

**MINUTES OF REGULAR MONTHLY MEETING OF
SAN MIGUEL COUNTY BOARD OF COMMISSIONERS
HELD TUESDAY, FEBRUARY 9, 2016 BEGINNING AT 2:00 P.M.**

CALL TO ORDER

The San Miguel County Board of Commissioners held its regular monthly meeting on Tuesday, February 9, 2016, beginning at 2:00 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 Gilbert JB. Sena, Vice-Chairman Rock Ulibbari, and Commissioners Nicolas T. Leger, Marcellino A. Ortiz, and Arthur J. Padilla were present, and a quorum was duly noted.

PLEDGE OF ALLEGIANCE AND SALUTATION TO NM STATE FLAG

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

APPROVAL OF AGENDA

County Manager Les Montoya advised the Commission to remove item #29 **SAN MIGUEL COUNTY MANAGER'S RECOMMENDATION TO HIRE THE FOLLOWING INDIVIDUAL TO FILL THE POSITION OF EQUIPMENT OPERATOR II WITH THE SAN MIGUEL COUNTY PUBLIC SERVICE OPERATIONS DIVISION AS PER THE RECOMMENDATION OF ROBERT ARCHULETA, SAN MIGUEL COUNTY PUBLIC SERVICE OPERATIONS SUPERVISOR**, and move item #34 **FY14/15 AUDITED FINANCIAL STATEMENTS** to item #1.

Motion made by Commissioner Leger to approve agenda with the request of changes. Second by Commissioner Ulibbari. Motion carried.

APPROVAL OF MINUTES

Motion made by Commissioner Padilla to approve the minutes of the regular monthly meeting held January 12, 2016. Second by Commissioner Leger. Motion carried.

Motion made by Commissioner Ortiz to approve the minutes of the special meeting held January 26, 2016. Second by Commissioner Ulibbari. Motion carried.

PRESENTATION:

Tri-County Family Justice Center member Ashley Archuleta presented the annual report of services provided by the Tri-County Family Justice Center. The center provided services to 301 survivors including witnesses of domestic abuse.

SMC Human Resource Division Supervisor Kiki Arellano presented a Risk Awareness Program Award plaque presented by the New Mexico Association of Counties to San Miguel County, recognizing San Miguel County for its reduction in Workers' Comp claims and multi-line claims.

INTRODUCTION OF NEW SAN MIGUEL COUNTY EMPLOYEES

County Manager Les Montoya introduced the new employees to San Miguel County Commission:

DEVIN CHAVEZ-PERSONAL PROPERTY MAPPING CLERK-SAN MIGUEL COUNTY ASSESSOR'S DEPARTMENT-PROBATIONARY/FULL TIME EMPLOYEE
DESIREE TRUJILLO-CHIEF DATA ENTRY CLERK-SAN MIGUEL COUNTY ASSESSOR'S DEPARTMENT-PROBATIONARY/FULL TIME EMPLOYEE

County Manager Les Montoya commended Kiki Arellano and John Tiernan for the time and effort they dedicated for San Miguel County at the Las Vegas/San Miguel Day at the Legislature; and Kurt Parkinson and Dennis English for the overseeing of installation of surveillance system; also commended Kiki Arellano for certifications obtained in Public Ethics and Risk Management.

PUBLIC INPUT FORUM

The public input forum began at 2:14 p.m., and the following persons addressed the Commission, the subject of their comments indicated parenthetically following each name: **Manuel Garcia** (sexual harassment training for the County); **Catherine Conn** (local representation for the County and comprehensive land use plan); **Salvador Higgins** (fracking)

The public input forum ended at 2:27 p.m.

Commissioner Leger updated those in attendance regarding issues that may or may not impact Counties in the State of New Mexico like House Bill 233-remove hold harmless GRT resources presently available to the County, including efforts to removing posting of bond for dangerous criminals. House Bill 211-preempt to regulate minimum wage and time off benefits. Mr. Leger also stated efforts to consolidate school board, municipal, etc., elections to save money.

