MINUTES OF REGULAR MONTHLY MEETING OF
SAN MIGUEL COUNTY BOARD OF COMMISSIONERS
HELD TUESDAY, OCTOBER 13, 2016 BEGINNING AT 2:00 P.M.

CALL TO ORDER

The San Miguel County Board of Commissioners held its regular monthly meeting on Tuesday November 8, 2016, beginning at 2:00 p.m. The meeting convened at the San Miguel Administration Complex located at 500 West National Avenue, Suite 200, New Mexico 87701.

ROLL CALL:

Upon a call of the roll, Chairman Gilbert J.B. Sena present, Vice-Chairman Rock Ulibarri present, Commissioners Arthur J. Padilla present, Marcellino A. Ortiz present, and Nicolas T. Leger 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 Nicolas Leger to approve the agenda. Second by Commissioner Ortiz. Motion carried.

APPROVAL OF MINUTES

Motion made by Commissioner Ortiz to approve the minutes of the Special meeting held September 12, 2016. Second by Commissioner Ulibarri. Motion carried.

Motion made by Commissioner Ulibarri to approve the minutes of the Regular Monthly meeting held August 09, 2016. Second by Commissioner Ortiz. Motion carried.

PRESENTATIONS

PRESENTATION: EDC Contract Quarterly Report to the Commission
PRESENTER: Bill Hendrickson, EDC Executive Director

San Miguel County EDC Executive Director Bill Hendrickson presented to the Commission the EDC Contract Quarterly report. Mr. Hendrickson informed the Commission of the advertising, promoting, and marketing in San Miguel County as a location to expand and start a business in SMC and working with Ribera Community Center with its Natural Recourses Agriculture.

PRESENTATION: The Great New Mexico Shakeout
PRESENTER: Kurt Parkinson, SMC OEM Emergency Manager

San Miguel County OEM Emergency Manager Kurt Parkinson informed the Commission on bring awareness to New Mexico in the event of an earthquake.

PRESENTATION: Tri-County Family Justice Center Annual Report
PRESENTER: Alex Tafoya, SMC Grant Writer and Terri Pearce, Tri County Family Justice Center

San Miguel County Grant Writer Alex Tafoya and Terri Pearce from the Tri County Family Justice Center informed the Commission of providing a safe house for children who have been abused and molested in our County. Ms. Pearce presentation identified the value of services provided over the past year representing compensation for use of the County building.

PRESENTER: Yolanda Cruz, SMC DWI Coordinator

San Miguel County DWI Coordinator Yolanda Cruz presented a letter of Appreciation and Certificate to Commissioner Marcellino Ortiz. Ms. Cruz informed the Commission of his hard work and dedication for the 6 years he participated with the DWI Planning Council.

INTRODUCTION OF NEW SAN MIGUEL COUNTY EMPLOYEES

Ralph Bustos- Planning and Zoning Division Supervisor- San Miguel County Planning and Zoning Division Exempt Employee
Emmanuel Montano-Maintenance Worker II San Miguel Planning and Zoning Division Probationary Full-Time Employee
Morris Madrid-Public Service Operations Division Supervisor- San Miguel County Service Operations Division- Exempt Employee
Ricky Salazar-Equipment Operator II San Miguel County Public Service Operations Division- Probationary Full-Time Employee
Eric Sena-Skilled Laborer-San Miguel County Public Service Operations Division- Probationary Full-Time Employee
Elauterio Mike Montano-Fire Chief-San Miguel County Office of Emergency Management- Exempt Employee

PUBLIC INPUT FORUM

Manuel Garcia addressed the commission that they need to continue to look into County issues.

NEW BUSINESS.

REGULAR ORDER

1. **RESOLUTION NO. 10-13-2016-CM AUTHORIZING THE COUNTY TO SUBMIT AN APPLICATION TO THE NEW MEXICO FINANCE AUTHORITY TO REFUND CERTAIN OUTSTANDING DEBT OF THE COUNTY TO ACHIEVE ECONOMIC SAVINGS AND TO IMPROVE AND REMODEL COUNTY BUILDINGS, INCLUDING THE COUNTY SHERIFF'S OFFICE AND DETENTION CENTER**

County Manager Les Montoya informed the Commission of the discussion of refinancing San Miguel County's existing debt 2007 Bond Series. Daniel Alsup REC Marketing Financial Advisor informed the Commission of the County's refinancing of certain debt to achieve interest cost savings over the life of the debt and to improve and remodel County's buildings including the Sheriff's Office and Detention Center. Mr. Alsup requested the Commission approve the Resolution authorizing the County to submit an application to the New Mexico Finance Authority to refinance existing 2007 Bond Series.

