

VALENCIA COUNTY BOARD OF COMMISSIONERS

Organization Meeting

January 5, 2005

The Meeting was called to order by Vice-Chairman Paul Trujillo at 5:00 PM

PRESENT	ABSENT
Mary J. Andersen, Chairman	
Georgia Otero Kirkham, Vice-Chairman	
Paul Edward Trujillo, Member	
Ron Gentry, Member	
Lynette Stublefield, Member	
Michael R. Trujillo County Manager	
Wimberly Law Firm, County Attorney	
Tina Gallegos, County Clerk	
Press and Public	

The meeting was called to order by Vice-Chairman Paul Trujillo.

Pledge of Allegiance led by Charles Eaton

Approval of Agenda

Commissioner Stublefield the motion to approve the agenda. Commissioner Andersen seconded. Motion carried. 4-0.

Introductions of New and Present Commissioners

Chairman Paul Trujillo also welcomed the new commissioners
County Manager Mike Trujillo introduced the commission. Commissioner Mary Andersen, District 1. Commissioner Paul Trujillo, District 3 and present Vice-Chairman. New Commissioners, Ron Gentry, District 4, Georgia Otero-Kirkham, District 2 and Lynette Stublefield, District 5.

All new commissioners agreed that there was a lot to do and were ready to get to work and move the county forward. Commissioner Andersen welcomed the new commissioner. They bring a lot of experience and knowledge, she said, and is truly looking forward to the opportunities to solve many problems in the county.

Commissioner Communication/Questions

None

Action Items

Nominations & Selection of Chairperson & Vice-Chairperson

Vice-Chair Paul Trujillo nominated Commissioner Mary Andersen as Chair.
Commissioner Lynette Stublefield nominated Commissioner Ron Gentry for Chairman.
Vice-Chairman Trujillo called for the vote. Commissioner Kirkham voted for Mary Andersen. Commissioner Stublefield voted for Ron Gentry. Commissioner Gentry voted for Ron Gentry. Commissioner Mary Andersen voted for Mary Andersen. Vice-Chair Trujillo voted for Mary Andersen. Commissioner Andersen became the Chair and Commissioner Trujillo relinquished the Chair to her. 3-2.
Chair Mary Andersen nominated Georgia Otero-Kirkham as Vice-Chair. Commissioner Kirkham nominated Ron Gentry. Commissioner Gentry declined and nominated Lynette Stublefield. There were no more nominations and Chair Andersen called for the vote. Commissioner Kirkham voted for Georgia Kirkham. Commissioner Stublefield voted for Lynette Stublefield. Commissioner Trujillo voted for Georgia Kirkham. Commissioner Gentry voted for Lynette Stublefield. Chair Andersen voted for Georgia Kirkham. Motion carried. 3-2. Commissioner Kirkham became the new Vice-Chair.

Resolution 2005-01, Adoption of 2005 Open Meetings Resolution

County Manager Mike Trujillo presented a resolution set forth by the commission that includes following a process that meets the minimum requirements, in terms of notice, unless there are other sets of statutory requirements. This also included a member participating telephonically, which statute allows, with stipulation stated on item 9.
Item 10 states that the Minutes shall be available in draft form within ten working days after the meeting.
Item 8 states that the any standing board, (created by County Ordinance) or Special (Ad Hoc) Board, commission or committee (created by resolution or motion of the Board of County Commissioners) shall follow the minimum notice set forth. They would also be providing the availability of agendas or minutes through electronic mail.

County Manager stated that Commission Meetings in the past have been held on the 1st and 3rd Wednesdays of the month starting with executive session at 5:00 PM and regular commission meeting starting at 6:00 PM.

This commission feels that in order to devote enough time to public hearings they will conduct the business meetings on the 1st and 3rd Fridays of the month from 9:00 AM to 12:00 and Public Hearings on the 2nd Wednesday at 5:00 PM. Executive sessions will be called only if needed and will be part of the agenda. This meeting will be for proponents and opponents to give their views on that issue and there will not be any action taken by the commission. Actions will be scheduled for a subsequent meetings for final action.

Commissioner Gentry said Item 2 had been discussed by the commission and asked Mr. Trujillo about the status meetings on Friday. County Manager Trujillo said because of the Courtroom being used by Judge Otero on Fridays, the meetings would be held at the Los Lunas Administrative Building. He is working with the Judges to see if any rescheduling could be done on their part.

