



Board of County Commissioners

Chris A. Najjar
Chairman-District 5

Janice C. Varela
Vice-Chair-District 2

Rock G. Ulibarri
Commissioner-District 1

Arthur J. Padilla
Commissioner-District 3

Maria L. Martinez
Commissioner-District 4

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 13, 2018 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. Any person who requires special assistance or service to attend or participate at the meeting should call the County Manager's office at 1.505.425.9333.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Office of the County Manager, San Miguel County, 500 W. National, Suite 201, Las Vegas, New Mexico 87701, Phone: 505-425-9333, Fax: 505-425-7019 at least one (1) 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 Office of the County Manager, San Miguel County, 500 W. National, Suite 201, Las Vegas, New Mexico 87701, Phone: 505-425-9333, Fax: 505-425-7019 if a summary or other type of accessible format is needed.

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Disseminated to Radio Stations KFUN, KLVF, KNMX, KMDZ, KBQL, and KMDS: January 25, 2018

Posted on the SMC Website at www.co.sanmiguel.nm.us: January 25, 2018

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, Suite 201 of the location noted above.

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

Administration Complex
500 West National Avenue, Suite 201 Las Vegas, New Mexico 87701 (505) 425-9333 phone (505) 425-7019 fax
vmartinez@co.sanmiguel.nm.us

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

January 9, 2018 Regular Commission Meeting

INTRODUCTION OF NEW SAN MIGUEL COUNTY EMPLOYEES:

Lynette Vigil-Urioste- Bureau of Elections Deputy Clerk- Probationary Temporary Full Time Employee San Miguel County Clerk's Division

Andrew J. Duran- Fire Marshal- Exempt Full Time Employee- San Miguel County Fire Service Division

PRESENTER: Eileen Sedillo, Human Resources Supervisor

PUBLIC INPUT FORUM

NEW BUSINESS

PRESENTATION: Las Vegas Hispano Chamber of Commerce

Presenter: Manny Martinez

10 Minute Presentation

PRESENTATION: Economic Development Corporation

Presenter: Mike Adams

10 Minute Presentation

REGULAR ORDER

1. San Miguel County Board of County Commissioners – Code of Ethics

Background Information: To adopt a code of ethics

Action Requested of Commission: Approve

Presenter: Chairman, Chris Najar

2. Manager's Report

Presenter: Vidal Martinez, SMC Manager

3. Opioid RFP

Background Information: Update on Opioid request for proposal

Action Requested of Commission: Informational purposes only

Presenter: Dave Romero, SMC Attorney

4. Poverty Summit

Background Information:

To host Poverty Summit that will be scheduled on March 29, 2018 and to approve Michael Brown at \$750.00 to facilitate the event.

Action Requested of Commission: Approve

Presenter: Commissioner, Rock Ulibarri

5. Out- of- State Travel for San Miguel County Commissioner, Rock G. Ulibarri

Background Information:

To attend the 2018 National Associations of Counties Legislative Conference being held in Washington D.C. from March 3 through March 7, 2018.

Action Requested of Commission: Approve for out of state travel for Commissioner Rock Ulibarri

Presenter: Commissioner, Rock Ulibarri

6. Appointment to Planning and Zoning Commission District One

Background Information: A vacancy exists on the Planning and Zoning Commission for County Commission District One. It is necessary to appoint someone to fill the vacancy.

Action Requested of Commission: Consider appointing an individual to serve on the Planning and Zoning Commission as the representative for County Commission District One for a term as set by the Board of County Commissioners.

Staff Recommendation: Appoint an individual to serve as the representative for District One.

Presenter: Alex Tafoya, Planning and Zoning Supervisor

7. Application No. CU-0251 Telecommunications Monopole

Background Information:

T-Mobile West LLC has submitted Application No.CU-0251 for conditional use permit approval to establish a twenty-five (25) foot telecommunications monopole on a one hundred square foot parcel within a 69.92 acre, more or less, tract of land located at 894 Highway 94, Rociada, San Miguel County. The County Wireless Communications Ordinance requires the decision of the Planning and Zoning Commission and the application be considered de novo by the Board of Commissioners at a public hearing and upon the conclusion of such public hearing make a decision granting or denying the conditional use permit, which decision must include the findings of fact relied upon by the County Commission and the conditions imposed, if any, upon the granting of the permit.

Action Requested of Commission:

Hold and conduct a public hearing on Application No.CU-0251 for conditional use permit approval. Applicant is requesting approval of the application.

