

Final Copy
Torrance County Board of Commissioners
Commission Meeting
June 24, 2015

Commissioners Present: **LeRoy Candelaria -Chair**
 Julia DuCharme-Member
 James Frost-Member

Others Present: **Joy Ansley-County Manager**
 Annette Ortiz- Deputy County Manager
 Dennis Wallin- County Attorney
 Michelle Jones -Clerical

Call Meeting to Order:

Chairman Candelaria calls the meeting to order at 9:00 am; he welcomes all those present to the meeting and leads us in the pledge. Madam Commissioner DuCharme gives the invocation.

Approval of the Meeting Minutes:

Chairman Candelaria asks for a motion to approve the June 10, 2015 Regular Meeting Minutes. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the June 10, 2015 Meeting Minutes. Chairman Candelaria seconds the motion. Madam Commissioner DuCharme requests an addition to item #17. **Interview and Appoint Estancia Valley Solid Waste Board Vacancy.** Madam Commissioner DuCharme requests the minutes reflect her concerns and reasons for not supporting the appointment of Ms. Tapia to this board; she requests that the minutes state that Madam Commissioner DuCharme opposes this nomination because she believes that Ms. Tapia was involved in prohibited political activity, Ms. Tapia did not fulfill the requirements for the application for this position and that she does not see that Ms. Tapia will provide oversight based on her presentation. These comments will be added to the June 10, 2015 minutes. No further discussion. The Commissioners vote; all in favor. **MOTION CARRIED.**

Approval of the Meeting Agenda:

Chairman Candelaria asks for a motion to approve today's Meeting Agenda. **ACTION TAKEN:** Madam Commissioner DuCharme makes a motion to approve

today's Commission Meeting Agenda. Commissioner Frost seconds the motion. No further discussion. The Commissioners vote; all in favor. **MOTION CARRIED.**

Approval of the Consent Agenda:

Chairman Candelaria asks for a motion to approve the Consent Agenda. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the Consent Agenda. Madam Commissioner DuCharme seconds the motion. Madam Commissioner DuCharme asks about an item on invoice #6761515 in the amount of \$1043.42 from CenturyLink for description – N-505-384-0014 786M; she asks if this payment is for a telephone service. Ms. Ansley replies yes and explains that this is for a T-1 line for the voiceover IP phone system; we pay it every month. No further discussion. The Commissioners vote; all in favor. **MOTION CARRIED.**

Action Items

Items to Be Considered and Acted Upon

***Department Requests/Reports:**

1. Updates:

Ronnie Reynolds, representing the EMWT Water Association, speaks. Last night, they conducted their Water Association meeting. At the meeting Mr. Reynolds was asked come to today's Commission meeting and request to be placed on a later agenda. EMWT would like to make a brief presentation and present a letter to the Commission asking for financial support of their Association. Mr. Reynolds is instructed to fill out the agenda request form from the County Manager's office.

Commissioner Frost speaks. Recently, Commissioner Frost went to the DWI Memorial in Moriarty for an event they were holding. The event was well planned and well attended.

Madam Commissioner DuCharme speaks. She states that she recently attended the NMAC conference. During a meeting that was held for County Commissioners, she learned that she and her fellow Commissioners are supposed to be inspecting the County's jails at least twice a year. She asks Ms. Ansley to address this when she presents her Managers Update. She also suggests that maybe this topic should be an agenda item for a future Commission meeting. Madam Commissioner DuCharme now states that she attended the auction last Saturday where some County Vehicles were auctioned off. The auction was very well attended and very well run, however she wanted all the County vehicles to be auctioned in the morning; citizens had to wait all day in the sun for our vehicles that were not auctioned until 8:00 in the evening. Madam Commissioner DuCharme also wants to discuss the possibility of holding an appreciation banquet of some kind for the volunteer Fire Fighters.

Chairman Candelaria speaks. He states that he was also at the same meeting as Madam Commissioner DuCharme where jail inspections, costs of jail operations, etc. were discussed. Chairman Candelaria now commends the Road Department. They competed in the Equipment Rodeo at the NMAC and did very well and received a check for \$4,000.00. Great Job Road Department! They work very hard and do an excellent job.

