



March 7, 2012
Agenda
9:30 A.M. Business Meeting
Valencia County Commission Chambers
444 Luna Avenue
Los Lunas, NM 87031

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

Donald Holliday

- 1) Call Meeting to Order
- 2) Pledge of Allegiance
- 3) Approval of Agenda
- 4) Approval of Minutes: February 8, 2012 Public Hearing; February 15, 2012 Business Meeting; February 21, 2012 Special Meeting

PRESENTATION(S)

- 5) Rick Silva – Liberty National
- 6) Tom Gow – Bureau of Land Management (powerpoint)

DISCUSSION (Non-Action) ITEM(S)

- 7) Department Reports – Code Enforcement – Jacobo Martinez; County Manager Job Description – Daniel Zolnier
- 8) Reports from Manager, Commissions, Boards & Committees

ACTION ITEM(S)

- 9) Consideration of making Conejo Station available for acceptance of household refuse on the last two Saturdays of March, April and May 2012: **Chairman Holliday**

10) Accept Findings of Facts and Conclusions of Law

- (1) Consideration to adopt the findings of facts and conclusion. It is therefore ordered that the P&Z Commission's decision to deny request for a Conditional Use within a Neighborhood Commercial Zone of a proposed auto repair facility for the property described at T6N, R2E, Section 15, Map 85; Tract 16-B1-A; Zoned C-1; Filed in Book 365, Page 2930, of the office of the Valencia County Clerk; also known as 2975 Highway 47, Los Lunas, NM is hereby affirmed. **Jacobo Martinez**
- (2) Consideration to adopt the findings of facts and conclusion of law regarding a solar facility in a mineral resource zone. It is therefore ordered that the P&Z Commission's decision to approve a request for a Conditional Use within a Mineral Resource Zone of a proposed concentrated photovoltaic (CPV) Solar facility for the property described as T6n, R2&3E, Section 1&6; NMPM, Lands of Orona Investments; Tract 1; Zoned M-R; Filed in Book 341, Page 8242, of the office of the Valencia County Clerk is hereby reversed. **Jacobo Martinez**

- 11) Consideration of Resolution 2012-___ for 2012-2013 for County Road Improvement program with the NMDOT totaling \$503,627 for Cooperative State Funds (COOP), School Bus Route Funds (SB) and County Arterial Program Funds (CAP): **Eric Zamora / Lina Benavidez**

12) Consideration of Solid Waste Plan for Valencia County: **County Commission / Solid Waste Planning Committee**

13) Law Enforcement Protection Fund Application: Sheriff requests commissioner's approval to submit Law Enforcement Protection Fund Application: **Louis Burkhard**

14) Consideration to hire Board of Elections (BOE) employee: **Sally Perea**

15) Consideration of RFP for the purpose of Valencia County continuing the Older American Program for the next four year: **Ruben Chavez / Jose Campos**

FINANCIAL MATTERS:

16) Consideration of Budget Resolution 2012-___: **Eric Zamora / Christina Card**

17) Consideration of Approval: Payroll / Warrants: **Eric Zamora / Christina Card**

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: 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:

◆ **March 14, 2012 – Public Hearing @ 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 old Valencia County Courthouse if a summary or other type of accessible format is needed.

VALENCIA COUNTY BOARD OF COMMISSIONERS

PUBLIC HEARING MEETING

FEBRUARY 8, 2012

PRESENT	
Donald E. Holliday, Chairman	
Georgia Otero Kirkham, Vice-Chair	
Lawrence R. Romero, Member	
Ron Gentry, Member	
Mary J. Andersen, Member	
Eric Zamora, County Manager	
Adren Nance & Dave Pato, County Attorneys	
Sally Perea, County Clerk	
Press and Public	

1) The meeting was called to Order by Chairman Holliday at 5:06 P.M. due to recording technical difficulties.

2) Chairman Holliday led the Pledge of Allegiance.

3) Approval of Agenda

Commissioner Otero-Kirkham moved for approval of the agenda. Seconded by Commissioner Gentry. Motion carried unanimously.

SWEARING IN OF PARTICIPANTS:

County Clerk Sally Perea administered the oath to those members of the audience wishing to give testimony.

PUBLIC HEARING ITEM(S):

4) Consideration to Hear an Appeal of a Decision Made by Planning and Zoning Commission to Deny a Conditional Use for an Automotive Repair Garage in a Neighborhood Commercial (C-1) Zoning District- Eric Zamora / Jacobo Martinez.

Valencia County Planner Jacobo Martinez stated on December 15, 2011 the Planning and Zoning, after hearing testimony voted to deny the request 3-0 for a Conditional Use within a C-1 Zoning District.

The Planning and Zoning Department found that the proposed use would substantially alter the character of the surrounding area and does not meet the goals of the comprehensive plan specifically; Goal B protects and enhances the distinctive identities of the unincorporated communities and sub-regions within the county, Goal M protects and improves the quality of water resources available to the county, Goal S preserves and enhances features, structures and places that are historically and culturally significant in the county and Goal T protects the scenic resources and the unique visual elements of the county.

An appeal was made on December 27, 2011 by citizens concerning this request. The appellant states they do meet the requirements of a Conditional Use and they meet the following goals of the comprehensive plan; Goal J steers urbanizing development to areas where adequate infrastructure, utilities and public services are available and Goal P strengthens the economic base of the county, expands employment opportunities and improves local workforce skills and abilities.

Since the Planning and Zoning's decision the appellants have received a business registration license from the county for a retail establishment to sell car stereo equipment. This is a C-1 Zone, which is a neighborhood commercial zone which allows for small scale type of commercial business, so they are allowed to have retail establishment in that zone but need a Conditional Use for the automotive repair garage.

The building on the site was initially built in 2005. Russell Romero owned the land at the time of the application which shows that the building was going to be utilized as a storage shop, nothing about a commercial shop was indicated on that application for a storage building.

Chairman Holliday asked who currently owns that property. Mr. Chris Crispin and Bernardo Garcia was Mr. Martinez's response.

Commissioner Otero-Kirkham said prior to the meeting the commissioners received a packet containing a letter stating that Mr. Crispin is no longer an owner of the business and now belongs to Bernardo Garcia. So apparently Mr. Crispin is out of the picture.

Mr. Bernardo Garcia said he is requesting a Conditional Use permit to run a collision and mechanical shop which would be an automotive shop to repair cars, tractors and various vehicles.

Mrs. Garcia stated they are requesting a reconsideration of use for the property located at 2975 Hwy 47, Los Lunas, New Mexico 87031. In November of 2011 Mr. and Mrs. Garcia found this location which they considered to be the perfect location to establish a business. This building meets the needs of a majority of individuals who either reside or drive by the local area. Thus far they have not been granted the opportunity to function as a full auto body shop and are seeking the commission's approval to do so. They are currently licensed to conduct business as retail auto accessories sales. The amount of care being requested by their clients would require them to obtain a Conditional Use Permit. They are in the process of working with the CID and EPA making certain that they are in compliance with all the requirements in order to receive whatever permits are required for them to conduct business. Mrs. Garcia feels by allowing them this opportunity it would alleviate a high demand of needs from a large amount of the community, as well all the surrounding areas. The Environment Department has performed an inspection and all the findings of the inspection have all fallen within the compliance and guidelines. Her husband, Bernardo Garcia, has thirty plus years of experience on the maintenance and repair of any and all types of automobiles, is a master technician as well as certified in the I-Car Certification Program. Mrs. Garcia presented the commission with character letters and signed petition forms.

Chairman Holliday asked Mr. Garcia if he will be working on motors or will it be a paint and body shop or both and what will the working hours be.

Mr. Garcia said both and they will open at 7:00 A.M. until 6:00 P.M.

Tome resident Sandra Flemming stated she has resided in Tome for twenty eight years and she has seen the big change in the area. She stated there are several merchants along Hwy 47 and as voters and we need to have that money growing in this area instead of it going to different areas of the county. Ms. Flemming works in Albuquerque, so it would be a convenience for her to drop off her vehicle there for servicing, go back to her home and pickup another car and go on to work. Mr. and Mrs. Garcia have done a great job with the upkeep of the property. We have newcomers moving in and we have to open doors for these newcomers's, not shut our doors to them.

Chairman Holliday asked about outdoor lighting on the premises and if so are they intending to place more.

Mrs. Garcia said yes and we plan on placing the street lamp lights as well as security motion lights around the building.

Commissioner Otero-Kirkham said she had a call from a constituent whose concern was they could conceivably have several parked cars on the premises for one reason or another.

Mr. Garcia said in the event that vehicles were not picked up, there's a ten day period in which they will file for a lien on it and will dispose of that vehicle immediately. With his experience, he is not anticipating any work that's going to be valued more than the repair so he doesn't see getting a vehicle in his shop that he knows he's going to be stuck with. Most of the vehicles that he'll be dealing with are newer vehicles and the older vehicles right off hand, he'll tell them it's not worth putting money into.

Commissioner Andersen said Hwy 47 is a state road and when you put a business on a state road, isn't it not necessary to have a traffic study?

Mr. Martinez said I believe they have been in contact with the Department of Transportation and the Department of Transportation has not given him the indication that they would need a full traffic study completed for that site, although he hasn't received an actual reply on this as of yet and will try to reach the DOT by next week with an answer.

Commissioner Gentry asked the Garcia's if they plan on doing anything in the course of their auto body business that isn't done by all other body shops. Is there something extra ordinary as there are body shops all over this county?

Mr. Garcia said the reason why there won't be a lot of traffic is because he does custom work. He works on vehicles doing modifications and paint which usually takes longer than just doing a normal vehicle. That's why the volume will probably be less than normal.

Commissioner Andersen was concerned about the water and ground water contamination and asked what would be the water consumption for a given day and the information in the packet indicates the septic tank on this property was done for a conventional home, not a commercial septic tank. Mr. Garcia said the restroom would probably be the most often used. Everything else is dry sanded and they do wash vehicles which is low volume. Also oils are always contained; he has giant catches that

Minutes of February 8, 2012 Public Hearing Meeting

are placed under the vehicles to catch the oil even though they don't really leak much. They have a company that picks up the oils and anti freeze.

Mrs. Garcia said being that there are other body shops in this area what makes their business different from any other auto shop in the county. They are very easy to work with and they guarantee their work and their prices are reasonable.

Mr. Garcia said they will also be installing auto alarms and stereos, they won't always be busy doing body work and does not cause any contamination or pollution.

Chairman Holliday said he believes the concern is that the residents in the area are afraid that as you start your venture, you'll have vehicles in different stages parked on the premises polluting the area, look bad and then it starts looking like a junk yard and then you have a chop shop and you have the stereo's blasting.

Mr. Garcia said if we're not given the chance to try, you'll never know and it's their intention not to do that. We want to save the environment as much as any one else.

Tome resident Adam Solis, Tome resident Vicky Aragon, Tome resident Jennifer Malone, Mary Ann Perea, Gary Vervle, Isabel Santianas, Valencia resident Mike Wood, Clarke Metcalf and Alice Torwrit were all in support of the request.

Rita Padilla Gutierrez, Patricia Sanchez and James Fischer were opposed to the request.

Tome Resident Jerri Rhodes believes that the Conditional Use Permit is to make very clear what those regulations are and to ask these people if they have good intentions to observe those conditions and we'll find out soon enough if they're willing to go to the expense to meet them.

Tome resident Phillip Elrod said he doesn't have a problem with the business being there, he has a problem with the traffic issue it's going to create which he feels will be a major issue.

Valencia County resident Lisa Chavez said although she is no longer a Tome resident, she would ask that the commission consider the opinions and concerns of the Tome residents who live near this facility. Please consider the uniqueness and the beauty of the community. We do need progress and growth but the opinions of the people who live in the immediate area should be your priority and anyone that has any conflict of interest should recuse themselves from the voting in order to have a fair decision made for all.

Mr. Garcia said they are being accused of dumping toxic waste. We have talked to the EPA, they've checked us and there is no wrong doing on our part. We are doing everything that we possibly can to please everyone, but there are some individuals that are trashing us and have thrown us through the gutter. I do care about the community and how it's going to look. People have to accept the fact that I am part of the community now and I am going to do the best that I possibly can do to keep this site looking as it looks right now.

PUBLIC COMMENTS:

Those members of the audience that spoke at tonight's meeting were Valencia County residents Mike Wood, Sue Moran, Mary Wood and Clarke Metcalf.

NEXT COMMISSION MEETING:

The next Regular Meeting of the Valencia County Board of County Commission will be held on February 15, 2012 at 9:30 A.M. in the County Commission Room at the Valencia County Courthouse.

ADJOURNMENT:

Commissioner Otero-Kirkham moved for adjournment. Seconded by Commissioner Andersen. Motion carried unanimously.

NOTE: All proposals, documents, items, etc., pertaining to items on the agenda of the February 8, 2012 Public Hearing Meeting (presented to the Board of County Commissioners) are attached in consecutive order as stated in these minutes.

VALENCIA COUNTY BOARD OF COMMISSIONERS

DONALD E. HOLLIDAY, CHAIRMAN

GEORGIA OTERO-KIRKHAM, VICE-CHAIR

LAWRENCE R. ROMERO, MEMBER

RON GENTRY, MEMBER

MARY J. ANDERSEN, MEMBER

ATTEST:

SALLY PEREA, COUNTY CLERK

DATE

VALENCIA COUNTY BOARD OF COMMISSIONERS

BUSINESS MEETING

FEBRUARY 15, 2012

PRESENT	
Donald E. Holliday, Chairman	
Georgia Otero Kirkham, Vice-Chair	
Lawrence R. Romero, Member	
Ron Gentry, Member	
Mary J. Andersen, Member	
Eric Zamora, County Manager	
Adren Nance & Dave Pato, County Attorneys	
Sally Perea, County Clerk	
Press and Public	

- 1) The Meeting was called to Order by Chairman Holliday at 9:30 A.M.
- 2) Chairman Holliday led the Pledge of Allegiance.

3) Approval of Agenda

Commissioner Andersen moved for approval of the agenda with the removal of Item (5) Solid Waste Planning Committee Update and including the minutes of January 24th and February 1st for approval. Seconded by Commissioner Gentry. Motion carried unanimously.

**4) Approval of Minutes: January 24, 2012
February 1, 2012**

Commissioner Romero moved for approval of the minutes. Seconded by Commissioner Otero-Kirkham. Motion carried unanimously.

PRESENTATION(S):

5) Solid Waste Planning Committee Update
Tabled.

6) Director Report – Warden Joe Chavez

Warden Joe Chavez presented his report on the Adult Detention Center which currently houses 172 inmates in Valencia County and due to mental health issues two inmates are being housed at the prison. Detention is currently in negotiations with AFNNE on the union contract suit which is at the give and take process stage. The Los Lunas Police Department will be offering defensive tactics training for the detention officers. When detention officers start they are given one week of OJT when they initially start and one week of classroom training. A new implementation that will begin when new officers are put on shifts is that they shadow a senior officer that has at least three years in the detention facility. Presently there are thirty-nine inmates that have been in the detention for over six months, sixteen inmates over a year, two inmates over three years and one inmate has been in the detention facility at least four years. Warden Chavez is currently working with the district attorney, judges and public defenders in order for these inmates not to slide through the cracks and hopefully will get some results.

7) Reports from Manager, Commissions, Boards & Committees

Chairman Holliday announced that County Manager Eric Zamora has taken a new position with the Middle Rio Grande Conservancy District in Belen and will be leaving the county on March 30th. Chairman Holliday and the Commissioners all thanked him for his service and wished him the best.

Commissioner Andersen asked that the county manager be given direction to start advertising for candidates in the paper as soon as possible; the county is in such a state of transition with so many jobs being changed that the county cannot afford to let this job sit empty for very long.

ACTION ITEM(S):

BOARD OF COUNTY COMMISSIONERS CONVENES AS INDIGENT CLAIMS BOARD

Commissioner Otero-Kirkham moved to convene as the Indigent Claims Board. Seconded by Commissioner Romero. Motion carried unanimously.

8) Consideration of Indigent Report – Eric Zamora / Barbara Baker

Minutes of February 15, 2012 Business Meeting

Ms. Barbara Baker presented the Indigent Claims from January 12, 2012 to February 2, 2012 and requested approval of \$45,170.77.

Commissioner Andersen moved for approval. Seconded by Commissioner Otero-Kirkham. Motion carried unanimously.

Ms. Baker presented two appeals. The first appeal was for inmate James Gordon and requested approval of \$232.81 to be paid to Albuquerque New Mexico Physicians and \$15.66 to Zia Diagnostic. The second appeal was for inmate Angela Romero and requested approval of \$626.01 to be paid to UNM Health Sciences Center.

Commissioner Otero-Kirkham moved for approval. Seconded by Commissioner Gentry. Motion carried unanimously.

Commissioner Otero-Kirkham motioned to re-convene as the Board of County Commissioner. Seconded by Commissioner Andersen. Motion carried unanimously.

9) Consideration to Hear an Appeal of a Decision Made by the Planning and Zoning Commission to Deny a Conditional Use for an Automotive Repair Garage in a Neighborhood Commercial (C-1) Zoning District – Jacobo Martinez.

Commissioner Otero-Kirkham said this issue happens to be in her district which she was born and raised in so she absolutely knows everyone. If she was to recuse herself every time an issue came up that involved someone she knew, she would be recusing herself all the time, as with many of the commissioners that sit on the board now. Commissioner Otero-Kirkham moved to approve the appeal and grant the zoning, with conditions; that all the work performed on the cars is to be done inside the building, that all toxic material stored are to be removed from the property and not to be drained into the water aquifer in that area, reasonable working hours, not working at night and giving them a reasonable time to build a solid fence across the property. This is zoned commercial and something commercial is going to go there. This gives the commission an opportunity to place some conditions on the approval and to monitor that they adhere to the conditions. On the night of the Public Hearing the Garcia's testified and made reference that they would like to be good neighbors and Commissioner Otero-Kirkham feels that they are sincere and so with the conditions set, Commissioner Otero-Kirkham motioned for approval of the appeal and the zone change. Seconded by Commissioner Gentry.

Commissioner Romero said this is not in his district but he has had a lot of calls on this issue from the neighborhood and he opposes this because of the neighbors. This zone was placed there for a reason and when you buy in this area you should know what the zone is and not get this far. If the commission starts repealing everything that they've zoned, they're not going to get anywhere. With that in mind and the safety issues Commissioner Romero voted no.

Commissioner Andersen said she has a real concern about any vote or conditional permitting of anything because the county does not enforce those conditions. It just doesn't work, we just don't do it right somehow or another and with that Commissioner Andersen voted no.

Chairman Holliday said he would have to agree with that and voted no.

Motion falls 3-2.

10) Consideration of Funding to be Received from the NM State Department of Homeland Security in the Amount of \$69,353.00 – Glenda Chavez.

Commissioner Romero moved for approval. Seconded by Commissioner Andersen. Motion carried unanimously.

FINANCIAL MATTERS:

11) Consideration of Approval of Payroll / Warrants – Eric Zamora / Christina Card

Commissioner Gentry moved for approval. Seconded by Chairman Holliday. Motion carried unanimously.

PUBLIC COMMENTS:

Those members of the audience making comments at today's Business Meeting were Valencia County resident Mike Wood, Charlotte Back and Marilyn Stoops.

County Manager Eric Zamora introduced the newly hired Human Resources Director Dan Zolnier who brings a wealth of knowledge in HR and has years of experience also working with unions and personnel matters. Mr. Zolnier has a Masters Degree in Industrial Labor Relations and extensive experience in Human Resources, negotiations, arbitration, primarily in industry and is looking forward to working for Valencia County.

Minutes of February 15, 2012 Business Meeting

EXECUTIVE SESSION:

Pursuant to Section 10-15 1 (H) (2) (7) & (8), the Following Matters may be Discussed In Closed Session; a.) Personnel ~~Finance Director; Human Resources Director;~~ b.) Pending or Threatened Litigation c.) Real Property; d.) Other Specific Limited Topics that are Allowed or Authorized under the Stated Statute.

Chairman Holliday motioned to go into Executive Session. Seconded By Commissioner Otero-Kirkham. Roll Call vote. Commissioner Romero voted yes, Commissioner Otero-Kirkham voted yes, Commissioner Gentry voted yes, Commissioner Andersen voted yes and Chairman Holliday voted yes. Motion carried 5-0.

Commissioner Otero Kirkham moved to go back into Regular Session. Seconded by Commissioner Romero. Motion carried unanimously.

County Attorney Adrian Nance stated items discussed in Executive Session were limited to personnel matters- Finance Director and Human Resources and no final action was taken. Commissioner Otero-Kirkham moved for approval. Seconded by Chairman Holliday. Roll call vote. Commissioner Romero voted yes, Commissioner Gentry voted yes, Commissioner Andersen voted yes, Commissioner Otero-Kirkham voted yes and Chairman Holliday voted yes. Motion carried 5-0.

NEXT COMMISSION MEETING:

A Special Meeting will be held on February 21, 2012 at 2:00 P.M. in the County Commission Room at the Valencia County Courthouse.

The next Regular Meeting of the Valencia County Board of County Commission will be held on March 7, 2012 at 9:30 A.M. in the County Commission Room at the Valencia County Courthouse.

ADJOURNMENT:

Commissioner Andersen moved for adjournment. Seconded by Commissioner Gentry. Motion carried unanimously. **TIME: 10:37 A.M.**

NOTE: All proposals, documents, items, etc., pertaining to Items on the agenda of the February 15, 2012 Business Meeting (presented to the Board of County Commissioners) are attached in consecutive order as stated in these minutes.

VALENCIA COUNTY BOARD OF COMMISSIONERS

DONALD E. HOLLIDAY, CHAIRMAN

GEORGIA OTERO-KIRKHAM, VICE-CHAIR

LAWRENCE R. ROMERO, MEMBER

RON GENTRY, MEMBER

MARY J. ANDERSEN, MEMBER

ATTEST:

SALLY PEREA, COUNTY CLERK

DATE

VALENCIA COUNTY BOARD OF COMMISSIONERS

SPECIAL MEETING

FEBRUARY 21, 2012

PRESENT	
Donald E. Holliday, Chairman	
Georgia Otero Kirkham, Vice-Chair	
Lawrence R. Romero, Member	
Ron Gentry, Member	
Mary J. Andersen, Member	
Eric Zamora, County Manager	
Adren Nance & Dave Pato, County Attorneys	
Sally Perea, County Clerk	
Press and Public	

1) The Meeting was called to order by Chairman Holliday at 2:06 P.M.

2) Chairman Holliday led the Pledge of Allegiance.

3) Approval of Agenda

Commissioner Otero-Kirkham moved for approval of the agenda. Seconded by Commissioner Romero. Motion carried unanimously.

