

Final Copy
Torrance County Board of Commissioners
Commission Meeting
May 25, 2016

Commissioners Present: **LeRoy Candelaria- Chair**
 James Frost-Member, Vice-Chair
 Julia DuCharme-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 May 25, 2016 meeting to order at 9:00 am. He welcomes all those present to the meeting and leads us in the pledge. Ms. Nicole Maxwell from the Mountain View Telegraph gives the invocation.

Approval of the Meeting Minutes:

Chairman Candelaria asks for a motion to approve the May 11, 2016 Regular Meeting Minutes. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the minutes for the May 11, 2016 Regular Commission Meeting. Madam Commissioner DuCharme seconds the motion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED.**

Approval of the Meeting Agenda:

Chairman Candelaria asks for a motion to approve today's agenda. **ACTION TAKEN:** Madam Commissioner DuCharme makes a motion to approve today's Commission Meeting Agenda. Commissioner Frost seconds the motion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED.**

Approval of the Consent Agenda:

ACTION TAKEN: Commissioner Frost makes a motion to approve today's Consent Agenda. Madam Commissioner DuCharme seconds the motion. Madam Commissioner DuCharme asks about invoice #475161 to G&K Services in the amount of \$1,367.12. She asks what kind of company services this company provides. Ms. Ansley replies that they provide the mats that are in the hallways of the Administrative Offices building, mop heads, and paper products for this building, Dispatch, and the Judicial Complex. Madam Commissioner DuCharme asks if we have a contract with this company. Ms. Ansley replies that we do; we pay them every month. No further discussion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED.**

There are no indigent claims today.

Action Items

Items to Be Considered and Acted Upon

Department Requests/Reports:

1. Updates

Betty Cabber, Assessor, speaks. The tax assessment protest period is over and her office is preparing for certification of the tax roll which will be done by June 15th. The formal protest board will convene in September. Ms. Cabber is also the Torrance County Representative on the Board of Directors for the NM Association of Counties. She states that during this election period there has been a lot of talk about the need for economic growth in our State and our County. There will be an Economic Development Forum during the Association of Counties Affiliate meetings to discuss the issues surrounding economic development in our State.

Janice Barela, Treasurer, speaks. A representative from the State, Mr. Jacob Portillo, has been here working on the delinquent properties that will be going up for auction, including red-tagging the properties. The auction is set for Wednesday, July 6th at 10:00 am. It will be held at the East Torrance Soil and Water Conservation Educational building which is located by the Torrance County Fair

Grounds and the Estancia Head Start Building. The list of properties up for auction will be published for three weeks in the local newspaper and should be available on the NM Tax and Rev website. A copy will also be available in the County Treasurer's Office.

As of April 30th, the County is 68.79% collected for 2015 and 93% collected for the last 10 years. The delinquent file has been created and sent off to the printers. Last year we had 8,885 accounts that were delinquent; this year we have 8,765 accounts; a decrease of 120.

Ms. Barela will be setting up a meeting with the Board of Finance for some time in June.

Madam Commissioner DuCharme asks if people interested in buying delinquent properties will be able to check and see if those properties have liens on them. Ms. Barela replies yes, they can check in the County Clerk's office.

Commissioner Frost has no update today.

Madam Commissioner DuCharme speaks. She states that people who live on and off of Appaloosa road in the Sweetwater Hills area are unhappy. Several people from that area complained a month ago that this road had potholes and it is a safety issue. She states that she was promised that work would be done on this road some time ago and it has not been done. She asks for an explanation why the work wasn't done and when it will be done. Ms. Trisha Chavez, Road Department Administrator, answers that the work on Appaloosa Road will be done in July or August when the Road department receives their funding from the State; they are pothole patching right now and will get to it when they can. Madam Commissioner DuCharme states that she is not satisfied with this answer and the Mr. Lujan, Road Foreman, promised her that work would be done on this road. Ms. Ansley states that she does not remember Mr. Lujan making any promises about this road; the road that Madam Commissioner DuCharme lives on. Madam Commissioner DuCharme comments that she does live on this road, but many other people live on this road also. Mr. Lujan is out sick and is unavailable to comment on this. Madam Commissioner DuCharme also asks about Heritage road and Pumpkin Patch road. Ms. Ansley comments that Pumpkin Patch road has recently been chip sealed. Ms. Chavez comments that she believes that Heritage road was worked on, but she will have to check. Ms. Ansley states that she will call Mr. Lujan and ask him about Appaloosa road.

