

**MINUTES OF REGULAR MONTHLY MEETING OF  
SAN MIGUEL COUNTY BOARD OF COMMISSIONERS  
HELD TUESDAY AUGUST 8, 2017 BEGINNING AT 2:00 P.M.**

**CALL TO ORDER**

The San Miguel County Board of Commissioners held its regular monthly meeting on Tuesday August 8, 2017, beginning at 2:00 p.m. The meeting convened at the San Miguel Administration Complex located at 500 West National Avenue, Suite 200, Las Vegas, New Mexico 87701.

**ROLL CALL:**

Upon a call of the roll, Chairman Rock Ulibarri not present, Vice-Chairman Arthur J. Padilla present, Commissioner Janice Varela present, Commissioner Maria Martinez present, and Commissioner Chris Najjar 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**

Dr. Vidal Martinez requested to add John Olivas under New Business. Commissioner Janice Varela suggested to add the Pecos Fishing Derby to the agenda.

Motion made by Commissioner Chris Najjar to approve agenda with the request of changes. Second by Commissioner Maria Martinez. Motion carried.

**APPROVAL OF MINUTES**

Motion made by Commissioner Janice Varela to approve the minutes of the Regular Monthly Meeting held on July 11, 2017. Second by Commissioner Chris Najjar. Motion carried.

Motion made by Commissioner Maria Martinez to approve the minutes of the Special Meeting held on July 27, 2017. Second by Commissioner Janice Varela. Motion Carried.

**PRESENTATIONS**

Samantha Ortiz Presented to the Commission the General Extension 4-H Update.  
Sally Flores LEPC Chair presented to the Commission the 3<sup>rd</sup> Annual Emergency Planning Committee EXPO.  
Don Bustos presented to the Commission the Small Business Development Center

**PUBLIC INPUT FORUM**

**Bob Witters** - Addressing County roads.  
**Matt Martinez** - Regards to Broadcasting the Commission meetings on the Radio.  
**Catherine Kahn**- Addressing County issues.

**Bud Geng** - County Preference  
**Clara Lucero** - Issues with new County Attorney.  
**Emilio Aragon** - Issues with new County Attorney.  
**Salvador Higgins** - Religious issues.  
**Sarah Moore** - Spoke on Peace in our Community

**NEW BUSINESS**

John Olivas presented to the Commission an update on Sabinoso Wilderness.

Commissioner Janice Varela informed the Commission of the Pecos fishing derby which will take place September 23<sup>rd</sup>.

**REGULAR ORDER**

**1. OLD WOOD LEASE AGREEMENT**

San Miguel County Public Works Supervisor Morris Madrid informed the Commission of the Lease Agreement between San Miguel County and EDC/Old Wood, LLC.

Motion Made by Commissioner Chris Najar to add EDC/Old Wood, LLC to the agenda for next months meeting. Second by Commissioner Janice Varela. Motion carried.

**2. RESOLUTION NO. 08-08-17-ICIP**

San Miguel County Planning and Zoning Supervisor Alex Tafoya informed the Commission that San Miguel County has prepared its Infrastructure Capital Improvement Plan (ICIP) for 2019-2023. Selection of the top five (5) projects and adoption of the ICIP must be by resolution. Mr. Tafoya requested the Commission accept comment on the projects to be included in the ICIP; select the top five projects for legislative ranking; and adopt Resolution No. 08-08-17-ICIP.

Motion made by Commissioner Janice Varela to accept comment, select the top five projects, and adopt Resolution 08-08-2017-ICIP. Second by Commissioner Chris Najar. Motion carried.