ACTION ITEM(S)

4) Approval of Dan Zolnier, Human Resources Director Employment Contract.

Commissioner Gentry moved for approval. Seconded by Commissioner Andersen. Motion carried unanimously.

5) Consideration of County Manager Position / Qualifications.

Commissioner Otero-Kirkham asked that the county's new Human Resources Director, Dan Zolnier, look at the current description requirements for the county manager's position to get his opinion on it. On page two of the current job description it refers to education required and as important as education is, Commissioner Otero-Kirkham feels the commission needs to consider having a county manager that is knowledgeable about Valencia County or at least about county issues, knowledge in how things are done in county government, the way politics are done in Valencia County as well as Santa Fe and can interact with both county officials as well as the legislators. She feels that a Bachelors Degree in either Public Administration, Business or Political Science can be accepted if they have a minimum of five years experience in county management. That is as important or more then actually having a Master's Degree. We all know how unique the politics are in Valencia County and how important the interaction with the people in Santa Fe is. Someone that can do that, get his point across and actually having the experience of running a county is very important. Commissioner Otero-Kirkham would like to advertise this in-state rather than going outside of New Mexico, as New Mexico is unique.

Commissioner Andersen didn't disagree with what Commissioner Otero-Kirkham said and asked if any of the commissioners have looked at Sandoval County's county manager's job description which is very well written and is basically comparable to Valencia County's. She like's the paragraph on educations and experience, which says a degree in Public Administration and Business Administration or closely related field and at least 5 years management experience in the public sector or an equivalent combination of education and experience.

Commissioner Otero-Kirkham asked if the county officials had any input on this. One of the qualifications of the county manager is to be able to work with county staff since there are at least two hundred county employees and a \$50,000,000.00 county budget.

County Treasurer Dorothy Lovato and County Clerk Sally Perea both agreed that one of the key point requirements would be communication since the present county manager is always extremely busy; communication is very limited with him. Mrs. Perea recommends once the new manager is hired sitting down and expressing what the expectations would be from both sides.

Chairman Holliday asked since March 30th is Mr. Zamora's last day how much time as far as notice for a manager do we have and are we going to have a manager on hand by then.

Commissioner Otero-Kirkham said she would venture to say that we may not. By the time the advertising is done and the applications are received, someone is going to have to sit down and review them. So a manager may not be in place by March 30th.

Commissioner Andersen asked, "Do we have an ad out yet?"

County Manager Eric Zamora said, "We do not, because of determining the job description."

Commissioner Andersen suggested very generic language stating what we need and want we don't need to tie the ad to the job description. Chairman Holliday believed the decision was to wait until they had a job description. Commissioner Andersen asked Mr. Zolnier if the ad needed to have a job description. Human Resources Director Dan Zolnier said you could conceivably put an ad out with some basics in it just to generate some resumes which will expedite the process and you'll probably have a three week window in which you can work on that job description while generating applicants.

Commission Gentry said if it isn't broke, we don't need to fix it is one way to look at it. He understands Commissioner Otero-Kirkham's concern, that the Master's Degree might be too high a bar and we want to lower that and the rest of it is seemingly okay.

Commissioner Otero-Kirkham agrees with Commissioner Andersen in that the job description from Sandoval County is more explicit.

Commissioner Gentry said yes, it's more explicit but our current contract covers those areas. It's up to the commission to enforce them and see that they are done right. We basically stated we want a county manager when the article came out about the manager's resignation. Commissioner Gentry already has five applicants and guarantee's not one of them meets the county's criteria. His concern is that just anybody will apply for the job and would hate to see the county go backwards in regards to the requirements and the attitude in upgrading, modernizing and developing a better county. By lowering the standards of qualifications, you're going to eventually get a lower standard of applications. In the last six years we have raised the standards for our directors, finance people, human resources department and the county is showing progress as a result of that. If all that is basically wrong with the one that we have is the language difference, that doesn't bother him as long as they put out that a BA is acceptable but a Masters preferred. He agrees with Commissioner Andersen, we need this out and advertised and he also partly agrees with Commissioner Otero-Kirkham that the bar could be set lower to a BA with a Master's preferred which still gives the commission the upper latitude. He would not like to see them lower the qualifications of a manager to be below the qualification required of a director.

Commissioner Andersen said the advertisement to get the resumes in here does not depend upon what the language is in a job description. She suggested that Mr. Zolnier take the county's job description and Sandoval County's job description, put them together and come up with what Mr. Zolnier thinks is a reasonable job description, bring that back to the commission at the next meeting, but in the meantime let's get the ad out there and Commissioner Andersen made a motion to that effect.

Chairman Holliday asked Mr. Zolnier if he could get something put together by tomorrow? Mr. Zolnier said he can but keep in mind job descriptions are living documents, just because you develop it, it doesn't mean you can't change it. They have to evolve with the duties and responsibilities.

Commissioner Romero said what he worries about is dropping the ball and making sure the bar isn't lowered, because the perception is going to be out there like Luna County's, which says high school education or equivalent. The salary also needs to be published.

Commissioner Andersen stated her motion was to publicize the job opening as soon as they can possibly get it in the newspaper with the statement that Mr. Zolnier provided which says that the commission wants a BA or a Bachelors Degree in Business preferably with a Master's Degree preferred and the job duties that would be in the ad are those that are in the county's current job description. Then Mr. Zolnier brings back to the commission in writing the manager's job description for Valencia County which covers everything that Mr. Zolnier thinks should be in there. Seconded by Commissioner Gentry. Motion carried unanimously. Publication would be with the New Mexico Association of Counties, the National Association of Counties, the Albuquerque Journal and all their regional applications.

Commissioner Otero-Kirkham also asked what would be the closeout time frame for all the applications to be in.

Commissioner Andersen said if we can get it in the paper by Saturday, then three weeks from Saturday, probably be the third week in March which would be the earliest.

Chairman Holliday asked who is going to review these résumés.

Minutes of February 21, 2012 Special Meeting

Commissioner Andersen said the commission makes the choice and they need to determine a way that would be fair to do that. Can we agree that Mr. Zolnier would have the ability to have the commission's permission to eliminate those people who don't meet the qualifications?

Mr. Zolnier said we can just develop a matrix and everyone who is key staff would review the resumes. Everyone that fits the criteria on the matrix would be included and then just filter it down. Then it would just be an automotive process of elimination.

The commissioners agreed since the officials and staff will be working with the county manager if they have any ideas or questions that they would like the commissioners to ask during the interviews that they submit them to the commissioners prior to the interviewing process. If staff has no questions Commissioner Andersen recommends all elected officials write down some questions that they would like answered by the candidates. Those questions can be emailed to the commissioners.

EXECUTIVE SESSION:

Pursuant to Section 10-15 1 (H) (2) (7) & (8), the following matters may be discussed closed session: a.) personnel: Human Resources Director Contract, County Manager Contract b.) pending or threatened litigation c.) real property; d.) other specific limited topics that are allowed or authorized under the stated statute.

NO EXECUTIVE SESSION.

ACTION ITEMS FROM EXECUTIVE SESSION:

- Human Resources Director Contract
- County Manager Contract

NONE

NEXT COMMISSION MEETING:

The next Regular Meeting of the Valencia County Board of County Commission will be held on March 7, 2012 at 9:30 A.M. in the County Commission Room at the Valencia County Courthouse.

ADJOURNMENT:

Commissioner Andersen moved for adjournment. Seconded by Commissioner Otero-Kirkham. Motion carried unanimously. **TIME 2:47 P.M.**

NOTE: All proposals, documents, items, etc., pertaining to items on the agenda of the February 21, 2012 Public Special Meeting (presented to the Board of County Commissioners) are attached in consecutive order as stated in these minutes.

VALENCIA COUNTY BOARD OF COMMISSIONERS

DONALD E. HOLLIDAY, CHAIRMAN

GEORGIA OTERO-KIRKHAM, VICE-CHAIR

LAWRENCE R. ROMERO, MEMBER

RON GENTRY, MEMBER

MARY J. ANDERSEN, MEMBER

ATTEST:

SALLY PEREA, COUNTY CLERK

DATE



VALENCIA COUNTY

Board of County Commissioners

Agenda Request Form

Presenter: Jacobo Martinez

Individual Making Request: Jacobo Martinez

Presentation at Meeting on: February 27, 2012

Date Submitted: March 7, 2012

Title of Request: Findings of Facts and Conclusion of Law

Action Requested of Commission:

Consideration to adopt the findings of facts and conclusion.

Information Background and Rationale:

Decision

IT IS THEREFORE ORDERED that the P&Z Commission's decision to deny a request for a Conditional Use within a Neighborhood Commercial Zone of a proposed auto repair facility for the property described as T6N, R2E, Section 15, Map 85; Tract 16-B1-A; Zoned C-1; Filed in Book 365, Page 2930, of the office of the Valencia County Clerk; Also known as 2975 Highway 47, Los Lunas, NM. is hereby affirmed.

What is the Financial Impact of this Request?

Staff Comments:

Legal:

T6N, R2E, Section 15, Map 85; Tract 16-B1-A; Zoned C-1; Filed in Book 365, Page 2930, of the office of the Valencia County Clerk; Also known as 2975 Highway 47, Los Lunas, NM.

Finance:

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF VALENCIA COUNTY

In the matter of Appealing the Planning &
Zoning Commission's Decision to deny a
request for a Conditional Use with a
Neighborhood Commercial Zone for a Proposed
Auto Repair Garage, Valencia County, New
Mexico, Application by Bernardo Garcia

FINDINGS OF FACT, CONCLUSIONS OF LAW AND DECISION

THIS MATTER came before the Board of County Commissioners of Valencia County ("the Board") on February 15, 2012, and was held pursuant to the Bernardo Garcia's Application to Appeal the Planning & Zoning (P&Z) Commission's Decision to deny a request for a Conditional Use within a Neighborhood Commercial (C-1) Zone for a Auto Repair Garage Facility on the property commonly described as T6N, R2E, Section 15, Map 85; Tract 16-B1-A; Zoned C-1; Filed in Book 365, Page 2930, of the office of the Valencia County Clerk; Also known as 2975 Highway 47, Los Lunas, NM.

The Board, having considered the documents in the record before it, testimony of staff, applicants and members of the public, and argument by the parties and/or their legal representatives, **FINDS:**

Findings of Fact

1. Notice of the regularly scheduled meeting of the Board of Commissioners of Valencia County, New Mexico (the "Board") on February 8, 2012, at which the final hearing of the Application to Appeal the P&Z Commission Decision was published according to New Mexico Statutes and the Valencia County Interim Comprehensive Zoning Ordinance, Ordinance 2004-05, as amended ("Zoning Ordinance").
2. The property for which the Conditional Use is requested has a Neighborhood Commercial (C-1) zoning designation.
3. The application is to appeal the P&Z Commission's decision to deny a request the for a Conditional Use to all allow for the Auto Repair Garage facility on the property described as T6N, R2E, Section 15, Map 85; Tract 16-B1-A; Zoned C-1; Filed in Book 365, Page 2930, of the office of the Valencia County Clerk; also known as 2975 Highway 47, Los Lunas, NM.
4. Bernardo Garcia's original application was a request for approval of a Conditional Use located in a C-1 zone.
5. The subject property is located in a Neighborhood Commercial (C-1) Zoning District.
6. The Planning and Zoning Commission held a public hearing on the Conditional Use Application on December 15, 2011 and voted 3-0 to deny the Conditional Use Application.
7. The Planning and Zoning Department found:
 - a. The proposed use would substantially alter the character of the surrounding area.

- b. The proposed use does not meet the goals of the comprehensive plan, specifically;
 - i. Goal B: Protect and enhance the distinctive identities of the unincorporated communities and subregions within the County.
 - ii. Goal M: Protect and improve the quality of water resources available to the County.
 - iii. Goal S: Preserve and enhance features, structures, and places that are historically and culturally significant in the County.
 - iv. Goal T: Protect the scenic resources and unique visual elements of the county.
8. Bernardo Garcia submitted an appeal application to the Planning Department on December 17, 2012.
9. The appellants contended that they met the following goals of the Comprehensive Plan:
 - a. Goal J: Steer urbanizing development to areas where adequate infrastructure, utilities, and public services are available
 - Goal P: Strengthen the economic base of the County, expand employment opportunities, and improve local workforce skills and abilities.
10. The Board, having considered the factors detailed in Section 154.062(E)(2) of the Zoning Ordinance, and absent objection from the Appellee, held a de novo hearing on the appeal of the P&Z decision to conditionally approve the facility on February 8, 2012.
11. Community residents testified that approval of the facility would result in a decrease to their property values.
12. Community residents further testified that the development would cause an increase in traffic.
13. Community residents further testified that approval of the conditional use would be detrimental to the distinctive identities of the unincorporated community of Tome.
14. Community residents additionally expressed concern that approval of the conditional use would be inimical to the preservation of the historically and culturally significant features of Tome.
15. The findings made by the Board are each independent reasons for the decision of the Board in denying the appeal request.

Conclusions of Law

The following conclusions of law are cumulative, but are severable and independent of each other.

A. The County is a zoning authority with the power to regulate and restrict use of land. NMSA 1978, § 3-21-1 (1995).

B. The Board of County Commissioners is the body that exercises the powers of a county as a body politic and corporate. NMSA 1978, § 4-38-1 (1876).

C. The Board takes notice that the Zoning Ordinance was adopted according to New Mexico statutory authority and duly recorded in the records of the Clerk of Valencia County.

D. The Board has discretion in making zoning decisions. *See Singleton v. City of Albuquerque*, 96 N.M. 468, 471, 632 P2d 345, 348 (1981).

E. Section 154.062 (C) (1) (c) of the Valencia County Zoning Ordinance details the requirements for standing, which is required to appeal a decision of the Planning and Zoning Commission.

F. Section 154.062 (C)(1)(c) requires that the appellant be "entitled by this chapter to notice of hearing prior to decision appealed; or is aggrieved or has interests adversely affected by the decision."

G. Appellant Bernardo Garcia has standing to appeal the decision of the Planning and Zoning Commission as the appellant meets the criteria detailed in Section 154.062(C)(1)(c).

I. Pursuant to Section 154.057(B)(2) the Board is required to make a determination as to whether "[t]he use is inconsistent with those goals and policies of the comprehensive plan which apply to the proposed use" in considering whether to grant the conditional use.

J. Pursuant to Section 154.057(B)(4) the Board is further required to make a determination as to whether "[t]he proposed use will substantially alter the character of the surrounding area any more than the existing permissive uses in the zone or in a manner which substantially limits, impairs or prevents the use of surrounding properties for the permitted uses listed in the underlying zoning district" in considering whether to grant the conditional use.

N. The proposed use is not consistent with the goals established in the Comprehensive Plan, adopted by the Board on October 7, 2005.

O. The Land Use and Housing Development Goal A of the Comprehensive Plan encourages the County to "guide development in a manner that balances the patterns of urban development with the rural character and natural resources of the County."

P. The proposed auto repair garage does not comport with this goal, as it places a heavy commercial use adjacent to property that is zoned rural residential. The development as described by the applicant is simply not appropriate considering the surrounding land use and pattern of development in the area.

Q. Land Use and Housing Development Goal B of the Comprehensive Plan encourages the County to "Protect and enhance the distinctive identities of the unincorporated communities and subregions within the County."

R. The placement of an auto repair garage does not protect and enhance the largely residential character of the community and surrounding areas.

S. The placement of an auto repair garage would further substantially alter the character of the surrounding area more than the existing permissive uses in the C-1 zone.

Decision

IT IS THEREFORE ORDERED that the P&Z Commission's decision to deny a request for a Conditional Use within a Neighborhood Commercial Zone of a proposed auto repair facility for the property described as T6N, R2E, Section 15, Map 85; Tract 16-B1-A; Zoned C-1; Filed in Book 365, Page 2930, of the office of the Valencia County Clerk; Also known as 2975 Highway 47, Los Lunas, NM. is hereby affirmed.

Reference to Document: (APL11_003) Appeal made by applicant Bernardo Garcia.

Approved and passed 15th of February 2012, by the Board of County Commissioners of Valencia County.

BOARD OF COUNTY COMMISSIONERS OF VALENCIA COUNTY

P.O. Box 1119 / 444 Luna Ave

Los Lunas, NM 87031

Donald E. Holliday, Chair

Georgia Otero-Kirkham, Vice-Chair

Mary J. Andersen, Commissioner

Lawrence R. Romero, Commissioner

Ron Gentry, Commissioner

ATTEST BY:

Sally Perea, County Clerk

Date: _____



VALENCIA COUNTY

Board of County Commissioners

Agenda Request Form

Presenter: Jacobo Martinez

Individual Making Request: Jacobo Martinez

Presentation at Meeting on: February 27, 2012

Date Submitted: March 7, 2012

Title of Request: Findings of Facts and Conclusion of Law

Action Requested of Commission:

Consideration to adopt the findings of facts and conclusion of law regarding a solar facility in a mineral resource zone.

Information Background and Rationale:

Decision

IT IS THEREFORE ORDERED that the P&Z Commission's decision to approve a request for a Conditional Use within a Mineral Resource Zone of a proposed concentrated photovoltaic (CPV) Solar facility for the property described as T6N, R2&3E, Section 1&6; NMPM, Lands of Orona Investments; Tract 1; Zoned M-R; Filed in Book 341, Page 8242, of the office of the Valencia County Clerk is hereby reversed.

What is the Financial Impact of this Request?

Staff Comments:

Legal:

T6N, R2&3E, Section 1&6; NMPM, Lands of Orona Investments; Tract 1; Zoned M-R; Filed in Book 341, Page 8242, of the office of the Valencia County Clerk

Finance:

BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF VALENCIA COUNTY

In the matter of Appealing the Planning &
Zoning Commission's Decision to approve a
request for a Conditional Use with a Mineral
Resource Zone of the Proposed Photovoltaic
Solar Facility, Valencia County, New Mexico,
Application by Robert Porter and Diane Porter

FINDINGS OF FACT, CONCLUSIONS OF LAW AND DECISION

THIS MATTER came before the Board of County Commissioners of Valencia County ("the Board") on January 25, 2012, and was held pursuant to the Robert Porter's and Diane Porter's Application to Appeal the Planning & Zoning (P&Z) Commission's Decision to approve a request for a Conditional Use within a Mineral Resource Zone of the Photovoltaic Solar Facility on the property commonly described as T6N, R2&3E, Section 1&6; NMPM, Lands of Orona Investments; Tract 1; Zoned M-R; Filed in Book 341, Page 8242, of the office of the Valencia County Clerk.

The Board, having considered the documents in the record before it, testimony of staff, applicants and members of the public, and argument by the parties and/or their legal representatives, **FINDS:**

Findings of Fact

1. Notice of the regularly scheduled meeting of the Board of Commissioners of Valencia County, New Mexico (the "Board") on January 11, 2012, at which the final hearing of the Application to Appeal the P&Z Commission Decision was published according to New Mexico Statutes and the Valencia County Interim Comprehensive Zoning Ordinance, Ordinance 2004-05, as amended ("Zoning Ordinance").
2. The property for which the Conditional Use is requested has a Mineral Resource (M-R) zoning designation.
3. The application is to appeal the P&Z Commission's decision to approve a request the for a Conditional Use to all allow for the installation and operation of concentrated photovoltaic (CPV) Solar facility on the property described as T6N, R2&3E, Section 1&6; NMPM, Lands of Orona Investments; Tract 1; Zoned M-R; Filed in Book 341, Page 8242, of the office of the Valencia County Clerk.
4. Amonix's original application was a request for approval of a Conditional Use located in a M-R zone.
5. The subject property is located in a Mineral Resource (M-R) Zoning District.
6. The Planning and Zoning Commission held a public hearing on the Amonix Conditional Use Application on November 17, 2011 and voted 4-0 to approve the Conditional Use Application with a condition.
7. The condition of approval for the operation of concentrated photovoltaic (CPV) Solar facility was that the set back of any solar panel infrastructure be at least 185 feet from the property defined as: T6N, R2E, Section 1: NMPM, Lands of Ernest and Mary Sanchez: Map 78; Zoned M-R; Also known as 27 El Cerro Mission Rd, Los Lunas, NM 87031.
8. The Planning and Zoning Commission found:

- a. The proposed project meets the definition as a similar use in scale and size to “[e]nergy extraction and development of oil, natural gas and geothermal resources.”
 - b. The proposed use is compatible with the surrounding gravel pit.
 - c. The proposed project will not have negative impact to noise, odors, traffic or air and water quality.
 - d. Potential tax on the site will have a benefit to the County
 - e. The use is consistent with the goals of Valencia County’s Comprehensive Plan:
 - i. **Regional Infrastructure**
 - ii. **Goal J: Steer urbanizing development to areas where adequate infrastructure, utilities, and public services are available.**
 - 1. Objective J-2: Provide development incentives for new development to incorporate centralized utilities and services, or to locate near established infrastructure. (See Exhibit A for PNM electrical utility infrastructure).
 - f. The proposed solar project is the highest and best use for the land.
9. Robert Porter and Diane Porter submitted an appeal application to the Planning Department on November 21, 2012.
 10. Robert Porter resides at 233 El Cerro Loop, Las Lunas NM 87031.
 11. Diane Porter resides at 233 El Cerro Loop, Las Lunas NM 87031.
 12. Appellant Robert Porter, by virtue of the distance between her residence and the facility, was entitled to notice of the hearing prior to the decision being appealed.
 13. Appellant Diane Porter, by virtue of the distance between his residence and the facility, was entitled to notice of the hearing prior to the decision being appealed.
 14. The appellants contended that pursuant to Section 154.091(C)(8) of the Zoning Ordinance, the proposed use was for an energy generation facility, and therefore was not a permissible conditional use in an MR District.
 15. Appellants additionally contended that approval of the conditional use would result in a decrease in property values and the endangerment of the habitat of the great horned owl.
 16. The Board, having considered the factors detailed in Section 154.062(E)(2) of the Zoning Ordinance, and absent objection from the Appellee, held a de novo hearing on the appeal of the P&Z decision to conditionally approve the facility on January 11, 2012.
 17. Appellants tendered testimony that a solar array constitutes energy generation as would render approval of a conditional use inappropriate in a Mineral Resource zone.
 18. Appellants further testified that approval of the facility would result in a decrease to their property values, and would endanger the habitat of the great horned owl.
 19. Appellants further provided exhibits reflecting the appearance of the facility from their property.

20. The findings made by the Board are each independent reasons for the decision of the Board in denying the appeal request.

Conclusions of Law

The following conclusions of law are cumulative, but are severable and independent of each other.

