



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, February 11, 2020 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: February 3, 2020

Notice Posted on the SMC Website at www.co.sanmiguel.nm.us: January 31, 2020

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, 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

January 7, 2020 Special Meeting
January 14, 2020 Regular Meeting

PUBLIC INPUT FORUM

NEW BUSINESS

Oath of Office – Detention Center Staff

REGULAR ORDER

1. RESOLUTION RECOGNIZING THE VATOS RUGBY TEAM

Background Information: San Miguel County would like to recognize the Las Vegas Vatos Rugby team.

Action Requested of Commission: review and approve resolution

Staff Recommendation: review and approve resolution

Presenter: Harold Garcia, Commissioner

2. PRESENTATION OF THE FY18/19 AUDITED FINANCIAL STATEMENTS

Background Information: The County received a release letter from the State Auditor’s Office. Per Section 2.2.2.10.M(4) New Mexico Administrative Code of the Audit Rule, the audit report shall be presented by the Independent Public Accountant (IPA) to a quorum of the governing authority of the agency at a meeting held in accordance with the Open Meetings Act.

Action Requested of Commission: Allow the IPA to present the audited financial statements as well as the findings.

Staff Recommendation: Allow the IPA to present the audited financial statements as well as the findings.

Presenter: Benjamin Martinez, CPA, Carr, Riggs & Ingram, LLC

3. RESOLUTION 2020-02-11-F1 ACCEPTANCE AND APPROVAL OF THE FY19 AUDIT

Background Information: The Independent Public Accountants have presented the FY19 audited financial statements to the Board of County Commissioners. The Board must acknowledge and accept the Fiscal Year 2019-audit findings and management’s responses for correcting the findings.

Action Requested of Commission: Review of audited financial statements and findings and either approve or disapprove.

Staff Recommendation: Review of audited financial statements and findings and either approve or disapprove.

Presenter: Melinda Gonzales, Finance Director

4. RESOLUTION NO. 02-11-2020-CM

Background Information: A resolution adopting the San Miguel County Social Media Policy

Action Requested of Commission: Approval

Staff Recommendation: Approval

Presenter: Eileen Sedillo, Human Resource Director

5. RESOLUTION NO. 02-11-2020-PERSONNEL

Background Information: Resolution proposing the amendment of the San Miguel County Personnel Ordinance No. 06-12-2018-Personnel Section 4 to add an employee classification category to Term Appointed Employee to the current employment status.

Action Requested of Commission: Approval

Staff Recommendation: Approval

Presenter: Eileen Sedillo, Human Resource Director

6. CDBG PRE-PROJECT SELECTION PUBLIC HEARING

Background Information: At the January 14, 2020 Commission meeting, the Board of County Commissioners took action to table the CDBG Pre-Project Selection Public Hearing. The Community Development Block Grant (CDBG) program requires that a Pre-Project Selection Public Hearing be held

and conducted in order to report on past CDBG program activities, receive public input to generate ideas about potential projects eligible for CDBG funding and select a project for a CDBG application. The Pre-Project Selection Public Hearing must be a hearing unto itself, separate from the regular County Commission meeting.

Action Requested of Commission: (1) Bring this item back to the table; (2) Adjourn from the regular Commission meeting and call to order the CDBG Pre-Project Selection Public Hearing; (3) hear a presentation as per CDBG Exhibit 1-Q-1; (4) accept public input; and (5) select a project.

Staff Recommendation: As requested

Presenter: Alex Tafoya, Planning and Zoning Supervisor

7. DETENTION CENTER EMPLOYEE OF THE YEAR

Background Information: The detention center employee of the year award recognizes the employee for their outstanding performance during the 2019 year. The employee of the year is selected by detention center management staff based on their performance, attendance and above and beyond service to the detention center.

Action Requested of Commission: Presentation of Award - Warden Matthew Elwell and Deputy Warden Antonio Padilla

Staff Recommendation: Presentation of Award

Presenter: Matthew A. Elwell, Warden

8. OUT OF STATE TRAVEL – AMERICAN JAIL ASSOCIATION 39TH ANNUAL AJA CONFERENCE AND JAIL EXPO

Background Information: Requesting approval for out of state travel for Lieutenant Xavier Romero to attend the AJA Conference, in Aurora, CO April 4, 2020 through April 8, 2020. This conference focuses on training, networking, and hot-topic discussions relating to Jail operations.

