



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 9, 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 25, 2019

Notice Posted on the SMC Website at www.co.sanmiguel.nm.us: March 14, 2019

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.

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 7, 2019 Special Meeting

March 12, 2019 Regular Meeting

INTRODUCTION OF NEW SAN MIGUEL COUNTY EMPLOYEES:

PUBLIC INPUT FORUM

NEW BUSINESS

Oath of office San Miguel County Detention Center

Presentations

Presentation: Updates from NMHU

Presenter: President Minner, NMHU

Presentation: Alta Vista Regional Hospital Opioid Detox Program

Presenter: Caleb O'Rear

REGULAR ORDER

1. RESOLUTION RECOGNIZING THE ROBERTSON LADY CARDINALS BASKETBALL STATE CHAMPIONSHIP FOR THE 2018-2019 SCHOOL YEAR

Background Information: San Miguel County will be recognizing the Robertson Lady Cardinals basketball team on their state championships for the 2018-2019 school year.

Action Requested of Commission: Review Resolutions and Approve

Staff Recommendation: Approval

Presenter: Max O Trujillo, Commissioner

2. RESOLUTION RECOGNIZING THE WEST LAS VEGAS CO-ED CHEERLEADING STATE CHAMPIONSHIP FOR THE 2018-2019 SCHOOL YEAR

Background Information: San Miguel County will be recognizing the West Las Vegas Co-Ed Cheerleading Team on their state championships for the 2018-2019 school year.

Action Requested of Commission: Review Resolutions and Approve

Staff Recommendation: Approval

Presenter: Maria Martinez, Chair

3. RESOLUTION RECOGNIZING THE FOSTER GRANDPARENTS/ SENIOR COMPANION RESOLUTION

Background Information: On National Service Recognition Day, thousands of local leaders take time to honor AmeriCorps members and Senior Corps volunteers by participating in recognition events, issuing official proclamations, and taking to social media in a nationwide show of appreciation. The seventh-annual event will take place on Thursday, April 4, 2019. This initiative is led by the Corporation for National and Community Service (CNCS), with support from the National League of Cities, National Association of Counties and Cities of Service.

Action Requested of Commission: Review Resolutions and Approve

Staff Recommendation: Approval

Presenter: Maria Martinez, Chair

4. REQUEST FOR MAY 2019 COUNTY COMMISSION MEETING BE MOVED TO PECOS NEW MEXICO ON WEDNESDAY, MAY 15, 2019

Background Information: San Miguel County Commissioner Janice Varela is requesting that the May 2019 Board of County Commissioners Meeting be moved to Pecos on Wednesday, May 15, 2019.

Action Requested of Commission: Approval

Staff Recommendation: Approval

Presenter: Commissioner Janice Varela

5. SAN MIGUEL COUNTY HOUSING AUTHORITY 5 YEAR AND ANNUAL PLAN APPROVAL

Background Information: HUD regulation requires approval of the 5-Year and Annual Plan for San Miguel County Housing.

Action Requested of Commission: Approval of the 5-Year and Annual Plan for the San Miguel County Housing Authority.

Staff Recommendation: Approval

Presenter: Betty Valdez, Acting Director-San Miguel County Housing Authority

6. 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, Finance Director

7. COUNTY MANAGER'S REPORT

Background Information: Manager's report for the month of April 2019.

Action Requested of Commission: Information Only

Staff Recommendation: Same as above

Presenter: Vidal Martinez, County Manager

8. DISPOSITION OF RECORDS

Background Information: The County Offices will be disposing of records currently held at the county storage unit. Each department will go through their records and only dispose of items that are no longer required to be retained.

Action Requested of Commission: Review and approval

Staff Recommendation: Review and approval.

Presenter: Vidal Martinez, County Manager

9. REQUEST THE AUTHORIZATION OF THE 2019 SAN MIGUEL COUNTY SUMMER YOUTH PROGRAM

Background Information: Authorization includes the appropriation of Thirty thousand (\$30,000) for the 2019 Summer Youth Program. The Summer Youth Program is intended to provide a positive life-learning experience for youth in San Miguel County.

Action Requested of Commission: Approval of Summer Youth Program

Staff Recommendation: Approval of Summer Youth Program

Presenter: Vidal Marinez, County Manager

10. RATIFICATION OF OUT OF STATE TRAVEL FOR DESIREE TRUJILLO

Background Information: Request approval for out of state travel for Desiree Trujillo to attend the Tyler Connect Conference – Excellence Award in Dallas Texas from April 7, 2019- April 10, 2019.

Action Requested of Commission: Approval

Staff Recommendation: Same as above

Presenter: Diego Trujillo, IT Supervisor

11. AS PER COUNTY MANAGER, RECOMMENDATION TO APPROVE THE REVISED JOB DESCRIPTION FOR THE FIRE SERVICE DIVISION FIRE MARSHAL.

Background Information: The Fire Service Fire Division job title for Fire Marshal will be changed to Fire Chief. The revised job description will also include the supervision of the Office of Emergency Management.

Action Requested of Commission: Approval of the Revised Job Description for the Fire Service Division Fire Marshal to Fire Chief and for Supervision of the Office of Emergency Management.

Staff Recommendation: Approval of the Revised Job Description for the Fire Service Fire Service Division Fire Marshal to Fire Chief and for Supervision of the Office of Emergency Management.

Presenter: Eileen Sedillo, Human Resource Director

12. AS PER COUNTY MANAGER, RECOMMENDATION TO APPROVE THE REVISED JOB DESCRIPTION FOR THE OFFICE OF EMERGENCY MANAGEMENT SUPERVISOR.

Background Information: The revision of the job description of Office of Emergency Management will change to be supervised by the Fire Chief.

