



Board of County Commissioners

Chris A. Najjar
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, April 10, 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. Any person who requires special assistance or service to attend or participate at the meeting should call the County Manager's office at 505-425-9333.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Office of the County Manager, San Miguel County, 500 W. National, Suite 201, Las Vegas, New Mexico 87701, Phone: 505-425-9333, Fax: 505-425-7019 at least one (1) 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 Office of the County Manager, San Miguel County, 500 W. National, Suite 201, Las Vegas, New Mexico 87701, Phone: 505-425-9333, Fax: 505-425-7019 if a summary or other type of accessible format is needed.

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Posted on the SMC Website at www.co.sanmiguel.nm.us: March 21, 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, Suite 201 of the location noted above.

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

Administration Complex
500 West National Avenue, Suite 201 Las Vegas, New Mexico 87701 (505) 425-9333 phone (505) 425-7019 fax
vmartinez@co.sanmiguel.nm.us

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

APPROVAL OF MINUTES

March 13, 2018 regular Commission meeting

INTRODUCTION OF NEW SAN MIGUEL COUNTY EMPLOYEES:

PUBLIC INPUT FORUM

NEW BUSINESS

REGULAR ORDER

1. REQUEST FOR MAY 2018 COUNTY COMMISSION MEETING BE MOVED TO PECOS NEW MEXICO ON MAY 9, 2018

Background Information: San Miguel County Commissioner Janice Varela is requesting that the May 2018 Board of County Commissioners Meeting be moved to Pecos on May 9, 2018.

Action Requested of Commission: Approval

Staff Recommendation: Approve

Presenter: Commissioner Janice Varela

2. POLICY NUMBER CM-04-10-2018-PCR

Background Information: Policy on creating a resolution review committee to investigate and research all proposed resolutions prior to being presented to commission.

Action Requested of Commission: Review and Approve

Staff Recommendation: Review and Approve

Presenter: Chairman Chris Najar

3. RESOLUTION 2018-10-04-REPEAL

Background Information: A resolution opposing the Department of Interior, Bureau of Land Management proposed repeal of its methane rule, which was intended to reduce and regulate methane leaking, venting and flaring from oil and gas operations.

Action Requested of Commission: Review and Approval

Staff Recommendation: Review and Approval

Presenter: Commissioner Rock Ulibarri

4. RESOLUTION 2018-10-18-DACA

Background Information: A resolution to call upon our federal representatives to support a legislative solution to DACA that offers opportunities for Dreamers to stay in this country and, ultimately, offers opportunities to those who wish to enhance their ability to contribute to our community and country by becoming citizens of our great nation.

Action Requested of Commission: Review and Approval

Staff Recommendation: Review and Approval

Presenter: Commissioner Rock Ulibarri

5. POVERTY SUMMIT

Background Information: Discussion to hold a second poverty summit on June 16, 2018.

Action Requested of Commission: Discuss and Approve

Staff Recommendation: Discuss and Approve

Presenter: Commissioner Rock Ulibarri

6. INFORMATION ON THE RFP FOR LEGAL SERVICES FOR THE OPIOID LITIGATION

Background Information: The Finance Office will present the events that have transpired regarding the RFP. Based on the facts on hand and based on the urgency of the matter, the Finance Office will

be asking the Commission to entertain the idea of awarding the RFP to Cid Lopes in conjunction with the Law Office of David M. Houliston, the Vargas Law Firm and the Law Offices of Felicia C. Wingartner.

Action Requested of Commission: Review and Approve.

Staff Recommendation: Review and Approve.

Presenter: Melinda Gonzales

7. SAN MIGUEL COUNTY REGIONAL HOUSING AUTHORITY ANNUAL PLAN 2018

Background Information: The Annual Plan is a comprehensive guide to public housing agency policies, programs, operations and strategies for meeting local housing needs and goals.

Action Requested of Commission: Approval of Annual Plan 2018

Staff Recommendation: Approval of Annual Plan 2018

Presenter: Betty Valdez – Acting Director San Miguel County Regional Housing Authority

8. RESOLUTION 04-10-2018-FIRE RESTRICTIONS

Background Information: Due to on-going drought conditions, and snowpack at almost historic lows, and extraordinary grass growth from a previously wet summer, a resolution is necessary to impose open burning restrictions in the unincorporated areas of San Miguel County, New Mexico.

Action Requested of Commission: Adopt Resolution 04-10-2018-Fire Restrictions imposing open burning restrictions

Staff Recommendation: Adopt Resolution 04-10-2018-Fire Restrictions

Presenter: Andrew J. Duran, Fire Marshal

9. USDA GRANT-SPEC BUILDING (OLD WOOD)

Background Information: Update on the Spec Building currently being used by Old Wood.

