

**MINUTES OF REGULAR MONTHLY MEETING OF
SAN MIGUEL COUNTY BOARD OF COMMISSIONERS
HELD TUESDAY FEBRUARY 09, 2021 BEGINNING AT 2:00 P.M.**

CALL TO ORDER

The San Miguel County Board of Commissioners held its regular monthly meeting on Tuesday, February 09, 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.

Chairman Harold Garcia called the meeting to order at 2:00 p.m.

ROLL CALL:

Upon a call of the roll by County Clerk Deputy Arleen Ortiz, Chairman Harold Garcia, present, Madam Vice-Chair Janice Varela, present, Commissioner Max Trujillo, present, Commissioner Martin Sena, present, and Commissioner Kenneth Medina, present, and a quorum was duly noted.

PLEDGE OF ALLEGIANCE

SALUTATION TO THE NEW MEXICO STATE FLAG

Commissioner Martin Sena led the Pledge of Allegiance and the Salutation to the New Mexico State Flag.

APPROVAL OF AGENDA

Chairman Harold Garcia suggested to the Commission item 7 be tabled. Interim Manager Melinda Gonzales requested from the Commission, the County Attorney Dave Romero presentation Item #9 be moved until he returns back from his Court Case Hearing.

Motion made by Commissioner Kenneth Medina to approve the agenda with the recognition of the above mentioned requests. Second by Commissioner Martin Sena. Motion carried.

APPROVAL OF MINUTES

11-9-2020-SM
12-8-2020-RM
1-1-2021-SM
1-14-2021-SM
1-26-2021-SM

Chairman Harold Garcia requested motion be made on above mentioned County Meetings with concerning question of the 11-9-2020 meeting in regards to Madam Chair being absent from the meeting and yet leading the Pledge of Allegiance and Salutation to the New Mexico State Flag.

Motion made by Madam Vice-Chair Janice Varela to approve the minutes for 11-9-2020 with the above mentioned changes made. Second by Commissioner Max Trujillo. Motion carried.

Motion made by Commissioner Max Trujillo to approve the minutes for 12-8-2020. Second by Madam Vice-Chair Janice Varela. Motion carried.

Motion made by Commissioner Max Trujillo to approve the minutes for 1-1-2021. Second by Commissioner Kenneth Medina. Motion carried.

Motion made by Commissioner Max Trujillo to approve the minutes for 1-14-2021. Second by Commissioner Martin Sena. Motion carried.

Motion made by Commissioner Kenneth Medina to approve the minutes for 1-26-2021. Second by Commissioner Max Trujillo. Motion carried.

PUBLIC INPUT

No public input

REGULAR ORDER

NEW BUSINESS

Recognition to Victor Reyes for his work and dedication to San Miguel County
Presenter: Chairman Harold Garcia

Chairman Harold Garcia presented a plaque to Victor Reyes in regards to his outstanding service and dedication to San Miguel County in receiving monies from the legislature.

**Retirement of Detention Center Officer Erlinda Romero
Presenter: Warden Matthew Elwell**

San Miguel County Warden Matthew Elwell presented to Officer Erlinda Romero a retirement plaque in recognition to her 14 years of outstanding services to the detention center.

1. **RESOLUTION IN SUPPORT OF ESTABLISHING A STATE PUBLIC BANK**

San Miguel County Madam Vice-Chair Janice Varela and Commissioner Max Trujillo presented to the Commission the Resolution in support of establishing a State Public Bank to the 2021 New Mexico Legislative Session, owned by and for the people of New Mexico. At this time the floor was turned over to guest speakers George and Dee Gamble and Pat Leahan. Ms. Dee Gamble informed the Commission the possible opportunities the County could have in adopting this resolution. Ms. Dee Gamble informed the Commission a State Public Bank would benefit the people in a way that other big banks have not been able to.

Motion made by Commissioner Max Trujillo to adopt the Resolution in support of establishing a State Public Bank. Second by Madam Vice-Chair Janice Varela. Motion carried.

