

**MINUTES OF REGULAR MONTHLY MEETING OF  
SAN MIGUEL COUNTY BOARD OF COMMISSIONERS  
HELD TUESDAY, MAY 10, 2016 BEGINNING AT 2:00 P.M.**

**CALL TO ORDER**

The San Miguel County Board of Commissioners held its regular monthly meeting on Tuesday, May 10, 2016, beginning at 2:00 p.m. The meeting convened at the County Commission Chambers, San Miguel County Courthouse, 2<sup>nd</sup> 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 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 Ulibarri. Motion carried.

**APPROVAL OF MINUTES**

Motion made by Commissioner Ortiz to approve the minutes of the regular monthly meeting held April 12, 2016. Second by Commissioner Padilla. Motion carried.

**PRESENTATIONS:**

SMC DWI Coordinator Yolanda G. Cruz presented certificates of appreciation to DWI Interns Krystal C'de Baca and Samantha Michael, 2015-2016 NMHU School of Social Work Interns for the DWI Program.

Event Planner & Film Liaison Annette Velarde, City of Las Vegas and Cisneros Design, Inc. Fred Cisneros presented "So Damn Authentic We Can Prove It" campaign ideas that they are working on to promote the City of Las Vegas and its surrounding areas. Account Services Director of Cisneros Design, Inc., Sara Williams advised the advertising campaign has received earned (free) media due to the exposure of "So Damn Authentic We Can Prove It". The commission directed Mr. Montoya to work on the similar approach for San Miguel County if beneficial to the County.

**INTRODUCTION OF NEW SAN MIGUEL COUNTY EMPLOYEE:**

**STEPHEN F. ARAGON-NIMS** COORDINATOR-SAN MIGUEL COUNTY OFFICE OF EMERGENCY MANAGEMENT-EXEMPT/PROBATIONARY FULL TIME EMPLOYEE  
**DAWN M. KRYDER**-SAFETY & FLEET COMPLIANCE MONITOR-SAN MIGUEL COUNTY HUMAN RESOURCE DIVISION-PROBATIONARY FULL TIME EMPLOYEE

**PUBLIC INPUT FORUM**

---

The public input forum began at 2:46 p.m., and the following persons addressed the Commission, the subject of their comments indicated parenthetically following each name: **Manuel Garcia** (Welcomes County Attorney Marc Grano, requesting records from the County Managers contracts and responsibilities); **Catherine Conn** (reintegration center); **Ray Collins** (opposes alcohol sales at the County Fair Ground); **Jose Gutierrez** (bad roads near his residence); **Muina Arthur** (hospital updates);

The public input forum ended at 2:58 p.m.

**REGULAR ORDER**

**1. RESOLUTION NO. SMC RES-DC-05-10-2016-NAMING THE 12 BED REINTEGRATION CENTER**

SMC Warden Patrick W. Snedeker advised the Commission a Resolution has been prepared to name the 12 bed Reintegration Center located at the San Miguel County Detention Center, the Steve B. Flores and Family Reintegration Center. At the April 12, 2016 San Miguel County Commission meeting, the Board of Commissioners accepted public comment to name the 12 bed Reintegration Center, as the Steve B. Flores and Family Reintegration Center. The Resolution is presented for San Miguel County Commission review and approval.

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

**2. RESOLUTION NO. 04-12-2016-HEALTH CARE STUDY**

Commissioner Leger advised the Commission that at the April 12, 2016 San Miguel County Board of Commissioners meeting, the above mentioned Resolution was presented as a proposal to establish a health care study group to examine the effects of the Affordable Health Care Act as well as other changing conditions that affect local health care in San Miguel County. The Resolution was proposed by Commissioner Nicolas T. Leger and other interested and concerned residents of San Miguel County. There were minor proposed changes by various community members after approval of the Resolution during the Commission meeting of April 12, 2016. Because of this, staff incorporated the requested changes into the Resolution. The Resolution now comes before the Commission in its final form.

Motion made by Commissioner Ulibarri to appoint Commissioner Leger as Chair to represent the Commission. Second by Commissioner Padilla. Motion carried.

**3. RECOMMENDATION TO CONTRACT WITH RBC CAPITAL MARKETS TO PERFORM AS FINANCIAL ADVISOR FOR SAN MIGUEL COUNTY IN THE ISSUANCE OF NEW REVENUE BONDS AND RE-ISSUANCE OF EXISTING BONDS**

SMC Manager Les Montoya advised the Commission that the County would like to approach the bond market to issue revenue bonds to complete approximately \$3,800,000.00 of road work on various County Roads. Approaching the bond market is necessary now that the New Mexico Finance Authority turned down a qualified County application for a loan to complete this work in San Miguel County. The mentioned road projects are needed and prioritized by the Commission as needing attention.

County Manager Les Montoya advised that NMFA may be reconsidering the denial of the County's application; therefore, recommended approving actions with the contingency that NMFA does not reconsider.

Motion made by Commissioner Leger to contract with RBC Capital Markets with stated contingency. Second by Commissioner Padilla. Motion carried.

**4. RECOMMENDATION TO SELECT MODRALL SPERLING AS BOND COUNSEL IN CONNECTION WITH ISSUANCE OF TAX-FREE IMPROVEMENT GROSS RECEIPTS REVENUE BONDS TO PROVIDE FOR COUNTY ROAD IMPROVEMENTS AND RE-ISSUANCE OF EXISTING BONDS**

SMC Finance Division Supervisor Melinda Gonzales advised the Commission the County would like to approach the bond market to issue revenue bonds to complete approximately \$3,800,000.00 of road work on various County Roads. Approaching the bond market is necessary now that the New Mexico Finance Authority board turned down a qualified County application for a loan to complete this work in San Miguel County. The mentioned road projects are needed and prioritized by the Commission as needing attention.

Motion made by Commissioner Ulibarri to approve to select Modrall Sperling as Bond Counsel, with a similar contingency as in item 3. Second by Commissioner Ortiz. Motion carried.

