intergovernmental Services Agreements between Luna County and SWNMCOG for Capital Outlay Fiscal Agency Services (24-I3005, 24-I2999, 24-I3006). The motion was seconded by Commissioner Sweetser and was unanimously approved following a roll call vote.

INDIGENT CLAIMS REPORT: Commissioner Trejo motioned to recess as County Commission and convene as Claims Board. The motion was seconded by Commissioner Sweetser and was unanimously approved. County Manager Chris Brice reported that Luna County had zero indigent claims for the month of July which totaled zero \$0, there is a total of \$96,403.76 in GRT, and the fund balance is \$2,398,669.14, of that there is \$198,049.43 encumbered for the last quarter contracts. Commissioner Trejo motioned to approve the claims as presented. The motion was seconded by Commissioner Sweetser and was unanimously approved. Commissioner Trejo motioned to recess as Claims Board and re-convene as County Commission. The motion was seconded by Commissioner Sweetser and was unanimously approved.

Community Support Reports: Christie Ann Harvey Executive Director of the Luna County Economic Opportunity Council stated she is giving a brief overview of the larger activities that took place in the last month. The meeting with Dr. Shepherd is scheduled for next week on Tuesday. She stated she is going to pursue the conversation with him about the creation of new technical courses. She will also be talking with him about their relationship and where they continue to go from here. Western is offering a new class for basic electrical math. County Manager Chris Brice is putting this out on the County website. This class will begin on the 19th and will run through September 12th, it will be four days a week. The NMSU Ag Tour is scheduled to take place on August, 30th at 9 o'clock in the morning. Ms. Harvey stated she wanted to tour Billy Franzoy's property but unfortunately Billy and all his partners are going to be out of town. Franny Miller is going to take that part over; she wants to do a processing plant. Ms. Harvey stated she has secured the learning center for a panel discussion, as well as a lunch, beginning at 11 o'clock, running until one. She also stated she has scheduled a meeting with James Johnson in Columbus at the Carzalia Valley Produce, where he can talk to a group about regenerative agriculture and everything that he does. She mentioned that they had high hopes for the \$3,000,000 grant but they were not successful in getting it. She did mention they received great feedback from the Department of Energy on how to do better on the next grant application. Two weeks later they received notice from Southline that a Department of Energy grant was becoming available again. She believes there is \$390,000,000 still left that will be awarded. She arranged a meeting with several individuals from the County and Lumen. In the meeting they decided that it seems the best way to pursue this grant would be to have the County be the awarded, and then under that, they could make subgrants to different things. We are including things such as the film studio, a new technical education building over near the learning center, some solar work for the County as well as broadband that possibly Lumen could become involved in. We were awarded

\$99,000 for the GWEP Grant to be used in grant writing, engineering, and planning. As soon as we get the purchase order from the State we are going to pursue a contract with Finley Engineering. The purpose in hiring Finley Engineering is to leverage their prior work with the Feasibility and Gap Analysis, so we can follow all our ISP's. Also, to ensure all the grants and the loans they received are fulfilled entirely, so that all the people in this county actually get the service they were promised. It also allows us to partner with them in grant writing. Ms. Harvey continued to report that they held their regularly scheduled meeting on July 23rd at the New Sunland Park Multi-Generational Center. A couple of highlights from the meeting were the cross-border fee analysis, Columbus and industries that could be attracted, as well as any special infrastructure required. This would allow Columbus to be proactive and work on types of businesses they would like to attract. They are also working on a free foreign trade zone. There are three in the special group who are going to create the document that they will take to Arrowhead to have them do the study, to ensure it can be valid so that they can make intelligent decisions about where to go next. She invited everyone to attend the next meeting which will be held in the Village of Columbus on September 19th at 10 o'clock. Ms. Harvey explained Be Pro Be Proud is a National Workforce Development Initiative focusing on tracking students to technical career education through simulation experiences, and then connecting them to postsecondary opportunities and careers. It is located at the public schools in a large 18-wheeler. They are custom made machines that allow students to engage. She mentioned that she has invited them to come to the county to have their truck out in front of the building one day and also at the learning center. The objective she said is to continue to create a desire for technical education. Ms. Harvey stated that she had an interesting meeting with National Geographic Traveler Magazine out of the UK. Apparently National Geographic in the United States is only online. She does not believe there is a magazine anymore. Many of the UK travelers who have disposable income enjoy coming to the United States to get the American experience, for lack of a better word.

County Manager's Report:

- **GIS:** Mr. Brice stated that this department continues to work on the re-addressing the Next Generation 911. It has been a point of some concern for people. They have tried to do their best to advertise why they are changing addresses. The reason is so that emergency response can get to their properties as quickly as possible. The GIS department is doing a great job with it. Columbus is pretty much done, with the exception of passing out new address placards. There were a couple of hiccups with Google. The new information has been submitted to Google because Google Maps is not finding some of the locations. Once all the bugs are resolved, they will upload all the new information on the Google Maps, so when you plug in an address into Google Maps, it will take you to the correct location. Mr. Brice stated that they are working on the city now, and that he had a conversation with Mr. McCarriot about it, they obviously have some concerns as well. Individuals from the Clerk's Office will be going to Columbus to get individuals to update their voter registrations cards as their addresses have changed. The plan is to make two trips over the next couple of weeks. Mr. Brice stated they are doing their part to get out to the public and help them get this figured out.
- **IT:** Mr. Brice stated that the department has one opened supervisor position. The department is keeping up with a tremendous number of projects and other things even being short-handed.
- **Planning Department:** Mr. Brice stated he is not sure how Lupita has time to do everything with all the committee's she is part of. The Planning Department is helping out GIS with address changes.
- **Road Department:** Mr. Brice stated that the People's Water CO-OP, north of town is on track. Director of the Road Department has done a great job with testing, and Lupita's doing a really

good job with collecting the money. Hopefully, they can turn that back over to them at some point at least that the goal.

- **HR:** Mr. Brice stated that they have seven Detention Officer positions open. Anna decided to leave her position as the Juvenile Justice Program Director. She is now working for the District Attorney's Office; she will still be helping the community in her new role. Mr. Brice stated they are still looking to replace her with a program manager. The HR Department is pushing to get dispatchers hired. The Clerks and Planning Departments are both looking for an Administrative Assistant. They will have a Court Liaison position coming up in addition to a part time Adult Drug Court monitor.
- **Central Dispatch:** Mr. Brice reported that Dispatch is really struggling. They are down to two Dispatchers per shift on twelve-hour shifts. Mr. Brice explained that one dispatches for the city and the other dispatches for the county, which makes it very difficult for dispatcher to leave their area.
- **Volunteer Fire Department:** Mr. Brice stated they had 25 calls for service. He also stated they received a grant for four full time county volunteers. The grant pays for four firefighters and phases out over the next three years. It will pay 100% funding the first year, 50% the next year, and 25% the third year. Mr. Brice stated they are going to bring the four on and see how it works. Then hopefully, towards the end of the grant they will be able to figure out how to fund it. It may be that they go to two fulltime instead of four fulltime.
- **LCDC:** Mr. Brice stated Detention Center is doing great. They currently have approximately 400 inmates which would typically not be a great thing, but alot of those inmates are US Marshals. This helps the county out tremendously. Snyder Electric is doing the cost savings initiative with respect to energy. The project is most likely going to be solar installation for the Detention Center and Starmax. Those entities use about 70% of the total power for the county.
- **Miscellaneous:** County Manager Chris Brice stated they met with Play Sharity to discuss putting a playground in the back of their facility. They also met with Main Street who had sent one of their Design Architects to help draw out what the food truck park will look like where the old Health Department building is. They should be getting some preliminary drawings soon. They are hoping to complete the outside part of the Starmax expansion which includes, the play area and the skate park, by the Duck Races. They plan on holding a skating competition there. The contractors are pushing hard to get it done. The inside of the expansion is taking a lot longer that they had thought. They are hoping for a completion in November. The Emergency Operation Center is pretty much on track. They met with Motorola to see what it would cost to put another radio tower like the one that is outside Dispatch set up at the new Emergency Operation Center. Mr. Brice stated that it is going to cost \$800,000, which seems ridiculous to put up a tower. They are working on expanding the laundry and the kitchen at the Detention Center. Mr. Brice said when he was a Warden they did a 288 bed expansion years ago, and then shut down the south unit and got rid of 105 beds. They are finally getting around to expanding the kitchen and laundry which should be completed soon. He stated there will be five individuals attending the New Mexico Municipal League's Conference Brunch in Clovis, New Mexico. They plan to participate in the State Fair, for the 33 counties get together and put up a tent where each county will be advertised.

