



## CIBOLA COUNTY BOARD OF COMMISSIONERS

Daniel Torrez  
Chairman

Robert Windhorst  
1<sup>st</sup> Vice Chairman

Martha Garcia  
2<sup>nd</sup> Vice Chairman

Christine Lowery  
Commissioner

Ralph Lucero  
Commissioner

**Special Commission Meeting**  
**Thursday, January 14, 2021**  
**5:00 p.m.**

**Cibola County Commission Chambers**

**DUE TO THE NATIONAL, STATE AND COUNTY COVID-19 DECLARED EMERGENCY AND PUBLIC HEALTH ORDER DATED, DECEMBER 30<sup>TH</sup>, 2020 LIMITING GATHERINGS TO LESS THAN 5 PERSONS THE MEETING WILL NOT BE PHYSICALLY OPEN TO THE PUBLIC. ALL MEMBERS OF THE PUBLIC WILL BE ABLE TO ATTEND AND LISTEN TO THE MEETING VIA FACEBOOK LIVE AT THE FOLLOWING LINK: <https://www.facebook.com/CibolaCountyCommission/>**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Prayer**
5. **Approval of Agenda**

6. **Manager's Report**-Submittal of Interest for Economic Development Authority Board

7. **Restructure of Commission:**

- a. Resolution 21-01–Restructure of the Cibola County Commission
  - i.) Nomination and Election of County Commission Chairman
  - ii.) Nomination and Election of 1<sup>st</sup> Vice County Commission Chairman
  - iii.) Nomination and Election of 2<sup>nd</sup> Vice County Commission Chairman

8. **Consent Agenda - Action May Be Taken**

- a. Consent Agenda: Beginning of Year Resolutions
  - i.) Consideration of Resolution 21-02, Delegation of Authority to County Manager
  - ii.) Consideration of Resolution 21-03, Bank Depositories
  - iii.) Consideration of Resolution 21-04, Inspection of Records
  - iv.) Consideration of Resolution 21-05, Open Meetings Act (OMA)
  - v.) Consideration of Resolution 21-06, Public Participation at Cibola County Commission Meetings
  - vi.) Consideration of Resolution 21-07, Parliamentary Procedures & Robert's Rules of Order
  - vii.) Consideration of Resolution 21-08, Signature Authority on Checks

- b. Consent Agenda: CDBG Resolutions Required to Be Updated Yearly
  - i.) Consideration of Resolution 21-09, Establishing A Local Residential Anti-Displacement, And Relocation Assistance Plan and Certification (Housing And Community Development Act, CDBG), with Exhibit 1-R
  - ii.) Consideration of Resolution 21-10, Establishing A Citizen Participation Plan,
  - iii.) Consideration of Resolution 21-11, Establishing A Section 3 Plan with Exhibit 1-T
  - iv.) Consideration of Resolution 21-12, Includes Resolution, Fair Housing Proclamation, and Self-Assessment
- c. Consent Agenda: FY 22 Grants EMS Fund Act Application
  - i.) Superior Ambulance
  - ii.) Pine Hill EMS
  - iii.) Cubero EMS
  - iv.) Laguna EMS
- d. Consideration of Resolution 21-13 Budget Adjustment No. 4
- e. Consideration of Resolution 21-14 Disposition Sherriff's Vehicles
- f. Consideration of Professional Services Contract with Valle del Sol of New Mexico LLC for Cibola County DWI Program
- g. Consideration of RFP 2021-002 Selection of Engineering Firm for County Road 18b

#### **9. Executive Session**

Pursuant to Section 10-15-1 (H) (2) & (7) the following matter may be discussed in closed session:

- Motion and roll call vote to go into executive session and that, pursuant to New Mexico State Statute Section 10-15-1, only the following matters will be discussed in closed session:
- Motion and Roll Call Vote To Return To Regular 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, As Per New Mexico Statutes Section §10-15-1.

#### **10. Announcements**

The Next Regular Commission Meeting will be January 28<sup>th</sup>, 2021 at 5:00p.m. via FB Live. The Cibola County Offices will be closed Monday, January 18<sup>th</sup>, 2021, in observation of Martin Luther King Jr. Holiday

#### **11. Adjournment**



# 6.

# Manager's Report

Economic Development Auth. Board-Letters of  
Interest



7a. (i.-iii.)

# Restructure of Commission

Resolution 21-01-Nomination of Commission  
Chair, 1<sup>st</sup> Vice-Chair and 2<sup>nd</sup> Vice-Chair



**BOARD OF COUNTY COMMISSIONERS  
RESOLUTION 21-01**

**RESTRUCTURE OF THE CIBOLA COUNTY COMMISSION**

**WHEREAS**, the Cibola County Board of Commissioners met upon notice of meeting duly published at the Cibola County Administration Building, 700 East Roosevelt Ave., Suite 50, Grants, NM 87020, on January 14th, 2021, at 5:00 p.m. as required by law; and,

**WHEREAS**, the County Board of Commissioners has considered the appointment of a Chair of the County Commission, a 1<sup>st</sup> Vice Chair, and a 2<sup>nd</sup> Vice Chair; upon motions duly made and seconded has voted by majority and appointed its Chair, 1<sup>st</sup> Vice Chair, and 2<sup>nd</sup> Vice Chair at its meeting.

**NOW, THEREFORE, BE IT RESOLVED**, the County Commission appoints and names as Chairs of the Commission:

\_\_\_\_\_, as Chair of the Commission;

\_\_\_\_\_, as First Vice Chair of the Commission;

\_\_\_\_\_, as Second Vice Chair of the Commission.

**APPROVED, ADOPTED, AND PASSED** on this 14th day of January 2021.

**BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
Daniel Torrez, Commissioner

\_\_\_\_\_  
Robert Windhorst, Commissioner

\_\_\_\_\_  
Ralph Lucero, Commissioner

\_\_\_\_\_  
Martha Garcia, Commissioner

\_\_\_\_\_  
Christine Lowery, Commissioner

ATTEST:

\_\_\_\_\_  
Michelle E. Dominguez  
Cibola County Clerk



8a. (i.-vii.)

# Consent Agenda

Beginning of Year Resolutions 21-02 to 21-08



# Resolution

## 21-02

Delegation of Authority to County Manager



**BOARD OF COUNTY COMMISSIONERS  
RESOLUTION 21-02**

**DELEGATION OF AUTHORITY TO THE COUNTY MANAGER TO ENTER INTO CERTAIN CONTRACTS  
AND SETTLEMENT AGREEMENTS AND RECOGNITION THAT THE MANAGER IS THE LAWFUL  
CUSTODIAN OF COUNTY PROPERTY**

**WHEREAS**, the Cibola County Board of Commissioners met upon notice of meeting duly published at the Cibola County Administration Building, 700 East Roosevelt Ave., Suite 50, Grants, NM 87020, on January 14<sup>th</sup>, 2021, at 5:00 p.m. as required by law; and,

**WHEREAS**, pursuant to NMSA 1978 Section 4-38-1 (1884) the powers of a county as a body politic and corporate shall be exercised by a board of county commissioners; and,

**WHEREAS**, NMSA 1978 Section 4-38-19 (B) (1973) provides that, "[a] board of county commissioners may employ and set the salary of a county manager to conduct the business of the county, to serve as personnel officer, fiscal director, budget officer, property custodian and to act generally as the administrative assistant to the board, aiding and assisting it in the exercise of its duties and responsibilities;" and,

**WHEREAS**, NMSA 1978 Section 13-1-125 (2007) exempts certain small purchases from the bidding requirements the Procurement Code so long as those purchases are made in compliance with regulations set forth by the County of Cibola; and,

**WHEREAS**, the Board of County Commissioners promulgated regulations which delineate the manner in which procurement of items of tangible personal property, services and construction are procured by the County with its adoption of Resolution 2016-44 the Purchasing Policy.

**NOW THEREFORE, BE IT RESOLVED**, by the Board of County Commissioners of Cibola County:

1. The authority to enter contracts, for amount of Twenty Thousand Dollars (\$20,000.00) or less, for the procurement of items of tangible personal property, services and construction is delegated to the County Manager.
2. The authority to enter into legal settlement agreements for amounts of Twenty Thousand Dollars (\$20,000.00) or less is delegated to the County Manager.

3. All procurement shall be made pursuant to Resolution 2016-44 and the New Mexico Procurement Code NMSA 1978 Sections 13-1-28 *et. seq.*
4. Any contract or settlement agreement entered pursuant to this resolution shall be presented to the Board at its next regular meeting after the date of execution by the County Manager.
5. The County Manager is recognized and declared to be a lawful custodian of Cibola County buildings, facilities and property pursuant to NMSA 1978, Section 30-20-13 (1981).

This delegation of authority shall terminate on January 31, 2022.

**APPROVED, ADOPTED, AND PASSED** on this 14th day of January 2021.

**BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
Daniel Torrez, Commissioner

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Robert Windhorst, Commissioner

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Ralph Lucero, Commissioner

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Martha Garcia, Commissioner

\_\_\_\_\_  
Christine Lowery, Commissioner

ATTEST:

\_\_\_\_\_  
Michelle E. Dominguez  
Cibola County Clerk



# Resolution

## 21-03

Bank Depositories



**BOARD OF COUNTY COMMISSIONERS  
RESOLUTION 21-03**

**BANK DEPOSITORIES**

**WHEREAS**, the Cibola County Board of Commissioners met upon notice of meeting duly published at the Cibola County Administration Building, 700 East Roosevelt Ave., Suite 50, Grants, NM 87020, on January 14<sup>th</sup>, 2021, at 5:00 p.m. as required by law; and,

**WHEREAS**, the Cibola County Board of Commissioners also constitutes the Board of Finance ex-officio with the authority to approve financial matters of the County including the selection of depository institutions for County funds; and,

**WHEREAS**, the Board of County Commissioners wish to distribute, as available, these funds in a fair and impartial manner according to investment guidelines as set forth by the State of New Mexico; and,

**WHEREAS**, Cibola County has four (4) banking and investment institutions that qualify as depositories for the investment of these funds.

**NOW, THEREFORE, BE IT RESOLVED THAT**, the Cibola County Commission hereby designates TBK Bank, Wells Fargo Bank, State of New Mexico Investment Pool, and U.S. Bank as depositories for County investment funds.

**APPROVED, ADOPTED, AND PASSED** on this 14th day of January 2021.

**BOARD OF COUNTY COMMISSIONERS**

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Daniel Torrez, Commissioner

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Robert Windhorst, Commissioner

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Martha Garcia, Commissioner

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Christine Lowery, Commissioner

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Ralph Lucero, Commissioner

ATTEST:

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Michelle E. Dominguez  
Cibola County Clerk



# Resolution

## 21-04

Inspection of Records



**BOARD OF COUNTY COMMISSIONERS  
RESOLUTION 21-04**

**INSPECTION OF PUBLIC RECORDS**

**WHEREAS**, the Cibola County Board of Commissioners met upon notice of meeting duly published at the Cibola County Administration Building, 700 East Roosevelt Ave., Suite 50, Grants, NM 87020, on January 14, 2020, at 5:00 p.m. as required by law; and,

**WHEREAS**, Section 14-2-7 of the Inspection of Public Records Act (NMSA 1978, Section 14-2-1 to -12) states that each public body shall designate at least one custodian of public records who shall: Receive and respond to requests to inspect public records, provide proper and reasonable opportunities to inspect public records, and provide reasonable facilities to make or furnish copies of the Public Records during usual business hours; and,

**WHEREAS**, Article 9, Section 14 of the constitution of the State of New Mexico holds in part that, "the state nor any county, school district or municipality" shall, "make any donation to or in aid of any person, association or public or private corporation..."; and,

**WHEREAS**, the reproduction of public records by electronic or traditional means is an expense to the taxpayers of the County both financially and through the use of staff time; and,

**WHEREAS**, NMSA 1978, Section 14-2-9 (1993) provides that a Custodian of public records of the State or one of its political subdivisions, "(1) may charge reasonable fees for copying the public records, unless a different fee is otherwise prescribed by law; (2) shall not charge fees in excess of one dollar (\$1.00) per page for documents eleven inches by seventeen inches in size or smaller; (3) may require advance payment of the fees before making copies of public records; (4) shall not charge a fee for the cost of determining whether any public record is subject to disclosure; and (5) shall provide a receipt upon request.

**NOW, THEREFORE, BE IT RESOLVED**, by the Cibola County Commission that the following Inspection of Public Record Procedure is hereby adopted.

## **Section I. Designation of Custodian of Public Records**

The Cibola County Commission designates Cibola County Clerk's Office, as its custodian of public records.

## **Section II. Duties of the Public Records Custodian**

- A. Receive and respond to requests to inspect County Commission public records.
- B. Provide proper and reasonable opportunities to inspect County Commission public records.
- C. Provide reasonable facilities to make or furnish copies of County Commission public records during regular business hours.

## **Section III. Submission of Public Records Requests**

- A. Requests to inspect public records should be submitted to the records custodian, Cibola County Clerk's Office, at 700 East Roosevelt Ave., Suite 50, Grants, New Mexico, 87020, (505) 285-2535, (505) 285-2562 (facsimile), [ngrine@co.cibola.nm.us](mailto:ngrine@co.cibola.nm.us).
- B. In accordance with the Inspection of Public Records Act, a person desiring to inspect public records may submit a request to the records custodian orally or in writing, though the procedures and penalties prescribed by the Act apply only to written requests.
- C. A written request must contain the name, address and telephone number of the person making the request.
- D. Written requests may be submitted in person, sent via US mail, by email, or by facsimile.
- E. The request must describe the records sought in sufficient detail to enable the records custodian to identify and locate the requested records.

## **Section IV. Procedures for Inspection**

- A. The records custodian must permit inspection immediately or as soon as practicable, but no later than fifteen calendar days after the records custodian receives the inspection request.
- B. If inspection is not permitted within three business days, the person making the request will receive a written response explaining when the records will be available for inspection or when the public body will respond to the request.
- C. If any of the records sought are not available for public inspection, the person making the request is entitled to a written response from the records custodian explaining the reasons inspection has been denied. The written denial shall be delivered or mailed within fifteen calendar days after the records custodian received the request for inspection.
- D. All Available records will be inspected at the Cibola County Clerk's Office located at 700 East Roosevelt Ave., Suite 50, Grants, New Mexico, 87020, (505) 285-2535, (505) 285-2562 (facsimile), between the hours of 8:00am and 4:30pm, Monday-Friday, excluding holidays.

## Section V. Inspection Fees

If a person requesting inspection would like a copy (paper or electronic) of a public record, a reasonable fee may be charged as detailed in the list below, which the records custodian may request be paid before the copies are made. A receipt indicating that the fees have been paid for making copies of public records will be provided upon request to the person requesting the copies.

### A. Photo Copies up to 11" by 17" (excluding All Departmental GIS copies)

- a. \$1.00/one-sided page
- b. \$1.50/two-sided page
- c. \$1.00/one-sided page in excess of 3 pages for Summary of Tax statements (Treasurer's Office)
- d. \$1.00/one-sided page in excess of 3 pages for Property Records Cards (Assessor's Office)

### B. Large Documents/Plat Maps (excluding All Departmental GIS copies)

- e. \$3.00/copy larger than 11 x 17 up to 18 x 23
- f. \$5.00/copy size 18 x 24
- g. \$8.00/copy for any size plat map (fulfilled with County Clerk equipment)

### C. All Departmental GIS copies and Electronic Data

#### a. Hard Copy Rates

Page Size	Black & White	Aerial/Color
A- 8 1/2" x 11"	\$1.00	\$1.50
8 1/2" x 14"	\$2.00	\$3.50
B- 11" x 17"	\$3.00	\$4.25
C- 17" x 22"	\$3.50	\$6.75
D- 22" x 34"	\$4.25	\$8.50
E- 34" x 44"	\$8.50	\$17.00
36" plus-per ft.	\$2.50	\$5.00

- b. \$15.00/hr. for custom mapping plus material rates per chart above.
- c. \$20.00/hr. for research and retrieval of general electronic data.
- d. \$10.00 for postage and material for general electronic data.
- e. GIS data disk (includes postage and material)
  - i. \$150 for Parcel Data
  - ii. \$150 for Cibola County Roads
  - iii. \$350 for Address Points

### D. Electronic Data (exists in electronic format at time of request)

- a. \$15 Set Up Fee and \$20.00 per CD
- b. No fee to email existing documents

### E. Documents Scanned or Faxed

- a. \$2.50 per document scanned to electronic format plus electronic data fees per #4 above (for documents that do not exist in electronic format at time of request)
- b. \$2.50 per document faxed (for documents that exist in hard copy format at the time of request)
- c. \$2.50 per document faxed plus copy fees per #1 above (for documents that do not exist in hard-copy format at time of request)

**F. Postage Fees**

- a. Actual fees associated with mailing request via USPS certified, return receipt.

**Section VI. Application**

This Resolution applies to all records in the County's possession for which fees and/or procedures have not been set by statute.

**APPROVED, ADOPTED, AND PASSED** on this 14th day of January 2021.

**BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
Daniel Torrez, Commissioner

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Robert Windhorst, Commissioner

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Ralph Lucero, Commissioner

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Martha Garcia, Commissioner

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Christine Lowery, Commissioner

ATTEST:

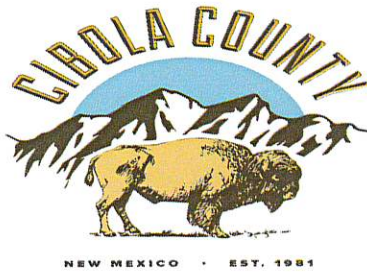
\_\_\_\_\_  
Michelle E. Dominguez  
Cibola County Clerk



# Resolution

## 21-05

Open Meetings Act (OMA)



**BOARD OF COUNTY COMMISSIONERS  
RESOLUTION 21-05**

**OPEN MEETINGS**

**WHEREAS**, the Cibola County Board of Commissioners met upon notice of meeting duly published at the Cibola County Administration Building, 700 East Roosevelt Ave., Suite 50, Grants, NM 87020, on January 14, 2021, at 5:00 p.m. as required by law; and,

**WHEREAS**, Section 10-15-1 (B) of the Open Meetings Act (NMSA 1978, Section 10-15-1 to - 4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission or their policy-making body of any state or local public agency held for the purpose of formulating public policy, or for the purpose of taking any action within the authority of such body, are declared to be public meetings open to the public at all times; and,

**WHEREAS**, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and,

**WHEREAS**, Section 10-15-1 (D) of the Open Meetings Act requires the Cibola County Commission to determine annually what constitutes reasonable notice of its public meetings; and

**WHEREAS**, the Board of County Commissioners wishes to hold its regular meetings on the fourth Thursday of every month at 5:00 p.m. except for the months of November and December. These two meetings will be changed to the 3<sup>rd</sup> Thursday of the month.

**NOW, THEREFORE, BE IT RESOLVED**, by the Cibola County Commission.

1. All meetings shall be held at the Cibola County Administration Building, 700 E. Roosevelt Ave. Suite 50, Grants, NM 87020 as detailed below or as indicated on the meeting notice.

