

**MINUTES OF THE REGULAR MONTHLY MEETING OF**

**SAN MIGUEL COUNTY BOARD OF COMMISSIONERS**

**HELD ON TUESDAY, SEPTEMBER 8<sup>TH</sup>, 2015, BEGINNING AT 2:00 P.M.**

**CALL TO ORDER**

The San Miguel County Board of Commissioners held its regular monthly meeting on Tuesday, September 8<sup>th</sup>, 2015, beginning at 2:05 p.m. The meeting convened at the Village of Pecos Administrative Offices, 92 South Main Street, Pecos, New Mexico 87552.

**ROLL CALL**

Upon a call of the roll, Chairman Arthur J. Padilla, Vice-Chairman Gilbert Sena and Commissioners Rock G. Ulibarri, Marcellino A. Ortiz and Nicolas T. Leger were present, and a quorum was duly noted by Chairman Arthur J. Padilla.

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

Joined by staff and all in attendance, the Commissioners pledged allegiance to the U.S. flag and offered their salutation to the NM state flag.

**APPROVAL OF AGENDA**

Commissioner Rock Ulibarri requested Item 7 be bumped up to Item 1 or Item 2. The Commission moved Item 7 to Item 2. Upon a motion by Commissioner Ulibarri, and a second by Commissioner Sena the changing of the agenda was approved unanimously.

**[Unless otherwise indicated, the meeting agenda is approved without change or deletion.]**

**(ALL MOTIONS MADE AND SECONDED ARE DULY APPROVED AND ADOPTED WITHOUT FURTHER INDICATION OF SAID ACTION; AND ALL FORMAL ACTION IS BY UNANIMOUS VOICE VOTE, UNLESS OTHERWISE INDICATED.)**

## **APPROVAL OF MINUTES**

Upon a motion by Commissioner Ortiz, and a second by Commissioner Ulibarri, the Commission approved the minutes of the regular monthly meeting held August 11<sup>th</sup>, 2015.

Upon a motion by Commissioner Sena, and a second by Commissioner Ortiz, the Commission approved the minutes of the special meeting held August 25<sup>th</sup>, 2015.

***[Unless otherwise indicated, minutes are approved without change, correction or revision.]***

## **PUBLIC INPUT FORUM**

The Board of County Commissioners opened the floor to the public to express any interests or concerns in relation to San Miguel County. Any such names or comments made are included in the official folder which is kept within the San Miguel County Clerk's Office and is available to anyone who is interested.

## **ACKNOWLEDGEMENT OF SAN MIGUEL COUNTY EMPLOYEES**

The San Miguel Board of County Commissioners acknowledged the following employees for their hard work and dedication to the citizens of San Miguel County.

**Lawrence Lucero**-Retirement- 26 years of service from January 3<sup>rd</sup>, 1989 through August 28<sup>th</sup>, 2015

**Dennis English**-Years of Service-8 years from December 4<sup>th</sup>, 2006 through August 28<sup>th</sup>, 2015

## **NEW BUSINESS**

The San Miguel Board of County Commissioners was given a presentation by Steve Kopelman the Director, and Sharon Stover the President of the New Mexico Association of Counties. Mr. Kopelman and Mrs. Stover presented to the Commission all the services and assistance the New Mexico Association of Counties offers County Government.

Discussion ensued.

Arturo Sandoval who represented Voces, Inc. was also in attendance to present to the Commission. Arturo Sandoval is a founder and executive director of a cooperative development center in New Mexico. Mr. Sandoval presented to the Commission of possible Agricultural projects that would be valuable to the County of San Miguel and its economy.

Discussion ensued.

AT 3:03 P.M., THE COMMISSION PROCEEDED

TO REGULAR ORDER, AS FOLLOWS:

**ITEM 1: ROAD PETITION CR 15-001 PENDARIES AREA RESIDENTS**

San Miguel County received a petition from residents of the Pendaries area requesting a road be established as a County Road and request County maintenance for a section of road from New Mexico State Highway 105 to the junction of County Road A-4-A and County Road A-34-A. The County Road Viewers held and conducted a public road viewing. Joel Bartels, who is a president of the Pendaries Village Community Association and a resident of Pendaries Village, was present to give input on the public road. Mr. Bartels expressed his concerns with being unable to find the public road on GPS listings or Google maps and thus first responders incapable of finding Pendaries Village in case of an emergency. Mr. Bartels also expressed his opinion of Pendaries Village being significant tax revenue for San Miguel County. John Bennett who is also a resident of the Rociada Pendaries area spoke to the Commission on the road petition. Mr. Bennett informed the Commission County Road A-34-A was not on the County Road Log until 1999, Pendaries Village maintained the weeds and snow removal until then. Mr. Bennett of Pendaries Village also informed the Commission they would be willing to assist the County in the maintenance of the proposed County Road.

Chairman Arthur Padilla spoke on the public road in his District. Chairman Arthur Padilla stated many commuters travel on this public road to get to their place of employment and it would be in the best interest of the County to adopt it as a County Road.

Commissioner Nicolas Leger asked several questions for Mr. Bartels, who spoke on behalf of Pendaries Village. Commissioner Nicolas Leger asked Mr. Bartels if there had been any assessments to the members of Pendaries Village specifically for this road, Mr. Bartels replied no. Commissioner Leger then asked Mr. Bartels if he had a cost estimate for the maintenance needed on the road, Mr. Bartels replied for the amount of \$250,000. Discussion ensued.

Commissioner Gilbert Sena pointed out the Pendaries Village Community Association wished to make the road a County road or a State road. Commissioner Gilbert Sena asked Mr. Bartels if the Pendaries Village Community Association has contacted the State for the proposed adoption of road, and Mr. Bartels responded Pendaries Village has not contacted the State.

San Miguel County Manager Les Montoya informed the Commission in the past Senator Pete Campos has supported funding annually for improvements on this road. San Miguel County requested funding for road improvements on County Road A-4-A with the description of and or

with Pendaries Road. Rather than return the funds given, the County made use of these funds on Pendaries Road.

Commissioner Marcellino Ortiz asked Mr. Bartels if this road existed before the Pendaries Village Subdivisions, Mr. Bartels said he is unaware if it was or was not.

Commissioner Rock Ulibarri asked Mr. Bartels if the road was ever part of the development of the Pendaries Village Subdivisions, Mr. Bartels answered the road is not included as part of any of the Subdivisions.

Commissioner Nicolas Leger expressed his concern to the Commission of adopting a new County Road stating San Miguel County is unable to maintain the current County Roads in existence, adopting a new County Road would be the wrong thing to do.

Commissioner Padilla ask San Miguel County Manager Les Montoya what he recommended, County Manager Les Montoya recommended the Commission adopt from the second cattle guard to the guard shack as a County Road to make it legal, as he disclosed, the County has been completing work on this section of road with State Appropriations over the past several years.

Upon a motion by Commissioner Padilla, and a second by Commissioner Ulibarri, the motion to approve the petition was requested. A Roll Call Vote was made and Chairman Arthur Padilla voted yes, Commissioners Gilbert Sena, Rock Ulibarri, Marcellino Ortiz and Nicolas Leger all voted no for the petition. Petition was denied

**ITEM 7: MEMORANDUM OF UNDERSTANDING (MOU), SAN MIGUEL COUNTY FAMILY AND COMMUNITY HEALTH COUNCIL AND SAN MIGUEL COUNTY AND SAN MIGUEL COUNTY AND CONSIDER INCREASING FUNDING FOR FY 2015-2016**

San Miguel County Family and Community Health Council requested San Miguel County serve as fiscal agent for the Fiscal Year 2015-2016. The request comes as a result of the City of Las Vegas giving up on serving as fiscal agent.

Upon a motion by Commissioner Leger, and a second by Commissioner Ortiz, the adoption of the MOU was approved unanimously.

**ITEM 2: 2015-2016 SAN MIGUEL COUNTY LODGERS' TAX APPROPRIATION RECOMMENDATION TO AWARD \$11,959.25 TO THE PECOS BUSINESS ASSOCIATION AND OTHER RECOMMENDATIONS TO UTILIZE SAN MIGUEL COUNTY LODGERS' TAX FUNDS IN 2015-2016**

San Miguel County Lodgers' Tax Advisory Board advertised for proposals from non-profit organizations that would be eligible to utilize Lodgers' Tax dollars from San Miguel County for the Fiscal Year 2015-2016.

Upon a motion by Commissioner Leger, and a second by Commissioner Sena, the approval of the recommendation of the San Miguel County Lodgers' Tax Advisory Board was approved unanimously.

**ITEM 3: ORDER SETTING TAX RATES FOR 2015**

The 2015 Property Tax Rates received from New Mexico Department of Finance and Administration must be approved within five days of receipt of tax rates. The tax rates had been verified by San Miguel County Finance Division Supervisor Melinda Gonzales, San Miguel County Assessor Patricia Gallegos, and San Miguel County Chief-Deputy Elaine Estrada. The tax rates will be available the first week in September.

