

**MINUTES OF THE SPECIAL MEETING OF THE  
BOARD OF COMMISSIONERS OF  
SAN MIGUEL COUNTY, NEW MEXICO**

**HELD TUESDAY, MAY 27, 2016, BEGINNING AT 8:30 A.M.**

**CALL TO ORDER AND ROLL**

Vice-Chair Gilbert Sena called the meeting to order at 8:30 a.m., at the San Miguel County Commission Chambers, 2<sup>nd</sup> Floor, San Miguel County Administrative Complex, 500 West National Avenue, Las Vegas, New Mexico 87701. Upon a call of the roll by the Clerk, three County Commissioners were present, and a quorum was duly established and noted as follows: Vice-Chairman Rock G. Ulibarri, Commissioner Arthur Padilla and Commissioner Nicolas Leger were in attendance, Commissioner Marcellino Ortiz and Chairman Gilbert Sena are in Wyoming on County business.

**PLEDGE OF ALLEGIANCE AND SALUTATION OF THE NM 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.

**REGULAR ORDER**

**1. RESOLUTION SMC-05-27-2016-CM SUPPORTING LUNA COMMUNITY COLLEGE "NETS OF KNOWLEDGE" HOOP IT UP EVENT IN LAS VEGAS NEW MEXICO JUNE 3, 4 AND 5, 2016**

Commissioner Ulibarri advised the Commission LLC Foundation, in partnership with Luna Community College, City of Las Vegas and Locker 33 the regional Hoop It Up Affiliate, is requesting support of the San Miguel County Board of Commissioners for the event which is serving as a fundraiser for scholarships for students attending Luna Community College

Gil Gonzales of Luna Community College spoke on the event and hoping to make it an annual event.

County Manager Les Montoya requested approval to send letters to vendors working for the County soliciting financial support and sponsorship, Commissioners directed Manager Montoya to proceed accordingly .

Motion made by Commissioner Padilla to approve Resolution SMC-05-27-2016-CM. Second by Commissioner Leger. Motion carried.

**2. AWARD OF BID FOR UPPER COLONIAS ROAD IMPROVEMENT**

San Miguel County Public Service Operations Division Supervisor Robert Archuleta advised the Commission the San Miguel County Public Service Division recently advertised bids for the Upper

Colonias Road Improvement Project. Bids were opened May 4, 2016. Miller Engineering recommended Rocky Road Gravel Products being the lowest most qualified bidder of the four bids received.

Motion made by Commissioner Leger to award bid for Upper Colonias Road Improvement. Second by Commissioner Padilla. Motion carried.

County Manager informed the Commission after said action, the New Mexico Finance Authority, on May 26, 2016, took action to approve the County's 3.8 million dollar loan application for San Miguel County Road Improvement Projects Funds should be made available in July 2016.

**3. COUNTY MANAGER'S RECOMMENDATION TO APPROVE THE JOB DESCRIPTION FOR THE FIRE CHIEF**

SMC Manager Les Montoya advised the Commission he is seeking approval to revise the job description for the Fire Chief.

Motion made by Commissioner Padilla to approve the Fire Chief Job description. Second by Commissioner Leger. Motion carried.

**4. COUNTY MANAGER'S RECOMMENDATION TO APPROVE THE JOB DESCRIPTION FOR THE PLANNING AND ZONING SUPERVISOR**

SMC Manager Les Montoya advised the Commission he is seeking approval to revise the job description for the Planning and Zoning Supervisor.

Motion made by Commissioner Padilla to approve the Planning and Zoning Supervisor job description. Second by Commissioner Leger. Motion carried.

**5. BUDGET RESOLUTION 2016-05-27-F1, FY 16-17 INTERIM OPERATING BUDGET**

SMC Finance Division Supervisor Melinda Gonzales advised the Commission during the months of April and May, the County Manager and the Finance Division Supervisor met with all departments to discuss the FY15-16 budget. Based on those hearings, an interim 2016-17 operating budget was created for review, discussion, modification and/or approval by the County Commission.


Melinda and the County Manager informed of all Revenues Expenditures and transfers included for all County funds; the Budget Proposals as prepared insured the existence of requested cash balances for the General Fund and Public Services.

Discussions regarding salary increases were entertained. The Commissioner approved an across the board increase of 2% for permanent employees under \$70,000 annually and a 1% for employees over \$70,000 annually.

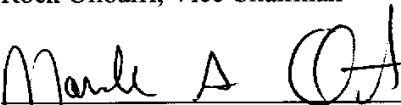
Motion made by Commissioner Padilla to approve Budget Resolution 2015-05-27-F1, FY 15-16 Interim Budget. Second by Commissioner Leger. Motion carried.

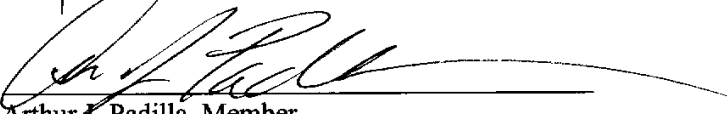
The meeting was adjourned at 10:24 a.m. Motion by Commissioner Padilla to adjourn. Second by Commissioner Leger.

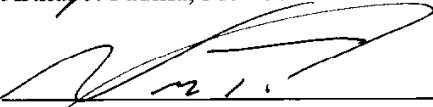
**MOVED, SECONDED AND ADOPTED** this \_\_\_ day of \_\_\_\_\_, 2016, as the minutes of the special meeting of the Board of County Commissioners of San Miguel County, New Mexico, held Friday May 27, 2016.

