San Juan County Commission
Regular Meeting
July 25, 2013

Chairman Eckstein called the San Juan County Commission will meeting to order on July 25, 2013 at 4:00 P. M. in the Commission Chambers located in the County Administration Building, 100 S. Oliver Drive in Aztec, New Mexico. Commissioner Margaret McDaniel gave the invocation and Commissioner GloJean Todacheene led the Pledge of Allegiance. Those present were:

CHAIRMAN	Scott Eckstein
MEMBER	GloJean Todacheene
MEMBER	Margaret McDaniel
MEMBER	Keith Johns
CLERK	Debbie Holmes
CHIEF DEPUTY CLERK	Tanya Shelby
SHERIFF	Ken Christesen
COUNTY EXECUTIVE OFFICER	Kim Carpenter
ASSISTANT CEO	Linda Thompson
COUNTY OPERATIONS OFFICER	Mike Stark
ATTORNEY	Jim Durrett
DEPUTY ATTORNEY	Joe Sawyer
EMERGENCY MANAGER	Don Cooper
CHIEF FINANCIAL OFFICER	Marcella Brashear
PARKS & FACILITIES ADMINSTRATOR	Mike Davidson
PARKS & FACILITIES DEPUTY ADMINISTRATOR	Daniel Hill
PUBLIC WORKS	T.J. Richards
CHIEF HUMAN RESOURCE OFFICER	Charlene Scott
JUVENILLE SERVICES ADMINISTRATOR	Traci Neff
FIRE CHIEF	Doug Hatfield
DEPUTY FIRE CHIEF	Craig Daugherty
INDIGENT HOSPITAL CLAIMS COORDINATOR	Liza Gomez
GENERAL SERVICES ADMINISTRATOR	Larry Hathaway
CHIEF IT OFFICER	Vince Johns
HOUSING EXECUTIVE DIRECTOR	Faye Anderson
PRESS: Farmington Daily Times	Ryan Boetel
Tri City Tribune	Lauren Duff

VISITORS: 6

Presentation

Larry Hathaway, General Services/Community Development Administrator presented Tim and Julie Jones with a Certificate of Recognition for the "Yard of the Month." The "Yard of the Month" program's mission is to recognize citizens of San Juan County for their voluntary efforts in "Building a Stronger Community" by taking pride in the appearance and maintenance of their yard and home. The Jones' have inspired county residents to strive for a clean and beautiful community where natural resources are protected and the environment is enhanced. The Jones' attractively

groomed property is located at 63 Road 3775. The judging criteria reviewed by the Code Compliance Officer and the Community Development Administrator were as follows:
House numbers are attractively displayed.
The yard is free of litter, junk and debris.
The yard is free of junked or inoperable vehicles.
Trash receptacles are hidden from view.
The yard is free of appliances and indoor furniture on front porches or patios;
The yard is attractively groomed and well maintained. In other words, pleasing to the eye or to the passerby.
The residence, out buildings, fences, porches, decks and patios on the premises are in good repair.

A motion was made by Commissioner Johns, seconded by Commissioner Todacheene to call to order the Indigent Hospital Board Meeting. Upon voice vote, the motion passed unanimously.

Indigent Hospital Claims Board Meeting

1. Review of Claims
2. Approval of Minutes of July 2, 2013
3. Presentation on the Update of the Sole Community Provider Program and Proposal to Intercept the Second 1/8th Increment GRT – Brent Earnest, Deputy Secretary, New Mexico Human Services Department

A motion was made by Commissioner Todacheene, seconded by Commissioner McDaniel to adjourn the Indigent Hospital Board Meeting and call to order the Regular Meeting. Upon voice vote, the motion passed unanimously.

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

Regular Meeting

Approval of Agenda

Kim Carpenter, CEO stated that there are no changes to the agenda. A motion was made by Commissioner Johns, seconded by Commissioner Todacheene to approve the agenda as presented. Upon voice vote this motion passed unanimously.

Consent Agenda

1. Approval of the Amended Memorandum of Agreement with Sandoval County Authorizing DWI and Incarceration Services
2. Approval of Section Eight Management Assessment Program (SEMAP) Certification
3. Approval of June 2013 Check Register

A motion was made by Commissioner McDaniel, seconded by Commissioner Todacheene to approve the Consent Agenda. Upon voice vote this motion passed unanimously.