Upon a motion by Commissioner Ortiz, and a second by Commissioner Sena, the approval of the tax rates was approved unanimously.

**ITEM 4: REVISED APPRAISER COMPENSATION SAN MIGUEL COUNTY POLICY 2015-01-AMENDED 9-8-15**

San Miguel County Assessor Patricia Gallegos presented to the Commission the revised Appraiser Compensation San Miguel County Policy.

Upon a motion by Commissioner Ortiz, and a second by Commissioner Ulibarri, the approval of the revision was approved unanimously.

**ITEM 5: JOB DESCRIPTION REVISION FOR APPRAISERS**

San Miguel County Assessor Patricia Gallegos presented to the Commission the job description revision required for earning Appraiser certification.

Upon a motion by Commissioner Leger, and a second by Commissioner Ulibarri, the approval of the job description was approved unanimously.

**ITEM 6: RATIFICATION OF THE FIRE PROTECTION GRANT FY16 APPLICATIONS HAVE BEEN SUBMITTED FOR CABO LUCERO, LA PLACITA, PECOS CANYON, ROWE AND SHERIDAN VOLUNTEER FIRE DEPARTMENTS**

The Cabo Lucero, La Placita, Pecos Canyon, Rowe and Sheridan Volunteer Fire Departments submitted grant applications for the FY16 Fire Protection Grant.

Upon a motion by Commissioner Ulibarri, and a second by Commissioner Sena, the approval of the ratification was approved unanimously.

**ITEM 8: RESOLUTION 09-08-2015-CM SUPPORTING NORTH EAST ECONOMIC DEVELOPMENT ORGANIZATION (NEEDO-NM) ECONOMIC DEVELOPMENT PLAN**

NEEDO-NM requested support for its effort and Regional Economic Development Plan recently approved by the Board. The Plan sets goals for supporting the entire region's economy. San Miguel, Harding, Colfax, Quay, Union, Mora, and Guadalupe are the Counties involved in this effort.

Upon a motion by Commissioner Ortiz, and a second by Commissioner Ulibarri, the adoption of the resolution was approved unanimously.

**ITEM 9: FUNDING REQUEST FOR SAMARITAN HOUSE, INC. DATED AUGUST 5<sup>TH</sup>, 2015. REQUEST IS FOR \$15,000.00 TO ASSIST WITH ANNUAL EXPENSES IDENTIFIED IN THE FUNDING REQUEST**

The Samaritan House requested County Funds to help defray costs in providing emergency shelter, emergency hotel vouchers, rental assistance and permanent supportive housing, basic household items and funding for groceries.

Upon a motion by Commissioner Sena, and a second by Commissioner Ulibarri, the approval of the funding request was approved unanimously.

**ITEM 10: THE NEW MEXICO DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT DISASTER ASSISTANCE PROGRAM GRANT AGREEMENT HAS BEEN GIVEN AN EXTENSION TO SAN MIGUEL COUNTY ON THE 2013-027-002 (STATE DISASTER)**

The New Mexico Department of Homeland and Emergency Management Disaster Assistance Program Grant agreement 2013-027-002 has been given a one year extension to San Miguel County for the performance period from 07/30/15 to 07/30/16.

Upon a motion by Commissioner Ortiz, and a second by Commissioner Sena, the approval of the extension was approved unanimously.

**ITEM 11: BID AWARD OF 2014-2015 LOCAL GOVERNMENT ROAD FUNDS, SCHOOL BUS ROUTE (LA TEWA) AND COUNTY ARTERIAL (COUNTRY ACRES) ROAD CONSTRUCTION PROJECTS**

Country Acres and La Tewa road construction projects were recently advertised. Bids were opened on August 22<sup>nd</sup>, 2015. Three (3) companies submitted bids. The lowest bidder for both projects was Rocky Road Gravel Products.

Upon a motion by Commissioner Ulibarri, and a second by Commissioner Sena, the approval of the bid award was approved unanimously.

**ITEM 12: RESOLUTION NO. 09-08-15-FARMERS' ELECTRIC COOPERATIVE FRANCHISE**

The County Ordinance No. SMC-12-14-04-FRANCHISE grants to Farmers' Electric Cooperative, a franchise within San Miguel County and has a term of one (1) year. Farmers' had advised that it wishes to renew its franchise with San Miguel County for another year.

Upon a motion by Commissioner Ortiz, and a second by Commissioner Sena, the adoption of the resolution was approved unanimously.

**ITEM 13: RECOMMENDATION TO AWARD BID TO PURCHASE TWO (2) NEW 2016 ROLL OFF TRUCKS AND LIFTS, ONE (1) NEW 2016 CHASSIS AND PACKER BODY AND ONE (1) USED VIBRATORY ROLLER**

The County advertised and received bids for the above mentioned equipment. The bids were opened on August 14<sup>th</sup>, 2015. A recommendation to award these bids is submitted. The equipment to be purchased will be to replace existing solid waste equipment and to add a vibratory roller to the County inventory of equipment.

Upon a motion by Commissioner Sena, and a second by Commissioner Ortiz, the approval of the bid award was approved unanimously.

**ITEM 14: PUBLIC SERVICE OPERATIONS DIVISION MONTHLY REPORT FOR THE MONTH OF JULY/AUGUST 2015**

San Miguel County Public Service Operations Transportation Foreman Arnold Lopez informed the Commission of the maintenance done throughout the County. Discussion ensued.

This item was for informational purposes only.

**ITEM 15: AGREEMENT BETWEEN OWNER AND CONTRACT FOR CDBG NO. 14-C-NR-I-01-G-04**

In order to proceed with the awarding the bid for CDBG No. 14-C-NR-I-01-G-04, it was necessary to obtain approval on the Agreement between Owner and Contractor. Chairman

Arthur Padilla's signature was needed to complete the Agreement made between San Miguel County and Rocky Road Gravel Products.

**ITEM 16: OUT OF STATE TRAVEL REQUEST-PHYSICAL PLANT/MAINTENANCE TECHNICIAN, JOHN MONTANO-DETENTION EQUIPMENT TRAINING PROGRAM-LOCKSMITHING**

Physical Plant/Maintenance Technician, John Montano, will be attending the Certified Detention Equipment Training Program with Western Detention in San Diego, California. The Dates of the training are December 7<sup>th</sup>-11<sup>th</sup>, 2015. Mr. Montano has attended the locksmith training with Western Detention previously, and maintains all doors/locks and equipment within the facility.

Upon a motion by Commissioner Ulibarri, and a second by Commissioner Ortiz, the approval of out of state travel was approved unanimously.

**ITEM 17: RESOLUTION NO. 09-08-2015-NMFA**

San Miguel County wished to submit an application to the New Mexico Finance Authority to obtain funds for the purpose of completing a feasibility study to determine the wood availability within San Miguel County. The feasibility study will provide raw material availability for a wood pellet company who is looking to locate in San Miguel County. The application process required a resolution authorizing the submittal of an application.

Upon a motion by Commissioner Leger, and a second by Commissioner Sena, the adoption of the resolution was approved unanimously.

**ITEM 18: ELECTRIC AND ACCESS EASEMENTS PUBLIC SERVICE COMPANY OF NEW MEXICO**

Public Service Company of New Mexico is proposing to develop a solar facility on a parcel of land southeast of the County Wood Business Park. In order to efficiently access the property, PNM is proposing an electric and access easement across the Wood Business Park property beginning at the entrance to the Park on Airport Road. PNM is proposing two (2) easements to be made. In the wording of the easement, Legal Counsel suggested that San Miguel County extract a certain clause in the easement mentioning if PNM should come across any environmental problem, that the County would hold PNM harmless. PNM and PNM's legal counsel urged San Miguel County leave that wording within the easement.

Upon a motion made by Commissioner Leger to table the item until San Miguel County's Legal Counsel and PNM can come to terms on the easement, and a second by Commissioner Ulibarri, the item was tabled until terms can be agreed upon.



**ITEM 19: REQUEST FOR RENEWAL FOR CONTINUED SERVICES FOR HEAVY EQUIPMENT DIESEL MECHANIC SERVICES**

The San Miguel County Public Service Operations Division currently has a Heavy Equipment Diesel Mechanic services agreement with Greer's Repair & Welding Inc. This was based on the Board of County Commissioners approval on August, 27<sup>th</sup>, 2014. The Public Service Operations Division requested a first renewal of the agreement for one year, with a three (3) year additional option.

Upon a motion by Commissioner Ortiz, and a second by Commissioner Ulibarri, the approval of the renewal for continued services was approved unanimously.

**ITEM 20: APPOINTMENT OF EXTRA-TERRITORIAL ZONING COMMISSION**

At the August 11<sup>th</sup>, 2015 meeting, the Board of County Commissioners advised County staff to continue to seek individuals who may be interested in serving on the City/County Extra-Territorial Zoning Commission. Since that time, the County has received interest from two (2) individuals.

Commissioner Rock Ulibarri requested the appointment of Kenny Lujan, due to his exceptional service on the West Las Vegas School Board.

