

MINUTES OF THE REGULAR MONTHLY MEETING OF
SAN MIGUEL COUNTY BOARD OF COMMISSIONERS
HELD ON TUESDAY, DECEMBER 8TH, 2015, BEGINNING AT 2:00 P.M.

CALL TO ORDER

The San Miguel County Board of Commissioners held its regular monthly meeting on Tuesday, December 8th, 2015, beginning approximately at 2:05 p.m. The meeting convened at the County Commission Chambers, San Miguel County Courthouse, 2nd floor, 500 West National Ave., Suite 200, Las Vegas, New Mexico 87701.

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

San Miguel County Manager Les Montoya requested the agenda be submitted as follows.

Upon a motion by Commissioner Sena, and a second by Commissioner Ortiz, 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 Sena, and a second by Commissioner Ulibarri, the approval of the minutes for the Regular Meeting held on November 10th, 2015 was approved unanimously.

[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.

INTRODUCTION OF NEW SAN MIGUEL COUNTY EMPLOYEES

GERALDINE GALLEGOS – MAINTENANCE WORKER II – SAN MIGUEL COUNTY PLANNING & ZONING DIVISION – PROBATIONARY/FULL TIME EMPLOYEE.

RAYMOND MONTANO – APPRAISER I – SAN MIGUEL COUNTY ASSESSOR'S DIVISION – PROBATIONARY/FULL TIME EMPLOYEE.

FELIPE GARCIA – APPRAISER I – SAN MIGUEL COUNTY ASSESSOR'S DIVISION – PROBATIONARY/FULL TIME EMPLOYEE.

NEW BUSINESS

Commissioner Gilbert Sena presented San Miguel County Veteran Daniel Atencio with a plaque for his hard work and dedication shown for his country. Mr. Atencio received numerous awards and medals during his service with the Marines.

Bill Hendrickson who works for the Economic Development Corporation and Lea Knutson who works for the Hermits Peak Watershed Alliance presented to the Commission a proposal to coordinate a collaborative effort between the two agencies to make improvements along the Gallinas River corridor within the city limits. Discussion ensued and any comments or questions are included in the official folder within the San Miguel County Clerk's Office and is open to anyone who wishes to obtain any information associated with the presentation.

AT 3:25 P.M., THE COMMISSION PROCEEDED

TO REGULAR ORDER, AS FOLLOWS:

ITEM 1: RESOLUTION 12-8-15-CM COMMEMORATING SAN MIGUEL COUNTY SCHOOL CHOICE WEEK JANUARY 24TH-30TH, 2016

San Miguel County Manager Les Montoya presented to the Commission the Resolution requested by Chairman Arthur Padilla, in which Chairman Padilla was approached by individuals representing this effort, who were requesting a resolution be formed to show support from San Miguel County.

Commissioner Leger asked the Commission if anyone representing the Organization was present for the Regular Meeting in which no individual stepped forward. Commissioner Leger informed the Commission it behooves the County and the Commission to further research on what organizations like this one requesting a resolution is all about. Commissioner Leger informed the Commission he himself did some research to see what is entailed, and expressed his concerns with organizations like this one that are very politically conservative and favor the privatization of public education systems, which in turn means diverting public education funds into private schools.

Commissioner Ulibarri thanked Commissioner Leger for researching this topic and he expressed the same concerns as Commissioner Leger.

Upon a request and motion to table the item by Commissioner Sena, and a second by Commissioner Ulibarri, the item was tabled until further notice.

ITEM 2: RESOLUTION 2015-12-8-15-CM PREEMPTION

San Miguel County Manager Les Montoya informed the Commission the residents who contributed greatly in the development of the Oil and Gas Ordinance in San Miguel County have continued concerns regarding efforts by the Oil and Gas industry to convince Legislators to change laws removing zoning authority from Counties and Cities, and in meeting with these residents, and preparing for the upcoming Legislative Session, it was recommended by those individuals that the Commission should adopt a resolution that would be in opposition of Preemption that would rid the County of any zoning authority it may have within its jurisdiction.

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

ITEM 3: SAN MIGUEL COUNTY HEALTH COUNCIL

The County Commission within each County in the State of New Mexico is statutorily charged with approving the Health Council Members; the following list was presented by the San Miguel County Health Council for approval by the San Miguel County Board of Commissioners.

Kimberly Blea, Barbara Casey, Julian Duran, Margaret Vasquez-Geffroy, Louise Hoogerhous, Pat Leahan, Elaine Luna, Desiree Martinez, Rosalie Martinez, Therese Melton, Mary Ringer, Hyacenth Sedillo and Chris Wolf are all the names on the San Miguel County Health Council.

Upon a motion by Commissioner Leger, and a second by Commissioner Sena, the approval of the San Miguel County Health Council Members was approved unanimously.

ITEM 4: REQUEST TO REJECT ALL BIDS FOR THE TRAIL MAINTENANCE EQUIPMENT

San Miguel County Manager Les Montoya requested the rejection of bids for the Trail Maintenance Equipment. There was only one bid received and this bid was over the budgeted amount set aside for the equipment.

Upon a motion by Commissioner Leger, and a second by Commissioner Ortiz, the approval for rejection of bids was approved unanimously.

ITEM 5: RATIFICATION OF TASKS FOR UPPER TOWN SAN ANTONIO PROJECT

The Board of County Commissioners selected the Upper Town San Antonio Road and Drainage project for its next Community Development Block Grant application. County staff had initiated various tasks required for the project to include scope of work, the environmental review process and preparing a request for proposals for engineering design which requires issuing an RFP.

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

ITEM 6: GRANT AGREEMENT BETWEEN NEW MEXICO DEPARTMENT OF TRANSPORTATION AND SAN MIGUEL COUNTY SHERIFF'S OFFICE (ENDWI AND 100 DAYS & NIGHTS OF SUMMER TRAFFIC OVERTIME GRANTS)

San Miguel County Sheriff's Office received grant funding from NMDOT to perform traffic enforcement operations within the County of San Miguel.

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

ITEM 7: FUNDING AGREEMENT FOR THE NEW MEXICO FOUNDATION FOR DENTAL HEALTH RESEARCH AND EDUCATION, PLANNING AND IMPLEMENTATION OF FREE SERVICES IN SANTA FE, NEW MEXICO FOR SAN MIGUEL COUNTY RESIDENTS

San Miguel County Manager Les Montoya informed the Commission Mission of Mercy (MOM) requested funding support to offset costs associated with providing a free dental health fair to residents in San Miguel County in April 2016.

Commissioner Leger had a concern with the request to provide funding as far as none of the events are in Las Vegas. Commissioner Leger said he does not object to the idea of providing free dental services, but the health fair is located in Santa Fe and Commissioner Leger's concern is these services will be supporting an effort that is not to benefit directly a large percentage of the residents of San Miguel County, and for this Commissioner Leger does not support the funding for dental services in Santa Fe County.

Commissioner Ortiz's district borders Santa Fe County and believes the health fair will have its benefits for the residents of San Miguel County.

Chairman Padilla believes the free dental health fair is a good service for the community and was in favor of the health fair.

Commissioner Ulibarri informed the Commission he is confident San Miguel County's funding of this project will be a benefit for the residents of San Miguel County.

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

ITEM 8: STATUS REPORT BY THE EDC TO THE COUNTY COMMISSION

Bill Hendrickson, the Executive Director for the Economic Development Corporation provided a report for the services he has performed on behalf of San Miguel County. Discussion ensued.

No action was taken on this item.

