

Board of County Commissioners

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Vice Chair - District 3

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Commissioner - District 2

Maria L. Martinez
Commissioner - District 4

Chris A. Najan
Commissioner - District 5

Vidal Martinez, Ed. D.
County Manager

PUBLIC NOTICE DISSEMINATED FOR TODAY'S MEETING

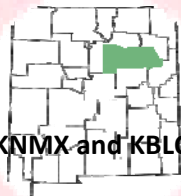
The San Miguel County Board of Commissioners will hold a regular monthly meeting on Tuesday, June 13, 2017, beginning at 2:00 p.m., at the San Miguel County Administration Complex located at 500 West National Avenue, Suite 200, Las Vegas, New Mexico 87701. During the meeting, a County Board of Finance 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.

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.

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Disseminated to Radio Stations KFUN, KLVF, KNMX and KBLQ: June 2, 2017

Posted on the SMC Website at www.smcountry.net: June 2, 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.smcountry.net, 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

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

May 10, 2017 Regular Commission Meeting Minutes

May 30, 2017 Special Meeting Minutes

INTRODUCTION OF NEW SAN MIGUEL COUNTY EMPLOYEES:

JOHNNY TRUJILLO- MOTOR GRADER OPERATOR- PROBATIONARY FULL TIME EMPLOYEE SAN MIGUEL COUNTY PUBLIC OPERATIONS DIVISION

PUBLIC INPUT FORUM

NEW BUSINESS

**PRESENTATION: PRESENTING ROBERTS RULES OF ORDER BOOKS TO THE
SAN MIGUEL COUNTY COMMISSIONERS AND DISCUSSION TO ADOPT THE 11TH EDITION
PRESENTER: Chairman Rock Ulibarri**

REGULAR ORDER

1. PROCLAMATION 06-13-2017-CM IN DECLARING JUNE 13, 2017 LISA AND JIM SAIZ DAY

Background Information: A proclamation to Jim and Lisa Saiz for their lifelong commitment to Economic Development in San Miguel County

Action Requested of Commission: Review, Discuss, and Approve the Proclamation

Staff Recommendation: Review, Discuss, and Approve the Proclamation

Presenter: Rock G. Ulibarri, SMC Chairman Board of Commissioners

2. RESOLUTION 06-13-2017-CM

Background Information: A Resolution Making Policy Changes to Safeguard Resident’s Sensitive Personal Information, The Commitment by San Miguel County to Human and Civil Rights, The Established Rule of Law,

and Its Status as a Welcoming Community for Immigrants and Refugees; and Directing the County Manager and County Attorney to Assess the County's Legal Rights and Responsibilities Under Applicable Law.

Action Requested of Commission: Information Only, Review, and Discuss

Staff Recommendation: Information Only, Review, and Discuss

Presenter: Rock G. Ulibarri, SMC Chairman Board of Commissioners

3. DISCUSSION OF THE HIRING COMMITTEE FOR COUNTY ATTORNEY

Background Information: Discussion of the hiring committee for County Attorney

Action Requested of Commission: INFORMATION ONLY

Staff Recommendation: INFORMATION ONLY

Presenter: Vidal Martinez, County Manager

4. APPROVAL OF THE 2017-2019 SAN MIGUEL COUNTY PROTEST AND ALTERNATIVE PROTEST BOARD MEMBERS

Background Information: Our Protest and Alternate Protest Board Member's Serve a Two Year Term Which Will Expire On June 30, 2017.

Action Requested Of Commission: Approval by Commission

Staff Recommendation: Approval of Request

Presenter: Patricia D. Gallegos, San Miguel County Assessor

5. ORDINANCE NO. 06-13-2017 ESTABLISHING A CODE OF CONDUCT AND ETHICS

Background Information: At the May 10, 2017 County Commission meeting, the Board of County Commissioners adopted Resolution No. 05-10-2017-Code of Conduct, which Resolution directed the County Manager to do all things necessary and proper for the adoption of a proposed ordinance establishing a code of conduct and ethics. The proposed Ordinance No. 06-13-2017 is being submitted for public hearing.

Action Requested Of Commission: Hold and conduct a public hearing and accept comment on the proposed Ordinance No. 06-13-2017

Staff Recommendation: Hold a public hearing

Presenter: Alex Tafoya, Planning and Zoning Supervisor

6. AUTHORIZATION TO ISSUE REQUEST FOR PROPOSALS FOR ENGINEERING SERVICES AS-NEEDED.

Background Information: Current agreements for engineering services on an as-needed basis are in their fourth and last year and will soon expire. To continue to have such services available, it is necessary to issue a Request for Proposals for Professional Engineering Services As-Needed.

Action Requested Of Commission: Authorize County staff to issue a Request for Proposals for Engineering Services As-Needed.

Staff Recommendation: Authorize County staff to issue a Request for Proposals for Engineering Services As-Needed.

