



Board of County Commissioners

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Vice Chair - District 3

Janice C. Varela
Commissioner - District 2

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Commissioner - District 4

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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, August 8, 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, KMDZ, KBQL, and KMDS: July 24, 2017

Posted on the SMC Website at www.smccounty.net: July 24, 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.smccounty.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

SALUTATION TO THE NEW MEXICO STATE FLAG:

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

"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

July 11, 2017 Regular Meeting Minutes

July 27, 2017 Special Meeting Minutes

PRESENTATIONS

PRESENTATION: General Extension 4-H update

PRESENTER: Samantha Ortiz

PRESENTATION: 3rd Annual Local Emergency Planning Committee EXPO

PRESENTER: Sally Flores, LEPC Chair

PRESENTATION: Small Business Development Center

PRESENTER: Don Bustos

PUBLIC INPUT FORUM

NEW BUSINESS

REGULAR ORDER

1. OLD WOOD LEASE AGREEMENT

Background Information:

Discussion of the Lease Agreement between San Miguel County and EDC/Old Wood, LLC.

Action Request of Commission: discussion item

Presenter: Morris Madrid, Public Works Supervisor

2. RESOLUTION NO. 08-08-17-ICIP

Background Information:

San Miguel County has prepared its Infrastructure Capital Improvement Plan (ICIP) for 2019-2023. 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. 08-08-17-ICIP.

Staff Recommendation:

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

Presenter: Alex Tafoya, Planning and Zoning Supervisor

3. PERMISSION TO APPLY FOR THE FEDERAL HAZARDOUS MITIGATION PLANNING GRANT (HMP) FROM HOMELAND SECURITY AND EMERGENCY MANAGEMENT

Background Information:

The San Miguel County/City of Las Vegas Office of Emergency Management is requesting permission to apply for a Federal HMP Grant. This grant will enable the OEM Office to up-date the San Miguel County 2014 Multi-Jurisdictional Hazard Mitigation Plan which expires on December 8, 2019. Department of Homeland Security sent the application on July 18, 2017 and it is due on October 1, 2017. The grant is for \$50,000.00 with a match of \$12,500.00, which is a 75%-25% match.

Action Requested of Commission: approval to apply HMP

Staff Recommendation: approval to apply HMP

Presenter: Leo Maestas, Interim Emergency Manager

4. AGREEMENT - CARE OF PRISONER(S) CONTRACT - TAOS COUNTY, NEW MEXICO AND SAN MIGUEL COUNTY, NEW MEXICO.

Background Information:

The care of prisoner(s) Agreement, by and between Taos County, New Mexico and San Miguel County, New Mexico; providing for housing and care of Taos County inmates, at the San Miguel County Detention Center; is presented for commission review and approval. The cost of housing is ninety dollars (\$90.00) per day/per inmate, along with a \$20.00 (twenty dollar) booking fee.

Action Requested of Commission: review and approval

Staff Recommendation: approval

Presenter: Antonio Padilla, Major

5. REQUEST TO AWARD THE RINCONA FIRE STATION PHASE 2 PROJECT

Background Information:

Recently this division advertised a Request for Bids for the Rincona Fire Station Phase 2 Project. One bid was received from New Image Construction with a bid of \$144,986.00. All requirements outlined in the instructions for bidders were met and the bidder has the required licenses to perform the work. At this time staff is recommending, along with Mr. Kevin Balciar, awarding the Rincona Fire Station Phase 2 Project to New Image Construction as the lowest most qualified bidder.

Action Requested of Commission:

Review documentation and award the bid to New Image Construction.

Staff Recommendation:

Award the bid to New Image Construction.

Presenter: Elauterio "Mike" Montano, SMC Fire Chief

6. INDUSTRIAL EMERGENCIES FOR MUNICIPAL-BASED RESPONDERS

Background Information:

While instructing at TEEX last month, Elauterio "Mike" Montano, San Miguel County Fire Chief, was offered an opportunity to have San Miguel County Volunteer Fire Department members attend training at TEEX at no cost to the County. Chief Montano would like to make the Commissioners aware of this exceptional opportunity.