ITEM 9: RATIFY ISSUING OF REQUEST FOR PROPOSALS COUNTY FEASIBILITY STUDY

San Miguel County submitted an application to the New Mexico Finance Authority (NMFA) to obtain funds to develop an economic development plan of a feasibility study to analyze the feasibility of establishing a wood pellet facility. The grant funds had been awarded and a scope of work has been developed for a request for proposals to obtain planning services.

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

ITEM 10: REQUEST FOR PROPOSALS OIL AND GAS MANAGEMENT

The Board of County Commissioners approved a job description for Oil and Gas Management Coordinator during the October 2015 Commission meeting, said job description to be used as a scope of work for a request for proposals for the Oil and Gas Management Coordinator Services. A request for proposals has been prepared and issued.

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

ITEM 11: SAMARITAN HOUSE INC. FUNDING AGREEMENT

The funding agreement provides for San Miguel County to set aside \$15,000.00 to provide to Samaritan House Inc. to provide temporary shelter and/or rental or permanent housing assistance to individuals whom seek assistance and qualify for programs offered by Samaritan House, Inc. Las Vegas, San Miguel County.

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

ITEM 12: DETENTION CENTER BILLING – OUTSTANDING BALANCES – NOW COLLECTIBLE

San Miguel County Warden Patrick Snedeker presented to the Commission a listing compiled of Detention Center outstanding balances that are specific to housing/care of other public agency detainees that are uncollectible.

Upon a motion by Commissioner Ulibarri, and a second by Commissioner Ortiz, the approval to expunge the outstanding balances was approved unanimously.

ITEM 13: ADMINISTRATIVE REGULATION NO. ADM-CM-11-10-15 – POLICY FOR NAMING COUNTY BUILDINGS AND PROPERTY

In order to address the possibility of naming buildings or property owned by San Miguel County, a formal process should be in place to either approve or deny a request to do so. County staff developed an administrative regulation to address naming of public buildings and properties owned by San Miguel County. The Administrative Regulation was presented to the Board of County Commissioners and its contents were verbally outlined. There was a concern in regard to the criteria of high integrity and good moral character and how such integrity and character

would be measured. After some discussion the item was tabled and staff was directed to re-submit the Administrative Regulation.

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

ITEM 14: THE NEW MEXICO DEPARTMENT OF TRANSPORTATION/SAN MIGUEL COUNTY DETENTION CENTER ROADWAY BEAUTIFICATION CONTRACT - \$12,000.00 ANNUALLY

The New Mexico Department of Transportation/San Miguel County Detention Center Contract for Roadway Beautification was presented for San Miguel County Commission review and approval. The contract provides for detention center inmates, under detention officer supervision, to have work opportunities to complete roadway beautification projects. Detention officer full salary and benefits are paid for within the contract terms.

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

ITEM 15: RATIFICATION OF APPROVAL OF DWI GRANT AGREEMENT AMENDMENT NO. 1 #16-DJ-G-26

The San Miguel County DWI Program was awarded \$28,135 in reversion funds by the Department of Finance and Administration. This amount was added to the original DWI Grant 1 #16-D-J-G-26 and an amendment was necessary to bring the total grant award to \$62,705.

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

ITEM 16: CONTRACT/AGREEMENT BY AND BETWEEN SAN MIGUEL COUNTY, NEW MEXICO AND MORA COUNTY, NEW MEXICO FOR CONFINEMENT OF MORA COUNTY PRISONERS, AT THE SAN MIGUEL COUNTY DETENTION CENTER

San Miguel County Warden Patrick Snedeker presented to the Commission the agreement between San Miguel County and Mora County for the confinement of Mora County prisoners at the San Miguel County Detention Center. The cost per day per inmate to house a prisoner is eighty dollars (\$80.00), along with a twenty dollar (\$20.00) booking fee.

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

ITEM 17: PENDARIES ROAD AFFIRMATION OF COUNTY ROAD STATUS

On September 11th, 1990, the Board of County Commissioners took action to remove roads within the Pendaries Subdivision from the County road logs with the exception of the portion of road from State Highway 105 to the security gate/maintenance yard. San Miguel County Planning & Zoning Supervisor Alex Tafoya informed the Commission, County staff spoke with a former County Commissioner who made the motion to remove those roads from the County Road Log, and the only portion that stayed as a County Road was from State Highway 105 to the maintenance yard at the Pendaries Subdivision.

Commissioner Sena stated it is very important for the Commission to take action on the item to clarify speculations made by the Public.

Commissioner Ortiz wished to hear from Legal Counsel if he considered legal action dating back to 1990 sufficient. In which Legal Counsel informed Commissioner Ortiz and the Commission the action taken clarifies what actually happened with the road as well as the action taken by the Commission was to vacate the roads within the Pendaries Subdivision.

Commissioner Ulibarri requested the Commission table the item until the Commission is able to review the State Road Logs to clarify if the road is included in the log.

Commissioner Leger stated he shares the same concerns as Commissioner Ulibarri, but Commissioner Leger refers to a document written by Legal Counsel in 2005 stating the name given to the supposed County Road was given in error and later stating in the conclusion of the document, Legal Counsel's opinion is the road is not a County Road. Commissioner Leger then suggested San Miguel County's current Legal Counsel review all documentation on the supposed County Road and give his definitive opinion on whether it is or is not a County Road.

Upon a motion by Commissioner Sena, and a second by Commissioner Ulibarri, the motion to table the item was approved unanimously.

ITEM 18: PUBLIC SERVICE DIVISION MONTHLY REPORT FOR THE MONTH OF NOVEMBER 2015

San Miguel County Public Services Operations Road Foreman Arnold Lopez presented to the Commission the monthly report including blading of county roads and/or special projects with the county roads.

Discussion ensued.

Commissioner Sena thanked Foreman Arnold Lopez for the Public Service Division's hard work on the maintenance of roads.

Commissioner Ortiz requested the County Manager and the Commission to have a meeting with the Public Service Division for requests to be done in each Commissioner's district.

This item was for informational purposes only.

ITEM 19: 2016 SAN MIGUEL COUNTY LEGISLATIVE FUNDING REQUESTS AS PRESENTED BY STAFF AND ELECTED OFFICIALS

San Miguel County formulated 2016 Legislative Funding Requests on behalf of the various divisions who provide services to the residents of San Miguel County. San Miguel County, along with other local governments, depend on Legislative Appropriations to address the needs of these operations, where funding from normal revenues are inadequate to meet these needs. Discussion ensued.

Commissioner Leger asked County Manager Les Montoya what amount the County received in Legislative Appropriations the year before and the year prior to, in which County Manager Les Montoya replied roughly \$100,000 in various projects the year before and San Miguel County Finance Division Supervisor Melinda Gonzales informed Commissioner Leger of the figures for the year prior to. Commissioner Leger requested the Commission prioritize the funding requests for the County due to the Legislative's inability to award a high dollar amount.

Upon a motion by Commissioner Leger, and a second by Commissioner Ortiz, the approval of \$500,000 for road improvements, \$100,000 for building maintenance, \$100,000 for the Detention Center, \$100,000 for the Sheriff's Office was approved unanimously.

ITEM 20: REVIEW OF RFP RESULTS FOR COUNTY COMMISSION MEETINGS BROADCAST ON THE RADIO

During the November 2015 Commission meeting, the San Miguel County Board of County Commissioners reviewed the proposals submitted on October 30th, 2015 which was for the purpose of broadcasting the Board of County Commissioners meetings on the radio. Following the recommendation of the Selection Committee, the Commission rejected all proposals and authorized staff to clarify the proposal and re-advertise. The proposal was advertised in the Las Vegas Optic on the weekend of November 14th, 2015 with a closing date of December 2nd, 2015 at 3:00 pm. Only a single proposal was received. This proposal was reviewed by John Tiernan, IT Supervisor and it was determined the proposal met all criteria and was complete. The proposer, SDC Broadcasting Co., Inc. proposes services at an annual cost of \$37,060. The amount was based on an anticipated 12 Regular Meetings and five (5) Special/Emergency Meetings per year.

