

VALENCIA COUNTY BOARD OF COMMISSIONERS

Business Meeting

April 15, 2005

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	

Chairman Mary Andersen called the Meeting to order at 9:03 AM.

Chairman Andersen asked Beverly Gonzales to lead the Pledge of Allegiance.

Approval of Agenda

Chairman Andersen stated the agenda had been amended and if there is no objection from the Commission, the agenda is approved.

Approval of Minutes

April 1, 2005 Business Meeting  
Chairman Andersen said she had a number of grammatical changes to the minutes. Commissioner Kirkham made a motion to approve the above minutes with the changes. Seconded by Commissioner Trujillo. Motion carried unanimously.

Public Requests

None

Discussion (Non-Action) Items

Report on County Assessor’s FY 04-05 Accomplishments, Upcoming Initiatives – Beverly Gonzales

Ms. Gonzales gave a brief overview of the accomplishments and upcoming initiatives in the Assessor’s Office. Ms. Gonzales discussed general information of how many deeds are processed daily, correspondence, mobile home tax releases, livestock field and data entry, commercial and personal property process, getting online with MVD to handle the manufactured home’s, appraisal process, central assessment property, daily recorded plats with splits with regard to subdivisions in the County, yearly sales ratio analysis and not to mention the daily public services that are done and deadlines to meet. The notice of valuations are scheduled to go out May 1, 2005, we were granted an extension from Taxation and Revenue. Ms. Gonzales stated the County does not have a full time mapper and due to being short staffed they are 2 year’s behind in accomplishing the mandate that was set for June 2004. Ms. Gonzales requested hiring help to accomplish the goals set to gather the data that is so needed for Valencia County and asked the Commission to take a tour of her department to see all the steps in gathering and generating the value for the county’s tax base. Tape (1) 300 **Exhibit A**

Report on County Treasurer’s FY 04-05 Accomplishments, Upcoming Initiatives – Diana Martinez-Coplen

Ms. Coplen gave a brief overview of the accomplishments and upcoming initiatives in the Treasurer’s Office. Ms. Coplen discussed general information of the daily revenue that passes through the office in a single fiscal year,19 separate bank accounts utilized by the County, average of 100 incoming calls, yearly collection, mailing out of yearly tax bills and the daily public services that are done. Ms. Coplen said they have acquired new equipment, implemented a manufactured home process, worked closely with the Delinquent Property Tax in red tagging properties, and bringing in new un-assessed homes for the County. We have purchased new receipt printers to allow a more cost effective process of handling the payment process. Ms. Coplen said first and foremost she would like to see the employees receive a pay increase and to consider this for the new fiscal budget. Ms. Coplen discussed her equipment needs to better manage her office with an emphasis on allowing the property tax information to be viewed on the website. Tape (1) 900 **Exhibit B**

Commission Communications/Questions – County Commissioners

None

Reports from Boards, Commissions & Committees – County Commissioners

None

## **ACTION ITEMS**

### ***Board of Commissioners convene as Indigent Board***

Commissioner Trujillo made a motion to convene as the Indigent Board. Seconded by Commissioner Stublefield. Motion carried unanimously.

### **Indigent Report/Appeals – Barbara Baker**

Ms. Baker presented the indigent claims from March 4, 2005 to March 30, 2005. The total amount of claims submitted was \$239,737.05 and Ms. Baker requested the Commission to approve \$28,913.82. There were 64 claims submitted and 20 applicant denials. Commissioner Kirkham moved for approval. Seconded by Commissioner Trujillo. Motion carried unanimously. **Exhibit C**

Ms. Baker presented three appeals, one is for an inmate and Mr. Trujillo has requested approval of that appeal for Jimmy Coffman. This appeal was over the 90-day limit. Commissioner Stublefield moved for approval. Seconded by Commissioner Kirkham. Motion carried unanimously. The second appeal is for Jane Menear and this appeal was denied due to income and illness. Commissioner Stublefield moved for approval. Seconded by Commissioner Trujillo. Motion carried unanimously. The third appeal is for Barbara Williams. She was denied but does have insurance coverage. The co-pays for the three procedures she had done are extremely high and Ms. Williams qualifies in every other way. Commissioner Stublefield moved for approval. Seconded by Commissioner Trujillo. Motion carried unanimously. Tape (1) 1500 **Exhibit D,E,F**

