

Final Copy
Torrance County Board of Commissioners
Commission Meeting
December 14, 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 9:03 am; he welcomes all those present to the meeting, leads us in the pledge. Mr. and Mrs. Ludwig give the invocation.

Approval of the Meeting Minutes:

Chairman Candelaria asks for a motion to approve the November 14, 2016 Special Commission Meeting minutes. **ACTION TAKEN:** Madam Commissioner DuCharme makes a motion to approve the November 14, 2016 Special 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 Minutes:

Chairman Candelaria asks for a motion to approve the November 23, 2016 Regular Commission Meeting minutes. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the November 23, 2016 Regular Commission Meeting Minutes. Madam Commissioner DuCharme 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: 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, none opposed.

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.

Chairman Candelaria seconds the motion. Madam Commissioner DuCharme asks about invoice #2112816 paid to Megan Bellante in the amount of \$209.00 for a UNM Transition course/fingerprints/NM EMS Bureau License. Madam

Commissioner DuCharme asks if we allow every EMS person to take classes at UNM. Ms. Ortiz replies that we have in the past. If an EMS person is interested in taking a class, they should get in touch with Fire Chief Trumbull. Madam

Commissioner DuCharme asks about invoice #4112816 paid to Burt & Company CPAs LLC in the amount of \$3,219.38 for accounting assistance. Ms. Ortiz explains that Burt & Company is a company we contracted with to do the financial statements that we were not able to do on our own for the audit. Madam

Commissioner DuCharme asks about invoice #38112816 paid to Corrections Corporation of America in the amount of \$408,046.45 for reimbursement for September ICE housing. She asks why we are paying this now for housing done in September. Ms. Leslie Olivas replies that we are the pass-through agent for these

ICE house payments. We waited for the federal dollars to come before we paid this. Madam Commissioner DuCharme asks about invoice #11112816 paid to Estancia Public Schools in the amount of \$149,500.00 for the High Lonesome

Wind Farm. Ms. Ortiz replies that this is PILT money paid from the Wind Farm to us to pass on to the Estancia Schools. Madam Commissioner DuCharme now asks about invoice # 46112816 paid to Staples Business Advantage for 1 HP Envy 17.3

Notebook and 1 HP Laserjet all-in-one printer in the amount of \$1,407.18, purchased for the District 2 Fire Department. Madam Commissioner DuCharme

asks what will happen to the old notebook and printer. Ms. Olivas replies that if they decide to dispose of it, they will have to get it certified that it has been wiped, and then follow the County's procedures for disposition. They might be planning

you use the old equipment in another area; the Fire Department needs to be asked this question. Lastly, Madam Commissioner DuCharme asks about invoice

#311113016 paid to Zia Graphics in the amount of \$2,450.00 for hooded tops for the volunteer firefighters and administrative staff. She asks if it is fair that all the fire districts and the fire administrative staff are all paying an equal amount for these shirts. Ms. Olivas replies that they buy the shirts in bulk and split the cost; they all pay together and whoever needs one, gets one. 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

Berta Espinosa-Moore, Home Visiting Program Manager, speaks. In the month of July, they provided services to 30 families and conducted 59 home visits. In August, they provided services to 32 families and conducted 69 home visits. In September, they provided services to 31 families and conducted 54 home visits. In October, they provided services to 28 families and conducted 45 home visits. In November, they provided services to 34 families and conducted 63 home visits. These figures show that their work load has remained steady and stable. Ms. Espinosa-Moore has brought updated program brochures for anyone who wants one. There is also TCPO website information on the back of the brochure; interested parties can go to www.tcponm.com for more information. A copy of the brochure in English and in Spanish is included in the file for this meeting.

Janice Barela, Treasurer, speaks. She presents the Commission with copies of the Torrance County Treasurer's Financial Report Fund Summary reported as of Wednesday, December 14, 2016, which is included in the file for this meeting. She points out for the Commission that there is currently \$922,945.38 in the Wind PILT Fund. She reminds the Commission that they had previously approved a budget transfer of \$170,000.00 out of this fund now in December. She is working with triadic to complete this report.

Ms. Barela updates the Commission on their recent satellite offices trip out into the communities; she presents the following stats:

- Encino November 29, 2016 9:00am - 2:00pm
3 customers
4 accounts paid
Total collected \$363.77
 - Mountainair December 1, 2016 9:00am - 2:00pm
15 customers
52 accounts paid
Total collected \$5,309.27
 - Moriarty December 6, 2016 9:00am – 2:00pm
38 customers
96 accounts paid
Total collected \$20,706.01
-

Totals:
56 customers
152 accounts paid
Total collected: \$26,379.05

This was their first attempt at going out into the community like this and Ms. Barela is happy with the results. Next time, they may spend two days at each location. Ms. Barela thanks Assessor Betty Cabber, Deputy Assessor Jesse Lucero for their time and assistance with this effort.

Ms. Barela takes this opportunity to thank her staff for the amazing job they have been doing this tax season. She states that in November, they collected \$2,290,863.74 in tax payments. In December, to date they have collected \$2,590,080.24. Her office added two temps this year to help and everyone is getting along great and giving our customers excellent customer service.

