



Board of County Commissioners

Rock G. Ulibarri
Chairman - District 1

Arthur J. Padilla
Vice Chair - District 3

Janice C. Varela
Commissioner - District 2

Maria L. Martinez
Commissioner - District 4

Chris A. Najer
Commissioner - District 5

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 Monday, September 11, 2017 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 1.505.425.9333.

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: August 21, 2017

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

August 8, 2017 Regular Meeting Minutes

INTRODUCTION OF NEW SAN MIGUEL COUNTY EMPLOYEES:

ZACHARY GARZA - Bureau of Elections Deputy Clerk – Probationary Temporary Full Time Employee San Miguel County Clerks Division

ELIZABETH TARR - Appraiser I – Probationary Part Time Employee- San Miguel County Assessors Division

PRESENTER: Eileen Sedillo, Human Resources Supervisor

PUBLIC INPUT FORUM

NEW BUSINESS

PRESENTATION: Citizens Advisory Committee

Presenter: Pat Lehan

PRESENTATION: El Molino Site in Pecos

PRESENTER: NMED & NMG&F

REGULAR ORDER

1. APPROVAL OF PROFESSIONAL SERVICES CONTRACT WITH DAVE ROMERO, JR FOR LEGAL SERVICES

Background Information:

Approval of Professional Services Contract with Dave Romero, Jr for legal services

Action Request of Commission: Request for approval

Staff Recommendation: Request for approval

Presenter: Vidal Martinez, San Miguel County Manager

2. ORDER SETTING TAX RATES-2017 PROPERTY TAX YEAR

Background Information:

Tax Rates are determined by taxable assessed value and revenue demands of the county which will then determine taxes. Tax Rates are received the first week in September of every year from the New Mexico Department of Finance and Administration and must be approved by the Board of County Commissioners within 5 days of receiving the tax rates.

Action Request of Commission: Request for approval of the 2017 Tax Rates

Staff Recommendation: Request for approval of the 2017 Tax Rates

Presenter: Patricia D. Gallegos, San Miguel County Assessor

3. RECOMMENDATION TO HIRE MR. MATTHEW A. ELWELL, WARDEN/FACILITIES ADMINISTRATOR, SAN MIGUEL COUNTY DETENTION CENTER

Background Information:

Recommendation by County Manager, Vidal Martinez, to hire Matthew A. Elwell, Warden/Facilities Administrator, San Miguel County Detention Center

Action Request of Commission: Request for approval

Staff Recommendation: Request for approval

Presenter: Vidal Martinez, San Miguel County Manager

4. APPROVE THE MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN SAN MIGUEL COUNTY FAMILY AND THE COMMUNITY HEALTH COUNCIL AND SAN MIGUEL COUNTY

Action Request of Commission: Request for approval

Staff Recommendation: Request for approval

Presenter: Barbara Casey, Collaborative Chair

5. SAN MIGUEL COUNTY RESOLUTION TO CO-SPONSOR PECOS FISHING DERBY

Background Information:

Pecos will be having its 1st Annual Fishing Derby on September 23, 2017

Action Request of Commission: Request for approval

Staff Recommendation: Request for approval

Presenter: Janice C. Varela, San Miguel County Commissioner

6. RIDE AND DINE ABOARD CAFÉ ROULANT- SAN MIGUEL COUNTY/CITY OF LAS VEGAS

Background Information:

Ride and Dine aboard Café Roulant- San Miguel County/City of Las Vegas

Action Request of Commission: Informational purposes only

Staff Recommendation: Informational purposes only

Presenter: Rock Ulibarri, San Miguel County Chairman

7. RESOLUTION 09-11-2017-CM SUPPORTING THE 2018 LEGISLATIVE PRIORITIES OF THE NEW MEXICO ASSOCIATION OF COUNTIES

Background Information:

A resolution supporting the New Mexico Association of Counties Legislative Priorities

Action Request of Commission: Request for approval

Staff Recommendation: Request for approval

Presenter:

Vidal Martinez, San Miguel County Manager and Janice Varela, San Miguel County Commissioner

8. OLD WOOD LEASE AGREEMENT, UTILITIES BILL, AND EDC

Background Information:

Discussion of Old Wood Lease Agreement, Utilities Bill, and EDC

Action Request of Commission: Informational purposes only

Staff Recommendation: Informational purposes only

Presenter: David Old and Bob Witters

9. RESOLUTION-09-12-17-SEPTEMBER PREPAREDNESS MONTH

Background Information:

Department of Homeland Security/Emergency Management, San Miguel County/City of Las Vegas Office of Emergency Management proclaimed September Preparedness Month in San Miguel County in promoting awareness for preparatory steps to protect lives and property.

Action Requested of Commission: Request for approval

Staff Recommendation: Request for approval

Presenter: Rock Ulibarri, San Miguel County Chairman

10. RATIFICATION OF LODGERS' TAX FUNDING

Background Information:

San Miguel County Lodgers' Tax Advisory Board reviewed proposals received in response to the Request for Proposals for Lodgers' Tax Funding. Funding was approved by the Lodgers' Tax Advisory Board to the Las Vegas Arts Council (\$1,002.50); the Animal Welfare Coalition (\$600); and the Pecos Business Association (\$13,974.75) with a Contractual Agreement for Award and Expenditure of Lodgers' Tax Funds.

Action Requested of Commission:

Ratify the action taken by the Lodgers' Tax Advisory Board and authorize County Manager Vidal Martinez to sign the Contractual Agreements for Award and Expenditure of Lodgers' Tax Funds.

Staff Recommendation:

Ratify the action taken by the Lodgers' Tax Advisory Board and authorize the County Manager to sign the Contractual Agreement.

Presenter: Glen Post, Lodgers' Tax Advisory Board Chairman

11. PRESENTATION FROM DWI PROGRAM

Background Information:

The San Miguel County DWI Program Coordinator updates the County Commission at least once a year with information about the program and results/data.

Action Request of Commission: Informational purposes only

Staff Recommendation: Informational purposes only

Presenter: Yolanda B. Cruz, DWI Program Coordinator

12. 2017 JUSTICE ASSISTANCE GRANT (JAG) PROGRAM AWARD

Background Information:

The San Miguel County Sheriff's Office is requesting to review and approve the Interlocal Agreement between the City of Las Vegas and the County of San Miguel 2017 Justice Assistance (JAG) Program Award.

Action Request of Commission:

Review and approve 2017 Justice Assistance Grant (JAG) Program Award

Staff Recommendation:

Review, discuss, and approve as submitted

Presenter: Kenneth Stumberg, San Miguel County Undersheriff

13. RESOLUTION NO. 09-11-17-RA01; ADDITION OF EL COMPITO RD. 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 road located off US Highway 84 near the Apache Spring 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 July 19, 2017 informing them of San Miguel County's intent to name the road. The residents returned a road naming petition and all the current residents agreed to the name of “El Compito 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: Request for approval

Presenter: Diego Trujillo, Information Technology Supervisor

14. RESOLUTION NO 09-11-17-RA02; REVISING THE ROAD NAME LONELY RD WITH CALLE MESOTE. LONELY RD WAS INITIALLY NAMED INCORRECTLY AND THE RURAL ADDRESSING DIVISION IS REQUESTING THIS CHANGE ON THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO.

Background Information: Mr. Manuel Baca, a resident of this driveway notified the Rural Addressing Division that the name of the road was incorrect via a road naming petition. Upon investigation this issue, the Rural Addressing Division agreed with this finding and sides with Mr. Baca.

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: Request for approval

Presenter: Diego Trujillo, Information Technology Supervisor

15. RESOLUTION NO 09-11-17-RA03; ADDITION OF CAMINO ADELANTE, A NEWLY NAMED PRIVATE ROAD TO THE OFFICAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO

Background Information:

Per San Miguel County **Ordinance NO.SMC-07-13-99-ORD-2**, Section 4.1-C; proposed to San Miguel Board of 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 to the public.”

