

Regular Meeting

February 15, 1999

The Board of County Commissioners, in and for the County of Otero, State of New Mexico, met in a Regular Meeting at the Otero County Courthouse in Alamogordo, County and State aforesaid. Meeting called to order by the Chairman at 8:30 a.m., February 15, 1999; and he announced that reasonable notice for this meeting was given to the Alamogordo Daily News, Mountain Monthly, and to Radio Stations, KPSA, KINN and KYEE.

Present:

Ronny Rardin	Chairman
Richard Zierlein	Vice-Chairman
Tim McGinn	Member
Ruth Hooser	County Administrator
Virginia Fletcher	Assistant County Administrator
Dan Bryant	County Attorney
Frank Portillo	Road Superintendent
Kim Chavez	Deputy Clerk

Commissioner Rardin gave the invocation, Commission Zierlein led those assembled in the pledge of Allegiance and Commissioner McGinn led the salute to the flag of New Mexico.

1. Commissioner Zierlein made a motion to go into Executive Session to discuss personnel items, pending litigation and collective bargaining. The motion was seconded by Commissioner McGinn. Roll call was taken as follows:

Commissioner Rardin yes

Commissioner Zierleinyes

Commissioner McGinn yes

Commissioner Zierlein made a motion to return to regular session and all that was discussed was personnel items, pending litigation and collective bargaining. The motion was seconded by Commissioner McGinn. Roll call was taken as follows:

Commissioner Rardin yes

Commissioner Zierlein yes

Commissioner McGinn yes

2. The Board discussed the consent agenda. Commissioner Zierlein made a motion to approve item A, the minutes of 01/25/99 with corrections made and Commissioner Zierlein's approval before the Chairman can sign, item B, Bills Lists 28,29,30 item C, Indigent claims monthly report, item D, personnel Items, with the correction made under the Road Department that Mr. Lewis is changing job positions from Equipment Operator to Truck Driver and he is staying in the Pinon Shop not moving to the Alamogordo Shop. The motion was seconded by Commissioner McGinn. A vote was taken and the motion passed unanimously. See pages _____.

3. Mary D. Quintana Otero County Clerk approached the Board to request the appointments of members to the Board of Registration for Otero County. Commissioner Zierlein made a motion to appoint Maude Rathgeber, Fred Flores and Susie Rossman to the Board of Registration for Otero County. The motion was seconded by Commissioner McGinn. A vote was taken and the motion passed unanimously. See pages_____.

4. The Board considered to approve the 1999 - 2000 County Budget Calendar. Commissioner Zierlein made a motion to tentatively approve the budget schedule for 1999 - 2000

as follows:

- Friday, February 26, 1999 - All County Departments, Fire Departments, social services, and governmental agencies will be notified of the deadline for the submittal of proposals.

Each County Department, and the Fire departments will do their own data entry, and a hard copy is to be submitted as well.
- Friday, March 19, 1999 - Return of completed requests and proposals to the Otero County Administration Office.
- Monday, March 29, 1999 - Fire Department applications for funding budget preparations.
- Wednesday, April 7, 1999 - First pre-budget hearing. Verbal presentations by all agencies and departments at 8:30 a.m.
- Monday, April 19, 1999 - Budget work session at 1:30 a.m.
- Monday, May 10, 1999 - Budget work session (if needed) at 1:30 p.m.
- Wednesday, May 19, 1999 - Budget hearing for tentative approval to submit to the Department of finance & administration by June 1 for operating Budget beginning July 1, 1997 at 1:30 p.m.
- Monday, July 12, 1999 - Final Budge Hearing at 1:30 p.m.
- Sunday, July 25, 1999 - Publication of public inspection available notice.

The motion was seconded by Commissioner McGinn. A vote was taken and the motion passed unanimously. See pages_____.

5. Ruth Hooser, County Manager discussed the 1998 - 1999 County Mid-year Budget

Report as follows:

General Fund:

<u>Revenues:</u>	<u>Approx. Percentage collected</u>
Current Taxes	50%
Delinquent Taxes	75%
Interest & Penalty	50%
Gross Receipts	75%
Interest on Investments	38%

Fund 10:

01 Commission	32.26%
02 Administration	44.61%
03 Data Processing	49.92%
05 Purchasing	41.38%
06 Building & Grounds	36.60%
07 Probate Judge	41.93%
08 Recording & Filing	47.09%
09 Bureau of Elections	51.54%

Commissioner Zierlein stated that the reason the Bureau of Elections is over their 50% is because they have already held their major Election. The 51.54% is good taking this into consideration.

10 Property Assessments	45.01%
12 Collections	41.85%

13 Law Enforcement	48.29%
15 GIS	32.55%
16 H.I.D.T.A.	22.86%
17 Fairgrounds	Shows no money spent at the end of December 1998 because the County had not been billed.
19 County Attorney	52.28%

Commissioner Zierlein pointed out that this includes all special services under the County Attorney.

