



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, September 11, 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: August 26, 2018

Notice Posted on the SMC Website at www.co.sanmiguel.nm.us: August 30, 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

August 7, 2018 Regular/Emergency Commission Meetings

INTRODUCTION OF NEW SAN MIGUEL COUNTY EMPLOYEES:

PUBLIC INPUT FORUM

NEW BUSINESS

All Presentations will be limited to 10 minutes each

Presentation: La Llorona Domestic Violence Services

Presenter: Candy Thomas Apodaca

Presentation: Roadside Vegetation Management without Herbicides

Presenter: Sarah Reeb

REGULAR ORDER

1. OATH OF OFFICE – DETENTION CENTER STAFF PRESENTATION

Background Information: All detention center staff will take their oath of office as a detention officer and rank. The oath of office is taken when an employee completes their necessary training and successfully moves from cadet status to officer status. All staff will take or reaffirm their oath of office.

Action Requested of Commission: Presentation

Staff Recommendation: Presentation

Presenter: Matthew A. Elwell, Warden

2. RESOLUTION IN RECOGNITION OF SALLY P. FLORES

Background Information: Resolution recognizing the dedication of Sally P. Flores to the County of San Miguel and its citizens.

Action Requested of Commission: Approval

Staff Recommendation: Approval

Presenter: Rock Ulibarri, County Commissioner

3. RIBERA COMMUNITY CULTURE CENTER

Background Information: Request to approve and sign the contract with the Ribera Community Culture Center for \$10,000 for the fiscal year 2018-2019.

Action Requested of Commission: Approval

Staff Recommendation: Approval

Presenter: Maria Martinez, County Commissioner

4. SAN MIGUEL COUNTY RESOLUTION NO. 2018-09-11-GAR

Background Information: A resolution declaring a request to the Department of Transportation that they reconsider the addition of traffic separations in their reconstruction of Grand Avenue because they are unsafe and also damage local economic development.

Action Requested of Commission: Review and approve

Staff Recommendation: Review and approve

Presenter: Matt Martinez

5. ORDER SETTING TAX RATES FOR 2018

Background Information: 2018 Property tax rates received from New Mexico Department of Finance and Administration must be approved within 5 days of receipt of tax rates. Tax rates will be available the first week of September

Action Requested of Commission: Approval

Staff Recommendation: Approval

Presenter: Patricia Gallegos, County Assessor

6. RESOLUTION-2018-09-11-CM-1

Background Information: San Miguel, and surrounding communities, has been greatly impacted by the current drug and alcohol addiction epidemic seen throughout the country. Due to the mal-prescribing of prescription medication, economic hardships, shifts in our managed care system and the de-institutionalization of mental health hospitals around the country, San Miguel and surrounding communities have seen an increase in individuals experiencing mental health issues and substance use disorders who are in our community without the appropriate resources, and at times becoming homeless. They are also in positions of poverty where fighting addiction, or just trying to survive on the streets, is a common theme. The county of San Miguel, along with other community partners, has an opportunity to address these issues. Through this Resolution, the County of San Miguel will declare its commitment to the fight against drug abuse, alcohol abuse, and addiction.

Action Requested of Commission: Review and approve

Staff Recommendation: review and approve

Presenter: Chris Lopez, Las Vegas City Police Chief

7. RESOLUTION-09-11-18-SEPTEMBER PREPAREDNESS MONTH

Background Information: Department of Homeland Security/Emergency Management, San Miguel County/City of Las Vegas Office of Emergency Management proclaimed September Preparedness Month in San Miguel County in promoting awareness for preparatory steps to protect lives and property.

Action Requested of Commission: Request for approval

Staff Recommendation: Request for approval

Presenter: Leo Maestas, Emergency Manager

8. 2019 LEGISLATIVE PRIORITIES FOR THE 54TH LEGISLATIVE SESSION- NEW MEXICO COUNTIES, 33 STRONG

Background Information: Information on the New Mexico Counties 2019 Legislative Priorities that have been approved by the New Mexico Counties Board of Directors. We are requesting approval from the commission for Chairman Najar to sign the NMC 2019 Legislative Priorities.

