

**BOARD OF UNION COUNTY COMMISSIONERS
REGULAR MEETING
AGENDA
January 14, 2025**

9:00 a.m.

- 1. Call to order**
- 2. Pledge of Allegiance**
- 3. Approval of agenda and minutes**
- 4. Hospital Report**
- 5. Discussion, Consideration, and Possible Action Items**
 - i. Election of Commission Officers and Board Appointments
 - ii. 2025 Meeting Schedule
 - iii. Resolution 2025-37 Open Meetings Policy
 - iv. Resolution 2025-38 Signature Authority County Manager
 - v. Report and Presentation - DWI Coordinator Joe Reeser
 - vi. Resolution 2025-39 FY 26 DWI Grant Application
 - vii. Subdivision Exemption - Archuleta Ranch
 - viii. Update on NIETC and upcoming meeting
 - ix. WTS Contract for Cell Tower Permitting
 - x. Approval of Bills
 - xi. Inventory Items Disposition - Road Department International Water Truck
 - xii. Healthcare Assistance - Approval of Claims
 - xiii. County Travel Requests
 - xiv. Strategic Plan Review

10:00 a.m. Public Hearing - Low Income Tax Rebate Ordinance Consideration

10:15 a.m. Citizen's Forum

- 6. Reports**
 - County Manager Report
 - Road Superintendent
 - Emergency Service Coordinator Report
 - Elected Officials Reports

Executive Session-Pursuant to NMSA 1978, Section 10-15-1(H)7-- Pertaining to threatened or pending litigation in which the County is or may become a participant

- 1. Rabbit Ear Fire Dept Class A**

Adjourn

As of 1/8/2025

Next Meeting February 11, 2025 @ 9:00

BOARD OF UNION COUNTY COMMISSION
REGULAR MEETING
December 9, 2024

BOARD MEMBERS PRESENT:

Chairman Clayton F. Kiesling Commissioner W. Carr Vincent Commissioner Lloyd 'Red' Miller

OTHERS PRESENT:

Clerk Devian Fields Manager Brandy Thompson Sheriff Curtis Skaggs
Road Admin Rachel Farnum Emergency Manager Kris Lawrence HR Cheryl Garcia
Treasurer Shea Arnett Assessor Hollie Sandoval Road Superintendent Gary Wright

GUESTS:

Justin Bennit
Kathy Elliot
Judy Steen
CUCEDC Director Lynette Keeth

At 9:08 a.m., Chairman Kiesling called the meeting to order in the Commission Chambers located in the Union County Administration Building. The pledge of allegiance was recited.

Commissioner Vincent moved to approve the agenda and the regular meeting minutes of November 12, 2024. Commissioner Miller seconded. There was no further discussion. Vote: ALL AYE. The minutes were signed.

HOSPITAL REPORT

No report was given.

CITIZENS FORUM

Discussion was held on the logistics of closing Barbell Road. Commissioner Vincent brought up the discrepancy between onX/satellite maps and the county maps. Ty Jackson with Game and Fish expressed the State's concern with restricting access to state land. Mr. Jackson also cautioned the usage of onX, as it is not always accurate. Mr. Jackson also mentioned the state can help with a donation of a cattle guard for the county to install so a gate won't need to be put up.

Commissioner Vincent moved to deny the Closure of Barbell Rd due to access of State Land. Commissioner Miller seconded. There was no further discussion. VOTE: ALL AYE.

DISCUSSION/POSSIBLE ACTION ITEMS

RESOLUTION 2025-31 2025 HOLIDAY SCHEDULE

Manager Thompson presented resolution 2025-31 2025 Holiday Schedule. There was no discussion.

Commissioner Vincent moved to approve Resolution 2025-31 2025 Holiday Schedule. Commissioner Miller seconded. There was no further discussion. VOTE: ALL AYE. Resolution was signed.

RESOLUTION 2025-32 REMOTE WORK POLICY

Manager Thompson presented resolution 2025-32 Remote Work Policy. Discussion was held on situations where this policy was being applied. Treasurer Arnett stated that Union County tax payers wouldn't appreciate someone working remotely long term. Chairman Kiesling and Commissioner Vincent agreed.

Commissioner Vincent moved to approve Resolution 2025-32 Remote Work Policy. Commissioner Miller seconded. There was no further discussion. VOTE: ALL AYE. Resolution signed.

RESOLUTION 2025-33 DRUG AND ALCOHOL POLICY FOR THE OPERATION OF COMMERCIAL MOTOR VEHICLES

Manager Thompson presented resolution 2025-33 Drug and Alcohol Policy for the Operation of Commercial Motor Vehicles.

Commissioner Vincent moved to approve Resolution 2025-33 Drug and Alcohol Policy for the Operation of Commercial Motor Vehicles. Commissioner Miller seconded. There was no further discussion. VOTE: ALL AYE. Resolution signed.

RESOLUTION 2025-34 ADMINISTRATIVE PROCEDURE FOR GRIEVANCE HEARINGS

Manager Thompson presented resolution 2025-34 administrative procedure for grievance hearings. There was no discussion.

Commissioner Vincent moved to approve Resolutions 2025-34 Administrative Procedure for Grievance Hearings. Commissioner Miller seconded. There was no further discussion. VOTE: ALL AYE. Resolutions signed.

RESOLUTION 2025-35 UPDATING SIGNATURE CARDS ON ALL ACCOUNTS

Manager Thompson presented resolution 2025-35 updating signature cards on all accounts. There was no discussion.

Commissioner Vincent moved to approve Resolutions 2025-35 Updating signature cards on all accounts. Commissioner Miller seconded. There was no further discussion. VOTE: ALL AYE. Resolutions signed.

Commissioner Vincent called the hearing for Ordinance 2024-46 County Road Closure, open.

ORDINANCE HEARING- ORDINANCE 2024-46 COUNTY ROAD CLOSURE

Discussion was held on increasing penalties and fees for people that go around road closures.

Commissioner Vincent moved to approve Ordinance 2024-46 County Road Closure. Commissioner Miller seconded. There was no further discussion. VOTE: ALL AYE.

Chairman Kiesling called the hearing for Ordinance 2024-46 County Road Closure, closed. Chairman Kiesling called the hearing for Ordinance 2024-47 Personnel Handbook, open.

ORDINANCE HEARING- ORDINANCE 2024-47 PERSONNEL HANDBOOK

Discussion was held on the Personnel Handbook. Policy Handbook was vetted by the county attorney.

Commissioner Vincent moved to approve Ordinance 2024-47 Personnel Handbook. Commissioner Miller seconded. There was no further discussion. VOTE: ALL AYE.

Chairman Kiesling called the hearing for Ordinance 2024-47 Personnel Handbook, closed.

LETTER TO DOE REGARDING THE NIETC DESIGNATION

Manager Thompson presented the letter to DOE regarding the NIETC Designation. Discussion was held on the letter requesting information on the two proposed transmission lines for Union County. Manager Thompson was instructed to send the letter with a schedule of the upcoming commission meetings and ask for a 30 day response.

2024 CONSTITUTIONAL AMENDMENT 4 – ELECTED OFFICIALS SALARIES

Discussion was held on the Constitutional Amendment 4 – elected officials salaries. This amendment removed all Caps on pay and gave the County Commission authority to raise elected officials salaries. Manager Thompson presented the board with a spreadsheet of what was budgeted based on the salary study and increasing the elected officials to the past cap pay. Chairman Kiesling had his own spreadsheet based on numbers that were in the salary study for Department Head classifications. Chairman Kiesling offered the idea of a formula-based approach with a base pay along with the cost-of-living increases and longevity based on number of terms served. CUCEDC Director Lynette Keeth and Commissioner Elect Justin Bennit had questions regarding how that would be budgeted for. Manager Thompson said a budget adjustment could be done through a resolution. Assessor Sandoval asked for clarification that elected officials would be put in the same pay classification as department heads. Assessor Sandoval brought up the increases that were given to the procurement officer and county manager over the last four years based on the salary study and policies implemented. Treasurer Arnett brought up that as elected officials we are not eligible for the increases and incentive pay like the appointed and regular employees. They then potentially can make more money with less responsibility so there is no benefit for being an elected official anymore. Clerk Fields, Assessor Sandoval and Treasurer Arnett all agreed that being in the same classification as a department head wasn't appropriate. Elected officials assume far more responsibility and liability, we are bound by State and Federal law punishable by fees, jail time and being removed from office, department heads don't carry that responsibility. Substantial increases were given in the managers office along with a new position being created to help with the work load meanwhile the elected officials workloads keep increasing without any pay incentive, the elected officials asked that the board keep that in mind while making this pay increase. CUCEDC Director Lynette Keeth asked for clarification that the county sets elected officials pay but then can not dictate our jobs or job performance

and what happens if the budget can't sustain the pay increases. Commissioner Miller stated that because Union County is flatlining because of minimal income that other projects such as road work would be put on hold to maintain the pay increases in the budget. CUCEDC Director Lynette Keeth brought up that elected officials answer to no one can do whatever we want with our offices which is a huge bonus. Treasurer Arnett stated that elected officials answer to the people that elect us into office and if we don't perform our jobs aren't guaranteed after that. Commissioner Elect Justin Bennit commented that the board needs to be sure that raises are being given fairly to every incoming group for moral purposes. The board agreed they want to see elected officials at the midpoint of the department head pay range with a 2.5% increase on your second term. Clerk Fields asked for clarification as to why the resolution had the undersheriff at 95% of the elected salary while all other chiefs were at 90% of the elected salary. Commissioner Vincent brought up that the undersheriff and county manager are unique positions because they are at will employees. Clerk Fields reminded the board that all chief deputies are at will employees. They assume the liability and responsibility when the elected official is absent. No further discussion was had on the chief deputies.

RESOLUTION 2025-36 ELECTED OFFICIALS SALARIES

The elected official salaries were adjusted to;

Clerk - \$68,816

Commissioner - \$25,233

Treasurer - \$70,536

Probate Judge - \$16,640

Commissioner Vincent moved to approve resolution 2025-36 elected officials salaries. Commissioner Miller seconded. There was no further discussion. VOTE: ALL AYE.

APPLICATION FOR ROAD CLOSURE BARBELL RD

Discussion was held on the logistics of closing Barbell Road. Commissioner Vincent brought up the discrepancy between onX/satellite maps and the county maps. Ty Jackson with Game and Fish expressed the State's concern with restricting access to state land. Mr. Jackson also cautioned the usage of onX, as it is not always accurate. Mr. Jackson also mentioned the state can help with a donation of a cattle guard for the county to install so a gate won't need to be put up.

Commissioner Vincent moved to deny the Closure of Barbell Rd due to access of State Land. Commissioner Miller seconded. There was no further discussion. VOTE: ALL AYE.

APPROVAL OF BILLS

Bills in the amount of \$217,284.21 were presented for review.

Commissioner Vincent moved to approve bills in the amount of \$217,284.21 and to give the county manager authority pay any outstanding bills. Commissioner Miller seconded. There was no further discussion. VOTE: ALL AYE. Motion carried.

INVENTORY ITEMS DISPOSITION – ROAD DEPARTMENT INTERNATIONAL WATER TRUCK

Two items were presented for Inventory Disposition. 1998 Mack Truck and 2016 Armor Lite Belly Dump.

Commissioner Vincent moved to approve the two items for inventory disposition. Commissioner Miller seconded. There was no further discussion. VOTE: ALL AYE. Inventory Disposition was signed.

HEALTHCARE ASSISTANCE-APPROVAL OF CLAIMS

There were 2 healthcare assistance claims totaling \$512.94.

Commissioner Vincent moved to approve the healthcare assistance claims. Commissioner Miller seconded. There was no further discussion. VOTE: ALL AYE.

COUNTY TRAVEL REQUESTS

Clerk Fields, Chief Deputy Clerk Mitchell, Chairman Kiesling, Manager Thompson and Commissioner Elect Justin Bennet will be traveling to Albuquerque for the Better Informed Public Official Conference.

COUNTY MANAGER REPORT

Mgr. Thompson reported on the credit card application process. Bathroom project for the courthouse and the vault project in the sheriff's office.

ROAD SUPERINTENDENT

Road Superintendent Gary Wright reported on projects and asked that the county start sending out letters to land owners that are not in compliance with blocking county roads.

EMERGENCY SERVICE COORDINATOR REPORT

No report given.

ELECTED OFFICIALS REPORTS

Treasurer Arnett reported that the first half of taxes are due and the online payment system isn't working.

Assessor Sandoval reported that the Tyler transition is going well. They will be conducting a second training in January. Tyler will go live in March. Brayden Walker is out for training.

Clerk Fields reported that the Post System Audit was done for the 2024 General Election and no discrepancies were found. So the election is officially wrapped up.

Commissioner Vincent wanted to thank the County for his years of service.

ADJOURN: At 1:10 p.m., Commissioner Vincent moved to adjourn after lunch. Commissioner Miller seconded. There was no further discussion. Vote: ALL AYE. Motion carried.

Meeting Announcements: The next regular meeting will be held on Tuesday, January 14, 2025 at 9:00 a.m. The next Joint Communication meeting will be held on Tuesday, March 11, 2025 at 10:00 a.m.

**Board of Union County Commissioners
Union County, New Mexico**

ATTEST

SEAL

Clayton F. Kiesling - Chairman

Devian Fields – County Clerk

W. Carr Vincent - Vice Chairman

Lloyd 'Red' Miller - Member

MEMORANDUM

TO: County Commissioners

FROM: Brandy Thompson, County Manager

SUBJECT: Public Hearing – Tax Rebate Ordinance

Purpose: To conduct a public hearing to consider adoption of the indicated ordinance.

Discussion:

The following hearing needs to be conducted:

Tax Rebate Ordinance Hearing In accordance with State Statute 7-2-14.3 G (Enclosure 1) in January of every odd year, the Board of Commissioners will hold a public hearing to entertain a property tax rebate for low-income taxpayers. The county has never passed such an ordinance.

Commissioners should pay particular attention to paragraph 7-2-14.3 I.

The hearing has been published in the Union County Leader on December 25, 2024.