2. Request Renewal of Motorola Radio Services Agreement – Ben Daugherty, Dispatch Supervisor Mr. Daugherty speaks. He is presenting the new contract/service agreement for FY2015/2016 with Motorola Solutions to do maintenance on their radios. It is the same contract as last year with a slight price increase. All documentation hereto attached. **ACTION TAKEN:** Madam Commissioner DuCharme makes a motion to approve the Renewal of the Motorola Radio Services Agreement. Commissioner Frost seconds the motion. Madam Commissioner DuCharme asks if Dispatch is pleased with the service it receives from Motorola. Mr. Daugherty states yes. No further discussion. All in favor, none opposed. **MOTION CARRIED.**

3. Request Payment of Invoice for Purchase Made Prior to Issuance of Purchase Order- Heath White, Sheriff Undersheriff Rivera speaks. The purchase order was done on Friday, but no one was here. The purchases were made for supplies that were needed to make targets for firearms qualifications. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a

motion to approve payment of the Invoice for the Purchase made prior to the Issuance of a purchase order. Chairman Candelaria seconds the motion. Madam Commissioner DuCharme asks Mr. Wallin if the Commission can approve this. Mr. Wallin replies that yes the Commission can approve this payment. Coming before the Commission for approval is the procedure when a Department does not follow the correct purchasing process. Chairman Candelaria states that we need to insure that we use the proper procedures. No further discussion. All in favor, none opposed. **MOTION CARRIED.**

4. Resolution 2015-026 Line Item Transfers – Tracy Sedillo, Comptroller Ms. Sedillo speaks. This resolution is for a line item transfer in the current year’s budget. This should be the last transfer of this budget cycle. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to approve Resolution 2015-026 Line Item Transfers. Madam Commissioner DuCharme seconds the motion. No further discussion. All in favor, none opposed. **MOTION CARRIED.**

5. Resolution 2015-027 Cash Transfers & Line Item Transfers between Funds- Tracy Sedillo, Comptroller Ms. Sedillo speaks. This resolution goes hand in hand with Resolution 2015-028. This is a transfer from the 411 Fund (Fire Excise Tax) to the new Fund 831 which is the EMW-2013-EP Grant that we were awarded to purchase safety equipment. This is part of the cash match that is coming from the County. All documentation hereto attached. **ACTION TAKEN:** Madam Commissioner DuCharme makes a motion to approve Resolution 2015-027 Cash Transfers and Line Item Transfers. Commissioner Frost seconds the motion. No further discussion. All in favor, none opposed. **MOTION CARRIED.**

6. Resolution 2015-028 Budget Increase – Tracy Sedillo, Comptroller Ms. Sedillo speaks. This budget increase covers two grants and part of the Debt Service Fund. The total amount of the budget increase is \$162,929.00. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to approve Resolution 2015-028 Budget Increase. Madam Commissioner DuCharme seconds the motion. No further discussion. All in favor, none opposed. **MOTION CARRIED.**

7. Request Approval for FY13 Special EMPG Grant Memorandum of Understanding _ Javier Sanchez, Emergency Manager Mr. Sanchez speaks. Previously, Mr. Sanchez came before the Commission to seek approval of a Sub-Grant agreement for the FY13 Special EMPG. Today he is asking the Commission to approve the MOU that will insure that the County will get reimbursed. It is an agreement between the County and the other participating jurisdictions. All the other jurisdictions have approved and signed it already. All documentation hereto attached. **ACTION TAKEN:** Madam Commissioner DuCharme makes a motion to approve the MOU between the City of Moriarty, the Town of Estancia, the Village of Encino, the town of Mountainair and Torrance County. Commissioner Frost seconds the motion. No further discussion. All in favor, none opposed. **MOTION CARRIED.**