Motion made by Commissioner Padilla to approve Resolution NO 10-13-2016-CM. Second by Commissioner Ortiz. Motion carried.

2. **RESOLUTION NO. 10-13-2016-CM DECLARING THE COUNTY'S INTENT TO CONSIDER A DEBT ORDINANCE AT A SUBSEQUENT COUNTY COMMISSION MEETING TO REFINANCE CERTAIN OUTSTANDING DEBT OF THE COUNTY AND TO APPROVE BORROWING MONEY FOR NEW CAPITAL PROJECTS, AUTHORZING COUNTY STAFF TO SUBMIT NOTICE OF MEETING AND INTENT TO CONSIDER ORDINANCE TO THE LAS VEGAS DAILY OPTIC FOR PUBLICATION, AND AUTHORIZING THE COUNTY TO RETAIN A MUNICIPAL ADVISOR AND BOND COUNSEL TO ASSIST THE COUNTY WITH THE REFINANCING.**

County Manager Les Montoya informed the Commission on Resolution No. 10-13-2016-CM declaring the County's intent to consider a debt ordinance at a subsequent County Commission Meeting to refinance certain outstanding debt of the County and to approve the borrowing of money for new capital projects. Mr. Montoya requested the Commission approve the resolution.

Motion made by Commissioner Padilla to approve Resolution NO 10-13-2016-CM. Second by Commissioner Ulibarri. Motion carried.

3. **STATEMENT OF VACATION-HAWK'S LANDING SUBDIVISION**

San Miguel County Planning and Zoning Division Supervisor Ralph Bustos informed the Commission that Bonnie J McGowan Manager of Hawk's Landing LLC owner of Hawk's Landing Subdivision filed a Statement of Vacation Application-Alteration of Parcel Boundaries. Mr. Bustos informed the Commission that there are (5) lots in this subdivision 12,14,16,17, and 18 these lots are being amended in order to place the roads in open areas, therefore reducing the need to remove a large percentage of the pinon and ponderosa pines. Mr. Bustos requested the Commission review and conduct a public hearing and approve the request of the Hawk's Landing Subdivision. No opposition was voiced.

Motion made by Commissioner Leger to approve Statement of Vacation- Hawk's Landing Subdivision. Second by Commissioner Ortiz. Motion carried.

4. **PRESENTATION FROM LISA GRIEGO, SPOKEPERSON FOR THE LOCAL AUTOMOBILE DEALERS**

Lisa Griego spokesperson for the local automobile dealers informed the Commission she was there on behalf of Local Automobile Dealers and was requesting the Commission work on adopting a New Ordinance that would protect Local Automobile Dealers, from outside vendors establishing sales for extended periods of time. These vendors create hardship for local vendors. Ms. Griego informed the Commission she had concerns the County approved a special use permit for a used car sales vendor during a period of time a County moratorium was in effect in the County. Ms. Griego requested the Commission take action based on the actions of County staff.

County Commission advised the matter will be reviewed by the County Manager and County Attorney.

No formal action was taken on this item.

5. APPROVAL FROM SAN MIGUEL COUNTY BOARD OF COMMISSIONERS TO SUBMIT APPLICATION FOR THE ASSISTANCE TO FIREFIGHTERS GRANT (AFG) FY16

San Miguel County Emergency Manager Kurt Parkinson informed Commission of a request to authorize to submit a grant that would create and enhance the safety of the public and firefighters with respect to fire and related hazards by providing critically needed resources to equip and train emergency personnel. Mr. Parkinson informed the Commission the grant is for $300,000.00 with a 10% match of $30,000.00. Mr. Parkinson requested Commission authorization to submit grant application.

Motion made by Commissioner Leger to approve the application for the assistance to Firefighters Grant (AFG) FY16. Second by Commissioner Ortiz. Motion carried.

