

**MINUTES OF REGULAR MONTHLY MEETING OF
SAN MIGUEL COUNTY BOARD OF COMMISSIONERS
HELD TUESDAY MARCH 13, 2018 BEGINNING AT 2:00 P.M.**

CALL TO ORDER

The San Miguel County Board of Commissioners held its regular monthly meeting on Tuesday March 13, 2018, beginning at 2:00 p.m. The meeting convened at the San Miguel Administration Complex located at 500 West National Avenue, Suite 200, New Mexico 87701.

ROLL CALL:

Upon a call of the roll, Chairman Chris Najar present, Commissioner Rock Ulibarri 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

San Miguel County Commissioner Rock Ulibarri advised the Commission to add an item to new business. Motion made by Commissioner Rock Ulibarri to approve the agenda with the request of changes to new business. Second by Commissioner Arthur Padilla. Motion carried.

APPROVAL OF MINUTES

February 13, 2018 Regular Meeting.

Motion made by Commissioner Maria Martinez to approve February 13, 2018 Regular Commission Meeting minutes. Second by Commissioner Arthur Padilla. Motion carried.

February 27, 2018 Special Meeting.

Motion made by Commissioner Arthur Padilla to approve February 27, 2018 Special Commission Meeting minutes. Second by Commissioner Rock Ulibarri. Motion carried.

PUBLIC INPUT FORUM

Manuel Garcia- Spoke on issues with Solid Waste.

Manuel Martinez- Has been picking up trash around the County and would like permission to use the County's dump sites.

NEW BUSINESS

San Miguel County Commissioner Rock Ulibarri invited the Commissioners and public to Herencia y Querencia at Highlands University, Student Union Building, Room 321, from 9:00 a.m. to 11:30 a.m. on Saturday March 17, 2018.

REGULAR ORDER

1. MANAGER'S REPORT

San Miguel County Manager Vidal Martinez presented to the Commission a handout made by the staff in specific detail of the 2017-2018 legislative session.

This is for informational purposes only.

2. MEMORANDUM OF UNDERSTANDING BETWEEN MSG LC4 AND SAN MIGUEL COUNTY TO COMBAT OPIOID EPIDEMIC

San Miguel County Commissioner Maria Martinez informed the Commission that New Mexico's drug overdose death rate has risen by over 300% in the last twenty years. The 2015 drug overdose death rate in New Mexico was 24.8 per 100,000 population. Whereas the rate in the United States was 16.3. Even more alarming, are the rates for our local tri-county area. The drug overdose death rate for 2011-2015 for Mora was 47.3, San Miguel 37.2, and Guadalupe 26.2 per 100,000 populations. Drug addiction has affected our friends and families from every walk of life and demographic. MSG LC-4 seeks to establish a formal partnership with local partners to address this epidemic. Ms. Martinez requested the Commission review and approve the Memorandum of Understanding between Mora/San Miguel/Guadalupe Local (Behavioral Health) Collaborative.

Motion made by Commissioner Arthur Padilla to Review and approve the Memorandum of Understanding between Mora/San Miguel/Guadalupe Local (Behavioral Health) Collaborative. Second by Commissioner Janice Varela. Motion Carried.

3. MULTI-JURISDICTIONAL MASS CASUALTY INCIDENT PLAN

San Miguel County Emergency Manager Leo Maestas informed the Commission that the San Miguel County/City of Las Vegas Office of Emergency Management has organized the framework for a Multi-Jurisdictional (MCI) Mass Casualty Incident Plan. This plan will include San Miguel County, City of Las Vegas and The Village of Pecos. The next step is to bring all our first responder agencies to the table and input their expertise into the plan and ultimately have this plan implemented into each jurisdiction. This plan has become a high priority after the incident that took place on January 15th on I-25 in the Romeroville area.

This is for Informational purposes only.