Upcoming Meetings/Events (unless otherwise specified):

- Citizen's College: Luna County Safety Committee-August 22, 2024 at 5:30 p.m.
- Luna County offices closed: Labor Day: September 2, 2024
- Public Input Work Session: September 12, 2024 at 9:30 a.m. – 10:00a.m.
- Regular Meeting: September 12, 2024 at 10:00 a.m.

ADJOURN: Chair Chandler adjourned the meeting at 10:50 a.m.

ATTEST:

**LUNA COUNTY BOARD OF
COUNTY COMMISSIONERS**

Berenda McWright, Luna County Clerk

**Ray J. Trejo,
Commissioner, District 1**

Approved:_____

**Colette M. Chandler, Chairperson
Commissioner, District 2**

**John S. Sweetser
Commissioner, District 3**

Luna County
Board of County Commissioners
 Agenda 9/18/2024
Accounts Payable



Date	Amount
08/01/2024	\$536,368.10
08/01/2024	\$297,811.99
08/01/2024	\$7,822.69
08/01/2024	\$1,240.47
08/09/2024	\$116,499.83
08/09/2024	\$278,828.74
08/09/2024	\$42,551.44
08/09/2024	\$6,384.43
08/15/2024	\$3,921.60
08/16/2024	\$6,081.10
08/16/2024	\$210,197.20
08/16/2024	\$82,055.04
08/16/2024	\$5,931.72
08/23/2024	\$11,330.70
08/23/2024	\$2,544.90
08/23/2024	\$4,859.24
08/23/2024	\$29,751.27
08/23/2024	\$308,104.86
08/29/2024	\$394,404.26
08/29/2024	\$35,471.97
08/29/2024	\$5,186.33
08/29/2024	\$5,678.91

Total: \$2,393,026.79

Luna County
Board of County Commissioners



Agenda 9/19/2024

PAYROLL

Date	Register	Amount
08/01/2024	*20240188	\$728.00
08/09/2024	20240189	\$667,036.29
08/09/2024	*20240191	\$53,623.68
08/23/2024	20240192	\$675,180.25
08/23/2024	*20240193	\$9,873.19

Total: \$1,406,441.41

* Special Assignment Pay

**LUNA COUNTY BOARD OF COUNTY
COMMISSIONERS**

**RESOLUTION NO. 24-48
Proposed Inter/Intra Fund Budget Increases**

WHEREAS, the Board of County Commissioners of Luna County 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 Board of County Commissioners of Luna County hereby adopts the changes to the County's Fiscal Year 113, July 1, 2024 through June 30, 2025 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 19th DAY OF SEPTEMBER, 2024.

BOARD OF COUNTY
COMMISSIONERS OF LUNA
COUNTY

Ray J. Trejo, District One

Colette M. Chandler, District Two

ATTEST:

Berenda L. McWright, Luna County Clerk

John S. Sweetser, District Three

Be it remembered that at a Regular meeting of the Board of County Commissioners of Luna County in Deming NM on the 19th day of September, 2024, the following budget adjustments are proposed and entered of record.

Budget Resolution Number 24-48

Proposed Inter/Intra FUND Budget Increase/Decrease

Entity Code
DFA
Resolution
Number

SCHEDULE OF BUDGET ADJUSTMENTS

ITEM NO	Adjustment Type	Fund/ DFA Fund	Dept.	From	Amount	To	Amount	Purpose	Approved Budget Balance	Adjusted Budget Balance
One	Increase	401/11000	General Fund	401/11000	\$ 3,750.00	401-00-2062 Audit	\$ 3,750.00	To increase Audit contract for additional single audit requirement.	\$ (3,750.00)	\$ -
Two	Increase	401/1100	General Fund - Bureau of Elections	401/11000	\$ (27,696.96)	401-77-1262 Reimbursements to County (SOS)	\$ (27,696.96)	Reimbursement received from SOS for expenses from 2024 Primary Election.	\$ -	\$ (27,696.96)
					\$ 27,696.96	401-05-2010 Mileage/Per Diem	\$ 3,696.96	Reimbursement received from SOS for expenses from 2024 Primary Election.	\$ 6,000.00	\$ 9,696.96
						401-05-2019 Other Election Expense	\$ 21,847.00	Reimbursement received from SOS for expenses from 2024 Primary Election.	\$ 12,143.00	\$ 33,990.00
						401-05-2030 Precinct Board Judge	\$ 2,000.00	Reimbursement received from SOS for expenses from 2024 Primary Election.	\$ 20,000.00	\$ 22,000.00
						401-05-2060 Match - Medicare 1.45%	\$ 29.00	Reimbursement received from SOS for expenses from 2024 Primary Election.	\$ 548.10	\$ 577.10
						401-05-2064 Match - FICA 6.2%	\$ 124.00	Reimbursement received from SOS for expenses from 2024 Primary Election.	\$ 2,343.60	\$ 2,467.60
Three	Increase	408/22300	DWI Grant	408/22300	\$ 7,610.39	408-00-2010 Mileage/Per Diem	\$ 649.92	Account for prior year expenditures carried over to this fiscal year.	\$ 5,000.00	\$ 5,649.92
						408-00-2020 Supplies	\$ 6,701.47	Account for prior year expenditures carried over to this fiscal year.	\$ 11,928.97	\$ 18,630.44
						408-00-2101 Professional/Contract Services	\$ 259.00	Account for prior year expenditures carried over to this fiscal year.	\$ 24,100.00	\$ 24,359.00
Four	Increase	408/22300	DWI - ONDCP Youth Prevention Program	408/22300	\$ (200,000.00)	408-77-1524 ONDCP Youth Prevention Grant (NEW)	\$ (200,000.00)	To account for Congressionall Directed Spending through ONDCP for Youth Prevention Program.	\$ -	\$ (200,000.00)
					\$ 200,000.00	408-85-2005 Salaries - Overtime (NEW)	\$ 15,000.00	To account for Congressionall Directed Spending through ONDCP for Youth Prevention Program.	\$ -	\$ 15,000.00
						408-85-2020 Supplies (NEW)	\$ 24,852.50	To account for Congressionall Directed Spending through ONDCP for Youth Prevention Program.	\$ -	\$ 24,852.50
						408-85-2060 Match - Medicare 1.45% (NEW)	\$ 217.50	To account for Congressionall Directed Spending through ONDCP for Youth Prevention Program.	\$ -	\$ 217.50