6. BIDS FOR TRI-COUNTY FAMILY JUSTICE CENTER

San Miguel County Planning and Zoning Supervisor Alex Tafoya informed the Commission San Miguel County received two bids for repairs to the Tri-County Family Justice Center for window repairs and drainage problem. Both bids came in over the amount of available funds budgeted for the project. Mr. Tafoya requested the Commission reject both bids and direct County Staff to re-bid the projects.

Motion made by Commissioner Ortiz to reject both bids and direct County Staff to re-bid the projects. Second by Commissioner Leger. Motion carried.

7. APPROVAL FROM SAN MIGUEL COUNTY BOARD OF COMMISSIONERS TO ACCEPT THE FY16 EMERGENCY MANAGEMENT PERFORMANCE GRANT

San Miguel County Emergency Manager Kurt Parkinson informed the Commission the San Miguel/City of Las Vegas Office of Emergency Management is requesting acceptance of the FY16 Emergency Management Performance Grant in the amount of $65,313.60 with a match of $65,313.60 for a total of $130,627.20. Mr. Parkinson requested the Commission authorization to accept the EMPG.

Motion made by Commissioner Leger to approve and accept the EMPG. Second by Commission Ulibarri. Motion carried.

8. REQUEST TO AUTHORIZE ROAD VIEWING

San Miguel County Planning and Zoning Division Supervisor Ralph Bustos informed the Commission San Miguel County received Petition CR 16-006 from several residents of the Big Mesa. The residents are requesting that Yucca Road, Pinon Road, Cactus Road and Cedar Drive be established as public roads and be maintained by County. Mr. Bustos requested the Commission accept these roads as legal public roads. .

Motion made by Commissioner Leger to approve the request to authorize road viewing. Second by Commissioner Ortiz. Motion carried.

9. AUTHORIZATION TO NEGOTIATE WITH ENGINEERS TO PERFORM ENGINEERING SERVICES TO COMPLETE COUNTY ROAD IMPROVEMENTS

San Miguel County Grant Writer Alex Tafoya informed the Commission the County has issued a request for County Road and Drainage Projects. Proposal was received from (6) consultants and evaluated and scored by a committee of (5) individuals. The committee determined the top (3) scoring consultants should be considered and recommends contract negotiations should be authorized. Mr. Tafoya requested the Commission consider approving the committee's recommendation to negotiate with the (3) consultants the cost to complete such work. The three companies include Miller Engineering, Occam EI Engineering, and Forsgern Associates.

Motion made by Commissioner Ulibarri to approve the authorization of staff to enter into negotiation with the (3) consultants as identified by staff. Second by Commissioner Padilla. Motion carried.

10. RESOLUTION NO. 10-13-2016-SOLAR PROPOSING AMENDMENT TO SOLAR ENERGY FACILITY ORDINANCE

San Miguel County Planning and Zoning Division Supervisor Ralph Bustos informed the Commission of Resolution No. 10-13-2016-Solar Proposing Amendment to Solar Energy Facility Ordinance establishing fees for the various values of such projects with in San Miguel County. The fees established and proposed we set based on prior fees assessed for such facilities constructed in San Miguel County. Although these projects create temporary construction jobs, the facilities are expected to last (20 to 30) years. The value of these projects are be assessed with the County Assessor's Office, and based on these valuations the County experiences increased property tax revenues for the life of the facility. Mr. Bustos requested Commission approval of the proposed Resolution amending Section 21 of Ordinance SMC-05-10-11-Solar Energy Facilities Ordinance.

Motion made by Commissioner Leger to approve proposed Resolution NO. 10-13-2016-Solar. Second by Commissioner Padilla. Motion carried.

11. 2ND EXTENSION AGREEMENT CONTRACT-CARE OF PRISONER(S)-CITY OF LAS VEGAS, NEW MEXICO AND SAN MIGUEL COUNTY NEW MEXICO

San Miguel County Warden Patrick W. Snedeker informed the Commission the 2nd Extension Agreement- care of prisoner (S) contract, by and between the City of Las Vegas, New Mexico, and San Miguel County, New Mexico, providing for housing and care of City of Las Vegas Municipal Court arrestees, at the San Miguel County Detention Center; is presented for Commission review and approval. The cost of housing is ninety dollars ($90.00) per day/per inmate. Mr. Snedeker requested the Commission review and approve the 2nd Extension Agreement Contract.

Motion made by Commissioner Ortiz to approve the 2nd Extension Agreement Contract. Second by Commissioner Ulibarri. Motion carried.