- A. The County is a zoning authority with the power to regulate and restrict use of land. NMSA 1978, § 3-21-1 (1995).
- B. The Board of County Commissioners is the body that exercises the powers of a county as a body politic and corporate. NMSA 1978, § 4-38-1 (1876).
- C. The Board takes notice that the Zoning Ordinance was adopted according to New Mexico statutory authority and duly recorded in the records of the Clerk of Valencia County.
- D. The Board has discretion in making zoning decisions. *See Singleterry v. City of Albuquerque*, 96 N.M. 468, 471, 632 P2d 345, 348 (1981).
- E. Section 154.062 (C) (1) (c) of the Valencia County Zoning Ordinance details the requirements for standing, which is required to appeal a decision of the Planning and Zoning Commission.
- F. Section 154.062 (C)(1)(c) requires that the appellant be “entitled by this chapter to notice of hearing prior to decision appealed; or is aggrieved or has interests adversely affected by the decision.”
- G. Appellant Robert Porter has standing to appeal the decision of the Planning and Zoning Commission as the appellant meets the criteria detailed in Section 154.062(C)(1)(c).
- H. Appellant Diane Porter has standing to appeal the decision of the Planning and Zoning Commission as the appellant meets the criteria as detailed in Section 154.062(C)(1)(c).
- I. Pursuant to Section 154.091 “[t]he purpose of the MR District is to provide for the development and utilization of identified deposits of any mineral resource materials on land which is not identified for urban or rural residential use on the comprehensive plan; to provide for the exploration for, and the subsequent extraction and development of; identified mineral resource deposits including geothermal resources and oil, gas and other hydrocarbon resources produced in liquid and gaseous form; to establish siting criteria and operating standards for mineral resources that minimize present and future on-site and off-site land use and environmental conflicts; and to provide for the timely and satisfactory reclamation of land used for mineral resource activity.”
- J. As an energy generation facility, the proposed use is not a permitted conditional use in an MR District.
- K. Section 154.091(C)(8) provides that utility facilities, with the exception of energy generation facilities, are a permitted conditional use.
- L. The proposed solar array is an energy generation facility. Solar panels use light energy or photons from the sun to generate electricity through the photovoltaic effect. The applicant proposes to use these solar panels to generate and supply electricity in commercial and residential applications.
- M. The proposed use does not advance the purpose of the MR District, as it would if it were a permitted use or a permitted conditional use as it does not advance any of the stated purposes of the District.

N. The proposed use is not consistent with the goals established in the Comprehensive Plan, adopted by the Board on October 7, 2005.

O. The Land Use and Housing Development Goal A of the Comprehensive Plan encourages the County to “guide development in a manner that balances the patterns of urban development with the rural character and natural resources of the County.”

P. The proposed solar array does not comport with this goal, as it places seven story tall solar panels adjacent to property that is zoned rural residential. The development as described by the applicant is simply not appropriate considering the surrounding land use and pattern of development in the area.

Q. Land Use and Housing Development Goal B of the Comprehensive Plan encourages the County to “Protect and enhance the distinctive identities of the unincorporated communities and subregions within the County.”

R. The placement of over a hundred seven story tall solar panels does not protect and enhance the largely residential character of the community and surrounding areas.

S. While the development as described by the applicant arguably strengthens the economic base of the County and leads towards greater energy independence, such considerations are far outweighed by the development's infringement upon the scenic resources and unique visual elements of the County, reflected by Historical and Cultural Resources Goal T of the Comprehensive Plan.

Decision

IT IS THEREFORE ORDERED that the P&Z Commission's decision to approve a request for a Conditional Use within a Mineral Resource Zone of a proposed concentrated photovoltaic (CPV) Solar facility for the property described as T6N, R2&3E, Section 1&6; NMPM, Lands of Orona Investments; Tract 1; Zoned M-R; Filed in Book 341, Page 8242, of the office of the Valencia County Clerk is hereby reversed.

Reference to Document: (APL11_002) Appeal made by applicants Robert Porter and Diane Porter.

Approved and passed 25th of January 2012, by the Board of County Commissioners of Valencia County.

BOARD OF COUNTY COMMISSIONERS OF VALENCIA COUNTY

P.O. Box 1119 / 444 Luna Ave
Los Lunas, NM 87031

Donald E. Holliday, Chair

Georgia Otero-Kirkham, Vice-Chair

Mary J. Andersen, Commissioner

Lawrence R. Romero, Commissioner

Ron Gentry, Commissioner

ATTEST BY:

Sally Perea, County Clerk

Date: _____



VALENCIA COUNTY

Board of County Commissioners

Agenda Request Form

Department Head: Eric Zamora

Individual Making Request: Lina Benavidez

Presentation at Meeting on: March 7, 2012

Date Submitted: February 27, 2012

Title of Request: Consideration of Resolution 2012-____, CAP-3-13 (432); SB-7713 (977); Sp-3-13 (911)

Action Requested of Commission:

Consideration of resolution for 2012-2013 for County Road Improvement program with the New Mexico Department of Transportation totaling \$ 503,627. The resolution is for 1) Cooperative State Funds (COOP), 2) School Bus Route Funds (School Bus Route), and 3) County Arterial Program Funds (CAP).

Information Background and Rationale:

The three programs have been used to supplement county road funds to improve county roadways and is administered and approved by the New Mexico Transportation Department.

What is the Financial Impact of this Request?

There is a positive financial impact from this request. Valencia County must, however contribute *25% of the total project cost when funding becomes available.*

Summary of Cooperative Program Projects (attached)

Staff Comments:

Legal:

Approved by legal A.N

Finance:

CC

**Valencia County
Board of County Commission
Resolution 2012- ____**

**A RESOLUTION
ADOPTING THE 2012-2013 COUNTY ROAD IMPROVEMENT PROGRAM**

WHEREAS, the Board of County Commissioners acted in its regularly scheduled meeting on March 7, 2012 to adopt the **County Road Improvement Program** for 2012-2013; and desires of the state Department of Transportation (NMDOT) to accept same; and

WHEREAS, it is the desire of the County Commission to prioritize road improvements based on road conditions, classification and the needs of its citizens; and

WHEREAS, the NMDOT has requested that Valencia County utilize all available funding sources at its discretion for County road improvements; and

WHEREAS, it is to the benefit of the citizens of the County for the County Commission to upgrade its road system, and endorse an aggressive Road Improvement Program; and

NOW THEREFORE, BE IT RESOLVED, by the governing body of Valencia County that:

1. The 2012-2013 **County Road Improvement Program** is of a high priority and is predicated off current needs and road conditions
2. The County resolves to utilize the state COOP, County Arterial Program; and School Bus Route agreement with NMDOT for FY 2012-13 to improve the roads listed on the attached estimates

PASSED, APPROVE AND ADOPTED on this 7th day of March, 2012

Donald E. Holliday, Chair

Georgia Otero- Kirkham, Vice Chair

Mary J. Andersen, Commissioner

Lawrence Romero, Commissioner

Ron Gentry, Commissioner

Attest:

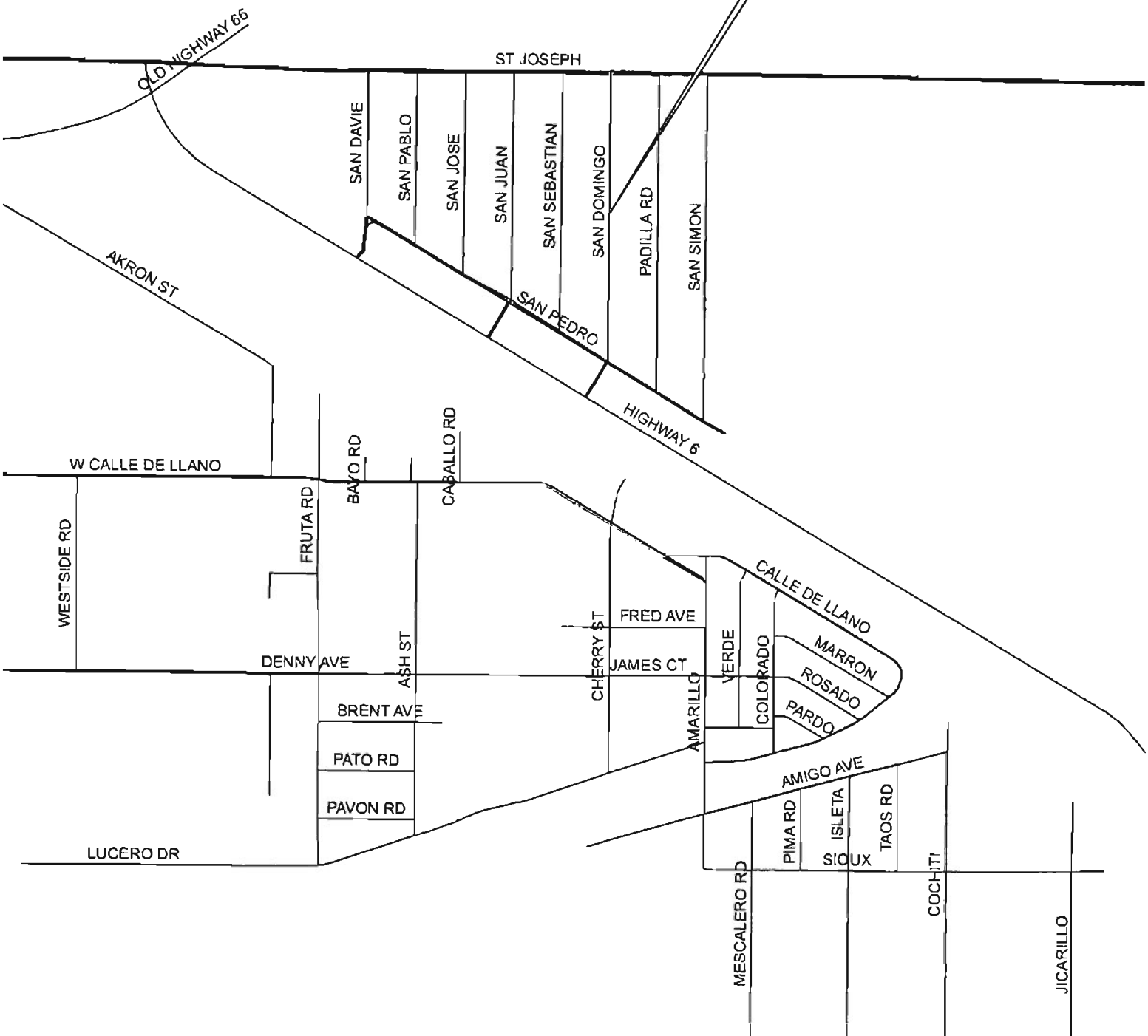
Sally Perea, County Clerk

2012 CAP, SB COOP Requests

Dist.	Road Name	Scope of Work	CAP-3-12 (441)	SP-3-12 (935)	SB 7712 (967)12	
COMMISSION DISTRICT I						
1	SAN DOMINGO	2" PAVE	\$ 26,001.00	\$ 29,907.00	\$ 44,817.00	
1						
	TOTAL AMT REQUESTED		\$ 26,001.00	\$ 29,907.00	\$ 44,817.00	\$ 100,725.00
COMMISSION DISTRICT II						
2	BLOOM N SHINE	2" PAVE	\$26,001.00	\$29,907.00	\$44,817.00	
	TOTAL AMT REQUESTED		\$26,001.00	\$29,907.00	\$44,817.00	\$100,725.00
COMMISSION DISTRICT III						
3	FRAZEE	2" PAVE	\$26,001.00			
3	JAMES STREET	4" GRAVEL		\$22,907.00		
3	JUAN CHAVEZ Y BACA	4" GRAVEL		\$7,000.00		
3	JENSEN	4" GRAVEL			\$44,817.00	
	TOTAL AMT REQUESTED		\$26,001.00	\$29,907.00	\$44,817.00	\$100,725.00
COMMISSION DISTRICT IV						
4						
4						
4						
	TOTAL AMT REQUESTED					\$0.00
COMMISSION DISTRICT V						
5	LAUGHLIN	2" PAVE	\$20,000.00			
5	SAIS	2" PAVE		\$24,000.00		
5	PHILLIPS	2" PAVE			\$38,600.00	
5	VAISA ROAD	1.5" PAVE	\$6,001.00	\$ 5,907.00	\$ 6,217.00	
	TOTAL AMT REQUESTED		\$26,001.00	\$29,907.00	\$44,817.00	\$100,725.00
			CAP	SP	SB	TOTAL
CAP, COOP & SB		REQUESTED	\$104,004.00	\$119,628.00	\$179,268.00	\$402,900.00

San Domingo Commission District 1

San Domingo



2/29/2012

Project Estimate

Prepared by: Lina Benavidez

Contract No.

Comm. 1

Street: **San Domingo**

Prime/Tack Tons

6.28

Miles	Width (FT)	Length (FT)	SY
0.902	19	4762.56	10054

BID LOT 1

Item No.	Page No.	Description	Quantity	Unit	Unit Price	Total
2	4-2	Non emergency mobilization and demobilization for small specialty repairs.	1.00	LUMP	\$ 302.87	\$ 302.87
4	4-2	Site Density Testing or Material Sample Collection	4.00	HR	\$ 54.92	\$ 219.68
5	4-2	Laboratory Evaluation of Material Sample	2.00	UNIT	\$ 340.09	\$ 680.18
57	4-7	SubGrade (InHouse)	0.00	TON	\$ 612.54	\$ -
43	4-6	2" B Res. w/ PG 70-22	10054.00	SY	\$ 9.29	\$ 93,401.66
109	4-12	Traffic control per day (24 hour period). Must comply with the most current edition of the Manual on Uniform Traffic Control Devices.	1.00	DAY	\$ 310.85	\$ 310.85
Subtotal						

BID LOT 2

Item No.	Page No.	Description	Quantity	Unit	Unit Price	Total
					\$ -	\$ -
Subtotal						\$ -

Subtotal (Lot 1 + Lot 2) \$94,915.24

Testing 2.75%

Sum \$ 94,915.24

NMGR \$5,694.91

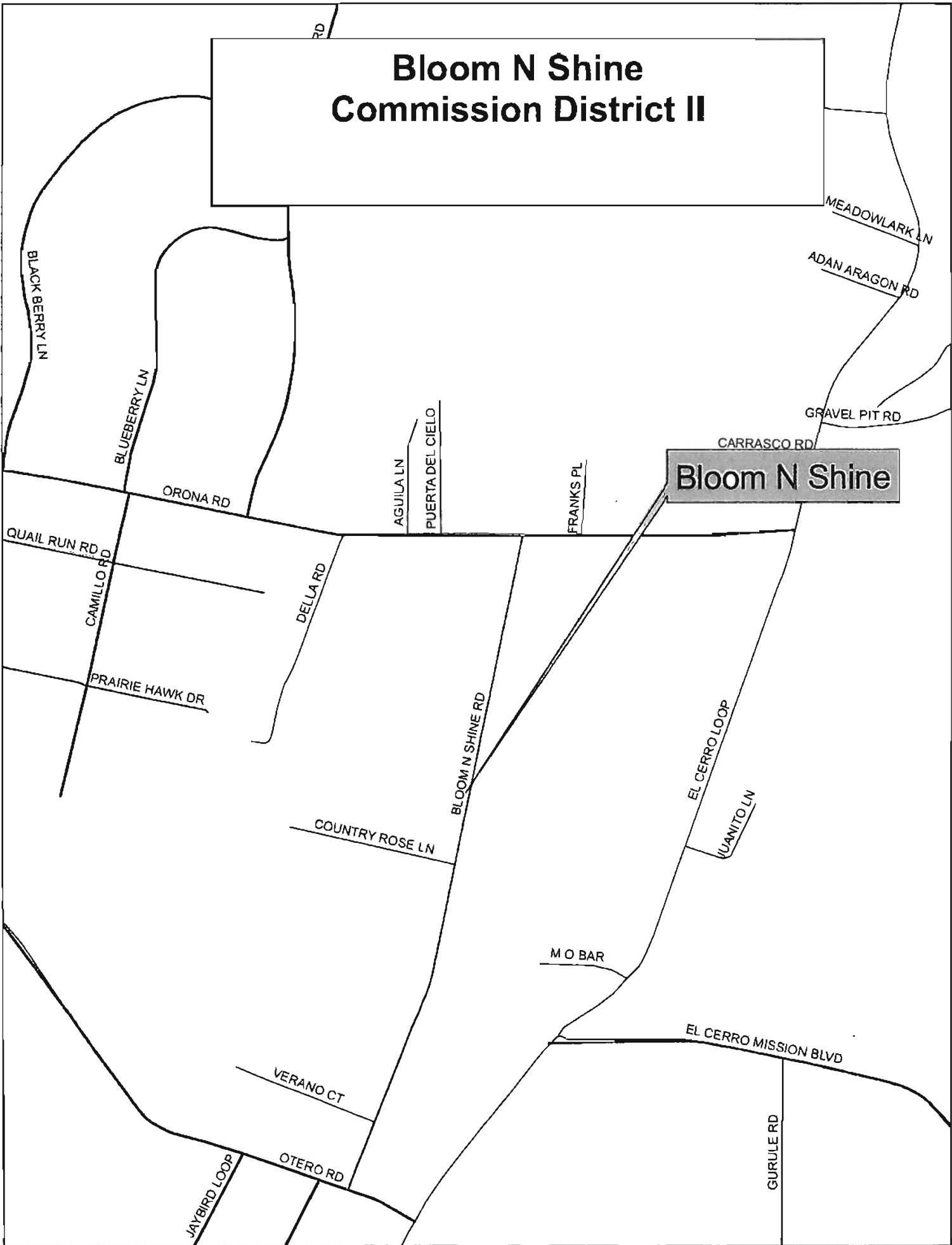
Total **\$100,610.15**

Note: THIS IS AN ESTIMATE ONLY

Quantities will vary depending on County-inspected field measurements. Additional Contract items may be required pending subsurface conditions encountered during construction.

**Bloom N Shine
Commission District II**

Bloom N Shine



2/27/2012

Project Estimate

Prepared by: Lina Benavidez

Contract No.

Prime/Tack Tons

6.16

Comm. 2

Street: Bloom N Shine

Miles

Width (FT)

Length (FT)

SY

0.884

19

4667.52

9854

BID LOT 1

Item No.	Page No.	Description	Quantity	Unit	Unit Price	Total
2	4-2	Non emergency mobilization and demobilization for small specialty repairs.	1.00	LUMP	\$ 302.87	\$ 302.87
4	4-2	Site Density Testing or Material Sample Collection	6.00	HR	\$ 54.92	\$ 329.52
5	4-2	Laboratory Evaluation of Material Sample	6.00	UNIT	\$ 340.09	\$ 2,040.54
		Sub Grade Prep (InHouse)			\$ -	\$ -
43	4-6	2" B Res. w/ PG 70-22	9854.00	SY	\$ 9.29	\$ 91,543.66
109	4-12	Traffic control per day (24 hour period). Must comply with the most current edition of the Manual on Uniform Traffic Control Devices.	1.00	DAY	\$ 310.85	\$ 310.85
Subtotal						

BID LOT 2

Item No.	Page No.	Description	Quantity	Unit	Unit Price	Total
					\$ -	\$ -
Subtotal						\$ -

Subtotal (Lot 1 + Lot 2) \$94,527.44

Testing 2.75%

Sum \$ 94,527.44

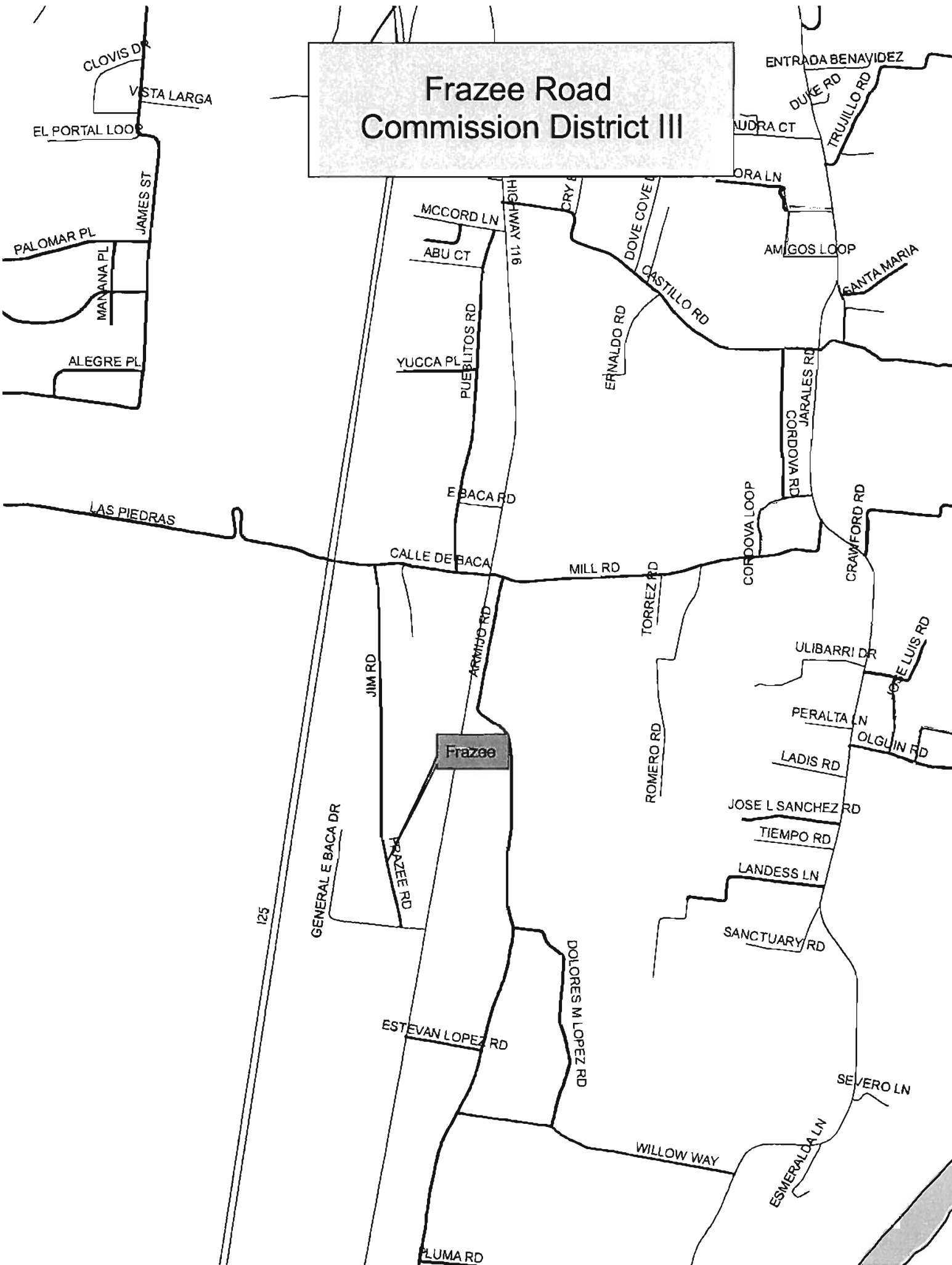
NMGR \$5,671.65

Total \$100,199.09

Note: THIS IS AN ESTIMATE ONLY

Quantities will vary depending on County-inspected field measurements. Additional Contract items may be required pending subsurface conditions encountered during construction.