**3. PERMISSION TO APPLY FOR THE FEDERAL HAZARDOUS MITIGATION PLANNING GRANT (HMP) FROM HOMELAND SECURITY AND EMERGENCY MANAGEMENT**

San Miguel County Interim Emergency Manager Leo Maestas informed the Commission that the San Miguel County/City of Las Vegas Office of Emergency Management is requesting permission to apply for federal HMP Grant. This grant will enable the OEM Office to up-date the San Miguel County 2014 Multi-Jurisdictional Hazard Mitigation Plan which expires on December 8, 2019. Department of Homeland Security sent the application on July 18, 2017 and it is due on October 1, 2017. The grant is for \$50,000.00 with a match of \$12,500.00, which is a 75%-25% match. Mr. Maestas requested the Commission Approve and apply for a federal HMP grant.

Motion made by Commissioner Maria Martinez to Approve to apply for a federal HMP grant. Second by Commissioner Chris Najar. Motion carried.

**4. AGREEMENT – CARE OF PRISONER(S) CONTRACT – TAOS COUNTY, NEW MEXICO AND SAN MIGUEL COUNTY, NEW MEXICO**

San Miguel County Major Antonio Padilla presented to the Commission the care of prisoner(s) Agreement, by and between Taos County, New Mexico and San Miguel County, New Mexico; providing for housing and care of Taos County inmates, at the San Miguel County Detention Center. The cost of housing is ninety dollars (\$90.00) per day/per inmate, along with a \$20.00 (twenty dollar) booking fee. Mr. Padilla requested the Commission review and approve the Agreement.

Motion made by Commissioner Maria Martinez to approve the Agreement. Second by Commissioner Chris Najar. Motion Carried.

**5. REQUEST TO AWARD THE RINCONA FIRE STATION PHASE 2 PROJECT**

San Miguel County Fire Chief Elauterio “Mike” Montano informed the Commissioners of recent advertised request for bids for the Rincona Fire Station Phase 2 Project. One bid was received from New Image Construction in the amount of \$144,986.00. All requirements outlined in the instructions for bidders were met and the bidder has the required licenses to perform the work. Mr. Montano requested the Commission award the bid to New Image Construction for the Rincona Fire Station Phase 2 Project in the amount of \$144,986.00.

Motion made by Commissioner Chris Najar to award the bid to New Image Construction for the Rincona Fire Station Phase 2 Project. Second by Commissioner Janice Varela. Motion carried.

**6. INDUSTRIAL EMERGENCIES FOR MUNICIPAL-BASED RESPONDERS**

San Miguel County Fire Chief Elauterio “Mike” Montano informed the Commission of an exceptional opportunity for San Miguel County Volunteer Fire Department members. Last month while Chief Montano was instructing at TEEEX he was offered an opportunity to have San Miguel County Volunteer Fire Department Members to attend training at TEEEX at no cost to the county.

This is for informational purposes only

**7. APPROVAL OF RESOLUTION NO. 08-08-17 SP-4-18(904) AUTHORIZING SAN MIGUEL COUNTY TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR ROAD IMPROVEMENTS THROUGH LOCAL GOVERNMENT ROAD FUND PROGRAM.**

San Miguel County Public Works Supervisor Morris Madrid informed the Commission that the County of San Miguel entered into a School Bus Route Agreement with the 2017-2018 Local Government Road Fund Program. The New Mexico Department of Transportation will have a share of \$46,406.00 (75%) and the County’s share of \$15,469.00 (25%) for the Total Project Cost of \$61,875.00. this project will be from Hot Springs to El Camino Road. Mr. Madrid requested the Commission approve Resolution No. 08-08-17 SP-4-18(904).

Motion made by Commissioner Chris Najar to approve Resolution No. 08-08-17 SP-4-18(904). Second by Commissioner Janice Varela. Motion carried.

