

**Final Copy  
Torrance County Commission  
Regular Meeting  
June 14, 2017**

**Commissioners Present:**                      **Javier Sanchez-Chairman  
Jim Frost-Member  
Julia DuCharme-Member**

**Others Present:**                              **Belinda Garland-County Manager  
Annette Ortiz-Dpty Cnty Mngr  
Dennis Wallin-County Attorney  
Sylvia Chavez-Admin Asst II**

**Call Meeting to Order:**

Chairman Sanchez calls the meeting to order at 9:00 am, Mr. Tito Chavez leads us in the pledge and Ms. Sylvia Chavez (myself) gives the invocation.

**Approval of the Meeting Minutes:**

Chairman Sanchez asks for a motion to approve the May 24, 2017 Regular Commission Meeting minutes. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the May 24, 2017 Regular Commission Meeting Minutes. Madam Commissioner DuCharme seconds the motion. No further discussion, the Commission votes: all in favor, none opposed. **MOTION CARRIED.**

**Approval of the Meeting Agenda:**

Chairman Sanchez asks for a motion to approve today's Meeting Agenda. **ACTION TAKEN:** Chairman Sanchez makes a motion to approve to today's meeting agenda. Commissioner Frost seconds the motion. Madam Commissioner DuCharme asks for clarification on the meeting agenda. The department updates are usually the first item on the agenda and today they are not, Ms. Annette Ortiz mentions that County

Emergency Manager, Martin Lucero has to leave early and the agenda was moved around to accommodate his agenda item. The Commission votes: all in favor, none opposed. **MOTION CARRIED.**

### **Approval of the Consent Agenda:**

Chairman Sanchez asks for a motion to approve the Consent Agenda. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the Consent Agenda. Chairman Sanchez seconds the motion. No further discussion, the Commission votes, all in favor, none opposed. **MOTION CARRIED.**

### **ACTION ITEMS\*:**

#### **ITEMS TO BE CONSIDERED AND ACTED UPON**

(Public Comment, each item: At the discretion of the Commission Chair. Comments are limited to one minute per person.)

#### **\*Commission Matters:**

##### **1. Funding Request(s)-Martin Lucero, Emergency Manager**

Mr. Lucero presents the Commission with funding request to close out a couple of grants before the end of the FY budget. He is asking the Commission for \$17,475.54 of which there is an invoice for AECOM in the amount of \$2,913.54, another for the Hazardous Mitigation Grant in the amount of \$7,148.81 and the last is for the EMW-2015-EP-00066-S01-Torrance County Per Diem in the amount of \$7,413.19. Mr. Lucero informs the Commission that the County can possibly get reimbursed a portion of the \$17,475.54 from the state. Mr. Lucero also mentions that by closing out these particular grants it will also avoid an audit finding. There is a question if the County submitted an invoice in the allotted time to get reimbursed. Mr. Lucero also mentions that he has spoken with Tracy Sedillo, Treasurer on the different ways he can obtain the funding to cover the \$17,475.54. Ms. Sedillo suggested a couple of different funding sources, such as from infrastructure, PILT, Commission or General Fund monies. Madam Commissioner DuCharme asks what exactly needs to be done to get the reimbursement from the state, Mr. Lucero explains that he needs to research and find the invoice that was submitted to the state to get the funding back to the County. Commissioner Frost asks what is the deadline for this to be done, Mr. Lucero informs Commissioner Frost that it has to be done by the

end of the month, so that they are zeroed out by the end of the FY budget. Chairman Sanchez would like to confer with County Manager Garland to find out where the funding can come from to cover the cost for the Civil Defense budget. Mr. Lucero mentions that if the Commission would like to table this till the next Commission meeting that would be fine and that way he can speak with County Manager Garland to look at the different option for the funding source. All documentation hereto attached. **ACTION TAKEN:** Madam Commissioner DuCharme makes a motion to table the Funding Request. Commissioner Frost seconds the motion. No further discussion, the Commission votes all in favor, none opposed. **ITEM TABLED.**

## **2. 2017 New Mexico Community Survey Highlights and PHTC Prevention Strategies-Billie Clark/Natalie Skogerboe, Partnership for a Healthy TC**

Ms. Billie Clark addresses the Commission and informs them of good news, the partnership received funding from Presbyterian services and they will be able to proceed with some great projects throughout Torrance County. One of which will help with mental health training that Ms. Tracey Master is involved with. Ms. Clark goes over the Community Survey that was pertaining to Alcohol and Prescription drug misuse, which covers underage drinking. The campaign is to help educate adults that it is a 4<sup>th</sup> degree felony to provide alcohol to minors. This survey was done by adults in Torrance County, Ms. Clark presents the Commission with a slide show to go over the stats for the survey.

