



# Board of County Commissioners

*Maria L. Martinez*  
Chair-District 4

*Chris A. Najan*  
Vice-Chair-District 5

*Harold M. Garcia*  
Commissioner-District 12

*Janice C. Varela*  
Commissioner-District 2

*Max O. Trujillo*  
Commissioner-District 3

*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 8, 2020 beginning at 2:00 p.m., this meeting will be held virtually and can be viewed online at [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us). 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 county at the above number if a summary or other type of accessible format is needed.

At least 72 hours in advance of this 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

### APPROVAL OF MINUTES

November 11, 2020 Regular Meeting

### PUBLIC INPUT FORUM

Administration Complex

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

## **NEW BUSINESS**

Recognition of outgoing Elected Officials: Commissioner Chris Najar, Commissioner Maria Martinez, County Treasure Bertha Bustamante

## **REGULAR ORDER**

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

**Background Information:** The Health Security Act will enable our state to create its own health Plan that covers almost all New Mexicans.

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

**Staff Recommendation:** Review, support and approval

**Presenter:** Dana Millen, Ph.D. outreach and education coordinator for the Health Security Plan campaign; and, Pat Leahan, Peace and Justice Committee

### **COVID-19 UPDATE**

#### **2. Background Information: Update on COVID-19 in San Miguel County**

**Action Requested of Commission:** Information only

**Staff Recommendation:** Information only

**Presenter:** Leo Maestas, Emergency Manger

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

**Background Information:** Recommendation to approve the county manager to move forward and contract with JJ Consulting LLC to manage the CDBG project for Country Acers Subdivision.

**Action Requested of Commission:** Approval

**Staff Recommendation:** Approval

**Presenter:** Vidal Martinez, County Manger

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

**Background Information:** Under the direction of the Warden, Deputy Warden, Lieutenant and Sergeant, this individual is responsible for the security and control of the front entrance of the facility and facilitation of the detention center visitation and correspondence programs at the San Miguel County Detention Center (SMCDC).

**Action Requested of Commission:** Approval of the Job Description for the Detention Lobby and Visitation Officer/ Detention Officer for the San Miguel County Detention Center.

**Staff Recommendation:** Approval of the Job Description for the Detention Lobby and Visitation Officer/ Detention Officer for the San Miguel County Detention Center.

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

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

**Background Information:** 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

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

**Staff Recommendation:** Review and Approval

**Presenter:** Gerald Garcia, SMC Public Works Director

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

**Background Information:** San Miguel County Public Works Division currently is construction phase of the El Camino and River Walk Pedestrian and Bicycle Trails. Construction has started in August and will continue past December 31, 2020.

**Action Requested of Commission:** Action Required

**Staff Recommendation:** For Informational Purposes Only

**Presenter:** Gerald Garcia, SMC Public Works Director

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

**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:** Arnold Lopez, SMC Public Works Road Foreman

## **BOARD OF FINANCE MEETING**

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

**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

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

**Background Information:** 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 Fire Departments and for a holiday drive for families in need.

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

**Staff Recommendation:** Review and approval.

**Presenter:** Melinda Gonzales

#### **10. RESOLUTION 2020-12-08-F2**

**Background Information:** The County would like to expand the use of Fund 751, to include the receipt and expenditure of donations.

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

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

**Presenter:** Melinda Gonzales

#### **11. INDIGENT CLAIMS**

**Background Information:** To provide the Commission with information regarding the indigent claims for the month of October 2020.

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

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

**Presenter:** Melinda Gonzales

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

**Background Information:** To provide the Commissioners with a FY20/21 Year to Date Budget Report

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

**Staff Recommendation:** Informational purposes only.

**Presenter:** Melinda Gonzales

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

**Background Information:** To provide the Commissioners with a Journal Entry Reports for the month of October 2020

**Action Requested of Commission:** Informational purposes

**Staff Recommendation:** Informational purposes.

**Presenter:** Melinda Gonzales

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

**Background Information:** To provide the Commissioners with a Receipt Detail Report for the month of October 2020

**Action Requested of Commission:** Informational purposes

**Staff Recommendation:** Informational purposes.

**Presenter:** Melinda Gonzales

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

**Background Information:** To report the October 2020 cash balances to the Commission

**Action Requested of Commission:** Informational Purposes Only

**Staff Recommendation:** Informational Purposes Only

**Presenter:** Melinda Gonzales

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

**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

**Adjournment**