**8. MEMORANDUM OF AGREEMENT BETWEEN SAN MIGUEL COUNTY AND CYPRUS AMAX MINERALS COMPANY.**

San Miguel County Public Works Supervisor Morris Madrid informed the Commissioners that many years ago, San Miguel County Road Department accepted waste material from the mining company (Cyprus) near Pecos, New Mexico and placed this material on County Road B60 also known as Upper Colonias. These mine tailing materials were subsequently determined to contain contaminated (non-hazardous) materials. The New Mexico Environment Department (NMED) determined that these materials should be removed from the roadway and properly disposed. After months of negotiations between the interested parties, an agreement in principle has been reached that designates the following responsibilities: San Miguel County will proceed with a road improvement project on a portion of County Road B60 that will incorporate the removal and temporary storage of contaminated materials, replacement of materials and completion of road improvement project that includes base course surface and chip seal surface in compliance with Engineer's design. Cyprus will bear the financial responsibility for the removal of the contaminated materials and contribute seventy-five thousand dollars (\$75,000.00) toward materials as designated by the NMED.

Motion made by Commissioner Janice Varela to approve of the Memorandum of Agreement between San Miguel County and Cyprus Amax Minerals Company. Second by Commissioner Chris Najar. Motion carried.

**9. APPROVAL OF BID AWARD OF THE 2017 REVENUE BOND PROJECT ON CACTUS ROAD B50A PROJECT TO THE LOWEST MOST QUALIFIED BIDDER.**

San Miguel County Public Works Supervisor Morris Madrid informed the Commission that the San Miguel Public Works Division went out for advertisement and opened bids on July 11, 2017. Mr. Madrid recommends on awarding the bid to RL Leeder as the lowest most qualified bidder with a bid of \$86,661.00 on the 2017 Revenue Bond Project on Cactus Rd. B50A Paving Project.

Motion made by Commissioner Chris Najar to Approve and recommend awarding the bid to RL Leeder. Second by Commissioner Maria Martinez. Motion carried.

**10. APPROVAL OF BID AWARD OF THE 2017 REVENUE BOND PROJECT ON SAN YSIDRO RD. B43 PROJECT TO THE LOWEST MOST QUALIFIED BIDDER**

San Miguel County Public Works Division Supervisor Morris Madrid Informed the Commission that the San Miguel County Public Works Division went out for advertisement and opened bids on July 11, 2017. Mr. Madrid recommends on awarding the bid to Rocky Road Gravel as the lowest most qualified bidder with a bid of \$119,950.00 on the 2017 Revenue Bond Project on San Ysidro Road B43 Paving Project.

Motion made by Commissioner Chris Najar to Approve and recommend awarding the bid to Rocky Road Gravel. Second by Commissioner Janice Varela. Motion carried.

**11. APPROVAL OF RESOLUTION NO. 08-08-17 SB-7747(955)18 AUTHORIZING SAN MIGUEL COUNTY TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR ROAD IMPROVEMENTS THROUGH LOCAL GOVERNMENT ROAD FUND PROGRAM**

San Miguel County Public Works Supervisor Morris Madrid informed the Commission that the County of San Miguel entered into a School Bus Route Agreement with the 2017-2018 Local Government Road Fund Program. The New Mexico Department of Transportation will have a share of \$52,782.00 (75%) and the County's share of \$17,594.00 (25%) for the Total Project Cost of \$70,376.00 on CR A-1 La Tewa. Mr. Madrid requested the Commission approve Resolution No. 08-08-17 SB-7747(955)18.

Motion made by Commissioner Chris Najar to approve Resolution No. 08-08-17 SB-7747(955)18. Second by Commissioner Janice Varela. Motion carried.

**12. APPROVAL OF RESOLUTION NO. 08-08-17 CAP-4-18(454) AUTHORIZING SAN MIGUEL COUNTY TO ENTER INTO COOPERATIVE AGREEMENT WITH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR ROAD IMPROVEMENTS THROUGH LOCAL GOVERNMENT ROAD FUND PROGRAM.**

San Miguel County Public Works Supervisor Morris Madrid informed the Commission that the County of San Miguel entered into a School Bus Route Agreement with the 2017-2018 Local Government Road Fund Program. The New Mexico Department of Transportation will have a share of \$94,282.00 (75%) and the County's share of \$31,427.00 (25%) for the total project cost of \$125,709.00 on CR A-14a 8<sup>th</sup> St. Extension. Mr. Madrid requested the Commission approve Resolution No. 08-08-17 Cap-4-18(454).

