

**MINUTES OF REGULAR MONTHLY MEETING OF
SAN MIGUEL COUNTY BOARD OF COMMISSIONERS
HELD TUESDAY, MARCH 14, 2017 BEGINNING AT 2:00 P.M.**

CALL TO ORDER

The San Miguel County Board of Commissioners held its regular monthly meeting on Tuesday March 14, 2017, beginning at 2:00 p.m. The meeting convened at the San Miguel Administration Complex located at 500 West National Avenue, Suite 200, New Mexico 87701.

ROLL CALL:

Upon a call of the roll, Chairman Rock Ulibarri present, Vice-Chairman Arthur J. Padilla present, Commissioner Janice Varela present, Commissioner Maria Martinez present, and Commissioner Chris Najar 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

Motion made by Vice-Chairman Padilla to approve the agenda. Second by Commissioner Varela. Motion carried.

APPROVAL OF MINUTES

Motion made by Vice-Chairman Padilla to approve the minutes of the March 6, 2017 Special meeting. Second by Commissioner Najar. Motion carried.

PRESENTATIONS

PRESENTATION: DONATED FIRE TRUCKS

PRESENTER: Mike Montano, SMC Fire Chief and Members of the Gallinas and Rowe Volunteer Fire Departments

San Miguel County Fire Chief Mike Montano presented to the Commission the two trucks that were donated by the City of Santa Fe New Mexico for the Gallinas and Rowe Volunteer Fire Department. Letters of appreciation were sent out to the City of Santa Fe Chief Lesenberg and Chief Syder thanking them for their kind generosity in donating these two fire trucks to San Miguel County.

PRESENTATION: EDC Contract Quarterly Report

PRESENTER: Bill Hendrickson, EDC

EDC presenter Bill Hendrickson presented to the Commission the EDC Contract Quarterly Report consisting of advertising in SMC, the Community Kitchen, and the wood business.

INTRODUCTION OF NEW SAN MIGUEL COUNTY EMPLOYEES

MICHAEL DIEGO TRUJILLO- Information Technology Supervisor- San Miguel IT/Rural Addressing Division- Exempt Employee

ERNIE J. VIGIL- Equipment Operator II- San Miguel County Public Service Operations Division- Probationary Full Time Employee

San Miguel County Interim Manager Alex Tafoya informed the Commission of the above mentioned new employees.

PUBLIC INPUT FORUM

Catherine Kahn-recognized Yolanda Cruz on the findings of DWI in regards to the Liquor License issue of last month. Also issues of County policy.

Wid Slick- Festival activities

Manuel Garcia- County issues a new beginning and room for improvements.

Salvador Higgins-religious input.

NEW BUSINESS

REGULAR ORDER

1. CONTRACT OF EMPLOYMENT FOR SAN MIGUEL COUNTY MANAGER

San Miguel County Chairman Rock Ulibarri informed the Commission that due to the recent resignation of the former San Miguel County Manager, Staff was authorized by the board of County Commissioners to begin the process of advertising for said position. A job description was finalized and published on the Las Vegas Optic on February 3, 2017 and on the Albuquerque Journal on February 5, 2017. Ten applications were received and the top three applicants were interviewed on March 6, 2017. Upon conclusion of the interviews it was decided that Vidal Martinez was the best qualified for the position of County Manager. At this time it is the recommendation of Chairman Rock Ulibarri to accept the terms and negotiated contract given to Vidal Martinez a contract starting March 16, 2017 through March 15, 2019 with an annual salary of \$85,000.00. Mr. Ulibarri requested the Commission approve and sign the negotiated contract.

Motion made by Vice-Chairman Padilla to approve and sign the contract employment for San Miguel County Manager. Second by Commissioner Najar. Motion carried.

2. REQUEST FOR SPECIAL MEETING/RETREAT OF THE SAN MIGUEL COUNTY BOARD OF COMMISSIONERS

San Miguel County Chairman Rock Ulibarri informed the Commission that due to the recent changes within the San Miguel County Board of Commissioners and Manager's Office, it was determined that a retreat would allow the newly elected Commissioners as well as the new County Manager the opportunity to become

acquainted with each other as well as the senior Commissioners. A retreat will allow the governing body and manager time to strategize, set goals and objectives and establish and build a mutually respectful professional relationship. Such retreats are typically scheduled away from the usual meeting setting. The proposed dates for this retreat are March 30 and 31 and April 1 and 2, 2017. These dates will be renegotiated as for they will not work for all the Commissioners. A date for the middle of the month of April is being considered. Mr. Ulibarri requested the Commission approve and authorize staff to begin organizing and scheduling the retreat.