Chairman Candelaria speaks. He states that people need to remember that it snowed recently and the Road department is working on covering the ruts that were created, etc. He receives many complaints about roads also and he tells his constituents to be patient.

He also comments that he attended a gathering at the equestrian complex on Hwy 337. They were holding a therapy session for children with disabilities. The therapy included having the children touch and interact with the horses and also ride them. Chairman Candelaria states that he watched the children leave their wheelchairs and go into the arena and begin to interact with the horses and he saw the glow in their eyes, the interaction was spiritual and beautiful. He praises all the workers there for their patience and their talent to make a better world for these kids. All are encouraged to visit the complex.

He now speaks a bit about small businesses. He was recently in Duran for their clean-up day; they are preparing for their 100th Anniversary fiesta. He dropped by the Encino Firehouse-Mercantile and Deli; it was encouraging to see a business start up there in that little community. If you are driving through there, make it a point to be a little hungry and stop and give them some business!

2. REDW Audit Services Contract Renewal- Leslie Olivas, Purchasing Director Ms. Olivas speaks. She asks that this item be tabled; they are still waiting on the revisions and approvals from the State Auditor's Office for this contract amendment. **ACTION TAKEN:** Madam Commissioner DuCharme makes a motion to table this item. Commissioner Frost seconds the motion. Madam Commissioner DuCharme asks if we received the audit from the last fiscal year. Ms. Olivas replies yes, Madam Commissioner DuCharme attended the exit conference. It is clarified for Madam Commissioner DuCharme that a copy of the Torrance County Audit Report ending June 30 2015 is available for viewing on the Torrance County website under the County Commission tab. No further discussion. The Commissioners vote: all in favor, none opposed. **ITEM TABLED**

11. Award RFP 2016-02 CAD System – Leslie Olivas, Purchasing Director Ms. Olivas speaks. This is the RFP for the CAD system for Dispatch and Municipality Law enforcement. She reads the following statement from the evaluation committee:

To whom it may concern,

Upon review of the three proposals obtained by Torrance County, the evaluation committee decided on eFORCE as the CAD/RMS software system.

The basis of selection was determined based on:

- 1) eFORCE was the only one that was browser based as was requested.
- 2) The timeline for implementation was the most ideal for our deadline.
- 3) All upgrades and license renewals as well as support fees are included in the annual maintenance cost. eFORCE typically releases a new version once a year which includes twenty to thirty enhancements.
- 4) In addition to the agencies being notified of any updates, the individual user will also be notified of any changes or modifications. This ensures that each user is able to use the program to its fullest potential as they will be aware of any and all updates.
- 5) Updates on the system can be scheduled to be implemented during the off peak hours so that there is minimal (if any) interruptions.
- 6) There was less hardware cost to the county; i.e., less servers to purchase.
- 7) eFORCE was highly recommended by their customers.

Although Caliber Public Safety was the lowest proposal, there were numerous components that we required in the RFP that Caliber states in their response "would require development". We foresee this causing a higher cost to the purchaser.

Motorola was the third vendor and we did not choose them because the pricing was not clear enough to make an adequate judgment. Also, the time line did not meet the needs of the County.

