

**San Juan County Commission
Regular Meeting
May 3, 2016**

Chairman Eckstein called the San Juan County Commission meeting to order on May 3, 2016 at 4:00 P.M. in the Commission Chambers located in the County Administration Building, 100 S. Oliver Drive, Aztec, New Mexico. Chairman Pro-Tem Fortner gave the invocation and Dr. Kim Carpenter led the Pledge of Allegiance. Those present were:

CHAIRMAN	Scott Eckstein
CHAIRMAN PRO-TEM	Jack Fortner
MEMBER	Keith Johns
MEMBER	Wallace Charley
ASSESSOR	Jimmy Voita
CLERK	Debbie Holmes
SHERIFF	Ken Christesen
UNDERSHERIFF	Shane Ferrari
COUNTY EXECUTIVE OFFICER	Kim Carpenter
COUNTY OPERATIONS OFFICER	Mike Stark
ATTORNEY	Doug Echols
DEPUTY ATTORNEY	Joe Sawyer
RISK MANAGER	Kristi Galloway
EMERGENCY MANAGER	Don Cooper
EMERGENCY MANAGEMENT COORDINATOR	Mike Mestas
CHIEF FINANCIAL OFFICER	Jim Cox
DEPUTY FINANCE OFFICER	Kim Martin
PARKS & FACILITIES ADMINSTRATOR	Mike Davidson
PARKS & FACILITIES DEPUTY ADMINISTRATOR	Daniel Hill
PUBLIC WORKS ADMINISTRATOR	Dave Keck
PUBLIC WORKS DEPUTY ADMINISTRATOR	Fran Fillerup
ADULT DETENTION CENTER ADMINISTRATOR	Tom Havel
ADULT DETENTION CENTER DEPUTY ADMINISTRATOR	Daniel Webb
FIRE CHIEF	Craig Daugherty
DEPUTY FIRE CHIEF	Thomas Fields
HEALTH CARE ASSISTANCE PROGRAM COORDINATOR	Liza Gomez Akley
GENERAL SERVICES ADMINISTRATOR	Larry Hathaway
GEOGRAPHIC INFORMATION SYSTEMS COORDINATOR	Evan O'Keefe
CHIEF IT OFFICER	Keith Lund
HOUSING EXECUTIVE DIRECTOR	Faye Anderson
PRESS: Farmington Daily Times	Brett Berntsen
Talon	Debbie Israel

VISITORS:

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A motion was made by Commissioner Johns, 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 April 19, 2016.

Upon voice vote this motion passed unanimously.

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 are no changes to the agenda. Dr. Carpenter clarified New Business Item #2 is a presentation, no vote will be made at this time, and Josh Ray will be making the presentation. A motion was made by Commissioner Johns, seconded by Commissioner Charley to approve the agenda as presented. Upon voice vote this motion passed unanimously.

Consent Agenda

1. Approval of Renewal of Bid 13-14-20, Cooperative Price Agreement for Fuel: Cardlock Facilities and Bulk Fuel Purchases to Western Refining Co., Inc. of Tempe, AZ
2. Approval of April 19, 2016 Regular Meeting Minutes

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

New Business

1. **Presentation by New Mexico Park Services on Coverage Changes at Navajo Lake State Park**

Christy Tafoya, Director, New Mexico State Parks Division, introduced Toby Velasquez, Deputy Director, Cheryl Moline, Northwest Regional Manager, Thaddeus Cano, Park Advisory Board Member, and Gary Skeba, Superintendent for Navajo Lake State Park. The Energy, Minerals, and Natural Resources Department (EMNRD), State Parks Division (SPD) and Bureau of Reclamation (BOR) began negotiations in 2014 to convert with individual leases to one statewide lease. New Mexico State Parks manages 35 state parks, 5 are owned by New

Mexico State Parks, and 9 are owned by the BOR(Navajo Lake, El Vado Lake, Heron Lake, Elephant Butte Lake, Caballo Lake, Percha Dam, Leasburg Dam, Sumner Lake, and Brantley Lake State Parks). Navajo Lake State Park currently has the following amenities:

- Seven campgrounds with 244 developed campsites
- Comfort stations and water/wastewater systems
- Visitor Center
- Two marina concessions(including the largest marina concession in the state park system
- 4.4 miles of trail
- Fishing guide concessions

In Fiscal Year 2015, there were 531,630 visitors and \$513,477 in revenue. For Fiscal Years 2013-2016 capital investments were \$3,066,119 which included Cottonwood Campground Renovations, groundwater monitoring wells, lower government housing water line, new visitor center/entry, and water/wastewater treatment systems. New Mexico State Parks has expended more capital funds at Navajo Lake State Park than any other single park in the past three years. Future plans at Navajo Lake State Parks are:

- Develop volunteer area and premium RV campground at Lower Government Camp
- Make road, parking, and ADA improvements to various day use areas along the river
- Design and develop additional parking, day use sites, and campground at the Johnson Tract near Crusher Hole
- Develop a “Friends of Navajo Lake State Park” support group to help and advise on park events, promotions, and community outreach
- Improve and expand relations with park concessionaires and guides to improve communication, cooperation, partnerships, and to increase recreational and business opportunities

New Mexico State Parks is an “enterprise agency,” mandated to be financially self-sufficient, and currently has 69% in self-generated revenue. Ms. Tafoya stated that discussions began regarding boundary adjustments in fall of 2015. The considerations for boundary modifications are in the northern part of the park and little to no use in the areas. Toby Velasquez, Deputy Director, New Mexico State Parks Division, informed the Commission that the SPD law enforcement staff will continue to enforce the Boat Act on all of Navajo Reservoir within New Mexico and will be responsible for 8,769 acres of land and 12,936 acres of water. Park staff can respond outside the park when a full-time peace officer requests aid in an emergency situation. Law enforcement calls to primitive areas beyond new boundary are not substantial and park staff will not be able to consistently patrol the areas outside of the proposed new boundary. The Commission asked various questions and expressed their concerns regarding law enforcement, emergency response, and additional expense to the County. Ken Christesen, Sheriff, informed the Commission the Sheriff’s Department would have to hire additional manpower, vehicles, boats and resources. Ms. Tafoya stated there will be future meetings discussing the future boundary adjustments.

This is a presentation only.

2. Consideration of Increase in Aztec Animal Shelter Fees

Josh Ray, Aztec City Manager, presented the City of Aztec Animal Shelter proposed animal shelter costs. This year San Juan County had budgeted \$297,059.00 and this coming year there is a decrease to \$257,450.76. Mr. Ray presented the statistics for the Fiscal Year 2015:

- Intake total- 3868 (Cats-1624, Dogs-2145, Other-99)
- Owner surrender total- 895
- Strays total- 2344
- Returned to owner total- 654
- Adoptions- 388
- Transfers to rescue groups- 700
- Euthanasia total- 1841 (Owner request- 258, Injured severely- 56, Behavior issues- 526, Illness- 807, Underage- 20, Space- 174)
- Spay and Neuter- FY15-1322 FY16 to date 972

Leslie Jedrey presented spay/neuter statistics, costs, and her concerns. Kim Carpenter, CEO, asked Mr. Ray what would take place to accommodate County animals. Mr. Ray stated costs would be \$399,000, expansion for additional kennels, larger areas for the animals, additional staff, and accommodations would be made to pick up animals from Farmington. Dr. Carpenter stated that the County also subsidizes the Navajo Nation. The Commission asked various questions and comments.

This is a presentation only.

3. Consideration for Approval of Additional Voting Convenience Center Located at Flora Vista Fire Station

Debbie Holmes, County Clerk stated that pursuant to New Mexico Statutes Annotated 1978, Section 1-3-7.1 in the interest of the convenience of the voters and providing accessibility to the polling place, the board of county commissioners may create additional polling places within the precinct upon their own action or upon receipt of a petition signed by at least ten percent of the registered voters of the precinct so requesting. Ms. Holmes requested a Voting Convenience Center to be located at the Flora Vista Fire Station. A motion was made by Commissioner Johns, seconded by Commissioner Charley to approve the Additional Voting Convenience Center Located at Flora Vista Fire Station. Upon voice vote this motion passed unanimously.

4. Consideration of Resolution 15-16-47, Change in Check-Signature Process

Jim Cox, Chief Financial Officer, stated that New Mexico law requires that County checks be signed by the Commission Chairman (or his designee) and the County Treasurer. Currently, paper checks are printed by the Finance Department with the Commission Chairman's electronic signature already on them, and then they are signed by the Treasurer. By printing the checks with the Chairman's signature already on them, the Finance Department has been acting as the Chairman's designee. As a result of the County switching its enterprise resource planning (ERP) software to the Tyler MUNIS system, the Finance Department has, 1) evaluated the new ERP financial reporting systems processes over electronic check signing, and

