



January 4, 2012
Agenda
9:30 A.M. Organization / Business
Meeting
Valencia County Commission Chambers
444 Luna Avenue
Los Lunas, NM 87031

Board of County Commissioners
Georgia Otero-Kirkham, Chair District II
Mary J. Andersen, Vice-Chair District I
Lawrence R. Romero District III
Ron Gentry District IV
Donald E. Holliday District V

- 1) Call Meeting to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda
- 4) Approval of Minutes: December 21, 2011-Business Meeting

Georgia Otero-Kirkham

PRESENTATION(S)

- 5) Older Americans Advisory Council Progress Report: Lillie McNabb

DISCUSSION (Non-Action) ITEM(S)

- 6) Reports from Manager, Commissions, Boards & Committees

ACTION ITEM(S)

- a) **Resolution 2012-___**, Appointment of Chairperson & Vice-Chairperson
 - b) **Resolution 2012-___**, Adoption of 2012 Open Meetings
 - c) **Resolution 2012-___**, Adoption of Parliamentary Procedures and Robert's Rules of Order
 - d) **Resolution 2012-___**, Inspection of Public Records Act
 - e) **Resolution 2012-___**, Establish Holidays & Work Hours
 - f) **Resolution 2012-___**, Establish Depositories
 - g) **Resolution 2012-___**, Signature Authority on Checks
 - h) Appointments Boards, Commissions & Committees
 - i) Approval of County Organization Chart
 - j) Initiatives Discussion for 2012
 - k) Other Organizational Issues/Discussions
- 7) Consideration of MOU between Village of Bosque Farms and Valencia County: **Kenny Griego / Jose Campos**
 - 8) Consideration of Contract Between John Kirkpatrick and Valencia County for the Belen Senior Center Addition: **Kenny Griego / Jose Campos**
 - 9) Consideration of Legislative Priorities 2012-2013: **County Commission / Eric Zamora**

FINANCIAL MATTERS:

- 10) Consideration of Audit for Fiscal Year 2010-2011 prepared by Accounting and Consulting Group, LLP.:
Kenny Griego / Wilma Abril

11) Consideration of Approval: Payroll / Warrants: **Kenny Griego / Wilma Abril**

PUBLIC COMMENT:

Please sign up on the sheet located just outside the Commission chambers. The Board will allow each member of the public wishing to address the Board a full and complete opportunity to address the Commission

EXECUTIVE SESSION:

Pursuant to Section 10-15 1 (H) (2) (7) & (8), the following matters may be discussed in closed session: a. personnel **Consideration of employee contracts: County Manager, Business Manager, Code Enforcement Director, Warden:**
b. pending or threatened litigation: c. real property: d. other specific limited topics that are allowed or authorized under the stated statute.

- ◆ Motion and roll call vote to go into Executive Session for the stated reasons
- ◆ Board meets in closed session
- ◆ Motion and vote to go back into regular session
- ◆ Summary of items discussed in closed session
- ◆ Motion and roll call vote that matters discussed in closed session were limited to those specified in motion for closure, and that no final action was taken, pursuant to the authority in §10-15-1 NMSA 1978.

NEXT COMMISSION MEETING:

◆ **January 11, 2012 – Public Hearing Meeting @ 5:00 P.M.**

Valencia County Commission Board Room 444 Luna Ave. LL, NM

ADJOURN:

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Valencia County Manager's Office at the Valencia County Courthouse, Los Lunas, New Mexico, (505) 866-2014 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the Valencia County Manager's Office at the Valencia County Courthouse if a summary or other type of accessible format is needed.



VALENCIA COUNTY

Board of County Commissioners

Agenda Request Form

Department Head: Kenneth S. Griego

Individual Making Request: Jose Campos

Presentation at Meeting on: 4 January 2012

Date Submitted: 20 December 2011

Title of Request: MOU between Village of Bosque Farms and Valencia County

Action Requested of Commission:

Consideration of Memorandum of Understanding to pay the salary of a two (2) hour per day, 20 hour per pay period Center Aide as funding permits for the Older American Program in the Village of Bosque Farms.

