

## Regular Meeting

July 25, 2023

The Colfax County Board of Commissioners met on this date in Regular Session in the Commission Chambers with the following members present:

Si Trujillo, Chairman  
Mary Lou Kern, Vice-Chairman  
Bret Wier, Member  
Rayetta M. Trujillo, County Clerk  
Monte Gore, County Manager

### 1. Call to Order

Chairman Trujillo called the meeting to order at 9:00 a.m.

### 2. Pledge of Allegiance

Chairman Trujillo led the Pledge of Allegiance.

### 3. Salute to the New Mexico Flag

Commissioner Wier led the Salute to the New Mexico Flag.

### 4. Approve Agenda

Chairman Trujillo asked if the Commission had any changes. Commissioner Kern made a motion to approve the agenda as presented. Commissioner Wier seconded the motion. Chairman Trujillo asked for a roll call vote, the Clerk polled the Commissioners. Commissioner Kern – aye, Commissioner Wier – aye, and Chairman Trujillo – aye. The motion carried unanimously.

### 5. Approve Regular Meeting Minutes for July 11, 2023

Chairman Trujillo asked if the Commissioners had any comments or corrections on the Regular Meeting Minutes for July 11, 2023. Commissioner Kern made a motion to approve the Regular Meeting Minutes for July 11, 2023, as presented. Commissioner Wier seconded the motion. Chairman Trujillo asked for a roll call vote, the Clerk polled the Commissioners. Commissioner Kern – aye, Commissioner Wier – aye, and Chairman Trujillo – aye. The motion carried unanimously.

### 6. Recognize Visitors

Chairman Trujillo thanked everyone for attending the meeting. Others present: Sara Torres, Leonard Baca, Timothy Martinez, Rob Morper, Tina Colangelo, Joana Apodaca, Glen Stevens, Amadeo Soto, Virginia Strohm, Tabitha Avitia, Regina Slade, Roger Smith, Jun Roh, Donna Klassen, Lois Romero, Tom Vigil, Alfonso Ortiz, Nick Cardenas, Kristi Graham, and Jacob Martinez.

### 7. Public Comment

Chairman Trujillo asked if there were any requests or responses from the audience on anything that was not on the agenda. There were no questions or comments.

### 8. Discuss/Action – Appoint Road Review Committee for Abandonment of Road, Section of 7th Street, 6th Street, and 41 Avenue, Lee Dixon, and Alexis Dixon

Tabitha Avitia stated she brought this back to the Commission due to one of the landowners being deceased. Tabitha stated she spoke with the County Attorney Jun Roh, and he recommended she bring the Appointment back to the Commission. Commissioner Kern made a motion to appoint the Road Review Committee for Abandonment of Road, Section of 7th Street, 6th Street, and 41 Avenue, Lee Dixon, and Alexis Dixon. Commissioner Wier seconded the motion. Chairman Trujillo asked for a roll call vote, the Clerk polled the Commissioners. Commissioner Kern – aye, Commissioner Wier – aye, and Chairman Trujillo – aye. The motion carried unanimously.

### 9. Discuss/Action – Resolution 2023-24, Budget Adjustment Various Funds

Joana Apodaca, Financial Specialist presented the adjustments for the various funds. Commissioner Kern asked what the Professional Services adjustment for the DWI program was. Joana stated it was for Concha Montano for Counseling Services. Commissioner Kern made a motion to approve Resolution 2023-24, Budget Adjustment Various Funds. Commissioner Wier seconded the motion. Chairman Trujillo asked for



a roll call vote, the Clerk polled the Commissioners. Commissioner Kern – aye, Commissioner Wier – aye, and Chairman Trujillo – aye. The motion carried unanimously.