Commissioner Nicolas Leger suggested the appointment of Dennis English, due to his proven dedication and hard work proven with San Miguel County.

Chairman Arthur Padilla requested the appointment of someone who would be knowledgeable and have an area of expertise with the Extra-Territorial Zones within San Miguel County, thus suggesting the appointment of Dennis English.

Vice-Chairman Gilbert Sena agreed with Chairman Arthur Padilla and suggested the appointment of Dennis English.

Commissioner Marcellino Ortiz expressed his support for the appointment of Dennis English.

Upon a motion by Commissioner Ulibarri, and a second by Commissioner Sena, the appointment of Dennis English to the Extra-Territorial Zoning Commission was approved unanimously.

**ITEM 21: RATIFICATION OF FY 2015 STATE HOMELAND SECURITY GRANT APPLICATION THROUGH THE NEW MEXICO DEPARTMENT OF HOMELAND SECURITY GRANT PROGRAM**

The San Miguel County/Las Vegas Office of Emergency Management submitted a grant in the amount of \$78,265.37 for approval of two projects. \$35,509.37 will be used for equipment for San Miguel County EOC Facility. \$42,756.00 will be used for tactical gear for the Las Vegas Police Department.

Upon a motion by Commissioner Ortiz, and a second by Commissioner Ulibarri, the approval of the ratification was approved unanimously.

**ITEM 22: RENEWAL AGREEMENT-CARE OF PRISONER(S) CONTRACT-GUADALUPE COUNTY, NEW MEXICO AND SAN MIGUEL COUNTY, NEW MEXICO**

The care of prisoner(s) 1<sup>st</sup> renewal agreement by and between Guadalupe County and San Miguel County which entails providing housing and care of Guadalupe County inmates at the San Miguel County Detention Center was presented to the Commissioner for review and approval. The cost of housing is \$80.00 per day/per inmate, along with a \$20.00 booking fee.

Upon a motion by Commissioner Ortiz, and a second by Commissioner Ulibarri, the approval of the renewal agreement was approved unanimously.

**ITEM 23: RESOLUTION 09-08-15-SEPTEMBER PREPAREDNESS MONTH**

The Department of Homeland Security, the Office of Emergency Management within San Miguel County, and the City of Las Vegas Office of Emergency Management proclaimed September Preparedness Month in San Miguel County in promoting awareness for preparatory steps to protect lives and property.

Upon a motion by Commissioner Ulibarri, and a second by Commissioner Ortiz, the adoption of the resolution was approved unanimously.

**ITEM 24: RESOLUTION #DWI 09-08-15 AUTHORIZING THE SAN MIGUEL DWI PROGRAM TO APPLY FOR FY15 REVERSION FUNDS FROM NM DEPARTMENT OF FINANCE AND AUTHORITY**

The New Mexico Department of Finance and Authority has released reverted FY15 funds for reapplication by DWI Councils around the state. Funding will be used to ensure a healthy budget is available to support evaluation, prevention, compliance monitoring, prevention and coordination.

Upon a motion by Commissioner Ortiz, and a second by Commissioner Ulibarri, the adoption of the resolution was approved unanimously.

**ITEM 25: PROPOSAL BY KNMX RADIO TO BROADCAST BOARD OF COUNTY COMMISSION MEETINGS**

At the request of the Board of County Commissioners, San Miguel County Staff began researching the possibility of broadcasting the San Miguel County Commission Meetings via radio and other means. After contacting several local companies, only one responded saying they would be willing and able to perform this service. KNMX 540AM stated they would provide this service at a cost of \$2,880 per month (\$34,560 per year) for the twelve regular monthly meetings, and a \$500 per emergency or special meeting that does not exceed 2 hours. In addition to this service cost, it is expected an additional \$3,000 to \$5,000 of telephone equipment and service will be required to make the broadcast possible. KFUN 1230AM also submitted a proposal last minute. KFUN had points to consider in the proposal, the use of tax payers dollars and trying to keep the cost as low as possible, the duration of a meeting lasting 2-3 hours, most people's attention span doesn't last 2-3 hours nor do they have the time to sit and listen to the entire meeting, these meetings are held during the weekday and during work hours thus interfering with their work, how many people would be tuned in for the meeting to begin with, as well as it is a fact that English speaking audiences don't listen to a Spanish radio station.

Commissioner Rock Ulibarri informed the Commission his constituents in his District do not have internet or cable television. Radio is the only source of staying up to date, and they want to hear the meetings aired on the radio.

Commissioner Gilbert Sena also informed the Commission the residents within his District also wish to hear live meetings over the radio, and that he supports the proposal.

Commissioner Nicolas Leger expressed his concern with the cost to perform this service, especially not knowing if there is an audience listening to begin. KNMX 540AM allowing the County to air the September Meeting free of charge, gives the Commission to speak to the public and ask if they listened to this meeting.

Commissioner Marcellino Ortiz also shared the same concern as Commissioner Leger pertaining to the cost and not knowing if the County would even have an audience willing to sit and listen to a Commission Meeting.

Upon a motion by Commissioner Ulibarri, and a second by Commissioner Sena, the approval to proceed with the procurement process was approved unanimously.

**ITEM 26: RESOLUTION NO. 09-08-15-RA01; ADDITION OF SAWYER MESA RD., A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO**

San Miguel County Ordinance No. SMC-07-13-99-OED-2 requires any private road that provides access to three or more buildings and requires a name in order to promote health, safety and welfare of the public. This private road provides access to eight homes off of NM Highway 63.

Upon a motion by Commissioner Leger, and a second by Commissioner Sena, the adoption of the resolution was approved unanimously.

**ITEM 27: PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF AUGUST 2015**

San Miguel County Human Resources Division Supervisor Kiki Arellano presented to the Commission the personnel actions or changes for the month of August 2015.

Upon a motion by Commissioner Sena, and a second by Commissioner Ortiz, the ratification of personnel changes was approved unanimously.

**ITEM 28: SAN MIGUEL COUNTY MANAGERS RECOMMENDATION TO HIRE THE FOLLOWING INDIVIDUAL TO FILL THE POSITION OF PUBLIC SERVICE OPERATIONS SUPERVISOR WITH THE SAN MIGUEL COUNTY PUBLIC SERVICE OPERATIONS DIVISION AS PER THE RECOMMENDATION OF LES MONTOYA, SAN MIGUEL COUNTY MANAGER**

**EXEMPT EMPLOYEE:**

**ROBERT J. ARCHULETA-PUBLIC SERVICE OPERATIONS SUPERVISOR-DATE OF HIRE: SEPTEMBER 14<sup>TH</sup>, 2015-ANNUAL SALARY: \$66,560.00**

Upon a motion by Commissioner Sena, and a second by Commissioner Ortiz, the approval for hire of Robert J. Archuleta was approved unanimously.

**ITEM 29: SAN MIGUEL COUNTY MANAGERS RECOMMENDATION TO RATIFY THE HIRING OF THE FOLLOWING INDIVIDUALS TO FILL THE VACANT POSITIONS OF DETENTION OFFICER AT THE SAN MIGUEL COUNTY DETENTION CENTER AS PER THE RECOMMENDATION OF PATRICK SNEDEKER, WARDEN/FACILITY ADMINISTRATOR**

**PROBATIONARY/FULL TIME EMPLOYEES**

**JACOB RAMIREZ-DETENTION OFFICER-EFFECTIVE DATE OF HIRE: AUGUST 17<sup>TH</sup>, 2015-PROBATIONARY SALARY: \$20,900.00**

**MICHAEL SENA-DETENTION OFFICER-EFFECTIVE DATE OF HIRE: AUGUST 31<sup>ST</sup>, 2015-PROBATIONARY SALARY: \$20,900.00**

**ERNEST DURAN-DETENTION OFFICER-EFFECTIVE DATE OF HIRE: AUGUST 31<sup>ST</sup>, 2015-  
PROBATIONARY SALARY: \$20,900.00**

**LAWRENCE G. ARAGON-DETENTION OFFICER-EFFECTIVE DATE OF HIRE: AUGUST 31<sup>ST</sup>, 2015-  
PROBATIONARY SALARY: \$20,900.00**

Upon a motion by Commissioner Ortiz, and a second by Commissioner Ortiz, the approval for hire of Jacob Ramirez, Michael Sena, Ernest Duran and Lawrence Aragon was approved unanimously.

**ITEM 30: COUNTY MANAGERS RECOMMENDATION TO RATIFY THE HIRING OF THE FOLLOWING INDIVIDUAL TO FILL THE VACANT POSITION OF TRANSIT OPERATOR FOR THE SAN MIGUEL COUNTY SAFE RIDE HOME PROGRAM AND THE VETERAN TRANSPORTATION SERVICE**

**TEMPORARY/PART TIME EMPLOYEE:**

**DANELLE DURAN-TRANSIT OPERATOR SAFE RIDE HOME PROGRAM AND VETERANS TRANSPORTATION SERVICE-DATE OF HIRE: AUGUST 31<sup>ST</sup>, 2015-HOURLY SALARY: \$12.00**

Upon a motion by Commissioner Sena, and a second by Commissioner Ulibarri, the approval for hire of Danelle Duran was approved unanimously.

