



## Board of County Commissioners

*Harold M Garcia*  
*Chair-District 1*

*Janice C. Varela*  
*Vice-Chair-District 2*

*Max O Trujillo*  
*Commissioner-District 3*

*Martin Sena*  
*Commissioner- District 4*

*Kenneth C. Medina*  
*Commissioner-District 5*

*Melinda Gonzales*  
*Interim 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 9, 2021 beginning at 2:00 p.m. The meeting will be streamed from 500 West National Ave, Las Vegas, New Mexico 87701 in the Commission Chambers. Due to limited seating capacity, the meeting can be viewed online at [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us). Should anyone wish to present for Public Input you will need to submit your name, address, phone number and topic to [smcpi@co.sanmiguel.nm.us](mailto:smcpi@co.sanmiguel.nm.us) no later than 1:15 the day of the meeting. 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 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**

02-09-21RM

02-22-21Canvass

### **PUBLIC INPUT FORUM**

### **NEW BUSINESS**

## **REGULAR ORDER**

### **1. RESOLUTION IN SUPPORT OF “HECHO”**

**Background Information:** A resolution recognizing Hispanics enjoying camping, hunting, and the outdoors and supporting a New Mexico public lands conservation Leadership council to help elevate the vital importance of Hispanic culture, traditions and perspectives in strengthening the advancement of the conservation of public lands and waters for future generations.

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

**Staff Recommendation:** Review and approval

**Presenter:** Janice Varela, Commission Vice-Chair

## **2. RESOLUTION 2021-03-09-CM-1**

**Background Information:** A resolution requesting that the New Mexico State Legislature and the Governor's Office review the rule change enacted by the New Mexico Retiree Healthcare Association.

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

**Staff Recommendation:** Review and approve.

**Presenter:** Melinda Gonzales, Interim County Manager

## **3. PROBATE COURT 2020 YEAR END COMMISSION REPORT**

**Background Information:** This report is provided in order to give the Commission an idea of what goes on within the Probate Court and is a way to help keep the Commission and public aware that the Probate Court is and wants to be an active and more visible service within San Miguel County Government.

**Action Requested of Commission:** Information only

**Staff Recommendation:** Information only

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

## **4. RESOLUTION #2021-03-09-CLERK-A RESOLUTION ESTABLISHING NEW PRECINCTS IN SAN MIGUEL COUNTY**

**Background Information:** To adjust the boundaries and establish certain precincts within San Miguel County

**Action Requested of Commission:** Approve Resolution # 2021-03-09- Clerk

**Staff Recommendation:** Approve Resolution # 2021-03-09-Clerk

**Presenter:** Geraldine E Gutierrez, County Clerk

## **5. INTERIM COUNTY MANAGER CONTRACT**

**Background Information:** Present the Contract with the Interim County Manager.

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

**Staff Recommendation:** Review and approve.

**Presenter:** Melinda Gonzales, Interim County Manager

## **6. 2020 RAP AWARD TO SAN MIGUEL COUNTY**

**Background Information:** Presentation of award received from New Mexico Counties to San Miguel County for successfully Completing 9 years on the New Mexico Counties Risk Awareness Program. This has resulted in a reduction of Multi-Line Claims by 71%, Auto claims by 71% and law enforcement claims by 32%.

**Action Requested of Commission:** Information only

**Staff Recommendation:** Information only

**Presenter:** Dawn Kryder, Fleet, Building & Safety Compliance Director

## **7. REDISTRICTING/COMBINING OF SHERIDAN VFD AND TECOLOTE FIRE AND RESCUE**

**Background Information:** San Miguel County finds it necessary to combine these two fire districts and have the response areas recognized as the Sheridan Fire District, and ask the State Fire Marshal's Office to list the Tecolote Fire Station as a second main station in the Sheridan Fire District

**Action Requested of Commission:** Consider Redistricting/Combining of Sheridan VFD and Tecolote Fire and

**Staff Recommendation:** Approve Redistricting/Combining of Sheridan VFD and Tecolote Fire and Rescue

**Presenter:** Andrew J. Duran, Fire Chief

## **8. ACTION TO AMEND SAN MIGUEL COUNTY SOLID WASTE RESOLUTION NO.SMC 12-08-2020. BILLING SYSTEM UPDATE INCLUDING DISCOUNTS AND EXEMPTIONS OF FEES**

**Background Information:** The San Miguel County Solid Waste Billing Department has implemented new solid waste billing system. San Miguel County Commission will need to periodically review the Solid Waste Management Services and Fees allowing for discounts and exemptions.

**Action Requested of Commission:** Review and Approve Solid Waste Discounts and Exemptions and take action on Resolution 03-09-2021 amending the Solid Waste Management Services and Fees.