Frazee Road Commission District III



3/2/2012

Project Estimate

Prepared by: Lina Benavidez

Contract No.

Comm. 3

Street: **Frazer**

Prime/Tack Tons

1.58

Miles	Width (FT)	Length (FT)	SY
0.215	20	1135.2	2523

BID LOT 1

Item No.	Page No.	Description	Quantity	Unit	Unit Price	Total
2	4-2	Non emergency mobilization and demobilization for small specialty repairs.	1.00	LUMP	\$ 302.87	\$ 302.87
4	4-2	Site Density Testing or Material Sample Collection	3.00	HR	\$ 54.92	\$ 164.76
5	4-2	Laboratory Evaluation of Material Sample	2.00	UNIT	\$ 340.09	\$ 680.18
		Sub Grade Prep (InHouse)			\$ -	\$ -
43	4-6	2" B Res. w/ PG 70-22	2532.00	SY	\$ 9.29	\$ 23,522.28
109	4-12	Traffic control per day (24 hour period). Must comply with the most current edition of the Manual on Uniform Traffic Control Devices.	1.00	DAY	\$ 310.85	\$ 310.85
Subtotal						

BID LOT 2

Item No.	Page No.	Description	Quantity	Unit	Unit Price	Total
					\$ -	\$ -
Subtotal						\$ -

Subtotal (Lot 1 + Lot 2) \$24,980.94

Testing 2.75%

Sum \$ 24,980.94

NMGR \$1,498.86

Total \$26,479.80

Note: THIS IS AN ESTIMATE ONLY

Quantities will vary depending on County-inspected field measurements. Additional Contract items may be required pending subsurface conditions encountered during construction.

James Street
Commissioner District III

Belen

Belen

S MESA RD

PERFECTO LN

CANNON RD

S MAIN ST

BROWN DR

CHILQUITO LN

MICHAELANN CT

WEST MESA

James Street

CLOVIS DR

LONESOME DOVE DR

ENTRANCE RAMP
EXIT RAMP

LIONS WAY

VISTA LARGA

EL PORTAL LOOP

PALOMAR PL

CALLE MANANA

ALEGRE PL

JAMES ST

GOLDEN DR

EL CIELO BLVD

ABU CT

YUCCA PL

125

LAS PIEDRAS

3/2/2012

Project Estimate

Prepared by: Lina Benavidez

Contract No.

Comm. 3

Street: James Street

Prime/Tack Tons

6.60

Miles	Width (FT)	Length (FT)	SY
0.750	24	3960	10560

BID LOT 1

Item No.	Page No.	Description	Quantity	Unit	Unit Price	Total
		4" Gravel In House	2590.00	TONS	\$ 8.00	\$ 20,720.00
			3.00		\$ -	\$ -
			2.00		\$ -	\$ -
					\$ -	\$ -
			1995.00		\$ -	\$ -
			1.00		\$ -	\$ -
Subtotal						

BID LOT 2

Item No.	Page No.	Description	Quantity	Unit	Unit Price	Total
					\$ -	\$ -
Subtotal						\$ -

Subtotal (Lot 1 + Lot 2) \$20,720.00

Testing 2.75%

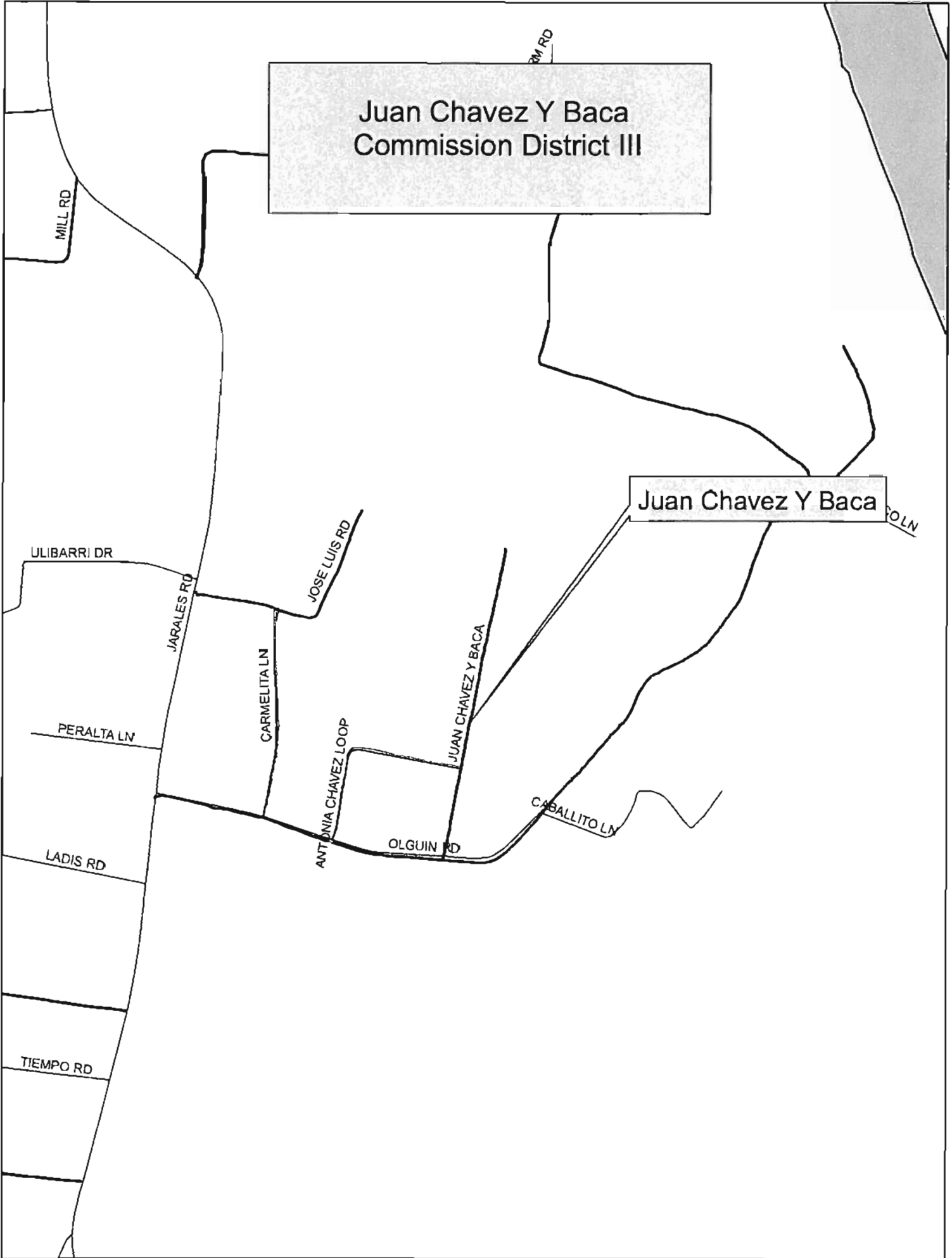
Sum	\$	20,720.00
NMGRT		\$1,243.20
Total		\$21,963.20

Note: **THIS IS AN ESTIMATE ONLY**

Quantities will vary depending on County-inspected field measurements. Additional Contract items may be required pending subsurface conditions encountered during construction.

Juan Chavez Y Baca
Commission District III

Juan Chavez Y Baca



3/2/2012

Project Estimate

Prepared by: Lina Benavidez

Contract No.

Comm. 3

Street: Juan Chavez Y Baca

Prime/Tack Tons

2.70

Miles	Width (FT)	Length (FT)	SY
0.307	24	1620.96	4323

BID LOT 1

Item No.	Page No.	Description	Quantity	Unit	Unit Price	Total
		4" Gravel In House	800.00	TONS	\$ 8.00	\$ 6,400.00
			3.00		\$ -	\$ -
			2.00		\$ -	\$ -
					\$ -	\$ -
			1995.00		\$ -	\$ -
			1.00		\$ -	\$ -
Subtotal						

BID LOT 2

Item No.	Page No.	Description	Quantity	Unit	Unit Price	Total
					\$ -	\$ -
Subtotal						\$ -

Subtotal (Lot 1 + Lot 2) \$6,400.00

Testing 2.75%

Sum \$ 6,400.00

NMGR \$384.00

Total \$6,784.00

Note: **THIS IS AN ESTIMATE ONLY**

Quantities will vary depending on County-inspected field measurements. Additional Contract items may be required pending subsurface conditions encountered during construction.

Jensen Lane
Commission District III

MARBLE QUARRY RD

TAYAR RD

OGAZ RD

VIC LN

CAMPANADA RD

CORAZON RD

Jesen Lane

CHERYL LN

JENSEN LN

CLAUDINE DR

TWINING LN

PLAZA CT

RUBIO RD

BUNKER RD

GARCIA RD

LAS PIEDRAS

TINA RD

CHARIN LN

OAK TREE RD

WESTWIND RD

HINSON RD

HARRISON RD

3/2/2012

Project Estimate

Prepared by: Lina Benavidez

Contract No.

Comm. 3

Street: Jensen

Prime/Tack Tons

17.69

Miles	Width (FT)	Length (FT)	SY
2.010	24	10612.8	28301

BID LOT 1

Item No.	Page No.	Description	Quantity	Unit	Unit Price	Total
		4" Gravel In House	5000.00	TONS	\$ 8.00	\$ 40,000.00
			3.00		\$ -	\$ -
			2.00		\$ -	\$ -
					\$ -	\$ -
			1995.00		\$ -	\$ -
			1.00		\$ -	\$ -
Subtotal						

BID LOT 2

Item No.	Page No.	Description	Quantity	Unit	Unit Price	Total
					\$ -	\$ -
Subtotal						\$ -

Subtotal (Lot 1 + Lot 2) \$40,000.00

Testing 2.75%

Sum \$ 40,000.00

NMGRT \$2,400.00

Total \$42,400.00

Note: THIS IS AN ESTIMATE ONLY

Quantities will vary depending on County-inspected field measurements. Additional Contract items may be required pending subsurface conditions encountered during construction.

Sais Drive
Commission District V

Sais Dr

SERVIS FAR

ZENTNER RD

CALLE RISTRA

NICKOL LN

HANA CT

SANDIA

CORNELIUS RD

CHAOS CT

CHILI RD

TOGAMI FARM RD

VEGAS RD

PHILLIPS DR

KIMBERLING DR

SAIS DR

LAUGHLIN DR

MARIPOSA LN

DON JUAN DR

MILLS LN

MELON CIR

PEAR CIR

ORANGE CIR

PINE CIR

APPLE CIR

RUIZ LN

RENITA LN

EL CERRO LOOP

MONICA RD

GOODHEART RD

BURCH LN

3/1/2012

Project Estimate

Prepared by: Lina Benavidez

Contract No.

Comm. 5

Street: Sais Drive

Prime/Tack Tons

1.40

Miles	Width (FT)	Length (FT)	SY
0.191	20	1008.48	2241

BID LOT 1

Item No.	Page No.	Description	Quantity	Unit	Unit Price	Total
2	4-2	Non emergency mobilization and demobilization for small specialty repairs.	1.00	LUMP	\$ 302.87	\$ 302.87
4	4-2	Site Density Testing or Material Sample Collection	3.00	HR	\$ 54.92	\$ 164.76
5	4-2	Laboratory Evaluation of Material Sample	3.00	UNIT	\$ 340.09	\$ 1,020.27
		Sub Grade Prep (InHouse)			\$ -	\$ -
43	4-6	2" B Res. w/ PG 70-22	2241.00	SY	\$ 9.29	\$ 20,818.89
109	4-12	Traffic control per day (24 hour period). Must comply with the most current edition of the Manual on Uniform Traffic Control Devices.	1.00	DAY	\$ 310.85	\$ 310.85
Subtotal						

BID LOT 2

Item No.	Page No.	Description	Quantity	Unit	Unit Price	Total
					\$ -	\$ -
Subtotal						\$ -

Subtotal (Lot 1 + Lot 2) \$22,617.64

Testing 2.75%

Sum \$ 22,617.64

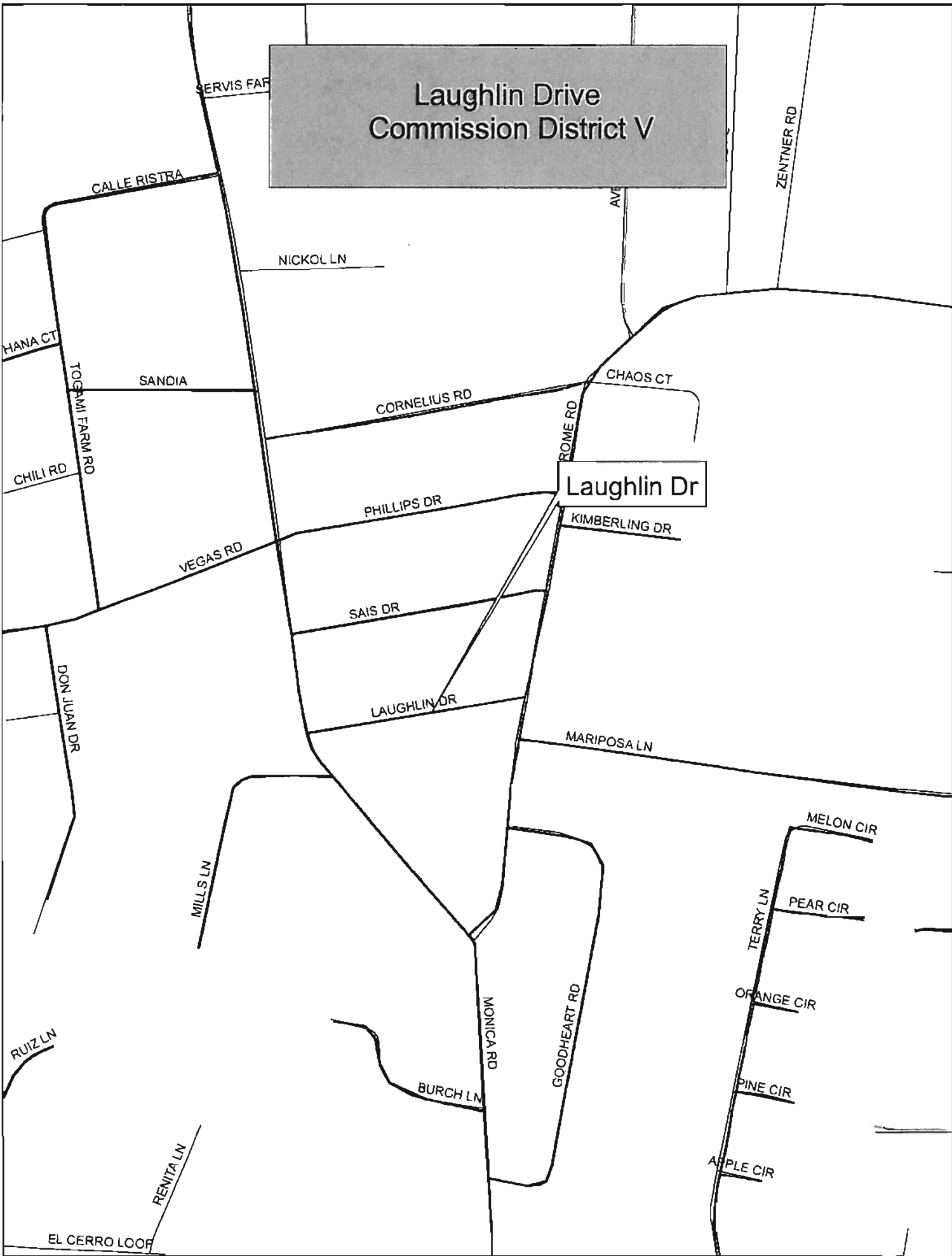
NMGRT \$1,357.06

Total \$23,974.70

Note: THIS IS AN ESTIMATE ONLY

Quantities will vary depending on County-inspected field measurements. Additional Contract items may be required pending subsurface conditions encountered during construction.

Laughlin Drive
Commission District V



3/1/2012

Project Estimate

Prepared by: Lina Benavidez

Contract No.

Comm. 5

Street: Laughlin Drive

Prime/Tack Tons

1.25

Miles	Width (FT)	Length (FT)	SY
0.170	20	897.6	1995

BID LOT 1

Item No.	Page No.	Description	Quantity	Unit	Unit Price	Total
2	4-2	Non emergency mobilization and demobilization for small specialty repairs.	1.00	LUMP	\$ 302.87	\$ 302.87
4	4-2	Site Density Testing or Material Sample Collection	3.00	HR	\$ 54.92	\$ 164.76
5	4-2	Laboratory Evaluation of Material Sample	2.00	UNIT	\$ 340.09	\$ 680.18
		Sub Grade Prep (InHouse)			\$ -	\$ -
43	4-6	2" B Res. w/ PG 70-22	1995.00	SY	\$ 9.29	\$ 18,533.55
109	4-12	Traffic control per day (24 hour period). Must comply with the most current edition of the Manual on Uniform Traffic Control Devices.	1.00	DAY	\$ 310.85	\$ 310.85
Subtotal						

BID LOT 2

Item No.	Page No.	Description	Quantity	Unit	Unit Price	Total
					\$ -	\$ -
Subtotal						\$ -

Subtotal (Lot 1 + Lot 2) \$19,992.21

Testing 2.75%

Sum \$ 19,992.21

NMGRT \$1,199.53

Total \$21,191.74

Note: THIS IS AN ESTIMATE ONLY

Quantities will vary depending on County-inspected field measurements. Additional Contract items may be required pending subsurface conditions encountered during construction.

Phillips Drive
Commission District V

SERVIS FAR

ZENTNER RD

CALLE RISTRA

NICKOL LN

AVE

Phillips Dr

HANA CT

SANDIA

CORNELIUS RD

CHAOS CT

CHILI RD

TOGAMI FARM RD

PHILLIPS DR

JEROME RD

KIMBERLING DR

VEGAS RD

SAIS DR

LAUGHLIN DR

MARIPOSA LN

DON JUAN DR

MILLS LN

MELON CIR

TERRY LN

PEAR CIR

ORANGE CIR

PINE CIR

APPLE CIR

RUIZ LN

MONICA RD

GOODHEART RD

BURCH LN

RENITA LN

EL CERRO LOOF

3/1/2012

Project Estimate

Prepared by: Lina Benavidez

Contract No.

Comm. 5

Street: Phillips Drive

Prime/Tack Tons

1.57

Miles	Width (FT)	Length (FT)	SY
0.214	20	1129.92	2511

BID LOT 1

Item No.	Page No.	Description	Quantity	Unit	Unit Price	Total
2	4-2	Non emergency mobilization and demobilization for small specialty repairs.	1.00	LUMP	\$ 302.87	\$ 302.87
4	4-2	Site Density Testing or Material Sample Collection	2.00	HR	\$ 54.92	\$ 109.84
5	4-2	Laboratory Evaluation of Material Sample	2.00	UNIT	\$ 340.09	\$ 680.18
		Sub Grade Prep (InHouse)			\$ -	\$ -
45	4-6	3" B Res. w/PG 70-22	2511.00	SY	\$ 13.93	\$ 34,978.23
		Traffic control per day (24 hour period). Must comply with the most current edition of the Manual on Uniform Traffic Control				
109	4-12	Devices.	1.00	DAY	\$ 310.85	\$ 310.85
Subtotal						

BID LOT 2

Item No.	Page No.	Description	Quantity	Unit	Unit Price	Total
					\$ -	\$ -
Subtotal						\$ -

Subtotal (Lot 1 + Lot 2) \$36,381.97

Testing 2.75%

Sum \$ 36,381.97

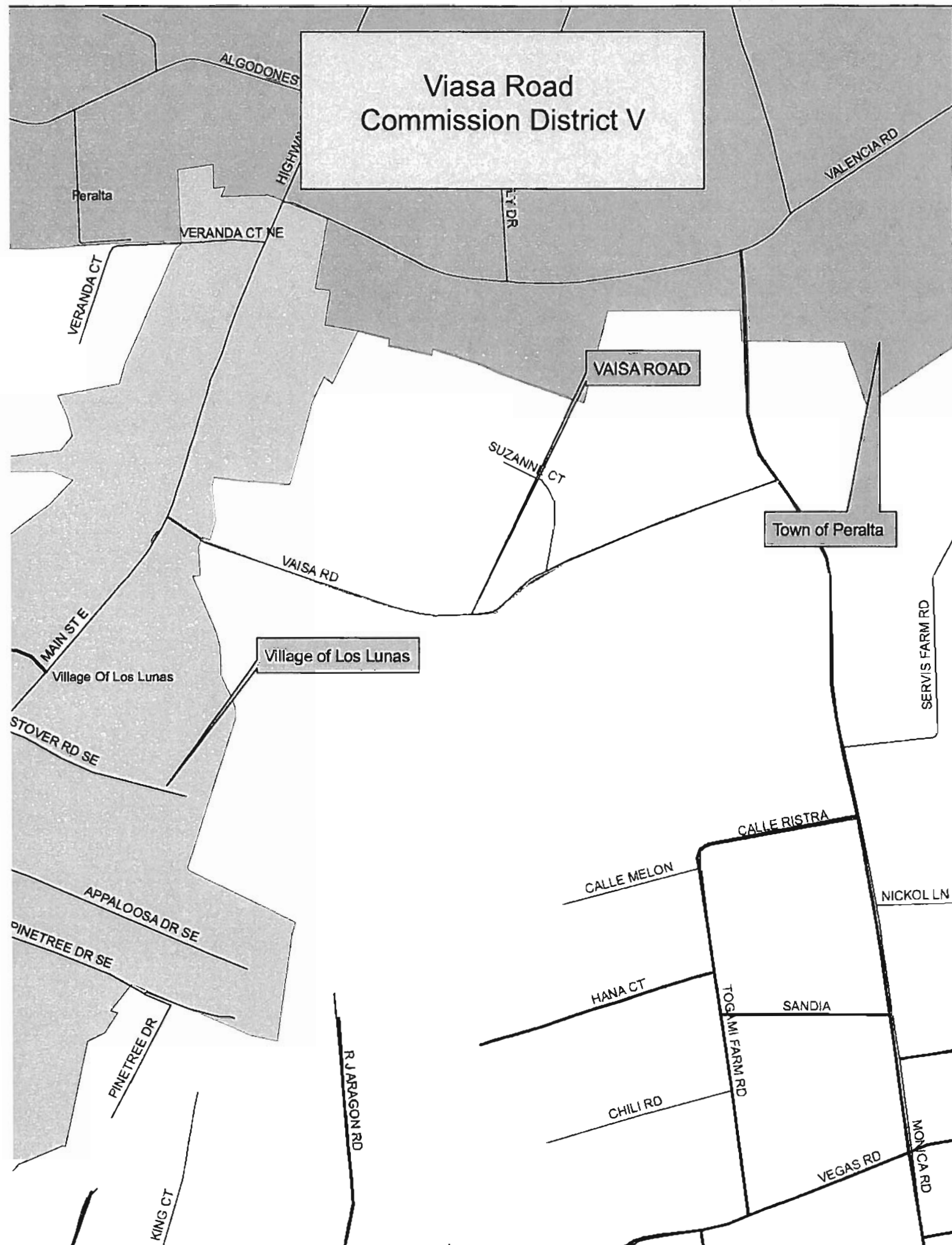
NMGRT \$2,182.92

Total \$38,564.89

Note: **THIS IS AN ESTIMATE ONLY**

Quantities will vary depending on County-inspected field measurements. Additional Contract items may be required pending subsurface conditions encountered during construction.

