

**MINUTES OF REGULAR MONTHLY MEETING OF
SAN MIGUEL COUNTY BOARD OF COMMISSIONERS
HELD TUESDAY, MARCH 8, 2016 BEGINNING AT 2:00 P.M.**

CALL TO ORDER

The San Miguel County Board of Commissioners held its regular monthly meeting on Tuesday, March 8, 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 J.B. Sena, Vice-Chairman Rock Ulibarri, and Commissioners Rock G. Ulibarri, Arthur J. Padilla, Marcellino A. Ortiz, and Nicolas T. Leger 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

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

APPROVAL OF MINUTES

Motion made by Commissioner Ortiz to approve the minutes of the regular monthly meeting held February 9, 2016. Second by Commissioner Ulibarri. Motion carried.

PRESENTATION:

Vice-Chairman Rock Ulibarri recognized San Miguel County Veteran Navor Roybal.

Honorable Representative Tomas Salazar updated the Commission of the results of this years' Legislative session.

Pecos National Historical Park Superintendent Karl Cordova presented information regarding the history and use of the National Park and announced upcoming events.

Executive Director for Center of Southwest Culture Arturo Sandoval was not present.

INTRODUCTION OF NEW SAN MIGUEL COUNTY EMPLOYEES:

ANTONIO SALAZAR-DEPUTY SHERIFF-SAN MIGUEL COUNTY SHERIFF'S DEPARTMENT-PROBATIONARY/FULL TIME EMPLOYEE

JOE DEHERRERA-MOTOR GRADER OPERATOR-SAN MIGUEL COUNTY PUBLIC SERVICE OPERATIONS DIVISION-PROBATIONARY/FULL TIME EMPLOYEE

JONATHAN GONZALES-CONVENIENCE CENTER OPERATOR-SAN MIGUEL COUNTY PUBLIC SERVICE OPERATIONS DIVISION-PROBATIONARY/FULL TIME EMPLOYEE

PUBLIC INPUT FORUM

The public input forum began at 2:41 p.m., and the following persons addressed the Commission, the subject of their comments indicated parenthetically following each name: **Juan Montano** (concerns with the Field Observation tool not being utilized and impacts on manpower to wait on inmates at Alta Vista Regional Hospital for medical clearances); **Juan Gonzales** (Correctional officers turning down inmates due to the medical clearances); **Kenneth Jenkins** (Overtime usage being a financial burden); **Javier Moncada** (medical clearance issues); **Catherine Conn** (issues with new local legal representation for the County, and obstetrics closing); **Estefanita Stacy**(not present); **Gary Gold** (issues on medical clearances); **Lee Einer** (obstetrics closing and price gauging and Alta Vista Regional Hospital); **Oliver Perea** (not present); **Connie Trujillo** (obstetrics closing); **Jacob Romero** (not present); **Muina Arthur** (obstetrics closing)

Commissioner Leger recommended the issues regarding hospital services be placed on next months' agenda.

The public input forum ended at 3:17 p.m.

REGULAR ORDER

1. SAN MIGUEL COUNTY REGIONAL HOUSING AUTHORITY ANNUAL PLAN 2016

Acting Director of San Miguel County Regional Housing Authority Betty Valdez advised the Commission the Annual Plan is a comprehensive guide to public housing agency policies, programs, operations and strategies for meeting local housing needs and goals.

Ms. Valdez advised the Commission is "leased up" 100%.

Motion made by Commissioner Padilla to approve Annual Plan 2016. Second by Commissioner Ulibarri. Motion carried.

2. RECOMMENDATION BY SAN MIGUEL COUNTY MANAGER TO CONTRACT WITH ROMERO LAW FIRM, P.A. TO PROVIDE LEGAL SERVICES TO SAN MIGUEL COUNTY

SMC County Manager Les Montoya advised the Commission that recently the County Manager's Office advertised a request for proposals for legal services for San Miguel County. Four (4) responses from Legal Firms were received. Presentations by the respective Law Firms of their proposals were held on February 26, 2016. Based on the highest score of the presentations and proposals, Romero Law Firm, P.A. is the recommendation of the County Manager to the San Miguel County Board of Commissioners for award of the request for proposals for legal services.

Commissioner Leger advised that he recommended the Holt, Minert and Martinez Firm.

Vice-Chair Ulibarri advised the Commission to table the recommendation until a meeting can be held to send a full recommendation to the table.

Motion made by Commissioner Ulibarri to table the recommendation until further notice. Second by Commissioner Ortiz. Motion carried.

3. RENEWAL OF SUPERIOR AMBULANCE SERVICE AGREEMENT WITH SAN MIGUEL COUNTY

SMC Manager Les Montoya advised the Commission San Miguel County has in place, an agreement with Superior Ambulance Services, Inc. to provide Ambulance Services in the Eastern and Western parts of San Miguel County. This agreement is scheduled for renewal by Addendum with an effective date of April 1, 2016.

Motion made by Commissioner Padilla to renew agreement with Superior Ambulance Services. Second by Commissioner Ulibarri. Motion carried.