Commissioner Frost asks about the collection numbers from last year vs this year. He asks if assessed property values increased. Ms. Barela informs the Commission that in November of last year, the Treasurer's office collected \$2,048,184.09; \$242,679.65 less than this year. She states that in December of last year, they collected \$3,100,646.03, and we are on track to collect a significant amount more

for December this year. She states that more people seem to be paying in full this year and her office is processing payments much quicker this year. She believes that going out into the field this year seems to have brought awareness to the public that it was tax time. Ms. Betty Cabber, Assessor, will address the question of higher assessed values.

Tracey Master, DWI Prevention Coordinator, speaks. She informs all that she still has about 100 'One Team One Fight' stickers available for \$7.00 each. These stickers show support for our Law Enforcement, First Responders, and Dispatch.

Ms. Master now reads the following written statement:

Good Morning Mr. Chairman, Commissioner, Madam County Manager, Mr. Wallin, Staff and Members of the Public:

Twice in the past five months, I have stood before you to give you bad news regarding the state of the Department of Finance and Administration, Local Government Division, Special Programs Bureau, Local DWI Grant and Distribution Program.

Today, for the third time this fiscal year, I am here to tell you that the Local DWI Grant and Distribution Programs across the state have again suffered a decrease in funding.

I cannot emphasize my next statement enough-

The cause of this funding decrease has nothing to do with the management of the Torrance County DWI Prevention Program. As a matter of fact, since I began as DWI Prevention Program Coordinator in May 2004, the program has been audited a total of five times. Every audit was a clean audit, meaning that – in my tenure as coordinator- there has never, NEVER, been a finding. The Torrance County DWI Prevention Program's grant applications and required reports have all been submitted to DFA in a timely and accurate fashion.

The funding cuts come as a result of two things. First, the legislature voted during the 2016 regular session to sweep \$4 million from the LDWI fund. Again, during the special session earlier this fall, the legislature voted to sweep another \$3.645 million. The second issue is that the second quarter distribution of collected liquor

excise tax dollars came in at about \$400,000 less than previously estimated by DFA. That means that every one of New Mexico's 33 counties is suffering.

Last year, the Torrance County LDWI grant and distribution budget was \$180,024. As of the most recent cut, the budget for this current year is now \$127,771.

What does that mean for the Torrance County DWI Prevention Program and the safety of our community?

This means that the Smart Choice Ride designated driving program will no longer be funded as of January 1, 2017.

This means that law enforcement activities will not be funded this fiscal year.

This means a severe reduction in the amount of funded treatment for convicted DWI offenders.

This means a severe reduction in the contract that provides prevention education in the schools. When I say severe reduction, I am advising you that the contract amount has been decreased by 40% for the second half of the fiscal year.

This means the cancellation of the contract for the evaluator that the STATE required we have for our program.

This means that we have already had to stop funding the Estancia TNT Program that provides prevention education and alternative prevention activities to Estancia Middle and High School students.

Reviewing data from the past several years, here are some things you should know about this program:

Prevention education has been provided in all three of our county school districts. Students in every single public school in our district have received some form of prevention education provided by the Torrance County DWI Prevention Program.

Here are some things you probably didn't know about the Torrance County DWI Prevention Program:

Between July 1, 2006 and September 30, 2016:

2,213 prevention education classes or alternate activity programs have been provided to local residents, with a total of 132,624 attendees/impressions.

Of those 2,213 prevention activities, 1,389 were school-based programs, with a total of 97,971 attendees/impressions.

Until recently, the Torrance County DWI Prevention Program funded two billboards on I-40, just east of Moriarty. One of these billboards was to discourage underage drinking and the other was to promote DWI prevention. The last time I obtained traffic study information from the New Mexico Department of Transportation, I was told that approximately 11,000 vehicles travel in each direction on that particular portion of the interstate. Using the information from NM-DOT, that amount calculates to approximately 76 million 136 thousand vehicles to pass our two billboards. Yes. You heard that right. SEVENTY-SIX MILLION, ONE HUNDRED THIRTY SIX THOUSAND vehicles passed our billboards on I-40. Some of those vehicles had only one person. Others were personal vehicles carrying families. Others were school buses carrying students to and from schools. Some people may have seen the messages only once as they passed through or numerous times on their daily commute. There is no way to know exactly how many people saw our messages that told people that underage drinking and DWI are wrong.

As an aside here – the billboards were up for nearly five years. Unfortunately, a few good wind storms last year put them out of commission and there is no LDWI money available to replace them.

Also during that time period, and going back to July 2005, the Torrance County DWI Prevention Program funded approximately 1,830 hours of law enforcement overtime during 388 activities, in the form of saturation patrols and check points. This was in addition to the funding provided through the Community DWI fund for enforcement activities.

