

**MINUTES OF REGULAR MONTHLY MEETING OF  
SAN MIGUEL COUNTY BOARD OF COMMISSIONERS  
HELD TUESDAY, DECEMBER 8, 2020 BEGINNING AT 2:00 P.M.**

**CALL TO ORDER**

The San Miguel County Board of Commissioners held its regular monthly meeting on Tuesday, December 8, 2020, beginning at 2:00 p.m. The meeting convened at the San Miguel County Administration Complex located at 500 West National Ave., Suite 200, Las Vegas, New Mexico 87701. During the meeting, a County Board of Finance Meeting will take place.

Madam Chair Maria Martinez called the meeting to order at 2:00 p.m.

**ROLL CALL:**

Upon roll call, Madam Chair Maria Martinez present, Vice-Chair Chris Najjar present, Commissioner Janice Varela present, Commissioner Max Trujillo present, and Commissioner Harold Garcia present and a quorum was duly noted.

**PLEDGE OF ALLEGIANCE**  
**SALUTATION TO THE NEW MEXICO STATE FLAG**

Commissioners, staff and citizens in attendance joined in the pledge and salute.

**APPROVAL OF AGENDA**

Motion made by Commissioner Max Trujillo to approve the agenda. Second by Vice-Chair Chris Najjar motion carried.

**APPROVAL OF MINUTES**

Motion made by Vice-Chair Chris Najjar to approve the minutes for the November 11, 2020 Regular Meeting. Second by Commissioner Max Trujillo.

Motion carried.

**PUBLIC INPUT**

No public input

## **NEW BUSINESS**

Recognition of outgoing Elected Officials; Commissioner Chris Najar, Commissioner Maria Martinez, County Treasurer Bertha Bustamante

## **REGULAR ORDER**

### **1. RESOLUTION URGING THE LEGISLATURE TO PASS THE HEALTH SECURITY ACT**

Mary Feldblum and Pat Leahan presented to the Commission the Health Security Plan Campaign. Which will enable our state to create its own health Plan that covers almost all of New Mexicans.

Motion made by Vice-Chair Chris Najar to Table Health Security Act. Second by Commissioner Harold Garcia.

Motion Carried

### **2. COVID-19 UPDATE**

San Miguel County Fire Chief Andrew Duran presented to the Commission the Update on Covid-19 in San Miguel County.

For informational Purposes Only.

### **3. CONTRACT WITH JJ CONSULTING LLC**

San Miguel County Manager Vidal Martinez presented to the Commission to approve to move forward and contract with JJ Consulting LLC to manage the CDBG project for Country Acres Subdivision.

Motion Made by Vice-Chair Chris Najar to approve the Contract with JJ Consulting LLC. Second by Commissioner Harold Garcia.

Motion Carried.

### **4. RECOMMENDATION TO APPROVE THE JOB DESCRIPTION FOR THE DETENTION LOBBY AND VISITATION OFFICER/DETENTION OFFICER FOR THE SAN MIGUEL COUNTY DETENTION CENTER**

San Miguel County Human Resource Director Eileen Sedillo presented to the Commission the approval of the job Description for the Detention Lobby and Visitation/Officer for the San Miguel County Detention Center.

Motion Made by Commissioner Harold Garcia to approve the Job Description for San Miguel County Detention Center. Second by Commissioner Janice Varela.

Motion Carried.

**5. RESOLUTION TO ESTABLISHING SOLID WASTE MANAGEMENT SERVICES AND FEES, EXEMPTION BACKGROUND INFORMATION**

San Miguel County Public Works Director Gerald Garcia presented to the Commission a resolution establishing solid waste management services and fees, exemption; assessing and imposing in San Miguel as allowed by San Miguel County Ordinance SMC-11-10-20.

Motion made by Vice-Chair Chris Najar to approve Resolution to Establish the Solid Waste Management. Second by Commissioner Harold Garcia.

Motion carried.

**6. RESOLUTION OF EXTENSION OF EL CAMINO AND RIVER WALK PEDESTRIAN AND BYCYCLE TRAIL**

San Miguel County Public Works Director Gerald Garcia informed to the Commission on the construction phase of El Camino and River Walk Pedestrian and Bicycle Trails. Construction has started in August and will continue past December 31, 2020.

For Informational Purposes Only

**7. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF NOVEMBER 2020**

San Miguel County Public works Road Foreman Arnold Lopez informed the Commission on any maintenance including blading of county roads and/or special projects with County Roads that are addressed.

For Informational Purpose Only.

**8. BANK TRANSFERS FOR THE MONTH OF NOVEMBER**

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San Miguel County Finance Supervisor Melinda Gonzales informed the Commission on Regulation No. ADM-R-08-2016-CM Governing Wire Transfer.

For Informational Purposes Only.

**9. BUDGET ADJUSTMENT RESOLUTION 2020-12-08-F1**

San Miguel Finance Supervisor Melinda Gonzales presented to the Commission that based on vacancy savings in the detention center, the county is decreasing the budgeted expenditures in the detention center and lowering the necessary transfer to the detention center from the general fund.