8. Request Approval of Community Wildfire Prevention Plan Revision Grant – Javier Sanchez, Emergency Manager Mr. Sanchez speaks. This plan is currently in existence; it was originally done in 2008. The Department of Homeland Security (DHS) recommends that these plans be updated/revised every four years. We need to revise this plan so we can have DHS consider it active and we can continue to get the most funds possible from our yearly allocation of DHS EM funds. This plan will probably take a year to revise. The plan outlines fire hazards and also prescribes corrective actions. It is a very useful tool. Recently, the Claunch Pinto Soil and Water Conservation District approached Mr. Sanchez to submit an application to the NMAC in order to acquire the funding needed to carry out the revision of the plan. Mr. Sanchez submitted the application and was approved for funding. Today he is asking the Commission to approve the Sub Grant Agreement. The next step is for Mr. Wallin to perhaps draw up another MOU so that the County can work with Claunch Pinto to get the plan revised. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the Community Wildfire Prevention Plan Revision Grant. Chairman Candelaria seconds the motion. Madam Commissioner DuCharme asks about the match from the County. Mr. Sanchez clarifies that it is 10 % in kind and his time will more than compensate for this. No further discussion. All in favor, none opposed. **MOTION CARRIED.**

Madam Commissioner DuCharme asks Mr. Sanchez to speak a little bit about NIMS (National Incident Management System) training. Mr. Sanchez states that there are NIMS courses available; he has a course list for any elected officials or employees that are interested.

**Commission Matters:*

9. Memorandum of Understanding between Torrance County and the Village of Willard for the Operation of the Willard Fire Department - Ms. Ansley speaks. This item is not ready to be presented. The Village of Willard had some objections to the current MOU. The Village of Willard does not want to donate the property to the County, they want to do a 100 year lease. Willard also wants to indicate on the agreement that the County is responsible for paying the utilities as long as they are operating the Fire Department there. The finished document should be ready for consideration by the Commission at the next regular meeting. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to table this item. Madam Commissioner DuCharme seconds the motion. No further discussion. All in favor, none opposed. **ITEM TABLED**

10. Interview and Appoint Fair Board Vacancies Ms. Ansley speaks. The County advertised for these Fair Board vacancies in two newspapers. We received one letter of interest for this board from Mr. Albert Chavez. Mr. Chavez is not in attendance at today's meeting, but Chairman Candelaria states that we have advertised and received no other letters of interest, and the Fair Board needs to get to work so he recommends appointing Mr. Chavez today. All documentation hereto attached. **ACTION TAKEN:** Chairman Candelaria makes a motion to appoint Mr. Albert Chavez to the Fair Board. Madam Commissioner DuCharme seconds the motion. No further discussion. The Commissioners vote. All in favor none opposed. **MOTION CARRIED.**

11. FY2016 Contract Amendment between Torrance County and Kathy Swope, Tri- County Juvenile Justice Board Continuum Coordinator Ms. Swope speaks. Before the Commission is the County contract for Ms. Swope's services as the Tri-County Juvenile Justice Board Continuum Coordinator. Ms. Ansley clarifies that this contract was approved last year. As it is a multi-term contract, the Commission needs to approve an extension of the contract for this year. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the FY2016 Contract Amendment between Torrance County and Kathy Swope, Tri-County Juvenile Justice Board Continuum Coordinator. Madam Commissioner DuCharme seconds the motion. Madam Commissioner DuCharme asks about an item on page 7 of the contract which states:

6. Applicants must meet the following requirements:

h. Torrance County requirements for insurance and bonding.

Madam Commissioner DuCharme asks if Ms. Swope is insured and bonded. Ms. Swope states that she is not insured or bonded, but her understanding was that she did not need to be. Mr. Wallin states that he has no opinion on this and will look into it. No further discussion. The Commissioners vote. Two in favor, Madam Commissioner DuCharme is opposed. **MOTION CARRIED.**

Madam Commissioner DuCharme states that she does not think the Commission is ready to vote on item #11.

12. FY2016 Contract Amendment between Torrance County and Martha Stacy, Tri- County Juvenile Justice Board RAC Coordinator Ms. Swope speaks. Before the Commission is the County contract for Ms. Stacy's services as the Tri-County Juvenile Justice Board RAC Coordinator. As with Ms. Swope's contract, the County needs to approve the extension of her contract for this year. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to approve FY2016 Contract Amendment between Torrance County and Martha Stacey, Tri-County Juvenile Justice Board RAC Coordinator. Chairman Candelaria seconds the motion. Madam Commissioner DuCharme asks the same insurance and bonding question about Ms. Stacy. Ms. Swope comments that Ms. Stacy is insured and bonded. No further discussion. The Commissioners vote. All in favor none opposed. **MOTION CARRIED.**

