



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, July 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.

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: June, 18 2018

Notice Disseminated to Radio Stations KFUN, KLVF, KNMX, KMDZ, KBQL, and KMDS: June 29, 2018

Notice Posted on the SMC Website at www.co.sanmiguel.nm.us: June 28, 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.

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

APPROVAL OF AGENDA

APPROVAL OF MINUTES

June 12, 2018 Regular Commission Meeting

June 7, 2018 Canvass Special Meeting

June 18, 2018 Special Meeting

June 29, 2018 Special Meeting

INTRODUCTION OF NEW SAN MIGUEL COUNTY EMPLOYEES:

Summer Youth Program -

PUBLIC INPUT FORUM

NEW BUSINESS

All Presentations will be limited to 10 minutes each

Presentation: Hispano Chamber of Commerce

Presenter: Manny Martinez

Presentation: Northeastern Regional Crisis and Treatment Center

Presenter: Chief Chris Lopez, Yolanda Cruz, Desiree Martinez, Dr. Rocky Romero

Presentation: TrueConnect Loan Benefit Program

Presenter: Susan Mayes, NMAC Communications Director

REGULAR ORDER

1. DROUGHT ISSUES IN SAN MIGUEL COUNTY

Background Information: update on drought issues within San Miguel County

Action Requested of Commission: Information only

Staff Recommendation: Information only

Presenter: Leo Maestas, Emergency Manger and Linda Alcon, USDA

2. BOOKMOBILE CONTRACT FOR SERVICES

Background Information: Request for an authorized County Agent to sign the contract with New Mexico State Library to provide public library services to rural communities within San Miguel County. The contract will be for \$3,000.00 for the fiscal year 2018-2019.

Action Requested of Commission: Approval

Staff Recommendation: Approval

Presenter: Commissioner Maria Martinez

3. RESOLUTION PROPOSING ADOPTION OF ORDINANCE NO. SMC-08-14-18

Background Information: USDA has informed San Miguel County that the County is not in compliance with the Federal requirements of the USDA RBEG grant award made to San Miguel County in 2008. The Ordinance No. SMC-08-14-18 will provide for the termination of the Primary Lease between San Miguel County and EDC; the Project Participation Agreement between San Miguel County, EDC and Old Wood, LLC; and sub-lease Agreement between EDC and Old Wood, LLC.

Action Requested of Commission: Approve and adopt Resolution No. SMC-07-10-18 which proposes the adoption of Ordinance No. SMC-08-14-18.

Staff Recommendation: Approve and adopt the Resolution.

Presenter: Alex Tafoya, Planning and Zoning Supervisor

4. APPLICATION CU-0252 VERTICAL BRIDGE EL PUEBLO FIRE DEPARTMENT

Background Information: San Miguel County has Application No. CU-0252 to construct and operate a 190/195 foot Lattice Telecommunications Tower on the El Pueblo Fire Department property. The Planning and Zoning Commission is recommending approval of the application subject to Lease Agreement approval and completion of Fair Market Value Appraisal.

Action Requested of Commission: (1) review application; (2) accept public comment on application; (3) grant approval of the application subject to Board of County Commission and New Mexico Board of Finance approval of the property lease and the fair market value appraisal.

Staff Recommendation: Review application; accept public comment; grant approval subject to the conditions listed above.

Presenter: Alex Tafoya, Planning and Zoning Supervisor

5. PROPOSED ICIP 2020-2024

Background Information: San Miguel County is preparing its Infrastructure Capital Improvements Plan (ICIP) for 2020-2024. The proposed ICIP is being submitted to the Board of County Commissioners for review and comment.

Action Requested of Commission: Review list of projects submitted. Add projects as necessary.

Staff Recommendation: Review list of projects submitted.

Presenter: Alex Tafoya, Planning and Zoning Supervisor

6. RECOMMENDATION TO APPROVE THE DETENTION CENTER CARE COORDINATOR JOB DESCRIPTION WITHIN THE SAN MIGUEL COUNTY DETENTION CENTER

Background Information: This individual is responsible for the coordination and implementation of the Inmate pre and post release care coordination process. Will conduct needs assessments, risk assessments, and Medicaid eligibility and will link Inmates to community programs and resources in San Miguel County.

Action Requested of Commission: Approval of the Detention Center Care Coordinator Job Description.

Staff Recommendation: Approval of the Detention Center Care Coordinator Job Description.

