

**MINUTES OF SPECIAL COUNTY COMMISSION MEETING OF SAN MIGUEL COUNTY BOARD OF COMMISSIONERS HELD TUESDAY MAY 22, 2012, BEGINNING AT 8:30 A.M.**

**CALL TO ORDER**

The San Miguel County Board of Commissioners held a Special County Commission meeting on Tuesday, May 22, 2012 at 8:30 a.m., at the San Miguel County Commission Chambers, County Courthouse 2<sup>nd</sup> floor, 500 West National Ave., Suite 200, Las Vegas, New Mexico 87701.

The agenda for the County Commission meeting was as follows:

**ROLL CALL:**

Chairman Nicolas T. Leger, Vice-chair Ron R. Ortega, Commissioners Marcellino A. Ortiz, Arthur J. Padilla were present. Commissioner David R. Salazar was absent.

The record will show a quorum was present.

**PLEDGE OF ALLEGIANCE:**

**SALUTATION TO THE NEW MEXICO STATE FLAG:**

**APPROVAL OF AGENDA**

Motion made by Commissioner Ortega to approve agenda. Second made by Commissioner Ortiz. Motion carried.

**1. AGREEMENT FOR INDEPENDENT CONTRACTIAL SERVICES BETWEEN MELANIE Y. RIVERA, SAN MIGUEL COUNTY CLERK AND PAUL MAEZ (INDEPENDENT CONTRACTOR)**

County Clerk Melanie Y. Rivera advised the Commission contractor shall render competent professional services to San Miguel County and to the Office of the County Clerk, the following services: Programming and Certification of M-100 Ballot Tabulator, Programming and Certification of AutoMark Assist Terminal, Operation of Unity Software and Election Technician Services.

Ms. Rivera advised the Commission, the services will be contacted annually.

Motion made by Commissioner Ortega to approve the Agreement for Independent Contractual Services. Second by Commissioner Ortiz. Motion carried.

**2. AWARD OF BID FOR THE LEASE OF A CURRENT YEAR STANDARD PRODUCTION 4X4 BACKHOE**

Public Works Division Supervisor Harold Garcia advised the Commission the San Miguel Public Works Division currently has a 4x4 Backhoe under a 60-month Lease-to-purchase Agreement that expired February, 2012. The Backhoe is being utilized for the day-to-day operations of the Road Division. The County has been leasing Heavy Equipment over the past 10 plus years, this process works well for the Lease-to-Own were advertised with two (2) Companies submitting their bids (Wagner Equipment Company and Adobe Truck and Rental).

Motion made by Commissioner Padilla to award bid to Wagner Equipment Company in the amount of \$797.63 per month. Second by Commissioner Ortega. Motion carried.

**3. AWARD OF PROPOSALS SUBMITTED FOR THE PLANNING AND DESIGN OF THE GUARDRAIL SAFETY PROJECT WITHIN COUNTY ROAD A-11-EIN LOS VIGILES**

Public Works Supervisor Harold Garcia advised the Commission staff recently requested proposals for Professional Design and Planning Services for the Safety Guardrail Project in Los Vigils. Funds for this project are being made possible through the Federal Transportation Safety Projects with the New Mexico Department of Transportation. Mr. Garcia advised the firm of Miller Engineering rated highest to the 3 firms submitted. Mr. Garcia recommended based on evaluation committees scoring, that Miller Engineering consultants be awarded the contract.

Motion made by Commissioner Ortega to approve award to Miller Engineering Consultants. Second by Commissioner Ortiz. Motion carried.

County Manager advised for the record the project needs to be completed by September 2012.

**4. SAN MIGUEL COUNTY MANAGER'S RECOMMENDATION TO APPROVE THE MEMORANDUM OF UNDERSTANDING REGARDING SUMMER HIRES FOR 2012 WITH THE CITY OF LAS VEGAS**

County Manager Les Montoya advised the Commission the MOU will be between the City of Las Vegas and San Miguel County to help extend its efforts in providing temporary summer employment opportunities to individuals within the community.

Motion made by Commissioner Padilla to approve the MOU regarding Summer hires for 2012 with the City of Las Vegas. Second by Commissioner Ortiz. Motion carried.

