



# 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, April 14, 2020 beginning at 2:00 p.m., this meeting will be remote and can be viewed online at [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us). 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: April 8, 2020**

**Notice Posted on the SMC Website at [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us): April 2, 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](http://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**

March 9, 2020 Special Meeting  
March 10, 2020 Regular Meeting

**PUBLIC INPUT FORUM**

**NEW BUSINESS**

**REGULAR ORDER**

**1. RATIFICATION FOR EMERGENCY FUNDING FOR SENIOR CITIZENS IN THE AMOUNT OF \$11,700.00**

**Background Information:** The City of Las Vegas Senior Center Program requested emergency funding in the amount of \$11,700.00 to assist seniors in their home with items such as toilet paper, paper towels, hand sanitizer gloves, soap, masks and disinfectants.

**Action Requested of Commission:** Approval

**Staff Recommendation:** Approval

**Presenter:** Vidal Martinez, County Manager

**2. RATIFICATION FOR EMERGENCY FUNDING FOR SAMARITAN HOUSE IN THE AMOUNT OF \$5,000.00**

**Background Information:** Samaritan has requested emergency funds to help with the increase of demand in food baskets and hygiene products, San Miguel County will be funding the program with \$5,000.00.

**Action Requested of Commission:** Approval

**Staff Recommendation:** Approve

**Presenter:** Vidal Martinez, County Manager

**3. RECOMMENDATION TO APPROVE THE AMENDMENT TO THE SAN MIGUEL COUNTY ORDINANCE NO. 06-12-18-PERSONNEL AMENDING SECTION 4: EMPLOYMENT STATUS/ CONDITIONS**

**OF EMPLOYMENT TO ADD AN EMPLOYEE CLASSIFICATION CATEGORY OF TERM APPOINTMENT EMPLOYEE.**

**Background Information:** The Board of County Commissioners of San Miguel County, New Mexico, hereby provides notice of its intent to adopt an amendment to the San Miguel County ordinance No. 06-12-18-PERSONNEL amending Section 4 to add an employee classification category of Term Appointment Employee. The title and general summary are as follows: Section 4: Employment Status/ Conditions of Employment 4.17 Term Appointment Employee.

**Action Requested of Commission:** 1. Hold and conduct a Public Hearing and Accept Public Comment. 2. Approve the amendment to the San Miguel County Ordinance No. 06-12-18-PERSONNEL amending Section 4: Employment Status/ Conditions of Employment to add an employee classification category of Term Appointment Employee.

**Staff Recommendation:** 1. Hold and Conduct a Public Hearing and Accept Public Comment. 2. Approve the amendment to the San Miguel County Ordinance No. 06-12-18-PERSONNEL amending Section 4: Employment Status/ Conditions of Employment to add an employee classification category of Term Appointment Employee.

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

**4. RECOMMENDATION TO APPROVE THE JOB DESCRIPTION FOR THE SAN MIGUEL COUNTY SOLID WASTE CUSTOMER SERVICE REPRESENTATIVE**

**Background Information:** Under the direction of the Information Technology director, this term appointment position is responsible for all oversight concerning the day to day administrative functions of the San Miguel County solid waste customer service and billing functions. Duties include customer service, billing, reporting, fee processing and service order functions. Works with the Information Technology Director and the Public Works Director and performs related work as assigned.

**Action Requested of Commission:** Approval of the Job Description for the San Miguel County Solid Waste Customer Service Representative

**Staff Recommendation:** Approval of the Job Description for the San Miguel County Solid Waste Customer Service Representative

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

**5. RESOLUTION NO. 04-14-2020-PLASTIC**

**Background Information:** Resolution No. 04-14-2020-PLASTIC is being submitted for consideration and approval. The Resolution provides for the proposed adoption of an ordinance that would ban the use of single-use plastic shopping bags.

**Action Requested of Commission:** (1) Hear a presentation on the Resolution and proposed Ordinance; (2) consider adoption of Resolution No. 04-14-2020-PLASTIC, which Resolution proposes adoption of an ordinance which would ban the use of single-use plastic shopping bags.

**Staff Recommendation:** Hear the presentation and adopt the Resolution.

**Presenter:** Alex Tafoya, Planning and Zoning Supervisor and Commissioner Max O. Trujillo, II

## **6. FAIR HOUSING PROCLAMATION**

**Background Information:** San Miguel County recognizes that fair housing is a right guaranteed to all Americans.

**Action Requested of Commission:** Proclaim April 14, 2020 as Fair Housing Day.

**Staff Recommendation:** Adopt a proclamation proclaiming April 14, 2020 as Fair Housing Day.

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

## **7. HIGH PLAINS PROCESSING LLC, REQUEST FOR LEDA ASSISTANCE**

**Background Information:** High Plains Processing LLC, has submitted an application to the New Mexico Economic Development Department (NMEDD) for financial assistance under the Local Economic Development Act (LEDA) and to San Miguel County as provided under the County's economic development plan. NMEDD has determined that High Plains Processing LLC is an eligible entity under LEDA and has made an offer of a LEDA grant up to \$100,000 to High Plains Processing LLC for the purpose of creating twenty (20) new jobs. The LEDA offer is contingent upon San Miguel County agreeing to serve as fiscal agent for the LEDA grant and administer the formal approval process and the LEDA grant, subject to conditions that must be approved by ordinance.