NEW BUSINESS:

REGULAR ORDER

1. TRANE AGREEMENT RENEWAL

SMC Planning and Zoning Division Supervisor Alex Tafoya advised the Commission San Miguel County has a service agreement with TRANE Building Services for maintenance of the heating and cooling systems in various County buildings. The agreement provides for automatic renewal every twelve months by continuation of the service agreement.

Motion made by Commissioner Leger to approve continuation of service agreement renewal. Second by Commissioner Ortiz. Motion carried.

2. SAN MIGUEL COUNTY FAIRGROUND ARENA IMPROVEMENTS AND REQUEST TO UTILIZE LODGERS TAX DOLLARS TO FINANCE PROPOSED IMPROVEMENTS

EDC Executive Director Bill Hendrickson advised the Commission efforts to improve the Rodeo Arena at the County Fairgrounds is underway. EDC, County Fair Board and others are interested in completing these improvements. The cost associated with completing the improvements needs to be addressed. A recommendation to use County Lodgers' Tax Funds 2016 to pay these costs will be presented.

Motion made by Commissioner Ortiz to utilize lodgers' tax dollars to finance proposed improvements. Second by Commissioner Padilla. Motion carried.

3. REQUEST APPROVAL TO ACCEPT SUB-GRANT AGREEMENT EMW-2015-EP-00066-S01-SAN MIGUEL COUNTY PER DIEM WITH THE NEW MEXICO DEPARTMENT OF HOMELAND SECURITY/EMERGENCY MANAGEMENT IN THE AMOUNT OF \$4,000.00

OEM Emergency Manager Kurt Parkinson advised New Mexico State Homeland Security Grant Program awarded San Miguel County, a grant for travel and Per diem (EMW-2015-EP-00066-S01-San Miguel County Per Diem). Federal awarded the amount of \$2,000.00, with jurisdiction match of \$2,000.00 which will total \$4,000.00.

Motion made by Commissioner Ulibarri to approve to accept the grant. Second by Commissioner Leger. Motion carried.

4. GRANT AWARD AGREEMENT FOR CABO LUCERO VOLUNTEER FIRE DEPARTMENT

SMC Fire Chief Russell Pacheco advised the Grant award agreement is made and entered between the New Mexico Energy Minerals and Natural Resources Department and the County of San Miguel for Cabo Lucero Volunteer Fire Department.

Motion made by Commissioner Leger to approve agreement. Second by Commissioner Padilla.
Motion carried.

5. RESOLUTION NO. 02-09-16-RA01-ADDITION OF MY BROTHERS PL., A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO

SMC IT Supervisor John Tiernan advised the Commission during a routine audit of San Miguel County addressing data, it was discovered that there are five (5) addressed structures/locations on a single driveway located off of County Road A1 near Manuelitas, NM in the community of Sapello, NM. Per San Miguel County Ordinance No. SMC-07-13-99-ORD-2, Section 4.1-C, to San Miguel Board of County Commissioners will review and take appropriate action on road naming for, "any private road that provides access to three or more buildings and requires a name in order to promote the health, safety and welfare of the public.

Motion made by Commissioner Ulibarri to approve Resolution 02-09-16-RA01. Second by Commissioner Padilla. Motion carried.

6. RESOLUTION NO. 02-09-16-RA02-ADDITION OF HUNTERS LN., A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO

SMC IT Supervisor John Tiernan advised the Commission during a routine audit of San Miguel County addressing date, it was discovered that there are five (5) addressed structures/locations on a single driveway located off of County Road A1 near Manuelitas, NM in the community of Sapello, NM. Per San Miguel County Ordinance No. SMC-07-13-99-ORD-2, Section 4.1-C, to San Miguel Board of County Commissioners will review and take appropriate action on road naming for, "any private road that provides access to three or more buildings and requires a name in order to promote the health, safety and welfare of the public."

Motion made by Commissioner Padilla to approve Resolution No. 02-09-16-RA02. Second by Commissioner Ortiz. Motion carried.