**5. RESOLUTION NO. 05-10-16-CM-INTENT TO ADVERTISE TO ADOPT REVENUE BOND ORDINANCE SETTING A \$3,800,00.00 REVENUE BOND TO COMPLETE VARIOUS COUNTY ROAD IMPROVEMENTS WITHIN SAN MIGUEL COUNTY**

SMC Manager Les Montoya advised the Commission San Miguel County is planning to complete \$3,800,000.00 of road improvements within San Miguel County. Funding to complete planning, engineering, clearances, construction and quality assurance will come from Tax Free Hold Harmless Gross Receipts Revenue Bonds.

Motion made by Commissioner Ortiz to approve Resolution No. 05-10-16-CM. Second by Commissioner Ulibarri. Motion carried.

Mr. Montoya asked Paul Cassidy and Chris Muirhead to speak on specifics on the process of Bonds.

#### **6. IGNACIO FIRE STATION SITE WORK**

SMC Emergency Manager Kurt Parkinson advised the Commission San Miguel County received 3 bids on March 29, 2016, for the San Ignacio Fire Station Site Work.

Mr. Parkinson is asking for permission to award the bid to R.L. Leeder. Total amount of the bid is \$97,400.00 plus tax of \$6,655.34 for a total of \$104,055.34.

Motion made by Commissioner Padilla to award bid to R.L. Leeder. Second by Commissioner Ortiz. Motion carried.

#### **7. APPROVAL OF CONTRACT BETWEEN SAN MIGUEL COUNTY AND SWCA ENVIRONMENTAL CONSULTANTS**

SMC Planning and Zoning Supervisor Alex Tafoya advised the Commission County staff was authorized to enter into contract negotiations with SWCA Environmental Consultants in regard to a feasibility study to analyze the sources of raw material in sufficient quantities to support a wood pellet production facility. Contract negotiations have been completed.

Motion made by Commissioner Padilla to approve the contract. Second by Commissioner Ortiz. Motion carried.

#### **8. APPROVAL OF MEMORANDUM OF AGREEMENT 5-10-16-DWI-LVPD**

SMC DWI Coordinator Yolanda B. Cruz advised the Commission the San Miguel County DWI Program was awarded \$5,330.00 within the DWI Grant Agreement #17-D-J-G-26 to partner with local law enforcement to conduct DWI Enforcement activities. The MOA between the DWI Program and the Las Vegas Police Department will allow for funds to pay for at least 1 DWI check point, 4 Saturation Patrols and 2 Underage Drinking Operations in FY17.

Motion made by Commissioner Padilla to approve Memorandum of Agreement 05-10-16-DWI-LVPD. Second by Commissioner Ortiz. Motion carried.

#### **9. RESOLUTION NO. 05-10-16-RA01; ADDITION OF VALLE OSCURO PL., A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO**

SMC Computer Information Specialist Mario Vasquez advised the Commission during a routine audit of San Miguel County addressing data, it was discovered that there are four (4) addressed structures on a single driveway located off of NM Highway 63 between MM-10 and MM-11 in

lower La Posada. 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." Letters were sent to the residents on March 9, 2016 and a road naming petition with the name Valle Oscuro was returned. This name has been acceptable by SMC Rural Addressing staff per San Miguel County Ordinance No. SMC-07-13-99-ORD-2. Because this road naming was required and not requested by the residents, the \$100 fee has been waived.

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

**10. AGREEMENT BETWEEN SAN MIGUEL COUNTY DETENTION CENTER AND THE ADMINISTRATIVE OFFICE OF THE COURTS TO FACILITATE INMATE VIDEO ARRAIGNMENT(S)**

SMC Warden Patrick W. Snedeker advised the Commission a renewal agreement by and between San Miguel County, New Mexico, and the Administrative Office of the Courts is sought for San Miguel County Commission approval, so that the Detention Center may continue to provide inmate video arraignments to San Miguel County Magistrate Court, Las Vegas, New Mexico. The purpose of the video arraignment process is to promote public safety and the wise use of public funds while preserving justice for persons accused of a criminal offense.

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

**11. RESOLUTION NO. 05-10-16-RA02; ADDITION OF NOOK RD., A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO**

SMC Computer Information Specialist Mario Vasquez advised the Commission during a routine audit of San Miguel County addressing data, it was discovered that there are six (6) addressed structures on a single driveway located off of County Road A16C approximately 0.10 miles West of the North end of NM Highway 283, in the Mineral Hill area. 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." Letters were sent to the residents on January 21, 2016 informing them of San Miguel County's intent to name the road but no residents responded. This name has been determined to be acceptable by SMC Rural Addressing staff per San Miguel County Ordinance No. SMC-07-13-99-ORD-2. Because this road naming was required and not requested by the residents, the \$100 fee has been waived.

Motion made by Commissioner Padilla to approve to Resolution No. 05-10-16-RA02. Second by Commissioner Ortiz. Motion carried.

## **12. PUBLIC SERVICE DIVISION REPORT FOR THE MONTH OF APRIL 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.

## **13. SAN MIGUEL COUNTY COOPERATIVE EXTENSION OFFICE QUARTERLY UPDATE**

SMC Extension Officer Samantha Ortiz advised the Commission of activities that have taken place within the Cooperative Extension Office during the last quarter.

For informational purposes only.

## **14. DISCUSSION OF ALCOHOL SALES ON COUNTY FAIRGROUNDS PROPERTY**

SMC Planning and Zoning Division Supervisor Alex Tafoya advised the Commission the County Fair Board is interested in obtaining approval from San Miguel County to allow the sale of alcohol on County Fair Grounds during events sponsored by the County Fair Board.

Sheriff Gold advised the sales of alcohol will be a liability issue and cost the County more money.

Marc Grano advised in his opinion sales would not be a good idea.

Yolanda Cruz advised San Miguel County is on the top 10 in all alcohol related incidents.

Bill Hendrickson was working on marketing when he proposed alcohol sales and advised his intentions were to control the sneaking in of alcohol and was looking at it through a marketing standpoint.

Warden Patrick Snedeker advised the County he opposes the sales of alcohol.

Commissioner Ulibarri advised to consider adopting an Ordinance to not allow drugs or alcohol on the premises so that this item does not continue to come up.