This is an extremely complex issue and if adopted, the county would have to make the State whole in any money rebated to the low-income tax payers. According to Property Control Division, only two counties have the ordinance in place, Santa Fe and Los Alamos. One county experimented with the ordinance and that was Sandoval County and they abandoned the program when it was determined that the program dramatically and unpredictably cut the revenues of the county.

Recommendation: Consider the results of the hearing and after considering all inputs, take appropriate action. County manager strongly recommends against adoption.

7-2-14.3. Tax rebate of part of property tax due from low-income taxpayer; local option; refund.
Statute text

A. The tax rebate provided by this section may be claimed for the taxable year for which the return is filed by an individual who:

- (1) has his principal place of residence in a county that has adopted an ordinance pursuant to Subsection G of this section;
- (2) is not a dependent of another individual;
- (3) files a return; and
- (4) incurred a property tax liability on his principal place of residence in the taxable year.

B. The tax rebate provided by this section shall be allowed for any individual eligible to claim the refund pursuant to Subsection A of this section and who:

- (1) was not an inmate of a public institution for more than six months during the taxable year;
- (2) was physically present in New Mexico for at least six months during the taxable year for which the rebate is claimed; and
- (3) is eligible for the rebate as a low-income property taxpayer in accordance with the provisions of Subsection D of this section.

C. A husband and wife who file separate returns for the taxable year in which they could have filed a joint return may each claim only one-half of the tax rebate that would have been allowed on the joint return.

D. As used in the table in this subsection, "property tax liability" means the amount of property tax resulting from the imposition of the county and municipal property tax operating impositions on the net taxable value of the taxpayer's principal place of residence calculated for the year for which the rebate is claimed. The tax rebate provided in this section is as specified in the following table:

LOW-INCOME TAXPAYER'S PROPERTY TAX REBATE TABLE

Taxpayer's Modified Gross Income		Property Tax Rebate
But Not		
Over	Over	
\$0	\$8,000	75% of property tax liability
8,000	10,000	70% of property tax liability
10,000	12,000	65% of property tax liability
12,000	14,000	60% of property tax liability
14,000	16,000	55% of property tax liability
16,000	18,000	50% of property tax liability
18,000	20,000	45% of property tax liability
20,000	22,000	40% of property tax liability
22,000	24,000	35% of property tax liability.

E. If a taxpayer's modified gross income is zero, the taxpayer may claim a tax rebate in the amount shown in the first row of the table. The tax rebate provided for in this section shall not exceed three hundred fifty dollars (\$350) per return and, if a return is filed separately that could have been filed jointly, the tax rebate shall not exceed one hundred seventy-five dollars (\$175). No tax rebate shall be allowed any taxpayer whose modified gross income exceeds twenty-four thousand dollars (\$24,000).

F. The tax rebate provided for in this section may be deducted from the taxpayer's New Mexico income tax liability for the taxable year. If the tax rebate exceeds the taxpayer's income tax liability, the excess shall be refunded to the taxpayer.

G. In January of every odd-numbered year in which a county does not have in effect an ordinance adopted pursuant to this subsection, the board of county commissioners of the county shall conduct a public hearing on the question of whether the property tax rebate provided in this

section benefiting low-income property taxpayers in the county should be made available through adoption of a county ordinance. Notice of the public hearing shall be published once at least two weeks prior to the hearing date in at least one newspaper of general circulation in the county and broadcast at some time within the week before the hearing on at least one radio station with substantial broadcasting coverage in the county. At the public hearing, the board shall take action on the question and if a majority of the members elected votes to adopt an ordinance, it shall be adopted no later than thirty days after the public hearing.

H. An ordinance adopted pursuant to Subsection G of this section shall specify the first taxable year to which it is applicable. The board of county commissioners adopting an ordinance shall notify the department of the adoption of the ordinance and furnish a copy of the ordinance to the department no later than September 1 of the first taxable year to which the ordinance applies.

I. No later than July 1 of the year immediately following the first year in which the low-income taxpayer property tax rebate provided in the Income Tax Act [this article] is in effect for a county, and no later than July 1 of each year thereafter in which the tax rebate is in effect, the department shall certify to the county the amount of the loss of income tax revenue to the state for the previous taxable year attributable to the allowance of property tax rebates to taxpayers of that county. The county shall promptly pay the amount certified to the department. If a county fails to pay the amount certified within thirty days of the date of certification, the department may enforce collection of the amount by action against the county and may withhold from any revenue distribution to the county, not dedicated or pledged, amounts up to the amount certified.

J. As used in this section, "principal place of residence" means the dwelling owned and occupied by the taxpayer and so much of the land surrounding it, not to exceed five acres, as is reasonably necessary for use of the dwelling as a home and may consist of a part of a multi-dwelling or a multipurpose building and a part of the land upon which it is built.

History

History: Laws 1994, ch. 111, § 1; 1997, ch. 196, § 1.

Annotations

The 1997 amendment revised the table in Subsection D to add the last four income ranges; and in Subsection E, in the second sentence, substituted "three hundred fifty dollars (\$350)" for "two hundred fifty dollars (\$250)", substituted "one hundred seventy-five dollars (\$175)" for "one hundred twenty-five dollars (\$125)", and in the third sentence substituted "twenty-four thousand dollars (\$24,000)" for "sixteen thousand dollars (\$16,000)". Laws 1997, ch. 196 contains no effective date provision, but, pursuant to N.M. Const., art. IV, § 23, is effective June 20, 1997, 90 days after adjournment of the legislature. See Volume 14 NMSA 1978 for "Adjournment Dates of Sessions of Legislature" table.



Clayton Kiesling
Chair
Lloyd Miller
Member
Justin Bennett
Member

PO Box 430
Clayton, NM 88415
(575)374-8896
(575)374-2763 Fax
www.unionnm.us

Brandy Thompson
County Manager
Stephen C. Ross
County Attorney

APPOINTING & ACKNOWLEDGING MEMBERS OF THE COUNTY PROTEST BOARD

WHEREAS, the Union County Board of Commissioners met according to notice of meeting duly published at the Union County Administration Building located at 200 Court St., Clayton, New Mexico on the 14th day of January, 2025 at 9:00 a.m., and;

WHEREAS, pursuant to NMSA 1978, Section 7-38-21 property owners have the right to protest the value or classification determined for their property for property taxation purposes, and;

WHEREAS, NMSA 1978, Section 7-38-25 provides in pertinent part that there shall be a county protest board in each county, to hear and decide protest of determinations made by county assessors & protested under Section 7-37-24 NMSA 1978, consisting of three voting members & three alternatives who shall not hold any elective public office during the term of their appointment nor shall any such member of alternate be employed by the state, a political subdivision or a school district during the term of his appointment, and;

WHEREAS, NMSA 1978, Section 7-38-25 further provides that “one member and one alternate shall be a qualified elector of the county and shall be appointed by the board of county commissioners for the term of two years; one member and one alternate shall be a qualified elector of the county, shall have demonstrated experience in the field of valuation of property and shall be appointed by the board of county commissioners for a term of two years; and one member and one alternate shall be a property appraisal officer employed by the department, assigned by the director and shall be the chairman of the board.”

NOW, THEREFORE, BE IT RESOLVED, that the Union County Board of County Commissioners appoints the following members and their alternates pursuant to NMSA 1978, Section 7-38-25.

Qualified Elector of Union County:

Ferron Lucero 1/27

Member Term Expiring On: _____

Carlota Ulibarri 1/27

Alternate Term Expiring On: _____

Qualified Elector of Union County with experience in the field of valuation of property:

Rosie DeHerrera

1/27

Term Expiring On: _____

Member

Frankie Aragon

1/27

Term Expiring On: _____

Alternate

APPROVED, ADOPTED, AND PASSED on this 14th day of January, 2025.

Attested

Chair

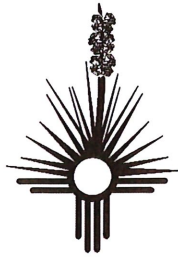
Member

Member

UNION COUNTY BOARD APPOINTMENTS

January 14, 2025

	2023	2025
1. Chairperson	<u>Clayton Kiesling</u>	<u></u>
2. Vice-Chair	<u>W. Carr Vincent</u>	<u></u>
3. Equalization Board	<u>Rosie DeHerrera</u>	<u></u>
	<u>Ferron Lucero</u>	<u></u>
4. Economic Development	<u>Clayton Kiesling</u>	<u></u>
	<u>Brandy Thompson</u>	<u></u>
5. Eastern Plains (EPCOG)	<u>Clayton Kiesling</u>	<u></u>
	<u>Brandy Thompson</u>	<u></u>
6. Library Board	<u>W. Carr Vincent</u>	<u></u>
	<u>Red Miller</u>	<u></u>
7. NERTPO	<u>Clayton Kiesling</u>	<u></u>
	<u>Brandy Thompson</u>	<u></u>
8. Historical Society	<u></u>	<u></u>
9. Chamber of Commerce	<u></u>	<u></u>
	<u></u>	<u></u>
10. RC & D	<u>Carr Vincent</u>	<u></u>
11. NMAC (Elected)	<u>Clayton Kiesling</u>	<u></u>
12. NM County Insurance Authority	<u>Brandy Thompson</u>	<u></u>
	<u>Cheryl Garcia</u>	<u></u>
13. Ports- to- Plains	<u>Clayton Kiesling</u>	<u></u>
		<u></u>
14. NEEDO	<u>Lynette Keeth</u>	<u></u>
		<u></u>
15. Health Council	<u>Kris Lawrence</u>	<u></u>
	<u>Jody Reeser</u>	<u></u>
16. Workforce Solutions	<u>Clayton Kiesling</u>	<u></u>



Union County

Clayton Kiesling
Commissioner
Lloyd Miller
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Justin Bennett
Commissioner

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(575)374-2763 Fax
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Brandy Thompson
County Manager

Stephen C. Ross
County Attorney

2025 SCHEDULE OF COMMISSION MEETINGS
9:00 AM
BOARD OF COUNTY COMMISSION CHAMBERS
200 COURT ST
CLAYTON NM 88415

JANUARY 14, 2025

FEBRUARY 11, 2025

MARCH 11, 2025

MARCH 13, 2025 - WORK SESSION

APRIL 8, 2025

MAY 13, 2025

JUNE 10, 2025

JULY 8, 2025

AUGUST 12, 2025

SEPTEMBER 9, 2025

OCTOBER 14, 2025

NOVEMBER 10, 2025

DECEMBER 9, 2025

JANUARY 13, 2026

UNION COUNTY
UNION COUNTY ADMINISTRATION
PO BOX 430 CLAYTON
NEW MEXICO 88415

Board of Commissioners
Clayton Kiesling
Lloyd Miller
Justin Bennett

Brandy Thompson
County Manager
Stephen C. Ross
County Attorney

OPEN MEETINGS ACT POLICY FOR UNION COUNTY

RESOLUTION NO. 2025-37

A SPECIAL RESOLUTION TO CONCLUDE AND DETERMINE IN WHAT MANNER REASONABLE NOTICE SHALL BE GIVEN TO THE PUBLIC RELATIVE TO THE FORMULATION OF PUBLIC POLICY, DISCUSSION OF PUBLIC BUSINESS, OR WHEN FORMAL ACTION IS TAKEN BY THE BOARD OF COUNTY COMMISSIONERS OF UNION COUNTY, NEW MEXICO, OR ANY OF ITS AGENCIES, AUTHORITIES, COMMISSIONS, COMMITTEES, OR OTHER POLICY-MAKING BODIES.

WHEREAS, NMSA 1978, Section 10-15-1 *et seq.* (1953), the Open Meetings Act, provides in relevant part that, "... the formation of public policy or the conduct of business by vote shall not be conducted in a closed meeting ..." and that "... meetings of a quorum of members of any board, commission or other policy-making body of any county held for the purpose of formulating public policy, including the development of personnel, policy, rules, regulations, or ordinances discussing public business or for the purpose of taking any action within the authority or the delegated authority of any board, commission or other policy-making body, are declared to be public meetings open to the public at all times, except as otherwise provided in the Constitution or the provisions of the Open Meetings Act ...";

WHEREAS, the Open Meetings Act further provides in material part that "... any meetings at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs, and at which a majority or quorum of the body is in attendance, and any closed meetings, shall be held only after reasonable notice to the public ..." and "... the affected body shall determine at least annually in a public meeting what notice for a public meeting is reasonable when applied to that body..."; and

WHEREAS, the Board of County Commissioners of Union County, as the "affected body" and by virtue of this Resolution, intends to comply with the requirements of the Open Meetings Act and further, the Board of County Commissioners herein determines reasonable notice to the public of its meetings for the upcoming calendar year as contemplated by the Open Meetings Act.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF THE COUNTY OF UNION, NEW MEXICO that:

SECTION 1: REGULAR AND SPECIAL MEETINGS: NOTICE. Notice of any and all regular and special meetings of the Board of County Commissioners shall be posted three (3) days in advance of any meeting. For purposes of the preceding sentence and this resolution generally, a "meeting" is a meeting of a quorum of members of the Board of County Commissioners or boards, agencies, authorities, commissions, committees, or other policy-making bodies operating under the authority of the Board of County Commissioners, that is held for the purpose of formulating public policy, conducting business by vote, formulating public policy, discussing public business or taking any action within the authority of or the delegated authority, or as otherwise specified in NMSA 1978, Section 10-15-1(A) and (B). Notice of a meeting shall also be provided to broadcast stations licensed by the federal communications commission and newspapers of general circulation that have provided a written request for such notice pursuant to NMSA 1978, Section 10-15-1(D). In addition, there shall be made available to the general public and interested persons a copy of the agenda for each meeting, which shall be posted in the office of the County Clerk of Union County, New Mexico, at least three (3) days prior to the meeting. The agenda shall also be posted at the same time on the Union County website (unionnm.us). Each meeting notice shall include an agenda containing specific items of business to be discussed or transacted at the meeting or information on how the public may obtain a copy of such agenda. Except for emergency items, the Board of County Commissioners shall take action only on items appearing on the agenda. The Board of County Commissioners may give notice of its annual meeting schedule in lieu of individual meeting notices so long as the schedule is published as described above; in this instance, agendas of each meeting must be posted and placed on the Union County internet website as provided herein. From January 1, 2025, through December 31, 2025, regular meetings of the Board will be held at the times, days and the place specified in Appendix 1, attached hereto.