12. BID AWARD FOR MAINTENANCE VEHICLE

San Miguel County Grant Writer Alex Tafoya informed the Commission San Miguel County received a 2016 legislative appropriation for funding to purchase a vehicle for the Maintenance Operation Staff. Mr. Tafoya informed the Commission the County received bids from two companies for the purchase of a 2017 Ford Pickup Truck. Mr. Tafoya requested the Commission approve the purchase of a 2017 Ford Pickup for $29,888.00 from the lowest bidder being Power Ford.

Motion made by Commissioner Leger to approve to award bid to the lowest responsible bidder and authorize County staff to proceed with finalizing the purchase. Second by Commissioner Padilla. Motion carried.

13. APPROVE RESOLUTION 10-13-2016 REQUESTING A 6 MONTH EXTENSION ON THE 15-16 COOPERATIVE AGREEMENT SP-4-16(903) BETWEEN SAN MIGUEL COUNTY AND NEW MEXICO DEPARTMENT OF TRANSPORTATION FOR THE PROJECT IN TECOLOTITO

San Miguel County Public Service Operations Division Supervisor Morris Madrid informed the Commission that San Miguel County Public Services Operations Division and the New Mexico Department of Transportation entered into a Cooperative Agreement SP-14-16(903) in Fiscal Year 15-16. Mr. Madrid also informed the Commission a previous Resolution requesting extension included the wrong funding agreement. The correct Agreement is SP-4-16(903). Mr. Madrid requested the Commission approve Resolution 10-13-2016 and also accept the corrected Cooperative agreement SP-4-16(903).

Motion made by Commissioner Padilla to approve Resolution 10-13-2016. Second by Commissioner Ortiz. Motion carried.

14. PRESENTATION OF FY2016 EVALUATION REPORT OF SAN MIGUEL COUNTY DWI PROGRAM

San Miguel County DWI Coordinator Yolanda Cruz informed the Commission that San Miguel County DWI Program has received the FY2016 evaluation report showing areas where we are making progress and opportunities for improvement. Discussion ensued.

This was for informational purposes only.

15. 4TH RENEWAL AGREEMENT- BY AND BETWEEN JUSTICE SOFTWARE, INC. AND THE SAN MIGUEL COUNTY DETENTION CENTER FOR AN AUTOMATED INMATE JAIL MANAGEMENT SYSTEM/B.O.S.S. SOFTWARE SYSTEM AT THE SAN MIGUEL COUNTY DETENTION CENTER

San Miguel County Warden Patrick Snedeker informed the Commission of the 4th renewal Agreement for the provision of an Inmate Jail Management System/B.O.S.S. Software System; by and between Justice Software, Inc. and the San Miguel County Detention Center. Mr. Snedeker requested the Commission review and approve the 4th Renewal Agreement by and between Justice Software, Inc. and the San Miguel County Detention Center.

Motion made by Commissioner Padilla to approve the 4th Renewal Agreement. Second by Commissioner Ulibarri. Motion carried.

16. CARE OF PRISONER(S) AGREEMENT- COLFAX COUNTY, NEW MEXICO AND SAN MIGUEL COUNTY, NEW MEXICO

San Miguel County Warden Patrick W Snedeker informed the Commission of the Care of Prisoner(s) Agreement, by and between Colfax County, New Mexico and San Miguel County, New Mexico; providing for housing and care of Colfax County inmates, at the San Miguel County Detention is presented for Commission review and approval. The cost for housing is ninety dollars ($90.00) per day per inmate, with a twenty dollar ($20.00) booking fee. Mr. Snedeker requested the Commission approve the Care of Prisoner(s) Agreement between Colfax County and San Miguel County.

Motion made by Commissioner Ortiz to approve the Care of Prisoner(s) Agreement. Second by Commissioner Leger. Motion carried.

17. **PUBLIC SERVICE DIVISION REPORT FOR THE MONTH OF SEPTEMBER 2016**

San Miguel County Public Service Operations Division Road Foreman Arnold Lopez presented his report identifying the road maintenance, construction and crusher production for the month of September 2016. Mr. Lopez informed the Commission that for the month of September 2016 they did not operate much of the crusher due to the Public Service Division employees working on County roads. Mr. Lopez informed the Commission that 1,135 tons and 40 yards of waste were crushed.