10. Discuss/Action - Resolution 2023-25, 2022-2023 Final Quarter Financial Report Year Ending June 30, 2023

Joana Apodaca presented the Final Quarter Financial Report year ending June 30<sup>th</sup>. Joana stated she worked with Alfonso Ortiz this year and it went very smooth. Commissioner Wier stated he had some issues with the Treasurers Report and stated it was out of balance. Commissioner Wier stated he has had other individuals look at the report and they could not get it to balance either. Joana stated the different funds are linked up on the report submitted to the State. Commissioner Kern made a motion to approve Resolution 2023-25, 2022-2023 Final Quarter Financial Report Year Ending June 30, 2023. Commissioner Wier seconded the motion. Chairman Trujillo asked for a roll call vote, the Clerk polled the Commissioners. Commissioner Kern – aye, Commissioner Wier – aye, and Chairman Trujillo – aye. The motion carried unanimously.

11. Discuss/Action -Resolution 2023-26, 2023-2024 Final Budget Adoption

Joana Apodaca stated the only changes to the Budget was to add the carry over ending balance to be the Beginning Cash Balance and the funds used for the Tiger Grant would be transferred back to the General Fund. Commissioner Wier stated he did not see this document until Monday afternoon and would like to see this information in advance so he can properly review. Commissioner Kern agreed with Commissioner Wier regarding getting the information in a timelier manner. Commissioner Wier questioned if another Public Hearing should have been held. Joana stated she was not aware of having to have another Public Hearing. After further discussion, Chairman Trujillo made a motion to approve Resolution 2023-26, 2023-2024 Final Budget Adoption. Commissioner Kern seconded the motion. Chairman Trujillo asked for a roll call vote, the Clerk polled the Commissioners. Commissioner Kern – aye, Commissioner Wier – abstained, and Chairman Trujillo – aye. The motion carried.

12. Discuss/Action – Vigil Maldonado Detention Center, Replace Two (2) Full Time Correctional Officer Positions for One (1) Full Time Nurse Position

Warden Slade advised Commission she is willing to give up two positions to be able to hire a full-time nurse. Commissioner Kern asked how this would affect the accreditation of the facility. Regina stated that she feels it would not affect the accreditation but would be willing to contact the NMC to make sure, because in the past five years they have never been fully staffed at 38. Regina stated they are averaging 50 to 59 inmates and the ratio is 1.78 guards per detainee. Regina stated the medical is very important and later if they need more staff, she will come to the Commission and make the request. Manager Gore stated the medical at the jail is the biggest liability. Commissioner Wier questioned how long she has been short the eight employees. Regina stated they have never been fully staffed. Commissioner Wier questioned what the price difference was in the County taking over the medical inhouse versus having a provider. Regina stated over \$150,000.00 in savings which would increase yearly. After further discussion, Commissioner Wier made a motion to approve for the Vigil Maldonado Detention Center, Replace Two (2) Full Time Correctional Officer Positions for One (1) Full Time Nurse Position. Commissioner Kern seconded the motion. Chairman Trujillo asked for a roll call vote, the Clerk polled the Commissioners. Commissioner Kern – aye, Commissioner Wier – aye, and Chairman Trujillo – aye. The motion carried unanimously.

13. Discuss/Action - Dispatch Agreement Between the City of Raton and Colfax County, 60-day Agreement

Virginia Strohm stated she has checked with the State and other government entities regarding the Dispatch Agreement and was told the County did not have to go out for RFP as the agreement was over \$60,000.00. Virginia stated it is permitted to have a JPA with the City of Raton for Dispatch Services. Commissioner Wier asked Fire Marshal Cardenas if he was ok with the Agreement and Nick stated he spoke with the Fire Chiefs, and they were ok with their portion of about \$600.00. After further discussion, Commissioner Kern made a motion to approve the Dispatch Agreement Between the City of Raton and Colfax County, 60-day Agreement. Commissioner Wier seconded the motion. Chairman Trujillo asked for a roll call vote, the Clerk polled the Commissioners. Commissioner Kern – aye, Commissioner Wier – aye, and Chairman Trujillo – aye. The motion carried unanimously.

14. Discuss/Action - Award RFP 2023-002, Banking Services

Virginia Strohm stated the evaluation committee met last week and recommended awarding the RFP for Banking Services to INBank. Chairman Trujillo stated he has a conflict of interest and will abstain from voting. Commissioner Kern made a motion to Award RFP 2023-002 for Banking Services to INBank. Commissioner Wier seconded the motion. Chairman Trujillo asked for a roll call vote, the Clerk polled the Commissioners. Commissioner Kern – aye, Commissioner Wier – aye, and Chairman Trujillo – abstained. The motion carried.



