



# 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, March 12, 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: March 2, 2019

Notice Posted on the SMC Website at [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us): February 26, 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**

February 12, 2019 Regular Meeting

**INTRODUCTION OF NEW SAN MIGUEL COUNTY EMPLOYEES:**

Darin Romero – Deputy Sheriff, Sheriff’s Office

Alfred Apodaca – Transport Officer, Sheriff’s Office

Michael Lopez – Equipment Operator II, Public Works Division

Melissa Rascon – Personal Property Mapping Clerk, Assessor’s Office

Daniel Hernandez – GIS System Operator, Chief Mapper, Assessor’s Office

**PUBLIC INPUT FORUM**

**NEW BUSINESS**

**REGULAR ORDER**

**1. COUNTY MANAGER’S REPORT**

**Background Information:** Manager’s report for the month of February and March 2019.

**Action Requested of Commission:** Information Only

**Staff Recommendation:** Same as above

**Presenter:** Vidal Martinez, County Manager

**2. A RESOLUTION NO 03-12-19- SPAY/NEUTER**

**Background Information:** A resolution supporting statewide spay/neuter funding from pet food manufacturing fees.

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

**Staff Recommendation:** Review and Approval

**Presenter:** Janice Varela, Commissioner

### **3. PRE-SELECTION OF PROJECT FOR CDBG APPLICATION**

**Background Information:** The Community Development Block Grant program allows for the pre-selection of possible projects for consideration of a CDBG application. The pre-selection process allows entities to work on more than one project at a time to determine feasibility and likelihood of an application for a project being properly developed for funding success.

**Action Requested of Commission:** Entertain and consider a recommendation from the County Manager in regard to pre-selection of the following projects: Country Acres Road and Drainage Improvements and the Tri-County Family Justice Center Building Improvements.

**Staff Recommendation:** As requested

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

### **4. PROBATE OFFICE UPDATE**

**Background Information:** Briefing on Probate Office and future plans for probate awareness and probate court quarterly commission reports.

**Action Requested of Commission:** Information only

**Staff Recommendation:** Information only

**Presenter:** Dwight J. Torres, Probate Judge

### **5. FOR INFORMATIONAL PURPOSE ONLY, SALARY STUDY AND STAFFING ANALYSIS FOR SAN MIGUEL COUNTY DETENTION CENTER**

**Background Information:** County Manager has requested Human Resource in cooperation with the Detention Center to conduct a competitive salary study and budget projections for the San Miguel County Detention Center.

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

**Staff Recommendation:** For Information Only

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

## **6. RECOMMENDATION TO APPROVE THE JOB DESCRIPTION FOR THE DWI AND JUVENILE JUSTICE OFFICE MANAGER/YOUTH CASE MANAGER**

**Background Information:** The Office Manager/Case Manager performs the full range of duties in case management and general administrative operations. This individual is responsible for assessing and assisting youth referred to assessment center and referring to appropriate community programs also will have Administrative duties related to the DWI Program.

**Action Requested of Commission:** Approval of the Job Description for the DWI And Juvenile Justice Office Manager/Youth Case Manager.

**Staff Recommendation:** Approval of the Job Description for the DWI and Juvenile Justice Office Manager/Youth Case Manager.

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

## **7. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF FEBRUARY 2019**

**Background Information:** Personnel actions or changes which have taken place in San Miguel County for the month of February 2019 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 February 2019.

**Staff Recommendation:** To approve and ratify the personnel actions or changes that have taken place during the month February 2019.

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

## **8. PNM SOLAR FACILITY PROJECT**

**Background Information:** Public Service Company of New Mexico (PNM) has started construction of a solar facility on property located on New Mexico State Road 250. A brief update is being presented.

**Action Requested of Commission:** This is for information only.

**Staff Recommendation:** None

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

#### **9. ADOPTION OF ORDINANCE NO. 03-12-2019-LED**

**Background Information:** On January 8, 2019, the Board of County Commissioners adopted Resolution No. 01-08-2019-LED, which Resolution authorized the adoption of an ordinance which would approve Old Wood, LLC., as an eligible economic development project with the appropriate lease agreements for two (2) County owned buildings the County wishes to lease to Old Wood, LLC.

