

**MINUTES OF REGULAR MONTHLY MEETING OF
SAN MIGUEL COUNTY BOARD OF COMMISSIONERS
HELD TUESDAY APRIL 9, 2019 BEGINNING AT 2:00 P.M.**

CALL TO ORDER

The San Miguel County Board of Commissioners held its regular monthly meeting on Tuesday April 9, 2019, 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, Madam Chair Maria Martinez present, Vice-Chairman Harold Garcia present, Commissioner Janice Varela present, Commissioner Chris Najar present, and Commissioner Max Trujillo 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 Madam Chair Maria Martinez requested item number 31 be removed from the agenda because it is a duplicate.

Motion made by Vice-Chairman Harold Garcia to approve Amended Agenda. Second by Commissioner Max Trujillo. Motion carried.

APPROVAL OF MINUTES

Motion made by Vice-Chair Harold Garcia to approve the minutes of the Special meeting held on February 7, 2019. Second by Commissioner Chris Najar. Motion carried.

Motion made by Vice-Chair Harold Garcia to approve the minutes of the Regular monthly meeting held March 12, 2019. Second by Commissioner Chris Najar. Motion carried.

INTRODUCTION OF NEW SAN MIGUEL COUNTY EMPLOYEES

No new County Employees.

PUBLIC INPUT FORUM

Cristino Griego- spoke on supporting the County sheriff and the second amendment

Manuel Garcia- spoke on solid waste and recycling

Robert Pearson- spoke on background checks for gun sales

David Bacon- gave a brief discussion on public banking

Carol Johnson- Spoke on supporting the county sheriff and gun control

Karyl Lyne- Spoke in support of the County Commissioners ,County Sherriff, and Gun Laws

NEW BUSINESS

San Miguel County Warden Matthew Elwell introduced Officer Brian Padilla and Officer Xavier Romero. Warden Elwell requested Madam Chair to lead the oath of office for Officer Xavier Romero. Officer Romero was sworn in as an Officer for the Detention Center.

New Mexico Highlands University President Sam Minner Presented 3 issues to the Commission. The first issue has to do with the NMHU Golf Course. Mr. Minner stated that the Golf Course is owned by NMHU. The second issue has to do with land development on the NMHU golf course. The third issue has to do with improvements in partnerships.

Caleb O'Rear gave a presentation about the Alta Vista Regional Hospital Opioid Detox Program along with Claudia Gonzales the Director of Case Management.

REGULAR ORDER

1. RESOLUTION RECOGNIZING THE ROBERTSON LADY CARDINALS BASKETBALL STATE CHAMPIONSHIP FOR THE 2018-2019 SCHOOL YEAR

San Miguel County Commissioner Max Trujillo presented a Resolution recognizing the Robertson Lady Cardinals Basketball State Championship for the 2018-2019 school year. Mr. Trujillo requested the commission review and approve the resolution.

Motion made by Commissioner Janice Varela to approve resolution 04-09-19-SBC recognizing the Robertson Lady Cardinals Basketball State Championship. Second by Commissioner Chris Najar. Motion Carried.

2. RESOLUTION RECOGNIZING THE WEST LAS VEGAS CO-ED CHEERLEADING STATE CHAMPIONSHIP FOR THE 2018-2019 SCHOOL YEAR

San Miguel County Madam Chair Maria Martinez presented a Resolution Recognizing the West Las Vegas Co-ed Cheerleading State Championship for the 2018-2019 School year. Ms. Martinez requested the Commission review and approve the resolution.

Motion made by Vice-Chair Harold Garcia to approve resolution 04-09-19-SB Recognizing the West Las Vegas Co-ed Cheerleading State Championship. Second by Commissioner Max Trujillo. Motion carried.

3. RESOLUTION RECOGNIZING THE FOSTER GRANDPARENTS/ SENIOR COMPANION RESOLUTION

San Miguel County Madam Chair Maria Martinez informed the commission that on National Service Recognition Day, thousands of local leaders take time to honor AmeriCorps members and Senior Corps volunteers by participating in recognition events, issuing official proclamations, and taking to social media in a nationwide show of appreciation. The seventh annual event will take place on Thursday, April 4, 2019. This initiative is led by the corporation for National and Community Service (CNCS), with support from the National League of Cities, National Association of Counties and Cities of Service. Ms. Martinez requested the Commission Review and approve Resolution 04-09-19-001.