**BOARD OF FINANCE MEETING**

**ITEM 31: ACCOUNTS PAYABLE LISTING ITEMS 2016-01-168 THROUGH 2016-01-225 AND ITEMS 2016-02-1 THROUGH 2016-02-163**

San Miguel County Finance Division Supervisor Melinda Gonzales presented to the Commission the payments processed from June 19<sup>th</sup>, 2015 through July 22<sup>nd</sup>, 2015.

Upon a motion by Commissioner Leger, and a second by Commissioner Ulibarri, the approval of the Accounts Payable was approved unanimously.

**ITEM 32: CASH BALANCE REPORT AS OF AUGUST 24<sup>TH</sup>, 2015**

San Miguel County Finance Division Supervisor Melinda Gonzales informed the Commission of the August 24<sup>th</sup>, 2015 cash balance. The balances are unreconciled balances and reconciliations are done the following month.

**ITEM 33: RESOLUTION 2015-09-08-F1, AUTHORIZING THE CREATION OF FUND 753**

In August 2015, the Commission approved a budget adjustment resolution to account for a Justice Assistance Grant (JAG) in the amount of \$5,647.50. Fund 753 was requested to track these JAG Funds.

Upon a motion by Commissioner Ortiz, and a second by Commissioner Ulibarri, the adoption of the resolution was approved unanimously.

**ITEM 34: BUDGET ADJUSTMENT RESOLUTION 2015-09-08-F2**

San Miguel County Finance Division Supervisor Melinda Gonzales notified the Commission of any adjustments needed to be made. The General Fund revenue and expenditures was increased by \$18,750 as incoming revenue and an increase in expenditures for the San Miguel Health Council. An amount of \$36,000 from Fund 704 was transferred to Fund 202 to cover projected shortfalls for the Local Government Road Fund projects. An amount of \$17,000 from Fund 704 to Fund 241 was transferred to Fund 241 to cover the expected shortfall for the Cinder Road Project. An increase in expenditures of \$7,315 which is the Reappraisal Fund was also adjusted. The County will have an addendum with Tyler Technologies to add a Field Appraiser Package. The Cost of this package is \$11,005 and the yearly maintenance will be \$2,310. The addendum will also call for the deletion of the Marshall and Swift component as this is something the Assessor's Office currently has. The credit for the deletion is \$6,000.

Upon a motion by Commissioner Sena, and a second by Commissioner Ulibarri, the approval of the budget adjustment was approved unanimously.

**ITEM 35: INDIGENT BURIAL PAYMENT TO NEW MEXICO MORTUARY SERVICES IN THE AMOUNT OF \$600 AND NELSON FUNERAL HOME IN THE AMOUNT OF \$1,200**

The Finance Office had received reviewed and processed two indigent burial payments and was seeking ratification from the Commission.

Upon a motion by Commissioner Sena, and a second by Commissioner Ortiz, the approval of the burial payment was approved unanimously.

**HAVING CONCLUDED ITS BUSINESS AS THE  
COUNTY BOARD OF FINANCE, AT 5:45 P.M. THE COMMISSION  
PROCEEDED TO RETIRE INTO EXECUTIVE SESSION  
AS THE BOARD OF COUNTY COMMISSIONERS OF SAN MIGUEL COUNTY, NEW MEXICO,  
UNDER THE FOLLOWING ORDER AND PROCEDURE:**

The County Manager recommended that the Commission retire into executive/closed session to consider the following matter: Personnel matters, matters subject to the attorney client privilege pertaining to threatened or pending litigation in which SMC is or may become a participant, matters pertaining to the discussion of the acquisition or disposal of real property, and matters pertaining to the discussion of bargaining strategy preliminary to collective bargaining negotiations, all as permitted by Section 10-15-1(H)(2),(5),(7) and (8) of the Open Meetings Act, NMSA 1978, as amended.

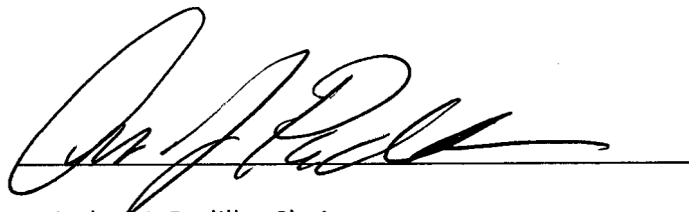
Whereupon, at 5:45 p.m., Commissioner Sena moved and Commissioner Ulibarri seconded, that the Commission retire into executive/closed session to consider the matters noted and recommended by the County Manager, as particularized above. Upon a call of the roll by the Clerk, all five Commissioners answered in the affirmative on the motion to retire into executive/closed session, and the Commission proceeded to close the meeting as permitted by law.

At 6:30 p.m. Commissioner Ortiz moved and Commissioner Leger seconded, that the Commission reconvene in public session, and the motion carried. Whereupon Chairman Padilla noted for the record that the Commission considered and discussed in executive/closed session, only those matters and subjects for which the motion for closure was made.

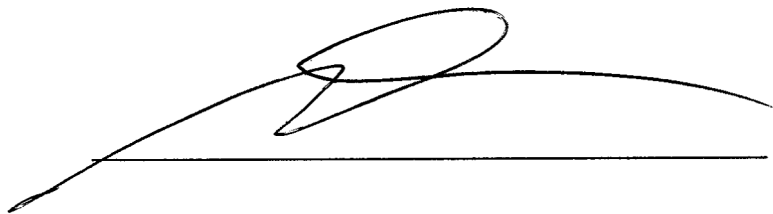
#### **ADJOURNMENT**

There being no further business to come before the Commission, and no person seeking recognition by the Commission, at 6:31 p.m. Commissioner Ortiz moved and Commissioner Sena seconded, adjournment of the meeting, the motion carried and the meeting was duly adjourned.

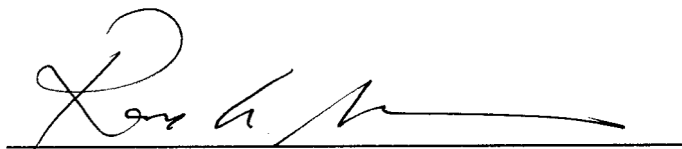
**MOVED, SECONDED AND ADOPTED** this 13<sup>th</sup> day of October, 2015, by the Board of County Commissioners of San Miguel County, New Mexico, as the official minutes of its regular monthly meeting held September 8<sup>th</sup>, 2015.



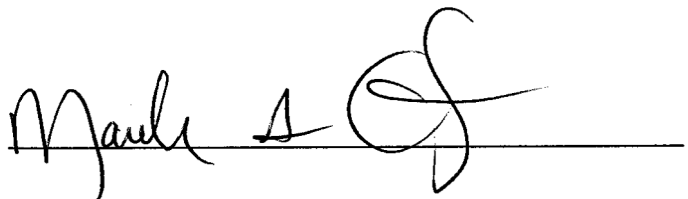
Arthur J. Padilla, Chairman



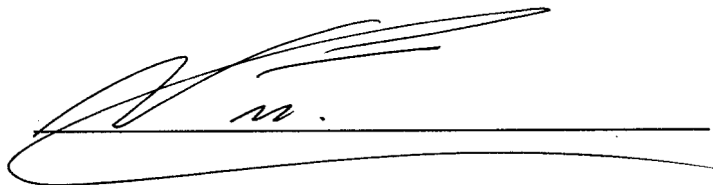
Gilbert J.B. Sena, Vice Chairman



Rock G. Ulibarri, Member



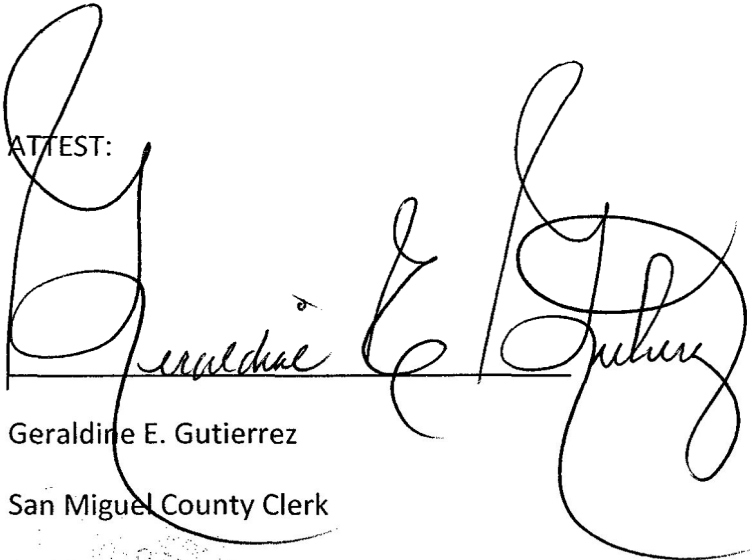
Marcellino A. Ortiz, Member



Nicolas T. Leger, Member



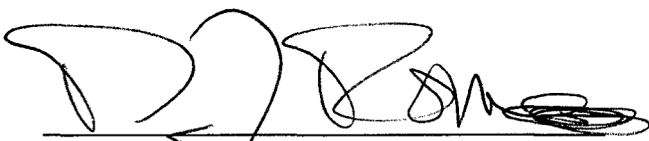
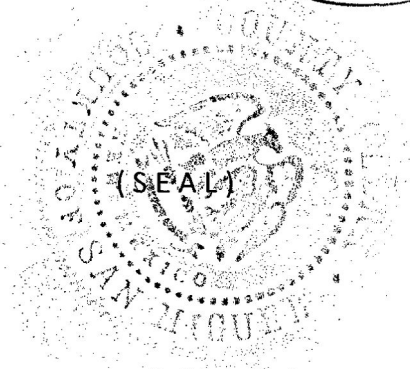
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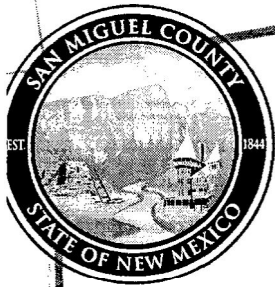
Geraldine E. Gutierrez