The property owner off Frontage Road 2116 in Rowe, NM petitioned the county to name his driveway. The property owner chose the name “**Camino Adelante**”. This name has been determined to be acceptable by SMC Rural Addressing staff and the property owner has paid the \$100 fee as per 4.3 A of **ORDINANCE NO.SMC-07-13-99-ORD-2**

Action Requested of Commission: Review and approve

Staff Recommendation: Request for approval

Presenter: Diego Trujillo, Information Technology Supervisor

16. APPROVAL OF BID AWARD OF THE 2017 REVENUE BOND PROJECT IN EAST PECOS CR B60 PROJECT TO THE LOWEST MOST QUALIFIED BIDDER.

Background Information:

The San Miguel County Public Works Division went out for advertisement and opened bids on September 6, 2017. We will recommend on awarding the bid to H O Construction for Bid Lot #3 and Sierra Valley Contractors for Bid Lot #1 and #2 as the lowest most qualified bidders for the 2017 Revenue Bond Project in Pecos CR B60.

Action Requested of Commission:

The San Miguel County Commission to approve and recommend awarding the bids to H O Construction for Bid Lot #3 and Sierra Valley Contractors for Bid Lot #1 and #2 being the lowest most qualified bidders.

Staff Recommendation:

Recommend and award bid to lowest most qualified bidders H O Construction for Bid Lot #3 and Sierra Valley Contractors for Bid Lot #1 and Lot #2.

Presenter: Morris Madrid, Public Works Supervisor

17. APPROVE RESOLUTION 09-12-2017 FOR A 12 MONTH EXTENSION ON THE 16-17 COOPERATIVE AGREEMENT SP-4-17(954) BETWEEN SAN MIGUEL COUNTY AND NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR THE PROJECT IN TECOLOTITO

Background Information:

The San Miguel County Public Services Department and the New Mexico Department of Transportation entered into a Cooperative Agreement **SP-4-17(954)** in the 16-17 Fiscal Year. The extension of time requested would be through December 31, 2018. The request for the time extension is supported by the unforeseen amount of time taken by the County during the design and development of the project.

Action Requested of Commission:

The San Miguel County Commission to approve Resolution 09-12-2017 for a 12 month extension on the 16-17 Cooperative Agreement SP-4-17(954).

Staff Recommendation:

Approve Resolution 09-12-2017 for a 12 month extension on the 16-17 Cooperative Agreement SP-4-17(954)

Presenter: Morris Madrid, Public Works Supervisor

18. APPROVE RESOLUTION 09-12-2017 FOR A 12 MONTH EXTENSION ON THE 16-17 COOPERATIVE AGREEMENT CAP-4-17(404) BETWEEN SAN MIGUEL COUNTY AND NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR THE PROJECT IN TECOLOTITO

Background Information:

The San Miguel County Public Services Department and the New Mexico Department of Transportation entered into a Cooperative Agreement CAP-4-17(404) in the 16-17 Fiscal Year. The extension of time requested would be through December 31, 2018. The request for the time extension is supported by the unforeseen amount of time taken by the County during the design and development of the project.

Action Requested of Commission:

The San Miguel County Commission to approve Resolution 09-12-2017 for a 12 month extension on the 16-17 Cooperative Agreement Cap-4-17(404)

Staff Recommendation:

Approve Resolution 09-12-2017 for a 12 month extension on the 16-17 Cooperative Agreement CAP-4-17(404).

Presenter: Morris Madrid, Public Works Supervisor

19. APPROVE RESOLUTION 09-12-2017 FOR A 12 MONTH EXTENSION ON THE 16-17 COOPERATIVE AGREEMENT SB-7747(948)17 BETWEEN SAN MIGUEL COUNTY AND NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR THE PROJECT IN TECOLOTITO

Background Information:

The San Miguel County Public Services Department and the New Mexico Department of Transportation entered into a Cooperative Agreement **SB-7747(948)17** in the 16-17 Fiscal Year. The extension of time requested would be through December 31, 2018. The request for the time extension is supported by the unforeseen amount of time taken by the County during the design and development of the project.