The Smart Choice Ride designated driving program has been in operation for just over eight years. During this time period, a total of 1,802 passenger trips were provided. While we know that we cannot prevent EVERYONE from getting behind the wheel after consuming alcohol, we know that we can take the credit for 1,802 times that someone rode in our vehicle and did NOT drink and drive. We know that 1,802 times we provided a safe alternative to those who might have gotten behind the wheel after consuming alcohol.

Since the beginning of Fiscal Year 2014, 133 cases have been referred to the Torrance County Teen Court Program, for a total of 148 offenses, including traffic infractions, drug charges, truancy, larceny or shoplifting, battery or public affray, minor in possession of alcohol, and disorderly conduct. Sentences included a total of 3,144 hours of community service and 588 terms of jury duty.

I do want to make something very clear here. While LDWI money was used to fund all or a portion of these events and activities I have mentioned, there were many, many times that these activities and events were produced in cooperation and collaboration with other entities and programs, including the Partnership for a Healthy Torrance Community, the Substance Abuse Prevention Core Team, as a part of the Office of Substance Abuse Prevention – Total Community Approach Grant, Drug Free Communities Grant, and the New Mexico National DWI Memorial of Perpetual Tears Board. I also have several letters of support for prevention; they come from Law Enforcement, educators, and municipal judges.

In a few minutes, Billie Clark is going to tell you about the latest results of the Youth Risk and Resiliency Survey. We have made great strides in prevention education for our youth – and that would not have been possible without the collaboration I just mentioned. We are fortunate to have dedicated partners who are committed to bringing positive change to our community.

Not only is this program losing funding, the state has not provided any funding for DWI enforcement for counties or municipalities this year.

With the exception of approximately \$2,600 from the Community DWI Program, funded through the Traffic Safety Bureau, Torrance County has NO MONEY for DWI enforcement. There will be no deputies or providing saturation patrols for New Year's Eve, Super Bowl Sunday, or St. Patrick's Day. There will be no deputies or police officers providing underage drinking enforcement activities during our high school proms and graduation.

Commissioners, I hope that you are truly hearing what I am saying today. The Torrance County DWI Prevention Program isn't just a feel good community program. It is a program that is essential to the health, safety, and well-being of Torrance County residents and her visitors.

This program is more than the components funded by DFA. It is more than the hours providing prevention education. It is more than collaborating and cooperating with community partners in order to provide our residents with a safer

community. It is more than conducting substance abuse screenings, or providing treatment and compliance monitoring for convicted DWI offenders. This program is also about sitting in court rooms for hours, monitoring the DWI cases are processed and adjudicated.

It is about answering the phone in the middle of the night because a surviving family member needs to know that someone cares that her loved on was killed by someone who chose to commit the crime of DWI.

It's about having the cashier at Walmart remember you teaching prevention to them ten years ago and remembering the brain is the boss of their body.

It is about sitting in a courtroom, next to a victim of DWI and having her crush your hand as she listens to the judge pronounce verdict and sentence upon the offender who changed her family's life forever.

It's about answering the hard questions when a student comes to you at the end of a class to ask you what to do if his parents are using illegal drugs.

It is about second guessing everything you are doing, when you host an all-day prevention activity, alternate community activity and fund an enforcement activity on the same day someone decided to drink and drive, drive the wrong way on a Torrance County Road, and kill three victims – including a toddler.

I have attempted to find alternate sources of funding, including federal sources, foundations, and even through the liquor industry – with no success.

There is some money available in the Smart Choice fund to be used in case of an emergency, such as vehicle maintenance or repair or computer replacement or repair.

There is also a balance in the county's Drug Education Fund, although that has oversight from a committee and it is not always easy to access.

Because of the budget cuts, we were unable to provide any financial support for red ribbon week drug prevention activities in Torrance County elementary schools this year, for the first time in my tenure as coordinator.

My intent today is to ask you to open your minds, put on your thinking caps, and help me to find a solution to this funding issue. GoFundMe? Fundraisers? Bake

sales? I'm at a loss right now and somewhat discouraged by this situation, but I am not a quitter and will fight for this program.

No matter what happens with the state budget, we must continue to protect our community. It is my understanding that there is more than \$460,000 in unallocated Wind PILT dollars, thanks to the High Lonesome and El Cabo projects. I am on annual leave for most of the rest of this month, but if you will consider allocating some of that money to make our program whole, I will work on an official request to present at the December 28 commission meeting.

We know that we cannot reach every single person. Not everyone is going to listen to our message – but that doesn't mean we stop talking. We must continue these programs, because our citizens depend upon us to do the right thing – and I don't want to even think what will happen if we no longer support DWI enforcement and prevention education.

And, speaking of prevention, just yesterday I finished providing a Keep A Clear Mind, an eight-session prevention program, to the entire sixth grade population at Moriarty Middle School.

When the students completed their post-delivery surveys, I asked them for comments. What did they like about the class? What could we improve when we present to next year's students? Nearly every student who answered said that they wanted more information. They wanted more data. They are starving and eager to receive this information. We cannot let them down.

Again, I ask for your assistance in protecting this program. We have worked too hard to move forward. We cannot go back to the way things used to be.

