

**SAN MIGUEL COUNTY BOARD OF COMMISSIONERS**  
**HELD TUESDAY, APRIL 14, 2020 BEGINNING AT 2:00 P.M.**

**CALL TO ORDER**

The San Miguel County Board of Commissioners held its regular monthly meeting on Tuesday, April 14, 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 a call of the roll, Madam Chair Maria Martinez present, Vice-Chair Chris Najjar present, Commissioner Janice Varela present, Commissioner Max Trujillo present, and Commissioner Harold Garcia not 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**

Madam Chair Maria Martinez requested a motion to approve the agenda. No motion was made.

**APPROVAL OF MINUTES**

Motion made by Commissioner Max Trujillo to approve the minutes for the Special Meeting held March 9, 2020. Second by Vice-Chair Chris Najjar. Motion carried.

Motion made by Vice-Chair Chris Najjar to approve the minutes for the regular monthly meeting held March 10, 2020. Second by Commissioner Max Trujillo.

**PUBLIC INPUT**

No public input

**REGULAR ORDER**

**1. RATIFICATION FOR EMERGENCY FUNDING FOR SENIOR CITIZENS IN THE AMOUNT OF \$11,700.00**

San Miguel County Manager Vidal Martinez informed the Commission of the City of Las Vegas Senior Center Program requesting emergency funding in the amount of \$11,700.00 to assist seniors in their home with items such as toilet paper, paper towels, hand sanitizer, gloves, soap, masks and disinfectants. Mr. Martinez requested the commission ratify and approve of the emergency funding.

Motion made by Vice-Chair Chris Najjar to ratify and approve the emergency funding for the City of Las Vegas Senior Center Program. Second by Commissioner Max Trujillo. Motion carried.

**2. RATIFICATION FOR EMERGENCY FUNDING FOR SAMARITAN HOUSE IN THE AMOUNT OF \$5,000.00**

San Miguel County Manager Vidal Martinez informed the Commission that Samaritan has requested emergency funds to help with the increase of demand in food baskets and hygiene products, San Miguel County will be funding the program with \$5,000.00. Mr. Martinez requested the Commission ratify and approve emergency funds of 5,000.00 for Samaritan House.

Motion made by Commissioner Max Trujillo to ratify and approve emergency funds of 5,000.00 for Samaritan House. Second by Vice-Chair Chris Najjar. Motion carried

**3. RECOMMENDATION TO APPROVE THE AMENDMENT TO THE SAN MIGUEL COUNTY ORDINANCE NO. 06-12-18-PERSONNEL AMENDING SECTION 4: EMPLOYMENT STATUS/ CONDITIONS OF EMPLOYMENT TO ADD AN EMPLOYEE CLASSIFICATION CATEGORY OF TERM APPOINTMENT EMPLOYEE.**

San Miguel County Human Resource Director Eileen Sedillo informed the Commission that the Board of County Commissioners of San Miguel County, New Mexico, hereby provides notice of its intent to adopt an amendment to the San Miguel County ordinance No. 06-12-18-PERSONNEL amending Section 4 to add an employee classification category of Term Appointment Employee. The title and general summary are as follows: Section 4: Employment Status/ Conditions of Employment 4.17 Term Appointment Employee. Ms. Sedillo requested the Commission hold and conduct a Public Hearing and Accept Public Comment and approve the amendment to the San Miguel County Ordinance No. 06-12-18-PERSONNEL amending Section 4: Employment Status/ Conditions of Employment to add an employee classification category of Term Appointment Employee.

Motion made by Vice-Chair Chris Najjar to approve ORDINANCE NO. 06-12-18-PERSONNEL AMENDING SECTION 4. Second by Commissioner Max Trujillo. Motion carried.

**4. RECOMMENDATION TO APPROVE THE JOB DESCRIPTION FOR THE SAN MIGUEL COUNTY SOLID WASTE CUSTOMER SERVICE REPRESENTATIVE**

San Miguel County Human Resource Director Eileen Sedillo informed the Commission that under the direction of the Information Technology director, this term appointment position is responsible for all oversight concerning the day to day administrative functions of the San Miguel County solid waste customer service and billing functions. Duties include customer service, billing, reporting, fee processing and service order functions. Works with the Information Technology Director and the Public Works Director and performs related work as assigned. Ms. Sedillo requested the Commission approve of the job description for the San Miguel County Solid Waste Customer Service Representative.

