

San Juan County Commission Regular Meeting March 1, 2016

Chairman Johns called the San Juan County Commission meeting to order on March 1, 2016 at 4:00 P.M. in the Commission Chambers located in the County Administration Building, 100 S. Oliver Drive, Aztec, New Mexico. Dr. Kim Carpenter gave the invocation and Commissioner Charley led the Pledge of Allegiance. Those present were:

CHAIRMAN	Scott Eckstein
CHAIRMAN PRO-TEM	Jack Fortner
MEMBER	Keith Johns
MEMBER	Margaret McDaniel
MEMBER	Wallace Charley
ASSESSOR	Jimmy Volta
CHIEF DEPUTY ASSESSOR	Benay Jones
CLERK	Debbie Holmes
UNDERSHERIFF	Shane Ferrari
COUNTY EXECUTIVE OFFICER	Kim Carpenter
COUNTY OPERATIONS OFFICER	Mike Stark
ATTORNEY	Doug Echols
DEPUTY ATTORNEY	Joe Sawyer
EMERGENCY MANAGER	Don Cooper
EMERGENCY MANAGEMENT COORDINATOR	Mike Mestas
ACTING CHIEF FINANCIAL OFFICER	Jim Cox
DEPUTY FINANCE OFFICER	Kim Martin
PARKS & FACILITIES ADMINISTRATOR	Mike Davidson
PUBLIC WORKS ADMINISTRATOR	Dave Keck
PUBLIC WORKS DEPUTY ADMINISTRATOR	Fran Fillerup
ALTERNATIVE SENTENCING ADMINISTRATOR	Jennifer Miller
FIRE CHIEF	Craig Daugherty
DEPUTY FIRE CHIEF	Thomas Fields
HEALTH CARE ASSISTANCE PROGRAM COORDINATOR	Liza Gomez Kaley
GENERAL SERVICES ADMINISTRATOR	Larry Hathaway
GEOGRAPHIC INFORMATION SYSTEMS COORDINATOR	Evan O'Keefe
CHIEF IT OFFICER	Keith Lund
HOUSING EXECUTIVE DIRECTOR	Faye Anderson
SAFETY & COMPLIANCE MANAGER	Stewart Logan

PRESS: Farmington Daily Times
Talon

Hannah Grover
Debbie Israel

VISITORS:

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A motion was made by Commissioner McDaniel, seconded by Commissioner Charley to call to order the Indigent Hospital and County Health Care Board Meeting. Upon voice vote, the motion passed unanimously.

Indigent Hospital and County Health Care Board Meeting

1. Request for Approval of Health Care Assistance Claims
2. Approval of Minutes of February 16, 2016

The Indigent Hospital and County Health Care Board Meeting Minutes are taken separately and are made a part of the permanent minute's folder.

A motion was made by Chairman Pro-Tem Fortner, seconded by Commissioner Charley to adjourn the Indigent Hospital and County Health Care Board Meeting and call to order the Regular Meeting. Upon voice vote, the motion passed unanimously.

Regular Meeting

Approval of Agenda

Kim Carpenter, CEO stated that there is one change to the agenda. The presenter on Item 5 is changed from Kristi Galloway, Risk Manager to Doug Echols, County Attorney, as the presenter. A motion was made by Chairman Pro-Tem Fortner, seconded by Commissioner Johns to approve the agenda as amended. Upon voice vote this motion passed unanimously.

Consent Agenda

1. Approval of Renewal of Proposal 12-13-16, Liability and Auto Physical Damage Insurance for the Communications Authority with Kiser Insurance Agency of Farmington, NM

A motion was made by Chairman Pro-Tem Fortner, seconded by Commissioner McDaniel to approve the Consent Agenda. Upon voice vote this motion passed unanimously.

New Business

1. **Presentation of the FY15 Annual Comprehensive Annual Financial Report (CAFR) - Audit Completed by Axiom CPAs**

Jim Cox, Acting Chief Financial Officer, stated that Section 2.2.2.10(J)(3)(D) NMAC (2015 New Mexico State Audit Rule) requires that the fiscal year 2015 Comprehensive Annual Financial Report (CAFR) be presented by the IPA, Axiom Certified Accountants and Business Advisors LLC(Axiom) to a quorum of the commission and the presentation shall be documented in the minutes of the meeting. Mr. Cox introduced Chris Garner, Partner at Axiom. Mr. Garner informed the Commission the County received an unmodified or "clean" opinion from the auditors, meaning that the financial statements are fairly presented in conformity with Generally Accepted Accounting Principles (GAAP). The GASB 68, net pension liability of \$32.8 million is

now implemented. The County received the Government Finance Officers Association (GFOA) award for the ninth consecutive year and the GFOA Distinguished Budget Award for the seventh year. The County's audit was submitted by the due date.

This is a presentation item only.

