

**REGULAR MEETING  
FEBRUARY 12, 2008  
MINUTES**

The Board of County Commissioners of San Miguel County held a Regular Meeting and a County Board of Finance Meeting on Tuesday February 12, 2008 at 1:30 p.m. at the Board Room of the Donald A. Martinez Administration Building of the West Las Vegas Schools, 179 Bridge Street, Las Vegas, New Mexico 87701. The agenda for the meeting was as follows:

**CALL TO ORDER**

Chairman David Salazar called the meeting to order at 1: 30 p.m.

**ROLL CALL**

Chairman David R. Salazar, Vice-Chairman June J. Garcia, Commissioner Hugh H. Ley, Commissioner Kenneth C. Medina, and Commissioner Albert J. Padilla were present.

The record will show a quorum was present.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF AGENDA:**

County Manager Les Montoya submitted to remove Item #25 **COUNTY MANAGER'S PERSONNEL RECOMMENDATIONS TO HIRE TO FILL THE FULL TIME CLASSIFIED POSITION WITH THE SAN MIGUEL COUNTY SHERIFF'S DIVISION AS PER THE RECOMMENDATION OF BENJIE VIGIL, SAN MIGUEL COUNTY SHERIFF** and amend Item #23 **COUNTY MANAGER'S PERSONNEL RECOMMENDATIONS TO HIRE AND RATIFY THE FOLLOWING INDIVIDUAL TO FILL VACANT POSITION AT THE SAN MIGUEL COUNTY DETENTION CENTER AS PER THE RECOMMENDATION OF PATRICK SNEDEKER WARDEN/FACILITY ADMINISTRATOR** to eliminate Ernie Barela as Detention Officer.

Motion made by Commissioner Hugh Ley to approve removal of Item #25 and amend Item #23 of the agenda. Second by Commissioner Kenneth C. Medina . Motion carried.

**APPROVAL OF MINUTES:** Regular Meeting January 8, 2008.

Motion made by Commissioner Kenneth C. Medina to approve the minutes for Regular Meeting held on January 8, 2008. Second by Commissioner Hugh Ley. Motion carried.

## **INTRODUCTION OF NEW EMPLOYEES:**

Darlene Baca                      DWI Compliance Monitor/Tracker  
(Probationary Employee)

DWI Division

Philip Ortiz                      DWI Compliance Monitor/Tracker  
(Probationary Employee)

DWI Division

Frank Gonzales                      Convenience Center Operator  
(Probationary Employee)

Public Works Division

Presentation on Insure New Mexico/Governor Bill Richardson's Health Initiative to Insure New  
Mexicans that do not have Health Insurance  
By Tony Atencio, Outreach Coordinator

Outreach Coordinator Ms. Tony Atencio informed the Commission the State covered Health Insurance is reaching out to the various offices in San Miguel County to expand Health Insurance.

## **NEW BUSINESS:**

### **1. COUNTY TREASURER'S MONTHLY REPORT\***

San Miguel County Treasurer Alfonso Ortiz, Jr. was present to report for the month of January 2008.

No action taken. For information purposes only.

### **2. 2007 LEGISLATIVE SPECIAL APPROPRIATIONS PROJECTS-GRANT AMENDMENT NO. 1\***

Planning and Zoning Supervisor Alex Tafoya informed the Commission San Miguel County has received from DFA-Local Government Division, an amendment to the agreement for 2007 Special Appropriations Projects funded by the 2007 Legislature. The amendment is a revision to Article V of the agreement which revises the procedure under which Requests for Payment are to be submitted.

Mr. Tafoya submitted for review Grant Amendment No. 1; and to approve the Amendment and authorize Commission Chairman to sign the Amendment.

Motion made by Commissioner Hugh Ley to review Grant amendment No. 1; approve the Amendment and authorize Commission Chairman to sign. Second by Commissioner June Garcia. Motion carried.