Presenter: Alex Tafoya, Planning and Zoning Supervisor

7. OUT OF STATE TRAVEL FOR ELAUTERIO “MIKE” MONTANO TO BE A GUEST INSTRUCTOR AT TEXAS EXTENSION ENGINEERING SERVICE (TEEX)

Background Information: In January 2017, San Miguel County Fire Chief Elauterio “Mike” Montano, was invited to be a guest instructor for the July TEEX Industrial Annual Fire School located on the Texas A&M Campus in College Station, Texas. The Texas A&M Fire Training Facility is recognized worldwide as a premier training center. Being invited to be a guest instructor is an honor. The training is scheduled to begin on July 16, 2017 and run through July 21, 2017, however as a guest instructor, Chief Montano is required to be at the facility on Friday, July 14, 2017. This is so he may attend instructor oriented meetings prior to the training. At this time, Chief Montano is requesting authorization from the San Miguel County Board of Commissioners to attend, as a guest instructor, the July TEEX Industrial Annual Fire School from July 14, 2017 to July 21, 2017 in College Station, Texas.

Upon returning, Chief Montano will provide training to San Miguel County Volunteer Firefighter’s in instructional information obtained at the TEEX Industrial Annual Fire School.

Action Requested of Commission: Review, discuss and approve.

Staff Recommendation: Approval

Presenter: Elauterio “Mike” Montano, SMC Fire Chief

8. NEW MEXICO DETENTION CENTER(S) – TRAINING ACADEMY PROGRAM

Background Information: The Contractual Agreement, by and between Luna Community College, and San Miguel County, New Mexico; for the provision of educational services for a New Mexico Detention Center(s) Training Academy Program; is presented for commission review and approval.

Action Requested of Commission: Review and Approval

Staff Recommendation: Approval

Presenter: Patrick W. Snedeker, Warden

9. DETENTION CENTER BILLING – OUTSTANDING BALANCES – NOT COLLECTABLE

Background Information: A listing has been compiled of detention center outstanding balances that are specific to the housing/care of other public agency detainees; that are uncollectable. The enumerated public agency locations have cited NMSA 33-3-14 confinement in county other than in which crime committed; expense borne by county; as valid justification for non-payment. Approval is sought, to declare the balances as uncollectable, and to expunge/remove such from any future outstanding, balance report(s).

Action Requested of Commission: Review and Approval

Staff Recommendation: Approval

Presenter: Patrick W. Snedeker, Warden

10. SUMMER YOUTH PROGRAM

Background Information: Discussion of the selection process and procedures for the Summer Youth Program

Action Requested of Commission: Information only

Staff Recommendation: Information only

Presenter: Morris Madrid, Public Service Supervisor

11. REPEAL AND RE- AWARD BID ON THE BERNAL TRACKS COUNTY ROAD B28A MISCELLANEOUS ROADWAY AND DRAINAGE IMPROVEMENTS PROJECT

Background Information: The San Miguel County Public Services Department went out for advertisement and opened bids on April 6, 2017. We recommend awarding the bid to Sierra Valley Construction as they were the lowest most qualified bidder after the 10% Veterans Preference was applied to the Roadway and Drainage Improvements Project in Bernal Tracks County Road B28A.

Action Requested of Commission: The San Miguel County Commission approve the Repeal of Bid to Franken Construction and Award bid to Sierra Valley Construction.

Staff Recommendation: Recommend and Repeal and Award Bid to the lowest most qualified bidder Sierra Valley Construction.

Presenter: Morris Madrid, Public Service Supervisor

12. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF MAY 2017

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

13. PRESENTATION OF SAN MIGUEL WEBSITE

Background Information: The San Miguel Information Technology Department has completed the migration to the new San Miguel County Website. The San Miguel County Information Technology Department would like to unveil the new site to the San Miguel County Commission and the San Miguel County Residents.

Action requested by the commission: information only

Staff Recommendation: none

Presenter: M. Diego Trujillo, Information Technology Supervisor

14. RESOLUTION NO. 06-13-17-RA01; ADDITION OF PLEASANT DR., 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 Driveway located off County Road A11A. 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 August 12, 2016 informing them of San Miguel County's intent to name the road. The deadline to submit a petition to select a different road name was September 16, 2016. None of the three (3) current residents responded within the allotted 30 day period subsequently, the name "Pleasant Dr." is suggested as the name for the road. 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: Approval of Resolution

Presenter: Diego Trujillo, Information Technology Supervisor

15. RESOLUTION NO. 06-13-17-RA02; ADDITION OF ORANGE DR., 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 Driveway located off County Road B30A (Gonzales Ranch Area). 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 August 12, 2016 informing them of San Miguel County's intent to name the road. The deadline to submit a petition to select a different road name was September 6, 2016. None of the three (3) current residents responded within the allotted 30 day period subsequently, the name “Orange Dr.” is suggested as the name for the road. 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: Approval of Resolution