2. Update and Direction on Navajo Nation Fire Department Transition Process

Craig Daugherty, Fire Chief, introduced Rabin Mitchell, Navajo Nation Chief of Staff and Jesse Delmar, Navajo Nation Division Director of Public Safety. Chief Daugherty updated the Commission on the progress of the transition of fire stations from San Juan County to the Navajo Nation. Staff is also seeking Commission direction as we continue to move through the process in relationship to mutual aid and reaching a point of no return with regard to the county operating the fire stations. Staff is also concerned that the Navajo Nation will not be ready with their April 1, 2016 deadline and is looking for direction in granting more time if necessary. It is the recommendation that the commission grant the CEO authority to engage in negotiations if more time is needed for the county to operate the fire stations. Dr. Kim Carpenter, CEO, thanked the Navajo Nation for the collaboration of a smooth transitioning for the citizens and requests direction from the Commission. Doug Echols stated a resolution or contract to arrange a financial payment process from April to September will be presented at the March 15, 2016 Commission Meeting. Mr. Mitchell informed the Commission that there is an issue of liability due to the difficulty in recruiting for the 15 open positions and medical/pharmaceutical concerns. An extension is requested until the end of September and a Memorandum of Understanding or Memorandum of Agreement to be established for payment. Mr. Delmar explained to the Commission that to ensure protection and services for the citizens are not interrupted is a priority and the Navajo Nation will continue to recruit to fill the positions. The Commission asked various questions and made various comments.

This is a discussion item only.

3. Consideration of Resolution 15-16-39, Authorizing Submittal of the FY2017 LDWI Grant Fund Application

Jennifer Miller, Alternative Sentencing Administrator, stated Resolution 15-16-39 would authorize submission of the annual Driving While Intoxicated (DWI) grant application and paperwork to the Department of Finance and Administration, Local Government Division for the ongoing operations of the San Juan County DWI Program, primarily Detention, Treatment and Aftercare. San Juan County Alternative Sentencing Division will request \$1,164,913 in Distribution funds, and \$302,905 in Grant funds from the state DWI Grant Council to support the ongoing operations of the DWI Program, primarily the Detention, Treatment, and Aftercare Component. The total amount of state funding requested is \$1,467,818. This request is supported by the local DWI Planning Council. Grant and distribution funds will be leveraged with a projected cash match totaling \$1,072,261, with funding from the City of Farmington in the amount of \$440,000, County general funds in the amount of \$369,149, client fees and ARS collection in the amount of \$17,602, ADE Screening fees in the amount of \$55,190, compliance fees in the amount of \$199,662, work release fees in the amount of \$8,040, and an ending balance from FY15 in the amount of \$20,000. The total projected budget is \$2,577,461. Staff requests approval of Resolution 15-16-39 and authorization to execute all documents required for submission and continuance of the grant. A motion was made by Chairman Pro-Tem

Fortner, seconded by Commissioner McDaniel to approve Resolution 15-16-39, Authorizing Submittal of the FY2017 LDWI Grant Fund Application. Upon voice vote this motion passed unanimously.

4. Consideration of Upgrading Microsoft Office and Call Manager

Keith Lund, Chief Information Technology Officer, reported to the Commission that in developing the 2017 budget, it is scheduled to upgrade the County's email server. The cost of the upgrade, hardware and software and licensing would cost approx. \$316,500. With this necessary upgrade there is also a need to install an email archiving tool to meet required email retention that would cost approximately \$78,000. Other options were looked into that would cut down the cost and Microsoft Office 365 is recommended. It is a cloud based solution and an annual subscription fee would be paid. This option would remove the need to maintain any hardware on site and allow County employees to access their email and the entire Microsoft Office suite (Word, Excel, Access, etc.) from multiple locations and different devices (phones, tablets, home computers, etc.) and has built in archiving. Mr. Lund requested the funding come from the Capital Reserve Replacement funds so that the process of switching to Office 365 could start so that it would be functional before the Pinnacle ERP solution goes live in October, as these tools would be used in that project. Another benefit of completing the switch before June 30th is that Microsoft would complete the conversion from our current environment to Office 365 and they are offering a credit that can be used to assist in implementing additional features of Office 365 that we currently do not have. The Call Manager upgrade would need to be completed in the same time frame as the switch to Microsoft Office 365 in order for employees to be able to continue to receive their voicemail in their email. The total cost for upgrading office and call manager is estimated at \$185,698.45. A number of organizations have moved to this platform, including locally San Juan College and the City of Farmington (using Google Mail which is a similar product as Office 365). Over a six year period we are projecting a savings of \$68,350 over if we continued our current upgrade schedule. Staff requests approval of upgrading Microsoft Office and Call Manager this fiscal year to allow for better coordination with the Pinnacle project and take advantage of the Microsoft purchase credits available only until June 30th. Mike Stark, COO, stated that the current projected Capital Reserve Replacement fund is \$5.5 million. The Commission made various comments. A motion was made by Chairman Pro-Tem Fortner, seconded by Commissioner McDaniel to approve Upgrading Microsoft Office and Call Manager. Upon voice vote this motion passed unanimously.