Motion made by Vice-chair Chris Najjar to approve of the job description for the San Miguel County Solid Waste Customer Service Representative. Second by Commissioner Max Trujillo. Motion carried.

**5. RESOLUTION NO 04-14-2020-PLASTIC**

San Miguel County Planning and Zoning Supervisor Alex Tafoya presented to the Commission Resolution No. 04-14-2020-PLASTIC. The Resolution provides for the proposed adoption of an ordinance that would ban the use of single-use plastic shopping bags. Mr. Tafoya requested the Commission hear a presentation on the Resolution and proposed Ordinance and consider adoption of Resolution No. 04-14-2020-PLASTIC, which Resolution proposes adoption of an ordinance which would ban the use of single-use plastic shopping bags

Motion made by Commissioner Janice Varela to approve Resolution No. 04-14-2020-PLASTIC. Second by Commissioner Max Trujillo. Motion carried.

**6. FAIR HOUSING PROCLAMATION**

San Miguel County Planning and Zoning Supervisor Alex Tafoya presented to the Commission a proclamation recognizing fair housing which is a right guaranteed to all Americans. The proclamation proclaims April 14, 2020 as Fair Housing Day. Mr. Tafoya requested the Commission proclaim April 14, 2020 as Fair Housing Day.

Motion made by Commissioner Janice Varela to approve and proclaim April 14, 2020 as Fair Housing Day. Second by Vice-chair Chris Najjar. Motion carried.

**7. HIGH PLAINS PROCESSING LLC, REQUEST FOR LEDA ASSISTANCE**

San Miguel County Planning and Zoning Supervisor Alex Tafoya informed the Commission that High Plains Processing LLC, has submitted an application to the New Mexico Economic Development Department for financial assistance under the Local Economic Development Act and to San Miguel County as provided under the County's economic development plan. New Mexico Economic Development Department has determined that High Plains Processing LLC is an eligible entity under Local Economic Development Act and has made an

Miguel County agreeing to serve as fiscal agent for the Local Economic Development Act grant and administer the formal approval process and the Local Economic Development Act grant, subject to conditions that must be approved by ordinance. Mr. Tafoya requested the Commission Review the request submitted by High Plains Processing LLC, Approve High Plains Processing LLC as an entity eligible for LEDA assistance under the San Miguel County Economic Development Plan and the LEDA Act, and approve Resolution No. 04-14-2020-LED, which Resolution proposes that an ordinance approving High Plains Processing LLC, as a local economic development project for economic development assistance by submitted to the Board of County Commissioners for final passage and adoption, which proposed ordinance includes a project participation agreement as required by the New Mexico Economic Development Department, the LEDA Act and the County's Economic Development Plan.

Motion made by Vice-Chair Chris Najjar to Review the request submitted by High Plains Processing LLC, Approve High Plains Processing LLC as an entity eligible for LEDA assistance under the San Miguel County Economic Development Plan and the LEDA Act, and approve Resolution No. 04-14-2020-LED, which Resolution proposes that an ordinance approving High Plains Processing LLC, as a local economic development project for economic development assistance by submitted to the Board of County Commissioners for final passage and adoption, which proposed ordinance includes a project participation agreement as required by the New Mexico Economic Development Department, the LEDA Act and the County's Economic Development Plan. Second by Commissioner Max Trujillo. Motion carried.

#### **8. CDBG POST-PROJECT SELECTION PUBLIC MEETING**

San Miguel County Planning and Zoning Supervisor Alex Tafoya informed the Commission that at the March 10, 2020 Commission meeting, the Board of County Commissioners held and conducted a CDBG Pre-Project Selection Public Hearing and upon its conclusion, the County Commission took action to select the Country Acres Road and Drainage Project for a 2020 CDBG application. The CDBG Program requires that a Post-Project Selection Public Meeting be held. If the meeting is held during a regularly scheduled County Commission meeting, it must be a meeting unto itself, separate from the regular County Commission meeting. Mr. Tafoya requested the Commission adjourn from the regular Commission meeting and call to order the CDBG Post-Project Selection Public Meeting, Hear a presentation on the purpose and history of the CDBG Exhibit 1-Q-2 and allow citizens directly impacted by the project to voice opinions, suggestions or concerns.