Motion made by Vice-Chairman Padilla to approve the request for Special Meeting Retreat. Second by Commissioner Martinez. Motion carried.

3. SAN MIGUEL COUNTY CODE OF CONDUCT AND ETHICS

San Miguel County Board of Commissioners Chairman Rock Ulibarri informed the Commission that he would like to establish a code of conduct and ethics within San Miguel County to have and maintain confidence in the integrity of San Miguel County, Board of Commissioners, Elected Officials, employees and volunteers. Mr. Ulibarri requested the Commission review and draft Ordinance and authorize staff to proceed as needed to publish and schedule a public meeting.

Motion made by Chairman Padilla to approve the San Miguel County Code of Conduct and Ethics. Second by Commissioner Varela. Motion carried.

4. EMNRD-VFA GRANT

San Miguel County Fire Chief Mike Montano informed the Commission that Rowe VFD applied for an EMNRD-VFA Grant in November 2016. The Grant was recently awarded to the Rowe VFD in the amount of \$21,499.00. At this time staff is requesting authorization to accept the Grant Award. Mr. Montano requested the Commission authorize staff to accept the Grant of \$21,499.00.

Motion made by Commissioner Varela to approve EMNRD-VFA Grant. Second by Commissioner Najjar. Motion carried.

5. RESOLUTION NO. 3-14-17-NMFA

San Miguel County Interim Manager Alex Tafoya informed the Commission that San Miguel County received a planning grant from the New Mexico Finance Authority for the purpose of developing a feasibility study to analyze sources of raw materials to determine if there are sufficient quantities to support a wood pellet production facility. The feasibility study is complete and it is necessary to close out the grant so that San Miguel County can request reimbursement of funds from the New Mexico Finance Authority. Mr. Tafoya requested the Commission adopt Resolution No 3-14-17-NMFA and authorize Chairman Rock Ulibarri to sign the Certificate of Grantee and the Planning Grant Agreement.

Motion made by Commissioner Najjar to approve Resolution No 3-14-17-NMFA. Second by Commissioner Varela. Motion carried.

6. REQUEST FOR APPROVAL OF 2017-2018 SAN MIGUEL COUNTY ORGANIZATIONAL CHART

San Miguel County Board of Commissioners Chairman Rock Ulibarri informed the Commission that due to the recent changes to department supervisors and divisions within San Miguel County, Chairman Rock Ulibarri has requested an updating of the Organizational Chart. The 2017-2018 San Miguel County Organizational Chart has been updated and is presented for approval. Mr. Ulibarri requested the Commission approval of the 2017-2018 San Miguel County Organizational Chart.

Motion made by Commissioner Najar for approval of the 2017-2018 San Miguel County Organizational Chart. Second by Vice-Chairman Padilla. Motion carried.

7. DETENTION CENTER INMATE TELEPHONE SERVICE/AUTOMATED JAIL MANAGEMENT SYSTEM

San Miguel County Warden Patrick Snedeker informed the Commission the San Miguel County Detention Center is intending to solicit qualification based, competitive sealed proposal(s) for a Detention Center Inmate Telephone Service/Automated Jail Management System. An advertisement for such services, along with a Request for Proposal document has been prepared. Mr. Snedeker requested the Commission review and approval Detention Center Inmate Telephone Service/Automated Jail Management.

Motion made by Commissioner Varela to review and approve the Detention Center Inmate Telephone Service/Automated Jail Management System. Second by Commissioner Najar. Motion carried.

8. AWARD OF ENGINEERING CONTRACT-UPPER TOWN SAN ANTONIO ROAD AND DRAINAGE

San Miguel County Interim Manager Alex Tafoya informed the Commission that San Miguel County received sealed proposals from five (5) engineering companies in response to RFP No PZ-2015 Upper Town San Antonio Road and Drainage Project. The proposals were evaluated and scored by an evaluation committee that worked independently of each other, with Miller Engineering of Albuquerque New Mexico being the highest scored. Mr. Tafoya requested the Commission authorize County Staff to enter into an agreement with Miller Engineering for professional engineering services for Upper Town San Antonio Road and Drainage Project.

Motion made by Vice-Chairman Padilla to authorize County staff to enter into an agreement with Miller Engineering. Second by Commissioner Varela. Motion carried.

