

Final Copy
Torrance County Board of Commissioners
Commission Meeting
November 23, 2016

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

Others Present: **Annette Ortiz- Interim County Manager**
 Dennis Wallin- County Attorney
 Michelle Jones –Admin. Assist. III

Call Meeting to Order:

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

Approval of the Meeting Minutes:

Chairman Candelaria asks for a motion to approve the November 9, 2016 Regular Commission Meeting minutes. **ACTION TAKEN:** Madam Commissioner DuCharme makes a motion to approve the November 9, 2016 Regular Commission Meeting Minutes. Commissioner Frost seconds the motion. No further discussion. 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 Meeting Agenda. **ACTION TAKEN:** Commissioner Frost makes a motion to approve today's Commission Meeting Agenda. Madam Commissioner DuCharme seconds the motion. No further discussion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED.**

Approval of the Consent Agenda:

Chairman Candelaria asks for a motion to approve the Consent Agenda. **ACTION TAKEN:** Chairman Candelaria makes a motion to approve the Consent Agenda. Commissioner Frost seconds the motion. No further discussion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED.**

There are no Indigent Claims.

Action Items

Items to Be Considered and Acted Upon

***Department Requests/Reports:**

1. Updates

Leslie Olivas, Purchasing Director, speaks. Last Tuesday, Ms. Olivas attended a public hearing that was put on by the State Purchasing Division in regards to some proposed rule changes. She presents the Commission with a handout that includes a letter from Mr. Santiago Chavez, the Director of Finance and Administration, NMAC, to the State Purchasing Director, and a copy of the proposed rule changes, (both of which are included in the file for this meeting). Ms. Olivas states that all the CPOs in the State, the NMAC, the Municipal League, and any other governmental entity that was in attendance at the public hearing, was widely opposed to the proposed rule changes. In the opinion of many, there is a lot of overstep, by the State, of county rights. The State Cabinet Secretary will be making the final decision.

Steve Guetschow, Planning and Zoning Director, speaks. Last Thursday, the Estancia Basin Water Planning Committee presented the Estancia Basin Regional Water Plan to the Interstate Stream Commission. Mr. John L. Jones and Ms. Rhonda King addressed the ISC committee. They gave a presentation about the concerns and future of the Estancia Basin water resources addressed by the plan. The ISC committee approved the plan by a unanimous vote.

The Team 5 Committee will meet November 30th in Albuquerque to review the Cibola Collaborative draft Charter. Mr. Guetschow will pass on any Commission comment about this to the committee.

On November 8th, the US Forrest Service issued an updated road closure list for the Dog Head Fire burn area. The update states that, 'From now until December 31, 2016, or until rescinded, all National Forest System lands, roads, and trails within the boundaries described below will be closed to public access:

Forest Road (FR) 260, FR 261D2, FR 261D1A, FR 261D3, FR 261D1, FR 263, FR 263A, FR 263D, FR 261D1, FR 263DC, FR 263D2, FR 263DB, FR 321, FR 321AE, FR 525, FR 525C, FR 525D, FR 525F, FR 525G, and FR 1157.

Violations of this order are punishable as a Class B misdemeanor by a fine or imprisonment or both. This order supersedes, rescinds, and replaces Order No. 03-0595; Dog Head Fire Area Closure, Cibola National Forest, Mountainair Ranger District.

Andy Miller, EVSWA Manager, speaks. He gives an update on the tire amnesty program that the County and the EVSWA are working on together. They started the program at the beginning of November. Anyone who resides in Torrance County can bring tires to any of the EVSWA convenience centers or transfer stations and drop them off free of charge. The cost of transportation and disposal of the tires is paid 100% from a state funded grant; there is no cost to the County or the EVSWA. So far, the Authority has collected 24 tons of tires- 2,400 tires, and \$6,000 of the \$18,000 grant has been spent.

Mr. Miller gives an update on the illegal dumping cleanup that the EVSWA and the County are working on. Two illegal dumps have been identified and cleanup will start and finish next week.

