



# Board of County Commissioners

*Maria L. Martinez*  
*Chair-District 4*

*Chris A. Najan*  
*Vice-Chair-District 5*

*Harold M. Garcia*  
*Commissioner-District 12*

*Janice C. Varela*  
*Commissioner-District 2*

*Max O. Trujillo*  
*Commissioner-District 3*

*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, June 9, 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:**

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

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**

Minutes May 12, 2020 Regular Meeting

### **PUBLIC INPUT FORUM**

Please submit your comments to [smcpi@co.sanmiguel.nm.us](mailto:smcpi@co.sanmiguel.nm.us) between the hours of 11:00 a.m. to 1:00 p.m. on June 9, 2020.

### **NEW BUSINESS**

*Presentation: Digital Story and Teens Voices to Prevent Stigma Related to Suicide  
Presenter: RHS Dream Makers*

### **REGULAR ORDER**

#### **1. MANAGERS REPORT**

**Background Information:** Update on the Association of Counties 2021 Conference

**Action Requested of Commission:** Information only

**Staff Recommendation:** Information only

**Presenter:** Vidal Martinez, County Manager

#### **2. UPDATE ON THE LAS VEGAS SENIOR CENTER PROGRAMS**

**Background Information:** Update on the Las Vegas Senior Center programs

**Action Requested of Commission:** Information only

**Staff Recommendation:** Information only

**Presenter:** Wanda Salazar, Senior Center Manager

#### **3. SAN MIGUEL COUNTY PROCESS AND PROCEDURES FOR COVID-19 RESPONSE**

**Background Information:** Update on current information regarding COVID-19

**Action Requested of Commission:** Information only

**Staff Recommendation:** Information only

**Presenter:** Leo Maestas, Emergency Manager and Andrew Duran, Fire Chief

#### **4. AMBULANCE UPDATE**

**Background Information:** Update on ambulance for District 2

**Action Requested of Commission:** Information only

**Staff Recommendation:** Information only

**Presenter:** Vidal Martinez, County Manager, Andrew Duran, Fire Chief and Alex Tafoya, Planning and Zoning Supervisor

#### **5. REQUEST FOR APPROVAL OF THE SETTLEMENT OF SAN MIGUEL COUNTY VS. BLAME HER RANCH DBA 50FIFTY, LLC.**

**Background Information:** San Miguel County sued the Blame Her Ranch for their failure to pay Lodgers' Tax. The Ranch has made a counteroffer to settle the case. They will pay Lodgers Tax from January 1, 2020 to the future. They will pay \$35,000.00 which will be used for hazard pay for First Responder. Response to Discovery from opponents is essential in determining damages to San Miguel County citizens, government and private industry.

**Action Requested of Commission:** Motion and vote to approve the settlement agreement between the parties.

**Staff Recommendation:** The Office of the County Attorney recommends this Settlement.

**Presenter:** Dave Romero Jr., County Attorney

#### **6. FY 20/21 DWI GRANT AWARDED BUDGET**

**Background Information:** DFA has awarded the FY21 to San Miguel Co. DWI Program Grant in the amount of \$30,000 and distribution amount of \$219,053.

**Action Requested of Commission:** Approval

**Staff Recommendation:** None

**Presenter:** Jesus M. Romero, DWI Coordinator

#### **7. RECOMMENDATION TO APPROVE THE REVISED JOB DESCRIPTION FOR THE DWI JUVENILE JUSTICE YOUTH CASE MANAGER**

**Background Information:** Under the direction of the DWI Coordinator, this grant-funded position is responsible for assessing and assisting youth referred to assessment center and referring to appropriate community programs. Follow up and regular meetings with youth, families, and referring agencies. This individual will attend meetings and work with community coalition and partners.