15. Discuss/Action - Professional Service Contract, Banking Services, Pursuant to RFP 2023-002

Commissioner Kern made a motion to approve the Professional Service Contract for Banking Services, Pursuant to RFP 2023-002 with INBank. Commissioner Wier seconded the motion. Chairman Trujillo asked for a roll call vote, the Clerk polled the Commissioners. Commissioner Kern – aye, Commissioner Wier – aye, and Chairman Trujillo – abstained. The motion carried.

16. Discuss/Action - Professional Services Contract Between Colfax County and Molzen-Corbin & Associates Inc.

Virginia Strohm stated that this is an annual contract, and this is the last year of this contract. Commissioner Kern made a motion to approve the Professional Services Contract Between Colfax County and Molzen-Corbin & Associates Inc. Chairman Trujillo asked for a roll call vote, the Clerk polled the Commissioners. Commissioner Kern – aye, Commissioner Wier – aye, and Chairman Trujillo – aye. The motion carried unanimously.

17. Discuss/Action - Groundwater Monitoring Project Agreement Between Colfax County and Zeigler Geologic Consulting, LLC

Virginia Strohm stated that after the last meeting she realized that the County did not have a contract with Kate Zeigler, and this is the contract for Zeigler Geologic Consulting LLC. Commissioner Kern made a motion to approve the Groundwater Monitoring Project Agreement Between Colfax County and Zeigler Geologic Consulting, LLC. Chairman Trujillo asked for a roll call vote, the Clerk polled the Commissioners. Commissioner Kern – aye, Commissioner Wier – aye, and Chairman Trujillo – aye. The motion carried unanimously.

18. Discuss/Action – Contract Between Colfax County and San Juan County for Housing of Juvenile Detainees

Virginia Strohm stated that this was done at the direction of Chairman Trujillo. Commissioner Kern made a motion to approve the Contract Between Colfax County and San Juan County for Housing of Juvenile Detainees. Commissioner Wier seconded the motion. Chairman Trujillo asked for a roll call vote, the Clerk polled the Commissioners. Commissioner Kern – aye, Commissioner Wier – aye, and Chairman Trujillo – aye. The motion carried unanimously.

19. Discuss - Quarterly Department Updates

Fire Marshal Nick Cardenas stated that water tanks were delivered to Farley last Friday as part of the Farley grant water tank project. Nick reported the floor seal for the Abbott fire station is complete. Nick stated he is working with the architect on the design for the fire administration training facility. Nick stated that he has been assisting the Road Department with putting together a design for their new administration building. Nick stated that they are still waiting on a land swap to take place before going forward with the Black Lake station. Nick stated he is also working with the architect on the fire station at the airport, but they still need approval from the FAA. Nick stated that he completed pre-ISO inspections for Philmont and Moreno Valley. Nick stated that the donated fire truck from Eddy County and one of the wildland fire trucks are outside and invited the Commissioners to look at them after the meeting. Nick stated that he is working with the District Attorney in Taos regarding the law library on the fifth floor and they are advertising bids for a vendor to remove the books and is hopeful it will be done by the end of August. Nick stated he agrees for the dispatching increase and stated the increase cost for each fire department is around \$600.00.

**Warden's Quarterly Report for Vigil Maldonado Detention Center**

April-June 2023

**Budget Status/Usual Fiscal Expenditures:** The budget for some line items were over expended to no budget for pharmacy (\$ 39,206.08) and the budget for off-site housing (114,913.50). We are over budget by (\$ 117,631.85) in overtime due to low staffing.

Out of county inmate holds for the quarter is \$108,735.40. Monies paid is \$ 42,364.26 and amount still owed is \$66,371.14. Out of county holds for the year is \$817,662.39.

**Security/Major Incidents:** We had a few detainees who needed to be seen at the ER due to medical reasons not related to incarceration.

**Escapes:** None

**Assaults on detainees/staff:** We had no assaults this quarter.

**Unusual incidents:** 0



**Agency Highlights:** Krossroads received the grant for the MAT program which should be in our facility by sometime in August if not sooner. We are currently working with Corretrak and E-force to finish with the technical side of e-force to fully utilize our handhelds.