Action Requested of Commission: Approval

Staff Recommendation: Approval

Presenter: Matthew A. Elwell, Warden

9. RESOLUTION NO. 02-11-20-RA01 ADOPTING THE 2020 COUNTY ROAD LOG

Background Information San Miguel County is responsible for submitting its road log annually to secure road funds through the Local Government Road Fund Program. This submission also qualifies SMC for other road funds that may become available through the New Mexico Department of Transportation.

Action Requested of Commission: Review and approve

Staff Recommendation: Approval of Resolution

Presenter: Diego Trujillo, Information Technology Director

10. ADDENDUM TO JOINT POWERS AGREEMENT BETWEEN GUADALUPE AND SAN MIGUEL COUNTY – SOLID WASTE COLLECTION IN TECOLOTITO.

Background Information: The Solid Waste Collection in Tecolotito Agreement, by and between Guadalupe County, New Mexico and San Miguel County, New Mexico; San Miguel County shall reimburse Guadalupe County for Solid Waste Collection in Tecolotito the sum of \$31,200.00 annually, in the manner and time provided in the Joint Powers Agreement; the addendum is presented for commission review and approval.

Action Requested of Commission: Review and Approval

Staff Recommendation: Approval

Presenter: Arnold Lopez, Road Forman

11. SAN MIGUEL COUNTY PUBLIC WORKS DEPARTMENT – RECOMMENDATION OF AWARD – 2019 SAN MIGUEL COUNTY ROAD IMPROVEMENTS BRIDGE RE-DECKING.

Background Information: San Miguel County, NM, solicited competitive sealed bid(s) from a qualified vendor(s), for the Road Improvement Project/Bridge Re-Decking Projects. The received bid(s) were evaluated. JK Trucking was the lowest and most qualified bidder. A request is made to the San Miguel County Commission for approval to enter into a contractual agreement with JK Trucking for the Road Improvement Project.

Action Requested of Commission: Review and Approval

Staff Recommendation: Approval

Presenter: Arnold Lopez, Road Foreman

12. SAN MIGUEL COUNTY PUBLIC WORKS DEPARTMENT – RECOMMENDATION OF AWARD – 2019 SAN MIGUEL COUNTY ROAD IMPROVEMENTS – LA TEWA (CRA1) BRIDGE REPAIR.

Background Information: San Miguel County, NM, solicited competitive sealed bid(s) from a qualified vendor(s), for the Road Improvement Project La Tewa – County Road A1, Bridge Repair. The received bid(s) were evaluated. Rocky Road Gravel & v Well Drilling was the lowest and most qualified bidder. A request is made to the San Miguel County Commission for approval to enter into a contractual agreement with Rocky Road Gravel & v Well Drilling for the Road Improvement Project.

Action Requested of Commission: Review and Approval

Staff Recommendation: Approval

Presenter: Arnold Lopez, Road Foreman

13. SAN MIGUEL COUNTY PUBLIC WORKS DEPARTMENT – RECOMMENDATION OF REJECTION OF BID(S) – 2019 SAN MIGUEL COUNTY ROAD IMPROVEMENTS CACTUS DRIVE.

Background Information: San Miguel County, NM, solicited competitive sealed bid(s) from a qualified vendor(s), for the Road Improvement Projects – Cactus Drive. The received bid was evaluated. The bid received was greater than 10% over the available funded amount for this project. A request is made to the San Miguel County Commission for approval to reject the bid submitted for the Road Improvement Project.