Action Requested of Commission: informational purposes only

Staff Recommendation: informational purposes only

Presenter: Elauterio “Mike” Montano, SMC Fire Chief

7. APPROVAL OF RESOLUTION NO. 08-08-17 SP-4-18(904) AUTHORIZING SAN MIGUEL COUNTY TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR ROAD IMPROVEMENTS THROUGH LOCAL GOVERNMENT ROAD FUND PROGRAM.

Background Information:

The County of San Miguel County entered into a School Bus Route Agreement with the 2017-2018 Local Government Road Fund Program. The New Mexico Department of Transportation will have a share of \$46,406.00 (75%) and the County’s share of \$15,469.00 (25%) for the Total Project Cost of \$61,875.00 on El Camino Road from Hot Springs.

Action Requested of Commission:

The San Miguel County Commission approve Resolution No. 08-08-17 SP-4-18(904).

Staff Recommendation:

Approval of Resolution No. 08-08-17 SP-4-18(904) and authorize staff to submit the 2017-2018 Cooperative Agreements to the New Mexico Department of Transportation for execution

Presenter: Morris Madrid, Public Works Supervisor

8. MEMORANDUM OF AGREEMENT BETWEEN SAN MIGUEL COUNTY AND CYPRUS AMAX MINERALS COMPANY

Background Information:

Many years ago, San Miguel County (SMC) Road Department accepted waste material from the mining company (Cyprus) near Pecos, New Mexico and placed this material on County Road B60 also known as Upper Colonias. These mine tailing materials were subsequently determined to contain contaminated (non-hazardous) materials. The New Mexico Environment Department (NMED) determined that these materials should be removed from the roadway and properly disposed. After months of negotiations between the interested parties, an agreement in principle has been reached that designates the following

responsibilities: San Miguel County will proceed with a road improvement project on a portion of County Road B60 that will incorporate the removal and temporary storage of contaminated materials, replacement of material and completion of road improvement project that includes base course surface and chip seal surface in compliance with Engineer's design. Cyprus will bear the financial responsibility for the removal of the contaminated materials and contribute seventy-five thousand dollars (\$75,000) toward the cost of the chip seal surfacing. Cyprus will also be responsible for the disposal of the contaminated materials as designated by the NMED. The attached (draft) Memorandum of Agreement is the binding legal document to define and insure fulfillment of responsibilities by San Miguel County and Cyprus in fulfillment of NMED requirements.

Action Requested of Commission:

Approval of Agreement in Principle and Authority to Finalize

Staff Recommendation: approval of agreement

Presenter: Morris Madrid, SMC Public Works Division Supervisor

9. APPROVAL OF BID AWARD OF THE 2017 REVENUE BOND PROJECT ON CACTUS ROAD B50A PROJECT TO THE LOWEST MOST QUALIFIED BIDDER.

Background Information:

The San Miguel County Public Works Division went out for advertisement and opened bids on July 11, 2017. We will recommend on awarding the bid to RL Leeder as the lowest most qualified bidder on the 2017 Revenue Bond Project on Cactus Rd. B50A Paving Project.

Action Requested of Commission:

The San Miguel County Commission to approve and recommend awarding the bid to RL Leeder being the lowest most qualified bidder.

Staff Recommendation:

Recommend and award bid to lowest most qualified bidder RL Leeder.

Presenter: Morris Madrid, Public Works Supervisor

10. APPROVAL OF BID AWARD OF THE 2017 REVENUE BOND PROJECT ON SAN YSIDRO RD. B43 PROJECT TO THE LOWEST MOST QUALIFIED BIDDER.

Background Information:

The San Miguel County Public Works Division went out for advertisement and opened bids on July 11, 2017. We will recommend on awarding the bid to Rocky Road Gravel as the lowest most qualified bidder on the 2017 Revenue Bond Project on San Ysidro Road B43 Paving Project.

Action Requested of Commission:

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

Staff Recommendation:

Recommend and award bid to lowest most qualified bidder Rocky Road Gravel.

Presenter: Morris Madrid, Public Works Supervisor

11. APPROVAL OF RESOLUTION NO. 08-08-17 SB-7747(955)18 AUTHORIZING SAN MIGUEL COUNTY TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR ROAD IMPROVEMENTS THROUGH LOCAL GOVERNMENT ROAD FUND PROGRAM.