21 Rifle Range	42.25%
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Fund 11 - Department 24 - DWI

24 DWI	42.59%
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Fund 12 - Department 11 - Property Valuations

11 Property Valuations	46.44%
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Fund 14 - Department 14 Corrections

Revenues:

Care of federal prisoners	88.38% approximately collected
Care of municipal prisoners	39.20% approximately collected
Care of other prisoners	139.00% approximately collected
Correction fees	55.76% approximately collected
Commissary refunds	109.81% approximately collected

14 Corrections	Have \$323,290.50 remaining until the end of
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the fiscal year.

Fund 15 - Department 25 - Road

Revenues:

Gasoline Tax	51.21% approximately collected
Motor Vehicle Fees	50.27% approximately collected
25 Road	36.96% of budget used

Fund 17 - Department 08

08 County Clerk Equipment Fund	57.70% approximately used
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Commissioner Zierlein stated that the Clerk has just purchased a new imaging machine for the office and the percentage is irrelevant as long as it stay under 100% per year.

Fund 18 - Department 82

82 Community Projects	35.29% approximately used
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Fund 25 - Department 30

30 Recreation	16.81% approximately used
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Fire Departments:

Ruth Hooser stated that the fire departments budgets look fine, most have used approximately 50% of their budget.

Fund 63 - Department 94 - Indigent

94 Indigent	50% approximately used
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Fund 72 - Department 04 - Environmental/Convenience

Revenues:

Environmental Gross Receipts	46.98% approximately collected
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Recycling Refunds	69.67% approximately collected
Cloudcroft Reimbursements	102.30% approximately collected
04 Environmental/Convenience Center	54.57% approximately used

Commissioner Zierlein made a motion to accept the mid-year budget report. The motion was seconded by Commissioner McGinn. A vote was taken and the motion passed unanimously. See pages_____.

6. The Board discussed item C, 1 - 5 under the County Administrator's report. Commissioner Zierlein made a motion to approve the following under item C the County Administrator's report; item 1, Resolution No. 1-15-99/87-25, budget increase due to check written twice for the Indigent Department; item 2, Resolution No. 1-15-99/87-26 regarding a budget increase to continue the LaVelle Road Convenience Center; item 3, Resolution No. 1-15-99/87-27, budget increase due to overtime for the Sheriff's Office; item 4, capital outlay to purchase a new printer for the Clerk's Office; item 5, line item change to purchase recorders under the collective bargaining act for the Sheriffs Office. The motion was seconded by Commissioner McGinn. A vote was taken and the motion passed unanimously. See pages_____.

7. The Board discussed item A, 1 - 5 under purchasing. Commissioner Zierlein made a motion to approve the following purchasing items; item 1, the Software maintenance contract No. TS-95-011 for Data Processing; item 2, sealed bid #98-015 to Artesia Fire Equipment Company for fire apparatus for the High Rolls Volunteer Fire Department; item 3, sealed bid #98-016 to Nesser Architects, Inc. for the Otero County Boys & Girls Club; item 4, sealed bid #99-017 to Fiber Fab for water storage tanks for the Boles Acres Volunteer Fire Department; item 5, sealed bid #99-018 to Key Communications for radios, batteries and cases for the Upper Cox Canyon and Mayhill

Volunteer Fire Departments. The motion was seconded by Commissioner McGinn. A vote was taken and the motion passed unanimously.

John Badjar, Fire Chief for the Boles Acres Fire Station asked the Commission if there is anyway to speed up the process when going out for bid. Mr. Badjar stated that the Commission has to give the approval to go out for bid then the Fire Departments have to wait until the next Commission Meeting before they can approve the bid and by this time approximately three weeks have passed.

Commission Zierlein asked why the Commission could not adopt a policy stating that if the Commission has allowed them to go out for bid and the purchase comes in at or under bid and is within the allowed budgeted amount, then allow it to be purchased so that there is not a three week waiting period before the next meeting to approve the bid. Dan Bryant, County Attorney informed the Board that they can amend the purchasing resolution to speed up the second half of the process.

Commissioner Rardin stated that he asked the same question eight months ago and received a different answer. The Board directed staff to set up a public hearing to have the purchasing policy changed.

8. Frank Portillo, County Road Superintendent, approached the Board to discuss a request by Jerry Johnson of JayDee Limited Company to enter into a cooperative agreement with Otero County to chip seal County maintained roads. Commissioner Zierlein made a motion to approve Mr. Johnson's request to enter into a cooperative agreement to chip seal roads that are already maintained by the County, only at the convenience of the Road Department. The motion was seconded by Commissioner McGinn. A vote was taken and the motion passed unanimously. See pages_____.

9. Mr. Jackie Bookout requested that the Road Department widen 16 Springs Road in

various locations so that he can move a mobile home in. Commissioner Zierlein made a motion to send a letter to Mr. Bookout stating that if he wants the road widened he will be responsible for the cost, because Otero County can not afford to get into remodeling roads so that houses can be moved in. Commissioner Zierlein stated the cost for the County would be more than if Mr. Bookout would build a \$200,000.00 or \$300,000.00 home. The motion was seconded by Commissioner McGinn. Commissioner Rardin informed the Board that they don't have to make a motion, they can just direct staff to send a letter. Commissioner Zierlein withdrew his motion. Commissioner McGinn accepted the withdrawal.