**Current population data:** Average daily population was 61 for the quarter.

**Staff and detainee morale:** Staff morale is good considering we are short staffed. Detainee morale is good.

**Unusually difficult problem areas and plans for solving them:** Our medical department is continuing to serve the detainees but need more medical staff. I would like to hire another full-time nurse to help with medical. This will be the only area which will keep us from getting accredited. We are short staffed by 6 officers. My lieutenants and I participated in the Workforce solution job fair which we only had two people stop by. We have interviewed 6 people and only two were qualified, I sent flyers to the high school graduates. I compared salaries of our competitors, and I am trying to get approved for a raise to be competitive with the other facilities.

**Staff Training:** Sent two staff to Defensive Tactics training for trainers in April. Sent one for PREA training.

### **Sheriff Quarterly Report:**

#### Idemia Fingerprints

We have fingerprinted 72 individuals from this area with people traveling as far as Denver Colorado to be fingerprinted. The equipment and training were free to the County and the maintenance and updates are paid for by Idemia. We have made \$288.00 dollars since the site went live In June.

#### Training

Moving forward we will be adding additional FTO's and two general instructors to assist with the growing requirements the state has mandated to maintain certifications.

#### Other Events

We have already had several events throughout the county so far this summer that have had no major issues other than some traffic problems.

We have been working patrols to address complaints from construction operations in the county when the manpower is available. The transport and document service and court security draw down resources. We have reached out to the construction vendors and asked that they relay to their crews to slow down and not use jake breaks where the signs are posted.

#### PROJECTS

Radio communications arrived yesterday the repeater has been updated at the Springer site and is online. The detention center repeater is being installed today and the programming of their radios. Tomorrow the vendor will service the Touch me not site location above Eagle Nest, and Apic will be doing their site visit to begin work on the electrical part of that project for the generator. The generator has been ordered with a delivery date of next year the bond and all the required documentation have been completed and the electrical part should be completed by winter.

We have updated tasers this year and body cameras last year and digital evidence storage the taser and cameras sync together when the taser is used to reduce liability to the Sheriff's Office.

Step, DWI and Buckle up grants are being used to increase traffic safety around the county.

#### Accreditation

We are still moving toward accreditation for the Sheriff's Office we are working on updating policy and procedure to comply with new state laws that are now in effect.

### **Treasurer Quarterly Report:**

Our 3-year collections average is up a little under .5%.

Checking account interest collected total FY \$316,374.01. Budgeted was \$150,000.00. Difference of \$166,374.01 collected above budgeted for FY.

Investment income interest collected total FY \$292,697.37.

Budgeted was \$50,000.00. Difference \$242,697.37 collected above budgeted for FY 2022-2023.

Chief Deputy Treasurer Alfonso Ortiz stated that all the entities that were affected by the McCloy judgment have been taken care of and paid. Alfonso stated that they sent out second half taxes. Alfonso stated that they also sent out delinquent notices in June.

### **Assessor Quarterly Report**

Did my 2023 State Evaluation we had no discrepancies and very few recommendations, so we did very well we are doing our job that the states require us to do.

At the end of June, the State certification was due and as always, no issues and our values were certified. We are up in Taxable Value \$19,738,515.00 and this number does not include State Assessed and Livestock.

Now that the State Certification is done it will now be sent to the Department of Finance to finalize our mill rates and that will be at the end of August.

Also, we had over 70 Protests and we have pretty much taken care of them all except for one that will go to formal hearing.

We are fully staffed now, we hired Kaycee Bustos as an appraiser.

My office will have a Relay for Life Team for August 5 and they are selling bags if interested.

Also, we will have a County Truck in the Colfax County Parade in Springer this weekend.

### **Clerk Quarterly Report**

Marriage Licenses -13 - \$325.00

Business Registrations - 8 - \$560.00

Probates - 14 - \$420.00

Documents Recorded - 863 - \$22,200.00

Attended Commission Meeting and completed Minutes.