**3. 2007 LEGISLATIVE GENERAL FUND APPROPRIATIONS-GRANT AMENDMENT NO.1\***

Planning and Zoning Supervisor Alex Tafoya informed the Commission that San Miguel County has received from DFA-Local Government Division, an amendment to the agreement for 2007 Special Appropriations Projects funded by the 2007 Legislature. The amendment is a revision to Article V of the agreement which revises the procedure under which Requests for Payment are to be submitted.

Mr. Tafoya submitted for review Grant Amendment No. 1; and to approve the Amendment and authorize Commission Chairman David Salazar to sign the Amendment.

Motion made by Commissioner Hugh Ley to review Grant amendment; approve the Amendment and authorize Commission Chairman to sign the Amendment. Second by Commissioner Kenneth C. Medina. Motion carried.

**4. CERTIFICATE(S) OF SUBSTANTIAL COMPLETION, SAN MIGUEL COUNTY DETENTION CENTER PHASE I AND PHASE II REMODEL PROJECT(S)\***

Warden/Facility Administrator Patrick W. Snedeker informed the Commission that Certificate(s) of Substantial completion, specific to the San Miguel County Detention Center, and completion of Phase I and Phase II Remodel Project(s) are presented for Commission review and approval. Phase I completion includes the facility sally port, male and female booking areas and segregation cells, female dayroom and dormitory, and master control center. Phase II completion includes all existing dayrooms, including cell locks/doors and the housing control center room along with the medical clinic area. All work performed under the contract has been reviewed and found by the architect to be substantially complete.

Commissioner Hugh Ley personally thanked Mr. Snedeker for the completion of the projects at the Detention Center.

Mr. Snedeker submitted for approval the Certificate(s) of Substantial Completion as presented.

Motion made by Commissioner Hugh Ley to approve Certificate(s) of Substantial Completion as presented. Second by Commissioner Kenneth C. Medina. Motion carried.

**5. REQUEST FOR COMPETITIVE SEALED PROPOSALS FOR CORRECTIONAL FACILITY FOOD SERVICE OPERATIONS AT THE SAN MIGUEL COUNTY DETENTION CENTER\***

Warden/Facility Administrator Patrick W. Snedeker informed the Commission that ABL Management Inc. has notified the San Miguel County Detention Center of their intent, pursuant to the existing Agreement, to terminate food service operations at the San Miguel County Detention Center effective on May 28, 2008. Accordingly, a Request for Competitive Sealed Proposals for Correction Facility Food Service Operations at the Detention Center has been initiated.

No action taken. For information purposes only.

**6. RESOLUTION NUMBER RES-02-12-08-DC-EXCESS PROPERTY  
AUTHORIZING THE BOARD OF COMMISSIONERS OF SAN MIGUEL  
COUNTY TO DECLARE CERTAIN PROPERTY (METAL) AS PROVIDED FOR  
WITHIN NM STATE STATUTES \***

Warden/Facility Administrator Patrick W. Snedeker informed the Commission the San Miguel County Detention Center has excess scrap metal, removed from the Detention Center during the facility remodel/refurbishment project. The scrap metal is in a condition of disrepair and is no longer needed for use by the Detention Center or San Miguel County. The Detention Center wishes to have the scrap metal declared excess property, and placed for sale as provided for within NM State Statutes. (sold as salvage)

Mr. Snedeker submitted to adopt and approve Resolution Number 02-12-08-DC-Excess Property and authorize the County Manager to sell said property as provided for within NM State Statutes.

Motion made by Commissioner Hugh Ley to adopt and approve Resolution Number 02-12-08-DC-Excess Property (Metal). Second by Commissioner Albert Padilla. Motion carried.

County Manager Les Montoya informed the Commission funds from sale of excess property will be put into the general fund.

**7. DEPARTMENT OF FINANCE AND ADMINISTRATION (DFA) LOCAL DWI  
GOVERNMENT DIVISION FY 2008-09 DISTRIBUTION/GRANT BUDGET  
APPLICATION \***

DWI Coordinator Wendy Armijo informed the Commission New Mexico DWI Programs continues to receive operational funds that stem from liquor excise taxes. Funds are generated through the Department of Finance and Administration/Local Government Division for the purpose of addressing issues pertaining to substance abuse, the prevention of underage drinking and most importantly drinking and driving.

