



Board of County Commissioners

Chris A. Najar
Chairman-District 5

Janice C. Varela
Vice-Chair-District 2

Rock G. Ulibarri
Commissioner-District 1

Arthur J. Padilla
Commissioner-District 3

Maria L. Martinez
Commissioner-District 4

Vidal Martinez, Ed.D.
County Manager

PUBLIC NOTICE DISSEMINATED FOR TODAY'S MEETING

The San Miguel County Board of Commissioners will hold a regular monthly meeting on Tuesday, October 9, 2018 beginning at 2:00 p.m., at the San Miguel County Administration Complex located at 500 West National Avenue, Suite 200, Las Vegas, New Mexico 87701. During the meeting, a County Board of Finance Meeting will take place.

NOTICE TO PEOPLE WITH DISABILITIES: If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter or any form of auxiliary aid or service to attend or participate in the hearing(s) or meeting(s), please contact the San Miguel County Managers Office at (505) 425-9333 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Commission Administrator at either of the above numbers if a summary or other type of accessible format is needed.

Notice Published Las Vegas Optic: September 21, 2018

Notice Posted on the SMC Website at www.co.sanmiguel.nm.us: September 18, 2018

At least 72 hours in advance of the meeting, the following agenda for today's meeting was posted and available for public inspection on the San Miguel County Website at www.co.sanmiguel.nm.us, and also available in hard copy at the office of the San Miguel County Manager.

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

SALUTATION TO THE NEW MEXICO STATE FLAG:

"I salute the flag of the State of New Mexico and the Zia Symbol of perfect friendship among United Cultures.

APPROVAL OF AGENDA

Administration Complex
500 West National Avenue, Suite 201 Las Vegas, New Mexico 87701 (505) 425-9333 phone (505) 425-7019 fax

APPROVAL OF MINUTES

September 11, 2018 Regular Meeting
Revised August 14, 2018 Regular Meeting

INTRODUCTION OF NEW SAN MIGUEL COUNTY EMPLOYEES:

PUBLIC INPUT FORUM

NEW BUSINESS

All Presentations will be limited to 10 minutes each

*Presentation: City of Las Vegas Film Office
Presenter: Angelica Lyster, M.A.*

REGULAR ORDER

1. PUBLIC HEARING AND SELECTION OF PROJECT FOR CDBG APPLICATION

Background Information: The Community Development Block Grant Program (CDBG) provides that a public hearing be conducted and public comment be accepted in regard to possible projects for a CDBG application. If the public hearing is conducted during a County Commission meeting, the County Commission must adjourn from such Commission meeting and then reconvene into the CDBG public hearing so that the public hearing is its own meeting.

Action Requested of Commission: (1) Conduct a public hearing separate from the regular County Commission meeting and accept public comment in regard to projects to be considered for a CDBG application; (2) consider recommendation from the County Manager in regard to selection of a project.

Staff Recommendation: Conduct public hearing and consider recommendation from the County Manager in regard to selection of a project.

Presenter: Alex Tafoya, Planning and Zoning Supervisor

2. OFFICE OF EMERGENCY MANAGEMENT WILL BE HOSTING A SENIOR OFFICIALS WORKSHOP FOR ALL-HAZARDS PREPAREDNESS MGT-312 ON OCTOBER 11, 2018 AT NMHU SUB ROOM 320 FROM 8:00AM-5:00PM

Background Information: Office of Emergency Management will be hosting a Senior Officials Workshop for All-Hazards Preparedness MGT-312 on October 11, 2018 at NMHU Sub Room 320. This workshop provides a forum for senior officials to understand strategic and executive-level issues related to all-hazard disaster preparedness, to share proven strategies and best practices, and to enhance coordination among whole of the community officials responsible for emergency preparedness, response, and recovery. The workshop emphasizes planning, operational coordination and public information and warning through extensive group discussions and a table top exercise. If you wish to register, contact the Office of Emergency Management at 425-6190.

Action Requested of Commission: informational purpose

Staff Recommendation: informational purpose

Presenter: Leo Maestas, Emergency Manager

3. REQUEST THE APPROVAL AND ADOPTION OF RESOLUTION-10-09-18-CONTINUITY OF OPERATION PLAN

Background Information: Request the approval and adoption of the Resolution-10-09-18-Continuity of Operation Plan by San Miguel County Board of Commission.