2) reevaluated the current control process for checks within the Finance Department. It was determined that the electronic signing feature of MUNIS will not be effective due to the annual rotation of the Chairman. It was concluded that the best action would be for the Commission to remove the Chairman's electronic signature on the checks printed and designate the Chief Financial Officer (CFO) as signatory as there will be no anticipated annual rotation in the CFO position. To maintain good internal control over the check printing process due to the change in having the CFO as Signatory, it was determined that it would be necessary to recommend that the authority for the CFO and Deputy to approve purchase requisitions be removed and all future purchase requisitions that required CFO and Deputy approval be authorized by the County Executive Office (CEO). Resolution 15-16-47 designates the CFO to sign checks for the Chairman and keeps the wet signature of the Treasurer. Rather than the Chairman's signature being pre-printed when checks are cut by Finance's accounts payable personnel, the electronic signature of the CFO would be maintained on a key fob to which only the CFO and Deputy would have access. The key fob would have to be physically inserted into the printers during the check signing process. The Finance Department's accountants who do not print checks would be responsible for reviewing the checks prior to the County Treasurer signing. Additionally, in early April 2016, the finance department added "dual signature required" on the checks printed to avoid the bank cashing without the required dual signature of the Commission Chairman (or designee) and County Treasurer. Checks printed for the Communications Authority (payroll related checks only) would be signed by the Communications Authority Chair via a signature stamp that would be secured by the Chief Financial Officer and Deputy as a backup. The Commission asked various questions. A motion was made by Commissioner Johns, seconded by Commissioner Charley to approve Resolution 15-16-47, Change in Check-Signature Process. Chairman Eckstein, Commissioner Johns, and Commissioner Charley voted in favor of the motion, Chairman Pro-Tem Fortner voted against the motion. Upon voice vote this motion passed.

5. Consideration of Award of Proposals 15-16-21, Employee Benefits Program Administration - Major Medical, and 15-16-22, Major Medical Aggregate and Specific Stop-Loss Insurance

Diane Baker, Procurement Manager, briefed the Commission that on February 28, 2016, Central Purchasing issued two requests for sealed proposals for the purpose of selecting two firms that can provide third party administration of the Employee Benefits Program - Major medical and for aggregate and specific stop-loss insurance coverage. On March 31, 2016, Purchasing received and opened six (6) proposal responses for the third party administration and five (5) proposal responses for the aggregate and specific stop-loss insurance coverage proposal. The Evaluation Committee, consisting of Cricket Long, Melissa Wood, Kristi Galloway, Bill Wade and Diana Baker, evaluated all responsive offers for both proposals in accordance with the evaluation criteria. The Committee recommends that awards be made to Tall Tree Administrators of Salt Lake City, UT and Sun Life Financial of Walnut Creek, CA, for their respective services. Best and final offers have been received. Tall Tree Administrators cost for administration will be \$16.50 per employee per month, which is what the County currently pays, and prescriptions fees of \$2.25 per employee per month, which is a \$0.25 decrease from the current plan. Sun Life's annual premium will be \$636,352, a 15% decrease from the current premium. A motion was made by Commissioner Johns, seconded by Chairman Pro-Tem Fortner to approve the Award of Proposals 15-16-21, Employee Benefits Program Administration - Major Medical, and 15-16-22, Major Medical Aggregate and Specific Stop-Loss Insurance. Upon voice vote this motion passed unanimously.

6. Consideration of Road Construction Agreement Between the Navajo Nation and San Juan County- Attachment E of the Intergovernmental Agreement

Dave Keck, Public Works Administrator, stated that on October 16, 2013 the County and the Navajo Nation entered into an Intergovernmental Agreement (IGA) to cooperate on transportation projects of mutual benefit to the citizens of San Juan County. Attachment E to the IGA will consist of the Navajo Nation providing \$1,175,645.59 of upfront/startup funding to the County for which the County will provide construction services to gravel 2.4 miles of N 546 and 6.0 miles of N 5020 in the Shiprock area. We will also sell 2000 tons of road base from one of the County's Gravel Pits. Out of the total project cost the County will earn approximately \$850,000 in additional revenue which will offset our fix equipment and labor cost. Staff feels Public Works has the capacity to perform this project for the Nation without interference to normal County road maintenance activities. Staff recommends approval of "Attachment E" to the IGA. A motion was made by Commissioner Charley, seconded by Chairman Pro-Tem Fortner to approve the Road Construction Agreement Between the Navajo Nation and San Juan County- Attachment E of the Intergovernmental Agreement. Upon voice vote this motion passed unanimously.

7. Consideration of Termination of New Mexico Department of Transportation Cooperative Agreement CN F100040, Contract Number D13404

Dave Keck, Public Works Administrator, explained that in 2009 the County entered into a cooperative agreement, CN F100040, which provided \$294,000 to improve and pave 7.2 miles of County Road 7500. Due to the fact that it was Federal funding the project had to comply with very complex and expensive requirements on such matters as providing an environmental assessment, archeological clearances, and permitting and acquiring rights of way across BLM and Indian allotment lands. With the cost of complying with the Federal regulations approaching \$300,000 plus and the construction cost estimated at \$800,000 it was determined by County Executive and Management staff that the project was financially infeasible. An attempt was made by staff to move the funding to another project but due to the fact that the project location was written into Federal law it was determined that funding could not be moved. Staff would recommend approval of the termination of agreement CN F100040. A motion was made by Chairman Pro-Tem Fortner, seconded by Commissioner Charley to approve the Termination of New Mexico Department of Transportation Cooperative Agreement CN F100040, Contract Number D13404. Upon voice vote this motion passed unanimously.