Billing/Collecting for copies and Microfilm - \$12,518.30

We sent out approximately 600 letters to voters that have moved and are requesting they cancel or update their voter registration in Colfax County.

We completed two All Mail in Elections one for the Maxwell School District and the other for the Hospital District. We have billed and received payment for each entity.

We are getting ready for the Regular Local Election which will be held on November 7, 2023.

We are currently working with Terra Logic on the digitization of the records.

We billed and collected fees for four liquor licenses.

Attended the NMC Summer Conference in Farmington.

Attended the Clerk's Affiliate Meeting in Ruidoso.

County Clerk Trujillo stated that the Secretary of State came to do an evaluation of the security of the voting machines, election equipment, and voter registration cards and we are in compliance with everything, and the voting machines are in a locked room with an alarm. Clerk Trujillo stated that the Secretary of State will have some funds coming available and she is going to see if they will provide cameras.

Emergency Manager Tom Vigil stated that there are dead spots for weather in the county and Philmont is working with USGS to put in ground base weather collection sites in the old Ute Park burn scar to help better track storms in the dead spots of the county. Tom stated that from the Cooks Peak fire they applied through USDA for an emergency watershed protection grant, and they received a grant in the amount of \$930,000.00 for mastication reseeding and sediment catching bases in Miami. Tom stated that he will be attending several conferences and trainings. Tom stated that he is not in agreement with a dual facility in Eagle Nest especially if hazardous material will be stored there as public safety is first and foremost. Tom stated that the evacuation centers that are set up in Taos and Raton should be the places people evacuate to if necessary.



20. Commissioners' Docket

Commissioner Kern did not have a report.

Commissioner Wier requested the Manager to give an update of the Commercial Flight grant and the fencing around the solid waste facilities in Black Lake and asked for an updated on the E-911 errors and what the status was.

Chairman Trujillo encouraged everyone to attend the Colfax County Fair that is coming up this weekend. Chairman Trujillo asked Manager Gore to talk with the City of Raton Manager to discuss the possibility of a film liaison and report back to the Commission. Chairman Trujillo asked Manager Gore and the County Attorney to look into getting an agenda policy put in place. Chairman Trujillo stated that at the next meeting there will be a referendum project on the agenda and asked Manager Gore to send out the information on this to the other Commissioners. Chairman Trujillo stated that we did not get any funding from the Congressional Direct Spending Fund and stated that he is meeting with Senator Lujan's office on Thursday.

21. Managers' Docket

Manager Gore stated that the Commission asked him to contact Molzen-Corbin for restrooms at the event center and he will have this on the August 8, 2023, agenda. Manager Gore stated that the restroom upgrades will include Men's restrooms, Women's restrooms, Family restroom, an ADA drinking fountain, fire suppression and alarm system and additional upgrades to be considered are a janitor closet, better insulation to the building and paved ADA parking. Manager Gore stated the estimate for the project is \$447,760.81. Manager Gores stated that he received notice that we got a \$1.2 million aviation grant from the New Mexico Department of Aviation for airport hanger repair and construction. Manager Gore stated he will have this on the August 8, 2023, agenda for approval. Manager Gore stated that they are moving forward with the process for the Commercial Flight grant. Manager Gore stated that with the recent rains the fire danger has been reduced but there were issues with washed out roads and bridges and the Road department continues to work on these issues. Manager Gore stated that IT and the Maintenance departments worked to reconfigure the sound system, phone system, zoom capabilities and improving the microphones. Manager Gore stated that they are working on fencing for the solid waste facilities in Black Lake. There was discussion of a fence for the solid waste facility in the Black Lake area.

22. Adjourn

Commissioner Kern made a motion to adjourn. Commissioner Wier seconded the motion. Chairman Trujillo asked for a roll call vote, the Clerk polled the Commissioners. Commissioner Kern – aye, Commissioner Wier – aye, and Chairman Trujillo – aye. The motion carried unanimously. The meeting was adjourned at 11:23 a.m.



COLFAX COUNTY BOARD COMMISSIONERS

*Si Trujillo*

Chairman

*May Goren*

Vice-Chairman

*[Signature]*

Member

ATTEST:

*[Signature]*  
Clerk of the Board