

The Board of County Commissioners of San Miguel County held a Special Meeting on Wednesday April 29, 2015, beginning at 10:00 a.m., at the 4th Judicial District Attorneys' Office Conference Room, 1800 New Mexico Avenue, Las Vegas, New Mexico 87701.

The agenda for the County Commission meeting was as follows:

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."

1. LEGAL SERVICES OFFERERS' PRESENTATIONS, QUESTIONS AND EVALUATIONS

Mr. Montoya advised the Commission solicited Legal Services Proposals for the purpose of contracting for legal services and representation San Miguel County. Mr. Montoya will be asking the offerers' questions during the process. Commissioner Leger added two questions of his own which will be used in the process. Commissioners will fill out scoring sheets to evaluate the offerers'. Organizational chart will be provided to each offerers'.

Holt, Mynatt, and Martinez, P.C. is a law firm from Las Cruces, New Mexico. Damian Martinez represented their firm and presented proposals and answered all questions posed by the review committee. Currently 11 attorneys and 11 support staff. Holt, Mynatt, and Martinez represent Hidalgo, Sierra, Luna, Otero, and Dona Ana County and other government entities. The law firm works closely with the Association of Counties.

Anna Aragon represented her firm and presented proposals and answered all questions posed by the review committee. Ms. Aragon has not done County work, but worked in Guadalupe County as the County attorney. Her office has two staff members and advised she will be negotiable and accessible. Ms. Aragon would cut out district work to make time available for San Miguel County.

Angela Arellanes represented her firm and presented proposals and answered all questions posed by the review committee. Ms. Arellanes opened her office in 1989 and has a full time legal assistant and if necessary she will open an office in Las Vegas to accommodate San Miguel County.

11:55 a.m. Commission moves to take a lunch break.

Motion made by Commissioner Leger to break for lunch. Second by Commissioner Ulibarri.
Motion carried.

1:08 p.m.-San Miguel County Commissioners reconvene at this time.

Joe Diaz and Jim Brawson represented their firm and presented proposals and answered all questions posed by the review committee. Mr. Diaz advised the Commission that he recently retired, has practiced law for 48 years and represented the County of Bernalillo for 19 years. Mr. Diaz has five (5) lawyers with his firm. Mr. Diaz retired to start a credit union for the Native Americans. Mr. Diaz also advised the Commission fees are negotiable.

Mr. Brawson advised he was the Mayor in Magdalena, and can bring lots of experience to the Commission.

Marc Grano represented his firm and presented proposals and answered all questions posed by the review committee. Mr. Grano served in the military for 17 years, and has been practicing law for at least 15 years' experience. If hired, Mr. Grano would cut Public Defender contract from his practice to devote to the County. BJ Trujillo is the paralegal for Mr. Grano.

3:15 p.m., interviews concluded at this time.

Mr. Montoya asked for guidance and direction.

Discussion ensued and Commissioners turned in scoring sheets to RFP Rating Sheet and questions.

Scores were tallied with the following results as listed:

Rating Sheet

1.) Stetson with 700

2.) Holt with 691

3.) Grano with 601

4.) Aragon Law Office 491

5.) Arellanes Law Office 443

And:

Question Sheet

- 1.) Holt with 737
- 2.) Stetson with 732
- 3.) Grano with 649
- 4.) Aragon Law Office 564
- 5.) Arellanes Law Office 496

The Commission then decided to call for a special meeting to be held on May 5th, 2015 to review the scoring and determine the next step in the process.

2. REVISED SAN MIGUEL COUNTY JOB DESCRIPTIONS

At 1:08 p.m., County Manager Les Montoya presented a revised organizational chart for San Miguel County and corresponding revised and new job descriptions for consideration. The following job descriptions were provided to The Commission.

Planning & Zoning Division

- Maintenance Worker I
- Land Development Specialist I
- Maintenance Worker II
- Maintenance Technician

Sheriff's Division

- Animal Control Officer

Public Service Operations Division

- Public Service Operations Supervisor
- Transportation Foreman
- Environmental Services Supervisor

- Skilled Laborer

Emergency Management Division

- Administrative Assistant Range I
- Fire Chief
- Administrative Assistant Range III
- Emergency Manager
- Safety Coordinator

After discussing and recognition of the job descriptions presented, Commissioner Leger motioned to approve the organizational chart presented, and to include approval of the job descriptions presented. The motion was seconded by Commissioner Gilbert Sena and the motion was carried.

Commissioners agreed to amend his motion to approve the job description, removing supervisors needing to live in the Las Vegas area or within a 15 mile radius and amendment was accepted and the motion was approved.

Motion made by Commissioner Sena to adjourn the meeting. Second by Commissioner Ulibarri. Motion carried.

Approved this _____ day of _____, 2015 as the official minutes of the Special meeting held by the Board of County Commissioners of San Miguel County, New Mexico, on April 29, 2015.

Arthur Padilla, Chairman

Gilbert Sena, Vice-Chair

Marcellino A. Ortiz, Commissioner

Nicolas T. Leger, Commissioner

Rock G. Ulibarri, Commissioner

ATTEST

Geraldine E. Gutierrez, County Clerk

Minutes Submitted by: Michelle J. Cordova