Ms. Natalie Skogerboe presents the Commission with results from a state wide survey, the results are from 2014-2017. Ms. Skogerboe highlights some of the areas, one of those areas was the decrease in binge drinking. Ms. Skogerboe mentions that a survey was given to the youth, which goes over underage drinking and how they are able to obtain alcohol. The reported source from the survey on how minors received the alcohol was “at a party”, followed by an adult family member or unrelated adult.

Ms. Skogerboe now goes over the results for the prescription painkillers portion of the survey. Unfortunately Torrance County has a higher prescription drug overdose rate than the rest of the state. Therefore initiatives to reduce access and increase information has been initiated in Torrance County. The source for the issued painkillers are from Doctors, Dentists and from family or friends. Ms. Skogerboe

reminds the Commission and those present not to share any prescribed painkillers with family or friends. Commissioner Frost asks what is the proper way to get rid of outdated prescription pills. Ms. Clarke responds that there are several ways that the process can be done. Since we are in a rural area the accessibility to a pharmacy to dispose of the extra pills is not always a source we can utilize but here are a few things you can do, you can use Sand, Coffee Grounds or Cat Litter to mix with the pills and rub the pills down or use a bag with water to put the pills in to dissolve, those are just a few ways to get rid of the pills.

Michael Godey: *(did not come to the podium)* the access to the Doctor's office is a reason why people share their painkillers with family or friends. And also the cost of medication is another reason.

Ms. Clarke thanks the Commission for all of their support throughout the years, she informs the Commission this will be her last meeting. The Commission thanks Billie for all her hard work she has done over the years for the County. Chairman Sanchez leads the Commission and audience in a round of applause for Ms. Clarke. All documentation hereto attached. **NO ACTION TAKEN, INFORMATION ONLY.**

### **3. Appoint NMAC/NMCIA Worker's Compensation Pool Voting Rep**

Ms. Annette Ortiz informs the Commission that former County Manager Joy Ansley was the County's voting representative. Ms. Ortiz has been filling in for the County, she is asking the Commission to make a formal appointment to this position. All documentation hereto attached. **ACTION TAKEN:** Chairman Sanchez makes a motion to appoint County Manager Belinda Garland to the County's Voting Rep. for the NMAC/NMCIA Worker's Compensation Pool. Madam Commissioner DuCharme seconds the motion. No further discussion, the Commission votes all in favor, none opposed. **MOTION CARRIED.**

### **4. Mid-Region Council of Governments Rural Transportation Planning Committee Appointment(s)**

County Manager Garland informs the Commission that she and Leonard Lujan attended the last meeting for the MRCOG Rural Transportation Planning Committee and she received clarification as to who should be appointed to these positions. The appointees should be for elected officials or public employees. Commissioner Frost is the current appointee to this Committee but is fine with allowing County Manager Garland and Leonard Lujan being the County's

appointees. **ACTION TAKEN:** Commissioner Frost makes a motion to appoint County Manager Belinda Garland and Leonard Lujan to the MRCOG Rural Transportation Planning Committee. Madam Commissioner DuCharme seconds the motion. No further discussion, the Commission votes all in favor, none opposed. **MOTION CARRIED.**

#### **5. Contract between Torrance County and CYFD for FY18-Jenea Ortiz**

Ms. Jenea Ortiz brings before the Commission the contract for FY18 between the County and CYFD, the contract amount is not exceed \$89,720. All documentation hereto attached. **ACTION TAKEN:** Madam Commissioner DuCharme makes a motion to approve the contract between Torrance County and CYFD for FY18. Chairman Sanchez seconds the motion. No further discussion, the Commission votes, all in favor none opposed. **MOTION CARRIED.**

