

**MINUTES OF REGULAR MONTHLY MEETING OF
SAN MIGUEL COUNTY BOARD OF COMMISSIONERS
HELD TUESDAY OCTOBER 9, 2018 BEGINNING AT 2:00 P.M.**

CALL TO ORDER

The San Miguel County Board of Commissioners held its regular monthly meeting on Tuesday October 9, 2018, beginning at 2:00 p.m. The meeting convened at the San Miguel County Administration Complex located at 500 West National Avenue, Suite 200, Las Vegas, New Mexico 87701.

ROLL CALL:

Upon a call of the roll, Chairman Chris Najjar present, Commissioner Rock Ulibarri not 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

Motion made by Commissioner Arthur Padilla to approve the agenda. Second by Vice-Chairman Janice Varela. Motion carried.

APPROVAL OF MINUTES

Motion made by Commissioner Arthur Padilla to table both August and September 2018 minutes per request of the County Attorney Dave Romero pending a review of the minutes by an assigned committee. Second by Vice-Chairman Janice Varela. Motion carried.

INTRODUCTION OF NEW SAN MIGUEL COUNTY EMPLOYEES

No new employees

PUBLIC INPUT FORUM

Aggie Ortega-requesting a grant for community center and library in Villanueva
Michael Coca-road issues in Romeroville also thanked the Commission for work already completed

NEW BUSINESS

**Presentation: City of Las Vegas Film Office
Presenter: Angelica Lyster, M.A**

City of Las Vegas Film Office presenter Angelica Lyster M.A presented to the Commission her workings with the City and filming scouts to bring more filming to our area. Ms. Lyster informed the Commission that Netflix will be buying all the Albuquerque studios. This will bring more opportunity for employment in New Mexico.

REGULAR ORDER

1. PUBLIC HEARING AND SELECTION OF PROJECT FOR CDBG APPLICATION

San Miguel County Planning and Zoning Supervisor Alex Tafoya presented the Commission information on the Community Development Block Grant Program (CDBG). The CDBG provides that a public hearing be conducted and public comment be accepted in regards to possible projects for a CDBG application. If the public hearing is conducted during a County Commissioners meeting, the Regular Commission meeting must be adjourned and then reconvened into the CDBG public hearing, in order that the CDBG public hearing may be recognized as its individual meeting.

Motion made by Vice-Chairman Janice Varela to adjourn the regular meeting so a CDBG public hearing may be conducted. Second by Commissioner Arthur Padilla. Motion carried.

San Miguel County Attorney Dave Romero swore in all individual wishing to speak in regards to the CDBG Grant Projects.

San Miguel County Planning and Zoning Supervisor Alex Tafoya informed the Commission a public hearing meeting was held on September 5, 2018 at 6:00 pm in the San Miguel County Board of Commissioners Chambers. About 13 individuals were present and comments were accepted in regards to projects to be considered for a CDBG application. A project list was accepted by several individuals present and 4 project were selected to be considered that being (1) Country Acres road improvement project, (2) La Llorona Domestic Violence Subdivision, (3) Fire Station in San Jose subarea, and (4) the Tri-County Justice Center Structure.

Pecos village resident Arthur Varela requested the Commission consider the Pecos Water Association Project be considered for the CDBG Project Grant to address the 4.1 million dollar water association contamination project and to join together with East Pecos and SMC to complete this project.

Harold Garcia, Daniel Bustamante, and John Baca informed the Commission of the Country Acres Subdivision road and drainage problem and requested that Country Acres be considered for this CDBG Grant. Mr. Garcia informed the Commission Country Acres is within the San Miguel County and therefore Country Acres is the responsibility of the County.

San Miguel County Manager Vidal Martinez recommended the Commission consider the CDBG Grant to Country Acres road and drainage problem as the #1 priority, (2)the Tri-County Justice Center (3) and Pecos Water Drainage Contamination project.

San Miguel County Chairman Chris Najjar called the CDBG public hearing to adjourn and call the regular meeting back to order.

Motion made by Chairman Janice Varela to adjourn the public hearing and return to the regular meeting. Second by Commissioner Arthur Padilla. Motion carried.