New Business

1. Consideration of Request for Approval of Memorandum of Understanding (MOU) with City of Farmington for 2013 Byrne Memorial Justice Assistance Grant (JAG)

Sheriff Ken Christesen, explained to the Commission that this is the 2013 Edward Byrne Memorial Justice Assistance Grant (JAG) application from the Department of Justice. The San Juan County Sheriff's Office was determined to be eligible to receive $21,714.92 in conjunction with the Farmington Police Department who will receive $45,129. The San Juan County Sheriff's Office will be using this allocation to purchase fourteen (14) tasers with holsters, five (5) handheld radios, (28) flashlights and forty (40) 2013 New Mexico Criminal & Traffic Law manuals. No matching funds are required with this grant; however, to purchase these items will require an additional $592.92 from the Sheriff's Office FY13-14 operating budget. We are requesting any public comment & commission ratification of this Agreement. There was no public comment. A motion was made by Commissioner Johns, seconded by Commissioner McDaniel to approve this memorandum of understanding (MOU) with the City of Farmington for 2013 Byrne Memorial Justice Assistance Grant (JAG). Upon voice vote this motion passed unanimously.

2. Consideration of Approval of Contract for Residential Treatment Services Between San Juan County and Presbyterian Medical Services

Traci Neff, Juvenile Services Administrator Center informed the Commission that San Juan County Juvenile Services is requesting formal approval of the contract between San Juan County and Presbyterian Medical Services (PMS) in order to provide behavioral health treatment services to adolescents in San Juan County via the Residential Treatment facility located adjacent to the Juvenile Services Center. Letters of interest were sent out to multiple providers in the area. PMS was the only provider to respond to the letter of interest. PMS has been providing services to adolescents since 2006 at no cost to the County. This contract contains no programmatic costs, with the exception of utilities and meals for clients and staff. This is a one year contract and allows for three additional one year terms. Mrs. Neff recommends approval of the contract between San Juan County and Presbyterian Medical Services. A motion was made by Commissioner Johns, seconded by Commissioner Todacheene to approve this Contract for residential treatment services between San Juan County and Presbyterian Medical Services. Upon voice vote this motion passed unanimously.

3. Request for Approval of Resolution13-14-08, FY13 Budget Adjustments, as presented

Marcella Brashear, Chief Financial Officer requested the Commission approve FY13 budget adjustments. If approved by the Commission these budget adjustments will be sent to the NM Department of Finance & Administration for their approval. The adjustments are as follows; Grant revenues have been increased by $70,769 and grant expenditures have been increased by $3,287 based on adjustments to grant agreements. Expenditures affecting the General Fund have been increased by $371,004 due to expenditures being greater than estimates. Debt Service

expenditures were decreased by $474,180 due to the Hospital Bonds Mandatory Redemptions. The Hospital Bonds were paid off in April, 2013. The total adjustment to revenue is $70,969 and total adjustment to expenditures is a decrease of $99,889. A motion was made by Commissioner Johns, seconded by Commissioner Todacheene to approve Resolution 13-14-08, FY13 budget adjustments, as presented. Upon voice vote this motion passed unanimously.

4. Request for Approval of Resolution 13-14-09, FY13 Final Quarter Financial Report for Year Ending June 30, 2013

Chief Financial Officer Marcella Brashear explained to the Commission that the Finance Department prepares a financial report each quarter in accordance with Department of Finance & Administration (DFA) requirements. The DFA requires that the final quarter financial report be reviewed and approved by resolution by the County Commission. Staff requests approval of the FY13 Final Quarter Financial Report to comply with the DFA requirement. Mrs. Brashear confirmed that the ending cash balances from FY13 match the beginning balances in the FY14 Budget. A motion was made by Commissioner McDaniel, seconded by Commissioner Johns to approve Resolution 13-14-09 FY13 final quarter financial report for year ending June 30, 2013. Upon voice vote this motion passed unanimously.