13. FY2016 Contract between Torrance County and Boy Scouts of America, ScOutreach Ms. Swope speaks. This contract is between Torrance County and the Boy Scouts of America for the ScOutreach Program. Last year, ScOutreach was only funded for half a year. This year ScOutreach will be funded for the whole year and will include youth from Mountainair. The ScOutreach is a very successful program and is continuing to grow. All documentation hereto attached. **ACTION TAKEN:** Madam Commissioner DuCharme makes a motion to approve this contract. Commissioner Frost seconds the motion. Madam Commissioner DuCharme questions the verbiage on page 1 which states in part:

The total amount payable to the Contractor under this agreement, including any amendments thereto and including expenses and New Mexico gross receipts tax, shall not exceed thirty two thousand, nine hundred ninety three dollars

(\$32,993.00) or the maximum allowable funding provided for by the grant, whichever is lesser, in any three (3) month period.

\$32,993.00 is the annual budget. After some discussion all agree that this verbiage is vague and confusing. The Commission decides to table this item to allow Mr. Wallin time to research it. Commissioner Frost withdraws his second. Madam Commissioner DuCharme withdraws her motion. Commissioner Frost makes a motion to table this item. Madam Commissioner DuCharme seconds the motion. The Commissioners vote. All in favor none opposed. **ITEM TABLED.**

14. Current Need for Additional Sheriff's Deputies and Vehicles Madam Commissioner DuCharme requested this item be put on the agenda. Undersheriff Rivera speaks. Madam Commissioner DuCharme discussed all this with Sheriff White so he does not know exactly what was said. Madam Commissioner DuCharme states that Sheriff White told her that at the bare minimum, he needs 3 more deputies. Undersheriff Rivera states that he believes they need 5 more. The current deputies are spread very thin; most are very tired and burned out. The department currently has 10 certified deputies. Many of the vehicles are also wearing out and have well over 200,000 miles on them. Ms. Ansley comments that it has always been the plan to add deputies as they can be afforded. Vehicles are also purchased when they can be afforded. All are in agreement that the department needs more deputies. Madam Commissioner DuCharme wants all to keep this as a priority going forward. **NO ACTION, DISCUSSION ONLY**

15. Governor's Letter on the July 4th, 2015 Use of Fireworks Madam Commissioner DuCharme requested that this item be put on the agenda. She received a letter from the Governor and she believes that every elected official received this kind of letter also. The letter was written on June 5th. She reads the following letter into the record:



State of New Mexico

Susana Martinez
Governor

June 5, 2015

Dear Local Leader,

Although we have been experiencing a reduced risk of wildfire for this time of year, the possibility of high winds, dry conditions, and warm temperatures could lead to increased wildfire danger in some areas of our state.

Therefore, I am urging municipalities and counties to hold meetings throughout the next week to discuss whether or not a local ban on the use of fireworks is needed in your area during the Independence Day holiday.

The Fireworks Licensing and Safety Act provides local jurisdictions with the ability to impose restrictions on the use of fireworks, and ban certain types of fireworks during times of extreme and severe drought. NMSA 1978, §60-2C-1 *et seq.* In order to do so, the law specifies that the local authority must hold a public hearing and issue a proclamation to ban the use of fireworks 20 days prior to a holiday for which fireworks may be sold. NMSA 1978, §60-2C-8.1. With Independence Day less than 30 days away, the time is now for this important discussion.

Having witnessed hundreds of homes and countless thousands of acres destroyed by wildfires in New Mexico, I urge you to please hold this emergency meeting no later than Friday, June 13th, and take appropriate action, given the drought conditions and fire danger that may be present in and around your community. As state leaders, we must do everything within our power to keep New Mexicans, and their families and homes, safe.

Thank you for your service on behalf of New Mexico. Your timely attention to this matter is sincerely appreciated. I know we can work together to reduce human caused

fires during times of increased fire danger, while celebrating the holiday festivities responsibly.

Sincerely,



Susana Martinez
Governor

Madam Commissioner DuCharme now states to Mr. Wallin that that Governor urged the Commission to have an emergency meeting to discuss this matter. We cannot have an emergency meeting without an actual emergency. Now we do not have 20 days to ban fireworks. This is an opportunity for the Commission to discuss how to celebrate this holiday safely.