She states that the recommendation of the evaluation committee is to award this RFP to eFORCE. **ACTION TAKEN:** Commissioner Frost makes a motion to award RFP 2016-02 CAD System to eFORCE. Madam Commissioner DuCharme seconds the motion. Madam Commissioner DuCharme asks Ms. Olivas what CAD stands for. It stands for Computer Aided Dispatch. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED**

3. Request Out-of-State Travel & Actual Reimbursement to Ft. Collins Colorado for Ray Cullen & Jesse Lucero to attend New Software Upgrade Training- Betty Cabber, Assessor Ms. Annette Ortiz speaks. Ms. Cabber has informed the Manager's Office that they are no longer making this request as they will not be able to attend the training. All documentation hereto attached. **NO ACTION TAKEN.**

4. Request permission to Proceed with gathering Election Material and results for Canvassing at Special Meeting on June 13th, 2016 at 9:00 A.M.- Linda Jaramillo, Clerk Chairman Candelaria states that Ms. Jaramillo has requested that this item be tabled. All documentation hereto attached. ACTION TAKEN: Commissioner Frost makes a motion to table this item. Madam Commissioner DuCharme seconds the motion. No further discussion. The Commissioners vote; all in favor, none opposed. **ITEM TABLED**

5. Contract FY-2017-DWI-01 between Torrance County and Lucia Lucero for Teen Court / Prevention Services- Tracey Master, DWI Prevention Program Coordinator Ms. Master speaks. This is Contract FY-2017-DWI-01 between Torrance County and the Tri-County Juvenile Justice Board, which has appointed Lucia Lucero to serve as the Teen Court Coordinator / Prevention Specialist for FY2017 from July 1, 2016 to June 30, 2017. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to approve Contract FY-2017-DWI-01 between Torrance County and Lucia Lucero for Teen Court/Prevention Services. Madam Commissioner DuCharme seconds the motion. Madam Commissioner DuCharme asks if the amount of compensation on this contract is the same as it was last year. It is. Madam Commissioner DuCharme asks if this contract is being paid through a grant. It is. No further discussion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED**

6. Contract FY-2017-DWI-02 between Torrance County and John Steiner for Evaluation Services – Tracey Master, DWI Prevention Program Coordinator. Ms. Master speaks. This is Contract FY-2017-DWI-02 between Torrance County and John Steiner to provide evaluation services to evaluate the prevention component of the LDWI grant program. Mr. Wallin, County Attorney, states that he has reviewed this contract from a legal form standpoint. He states that there are several typos that need to be fixed; there are not substantive, but they are significant enough that we need to make sure that they get fixed. All documentation hereto attached. **ACTION TAKEN:** Chairman Candelaria makes a motion to approve Contract FY-2017-DWI-02 between Torrance County and John Steiner for Evaluation Services with corrections to all typo errors. Commissioner Frost seconds the motion. Madam Commissioner DuCharme asks Ms. Master to clarify the justification for this contract; why do we need this kind of service? In summary, Ms. Master states that there are 33 counties running 33 programs and the Legislature wants to see that the programs are working and the only way to do that

is to do an evaluation. The Commissioners vote; all in favor, none opposed.

MOTION CARRIED

7. Contract FY-2017-DWI-03 between Torrance County and Sharon “Trish” Daino for DWI Treatment- Tracey Master, DWI Prevention Program Coordinator

Ms. Master speaks. This is Contract FY-2017-DWI-03 between Torrance County and Sharon “Trish” Daino to provide services for individuals who have been convicted of DWI. All documentation hereto attached. **ACTION**

TAKEN: Commissioner Frost makes a motion to approve Contract FY-2017-DWI-03 between Torrance County and Sharon “Trish” Daino for DWI Treatment. Madam Commissioner DuCharme seconds the motion. No further discussion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED**

8. Contract FY-2017-DWI-04 between Torrance County and Torrance County Counseling for DWI Treatment- Tracey Master, DWI Prevention Program Coordinator

Ms. Master speaks. This is Contract FY-2017-DWI-04 between Torrance County and Torrance County Counseling to provide treatment for individuals convicted of DWI. All documentation hereto attached. **ACTION TAKEN:** Madam Commissioner DuCharme makes a motion to approve Contract FY-2017-DWI-04 between Torrance County and Torrance County Counseling for DWI Treatment. Commissioner Frost seconds the motion. No further discussion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED**

9. Keers Industries Special Waste Disposal, Renewal of Solid Waste Management permit- Steve Guetschow, Planning & Zoning Director