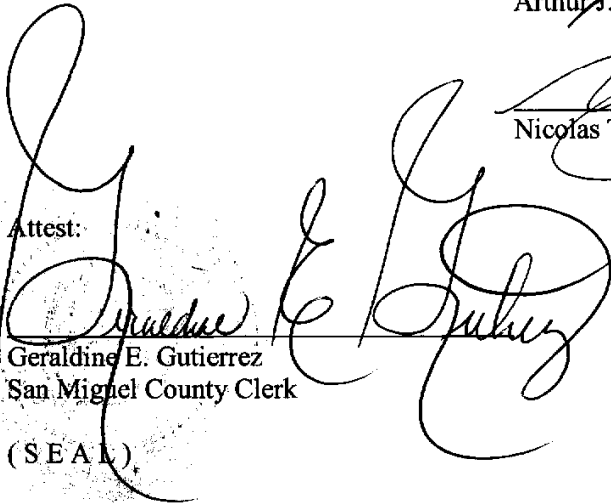
  
\_\_\_\_\_  
Gilbert J. Sena, Chairman

  
\_\_\_\_\_  
Rock Ulibarri, Vice Chairman

  
\_\_\_\_\_  
Marcellino Ortiz, Member

  
\_\_\_\_\_  
Arthur J. Padilla, Member

  
\_\_\_\_\_  
Nicolas T. Leger, Member

Attest:  
  
\_\_\_\_\_  
Geraldine E. Gutierrez  
San Miguel County Clerk  
(SEAL)

Minutes submitted by:

\_\_\_\_\_  
Michelle J. Cordova



## Board of County Commissioners

*Gilbert J. B. Sena*  
Chairman - District 4

*Rock G. Ulibarri*  
Vice Chair - District 1

*Marcellino Ortiz*  
Commissioner - District 2

*Arthur J. Padilla*  
Commissioner - District 3

*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 special meeting on ~~Friday~~, **May 27, 2016 beginning at 8:30 a.m.**, at the Commission Chambers, 2<sup>nd</sup> Floor, San Miguel County Administrative Complex, 500 West National Avenue, Las Vegas, New Mexico 87701.

The purpose of the meeting is to review, discuss and approve the San Miguel County 2016-2017 Operating Budget.

Any person who requires special assistance or service to attend or participate at the meeting should call the County Manager's office at 1.505.425.9333.

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Published, Las Vegas Optic: **May 18, 2016**

Disseminated to Radio Stations KFUN, KLVF, KNMX and KBLQ: **May 18, 2016**

Posted on the SMC Website at [www.smcountry.net](http://www.smcountry.net): **May 18, 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.smcountry.net](http://www.smcountry.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."

**REGULAR ORDER**

**1. RESOLUTION SMC-05-27-2016-CM SUPPORTING LUNA COMMUNITY COLLEGE "NETS OF KNOWLEDGE" HOOP IT UP EVENT IN LAS VEGAS NEW MEXICO JUNE 3, 4 AND 5, 2016**

**BACKGROUND INFORMATION:** LCC Foundation, in partnership with Luna Community College, City of Las Vegas and Locker 33 the regional Hoop It Up Affiliate, is requesting support of the San Miguel County Board of Commissioners for the event which is serving as a fundraiser for scholarships for students attending Luna Community College.

**ACTION REQUESTED OF THE COMMISSION:** Listen to the presentation from LCC Foundation and consider approving the Resolution supporting the event and encouraging businesses in San Miguel County to contribute as co-sponsors to the event.

**STAFF RECOMMENDATION:** Review, discuss and consider approving the Resolution as presented.

**PRESENTER:** Rock Ulibarri, Commissioner, San Miguel County Board of Commissioners, District 1

**2. AWARD OF BID FOR UPPER COLONIAS ROAD IMPROVEMENT**

**BACKGROUND INFORMATION:** The San Miguel County Public Service Division recently advertised Bids for the Upper Colonias Road Improvement Project. Bids were opened May 4, 2016. Miller Engineering recommended Rocky Road Gravel Products being the lowest most qualified bidder of the four bids received.

**ACTION REQUESTED OF THE COMMISSION:** Award the Bid to Rocky Road Gravel Products for the Upper Colonias Road Improvement Project.

**STAFF RECOMMENDATION:** Same as above.

**PRESENTER:** Robert Archuleta, San Miguel County Public Service Operations Division Supervisor

**3. COUNTY MANAGER'S RECOMMENDATION TO APPROVE THE JOB DESCRIPTION FOR THE FIRE CHIEF**

**BACKGROUND INFORMATION:** Revised Job Description for the Fire Chief

**ACTION REQUESTED OF THE COMMISSION:** Approval of the revised Job Description

**STAFF RECOMMENDATION:** Same as above

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

**4. COUNTY MANAGER'S RECOMMENDATION TO APPROVE THE JOB DESCRIPTION FOR THE PLANNING AND ZONING SUPERVISOR**

**BACKGROUND INFORMATION:** Revised Job Description for the Planning and Zoning Supervisor

**ACTION REQUESTED OF THE COMMISSION:** Approval of the revised Job Description.

**STAFF RECOMMENDATION:** Same as above

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

**5. BUDGET RESOLUTION 2015-05-27-F1, FY 15-16 INTERIM BUDGET**

**BACKGROUND INFORMATION:** During the months of April and May, the County Manager and the Finance Division Supervisor met with all departments to discuss the FY15-16 budget. Based on those hearings, an interim budget was created for review, discussion, modification and/or approval by the County Commission.

**ACTION REQUESTED OF THE COMMISSION:** Review, discuss, modify and/or approve the interim budget as submitted.

**STAFF RECOMMENDATION:** Same as above

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

**ADJOURNMENT**

