

**MINUTES OF REGULAR MONTHLY MEETING OF  
SAN MIGUEL COUNTY BOARD OF COMMISSIONERS  
HELD TUESDAY, AUGUST 09, 2016 BEGINNING AT 2:00 P.M.**

**CALL TO ORDER**

The San Miguel County Board of Commissioners held its regular monthly meeting on Tuesday, August 9, 2016, beginning at 2:00 p.m. The meeting convened at the County Commission Chambers, San Miguel County Courthouse, 2<sup>nd</sup> floor, 500 West National Ave., Suite 200, Las Vegas, New Mexico 87701.

**ROLL CALL:**

Upon a call of the roll, Chairman Gilbert J.B. Sena present, Vice-Chairman Rock Ulibarri present, Commissioners Arthur J. Padilla present, Marcellino A. Ortiz present, and Nicolas T. Leger not present, and a quorum was duly noted.

**PLEDGE OF ALLEGIANCE AND SALUTATION TO NM STATE FLAG**

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

**APPROVAL OF AGENDA**

County Manager Les Montoya requested that the (Tri County Family Justice Center Annual Report Presentation) be removed from the agenda, due to the fact that our Presenter Terri Pearce was unable to attend.

Motion made by Commissioner Padilla to remove Tri County Presentation from the agenda, Second by Commissioner Ulibarri. Motion carried.

**APPROVAL OF MINUTES**

Motion made by Commissioner Ulibarri to approve the minutes of the regular monthly meeting held July 19, 2016, Second by Commissioner Ortiz. Motion carried.

**PRESENTATIONS:**

**PRESENTATION: Introduction of 2016 San Miguel County Summer Youth Program Participants**

**PRESENTERS:** Arnold Lopez; SMC Public Operations Division Road Foreman and Wendy Armijo, SMC Planner/Programs Administrator

Mr. Arnold Lopez and Ms. Wendy Armijo informed the Commission of the Summer Youth Program that they supervised of eleven individuals. Ms. Armijo informed the Commission that it was a four week program that instilled good work ethics for the individuals. Ms. Armijo requested with the Chairman's approval the Commission recognize these individuals, and presented them with certificates of accomplishment.

## **INTRODUCTION OF NEW SAN MIGUEL COUNTY EMPLOYEES**

County Manager Les Montoya introduced the following new employees:

**ERIC ESQUIBEL**-Deputy Sheriff-San Miguel County Sheriff's Department-Probationary full-time Employee  
**RONALD LOPEZ**-Deputy Sheriff-San Miguel County Sheriff's Department-Probationary full-time Employee  
**ARLEEN ORTIZ**-Deputy Clerk-Office of the Clerk-San Miguel County Clerk's Office-Probationary full-time employee.  
**JUSTIN DIMAS**-Deputy Clerk-Office of the Clerk-San Miguel County Clerk's Office-Probationary full-time employee  
**JENNAH CASTILLO**-Bureau of Elections Clerk -Office of the Clerk-San Miguel County Clerk's Office-Probationary full-time employee.

## **PUBLIC INPUT FORUM**

The public input forum began at 2:24 p.m., and the following person addressed the Commission, the subject of his comments indicated parenthetically following each name: **Manuel Garcia** ( Demanded better San Miguel County Management and Administration.)

The public input forum ended at 2:29 p.m.

## **NEW BUSINESS**

### **REGULAR ORDER**

- 1. RESOLUTION AUTHORIZING THE COUNTY TO SUBMIT AN APPLICATION TO THE NEW MEXICO FINANCE AUTHORITY TO REFUND CERTAIN OUTSTANDING DEBT OF THE COUNTY TO ACHIEVE ECONOMIC SAVINGS AND OBTAIN ADDITIONAL FUNDS TO COMPLETE PUBLIC SERVICE OPERATIONS PROJECTS, SHERIFF'S OFFICE AND DETENTION CENTER IMPROVEMENTS.**

County Manager Les Montoya informed the Commission of the Resolution authorizing the county to submit an application to the New Mexico Finance Authority to refund certain outstanding debt of the county. County Manager Les Montoya stated that the county needs to address some of the infrastructure building projects and for this reason County Manager Les Montoya requested that the Commission look into refinancing those revenue bonds that it has issued in the past so the county can move forward with other projects throughout the county. At this time County Manager Les Montoya requested the Commission move forward in passing this resolution.