This was for informational purposes only.

18. **SAN MIGUEL COUNTY DETENTION CENTER INMATE HEALTHCARE SERVICE/HEALTHCARE MANAGEMENT SERVICES RFP-REOMMENDATION OF AWARD**

San Miguel County Warden Patrick W. Snedeker informed the Commission that San Miguel County solicited competitive sealed proposal (s) from a qualified vendor (s), for the provision of detention center inmate healthcare services/healthcare management services. San Miguel County is requesting for approval to enter into a contract agreement with HCP Systems LLC. Mr. Snedeker requested the Commission review and approve the Detention Center inmate Healthcare Service.

Motion made by Commissioner Padilla to approve the Detention Center inmate Healthcare Services/Healthcare Management Services. Second by Commissioner Ulibarri. Motion carried.

19. SMC ON THE JOB INCIDENT/ACCIDENT REPORTING PROCEDURES (NO. ADM-R-11-12-02-1)

San Miguel County Safety and Fleet Compliance Monitor Dawn Kryder requested the Commission review discuss and approve the Incident/Accident Reporting Procedures as amended. Minor changes to the existing policy were made with the intent of more accurately, and timely submittal of such reports.

Motion made by Commissioner Ulibarri to Approve the Job Incident/Accident Report. Second by Commissioner Padilla. Motion carried.

20. RESOLUTION NO. 10-13-16-RA01; ADDITION OF ESTANCIA LN; A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO

San Miguel County IT Supervisor John Tiernan informed the Commission during a routine audit of San Miguel County addressing data, it was discovered that there are three addressed structures on a single driveway located on NM Highway 283 in Agua Zarca, NM which is causing an addressing problem in the area as per San Miguel County Ordinance No. SMC-07-13-99-ORD-2 Section 4.1-C. Letters were sent out to the residents on August 19, 2016 informing them of the County's intent to name the road. A sole land owner signed a petition and returned a road naming petition indicating their preference for the name "Estancia Ln." This name was determined by the SMC Rural Addressing to be acceptable. Mr. Tiernan requested the Commission review and approve Resolution No. 10-13-16-RA01; addition of Estancia Ln., a newly named private road.

Motion made by Commission Padilla to approve Resolution No. 10-13-16-RA01. Second by Commission Ortiz. Motion carried.

21. RESOLUTION NO 10-13-16-RA02; ADDITION OF ADOBE ROAD A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY NEW MEXICO

San Miguel County IT Supervisor John Tiernan informed the Commission that during a routine audit of San Miguel County addressing data, it was discovered that there are three addressed structures on a single driveway located on NM Highway 283 near Agua Zarca, NM, which is causing an addressing problem in the area, as per San Miguel County Ordinance No. SMC-07-13-99-ORD-2 Section 4.1-C. Letters were sent out to the residents on August 1, 2016 informing the residents of the County's intent to name the road. The three residents signed and returned a road naming petition agreeing to the name "Adobe Road." This name was determined to be acceptable to the San Miguel County Rural Addressing. Mr. Tiernan requested that the Commission review and approve Resolution No. 10-13-16-RA02; addition of "Adobe Road" a newly named private Road.

Motion made by Commissioner Padilla to approve Resolution No. 10-13-16-RA02. Second by Commissioner Ortiz. Motion carried.

22. RESOLUTION NO 10-13-16-RA03; ADDITION OF IRON COLT; A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY

San Miguel County IT Supervisor John Tiernan informed the Commission, a resident of Las Dispensas, NM has placed a road naming petition to have a section of what is currently labeled as Forest Road 637, be renamed to Iron Colt Rd. The residents turned in an "Easement Deed for Road" outlining the section of road as easement to Forest Road 637. After receiving permission from the Forestry Service, the road name change was determined to be acceptable to the San Miguel County Rural Addressing staff as per Ordinance No SMC-07-13-99-ORD-2. The resident paid the required fee of $100.00 for the road naming. Mr. Tiernan requested the Commission review and approve Resolution No. 10-13-16-RA03 addition of Iron Colt a newly named private road.

Motion made by Commissioner Padilla to approve Resolution No. 10-13-16-RA03. Second by Commissioner Ortiz. Motion carried.