Mr. Guetschow speaks. Mr. Adrian Montano from Keers Industries is here to renew his permit for their special waste disposal facility- an asbestos landfill which is located south of Mountainair on Hwy 55. Mr. Montano addresses the Commission. He reiterates that he is here to seek renewal of their permit. He states that his company has a good rapport with the townspeople in the area and they provide many services to the community and they want to continue this relationship for many years to come. **ACTION TAKEN:** Commissioner Frost makes a motion to renew the Solid Waste Management permit with Keers Industries. Madam Commissioner DuCharme seconds the motion. Madam Commissioner DuCharme asks for a review of the pictures that are included in the packet for this item. Mr. Guetschow explains each of the pictures (which are included in the file for this meeting.) The pictures include overhead shots of the facility, as well as pictures of the signage

surrounding the facility. In summary, the facility safely disposes of asbestos. It is located on 200 acres and has been in operation for approximately 25 years. No further discussion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED**

10. Resolution 2016-19 Line Item Transfer(s) – Amanda Tenorio, Finance Director Ms. Tenorio speaks. She is requesting approval of Resolution 2016-19 Line Item transfers. These transfers are within the requesting departments budgeted funds for FY2015-16. All documentation hereto attached. **ACTION TAKEN:** Chairman Candelaria makes a motion to approve Resolution 2016-19 Line Item Transfers. Commissioner Frost seconds the motion. Madam Commissioner DuCharme asks about a transfer request of \$3,000.00 from Fire Admin. They are requesting to move \$3,000.00 from their Safety Equipment fund into their Office Supply fund. The written reason for the transfer states, 'FUNDS NEEDED TO PURCHASE COMPUTER & PRINTER FOR COMMAND POST'. Madam Commissioner asks if they already have a computer and printer. Ms. Ansley states that she assumes they do not have one in the Command Post, that's why they are purchasing one. Madam Commissioner DuCharme asks what a Command Post is and where it is located. Ms. Ansley replies that it is a mobile trailer that the Fire Department takes to incidences; it is housed at Dispatch. For example, if we had a fire, the department would take the mobile trailer to the site and set it up to perform IC, (incident command). The Commissioners vote; all in favor, none opposed. **MOTION CARRIED**

12. Update on Domestic Violence Grant Status – Michelle Castillo, TCPO Director Ms. Ansley speaks. Ms. Castillo was not able to attend today's meeting. Ms. Ansley explains that the County has a domestic violence grant; we run domestic violence services out of the Project Office. The domestic violence grant periods are four years. In March of this year, the domestic violence grant application was due to Santa Fe. The Project Office turned it in four minutes late and State Purchasing did not accept it. The total of the grant is \$97,000.00. Ms. Ansley states that we have reached out to State Purchasing, our local Legislators, etc. to try to determine whether or not we can appeal and have the grant accepted but have been unsuccessful. Senator Barela helped with CYFD; they have another funding source we can look into but it will only be about \$23,000.00. Ms. Ansley states that the Commission needs to have a conversation with Ms. Castillo to see what their plans are moving forward. She states that at this point we are scrambling to try to figure out how we are going to fund this program through the next fiscal

year. We currently have one full-time domestic violence advocate and two part-time advocates that run this program. We run victim and offender services for domestic violence situations. The Commission needs to determine whether or not this is a program that the Commission wants to continue to fund fully as we have in the past. This will be a serious discussion during the final budget approval process, as we know there is a need for these services. **NO ACTION, DISCUSSION ONLY**

**Commission Matters:*

13. Agreement for Inmate Confinement between the County of Santa Fe and Torrance County Ms. Ansley speaks. We approve this contract each year. We house our adult inmates at CCA. However, it is important for the County to have alternative methods of placing inmates in the event that it becomes necessary to do so. This is an agreement for inmate confinement between Santa Fe County and Torrance County. We don't use this contract very often, but we need to have it in place. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the agreement for Inmate Confinement between the County of Santa Fe and Torrance County. Madam Commissioner DuCharme seconds the motion. Madam Commissioner DuCharme points out that Santa Fe County charges almost double what CCA charges to house an inmate, \$95.00 per day. She asks why there is such a discrepancy and if Ms. Ansley tried to negotiate this amount. Ms. Ansley replies that this is the amount that Santa Fe County charges and it would be up to the Sheriff's Department to negotiate this fee and that our Sheriff's Department is comfortable with this amount. We have a long standing relationship with CCA and there are several factors and reasons why the amount they charge us is low; this is not the case with Santa Fe County. What Santa Fe County is charging us is probably comparable with what they charge all their other outside agencies. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED**

