

VALENCIA COUNTY BOARD OF COMMISSIONERS

Business Meeting

February 3, 2006

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

1. The meeting was called to order by Chairman Paul Trujillo at 9:00 AM.

2. Chairman Trujillo asked Sheriff Perea to lead the Pledge of Allegiance.

3. Approval of Agenda

Mr. Trujillo recommended that Item 6d, 7c4 and 7c5 be tabled as the Treasurer was not able to attend. After Commission discussion, Commissioner Pinkston made a motion for approval of the agenda and to table Item 6d and Item 7c4 and to take action on 7c5. Seconded by Commissioner Kirkham. Motion carried unanimously.

4. Approval of Minutes

January 6, 2006 – Organizational & Business Meeting
January 20, 2006 – Business Meeting
Chairman Trujillo stated on the January 6, 2006 Business Meeting minutes on Page 6, Item I2 , the minutes reflect a no vote on the Chairman’s part and he did vote in favor and should reflect that the motion carried 4-1. Commissioner Kirkham moved for approval with the above amendment by Chairman Trujillo. Seconded by Commissioner Pinkston. Motion carried unanimously.

5. Public Requests

County Clerk’s Office announced the 40th Birthday of Tina Gallegos, County Clerk. Commissioners and everyone welcome for cake back at the office.

6. Discussion (Non-Action) Items

a. Status Report on the Valencia County Mobility Plan – Loretta Tollefson, MRCOG (See Exhibit A)

Ms. Tollefson gave a status report and discussed the final draft on the mobility plan for Valencia County. The main topics were the bicycle/pedestrian element, public transportation element, equestrian element and the roadway element. There will be a presentation at the Public Hearing Meeting which is scheduled next week in the Commission Room. Commissioners thanked Ms. Tollefson for all of her hard work on this mobility plan.

b. Presentation on Sausalito Fire Station Exchange Property Proposal – Joanie Artiaga (See Exhibit B)

Mr. Trujillo said he and Ms. Artiaga did have a discussion on the above item. Mr. Trujillo said this discussion included building a fire station and a park in Sausalito Estates. The County owns land on a bluff with half the land going down the hill on the bluff and Ms. Artiaga was proposing to consider trading land that she owns on the flats and then start the process for a sub-station of the Jarales-Pueblitos Fire Station. Mr. Trujillo said this is for Commission consideration. Chairman Trujillo asked Vice-Chairman Gentry to take over at this time as this item was in his District. Chairman Trujillo said the approximate time for units to reach this area is 20 minutes and asked Mr. Eaton in the audience if this was correct. Mr. Eaton said this is correct. Chairman Trujillo recommended that the Commission look at the land swap in more detail. Commission consented to this recommendation.

c. Discussion on County-Wide Housing of Animals Fee Schedule – Animal Control Division – Andrew di Camillo (See Exhibit C)

Erik Tanner, Animal Control Advisory Board, presented the fee kennel care for the municipalities. After further discussion, Mr. Trujillo recommended to bring forth a cost analysis to the different entities by the end of this month so that they can budget appropriately on the appropriate charge.

d. Discussion on County Checking Accounts – Diana Martinez-Coplen

Tabled

e. Commissioner Communication or Questions – County Commission

Commissioner Kirkham said on February 11, 2006, there will be a town hall meeting at the Valencia/ El Cerro Fire Station to discuss a site for the new fire station.

f. Reports from Boards, Commissions & Committees – County Commission

None

7. ACTION ITEMS

a. Update of County Zoning Map (tabled January 20, 2006) – Ruben Chavez (See Exhibit D) (See Map on File Cabinet J Page 648)

Mr. Chavez stated at the last meeting the Commissioners expressed concerns as to the colors and went back and did the request on the zone changes. There are not many choices in our color scheme but we were able to create hash marks to differentiate the changes. Mr. Chavez presented the zone change report list and the Commission has already ratified through the facts and findings and conclusions of law so we are here to transpose those actions to the official zoning map.