Motion made by Commissioner Ulibarri to approve Resolution authorizing the County to submit an application to the New Mexico Finance Authority. Second by Commissioner Ortiz. Motion carried.

- 2. RESOLUTION DECLARING THE COUNTY'S INTENT TO CONSIDER A DEBT ORDINANCE AT A SUBSEQUENT COUNTY COMMISSION MEETING TO REFINANCE CERTAIN**

**OUTSTANDING DEBT OF THE COUNTY, AUTHORIZING COUNTY STAFF TO SUBMIT NOTICE OF MEETING AND INTENT TO CONSIDER ORDINANCE TO THE LAS VEGAS DAILY OPTIC FOR PUBLICATION, AND AUTHORIZING THE COUNTY TO RETAIN A MUNICIPAL ADVISOR AND BOND COUNSEL TO ASSIST THE COUNTY WITH THE REFINANCING.**

San Miguel County Manager Les Montoya informed the Commission moving forward with this resolution Commission would be authorizing the county to move forward with advertising with the intent to adopt an Ordinance for this refinance and the hiring of the professional service in these two areas. San Miguel County Finance Division Supervisor Melinda Gonzales informed the Commission that five years ago when the county did a refinance they did it for the same length of their loan. The County had a savings of about a million dollars. Ms. Gonzales stated that the County structured it to receive \$250,000 for a period of four years. Finance Supervisor Ms. Gonzales requested that the Commission approve the Resolution.

Commissioner Ortiz made a motion to approve Resolution declaring the County's intent to consider a debt Ordinance. Second by Commissioner Ulibarri. Motion carried.

**3. INVITATION FOR COMPETITIVE SEALED BIDS-TRI-COUNTY FAMILY JUSTICE CENTER**

San Miguel County Planning and Zoning Supervisor Alex Tafoya informed the Commission that the County needs to hire the services of a licensed contractor to make repairs to the Tri-County Family Center Building. Mr. Tafoya informed the Commission these repairs consist of window and portal trim repairs and the correcting of drainage problems at the rear of the building. Mr. Tafoya requested the Commission authorize County staff to issue an invitation for Competitive Sealed Bids.

Motion made by Commissioner Ortiz to approve the invitation for Competitive Sealed Bids-Tri-County Family Justice Center. Second by Commissioner Ulibarri. Motion carried.

**4. ADDENDUM TO AGREEMENT BETWEEN SAN MIGUEL COUNTY AND DIAMOND PEST CONTROL**

San Miguel County Planning and Zoning Supervisor Alex Tafoya informed the Commission that Detention Center Warden Snedeker has requested Pest Control Service to the newly completed Steve B. Flores and Family Reintegration Center to provide for such service the current contract with Diamond Pest Control needs to be amended. The cost would increase from \$125.00 to \$150.00 and the quarter amount would increase by \$25.00. So therefore Mr. Tafoya requested that the Board of Commission review and approve the addendum to agreement.

Motion Made by Commissioner Ulibarri to approve the addendum to agreement between San Miguel County and Diamond Pest Control. Second by Commissioner Padilla. Motion carried.

**5. ADDENDUM TO AGREEMENT BETWEEN COUNTY AND ENGINEERS INC.**

San Miguel County Planning and Zoning Division Supervisor, Alex Tafoya informed the Commission that Engineers Inc. has informed San Miguel County that it has merged with Occam I EC Consultants and is now operating under the name of Occam Engineers Inc. Mr. Tafoya also informed the Commission in order to reflect the merger name change and transfer of interest in the agreement between the County and Engineers Inc. an addendum to the agreement is being submitted for review and approval. Mr. Tafoya requested that the Commission review and approve the addendum to the agreement between San Miguel County and Engineers Inc.

Motion made by Commissioner Ortiz to approve the addendum as submitted. Second by Commissioner Ulibarri. Motion carried.

