

HIDALGO COUNTY
BOARD OF COUNTY COMMISSIONERS
Regular Meeting
May 10, 2017 AT 9:00 AM

BE IT REMEMBERED that the Hidalgo County Board of County Commissioners met in regular session on May 10, 2017, at the hour of 9:00 A.M. at the Hidalgo County Chambers at 305 Pyramid Street, Lordsburg, New Mexico, for the purpose of conducting any and all business to come properly before the Board.

The following elected officials, staff, and public were present:

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|--|--------------------------------------|
| Bob Hill, County Manager | Clarence Rudiger, HCRS |
| Melissa K. De La Garza, County Clerk | Warren Walter, HCSO |
| Priscilla Maxwell, Dispatch Supervisor | Patsy Camacho, HCSO |
| Skeater Lassiter, HCDC | Patricia Saucedo, DWI Coordinator |
| David Whipple, FIRE/EMS | Alice Webb, Library Director |
| Maria Sanchez, HCSO | Randy & Karen Norrick, Portal Realty |
| Beth Cox, HKHC | Arturo Gonzalez, USBP |
| Hector Maese, USBP | Sam Smith, Grassland/Diamond A Ranch |
| Veao & Nicolette Peterson, Peterson Pest Control | Jody Hatch, |
| Assessor | |
| Loretta Ward, HCDO | Tom Dean, NMSU-CES |

CALL TO ORDER: Chairperson Stewart called the meeting to order at 3:00 p.m. and led the Pledge of Allegiance.

Roll Call: Chairperson Marianne Stewart, Present
Commissioner Darr R. Shannon, Present
Commissioner Joey Mora, Present

APPROVAL OF AGENDA

Commissioner Mora moved to approve the agenda with the removal of EMS Grants under Resolution 2017-13 Budget Adjustments. Commissioner Shannon seconded the motion, motion passed.

APPROVAL OF AGENDA

Commissioner Mora moved to approve the minutes for the Regular meeting on April 12, 2017 and the Special Meeting on April 20, 2017. Commissioner Shannon asked to be excused since she was not in attendance for one of the meetings. Chairperson Stewart seconded the motion, motion passed.

RESOLUTIONS & AGREEMENTS

Resolution 2017-3-Budget Adjustments, Increases, and Decreases: Indigent, Seniors, General Fund, Road, Farm & Range, EMS Grants, 700 Funds, 299 Funds

This resolution states the Hidalgo County Commission requests to increase the following budget line items:

Expenditure Budget Increase

Fund DFA

| | | |
|-----|-----|----------------------------------|
| 608 | 220 | Indigent-\$15,508 |
| 299 | 299 | Other-\$750,000 |
| 700 | 700 | Trust and Agency Funds-\$750,000 |

Revenue Budget Increase

| | | |
|-----|-----|----------------------------------|
| 401 | 101 | General Fund-\$97,000 |
| 218 | 219 | Senior Citizen-\$86,025 |
| 403 | 208 | Farm & Range-\$9,000 |
| 700 | 700 | Trust and Agency Funds-\$750,000 |
| 299 | 299 | Other-\$750,000 |

Revenue Budget Decrease

| | | |
|-----|-----|------------------|
| 401 | 101 | General-\$39,140 |
| 402 | 204 | General-\$26,000 |
| 299 | 299 | Other-\$40,000 |

Commissioner Mora moved to approve Resolution 2017-13 with the adjustments as discussed. Commissioner Shannon seconded the motion, motion passed.

MISCELLANEOUS

Hidalgo County Subdivision Ordinance Claim of Exemption request-Randolph F. Norrick & Karen F. Norrick-discussion/action

Commissioner Mora moved to approve the subdivision ordinance Claim of Exemption for Randolph and Karen Norrick on the land division survey of property of Sterling Trust Company. Commissioner Shannon seconded the motion, motion passed.

Acceptance of 2016 Prairie Dog Observation Report & Recommendations-discussion/action

County Manager Bob Hill provided the update for the Board to review. County Manager directed the Board's attention to the last page references of the conclusions and thoughts from Mr. Jensen. Chairperson Stewart stated she does not know how the County can recommend and enforce Diamond A Ranch to closely monitor and record observations. Commissioner Shannon suggested to send a copy of the report to Diamond A Ranch and state please see noted recommendations on this report. Commissioner Mora moved to accept the report with the recommendations stated and to send the report to the Diamond A Ranch. Commissioner Shannon seconded the motion, motion passed.