**Action Requested of Commission:** (1) Hold and conduct a public hearing on the adoption of Ordinance No. 03-12-2019-LED; and (2) approve and adopt the Ordinance.

**Staff Recommendation:** Hold a public hearing and approve and adopt Ordinance No. 03-12-2019-LED.

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

#### **10. ACCEPTANCE OF LEGISLATIVE GRANT NO. 18-C2553**

**Background Information:** San Miguel County has received Legislative Grant Agreement No. 18-C2553 which appropriates to San Miguel County the amount of Thirty Thousand Dollars to purchase mechanical biological treatment equipment.

**Action Requested of Commission:** Accept the Agreement

**Staff Recommendation:** Accept the Agreement

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

#### **11. VACATION OF PLAT – APPLICATION NO. SV-0032**

**Background Information:** Application No. SV-0032 for vacation of plat submitted by Dale and Donna Kuenzli for the purpose of vacating Lots 178, 179 and 180 to consolidate into one (1) lot, said lots located within Pendaries Village Subdivision No. Six in San Miguel County, was tabled by the Board of County Commissioners at the February 12, 2019 Commission meeting, upon conclusion of a public hearing on said Application.

**Action Requested of Commission:** Bring Application No. SV-0032 to the table and approve the application.

**Staff Recommendation:** Bring Application No. SV-0032 to the table and approve the application.

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

## **12. 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 being 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

## **13. APPROVAL TO SUBMIT LETTER OF INTENT FOR PARTICIPATION IN THE FY-2019/2020 LOCAL GOVERNMENT ROAD FUND PROGRAM (LGRF) SPECIFIC TO THE SCHOOL BUS ROUTE COOPERATIVE AGREEMENT PROGRAM (SB)**

**Background Information:** The San Miguel County Public Works Department is requesting permission to submit a Letter of Intent to participate in the FY-2019/2020 NMDOT Local Government Road Fund Program (SB) upon San Miguel County Commission approval.

**Action Requested of Commission:** San Miguel County Commission Review and Approval

**Staff Recommendation:** Approval of Letter of Intent to Participate

**Presenter:** Arnold Lopez, Interim Public Works Supervisor

## **14. APPROVAL TO SUBMIT LETTER OF INTENT FOR PARTICIPATION IN THE FY-2019/2020 LOCAL GOVERNMENT ROAD FUND PROGRAM (LGRF) SPECIFIC TO THE COUNTY ARTERIAL COOPERATIVE AGREEMENT PROGRAM (CAP)**

**Background Information:** The San Miguel County Public Works Department is requesting permission to submit a Letter of Intent to participate in the FY-2019/2020 NMDOT Local Government Road Fund Program (CAP) upon San Miguel County Commission approval. San Miguel County has identified the reconstruction of El Camino Road from Hot Springs Blvd. to Cinder Road

**Action Requested of Commission:** San Miguel County Commission Review and Approval

**Staff Recommendation:** Approval of Letter of Intent to Participate.

**Presenter:** Arnold Lopez, Interim Public Works Supervisor

**15. APPROVAL TO SUBMIT LETTER OF INTENT FOR PARTICIPATION IN THE FY-2019/2020 LOCAL GOVERNMENT ROAD FUND PROGRAM (LGRF) SPECIFIC TO THE COOPERATIVE AGREEMENT PROGRAM (SP)**

**Background Information:** The San Miguel County Public Works Department is requesting permission to submit a Letter of Intent to participate in the FY-2019/2020 NMDOT Local Government Road Fund Program (SP) upon San Miguel County Commission approval. San Miguel County has identified the need for reconstruction of HMA resurfacing of various county roads.

**Action Requested of Commission:** San Miguel County Commission Review and Approval

**Staff Recommendation:** Approval of Letter of Intent to Participate.

**Presenter:** Arnold Lopez, Interim Public Works Supervisor

**16. RECOMMENDATION OF AWARD OF BID TO ROCKY ROAD FOR THE CONSTRUCTION OF THE COUNTRY ACRES ROADWAY AND DRAINAGE IMPROVEMENTS**

**Background Information:** An Advertisement for Bids was advertised for the construction of the Country Acres Roadway and Drainage Improvements. Bids were opened on March 7, 2019. The award of bid to Rocky Road for the Contractual Agreement for the construction of the Country Acres Roadway and Drainage Improvements is presented for San Miguel County Commission approval.