7. RESOLUTION NO. 02-09-16-RA03-ADDITION OF EL PAJARITO RD., A NEWLY NAMED PROVATE ROAD TO THE OFFICIAL ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO

SMC IT Supervisor John Tiernan advised the Commission during a routine audit of San Miguel County addressing data, it was discovered that there was an addressing error on Bibb Industrial Dr. There were three houses that were given odd addresses, even though they were on the even numbered side of the street. Because of the other addressed structures in the area, the only way to resolve this issue is to classify the current driveway as a named private drive and readdress the houses on this newly named private road. Per San Miguel County Ordinance No.SMC-07-13-99-ORD-2, Section 4.1-C, to San Miguel Board of County Commissioners will review and take appropriate action on road naming for, "any private road that provides access to three or more buildings and requires a name in order to promote the health, safety and welfare of the public."

The San Miguel County Rural Addressing office is waiving the normal fee due to the fact that these houses were addressed in error.

Motion made by Commissioner Padilla to approve Resolution No. 02-09-16-RA03. Second by Commissioner Ortiz. Motion carried.

8. APPOINTMENT OF AN ALTERNATE ROAD VIEWER

SMC Planning and Zoning Division Supervisor Alex Tafoya advised the Commission San Miguel County presently has three (3) individuals who serve as County road viewers. Due to scheduling conflicts arise from time to time, there have been occasions when a road viewer is unable to attend a road viewing, thus leaving only two (2) road viewers to participate. County staff has determined that it might be helpful to have a fourth person to serve as an alternate road viewer. Daniel Encinias, a retired County Public Works Foreman, has expressed an interest in serving as a road viewer.

Motion made by Commissioner Padilla to approve to road viewer. Second by Commissioner Ulibarri. Motion carried.

9. OIL AND GAS MANAGEMENT ENGINEERING SERVICES

SMC Planning and Zoning Division Supervisor Alex Tafoya advised the Commission two (2) proposals were received in response to the request for proposals for oil and gas management engineering services that was issued by San Miguel County. An evaluation committee reviewed and scored the proposals and then met to discuss and determine a recommendation to submit to the Board of County Commissioners.

Motion made by Commissioner Padilla to approve GL services. Second by Commissioner Ortiz. Motion carried.

10. SAN MIGUEL COUNTY MANAGERS' RECOMMENDATION TO APPROVE THE PROFESSIONAL SERVICE AGREEMENT BETWEEN SAN MIGUEL COUNTY AND HOLCOMB LAW OFFICE

SMC Human Resource Supervisor Kiki Arellano advised the Commission Holcomb Law Office will provide advice and assistance to San Miguel County in the following areas (1) To represent San Miguel County in employment and labor issues, as needed; (2) to provide legal advice and consultation, as needed; and (3) as otherwise directed by San Miguel County. The term of the Professional Services Agreement between San Miguel County and Holcomb Law Office is March 1, 2016 through February 28, 2017.

Motion made by Commissioner Padilla to approve to professional services. Second by Commissioner Ulibarri. Motion carried.

11. PUBLIC SERVICES DIVISION MONTHLY REPORT FOR THE MONTH OF JANUARY 2016

SMC Public Service Operations Division Road Foreman Arnold Lopez advised the Commission 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.

Mr. Lopez advised he received three quotes for a salt spreader and has purchased a salt spreader.

For informational purposes only.

REQUEST FOR BIDS-SAN MIGUEL COUNTY DETENTION CENTER-JANITORIAL

SMC Warden Patrick W. Snedeker advised the Commission a request for proposal document has been prepared specific to the San Miguel County Detention Center; for the procurement of Detention Center Janitorial Supplies/Equipment and Laundry products. Upon Commission approval advertisement processes shall take place in order to receive qualified proposal(s) for the specified services.

Motion made by Commissioner Padilla to approve proposals. Second by Commissioner Ortiz. Motion carried.

12. NMSA-33-3-4 INSPECTION OF JAIL AND DETENTION CENTER(S)

SMC Warden Patrick W. Snedeker advised the Commission on January 26, 2016 in accordance with the NMSA 33-3-4, Inspection of jails and detention center(s), the Board of county Commissioners, for San Miguel County, NM; conducted an annual inspection of the San Miguel County Detention Center. An inspection report has been prepared for commission review and approval.