Commissioner Leger asked IT Supervisor John Tiernan he stated in recent meetings John Tiernan informed the Commission there would be additional expenses to have the capabilities to broadcast Commission meetings over the radio, in which IT Supervisor John Tiernan informed the Commission for the first year there is an expense of roughly \$4,000.

Commissioner Sena stated to the Commission he spoke with the constituents in his district and asked them what is their priorities for the County to take action on, in which Commissioner Sena informed the Commission only two (2) out of the 27 tax payers he questioned wanted to have the Commission meetings aired over the radio. Thus, Commissioner Sena was opposed to broadcasting Commission meetings for the public.

Chairman Padilla also informed the Commission his constituents would rather see the funds to be used on more pressing issues the County has such as roads.

Commissioner Ortiz informed the Commission he did not hear a single positive comment on the Regular Meeting that was aired over the radio in Pecos.

Commissioner Ulibarri informed the Commission he met with Commissioners from Rio Arriba County and Santa Fe County and asked these Counties as to why they air their meetings over the radio, in which these Counties stated for open government and transparency.

Upon a motion by Commissioner Leger, and a second by Commissioner Ortiz, the motion to reject said proposal was approved unanimously with the opposition by Commissioner Ulibarri.

ITEM 21: AGREEMENT FOR JUVENILE DETENTION – SAN MIGUEL COUNTY, NEW MEXICO AND TAOS COUNTY, NEW MEXICO

San Miguel County Warden Patrick Snedeker presented to the Commission an agreement for the detainment of San Miguel County juvenile detainees at the Taos County Juvenile Detention Center. The cost per day per detainee is \$120.00, plus a \$10.00 booking fee.

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

ITEM 22: APPROVAL OF MEMORANDUM OF AGREEMENT 12-08-15-DWI-LVPD

The San Miguel County DWI Program was awarded \$5,330.00 within the DWI Grant Agreement #16-D-J-G-26 to partner with local law enforcement to conduct DWI enforcement activities. The MOA between the DWI Program and the Las Vegas Police Department will allow for the funds to pay for at least one (1) DWI Checkpoint, four (4) Saturation Patrols and two (2) Underage Drinking Operations FY16.

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

ITEM 23: DISCUSSION OF PUBLIC INPUT POLICY OF SAN MIGUEL COUNTY

The San Miguel County Board of Commissioners has had the policy of allowing the general public the ability to speak to the Commission and County Manager during a Public Input Forum on matters regarding County business. It had been requested that the policy regarding the presentation of Public Input be reviewed and a determination be made as to whether or not Public Input should be retained as part of the Board of County Commissioners Meetings.

Commissioner Ortiz stated from what he heard in the public input on December 8th, 2015, that the Commission can allow for public input to continue to be allowed on the agenda.

Chairman Padilla believed the Public Input is beneficial and should still be on the agenda but regulated as per the guidelines that are already set.

Commissioner Sena stated he believes the public input has its benefits and should still be on the agenda as long as it is regulated.

Commissioner Ulibarri also believed public input should stay on the agenda but also be regulated.

Commissioner Leger requested some wording be changed in the set guidelines and for them to be enforced more.

San Miguel County Manager Les Montoya asked the Commission if the order in which the public input is sufficient as opposed to having the public presentations prior to the public input, for the reason of the presenters waiting for the duration of public input.

No action was taken on this item.

ITEM 24: SAN MIGUEL COUNTY MANAGER'S RECOMMENDATION FOR APPROVAL OF THE GOVERNING HOLIDAYS FOR THE CALENDAR YEAR 2016

San Miguel County Human Resource Supervisor Kiki Arellano presented to the Commission the holidays for the Calendar Year 2016.

Upon a motion by Commissioner Sena, and a second by Commissioner Ulibarri, the approval for the calendar year 2016 was approved unanimously.

ITEM 25: SAN MIGUEL COUNTY MANAGER'S RECOMMENDATION FOR APPROVAL OF RESOLUTION NUMBER 12-8-15-PERSONNEL

San Miguel County Manager Les Montoya presented to the Commission Resolution No. 12-8-15-PERSONNEL, an Ordinance amending Section 10.4.1 regarding the use of Accrued Annual Leave, which would allow a probationary employee to use Annual Leave after three (3) months of their hire date. Section 10.12. as it pertains to the use of the Personal Day, in which an employee is required to use their Personal Day by their anniversary date or it will be lost. Section 10.19 concerning Leave Without Pay will need the County Manager's approval, be used for medical reasons only and have notice of a month ahead. The amendments made are of Ordinance No. SMC-12-2-00-ORD-PERSONNEL and establishing a new Section 10.4.1., Section 10.12., and Section 10.19.

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

ITEM 26: PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF NOVEMBER 2015

Personnel actions or changes that took place in San Miguel County for the month of November 2015 were submitted for ratification and approval by the San Miguel County Board of Commissioners.

Upon a motion by Commissioner Ortiz, and a second by Commissioner Ulibarri, the ratification and approval of the personnel actions or changes were approved unanimously.

ITEM 27: SAN MIGUEL COUNTY MANAGER'S RECOMMENDATION TO RATIFY THE HIRING OF THE FOLLOWING INDIVIDUAL TO FILL THE VACANT POSITION OF DETENTION OFFICER AT THE SAN MIGUEL COUNTY DETENTION CENTER AS PER THE RECOMMENDATION OF PATRICK SNEDEKER, WARDEN/FACILITY ADMINISTRATOR

PROBATIONARY/FULL TIME EMPLOYEE

MARCUS D. LUCERO – DETENTION OFFICER – EFFECTIVE DATE OF HIRE: DECEMBER 7TH, 2015 – PROBATIONARY SALARY: \$20,900.00.

Upon a motion by Commissioner Leger, and a second by Commissioner Ortiz, the approval for hire of Marcus D. Lucero was approved unanimously.

BOARD OF FINANCE MEETING

ITEM 28: ACCOUNTS PAYABLE LISTING ITEMS 2016-4-218 THROUGH 2016-04-299 AND 2016-05-01 THROUGH 2016-05-162

San Miguel County Finance Division Supervisor Melinda Gonzales presented to the Commission the accounts payable listing for the month of October and the first part of November.

Upon a motion by Commissioner Leger, and a second by Commissioner Ortiz, the approval of the accounts payable listings were approved unanimously.

ITEM 29: CASH BALANCE REPORT AS OF NOVEMBER 17, 2015

San Miguel County Finance Division Supervisor presented to the Commission the cash balance report as of November 17th, 2015. The balances reflected are unreconciled balances. Reconciliations are done in the following month.

This item was for informational purposes only.

ITEM 30: BUDGET ADJUSTMENT RESOLUTION 2015-12-08-F1

San Miguel County Finance Division Supervisor Melinda Gonzales presented to the Commission a budget adjustment in Fund 303 to account for the DWI Grant Agreement Amendment No. 1 #16-D-J-G-26 in the amount of \$28,135.

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

ITEM 31: INDIGENT BURIAL PAYMENT TO ROGERS MORTUARY

The Finance Office received, reviewed and processed one indigent burial payment and sought ratification from the Commission.

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

**HAVING CONCLUDED ITS BUSINESS AS THE
COUNTY BOARD OF FINANCE, AT 6:15 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.