San Miguel County DWI Program has continued to receive DWI operational funding from the Local DWI/Department of Finance and Administration. Distribution funds are received quarterly while Grant funds are based on program expenditures and received on a cost reimbursement basis.

The County of San Miguel DWI Program in its request for FY 08-09 Distribution/Grant funding is proposing to fund the following six of eight allowable components: Prevention, Enforcement, Screening, Treatment, Compliance Monitor & Tracking, and Coordination Planning and Evaluation.

FY 2008-09 Distribution amount is \$181,210 and the proposed Grant amount is \$79,548.

Ms. Armijo submitted for approval of the FY 2008-09 DWI Distribution/Grant Budget Application.

Motion made by Commissioner Hugh Ley to submit the proposed FY 08-09-DWI Distribution/Grant Application Budget as stated. Second by June Garcia. Motion carried.

**8. LOCAL DWI (LDWI) GRANT AND DISTRIBUTION PROGRAM APPLICATION STATEMENT OF ASSURANCES\***

DWI Coordinator Wendy Armijo informed the Commission of assurance and compliance with the statutes, rules and regulations, and guidelines associated with the acceptance and use of funds under the New Mexico Local DWI Grant and Distribution Program.

Ms. Armijo submitted for approval of terms stated in LDWI Grant and Distribution Program Application Statement of Assurances.

Motion made by Commissioner Hugh Ley to approve LDWI Grant and Distribution Statement of Assurances. Second by Commissioner Albert Padilla. Motion carried.

**9. MEMORANDUM OF UNDERSTANDING BETWEEN THE SMC DWI PROGRAM AND THE NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION/LOCAL GOVERNMENT DIVISION/DRIVING WHILE INTOXICATED PROGRAM\***

DWI Coordinator Wendy Armijo made presentation on the Memorandum of Understanding between the SMC DWI Program and the New Mexico Department of Finance and Administration/Local Government Division/Driving While Intoxicated Program.

Ms. Armijo submitted approval of Memorandum of Understanding between the San Miguel County DWI Program and the New Mexico Department of Finance and Administration/Local Government Division/Driving While Intoxicated Program.

Motion made by Commissioner Hugh Ley to approve the Memorandum of Agreement. Second by Commissioner Albert Padilla. Motion carried.

**10. RESOLUTION NO. 02-12-08-DWI\***

DWI Coordinator Wendy Armijo informed the Commission of the resolution authorizing the County to submit an application to the Department of Finance and Administration, Local Government Division, to participate in the Local DWI Grant and Distribution Program.

Ms. Armijo submitted for approval of Resolution 02-12-08-DWI.

Motion made by Commissioner Hugh Ley to approve Resolution 02-12-08-DWI. Second by Commissioner Kenneth C. Medina. Motion carried.

**11. MONTHLY REPORT IN THE PUBLIC WORKS DIVISION FOR THE MONTH OF JANUARY 2008\***

Public Works Division Supervisor Harold Garcia informed the Commission on information on issues dealt with in the Public Works Division for the month of January 2008.

No action taken. For information purposes only.

**12. SAN MIGUEL COUNTY ROAD LOG, 2008 CERTIFICATION\***

Public Works Division Supervisor Harold Garcia informed the Commission that the New Mexico Department of Transportation requires that San Miguel County adopt the County Road Log on an annual basis. This is required in order to qualify for funds when applying for road improvements through the Department of Transportation.

Mr. Garcia submitted for adoption of 2008 San Miguel County Road Log.

Motion made by Commissioner Hugh Ley for adoption of 2008 San Miguel County Road Log. Second by Commissioner Albert Padilla. Motion carried.