SECTION 2: REGULAR MEETINGS, SCHEDULE AND LOCATION. Regular meetings shall be held on the second Tuesday of each month and shall begin at the hour of 9:00 a.m. Regular meetings shall be held in the County Commission Chambers in Clayton, New Mexico. Nothing shall prohibit the Board of County Commissioners from rescheduling a regular meeting with notice as described in Section 1, herein.

SECTION 3: SPECIAL MEETINGS, SCHEDULE AND LOCATION. Special meetings may be held as needed upon notice described in Section 1, herein. A special meeting may be held in the County Commission Chambers in Clayton, New Mexico, or some other location specified in the notice.

SECTION 4: APPLICABILITY. This resolution shall apply to each meeting of a quorum of each board, commission, committee, agency, authority or other policy-making body operating under the authority of the Board of County Commissioners.

SECTION 5: EMERGENCY MEETINGS, NOTICE. Notwithstanding any provision contained herein, the Chairman of the Board of County Commissioners or a majority of the commissioners

may call an emergency meeting of the Board of County Commissioners to consider an emergency matter. "Emergency" refers to unforeseen circumstances that, if not addressed immediately by the public body, will likely result in injury or damage to persons or property or substantial financial loss to the public body. Emergency meetings may be conducted at a time or place designated by the person or persons calling the meeting. Notice of such emergency meeting shall be that which is reasonably practicable under the circumstances existing, but at a minimum must include posting of the agenda in advance of the meeting, and notice to local broadcast stations and newspapers of general circulation of such meeting; the notice given may be either written or oral. Within ten (10) days of taking action on an emergency matter, the Board of County Commissioners shall report to the Attorney General's office the action taken and the circumstances creating the emergency, except where the emergency has also resulted in the declaration of a state or national emergency.

SECTION 6: CLOSED MEETINGS. Notwithstanding any provision contained herein, the Board of County Commissioners may call or close a meeting for the purpose of discussing the following items:

- (1) Issuance, suspension, renewal or revocation of a license;
- (2) Limited personnel matters, including the discussion of hiring, promotion, demotion, dismissal, assignment or resignation of or the investigation or consideration of complaints or charges against any individual public employee;
- (3) Deliberations in connection with an administrative adjudicatory proceeding; for purposes of this subparagraph, an administrative adjudicatory proceeding is a proceeding brought by or against a person before a public body in which individual legal rights, duties or privileges are required by law to be determined by the public body after an opportunity for a trial-type hearing;
- (4) Bargaining strategy preliminary to collective bargaining negotiations between the Board of County Commissioners and a bargaining unit representing the employees of the County, and collective bargaining sessions during which the Board of County Commissioners and the representatives of the collective bargaining unit are present;
- (6) Purchases in an amount exceeding two thousand five hundred dollars (\$2,500) that can be made only from one source, and discussions concerning competitive sealed proposals solicited pursuant to the Procurement Code;
- (7) Meetings subject to the attorney-client privilege pertaining to the threat of litigation or pending litigation in which Union County is or may become a participant;
- (8) The acquisition or disposal of real property or water rights; or

- (9) Those portions of meetings of committees or boards of public hospitals where strategic and long-range business plans or trade secrets are discussed.

If a meeting is closed for any of the foregoing reasons, the closure, if made in an open meeting, shall be approved by a majority vote of a quorum of the Board of County Commissioners; the authority for the closure and the subject to be discussed shall be stated with reasonable specificity in the motion calling for the vote on the closed meeting; the vote shall be taken in an open meeting and the vote of each individual member shall be recorded in the minutes. Only those subjects announced or voted upon prior to closure by the policymaking body may be discussed in a closed meeting. If a closure is called for when the Board of County Commissioners is not in an open meeting, the closed meeting shall not be held until three (3) days' notice of the meeting is given which states the specific provision of the Open Meetings Act authorizing the closed meeting and stating with reasonable specificity the subject to be discussed.

No action may be taken during a closed meeting.

Following completion of any closed meeting, the minutes of the open meeting that was closed or the minutes of the next open meeting if the closed meeting was separately scheduled shall state that the matters discussed in the closed meeting were limited only to those specified in the motion for closure or in the notice of the separate closed meeting. The statement shall be approved by the Board of County Commissioners.

SECTION 7. MINUTES. The Board of County Commissioners, and any boards, agencies, authorities, commissions, committees, or other policy-making bodies operating under the authority of the Board of County Commissioners shall keep written minutes of all its meetings, except those meetings closed in compliance with Section 6 of this Resolution. The minutes shall include, as a minimum, the date, time and place of the meeting, the names of members in attendance and those absent, the substance of the proposals considered and a record of any decisions and votes taken which show how each member voted. All minutes shall be open to public inspection. Draft minutes shall be prepared within ten (10) working days after the meeting and shall be approved, amended or disapproved at the next meeting where a quorum is present. Minutes shall not become official until approved by the Board of County Commissioners.

SECTION 8. ADDITIONAL NOTICES. Notwithstanding any provision contained herein, the Chairman of the County Commission may establish such additional notice as he may deem necessary and advisable under the circumstances.

SECTION 9. CITIZENS' FORUM. Meetings of the Board of County Commissioners shall include on the agenda for each Regular Meeting an item entitled "Citizens Forum" wherein citizens may express any views or issues of concerns to the Commission and Union County citizens; provided, however, that in order to allow the County Manager, staff, and Commission to respond adequately to citizens comments, interested citizens who wish to address the Commission in the Citizens Forum may be required to provide the Union County

Administrative staff with notice of the substance of the proposed comments at least three (3) days prior to scheduled meetings.

SECTION 10. RESCINDING PRIOR RESOLUTIONS. Resolution No. 2024-22 amended, adopted on January 11, 2024 is hereby rescinded and superseded by this Resolution. Any prior resolutions concerning public notice under the Open Meetings Act are hereby rescinded and superseded by this resolution.

PASSED, ADOPTED, APPROVED AND SIGNED THIS 11TH DAY OF JANUARY 2024.

BOARD OF UNION COUNTY COMMISSIONERS

A T T E S T

Chairman

S E A L

Member

Member

County Clerk



RESOLUTION NUMBER 2025-38

**DELEGATION OF AUTHORITY TO THE COUNTY MANAGER TO ENTER INTO
CERTAIN CONTRACTS AND SETTLEMENT AGREEMENTS**

WHEREAS, the Union County Board of County Commissioners reserves unto itself the sole authority to sign contracts with vendors, service providers and funding agencies on behalf of Union County; and

WHEREAS, the Union County Board of County Commissioners reserves unto itself the sole authority to expend funds to procure goods and services for Union County expect as that authority is delegated through the annual budget process; and

WHEREAS, the Union County Board of County Commissioners has hired a professional County Manager to among other things, manage the day-to-day business of Union County; and

WHEREAS, the Union County Board of County Commissioners, recognizes that it would improve the efficiency and effectiveness of County operations by granting the County Manager certain limited authority to sign contracts on behalf of the Board of County Commissioners.

NOW THEREFORE BE IT RESOLVED that the Union County Board of County Commissioners hereby delegates to the County Manager the authority to sign contracts or agreements with vendors, contractors and professional service providers and State and Federal Agencies, with the stipulation that funds must be budgeted and available, the Union County procurement policy must be followed, and County Manager must consult with Chairman for any amount over \$500,000.00 prior to executing. Any contract, agreement, or settlement entered into pursuant to this resolution shall be presented to the Board of County Commissioners at its next regularly scheduled Commission meeting. This resolution will terminate on December 31, 2025.

PASSED, APPROVED AND ADOPTED this 14th day of January, 2025.

BOARD OF COUNTY COMMISSIONERS OF UNION COUNTY, NEW MEXICO

**A T T E S T
S E A L**

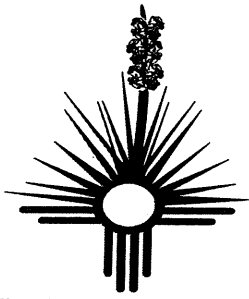
County Clerk

By:

Chairman

Member

Member



Union County

Clayton Kiesling
Chair
Carr W. Vincent
Member
Lloyd "Red" Miller
Member

PO Box 430
Clayton, NM 88415
(575)374-8896
(575)374-2763 Fax
www.unionnm.us

Brandy Thompson
County Manager

Stephen C. Ross
County Attorney

MISDEMEANOR COURT COMPLIANCE OFFICER PROTOCOL

PURPOSE

The purpose of these procedures is to maximize, to the extent possible, community safety through a structured regiment of frequent face-to-face and telephone contacts between the assigned Court Compliance Officer and the client.

GUIDELINES

The procedures of the Union County DWI Program (UCDWI) ensure meaningful contact with each client as per UCDWI Program guidelines. The Court Compliance Officer (CCO) will schedule each client an initial intake appointment and necessary follow-up appointments to ensure accurate tracking and compliance with court-ordered sanctions and the Misdemeanor Court Compliance Officer (MCCO) policies and procedures. These contacts will include face-to-face contacts with the client, telephone contacts with outside agencies that provide direct services to the client, telephone contacts with the client and UCDWI/MCCO staff members as well as other providers. The frequency of contacts shall, at a minimum, adhere to the requirements listed below.

REFERRAL SOURCES

Referrals will be accepted from the Union County Magistrate Court. The 8th Judicial District Court on cases pled down from felony level charges to a misdemeanor. Referrals for courtesy supervision will also be considered from other counties throughout New Mexico and adjacent states, if requested.

REQUIREMENTS

For DWI or Other Alcohol Related Offenses:

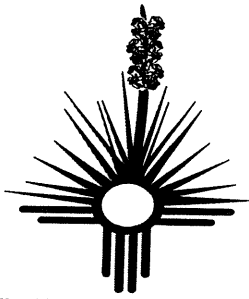
The following cases will be accepted into the MCCO:

- DWI – 1st, 2nd, 3rd offense;
- DWI – Felony offenses pled down to misdemeanors;
- DWI reduced to reckless driving;
- Shoplifting that includes the theft of alcohol or if the offender is under the influence during the crime.

For DV Offenses:

The following cases will be accepted into the MCCO:

- Battery on a household member;
- Aggravated Battery;
- Violation of a Restraining Order when alcohol is a contribution factor;
- Felony charges reduced to a misdemeanor;



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County Attorney

- Alcohol must be a contribution factor for the referral to the MCCO. If the contributing factor is a substance other than alcohol, the referral may be considered;
- The District Attorney's office shall process and review a NCIC report on each offender prior to sentencing for suitability of supervision through the MCCO;
- If it is determined that the offender is not suitable for supervision through the MCCO, the court will provide an alternative sentence;
- The District Attorney's office shall exchange contact information between the victim and the MCCO to allow for contact with the victim on an as needed basis.

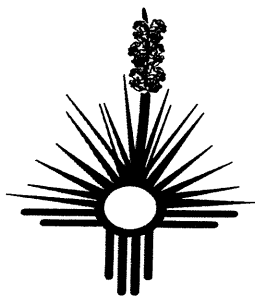
For Other Misdemeanors (Non-Alcohol Related):

- Non-alcohol related offenses will be considered for supervision with the understanding that the number of non-alcohol related cases cannot and will not exceed the greater percentage of the MCCO's alcohol-related caseload;
- The UCDWI has the authority to suspend acceptance of cases when the MCCOs are overloaded. The courts will be provided adequate notice if/when this occurs.

Client Intake Post-Trial: Upon receiving judgment and sentence (J&S) from the court, clients must report (in person or by telephone) to the Union County Misdemeanor Court Compliance Officer within the timeframe prescribed by the Judge at the time of sentencing unless contact with the MCCO has been established directly following sentencing or the J&S indicates differently. Client will be scheduled for an initial intake appointment at which time he/she will submit general information.

MCCO will explain the J&S to the client so that the client has an understanding of the court's mandates. In addition, the MCCO will review and explain the following documents to the client and obtain the client's signature on each:

- Contract with MCMP;
 - Supervision Plan;
 - Statement for Alcohol and Drug Testing;
 - Impaired Driving Assessment (IDA) Referral;
 - Consent to Release of Confidential Information;
 - Community Service Acknowledgement and Community Service Liability Release;
 - Ignition Interlock Acknowledgement and Understanding;
 - Affidavit for Purposes of Ignition Interlock if needed;
 - Appropriate program referrals;
 - Drug Testing Instruction Sheet.
- If a client resides out-of-state and probation cannot be transferred, the initial intake and subsequent check-ins shall be completed via telephone, email, or virtual platform. The same documents and information listed above will be addressed with the client.