#### **6. ORDINANCE NO. 08-09-2016-OFF HIGHWAY VEHICLES**

SMC Planning and Zoning Supervisor Alex Tafoya informed the Commission that at the July 19<sup>th</sup> meeting the Board of Commissioners authorized by resolution, the proposed adoption of an ordinance regulating and allowing the operation of off-highway vehicles and all-terrain vehicles on paved streets or highways within San Miguel County. Mr. Tafoya requested that the Commission conduct a public hearing and adopt the Ordinance.

At 2:46 pm Chairman Gilbert Sena conducted a public hearing. Sheriff Gary Gold informed the Commission that he is in favor of Ordinance No. 08-09-2016 as per last month's discussions. Chairman Sena invited any public comment against Ordinance No. 08-09-2016. No one spoke against the ordinance. Public hearing came to an end at 2:49 pm.

Motion made by Commissioner Ulibarri to approve Ordinance No. 08-09-2016-Off-Highway Vehicles. Second by Commissioner Ortiz. Motion carried.

#### **7. APPROVAL FROM SAN MIGUEL COUNTY BOARD OF COMMISSIONERS TO SUBMIT THE NEW MEXICO FIRE PROTECTION GRANT APPLICATION FY 2017 FOR CABO LUCERO AND ROWE VOLUNTEER DEPARTMENTS AS WELL AS ANY SAN MIGUEL COUNTY VOLUNTEER FIRE DEPARTMENTS THAT MAY SUBMIT**

San Miguel County Emergency Manager Kurt Parkinson requested approval from the Board of Commission for approval to submit the grant applications for the NMFP grant Program FY 2017 due September 8, 2016 for Cabo Lucero in the amount of \$90,000.00 with a 20% match of \$18,000.00 and Rowe Fire Departments in the amount \$100,000.00 with a 20% match of \$20,000.00 as well as any San Miguel County Volunteer Fire Department that may submit. San Miguel County Emergency Manager Kurt Parkinson requested approval to apply/submit the grant application for NMFP Grant FY-2017.

Motion made by Commissioner Ortiz to approve to submit the New Mexico Fire Protection Grant Application FY 2017 as submitted. Second by Commissioner Padilla. Motion carried.

#### **8. RESOLUTION NO. 08-09-16-CAP-4-14(404) AUTHORIZING SAN MIGUEL COUNTY TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE NEW MEXICO DEPARTMENT OF**

**TRANSPORTATION FOR COUNTY ROAD IMPROVEMENTS FUNDS THROUGH THE LOCAL GOVERNMENT FUND PROGRAM—GONZALES RANCH-CR-B-31-A.**

San Miguel County Public Service Operation Division Road Foreman Arnold Lopez informed the Commission that the San Miguel County Public Service Division appealed to the New Mexico Department of Transportation for funding assistance through the 2016/2017 Cooperative Funding Assistance Program to improve the conditions of its public right-of-way. Mr. Lopez informed the Commission that the New Mexico Department of Transportation authorized the county \$102,743.00 (75%) as an appropriation from the State with the understanding the county is to match \$32,248.00 (25%) for this project.

Mr. Lopez requested the Commission approve Resolution 08-09-16-Cap-4-17 (404).

Motion made by Commissioner Ortiz to approve Resolution No. 08-09-2016-Cap-4-14 (404) . Second by Commissioner Ulibarri. Motion carried.

**9. RESOLUTION NO. 08-09-16-SB-7747(948)17 AUTHORIZING SAN MIGUEL COUNTY TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR COUNTY ROAD IMPROVEMENT FUNDS THROUGH THE LOCAL GOVERNMENT ROAD FUND PROGRAM—GALLINAS—CR-A-27**

San Miguel County Public Service Operation Division Road Foreman Arnold Lopez informed the Commission that the San Miguel County Public Service Division appealed to the New Mexico Department of Transportation for funding assistance through 2016/2017 Cooperative Funding Assistance Program to improve the conditions of its Public right-of-way. Mr. Lopez informed the Commission that the Department of Transportation authorized the county \$57,486.00 (75%) as an appropriation from the State with the understanding the County is to match \$19,162.00 (25%) for this project. Mr. Lopez requested that the Commission approve Resolution 08-09-16-SB-7747(948)17.