**13. REVIEW, DISCUSSION AND ADOPTION OF THE PROPOSED SAN MIGUEL COUNTY ROAD MAINTENANCE PLAN AS PREPARED BY CONSENSUS PLANNING AND SMITH ENGINEERING\***

Public Works Division Supervisor Harold Garcia informed the Commission that San Miguel County applied for a CDBG Planning Grant in the amount of \$45,000.00 and received this grant for the purpose of developing a Road Maintenance Plan. The County hired Consensus Planning and Smith Engineering through the Request for Proposal Process. Smith Engineering has been working over the past 6 months with Staff to develop this plan. The purpose of this plan is to identify the existing conditions of the Roads within San Miguel County and develop a means of scheduling any necessary maintenance these roads may need in order to upgrade to a higher level of driving surface. This plan will also provide direction to staff in which to prepare grading schedules based on the need of these County Roads.

Mr. George Nemath from Smith Engineering was present to answer questions.

Mr. Garcia submitted to discuss the proposed Maintenance Plan and to adopt the plan as presented by Smith Engineering.

Motion made by Commissioner Hugh Ley to adopt the plan as presented by Smith Engineering. Second by Commissioner Kenneth C. Medina. Motion carried.

**14. PROFESSIONAL SERVICES AGREEMENT WITH SOLEIL WEST FOR THE ARCHITECTURAL DESIGN AND ENGINEERING OF THE PUBLIC WORKS DIVISION FACILITY AT THE NORTHEASTERN NEW MEXICO WOOD BUSINESS PARK\***

Public Works Division Supervisor Harold Garcia informed the Commission that the San Miguel County Public Works Division has a total of \$1.2 million set aside for the purpose of designing and constructing a Public Works Facility at the Northeastern New Mexico Wood Business Park. There have been 5 acres set aside within the Industrial Park for the Public Works/Solid Waste Facility. The County has a Professional Service retainer with Soleil West for the purpose of providing Architectural Design and Engineering Services. The County Manager and Public Works Division Supervisor recently met with Mr. Kevin Balciar of Soleil West to discuss design of the P.W. Facility. Mr. Balciar submitted a proposal through the Retainer in the amount of \$58,000 for these services. Design of this project would commence immediately after the Agreement is approved.

Mr. Garcia submitted the authorization to proceed with the design of the Public Works Division facility through the professional Services Agreement with Soleil West.

Motion made by Commissioner Hugh Ley to authorize staff to proceed with the design of the Public Works Division facility through the professional Services Agreement with Soleil West. Second by Commissioner Albert Padilla. Motion carried.

County Manager Les Montoya informed the Commission there will be a ground breaking in May of this year.

**15. IDENTIFICATION OF THREE ROAD IMPROVEMENT PROJECTS FOR SUBMITTAL TO THE NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR ALLOCATION OF LOCAL GOVERNMENT ROAD FUNDS FOR FISCAL YEAR 2008-2009\***

Public Works Division Supervisor Harold Garcia informed the Commission the New Mexico Department of Transportation recently notified San Miguel County of the opportunity to apply for Local Government Road Funds through the Co-op, School Bus, and County Arterial Programs. These funds have been made available to San Miguel County in the past wherein San Miguel County has successfully been awarded funds. The Program will fund 75% of funds through the Department of Transportation with a required match of 25% from San Miguel County.

Mr. Garcia recommended three County roads; Village of San Juan Drainage and Road Surface Improvement, Asphalt Overlay of Harris Road/Chico Road, and Sheridan Drainage and Paving Improvements.

Mr. Garcia submitted to review list of Road Projects identified by staff, consider the three projects recommended by staff, and give direction to staff to submit three (3) road projects that will be prioritized by the County Commission.

