



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, August 14, 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.

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: July 23, 2018

Notice Posted on the SMC Website at www.co.sanmiguel.nm.us: July 18, 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.

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

July 10, 2018 Regular Commission Meeting
July 30, 2018 Special Meeting

INTRODUCTION OF NEW SAN MIGUEL COUNTY EMPLOYEES:

PUBLIC INPUT FORUM

NEW BUSINESS

All Presentations will be limited to 10 minutes each

*Presentation: Hispano Chamber of Commerce
Presenter: Manny Martinez*

*Presentation: Ribera Community Culture Center
Presenter: Gloria Gonzales*

REGULAR ORDER

1. BOOKMOBILE CONTRACT FOR SERVICES

Background Information: Request for an authorized County Agent to sign the contract with New Mexico State Library to provide public library services to rural communities within San Miguel County. The contract will be for \$3,000.00 for the fiscal year 2018-2019.

Action Requested of Commission: Approval

Staff Recommendation: Approval

Presenter: Commissioner Maria Martinez

2. CONTINUING CONTRACT SERVICES WITH DAVE ROMERO JR. LAW FIRM P.A.

Background Information: The contract term shall be for one more year, and after review of services, the contract may be extended another year. It is recommended that the contract be

extended with a pay increase of \$5,000 to address lodger's tax issues with major violators. The contract will be executed September 1, 2018 thru August 31, 2019

Action Requested of Commission: Review, Discuss and Approve

Staff Recommendation: Review, Discuss and Approve

Presenter: Vidal Martinez, County Manager

3. RESOLUTION NO. EMC2018-08-14 IN SUPPORT OF THE UPPER PECOS WATERSHED ASSOCIATION'S RIVERKEEPER PROGRAM

Background Information: The UPWA Riverkeeper program covers both Public and Private stretches of the Pecos River and its tributaries. The objective of the Riverkeeper program is to broaden and leverage the efforts of the Upper Pecos Watershed Association to protect, restore, and improve water quality and aquatic habitat in the Pecos

Action Requested of Commission: Approval

Staff Recommendation: Approval

Presenter: David Lemke, Upper Pecos Watershed Association

4. AVAILABILITY OF DISTRICTS USING GOOGLE EARTH

Background Information: Current information on commissioner's district borders and a demonstration of Google Earth.

Action Requested of Commission: Information only

Staff Recommendation: Information only

Presenter: Diego Trujillo, IT Supervisor

5. RESCIND RESOLUTION NO. 04-10-2018 FIRE RESTRICTIONS

Background Information: With the monsoon season, arriving in the Southwest region the fire danger is now listed as normal. The recent rain is the beginning of what we expect to be a good

monsoon season. Over the last several weeks, the Santa Fe National Forest and the Carson National Forest have reopened to the public, as well as other fire restriction being lifted.

Action Requested of Commission: Rescind Resolution No. 04-10-2018 Fire Restrictions

Staff Recommendation: Approval to Rescind Resolution No. 04-10-2018 Fire Restrictions

Presenter: Andrew J. Duran, Fire Marshal

6. RESOLUTION NO. 08-08-18-RA01; ADDITION OF BACKWARD U RNCH, A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO

Background Information: The owner of a private driveway off NM Highway 484 in the El Pueblo Area petitioned the county to name the driveway leading to their resident. 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. The property paid the \$100.00 required for the naming of a road or driveway.

Action Requested of Commission: Review and approve

Staff Recommendation: Approval of Resolution

Presenter: Diego Trujillo, Information Technology Supervisor

7. REQUEST FOR APPROVAL OF TRUECONNECT LOAN PROGRAM

Background Information: Last month, in the July 2018 Regular Commission meeting, Susan Mayes of New Mexico Counties made a presentation to the Commission regarding the TrueConnect Loan Program which is a low interest loan program for employees of San Miguel County.

Action Requested of Commission: Approval of the TrueConnect Loan Program.

Staff Recommendation: Approval of the TrueConnect Loan Program

Presenter: Eileen Sedillo, Human Resource Supervisor

8. RECOMMENDATION TO APPROVE THE REVISED JOB DESCRIPTION OF DETENTION OFFICER

Background Information: The current Job Description of Detention Officer has not been revised since August 17, 2004. The revised job description has been updated to more accurately reflect all responsibilities, duties, education, skills and experience. The revised job description will replace the current job description for Detention Officer.

Action Requested of Commission: Approval of the revised Job Description for Detention Officer.