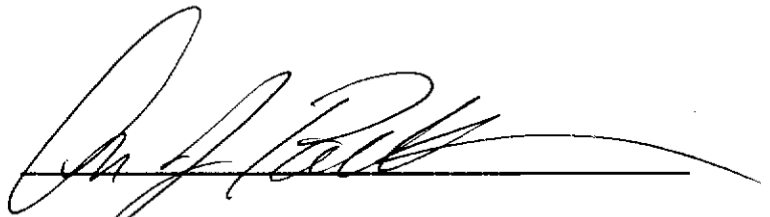
Whereupon, at 6:15 p.m., Commissioner Leger moved and Commissioner Sena seconded, that the Commission retire into executive/closed session to consider the matters noted and recommended by the County Manager, as particularized above. Upon a call of the roll by the Clerk, Commissioners answered in the affirmative on the motion to retire into executive/closed session with the exception of Commissioner Ortiz who was not present at the time, and the Commission proceeded to close the meeting as permitted by law.

At 7:01 p.m. Commissioner Ortiz moved and Commissioner Ulibarri 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.

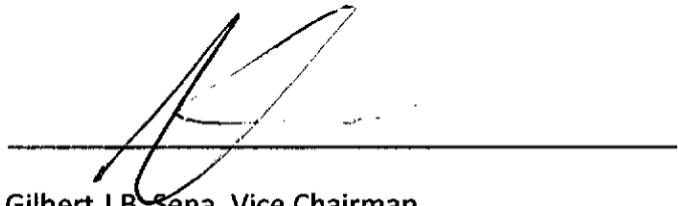
ADJOURNMENT

There being no further business to come before the Commission, and no person seeking recognition by the Commission, at 7:03 p.m. Commissioner Sena moved and Commissioner Ulibarri seconded, adjournment of the meeting, the motion carried and the meeting was duly adjourned.

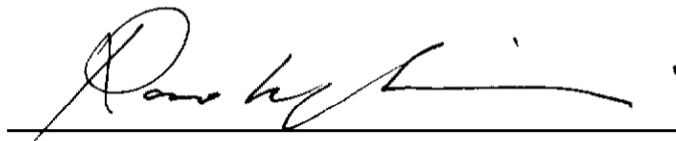
MOVED, SECONDED AND ADOPTED this 12th day of January, 2016, by the Board of County Commissioners of San Miguel County, New Mexico, as the official minutes of its regular monthly meeting held December 8th, 2015.



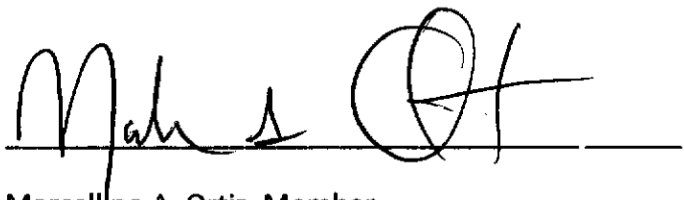
Arthur J. Padilla, Chairman



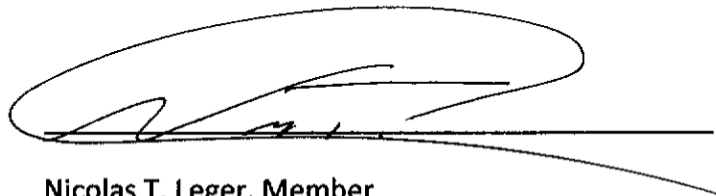
Gilbert J.B. Sena, Vice Chairman



Rock G. Ulibarri, Member

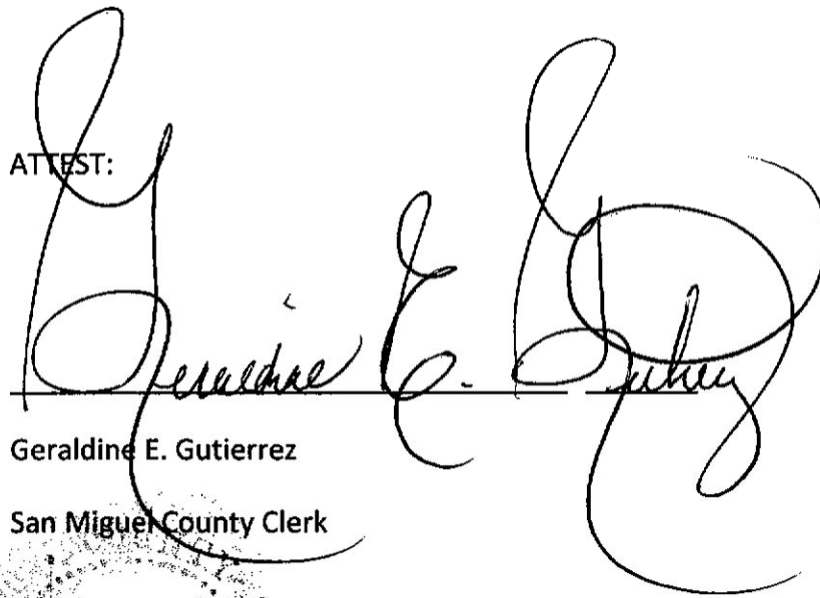


Marcellino A. Ortiz, Member



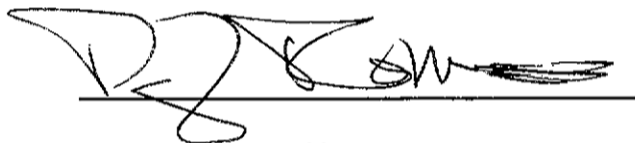
Nicolas T. Leger, Member

ATTEST:



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

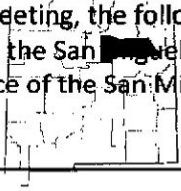
The San Miguel County Board of Commissioners will hold a regular monthly meeting on Tuesday, January 12, 2016, beginning at 2:00 p.m., at the Commission Chambers, 2nd Floor, San Miguel County Administration Complex, 500 West National Avenue, Suite 200, Las Vegas, New Mexico 87701. During the meeting, 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: January 3, 2016

Disseminated to Radio Stations KFUN, KLVF, KNMX and KBLQ: January 4, 2016

Posted on the SMC Website at www.smcounty.net: January 4, 2016

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, and also available in hard copy at the office of the San Miguel County Manager, Suite 201 of the location noted above.



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 December 8, 2015

(BACKUP)-Regular December 8, 2015 meeting minutes (Backup) (verified)

PRESENTATIONS

PRESENTATION: Wilderness Land Trust Efforts to Create Public Access to the Sabinoso Wilderness

PRESENTER: Reid Haughey, Wilderness Land and Trust President

(BACKUP)-Documentation (Backup) (verified)

PUBLIC INPUT FORUM

NEW BUSINESS

REGULAR ORDER

1. ELECTION OF CHAIRMAN AND VICE CHAIRMAN OF THE SAN MIGUEL COUNTY BOARD OF COMMISSIONERS

BACKGROUND INFORMATION: Section 4-38-10, NMSA 1978, requires that at its first meeting of each year, the County Commission select a Chairman and Vice Chairman.

ACTION REQUESTED OF COMMISSION: Select a Chairman and Vice Chairman.

STAFF RECOMMENDATION: Same as above.

PRESENTER: Les W. J. Montoya, SMC Manager

2. ADOPTION OF OPEN MEETINGS RESOLUTION FOR 2016

(BACKUP)-Resolution (Backup) (verified)

(BACKUP)-Signature Page (Backup) (verified)

BACKGROUND INFORMATION: Section 10-15-1 of the New Mexico Open Meetings Act, NMSA 1978, requires that each year the County Commission adopt a Resolution setting forth the date and time of Commission meetings, and notice requirements for all meetings.