Motion made by Commissioner Hugh Ley to accept recommendations to submit three (3) road projects that will be prioritized by the County Commission. Second by Commissioner Albert Padilla. Motion carried

**16. AUTHORIZATION TO THE PUBLIC WORKS DIVISION TO ADVERTISE FOR AN INVITATION FOR COMPETITIVE BIDS FOR THE PURCHASE (1) NEW, CURRENT YEAR, MODEL, STANDARD PRODUCTION CRUSHER/SCREENING PLANT\***

Public Works Division Supervisor Harold Garcia informed the Commission that the San Miguel Board of Commissioners provided direction to Staff to proceed with the concept of developing a Crusher/Screening Operation in the Public Works Division. This project is being funded through Gross Receipts Tax-Revenue Bonds recently approved for San Miguel County within the Public Works Division. Staff has contracted several Crusher/Screening Plant Dealers and based on recommendation by G.L. Environmental on the needs for a Crusher Plant in San Miguel County, developed a set of Specifications for the purchase of a Crusher/Screening Plant.

Mr. Garcia submitted to review the Invitation for bids and authorize staff to proceed with the advertisement for the purchase of a Crusher/Screening Plant.



Motion made by Commissioner Hugh Ley to authorize staff to proceed with the advertisement for the purchase of a Crusher/Screening Plant. Second by Commissioner Kenneth C. Medina. Motion carried.

**17. AUTHORIZATION TO THE PUBLIC WORKS DIVISION TO ADVERTISE FOR AN INVITATION FOR COMPETITIVE BIDS TO PURCHASE ONE OR MORE NEW, CURRENT YEAR, MODEL, STANDARD PRODUCTION TRACTOR SEMI TRUCK AND FULL TRUCK ROLL-OFF\***

Public Works Division Supervisor Harold Garcia informed the Commission the Public Works Division is in need of purchasing a Tractor Semi Truck and Full Truck Roll-Off and is therefore requesting authorization from the County Commission to solicit bids for the purchase of above mentioned vehicles.

Mr. Garcia informed the Commission that the Division has set aside approximately \$150,000.00 to purchase two trucks for Public Works and Solid Waste Division.

Mr. Garcia submitted for review of invitation for bids and to authorize staff to proceed with the advertisement.

Motion made by Commissioner Hugh Ley to authorize staff to proceed with the advertisement for bids. Second by Commissioner Albert Padilla. Motion carried.

**18. APPROVAL OF JOB DESCRIPTION FOR A SECRETARY AT THE SHERIFF'S DEPARTMENT\***

San Miguel County Sheriff's Department has never had a Secretary, the Office Manager has been doing the Secretarial work for the past years, but she has other functions that need to be done and we are currently unable to keep-up.

Mr. Vigil submitted for approval of Job Description for a secretary at the Sheriff's Department.

Motion made by Commissioner Kenneth C. Medina to approve Job Description for a secretary at the Sheriff's Department. Second by Commissioner Albert Padilla. Motion carried.

**19. ADMINISTRATIVE ASSISTANT JOB DESCRIPTION FOR OFFICE OF EMERGENCY MANAGEMENT\***

Safety Coordinator Dennis English informed the Commission San Miguel County will be taking on the position of Office of Emergency Management, which will require additional administrative duties for the current Administrative Assistant; so the job description needed to be modified to reflect those responsibilities.

Mr. English submitted for approval of the new job description for position of Administrative Assistant for OEM.

Motion made by Commissioner Hugh Ley to approve new job description for Administrative Assistant of OEM. Second by Commissioner Albert Padilla. Motion carried.



**20. EMERGENCY MEDICAL SERVICES AGREEMENT WITH SUPERIOR AMBULANCE SERVICE INC. TO PROVIDE AMBULANCE SERVICES IN SAN MIGUEL COUNTY\***

County Manager Les Montoya informed the Commission the County advertised for Ambulance EMS Service in the County. Superior Ambulance proposal has surfaced as the company identified as best qualified to provide EMS Service in San Miguel County. The ambulance contract extends up to 4 years.

Chris Archuleta, CEO for Superior Ambulance , Inc. was present to answer any questions.

Mr. Kevin Kearney stated his opinion against the agreement.

Mr. Les Montoya informed the Commission price is not a factor but quality of service is paramount.

Motion by Commissioner Hugh Ley to authorize execution of agreement with Superior Ambulance to begin service April 1, 2008. Second by Commissioner Albert Padilla. Motion carried.