Staff Recommendation: Approval of the revised Job Description for Detention Officer

Presenter: Eileen Sedillo, Human Resource Supervisor

9. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF JULY 2018

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

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

Presenter: Eileen Sedillo, Human Resource Supervisor

10. REJECTION OF BID AWARD FOR THE REVENUE BOND PROJECT IN COUNTRY ACRES TO ROCKY ROAD, AND APPROVAL TO RE-BID

Background Information: The San Miguel County Public Works Division went out for advertisement and opened bids on May 24, 2018. We recommended, and you approved, awarding the bid to Rocky Road as the lowest most qualified bidder on the Revenue Bond Project in Country Acres. We are requesting this bid be rejected, due to a change in the scope of work, and we are requesting permission to rebid the Revenue Bond Project in Country Acres.

Action Requested of Commission: The San Miguel County Commission to approve the request to reject the bid to Rocky Road and re-bid the project.

Staff Recommendation: Reject the bid from Rocky Road, and re-bid.

Presenter: Morris Madrid, Public Works Supervisor

11. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF JULY 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 Informational Purposes Only

Staff Recommendation: For Informational Purposes Only

Presenter: Arnold Lopez, Public Works Forman

12. AMENDMENT TO GRANT NO. 16-A2485 COUNTY FAIRGROUNDS

Background Information: During its May 9, 2018 Commission meeting, the Board of County Commissioners accepted Legislative Appropriation Grant No. 16-A2485 which provides \$15,000 to plan, design, construct and renovate the exhibit hall roof and insulation, including the purchase and installation of related equipment at the San Miguel County Fairgrounds. DFA-Local Government Division has advised the County that the Grant Agreement has been amended with changes to the pay request form, the notice of obligation form and the disregarding of the paper progress report form.

Action Requested of Commission: Accept the amended grant agreement and authorize Commission Chair Chris Najar to sign the grant agreement.

Staff Recommendation: Accept the amended grant agreement and authorize Commission Chair Chris Najar to sign the agreement.

Presenter: Alex Tafoya, Planning and Zoning Supervisor

13. RESOLUTION NO. 08-14-18-ICIP

Background Information: San Miguel County has prepared its Infrastructure Capital Improvement Plan (ICIP) for 2020-2024. Selection of the top five (5) projects and adoption of the ICIP must be by resolution.

Action Requested of Commission: (1) Accept comment on projects to be included in the ICIP; (2) select the top five projects for legislative ranking; and (3) adopt Resolution No. 08-14-18-ICIP.

Staff Recommendation: Accept comment, select the top five projects and adopt the Resolution.

Presenter: Alex Tafoya, Planning and Zoning Supervisor

14. AUTHORIZATION FOR CONTRACT NEGOTIATION – NCA ARCHITECTS

Background Information: San Miguel County issued RFP No. 2018-PZ for professional Architectural Services As-Needed. The County received one proposal from NCA Architects of Albuquerque, New Mexico. NCA provides a variety of professional services to include architectural, engineering, mechanical, electrical, landscaping and land surveying.

Action Requested of Commission: Authorize County staff to negotiate a contract with NCA Architects.

Staff Recommendation: Authorize County staff to negotiate a contract with NCA Architects.

Presenter: Alex Tafoya, Planning and Zoning Supervisor

15. ADOPTION OF ORDINANCE NO. SMC-08-14-18

Background Information: During its meeting of July 10, 2018, the Board of County Commissioners adopted Resolution No. SMC-07-10-18, which Resolution proposes the adoption of Ordinance No. SMC-08-14-18.

Action Requested of Commission: (1) hold and conduct a public hearing on the proposed Ordinance No. SMC-08-14-18; and (2) adopt the Ordinance.

Staff Recommendation: Hold and conduct a public hearing on the proposed Ordinance and adopt the Ordinance.

Presenter: Alex Tafoya, Planning and Zoning Supervisor

16. GRANT AWARD IN THE AMOUNT OF \$8,045.000 FOR THE GARDENING PROGRAM AT THE SAN MIGUEL COUNTY DETENTION CENTER

Background Information: The San Miguel County Detention Center has been awarded a grant in the amount of \$8,045.00 by the New Mexico Community Foundation. Each year the foundation awards grants to correctional/detention facilities for gardening programs. With this grant the Detention Center will purchase a hoop house, gardening tools, drip system and the seeds needed to start the program. The gardening program will have an educational component and will be part of the daily programming within the reintegration center

Action Requested of Commission: Review and accept grant by the New Mexico Community Foundation.

Staff Recommendation Review and accept grant by the New Mexico Community Foundation.