8. Consideration of Resolution Numbers 15-16-48 and 15-16-49, Disposition of Surplus and/or Obsolete County Property

Larry Hathaway, General Services / Community Development Administrator, informed the Commission that Resolution No. 15-16-48 is for the disposal of one (1) SCBA compressor and miscellaneous bunker gear, all valued less than five thousand dollars. Pursuant to the request from the Fire Chief, staff recommends that the Commission consider donation of the one (1) SBCA compressor to San Juan College allowed pursuant to NMSA 1978, § 13-6-1(D), as they are no longer needed for use by the County. Resolution No. 15-16-49 is for the disposal of five (5) light bars, all valued less than five thousand dollars. Pursuant to the request from the Sheriff's Office, staff recommends that the Commission consider donation of the five (5) light bars to the City of Bloomfield allowed pursuant to NMSA 1978, § 13-6-1(D), as they are no

longer needed for use by the County. A motion was made by Chairman Pro-Tem Fortner, seconded by Commissioner Johns to approve Resolution Numbers 15-16-48 and 15-16-49, Disposition of Surplus and/or Obsolete County Property. Upon voice vote this motion passed unanimously.

9. Consideration of June Commission Meeting Schedule

Kim Carpenter, CEO, stated the Commission is scheduled to meet on Tuesday June 7th which is primary election day. In order to canvass the vote staff is recommending changing the meeting to Thursday June 9th at 4pm.

Report from the CEO

Kim Carpenter, CEO, stated Commissioner McDaniel is at the San Juan Chapter House in support of the Mike family.

Reports From Elected Officials And Department Heads

Joe Sawyer, Deputy Attorney informed the Commission that the State of New Mexico stated that at the last Legislative session the Off-Highway Motor Vehicle Act was amended to allow all-terrain vehicles (ATV) and recreational off-highway vehicles (ROV) to operate on County owned streets and highways if the county authorizes it. A resolution adopting the State statute will be drafted and presented at the next Commission meeting, May 17, for consideration.

Commissioner Charley requested Dave Keck to inspect a bridge that is damaged located 5 miles from Crystal Chapter.

Comments / Input From The General Public

Karen Bayless requested the Commission consider continuing the partnership with the Farmington Regional Animal Shelter. She stated that she is a volunteer, as well as on the foundation board at the shelter. The shelter provides opportunity for people to volunteer, education on pet care, and tracks the transfers of animals. Ms. Bayless explained that the Farmington Regional Animal Shelter provided a presentation to show the Commission the statistics on the screen and there was not a presentation from the Aztec Animal Shelter for all to see.

Leslie Jedrey stated that once the stray animal population get under control, spay and neuter will be the norm.

Closed Executive Session

A motion was made by Chairman Pro-Tem Fortner, seconded by Commissioner Johns to go into closed executive session to discuss threatened or pending litigation and the acquisition or disposal of real estate. Upon voice vote this motion passed unanimously. Upon return a motion

was made by Chairman Pro-Tem Fortner, seconded by Chairman Eckstein to go back into open meeting. Upon voice vote this motion passed unanimously. Chairman Pro-Tem Fortner stated that nothing other than what was stated in the motion to go into closed executive session was discussed.

Adjourn

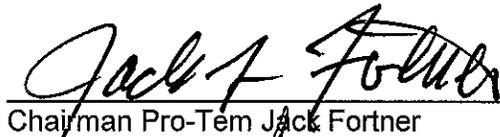
Being no further business a motion was made by Commissioner Charley, seconded by Chairman Eckstein to adjourn the meeting. Upon voice vote this motion passed unanimously and the meeting adjourned at 6:20 p.m.

APPROVED THIS 9TH DAY OF JUNE, 2016

BY THE SAN JUAN COUNTY BOARD OF COMMISSIONERS:



Chairman Scott Eckstein

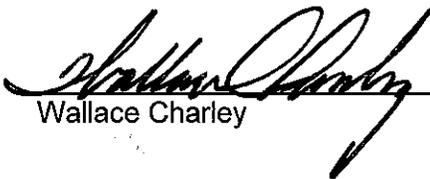


Chairman Pro-Tem Jack Fortner

Keith Johns



Margaret McDaniel



Wallace Charley

ATTEST:



Debbie Holmes, County Clerk