ITEM NO	Adjustment Type	Fund/ DFA Fund	Dept.	From	Amount	To	Amount	Purpose	Approved Budget Balance	Adjusted Budget Balance
Five	Increase	411/21800	Community Improvements	411/21800	\$ (99,000.00)	408-85-2064 Match - FICA 6.2% (NEW)	\$ 930.00	To account for Congressional Directed Spending through ONDCP for Youth Prevention Program.	\$ -	\$ 930.00
						408-85-2101 Professional/Contract Services (NEW)	\$ 4,000.00	To account for Congressional Directed Spending through ONDCP for Youth Prevention Program.	\$ -	\$ -4,000.00
						408-85-2028 Capital Outlay (NEW)	\$ 155,000.00	To account for Congressional Directed Spending through ONDCP for Youth Prevention Program.	\$ -	\$ 155,000.00
						411-77-1523 Broadband Grant GEWP-24-006 (NEW)	\$ (99,000.00)	To account for Broadband Grant per grant agreement.	\$ -	\$ (99,000.00)
						411-00-2523 Broadband Grant GEWP-24-006 (NEW)	\$ 99,000.00	To account for Broadband Grant per grant agreement.	\$ -	\$ 99,000.00
Six	Increase	411/21800	Community Improvements	411/21800	\$ (750,000.00)	411-77-1526 Corrections Recruitment Fund (NEW)	\$ (750,000.00)	To allocate for the Corrections Recruitment Fund Year 1.	\$ -	\$ (750,000.00)
						411-77-1526 Corrections Recruitment Fund (NEW)	\$ 750,000.00	To allocate for the Corrections Recruitment Fund Year 1.	\$ -	\$ 750,000.00
Seven	Increase	709/20900	Volunteer Fire Department (Sunshine)	706/20900	\$ (225,000.00)	706-77-1525 HB 24-Z15036-32 FF/EMT Grant (NEW)	\$ (225,000.00)	To account for Firefighter/EMT recruitment grant.	\$ -	\$ (225,000.00)
						706-00-2022 Salaries - Full-Time (NEW)	\$ 139,595.00	To account for Firefighter/EMT recruitment grant.	\$ -	\$ 139,595.00
						706-00-2060 Match - Medicare 1.45% (NEW)	\$ 2,022.00	To account for Firefighter/EMT recruitment grant.	\$ -	\$ 2,022.00
						706-00-2063 Match - PERA (NEW)	\$ 20,918.00	To account for Firefighter/EMT recruitment grant.	\$ -	\$ 20,918.00
						706-00-2064 Match - FICA 6.2% (NEW)	\$ 8,646.00	To account for Firefighter/EMT recruitment grant.	\$ -	\$ 8,646.00
						706-00-2065 Match - Group Insurance (NEW)	\$ 51,000.00	To account for Firefighter/EMT recruitment grant.	\$ -	\$ 51,000.00
						706-00-2066 Match - Workers' Comp Assment Fee (NEW)	\$ 30.00	To account for Firefighter/EMT recruitment grant.	\$ -	\$ 30.00
						706-00-2070 Match - RHCA 2.0% (NEW)	\$ 2,789.00	To account for Firefighter/EMT recruitment grant.	\$ -	\$ 2,789.00

ITEM NO	Adjustment Type	Fund/ DFA Fund	Dept.	From	Amount	To	Amount	Purpose	Approved Budget Balance	Adjusted Budget Balance
Eight	Increase	801/59900	Entertainment Complex	801/59900	\$ 15,000.00	801-80-2108 Film Rental Payments	\$ 15,000.00	To account for previous years' encumbrances paid this fiscal year.	\$ 21,600.00	\$ 36,600.00
Nine	Increase	801/59900	Entertainment Complex	801/59900	\$ 30,000.00	801-80-2109 RMCC - Food/Alcohol/Supplies (NEW)	\$ 30,000.00	To assist with the RMCC operations during the transition to the City of Deming.	\$ -	\$ 30,000.00

\$ 56,360.39

\$ 56,360.39

\$ 99,913.67 \$ 156,274.06

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

Done at Deming New Mexico this **Thursday the 19th day of September, 2024.**

BOARD OF COUNTY COMMISSIONERS OF LUNA COUNTY

Ray J Trejo, District 1

Colette M Chandler, District 2

John S Sweetser, District 3



Berenda L. McWright, Luna County Clerk

Entered By

Date

Checked By

Date

**LUNA COUNTY BOARD OF COUNTY
COMMISSIONERS**

**RESOLUTION NO. 24-51
Proposed Inter Department/Fund Transfers**

WHEREAS, the Board of County Commissioners of Luna County 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 Board of County Commissioners of Luna County hereby adopts the changes to the County's Fiscal Year 113, July 1, 2024 through June 30, 2025 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 19th DAY OF SEPTEMBER, 2024.

BOARD OF COUNTY
COMMISSIONERS OF LUNA
COUNTY

Ray J. Trejo, District One

Colette M. Chandler, District Two

ATTEST:

John S. Sweetser, District Three

Berenda L. McWright, Luna County Clerk

Be it remembered that at a Regular meeting of the Board of County Commissioners of Luna County in Deming NM on the 19th day of September, 2024 the following budget adjustments are proposed and entered of record.

Budget Resolution Number 24-51

Proposed 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	401/11000	General Fund - Sheriff's Department	401-08-2012 Equip/Supplies/ Mtn/Repairs	\$18,132.60	\$3,000.00	401-08-2101 Professional/Contract Services	\$3,000.00	To pay for contract services needed throughout the fiscal year.
Two	Transfer	428-21800	CASA	428-54-2003 Salaries - Part-Time	\$31,200.00	\$7,000.00	428-54-2020 Supplies	\$7,000.00	To allow for spending through remainder of fiscal year where needed.
Three	Transfer	609/22600	Adult Detention	609-21-2052 Commissary	\$400,000.00	\$400,000.00	609-21-2028 Capital Outlay	\$400,000.00	To allow for spending through remainder of fiscal year where needed.
Four	Transfer	610/21800	Drug Investigation - HIDTA	610-43-2357 Grant County SO	\$15,100.00	\$5,000.00	610-43-2392 Lordsburg Police Dept	\$5,000.00	To allow for spending through remainder of fiscal year where needed.
Five	Fund-To-Fund Transfer	427/22300	DWI	427		\$6,774.99	408	\$6,774.99	To account for FY24 lower Distribution that paid for salaries during prior fiscal year.
					\$464,432.60	\$421,774.99		\$421,774.99	

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

Done at Deming New Mexico this Thursday the 19th day of September, 2024.

BOARD OF COUNTY COMMISSIONERS OF LUNA COUNTY

Ray J. Trejo, District 1

Colette M. Chandler, District 2

John S. Sweetser, District 3



ATTEST:

Entered By:

Date

Berenda L. McWright, Luna County Clerk

Checked By:

Date

Be it remembered that at a Regular Meeting of the Board of County Commissioners of Luna County in Deming New Mexico, on the 19th day of September, 2024, the following proceedings were had and entered of record.

LUNA COUNTY

RESOLUTION 24-52

DISPOSITION OF PERSONAL PROPERTY

WHEREAS, pursuant to Section 4-38-1, NMSA 1978, the powers of a county as a body politic and corporate shall be exercised by a Board of County Commissioners;

WHEREAS, Section 4-38-13, NMSA 1978, provides that the Board of County Commissioners shall have the power at any session to make such orders concerning the property belonging to the county as they may deem expedient;

WHEREAS, Section 13-6-1, NMSA 1978 declares that a County may dispose of tangible personal property and delete it from the public inventory upon a specific finding that each item is of current resale value of five thousand dollars (\$5,000.00) or less and is worn out, unusable or obsolete to the extent that the item is no longer economical or safe for continued use;

WHEREAS, a designated committee of three Luna County Officials has declared that all of the tangible personal property that is the subject of this resolution meets the criteria set for in Section 13-6-1, NMSA 1978; and

WHEREAS, pursuant to Section 13-6-2, NMSA 1978, the personal property will be disposed of by live or online auction open to the public or by an inter-governmental transfer to another state agency or local public body.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the Board of County Commissioners of Luna County:

1. Finds that the property described in the Attachments hereto and incorporated by reference into this Resolution consists of property owned by the County of Luna with varying resale values, which is worn-out, unusable or obsolete to the extent that the items are no longer economical or safe for continued use by the County;
2. A copy of this Resolution and Attachments shall be sent to the State Auditor and the Local Government Division of the Department of Finance and Administration at least thirty (30) days before the disposal of the property, pursuant to Section 13-6-1(B)(2), NMSA 1978;
3. A copy of this Resolution and Attachments shall be made a permanent part of the official minutes of Luna County and maintained as a public record subject to the Inspection of Public Records Act.
4. All of the personal property will be disposed of by live or online auction process open to the public or through inter-governmental transfer.

Done at Deming, New Mexico this 19th day of September, 2024.