4. INTERAGENCY COLLABORATIVE GRANT PARTNERSHIP-MEMORANDUM OF AGREEMENT-NORTHEAST REGIONAL EDUCATION COOPERATIVE, NEW MEXICO HIGHLANDS UNIVERSITY

SMC Planning and Zoning Alex Tafoya and Dr. James Abreu, Executive Director of the Northeast Regional Education Cooperative advised the Commission the Northeast Regional Education Cooperative is working to develop an interagency collaborative grant partnership to provide additional opportunities for seeking funding to support programs and initiatives to serve the respective constituencies of the member entities and to support the various grant opportunities that the member entities seek to obtain funds from. A draft memorandum of agreement is being submitted for consideration and approval.

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

5. BID AWARD FOR THE SHERIDAN FIRE STATION WATER WELL

SMC Fire Chief Russell Pacheco advised the Commission San Miguel County received three bids for the Sheridan Fire Station improvements on January 28, 2016.

Motion made by Commissioner Ortiz to approve bid to Hays Plumbing of Las Vegas. Second by Commissioner Leger. Motion carried.

6. BID AWARD FOR THE SHERIDAN FIRE STATION IMPROVEMENTS, BID RECOMMENDATION

SMC Fire Chief Russell Pacheco advised the Commission San Miguel County received three bids for the Sheridan Fire Station Improvements on January 28, 2016.

Motion made by Commissioner Padilla to approve award of bid. Second by Commissioner Ulibarri. Motion carried.

7. ADDENDUM TO AGREEMENT DIAMOND PEST CONTROL SERVICES

SMC Planning and Zoning Alex Tafoya advised the Commission the agreement by and between San Miguel County and Diamond Pest Control Services provides for renewal on annual basis. Diamond Pest Control Services has indicated that they wish to renew the agreement for a second year.

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

8. RESOLUTION NO. 03-08-16-RA01-ADDITION OF EL CERRITO LOOP, 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 were a significant number of addressing issues in the village of El Cerrito. All addressed structures were addressed from County Road B28A although many of them are not directly adjacent to this road. The San Miguel County Rural Addressing staff has analyzed the situation and determined that in the interest of public safety, the best course of action is to name the road that loops onto County Road B28A as El Cerrito Loop and reassign addresses from this newly named road. Per San Miguel County Ordinance No. SMC-07-13-99-ORD-2, Section 4.1-C, to 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 the naming is being required by ordinance and is not at the request of a resident.

Motion made by Commissioner Ulibarri to approve the road naming resolution. Second by Commissioner Leger. Motion carried.

9. SAN IGNACIO FIRE STATION SITE WORK

SMC Fire Chief Russell Pacheco advised the Commission the San Ignacio Fire Station is in need of road and drainage work.

Motion made by Commissioner Leger to approve to advertise for bids. Second by Commissioner Padilla. Motion carried.

10. BID AWARD FOR THE SAPELLO/ROCIADA FIRE STATION IMPROVEMENTS BID RECOMMENDATION

SMC Fire Chief Russell Pacheco advised the Commission San Miguel County received five bids on January 29, 2016 for the Sapello/Rociada Fire Station Improvements.

Motion made by Commissioner Leger to approve bid to Northeastern Construction. Second by Commissioner Ulibarri. Motion carried.

11. RESOLUTION NO. 02-09-16-RA02-ADOPTION OF 2016 COUNTY ROAD LOG FOR AND AUTHORIZATION OF SUBMISSION TO NEW MEXICO DEPARTMENT OF TRANSPORTATION

County Manager Les Montoya advised the Commission the road log is presented by the Public Service Operations Division and for the past 8 years the County has been trying to update the road log and John Tiernan was the only employee willing to take on the task with assistance. The road log is now up to date task and better than what it was.

SMC IT Supervisor John Tiernan advised the County the New Mexico Department of Transportation (NMDOT) requires an on an annual basis, that San Miguel County adopt and submit the, "San Miguel County Road Log." This process certifies San Miguel County for the purpose of qualifying for road funds through the Local Government Road Fund Program as well as other funds that might be available through NMDOT.

Motion made by Commissioner Leger to adopt Resolution No. 02-06-16-RA02 and authorize submission to NMDOT. Second by Commissioner Padilla. Motion carried.

12. APPROVAL OF ELECTRICAL SERVICE AGREEMENT WITH EGB ELECTRIC

SMC Planning and Zoning Division Supervisor Alex Tafoya advised San Miguel County issued a request for proposals for electrical services as-needed for various county buildings. EGB Electric was one of two companies that submitted a proposal.

Motion made by Commissioner Ulibarri to approve agreement. Second by Commissioner Ortiz. Motion carried.

13. AUTHORIZATION TO ENTER INTO ELECTRICAL SERVICE CONTRACT WITH SUN RIDGE ELECTRIC

SMC Planning and Zoning Alex Tafoya advised the Commission San Miguel County issued a request for proposals for electrical services for various County buildings as-needed. Sun Ridge Electric and Construction was one of the two electric companies that submitted a proposal.

Motion made by Commissioner Leger to enter into a contract. Second by Commissioner Ortiz. Motion carried.

14. RATIFY APPROVAL OF COVER SHEET FOR FY17 LDWI GRANT AND DISTRIBUTION APPLICATION

SMC DWI Coordinator Yolanda B. Cruz advised the Commission the local DWI Grant Fund is established to support programs, services, or activities to prevent or reduce the incidence of DWI. Two sources of program funding are available: distribution and grants. The goal of this grant program is to decrease the number of injuries and fatalities in New Mexico caused by alcohol impaired drivers.