#### **6. Resolution 2017-027 Relating to the Proposed Partial Termination of Indenture and Lease Relating to Torrance County, New Mexico Taxable Industrial Revenue Bonds (El Cabo Wind Project), Series 2013 for the Purpose of Releasing Excess Land Not Utilized in the Project.**

Ms. Ruth Schifani, with Modrall Sperling presents this resolution on behalf of El Cabo. Ms. Schifani informs the Commission that some of the land from the previous resolution for the initial start of the project was not used for this project. So at this time El Cabo Wind Holdings would like to release the land, so that it may possibly be used in another project in the future. Madam Commissioner DuCharme asks for clarification as to why the County would be considered part of the lease, Ms. Schifani states that during the leasing process the County became part of the process in order to receive the PILT monies. The lease that El Cabo has with the individual lessors will still be place but will be released from the County. Madam Commissioner DuCharme asks if this will change the amount of the PILT, Ms. Schifani said no, it will not change the amount. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to approve Resolution 2017-027 Relating to the Proposed Partial Termination of Indenture and Lease Relating to Torrance County, NM Taxable Industrial Revenue Bonds (El Cabo Wind Project) Series 2013 for the Purpose of Releasing Land Not Utilized in the Project. Madam Commissioner DuCharme seconds the motion. No further discussion, the Commission votes, all in favor none opposed. **MOTION CARRIED.**

## 7. Resolution 2017-028 Indigent Burial

Ms. Annette Ortiz presents Resolution 2017-028 to the Commission for an indigent burial. All documentation hereto attached. **ACTION TAKEN:** Chairman Sanchez makes a motion to approve Resolution 2017-028 Indigent Burial. Commissioner Frost seconds the motion. No further discussion, the Commission votes all in favor none opposed. **MOTION CARRIED.**

### \*Department Requests/Reports:

#### 8. Updates:

##### a. Various Departments

Tracey Master, DWI Coordinator- informs the Commission that she will be having a 1<sup>st</sup> aid class for Mental Health in Moriarty on June 27 & 28. Anyone that works with the public will benefit from taking this training. The Stars & Stripes dance will be held on July 1 and the Dance under the Stars will be held on September 9 at Crossley Park in Moriarty. She mentions that she is awaiting word on the audit to see where she will stand with funding. Tracey informs the Commission that she also has drug disposals kits if anyone is needing one.

Cindi Sullivan, Animal Services- presents the Commission with a report that details how many animals have gone through the TC animal shelter and how many calls Animal control have handled. They have had 206 animals go through the shelter, 2 bite cases and a couple of snake sittings, so everyone please use caution outside. They have received 3 bids for the foyer project and are waiting for the new FY budget to move forward with the project. Animal Control has had 121 calls for 2 months, so they are pretty busy out in the County. AC has brought in 35 animals while out on calls. Commissioner Frost asks Ms. Sullivan about the door hangers in her report, Ms. Sullivan explains that the door hangers are used whenever AC has been to someone's residence, no one is home, and we have taken their dog to the shelter. It's a way to notify the owner where there dog is located. Madam Commissioner DuCharme asks about the 55 licenses that have been sold, she wants to know if those are all animals that were adopted out of the shelter. Cindi explains the process of Torrance County residencies' not only adhering to the state statue but also the County ordinance in which if you have an animal they must be licensed. This should be done on an annual basis. The licensing of animals helps with returning animals that may be lost to their rightful owners. Madam Commissioner DuCharme asks what the hours for the shelter and animal control,

Ms. Sullivan informs the Commission that the shelter is open Monday through Thursday 8-5 and 9-3:30 on Saturday and closed on Sunday. Animal Control is available 7 days a week. Report hereto attached