Motion made by Commissioner Janice Varela to approve Resolution No. 08-08-17 Cap-4-18(454). Second by Commissioner Maria Martinez. Motion carried.

**13. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF JULY 2017**

San Miguel County Public Works Division Road Foreman Arnold Lopez informed the Commission that the San Miguel County Public Works Division submits a report to County Commissioners on a monthly basis on any maintenance including blading of County roads and/or special projects with County roads that are addressed

This is for informational purposes only.

**14. HUD APPROVED INCOME LIMITS 2017 – SAN MIGUEL COUNTY**

San Miguel County Housing Authority Acting Director Betty Valdez informed the Commission that the HUD estimates annually the family median income for each metropolitan and nonmetropolitan County through the country. They do this by using a combination of actual Consumer Price Index rates and a forecast of the consumer Price Index published by the Congressional Budget office. In addition to this, survey data of each metropolitan and nonmetropolitan county is taken. Income limits are used in various ways but primarily as a parameter in Housing and Urban Developments (HUD's) rental assistance program. Income limits are used to

determine the income qualification for families applying for rental assistance, primarily in the San Miguel County Housings Section 8 program. The program participants in the HUD programs are now based on 30 percent of median income or the federal poverty guidelines, whichever is greater. Ms. Valdez requested the Commission approve the HUD approved income limits for 2017

Motion made by Commissioner Chris Najar to approve the HUD approved income limits for 2017. Second by Commissioner Janice Varela. Motion carried.

#### **15. FAMILY SELF-SUFFICIENCY POLICY AND PROCEDURES**

San Miguel County Housing Authority Acting Director Betty Valdez presented to the Commission the Family Self-Sufficiency (FSS) program a program that enables HUD assisted families and individuals to increase their income and reduce their dependency on assistance and rental subsidies . The FSS program engages community partners with San Miguel County Housing Authority. Local strategies are then developed to help families and individuals obtain employment that will lead to economic independence and self-sufficiency. Once an eligible family or individual is selected to participate in the program, the term of the FSS contract is generally 5 years. However, the contracts may be extended for good cause up to 2 years. The FSS programs allows the program participant to retain their voucher during and after participation in the program. Ms. Valdez requested the Commission approve the San Miguel County Housing Authority Family Self Sufficiency policy and procedures.

San Miguel County Motion made by Commissioner Janice Varela to approve the Family Self Sufficiency Policy and Procedures. Second by Commissioner Chris Najar. Motion carried.

#### **16. VIOLENCE AGAINST WOMEN ACT (VAWA) – UPDATED ADMINISTRATIVE PLAN**

San Miguel County Housing Authority Acting Director Betty Valdez informed the Commission of the Administrative Plan (Admin Plan) which is a comprehensive guide to policies and procedures as they relate to San Miguel Housing Authority and HUD regulation. HUD requires the Administrative Plan be approved annually or when revisions occur by the Board of commission. The significant changes in this Admin Plan is the HUD recently updated Violence Against Women Act (VAWA) requirements. VAWA was enacted by congress in 1994. The original Act was created in response and recovery from domestic violence Incidents. VAWA primarily addressed certain types of domestic violence. Over the years, VAWA has been modified to include such elements as partner violence, dating violence, sexual assault and stalking. The latest update incorporates a VAWA lease addendum hat explains the rights of both rental applicants landlords and tenants. It also includes documentation and direction should a tenant seek an emergency transfer from their unit under VAWA. Ms. Valdez requested the Commission approve the Administrative Plan for San Miguel Housing Authority.

Motion made by Commissioner Janice Varela to approve the Violence Against Women Act (VAWA) updated Authority. Second by Commissioner Maria Martinez. Motion carried.