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

15. FEASIBILITY STUDY AUTHORIZATION TO ENTER INTO CONTRACT NEGOTIATIONS SWCA ENVIRONMENTAL

SMC Planning and Zoning Division Supervisor Alex Tafoya advised the Commission San Miguel County issued a request for proposals for planning professional services for a feasibility study to analyze the sources of raw material in sufficient quantities to support a wood pellet facility. Two (2) professional planning companies submitted proposals; SWCA Environmental and Gordon Environmental scored 351 points and Gordon Environmental scored 289 points.

Motion made by Commissioner Leger to authorize entering into a contract with SWCD Environmental. Second by Commissioner Ortiz. Motion carried.

16. BID AWARD FOR TYPE V BRUSH TRUCK FOR THE SHERIDAN FIRE DEPARTMENT, BID RECOMMENDATION

SMC Fire Chief Russell Pacheco advised the Commission San Miguel County received 2 bids for the Type V brush truck for the Sheridan Fire department on February 5, 2016.

Motion made by Commissioner Ortiz to award bid. Second by Commissioner Ulibarri. Motion carried.

**17. PUBLIC SERVICES DIVISION MONTHLY REPORT FOR THE MONTH OF
FEBRUARY 2016**

SMC Public Service Operations Division Road Foreman Arnold Lopez advised 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.

For informational purposes only.

**18. INVITATIONS FOR BID DOCUMENT-SAN MIGUEL COUNTY DETENTION
CENTER-SECURITY CAMERAS**

SMC Warden Patrick Snedeker advised the Commission an invitation for bid(s) document has been prepared specific to the San Miguel County Detention Center; for the purchase and installation of security cameras at the San Miguel County Detention Center. \$60,000.00 has been received, as a Capital Appropriation for purchase and installation of the security cameras. Upon Commission approval, advertisement processes shall take place, in order to receive qualified bid(s) for the specified services.

Motion made by Commissioner Ulibarri to approve invitation of bid to authorize advertising.
Second by Commissioner Padilla. Motion carried.

**19. RECOMMENDATION FOR AWARD OF BID TO SUMMIT FOOD SERVICE, LLC
SPECIFIC TO THE SAN MIGUEL COUNTY DETENTION CENTER-DETENTION
CENTER PRISONER FOOD SERVICE OPERATIONS/INMATE COMMISSARY
SERVICE OPERATIONS**

SMC Warden Patrick Snedeker advised the Commission San Miguel County NM solicited and received competitive sealed proposals from qualified contractors for the provision of detention center prisoner food service operations/inmate commissary service operations. Proposals were evaluated and scored. A recommendation is made to the San Miguel County Commission for the provision of such services. Board of County Commission approval is requested to enter into a contract/agreement with the above recommended offeror.

Motion made by Commissioner Padilla to approve award of bid to Summitt Food Services, LLC.
Second by Commissioner Ulibarri. Motion carried.

**20. RESOLUTION NO. SMC-RES-DC-03-08-2016 DETENTION CENTER-EXCESS
PROPERTY/ADVERTISEMENT FOR COMPETATIVE SEALED BIDS-
PURCHASE/REMOVAL OF THE EXCESS PROPERTY/MOBILE HOME
TRAILER**

SMC Warden Patrick Snedeker advised the Commission a Resolution/Advertisement has been prepared to declare one(1) single-wide mobile home/trailer as excess property and to place that mobile home/trailer for sale or to otherwise be disposed of as provided for in applicable New

Mexico State Statute. The Resolution/Advertisement for purchase and removal of the mobile home/trailer is presented for San Miguel County Commission review and approval.

Motion made by Commissioner Ulibarri to approve Resolution declaring excess property, and authorizing advertisement for competitive sealed bids of mobile home. Second by Commissioner Padilla. Motion carried.

21. RESOLUTION NO. 03-08-16 AUTHORIZING SAN MIGUEL COUNTY SUBMIT AN APPLICATION FOR THE 2016-2017 LOCAL GOVERNMENT ROAD FUNDS(COOPERATIVE AGREEMENT) THROUGH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION

SMC Public Service Operations Division Supervisor Robert Archuleta advised the Commission Board of County Commission approved on February 9, 2016, CR-C-23 White Barn S-turn as the selected road for the Cooperative Agreement (COOP) to include the plan, design, construction, widening, striping, and asphalt application for approximately 100 yards. The application for the 2016-2017 LGRF project for the COOP has been completed and is ready for submission

Motion made by Commissioner Padilla to approve 2016-2017 Cooperative Funding Application. Second by Commissioner Ulibarri. Motion carried.

22. RESOLUTION NO. 03-08-16 AUTHORIZING SAN MIGUEL COUNTY SUBMIT AN APPLICATION FOR THE 2016-2017 LOCAL GOVERNMENT ROAD FUNDS (COUNTY ARTERIAL PROGRAM) THROUGH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION

SMC Public Service Operations Division Supervisor Robert Archuleta advised the Commission San Miguel County the Board of County Commission approved on February 9, 2016, CR-B-31-A Gonzales Ranch as the selected road for the County Arterial Program (CAP) to include the plan, design, and construction of approximately 2 mile of base course and drainage. The application for the 2016-2017b LGRF project for the CAP has been completed and is ready for submission.