Two new tire dumps have been discovered in the County. Mr. Miller states that he will work with the County to prepare a grant application for the cleanup of these dumps.

Lastly, Mr. Miller informs the Commission that he is undertaking a fairly aggressive recycling initiative. He will be meeting with local businesses and larger producers of recyclable material to discuss this endeavor. Mr. Miller states that it is a cost saving measure and it's the right thing to do.

Nick Sedillo, TC Risk Management, speaks. It's the end of the year; the Safety Committee sent out its nomination forms for our Safety Performance awards. He states that they received three great nominations. The Safety Committee Board has reviewed the nominations and made their recommendations. At the next Commission meeting, they will be presenting awards on behalf of the Safety Committee and three great employees will be recognized.

Commissioner Frost takes this opportunity to wish everyone a very Happy Thanksgiving.

Madam Commissioner DuCharme states that a few days ago she attended a meeting organized by the MRCOG. Just recently they launched a new website for veterans- www.vetconnectonline.org. This is a great resource for New Mexico Veterans. Madam Commissioner DuCharme has flyers about the website if anyone is interested. The website was built by veterans to help veterans. She also wishes everyone a very Happy Thanksgiving.

Chairman Candelaria thanks the FVW from 3370 in the McIntosh Area; yesterday they had Turkey Tuesday. They cooked between 10-12 turkeys and served a free meal to about 100 people. They do this every year and Chairman Candelaria states that he is proud to be a part of this organization. They have about 10 turkeys left for families in need. He wishes everyone a safe and Happy Thanksgiving.

Janice Barela, Treasurer, presents the following update:

Treasurer's Update

11.23.16

The Treasurer's Office staff have been working diligently to process tax payments. We have hired one part time float clerk and two term employees to assist us this tax season. We are also offering overtime to staff to come in and work on Fridays that are not holidays.

The printing company we contracted with to print our tax notices made the mistake of inserting the wrong return address envelopes in some of our tax notices. The company did send out new envelopes. The incorrect envelopes were addressed to San Juan County in Denver, Co. That address is to Wells Fargo. Wells

Fargo and San Juan County in Farmington, NM both are aware of the situation and are committed to forwarding all payments to us. We have already received many of the forwarded payments. I am personally keeping a detailed list of all payments that have been forwarded to us.

The satellite offices are good to go. Treasurer-Elect Tracy Sedillo and I will be out in the following communities on the following dates to receive tax payments and provide information:

Encino- November 29th at the Town Hall (changed from the Community Center due to a funeral)

Mountainair- December 1st at the City Hall Building

Moriarty- December 6th at the Moriarty Civic Center

All times will be from 9:00 to 2:00 pm.

Assessor Betty Cabber, Deputy Assessor Jesse Lucero, Clerk Linda Jaramillo, and Deputy Clerk Linda Kayser will be there to answer any questions for their departments as well. The Treasurer's Office will accept check, money order or credit card for tax payments. NO cash will be accepted. The Assessor's Office will provide information on exemptions and special method of value. Address Change forms will be available. Assessment questions or concerns will be addressed. The Clerk's Office will have information about elections, voter registration, business licenses, marriage licenses, recording of real estate documents, searching for recorded real estate documents and Commission proceedings. I am excited that we are cooperating with the goal of making it easier for residents who cannot travel to meet with us in person.

Chairman Candelaria asks about taking cash payments. Ms. Barela states that customers can go to the bank or the post office to obtain money orders if necessary, but she is not comfortable with the liability of having cash as they travel to and from the satellite offices. This is their first time going out into the community in this way and they will learn as they go. She states that if they find that not accepting cash payments becomes an issue, they can discuss putting some policy or procedure into place to safely allow that.

7. Presentation on Analog Simulcast for Radio Upgrade- Jimmy Forrest, Motorola Mr. Forrest presents the Commission with a hand-out titled, 'Torrance County Simulcast review'. (A copy of the handout is located in the file for this meeting). Mr. Forrest states that Motorola has been working for several years on a solution to upgrade the communications equipment across the County; doing a simulcast and help upgrade the 911 center.