Motion made by Commissioner Ulibarri to approve Resolution No. 08-09-16-SB-7747(948)17. Second by Commissioner Padilla. Motion carried.

**10. RESOLUTION NO. 08-09-16-SP-4-17(954) AUTHORIZING SAN MIGUEL COUNTY TO ENTER INTO A COOPERATIVE AGREEMENT WITH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR COUNTY ROAD IMPROVEMENT FUNDS THROUGH THE LOCAL GOVERNMENT ROAD FUND PROGRAM—WHITE BARN ROAD-CR-A-23**

San Miguel County Road Foreman Arnold Lopez informed the Commission that the San Miguel County Public Service Division appealed to the New Mexico Department of Transportation for funding assistance through the 2016/2017 Cooperative Funding Assistance Program to improve the conditions of its public right-of-way. Mr. Lopez also informed the Commission that the Department of Transportation authorized the county \$50,552.00 (75%) as an appropriation from the state with the understanding the county is to match \$16,851.00 (25%) for this project. Mr. Lopez requested that the Commission approve Resolution 08-09-16-SP-4-17(954).

Motion made by Commissioner Padilla to approve Resolution No. 08-09-16-SP-4-17 (954) for road work for White Barn Road-CR-A-23. Second by Commissioner Ulibarri. Motion carried.

## **11. PUBLIC SERVICE DIVISION REPORT FOR THE MONTH OF JULY 2016**

San Miguel County Public Service Operations Division Road Foreman Arnold Lopez informed the Commission that the San Miguel County Public Service Division submits a report to the Commission on a monthly basis on any maintenance including blading of county roads and/or special projects with County Roads that are addressed.

No motion, this was for informational purposes only.

## **12. AGREEMENT BETWEEN SAN MIGUEL COUNTY AND ARCHITETURAL RESEARCH CONSULTANTS**

Planning and Zoning Supervisor Alex Tafoya requested the Commission to authorize county staff to enter into contract negotiations with Architectural Research Consultants for Comprehensive Plan Review and update. Mr. Tafoya stated the main item of concern is the budget. Mr. Tafoya stated that the budget consists of \$73,000.00 which will be broken down into three phases. Phase one will consist of six meetings which will be held in various areas throughout the County so that the County can participate in public input. The cost for these projects will be \$29,999.78. Mr. Tafoya stated that Phase One Project would take a year to complete and would begin in September 2016, and then Phase two and three projects cost would be \$17,611.00, and would not take place until Phase One is complete. Mr. Tafoya requested that the Commission review and authorize approval of the agreement with Architectural Research Consultants.

Motion made by Commissioner Ortiz to approve the agreement with Architectural research. Second by Commissioner Padilla. Motion carried.

## **13. RESOLUTION NO 08-09-16-RA01; ADDITION OF BEACON RD; A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO**

San Miguel County IT Supervisor John Tiernan informed the Commission that during a routine audit of San Miguel County Addressing data, it was discovered that there are seven addressed structures on a single driveway located on Blue Canyon Road West of Camp Blue Haven North of Mineral Hill New Mexico per San Miguel County Ordinance No. SMC-07-13-99-ORD-2 section 4.1-C to the San Miguel Board of County Commissioners will 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. Mr. Tiernan requested the Commission review and approve Resolution No. 08-09-16-RA01.

Commissioner Padilla made a motion to approve Resolution No. 08-09-16-RA01 as presented. Second by Commissioner Ulibarri. Motion carried.

## **14. 4<sup>TH</sup> EXTENTION AGREEMENT FOR INMATE TELEPHONE SERVICES-SAN MIGUEL COUNTY, NEW MEXICO AND SECURES TECHNOLOGIES, INC**

San Miguel County Warden Patrick Snedeker presented to the Commission the 4th extension Agreement by and between SMC and Secures Technologies for the provision of inmate telephone services at the San Miguel County Detention Center for review and approval. The system provides for a secure call processor, collect call inmate telephones visitation/telephone monitoring capacity and PIN identification management, and commissary order by phone, and inmate account debited telephone access. Additionally the contract has provided a \$15,000.00 Technology Grant over the course of the agreement (Security Cameras) as well as provides upgrades to facility computer work stations. Mr. Snedeker requested the Commission review and approve the 4th Extension Agreement.

