



# Board of County Commissioners

*Maria L. Martinez*  
Chair-District 4

*Harold M. Garcia*  
Vice-Chair-District 1

*Janice C. Varela*  
Commissioner-District 2

*Max O. Trujillo*  
Commissioner-District 3

*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, December 10, 2019 beginning at 2:00 p.m., at the San Miguel County 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 PEOPLE 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 either of the above numbers if a summary or other type of accessible format is needed.

Notice Published Las Vegas Optic: November 25, 2019

Notice Posted on the SMC Website at [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us): November 21, 2019

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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.

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## 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**

Special Meeting 11-6-19

Regular Commission Meeting 11-12-19

Special Commission Meeting 11-13-19

**PUBLIC INPUT FORUM**

**NEW BUSINESS**

**REGULAR ORDER**

**1. APPOINTMENT OF NEW MEXICO COUNTY INSURANCE AUTHORITY (NMCIA) VOTING MEMBER AND ALTERNATE**

**Background Information:** Appointment of Max Trujillo to the New Mexico County Insurance Authority (NMCIA) as the Voting Member and Chris Najjar as the alternate for the 2020 year.

**Action Requested of Commission:** approve

**Staff Recommendation:** approve

**Presenter:** Vidal Martinez, County Manager

**2. DISCUSSION ON DATE AND TIME TO HOLD A PUBLIC HEARING FOR MINING MORATORIUM**

**Background Information:** Discussion On date and time to hold a public hearing for Mining Moratorium. Due to weather issues the las meeting was canceled.

**Action Requested of Commission:** Discuss and set date and time

**Staff Recommendation:** Discuss and set date and time

**Presenter:** Janice Varela, Commissioner

**3. ROAD PETITION NO. CR-19-001**

**Background Information:** San Miguel County road viewers held and conducted a public road viewing of Harlan Drive within the Glenwood Estates Subdivision in regard to Road Petition No. CR-19-001. At the September 10, 2019 County Commission meeting, the recommendations of the road viewers were presented for consideration by the Board of County Commissioners. Upon hearing the recommendations submitted by the road viewers and accepting public comment, the Board of County Commissioners took action to table the matter.

**Action Requested of Commission:** (1) Consider bringing the matter back to the table for consideration; (2) take action to adopt or not to adopt Harlan Drive as a County road.

**Staff Recommendation:** Approve

**Presenter:** Vidal Martinez, County Manager

#### **4. SAN MIGUEL COUNTY MANAGERS RECOMMENDATION FOR APPROVAL OF THE GOVERNING HOLIDAYS FOR THE CALENDAR YEAR 2020**

**Background Information:** Resolution Number SMC-RES-12-10-2019 Governing Holidays for the Calendar Year 2020 is being submitted to the Board of San Miguel Commission for approval.

**Action Requested of Commission:** Approval of Resolution Number SMC-RES-12-10-2019 Holidays for the Calendar Year 2020.

**Staff Recommendation:** Approval of Resolution Number SMC-RES-12-10-2019 Holidays for the Calendar Year 2020.

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

#### **5. RECOMMENDATION TO APPROVE THE JOB DESCRIPTION FOR SAN MIGUEL COUNTY FINANCE DIVISION CERTIFIED PROCUREMENT OFFICER/ACCOUNTANT.**

**Background Information:** This position is responsible for all the oversight concerning purchasing and procurement for San Miguel County; managing RFP's, ITB's, RFI's, etc.; approving purchase orders and change orders. Employee must be responsible for making independent decision regarding San Miguel County procurement. Employee must perform all duties with minimal supervision and in absence of supervisor, must be able to take full responsibility of deadlines and all other tasks. Employee will be responsible for understanding and recording journal entries to the general ledger. Employee may be tasked with other routine or non-routine assignments related to the finance offices functions.

**Action Requested of Commission:** Approval of the Job Description for the San Miguel County Finance Division Certified Procurement Officer/Accountant.

**Staff Recommendation:** Approval of the Job Description for the San Miguel County Finance Division Certified Procurement Officer/Accountant.

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

## **6. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF NOVEMBER 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 Informational Purposes Only

**Presenter:** Gerald Garcia Public Works Director and Arnold Lopez, SMC Public Works Forman

## **BOARD OF FINANCE MEETING**

### **7. BANK TRANSFERS FOR THE MONTH OF DECEMBER**

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

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

**Staff Recommendation:** None

**Presenter:** Bertha Bustamante, County Treasurer

### **8. RESOLUTION 2019-12-10-F1**

**Background Information:** A budget adjustment is being requested to move \$500 from the General Fund (101) to the Trust & Agency Fund (109) for the purpose of opening a bank account for property taxes paid in protest. The \$500 will remain in the bank account as a minimum balance to the account to ensure the account remains open.