9. RESOLUTION NO. 03-14-17-RA01; ADDITION OF TECATE PLACE, A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO

San Miguel County IT Supervisor Diego Trujillo informed the Commission that during a routine audit of San Miguel addressing data it was discovered that there are three addressed structures on a single driveway located off US Highway 84 near Apache Springs, NM, neighboring Los Montoyas. 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, "private road that provides access to three or more buildings and requires a name in order to promote health, safety, and welfare of the public." Letters were sent out to the residents on September 2, 2016 informing them of San Miguel County's intent to name the road. Two out of the three residents signed and returned a road naming petition agreeing to the new name "Tecate PL." This name has been determined to be acceptable by SMC Rural Addressing staff per Ordinance No SMC-07-13-99-ORD-2.

Because this name change was required and not requested by the residents the \$100 fee has been waived. Mr. Trujillo requested the Commission review and approval of Resolution NO 03-14-17-RA01.

Motion made by Commissioner Najar to review and approve Resolution No 03-14-17-RA01. Second by Vice-Chairman Padilla. Motion carried.

10. RESOLUTION NO. 03-14-17-RA02; ADDITION OF SILVER ROAD, A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO

San Miguel County IT Supervisor Diego Trujillo informed the Commission that during a routine audit of San Miguel addressing data it was discovered that there are three addressed structures on a single driveway located off NM Highway 105 in Upper Rociada, New Mexico per San Miguel County Ordinance SMC-07-13-99-ORD-2, Section 4.1-C, 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." Letters were sent out to residents of this area on June 20, 2016 informing them of the County's intent to name the road. There was no response to the letter suggesting the road name "Silver Rd", however one resident answered verbally agreeing to the name change. By San Miguel County Rural Addressing staff per Ordinance No. SMC-07-13-99-ORD-2 this name was determined to be acceptable and because the name change was required the \$100 fee has been waived. Mr. Trujillo requested that the Commission review and approve Resolution No 03-14-17-RA02.

Motion made by Commissioner Varela to review and approve Resolution No 03-14-17-RA02. Second by Vice-Chairman Padilla. Motion carried.

11. RESOLUTION NO. 03-14-17-RA03; ADDITION OF SPEAR A RANCH ROAD, A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO

San Miguel County IT Supervisor Diego Trujillo informed the Commissioners throughout the years there has been problems naming the Frontage Road running along the east side of the City of Las Vegas boundary along 125. Originally the name of the Frontage Road has had various names from South Commerce to Camino Estrada and finally the Department of Transportation made the County change the name to the Federal ID number, which is now named Frontage Road 2132. This name has created many problems for the residents along this road. To resolve this situation we are requesting a road name modification. The residents of this road have submitted a Road Name Petition signed by two of the residents requesting the name of Spear A Ranch Road. This name has been determined by the SMC Rural Addressing staff per Ordinance No SMC-07-13-99-ORD-2 to be acceptable. Mr. Trujillo is requesting the Commission approve Resolution No 03-14-17-RA-RA03 and that the \$100 fee also be waived under these circumstances.

Motion made by Commissioner Najar to review and approve Resolution No 03-14-17-RA03. Second by Vice-Chairman Padilla. Motion carried.

12. PUBLIC SERVICE DIVISION REPORT FOR THE MONTH OF FEBRUARY 2017

San Miguel County Public Service Operations Division Supervisor Morris Madrid presented to Commission the monthly report regarding maintenance, blading of the County roads and any special projects.

Discussion ensued.

13. STATEMENT OF ASSURANCES FOR THE LOCAL DWI GRANT AND DISTRIBUTION PROGRAM FY18

San Miguel County DWI Coordinator Yolanda Cruz informed the Commission that New Mexico Department of Finance and Administration requires a Statement of Assurance for the local DWI Grant and Distribution Program be submitted with the funding application for FY18. This document is the same throughout the state. Ms. Cruz requested the Commission review, approve and ratify the Statement of Assurance for the local DWI Grant and Distribution Program FY18.

Motion made by Vice-Chairman Padilla to review, approve and ratify the Statement of Assurances for the Local DWI Grant and Distribution Program FY18. Second by Commissioner Martinez. Motion carried.

14. RATIFY FY18 MEMORANDUM OF UNDERSTANDING BETWEEN SAN MIGUEL COUNTY DWI PROGRAM AND THE NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION

San Miguel County DWI Coordinator Yolanda Cruz informed the Commission that New Mexico Department of Finance and Administration requires a MOU with local DWI programs be submitted with the funding application for FY18. This is a Memorandum of Confidentiality. This MOU is also the same throughout the state. Ms. Cruz requested the Commission review and ratify approval of FY18 Memorandum of Understanding.