Motion made by Commissioner Ortiz to approve County Arterial funding application. Second by Commissioner Leger. Motion carried.

23. RESOLUTION 03-08-16 AUTHORIZING SAN MIGUEL COUNTY SUBMIT AN APPLICATION FOR THE 2016-2017 LOCAL GOVERNMENT ROAD FUNDS (SCHOOL BUS ROUTE) THROUGH THE NEW MEXICO DEPARTMENT OF TRANSPORTATION

SMC Public Service Operations Division Supervisor Robert Archuleta advised the San Miguel County Commission approved on February 9, 2016, CR-C-27 in Gallinas Canyon as the selected road for the school bus route (SB) to include the plan, design, and construction of 1/10th of a mile for drainage and surface improvements. The application for the 2016-2017 LGRF project for the SB has been completed and is ready for submission.

Motion made by Commissioner Padilla to approve County school bus route funding application. Second by Commissioner Ulibarri. Motion carried.

24. REJECT BID ON THE CN 4100940 CINDER ROAD AT MEMORIAL MIDDLE SCHOOL PEDESTRIAN TRAIL SCHOOL DROP OFF AND REQUEST APPROVAL TO RE-ADVERTISE

SMC Public Service Operations Division Supervisor Robert Archuleta advised the Commission the San Miguel County opened bids on January 13, 2016. The lowest bidder was not found on NMDOT's pre-qualified bidders list. Due to this issue, authorization to reject the bid and re-advertise is being requested.

Motion made by Commissioner Leger to reject bid and re-advertise. Second by Commissioner Ulibarri. Motion carried.

25. EXTENSION OF LEASE FOR CATERPILLAR MOTOR GRADER #2 (140M)

SMC Public Service Operations Division Supervisor Robert Archuleta advised the Commission the San Miguel County Public Service Division currently has a Caterpillar Motor Grader #2 on lease with Caterpillar Financial. This lease expired on March 4, 2016. Because the Motor Grader is vital to the maintenance of County roads, authorization to extend the lease for not more than three (3) months is being requested.

Motion made by Commissioner Ulibarri to approve the extension of the lease for the Caterpillar motor grader. Second by Commissioner Leger. Motion carried.

26. OUT OF STATE TRAVEL FOR COUNTY COMMISSIONER ROCK ULIBARRI AND COUNTY MANAGER LES W.J. MONTOYA TO ATTEND NACO'S WESTERN INTERSTATE REGION (WIR) 2016 CONFERENCE IN TETON COUNTY, WYOMING MAY 24-28, 2016

SMC Manager Les Montoya advised the Commission the Western Interstate Region (WIR) Conference is hosted each year by a county within the fifteen Western states. The conference will bring County Officials from all 15 western states to focus on pressing issues facing counties and our residents. County representatives will interact with federal, state and regional policy makers, participate in educational sessions, and bring home tools to address timely challenges.

Motion made by Commissioner Padilla to approve attendance by the County Manager and County Commissioner. Second by Commissioner Ortiz. Motion carried.

Vice-Chair Ulibarri advised the dates might conflict with a prior arrangement but will notify the Commission prior to registration.

27. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF FEBRUARY 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 February 2016.

Motion made by Commissioner Ulibarri to approve Personnel Actions presented for the month of February. Second by Commissioner Padilla. Motion carried.

28. 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:

CHARLES T. FORD-DETENTION OFFICER-EFFECTIVE DATE OF HIRE:

FEBRUARY 15, 2016-PROBATIONARY SALARY: \$20,900.00

ROBERT M. GARCIA-DETENTION OFFICER-EFFECTIVE DATE OF HIRE:

FEBRUARY 15, 2016-PROBATIONARY SALARY; \$20,900.00

JOSEPH S. GUTIERREZ-DETENTION OFFICER-EFFECTIVE DATE OF HIRE:

FEBRUARY 15, 2016-PROBATIONARY SALARY: \$20,900.00

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

29. PROFESSIONAL SERVICES AGREEMENT FOR ASSESSING MID MANAGEMENT DIRECTORS AND COUNTY MANAGER BY AND BETWEEN SAN MIGUEL COUNTY AND LATINA RESEARCH ASSOCIATES, LLC

Vice-Chair Rock Ulibarri and Commissioner Marcellino Ortiz advised the Commission Latina Research Associates presented to the San Miguel County Board of Commissioners on January 12, 2016 regarding the assessment of mid-management directors and the County Manager. At this time, Vice-Chair Rock G. Ulibarri and Commissioner Marcellino A. Ortiz would like to request the County enter into the aforementioned agreement with Latina Research Associates at a flat rate of \$8,500.00 including GRT. The agreement would be effective upon signing. Ms. Elaine Rodriguez, Executive Director of Latina Research Associates, LLC will be available for questions and/or comments. The rate will be with tax.

Commissioner Leger advised he was under the impression Commissioners Ulibarri and Ortiz were going to develop a scope of work and meet to discuss and then return to agree on the scope of work.