5. Request for Approval of Resolution 13-14-10, Fiscal Year 2014 Final Budget

Marcella Brashear, Chief Financial Officer indicated to the Commission that the FY14 final budget must be submitted to the DFA by July 31, 2013. The budget documents will be sent to the DFA after approval by the Commission. She explained that this budget meets the 3/12ths reserve requirements, and there is no excess in this budget. The interim budget included a 5% decrease in gross receipts tax (GRT), the GRT was reduced to 3% for the final budget. Property tax revenue was adjusted due to the State assessed values coming in lower, this decreased revenues by $620,000 this was the largest adjustment. Changes to expenditures include all of the carryovers for a total of $6.6 million. This budget contains 26 frozen positions saving the county $1.5 million. Commissioner Johns asked if there were any changes to outside agencies from the interim budget. Mrs. Brashear explained that Pre-Trial Services was added back to FY13 funding level. CEO Kim Carpenter indicated that the majority of the outside agencies received a letter explaining the funds that they would be receiving this year. He also mentioned that he is concerned about the over/under required reserves and the fact that there is nothing to work with. Mrs. Brashear further explained that the impact to the general fund for capital is down 48% from last year. Commissioner Todacheene confirmed the increase to the City of Farmington Animal Shelter. Mr. Carpenter commented that the Farmington Animal Shelter is a hot topic and they may request additional funding from the County. He also discussed spaying and neutering within the county and indicated that he would keep the Commission updated on this situation. Chairman Eckstein commended the Finance Department, Elected Officials, Department heads and staff for allowing the county to run efficiently as it is with the budget shortfalls. A motion was made by Commissioner Johns, seconded by Commissioner McDaniel to approve Resolution 13-14-10, fiscal year 2014 final budget. Upon voice vote this motion passed unanimously.

6. Consideration of Lease Agreement with United States Senate for a Field Office for Senator Martin Heinrich

Mike Stark, County Operations Officer indicated that San Juan County was recently approached by the local field office for United States Senator Martin Heinrich regarding available office space for lease. Currently, San Juan County has two offices available at the Housing/Water Commission Building located at 7450 E. Main St. in Farmington. The office space being requested is approx. 169 sq. ft. In addition, access would be available to the building's conference room and other common facilities such as the break room and restrooms. The term of the lease would start August 27, 2013 and coincide with the remainder of the Senator's six-year term which is January 3, 2019. The fair market monthly rent associated with this office space and the use common of area spaces was estimated at $300/month ($3,600 per year). As part of the lease agreement, San Juan County would be responsible for installing signage both on the building sign and office door. Staff recommends approval of the lease agreement between San Juan County and the United States Senate. Commissioner Johns confirmed that this lease is for one office. A motion was made by Commissioner Johns, seconded by Commissioner McDaniel to approve the lease agreement with United States Senate for a field office for Senator Martin Heinrich. Upon voice vote this motion passed unanimously.

7. Consideration of Resolution 13-14-07, Establishing a Four-Day Workweek for Certain Administrative Departments

County Operations Officer Mike Stark stated on July 2, 2013, the County Commission approved establishment of a Four-Day workweek for certain administrative departments. He explained that this resolution reflects the direction provided from the Commission at the last meeting and formally designates a start date of September 1st. In addition, the resolution confirms that holidays will be paid based on employee's regularly scheduled hours, how Friday and Saturday holiday's will be handled for those employees on a 4-10 schedule, and how any conflicts with the employee handbook will be handled during this one-year trial period. Since the four-day workweek is on a trial basis the legal department suggested establishing a resolution instead of changing the handbook, which would require an ordinance. Commissioner Johns asked if there have been any comments from the public. CEO Kim Carpenter explained that he had one citizen that commented on the poorly written editorial. Chairman Eckstein also commented on the editorial. Mr. Stark stated that he had received several positive comments from employees. Staff recommends approval of Resolution No. 13-14-07, establishing a four day workweek for certain administrative departments. Mr. Stark also advised the Commission of the marketing that is being done to notify the public of the new work week schedule. A motion was made by Commissioner Johns, seconded by Commissioner Todacheene to approve Resolution 13-14-07, establishing a four-day workweek for certain administrative departments. Upon voice vote this motion passed unanimously.

Reports From Elected Officials And Department Heads

Commissioner Todacheene reported that Sally Clark was elected as the 2nd Vice President of the National Association of Counties. Ms. Clark is from Colorado. She also mentioned that she attended workshops on cyber security and she brought back information on oil and gas fracking.

CEO Kim Carpenter advised the Commission that San Juan County received an award for participating in National County Government Week from the National Association of Counties. He commended Joni Kelsey for all of her work during County Government week.

Comments / Input From The General Public

None

Closed Executive Session

None

Adjourn

Being no further business a motion was made by Commissioner Johns, seconded by Commissioner Todacheene to adjourn the meeting. Upon voice vote this motion passed unanimously and the meeting adjourned at 5:05 p.m.

APPROVED THIS 6th DAY OF AUGUST, 2013

BY THE SAN JUAN COUNTY BOARD OF COMMISSIONERS:

Chairman Scott Eckstein

Chairman Pro-Tem Jack L. Fortner

Margaret McDaniel

GloJean Todacheene

Keith Johns

ATTEST:

Debbie Holmes, County Clerk