Motion made by Vice-Chairman Padilla to review and ratify approval of FY18 Memorandum of Understanding. Second by Commissioner Najar. Motion carried.

15. APPROVE AND ADOPT RESOLUTION NO. DWI 03-14-17 AUTHORIZING THE COUNTY OF SAN MIGUEL TO SUBMIT AN APPLICATION TO THE DEPARTMENT OF FINANCE AND ADMINISTRATION, LOCAL GOVERNMENT DIVISION TO PARTICIPATE IN THE LOCAL DWI GRANT AND DISTRIBUTION PROGRAM

San Miguel County Yolanda Cruz informed the Commission that San Miguel County DWI Program will submit an application for LDWI Grant and Distribution funds for FY18. The resolution is requesting the County to act as a Fiscal Agent. Ms. Cruz requested the Commission review, approve and adopt Resolution No DWI-03-14-17.

Motion made by Commissioner Martinez to approve and adopt Resolution No DWI-03-14-17. Second by Vice-Chairman Padilla. Motion carried.

16. RATIFY FY18 LDWI GRANT AND DISTRIBUTION TO DFA DATED MARCH 3, 2017 TO FUND THE SAN MIGUEL COUNTY DWI PROGRAM IN THE AMOUNT OF \$239,979.

San Miguel County DWI Coordinator Yolanda Cruz informed the Commission that DFA has estimated that LDWI distribution funds for San Miguel County will be \$201,979. In addition, we will apply for \$38,000 from LDWI Grant. Ms. Cruz requested the Commission to review and ratify the FY18 LDWI Grant and Distribution to DFA.

Motion made by Commissioner Najar to review and ratify the FY18 LDWI Grant and Distribution to DFA. Second by Commissioner Martinez. Motion carried.

17. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF FEBRUARY 2017

San Miguel County Interim Manager Alex Tafoya presented the Commission the Personnel actions or changes which have taken place for the month of February 2017 which are being submitted for ratification and approval. Mr. Tafoya requested the Commission to approve and ratify the Personnel Actions or changes for the Month of February 2017.

Motion made by Commissioner Najar to approve the Personnel Actions or changes for the month of February 2017. Second by Commissioner Varela. Motion carried.

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

PROBATIONARY/FULL TIME EMPLOYEES

**PEDRO MARTINEZ-DETENTION OFFICER-EFFECTIVE DATE OF HIRE: MARCH 6, 2017-
PROBATIONARY SALARY \$20,900.00**

**LAWRENCE G. ARAGON- DETENTION OFFICER- EFFECTIVE DATE OF HIRE: MARCH 6,
2017- PROBATIONARY SALARY: \$20,900.00**

San Miguel County Interim Manager Alex Tafoya presented to the Commission the approval to ratify the hiring of the above individuals for Detention Officers at the San Miguel County Detention Center.

Motion made by Commissioner Najar for approval to ratify the hiring of the above mentioned individuals. Second by Vice-Chairman Padilla. Motion carried.

19. BANK TRANSFERS FOR THE MONTH OF FEBRUARY 2017

San Miguel County Treasurer Bertha Bustamante presented to the Commission the Bank Transfers and wires that took place for the month of February 2017.

This is for informational purposes.

20. INDIGENT BURIAL-NEW MEXICO MORTUARY SERVICES

San Miguel County Finance Division Supervisor Melinda Gonzales informed the Commission the Finance Office has received, reviewed and processed three indigent burial payments to New Mexico Mortuary Services. Ms. Gonzales requested the Commission ratification for Indigent Burial.

Motion made by Vice-Chairman Padilla to approve the ratification of the Indigent Burial. Second by Commissioner Najar. Motion carried.

21. CASH BALANCE REPORT

San Miguel County Finance Division Supervisor Melinda Gonzales presented the Commission of the unreconciled cash balance as of February 20, 2017.

Informational purposes only.

22. ACCOUNTS PAYABLE REPORT FOR THE PERIOD OF JANUARY 26, 2017 THROUGH FEBRUARY 16, 2017. HOUSING PAYMENT REGISTER FOR THE MONTH OF JANUARY 2017

San Miguel County Finance Division Supervisor presented to the Commission the payments made during the period of January 26, 2017 through February 16, 2017, and the Housing Payment Register for the month of January 2017 from Bernalillo County.

Motion made by Vice-Chairman Padilla to review and approve the Accounts Payable Report and the Housing Register. Second by Commissioner Najar. Motion carried.