4. FIRE MARSHAL REPORT

San Miguel County Fire Marshal Andrew Duran informed the Commission that in the past two weeks the County Fire Departments have responded to 3 significant wildland fires. One of which was named the Hobo Fire that burned 466 acres. Shortly after that they responded to the 518 Fire which burned 35 acres. And also the refugee Fire which burned 251 acres. Mr. Duran also informed the Commission that he is working with the Fire Administrator in Mora County on an open burn restriction and mutual aid agreement.

This is for informational purposes only.

5. RESOLUTION NO. 03-13-18-RA01; ADDITION OF APOSTOL SANTIAGO, A PROPOSED NAME THAT WILL REPLACE THE COUNTY VACATED ROAD C53B TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO

San Miguel County Chairman Chris Najar informed the Commission that Manuel Garcia Submitted a Petition to oppose the name change of C35B road. Mr. Najar recommended the item be tabled until they can get a legal opinion from the Attorney.

Motion made by Commissioner Rock Ulibarri to table Resolution No. 03-13-18-RA01. Second by Commissioner Arthur Padilla. Motion carried.

6. SOLID WASTE ORDINANCE NO. SMC-02-10-04-OR

San Miguel County Chief Deputy Treasurer Justin Garcia informed the Commission that he is in the process of updating and making changes to the previous Solid Waste Ordinance.

This is for informational purposes only.

7. PUBLIC HEARING AND SELECTION OF PROJECT FOR CDBG APPLICATION

San Miguel County Planning and Zoning Supervisor Alex Tafoya advised the Commission that Community Development Block Grant (CDBG) regulations require that a public hearing to accept public comment in regard to possible projects for a (CDBG) application be its own standalone meeting separate from a regular County Commission meeting. Chairman Najar then entertained a motion from Commissioner Arthur Padilla and a second from Commissioner Janice Varela to adjourn the regular meeting, which motion passed and the regular meeting was thus adjourned.

Commission Chairman Najar then called to order Item No. 7 – Public Hearing and Selection of Project for CDBG Application. Planning and Zoning Supervisor informed the Commission of the requirements for public hearing and provided CDBG information from Exhibit 1-Q-1, CDBG Public Hearing Description with Required Elements. He advised that County staff held a public hearing on Thursday, March 8, 2018 and there was one person in attendance.

Mr. Tafoya also advised the Commission of the following projects for consideration: Upper Town San Antonio Road and Drainage project; the Assessor Annex Building Heating and Cooling System project; the El Pueblo Volunteer Fire Department septic system for the Villanueva sub-station and a new fire station in San Jose projects; the Samaritan House Rehabilitation project to bring the building up to code; the Tri-County Family Justice Center building repairs project and the County Public Health Building repairs and expansion.

Chairman Najar then opened the public hearing portion of the meeting. Tim Hagaman from the New Mexico Economic Development Department spoke on economic development application for Conchas Dam economic development activity, the Pecos business park and for the Rociada wood industry initiative. Resident Harold Garcia spoke on the Country Acres Subdivision roads and drainage needs.

There being no further public comment, Chairman Najjar then concluded the public hearing portion of the meeting. Discussion ensued in regard to all projects submitted. Chairman Najjar then entertained a motion by Commissioner Arthur Padilla that the Upper Town San Antonio Road and Drainage project be selected, with a second to the motion by Commissioner Rock Ulibarri. The motion passed. There being no additional business to consider, the County Commission adjourned the CDBG public hearing at 3:47 p.m.

8. RESOLUTION NO. 3-13-18-PROCUREMENT

San Miguel County Planning and Zoning Supervisor Alex Tafoya informed the Commission of the Community Development Block Grant Program. This program requires entities that apply for and receive CDBG funds to establish and adopt a procurement policy annually by resolution. The procurement policy being adopted is a state procurement code. Mr. Tafoya requested the Commission approve and adopt Resolution No. 3-13-18-PROCUREMENT.

Motion made by Vice Chairman Janice Varela to approve and adopt Resolution No. 3-13-18-PROCUREMENT. Second by Commissioner Rock Ulibarri. Motion carried.