Motion made by Commissioner Ulibarri to approve agreement. Second by Commissioner Padilla. Motion carried.
Four Commissioners approve and One Commissioner did not.

BOARD OF FINANCE MEETING

30. ACCOUNTS PAYABLE LISTING ITEMS 2016-7-160 THROUGH 2016-7-262 AND 2016-8-1

Finance Division Supervisor Melinda Gonzales advised the Commission of all payments processed between January 20, 2016 and February 19, 2016.

Motion made by Commissioner Ortiz to approve accounts payable. Second by Commissioner Leger. Motion carried.

31. 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.


For informational purposes only.

No Executive/Closed Session was needed.

ADJOURNMENT

Commissioner Padilla made a motion to adjourn. Second by Commissioner Leger. Motion carried. The meeting ended at 4:47 P.M.

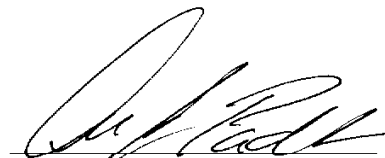
Approved this 12th day of April, 2016 as the Official Minutes of the Board of County Commissioners of San Miguel County, New Mexico, of its Regular Meeting held March 8, 2016.



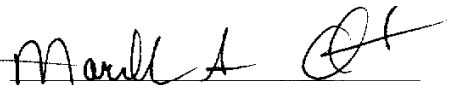
Gilbert Sena, Chairman




Rock G. Ulibarri, Vice-Chair



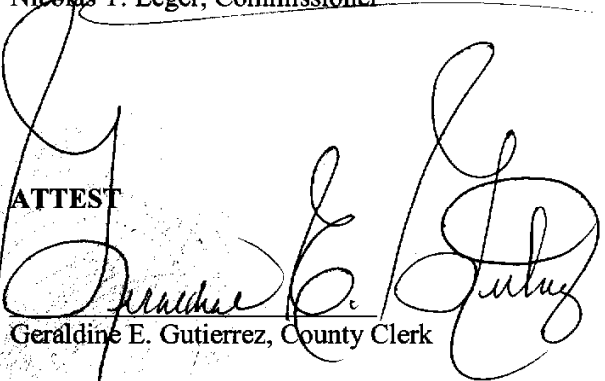
Arthur J. Padilla, Commissioner



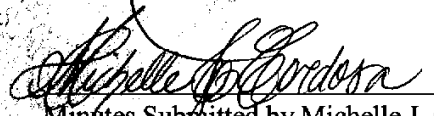
Marcellino A. Ortiz, Commissioner



Nicolas T. Leger, Commissioner

ATTEST


Geraldine E. Gutierrez, County Clerk



Minutes Submitted by Michelle J. Cordova



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 regular monthly meeting on Tuesday, March 8, 2016, beginning at 2:00 p.m., at the Commission Chambers, 2nd Floor, San Miguel County Administration Complex, 500 West National Avenue, Suite 200, Las Vegas, New Mexico 87701. During the meeting, a Board of Finance Meeting will take place. Any person requiring special assistance or service to attend or participate at the meeting should call the County Manager's office at 1.505.425.9333.

Published, Las Vegas Optic: February 28, 2016

Disseminated to Radio Stations KFUN, KLVF, KNMX and KBLQ: February 29, 2016

Posted on the SMC Website at www.smcounty.net: February 29, 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.smcounty.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."

APPROVAL OF AGENDA

APPROVAL OF MINUTES

Regular meeting held on February 9, 2016

(BACKUP)-Regular February 9, 2016 meeting minutes (Backup) (view file)

PRESENTATIONS

PRESENTATION: **Recognition of San Miguel County Veteran Navor Roybal**
PRESENTER: **Vice Chair Rock Ulibarri**

PRESENTATION: **Legislative Appropriation Update**
PRESENTER: **The Honorable Representative Tomas Salazar**

PRESENTATION: **State of Pecos National Historical Park**
PRESENTER: **Karl Cordova, Superintendent, Pecos National Historical Park**

PRESENTATION: **Center of Southwest Culture's Efforts to form an Organic Farm Cooperative in San Miguel County**
PRESENTER: **Arturo Sandoval, Executive Director, Center of Southwest Culture**

INTRODUCTION OF NEW SAN MIGUEL COUNTY EMPLOYEES

ANTONIO SALAZAR – DEPUTY SHERIFF – SAN MIGUEL COUNTY SHERIFF'S DEPARTMENT – PROBATIONARY/FULL TIME EMPLOYEE.

JOE DEHERRERA – MOTOR GRADER OPERATOR – SAN MIGUEL COUNTY PUBLIC SERVICE OPERATIONS DIVISION – PROBATIONARY/FULL TIME EMPLOYEE.

JONATHAN GONZALES – CONVENIENCE CENTER OPERATOR – SAN MIGUEL COUNTY PUBLIC SERVICE OPERATIONS DIVISION – PROBATIONARY/FULL TIME EMPLOYEE.

