

**MINUTES of the SPECIAL MEETING**  
**of the BOARD of COUNTY COMMISSIONERS**  
**for SAN MIGUEL COUNTY, NEW MEXICO**  
**HELD FEBRUARY 19, 2024 AT 1:00 PM**

**1. CALL TO ORDER**

The San Miguel County Board of Commissioners held a special meeting on Monday, February 19, 2024. Commission Chairman Harold Garcia called the meeting to order at 1:00 PM at the San Miguel County Administration Complex, 500 W. National Avenue in the Commission Chambers Suite 201, Las Vegas, New Mexico 87701.

**2. ROLL CALL**

Chief Deputy Clerk Jacob Gonzales administered roll-call: Chairman Harold Garcia - present, Vice-Chairman Martin Sena - present, Commissioner Janice Varela - present, Commissioner Max Trujillo – present and Commissioner Kenneth Medina - present.

A quorum is present.

**3. PLEDGE OF ALLEGIANCE**

Commissioner Martin Sena led the Chambers in the Pledge of Allegiance, and:

**4. SALUTATION TO THE NEW MEXICO STATE FLAG:**

**"I salute the flag of the State of New Mexico and the Zia Symbol of perfect friendship among United Cultures.**

**5. APPROVAL OF AGENDA**

Manager Joy Ansley indicated there are no changes to the Agenda.

Motion to approve Agenda made by Commissioner Max Trujillo. Second by Commissioner Janice Varela. Motion carried.

**EXECUTIVE SESSION**

Limited Personnel Matters, as permitted by NMSA 1978, Section 10(-15-1(H)(2) (as amended) the Open Meetings Act, more specifically personnel matters regarding specific county Departments:

Certain Purchases, as permitted by NMSA 1978, Section 10-15-1(H)(2) (as amended) of the Open Meetings Act and Section 13-1-116 of the Procurement Code:

Attorney-Client Privilege pertaining to Threatened or Pending Litigation, as permitted by NMSA 1978, Section 10-15-1(H)(7) (as amended) of the Open Meetings Act.

County Manager Joy Ansley recommended the Commission enter Executive Session.

Motion to adjourn Regular Session of RM-02-19-2024 and enter Executive Session made by Commissioner Max Trujillo. Second by Commissioner Kenneth Medina.

Executive Session convened at 1:03 PM.

Motion to adjourn the Executive Session of RM-02-19-2024 and reconvene the Regular Session with no actions taken in Executive Session made by Commissioner Max Trujillo. Second by Vice Chairman Martin Sena.

Regular Session reconvened at 2:08 PM.

#### **NEW BUSINESS**

##### **6. AWARD CONTRACT FOR WELL DRILLING AT SHERIDAN FIRE DEPARTMENT**

Fire Chief Andrew Duran asked for approval to award contract to Rocky Road Gravel and Drilling for the construct of the well at the Sheridan Fire Department. Two other companies (Hydro and KP Venture Drilling) queried the RFP; however, Rocky Road was the only entity that submitted a bid. The cost for the construction components of the well drilled to 100 feet is bid at \$19,000 with an \$80 per foot charge in excess of 100 feet.

Motion to award bid for well drilling at the Sheridan Fire Station to Rocky Road Gravel and Drilling made by Commissioner Max Trujillo. Second by Vice Chairman Martin Sena. Motion carried.

##### **7. RECOMMENDATION FOR APPROVAL OF COMPREHENSIVE TECHNICAL ASSISTANCE PLAN TO BRING COUNTY ASSESSOR FUNCTION INTO STATUTORY, REGULATORY AND COUNTY COMPLIANCE**

County Manager Joy Ansley read a Letter into the Record regarding the operational standards and violations (concerns) cited by NM Taxation and Revenue's Property Tax Division; as well as

various employee grievances and supervisory tactics that have been noted in Human Resources in relation to the office of the Assessor of San Miguel County. This Letter is available unedited in hard-copy form, PDF form and/or audio recording in the County Clerk's office.

*[Additional Commission Minutes to reference the chain of development of this Letter -- Assessor's Reports: RM-12-12-2023, SM-12-18-2023, RM-01-09-2024].*

Manager Ansley asked for approval from the Commission to officially assist in personnel matters and develop a cohesive plan to address the concerns cited by the NM Taxation and Revenue Property Tax Division, and to develop policies that will properly cite parcels with the correct acreage and tax due to the correct property owner. Manager Ansley noted that as an elected official the Assessor's office does not report to the Manager's office: and the Commission, statutorily, has control of the budget. However, Manager Ansley feels that the discrepancies in operations may leave the County vulnerable to personnel legal issues and continued discontent by property owners, and continued citations from NM Taxation & Revenue Property Tax Division. County Attorney H. Chico Gallegos stressed that this proposal by the Manager's office is to offer technical expertise in developing procedures and to assist in managing daily operations in the Assessor's office. Attorney Gallegos is comfortable that legal sufficiency is met with this Letter.