Executive/Closed Session

- A. Limited Personnel Matters, as permitted by NMSA 1978, Section 10-15-1(H) (2) (as amended) of the Open Meetings Act. More specifically, Personnel Matters regarding specific County Employees.**
- B. Attorney-Client Privilege Pertaining to Threatened or Pending Litigation, as permitted by NMSA 1978, Section 10-15-1(H)(7) (as amended) of the Open Meetings Act. More specifically, threatened and potential civil litigation claims against the County.**

Motion made by Vice-Chairman Padilla to retire into Executive/Closed Session at 4:52 p.m. Second by Commissioner Najar. Motion carried.

Roll Call:

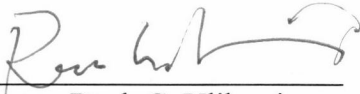
Chairman Rock G. Ulibarri Yes
Vice-Chairman Arthur J Padilla Yes
Commissioner Janice C Varela Yes
Commissioner Maria L Martinez Yes
Commissioner Chris A Najar Yes

Motion made by Vice-Chairman Padilla to return back to regular session at 5:10 p.m. Second by Commissioner Najar, Motion carried.

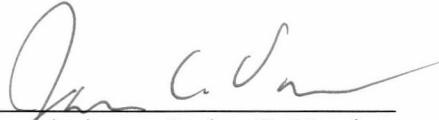
ADJOURNMENT

Motion made by Vice-Chairman to adjourn the Meeting at 5:25 p.m. Second by Commissioner Najar. Motion carried.

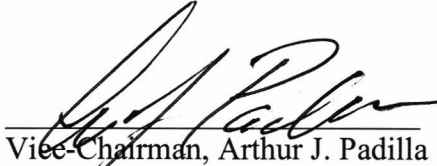
Approved this 11th day of April, 2017 as the Official Minutes of the Board of County Commissioners of San Miguel County, New Mexico, of its Regular Meeting held March 14, 2017.



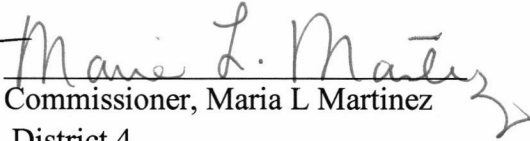
Chairman, Rock G. Ulibarri
District 1



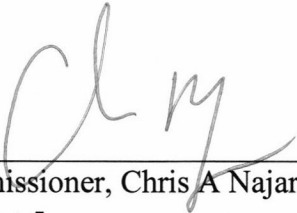
Commissioner, Janice C. Varela,
District 2



Vice-Chairman, Arthur J. Padilla
District 3

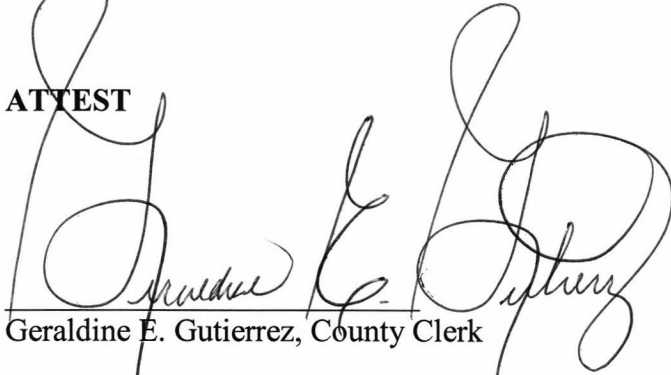


Commissioner, Maria L. Martinez
District 4

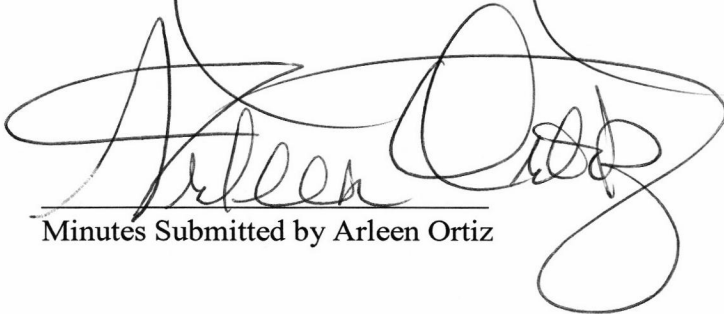


Commissioner, Chris A. Najar
District 5

ATTEST



Geraldine E. Gutierrez, County Clerk



Minutes Submitted by Arleen Ortiz