9. RESOLUTION NO. 3-13-18-CITIZEN PARTICIPATION PLAN

San Miguel County Planning and Zoning Supervisor Alex Tafoya informed the Commission that the Community Development Block Grant program requires that applicants for and recipients of CDGB funds adopt a Citizen Participation Plan by resolution on an annual basis. Mr. Tafoya requested the Commission adopt Resolution No. 3-13-18-CITIZEN PARTICIPATION PLAN.

Motion made by Vice Chairman Janice Varela to approve and adopt Resolution No. 3-13-18-CITIZEN PARTICIPATION PLAN. Second by Commissioner Arthur Padilla. Motion carried.

10. RESOLUTION NO. 3-13-18-SECTION 3

San Miguel County Planning and Zoning Supervisor Alex Tafoya informed the Commission that the Community Development Block Grant program requires that applicants and recipients of CDBG funds to adopt a Section 3 Plan by resolution annually, this Plan encourages the use of small local businesses and the hiring of low income residents. Mr. Tafoya Requested the Commission adopt Resolution No. 3-13-18-SECTION 3.

Motion made by Commissioner Arthur Padilla to adopt Resolution No. 3-13-18-SECTION 3. Second by Commissioner Maria Martinez. Motion carried.

11. AGREEMENT – CARE OF PRISONER(S) CONTRACT – GUADALUPE COUNTY, NEW MEXICO AND SAN MIGUEL COUNTY, NEW MEXICO

San Miguel County Warden Matthew A. Elwell presented to the Commission the care of prisoner(s) Agreement, by and between Guadalupe County, New Mexico and San Miguel County, New Mexico; providing for housing and care of Guadalupe 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, and a fee of \$20.00 (twenty dollars) per inmate, per transport to court at the Fourth Judicial District Court. Mr. Elwell requested the commission review and approve the care of prisoner's agreement.

Motion made by Commissioner Arthur Padilla to review and approve the care of prisoner's agreement. Second by Commissioner Maria Martinez. Motion carried.

12. RATIFY FY19 CDWI GRANT APPLICATION TO NMDOT DATED FEB 23, 2018 TO FUND THE SAN MIGUEL COUNTY DWI PROGRAM IN THE AMOUNT OF 7,386

San Miguel County DWI Coordinator Yolanda B. Cruz informed the Commission of a \$ 7,386 grant available for the DWI program. This funding comes from a \$75 fee imposed on convicted DWI drivers. The DWI Planning Council has decided to utilize the funding for the DWI Safe Ride Program. Ms. Cruz requested the Commission ratify the FY19 CDWI Grant Application.

Motion made by Vice Chairman Janice Varela to ratify the FY19 CDWI Grant Application. Second by Commissioner Maria Martinez. Motion carried.

13. RATIFY FY19 LDWI GRANT AND DISTRIBUTION APPLICATION TO DFA DATED MARCH 2, 2018 TO FUND THE SAN MIGUEL COUNTY DWI PROGRAM IN THE AMOUNT OF \$210,609

San Miguel County DWI Coordinator Yolanda B. Cruz informed the Commission DFA has estimated that LDWI distribution funds for San Miguel County will be \$156,538. In addition, the DWI program will apply for \$54,071 from the LDWI Grant. Ms. Cruz requested the Commission review and ratify approval of the FY19 LDWI Grant and Distribution.

Motion made by Commissioner Maria Martinez to review and ratify approval of the FY19 LDWI Grant and Distribution. Second by Commissioner Maria Martinez. Motion carried.

14. APPROVAL OF BID AWARD FOR THE 2018 LOCAL GOVERNMENT ROAD FUND SCHOOL BUS ROUTE PROJECT IN GALLINAS CANYON CR A27 TO THE LOWEST MOST QUALIFIED BIDDER.

San Miguel County Public Works Supervisor Morris Madrid informed the Commission the San Miguel County Public Works Division went out for advertisement and opened bids on March 1, 2018 and were over budget by 30,000 dollars. The Public works Division recommends rejecting the bid award for the 2018 Local Government Road Fund School Bus Route Project in Gallinas Canyon CR A27.

