

**MINUTES OF REGULAR MONTHLY MEETING OF
SAN MIGUEL COUNTY BOARD OF COMMISSIONERS
HELD WEDNESDAY MAY 9, 2018 BEGINNING AT 2:00 P.M.**

CALL TO ORDER

The San Miguel County Board of Commissioners held its regular monthly meeting on Wednesday May 9, 2018, beginning at 2:00 p.m. The meeting convened at the Village of Pecos located at 92 South Main St., Pecos, New Mexico 87552.

ROLL CALL:

Upon a call of the roll, Chairman Chris Najar present, Commissioner Rock Ulibarri not present, Commissioner Arthur Padilla present, Commissioner Maria Martinez present, and Vice-Chairman Janice Varela present and a quorum was duly noted.

PLEDGE OF ALLEGIANCE AND SALUTATION TO NM STATE FLAG

Commissioners, staff and citizens in attendance joined in the pledge and salute.

APPROVAL OF AGENDA

Motion made by Commissioner Arthur Padilla to approve agenda. Second by Vice Chairman Janice Varela. Motion carried.

APPROVAL OF MINUTES

April 10, 2018 Regular Meeting.

Motion made by Commissioner Arthur Padilla to approve April 10, 2018 Regular Commission Meeting minutes. Second by Commissioner Maria Martinez. Motion carried.

PUBLIC INPUT FORUM

Raphael D' Amato – Spoke about the incident at the Fire Chiefs meeting.

David Romero – Congratulated all the Pecos Athletes.

NEW BUSINESS

REGULAR ORDER

1. RESOLUTIONS RECOGNIZING THE PECOS PANTHERS BASKETBALL, CHEERLEADING, AND CROSS COUNTRY STATE CHAMPIONSHIPS FOR THE 2017-2018 SCHOOL YEAR

San Miguel County Vice Chairman Janice Varela and Pecos Mayor Ted Benavidez presented to the Commission 3 Proclamations recognizing the Pecos Panthers basketball, cheerleading, and cross-country teams on their state championships for the 2017-2018 school year and proclaiming May 9, 2018 as Pecos Panthers Day.

No motion made.

Motion made by Vice Chairman Janice Varela at 2:28p.m. to take a short recess to eat cake and pizza to Celebrate the Pecos State Champs. Second by Commissioner Arthur Padilla. Motion Carried.

Chairman Chris Najar called the meeting back to order at 2:47p.m.

2. RESOLUTION NO. 2018-08-05-POVERTY

San Miguel County Vice Chairman Janice Varela presented to the Commission a resolution making a commitment to draft, finalize, pass, and implement a Poverty Eradication Strategic Plan.

Motion made by Commissioner Maria Martinez to table Resolution No. 2018-08-05-Poverty. Second by Commissioner Arthur Padilla. Motion Carried.

3. PAY TO STAY PROCESSES

San Miguel County Warden Matthew Elwell presented to the Commission a pay to stay process where inmates pay for their housing.

For informational purposes only.

4. NATIONAL CORRECTIONAL OFFICERS AND EMPLOYEES WEEK MAY 6-12, 2018

San Miguel County Warden Matthew Elwell informed the Commission that in 1984, President Ronald Reagan signed Proclamation 5187 creating "National Correctional Officers Week." The first full week in May has since been recognized as national Correctional Officers' Week to honor the work of correctional officers and correctional personnel nationwide who work every day to keep the public safe.

For informational purposes only.

5. POTENTIAL RISKS OF DETENTION CENTER INMATES WORKING WITHIN THE COMMUNITY

San Miguel County Warden Matthew Elwell informed the Commission that due to new Bond ruling, circumstances have changed specific to misdemeanor offenders. Inmates with low misdemeanor crimes and low Felony arrests are able to get out on Bond leaving only high risk inmates at the Detention Center, making it harder to find inmates that are safe to go out in the public to help the road crew with cleanup and other tasks.

For informational purposes only.