Information Background and Rationale

The purpose of this agreement is to provide assurance that the Older American Program will fund the Center Aide employed by the Village of Bosque Farms for the purpose of assisting with Senior lunch program.

What is the Financial Impact of this Request?

The Older American Program is currently funding the position.

Legal:

"Approved as to Form". AN

Finance:

The position has been included in this year's budget. WA

Business Manager:

Provides some financial support and personnel to the Bosque Farms Older American Program.
KG



VALENCIA COUNTY

Board of County Commissioners

Agenda Request Form

Department Head: Kenneth S. Griego

Individual Making Request: Jose Campos

Presentation at Meeting on: 4 January 2012

Date Submitted: 20 December 2011

Title of Request: Architect Contract between John Kirkpatrick and Valencia County for the Belen Senior Center Addition

Action Requested of Commission:

Consideration of the contract between John Kirkpatrick and Valencia County for the Belen Senior Center Addition.

Information Background and Rationale:

The Older American Program has a Legislative appropriation in the amount of \$300,000.00 for the renovation of the Belen Senior Center. The improvements include but are not limited to enlarging the central meeting area. RFP # 195 was solicited and John Kirkpatrick was selected.

What is the Financial Impact of this Request?

The Belen Senior Center renovations are a result of a \$300,000.00 Legislative appropriation, there will be no impact on the County's budget. The total amount of the contract with John Kirkpatrick is \$31,946.00. The basis of a fixed fee of 10% on estimated MAAC of \$297,000.00.

Staff Comments:

Renovations are needed to expand and make the center better utilized by the Senior Citizens.

Legal:

Approved AN

Finance:

The renovations to the Belen Senior Center will be done through a FY11/12 Legislative Appropriation, in the amount of \$300,000.00. These expenditures will be based on reimbursable. W.A.

Business Manager:

The project will allow for needed renovations to the Belen Senior Center. K.G.



VALENCIA COUNTY

Board of County Commissioners

Agenda Request Form

Department Head: County Commission
Individual Making Request: Eric Zamora
Presentation at Meeting on: January 4, 2012
Date Submitted: December 28, 2011
Title of Request: Legislative Priorities 2012-2013

Action Requested of Commission:

Consideration of Legislative Priorities 2012-2013

Information Background and Rationale:

With the beginning of the Legislative session on January 16, 2012, it is time for the county to prepare and submit legislative priorities for the upcoming year. Attached are the 2011-2012 projects that were previously submitted.

What is the Financial Impact of this Request?

Approval of projects through the legislature will result in funding that may require county matching funds.



VALENCIA COUNTY

Board of County Commissioners

Agenda Request Form

Department Head: Kenneth Griego
Individual Making Request: Wilma Abril
Presentation at Meeting on: January 4, 2012
Date Submitted: December 27, 2011
Title of Request: Audit for FY 10/11

Action Requested of Commission:

Consideration of Audit for Fiscal Year 2010-2011 prepared by Accounting and Consulting Group, LLP.

Information Background and Rationale:

The audit report for Valencia County was received by the Office of the State Auditor on November 15, 2011. The State Auditor's review of the audit report required by Section 12-6-14 (D) NMSA 1978 and 2.2.2.13 NMAC has been completed.

What is the Financial Impact of this Request?

The approval will allow the County to pay off the reminder of the fees to Accounting and Consulting Group, LLP in the amount of \$49,800.00 plus GRT for a total of \$53,286.00.

Staff Comments:

Legal:

"Approved, however, the report will not be public record until after five days from its release from the State Auditor per Section 12-6-5(A) NMSA 1978." A.N.

Finance:

The \$53,286.00 has been budgeted for. K.G.

Business Manager:

The audit has been completed and submitted to the State Auditors' Office and it is now the responsibility of Valencia County to take corrective action on all findings and comments. K.G.