Viasa Road
Commission District V



3/1/2012

Project Estimate

Prepared by: Lina Benavidez

Contract No.

Comm. 5

Street: **Vaia Road**

Prime/Tack Tons

1.39

Miles	Width (FT)	Length (FT)	SY
0.200	19	1056	2229

BID LOT 1

Item No.	Page No.	Description	Quantity	Unit	Unit Price	Total
2	4-2	Non emergency mobilization and demobilization for small specialty repairs.	1.00	LUMP	\$ 302.87	\$ 302.87
4	4-2	Site Density Testing or Material Sample Collection	2.00	HR	\$ 54.92	\$ 109.84
5	4-2	Laboratory Evaluation of Material Sample	1.00	UNIT	\$ 340.09	\$ 340.09
57	4-7	Tack Coat	1.39	TON	\$ 612.54	\$ 851.43
41	4-6	1.5" B Res. w/PG 70-22	2229.00	SY	\$ 6.97	\$ 15,536.13
109	4-12	Traffic control per day (24 hour period). Must comply with the most current edition of the Manual on Uniform Traffic Control Devices.	1.00	DAY	\$ 310.85	\$ 310.85
Subtotal						

BID LOT 2

Item No.	Page No.	Description	Quantity	Unit	Unit Price	Total
					\$ -	\$ -
Subtotal						\$ -

Subtotal (Lot 1 + Lot 2) \$17,451.21

Testing 2.75%

Sum \$ 17,451.21

NMGR \$1,047.07

Total \$18,498.28

Note: **THIS IS AN ESTIMATE ONLY**

Quantities will vary depending on County-inspected field measurements. Additional Contract items may be required pending subsurface conditions encountered during construction.



VALENCIA COUNTY

Board of County Commissioners

Agenda Request Form

Department Head: County Commission

Individual Making Request: Solid Waste Planning Committee

Presentation at Meeting on: March 7, 2012

Date Submitted: March 1, 2012

Title of Request: Consideration of Solid Waste Plan for Valencia County

Action Requested of Commission:

Consideration of Solid Waste Plan

Information Background and Rationale:

The Valencia County Commission established a solid waste committee to consider options and develop a solid waste plan. Several committee and public meetings were held resulting in the two options presented

What is the Financial Impact of this Request?

Undetermined at this time. The plan has the potential to create an enterprise fund eliminating the need for general fund expenditures in support of solid waste.

Staff Comments:

Legal:

"These proposals are made pursuant to Resolution 2011-47 and direction from the Board of County Commissioners." AN

Finance:

No immediate financial impact. CC

February 17, 2012

To: Valencia County Commission

From: Valencia County Solid Waste Planning Committee

The Valencia County Solid Waste Planning Committee, formed by resolution 2011-47 on October 19, 2011, has completed the first phase of its work.

Eight committee working meetings and three public meetings were held since November 3, 2011. The meetings included presentations by New Mexico Environmental Department and all of the interested potential vendors.

The public meetings were sparsely attended. A majority of the comments advocated for a non-mandatory and non-single contractor system. Several comments favored mandatory curbside pickup. The vendor group's comments all favored a mandatory system but not all favored a single contractor system.

After much discussion and debate and looking at a number of possibilities, the committee has developed two distinct options for you to consider.

Both options have similar goals and concerns for cleaning up Valencia County but differ primarily in how the two options will be implemented.

One option provides for mandatory services and for issuing an RFP to handle all solid waste issues in the county. A single vendor, with some incentives to subcontract locally, would be selected. This option would be administered and enforced through terms of the contract.

The other option provides for non-mandatory service and competition among all potential vendors for business. This option would be administered and enforced through much stronger franchising requirements and contract terms for operating convenience centers.

The two options are described in detail in the two attached documents.

The committee recommends a complete revision of the ordinance to be consistent with the selected plan. Following that RFP or franchise requirements should be developed depending on the selected plan.

The committee is ready and willing to review and provide input on drafts of the revised ordinance, RFP, or franchise requirements as they are drafted by the county staff.

It has been the committee's pleasure to serve. The committee sincerely hopes this information will be of assistance for you to choose a Solid Waste Management Plan for Valencia County.

Sincerely,

A handwritten signature in cursive script, appearing to read "Sarah Schnell".

Sarah Schnell, Solid Waste Planning Committee Chairperson

Valencia County Solid Waste Management Plan - Option A

Option A - Free Market System Option:

Option A is based on the premise of non-exclusive and non-mandatory solid waste services. Option A would be administered through strong revised ordinance standards and strong franchise requirements.

Option A - Goals

1. Provide maximum free market, non-exclusive, opportunities for franchised vendors to compete by price and services to keep prices low and encourage innovation
2. Guarantee freedom for residents to contract with private vendors and choose method of service to fit their individual needs
3. Provide for proper legal disposition of all solid waste generated in Valencia County
4. Be equitable to all residents and businesses in cost and service while minimizing cost to customers and the county
5. Require and provide increased opportunities for economically feasible recycling and/or diversion
6. Provide for disposition of difficult waste such as bulk items, yard waste, dead animals, hazardous material
7. Provide for increased code enforcement and cooperation with the courts to enforce the ordinance
8. Provide for comprehensive education of county residents of the law, about solid waste, available services, and recycling opportunities
9. Increase cooperation with incorporated communities and community associations
10. Reduce or eliminate the financial burden on county administration
11. Eliminate indiscriminant and illegal dumping
12. Provide a framework for amending the Solid Waste Ordinance
13. Ensure all vendors are properly franchised, insured, and bonded
14. Use local resources to the highest extent possible
15. Comply with federal and state law
16. Be practical and reasonable

Option A - Specific Actions

1. Issue an RFP to operate Conejos convenience center and to build and operate addition convenience centers and/or multi-family collection sites spaced around the county with service provided at least on Saturdays and one additional day per week
2. Vendors will be responsible for billing and collections
3. Adjust franchise fees to cover administration, code enforcement, and education
4. Require facilities at convenience centers and/or other locations for economically recyclable materials
5. Sponsor or cooperate in special recycling days for electronics, white goods, yard waste, and hazardous materials
6. Employ additional code enforcement/education officers
7. Increase fines or hours of community clean up service for illegal storing, dumping, or burning of solid waste
8. Provide a hot line to report violations
9. Conduct frequent audits of franchise compliance and payments
10. Develop and implement education programs for schools, residents, and organizations
11. Implement the plan through strong franchise requirements to include:
 - a. Standards of service for all franchise holders
 - b. Require bulk item pick up by appointment multiple times per year
 - c. Adjust the franchise fee to pay for enforcement and education officer(s) and county administration expenses
 - d. Ability to offer multifamily stations for isolated communities
 - e. Require each franchisee to donate equipment for bulk clean up (bins or trucks) to assist the county or volunteer forces in clean up of unauthorized dump areas twice per year

Option A - County Duties

1. Revise county ordinance
2. Advertise an RFP for adding and operating convenience centers
3. Administer convenience center contracts
4. Coordinate clean up days
5. Develop educational programs
6. Provide code enforcement of ordinance
7. Establish report hot line
8. Work with incorporated areas in developing cooperative plans,
9. Work with the courts to educate judges of the health and safety reasons for enforcing the laws on waste
10. Encourage recycling by identifying items and means that they can be economically recycled

11. Facilitate and encourage private businesses that might want to start a green composting business or recycling business
12. Write, enforce, and audit rules and requirements to receive a franchise for waste hauling
13. Receive franchise payments and audit collections
14. Adjust franchise fees to cover program costs

Option A - Advantages

1. Market forces and competition will work to keep prices down and encourage innovation.
2. The county stays out of the business relationship between vendors and customers
3. The county is out of the business of running convenience centers
4. The residents have the maximum options that work for them in handling and disposing of their waste
5. The county is out of the business of collecting fees, determining prices, or enforcing payment delinquencies for waste handling
6. Conflicts over contract bids and awards will be minimized
7. Is a flexible plan allows for growth and new technologies.
8. Vendors are required to assist in large item pick-up and clean up days
9. Saves money for the county and customers
10. Business will be more efficient and costs to the county will be capped
11. The bulk of the public comments favored non-exclusive and non-mandatory service
12. Provides a very American Free Market solution.



FINAL DRAFT - 02/16/2012

VALENCIA COUNTY, NM

SOLID WASTE MANAGEMENT PLAN

Prepared by Paul Alexander and Joan Artiaga

This document is a working copy only, intended solely for use only by the Valencia County Solid Waste Advisory Committee and the Valencia County Commission. It is the culmination of the efforts of the Committee, and represents all viable scenarios, possibilities and recommendations of the Committee as of the date shown above.

THIS DOCUMENT IS NOT INTENDED FOR DISTRIBUTION (AT THIS TIME) TO ANYONE OUTSIDE THE ABOVE NAMED COMMITTEE AND/OR THE MEMBERS OF THE VALENCIA COUNTY COMMISSION.

Purpose of this document:

This Solid Waste Management Plan shall serve as the benchmark criteria for Valencia County, New Mexico, U.S.A., to use in current and future decision making with regard to its generation, collection, handling and disposal of all solid wastes generated within the County. This Solid Waste Management Plan is a dynamic document which is intended to introduce accountability to all citizens of Valencia County for its goals and objectives, and is intended to mark our progress as a County government toward those goals and objectives, as well as to remind us, as a society, of our commitment to progressive improvement and more efficient and environmentally-friendly treatment of our solid waste stream. This document should be reviewed and revised often, to account for progress made toward the goals and objectives contained herein, and is therefore by design, a dynamic plan which is intended to be frequently reviewed by the County and the general public, and appropriately amended as is necessary and practicable in an effort to ensure that Valencia County is always at the forefront of the latest state-of-the-art solid waste management processes and techniques. All changes to existing Solid Waste ordinances, creation of new Solid Waste ordinances, enforcement of such ordinances, and all procurement and any other Solid Waste Management related activities should be congruent with this Plan, to the highest degree possible.

This Solid Waste Management Plan therefore provides a framework for dramatically improving and implementation of the collection, processing and disposal of waste in Valencia County, New Mexico, U.S.A., and establishes the beginning of a cost-effective and environmentally sound mindset for the current and future management of Valencia County's entire waste stream, and is intended to fully address current and future residential waste and commercial waste management, as well as aggressive yet realistic waste prevention, recycling and diversion efforts.

Description of our current community service area:

Valencia County is a diverse mix of a handful of widely scattered small municipalities and villages surrounded by semi-rural and rural communities and open lands. Agriculture and animal husbandry are very prevalent in the rural and semi-rural portions of the County.

Description of current solid waste situation:

Currently, Valencia County Solid Waste Management is a patchwork-quilt of varying methods of collection, transport, disposal, recycling and illegal dumping. Currently, the primary emphasis is on the simple collection of household waste and commercial waste, with very little emphasis on recycling, diversion, illegal dumping, or enforcement of applicable ordinances. Only a moderate percentage of Valencia County residents and businesses are actually held accountable for the wastes they generate, and much of that accountability is voluntary. Enforcement of current solid waste ordinances is minimal at best, due to lack of sufficient human and financial resources.

Description of current solid waste program structure administration:

Some of the more organized communities within Valencia County have their own solid waste collection/disposal systems; others utilize various small/large private contractors to perform collection and disposal. Some of the less organized communities and otherwise populated areas utilize no formal collection services, and although many residents of those areas do utilize private contractors and/or the County landfill and transfer station, many others dump their waste illegally in open lands which are owned by private individuals who have no immediate knowledge of such dumping, or in government-owned lands. Although the current ordinance provides for accountability, a significant number of Valencia County residents and businesses are not actually held accountable in any meaningful way for the wastes they generate. As stated above, there is little enforcement of the applicable ordinances, and the current ordinances may not be sufficient or appropriate to address current and future County needs, goals and objectives.

Description of current waste management practices:

Currently, the prevailing (default) solid waste management scenario for Valencia County is to simply collect, transport, and dump waste in a landfill, with only a small portion of such waste (about ___%) being recycled or otherwise diverted. This collection, transport and dumping only applies to specifically identified addresses within the county, and to those addresses where the tenants have elected to purchase services from a contractor, or in municipalities where collection is mandatory. Approximately ___% of County residents either: (a) do not purchase services from a contractor, or (b) are not subject to mandatory collection as residents of a community requiring such collection services.

Description of the sustainability and the long-term goals and objectives of the County's Solid Waste Management Plan:

It is now and henceforth, with the advent of this document, the stated goal of Valencia County to account for, collect and process 100% of all waste, garbage, refuse and other discarded materials generated from all sources within Valencia County, including, but not limited to, residential, commercial and any and all other identified sources, and to recycle and/or divert as much of its waste stream as possible and practicable, and to eliminate landfill disposal of its waste stream to the highest degree practicable.

Valencia County includes within this stated goal the desire to educate and engage each and every one of its residents, to the degree necessary, to develop sufficient awareness to change and improve its current prevalent culture of indifference to the importance of waste stream capture, recycling and diversion of discarded materials, as well as indiscriminate and illegal refuse dumping. Strict, yet thoughtful, progressive and skillful adherence to this Solid Waste

Management Plan will help us to bring about the ultimate objective of the plan: The cleanest and most beautiful Valencia County, New Mexico, U.S.A. possible.

An important objective of this plan is to officially adopt a comprehensive Solid Waste Management Plan which will establish the direction in which Valencia County shall move from this point forward, and establish the actions required to procure or otherwise stimulate sufficient activity to properly and appropriately collect, transport, process and dispose or divert all waste materials generated within the County.

Although these are lofty and idealistic goals and objectives, it is the intent of this plan that during some future Plan review, we will be able to say that "All Valencia County Solid Waste Management Plan goals and objectives have been reached and accomplished".

Essential to reaching this objective and to encourage the fulfillment of these goals, the following requirements are primary to, and essential for, ultimately making Valencia County the cleanest most environmentally sustainable county in New Mexico, as well as the cleanest and most environmentally sustainable county the United States of America, making Valencia County a desirable model of comparison for the rest of the world with regard to the handling and disposal of its waste stream:

- Collection and appropriate handling and disposal of ALL wastes generated in Valencia County.
- Elimination of ALL illegal dumping by providing adequate alternative methods of deposition and collection.
- Effective, meaningful and comprehensive enforcement of all Valencia County Solid Waste Ordinances.
- Ongoing and periodic education of all Valencia County residents with regard to the objectives stated herein.
- Recycling and/or diversion of the highest possible percentage of collected waste, garbage refuse and other discarded materials.
- Eventual elimination of landfill disposal of 100% of ALL refuse materials within Valencia County.

Valencia County will endeavor to make all reasonable and practicable attempts to reduce or where possible, eliminate all expenses associated with all collection, handling and disposal phases of all sources of waste generated within the County, thereby reducing costs, traffic, noise, air and groundwater pollution, vermin and many other associated issues to an absolute minimum.

The County will rely on sound business principles to maximize its efficiency of waste collection, handling and disposal, and to minimize costs to residents and businesses, and will utilize existing local public and private infrastructure and entities to the most extensive and efficient degree possible.

The County Solid Waste Ordinance should be amended to provide for a permanent Solid Waste Management Plan Committee which will, in conjunction with appropriate County staff, periodically assess the appropriateness and relevance of the current plan, track progress toward goals and objectives, and analyze future innovations for possible application of, or modification to, its solid waste programs.

The County, through its staff and the Solid Waste Management Plan Committee, should diligently pursue updating of and/or modification to its current Solid Waste Ordinance to be congruent with this management plan, any subsequent changes/modifications to the plan, and any applicable changes to current federal, state and/or local statutes.

The County Solid Waste Management Plan Committee should continually assess the efficacy of the Solid Waste Management Plan and the Solid Waste Management Ordinance in order to recommend to the County Commission

possible changes or modifications which will enhance and improve the handling and disposal of waste generated within the County.

The County and the Committee should establish a system of measurement of key criteria and indicators of the efficiency and effectiveness of its solid waste program, and should track and document such criteria and indicators to ensure that efficiency and effectiveness of its plan and program does not deteriorate.

The County should diligently enforce the Solid Waste Ordinance, and should appropriately fund and staff its solid waste ordinance enforcement activities, and should appropriately prosecute violators, utilizing Enforcement/Education Officers funded by a portion of the fees collected by the contractor(s) and or fees paid by the contractor(s) to the County.

All Valencia County procurement related actions with regard to solid waste management should be configured to apply specific award/evaluation criteria as necessary to achievement and establishment of desired franchising and/or licensing and/or contracts/purchases which will produce the highest practicable levels of adherence to the above described goals and objectives and to the provisions of the Valencia County Solid Waste Ordinance.

In order to encourage future uniformity in purpose and objectives, and to strive toward a completely integrated and coordinated countywide solid waste management plan, any licensed/franchised/contracted solid waste management services/purchases resulting from any future Valencia County procurement actions should be configured such that any other (currently unaffected/uninvolved) communities and/or entities may elect to utilize such contracts upon mutual agreement between those communities/entities and the contractor(s).

All solid waste management actions, activities, programs, processes and procedures sanctioned in any way by Valencia County will comply with all federal, state and local ordinances in effect at the time of such actions/activities.

Authors' Vision for Valencia County's Solid Waste Management Future:

- Valencia County should strive toward an integrated Solid Waste Management System with 100% compliance by all residents and businesses.
- There should be some reasonable, required and acceptable form(s) of collection, capture and/or gathering of all residential and commercial solid waste from all sources, available to all residents and businesses, with no exception. Appropriate fees should be charged for all forms of collection.
- All Valencia County Solid Waste ordinances should be strictly enforced by trained professional officers with the full authority of Valencia County. Violators should be punished by being assigned to cleanup efforts, where/when appropriate.
- Recyclable wastes should be separated from non-recyclable wastes in the most efficient manner possible, and should be marketed by the contractor/collector and quantities/types periodically reported to the County.
- Collection and composting of appropriate waste should be accomplished to the highest extent possible, on a scale consistent with the quantities generated.
- All possible opportunities for efficient diversion of appropriate wastes should be thoroughly researched and utilized.
- Collection of toxic and other wastes such as bulk items which are not compatible with landfill disposal should be made available to all residents on a scale consistent with the level they are generated within the County.

- Education of all Valencia County residents, through appropriate venues, with regard to the benefits of and responsibility for conscientious handling and disposal of our waste stream, should be a permanent endeavor.

In conclusion, we believe that a comprehensive solid waste program with a single, qualified and sufficiently bonded contractor can/will address several problems and deficiencies, such as;

- 1. The current inherent problems at the Conejo transfer station, by making it a bigger and more efficient facility, and by adding more convenience centers throughout the county with the lowest possible (or no) financial impact on the general fund with regard to subsidization of the the Solid Waste Department.**
- 2. Residents will receive and enjoy added services such as recycling, bulk item pick-up, district clean-up efforts and the cleanest of environment.**
- 3. There will not be a negative impact on roads and air pollution caused by duplication of truck routes providing service on the same roads to the same neighborhoods.**
- 4. Economic advantages to the County such as jobs, gross receipts, spending with local vendors and utilizing local haulers, talent and resources whenever possible.**

Discussion:

We believe that Valencia County can best achieve the above goals and objectives by accomplishing the following:

- 1. Finalize the Solid Waste Management Plan and adopt it as the County's Official Solid Waste Management Plan.**
- 2. Periodically review, update and evaluate the Solid Waste Management Plan to account for any changes in requirements, changes in technology and markets, and for any other associated issues, and amend the Solid Waste Ordinance accordingly.**
- 3. Require the County Purchasing Office to prepare a Request For Proposals (RFP) which would allow for wide-ranging proposals from all interested potential providers, with the following key elements:**
 - A single contractor/contact point to oversee the performance of all collection, recycling, diversion and disposal operations.
 - Require proposers to list and describe in detail all the various types of services they are proposing to provide to best meet all the requirements of the Valencia County Solid Waste Management Plan, and their justification for how/why their proposed services are appropriately chosen and suitably sized for Valencia County.
 - Require all proposers to furnish new waste containers with Valencia County logo.
 - Proposers should price all their proposed services as a package price.
 - Allow negotiation of individual aspects of proposal offerings to achieve the highest degree of adherence to the Solid Waste Management Plan at a price per customer which is deemed acceptable by the County; the County can pick and choose which services it deems affordable and/or necessary for meeting the needs of county residents, and for accomplishment of the goals and objectives of the Solid Waste Management Plan.
 - Establish award evaluation criteria which heavily weights the use of local resources (example: existing haulers) by the contractor in an effort to keep as much of the contract revenue in the County. All award evaluation

criteria and weighting should be as congruent as practicable with the Solid Waste Management Plan, and should be designed with appropriate and finite (non-subjective) measurable evaluation point values, such that any reasonable evaluators could/would come to the same conclusion without ambiguity.

- Recycling of recyclable solid waste should be weighted as an important part of the award evaluation process; profitability to the County should be important as well. In addition, diversion from, and elimination of landfill disposal should be given substantial evaluation weight.

4. Review all proposals submitted, interview all serious proposers, negotiate necessary issues, and evaluate proposals based upon the established criteria, determining which proposal/options will best achieve the goals and objectives of the Solid Waste Management plan at an affordable price for residents.