Mr. Trujillo said we typically update the zoning map once a year, for future maps, after a Public Hearing Meeting, we will provide a small map of the area with a signature block along with the facts and findings and conclusion of law. Discussion ensued. Commissioner Kirkham moved for approval. Seconded by Commissioner Gentry. Motion carried unanimously.

b. Request to Publish:

1) Ordinance 2006- __,” An Ordinance Relating to County Roads, Setting Design Standards, Procedures for Working In, Disturbing & Repairing County Property & Rights of Way, Courtesy Grading, Acceptance for Road Maintenance, Vacation Procedures of Public Roads, Speed Humps, and Setting Forth Penalties for Violations” – Mike Trujillo, Cynthia Wimberly (See Exhibit E)

Mr. Trujillo said the Commission has discussed updating the County Road Ordinance. The request has been to propose from page 3 to page 19 what was covered under a previous adopted policy on one page. We basically have no road specifications that we impose now, as we start to develop, we have to have minimum standards of types of materials for road base, to cut into a road, improve fees, courtesy grading, and setting forth penalties for violations. Commissioner Gentry moved for approval to publish. Seconded by Commissioner Pinkston. Discussion. Ms. Wimberly said this represents a change from our current standards, there is one issue that we discussed and it is in the Commissioner's privy to decide what you want to do. We did put in standards for graveled roads and paved roads, but when do we require paved roads? Ms. Wimberly suggested a workshop to identify some of these issues. Motion carried unanimously.

c. Financial Matters

1) Approval of FY 2004-2005 Audit Report – Mike Trujillo (See Exhibit F)

Mr. Trujillo said we received a letter from the State Auditor releasing the FY 2004-2005 fiscal year report prepared by Hinkle & Landers. The audit report becomes public record after 10 days from the January 10 letter and is now available. Commissioner Gentry moved for approval. Seconded by Commissioner Kirkham. Motion carried unanimously.

2) Approval of Nutrition Service Incentive Program (NSIP) Agreement – “OAP) – Mike Trujillo (See Exhibit G)

Mr. Trujillo requested approval of the above agreement. Commissioner Gentry moved for approval. Seconded by Commissioner Pinkston. Motion carried unanimously.

3) Resolution 2006-08, Budget Increase for In-house Attorney – Mike Trujillo (See Exhibit H)

Mr. Trujillo stated due to an increase in need for a full time County Attorney, we are at the stage in our growth that staff is asking more of our current attorney's time so by approving this budget adjustment we would advertise for an in house attorney. Mr. Trujillo said Ms. Wimberly is aware that she can apply for this position. Commissioner Gentry moved for approval. Seconded by Commissioner Pinkston. Motion carried unanimously.

4) Award Bid #593 – Lock Box Services” for Treasurer’s Office – Diana Martinez-Coplen
Tabled

5) Award Bid #592 – Delinquent Property Tax Notice Mailer w/payment coupon & remittance envelope – Diana Martinez-Coplen (See Exhibit I)

Mr. Trujillo said per procurement code requirement to bid for the property tax notice w/payment coupon & remittance envelope we had one sole bidder from Ink Impressions, Inc, dba Automated Election Services in the amount of \$14,374.88. Commissioner Gentry moved for approval. Seconded by Commissioner Pinkston. Motion carried unanimously.

6) Award of Contract for Medical & Mental Health Services at Adult Detention Center – Michael Oliver (See Exhibit J)

Mr. Oliver said Wexford offered the Adult Detention Center a proposal agreement for 90 days, an interim time period for assessment by both Wexford and the County; and that the County would 1) indemnify the company and its staff, whether employed or subcontracted, 2) pay all actual costs related directly or indirectly to the service delivery that would include the provider hourly rate, and other costs which are attributable to the Valencia operation, 3) allow the telemedicine and use of the county's video arraignment equipment for such encounters would be a reasonable option or substitution for on site care as arranged, 4) pay for off site services directly, 5) pay Wexford a

management fee of \$10,000 per month during the term of the interim agreement. Discussion ensued. Commissioner Andersen moved for approval of a 90-day period but would like to see before it is brought back to us a letter from the Association of Counties which shows us specifically what our insurance premiums, how it might impact our risk and what we are going to be paying. Seconded by Commissioner Gentry. Motion carried unanimously.