Background Information:

The County of San Miguel County entered into a School Bus Route Agreement with the 2017-2018 Local Government Road Fund Program. The New Mexico Department of Transportation will have a share of \$52,782.00 (75%) and the County's share of \$17,594.00 (25%) for the Total Project Cost of \$70,376.00 on CR A-1 La Tewa.

Action Requested of Commission:

The San Miguel County Commission approve Resolution No. 08-08-17 SB-7747(955)18.

Staff Recommendation:

Approval of Resolution No. 08-08-17 SB-7747(955)18 and authorize staff to submit the 2017-2018 Cooperative Agreements to the New Mexico Department of Transportation for execution

Presenter: Morris Madrid, Public Works Supervisor

12. APPROVAL OF RESOLUTION NO. 08-08-17 CAP-4-18(454) AUTHORIZING SAN MIGUEL COUNTY TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR ROAD IMPROVEMENTS THROUGH LOCAL GOVERNMENT ROAD FUND PROGRAM.

Background Information:

The County of San Miguel County entered into a School Bus Route Agreement with the 2017-2018 Local Government Road Fund Program. The New Mexico Department of Transportation will have a share of

\$94,282.00 (75%) and the County's share of \$31,427.00 (25%) for the Total Project Cost of \$125,709.00 on CR A-14A 8th St. Extension.

Action Requested of Commission:

The San Miguel County Commission approve Resolution No. 08-08-17 CAP-4-18(454).

Staff Recommendation:

Approval of Resolution No. 08-08-17 CAP-4-18(454) and authorize staff to submit the 2017-2018 Cooperative Agreements to the New Mexico Department of Transportation for execution

Presenter: Morris Madrid, Public Works Supervisor

13. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF JULY 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

14. HUD APPROVED INCOME LIMITS 2017 – SAN MIGUEL COUNTY

Background Information:

HUD estimates annually the family median income for each metropolitan and nonmetropolitan county through the Country. They do this by using a combination of actual Consumer Price Index rates and a forecast of the Consumer Price Index published by the Congressional Budget office. In addition to this, survey data of each metropolitan and nonmetropolitan county is taken. Income limits are used in various ways but primarily as a parameter in Housing and Urban Developments (HUD's) rental assistance program. Income limits are used to determine the income qualification for families applying for rental assistance, primarily in the San Miguel County Housings Section 8 program. The program participants in the HUD programs are now based on 30 percent of median income or the federal poverty guidelines, whichever is greater.

Action Requested of Commission:

Approval of the HUD Approved Income Limits for 2017 – San Miguel County

Presenter: Betty Valdez, Acting Director-San Miguel Housing Authority

15. FAMILY SELF-SUFFICIENCY POLICY AND PROCEDURES

Background Information:

The Family Self-Sufficiency (FSS) program is a program that enables HUD assisted families and individuals to increase their earned income and reduce their dependency on assistance and rental subsidies. The FSS program engages community partners with San Miguel County Housing Authority. Local strategies are then developed to help families and individuals obtain employment that will lead to economic independence and self-sufficiency. Once an eligible family or individual is selected to participate in the program, the term of the FSS contract is generally 5 years. However, the contracts may be extended for good cause up to 2 years. The FSS program allows the program participant to retain their voucher during and after participation in the program.

Action Requested of Commission:

Approval of the San Miguel County Housing Authority Family Self Sufficiency policy and procedures.

Presenter: Betty Valdez, Acting Director-San Miguel Housing Authority

16. VIOLENCE AGAINST WOMEN ACT (VAWA) - UPDATED ADMINISTRATIVE PLAN

Background Information:

The Administrative Plan (Admin Plan) is a comprehensive guide to policies and procedures as they relate to San Miguel Housing Authority and HUD regulation. HUD requires the Administrative Plan be approved annually or when revisions occur by the Board of Commission. The significant changes in this Admin Plan is the HUD recently updated Violence Against Women Act (VAWA) requirements. VAWA was enacted by Congress in 1994. The original Act was created in response and recovery from domestic violence incidents. VAWA primarily addressed certain types of domestic violence. Over the years, VAWA has been modified to include such elements as partner violence, dating violence, sexual assault and stalking. The latest update incorporates a VAWA lease addendum that explains the rights of both rental applicants – landlords and tenants. It also includes documentation and direction should a tenant seek an emergency transfer from their unit under VAWA.