10. The Board discussed the road inspection for Quail Trail in the Quail Trail Subdivision and Smith Avenue in the Cielo Vista West Subdivision. Commissioner McGinn made a motion to accept for maintenance Quail Trail in Quail Trail Subdivision and Smith Avenue in the Cielo Vista West Subdivision. The motion was seconded by Commissioner Rardin. A vote was taken and the motion passed unanimously.

11. The Board considered to approve the Otero County Planning Committee 1998 Annual Report Resolution No. 1-15-99/87-28 for the DWI Grant Application and Resolution No. 1-15-99/87-29 for the DWI Distribution Application. Commissioner Zierlein made the motion to approve the Otero County Planning Committee 1998 Annual Report, Resolution No. 1-15-99/87-28 for the DWI Grant Application and Resolution No. 1-15-99/87-29 for the DWI Distribution Application.

The motion was seconded by Commissioner McGinn. A vote was taken and the motion passed.

See pages_____.

12. The Board considered to approve the purchase of a new printer for the Detention Center. Commissioner Zierlein made a motion to approve the purchase of a new printer for the

Detention Center . The motion was seconded by Commissioner McGinn. A vote was taken and the motion passed unanimously. See pages_____.

13. Mike Nivision and Dr. Mark Andrews approached the board to discuss the Y2K. Mr. Nivision informed the Board that several things have transpired with the planning for the Y2K. There are three committees set up. They are preparedness, awareness and the third is community preparedness. Mr. Nivision stated that a pastors meeting was held and approximately 25 pastors showed up out of 100. Mr. Nivision informed the Board that there has been a Y2K brochure put together. At the request of the committee Mr. Nivision has written a letter regarding the Y2K to be published in the Alamogordo Daily News. Elyse Beckman, Otero County Treasurer informed the Board of what direction her committee is going towards. Mrs. Beckman stated that one thing they are working on is compiling an individual preparedness brochure. They are trying to decide how to distribute the brochures throughout the County after they are compiled. Some suggestions were through the Chamber of Commerce or through the Treasurer's Office. Mr. Nivision stated that there is approximately 25 pages suggesting to the public what they will need in the event of a complete power outage. Mr. Andrews stated that in addition to the 25 page brochure he would like to do a one hour video and call it a Y2K kit to better inform the public. Commissioner Zierlein suggested that the committee should get the information together and find out the total cost of the video and brochure. Then the County's initial solution should be to generate the video and brochure and make it available to the library for the public to view and if someone wants a copy have them make the copy themselves, by doing this it would drop the cost dramatically. Commissioner Zierlein feels that we should make it a free hand out to the public as a public service to Otero County. Commissioner Zierlein also stated that the County needs to review all material before anything is given out to the

public to make sure there is no liability toward the County. Elyse Beckman, stated one thing the committees would like to do is hold a seminar or fair to inform the public. Mrs. Beckman stated the seminar would inform people on how to store water and food. Ruth Hooser, County Manager informed the Board that Mayor Don Carroll has offered the Civic Center and the County would check into using the fairgrounds. Commissioner Zierlein stated he feels that it would be best to use the fairgrounds because of the way it is set up. Mike Shinaberry stated in his opinion the County is going to have to take the lead in preparing for the Y2K problems that may occur. Commissioner Rardin stated the County is going to do what it can to get through this problem. Mr. Nivison stated that to inform the public will help alleviate some of the problem. Commissioner Rardin stated he does not have a problem using the County's emergency reserve fund to help fund preparing for the Y2K. Commissioner Zierlein stated he would like to clarify that he feels the emergency reserve fund is there for after an emergency happens. It is not there to spend money to prepare for an emergency before it happens, because then there would never be any money if an emergency did happen. Commissioner Zierlein stated he would be in favor of using some of the money to get prepared, but there also needs to be some money there if there is an actual emergency. Commissioner Zierlein also stated that it is not the County's responsibility to get prepared for the people but it is the peoples responsibility to get prepared for themselves. The County's responsibility is to get the knowledge out to the public so they can prepare themselves. Linda Mandrine on behalf of the EMS for Otero County informed the Board that the EMS will need approximately \$10,000.00 to prepare in the event of a complete power outage for the Y2K. Commissioner Rardin stated that this Commission is going to do the best they can no matter what the public thinks. No other action was taken.

16. Commissioner Zierlein discussed the solid waste authority meeting he attended.

Commissioner Zierlein stated the budget for the solid waste is in good shape. No other action was taken.

There being no further business before the Commission, the Chairman adjourned the meeting at 11:30 a.m.

APPROVED:

Chairman

ATTEST:

**Mary D. Quintana,
Otero County Clerk**