7) Approval of Payroll & Warrants – Mike Trujillo

Mr. Trujillo presented the computer printout list of all the checks issued by the Manager's Office on January 27, 2006 covering vendor bills processed on that date. Check #83690 thru Check #83808 inclusive for a total of \$1,278,893.53. **(See Exhibit K)**

Mr. Trujillo presented the computer printout of all the checks issued by the Manager's Office on February 3, 2006 covering payroll process on that date. Payroll Check #71549 thru Payroll Check #71772 inclusive. Deduction Check #83809 thru Deduction Check #83846 inclusive for a listing total of \$271,724.61. **(See Exhibit L)**

Commissioner Andersen moved for approval. Seconded by Commissioner Kirkham. Motion carried unanimously.

8. Executive Session-Pursuant to Section 10-15-1 NMSA 1978, the following matters may be discussed in closed session: a. limited personnel matters, b. pending or threatened litigation, and c. other specific limited topics that are allowed or authorized under the stated statute.

Commissioner Gentry moved for approval to enter into executive session. Seconded by Commissioner Pinkston. Commissioner Pinkston voted yes. Commissioner Kirkham voted yes. Commissioner Andersen voted yes. Commissioner Gentry voted yes. Chairman Trujillo voted yes. Motion carried 5-0.

Commissioner Andersen moved to enter back in to regular session. Seconded by Commissioner Gentry. Commissioner Pinkston voted yes. Commissioner Kirkham voted yes. Commissioner Andersen voted yes. Commissioner Gentry voted yes. Chairman Trujillo voted yes. Motion carried 5-0.

Ms. Wimberly stated during executive session as to what was discussed litigation with reference to voting machines and the New Mexico Environment Department Landfill compliance and Animal Control litigation. Also discussed was one personnel matter. No action taken.

Commissioner Pinkston moved for approval. Seconded by Commissioner Kirkham. Commissioner Pinkston voted yes. Commissioner Kirkham voted yes. Commissioner Andersen voted yes. Commissioner Gentry voted yes. Chairman Trujillo voted yes. Motion carried 5-0.

Chairman Trujillo announced they had concluded the interviews for Fire Chief and selection was made with recommendation by the County Manager for Charles Eaton as the Fire Chief for Valencia County. The Commission congratulated Mr. Eaton on his position. Mr. Eaton thanked the Commission and administration for an outstanding job in the interviewing process and looks forward to working not only with staff but with the County Fire Service.

Chairman Trujillo also announced the acting Fire Chief in Meadowlake, Casey Davis. Commissioner Pinkston said Mr. Davis has been an excellent example of professionalism and integrity for the Meadowlake Fire Department and is honored to call him their Acting Fire Chief. Mr. Davis thanked staff and Commissioners and looks forward to working for County Fire Service.

9. County Manager's Report (Informational Only)

NACO – March 4-8, 2006 Legislative Conference, Washington, DC

2006 Annual Certified County Maintained Mileage Report (Due April 1, 2006)

10. The next Public Hearing Meeting of the Valencia County Board of County Commission will be held on February 8, 2006 at 5:00 PM in the County Commission Room at the Valencia County Courthouse. The next Business Meeting will be held on February 17, 2006 at 9:00 AM in the Los Lunas Consolidated Board Room.

11. Adjournment

After Commissioners signed the proper documents, the meeting was adjourned at 11:03 AM.

<p>NOTE: All proposals, documents, items, etc., pertaining to items on the agenda of the February 3, 2006 Meeting (presented to the Board of County Commissioners) are attached in consecutive order as stated in these minutes.</p>

VALENCIA COUNTY BOARD OF COMMISSIONERS

**ss/
PAUL EDWARD TRUJILLO CHAIRMAN**

RON GENTRY, VICE-CHAIRMAN

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

**ss/
GEORGIA OTERO-KIRKHAM, MEMBER**

**ss/
LYNETTE PINKSTON, MEMBER**

ATTEST: ss/

TINA GALLEGOS, COUNTY CLERK

DATE: 2/17/2006