23. **RESOLUTION NO. 10-13-16-RA04; ADDITION OF COLUMBINE LANE; A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO**

San Miguel County IT Supervisor John Tiernan informed the Commission that during a routine audit of San Miguel County addressing data, it was discovered that there are three addressed structures on a single driveway located on County Road A11A in Los Vigiles, NM, which is causing an addressing problem in the area as per Ordinance No. SMC -07-13-99-ORD-2, Section 4.1-C. Letters were sent to the residents on August 24, 2016 informing them of San Miguel County's intent to name the road. The sole land owner signed and returned a road naming petition indicating her preference for the name "Columbine Ln." This name change was determined to be acceptable by the San Miguel County Rural Addressing staff as per Ordinance No. SMC-07-13-99-ORD-2, because this naming was required and not requested by the residents, the $100.00 fee has been waived. Mr. Tiernan requested the Commission review and approve Resolution No. 10-13-16-RA04, addition of Columbine Ln.

Motion made by Commissioner Ortiz to approve Resolution No. 10-13-16-RA04. Second by Commissioner Leger. Motion carried.

24. **RESOLUTION NO 10-13-16-RA05; ADDITION OF CAMINO TESORO; A NEWLY NAMED PRIVATE ROAD TO THE OFFICIAL E-911 ROAD LIST OF SAN MIGUEL COUNTY, NEW MEXICO**

San Miguel County IT Supervisor John Tiernan informed the Commission during a routine audit of San Miguel County addressing data, it was discovered that there are three addressed structures on a single driveway located on Gutierrez Ln. in Tecolote, NM, which is causing an addressing problem in the area, as per San Miguel County Ordinance No. SMC-07-13-99-ORD-2, Section 4.1-C. Letters were sent to the residents on July 11, 2016 informing them of San Miguel County's intent to name the road. The deadline to submit a petition for a different road name was August 14, 2016. None of the residents residing on this road responded to the road naming, therefore the addition of "Camino Tesoro" was accepted by the Rural Addressing staff. Because this road naming was required and not requested by the residents the fee of $100.00 was waived. Mr. Tiernan requested the Commission review and approve Resolution No. 10-13-16-RA05 addition of Camino Tesoro.

Motion made by Commissioner Padilla to approve Resolution No. 10-13-16-RA05. Second by Commissioner Ortiz. Motion carried.

25. **CONTRACT OF EMPLOYMENT FOR JAIL ADMINISTRATOR-OCTOBER 2016 THROUGH OCTOBER 2018**

San Miguel County Manager Les Montoya informed the Commission of the renewal of the Employment Contract for Warden Patrick Snedeker. Mr. Snedeker is up for renewal in October. Mr. Montoya recommended the Commission approve the employment contract for an additional two year period at an annual salary of $76,702.52.

Motion made by Commissioner Padilla to approve the contract extension for Warden Patrick Snedeker. Second by Commissioner Ulibarri. Motion carried.

26. PERSONNEL ACTIONS OR CHANGES FOR THE MONTH OF SEPTEMBER 2016

San Miguel County Acting Human Resource Division Supervisor Loretta Medina informed the Commission of the personnel actions or changes which have taken place in San Miguel County for the month of September 2016 are submitted for ratification and approval by the Commission. Ms. Medina requested the Commission approve and ratify the personnel actions or changes that have taken place during the month of September 2016.

Motion made by Commissioner Ulibarri to approve the personnel actions or changes for the month of September 2016. Second by Commissioner Padilla. Motion carried.

27. 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 ADMINSITRATOR

PROBATIONARY/FULL TIME EMPLOYEES:

PHILLIP APODACA-DETENTION OFFICER- EFFECTIVE DATE OF HIRE: OCTOBER 11, 2016- PROBATIONARY SALARY: $20,900.00

Motion made by Commissioner Padilla for the approval to hire Phillip Apodaca. Second by Commissioner Motion carried.

28. SAN MIGUEL COUNTY MANAGER'S RECOMMENDATION TO HIRE THE FOLLOWING INDIVIDUAL TO FILL THE POSITION OF NATIONAL INCIDENT MANGEMENT SYSTEM COORDINATOR WITH THE OFFICE OF EMERGENCY MANAGEMENT SYSTEM COORDINATOR WITH THE OFFICE OF EMERGENCY MANAGEMENT SAN MIGUEL COUNTY AND CITY OF LAS VEGAS AS PER THE RECOMMENDATION OF KURT PARKINSON, EMERGENCY MANAGER

EXEMPT FULL TIME EMPLOYEE:

LEO J MAESTAS-NIMS COORDINATOR-DATE OF HIRE: OCTOBER 24, 2016- ANNUAL SALARY: $29,000.00

Motion made by Commissioner Ulibarri for the approval to hire Leo J Maestas. Second by Commissioner Padilla. Motion carried.