2. Unless otherwise specified, regular meetings shall be held once a month on the fourth Thursday of each month the agenda will be available at least seventy-two (72) hours prior to the meeting.
3. Special meetings may be called by the Chair or a majority of the members upon seventy-two (72) hours' notice. The notice shall include an agenda for the meeting and shall be available to the public at least seventy-two (72) hours before any special meeting.
4. Emergency meetings will be called only under unforeseen circumstances that demand immediate action to protect the health, safety and property of the citizens or to protect the public body from substantial financial loss. The Board of County Commissioners will avoid emergency meetings whenever possible. Emergency meetings may be called by the Chairman or a majority of the members upon twenty-four hours' notice, unless protecting Cibola County from substantial financial loss or a threat to the health, safety and property of the citizens requires less notice. The notice shall include an agenda for the meeting. Within ten (10) days of taking action on an emergency matter, the Chairman, on behalf of the Board, shall report to the New Mexico Attorney General's Office the action taken and the circumstance creating the emergency unless the made pursuant to a declaration of state or national emergency.
5. For the purposes of regular meetings and special meetings described in paragraphs 2 and 3 of this resolution, notice requirements are met if the date, time, place and a copy of the agenda is placed on the Cibola County website at <http://www.cibolacountynm.com>. Notice should be posted at the Cibola County Administration Building, 700 E. Roosevelt Ave. Suite 50, Grants, NM 87020. Copies of the agenda notice shall also be mailed, faxed or emailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.
6. For the purposes of emergency meetings described in paragraph 4 of this resolution, notice requirements are met if notice of the date, time, place and agenda is provided by telephone, facsimile or email to newspapers of general circulation in the County and is placed on the Cibola County website at <http://www.cibolacountynm.com>. Notice should be posted at the Cibola County Administration Building, 700 E. Roosevelt Ave. Suite 50, Grants, NM 87020. Copies of the agenda notice shall also be mailed, faxed or emailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.
7. In addition to the information specified above, all agendas shall include the following language:

*"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 Cibola County Administration Building, 700 E. Roosevelt Ave. Suite 50, Grants, NM 87020, phone (505)287-9431 at least one (1) 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 Cibola County Administration if a summary or other type of accessible format is needed."*

8. The Cibola County Board of County Commissioners may close a meeting to the public only if the subject matter of such discussion or action is exempted from the Open Meeting requirement under Section 10-15-1 (H) (1 through 10) of the Open Meetings Act.
  - A. If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the County Commission taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.
  - B. If a closed meeting is conducted when the Board of County Commissioners is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity is given to the members of the general public.
  - C. Following completing of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.
  - D. Except as proved in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a close meeting shall be made by vote of the Board of County Commissioners in an open public meeting.
9. A member of the Board of County Commissioners or any of its Boards may participate in a meeting by means of a conference telephone, internet or other similar communications equipment when necessary as a COVID Safe Practice or when it is difficult or impossible for the member to attend the meeting in person, provided that each member participating by conference telephone can be identified when speaking, all participants are able to hear each other at the same time, and members of the public attending the meeting are able to hear any member of the public body who speaks during the meeting.
10. During the pendency of the COVID-19 declared emergency, when mass gatherings are prohibited by the New Mexico Public Health Order, meetings will not be physically open to the public. All members of the public will be able to attend and listen to the meeting via facebook live or other forum at the link published on the agenda. Public comment may be made via email and will be entered and/or read

into the meeting minutes (if less than 5 minutes) by emailing comments to: [jphoracek@co.cibola.nm.us](mailto:jphoracek@co.cibola.nm.us). The deadline for written public comments to be received is 10:00 am the day prior to the meeting. Emailed public comment must contain the author's name and physical address.

11. Cibola County Resolution 20-05 is hereby repealed with the adoption of this resolution.

**APPROVED, ADOPTED, AND PASSED** on this 14th day of January 2021.

**BOARD OF COUNTY COMMISSIONERS**

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Daniel Torrez, Commissioner

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Robert Windhorst, Commissioner

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Ralph Lucero, Commissioner

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Martha Garcia, Commissioner

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Christine Lowery, Commissioner

ATTEST:

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Michelle E. Dominguez  
Cibola County Clerk



# Resolution

## 21-06

Public Participation at Cibola County  
Commission Meetings



**BOARD OF COUNTY COMMISSIONERS  
RESOLUTION 21-06**

**PUBLIC PARTICIPATION AT A CIBOLA COUNTY COMMISSION MEETINGS**

**WHEREAS**, the Cibola County Board of Commissioners met upon notice of meeting duly published at the Cibola County Administration Building, 700 East Roosevelt Ave., Suite 50, Grants, NM 87020, on January 14th, 2021, at 5:00 p.m. as required by law; and,

**WHEREAS**, NMSA 1978, Section 4-38-12 (1876) provides in pertinent part that Commission meetings "Cibola County Commission Meetings shall be public with open doors, and all persons conducting themselves in an orderly manner may attend their meetings, and they may establish rules and regulations to govern the transaction of their business;" and,

**WHEREAS**, the County Commission recognizes that public access to the proceedings and decision-making processes of the meetings of the Board of County Commissioners is crucial to the functioning of democracy; and

**WHEREAS**, the County Commission further recognizes that meetings held by the Commission to discuss public business, particularly when conducted with the public taxpayers' money, are the taxpayers' business; and

**WHEREAS**, the County Commission recognizes that, with limited exceptions, the Open Meetings Act generally prohibits a public body from conducting public business in secret or in closed meetings, and requires that such business be conducted by the public body acting as a whole at meetings open to all persons who wish to attend and listen; and

**WHEREAS**, Article 2 Section 17 of the New Mexico Constitution guarantees that "[e]very person may freely speak, write and publish his sentiments on all subjects, being responsible for the abuse of that right; and no law shall be passed to restrain or abridge the liberty of speech or of the press;" and,

**WHEREAS**, the Board of County Commissioners welcomes public comment at its regular meetings in order to encourage freedom of speech in the County and as a valued tool to communicate with its constituents even though the Courts have held that the New Mexico Open Meetings Act "[ ] does not require the commissioners to allow the public to speak at its meetings, but instead, only requires them to allow the public to attend and listen." See, Mesa v. White, 197 F.3d 1041, 1046 (10th Cir. 1999); and,

**WHEREAS**, the Board has traditionally reserved a public comment period as a designated public forum at a selected time during the Commission Meeting, a non-public forum held to manage the business of County Government; and,

**WHEREAS**, the County Commission must balance the desire to afford members of the public a full and complete opportunity to address the Commission with the Commission's need to conduct the people's business in an orderly and efficient manner; and,

**WHEREAS**, there is a need for the Commission to set content neutral rules for the public comment period that will allow individuals the ability to make their comments in a meeting environment that fosters respect for the time and views of all attendees, while also being narrowly tailored to promote orderly and efficient meetings of the Board.

**NOW, THEREFORE, BE IT RESOLVED** by the Cibola County Commission that each member of the public wishing to address the Commission shall be given an opportunity to address the Commission during the public comment period at regular meetings.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that the Board of County Commissioners adopts the following rules for its public comment period:

- I. So that freedom of speech is unrestricted:
  - A. Anyone will be allowed an opportunity to speak during the public comment period.
  - B. Speakers may discuss any subject during the public comment period.
- II. In order to promote orderly efficient meetings respectful of everyone's time:
  - A. All individuals will be limited to a two (2) minute comment period.
  - B. No individual will be permitted to speak more than one (1) time; no rebuttals to the comments of others will be permitted.
  - C. Comments, applause and other interruptions from the audience are not allowed.
- III. In order to promote orderly meetings so that attendees feel safe and secure in their attendance:
  - A. Threatening/abusive comments that disrupt the meeting will not be allowed.
  - B. All speakers must address the Board of County Commissioners and speak from the podium.
- IV. COVID-19 Special Rules – In Effect Until the County, State and Federal Declared Emergency is Terminated.
  - A. During the pendency of the COVID-19 declared emergency, when mass gatherings are prohibited by the New Mexico Public Health Order, meetings will not be physically open to the public. All members of the public will be able to attend and listen to meets via facebook live or other forum published on the agenda.

Public comment may be made via email and will be entered and/or read into the meeting minutes (if less than 5 minutes) by emailing comments to: [jphoracek@co.cibola.nm.us](mailto:jphoracek@co.cibola.nm.us). The deadline for written public comments to be received is 10:00 am the day prior to the meeting. Emailed public comment must contain the author's name and physical address.

**NOW THEREFORE, BE IT FURTHER RESOLVED** that this resolution does not in any way diminish the Chair's authority to conduct meetings consistent with the rules and powers granted to the Chair by virtue of this Board's adoption of Roberts Rules of Order or any special rules.

**APPROVED, ADOPTED, AND PASSED** on this 14th day of January 2021.

**BOARD OF COUNTY COMMISSIONERS**

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Daniel Torrez, Commissioner

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Robert Windhorst, Commissioner

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Ralph Lucero, Commissioner

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Martha Garcia, Commissioner

---

Christine Lowery, Commissioner

ATTEST:

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Michelle E. Dominguez  
Cibola County Clerk



# Resolution

## 21-07

Parliamentary Procedures & Robert's Rules of  
Order



**BOARD OF COUNTY COMMISSIONERS  
RESOLUTION 21-07**

**PARLIAMENTARY PROCEDURES & ROBERT'S RULES OF ORDER**

**WHEREAS**, the Cibola County Board of Commissioners met upon notice of meeting duly published at the Cibola County Administration Building, 700 East Roosevelt Ave., Suite 50, Grants, NM 87020, on January 14, 2021, at 5:00 p.m. as required by law; and,

**WHEREAS**, the Board of County Commissioners will conduct their meetings using Robert's Rules of Order (10<sup>th</sup> ed.) as a guide to parliamentary authority, except as modified by this document; and,

**WHEREAS**, the Board of County Commissioner has five elected Commissioners, and collectively, set policy for Cibola County outside of incorporated areas; and,

**WHEREAS**, collectively, the Board of County Commissioners, through simple majority, elect a Chairperson, Vice-Chairperson, and Second Vice-Chairperson from among themselves, whose terms last until the first meeting of the next year; and,

**WHEREAS**, individually, the Board of County Commissioners are equal in their authority to represent the entire County; and,

**WHEREAS**, to give equal representation for all five members of the Commission is appropriate to adopt special rules modifying Robert's Rules of Order.

**NOW, THEREFORE BE IT RESOLVED**, the Board of County Commissioners incorporates the above recitals, to be made a part of this resolution with the same force and effect as the remainder of this document.

**BE IT FURTHER RESOLVED**, that the Board of County Commissioners adopt the following "Special Rules" modifying Robert's Rules of Order for the purpose of conducting business during the meetings of the Board:

1. The Chairperson may make motions and shall have the same voting rights, no less and no more, as any other member of the Board.
2. The Chairperson shall not have any administrative, procedural, contractual or similar authority different than any other member of the Board, except as provided by statute.

3. Should the Chairperson vacate the office of Chairperson, the Vice-Chairperson shall serve the remainder of the term, and the Second Vice-Chairperson shall serve as Vice-Chairperson for the remainder of the term.
4. Members of the Board are required to obtain the floor (i.e., must be recognized by the Chairperson) before making motions or speaking.
5. Any and all motions need to have a second before a vote may be taken.
6. Items appearing on the agenda of meetings of the Board shall be those necessary for the proper consideration and management of County business, as determined by the County Manager. Additionally, the County Manager shall place any item necessary for the proper consideration and management of County business requested by any individual member of the Board of County Commissioners on the agenda for the meetings of the Board.
7. The presiding Chairperson at a meeting of the Board is declared to be the lawful custodian of the building where the meeting is conducted pursuant to NMSA 1978, Section 30-20-13 (C) (1981).

**APPROVED, ADOPTED, AND PASSED** on this 14th day of January 2021.

**BOARD OF COUNTY COMMISSIONERS**

---

Daniel Torrez, Commissioner

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Robert Windhorst, Commissioner

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Ralph Lucero, Commissioner

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Martha Garcia, Commissioner

---

Christine Lowery, Commissioner

ATTEST:

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Michelle E. Dominguez  
Cibola County Clerk



# Resolution

## 21-08

Signature Auth. on Checks



**BOARD OF COUNTY COMMISSIONERS  
RESOLUTION 21-08**

**SIGNATURE AUTHORITY ON CHECKS**

**WHEREAS**, the Cibola County Board of Commissioners met upon notice of meeting duly published at the Cibola County Administration Building, 700 East Roosevelt Ave., Suite 50, Grants, NM 87020, on January 14<sup>th</sup>, 2021, at 5:00 p.m. as required by law; and,

**WHEREAS**, the Chairperson of the Cibola County Commission delegates to all Commissioners authority for signature of County checks, under Section 4-45-4, NMSA 1978, whose signatures appear below, and as shown hereon; and,

**WHEREAS**, this delegation and the authorization of signatures on checks shall continue until replaced by future designations. This designation of signatures may be affixed to the form contract of deposit signature card of any financial institution issuing County checks, and shall incorporate the terms thereof, and all laws of the State of New Mexico and regulations of the Local Government Division of the Department of Finance and Administration, as if fully set out herein, and when so affixed, shall constitute full and sufficient authorization of the banking institution to honor signatures upon such checks.

**NOW, THEREFORE, BE IT RESOLVED**, that the County Commissioners approve signature authority on checks on this 14<sup>th</sup> day of January 2021.

**APPROVED, ADOPTED, AND PASSED** on this 7<sup>th</sup> day of January 2021.

**BOARD OF COUNTY COMMISSIONERS**

\_\_\_\_\_  
Daniel Torrez, Commissioner

\_\_\_\_\_  
Robert Windhorst, Commissioner

\_\_\_\_\_  
Ralph Lucero, Commissioner

\_\_\_\_\_  
Martha Garcia, Commissioner

\_\_\_\_\_  
Christine Lowery, Commissioner

ATTEST:

\_\_\_\_\_  
Michelle E. Dominguez  
Cibola County Clerk



8b. (i.-iv.)

# Consent Agenda

CDBG Resolutions 20-09 to 20-12



# Resolution

## 21-09

Local Residential Anti Displacement and  
Relocation Plan with Exhibit 1-R



**RESOLUTION # 21-09  
CIBOLA COUNTY, NEW MEXICO**

**A RESOLUTION ESTABLISHING A LOCAL RELOCATION,  
RESIDENTIAL ANTI-DISPLACEMENT, AND  
RELOCATION ASSISTANCE PLAN AND CERTIFICATION  
(HOUSING AND COMMUNITY DEVELOPMENT ACT, CDBG)**

WHEREAS, The County of Cibola, New Mexico, hereinafter referred to as the locality, pursuant to Community Development Programs under the provisions of the Housing and Community Development Programs under the provisions of the Housing and Community Development Act of 1974, (public Law 93-383) and amendments thereto, and

WHEREAS, The Act requires compliance with the relocation requirements of the Uniform Relocation requirements of the Uniform Relocation and Real Property Acquisition Policies Act of 1970, hereinafter referred to as the Uniform Act, and implementing regulations issued by the Department of Housing and Urban Development (49 CFR Part 24) when the acquisition of real property occurs, and

WHEREAS, the locality wishes to provide a local policy covering all probable types of relocation which may be necessary in accomplishing CDBG related activities,

NOW, THEREFORE, BE IT RESOLVED that the Local Relocation, Residential Anti-displacement, and Relocation Assistance Plan & Certification as set forth in the attached Exhibit A, be herewith approved and adopted as the Policy of the County of Cibola, for CDBG purposes. **This Resolution supersedes Resolution No. 20-09.**

PASSED, APPROVED AND ADOPTED THIS 14TH DAY OF JANUARY 2021.

**THE BOARD OF CIBOLA COUNTY COMMISSIONERS**

\_\_\_\_\_  
Daniel Torrez, Commissioner

ATTEST:

\_\_\_\_\_  
Robert Windhorst, Commissioner

\_\_\_\_\_  
Ralph Lucero, Commissioner

\_\_\_\_\_  
Michelle E. Dominquez  
Cibola County Clerk

\_\_\_\_\_  
Martha Garcia, Commissioner

\_\_\_\_\_  
Christine Lowery, Commissioner

# Residential Anti-Displacement and Relocation Assistance Plan

## I. Background/Introduction

Section 104(d) of the Housing and Community Development Act of 1974, as amended (42 U.S.C. 5304(d)(4)), Section 105(b)(16) of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12705(b)(16)), and implementing regulations at 24 CFR Part 42, specify that a grantee under the Community Development Block Grant (CDBG) must certify that it has in effect and is following a "residential Anti-displacement and relocation assistance plan" (Plan). As a CDBG grantee, Cibola County must certify to State of New Mexico Department of Finance and Administration Local Government Division that it has and is following such a Plan.

The Plan must include three components: 1) one-for-one replacement requirements for lower-income housing units, 2) relocation assistance, and 3) a description of the steps Cibola County will take to minimize displacement.

## II. Activities Covered by the Plan

All activities involving the use of CDBG funds that cause displacement as a direct result of demolition or conversion of a lower-income dwelling are subject to the requirements specified in the Plan. Activities for which funds are first obligated on or after September 30, 1988 are subject to the requirements specified in the Plan, without regard to the source year of the funds.

## III. Uniform Relocation Act

The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) govern displacement that directly results from acquisition, rehabilitation, or demolition of real property when federal funds are used. Cibola County Residential Anti-displacement and Relocation Assistance Plan is in no way intended to supersede the URA. CDBG assisted activities may still be subject to the requirements of the URA.

## IV. One-for-One Replacement Units

All occupied and vacant occupiable lower-income dwelling units that are demolished or converted to a use other than as lower-income dwelling units in connection with an assisted activity must be replaced with comparable lower-income units. Replacement lower-income dwelling units may be provided by any governmental agency or private developer and must meet the following requirements:

- A. The units must be located within Cibola County to the extent feasible, the units shall be located within the same neighborhood as the units replaced
- B. The units must be sufficient in number and size to house no fewer than the number of occupants who could have been housed in the units that are demolished or converted. The number of occupants who could have been housed in the units shall be in accordance with

applicable local housing occupancy codes. The units may not be replaced with smaller units (e.g., a 2-bedroom unit with two 1-bedroom units), unless **Cibola County** has provided information demonstrating that such a proposed replacement is consistent with the needs assessment contained State of New Mexico Department of Finance and Administration Local Government Division HUD-approved Consolidated Plan.

- C. The units must be in standard condition and must at a minimum meet Section 8 Program Housing Quality Standards. Replacement lower-income units may include units brought from a substandard condition to standard condition if: 1) no person was displaced from the unit; and 2) the unit was vacant for at least 3 months before execution of the agreement between **Cibola County** and the property owner.
- D. The units must initially be made available for occupancy at any time during the period beginning 1 year before the recipient makes public the information required under Section F below and ending 3 years after the commencement of the demolition or rehabilitation related to the conversion.
- E. The units must be designed to remain lower-income dwelling units for at least 10 years from the date of initial occupancy. Replacement lower-income dwelling units may include, but are not limited to, public housing or existing housing receiving Section 8 project-based assistance
- F. Before **Cibola County** enters into a contract committing it to provide CDBG funds for any activity that will directly result in the demolition of lower-income dwelling units or the conversion of lower-income dwelling units to another use, **Cibola County** must make public and submit in writing to State of New Mexico

Department of Finance and Administration Local Government Division the following information:

- 1 A description of the proposed assisted activity;
- 2 The location on a map and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than for lower-income dwelling units as a direct result of the assisted activity;
- 3 A time schedule for the commencement and completion of the demolition or conversion;
- 4 The location on a map and the number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units. If such data is not available at the time of the submission to State of New Mexico Department of Finance and Administration Local Government Division, the submission shall identify the general location on an area map and the approximate number of dwelling units by size, and information identifying the specific location and number of dwellings units by size shall be submitted and disclosed to the public as soon as it is available;
- 5 The source of funding and time schedule for the provision of replacement dwelling units;
- 6 The basis for concluding that each replacement unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
- 7 Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the needs assessment contained in the State of New Mexico Department of Finance and Administration Local

## Government Division Consolidated Plan.

- G. The one-for-one replacement requirements may not apply if HUD determines, based on objective data, that there is an adequate supply of vacant lower-income dwelling units in standard condition available on a non-discriminatory basis within Cibola County. In making such a determination, State of New Mexico Department of Finance and Administration Local Government Division will consider such factors as vacancy rates, numbers of lower-income units in Cibola County and the number of eligible families on the Section 8 waiting list.

### V. Relocation Assistance

Each lower-income person who is displaced as a direct result of CDBG assisted demolition or conversion of a lower-income dwelling shall be provided with relocation assistance.

Relocation assistance includes advisory services and reimbursement for moving expenses, security deposits, credit checks, other moving expenses, including certain interim living costs, and certain replacement housing assistance.