County Manager Les Montoya requested to move Item #31 **RESOLUTION 2008-02-12-F4 APPROVING THE SOLE COMMUNITY REQUEST MADE BY ALTA VISTA HOSPITAL\*** next on the agenda.

**21. REQUEST FOR PROPOSALS TO LEASE OR PURCHASE LAND TO BE USED FOR A COUNTY ROCK CRUSHING SITE WAS ADVERTISED IN THE LAS VEGAS OPTIC, SANTA FE NEW MEXICAN, AND THE LAS VEGAS REAL ESTATE GUIDE IN DECEMBER 2007\***

County Manager Les Montoya informed the Commission the advertisement of said RFP drew no proposals. The County Manager is requesting authorization to contact property owners at sites conducive to the type of use to discuss and negotiate possible lease and/or purchase of such property.

Commissioner Hugh Ley recommended to develop a committee to assist County Manager Les Montoya.

Commissioner Hugh Ley and Commissioner Kenneth C. Medina offered to take part in the committee.

Motion made by Commissioner Kenneth C. Medina to authorize staff to proceed accordingly, and create a committee to accomplish this task. Second by Commissioner June Garcia. Motion carried.

**22. RESOLUTION 2008-02-12-F4 APPROVING THE SOLE COMMUNITY REQUEST MADE BY ALTA VISTA HOSPITAL\***

Finance Division Supervisor Melinda Gonzales informed the Commission every year hospitals requesting sole-community provider funding are required to submit their next fiscal year funding requests. Alta Vista has submitted their FY08/09 requesting the amount of \$2,584,863 which represents a 5 percent increase over last year's base request plus the supplemental. If approved, the estimated cost to the County would be \$763,686.

Ms. Gonzales submitted for approval of Resolution 2008-02-12-F4.

Motion made by Commissioner Hugh Ley to approve Resolution 2008-02-12-F4. Second by Commissioner Kenneth Medina. Motion carried.

**23. LEASE OF COUNTY FIRE DEPARTMENT PROPERTY TO AMERICAN LEGION POST 19, CONCHAS DAM, FOR PLACEMENT OF MOBILE HOME OWNED BY AMERICAN LEGION TO PROVIDE HOUSING FOR COUNTY DEPUTY, ASSIGNED TO CONCHAS BY COUNTY SHERIFF\***

County Manager Les Montoya informed the Commission that the American Legion is providing a mobile home for housing County assigned Deputy. The Mobile home will be placed on Conchas Fire Department property. The agreement is necessary to place mobile home on Fire Department Property.

Mr. Montoya submitted for approval Lease Agreement, thereby authorizing staff to execute and file in the County Clerk's Office.

Motion made by Commissioner Hugh Ley to authorize staff to execute Lease agreement and file in the County Clerk's Office. Second by Commissioner Kenneth C. Medina. Motion carried.

**24. COUNTY MANAGER'S PERSONNEL RECOMMENDATIONS TO HIRE AND RATIFY THE FOLLOWING INDIVIDUALS TO FILL VACANT POSITIONS AT THE SAN MIGUEL COUNTY DETENTION CENTER AS PER THE RECOMMENDATION OF PATRICK SNEDEKER, WARDEN/FACILITY ADMINISTRATOR\***

**RECOMMENDATION TO HIRE:**

**PROBATIONARY EMPLOYEE**

Eric Sandoval	Detention Officer	Salary: \$19,950.00 Annually
Joseph Gutierrez	Detention Officer	Salary: \$19,950.00 Annually

Motion made by Commissioner Hugh Ley to hire the above individuals to fill positions at the San Miguel County Detention Center. Second by Commissioner Albert Padilla.  
Motion carried.