Action Requested of Commission: Informational purpose only

Staff Recommendation: Informational purpose only

Presenter: Alex Tafoya, Planning and Zoning Supervisor

10. FAIR HOUSING PROCLAMATION

Background Information: San Miguel County recognizes that fair housing is a right guaranteed to all Americans.

Action Requested of Commission: Proclaim April 10, 2018 as Fair Housing Day.

Staff Recommendation: Adopt a proclamation designating April 10, 2018 as Fair Housing Day.

Presenter: Alex Tafoya, Planning and Zoning Supervisor

11. RESOLUTION NO. 04-10-18-UPPERTOWN SAN ANTONIO

Background Information: On March 13, 2018, the Board of County Commissioners held and conducted a public hearing concerning consideration of projects for a Community Development Block Grant application. Upon conclusion of the public hearing, the Board selected the Upper town San Antonio Road and Drainage Project as a project for a 2018 Community Development Block Grant application. Selection of a project must be finalized by a resolution adopted by the governing body.

Action Requested of Commission: Adopt Resolution No. 04-10-18-UPPERTOWN SAN ANTONIO and authorize Commission Chair Chris A. Najjar to sign the Resolution.

Staff Recommendation: As per action requested of the Commission.

Presenter: Alex Tafoya, Planning and Zoning Supervisor

12. AMENDMENT TO BUSINESS LICENSE ORDINANCE

Background Information: Current County business license ordinance does not provide for the verification of State issued certificates, permits or licenses issued or not issued to persons, firms, corporations or associations engaged in businesses and occupations within the unincorporated area of San Miguel County.

Action Requested of Commission: Review a proposed draft ordinance which amends the current business license ordinance and authorize County staff to proceed in submitting said amendment for approval.

Staff Recommendation: As per action requested of Commission.

Presenter: Alex Tafoya, Planning and Zoning Supervisor

13. RESOLUTION NO. 03-13-18-RA01; ADDITION OF APOSTOL SANTIAGO, A PROPOSED NAME THAT WILL REPLACE THE COUNTY VACATED ROAD C53B TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO

Background Information: We received a Road Name Petition on February 7th 2016 requesting that vacated County Road C53B be renamed ***Apostol Santiago***. The road is located in the Maes Area, which is located in the North Eastern $\frac{2}{3}$ of the County. Per San Miguel County Ordinance No.SMC-07-13-99-ORD-2, Section 4.1; 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 Road Naming petition exceeds the simple majority of the current residents/land owner’s signatures agreeing to the name of ***“Apostol Santiago”***. 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. The petitioners have paid the \$100 fee required for road name changes as per San Miguel County Ordinance No.SMC-07-13-99-ORD-2 Section 4.3-A.

Action Requested of Commission: Review and Approve

Staff Recommendation: Approval of Resolution

Presenter: Diego Trujillo, Information Technology Supervisor

14. RESOLUTION NO. 04-10-18-RA04; ADDITION OF CAMINO SOLEDAD, A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO

Background Information: During a routine audit of San Miguel County addressing data, it was discovered that there are eight (8) addressed structures and three (3) additional properties on a single road/driveway located off County Road B41B in the San Jose Area. 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.”

On July 19, 2017, letters were sent to the residents/property owners affected by the County's intent to name the road/driveway with the option to name the road. Forty Six percent (46% - 5 of 11) of residents/property owners returned a Road Name Petition with three (3) possible road names.

A follow up letter was sent on February 5, 2018 to residents/property owners informing them of San Miguel County's intent to accept the Road Name Petition. The recipients were given thirty (30) days to respond if they were in disagreement. To date, we have not received a reply.

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. RESOLUTION NO. 04-10-18-RA02; ADDITION OF PARADISE LN, A PROPOSED NAME FOR A PRIVATE DRIVEWAY ADDED TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO

Background Information: On February 6, 2018, Ms. Garza was requesting an address for a new residence through the County's Planning and Zoning permitting process. It was determined, that all addresses were exhausted where her property is located adjacent to County Road B47A, in Tecolote. The County E-911 office requested that Ms. Garza submit a Road Naming Petition for her driveway. The submitted petition has been determined to be acceptable by SMC Rural Addressing staff. Ms. Garza is the only resident that will be affected by this new road name; therefore, only one signature is required.

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. The petitioner has paid the \$100.00 fee required for a road name as per San Miguel County Ordinance No. SMC-07-13-99-ORD-2 Section 4.3A.

Action Requested of Commission: Review and approve

Staff Recommendation: Approval of Resolution

Presenter: Diego Trujillo, Information Technology Supervisor

16. RESOLUTION NO. 04-10-18-RA03; ADDITION OF PITTSBURG NELLY LN, A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO

Background Information: During a routine audit of San Miguel County addressing data, it was discovered that there are three (3) addressed structures on a single Driveway located off NM Highway 94 in the Tierra Monte Area. 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.”

