



# Board of County Commissioners

*Maria L. Martinez*  
*Chair-District 3*

*Harold M. Garcia*  
*Vice-Chair-District 2*

*Janice C. Varela*  
*Commissioner-District 1*

*Max O. Trujillo*  
*Commissioner-District 4*

*Chris A. Najjar*  
*Commissioner-District 5*

*Vidal Martinez, Ed.D.*  
*County Manager*

## PUBLIC NOTICE DISSEMINATED FOR TODAY'S MEETING

The San Miguel County Board of Commissioners will hold a regular monthly meeting on Tuesday, October 8, 2019 beginning at 2:00 p.m., at the Administration Complex located at 500 West National Avenue, Suite 200, Las Vegas, New Mexico 87701. During the meeting, a County Board of Finance Meeting will take place.

**NOTICE TO INDIVIDUALS WITH DISABILITIES:** If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter or any form of auxiliary aid or service to attend or participate in the hearing(s) or meeting(s), please contact the San Miguel County Managers Office at (505) 425-9333 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Commission Administrator at the above number if a summary or other type of accessible format is needed.

Notice Published Las Vegas Optic: September 27, 2019

Notice Posted on the SMC Website at [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us): September 24, 2019

At least 72 hours in advance of the meeting, the following agenda for today's meeting was posted and available for public inspection on the San Miguel County Website at [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us) and also available in hard copy at the office of the San Miguel County Manager.

## AGENDA

**CALL TO ORDER**

**ROLL CALL**

**PLEDGE OF ALLEGIANCE**

**SALUTATION TO THE NEW MEXICO STATE FLAG:**

**"I salute the flag of the State of New Mexico and the Zia Symbol of perfect friendship among United Cultures."**

**APPROVAL OF AGENDA**

Administration Complex  
500 West National Avenue, Suite 201 Las Vegas, New Mexico 87701 (505) 425-9333 phone (505) 425-7019 fax

**APPROVAL OF MINUTES**

September 10, 2019 Regular Meeting  
September 10, 2019 Special Meeting  
September 24, 2019 Special Meeting

**PUBLIC INPUT FORUM**

**NEW BUSINESS**

*Oath of office San Miguel County Detention Center  
Badge Pinning*

**Presentations (5 minute time limit)**

Presentation: Alliance for Local Economic Prosperity  
Presenters: Dee and George Gamble

**REGULAR ORDER**

**1. AWARD OF LODGERS' TAX FUNDS – RFP 2019-2**

**Background Information:** The San Miguel County Lodgers' Tax Advisory Board received and reviewed proposals in response to Lodgers' Tax RFP No. 2019-2. The Advisory Board is recommending award of Lodgers' Tax funds as follows: Las Vegas San Miguel Chamber of Commerce \$500.00 to market and advertise strategic tourism planning; Las Vegas San Miguel Chamber of Commerce \$1,900.00 to market and advertise four (4) events, CED symposium, Golf Tournament at Pendaries, Millennial Business Owners Promotional Day, Dia De Agri-Cultura; Las Vegas First Independent Business Alliance \$10,000 to publish and distribute the 2020 Visitors Guide; Pecos Business Association \$8,262.00 for on-line Digital Advertising Brochure and Texas Monthly; Las Vegas First Independent Business Alliance \$3,000 to market and advertise an Art Auction; and Las Vegas First Business Alliance \$6,000 set aside for New Mexico True advertising and marketing next year.

**Action Requested of Commission:** Ratify the award of said Lodgers' Tax funds and authorize the County Manager to execute the appropriate contractual agreements.

**Staff Recommendation:** As requested.

**Presenter:** Glen Post, Lodgers' Tax Advisory Board Chairman

## 2. MANAGER'S REPORT

**Background Information:** Update on San Miguel County's bid to host the New Mexico Counties Conference.

**Action Requested of Commission:** Information Only

**Staff Recommendation:** Information Only

**Presenter:** Vidal Martinez, County Manager

## 3. NOTICE OF SECOND READING OF PROPOSED ORDINANCE NO. 09-10-19-HARD ROCK MINING MORATORIUM

**Background Information:** The County intends to update their practices, rules and policies as to all forms of mining or extraction in the county. A public hearing will be held. A Moratorium will provide a stay as to any and all applications regarding hard rock mining directly and indirectly until a semi final draft of a new mining ordinance is prepared for consideration.

**Action Requested of Commission:** Conduct a public hearing. Pass proposed ordinance No. 09 10 19 and create a six month moratorium while staff creates an up to date policy, rules, and procedure on relevant mining actions in San Miguel County. If there is sufficient interest and ordinance ideas, the Commission may consider a Third Reading of the Proposed Ordinance.