Staff Recommendation: Hold and conduct a public hearing on the application

Presenter: Alex Tafoya, Planning and Zoning Supervisor

8. Economic Development Initiatives

Background Information: Planning and Zoning Supervisor Alex Tafoya will brief the Commission on the Economic Development Initiatives in San Miguel County

Action Requested of Commission: Informational purposes only

Presenter: Alex Tafoya, Planning and Zoning Supervisor

9. Approval to Ratify and Accept Sub-Grant Agreement FEMA-4197-DR-NM PW27 between New Mexico Department of Homeland Security Emergency Management and San Miguel County

Background Information:

Approval to ratify and accept Sub Grant Agreement FEMA 4197-DR-NM PW27 between New Mexico Department of Homeland Security and Emergency Management and San Miguel County in the amount of \$796,093.50, with a Federal Share of \$597,070.13, State Share \$99,511.69 and Local Share \$99,511.69.

Action Requested of Commission:

Request for approval to ratify and accept Sub-Grant Agreement

Staff Recommendation:

Request for approval to ratify and accept Sub-Grant Agreement

Presenter: Leo Maestas, OEM Manager

10. Pre-Trial Justice Reform – Mesa County, Colorado

Background Information:

The Mesa County Criminal Justice Leadership Group (CJLG) consists of 17 agencies. It was formed in 2010 (just prior to the county's participation in the EDBM initiative) for the purpose of making changes to address jail overcrowding. The CJLG serves as the sounding board and oversight committee for the EDBM executive committee. The Mesa County EDBM Policy Team's vision and mission statement is: "One less crime, one less victim, one less offender to create a safer community through the use of principles and practices of reliable evidence – based decision making"

Action Requested of Commission: Informational purposes only

Staff Recommendation: Informational purposes only

Presenter: Matthew A. Elwell, Warden

11. Resolution No. 01-13-18-RA01; addition of Sendero Zorro, a newly named private road name that will be added to the Official E9-1-1 road list of San Miguel County, New Mexico

Background Information:

During a routine address request from property owner in San Miguel County, it was discovered that there are three (3) addressed structures on a single road located off County Road B60 in Pecos, New Mexico. Per San Miguel County Ordinance No.SMC-07-13-99-ORD-2, Section 4.1-C; proposed to San Miguel Board of County Commissioners, please review and take appropriate action on road naming for, “any private road that provides access to three or more buildings and requires a name in order to promote the health, safety and welfare of the public.”

This name has been determined to be acceptable by SMC Rural Addressing staff per San Miguel County Ordinance No. SMC-07-13-99-ORD-2 and because this is an existing situation, the \$100 fee has been waived.

Action Requested of Commission: Review and approve

Staff Recommendation: Approval of Resolution

Presenter: Diego Trujillo, Information Technology Supervisor

12. Ratify FY19 Memorandum of Understanding between San Miguel County DWI Program and the New Mexico Department of Finance and Administration

Background Information:

NM Department of Finance and Administration requires a MOU with local DWI programs be submitted with the funding application for FY19. The MOU document is the same throughout the state.

Action Requested of Commission:

Review and ratify approval of the FY19 Memorandum of Understanding between San Miguel DWI Program and the New Mexico Department of Finance and Administration

Staff Recommendation:

Review and ratify approval of the FY19 Memorandum of Understanding between San Miguel DWI Program and the New Mexico Department of Finance and Administration

Presenter: Yolanda B. Cruz, DWI Coordinator

13. Approve and Adopt RESOLUTION No. DWI-02-13-18 Authorizing The County of San Miguel to Submit an Application to the Department of Finance and Administration, Local Government Division to Participate in the Local DWI Grant and Distribution Program

Background Information:

The San Miguel County DWI Program will submit an application for LDWI Grant and Distribution Funds for FY19. A resolution is required authorizing the County to serve as Fiscal Agent.

Action Requested of Commission:

Review and adopt Resolution No. DWI-02-13-18 Authorizing the County of San Miguel to Submit an Application to the Department of Finance and Administration, Local Government Division to Participate in the Local DWI Grant and Distribution Program

Staff Recommendation:

Review and adopt Resolution No. DWI-02-13-18 authorizing the County of San Miguel to Submit an Application to the Department of Finance and Administration, Local Government Division to Participate in the Local DWI Grant and Distribution Program.

Presenter: Yolanda B. Cruz, DWI Coordinator

14. Statement of Assurances for the Local DWI Grant and Distribution Program Fy19

Background Information:

NM Department of Finance and Administration requires a Statement of Assurances for the local DWI Grant and Distribution Program be submitted with the funding application for FY19. The document is the same throughout the state.