**Staff Recommendation:** Approval

**Presenter:** Gerald Garcia, Public Works Supervisor and Joe Lewandowski, SMC Solid Waste Consultant

**9. RECOMMENDATION TO APPROVE THE REVISED JOB DESCRIPTION OF ADMINISTRATIVE ASSISTANT TO SAN MIGUEL COUNTY FIRE AND EMERGENCY MANAGEMENT**

**Background Information:** The Job Description of Administrative Assistant needs to be revised to reflect the additional duties to included Office of Emergency Management.

**Action Requested of Commission:** Approval of the Revised Job Description of Administrative Assistant to the San Miguel County Fire Services.

**Staff Recommendation:** Approval of the Revised Job Description of Administrative Assistant to the San Miguel County Fire Services.

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

**10. RECOMMENDATION TO AWARD FUNDING TO THE PECOS BUSINESS ASSOCIATION FUNDING FROM THE LODGERS TAX FUND FOR THE ADVERTISING, PROMOTING, PUBLICIZING AND MARKETING FOR SAN MIGUEL COUNTY**

**Background Information:** The San Miguel County Planning and Zoning Department issued a request for proposals for Advertising, Promoting and Marketing in December of 2020. The only respondent to the RFP was the Pecos Business Association. The item was presented and approved by the Lodger's Tax Board on February 22, 2021 and approved for funding in the amount of \$16,917.80 Year one (1) and \$16,669.80 Year two (2) for a total of \$33,587.60 for a two year contract.

**Action Requested of Commission:** Approve/Disapprove the county entering into a Contract with the Pecos Business Association.

**Staff Recommendation:** Approve the county entering into a two year contract in the amount of \$33,587.60

**Presenter:** Robert Archuleta, Planning and Zoning Supervisor

**11. THE PURPOSE OF THE AGENDA ITEM IS TO PROVIDE INFORMATION REGARDING THE EXTRATERRITORIAL ZONING AUTHORITY, EXTRATERRITORIAL ZONING COMMISSION AND JOINT POWERS AGREEMENT INCLUDING THE DUTIES, RESPONSIBILITIES AND ETZ ORDINANCE**

**Background Information:** San Miguel County along with the City of Las Vegas entered into a Joint Powers Agreement which outlines the governance of the Extraterritorial Zone in the City of Las Vegas.

**Action Requested of Commission:** Information only

**Staff Recommendation:** Information Only

**Presenter:** Robert Archuleta, Planning and Zoning Supervisor

**12. THE PURPOSE THIS AGENDA ITEM IS TO PROVIDE RECOMMENDED NAMES FOR THE SAN MIGUEL COUNTY, PLANNING AND ZONING DEPARTMENT TO APPROVE AND SELECT FIVE (5) MEMBERS OF THE PLANNING AND ZONING COMMISSION AND BOARD OF ADJUSTMENT AS PROVIDED UNDER STATE LAW AND ORDINANCE.**

**Background Information:** San Miguel County, Planning and Zoning Commission shall provide duties under SMC Ordinance 86-2, Article VII Administration and Enforcement, Section 7020 –Duties of the Planning and Zoning Commission and Board of Adjustment.

**Action Requested of Commission:** Approve or disapprove recommended names per Commission District.

**Staff Recommendation:** Approve a Planning and Zoning Commissioner, Board of Adjustment in each Commission District.

**Presenter:** Robert Archuleta, Planning and Zoning Supervisor

**13. ROAD PROJECTS FOR THE LOCAL GOVERNMENT TRANSPORTATION PROJECT FUND**

**Background Information:** The North Central New Mexico Economic Development Board is asking the Northeast Regional Transportation Planning Organization (NERTPO) members to provide Project Prospectus Forms (PPF) for any new Transportation Projects Fund submittals from the County.

**Action Requested of Commission:** Discuss and obtain direction from the Board.

**Staff Recommendation:** Direction from the Board as to the project(s) to submit a PPF to the NERTPO

**Presenter:** Gerald Garcia, Public Works Supervisor and Arnold Lopez, Road Foreman

#### **14. REVISION TO TECOLOTITO SOLID WASTE MOU**

**Background Information:** Revision of San Miguel County and Anton Chico Land Grant MOU which was approved on February 9, 2021 Public Works Division is requesting authorization to enter into a revised MOU removing Guadalupe County which has no responsibility within the MOU and has requested to be removed

**Action Requested of Commission:** For review and approval

**Staff Recommendation:** For review and approval

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

#### **15. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF FEBRUARY 2021**

**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 Informational Purposes Only

**Staff Recommendation:** For Informational Purposes Only

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

#### **16. RESOLUTION NO. 03-09-21-RA01; ADDITION OF BIGHORN RD, A NEWLY NAMED PRIVATE ROAD NAME THAT WILL ADDED TO THE OFFICIAL E9-1-1 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO**

**Background Information:** It has been discovered that a private access road off NM Highway 63 in the Pecos NM area has 6 addressed structures. 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.