Action Requested of Commission: Approval of the Revised Job Description for the OEM Supervisor.

Staff Recommendation: Approval of the Revised Job Description for the OEM Supervisor.

Presenter: Eileen Sedillo, Human Resource Director

13. AS PER COUNTY MANAGER, RECOMMENDATION TO APPROVE THE REVISED JOB DESCRIPTION FOR THE OFFICE OF EMERGENCY MANAGEMENT EMERGENCY MANAGEMENT SPECIALIST

Background Information: The Office of Emergency Management Emergency Management Specialist job description will now include under general supervision of the San Miguel County Fire Chief. All duties, responsibilities and work performed will remain the same as stated on the job description.

Action Requested of Commission: Approval of the Revised Job Description for the Office of Emergency Management Emergency Management Specialist.

Staff Recommendation: Approval of the Revised Job Description for the Office of Emergency Management Emergency Management Specialist.

Presenter: Eileen Sedillo, Human Resource Director

14. 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 9, 2019 as Fair Housing Day.

Staff Recommendation: Adopt a proclamation designating April 9, 2019 as Fair Housing Day.

Presenter: Alex Tafoya, Planning and Zoning Supervisor

15. LEGISLATIVE APPROPRIATION NO. C2661

Background Information: County staff took action to accept Legislative Appropriation No. C2661, which provides \$20,000 to plan, design and construct road and drainage improvements to County roads A-2 and A-3. The agreement was sent to Department of Transportation for approval.

Action Requested of Commission: Ratify the action taken by County staff.

Staff Recommendation: Ratify the action taken by County staff.

Presenter: Alex Tafoya, Planning and Zoning

16. UPDATE ON SAN MIGUEL COUNTY-PECOS SUB AREA PLAN

Background Information: A draft Pecos Sub Area Plan has been developed and is ready for review by the Board of County Commissioners for informational purposes at this time.

Action Requested of Commission: Entertain an update and review on the draft Pecos Sub-Area Plan for informational purposes at this time.

Staff Recommendation: As requested by Staff.

Presenter: Alex Tafoya, Planning and Zoning Supervisor

17. SAN MIGUEL COUNTY, NEW MEXICO – SUMMIT FOOD SERVICE/COMMISSARY SERVICES MANAGEMENT AGREEMENT

Background Information: The San Miguel County Detention Center is requesting approval of the third amendment to our food service management agreement with Summit Food Service, LLC. Included in the amendment is a pricing adjustment pursuant to Section 9.5 of the Agreement.

Action Requested of Commission: Review and Approval

Staff Recommendation: Approval

Presenter: Matthew A. Elwell, Warden

18. 2019-2020 STRATEGIC PLAN FOR ROAD DEPARTMENT

Background Information: Discussion on road projects, 2019 Capital Outlay projects, and Road projects per commission district.

Action Requested of Commission: For Information Purposes Only

Staff Recommendation: For Informational Purposes Only

Presenter: Arnold Lopez, SMC Public Works Interim Director

19. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF MARCH 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

20. PEST CONTROL CONTRACT AWARD

Background Information:

The County went out for bids for pest control services. Two bids were submitted and we are requesting permission to award the bid to the lowest bidder, Elite Pest Control.

Action Requested of Commission: Allow the Finance Office to enter into a contract with Elite Pest Control.

Staff Recommendation: Allow the Finance Office to enter into a contract with Elite Pest Control for a one year contract with the option to extend for three additional one year periods.

Presenter: Melinda Gonzales, Finance Director

BOARD OF FINANCE MEETING

21. BANK TRANSFERS FOR THE MONTH OF MARCH

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. TAX DOLLAR REPORT

Background Information: Quarterly Tax Collections

Action Requested of Commission: Informational purposes only

Staff Recommendation: None

Presenter: Bertha Bustamante, County Treasurer

23. RECEIPT REPORT FOR THE MONTH OF FEBRUARY 2019

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

Action Requested of Commission: Informational purposes

Staff Recommendation: Informational purposes.

Presenter: Melinda Gonzales

24. JOURNAL ENTRY REPORT FOR THE MONTH OF FEBRUARY 2019

Background Information:

To provide the Commissioners with a Journal Entry Reports for the month of February 2019

Action Requested of Commission: Informational purposes

Staff Recommendation: Informational purposes.

Presenter: Melinda Gonzales

25. 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

26. CASH BALANCE REPORT FOR THE MONTHS OF FEBRUARY 2019

Background Information: To report the February 2019 reconciled cash balances.

Action Requested of Commission: Informational purposes only.

Staff Recommendation: Informational purposes only.

Presenter: Melinda Gonzales

27. BUDGET REPORT FOR THE PERIOD OF JULY 1, 2018 THROUGH FEBRUARY 28, 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

28. RESOLUTION 2019-04-09-F2

Background Information: A budget request is being made to budget a \$20,000 legislative appropriation to plan, design and construct road and drainage improvements to County Roads A-2 and A-3 near Las Dispensas.

Action Requested of Commission: Review and approval.

Staff Recommendation: Review and approval.

Presenter: Melinda Gonzales

29. ACCOUNTS PAYABLE REPORT FOR THE PERIOD OF FEBRUARY 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

30. REQUESTING AUTHORIZATION TO CONTRACT WITH CARR, RIGGS & INGRAM, CPA AND ADVISORS FOR THE FY18/19 FISCAL YEAR

Background Information: We received a letter from the State Auditor's Office to seek proposals for the audit of the Fiscal Year 2019. 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

31. RESOLUTION 2019-04-09-F1 ACCEPTANCE AND APPROVAL OF THE FY18 AUDIT

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

ADJOURNMENT