**Action Requested of Commission:** (1) Review the request submitted by High Plains Processing LLC; (2) Approve High Plains Processing LLC as an entity eligible for LEDA assistance under the San Miguel County Economic Development Plan and the LEDA Act; and (3) Approve Resolution No. 04-14-2020-LED, which Resolution proposes that an ordinance approving High Plains Processing LLC, as a local

economic development project for economic development assistance by submitted to the Board of County Commissioners for final passage and adoption, which proposed ordinance includes a project participation agreement as required by the New Mexico Economic Development Department, the LEDA Act and the County's Economic Development Plan.

**Staff Recommendation:** As requested.

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

## **8. CDBG POST-PROJECT SELECTION PUBLIC MEETING**

**Background Information:** At the March 10, 2020 Commission meeting, the Board of County Commissioners held and conducted a CDBG Pre-Project Selection Public Hearing and upon its conclusion, the County Commission took action to select the Country Acres Road and Drainage Project for a 2020 CDBG application. The CDBG Program requires that a Post-Project Selection Public Meeting be held. If the meeting is held during a regularly scheduled County Commission meeting, it must be a meeting unto itself, separate from the regular County Commission meeting.

**Action Requested of Commission:** (1) Adjourn from the regular Commission meeting and call to order the CDBG Post-Project Selection Public Meeting; (3) hear a presentation on the purpose and history of the CDBG program as per CDBG Exhibit 1-Q-2; and (4) allow citizens directly impacted by the project to voice opinions, suggestions or concerns.

**Staff Recommendation:** As requested

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

## **9. RESOLUTION NO. 04-14-2020-CDBG**

**Background Information:** On March 10, 2020, the Board of County Commissioners held and conducted a CDBG Pre-Project Selection Public Hearing. Public input was accepted in regard to projects to consider for a 2020 CDBG application. Upon the conclusion of the Pre-Project Selection Public Hearing, the Board of County Commissioners selected the Country Acres Road and Drainage Project. The CDBG application requires that a resolution be adopted by the Board of County Commissioners which authorizes the submittal of an application.

**Action Requested of Commission:** Approve and adopt Resolution No. 04-14-2020-CDBG.

**Staff Recommendation:** Adopt the Resolution.

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

**10. SAN MIGUEL COUNTY PUBLIC WORKS DEPARTMENT – RECOMMENDATION OF AWARD – 2019/2020 LOCAL GOVERNMENT ROAD FUND – SCHOOL BUS- (L400443) - EL LLANO ROAD IMPROVEMENTS PROJECT.**

**Background Information:** San Miguel County, NM, solicited competitive sealed bid(s) from a qualified vendor(s), for the El Llano Road Improvement Project. The received bid(s) were evaluated. GM Emulsion, 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 GM Emulsion for the Road Improvement Project.

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

**Staff Recommendation:** Approval

**Presenter:** Gerald Garcia, San Miguel County Public Works Director

**11. SAN MIGUEL COUNTY PUBLIC WORKS DEPARTMENT – RECOMMENDATION OF AWARD – 2019/2020 LOCAL GOVERNMENT ROAD FUND – CAP (L400436) - SHERIDAN ROAD IMPROVEMENT PROJECT.**

**Background Information:** San Miguel County, NM, solicited competitive sealed bid(s) from a qualified vendor(s), for the Sheridan Road Improvement Project. The received bid(s) were evaluated. RL Leeder, 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 RL Leeder for the Road Improvement Project.

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

**Staff Recommendation:** Approval

**Presenter:** Gerald Garcia, San Miguel County Public Works Director

**12. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF MARCH 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

## **BOARD OF FINANCE MEETING**

### **13. 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

### **14. ADDENDUM TO CONTRACT WITH ELITE PEST CONTROL**

**Background Information:** Elite Pest Control was awarded a contract last year based on a request for proposals. The contract was initiated for a one year term with the option to renew three additional years. The Maintenance Department is satisfied with their performance and would like to enter into a third year contract. The addendum is for the sole purpose of extending the contract for a subsequent year.

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

**Staff Recommendation:** Review and approval.

**Presenter:** Melinda Gonzales

### **15. 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

#### **16. RESOLUTION 2020-04-14-F1**

**Background Information:** To present requested budget changes.

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

**Staff Recommendation:** Review and approval.

**Presenter:** Melinda Gonzales

#### **17. CASH BALANCE REPORT FOR THE MONTHS OF FEBRUARY 2020**

**Background Information:** To report the February 2020 cash balances to the Commission.

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

**Staff Recommendation:** Informational purposes only.

**Presenter:** Melinda Gonzales

#### **18. JOURNAL ENTRY REPORT FOR THE MONTH OF FEBRUARY 2020**

**Background Information:** To provide the Commissioners with a Journal Entry Reports for the month of February 2020

**Action Requested of Commission:** Informational purposes

**Staff Recommendation:** Informational purposes.

**Presenter:** Melinda Gonzales



## **19. ACCOUNTS PAYABLE REPORT FOR THE MONTH OF FEBRUARY 2020**

**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

## **20. BUDGET REPORT FOR THE PERIOD OF JULY 1, 2019 THROUGH FEBRUARY 29, 2020**

**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

## **21. RECEIPT REPORT FOR THE MONTH OF FEBRUARY 2020**

**Background Information:** To provide the Commissioners with a Receipt Detail Report for the month of February 2020

**Action Requested of Commission:** Informational purposes

**Staff Recommendation:** Informational purposes.

**Presenter:** Melinda Gonzales, Finance Director

## **ADJOURNMENT**