Action Requested of Commission: Review and Approval

Staff Recommendation: Approval

Presenter: Arnold Lopez, Road Foreman

14. SAN MIGUEL COUNTY PUBLIC WORKS DEPARTMENT – RECOMMENDATION OF REJECTION OF BID(S) – 2019 SAN MIGUEL COUNTY ROAD IMPROVEMENTS LAS DISPENSAS ROAD – A3

Background Information: San Miguel County, NM, solicited competitive sealed bid(s) from a qualified vendor(s), for the Road Improvement Project on Las Dispensas Road – County Road A3. The received bid was evaluated. The bid received was greater than 10% over the available funded amount for this project. A request is made to the San Miguel County Commission for approval to reject the bid submitted for the Road Improvement Project.

Action Requested of Commission: Review and Approval

Staff Recommendation: Approval

Presenter: Arnold Lopez, Road Foreman

15. SAN MIGUEL COUNTY PUBLIC WORKS DEPARTMENT – RECOMMENDATION OF AWARD – 2019 SAN MIGUEL COUNTY ROAD IMPROVEMENTS SAN AUGUSTINE BRIDGE RECONSTRUCTION PROJECT.

Background Information: San Miguel County, NM, solicited competitive sealed bid(s) from a qualified vendor(s), for the San Augustine Bridge Reconstruction Project. The received bid(s) were evaluated. Rocky Road Gravel and Well Drilling, was the lowest and most qualified bidder. A request is made to the San Miguel County Commission for approval to enter into a contractual agreement with Rocky Road Gravel and Well Drilling for the Road Improvement Project.

Action Requested of Commission: Review and Approval

Staff Recommendation: Approval

Presenter: Arnold Lopez, Road Foreman

16. PUBLIC WORKS DIVISION DISCUSSION FOR UPCOMING LGRF PROJECTS

Background Information: The San Miguel County Public Works Division participates in Local Government Road Fund requests for possible funding for road improvements for 2020

Action Requested of Commission: Discussion of possible road improvement projects within San Miguel County for 2020 LGRF requests

Staff Recommendation: Discussion of possible road improvement projects within San Miguel County for 2020 LGRF requests

Presenter: Arnold Lopez, SMC Public Works Road Foreman

17. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF JANUARY 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

18. REIMBURSEMENT TO JENNIFER LAFEBRE

Background Information: Jeniffer LaFebre will be taking classes from January through May, part of which will be done during working hours. Upon successful completion of the class with a C or better, she will qualify for reimbursement of her educational expenses.

Action Requested of Commission: Review and approval

Staff Recommendation: Review and approval

Presenter: Bertha Bustamante, County Treasurer

19. TRAVEL FOR COUNTY MANAGER TO ATTEND THE INTERNATIONAL CITY/COUNTY MANAGEMENT ASSOCIATION ANNUAL CONFERENCE, SEPTEMBER 23-26, 2020 IN TORONTO, CANADA

Background Information: The conference is where local government management professionals discover essential tools and strategies for managing local government in today's complex environment. IEMA is the world's largest conference for local government management professionals.

Action Requested of Commission: Approval

Staff Recommendation: Approval

Presenter: Maria Martinez, Commission Chair

BOARD OF FINANCE MEETING

20. BANK TRANSFERS FOR THE MONTH OF JANUARY

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

21. FY2020 SECOND QUARTER DFA BUDGET TO ACTUAL SUBMISSION, FINANCIAL REPORT ADJUSTMENT SCHEDULE AND SECOND 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, Finance Director

22. 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 Director

23. JOURNAL ENTRY REPORT FOR THE MONTH OF DECEMBER 2019

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

Action Requested of Commission: Informational purposes

Staff Recommendation: Informational purposes.

Presenter: Melinda Gonzales, Finance Director

24. BUDGET REPORT FOR THE PERIOD OF JULY 1, 2019 THROUGH DECEMBER 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 Director

25. CASH BALANCE REPORT FOR THE MONTHS OF DECEMBER 2019

Background Information: To report the December 2019 cash balances.

Action Requested of Commission: Informational purposes only.

Staff Recommendation: Informational purposes only.

Presenter: Melinda Gonzales, Finance Director

26. ACCOUNTS PAYABLE REPORT FOR THE PERIOD OF DECEMBER 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 Director

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: CRA- Charles River Associates/ Mullen Coughlin law- Cyber Security

ADJOURNMENT