Chairman Candelaria states that the only way we can celebrate this holiday safely is for our residents to act responsibly. Even with a ban, there is no way to completely police the County for improper use of fireworks. Right now, we are blessed to have this much rain, but responsible people are what will help our County.

District Fire Chief Milton comments that he agrees with Chairman Candelaria. It's ultimately up to the citizens of our County to celebrate safely. This year is the greenest it has been in a long time and our State Fire Marshall has already declared no ban. It should be fine for us. Chief Milton has already been strategizing on how to handle his area. He does not see a need for a ban or restrictions at this time.

District Fire Chief Perea also comments that he also agrees with Chairman Candelaria. This year we have been blessed with rain. Maybe this is a chance to let the people enjoy the 4th of July for a change. **NO ACTION, DISCUSSION ONLY**

16. Demolition of Existing Pig Barn and the Necessity of Tents with Lights for Upcoming Fair- Fair Board Member Mr. Johnny Perea from the Fair Board speaks. First, he thanks the Commission for their assistance with the demolition of the Pig Barn as it was an extreme hazard. As a result, there will be an additional expense for the extra tents that will now be needed. They have received some quotes for the cost of the tents. The Fair Board is going to do their best to stay within their budget. In terms of planning for the future, the Fair Board will continue to ask the County for assistance. At some point in the future they are going to want to replace the pig barn. The Fair Grounds are located on town property, so the town of Estancia has to be the requesting agency and the recipient of any governmental funding that can be acquired. The Fair Board and the County can work together to look at options. One suggestion is to move the Fair Grounds to county property and build a multi-use facility that could be used not only for the Fair, but for other County purposes. Maintenance and upkeep of the current location is getting more and more expensive.

Chairman Candelaria asks about the buckles for the Fair. Mr. Perea answers that people who have donated to purchase buckles in the past will be receiving letters very soon asking them if they would like to donate again. Anyone else interested in donating or volunteering to help with the Fair are asked to contact the Fair Board Secretary Chelsea Riley. This year the Fair Rodeo will be held on August 8th and the Fair will run from August 11-15. Our County Fair is always a wonderful event and all are encouraged to attend. **NO ACTION, DISCUSSION ONLY**

17. Memorandum of Understanding between Torrance County and the City of Moriarty for the Use of the Electronic Eye to be used at the Old Timer's Day Rodeo and the Torrance County Fair Rodeo- Fair Board Member Mr. Wallin speaks. Basically the City of Moriarty will provide the electronic eye and the County agrees to provide the operator for it and to return it. All documentation hereto attached. **ACTION TAKEN.** Commissioner Frost makes a motion to approve the MOU between Torrance County and the City of Moriarty for the Use of the Electric Eye to be used at the Old Timer's Day Rodeo and the Torrance County Fair Rodeo. Madam Commissioner DuCharme seconds the motion. No further discussion. The Commissioners vote. All in favor, none opposed. **MOTION CARRIED.**

18. Update

Ms. Ansley has no written update today. She comments about the jail inspections. She has spoken with Mr. Wallin, Mr. Huss, and Sheriff White about this. Sheriff White told her that he has been conducting the inspections. However the Commission really needs to be doing this. Ms. Ansley has already started communications with CCA to see about getting this set up. Mr. Wallin comments that they brought this to the Commission's attention about two years ago and at that time the Sheriff communicated that he was handling this. They took the position that the Commission could delegate this responsibility to the Sheriff. However, because of recent jail litigation, the AOC wants to make sure that the Commission is going by the book so now Mr. Wallin recommends that the Commission schedule, semi-annually, an inspection. These inspections will need to be published as there will be a quorum of the Commission during the inspections. In answer to Madam Commissioner DuCharme's question about having an appreciation banquet for the volunteer Fire Fighters, Ms. Ansley comments that in the past the County has not been allowed to do anything like this because of anti-donation issues. However, the volunteers are considered County employees to the extent that they can receive funding from the State to fight fires, so this needs to be looked into. A few years ago, the County did hold a barbeque for the Fire Fighters but we paid for it ourselves and did not use County funds. Madam Commissioner DuCharme asks about why the 12 seat bus that was included in the County disposition was not at the auction. Ms. Ansley states that she will ask Ms. Master about this. The results from the auction will not be available for a few weeks. Lastly, Ms. Ansley comments about Madam Commissioner DuCharme's statement about the County vehicles not being auctioned until late in the evening. Ms. Ansley states that we cannot ask the auctioneer to make the County vehicles a priority in his auction. We, the County, can run auctions ourselves but they are very expensive. If we only have a few items, it is much easier and much less expensive for us to include our items in another public auction.