ROLL CALL

Chairman Chris Najar-present
Vice-Chairman Janice Varela-present
Commissioner Rock Ulibarri-not present
Commissioner Maria Martinez-present
Commissioner Arthur Padilla-present

2. OFFICE OF EMERGENCY MANAGEMENT WILL HOST A SENIOR OFFICIALS WORKSHOP FOR ALL-HAZARDS PREPAREDNESS MGT-312 ON OCTOBER 11, 2018 AT NMHU SUB ROOM 320 FROM 8:00 AM – 5:00 PM

San Miguel County Emergency Manager Leo Maestas informed the Commission the office of Emergency Management will be hosting a Senior Officials Workshop for All-Hazards Preparedness MGT-312 on October 11, 2018 at NMHU Sub Room 320. This workshop will provide a forum for senior officials to understand strategic and executive level issues related to all hazard disaster preparedness, to share proven strategies and best practices and to enhance coordination among the entire community officials responsible emergency preparedness, response, and recovery.

Informational purposes only.

3. REQUEST THE APPROVAL AND ADOPTION OF RESOLUTION-10-09-18-CONTINUITY OF OPERATION PLAN

San Miguel County Emergency Manager Leo Maestas informed the Commission the County has composed a continuity of operation plan in the event County would have to relocate as a result of a disaster. Mr. Maestas informed the Commission the County must be able to continue operating according to state statutes. Mr. Maestas requested the Commission approve, adopt, and sign Resolution-10-09-18-Continuity of Operation Plan.

Motion made by Vice-Chairman Janice Varela to approve, adopt and sign the Resolution-10-09-18-Continuity of Operation Plan. Second by Commissioner Arthur Padilla. Motion carried.

4. REQUEST THE APPROVAL AND ADOPTION OF RESOLUTION-10-09-18-SAN MIGUEL COUNTY/CITY OF LAS VEGAS MASS CASUALTY INCIDENT PLAN

San Miguel County Emergency Manager Leo Maestas informed the Commission the County Office of Emergency Management hosted a multiple series of meetings with state and local responders to compose a mass casualty incident plan in the event of an emergency. This is a resolution approving participation in the mass casualty incident planning process and adoption of the San Miguel County and City of Las Vegas mass casualty incident plan. Mr. Maestas requested the Commission approve, adopt, and sign Resolution-10-09-18-San Miguel County/City of Las Vegas Mass Casualty Incident Plan.

Motion made by Commissioner Maria Martinez to approve, adopt, and sign Resolution -10-09-18 San Miguel County/City of Las Vegas Mass Casualty Incident Plan. . Second by Commissioner Arthur Padilla. Motion carried.

5. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF SEPTEMBER 2018

San Miguel County Human Resource Supervisor Eileen Sedillo presented to the Commission the Personnel actions which have taken place in San Miguel County for the month of September 2018 are being submitted for ratification and approval. Ms. Sedillo requested the Commission approve and ratify the personnel actions or changes for the month of September 2018.

Motion made by Commissioner Maria Martinez to approve and ratify the personnel actions or changes for the month of September 2018. Second by Commissioner Arthur Padilla. Motion carried.

6. APPROVAL OF RESOLUTION NO 10-09-18-S-RAP-RISK AWARENESS PROGRAM

San Miguel County Fleet, Building & Safety Compliance Officer Dawn Kryder informed the Commission the New Mexico Association of Counties developed a Comprehensive Risk Awareness Program known as “Rap.” This Risk Awareness Program consists of a well-structured fifty-weeks training initiative designed to improve County employee’s awareness of loss causation factors and reduce each member’s County direct and indirect costs. Ms. Kryder requested Commission approval of Resolution No. 10-09-18-S-Rap.

Motion made by Commissioner Arthur Padilla to approve Resolution No. 10-09-18-S-Rap-Rick Awareness program. Second by Vice-Chairman Janice Varela. Motion carried.

7. REVIEW AND APPROVE REQUEST FOR PROPOSAL FOR A MEDICATION ASSISTED TREATMENT (MAT) PROGRAM EVALUATOR FOR THE SAN MIGUEL COUNTY DETENTION CENTER

San Miguel County Warden Matthew A Elwell presented to the Commission a contract for a Medication Assisted Treatment Program Evaluator Request for proposal from San Miguel County Detention Center were solicited for the month of August 2018. Respondents to the RFP were reviewed and approved by the Committee to award the contract to Data Analytics Research Team in the amount of \$52,164.80. Mr. Elwell requested Commission review and approve the RFP for a Medication Assisted Treatment Program Evaluator.

Motion made by Commissioner Maria Martinez to approve the request for proposal for a medication assisted treatment program. Second by Vice-Chairman Janice Varela. Motion carried.