29. SAN MIGUEL COUNTY MANAGER'S RECOMMENDATION TO HIRE THE FOLLOWING INDIVIDUAL TO FILL THE POSITION OF HUMAN RESOURCE SUPERVISOR

EXEMPT FULL TIME EMPLOYEE:

EILEEN T. SEDILLO- HUMAN RESOURCE SUPERVISOR – DATE OF HIRE: NOVEMBER 7, 2016 – ANNUAL SALARY: $53,000.00

Motion made by Commissioner Ulibarri for the approval to hire Eileen T. Sedillo. Second by Commissioner Padilla. Motion carried.

30. SAN MIGUEL COUNTY MANAGER'S RECOMMENDATION TO APPROVE THE HIRING OF THE FOLLOWING INDIVIDUALS AS THE OFFICIAL ABSENTEE EARLY VOTING BOARD FOR THE UPCOMING NOVEMBER 8, 2016 GENERAL ELECTION

CASUAL EMPLOYEES

PRISCILLA MARQUEZ-DATE OF HIRE: OCTOBER 11, 2016 TO NOVEMBER 7, 2016- HOURLY SALARY: $10.00
GERMAINE PADILLA-DATE OF HIRE: OCTOBER 11, 2016 TO NOVEMBER 7, 2016- HOURLY SALARY: $10.00
BARBARA ROMERO-DATE OF HIRE: OCTOBER 11, 2016 TO NOVEMBER 7, 2016- HOURLY SALARY: $10.00
ANGELA SANCHEZ-DATE OF HIRE: OCTOBER 11, 2016 TO NOVEMBER 7, 2016- HOURLY SALARY: $10.00
SUZANNE GONZALES-Date OF HIRE: OCTOBER 11, 2016 TO NOVEMBER 7, 2016- HOURLY SALARY: $10.00
DEBORAH CHAVEZ-DATE OF HIRE: OCTOBER 22, 2016 TO NOVEMBER 5, 2016- HOURLY SALARY: $10.00
MARY GRIEGO-DATE OF HIRE: OCTOBER 22, 2016 TO NOVEMBER 5, 2016- HOURLY SALARY: $10.00
BRIANNA GONZALES-DATE OF HIRE: OCTOBER 22, 2016 TO NOVEMBER 5, 2016- HOURLY SALARY: $10.00
HELEN BACA-DATE OF HIRE: OCTOBER 22, 2016 TO NOVEMBER 5, 2016

Motion made by Commissioner Padilla to approval to hire the above individuals for the Official Absentee Early Voting Board for the upcoming November 8, 2016 General Election. Second by Commissioner Ulibarri. Motion carried.

31. COUNTY MANAGER'S RECOMMENDATION TO APPROVE THE REVISED JOB DESCRIPTION FOR THE HUMAN RESOURCE DIVISION SUPERVISOR

San Miguel County Manager Les Montoya informed the Commission of the revised job description for the Human Resource Division Supervisor. Mr. Montoya requested the Commission approve revised job description.

Motion made by Commissioner Ulibarri to approve the revised job description for the Human Resource Supervisor. Second by Commissioner Ortiz. Motion carried.

32. COUNTY MANAGER'S RECOMMENDATION TO APPROVE THE REVISED JOB DESCRIPTION OF SAFETY FLEET COMPLIANCE MONITOR TO FLEET, BUILDING AND SAFETY COMPLIANCE OFFICER

San Miguel County Manager Les Montoya informed the Commission of revised job description of Safety Fleet Compliance Monitor to Fleet, Building and safety Compliance Officer. This position would answer to the County Manager. Mr. Montoya requested the Commission approve the revised job Description of Safety Fleet Compliance Monitor to Fleet.

Motion made by Commissioner Ortiz for the approval of the County Manager's recommendation to approve the revised job description of safety Compliance Officer. Second by Commissioner Ulibarri. Motion carried.