**Staff Recommendation:** Pass the proposed ordinance No. 09 10 19 and create the moratorium.

**Presenter:** Dave Romero. Jr. County Attorney

## 4. CHANGES AND UPDATES ON SOLID WASTE BILLING

**Background Information:** Open Edge in conjunction with Tyler Incode will be providing credit card service for Solid Waste customers beginning September 25, 2019. Information Technology has been working on this project together with the Treasurer's Office.

**Action Requested of Commission:** Information only

**Staff Recommendation:** Information only

**Presenter:** Justin Garcia, Chief Deputy Treasurer's Office

## **5. STATEMENT OF VACATION APPLICATION NO. SV-0033**

**Background Information:** San Miguel County has received Statement of Vacation Application No. SV-0033 from Alan and Barbara Rude, who propose to vacate Tract II to consolidate with Tract I upon which Tract I, a residence is located. Both Tracts are within Pendaries Village Subdivision 1.

**Action Requested of Commission:** (1) hold and conduct a public hearing on Application No. SV-0033 and (2) approve the Application.

**Staff Recommendation:** Conduct a public hearing and approve the Application.

**Presenter:** Alex Tafoya, Planning and Zoning Supervisor

## **6. OUT OF STATE TRAVEL – MRT TRAINING**

**Background Information:** Requesting approval for the out of state travel for Diana Martinez-Lujan and Aubrie Chavez to attend Moral Reconation Therapy (MRT) training in Ignacio, CO October 20, 2019 through October 24, 2019. This training is a requirement of facilitating MRT within our Medicated Assisted Treatment (MAT) and detention center programs and is required training of our DOH grant. This course is required prior to facilitating MRT programs.

**Action Requested of Commission:** Approval

**Staff Recommendation:** Approval

**Presenter:** Matthew A. Elwell, Warden

## **7. RECOMMENDATION TO APPROVE THE JOB DESCRIPTION FOR THE RELEASE PLANNER FOR THE SAN MIGUEL COUNTY DETENTION CENTER**

**Background Information:** This individual is responsible for the coordination and implementation of the inmate release care coordination process. Will conduct needs assessments, risk assessments, and Medicaid eligibility and will link inmates to community programs and resources in San Miguel County.

**Action Requested of Commission:** Approval of the Job Description for the Release Planner for the San Miguel County Detention Center.

**Staff Recommendation:** Approval of the Job Description for the Release Planner for the San Miguel County Detention Center.

**Presenter:** Eileen Sedillo, Human Resource Director

#### **8. RECOMMENDATION TO APPROVE THE JOB DESCRIPTION FOR SAN MIGUEL COUNTY DETENTION CENTER SERGEANT**

**Background Information:** Under the direction of the Detention Lieutenant, Deputy Warden and Warden, this individual manages the correctional custody, security and operational program of the detention center, including personnel, programs, and operational procedure implementation.

**Action Requested of Commission:** Approval of the Job Description for San Miguel County Detention Center Sergeant.

**Staff Recommendation:** Approval of the Job Description for San Miguel County Detention Center Sergeant.

**Presenter:** Eileen Sedillo, Human Resource Director

#### **9. RECOMMENDATION TO APPROVE THE JOB DESCRIPTION FOR SAN MIGUEL COUNTY DETENTION CENTER LIEUTENANT**

**Background Information:** Under the direction of the Deputy Warden and Warden, this individual manages the correctional custody, security and operational program of the detention center, including personnel, programs, and operational procedure implementation.

**Action Requested of Commission:** Approval of the Job Description for San Miguel County Detention Center Lieutenant.

**Staff Recommendation:** Approval of the Job Description for San Miguel County Detention Center Lieutenant.

**Presenter:** Eileen Sedillo, Human Resource Director

#### **10. ADDENDUM TO AGREEMENT GL ENVIRONMENTAL INC.**

**Background Information:** GL Environmental Inc., has indicated that they wish to extend its agreement with San Miguel County for professional engineering and consulting services as-needed,

which agreement provides for technical services to ensure that the requirements of SMC Ordinance No. 11-12-14-O&G are complied with by applicants for conditional use permits for oil and gas drilling and exploration.

**Action Requested of Commission:** Approve Addendum No. Three (3) to Consulting Services Agreement with GL Environmental Inc., for a fourth year.

**Staff Recommendation:** Approve the Addendum

**Presenter:** Alex Tafoya, Planning and Zoning Supervisor

#### **11. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF SEPTEMBER 2019**

**Background Information:** The San Miguel County Public Works Division submits a report to County Commission on a monthly basis on any maintenance including blading of county roads and/or special projects with County Roads that are addressed.