The Commissioners unanimously opposed the selling of liquor on the County Fair Ground, and asked that a formal policy on the matter be developed and acted on by the Commission setting this policy.

**15. GRANT AGREEMENT FROM PNM POWER UP GRANT**

SMC Planning and Zoning Division Supervisor Alex Tafoya advised the Commission San Miguel County has been awarded a PNM Power Up Grant for \$18,380 to be utilized on the construction of a Public seating area on the administrative complex grounds. A grant agreement is necessary for acceptance of the grant funds.

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

**16. AWARD OF BID FOR CINDER TRAIL MEMORIAL SCHOOL STUDENT DROP OFF #4100940**

SMC Public Service Operations Division Supervisor Robert Archuleta advised the Commission the San Miguel County Public Works Division recently advertised bids for the Cinder Trail Memorial School Student Drop Off. Proposals were opened Wednesday, April 21, 2016. We received three bids and the lowest most qualified bidder was Crespin's Paving, Public Services Supervisor, made the recommendation to award the bid to Crespin's Paving, as the low qualified bid, and contingent on Federal Highway Administration approval.

Commissioner Padilla advised he is related and abstains from vote.

Motion made by Commissioner Ortiz to approve Award of bid to Crespin's paving. Second by Commissioner Sena. Motion carried.

**17. AGREEMENT FOR INMATE HOUSING-SAN MIGUEL COUNTY, NEW MEXICO AND CIBOLA COUNTY, NEW MEXICO**

SMC Warden Patrick W. Snedeker advised the Commission an agreement for the housing and care of San Miguel County high risk detainees at the Cibola County Detention Center, is presented for San Miguel County Commission review and approval. The cost per day for each detainee is \$75.00 per day.

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

**18. RENEWAL AGREEMENT-CARE OF PRISONER(S) CONTRACT-GUADALUPE COUNTY, NEW MEXICO AND SAN MIGUEL COUNTY, NEW MEXICO**

SMC Warden Patrick W. Snedeker advised the Commission the care of prisoner(s) 1<sup>st</sup> Renewal Agreement, by and between Guadalupe County, New Mexico and San Miguel County, New Mexico; providing for housing and care of Guadalupe County inmates, at the San Miguel County inmates, at the San Miguel County Detention Center is presented for Commission review and approval. The cost of housing is eighty dollar (\$80.00) per day/per inmate, along with a twenty dollar (\$20.00) booking fee.

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

**19. RESOLUTION NO. 05-10-16-RA03; ADDITION OF IVORY RD., A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO**

SMC Computer Information Specialist Mario Vasquez advised the Commission during a routine audit of San Miguel County addressing data, it was discovered that there are three (3) addressed structures on a single driveway located off County Road A11D (Los Alamogordos Rd) North of Las Vegas, NM. 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." Letters were sent to the residents on February 4, 2016 informing them of San Miguel County's intent to name the road but no residents responded. This name has been determined to be acceptable by SMC Rural Addressing staff per San Miguel County Ordinance No. SMC-07-13-99-ORD-2. Because this road naming was required and not requested by the residents, the \$100 fee has been waived.

Motion made by Commissioner Ulibarri to approve Resolution No. 05-10-16-RA03. Second by Commissioner Padilla. Motion carried.

**20. RECOMMENDATION FOR AWARD OF BID FOR THE PURCHASE AND REMOVAL OF A MOBILE HOME/TRAILER THAT HAS BEEN DECLARED EXCESS PROPERTY**

SMC Warden Patrick W. Snedeker advised the Commission San Miguel County, NM solicited competitive sealed bid(s), from a qualified vendor(s), for the purchase and removal of a single-wide trailer/mobile home located at the San Miguel County Detention Center. The trailer has been declared excess property. A recommendation is made to the San Miguel County Commission Board of Commissioners.

Commissioner Leger asked for the record how much the mobile was sold for. Mr. Snedeker advised it was sold for \$201.00 and will be removed within 30 days.

Motion made by Commissioner Padilla to award bid for excess property. Second by Commissioner Ulibarri. Motion carried.

**21. RATIFICATION OF OUT OF STATE TRAVEL FOR SHERIFF'S OFFICE STAFF MEMBER (ALFRED APODACA) AND PUBLIC SERVICE OPERATIONS DIVISION EMPLOYEE(RICO RUBIO) TO GO TO TUCSON ARIZONA TO PICK UP EQUIPMENT OBTAINED THROUGH THE 10-33 PROGRAM**

SMC Sheriff Gary Gold advised the Commission recently the Sheriff's Office was notified of the acquisition of equipment through the 10-33 Program. This equipment, an updated Humvee and an Emergency Response Robot, is in Tucson Arizona and must be picked up no later than May



12, 2016. Staff is prepared to leave on May 5, 2016 and return on May 6, 2016. During this time the outdated Humvee will be returned to the 10-33 Program.

Motion made by Commissioner Padilla to ratify out of state travel. Second by Commissioner Ulibarri. Motion carried.

**22. OUT OF STATE TRAVEL FOR ANDREA GABALDON AND LYNDA JANSSEN**

SMC Sheriff Gary Gold advised the Commission Office Manager Andrea Gabaldon and Financial Specialist Lynda Janssen will be attending the 28<sup>th</sup> National Crimes Against Children Conference in Dallas, Texas. This conference will greatly benefit our office staff by learning new approaches and tactics in the proper management of Sex Offenders within our County. The San Miguel County Sheriff's Office will receive updates regarding laws, procedures and other important updates by attending this conference.

Motion made by Commissioner Ulibarri to approve out of state travel. Second by Commissioner Ortiz. Motion carried.

**23. LEGAL SERVICES CONTRACT WITH HOLT MYNATT MARTINEZ P.C.(HMM)**

SMC Attorney Marc Grano advised the Commission they have negotiated a Legal Services Contract with Holt Mynatt Martinez P.C. and would like to present the Terms of Contract to the County Commission.

Motion made by Commissioner Padilla to approve contract as submitted. Second by Commissioner Ulibarri. Motion carried.

**24. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF APRIL 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 April 2016.