**Action Requested of Commission:** Approval of the revised Job Description for the San Miguel County DWI Juvenile Justice Youth Case Manager

**Staff Recommendation:** Approval of the revised Job Description for the San Miguel County DWI Juvenile Justice Youth Case Manager

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

#### **8. INTERGOVERNMENTAL AGREEMENT NMEDD AND SAN MIGUEL COUNTY**

**Background Information:** San Miguel County has agreed to serve as the fiscal agent for the transfer of LEDA funds from the New Mexico Economic Development Department (NMEDD) to High Plains Processing, LLC. As part of the LEDA process and as required by NMEDD, an Intergovernmental Agreement must be executed between the County and NMEDD, which Agreement provides for the proper transfer of such LEDA funds.

**Action Requested of Commission:** (1) Review and approve the Intergovernmental Agreement; and (2) authorize the County Manager to sign the Agreement.

**Staff Recommendation:** As requested of the Commission.

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

#### **9. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF MAY 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

**10. SAN MIGUEL COUNTY PUBLIC WORKS DEPARTMENT – RECOMMENDATION OF AWARD – 2020 SAN MIGUEL COUNTY ROAD IMPROVEMENTS – PENDARIES VILLAGE LANE RECONSTRUCTION PROJECT.**

**Background Information:** San Miguel County, NM, solicited competitive sealed bid(s) from a qualified vendor(s), for the Pendaries Village Lane Reconstruction Project. The received bid(s) were evaluated. Rocky Road Gravel and Well Drilling, Inc., 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 Rocky Road Gravel and Well Drilling LLC., for the Road Improvement Project.

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

**Staff Recommendation:** Approval

**Presenter:** Gerald Garcia, Public Works Director

**11. RESOLUTION NO. SMC-06-09-2020-COOP AUTHORIZING SAN MIGUEL COUNTY TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR ROAD IMPROVEMENT FUNDS THROUGH THE LOCAL GOVERNMENT ROAD FUND PROGRAM**

**Background Information:** The San Miguel County Public Service Division appealed to the New Mexico Department of Transportation for funding assistance through the 2020-2021 Cooperative Funding Assistance Program to improve the conditions of its public right-of-way. The New Mexico Department of Transportation authorized the County \$81,726.00 (75%) as an appropriation from the State with the understanding the county is to match \$27,242.00 (25%) for this project.

**Action Requested of Commission:** Approve Resolution **SMC-06-09-2020-COOP**

**Staff Recommendation** Approve Resolution **SMC-06-09-2020-COOP** and authorize staff to submit the 2020-2021 Cooperative Agreements to the New Mexico Department of Transportation for execution.

**Presenter:** Gerald Garcia, Public Works Director

**12. RESOLUTION NO. SMC-06-09-2020-SB AUTHORIZING SAN MIGUEL COUNTY TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR ROAD IMPROVEMENT FUNDS THROUGH THE LOCAL GOVERNMENT ROAD FUND PROGRAM**

**Background Information:** The San Miguel County Public Service Division appealed to the New Mexico Department of Transportation for funding assistance through the 2020-2021 Cooperative Funding Assistance Program to improve the conditions of its public right-of-way. The New Mexico Department of Transportation authorized the County \$96,825.00.00 (75%) as an appropriation from the State with the understanding the county is to match \$32,275.00 (25%) for this project.

**Action Requested of Commission:** Approve Resolution **SMC-06-09-2020-SB**

**Staff Recommendation:** Approve Resolution **SMC-06-09-2020-SB** and authorize staff to submit the 2020-2021 Cooperative Agreements to the New Mexico Department of Transportation for execution.

**Presenter:** Gerald Garcia, Public Works Director

**13. RESOLUTION NO. SMC-06-09-2020-CAP AUTHORIZING SAN MIGUEL COUNTY TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR ROAD IMPROVEMENT FUNDS THROUGH THE LOCAL GOVERNMENT ROAD FUND PROGRAM**

**Background Information:** The San Miguel County Public Service Division appealed to the New Mexico Department of Transportation for funding assistance through the 2020-2021 Cooperative Funding Assistance Program to improve the conditions of its public right-of-way. The New Mexico Department of Transportation authorized the County \$114,506.00 (75%) as an appropriation from the State with the understanding the county is to match \$38,169.00 (25%) for this project.