Letters were sent to the residents on November 9, 2017 informing them of San Miguel County's intent to name the road. The residents returned a road-naming petition and two of the three current residents agreed to the name of ***Pittsburg Nelly Ln***. 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

17. SECOND EXTENSION AGREEMENT - SAN MIGUEL COUNTY DETENTION CENTER - FACILITY JANITORIAL SUPPLIES, LAUNDRY PRODUCTS (DETERGENT, BLEACH, ETC.)

Background Information: The San Miguel County/Brady Industries, Inc. 2nd Extension Agreement, specific to the Bid Award for janitorial supplies and laundry products, at the San Miguel County Detention Center, is presented for Commission review and approval. Prices are set as per the bid award and all terms of the underlying agreement remain in full force and effect.

Action Requested of Commission: Review and Approval

Staff Recommendation: Approval

Presenter: Matthew A. Elwell, Warden

18. SAN MIGUEL COUNTY, NEW MEXICO – SUMMIT FOOD SERVICE/COMMISSARY SERVICES MANAGEMENT AGREEMENT

Background Information: The second Extension Agreement for Food Service/Commissary Services Management Agreement, by and between San Miguel County, New Mexico, and Summit/A'Viands, for the operation and management of food services/commissary services at the San Miguel County Detention Center; is presented for Commission review and approval. The renewal agreement includes costs that are based on the number of meals served per meal period, within a sliding scale format, and reflects the contractual allowed price adjustment for inflationary costs within the food/beverage component of the U.S. Department of Labor consumer price index.

Action Requested of Commission: Review and Approval

Staff Recommendation: Approval

Presenter: Matthew A. Elwell, Warden

19. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF MARCH 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

20. STATUS UPDATE ON REVISED PERSONNEL POLICY

Background Information: Presentation on the Status Update of the Revised Personnel Policy.

Action Requested of Commission: None

Staff Recommendation: None

Presenter: Eileen Sedillo, Human Resource Supervisor

21. RECOMMENDATION TO APPROVE THE JOB DESCRIPTION OF NARCOTICS DETECTIVE WITH THE SAN MIGUEL COUNTY SHERIFF'S DIVISION.

Background Information: The Narcotics Detective with the San Miguel County Sheriff's Division will be working collaboratively with the Fourth Judicial District Attorney's Office, Las Vegas Police Department, New Mexico State Police as well as other law enforcement agencies to combat illegal drug use and distribution within San Miguel County.

Action Requested of Commission: Approval of the Narcotics Detective Job Description

Staff Recommendation: Approval of the Narcotics Detective Job Description

Presenter: Eileen Sedillo, Human Resource Supervisor

22. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF MARCH 2018.

Background Information: Personnel actions or changes, which have taken place in San Miguel County for the month of March 2018, are being 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 March 2018.

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

Presenter: Eileen Sedillo, Human Resource Supervisor

BOARD OF FINANCE MEETING

23. BANK TRANSFERS FOR THE MONTH OF MARCH AND TAX DOLLAR REPORT

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

24. AMENDMENT TO ADMINISTRATIVE REGULATION GOVERNING PER DIEM AND MILEAGE IN SAN MIGUEL COUNTY

Background Information: Two amendments are being presented for approval. The first amendment is regarding the approval of out of state travel. The second amendment is regarding mileage when no overnight lodging is required.

Action Requested of Commission: Review, discuss and provide direction up to and including approval.

Staff Recommendation: Review, discuss and provide direction up to and including approval.

Presenter: Melinda Gonzales, Finance Supervisor

25. JOURNAL ENTRY REPORT FOR THE MONTH OF FEBRUARY 2018

Background Information:

To provide the Commissioners with a Journal Entry Report for the month of February 2018.

Action Requested of Commission: Informational purposes

Staff Recommendation: Informational purposes

Presenter: Melinda Gonzales, Finance Supervisor

26. CASH BALANCE REPORT

Background Information: To report the January reconciled cash balances.

Action Requested of Commission: Informational purposes only

Staff Recommendation: Informational purposes only

Presenter: Melinda Gonzales, Finance Supervisor

27. RECEIPT REPORT FOR THE MONTH OF FEBRUARY 2018

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

Action Requested of Commission: Informational purposes

Staff Recommendation: Informational purposes

Presenter: Melinda Gonzales, Finance Supervisor

28. ACCOUNTS PAYABLE REPORT FOR THE PERIOD OF FEBRUARY 27, 2018 THROUGH March 23, 2018 AND THE JANUARY 2018 HOUSING PAYMENT REGISTER

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, Finance Supervisor

EXECUTIVE/CLOSED SESSION

- A. Limited Personnel Matters, as permitted by NMSA 1978, Section 10-15-1(H)(2) (as amended) of the Open Meetings Act, more specifically personnel matters regarding specific county departments: Union-AFSCME

ADJOURNMENT