14. Agreement to Facilitate Video Arraignment Ms. Ansley speaks. This is an agreement between the Administrative Office of the Courts and Torrance County. It is oftentimes very convenient for us to have video arraignments; it cuts down on the costs of security and transportation of inmates from the CCA facility to the courts. The judges do allow video arraignments. We have done this for a long time but we now need an agreement to do so. All documentation hereto attached. **ACTION TAKEN:** Madam Commissioner DuCharme makes a motion to approve the Agreement to Facilitate Video Arraignment. Commissioner Frost seconds the

motion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED**

15. Resolution 2016-20 General Obligation Bond Election Mr. Daniel Alsup, bond Counsel with the Modrall Sperling Law Firm, speaks. Resolution 2016-20 is the resolution calling for a Special General Obligation Bond Election on August 16, 2016. It provides the bond questions, the precincts, and the polling places. It also provides that a notice of the election will be published in accordance with the applicable statutes. If the Commission is inclined to move forward with the election today, he will work with the County Clerk to do all the things that are necessary to hold the election, providing all the support that she needs. Assuming the election is successful, the County could then move forward with issuing the bonds. Bond issuance is a 45-60 day process. **ACTION TAKEN:** Commissioner Frost makes a motion to approve Resolution 2016-20 General Obligation Bond Election. Chairman Candelaria seconds the motion. Madam Commissioner DuCharme asks Mr. Alsup to review the questions with the Commission one by one. The bond questions are as follows:

- “Shall Torrance County issue up to \$1,400,000 of general obligation bonds, to be repaid from property taxes, for the purpose of constructing, equipping, erecting and acquiring emergency communication equipment and towers for County law enforcement, fire protection and emergency medical responders?”
- “Shall Torrance County issue up to \$700,000 of general obligation bonds, to be repaid from property taxes, for the purpose of constructing, repairing, and otherwise improving County Fairground buildings and facilities?”
- “Shall Torrance County issue up to \$1,000,000 of general obligation bonds, to be repaid from property taxes, for the purpose of constructing and repairing public roads and purchasing capital equipment for such projects?”
- “Shall Torrance County issue up to \$150,000 of general obligation bonds, to be repaid from property taxes, for the purpose of erecting, remodeling and making additions to necessary County Road Department offices?”

- “Shall Torrance County issue up to \$550,000 of general obligation bonds, to be repaid from property taxes, for the purpose of erecting, remodeling and making additions to necessary County buildings?”

There is brief discussion about the wording of some of the questions, but no changes are made. Madam Commissioner DuCharme asks about Section 6. of the resolution which reads:

Section 6. The Chairman of the Board, the County manager, and County Clerk of Torrance County, be, and they hereby are, authorized and directed to take all action necessary or appropriate to effectuate the provisions of this Resolution, including the giving of notice pursuant to Section 6-15-1, NMSA 1978, to the Local Government Division of the Department of Finance and Administration.

She asks what this section means. Mr. Alsup explains that the language in Section 6 is standard language in resolutions like this. It's a general grant of authority to take whatever actions are necessary to hold the bond election pursuant to this resolution. The specific reference to giving of notice to the local government division is written here because pursuant to Section 6-15-1 NMSA 1978, it is required that counties, and other entities, that issue general obligation bonds must give notice to DFA before any action is taken with respect to the bonds by the Commission. Madam Commissioner DuCharme asks if there is some language that specifies who will make the decisions about how the bond money will be spent. Mr. Alsup answers that the Commission, as the top County decision making authority, would determine how to spend the bond proceeds. Ms. Alsup explains the process in depth. Madam Commissioner DuCharme asks if the first sentence in this section can read the **Board of Commissioners** instead of the **Chairman of the Board**. Mr. Alsup replies that it can. Madam Commissioner DuCharme states that she is reluctant to give up her right. Mr. Alsup states that he does not think this section, as is, would limit her right in the future to determine how bond proceeds are spent or to vote on how proceeds are spent, but he does not see any problem with making this change. No further discussion. Chairman Candelaria calls for the vote. Madam Commission DuCharme asks if her requested change will be made to the resolution. Chairman Candelaria states it will not; it will stay as it. He states that he believes that it was explained that no one will lose any power and everything will be done through resolution and contracts, etc. The Commissioners vote; two in favor, Madam Commissioner DuCharme is opposed. **MOTION CARRIED**