Motion made by Commissioner to Ortiz to approve inspection report. Second by Commissioner Leger. Motion carried.

13. RESOLUTION #DWI 02-09-2016 AUTHORIZING THE SAN MIGUEL DWI PROGRAM TO APPLY FOR FY17 LDWI GRANT FROM NM DEPARTMENT OF FINANCE AND AUTHORITY IN THE AMOUNT OF \$318,6655.00

SMC DWI Coordinator Yolanda B. Cruz advised the local DWI Grant Fund is established to support programs, services, or activities to prevent or reduce the incidents of DWI. Two sources of program funding are available: distribution and grants. The goal is this grant program is to decrease the number of injuries and fatalities in New Mexico caused by alcohol impaired drivers. This application will fund the project year July 1, 2016 through June 30, 2017.

Motion made by Commissioner Leger to approve Resolution #DWI 02-09-2016. Second by Commissioner Padilla. Motion carried.

14. REQUEST TO AWARD SEALED QUOTES OBTAINED AND OPENED ON JANUARY 22, 2016 IN REFERENCE TO THE PURCHASE OF TRAIL MAINTENANCE EQUIPMENT (UTLITY TRACTOR, FLAIL MOWER AND ROTARY CUTTER)

SMC Manager Les W.J. Montoya advised the Commission the County obtained a grant in the amount of up to \$40,000.00 to purchase a tractor and attachments for the purpose of maintaining trails and right of ways. The County attempted on three (3) occasions to purchase equipment through sealed bids. The last advertisement resulted in one response and that response was over the grant amount. Sealed quotes were solicited and five (5) were obtained.

Mr. Montoya advised the quote was in the amount of \$42,176.00 from Ray Lee Equipment. The total grant amount is \$36,035.17 and the County will pay the difference of \$6,140.83 from cash balance funds.

Motion made by Commissioner Ortiz to advertise for the project. Second by Commissioner Padilla. Motion carried.

15. REQUEST FOR OUT OF STATE TRAVEL TO LAS VEGAS, NEVADA FOR OEM ADMINISTRATIVE ASSISTANT CONNIE ABILA AS A REQUIRED CONTINUOUS EDUCATION OF FEDERAL GRANTS WHICH IS REQUIRED THROUGH THE EMERGENCY MANAGEMENT PERFORMANCE GRANT(EMPG)

OEM Emergency Manager Kurt Parkinson advised the Commission of the request for out of state travel to Las Vegas, NV on 04/12/16-04/15/16 for OEM Administrative Assistant Connie Abila as a required continuous Education of Federal Grants which is required through the Emergency Management Performance Grant (EMPG). Optimizing cost share and match under Federal Grants. This is funded through the Imus Fund.

Motion made by Commissioner Padilla to approve the out of state travel. Second by Commissioner Ortiz. Motion carried.

16. AUTHORIZATION TO ISSUE RFP FOR COMPREHENSIVE PLAN REVIEW AND UPDATE

SMC Planning and Zoning Division Supervisor Alex Tafoya advised the Commission San Miguel County Comprehensive Plan is due for a review and update and to address this, it is necessary to obtain professional planning and consultation services by preparing and issuing a request for proposals.

Motion made by Commissioner to Ortiz to authorize County staff to proceed. Second by Commissioner Padilla. Motion carried.

17. AGREEMENT FOR LEGISLATIVE APPROPRIATION NO. 15-0834-SOLID WASTE DIVISION

SMC Planning and Zoning Division Supervisor Alex Tafoya advised the Commission San Miguel County has received Legislative Appropriation No. 15-0834 for the amount of \$50,000 to purchase and equip transport trucks and purchase equipment for the transport of solid waste in San Miguel County.

Motion made by Commissioner Padilla to accept Legislative Appropriation No. 15-0834 and authorize signatures on the agreement. Second by Commissioner Ortiz. Motion carried.

18. AGREEMENT FOR LEGISLATIVE APPROPRIATION NO. 15-0837-DETENTION CENTER

SMC Planning and Zoning Supervisor advised the Commission San Miguel County has received Legislative Appropriation No. 15-0837 for the amount of \$81,100 to purchase and equip inmate transportation vans and an all-terrain special operations and transportation vehicle for the San Miguel County Detention Center in San Miguel County.