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

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

**PROBATIONARY/FULL TIME EMPLOYEE:**

**DOMINIC L. LUCERO-DETENTION OFFICER-EFFECTIVE DATE OF HIRE: APRIL 25, 2016-ANNUAL SALARY: \$20,900.00**

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

**26. SAN MIGUEL COUNTY MANAGER'S RECOMMENDATION TO RATIFY THE  
HIRING OF THE FOLLOWING INDIVIDUAL TO FILL THE POSITION OF  
EQUIPMENT OPERATOR II WITH THE SAN MIGUEL COUNTY PUBLIC  
SERVICE OPERATIONS DIVISION AS PER THE RECOMMENDATION OF  
ROBERT ARCHULETA, SAN MIGUEL COUNTY PUBLIC SERVICE  
OPERATIONS SUPERVISOR**

**PROBATIONARY FULL TIME EMPLOYEE:**

**MAX R. VALDEZ-EQUIPMENT OPERATOR II-EFFECTIVE DATE OF HIRE: APRIL  
25, 2016-PROBATIONARY SALARY: \$25,688.00**

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

**27. SAN MIGUEL COUNTY MANAGER'S RECOMMENDATION TO RATIFY THE  
HIRING OF THE FOLLOWING INDIVIDUAL TO FILL THE VACANT POSITION  
OF CONVENIENCE CENTER OPERATOR AT THE SAN MIGUEL COUNTY  
PUBLIC SERVICE OPERATIONS DIVISION AS PER THE RECOMMENDATION  
OF ROBERT ARCHULETA, PUBLIC SERVICE OPERATIONS SUPERVISOR**

**PROBATIONARY/FULL TIME EMPLOYEE:**

**FRANCISCO GARCIA-COLLECTION CENTER OPERATOR-EFFECTIVE DATE OF  
HIRE: APRIL 26, 2016-PROBATIONARY SALARY: \$19,114.00**

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

**28. SAN MIGUEL COUNTY MANAGER'S RECOMMENDATION TO RATIFY THE  
HIRING OF THE FOLLOWING INDIVIDUAL TO FILL THE VACANT PART  
TIME POSITION OF CONVENIENCE CENTER OPERATOR AT THE SAN  
MIGUEL COUNTY PUBLIC SERVICE OPERATIONS DIVISION AS PER THE  
RECOMMENDATION OF ROBERT ARCHULETA, PUBLIC SERVICE  
OPERATIONS SUPERVISOR**

**PROBATIONARY PART TIME EMPLOYEE:**

**BENITO TANUZ-CONVENIENCE CENTER OPERATOR-EFFECTIVE DATE OF  
HIRE: APRIL 26, 2016-PROBATIONARY HOURLY SALARY: \$9.1894**

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

## **BOARD OF FINANCE MEETING**

### **29. ACCOUNTS PAYABLE REPORT FOR MARCH 23, 2016 THROUGH APRIL 19, 2016**

Finance Division Supervisor Melinda Gonzales advised the Commission of all payments processed between March 23, 2016 and April 19, 2016.

Motion made by Commissioner Padilla to approve accounts payable. Second by Commissioner Ulibarri. Motion carried.

### **30. 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.

### **31. INDIGENT BURIAL-ROGERS' MORTUARY**

Finance Division Supervisor Melinda Gonzales advised the Commission the Finance Office has received, reviewed and processed an indigent burial payment to Rogers' Mortuary.

Motion made by Commissioner Padilla to approve indigent burial. Second by Commissioner Ulibarri. Motion carried.

### **32. DISCUSSION REGARDING THE FY16-17 BUDGET**

Finance Division Supervisor Melinda Gonzales advised the Commission the FY16-17 Budget must be presented to DFA no later than June 1, 2016. In order for this to happen, there will need to be a Special Meeting of the San Miguel County Board of Commissioners to comment and either approve or not approve the budget.

Commissioners all agreed on May 27, 2016 at 8:30 a.m.

#### **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, Supervisor review plan, Personnel policy violations, and Personnel hiring.**
- 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 New Mexico Open Meetings Act.**

Motion made by Commissioner Ulibarri to retire into Executive/Closed Session at 4:56 p.m. to discuss the matters outlined above by the County Manager. Second by Commissioner Ortiz. Roll call vote was conducted.


Commissioner Leger made a motion to return to regular session at 5:54 p.m. Second by Commissioner Ulibarri. Motion carried.

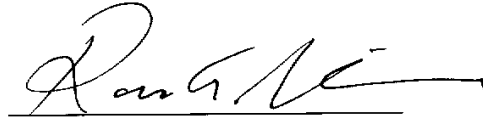
The record will show that no action was taken in the Executive Session, and matters discussed in the closed meeting were limited to those specified in the motion for closure.


**ADJOURNMENT**

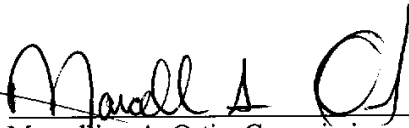
Commissioner Padilla made a motion to adjourn. Second by Commissioner Ulibarri. Motion carried. The meeting ended at 5:55 P.M.

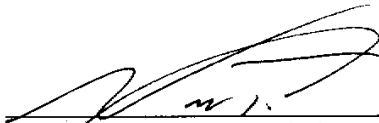
Approved this 14<sup>th</sup> day of June, 2016 as the Official Minutes of the Board of County Commissioners of San Miguel County, New Mexico, of its Regular Meeting held May 10, 2016.