Motion to approve the Manager's Office to provide technical expertise and to develop a comprehensive plan to bring the San Miguel County's Assessor's office to address concerns from the NM Taxation & Revenue's Property Tax Division and personnel issues made by Commissioner Max Trujillo. Second by Commissioner Harold Garcia. Motion carried.

**ROLL CALL:**

**AYEs:            H Garcia            M Sena            J Varela            M Trujillo            K Medina**

2:21 PM -- Unanimous approval to assist in a technical/managerial role in the Assessor's office by the Manager's office.

**BOARD OF FINANCE**

**8. JANUARY 2024 ACCOUNTS PAYABLE CHECK REPORT**

Finance Director Katherine Sanchez asked for approval of the Accounts Payable check report for January 2024.

Motion to approve January 2024 Accounts Payable Check Report made by Commissioner Kenneth Medina. Second by Commissioner Janice Varela. Motion carried.

**9. BUDGET ADJUSTMENT RESOLUTION: LE PROGRAM CONTRIBUTION, AMR, GROSS RECEIPT TAXES AND NACO PUBLIC LANDS and NMCIA LAW ENFORCEMENT**

Finance Director Sanchez asked the Commission to approve an NMDFA deposit for FY-2024 in the amount of \$1,122,678.69 to be disbursed into the following line item accounts by way of Resolution 02-19-2024-F1:

480-101-07310	Indigent	AMR Services	\$785,166.69
101-105-06700	Gen Fund	NACO Pub. Land	\$ 32,349.00
703-101-01600	Gen Fund	NMCIA Law Enf	\$274,646.70
101-105-07930	Gen Fund	NMCIA Law Enf	\$ 30,516.30

Motion to approve Budget Resolution 02-19-2024-F1 made by Commissioner Max Trujillo. Second by Commissioner Janice Varela. Motion carried.

**10. JANUARY 2024 POOLED CASH REPORT\***

Finance Director Sanchez presented the Commission with January 2024 Pooled Cash Report which is available as public record in the SMC County Clerk's Office.

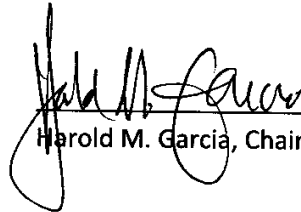
\*For Informational Purposes Only

**ADJOURNMENT**

Motion to adjourn RM-02-19-2024 made by Vice Chairman Martin Sena. Second by Commissioner Max Trujillo. Motion carried.

Adjournment at 2:26 PM.

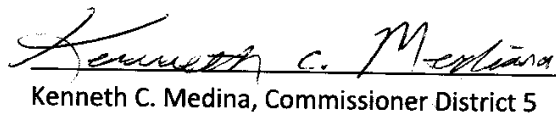
Approved this 12<sup>th</sup> day of March 2024 as the Official Minutes of the Board of County Commissioners of San Miguel County - New Mexico of its Special Meeting held the 19<sup>th</sup> of February 2024 at the San Miguel County Administration Complex, 500 W. National Ave. Suite 201, Las Vegas, New Mexico.

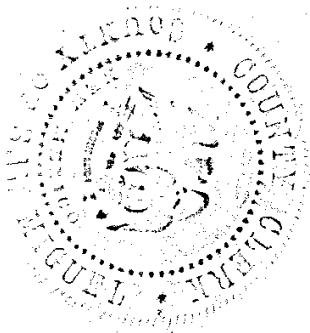
  
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Harold M. Garcia, Chairman District 1

  
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Martin Sena, Vice-Chairman District 4

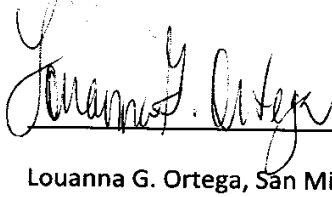
  
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Janice C. Varela, Commissioner District 2

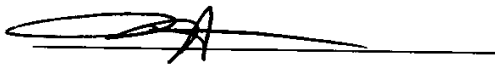
  
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Max Trujillo, Commissioner District 3

  
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Kenneth C. Medina, Commissioner District 5



ATTEST:

  
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Louanna G. Ortega, San Miguel County Clerk

  
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Minutes submitted by Jacob P. Gonzales

### **NOTICE TO PEOPLE WITH DISABILITIES**

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter or any form of auxiliary aid or service to attend or participate in the hearing(s) or meeting(s), please contact the San Miguel County Manger's Office at 505-425-9333 at least one week prior to the meeting or as soon as possible. Public documents, including the Agenda and Minutes, can be provided in various accessible formats. Please contact the County Clerk at 505-425-9331 if a summary or other type of accessible format is needed.

Contact: [mstroud@co.sanmiguel.nm.us](mailto:mstroud@co.sanmiguel.nm.us) | [jpgonzales@co.sanmiguel.nm.us](mailto:jpgonzales@co.sanmiguel.nm.us)