PLAC minutes and update-discussion/action

County Manager stated these are the minutes from the most recent PLAC meeting. The PLAC members were not able to be present. The minutes are open for public review. County Manager Bob Hill noted for the Board to refer to page three to one recommendation made by PLAC Gila forest need for change documentation simply recommends that the County submit comments. Chairperson Stewart noted the last paragraph by Border Patrol Agent Maese that

apprehensions are down by about 60%. Commissioner Shannon does not want to approve the minutes being that the Board was not present and just leave them as is. No action taken

Local business concerns regarding Peterson Pest Control-discussion/action

Mr. Peterson owner of Peterson Pest Control approached the board requesting that his business have a fair opportunity to bid on the entire scope of work for the County. Mr. Peterson stated he was approached about two years ago to do work at the detention center, and as far as he is concerned has performed satisfactory. Commissioner Shannon commented that the County needs to support local business. Commissioner Shannon asked the County Manager why this company was not given an opportunity for all the County business. Mora suggested the Board put a process in policy and procedure at the County practices and provide a justification on why the company was or was not chosen. Chairperson Stewart suggested the County manager to look at a procurement policy as how to bid out all services. Commissioner Shannon would like to promote local business in this policy. Commissioner Mora suggest the Board start getting a policy and procedure in place. Commissioner Shannon moved to approve for Commissioner Mora to start working on a policy and procedure regarding the procurement of these kind of services which involve local business and included in this motion once that it is validated and approved that the County do go out for bid for all pest control services throughout the County for all buildings. Commissioner Mora seconded motion, motion passed.

Policy & Procedure review and approval

Hidalgo County Personnel Policy Section 4. Recruitment & Selection-discussion/action

Commissioner Mora questioned Sheriff Warren Walter on section 4.5, item C-where it states Applicants for the position of deputy sheriff shall also be required to take and pass a medical and or psychological examination within one (1) year. Sheriff Walter stated this is if a recruit is going to be hired. A certified officer has to go through this in order to become certified. Commission Stewart would like it to be stipulated that when an application deadline is posted, no applications will be accepted after the deadline. Commissioner Shannon questioned who determines if a position is posted internally or outwardly. County Manager Bob Hill stated it is a combined consultation with the manager, department head, and human resources

Commissioner Shannon suggested to post internally and outwardly all at the same time to speed up the hiring process. Commissioner Shannon suggested to change Section 4.1 Recruitment Posting Procedure to say: If the determination is made to advertise the vacancy all positions internal and external shall be posed in the County courthouse for ten working and will be advertised in the newspaper of choice and Count WEB Domain for ten working days.

County Manager Bob Hill questioned Sheriff Walter on Section 4.5 F. -the policy states Noncommissioned Law Enforcement personnel will be required to additional pre-employment screening to include a polygraph exam, medical exam and a psychological evaluation. The Board agreed to delete the polygraph exam.

Section 4.5 a Letter G should be added to include a physical exam and looked over at the next meeting to approve the changes. Also Contact legal to differentiate from office personnel and labor personnel.

Commissioner Mora suggested that on Section 4.5 D. 5. Driving Record Check How valid it is for the County to not hire a person that has had three traffic violations within three years? The person would not be eligible for hire. Violations would be speeding, texting and driving. Commissioner Shannon asked if an employee has to sign stating that they understand they cannot text and drive. Commissioner Mora stated this depends on the severity of the offense so perhaps state after evaluation of the offenses. Commissioner Mora furthermore suggested to ask legal advice for recommendations and review at the June regular meeting. No Action taken.

Round Table

Roland Lassiter-stated the U.S. Marshalls are taking out forty-three federal inmates today. The reason is they want them closer to Las Cruces. It is projected an increase will be likely somewhat like the number of inmates as of last summer. Colfax County and Otero County are willing to house inmates here at the detention center until the federal inmates return. Commissioner Shannon's concern is that the federal inmates will continue to go to a lesser amount with the reduction of apprehensions. Commissioner Stewart commented that while the inmate count is down, to make sure all training is done, upgrades and everything is complete without any overtime.

EXECUTIVE SESSION-TO DISCUSS LIMITED PERSONNEL MATTERS AS AUTHORIZED PURSUANT TO NMSA 1978 SECTION 10-15-1(H) (2) Treasurer's Office, Manager's Office and Detention Center

Commissioner Shannon moved to go into executive session. Commissioner Mora seconded the motion passed.

MOVED, SECONDED, AND CARRIED UNANIMOUSLY TO GO INTO EXECUTIVE SESSION AT 10:00 A.M.

Roll Call Vote: Chairperson Stewart: Aye

Commissioner Mora: Aye

Commissioner Shannon: Aye

RECONVENE

Commissioner Mora moved to return to open session at 11:41 P.M. and affirmatively stated that only those matters of which the meeting was closed were discussed in executive session. Commissioner Shannon seconded the motion.