8. SNOW REMOVAL PLAN FOR SAN MIGUEL COUNTY

San Miguel County Public Works Supervisor Morris Madrid informed the Commission the San Miguel County Public Works Department provides snow removal for approximately 505 miles of County roads. Mr. Madrid informed the Commission the SMC Public Works Division mainly relies on the public, schools, and local radio stations to inform them of road conditions. A snow removal plan will be provided to the Board of County Commissioners. Mr. Madrid requested Commission approve the snow removal plan.

Motion made by Vice-Chairman Janice Varela to approve the snow removal plan for SMC. Second by Commissioner Arthur Padilla. Motion carried.

9. PROFESSIONAL SERVICES CONTRACT WITH MILLER ENGINEERING AND ASSOCIATES FOR ENGINEERING SERVICES RELATED TO FEMA PROJECT DR-41797-PW0027 FOR TECOLOTE CREEK BRIDGE NUMBER 8731

San Miguel County Public Works Supervisor Morris Madrid informed the Commission at the direction of the Federal Emergency Management Agency (FEMA) a request for proposals (RFP) was issued. Mr. Madrid informed the Commission this Professional Services Contract goes back to 2014 disaster flooding which severely damaged the Tecolote Creek Bridge #8731. This project had gone dormant but now the County is looking into completing this project. Mr. Madrid informed the Commission he is not asking for approval but rather asking the Commission to give the County the authority along with County Attorney, Manager and himself to enter into an agreement with FEMA in regards to the Professional Service Contract with Miller Engineering and Associates. Mr. Madrid requested Commission approval to entering into an agreement with FEMA.

Motion made by Commissioner Arthur Padilla to enter into an agreement with FEMA in regards to the Professional Service Contract with Miller Engineering and Associates. Second by Commissioner Maria Martinez. Motion carried.

10. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF SEPTEMBER 2018

San Miguel County Public Works Supervisor Morris Madrid informed the Commission on any maintenance including blading of County roads and/or special projects with County roads that are being addressed.

Informational purposes only.

11. REPLACE SMC RESOLUTION NO. 11-11-08 CIS-002 WITH SMC RESOLUTION 10-09-18 IT

San Miguel County Information Technology Director Diego Trujillo informed the Commission on August 27, 2018 San Miguel County deployed the SMC Assessor Public portal. A component of the portal is public record advanced query option available through subscription. The advance query public record data is a common request from title companies, mortgage companies, banks and other commercial related institutions. In order to provide this access to our customers a subscription fee is required. This fee is implemented across the state by other counties who provide access. In addition to the new subscription fee, current fees have been included or adjusted. Mr. Trujillo requested the Commission to review and approve San Resolution No. 11-11-08CIS-002 with San Resolution 10-09-18IT.

Motion made by Vice-Chairman Janice Varela to approve San Resolution No. 11-11-08 CIS-002 with San Resolution No. 10-09-18IT. Second by Commissioner Arthur Padilla. Motion carried.

12. RESOLUTION NO. 10-09-18-RA02; ADDITION OF LEAPING DEER LN, A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO

San Miguel County Information Technology Director Diego Trujillo informed the Commission an owner of a private road off NM Highway 518 in the Sapello area petitioned the County to name the driveway leading to

their resident Leaping Deer LN. Per San Miguel Ordinance No.SMC-07-13-99-ORD-2, Section 4.1-C; proposed to San Miguel 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. The name of Leaping Deer LN has been determined to be acceptable by SMC Rural Addressing Staff and the property owner has paid \$100 required for naming of the road. Mr. Trujillo requested the Commission review and approve Resolution No. 10-09-18-RA02 the addition of Leaping Deer Ln a newly named road.

Motion made by Commissioner Maria Martinez to approve Resolution No. 10-09-18-RA02 addition of Leaping Deer LN. Second by Commissioner Arthur Padilla. Motion carried.

13. RESOLUTION NO. 10-09-18-RA03; ADDITION OF SHEPPARD LN, A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO

San Miguel County Information Technology Director Diego Trujillo informed the Commission an owner of a private driveway off Frontage Road 2116 in the Rowe area petitioned the County to name the driveway leading to their resident Sheppard LN. Per San Miguel County Ordinance No.SMC-07-13-99-2, 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. The name Sheppard LN has been determined to be acceptable by SMC Rural Addressing Staff as per Ordinance No.SMC-07-13-99-ORD-2 and the property owner has paid the \$100 required for naming the road. Mr. Trujillo requested the Commission review and approve Resolution No. 10-09-18-RA03 the addition of Sheppard LN a newly named road.

Motion made by Commissioner Padilla to approve Resolution No. 10-09-18-RA03; the addition of Sheppard LN. Second by Vice-Chairman Janice Varela. Motion carried.