6. GRANT APPROVAL IN THE AMOUNT OF \$247,000.00 FOR MEDICATION MANAGEMENT TREATMENT PROGRAM AT THE SAN MIGUEL COUNTY DETENTION CENTER

San Miguel County Warden Matthew Elwell informed the Commission that the Detention Center was selected to implement the Pilot Project, utilizing Naltrexone, while providing Release Planning, Care Coordination, and Case Management for six (6) months post release. Mr. Elwell requested that the Commission review and approve the amount of \$247,000.00 for the medication management treatment program.

Motion made by Commissioner Maria Martinez to approve the amount of \$247,000.00 for the medication management treatment program. Second by Commissioner Arthur Padilla. Motion carried.

7. PROCLAMATION TO RESTRICT FIREWORKS SALE AND USE

San Miguel County Fire Marshal Andrew Duran informed the Commission about on-going drought conditions, and snowpack at almost historic lows, San Miguel County is identified as being in Extreme Drought Conditions as identified by the National Weather Service and other drought monitoring services. As a provision of the Fireworks Licensing and Safety Act [60-2C-1NMSA 1978], a proclamation establishing that severe or extreme drought conditions exist in San Miguel County and a Restriction the Sale and use of Fireworks is necessary. Mr. Duran requested the Commission approve Proclamation to restrict Fireworks sales and use. San Miguel Fire Marshal Andrew Duran requested the Commission hold and conduct a public hearing on the Proclamation to restrict Fireworks sales and use. San Miguel County Attorney David Romero swore in the following

Jamie Sweeney – Pecos Valley Medical Center Employee and Fire Chief of Glorieta Fire Department in favor of banning fireworks because of the drought conditions.

Gary Gold – San Miguel County Sheriff in favor of banning fireworks because of drought conditions.

Raphael D' Amato - In favor because of drought conditions.

Motion made by Vice Chairman Janice Varela to approve Proclamation to restrict Fireworks sale and use. Second by Commissioner Arthur Padilla. Motion carried.

8. FIRE PROTECTION MUTUAL AID AGREEMENT BY AND BETWEEN MORA COUNTY, NEW MEXICO AND SAN MIGUEL, NEW MEXICO

San Miguel County Fire Marshal Andrew J. Duran informed the Commission historically, San Miguel County Fire has had Mutual Aid Agreements with the surrounding Counties in order to provide more sustainable fire protection to the citizens of these counties. The participating Fire Districts within San Miguel County are Sapello/Rociada, Gallinas, Conchas Dam, El Pueblo, Ifeld, Cabo Lucero, Sheridan, Trementina, Tecolote, Pecos Canyon, La Placita and Rowe Volunteer Fire Departments. The Participating Fire Districts within Mora

County are Buena Vista, Golondrinas, Watrous, Ledoux/Monte Aplando/El Carmen (LMC), Mora, Cleveland/Holman. Encinal/Tramperos (CHET), Ocate,Ojo Feliz, Guadalupita and Sierra Bonita/ Rincon (SBR) Volunteer Fire Departments. Mr. Duran requested the Commission review and approve Fire Protection Mutual Aid Agreement.

Motion made by Commissioner Arthur Padilla to approve Fire Protection Mutual Aid Agreement. Second by Maria Martinez. Motion Carried.

9. AWARD OF COMMUNITY WILDFIRE PROTECTION PLAN

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission that San Miguel County received proposals in response to an RFP for a Community Wildfire Protection Plan. A committee that worked independently of each other conducted evaluations of the proposals. There were five responses, the County set up interviews with the top three companies; interviews were conducted and then evaluated. The committee selected Anchor Point as the company to perform the Community Wildfire Protection Plan. Ms. Gonzales requested the Commission enter into a contract with Anchor Point.

Motion made by Commissioner Arthur Padilla to approve Award of Community Wildfire Protection Plan. Second by Vice Chairman Janice Varela. Motion Carried.