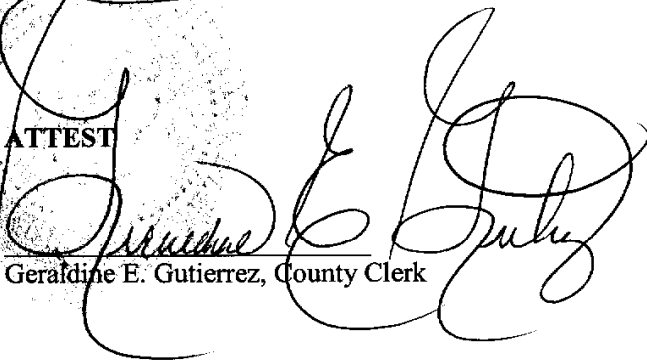
  
Gilbert Sena, Chairman

  
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. Mibarni*  
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, May 10, 2016, beginning at 2:00 p.m., at the Commission Chambers, 2<sup>nd</sup> 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: May 1, 2016**

**Disseminated to Radio Stations KFUN, KLVF, KNMX and KBLQ: May 2, 2016**

**Posted on the SMC Website at [www.smcounty.net](http://www.smcounty.net): May 2, 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](http://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 April 12, 2016

Meeting Minutes (Backup) (verified)

**PRESENTATIONS**

PRESENTATION: Certificates of Appreciation to Krystal C’de Baca and Samantha Michael, 2015-2016  
NMHU School of Social Work Interns for the DWI Program  
PRESENTER: Yolanda G. Cruz, SMC DWI Coordinator

PRESENTATION: **“SO DAMN AUTHENTIC WE CAN PROVE IT”**  
PRESENTER: Annette Velarde, Event Planner & Film Liaison, City of Las Vegas and Fred Cisneros,  
Owner, Cisneros Design, Inc.

**INTRODUCTION OF NEW SAN MIGUEL COUNTY EMPLOYEES**

**STEPHEN F. ARAGON** – NIMS COORDINATOR – SAN MIGUEL COUNTY OFFICE OF EMERGENCY  
MANAGEMENT – EXEMPT/PROBATATIONARY FULL TIME EMPLOYEE

**DAWN M. KRYDER** – SAFETY & FLEET COMPLIANCE MONITOR – SAN MIGUEL COUNTY HUMAN  
RESOURCE DIVISION – PROBATIONARY FULL TIME EMPLOYEE

**PUBLIC INPUT FORUM**

**NEW BUSINESS**

**REGULAR ORDER**

**1. RESOLUTION NO. SMC RES-DC-05-10-2016 – NAMING THE 12 BED REINTEGRATION CENTER**

**Resolution** (Backup) (verified)

**BACKGROUND INFORMATION:** A Resolution has been prepared to name the 12 Bed Reintegration Center located at the San Miguel County Detention Center, the Steve B. Flores and Family Reintegration Center. At the April 12, 2016 San Miguel County Commission Meeting, the Board of Commissioners accepted public comment to name the 12 Bed Reintegration Center, as the Steve B. Flores and Family Reintegration Center. The Resolution is presented for San Miguel County Commission review and approval.

**ACTION REQUESTED OF COMMISSION:** Review and approve

**STAFF RECOMMENDATION:** Approval

**PRESENTER:** Patrick W. Snedeker, SMC Warden

**2. RESOLUTION NO. 04-12-2016 -- HEALTH CARE STUDY**

**Resolution** (Backup) (verified)

**BACKGROUND INFORMATION:** At the April 12, 2016 San Miguel County Board of Commissioners meeting, the above mentioned Resolution was presented as a proposal to establish a health care study group to examine the effects of the Affordable Health Care Act as well as other changing conditions that affect local health care in San Miguel County. The Resolution was proposed by Commissioner Nicolas T. Leger and other interested and concerned residents of San Miguel County. There were minor proposed changes by various community members after approval of the Resolution during the Commission Meeting of April 12, 2016. Because of this, staff incorporated the requested changes into the Resolution. The Resolution now comes before the Commission in its final form.

**ACTION REQUESTED OF COMMISSION:** Review, discuss and approve Resolution 04-12-2016 – Health Care Study Group

**STAFF RECOMMENDATION:** Approve the Resolution as submitted with revisions.

**PRESENTER:** Les W. J. Montoya, SMC Manager and Nicolas T. Leger, SMC Commissioner, District 5

**3. RECOMMENDATION TO CONTRACT WITH RBC CAPITAL MARKETS TO PERFORM AS FINANCIAL ADVISOR FOR SAN MIGUEL COUNTY IN THE ISSUANCE OF NEW REVENUE BONDS AND RE-ISSUANCE OF EXISTING BONDS**

**Documentation** (Backup) (verified)

**Recommendation** (Backup) (verified)

**BACKGROUND INFORMATION:** The County would like to approach the bond market to issue revenue bonds to complete approximately \$3,800,000.00 of road work on various County Roads. Approaching the bond market is necessary now that the New Mexico Finance Authority turned down a qualified County application for a loan to complete this work in San Miguel County. The mentioned road projects are needed and prioritized by the Commission as needing attention.



**ACTION REQUESTED OF COMMISSION:** Review the proposals received to offer Financial Advisor Services to San Miguel County, discuss the need for issuance of revenue bonds at this time, and consider approving the recommendation of the County Manager to contract with RBC Capital Markets for these services.

**STAFF RECOMMENDATION:** Pursue the issuance of Revenue Bonds to complete \$3,800,000.00 of County Road improvements to various County Roads in San Miguel County thereby approving the recommendation of County Manager Les W. J. Montoya. This approach is necessary in light of the New Mexico Finance Authority's denial of the County's application for a loan through this local government funding agency.

**PRESENTER:** Les W. J. Montoya, SMC Manager and Melinda Gonzales, SMC Finance Division Supervisor

**4. RECOMMENDATION TO SELECT MODRALL SPERLING AS BOND COUNSEL IN CONNECTION WITH ISSUANCE OF TAX-FREE IMPROVEMENT GROSS RECEIPTS REVENUE BONDS TO PROVIDE FOR COUNTY ROAD IMPROVMENTS AND RE-ISSUANCE OF EXISTING BONDS**  
**Documentation** (Backup) (verified)

**BACKGROUND INFORMATION:** The County would like to approach the bond market to issue revenue bonds to complete approximately \$3,800,000.00 of road work on various County Roads. Approaching the bond market is necessary now that the New Mexico Finance Authority Board turned down a qualified County application for a loan to complete this work in San Miguel County. The mentioned road projects are needed and prioritized by the Commission as needing attention.

**ACTION REQUESTED OF COMMISSION:** Review the proposal received to offer Bond Counsel Services to San Miguel County, discuss the need for issuance of revenue bonds, and Bond Counsel at this time. Consider approving the recommendation of Finance Supervisor to contract with Modrall Sperling for these services.