Motion made by Commissioner Ortiz to accept Legislative Appropriation. Second by Commissioner Padilla. Motion carried.

19. LEGISLATIVE APPROPRIATION NO. 15-0836-DETENTION CENTER

SMC Planning and Zoning Supervisor advised the Commission San Miguel County has received Legislative Appropriation No. 15-0836 for the amount of \$60,000 to purchase and install security cameras at the San Miguel County Detention Center in Las Vegas in San Miguel County.

Motion made by Commissioner Ulibarri to approve Legislative Appropriation. Second by Commissioner Ortiz. Motion carried.

20. AGREEMENT FOR LEGISLATIVE APPROPRIATION NO. 15-0833-SHERIFF'S OFFICE

SMC Planning and Zoning Supervisor Alex Tafoya advised the Commission San Miguel County has received Legislative Appropriation No. 15-0833 for the amount of \$155,000 to purchase and equip patrol vehicles and purchase equipment for the County Sheriff's Department in San Miguel County.

Motion made by Commissioner Ortiz to accept the Legislative Appropriation. Second by Commissioner Ulibarri. Motion carried.

21. SUBMITTAL OF RECOMMENDATIONS FOR THE 2016-2017 LOCAL GOVERNMENT ROAD FUND PROJECTS FOR THE COOPERATIVE AGREEMENT PROGRAM FOR SAN MIGUEL COUNTY TO THE NEW MEXICO DEPARTMENT OF TRANSPORTATION

SMC Public Service Operations Division Supervisor Robert Archuleta advised the Commission the New Mexico Department of Transportation, District IV Office, recently submitted solicitation for the 2016-2017 Local Government Road Fund Projects to San Miguel County. We are recommending two projects for review by the Commission for the County Arterial (CAP) Program for your consideration. Based on your decision, the San Miguel County Public Services Division will submit one (1) project request to NMDOT.

Based on needs assessed by the Public Services Division supervisor and the Road Foreman, two (2) projects for consideration by the County Commission for the County Arterial Program (CAP) are:

- CR B-36 Gonzales Ranch. Proposed Scope of work to include the plan, design, and construction of approximately 2 miles of base course and drainage.
- CR B-27 Meyers Road. Proposed Scope of work to include the plan, design, and construction of approximately 2 miles of base course and drainage.

Commissioner Padilla asks Mr. Archuleta, in his opinion what road would require more repair, Mr. Archuleta advised Gonzales Ranch.

Motion made by Commissioner Padilla to select CR B-36 Gonzales Ranch. Second by Commissioner Ortiz. Motion carried.

22. SUBMITTAL OF RECOMMENDATIONS FOR THE 2016-2017 LOCAL GOVERNMENT ROAD FUND PROJECTS FOR THE COOPERATIVE AGREEMENT PROGRAM FOR SAN MIGUEL COUNTY TO THE NEW MEXICO DEPARTMENT OF TRANSPORTATION

SMC Public Service Operations Division Supervisor Robert Archuleta advised the Commission the New Mexico Department of Transportation, District IV Office, recently submitted solicitation for the 2016-2017 Local Government Road Fund Projects to San Miguel County. We are recommending two projects for review by the Commission for the Cooperative (COOP) Program for your consideration. Based on your decision, the San Miguel county Public Services Division will submit one (1) project request to NMDOT.

Based on needs assessed by the Public Services Division supervisor and the Road Foreman, two (2) projects for consideration by the County Commission for consideration for the Cooperative Agreement (COOP) Program are:

- CR A-27 Gallinas. Proposed scope of work to include the plan, design, and construction of approximately 1 mile of pavement overlay and drainage.
- CR C-22 McAlister Lake Area. Proposed scope of work to include the plan, design, and construction of approximately 2 miles of base course and drainage.

Commissioner Leger advised he was under the impression the project would be CR C-23, not CR C-22.

Mr. Archuleta stated for the record CR C-23 would be covered under Revenue Bond but if it was the pleasure of the Commissioners is to replace the road the Commission could do so.