Geraldine E. Gutierrez

San Miguel County Clerk



Minutes prepared by Diego Romero



# Board of County Commissioners

*Arthur J. Padilla*  
Chairman - District 3

*Gilbert J. B. Sena*  
Vice Chair - District 4

*Rock G. Ulibarri*  
Commissioner - District 1

*Marcellino A. Ortiz*  
Commissioner - District 2

*Nicolas T. Leger*  
Commissioner - District 5

*Les W. J. Montoya*  
County Manager

## PUBLIC NOTICE DISSEMINATED FOR TODAY'S MEETING

The San Miguel County Board of Commissioners will hold a regular monthly meeting on Tuesday, September 8, 2015, beginning at 2:00 p.m., at the Village of Pecos Administrative Offices, 92 South Main Street, Pecos, New Mexico 87552.

During the meeting, a Board of Finance Meeting will take place. Any person requiring special assistance or service to attend or participate at the meeting should call the County Manager's office at 1.505.425.9333.

Published, Las Vegas Optic: September 2, 2015

Disseminated to Radio Stations KFUN and KNMX: September 2, 2015

Posted on the SMC Website at [www.smcounty.net](http://www.smcounty.net): September 2, 2015

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At least 72 hours in advance of the meeting, the following agenda for today's meeting was posted and available for public inspection on the San Miguel County Website at [www.smcounty.net](http://www.smcounty.net), and also available in hard copy at the office of the San Miguel County Manager, Suite 201 of the location noted above.

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## 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**

Regular meeting held on August 11, 2015

(BACKUP)-Regular August 11, 2015 meeting minutes (Backup) (verified)

Special meeting held on August 25, 2015

(BACKUP)-Regular August 25, 2015 meeting minutes (Backup) (verified)

**PUBLIC INPUT FORUM**

**ACKNOWLEDGEMENT OF SAN MIGUEL COUNTY EMPLOYEES**

Lawrence Lucero – Retirement – 26 years from January 3, 1989 through August 28, 2015

Dennis English – Years of Service – 8 years from December 4, 2006 through August 28, 2015

**NEW BUSINESS**

PRESENTATION: New Mexico Association of Counties  
PRESENTERS: Steve Kopelman, NMAC Director  
Sharon Stover, NMAC President and Los Alamos County Clerk  
(BACKUP)-Presentation (Backup) (verified)

PRESENTATION: EDC Presentation  
PRESENTER: Arturo Sandoval, Voces, Inc.  
(BACKUP)-Documentation (Backup) (verified)

**REGULAR ORDER**

- 1. ROAD PETITION CR 15-001- -PENDARIES AREA RESIDENTS  
(BACKUP)-Memo (Backup) (verified)  
(BACKUP)-Photos (Backup) (verified)  
(BACKUP)-Recommendations (Backup) (verified)

**BACKGROUND INFORMATION:** San Miguel County received a petition from residents of the Pendaries area requesting that a road be established as a County Road and request County

maintenance for a section of road from New Mexico State Highway 105 to the junction of County Road A-4-A and County Road A-34-A. The County Road Viewers held and conducted a public road viewing and their recommendations are being submitted for consideration.

**ACTION REQUESTED OF COMMISSION:** (1) conduct a public hearing and accept comment; (2) review the recommendations of the Road Viewers; and (3) take action to approve or deny the petition request.

**STAFF RECOMMENDATION:** Conduct a public hearing, review the recommendations of the Road Viewers and take action to approve or deny the petition request.

**PRESENTER:** Alex Tafoya, SMC Planning and Zoning Division Supervisor



**2. 2015-2016 SAN MIGUEL COUNTY LODGERS' TAX APPROPRIATION RECOMMENDATION TO AWARD \$11,959.25 TO THE PECOS BUSINESS ASSOCIATION AND OTHER RECOMMENDATIONS TO UTILIZE SAN MIGUEL COUNTY LODGERS' TAX FUNDS IN 2015-2016 (BACKUP)-Meeting Minutes (Backup) (verified)**

**BACKGROUND INFORMATION:** San Miguel County Lodgers' Tax initiated the Request for Proposals for the use of San Miguel County Lodgers' Tax Funds for Fiscal Year 2015-2016 and herein makes the recommendation for a portion of these funds for the Fiscal Year 2015-2016.

**ACTION REQUESTED OF COMMISSION:** Review the recommendations of the Lodgers' Tax Advisory Board and decide whether or not to concur with said recommendation and take action to approve should it be deemed appropriate by the Board of Commissioners.

**STAFF RECOMMENDATION:** Approve the San Miguel County Lodgers' Tax Advisory Board recommendation as submitted.

**PRESENTER:** Les W. J. Montoya, SMC Manager

**3. ORDER SETTING TAX RATES FOR 2015 (BACKUP)-No Back Up Provided (Backup) (verified)**

**BACKGROUND INFORMATION:** 2015 Property Tax Rates received from New Mexico Department of Finance and Administration must be approved within 5 days of receipt of tax rates. Tax Rates will be available the first week in September.

**ACTION REQUESTED OF COMMISSION:** Approval.

**STAFF RECOMMENDATION:** Same as above.

**PRESENTER:** Patricia Gallegos, SMC Assessor

**4. REVISED APPRAISER COMPENSATION SAN MIGUEL COUNTY POLICY 2015-01-AMENDED 9-8-15**

**(BACKUP)-Policy** (Backup) (verified)

**BACKGROUND INFORMATION:** See attached.

**ACTION REQUESTED OF COMMISSION:** Approval by Commission.

**STAFF RECOMMENDATION:** Same as above.

**PRESENTER:** Patricia Gallegos, SMC Assessor

**5. JOB DESCRIPTION REVISION FOR APPRAISERS**

**(BACKUP)-Job Descriptions** (Backup) (verified)

**BACKGROUND INFORMATION:** See attached

**ACTION REQUESTED OF COMMISSION:** Approval by Commission

**STAFF RECOMMENDATION:** Same as above.

**PRESENTER:** Patricia Gallegos, SMC Assessor

**6. RATIFICATION OF THE FIRE PROTECTION GRANT FY16 APPLICATIONS HAVE BEEN SUBMITTED FOR CABO LUCERO, LA PLACITA, PECOS CANYON, ROWE AND SHERIDAN VOLUNTEER FIRE DEPARTMENTS**

**(BACKUP)-Pecos Canyon** (Backup) (verified)

**(BACKUP)-Cabo Lucero** (Backup) (verified)

**(BACKUP)-La Placita** (Backup) (verified)

**(BACKUP)-La Placita Backup** (Backup) (verified)

**(BACKUP)-Rowe** (Backup) (verified)

**(BACKUP)-Sheridan** (Backup) (verified)

**BACKGROUND INFORMATION:** The Cabo Lucero, La Placita, Pecos Canyon, Rowe and Sheridan Volunteer Fire Departments have submitted the grant applications for the FY16 Fire Protection Grant We are requesting your approval on ratification of the applications submitted.

**ACTION REQUESTED OF COMMISSION:** We are requesting your approval on ratification of the applications submitted.

**STAFF RECOMMENDATION:** We are requesting your approval on ratification of the applications submitted.

**PRESENTER:** Russell Pacheco, SMC Fire Chief



**7. MEMORANDUM OF UNDERSTANDING (MOU), SAN MIGUEL COUNTY FAMILY AND COMMUNITY HEALTH COUNCIL AND SAN MIGUEL COUNTY AND CONSIDER INCREASING COUNTY FUNDING FOR FY 2015-2016**

**(BACKUP)-Memorandum of Understanding** (Backup) (verified)

**BACKGROUND INFORMATION:** San Miguel County Family and Community Health Council is requesting San Miguel County serve as fiscal agent for the fiscal year 2015-2016. This request comes as a result of the City of Las Vegas giving up on serving as fiscal agent.