Displaced persons have the right to elect, as an alternative to the benefits described in this Plan, to receive benefits under the URA, if they determine that it is in their best interest to do so. The following relocation assistance shall be available to lower-income displacement persons:

- A. Displaced lower-income persons will receive the relocation assistance required under 49 CFR 24, Subpart C (General Relocation Requirements) and Subpart D (Payment for Moving and Related Expenses) whether the person elects to receive assistance under the URA or the assistance required by CDBG regulations. Relocation notices must be distributed to the affected persons in accordance with 49 CFR 24.203 of the URA;
- B. The reasonable and necessary cost of any security deposit required to rent the replacement dwelling unit and for credit checks required to rent or purchase the replacement dwelling unit;
- C. Actual reasonable out-of-pocket costs incurred in connection with temporary relocation, including moving expenses and increased housing costs, if:
  - 1. The person must relocate temporarily because continued occupancy of the dwelling unit constitutes a substantial danger to the health or safety of the person or the public; or
  - 2. The person is displaced from a lower-income dwelling unit, none of the comparable replacement units to which the person has been referred qualifies as a lower-income dwelling unit, and a suitable lower-income dwelling unit is scheduled to become available through one-for-one replacement requirements
- D. Replacement Housing Assistance. Displaced persons are eligible to receive one of the following two forms of replacement housing assistance:
  - 1. Each person shall be offered rental assistance equal to 60 times the amount necessary to reduce the monthly rent and estimated average monthly cost of

utilities for a replacement dwelling to the "Total Tenant Payment", as determined under 24 CFR 813.107. All or a portion of this assistance may be offered through a certificate or housing voucher for rental assistance under the Section 8 program. Where Section 8 assistance is provided to the displaced person, the Cibola County must provide the person with referrals to comparable units whose owners are willing to participate in Section 8 program to the extent that cash assistance is provided, it will be provided in installments.

2. In lieu of the housing voucher, certificate or cash assistance described above, the person may elect to receive a lump sum payment allowing them to secure participation in a housing cooperative or mutual housing association. This lump sum payment shall be equal to the capitalized value of 60 monthly installments of the amount that is obtained by subtracting the

"Total Tenant Payment", as determined under 24 CFR 813.107, from the monthly cost of rent and average monthly cost of utilities at a comparable replacement dwelling unit. To compute the capitalized value, the installments shall be discounted at the rate of interest paid on passbook savings in a federally insured financial institution conducting business within Cibola County.

Displaced lower-income tenants shall be advised of their right to elect relocation assistance pursuant to the URA and the regulations at 49 CFR 24 as an alternative to the relocation assistance available under CDBG regulations.

#### VI. Eligibility for Relocation Assistance

A lower-income person is eligible for relocation assistance if they are considered to be a "displaced person" as defined in 24 CFR 42.305. A displaced person means a lower-income person who, in connection with an activity assisted under the CDBG program, permanently moves from real property or permanently moves personal property from real property as a direct result of demolition or conversion of a lower-income dwelling.

For purposes of this definition, a permanent move includes a move made permanently and:

- A. After notice by the owner to move from the property, if the move occurs on or after the date of the submission of a request to Cibola County for CDBG assistance that is later approved for the requested activity; or
- B. After notice by the owner to move from the property, if the move occurs on or after the date of the initial official submission to HUD of the consolidated plan under 24 CFR Part 91 describing the assisted activity; or
- C. Before the dates described in A & B above, if Cibola County or State of New Mexico Department of Finance and Administration Local Government Division determines that the displacement was a direct result of conversion or demolition in connection with a CDBG assisted activity; or
- D. By a tenant-occupant of a dwelling unit, if any one of the following three situations occurs:

1. The tenant moves after execution of the CDBG agreement covering the acquisition, rehabilitation or demolition and the move occurs before the tenant is provided written notice offering the tenant the opportunity to lease and occupy a suitable, decent, safe and sanitary dwelling in the same building/complex upon completion of the project under reasonable terms and conditions, including a monthly rent and estimated average monthly utility costs that do not exceed the greater of the tenant's monthly rent before such agreement, or the total tenant payment as determined under 24 CFR 813.107 if the tenant is lower-income, or 30 percent of gross household income if the tenant is not lower-income.
2. The tenant is required to relocate temporarily, does not return to the building/complex, and either is not offered payment for all reasonable out-of-pocket expenses incurred in connection with the temporary relocation, or other conditions of the temporary relocation are not reasonable.
3. The tenant is required to move to another dwelling unit in the same building/complex but is not offered reimbursement for all reasonable out-of-pocket expenses incurred in connection with the move, or other conditions of the move are not reasonable.

If the displacement occurs on or after the appropriate date described in A & B above, the lower-income person is not eligible for relocation assistance if:

- A. The person is evicted for cause based upon a serious or repeated violation of the terms and conditions of the lease or occupancy agreement, violation of applicable federal, State or local law, or other good cause, and **Cibola County** determines that the eviction was not undertaken for the purpose of evading the obligation to provide relocation assistance;
- B. The person moved into the property on or after the date described in A & B above after receiving written notice of the expected displacement; or
- C. **Cibola County** determines that the displacement was not a direct result of the CDBG assisted activity and the State of New Mexico Department of Finance and Administration Local Government Division concurs with this determination.

## VII. Minimizing Displacement

The CDBG regulations regarding the demolition or conversion of lower-income dwelling units are designed to ensure that lower-income persons are provided with adequate, affordable replacement housing. Naturally, involuntary displacement should be discouraged whenever a reasonable alternative exists. Involuntary displacement is extremely disruptive and disturbing, especially to lower-income persons who do not have the means to locate alternative housing.

There are various ways that displacement can be minimized. The following are steps that will be taken to minimize the involuntary displacement of lower-income persons when CDBG funds are involved:

- A. Screening of Applications All CDBG applications will be reviewed to determine whether involuntary displacement is likely to occur. Those applications involving displacement will

receive a lower priority recommendation for funding unless it can be shown that alternatives are not available.

- B. Acquisition of Property Applicants who apply for CDBG funds to acquire property for the development of lower-income housing will be encouraged to purchase vacant land. In the case of in-fill and other projects where this is not feasible and the project involves potential displacement, the applicant shall agree to allow the displaced lower-income person(s) to occupy the new housing at an affordable rent.

Applicants who utilize CDBG funds to rehabilitate or convert a lower-income unit to a non-residential use will be required to supply replacement housing consistent with paragraph IV, as well as relocation assistance.

- C. Cost of Relocation Assistance The cost of any required relocation assistance and the provision of replacement housing will be borne by the applicant and may be paid for out of CDBG funds awarded to the project.

#### VIII. Definitions

- A. "Comparable replacement dwelling unit" means a dwelling unit that:
  - 1 Meets the criteria of 49 CFR 24.2(d)(1) through (6); and
  - 2 Is available at a monthly cost for rent plus estimated average monthly utility costs that does not exceed the "Total Tenant Payment" determined under 24 CFR 813.107 after taking into account any rental assistance the household would receive.
- B. "Lower-income dwelling unit" means a dwelling unit with a market rental (including utility costs) that does not exceed the applicable Fair Market Rent (FMR) for existing housing and moderate rehabilitation established under 24 CFR Part 888.
- C. "Standard condition" means units that at a minimum meet the Existing Housing Quality Standards of the Section 8 rental subsidy program.
- D. "Substandard condition suitable for rehabilitation" means units with code violations that can be brought to Section 8 Housing Quality Standards within reasonable monetary amounts.
- E. "Vacant occupiable dwelling unit" means a dwelling unit that is in a standard condition; a vacant dwelling unit that is in substandard condition, but is suitable for rehabilitation; or a dwelling unit in any condition that has been occupied (except by a squatter) at any time within the period beginning 3 months before the date of execution of the agreement by **Cibola County** covering the rehabilitation or demolition.

#### IX. Grievances

**Cibola County** will provide timely written answers to written complaints and grievances within 15 working days where practical. Action items:

- A. Adopt complaint handling procedures or policies to insure that complaints or grievances are responded to within 15 days, if possible.
- B. Allow for appeal of a decision to a neutral authority.
- C. File a detailed record of all complaints or grievances and responses in one central location with easy public access.

**IX. Certification**

**Cibola County** herewith certifies to follow the Anti-displacement relocation plan described above and adopt the plan by resolution annually.

Plan Adoption Date: 01/14/21

Adoption Instrument: Resolution 21-09

Certified By:

\_\_\_\_\_  
Cibola County Commissioner

\_\_\_\_\_  
Date

Copy to Local Government Division with attachments



# Resolution

# 21-10

Citizen Participation Plan



## Cibola County Resolution # 21-10

### A Resolution Establishing A Citizen Participation Plan

**WHEREAS**, the Cibola County Board of Commissioners is duly elected and governing body of Cibola County;

**WHEREAS**, the Board recognizes the need for citizen participation in the planning, implementation and assessment of the Community Development Block Grant Program (CDBG); and

**WHEREAS**, public involvement serves a key role in the development of projects for consideration by the Board.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of County Commissioners of Cibola County adopts and directs the County Manager to implement the attached Cibola County Public Participation Plan (Exhibit "A"). **This resolution supersedes Resolution 20-10.**

PASSED, APPROVED AND ADOPTED THIS 14TH DAY OF JANUARY, 2021.

THE BOARD OF CIBOLA COUNTY COMMISSIONERS

\_\_\_\_\_  
Daniel Torrez, Commissioner

ATTEST:

\_\_\_\_\_  
Robert Windhorst, Commissioner

\_\_\_\_\_  
Ralph Lucero, Commissioner

\_\_\_\_\_  
Michelle E. Dominquez  
Cibola County Clerk

\_\_\_\_\_  
Martha Garcia, Commissioner

\_\_\_\_\_  
Christine Lowery, Commissioner



# Resolution

## 21-11

Section 3 Plan with Exhibit 1 T



**CIBOLA COUNTY  
RESOLUTION # 21-11**

**A RESOLUTION ESTABLISHING A SECTION 3 PLAN**

**WHEREAS**, the Cibola County Board of Commissioners is duly elected and governing body of Cibola County; and

**WHEREAS**, the Board recognizes the need for a Section 3 plan in the planning, implementation and assessment of the Community Development Block Grant Program (CDBG); and

**WHEREAS**, this act encourages the use of small local businesses in the hiring of low income residents of the community.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Cibola County Commissioners adopts and directs the Cibola County Manager to implement the attached Cibola County Section 3 plan.

**PASSED, APPROVED AND ADOPTED this January 14th, 2020.**

**THE BOARD OF CIBOLA COUNTY COMMISSIONERS**

\_\_\_\_\_  
Daniel Torrez, Commissioner

ATTEST:

\_\_\_\_\_  
Robert Windhorst, Commissioner

\_\_\_\_\_  
Ralph Lucero, Commissioner

\_\_\_\_\_  
Michelle E. Dominquez  
Cibola County Clerk

\_\_\_\_\_  
Martha Garcia, Commissioner

\_\_\_\_\_  
Christine Lowery, Commissioner

## CIBOLA COUNTY SECTION 3 PLAN

The County of Cibola is committed to comply with Section 3 of the Housing and Urban Development Act of 1968. This Act encourages the use of small local businesses and the hiring of low income residents of the community.

The County Of Cibola has appointed Debbie Gomez as the Section 3 Coordinator, to advise and assist key personnel and staff on Section 3, to officially serve as focal point for Section 3 complaints, and as the on-site monitor of prime contractors and sub-contractors to insure the implementation and enforcement of their Section 3 plans. The approval or disapproval of the Section 3 plan is the ultimate responsibility of the County Of Cibola. Documentation of efforts will be retained on file for monitoring by the state.

Therefore, the County Of Cibola shall:

1. Hiring
  - a. Advertise for all County positions in local newspapers
  - b. List all County job opportunities with the State Employment Service
  - c. Give preference in hiring to lower income persons residing in the County. This means that if two equally qualified persons apply and one is a resident of the County and one is not, the resident will be hired
  - d. Maintain records of County hiring as specified on this form

ANTICIPATED <u>Cibola County</u> HIRING 2021				
PLANNED 0			ACTUAL 0	
Job Classification	# of Positions to be Filled	# of Positions to be Filled by Lower Income City or County Residents	# of Positions Filled	Positions Filled by Lower Income City/County Residents

- Chart for Section 3 Plan **MUST** be filled out in its entirety.

## 2. Contracting

- a. The County Of Cibola will compile a list of businesses, suppliers and contractors located in the County Of Cibola.
- b. These vendors will be contacted for bid or quotes whenever the County Of Cibola requires supplies, services or construction.
- c. Preference will be given to small local businesses. This means if identical bids/quotes are received from a small business located within the County Of Cibola and one from outside the County Of Cibola, the contract will be awarded to the business located within the community.

## 3. Training

The County Of Cibola shall maintain a list of all training programs operated by the County Of Cibola and its agencies and will direct them to give preference to County Of Cibola residents. The County Of Cibola will also direct all CDBG sponsored training to provide preference to County Of Cibola residents.

## 4. CDBG Contracts

All CDBG bid proposals and contracts shall include the following Section 3 language.

- a. The work to be performed under this contract is on a project assisted under a program providing direct federal financial assistance from the Department of Housing and Urban Development and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u. Section 3 requires that the greatest extent feasible, opportunities for training and employment be given lower income residents of the project areas, and contracts for work in connection with the project be awarded to business concerns residing in the project area.
- b. The parties to this contract will comply with the provision of said Section 3 and the regulations issued pursuant thereto by the Secretary of Housing and Urban Development set forth in 24 CFR and all applicable rules and orders of the Department issued there-under prior to the execution of this contract. The parties to this contract certify and agree that they are under no contractual or other disability which would prevent them from complying with these requirements.
- c. The contractor will send to each labor organization or representative of workers with which he has a collective bargaining agreement or other contract or understanding, if any, a notice advising the said labor organization or workers' representative of his commitments under the Section 3 clause, and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- d. The contractor will include this Section 3 clause in every subcontract for work in connection with the project and will, at the direction of the applicant for, or recipient of federal financial assistance, take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the Secretary of Housing and Urban Development, 24 CFR 135. The contractor will not subcontract with any subcontractor where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR 135, and will not let any subcontract unless the subcontractor has first provided it with the requirements of these regulations.

- e. Compliance with the provisions of Section 3, the regulations set forth in 24 CFR 135, and all applicable rules and orders of the Department, issued thereunder prior to the execution of the contract, shall be a condition of the federal financial assistance provided to the project, binding upon the applicant or recipient for such assistance, its successors and assigns. Failure to fulfill these requirements shall subject the applicant or recipient, its contractors and subcontractors, its successors and assigns to those sanctions specified by the grant or loan agreement or contract through which federal assistance is provided, and to such sanctions as are specified by 24 CFR 135.

The County Of Cibola shall require each contractor to prepare a written Section 3 plan as a part of their bids on all jobs exceeding \$100,000. All Section 3 plans shall be reviewed and approved by the City's Equal Opportunity Section 3 Compliance Officer and retained for monitoring by the state.

The County Of Cibola will maintain all necessary reports and will insure that all contractors and subcontractors submit required reports.

#### LOWER INCOME CLARIFICATION

A family who resides in County Of Cibola and whose income does not exceed the income limit for the size of family as per the attached Section 8 Income Limit for Cibola County. Information contained in our Section 3 Plan reflects the status of the City/County employees regarding lower income considerations based on their salary paid by the City/County.

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COMMISSION CHAIR

01/14/21

Date



# Resolution

## 21-12

Fair Housing Resolution with Proclamation and  
Self-Assessment



## **Cibola County Resolution # 21-12**

### **A Fair Housing Resolution**

A resolution of the Board of Commission of the County of Cibola, adopting a fair housing policy, making known its commitment to the principle of fair housing, and describing actions it shall undertake to affirmatively further fair housing.

WHEREAS; the Housing and Community Development act of 1974 as amended requires that all applicant for Community Development Block Grants funds certify that they shall affirmatively further fair housing; and

WHEREAS; the Civil Rights Act of 1968 (commonly known as the Federal Fair Housing Act) and the Fair Housing Amendments Act of 1988 declare a national policy to prohibit discrimination in the sale, rental, leasing and financing of housing or land to be used for the construction of housing or in the provision of brokerage services, on the basis of race, color, religion, sex, disability, familial status or national origin; and

WHEREAS; fairness is the foundation of the American system and reflects traditional American values; and

WHEREAS; discriminatory housing practices undermine the strength and vitality of America and its people;

NOW, THEREFORE, BE RESOLVED THAT A resolution of the Board of Commission of the County of Cibola, hereby wish all persons living, working, doing business in or traveling through Cibola County to know that: discrimination in the sale, rental, leasing, and financing of housing or land to be used for construction of housing, or in the provision of brokerage services on the basis of race, color, religion, sex, handicap, familial status or national origin is prohibited by Title VIII of the Fair Housing Act Amendments of 1988; and that it is the policy of the County of Cibola to implement programs, within the constraints of its resources, to ensure equal opportunity in housing for all persons regardless of race, color, religion, sex, handicap, familial status or national origin; and within available resources the County of Cibola will assist all persons who feel they have been discriminated against in housing issues on the basis of race, color, religion, sex, handicap, familial status or national origin to seek equality under existing federal and state laws to file a complaint with the New Mexico Attorney General's Office or the U.S. Department of Housing and Urban Development; and that

the County of Cibola shall publicize this Resolution and thereby encouraging owners of rental properties, developers, builders and others involved with housing to become aware of their respective responsibilities and rights under the Fair Housing Amendments Act of 1988 and any applicable state or local laws or ordinances; and that the County of Cibola shall undertake the following actions to affirmatively further fair housing:

- ❖ Cibola County will advertise this resolution in a display in the local newspaper, The Cibola Citizen, in the Month of April 2021.
- ❖ Cibola County will display the resolution on the county website from April 2021.
- ❖ Cibola County will provide Fair Housing Awareness material at housing awareness event in October 2021.

PASSED, APPROVED AND ADOPTED THIS 14TH DAY OF JANUARY 2021.

## THE BOARD OF CIBOLA COUNTY COMMISSIONERS

\_\_\_\_\_  
Daniel Torrez, Commissioner

ATTEST:

\_\_\_\_\_  
Robert Windhorst, Commissioner

\_\_\_\_\_  
Ralph Lucero, Commissioner

\_\_\_\_\_  
Michelle E. Dominquez  
Cibola County Clerk

\_\_\_\_\_  
Martha Garcia, Commissioner

\_\_\_\_\_  
Christine Lowery, Commissioner

EXHIBIT 1-O-1

## ***Proclamation***

WHEREAS, *fair and equal housing is a right guaranteed to all Americans; and*

WHEREAS, *the principle of fair and equal housing is a fundamental human entitlement; and*

WHEREAS, *all citizens have the right to live where they choose within their financial means; and*

WHEREAS, *people must not be denied housing because of race, color, religion, sex, national origin, handicap or familial status; and*

WHEREAS, *we must, as individuals, assure equal access to housing for all in our communities; and*

WHEREAS, *Cibola County acknowledges the importance of assuring fair and equal treatment to all citizens;*

NOW, THEREFORE I, \_\_\_\_\_, *Cibola County Chairman,*  
*do hereby proclaim January 14th, 2021 as:*

***“Fair Housing Day”***

*Dated this 14th day of January 2021*

\_\_\_\_\_  
*Cibola County Chairman*

## EXHIBIT 1-O-2

### Fair Housing Self-Assessment

**COMMUNITY OF:**     COUNTY OF CIBOLA

1. To the best of your knowledge has your community been involved in any complaints regarding discrimination the sale or rental of housing on the basis of race, color, religion, sex, national origin, familial status or handicap?

Yes                      No

2. If yes, give a brief description of the nature of any complaints and resolutions.

Yes                      No

3. Has your community adopted a Fair Housing Program to help local citizens be aware of their rights regarding fair housing under federal and state law, and in filing a complaint if discrimination is suspected?

Yes                      No

4. What do you perceive as the most potentially serious problem areas regarding discrimination in fair housing in your community?

Problem Area	Very Serious	Serious	Moderate	Not a Problem
Color				✓
Familial Status				✓
Handicap				✓
National Origin				✓
Race				✓
Religion				✓
Sex				✓

5. Does your community contain any subsidized housing units?

Yes                      No

6. As best as can be determined, do relevant public policies/practices regarding zoning and building codes have an adverse impact on the achievement of fair housing choice?

Yes                      No

7. Are you aware of any practices in the local real estate community as it relates to buying, selling and house rentals that may adversely affect the achievement of fair housing choice in your community?

Yes

No

8. Do your community records contain data on the actual number and percentage of persons residing in the community by race, color, religion, sex, national origin, age, handicap and familial status, as well as income characteristics by group?

Yes

No

9. Is information available to you that list major local employers by type and the number of people employed within your community by salary and racial group?

Yes

No

10. Is there public transportation available in your community?

Yes

No

11. Do your community records contain data on the total number of housing units in the community by type, and the number of vacant units?

Yes

No

12. Does your community contain any housing for the handicapped such as group homes, independent living complexes, etc.?

Yes

No

13. Has your community participated in the CDBG program prior to 1993?

Yes

No

14. Has your community been involved with any other state or federal programs that required the reporting of specific fair housing information?