ACTION REQUESTED OF COMMISSION: Adopt Open Meetings Resolution for 2016 as required by Law

STAFF RECOMMENDATION: Same as above.

PRESENTER: Les W. J. Montoya, SMC Manager

3. UPDATE AND APPROVAL OF THE UTILITY ALLOWANCES AND FAIR MARKET RENTS (FMRS) FOR SAN MIGUEL COUNTY SECTION 8 HOUSING PROGRAM

(BACKUP)-Fair Market Rents (Backup) (verified)

(BACKUP)-Utility Allowances (Backup) (verified)

BACKGROUND INFORMATION: FMRs set by HUD are primarily to control costs and provide more assistance to the community by managing the amounts of rents paid. The FMRs in each market are reviewed and published by HUD annually for each County. The FMRs represent market rents. The approvals of FMRs for San Miguel County Housing Authority require San Miguel County Board of Commission approval.

Utility Allowances enable San Miguel County Housing Authority to assist those in need, on the Housing Choice Voucher program with their payment of utilities. The costs of utilities in San Miguel County are analyzed annually and the allowable reimbursement of the utility cost is determined. The utility allowances require San Miguel County Board of Commission approval.

ACTION REQUESTED OF COMMISSION: Approval of San Miguel County Housing Authority Fair Market Rents and San Miguel County Housing Authority Utility Allowances

STAFF RECOMMENDATION: Same as above.

PRESENTER: Betty Valdez, SMC Housing Authority Acting Director

4. HOUSING AND URBAN DEVELOPMENT (HUD) – SECTION 8 MANAGEMENT ASSESSMENT PROGRAM (SEMAP)

(BACKUP)-Letter (Backup) (verified)

BACKGROUND INFORMATION: The Section 8 Assessment Program measures the performance of the Public Housing Agencies such as San Miguel Public Housing Authority that

administer the Housing Choice Voucher Program (Section 8) Program in fourteen (14) key areas.

ACTION REQUESTED OF COMMISSION: No required action.

STAFF RECOMMENDATION: No required action.

PRESENTER: Betty Valdez, SMC Housing Authority Acting Director

5. SAN MIGUEL COUNTY MANAGER RECOMMENDATION TO APPROVE THE SAN MIGUEL COUNTY ORDINANCE NO. 01-12-16-PERSONNEL.

(BACKUP)-Ordinance (Backup) (verified)

BACKGROUND INFORMATION: The Board of County Commissioners of San Miguel County, New Mexico, hereby provides notice of its intent to adopt San Miguel County ordinance No. 01-12-16-PERSONNEL amending Ordinance No. 07-12-05-PERSONNEL.

Ordinance No. 01-12-16-PERSONNEL will Amend Ordinance No. 07-12-05-Personnel by modifying section 10.4.I regarding the use of Accrued Annual Leave, section 10.12 regarding the use of the Personal Day, and section 10.19 regarding Leave without Pay.

ACTION REQUESTED OF COMMISSION: 1. Hold and conduct a Public Hearing and Accept Public Comment. 2. Approve San Miguel County Ordinance No. 07-12-05-PERSONNEL amending Ordinance No. 07-12-05-PERSONNEL modifying 10.4.I regarding the use of Accrued Annual Leave, section 10.12 regarding the use of Personal Day, and section 10.19 regarding Leave without Pay.

STAFF RECOMMENDATION: 1. Hold and Conduct a Public Hearing and Accept Public Comment. 2. Approve San Miguel Ordinance No. 07-12-05-PERSONNEL amending Ordinance No. 07-12-05-PERSONNEL modifying 10.4.I regarding the use of Accrued Annual Leave, section 10.12 regarding the use of Personal Day, and section 10.19 regarding Leave without Pay.

PRESENTER: Kiki Arellano, SMC Human Resource Division Supervisor

6. BID AWARD FOR CDBG PROJECT NO. 14-C-NR-01-G-04

(BACKUP)-Memo (Backup) (verified)

(BACKUP)-Recommendation (Backup) (verified)

BACKGROUND INFORMATION: At its July 2015 Commission meeting, the Board of County Commissioners heard this matter and took action to table this matter until such time as the

low bidder provided surety bond and insurance and until such time as the County received written recommendation from its engineer. Since then, all documents have been received.

ACTION REQUESTED OF COMMISSION: Review the recommendation and award the bid to Rocky Road Gravel Products, the lowest responsible bidder for the amount of \$457,584.85 plus appropriate gross receipts tax.

STAFF RECOMMENDATION: Review recommendation and award the bid to Rocky Road Gravel Products.

PRESENTER: Alex Tafoya, SMC Planning and Zoning Division Supervisor

7. REQUEST FOR PROPOSAL DOCUMENT - SAN MIGUEL COUNTY DETENTION CENTER - INMATE FOOD SERVICE OPERATIONS/INMATE COMMISSARY SERVICE OPERATIONS.

(BACKUP)-Documentation (Backup) (verified)

BACKGROUND INFORMATION: A request for proposal document has been prepared, specific to the San Miguel County Detention Center; for the procurement of Inmate Food Service Operations/Inmate Commissary Service Operations. Upon Commission approval, advertisement processes shall take place, in order to receive qualified proposal(s) for the specified services.

ACTION REQUESTED OF COMMISSION: Review and Approval

STAFF RECOMMENDATION: Review and Approval

PRESENTER: Patrick W. Snedeker, SMC Warden

8. REQUEST TO OBTAIN BIDS TO DRILL A WELL FOR THE SHERIDAN VOLUNTEER FIRE DEPARTMENT

(BACKUP)-Documentation (Backup) (verified)

BACKGROUND INFORMATION: The Sheridan Volunteer Fire Department does not have an existing well for water, for sanitation and storage purposes. The Fire Department received funding from the Legislature for improvements and the well would be the priority at this time.

ACTION REQUESTED OF COMMISSION: Requesting permission to advertise for the well project.

STAFF RECOMMENDATION: Approve the request and allow us to advertise for the well project.

PRESENTER: Russell Pacheco, SMC Fire Chief

9. REQUEST TO OBTAIN BIDS FOR THE PURCHASE OF A BRUSH UNIT FOR THE SHERIDAN VOLUNTEER FIRE STATION

(BACKUP)-Documentation (Backup) (verified)

BACKGROUND INFORMATION: The Sheridan Volunteer Fire Department, which is a part of a \$95000.00 grant from the State Fire Marshall, and funds from other sources; has an approved and completed set of specifications for the purchase of a Type 5 Brush Unit. Requesting permission to advertise for bid.

ACTION REQUESTED OF COMMISSION: Approve request for RFB for a Brush Truck, for Sheridan Volunteer Fire Department.

STAFF RECOMMENDATION: Approve and allow us to advertise for bid for a Brush Truck for Sheridan Volunteer Fire Department

PRESENTER: Russell Pacheco, SMC Fire Chief

10. REQUEST TO OBTAIN BIDS TO COMPLETE ALL PLUMBING WORK FOR THE NEW WELL AND INSTALLATION OF A TANK FOR THE SHERIDAN VOLUNTEER FIRE DEPARTMENT

(BACKUP)-Documentation (Backup) (verified)

BACKGROUND INFORMATION: The Sheridan Volunteer Fire Department second phase of the well project is to install a 1000 gallon water tank and plumbing for the well to be operational.

ACTION REQUESTED OF COMMISSION: Requesting permission to advertise for the project.

STAFF RECOMMENDATION: Approve the request and allow us to advertise for the water tank project.

