

**MINUTES of the SPECIAL MEETING**  
**of the BOARD of COUNTY COMMISSIONERS**  
**for SAN MIGUEL COUNTY, NEW MEXICO**  
**HELD MAY 31, 2024 AT 10:00 AM**

**1. CALL TO ORDER**

The San Miguel County Board of Commissioners held a special meeting on Friday, May 31, 2024. Chairman Harold Garcia called the meeting to order at 10:03 AM 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**

Deputy Clerk Elena Chavez administered roll-call: Chairman Harold Garcia - present, Vice-Chairman Martin Sena - present, Commissioner Bernadette Baca - present, Commissioner Max Trujillo – absent, and Commissioner Kenneth Medina - present.

A quorum is present.

**3. PLEDGE OF ALLEGIANCE**

County Clerk Louanna Ortega 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 that the Executive Session/Closed Session will need to be removed from the Agenda as the statutory language is missing from the Agenda.

Motion to approve Agenda made by Commissioner Kenneth Medina. Second by Commissioner Bernadette Baca. Motion carried.

## NEW BUSINESS

### **6. CONSIDERATION OF FISCAL YEAR 2025 INTERIM OPERATING BUDGET**

Ms. Katherine Sanchez, Director of Finance, presented the FY25 interim budget outlining salaries and benefits of employees, and operating expenses and revenues for each department. The first part of the budget presented shows the salaries of employees including the increases in pay. This was followed by Commissioner salaries and increases.

- County Manager Joy Ansley commented on the elected official salaries, stating that those positions that are up for election will receive the salary increase upon taking office in January. Chief Deputies will also receive the increase in January.
- Chairman Harold Garcia stated that in his time as a board member at Association of Counties, he had seen examples of counties where deputies makes more than the elected official and inquired on how this is possible.
- County Manager Joy Ansley said that a deputies salary is not determined by a state statute but by each individual local entity. SMC did a resolution two years ago that increased chief deputy's salary up to 90 percent. That includes the statutory position.

Ms. Sanchez then proceeded to present the budget. She presented line items outlining managers, general services and commission budget. She stated a couple of line items may change by the end of the fiscal year.

- Vice Chairman Martin Sena inquired if each commissioner has a separate budget or if it is combined.
- Ms. Sanchez clarified that it is a combined budget for all commissioners.
- Chairman Harold Garcia asked about a line item on budget that has \$133,818K with a note stating "after conference." He asked about how SMC came up with that number since the Commission had discussed the conference budget at \$60K.
- Ms. Sanchez stated that is the money put aside for the conference that has been rolling over. Once the vendors have been paid, the number may be less. She clarified that this line item includes the interim budget for FY25 as well as the conference portion.
- County Manager Joy Ansley also stated that this line item was chosen because it had money rolling over from several years ago. The \$133,818K is not indicative of the 2024 conference budget. She also explained there is \$18,080.39 that has been spent so far.
- Ebony Mondragon Finance Specialist also stated that the finance department staff from two years ago had chosen this line item for the original budget when the conference was supposed to be hosted that year. \$133K in that line includes encumbered and regular budget. She stated that tentatively by the end of next week, the \$57K showed

on the encumbered portion should be spent as vendors get paid. The line also included the budget for a new audio system for the chambers.

- Chairman Harold Garcia inquired about \$18K budget for shooting range.
- County Manager Joy Ansley stated that encumbered and outstanding funds have not been outlined yet on that line item for shooting range.

Ms. Sanchez stated that once budget is uploaded and books close, some of the numbers will change on FY25 interim column due to encumbered funds. Ms. Sanchez then presented budget lines for Finance.

- Chairman Harold Garcia inquired if the budget reflects funding for staff to attend trainings, meetings and seminars.
- Ms. Sanchez stated that she met with department heads in April to discuss each line item. There have been funds allocated for employee training.
- Commissioner Kenneth Medina asked how many employees Finance Department has and if there are any vacancies.
- Ms. Sanchez stated there are six employees including her; there are no vacancies currently.

Ms. Sanchez then proceeded with the Finance and Maintenance budgets.

