



Board of County Commissioners

Harold M. Garcia
Chair-District 1

Janice C. Varela
Vice-Chair-District 2

Max O. Trujillo
Commissioner-District 3

Martin Sena
Commissioner-District 4

Kenneth C. Medina
Commissioner-District 5

Melinda Gonzales
Interim County Manager

PUBLIC NOTICE DISSEMINATED FOR TODAY'S MEETING

The San Miguel County Board of Commissioners will hold a regular monthly meeting on Tuesday February 9, 2021 beginning at 2:00 p.m., this meeting will be held virtually. The meeting will be streamed from 500 West National Ave, Las Vegas, New Mexico 87701 in the Commission Chambers. Due to limited seating capacity the meeting can be viewed online at www.co.sanmiguel.nm.us. Should anyone wish to present for Public Input you will need to submit your name, address, phone number and topic to smcpi@co.sanmiguel.nm.us no later than 1:15 the day of the meeting. During the meeting, a County Board of Finance meeting will take place.

NOTICE TO PEOPLE WITH DISABILITIES: If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter or any form of auxiliary aid or service to attend or participate in the hearing(s) or meeting(s), please contact the San Miguel County Managers Office at (505) 425-9333 at least one 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 county at the above number if a summary or other type of accessible format is needed.

At least 72 hours in advance of this 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, and available in hard copy at the office of the San Miguel County Manager.

Administration Complex
500 West National Avenue, Suite 201 Las Vegas, New Mexico 87701 (505) 425-9333 phone (505) 425-7019 fax

AGENDA

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

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

11-9-2020-SM

12-8-2020-RM

1-1-2021-SM

1-14-2021-SM

1-26-2021-SM

PUBLIC INPUT FORUM

NEW BUSINESS

Recognition to Victor Reyes for his work and dedication to San Miguel County

Presenter: Chairman Harold Garcia

Retirement of Detention Center Officer Erlinda Romero

Presenters: Warden Matthew Elwell and Deputy Warden Antonio Padilla

REGULAR ORDER

1. RESOLUTION IN SUPPORT OF ESTABLISHING A STATE PUBLIC BANK

Background Information: A Resolution in support of legislation in the 2021 New Mexico legislative session to establish a state public bank, owned by and for the people of New Mexico.

Action Requested of Commission: Listen to the presentation and review and approve the resolution presented.

Staff Recommendation: Listen to the presentation and review and approve the resolution presented

Presenter: George and Dee Gamble and Pat Leahan

Sponsored by: Vice Chair Janice Varela and Commissioner Max Trujillo

2. RESOLUTION 2021-02-09-CM

Background Information: A resolution opposing House Bill 4 of the First Session of the 55th Legislature; urging the New Mexico Legislature to provide more resources for behavioral health prevention and treatment, since behavioral health issues are the root cause of many civil rights claims against local governments; and recommending damage caps on any new civil rights cause of actions as well as funding for any increased costs associated with this.

Action Requested of Commission: Review and approve.

Staff Recommendation: Review and approve.

Presenter: Melinda Gonzales, Interim County Manager

3. COVID-19 UPDATE

Background Information: Update on the current status of the COVID-19.

Action Requested of Commission: Information only

Staff Recommendation: Information only

Presenter: Leo Maestas, Emergency Manager

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

Background Information: Requesting the approval to submit an application for FY-22 to the Department of Finance to participate in the local DWI Grant and Distribution Program

Action Requested of Commission: Approval

Staff Recommendation: Requesting Commission Approval, Thank you

Presenter: Jesus M. Romero, DWI Coordinator

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

Background Information: This position works under the directives of the Board of County Commissioners. General purpose: Performs a variety of professional executive and managerial duties related to planning, directing, organizing, and controlling the administrative processes necessary to carry out the efficient and economic operation of the County.

Action Requested of Commission: Approval of the Job Description for the San Miguel County Manager

Staff Recommendation: Approval of the Job Description for the San Miguel County Manager

Presenter: Eileen Sedillo, Human Resource Director

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

Background Information: Under the general direction of the County Treasurer and the Chief Deputy Treasurer, the Tax Processor I performs routine functions involving research, review and processing of property tax accounts and related documents while performing tax collection procedures. This individual may perform other duties that may be assigned the supervisor.

Action Requested of Commission: Approval of the Job Description for the Tax Processor I.

Staff Recommendation: Approval of the Job Description for the Tax Processor I.

Presenter: Eileen Sedillo, Human Resource Director

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

Background Information: The Job Description of Administrative Assistant needs to be revised to reflect the additional duties of safety and maintenance support.

Action Requested of Commission: Approval of the Revised Job Description of Administrative Assistant to the San Miguel County Fire Services.

Staff Recommendation: Approval of the Revised Job Description of Administrative Assistant to the San Miguel County Fire Services.

Presenter: Eileen Sedillo, Human Resource Director

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 29, 2023.

Background Information: Holcomb Law Office will provide advice and assistance to San Miguel County in the following areas (1) To Represent San Miguel County in Employment and Labor Issues, as needed; (2) to provide Legal Advice and Consultation, as needed; and (3) as otherwise directed by San Miguel County. The term of the Professional Services Agreement between San Miguel County and Holcomb Law Office is March 1, 2021 through February 29, 2023.

Action Requested of Commission: Approval of the Professional Services Agreement between San Miguel County and Holcomb Law Office March 1, 2021 through February 29, 2023.

Staff Recommendation: Approval of the Professional Services Agreement between San Miguel County and Holcomb Law Office March 1, 2021 through February 29, 2023.