33. TAX DOLLAR REPORT/BANK TRANSFERS FOR THE MONTH OF SEPTEMBER 2016

San Miguel County Treasurer Bertha Bustamante informed the Commission of the Tax Dollar Report/Bank Transfers for the month of September 2016. Ms. Bustamante informed the Commission they had one transfer to Bernalillo County for the Housing Authority, three for payroll on the 9th, 15th, and 29th. Ms. Bustamante also informed the Commission that tax bills are almost ready to send out, 28,918 bills will be going out. Ms. Bustamante informed the Commission that her office is about to complete their Conversion.

This is for informational purposes only.

34. LETTER DATED AUGUST 29, 2016 AND SIGNED BUDGET REQUEST RECAPITULATION

San Miguel County Finance Division Supervisor Melinda Gonzales informed the Commission of the approval for the Final Budget for Fiscal Year 2016-2017 along with a notice of compliance. Ms. Gonzales informed the Commission of the budgets approval by the LGD requiring to be made part of the minutes for the governing body according to NMSA 1978, Section 6-6-5 (1957). In addition NMSA 1978, Section 6-6-6(2001) provides that the approved budget is binding on local officials and governing authorities and any available funds will be liable for the excess amounts. Ms. Gonzales informed the Commission the LGD is required to approve all budget increases and transfers between funds not included in the final approved budget. Ms. Gonzales requested the Commission review and approve Budget request Recapitulation.

Motion made by Commissioner Ulibarri to approve the Letter dated August 29, 2016 and signed Budget request Recapitulation. Second by Commissioner Padilla. Motion carried.

35. RESOLUTION 2016-10-13-F1 BUDGET ADJUSTMENT

San Miguel County Finance Division Supervisor Melinda Gonzales informed the Commission on Resolution 2016-10-13-F1 Budget Adjustments. Ms. Gonzales informed the Commission that there are a few budget changes starting with Fund 307 Budget available, cash of $3,629.00 requesting balance be carried over. Funds 403 (fire Administration) and 415 (Emergency) will grant the Gallinas (Fund 408) needed to repair the initial attack. Ms. Gonzales Requested the Commission approve transfer of funds of $5,999.00 for repairs for fund 408.

Motion made by Commissioner Ulibarri to approve Resolution 2016-10-13-F1 Budget Adjustment. Second by Commissioner Padilla. Motion carried.

36. CASH BALANCE REPORT

San Miguel County Finance Division Supervisor Melinda Gonzales informed the Commission of the reconciled cash balance as of 9-27-16. Ms. Gonzales informed the Commission that there are several grants that might affect our budget, one being the DWI Grant. Discussion ensued.

No motion made, this was for informational purposes only.

37. **ACCOUNTS PAYABLE REPORT FOR THE PERIOD OF AUGUST 23, 2016 THROUGH SEPTEMBER 23, 2016**

San Miguel County Finance Division Supervisor Melinda Gonzales informed the Commission of Accounts Payable Report for the period of August 23, 2016 through September 23, 2016. Ms. Gonzales requested the Commission review and approve the accounts payable report.

Motion made by Commissioner Ortiz to approve the Accounts Payable Report. Second by Commissioner Padilla. Motion carried.

Executive/Closed Session

A. Limited Personnel Matters, as permitted by NMSA 1978, Section 10-15-1(H) (2) (as amended) of the Open Meetings Act. More specifically, Personnel Matters regarding specific County Employees.

B. Attorney-Client Privilege Pertaining to Threatened or Pending Litigation, as permitted by NMSA 1978, section 10-15-1H(7) (as amended) of the Open Meetings Act. More specifically, threatened civil litigation claims against the County and status of pending civil litigation claims.

San Miguel County Manager Les Montoya requested the Commission go into executive session at 4:52 pm.

Roll Call:

Chairman Gilbert J. B. Sena Yes
Vice-Chairman Rock G. Ulibarri Yes
Commissioner Marcellino Ortiz Yes
Commissioner Arthur J. Padilla Yes
Commissioner Nicolas T. Leger Yes

ADJOURNMENT

Approved this 8th day of November, 2016 as the Official Minutes of the Board of County Commissioners of San Miguel County, New Mexico, of its Regular Meeting held October 13, 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

Arleen Ortiz

Minutes Submitted by Arleen Ortiz