Action Requested of Commission:

Review, approve, and ratify the Statement of Assurances for the local DWI Grant and Distribution Program

Staff Recommendation:

Review, approve, and ratify the Statement of Assurances for the local DWI Grant and Distribution Program

Presenter: Yolanda B. Cruz, DWI Coordinator

15. Request to Award Contracted Service Agreements for Diesel Powered Heavy Equipment and Light Duty Gasoline Maintenance and Repairs

Background Information:

The San Miguel County Public Works Division has recently advertised for Diesel Powered Heavy Equipment and Light Duty Gasoline Maintenance & Repair Services. Proposals were received on January 18, 2018 from two qualified local mechanics. At this time we are requesting and recommending D.A.G Enterprises and Martinez Diesel and Automotive for the Diesel Powered Heavy Equipment and Light Duty Gasoline Maintenance and Repair Services.

Action Requested of Commission:

Award the Diesel Powered Heavy Equipment and Light Duty Gasoline Maintenance Services to D.A.G Enterprises and Martinez Diesel Automotive as the most qualified bidders to enter into a 12-month agreement for the services with the option to renew for up to 4 years.

Staff Recommendation:

Award the Diesel Powered Heavy Equipment and Light Duty Gasoline Maintenance Services to D.A.G Enterprises and Martinez Diesel Automotive as the most qualified bidders to enter into a 12-month agreement for the services with the option to renew for up to 4 years

Presenter: Morris Madrid, Public Works Supervisor

16. Public Works Division Report for the Month of January 2018

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: Informational purposes only

Staff Recommendation: Informational purposes only

Presenter: Arnold Lopez, SMC Public Works Division Road Foreman

17. RESOLUTION NUMBER 02-13-18 PW AUTHORIZING THE BOARD OF COMMISSIONERS OF SAN MIGUEL COUNTY TO SUBMIT THE 2018 ADOPTED COUNTY ROAD LOG TO NEW MEXICO DEPARTMENT OF TRANSPORTATION.

Background Information:

The New Mexico Department of Transportation recently notified San Miguel County of the need to adopt the San Miguel County Road Log and submit this to the Department of Transportation. The purpose of getting this done is for certification purposes in order to qualify for Road Funds through the Local Government Road Fund Program and other road funds that might be available through the Department of Transportation.

Action Requested Of Commission:

Adopt Resolution Number 02-13-18 PW and authorize Staff to proceed in sending to the New Mexico Department of Transportation.

Staff Recommendation: Adoption of resolution Number 02-13-18-PW

Presenter: Morris Madrid, Public Works Supervisor

18. Request permission for out-of-state travel and lodge for Transport Officer Victoria Lucero

Background Information:

San Miguel County Sheriff's Office is requesting approval for Transport Officer Victoria Lucero to attend Evidence Tech Training in Las Vegas, Nevada on February 25th thru the 28th. Upon completion of this course Transport Officer Victoria Lucero will be given additional duties as an Evidence Technician.

Action Requested of Commission:

Review and Approve out of state travel and lodging for Transport Officer Victoria Lucero.

Staff Recommendation: Review, Discuss, and approve as submitted.

Presenter: Gary Gold, SMC Sheriff

19. Requesting Approval of Revised San Miguel County, Sheriff's Office Organizational Chart

Background Information:

San Miguel County's Sheriff's Office is requesting approval of revised San Miguel County, Sheriff's Office Organizational Chart.

Action Requested of Commission: Review and approve as submitted

Staff Recommendation: Review, discuss, and approve as submitted

Presenter: Gary Gold, SMC Sheriff

20. To approve the Professional Service Agreement Between San Miguel County and Holcomb Law Office

Background Information:

Holcomb Law Office will provide advice and assistance to San Miguel County in the following areas (1) to represent San Miguel County in employment and labor issues, as needed; (2) to provide Legal Advice and Consultation, as needed; and (3) as otherwise directed by San Miguel County and Holcomb Law Office is March 1, 2018 through February 28, 2019.

Action Requested of Commission:

Approval of the Professional Services Agreement between San Miguel County and Holcomb Law Office

Staff Recommendation:

Approval of the Professional Services Agreement between San Miguel County and Holcomb Law Office

Presenter: Eileen Sedillo, Human Resources Supervisor

21. Request for Approval of 2018-2019 San Miguel County Organizational Chart

Background Information:

Request approval for the 2018-2019 San Miguel County Organizational Chart.

