

**San Juan County Commission
Special Meeting
March 26, 2024**

Chairman Beckstead called the San Juan County Commission meeting to order on March 26, 2024, at 2:05 p.m. in the Commission Chambers located in the County Administration Building, 100 S. Oliver Drive, Aztec, New Mexico. Commissioner McDaniel gave the invocation and Commissioner Todacheene led the Pledge of Allegiance. Those present were:

CHAIRMAN	John T. Beckstead
CHAIRMAN PRO-TEM	Terri D. Fortner
MEMBER	Steve Lanier
MEMBER	GloJean Todacheene
MEMBER	Gary McDaniel
CLERK	Tanya Shelby
COUNTY MANAGER	Mike Stark
DEPUTY COUNTY MANAGER	Steven Saavedra
DEPUTY ATTORNEY	Ellen Wayne
CLAIMS MANAGER	Cynthia Singleton
CHIEF FINANCIAL OFFICER	Kim Martin
ALTERNATIVE SENTENCING ADMINISTRATOR	Jennifer Mitchell
ALTERNATIVE SENTENCING DEPUTY ADMINISTRATOR	Timi Howell
COMMUNITY HEALTH & SOCIAL SERVICES DIRECTOR	Liza Gomez
PUBLIC RELATIONS & FILM MANAGER	Devin Neeley

VISITORS: 16

A motion was made by Chairman Pro-Tem Fortner, seconded by Commissioner Todacheene to call to order the Canvass Board. Upon voice vote, the motion passed unanimously.

Call to Order of Canvass Board

Tanya Shelby, County Clerk, reported that a Special All-Mail Election for Aztec Schools Mill Levy question occurred on March 19, 2024. There were 11,065 ballots mailed; 2,679 ballots were received and delivered to the Board. There were 39 ballots rejected and 2 envelopes did not contain a ballot. Ms. Shelby explained that when a ballot is received unsigned and/or missing the last four digits of the social security number, the Clerk's Office will mail, email, call, and/or text the voter to give them an opportunity to cure their ballot. There were 2 hand tallied ballots; 1 was received by the office damaged, and the other was cured by the voter after the election board had adjourned. The mill levy passed by 71 votes: 1,351 for the tax question and 1,280 against the tax question. A motion was made by Chairman Pro-Tem Fortner, seconded by Commissioner Todacheene to certify the Canvass. Upon voice vote this motion passed unanimously.

A motion was made by Commissioner Lanier, seconded by Chairman Pro-Tem Fortner to adjourn the Canvass Board, and call to order the Regular Meeting. Upon voice vote, the motion passed unanimously

Regular Meeting

Approval of Agenda

Mike Stark, County Manager, stated that there was one change to the agenda. Item #1, Nate Duckett will be presenting in lieu of Stan Baker. A motion was made by Commissioner Lanier, seconded by Commissioner Todacheene to approve the agenda as amended. Upon voice vote the motion passed unanimously.

New Business

1. Consideration of Renewal of Property/Casualty Insurance , RFP No. 21-22-05 to Kysar Millennium Leavitt Insurance Agency of Farmington, NM

Cynthia Singleton, Claims Manager, Risk Management indicated that RFP 21-22-05 was awarded to Kysar Millennium Leavitt Insurance Agency (KML) for brokerage services to procure property and casualty insurance coverages for San Juan County. The policy period is to begin March 31, 2024, for a one-year term ending March 31, 2025. Ms. Singleton introduced Nate Duckett, Broker, Kysar Millennium Leavitt Insurance Agency. Mr. Duckett explained that KML offered multiple companies the opportunity to bid to cover San Juan County this year and reviewed those that were returned. Travelers once again offered favorable premiums and required coverage for most lines, and specialty insurance not carried by Travelers was brokered to multiple companies. The renewal premiums presented to the Commission are as follows:

1. Travelers Insurance is \$1,810,830 (which excludes specialty lines and fees); 6.28% increase from last year, largely due to the property line of business reflecting higher property values. Law Enforcement Liability deductible increased from \$50,000 to \$250,000, which is in line with other policies offered in the state due to perceived heightened exposure from increased claims under the NM Civil Rights Act.
2. Aircraft coverage for helicopters under Westchester Fire insurance is \$71,254; increase due to the purchase of a new helicopter with full coverage. This added asset resulted in an increase in other coverage of \$45,588(19.13%).
3. Crime coverage from Hanover remains at \$8,475, and Storage Tank Pollution coverage from Mid-Continent is \$567.
4. K&K AXIS has been chosen to cover the Sheriff Reserve AD&D renewal at \$3,772.
5. Cyber insurance is to be provided by Hudson Excess Insurance Co for \$66,911.78 with \$2MM coverage; 7% decrease from last year.
6. Excess Cyber insurance of \$1 million will continue to be provided by Great American, with continuing decreases in premium of \$23,690, reflecting continued risk mitigation by the IS department.
7. KML explored reinstatement of the \$4 million in excess liability and law enforcement coverage that was not chosen in 2023 due to a large increase in premiums. The situation continues to deteriorate in that insurance line and carriers continue to abandon this product in New Mexico. The offering for this year increased 282% from