10. LEGISLATIVE APPROPRIATION GRANT NO. 16-A2485 COUNTY FAIRGROUNDS

San Miguel County Planning and Zoning Supervisor Alex Tafoya informed the Commission that San Miguel County has received Legislative Appropriation Grant No.16-A2485 which provides \$15,000 to plan, design, construct and renovate the exhibit hall roof and insulation, including the purchase and installation of related equipment and the San Miguel County Fairgrounds. Mr. Tafoya requested the Commission accept the grant agreement and authorize Commission Chair Chris Najjar to sign the grant agreement.

Motion made by Vice Chairman Janice Varela to accept the grant agreement and authorize Commission Chair Chris Najjar to sign the grant agreement. Second by Commissioner Arthur Padilla. Motion carried.

11. RESOLUTION NO. 05-09-18-BUSINESS

San Miguel County Planning and Zoning Supervisor Alex Tafoya informed the Commission at the April 10, 2018 County Commission meeting, direction was given to the County staff to proceed in preparing an amendment to the existing San Miguel County Business License Ordinance. Resolution No. 05-09-18-BUSINESS provides for the County Manager to do all things necessary and proper for the adoption or proposed Ordinance No. SMC-06-12-18-ORD-1.2. Mr. Tafoya requested the Commission Adopt Resolution No. 05-09-18-BUSINESS.

Motion made by Vice Chairman Janice Varela to Adopt Resolution No. 05-09-18-BUSINESS. Second by Commissioner Maria Martinez. Motion carried.

12. HAWKS LANDING SUMMARY SUBDIVISION APPLICATION NO. SC-0087

San Miguel County Planning and Zoning Supervisor Alex Tafoya informed the Commission that San Miguel County received Type 3 Summary Subdivision Application No. SC-0087 from Bonnie J. McGowan, Hawks Landing, LLC, for the purpose of creating four (4) residential lots from within a 94.55 acre, more or less, tract of land, leaving the remaining 88.07 acres, more or less, as open space. Mr. Tafoya requested the Commission to hold and conduct a public hearing and accept evidence and testimony on the application. San Miguel County David Romero swore in the following

Carl Summer – Attorney for Ms. McGowan, stated that the application is complete and meets and the criteria the County Commission has set out which are Ordinances and Regulations related to summary Subdivisions.

David Romero – San Miguel County Attorney asked Ms. McGowan's Attorney Carl Summer questions regarding the Subdivision. Discussion ensued.

Bonnie McGowan – Owner of Hawks Landing LLC answered all questions asked by Attorney David Romero and gave a brief summary of the Subdivision.

Martha Tillman – Brand new resident of the Subdivision and is for the addition of the four lots being added.

Alan Bell – Owner of a lot in the Subdivision and is against the four lots being added.

Gary Gold – San Miguel County Sheriff was concerned about an easement access road through the Subdivision.

Motion made by Commissioner Arthur Padilla to approve Hawks Landing Summary Subdivision Application No. SC-0087. Second by Commissioner Maria Martinez. Motion carried.

13. REQUEST THE AUTHORIZATION OF THE 2018 SAN MIGUEL COUNTY SUMMER YOUTH PROGRAM

San Miguel County Public Works Supervisor Morris Madrid informed the Commission of \$17,000 used to hire high school age county youth during the 2018 summer. The summer youth program is intended to provide a positive life-learning experience for youth in San Miguel County. Hiring will be done by a committee on an open and competitive basis. A total of 8 youth will be hired for the amount of 6 weeks. Mr. Madrid requested approval of Summer Youth Program.

Motion made by Commissioner Maria Martinez to approve of the Summer Youth Program. Second by Vice Chairman Janice Varela. Motion Carried.

14. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF APRIL 2018

San Miguel County Public Works Division Road Foreman Arnold Lopez informed the Commission of all the Maintenance and blading of County roads that took place for the month of April 2018. San Miguel Public Works Division will be hosting a County wide clean up on June 8, 2018.

For informational purposes only.

