



# 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 Wednesday, May 9, 2018 beginning at 2:00 p.m., at the Village of Pecos located at 92 South Main St., Pecos, New Mexico 87552. 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.

**Notice Published Las Vegas Optic: April 25, 2018**

**Notice Disseminated to Radio Stations KFUN, KLVF, KNMX, KMDZ, KBQL, and KMDS: April 20, 2018**

**Notice Posted on the SMC Website at [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us): April 27, 2018**

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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](http://www.co.sanmiguel.nm.us), and also available in hard copy at the office of the San Miguel County.

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## AGENDA

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**SALUTATION TO THE NEW MEXICO STATE FLAG:**

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

**"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**

April 10, 2018 Regular Commission Meeting

**PUBLIC INPUT FORUM**

**NEW BUSINESS**

**REGULAR ORDER**

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

**Background Information:** San Miguel County along with the Village of Pecos will be 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 Panther Day.

**Action Requested of Commission:** Review Resolutions and Approve

**Staff Recommendation:** Approval

**Presenter:** Janice Varela, Commission Vice-Chairman

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

**Background Information:** A resolution making a commitment to draft, finalize, pass, and implement a Poverty Eradication Strategic Plan.

**Action Requested of Commission:** Review and Approve

**Staff Recommendation:** Approval

**Presenter:** Vice-Chair Janice Varela and Commissioner Rock Ulibarri

**3. PAY TO STAY PROCESSES**

**Background Information:** San Miguel County Commissioner, Mr. Arthur J. Padilla has requested information specific to Pay to Stay processes, which includes charging detainees for incarceration.

**Action Requested of Commission:** Information Only

**Staff Recommendation:** Information Only

**Presenter:** Matthew A. Elwell, Warden

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

**Background Information:** 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.

**Action Requested of Commission:** Information Only

**Staff Recommendation:** Information Only

**Presenter:** Matthew A. Elwell, Warden

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

**Background Information:** Due to new Bond Ruling, circumstances have changed specific to misdemeanor offenders.

**Action Requested of Commission:** Information Only

**Staff Recommendation:** Information Only

**Presenter:** Matthew A. Elwell, Warden

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

**Background Information:** San Miguel County 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.

**Action Requested of Commission:** Review and Approval

**Staff Recommendation:** Approval

**Presenter:** Matthew A. Elwell, Warden

## **7. PROCLAMATION TO RESTRICT FIREWORKS SALE AND USE**

**Background Information:** Due to 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.

**Action Requested of Commission:**

1. Review Proclamation to Restrict Fireworks Sales and Use
2. Hold and conduct a public hearing on the Proclamation to Restrict Fireworks Sales and Use
3. Approve Proclamation to Restrict Fireworks Sales and Use

**Staff Recommendation:** Approve Proclamation to Restrict Fireworks Sales and Use

**Presenter:** Andrew J. Duran, Fire Marshal

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

**Background Information:** 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. At this time, San Miguel County Fire is seeking approval to enter into a Mutual Aid Agreement with Mora County. The participating Fire Districts within San Miguel County are Sapello/Rociada, Gallinas, Conchas Dam, El Pueblo, Ifield, 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.

**Action Requested of Commission:** Review and Approval

**Staff Recommendation:** Approval

**Presenter:** Andrew J. Duran, Fire Marshal

## **9. AWARD OF COMMUNITY WILDFIRE PROTECTION PLAN**

**Background Information:** 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.

**Action Requested of Commission:** Authorize the County Manager and staff to enter into a contract with Anchor Point.

**Staff Recommendation:** Authorize the County Manager and staff to enter into a contract with Anchor Point.

**Presenter:** Melinda Gonzales, Finance Supervisor

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

**Background Information:** 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 at the San Miguel County Fairgrounds.

**Action Requested of Commission:** Accept the grant agreement and authorize Commission Chair Chris Najjar to sign the grant agreement.

**Staff Recommendation:** Accept the grant agreement and authorize Commission Chair Chris Najjar to sign the agreement.

**Presenter:** Alex Tafoya, Planning and Zoning Supervisor

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

**Background Information:** At the April 10, 2018 County Commission meeting, direction was given to 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 of proposed Ordinance No. SMC-06-12-18-ORD-1.2.

**Action Requested of Commission:** Adopt Resolution No. 05-09-18-BUSINESS

**Staff Recommendation:** Adopt the Resolution

**Presenter:** Alex Tafoya, Planning and Zoning Supervisor

## **12. HAWK'S LANDING SUMMARY SUBDIVISION APPLICATION NO. SC-0087**

**Background Information:** San Miguel County received Type 3 Summary Subdivision Application No. SC-0087 from Bonnie J. McGowan, Hawk's 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.

**Action Requested of Commission:** (1) Review Application No. SC-0087; (2) conduct a public hearing and accept evidence and testimony on the Application; and (3) approve the Application.

**Staff Recommendation:** As requested of the Commission

**Presenter:** Alex Tafoya, Planning and Zoning Supervisor

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

**Background Information:** Authorization includes the appropriation of seventeen thousand (\$17,000) 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.

**Action Requested of Commission:** Approval of Summer Youth Program

**Staff Recommendation:** Approval of Summer Youth Program

**Presenter:** Morris Madrid, SMC Public Works Supervisor

## **14. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF APRIL 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 Informational Purposes Only

**Staff Recommendation:** For Informational Purposes Only

**Presenter:** Arnold Lopez, SMC Public Works Division Road Foreman

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

**Background Information:** The current San Miguel County Personnel Ordinance No. SMC-12-12-00-ORD-PERSONNEL was adopted December 12, 2000 and recorded in the office of the San Miguel County Clerk on December 13, 2000. 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.

**Action Requested of Commission:** Approval of Resolution No. 05-09-18-PERSONNEL.

**Staff Recommendation:** Approval of Resolution No. 05-09-18-PERSONNEL.

**Presenter:** Eileen Sedillo, Human Resource Supervisor

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

**Background Information:** Personnel actions or changes which have taken place in San Miguel County for the month of April 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 April 2018.

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

**Presenter:** Eileen Sedillo, Human Resource Supervisor

### **BOARD OF FINANCE MEETING**

#### **17. BANK TRANSFERS FOR THE MONTH OF APRIL**

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

**Background Information:** Two amendments are being presented for review and 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 and Approval

**Staff Recommendation:** Review and Approval

**Presenter:** Melinda Gonzales, Finance Supervisor

#### **19. RESOLUTION 2018-05-08-F3**

**Background Information:** Transfer \$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.

**Action Requested of Commission:** Review and approval

**Staff Recommendation:** Review and approval

**Presenter:** Melinda Gonzales, Finance Supervisor

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

**Background Information:** The County has received an award 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.

At this time, a resolution is being presented to the Commission for review and approval.

**Action Requested of Commission:** Review and approve fund authority.

**Staff Recommendation:** Review and approve fund authority.

**Presenter:** Melinda Gonzales, Finance Supervisor

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

**Background Information:** Fund 992 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.

**Action Requested of Commission:** Review and approve fund authority.

**Staff Recommendation:** Review and approve fund authority.

**Presenter:** Melinda Gonzales, Finance Supervisor

## **22. RESOLUTION 2018-05-09-F4**

**Background Information:** 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.

**Action Requested of Commission:** Review and Approval

**Staff Recommendation:** Review and Approval

**Presenter:** Melinda Gonzales, Finance Supervisor

## **ADJOURNMENT**