Yes

No

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Cibola County Commission Chair

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01.14.2021

Date



8c. (i.-iv.)

# Consent Agenda

FY22 EMS Fund Act Applications  
Superior Ambulance, Pine Hill EMS,  
Cubero EMS, Laguna EMS



# Superior Ambulance



**EMS FUND ACT**  
**LOCAL FUNDING PROGRAM**  
**APPLICATION**  
**FISCAL YEAR 2022**

**Due Date: January 22, 2021**

Submit to:  
 EMS Bureau  
 1301 Siler Rd Bldg F  
 Santa Fe, NM 87507  
 Attn: Ann Martinez  
 505-476-8233

**To All Potential Applicants:**

The EMS Fund Act was created for the purpose of making funds available to municipalities and counties, in proportion to their needs, for use in the establishment and enhancement of local emergency medical services in order to reduce injury and loss of life.

In any fiscal year, no less than seventy-five percent of the money in the fund shall be used for the local emergency medical services funding program to support the cost of supplies and equipment and operational costs other than salaries and benefits for emergency medical services personnel. This money shall be distributed to municipalities and counties on behalf of eligible local recipients, using a formula established pursuant to rules adopted by the department. The formula shall determine each municipality's and county's share of the fund based on the relative geographic size and population of each county. The formula shall also base the distribution of money for each municipality and county on the relative number of runs of each local recipient eligible to participate in the distribution. **To be eligible**, an applicant must be an incorporated municipality or county applying on behalf of a **local recipient** (publicly owned or contracted ambulance or air ambulance service, medical rescue service, fire department rescue service, regionalized emergency medical service agency; or other prehospital emergency medical service care provider based in state). Your service must also be compliant with NMEMSTARS Data V.3 Elite, and Medical Rescue Certification, if not a PRC Service.

Your Application and Annual Report **must be postmarked or hand-delivered** to the EMS Bureau by **5:00pm on Friday, January 22, 2021**. Please adhere to the following instructions, as **incomplete applications will not be processed**:

- Submit an **ORIGINAL AND THREE (3) COPIES – Annual Service Report as well. Failure to make copies will result in an incomplete application and will not be accepted.** (faxed or emailed applications will not be accepted as well)
- **NO SPECIAL BINDING** (*one staple in the left top corner only- NO PAPERCLIPS or BINDERS*)
- Be sure to have necessary **SIGNATURES and NOTARY**.

<b>Local Recipient:</b>	Superior Ambulance of Grants			104067	
	<i>(EMS Service that will benefit)</i>			<i>(EMS Service #)</i>	
<b>Mailing Address:</b>	PO Box 6482		Albuquerque	NM	87197
	<i>(Street/Mailing Address)</i>		<i>(City)</i>	<i>(State)</i>	<i>(Zip)</i>
	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	(505) 247-8840	(505) 934-8148
	<i>(EMS Region)</i>		<i>(Business Phone #)</i>	<i>(Emergency Phone #)</i>	<i>(Fax Phone #)</i>
<b>Contact Person:</b>	Scott Wilson		QA, Training Manager	swilson@superior-nm.com	
	<i>(Name)</i>		<i>(Title)</i>	<i>(E-mail Address)</i>	

<b>Applicant:</b>	County of Cibola				
	<i>(County or Municipality serving as Fiscal Agent)</i>				
<b>Mailing Address:</b>	700 E. Roosevelt Ave., Suite 50		Grants	NM	87020
	<i>(Mailing Address)</i>		<i>(City)</i>	<i>(State)</i>	<i>(Zip)</i>
<b>Contact Person:</b>	Kate Fletcher		County Manager		
	<i>(Name)</i>		<i>(Title)</i>		
	505-287-9431		505-285-5453	kate.fletcher@co.cibola.nm.us	
	<i>(Telephone #)</i>		<i>(Fax Phone #)</i>	<i>(E-mail Address)</i>	

# Superior Ambulance

## LIST OF ITEMS FOR WHICH FUNDS ARE REQUESTED

- Please complete the Equipment Inventory Report prior to listing your funding requests.
- Funds may only be utilized to support the cost of supplies and equipment and operational costs other than salaries and benefits for emergency medical personnel. Please round all estimated costs to the nearest \$100. **We must be realistic, please estimate amount closest to funding that service receives every year.**
- Use each priority number only once. (Use additional sheets if necessary.)

*Priority (Rank Order)	Description of Items (Please list in appropriate category and provide adequate detail on each priority item)	Estimated Cost (\$)
<b>Repair and Maintenance:</b>		
<b>Training:</b>		
<b>Mileage &amp; Per Diem:</b>		
<b>Supplies (Items Under \$500):</b>		
1.	For the procurement and replacement of expended disposable medical supplies.	\$ 20,000.00
<b>**Capital Outlay (Items Over \$500):</b>		
<b>Other Operational Costs:</b>		
<b>TOTAL AMOUNT OF REQUEST:</b>		<b>\$ 20,000.00</b>

\* Do not make all items Priority No. 1.

\*\* For **Capital Outlay Projects** for which the service intends to "carry over" funds for multiple years in order to pay for a particularly expensive item, the following criteria must be documented and/or met:

- Maximum number of years for single project is 3 - 5 years
- Item and savings plan must be described, including amount designated for item each year
- Carry over request for designated project money must accompany the required end of year fiscal year expenditure report
- Amount of project designated money for the year and carry-over request amount must match

**Note:** If project changes, the designated project money must be returned unless bureau approval for other expenditure is Obtained. (Communication is key)



# Pine Hill EMS



**EMS FUND ACT  
LOCAL FUNDING PROGRAM  
APPLICATION**

**FISCAL YEAR 2022**

**Due Date: January 22, 2021**

Submit to:  
EMS Bureau  
1301 Siler Rd Bldg F  
Santa Fe, NM 87507  
Attn: Ann Martinez  
505-476-8233

**To All Potential Applicants:**

The EMS Fund Act was created for the purpose of making funds available to municipalities and counties, in proportion to their needs, for use in the establishment and enhancement of local emergency medical services in order to reduce injury and loss of life.

In any fiscal year, no less than seventy-five percent of the money in the fund shall be used for the local emergency medical services funding program to support the cost of supplies and equipment and operational costs other than salaries and benefits for emergency medical services personnel. This money shall be distributed to municipalities and counties on behalf of eligible local recipients, using a formula established pursuant to rules adopted by the department. The formula shall determine each municipality's and county's share of the fund based on the relative geographic size and population of each county. The formula shall also base the distribution of money for each municipality and county on the relative number of runs of each local recipient eligible to participate in the distribution. **To be eligible**, an applicant must be an incorporated municipality or county applying on behalf of a **local recipient** (publicly owned or contracted ambulance or air ambulance service, medical rescue service, fire department rescue service, regionalized emergency medical service agency; or other prehospital emergency medical service care provider based in state). Your service must also be compliant with NMEMSTARS Data V.3 Elite, and Medical Rescue Certification, if not a PRC Service.

Your Application and Annual Report **must be postmarked or hand-delivered** to the EMS Bureau by **5:00pm on Friday, January 22, 2021**. Please adhere to the following instructions, **as incomplete applications will not be processed:**

- Submit an **ORIGINAL AND THREE (3) COPIES – Annual Service Report as well. Failure to make copies will result in an incomplete application and will not be accepted.** (faxed or emailed applications will not be accepted as well)
- **NO SPECIAL BINDING** (*one staple in the left top corner only- NO PAPERCLIPS or BINDERS*)
- Be sure to have necessary **SIGNATURES and NOTARY.**

<b>Local Recipient:</b>	Pine Hill Emergency Medical Service		0118061	
	<i>(EMS Service that will benefit)</i>		<i>(EMS Service #)</i>	
<b>Mailing Address:</b>	PO Box 310		Pine Hill	NM 87357
	<i>(Street/Mailing Address)</i>		<i>(City)</i>	<i>(State) (Zip)</i>
	<input checked="" type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	
	(505) 806-0080	(505) 775-3248	(505) 775-3818	
	<i>(EMS Region)</i>	<i>(Business Phone #)</i>	<i>(Emergency Phone #)</i>	<i>(Fax Phone #)</i>
<b>Contact Person:</b>	Gregory Zunie		Supervisor	gregory.zunie@ihs.gov
	<i>(Name)</i>		<i>(Title)</i>	<i>(E-mail Address)</i>

<b>Applicant:</b>	Cibola County			
	<i>(County or Municipality serving as Fiscal Agent)</i>			
<b>Mailing Address:</b>	700 E. Roosevelt Ave: Suite 50		Grants	NM 87020
	<i>(Mailing Address)</i>		<i>(City)</i>	<i>(State) (Zip)</i>
<b>Contact Person:</b>	Dustin Middleton		Cibola County Emergency Manager	
	<i>(Name)</i>		<i>(Title)</i>	
	(505)285-2558	(505)876-5485	dmiddleton@co.cibola.nm.us	
	<i>(Telephone #)</i>	<i>(Fax Phone #)</i>	<i>(E-mail Address)</i>	

# PINE HILL

## LIST OF ITEMS FOR WHICH FUNDS ARE REQUESTED

- Please complete the Equipment Inventory Report prior to listing your funding requests.
- Funds may only be utilized to support the cost of supplies and equipment and operational costs other than salaries and benefits for emergency medical personnel. Please round all estimated costs to the nearest \$100. **We must be realistic, please estimate amount closest to funding that service receives every year.**
- Use each priority number only once. (Use additional sheets if necessary.)

*Priority (Rank Order)	Description of Items (Please list in appropriate category and provide adequate detail on each priority item)	Estimated Cost (\$)
<b>Repair and Maintenance:</b>		
5	Routine maintenance for ambulance	\$ 1,000.00
<b>Training:</b>		
4	Online EMS training: CEVO, Continuing education	\$ 2,000.00
<b>Mileage &amp; Per Diem:</b>		
<b>Supplies (Items Under \$500):</b>		
6	Office supplies: paper, staples toner	\$ 500.00
<b>**Capital Outlay (Items Over \$500):</b>		
3	digital radios for ambulances and staff	\$ 6,000.00
<b>Other Operational Costs:</b>		
2	Personal protective equipment for staff covid supplies	\$ 6,000.00
1	Update laptop computers and software for EMS reports	\$ 6,000.00
	Training equipment: IV/IO arm EKG generator, CPR manikins	
<b>TOTAL AMOUNT OF REQUEST:</b>		<b>\$ 21,500.00</b>

\* Do not make all items Priority No. 1.

\*\* For **Capital Outlay Projects** for which the service intends to "carry over" funds for multiple years in order to pay for a particularly expensive item, the following criteria must be documented and/or met:

- Maximum number of years for single project is 3 - 5 years
- Item and savings plan must be described, including amount designated for item each year
- Carry over request for designated project money must accompany the required end of year fiscal year expenditure report
- Amount of project designated money for the year and carry-over request amount must match

**Note:** If project changes, the designated project money must be returned unless bureau approval for other expenditure is Obtained. (Communication is key)



# Cubero EMS



**EMS FUND ACT**  
**LOCAL FUNDING PROGRAM**  
**APPLICATION**  
**FISCAL YEAR 2022**

Submit to:  
 EMS Bureau  
 1301 Siler Rd Bldg F  
 Santa Fe, NM 87507  
 Attn: Ann Martinez  
 505-476-8233

**Due Date: January 22, 2021**

**To All Potential Applicants:**

The EMS Fund Act was created for the purpose of making funds available to municipalities and counties, in proportion to their needs, for use in the establishment and enhancement of local emergency medical services in order to reduce injury and loss of life.

In any fiscal year, no less than seventy-five percent of the money in the fund shall be used for the local emergency medical services funding program to support the cost of supplies and equipment and operational costs other than salaries and benefits for emergency medical services personnel. This money shall be distributed to municipalities and counties on behalf of eligible local recipients, using a formula established pursuant to rules adopted by the department. The formula shall determine each municipality's and county's share of the fund based on the relative geographic size and population of each county. The formula shall also base the distribution of money for each municipality and county on the relative number of runs of each local recipient eligible to participate in the distribution. **To be eligible**, an applicant must be an incorporated municipality or county applying on behalf of a **local recipient** (publicly owned or contracted ambulance or air ambulance service, medical rescue service, fire department rescue service, regionalized emergency medical service agency; or other prehospital emergency medical service care provider based in state). Your service must also be compliant with NMEMSTARS Data V.3 Elite, and Medical Rescue Certification, if not a PRC Service.

Your Application and Annual Report **must be postmarked or hand-delivered** to the EMS Bureau by **5:00pm on Friday, January 22, 2021**. Please adhere to the following instructions, **as incomplete applications will not be processed:**

- Submit an **ORIGINAL AND THREE (3) COPIES – Annual Service Report as well. Failure to make copies will result in an incomplete application and will not be accepted.** (faxed or emailed applications will not be accepted as well)
- **NO SPECIAL BINDING** (*one staple in the left top corner only- NO PAPERCLIPS or BINDERS*)
- Be sure to have necessary **SIGNATURES and NOTARY.**

<b>Local Recipient:</b>	Cubero Vol. Fire Dept.		104065	
	(EMS Service that will benefit)		(EMS Service #)	
<b>Mailing Address:</b>	P.O. Box 214	Cubero	NM	87014
	(Street/Mailing Address)	(City)	(State)	(Zip)
	<input checked="" type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3	505 552-9276	505 290 7719	505-552-9511
	(EMS Region)	(Business Phone #)	(Emergency Phone #)	(Fax Phone #)
<b>Contact Person:</b>	Joseph De Soto	Chief	jcdesoto@msn.com	
	(Name)	(Title)	(E-mail Address)	

<b>Applicant:</b>	Cibola County			
	(County or Municipality serving as Fiscal Agent)			
<b>Mailing Address:</b>	700 E. Roosevelt Suite 50	Grants	NM	87020
	(Mailing Address)	(City)	(State)	(Zip)
<b>Contact Person:</b>	Wendy Self	Purchasing Officer		
	(Name)	(Title)		
	505-285-2513	505 285- 5434	wendy.self@co.cibola.nm.us	
	(Telephone #)	(Fax Phone #)	(E-mail Address)	

## LIST OF ITEMS FOR WHICH FUNDS ARE REQUESTED

- Please complete the Equipment Inventory Report prior to listing your funding requests.
- Funds may only be utilized to support the cost of supplies and equipment and operational costs other than salaries and benefits for emergency medical personnel. Please round all estimated costs to the nearest \$100. **We must be realistic, please estimate amount closest to funding that service receives every year.**
- Use each priority number only once. (Use additional sheets if necessary.)

*Priority (Rank Order)	Description of Items (Please list in appropriate category and provide adequate detail on each priority item)	Estimated Cost (\$)
<b>Repair and Maintenance:</b>		
<b>Training:</b>		
5	CPR / EMS License Renewals	1500
<b>Mileage &amp; Per Diem:</b>		
<b>Supplies (Items Under \$500):</b>		
<b>**Capital Outlay (Items Over \$500):</b>		
4	Diagnostic Equipment Replacement (Oxymeters etc)	500
<b>Other Operational Costs:</b>		
1	Airway / O <sub>2</sub> Supplies and equipment	1000
2	Medications - allowed by scope	1000
3	Trauma / 1 <sup>st</sup> Aid Replacement of equipment/supplies used	1000
<b>TOTAL AMOUNT OF REQUEST:</b>		5000 \$ 0.00

\* Do not make all items Priority No. 1.

\*\* For **Capital Outlay Projects** for which the service intends to "carry over" funds for multiple years in order to pay for a particularly expensive item, the following criteria must be documented and/or met:

- Maximum number of years for single project is 3 - 5 years
- Item and savings plan must be described, including amount designated for item each year
- Carry over request for designated project money must accompany the required end of year fiscal year expenditure report
- Amount of project designated money for the year and carry-over request amount must match

**Note:** If project changes, the designated project money must be returned unless bureau approval for other expenditure is Obtained. (Communication is key)



# Laguna EMS



**EMS FUND ACT**  
**LOCAL FUNDING PROGRAM**  
**APPLICATION**  
**FISCAL YEAR 2022**

Submit to:  
 EMS Bureau  
 1301 Siler Rd Bldg F  
 Santa Fe, NM 87507  
 Attn: Ann Martinez  
 505-476-8233

**Due Date: January 22, 2021**

**To All Potential Applicants:**

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Your Application and Annual Report **must be postmarked or hand-delivered** to the EMS Bureau by **5:00pm on Friday, January 22, 2021**. Please adhere to the following instructions, **as incomplete applications will not be processed**:

- Submit an **ORIGINAL AND THREE (3) COPIES – Annual Service Report as well. Failure to make copies will result in an incomplete application and will not be accepted.** (faxed or emailed applications will not be accepted as well)
- **NO SPECIAL BINDING** (*one staple in the left top corner only- NO PAPERCLIPS or BINDERS*)
- Be sure to have necessary **SIGNATURES and NOTARY**.

<b>Local Recipient:</b>	Pueblo of Laguna Fire & Rescue			0104050	
	<i>(EMS Service that will benefit)</i>			<i>(EMS Service #)</i>	
<b>Mailing Address:</b>	PO Box 194		Laguna	NM	87026
	<i>(Street/Mailing Address)</i>		<i>(City)</i>	<i>(State)</i>	<i>(Zip)</i>
	<input checked="" type="checkbox"/>	1	2	3	(505) 552-1951
	<i>(EMS Region)</i>		<i>(Business Phone #)</i>		<i>(Emergency Phone #)</i>
<b>Contact Person:</b>	John Garcia		Chief	jgarcia@pol-nsn.gov	
	<i>(Name)</i>		<i>(Title)</i>	<i>(E-mail Address)</i>	

<b>Applicant:</b>	Cibola County				
	<i>(County or Municipality serving as Fiscal Agent)</i>				
<b>Mailing Address:</b>	700 East Roosevelt Suite 50		Grants	NM	87020
	<i>(Mailing Address)</i>		<i>(City)</i>	<i>(State)</i>	<i>(Zip)</i>
<b>Contact Person:</b>	Kate Fletcher		County Manager		
	<i>(Name)</i>		<i>(Title)</i>		
	505-285-2516		505-285-5434		
	<i>(Telephone #)</i>		<i>(Fax Phone #)</i>		<i>(E-mail Address)</i>

## EMS AGENCY FUNDING INFORMATION

The minimum distribution of funds is based on the following criteria. Assure the agency meets each criterion for the level for which the agency is applying. If each box under a particular level cannot be checked off, the applying service may not be eligible to receive EMS Fund Act funds. Choose one (1) level for which your service meets or exceeds the criteria. (All responses are subject to review and verification).