Motion made by Commissioner Ortiz to approve the 4th Extension Agreement for inmate telephone services SMC New Mexico and secures Technologies INC, Second by Commissioner Ulibarri. Motion carried

**15. RESOLUTION NO. 08-09-16-RA02; ADDITION OF VELVET RD; A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO**

SMC IT Supervisor John Tiernan informed the Commission that during a routine audit of San Miguel County addressing data, it was discovered that there are three addressed structures on a single driveway located on Raven Ridge Road West of Pecos NM which is causing an addressing problem in the area, as per San Miguel County Ordinance No. SMC-07-13-99-ORD-2, Section 4.1-C, to San Miguel County Board of Commission will 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. Mr. Tiernan requested the Commission review and approve Resolution No. 028-09-16-RA0.

Motion made by Commissioner Ulibarri to approve Resolution No. 08-09-16-RA02. Second by Commissioner Ortiz. Motion carried.

**16. CAPITAL PROJECTS IMPLEMENTATION CHECK LIST**

San Miguel County Public Service Operations Division Road Foreman Arnold Lopez informed the Commission that the Public Service Operations Division is proposing a Capital Projects Check List document that will be adhered to when initiation Capital Project Projects within San Miguel County. This Check List will be utilized by Public Service Operations staff to insure all phases of a Capital Project are identified and all steps in the implementation process are adhered to, to insure compliance, financial transactions, quality and reporting.

No motion was made, this was for informational purposes.

**17. RESOLUTION NO. 08-09-2016-CM A RESOLUTION PROCLAIMING SEPTEMBER 5th THROUGH SEPTEMBER 9th, 2016 VIOLENCE PREVENTION AND SUBSTANCE ABUSE PREVENTION**

Vice-Chairman Rock Ulibarri informed the Board of Commissioners that he had received information regarding the declaring of September 5 through September 9, 2016 Violence Prevention and Substance Abuse Prevention Week. Vice-Chairman Rock Ulibarri at this time requested the Commission consider declaring the above

mentioned time frame Violence Prevention and Substance Abuse Prevention Week. Vice-Chairman Rock Ulibarri requested the Commission review and approve Resolution No. 08-09-2016-CM.

Motion made by Commissioner Padilla to approve Resolution No. 08-09-2016-CM proclaiming September 5<sup>th</sup> through the 9<sup>th</sup> Violence Prevention and Substance Abuse Prevention. Second by Commissioner Ortiz. Motion carried.

**18. REPRESENTATION OF THE SAN MIGUEL COUNTY BOARD OF COMMISSIONERS ON THE SAN MIGUEL COUNTY DWI PLANNING COUNCIL**

San Miguel County Manager Les Montoya informed the Commission that historically a member of the San Miguel County Board of Commissioners has retained a seat on the San Miguel County DWI Planning Council. Currently Commissioner Ortiz District 2 is representing this seat but he would like at this time that Commissioner Padilla District 3 replace him on this seat on DWI Planning Council.

Motion made by Commissioner Ulibarri to approve Commissioner Padilla to replace Commissioner Ortiz in the San Miguel County DWI Planning Council. Second by Commissioner Ortiz. Motion carried.

**19. SAN MIGUEL COUNTY MANAGER RECOMMENDATION TO APPROVE THE ADMINISTRATIVE REGULATION NO. ADM-R-11-12-02-1, AMENDED 08-09-2016**

SMC Manager Les Montoya informed the County Commission that the Administrative Regulation No ADM-R-11-12-02-01, amended on 08-09-2016 will be the Administrative Procedure for reporting incidents and/or accidents on the job and/or job site. He informed the Commission that all employers must provide an incident or accident report for any incident or accident obtained while and during work. Mr. Montoya stated the reason for this is so the County can better identify the incident for future insurance requests. Mr. Montoya requested the Commission approve Regulation No ADM-R-11-12 -02-1.