ROLL CALL VOTE

Chairman Harold Garcia- Yes
Madam Vice-Chair Janice Varela- Yes
Commissioner Max Trujillo-Yes
Commissioner Martin Sena-Yes
Commissioner Kenneth Medina- Yes

2. **RESOLUTION 2021-02-09-CM**

San Miguel County Interim Manager Melinda Gonzales presented to the Commission a resolution opposing House Bill 4 of the First Session of the 55th Legislature, urging the New Mexico Legislature to provide more resources for the behavioral health and treatment, since behavioral health issues are the ultimate civil rights claims against our local government. Ms. Melinda Gonzales requested the Commission conduct a vote opposing the adoption of House Bill Resolution 2021-02-09-CM.

Motion made by Madam Vice-Chair Janice Varela opposing adopting Resolution 2021-02-09-CM. Second by Commissioner Max Trujillo. Motion carried.

ROLL CALL VOTE

Chairman Harold Garcia- Yes
Madam Vice-Chair Janice Varela- Yes
Commissioner Max Trujillo- Yes
Commissioner Martin Sena- Yes
Commissioner Kenneth Medina-Yes

3. **COVID-19 UPDATE.**

San Miguel County Emergency Manager Leo Maestas presented to the Commission an update on the current status of the Covid-19.

This item is for informational purposes only.

4. **RESOLUTION TO SUBMIT APPLICATION TO DEPARTMENT OF FINANCE FOR FY-22 DWI GRANT**

San Miguel County DWI Coordinator Jesus M. Romero presented to the Commission the Resolution to submit Application to the Department of Finance for the FY-22 DWI Grant. Mr. Jesus Romero requested the Commission approval to submit an application for FY-22 to the Department of Finance to participate in the Local DWI Grant and Distribution Program.

Motion made by Commissioner Kenneth Medina to approve the application for the local DWI Grant and Distribution Program. Second by Commissioner Max Trujillo. Motion carried.

5. **RECOMMENDATION TO APPROVE THE JOB DESCRIPTION FOR THE SAN MIGUEL COUNTY MANAGER**

San Miguel County Human Service Director Eileen Sedillo presented to the Commission the job description for the San Miguel County Manager. Ms. Eileen Sedillo informed the Commission this position would be under the directives of the Board of County Commissioners. Its general purpose is to perform a variety of professional executive and managerial duties in order to carry out the efficient and economic operation of the County. Ms. Eileen Sedillo requested the Commission approval of the job description for the San Miguel County Manager.

Motion made by Commissioner Martin Sena to approve the job description for the San Miguel County Manager. Second by Commissioner Kenneth Medina. Motion carried.

6. **RECOMMENDATION TO APPROVE THE JOB DESCRIPTION FOR THE TAX PROCESSOR 1 IN THE TREASURER'S OFFICE**

San Miguel County Human Resource Director Eileen Sedillo presented to the Commission the job description for the Tax Processor 1 in the Treasurer's Office. Ms. Eileen Sedillo informed the Commission this position would be under the direction of the County Treasurer and Chief Deputy Treasurer. The Tax Processor 1 duties consist of research, review and processing of property tax accounts, and related documents while performing tax collection procedures plus any other duties that may be assigned to them by the supervisor. Ms. Eileen Sedillo requested Commission approval for the revised job description of the Tax Processor 1.

Motion made by Commissioner Max Trujillo to approve the revised job description for Tax Processor 1 in the County Treasurer's Offices. Second by Commissioner Kenneth Medina. Motion carried.

7. **RECOMMENDATION TO APPROVE THE REVISED JOB DESCRIPTION OF ADMINISTRATIVE ASSISTANT TO SAN MIGUEL COUNTY FIRE/ SAFETY/ MAINTENANCE.**

Chairman Harold Garcia requested this item #7 to be tabled during the Approval of Agenda.

