



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, March 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: February 15, 2018

Posted on the SMC Website at www.co.sanmiguel.nm.us: March 1, 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

February 13, 2018 Regular meeting

February 27, 2018 Special Meeting

INTRODUCTION OF NEW SAN MIGUEL COUNTY EMPLOYEES:

PUBLIC INPUT FORUM

NEW BUSINESS

REGULAR ORDER

1. MANAGER'S REPORT

Presenter: Vidal Martinez, SMC Manager

2. MEMORANDUM OF UNDERSTANDING BETWEEN MSG LC4 AND SAN MIGUEL COUNTY TO COMBAT OPIOID EPIDEMIC

Background Information: New Mexico's drug overdose death rate has risen by over 300% in the last twenty years. The 2015 drug overdose death rate in New Mexico was 24.8 per 100,000 population. Whereas the rate in the United States was 16.3. Even more alarming, are the rates for our local tri-county area. The drug overdose death rates for 2011-2015 for Mora was 47.3, San Miguel 37.2, and Guadalupe 26.2 per 100,000 population. Drug addiction has affected our friends and families from every walk of life and demographic. MSG LC-4 seeks to establish a formal partnership with local partners to address this epidemic.

Action Requested of Commission: Review and approve the Memorandum of Understanding between Mora/San Miguel/Guadalupe Local (Behavioral Health) Collaborative – MSG LC4 and San Miguel County to address the opioid epidemic.

Staff Recommendation: Review and approve the Memorandum of Understanding between Mora/San Miguel/Guadalupe Local (Behavioral Health) Collaborative – MSG LC4 and San Miguel County to address the opioid epidemic.

Presenter: Commissioner Maria L. Martinez

3. MULTI-JURISDICTIONAL MASS CASUALTY INCIDENT PLAN

Background Information: San Miguel County/City of Las Vegas Office of Emergency Management has organized the framework for a Multi-Jurisdictional (MCI) Mass Casualty Incident Plan. This plan will include San Miguel County, City of Las Vegas and The Village of Pecos. The next step is to bring all our first responder agencies to the table and input their expertise into the plan and ultimately have this plan implemented into each jurisdiction. This plan has become a high priority after the incident that took place on January 15th on I-25 in the Romeoville area.

Action Requested of Commission: Informational purposes only

Staff Recommendation: Informational purposes only

Presenter: Leo Maestas, Emergency Manager

4. FIRE MARSHAL REPORT

Action Requested of Commission: Informational Purposes Only

Staff Recommendation: Informational Purposes Only

Presenter: Andrew Duran, County Fire Marshal

5. RESOLUTION NO. 03-13-18-RA01; ADDITION OF APOSTOL SANTIAGO, A PROPOSED NAME THAT WILL REPLACE THE COUNTY VACATED ROAD C53B TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO

Background Information: We received a Road Name Petition on February 7th 2016 requesting that vacated County Road C53B be renamed ***Apostol Santiago***. The road is located in the Maes Area, which is located in the North Eastern $\frac{2}{3}$ of the County. Per San Miguel County Ordinance No.SMC-07-13-99-ORD-2, Section 4.1; 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.”

The Road Naming petition exceeds the simple majority of the current residents/land owner’s signatures agreeing to the name of ***“Apostol Santiago”***. 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. The petitioners have paid the \$100 fee required for road name changes as per San Miguel County Ordinance No.SMC-07-13-99-ORD-2 Section 4.3-A.

Action Requested of Commission: Review and approve

Staff Recommendation: Approval of Resolution

Presenter: Diego Trujillo, Information Technology Supervisor

6. SOLID WASTE ORDINANCE NO. SMC-02-10-04-OR

Background Information: San Miguel County is in the process of updating the Solid Waste Ordinance.

Action Requested of Commission: Informational Purposes Only

Staff Recommendation: Informational Purposes Only

Presenter: Justin Garcia, Chief Deputy Treasure

7. PUBLIC HEARING AND SELECTION OF PROJECT FOR CDBG APPLICATION

Background Information: The Community Development Block Grant program (CDBG) provides that a public hearing be conducted and public comment be accepted in regard to possible projects for a CDBG application. If the public hearing is conducted during a County Commission meeting, the County Commission must adjourn from such meeting and then reconvene into the CDBG public hearing so that the hearing is its own meeting.

Action Requested of Commission: (1) conduct a public hearing separate from the regular County Commission meeting and accept public comment in regard to projects to be considered for a CDBG application; (2) consider any projects to be considered for an application including those projects submitted by County staff; and (3) select a project.