Motion made by Commissioner Rock Ulibarri to reject the bid award for the 2018 Local Government Road Fund School Bus Route Project in Gallinas Canyon CR A27. Second by Commissioner Rock Ulibarri. Motion carried.

15. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF FEBRUARY 2018

San Miguel County Public Works Division Road Foreman Arnold Lopez informed the Commission of the all maintenance and blading of County roads that took place for the month of February 2018.

For Informational Purposes only

16. RECOMMENDATION TO APPROVE THE REVISED JOB DESCRIPTION OF MAINTENANCE TECHNICIAN TO MAINTENANCE TECHNICIAN/SUPERVISOR

San Miguel County Manager Vidal Martinez informed the Commission the Job Description of Maintenance Technician needs to be revised to Maintenance Technician/Supervisor to reflect the changes to the San Miguel County Organizational Chart. Mr. Martinez requested the Commission approve of the Revised Job Description of Maintenance Technician to Maintenance Technician/Supervisor.

Motion made by Commissioner Arthur Padilla to approve the Revised Job Description of Maintenance Technician to Maintenance Technician/Supervisor. Second by Commissioner Rock Ulibarri. Motion carried.

17. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF FEBRUARY 2018

San Miguel County Manager presented to the Commission personnel actions or changes which have taken place in San Miguel County for the month of February 2018. Mr. Martinez requested the commission approve and ratify the personnel actions or changes that have taken pace during the month of February 2018.

Motion made by Commissioner Rock Ulibarri to adopt and approve Resolution Number 02-13-18 PW. Second by Vice Chairman Janice Varela. Motion carried.

BOARD OF FINANCE MEETING

18. BANK TRANSFERS FOR THE MONTH OF FEBRUARY

San Miguel County Treasurer Chief Deputy Treasurer Justin Garcia informed the Commission of the Bank Transfers for the month of February 2018.

Informational purposes only.

19. RESOLUTION 2018-03-13-F1 MIDYEAR BUDGET ADJUSTMENTS

San Miguel County Finance Division Supervisor Melinda Gonzales informed the Commission she and the County Manager conducted a midyear budget hearing. Budget documents were provided to the departments to determine whether they needed to request any midyear changes. Ms. Gonzales and Mr. Martinez both met with most departments and as a result have midyear changes to recommend to the Commission for approval.

Motion made by Commissioner Janice Varela to approve Resolution 2018-03-13-F1 Midyear budget. Second by Commissioner Rock Ulibarri. Motion carried.

20. REQUESTING AUTHORIZATION TO CONTRACT WITH CARR, RIGGS AND INGRAM, CPA AND ADVISORS FOR THE FY17/18 FISCAL YEAR

San Miguel County Finance Division Supervisor Melinda Gonzales informed the Commission that the Finance Department received a letter from the State Auditor's Office to seek proposals for the audit of the Fiscal Year 2018. The County will also be requesting financial Statement Presentation Services. The County went out for RFP last year for a three year period. This will be the second of the three year proposal. Ms. Gonzales is requesting the Commission review and approve authorization to contract with Carr, Riggs, and Ingram, CPA and Advisors for the FY17/18 Fiscal Year.

Motion made by Commissioner Rock Ulibarri to approve authorization to contract with Carr, Riggs, and Ingram, CPA and Advisors for the FY17/18 Fiscal Year. Second by Commissioner Janice Varela. Motion carried.

21. ADMINISTRATIVE REGULATION GOVERNING ACCOUNTING AND CONTROL OF FIXED ASSETS OF SAN MIGUEL COUNTY

San Miguel County Finance Division Supervisor Melinda Gonzales requested the Commission officially approve and adopt Title 2, Chapter 20, and Part 1 of the New Mexico Administrative Code as the regulations governing account and control of fixed assets in San Miguel County, under the Audit Act, Section 12-6-10 NMSA 1978, with the amendment of capitalizing assets of costs for all vehicles, trailers and weapons.