8. **SAN MIGUEL COUNTY INTERIM MANAGER RECOMMENDATION TO APPROVE THE PROFESSIONAL SERVICE AGREEMENT BETWEEN SAN MIGUEL COUNTY AND HOLCOMB LAW OFFICE MARCH 1, 2021 THROUGH FEBRUARY 28, 2023**

San Miguel County Human Resource Supervisor Eileen Sedillo presented to the Commission the Professional Service Agreement between San Miguel County and Holcomb Law Office March 1, 2021 through February 28, 2023. Ms. Eileen Sedillo informed the Commission Holcomb Law Office will provide advice and assistance to San Miguel County in the following areas (1) to represent Miguel County in Employment and Labor Issues, as needed; (2) to provide Legal Advice and Consultation, as needed; (3) as otherwise directed by San Miguel County. Ms. Eileen Sedillo requested the Commission approval of the Professional Service Agreement Between San Miguel County and Holcomb Law Office.

Motion made by Commissioner Max Trujillo to approve the Professional Service Agreement between San Miguel County and Holcomb Law Office. Second by Commissioner Kenneth Medina. Motion carried.

9. AMBULANCE SERVICE UPDATE

San Miguel County Attorney Dave Romero presented to the Commission the Ambulance Service Update. Mr. Dave Romero informed the Commission, the 1st part of this item would to conduct public discussion to Inform the public what has been going on and where the County is going with this item. The 2nd part of this item would be discussed in executive session where the financial negotiations between the City and the County and the County and the Ambulance Service will be discussed.

This item is for informational purposes only.

10. COMMUNICATION PROJECT UPDATE

San Miguel County Fire Chief Andrew J. Duran informed the Commission San Miguel County, through capital outlay funding and fire department funding, has started to upgrade its communication system. The current system is an analog four site Simulcast System. The system will be upgraded to a support both P25 digital compliance and analog and is scalable for future expansion. All existing equipment will be removed and replaced with new digital equipment, which will use less space and less overall equipment.

This item is for informational purposes only.

11. PECOS CANYON FIRE STATION CONSTRUCTION BID AWARD

San Miguel County Fire Chief Andrew J. Duran informed the Commission, San Miguel County has received bids for the construction of a new fire station in the Pecos Canyon Fire District. All six bids received during the bid opening met the specified requirements. The lowest base bid submitted was by New Image Construction. Mr. Duran requested approval from the Commission for the Pecos Canyon Fire Construction to be awarded to the lowest bidder being New Image Construction.

Motion made by Commissioner Martin Sena to approve the Construction of the Pecos Canyon Fire Station to be given to the lowest bidder New Image Construction. Second by Commissioner Max Trujillo. Motion carried.

12. TECOLOTE BRIDGE PROJECT UPDATE

San Miguel County Public Works Supervisor Gerald Garcia presented to the Commission the latest update on the Tecolote Bridge FEMA Project. Mr. Gerald Garcia informed the Commission, San Miguel County has received approval of federal money for the Tecolote Bridge Project. The County will submit an advertisement

bid opening in the Albuquerque Journal and the Las Vegas Daily Optic beginning February 17, 2021 for approximately 3 weeks, and then a bid packaging will take place on March 11, 2021. Then on April 13, 2021 at the Commissioners Regular Monthly Meeting the contractors bid will be presented to the Commission.

This item is for informational purposes only.

13. PROPOSED 2021/2022 LOCAL GOVERNMENT ROAD FUND (LGRF) PARTICIPATION PROGRAM

San Miguel County Public Works Supervisor Gerald Garcia informed the Commission, San Miguel County Public Works Division has been asked by the New Mexico Department of Transportation to participate in the LGRF 2021-2022. Mr. Gerald Garcia informed the Commission that they will need to discuss and decide on the three roads for CAP, SB, and SP projects. The estimated cost, quantities and match waiver are needed for the road projects before the deadline of March 15, 2021.

San Miguel County Public Works Road Foreman Arnold Lopez recommendation to the Commission is the County paved roads for the LGRF 2021-2022 road projects.

Chairman Harold Garcia recommendation was the Los Vigiles Road.

Madam Vice-Chair Janice Varela recommendation was complete the San Isidro Project and CRB56.

Commissioner Max Trujillo recommendation was RDA34 in Pendarias.

Commissioner Martin Sena recommendation was the Bernal and Chapelle and A26A La Manga

Commissioner Kenneth Medina recommendation was La Liendre Road.