Linda Jaramillo, Clerk speaks. School elections are coming for all three of our school districts: Estancia, Mountainair, and Moriarty. Their school board elections will be held on February 7th and candidate filing day is Tuesday, December 20, in the County Clerk's Office. You must be a registered voter in your school district in order to run. Voter registration closes January 10th. Absentee voting begins in the Clerk's office on January 13th and ends on February 3rd. Moriarty school districts have 5 districts; only district 1 and 5 are holding elections, which means that only registered voters in Bernalillo and Santa Fe counties will be voting in that election. The polling places for the elections are:

- The Mountainair High School gym
- The Estancia High School gym
- The Edgewood Elementary School in Santa Fe County

The publications went out today in The Independent for the Moriarty Schools and the publications will go out tomorrow in the Mountain View Telegraph for the Estancia and Mountainair schools.

Betty Cabber, Assessor, speaks. She states that there was an increase in values and part of that has to do with the state assessed accounts, such as the railroads, cell towers, etc., which increased quite a bit. There was also an increase in some residential and non-residential properties and the mill rates also increased slightly. The Assessor's Office will be mailing out the agricultural rendering forms in January, which will include a schedule of when they will be going out into the community and conducting satellite offices.

Ms. Cabber states that the State Legislature's opening session begins on January 17th. The budget is the top priority and it's very important that every citizen be involved in this process.

Commissioner Frost has no report this morning.

Madam Commissioner DuCharme comments about the recent application from the Fire Department for a grant to purchase an ambulance. The purchase price of the ambulance is approximately \$144,000.00, with a County match of \$15,000.00. She comments that she thinks this is a very good deal for the County and thanks the Fire Department for finding this grant.

Madam Commissioner DuCharme comments about the recent Holiday decorations around the community that add so much to the spirit of the holiday's for our community. She comments about a resident who has a decoration with Santa on a motorcycle; what else can you do but smile? If your neighbor is doing this kind of thing, tell them what happiness they are bringing and thank them! And Merry Christmas to everyone!

Chairman Candelaria informs all that the Estancia High School Basketball team is hosting a Holiday Hearts Clothing Drive. Please consider donating gently used clothing. You can drop off your donations at any Estancia School office until Friday, December 16th. All donations will be greatly appreciated! Chairman Candelaria takes this opportunity to wish all our County employees and all our County and State residents a very safe and Merry Holiday season. He especially recognizes our Law Enforcement that is, at times, so disrespected. This year, 80% more officers have been killed in the line of duty, primarily because of

hate, which has got to change. Our officers are out there to protect each and every one of us and we need to respect that.

2. 2016 Safety Performance Awards- Nick Sedillo, Risk Management Mr. Sedillo speaks. He presents the Commission with a handout including something he wrote back in 2007 when the Commission reaffirmed the Safety Committee:



***TORRANCE COUNTY
SAFETY COMMITTEE***

One of the biggest hurdles in the Safety Committee structure can and often does occur during its infancy. When a group of dedicated individuals begin creating, re-motivating, or starting from scratch with a “Safety First” initiative, one of the most frustrating tasks can be deciding what function to serve.

The key word there is “serve”. Although planning, bylaws, mission statements and the like are all important, the underlying mentality of its members should be one of service. With this fundamental philosophy, a Safety Committee will set itself up for success, rather than failure.

The bottom line is that people can make or break any place, organization, or work environment. When the right people are in the right place, everything else lends itself to success.

Thank you for your time, support and effort.

Nick Sedillo, Safety Officer

The handout includes the Safety Committee mission statement, voting membership, etc. and is included in the file for this meeting.

Mr. Sedillo informs the Commission that the Safety Committee received three great nominations for the 2016 Safety Performance Awards. The committee

reviewed the nominations and agreed that each of these employees is worthy of this recognition. And the winners are.....

- Anthony Medina from the Road Department- Accident free for 197 days!
- Carol Aragon from the Treasurer's Office- Accident free for 3,303 days!
- Ron Fulfer from the Sheriff's Department- Accident free for 3,403 days!

Congratulations to all!!!

And a big thanks again to Mr. Nick Sedillo for his outstanding efforts as the Chair of our Safety Committee!

15. Transfer of Animal Control to the Torrance County Animal Shelter- Sheriff White Sheriff White speaks. The Sheriff's office has been in charge of animal control for some time and it has worked well, but they have been experiencing a significant increase in the call volume for animal control recently. Today, Sheriff White is requesting that the Commission approve the transfer of the animal control duties to the Animal Shelter. Ms. Cindi Sullivan, Animal Shelter Director, has presented the Commission with a proposed budget for the addition of a full-time and a part-time animal control employee to take over these duties. The addition of a full-time and part-time employee will mean that there will be someone available for animal control issues 7 days a week without having to use any overtime. This transfer will release a Deputy from handling animal control duties and enable him to focus on his Deputy duties and will enable the Animal Shelter to handle animal control issues on their own. Sheriff White clarifies for the Commission that if an animal control issue appears to be felony-related and/or dangerous, the Sheriff's office will still be involved. The addition of a full-time and part-time animal shelter employee will require an increase of \$60,500.00 to the Animal Shelter budget. The Commission agrees to this increase and directs the Manager's office to pull these funds from the Wind PILT budget. The Sheriff's office will also transfer a vehicle to the Animal Shelter. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to transfer Animal Control to the Torrance County Animal Shelter. Madam Commissioner DuCharme seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