**ACTION REQUESTED OF COMMISSION:** Review the proposed MOU and consider approving the MOU, directing the County to begin working as fiscal agent, consider setting aside additional funds from funds allowed for health care in the County.

**STAFF RECOMMENDATION:** Review the proposed MOU and consider approving, in addition, consider authorizing increasing funding for the Health Council from the \$5,000.00 previously funded and budgeted to fund this fiscal year.

**PRESENTER:** Les W. J. Montoya, SMC Manager



**8. RESOLUTION 09-08-2015-CM SUPPORTING NORTH EAST ECONOMIC DEVELOPMENT ORGANIZATION (NEEDO-NM) ECONOMIC DEVELOPMENT PLAN**

**(BACKUP)-Economic Development Plan** (Backup) (verified)

**(BACKUP)-Resolution** (Backup) (verified)

**BACKGROUND INFORMATION:** NEEDO-NM is requesting support for its effort and Regional Economic Development Plan recently approved by the Board. The Plan sets goals for

supporting the entire region's economy. San Miguel, Harding, Colfax, Quay, Union, Mora, and Guadalupe are the Counties involved in this effort.

**ACTION REQUESTED OF COMMISSION:** Review Regional Economic Development Plan and consider approving Resolution to support the Plan and efforts of NEEDO-NM.

**STAFF RECOMMENDATION:** Same as above.

**PRESENTER:** Les W. J. Montoya, SMC Manager



**9. FUNDING REQUEST FOR SAMARITAN HOUSE, INC. DATED AUGUST 5, 2015. REQUEST IS FOR \$15,000.00 TO ASSIST WITH ANNUAL EXPENSES IDENTIFIED IN THE FUNDING REQUEST**

**(BACKUP)-Letter dated 8-5-15** (Backup) (verified)

**(BACKUP)-Letter dated 8-21-15** (Backup) (verified)

**(BACKUP)-Stetson Law Documentation** (Backup) (verified)

**BACKGROUND INFORMATION:** The Samaritan House is requesting County Funds to help defray costs in providing emergency shelter, emergency hotel vouchers, rental assistance and permanent supportive housing, basic household items and funding for groceries.

**ACTION REQUESTED OF COMMISSION:** Consider funding request.

**STAFF RECOMMENDATION:** Same as above.

**PRESENTER:** Les W. J. Montoya, SMC Manager



**10. THE NEW MEXICO DEPARTMENT OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT DISASTER ASSISTANCE PROGRAM GRANT AGREEMENT HAS BEEN GIVEN AN EXTENSION TO SAN MIGUEL COUNTY ON THE 2013-027-002 (STATE DISASTER)**

**(BACKUP)-Extension Grant Agreement** (Backup) (verified)

**BACKGROUND INFORMATION:** The New Mexico Department of Homeland and Emergency Management Disaster Assistance Program Grant agreement 2013-027-002 has been given a one year extension to San Miguel County for the performance period from 7/30/15 to 7/30/16.

**ACTION REQUESTED OF COMMISSION:** Approval and execution of the extension agreement  
SMC Manager

**STAFF RECOMMENDATION:** Approval and execution of the extension agreement SMC Manager

**PRESENTER:** Kurt Parkinson, SMC Emergency Manager

**11. BID AWARD OF 2014-2015 LOCAL GOVERNMENT ROAD FUNDS, SCHOOL BUS ROUTE (LA TEWA) AND COUNTY ARTERIAL (COUNTRY ACRES) ROAD CONSTRUCTION PROJECTS**

**(BACKUP)-Miller Engineering Documentation** (Backup) (verified)

**(BACKUP)-County Manager's Letter** (Backup) (verified)

**BACKGROUND INFORMATION:** Country Acres and La Tewa road construction projects were recently advertised. Bids were opened on August 22, 2015. Three (3) companies submitted bids. The low bidder for both projects was Rocky Road Gravel Products.

**ACTION REQUESTED OF COMMISSION:** Recommendation consistent with Engineers recommendation is to award the two projects to Rocky Road Gravel Products for the base bid on each project only.

**STAFF RECOMMENDATION:** Same as above.

**PRESENTER:** Les W. J. Montoya, SMC Manager

**12. RESOLUTION NO. 09-08-15-FARMERS' ELECTRIC COOPERATIVE FRANCHISE**

**(BACKUP)-Memo** (Backup) (verified)

**(BACKUP)-Resolution** (Backup) (verified)

**BACKGROUND INFORMATION:** County Ordinance No. SMC-12-14-04-FRANCHISE grants to Farmer's Electric Cooperative a franchise within San Miguel County and has a term of one (1) year. Farmers' has advised that it wishes to renew its franchise with San Miguel County for another year.

**ACTION REQUESTED OF COMMISSION:** Extend the franchise ordinance with Farmers' Electric Cooperative by adopting Resolution No. 09-08-15-FARMERS'.

**STAFF RECOMMENDATION:** Extend the franchise ordinance by adopting Resolution No. 09-08-15-FARMERS'.

**PRESENTER:** Alex Tafoya, SMC Planning and Zoning Division Supervisor



**13. RECOMMENDATION TO AWARD BID TO PURCHASE TWO (2) NEW 2016 ROLL OFF TRUCKS AND LIFTS, ONE (1) NEW 2016 CHASSIS AND PACKER BODY AND ONE (1) USED VIBRATORY ROLLER**

**(BACKUP)-Bid Recommendation** (Backup) (verified)

**BACKGROUND INFORMATION:** The County advertised and received bids for the above mentioned equipment. Bids were opened on August 14, 2015. A recommendation to award these bids is submitted. The equipment to be purchased will be to replace existing solid waste equipment and to add a vibratory roller to the County inventory of equipment.

**ACTION REQUESTED OF COMMISSION:** To award the bids as per the meeting and/or exceeding specifications and being the lowest competitive bid.

**STAFF RECOMMENDATION:** Same as above.

**PRESENTER:** Les W. J. Montoya, SMC Manager



**14. PUBLIC SERVICE OPERATIONS DIVISION MONTHLY REPORT FOR THE MONTH OF JULY/AUGUST 2015**

**(BACKUP)-Report** (Backup) (verified)

**BACKGROUND INFORMATION:** The San Miguel County Public Service Operations Division submits a report to the 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:** Informational purposes only.

**STAFF RECOMMENDATION:** Informational purposes only.

**PRESENTER:** Arnold Lopez, SMC Public Service Operations Transportation Foreman



**15. AGREEMENT BETWEEN OWNER AND CONTRACT FOR CDBG NO. 14-C-NR-I-01-G-04**

**(BACKUP)-Memo** (Backup) (verified)

**(BACKUP)-Agreement** (Backup) (verified)

**BACKGROUND INFORMATION:** In order to proceed with awarding the bid for CDBG No. 14-C-NR-I-01-G-04, it is necessary to obtain approval on the Agreement between Owner and Contractor.

**ACTION REQUESTED OF COMMISSION:** Authorize Commission Chairman Arthur J. Padilla to sign the Agreement between Owner (San Miguel County) and Contractor (Rocky Road Gravel Products).

**STAFF RECOMMENDATION:** Authorize Commission Chairman Arthur J. Padilla to sign the Agreement.

**PRESENTER:** Alex Tafoya, SMC Planning and Zoning Division Supervisor



**16. OUT OF STATE TRAVEL REQUEST - PHYSICAL PLANT/MAINTENANCE TECHNICIAN, JOHN MONTANO - DETENTION EQUIPMENT TRAINING PROGRAM - LOCKSMITHING.**

**(BACKUP)-Documentation** (Backup) {verified}

**BACKGROUND INFORMATION:** Physical Plant/Maintenance Technician, John Montano, will be attending the Certified Detention Equipment Training Program with Western Detention, in San Diego California the dates of December 7-11, 2015. Mr. Montano has attended the locksmith training with Western Detention previously, and maintains all doors/locks and equipment within the facility.

**ACTION REQUESTED OF COMMISSION:** Review and Approval of Out-of-State Travel Request.

**STAFF RECOMMENDATION:** Review and Approval of Out-of-State Travel Request.

**PRESENTER:** Patrick W. Snedeker, SMC Warden



**17. RESOLUTION NO. 09-08-2015-NMFA**

**(BACKUP)-Memo** (Backup) {verified}

**(BACKUP)-Resolution** (Backup) {verified}

**BACKGROUND INFORMATION:** San Miguel County wishes to submit an application to the New Mexico Finance Authority to obtain funds for the purpose of completing a feasibility study to determine the wood availability within San Miguel County. The feasibility study will provide raw material availability for a wood pellet company who is looking to locate in San Miguel County. The application process requires a resolution authorizing the submittal of an application.