BOARD OF COUNTY COMMISSIONERS OF LUNA COUNTY

ATTEST:

Ray J. Trejo
Commissioner, District 1

Berenda McWright, County Clerk

Colette M. Chandler
Commissioner, District 2

John S. Sweetser
Commissioner, District 3

STATE OF NEW MEXICO
County of Luna

Barbara L. Reedy
Commissioner, District 1

Linda M. Smrkovsky
Commissioner, District 2



Chris Brice
County Manager

John S. Sweetser, Chair
Commissioner, District 3

700 South Silver Avenue • Post Office Box 551 • Deming, New Mexico 88031
Telephone (575) 546-0494 Facsimile (575) 544-4293

Date: July 16, 2024

To: Luna County Board of County Commissioners
From: Joanne C. Hethcox, Budget and Procurement Director
CC: Chris Brice, County Manager

Subj: Disposal of Assets

Inventory #	Year	Make	Model	VIN	Mileage
981135	2005	Ford	15 passenger van	1FBSS31L15HA75462	172,319
Explanation for Disposal	Vehicle has mechanical issues, the cost to repair is not worth paying to keep the vehicle in				
Inventory #	Year	Make	Model	VIN	Mileage
Explanation for Disposal					
Inventory #	Year	Make	Model	VIN	Mileage
Explanation for Disposal					

Pablo Montoya
07-16-2024

Be it remembered that at a Regular Meeting of the Board of County Commissioners of Luna County in Deming New Mexico, on the 19th day of September 2024 the following proceedings were had and entered of record.

RESOLUTION NO. 24-53

**CALL TO AMEND ORDINANCE 118; AN ORDINANCE RELATING TO
ADDRESSING, ROAD NAMING AND STREET SIGNS**

WHEREAS, pursuant to Section 4-37-1, NMSA 1978, grants Counties, through the Board of County Commissioners the power to make, publish and repeal ordinances;

WHEREAS, Section 4-37-7, NMSA 1978, Ordinances governs the proposal of ordinances.

NOW, THEREFORE, BE IT RESOLVED, that the Board of County Commissioners hereby gives notice of its intent to consider the amendment of Ordinance 118; An Ordinance Relating to Addressing, Road Naming and Street Signs, at the Regular Meeting on September 19th, 2024 at 10:00 a.m. or as soon thereafter as the matter may be heard in the Luna County Courthouse, 700 S. Silver Ave., Deming, New Mexico.

BE IT FURTHER RESOLVED that the Luna County Manager is authorized to take all necessary action to properly place the issue of the amendment of Ordinance 118 before the Board of County Commissioners, including but not limited to, the publication of title and a general summary of the proposed adoptions and making a copy of the proposed available to interested persons beginning with the date of publication, but no later than two weeks prior to the meeting at which it will be considered.

DONE THIS 19th DAY OF SEPTEMBER 2024
by the Board of County Commissioners of Luna County

ATTEST:

Ray J. Trejo,
Commissioner, District 1

Berenda McWright, County Clerk

Colette M. Chandler, Chairperson
Commissioner, District 2

John S. Sweetser,
Commissioner, District 3

Be it remembered that at the Regular Meeting of the Board of County Commissioners of Luna County in Deming New Mexico, on the 19th day of September 2024, the following proceedings were had and entered of record.

RESOLUTION 24-54

**PROCUREMENT POLICY AMENDMENT
PERTAINING TO
SECTION II:
2.6 PURCHASE CARD (P-CARD) PURCHASES
2.7 A, B and C: COMPETITIVE PURCHASES
AND
SECTION VII
TRAVEL, PER DIEM, MILEAGE & REIMBURSEMENT POLICIES**

WHEREAS, the Board of County Commissioners of Luna County enacted the Luna County Procurement Policy on June 8, 2017, to establish appropriate purchasing, fixed assets and travel procedures.

WHEREAS, the Board of County Commissioners of Luna County enacted the Luna County Procurement Policy Amendment on April 9, 2020, to amend Sections 2.7A and 2.7B of the purchasing procedures regarding purchasing dollar limits.

WHEREAS, the Board of County Commissioners of Luna County enacted the Luna County Procurement Policy Amendment on November 10, 2021, to amend Section VII: Reimbursement of Public Officials and Employees for Travel Expenses and Attending Meetings.

WHEREAS, the Board of County Commissioners of Luna County enacted the Luna County Procurement Policy Amendment on June 9, 2022, to amend Section VII: Reimbursement of Public Officials and Employees for Travel Expenses and Attending Meetings.

WHEREAS, the Board of County Commissioners of Luna County enacted the Luna County Procurement Policy Amendment on June 8, 2023, to amend Section VII: Reimbursement of Public Officials and Employees for Travel Expenses and Attending Meetings; and

WHEREAS, the Board of County Commissioners of Luna County enacted the Luna County Procurement Policy Amendment on June 10, 2024, to amend Section VII: Reimbursement of Public Officials and Employees for Travel Expenses and Attending Meetings; and

WHEREAS, the Board of County Commissioners of Luna County insists on maintaining the integrity of all Luna County purchases and expenditures but recognizes that the Luna County Procurement Policy needs to be amended, within the confines of the New Mexico Procurement Code, Section 13-1-28 through 13-1-199, NMSA 1978 and the New Mexico Mileage and Per Diem Act, Section 10-8-1 through 10-8-8, NMSA 1978, and New Mexico Administrative Code, Section 2.42.2.1 – 2.42.2.14, and

WHEREAS, the Luna County Procurement Policy, as amended herein, will continue to apply to all travel, purchasing and procurement activities of all Luna County Elected Officials, Department Directors and Employees.

NOW, THEREFORE, BE IT RESOLVED that the following subsections shall be substituted as follows, with all other provisions of the Policy remaining in full force and effect:

SECTION II: STANDARD PROCUREMENT PROCEDURES

SECTION 2.6 – PURCHASING CARD (P-CARD) PURCHASES. Section 2.6 shall be substituted with the following:

2.6.1. Purpose – The purpose of this policy is to provide guidelines for the appropriate use of procurement cards (p-cards) issued to employees of Luna County. P-cards are intended to streamline the procurement process, increase efficiency, and reduce administrative costs.

2.6.2. Scope - This policy applies to all employees who are issued a p-card and use it for business purposes.

2.6.3. Definitions

2.6.3.A: P-Card: A Wells Fargo credit card issued to employees for making purchases on behalf of Luna County.

2.6.3.B: Cardholder: An employee who has been issued a p-card.

2.6.3.C: Approver: A designated individual responsible for reviewing and approving p-card transactions.

4. Card Issuance

2.6.4.A: P-cards are issued based on the needs of the department and the employee's role.

2.6.4.B: Each cardholder must complete a p-card training session before receiving a card.

2.6.4.C: Cardholders must sign an acknowledgment form agreeing to comply with this policy.

5. Authorized Use

2.5.A: P-cards are to be used exclusively for business-related expenses that are necessary and reasonable.

2.5.B: Common acceptable purchases include office supplies, travel expenses (excluding food/meals), and small equipment.

2.5.C: Personal use of p-cards is strictly prohibited.

2.5.D: County Manager in extenuating circumstances may approve other expenses.

2.5.E: P-cards shall not be used for meals while on travel. Meals will be reimbursed with proper documentation upon return from travel. Reimbursements will be made within two weeks of receipt of all documentation in the Business Office.

6. Prohibited Use

2.6.A: Personal expenses.

2.6.B: Purchases that do not comply with Luna County's policies or are not pre-approve.

2.6.C: Services or goods that are not directly related to the cardholder's job responsibilities.

2.6.D: Alcohol, entertainment, or personal travel expenses.

7. Spending Limits

2.7.A: Daily/Monthly transaction limits will be set based on the cardholder's role and needs.

2.7.B: Cardholders must seek approval for transactions exceeding set limits. Credit limit increases are to be determined by the Elected Officials or Department Director.

8. Transaction Documentation

2.8.A: Cardholders must retain itemized receipts for all p-card transactions.

9. Reconciliation and Reporting

2.9.A: Cardholders must complete a monthly reconciliation of p-card transactions, matching receipts to statements.

2.9.B: Reconciliation reports must be submitted to the approver by the 6th day of each month. Reconciliation reports are due in the Business Office by the 10th day of each month by the approver.

2.9.C: Any discrepancies must be reported immediately to Cardholders Direct Supervisor and Wells Fargo (1-800-932-0036).

2.9.D: A detailed description of the purchase must be provided, including the purpose and benefit to Luna County. Sufficient details are required to ensure proper use of taxpayer funds.

10. Lost or Stolen Cards

2.10.A: Cardholders must report lost or stolen cards to Wells Fargo (1-800-932-0036), to Luna County's Program Administrator and Cardholders Direct Supervisor immediately.