PUBLIC INPUT FORUM

NEW BUSINESS

REGULAR ORDER

- 1. SAN MIGUEL COUNTY REGIONAL HOUSING AUTHORITY ANNUAL PLAN 2016**
(BACKUP)-Annual Plan (Backup) (view file)
(BACKUP)-Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan (All PHAs) (Backup) (view file)

(BACKUP)- Civil Rights Certification (Backup) (verified)
(BACKUP)-Certifications of Compliance with PHA Plans and Related Regulations (Standard, Troubled, HCV-Only, and High Performer PHAs) (Backup) (verified)

BACKGROUND INFORMATION: The Annual Plan is a comprehensive guide to public housing agency policies, programs, operations and strategies for meeting local housing needs and goals.

ACTION REQUESTED OF COMMISSION: Approval of Annual Plan 2016

STAFF RECOMMENDATION: Approval of Annual Plan 2016

PRESENTER: Betty Valdez – Acting Director San Miguel County Regional Housing Authority

2. RECOMMENDATION BY SAN MIGUEL COUNTY MANAGER TO CONTRACT WITH ROMERO LAW FIRM, P.A. TO PROVIDE LEGAL SERVICES TO SAN MIGUEL COUNTY

(BACKUP)-Memo (Backup) (verified)
(BACKUP)-Questions (Backup) (verified)
(BACKUP)-Blank Rating Sheet (Backup) (verified)
(BACKUP)-Final Ratings (Backup) (verified)

BACKGROUND INFORMATION: Recently the County Manager's Office advertised a Request for Proposals for Legal Services for San Miguel County. Four (4) responses from Legal Firms were received. Presentations by the respective Law Firms of their Proposals were held on February 26, 2016. Based on the highest score of the Presentations and Proposals, Romero Law Firm, P.A. is the recommendation of the County Manager to the San Miguel County Board of Commissioners for award of the Request for Proposals for Legal Services.

ACTION REQUESTED OF COMMISSION: Approve the recommendation of County Manager Les W. J. Montoya and authorize him to begin the contract process with Romero Law Firm, P.A.

STAFF RECOMMENDATION: Same as above.

PRESENTER: Les W. J. Montoya, SMC Manager

3. RENEWAL OF SUPERIOR AMBULANCE SERVICE AGREEMENT WITH SAN MIGUEL COUNTY

(BACKUP)-Addendum #3 (Backup) (verified)
(BACKUP)-Letter (Backup) (verified)

(BACKUP)-Original Agreement (Backup) (verified)

(BACKUP)-Addendum #1 (Backup) (verified)

(BACKUP)-Addendum #2 (Backup) (verified)

BACKGROUND INFORMATION: San Miguel County has in place, an Agreement with Superior Ambulance Services, Inc. to provide Ambulance Services in the Eastern and Western parts of San Miguel County. This Agreement is scheduled for renewal by Addendum with an effective date of April 1, 2016.

ACTION REQUESTED OF COMMISSION: Review the Addendum and provide direction to the County Manger to renew the Ambulance Service Agreement by signing the Addendum.

STAFF RECOMMENDATION: Same as above,

PRESENTER: Les W. J. Montoya, SMC Manager

4. INTERAGENCY COLLABORATIVE GRANT PARTNERSHIP – MEMORANDUM OF AGREEMENT – NORTHEAST REGIONAL EDUCATION COOPERATIVE, NEW MEXICO HIGHLANDS UNIVERSITY

(BACKUP)-Memo (Backup) (verified)

(BACKUP)-Memorandum of Agreement (Backup) (verified)

BACKGROUND INFORMATION: The Northeast Regional Education Cooperative of New Mexico Highlands University is working to develop an interagency collaborative grant partnership to provide additional opportunities for seeking funding to support programs and initiatives to serve the respective constituencies of the member entities and to support the various grant opportunities that the member entities seek to obtain funds from. A draft memorandum of agreement is being submitted for consideration and approval.

ACTION REQUESTED OF COMMISSION: (1) hear a short presentation by Dr. James Abreu on the interagency collaborative grant partnership; and (2) consider and approve entering into a memorandum of agreement to participate in said partnership.

STAFF RECOMMENDATION: Hear the presentation and consider and approve entering into a memorandum of agreement.

PRESENTERS: Alex Tafoya, SMC Planning and Zoning Division Supervisor and Dr. James Abreu, Executive Director, Northeast Regional Education Cooperative

5. BID AWARD FOR THE SHERIDAN FIRE STATION WATER WELL

(BACKUP)-Documentation (Backup) (verified)

BACKGROUND INFORMATION: San Miguel County received one bid on January 28, 2016 for the Sheridan Fire Station Water Well.

ACTION REQUESTED OF COMMISSION: Request permission to award the bid to Hays Plumbing of Las Vegas, for the Sheridan Fire Station Water Well. Total Bid \$32,500.00.

STAFF RECOMMENDATION: Request permission to award the bid to Hays Plumbing of Las Vegas, bidder met the bid requirements.

PRESENTER: Russell Pacheco, SMC Fire Chief

6. BID AWARD FOR THE SHERIDAN FIRE STATION IMPROVEMENTS, BID RECOMMENDATION
(BACKUP)-Documentation Revised 1/28/16

BACKGROUND INFORMATION: San Miguel County received three bids for the Sheridan Fire Station Improvements on January 28, 2016.