Medical-Rescue Service Entry Level  (\$1,500)	Medical-Rescue Service First Responder  (\$3,000)	Medical-Rescue Service/Ambulance Basic Level  (\$5,000)	Medical-Rescue Service/Ambulance Advance Level  (\$7,000)
<input type="checkbox"/> <b>Check if applicable</b> Fifty percent (50%) of all runs are covered by a NM licensed First Responder (within two years of the initial request for funding).	<input type="checkbox"/> <b>Check if applicable</b> Eighty percent (80%) of all runs are covered by a NM licensed First Responder or NM licensed EMT, <u>minimum of two NM licensed personnel.</u>	<input type="checkbox"/> <b>Check if applicable</b> Eighty percent (80%) of all runs covered by a NM licensed EMT-Basic or higher NM licensed EMT personnel, <u>minimum of two NM licensed personnel.</u>	<input checked="" type="checkbox"/> <b>Check if applicable</b> Eighty percent (80%) of all runs covered by a NM licensed EMT-I or EMT-P level, <u>minimum of two NM licensed personnel.</u>
<input type="checkbox"/> <b>Check if applicable</b> Service has Basic medical supplies and equipment.	<input type="checkbox"/> <b>Check if applicable</b> Service has basic medical supplies and equipment.	<input type="checkbox"/> <b>Check if applicable</b> Service has basic medical supplies and equipment.	<input checked="" type="checkbox"/> <b>Check if applicable</b> Service has basic & advanced medical supplies and equipment.
<input type="checkbox"/> <b>Check if applicable</b> Service has mutual aid agreements. <u>Attached copy(s)</u>	<input type="checkbox"/> <b>Check if applicable</b> Service has mutual aid agreements. <u>Attached copy(s)</u>	<input type="checkbox"/> <b>Check if applicable</b> Service has mutual aid agreements or other cooperative plan(s) with first response or transporting ambulance service(s). <u>Attach copy(s)</u>	<input checked="" type="checkbox"/> <b>Check if applicable</b> Service has mutual aid agreements or other cooperative plan(s) with first response or transporting ambulance service(s). <u>Attach copy(s)</u>
<input type="checkbox"/> <b>Check if applicable</b> Service has a designated Training Coordinator.	<input type="checkbox"/> <b>Check if applicable</b> Service has a designated Training Coordinator.	<input type="checkbox"/> <b>Check if applicable</b> Service has a designated Training Coordinator.	<input checked="" type="checkbox"/> <b>Check if applicable</b> Service has a designated Training Coordinator.
<input type="checkbox"/> <b>Check if applicable</b> The Service is, or plans to submit all runs to NMEMSTARS Database	<input type="checkbox"/> <b>Check if applicable</b> The Service is submitting all runs to NMEMSTARS Database	<input type="checkbox"/> <b>Check if applicable</b> The Service is submitting all runs to NMEMSTARS Database	<input checked="" type="checkbox"/> <b>Check if applicable</b> The Service is submitting all runs to NMEMSTARS Database
<input type="checkbox"/> <b>Check if applicable</b> Service plans to routinely respond ( <u>defined as "available...24 hours per day, 7 days per week"</u> ) when <b>dispatched</b> for all medical and traumatic emergencies within its primary response area.	<input type="checkbox"/> <b>Check if applicable</b> Routinely responds ( <u>defined as "available...24 hours per day, 7 days per week"</u> ) when <b>dispatched</b> for all medical and traumatic emergencies within its primary response area.	<input type="checkbox"/> <b>Check if applicable</b> Routinely responds ( <u>defined as "available...24 hours per day, 7 days per week"</u> ) when <b>dispatched</b> for all medical and traumatic emergencies within its primary response area.	<input checked="" type="checkbox"/> <b>Check if applicable</b> Routinely responds ( <u>defined as "available...24 hours per day, 7 days per week"</u> ) when <b>dispatched</b> for all medical and traumatic emergencies within its primary response area.
<input type="checkbox"/> <b>Check if applicable</b> Service has a Medical Director if performing skills requiring Medical Direction (see Scope of Practice) and appropriate medical protocols.	<input type="checkbox"/> <b>Check if applicable</b> Service has a Medical Director if performing skills requiring Medical Direction (see Scope of Practice) and appropriate medical protocols.	<input type="checkbox"/> <b>Check if applicable</b> Service has a Medical Director and appropriate BLS medical protocols.	<input checked="" type="checkbox"/> <b>Check if applicable</b> Service has a Medical Director and appropriate BLS and ALS medical protocols.
<input type="checkbox"/> <b>Check if applicable</b> Service complies with NM EMS Bureau Medical Rescue Certification regulations	<input type="checkbox"/> <b>Check if applicable</b> Service complies with NM EMS Bureau Medical Rescue Certification regulations	<input type="checkbox"/> <b>Check if applicable</b> Service complies with PRC 18.4.2 NMAC or EMS Bureau Medical Rescue Certification regulations	<input checked="" type="checkbox"/> <b>Check if applicable</b> Service complies with PRC 18.4.2 NMAC or EMS Bureau Medical Rescue Certification regulations
			<input type="checkbox"/> <b>Check if applicable</b> If applicable, Service complies with Air Ambulance certification regulations 7.27.5 NMAC.

## LIST OF ITEMS FOR WHICH FUNDS ARE REQUESTED

- Please complete the Equipment Inventory Report prior to listing your funding requests.
- Funds may only be utilized to support the cost of supplies and equipment and operational costs other than salaries and benefits for emergency medical personnel. Please round all estimated costs to the nearest \$100. **We must be realistic, please estimate amount closest to funding that service receives every year.**
- Use each priority number only once. (Use additional sheets if necessary.)

*Priority (Rank Order)	Description of Items (Please list in appropriate category and provide adequate detail on each priority item)	Estimated Cost (\$)
<b>Repair and Maintenance:</b>		
3	Repair and maintenance of medical equipment.	\$ 17,000.00
<b>Training:</b>		
1	\$600 allowance per EMT with 27 Full Time EMT's.	\$ 16,200.00
<b>Mileage &amp; Per Diem:</b>		
<b>Supplies (Items Under \$500):</b>		
2	Medical supplies for daily use (nasal cannulas, bandages, IV Catheters, etc.)	\$ 15,000.00
<b>**Capital Outlay (Items Over \$500):</b>		
<b>Other Operational Costs:</b>		
<b>TOTAL AMOUNT OF REQUEST:</b>		<b>\$ 48,200.00</b>

\* Do not make all items Priority No. 1.

\*\* For **Capital Outlay Projects** for which the service intends to "carry over" funds for multiple years in order to pay for a particularly expensive item, the following criteria must be documented and/or met:

- Maximum number of years for single project is 3 - 5 years
- Item and savings plan must be described, including amount designated for item each year
- Carry over request for designated project money must accompany the required end of year fiscal year expenditure report
- Amount of project designated money for the year and carry-over request amount must match

**Note:** If project changes, the designated project money must be returned unless bureau approval for other expenditure is Obtained. (Communication is key)

## JUSTIFICATION OF TOP PRIORITIES

Please justify your priorities on this application in accordance with the type and level of service you provide and the resources and capabilities of other EMS services in the area. Why are these top priorities? (Use additional sheets if necessary.)

The Pueblo of Laguna Fire and Rescue prioritize the request in descending order of priority:

1. Training with an allowance of \$600 per EMT.
2. Medical Supplies for daily use.
3. To repair and maintain current medical equipment.

Item 1:

Our request for funding to support training for each EMT staff member within the agency is necessary to keep personnel educated and to maintain a knowledge base that is up to date on current practices of care. Training is an essential part of providing quality emergency medical care to our patients who live in rural areas where our average transport time is approximately one hour.

Item 2:

Our request for funding for medical supplies for daily use is to aide in supporting daily operations and supplementing our own budget and maintaining the necessary inventory of supplies for EMS calls/transport. Medical supplies are a basic essential need for any ambulance to provide effective emergency medical care.

Item 3:

EMS Equipment needed to provide life saving care on the ambulance normally have components that need consistent, specialized calibration, maintenance, and repair. The ability to purchase services that enable us to maintain, calibrate, and repair equipment ensures that the patients we respond to and care for receive safe and effective medical care.

## Equipment Inventory Report

The following equipment and disposable supplies are required by the Public Regulation Commission and the Medical Rescue Certification regulations. Items that are missing, broken or depleted should be considered as **top priority** items for funding requests. If the equipment is in place or available for each unit used by your service, please fill in the check box.

### Front of Vehicle Cab or Optimal Location:

Item Description	Available	Item Description	Available
Fire Extinguisher (2 lb) or (2 – 1lb)	<input checked="" type="checkbox"/>	Vehicle Registration	<input checked="" type="checkbox"/>
Flashlight	<input checked="" type="checkbox"/>	Vehicle Spotlight or auxiliary lighting	<input checked="" type="checkbox"/>
Fuses (appropriate sizes)	<input checked="" type="checkbox"/>	Warning Lights	<input checked="" type="checkbox"/>
Jack and Handle	<input checked="" type="checkbox"/>	Other: (Specify)	
Lug Wrench	<input checked="" type="checkbox"/>		
Maps or Navigational equipment	<input checked="" type="checkbox"/>		
Patient Care Reports or Reporting System	<input checked="" type="checkbox"/>		
Roadway warning devices	<input checked="" type="checkbox"/>		
Service Specific Protocols and guidelines	<input checked="" type="checkbox"/>		
Siren	<input checked="" type="checkbox"/>		
Spare Tire	<input checked="" type="checkbox"/>		
Star of Life Displayed	<input checked="" type="checkbox"/>		
Tool Box	<input checked="" type="checkbox"/>		
Triage Tags for MCI's	<input checked="" type="checkbox"/>		
U.S. DOT Emergency Response Guidebook	<input checked="" type="checkbox"/>		

### Communications Equipment

Item Description	Available	Item Description
Dispatch Radio UHF/VHF	<input checked="" type="checkbox"/>	Other: (Specify)
EMSCOM (UHF) Radio	<input checked="" type="checkbox"/>	
Spare Batteries/charger system	<input checked="" type="checkbox"/>	

### Personal Protective Equipment

Item Description	Available	Item Description
Exam Gloves	<input checked="" type="checkbox"/>	Other: (Specify)
Eye Protection	<input checked="" type="checkbox"/>	
Gloves (Leather or heavy duty)	<input checked="" type="checkbox"/>	
Hearing Protection	<input checked="" type="checkbox"/>	
Helmet with Face Shield	<input checked="" type="checkbox"/>	
N-95 mask (or > particulate mask)	<input checked="" type="checkbox"/>	
Safety Vest/Jacket/(ANSI 2008 Compliant)	<input checked="" type="checkbox"/>	
Splash Protection (disposable)	<input checked="" type="checkbox"/>	

### Diagnostic Equipment

Item Description	Available	Item Description	Available
Aneroid Sphygmomanometer with infant, pediatric, adult and obese size cuffs	<input checked="" type="checkbox"/>	Thermometer	<input checked="" type="checkbox"/>
End Tidal CO2 monitoring device (optional)	<input checked="" type="checkbox"/>	Other: (Specify)	
Glucose Monitoring Instrument	<input checked="" type="checkbox"/>		
Penlights	<input checked="" type="checkbox"/>		
Pulse Oximeter	<input checked="" type="checkbox"/>		
Stethoscope	<input checked="" type="checkbox"/>		

# **Patient Compartment Equipment – If Applicable (Interior or Exterior)**

Basic Level			
Item Description	Available	Item Description	Available
Adhesive Tape 1" and 2"	<input checked="" type="checkbox"/>	Oropharyngeal Airway (Sizes 0 – 5, Infant – Adult)	<input checked="" type="checkbox"/>
Auto Ventilator Devices (ATV/MTV)	<input checked="" type="checkbox"/>	Oxygen Delivery Devices (Adult, Child and Infant Sizes)	<input checked="" type="checkbox"/>
Bag Valve Mask Devices (Adult, Child and Infant)	<input checked="" type="checkbox"/>	Oxygen Supply Tubing	<input checked="" type="checkbox"/>
Band-Aids (Assorted Sizes)	<input checked="" type="checkbox"/>	Patient Restraints	<input checked="" type="checkbox"/>
Biohazard Clean-up Supplies	<input checked="" type="checkbox"/>	Pediatric Drug Dosage Tape or chart	<input checked="" type="checkbox"/>
Biohazard Waste bags	<input checked="" type="checkbox"/>	Pediatric Restraint device/car seat	<input checked="" type="checkbox"/>
Blankets	<input checked="" type="checkbox"/>	Pillows	<input checked="" type="checkbox"/>
Body Bags	<input checked="" type="checkbox"/>	Portable Oxygen Equipment	<input checked="" type="checkbox"/>
Cervical Collars - Rigid (Adult, Child and Infant)	<input checked="" type="checkbox"/>	Portable Suction Unit	<input checked="" type="checkbox"/>
Cervical Immobilization Devices	<input checked="" type="checkbox"/>	Seated Spinal Immobilization Device	<input checked="" type="checkbox"/>
Chair Stretcher	<input checked="" type="checkbox"/>	Semi-Automatic Defibrillator with Pads	<input checked="" type="checkbox"/>
Cold Pack	<input checked="" type="checkbox"/>	Semi-Automatic Defibrillator Batteries	<input checked="" type="checkbox"/>
Cold Weather Warming Devices	<input checked="" type="checkbox"/>	Sharps Container	<input checked="" type="checkbox"/>
Dressings Assorted (4x4, Kerlex, 2x2, etc.)	<input checked="" type="checkbox"/>	Sheets	<input checked="" type="checkbox"/>
Emesis Basin	<input checked="" type="checkbox"/>	Shoulder/chest/extremity straps	<input checked="" type="checkbox"/>
Field Stretcher (Scoop, Collapsible, Vacuum)	<input checked="" type="checkbox"/>	Spinal Immobilization device/backboard	<input checked="" type="checkbox"/>
Foil Blanket	<input checked="" type="checkbox"/>	Splints, Extremity (Rigid, Air, Vacuum)	<input checked="" type="checkbox"/>
Hand Sanitizer	<input checked="" type="checkbox"/>	Sterile Burn Sheets	<input checked="" type="checkbox"/>
Heat Pack	<input checked="" type="checkbox"/>	Sterile Gloves (Assorted Sizes)	<input checked="" type="checkbox"/>
Inhalation Therapy Equipment	<input checked="" type="checkbox"/>	Sterile Water	<input checked="" type="checkbox"/>
Installed Oxygen System	<input checked="" type="checkbox"/>	Stokes Basket	<input checked="" type="checkbox"/>
Latex/Vinyl Gloves (Non-Sterile) (Small, Medium, Large, X-Large)	<input checked="" type="checkbox"/>	Suction Catheters (Soft & Rigid)	<input checked="" type="checkbox"/>
Long Backboard	<input checked="" type="checkbox"/>	Supraglottic Airway Devices	<input checked="" type="checkbox"/>
Multi-level Stretcher	<input checked="" type="checkbox"/>	Multi-lumen Airway Devices	<input checked="" type="checkbox"/>
Multi-Lumen Airways	<input checked="" type="checkbox"/>	Laryngeal Airway Devices	<input checked="" type="checkbox"/>
Obstetrical Kit with Sterile Scissors or Equivalent to cutting umbilical cord	<input checked="" type="checkbox"/>	Towels	<input checked="" type="checkbox"/>
Nasopharyngeal Airways	<input checked="" type="checkbox"/>	Traction Splint	<input checked="" type="checkbox"/>
Occlusive Dressings	<input checked="" type="checkbox"/>	Trauma Dressings	<input checked="" type="checkbox"/>
On-Board Suction System	<input checked="" type="checkbox"/>	Trauma Shears	<input checked="" type="checkbox"/>
On-Board Oxygen Supply	<input checked="" type="checkbox"/>	Triangular Bandages	<input checked="" type="checkbox"/>
		Urinal (Male and Female)	<input checked="" type="checkbox"/>
Pharmacological Equipment/Medications as approved by the NM Scope of Practice for First Responder, EMT-Basic and the Service Medical Director			<input checked="" type="checkbox"/>
Other: (Specify)			

Advanced Level			
Item Description	Available	Item Description	Available
Alcohol and Betadine Prep Pads	<input checked="" type="checkbox"/>	IV Fluid (Normal Saline, D5W, LR)	<input checked="" type="checkbox"/>
Cardiac Monitor/ Defibrillator/Ext. Pacer (Manual)	<input checked="" type="checkbox"/>	Laryngoscope Blades – Adult	<input checked="" type="checkbox"/>
Chest Decompression Catheters	<input checked="" type="checkbox"/>	Laryngoscope Blades – Peds	<input checked="" type="checkbox"/>
Cricothyroidotomy Kit	<input checked="" type="checkbox"/>	Laryngoscope Handle	<input checked="" type="checkbox"/>
EKG Monitor Electrodes	<input checked="" type="checkbox"/>	Magill Forceps	<input checked="" type="checkbox"/>
Electrode Defib Pads	<input checked="" type="checkbox"/>	Needles (Assorted Gauges)	<input checked="" type="checkbox"/>
Endotracheal Tubes (Assorted)	<input checked="" type="checkbox"/>	Pediatric Fluid Control Device	<input checked="" type="checkbox"/>
Ext. Cardiac Pacing Pads	<input checked="" type="checkbox"/>	Scalpels	<input checked="" type="checkbox"/>
Infusion Pumps	<input checked="" type="checkbox"/>	Syringes (1cc, 3cc, 5cc, 10cc)	<input checked="" type="checkbox"/>
Inhalation Therapy Equipment	<input checked="" type="checkbox"/>	Toomey Syringe (60cc)	<input checked="" type="checkbox"/>
Intraosseous Needles	<input checked="" type="checkbox"/>	Tubes, Blood Drawing (Assorted Sizes and Types)	<input type="checkbox"/>
IV Catheters	<input checked="" type="checkbox"/>	Tubing, IV Administration (60gtts)	<input checked="" type="checkbox"/>
		Tubing, IV Administration Set (10gtts – 20gtts)	<input checked="" type="checkbox"/>
Pharmacological Equipment/Medications as approved by the NM Scope of Practice for EMT-Intermediate and EMT- Paramedic, and the Service Medical Director			<input checked="" type="checkbox"/>
Other: (Specify)			<input checked="" type="checkbox"/>

For any item above that are not marked as available, please identify why your department does not have these items and how many are needed in order to equip each unit.

We do not carry blood drawing tubes as we don't have an agreement/request from any of the hospitals we transport to th

SERVICE NAME:

EMS FUND ACT CERTIFICATION BY APPLICANT

STATE OF NEW MEXICO, COUNTY OF

Pursuant to the Emergency Medical Services Fund Act Program 7.27.4 NMAC, I the undersigned:  
(TYPE OR PRINT)

Mayor

OR

Chairman, Board of Commissioners

Municipality

County

I do certify that the information contained in the application is true and correct to the best of my knowledge and information; and that the following specific conditions are satisfactorily met in accordance with the EMS Fund Act Program 7.27.4 NMAC:

- That the funds received will be expended only for the purposes stated in the application and approved by the EMS Bureau.
- That authorization of the chief executive of the incorporated municipality or county is required, on behalf of the local recipient on vouchers issued by the treasurer of the political subdivision.
- That accountability and reporting of these funds shall be in accordance with the requirements set forth by the Local Government Division of the New Mexico Department of Finance and Administration.
- That the funds distributed under the Act will not supplant other funds budgeted and designated for emergency medical service purposes.

Signature of Official Named Above

(Title)

The above was sworn and subscribed to before this 12th day of January, 2021.

Notary Public:

My commission expires:

08/30/2022



OFFICIAL SEAL  
Barbara E. Analla

NOTARY PUBLIC  
STATE OF NEW MEXICO

My Commission Expires:

08/30/2022

PERSON COMPLETING FORM

Name:

Tammy Herrera

Administrative Lieutenant

(Name)

(Title)

Address:

PO Box 194

Laguna

NM

87026

(City)

(State)

(Zip)

(+4)

(505) 552-1953

(505) 554-0707

(505) 803-1908

therrera@pol-nsn.gov

(Work Phone)

(Home Phone)

(Cellular Phone)

(Email)

Signature:

[Signature]

FOR BUREAU USE ONLY

Reviewer: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Approved: Yes No

Final Award: \_\_\_\_\_

Comments/Problem:

Date Corrected:



8d.

# Resolution 20-13

Budget Adjustment No. 4

**Cibola County Commission**

Daniel J. Torrez, Chairman  
Robert Windhorst, 1<sup>st</sup> Vice-Chair  
Martha Garcia, 2<sup>nd</sup> Vice-Chair  
Christine Lowery, Commissioner  
Ralph Lucero, Commissioner

**Cibola County**  
**700 E. Roosevelt Ave., Suite 50**  
Grants, New Mexico 87020  
Phone (505) 287-9431 – Fax (505) 285-5434



Kate Fletcher  
County Manager

**Resolution No. 21-13 – BAR # 4**

**Fiscal Year 2021**

**WHEREAS,** the Board of County Commissioners of the County of Cibola is the duly constituted governing body of the County and serves *ex officio* as the County Board of Finance with authority for establishing, monitoring, and adjusting the County's budget; and

**WHEREAS,** budget adjustments are required to establish correct beginning cash balances; allow for new transfers; to allow for budget increases and decreases to revenues and expenditures to offset any unanticipated revenues and/or expenditures; and to correct amounts when required; and

**WHEREAS,** the budget adjustments and the associated line items with amounts stated on the attached, *Schedule of Budget Adjustments 21-13A* is essential.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS of the COUNTY OF CIBOLA, STATE OF NEW MEXICO, ex officio COUNTY BOARD OF FINANCE** that the adjustments included in this document are deemed necessary to the operations of the County for the 2021 fiscal year ending June 30, 2021.