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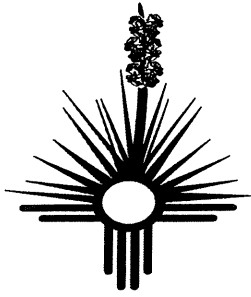
Brandy Thompson

County Manager

Stephen C. Ross

County Attorney

- The duration of client participation in the MCCO shall be determined by the J&S document and/or by the Judge involved in the case.
- Clients shall be required to maintain contact with the MCCO as follows:
Per Supervision Plan completed at initial intake and completed every 90-days thereafter:
 - Low Level = Once a month, face-to-face, and once a month by telephone;
 - Medium Level = Twice a month, face-to-face;
 - High Level = Twice a month, face-to-face, and twice a month by telephone;
 - Highest Level = Once a week, face-to-face, and as required by CCO;
 - Risk assessments utilized will include, but not be limited to, the Impaired Driving Assessment (IDA), the Austin Risk Assessment, and/or the Risk and Needs Triage (RANT) screening tool.
- First time clients of the MCCO may file a motion with the court for a hearing to request unsupervised probation when their mandates have been completed, they have at least 90-days of sobriety from alcohol and drugs, and there have been no new arrests, criminal charges, or ignition interlock violations (if applicable).
- Repeat clients of the MCCO will not be considered for early release from supervision. Exceptions to this rule may include the client's positive progress and at least three-quarters of their probation time completed, in addition to the requirements listed above. If eligible, the client must motion the court for a hearing to request unsupervised probation.
- Any client wishing to motion the court for early release from supervision may not receive a positive recommendation from the MCCO; therefore, the MCCO or the Court may request a hearing to discuss the matter further.
- Clients sentenced to supervised probation longer than 364 days and who live out-of-state or wish to move out-of-state must be eligible for transfer through the Interstate Compact for Adult Offender Supervision (ICAOS). All requirements must be met prior to the client's relocation. When the formal agreement between states has been met, supervision of the client will be administered by the receiving state and ICAOS rules shall be instituted.
- Each client involved in the MCCO shall be required to be tested for both drugs and alcohol via breath, saliva, and/or urine. The testing regiment will be administered as follows:
 - Initial Testing – Unobserved urine analysis's (UAs) will be administered with both male and female clients, unless the contracted agency to administer line-of-sight UAs is present during the client's initial intake. There will be no charge to the client for the initial test. Positive results will be documented and if the client admits to the use of drugs/alcohol, a statement of admission will be signed by the client. UA samples positive for TCH will be



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(575)374-2763 Fax
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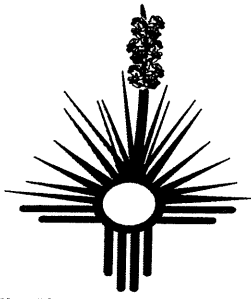
County Attorney

sent to the lab to document the client's levels, unless the client has a valid medical cannabis card. If the client denies use following the UA, the specimen will be sent to the lab at their expense. Positive results based on the UA may be reported to the presiding court as non-compliance. If the UA returns a negative result, the client will not be charged the lab fee.

- **Random Testing** – The MCCO will provide the client with a 'Call In Code' and Drug Testing Instruction Sheet and explain the procedure for calling in daily to see if they must report for testing.
- The client will have until 4:45 pm that same day to report to the MCCO. The frequency of random testing will be determined by the supervising MCCO but not less than once per month. Continual positive results on random tests will be documented and reported to the presiding court as non-compliance and possible probation violation revocation. If the client disputes the results, their UA sample will be sent to the lab for confirmation. The client will be charged a fee if lab confirmation is positive. All fees will be added to the client's account with the compliance program and shall be collected by the MCCO.
- **Reasonable Suspicion Testing** -- During any check-in visits, if the MCCO smells an odor of alcohol or the attempt to cover up the odor of alcohol and/or observes odd or uncharacteristic behavior, the client will be subject to saliva, breathalyzer, and/or urine testing. There will be no fee for reasonable suspicion testing. The same process outlined in the Random Testing section listed above will be followed for positive results.
- **Failure to Report for Random Testing** -- A client's failure to report for random testing will be treated as a positive result. The client will be charged a fee of \$15 for the missed test and repeated missed tests will be reported to the presiding court as non-compliance and possible probation violation revocation.
- If the client is undergoing drug testing elsewhere (treatment facility, Adult Probation and Parole, etc.), they will not be required to submit to another random test at UCDWI. The MCCO will make contact with the other testing agency to request notification of positive results. Continual positive tests and/or no-shows will be reported to the sentencing Judge, with recommendations for sanctions if deemed necessary. Clients will not be required to undergo drug testing if specified on conditions of release or J&S.

○ **Referrals:**

- **For DWI Offenses:** Each client will be provided with a referral and a list of agencies where they may complete their DWI School, Victim Impact Panel (VIP), Community Service, and Treatment (if applicable).
- **For DV offenses:** Each client will be provided with a referral to our local treatment providers or another treatment partner. Referrals for the 52-week, CYFD-approved, Family Peace Initiative (FPI) Program will be provided to Alternatives to Violence or a Batterer's Intervention Program agency for Spanish-speaking individuals or for those who reside in Union County. If a donation has been mandated by the court, then proper information will be provided to the client so that they may fulfill that obligation.



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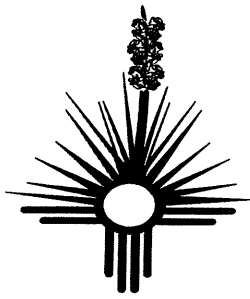
Brandy Thompson

County Manager

Stephen C. Ross

County Attorney

- **For Other Misdemeanors:** Per the J & S provided by the court, any and all necessary referrals will be issued to the client to maintain compliance.
- **Screening (Impaired Driving Assessment (IDA)):**
 - The Screening is comprised of two parts. The State mandated IDA followed by a face-to-face Assessment with UCDWI personnel. The MCCO shall administer the screening and communicate with the treatment providers from the UCDWI Program to ensure that the client has reported for their full Assessment. The presiding court will be provided a notice of completion of the IDA and the Screening will remain on file as part of the County DWI Program database. The treatment providers are provided with a referral from the MCCO for follow-up assessment and treatment plan if necessary. MCCO have been trained on the administration of the IDA and the Noble Case Manager database; therefore, they will have access to the IDA Report and Summary, should they wish to utilize its results during their assessment for treatment. Referrals to outside treatment providers will not include a copy of the IDA Summary. If treatment is recommended/required, the Court will be provided with a certificate of completion when counseling has been successfully completed. Failure to comply with treatment requirements will be reported to the Court as a probation violation.
- **Treatment:**
 - **For DWI offenses:** The MCCO will follow up with treatment providers pursuant to the referral to ensure that the client has reported to their facility for intake. If the client requires treatment (anger management, etc.), they will be required to complete their treatment plan. Treatment providers will not receive a copy of the IDA report. The treatment provider must notify the MCCO if the client is a no-show or is non-compliant with their treatment plan. The MCCO will then report the non-compliance to the Judge.
 - **For DV Offenses:** The MCCO will follow up with treatment providers pursuant to the referral to ensure that the client has reported to their facility for intake. If the client requires treatment (anger management, etc.), they will be required to complete their treatment plan. Treatment providers will not receive a copy of the IDA report. The treatment provider must notify the MCCO if the client is a no-show or is non-compliant with their treatment plan. The MCCO will then report the non-compliance to the Judge.
- **Ignition Interlock:** The MCCO will provide the client with a list of ignition interlock providers. The client will choose his/her preference of ignition interlock provider. The client will be given 30 days, or time specified by the court, to complete one of the following options:
 - Have the ignition interlock installed in their vehicle;



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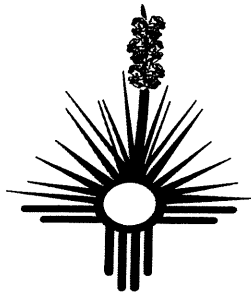
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- Provide documentation that an ignition interlock is scheduled to be installed in their vehicle; or if the client does not own a vehicle, their vehicle is inoperable or they do not have the funds with which to install the ignition interlock, an Affidavit will be signed by the client that also states they will not drive any vehicle without an ignition interlock.
 - The client must provide the MCCO with a copy of the contract from the ignition interlock provider and a copy of their interlock license. The MCCO will file the Affidavit or copy of the ignition interlock contract/interlock license with the court. If the client fails to provide any of the above, the MCCO will report this as non-compliance to the Judge. The ignition interlock provider will be notified by the MCCO to request that violation reports be forwarded to the MCCO during the client's probationary period. The MCCO will address those violations with the client. If there are more than two violation reports received for any one client, it will be reported to the presiding court as non-compliance and possible probation violation revocation.
- **Overnight Travel:** All clients requesting overnight travel must obtain prior approval and a travel permit from the supervising MCCO.
 - **Jail:** If the client is sanctioned to mandatory jail time, the MCCO will ensure that the Court's Order of Confinement is received by the detention center and a copy maintained for the client's file.
 - **Alcohol Monitoring via SCRAM Bracelet or a Remote Breath Device:** If a defendant is sanctioned to alcohol monitoring as a condition of release from jail or if a client is placed on a device as part of a probation violation, the UCDWI Program will make arrangements with a local monitoring company to place an ankle bracelet on the defendant or issue a Remote Breath device.
 - Any violations by way of alcohol or tampering of the bracelet will be reported to the UCDWI staff, by the monitoring company, who will then report the violation to the Judge. Any violations with the use of the Remote Breath device will be emailed directly to the referring UCDWI staff member and the same process stated above will follow. The client is responsible for the daily fee of the bracelet or the Remote Breath device and will pay that expense directly to the monitoring agency. If the client fails to pay, they will be in non-compliance.
 - **Restitution:** The District Attorney's office shall provide victim information to the MCCO and the MCCO shall ensure that the client follows the Restitution Order set forth by the court. Client must submit payments to their MCCO in the form of a money order or cashiers' check. If the client fails to comply, a notice of non-compliance will be submitted to the court for disposition. The MCCO shall forward the payment to the victim (via certified mail, electronic return receipt) within 24 hours of when the payment is collected if the MCCO has an accurate address for the victim. The MCCO may also contact the victim to pick up the payment at the UCDWI Program office within 24 hours. The victim must provide identification and sign for receipt of the money order. All restitution payments will be



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Clayton, NM 88415

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www.unionnm.us

Brandy Thompson

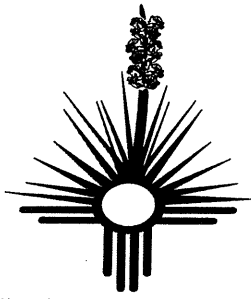
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distinctly marked as 'Restitution' and secured in a lock box until such time it is forwarded to the victim or the victim reports to the UCDWI Program office for collection.

- **Compliance Monitoring Payment:** Payments will only be accepted in the form of money order, cashiers' check, or debit/credit card payable to Union County. All Compliance Program staff may accept and receipt payments. Each client will be charged between \$15-\$50 per month until their mandatory requirements are completed. If the client must remain on supervised probation following the completion of their mandates, the compliance fee will be reduced to \$15 per month for the duration of their supervised probation.
- **Deposits:** Deposits will be placed in a locked box immediately upon collection and deposits shall be made within a 24-hour period of collection or as soon thereafter as reasonably possible, but within no more than 48 business hours after collection. In the event that the MCCO and DWI Program Coordinator are out of the office at the same time, one MCCO will receipt funds collected and the other MCCO will prepare the deposit and turn the same over to the Treasurer with Union County for processing.
- **Compliance Hearings:** A compliance hearing may be requested by the MCCO when a client has missed two (2) consecutive scheduled check-ins, two (2) random and/or positive drug tests, or at the 60-day mark if the client has not begun the mandatory minimums ordered by the court. If the client fails to appear for the court hearing, a bench warrant may be requested by the MCCO.
- **Probation Violation (PV) Affidavits:** The MCCO will file a PV Affidavit with the court when the client exceeds the number of warnings listed above or when the client is arrested on new alleged charges. The MCCO will also provide a copy of the PV affidavit to the District Attorney's office and the client's defense attorney who represented them in the original case along with any recommendations that the MCCO feels will be in the best interest of the client and/or the community (i.e. jail time, in-patient treatment, extended probation, etc.).
 - - A PV arraignment will be scheduled, and a subsequent hearing will follow, if necessary. The client's failure to appear at the court hearings is subject to a bench warrant being issued and that warrant being served by law enforcement or documentation that an attempt to serve the warrant was completed (i.e. in person, via certified mail, etc.). The important factor in this procedure is that the time has stopped on the client's probationary period. When the client has been arrested by law enforcement, the court will set another PV hearing.
- **Client Management Database:** The UCDWI shall maintain a client management system. The MCCO shall enter all data relative to all misdemeanor clients into the database, including probation notes. At the completion of a client's supervised probation, the client record shall be closed either successfully or unsuccessfully.



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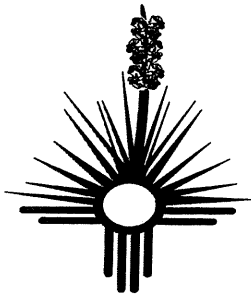
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- **Noble Case Manager:** The MCCO shall enter all completions of court-ordered mandates relative to DWI and alcohol-related DV offenders into the tracking database known as Noble Case Manager. The database must be updated quarterly, at a minimum. At the completion of a client's supervised probation, the client record shall be closed either successfully or unsuccessfully.
- **File Maintenance:** All documents signed during intake and copies of the client's completed mandates shall be maintained in a hard file secured in a locked file cabinet or electronically as an attachment in the client's record. When the client's supervised probation time is expired and their electronic client record has been closed, the file shall be removed from the active file cabinet and stored in-house, either electronically or by hard copy, for a period of six (6) years unless otherwise directed. Hard files shall then be destroyed in accordance with Section 14-1-8 NMSA 1978: Obsolete county records; notice of proposed destruction; preservation desired by state records administrator; delivery of documents and by following Union County's process for destruction of documents.
- **Client Appointments:** Each MCCO will schedule a time period to visit with each client on the status of their case. An appointment log and/or card will be given to each client by the MCCO to document the required scheduled appointment and for the client to give to their employer for justification that the client has a scheduled appointment with their MCCO.
- **Telephone Logs:** All Compliance staff shall keep record of any messages left by clients and will call the client back, if necessary, to verify that they did receive the telephone message.
- **Trainings:** All Compliance staff shall attend trainings (safety or otherwise) mandated by the New Mexico Department of Finance and Administration (DFA), the County of Union, the Local DWI Program, and as required for Accreditation purposes.
- **Meetings:** The Compliance staff is required to attend the UCDWI Planning Council meetings. MCCO shall be prepared to provide a brief report on the number of clients being monitored, the number of clients that failed to report/comply and/or pertinent information that occurred during the quarter. If the MCCO will not be able to attend a meeting, they shall prepare their report and provide the same to the DWI Program Coordinator for presentation at the DWI Planning Council meeting.
- **Teamwork:** The Compliance staff will work closely with all Judges, Court employees, the District Attorney's office, Defense Attorneys, and any agency that is involved with clients of the MCCO to ensure that all sanctions and mandates set forth by the courts are followed.
- **Code of Conduct:** Employees are always expected to conduct themselves in a positive manner in an order to promote the best interests of Union County and the Local DWI Program. Employees shall follow the chain of command and policies and procedures established by Union County.