**ACTION REQUESTED OF COMMISSION:** Approve Resolution No. 09-08-2015-NMFA.

**STAFF RECOMMENDATION:** Approve Resolution No. 09-08-2015-NMFA.

**PRESENTER:** Alex Tafoya, SMC Planning and Zoning Division Supervisor

**18. ELECTRIC AND ACCESS EASEMENTS PUBLIC SERVICE COMPANY OF NEW MEXICO**

**(BACKUP)-Memo** (Backup) (verified)

**(BACKUP)-Electric and Access Easements** (Backup) (verified)

**BACKGROUND INFORMATION:** Public Service Company of New Mexico is proposing to develop a solar facility on a parcel of land southeast of the County Wood Business Park. In order to efficiently access the property, PNM is proposing an electric and access easement across the Wood Business Park property beginning at the entrance to the Park on Airport Road. PNM is proposing two (2) easements.

**ACTION REQUESTED OF COMMISSION:** Consider granting the easements and direct County staff to do what is necessary and proper to finalize the easements.

**STAFF RECOMMENDATION:** Consider granting the easements and direct County staff to do what is necessary and proper to finalize the easements.

**PRESENTER:** Alex Tafoya, SMC Planning and Zoning Division Supervisor



**19. REQUEST FOR RENEWAL FOR CONTINUED SERVICES FOR HEAVY EQUIPMENT DIESEL MECHANIC SERVICES**

**(BACKUP)-Agreement** (Backup) (verified)

**BACKGROUND INFORMATION:** The San Miguel County Public Service Operations Division currently has a Heavy Equipment Diesel Mechanic services agreement with Greer's Repair & Welding Inc. This was based on the Board of County Commissioners approval on August 27, 2014. The Public Service Operations Division is requesting a first renewal of the agreement for one year, with a 3 year additional option.

**ACTION REQUESTED OF COMMISSION:** Approve the renewal agreement for a period of one year, with a (3) year additional option.

**STAFF RECOMMENDATION:** Approve the request for renewal and continued services for one year.

**PRESENTER:** Arnold Lopez, SMC Public Service Operations Transportation Foreman

**20. APPOINTMENT TO EXTRA-TERRITORIAL ZONING COMMISSION**

**(BACKUP)-Memo** (Backup) (verified)

**BACKGROUND INFORMATION:** At its August 11, 2015 meeting, the Board of County Commissioners advised County staff to continue to seek individuals who may be interested in serving on the City/County Extra-Territorial Zoning Commission. Since then, the County has received interest from two (2) individuals.

**ACTION REQUESTED OF COMMISSION:** Considering appointing either Kenny Lujan, a resident of Ojitos Frios or Dennis English, a resident of Las Vegas, to represent San Miguel County on the City/County Extra-Territorial Zoning Commission for a two year term.

**STAFF RECOMMENDATION:** As requested of the County Commission.

**PRESENTER:** Alex Tafoya, SMC Planning and Zoning Division Supervisor



**21. RATIFICATION OF FY 2015 STATE HOMELAND SECURITY GRANT APPLICATION THROUGH THE NEW MEXICO DEPARTMENT OF HOMELAND SECURITY GRANT PROGRAM**

**(BACKUP)-Application Approval** (Backup) (verified)

**BACKGROUND INFORMATION:** Ratification of the FY2015 State Homeland Security Grant Application from New Mexico Department of Homeland Security and Emergency Management. The San Miguel County/Las Vegas Office of Emergency Management submitted a grant in the amount of \$78,265.37 for approval of two projects.

(1) \$35,509.37, Equipment (SMC EOC Facility). (2) \$42,756.00, Tactical Gear (LVPD).

**ACTION REQUESTED OF COMMISSION:** Request for approval to ratify to apply for FY 2015 SHSGP.

**STAFF RECOMMENDATION:** Request for approval to ratify to apply for FY 2015 SHSGP.

**PRESENTER:** Kurt Parkinson, SMC Emergency Manager

**22. 1<sup>st</sup> RENEWAL AGREEMENT - CARE OF PRISONER(S) CONTRACT - GUADALUPE COUNTY, NEW MEXICO AND SAN MIGUEL COUNTY, NEW MEXICO**

**(BACKUP)-Documentation** (Backup) (verified)

**BACKGROUND INFORMATION:** The care of prisoner(s) 1<sup>st</sup> renewal agreement, by and between Guadalupe County, New Mexico and San Miguel County, New Mexico; providing for housing and care of Guadalupe County inmates, at the San Miguel County Detention Center; is presented for commission review and approval. The cost of housing is eighty (\$80.00) per day/per inmate, along with a \$20.00 (twenty dollar) booking fee.

**ACTION REQUESTED OF COMMISSION:** Review and approval of the Agreement, as presented.

**STAFF RECOMMENDATION:** Approval

**PRESENTER:** Patrick W. Snedeker, SMC Warden



### 23. RESOLUTION 09-08-15-SEPTEMBER PREPAREDNESS MONTH

**(BACKUP)-Resolution** (Backup) (verified)

**BACKGROUND INFORMATION:** Department of Homeland Security/Emergency Management, San Miguel County/City of Las Vegas Office of Emergency Management proclaimed September Preparedness Month in San Miguel County in promoting awareness for preparatory steps to protect lives and property.

**ACTION REQUESTED OF COMMISSION:** Request for approval

**STAFF RECOMMENDATION:** Same as above.

**PRESENTER:** Kurt Parkinson, SMC Emergency Manager



### 24. RESOLUTION #DWI 09-08-15 AUTHORIZING THE SAN MIGUEL DWI PROGRAM TO APPLY FOR FY15 REVERSION FUNDS FROM NM DEPARTMENT OF FINANCE AND AUTHORITY

**(BACKUP)-Resolution** (Backup) (verified)

**(BACKUP)-Budget Justification** (Backup) (verified)

**(BACKUP)-Distribution Reversion Application** (Backup) (verified)

**(BACKUP)-Reversion Application** (Backup) (verified)

**BACKGROUND INFORMATION:** The New Mexico Department of Finance and Authority has released reverted FY15 funds for reapplication by DWI Councils around the state. Funding will be used to ensure a healthy budget is available to support evaluation, prevention, compliance monitoring, prevention, and coordination.

**ACTION REQUESTED OF COMMISSION:** Approve Resolution #DWI 09-08-15 authorizing the San Miguel DWI Program to apply for FY15 Reversion Funds in the amount of \$28,135.

**STAFF RECOMMENDATION:** Approval

**PRESENTER:** Yolanda Cruz, SMC DWI Coordinator

**25. PROPOSAL BY KNMX RADIO TO BROADCAST BOARD OF COUNTY COMMISSION MEETINGS  
(BACKUP)-Memo** (Backup) (verified)

**BACKGROUND INFORMATION:** At the request of the Board of County Commissioners, San Miguel County staff began researching the possibility of broadcasting the San Miguel County Commission meetings via radio and other means. After contacting several local companies, only one responded that they would be willing and able to perform this service. KNMX 540AM stated that they would provide this service at a cost of \$2,880 per month (\$34,560 per year) for the twelve (12) regular meetings, and \$500 per emergency or special meeting that does not exceed 2 hours. In addition to this service cost, it is expected that an additional \$3,000 to \$5,000 of telephone equipment and service will be required to make the broadcast possible.

**ACTION REQUESTED OF COMMISSION:** Review the proposal and either accept or reject said proposal.

**STAFF RECOMMENDATION:** Same as above.

**PRESENTER:** John Tiernan, SMC IT Supervisor

**26. RESOLUTION NO. 09-08-15-RA01; ADDITION OF SAWYER MESA RD., A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO**

**(BACKUP)-Map** (Backup) (verified)  
**(BACKUP)-Resolution** (Backup) (verified)

**BACKGROUND INFORMATION:** Recently a taxpayer was given a building permit and in the course of assigning an address, it was realized that there are now eight houses that are all addressed from this same driveway off of NM Highway 63. San Miguel County Ordinance No. SMC-07-13-99-OED-2 requires "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." Letters were sent to the residents of that unnamed private road several months back informing them of the impending change and what their new address will be. None of the residents have responded in the negative and one has begun using the new address.

**ACTION REQUESTED OF COMMISSION:** Review and approve

**STAFF RECOMMENDATION:** Review and approve

**PRESENTER:** John Tiernan, SMC IT Supervisor

**27. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF AUGUST 2015.**

**(BACKUP)-Documentation** (Backup) (verified)

**BACKGROUND INFORMATION:** Personnel actions or changes which have taken place in San Miguel County for the month of August 2015 are submitted for ratification and approval by the San Miguel County Board of Commissioners.

**ACTION REQUESTED OF COMMISSION:** To approve and ratify the personnel actions or changes that have taken place during the month of August 2015.

**STAFF RECOMMENDATION:** To approve and ratify the personnel actions or changes that have taken place during the month of August 2015.