Action Requested of Commission:

HUD has required all Administrative Plans include the changes to VAWA therefore, approval of the Administrative Plan for San Miguel Housing Authority is requested.

Presenter: Betty Valdez, Acting Director-San Miguel Housing Authority

17. RESOLUTION NO. 08-08-17-RA03; ADDITION OF CALLE SIGUIENTE, 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 five (5) addressed structures on a single driveway located off US Highway 84 located between Los Montoyas and Apache Springs. 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 2, 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 9, 2016. None of the five (5) current residents responded within the allotted 30 day period subsequently, the name “*Calle Siguiente*” 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. RESOLUTION NO. 08-08-17-RA02; ADDITION OF CALLE ARBOLEDA, 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 four (4) addressed structures on a single driveway located off Urioste Dr. located in Tecolotito, 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 August 2, 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 7, 2016. None of the four (4) current residents responded within the allotted 30 day period subsequently, the name **“Calle Arboleda”** 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

19. RESOLUTION NO. 08-08-17-RA01; ADDITION OF CAMINO MEDIO, 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 Yellow Brick Rd. located in Tecolotito, 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 July 17, 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 **“Camino Medio”** 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

20. RESOLUTION NO. 08-08-17-RA04; ADDITION OF LONELY RD., 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 US Highway 84 located just pasted Apache Springs. 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 10, 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) residents responded within the allotted 30 day period subsequently, the name “**Lonely Rd**” 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

21. RECOMMENDATION TO RATIFY THE HIRING OF THE FOLLOWING INDIVIDUAL TO FILL THE TEMPORARY FULL TIME BUREAU OF ELECTIONS DEPUTY CLERK POSTION WITH THE SAN MIGUEL COUNTY CLERKS DIVISION AS PER THE RECOMMENDATION OF GERALDINE GUTIERREZ, SAN MIGUEL COUNTY CLERK.

TEMPORARY/FULL TIME EMPLOYEE:

ZACHARY T. GARZA- BUREAU OF ELECTIONS DEPUTY CLERK- DATE OF HIRE AUGUST 7, 2017-HOURLY SALARY: \$10.00

Background Information:

Mr. Zachary Garza will be working on a Temporary Full Time basis to fill the vacant Bureau of Elections Deputy Clerk Position.

Action Requested of Commission:

Approval to ratify the hiring of Zachary Garza to fill the Temporary Full Time position of Bureau of Elections Deputy Clerk with the San Miguel County Clerks Division.

Staff Recommendation:

Approval to ratify the hiring of Zachary Garza to fill the Temporary Full Time position of Bureau of Elections Deputy Clerk with the San Miguel County Clerks Division.

Presenter: Eileen Sedillo, Human Resource Supervisor

22. RECOMMENDATION TO RATIFY THE HIRING OF THE FOLLOWING INDIVIDUAL TO FILL THE PART TIME APPRAISER I POSITION WITH THE SAN MIGUEL COUNTY ASSESSOR'S DIVISION AS PER THE RECOMMENDATION OF PATRICIA GALLEGOS, SAN MIGUEL COUNTY ASSESSOR.

PART TIME PROBATIONARY EMPLOYEE:

ELIZABETH R. TARR- APPRASIER I – DATE OF HIRE: AUGUST 21, 2017- HOURLY SALARY: \$12.00

Background Information:

Upon having interviews for the Part Time Position of Appraiser I. Ms. Elizabeth Tarr was selected as the best qualified to fill the position she will be working 35 hours per week.

Action Requested of Commission:

Approval to hire Elizabeth Tarr to fill the Part Time position of Appraiser I with the San Miguel County Assessor's Division.

Staff Recommendation:

Approval to hire Elizabeth Tarr to fill the Part Time position of Appraiser I with the San Miguel County Assessor's Division.

Presenter: Eileen Sedillo, Human Resource Supervisor

23. RECOMMENDATION TO RATIFY THE HIRING OF THE FOLLOWING INDIVIDUALS TO FILL THE VACANT POSITIONS OF DETENTION OFFICER AT THE SAN MIGUEL COUNTY DETENTION CENTER AS PER THE RECOMMENDATION OF PATRICK SNEDEKER, WARDEN/FACILITY ADMINISTRATOR.