PRESENTER: Russell Pacheco, SMC Fire Chief

11. RECOMMENDATION TO AWARD BID FOR PURCHASE OF STORAGE TANK, PLUMBING AND RETAINING WALLS ROWE FIRE VOLUNTEER DEPARTMENT

(BACKUP)-Documentation (Backup) [verified]

BACKGROUND INFORMATION: The County of San Miguel received bids for the Rowe Fire Station Site work on December 3, 2015. The project will include a water storage tank installation and retaining walls. San Miguel County received seven bids for the project.

ACTION REQUESTED OF COMMISSION: Award the bid to Carreon Construction the lowest bidder that met the bid requirement. Total bid for the project is \$37,610.00

STAFF RECOMMENDATION: Award the bid to Carreon Construction the lowest bidder that met the bid requirement. Total bid for the project is \$37,610.00

PRESENTER: Russell Pacheco, SMC Fire Chief

12. REQUEST FOR PROPOSALS FOR ELECTRICAL SERVICES

(BACKUP)-Memo (Backup) [verified]

(BACKUP)-Request for Proposals (Backup) [verified]

BACKGROUND INFORMATION: The current contract for electrical services has completed its four (4) year term. To provide for electrical services as needed, it is necessary to issue an RFP for such services

ACTION REQUESTED OF COMMISSION: Approve issuing and RFP for electrical services

STAFF RECOMMENDATION: Issue an RFP for electrical services.

PRESENTER: Alex Tafoya, SMC Planning and Zoning Division Supervisor

13. PUBLIC SERVICES DIVISION MONTHLY REPORT FOR THE MONTH OF DECEMBER 2015

(BACKUP)-Monthly Report (Backup) [verified]

(BACKUP)-Finance Report (Backup) [verified]

BACKGROUND INFORMATION: The San Miguel County Public Works 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: For information purposes only

STAFF RECOMMENDATION: For information purposes only

PRESENTER: Arnold Lopez, SMC Public Service Operations Division Road Foreman

14. ITEMS ACQUIRED THROUGH THE 10-33 PROGRAM AS OBTAINED BY THE COUNTY SHERIFF'S DIVISION

(BACKUP)-List (Backup) (continued)

BACKGROUND INFORMATION: The San Miguel County Sheriff's Office would like to update the San Miguel County Board of Commissioners and the County Manager of recent items acquired through the 10-33 Program.

ACTION REQUESTED OF COMMISSION: Review

STAFF RECOMMENDATION: Review

PRESENTER: Gary Gold, SMC Sheriff

15. REQUEST TO ADVERTISE REQUEST FOR BIDS TO REPLACE ENTRANCE DOORS AND BAY DOORS AS SPECIFIED AT THE SAPELLO AND ROCIADA FIRE STATION

(BACKUP)-Documentation (Backup) (continued)

BACKGROUND INFORMATION: The Sapello Rociada Fire Department is improving the fire station by replacing both the entrance doors and bay doors to meet current insulating values and wind loads.

ACTION REQUESTED OF COMMISSION: Requesting permission to advertise for the project.

STAFF RECOMMENDATION: Approve the request and allow us to advertise for the fire station improvements.

PRESENTER: Russell Pacheco, SMC Fire Chief

16. REQUEST TO ADVERTISE REQUEST FOR BIDS TO PERFORM EMERGENCY VEHICLE TECHNICIAN (EVT) CERTIFIED REPAIRS AND DOT INSPECTIONS FOR FIRE FIGHTING APPARATUS/UNITS

(BACKUP)-Documentation (Backup) (continued)

BACKGROUND INFORMATION: The following RFB is for EVT Certified repairs and DOT inspections for firefighting apparatus/units to include towing for diesel and gas engines for all firefighting apparatus/units for San Miguel County, New Mexico.

ACTION REQUESTED OF COMMISSION: Requesting permission to advertise the request for bids to perform these services for the County of San Miguel Volunteer Fire Departments.

STAFF RECOMMENDATION: Approval allowing request for bids to be advertised.

PRESENTER: Russell Pacheco, SMC Fire Chief

17. REQUEST TO ADVERTISE REQUEST FOR BIDS TO PERFORM STANDARD PREVENTIVE MAINTENANCE FOR FIREFIGHTING APPARATUS/UNITS FOR SAN MIGUEL COUNTY VOLUNTEER FIRE DEPARTMENTS

(BACKUP)-Memo (Backup) (verified)

BACKGROUND INFORMATION: The RFB is for standard preventive maintenance for all firefighting apparatus/units diesel and gas identified on this RFB. "Oil, Lube, Filters (Oil, Air & Fuel), Brakes, heating & Cooling, Electrical System, tire rotation and Alignment, Wipers, Belts and Hoses, lamps and Fuses.

ACTION REQUESTED OF COMMISSION: Requesting permission to advertise for bid.

STAFF RECOMMENDATION: Approve to allow us to advertise for bid.

PRESENTER: Russell Pacheco, SMC Fire Chief

18. PENDARIES ROAD AFFIRMATION OF COUNTY ROAD STATUS - ATTORNEY OPINION

(BACKUP)-Memo (Backup) (verified)

BACKGROUND INFORMATION: On December 8, 2015, the Board of County Commissioners reviewed information concerning County road status of roads within the Pendaries Subdivision, in particular the portion of road that begins at State Road 105 at the entrance to Pendaries and ends at the area of the security gate/maintenance yard. Upon conclusion of their review, the County Commission tabled the matter and provided direction to the County Attorney to review the information provided and issue an opinion as to whether the road in question is or is not a County road.

ACTION REQUESTED OF COMMISSION: Hear and review the opinion of the County Attorney and provide direction to the County Manager as appropriate per the opinion.

STAFF RECOMMENDATION: As requested by County staff.

PRESENTER: Alex Tafoya, SMC Planning and Zoning Division Supervisor

19. SAN MIGUEL COUNTY RECEIVED A LEGISLATIVE APPROPRIATION IN THE AMOUNT OF \$20,000.00 FOR THE PLAN, DESIGN, AND CONSTRUCTION OF ROADS IN THE ROCIADA AND PENDARIES AREA.

(BACKUP)-Documentation (Backup) (verified)

BACKGROUND INFORMATION: San Miguel County received a Legislative Appropriation in the amount of \$20,000.00 for the plan, design, and construction of roads in the Rociada and Pendaries area.

ACTION REQUESTED OF COMMISSION: The Commission accept the funding from NMDOT via Department of Finance and Authority in the amount of \$20,000.00 to proceed with use of funds.

STAFF RECOMMENDATION: Commission to accept funding from NMDOT on the Legislative Appropriations in the amount of \$20,000.00 and proceed with use of the funds.

PRESENTER: Robert Archuleta, SMC Public Service Operations Division Supervisor

20. CATERPILLAR WHEEL LOADER (950H)

(BACKUP)-Lease (Backup) (verified)

BACKGROUND INFORMATION: The San Miguel County Public Service Division currently has a Caterpillar Wheel Loader on lease with Caterpillar Financial for a monthly payment of \$2,238.31 and the lease term is expiring. This equipment is vital to the maintenance of County roads.

ACTION REQUESTED OF COMMISSION: The San Miguel County Commission approve the current lease to be extended for no more than three months allowed by Caterpillar Financial so that there is not a break in service on County roads until the process for a new lease is completed through an RFP.

STAFF RECOMMENDATION: Approve the Lease extension for no more than three months.