He starts by giving a brief overview of what the coverage for the County looks like currently. There are currently 6 sites/towers, 7 including Dispatch, which operate on 2 channels. EMS, Fire and Police use these channels to communicate. Mr. Forrest explains that the towers work independently of each other, which basically means that they each submit a signal out for coverage. This can cause issues with holes in coverage because the frequencies interfere with each other. Currently, an officer on the west side of the County cannot communicate with an officer on the east side of the County. Also, since there are multiple towers picking up signals, it is possible that a broadcast will be sent out, but not heard, which could obviously create a huge safety issue.

Mr. Forrest talks about the Dispatch center. He states that the center is currently using Gold elite units. Parts for these units are no longer available, again causing a possible safety issue. Also, old circuit based technology is being used at Dispatch which takes up a lot of space and cannot be upgraded to the new 911 technology that is available and that other counties and cities are using.

Mr. Forrest explains Motorola's Simulcast Phase 1 proposal; there will rollout this upgrade in two phases. For Phase 1, they are picking the most populous areas to focus on. They are proposing 3 sites/towers: Dispatch, Capilla ATC tower, and Moriarty. These 3 sites will create a coverage cell where everyone can hear and talk to everyone else in the cell. These sites will work together to find the best transmission, decreasing holes in coverage.

With regards to the Dispatch center, they are proposing a network based technology, instead of circuit based. It will be a very reliable and familiar interface for the Dispatchers, which would eliminate the need for extensive up-training. The proposed system will have the capability for encryption if desired.

Madam Commissioner DuCharme asks how this upgrade will be paid for. Mr. Forrest replies that the recently passed GO Bond will pay for this. The Phase 1 upgrade should be up and running by September.

Mr. Forrest shows maps comparing the current coverage with the anticipated future coverage which is clearly much more extensive. He states that the future coverage will not only cover the current holes, but the quality of the transmissions will be upgraded significantly. Motorola is on the New Mexico State Purchasing Agreement. **NO ACTION, INFORMATION ONLY**

2. Ratify EMS Fund Act Vehicle Purchase Application for FY2018-

Augustina Sturchio, TC Fire District 5 Ms. Sturchio speaks. They are requesting ratification of an EMS Fund application for a new rescue vehicle for TC Fire District 5. They have applied for a grant from the State for the vehicle. She states that they are in desperate need of this vehicle as their current rescue vehicle is 20 years old, unreliable, and unsafe. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to ratify the EMS Fund Act Vehicle Purchase Application for FY2018. Chairman Candelaria seconds the motion. Madam Commissioner DuCharme asks what they plan to do with the old vehicle. Ms. Sturchio replies that they plan to donate it to the State. Nick Sedillo states that it could also possibly go to public auction. Fire Chief Trumbull is in agreement with the submission of this application. Because of time constraints, the application has already been signed by Chairman Candelaria. It just needs to be ratified by the Commission today. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

3. Product Sale Agreement between Torrance County and Airgas- Hanna

Sanchez, Fire Administrative Assistant Ms. Leslie Olivas, Purchasing Director, speaks; Ms. Sanchez is unable to attend today's meeting. This is a product sale agreement between Torrance County and Airgas. Having this contract in place will eliminate the need for a purchase order every time a purchase from Airgas is necessary and make the accounting with this customer easier. Torrance County has had a contract with Airgas in the past. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the Product Sale Agreement between Torrance County and Airgas. Chairman Candelaria seconds the motion. Madam Commissioner DuCharme asks which County departments are current Airgas customers. Ms. Olivas replies that there are currently purchase orders in place for TC Fire districts 2, 5, and 3; this agreement would cover all the Fire districts. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