Roll Call Vote: Chairperson Stewart: Aye

Commissioner Mora: Aye

Commissioner Shannon: Aye

No action taken.

CERTIFICATION OF PAYROLL

Commissioner Mora moved to approve the certification of payroll. Commissioner Shannon seconded the motion, motion passed.

CERTIFICATION OF ACCOUNTS PAYABLE

Commissioner Mora moved to approve the certification of accounts payable. Commissioner Shannon seconded the motion, motion passed.

10 MINUTE RECESS

BUDGET WORKSHOP-Changes noted

LODGER'S TAX-no changes-final

GRANTS-no changes-final

DWI Grant-decreased to \$100,000 total budget

Local DWI Grant-\$31,000

Distribution-\$60,000

RECORDING AND FILING

Maintenance Contracts-\$14,000

Other Supplies-\$800

DETENTION/CORRECTION-budget for (22 detention officers, 3 admin)

Commissioner Stewart read a letter from DFA and requested a hiring work freeze-to include 19 detention officers, 3 administration. Lassiter stated he had two new hires yesterday which brings the detention officers up to the 19.

Workers Comp Fees (244)-\$11,475

Drug Testing (210)-\$1,350

Overtime-\$35,000

Vehicle Fuel-\$18,000

Telephone-\$12,000

Utilities-\$87,000

Cleaning supplies-\$8,000

Office supplies-\$12,000

Care of Prisoners-\$300,000

Commissary-\$60,000

Feeding of Prisoners-\$300,000

COUNTY COMMISSION

WC Premiums (244)-\$53,443

Membership Dues-\$13,500

Chamber of Commerce-\$0 the County will not be a member

Registration fees new line item-\$1,500

Bankruptcy line item stay in this budget for monitoring

MAINTENANCE & OPERATING

Vehicle Maintenance-\$2,500

Drug Testing (210) \$225

COUNTY MANAGER

Drug Testing (210) \$225

RURAL ADDRESSOR

Drug Testing (210) \$75

CLERK

Delete printing/publishing line item

BUREAU OF ELECTIONS

DRUG TESTING (210) \$75

PROBATE COURT

SUPPLIES-\$250

COUNTY TREASURER

Vehicle fuel-\$150

Maintenance Contracts-\$4,200

Mileage Reimbursement-\$100

Office Supplies-\$1,200

Printing/Publishing-\$3,500

Per Diem-\$700

Other Capital Purchases-\$0

COUNTY ASSESSOR-No Changes

PROPERTY VALUATION

Drug Testing (210) \$75

COUNTY SHERIFF/SB/LE OT/SG/DARE/LEPF/SI

Remove Printing & Publishing Line Item

Drug Testing (210) \$525

DISPATCH-8 Employees

Commissioner Stewart stated that if the supervisor is present during the day she requested that the supervisor be one of the ones on duty and eliminate the other employee. Commissioner Stewart's concern is that two people should always be on duty for graveyard shifts.

Drug Testing (210) \$450

AG-EXTENSION-\$27,470 The Board determined not to make any more payments until a representative is in place. According to Tom Dean, NMSU-CES, the invoices have been re-adjusted down and a person will be in place by June.

COUNTY FAIRGROUNDS-no changes

LIBRARY-\$65,000

SENIOR CITIZENS-\$26,000 The Board requested County Manager Bob Hill to ask HMS on information to see how this money is spent.

RURAL BOOKMOBILE-\$1,000

ROAD FUND

Clothing/Phone Stipend-\$2,775

Drug Testing (210) \$375

FARM & RANGE FUND-\$30,000

AMBULANCE

Drug Testing (210) \$600

CCEMS/AEMS/HEMS/PEMS-no changes

TRANSFER STATION/RECYCLING FUND

Workers Compensation-\$21,148

Drug Testing (210) \$375

CORRECTIONS-no changes

CONVENIENCE STATION

LINE ITEM 209 should say Utilities rather than drug testing

Ground Water Monitoring-\$16,117
Drug Testing (210) \$375
FIRE MARSHAL/CCFF/AFF/RFF/HFF/PFF-no changes
INDIGENT CARE FUNDS-no changes

SET DATE FOR NEXT BUDGET WORKSHOP(S) –DISCUSSION/ACTION

The next budget meeting will be on Thursday, May 18, 2017 at 3:00 P.M.

ADJOURNMENT:

There being no further business before the Board, Commissioner Mora moved to adjourn. Commissioner Shannon seconded the motion, motion passed. The meeting adjourned at 2:14 P.M.

ATTEST:

HIDALGO COUNTY BOARD
OF COUNTY COMMISSIONERS

Melissa K. De La Garza, County Clerk

Marianne Stewart, Chairperson

APPROVED:

Darr R. Shannon, Member

Anthony J. Mora, Member