Linda Jaramillo, County Clerk- goes over the revenues for her office which includes fees for recording, probate fees, copies, marriage licenses and business registrations. The total from July 1, 2016 through June 8, 2017 is \$90,441.12 of that there was 3,279 documents recorded. Ms. Jaramillo explains that New Mexico has recently become a member of ERIC (Electronic Registration Information Center), this helps clear out voter rolls by picking up duplicate voters that may be registered in another state. Torrance County had 163 such voters, letters were sent out and 32 voters have responded and we have cancelled their registration in Torrance. 50 were returned undeliverable which puts them in the process to be purged in 4 years. Business Registration will be sent out at the end of June, there are 250 renewals sent out. Ms. Jaramillo recently contacted NM Tax & Rev and acquired a list of businesses that are doing business in the County, notices will be sent out to those businesses that are not registered with the County to get a Business Registration with the Clerk's office. During non-election years the Clerk's office does a lot of house cleaning, getting records ready for destruction and making room for the new FY. The next election cycle the following offices will be up for election, Sheriff, Commission Districts 1 & 2 as well as Assessor and Magistrate Judge. Madam County Manager asks Ms. Jaramillo if a business must be registered with both the County and Municipality, no they need to be registered with either one or the other.

Steve Guetschow, Planning & Zoning Director- informs the Commission that the advertisement for the Planning and Zoning board member has been done and one applicant was received from a Catherine Gores Lynch. The other members did send letters of their continued interest on wanting to serve on the Planning and Zoning board. KEERS is reapplying for their annual Special Waste Permit application, which will be presented to the Commission on July 12, 2017. The Planning and Zoning board unanimously passed their application. Mr. Guetschow informs the Commission that he is in the process of developing a stronger ordinance to prevent illegal transport of mobile homes and abandonment of dilapidated mobile homes. This item will come before the Commission also on the July 12<sup>th</sup> meeting.

**Break given to change the disc at 10:25 am**

**Back from break at 10:33 am**

#### **d. Commission Update**

Chairman Sanchez- attended the investment committee meeting that he will go into more detail later on in the agenda. He also attended the Tajique land grant meeting, which some good ideas for the new transfer station location were discussed.

Madam Commissioner DuCharme- now that the weather is good the Road Department is busy doing road work, she has observed herself as well as residents stating to her that some roads are good and others that are not in good condition. So she is asking residents to please drive the posted speed limits on these county roads to help maintain the work that is being done on them. The maximum speed limit on the county roads is 35 mph.

#### **9. Request Approval of Contract Between Torrance County and John Steiner for Evaluation Services-Tracey Master, DWI Prevention Coordinator**

Ms. Master asks that this item be tabled due to the fact that DFA has not yet approved the contract but she stands for any questions the Commission may have. Ms. Master will not be able to attend the next Commission meeting and hopes that this contract will be presented at that. She would like to answer any questions today, to insure that the contract is passed at the next meeting. Madam Commissioner DuCharme mentions that this is not the first contract the County has had with Mr. Steiner, Ms. Master states that is correct and this contract is funded through DWI monies. All documentation hereto attached. **ACTION TAKEN:** Chairman Sanchez makes a motion to table the Contract with John Steiner and Torrance County. Madam Commissioner DuCharme seconds the motion. No further discussion, the Commission votes all in favor none opposed. **ITEM TABLED.**

#### **10. Request Approval of 2018 Treatment Contract with Sharon “Trish” Dano-Tracey Master, DWI Prevention Coordinator**

Ms. Master asks the Commission to table this Contract as well for the same reason as the previous contract. The Contract will be funded by grant monies once it's approved by legislation. Madam Commissioner DuCharme asks if the Commission



should wait to approve the contract once the funding is approved. Madam County Manager said that it should be tabled till the next meeting and the Commission can approve the Contract pending the approval of the funding. All documentation hereto attached. **ACTION TAKEN:** Chairman Sanchez makes a motion to table the Contract with Sharon “Trish” Dano and Torrance County. Commissioner Frost seconds the motion. No further discussion the Commission votes, all in favor none opposed. **ITEM TABLED.**

**11. Request Ratification of HV RFP 17-690-17-14243 Contract Agreement-Berta Espinosa-Moore, TCPO Home Visiting Program**

Ms. Berta Espinosa-Moore asks the Commission to ratify HV RFP 17-690-17-14243 Contract agreement. All documentation hereto attached. **ACTION TAKEN:** Chairman Sanchez makes a motion to ratify HV RFP 17-690-17-14243 Contract Agreement. Commissioner Frost seconds the motion. No further discussion the Commission votes, all in favor none opposed. **MOTION CARRIED.**

