

**MINUTES OF REGULAR MONTHLY MEETING OF  
SAN MIGUEL COUNTY BOARD OF COMMISSIONERS  
HELD TUESDAY, JUNE 9, 2020 BEGINNING AT 2:00 P.M.**

**CALL TO ORDER**

The San Miguel County Board of Commissioners held its regular monthly meeting on Tuesday, June 9, 2020, beginning at 2:00 p.m. The meeting convened at the San Miguel County Administration Complex located at 500 West National Ave., Suite 200, Las Vegas, New Mexico 87701. During the meeting, a County Board of Finance Meeting will take place.

Madam Chair Maria Martinez called the meeting to order at 2:00 p.m.

**ROLL CALL:**

Upon roll call, Madam Chair Maria Martinez present, Vice-Chair Chris Najjar present, Commissioner Janice Varela present, Commissioner Max Trujillo present, and Commissioner Harold Garcia present and a quorum was duly noted.

**PLEDGE OF ALLEGIANCE**  
**SALUTATION TO THE NEW MEXICO STATE FLAG**

Commissioners, staff and citizens in attendance joined in the pledge and salute.

**APPROVAL OF AGENDA**

Motion made by Commissioner Harold Garcia to approve the agenda. Second by Vice-Chair Chris Najjar. Motion carried.

**APPROVAL OF MINUTES**

Motion made by Commissioner Harold Garcia to approve the minutes for the May 12, 2020 Regular Meeting. Second by Commissioner Max Trujillo. Motion carried.

**PUBLIC INPUT**

No public input

## **NEW BUSINESS**

The Robertson High School Dream Makers gave a presentation on Digital Story and Teens Voices to prevent stigma related to suicide.

## **REGULAR ORDER**

### **1. MANAGERS REPORT**

San Miguel County Manager Vidal Martinez updated the Commission on the association of Counties 2021 Conference.

For informational purposes only.

### **2. UPDATE ON THE LAS VEGAS SENIOR CENTER PROGRAMS**

San Miguel County Senior Center Manager Wanda Salazar updated the Commission on the Las Vegas Senior Center Programs.

For informational purposes only.

### **3. SAN MIGUEL COUNTY PROCESS AND PROCEDURES FOR THE COVID-19 RESPONSE**

San Miguel County Emergency Manager Leo Maestas updated the Commission on the Process and procedures regarding the COVID-19.

For informational purposes only.

### **4. AMBULANCE UPDATE**

San Miguel County Fire Chief Andrew Duran updated the Commission on the Ambulance recently purchased for District 2.

For informational purposes only.

**5. REQUEST FOR APPROVAL OF THE SETTLEMENT OF SAN MIGUEL COUNTY VS. BLAME HER RANCH DBA 50FIFTY, LLC**

San Miguel County Attorney Dave Romero Jr. informed the Commission that San Miguel County sued the Blame Her Ranch for their failure to pay Lodgers' Tax. The Ranch has made a counteroffer to settle the case. They will pay Lodgers Tax from January 1, 2020 to the future. They will pay \$35,000.00 which will be used for hazard pay for First Responder. Response to Discovery from opponents is essential in determining damages to San Miguel County citizens, government and private industry. John Hayes, Steve Blamer, and Linda Blamer gave a presentation to the Commission to accept the settlement. Mr. Romero requested the Commission motion and vote to approve the settlement agreement between the parties.

Motion made by Vice-Chair Chris Najjar to approve the settlement agreement between the parties. Second by Commissioner Harold Garcia. Motion carried.

A roll call vote was taken.

Madam Chair Maria Martinez- Yes  
Vice-Chair Chris Najjar- Yes  
Commissioner Max Trujillo- Yes  
Commissioner Janice Varela- Yes  
Commissioner Harold Garcia- Yes

**6. FY 20/21 DWI GRANT AWARDED BUDGET**

San Miguel County DWI Coordinator Jesus Romero informed the Commission that DFA awarded the FY21 to San Miguel CO. DWI Program Grant in the amount of \$30,000 and distribution amount of \$219,053. Mr. Romero requested the Commission approve the FY 20/21 DWI Grant Awarded Budget.

Motion made by Commissioner Harold Garcia to approve the FY 20/21 DWI Grant Awarded Budget. Second by Commissioner Max Trujillo. Motion carried.

**7. RECOMMENDATION TO APPROVE THE REVISED JOB DESCRIPTION FOR THE DWI JUVENILE JUSTICE YOUTH CASE MANAGER**

San Miguel County Human Resource Director Eileen Sedillo informed the Commission under the direction of the DWI Coordinator, this grant-funded position is responsible for assessing and assisting youth referred to assessment center and referring to appropriate community programs. Follow up and regular meetings with youth, families, and referring agencies. This individual will attend meetings and work with community coalition and partners. Ms. Sedillo requested the Commission approve of the revised job description

Motion made by Commissioner Harold Garcia to approve the revised job description. Second by Commissioner Max Trujillo. Motion carried.