**Action Requested of Commission:** Approve Resolution **SMC-06-09-2020-CAP**

**Staff Recommendation:** Approve Resolution **SMC-06-09-2020-CAP** and authorize staff to submit the 2020-2021 Cooperative Agreements to the New Mexico Department of Transportation for execution.

**Presenter:** Gerald Garcia, Public Works Director

## **BOARD OF FINANCE MEETING**

### **14. 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

### **15. RESOLUTION 2020-06-09-F1**

**Background Information:** Transfer the USDA Reserve Requirements for Cabo Lucero back to the Cabo Lucero VFD Fund.

Budget the \$35,000 settlement from Blame her Ranch.

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

**Staff Recommendation:** Review and approval.

**Presenter:** Melinda Gonzales

### **16. FY2020 THIRD QUARTER DFA BUDGET TO ACTUAL SUBMISSION, FINANCIAL REPORT ADJUSTMENT SCHEDULE AND SECOND QUARTER LINE ITEM TRANSFERS**

**Background Information:** Each quarter, the Finance Office has to report the quarterly budget to actual information to the Department of Finance and Administration through the Local Government Budgeting Management System (LGBMS). The information is taken from the general ledger and

summarized to the LGBMS reporting line items. In addition, the Finance Office must ensure the ending cash balances in LGBMS is reconciled to the cash and changes in other assets and liabilities in the general ledger. The changes in other assets and liabilities is reported to DFA through a Financial Report Adjustment Schedule. Both the quarterly report and the Financial Report Adjustment Schedule are being presented.

Finally, the Finance Office is required to report any line item transfers to DFA that were performed during the quarter. The line item transfers do not increase or decrease the overall budget and are needed almost immediately to continue the operation of county government. A Budget Adjustment Report from the Tyler system is being provided and the information was used to summarize the budget adjustments in the LGBMS system. The LGBMS Budget Adjustment Report is also being presented.

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

**Staff Recommendation:** Informational purposes only.

**Presenter:** Melinda Gonzales

#### **17. RESOLUTION 2020-06-09-F2, INSURANCE PREMIUMS – AFFORDABLE CARE ACT**

**Background Information:** The insurance premiums for health care have increased by 3%. As a result this resolution will supersede Resolution 2019-05-15-F2, which established the insurance tiers for FY19/20. The revision is necessary to ensure we are providing affordable health care.

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

**Staff Recommendation:** Review and approval

**Presenter:** Melinda Gonzales

#### **18. RATIFY THE RECOMMENDATION MADE BY STAFF TO HIRE PRC CPAS AND CONSULTANTS LLP TO PERFORM THE FY19/20 AUDIT.**

**Background Information:** The Finance Office had received notification from the State Auditor's Office to submit request for proposals for auditing services for the Fiscal Year 2019/2020. A request for proposal was issued and three companies responded. RPC CPAs and Consultants LLP was the highest ranking company of the proposals received. The recommendation was due to the State Auditor's Office by May 1, 2020, this being the reason that the approval for ratification is being made.



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

**Staff Recommendation:** Same as above.

**Presenter:** Melinda Gonzales

#### **19. JOURNAL ENTRY REPORT FOR THE MONTH OF APRIL 2020**

**Background Information:**

To provide the Commissioners with a Journal Entry Reports for the month of April 2020

**Action Requested of Commission:** Informational purposes

**Staff Recommendation:** Informational purposes.

**Presenter:** Melinda Gonzales

#### **20. 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

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

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

**Action Requested of Commission:** Informational purposes

**Staff Recommendation:** Informational purposes.

**Presenter:** Melinda Gonzales

**22. BUDGET REPORT FOR THE PERIOD OF JULY 1, 2019 THROUGH APRIL 30, 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

**23. ACCOUNTS PAYABLE REPORT FOR THE MONTH OF APRIL 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

**24. CASH BALANCE REPORT FOR THE MONTH OF APRIL 2020**

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

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

**Staff Recommendation:** Informational Purposes Only

**Presenter:** Melinda Gonzales

**Executive Session**

- A. 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: Fraudulent Activity Report

**ADJOURNMENT**