- 25. COUNTY MANAGER’S PERSONNEL RECOMMENDATIONS TO HIRE THE FOLLOWING INDIVIDUAL TO FILL THE VACANT POSITION OF RADIO DISPATCHER WITH THE SAN MIGUEL COUNTY SHERIFF’S DIVISION AS PER THE RECOMMENDATION OF BENJIE VIGIL, SAN MIGUEL SHERIFF\***

**RECOMMENDATION TO HIRE:**

**PROBATIONARY EMPLOYEE**

Francesca Baca                      Radio Dispatcher                      Salary: \$17,100.00 Annually

Motion made by Commissioner Kenneth C. Medina to hire the above individual at the San Miguel County Sheriff’s Division. Second by Commissioner Albert Padilla. Motion carried.

- 26. COUNTY MANAGER’S PERSONNEL RECOMMENDATIONS TO HIRE THE FOLLOWING INDIVIDUAL TO FILL THE TEMPORARY-PART TIME POSITION OF SECRETARY AS PER THE RECOMMENDATION OF BENJIE VIGIL, SAN MIGUEL COUNTY SHERIFF\***

**RECOMMENDATION TO HIRE AND RATIFY:**

**PROBATIONARY EMPLOYEE**

Pamela Trujillo                      Secretary                      Salary: \$12.00 Hourly

Motion made by Commissioner Kenneth C. Medina to approve the hiring of the above individual at the San Miguel County Sheriff’s Division. Second by Commissioner Albert Padilla. Motion carried.

**27. COUNTY MANAGER’S PERSONNEL RECOMMENDATIONS TO HIRE THE FOLLOWING INDIVIDUAL TO FILL THE VACANT POSITION OF SECTION 8 HOUSING SPECIALIST WITH THE SAN MIGUEL COUNTY SECTION 8 HOUSING DEPARTMENT AS PER THE RECOMMENDATION OF GILBERT ALMANZA, SAN MIGUEL COUNTY SECTION 8 HOUSING ADMINISTRATOR\***

**RECOMMENDATION TO HIRE AND RATIFY:**

**PROBATIONARY EMPLOYEE**

Leonor Encinias                      Section 8 Housing Specialist                      Salary: \$17,100.00 Annually

County Manager Les Montoya informed the Commission the Housing Specialist position is vacant due to the promotion and transfer of Christina Barajas to the DWI Division.

Motion made by Commissioner Hugh Ley to hire the above individual at the Section 8 Division. Second by Commissioner Kenneth C. Medina. Motion carried.

**28. PERSONNEL ACTIONS\***

County Manager Les Montoya informed the Commission of personnel actions that have taken place in San Miguel County and submitted same for ratification and approval by the San Miguel County Board of Commissioners.

Mr. Montoya submitted for approval the personnel actions that have taken place within San Miguel County.

Motion made by Commissioner Hugh Ley to approve the personnel actions that have taken place within San Miguel County. Second by Vice-Chairman June Garcia. Motion carried.

**SAN MIGUEL COUNTY BOARD OF FINANCE MEETING**

**29. RESOLUTION 2008-02-11-F1 APPROVING THE CREATION AND USE OF FUND 225\***

Finance Division Supervisor Melinda Gonzales informed the Commission the County will be building a new Public Works Facility. In order to account the activity the Finance Division is requesting the authorization to create Fund 225. The purpose of the fund will be to account for the accumulation of resources and payments related to the Public Works Facility Design, Construction, Renovation and Maintenance activities.

Ms. Gonzales recommended approval of the agreement on behalf of San Miguel County.

Motion by Commissioner Hugh Ley to create Fund 225. Second by Commissioner Kenneth C. Medina. Motion carried.

**30. RESOLUTION 2008-02-11-F2 APPROVING THE CREATION AND USE OF FUND 230\***

Finance Division Supervisor Melinda Gonzales informed the Commission the County will be acquiring a crusher plant and related equipment in order to account the activity the Finance Division is requesting the authorization to create Fund 230. The purpose of the fund will be to account for the accumulation of resources and payments related to the Crusher Plant, related Equipment and implementation cost.

Ms. Gonzales recommended approval of Resolution 2008-02-11-F2.

Motion made by Commissioner Albert Padilla to approve Resolution 2008-02-11-F2. Second by Commissioner Hugh Ley. Motion carried.