**STAFF RECOMMENDATION:** Approve the recommendation of Finance Division Supervisor to contract with Modrall Sperling as Bond Counsel. This approach is necessary in light of the New Mexico Finance Authority's denial of the County's application for a loan through this local government funding agency.

**PRESENTER:** Melinda Gonzales, SMC Finance Division Supervisor and Les W. J. Montoya, SMC Manager

5. **RESOLUTION NO. 05-10-16- CM- INTENT TO ADVERTISE TO ADOPT REVENUE BOND ORDINANCE SETTING A \$3,800,000.00 REVENUE BOND TO COMPLETE VARIOUS COUNTY ROAD IMPROVEMENTS WITHIN SAN MIGUEL COUNTY.**

Resolution (Backup) (verified)

**BACKGROUND INFORMATION:** San Miguel County Commission is planning to complete \$3,800,000.00 of road improvements within San Miguel County. Funding to complete planning, engineering, clearances, construction and quality assurance will come from Tax Free Hold Harmless Gross Receipts Revenue Bonds.

**ACTION REQUESTED OF COMMISSION:** Review the proposed Resolution and consider approval there by authorizing staff and its Financial Advisor and Bond Counsel to present for future consideration a \$3,800,000.00 Road Improvement Revenue Bond Ordinance during its June 14, 2016 Commission Meeting.

**STAFF RECOMMENDATION:** Review the Resolution, approve Resolution and direct County Staff to proceed on advertising Ordinance with intent to adopt said ordinance at the June 2016 Commission meeting.

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

6. **IGNACIO FIRE STATION SITE WORK**

Bid Recommendation (Backup) (verified)

**BACKGROUND INFORMATION:** San Miguel County received 3 bids on March 29, 2016, for the San Ignacio Fire Station Site work.

**ACTION REQUESTED OF COMMISSION:** Permission to award the bid to R.L. Leeder. Total amount of the bid is \$97,400.00 plus tax of \$6,655.34 for a total of \$104,055.34.

**STAFF RECOMMENDATION:** Permission to award bid to R.L. Leeder who met the bid requirements.

**PRESENTER:** Kurt Parkinson, SMC Emergency Manager

7. **APPROVAL OF CONTRACT BETWEEN SAN MIGUEL COUNTY AND SWCA ENVIRONMENTAL CONSULTANTS**

Memo (Backup) (verified)

Contract (Backup) (verified)

**BACKGROUND INFORMATION:** County staff was authorized to enter into contracts negotiations with SWCA Environmental Consultants in regard to a feasibility study to analyze the sources of raw material in sufficient quantities to support a wood pellet production facility. Contract negotiations have been completed.

**ACTION REQUESTED OF COMMISSION:** Review and approve the contract between San Miguel County and SWCA Environmental Consultants.

**STAFF RECOMMENDATION:** Review and approve the contract.

**PRESENTER:** Alex Tafoya, SMC Planning and Zoning Supervisor

**8. APPROVAL OF MEMORANDUM OF AGREEMENT 5-10-16-DWI-LVPD**  
**Agreement** (Backup) (verified)

**BACKGROUND INFORMATION:** The San Miguel County DWI Program was awarded \$5,330.00 within the DWI Grant Agreement # 17-D-J-G-26 to partner with local law enforcement to conduct DWI Enforcement activities. The MOA Between the DWI Program and the Las Vegas Police Department will allow for funds to pay for at least 1 DWI Check Point, 4 Saturation Patrols and 2 Underage Drinking Operations in FY17

**ACTION REQUESTED OF COMMISSION:** Approve the Memorandum of Agreement 5-10-16-DWI-LVPD.

**STAFF RECOMMENDATION:** Approve the Memorandum of Agreement 5-10-16-DWI-LVPD.

**PRESENTER:** Yolanda B. Cruz, SMC DWI Coordinator

**9. RESOLUTION NO. 05-10-16-RA01; ADDITION OF VALLE OSCURO PL., A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO**

**Petition** (Backup) (verified)

**Resolution** (Backup) (verified)

**Map** (Backup) (verified)

**BACKGROUND INFORMATION:** During a routine audit of San Miguel County addressing data, it was discovered that there are four (4) addressed structures on a single driveway located off of NM Highway 63 between MM-10 and MM-11 in Lower La Posada. 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.” Letters were sent to the residents on March 9, 2016 and a road naming petition with the name Valle Oscuro was returned. This name has been acceptable by SMC Rural Addressing staff per San Miguel County Ordinance No.SMC-07-13-99-ORD-2. Because this road naming was required and not requested by the residents, the \$100 fee has been waived.

**ACTION REQUESTED OF COMMISSION:** Review and approve

**STAFF RECOMMENDATION:** Approval of Resolution

**PRESENTER:** Mario Vasquez, SMC Computer Information Specialist

**10. AGREEMENT BETWEEN SAN MIGUEL COUNTY DETENTION CENTER AND THE ADMINISTRATIVE OFFICE OF THE COURTS TO FACILITATE INMATE VIDEO ARRAIGNMENT(S).**

[Agreement](#) (Backup) (verified)

**BACKGROUND INFORMATION:** A renewal agreement by and between San Miguel County, New Mexico, and the Administrative Office of the Courts is sought for San Miguel County Commission approval, so that the Detention Center may continue to provide inmate video arraignments to San Miguel County Magistrate Court, in Las Vegas, New Mexico. The purpose of the video arraignment process is to promote public safety and the wise use of public funds while preserving justice for persons accused of a criminal offense.

**ACTION REQUESTED OF COMMISSION:** Review and approve

**STAFF RECOMMENDATION:** Approval

**PRESENTER:** Patrick W. Snedeker, SMC Warden

**11. RESOLUTION NO. 05-10-16-RA02; ADDITION OF NOOK RD., A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO**

[Resolution](#) (Backup) (verified)

[Map](#) (Backup) (verified)

**BACKGROUND INFORMATION:** During a routine audit of San Miguel County addressing data, it was discovered that there are six (6) addressed structures on a single driveway located off of County Road A16C Approximately 0.10 miles West of the North end of NM Highway 283, in the Mineral Hill Area. 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." Letters were sent to the residents on January 21, 2016 informing them of San Miguel County's intent to name the road but no residents responded. This name has been determined to be acceptable by SMC Rural Addressing staff per San Miguel County Ordinance No.SMC-07-13-99-ORD-2. Because this road naming was required and not requested by the residents, the \$100 fee has been waived.