Presenter: Eileen Sedillo, Human Resource Supervisor

7. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF JUNE 2018

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

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

Presenter: Eileen Sedillo, Human Resource Supervisor

8. RATIFICATION OF INSURANCE FOR THE SAN MIGUEL COUNTY VOLUNTEER FIRE FIGHTERS

Background Information: Recently the Fire Division advertised a Request for Bids for Insurance for the San Miguel County Fire Fighters. One bid for \$40,756.00 was received. This bid met and/or exceeded the requested amounts of coverage. At this time, I am requesting ratification of the Award of the Request for Bids to HUB International Limited for Insurance for the San Miguel County Volunteer Fire Fighters for fiscal year 2018-2019.

Action Requested of Commission: Review and approve the request for ratification of the Award to HUB International Limited.

Staff Recommendation: Approve the ratification of the Award to HUB International Limited.

Presenter: Andrew J. Duran, Fire Marshal

9. RESOLUTION NO. 07-10-18-RA01; ADDITION OF SUNSPIRE RD, A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO

Background Information: The owner of five residents (one personal resident and four rentals) located off NM Highway 281 petitioned the county to name the roadway (driveway) leading to the 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."

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 is required, the \$100 fee has been waived.

Action Requested of Commission: Review and approve

Staff Recommendation: Approval of Resolution

Presenter: Diego Trujillo, Information Technology Supervisor

10. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF JUNE 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

11. DETENTION CENTER BILLING – OUTSTANDING BALANCES – NOT COLLECTABLE

Background Information: A listing has been compiled of detention center outstanding balances that are specific to the housing/care of other public agency detainees; that are uncollectable. The enumerated public agency locations have cited NMSA 33-3-14 confinement in county other than in which crime committed; expense borne by county; as valid justification for non-payment. Approval is sought, to declare the balances as uncollectable, and to expunge/remove such from any future outstanding, balance report(s).

Action Requested of Commission: Review and Approval

Staff Recommendation: Approval

Presenter: Matthew A. Elwell, Warden

BOARD OF FINANCE MEETING

12. BANK TRANSFERS FOR THE MONTH OF MAY

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

QUARTERLY 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

13. RESOLUTION 2018-07-10-F2

Background Information: A resolution adopting a procurement policy and a policy for capital assets for San Miguel County. Certain grant programs require that the grantee establish and adopt a procurement policies and capital assets policies on an annual basis. During the March meeting, the Commission official adopted Title 2, Chapter 20; Part 1 of the New Mexico Administrative Code and in May official adopted the procurement code.

One of the federal departments that we are currently working with not only wants these codes to be adopted but to also identify internal steps that will be followed in ensuring compliance. As a result, the internal processes are being provided for review and approval.

Action Requested of Commission: Review and approval

Staff Recommendation: Review and approval

Presenter: Melinda Gonzales, Finance Supervisor

14. RESOLUTION 2018-07-10-F1, AUTHORIZING THE CREATION OF FUND 699

Background Information: During the special meeting held on May 23, 2018, the Commission approved two new funds, Fund 705 and Fund 706. These funds need to be associated with the General Fund Reserve Bank Account, as a result, a pooled cash fund had to be created, Fund 699. Fund 699, will account for the pooled cash of Funds 704, 705, 706 and 996. This fund is similar to

Fund 799 and Fund 999, which are both pooled cash funds for the Fire Bank Account and the General Account.

Action Requested of Commission: Review and approve fund authority.

Staff Recommendation: Review and approve fund authority.

Presenter: Melinda Gonzales, Finance Supervisor

15. INDIGENT BURIAL CLAIMS

Background Information: The Finance Office has received, reviewed and processed two indigent burial claims. One in the amount of \$600 from Avista Cremation and Burial and the other from Nelson Funeral 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

16. JOURNAL ENTRY REPORT FOR THE MONTH OF MAY 2018

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

Action Requested of Commission: Informational purposes

Staff Recommendation: Informational purposes.

Presenter: Melinda Gonzales, Finance Supervisor

17. ACCOUNTS PAYABLE REPORT FOR THE PERIOD OF MAY 30, 2018 THROUGH JUNE 24, 2018 AND THE HOUSING PAYMENT REGISTERS FOR THE MONTHS OF MAY 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, Finance Supervisor

18. CASH BALANCE REPORT FOR THE MONTHS OF APRIL 2018

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

Action Requested of Commission: Informational purposes only.

Staff Recommendation: Informational purposes only

Presenter: Melinda Gonzales, Finance Supervisor

19. RECEIPT REPORT FOR THE MONTH OF MAY 2018

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

Action Requested of Commission: Informational purposes

Staff Recommendation: Informational purposes

Presenter: Melinda Gonzales, Finance Supervisor

EXECUTIVE/CLOSED SESSION

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, Union-AFSCME v. SMCDC.

ADJOURNMENT