Motion made by Vice Chairman Janice Varela to review and approve. Second by Commissioner Rock Ulibarri. Motion carried.

22. JOURNAL ENTRY REPORT FOR THE MONTH OF JANUARY 2018

San Miguel County Finance Division Supervisor Melinda Gonzales provided the Commissioners the Journal Entry Report for the month of January 2018.

This is for informational purposes only.

23. CASH BALANCE REPORT

San Miguel County Finance Division Supervisor Melinda Gonzales presented to the Commission the December 2017 reconciled cash balance report.

This is for Informational purposes only.

24. RECEIPT REPORT FOR THE MONTH OF JANUARY 2018

San Miguel County Finance Division Supervisor Melinda Gonzales provided the Commission the Receipt Detail report for the month of January 2018.

This is for Informational purposes only.

25. ACCOUNTS REPORT FOR THE PERIOD OF FEBRUARY 1, 2018 THROUGH FEBRUARY 26, 2018 AND THE JANUARY 2018 HOUSING PAYMENT REGISTER

San Miguel County Finance Division Supervisor Melinda Gonzales presented to the Commission payments processed through the finance office and Bernalillo County on behalf of San Miguel County. Ms. Gonzales requested the Commission review and approve the accounts payable report for the period of February 1, 2018 through February 26, 2018 and the January 2018 housing payment register.

Motion made by Commissioner Rock Ulibarri to approve the accounts payable report for the period of February 1, 2018 through February 26, 2018 and the January 2018 housing payment register Second by Commissioner Arthur Padilla. Motion carried.

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:
Sheriff's Department

San Miguel County Manager Vidal Martinez informed the Commission at 4:26 p.m. that they would need to go into Executive Session.

ROLL CALL

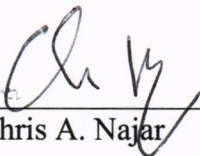
Chairman Chris Najjar- present
Vice-Chairman Janice Varela- present
Commissioner Maria Martinez- present
Commissioner Rock Ulibarri- present
Commissioner Arthur Padilla- present

ADJOURNMENT


Motion made by Commissioner Rock Ulibarri to come out of executive session at 4:42p.m. Second by Commissioner Arthur Padilla. Motion carried.

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


Approved this 10th day of April, 2018 as the Official Minutes of the Board of County Commissioners of San Miguel County, New Mexico, of its Regular Meeting held March 13, 2018.




Chairman, Chris A. Najar
District 5



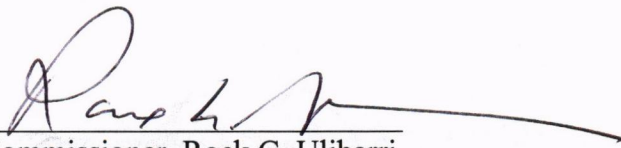
Vice-Chairman, Janice C. Varela,
District 2



Commissioner, Arthur J. Padilla
District 3

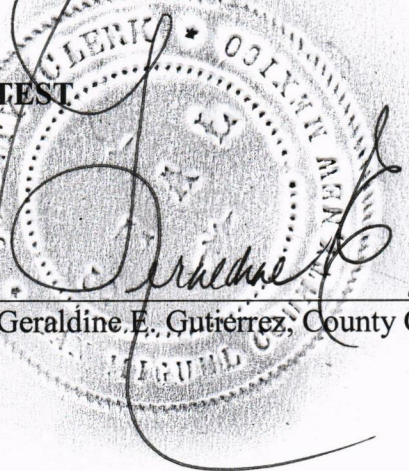


Commissioner, Maria L. Martinez
District 4



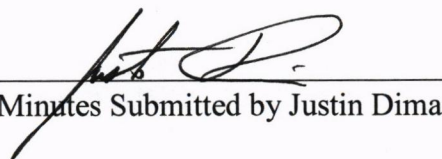
Commissioner, Rock G. Ulibarri
District 1

ATTEST



Geraldine E. Gutierrez, County Clerk





Minutes Submitted by Justin Dimas