15. APPROVAL OF RESOLUTION NO. 05-09-18-PERSONNEL

San Miguel County Human Resource Supervisor Eileen Sedillo informed the Commission on the current San Miguel County Ordinance No. SMC-12-12-00-ORD-PERSONNEL which was adopted on December 13, 2000. Ms. Sedillo informed the Commission that it is in the best interest of the County to update the Personnel Policy periodically to ensure that it conforms to federal and state law. The Human Resource staff has identified elements of the policy that need clarification and updating. The Human Resource Supervisor scheduled meetings with County Employees to review the proposed replacement of the Personnel Policy. Ms. Sedillo requested the Commission approve Resolution No. 05-09-18-PERSONNEL.

Motion made by Commissioner Arthur Padilla to approve Resolution No. 05-09-18-PERSONNEL. Second by Commissioner Maria Martinez. Motion carried.

16. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF APRIL 2018

San Miguel County Human Resource Supervisor Eileen Sedillo informed the Commission of the personnel actions or changes, which have taken place in San Miguel County for the month of April 2018. Ms. Sedillo requested the Commission to approve and ratify the personnel actions or changes that have taken place during the month of April 2018.

Motion made by Vice Chairman Janice Varela to approve and ratify the personnel actions or changes that have taken place during the month of April 2018. Second by Commissioner Arthur Padilla. Motion Carried.

BOARD OF FINANCE MEETING

17. BANK TRANSFERS FOR THE MONTH OF APRIL

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission of the bank transfers and tax dollar report for the month of April 2018.

For informational purposes only.

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

San Miguel County Finance Supervisor Melinda Gonzales presented to the Commission two Amendments. The First Amendment is regarding the approval of out of state travel. The Second amendment is regarding mileage when no overnight lodging is required. Ms. Gonzales requested the Commission review and approve the two amendments.

Motion made Commissioner Maria Martinez to review and approve amendment to administrative regulation governing per diem and mileage in San Miguel County. Second by Commissioner Arthur Padilla. Motion Carried.

19. RESOLUTION 2018-05-08-F3

San Miguel County Finance Supervisor Melinda Gonzales presented to the Commission a transfer of \$28,000 from the general fund (fund 101) to the detention center fund (fund 703). These funds will be used by the detention center for a fence and for the installation of a new domestic water line and fire suppression water main. An increase in budgeted expenditures of the \$40,000 in the general fund (fund 101) to pay for a biometric time clock solution. A budget increase of \$2,520 in revenues and expenditures in the Vehicle Capital Outlay fund (fund 220). The detention center had an \$81,000 legislative appropriation that was used to procure an explorer and a passenger van. Of those funds, we have a balance of \$2,520 that the detention center would like to use to purchase window guard kits for the van. A budget increase of \$15,000 in revenues and expenditures to Community Projects fund (fund 500) in legislative funds for the Fair Grounds. A budget increase of \$247,000 in the detention center fund (fund 703) to account for a grant for a Medication Management Treatment Program. A budget increase of \$8,913.28 to budget the existing cash in the USDA Vehicle Reserve Fund to be used for a program that benefits job creation. Ms. Gonzales requested the Commission review and approve Resolution 2018-05-08-F3.

Motion made by Vice Chairman Janice Varela to approve Resolution 2018-05-08-F3. Second by Commissioner Arthur Padilla. Motion Carried.

20. RESOLUTION 2018-05-09-F1, AUTHORIZING THE CREATION OF FUND 243

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission of an award received by the County for a Transportation Alternative Program (TAP) to continue to work on the pedestrian/bike trail. In FY17/18, the County has actually budgeted \$68,352 in revenues and \$11,648 as a match for the first phase of this funding. However, it was determined that a resolution had not been presented to the board for approval of the creation of the fund. Ms. Gonzales requested the Commission review and approve Resolution 2018-05-09-F1 authorizing the creation of Fund 243.

Motion made by Arthur Padilla to approve Resolution 2018-05-09-F1 authorizing the creation of Fund 243. Second by Vice Chairman Janice Varela. Motion Carried.