Commissioner Gentry said they might want to reconsider that day due to the fact of the traffic on a school day. He suggested moving it to a Wednesday morning instead of Friday morning for the safety of the constituents and the county residents. He made this in the form of a motion. Motion died for a lack of a second.

Chair Andersen commented this had been done to accommodate the schedule of a commissioner, and it was only fair to make allowances for the burdens that commissioners bear in other positions. She did not foresee the business meetings taking more than 3 hours and maybe they could move it to 10:00 AM and miss the traffic.

Vice-Chair Kirkham suggested that they consider doing an evening meeting. Commissioner Gentry had a valid concern.

Commissioner Trujillo said he would be flexible to accommodate other commissioners if an evening meeting was preferable and he would make arrangements.

Chair Andersen suggested that the commission consider returning the meetings to Wednesday evening but start them at 6:00 PM and aim for them to be over at 8:00 PM. They should be strictly business meetings and no executive session.

County Manager reaffirmed that Chair Andersen had suggested Wednesdays and he suggested 5:00 PM, since there was no executive session. So then Business Meetings would be on the 1st and 3rd Wednesdays starting at 5:00 PM and going to no later than 8:00 PM. This Resolution would require to be adopted annually, and there is no reason that it cannot be amended at any time during the year to meet their needs.

Vice-Chair Kirkham said they had been excited about having morning meetings and would like to go back to that when available.

County Attorney suggested that if paragraph 2 in the resolution, due to venue, doesn't work for the first six months, one thing they can do, is to pass it with paragraph 2, but in each meeting notice, indicate that this is temporary for the time that the room is not available and can be changed by meeting by meeting basis. Paragraph 2 says "unless otherwise specified". This was a suggestion so that they would not have to go through the formality of changing the resolution.

Commissioner Trujillo made a motion to approve the Resolution. Commissioner Kirkham seconded. Motion carried. 4-0. **Resolution 2005-01. Exhibit A.**

The resolution was left as adopted giving Commissioner Trujillo the opportunity to review his schedule.

Resolution 2005-02, Adoption of Special Rules of Order

This resolution would set out the commission intentions, Commissioner Gentry said. Item 1 says "The chairperson may make motions and shall have the same voting rights, no less and no more, as any other member of the Board". This would stop any dissention about the chair being able to vote on issues or making motions. As this five person body gets smaller sometimes, it causes the Chair to be more active. This would open it to where the Chair would be a complete active member.

Number 2 is mostly statute and in the duties of the chairman. What this clarifies is that each member had the same basic authority and the chairman does not have a dictatorial difference of responsibility then any other member of the commission.

Number 3 would not have a power struggle take place, it would have an orderly secession in the case of a vacancy.

Number 4 has been the practice that has been used in the past.

Number 5 has been imposed before, but under Robert's Rules of Order, it is not a valid rule unless it is adopted.

Number 6 says that all members have the same statutory rights and obligations to place items of concern on the agenda. County Manager Trujillo will screen and hear the different requests and determine if it is for the good of the business of this county and then place it on the agenda.

County Manager said what he has done in the past is bring to the commission requests to publish, information for bid, etc. If it is budgeted, he is authorized to go out and solicit it, because then he

brings the award back to them. There are some actions that don't need their review until they get to the reward stage.

Chair Andersen agreed that as long as it's in the budget, it should not be brought to them, it takes too long to get things done. Many times some items placed in the agenda are not ready to come to the commission. She would like some assurance that the items have been reviewed by staff and come to them with recommendations.

Commissioner Trujillo said the amendments proposed from Commissioner Gentry are well taken and comport with the comments from Chair. The question he has and is a matter of clarification, is that any individual member of the Board of County Commissioners has the power, statutorily, to have an item placed on the agenda and not be precluded from doing so by the Chair. This is an important addition to the Resolution. He made a motion to approve the Resolution. Commissioner Stublefield seconded. Motion carried. 4-0. **Resolution 2005-02. Exhibit B.**

Adoption of 2005 Holiday Schedule

County Manager presented the commission with the State Holiday Schedule that the County follows and recommended approval. Commissioner Trujillo made a motion to approve. Commissioner Kirkham seconded. Motion carried. 4-0. **Exhibit C.**

Appointments

1) Boards, Commissions & Committees

County Manager informed the commission that some appointments had been changed. On the first page the terms for the Chair and Vice-Chair has been changed to a one year term. Emergency Medical Services Board, (EMS) has since had an election and new members. Charles Eaton who was the Deputy Fire Marshall, is now the Chairman.