**PRESENTER:** Kiki Arellano, SMC Human Resources Division Supervisor



**28. SAN MIGUEL COUNTY MANAGERS RECOMMENDATION TO HIRE THE FOLLOWING INDIVIDUAL TO FILL THE POSITION OF PUBLIC SERVICE OPERATIONS SUPERVISOR WITH THE SAN MIGUEL COUNTY PUBLIC SERVICE OPERATIONS DIVISION AS PER THE RECOMMENDATION OF LES MONTOYA, SAN MIGUEL COUNTY MANAGER.**

**EXEMPT EMPLOYEE:**

**ROBERT J. ARCHULETA - PUBLIC SERVICE OPERATIONS SUPERVISOR - DATE OF HIRE: SEPTEMBER 14, 2015 - ANNUAL SALARY: \$66,560.00.**

**(BACKUP)-Documentation** (Backup) (verified)

**BACKGROUND INFORMATION:** The Public Service Operations Supervisor position was advertised in the Las Vegas Optic, Santa Fe New Mexican, Albuquerque Journal several applications were received interviews were held. The Interview Committee is recommending Mr. Robert Archuleta to fill the Public Service Operations Supervisor position due to his work experience and the understanding of government operations.

**ACTION REQUESTED OF COMMISSION:** Approval to hire Robert J. Archuleta to fill the position of Public Service Operations Supervisor with the San Miguel County Public Service Operations Division.

**STAFF RECOMMENDATION:** Approval to hire Robert J. Archuleta to fill the position of Public Service Operations Supervisor with the San Miguel County Public Service Operations Division.

**PRESENTER:** Les W. J. Montoya, SMC Manager

**29. SAN MIGUEL COUNTY MANAGER'S RECOMMENDATION TO RATIFY THE HIRING OF THE FOLLOWING INDIVIDUALS TO FILL THE VACANT POSITIONS OF DETENTION OFFICER AT THE SAN MIGUEL COUNTY DETENTION CENTER AS PER THE RECOMMENDATION OF PATRICK SNEDEKER, WARDEN/FACILITY ADMINISTRATOR.**

**PROBATIONARY/FULL TIME EMPLOYEES**

**JACOB RAMIREZ - DETENTION OFFICER - EFFECTIVE DATE OF HIRE: AUGUST 17, 2015 - PROBATIONARY SALARY: \$20,900.00.**

**MICHAEL SENA - DETENTION OFFICER - EFFECTIVE DATE OF HIRE: AUGUST 31,2015 - PROBATIONARY SALARY: \$20,900.00.**

**ERNEST DURAN - DETENTION OFFICER - EFFECTIVE DATE OF HIRE: AUGUST 31, 2015 - PROBATIONARY SALARY: \$20,900.00.**

**LAWRENCE G. ARAGON - DETENTION OFFICER - EFFECTIVE DATE OF HIRE: AUGUST 31, 2015- PROBATIONARY SALARY: \$20,900.00**

**(BACKUP)-Documentation (Backup) (verified)**

**BACKGROUND INFORMATION:** The Detention Officer position became vacant due to employees resigning or that have been dismissed from their positions as Detention Officers.

**ACTION REQUESTED OF COMMISSION:** Approval to ratify the hiring of Jacob Ramirez, Michael Sena, Ernest Duran and Lawrence Aragon to fill the vacant positions of Detention Officer.

**STAFF RECOMMENDATION:** Approval to ratify the hiring of Jacob Ramirez, Michael Sena, Ernest Duran and Lawrence Aragon to fill the vacant positions of Detention Officer.

**PRESENTER:** Les W. J. Montoya, SMC Manager



**30. COUNTY MANAGER'S RECOMMENDATION TO RATIFY THE HIRING THE FOLLOWING INDIVIDUAL TO FILL THE VACANT POSITION OF TRANSIT OPERATOR FOR THE SAN MIGUEL COUNTY SAFE RIDE HOME PROGRAM AND THE VETERAN TRANSPORTATION SERVICE.**

**TEMPORARY/PART TIME EMPLOYEE:**

**DANELLE DURAN - TRANSIT OPERATOR SAFE RIDE HOME PROGRAM AND VETERANS TRANSPORTATION SERVICE - DATE OF HIRE: AUGUST 31, 2015 - HOURLY SALARY: \$12.00.**

**(BACKUP)-Documentation** (Backup) (verified)

**BACKGROUND INFORMATION:** The Transit Operator for the Safe Ride Home Program operates on Fridays and Saturdays. The Veterans Transportation Service operates on Tuesdays, Wednesdays and Thursdays on an On-Call basis.

**ACTION REQUESTED OF COMMISSION:** Approval to ratify the hiring of Danelle Duran as the new Transit Operator for the Safe Ride Home Program and Veterans Transportation Service.

**STAFF RECOMMENDATION:** Approval to ratify the hiring of Danelle Duran as the new Transit Operator for the Safe Ride Home Program and Veterans Transportation Service.

**PRESENTER:** Les W. J. Montoya, SMC Manager

(Backup) (verified)

**BOARD OF FINANCE MEETING**

**31. ACCOUNTS PAYABLE LISTING ITEMS 2016-01-168 THROUGH 2016-01-225 AND ITEMS 2016-02-1 THROUGH 2016-02-163**

**(BACKUP)-Report 1** (Backup) (verified)

**(BACKUP)-Report 2** (Backup) (verified)

**BACKGROUND INFORMATION:** To report all payments processed between June 19, 2015 through July 22, 2015.

**ACTION REQUESTED OF COMMISSION:** Review and approve.

**STAFF RECOMMENDATION:** Review and approve.

**PRESENTER:** Melinda Gonzales, SMC Finance Division Supervisor

**32. CASH BALANCE REPORT AS OF AUGUST 24, 2015**

**(BACKUP)-Report** (Backup) (verified)

**BACKGROUND INFORMATION:** To inform the Commission of the August 24, 2015 cash balance. The balances reflected are unreconciled balances. Reconciliations are done in the following month.

**ACTION REQUESTED OF COMMISSION:** Information purposes only

**STAFF RECOMMENDATION:** Information purposes only

**PRESENTER:** Melinda Gonzales, SMC Finance Division Supervisor



**33. RESOLUTION 2015-09-08-F1, AUTHORIZING THE CREATION OF FUND 753**

**(BACKUP)-Resolution** (Backup) (verified)

**BACKGROUND INFORMATION:** In August 2015, the Commission approved a budget adjustment resolution to account for a Justice Assistance Grant (JAG) in the amount of \$5,647.50. Fund 753, is being requested to track these JAG Funds.

**ACTION REQUESTED OF COMMISSION:** Review and approve Resolution 2015-09-08-F1.

**STAFF RECOMMENDATION:** Review and approve Resolution 2015-09-08-F1.

**PRESENTER:** Melinda Gonzales, SMC Finance Division Supervisor



**34. BUDGET ADJUSTMENT RESOLUTION 2015-09-08-F2**

**(BACKUP)-Resolution** (Backup) (verified)

**BACKGROUND INFORMATION:** The General Fund revenue and expenditures will also increase by \$18,750 as incoming revenue and an increase in expenditures for the San Miguel Health Council.

Transfer of \$36,000 from Fund 704 to Fund 202. These funds are to cover projected shortfalls for the Local Government Road Fund projects.

Transfer of \$17,000 from Fund 704 to Fund 241. These funds are to cover the expected shortfall for the Cinder Road Project.

Increase in expenditures to Fund 490, the Reappraisal Fund of \$7,315. The County will have an addendum with Tyler Technologies to add a Field Appraiser Package. The cost of this package is \$11,005 and the yearly maintenance will be \$2,310. The addendum will also call for the deletion of the Marshall and Swift component as this is something the Assessors currently has. The credit for the deletion is \$6,000.

**ACTION REQUESTED OF COMMISSION:** Review and approve the budget increase.

**STAFF RECOMMENDATION:** Review and approve the budget increase.

**PRESENTER:** Melinda Gonzales, SMC Finance Division Supervisor

**35. INDIGENT BURIAL PAYMENT TO NM MORTURARY SERVICES IN THE AMOUNT OF \$600 AND NELSON FUNERAL HOME IN THE AMOUNT OF \$1,200**

**(BACKUP)-Document** (Backup) (verified)

**(BACKUP)-Document** (Backup) (verified)

**BACKGROUND INFORMATION:** The Finance Office has received, reviewed and processed two indigent burial payment and is seeking ratification from the Commission.

**ACTION REQUESTED OF COMMISSION:** Review and ratification

**STAFF RECOMMENDATION:** Review and ratification

**PRESENTER:** Melinda Gonzales, SMC Finance Division Supervisor

**Executive/Closed Session**

**A. Personnel Matters, as permitted by Section 10-15-1(H)(2) of the New Mexico Open Meetings Act, NMSA 1978.**

**B. Matters subject to the attorney client privilege pertaining to threatened or pending litigation in which SMC is or may become a participant, as permitted by Section 10-15-1(H)(7) of the New Mexico Open Meetings Act, NMSA 1978.**

C. Matters pertaining to the discussion of the acquisition or disposal of real property, as permitted by Section 10-15-1(H)(8) of the Open Meetings Act, NMSA 1978.

D. Matters pertaining to the discussion of bargaining strategy preliminary to collective bargaining negotiations, as permitted by Section 10-15-1 (H)(5), NMSA 1978.

**ADJOURNMENT**