14. RESOLUTION NO. 10-09-18-RA01; ADDITION OF POND RD, A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO

San Miguel County Information Technology Director Diego Trujillo informed the Commission the property owners off Rainbow Rd. in the Sapello area petitioned to name the driveway leading to their residents Pond Rd. 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. The Rural Addressing has received a road naming petition from four residents requesting to name the driveway Pond Rd. The required percentage of petitioners for a valid petition has not been met. Letters were sent out to the residents nearby this driveway on July 6, 2018 informing them of the intent to name the road. On September 7, 2018 a letter was received from the Rincon Montoso Homeowner Association, which represents the property owners unanimously agreeing with the name of Pond Rd. This name has been determined to be acceptable by SMC Rural Addressing Staff per SMC Ordinance No.SMC-07-13-99-ORD-2. Since this road name was required the fee of \$100 has been waived. Mr. Trujillo requested the Commission review and approve Resolution No. 10-09-18-RA01, the addition of Pond Rd.

Motion made by Vice-Chairman Janice Varela to approve Resolution No. 10-09-18-RA01, the addition of Pond Rd. Second by Commissioner Arthur Padilla. Motion carried.

15. AGREEMENT BETWEEN SAN MIGUEL COUNTY AND NCA ARCHITECTS

San Miguel County Planning and Zoning Supervisor Alex Tafoya informed the Commission on August 14, 2018 the Board of County Commissioners authorized County staff to enter into contract negotiations with NCA Architects for architectural services as needed. The standard agreement between owner and architects provided by Local Government Division is being proposed for use. Mr. Tafoya requested the Commission review and approve the agreement between San Miguel County and NCA Architects.

Motion made by Vice Chairman Janice Varela to review and approve the agreement between San Miguel County and NCA Architects. Second by Commissioner Arthur Padilla. Motion carried.

16. REQUESTING THE APPROVAL FOR THE DONATION OF A SAN MIGUEL COUNTY SHERIFF'S OFFICE VEHICLE TO NM HIGHLANDS UNIVERSITY POLICE DEPARTMENT

San Miguel County Sheriff Gary Gold informed the Commission San Miguel County Sheriff's Office is respectfully requesting approval to donate a 2011 Ford Expedition to the New Mexico Highlands University Police Department. This vehicle has mechanical issues and is no longer needed by the County. Mr. Gold informed the Commission DFA is requesting the Sheriff Office go through a process to get a resolution approve by the Board of County Commissioners. The County Attorney informed the Commission that it would be best to approve the resolution at this time with the condition that the County Manager listen to finance on the legal to approve this resolution.

Motion made by Vice-Chairman Janice Varela to review and approve the donation of the County Sheriff with the condition of approve by the County Manager. Second by Commissioner Arthur Padilla. Motion carried.

BOARD OF FINANCE MEETINGS

17. BANK TRANSFERS FOR THE MONTH OF SEPTEMBER

San Miguel County Treasurer Chief Deputy Justin Garcia presented to the Commission the Bank Transfers for the month of September 2018.

Informational purposes only.

18. TAX DOLLAR REPORT

San Miguel County Treasurer Chief Deputy Justin Garcia presented to the Commission the third quarterly tax report for San Miguel County for the year 2018.

Informational purposes only.

19. RESOLUTION 2018-10-09-F2

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission the County received a check from NM Insurance Authority in the amount of \$6,650.58 for an automobile accident. A request is being made to budget the \$6,650.58 in both the revenue and expenditures in Fund 101. Ms. Gonzales requested the Commission review and approve Resolution 2018-10-09-F2.

Motion made by Commissioner Maria Martinez to approve Resolution 2018-10-09-F2. Second by Vice-Chairman Janice Varela. Motion carried.

20. INDIGENT BURIAL CLAIMS

San Miguel County Finance Supervisor Melinda Gonzales informed to the Commission the Finance Office has received, reviewed and processed a claim from Rogers Mortuary Home in the amount of \$1,200. Ms. Gonzales requested the Commission ratification of the indigent burial payment.

Motion made by Commissioner Maria Martinez for the ratification of the indigent burial payment. Second by Vice-Chairman Janice Varela. Motion carried.

21. RECEIPT REPORT FOR THE MONTH OF AUGUST 2018

San Miguel County Finance Supervisor Melinda Gonzales presented to the Commission a Receipt Detail Report for the month of August 2018.

Informational purposes only.