On page two, based on action taken by the past commission, three positions were deleted as been unclassified. The title of Planning Director was changed to Planning & Zoning Director. Public Works Director was added pursuant to their action.

Water Resources Board, item 5 was changed to note that he was appointed to serve as Chair, if this commission chooses to name him as a representative.

Animal Control Advisory Board is a special board and he changed the terminology adding Ad Hoc, but under Roberts Rules, they either have a standing committee that is formed by ordinance or a special committee, or an Ad Hoc committee rather than an advisory, so he had changed the terminology.

On page 5, Tierra Bonita had been created by Ordinance 89-03 as a standing committee not just an Ad Hoc committee.

Chair Andersen went back to the start of List of Appointments. Most appointments continued except for the appointments of the new commissioners.

Commissioner Stublefield requested that County Manager Mike Trujillo revisit the resolution for the EMS Board and the Fire Chiefs. To update them and to make or strengthen the language better and make sure the county is protected in the resolution.

Chair Andersen said she has served for two years on the Mid-Region Council of Governments and was on the Executive Board. She asked to continue if the board had no objection. She asked Commissioner Gentry if he would serve as the alternate. Commissioner Gentry said he would like to serve as a regular member on the Board of Directors, realizing that Chair could also serve as the Executive Board Member. County Manager said there was no reason that two members could not attend the meetings, but there would only be one vote allowed. It was Chair Andersen understanding that you have to be a member of the Board of Directors to be on the Executive Board and she assumed that this means a voting member and she would like to retain the position. County Manager believed that this was correct, but he would check it.

Going on to the Water Resources Board, County Manager Mike Trujillo said Al Padilla had served as the representative of Valencia County and he had been named as the alternate. He has since been named as Chairman of Water Resource Board and respectfully requested that they consider him to be the representative of the County. Chair Andersen pointed out that Mr. Trujillo had served as the Water Resources Board Chairman for seven years and was instrumental in putting together the water plan for the Middle Region. His knowledge is very valuable. There was no objection to the appointment

For the Regional Planning Authority, Mr. Ruben Chavez had been serving and was currently the Chair.

At this time the alternates for the various committees were appointed. Commissioner Paul Trujillo was appointed as the alternate to the Water Resource Board.

Vice-Chair Georgia Kirkham was appointed as the alternate to the Regional Planning Authority.

Chair Andersen retained her seat as a representative on the VC Transportation Steering Committee.

Ron Gentry was appointed for the Regional Transit District Board.

Commissioner Stublefield was appointed for Workforce Investment Board

The New Mexico Association of Counties Board of Directors is an elected position and we will have an election sometime in the Spring.

Multi-Line/Risk Management Board member was Barbara Baker.

Workers Compensation Board was Michael Steininger and the Alternate was Jacqueline Chavira.

Commissioner Stublefield was appointed to the Regional Juvenile Detention Board. Michael Trujillo stayed as the Alternate.

Vice-Chair Georgia Kirkham volunteered for the Animal control Advisory Board.

Vice-Chair Georgia Kirkham volunteered for the Solid Waste (Trash) Committee.

Vice-Chair Georgia Kirkham appointed Carol Romero for the Steering Committee in District 2. Sally Benavidez went to Commissioner Gentry's District 4 and Rita Padilla-Gutierrez went to Commissioner Trujillo's District 3.

Commissioner Stublefield was appointed to the Older American Advisory Council.

Vice-Chair Georgia Kirkham was appointed to Tierra Bonita of Valencia County.

The Adult Detention Administrator Committee was formed for one purpose only and it should within the month.

The Judicial Complex Committee will continue through the building of the Judicial Complex.

These were all the appointments that they had to make with the exception of the vacancy of the Mid-Region Council of Governments Board of Directors and Executive Board. The membership roster for the Board of Directors and Valencia County has two members. The only one serving now is Chair Andersen. The Executive Board has one member only and is selected by and from the full Board of Directors. Commissioner Gentry agreed to serve on the Board of Directors.