5. Amend the Solid Waste Ordinance as necessary to be congruent with the award determination.

6. Award and manage contract.

Suggested issues/topics to discuss/negotiate with Proposers:

Collection	Disposal	Transfer Stations
Convenience Stations	Bulk Items	Waste Prevention
Composting Initiatives	Diversion	Recycling/marketing/exporting
Electronics recycling	Toxic Wastes/Materials	
Public education/awareness/engagement/participation		

All other topics which will effectively minimize existing negative aspects of solid waste management, and which will maximize positive aspects of solid waste management.



VALENCIA COUNTY

Board of County Commissioners

Agenda Request Form

Department Head: Louis Burkhard, Sheriff
Individual Making Request: Louis Burkhard, Sheriff
Presentation at Meeting on: March 7, 2012
Date Submitted: February 24, 2012
Title of Request: Law Enforcement Protection Fund Application

Action Requested of Commission:

Sheriff requests commission's approval to submit Law Enforcement Protection Fund Application.

Information Background and Rationale:

Funds are available annually for Law Enforcement agencies through the State of New Mexico Dept. of Finance and Administration.

What is the Financial Impact of this Request?

Valencia County Sheriff's Department qualifies for \$54,000 under the terms of the Law Enforcement Protection Fund. The funds will be used as follows: \$40,000 for equipment; \$14,000 for advanced training.

Staff Comments:

Legal:

Approved. A.N.

Finance:

Recurring grant funds with positive impact to Sheriff's Department. CC

APPLICATION FOR LAW ENFORCEMENT PROTECTION FUNDS
FOR CLASS 2 MUNICIPALITIES AND COUNTIES
PURSUANT TO CHAPTER 29, ARTICLE 13 NMSA 1978
FOR THE JULY 1, 2012 - JUNE 30, 2013 FISCAL YEAR

I. Municipality or County: Valencia County

II. Computation of Proposed Distribution:

A. Class 2 (Population per 2010 Census = 20,001 to 160,000) \$30,000

B. Total Number of Full-Time Certified Police Officers
or Sheriff Deputies (*) multiplied by \$600: \$24,000

40 X \$600 =

(*) Each officer or Deputy must be certified by the New Mexico Law Enforcement Academy pursuant to Section 29-7-8 NMSA or authorized as a New Mexico peace Officer pursuant to Section 29-1-11 NMSA. Certification status must be current on the registry at the Law Enforcement Academy.

C. Total Proposed Distribution** (A + B) \$54,000

III. Amounts distributed from the Law Enforcement Protection Fund must be expended only for the purposes allowed by Section 29-13-7 NMSA 1978. Please itemize the proposed use of these funds below:

A.	Repair and purchase of law enforcement apparatus and equipment which meet minimum nationally recognized standards. (Please Note: regular maintenance on vehicles and police equipment; office furniture and supplies; or operating expenses are not allowable expenses) Rule 2 NMAC 110.3	\$ 40,000
B.	Expenses associated with advanced law enforcement planning and training.	\$ 14,000
C.	Complying with match or contribution requirements for the receipt of federal funds relating to criminal justice programs.	- 0 -
D.	New Mexico Finance Authority Intercept Agreement.	- 0 -
E.	TOTAL ESTIMATED EXPENDITURES** (must equal total distribution)	\$ 54,000

** Total Estimated Expenditures from Section III must equal the amount of Total Proposed Distribution in Section II.

IV. CERTIFICATION: Under penalty of law, we hereby certify that to the best of our knowledge and belief, the information contained in this application is correct, and that all expenditures of Law Enforcement Protection Fund monies will be made in accordance with Sections 29-13-7 and 29-13-9 NMSA 1978 as well as Rule 2 NMAC 110.3.

Mayor/Chairman

Police Chief or Sheriff

Date

Municipality/County: Valencia CountyContact Person: Adrienne Kozacek
Phone Number: 505-866-2400

APPLICATION FOR LAW ENFORCEMENT PROTECTION FUNDS
FOR MUNICIPALITIES AND COUNTIES
PURSUANT TO CHAPTER 29, ARTICLE 13 NMSA 1978
FOR THE JULY 1, 2012 - JUNE 30, 2013 FISCAL YEAR

SUPPLEMENTAL SCHEDULE

Instructions: List the name, certificate number, and date of certification of all full-time police officers and sheriff deputies certified by the New Mexico Law Enforcement Academy pursuant to Section 29-7-8 NMSA 1978 or authorized to act as a New Mexico peace officer pursuant to Section 29-1-11 NMSA 1978. Please photocopy this form if additional space is needed.

Name of Full-Time Certified Police Officers and Sheriff Deputies	Certificate Number	Cert. Date
1) Micah Bogue	08-0156-P	7/2/08
2) Louis Burkhard	82-0126-P	5/1982
3) John N. Carter	96-0184-P	6/21/96
4) Bobby Chavez	Cadet	
5) Pedro Chavez	05-0052-P	5/19/05
6) Donald Derrick	97-0205-P	6/16/97
7) George Diesel	08-0345-P	12/23/08
8) Nick Dimas	05-0045-P	5/13/05
9) Donald Donges	83-0312-P	2/1/96
10) Curtis Espinoza	07-0132-P	8/10/07
11) Paul Gallegos	93-0093-P	1993
12) Desiderio Garcia	11-0268-P	11/10/11
13) Candi Gebler	Cadet	
14) John Giron	05-0109-P	6/30/05
15) John Gordon	93-0246-P	10/2/93
16) Gary Hall	81-0281-P	8/28/81
17) Stephen Hall	08-0133-P	7/2/08
18) James Harris	00-0104-P	6/15/00
19) Abe Henson	02-0181-P	8/22/02
20) David Hill	05-0138-P	7/1/05
21) Brenda Ituralde-Alderete	Cadet	
22) Rod Johnson	79-0230-P	

NOTE: Please use name that has been reported to The Department of Public Safety (DPS), e.g. if female officer has married/divorced and has changed last name and has not been reported to DPS.

Municipality/County: Valencia CountyContact Person: Adrienne Kozacek
Phone Number: 505-866-2400

APPLICATION FOR LAW ENFORCEMENT PROTECTION FUNDS
FOR MUNICIPALITIES AND COUNTIES
PURSUANT TO CHAPTER 29, ARTICLE 13 NMSA 1978
FOR THE JULY 1, 2012 - JUNE 30, 2013 FISCAL YEAR

SUPPLEMENTAL SCHEDULE

Instructions: List the name, certificate number, and date of certification of all full-time police officers and sheriff deputies certified by the New Mexico Law Enforcement Academy pursuant to Section 29-7-8 NMSA 1978 or authorized to act as a New Mexico peace officer pursuant to Section 29-1-11 NMSA 1978. Please photocopy this form if additional space is needed.

Name of Full-Time Certified Police Officers and Sheriff Deputies	Certificate Number	Cert. Date
1) Clyde Joseph	96-0132-P	5/31/96
2) North Kanyuck	09-0009-P	1/30/09
3) Alejandro Lara	09-0122-P	7/10/09
4) Sean Laurson	Cadet	
5) Dominic Lopez	08-0261-P	10/3/08
6) Jennifer Martin	11-0167-P	8/19/11
7) Joseph Martinez	01-0054-P	5/26/11
8) Simon Martinez	98-0153-P	5/8/98
9) Alan Montano	04-0102-P	5/19/04
10) Lawrence Montano	97-0095-P	3/6/97
11) Stanley Montano	10-0030-P	2/3/10
12) Jeff Noah	96-0273-P	11/13/96
13) Mario Romero	04-0298-P	12/10/04
14) Prescilla Ruiz	11-0289-P	11/10/11
15) James Sanchez	04-0340-P	12/21/04
16) Fred Torres	01-0070-P	5/14/01
17) Jorge Trujillo	76-3054-P	5/7/76
18) Pete Weh	97-0069-P	2/7/97
19)		
20)		
21)		
22)		

NOTE: Please use name that has been reported to The Department of Public Safety (DPS), e.g. if female officer has married/divorced and has changed last name and has not been reported to DPS.



VALENCIA COUNTY

Board of County Commissioners

Agenda Request Form

Department Head: Bureau of Election

Individual Making Request: Peggy Carabajal

Presentation at Meeting on: March 7, 2012

Date Submitted: February 27, 2012

Title of Request: Consideration to hire in the Bureau of Elections Office

Action Requested of Commission:

Consideration to approve the hire of one employee in the Bureau of Elections Office.

Information Background and Rationale:

Due to the 2010 re-dist and the fact that there are 3 scheduled elections for the Bureau of Elections Office within five months, a Special School Elections, Municipal Election and the Primary Election, we are desperately working on placing voters in the right district. The Municipal Election is March 6th. As soon as that is done we have to start working on the commission districts and the state district, which is still undecided on the House of Representatives. All this needs to be done as soon as possible as state candidates need to get their petition done when filing for office on March 20th. Bureau of Elections Office has a staff of two, we have 41,547 registered voters.

What is the Financial Impact of this Request?

\$21,785.00 L.T.

Staff Comments

Legal: Pursuant to NMSA 1978, § 4-38-19 (1973), elected county officials have the authority to hire and recommend the salaries of persons employed by them to carry out the duties and responsibilities of the offices to which they are elected. Indeed, the New Mexico Court of Appeals has explained that "[b]y granting the voters of a county the right to elect a person to an office charged with certain duties, the legislature implicitly provided that the electorate can hold that person responsible for the proper performance of the office. Yet that person cannot fairly be held accountable if other elected officials infringe too intrusively upon the performance of the duties of the office." Bd. of County Com'rs of County of Bernalillo v. Padilla, 111 N.M. 278, 284, 804 P.2d 1097, 1103 (Ct. App. 1990). This obligation, however, is tempered by the provisions of the Bateman Act, which renders it "unlawful for any board of county commissioners . . . for any purpose whatever to become indebted or contract any debts of any kind or nature whatsoever during any current year which, at the end of such current year, is not and cannot then be paid out of the money actually collected and belonging to that current year[.]" NMSA 1978, § 6-6-11 (1968). Consequently, the Board must make a determination as to whether sufficient funds exist during the current year as would enable to the County to make this position available for the County Clerk, and whether this position is required for the proper performance of her duties. D.P.

Finance: Additional monies will need to be budgeted in fund 401-05. C.D.



VALENCIA COUNTY
Board of County Commissioners

Agenda Request Form

Department Head: Ruben Chavez

Individual Making Request: Jose Compos

Presentation at Meeting on: March 7th 2012

Date Submitted: February 27th 20102

Title of Request: RFP for Older American Program Four Year Plan

Action Requested of Commission:

Consideration of RFP for the purpose of Valencia County continuing the Older American Program for the next four years.

Information Background and Rationale

The Older American Program is a bid process, whereby the Area Agency on Aging has requested a four year plan. Valencia County has applied and been awarded this bid proposal since 1976. This program is better known as the Valencia County Older Americans Program that provides meals and transportation under Title III of the Older American Act of 1965. These services are provided at the senior centers and to the homebound for senior citizens 60 years and older.

What is the Financial Impact of this Request?

The Older American Program utilizes an approximate \$774,000.00 budget. Of this budget the County contributes \$276,500.00, the federal Government contributes \$208,258.00, New Mexico contributes \$238,907.00 and the participants donate nearly \$50,000.00.

Staff Comments

Legal: "The Commission must determine if it is in the best interest of the County to submit the RFP and if it is in the County's best interest the Commission should vote to ratify the submission."

Finance:

Money is budgeted annually for the program and grants are based on reimbursements. CC

Business Manager:



PROPOSAL TO
NEW MEXICO NON METRO-
AREA AGENCY ON AGING



FOR THE

4 YEAR AREA PLAN
2012 - 2016



COUNTY OF VALENCIA OLDER AMERICAN PROGRAMS
715 S. MAIN ST. BELEN, NM 87002

PROPOSAL TO NON METRO AREA AGENCY ON AGING
4 YEAR AREA PLAN

INDEX

1. Authorization to Submit the Area Plan	3
2. Narrative Outline	4-11
A: Organizational Capability	
B: Statement of Need	
C: Identifying and Prioritizing/Targeting	
D: Delivery of Service	
E: Planning and Coordination	
3. Advisory Council	12
4. Outreach Form	13
5. Budgets	14-21
A: Projected Units of Services and Persons Served	
B: In-Kind Resource Summary	
C: Summary of Budgeted Revenues	
D: Personnel Worksheet	
E: Summary of Budgeted Expenses	
F: Service Cost Worksheet	
6. Equipment/Vehicle Inventory	22-25
7. Letter of Commitment (if applicable)	26
8. Assurances	27-34
A: General Assurances	
B: Certification Regarding Debarment, Suspension, and Other Responsibilities	
C: Certification Regarding Lobbying	
9. Resolution Authorization	35

**Authorization to Submit the Area Plan
For the Period: July 1, 2012 - June 30, 2016**

The Area Plan for Valencia County is hereby submitted for approval. The Provider / Vendor identified below will administer the plan in accordance with the Older American Act, related federal and NM state policies, rules and regulations, and state program requirements.

Program Name: Valencia County Older American Program
Street Address: 715-A South Main Street
P.O. Box: _____
City, State Zip: Belen, NM 87002

Telephone Number: 505-864-2663
Email: jose.campos@co.valencia.nm.us

FAX Number: 505-864-0392

Director:

Jose Campos

Name Signature Date

Chair of Governing Body:

Don Holiday

Name Signature Date

Email: _____

The advisory body has had the opportunity to review and comment on the Area Plan. Comments are attached.

Chair of Advisory Body:

Lillie McNabb

Name Signature Date

Email: _____

NARRATIVE
FOR
COUNTY OF VALENCIA OLDER AMERICANS PROGRAM

Organizational Capability

The County of Valencia Older American Program's mission statement is "Continually serving our communities with hope that we can make a difference in one person's life." This is accomplished by setting goals in the number of meals we serve in our congregate settings and to those who are home bound. Also, in the number of transports we provide to the centers, medical appointments and shopping. Our centers are open during the week for seniors to have a place to congregate and there are many activities taking place throughout the day.

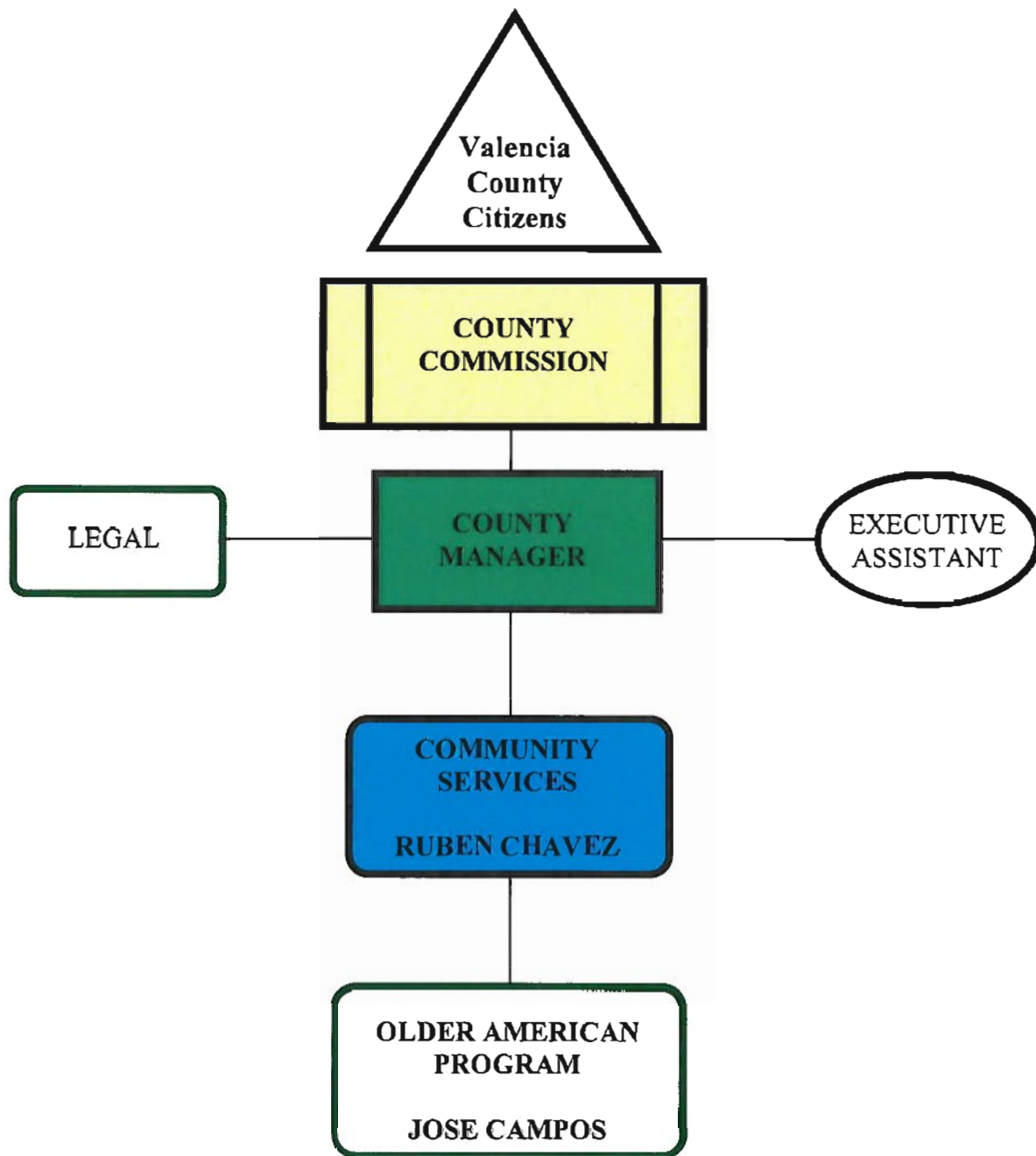


Our objectives are to meet these goals by providing services to senior citizens in Valencia County who are sixty years of age and older. As more financial constraints are put on our program, it is essential that we target seniors who are at the most economic need of these services.

Networking is done throughout Valencia County and into Bernalillo County through the medical community, government agencies, religious groups and word of mouth. These entities are well aware of the important and valuable services that we provide to our senior population. Our program receives many referrals from these groups when they encounter a senior who needs our services.

Valencia County has operated the Older Americans Program since 1976 and has a history of providing services to its senior population.

See Agency's Organizational Chart, Page 5.



Agency's Organizational Chart

Statement of Need

Public Hearing Process:

The Valencia County Older American Program with La Vida Felicidad held a public hearing on February 15, 2012 at the Belen Community Center in Belen, New Mexico. There were approximately twenty people in attendance.

Methods used for publicizing the hearing were through the local newspaper, local radio station, and flyers at all the senior centers in Valencia County, churches, and flyers delivered to the home bound.

Comments at the public hearing centered on respite and elder care due to the lack of this service in Valencia County. Education of services was the second concern. Health promotion, expanding assisted transportation services throughout the County into Albuquerque, home safety and chore services all came in third. Adult day care services and life alerts came in fourth. There was lively discussion on these topics with senior citizens of Valencia County offering suggestions.

Possible changes that could occur from the input received at the public hearing are to team up with La Vida Felicidad in providing respite care at the senior centers. Also, seeing what kind of arrangement could be worked out with Rio Metro to provide more assisted transportation.

The geographical areas where we provide services are in the boundaries of the County of Valencia. Our County is bordered by Bernalillo County to the North, Socorro County to the South, Cibola County to the West and Torrance County to the East. Valencia County is considered part of the Metro area due to our proximity to Albuquerque.

The population to be served are seniors sixty years of age and older, which could include a spouse of a senior who is under sixty or a disabled child living with a senior.

The targeted populations of Valencia County are our most at risk seniors. The latest census shows that there are:

652 seniors over the age of 85:

2755 seniors 75 to 84:

4740 seniors 65 to 74:

3252 seniors 60 to 64:

This is a total of 11,399 senior citizens 60 years of age and older that account for sixteen percent (16 %) of Valencia County's population. The age group of those 55 to 59 is 4780,

which raises this percentage to twenty two (22%). These numbers show the impact of the Baby Boom Generation reaching senior status.

The data shows the number of householders living alone age 65 and over at 1870. Many live a secluded lifestyle and have very little interaction with others. Some in this age group receive home delivered meals and at times, our drivers are the only persons they may have contact with. Valencia County has a high poverty rate for this age group with many the only source of income being Social Security.

Service Sites for Valencia County

Belen Senior Center9:00 am to 3:30 pm
Del Rio Senior Center.....9:00 am to 3:30 pm
Fred Luna Senior Center.....8:00 am to 2:00 pm
Bosque Farms Meal Site.....11:00 am to 1:00 pm
Meadow Lake Senior Center.....9:00 am to 3:00 pm

There are no other organizations in Valencia County providing meals for the senior population. Local transportation is provided by Rio Metro throughout Valencia County in conjunction with the Rail Runner. There is a fee and all day service is provided.

Identifying and Prioritizing Clients/Targeting

Our program's process for receiving and processing requests for services follow the policies and procedures set by the Area Agency on Aging. Registrations, assessments and personal interviews are conducted to attain pertinent information of the client.

Through the assessment process we are able to identify those with the greatest economic need and provide further referrals as need. This could be for food stamps, energy assistance, home health care, transportation, food banks or any other service that this individual could receive. Usually the nutrition assessment gives us enough information to begin home delivered meals if this person is home bound. Any other services such as transportation to medical appointments or for shopping will be provided.

In the congregate setting, we also identify those with the greatest economic and social needs. Our staff provides referrals to assist seniors in need of basic services. Our centers are open throughout the day for socializing and activities such as dancing, pool, cards, bingo and exercising. Our program makes every effort to ensure all individuals have equal access to our centers.



Our program assists families who have a member who is at risk of being institutionalized. Since Valencia County does not have an adult day care center, our senior centers fill in the void. We have assisted families by transporting seniors with advanced dementia to adult day care centers in Albuquerque to give them some respite. Every effort that our program can possibly do is done to avoid institutionalization. Sometimes our efforts are successful and other times we will work with the family to find a place such as Assisted Living in Tome for their loved ones.

In Valencia County we have a diverse population where many citizens are able to trace their ancestry to when the Spaniards arrived in the Rio Abajo. Speaking a dual language such as Spanish and English is very common in our County so there is seldom any problem targeting those individuals with limited English proficiency.

The Valencia County Older American Program has Senior Centers located where there is access for those living in the most rural and remote areas. The networking system in place allows for referrals to identify those who need our services. Our assessment coordinator does home visits to the rural and remote areas of our County to assist seniors and identifying which services need to be administered.

Delivery of Service

Valencia County Older American Program's services are:

Congregate meals are provided at all of our Senior Centers Monday through Fridays, except for holidays, at 12:00 noon. Menus, which use the meal pattern method and are diabetic and heart friendly, are submitted to the Area Agency on Aging for approval.