**Action Requested of Commission:** Approval

**Staff Recommendation:** Approval

**Presenter:** Arnold Lopez, Interim Public Works Supervisor

**17. 1<sup>st</sup> RENEWAL AGREEMENT FOR DIESEL POWERED HEAVY EQUIPMENT AND LIGHT DUTY GASOLINE MAINTENANCE AND REPAIR SERVICES**

**Background Information:** 1<sup>st</sup> Renewal Agreement for goods and services, specific to San Miguel County Publics Works Division Diesel Powered Heavy Equipment and Light Duty Services. San Miguel County Commission approval is sought so that D.A.G. Enterprises of NM, LLC. May continue to provide the Public Works Department with services as part of the renewal agreement.

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

**Staff Recommendation:** Approval

**Presenter:** Arnold Lopez, Interim Public Works Division Supervisor

#### **18. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF FEBRUARY 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:** Arnold Lopez, SMC Public Works Interim Director

#### **19. MONTHLY UPDATE FOR DWI PROGRAM, JUVENILE JUSTICE PROGRAM AND MSG COMPREHENSIVE TREATMENT CENTER INITIATIVE**

**Background Information:** Yolanda Cruz will update the Commission on a monthly basis as to the major activities from the above-mentioned programs.

**Action Requested of Commission:** No action

**Staff Recommendation:** No action

**Presenter:** Yolanda Cruz, DWI Coordinator



## **20. OUT OF STATE TRAVEL FOR VIDAL MARTINEZ**

**Background Information:** Request approval for out of state travel for County Manager Vidal Martinez to attend the 2019 Annual National Association of Counties Annual Conference and Exposition in Las Vegas, Nevada, July 12, 2019 through July 15, 2019.

**Action Requested of Commission:** Approval

**Staff Recommendation:** Same as above

**Presenter:** Vidal Martinez, County Manager

## **BOARD OF FINANCE MEETING**

### **21. BANK TRANSFERS FOR THE MONTH OF FEBRUARY**

**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

### **22. FY17/18 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:** Acceptance and approval of the FY18 audit.

**Staff Recommendation:** Acceptance and approval of the FY18 audit.

**Presenter:** Melinda Gonzales

### **23. RECEIPT REPORT FOR THE MONTH OF JANUARY 2019**

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

**Action Requested of Commission:** Informational purposes

**Staff Recommendation:** Informational purposes.

**Presenter:** Melinda Gonzales

### **24. JOURNAL ENTRY REPORT FOR THE MONTH OF JANUARY 2019**

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

**Action Requested of Commission:** Informational purposes

**Staff Recommendation:** Informational purposes.

**Presenter:** Melinda Gonzales

### **25. INDIGENT BURIAL CLAIMS**

**Background Information:** The Finance Office has received, reviewed and processed two claims from Riverside Funerals Home of Santa Fe each for \$1,200 and one claim from Gonzales Funeral & Cremations for \$1,200.

**Action Requested of Commission:** Ratification of the indigent burial payments.

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

**Presenter:** Melinda Gonzales

### **26. CASH BALANCE REPORT FOR THE MONTHS OF JANUARY 2019**

**Background Information:** To report the January 2019 reconciled cash balances.

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

**Staff Recommendation:** Informational purposes only.

**Presenter:** Melinda Gonzales

#### **27. RESOLUTION 2019-03-12-F1**

**Background Information:** A budget request is being made to budget insurance proceeds we will receive from a lightning strike as well as to increase the budget to replace the items that were budgeted. The insurance proceeds will be going to the General Fund and the Detention Center Fund.

A budget request is being made to budget the \$30,000 legislative appropriation (18-C2533) for the Micro Biological Treatment Equipment.

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

**Staff Recommendation:** Review and approval.

**Presenter:** Melinda Gonzales

#### **28. BUDGET REPORT FOR THE PERIOD OF JULY 1, 2018 THROUGH JANUARY 31, 2019**

**Background Information:** To provide the Commissioners with a FY18/19 Year to Date Budget Report.

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

**Staff Recommendation:** Informational purposes only.

**Presenter:** Melinda Gonzales

#### **29. ACCOUNTS PAYABLE REPORT FOR THE PERIOD OF JANUARY 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

**ADJOURNMENT**