#### **17. RESOLUTION NO. 08-08-17-RA03; ADDITION CALLE SIGUIENTE, A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO**

San Miguel County Information Technology Supervisor Diego Trujillo informed the Commission that during a routine audit of the San Miguel County Addressing data, it was discovered that there are five or more structures on a single driveway located off US Highway 84 located between Los Montoyas and Apache Springs. As per San Miguel County Ordinance No SMC-07-13-99-ORD-2 Section 4.1-C; it is purposed the San Miguel County Commission 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 out to the residents on August 2, 2016 informing them of San Miguel County's intent to change the name. The deadline to submit the petition for the name change was September 9, 2016. None of the five (5) current residents responded within the allotted 30 day period subsequently, the name "Calle Siguiete." is suggested as the name for the road. 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. Mr. Trujillo is requesting Review and approval of Resolution No. 08-08-17-RA03.

Motion made by Commissioner Janice Varela to approve Resolution No. 08-08-17-RA03. Second by Commissioner Chris Najjar. Motion carried.

**18. RESOLUTION NO. 08-08-17-RA02; ADDITION OF CALLE ARBOLEDA, A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO**

San Miguel County information Technology Supervisor Diego Trujillo informed the Commission that during a routine audit of the San Miguel County Addressing data, it was discovered that there are four (4) structures on a single driveway located in Tecolotito, NM. As per San Miguel County Ordinance No SMC-07-13-99-ORD-2 Section 4.1-C; it is purposed the San Miguel County Commission 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 out to the residents on August 2, 2016 informing them of San Miguel County's intent to change the name. The deadline to submit the petition for the name change was September 7, 2016. None of the Four (4) current residents responded within the allotted 30 day period subsequently, the name "Calle Arboleda." is suggested as the name for the road. 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. Mr. Trujillo is requesting Review and approval of Resolution No. 08-08-17-RA02

Motion made by Commissioner Maria Martinez to approve Resolution No. 08-08-17-RA02. Second by Commissioner Janice Varela. Motion carried.

**19. RESOLUTION NO. 08-08-17-RA01; ADDITION OF CAMINO MEDIO, A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO**

San Miguel County information Technology Supervisor Diego Trujillo informed the Commission that during a routine audit of the San Miguel County Addressing data, it was discovered that there are three (3) structures on a single driveway located off Yellow Brick Rd. in Tecolotito, NM. As per San Miguel County Ordinance No SMC-07-13-99-ORD-2 Section 4.1-C; it is purposed the San Miguel County Commission 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 out to the residents on July 17, 2016 informing them of San Miguel County's intent to change the name. The deadline to submit the petition for the name change was October 14, 2016. None of the three (3) current residents responded within the allotted 30 day period subsequently, the name "Camino Medio." is suggested as the name for the road. 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. Mr. Trujillo is requesting Review and approval of Resolution No. 08-08-17-RA01

Motion made by Commissioner Chris Najjar to approve Resolution No. 08-08-17-RA01. Second by Commissioner Maria Martinez. Motion carried.

**20. RESOLUTION NO. 08-08-17-RA04; ADDITION OF LONELY RD., A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO**

San Miguel County information Technology Supervisor Diego Trujillo informed the Commission that during a routine audit of the San Miguel County Addressing data, it was discovered that there are three (3) structures on a single driveway located off US Highway 84 located just passed Apache Springs, NM. As per San Miguel County Ordinance No SMC-07-13-99-ORD-2 Section 4.1-C; it is purposed the San Miguel County Commission 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 out to the residents on August 10, 2016 informing them of San Miguel County's intent to change the name. The deadline to submit the petition for the name change was September 16, 2016. None of the three (3) current residents responded within the allotted 30 day period subsequently, the name "Lonely rd." is suggested as the name for the road. 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. Mr. Trujillo is requesting Review and approval of Resolution No. 08-08-17-RA04.

Motion made by Commissioner Janice Varela to approve Resolution No. 08-08-17-RA04. Second by Commissioner Maria Martinez. Motion carried.