2.10.B: A replacement card will be issued, and the cardholder may be held accountable for any unauthorized transactions made before the card was reported lost or stolen. Verification of legitimate purchases will be required.

11. Non-Compliance

2.11.A: Failure to comply with the p-card policy may result in disciplinary action, up to and including termination of employment.

2.11.B: Disciplinary actions will be based on the severity of the non-compliance. See P-Card Violation and Progressive Discipline Policy.

12. Policy Review and Updates

2.12.A: This policy will be reviewed annually and updated as necessary to ensure it remains current and effective.

2.12.B: Any changes to the policy will be communicated to all cardholders.

Section 2.7A - \$3,500.00 or less. Purchases may be processed without quotations. Award can be made without securing competition if the user determines that the price received is reasonable. The use is not precluded from obtaining quotes from more than one vendor if the user suspects that the price is not reasonable or determines that it is in the best interests of Luna County. Open Purchase Orders for \$3,500 or less per fiscal year are intended for non-project specific related purchases, such as nail, screws, small office supplies.

Section 2.7B - \$7,500.00 or less. Purchases may be processed without written quotations. Award can be made without securing competition if the user determines that the price received is reasonable. The use is not precluded from obtaining quotes from more than one vendor if the user suspects that the price is not reasonable or determines that it is in the best interests of Luna County.

Section 2.7C - \$7,500.01 - \$59,999.99 – Remains in effect with the exception of the dollar amount changing to \$7,500.01.

SECTION VII: REIMBURSEMENT OF PUBLIC OFFICIALS AND EMPLOYEES FOR TRAVEL EXPENSES AND ATTENDING MEETINGS

Replacing in entirety:

TRAVEL, PER DIEM, MILEAGE, AND REIMBURSEMENT POLICIES

Effective October 1, 2024

1. **Purpose:** The purpose of this policy is to set forth procedures and maximum reimbursement levels for all travel, including local travel, in-state, and out-of-state, and for obtaining advance payments and reimbursements of expenses incurred in the conduct of County business.

2. **Compliance with State Law:** The county shall comply with the requirements of the New Mexico Per Diem and Mileage Act, NMSA 1978, Section 10-8-1 *et seq.*, and the regulations set forth by the New Mexico Department of Finance and Administration (DFA) for all travel and reimbursements using County funds, including grant funds. DFA issued updated regulations effective January 16, 2024.

3. **Definitions:** For purposes of this Luna County policy, the following definitions apply:

Per Diem aka Standard Per Diem Rate: A flat rate of funds that is inclusive of lodging, meals and incidentals.

Actuals: Actual costs for lodging, meals and incidentals for travel supported by itemized documentation.

Travel: On official business away from home at least 50 miles from designated post of duty/office.

4. **Applicability:** These policies apply to elected officials, all departments, agencies, individuals, and other users authorized to travel using public funds budgeted, administered, or controlled by, or otherwise under the supervision of the Luna County.
5. **Administration of Policies:** The Finance Director, under the direction of the County Manager or his designee, shall have the responsibility and authority to ensure that all provisions of the Per-Diem and Mileage Act, regulations of DFA, and these policies are followed. The Finance Director shall ensure that these policies remain consistent with state law and administrative regulations. The Finance Director, with the approval of the County Manager, is authorized to create and require the use of any form deemed necessary for the execution and enforcement of the travel and per diem policies.
6. **Traveler Responsibility:** Any individual authorized by the County Manager, department directors or elected officials to travel utilizing public funds is required to complete, prior to travel, the appropriate travel and per-diem forms and provide required documentation depending on the travel situation. The individual asking for the travel request is responsible for providing accurate information.
7. **Conflicts and Interpretation:** If any of these policies conflicts with any provision of state law or regulations, then the provisions of state law or regulation shall control. The Finance Director, in consultation with the County Legal Department, is authorized to interpret any provision of these policies that is vague or unclear under the circumstances presented, and may provide written interpretation of the provision, which shall be implemented consistently by all departments and offices.

7. Standard Travel Approval:

- A. Out-of-state travel approval:** The Board of County Commissioners or designee must approve out-of-state travel for all County employees, except elected officials and employees of elected officials' departments if there is an approved budget for the travel. The County Manager or designee may approve out-of-state travel of the volunteer fire department. Elected officials may approve travel for themselves and for employees of their departments. If elected officials or employees are requesting a travel advance for out-of-state travel refer to paragraph 9 of these policies.
- B.** Travel to and within 150 miles from Luna County will be considered in-state travel regardless of destination.

8. Travel Advance:

- A.** Advance payment of estimated travel expenses of up to 80% of per diem and mileage or for the actual cost of lodging and meals may be made to an employee who submits an appropriate written travel authorization, including the approval signatures of the department head and the County Manager. A request must be received by Accounts Payable in the Finance Department complete with all signatures and attached approvals no less than 14 days prior to the departure date.

9. Partial Day Per-diem Rates and Regulations:

- A. Partial day per-diem rate:** Elected officials or employees who travel shall be reimbursed for travel which does not require overnight lodging but extends beyond a normal workday as published on the DFA website on May 1st for the following fiscal year.

10. Standard Per-Diem Rates:

- A. Overnight travel:** Regardless of the number of hours traveled, travel for elected officials and employees where overnight lodging is required shall be reimbursed as published on the DFA website on May 1st for the following fiscal year. The only in-state special area is Santa Fe County. All out-of-state overnight travel is paid as published on the DFA website on May 1st for the following fiscal year.
- B. Return from overnight travel:** On the last day of travel, when overnight lodging is no longer required, partial day reimbursement shall be made. To calculate the number of hours in the partial day, begin with the time the traveler initially departs from home and ends with the time the traveler arrives back to home. Calculate the number of 24-hour periods, any hours remaining after the final 24-hour periods constitutes the partial day that shall be reimbursed as published on the DFA website on May 1st for the following fiscal year.

Partial Day/Return from Travel/Same Day	FY21	FY22	FY23	FY24	FY25
less than 2 hours	-	-	-	-	-
2 hours but less than 6	12.00	18.00	20.00	20.00	20.00
6 hours but less than 12	20.00	40.00	42.00	42.00	42.00
12 hours but less than 24	30.00	55.00	59.00	59.00	59.00

- C. Meals Only:** Daily meal rates for actual reimbursement are as published on the DFA website on May 1st for the following fiscal year. Daily meal rates do not include gratuities, which are an allowable twenty percent (20%) maximum.

Meal Rates for Actual Reimbursements	FY21	FY22	FY23	FY24	FY25
In-State	30.00	55.00	59.00	59.00	59.00
Out-of-State	45.00	55.00	59.00	59.00	59.00
International Travel (in US Dollars)	-	-	-	-	103.00

Note: Meals are only reimbursable when using approved actual rates (per 24-hour period)

Note 2. Overnight lodging is limited to \$215 per night when using actuals. Amounts that exceed this limit must be preapproved by the Agency head or Chairperson of the Governing Board

Note 3. International travel must be approved by the oversight governing body.

- D.** Standard per-diem reimbursement may not be used when an individual submits a receipt for actual lodging expenses. See Section 11.
- E.** Meals shall not be purchased within 50 miles of returning home from travel. Luna County will not pay for personal meals in Luna County under any circumstances.

11. Actual Expenses in Lieu of Standard Per-Diem Rates:

- A.** Actual per-diem expenses paid to County elected officials, employees, public officials and nonemployees (NMSA Section 10-8-1 to 10-8-7, and DFA Rule 2.42.2) that are greater than the standard per-diem rate may be reimbursed, provided the following conditions are met:
1. Copies of paid receipts are required for all per-diem expenses incurred, including meals. Such expenses shall be paid with the approval of the department head based on a determination that expenses are economically practical and incurred in the discharge of authorized County business within the limits as stated in this policy. All hotel charges more than \$215 per night must receive prior approval from the County Manager.
 2. Payment for all meals shall be limited to the amount as published on the DFA website on May 1st for the following fiscal year for in state and out-of-state travel as the maximum amount within a twenty-four-hour period, regardless of amounts spent or receipts submitted. These limits do not include gratuities paid as they are reimbursable under other expenses. Gratuities reimbursed may not exceed twenty percent (20%) of the cost of the meal. (Note: This amount cannot include any alcoholic beverages.)