Action Requested of Commission:

The San Miguel County Commission to approve Resolution 09-12-2017 for a 12 month extension on the 16-17 Cooperative Agreement SB-7747(948)17.

Staff Recommendation:

Approve Resolution 09-12-2017 for a 12 month extension on the 16-17 Cooperative Agreement SB-7747(948)17

Presenter: Morris Madrid, Public Works Supervisor

20. Public Works Division Report for the Month of August 2017

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: Informational purposes only

Staff Recommendation: Informational purposes only

Presenter: Arnold Lopez, SMC Public Works Division Road Foreman

21. WILDLAND URBAN INTERFACE COMMUNITY WILDLAND PROTECTION PLAN

Background Information:

San Miguel County Fire was notified that the Wildland Urban Interface Community Wildland Protection Plan was outdated. This document provides information regarding wildfire to the citizens as well as policy makers, and public agencies within San Miguel County. A Request for Proposals (RFP) for the purpose of hiring an agency to update and revise the Wildland Urban Interface Community Wildland Protection Plan

has been written and at this time is being brought to the San Miguel County Board of Commissioners for approval to proceed as is necessary and required by having the San Miguel County Attorney review the RFP and ultimately with the advertising of said RFP.

Action Requested of Commission: Review and Approve

Staff Recommendation: Request for approval

Presenter: Elauterio “Mike” Montano, SMC Fire Chief

22. LISBOA SPRINGS HATCHERY LEASE

Background Information:

For several years, San Miguel County Fire has been in discussions with the New Mexico State Game Commission regarding the leasing of a parcel of land located within the Lisboa Springs Hatchery site for the future purpose of building a Volunteer Fire Station. The discussions have been finalized and at this time, San Miguel County Fire is seeking approval from the San Miguel County Board of Commissioners to enter into a 99 year lease by and between the New Mexico State Game Commission and San Miguel County for the express purpose of leasing a specific parcel of land within the Lisboa Springs Hatchery to construct a Volunteer Fire Department in the near future.

Action Requested of Commission:

Review, approve and sign the lease thereby authorizing the future construction of a Volunteer Fire Department within the Lisboa Springs Hatchery site.

Staff Recommendation: Request for approval

Presenter: Elauterio “Mike” Montano, SMC Fire Chief

23. RECOMMENDATION TO APPROVE THE JOB DESCRIPTION OF DETENTION OFFICER/TRANSPORT OFFICER

Background Information:

The Job Description of Detention Officer/Transport Officer will reflect the responsibilities in transporting inmates/detainees to courts, New Mexico Behavioral Health Institute, medical appointments, and emergency medical transports and all other duties assigned as Detention Officer

Action Request of Commission:

Approval of the Detention Officer/Transport Officer Job Description

Staff Recommendation:

Approval of the Detention Officer/Transport Officer Job Description

Presenter: Eileen Sedillo, Human Resources Supervisor

24. RECOMMENDATION TO APPROVE THE JOB DESCRIPTION OF DETENTION OFFICER/DOT ROADWAY BEAUTIFICATION PROJECT OFFICER

Background Information:

The Job Description of Detention Officer/DOT Roadway Beautification Project Officer will reflect the responsibilities to supervise inmates on the Department of Transportation Road Beautification Crew which will consist of job duties such as weed cutting, trash pick-up, painting and road beautification.

Action Request of Commission:

Approval of the Detention Officer/DOT Roadway Beautification Project Officer Job Description

Staff Recommendation:

Approval of the Detention Officer/DOT Roadway Beautification Project Officer Job Description

Presenter: Eileen Sedillo, Human Resources Supervisor

25. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF AUGUST 2017

Background Information:

Personnel actions or changes which have taken place in San Miguel County for the month of August 2017 are submitted for ratification and approval by the San Miguel County Board of Commissioners.