4. Service Agreement between Torrance County and Waste Management of New Mexico Inc. – Hanna Sanchez, Fire Administrative Assistant Ms. Leslie Olivas, Purchasing Director, speaks. This is another request for a service agreement which would allow for easier contract payments. Waste Management of New Mexico Inc. provides a roll-off container that the Fire Department uses. All documentation hereto attached. **ACTION TAKEN:** Chairman Candelaria makes a motion to approve the Service Agreement between Torrance County and Waste Management of New Mexico Inc. Madam Commissioner DuCharme seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

5. Resolution 2016-049 Line Item Transfers- Amanda Tenorio, Finance Director Ms. Leslie Olivas, Purchasing Director, speaks; Ms. Tenorio is unable to be at today's meeting. She is requesting approval of Resolution 2016-049 Line Item transfers. These line item transfers are within the requesting departments budgeted funds. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to approve Resolution 2016-049 Line Item Transfers. Madam Commissioner DuCharme seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

6. Resolution 2016-050 Budget Increase- Amanda Tenorio, Finance Director Ms. Leslie Olivas, Purchasing Director, speaks. This is a resolution for a budget increase. This increase is for an illegal dumping grant for P&Z in the amount of \$20,000.00 and for reimbursed election funds received for the Clerk's office in the amount of \$387.78. All documentation hereto attached. **ACTION TAKEN:** Madam Commissioner DuCharme makes a motion to approve Resolution 2016-050 Budget Increase. Commissioner Frost seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

***Commission Matters:**

- 8. Fair Board Letters of Interest:**
- a. **Two (2) positions for 3-year terms**
 - b. **One (1) position for a 1-year term**

Ms. Annette Ortiz, Interim County Manager, speaks. She has presented the Commission with four letters of interest for the Fair Board positions listed above. The letters of interest are from the following persons:

- Josh Knight
- Johnny Perea
- Marcie Wallin
- Amy Winn

Ms. Ortiz states that Ms. Winn and Mr. Knight are requested to be appointed to a 1 year term, and Mr. Perea and Ms. Wallin are both requesting re-appointment to the Board and did not specify a term. These Fair Board positions were published in the local newspaper. Chairman Candelaria asks if these letters were received within the timeframe that was posted in the paper. Ms. Ortiz replies that the public notice for these positions went out and the deadline for letters of interest was November 16th at 3:00 pm. Only Ms. Marcie Wallin submitted her letter on time. Chairman Candelaria suggests re-advertising these positions. Commissioner Frost suggests picking one today and re-advertising for the other two positions. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to appoint Ms. Marcie Wallin to a 3 year term on the TC Fair Board. Madam Commissioner DuCharme seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

Commissioner Frost asks if the additional weeks it would take to re-advertise these positions will hinder the Fair Board in any way. Chairman Candelaria states that this is really the only fair way to do this. The Commission agrees to re-advertise and add these letters that were already received to any new that might come in.

Mr. Knight is in attendance at today's meeting. He comes to the podium and gives a brief statement about himself and his qualifications. He is sincerely thanked for his time today and his interest in participating on the Fair Board.

9. Qualification for County Manager Commissioner Frost speaks. He states that, as we all know, we will have to hire a new County Manager soon. He contacted the Association of Counties and they sent him a lot of information from other counties about what they had done when they hired their manager. He consolidated the information into the page listed below:

**TORRANCE COUNTY BOARD OF COUNTY COMMISSIONERS
COUNTY MANAGERS**

The Board of County Commissioners for Torrance County, NM, is seeking an energetic, highly skilled public sector manager with team leadership qualities to serve as the next County Manager.

Torrance County is situated in central New Mexico and is experiencing strong economic growth primarily due to the installation of extensive wind farms. The county has a stable population of approximately 17,000. The County is governed by a three (3) person elected Board of Commissioners who act as the policy making body for the County; the Board members are elected by the district. The Commissioners appoint the County Manager, who serves as the Chief Administrative Officer. The County Manager implements the policies of the Commission by providing effective management to the appointed Department Heads and coordination with the five (5) elected Department Officials (Clerk, Assessor, Treasurer, Sheriff and Probate Judge). The County's current budget is about \$13 million with staffing at 95 authorized FTE and 34 part-time employees.