**5. SAN MIGUEL COUNTY MANAGERS RECOMMENDATION TO HIRE THE FOLLOWING INDIVIDUAL TO FILL THE NEW POSITION OF NATIONAL INCIDENT MANAGEMENT SYSTEM COORDINATOR WITH THE OFFICE OF EMERGENCY MANAGEMENT SAN MIGUEL COUNTY AND CITY OF LAS VEGAS AS PER THE RECOMMENDATION OF DENNIS ENGLISH, OFFICE OF EMERGENCY MANAGEMENT MANAGER**

**EXEMPT EMPLOYEE**

**ARTURO R. MARLOW-NATIONAL INCIDENT MANAGEMENT SYSTEMS  
COORDINATOR-DATE OF HIRE: MAY 29, 2012-ANNUAL SALARY: \$28,875.00**

County Manager Les W. J. Montoya advised the Commission the National Incident Systems Coordinator position was advertised and three applicants were interviewed out of the six applications that were received to fill the position. After the interviews were held the committee reviewed and discussed and it was determined Arturo R. Marlow was the top applicant being the most qualified to fill the new position of NIMS Coordinator. This individual will have clerical responsibilities as well as developing of trainings and exercising programs to meet the National Incident Management System compliance for San Miguel County/Las Vegas Office of Emergency Management. Mr. Montoya recommended the hiring of Mr. Marlow based on the recommendation of DEM Coordinator Dennis English.

Motion made by Commissioner Padilla to approve the hiring of Arturo R. Marlow. Second by Commissioner Ortega. Motion carried.

**6. BUDGET RESOLUTION 2012-05-22-F1, FY12/13 INTERIM BUDGET**

Finance Supervisor Melinda Gonzales advised the Commission during the month of April, the County Manager and Finance Supervisor met with all divisions and Elected Officials to discuss the FY12/13 budget. Based on those hearings a budget and interim budget was created for the review, discussion, modification and/or approval by the County Commission.

Discussion ensued regarding the budget.

Commissioner Ortega advised for the record that the Commissioners should consider reducing Commission salaries in an effort to save County funds.

Motion made by Commissioner Padilla to include salaries for an IT position and an additional Sheriff deputy position approve the hire of the IT tech and a Sheriff deputy. Second by Commissioner Ortega. Motion carried.

Discussion on financial matters continued.

Break was called- the time will show 11:21 a.m.  
Meeting reconvened- the time will show 11:33 a.m.

Motion made by Commissioner Padilla to increase county grants line item from \$81,512.00 to \$101,512.00 including additional grants in the amount of \$5,000.00 to Senior Citizens, Healthcare Alliance, Samaritan House and Main Street. The Commissioner also agreed to fund its County extension program for fiscal year 2012-13 but requested a letter from the County Manager be sent requesting specific program related deliverables and time lines. Second by Commissioner Ortega. Motion carried.

Commissioner Padilla inquires as to availability of funds to address employees' salaries for employees of San Miguel County.

Motion made by Commissioner Ortega to approve salaries adjusted, for County Employees accordingly:

4% below \$26,000.00

3% \$26,000.00-\$36,000.00

2% \$36,000.00-\$46,000.00

1% \$46,000.00-\$75,000.00

Commissioner Padilla seconded the motion. Motion carried.

After a lengthy discussion regarding the 2012-13 fiscal year budget, Chairman Leger asked for the wishes of the road.

Commission Padilla moved to approve the 2012-13 budget as presented, and amended to date . The second was offered by Commissioner Ortiz. All were in favor approving the 2012-13 Preliminary Budget.

**Executive/Closed Session was not held**

**ADJOURNMENT**

Motion made by Commissioner Ortiz to adjourn Special Commission Meeting. Second by Commissioner Padilla. Motion carried.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2012 as the Official Minutes of the Board of County Commissioners of San Miguel County, New Mexico, of the Special County Commission Meeting held on May 22, 2012.

\_\_\_\_\_  
Nicholas T. Leger, Chairman

\_\_\_\_\_  
Ron R Ortega, Vice-Chair

\_\_\_\_\_  
David R. Salazar, Commissioner

\_\_\_\_\_  
Marcellino A. Ortiz, Commissioner

\_\_\_\_\_  
Arthur J. Padilla, Commissioner

**ATTEST**

\_\_\_\_\_  
Melanie Y. Rivera, County Clerk

\_\_\_\_\_  
Minutes Submitted by: Michelle J. Padilla