Madam Chair Maria Martinez requested a motion to come out of the Regular Commission meeting at 2:51 p.m. Motion made by Commissioner Max Trujillo. Second by Vice-Chair Chris Najjar. Motion carried.

Madam chair Maria Martinez called to order the CDBG Post-Project Selection Public Meeting at 2:52 p.m. Planning and Zoning Supervisor Alex Tafoya gave a presentation on the purpose and history of the CDBG program.

At 3:01 Madam Chair Maria Martinez asked if anyone has any input regarding the project chosen for the 2020 CDBG Application. Commissioner Max Trujillo commented if this project is ready to go we should move forward with this project.

meeting. Second by Vice-Chair Chris Najjar. Motion carried.

At 3:04 Vice-Chair Chris Najjar made a motion to go into regular order. Second by Commissioner Janice Varela. Motion carried.

Motion made by Vice-Chair Chris Najjar to approve the CDBG Application project. Second by Commissioner Max Trujillo. Motion carried.

9. **RESOLUTION NO 04-14-2020-CDBG**

San Miguel County Planning and Zoning supervisor Alex Tafoya presented to the Commission on March 10, 2020, the Board of County Commissioners held and conducted a CDBG Pre-Project Selection Public Hearing. Public input was accepted in regard to projects to consider for a 2020 CDBG application. Upon the conclusion of the Pre-Project Selection Public Hearing, the Board of County Commissioners selected the Country Acres Road and Drainage Project. The Project will fully cost \$75,000. Mr. Tafoya requested the Commission approve and adopt Resolution No. 04-14-2020-CDBG.

Motion made by Vice-Chair Chris Najjar to approve and adopt Resolution No. 04-14-2020-CDBG . Second by Commissioner Max Trujillo. Motion Carried.

10. **SAN MIGUEL COUNTY PUBLIC WORKS DEPARTMENT – RECOMMENDATION OF AWARD – 2019/2020 LOCAL GOVERNMENT ROAD FUND – SCHOOL BUS- (L400443) – EL LLANO ROAD IMPROVEMENTS PROJECT.**

San Miguel County Public Works Director Gerald Garcia informed the Commission of solicited competitive sealed bids from qualified vendors for the El Llano Road Improvement Project. The received bids were evaluated. GM Emulsion was the lowest and most qualified bidder. Mr. Garcia requested the Commission review and approve to enter into a contractual agreement with GM Emulsion for the Road Improvement Project.

Motion made by Commissioner Max Trujillo to approve to enter into a contractual agreement with GM Emulsion for the Road Improvement Project. Second by Commissioner Janice Varela. Motion carried.

11. **SAN MIGUEL COUNTY PUBLIC WORKS DEPARTMENT – RECOMMENDATION OF AWARD – 2019/2020 LOCAL GOVERNMENT ROAD FUND – CAP (L400436) – SHERIDAN ROAD IMPROVEMENT PROJECT.**

San Miguel County Public Works Director Gerald Garcia informed the Commission of solicited competitive sealed bids from qualified vendors for the Sheridan Road Improvement Project. The received bids were evaluated. RL Leeder was the lowest and most qualified bidder. Mr. Garcia requested the Commission review and approve to enter into a contractual agreement with RL Leeder for the Road Improvement Project.

**12. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF MARCH 2020**

San Miguel County Public Works Road Foreman Arnold Lopez informed the Commission of all maintenance and blading of the County roads that took place in the month of March 2020.

For informational purposes only.

**BOARD OF FINANCE MEETING**

**13. BANK TRANSFERS FOR THE MONTH OF JANUARY**

San Miguel County Finance Supervisor Melinda Gonzales presented to the Commission the bank transfers for the month of January for the Treasurers Office.

For informational purposes only.

**14. ADDENDUM TO CONTRACT WITH ELITE PEST CONTROL**

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission that Elite Pest Control was awarded a contract last year based on a request for proposals. The contract was initiated for a one year term with the option to renew three additional years. The Maintenance Department is satisfied with their performance and would like to enter into a third year contract. The addendum is for the sole purpose of extending the contract for a subsequent year. Ms. Gonzales requested the Commission review and approve the contract with Elite Pest Control.