**PASSED, APPROVED and ADOPTED** by the governing body at a regular meeting on the 14th day of January 2021.

**THE BOARD OF COUNTY COMMISSIONERS:**

\_\_\_\_\_  
Daniel Torrez, Chairman

\_\_\_\_\_  
Robert Windhorst, 1<sup>st</sup> Vice-Chair

\_\_\_\_\_  
Martha Garcia, 2<sup>nd</sup> Vice-Chair

\_\_\_\_\_  
Dr. Christina Lowery, Commissioner

\_\_\_\_\_  
Ralph Lucero, Commissioner

**ATTEST:**

\_\_\_\_\_  
Michelle E Dominguez, County Clerk

Schedule of Budget Adjustments - 21-13A

ENTITY NAME: Cibola County FISCAL YEAR: FY 2020-21 RESOLUTION #: 21-13 BAR SCHEDULE: 21-13A									
BAR LOCAL (L) OR STATE (S)	COUNTY DEPARTMENT	REVENUE EXPENDITURE TRANSFER (TO or FROM)	DFA ACCOUNT #	CIBOLA COUNTY ACCOUNT#	DESCRIPTION OF ACCOUNT	APPROVED BUDGET	ADJUSTMENT	ADJUSTED BUDGET	PURPOSE
S	E-911	Revenue	20700-001-41216	435-65-360-41600	GRT Emergency Communications (.25)	\$219,321.00	\$600,000.00	\$819,321.00	Increase GRT (budgeted low for pandemic purposes)
S	E-911	Revenue	20700-001-41216	435-65-360-18100	Interest On Delinquent Taxes	\$76.00	\$300.00	\$376.00	Increase GRT (budgeted low for pandemic purposes)
S	E-911	Revenue	20700-001-41216	435-65-360-18200	Penalty On Delinquent Taxes	\$530.00	\$1,500.00	\$2,030.00	Increase GRT (budgeted low for pandemic purposes)
S	Fire Marshal	Revenue	20900-0001-47499	604-30-300-50000	NM State Fire Marshal Grant	\$85,600.00	(\$66,600.00)	\$19,000.00	Align to actual distribution,
S	Fire Marshal	Expenditure	20900-3002-55999	604-018-461-00124	Contractual Services	\$14,000.00	(\$10,000.00)	\$4,000.00	Align to actuals
S	Fire Marshal	Revenue	20900-0001-46060	604-30-300-26200	Reimbursement	\$0.00	\$5,100.00	\$5,100.00	EMPG Grant reimbursement & sale of
S	Fire Marshal	Expenditure	20900-3002-56020	604-018-461-00009	Office Supplies	\$5,000.00	\$4,000.00	\$9,000.00	Seoyeta vehicle
S	Fire Marshal	Expenditure	20900-3002-54050	604-018-461-00012	Equipment Maintenance & Repair	\$9,000.00	\$25,200.00	\$34,200.00	Smart board big expense & add additional for rest of year
S	Fire Marshal	Expenditure	20900-3002-57130	604-018-461-00013	Rental of Equipment	\$500.00	\$2,650.00	\$3,150.00	maint. On vehicle needed airbags, shocks, seals, & camper shell
S	Fire Marshal	Expenditure	20900-3002-57999	604-018-461-00130	CWPP Grant Match	\$0.00	\$1,500.00	\$1,500.00	Get lease for copier cost in line with actuals
S	Fire Marshal	Expenditure	20900-3002-57999	604-018-461-00131	CWPP Grant Expense	\$0.00	\$15,000.00	\$15,000.00	Increase budget for grant match
S	Fire Marshal	Expenditure	20900-3002-58999	604-018-461-00586	NM State Fire Marshal Grant	\$0.00	\$45,000.00	\$45,000.00	Increase for grant expense
S	General Fund	Transfer Out	11000-0001-61200	401-011-499-09604	From 401 to 604	\$0.00	(\$3,000.00)	(\$3,000.00)	Increase for grant expenses paid by grant revenue from last year
S	Fire Marshal	Transfer In	20900-0001-51100	604-018-499-40109	From 401 to 604	\$0.00	\$3,000.00	\$3,000.00	Approve GF match for CWPP grant
L	Maintenance	Expenditure	11000-2006-57170	401-010-403-00025	Utilities	\$135,000.00	(\$20,025.00)	\$114,975.00	Approve GF match for CWPP grant
L	Maintenance	Expenditure	11000-2006-55999	401-010-403-00124	Contractual	\$25,000.00	\$20,000.00	\$45,000.00	Utilities only spent \$50,000 in first half of year
L	Maintenance	Expenditure	11000-2006-53030	401-010-403-00010	Mileage and Per Diem	\$0.00	\$25.00	\$25.00	TLC needs to put in surge protectors to protect compressors from burning out.
L	Maintenance	Expenditure	11000-2006-54010	401-010-403-00023	Repair to Buildings	\$60,000.00	(\$5,000.00)	\$55,000.00	Mileage & perdiem used as place holder to cover card late payment fees.
L	Maintenance	Expenditure	11000-2006-56030	401-010-403-00077	Tools & Supplies	\$2,000.00	\$5,000.00	\$7,000.00	Realign budget authority to Tools & Supplies
S	GF Revenues	Revenues	11000-0001-41510	401-10-310-02000	Delinquent Prop. Taxes	\$222,000.00	\$125,000.00	\$347,000.00	To purchase electric heaters
S	GF Revenues	Revenues	11000-0001-41520	401-10-310-05000	Penalty & Interest	\$80,000.00	\$20,000.00	\$100,000.00	To get in line with actuals Budgeted low in beginning for pandemic
S	GF Revenues	Revenues	11000-0001-41204	401-15-360-30800	GRT Environmental Prot. (.125)	\$21,671.00	\$50,000.00	\$71,671.00	To get in line with actuals Budgeted low in beginning for pandemic
S	GF Revenues	Revenues	11000-0001-41200	401-15-360-41000	GRT 3rd 1/8 (.125)	\$123,435.00	\$150,000.00	\$273,435.00	To get in line with actuals Budgeted low in beginning for pandemic
S	GF Revenues	Revenues	11000-0001-41203	401-15-360-41100	GRT Infra-Structure (.125)	\$38,319.00	\$10,000.00	\$48,319.00	To get in line with actuals Budgeted low in beginning for pandemic
S	GF Revenues	Revenues	11000-0001-41200	401-16-300-41100	GRT Local Hospital (.5)	\$38,319.00	\$40,000.00	\$78,319.00	To get in line with actuals Budgeted low in beginning for pandemic
S	Commission	Expenditures	11000-1001-55999	401-001-401-00088	LIBRARY	\$30,000.00	\$7,500.00	\$37,500.00	Last year's 4th qtr payment fell into this fiscal year
S	Commission	Expenditures	11000-1001-55999	401-001-401-00089	SENIOR CITIZENS	\$30,000.00	\$7,500.00	\$37,500.00	Last year's 4th qtr payment fell into this fiscal year
S	Commission	Expenditures	11000-1001-55999	401-001-401-09919	Animal Control	\$30,000.00	\$7,500.00	\$37,500.00	Last year's 4th qtr payment fell into this fiscal year
S	Commission	Expenditures	11000-1001-57999	401-001-401-00062	Audit Services	\$0.00	\$75,000.00	\$75,000.00	Overight and did not budget for.

Schedule of Budget Adjustments - 21-13A

L	Manager	Expenditures	11000-2001-57050	401-004-402-00098	Training & Staff Development	\$12,000.00	(\$250.00)	\$11,750.00	To get in line with actuals
L	Manager	Expenditures	11000-2001-57999	401-004-402-07124	Licenses Fees & Permits	\$0.00	\$250.00	\$250.00	Late Fees, Errors in reimbursements, etc. To
L	Rural Address	Expenditures	11000-2012-57050	401-004-415-00098	Training & Staff Development	\$3,000.00	(\$100.00)	\$2,900.00	get in line with actuals
L	Rural Address	Expenditures	11000-2012-57999	401-004-415-00259	Physicals	\$0.00	\$100.00	\$100.00	Realign budget authority to Physicals
S	Road	Revenue	20400-0001-41214	402-25-300-52200	GRT Hold Harmless 1/8 (.125)	\$113,965.00		\$233,965.00	New Rural Address Manager physical
S	Road	Revenue	20400-0001-46900	402-28-382-31400	Other Revenue	\$0.00	\$150.00	\$150.00	To get in line with actuals Budgeted low in
S	Road	Revenue	20400-0001-46901	402-30-300-34000	Sale of County Property	\$4,000.00	\$11,000.00	\$15,000.00	beginning for pandemic
L	Road	Expenditure	20400-5001-54010	402-015-416-00023	Repair to Buildings	\$30,000.00	(\$30,000.00)	\$0.00	Exceeded expectations on sale of property
L	Road	Expenditure	20400-5001-54030	402-015-416-00024	Grounds Maintenance & Improvement	\$30,000.00	(\$25,500.00)	\$4,500.00	Realign budget authority to address deficits in
L	Road	Expenditure	20400-5001-58090	402-014-416-00079	Road Constr & Maint. CoOp- SP	\$522,923.00	\$40,000.00	\$562,923.00	other accounts
S	Road	Expenditure	20400-5001-57999	402-014-416-33000	Infrastructure Perform Bond Deposit Refu	\$0.00	\$1,500.00	\$1,500.00	Correct coverage in this account due to more
L	Road	Expenditure	20400-5001-57090	402-015-416-00008	PRINTING & PUBLISHING	\$1,000.00	\$5,000.00	\$6,000.00	materials needed than projected
L	Road	Expenditure	20400-5001-56110	402-015-416-00009	Office Equipment & Supplies	\$6,000.00	\$10,000.00	\$16,000.00	Correct coverage in this account - Refund not
S	Road	Expenditure	20400-5001-54050	402-015-416-00012	EQUIP MAINT & REPAIR	\$0.00	\$2,300.00	\$2,300.00	participated in budget
L	Road	Expenditure	20400-5001-52999	402-015-416-00259	PHYSICALS	\$300.00	\$500.00	\$800.00	Ads for Superintendent exceeded projection
S	Indigent	Revenues	22000-0001-41201	406-55-300-41000	GRT 2nd 1/8th (.125)	\$123,435.00	\$125,000.00	\$248,435.00	New computers costs exceeded budget
S	Indigent	Revenues	22000-0001-41201	406-56-360-18100	Interest On Delinquent Taxes	\$286.00	\$150.00	\$436.00	Not budgeted last year so it was assumed not
S	Indigent	Revenues	22000-0001-41201	406-56-360-18200	Penalty On Delinquent Taxes	\$656.00	\$250.00	\$906.00	used this year. Have made note for FY22
S	Indigent	Expenditure	22000-4001-57999	406-055-420-05140	Administrative Fee	\$3,878.00	\$3,000.00	\$6,878.00	Higher turnover than expected - physicals
L	San Rafael VFD	Expenditure	20900-3002-58999	407-018-421-00028	Capital Outlay	\$310,000.00	(\$62,900.00)	\$247,100.00	To get in line with actuals Budgeted low in
L	San Rafael VFD	Expenditure	20900-0001-61200	407-019-499-09409	From 407 to 409	\$0.00	(\$93,201.00)	(\$93,201.00)	beginning for pandemic
L	San Rafael VFD	Expenditure	20900-3002-54010	407-018-421-00023	Repair to Buildings	\$0.00	\$40,600.00	\$40,600.00	To get in line with actuals Budgeted low in
L	San Rafael VFD	Expenditure	20900-3002-57999	407-018-421-00038	1/4% Fire Protection Excise Tax	\$0.00	\$7,000.00	\$7,000.00	beginning for pandemic
L	San Rafael VFD	Expenditure	20900-3002-56090	407-018-421-00082	Safety Equipment	\$0.00	\$15,300.00	\$15,300.00	To get in line with actuals Budgeted low in
L	San Rafael VFD	Expenditure	20900-0001-61100	409-019-499-09407	From 407 to 409	\$0.00	\$93,201.00	\$93,201.00	beginning for pandemic
S	Lobo Canyon VFD	Expenditure	20900-3002-57160	409-018-423-00007	Telecommunications	\$2,500.00	\$500.00	\$3,000.00	To get in line with actuals Budgeted low in
S	Lobo Canyon VFD	Expenditure	20900-3002-54050	409-018-423-00012	EQUIP MAINT & REPAIR	\$3,500.00	\$35,000.00	\$38,500.00	Realign budget authority for new priorities in
S	Lobo Canyon VFD	Expenditure	20900-3002-54010	409-018-423-00023	REPAIR TO BUILDINGS	\$10,500.00	\$10,000.00	\$20,500.00	other accounts
S	Lobo Canyon VFD	Expenditure	20900-3002-58999	409-018-423-00028	Capital Outlay	\$0.00	\$55,000.00	\$55,000.00	Transfers are to split the fire marshal
S	Lobo Canyon VFD	Expenditure	20900-3002-57999	409-018-423-00038	1/4% Fire Protection Excise Tax	\$0.00	\$7,000.00	\$7,000.00	allotment evenly between San Rafael VFD and
S	Lobo Canyon VFD	Expenditure	20900-3002-56090	409-018-423-00082	SAFETY EQUIPMENT	\$3,533.00	\$5,000.00	\$8,533.00	Lobo Canyon VFD
S	Fence Lake VFD	Expenditure	20900-3002-57160	416-018-428-00007	Telecommunications	\$2,500.00	\$2,500.00	\$5,000.00	Get in line with actuals
S	Fence Lake VFD	Expenditure	20900-3002-56090	416-018-428-00082	SAFETY EQUIPMENT	\$5,458.00	\$40,000.00	\$45,458.00	to fix deficit of \$25,000 and cover more truck

Schedule of Budget Adjustments - 21-13A

S	Candy Kitchen	Revenue	20900-0001-46900	418-30-382-31400	Other Revenue		\$0.00	\$850.00	\$850.00	proceeds from sale of fire vehicle on govdeals.com
S	Candy Kitchen	Expenditure	20900-3002-56090	418-018-429-00082	SAFETY EQUIPMENT		\$0.00	\$12,000.00	\$12,000.00	purchase PPE
S	Cubero	Revenue	20900-0001-47499	424-30-300-50000	State Fire Marshal Grant		\$100,000.00	(\$81,190.00)	\$18,810.00	Only received \$20,000 in grant funding
S	Cubero	Expenditure	20900-3002-57999	424-018-432-00038	1/4% Fire Protection Excise Tax		\$0.00	\$7,000.00	\$7,000.00	for fire excise grant from 1/4%
S	Cubero	Expenditure	20900-3002-58999	424-018-432-00585	NM Fire Marshal \$20,000 Grant		\$0.00	\$18,810.00	\$18,810.00	To budget for expense of grant
S	1/4% County Fire	Revenue	22200-0001-41202	475-50-300-41000	GRT Fire Protection Excise Tax (.25)		\$43,342.00	\$60,000.00	\$103,342.00	To get in line with actuals Budgeted low in beginning for pandemic
S	1/4% County Fire	Revenue	22200-0001-41202	475-51-360-18100	Interest On Delinquent Taxes		\$156.00	\$200.00	\$356.00	To get in line with actuals Budgeted low in beginning for pandemic
S	1/4% County Fire	Revenue	22200-0001-41202	475-51-360-18200	Penalty On Delinquent Taxes		\$137.00	\$200.00	\$337.00	To get in line with actuals Budgeted low in beginning for pandemic
S	1/4% County Fire	Expenditure	22200-3002-57999	475-050-401-02261	Administrative Charges		\$1,379.00	\$1,300.00	\$2,679.00	To get in line with actuals Budgeted low in beginning for pandemic (GRT fees)
S	2014 A Bond	Revenue	40200-0001-41214	569-99-300-00314	GRT Hold Harmless (1/4)		\$227,079.00	\$300,000.00	\$527,079.00	To get in line with actuals Budgeted low in beginning for pandemic
S	2014 A Bond	Revenue	40200-0001-41214	569-99-360-18100	Interest On Delinquent Taxes		\$172.00	\$1,000.00	\$1,172.00	To get in line with actuals Budgeted low in beginning for pandemic
S	2014 A Bond	Revenue	40200-0001-41214	569-99-360-18200	Penalty On Delinquent Taxes		\$679.00	\$2,000.00	\$2,679.00	To get in line with actuals Budgeted low in beginning for pandemic
S	2014 A Bond	Expenditure	40200-2004-59050	569-093-450-26100	Investment Maint. & Admin Fees		\$11,250.00	\$10,000.00	\$21,250.00	To get in line with actuals Budgeted low in beginning for pandemic (GRT fees)
S	2014 B Bond	Revenue	40200-0001-41200	570-99-300-41200	GRT Equalization		\$611,950.00	\$200,000.00	\$811,950.00	To get in line with actuals Budgeted low in beginning for pandemic
S	2015 B Bond	Revenue	40200-0001-41200	570-99-300-41300	GRT 1st 1/8 & 1/16		\$185,152.00	\$250,000.00	\$435,152.00	To get in line with actuals Budgeted low in beginning for pandemic
S	2016 B Bond	Revenue	40200-0001-41200	570-99-360-18100	Interest On Delinquent Taxes		\$429.00	\$250.00	\$679.00	To get in line with actuals Budgeted low in beginning for pandemic
S	2017 B Bond	Revenue	40200-0001-41200	570-99-360-18200	Penalty On Delinquent Taxes		\$984.00	\$400.00	\$1,384.00	To get in line with actuals Budgeted low in beginning for pandemic
S	2018 B Bond	Expenditure	40200-2004-59050	570-093-451-26100	Investment Maint. & Admin Fees		\$5,820.00	\$10,000.00	\$15,820.00	To get in line with actuals Budgeted low in beginning for pandemic (GRT fees)
S	NMFA Loans	Expenditure	40400-2004-59050	575-110-452-00605	Sheriff Draw Down Loan PPRF5143		\$0.00	\$100,000.00	\$100,000.00	Draw down for sheriff radios not budgeted due to misunderstanding of this new account. This to record one time purchase of radio's ny NMFA
S	Detention	Revenue	22600-0001-47699	614-85-380-20003	Revenue on Agreements - BOP		\$0.00	\$400,000.00	\$400,000.00	Bureau of Prisons is new account and wasn't budgeted for.
S	Detention	Revenue	22600-0001-41210	614-86-300-40900	GRT Co. Correct. Fac. (.125)		\$123,427.00	\$150,000.00	\$273,427.00	To get in line with actuals Budgeted low in beginning for pandemic
S	Detention	Revenue	22600-0001-41210	614-87-382-18100	Interest On Delinquent Taxes		\$278.00	\$400.00	\$678.00	To get in line with actuals Budgeted low in beginning for pandemic
S	Detention	Revenue	22600-0001-41210	614-87-382-18200	Penalty On Delinquent Taxes		\$654.00	\$400.00	\$1,054.00	To get in line with actuals Budgeted low in beginning for pandemic
S	Detention	Revenue	22600-0001-46040	614-88-382-18000	Income on Investments		\$1,500.00	\$100,000.00	\$101,500.00	Fund 504 combined into detention this year and did not account for admin fees earned from federal moneys.
S	Detention	Expenditure	22600-8002-53050	614-100-457-00313	Transport Costs		\$15,000.00	\$15,000.00	\$30,000.00	To get in line with actuals
S	Detention	Expenditure	22600-8002-56999	614-100-457-00317	CRS Administrative Fees		\$3,894.50	\$4,000.00	\$7,894.50	To get in line with actuals Budgeted low in beginning for pandemic (GRT fees)
S	General Fund	Transfer Out	11000-0001-61200	401-011-499-09608	From 401 to 608		\$0.00	(\$32,787.65)	(\$32,787.65)	Loan to Cares Act Program until reimbursement comes in from grants
S	Cares Act Program	Transfer In	21800-0001-61100	608-222-499-09401	From 401 to 608		\$0.00	\$32,787.65	\$32,787.65	Loan to Cares Act Program until reimbursement comes in from grants
S	General Fund	Transfer Out	11000-0001-61200	401-011-651-09651	From 401 to 651		\$0.00	(\$46,741.66)	(\$46,741.66)	Loan to Capital Projects until reimbursement comes in from grants
S	Capital Outlay	Transfer In	30300-0001-61100	651-087-401-09651	From 401 to 651		\$0.00	\$46,741.66	\$46,741.66	Loan to Capital Projects until reimbursement comes in from grants
S	General Fund	Transfer Out	11000-0001-61200	401-012-499-09406	From 401 to 406		(\$83,501.00)	(\$100,000.00)	(\$183,501.00)	Supplement/Loan from GF
S	Indigent	Transfer In	22000-0001-61100	406-056-499-40109	From 401 to 406		\$83,501.00	\$100,000.00	\$183,501.00	Supplement/Loan from GF
S	Quartz Hill	Revenue	21800-0001-47699	607-45-300-53600	Quartz Hill Grant Revenue		\$0.00	\$813,500.00	\$813,500.00	New Fund for Quartz Trail Grant Project

Schedule of Budget Adjustments - 21-13A

S	Quartz Hill	Expenditure	21800-2002-57999	607-045-456-00101	Professional Services		\$0.00	\$263,500.00	\$263,500.00	New Fund for Quartz Trail Grant Project
S	Quartz Hill	Expenditure	21800-2002-57999	607-045-456-00301	Labor		\$0.00	\$87,000.00	\$87,000.00	New Fund for Quartz Trail Grant Project
S	Quartz Hill	Expenditure	21800-2002-57999	607-045-456-00302	Materials		\$0.00	\$257,000.00	\$257,000.00	New Fund for Quartz Trail Grant Project
S	Quartz Hill	Expenditure	21800-2002-57999	607-045-456-00303	Equipment		\$0.00	\$87,000.00	\$87,000.00	New Fund for Quartz Trail Grant Project
S	Quartz Hill	Expenditure	21800-2002-57999	607-045-456-10101	Professional Services - Match		\$0.00	\$45,000.00	\$45,000.00	New Fund for Quartz Trail Grant Project
S	Quartz Hill	Expenditure	21800-2002-57999	607-045-456-10301	Labor - Match		\$0.00	\$15,000.00	\$15,000.00	New Fund for Quartz Trail Grant Project
S	Quartz Hill	Expenditure	21800-2002-57999	607-045-456-10302	Materials - Match		\$0.00	\$44,000.00	\$44,000.00	New Fund for Quartz Trail Grant Project
S	Quartz Hill	Expenditure	21800-2002-57999	607-045-456-10303	Equipment - Match		\$0.00	\$15,000.00	\$15,000.00	New Fund for Quartz Trail Grant Project
S	General Fund	Transfer Out	11000-0001-61200	607-011-499-09607	From 401 to 607		\$0.00	(\$500,000.00)	(\$500,000.00)	Loan from GF until Reimbursement
S	General Fund	Transfer In	11000-0001-61100	607-015-499-09401	From 607 to 401		\$0.00	\$500,000.00	\$500,000.00	Reimburse Loan to GF
S	Quartz Hill	Transfer Out	21800-0001-61200	607-500-499-09401	From 607 to 401		\$0.00	(\$500,000.00)	(\$500,000.00)	Reimburse Loan to GF
S	Quartz Hill	Transfer In	21800-0001-61100	607-500-499-09607	From 401 to 607		\$0.00	\$500,000.00	\$500,000.00	Loan from GF until Reimbursement
ATTEST:										
					County Clerk	Date				
							Board Chairman	Date		



8e.