ACTION REQUESTED OF COMMISSION: Permission to award the bid to Hays Plumbing of Las Vegas, the lowest bidder for the Sheridan Fire Station Improvements. Total bid for the project is \$26,500.00.

STAFF RECOMMENDATION: Permission to award the bid to Hays Plumbing, lowest bidder that met the bid requirements.

PRESENTER: Russell Pacheco, SMC Fire Chief

7. ADDENDUM TO AGREEMENT DIAMOND PEST CONTROL SERVICES

(BACKUP)-Memo Revised 1/27/16

(BACKUP)-Renewal Notice Revised 1/27/16

(BACKUP)-Addendum Revised 1/27/16

BACKGROUND INFORMATION: The agreement by and between San Miguel County and Diamond Pest Control Services provides for renewal on an annual basis. Diamond Pest Control Services has indicated that they wish to renew the agreement for a second year.

ACTION REQUESTED OF COMMISSION: Approve the addendum to agreement by and between San Miguel County and Diamond Pest Control Services renewing the agreement for a second year.

STAFF RECOMMENDATION: Approve the addendum.

10. BID AWARD FOR THE SAPELLO/ROCIADA FIRE STATION IMPROVEMENTS, BID RECOMMENDATION

(BACKUP)-Documentation Revised 1/29/16

BACKGROUND INFORMATION: San Miguel County received five bids on January 29, 2016 for the Sapello/Rociada Fire Station Improvements.

ACTION REQUESTED OF COMMISSION: Permission to award the bid to Northeastern Construction, lowest bidder. Total bid \$39,400.00.

STAFF RECOMMENDATION: Permission to award the bid to Northeastern Construction, lowest bidder that met the bid requirements.

PRESENTER: Russell Pacheco, SMC Fire Chief

11. RESOLUTION NO. 02-09-16-RA02 - ADOPTION OF 2016 COUNTY ROAD LOG FOR AND AUTHORIZATION OF SUBMISSION TO NEW MEXICO DEPARTMENT OF TRANSPORTATION

(BACKUP)-Road Log Revised 1/28/16

(BACKUP)-Resolution Revised 1/28/16

BACKGROUND INFORMATION: The New Mexico Department of Transportation (NMDOT) requires, on an annual basis, that San Miguel County adopt and submit the "San Miguel County Road Log". This process certifies San Miguel County for the purpose of qualifying for road funds through the Local Government Road Fund Program as well as other funds that might be available through NMDOT.

ACTION REQUESTED OF COMMISSION: Adopt Resolution No. 02-06-16-RA02 and authorize submission to NMDOT.

STAFF RECOMMENDATION: Adopt Resolution No. 02-06-16-RA02 and authorize submission to NMDOT.

PRESENTER: John Tierman, SMC IT Supervisor

12. APPROVAL OF ELECTRICAL SERVICE AGREEMENT WITH EGB ELECTRIC

(BACKUP)-Memo Revised 1/27/16

(BACKUP)-Agreement Revised 1/27/16

ACTION REQUESTED OF COMMISSION: To approve and ratify the personnel actions or changes that have taken place during the month of February 2016.

STAFF RECOMMENDATION: To approve and ratify the personnel actions or changes that have taken place during the month of February 2016.

PRESENTER: Kiki Arellano, SMC Human Resource Division Supervisor

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

PROBATIONARY/FULL TIME EMPLOYEES

CHARLES T. FORD – DETENTION OFFICER – EFFECTIVE DATE OF HIRE: FEBRUARY 15, 2016 – PROBATIONARY SALARY: \$20,900.00.

ROBERT M. GARCIA – DETENTION OFFICER – EFFECTIVE DATE OF HIRE: FEBRUARY 15, 2016 – PROBATIONARY SALARY: \$20,900.00.

JOSEPH S. GUTIERREZ – DETENTION OFFICER – EFFECTIVE DATE OF HIRE: FEBRUARY 15, 2016 – PROBATIONARY SALARY: \$20,900.00.

(BACKUP)-Documentation Revised 1/27/16

BACKGROUND INFORMATION: The Detention Officer positions became vacant due to employees resigning or that have been dismissed from their positions as Detention Officers.

ACTION REQUESTED OF COMMISSION: Approval to ratify the hiring of Charles Ford, Robert Garcia and Joseph Gutierrez to fill the vacant positions of Detention Officer.

STAFF RECOMMENDATION: Approval to ratify the hiring of Charles Ford, Robert Garcia and Joseph Gutierrez to fill the vacant positions of Detention Officer.

PRESENTER: Leo W. J. Montoya, SMC Manager

29. PROFESSIONAL SERVICES AGREEMENT FOR ASSESSING MID MANAGEMENT DIRECTORS AND COUNTY MANAGER BY AND BETWEEN SAN MIGUEL COUNTY AND LATINA RESEARCH ASSOCIATES, LLC.