**ACTION REQUESTED OF COMMISSION:** Review and approve

**STAFF RECOMMENDATION:** Approval

**PRESENTER:** Mario Vasquez, SMC Computer Information Specialist

**12. PUBLIC SERVICE DIVISION REPORT FOR THE MONTH OF APRIL 2016**

Monthly Report (Backup) (verified)

Financial Report (Backup) (verified)

**BACKGROUND INFORMATION:** The San Miguel County Public Service Operations 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.

**ACTION REQUESTED OF COMMISSION:** For informational purposes only

**STAFF RECOMMENDATION:** For informational purposes only

**PRESENTER:** Arnold Lopez, SMC Public Service Operations Division Road Foreman

**13. SAN MIGUEL COUNTY COOPERATIVE EXTENSION OFFICE QUARTERLY UPDATE**

**BACKGROUND INFORMATION:** To inform the Commission of activities that have taken place within the Cooperative Extension Office during the last quarter.

**ACTION REQUESTED OF COMMISSION:** Information purposes only.

**STAFF RECOMMENDATION:** Information purposes only.

**PRESENTER:** Samantha Ortiz, SMC Extension Officer

**14. DISCUSSION OF ALCOHOL SALES ON COUNTY FAIRGROUNDS PROPERTY**

**Memo** (Backup) (verified)

**Information** (Backup) (verified)

**BACKGROUND INFORMATION:** The County Fair Board is interested in obtaining approval from San Miguel County to allow the sale of alcohol on County Fair Grounds during events sponsored by the County Fair Board.

**ACTION REQUESTED OF COMMISSION:** Discussion and possible direction to County staff as to how to proceed on this matter.

**STAFF RECOMMENDATION:** Discussion and possible direction to County staff as to how to proceed on this matter.

**PRESENTER:** Alex Tafoya, SMC Planning and Zoning Division Supervisor

**15. GRANT AGREEMENT FROM PNM POWER UP GRANT**

**Memo** (Backup) (verified)

**Agreement** (Backup) (verified)

**BACKGROUND INFORMATION:** San Miguel County has been awarded a PNM Power Up Grant for \$18,380. A grant agreement is necessary for acceptance of the grant funds.

**ACTION REQUESTED OF COMMISSION:** Accept the grant award and authorize Commission Chairman Gilbert J. B. Sena to sign the agreement.

**STAFF RECOMMENDATION:** Accept the grant award and authorize Commission Chairman Gilbert J. B. Sena to sign the agreement.

**PRESENTER:** Alex Tafoya, SMC Planning and Zoning Division Supervisor

**16. AWARD OF BID FOR CINDER TRAIL MEMORIAL SCHOOL STUDENT DROP OFF #4100940 (FEDERAL PROJECT)**

**Memo and Documentation** (Backup) (verified)

**Documentation** (Backup) (verified)

**BACKGROUND INFORMATION:** The San Miguel County Public Works Division recently advertised bids for the Cinder Trail Memorial School Student Drop Off. Proposals were opened Wednesday, April 21, 2016. We received three bids and the lowest most qualified bidder was Crespin's Paving.

**ACTION REQUESTED OF COMMISSION:** Award of bid for Cinder Trail Memorial School Student Drop Off #4100940 to Crespin's paving as the lowest most qualified bidder contingent upon approval by the Federal High Way Administration.

**STAFF RECOMMENDATION:** Award of bid for Cinder Trail Memorial School Student Drop Off #4100940 to Crespin's paving as the lowest most qualified bidder contingent upon approval by the Federal High Way Administration.

**PRESENTER:** Robert Archuleta, SMC Public Service Operations Division Supervisor

**17. AGREEMENT FOR INMATE HOUSING – SAN MIGUEL COUNTY, NEW MEXICO AND CIBOLA COUNTY, NEW MEXICO.**

**Documentation** (Backup) (verified)

**BACKGROUND INFORMATION:** An Agreement for the housing and care of San Miguel County high risk detainees at the Cibola County Detention Center, is presented for San Miguel County Commission review and approval. The cost per day for each detainee is \$75.00 per day.

**ACTION REQUESTED OF COMMISSION:** Review and approve

**STAFF RECOMMENDATION:** Approval

**PRESENTER:** Patrick W. Snedeker, SMC Warden

**18. RENEWAL AGREEMENT - CARE OF PRISONER(S) CONTRACT - GUADALUPE COUNTY, NEW MEXICO AND SAN MIGUEL COUNTY, NEW MEXICO**

**Documentation** (Backup) (verified)

**BACKGROUND INFORMATION:** The care of prisoner(s) 1<sup>st</sup> Renewal Agreement, by and between Guadalupe County, New Mexico and San Miguel County, New Mexico; providing for housing and care of Guadalupe County inmates, at the San Miguel County Detention Center; is presented for commission review and approval. The cost of housing is eighty (\$80.00) per day/per inmate, along with a \$20.00 (twenty dollar) booking fee.

**ACTION REQUESTED OF COMMISSION:** Review and approve

**STAFF RECOMMENDATION:** Approval

**PRESENTER:** Patrick W. Snedeker, SMC Warden

**19. RESOLUTION NO. 05-10-16-RA03; ADDITION OF IVORY RD., A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO**

Resolution (Backup) (verified)

Map (Backup) (verified)

**BACKGROUND INFORMATION:** During a routine audit of San Miguel County addressing data, it was discovered that there are three (3) addressed structures on a single driveway located off County Road A11D (Los Almagordos Rd) North of Las Vegas, NM. 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." Letters were sent to the residents on February 4, 2016 informing them of San Miguel County's intent to name the road but no residents responded. This name has been determined to be acceptable by SMC Rural Addressing staff per San Miguel County Ordinance No.SMC-07-13-99-ORD-2. Because this road naming was required and not requested by the residents, the \$100 fee has been waived.