16. FY2017 Agreement with CYFD for Juvenile Justice Funds Ms. Ansley speaks. This is the contract from CYFD to fund the Juvenile Justice Board. The contract amount is \$91,392.00. This is a program that we have been running for many years in the County. **ACTION TAKEN:** Commissioner Frost makes a motion to approve FY2017 Agreement with CYFD for Juvenile Justice Funds. Chairman Candelaria seconds the motion. Madam Commissioner DuCharme asks about the 40% match in the amount of \$36,557.00. She asks where this money will come from. Ms. Ansley clarifies that the match is in-kind. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED**

17. Professional Services Agreement between Torrance County and Burt & Co for Audit Correction Services Ms. Ansley speaks. She states that there are certain audit findings that the County receives that are repeat findings year after year. These findings have a lot to do with the financial transactions of the County. Ms. Ansley states that she reached out to an independent auditor and asked them if they could come out and help us make changes to fix those findings. They have agreed that it is something that can be done. Attached below is their written scope of work and cost:

SCOPE OF WORK

We will assist you with the following items related to your year end and other internal control procedures.

1. We will assist you in the conversion of your accounts from a cash/budgetary basis to an accrual basis as of June 30, 2016. This will include working with your personnel to ensure they have the appropriate supporting schedules to support all necessary accrual/deferral entries that will be made and training them to perform for future years. Also, we will ensure the correct posting of these entries to your financial accounting software. We will review the trial balance that is prepared for audit.
2. We will assist the County with the implementation of a capital asset system. This will include advice on how best to conduct the physical year-end inventory, review of this inventory after its initial completion for potential errors/omissions and recommendations on any further procedures that may need to be performed in relation to the physical inventory. We will review the listing and ensure all items have been appropriately transferred into the new software in place and help with a review of useful lives in conjunction with the County's policies. We will make sure the financial software accounts related to this have the appropriate balance to agree to the physical inventory and other records maintained by the County.
3. We will assist the Treasurer's office with reconciling and resolving issues related to their Agency Funds Accounting. We will help to establish policies and procedures related to these accounts. We will help to ensure all accounts reflect accurate balances as of year-end and review any adjustments that are made.
4. We will provide internal control recommendations and practices for the Treasurer's Office in relation to other matters regarding potential new payment methods, cash drawers.

COST

Our fees for the aforementioned work will be \$14,800 plus NM GRT of \$1,063.75 for a grand total of \$15,863.75 inclusive of travel time and related costs. Should our actual time and effort spent on the aforementioned items be less than the fees above, we will accordingly bill you only for the amount of time and expenses actually incurred. The fee estimate is based on anticipated cooperation from the parties involved and the availability of documentation to perform the procedures discussed. If unexpected difficulties are encountered and significant additional time would be necessary, we would discuss it with you and arrive at a new fee estimate before any additional costs are incurred.

Ms. Ansley explains that the scope of work was developed based on previous findings that we have been receiving in the audits. She states that our hope is that when these findings are corrected, we will be set up with a depreciation schedule and an accrued cash basis schedule that we can maintain ourselves. She asks for approval of this agreement. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the Professional Services Agreement between Torrance County and Burt & Co. for Audit Correction Services. Chairman Candelaria seconds the motion. Commissioner Frost asks if this scope of work is the kind of work that this company does on a regular basis for other entities. Ms. Ansley replies that they are independent auditors and accountants who can help us set up better practices so that the regular auditors can come in and have less findings. Ms. Ansley states that if we spend the funds to do this, it will correct three findings. Madam Commissioner DuCharme asks if they will provide us with any necessary software or if we will have to purchase it. Ms. Ansley replies that no software will be purchased; we will be using spreadsheets. Finance, Purchasing, and the Treasurer's staff will be trained on how to use the spreadsheets. This is intended to be a one-time expense. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED**