**Action Requested of Commission:** For Information Purposes Only

**Staff Recommendation:** For Information Purposes Only

**Presenter:** Arnold Lopez, SMC Public Works Interim Director

### **BOARD OF FINANCE MEETING**

#### **12. BANK TRANSFERS FOR THE MONTH OF SEPTEMBER**

**Background Information:** Regulation No. ADM-R-08-09-2016-CM Governing Wire Transfer

**Action Requested of Commission:** Information only

**Staff Recommendation:** None

**Presenter:** Bertha Bustamante, County Treasurer

#### **13. RESOLUTION 2019-10-08-F1**

**Background Information:** The County was awarded a 2020 Census Grant. The Finance Office would like to account for the funds in a separate fund and is asking the modification of Fund 207 from the Land of Enchantment Ranch Bridge to the 2020 Census Fund.

**Action Requested of Commission:** Review and approve fund authority.

**Staff Recommendation:** Review and approve fund authority.

**Presenter:** Melinda Gonzales, Finance Supervisor

#### **14. RESOLUTION 2019-10-08-F2**

**Background Information:**

Budget adjustment requests for property tax revenue, gross receipt tax revenue and salary adjustments to various Funds.

Budget adjustments for the 2020 Local Government Road Funds.

Budget adjustment for the 2020 Census Grant.

Budget adjustment also for EMPG grant.

Budget adjustments for a Legislative Appropriation for El Pueblo VFD.

Budget adjustments for the Lodgers Tax Awards.

**Action Requested of Commission:** Review and approve

**Staff Recommendation:** Review and approve

**Presenter:** Melinda Gonzales, Finance Supervisor

#### **15. CERTIFICATION OF CAPITAL ASSET INVENTORY FOR FY18/19; RESOLUTION 2019-10-08-F3**

**Background Information:** Certify the capital asset inventory.

**Action Requested of Commission:** Review and approval

**Staff Recommendation:** Review and approval

**Presenter:** Melinda Gonzales, Finance Supervisor

#### **16. RESOLUTION 2019-10-08-F4**

**Background Information:** A resolution authorizing submission of a completed application for financial assistance to refinance an existing USDA loan for the Cabo Lucero Volunteer Fire Department.

**Action Requested of Commission:** Review and Approval

**Staff Recommendation:** Review and Approval.

**Presenter:** Melinda Gonzales, Finance Supervisor

## **17. INDIGENT CLAIMS**

**Background Information:** To provide the Commission with information regarding the indigent claims processed since the last Commission Meeting.

**Action Requested of Commission:** Ratification of the indigent claims.

**Staff Recommendation:** Ratification of the indigent burial payment.

**Presenter:** Melinda Gonzales, Finance Supervisor

## **18. ACCOUNTS PAYABLE REPORT FOR THE PERIOD OF AUGUST 2019**

**Background Information:** Present payments processed through the finance office and Bernalillo County on behalf of San Miguel County.

**Action Requested of Commission:** Review and approve

**Staff Recommendation:** Review and approve

**Presenter:** Melinda Gonzales, Finance Supervisor

## **19. BUDGET REPORT FOR THE PERIOD OF JULY 1, 2019 THROUGH AUGUST 31, 2019**

**Background Information:** To provide the Commissioners with a FY19/20 Year to Date Budget Report.

**Action Requested of Commission:** Informational purposes only

**Staff Recommendation:** Informational purposes only



**Presenter:** Melinda Gonzales, Finance Supervisor

## **20. CASH BALANCE REPORT FOR THE MONTHS OF AUGUST 2019**

**Background Information:** To report the August 2019 cash balances

**Action Requested of Commission:** Informational purposes only

**Staff Recommendation:** Informational purposes only

**Presenter:** Melinda Gonzales, Finance Supervisor

## **21. JOURNAL ENTRY REPORT FOR THE MONTH OF AUGUST 2019**

**Background Information:** To provide the Commissioners with a Journal Entry Reports for the month of August 2019

**Action Requested of Commission:** Informational purposes

**Staff Recommendation:** Informational purposes

**Presenter:** Melinda Gonzales, Finance Supervisor

## **22. RECEIPT REPORT FOR THE MONTH OF AUGUST 2019**

**Background Information:** To provide the Commissioners with a Receipt Detail Report for the month of August 2019.

**Action Requested of Commission:** Informational purposes

**Staff Recommendation:** Informational purposes

**Presenter:** Melinda Gonzales, Finance Supervisor

## **ADJOURNMENT**