21. RESOLUTION 2018-05-09-F2, AUTHORIZING TO CHANGE THE NAME AND THE PURPOSE OF FUND 992

San Miguel County Finance Supervisor Melinda Gonzales presented to the Commission Fund 992 which had been used to account for an old debt service account that was originally associated with a 1995 Jail Lease agreement and subsequently used for debt associated with the jail. The fund is no longer needed for this purpose and the Finance Office is requesting that the purpose of the Fund be changed. The Fund will now be entitled USDA SPEC BUILDING FUND and will be used to account for rental payments received for the use of the building. Ms. Gonzales requested the Commission review and approve Resolution 2018-05-09-F2 to change the name and the purpose of Fund 992.

Motion made by Commissioner Arthur Padilla to approve Resolution 2018-05-09-F2 to change the name and the purpose of Fund 992. Second by Vice Chairman Janice Varela. Motion Carried.

22. RESOLUTION 2018-05-09-F4

San Miguel County Finance Supervisor Melinda Gonzales presented to the Commission a resolution adopting a procurement policy for San Miguel County. Certain grant programs require that the grantee establish and adopt a procurement policy on an annual basis. Ms. Gonzales requested that the Commission review and approve Resolution 2018-05-09-F4.

Motion made by Vice Chairman Janice Varela to approve Resolution 2018-05-09-F4. Second by Commissioner Arthur Padilla. Motion Carried.

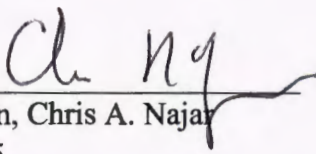
ROLL CALL

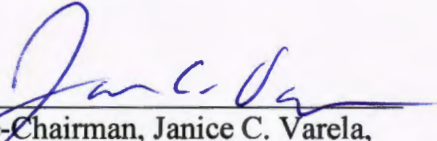
Chairman Chris Najar- present
Vice-Chairman Janice Varela- present
Commissioner Maria Martinez- present
Commissioner Rock Ulibarri- Not present
Commissioner Arthur Padilla- present

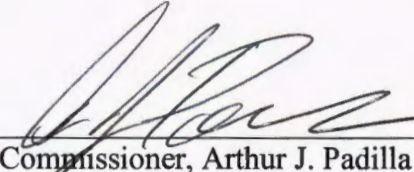
ADJOURNMENT

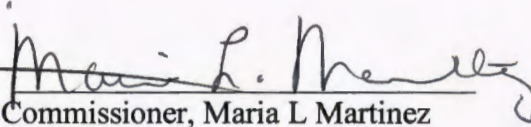
Motion made by Commissioner Arthur Padilla to adjourn the meeting at 4:43p.m. Second by Commissioner Maria Martinez. Motion carried.

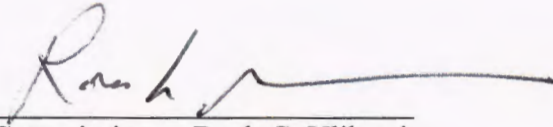
Approved this 12th day of June, 2018 as the Official Minutes of the Board of County Commissioners of San Miguel County, New Mexico, of its Regular Meeting held May 9, 2018.


Chairman, Chris A. Najera
District 5




Vice-Chairman, Janice C. Varela,
District 2

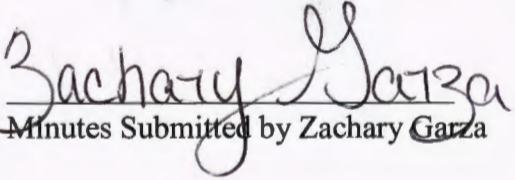

Commissioner, Arthur J. Padilla
District 3


Commissioner, Maria L. Martinez
District 4


Commissioner, Rock G. Ulibarri
District 1

ATTEST



Geraldine E. Gutierrez, County Clerk


Minutes Submitted by Zachary Garza