**12. Resolution 2017-029 Budget Increase-Amanda Tenorio Finance Director**

Ms. Tenorio presents the Commission with a resolution for budget increase for the following Departments, Clerk, Road, Emergency Management and Traffic Safety. All documentation hereto attached. **ACTION TAKEN:** Chairman Sanchez makes a motion to approve Resolution 2017-029 Budget Increase. Commissioner Frost seconds the motion. No further discussion, the Commission votes, all in favor none opposed. **MOTION CARRIED.**

**13. Resolution 2017-030 Cash Transfers & Line Item Transfers Between Funds-Amanda Tenorio, Finance Director**

Ms. Tenorio presents the Commission with Resolution 2017-030 for Cash transfers and Line Item transfers. All documentation hereto attached. **ACTION TAKEN:** Chairman Sanchez makes a motion to approve Resolution 2017-030 Cash Transfers & Line Item Transfers between funds. Madam Commissioner DuCharme seconds the motion. No further discussion, the Commission votes, all in favor none opposed. **MOTION CARRIED.**

#### **14. Resolution 2017-031 Line Item Transfers-Amanda Tenorio, Finance Director**

Ms. Tenorio presents the Commission with Resolution 2017-031 for Line Item transfers. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to approve Resolution 2017-031 Line Item Transfers. Madam Commissioner DuCharme seconds the motion. No further discussion, the Commission votes, all in favor none opposed. **MOTION CARRIED.**

#### **15. Discussion and Decision Regarding Investment Committee Recommendation**

Chairman Sanchez presents the Commission with an update from the Investment Committee meeting that was held on June 6. The following are 7 recommendations from the Committee:

1. Accept attached form as official application for Countywide project funding
2. Accept revised internal County form as official application for Departmental project funding
3. Task County Manager's office with collection of applications and their deliverance to the Investment Committee
4. Task the Investment Committee with categorization and qualification of applications based upon statute requirements and potential correlating funding sources
5. Place application for countywide project funding on website and submit announcements via legal notice and radio
6. Open application period on June 15, 2017 with submission deadline COB July 6, 2017
7. Plan for another countywide project funding application submission opportunity in August to correspond with ICIP update

The Commission goes over each one in detail, Chairman Sanchez mentions that the application must have a Commission sponsor. Madam Commissioner DuCharme asks who can apply for funding. Chairman Sanchez states that anyone can apply for funding, County departments, different governmental as well as nongovernmental agencies and County residents.

Michael Godey states that this could start a competition within the Commission Districts, it may be a good idea to have different Commissioners sponsor projects in other districts other than their own district.

Annette Ortiz asks for clarification on #8, she suggest changing the wording or combining 8 and 9 on the application form.

Madam Commissioner DuCharme said she agrees with Mr. Godey but she also believes that any Commissioner can help with any project throughout the County. Chairman Sanchez thinks that each Commissioner should have meetings in their perspective districts to ensure a working relationship with their constituents and help promote projects within their districts but he is not opposed to helping other districts. Commissioner Frost said he doesn't want to start a competition between the Commission districts just to get projects done. He would like Tracy Sedillo, County Treasurer to comment on this. Tracy Sedillo comes to the podium and expresses her opinion on the Committee, starting the Investment Committee was not meant to be "an" expenditure process but without spending it's hard to know what is left to invest. PILT, Capital Outlay and infrastructure monies are the different types of funding sources the County has to fund projects and it depends on what type of project it is in order for the County to decide what funding source it will be funded from. She believes this is a step in the right direction for the County, it will help during budget time and will lead the County to a more transparent process.

Michael Godey (*did not come to podium for a portion of his public statement*) mentions putting these different projects on the Commission agenda to get the full Commissions support

Annette Ortiz mentions that it may be helpful to have Commissioners information on the application for those that are applying for funding requests. She also mentions that this could be used as quid pro quo for Commissioners, "I'll vote for you if you get this project funded". Chairman Sanchez states that the bottom line is the full Commission will approve or disapprove of a project not just one Commissioner.

Michael Godey suggest that maybe this should be done like the Road Policy was done, each Commission district hold meetings in their districts.

Chairman Sanchez agrees with Mr. Godey and mentions that having public meetings could be helpful to the Commission and for the public.

Ms. Tracy Sedillo mentions that with the new FY budget is closely approaching so decisions need to be done pretty quickly in order to work some of these projects into the new FY budget.