**8. INTERGOVERNMENTAL AGREEMENT NMEDD AND SAN MIGUEL COUNTY**

San Miguel County Planning and Zoning supervisor Alex Tafoya informed the Commission that San Miguel County has agreed to serve as the fiscal agent for the transfer of LEDA funds from the New Mexico Economic Development Department (NMEDD) to High Plains Processing, LLC. As part of the LEDA process and as required by NMEDD, an Intergovernmental Agreement must be executed between the County and NMEDD, which Agreement provides for the proper transfer of such LEDA funds. Mr. Tafoya requested the Commission review and approve the intergovernmental agreement.

Motion made by Commissioner Harold Garcia to approve the intergovernmental agreement. Second by Commissioner Max Trujillo. Motion carried.

**9. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF MAY 2020**

San Miguel County Public Works Road Foreman Arnold Lopez informed the Commission of all road Maintenance including blading throughout the County for the month of May 2020.

For informational purposes only.

**10. SAN MIGUEL COUNTY PUBLIC WORKS DEPARTMENT – RECOMMENDATION OF AWARD – 2020 SAN MIGUEL COUNTY ROAD IMPROVEMENTS – PENDARIES VILLAGE LANE RECONSTRUCTION PROJECT.**

San Miguel County Public Works Director Gerald Garcia informed the Commission that San Miguel County, NM, solicited competitive sealed bids from qualified vendors, for the Pendaries Village Lane Reconstruction Project. The received bids were evaluated. Rocky Road Gravel and Well Drilling, Inc., was the lowest and most qualified bidder. A request is made to the San Miguel County Commission for approval to enter into a contractual agreement with Rocky Road Gravel and Well Drilling LLC. Mr. Garcia requested the Commission approve of the recommendation to award Rocky Road Gravel and Well Drilling LLC the project.

Motion made by Vice-Chair Chris Najar to award Rocky Road Gravel and Well Drilling LLC the project. Second by Commissioner Harold Garcia. Motion carried.

**11. RESOLUTION NO. SMC-06-09-2020-COOP AUTHORIZING SAN MIGUEL COUNTY TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE NEW MEXICO DEPARTMENT OF**

**TRANSPORTATION FOR ROAD IMPROVEMENT FUNDS THROUGH THE LOCAL GOVERNMENT ROAD FUND PROGRAM**

San Miguel County Public Works Director Gerald Garcia informed the Commission that the San Miguel County Public Service Division appealed to the New Mexico Department of Transportation for funding assistance through the 2020-2021 Cooperative Funding Assistance Program to improve the conditions of its public right-of-way. The New Mexico Department of Transportation authorized the County \$81,726.00 (75%) as an appropriation from the State with the understanding the county is to match \$27,242.00 (25%) for this project. Mr. Garcia requested the Commission approve Resolution SMC-06-09-2020-Coop

Motion made by Commissioner Harold Garcia to approve Resolution SMC-06-09-2020-COOP. Second by Commissioner Janice Varela. Motion carried.

**12. RESOLUTION NO. SMC-06-09-2020-SB AUTHORIZING SAN MIGUEL COUNTY TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR ROAD IMPROVEMENT FUNDS THROUGH THE LOCAL GOVERNMENT ROAD FUND PROGRAM.**

San Miguel County Public Works Director Gerald Garcia informed the Commission that the San Miguel County Public Service Division appealed to the New Mexico Department of Transportation for funding assistance through the 2020-2021 Cooperative Funding Assistance Program to improve the conditions of its public right-of-way. The New Mexico Department of Transportation authorized the County \$96,825.00.00 (75%) as an appropriation from the State with the understanding the county is to match \$32,275.00 (25%) for this project. Mr. Garcia requested the Commission approve resolution SMC-06-09-2020-SB.

Motion made by Commissioner Janice Varela to approve resolution SMC-06-09-2020-SB. Second by Commissioner Max Trujillo. Motion carried.

**13. RESOLUTION NO. SMC-06-09-2020-CAP AUTHORIZING SAN MIGUEL COUNTY TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR ROAD IMPROVEMENT FUNDS THROUGH THE LOCAL GOVERNMENT ROAD FUND PROGRAM.**

San Miguel County Public Works Director Gerald Garcia informed the Commission that the San Miguel County Public Service Division appealed to the New Mexico Department of Transportation for funding assistance through the 2020-2021 Cooperative Funding Assistance Program to improve the conditions of its public right-of-way. The New Mexico Department of Transportation authorized the County \$114,506.00 (75%) as an appropriation from the State with the understanding the county is to match \$38,169.00 (25%) for this project. Mr. Garcia requested the Commission approve resolution SMC-06-09-2020-CAP

Motion made by Vice-Chair Chris Najar to approve resolution SMC-06-09-2020-CAP. Second by Commissioner Harold Garcia. Motion carried.

## **BOARD OF FINANCE MEETING**

### **14. BANK TRANSFERS FOR THE MONTH OF MARCH**

San Miguel County Finance Supervisor Melinda Gonzales presented to the commission the bank transfers for the month of March for the Treasurer's Office.

For informational purposes only.

### **15. RESOLUTION 2020-06-09-F1**

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission of the USDA reserve requirements for Cabo Lucero to the Cabo Lucero VFD Fund. Ms. Gonzales requested the Commission review and approve resolution 2020-06-09-F1

Motion made by Vice-Chair Chris Najar to approve Resolution 2020-06-09-F1. Second by Commissioner Harold Garcia. Motion carried.