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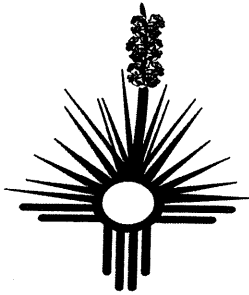
Stephen C. Ross

County Attorney

- **Confidentiality:** As per HIPAA regulations, there shall not be any volunteers or community service persons working for the UCDWI Program that directly involves contact with client records. Also, all treatment notes, screening/assessment, saliva tests and urine analysis results shall be marked CONFIDENTIAL and remain in-house during any status and/or PVR hearings.
- **Work Coverage:** The MCCO shall be responsible for scheduling their appointments with each client unless they request other Compliance staff to schedule on their behalf. The MCCO shall schedule their appointments accordingly, based on necessary time away from the office for trainings and/or personal leave. If the MCCO is out of the office due to illness, their scheduled appointments will be handled by one of the other MCCOs or clients will be contacted to cancel and reschedule their appointment. Compliance staff shall then document the visit/call and any areas of concern.

WHEREOF, the Local DWI Council have approved the Misdemeanor Court Compliance Officer Protocol as of the day and year below.

To Be approved By
DWI PLANNING COUNCIL



Union County

Clayton Kiesling
Chair
Carr W. Vincent
Member
Lloyd "Red" Miller
Member

PO Box 430
Clayton, NM 88415
(575)374-8896
(575)374-2763 Fax
www.unionnm.us

Brandy Thompson
County Manager

Stephen C. Ross
County Attorney

UNION COUNTY DWI PROGRAM MISSION STATEMENT

CLAYTON, NEW MEXICO

Date Adopted:

The mission of the Local DWI grant program is to reduce the incidence of DWI, alcoholism, alcohol abuse, and alcohol-related domestic violence. To uphold the integrity of the legal system and promote safety on the roads by ensuring court compliance measures and effectively coordinating DWI programs. Our mission is to ensure that offenders fulfill their legal obligations to the court system, while also reduce instances of impaired driving through education, enforcement, and rehabilitation initiatives. By fostering accountability and facilitating rehabilitation, we strive to create safer communities and prevent the tragic consequences of impaired driving. Through strong partnerships with multiple programs, agencies, and providers we aim to help DWI and Domestic Violence Offenders successfully complete programs that will help them to break the cycle of addition or abuse. The 1993 New Mexico Legislature enacted Laws of 1993, Chapter 65. A portion of the law created the Local DWI Grant Program Act, compiled as Sections 11-6A-1 through 11-6A-6, NMSA 1978, as amended.

VALUES

Ethical: Upholding the highest standards of honesty, integrity, and transparency in all professional dealings. Adhering to legal and ethical codes of conduct relevant to the position. Demonstrating respect for the rights and dignity of all individuals involved in the legal process, including defendants, victims, and colleagues. Avoiding conflicts of interest and ensuring impartiality and fairness in decision-making

Humane: Recognizing the human element in every case and treating all individuals with compassion, empathy, and dignity. Understanding the complex circumstances that may contribute to DWI offenses and misdemeanor violations, and offering support and resources for rehabilitation and assistance when appropriate. Striving to minimize the negative impact of legal proceedings on individuals' lives, while also prioritizing public safety and accountability.

Intelligent: Continuously updating knowledge and skills relevant to the role through ongoing education, training, and professional development. Using sound judgment and critical thinking to assess situations, evaluate evidence, and make informed decisions. Employing effective strategies and innovative approaches to address the challenges associated with DWI offenses and misdemeanor court compliance.

Competent: Demonstrating proficiency in the laws, regulations, and procedures related to DWI enforcement and misdemeanor court proceedings. Providing accurate information and guidance to defendants, legal representatives, and other stakeholders involved in the process. Collaborating with relevant agencies, organizations, and professionals to ensure the effective implementation of DWI programs and court compliance measures.

By adhering to these EHIC standards, DWI coordinators and misdemeanor court compliance officers can contribute to a fair, efficient, and humane legal system that promotes accountability, rehabilitation, and public safety.

GOALS

Promoting Public Safety: Ensure that individuals convicted of DWI offenses comply with court-ordered requirements to minimize the risk of future incidents and enhance public safety.

Monitoring Compliance: Regularly monitor and track the compliance of individuals with court-ordered conditions, such as attending alcohol education classes, completing community service, or attending treatment programs.

Providing Support Services: Connect individuals with appropriate support services, such as substance abuse treatment programs, counseling services, or educational resources, to address underlying issues contributing to their offenses.

Facilitating Rehabilitation: Collaborate with probation officers, treatment providers, and other stakeholders to develop and implement rehabilitation plans tailored to the needs of each individual, with the goal of reducing the likelihood of repeat offenses.

Enforcing Court Orders: Take appropriate enforcement actions, such as issuing warnings, receive monthly fines or fees, track offenders sentence to court compliance, or recommending sanctions to the court, for individuals who fail to comply with court orders.

Educating Offenders: Provide education and resources to individuals about the consequences of DWI offenses, the importance of complying with court orders, and strategies for avoiding future violations.

Enhancing Collaboration: Foster collaboration and communication among criminal justice agencies, treatment providers, community organizations, and other stakeholders to ensure a coordinated and effective response to DWI offenses.

Evaluating Program Effectiveness: Continuously evaluate the effectiveness of court-ordered interventions and compliance monitoring efforts through data collection, analysis, and feedback from stakeholders, with the aim of improving outcomes over time.

Maintaining Documentation: Ensure accurate and thorough documentation of compliance monitoring activities, interventions, and outcomes in case records and reports for court review and decision-making

Remaining Informed: Stay updated on relevant laws, regulations, best practices, and emerging trends in the field of DWI enforcement, compliance monitoring, and rehabilitation to enhance professional knowledge and skills.

Risk Assessment Tools: Utilize validated risk assessment tools to assess the level of risk each individual pose to reoffend. This helps in determining the intensity and frequency of supervision needed for each offender.

Cognitive-Behavioral Interventions: Implement cognitive-behavioral interventions aimed at addressing the underlying factors contributing to criminal behavior. These interventions can target areas such as substance abuse, anger management, and pro-social skills development.

Motivational Interviewing: Use motivational interviewing techniques to enhance the individual's intrinsic motivation to change their behavior. This involves collaborative conversations that evoke the person's own reasons for change.

Structured Supervision Plans: Develop structured supervision plans tailored to the individual's risk level, needs, and responsivity factors. These plans should include clear goals, objectives, and interventions to address criminogenic needs.

Swift and Certain Sanctions: Implement a system of swift and certain sanctions for non-compliance with court orders or supervision conditions. Research suggests that immediate and predictable consequences are more effective in deterring future misconduct.

Strengths-Based Approach: Focus on the individual's strengths and assets as well as their needs. Building on strengths can enhance self-efficacy and resilience, which are important factors in desistance from criminal behavior.


Collaboration with Community Resources: Establish partnerships with community-based organizations and service providers to address the various needs of offenders, such as housing, employment, education, and mental health services.

Regular Progress Monitoring: Conduct regular assessments to monitor the individual's progress in meeting their supervision goals and addressing criminogenic needs. Adjust supervision strategies as needed based on the individual's progress or lack thereof.

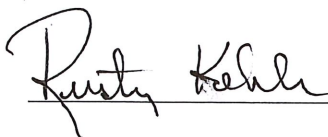
Training and Professional Development: Provide ongoing training and professional development opportunities for court compliance officers to ensure they are equipped with the knowledge and skills needed to effectively supervise offenders.


Evaluation and Quality Improvement: Continuously evaluate the effectiveness of supervision practices through data analysis and feedback mechanisms. Use this information to make improvements and refine supervision strategies over time.

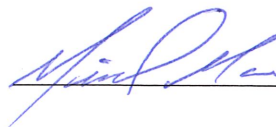
WHEREOF, the Local DWI Council have approved the Mission Statement as of the day and year below.

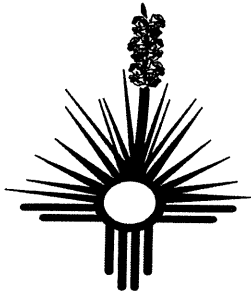






 301 JORDAN Tlapia

 5th CPD



Union County

Clayton Kiesling
Chair
Carr W. Vincent
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Brandy Thompson
County Manager

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County Attorney

BY LAWS OF UNION COUNTY DWI PLANNING COUNCIL CLAYTON, NEW MEXICO

Date Adopted:

ARTICLE I – OFFICES

The principal office of the Driving While Intoxicated (DWI) Planning Council, hereafter referred to as the DWI Planning Council, shall be in the Town of Clayton, County of Union, and the State of New Mexico. The address of the registered office may be changed by the DWI Planning Council. The 1993 New Mexico Legislature enacted Laws of 1993, Chapter 65. A portion of the law created the Local DWI Grant Program Act, compiled as Sections 11-6A-1 through 11-6A-6, NMSA 1978, as amended.

ARTICLE II – PURPOSES

To review current local alcohol abuse prevention programs. To identify areas of unmet needs and to develop funded comprehensive programs to combat alcohol related crime in Union County. The mission of the Union County DWI Planning Council is to foster cooperation among County and Municipal Government entities, neighborhood groups, community organizations, education establishments, businesses, service providers, law enforcement and judicial entities, religious institutions, and citizens of all ages to assure the optimal delivery of services in order to reduce the incidence of DWI and negative effects of alcohol use by children, youth and adults in Union County, and to create conditions that promote healthy, productive lifestyles.

ARTICLE III – GOALS

- A. To combat alcohol related crime through alcohol abuse education and rehabilitation programs. With community activities such as neighborhood watch, crime watch, and DWI Checkpoints or any other activity dedicated to the reduction of alcohol abuse and related crime.

- B. To gather and disseminate alcohol related health and crime data to the public and to the judiciary and legislature recommending changes in laws and procedures related to alcohol abuse.
- C. To support law enforcement officials in the enforcement of laws against alcohol related crime.

ARTICLE IV – FINANCING

To receive and maintain funds and or personal property, under the laws, statutes, ordinances, and policies that govern Union County government and, subject to the limitations and restrictions hereinafter set forth, to use and apply the whole or any part of funds therefrom and the principal thereof exclusively for accomplishing the scope of work agreed upon.

ARTICLE V – MEMBERS

Membership of the DWI Planning Council shall include:

- A. Persons who subscribe to the philosophy and goals of the DWI Planning Council and who wish to assist in accomplishing its stated purposes. The members of the planning council shall be selected to represent a broad spectrum of interests and may include county officials, DWI program and service providers, law enforcement officers, district attorney's office, alcohol counselors and therapists, school administrators, and local political leaders.
- B. The council will have five (5) voting officers. A minimum of three (3) members must consist of government regulated agencies such as law enforcement, school administrators, judicial officials, and counseling or therapeutic services. Two (2) additional members may be county resident members. Non-voting members are allowed and their input may be taken into consideration. Members who are absent for three consecutive meetings without agency representation may be removed/replaced from the Council, with the exception of government regulated agencies.

ARTICLE VI – MEETINGS

- A. The DWI Planning Council shall meet once a quarter. Time, location, and date of these meetings shall be set by decision of the DWI Planning Council. Planning council meetings will be held in accordance with the New Mexico Open Meetings Act NMSA 1978, Chapter 10, Article 15.
- B. Regular meeting:
A regular meeting of the DWI Planning Council shall be held on the second Tuesday of the first month of each quarter at a place to be announced by notification of the DWI Coordinator. The purpose of this meeting will be to conduct regular business of the DWI Planning Council.

C. Special Meeting:

Special meeting of the members may be called by the Chair, or any two officers, or by a written petition signed by not less than thirty-three percent (33%) of the members.

D. Place of Meeting:

The DWI Planning Council may designate a suitable meeting place within Union County for any Regular or Special meeting.

E. Notice of Meeting:

Written or verbal notice of any meeting regardless the time, place and date of the meeting shall be given three (3) days before the date of the meeting, either personally, by mail, email, or phone, by or at the direction of the Chair, Secretary, or the Officer calling the meeting, to each person entitled to a vote at the meeting.

F. Quorum:

A quorum constitutes a majority of the voting eligible council. A quorum shall not be reached if only citizen members are present. The majority must consist of a minimum of three (3) members who represent government regulated agencies, or two (2) government agency representatives and one (1) voting eligible citizen member.

ARTICLE VII – COMMITTEES

A. The Chair shall appoint the members of the Standing Committees.

B. Meetings of the committees shall be held at such times and places as may be designated by the Chairperson of each committee.

C. Quorum: A majority of any whole committee shall constitute a quorum for conducting the business of the committee, and the act of the majority of the committee present at a meeting shall be the act of the committee.

ARTICLE VIII – VOTING OFFICERS

A. Voting Officers:

Elected Voting Officers of the DWI Planning Council shall be a Chair, Vice Chair, and four (4) other eligible members. The DWI Coordinator shall be the seventh (7th) voting member. Program staff will be assigned the duties of Planning Council Secretary as part of their employment duties and will not be subject to election or term.

B. Election and Terms of Office:

1) The officers of the DWI Planning Council will be elected at the July Meeting by a majority vote of the members.

2) Each officer will hold office for two (2) years or until he or she resigns or has been removed in the manner hereinafter provided.

C. Removal:

Any officer may be removed by a majority vote of the members at a regular meeting at which a quorum is present, wherever in their judgment the best interests of the DWI Planning Council would be served thereby.

D. Vacancies:

A vacancy in office because of death, resignation, removal or otherwise, may be filled by the Chair for the unexpired portion of the term.

E. Chair:

The Chair will be the principal executive officer of the DWI Planning Council and shall supervise the business of the overall meetings of the general membership and shall perform the duties to the office of the Chair.

F. Vice Chair:

In the absence of the Chair, the Vice Chair shall perform the duties of the Chair.