3. When standard per-diem is requested as advance travel pay, and, upon return with receipts, and it is evident that expenses incurred were greater than the standard per-diem amount and are considered economically practical, the actual expenses can be claimed with the approval of the County Manager or his/her designee if all original receipts are attached.
 4. When actual expenses have been requested and approved, under no circumstances can the per-diem be changed back to standard per-diem.
 5. A request for reimbursement for a trip may not mix standard per-diem and actual expenses. If reimbursement for actual expenses is requested for any part of a trip, then actual expenses will be reimbursed for the entire trip within the limits set out in these policies.
 6. Lodging will be paid at the single occupancy rate, except for when two persons on County business share one room. The person receiving the per-diem for the lodging will be paid the double occupancy rate. The County will not pay the double occupancy rate for family or friends who room with the person receiving per-diem.
 7. The County will not pay for any extra days that do not pertain to County business.
- B.** Reimbursement for per-diem, mileage, expenses, academy training, conferences, seminars and all other travel will be to the destination of business or quickest possible route as to be the most economical to the taxpayers of Luna County.

12. Reimbursement for Travel by Private Conveyance:

- A.** Use of personal vehicles (private conveyance) must be approved by the County Manager prior to travel and as a means of last resort for travel on Luna County business. Elected officials, employees and nonemployees of Luna County shall be reimbursed for travel by private conveyance in the discharge of official duties as follows:
1. Privately owned vehicles at the mileage rate allowable for business expense purposes set by the United States Internal Revenue Service in January of the year preceding the current County fiscal year unless such rates have been reduced by the Board of County Commissioners.
 2. Privately owned aircraft at a rate not to exceed the current lowest coach class commercial airfare, after County verifies the current rates of at least two commercial airlines prior to reimbursement, for routes traveled by commercial airlines. Otherwise, a rate of \$0.88 per nautical mile shall be reimbursed for the use of privately owned aircraft.

3. Mileage may be reimbursed based upon map mileage or actual mileage. As of January 16, 2024, the current approved mileage calculator is Google Maps. Any actual miles claimed more than 50 miles beyond map mileage will require justification for additional travel.
4. Mileage reimbursement for personal vehicles will only be made when the total travel distance to and from is **50** miles or greater.

13. Tipping fees, phone calls, copying, parking, and other fees that may be reimbursed:

- A. Elected officials, employees and nonemployees performing County related business may be reimbursed for certain actual expenses in addition to per-diem rates.
- B. Elected officials, employees and nonemployees may be reimbursed for the following expenses if receipts for all such expenses are attached to the reimbursement voucher:
 1. Taxi or other transportation fares at the destination of the traveler.
 2. Gratuities as allowed by the agency head or designee, not to exceed twenty percent (20%) per transaction.
 3. Parking fees – should meter be unable to render a receipt, pictures of the charges will be required to support the fee.
 4. Actual costs for travel by common carrier, provided such travel is accomplished in the most economical manner.
 5. Rental cars or charter aircraft provided less expensive transportation is not available or appropriate.
 6. Registration fees for educational programs or conferences, provided, if the fee includes lodging or meals, then no per diem shall be paid and only actual expenses paid by the officer or employee and not included in the fee shall be reimbursed within the limits of 2.42.2.9 NMAC; and
 7. Professional fees or dues that are beneficial to the County's operations or missions.
 8. Other expenses as deemed reasonable and necessary by the County Manager or Finance Director.
 9. Under circumstances where the loss of receipts would deny reimbursement and create a hardship, an affidavit from the officer or employee attesting to the expenses may be substituted for actual receipts. The affidavit must

accompany the travel voucher and include the signature of the agency head, designee, or governing board.

14. Per-diem, mileage and other travel regulations:

- A. Per-diem, mileage and reimbursements will only be made to the point that is most economical for the taxpayers of Luna County.
- B. County vehicles **shall** be used for work-related travel when available and appropriate.
- C. Persons attending the same functions should travel together to save mileage costs.
- D. Person's driving must have a valid driver's license to drive to any County vehicle.
- E. To qualify for overnight lodging per-diem rates, an employee must meet the following requirements: Travel time and the meeting or training must be no less than eight hours.
- F. All per-diem forms submitted for travel must have the County Manager's or designee's signature and must reference the Commission meeting approval date as may be required. In addition, supporting documentation, including itineraries, meeting agendas, etc., must be included with the request.
- G. Elected officials, employees and nonemployees may purchase their own airline tickets or car rental using their own credit cards. The County will only reimburse the elected official, employee or nonemployee the most economical rate.
- H. Registration fees shall not be included on the travel authorization forms.
- I. All receipts submitted for reimbursement must be original and contain the vendor or business name, date of purchase or delivery, description of item and/or service, and total cost. Sales tax and service fees are allowable as required by the vendor.
- J. Any person who is not a County employee, appointed or elected official who is reimbursed in an amount that singly or in the aggregate exceeds \$1,500.00 in any one year shall not be entitled to further reimbursement until such person furnishes in writing to the County Commission an itemized statement, on each separate instance of travel covered within such reimbursement, the place to which traveled and the purpose served by such travel.
- K. Every claim for reimbursement or travel advances of per-diem, mileage or other expense authorized by provisions of this policy shall be submitted on the approved travel reimbursement forms, and all procedures for administration of this policy shall contain information as established and approved by the Finance Director with the concurrence of the County Manager.

- L. Any requests not completed on the required forms will not be processed.
- M. Requests not completed with the required information will not be processed.
- N. It is the responsibility of the department and individual who receives funds to ensure that all information provided in relation to a request for travel, per-diem or mileage is accurate.
- O. Reimbursement for any individual will be paid by check.
- P. Advance per-diem travel requests not picked up in 7 days will be voided.
- Q. Per-diem travel requests and reimbursements must be submitted within 30 days of travel or the date the expense was incurred.
- R. Temporary employees are not eligible for any County paid travel.
- S. Employees are not eligible for County paid travel or training until after they pass six months of employment unless one of the with the following exceptions exists:
 - 1. Contract and/or grant employee's travel will be allowed in accordance with the contracts and/or grant requirements only.
 - 2. The County Manager may grant exceptions to this requirement when it is determined in writing by the County Manager that the exception is in the best interests of the County.
- T. County credit cards, currently Visa issued by Wells Fargo, shall not be used for travel expenses except for hotel rooms and commercial travel including taxis.
- U. Any employee who knowingly authorizes or who knowingly accepts payments in excess of the amount allowed by the Per-Diem and Mileage Act or in excess of the amount authorized by this policy and the governing board pursuant to NMSA Section 10-8-5 is liable to the County for the amount overpaid in addition to possible discipline, up to and including termination from County employment, and any legal action authorized by law.

15. Board, commission and committee members:

- A. Non-salaried public officers of local public bodies may elect to receive:
 - 1. \$95.00 if the officer physically attends the meeting for four hours or more during a single calendar day; or
 - 2. \$45.00 if the officer physically attends a meeting for four hours or less or the officer attends a virtual meeting of any duration during a single calendar day; or

3. Per-diem rates in accordance with Section 10 of this policy provided that the County Commission has not established a lesser rate.

**Done at Deming, New Mexico this 19th day of September, 2024.
Luna County Board of County Commissioners**

ATTEST:

Ray J. Trejo,
Commissioner, District 1

Berenda L. McWright, County Clerk

Colette M. Chandler,
Commissioner, District 2

John S. Sweetser,
Commissioner, District 3

Be it remembered that at a Regular Meeting of the Board of County Commissioners of Luna County in Deming New Mexico, on the 19th day of September 2024 the following proceedings were had and entered of record.