Home delivered meals are transported in hot and cold holding trucks and provided for seniors who are determined to be home bound. These hot or cold meals are delivered Monday through Friday and on holidays the recipient will receive a frozen meal that was delivered the day before.

Weekend frozen meals are sent to seniors who are at very high nutritional risk and do not have any family member to cook for them over the weekend.

Local transportation is available Monday through Friday for seniors who want to attend the centers. Pick-up is in the morning from their homes and returned to their homes after the lunch hour.

For local medical appointments, seniors need to give a 24 hour notice of where they need to go. Usually the local medical appointments are in either Belen or Los Lunas.

Medical transportation into Albuquerque requires a 24 hour notice and the appointments need to be scheduled between 10:00am and 1:00pm. This service is available Monday through Friday except for holidays. We are able to transport up to eight seniors, with one being a wheel chair bound senior, who are picked-up throughout the County at their homes beginning at 8:00am. The driver arrives in Albuquerque by 10:00am for the first appointments. By 1:00 the driver begins to pick-up the participants and has them back into Valencia County by 3:00.

Shopping transportation is scheduled from each center at least twice a month.

Donations for these services are gladly accepted from our participants which are \$1.00 for meals, \$1.00 for local transportation and \$3.00 for medical transportation into Albuquerque.

Planning and Coordination

Our program coordinates with agencies that provide services to our senior population. When we receive requests from participants that we are unable to answer, they



are referred to the NM ALTSD Aging and Disability Resource Center. Our program also provides the NM Aging and Long Term Services Department's web site address for seniors who have access to an internet.

With our proximity to the Isleta Pueblo, our program invites the Isleta Elders to join in our festivities,' likewise, their program invites our participants to their events. This has brought our senior citizens together to enjoy each others cultures.

Our program works with organizations in Valencia County who provide long-term care and health care providers to ensure our senior population have options to consider. The Center for Ageless living and Belen Meadows collaborates with our program in providing information to our participants.

Many of our participants compete in the New Mexico Senior Olympics and this year the Village of Los Lunas is taking an active role with their recreation department in sponsoring this program. Our senior participants also attend health promotions and

disease prevention programs at the University of New Mexico Valencia Campus, New Mexico Department of Health in Valencia County, and other health fairs throughout the County.

Our program works with the Belen RSVP program with utilizing volunteers at all our centers. These volunteers assist in serving meals, answering phones, taking blood pressure readings, playing in the band for our dances and many other functions.

Emergency preparedness is coordinated with the County of Valencia's fire department, and also with the fire departments in Belen, Los Lunas, Peralta and Bosque Farms. The County is the lead in the planning and execution of the emergency preparedness for the County of Valencia. The Fire Chiefs visit our centers on a regular basis and provide information to our participants.

Medicaid and Medicare education is provided to our participants by the various organizations that provide these services. Presentations are given and attendees are given valuable information.

The Senior Citizens Law Office located in Albuquerque provides their services to senior citizen residents of Valencia County. Notices are printed in the local newspaper as to time and place of meetings. The law office provides one-on-one advice at no cost on living wills, last will and testament, do not resuscitate and powers of attorney.

We work with the Rio Metro Transportation System in Valencia County to assist seniors in receiving transportation when our program is unable to provide this service. Rio Metro transports seniors to the Rail Runner and other areas throughout the County.

Our program has many veterans and we provide transportation to the Veterans Hospital



in Albuquerque. We have done referrals to the NM Secretary of Veterans Affairs when our senior veterans need assistance. The Office of Congressman Martin Heinrich sends one of his staff members to assist Valencia County Veterans in filing claims and any other assistance the federal government may provide.

Conclusion

Overall, the Valencia County Older Americans Program provides a valuable service to its senior population. We are seeing the senior population growing and more seniors seeking services. There are financial constraints with the continual rise in the cost of providing these services. Our program does not turn seniors away; we do what it takes to continue delivering these services. The County of Valencia, our local Villages, Towns and Cities, the State of New Mexico, and the United States Federal Government all work together to maintain and improve the quality of life for our senior citizens.



Advisory Council

Provide the following information as it relates to your agency's advisory council.

Composition of Advisory Council

Total Members Advisory Council	Total Minority	Total with Disabilities	Total Caregivers	TOTAL Age 60+	Advisory Council Members Age 60 Or Older						
					BLACK Age 60+	HISPANIC Age 60+	ASIAN Age 60+	AMERICAN INDIAN Age 60+	WITH DISABILITIES Age 60+	WITH LOW INCOME Age 60+	SERVICES RECIPIENTS Age 60+
15	8	1		12	0		0	0	1	10	10

At least 50% of Council membership must be comprised of persons 60 years of age or older.

<u>Name</u>	<u>Organizational Affiliation</u>	<u>Geographic Location/County</u>
Thomas Curley	Belen Senior Center	City of Belen
Linda Havertt	Del Rio Senior Center	Rio Communities
Barbara Hinojos	Del Rio Senior Center	Rio Communities
Judith White	Meadowlake Senior Center	Meadow Lake
John Sanchez	Fred Luna Senior Center	Los Lunas
Claudia Martinez	Fred Luna Senior Center	Los Lunas
Dorothy Vaughn	Bosque Farms Center	Bosque Farms
Frank Cox	Bosque Farms Center	Bosque Farms
Lillie McNabb	Bosque Farms Center	Bosque Farms
Eileen Stone	Peralta	Town of Peralta
Lucy Romero	Peralta	Town of Peralta
Ruben Chavez	Valencia	County of Valencia
Wayne Gallegos	Belen	City of Belen
Michael Jaramillo	Los Lunas	Village of Los Lunas

Outreach Methods

Using a table format, describe specific outreach methods to be used by your agency to ensure the identified services will be delivered to each target group.

Populations	Outreach Methods Used
Frail Adults	Home health care providers, doctors, hospitals, APS, flyers
Vulnerable adults	APS, police, fire department, animal control and flyers
African-Americans 60+	Flyers, presentations, churches
American Indians 60+	Isleta Elder Center, flyers
Asians 60+	Flyers, presentations, churches
Hispanics/ Latinos 60+	Flyers, churches, community organizations
Persons with Low Incomes 60+	Midwest Community Action Program, Roadrunner Foodbank, Echo, and other groups targeting the low income.
Minority Persons with Low Incomes 60+	Through churches, and community organizations
Persons with Limited English Proficiency 60+	Organizations that teach English as a second language
Persons Residing in Rural/Isolated Areas 60+	APS, police, Fire Department, Animal Control and other organizations serving these area.
Persons with Alzheimer's Disease & Related disorder 60+	Families, churches, and other community organizations
Persons Living Alone 60+	Neighbors, Fire Department, Churches, community organizations
Grandparents Raising Grandchildren 60+	Families and community organizations
Individuals with Disabilities 60+	Doctor's, Health Care, families and community organizations
Veterans 60+	Department of Veterans Affairs, Veteran Associations and community organizations.
Individuals at Risk for Institutional Placement 60+	

Budgets

NON-METRO AREA AGENCY ON AGING PROJECTED UNITS OF SERVICE AND PERSONS SERVED

Contractor:

Fiscal Year: 07/01/2012- 06/30/2013

BUDGETED SERVICES	FY 10/11		FY 11/12 - Qtrs 1-3		FY 11/12 - Qtr 4		FY 12/13		Explain Any Differences In Proposed Units
	Actual Units of Service	Actual Persons Served	Actual Units of Service	Actual Persons Served	Projected Units of Service	Projected Persons Served	Proposed Units of Service	Proposed Persons Served	
IIIB SUPPORTIVE SERVICES: ACCESS SERVICES									
Assisted Transportation									
Case Management									
Transportation	13,674	234	8,434	195	6,024		14,000	240	
IIIC-1 CONGREGATE MEALS									
Breakfast Meals									
Lunch Meals	35,583	868	22,385	835	15,989		38,000	900	
Weekend Meals									
Evening Meals									
IIIC-2 HOME DELIVERED MEALS									
Breakfast Meals									
Lunch Meals	69,939	434	37,167	370	33,369		70,000	400	
Weekend Meals	9,803	183	3,979	31	2,842		6,500	30	
Evening Meals									

NON-METRO AREA AGENCY ON AGING
IN-KIND (NON-BUDGETED) RESOURCE SUMMARY

Contractor:

Period: 07/01/2012 - 06/30/2013

SERVICE CATEGORY	Line-Items			Source of In-Kind Support (Specify)				
	Personnel	Other Operat	Total In-Kind	Local Government				Total Funding Source
IIIC NUTRITION SERVICES								
Congregate Meals	15,000	20,000	35,000		28,700			28,700
Home Delivered Meals	30,000		30,000		17,700			17,700
Nutrition Services Subtotal	45,000	20,000	65,000		46,400	-	-	46,400

**Non-Metro Area Agency on Aging
Summary of Budgeted Revenues**

Contractor: _____

Funding Sources	Congregate Meals	Home-Del. Meals	Transportation	TOTAL
Federal Title IIIB			\$ 42,540	\$ 42,540
Federal Title IIIC1	\$ 76,295			\$ 76,295
Federal Title IIIC2		\$ 21,714		\$ 21,714
Federal Title IIID				\$ -
Federal Title IIIE				\$ -
NSIP	\$ 20,313	\$ 47,396		\$ 67,709
State	\$ 60,961	\$ 157,124	\$ 20,822	\$ 238,907
Local Cash (City/County/Town)	\$ 38,105	\$ 205,269	\$ 33,126	\$ 276,500
Fundraising				\$ -
Other Grants/Foundations				\$ -
State Funded Senior Empl. Prog	\$ 6,962	\$ 15,010	\$ 4,071	\$ 26,043
In-Kind	\$ 35,000	\$ 30,000	\$ -	\$ 65,000
Program Income:				\$ -
Transportation:			\$ 2,400	\$ 2,400
Housekeeping:				\$ -
Adult Day Care:				\$ -
Other:				\$ -
Congregate Meals Donations	\$ 20,006			\$ 20,006
Home Delivered Donations		\$ 31,915		\$ 31,915
Other :				\$ -
				\$ -
TOTAL:	\$ 257,642	\$ 508,428	\$ 102,959	\$ 869,029
Projected Units	38,000	76,500	14,000	
Total Cost of Service	\$ 6.78005	\$ 6.64612	\$ 7.35421	
Total Cost of Service w/o In-Kind	\$ 5.85900	\$ 6.25396	\$ 7.35421	

PERSONNEL WORKSHEET

Fiscal Year 2012/2013

The % comes from time study

Position	Rate Of Pay	Budgeted Hours	TOTAL ANNUAL WAGES	Congregate Meals	%	Home-Del. Meals	% Transportation	CG Information Services	CG Supplemental Services	%	TOTAL
Administrative Personnel											
Director	19.28	40	40,102	10,026	25	24,061	60	6,015	15	100	40,102
Admin. Asst.	10	40	20,800	5,200	25	12,480	60	3,120	15	100	20,800
Total Admin Personnel			60,902	15,226		36,541		9,135		0	60,902
Direct Service Personnel											
8.00 hr Personnel	8	80	33,280	8,986	27	20,966	63	3,328	10	100	33,280
Clerk	10.07	20	10,473	2,828	27	6,598	63	1,047	10	100	10,473
Inventory Specialist	10.5	35	19,110	5,160	27	12,039	63	1,911	10	100	19,110
Fleet Specialist	9	30	14,040	3,791	27	8,845	63	1,404	10	100	14,040
Min. Wage Person	7.5	295	115,050	31,064	27	72,481	63	11,505	10	100	115,050
Cook Asst.	9.15	30	14,274	3,854	27	8,993	63	1,427	10	100	14,274
Site Supervisor	11.17	35	20,329	5,489	27	12,807	63	2,033	10	100	20,329
Van Driver	11.17	30	17,425	4,705	27	10,977	63	1,743	10	100	17,425
Van Driver	8.5	40	17,680	3,536	20			14,144	80	100	17,680
Total Direct Srv Personnel			261,661	69,413		153,706		38,542		0	261,661
Temporary/Subs											
Temp Driver	7.5	20	7,800	2,106	27	4,914	63	780	10	100	7,800
Total Temp/Subs			7,800	2,106		4,914		780		0	7,800
Senior Employment Enrollees											
3 SEP's	7.5	60	26,043	7,472	27	16,028	63	2,544	10	100	26,044
Total SEP Personnel			26,043	7,472		16,028		2,544		0	26,044
Totals by Service			356,407	94,217		211,189		51,001		0	356,407

OAA SUMMARY OF BUDGETED EXPENSES

Fiscal Year 2012/2013

	Units of Service	38,000	76,500	14,000	-	
Line Item	Total Budget	Congregate	Home-Del.	Transportat	Supplementa	TOTAL
Personnel						
Administrative	\$ 60,902	\$ 15,226	\$ 36,541	\$ 9,135	\$ -	\$ 60,902
Direct Service	\$ 261,661	\$ 69,413	\$ 153,706	\$ 38,542	\$ -	\$ 261,661
Temporary /Subs	\$ 7,800	\$ 2,106	\$ 4,914	\$ 780	\$ -	\$ 7,800
Senior Employment Program	\$ 26,044	\$ 7,472	\$ 16,028	\$ 2,544	\$ -	\$ 26,044
Total Personnel	\$ 356,407	\$ 94,217	\$ 211,189	\$ 51,001	\$ -	\$ 356,407
Fringe Benefits						
FICA SS & Medicare	\$ 27,265	\$ 7,208	\$ 16,156	\$ 3,902	\$ -	\$ 27,265
Unemployment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Workman's Compensation	\$ 22,432	\$ 7,588	\$ 10,933	\$ 3,911	\$ -	\$ 22,432
Retirement	\$ 43,737	\$ 10,315	\$ 25,595	\$ 7,827	\$ -	\$ 43,737
Health Insurance	\$ 38,162	\$ 11,725	\$ 22,000	\$ 4,437	\$ -	\$ 38,162
Life Insurance	\$ 4,365	\$ 1,267	\$ 2,798	\$ 300	\$ -	\$ 4,365
Other (Describe)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Fringe	\$ 135,961	\$ 38,103	\$ 77,482	\$ 20,377	\$ -	\$ 135,961
Travel						
Vehicle Gas & Oil	\$ 40,000	\$ 5,000	\$ 23,000	\$ 12,000		\$ 40,000
Vehicle Insurance	\$ 18,525	\$ 4,000	\$ 5,025	\$ 9,500		\$ 18,525
Total Travel	\$ 58,525	\$ 9,000	\$ 28,025	\$ 21,500	\$ -	\$ 58,525
Maintenance & Repair						
Building & Structures	\$ 6,000	\$ 1,500	\$ 3,000	\$ 1,500		\$ 6,000
Equipment Maintenance	\$ 5,560		\$ 5,560			\$ 5,560
Food Service Permits & Fees	\$ 1,000	\$ 1,000				\$ 1,000
Total Maintenance & Repair	\$ 12,560	\$ 2,500	\$ 8,560	\$ 1,500	\$ -	\$ 12,560
Supplies						
Office Supplies	\$ 1,700	\$ 500	\$ 1,000	\$ 200		\$ 1,700
Medical Lab & Personnel						\$ -
Home Delivered Supplies	\$ 11,309		\$ 11,309			\$ 11,309
Raw Food	\$ 91,602	\$ 38,508	\$ 59,047			\$ 97,555
NSIP Raw Food	\$ 67,709	\$ 20,313	\$ 47,396			\$ 67,709
Total Supplies	\$ 172,320	\$ 59,321	\$ 118,752	\$ 200	\$ -	\$ 178,273
Contractual						
Subscriptions/Dues/Permits	\$ 2,750	\$ 2,750				\$ 2,750
Telephone	\$ 6,450	\$ 1,450	\$ 4,000	\$ 1,000		\$ 6,450
Utilities	\$ 51,803	\$ 15,051	\$ 29,371	\$ 7,381		\$ 51,803
Total Contractual	\$ 61,003	\$ 19,251	\$ 33,371	\$ 8,381	\$ -	\$ 61,003
Other Operating Costs						
Education & Training	\$ 1,300	\$ 300	\$ 1,000			\$ 1,300
Total Other	\$ 1,300	\$ 300	\$ 1,000	\$ -	\$ -	\$ 1,300
GRAND TOTAL	\$ 798,076	\$ 222,692	\$ 478,379	\$ 102,959	\$ -	\$ 804,029

2012/2013 Service Cost Worksheet
Congregate Meals

Proposed Unduplicated Persons to be served	900
Proposed Units of Service to be provided during the budget period	38,000

SERVICE COST WORKSHEET

Labor Costs:	
Personnel and Fringe for staff providing direct services	\$ 102,567
Administrative Personnel not providing direct services	\$ 21,625
Senior Employment Program Enrollees providing direct services	\$ 8,128
In-Kind Personnel (volunteers, non-budgeted resources)	\$ 15,000
Total labor costs	\$ 147,320
Total labor costs without in-kind	\$ 132,320
Supplies:	\$ 59,321
Total supplies	\$ 59,321
Total supplies without in-kind	\$ 59,321
Travel:	\$ 9,000
Total travel	\$ 9,000
Total Travel without in-kind	\$ 9,000
Maintenance and Repair:	\$ 2,500
Total Maintenance and Repair	\$ 2,500
Total Maintenance and Repair without in-kind	\$ 2,500
Contractual Services:	\$ 19,251
Total Contractual	\$ 19,251
Total Contractual without in-kind	\$ 19,251
Other Operating	\$ 300
In-kind Other Operating	\$ 20,000
Total Other Operating	\$ 20,300
Total Other Operating without in-kind	\$ 300
SUMMARY: SERVICE UNIT COST	
1. Total Service Cost	\$ 257,692
2. Include Total Service Units (Projected or Actual)	38,000
3. Service Unit Cost = 1 divided by 2	\$ 6.78136
4. Total Service Cost without in-kind	\$ 222,692
5. <i>Service Unit Cost without in-kind = 4 divided by 2</i>	\$ 5.86
SUMMARY: COST PER PERSON	
6. Total Costs (from #1 Summary)	\$ 257,692
7. Include Total Persons Served	900
8. <i>Cost Per Person = 6 divided by 7</i>	\$ 286.32
9. Total Cost without in-kind (from #4 from Summary)	\$ 222,692
10. <i>Cost Per Person without in-kind = 9 divided by 7</i>	\$ 247.44

Non-Metro Area Agency on Aging
2012/2013 Service Cost Worksheet
Home Delivered Meals

Proposed Unduplicated Persons to be served	400
Proposed Units of Service to be provided during the budget period	76,500

SERVICE COST WORKSHEET

Labor Costs:	
Personnel and Fringe for staff providing direct services	\$ 221,497
Administrative Personnel not providing direct services	\$ 49,719
Senior Employment Program Enrollees providing direct services	\$ 17,454
In-Kind Personnel (volunteers, non-budgeted resources)	\$ 30,000
Total labor costs	\$ 318,671
Total labor costs without in-kind	\$ 288,671
Supplies:	\$ 118,752
Total supplies	\$ 118,752
Total supplies without in-kind	\$ 118,752
Travel:	\$ 28,025
Total travel	\$ 28,025
Total Travel without in-kind	\$ 28,025
Maintenance and Repair:	\$ 8,560
Total Maintenance and Repair	\$ 8,560
Total Maintenance and Repair without in-kind	\$ 8,560
Contractual Services:	\$ 33,371
Total Contractual	\$ 33,371
Total Contractual without in-kind	\$ 33,371
Other Operating	\$ 1,000
Total Other Operating	\$ 1,000
Total Other Operating without in-kind	\$ 1,000
SUMMARY: SERVICE UNIT COST	
1. Total Service Cost	\$ 508,379
2. Include Total Service Units (Projected or Actual)	76,500
3. Service Unit Cost = 1 divided by 2	\$ 6.64548
4. Total Service Cost without in-kind	\$ 478,379
5. <i>Service Unit Cost without in-kind = 4 divided by 2</i>	\$ 6.25
SUMMARY: COST PER PERSON	
6. Total Costs (from #1 Summary)	\$ 508,379
7. Include Total Persons Served	400
8. <i>Cost Per Person = 6 divided by 7</i>	\$ 1,270.95
9. Total Cost without in-kind (from #4 from Summary)	\$ 478,379
10. <i>Cost Per Person without in-kind = 9 divided by 7</i>	\$ 1,195.95

Non-Metro Area Agency on Aging
2012/2013 Service Cost Worksheet
Transportation

Proposed Unduplicated Persons to be served	240
Proposed Units of Service to be provided during the budget period	14,000

SERVICE COST WORKSHEET

Labor Costs:	
Personnel and Fringe for staff providing direct services	\$ 55,433
Administrative Personnel not providing direct services	\$ 13,156
Senior Employment Program Enrollees providing direct services	\$ 2,789
Total labor costs	\$ 71,378
Total labor costs without in-kind	\$ 71,378
Supplies:	\$ 200
Total supplies	\$ 200
Total supplies without in-kind	\$ 200
Travel:	\$ 21,500
Total travel	\$ 21,500
Total Travel without in-kind	\$ 21,500
Maintenance and Repair:	\$ 1,500
Total Maintenance and Repair	\$ 1,500
Total Maintenance and Repair without in-kind	\$ 1,500
Contractual Services:	\$ 8,381
Total Contractual	\$ 8,381
Total Contractual without in-kind	\$ 8,381
SUMMARY: SERVICE UNIT COST	
1. Total Service Cost	\$ 102,959
2. Include Total Service Units (Projected or Actual)	14,000
3. Service Unit Cost = 1 divided by 2	\$ 7.35418
4. Total Service Cost without in-kind	\$ 102,959
5. Service Unit Cost without In-kind= 4 divided by 2	\$ 7.35
SUMMARY: COST PER PERSON	
6. Total Costs (from #1 Summary)	\$ 102,959
7. Include Total Persons Served	240
8. Cost Per Person = 6 divided by 7	\$ 428.99
9. Total Cost without in-kind (from #4 from Summary)	\$ 102,959
10. Cost Per Person without in-kind = 9 divided by 7	\$ 428.99

VEHICLE INVENTORY

PROGRAM: Valencia County Older American Program
 ADDRESS: 715 A. South Main St
 CITY & COUN: Belen, NM 87002 Valencia County