Presenter: Eileen Sedillo, Human Resource Director

9. AMBULANCE SERVICE UPDATE

Background Information: Update on the Ambulance services for San Miguel County

Action Requested of Commission: Information Only

Staff Recommendation: Information Only

Presenter: Dave Romero, County Attorney

10. COMMUNICATIONS PROJECT UPDATE

Background Information: San Miguel County, through capital outlay funding and fire department funding, has started the upgrade to our antiquated communications system. Our 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 uses less space and less overall equipment.

Action Requested of Commission: Information Only

Staff Recommendation: Information Only

Presenter: Andrew J. Duran, Fire Chief

11. PECOS CANYON FIRE STATION CONSTRUCTION BID AWARD

Background Information: San Miguel County has received bids for the construction of a new fire station in the Pecos Canyon Fire District. A total of six bids were received. All bidders met the requirements during the bid opening. The lowest base bid is submitted by New Image Construction.

Action Requested of Commission: Award bid to lowest bidder – New Image Construction

Staff Recommendation: Award bid to lowest bidder – New Image

Presenter: Andrew J. Duran, Fire Chief

12. TECOLOTE BRIDGE PROJECT UPDATE

Background Information: latest update on Tecolote Bridge FEMA Project

Action Requested of Commission: Information Only

Staff Recommendation: Information Only

Presenter: Gerald Garcia, Public Works Supervisor

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

Background Information: San Miguel County Public Works Division has been asked by the New Mexico Department of Transportation to participate in the LGRF 2021-2022. Commissioners are asked to discuss and decide on (3) roads for CAP, SB and SP projects. A scope of work, estimated cost and quantities, and match waiver are needed for the road projects before the deadline of March 15, 2021.

Action Requested of Commission: Discuss and approve roads for 21-22 LGRF projects.

Staff Recommendation: Discuss and approve roads for 21-22 LGRF projects.

Presenter: Gerald Garcia, SMC Public Works Director

14. TECOLOTITO SOLID WASTE MOU

Background Information: San Miguel County Public Works Division currently is operating a solid waste transfer station within the Anton Chico Land Grant in Tecolotito, New Mexico. Public Works is requesting authorization to enter into an MOU between San Miguel County, Solid Waste Department, Guadalupe County, Solid Waste Department and The Anton Chico Land Grant.

Action Requested of Commission: Action Required

Staff Recommendation: For Review and Approval

Presenter: Arnold Lopez, SMC Public Works Road Foreman

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

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 Informational Purposes Only

Staff Recommendation: For Informational Purposes Only

Presenter: Arnold Lopez, SMC Public Works Road Foreman

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

Background Information: Article 5, Vacation, Alteration and Establishment of County Roads and Bridges, section 67-5-5 Alteration or establishment; petition; states that the Board of County Commissioners may alter, widen, or change any established road or lay out any new road in their respective counties, when petitioned by ten freeholders residing within two miles of the road sought to be altered, widened or laid out. Said petition shall set forth a description of the road sought to be altered, widened or changed and if the petition be for a new road it shall set for the points where it is to terminate.

The proposed road begins at the main exit in Tecolote, NM off of I-25 southbound and east under the overpass to a gravel road called Camino Del Leon. The road is approximately ½ mile in length starting at the overpass near the frontage road and ending east approximately ½ mile. The road was maintained by the County at one time and then removed from the Road Log and the road is in very good condition with base course.

Action Requested of Commission: Approve and authorize a road viewing and direct the County Road Viewers to submit a recommendation to the Board of County Commissioners.

Staff Recommendation: Authorize a road viewing and proceed toward a public posting.

Presenter: Robert Archuleta, Planning and Zoning

BOARD OF FINANCE MEETING

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

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

Action Requested of Commission: Informational purposes only

Staff Recommendation: Informational purposes only

Presenter: Jennifer LaFebre, County Treasure

18. ADDENDUM TO CONTRACT WITH JCG PLUMBING

Background Information: The County is seeking a one-year extension of the plumbing contract with JCG Plumbing. This will be the fourth year of the contract and will be the final extension.

Action Requested of Commission: Review and approval.

Staff Recommendation: Review and approval.

Presenter: Melinda Gonzales

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

Background Information: Finance Office has prepared the 2020 Annual Survey of Local Government Finances for the Fiscal Year Ending, June 30, 2020. This report was completed on a cash basis and is being provided for informational purposes.

Action Requested of Commission: Informational purposes only

Staff Recommendation: Informational purposes only

Presenter: Melinda Gonzales

20. RESOLUTION 2021-02-09-F1

Background Information: Midyear budget hearings were held by all departments requesting changes to their budget. The Resolution contains the changes to the budgets at a fund level.

Action Requested of Commission: Review and approval.

Staff Recommendation: Review and approval.

Presenter: Melinda Gonzales

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

Background Information:

To provide the Commissioners with a Journal Entry Reports for the months of November and December 2020

Action Requested of Commission: Informational purposes

Staff Recommendation: Informational purposes.

Presenter: Melinda Gonzales

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

Background Information: To provide the Commissioners with a FY20/21 Year to Date Budget Report.

Action Requested of Commission: Informational purposes only.

Staff Recommendation: Informational purposes only.

Presenter: Melinda Gonzales

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

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

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

Background Information: To report the November 2020 and the December 2020 cash balances to the Commission

Action Requested of Commission: Informational Purposes Only

Staff Recommendation: Informational Purposes Only

Presenter: Melinda Gonzales

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

Background Information: To provide the Commissioners with a Receipt Detail Report for the months of November and December 2020

Action Requested of Commission: Informational purposes

Staff Recommendation: Informational purposes.

Presenter: Melinda Gonzales

Executive/ Closed Session

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: 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, 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

Adjournment