Motion made by Vice-Chair Harold Garcia to approve Resolution 04-09-19-001. Second by Commissioner Chris Najar. Motion carried.

4. REQUEST FOR MAY 2019 COUNTY COMMISSION MEETING BE MOVED TO PECOS NEW MEXICO ON WEDNESDAY, MAY 15, 2019

San Miguel County Commissioner Janice Varela requested the Commission move the regular monthly commission meeting on Wednesday, May 15, 2019 to Pecos New Mexico.

Motion made by Commissioner Chris Najar to approve the request to move the May 2019 Commission meeting to Pecos, New Mexico. Second by Commission Max Trujillo. Motion carried

5. SAN MIGUEL COUNTY HOUSING AUTHORITY 5 YEAR AND ANNUAL PLAN APPROVAL

San Miguel County Housing Authority Acting Director Betty Valdez informed the Commission the HUD regulation requires approval of the 5 year and Annual Plan for the San Miguel County Housing. Ms. Valdez gave a brief update on what their plans are going to be for this annual plan. Ms. Valdez requested the Commission approve of the 5 year and Annual Alan for the San Miguel County Housing Authority

Motion made by Commissioner Chris Najar to approve the 5 year and Annual Plan for the San Miguel County Housing Authority. Second by Commissioner Janice Varela. Motion carried

6. FY17/18 AUDITED FINANCIAL STATEMENTS

San Miguel County Finance Director Melinda Gonzales introduced Ray Roberts to the commission. Mr. Roberts works with Carr Riggs and Ingram (CRI). Carr Riggs and Ingram is contracted from the State auditor's office to conduct our Audit. Mr. Roberts gave a presentation to the commission about the audit report for San Miguel County. Discussion ensued. Mr. Roberts requested the Commission accept and approve the FY17/18 audit.

Motion made by Vice-Chair Harold Garcia to accept and approve the FY17/18 audit. Second by Commissioner Janice Varela. Motion carried.

7. **COUNTY MANAGER'S REPORT**

San Miguel County Manager Vidal Martinez informed the Commission on what will be going on in the County for the Month of April 2019. Discussion ensued.

For informational purposes only.

8. **DISPOSITION OF RECORDS**

San Miguel County Manager Vidal Martinez informed the Commission that the County Offices will be disposing records which are currently held at the county storage units. Each department will go through their records and only dispose of items that are no longer required to be retained. This item is introduced as Resolution 2019-04-09-CM. Mr. Martinez requested the commission review and approve Resolution 2019-04-09-CM.

Motion made by Vice-Chair Harold Garcia to approve Resolution 2019-04-09-CM. Second by Commissioner Chris Najjar. Motion carried.

9. **REQUEST THE AUTHORIZATION OF THE 2019 SAN MIGUEL COUNTY SUMMER YOUTH PROGRAM**

San Miguel County Manager Vidal Martinez requested the Commission's authorization of the 2019 San Miguel County Summer Youth Program. Authorization includes the appropriation of thirty Thousand (\$30,000) for the 2019 Summer Youth Program. The Summer Youth Program is intended to provide a positive life learning experience for youth in San Miguel County. Mr. Martinez requested the commission approve of the Summer Youth Program.

Motion made by Vice-Chair Harold Garcia to approve of the summer youth program. Second by Commissioner Chris Najjar. Motion Carried.

10. **RATIFICATION OF OUT OF STATE TRAVEL FOR DESIREE TRUJILLO**

San Miguel County IT supervisor Diego Trujillo requested the Commission approve of out of state travel Desiree Trujillo to attend the Tyler Connect Conference- Excellence award in Dallas Texas from April 7, 2019 April 10, 2019.

Motion made by Commissioner Chris Najjar to approve of out of state travel Desiree Trujillo . Second by Commissioner Janice Varela. Motion carried.

11. **AS PER COUNTY MANAGER, RECOMMENDATION TO APPROVE THE REVISED JOB DESCRIPTION FOR THE FIRE SERVICE DIVISION FIRE MARSHAL.**

San Miguel County Human Resource Director Eileen Sedillo presented to the Commission the Fire Service Fire Division job title for Fire Marshal will be changed to Fire Chief. The revised job description will also include

the supervision of the Office of Emergency Management. Ms. Sedillo requested the Commission approve of the revised job description.