Action Requested of Commission: Approve

Staff Recommendation: Approve

Presenter: Eileen Sedillo, Human Resources Supervisor

22. Personnel Actions or Changes for the Month of January 2018

Background Information:

Personnel actions or changes which have taken place in San Miguel County for the month of December 2017 are submitted for ratification and approval by the San Miguel County Board of Commissioners.

Action Requested of Commission:

To approve and ratify the personnel actions or changes that have taken place during the month of January 2018.

Staff Recommendation:

To approve and ratify the personnel actions or changes that have taken place during the month of January 2018.

Presenter: Eileen Sedillo, Human Resources Supervisor

23. Solid Waste Ordinance No.SMC-02-10-04-OR

Background Information: Revise the Solid Waste Ordinance No.SMC-02-10-04-OR

Action Requested of Commission: Informational purposes only

Staff Recommendation: Informational purposes only

Presenter: Justin Garcia, Chief Deputy Treasurer

BOARD OF FINANCE MEETING

24. Bank Transfers for the Month of January

Background Information:

Regulation No. ADM-R-08-09-2016-CM Governing Wire Transfers

Action Requested of Commission: Informational purposes only

Staff Recommendation: None

Presenter: Bertha Bustamante, SMC Treasurer

25. Journal Entry report for the month of December 2017

Background Information:

To provide the Commissioners with a Journal Entry Report for the month of December 2017.

Action Requested of Commission: Informational purposes only

Staff Recommendation: Informational purposes only

Presenter: Melinda Gonzales, SMC Finance Supervisor

26. Receipt report for the month of December 2017

Background Information:

To provide the Commissioners with a Receipt Detail Report for the month of December 2017

Action Requested of Commission: Informational purposes only

Staff Recommendation: Informational purposes only

Presenter: Melinda Gonzales, SMC Finance Supervisor

27. Accounts Payable Report for the period of December 28, 2017 through January 31, 2018 and the December 2017 Housing Payment Register

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, SMC Finance Supervisor

28. Indigent Burial Claims

Background Information:

The Finance Office has received, reviewed and processed two indigent burial claims; one from Daniels Family Funeral Service and another from SMI ABQ Assets, LLC, each for \$600.

Action Requested of Commission: Ratification of the indigent burial payments

Staff Recommendation: Ratification of the indigent burial payment

Presenter: Melinda Gonzales, SMC Finance Supervisor

29. FY16/17 Audited Financial Statements

Background Information:

The County received notification from the State Auditor stating the audit report has been received and a review has been completed.

Per Section 2.2.2.10(J)3(d) NMAC, Requirements for Contract and Conducting Audits of Agencies, the audit report is to be presented to the County Commission by the Independent Public Accountant, to a quorum of the governing authority at a meeting held in accordance with the Open Meeting Act and the presentation should be documented in the minutes of the meeting.

Action Requested of Commission: Informational purposes only

Staff Recommendation: Informational purposes only

Presenter: Melinda Gonzales, SMC Finance Supervisor

30. Cash Balance Report

Background Information: To report the November reconciled cash balances

Action Requested of Commission: Informational purposes only

Staff Recommendation: Informational purposes only

Presenter: Melinda Gonzales, SMC Finance Supervisor

31. Resolution 2018-02-13-F1, Authorizing the Creation of Fund 332

Background Information:

To create fund 332 to be used for PW 27 of the FEMA 4197 Disaster Project.

Action Requested of Commission: Review and approve fund authority

Staff Recommendation: Review and approve fund authority

Presenter: Melinda Gonzales, SMC Finance Supervisor

32. Resolution 2018-02-13-F2

Background Information:

To balance the funds tied to the San Geronimo Bridge Replacement. A recommendation to transfer \$60,852.34 from the General Fund(101) and \$38,659.35 from FEMA DR-4197 (Fund 232) to the newly created FEMA-4197-031 (fund 332) and to budget for the federal and state revenue of \$696,581.81 and finally to budget for the expenditure of \$796,093.50.

Action Requested of Commission: Review and approve

Staff Recommendation: Review and approve

Presenter: Melinda Gonzales, SMC Finance Supervisor

EXECUTIVE/CLOSED SESSION

- A. Limited Personnel Matters, as permitted by NMSA 1978, Section 10-15-1(H)(2) (as amended) of the Open Meetings Act, more specifically personnel matters regarding specific county departments: Office of Emergency Management

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, Economic Development Corporation, Tenorio v. SMDC.

ADJOURNMENT