Action Requested of Commission: Review and approval

Staff Recommendation: Review and approval

Presenter: Gary Gold, County Sheriff; Matt Elwell, Warden and Andrew Duran, Fire Marshal

9. SAN MIGUEL COUNTY FIREFIGHTER INTRODUCTION AND SAFETY COURSE

Background Information: The San Miguel County Fire Division is dedicated to the safety, survival and well-being of its firefighters. San Miguel County Fire Division, using standardized curriculum and implementation promotes excellence in firefighting for the protection of the citizens of San Miguel County.

Action Requested of Commission: Approve San Miguel County Firefighter Introduction and Safety Course

Staff Recommendation: Approve San Miguel County Firefighter Introduction and Safety Course

Presenter: Andrew J. Duran, Fire Marshal

10. RECOMMENDATION TO APPROVE THE JOB DESCRIPTION OF DETENTION TRANSPORT OFFICER/DETENTION OFFICER.

Background Information: The Detention Transport Officer/Detention Officer will be responsible for the transportation of inmates incarcerated in the San Miguel County Detention Center to local and out of County court hearings, to other detention facilities, medical and behavioral health facilities. This individual will also be responsible for maintaining custody and control of inmates incarcerated in SMCDC and this individual will be responsible for the enforcement of laws, correctional standards and regulations and departmental policies and procedures that apply to adult detention and performs related duties as assigned.

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

Staff Recommendation: Approval of the Job Description for Detention Transport Officer/Detention Officer.

Presenter: Eileen Sedillo, Human Resource Supervisor

11. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF AUGUST 2018

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

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

Presenter: Eileen Sedillo, Human Resource Supervisor

12. DETENTION CENTER MEDICAL AND MENTAL HEALTH PROVIDER

Background Information: A one year contract was negotiated by the county manager on August 21, 2018 with CorrHealth medical services as approved by the Commission on August 14, 2018. CorrHealth will be providing comprehensive medical and mental health services for the inmates incarcerated within the San Miguel County Detention Center at a cost of \$ 582,747.89.

Action Requested of Commission: For informational purposes.

Staff Recommendation: For Informational purposes.

Presenter: Matthew A. Elwell, Warden

13. RECOMMEND AND APPROVE OUT OF STATE TRAVEL FOR SARAH PARSON AND KRYSTAL CDEBACA TO ATTEND A SUPERVISOR TRAINING IN SANTA MONICA, CALIFORNIA

Background Information: Request approval for out of state travel for Sarah Parson and Krystal CdeBaca, to attend key supervisor training at the Matrix Institute in Santa Monica, California, November 14, 2018 through November 17, 2018. The Matrix Institute on Addictions is nationally and internationally recognized for its structured, evidence-based outpatient treatment approach known as the Matrix Model. Training is appropriate for health care professionals, substance abuse treatment programs, mental health organizations, law enforcement agencies, judges, and medical facilities. We are using this model as part of our grant funded Medication Assisted Treatment program. Cost of travel for training, hotel, car, and air will be \$5,000 dollars.

Action Requested of Commission: Recommend and approve out of state travel for Sarah Parson and Krystal CdeBaca.

Staff Recommendation: Recommend and approve out of state travel for Sarah Parson and Krystal CdeBaca.

Presenter: Matthew A. Elwell, Warden

14. APPROVAL OF A 12 MONTH ESTENSION SPECIFIC TO THE SP-4-18 (904) AND CAP-4-18 (454) PROJECTS BETWEEN SAN MIGUEL COUNTY AND NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR THE 8TH STREET EXTENSION PROJECT

Background Information: The San Miguel County Public Works Department and the New Mexico Department of Transportation entered into a COOP Agreement and a CAP Agreement. The extension of time requested is 12 months. The request for extension is supported by the request to combine this year's LGRF funds with next year's LGRF funds, in order to complete a larger project specific to 8th street extension.