### ***Reconvene as Board of County Commissioner***

### **Approval of contract between Tierra Bonita/Belen High School – Cyndi Sluder**

Ms. Sluder presented a contract between Tierra Bonita and Belen High School, Math Department. Through their geometry program they have contests that they perform once a year and are in need of funding. Ms. Sluder said at the site of Otero Road and La Entrada, they can pick up trash and paint graffiti. The number of youth participating will be 30 and 2 adult's supervision. The sum of \$500.00 has been agreed upon by Larry Sanchez, the adult leader of the group who will assume responsibility and liability for the above group. Commissioner Stublefield moved for approval. Seconded by Commissioner Kirkham. Motion carried unanimously. **Exhibit G**

### **Final Action on Public Hearing April 13, 2005 – County Commissioners**

#### **Request Permission to temporarily close roads:**

- a. Road by a wetland at Comanche Springs area to protect wetland**
- b. Road crossing across a bike path east of Desert View Intermediate School**
- c. Right-of-way on Tome Hill to protect the slate millipedes**

Mr. Trujillo advised the Commission through the County Attorney that the above roads a and b are public roads and do not need to take action. Mr. Trujillo stated on item c is County right-of way, while protecting the endangered species. Commissioner Gentry moved to accept the above three items to work with VIA with the understanding the County will not be liable for any problems. Seconded by Commissioner Stublefield. Motion carried unanimously. **Exhibit H**

### **Amend Zone Maps – County Commissioners**

#### **RR2 to RR1 & C1 AKA 661 –A Jarales Belen/David & Claudia Eylicio**

Commissioner Trujillo moved for approval. Seconded by Commissioner Gentry. Commissioner Stublefield voted yes. Commissioner Kirkham abstained. Commissioner Andersen voted yes. Commissioner Gentry voted yes. Commissioner Trujillo voted yes. Motion carried. 4-1

#### **RR2 to C2 Tr 196-A Land of Margaret Jane Pyle, Belen/Jerrell & Linda Flowers**

Commissioner Trujillo moved for approval. Seconded by Commissioner Gentry. Motion carried unanimously.

### **Appeal of Conditional Use/Home Occupation AKA 23 Camino De Suenos, Belen/Sandra Guzman**

Commissioner Gentry moved for approval. Seconded by Commissioner Trujillo. Motion carried unanimously.

## **Financial Items**

### **Approval State Fire Fund Applications FY 2005-2006 – John Cherry**

Mr. Cherry requested the Commission Chairman signature on the State Fire Fund application. Commissioner Kirkham moved for approval. Seconded by Commissioner Trujillo. Motion carried unanimously. **Exhibit I**

### **Approval of Surplus Rescue 1 Unit 2, Rio Grande Estates Fire Department – John Cherry**

Mr. Cherry requested to remove from inventory obsolete surplus equipment for a cab and chassis on a 1990 GMC for use as a field support trailer. Commissioner Trujillo moved for approval. Seconded by Commissioner Kirkham. Discussion. Motion carried unanimously. Tape (2) 300 **Exhibit J**

### **Award Bid #575 “Sale of Used Electronic Voter Tabulation Equipment” Optech IIIP – Tina Gallegos**

Ms. Gallegos requested approval to award bid #575 for the sale of the electronic vote tabulation equipment. The bid was opened on March 21, 2005 at 2:00 PM and Automated Election Services was awarded the bid for \$2,000.00. Ms. Gallegos said this was the only bid for this equipment. Commissioner Trujillo moved for approval. Seconded by Commissioner Kirkham. Motion carried unanimously. **Exhibit K**

**Resolution 2005-29, Greenways Bicycle Path, Phase V Rio Del Oro – Jacqueline Guilbault**

Commissioner Gentry moved for approval. Seconded by Commissioner Trujillo. Motion carried unanimously. **Exhibit L**

**Resolution 2005-30, Solid Waste Program Budget – Michael Steininger**

Commissioner Trujillo moved for approval. Seconded by Commissioner Gentry. Motion carried unanimously. **Exhibit M**