Commissioner advised to replace with CR C-23 and name this project the S turns.

Commissioner Ulibarri expressed his concerns on the deterioration on CR A-27 road.

Motion made by Commissioner Ortiz to select CR C-23 S turns. Second by Commissioner Ulibarri. Motion carried.

23. SUBMITTAL OF RECOMMENDATIONS FOR THE 2016-2017 LOCAL GOVERNMENT ROAD FUND PROJECTS FOR THE COOPERATIVE AGREEMENT PROGRAM FOR SAN MIGUEL COUNTY TO THE NEW MEXICO DEPARTMENT OF TRANSPORTATION

SMC Public Service Operations Division Supervisor Robert Archuleta advised the Commission the New Mexico Department of Transportation, District IV Office, recently submitted solicitation for the 2016-2017 Local Government Road Fund Projects to San Miguel County. We are recommending two projects for review by the Commission for the School Bus (SB) Route Program for your consideration. Based on your decision, the San Miguel County Public Services Division will submit one (1) project request to NMDOT.

Based in needs assessed by the Public Services Division supervisor and the Road Foreman, two (2) projects for consideration by the County Commission for consideration for the School Bus Route (SB) Program are:

- CR B-43-B San Isidro. Scope of work to include the plan, design, and construction of approximately 1 mile of pot hole repair and chip seal.
- CR A-1 La Tewa. Proposed scope of work to include the plan, design, and construction of approximately 1 mile of pavement overlay.

Commissioner Ortiz requested to remove these two roads and change this funding source to CR A-27 Gallinas.

Discussion ensued.

Mr. Montoya advised to request drainage and repair.

Motion made by Commissioner Leger to change funds to CR A-27 for drainage and repair. Second by Commissioner Padilla. Motion carried.

24. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF JANUARY 2016

SMC Human Resource Division Supervisor Kiki Arellano advised the Commission Personnel actions or changes which have taken place in San Miguel County for the month of January 2016

Motion made by Commissioner Padilla to ratify the Personnel Actions. Second by Commissioner Ortiz. Motion carried.

25. 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 EMPLOYEES:

DAVID A. BROWN-RUIZ-DETENTION OFFICER-EFFECTIVE DATE OF HIRE: JANUARY 18, 2016-PROBATIONARY SALARY: \$20,900.00

Motion made by Commissioner Padilla to approve the hiring. Second by Commissioner Ortiz. Motion carried.

26. SAN MIGUEL COUNTY MANAGER'S RECOMMENDATION TO HIRE THE FOLLOWING INDIVIDUAL TO FILL THE POSITION OF DEPUTY SHERIFF AT THE SAN MIGUEL COUNTY SHERIFF'S DEPARTMENT AS PER THE RECOMMENDATION OF GARY GOLD, SAN MIGUEL COUNTY SHERIFF

PROBATIONARY/FULL TIME EMPLOYEE

ANTONIO SALAZAR-DEPUTY SHERIFF-EFFECTIVE DATE OF HIRE: FEBRUARY 15, 2016-PROBATIONARY SALARY: \$26,600.00

Motion made by Commissioner Ortiz to approve the hiring. Second by Commissioner Padilla. Motion carried.

27. SAN MIGUEL COUNTY MANAGER'S RECOMMENDATION TO HIRE THE FOLLOWING INDIVIDUAL TO FILL THE POSITION OF EQUIPMENT OPERATOR II WITH THE SAN MIGUEL COUNTY PUBLIC SERVICE OPERATIONS DIVISION AS PER THE RECOMMENDATION OF ROBERT ARCHULETA, SAN MIGUEL COUNTY PUBLIC SERVICE OPERATIONS SUPERVISOR

PROBATIONARY FULL TIME EMPLOYEE:

MATTHEW L. TAFOYA-EQUIPMENT OPERATOR II-DATE OF HIRE: FEBRUARY 15, 2016-PROBATIONARY SALARY: \$30,400.00

Motion made by Commissioner Padilla to approve the hiring. Second by Commissioner Ortiz.
Motion carried.