**31. RESOLUTION 2008-02-11-F3 APPROVING THE CREATION AND USE OF FUND 315\***

Finance Division Supervisor Melinda Gonzales informed the Commission during the regular meeting held on December 11, 2007, the County established a Joint Office of Emergency Management for the County of San Miguel and the City of Las Vegas. In order to account for activity the Finance Division is requesting the authorization to create Fund 315. The purpose of the fund will be to account for the accumulation of resources and payments related to the Office of Emergency Management.

Ms. Gonzales recommended approval of Resolution 2008-02-11-F3.

Motion made by Commissioner June Garcia to approve Resolution 2008-02-11-F3. Second by Commissioner Hugh Ley. Motion carried.

**32. BUDGET RESOLUTION 2008-02-12-F5\***

Finance Division Supervisor Melinda Gonzales informed the Commission of miscellaneous budget adjustments.

Ms. Gonzales informed the Commission there was a change in fund 996. The fund was increased from \$1,515,728.00 to \$1,756,541.00 for the closing of the loan.

Motion made by Commissioner Hugh Ley to adjust budget for fund 996. Second by Commissioner Kenneth C. Medina. Motion carried.

**33. INDIGENT CLAIMS \***

Finance Division Supervisor Melinda Gonzales informed the Commission of Indigent Claims submitted and reviewed by the Finance Office.

Ms. Gonzales submitted for approval of Indigent Fund payments to Alta Vista Hospital in the amount of \$58,050.25.

Motion made by Commissioner Kenneth Medina for approval of Indigent Fund payments to Alta Vista Hospital in the amount of \$58,050.25. Second by Commissioner Hugh Ley. Motion carried.

#### **34. CASH BALANCE REPORT\***

Finance Division Supervisor Melinda Gonzales informed the Commission of the January 31, 2008 cash balances.

No action taken; for information only.

#### **35. ACCOUNTS PAYABLE LISTING\***

Finance Division Supervisor Melinda Gonzales submitted Accounts Payable Listing for payments since the last regular meeting.

Ms. Gonzales submitted for approval the Accounts Payable Listings.

Motion made by Commissioner Hugh Ley to approve Accounts Payable. Second by Commissioner Albert Padilla. Motion carried.

#### **Executive/Closed Session**

**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) and 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 of real property, as permitted by Section 10-15-1-(H)(8) of the Open Meetings Act, NMSA 1978 Motion made by Commissioner Kenneth Medina to retire into Executive/ Closed Session at 3:40 p.m. 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 of real property, as permitted by Section 10-15-1(H)(8) of the Open Meetings Act, NMSA 1978. Second by Commissioner Albert Padilla. Motion carried.

Roll call was taken before County Commission retired into Executive Session at 3:40 P.M.

Chairman David Salazar	yes
Vice-Chairman June Garcia	yes
Commissioner Hugh Ley	yes
Commissioner Kenneth C. Medina	yes
Commissioner Albert Padilla	yes

Motion made by Commissioner Kenneth C. Medina to return from Executive Session. Second by Commissioner Albert Padilla. Motion carried.

The Commission returned to public session at 3:55 P.M. and Chairman David R. Salazar noted for the record that only those matters specified in the motion for closure were discussed in executive session.

### **ADJOURNMENT**

Motion made by Commissioner Albert Padilla to adjourn. Second by Commissioner Hugh Ley. Motion carried.

The record will show the time is 3:56 p.m.



Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2008 as the Official Minutes of the Board of County Commissioners of San Miguel County, New Mexico.

\_\_\_\_\_  
David R. Salazar, Chairman

\_\_\_\_\_  
June J. Garcia, Vice-Chairman

\_\_\_\_\_  
Hugh H. Ley, Commissioner

\_\_\_\_\_  
Kenneth C. Medina, Commissioner

\_\_\_\_\_  
Albert J. Padilla, Commissioner

**ATTEST**

\_\_\_\_\_  
Paul Maez, County Clerk

\_\_\_\_\_  
Minutes Submitted by: Michelle J. Padilla