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

**Staff Recommendation:** Approval of Resolution

**Presenter:** Diego Trujillo, IT/Rural Addressing Director

#### **17. RESOLUTION NO. 03-9-21-RA02; AUTHORIZING THE BOARD OF COUNTY COMMISSIONERS OF SAN MIGUEL COUNTY TO ADOPT THE 2021 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:** M. Diego Trujillo, Information Technology/Rural Addressing Director

#### **18. AUTOMATED ADDRESS FILE FOR FIRST RESPONDERS & RESIDENT NOTIFICATION – PROPER POSTING OF E911 ADDRESS**

**Background Information:** The San Miguel County Rural Addressing Division has created automated files to provide to our County Fire Departments, Sheriff’s Office and local dispatch agencies. This places current road, driveway and addressing at the fingertips of our first responders. This will assist in reaching our residents in a timely and effective manner in the event of an emergency.

The San Miguel County Rural Addressing Division has created a mailer to be distributed to rural residents informing them of the purpose, use and importance of their County issued E911 address.



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

**Staff Recommendation:** None

**Presenter:** Diego Trujillo, IT/Rural Addressing Director

## **BOARD OF FINANCE MEETING**

### **19. BANK TRANSFERS FOR THE MONTH OF FEBRUARY 2021**

**Background Information:** Regulation No. ADM-R-08-09-2016-CM Governing Wire Transfer

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

**Staff Recommendation:** Informational purposes only

**Presenter:** Jennifer LaFebre, County Treasure

### **20. GRANT AGREEMENT 20-C-NR-I-01-G-07**

**Background Information:** The Community Development Block Grant (CDBG) contract was received from the Department of Finance and Administration (DFA).

#### **PROJECT DESCRIPTION**

The San Miguel County Country Acres Road and Drainage project located on County roads within the Country Acres Subdivision located immediately off of County Road A-11-A, latitude 35.3901, longitude -105.1445, will address road and storm drainage improvements. The planned scope of work includes Hightower Street from Sherlock Street to Jones Road; Hightower Street to Castle Drive; Castle Drive from Hightower Street to Sherlock Street and Sherlock Street from Castle Drive to County Road A-11-A, within said Subdivision, such improvements as follows:

- Installation of 9500 square yards of base course on selected roads
- Application of 7,600 square yards of pavement (asphalt and/or concrete)
- Installation of 985 linear feet 18-30 inch storm drain culvert pipe
- Construction of concrete mountable curb and gutter 6"X24"
- 8 manholes Type C – 4 foot diameter
- Approximately 63 lineal feet of steel post and base post for aluminum panel signs

The Grant amount is \$750,000 with a 10% match, both of which have been budgeted.

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

**Staff Recommendation:** Review and approve.

**Presenter:** Melinda Gonzales, Finance Director

## **21. ACCOUNTS PAYABLE REPORT FOR THE MONTH OF JANUARY 2021**

**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

## **22. INDIGENT CLAIMS**

**Background Information:** To provide the Commission with information regarding the indigent claims for the month of January 2021.

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

**Staff Recommendation:** Ratification of the indigent claims.

**Presenter:** Melinda Gonzales, Finance Director

## **23. JOURNAL ENTRY REPORT FOR THE MONTHS OF JANUARY 2021**

**Background Information:** To provide the Commissioners with the Journal Entry Reports for the January 2021.

**Action Requested of Commission:** Informational purposes

**Staff Recommendation:** Informational purposes.

**Presenter:** Melinda Gonzales, Finance Director

#### **24. RECEIPT REPORT FOR THE MONTH JANUARY 2021**

**Background Information:** To provide the Commissioners with a Receipt Detail Report for the month of January 2021

**Action Requested of Commission:** Informational purposes

**Staff Recommendation:** Informational purposes.

**Presenter:** Melinda Gonzales, Finance Director

#### **25. CASH BALANCE REPORT FOR THE MONTH OF JANUARY 2021**

**Background Information:** To provide the cash balances to the Commission.

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

**Staff Recommendation:** Informational Purposes Only

**Presenter:** Melinda Gonzales, Finance Director

#### **26. BUDGET REPORT FOR THE PERIOD OF JULY 1, 2020 THROUGH JANUARY 31, 2021**

**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 Finance Director

#### **Executive/ Closed Session**

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: Resignation of IT supervisor; Detention Center search for retiring Warden; Progress on search for County Manager

Certain Purchases, as permitted by NMSA 1978, Section 10-15-1(H) (6) (as amended) of the Open Meetings Act, and Section 13-1-116 of the procurement Code: Ambulance Services.

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: San Miguel County vs. Alta Vista Regional Hospital; Protest values vs. San Miguel County Assessor; Friendly Declaration Judgment proposal with the City of Las Vegas and resulting responsibility of work to be accomplished between the City and the County; Prescriptive Easement Litigation status

**Adjournment**