G. Compensation:

Elected officers and members of the DWI Planning Council shall receive no salaries; certain expenses incurred by officers in the performance of their duties may be reimbursed or compensated by resolution of the membership, as allowable by the policies of the County of Union and the limitations of the funds.

H. Secretary:

The Program Staff assigned to carry out the Secretary duties shall:

- 1) Keep the minutes of the meetings of the DWI Planning Council;
- 2) See that all notices are given in accordance with the provisions of these bylaws;
- 3) Be custodian of the DWI Planning Councils records, all records to be maintained at the DWI Program Office;
- 4) Keep a register of members' contact information;
- 5) Perform all the duties of the office of Secretary and such other duties as the Chair may assign from time to time.

ARTICLE IX – FISCAL YEAR

The fiscal year of the DWI Planning Council shall begin on the first (1st) day of July, and shall end on the thirtieth (30th) day of June in each year.

ARTICLE X – FISCAL RESPONSIBILITIES

- A. Deposits: All funds received by the DWI Planning Council and not otherwise employed shall be deposited in a timely manner to the credit of the DWI Planning Council through the Union County Finance Department or Union County Treasurer's Office.
- B. Loans: No loans shall be contracted on behalf of the DWI Planning Council and no evidence of indebtedness shall be issued in its name.
- C. All expenditures of the Union County Planning Council must follow Union County rules of procurement and the limits set forth by funding agencies.
- D. The Budget for the Union County Planning Council will be managed by the Program Coordinator and overseen by County Manager.
- E. Gifts: The DWI Program Office may accept on behalf of DWI Planning Council any contribution, gift, bequest, or devise for the general purposes or any special purpose of the DWI Planning Council. Expenditures of non-grant funds must be approved by the DWI Planning Council.
- F. Reports: A summary report of the financial operations of the DWI Planning Council shall be made by the Program Coordinator quarterly at DWI Planning Council meetings.

ARTICLE XI – BOOKS AND RECORDS

The DWI Planning Council shall keep correct and complete books and records of account and shall also keep minutes of the proceedings of the DWI Planning Council and committees having any of the authority of the DWI Planning Council. All books and records of the DWI Planning Council may be inspected by any member for any proper purpose at any reasonable time.

ARTICLE XII – COORDINATOR SUPERVISION / RESPONSIBILITIES

- A. Supervision:
The DWI coordinator will be supervised by the county manager. The coordinator will work in conjunction with the DWI Planning Council and shall discharge the duties of the office under the direction of New Mexico state statutes and recommendations of said council. The position may be evaluated by the DWI Planning Council and the County Manager. The position is classified as an exempt employee, and is also contingent on availability of funding and position job evaluation.
- B. Responsibilities and description of work performed:
The Union County DWI Coordinator shall render the following services for the county via the Union County DWI Planning Council and the County Manager.
 - 1) Meet all objectives of the grants made to the County and Council, and
 - 2) Prepare appropriate funding applications as directed by the Council, and

- 3) Respond to requests for data and reports for funding entities and research, including the State of New Mexico, and
- 4) Conduct the day-to-day activities of the Council, which include but are not limited to coordinating council meetings, contact with public officials, collection, and analysis of data, and to represent the council before the Board of County Commissioners, county officials, the public and the press, and
- 5) Manage the financial resources of the programs and submit timely reports of expenditures and request for reimbursements, and
- 6) Research and recommend program direction, and
- 7) Attend training and meetings as needed, and
- 8) Supervise DWI program staff and contracts for which the Council and County Manager have oversight, and
- 9) Discharge other DWI related duties as determined and directed by the Council or County Manager.

ARTICLE XIII – AMENDMENTS

A. Majority Requirements:

These bylaws may be altered, amended, or repealed, and new bylaws may be adopted by a vote of two-thirds (2/3) of the quorum of the general membership at any regular meeting.

B. Signature Requirement:

Proposed amendments must bear the signatures of one (1) current member and three (3) voting officers and must be presented in writing to the DWI Planning Council; said amendments will then be voted on at the next regular DWI Planning Council meeting.

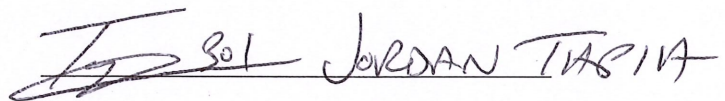
THE UNION COUNTY DWI PLANNING COUNCIL RELATIONSHIP TO OTHER ENTITIES

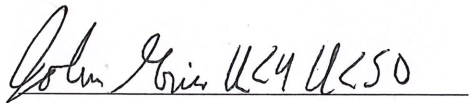
1. The Union County DWI Planning Council makes recommendations to the Union County DWI Program Staff who then reports to the Board of County Commissioners in an advisory capacity.
2. The DWI Planning Council advises the Union County DWI Program staff relative to ideas, programs, etc. within the scope of the Strategic Plan and/or Mission of the Planning Council.

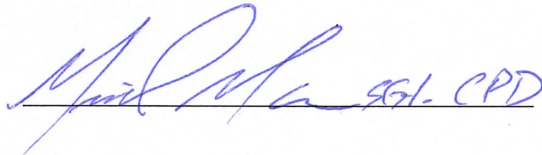
3. All entities receiving funding and/or equipment from the Board of County Commissioners as part of the Planning Council Strategic Planning must submit appropriate reports to the Planning Council.
4. Concerns of Planning Council members regarding programs, contractors, etc. should be expressed to the DWI Council Coordinator who is responsible to the County Manager and the Board of County Commissioners.

WHEREOF, the Local DWI Council have approved the By-Laws as of the day and year below.

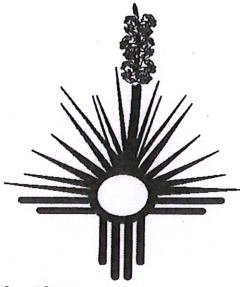


 SGT JORDAN TASIA

 SGT KRIS ULS

 SGT. CPD

 RUSTY KEHL



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UNION COUNTY RESOLUTION Resolution No. 2025-39

A RESOLUTION AUTHORIZING THE COUNTY TO SUBMIT AN APPLICATION TO THE DEPARTMENT OF FINANCE AND ADMINISTRATION, LOCAL GOVERNMENT DIVISION TO PARTICIPATE IN THE LOCAL DWI GRANT AND DISTRIBUTION PROGRAM.

WHEREAS, the Legislature enacted Section 11-6A-1 through 11-6A-6 NMSA 1978 as amended to address the serious problems of Driving While Intoxicated (DWI) in the State; and

WHEREAS, a program is established to make grant and distribution funding available to counties and municipalities for new, innovative or model programs, services or activities to prevent or reduce the incidence of DWI, alcoholism, alcohol abuse and alcohol related domestic abuse; and

WHEREAS, the County DWI planning council and other governmental entities approval must be received in order to apply for grant and distribution funding; and

WHEREAS, the County along with participating agencies is making an application to the Department of Finance and Administration, Local Government Division for program funding.

NOW THEREFORE, BE IT RESOLVED by the governing body of the Board of Union County Commissioners, that the County Chairperson, on behalf of the County and all participating entities is authorized to submit an application for Distribution and/or Grant Fiscal Year 2026 program funding under the regulations established by the Local Government Division.

APPROVED AND ADOPTED by the governing body at its meeting on the 14th day of January, 2025.

County Commission Chairperson

DWI Planning Council Representative

Attest:

County Clerk (SEAL)

UNION COUNTY SUBDIVISION ORDINANCE
CLAIM OF EXEMPTION
Page 1 of 3

To claim an exemption from the requirements of the Union County Subdivision Ordinance, you must complete this form, sign it before a notary public and submit it together with legible copies of all required documents to the Union County Board of Commissioners. Be sure to check all exemptions which apply and attach legible copies of all supporting documents.

The Union County Board of Commissioners will notify you in writing within thirty (30) days as to whether your claim of exemption has been granted. If the claim of exemption is granted, or if you do not hear from the Board of Union County Commissioners within thirty (30) days, you may proceed with the land division you propose without needing to comply with the requirements of the Union County Subdivision Regulations. If your claim of exemption is denied, you may either seek approval of a subdivision or appeal the denial as provided in, the Union County Subdivision Regulations.

I, Alicia Susan Archuleta claim exemption from the requirements of the New Mexico Subdivision Act and the Union County Subdivision Regulations for the following reason(s). I certify that this transaction involves:

- ☐ the sale, lease or other conveyance of any parcel that is thirty-five (35) acres or larger in size within any twelve (12) month period, provided that the land has been used primarily and continuously for agricultural purposes, in accordance with §7-36-20 NMSA 1978, for the preceding three (3) years. ATTACH CERTIFIED SURVEY SHOWING SIZE AND LOCATION OF PARCEL.
- ☐ the sale or lease of apartments, offices, stores or similar space within a building. ATTACH COPIES OF ALL PROPOSED SALE OR LEASE DOCUMENTS.
- ☐ the division of land within the boundaries of a municipality. ATTACH CERTIFIED SURVEY SHOWING LOCATION OF PROPOSED DIVISION.
- ☐ the division of land in which only gas, oil, mineral or water rights are severed from the surface ownership of the land. ATTACH COPIES OF ALL PROPOSED CONVEYANCING DOCUMENTS.
- ☐ the division of land created by court order where the order creates no more than one parcel per part. ATTACH CERTIFIED COPY OF COURT ORDER.
- ☐ the division of land for grazing or farming activities provided that the land continues to be used for grazing or farming activities. ATTACH COPY OF PROPOSED CONVEYANCING DOCUMENTS AND DOCUMENTS RESTRICTING FUTURE USE TO GRAZING OR FARMING ACTIVITIES. SUCH DOCUMENTS MUST CONTAIN A COVENANT. RUNNING WITH THE LAND AND REVOCABLE ONLY BY MUTUAL CONSENT OF THE BOARD OF COUNTY COMMISSIONERS AND THE PROPERTY OWNER THAT THE DIVIDED LAND WILL BE USED EXCLUSIVELY FOR GRAZING OR FARMING ACTIVITIES. THE COVENANT MUST BE SIGNED BY THE PROPERTY OWNER, THE BUYER OR LESSEE, AND THE BOARD OF COUNTY COMMISSIONERS AND MUST BE FILED OF RECORD WITH THE COUNTY CLERK
- ☐ the division of land resulting only in the alteration of parcel boundaries where parcels are altered for the purpose of increasing or reducing the size of contiguous parcels and where the number of parcels is not increased. ATTACH CERTIFIED SURVEYS SHOWING ALL PARCELS AND PARCEL BOUNDARIES BEFORE AND AFTER PROPOSED ALTERATION.
- ☐ the division of land to create a parcel that is sold or donated as a gift to an immediate family member; however, this exception shall be limited to allow the seller or donor to sell or give no more than one parcel per tract of land per immediate family member. As used herein the term "immediate family member" means a husband, wife, father, stepfather, mother, stepmother, brother, stepbrother, sister, stepsister, son,

UNION COUNTY SUBDIVISION ORDINANCE
CLAIM OF EXEMPTION
Page 2 of 3

stepson, daughter, stepdaughter, grandson, step-grandson, granddaughter, step-granddaughter, nephew and niece, whether related by birth or adoption. ATTACHED COPY OF PROPOSED CONVEYANCING DOCUMENT AND A DOCUMENT DEMONSTRATING FAMILY RELATIONSHIP CLAIMED. BAPTISMAL CERTIFICATES ARE NOT ACCEPTABLE DOCUMENTATION. ALSO ATTACH A CERTIFIED SURVEY PLAT SHOWING THE BOUNDARIES, SIZE AND LOCATION OF THE ORIGINAL TRACT OR PARCEL AND THE SIZE AND LOCATION OF THE PARCEL PROPOSED TO BE CONVEYED TO THE FAMILY MEMBER.

- _____ the division of land created to provide security for mortgages, liens or deeds of trust; provided that the division is not the result of a seller-financed transaction. ATTACH COPIES OF ALL FINANCING DOCUMENTS.
- _____ the sale, lease or other conveyance of land that creates no parcel smaller than one hundred forty (140) acres. ATTACH CERTIFIED SURVEY SHOWING LOCATION AND SIZE OF PARCEL(S).
- _____ the division of land to create a parcel that is donated to any trust or nonprofit corporation granted an exemption from federal income tax, as described in § 501(c)(3) of the United States Internal Revenue Code of 1986, as amended; school, college or other institution with a defined curriculum and a student body and facility that conducts classes on a regular basis; or to any church or group organized for the purpose of divine worship, religious teaching or other specifically religious activity. ATTACH COPIES OF I.R.S. EXEMPTION LETTER, AND/OR DOCUMENTS DEMONSTRATING ENTITLEMENT TO EXEMPTION AND CERTIFIED SURVEY SHOWING LAND PROPOSED TO BE DONATED.
- _____ the sale, lease or other conveyance of a single parcel from a tract of land, except from a tract within a previously approved subdivision, within any five (5) year period; provided that a second or subsequent sale, lease or other conveyance from the same tract of land within five (5) years of the first sale, lease or other conveyance shall be subject to the provisions of the New Mexico Subdivision Act and these Regulations; provided further that a survey shall be filed with the county clerk indicating the five (5) year holding period for both the original tract and the newly created tract ATTACH CERTIFIED SURVEY SHOWING SIZE AND LOCATION OF ORIGINAL TRACT, PARCEL PROPOSED TO BE DIVIDED, ANY PARCELS PREVIOUSLY DIVIDED FROM THE ORIGINAL PARCEL AND DATES OF ALL DIVISIONS.

I further certify that the information provided by me in this Claim of Exemption is true and correct and that all documents attached to or enclosed with this Claim of Exemption are originals or true, complete and correct copies of the originals.



Signature

Alicia Susan Archuleta.

