

**MINUTES**  
**REGULAR MEETING**  
**HIDALGO COUNTY BOARD OF COUNTY COMMISSIONERS**

December 13, 2017 at 9:00 A. M.

**BE IT REMEMBERED** that the Hidalgo County Board of County Commissioners met in regular session on December 13, 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:

Tisha Green, County Manager	
Melissa K. De La Garza, County Clerk	
Priscilla Maxwell, Dispatch Supervisor	
Dave Carbine, GIS	
Tracy Chavez, HCSO	
Albert Davalos, HCDC	
Carmen Acosta, Probate Judge	
Maria Sanchez, HCSO	
Meira Gault, PLAC	
Stephen Gault, Midbar Ranch	
	Kansas Massey, Self
	Cash Massey, Self
	Jay Peterson, Self
	Cap Massey, Self
	Gerald Hancock, USBP
	Adam Rioux, USBP
	Daniel Pearce, USBP
	Levi Klump, Self
	John Hatch, Self

**CALL TO ORDER:** Chairman Stewart called the meeting to order at 9:00 A.M. and led the Pledge of Allegiance.

**Roll Call:** Chairman Marianne Stewart, Present  
Commissioner Anthony J. Mora, Present  
Commissioner Darr R. Shannon, Present

**APPROVAL OF AGENDA:** Commissioner Mora moved to approve the agenda with the removal of Corrections portion from Resolution 2017-29 under Miscellaneous. Commissioner Shannon seconded the motion, motion passed.

**APPROVAL OF MINUTES**

Commissioner Shannon moved to approve the minutes for Regular Meeting October 11, 2017 with the questionable item-the word Wildland to Wildlife trainer the minutes for Regular Meeting November 8, 2017 with the corrected misspelled word, and Special Meeting November 30, 2017. Commissioner Mora seconded the motion, motion passed.

Resolutions, Contracts and Agreements

**Aging and Long-Term Services Capital Appropriation Project A16A5024 to purchase a walk-in cooler for the Ena Mitchell Senior Center-action**

Tisha Green, County Manager stated this is a grant agreement for the walk-in cooler in the amount of \$37,200 for the Ena Mitchell Senior Center. This is the last step of the contract. Commissioner Mora moved to approve the Aging and Long Term Services Capital Appropriation Project A16A5024 for the walk-in cooler for the Ena Mitchell Senior Center. Commissioner Shannon seconded the motion, motion passed.

**Aging and Long-Term Services Capital Appropriation Project A16A5025 to purchase and equip vehicles for the Ena Mitchell Senior Center-action**

Tisha Green, County Manager stated this is a grant agreement in the amount of \$47,400 to purchase vehicles for the Ena Mitchell Senior Center. Commissioner Shannon moved to approve the Aging and Long-Term Services Capital Appropriation Project A16A5025 to purchase and equip vehicles in the amount of \$47,400 for the Ena Mitchell Senior Center. Commissioner Mora seconded the motion, motion passed.

**MISCELLANEOUS**

**Budget discussion/action**

**EMS/Dispatch GRT designation**

Tisha Green, County Manager state that Commissioner Shannon requested to designate the new GRT that took effect July 1, 2017. Tisha Green stated her recommendation to place 50% of it into the EMS fund and 50% into General fund under EMS/Dispatch GRT. The amount for the GRT is around \$45,000 a month. By the end of this fiscal year, the amount received from the GRT should be about \$360,000. Commissioner Shannon stated so the recommendation is 50% go into EMS and 50% into dispatch, which matches half-and-half of the budget and agreed with the recommendation.

**PILT designation**

Tisha Green stated it has been recommended by Commissioner Stewart that from the \$700,000 received in PILT monies that \$100,000 of it be placed into the Road Department fund, since the road fund is not healthy.

**Intergovernmental Services Agreement designation**

Tisha Green stated that is for EMS and the Detention Center. All of this historically has gone into the General Fund. It is time to go ahead and separate it into the Detention Center with keeping a portion in Dispatch and EMS. Perhaps 50% into Detention, one-fourth into EMS and the remaining one-fourth into Dispatch. Commissioner Stewart stated that it would be fair to put the bigger portion into Detention due to the majority of the inmates belonging to the City of Lordsburg. Commissioner Shannon stated that even though these revenues are being transferred into these funds; make sure that the expenditures of the Detention Center are being closely monitored.

**Phone Stipend**

Tisha Green stated currently the County has a phone for the County Manager and is paying about \$35-\$40 a month. Green stated she would preferably like to utilize her own cell phone and receive a phone stipend at the rate of \$20 per month. Each payday it would be about \$9.62.

**Resolution 2017-29 Budget increase for Grants, Road, Ambulance. Detention and General Fund-action**

Tisha Green requested that \$113,500 be placed into Detention, \$236,750 into EMS, \$191,750 into the General Fund, \$100,000 into the Road from PILT designation. The next one is a reversion money from DWI in the amount of \$1,375 in revenue/expenditure budget. The last one is \$240 for the phone stipend into the General Fund.

