



# Board of County Commissioners

*Rock G. Ulibarri*  
Chairman - District 1

*Arthur J. Padilla*  
Vice Chair - District 3

*Janice C. Varela*  
Commissioner - District 2

*Maria L. Martinez*  
Commissioner - District 4

*Chris A. Najan*  
Commissioner - District 5

## PUBLIC NOTICE DISSEMINATED FOR TODAY'S MEETING

The San Miguel County Board of Commissioners will hold a regular monthly meeting on Tuesday, December 12, 2017 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. Any person who requires special assistance or service to attend or participate at the meeting should call the County Manager's office at 1.505.425.9333.

*Vidal Martinez, Ed.D.*  
County Manager

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Office of the County Manager, San Miguel County, 500 W. National, Suite 201, Las Vegas, New Mexico 87701, Phone: 505-425-9333, Fax: 505-425-7019 at least one (1) 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 Office of the County Manager, San Miguel County, 500 W. National, Suite 201, Las Vegas, New Mexico 87701, Phone: 505-425-9333, Fax: 505-425-7019 if a summary or other type of accessible format is needed.

**Published: Las Vegas Optic: November 22, 2017**

**Disseminated to Radio Stations KFUN, KLVF, KNMX, KMDZ, KBQL, and KMDS: November 20, 2017**

**Posted on the SMC Website at [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us): November 20, 2017**

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, Suite 201 of the location noted above.

## AGENDA

### CALL TO ORDER

### ROLL CALL

### PLEDGE OF ALLEGIANCE

Administration Complex  
500 West National Avenue, Suite 201 Las Vegas, New Mexico 87701 (505) 425-9333 phone (505) 425-7019 fax  
[vmartinez@co.sanmiguel.nm.us](mailto:vmartinez@co.sanmiguel.nm.us)

**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**

**APPROVAL OF MINUTES**

November 11, 2017 Regular Commission Meeting

**PUBLIC INPUT FORUM**

**NEW BUSINESS**

**PRESENTATION: INDUSTRIAL HEMP VENTURES**

**Presenter: Mikki Anaya**

**REGULAR ORDER**

**1. 2018 Fair Market Rents (Fmr's) and Utility Allowances for San Miguel County**

**Background Information:**

Fair Market Rents (FMR's) are used to determine payment standard amounts for the Housing Choice Voucher programs. FMR's are gross rent estimates. FMR's include the shelter rent plus the cost of all tenant-paid utilities, except telephones, cable or satellite television service and internet service. HUD sets FMR's annually to ensure that a sufficient supply of rental housing is available to program participants. To accomplish this objective, FMR's must be both high enough to permit a selection of units and neighborhoods, and low enough to serve as many low-income families as possible. HUD uses the most accurate and current data available to develop the FMR estimates. HUD has recently published the FMR's for 2018. The San Miguel County Housing Authority will adopt these 2018 FMR's for the calendar year 2018 starting January 01, 2018.

Utility Allowance – San Miguel County Housing Authority (SMCHA) per HUD regulation must maintain a utility allowance schedule for all tenant paid utilities, except for telephone and other non-essential utility costs such as costs of cable or satellite television. Such allowances are estimates of the expenses associated with different types of utilities and their uses. The utilities for which allowances may be provided include electricity, natural gas, propane, fuel oil, wood or coal, water and sewage service, and garbage collection. The utility allowance schedules are reviewed and adjusted annually according to

change in utility costs. HUD regulation requires that when a revision of utility allowance schedules is updated, SMCHA board of County Commissioners approve the change.

**Action Requested of Commission:**

Approval of 2018 Fair Market Rents and Utility Allowances for San Miguel County Housing Authority.

**Staff Recommendation:** As requested

**Presenter:** Betty Valdez – Acting San Miguel County Housing Authority

**2. YEAROUT Energy Service**

**Background information:**

To allow YEAROUT Energy Services Company (YESCO) to provide a no cost, no obligation audit.

**Action Requested of Commission:**

Approval to allow YESCO to provide a no cost, no obligation audit.

**Presenter:** Rock Ulibarri, SMC Chairman

**3. 2017 Poverty Summit & Fall Board Meeting**

**Background Information:** Report on the 2017 Poverty Summit

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

**Presenter:** Rock Ulibarri, SMC Chairman

**4. Resolution No.12-12-2017-CM1 In Support of Luna Community College**

**Action Requested of Commission:** Approve

**Presenter:** Janice Varela, SMC Commissioner

**5. Resolution No.12-12-2017-CM2 Endorsing Industrial Hemp Research and Development in San Miguel County**

**Action Requested of Commission:** Approve

**Presenter:** Janice Varela, SMC Commissioner

## 6. Ordinance NO.06-13-2017 Establishing a Code of Conduct and Ethics – Update

### **Background information:**

In June 2017, the proposed ordinance was tabled for legal review. The following will take place:

- Dave Romero will review the proposal
- Dina Holcomb, Union Lawyer will review proposal, seek union input, and approval
- San Miguel County will create employee committee to review proposal and make recommendations
- San Miguel County will submit for public hearing
- The committee currently reviewing the personnel ordinance will review the Code of Conduct and Ethics proposal for commonality or duplication

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

**Staff Recommendation:** Informational purposes only

**Presenter:** Vidal Martinez, San Miguel County Manager

## 7. Las Vegas Night at the Legislature

### **Background information:**

Renee Garcia, Community Development Director for the City of Las Vegas is requesting that each participating agency provide the City with \$3,500 by December 18<sup>th</sup> for the 2018 Las Vegas Night at the Legislature. The participating agencies include: City of Las Vegas, Luna Community College, New Mexico Highlands University, and San Miguel County.