Chair Andersen said she would like to see reports on these committee's and maybe focus their efforts better.

Commissioner Gentry suggested that they review and evaluate all these committee's and see when the target date is to finish that assignment, clear the board and start new. County Manager said they have been doing that and some of them should be winding down to a point of absolving. Three are created by ordinance and the rest are Ad Hoc and should destruct upon completion.

There is a law enforcement and detention advisory committee board that's a sub committee to the Association of Counties Multi Line. There are two vacancies for Detention Administrators and he has asked Mr. Michael Oliver if he would like to be nominated to that committee and if there was no objection he would move forward with that action.

Chair Andersen had missed one item on Unclassified Staff Position. County Manager said that at the present time there are three acting directors. The only unclassified positions that they needed to act on was the County Manager and the Business Manager. Their contracts would be coming up. Chair Andersen suggested that they schedule an Executive Session for the 19th or the 21st. to discuss that.

Exhibit D.

Approval of Revised County Organization Chart

County Manager said the first organizational chart has the Adult Detention Department taken out of other county funded programs and making it a department under the office of the County Manager, since we are now in control of the Detention facility.

The second organizational chart creates the Public Works Department which would consolidate the Road Department, the Road Maintenance Division, Fleet Maintenance Division, Solid Waste Division and Tierra Bonita Program. This would also have the Adult Detention Department.

The third organizational chart is what he would like to see ideally at county government function in the future is based on where we're at in this stage. He can see four departments rather than a multitude of programs and offices which are one person shops serving as departments. He recommended a creation of four departments; the Administrative Services Department, which would take in the Older American Program. The Adult Detention Department, Public Works Department and then a new Code Enforcement Department, which would consolidate Planning & Zoning, Building Inspector, Fire Marshall's Office and Animal Control Division.

Commissioner Trujillo asked what the advantages would be to the third option and what impact option 3 would have on the budget as opposed to the other two options.

Manager Trujillo said one of the things is that we have not properly trained our supervisors to be technical administrators and we need to start this process. We have several projects that have been sitting for at least two years and so he needs technical expertise from a civil engineer who want to look at our road problems and come up with solutions. By having competent technical people in those departments, that will take care of field issues and will allow him to look at putting into place the policy that we need as a county to move forward. Other than funding the Public Works Department, there is no budget impact.

Commissioner Stublefield made a motion to approve Option 3 with the four departments. Commissioner Trujillo seconded. Motion carried. 4-0. **Exhibit E.**

Initiatives Discussion for 2005

At the commission workshop discussion was to set up an afternoon or an evening to start discussions on the 2005 initiatives. Legislative Session starts on January 13th. The Association of Counties Mid-Winter Conference in Santa Fe starts on January 23rd through 25th. Manager Trujillo wanted direction on whether they wanted to meet on January for the discussions or wait until after the Legislative Session. Chair Andersen suggested that each commissioner bring to the January 7th meeting any initiatives they would like to discuss.

County Manager's Report

Mr. Gus Cordova was selected as the Executive Director of the New Mexico Association of Counties.

County Manager introduced Mr. Michael Oliver, Interim Detention Administrator and Derek Williams, Interim Deputy Administrator. Chair Andersen thanked everyone involved in the smooth transition of the Adult Detention Facility.

The Commissioners were invited to tour the Detention Facility.

Commissioner Gentry requested a summary or a disclosure of all the indebtedness that was accrued from the last administration and the funding sources to cover the liabilities.

Adjournment 7:00 PM

The next Business Meeting of the Valencia County Board of County Commission will be held on January 7:00 at 9:00 AM at the Los Lunas School Consolidated Board Room

Adjournment

NOTE: All proposals, documents, items, etc., pertaining to items on the agenda of the, January 5, 2005 Business Meeting (presented to the Board of County Commissioners) are attached in consecutive order as stated in these minutes.

VALENCIA COUNTY BOARD OF COMMISSIONERS

**ss/
MARY J. ANDERSEN, CHAIR**

**ss/
GEORGIA OTERO-KIRKHAM, VICE-CHAIR**

**ss/
PAUL EDWARD TRUJILLO, MEMBER**

**ss/
RON GENTRY, MEMBER**

**ss/
LYNETTE STUBLEFIELD, MEMBER**

ATTEST: ss/

TINA GALLEGOS, COUNTY CLERK

DATE: January 21, 2005