San Miguel County Public Works Road Foreman Arnold Lopez requested Commission select three roads they would like to get worked on.

Chairman Harold Garcia requested a motion be made for the three road projects to be worked on, (1) Los Vigiles, (2) Pendarias and (3) San Isidro.

Motion made by Commissioner Max Trujillo to approve the above mentioned roads for the proposed 2021/2022 Local Government Road Fund Participation Program.

ROLL CALL VOTE

Chairman Harold Garcia- Yes

Madam Vice-Chair Janice Varela- Yes

Commissioner Max Trujillo- Yes
Commissioner Martin Sena- Yes
Commissioner Kenneth Medina- Yes

14. TECOLOTITO SOLID WASTE MOU

San Miguel County Public Works Road Supervisor Arnold Lopez informed to the Commission the County Public Works Division is currently operating a solid waste transfer station within the Anton Chico Land Grant in Tecolotito New Mexico. Mr. Arnold Lopez requested Commission approval to enter into and MOU with Guadalupe County Solid Waste and the Anton Chico Land Grant.

Motion made by Commissioner Kenneth Medina to approve the MOU between San Miguel County Solid Waste Department, Guadalupe County Solid Waste Department and the Anton Chico Land Grant. Second by Commissioner Max Trujillo. Motion carried.

15. PUBLIC WORKS DIVISION REPORT FOR THE MONTH OF JANUARY 2021

San Miguel County Public Works Road Foreman Arnold Lopez presented to the Commission the monthly road maintenance report and blading of all County roads.

For informational purposes only

16. ESTABLISHMENT OF A COUNTY ROAD – CAMINO DEL LEON- PETITION BY SAMANTHA SANDOVAL

San Miguel County Planning and Zoning Supervisor Robert Archuleta informed the Commission Article 5 Vacation, Alteration and Establishment of County Roads and Bridges Section 67-5-5 Alteration or establishments, petition states that the Board of County Commissioners may alter widen or change any established road or lay out any new roads in their respective counties. This road was previously maintained by the County but got turned over to the Land Grants. Mr. Robert Archuleta requested Commission approval to authorize a road viewing and proceed toward a public posting.

Motion made by Commissioner Martin Sena to approve the establishment of County Road Camino Del Leon. Second by Commissioner Kenneth Medina. Motion carried.

BOARD OF FINANCE MEETING

17. BANK TRANSFERS FOR THE MONTH OF DECEMBER 2020 & JANUARY 2021

San Miguel County Treasure Jennifer LaFebre presented to the Commission the month Bank Transfers for the months of December 2020 & January 2021.

This item is for informational purposes only.

18. ADDENDUM TO CONTRACT WITH JCG PLUMBING

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission the County is seeking a one year extension of the plumbing contract with JCG Plumbing. This will be the fourth and final year of the extension contract. Ms. Melinda Gonzales requested the Commission review and approval of the fourth and final extension with JCG Plumbing.

Motion made by Commissioner Max Trujillo to approve the fourth and final plumbing contract extension with JCG Plumbing. Second by Commissioner Kenneth Medina. Motion carried.

19. 2020 ANNUAL SURVEY OF LOCAL GOVERNMENT FINANCES TO THE US CENSUS BUREAU

San Miguel County Finance Supervisor Melinda Gonzales presented to the Commission the 2020 annual survey of the Local Government Finances to the US Census Bureau for the Fiscal Year Ending June 30, 2020.

This item is for informational purposes only.

20. RESOLUTION 2021-02-09-F1

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission the midyear budget hearings were held by all departments requesting changes to their budget. The Resolution contained the changes to the budgets at a fund level. Ms. Melinda Gonzales requested the Commission review and approve Resolution 2021-02-09-F1.

Motion made by Commissioner Max Trujillo to approve Resolution 2021-02-09-F1. Second by Commissioner Kenneth Medina. Motion carried.

21. JOURNAL ENTRY REPORT FOR THE MONTHS OF NOVEMBER AND DECEMBER 2020

San Miguel County Finance Supervisor Melinda Gonzales presented to the Commission the Journal Entry Report for the months of November and December 2020.