**Action Requested of Commission:** Approve

### **Staff Recommendation:**

Request approval of \$3,500 contribution for Las Vegas Night at the Legislature.

**Presenter:** Yolanda Cruz, San Miguel County DWI Coordinator

## 8. Legislative Brunch

### **Background Information:**

San Miguel County will be hosting a legislative brunch with local legislators to discuss SMC priorities. The brunch will take place at Public Works on Wednesday, December 20th, 2017 from 11:00 am to 1:00 pm.

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

**Staff Recommendation:** Informational purposes only

**Presenter:** Alex Tafoya, Morris Madrid and Arnold Lopez

## **9. Appointment to Planning and Zoning Commission District 4 and District 5**

**Background Information:**

A vacancy exists on the Planning and Zoning Commission for County Commission District 4 and for District 5. In order to have a full Planning and Zoning Commission, it is necessary to appoint an individual to serve as the representative for District 4 and for District 5.

**Action Requested of Commission:**

Consider appointing an individual to serve on the Planning and Zoning Commission as the representative for County Commission District 4 and for County Commission District 5 for a term as set by the Board of County Commissioners.

**Staff Recommendation:**

Appoint an individual to serve as the representative for District 4 and an individual to serve as the representative for District 5.

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

## **10. Award of Engineering Services As-Needed**

**Background Information:**

San Miguel County received proposals in response to RFP. No. 2017-PZ Engineering Services As-Needed. Evaluation of the proposals was conducted by a committee that worked independently of each other. The committee then met and determined the five (5) companies that submitted proposals should be interviewed. Interviews were conducted and the evaluation scores were reviewed. The committee is recommending that two (2) companies be selected for award of contract for engineering services as-needed.

**Action Requested of Commission:**

Authorize the County Manager and staff to enter into contract negotiations with Miller Engineering and with Souder Miller and Associates for engineering services as-needed.

**Staff Recommendation:** As requested

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

**11. Agreement By and Between San Miguel County, New Mexico and Taos County, New Mexico, for Confinement of Taos County Prisoners at the San Miguel County Detention Center**

**Background Information:**

The Agreement between San Miguel County, New Mexico, and Taos County, New Mexico, for the confinement of Taos County prisoners at the San Miguel County Detention Center, is presented for San Miguel County Commission review and approval. The cost per day to house a prisoner is ninety dollars (\$90.00), along with a twenty dollar (\$20.00) booking fee.

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

**Staff Recommendation:** Review and Approve

**Presenter:** Matthew A. Elwell, SMC Warden

**12. 1st Extension Agreement for Juvenile Detention – San Miguel County, New Mexico and Taos County, New Mexico**

**Background Information:**

An Agreement for Juvenile Detention, for the housing and care of San Miguel County juvenile detainees, at the Taos County Juvenile Detention Center, is presented for San Miguel County Commission review and approval. The cost per day for each juvenile detained is \$130.00, plus a \$10.00 booking fee.

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

**Staff Recommendation:** Review and Approve

**Presenter:** Matthew A. Elwell, SMC Warden

**13. Agreement By and Between San Miguel County, New Mexico and Mora County, New Mexico, for Confinement of Mora County Prisoners at the San Miguel County Detention Center**

**Background Information:**

The Agreement between San Miguel County, New Mexico, and Mora County, New Mexico, for the confinement of Mora County prisoners at the San Miguel County Detention Center, is presented for San Miguel County Commission review and approval. The cost per day to house a prisoner is ninety dollars (\$90.00), along with a twenty dollar (\$20.00) booking fee.

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

**Staff Recommendation:** Review and approve

**Presenter:** Matthew A. Elwell, SMC Warden

**14. Approval of bid award for the 2017 Revenue Bond Roadway and Drainage Improvement Project in Los Vigiles to the lowest most qualified bidder.**

**Background Information:**

The San Miguel County Public Works Division went out for advertisement and opened bids on November 30, 2017. We recommend awarding the bid to Rocky Road Gravel and Well Drilling, LLC as the lowest most qualified bidder on the 2017 Revenue Bond Roadway and Drainage Improvement Project.

**Action Requested of Commission:**

The San Miguel County Commission to approve awarding the bid to Rocky Road Gravel and Well Drilling, LLC being the lowest most qualified bidder.