**Resolution 2005-31, NCNMEDD Area – OAP Revenue Adjust – Michael Steininger**

Commissioner Trujillo moved for approval. Seconded by Commissioner Stublefield. Motion carried unanimously. Tape (2) 600 **Exhibit N**

**Resolution 2005-32, NCNMEDD Area – OAP Program budget Expense Transfers – Michael Steininger**

Commissioner Stublefield moved for approval. Seconded by Commissioner Kirkham. Motion carried unanimously. **Exhibit O**

**Approval Amended fiscal year 2002-2003 Audit Engagement Letter – Michael Steininger**

Mr. Steininger stated this is an amendment to the engagement letter for the audit of the fiscal year that ended June 30, 2003. There were two FEMA grants that were awarded to two fire departments that were not disclosed to the auditors during the time of the original audit of Valencia's financial statement. We estimate this cost to be between \$5,000 and \$6,000 and will be paid out of the fire department funds. Mr. Steininger said these two fire departments have been notified and are complying with this situation. The fire departments are Tome Adelino and Valencia El Cerro Fire Department. Discussion ensued. Commissioner Stublefield moved for approval. Seconded by Commissioner Trujillo. Motion carried unanimously. Tape (2) 900 **Exhibit P**

**Approval of Payroll & Warrants – Michael Steininger**

Mr. Steininger said at the last business meeting Commissioner Trujillo had a question with the number sequence and the check numbers were the prior payroll numbers rather than the payroll that was run that morning. Mr. Steininger presented the computer printout list of all the checks issued by the Manager's Office on April 15, 2005 covering payroll process on that date. Payroll Check #66733 thru Payroll Check #66955 inclusive for a listing total of \$252,323.87. Also presented was the computer printout list of all the checks issued by the Manager's Office on April 8, 2005 covering vendor bills processed on that date. Check #80469 thru Check #80570 for a total of \$346,015.61. The General Fund Cash Balance as of April 13, 2005 was \$2,601,703.22. Commissioner Stublefield moved for approval. Seconded by Commissioner Kirkham. Motion carried unanimously.

**Exhibit Q, R**

**Executive Session**

Commissioner Stublefield made a motion to entree into executive session. Seconded by Commissioner Kirkham. Commissioner Trujillo voted yes. Commissioner Gentry voted yes. Commissioner Kirkham voted yes. Commissioner Stublefield voted yes. Chairman Andersen voted yes. Motion carried 5-0.

Commissioner Trujillo left the Business Meeting at 11:00 AM.

Commissioner Stublefield made a motion to enter back into regular session. Seconded by Commissioner Kirkham. Commissioner Gentry voted no. Commissioner Kirkham voted yes. Commissioner Stublefield voted yes. Chairman Andersen voted yes. Motion carried 3-1.

Ms. Wimberly reported as to what was discussed in executive session. There were four different legal matters the status of Curb South, the status of litigation on Marble Quarry Road, the status of litigation regarding Leroy Aragon zoning appeal and the Burris Yates road issue lawsuit settlement was discussed. No action was taken.

Mr. Trujillo reported as to what was discussed in executive session. There were two personnel matters that were discussed. No action taken.

Commissioner Kirkham made a motion to ratify as to the reports given above. Seconded by Commissioner Stublefield. Commissioner Gentry voted yes. Commissioner Kirkham voted yes. Commissioner Stublefield voted yes. Chairman Andersen voted yes. Motion carried 4-0.

Commissioner Gentry made a motion to accept the settlement in the Burris v. Yates case with the requirement that the road exchange meets the minimum road criteria which will be placed in that request. Seconded by Commissioner Stublefield. Motion carried unanimously.

**County Manager's Report**

Mr. Trujillo gave a report on the judicial complex expense report.

The next Business Meeting of the Valencia County Board of County Commission will be held on May 6, 2005 at 9:00 AM at the Los Lunas School Consolidated Board Room. The next Public Hearing will be held on May 11, 2005 at the Valencia County Courthouse Commission Room at 5:00 PM.

**Adjournment**

Meeting adjourned at 11:33 AM.

**NOTE:** All proposals, documents, items, etc., pertaining to items on the agenda of the April 15, 2005 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**

**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: May 6, 2005**