As a result of the reduction in the transfer from the general fund, the funds will now be utilized for a temporary position in the general fund. Budget donations from the Sapello and Pecos Volunteer Fired Departments and for a holiday drive for families in need.

Motion made by Vice-Chair Chris Najar to approve Budget Adjustment Resolution No. 2020-12-08-F1. Second by Commissioner Harold Garcia.

**10. RESOLUTION 2020-12-08-F12.**

San Miguel County Finance Supervisor Melinda Gonzales presented to the Commission to expand the use fund 751, to include the receipt and expenditure of donations.

Motion made by Commissioner Harold Garcia to approve Resolution 2020-12-08-F2. Second by Commissioner Max Trujillo.

Motion Carried.

**11. INDIGENT CLAIMS**

San Miguel County Finance Supervisor Melinda Gonzales presented to the Commission with Information regarding the indigent claims for the month of October 2020.

For Informational Purposes Only.

**12. BUDGET REPORT FOR THE PERIOD OF JULY 1, 2020 THROUGH OCTOBER 31, 2020.**

San Miguel County Finance Supervisor Melinda Gonzales presented the Commission with a FY20/21 Year to Date Report.

For Informational Purposes Only.

**13. JOURNAL ENTRY REPORT FOR THE MONTH OF OCTOBER 2020.**

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission with a Journal Entry for the month of October 2020.

For Informational Purposes Only.

**14. RECEIPT FOR THE MONTH OF OCTOBER 2020**

San Miguel County Finance Supervisor Melinda Gonzales presented to the commission with a receipt for the month of October 2020.

For informational Purposes Only.

**15. CASH BALANCE REPORT FOR THE MONTH OF OCTOBER 2020**

San Miguel County Finance Supervisor Melinda Gonzales presented the Commission the October 2020 balances.

For Informational Purposes Only.

**16. ACCOUNTS PAYABLE REPORT FOR THE MONTH OF OCTOBER 2020**

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

Motion made by Vice-Chair Chris Najar to approve Accounts payable Report for the Month of October 2020. Second by Commissioner Janice Varela.

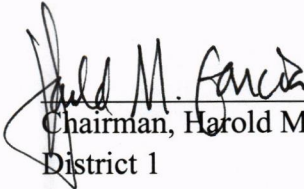
Motion Carried.

**ADJOURNMENT**

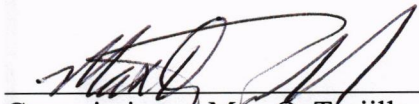
Motion made by Commissioner Harold Garica to adjourn the meeting at 4:15 p.m. Second by Commissioner Max Trujillo.

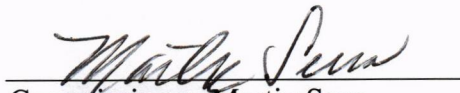
Motion carried.

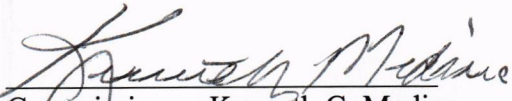
Approved this 9<sup>th</sup> day of February, 2020 as the Official Minutes of the Board of County Commissioners of San Miguel County, New Mexico, of its Regular Meeting held December 8, 2020.

  
Chairman, Harold M. Garcia  
District 1

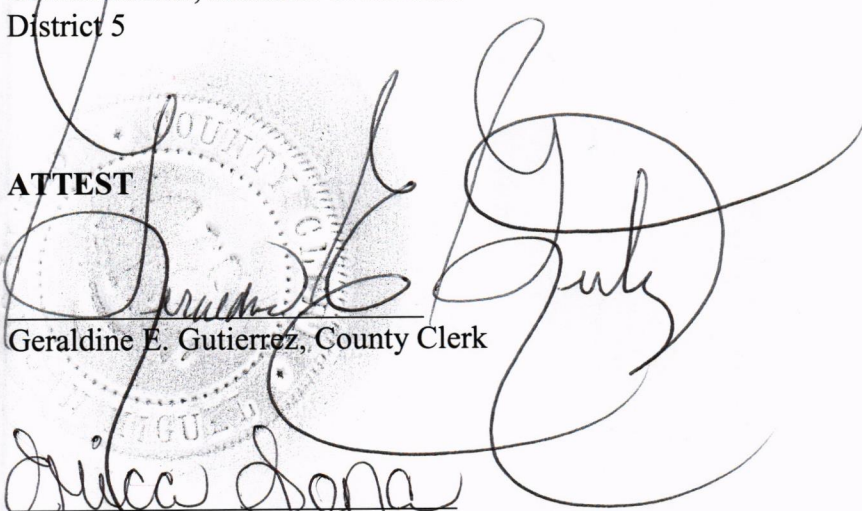
  
Madam Vice-Chair, Janice C. Varela  
District 2

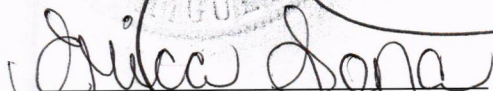
  
Commissioner, Max O. Trujillo  
District 3

  
Commissioner, Martin Sena  
District 4

  
Commissioner, Kenneth C. Medina  
District 5

**ATTEST**

  
Geraldine E. Gutierrez, County Clerk

  
Submitted By: Erica Sena