Action Requested of Commission: Request for approval, adoption, and sign

Staff Recommendation: Request for approval, adoption, and sign

Presenter: Leo Maestas, Emergency Manager

4. REQUEST THE APPROVAL AND ADOPTION OF RESOLUTION-10-09-18-SAN MIGUEL COUNTY/CITY OF LAS VEGAS MASS CASUALTY INCIDENT PLAN

Background Information: Request the approval and adoption of the Resolution-10-09-18-San Miguel County/City of Las Vegas Mass Casualty Incident Plan from the San Miguel County Board of Commission.

Action Requested of Commission: Request for approval, adoption, and sign

Staff Recommendation: Request for approval, adoption, and sign

Presenter: Leo Maestas, Emergency Manager

5. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF SEPTEMBER 2018

Background Information: Personnel actions or changes, which have taken place in San Miguel County for the month of September 2018, are submitted for ratification and approval by the San Miguel County Board of Commissioners.

Action Requested of Commission: To approve and ratify the personnel actions or changes that have taken place during the month of September 2018.

Staff Recommendation: To approve and ratify the personnel actions or changes that has taken place during the month of September 2018.

Presenter: Eileen Sedillo, Human Resource Supervisor

6. APPROVAL OF RESOLUTION NO. 10-09-18-S-RAP-RISK AWARENESS PROGRAM

Background Information: The New Mexico Association of Counties developed a comprehensive Risk Awareness Program known as “RAP” and the Risk Awareness Program is a well-structured fifty-week training initiative designed to improve county employee’s awareness of loss causation factors and reduce each member county’s direct and indirect costs. San Miguel County develops a Risk Awareness Program with an agenda of topics and training and with incentives for employees who successfully participate and complete the Program. San Miguel County has participated in RAP for last eight years and now will begin RAP 9, which will start on October 2018 through November 2019.

Action Requested of Commission: Approval of Resolution No. 10-09-18-S-RAP.

Staff Recommendation: Approval of Resolution No. 10-09-18-S-RAP

Presenter: Dawn Kryder, Fleet, Building & Safety Compliance Officer

7. REVIEW AND APPROVE REQUEST FOR PROPOSAL FOR A MEDICATION ASSISTED TREATMENT (MAT) PROGRAM EVALUATOR FOR THE SAN MIGUEL COUNTY DETENTION CENTER

Background Information: The San Miguel County Detention Center is submitting a Request for Proposal for a Medication Assisted Treatment (MAT) Program evaluator where solicited in the month of August. Respondents to the RFP were reviewed and approved by the Committee to award the contract to Data Analytics Research Team in the amount of \$52,164.80. At this time, we are requesting the Commission review and approve the contract.

Action Requested of Commission: Review and approve RFP for a Medication Assisted Treatment Program Evaluator.

Staff Recommendation: Review and approve RFP for a Medication Assisted Treatment Program Evaluator.

Presenter: Matthew A. Elwell, Warden

8. SNOW REMOVAL PLAN FOR SAN MIGUEL COUNTY

Background Information: San Miguel County Public Works Department provides snow removal for approximately 505 miles of county roads. We are providing the San Miguel County Board of Commissioners with a snow removal plan.

Action Requested of Commission: Approval of snow removal plan

Staff Recommendation: Approval of snow removal plan

Presenter: Morris Madrid and Arnold Lopez, Public Works Department

9. PROFESSIONAL SERVICES CONTRACT WITH MILLER ENGINEERING AND ASSOCIATES FOR ENGINEERING SERVICES RELATED TO FEMA PROJECT DR-41797-PW0027 FOR TECOLOTE CREEK BRIDGE NUMBER 8731

Background Information: At the direction of the Federal Emergency Management Agency (FEMA), a Request for Proposals (RFP) was issued. Respondent firm's proposals were reviewed and rated by a Committee of San Miguel County Personnel. The Committee, with concurrence of the County Manager, recommend approval of this Agreement.

Action Requested of Commission: Approval of Professional Services Contract.