Print your name here

66 ARCHULETA RD

Address

JES-MOINES NM 88418

City, state and zip code

575-770 0477

Telephone number(s)

UNION COUNTY SUBDIVISION ORDINANCE
CLAIM OF EXEMPTION
Page 3 of 3

SUBSCRIBED AND SWORN to before me this 30th day of December, 2024

My commission expires: 9/15/2028



Hollie Sandoval
Notary Public

FOR OFFICIAL USE ONLY

_____ The foregoing Claim of Exemption has been approved.

_____ The foregoing Claim of Exemption is incomplete. Please provide us with the following information and/or documents so that we can process your claim: _____

_____ The foregoing Claim of Exemption is hereby denied for the following reasons: _____

Date: _____

Name and title



Clayton Kiesling
Commissioner
Lloyd "Red" Miller
Commissioner
Justin Bennett
Commissioner

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Brandy Thompson
County Manager

Stephen C. Ross
County Attorney

1/6/25

The Honorable Jennifer Granholm
Secretary
US Department of Energy
1000 Independence Ave., SW
Washington DC 20585

Re: Request for Presentation on Transmission Corridors Impacting Union County New Mexico

Dear Secretary Granholm,

On behalf of the Union County Board of County Commissioners, I am writing to formally request a presentation from the United States Department of Energy (DOE) regarding the transmission corridors that have been designated in the region and the potential effects on the citizens and communities of Union County and the state of New Mexico.

As you may know, the development of transmission corridors is of great importance to our region, particularly considering growing energy needs, renewable energy initiatives, and the long-term impact these projects may have on our land, environment, and residents. While we understand the necessity of enhancing energy infrastructure, we are concerned about how the implementation of these transmission corridors could affect local land use, property rights, environmental integrity, and the overall well-being of our communities.

We would appreciate a thorough explanation of the DOE's plans for these transmission corridors, including:

- The criteria used in selecting the designated corridors.
- Potential environmental, economic, and social impacts of Union County and surrounding areas.
- Opportunities for local stakeholder involvement, including how the public will be informed and engaged throughout the planning and development process.
- Any ongoing or future efforts to mitigate potential negative impacts on local communities and ecosystems.

The Union County Commission, along with our citizens, is eager to understand how these energy projects will unfold and what role we can play in shaping their outcomes in a way that supports both sustainable energy development and the best interests of our citizens.

Our next scheduled Commission meetings are as follows:

- **February 11, 2025**
- **March 11, 2025**
- **April 8, 2025**

We would be grateful if you could arrange for a representative of the Department of Energy to attend one of these meetings to provide a presentation or briefing on these matters. If these dates are not convenient, we are happy to discuss alternative dates that would work better for your team.

Thank you for your attention to this matter. We look forward to your response and hope to work collaboratively with the Department of Energy to ensure that Union County's interests and concerns are addressed.

Sincerely,

Brandy Thompson
Union County Manger

brandy.thompson@unionnm.us

From: NIETC <nietc@hq.doe.gov>
Sent: Monday, December 16, 2024 12:49 PM
To: NIETC
Subject: RE: Biden-Harris Administration Announces Three High-Priority Areas Advancing in National Interest Electric Transmission Corridor Designation Process

Hello there,

We are writing to notify you that the U.S. Department of Energy just announced the next phase of the National Interest Electric Transmission Corridor (NIETC) designation process, with three potential corridors moving into Phase 3. Please see the announcement below.

Please note, that in January 2025, DOE will host informational webinars on each of the three potential NIETCs, and you can register [here](#).

Thank you for your attention and interest in this program. If you have questions, please let us know by replying to this email, which is the NIETC program inbox at NIETC@hq.doe.gov.

Molly Roy (she/her)
Senior Project Manager
Transmission Division
Grid Deployment Office
U.S. Department of Energy
Cell: 240.805.4298
Email: Molly.Roy@hq.doe.gov



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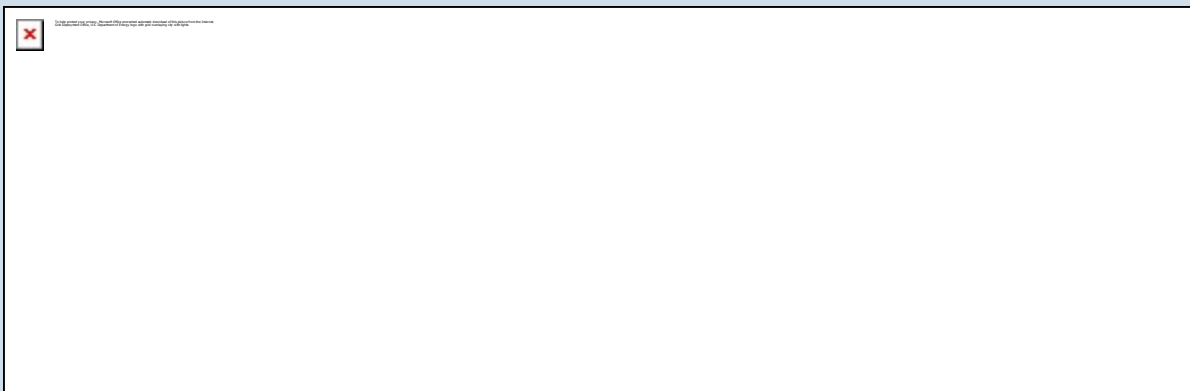


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From: DOE Grid Deployment Office <gdo.energy@public.govdelivery.com>
Date: Mon, Dec 16, 2024 at 2:15 PM
Subject: Biden-Harris Administration Announces Three High-Priority Areas Advancing in National Interest Electric Transmission Corridor Designation Process



Biden-Harris Administration Announces Three High-Priority Areas Advancing in National Interest Electric Transmission Corridor Designation Process

DOE Seeks Public Input on Proposed Public Engagement Framework and Possible Scope of Analysis for Areas Moving to Phase 3 of Designation Process

WASHINGTON, D.C. – In a continued effort to expedite the build out of a resilient and reliable electric grid, today the U.S. Department of Energy (DOE) released a list of three potential [National Interest Electric Transmission Corridors \(NIETCs\)](#) moving to the next phase of the designation process. A NIETC is an area of the country where DOE has determined the lack of adequate transmission harms consumers and the development of transmission would advance important national interests in that area, such as increased reliability and reduced consumer costs. DOE recently established a four-phase process for NIETC designation; the potential NIETCs moving to Phase 3 of the designation process are:

- Lake Erie-Canada Corridor, including parts of Lake Erie and Pennsylvania
- Southwestern Grid Connector Corridor, including parts of Colorado, New Mexico, and a small portion of western Oklahoma
- Tribal Energy Access Corridor, including central parts of North Dakota, South Dakota, Nebraska, and five Tribal Reservations

These potential NIETCs have been significantly refined since the release of the 10 potential NIETCs in May 2024, and each were renamed to better describe their location and purpose. DOE made these refinements in response to comments received from the public and its continued analysis of the value of NIETC designation to spur needed transmission investment.

A lack of transmission infrastructure can directly contribute to higher electricity prices, more frequent power outages from extreme weather, and longer outages as the grid struggles to come back online. In 2021, the Bipartisan Infrastructure Law amended the Federal Power Act to authorize the Secretary of Energy to designate any geographic area as a NIETC if DOE determines that consumers are currently harmed by a lack of transmission in the area

or are expected to suffer harm from a lack of transmission in the future. DOE may also consider whether development of new transmission would advance important national interests for that region, such as increased reliability and reduced consumer costs, when designating NIETCs.

In December 2023, DOE's Grid Deployment Office announced a [new four-phase process for designating NIETCs](#). The process aims to maximize opportunities for public input throughout each of the phases to help DOE identify narrow geographic areas where transmission is urgently needed and where NIETC designation could help accelerate solutions.

DOE initiated the first phase of the new process by opening a public comment window for suggestions on where DOE should consider designating NIETCs. In May 2024, DOE initiated Phase 2 of the process by releasing a [preliminary list of 10 potential NIETCs](#), including maps with rough approximation of boundaries and a high-level explanation of the transmission needs within the potential NIETCs. DOE also opened a public comment window.

The announcement today initiates Phase 3 of the designation process, the public and governmental engagement phase, during which DOE will continue to refine geographic boundaries, determine the appropriate level of environmental review for each NIETC, if any, and conduct any required environmental reviews under the National Environmental Policy Act (NEPA) and other applicable federal statutes, conduct robust public and governmental engagement, and prepare draft designation reports.

Additionally, DOE is aware of potential impacts to military testing, training, and operations and will continue working with the DoD Military Aviation and Assurance Siting Clearinghouse to address these impacts as these potential NIETCs are further refined in Phase 3.

DOE is also publicly releasing [detailed maps of each of the three potential NIETCs moving to Phase 3](#), including underlying geographic information system data. A [60-day comment period is now open to solicit comments](#) on DOE's proposed public engagement framework and possible scope of analysis of the potential NIETCs, including environmental, cultural, or socioeconomic effects should DOE designate any of the potential NIETCs. Additional public engagement will occur after this initial comment period. In addition, DOE is providing the names of known transmission projects under development within the potential NIETCs, as well as anticipated next steps of the NIETC process.

DOE combined and refined the boundaries of four of the 10 potential NIETCs from Phase 2 to form the boundaries of the [three potential corridors](#) proceeding to Phase 3. The following potential NIETCs announced in Phase 2 are **NOT** moving forward in the designation process:

- New York-New England
- New York-Mid-Atlantic
- Midwest-Plains
- Mid-Atlantic
- Delta-Plains
- Mountain-Northwest

DOE's decision to not move these potential NIETCs forward does not constitute a finding that there are no transmission needs in these areas; rather, DOE is exercising its discretion to focus on other potential NIETCs at this time and may in the future revisit these or other areas through the opening of a new designation process.

Public Engagement Opportunities

In January 2025, DOE will host informational webinars on each of the three potential NIETCs:

- Tribal Energy Access Corridor Webinar: Tuesday, January 14, 2025 at 3:00 p.m. Eastern
- Southwestern Grid Connector Corridor Webinar: Wednesday, January 15, 2025 at 3:00 p.m. Eastern
- Lake Erie-Canada Corridor Webinar: Thursday, January 16, 2025 at 3:00 p.m. Eastern

Registration is required. Registration for each event will remain open until the event starts, and recordings will be made available online.

After the close of the public comment window on February 14, 2025, DOE will review comments and create tailored public engagement plans for each potential NIETC. DOE will determine its obligations under applicable environmental laws in Winter and Spring 2025, and then proceed to conduct any required environmental reviews. DOE will continue to accept meeting requests, public comments, and questions on the potential NIETCs throughout Phase 3. After further evaluation during Phase 3, DOE will release any draft NIETC designation report(s) and any required draft environmental document(s) and intends to request public comments on both.

Register to receive NIETC designation process updates [here](#).

Learn more about the [Grid Deployment Office](#).

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CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O 73905	80.25	A & I CAR CARE	INV#86-2919098 SRV CHAMBER 24	402-25-2012	56-2919098	01/02/2025	29256	37.84
			INV#86-2919641 OIL DRAIN PLUG	402-25-2012	56-2919641	01/02/2025	29256	12.04
01/09/2025			INV#86-2920613 HUB CAP	402-25-2012	56-2920613	01/02/2025	29256	30.37
ROAD	80.25							
01 O 73906	64.80	AMY GLOVER	UNIFORM SHIRTS	415-68-2076	12192024	12/19/2024	29527	64.80
01/09/2025								
STATE FIRE ALLOTMENT	64.80							
01 O 73907	7256.11	APIC SOLUTIONS INC	INV#18434 CUMMINS DUAL FUEL	604-88-2028	18434	01/02/2025	29071	7256.11
01/09/2025								
AMERICAN RESCUE PLAN	7256.11							
01 O 73908	2015.30	ARTESTA FIRE EQUIPMENT INC.	INV#83065 INVERTER#27/BUNKERCOAT	408-45-2081	83065	12/23/2024	28995	2015.30
01/09/2025								
SEDAN	2015.30							
01 O 73909	588.72	BRUCKNERS TRUCK SALES AMARILLO	INV#ZA101120461 SEMI SUPPLIES	402-25-2012	XA101120461	01/02/2025	29413	588.72
01/09/2025								
ROAD	588.72							
01 O 73910	738.48	CLAYTON KIESLING	BIPO CONFERENCE 100%	401-01-2010	12122024	12/19/2024	29281	738.48
01/09/2025								
COMMISSIONERS	738.48							
01 O 73911	1048.40	ESCHAT	ANNUAL USER FEE/ROIP CHARGE	408-45-2076	20240911-16	12/19/2024	29419	1048.40
01/09/2025								
SEDAN	1048.40							
01 O 73912	43.18	HIGH COUNTRY MERCANTILE	FUEL CHARGE COMMAND VEHICLE	407-41-2076	12102024	12/23/2024	29517	43.18
01/09/2025								
CAPULIN	43.18							
01 O 73913	250.00	INK IMPRESSIONS, INC	MIFT FOR 2024 GENERAL ELECTION	401-05-2104	60113	01/02/2025	29521	250.00
01/09/2025								
ELECTIONS	250.00							
01 O 73914	270.00	JUAN'S WINDSHIELD MOBILE SERVICE	INV#3845 WINDSHIELD REPLACEMENT	402-25-2012	3845	12/23/2024	29519	270.00