Motion made by Commissioner Chris Najjar to Commission approve of the revised job description. Second by Vice-Chair Harold Garcia. Motion carried.

12. AS PER COUNTY MANAGER, RECOMMENDATION TO APPROVE THE REVISED JOB DESCRIPTION FOR THE OFFICE OF EMERGENCY MANAGEMENT SUPERVISOR.

San Miguel County Human Resource Supervisor Eileen Sedillo presented to the Commission the revised job description of Office of Emergency Management which will be changed to be revised by the Fire Chief. Ms. Sedillo requested the Commission approve of the Revised Job Description.

Motion made by Vice-Chair Harold Garcia to approve of the Revised Job Description. Second by Commissioner Chris Najjar. Motion carried.

13. AS PER COUNTY MANAGER, RECOMMENDATION TO APPROVE THE REVISED JOB DESCRIPTION FOR THE OFFICE OF EMERGENCY MANAGEMENT EMERGENCY MANGEMENT SPECIALIST

San Miguel County Human Resource Supervisor Eileen Sedillo informed the Commission that the Office of Emergency Management Specialist job description will now be under general supervision of the San Miguel County Fire Chief. All duties, responsibilities and work performed will remain the same as stated on the job description. Ms. Sedillo requested the Commission approve of the revised job description.

Motion made by Vice-Chair Harold Garcia to approve of the revised job description. Second by Commissioner Max Trujillo. Motion carried.

14. FAIR HOUSING PROCLAMATION

San Miguel County Planning and Zoning Supervisor Alex Tafoya requested Madam Chair read a proclamation declaring April 9, 2019 as Fair Housing Day. Mr. Tafoya Requested the Commission adopt the proclamation designating April 9, 2019 as Fair Housing Day.

Motion made by Commissioner Janice Varela to adopt the proclamation designating April 9, 2019 as Fair Housing Day. Second by Commissioner Max Trujillo. Motion carried.

15. LEGISLATIVE APPROPRIATION NO. C2661

San Miguel County Planning and Zoning Supervisor Alex Tafoya informed the Commission that County staff took action to accept Legislative Appropriation No. C2661, which provides \$20,000 to plan, design and construct road and drainage improvements to county roads a-2 and a-3. The agreement was sent to Department of Transportation for approval. Mr. Tafoya requested the Commission ratify the action taken by county staff.

Motion made by Commissioner Chris Najar to ratify and approve the action taken by County staff. Second by Commissioner Max Trujillo. Motion carried.

16. UPDATE ON SAN MIGUEL COUNTY-PECOS SUB AREA PLAN

San Miguel County Planning and Zoning Supervisor Alex Tafoya updated the Commission on the San Miguel-Pecos Sub Area Plan. Discussion ensued.

For informational purposes only.

17. SAN MIGUEL COUNTY, NEW MEXICO – SUMMIT FOOD SERVICE/COMMISSARY SERVICES MANAGEMENT AGREEMENT

San Miguel County Warden Matthew A. Elwell presented to the Commission the third amendment to the food service management agreement with Summit Food Service, LLC. Included in the amendment is a price increase pursuant to section 9.5 of the Agreement. Mr. Elwell requested the Commission review and approve the Summit Food/Commissary Services Management Agreement.

Motion made by Vice-Chair Harold Garcia to review and approve the Summit Food/Commissary Services Management Agreement. Second by Commissioner Chris Najar. Motion carried.

18. 2019-2020 STRATEGIC PLAN FOR ROAD DEPARTMENT

San Miguel County Public Works Interim Director Arnold Lopez presented to the Commission Road projects per commission districts, and 2019 Capital Outlay projects.

For informational purposes only.

19. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF MARCH 2019

San Miguel County Public Works Interim Director Arnold Lopez informed the Commission of the monthly maintenance including blading of county roads and/or special projects with County Roads that are addressed for the month of March 2019

For informational purposes only.

20. PEST CONTROL CONTRACT AWARD

San Miguel County Finance Director Melinda Gonzales informed the Commission that the County went out for bids for pest control services. Two bids were submitted and one was selected and up for approval from the commission. Ms. Gonzales requested the commission approve and enter into a contract with Elite Pest Control.

Motion made by Commissioner Max Trujillo to approve and enter into a contract with Elite Pest Control.
Second by Commissioner Janice Varela. Motion carried.