Staff Recommendation: Conduct the public hearing; consider projects and select a project.

Presenter: Alex Tafoya, Planning and Zoning Supervisor

8. RESOLUTION NO. 3-13-18-PROCUREMENT

Background Information: The Community Development Block Grant Program requires entities that apply for and receive CDBG funds to establish and adopt a procurement policy annually by resolution.

Action Requested of Commission: Approve and adopt Resolution No. 3-13-18-PROCUREMENT

Staff Recommendation: Approve and adopt the Resolution

Presenter: Alex Tafoya, Planning and Zoning Supervisor

9. RESOLUTION NO. 3-13-18-CITIZEN PARTICIPATION PLAN

Background Information: The Community Development Block Grant program requires that applicants for and recipients of CDBG funds adopt a Citizen Participation Plan by resolution on an annual basis.

Action Requested of Commission: Adopt Resolution No. 3-13-18-CITIZEN PARTICIPATION PLAN

Staff Recommendation: Adopt the Resolution

Presenter: Alex Tafoya, Planning and Zoning Supervisor

10. RESOLUTION NO. 3-13-18-SECTION 3

Background Information: The Community Development Block Grant program (CDBG) requires applicants and recipients of CDBG funds to adopt a Section 3 Plan by resolution annually, which Plan encourages the use of small local businesses and the hiring of low income residents.

Action Requested of Commission: Adopt Resolution No. 3-13-18-SECTION 3 and authorize the County Commission Chairman to sign the Plan.

Staff Recommendation: Adopt the Resolution and authorize the County Commission Chairman to sign the Plan.

Presenter: Alex Tafoya, Planning and Zoning Supervisor

11. AGREEMENT - CARE OF PRISONER(S) CONTRACT - GUADALUPE COUNTY, NEW MEXICO AND SAN MIGUEL COUNTY, NEW MEXICO

Background Information: The care of prisoner(s) Agreement, by and between Guadalupe County, New Mexico and San Miguel County, New Mexico; providing for housing and care of Guadalupe County inmates, at the San Miguel County Detention Center; is presented for commission review and approval. The cost of housing is ninety dollars (\$90.00) per day/per inmate, along with a \$20.00 (twenty dollar) booking fee, and a fee of \$20.00 (twenty dollars) per inmate, per transport to court at the Fourth Judicial District Court.

Action Requested of Commission: Review and Approval

Staff Recommendation: Approval

Presenter: Matthew A. Elwell, Warden

12. RATIFY FY19 CDWI GRANT APPLICATION TO NMDOT DATED FEB 23, 2018 TO FUND THE SAN MIGUEL COUNTY DWI PROGRAM IN THE AMOUNT OF \$7,386

Background Information: The San Miguel County DWI Program was notified of a \$7,386 award of CDWI funds. Funding comes from a \$75 fee imposed on convicted drunk drivers. The Community DWI Grant Fund is administered by the NM Department of Transportation to support very specific activities. The San Miguel County DWI Program has traditionally used this funding to support the SAFE RIDE HOME service. The DWI Planning Council has prioritized this activity to be funded by CDWI in an online survey we sent out.

Action Requested of Commission: Ratify the FY19 CDWI Grant Application

Staff Recommendation: Ratify the FY19 CDWI Grant Application

Presenter: Yolanda B. Cruz, DWI Coordinator

13. RATIFY FY19 LDWI GRANT AND DISTRIBUTION APPLICATION TO DFA DATED MARCH 2, 2018 TO FUND THE SAN MIGUEL COUNTY DWI PROGRAM IN THE AMOUNT OF \$210,609

Background Information: DFA has estimated that LDWI distribution funds for San Miguel County will be \$156,538. In addition, we will apply for \$54,071 from the LDWI Grant.

Action Requested of Commission: Review and ratify approval of the FY19 LDWI Grant and Distribution Application to DFA to fund the San Miguel County DWI Program in the amount of \$210,609.

Staff Recommendation: Review and ratify approval of the FY19 LDWI Grant and Distribution Application to DFA to fund the San Miguel County DWI Program in the amount of \$210,609.

Presenter: Yolanda B. Cruz, DWI Coordinator

14. APPROVAL OF BID AWARD FOR THE 2018 LOCAL GOVERNMENT ROAD FUND SCHOOL BUS ROUTE PROJECT IN GALLINAS CANYON CR A27 TO THE LOWEST MOST QUALIFIED BIDDER.