18. Presentation of 2016-2017 Interim Budget- Amanda Tenorio, Finance Director Ms. Tenorio speaks. She presents the Commission with the 2017 Interim Budget, (which is included in the file for this meeting). She states that the Interim Budget is the summary of estimated beginning cash balances, revenues, transfers, expenditures, and ending cash balances. This year's budget now includes the Willard Fire Department and the El Cabo Wind PILT.

Ms. Tenorio presents the 2016-2016 Interim Budget Recap. She points out that most of our grant funds have a zero beginning balance until we received their award letter. Our Fire Department will also start with a zero beginning balance until we receive the final revenue amount at the end of June. This FY16-17 Budget

will satisfy the local reserve requirements; the 3/12 General Fund reserve requirement and the 1/12 Road requirement by DFA, as shown on the recap.

Ms. Tenorio presents the Interim Budget Transfers page. It includes transfers from the General Fund and loan transfers from the Fire Pool and E-911.

Ms. Tenorio presents the Revenue Schedule. She informs the Commission that she will keep the numbers the same as last year until she receives final numbers at the end of June.

Ms. Tenorio presents the Expenditure Schedule. She states that she has entered the expenses and budget requests that the Department Heads have turned in to her. If she did not receive anything from a department, she entered their numbers from last year.

Ms. Tenorio presents the Salary Schedule. She informs the Commission that she entered current salaries; this does not include any future raises or probation ending raises. Vacant positions have an estimated dollar amount for health insurance. Any elected officials that have an upcoming term-ending are listed with split salaries.

Lastly, Ms. Tenorio presents the GO Bond Schedule and the Debt Schedule. She reminds the Commission that the County has one payment left on the current bond, which is due August 1, 2016. Loan #15- Dist. 6, Willard and loan #16- Dist. 3 Fire tanker, have been added to our 2017 Debt Schedule summary.

Ms. Tenorio states that the Final Budget submission is due to DFA by July 31. She plans to schedule a Final Budget Public Hearing sometime at the beginning of July.

Madam Commissioner DuCharme asks about the Recap. She remembers that the County had requested an ending balance of \$10,000 for each Fire Department to carry over into the next fiscal year. She asks why the recap shows their starting budgets as zero. Ms. Tenorio replies that it is easier to start with a zero balance because we don't have the final ending balances from FY16 yet.

Madam Commissioner DuCharme states that she spoke with Sheriff White and he told her he needs two more vehicles; she asks if this cost has been figured into their budget yet. Ms. Ansley replies that the Sheriff received two new vehicles and two deputies last fiscal year and she is unaware of this new request. Under-Sheriff Rivera comments that he is not aware of the new request. He reiterates that his office received two new vehicles and deputies in FY16. He will inquire.

Chairman Candelaria reminds all that this is the Interim Budget. Ms. Ansley states that capital outlay requests, new staff requests, and employee raises will be addressed during the Final Budget review. DFA will approve both the Interim and the Final Budget.

Madam Commissioner DuCharme states that as she looks at the Salary Schedule, she is seeing that some salaries have changed. Ms. Ansley explains that some salaries have adjusted in departments that have gone through a restructuring. Also, last year was a 27 pay period year, this year will return to 26 (which is the standard). Mr. Wallin adds that if, during a restructure, an employee's duties change the salary can change.

Madam Commissioner DuCharme states that she is not comfortable with this.

ACTION TAKEN: Chairman Candelaria makes a motion to approve the 2016-2017 Interim Budget. Commissioner Frost seconds the motion. The Commissioners vote; two in favor, Madam Commissioner DuCharme is opposed.
MOTION CARRIED

***County Manager Requests/Reports:**

19. Update

Ms. Ansley has no written update today. She reminds the Commission that the June 22, 2016 Regular Commission meeting has been changed to June 29, 2016.