Public Requests: At the Discretion of the Commission Chair. For Information Only (**No Action Can Be Taken**). Comments are limited to five (5) minutes per person on any subject.

Michael Godey, resident, speaks. He thanks the Fair Board for all their hard work and to all who contribute their efforts and dollars to help make the Fair a success. With respect to the suggestion of moving the Fair Grounds, he would like to see it stay in the Estancia area so it can remain centrally located.

Edwina Hewett, resident, speaks. She travels Riley Road frequently and lately the weeds have grown very tall. Last year signs were put up there showing the weight load limits for the road. With the gravel pit out there, there are now heavy trucks traveling up and down that road; the weight load limits can be enforced and these drivers can be fined. The sides of the road are getting eaten away. When will this area be mowed?

EXECUTIVE SESSION

As Per Motion and Roll Call Vote, Pursuant to New Mexico State Statute 10-15-1, the Following Matters Will Be Discussed in Closed Session:

Threatened & Pending Litigation 10-15-1 (h)(7):

- a. Proposed appeal related to Loma Parda Subdivision

ACTION TAKEN: Commissioner Frost makes a motion to go into Executive Session. Madam Commissioner DuCharme seconds the motion. Roll Call Vote: District 1 Yes, District 2 Yes, District 3 Yes. **MOTION CARRIED.**

Executive session starts at 10:55 am.

***Reconvene from Executive Session**

ACTION TAKEN: Madam Commissioner DuCharme makes a motion to reconvene from Executive Session. Commissioner Frost seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

Regular Session reconvenes at 11:17 am.

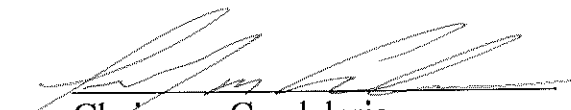
Chairman Candelaria states that during Executive Session only the items listed above were discussed and no action was taken.

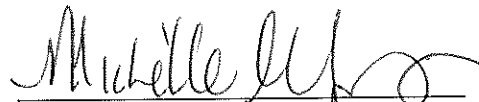
ACTION TAKEN: Commissioner Frost makes a motion to allow the appeal proceedings related to the Loma Parda Subdivision to move forward despite the

limit on the time issue. Madam Commissioner DuCharme seconds the motion. No further discussion. The Commissioners vote; All in favor, none opposed.
MOTION CARRIED.

***Adjourn**

ACTION TAKEN: Madam Commissioner DuCharme makes a motion to adjourn the June 24, 2015 Commission Meeting. Commissioner Frost seconds the motion. No further discussion. The Commissioners vote. All in favor none opposed.
MOTION CARRIED. Meeting adjourned at 11:19 am


Chairman Candelaria


Michelle Jones, Clerical

7/8/15
Date

The video of this meeting can be viewed in its entirety on the Torrance County NM Website. Audio discs of this meeting can be purchased in the Torrance County Clerk's Office and the audio of this meeting will be aired on our local radio station KXNM.

Final Copy
Torrance County Board of Commissioners
Special Commission Meeting
June 25, 2015

Commissioners Present: **LeRoy Candelaria -Chair**
 Julia DuCharme-Member

Others Present: **Joy Ansley-County Manager**
 Annette Ortiz- Deputy County Manager
 Michelle Jones -Clerical

Call Meeting to Order:

Chairman Candelaria calls the meeting to order at 3:02 pm; he welcomes all those present to the meeting, leads us in the pledge and the prayer.