BOARD OF FINANCE MEETING

21. BANK TRANSFERS FOR THE MONTH OF MARCH

San Miguel County Chief Deputy Treasurer Justin Garcia informed the Commission of the Bank transfers for the month of March 2019.

For informational purposes only.

22. TAX DOLLAR REPORT

San Miguel County Chief Deputy Treasurer Justin Garcia presented to the Commission the Tax Dollar Report.

For Informational purposes only.

23. RECEIPT REPORT FOR THE MONTH OF FEBRUARY 2019

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission on the Receipt Detail Report for the month of February 2019.

For informational purposes only.

24. JOURNAL ENTRY REPORT FOR THE MONTH OF FEBRUARY 2019

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission of the Journal entries for the month of February 2019.

For informational purposes only.

25. INDIGENT CLAIMS

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission that the Finance Office has received, reviewed and processed indigent claims. Ms. Gonzales requested the Commissions ratification of the indigent claims

Motion made by Vice-Chair Harold Garcia to approve and ratify the indigent claims. Second by Commissioner Janice Varela. Motion carried.

26. CASH BALANCE REPORT FOR THE MONTHS OF FEBRUARY 2019

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission of the cash balance report for the month of February 2019.

For informational purposes only.

27. BUDGET REPORT FOR THE PERIOD OF JULY 1, 2018 THROUGH FEBRUARY 28, 2019

San Miguel County Finance Supervisor Melinda Gonzales presented to the Commission a budget report for the period if July 1, 2018 through February 28, 2019

For informational purposes only

28. RESOLUTION 2019-04-09-F2

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission that a budget request is being made to budget a \$20,000 legislative appropriation to plan, design and construct road and drainage improvements to County Roads A-2 and A-3 near Las Dispensas. Ms. Gonzales requested the commission review and approve Resolution 2019-04-09-F2.

Motion made by Vice-Chair Harold Garcia to approve Resolution 2019-04-09-F2. Second by Commissioner Max Trujillo. Motion carried.

29. ACCOUNTS PAYABLE REPORT FOR THE PERIOD OF FEBRUARY 2019

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission of the accounts payable report for the period of February 2019. Ms. Gonzales requested the Commission review and approve the accounts payable report for the period of February 2019.

Motion made by Vice-chair Harold Garcia to approve the accounts payable report for the period of February 2019. Second by Commissioner Chris Najjar. Motion carried.

30. REQUESTING AUTHORIZATION TO CONTRACT WITH CARR, RIGGS AND INGRAM, CPA AND ADVISORS FOR THE FY18/19 FISCAL YEAR

San Miguel County Finance Supervisor Melinda Gonzales informed the commission that the Finance Office received a letter from the State Auditor's Office to seek proposals for the audit of the Fiscal Year 2019. 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 requested the

Commission review and approve the contract with Carr, Riggs, and Ingram, CPA and Advisors for the FY18/19 Fiscal Year.

Motion made by Commissioner Janice Varela to approve the contract with Carr, Riggs, and Ingram, CPA and Advisors for the FY18/19 Fiscal Year. Second by Commissioner Max Trujillo. Motion carried.

Executive/Closed Session

ADJOURNMENT

Motion made by Vice-Chair Harold Garcia to adjourn the meeting at 4:51 p.m. Second by Commissioner Max Trujillo. Motion carried.

Approved this 11th day of June, 2019 as the Official Minutes of the Board of County Commissioners of San Miguel County, New Mexico, of its Regular Meeting held April 9, 2019.

Maria L. Martinez
Madam Chair, Maria L. Martinez
District 4

Harold M. Garcia
Vice-Chairman, Harold M. Garcia
District 1

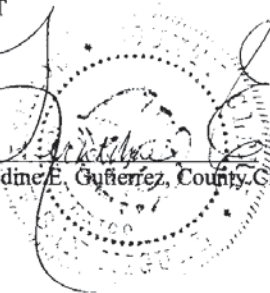
Max O. Trujillo
Commissioner, Max O. Trujillo
District 3

Chris A. Najar
Commissioner, Chris A. Najar
District 5

Janice C. Varela
Commissioner, Janice C. Varela
District 2

ATTEST

Geraldine E. Gutierrez
Geraldine E. Gutierrez, County Clerk



Justin Dimas

Justin Dimas
Minutes Submitted by Justin Dimas