**21. RECOMMENDATION TO RATIFY THE HIRING OF THE FOLLOWING INDIVIDUAL TO FILL THE TEMPORARY FULL TIME BUREAU OF ELECTIONS DEPUTY CLERK POSITION WITH THE SAN MIGUEL COUNTY CLERKS DIVISION AS PER THE RECOMMENDATION OF GERALDINE GUTIERREZ, SAN MIGUEL COUNTY CLERK.**

San Miguel County Human Resource Supervisor Eileen Sedillo Presented to the Commission the following individual to fill the temporary full time bureau of elections deputy clerk position with the San Miguel County Clerk's office.

**ZACHARY T. GARZA- BUREAU OF ELECTIONS DEPUTY CLERK- DATE OF HIRE AUGUST 7, 2017-HOURLY SALARY: \$10.00. Ms. Sedillo requested the Commission ratify and approve the hire of Mr. Zachary Garza.**



Motion made by Commissioner Chris Najar to ratify and approve the hiring of Mr. Zachary Garza. Second by Commissioner Janice Varela. Motion carried.

**22. RECOMMENDATION TO RATIFY THE HIRING OF THE FOLLOWING INDIVIDUAL TO  
FILL THE PART TIME APPRAISER 1 POSITION WITH THE SAN MIGUEL COUNTY  
ASSESSOR'S DIVISION AS PER THE RECOMMENDATION OF PATRICIA GALLEGOS,  
SAN MIGUEL COUNTY ASSESSOR.**

San Miguel County Human Resource Supervisor Eileen Sedillo Presented to the Commission the following individual to fill the part time Appraiser 1 position with the San Miguel County Assessor's Division.

**ELIZABETH R. TARR- APPRAISER 1- DATE OF HIRE: AUGUST 21, 2017- HOURLY SALARY: \$12.00.** Ms. Sedillo requested the Commission ratify and approve the hire of Ms. Elizabeth Tarr. Motion carried.

Motion made by Commissioner Janice Varela to ratify and approve the hire of Ms. Elizabeth Tarr. Second by Commissioner Chris Najar. Motion carried

**23. RECOMMENDATION TO RATIFY THE HIRING OF THE FOLLOWING INDIVIDUALS TO  
FILL THE VACANT POSITIONS OF DETENTION OFFICER AT THE SAN MIGUEL  
COUNTY DETENTION CENTER AS PER THE RECOMMENDATION OF PATRICK  
SNEDEKER, WARDEN/FACILITY ADMINISTRATOR.**

San Miguel County Human Resource Supervisor Eileen Sedillo presented to the Commission the following individuals to fill the vacant positions of the Detention Officer at the San Miguel County Detention Center.

**STEVEN VIGIL- DETENTION OFFICER- DATE OF HIRE: JULY 24, 2017-  
PROBATIONARY SALARY \$20,900.00  
ERICA GARCIA- DETENTION OFFICER- DATE OF HIRE: AUGUST 7, 2017-  
PROBATIONARY SALARY \$20,900.00  
ANDREW ELLIS- DETENTION OFFICER- DATE OF HIRE: AUGUST 7, 2017-  
PROBATIONARY SALARY \$20,900.00**

Motion made by Commissioner Chris Najar to ratify and approve the hire of the following individuals for the vacant positions of Detention Officer. Second by Janice Varela. Motion carried.

**24. RECOMMENDATION TO APPROVE THE REVISED JOB DESCRIPTION OF CHIEF DATA  
CLERK WITHIN THE SAN MIGUEL COUNTY ASSESSOR'S DIVISION**

San Miguel County Human Resource Supervisor Eileen Sedillo informed the Commission of the Job Description of Chief Data Clerk that needs to be revised in order to reflect all new responsibilities and description of work performed on a daily basis within the San Miguel County Assessors Division. Ms. Sedillo requested the Commission approve the revised job description of Chief Data Clerk.

Motion Made by Commissioner Maria Martinez to Approve the revised job description of Chief Data Clerk. Second by Commissioner Chris Najar. Motion carried.