RESOLUTION NO. 24-55

**A RESOLUTION APPROVING PARTICIPATION IN
MUNICIPAL FIRE MEMBER COVERAGE PLAN 1**

WHEREAS, the Public Employees Retirement Act, NMSA 1978, Sections 10-11-1, et seq. (1995), establishes the Public Employees Retirement Association and provides for retirement benefits for employees of affiliated public employers; and,

WHEREAS, the governing board of the Luna County has determined that the interests of the Council and its employees will best be served by providing the Municipal Fire Member employees with the benefits of a retirement program; and

WHEREAS, the Public Employees Retirement Act authorizes Municipal Fire Member Coverage Plan 1 (NMSA 1978, Section 10-11-86 through Section 10-11-91, (1995) which provides a plan for retirement of two percent (2%) of final average salary per year of service which would then provide for fifty percent (50%) of final average salary after 25 years of service with a maximum of one hundred percent (100%) of final average salary after 50 years of service, under which the municipal employer contributes thirteen and fifteen hundredths percent (13.15%) of the member's salary to the state retirement fund and the member employee contributes twelve and one-half percent (12.50%) of salary; and

WHEREAS, the governing board of the Luna County has determined that the adoption of PERA Municipal Fire Member Coverage Plan 1 is in the best interest of the Luna County and of its member employees; and

WHEREAS, the governing board of the Luna County has made and will make necessary budgetary provisions to comply with the Public Employees Retirement Act; and

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE LUNA COUNTY:

That the Public Employees Retirement Association Municipal Fire Coverage Plan 1 be, and the same hereby is, irrevocably adopted as the retirement plan for fire member employees of the Luna County to be effective the 14th day of October, 2024; and,

PASSED, SIGNED, APPROVED AND ADOPTED this 19 day of September 2024.

ATTEST:

Ray J. Trejo,
Commissioner, District 1

Berenda McWright, County Clerk

Colette M. Chandler, Chairperson
Commissioner, District 2

John S. Sweetser,
Commissioner, District 3

ORDER OF THE BOARD OF COUNTY COMMISSIONERS

OF

LUNA COUNTY

WHEREAS, pursuant to §7-38-4, NMSA 1978 each Board of County Commissioners shall issue its written order imposing the property tax rates within five (5) days of the receipt of the property tax rate-setting order from the Department of Finance; and

WHEREAS, the property tax rate-setting order was received via e-mail by the Assessor from the Department of Finance on or about September 3, 2024.

NOW, THEREFORE, IT IS ORDERED by the Board of County Commissioners of Luna County, that the Certificate of Property Tax Rates in Mills for Tax Year prepared and ordered by the New Mexico Department of Finance is hereby imposed pursuant to §7-38-4, NMSA 1978.

Done at Deming, New Mexico this 12th day of September, 2024

Luna County Board of County Commissioners

ATTEST:

Colette M. Chandler

Colette M. Chandler, Chair
Commissioner, District 2

Berenda McWright

Berenda McWright,
County Clerk



Approved and Ratified at Deming, New Mexico this 19th day of September, 2024

Luna County Board of County Commissioners

ATTEST:

**Colette M. Chandler, Chair
Commissioner, District 2**

**Berenda McWright,
County Clerk**

**Ray J. Trejo
Commissioner, District 1**

**John S. Sweeter,
Commissioner, District 3**



New Mexico
Department of Finance
and Administration

407 Galisteo St,
Santa Fe, NM 87501
(505) 827-4985

Governor Michelle Lujan Grisham
Cabinet Secretary Wayne Propst

Local Government Division
Jeannette Gallegos, Acting Division Director

August 29, 2024

The Honorable Colette Chandler
Luna County
PO Box 551
Deming, NM 88031

Order Setting Property Tax Rates - 2024 Property Tax Year

Dear Commissioner Chandler,

Pursuant to NMSA 1978, Sections 7-37-7(A) and 7-38-33(A), I issue this order setting the 2024 tax rates in the attached Certificate of Property Tax Rates (Certificate) for all governmental units imposing rates in your county.

NMSA 1978, Section 7-38-34 requires the Board of County Commissioners (Board) to issue and deliver to the County Assessor its own written order imposing these rates within five days of its receipt of this rate-setting order. **Before the Board issues its order, the county is responsible for ensuring that the rates are correct and must notify the Local Government Division of the Department of Finance and Administration of any errors, in accordance with 3.6.50.1 I (D) NMAC.** To further those efforts, please immediately share the Certificate with all governmental units (other than the State) that have rates included in the Certificate, so that they may also check the accuracy of their rates. In addition, please note that the "percentage change I" used as specified in NMSA 1978, Section 7-37-7.I (A) for yield control calculations this year is 1.71%.

Any questions concerning or suspected errors in the rates should be immediately brought to the attention of the Local Government Division's Budget and Finance Bureau Chief, Cordelia Chavez, at 505-231-7246; or Special Projects Analyst, Catrina Chavez, at 505-479-1247.

Sincerely,
DocuSigned by:

Handwritten signature of Wayne Propst in blue ink.
8EB4D956A89A432

Wayne Propst
Secretary of Finance & Administration

cc: Property Tax Division, Taxation & Revenue Department (via email)
County Assessor (via email)
County Treasurer (via email)

Enclosure(s): Certificate of Property Tax Rates

Certificate of Property Tax Rates in Mills
Luna County
Tax Year 2024

OVERALL COUNTY NET TAXABLE VALUE: \$666,233,942

Property Classification	Residential	Non-Residential	Residential	Non-Residential	Residential	Non-Residential
Tax District	1 IN R	1 IN NR	1 OUT R	1 OUT NR	1A IN R	1A IN NR
Municipality	Deming (City)	Deming (City)			Columbus (Village)	Columbus (Village)
Public School District	Deming	Deming	Deming	Deming	Deming	Deming
College District						
Taxable Value	155,508,171	117,080,081	128,080,473	245,653,873	11,884,513	8,026,831
Mill Levies for State, County, Municipality, and School District						
State Debt Service	1.360	1.360	1.360	1.360	1.360	1.360
Total State	1.360	1.360	1.360	1.360	1.360	1.360
County Operational	10.806	11.850	10.806	11.850	10.806	11.850
Total County	10.806	11.850	10.806	11.850	10.806	11.850
Municipal Debt Service	2.109	2.109	-	-	-	-
Municipal Operational	4.470	4.475	-	-	3.489	6.725
Total Municipal	6.579	6.584	0.000	0.000	3.489	6.725
School District Operational	0.500	0.500	0.500	0.500	0.500	0.500
School District Debt Service	5.755	5.755	5.755	5.755	5.755	5.755
School Capital Improvement (Senate Bill 9 Levy)	2.000	2.000	2.000	2.000	2.000	2.000
Total School District	8.255	8.255	8.255	8.255	8.255	8.255
Total State, County, Municipal and School District	27.000	28.049	20.421	21.465	23.910	28.190

Tax District	1 IN R	1 IN NR	1 OUT R	1 OUT NR	1A IN R	1A IN NR
Mill Levies for College and Hospital						
Total Higher Education	0.000	0.000	0.000	0.000	0.000	0.000
Total Hospital	0.000	0.000	0.000	0.000	0.000	0.000
Total College and Hospital	0.000	0.000	0.000	0.000	0.000	0.000
Grand Total State, County, Municipal, Public School, College, Hospital	27.000	28.049	20.421	21.465	23.910	28.190
Mill Levies for Other Taxing Entities						
Caballo SWCD						
Operational (Not Yield Controlled)	-	-	1.000	1.000	-	-
Total Other	0.000	0.000	1.000	1.000	0.000	0.000
Grand Total	27.000	28.049	21.421	22.465	23.910	28.190

Livestock Mill Levies

Category	Rate	Applicable Tax Districts
Cattle Indemnity	9.604	1 OUT,1 OUT,1 OUT,1A IN,1A IN,1 OUT,1A IN,1A IN
Sheep/Goats/Swine/Alpaca	9.088	1 OUT,1 OUT,1 OUT,1 OUT,1 OUT,1 OUT,1 OUT,1 OUT,1 OUT,1 OUT,1 OUT,1 OUT,1 OUT,1 OUT
Dairy Cattle	4.754	1 OUT,1 OUT,1 OUT,1 OUT
Bison/Camelids/Ratite	7.945	1 OUT,1 OUT
Horses/Asses/Mules	9.371	1 IN,1A IN,1 OUT,1A IN,1A IN,1A IN,1 OUT,1 IN,1 IN,1 IN,1 OUT,1 OUT

Other Assessments

Category	Taxing Entity	Description
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Footnotes

Tax District	Classification	Assessment	Footnote
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Amendments

Date	Description
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STATE OF NEW MEXICO
County of Luna

Ray J. Trejo
Commissioner, District 1

Colette M. Chandler
Commissioner, District 2



John S. Sweetser
Commissioner, District 3

Chris A. Brice
County Manager

700 South Silver Avenue • Post Office Box 551 • Deming, New Mexico 88031-0551
Telephone (575) 546-0494 Facsimile (575) 544-4293
www.lunacountynm.us

September 19, 2024

To the Luna County Board of County Commissioners

Luna County and Wilson & Company went out to re-bid for the Rockhound & McCan Road Improvements Project CIF: 5784-CIF. After review and negotiations as allowed, the following recommendation for based on bid amount of \$957,232.50 excluding NMGR is:

Deming Excavating, Inc.
ATTN: Jason Jackson
3635 Columbus Rd
Deming, NM 88030
Phone: 575-546-7122

Respectfully Submitted by:

A handwritten signature in blue ink, reading "Joanne C. Hethcox", is written over a horizontal line.