- Chairman Harold Garcia asked about the line item for Buildings and Grounds. During the regular Commission Meeting held on May 14, 2024, Chief Judge Floripa Flores came before the Commission to discuss expanding the Fourth Judicial District Court facilities to accommodate growing programs and staff. Chairman Garcia asked if there was any consideration in the budget for such project. He also asked if there was any consideration in the Commission budget for additional administrative buildings.
- County Manager Joy Ansley stated not at this time. There would need to be discussion in a separate agenda item with Commission Board on construction or purchasing buildings and expansion.
- Chairman Harold Garcia commented on the \$3,500.00 interim budget on the County Fair Grounds and inquired whether it was part of the \$50K that was previously allocated.
- County Manager Joy Ansley stated that \$50K comes from a different fund and capital outlay dollars will come from a different fund.
- Ms. Sanchez stated that the budget presented is general funds used by Pete Mares, Maintenance Director.

Ms. Sanchez then presented the Safety budget, IT budget, Human Resources budget including the \$40K from the summer program, and Clerks budget including recording fee revenue.

- Chairman Harold Garcia asked if this reflected the new salaries for Clerk and Chief Deputy.
- Ms. Sanchez stated that it will need to be adjusted and will look at the other department heads to ensure the new salaries are reflected.

Ms. Sanchez then proceeded with the Elections budget, Public Works budget, and Roads budget.

- Chairman Harold Garcia inquired about a line item for Storrie Project showing \$83K for a completed project.
- Ebony Mondragon, finance specialist stated that Storrie Project was part of another bid packet. There are three projects where that money can be moved around for the other two bids in that packet.
- Chairman Harold Garcia also asked about a line item called Bernal Tracks.
- Ms. Mondragon explained that when these budgets were opened, a new line would be created for each ongoing project. Some of these line items may be old projects where the money may need to be spent.
- Chairman Harold Garcia asked if everything listed on FY25 budget is money that SMC has and if it includes money for completed projects.
- Ms. Sanchez stated yes, these are funds that are being requested.
- Ms. Mondragon stated that those line items showing funds for completed projects may be a part of ongoing bid packets.
- Ms. Sanchez stated she would communicate with Benito Romero, Public Works Director to clarify those line items.
- County Manager Joy Ansley stated that some of these line items may be reimbursable by FEMA and the line item must show the expenditure until the money has been reimbursed.
- Chairman Harold Garcia asked how long it would take to clarify these line items.
- Ms. Sanchez stated these can be clarified by final budget.

Ms. Sanchez stated that after the approval of the interim budget, she will send to department heads to review and edit. Ms. Sanchez presented the Crusher budget and Solid Waste budget including revenue.

- Chairman Harold Garcia asked if there was a way to for Village of Pecos to contribute their environmental gross receipt tax to Solid Waste Operation because they are a separate government entity. SMC is collecting unpaid debt from constituents currently and that is reflected in the revenue. Once that debt is paid and constituents are up to date on payments, that revenue will be lower. Chairman Garcia stated SMC should look

into rate changes in the following year for Village of Pecos being that they are separate from San Miguel County.

- Commissioner Bernadette Baca stated that this matter should be discussed further to find a solution for SMC and constituents.
- County Manager Joy Ansley stated that ordinance allows rate increases which SMC has not done yet. The projected revenue does not reflect a rate increase. The Commission will need to enact a resolution.
- Chairman Harold Garcia stated the ordinance requires a resolution for an annual increase.

Ms. Sanchez then proceeded with the FY25 interim budget highlighting the Probate budget, Treasurer's budget, DWI Program budget which is grant funded, OEM budget outlining the salary and benefits for the Fire Chief, Assessor's budget showing the appraisal fees, Fire Marshall's budget, and Fire Department budgets which are allocated state funds.

- Chairman Harold Garcia asked if a Fire Department does not use their funds by the end of year, if it can be allocated to a different Fire Department line item.
- Ms. Sanchez stated that those funds roll over and cannot be transferred between line items.
- County Manager Joy Ansley stated that this is due to different factors when they are being funded such as main stations, substations and ISO rating.
- Chairman Harold Garcia then asked if those funds could be used for new positions and staff within the fire departments.
- County Manager Joy Ansley stated that state allocated funds cannot be used for salary or personnel.