28. SAN MIGUEL COUNTY MANAGER'S RECOMMENDATION TO HIRE THE FOLLOWING INDIVIDUAL TO FILL THE PART TIME POSITION OF CONVENIENCE CENTER OPERATOR WITH THE SAN MIGUEL COUNTY PUBLIC SERVICE OPERATIONS DIVISION AS PER THE RECOMMENDATION OF ROBERT ARCHULETA, SAN MIGUEL COUNTY PUBLIC SERVICE OPERATIONS SUPERVISOR

PROBATIONARY PART TIME EMPLOYEE:

ANDRIS C. VALDEZ-CONVENIENCE CENTER OPERATOR-DATE OF HIRE: FEBRUARY 16, 2016-PROBATIONARY HOURLY SALARY: \$9.1894

Item was removed.

29. SAN MIGUEL COUNTY MANAGER'S RECOMMENDATION TO HIRE THE FOLLOWING INDIVIDUAL TO FILL THE POSITION OF CONVENIENCE CENTER OPERATOR WITH THE SAN MIGUEL COUNTY PUBLIC SERVICE OPERATIONS DIVISION AS PER THE RECOMMENDATION OF ROBERT ARCHULETA, SAN MIGUEL COUNTY PUBLIC SERVICE OPERATIONS SUPERVISOR

PROBATIONARY FULL TIME EMPLOYEE:

JOHNATHAN M. GONZALES-CONVENIENCE CENTER OPERATOR-DATE OF HIRE: FEBRUARY 16, 2016-PROBATIONARY SALARY: \$21,683.75

Motion made by Commissioner Padilla to approve the hiring. Second by Commissioner Ulibarri.
Motion carried.

30. SAN MIGUEL COUNTY MANAGER'S RECOMMENDATION TO HIRE THE FOLLOWING INDIVIDUAL TO FILL THE POSITION OF MOTOR GRADER OPERATOR WITH THE SAN MIGUEL COUNTY PUBLIC SERVICE OPERATIONS DIVISION AS PER THE RECOMMENDATION OF ROBERT ARCHULETA, SAN MIGUEL COUNTY PUBLIC SERVICE OPERATIONS SUPERVISOR

PROBATIONARY FULL TIME EMPLOYEE:

JOE H. DEHERRERA-MOTOR GRADER OPERATOR-DATE OF HIRE: FEBRUARY 15, 2016-PROBATIONARY SALARY: \$31,350.00

Motion made by Commissioner Padilla to approve the hiring. Second by Commissioner Ulibarri. Motion carried.

BOARD OF FINANCE MEETING

31. ACCOUNTS PAYABLE LISTING ITEMS 2016-6-227 THROUGH 2016-6-352 AND 2016-7-1 THROUGH 2016-7-159

Finance Division Supervisor Melinda Gonzales advised the Commission of all payments processed between December 21, 2015 and January 1, 2015.

Motion made by Commissioner Padilla to approve accounts payable. Second by Commissioner Ulibarri. Motion carried.

32. CASH BALANCE REPORT

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

33. FY14/15 AUDITED FINANCIAL STATEMENTS

SMC Finance Division Supervisor Melinda Gonzales, and CliftonLarsonAllen, CPA, Ryan Jones advised the Commission the County received notification from the Office of the State Auditor stating that audit reports have been received and a review has been completed. Per Section 12-6-5 NMSA 1978, the audit does not become record until five days after the date of the letter from the State Auditors' Office.

Per Section 2.2.2.10(J)(3)(d) NMAC, requirements for contracting and conducting audits of Agencies, the audit report is to be presented to the County Commission by the independent public accountant, to a quorum of the governing authority at a meeting held in accordance with the Open Meeting Act and the presentation should be documented in the minutes of the meeting.

Mr. Jones advised the Commission the audit is "unmodified", which means the highest level of audit a company can receive. Mr. Jones briefed the Commission of minor findings.

For informational purposes only.

34. RESOLUTION 2016-02-09-F1, AUTHORIZING THE CREATION OF FUND 328

SMC Finance Division Supervisor Melinda Gonzales advised the Commission the County received a new grant from the New Mexico Department of Homeland Security and Emergency Management. This resolution is created to account for the OEM-2015-55-00110.