Motion made by Commissioner Padilla to approve Regulation No ADM-R-11-12-02-01. Second by Commissioner Ulibarri. Motion carried.

**20. ADMINISTRATIVE REGULATION IDENTIFYING AUTHORITY AND AUTHORIZATION BY THE COUNTY MANAGER FOR SAN MIGUEL COUNTY WIRE TRANSFERS**

San Miguel County Manager Les Montoya informed the Board of Commissioners that presently the San Miguel County Treasurer is the person who has the authority to complete a wire transfer, although the County Finance Supervisor Melinda Gonzales may present a wire transfer to the County Treasurer. County Manager Les Montoya stated the purpose is to create an Administrative Regulation Policy of procedure that would regulate

any and all wire transfers. Mr. Montoya stated that no item would be over seen or allowed without notifying the proper individuals. Mr. Montoya stated that a policy and procedure has been developed by Ms. Melinda Gonzales and Mr. Montoya that no wire transfers would be processed without his knowledge. County Finance Supervisor Melinda Gonzales also informed the Commission regarding the process of wire transfers, that



outside of the Treasurer's Office she would be the only one that could conduct wire transfer transactions with the approval of the County Manager.

Motion made by Commissioner Padilla to approve the Administrative Regulation Identifying Authority and Authorization by the County Manager for San Miguel County Wire Transfers. Second by Commissioner Ortiz. Motion carried.

## **21. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF JULY 2016**

SMC Human Resource Supervisor Loretta Medina informed the commission about Personnel Actions or changes which have taken place in San Miguel County for the month of July 2016. Ms. Medina submitted Personnel Actions for approval and ratification.

Motion made by Commissioner Padilla to approve and ratify the personnel actions or changes that have taken place during the month of July 2016. Second by Commissioner Ortiz. Motion carried.

## **22. SAN MIGUEL COUNTY MANAGER'S RECOMMENDATION TO RATIFY AND APPROVE THE HIRING OF THE FOLLOWING INDIVIDUALS TO WORK THE 2016 SUMMER YOUTH PROGRAM**

### **CASUAL EMPLOYEES**

**DOMINIC MARQUEZ-- DATE OF HIRE: JULY 18, 2016 TO AUGUST 12, 2016- HOURLY SALARY: \$8.00.**  
**CATHERINE GARCIA-- DATE OF HIRE: JULY 18, 2016 TO AUGUST 12, 2016- HOURLY SALARY: \$8.00.**  
**IRAHA YARA-- DATE OF HIRE: JULY 18, 2016-TO AUGUST 12, 2016- HOURLY SALARY: \$8.00.**  
**VALENTINO COBOS-- DATE OF HIRE: JULY 18, 2016 TO AUGUST 12, 2016- HOURLY SALARY: \$8.00.**  
**ESTEVAN MADRID-- DATE OF HIRE: JULY 18, 2016 TO AUGUST 12, 2016-HOURLY SALARY: \$8.00.**  
**NATHANIEL QUINTANA-- DATE OF HIRE: JULY 18, 2016 TO AUGUST 12, 2016-HOURLY SALARY: \$8.00.**  
**JUAN VASQUEZ-- DATE OF HIRE: JULY 18, 2016 TO AUGUST 12, 2016-HOURLY SALARY: \$8.00.**  
**JAMES VIGIL--DATE OF HIRE: JULY 18, 2016 TO AUGUST 12, 2016-HOURLY SALARY: \$8.00.**  
**AMBER JO VALENCIA-- DATE OF HIRE: JULY 18, 2016 TO AUGUST 12, 2016-HOURLY SALARY \$8.00.**  
**SARAH ENCINIAS-- DATE OF HIRE: JULY 18, 2016 TO AUGUST 12, 2016-HOURLY SALARY \$8.00.**  
**ANGEL ROMERO-- DATE OF HIRE: JULY 18, 2016 TO AUGUST 12, 2016-HOURLY SALARY \$8.00.**

## **23. IMUS TRAINING REQUEST FOR JENNIFER LAFEBRE TAX PROCESSOR III**

San Miguel County Manager Les Montoya informed the Commission that Ms. Jennifer LaFebre, Tax Processor III is in the process of taking Accounting Classes at Luna Community College. Mr. Montoya stated that County Treasurer Bertha Bustamante is requesting the cost of the class and the books be considered for reimbursed from the Imus Fund once Ms. Jennifer LaFebre successfully passes.