Approval of the Meeting Agenda:

Chairman Candelaria asks for a motion to approve today's Meeting Agenda.
ACTION TAKEN: Madam Commissioner DuCharme makes a motion to approve today's Commission Meeting Agenda. Chairman Candelaria seconds the motion. No further discussion. The Commissioners vote; all in favor. **MOTION CARRIED.**

Action Items

1. FY2015 Audit Entrance Conference- REDW, LLC

Ms. Ansley speaks. This is our FY2015 Audit Entrance Conference. The Commissioners wanted to be in attendance, thus we have a quorum. This Special meeting was advertised in accordance with the requirements for a possible quorum. Mr. Sourisseau from the State Auditor's office is in attendance at today's meeting as well. Ms. Ansley introduces Mr. Christopher Schmitz and Mr. Josh Trujillo from REDW, LLC.

They present and review the following outline for the Commission and all in attendance:

TORRANCE COUNTY
AUDIT ENTRANCE CONFERENCE FOR FY 2015 AUDIT
JUNE 25, 2015

- **Engagement Team**
 - Principal – Josh Trujillo
 - Manager – Christopher Schmitz
 - Supervisor – Victoria Gorman
 - Staff – Veronica Carrillo and Shaynae Vasquez
 - Specialist – Anne Layne
- **Scope of the Audit**
 - Financial statements for year ending June 30, 2015
 - Single audit compliance testing of major federal programs
 - NM OSA Special Audit
- **Management Responsibilities**
 - Management is responsible for preparing, with the oversight of those charged with governance, the financial statements and disclosures in conformity with accounting principles generally accepted in the United States of America (GAAP) as of June 30, 2015. Management’s responsibilities also include the following:
 - Establish and maintain effective internal control over financial reporting and proper accounting records.
 - Identify and ensure compliance with relevant laws and regulations.
 - Safeguard the County’s assets.
 - Select appropriate accounting principles.
 - Use reasonable judgments and accounting estimates.
 - Make all financial records and related information available to REDW.
 - Record material audit adjustments and affirm to REDW that the impact of uncorrected misstatements is immaterial to the financial statements taken as a whole.
 - Provide REDW with a letter confirming representations made during the audit.
- **Auditor Responsibilities**
 - Plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement.
 - Obtain a sufficient understanding of the County’s internal control to plan the audit of the financial statements. However, such understanding is required for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.
 - Examine, on a test basis, evidence about the County’s compliance with the types of compliance requirements described in the U.S. Office of Management and Budget (OMB) Circular A-133 Compliance Supplement applicable to each of its

major federal programs for the purpose of expressing an opinion on the County's compliance with those requirements.

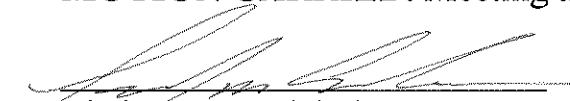
- Inquire of those charged with governance about risks of material misstatement, including fraud risks, and whether those charged with governance are aware of other matters that may be relevant to the audit such as violations or possible violations of laws or regulations and complaints or concerns raised regarding accounting or auditing matters.
- Communicate with management and those charged with governance regarding significant deficiencies and material weaknesses identified during our audit and other timely observations that are significant and relevant to the financial reporting process.
- Maintain our independence with respect to the County.
- Ensure that those charged with governance are kept appropriately informed in a timely manner of the County's financial reporting matters; comply with professional standards as to communications with those charged with governance.
- **Proposed Timing of the Audit**
 - Planning – Weeks of July 20 and August 10
 - Single Audit – Weeks of July 20 and August 10
 - NM OSA Special audit procedures – Weeks of August 10 and September 21
 - Fieldwork – Weeks of September 21 and September 28
 - Reporting and Wrap-up – Week of October 12
 - Exit conference – Week of October 26
- **PBC List**
- **Question(s) and Answer(s)**

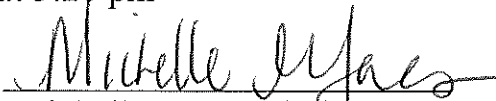
The Commission has no questions at this time and thanks Mr. Trujillo and Mr. Schmitz for today's presentation and for working with our County.

***Adjourn**

ACTION TAKEN: Madam Commissioner DuCharme makes a motion to adjourn the June 25, 2015 Commission Meeting. Chairman Candelaria seconds the motion. No further discussion. The Commissioners vote. All in favor none opposed.

MOTION CARRIED. Meeting adjourned at 3:20 pm


Chairman Candelaria


Michelle Jones, Clerical

7/8/15
Date

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