Public Requests:

At the Discretion of the Commission Chair. For Information only (No Action Can be Taken). Comments are limited to three (3) minutes per person on any subject.

Michael Godey, resident, speaks. He thanks everyone who showed up and helped with the recent neighborhood watch clean-up in the Tajique/Torreon area. He thanks the Road Department for providing a truck and he thanks the Land Grant for contributing bags.

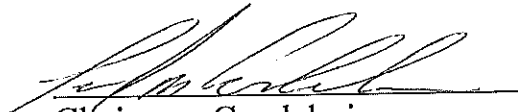
Hank Van Es, resident, speaks. He wished to address the investigation of the Cuervo Canyon West road. He states that at the last Commission meeting, the County Manager mentioned the term 'prescriptive easement'. Mr. Van Es states


that he looked into this and the term 'prescriptive easement' does not apply to the Cuervo Canyon West private property road because it dead ends on that property and does not go through to a neighboring piece of property that might be land locked where a prescriptive agreement would be either voluntary or court ordered. He states that in any event, a prescriptive easement has to be recorded in the County Clerk's Office and the Clerk has no record of it. Mr. Van Es states that he put in an IPRA request for this information to Ms. Ansley and she stated that it does not exist.

Lastly, Mr. Van Es states that, based on the information and discussion he heard from the Road Department earlier in this meeting, the general impression he got is that this department needs a complete overhaul; it is a mess. The reorg in the Road Department has failed and maybe a few people need to be fired.

**Adjourn*

ACTION TAKEN: Commissioner Frost makes a motion to adjourn the May 25, 2016 Commission Meeting. Madam Commissioner DuCharme seconds the motion. No further discussion. The Commissioners vote; all in favor, none opposed.
MOTION CARRIED. Meeting adjourned at 11:09 am.


Chairman Candelaria


Michelle Jones, Clerical

6/8/16
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.



Torrance County Commission

Regular Meeting to be Held at:
Administrative Offices of Torrance County
Commission Chambers
205 9th Street
Estancia, NM 87016

AGENDA

June 8th, 2016

9:00 A.M.

Please Silence All Electronic Devices

Call Meeting to Order
Pledge of Allegiance
Invocation

Approval of Minutes: May 25th, 2016 Regular Meeting

Approval of Meeting Agenda

Approval of Consent Agenda:

1. Approval of Warrants

2. Approval of Indigent Claims

ACTION ITEMS*:

ITEMS TO BE CONSIDERED AND ACTED UPON

*Department Requests/Reports:

1. Updates: a. Various County Departments b. Other Boards or Land Grants (upon request) c. Forest Service (upon request) d. Commission
2. REDW Audit Services Contract Renewal - Leslie Olivas, Purchasing Director
3. Request Permission to Proceed with Gathering Election Materials and Results for Canvassing at Special Meeting on June 13th, 2016 at 9:00 A.M. – Linda Jaramillo, Clerk
4. Resolution 2016-21 Cash Transfers / Fund Transfers Amendment – Amanda Tenorio, Finance Director
5. Resolution 2016-22 Line Item Transfers – Amanda Tenorio, Finance Director
6. Resolution 2016-23 Budget Increase – Amanda Tenorio, Finance Director
7. DWI Grant Agreement Project #17-D-J-G-31 – Tracey Master, DWI Prevention Coordinator

*Commission Matters:

8. Appointment of County Representative to the Estancia Basin Water Planning Committee
9. Appointment of County Representative to the Estancia Valley Solid Waste Authority Board
10. County Road Issues Discussion and Action – Martin Gutierrez, Resident
11. Contract between Torrance County and EForce for CAD, RMS and AVL
12. Conveyance of Property to NM Baptist Foundation
13. Discussion of Planning & Zoning Board Members

*County Manager Requests/Reports:

14. Update

Public Requests:

At the Discretion of the Commission Chair. For Information Only (No Action Can Be Taken). Comments are limited to three (3) minutes per person on any subject.

*Adjourn

REMINDER:

The regularly scheduled June 22nd Commission meeting has been moved to June 29th, 2016. Thank you.