Presenter: Matthew A. Elwell, Warden

17. LAS VEGAS/JUVENILE JUSTICE CONTINUUM BOARD CONTRACT

Background Information: New Mexico CYFD administers the Juvenile Justice grant to local government entities to advocate for the prevention of juvenile delinquency and the provision of a continuum of high quality services throughout the New Mexico Juvenile Justice system, by: advising the Governor and the Legislature on Juvenile Justice issues; examining, critiquing and advising all relevant state agencies on the development of their programs in both juvenile institutions and local policies, programs and practices; assessing juvenile related problems, identifying community needs and gaps in services; fostering innovative program responses. San Miguel County has the opportunity to oversee the grant and program immediately and to ensure quality program delivery for at-risk youth throughout the County. Funded services for FY19 are: Conflict resolution through a Restorative Justice approach, Substance Abuse intervention through a family based Community Reinforcement Approach and Gender Specific Peer Groups through Girls Circle and Boys Council. These services have the capacity to provide support for youth to change behavior that places them at risk of contact with the Juvenile Probation system. The approved grant for FY19 is \$30,000, with at least a 40% match required from the County.

Action Requested of Commission: Approve Juvenile Justice Continuum Board grant for FY19

Staff Recommendation: Approve Juvenile Justice Continuum Board grant for FY19

Presenter: Yolanda Cruz, DWI Coordinator

18. APPROVE GRANT APPLICATION FOR UNDERAGE DRINKING PREVENTION PROGRAM NMDOT

Background Information: The San Miguel County DWI Program was notified that the NM DOT, Traffic Safety Bureau was seeking to partner with Local DWI programs to combat underage drinking. The San Miguel County DWI Planning Council is seeking \$7,122.80 for 2 years to support environmental strategies around this goal.

Action Requested of Commission: Approve NMDOT Underage Drinking Application

Staff Recommendation: Approve NMDOT Underage Drinking Application

Presenter: Yolanda Cruz, DWI Coordinator

19. RATIFY FY19 LDWI GRANT AMENDMENT

Background Information: The San Miguel County DWI Program was awarded \$30,000 for FY19 through the LDWI Grant, administered by DFA. This is in addition to the \$178,079.98 the program will receive in distribution funds. In order to meet deadlines, Chairman Najar signed the agreement. Ratification is requested at this time.

Action Requested of Commission: Ratify FY19 Grant Agreement

Staff Recommendation: Ratify FY19 Grant Agreement

Presenter: Yolanda Cruz, DWI Coordinator

20. RATIFY MOU BETWEEN EL CENTRO, CITY OF LAS VEGAS, NMHU, HOPE RECOVERY AND SAN MIGUEL COUNTY TO PARTNER ON A HRSA PLANNING GRANT TO SUPPORT SUBSTANCE ABUSE INPATIENT RECOVERY SERVICES

Background Information: Through the MSG LC4 Local Behavioral Health Collaborative initiative to combat substance abuse, key partners identified a collaborative HRSA grant that would support the work. El Centro Family Center took the lead in applying for \$200,000. Key partners who signed the MOU are listed above. In addition, we received over 20 letters of support from community entities. Chairman Najar signed the MOU, ratification is sought at this time.

Action Requested of Commission: Ratify HRSA Planning Grant MOU

Staff Recommendation: Ratify HRSA Planning Grant MOU

Presenter: Yolanda Cruz, DWI Coordinator

21. APPROVAL FOR JENNIFER LEFEBRE TO TAKE AND ATTEND CLASSES AT LUNA COMMUNITY COLLEGE

Background Information: Environmental Science Tuition \$177.00, books 150.00 for a total of \$327.00. Classes will be held Monday thru Thursday During office hours.

Action Requested of Commission: Approval

Staff Recommendation: Approval

Presenter: Bertha Bustamante, SMC Treasurer

22. VACATION OF PLAT – APPLICATION SV-0029

Background Information: An application for vacation of plat has been submitted by Wade R. and Lisa S. Wood who propose to vacate Lots 39, 40,41,47,48 and 49 to consolidate into the existing Lot 39, within Pendaries Village Subdivision 6.

Action Requested of Commission: (1) Review the application; (2) accept public comment on the application; and (3) approve the application to vacate plat.

Staff Recommendation: As requested of the Board of County Commission.