Commissioner Mora moved to approve Resolution 2017-29 as recommended by the County Manager. Commissioner Shannon seconded the motion, motion passed

**Public Land Advisory Committee-action**

Commissioner Stewart stated that at the last meeting this was on the agenda, this being the end of the year some kind of finality of what the Commission is going to do with the PLAC.

Commissioner Mora moved that the Board table this until January 2018 because he would like to go through the by-laws and look at the composition of the committee. Commissioner Mora would like to downsize the size of the committee. Commissioner Mora recognizes that there is some great importance in volunteer organizations such as the PLAC and does not want to dissolve anything. He would like to develop some expectectations and structure that works for

the Commission. The Board feels there has been enough there to say this committee is not working for the Board. Commissioner Mora would like to reorganize and identify the composition of the PLAC so it will work on the County's behalf. He is not prepared to make a decision today.

Commissioner Shannon stated, "She sees many people here that she recognizes as being very concerned about this-but what u do not know is that by not being at the PLAC meetings you do not know what goes on at those meetings. The PLAC has never brought one thing to us as Commissioners to give us advice as to what we thought they should do. The Commission has been on their own and has written their own comments letters regarding the wolf and jaguar. The Commission acts alone on things that the PLAC should have been doing all along. Instead, they have their own agenda. They talk about roads they want to have open or bladed. The PLAC will instruct the ranger from the Coronado forest to blade certain roads. That is not the PLAC's job. The PLAC's job is to come to us as Commissioners and advise us as to what they would like to see done, but they are not doing that. At the last meeting, they did not have a quorum but they went ahead and took action because they did not know they did not have a quorum. It is a very important thing to have done but it is not working to your benefit like you are being told-I am looking you right in the eye and telling you this. It is not about you. It is about what they want-certain roads, certain entities within our County that they do not approve of. It is not about the general jest of you as Public Land leasees or anything that has to do with public land-I am just going to lay it on the table and now I will be quiet."

Commissioner Stewart there is a motion on the floor to table this. Commissioner Shannon stated she did not hear the motion but will second it, motion passed

#### **Learning Center update**

Tisha Green, County Manager stated she received an email from Superintendent Piper and he stated that his Board did move to go forward with the transfer. County Manager will look into how to proceed.

#### **Request to upgrade IT infrastructure for the Courthouse and Manager's Office-action**

Tisha Green, County Manager stated everybody knows how bad the internet service is and the issues that arise. At this time, Green would like to move forward with requesting quotes from locals to proceed with upgrading our infrastructure. Some of the estimates received-one of them is near \$6,000 but with having conversation there is existing fiber where the cost could decrease to more like \$3,000. Green would like to move forward with this. Commissioner Stewart stated that the phone system was budgeted for but really need to do the infrastructure before the telephones. Commissioner Mora moved to approve County Manager Green to obtain quotes for the IT infrastructure for the Courthouse and Manager's Office. Commissioner Shannon seconded the motion, motion passed.

#### **Request for monthly IT services-action**

Tisha Green stated if the infrastructure is going to be updated, instead of these emergency phone calls being put in, the County needs monthly services such as anti-virus updated. Green would like to move forward with requesting quotes for this serve as well. Commissioner Shannon move to give permission to County Manager to do what is needed to find monthly services. Commissioner Mora seconded the motion, motion passed. Chairperson Stewart stated she would like to take a moment and thank Tisha Green. The Commission has been asking for this for about three years and would like to thank Green for taking initiative and moving forward with this.

#### **Request to advertise for Road Department Supervisor-action**

Tisha Green, County Manager expressed that she received a notice of intent to retire from the road supervisor and it will be effective February 28, 2018. Green would like to move forward

and advertise. Commissioner Mora moved to approve for the County Manager to advertise for road supervisor. Commissioner Shannon seconded the motion, motion passed.

**Set salary for Road Department Supervisor-action**

Tisha Green stated they are trying to start a salary schedule. The current one is over \$45,000 with years of service and the new schedule should not start like that. County Manager Green recommends about \$40,000 annually. Commissioner Mora moved to approve the salary rate of \$40,000 annually. Commissioner Shannon seconded the motion, motion passed.

**Request to change title of Payroll Clerk to Administrative Assistant-action**

Tisha Green stated, as you are aware, she is trying to restructure the office and see what will work best in the manager's office. Last meeting she requested to hire an office assistant. That position will be filled on December 27, 2017. Having done that, the new hire will act more as a receptionist, accounts payable. Green is requesting to increase the duties of the payroll clerk. The things that she currently does is accounts payable. None of this was in her job description, so at this time it is imperative that her job description is updated and she would like to change her title from payroll clerk to administrative assistant. Changing it to that, responsibilities will be increased. She will be doing more budget, financial stuff and taking on many of the duties that Tisha formally did. Green is requesting approval for this title change. Commissioner Mora moved to approve the title from payroll clerk to administrative assistant. Commissioner Shannon seconded the motion, motion passed.

**Request approval of Administrative Assistant job description-action**

Tisha Green, County Manager stated the job description should be all-inclusive of the job duties that are assigned. After reviewing, the job description, it is quite comprehensive and it meets the needs of that position. Commissioner Mora moved to approve the Administrative job description. Commissioner Shannon seconded the motion, motion passed.