Ms. Gonzales advised the Commission that 2016-02-09-F1 was actually 2016-02-09-F2.

Motion made by Commissioner Padilla to approve creation of Fund 328 with the change from F2 to F1. Second by Commissioner Ulibarri. Motion carried.

35. RESOLUTION 2016-02-09-F2

SMC Finance Division Supervisor Melinda Gonzales advised the Commission Resolution is in support of protecting the County Indigent Fund.

Motion made by Commissioner Ulibarri to approve Indigent Fund. Second by Commissioner Padilla. Motion carried.

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

Finance Division Supervisor Melinda Gonzales advised the Commission to increase Fund 241 transfers in and expenses of \$14,000. The funds will be transferred from Fund 704. The money will be used to offset some of the Cinder Road Drop Off Project cost.

Ms. Gonzales advised to create a budget in Fund 328 in the amount of \$2,000.

Increase Fund 412 (Cabo Lucero) revenue and expenditure budget by \$20,000.00 as a result of an Energy and Minerals Natural Resource Grant.

Motion made by Commissioner Ortiz to approve. Second by Commissioner Padilla. Motion carried.

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 of real property, as permitted by Section 10-15-1(H)(8) of the Open Meetings Act, NMSA 1978.**

County Manager Les Montoya recommended to retire into Executive/Closed Session to discuss Personnel Matters, as permitted by Section 10-15-1(H) (2) of the New Mexico Open Meetings Act, NMSA 1978, 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, and 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, and matters pertaining to collective bargaining strategy preliminary to

collective bargaining negotiations, as permitted by Section 10-15-1(H)(5) of the Open Meetings Act, NMSA 1978, as amended.

Motion made by Commissioner Leger to retire into Executive/Closed Session at 4:24 p.m. to discuss the matters outlined above by the County Manager. Second by Commissioner Ortiz. Roll call vote was conducted.


Commissioner Ortiz made a motion to return to regular session at 4:29 p.m. Second by Commissioner Ulibarri. Motion carried.

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


ADJOURNMENT

Commissioner Ortiz made a motion to adjourn. Second by Commissioner Ulibarri. Motion carried. The meeting ended at 4:30 P.M.


Approved this 8TH_{XV} day of March, 2016 as the Official Minutes of the Board of County Commissioners of San Miguel County, New Mexico, of its Regular Meeting held February 9, 2016.



Gilbert Sena, Chairman



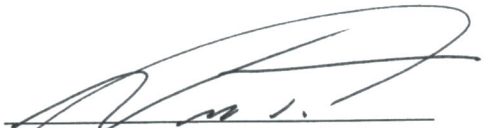
Rock G. Ulibarri, Vice-Chair



Arthur J. Padilla, Commissioner

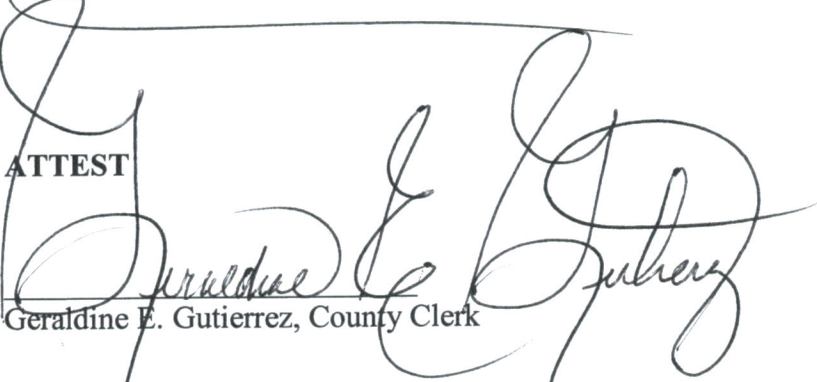


Marcellino A. Ortiz, Commissioner



Nicolas T. Leger, Commissioner

ATTEST



Geraldine E. Gutierrez, County Clerk



Minutes Submitted by Michelle J. Cordova