5. Consideration of Renewal of RFP 13-14-07, Annual Renewal of Property/Casualty Insurance

Doug Echols, County Attorney, stated that Risk Management requested the renewal of RFP 13-14-07 for property and casualty insurance for San Juan County. RFP 13-14-07 was awarded to Kysar Insurance Agency Inc., insurance coverage provided by Travelers, for a one year insurance policy period beginning March 31, 2014, with the option of three additional one-year terms not to exceed a total of four years. We have been provided with a renewal premium quote of \$1,457,896.00 from Kysar/Travelers, a 7.00% premium increase of \$95,467.00. If renewal is approved the insurance policy will be in effect for an additional one year term beginning March 31, 2016 through March 31, 2017. This renewal will be the third year term in

the four year option. A motion was made by Chairman Pro-Tem Fortner, seconded by Commissioner Johns to approve Renewal of RFP 13-14-07, Annual Renewal of Property/Casualty Insurance. Upon voice vote this motion passed unanimously.

6. Consideration of Award of Bid No. 15-16-17, Adult Detention Center Lighting Improvements and Fire Alarm Replacement

Larry Hathaway, General Services/Community Development Administrator, briefed the Commission that on January 24, 2016, Central Purchasing issued a request for sealed bids for the lighting improvements and fire alarm replacement at the Adult Detention Center. One Hundred and Fifty-Six (156) invitations were sent to various contractors and on February 23, 2016, five (5) bids were received and opened. Bid responses were reviewed by staff and Tom Cummins with M E & E Engineering. Staff recommends award of Bid 15-16-17 to HEI, Inc. of Albuquerque, NM as the overall low bidder meeting specifications and requirements. Lump sum bid amount is \$264,675.00 plus NMGR (7.625%) of \$20,181.47 for a total bid amount of \$284,856.47. The total budgeted amount for construction was \$482,337.00 (\$293,934 for the lighting improvements and \$188,403 for the fire alarm renovation). Staff is requesting approval from the Commission to award this bid to HEI, Inc. A motion was made by Commissioner Johns, seconded by Commissioner Charley to approve the Award of Bid No. 15-16-17, Adult Detention Center Lighting Improvements and Fire Alarm Replacement. Upon voice vote this motion passed unanimously.

Report from the CEO

Kim Carpenter updated the Commission regarding the close monitoring of the San Juan River during the spring runoff by the State Environmental Agency. We are seeing elevated levels in the testing we have done. He stated that at this point there is not a concern but monitoring will continue. Commissioner Charley requested information on who he contacts in regards to the water in his district beginning from Hogback through the Navajo Nation. Dr. Carpenter stated that the citizens contact their chapter houses. Don Cooper commented that high levels of iron can be toxic for human consumption and that aluminum is toxic to the fish. He reiterated at this point there is not a concern and that monitoring will continue.

Reports from Elected Officials and Department Heads

The Commission recognized the Finance Department for receiving the Government Finance Officers Association (GFOA) award for the ninth consecutive year and thanked them.

Shane Ferrari, Undersheriff, informed the Commission that the New Mexico State Parks will be changing the district boundaries of the state park. The land that surrounds the area belongs to the Bureau of Reclamation (BOR) and New Mexico State Parks was the lessee. He stated that the park service will no longer provide law enforcement/emergency response services to the areas that are not within the boundaries and has requested an impact report from New Mexico State Parks. Commissioner Fortner requested that a resolution be drawn up in opposition of the boundary adjustments. The Commission asked various questions.

Comments / Input from the General Public

None

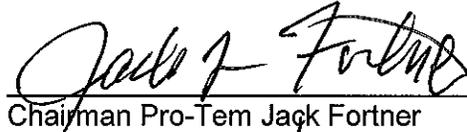
Adjourn

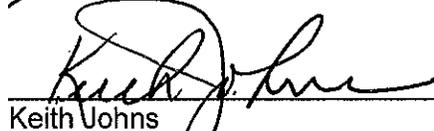
Being no further business a motion was made by Chairman Pro-Tem Fortner, seconded by Commissioner McDaniel to adjourn the meeting. Upon voice vote this motion passed unanimously and the meeting adjourned at 5:03 p.m.

APPROVED THIS 15TH DAY OF MARCH, 2016

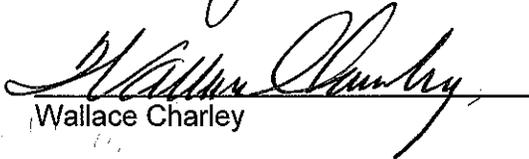
BY THE SAN JUAN COUNTY BOARD OF COMMISSIONERS:


Chairman Scott Eckstein


Chairman Pro-Tem Jack Fortner


Keith Johns


Margaret McDaniel


Wallace Charley

WITNESSETH:


Debbie Holmes, County Clerk