Motion made by Commissioner Ulibarri to approve the Imus Training request for Jennifer LaFebre County Treasurer's Tax Processor III. Second by Commissioner Padilla. Motion carried.

## **24. FARM AND RANGE IMPROVEMENT FUND ACCOUNTING FORM**

San Miguel County Finance Division Supervisor Melinda Gonzales informed the Commission about Farm and Range Improvement Funds Accounting Form. Ms. Gonzales stated that the end of each year a report must be given to the state of what the County expended. Ms. Gonzales stated that nothing was expended for this year therefore it gets carried over to the following year.

No motion was made on this item it was only for informational purposes.

## **25. INDIGENT BURIAL-ROGERS MORTUARY**

San Miguel County Finance Supervisor Melinda Gonzales informed the Commission the Finance Office received, reviewed, and processed an indigent burial payment to Rogers Mortuary. Ms. Gonzales requested ratification and approval.

Motion made by Commissioner Padilla to approve and ratify the indigent burial to Rogers Mortuary. Second by Commissioner Ortiz. Motion carried.

## **26. ACCOUNTS PAYABLE REPORT FOR THE PERIOD OF JULY 1, 2016 THROUGH JULY 22, 2016**

San Miguel County Finance Supervisor Melinda Gonzales presented to the Commission Accounts Payable for the period of July 1<sup>st</sup> through July 22<sup>nd</sup> for review and approval.

Motion made by Commissioner Ulibarri to approve the Accounts Payable Report as submitted. Second by Commissioner Padilla. Motion carried.

## **27. CASH BALANCE REPORT**

Finance Division Supervisor Melinda Gonzales advised the Commission of all payments made since the last regular meeting. Ms. Gonzales advised the balance reflected are unreconciled balances, and will be done the following month.

No motion was made this was for informational purposes only.

SMC Manager Les Montoya requested that they go into Executive/Closed Session.

### **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, discussion of hiring, investigation of complaints and discipline of employees.
- B. Bargaining Strategy Preliminary to Collective Bargaining Negotiations, as permitted by NMSA 1978, Section 10-15-(H) (5) (as amended) of the Open Meetings Act.

C. Attorney-Client Privilege Pertaining to Threatened or Pending Litigation, as permitted by NMSA 1978, section 10-15-1H(7) (as amended) of the New Mexico Open Meetings Act. More specifically, threatened litigation claims against the County and pending claims update.

Roll Call:

Chairman Gilbert Sena Yes  
Vice Chairman Rock Ulibarri Yes  
Commissioner Marcelino Ortiz Yes  
Commissioner Arthur Padilla Yes  
Commissioner Nicolas Leger Not Present

Commissioner Ortiz made a motion to go into Executive Session at 4:01 PM, Second by Commissioner Padilla. Motion carried.

Commissioner Ortiz made a motion to return to regular session at 4:22 p.m. Second by Commissioner Ulibarri.

The record will show that no action was taken in the Executive Session, and matters discussed in the closed meeting were limited to those specified in the motion for closure.

### **Adjournment**

Commissioner Padilla made a motion to adjourn. Second by Commissioner Ortiz. The meeting ended at 4:23 PM.

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2016 as the Official Minutes of the Board of County Commissioners of San Miguel County, New Mexico, of its Regular Meeting held August 9, 2016.

Gilbert Sena, Chairman

Rock G. Ulibarri, Vice-Chairman

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

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

\_\_\_\_\_  
Nicolas T. Leger, Commissioner

**ATTEST**

\_\_\_\_\_  
Geraldine E. Gutierrez, County Clerk

\_\_\_\_\_  
Minutes Submitted by Arleen Ortiz