Action Request of Commission:

To approve and ratify the personnel actions or changes that have taken place during the month of August 2017

Staff Recommendation:

To approve and ratify the personnel actions or changes that have taken place during the month of

August 2017

Presenter: Eileen Sedillo, Human Resources Supervisor

26. FOURTH JUDICIAL DISTRICT COURT ROOM 105-106 REMODEL

Background Information:

The Fourth Judicial District Court is requesting funding for room 105 and 106 remodel. The remodeling of the Court House is necessary to better serve the influx of pro se litigants (individuals who can afford an attorney) in this community, to increase our matrix for drug court, and to begin our pretrial services program.

Action Request of Commission: Request for approval

Staff Recommendation: Request for approval

Presenter: Honorable Judge Matthew Sandoval

BOARD OF FINANCE MEETING

27. BANK TRANSFERS FOR THE MONTH OF JULY AND TAX DOLLAR REPORT

Background Information:

Regulation No. ADM-R-08-09-2016-CM Governing Wire Transfers

Action Requested of Commission: Informational purposes only

Staff Recommendation: None

Presenter: Bertha Bustamante, County Treasurer

28. ACCOUNTS PAYABLE REPORT FOR THE PERIOD OF JULY 21, 2017 THROUGH AUGUST 24, 2017 AND THE JULY 2017 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

29. RESOLUTION 2017-09-12-F1, AUTHORIZING THE CREATION OF FUNDS 331

Background Information:

There is a need to create a new fund to account for a new grant from the Department of Homeland Security and Emergency Management.

Action Requested of Commission: Review and approve.

Staff Recommendation: Review and approve.

Presenter: Melinda Gonzales, Finance Supervisor

30. RESOLUTION 2017-09-11-F2

Background Information:

To budget for changes in transfers and expenses tied to workers comp allocations. To budget the 2018 Local Government Road Funds. To budget for changes in DWI related expenditures that also impact a transfer back to the general fund. To budget for a new Homeland Security Grant in Fund 331. To budget for the effects of a reclassification of expenses in Funds 406 and Fund 413 and adjustments within Fund 413. To budget lodgers tax awards. To budget a Justice Assistance Grant award.

Action Requested of Commission: Review and approve

Staff Recommendation: Review and approve

Presenter: Melinda Gonzales, Finance Supervisor

31. INDIGENT BURIAL – ROGERS MORTUARY AND RIVERA FAMILY FUNERAL & CREMATIONS

Background Information:

The Finance Office has received, reviewed and processed two indigent burial claims from Rogers Mortuary and one from Rivera Family Funeral and Creations.

Action Requested of Commission:

Ratification of the indigent burial payments.

Staff Recommendation:

Ratification of the indigent burial payment.

Presenter: Melinda Gonzales, Finance Supervisor

32. CASH BALANCE REPORT

Background Information:

To report the June 30, 2017 cash balances.

Action Requested of Commission: Informational purposes only

Staff Recommendation: Informational purposes only

Presenter: Melinda Gonzales, Finance Supervisor

33. JOURNAL ENTRY REPORT FOR THE MONTH OF JULY 2017

Background Information:

To provide the Commissioners with a Journal Entry Report for the month of July 2017

Action Requested of Commission: Informational purposes

Staff Recommendation: Informational purposes

Presenter: Melinda Gonzales, Finance Supervisor

34. RECEIPT REPORT FOR THE MONTH OF JULY 2017

Background Information:

To provide the Commissioners with a Receipt Detail Report for the month of July 2017.

Action Requested of Commission: Informational purposes

Staff Recommendation: Informational purposes

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: Fleet Building and Safety Compliance.

Attorney-Client Privilege Pertaining to Threatened or Pending Litigation, as permitted by NMSA 1978, Section 10-15-1(H)(7) (as amended) of the Open Meetings Act. More specifically, Strickling Litigation.

ADJOURNMENT