**ACTION REQUESTED OF COMMISSION:** Review and approve

**STAFF RECOMMENDATION:** Approval

**PRESENTER:** Mario Vasquez, SMC Computer Information Specialist

**20. RECOMMENDATION FOR AWARD OF BID FOR THE PURCHASE AND REMOVAL OF A MOBILE HOME/TRAILER, THAT HAS BEEN DECLARED EXCESS PROPERTY**

Documentation (Backup) (verified)

Advertisement (Backup) (verified)

**BACKGROUND INFORMATION:** San Miguel County, NM, solicited competitive sealed bid(s), from a qualified vendor(s), for the purchase and removal of a single-wide trailer/mobile home located at the San Miguel County Detention Center. The trailer has been declared excess property. A recommendation is made to the San Miguel County Commission Board of Commissioners.

**ACTION REQUESTED OF COMMISSION:** Review and approve

**STAFF RECOMMENDATION:** Approval



**PRESENTER:** Patrick W. Snedeker, SMC Warden

**21. RATIFICATION OF OUT OF STATE TRAVEL FOR SHERIFF'S OFFICE STAFF MEMBER (ALFRED APODACA) AND PUBLIC SERVICE OPERATIONS DIVISION EMPLOYEE (RICO RUBIO) TO GO TO TUCSON ARIZONA TO PICK UP EQUIPMENT OBTAINED THROUGH THE 10-33 PROGRAM**  
**Memo and Documentation** (Backup) (verified)

**BACKGROUND INFORMATION:** Recently the Sheriff's Office was notified of the acquisition of equipment thorough the 10-33 Program. This equipment, an updated Humvee and an Emergency Response Robot, is in Tucson Arizona and must be picked up no later than May 12, 2016. Staff is prepared to leave on May 5, 2016 and return on May 6, 2016. During this time the outdated Humvee will be returned to the 10-33 Program.

**ACTION REQUESTED OF COMMISSION:** Ratify Out of State travel

**STAFF RECOMMENDATION:** Ratify Out of State travel

**PRESENTER:** Gary Gold, SMC Sheriff

**22. OUT OF STATE TRAVEL FOR ANDREA GALBALDON AND LYNDA JANSSEN**  
**Documentation** (Backup) (verified)

**BACKGROUND INFORMATION:** Office Manager Andrea Gabaldon and Financial Specialist Lynda Janssen will be attending the 28<sup>th</sup> National Crimes Against Children Conference in Dallas, Texas. This conference will greatly benefit our office staff by learning new approached and tactics in the proper management of Sex Offenders within our County. The San Miguel County Sheriff's Office will receive updates regarding laws, procedures and other important updates by attending this conference.

**ACTION REQUESTED OF COMMISSION:** Review, discuss and approve

**STAFF RECOMMENDATION:** Approve

**PRESENTER:** Gary Gold, SMC Sheriff

**23. LEGAL SERVICES CONTRACT WITH HOLT MYNATT MARTINEZ P.C. (HMM)**  
**Contract** (Backup) (verified)

**BACKGROUND INFORMATION:** County Attorney Marc Grano and County Manager Les W. J. Montoya have negotiated a Legal Services Contract with Holt Mynatt Martinez P.C. and

would like to present the Terms of Contract to the County Commission. Approval of the Contract is being requested.

**ACTION REQUESTED OF COMMISSION:** The Commission is being requested to consider approving the contract as submitted.

**STAFF RECOMMENDATION:** Approve the Legal Services Contract with Holt Mynatt Martinez P.C.

**PRESENTER:** Marc Grano, SMC Attorney

**24. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF APRIL 2016**

**Documentation** (Backup) (encl)

**BACKGROUND INFORMATION:** Personnel actions or changes which have taken place in San Miguel County for the month of April 2016 are submitted for ratification and approval by the san Miguel county board of commissioners.

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

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

**PRESENTER:** Kiki Arellano, SMC Human Resource Supervisor

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

**PROBATIONARY/FULL TIME EMPLOYEE**

**DOMINIC L. LUCERO – DETENTION OFFICER – EFFECTIVE DATE OF HIRE: APRIL 25, 2016 – PROBATIONARY SALARY: \$20,900.00.**

**Documentation** (Backup) (encl)

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

**BOARD OF FINANCE MEETING**

**29. ACCOUNTS PAYABLE REPORT FOR MARCH 23, 2016 THROUGH APRIL 19, 2016**

**Report** (Backup) (verified)

**BACKGROUND INFORMATION:** Present payments during the period of March 23, 2016 and April 19, 2016.

**ACTION REQUESTED OF COMMISSION:** Review and approve.

**STAFF RECOMMENDATION:** Review and approve.

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

**30. CASH BALANCE REPORT**

**Report** (Backup) (verified)

**BACKGROUND INFORMATION:** To inform the Commission of the unreconciled cash balance as of 4-19-16.

**ACTION REQUESTED OF COMMISSION:** Information purposes only.

**STAFF RECOMMENDATION:** Information purposes only.

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

**31. INDIGENT BURIAL – ROGERS' MORTUARY**

**Documentation** (Backup) (verified)

**BACKGROUND INFORMATION:** The Finance Office has received, reviewed and processed an indigent burial payment to Rogers' Mortuary.

**ACTION REQUESTED OF COMMISSION:** Ratification

**STAFF RECOMMENDATION:** Ratification

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

**32. DISCUSSION REGARDING THE FY16-17 BUDGET**

**BACKGROUND INFORMATION:** The FY16-17 Budget must be presented to DFA no later than June 1, 2016. In order for this to happen, there will need to be a Special Meeting of the San Miguel County Board of Commissioners to comment and either approve or not approve the budget.

**ACTION REQUESTED OF COMMISSION:** Discuss dates available for Special Meeting and authorize County Manager to proceed with setting the date for the Special Meeting.

**STAFF RECOMMENDATION:** Same as above.

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

**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, Supervisor review plan, Personnel policy violations, and Personnel hiring.
  
- B. Attorney-Client Privilege Pertaining to Threatened or Pending Litigation, as permitted by NMSA 1978, Section 10-15-1H(7) (as amended) of the New Mexico Open Meetings Act.

**ADJOURNMENT**