3. Youth Risk and Resiliency Presentation- Billie Clark, Partnership for a Healthy Torrance Community Ms. Clark speaks. She presents the Commission

the results of the 2015 Youth Risk and Resiliency Survey that was done among high school students in our three school districts. The results include 10 years of data; 2005-2015. The survey is the result of the combined efforts of the New Mexico Public Education Department, the Department of Health, and the UNM Prevention Research Center. Some of the survey results are included in the file for this meeting and cover the following, among other things:

- Alcohol related behaviors
- Current drug use
- Current Tobacco Use

Ms. Clark talks about several different risk behaviors and trends and shows the comparisons between the results for Torrance County students vs all New Mexico students. In some areas, Torrance County results were a little worse than NM, in some results Torrance County fared better. Overall, most of the results showed improvement, but that work is still needed.

Ms. Clark informs the Commission that the Health Council will be conducting meetings in communities all around Torrance County starting in January. They will be rotating their meetings between Moriarty, Mountainair, Estancia, and Edgewood. Their meetings are always the first Wednesday of each month from 12:00 – 2:00 and include a potluck lunch. Their agendas are posted on the Commission calendar and all are invited to attend.

Ms. Clark demonstrates some of the things they are trying to do to address certain issues. For example, starting next week, the Health Council will be going to senior citizen centers and demonstrating how to be safe with prescription medications and how to dispose of them. They are also conducting a campaign which gives people numbers to report non-emergencies for teen parties that include teen drinking and a ‘Parents who host lose the most’ campaign so that parents are aware that it is a 4th degree felony to allow teens who are not your own to drink alcohol in your home. They are also doing a campaign letting 18-20 year olds know that they too can be charged if they provide alcohol to a minor.


Chairman Candelaria comments that more emphasis needs to be put on parenting. Ms. Clark agrees and encourages everyone in the community to set a good example and be a part of the support network that our youth needs. She states that they cannot do direct programs with their funding, they can just raise awareness. She thanks Ms. Tracey Master for her work; her department is able to provide direct services. She cautions that if Ms. Master’s programs are cut, these survey results to take a bad turn. Chairman Candelaria encourages Ms. Clark to look for

ways to get results out to the public that better demonstrate the impact parents have on their youth. Ms. Clark will look into this.

Ms. Clark is sincerely thanked for her informative presentation and all her hard work. All documentation hereto attached. **NO ACTION, INFORMATION ONLY**

4. December 2016 DWI Awareness Month Proclamation- Tracey Master, DWI Prevention Coordinator Ms. Master speaks. She reads the following Proclamation into the record:

PROCLAMATION



“DWI Awareness Month”
December 2016

WHEREAS, Torrance County values the health and safety of all our citizens; and

WHEREAS, local leaders, in government and in the community, know that the support of the citizens in our communities is the most effective tool they can have in their efforts to reduce the use of alcohol and other drugs by New Mexicans; and

WHEREAS, Torrance County is joining with the New Mexico DWI Coordinators Affiliate to support their efforts to reduce DWI crashes, DWI fatalities and the use of alcohol by residents throughout the State; and

WHEREAS, the New Mexico DWI Coordinators Affiliate represents 33 counties with the common goal of reducing the incidence of DWI, alcoholism, alcohol abuse, drug addiction or drug abuse and preventing or reducing the incidence of domestic abuse related to the use or abuse of alcohol; and

WHEREAS, the DWI Coordinators in these counties provide services under Local DWI Programs that provide Compliance Monitoring/Tracking for over 12,588 offenders ensuring that these offenders are in compliance with Court Ordered requirements; and

WHEREAS, these programs throughout the State also provided more than 73,925 hours and 14,168 sessions of treatment in 2015 with over 14,671 offenders receiving detoxification services; and

WHEREAS, students (K-12th grade) throughout the State also receive prevention education/activities through these programs; and

WHEREAS, both alcohol involved fatalities and alcohol involved crashes in New Mexico have decreased; and

WHEREAS, the reduction in alcohol involved vehicle crash fatalities and serious alcohol involved vehicle crash injuries is due in part to the dedicated work of the Local DWI Programs; and

WHEREAS, the purpose of DWI Awareness Month is to raise awareness around DWI, alcoholism, alcohol abuse, drug addiction and/or drug abuse, and the efforts of the DWI Affiliates and the Local DWI Programs; and

WHEREAS, DWI Awareness Month will be celebrated in every county in New Mexico during DWI Awareness Month, December 2016; and

NOW, THEREFORE, be it proclaimed that the governing body Torrance County, Board of Commissioners, does hereby designate December 2016 as:

“DWI Awareness Month”

Torrance County Board of County Commissioners urges all citizens, parents, governmental agencies, public and private institutions, businesses, and schools in Torrance County to support efforts that will increase community awareness, understanding and action to address DWI in our community.