June. 07

LICENSE	YEAR	MAKE	ODOMETER READING	CONDITION	EQUIP.	VIN NO	PURCHASE DATE	PRICE
G37788	1998 FORD	F-350	113,750	FAIR	7 PASS LIFT	1FBSS31L9WHA56868	1998	
G43698	2000 FORD	E-350	98,498	FAIR	7 PASS LIFT	1FB2231L3YHA71627	2000	
G43699	2000 FORD	E-350	86,451	FAIR	14 PASS	1FB2231L3YHA71628	2000	
G43700	2000 FORD	E-350	99,345	FAIR	7 PASS LIFT	1FB2231L3YHA71629	2000	
G43738	2000 FORD	E-350	84,585	FAIR	7 PASS LIFT	1FBSS31L5YHA71630	2005	
G58684	2005 DODGE	CARAVAN	29,822	FAIR	MINI VAN	1D4GP24R65B184910	2005	
G59401	2005 FORD	E-350	41,600	GOOD	14 PASS	1FBSS31L944835225	2005	\$18,388.00
G59402	2005 FORD	E-350	39,591	GOOD	7 PASS LIFT	1FSSSS1L044338226	2005	\$23,388.00
G66559	2006 FORD	E-350	13,234	GOOD	14 PASS	1FBN31L26DA49713	2006	\$19,667.00
G63239	2005 FORD	E-350	33,076	GOOD	14 PASS	1FBSS31LAA53219	2005	\$21,263.00
G66206	2006 FORD	E-150	13,840	GOOD	7 PASS LIFT	IFMRE11W560A46860	2006	\$17,266.30
G66207	2006 FORD	E-150	6,289	GOOD	7 PASS LIFT	IFMRE11W06DA46863	2006	\$17,266.30
G66208	2006 FORD	E-150	4,712	GOOD	7 PASS	IFMRE11W96DA46862	2006	\$17,266.30
G66209	2006 FORD	E-150	3,733	GOOD	7 PASS	IFMRE11W76DH46861	2006	\$17,266.30
G63240	2006 FORD	E-150	18,385	GOOD	7 PASS LIFT	1FBSS31LX6HA53221	2006	\$21,263.00
G66560	2006 FORD	E-150	65,557	GOOD	7 PASS LIFT	1FBSS31LX6DA43652	2006	\$21,263.00
G66561	2006 FORD	E-150	1,485	GOOD	7 PASS LIFT	1FBSS31L86DA43651	2006	\$21,108.00
G66562	2006 FORD	E-150	15,456	GOOD	11 PASS	1FBN31L26DA49711	2006	\$19,667.00
G66563	2006 FORD	E-150	10,273	GOOD	11 PASS	1FBN31L46DA49712	2006	\$19,667.00
G71839	2008 CHEV	COBALT	2,800	EXCELLENT	CAR	1G1AL58F487116766	Jan-08	\$15,000.00
G71840	2008 CHEV	COBALT		EXCELLENT	CAR	1G1AL58F487116860	Jan-08	\$15,000.00
G72249	2008 FORD	RANGER		EXCELLENT	HOT SHOT	IFTZR44V68PA47635	Feb-08	\$29,000.00
G72252	2008 FORD	RANGER		EXCELLENT	HOT SHOT	IFTZR44V88PA47636	Feb-08	\$29,000.00
G72251	2008 FORD	RANGER		EXCELLENT	HOT SHOT	IFTZR44V48PA47637	Feb-08	\$29,000.00
G72250	2008 FORD	RANGER		EXCELLENT	HOT SHOT	IFTZR44VX8PA47634	Feb-08	\$29,000.00

EQUIPMENT/FACILITY INVENTORY

PROGRAM:	Valencia County Older American Program		
ADDRESS:	715 A. South Main St		
CITY & COUNTY	Belen, NM 87002	Valencia County	

168	COPIER	DEL RIO	3/26/1991
273	File Cabinet	Del Rio	5/22/1990
1221	Entertainment Center	Del Rio	5/22/1992
1222	Television	Del Rio	5/22/1991
1225	Bingo Machine	Del Rio	5/22/1992
1250	Cabinet	Del Rio	5/22/1996
1560	Credenza	Meadow Lake	6/22/1992
1582	Credenza	Meadow Lake	5/14/1993
1589	Table	Meadow Lake	5/14/1999
1591		Meadow Lake	5/14/1989
1593	Table	Meadow Lake	5/13/2002
1594	Table	Meadow Lake	5/13/2002
1595	Table	Meadow Lake	5/13/2002
1596	Television	Meadow Lake	5/14/1991
1597	Desk	Meadow Lake	5/14/1990
1598	Shelves	Meadow Lake	5/14/1989
1604	Locker	Meadow Lake	5/14/1991
1607	Tower	Meadow Lake	5/14/1990
1608	Monitor	Meadow Lake	5/14/1990
1609	Printer	Meadow Lake	5/14/1990
1612	Chair	Meadow Lake	5/14/1990
1616	Table	Meadow Lake	5/14/1988
1621	Freezer	Belen	5/13/1993
1622	Refrigerator	Belen	1/1/1993
1627	Table	Belen	5/13/1993
1630	Jewelery Case	Belen	5/13/1993
1632	Entertainment Center	Belen	5/13/1993
1634	End Table	Belen	5/13/1993
1756	File Cabinet	Los Lunas	5/29/1994
296A	Pencil Sharpener	Belen	5/13/1993
3590	Wheel Chair	Del Rio	5/22/1990
11232	Stackable	Del Rio	5/22/1993
11628	Pool Table	Belen	5/13/1998
31599	Shedder	Belen	5/13/1998
40603	Organ	Los Lunas	5/13/1997
34BL22	Blender	Belen	5/13/1995
537406	Television	Belen	5/13/2000
7JCTH01	Tower	Belen	5/13/2001
72614EX	Fax	Belen	5/13/1993
7496800	Tower	Belen	5/13/2001
8249005	Turn Table	Belen	5/13/2002
20603551	Micowave	Del Rio	5/22/1999
36206448	Adding Machine	Belen	5/13/1997
36807883	Adding Machine	Belen	5/13/1989
3882A694	Key Board	Belen	5/13/2001
53481482	Monitor	Belen	5/13/1997
71551999	Adding Machine	Belen	5/13/1999

11930033	Adding Machine	Belen	5/13/1989
160648101	Key Board	Belen	5/19/2002
2A0209641	Video Recorder	Belen	5/13/2002
206428PWP	Recorder	Belen	5/13/1997
3601938UB	CPU	Belen	5/13/1997
446438106	Television	Belen	5/13/1998
94686004B	Oven	Belen	5/13/1993
3742559038	CPU	Belen	5/13/1997
446438106	Television	Belen	5/13/1998
94686004B	Oven	Belen	5/13/1993
374255908	CPU	Belen	5/13/1996
45C8090878	Printer	Belen	5/13/1997
4703304D3	Tower	Belen	5/13/2002
67056225857	TypeWriter	Belen	5/13/1992
2HAIGHTBATIK	Wall Hanging	Del Rio	5/29/2000
6710HVY6D480	Tower	Belen	5/13/1997
6711NUY6D956	Tower	Belen	5/13/1996
AIM9X644051	Television	Meadow Lake	5/14/1993
AQ6MTN4XZ15	Key Board	Belen	5/13/1993
AT1017732	FRYER	Belen	5/13/1995
b bookcase	bookcase	Belen	6/12/1999
b cab 1	Cabinet	Belen	5/13/1995
b cab 4	Cabinet	Belen	5/13/1996
b cab 5	Cabinet	Belen	5/13/2000
b cab 6	Cabinet	Belen	5/13/2000
b cab 7	Cabinet	Belen	5/13/2000
b cab 8	Cabinet	Belen	5/13/2000
b cab 9	Cabinet	Belen	5/13/2000
b cart dxford	File Cabinet	Belen	5/13/1994
b cart tv	Tv Cart	Belen	5/13/1995
b meatslicer	meat slicer	Belen	5/23/1998
b shelves 14	shelves	Belen	5/13/1993
b sofa chair 1	sofa chair	Belen	5/13/1993
b sofa chair 2	sofa chair	Belen	5/13/1993
b speakers	speakers	Belen	5/13/1991
b table truck 1	table truck	Belen	5/13/1998
b table truck 2	table truck	Belen	5/13/1998
b table type	typewriter table	belen	6/12/1999
b table 5x5	table	Belen	5/13/1993
b table 5x52	table	Belen	5/13/1993
b table 5x5 3	table	Belen	5/13/1993
b table 5x5 4	table	Belen	5/13/1993
b table 5x5 5	table	Belen	5/13/1993
b table 6ft	table	Belen	5/13/2002
br 1273	oven	Belen	5/13/1997
b23nda39em67f	seniors	Belen	5/13/1997
b9507	food processor	Belen	5/13/1996
dgige061002	Key Board	Belen	5/13/1998
dr cabinets	kitchen cabinet	Del Rio	5/22/1995
dr chair gray	chair	Del Rio	5/22/1994
dr desk	desk	Del Rio	5/22/1989
dr excercise 1	excercise bike	Del Rio	5/22/1999

dr excercise 2	excercise bike	Del Rio	5/22/1999
dr excersie 3	excercise bike	Del Rio	5/22/1999
dr excersise 4	excercise bike	Del Rio	5/22/1999
dr excerise 5	excercise bike	Del Rio	5/22/1999
dr excerside 6	excercise bike	Del Rio	5/22/1999
dr grill	grill	Del Rio	5/22/1994
dr love seat 1	love seat	Del Rio	5/22/1995
dr love seat 2	love seat	Del Rio	5/22/1993
dr poker table	poker table	Del Rio	5/22/1989
dr table 1	table	Del Rio	5/22/1993
dr table 2	table	Del Rio	5/22/1991
dr table 6	6 round table	Del Rio	5/22/1987
dr tray 6	6 trays	Del Rio	5/22/1995
dr wctan	wheelchair	Del Rio	5/21/1991
dr 39100280	popcorn maker	Del Rio	5/22/1994
d109942	laminator	Belen	5/13/1999
d121120584	loud speaker	Belen	5/13/2002
d121120590	loud speaker	Belen	5/13/2002
dz6eydkkcdja	poliard camera	Belen	5/13/2000
d9611288581	Monitor	Belen	5/13/2002
e2493478	cassette recorder	Belen	5/13/1998
e370407774	Monitor	Belen	5/13/1997
e370407990	Monitor	Belen	5/13/1997
e6555	Monitor	Belen	5/23/1997
fccida3km090	Monitor	Belen	5/13/2001
f19250082	Key Board	Belen	5/13/2001
6421hkc31540	Tower	Belen	5/13/1997
mark5	oven	Belen	5/23/1997
mib4h5020120	Monitor	Belen	5/13/2001
ml chair	chair	Meadow Lake	5/14/1996
ml drawers	drawers	Meadow Lake	5/23/1994
	locker cabinet	Meadow Lake	
mlpc station 1	work station	Meadow Lake	6/7/2003
mlpc station 2	work station	Meadow Lake	6/7/2003
ml rack	clothes rack	Meadow Lake	6/12/1993
ml table comp	computer table	Meadow Lake	6/12/1995
ml task chair 1	chari	Meadow Lake	6/7/2003
ml task chair 2	chair	Meadow Lake	6/7/2003
ml vcr	vcr	Meadow Lake	5/23/1995
ml 1913	desk	Meadow Lake	5/14/1995
zgiei3145	Printer	Belen	5/13/1997
sg6bj19p8	Printer	Belen	5/12/1999
sg6co191bx	Printer	Belen	5/23/1997
sg7361k127	Printer	Belen	5/1/1997
sg8311v8jh	Printer	Belen	5/13/2002
solitare	vaccuumm	Belen	5/23/1999
s61e13145	Printer	Belen	5/23/2001
usm140781	Printer	Belen	6/11/2001
usw32409t1	Tower	Meadow Lake	6/2/2003
ysm14781	Printer	Belen	5/13/2001
WB22110714	Aritic Air Commerical Freezer	Belen	9/9/2011

Commitment of Local Funds

My name is _____ and I have the authority to represent the City/County of Valencia as it relates to the contents of this document.

For Fiscal Year 2012-13 we are committed to contribute a total of \$276,500 to the Valencia Senior Citizens Program. This contribution is non-in kind resources.

If for any reason this commitment is not able to be met the City/County of Valencia will submit a letter of justification.

Signature/Title

Date

Assurances

Listing of Area Plan Assurances and Required Activities Older Americans Act, As Amended in 2006

GENERAL ASSURANCES

Contractors, will comply with the Older Americans Act of 1965, as amended, and its implementing regulations. The area agency on aging, and its contractors, will comply with the US Department of Health and Human Services Grants Administration Regulations.

Contractors, in accordance with Title VI of the Civil Rights Act of 1965, will not discriminate against individuals because of age, race, color, creed, ethnic origin, gender or sexual preference in administering programs or providing services.

Contractors, will in compliance with Section 504 of the rehabilitation Act of 1973, as amended, ensure that facilities and services are made accessible to individuals with disabilities.

Contractors, will comply with all applicable state and local laws, rules and regulations.

Contractors, will assure that the personal information of individuals served will be maintained in a confidential manner, its access restricted to authorized individuals. Contractors, will maintain current affirmative action plans. In implementing personnel hiring procedures, older individuals will be given preference and elders will be actively recruited for all available positions.

The Contractor will assure that voluntary contributions from individuals served will be accepted and that procedures for documenting and safeguarding the collection and handling of such contributions have been established and are maintained. Contributions are not a requirement for participation in programs or receipt of services.

The Contractor will assure that amounts received under each part of the Older Americans Act will be expended in accordance with such part. The contractor will assure that funds received under Title-III will be used only to pay costs incurred by the contractor to implement Title-III.

The Contractor will assure that it will list its telephone number in each telephone directory that is published locally for residents in the geographical area where services will be provided.

The Contractor providing nutrition services will offer meals, on the same basis as meals provided to elders, to individuals providing volunteer services during meal hours and to individuals with disabilities who reside with and accompany older individuals who are eligible for meals.

The Contractor providing nutrition services, will reasonably accommodate special dietary needs, where feasible and appropriate, including those arising from health requirements, religious requirements, or ethnic backgrounds of eligible individuals.

The Contractor will assure that providing services will promote the following rights of each older individual who receives such services:

- the right to be fully informed about each service provided and about any change in service that may affect his/her well-being;
- the right to participate in planning or providing input regarding services provided;
- the right to voice a grievance with respect to any service that is, or fails to be, provided, without discrimination or reprisal as a result of voicing such grievance;
- the right to confidentiality of records relating to services provided.

ORGANIZATION

The contractor will, through a comprehensive and coordinated system, provide for supportive services, nutrition services and the establishment, construction and maintenance of senior centers.

The contractor will assure that planning efforts and service delivery will address the needs of older individuals with greatest economic need and with greatest social need, with particular attention to low-income minority individuals, individuals with limited English proficiency, older individuals residing in rural areas, Native American Indian elders and individuals at risk of institutional placement

The contractor will serve as an advocate and focal point for older individuals within their communities, in cooperation with other agencies, organizations and individuals, by monitoring, evaluating and commenting upon policies, programs and actions which affect older individuals.

The contractors will facilitate area-wide development and implementation of a comprehensive, coordinated system for providing long-term care in home and community-based settings, in a manner responsive to the needs and preferences of older individuals and their family caregivers, consistent with self-directed care, by:

- Collaborating, coordinating and consulting with local public and private agencies and organizations responsible for administering programs, benefits and services related to providing long-term care.
- Conducting analyses and making recommendations regarding strategies for modifying the local system(s) of care to be responsive to local needs and preferences, facilitating service provision and targeting services to older individuals at risk of institutional placement to enable them to remain in their own homes and communities.
- Implementing, evidence-based programs to assist older individuals and family caregivers in learning about and making behavioral changes intended to reduce the risk of injury, disease and/or disability.
- Providing for the availability and distribution of information about the need to plan for long-term care, resources available (both public and private), and options for long-term care.

The contractor will make use of trained volunteers in providing direct services to older individuals and individuals with disabilities and will work in coordination with organizations

that have experience in providing training, placement and stipends for volunteers/participants (such as organizations sanctioned by the Corporation for National and Community Service).

The contractor will establish effective and efficient procedures for coordination with other Older Americans Act-funded entities, conducting other federal programs for older individuals and with the state-designated mental health authority.

The contractor will work in coordination with the NM Behavioral Health Collaborative to increase awareness of mental health disorders, remove barriers to mental health diagnosis and treatment and coordinate mental health services provided in the community.

The contractor will coordinate activities and develop long-range emergency preparedness plans in collaboration with local and state governments and other entities that have responsibility for disaster relief service delivery.

The contractors will establish an advisory body consisting of older individuals (including minority individuals and individuals residing in rural areas) who are participants, or eligible to participate in, area agency or contract provider programs; family caregivers of such individuals; service providers; members of the business community; local elected officials; providers of veterans' health care (if applicable); and the general public.

The contractor will make recommendations to government officials in the planning and service area(s) administered, and collaborate with such officials to build capacity in order to meet the following needs of older individuals, including, but not limited to:

- health & human services;
- transportation;
- housing;
- land use;
- workforce & economic development;
- civic engagement;
- education;
- recreation;
- public safety;
- emergency preparedness.

The contractor will demonstrate the ability to develop an area plan and to administer programs and services within the plan.

The contractor will assure that no officer, employee, or other representative of the agency is subject to a conflict of interest prohibited under the Older Americans Act; and that mechanisms are in place to identify and remove conflicts of interest should they so occur.

AREA PLAN

The contractor will assure that it will develop an area plan that meets the requirements of the Older Americans Act.

The contractor will assure that it will set specific objectives for providing services to older individuals with greatest economic need and older individuals with greatest social need, including specific objectives for providing services to low-income minority individuals, individuals with limited English proficiency, older individuals residing in rural areas, and individuals at risk of institutional placement; and will include proposed methods of achieving these objectives in the area plan.

The contractor will assure that it will coordinate planning, assessment of needs, and provision of services for older individuals with disabilities, with particular attention to individuals with severe disabilities and individuals at risk of institutional placement, with organizations that develop or provide services for individuals with disabilities.

The contractor will assure that it will maintain the integrity and public purpose of services provided and service providers, in all contractual and commercial relationships.

The contractor will:

- specify how the provider intends to satisfy the service needs of low-income minority individuals, individuals with limited English proficiency and older individuals residing in rural areas, in the area served by the provider;
- to the maximum extent feasible, provide services to low-income minority individuals, individuals with limited English proficiency and older individuals residing in rural areas in accordance with their need for such services; and
- meet specific objectives established by the area agency on aging, for providing services to low-income minority individuals, individuals with limited English proficiency and older individuals residing in rural areas within the service area(s).

The contractor will:

- identify the number of low-income minority older individuals and older individuals residing in rural areas in the service area(s);
- describe the methods used to satisfy the service needs of such older individuals; and
- provide information on the extent to which the area agency on aging met the objectives it established for providing services to low-income minority individuals and older individuals residing in rural areas within the service area(s).

The contractor will assure that it will use outreach efforts to identify individuals eligible for assistance under this Act, with special emphasis on:

- older individuals residing in rural areas;
- older individuals with greatest economic need (with particular attention to low-income minority individuals and older individuals residing in rural areas);
- older individuals with greatest social need (with particular attention to low-income minority individuals and older individuals residing in rural areas);

- older individuals with severe disabilities;
- older individuals with limited English proficiency;
- older individuals with Alzheimer's disease, related disorders, and/or neurological/organic brain dysfunction (and the caregivers of such individuals); and
- older individuals at risk for institutional placement;
- and inform the older individuals referred to in the preceding bullets, and the caregivers of such individuals, of the availability of such assistance.

The contractor will assure that it will provide information concerning services to Native American Indian elders, including:

- Where there is a significant population of Native American Indian elders in the service area, assure that the contractor will pursue activities, including outreach, to increase access for those Native American Indian elders to programs and benefits provided under Title-III.
- Assure that the contractor will, to the maximum extent practicable, coordinate the services the agency provides under Title-III with services provided under Title-VI.
- Assure that the contractor will make services available to Native American Indian elders to the same extent as such services are available to other older individuals within the service area.

The contractor will assure that it will, at the request of the Non –Metro Area Agency on Aging, for the purpose of monitoring compliance (including conducting an audit), disclose all sources and expenditures of funds the contractor receives or expends to provide services to older individuals.

The contractor will assure that if case management services are offered, the contractor will comply with all requirements specified in the Older Americans Act.

The contractor will assure that, if a substantial number of the older individuals residing in its service area(s) are of limited English proficiency, then the contractor will:

- Utilize in the delivery of outreach services, workers who are fluent in the language(s) spoken by the individuals who are of limited English proficiency.
- Designate an individual employed by the area agency, or available to the area agency, whose responsibilities include:
 - taking such action as may be appropriate to assure that counseling assistance is made available to older individuals with limited English proficiency in order to assist them in participating in programs and receiving assistance; and
 - providing guidance to individuals engaged in the delivery of supportive services to enable such individuals to be aware of and sensitive to linguistic and cultural diversity.

ADDITIONAL REQUIREMENTS

The contractor will assure that it will hold public hearings, and use other means, to obtain the views of service recipients and other older individuals, service providers, caregivers, and other

interested persons and entities in regard to policy development and the delivery of services and programs.

The contractor will assure that it will:

- afford an opportunity for a public hearing upon request, in accordance with published procedures, to any provider of, or applicant to provide, services;
- establish grievance procedures required by the Older Americans Act for individuals who are dissatisfied with or denied services; and,
- afford an opportunity for a hearing, upon request, by a provider of (or applicant to provide) services, or by any recipient of services regarding any waiver request.

The contractor will assure that it will prepare and submit reports, in such form, and containing such information, as then Non - Metro Area Agency on Aging may require, and comply with such requirements as the Area Agency on Aging may impose to insure the correctness of such reports.

Signature and Title of Authorized Official

Date

**Certification Regarding Debarment, Suspension,
and Other Responsibility Matters**

Certification for Contracts, Grants, Loans,
And Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

Organization

State

Authorized Signature

Title

Date

Printed Name of Authorized Signatory

CERTIFICATION REGARDING LOBBYING

Certification for Contracts, Grants, Loans, And Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief that:

- 1) No Federal appropriated funds have been aid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- 2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal Contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- 3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization

State

Authorized Signature

Title

Date

A RESOLUTION AUTHORIZATION

WHEREAS, Valencia County has determined that there is a need to provide services for senior citizens; and

WHEREAS, Valencia County Senior Citizens were afforded an opportunity to submit suggestions and recommendations at advertised public hearings;

NOW THEREFORE BE IT RESOLVED BY _____ that
_____ and _____ * is authorized to sign and enter into a contract for the approved Four Year Plan (2012-2016).

ADOPTED THIS _____ DAY OF _____, 2012.

City Council/County Commission/Board President

Mayor/Chairman/President

Attest:

* Authorizes submission of the area plan and provides authority to the director to sign off on all legal documents relating to contractual obligations with Non-Metro Area Agency on Aging.

(Date)