A roll call vote was taken

Madam Chair Maria Martinez- Yes  
Vice-Chair Chris Najar- Yes  
Commissioner Max Trujillo- Yes  
Commissioner Janice Varela- Yes  
Commissioner Harold Garcia- Yes

**16. FY 2020 THIRD QUARTER DFA BUDGET TO ACTUAL SUBMISSION, FINANCIAL REPORT ADJUSTMENT SCHEDULE AND SECOND QUARTER LINE ITEM TRANSFERS**

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission each quarter, the Finance Office has to report the quarterly budget to actual information to the Department of Finance and Administration through the Local Government Budgeting Management System (LGBMS). The information is taken from the general ledger and summarized to the LGBMS reporting line items. In addition, the Finance Office must ensure the ending cash balances in LGBMS is reconciled to the cash and changes in other assets and liabilities in the general ledger. The changes in other assets and liabilities is reported to DFA through a Financial Report Adjustment Schedule. Both the quarterly report and the Financial Report Adjustment Schedule are being presented. Finally, the Finance Office is required to report any line item transfers to DFA that were performed during the quarter. The line item transfers do not increase or decrease the overall budget and are needed almost immediately to continue the operation of county government. A Budget Adjustment Report from the Tyler system is being provided and the information was used to summarize the budget adjustments in the LGBMS system.

For informational purposes only.

**17. RESOLUTION 2020-06-09-F2, INSURANCE PREMIUMS – AFFORDABLE CARE ACT.**

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission that the insurance premiums for health care have increased by 3%. As a result this resolution will supersede Resolution 2019-05-15-F2, which established the insurance tiers for the FY 19/20. The revision is necessary to ensure we are providing affordable health care. Ms. Gonzales requested the Commission review and approve Resolution 2020-06-09-F2.

Motion made by Commissioner Max Trujillo to approve Resolution 2020-06-09-F2. Second by Vice-Chair Chris Najar. Motion carried.

**18. RATIFY THE RECOMMENDATION MADE BY STAFF TO HIRE PRC CPAS AND CONSULTANTS LLP TO PERFORM THE FY 19/20 AUDIT**

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission of notification received from the State Auditor's Office to submit request for proposals for auditing services for the Fiscal Year 2019/2020. A request for proposal was issued and three companies responded. RPC CPAs and Consultants LLP was the highest ranking company of the proposals received. The recommendation was due to the State Auditor's Office by May 1, 2020. Ms. Gonzales requested the Commission review and approve the recommendation to hire PRC CPAS and Consultants LLP.

Motion made by Vice-Chair Chris Najar to approve the staff's recommendation. Second by Commissioner Max Trujillo. Motion carried.

**19. JOURNAL ENTRY REPORT FOR THE MONTH OF APRIL 2020**

San Miguel County Finance Supervisor Melinda Gonzales provided the Commission with a Journal Entry report for the month of April 2020

For informational purposes only

**20. INDIGENT CLAIMS**

San Miguel County Finance Supervisor Melinda Gonzales provided the Commission with information regarding the indigent claims processed since the last Commission Meeting. Ms. Gonzales requested the Commissions ratification of the indigent claims.

Motion made by Vice-Chair Chris Najar to ratify and approve the Indigent claims. Second by Commissioner Max Trujillo. Motion carried.

**21. RECEIPT REPORT FOR THE MONTH OF APRIL 2020**

San Miguel County Finance Supervisor Melinda Gonzales provided the Commission with a receipt detail report for the month of April 2020

For informational purposes only.

**22. BUDGET REPORT FOR THE PERIOD OF JULY 1, 2019 THROUGH APRIL 30, 2020**

San Miguel County Finance Supervisor Melinda Gonzales provided the Commissioners with the journal entry report for the month of March 2020.

For informational purposes only

**23. ACCOUNTS PAYABLE REPORT FOR THE MONTH OF APRIL 2020**

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission of the cash balance report for the month of March 2020.

For informational purposes only.

**24. CASH BALANCE REPORT FOR THE MONTH OF APRIL 2020**



San Miguel County Finance Supervisor Melinda Gonzales informed the Commission of the cash balance report for the month of April 2020.

For informational purposes only.

**ADJOURNMENT**

Motion made by Vice-Chair Chris Najar to adjourn the meeting at 4:47 p.m. and go into executive session.  
Second by Commissioner Max Trujillo. Motion carried.

Approved this 14<sup>th</sup> day of July, 2020 as the Official Minutes of the Board of County Commissioners of San Miguel County, New Mexico, of its Regular Meeting held June 9, 2020.

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Madam Chair, Maria L. Martinez  
District 4

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Vice-Chairman, Chris A. Najar  
District 5

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Commissioner, Max O. Trujillo  
District 3

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Commissioner, Harold M. Garcia  
District 1

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Commissioner, Janice C. Varela  
District 2

ATTEST

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Geraldine E. Gutierrez, County Clerk

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Submitted By: Justin Dimas