To budget the Local Government Transportation Projects Fund (LGTPF) grant in the amount of \$595,394.74 with the scope Gonzales Ranch Road Improvement Project – Plan, design, construction management, construction, reconstruction, pavement rehab, drainage improvements and miscellaneous construction. The Department of Transportation portion of the grant is \$565,625 and the County has a match of \$29,769.74 which will be transferred from Fund 996, Capital Outlay/Infrastructure Gross Receipt Taxes.

To re-budget Legislative Appropriation 18-C2551 for the Detention Facility.

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

**Staff Recommendation:** Review and approval.

**Presenter:** Melinda Gonzales, CFO

## **9. RESOLUTION 2019-11-12-F2**

**Background Information:** A resolution authorizing a special limited obligation of the governmental unit to pay a principal amount of \$407,871 together with interest, for the purpose of (i) purchasing a new firefighting apparatus and respective equipment and (ii) refunding the San Miguel County New Mexico Fire Protection Improvement Revenue Bond, Series 2009, all for the Cabo Lucero Volunteer Fire Department.

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

**Staff Recommendation:** Review and approval.

**Presenter:** Melinda Gonzales

## **10. AGREEMENT BETWEEN SAN MIGUEL COUNTY AND THE NEW MEXICO FOUNDATION OF DENTAL HEALTH, RESEARCH AND EDUCATION**

**Background Information:** The New Mexico Foundation of Dental Health, Research and Education has reached out to the County to see if we would provide funding for the New Mexico Mission of Mercy event to take place on May 2<sup>nd</sup> and 3<sup>rd</sup> of 2020. They will be providing free dental, medical and vision care to San Miguel Residents in need. The County shall provide \$10,000 for planning and implementation of the two-day clinic.

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

**Staff Recommendation:** Review and approval

**Presenter:** Melinda Gonzales, CFO

#### **11. FY2020 FIRST QUARTER DFA BUDGET TO ACTUAL SUBMISSION, FINANCIAL REPORT ADJUSTMENT SCHEDULE AND FIRST QUARTER LINE ITEM TRANSFERS**

**Background Information:** Each quarter, the Finance Office has to report the quarterly budget to actual information to the Department of Finance and Administration through the Local Government Budgeting Management System (LGBMS). The information is taken from the general ledger and summarized to the LGBMS reporting line items. In addition, the Finance Office must ensure the ending cash balances in LGBMS is reconciled to the cash and changes in other assets and liabilities in the general ledger. The changes in other assets and liabilities is reported to DFA through a Financial Report Adjustment Schedule. Both the quarterly report and the Financial Report Adjustment Schedule are being presented.

Finally, the Finance Office is required to report any line item transfers to DFA that were performed during the quarter. The line item transfers do not increase or decrease the overall budget and are needed almost immediately to continue the operation of county government. A Budget Adjustment Report from the Tyler system is being provided and the information was used to summarize the budget adjustments in the LGBMS system. The LGBMS Budget Adjustment Report is also being presented.

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

**Staff Recommendation:** Informational purposes only.

**Presenter:** Melinda Gonzales, CFO

#### **12. RECEIPT REPORT FOR THE MONTH OF SEPTEMBER 2019**

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

**Action Requested of Commission:** Informational purposes

**Staff Recommendation:** Informational purposes.

**Presenter:** Melinda Gonzales, CFO

**13. CASH BALANCE REPORT FOR THE MONTHS OF OCTOBER 2019**

**Background Information:** To report the October 2019 cash balances.

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

**Staff Recommendation:** Informational purposes only.

**Presenter:** Melinda Gonzales, CFO

**14. ACCOUNTS PAYABLE REPORT FOR THE PERIOD OF OCTOBER 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, CFO

**15. BUDGET REPORT FOR THE PERIOD OF JULY 1, 2019 THROUGH OCTOBER 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, CFO

**16. JOURNAL ENTRY REPORT FOR THE MONTH OF OCTOBER 2019**

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

**Action Requested of Commission:** Informational purposes

**Staff Recommendation:** Informational purposes

**Presenter:** Melinda Gonzales, CFO

**EXECUTIVE/CLOSED SESSION**

- A. Attorney-Client Privilege Pertaining to Threatened or Pending Litigation, as permitted by NMSA 1978, Section 10-15-1(H)(7) (as amended) of the Open Meetings Act. More specifically: Mesa Grande

**ADJOURNMENT**