**Set salary for Administrative Assistant-action**

Tisha Green said currently in the interim of replacing the County manager, the payroll clerk was given a \$3 an hour increase and it was supposed to stay in place throughout the transition. Now that a title change and a position change, the salary needs to be set for this position. County Manager Green requested \$4 an hour increase for this position. Commissioner Stewart and Commissioner Mora stated they would like to keep the rate at \$3 per hour. Commissioner Shannon stated that administrative assistant is still in the learning phase; a lot is added to the job description. Perhaps when the new budget is done this Spring the increase will be adjusted accordingly. Commissioner Mora moved to leave this position at the \$3.00 an hour rate. Commissioner Shannon seconded the motion, motion passed.

**Detention Center update-Administrator Davalos**

Alberto Davalos, Detention Administrator expressed that the new employees have started employment. No major issues are happening at the detention center. Three employees will be done training this Friday. A fourth employee was already certified and is already working the floor. This batch hired was two male and two females. The inmate count is at forty-three. Five were taken to Arizona. The center is being utilized as transitional point for inmates being taken. This is a new idea that Davalos is trying to get going with U.S. Marshals. As they are giving the federal inmates, they are also allowing the inmates that need to be transported to other areas stay the night-later to be transported elsewhere. Administrator Davalos also stated he is working with Arizona and the surrounding agencies to get permanent housing for inmates that are already sentenced. Davalos stated they are fully staffed except for one position that the employee declined. Commissioner Shannon inquired as to how many paying customers does the detention center currently have. Davalos stated there are currently twenty-three paying inmates. Commissioner Mora asked Davalos where he feels he is at organizationally with this job as administrator. Davalos feels he is not yet feel he is at the halfway point yet but has reached some positive milestones. Currently, he and County Manager Green are working on restructuring on the administrative portion of the detention center. Commissioner Mora inquired

if any third-party audits were scheduled to be done. Davalos stated he is actually having NMAC stopping in to help re-write the policy and they will actually conduct a site inspection. The policies contradict each other and are going to be reviewed. Three weeks ago a kitchen was inspection was done and positive remarks. The long-term goal is inmates, making revenue and accreditation. Commissioner Mora asked the administrator to provide future reports or summaries on any audit reports/inspections of the results.

### **Round Table**

**Meira Gault**-stated she is here to try to explain the PLAC to some of the public that are present. Mrs. Gault would like the accusations by Commissioner Shannon to be taken into serious consideration. Commissioner Shannon is accusing the PLAC of having their own agenda. She does not understand how the PLAC is working. The PLAC meets four times a year. If the PLAC does not receive the letters from the agencies because they come to the manager. Previously the managers would give the PLAC the letters to look over. Now, the PLAC does not receive the letters from the agencies. Commissioner Shannon took it upon herself, because she thinks she is more qualified than anyone else in the County to comment on these things. Commissioner Shannon does not understand the process and cannot accuse the PLAC because they do not receive the letters. The PLAC only recommends-and never tells the Commission what to decide. All these people are volunteers and nobody is paid nor do they have their own agenda. Mrs. Gault is insulted with this accusation.

**Commissioner Mora**-stated he is looking for a better process for the PLAC to benefit the County. The manager will be the first filter and decide what information will be assigned to the PLAC.

**Commissioner Shannon**-stated that at meetings Commodore Road is spoken about but nothing is ever reported to the Commission. This is going to happen, or why can't this happen. They discuss it amongst themselves then talk to the border patrol. The PLAC should advise the Board. The PLAC does start addressing their own agenda.

**Commissioner Stewart**-stated the information is not disseminated. If people are concerned, about what is happening in the public lands and the issues they should be able to read?

**John Hatch**-stated that when PLAC was formed, the focus was to have local eyes on things so it would be beneficial and believes this can work if it is done right.

**Maria Sanchez**-stated as Vice-President of the Lordsburg Municipal School Board would like to say thank you. The building will be utilized. The other item is the IT at the Sheriff's Department should be looked at as well.

**Commissioner Mora**-stated that he spoke with Captain Kessel with the National Guard and he expressed that the projects in Hidalgo County are not dead. They have been assigned to go to Puerto Rico, but should be back in the County in January.

Commissioner Stewart stated there is refreshments and Happy Holidays to all!

**CERTIFICATION OF PAYROLL**- Commissioner Shannon moved to approve the Certification of Payroll. Commissioner Mora seconded the motion, motion passed.

### **CERTIFICATION OF ACCOUNTS PAYABLE**

Commissioner Shannon moved to approve Accounts Payable. Commissioner Mora seconded the motion, motion passed.

### **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 10:09 A.M.

ATTEST:

HIDALGO COUNTY BOARD  
OF COUNTY COMMISSIONERS

\_\_\_\_\_  
Melissa K. De La Garza, County Clerk

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Marianne Stewart, Chairman

APPROVED:

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Anthony J. Mora, Member

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Darr R. Shannon, Member