**25. RECOMMENDATION TO APPROVE THE REVISED JOB DESCRIPTION OF WARDEN/FACILITY ADMINISTRATOR WITHIN THE SAN MIGUEL COUNTY DETENTION CENTER**

San Miguel County Human Resource Supervisor Eileen Sedillo informed the Commission the Job Description of Warden/ Facility Administrator needs to be revised in order to reflect current role and function and salary range within the San Miguel County Detention Center. Ms. Sedillo requested the Commission approve the revised job description of Warden/Facility Administrator.

Motion made by Commissioner Chris Najar to approve the revised job description of Warden/Facility Administrator. Second by Commissioner Janice Varela. Motion carried.

**26. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF JULY 2017**

San Miguel County Human Resource Supervisor Eileen Sedillo informed the Commission personnel actions or changes which have taken place in San Miguel County for the month of July 2017. These actions or changes are submitted for ratification and approval by the San Miguel County Board of Commissioners. Ms. Sedillo requested the Commission approve and ratify the personnel actions or changes for the month of July 2017.

Motion made by Commissioner Chris Najar to approve and ratify the personnel actions or changes for the month of July 2017. Second by Commissioner Janice Varela. Motion carried.

**BOARD OF FINANCE MEETING**

**27. REQUEST FOR JENNIFER LE FEBRE TO ATTEND CLASSES AT LUNA COMMUNITY COLLEGE**

San Miguel County Treasurer Bertha Bustamante requested the Commission approve a request for Jennifer Le Febre to attend classes at Luna Community College. San Miguel County Finance Supervisor Melinda Gonzales informed the Commission that Jennifer Le Febre would be reimbursed for her classes.

Motion made by Commissioner Maria Martinez to approve Jennifer's continued education. Second by Commissioner Janice Varela. Motion carried.

**28. BANK TRANSFERS FOR THE MONTH OF JUNE**

San Miguel County Treasurer Bertha Bustamante informed the Commission of the bank Transfers for the month of June 2017.

This is for informational purposes only.

**29. ACCOUNTS PAYABLE REPORT FOR THE PERIOD OF JUNE 26, 2017 THROUGH JULY 20, 2017 AND THE JUNE 2017 HOUSING PAYMENT REGISTER**

San Miguel County Finance Supervisor Melinda Gonzales presented to the Commission payments processed through the finance office and Bernalillo County on behalf of San Miguel County.

Motion made by Commissioner Chris Najar to review and approve accounts payable report for the period of June 26, 2017 through July 20, 2017 and the June 2017 Housing Payment Register. Second by Commissioner Janice Varela. Motion carried.

**30. FARM AND RANGE IMPROVEMENT FUND ACCOUNTING FORM**

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission each year the County receives Farm and Range Improvement Funds (FRIF). The funds can be spent on one or more of the following purposes.

1. Conservation of soil and water.
2. Control of rodents and predatory animals.
3. Extermination of poisonous and noxious weeds
4. Construction of dipping vats, spraying machines, and other structures to control parasites on live stocks.
5. Repair and maintenance of said vats, machines and structures.
6. Construction and maintenance of secondary roads.

At the close of each fiscal year, the County is required to complete the FRIF Accounting Form. This report is submitted to the New Mexico Department of Agriculture (NMDA), Agricultural Programs and Resources Division of New Mexico State University. NMDA staff will sign all vouchers issued against FRIF account to verify the expenditure is a legal disbursement.

This is for informational purposes only.

**31. INDIGENT BURIAL – DIRECT CREMATION AND BURIAL SERVICES**

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission The Finance Office has received, reviewed, and processed an indigent burial claim from Direct Cremation and Burial Services. Ms. Gonzales is requesting the Commission Ratification of the indigent burial payment.

Motion made by Commissioner Chris Najar to ratify the indigent burial payment. Second by Commissioner Janice Varela. Motion carried.

**32. CASH BALANCE REPORT**

San Miguel County Finance Supervisor Melinda Gonzales presented to the Commission the report of May 31, 2017 cash balances.