PROBATIONARY/FULL TIME EMPLOYEES:

STEVEN VIGIL- DETENTION OFFICER – DATE OF HIRE: JULY 24, 2017- PROBATIONARY SALARY: \$20,900.00

ERICA GARCIA -DETENTION OFFICER – DATE OF HIRE: AUGUST 7, 2017- PROBATIONARY SALARY: \$20,900.00

ANDREW ELLIS- DETENTION OFFICER – DATE OF HIRE: AUGUST 7, 2017- PROBATIONARY SALARY: \$20,900.00

Background Information:

The Detention Officer positions became vacant due to employees resigning or that have been dismissed from their positions as Detention Officers.

Action Requested of Commission:

Approval to ratify the hiring of Stephen Vigil, Erica Garcia, and Andrew Ellis to fill the vacant positions of Detention Officers.

Staff Recommendation:

Approval to ratify the hiring of Stephen Vigil, Erica Garcia, and Andrew Ellis to fill the vacant positions of Detention Officers.

Presenter: Eileen Sedillo, Human Resource Supervisor

24. RECOMMENDATION TO APPROVE THE REVISED JOB DESCRIPTION OF CHIEF DATA CLERK WITHIN THE SAN MIGUEL COUNTY ASSESSOR’S DIVISION.

Background Information: The Job Description of Chief Data Clerk needs to be revised in order to reflect all new responsibilities and description of work performed on a daily basis within the San Miguel County Assessor’s Division.

Action Requested of Commission:

Approval of the revised Job Description of Chief Data Clerk within the San Miguel County Assessor’s Division.

Staff Recommendation:

Approval of the revised Job Description of Chief Data Clerk within the San Miguel County Assessor's Division.

Presenter: Eileen Sedillo, Human Resource Supervisor

25. RECOMMENDATION TO APPROVE THE REVISED JOB DESCRIPTION OF WARDEN/FACILITY ADMINISTRATOR WITHIN THE SAN MIGUEL COUNTY DETENTION CENTER.

Background Information: The Job Description of Warden/Facility Administrator needs to be revised in order to reflect current role and function and salary range within the San Miguel County Detention Center.

Action Requested of Commission:

Approval of the revised Job Description of Warden/Facility Administrator within the San Miguel County Detention Center.

Staff Recommendation:

Approval of the revised Job Description of Warden/Facility Administrator within the San Miguel County Detention Center.

Presenter: Eileen Sedillo, Human Resource Supervisor

26. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF JULY 2017

Background Information:

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

Staff Recommendation:

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

Presenter: Eileen Sedillo, Human Resource Supervisor

BOARD OF FINANCE MEETING

27. REQUEST FOR JENNIFER LE FEBRE TO ATTEND CLASSES AT LUNA COMMUNITY COLLEGE

Action Requested of Commission: Approval for Jennifer's continued education.

Presenter: Bertha Bustamante, County Treasurer

28. BANK TRANSFERS FOR THE MONTH OF JUNE

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, County Treasurer

29. ACCOUNTS PAYABLE REPORT FOR THE PERIOD OF JUNE 26, 2017 THROUGH JULY 20, 2017 AND THE JUNE 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, Finance Supervisor

30. 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 live stocks.
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 Supervisor

31. INDIGENT BURIAL – DIRECT CREMATION AND BURIAL SERVICES

Background Information:

The Finance Office has received, reviewed and processed an indigent burial claims from Direct Cremation and Burial Services.

Action Requested of Commission: Ratification of the indigent burial payment

Staff Recommendation: Ratification of the indigent burial payment

Presenter: Melinda Gonzales, Finance Supervisor

32. CASH BALANCE REPORT

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

Action Requested of Commission: informational purposes only

Staff Recommendation: informational purposes only

Presenter: Melinda Gonzales, Finance Supervisor

33. JOURNAL ENTRY REPORT FOR THE MONTH OF JUNE 2017

Background Information:

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

Action Requested of Commission: Informational purposes only

Staff Recommendation: Informational purposes only

Presenter: Melinda Gonzales, Finance Supervisor

34. RECEIPT REPORT FOR THE MONTH OF JUNE 2017

Background Information:

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

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: Planning and Zoning Commission and contract with Lawyer.

ADJOURNMENT