(BACKUP)-Letter Revised 1/27/16

(BACKUP)-Agreement Revised 1/27/16

PRESENTER: Alex Tafayo, SMC Planning and Zoning Division Supervisor

8. RESOLUTION NO. 03-08-16-RA01 - ADDITION OF EL CERRITO LOOP, A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO
(BACKUP)-Map (Backup) (Backup)
(BACKUP)-Resolution (Backup)

BACKGROUND INFORMATION: During a routine audit of San Miguel County addressing data, it was discovered that there were a significant number of addressing issues in the village of El Cerrito. All addressed structures were addressed from County Road 628A although many of them are not directly adjacent to this road. The San Miguel County Rural Addressing staff has analyzed the situation and determined that in the interest of public safety, the best course of action is to name the road that loops onto County Road 628A as El Cerrito Loop and reassign addresses from this newly named 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 the naming is being required by ordinance and is not at the request of a resident.

ACTION REQUESTED OF COMMISSION: Review and Approve road naming resolution

STAFF RECOMMENDATION: Approval

PRESENTER: John Tiernan, SMC IT Supervisor

9. SAN IGNACIO FIRE STATION SITE WORK
(BACKUP)-Documentation (Backup)

BACKGROUND INFORMATION: The San Ignacio Fire Station is in need of Road and Drainage work.

ACTION REQUESTED OF COMMISSION: Requesting permission to advertise for the project.

STAFF RECOMMENDATION: Approve the request and allow us to advertise for the Road and Drainage Project.

PRESENTER: Russell Pacheco, SMC Fire Chief

BACKGROUND INFORMATION: The San Miguel County Public Service Division currently has a Caterpillar Motor Grader #2 on lease with Caterpillar Financial. This lease expired on March 4, 2016. Because the Motor Grader is vital to the maintenance of County Roads, authorization to extend the lease for not more than three (3) months is being requested.

ACTION REQUESTED OF COMMISSION: Approval of the extension of the lease for not more than three (3) months.

STAFF RECOMMENDATION: Approve the Lease extension for not more than three (3) months.

PRESENTER: Robert Archuleta, SMC Public Service Operations Division Supervisor

26. OUT OF STATE TRAVEL FOR COUNTY COMMISSIONER ROCK ULIBARRI AND COUNTY MANAGER LES W. J. MONTOYA TO ATTEND NAC'S WESTERN INTERSTATE REGION (WIR) 2016 CONFERENCE IN TETON COUNTY, WYOMING, MAY 24-28 2016
(BACKUP)-Memo (Backup)
(BACKUP)-WIR Documentation (Backup)

BACKGROUND INFORMATION: The Western Interstate Region (WIR) Conference is hosted each year by a county within the fifteen Western states. The Conference will bring County Officials from all 15 western states to focus on pressing issues facing counties and our residents. County representatives will interact with federal, state and regional policy makers, participate in educational sessions, and bring home tools to address timely challenges.

ACTION REQUESTED OF COMMISSION: Review the program offered by the Western Interstate Region 2016 Conference and consider authorizing county representatives to attend.

STAFF RECOMMENDATION: Consider authorizing attendance by Commissioner Ulbarri and County Manager Montoya

PRESENTER: Les W. J. Montoya, SMC Manager

27. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF FEBRUARY 2016
(BACKUP)-Documentation (Backup)

BACKGROUND INFORMATION: Personnel actions or changes which have taken place in San Miguel County for the month of February 2016 are submitted for ratification and approval by the San Miguel County Board of Commissioners.

BACKGROUND INFORMATION: Latina Research Associates presented to the San Miguel County Board of Commissioners on January 12, 2016 regarding the assessment of mid management directors and the County Manager. At this time, Vice-Chair Rock G. Ulbarri and Commissioner Marcellino A. Ortiz would like to request the County enter into the aforementioned agreement with Latina Research Associates at a flat rate of \$8,500.00 including GRT. The Agreement would be effective upon signing. Ms. Elaine Rodriguez, Executive Director of Latina Research Associates, LLC will be available for questions and/or comment.

ACTION REQUESTED OF COMMISSION: Listen to discussion regarding the Agreement and request signature from Chairman Sena.

STAFF RECOMMENDATION: Same as above

PRESENTER: Rock G. Ulbarri, SMC Commission Vice-Chair and Marcellino Ortiz, SMC Commissioner

BOARD OF FINANCE MEETING

30. ACCOUNTS PAYABLE LISTING ITEMS 2016-7-160 THROUGH 2016-7-262 AND 2016-8-1 THROUGH 2016-7-30
(BACKUP)-Report 1 (Backup)
(BACKUP)-Report 2 (Backup)

BACKGROUND INFORMATION: Present payments during the period of January 20, 2016 and February 19, 2016.

ACTION REQUESTED OF COMMISSION: Review and approve.

STAFF RECOMMENDATION: Review and approve.

PRESENTER: Melinda Gonzales, SMC Finance Division Supervisor

31. CASH BALANCE REPORT
(BACKUP)-Report (Backup)

BACKGROUND INFORMATION: To inform the Commission of the unreconciled cash balance as of 2/21/16.

ACTION REQUESTED OF COMMISSION: Information purposes only.

STAFF RECOMMENDATION: Information purposes only.

PRESENTER: Melinda Gonzales, SMC Finance Division Supervisor

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 or disposal of real property, as permitted by Section 10-15-1(H)(8) of the Open Meetings Act, NMSA 1978.**
- D. Matters pertaining to the discussion of bargaining strategy preliminary to collective bargaining negotiations, as permitted by Section 10-15-1 (H)(5), NMSA 1978.**

ADJOURNMENT