Action Requested of Commission: Approval of Extension for the 8th Street Extension Project.

Staff Recommendation: Approval

Presenter: Morris Madrid, Public Works Supervisor

15. AWARD OF BID FOR THE 2018 SCHOOL BUS ROUTE – LA TEWA ROAD PAVING PROJECT

Background Information: San Miguel County advertised for bids for the construction of the 2018 School Bus Route – La Tewa Road Paving Project on August 24th and 26th, 2018. There were Two Contractors whom submitted bids Rocky Road was the lowest, most qualified bidder in the amount of \$52,010.00 without gross receipts tax.

Action Requested of Commission: Award Bid to the lowest, most qualified bidder, which was Rocky Road, in the amount of \$52,010.00 without gross receipt tax, as recommended by the Engineer.

Staff Recommendation: Award Bid as recommended by the Engineer.

Presenter: Morris Madrid, Public Works Supervisor

16. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF AUGUST 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 Information Purposes Only

Staff Recommendation: For Informational Purposes Only

Presenter: Arnold Lopez, SMC Public Works Division Road Foreman

17. RESOLUTION NO. 09-11-18-RA01; ADDITION OF THUNDER RD, 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 County B26A in the Serafina 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 owner 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

18. LEGISLATIVE APPROPRIATION GRANT NO. 18-C2551

Background Information: San Miguel County has received Legislative Appropriation Grant No. 18-C2551 which provides \$20,000 to plan, design and construct improvements to kitchen and laundry floors at the detention center in San Miguel County.

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

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

Presenter: Alex Tafoya, Planning and Zoning Supervisor

19. LEGISLATIVE APPROPRIATION GRANT NO. 18-C2552

Background Information: San Miguel County has received Legislative Appropriation Grant No. 18-C2552 which provides \$35,000 to purchase, construct and install a proprietary fiber optic line for San Miguel County.

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

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

Presenter: Alex Tafoya, Planning and Zoning Supervisor

20. LEGISLATIVE APPROPRIATION GRANT NO. 18-C2554

Background Information: San Miguel County has received Legislative Appropriation Grant No. 18-C2554 which provides \$105,844.00 to purchase and equip public works equipment and vehicles for road maintenance and solid waste transport in San Miguel County.

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

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

Presenter: Alex Tafoya, Planning and Zoning Supervisor

21. VACATION OF PLAT – APPLICATION SV-0031

Background Information: An application for vacation of plat has been submitted by David P. Maes who proposes to vacate Lot 45 to consolidate into existing Lot 46, 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

22. MOU BETWEEN JUVENILE JUSTICE CONTINUUM BOARD AND SAN MIGUEL COUNTY

Background Information: The Juvenile Justice Grant requires an MOU be signed between the Juvenile Justice Board and the Government Agency administering the funds.

Action Requested of Commission: Approve MOU between San Miguel County and Juvenile Justice Board

Staff Recommendation: Approve MOU between San Miguel County and Juvenile Justice Board

Presenter: Yolanda Cruz, DWI Coordinator

23. 2018 JAG PROGRAM AWARD

Background Information: The San Miguel County Sheriff's Office is receiving \$5,622.50 from the JAG grant upon approval of the Inter local Agreement between the City of Las Vegas, New Mexico and the County of San Miguel, New Mexico.

Action Requested of Commission: Review and Approve.

Staff Recommendation: Review, Discuss, and Approve as submitted

Presenter: Gary Gold, SMC Sheriff

BOARD OF FINANCE MEETING

24. BANK TRANSFERS FOR THE MONTH OF AUGUST

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. FY18/19 BUDGET APPROVAL

Background Information: The Department of Finance and Administration – Local Government Division has provided budget approval for the FY1819 budget. Budget approvals by the Local Government are required to be made a part of the minutes of the governing body. Due to estimated expenditures and transfers exceeding estimated revenue, and the general cash balance being depleted, the approval letter highlights the importance of careful control of expenditures and attention to revenue collection efforts to avoid depletion of reserves.