Staff Recommendation: Approval

Presenter: Morris Madrid, Public Works Supervisor

10. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF SEPTEMBER 2018

Background Information: The San Miguel County Public Works Division submits a report to County Commission on a monthly basis on any maintenance including blading of county roads and/or special projects with County Roads that are addressed.

Action Requested of Commission: For Information Purposes Only

Staff Recommendation: For Informational Purposes Only

Presenter: Arnold Lopez, SMC Public Works Division Road Foreman

11. REPLACE SMC RESOLUTION NO. 11-11-08 CIS-002 WITH SMC RESOLUTION 10-09-18 IT

Background Information: On August 27, 2018, San Miguel County deployed the SMC Assessor public record portal. A component of the portal is public record advanced query option available through subscription. The Advance query public record data is a common request from Title Companies, Mortgage Companies, Banks and other commercial related institutions. In order to provide this access to our customers a subscription fee is required. This fee is implemented across the state by other counties who provide online access. In addition to the new subscription fee, current fees have been included or adjusted.

Action Requested of Commission: Review and approve

Staff Recommendation: Approval of Resolution

Presenter: Diego Trujillo, Information Technology Supervisor

12. RESOLUTION NO. 10-09-18-RA02; ADDITION OF Leaping Deer Ln, A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO

Background Information: The owner of a private driveway off NM Highway 518 in the Sapello Area petitioned the county to name the driveway leading to their resident. Per San Miguel County Ordinance No.SMC-07-13-99-ORD-2, Section 4.1-C; proposed to San Miguel Board of County Commissioners please review and take appropriate action on road naming for, "any private road that provides access to three or more buildings and requires a name in order to promote the health, safety and welfare of the public."

The name Leaping Deer Ln has been determined to be acceptable by SMC Rural Addressing staff per San Miguel County Ordinance No.SMC-07-13-99-ORD-2. The property owner paid the \$100.00 required for the naming of a road or driveway.

Action Requested of Commission: Review and approve

Staff Recommendation: Approval of Resolution

Presenter: Diego Trujillo, Information Technology Supervisor

13. RESOLUTION NO. 10-09-18-RA03; ADDITION OF SHEPPARD LN, A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO

Background Information: The owner of a private driveway off Frontage Road 2116 in the Rowe Area petitioned the county to name the driveway leading to their resident. Per San Miguel County Ordinance No.SMC-07-13-99-ORD-2, Section 4.1-C; proposed to San Miguel Board of County Commissioners please review and take appropriate action on road naming for, “any private road that provides access to three or more buildings and requires a name in order to promote the health, safety and welfare of the public.”

The name *Sheppard Ln* Ln has been determined to be acceptable by SMC Rural Addressing staff per San Miguel County Ordinance No.SMC-07-13-99-ORD-2. The property owner paid the \$100.00 required for the naming of a road or driveway.

Action Requested of Commission: Review and approve

Staff Recommendation: Approval of Resolution

Presenter: Diego Trujillo, Information Technology Director

14. RESOLUTION NO. 10-09-18-RA01; ADDITION OF POND RD, A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO

Background Information: Property owners off Rainbow Rd in the Sapello, petitioned to name the driveway leading to their residents. Per San Miguel County Ordinance No.SMC-07-13-99-ORD-2, Section 4.1-C; proposed to San Miguel Board of County Commissioners please review and take appropriate action on road naming for, “any private road that provides access to three or more buildings and requires a name in order to promote the health, safety and welfare of the public.”

We received a Road Naming Petition from four residents requesting to name the driveway Pond Rd. The percentage of petitioners required for a valid petition was not met. Therefore, letters were sent to all residents nearby this driveway on July 6, 2018 informing them of the intent to name the road. On September 7, 2018 we received a letter from the Rincon Montoso Homeowner Association, which represents the property owners, unanimously agreeing with the name of **Pond Rd**. This name has been determined to be acceptable by SMC Rural Addressing staff per San Miguel County Ordinance No.SMC-07-13-99-ORD-2. Because this road naming was required and not requested by the residents, the \$100 fee has been waived.

Action Requested of Commission: Review and approve

Staff Recommendation: Approval of Resolution

Presenter: Diego Trujillo, Information Technology Supervisor

15. AGREEMENT BETWEEN SAN MIGUEL COUNTY AND NCA ARCHITECTS

Background Information: On August 14, 2018, the Board of County Commissioners authorized County staff to enter into contract negotiations with NCA Architects for architectural services as-needed. The standard agreement between owner and architect, provided by Local Government Division is being proposed for use.