PRESENTER: Robert Archuleta, SMC Public Service Operations Division Supervisor

21. REQUEST FOR PROPOSALS (RFP) EQUIPMENT: WHEEL LOADER

(BACKUP)-RFP (Backup) (cc: 1/10/15)

BACKGROUND INFORMATION: The San Miguel County Public Service Division currently has a Caterpillar Wheel Loader on lease with Caterpillar Financial and the lease term is expiring. This equipment is vital to the maintenance of County roads and a new RFP needs to be issued. The proposed term of the Lease will be three (3) years and the specifications are attached to the RFP.

ACTION REQUESTED OF COMMISSION: The San Miguel County Commission approve advertisement of the attached Request for Proposals for the Lease of a new Wheel Loader for three years.

STAFF RECOMMENDATION: Approve the RFP and advertise for the Wheel Loader equipment

PRESENTER: Robert Archuleta, SMC Public Service Operations Division Supervisor

22. CATERPILLAR MOTOR GRADER (140 M)

(BACKUP)-Lease (Backup) (cc: 1/10/15)

BACKGROUND INFORMATION: The San Miguel County Public Service Division currently has a Caterpillar Motor Grader on lease with Caterpillar Financial for a monthly payment of \$2,365.21 and the lease term is expired November 30, 2015.

ACTION REQUESTED OF COMMISSION: The San Miguel County Commission approve the current lease to be extended for no more than three months allowed by Caterpillar Financial.

STAFF RECOMMENDATION: Approve the lease extension on a monthly basis for a period not to exceed three (3) months.

PRESENTER: Robert Archuleta, SMC Public Service Operations Division Supervisor

23. REQUEST FOR PROPOSALS (RFP) EQUIPMENT: MOTOR GRADER

(BACKUP)-RFP (Backup) (cc: 1/10/15)

BACKGROUND INFORMATION: The San Miguel County Public Service Division currently has a Caterpillar Motor Grader on lease with Caterpillar Financial and the lease term is expiring. This equipment is vital to the maintenance of County roads and a new RFP needs to be issued. The proposed term of the Lease will be three (3) years and the specifications are attached to the RFP.

ACTION REQUESTED OF COMMISSION: The San Miguel County Commission approve advertisement of the attached Request for Proposals with specifications for the Lease of a new Motor Grader for three years.

STAFF RECOMMENDATION: Approve the RFP and advertise for the Motor Grader equipment.

PRESENTER: Robert Archuleta, SMC Public Service Operations Division Supervisor

24. REQUEST FOR PROPOSALS FOR EMERGENCY SNOW REMOVAL AND ROAD MAINTENANCE WORK

(BACKUP)-Request for Proposals (Backup) (verified)

(BACKUP)-Memo (Backup) (verified)

BACKGROUND INFORMATION: The San Miguel County Public Service Division over the past few years has contracted with various Contractors throughout the County for Emergency Snow Removal and/or Road Maintenance. This has been done for any emergency assistance needed that may be beyond the San Miguel County work force and has been beneficial to San Miguel County to ensure the safety and welfare of the public during emergency situations. This effort has been done by separating the County into 4 different areas whereas Contractors are contracted for the necessary services. These previous services have been contracted for periods of 4 years, with the most recent contracts being expired.

ACTION REQUESTED OF COMMISSION: Authorize Staff to proceed with the Advertisement of the request for Bids for Emergency Snow Removal.

STAFF RECOMMENDATION: Authorize Staff to proceed with the Advertisement of the request for Bids for Emergency Snow Removal.

PRESENTER: Robert Archuleta, SMC Public Service Operations Division Supervisor

25. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF DECEMBER 2015

(BACKUP)-Documentation (Backup) (verified)

BACKGROUND INFORMATION: Personnel actions or changes which have taken place in San Miguel County for the month of December 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 December 2015.

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

PRESENTER: Kiki Arellano, SMC Human Resource Division Supervisor

26. COUNTY MANAGER'S RECOMMENDATION TO APPROVE THE JOB DESCRIPTION OF SAFETY & FLEET COMPLIANCE MONITOR

(BACKUP)-Job Description (Backup) (see item)

BACKGROUND INFORMATION: New Job Description of Safety & Fleet Compliance Monitor

ACTION REQUESTED OF COMMISSION: Approval of the new Job Description of Safety & Fleet Compliance Monitor.

STAFF RECOMMENDATION: Approval of the new Job Description of Safety & Fleet Compliance Monitor.

PRESENTER: Les W. J. Montoya, SMC Manager

27. COUNTY MANAGER'S RECOMMENDATION TO APPROVE THE JOB DESCRIPTION FOR GRANTS WRITER

(BACKUP)-Job Description (Backup) (see item)

BACKGROUND INFORMATION: Commission would like to consider creating a Grants Writer position within the County to assist in preparing grant applications, monitoring Grant funds and pursue grant fund avenues.

ACTION REQUESTED OF COMMISSION: Review Grants Writer job description as presented and consider additions or revisions to the job description to include consider approving thereby authorizing County Manager to proceed in filling the position.

STAFF RECOMMENDATION: Review the Grants Writer job description as presented, consider approving and authorizing County Manger to fill the position.

PRESENTER: Les W. J. Montoya, SMC Manager

28. APPROVE THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF LAS VEGAS AND SAN MIGUEL COUNTY FOR THE USE OF THE CITY OF LAS VEGAS ABE MONTOYA RECREATION CENTER

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

BACKGROUND INFORMATION: The MOU will be between the City of Las Vegas and San Miguel County to establish a discount program to the staff of San Miguel County for the use of the City of Las Vegas Abe Montoya Recreation Center. The term of this Memorandum of Understanding will be January 1, 2016 through December 31, 2016.

ACTION REQUESTED OF COMMISSION: Approval of the Memorandum of Understanding between the City of Las Vegas and San Miguel County for the use of the City of Las Vegas Abe Montoya Recreation Center

STAFF RECOMMENDATION: Approval of the Memorandum of Understanding between the City of Las Vegas and San Miguel County for the use of the City of Las Vegas Abe Montoya Recreation Center

PRESENTER: Kiki Arellano, SMC Human Resource Division Supervisor

29. APPROVAL OF RESOLUTION NO. 01-12-16-HR-RAP, COUNTY RISK AWARENESS PROGRAM 2016

(BACKUP)-Resolution (Backup) (verified)

BACKGROUND INFORMATION: The New Mexico Association of Counties developed a comprehensive Risk Awareness Program known as "RAP" and the Risk Awareness Program is a well-structured fifty week training initiative designed to improve county employees awareness of loss causation factors and reduce each member county's direct and indirect costs. San Miguel County develops a Risk Awareness Program with an agenda of topics and training and with incentives for employees who successfully participate and complete the Program. San Miguel County has participated in RAP for last six years and now will begin RAP 7 which will start in February 2016 through February 2017.

ACTION REQUESTED OF COMMISSION: Approval of Resolution No. 01-12-16-HR-RAP.

STAFF RECOMMENDATION: Approval of Resolution No. 01-12-16-HR-RAP.

PRESENTER: Kiki Arellano, SMC Human Resource Division Supervisor

**30. PROPOSAL PROVIDE BY COMMISSIONER ROCK G. ULIBARRI TO DEVELOP A FRAMEWORK FOR ASSESSING MID MANAGEMENT DIRECTORS AND COUNTY MANAGER
(BACKUP)-Letter (Backup) (verified)**

BACKGROUND INFORMATION: Commissioner Ulibarri is presenting a proposal from a local research company, proposing to consider a working relationship to develop a framework for assessing organizational performance in fiscal responsibility, innovative leadership, transparency, accountability and improved services.

ACTION REQUESTED OF COMMISSION: Consider and discussion regarding moving forward on obtaining such services

STAFF RECOMMENDATION: Defer to Commissioners to discuss this performance proposal.