Motion made by Commissioner Janice Varela to review and approve the contract with Elite Pest Control. Second by Vice-Chair Chris Najar. Motion Carried.

**15. INDIGENT CLAIMS**

San Miguel County Finance Supervisor Melinda Gonzales provided the Commission with information regarding the indigent claims processed since the March 2020 Commission Meeting. Ms. Gonzales requested the Commission ratify and approve the indigent claims.

Motion made by Commissioner Janice Varela to ratify and approve the indigent claims. Second by Commissioner Max Trujillo. Motion carried.

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission that the Department of Finance and Administration notified the county that we will be receiving an additional \$54,341.51 for the 2020 Census project. Ms. Gonzales requested the Commission review and approve Resolution 2020-04-14-F1.

Motion made by Commissioner Max Trujillo to review and approve Resolution 2020-04-14-F1 . Second by Commissioner Janice Varela. Motion carried.

**17. CASH BALANCE REPORT FOR THE MONTH OF FEBRUARY 2020**

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission of the cash balance report for the month of February 2020.

For informational purposes only

**18. JOURNAL ENTRY REPORT FOR THE MONTH OF FEBRUARY 2020**

San Miguel County Finance Supervisor Melinda Gonzales provided the Commissioners with the journal entry report for the month of February 2020.

For informational purposes only

**19. ACCOUNTS PAYABLE REPORT FOR THE MONTH OF FEBRUARY 2020**

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission of the accounts payable report for the period of February 2020. Ms. Gonzales requested the Commission review and approve the accounts payable report for the period of February 2020.

Motion made by Vice-Chair Chris Najjar to approve the accounts payable report for the period of February 2020. Second by Commissioner Janice Varela. Motion carried.

**20. BUDGET REPORT FOR THE PERIOD OF JULY 1, 2019 THROUGH FEBRUARY 29, 2020**

San Miguel County Finance Supervisor Melinda Gonzales presented to the Commission the budget report for the period of July 1, 2019 through February 29, 2020.

For informational purposes only.

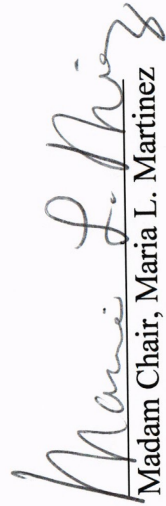
San Miguel County Finance Supervisor Melinda Gonzales presented to the Commission a receipt detail report for the month of February 2020.

For informational purposes only.

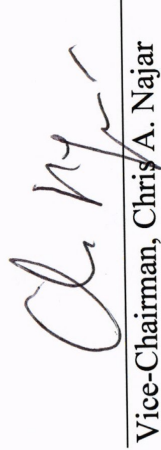
**ADJOURNMENT**

Motion made by Vice-Chair Chris Najar to adjourn the meeting at 3:30 p.m. Second by Commissioner Max Trujillo. Motion carried.


Approved this 12<sup>th</sup> day of May, 2020 as the Official Minutes of the Board of County Commissioners of San Miguel County, New Mexico, of its Regular Meeting held April 14, 2020.

  
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Madam Chair, Maria L. Martinez

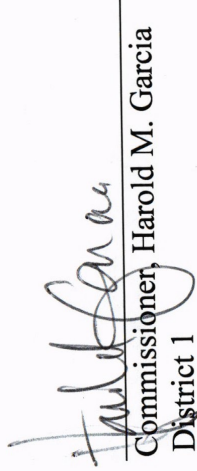
District 4

  
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Vice-Chairman, Chris A. Najar

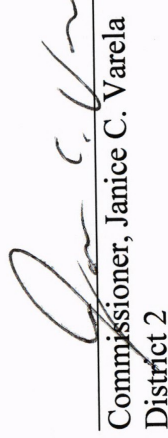
District 5

  
\_\_\_\_\_  
Commissioner, Max O. Trujillo

District 3

  
\_\_\_\_\_  
Commissioner, Harold M. Garcia

District 1

  
\_\_\_\_\_  
Commissioner, Janice C. Varela

District 2



*Justin*

*Geraldine E. Gutierrez*

Geraldine E. Gutierrez, County Clerk



Submitted By: Justin Dimas

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Minutes-Regular Meeting April 14, 2020