Action Requested of Commission: Review and approve the Agreement between San Miguel County and NCA Architects.

Staff Recommendation: Review and approve the Agreement.

Presenter: Alex Tafoya, Planning and Zoning Supervisor

16. REQUESTING THE APPROVAL FOR THE DONATION OF A SAN MIGUEL COUNTY SHERIFF'S OFFICE VEHICLE TO NM HIGHLAND UNIVERSITY POLICE DEPARTMENT

Background Information: San Miguel County Sheriff's Office is respectfully requesting approval to donate a 2011 Ford Expedition (VIN#: 1FMJU1G59BEF28072) to the New Mexico Highlands University Police Department. This vehicle has mechanical issues and is no longer needed by the San Miguel County Sheriff's Office.

Action Requested of Commission: Review and approve the donation.

Staff Recommendation: Review, discuss, and approve as submitted.

Presenter: Gary Gold, Sheriff

BOARD OF FINANCE MEETING

17. BANK TRANSFERS FOR THE MONTH OF SEPTEMBER

Background Information: Regulation No. ADM-R-08-09-2016-CM Governing Wire Transfer

Action Requested of Commission: Informational purposes only

Staff Recommendation: None

Presenter: Bertha Bustamante, SMC Treasurer

18. TAX DOLLAR REPORT

Background Information: third quarterly tax report for San Miguel County for the year of 2018

Action Requested of Commission: Informational purposes only

Staff Recommendation: None

Presenter: Bertha Bustamante, SMC Treasurer

19. RESOLUTION 2018-10-09-F2

Background Information: The County received a check from the NM Insurance Authority in the amount of \$6,650.58 for an automobile accident. A request is being made to budget the \$6,650.58 in both the revenue and expenditures in Fund 101.

Action Requested of Commission: Review and approval.

Staff Recommendation: Review and approval.

Presenter: Melinda Gonzales, Finance Supervisor

20. INDIGENT BURIAL CLAIMS

Background Information: The Finance Office has received, reviewed and processed a claim from Rogers Mortuary Home in the amount of \$1,200.

Action Requested of Commission: Ratification of the indigent burial payments.

Staff Recommendation: Ratification of the indigent burial payment.

Presenter: Melinda Gonzales, Finance Supervisor

21. RECEIPT REPORT FOR THE MONTH OF AUGUST 2018

Background Information: To provide the Commissioners with a Receipt Detail Report for the months of August 2018.

Action Requested of Commission: Informational purposes

Staff Recommendation: Informational purposes.

Presenter: Melinda Gonzales, Finance Supervisor

22. JOURNAL ENTRY REPORT FOR THE MONTH OF AUGUST 2018

Background Information: To provide the Commissioners with a Journal Entry Reports for the month of August 2018

Action Requested of Commission: Informational purposes

Staff Recommendation: Informational purposes.

Presenter: Melinda Gonzales, Finance Supervisor

23. CASH BALANCE REPORT FOR THE MONTHS OF AUGUST 2018

Background Information: To report the August 2018 reconciled cash balances.

Action Requested of Commission: Informational purposes only.

Staff Recommendation: Informational purposes only.

Presenter: Melinda Gonzales, Finance Supervisor

24. BUDGET REPORT FOR THE PERIOD OF JULY 1, 2018 THROUGH AUGUST 31, 2018

Background Information: To provide the Commissioners with a FY18/19 Year to Date Budget Report.

Action Requested of Commission: Informational purposes only.

Staff Recommendation: Informational purposes only.

Presenter: Melinda Gonzales, Finance Supervisor

25. ACCOUNTS PAYABLE REPORT FOR THE PERIOD OF AUGUST 28, 2018 THROUGH SEPTEMBER 24, 2018 AND THE HOUSING PAYMENT REGISTERS FOR THE MONTHS OF AUGUST 2018

Background Information: Present payments processed through the finance office and Bernalillo County on behalf of San Miguel County.

Action Requested of Commission: Review and approve.

Staff Recommendation: Review and approve.

Presenter: Melinda Gonzales

ADJOURNMENT