This is for informational purposes only.

**33. JOURNAL ENTRY REPORT FOR THE MONTH OF JUNE 2017**

San Miguel County Finance Supervisor Melinda Gonzales presented to the Commission a Journal Entry Report for the month of June 2017.

This is for informational purposes only.

**34. RECEIPT REPORT FOR THE MONTH OF JUNE 2017**

San Miguel County Finance Supervisor Melinda Gonzales presented to the Commission a receipt detail report for the month of June 2017.

This is for informational purposes only.

**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: Planning and Zoning Commission and contract with lawyer.

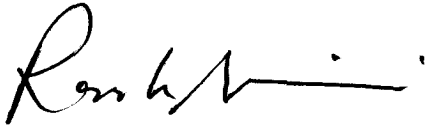
Motion made by Commissioner Chris Najar to go into Executive/Closed Session at 4:26 p.m. Second by Commissioner Maria Martinez. Motion carried.

Motion made by Commissioner Chris Najar to come out of Executive/Closed Session at 5:30 p.m. Second by Commissioner Maria Martinez. Motion carried.

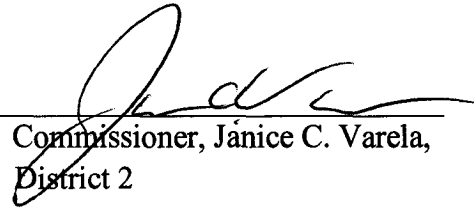
**ADJOURNMENT**

Motion made by Commissioner Chris Najar to adjourn the meeting. Second by Commissioner Maria Martinez. Motion carried.

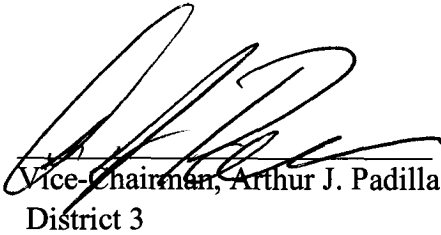
Approved this 11<sup>th</sup> day of September, 2017 as the Official Minutes of the Board of County Commissioners of San Miguel County, New Mexico, of its Regular Meeting held August 8, 2017.



Chairman, Rock G. Ulibarri  
District 1



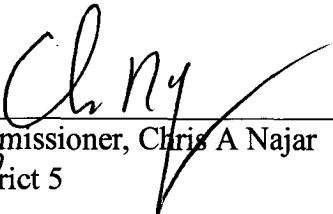
Commissioner, Janice C. Varela,  
District 2



Vice-Chairman, Arthur J. Padilla  
District 3

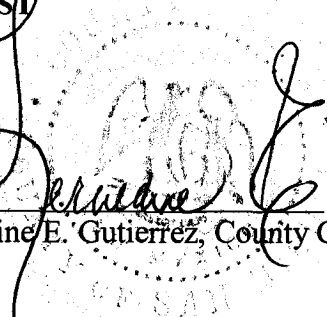
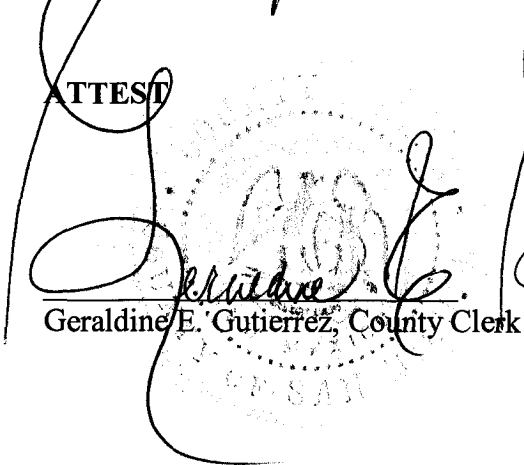


Commissioner, Maria L. Martinez  
District 4



Commissioner, Chris A. Najjar  
District 5

ATTEST



Geraldine E. Gutierrez, County Clerk



Minutes Submitted by Justin Dimas