**Staff Recommendation:** Award bid to lowest most qualified bidder to Rocky Road Gravel and Well Drilling, LLC.

**Presenter:** Morris Madrid, Public Works Supervisor

**15. Public Works Division Report for the Month of November 2017**

**Background Information:**

The San Miguel County Public Works Division submits a report to the County Commission on a monthly basis on any maintenance including blading of county roads and/or special projects on County Roads.

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

**Staff Recommendation:** Informational purposes only

**Presenter:** Arnold Lopez, SMC Public Works Division Road Foreman

**16. RESOLUTION NO. 12-12-17-RA01; ADDITION OF SWEET PEA LN, A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO**

**Background Information:**

During a routine audit of San Miguel County addressing data, it was discovered that there are three (3) addressed structures on a single road located off NM Highway 266 between Las Tusas and San Ignacio, NM. 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."

Letters were sent to the residents on November 8, 2017 informing them of San Miguel County's intent to name the road. The residents returned a road naming petition and all the current residents agreed to the name of "Sweet Pea Ln". 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. Because this road naming was required and not requested by the residents, the \$100 fee has been waived.

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

**Staff Recommendation:** Review and approve

**Presenter:** Diego Trujillo, SMC Information Technology Supervisor

**17. San Miguel County Manager recommendation for approval of the Governing Holidays for the Calendar Year 2018**

**Background information:**

Resolution Number SMC-RES-12-12-2017 Governing Holidays for the Calendar Year 2018 is being submitted to the Board of San Miguel County Commission for approval

**Action Requested of Commission:**

Approval of Resolution Number SMC-RES-12-12-2017 Holidays for the Calendar Year 2018

**Staff Recommendation:**

Approval of Resolution Number SMC-RES-12-12-2017 Holidays for the Calendar Year 2018

**Presenter:** Vidal Martinez, San Miguel County Manager

**18. Recommendation to approve the following Job Descriptions within San Miguel County Detention Center**

- 1. Case Manager**
- 2. Inmate Program Officer**

**Background information:**

The Case Manager will be responsible for assessing and assisting all inmates in risk assessments, program recommendations, program classification, program administration and assistance with pre and post release case management process for the inmates incarcerated within the San Miguel County Detention Center. The Inmate Program Officer/Detention Officer Position will be changed from a Part Time Position to a Full Time Position. This individual will be responsible for establishing, organizing and implementation of all inmate programs.

**Action Requested of Commission:**

Approval of the Case Manager and Inmate Program Officer/Detention Officer Job Descriptions.



**Staff Recommendation:**

Approval of the Case Manager and Inmate Program Officer/Detention Officer Job Descriptions.

**Presenter:** Vidal Martinez, San Miguel County Manager

**19. Personnel Actions or Changes for the month of November 2017**

**Background Information:**

Personnel actions or changes which have taken place in San Miguel County for the month of November 2017 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 November 2017.

**Staff Recommendation:**

To approve and ratify the personnel actions or changes that have taken place during the month of November 2017.

**Presenter:** Vidal Martinez, San Miguel County Manager

**BOARD OF FINANCE MEETING**

**20. Bank Transfers for the Month of November**

**Tax Dollar Report**

**Background Information:** Regulation No. ADM-R-08-09-2016-CM Governing Wire Transfers

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

**Staff Recommendation:** None

**Presenter:** Bertha Bustamante, SMC Treasurer

**21. Cash Balance Report**

**Background Information:**

To report the September, 2017 reconciled cash balances.

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

**Staff Recommendation:** Informational purposes only

**Presenter:** Melinda Gonzales, SMC Finance Supervisor

**22. Journal Entry report for the month of October 2017**

**Background Information:**

To provide the Commissioners with a Journal Entry Report for the month of October 2017.

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

**Staff Recommendation:** Informational purposes only

**Presenter:** Melinda Gonzales, SMC Finance Supervisor

**23. Receipt report for the month of October 2017**

**Background Information:**

To provide the Commissioners with a Receipt Detail Report for the month of October 2017

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

**Staff Recommendation:** Informational purposes only

**Presenter:** Melinda Gonzales, SMC Finance Supervisor

**24. Accounts Payable Report for the period of October 27, 2017 through November 27, 2017 and the October 2017 Housing Payment Register**

**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, SMC Finance Supervisor

## **25. Indigent Burial – Nelson’s Funeral Home**

**Background Information:**

The Finance Office has received, reviewed and processed two indigent burial claims; one from Direct Cremation and Burial Services for \$600 and the other from Riverside Funeral Home of Santa Fe for \$600.

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

**Staff Recommendation:** Ratification of the indigent burial payment

**Presenter:** Melinda Gonzales, SMC Finance Supervisor

## **26. Resolution 2017-12-12-F1**

**Background Information:**

Increase Fund 220 by \$12,000 from the cash balance to be used in conjunction with Law Enforcement Protection Funds to purchase a new unit for the Sheriff’s Office.

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

**Staff Recommendation:** Review and approve

**Presenter:** Melinda Gonzales, SMC Finance Supervisor

## **ADJOURNMENT**