# Resolution

## 20-14

Disposition of Sheriff's Vehicles

**Cibola County Commission**

Daniel J. Torrez, Chairman  
Robert S. Windhorst, 1<sup>st</sup> Vice-Chair  
Martha Garcia, 2<sup>nd</sup> Vice-Chair  
Christine Lowery, Commissioner  
Ralph Lucero, Commissioner

**Cibola County**  
**700 E. Roosevelt Ave., Suite 50**  
Grants, New Mexico 87020  
Phone (505) 287-9431 – Fax (505) 285-5434



Kate Fletcher  
County Manager

**Resolution No. 21-14**

**Fiscal Year 2021**

**Resolution Authorizing Permanent Disposal of 16 Sheriff Units**

**WHEREAS**, pursuant to NMSA 1978 Section 4-38-1 the powers of a county as a body politic and corporate shall be exercised by a board of county commissioners; and,

**WHEREAS**, NMSA 1978, Section 4-38-13 provides that board of county commissioners shall have power at any session to make such orders concerning the property belonging to the county as they may deem expedient; and,

**WHEREAS**, NMSA 1978, Section 13-6-2 provides that the County give notification at least thirty days prior to its action making the deletion by sending a copy of its official finding and the proposed disposition of the property to the state auditor and the appropriate approval authority designated in Section 13-6-2 NMSA 1978, duly sworn and subscribed under oath by each member of the authority approving the action.; and,

**WHEREAS**, NMSA 1978, Section 13-6-2 provides, in pertinent part, that the "sale or disposition of real or tangible personal property having a current resale value of more than five thousand dollars (\$5,000) may be made by a . . . local public body. . . if the sale or disposition has been approved by . . . the local government division of the department of finance and administration for local public bodies; and,

**WHEREAS**, the County is in possession of 14 vehicles, VIN #'s 1FBSS31L15HB37796, 2G1WF52K259217995, 1GNEK13R1VJ361178, 1GNFK03049R263303, 1GNK03088R152848, 1GNEC03027R324492, 1C6RD7KT7CS269785, 1FTRW14W35FA10732, 1FMZU72K33UA31870, 2GCEK13T751314204, 1C6RD7KT0CS267429, 1C6RD7KT7CS267440, 1GA2GZDG9A1148409, 1GAHG39K181190281, that were utilized at the Sheriff Department and are no longer needed by the County and considered obsolete, unusable, unsafe, untrustworthy; and,

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners of Cibola County that it authorizes the permanent disposal of the vehicles, contingent upon securing the approval of the local government division of the department of finance and administration and sending notification to the office of the state auditor; and,

**WHEREAS**, the disposition of property descriptions and information stated on the attachment labeled "**Personal Property To Be Permanently Disposed**"

**Cibola County Commission**

Daniel J. Torrez, Chairman  
Robert S. Windhorst, 1<sup>st</sup> Vice-Chair  
Martha Garcia, 2<sup>nd</sup> Vice-Chair  
Christine Lowery, Commissioner  
Ralph Lucero, Commissioner

**Cibola County**  
**700 E. Roosevelt Ave., Suite 50**  
**Grants, New Mexico 87020**  
Phone (505) 287-9431 – Fax (505) 285-5434



Kate Fletcher  
County Manager

**PASSED, APPROVED and ADOPTED** by the governing body at its regular meeting on the 14<sup>th</sup> day of January 2021.

**THE BOARD OF COUNTY COMMISSIONERS:**

\_\_\_\_\_  
Daniel J. Torrez, Chairman

\_\_\_\_\_  
Robert S. Windhorst, 1<sup>st</sup> Vice-Chair

\_\_\_\_\_  
Martha Garcia, 2<sup>nd</sup> Vice-Chair

\_\_\_\_\_  
Christine Lowery, Commissioner

\_\_\_\_\_  
Ralph Lucero, Commissioner

**ATTEST:**

\_\_\_\_\_  
Michelle E Dominguez, County Clerk

## Cibola County Personal Property To Be Permanently Disposed

Department	Sheriff Dept.
Purpose for Disposition	Unusable / Obsolete - Sheriff will be relocating to a new facility, these need to be removed as they are becoming a hazard.
Year Manufactured	2005
Make / Model	Ford 5314 Ecoline
VIN / Serial Number	1FBSS31L15HB37796
Hours Used / Mileage	Milage Unknown, vehicle does run
Current Resale or Market Value	\$0
Opening Bid	\$0
Method of Disposition	Permanently Dispose

Department	Sheriff Dept.
Purpose for Disposition	Unusable / Obsolete - Sheriff will be relocating to a new facility, these need to be removed as they are becoming a hazard.
Year Manufactured	2005
Make / Model	Chevy Impala
VIN / Serial Number	2G1WF52K259217995
Hours Used / Mileage	Milage Unknown, vehicle does run
Current Resale or Market Value	\$0
Method of Disposition	Permanently Dispose

Department	Sheriff Dept.
Purpose for Disposition	Unusable / Obsolete - Sheriff will be relocating to a new facility, these need to be removed as they are becoming a hazard.
Year Manufactured	1997
Make / Model	Chevy Tahoe
VIN / Serial Number	1GNEK13R1VJ361178
Hours Used / Mileage	Milage Unknown, vehicle does run
Current Resale or Market Value	\$0
Method of Disposition	Permanently Dispose

Department	Sheriff Dept.
Purpose for Disposition	Unusable / Obsolete - Sheriff will be relocating to a new facility, these need to be removed as they are becoming a hazard.
Year Manufactured	2009
Make / Model	Chevy CK10
VIN / Serial Number	1GNFK03049R263303
Hours Used / Mileage	Milage Unknown, vehicle does run
Current Resale or Market Value	\$0
Method of Disposition	Permanently Dispose

Department	Sheriff Dept.
Purpose for Disposition	Unusable / Obsolete - Sheriff will be relocating to a new facility, these need to be removed as they are becoming a hazard.
Year Manufactured	2008
Make / Model	Chevy K10706
VIN / Serial Number	1GNK03088R152848
Hours Used / Mileage	Milage Unknown, vehicle does run
Current Resale or Market Value	\$0
Method of Disposition	Permanently Dispose

Department	Sheriff Dept.
Purpose for Disposition	Unusable / Obsolete - Sheriff will be relocating to a new facility, these need to be removed as they are becoming a hazard.
Year Manufactured	2007
Make / Model	Chevy C10706
VIN / Serial Number	1GNEC03027R324492
Hours Used / Mileage	Milage Unknown, vehicle does run
Current Resale or Market Value	\$0
Method of Disposition	Permanently Dispose

Department	Sheriff Dept.
Purpose for Disposition	Unusable / Obsolete - Sheriff will be relocating to a new facility, these need to be removed as they are becoming a hazard.
Year Manufactured	2012
Make / Model	Dodge Ram
VIN / Serial Number	1C6RD7KT7CS269785
Hours Used / Mileage	Milage Unknown, vehicle does run
Current Resale or Market Value	\$0
Method of Disposition	Permanently Dispose

Department	Sheriff Dept.
Purpose for Disposition	Unusable / Obsolete - Sheriff will be relocating to a new facility, these need to be removed as they are becoming a hazard.
Year Manufactured	2005
Make / Model	Ford Supercrew
VIN / Serial Number	1FTRW14W35FA10732
Hours Used / Mileage	Milage Unknown, vehicle does run
Current Resale or Market Value	\$0
Method of Disposition	Permanently Dispose

Department	Sheriff Dept.
Purpose for Disposition	Unusable / Obsolete - Sheriff will be relocating to a new facility, these need to be removed as they are becoming a hazard.
Year Manufactured	2003
Make / Model	Ford Explorer
VIN / Serial Number	1FMZU72K33UA31870
Hours Used / Mileage	Milage Unknown, vehicle does run
Current Resale or Market Value	\$0
Method of Disposition	Permanently Dispose

Department	Sheriff Dept.
Purpose for Disposition	Unusable / Obsolete - Sheriff will be relocating to a new facility, these need to be removed as they are becoming a hazard.
Year Manufactured	2005
Make / Model	Chevy STL
VIN / Serial Number	2GCEK13T751314204
Hours Used / Mileage	Milage Unknown, vehicle does run
Current Resale or Market Value	\$0
Method of Disposition	Permanently Dispose

Department	Sheriff Dept.
Purpose for Disposition	Unusable / Obsolete - Sheriff will be relocating to a new facility, these need to be removed as they are becoming a hazard.
Year Manufactured	2012
Make / Model	Dodge Ram
VIN / Serial Number	1C6RD7KT0CS267439
Hours Used / Mileage	Milage Unknown, vehicle does run
Current Resale or Market Value	\$0
Method of Disposition	Permanently Dispose

Department	Sheriff Dept.
Purpose for Disposition	Unusable / Obsolete - Sheriff will be relocating to a new facility, these need to be removed as they are becoming a hazard.
Year Manufactured	2012
Make / Model	Dodge Ram
VIN / Serial Number	1C6RD7KT7CS267440
Hours Used / Mileage	Milage Unknown, vehicle does run
Current Resale or Market Value	\$0
Method of Disposition	Permanently Dispose

Department	Sheriff Dept.
Purpose for Disposition	Unusable / Obsolete - Sheriff will be relocating to a new facility, these need to be removed as they are becoming a hazard.
Year Manufactured	2010
Make / Model	Chevy CG33
VIN / Serial Number	1GA2GZDG9A1148409
Hours Used / Mileage	Milage Unknown, vehicle does run
Current Resale or Market Value	\$0
Method of Disposition	Permanently Dispose

Department	Sheriff Dept.
Purpose for Disposition	Unusable / Obsolete - Sheriff will be relocating to a new facility, these need to be removed as they are becoming a hazard.
Year Manufactured	2008
Make / Model	Chevy G33706
VIN / Serial Number	1GAHG39K181190281
Hours Used / Mileage	Milage Unknown, vehicle does run
Current Resale or Market Value	\$0
Method of Disposition	Permanently Dispose

# Disposition of Cibola County Real and/or Personal Property

## Required Documents & Information per Section 13-6 NMSA 1978

Name of Department:

Sheriff Department

Department Head:

Sheriff Tony Mace

Requestor Name:

Tony Mace

Provided by Department:

Type of Property:

Real Property (Over \$25,000 requires DFA /BOF approval)

Sale ☐  
Exchange ☐  
Donate ☐  
Dispose ☐

COMMENTS:

No Real Property

Personal Property

Sale ☐  
Exchange ☐  
Donate ☐  
Dispose ☒

All vehicles have been in accidents, and are beyond repair.

Reason for disposal:

Worn Out ☒  
Obsolete ☐

No vehicles are usable. They are untrustworthy nor safe.

Unusable ☒

All vehicles are worn out or unusable and taking up valuable space. They are untrustworthy nor safe. The Sheriff Department will be relocating to a new building soon, its imperative to get the vehicles disposed of as there is no available space at the new building

Method of Disposition:

Public Auction ☐  
Solicitation of Sealed Bids ☐  
Negotiated ☐  
Donation ☐  
Exchanged ☐

Other (Explain) ☒

If the governing authority is unable to dispose of the tangible personal property we may order that the property be destroyed or otherwise permanently disposed of in accordance with applicable laws.

Details:

Real Property

Property Name / Identifier ☐

Personal Property

Year Manufactured ☐  
Model ☐  
Serial Number ☐  
Mileage ☐  
Current Resale or Market Value ☐

See attached list  
See attached list  
See attached list  
See attached list  
See attached list

Grant Purchase?

Yes ☒  
No ☐

Any money resulting from purchase of Sheriff vehicles will be returned to the respective department cash balance

Manager's Office Only

Resolution Signed by Quorum?

Yes ☒  
No ☐

DFA Board of Finance Approval Needed?

Yes ☐  
No ☒

DFA Local Government Division Approval Needed?

Yes ☐  
No ☒

State Auditor Notification Needed?

Yes ☒  
No ☐

**Cibola County Commission**

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Robert S. Windhorst, 1<sup>st</sup> Vice-Chair  
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**Cibola County**  
**700 E. Roosevelt Ave., Suite 50**  
**Grants, New Mexico 87020**  
Phone (505) 287-9431 – Fax (505) 285-5434



Kate Fletcher  
County Manager

January 14, 2021

Anne Kelbley  
New Mexico State Auditor's Office  
2540 Camino Edward Ortiz, Suite A  
Santa Fe, NM 87507

**Re: Disposition of Property**

Dear Mrs. Kelbley,

Pursuant to Section 13-6 NMSA 1978 I am writing to inform you about Cibola County disposing of fourteen Sheriff vehicles.

All fourteen vehicles are worn out, obsolete and are no longer usable, and have \$0 value. All vehicles are fully depreciated. It is in the best interest of the county to dispose of this property, the Sheriff Department will be moving to a new building and there is no space for the wrecked units. The proceeds from the disposed Property will go back to the respective departments. Sheriff's vehicles were not purchased with LEPP funds and will revert to the general fund.

The vehicles are beyond repair, and have become a hazard. The County plans to sell the vehicles as one lot, by way of a three-bid process. The company that offers the highest bid for all fourteen vehicles, will be selected to dispose of the vehicles. As COVID-19 is still a very serious issue, it is a better and safer choice to sell to one company whether than various buyers.

There are no vehicles valued over \$5,000 so the County will not seek approval from the New Mexico Department of Finance and Administration for the equipment and vehicles pursuant to Section 13-6 NMSA 1978 but we will still send notification.

If you have any questions or concerns please feel free to contact me at any time.

Sincerely,

Wendy Self  
Cibola County Chief of Procurement/Risk Manager  
505-285-2513

Cc: Erica Cummings, NM DFA Budget Analyst



8f.

# Professional Services Contract

Valle del Sol Of New Mexico, LLC



## Agreement for Intensive Outpatient (I.O.P.) Substance Abuse Treatment Services

This agreement is entered into by the Board of Cibola County Commissioners herein after referred to as "BOCCC", on behalf of the Cibola County DWI Program, herein after referred to as "DWI" and Valle del Sol of New Mexico, herein after referred to as "Contractor", pursuant to Section 2.3 of the Cibola County Procurement Regulations.

### I. SERVICES TO BE PERFORMED BY CONTRACTOR

- 1.1 Contractor will provide therapeutic services that will assist the DWI Offenders who are in need of substance abuse treatment services
  - 1.1.1 Conduct initial screening and assessment (using acceptable instruments such as SASSI, ASI etc.) on all referred individuals, and develop treatment plans, based on said screenings and assessments within 10 days of referral. Copies to be provided to the DWI Program.
- 1.2 All services must be performed directly by a licensed Chemical Dependency Councilor (LCDC), or Licensed Professional Councilor whose training and experience is directly related in dealing with substance abuse/dependency issues.
- 1.3 All services to be provided by Contractor will comply with NMSA 1978, Section 61-9a-1, et. seq.
- 1.4 **SCOPE of WORK:** Counseling must incorporate individual sessions, group, and family sessions (if need/recommended) that utilize interpersonal and cognitive behavioral methods and strategies. Counseling may incorporate psychodynamic and affective methods and strategies to achieve mental, emotional, physical, social, moral, educational, spiritual, career development, and adjustment through the life span as the individuals' substance related issues are impacted

by aforementioned areas. Programming must be based on Best Practices model.

1.4.1 Such groups will be assessed and treatment will be provided in accordance to their assessment, which may include, but not limited to, the following

1.4.1.1 Chemical dependency issues specific to treatment

1.4.1.2 Appropriate treatment strategies, including family engagement strategies.

1.4.1.3 Emotional development and mental health issues for offenders

1.4.1.4 Must be appropriate to an Intensive Outpatient setting

1.4.1.5 Must be substance use disorder specific

1.4.2 Group sessions will incorporate all requirements set forth by the State of New Mexico's Mandatory Minimum Sentencing for DWI to include life skills training, relapse, prevention, decision making processes, and other cognitive procedures to meet the needs of the offender in the program.

1.5 Services must be provided in the language of literacy and understanding of the offender.

1.6 Contractor must implement best practice based programming.

1.7 Contractor may be called to testify in a Court of Law, at no additional cost to the DWI Program.

1.8 Contractor will meet with department representatives, on a quarterly basis, to address any issues that may hinder the effectiveness of treatment services being provided.

1.9 Contractors must provide monthly attendance reports on each DWI program offender.

1.10 Contractor should determine if the offender is making progress based on specific measurable objectives, observable changes, and demonstrated ability to apply changes in their current situation; and, if not, develop an action plan that includes and informs the DWI Program to extent not prohibited by HIPAA.

1.11 Contractor shall provide an individualized treatment plan of service regarding the prescribed treatment for Offenders referred to Contractor within (10) days of admission.

- 1.12 Contractor services will be available on evening and weekends.
- 1.13 Contractor will be available to communicate, and staff cases, with supervising DWI Probation Officer and or Department Liaison on a monthly basis.
- 1.14 Contractor will provide all services as indicated:
  - 1.14.1 One (1) hour individual session a minimum of one (1) time a week
  - 1.14.2 Group session a minimum of one (1) hour weekly(Definition of therapeutic hour – 50 minutes of services with 10 minutes of documentation)
- 1.15 Ratio of Contractor providing service to Offenders in groups will be 1:10
- 1.16 All services provided to the Offender, referred through DWI Probation, will be specific to those Offenders only.
- 1.17 Juvenile Offender are never to be mixed in with Adult Offenders, under any circumstances.
- 1.18 Contractor shall provide services for 100 or more Offenders per Year.
- 1.19 Contractor will provide, or arrange, transportation for all Offenders participating in their program, if needed and requested, for the purpose of attending all the contractor related services. Contractor shall comply with Medicare and other insurance billing processes for reimbursement of transportation services.
- 1.20 Contractor shall provide aftercare treatment and support as required
- 1.21 Contractor shall follow all guidelines in New Mexico Court Standards in regards to Cibola County Judicial Courts.