CHECK LISTING									
CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount	
COUNTY MANAGER	378.63	RABBIT EAR	252.42	ROAD				97.08	
COLLECTIONS	629.98	LAW ENFORCEMENT	1650.54	RECORDING/FILING				757.29	
01 O 73927		TRI-STATE RECYCLING LLC	INV#32338 DUMPSTER SERVICE	411-57-2025	32338	01/02/2025	29234	379.12	
461.12			INV#31981 DUMPSTER SERVICE	409-49-2025	31981	01/02/2025	29234	82.00	
01/09/2025									
GRENVILLE	379.12	AMISTAD/HAYDEN	82.00						
01 O 73928		TRIADIC	NETWORK SERVICES	401-07-2013	10957770307	01/02/2025	29226	1318.93	
3883.56			NETWORK SERVICES	401-02-2013	/	/	29226	1245.70	
01/09/2025			NETWORK SERVICES	401-06-2013	/	/	29226	1318.93	
COLLECTIONS	1318.93	COUNTY MANAGER	1245.70	PROPERTY ASSESSMENTS					
01 O 73929		TYLER TECHNOLOGIES, INC.	INV#25-489439 ASSESSORS OFFICE	604-88-2028	25-489439	01/02/2025	28913	7050.00	
7050.00									
01/09/2025									
AMERICAN RESCUE PLAN	7050.00								
01 O 73930		UNIFIRST CORPORATION	INV#2850215123 MONTHLY SERVICE	401-03-2046	2850215123	12/23/2024	29199	56.25	
56.25									
01/09/2025									
MAINT/OPER/BLDGS	56.25								
01 O 73931		WARREN CAT	INV#PS-060116024 PARTS	402-25-2012	PS060116024	01/02/2025	29207	370.04	
8504.15			INV#PS060116035 FILTER	402-25-2012	PS060116035	01/02/2025	29207	629.97	
01/09/2025			INV#W0060065985 REPAIR 2 150S	402-25-2012	W0060065985	01/02/2025	29207	1407.27	
			INV#W0060066007 REPAIR 2 150S	402-25-2012	W0060066007	01/02/2025	29207	5927.70	
			INV#PS060116304 PARTS	402-25-2012	PS060116304	01/02/2025	29207	169.17	
ROAD	8504.15								
27	108406.94	/	/	TOTAL					

INVC#	Name	Description	Line Item	PO#	Amount
S6-2919434	A & I CAR CARE	INV#S6-2919434 SRV CHAMBER 24	402252012	29256	37.84
37.84 TOT\$					
PAID	P.O. BOX 1146				
37.84 BAL	STRAITFORD TX 79084 1146				

1022025	ALPHA DESIGN	ARCHITECTURAL SERVICES CH	607982028	29510	7578.08
7578.08 TOT\$	P.O. BOX 241				
PAID	108 COOK AVE.				
7578.08 BAL	RATON NM 87740				

24-C24168	BENNETTS LLC	INV#24-C24168 CYLINDER LEASE	414672076	29249	23.82
23.82 TOT\$					
PAID	P.O. BOX 27				
23.82 BAL	RATON NM 87740				

115492	BRADLEY SUPPLY	INV#115492 LOCK/KEYS	415682076	29526	37.99
37.99 TOT\$					
PAID	102 S. FRONT				
37.99 BAL	CLAYTON NM 88415				

116497	BRADLEY SUPPLY	INV#116497 SUPPLIES	402252076	29185	13.53
13.53 TOT\$					
PAID	102 S. FRONT				
13.53 BAL	CLAYTON NM 88415				

115491	BRADLEY SUPPLY	INV#115491 KEYS	401032046	29185	5.00
5.00 TOT\$					
PAID	102 S. FRONT				
5.00 BAL	CLAYTON NM 88415				

115498	BRADLEY SUPPLY	INV#115498 PAINT/BRUSH	402252076	29185	75.98
75.98 TOT\$					
PAID	102 S. FRONT				
75.98 BAL	CLAYTON NM 88415				

149622	BRADLEY SUPPLY	INV#149622 SUPPLIES	401032046	29185	28.05
28.05 TOT\$					
PAID	102 S. FRONT				
28.05 BAL	CLAYTON NM 88415				

149771	BRADLEY SUPPLY	INV#149771 ADHESIVE	401032046	29185	12.99
12.99 TOT\$					
PAID	102 S. FRONT				
12.99 BAL	CLAYTON NM 88415				

1202025-1	BRANDY THOMPSON	80% PER DIEM LEGISLATIVE CONF	401022010	29537	588.00
588.00 TOT\$					
PAID	618 MCKAY RD				
588.00 BAL	CLAYTON NM 88415				

1232025	BRANDY THOMPSON	20% PER DIEM LEGISLATIVE CONF	401022010	29537	147.00
147.00 TOT\$					
PAID	618 MCKAY RD				
147.00 BAL	CLAYTON NM 88415				

5728-454109	CARQUEST-RATON	INV#5728-454109 FILTER/MEGATRON	407412012	29514	300.72
300.72 TOT\$					
PAID	326 S. SECOND ST.				

INVC#	Name	Description	Line Item	PO#	Amount
300.72	BAL	RATON NM 87740			
1222025-2	CASSIE NEWTON	80% PER DIEM 2025 NMC LEG CONF	401062010	29505	218.40
218.40	TOT\$				
218.40	PAID	21 MOUNTAIN VIEW RD			
218.40	BAL	CLAYTON NM 88415			
1232025-2	CASSIE NEWTON	20% PER DIEM 2025 NMC LEG CONF	401062010	29505	54.60
54.60	TOT\$				
54.60	PAID	21 MOUNTAIN VIEW RD			
54.60	BAL	CLAYTON NM 88415			
36361280	CATERPILLAR FINANCIAL SER. CO.	LEASE #003-1041511-000	402252013	29196	2711.76
11060.59	TOT\$	LEASE #001-1029230-000	402252013	29196	2711.76
11060.59	PAID	P O BOX 100647	402252013	29196	2711.76
11060.59	BAL	PASADENA CA 91189 0647	402252013	29196	2925.31
1202025	CHERYL GARCIA	PER DIEM LEGIS CONFERENCE 80%	401022010	29536	588.00
588.00	TOT\$				
588.00	PAID	416 JEFFERSON ST			
588.00	BAL	CLAYTON NM 88415			
1232025	CHERYL GARCIA	PER DIEM LEGIS CONFERENCE 20%	401022010	29536	147.00
147.00	TOT\$				
147.00	PAID	416 JEFFERSON ST			
147.00	BAL	CLAYTON NM 88415			
612232024	FRANK G. MAGOURILOS	INV#6 PREVENTIONIST CONTRACT	426752101	29221	500.00
500.00	TOT\$				
500.00	PAID	4909 SUMMERSVILLE DR. NW			
500.00	BAL	ALBUQUERQUE NM 87120 3831			
1222025	HOLLIE SANDOVAL	80% PER DIEM 25 NMC LEG. CONF	401062010	29504	218.40
218.40	TOT\$				
218.40	PAID	317 COURT ST			
218.40	BAL	CLAYTON NM 88415			
1232025-1	HOLLIE SANDOVAL	20% PER DIEM 2025 NMC LEG. CONF	401062010	29504	54.60
54.60	TOT\$				
54.60	PAID	317 COURT ST			
54.60	BAL	CLAYTON NM 88415			
BI-427871943	HUGHESNET NETWORK SYSTEMS LLC	INV#BI-427871943 FY 25	410532076	29208	139.93
139.93	TOT\$				
139.93	PAID	P.O. BOX 96874			
139.93	BAL	CHICAGO IL 60693 6874			
200-1-2025	LAW OFFICE OF STEPHEN ROSS	INV#200-1 ATTORNEY SERVICES	401012101	29228	950.32
950.32	TOT\$				
950.32	PAID	P.O. BOX 4774			
950.32	BAL	SANTA FE NM 87502 4774			
5-1012025	M.R.S.	INV#5 CUSTODY MONITORING	424772307	29305	4680.00
4680.00	TOT\$				
4680.00	PAID	MONITORING & RECOVERY SERVICES			
4680.00	BAL	1226 S. 2ND ST			
4680.00	BAL	RATON NM 87740			

INVC#	Name	Description	Line Item	PO#	Amount
1022025	NEW MEXICO STATE UNIVERSITY	Q2 - FY 25 ALLOCATION	401012114	29334	21082.25
21082.25	TOT\$ SPONSORED PROJECT ACCOUNTING				
PAID	MSC SPA, BOX 30002				
21082.25	BAL LAS CRUCES NM 88003 8002				
ML-00315	NM COUNTY INSURANCE AUTHORITY				
126626.00	TOT\$	CAPULIN FIRE FY25 PROPERTY INS	407412067	29495	989.00
PAID	444 GALISTEO STREET	REFD FY25 PROPERTY INS	410532067	29495	3769.00
126626.00	BAL SANTA FE NM 87501	GRENVILLE FIRE FY25 PROPERTY INS	411572067	29495	1314.00
		SEDAN FIRE FY25 PROPERTY INS	408452067	29495	2601.00
		AMISTAD FIRE FY25 PROPERTY INS	409492067	29495	1189.00
		ROAD DEPT FY25 PROPERTY INS	402252067	29495	1920.00
		UCGH FY25 PROPERTY INS	501802076	29495	29651.00
		OTHER BLDGS FY25 PROPERTY INS	401012067	29495	37676.00
		PAYROLL EXPOSURE	401012067	29495	26536.00
		AUTO LIABILITY/PHYSICAL DAMAGE	401012067	29495	17685.00
		CRIME LIABILITY	401012067	29495	422.00
		CYBERLIABILITY	401012067	29495	908.00
		POLLUTION	401012067	29495	1248.00
		EQUIPMENT BREAKDOWN	401012067	29495	718.00
402791195001	OFFICE DEPOT	INV#402791195001 ENVELOPES	401062009	29522	317.95
317.95	TOT\$				
PAID	P.O. BOX 660113				
317.95	BAL DALLAS TX 75266 0113				
403804980001	OFFICE DEPOT	INV#403804980001 COPY PAPER	415682076	29522	124.96
124.96	TOT\$				
PAID	P.O. BOX 660113				
124.96	BAL DALLAS TX 75266 0113				
1292024	PROPERTY TAX DIVISION	COURSE 300 IAAO REG - B WALKER	401062010	29502	345.00
345.00	TOT\$ APPRAISAL BUREAU				
PAID	P.O. BOX 25126				
345.00	BAL SANTA FE NM 87504 5126				
1012025-1	PTCI	SEVICE ACCT#196023	410532025	29198	48.09
48.09	TOT\$				
PAID	P.O. BOX 1188				
48.09	BAL GUYMON OK 73942 1188				
5070748247	RICOH USA, INC	INV#5070748247COPY MACHINE COUNT	401042009	29193	28.28
28.28	TOT\$				
PAID	P.O. BOX 660342				
28.28	BAL DALLAS TX 75266				
5070749443	RICOH USA, INC	INV#5070749443COPY MACHINE COUNT	401072009	29193	15.59
15.59	TOT\$				
PAID	P.O. BOX 660342				
15.59	BAL DALLAS TX 75266				
40088798	RICOH USA, INC	INV#40088798 COPY MACHINE LEASE	401082013	29193	297.18
297.18	TOT\$				
PAID	P.O. BOX 660342				
297.18	BAL DALLAS TX 75266				
11192024	SKYLAND GRAIN LLC	TIRE REPAIR UNIT 29	408452076	29493	15.50
15.50	TOT\$				

INVC#	Name	Description	Line Item	PO#	Amount
PAID	PO BOX 430				
15.50	BAL	SUNRAY TX 79086			
21751	SOUTHWESTERN ELECTRIC				
1623.51	TOT\$		401032025	29194	115.29
PAID	BOX 369		407412025	29194	167.66
1623.51	BAL	CLAYTON NM 88415	407412025	29194	87.04
			410532025	29194	77.39
			411572025	29194	107.04
			409492025	29194	66.23
			410532025	29194	73.41
			408452025	29194	61.14
			408452025	29194	208.44
			408452025	29194	59.04
			408452025	29194	184.20
			409492025	29194	120.12
			410532025	29194	71.47
			410532025	29194	89.43
			409492025	29194	72.22
			409492025	29194	63.39
1818181-0	SPC OFFICE PRODUCTS				
571.55	TOT\$		401082009	29520	571.55
PAID	PO BOX 39				
571.55	BAL	GUYMON OK 73942			
44479	STATE RUBBER & ENVIRONMENTAL SOLUTIONS				
900.80	TOT\$		604872101	29456	900.80
PAID	PO BOX 732				
900.80	BAL	DENVER CITY TX 79323			
12272024	TOWN OF CLAYTON				
1761.65	TOT\$				
PAID	1 CHESTNUT				
1761.65	BAL	CLAYTON NM 88415			
12272024	TOWN OF CLAYTON				
1761.65	TOT\$				
PAID	1 CHESTNUT				
1761.65	BAL	CLAYTON NM 88415			
122024-1	TOWN OF CLAYTON				
10063.52	TOT\$		500812112	29326	10063.52
PAID	1 CHESTNUT				
10063.52	BAL	CLAYTON NM 88415			
6278812-2412	TRANSUNION RISK & ALTERNATIVE				
75.00	TOT\$		401082036	29224	75.00
PAID	DATA SOLUTIONS, INC.				
75.00	BAL	P.O. BOX 209047			
		DALLAS TX 75320			
25-490843	TYLER TECHNOLOGIES, INC.				
15102.50	TOT\$				
PAID	BOX 203556				
15102.50	BAL	DALLAS TX 75320 3556			
1022025	VIGIL MALDONADO DETENTION CENTER				
31481.37	TOT\$		424772307	29237	31022.25
			424772018	29237	459.12

INVC#	Name	Description	Line Item	PO#	Amount
PAID	444 EAST HEREFORD AVE				
31481.37	BAL RATON NM 87740				
101920690	WEX BANK	FUEL - CLERK	401042010	29236	72.97
12524.26	TOT\$	FUEL - CM	401022011	29236	62.66
PAID	PO BOX 6293	FUEL - REFD	410532076	29236	233.09
12524.26	BAL CAROL STREAM IL 60197 6293	FUEL - SHERIFF	401082011	29236	1791.66
		FUEL - ROAD DEPT	402252044	29236	9853.87
		FUEL - FC	415682076	29236	478.63
		FUEL - CAPULIN	412612076	29236	31.38
1723583	4 RIVERS EQUIPMENT	INV#172583 JD 325G TRACK LOADER	607982028	29438	142282.95
142282.95	TOT\$				
PAID	PO BOX 913509				
142282.95	BAL DENVER CO 80291 3509				
1723480	4 RIVERS EQUIPMENT	INV#1723480 JD 410 P BACKHOE	607982028	29438	159127.12
159127.12	TOT\$				
PAID	PO BOX 913509				
159127.12	BAL DENVER CO 80291 3509				

TOTAL INVOICING 551875.87