Presenter: Diego Trujillo, Information Technology Supervisor

16. RESOLUTION NO. 06-13-17-RA03; ADDITION OF CALLE BRILLANTE, 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 Driveway located off NM Highway 386 (Tecolotito Area). 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 September 6, 2016 informing them of San Miguel County's intent to name the road. The deadline to submit a petition to select a different road name was October 14, 2016. None of the three (3) current residents responded within the allotted 30 day period subsequently, the name “Calle Brillante.” is suggested as the name for the road. 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: Approval of Resolution

Presenter: Diego Trujillo, Information Technology Supervisor

17. RESOLUTION NO. 06-13-17-RA04; ADDITION OF CAMINO ARDILLA, 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 ten (10) addressed cabins on a single Driveway located off NM Highway 65 (Roybal Cabins - El Porvenir). 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.” One letter was sent to the owner on July 28, 2016 informing them of San Miguel County's intent to name the road. The deadline to submit a petition to select a different road name was September 2, 2016. The owner did not respond within the allotted 30 day period subsequently, the name “Camino Ardilla.” is suggested as the name for the road. 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: Approval of Resolution

Presenter: Diego Trujillo, Information Technology Supervisor

18. RECOMMENDATION TO APPROVE THE REVISED JOB DESCRIPTION OF EMERGENCY MANAGEMENT SPECIALIST.

Background Information: The Job Description of Office of Emergency Management Administrative Assistant needs to be revised to reflect the requirement set by the Department of Homeland Security as an Emergency Management Specialist.

Action Requested of Commission: Approval of the Revised Job Description of Administrative Assistant to Emergency Management Specialist.

Staff Recommendation: Approval of the Revised Job Description of Administrative Assistant to Emergency Management Specialist.

Presenter: Leo Maestas, OEM Manager

19. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF MAY 2017

Background Information: PERSONAL ACTIONS OR CHANGES WHICH HAVE TAKEN PLACE IN SAN MIGUEL COUNTY FOR THE MONTH OF MAY 2017 ARE SUBMITTED FOR RATIFICATION AND APPROVAL BY THE SAN MIGUEL BOARD OF COMMISSIONERS

Action Requested of Commission: To Approve and Ratify the Personnel Actions or Changes That Have Taken Place during the Month of May 2017

Staff Recommendation: To Approve and Ratify the Personnel Actions or Changes That Have Taken Place during the Month of May 2017

Presenter: Eileen Sedillo, Human Resource Supervisor

BOARD OF FINANCE MEETING

20. BANK TRANSFERS FOR THE MONTH OF MAY

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

Action Requested of Commission: Information Only

Staff Recommendation: None

Presenter: Bertha Bustamante, County Treasurer

21. RESOLUTION 2017-06-13-F1, INSURANCE PREMIUMS – AFFORDABLE CARE ACT

Background Information: The insurance premiums for health care have increased by 1%. As a result this resolution supersedes Resolution 2016-07-19-F1, which established the insurance tiers for the FY16/17. The revision was necessary to ensure we are providing affordable health care.

Action Requested of Commission: Informational purposes only.

Staff Recommendation: Informational purposes only.

Presenter: Melinda Gonzales, Finance Supervisor

22. RESOLUTION 2017-06-13-F2

Background Information: The County had previously received a grant from Homeland Security in the amount of \$165,000, of which \$127,500 would be funded Homeland and the remaining \$41,250 would be matched by the County. The County budgeted an additional \$5,000 in matching funds since the estimated cost of the project was \$170,000. Since then, Homeland Security has modified the grant amount to \$169,980.62, of which \$123,485.46 will be funded by Homeland and the remaining \$42,495.16 is the new matching requirement for the County.

Action Requested of Commission: Review and approval.

Staff Recommendation: Review and approval.

Presenter: Melinda Gonzales, Finance Supervisor

23. INDIGENT BURIAL – NEW MEXICO MORTUARY SERVICES

Background Information: The Finance Office has received, reviewed and processed an indigent burial claims from New Mexico Mortuary Services.

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

Staff Recommendation: Ratification of the indigent burial payment.

Presenter: Melinda Gonzales, Finance Supervisor

24. ACCOUNTS PAYABLE REPORT FOR THE PERIOD OF APRIL 25, 2017 THROUGH MAY 25, 2017 AND THE APRIL 2017 HOUSING PAYMENT REGISTER.

Background Information: Present payments made during the period of April 25, 2017 through May 25, 2017. Also to present the Housing Payment Register for the month of April 2017 as processed by Bernalillo County on behalf of San Miguel County.

Action Requested of Commission: Review and approve.

Staff Recommendation: Review and approve.

Presenter: Melinda Gonzales, Finance Supervisor

25. CASH BALANCE REPORT

Background Information: To report the March 31, 2017 cash balances.

Action Requested of Commission: Informational purposes only.

Staff Recommendation: Informational purposes only.

Presenter: Melinda Gonzales, Finance 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: Public Works, Planning and Zoning, Detention Center, and County Attorney.

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, Flores-Fenzi v. County of San Miguel et al., D-412-CV-2017-309.

ADJOURNMENT