## **II. COMPENSATION**

- 2.1 Contractor shall submit claims on invoices bearing Contractor's letterhead not later than ten (5) working days from the last day of the month for which payment is requested to the Cibola County DWI Program, Program Coordinator. Should the 5<sup>th</sup> day be a weekend, the invoice shall be due the Friday before the 5<sup>th</sup>. Invoices not timely submitted along with required documentation showing proof of attendance for each individual offender shall

not be paid. The Contractor will not be paid for missed appointments. Letterhead shall contain an accurate mailing address and telephone number where contractor can be reached during normal business hours. Contractor's invoice must indicate offenders name, type of service and related cost. The DWI Program will verify the services performed by the Contractor through the DWI Programs' purchase of service request. The DWI Program will then process the invoice for payment through the Cibola County Procurement Office. The Cibola County Procurement Office will verify all supporting documentation and generate a check for the service provider. Payment for services with state funds will be identified on the check with a note "LDWI Grant, State Funds". Contractor shall maintain separate accounting records for the receipt and expenditure of any and all state funds received pursuant to this agreement. The Cibola County Procurement Office will mail out the check after Commissioners' Signature. Checks are mailed directly to the Contractor. The County of Cibola shall make payments within thirty (30) days of receipt by county entity.

2.2 Contractor shall establish procedures to and shall seek reimbursement and bill payment for services rendered pursuant to this agreement from any and all state/federal or other sources as applicable for eligible persons in eligible settings (such as Medicaid or other insurance). The DWI Program shall be the payer of last resort. Contractor shall reduce the amount of invoice for the amount of reimbursement received from any and all state/federal or other sources for eligible persons in eligible settings. Invoices for services timely billed to, but denied by, other funding sources may be submitted to the County in accordance with the requirements of this contract except that such invoices shall be submitted within 90 days from the date of service along with documentation of submission the contracted rate with Medicaid reimbursement or any other reimbursement. Invoices not timely submitted shall not be paid.

2.3 A purchase of service must be approved by the DWI Program and submitted to the Contractor prior to services being rendered. The DWI Program will not be financially responsible for any services rendered without prior approval of the purchase of service by the DWI Program. The contractor must have an approval purchase of service from the department prior to any services being rendered. The purchase of service will include the identified service and dates of service which are needed on a monthly basis.

2.4 For and in consideration of said services Contractor shall be paid as follows:

The entirety of the services to be provided under this contract shall not exceed \$60,000.

Costs shall be determined according to the Rate Sheet submitted by Contractor on or before January 14, 2021.

Payment of taxes due for any money received under this agreement, shall be the Contractors' sole responsibility, and shall be reported under the Contractors Federal and State Tax Identification Number.

### **III. RECORDS and REPORTING**

#### **3.1 Record Retention**

- 3.1.1 Contractor shall maintain and make available for inspection, audit or reproduction, by an authorized representative of Cibola County, DWI, the State of New Mexico, or the Federal Government, books, documents and other evidence pertaining to the cost and expenses for this agreement, herein after called the records. Contractor shall maintain separate accounting records designating receipt and expenditure of State Funds received pursuant to this agreement.
- 3.1.2 Contractor shall maintain financial and supporting documents, statistical records and any other records pertinent to the services for which a claim or expense report has been submitted. The records and comments must be kept for a minimum of three years after the end of the contract period. If any litigation, claim or audit involving these records commences before the six-year period expires, the Contractor must keep records and documents for not less than three years or until all litigation, claims or audit findings are resolved, whichever is later.
- 3.1.3 Contractor shall adhere to the use of Generally Accepted Accounting Principles (GAAP), promulgated by the American Institute of Certified Public Accountants (AICPA). Contractor understands the acceptance of funds under this contract acts as acceptance of the authority of the State Auditor's Office, or any successor agency, to conduct an audit or investigation in connection with those funds. Contractor further agrees to cooperate fully within the State Auditor's Office or its successor in the conduct of the audit or investigation, including providing all records requested. Contractor will ensure that this clause concerning the authority to audit funds received indirectly by subcontractors through Contractor and the requirement to cooperate is included in any subcontract it awards.

### **IV. APPROPRIATIONS and MATERIAL REPRESENTATIONS**

#### **4.1 Appropriations**

- 4.1.1 This agreement is conditional upon, subject to and contingent upon receipt of adequate Federal and/or State funding to meet the liabilities of this agreement. Contractor shall have no cause of action against Cibola County or DWI is unable to perform its obligations pursuant to this Agreement as a

result of suspension, termination, withdrawal or failure of Federal and/or State funding to Cibola County or DWI.

- 4.1.2 All representations made by the DWI Program are contingent upon availability of funds from which payments for the contract services can be made and do not represent an obligation on the part of the DWI Program, the County of Cibola, or the New Mexico Department of Finance and Administration Local Government Division.

## **4.2 Material Representations**

- 4.2.1 Contractor is familiar with NMSA 1978, Section 32A-4-3, mandatory reporting requirements.
- 4.2.2 Contractor certifies that the individual(s) or business entity named in this agreement is in good standing with HIPPA.
- 4.2.3 The Contractor shall act in accordance with the policy, procedure and protocol of Federal and State confidentiality guidelines, statutes, and regulations.
- 4.2.4 Contractor warrants that is certified, approved or licensed by all Federal, State or local regulatory agencies or departments in compliance with all applicable regulatory agency or department policies, procedures and administrative rules to regulate any activity performed by the Contractor. Current proof of such certification. Approval, or license, registration or any other required regulatory permits shall be provided to the Cibola County DWI Program within thirty (30) days of execution of this agreement.
- 4.2.5 Contractor shall ensure that all files and records generated or created, pursuant to this contract containing individually, identifiable health information in electronic, paper and oral form also known as protected health information (PHI) is maintained and/or disseminated in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPPA)

## **V. TERM AND TERMINATION**

**Term:** This Agreement shall be effective January 14, 2021 and shall continue for two (2) years or the expenditure of \$60,000, whichever comes first.

**Termination:** The County or the Contractor may terminate this Agreement at any time by giving thirty (30) days written notice, sent certified mail (Return Receipt Requested) to terminate. The County may terminate this agreement without notice immediately in the event

Contractor fails to comply with any provision of this agreement upon termination or receipt of written notice to terminate, whichever occurs first. Should the County lose Grant Funding, The County shall no longer be responsible for any further billing and shall notify the Contractor in writing. Notice Shall Be Mailed;

To DWI Program: Joanna Pena  
Cibola County DWI Program Manager  
700 E. Roosevelt Suite 40  
Grants NM, 87020

To Contractor: Valle del Sol of New Mexico, LLC  
Attn: Contracts  
3807 N. 7<sup>th</sup> St.  
Phoenix, AZ 85014

#### **VI. INDEPENDENT CONTRACTOR**

Nothing contained herein shall be construed as creating the relationship of employer and employee between the County and the Contractor. The Contractor shall be deemed at all times to be an independent contractor.

#### **VII. ASSIGNMENT**

Contractor shall not sell, assign, transfer or convey this agreement, in whole or in part, without the prior written consent of Cibola County and the DWI Program.

#### **VIII. VENUE**

This agreement will be governed and construed according to the laws of the State of New Mexico. This agreement is performable in Cibola County, New Mexico. Venue for any legal proceeding shall be in Cibola County, New Mexico.

#### **IX. INDEMNIFICATION**

- 9.1 Contractor shall defend, indemnify and hold harmless Cibola County and the Cibola County DWI Program, their officers, agents, and employees from all claims or causes of action of any kind for injury or damage of any kind to any person or property brought by or on behalf of any person due to or related to the negligence or intentional act or omission of Contractor, its agents, employees or subcontractors. Contractor shall pay any and all damages assessed against Cibola

County and the Cibola County DWI Program, their officers, agents or employees arising out of such negligence or intentional acts.

- 9.2 Contractor shall maintain at Contractor's own expense, Professional Malpractice Insurance with a policy limit of not less than \$1,000,000.00. Such policy shall be with an insurance company licensed to do business in New Mexico and shall be satisfactory to the County. All of said insurance policies shall name the County, officers, agents, and employees and the Cibola County DWI Program, its officers, agents, and employees as additional insured's and shall provide that the County of Cibola shall be given at least thirty (30) days advance written notice of any lapse, amendment or cancellation.
- 9.3 Contractor shall purchase at its own expense, commercial public liability insurance in a general aggregate limit of not less than \$300,000.00 for each single occurrence for bodily injury or death and \$100,000.00 for each single occurrence for injury to or destruction of property. Such policies shall be with an insurance company licensed to do business in New Mexico and shall be satisfactory to the County. All of said insurance policies shall name the Count, its officers, agents, and employees and the Cibola County DWI Program, its officers, agents, and employees as additional insured's and shall provide that the County shall be given at least thirty (30) days advanced written notice of any lapse, amendment or cancellation.

#### **X. AGREEMENT**

This document expresses the entire agreement between the parties and shall not be amended or modified except by written instrument signed by the parties.

#### **XI. ENFORCEMENT**

In the event that any portion of this agreement shall be found to be invalid or unenforceable, the remaining terms and conditions shall be severed and shall remain in full force and effect.

#### **XII. NONDISCRIMINATION AND EQUAL OPPORTUNITY**

- 12.1 Contractor certifies that it will comply fully with the nondiscrimination and equal opportunity provisions of Title VII of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; the Americans with Disabilities Act of 1990, as amended; and with all applicable requirements imposed by or pursuant to regulations that implement those laws.

- 12.2 Contractor shall ensure that the Regulation and Licensing Department Counseling and Therapy Board. has properly licensed them to provide services at the level and intensity specified in the invitation to bid, and shall submit with proposal a copy of said license.
- 12.3 Contractor shall make available upon request a copy of their current Policy and Procedures Manual to ensure compliance.

### **XIII. WORKERS COMPENSATION**

The Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the County.

### **XIV. LOBBYING**

No federally appropriated funds can be paid or will be paid, by or on behalf of the CONTRACTOR, or any person for influencing or attempting to influence an officer or employee of any County, 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, or the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, or modification of any Federal contract, grant, loan, or cooperative agreement. If any funds other than federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any County, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection of this federal contract, grant, loan, or cooperative agreement, the CONTRACTOR shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

### **XV. GOVERNMENTAL CONDUCT ACT**

- 15.1 The Contractor represents and warrants that it presently has no interest and, during the term of this Agreement, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement.

15.2 The Contractor further represents and warrants that it has complied with, and, during the term of this Agreement, will continue to comply with, and that this Agreement complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978. Without in anyway limiting the generality of the foregoing, the Contractor specifically represents and warrants that:

15.2.1 in accordance with Section 10-16-4.3 NMSA 1978, the Contractor does not employ, has not employed, and will not employ during the term of this Agreement any County employee while such employee was or is employed by the County and participating directly or indirectly in the County's contracting process;

15.2.2 this Agreement complies with Section 10-16-7(B) NMSA 1978 because (i) the Contractor is not a public officer or employee of the County; (ii) the Contractor is not a member of the family of a public officer or employee of the County; (iii) the Contractor is not a business in which a public officer or employee or the family of a public officer or employee has a substantial interest; or (iv) if the Contractor is a public officer or employee of the County, a member of the family of a public officer or employee of the County, or a business in which a public officer or employee of the County or the family of a public officer or employee of the County has a substantial interest, public notice was given as required by Section 10-16-7(B) NMSA 1978 and this Agreement was awarded pursuant to a competitive process;

15.2.3 in accordance with Section 10-16-8(C) NMSA 1978, (i) the Contractor is not, and has not been represented by, a person who has been a public officer or employee of the County within the preceding year and whose official act directly resulted in this Agreement and (ii) the Contractor is not, and has not been assisted in any way regarding this transaction by, a former public officer or employee of the County whose official act, while in County employment, directly resulted in the County's making this Agreement;

- 15.2.4 in accordance with Section 10-16-13 NMSA 1978, the Contractor has not directly participated in the preparation of specifications, qualifications or evaluation criteria for this Agreement or any procurement related to this Agreement; and
- 15.2.5 in accordance with Section 10-16-3 and Section 10-16-13.3 NMSA 1978, the Contractor has not contributed, and during the term of this Agreement shall not contribute, anything of value to a public officer or employee of the County.

15.3 Contractor's representations and warranties in Paragraphs A and B of this Article 15 are material representations of fact upon which the County relied when this Agreement was entered into by the parties. Contractor shall provide immediate written notice to the County if, at any time during the term of this Agreement, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article 15 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in Paragraphs A and B of this Article XV were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the County and notwithstanding anything in the Agreement to the contrary, the County may immediately terminate the Agreement.

15.4 All terms defined in the Governmental Conduct Act have the same meaning in this Article 15.2

**PASSED, APPROVED and ADOPTED** this 14<sup>TH</sup> day of January, 2021.

\_\_\_\_\_  
Daniel Torrez, Commissioner

\_\_\_\_\_  
Robert Windhorst, Commissioner

\_\_\_\_\_  
Ralph Lucero, Commissioner

\_\_\_\_\_  
Martha Garcia, Commissioner

\_\_\_\_\_  
Christine Lowery, Commissioner

ATTEST:

\_\_\_\_\_  
Michelle Dominguez  
County Clerk

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor



8g.

# RFP 2021-002

Selection of Engineering Firm  
for County Road 18-b

# BID TABULATION SHEET

RFP NO. 2021-002 CR18B

Committee Member: 1		SECTION 1: PLANNING & DESIGN SERVICES					SECTION 2: CONSTRUCTION SERVICES							
PROPOSALS	1. Specialized Design and Technical Competence 30pts.	2. Capacity and Capability 25 Pts.	3. Past Record Performance 20Pts.	4. Familiarity with the Contracting Agency 10 Pts.	5. Current Volume of Work with the contracting Agency not 75% Complete 10 pts.	1. Specialized Construction Management Experience 20 Pts.	2. Specialized Experience with Startup Assistance to the Owner of New Facilities 15 Pts	3. Capacity and Capability of the Consultant to Perform the Work within the Owner's Timeframe 15 Pts.	4. History of Past Performance on the three Similar projects Itemized in PLANNING & DESIGNING SERVICES (in Item No. 1) Pts.	5. History of Claims on Three Similar Construction Projects and their Resolution. The Consultant should detail their claims avoidance approach and construction management Philosophy 10 Pts.	Total Points (165 of Addendum No. 1 Possible)	Acknowledgement of Addendum No. 1 YES/NO	Acknowledgement of Addendum No. 2 YES/NO	
	WILSON & COMPANY	30	23	18	10	10	15	15	10	10	161	YES	YES	
	HUITT - ZOLLARS	30	25	20	10	10	20	15	15	10	165	YES	YES	
Committee Member: 2		SECTION 1: PLANNING & DESIGN SERVICES					SECTION 2: CONSTRUCTION SERVICES							
PROPOSALS	1. Specialized Design and Technical Competence 30pts.	2. Capacity and Capability 25 Pts.	3. Past Record Performance 20Pts.	4. Familiarity with the Contracting Agency 10 Pts.	5. Current Volume of Work with the contracting Agency not 75% Complete 10 pts.	1. Specialized Construction Management Experience 20 Pts.	2. Specialized Experience with Startup Assistance to the Owner of New Facilities 15 Pts	3. Capacity and Capability of the Consultant to Perform the Work within the Owner's Timeframe 15 Pts.	4. History of Past Performance on the three Similar projects Itemized in PLANNING & DESIGNING SERVICES (in Item No. 1) Pts.	5. History of Claims on Three Similar Construction Projects and their Resolution. The Consultant should detail their claims avoidance approach and construction management Philosophy 10 Pts.	Total Points (165 of Addendum No. 1 Possible)	Acknowledgement of Addendum No. 1 YES/NO	Acknowledgement of Addendum No. 2 YES/NO	
	WILSON & COMPANY	0	5	0	0	5	10	5	10	0	0	35	YES	YES
	HUITT - ZOLLARS	30	20	20	10	5	10	10	5	10	10	130	YES	YES
Committee Member: 3		SECTION 1: PLANNING & DESIGN SERVICES					SECTION 2: CONSTRUCTION SERVICES							
PROPOSALS	1. Specialized Design and Technical Competence 30pts.	2. Capacity and Capability 25 Pts.	3. Past Record Performance 20Pts.	4. Familiarity with the Contracting Agency 10 Pts.	5. Current Volume of Work with the contracting Agency not 75% Complete 10 pts.	1. Specialized Construction Management Experience 20 Pts.	2. Specialized Experience with Startup Assistance to the Owner of New Facilities 15 Pts	3. Capacity and Capability of the Consultant to Perform the Work within the Owner's Timeframe 15 Pts.	4. History of Past Performance on the three Similar projects Itemized in PLANNING & DESIGNING SERVICES (in Item No. 1) Pts.	5. History of Claims on Three Similar Construction Projects and their Resolution. The Consultant should detail their claims avoidance approach and construction management Philosophy 10 Pts.	Total Points (165 of Addendum No. 1 Possible)	Acknowledgement of Addendum No. 1 YES/NO	Acknowledgement of Addendum No. 2 YES/NO	
	WILSON & COMPANY	28	22	18	9	10	18	10	12	9	9	145	YES	YES
	HUITT - ZOLLARS	28	25	20	9	10	20	15	15	10	9	161	YES	YES
Committee Member: 4		SECTION 1: PLANNING & DESIGN SERVICES					SECTION 2: CONSTRUCTION SERVICES							
PROPOSALS	1. Specialized Design and Technical Competence 30pts.	2. Capacity and Capability 25 Pts.	3. Past Record Performance 20Pts.	4. Familiarity with the Contracting Agency 10 Pts.	5. Current Volume of Work with the contracting Agency not 75% Complete 10 pts.	1. Specialized Construction Management Experience 20 Pts.	2. Specialized Experience with Startup Assistance to the Owner of New Facilities 15 Pts	3. Capacity and Capability of the Consultant to Perform the Work within the Owner's Timeframe 15 Pts.	4. History of Past Performance on the three Similar projects Itemized in PLANNING & DESIGNING SERVICES (in Item No. 1) Pts.	5. History of Claims on Three Similar Construction Projects and their Resolution. The Consultant should detail their claims avoidance approach and construction management Philosophy 10 Pts.	Total Points (165 of Addendum No. 1 Possible)	Acknowledgement of Addendum No. 1 YES/NO	Acknowledgement of Addendum No. 2 YES/NO	
	WILSON & COMPANY	20	25	20	7	10	14	10	11	9	9	135	YES	YES
	HUITT - ZOLLARS	28	25	20	8	10	17	10	13	9	10	150	YES	YES

Committee Member: 5		SECTION 1: PLANNING & DESIGN SERVICES					SECTION 2: CONSTRUCTION SERVICES						
PROPOSALS	1 Specialized Design and Technical Competence 30pts.	2 Capacity and Capability 25 Pts.	3 Past Record Performance 20pts.	4. Familiarity with the Contracting Agency 10 Pts.	5. Current Volume of Work with the contracting Agency not 75% Complete 10 pts.	1. Specialized Construction Management Experience 20 Pts.	2 Specialized Experience with Startup Assistance to the Owner of New Facilities 15 Pts	3. Capacity and Capability of the Consultant to Perform the Work within the Owner's Timeframe 15 Pts.	4. History of Past Performance on the three Similar projects Itemized in PLANNING & DESIGNING SERVICES (in Item No. 1) 10 Pts.	5. History of Claims on Three Similar Construction Projects and their Resolution. The Consultant should detail their claims avoidance approach and construction management Philosophy 10 Pts.	Total Points (165 of Addendum Possible)	Acknowledgement of Addendum No. 1 YES/NO	Acknowledgement of Addendum No. 2 YES/NO
	28	23	17	10	10	18	15	14	10	10	155	YES	YES
	29	25	18	10	10	18	15	15	10	10	160	YES	YES
WILSON & COMPANY	28	23	17	10	10	18	15	14	10	10	155	YES	YES
HUITT - ZOLLARS	29	25	18	10	10	18	15	15	10	10	160	YES	YES