22. JOURNAL ENTRY REPORT FOR THE MONTH OF AUGUST 2018

San Miguel County Finance Supervisor Melinda Gonzales presented the Commission the Journal Entry Report for the month of August 2018.

Informational purposes only.

23. CASH BALANCE REPORT FOR THE MONTH OF AUGUST 2018

San Miguel County Finance Supervisor Melinda Gonzales presented to the Commission the reconciled cash balance report for the month of August 2018.

Informational purposes only.

24. BUDGET REPORT FOR THE PERIOD OF JULY 1, 2018 THROUGH AUGUST 31, 2018

San Miguel County Finance Supervisor Melinda Gonzales presented to the Commission the budget report for the period of July 1, 2018 through August 31, 2018.

Informational purposes only.

25. ACCOUNTS PAYABLE REPORT FOR THE PERIOD OF AUGUST 28, 2018 THROUGH SEPTEMBER 24, 2018 AND THE HOUSING PAYMENT REGISTERS FOR THE MONTH OF AUGUST 2018

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

August 28, 2018 through September 24, 2018 and the housing payment registers for the month of August 2018. Ms. Gonzales requested the Commission review and approve the accounts payable report from August 28th through September 24, 2018 and the Housing Payment Registers for the month of August 2018.

Motion made by Vice Chairman Janice Varela to approve the Accounts Payable Report and the Housing Registers. Second by Commissioner Maria Martinez. Motion carried.

ROLL CALL

Chairman Chris Najjar- present
Vice-Chairman Janice Varela- present
Commissioner Maria Martinez- present
Commissioner Rock Ulibarri- not present
Commissioner Arthur Padilla- present

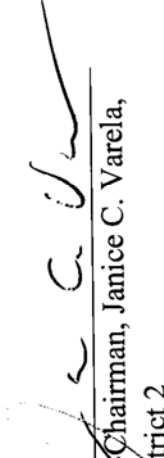
San Miguel County Manager Dr. Vidal Martinez informed the Commission there are no issues to be presented in executive/closed session.

ADJOURNMENT


Motion made by Vice-Chairman Janice Varela to adjourn the meeting at 4:34 p.m. Second by Commissioner Maria Martinez. Motion carried.


Approved this 13th day of November, 2018 as the Official Minutes of the Board of County Commissioners of San Miguel County, New Mexico, of its Regular Meeting held October 9, 2018.

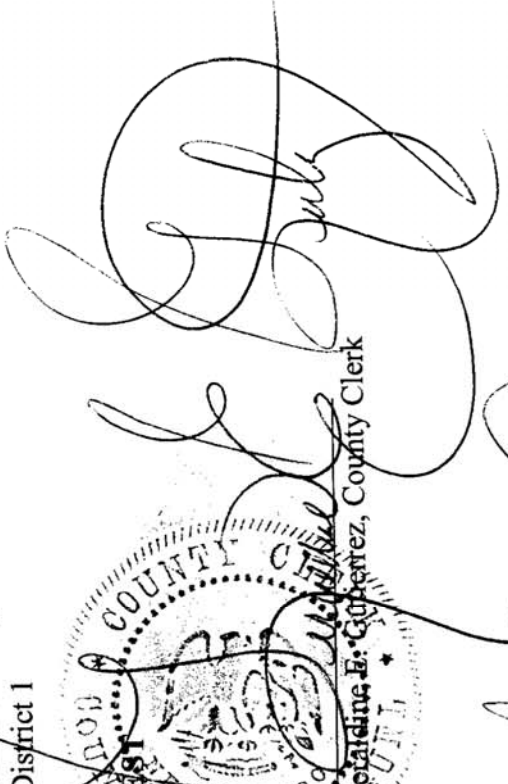

Chairman, Chris A. Najera
District 5

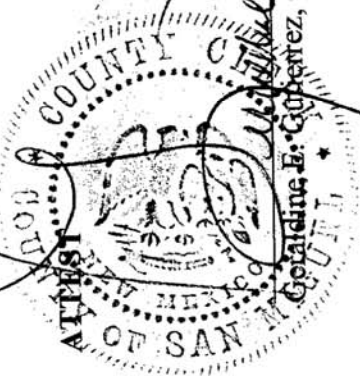

Vice-Chairman, Janice C. Varela,
District 2


Commissioner, Arthur J. Padilla
District 3


Commissioner, Maria L. Martinez
District 4


Commissioner, Rock G. Ulibarri
District 1


Geraldine E. Gonzalez, County Clerk




Minutes Submitted by Arleen Ortiz