This item is for informational purposes only.

22. BUDGET REPORT FOR THE PERIOD OF JULY 1, 2020 THROUGH NOVEMBER 30, 2020 AND ALSO FOR THE PERIOD OF JULY 1, 2020 THROUGH DECEMBER 31, 2020

San Miguel County Finance Supervisor Melinda Gonzales presented to the Commission the FY20/21 Year to Date Budget Report.

This item is for informational purposes only.

23. ACCOUNTS PAYABLE REPORT FOR THE MONTHS OF NOVEMBER AND DECEMBER 2020

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission of the Accounts Payable Report for the Months of November and December. Ms. Melinda Gonzales requested the Commission review and approval of the Accounts Payable Report.

Motion made by Madam Vice-Chair Janice Varela to approve the Accounts Payable Report. Second by Commissioner Max Trujillo. Motion carried.

24. CASH BALANCE REPORT FOR THE MONTH OF NOVEMBER AND DECEMBER 2020

San Miguel County Finance Supervisor Melinda Gonzales presented to the Commission the Cash Balance Report for the month of November and December 2020.

This item is for informational purposes only.

25. RECEIPT REPORT FOR THE MONTH OF NOVEMBER AND DECEMBER 2020

San Miguel County Finance Supervisor Melinda Gonzales presented to the Commission the Receipt Report for the month of November and December 2020.

This item is for informational purposes only.

EXECUTIVE/ CLOSED SESSION

Limited Personal Matters, as permitted by NMSA 1978, Section 10-15-1(H) (2) (as amended) of the Open Meeting Act, more specifically personnel matters, regarding specific County Departments: Information only resignation of Matt Elwell, Detention Center Supervisor

Certain Purchases, as permitted by NMSA 1978, Section 10-15-1(H) (6) (as amended) of the Open Meetings Act. More specifically: Open Meetings Act, and Section 13-1-116 of the Procurement Code: Ambulance Services.

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: Open Meetings Act

Motion made by Commissioner Max Trujillo to retire from regular order at 5:08p.m. Second by Commissioner Martin Sena. Motion carried.

Motion made by Commissioner Max Trujillo to enter into executive session at 5:09 p.m. Second by Commissioner Martin Sena. Motion carried.

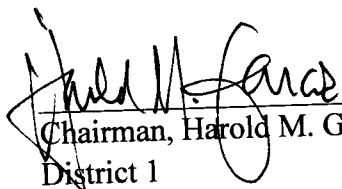
Motion made by Commissioner Kenneth Medina to retire from executive session at 6:57 p.m. Second by Commissioner Max Trujillo. Motion carried.

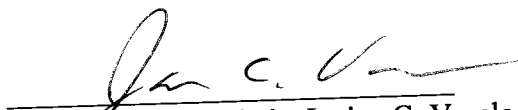
Let the record show no action was taken in executive session.

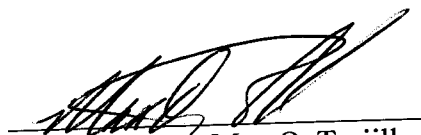
ADJOURNMENT


Motion made by Commissioner Max Trujillo to adjourn the meeting at 7:00 p.m. Second by Commissioner Martin Sena. Motion carried.

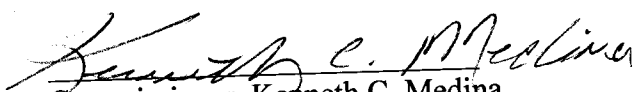
Approved this 9th day of March, 2020 as the Official Minutes of the Board of County Commissioners of San Miguel County, New Mexico, of its Regular Meeting held February 9, 2021.


Chairman, Harold M. Garcia
District 1


Madam Vice-Chair, Janice C. Varela
District 2


Commissioner, Max O. Trujillo
District 3


Commissioner, Martin Sena
District 4


Commissioner, Kenneth C. Medina
District 5

ATTEST


Gerardo E. Gutierrez, County Clerk