BOARD OF COUNTY COMMISSIONERS OF TORRANCE COUNTY

Executed this 14th day of December, 2016

Chairman

ATTEST:

_____, County Clerk

APPROVAL AS TO FORM:

_____, County Attorney



All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the December 2016 DWI Awareness Proclamation as presented by Ms. Tracey Master. Madam Commissioner DuCharme seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

5. Amendment of Contract FY-2017-DWI-04 between Torrance County Counseling and Torrance County- Tracey Master, DWI Prevention Coordinator Ms. Master speaks. This is amendment #1 to Contract FY-2017-DWI-04 between Torrance County Counseling and Torrance County for treatment services for those who are convicted of DWI. The original contract was in the amount of \$4,000.00 but now needs to be increased to \$6,000.00. The dollars for

this increase are available in Ms. Master's overall treatment budget. All documentation hereto attached. **ACTION TAKEN:** Madam Commissioner DuCharme makes a motion to approve Amendment 1 to Contract FY2017-DWI-04 between Torrance County Counseling and Torrance County. Commissioner Frost seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

6. Termination of Professional Service Agreement with John Steiner- Tracey Master DWI Prevention Coordinator Ms. Master speaks. She reads the following letter into the record:

December 14, 2016

John Steiner
533 Arizona SE
Albuquerque, NM 87108

Dear Mr. Steiner:

On behalf of the Torrance County DWI Prevention Program, we would like to thank you for the time and effort you have invested in evaluating our prevention component. The information gleaned from the evaluation is valuable and will be used to improve our program.

As you are aware, the state's budget crisis has had a negative impact on many programs, with the legislature having to raid various fund balances, including the Local DWI Grant and Distribution Program, administered by the Department of Finance and Administration, Local Government Division, Special Programs Bureau. These cuts have proven devastating to many county programs and, unfortunately, Torrance County is no exception.

Due to the aforementioned funding decrease, Torrance County must exercise the termination clause found in your contract, effective January 31, 2017. The final invoice will be due no later than February 15, 2017.

We thank you for the time and effort you provided to our program and wish you well in the future.

Sincerely,

All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the termination of the Professional Service Agreement with John Steiner. Madam Commissioner DuCharme seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

7. Amendment Contract #1 to Contract FY2017-DWI-01 between Lucia Lucero and Torrance County- Tracey Master DWI Prevention Coordinator

Ms. Master speaks. She states that, as mentioned during her update, her program has experienced a substantial decrease in funding. As a result, she is going to have to cut 40% of Ms. Lucero's contract for the second half of this fiscal year and amend her scope of services. The overall contract with Ms. Lucero is being cut by 20% for the entire year, unfortunately it will all come between now and the end of the fiscal year in June. Chairman Candelaria asks how much it would take to continue this contract without the amendment. Ms. Master replies that the contract is being cut by \$9,733.00. Chairman Candelaria states that he called the schools to see how this program is working; he received feedback from all the schools except Moriarty and they all were very satisfied with the program and want more of it. Chairman Candelaria wants to fully fund the shortfall for this program. He wants to make a motion to allocate the needed funding. After some discussion, the Commission decides to table this item. They will revisit this contract at the next Commission meeting and they request that Ms. Master come back to the next meeting with specific information about the dollar amounts needed to make her entire department whole again. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to table this item. Chairman Candelaria seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **ITEM TABLED**

8. LDWI Grant/Distribution Application for FY2018- Tracey Master DWI Prevention Coordinator Ms. Master speaks. She is requesting approval for all the components for this LDWI Grant/Distribution application for FY2018.

- a. Resolution 2016-51 Authorizing County to Apply to DFA for LDWI Funding** This resolution authorizes Torrance County to submit an application to DFA to participate in the local DWI grant and distribution program. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to approve Resolution 2016-51 authorizing the County to apply to DFA for LDWI funding. Madam Commissioner DuCharme seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**
- b. Memorandum of Understanding between Torrance County and the Department of Finance and Administration** This MOU basically states that Torrance County will follow the rules as set by DFA and will submit our reports in a timely fashion and will be reimbursed for the services that we provide. All documentation hereto attached. **ACTION TAKEN:** Madam Commissioner DuCharme

makes a motion to approve the Memorandum of Understanding between Torrance County and the Department of Finance and Administration. Commissioner Frost seconds the motion. No further discussion. The Commission votes; all in favor, none opposed.

MOTION CARRIED

- c.* **DOH Assurances and Cooperative Agreement** This basically states that we will follow the confidentiality rules as they pertain to substance abuse treatment. All documentation hereto attached.