Background Information: The San Miguel County Public Works Division went out for advertisement and opened bids on March 1, 2018. We recommend awarding the bid to Rocky Road Gravel as the lowest most qualified bidder on the 2018 LGRF School Bus Route Project in Gallinas Canyon CR A27.

Action Requested of Commission: The San Miguel County Commission to approve awarding the bid to Rocky Road Gravel being the lowest most qualified bidder.

Staff Recommendation: Award bid to lowest most qualified bidder to Rocky Road Gravel.

Presenter: Morris Madrid, Public Works Supervisor

15. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF FEBRUARY 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: For Information Purposes Only

Staff Recommendation: For Informational Purposes Only

Presenter: Arnold Lopez, SMC Public Works Division Road Foreman

16. RECOMMENDATION TO APPROVE THE REVISED JOB DESCRIPTION OF MAINTENANCE TECHNICIAN TO MAINTENANCE TECHNICIAN/SUPERVISOR

Background Information: The Job Description of Maintenance Technician needs to be revised to Maintenance Technician/Supervisor to reflect the changes to the San Miguel County Organizational Chart.

Action Requested of Commission: Approval of the Revised Job Description of Maintenance Technician to Maintenance Technician/Supervisor.

Staff Recommendation: Approval of the Revised Job Description of Maintenance Technician to Maintenance Technician Supervisor.

Presenter: Eileen Sedillo, Human Resource Supervisor

17. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF FEBRUARY 2018

Background Information: Personnel actions or changes which have taken place in San Miguel County for the month of February 2018 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 February 2018.

Staff Recommendation: To approve and ratify the personnel actions or changes that have taken place during the month of February 2018.

Presenter: Eileen Sedillo, Human Resource Supervisor

BOARD OF FINANCE MEETING

18. 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, SMC Treasurer

19. RESOLUTION 2018-03-13-F1 MIDYEAR BUDGET ADJUSTMENTS

Background Information: The County Manager and the Finance Supervisor conducted midyear budget hearings. Budget documents were provided to the departments to determine whether they needed to request any midyear changes. We met with most departments and as a result have a midyear changes to recommend to the Commission for approval.

Action Requested of Commission: Review and approval.

Staff Recommendation: Review and approval.

Presenter: Melinda Gonzales

20. REQUESTING AUTHORIZATION TO CONTRACT WITH CARR, RIGGS & INGRAM, CPA AND ADVISORS FOR THE FY17/18 FISCAL YEAR

Background Information: We received a letter from the State Auditor's Office to seek proposals for the audit of the Fiscal Year 2018. The County will also be requesting Financial Statement Presentation Services. The County went out for RFP last year for a three year period. This will be the second of the three year proposal.

Action Requested of Commission: Review and approve.

Staff Recommendation: Review and approve.

Presenter: Melinda Gonzales

21. ADMINISTRATIVE REGULATION GOVERNING ACCOUNTING AND CONTROL OF FIXED ASSETS OF SAN MIGUEL COUNTY

Background Information: To officially approve and adopt Title 2, Chapter 20, Part 1 of the New Mexico Administrative Code as the regulations governing account and control of fixed assets in San Miguel County, under the Audit Act, Section 12-6-10 NMSA 1978, with the amendment of capitalizing assets regardless of costs for all vehicles, trailers and weapons.

Action Requested of Commission: Review and approve.

Staff Recommendation: Review and approval.

Presenter: Melinda Gonzales

22. JOURNAL ENTRY REPORT FOR THE MONTH OF JANUARY 2018

Background Information:

To provide the Commissioners with a Journal Entry Report for the month of January 2018.

Action Requested of Commission: Informational purposes

Staff Recommendation: Informational purposes.

Presenter: Melinda Gonzales

23. CASH BALANCE REPORT

Background Information: To report the December reconciled cash balances.

Action Requested of Commission: Informational purposes only.

Staff Recommendation: Informational purposes only.

Presenter: Melinda Gonzales

24. RECEIPT REPORT FOR THE MONTH OF JANUARY 2018

Background Information: To provide the Commissioners with a Receipt Detail Report for the month of January 2018.

Action Requested of Commission: Informational purposes

Staff Recommendation: Informational purposes.

Presenter: Melinda Gonzales

25. ACCOUNTS PAYABLE REPORT FOR THE PERIOD OF FEBRUARY 1, 2018 THROUGH FEBRUARY 26, 2018 AND THE JANUARY 2018 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

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: Sheriff's Department

ADJOURNMENT