Presenter: Alex Tafoya, Planning and Zoning Supervisor

23. MEMORANDUM OF UNDERSTANDING BETWEEN SAN MIGUEL COUNTY AND THE VILLAGE OF PECOS (MOU)

Background Information: The San Miguel County Sheriff's Office is respectfully seeking authorization to enter into a Memorandum of Understanding with The Village Of Pecos, regarding Animal Control Services, for the remainder of the fiscal year.

Our previous contract was with the previous administration and we are now seeking approval for an updated MOU with the new administration.

Action Requested of Commission: Review, discussion and approval of updated MOU, as submitted.
Staff Recommendation: Approval of updated MOU.

Presenter: Gary Gold, County Sheriff

BOARD OF FINANCE MEETING

24. BANK TRANSFERS FOR THE MONTH OF JULY

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

25. RESOLUTION 2018-08-11-F2, AUTHORIZING THE CREATION OF FUND 308

Background Information: The County has received a grant for the Juvenile Justice Program. A request to create Fund 308 is being made to account for the activity.

Action Requested of Commission: Review and approve fund authority.

Staff Recommendation: Review and approve fund authority.

Presenter: Melinda Gonzales, Finance Division Supervisor

26. FARM AND RANGE IMPROVEMENT FUND ACCOUNTING FORM

Background Information: Each year the County receives Farm and Range Improvement Funds (FRIF). The funds can be spent on one or more of the following purposes.

1. Conservation of soil and water.
2. Control of rodents and predatory animals.
3. Extermination of poisonous and noxious weeds.
4. Construction of dipping vats, spraying machines, and other structures to control parasites on livestock.
5. Repair and maintenance of said vats, machines and structures.

6. Construction and maintenance of secondary roads.

At the close of each fiscal year, the County is required to complete the FRIF Accounting Form. This report is submitted to the New Mexico Department of Agriculture (NMDA), Agricultural Programs and Resources Division of New Mexico State University. NMDA staff will sign all vouchers issued against and FRIF account to verify the expenditure is a legal disbursement.

Action Requested of Commission: Informational Purposes Only

Staff Recommendation: Informational Purposes Only

Presenter: Melinda Gonzales, Finance Division Supervisor

27. RESOLUTION 2018-08-11-F1

Background Information: On July 31, 2018, the Final FY18/19 budget was presented and approved. Upon entering it in the DFA system, I noticed that although the resolution indicated a transfer of funds to Fund 206 for disasters and to Fund 221 for capital outlay for the detention center, the form did not include the expenditure of these funds as well. This budget adjustment is to budget the expenditure of the transfers.

In addition, the County Detention Center received a grant for a Gardening Project. A request to increase the budgeted revenue and expenditures for \$8,054 is being made.

Request a decrease in the Road Fund (Fund 201) of \$10,500 and an increase of \$10,500 in the Solid Waste Fund (Fund 998) based on workers compensation premiums we received. Overall we budgeted enough for these transactions but once the allocations were applied some amounts needed to be changed.

Request a transfer from the General Fund (Fund 101) to the Juvenile Justice Fund (Fund 308) in the amount of \$12,000 as a match for the Juvenile Justice Grant. In addition, budget \$30,000 in revenue and \$42,000 in expenditures in the Juvenile Justice Fund.

Action Requested of Commission: Review and approval.

Staff Recommendation: Review and approval.

Presenter: Melinda Gonzales, Finance Division Supervisor

28. RECEIPT REPORT FOR THE MONTH OF JUNE 2018

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

Action Requested of Commission: Informational purposes

Staff Recommendation: Informational purposes.

Presenter: Melinda Gonzales, Finance Division Supervisor

29. ACCOUNTS PAYABLE REPORT FOR THE PERIOD OF JUNE 23, 2018 THROUGH JULY 27, 2018 AND THE HOUSING PAYMENT REGISTERS FOR THE MONTHS OF JUNE 2018

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 Division Supervisor

30. CASH BALANCE REPORT FOR THE MONTHS OF MAY AND JUNE 2018

Background Information: To report the May and June 2018 reconciled cash balances.

Action Requested of Commission: Informational purposes only.

Staff Recommendation: Informational purposes only.

Presenter: Melinda Gonzales, Finance Division Supervisor

31. JOURNAL ENTRY REPORT FOR THE MONTH OF JUNE 2018

Background Information:
To provide the Commissioners with a Journal Entry Reports for the month of June 2018

Action Requested of Commission: Informational purposes

Staff Recommendation: Informational purposes.

Presenter: Melinda Gonzales, Finance Division Supervisor

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: County Manager Office, Vidal Martinez

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, Elauterio "Mike" Montano Vs. San Miguel County

ADJOURNMENT