Chairman Sanchez asks if the Commission is in consensus with the recommendations from the Investment Committee and with the changes that were recommended today, if so he asking for a motion to adopt the forms, the path of the applications and dissemination of the application. All documentation hereto attached. **ACTION TAKEN:** Chairman Sanchez makes a motion to adopt the forms for County wide application for project funding; and to task the County Managers office to collect the applications and the deliverance to the Investment Committee; task the Investment Committee to categorize application to correlate funding sources; place application on the Torrance County website and submit notice via legal ad in the local newspaper as well as the local radio station; Opening date for applications to start on June 15, 2017 and closing date July 6, 2017 at the close of business. Madam Commissioner DuCharme seconds the motion. No further discussion, the Commission votes, all in favor none opposed. **MOTION CARRIED.**

**Break was given to change disc at 11:50 am**

**Back from break at 11:55 am**

### **\*County Manager Requests/Reports:**

#### **16. Update**

County Manager Garland gives her update to the Commission, there was a department head meeting held on June 1 and the following things were discussed, personnel, payroll, County Vehicle Usage, Fuel Cards, Budget, Torrance County Website and IPRA requests. New fuel logs have been created and will be implemented July 1<sup>st</sup>. New fuel cards through Honstein are being set up for County vehicles and drivers. County Manager Garland attended the Investments Committee meeting as well as a meeting with Andy Miller and Danette Cabber from EVSWA. The Sheriff's department move is complete, the lighting at the Judicial Complex is upgraded and the parking area is all lit up and she would like to thank Carl for all his hard work. She would also like to commend the Animal Shelter for a clean facility. Fire Chief Interviews will be conducted the week after June 19<sup>th</sup>. The end of the FY budget is June 30<sup>th</sup> and she has been working with Department heads who are grant funded. The FY16 audit is almost complete and ready to submit to

the State Auditor's office. County Manager Garland met with Ambitions to talk about needed upgrades and has been working on several employee & litigation issues.

Chairman Sanchez asks County Manager Garland when the 1st EMS Committee meeting will be held, Ms. Garland is waiting to get back from the Association of Counties to get that meeting planned.

That concludes the managers' report, update hereto attached.

### **Public Comment / 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-** informs the Commission and those present that Tajique will be having a clean-up day on June 24 from 10am to 12pm followed by a potluck location to be determined at a later time.

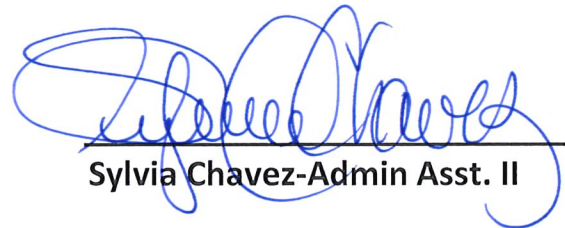
**Betty Cabber, County Assessor** apologizes for not being here during department updates earlier in the meeting but Ms. Cabber would like to thank County Manager Garland for a positive department head meeting. County Manager Garland's leadership will be beneficial to the County as well for the County employees. Ms. Cabber and her staff had an inspection tour of the El Cabo wind project, and will soon see an increase in our evaluations and state assessments. The layout of the facility is very well ran, they have an on-site EMT and the facility is very safety conscious.

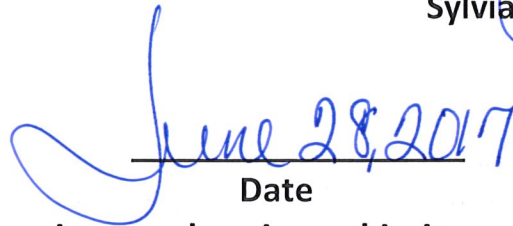
### **\*Adjourn**

**ACTION TAKEN:** Chairman Sanchez makes a motion to adjourn the June 14, 2017 Regular Commission Meeting. Commissioner Frost seconds the motion. No further discussion, the Commission votes all in favor none opposed. **MOTION CARRIED.**

MEETING ADJOURNS AT 12:05 P.M.

  
Javier Sanchez-Chair

  
Sylvia Chavez-Admin Asst. II

  
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.