\$111,153 in 2022 to \$314,159 with the recommendation to continue to maintain the balance in the Risk Management fund at this time to hedge against losses should they materialize at this level rather than purchase this coverage.

8. Brokerage services were previously awarded under RFP 21-22-05 to KML under a combined fee cap of \$110,000.00. KML total commission/fee under these recommendations is \$110,000.00.

The cost for coverage increased by 7.85% from \$1,942,953 in 2023 to \$2,095,500 in 2024. Chairman Beckstead asked if the County should expect continued increases in the cost of coverage. Mr. Duckett explained that the costs are determined by the market/claims paid out and that KML will continue to monitor the market. The Commission asked various questions. A motion was made by Commissioner Lanier, seconded by Chairman Pro-Tem to approve the Renewal of Property/Casualty Insurance , RFP No. 21-22-05 to Kysar Millennium Leavitt Insurance Agency of Farmington, NM. Upon voice vote the motion passed unanimously.

2. Consideration of Law Enforcement Protection Fund (LEPF) Application

Lt. Jason Sherman, San Juan County Sheriff's Office, requested approval of an application for the annual Law Enforcement Protection Fund from the New Mexico Department of Finance and Administration, Local Government Division. Lt. Sherman explained the funding level for each jurisdiction is determined by the number of full-time law enforcement personnel and school resource officers combined. The total eligibility for this year is \$239,000, the breakdown is as follows:

- Advanced law enforcement training in the amount of \$69,297
- Purchase of law enforcement equipment at \$154,703
- Two officer retention stipends with 20 years of service are \$15,000 a matched requirement from the County for each stipend is \$7,500 for a total of \$15,000.00.

A motion was made by Commissioner Todacheene, seconded by Commissioner McDaniel to approve the Law Enforcement Protection Fund (LEPF) Application. Upon voice vote the motion passed unanimously.

3. Consideration of Award of Bid No. 23-24-16, Totah Subdivision Water and Wastewater Improvements to TRC Construction of Flora Vista, NM

Diana Chapman, Chief Procurement Officer, announced that on January 21, 2024, Central Purchasing issued a request for sealed bids for construction improvement services to the Totah Subdivision Water and Wastewater System. Twenty (20) invitations were sent to various contractors on March 7, 2024. Three requests were received and reviewed by Staff and Wade Chacon with HDR Inc whom recommended to award Bid 23-24-16 ,Totah Subdivision Water and Wastewater Improvements, to TRC Construction of Flora Vista, NM, as the overall low bidder, meeting the specifications/requirements, The award is for the Lump Sum Bid amount of \$6,160,434.26 plus Alternate No. 1: \$800,400, Alternate No. 2: \$630,743.25, and NMGRT @ 6.5% \$493,452.54 for a total amount of \$8,085,030.05. Mike Stark, County Manager, stated that the bid amount was below the engineer's estimate and requested a 5% contingency to cover any unexpected costs. A motion was made by Chairman Pro-Tem Fortner, seconded by Commissioner Lanier to approve Consideration of Award of Bid No. 23-24-16, Totah

Subdivision Water and Wastewater Improvements to TRC Construction of Flora Vista, NM.
Upon voice vote the motion passed unanimously.

Comments / Input From The General Public

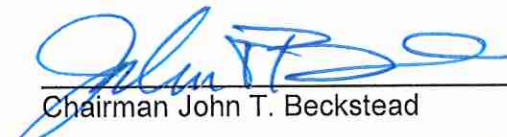
None

Adjourn

Being no further business, Chairman Beckstead adjourned the meeting at 2:37 p.m.

APPROVED THIS 2ND DAY OF APRIL 2024

BY THE SAN JUAN COUNTY BOARD OF COMMISSIONERS:




Chairman John T. Beckstead


Chairman Pro-Tem Terri D. Fortner


Steve Lanier


GloJean Todacheene


Gary McDaniel


ATTEST

Tanya Shelby, County Clerk