PRESENTER: Les W. J. Montoya, SMC Manager

31. SAN MIGUEL COUNTY MANGER'S RECOMMENDATON TO RATIFY THE HIRING OF THE FOLLOWING INDIVIDUAL TO FILL THE POSITION OF PERSONAL PROPERTY MAPPING CLERK WITH THE SAN MIGUEL COUNTY ASSESSOR'S DEPARTMENT AS PER THE RECOMMENDATION OF PATRICIA GALLEGOS, SAN MIGUEL COUNTY ASSESSOR.

PROBATIONARY FULL TIME EMPLOYEE:

DEVIN D. CHAVEZ – PERSONAL PROPERTY MAPPING CLERK – DATE OF HIRE: JANUARY 4, 2016 – PROBATIONARY SALARY: \$22,800.00.

(BACKUP)-Documentation (Backup) (verified)

BACKGROUND INFORMATION: Interviews were held and Mr. Devin Chavez is the best qualified to fill the position of Personal Property Mapping Clerk.

ACTION REQUESTED OF COMMISSION: Approval to ratify the hiring of Devin Chavez to fill the position of Personal Property Mapping Clerk with the San Miguel County Assessor's Department.

STAFF RECOMMENDATION: Approval to ratify the hiring of Devin Chavez to fill the position of Personal Property Mapping Clerk with the San Miguel County Assessor's Department.

PRESENTER: Les W. J. Montoya, SMC Manager

32. SAN MIGUEL COUNTY MANGER'S RECOMMENDATON TO RATIFY THE HIRING OF THE FOLLOWING INDIVIDUAL TO FILL THE POSITION OF CHIEF DATA ENTRY CLERK WITH THE SAN MIGUEL COUNTY ASSESSOR'S DEPARTMENT AS PER THE RECOMMENDATION OF PATRICIA GALLEGOS, SAN MIGUEL COUNTY ASSESSOR.

PROBATIONARY FULL TIME EMPLOYEE:

DESIREE D. TRUJILLO – CHIEF DATA ENTRY CLERK – DATE OF HIRE: JANUARY 4, 2016 – PROBATIONARY SALARY: \$23,750.00.

(BACKUP)-Documentation (Backup) (verified)

BACKGROUND INFORMATION: Interviews were held and Ms. Desiree Trujillo is the best qualified to fill the position of Chief Data Entry Clerk.

ACTION REQUESTED OF COMMISSION: Approval to ratify the hiring of Desiree Trujillo to fill the position of Chief Data Entry Clerk with the San Miguel County Assessor's Department.

STAFF RECOMMENDATION: Approval to ratify the hiring of Desiree Trujillo to fill the position of Chief Data Entry Clerk with the San Miguel County Assessor's Department.

PRESENTER: Les W. J. Montoya, SMC Manager

33. SAN MIGUEL COUNTY MANAGER'S RECOMMENDATION TO RATIFY THE HIRING OF THE FOLLOWING INDIVIDUAL TO FILL THE VACANT POSITION OF DETENTION OFFICER AT THE SAN MIGUEL COUNTY DETENTION CENTER AS PER THE RECOMMENDATON OF PATRICK SNEDEKER, WARDEN/FACILITY ADMINISTRATOR.

PROBATIONARY/FULL TIME EMPLOYEE:

VALERIE J. VALENCIA – DETENTION OFFICER – EFFECTIVE DATE OF HIRE: DECEMBER 21, 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 Valerie Valencia to fill the vacant position of Detention Officer.

STAFF RECOMMENDATION: Approval to ratify the hiring of Valerie Valencia to fill the vacant position of Detention Officer.

PRESENTER: Les W. J. Montoya, SMC Manager

**34. OUT OF STATE TRAVEL FOR COMMISSIONER ROCK G. ULIBARRI
(BACKUP)-Documentation** (Backup) (continues)

BACKGROUND INFORMATION: Commissioner Ulibarri will be traveling to Washington D.C. in February to attend the National Association of Counties Legislative Conference.

ACTION REQUESTED OF COMMISSION: Grant approval for out of state travel for Commissioner Ulibarri.

STAFF RECOMMENDATION: Grant approval for out of state travel for Commissioner Ulibarri.

PRESENTER: Les W. J. Montoya, SMC Manager

**35. DISCUSSION REGARDING THE LEGAL SERVICES AGREEMENT WITH STETSON LAW FIRM
(BACKUP)-Agreement** (Backup) (continues)
(BACKUP)-Timeline (Backup) (continues)

BACKGROUND INFORMATION: Discussion regarding notice of intent to terminate the legal services agreement entered into in May 2015 with the Stetson Law Firm

ACTION REQUESTED OF COMMISSION: Consideration to provide notice of intent to terminate legal services agreement with the Stetson Law Firm effective February 29, 2016 and provide direction to the County Manager to request proposals for legal services for San Miguel County.

STAFF RECOMMENDATION: Terminate Legal Services Agreement effective February 29, 2016.

PRESENTER: Les W. J. Montoya, SMC Manager

BOARD OF FINANCE MEETING

**36. TAX DOLLAR REPORT
(BACKUP)-Report** (Backup) (continues)

BACKGROUND INFORMATION: None

ACTION REQUESTED OF COMMISSION: None

STAFF RECOMMENDATION: None

PRESENTER: Bertha Bustamante, SMC Treasurer

37. ACCOUNTS PAYABLE LISTING ITEMS 2016-5-163 THROUGH 2016-5-259 AND 2016-6-01 THROUGH 2016-6-226

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

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

BACKGROUND INFORMATION: To report all payments processed between November 18, 2015 and December 17, 2015.

ACTION REQUESTED OF COMMISSION: Review and approve.

STAFF RECOMMENDATION: Review and approve.

PRESENTER: Melinda Gonzales, SMC Finance Division Supervisor

38. CASH BALANCE REPORT

(BACKUP)-Report (Backup) (verified)

BACKGROUND INFORMATION: To inform the Commission of the December 21, 2015 cash balance which coincides with the agenda due date.

ACTION REQUESTED OF COMMISSION: Information purposes only.

STAFF RECOMMENDATION:

PRESENTER: Melinda Gonzales, SMC Finance Division Supervisor

39. BUDGET ADJUSTMENT RESOLUTION 2016-1-12-F1

(BACKUP)-Memo (Backup) (verified)

(BACKUP)-Resolution (Backup) (verified)

BACKGROUND INFORMATION: Increase the Sheridan Volunteer Fire Department (VFD) Fund 413 by \$96,000. The Sheridan VFD was awarded a grant from the New Mexico State Fire Marshalls Office (NMSFMO) to purchase communication, firefighting equipment, personal protective equipment, rescue equipment and SCBAs.

Increase the Pecos Canyon VFD Fund 417 by \$60,400. They also were awarded a grant from the NMSFMO to purchase general firefighting equipment and SCBAs.

Increase the Rowe VFD Fund 420 by \$79,105.60. They also were awarded a grant from the NMSFMO to purchase general firefighting equipment, personal protective equipment, rescue equipment and SCBAs.

The stipulations to these grants are documented in the attached grant award notices.

ACTION REQUESTED OF COMMISSION: Review and approve.

STAFF RECOMMENDATION: Review and approve.

PRESENTER: Melinda Gonzales, SMC Finance Division Supervisor

**40. INDIGENT BURIAL PAYMENT TO NM MORTUARY SERVICES
(BACKUP)-Documentation** (Backup) (verified)

BACKGROUND INFORMATION: The Finance Office has received, reviewed and processed an indigent burial payment to NM Mortuary Services.

ACTION REQUESTED OF COMMISSION: Ratification.

STAFF RECOMMENDATION: 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