Action Requested of Commission: Informational purposes and to be made part of the minutes.

Staff Recommendation: Informational purposes only.

Presenter: Melinda Gonzales

26. RESOLUTION 2018-09-11-F2

Background Information: Present various changes to the budget to include:

- Changes to balance to the Department of Finance and Administration Budget Management System;
- A correction to Fund 750 of \$193.51;
- Budget an increase in property tax revenues;
- Budget transfers to the detention center and increase the detention center budget to offset additional medical costs;

- Budget for a Mitigation Grant along with matching requirements;
- Budget for three legislative appropriations
 - \$35,000 to purchase, construct and install proprietary fiber optic;
 - \$105,844 to purchase and equip public works equipment and vehicles for road maintenance and solid waste transports.
 - \$20,000 to plan, design and construct improvements to the kitchen and laundry floors at the detention center.
- Budget adjustment to reclassify fund 206 from a special revenue fund to a road fund;
- Budget \$33,000 of expenditures in the general fund as a result of carry over purchase orders; and
- Budget \$3,020 in Emergency Medical Services Funds.
- Budget \$5,622.50 for a JAG Grant.

Action Requested of Commission: Review and approval

Staff Recommendation: Review and approval

Presenter: Melinda Gonzales

27. INDIGENT BURIAL CLAIMS

Background Information: The Finance Office has received, reviewed and processed two indigent burial claims. One for \$600 from Daniels Family Funeral Services and the other from Rogers Mortuary Home for \$1,200.

Action Requested of Commission: Ratification of the indigent burial payments.

Staff Recommendation: Ratification of the indigent burial payment.

Presenter: Melinda Gonzales

28. RESOLUTION 2018-09-11-F1, AUTHORIZING THE REPURPOSING OF FUND 316

Background Information: The County has been awarded a mitigation grant. I would like to use Fund 316 to account for this activity. Fund 316 was entitled OEM-EMW-2012-SS-00097 and was created for the specific grant with the same name. The grant was expended in FY2014 and has since been closed.

Action Requested of Commission: Review and approve fund authority.

Staff Recommendation: Review and approve fund authority.

Presenter: Melinda Gonzales

29. CASH BALANCE REPORT FOR THE MONTHS OF JULY 2018

Background Information: To report the July 2018 reconciled cash balances.

Action Requested of Commission: Informational purposes only.

Staff Recommendation: Informational purposes only.

Presenter: Melinda Gonzales

30. JOURNAL ENTRY REPORT FOR THE MONTH OF JULY 2018

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

Action Requested of Commission: Informational purposes

Staff Recommendation: Informational purposes.

Presenter: Melinda Gonzales

31. ACCOUNTS PAYABLE REPORT FOR THE PERIOD OF JULY 28, 2018 THROUGH AUGUST 27, 2018 AND THE HOUSING PAYMENT REGISTERS FOR THE MONTHS OF JULY 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

32. RECEIPT REPORT FOR THE MONTH OF JULY 2018

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

Action Requested of Commission: Informational purposes

Staff Recommendation: Informational purposes.

Presenter: Melinda Gonzales

33. BUDGET REPORT FOR THE PERIOD OF JULY 1, 2018 THROUGH JULY 31, 2018

Background Information: Provide the monthly budget report for the month of July. Report is run in fund order and is grouped by revenue and expenditures. The Original Budget Column will represent the FY18/19 Interim Budget and the Current Budget Column represents the current budget which at this time should only be changed by Line Item Transfers. The period activity and the fiscal activity will both be the same for this first month of the fiscal year. The encumbrance column represents the total amount of purchase orders outstanding against a particular line item and the variance column is the remaining budget.

Action Requested of Commission: Informational purposes only.

Staff Recommendation: Informational purposes only.

Presenter: Melinda Gonzales

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: Public Works
- B. 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. Estrella Tenorio, San Miguel County Vs. Lavinia Fenzi

ADJOURNMENT