ACTION TAKEN: Madam Commissioner DuCharme makes a motion to approve the DOH Assurances and Cooperative Agreement. Commissioner Frost seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

- d.* **Statement of Assurances** This basically outlines the rules that were indicated in the MOU. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the Statement of Assurances. Madam Commissioner DuCharme seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

11. Resolution 2016-52 Line Item Transfer(s) - Amanda Tenorio, Finance Director Ms. Tenorio speaks. She is requesting approval of Resolution 2016-52 Line Item Transfers. These line item transfers are within their budgeted funds. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to approve Resolution 2016-52 Line Item Transfers. Chairman Candelaria seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

12. Resolution 2016-53 Cash Transfers & Line Item Transfers between funds – Amanda Tenorio, Finance Director Ms. Tenorio speaks. She is requesting approval of Resolution 2016-53 Cash Transfers & Line Item Transfers. This cash transfer is from the P&Z General fund to the P&Z Court Fee fund. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to approve Resolution 2016-53 Cash Transfers & Line Item Transfers between funds. Chairman Candelaria seconds the motion. Madam Commissioner DuCharme asks if this kind of transfer is allowed. Ms. Tenorio replies that it is. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

13. Grant Agreement 095746517 between NM Dept. of Transportation and Torrance County for Buckle Up and Selective Traffic Enforcement Program-Stephanie Dunlap, Sheriff Administrator Ms. Dunlap speaks. She presents the Commission with a copy of the Grant Summary from the Grant committee for this agreement; the Grant committee had no concerns. The Sheriff's Department is asking for approval of the Grant Agreement between the NMDOT and the Torrance County Sheriff's Department for the Buckle Up and Selective Traffic Enforcement Program. All documentation hereto attached. **ACTION TAKEN:** Madam Commissioner DuCharme makes a motion to approve Grant Agreement 095746517 between NMDOT and Torrance County for Buckle Up and Selective Traffic Enforcement Program. Commissioner Frost seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

Ms. Ortiz takes this opportunity to clarify for all that **all grants must go before the Grant committee for review and must go before the Commission for approval.**

***Commission Matters:**

14. Award RFO 2017-01 On-Site Fire Apparatus Repair-Leslie Olivas, Purchasing Director Ms. Olivas speaks. She requests that this item be tabled. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to table this item. Chairman Candelaria seconds the motion. No further discussion. The current contract with NM Apparatus expires on January 8, 2017. The Commission votes; all in favor, none opposed. **ITEM TABLED**

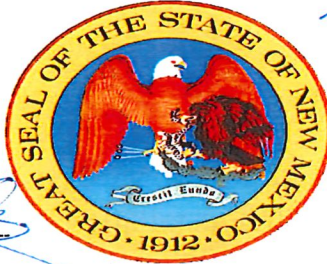
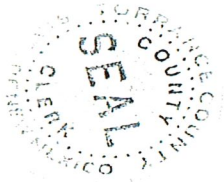
16. Issuance of Certificates of Election for the General Election Held November 8, 2016- Linda Jaramillo, Clerk Ms. Jaramillo speaks. After the canvas, the Commission is required to issue certificates of Election to the candidates who won their elections. Certificates will be issued to Ms. Linda Jaramillo, Mr. Javier Sanchez, and Ms. Tracy Sedillo. Ms. Jaramillo reads one of the certificates into the record. An example is included below:

Certificate of Election

We, the undersigned, do hereby certify that, after having canvassed carefully the votes cast for the election held on the 8th day of November in the year 2016, in Torrance County, New Mexico, do find and declare that

LINDA JARAMILLO

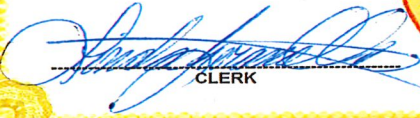
has been duly and lawfully elected to the office of County Clerk. Given under our hands and official seal at Torrance County, New Mexico, on this 14th day of December, A.D., 2016.





Julia DuCharme

Jarnee Frost


CLERK

MEMBERS

ACTION TAKEN: Madam Commissioner DuCharme makes a motion to approve the issuance of Certificates of Election for the General Election held November 8, 2016. Commissioner Frost seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

17. Fair Board Letters of Interest Due December 21st, 2016 Ms. Annette Ortiz informs the Commission that the new deadline for submission of letters of interest for positions on the Torrance County Fair Board is December 21, 2016. The Commission will have the opportunity to make Fair Board appointments at the December 28th Commission meeting. **NO ACTION, INFORMATION ONLY**

18. Qualifications/Hiring Process for County Manager Position Commissioner Frost speaks. Last month, Commissioner Frost presented a proposed list of qualifications for the hiring of a new County Manager. He asks for input and after some discussion, he reads his updated proposed invitation for applicants into the record. The Commission agrees that a criminal background check will be conducted on all applicants and a possible financial background check as well, if it is allowed by law. A job specification sheet will be attached to the application. The request for applicants will be published in the local papers, announced on our local radio station, published once in the Albuquerque journal, possibly advertised

through the NM Association of Counties, our local affiliates and possibly the National Association of Counties. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to submit the following invitation for applicants for the position of Torrance County Manager:

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 staff 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. Also, we will conduct a financial background check, if allowed by law, and a criminal background check.