Joanne C. Hethcox, CPM®, CPPO, CPO
Budget and Procurement Director

Approved:

Chairperson

Colette M. Chandler
Chair,
Commissioner, District 2

Ray J. Trejo
Chair, District 1



John S. Sweetser
Commissioner, District 3

Chris A. Brice
County Manager

700 South Silver Avenue • Post Office Box 551 • Deming, New Mexico 88031
Telephone (575) 546-0494 Facsimile (575) 544-4293
lunacountynm.us

August 27, 2024

INTERGOVERNMENTAL TRANSFER

At the request of the Village of Columbus ("Village"), the Board of County Commissioners of Luna County (the "County") agrees to an intergovernmental transfer of the fixtures and equipment from the Luna County Skate Park to the Village for use in the Village. The purpose of the transfer is to provide outdoor recreational activities for Luna County youth, including those residing in the Village. The equipment and fixtures are being replaced and relocated to County property adjacent to Starmax. The equipment and fixtures have been used for some time, are fully depreciated and no longer serve an essential purpose at or for the County. It is in best interest of the taxpayers to allow for this transfer and continued use by the Village. The Luna County Maintenance Department will disassemble, transport and deliver the equipment and fixtures to the Village and this transfer is considered to be permanent or indefinite. The Village, upon physical delivery of the equipment and fixtures, assumes all responsibility and liability related to the fixtures and equipment, and is responsible for the installation, maintenance, management and for final disposition in accordance with applicable laws, rules and regulations.

APPROVED THIS ____ DAY OF _____, 2024.

Village of Columbus
County

Board of County Commissioners of Luna

APPROVED:

By _____
Philip Skinner,
Mayor

By _____
Chris A. Brice,
County Manager

Luna County

Facility Fee Waiver Request Form

Application Information

1. Full Name: Marilyn Villalobos
2. Contact Information: _____
 - Address: 423 S Myrtle St.
 - Email: _____
 - Phone Number: (575) 494-2429
3. Organization/ Group (if applicable): Deming High School
4. Event/ Activity Details: Sadie Hawkins Dance
 - Purpose of Use: Dance for the students
 - Date(s) Requested: 2-8-25
 - Time(s) Requested: 8:00 pm

Reason for fee Waiver Request:

5. Briefly explain the circumstances or reasons for requesting a fee waiver. Include any financial hardships, community- orientation event details, or other compelling

reasons: As the freshman sponsor, I see the importance of these activities in helping our students integrate and feel connected. However, our limited budget and the financial challenges are not helping. By granting this waiver you will help ensure that all students can participate in this memorable event without a financial barrier. your support would mean a lot 😊.
Anything help.

- Financial Information (if applicable): _____
6. Annual Income (for individuals):
\$ _____
 7. Number of participants (if applicable): _____

Supporting Documentations (if available):

Luna County

8. Attach any supporting documents, such as proof of non-profit status, financial statements, or other relevant materials.

Acknowledgment of Terms and Conditions:

9. I understand and agree to adhere to all other terms and conditions related to the facility usage.

☒ Yes, I acknowledge.

Contact Information for Follow-Up:

10. Preferred Method of Communication:

- ☐ Email
- ☒ Phone

11. Best time to Contact:

- ☐ Morning
- ☒ Afternoon
- ☒ Evening

Signature of Applicant: _____



County Manager Office: _____

Submission Instructions:

Please submit this completed form and any supporting documents to the Luna County Planning Department.

Luna County

Facility Fee Waiver Request Form

Application Information

1. Full Name: DL Church
2. Contact Information: DANIO DUFFY
 - Address: PO BOX 1419, Deming, NM 88031
 - Email: dduffy@dl.church
 - Phone Number: 505-657-9361
3. Organization/ Group (if applicable): First Assembly of God
4. Event/ Activity Details: Christmas EVE Service, Good Friday, EASTER weekend
 - Purpose of Use: Church Services
 - Date(s) Requested: 12/24 & 1/7 - 4/20
 - Time(s) Requested: 4u PM

Reason for fee Waiver Request: NON-PROFIT USE - COMMUNITY SERVICES OUTREACH

5. Briefly explain the circumstances or reasons for requesting a fee waiver. Include any financial hardships, community-orientation event details, or other compelling reasons:
[Your response here] AS A CHURCH WE OPERATE AS A NON-PROFIT. THIS USE WOULD ALLOW US TO SERVICE THE COMMUNITY IN BETTER TIME

Financial Information (if applicable):

6. Annual Oncome (for individuals):
\$ _____
7. Number of participants (if applicable): 250-350

Supporting Documentations (if available):

Luna County

8. Attach any supporting documents, such as proof of non-profit status, financial statements, or other relevant materials.

Acknowledgment of Terms and Conditions:

9. I understand and agree to adhere to all other terms and conditions related to the facility usage.

☒ Yes, I acknowledge.

Contact Information for Follow-Up: DAVID DUBO
817-657-9361

10. Preferred Method of Communication:

- ☒ Email
- ☒ Phone

11. Best time to Contact:

- ☒ Morning
- ☒ Afternoon
- ☐ Evening

Signature of Applicant: _____

County Manager Office: _____

Submission Instructions:

Please submit this completed form and any supporting documents to the Luna County Planning Department.

Indigent Hospital Claims Office

Chris A. Brice, County Manager

IHC Board Meeting September 19, 2024

Month	Number	Amount	Number	Denied
January	5	\$3,297.00	0	\$0.00
Feburary	16	\$50,034.50	3	\$5,099.85
March	4	\$9,669.73	0	\$0.00
April	1	\$10,000.00		
May	3	\$6,080.08		
June	2	\$4,697.45		
July	0	\$0.00		
August	6	\$16,498.77		
September				
October				
November				
December				
Total	37	\$100,277.53	3	\$5,099.85
This Month's Total	Mimbres Memorial Hospital			\$9,716.73
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			\$6,782.04
Total				\$16,498.77
Year to Date Total	Mimbres Memorial Hospital			\$85,072.36
Year to Date Total	All Other Hospitals			\$0.00
Year to Date Total	Deming Fire Dept./EMS			\$881.75
Year to Date Total	All Other Services			\$14,323.42
Total				\$100,277.53
Care of Prisoners This Month - Not including SNCP Funds				\$251,385.81
Care of Prisoners Year to Date - Not including SNCP Funds				\$1,568,410.33
Care of Prisoners Year to Date Inmate Prescriptions/OTC Meds				\$52,174.02
Care of Prisoners Year to Date Dr. Bills				\$35,955.07
Total Cost of Care of Prisoners Year to Date				\$1,656,539.42
Monies Received - August 2024				\$91,892.91
Balance in IHC Fund as of August 31, 2024				\$2,506,445.66
Encumbrances as of August 31, 2024				\$0.00
		Date	Amount Approved	Amount Denied
	Signatures	9/19/2024	\$16,498.77	
Ray J. Trejo				
Colette M. Chandler				
John S. Sweetser				

IHC Board Meeting	
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September 19, 2024

[illegible]