Ms. Sanchez then proceeded with the FY25 interim budget outlining Sheriff's Office budget, and Animal Control budget. She stated that the increase from \$0 to \$125K in the Animal Control budget is due to the separation of the Sheriff and Animal Control budgets including salaries for Animal Control Officers. Previously they were both under the Sheriff's budget. She outlined a line item for appropriations that is pending due to the FY22 audit which will be completed soon. She also highlighted line items for Traffic Safety overtime and Law Enforcement Protection fund.

- Vice Chairman Martin Sena asked if SMC has agreements or contracts with other law enforcement entities in neighboring counties.
- County Manager Joy Ansley stated that there are no current agreements with law enforcement agencies.

Ms. Sanchez then proceeded with the FY25 interim budget highlighting the Detention budget and Indigent fund budget.

- Chairman Harold Garcia asked County Manager Joy Ansley about the status of contract between SMC and City of Las Vegas for housing inmates.
- Ms. Ansley reached out to City of Las Vegas but a meeting has not yet been established to look over contract. Currently, SMC is billing City of Las Vegas for the original amount for arrests on Municipal charges only.

Ms. Sanchez then proceeded with the FY25 interim budget outlining the Planning and Zoning budget which includes Lodgers Tax revenue of \$78K.

County Manager Joy Ansley stated the General Fund revenue was missing from the interim budget.

Ms. Sanchez stated she needed to get property tax and projected revenues and those will be sent out to the Board and Manager's Office. Finance and County Treasurer will collaborate to determine exact revenues and clean up the suspense fund.

- Chairman Harold Garcia inquired if SMC is required to have a 3-12 percent cash balance and if that is what's indicated in the budget.
- Ms. Sanchez said yes, there is that cash balance. Once the budget is uploaded, any discrepancies will be flagged as well.
- County Manager Joy Ansley stated there is a separate reserve account from the general fund account for that purpose.
- Chairman Harold Garcia asked for the reserve account balance.
- Ms. Sanchez stated that will be available for final budget approval which is due July 30<sup>th</sup>, 2024.

Commissioner Kenneth Medina, Vice Chairman Martin Sena and Chairman Harold Garcia thanked both Finance department and County Managers Office for their hard work on this budget.

Motion to approve fiscal year 2025 interim operating budget made by Vice Chairman Martin Sena. Second by Commissioner Kenneth Medina. Motion carried.

**ROLL CALL:**

**AYEs:            H Garcia            M Sena            B Baca            K Medina            Unanimous Passage**

**Not Present: M Trujillo**

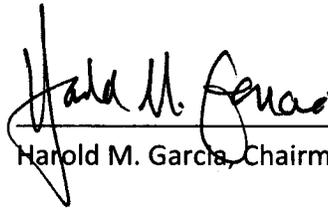
**ADJOURNMENT**

Motion to adjourn SM-05-31-2024 made by Commissioner Bernadette Baca. Second by Commissioner Kenneth Medina. Motion carried.

Adjournment at 11:15 AM.

Approved this 8<sup>th</sup> day of July 2024 as the Official Minutes of the Board of County Commissioners of San Miguel County - New Mexico of its Special Meeting held the 31<sup>st</sup> of March 2024 at the

San Miguel County Administration Complex, 500 W. National Ave. Suite 201, Las Vegas, New Mexico.



---

Harold M. Garcia, Chairman District 1



---

Martin Sena, Vice-Chairman District 4



---

Bernadette Baca, Commissioner District 2



---

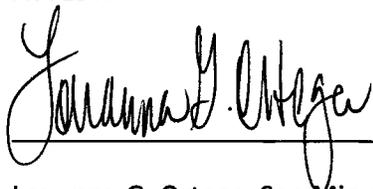
Max Trujillo, Commissioner District 3

Absent

---

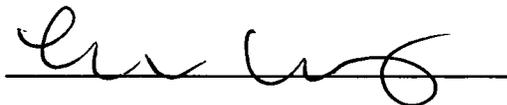
Kenneth C. Medina, Commissioner District 5

ATTEST:



---

Louanna G. Ortega, San Miguel County Clerk



---

Minutes submitted by Elena Chavez

Reviewed and Edited 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)