The successful candidate must possess a Bachelor's Degree in Public or Business Administration and a minimum of three (3) years of executive management experience or a minimum of eight (8) years of Executive Management experience in financial management, budgeting and team building. Professional certification and trainings related to public sector management are preferred.

Qualified candidates can learn more about Torrance County by visiting the County's regular website at www.torrancecountynm.org/. Applications can be obtained by clicking HERE or from the County Manager's Office (505)544-4757. Closing date is _____. The salary range is \$_____, and the starting salary will be determined based on qualifications. Torrance County offers a comprehensive benefits package. Please email resume, including salary history, along with the completed application or mail to

Torrance County Board of Commissioner
PO Box 48
Estancia, NM 87016

Commissioner Frost states that he also has a complete job description available in the Manager's Office upon request and he left the salary range open for discussion. Madam Commissioner DuCharme states that she agrees with Commissioner Frost that we need to get this process started. She states that she is open to all suggestions but the decision about qualifications and how the position should be advertised should be made by the new Commission. Commissioner Frost states that he would welcome input from Chairman Candelaria and Commissioner-Elect Javier Sanchez. Chairman Candelaria comments that he has been through this process before and it is unlikely that all three Commissioners will be in complete

agreement, but this is how it works. He believes that the process should start and that Commissioner-Elect Sanchez should be part of the discussion. Commissioner Frost would like to have this item on the next Commission agenda to allow comment from Department Heads, and the Commission and Commissioner-Elect Sanchez. Madam Commissioner DuCharme wants discussion only among the current Commission, stating that Mr. Javier Sanchez is not a Commissioner yet, he is the Emergency Manager. Mr. Wallin comments that he sees no issue with input from a Commissioner-Elect. Of course, if there is a vote, it would only be the three current Commissioners or the new 3 member Commission. Chairman Candelaria agrees that this should be discussed again at the next Commission meeting. Madam Commissioner DuCharme comments that when she was a Commissioner-Elect, no one made an attempt to involve her in any commission matters.

10. Update

Ms. Ortiz states that she went to a construction meeting yesterday at Magistrate Court; the renovation is going great. They anticipate that the renovation will be completed in two weeks. The Sheriff's Department will be moving over there upon completion.

Ms. Ortiz spoke to a few people about possibly cutting the countertops in the Assessor's, Clerk's, and Treasurer's offices and dropping a portion of the countertop down to allow for better handicap accessibility. She is in the process of getting quotes.

Ms. Ortiz also wishes everyone a Happy Thanksgiving, especially to those who cannot be home with their loved ones for the holiday.

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 read in The Mountain View Telegraph that there has been a series of break-ins recently in the Tijeras area. There was also a break-in that fits the pattern of those break-ins, near Tajique. He asks people to look at the article in the Feb. 17th paper to read about this and be on the lookout for suspicious cars, especially a grey or silver Toyota or Toyota shaped car that has linked to these break-ins.


Mr. Godey also comments about the appointment of a new County Manager. He suggests having a public hearing to get input on this issue.


Hank Van Es, resident, speaks. He states that he was recently on Martin Road, which is about 3 miles west of Moriarty, and branches off onto Rt. 66. It is about a mile long. It was recently fog sealed. Mr. Van Es states that there are a number of pot holes that are still on the road that should have been repaired before the road was fog sealed.

Michelle Jones, resident (myself), speaks. She takes this opportunity to congratulate the Estancia High School Volleyball and Football teams for making it to State this year. She also comments that she believes that the current Commission and Commissioner-Elect Sanchez should have input on the hiring of the new County Manager. She does not agree with the idea of a public hearing; people can make comment in the public comment section of the Commission meeting on this issue if they would like.

***Adjourn**

ACTION TAKEN: Madam Commissioner DuCharme makes a motion to adjourn the November 23, 2016 Commission Meeting. Commissioner Frost seconds the motion. No further discussion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED.** Meeting adjourned at 11:18 am


Chairman Candelaria


Michelle Jones, Admin. Assist. III

12/14/16
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.