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 January 23, 2017. The salary range is \$65,000.00 to \$85,000.00 plus benefits and the starting salary will be determined based on qualifications. Torrance County offers a comprehensive benefits package. Please submit your resume, including salary history, along with the completed application to the Managers office or to the

Torrance County Board of Commissioners
PO BOX 48
Estancia, NM 87016.

Chairman Candelaria seconds the motion. Madam Commissioner DuCharme comments that if Ms. Ortiz decides to apply for this position, she should not participate in any part of the hiring process. She also comments that the new Commission should be working on this, not the current Commission. Ms. Ortiz comments that her administrative assistant can accept the applications, time stamp them, and put them in a file for Commission review. As HR for the County, she has a list of possible interview questions that the Commission can review, if they wish, to assist them in the interview process. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

9. FY16 EMPG Sub-Grant Agreement Ratification- Javier Sanchez, Emergency Manager Ms. Ortiz speaks. Mr. Sanchez is not able to attend today's meeting. This is the salary grant that pays for the Emergency Manager. Madam Commissioner DuCharme asked why we are approving this grant now when performance period listed on the grant is from July 1, 2016 to June 30, 2017. Ms. Ortiz replies that Mr. Sanchez informed her that the grant is in arrears because the State had a delay and did not issue the sub-grant agreements until the end of October. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to ratify the FY16 EMPG Sub-Grant Agreement, Chairman Candelaria seconds the motion. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

10. FEMA-4152-DR-NM Grant Extension- Javier Sanchez, Emergency Manager Ms. Ortiz speaks. Mr. Sanchez is not able to attend today's meeting. Ms. Ortiz states that Mr. Sanchez is requesting this grant extension because the Road Department needs more time to complete this disaster recovery project. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to the FEMA-4152-DR-NM Grant extension. Chairman Candelaria seconds the motion. Madam Commissioner DuCharme asks for clarification about project 'PW 37' as listed on the extension amendment, which will be extended until 2/28/17. Mr. Leonard Lujan from the Road Department explains. He states that 'PW 37' is the name FEMA gave to these projects. 'PW 37' will involve the following:

- Gravel plus base course on Negra Road in Encino- 1 mile
- Gravel plus base course for 1 mile of road off of Lobo Ranch Road
- Gravel plus base course for 1 mile of C036

There is an applicant share of \$21,231.97 that is in-kind. No further discussion. The Commission votes; all in favor, none opposed. **MOTION CARRIED**

***County Manager Requests/Reports:**

19. Update

Ms. Annette Ortiz speaks. Madam Commissioner DuCharme had requested an audit update. Ms. Tenorio received a response from Mr. Christopher Schmitz, who is with the CPA firm that is doing our trial balances, and he wrote her the following:

After having looked at our schedule, we will have the trial balance and remaining information due to you by December 15th, but are shooting for December 12th.

Ms. Ortiz states that once this information is received, it will be turned over to our audit firm so they can complete our audit.

Ms. Ortiz recently attended the Better Informed Public Officials Conference. She states that the conference was very informative and she has hand-outs from the conference if anyone is interested in reading them.

The Emergency Manager position will be posting in the local newspaper tomorrow.

The deadline for Fair Board submissions is December 21st.

The Swearing-In Ceremony for our newly elected local government officials will be held tomorrow at 4:00pm at the Judicial Complex.

The Treasurer's Office states that there will be payroll and accounts payable checks that will need to be signed between the period when a new Commissioner will come in and a new Commission Chair will be elected. One sitting Commissioner will need to come in to sign checks during that period.

Madam Commissioner DuCharme asks about the renovations at the Judicial Complex. Ms. Ortiz states that she will be going tomorrow to do the final walk through and the punch list. The Sheriff has been visiting the site; cubicles are being ordered and locks are being installed.

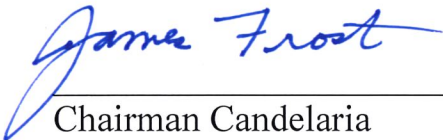
Public Requests: At the Discretion of the Commission Chair. For Information Only (**No Action Can Be Taken**). Comments are limited to three (3) minutes per person on any subject.

Michelle Jones, resident and Clerk's Office Admin. Asst. III, (myself) speaks. She thanks the Commission for their consideration concerning supplementing the DWI program. It's critical and she looks forward to the next Commission meeting when she hopes to see the Commission approve funding the gaps in the program.

Annette Ortiz, resident and Interim County Manager, reminds all that the Estancia High School Girls Basketball Team is hosting a Holiday Hearts clothes drive. Please consider donating.

***Adjourn**

ACTION TAKEN: Madam Commissioner DuCharme makes a motion to adjourn the December 14, 2016 Commission Meeting. Commissioner Frost seconds the motion. No further discussion. The Commissioners vote; all in favor, none opposed. **MOTION CARRIED.** Meeting adjourned at 12:51 pm


Chairman Candelaria


Michelle Jones, Admin. Assist. III

12/28/16
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.

