

**FINAL COPY
TORRANCE COUNTY COMMISSION
REGULAR MEETING
JUNE 13, 2018**

Present: **Julia DuCharme, Chair
Jim Frost, Member
Javier Sanchez, Member**

Others Present: **Belinda Garland, County Manager
Dennis Wallin, County Attorney
Sylvia Chavez, Admin. Asst.**

Call to Order:

Madam Chair DuCharme calls the meeting to order at 9:05 am. Billie Mitchell, leads the Pledge of Allegiance and Sylvia Chavez (myself) gave the Invocation.

Approval of Minutes:

May 21, 2018 Special Meeting Minutes:

Madam Chair DuCharme asks for a motion to approve the May 21st meeting minutes:

ACTION TAKEN: Commissioner Frost makes a motion to approve the May 21st Special Commission Meeting Minutes. **Madam Chair DuCharme** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED.**

May 23, 2018 Regular Meeting Minutes:

Madam Chair DuCharme asks for a motion to approve the May 23rd meeting minutes.

ACTION TAKEN: Commissioner Frost makes a motion to approve the May 23rd Regular Commission Meeting Minutes. **Madam Chair DuCharme** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED.**

June 6, 2018 Special Meeting Minutes:

Madam Chair DuCharme asks for a motion to approve the June 6th meeting minutes. **ACTION**

TAKEN: Commissioner Frost makes a motion to approve the June 6th Special Commission Meeting Minutes. **Madam Chair DuCharme** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED.**

Approval of Meeting Agenda:

Madam Chair DuCharme asks for amendment to the June 13, 2018 Regular Commission Meeting Agenda. Madam Chair would like to have the executive session be more specific and list the names of the staff members.

County Manager Garland lists off the names of the staff members: Annette Ortiz-Deputy County Manager, Kristen Oliver-HR Director, Lori Archuleta-Admin. Asst., Operations Manager-Vacant and Grant Coordinator-Vacant.

Madam Chair DuCharme asks Mr. Wallin if it can be listed this way.

Dennis Wallin states that he is not sure because he is unaware of the reason behind executive session. Mr. Wallin suggests amending the executive session to NMSA 10-15-1 H (2) & H (7).

ACTION TAKEN: Commissioner Frost makes a motion to amend the June 13, 2018 Meeting Agenda with the addition of NMSA 10-15-1 H (2) & H (7) related to the Managers office. There is no second, Commissioner Frost's motion dies, **Madam Chair DuCharme** states that she cannot support the motion without the motion being specific to include names.

ACTION TAKEN: Madam Chair DuCharme makes a motion to amend the agenda with addition of NMSA 10-15-1 H (2) & H (7) and the listing of employee names, Annette Ortiz-Deputy County Manager, Kristen Oliver-HR Director, Lori Archuleta-Admin. Asst., Operations Manager-Vacant and Grants Coordinator-Vacant.

There is no second, Madam Chair DuCharme's motion dies, **Madam Chair DuCharme** states that the Commission will take a break until commissioner Sanchez arrives to the meeting.

Dennis Wallin, County Attorney suggests the Commission approve the rest of the agenda and move on until Commissioner Sanchez arrives and then proceed with approving the agenda with the amendment to the executive session.

ACTION TAKEN: Commissioner Frost makes a motion to approve the meeting agenda without Executive Session.

There is no second, Commissioner Frost's motion dies, **Madam Chair DuCharme** states that we cannot approve the agenda without executive session so we will wait until Commissioner Sanchez gets here.

Commissioner Frost states that it is wrong to keep the people who came here today to present waiting, we can move forward with the agenda and then come back and amend the agenda.

Madam Chair DuCharme apologizes but she would like to wait for Commissioner Sanchez to get to the meeting then proceed.

BREAK GIVEN AT 9:15 AM
BACK FROM BREAK AT 9:38 AM

ACTION TAKEN: Madam Chair DuCharme makes a motion to approve the June 13, 2018 Meeting Agenda with the amendment to Executive Session to be specific with employee names in the manager's office, Annette Ortiz-Deputy County Manager, Kristen Oliver-HR Director, Lori Archuleta-Admin. Asst., Operations Manager-Vacant and Grants Coordinator-Vacant and the addition of NMSA 10-15-1 H (2) & H (7). **Commissioner Sanchez** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED.**

Approval of the Consent Agenda:

Madam Chair DuCharme asks for a motion to approve the Consent Agenda. **ACTION TAKEN: Commissioner Frost** makes a motion to approve the June 13, 2018 Consent Agenda. **Commissioner Sanchez** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED.**

Public Request*:

At the Discretion of the Commission Chair, for information only (**No Action Can Be Taken**), Comments are limited to three (3) minutes per person.

Bill Larson, resident states that he lives in Madam Chair DuCharme's district and he is disappointed by the representation by the public servants here today. It is a waste of time and energy of the paid employees of the county as well as the public who attend these meetings. **Fred Lopez, resident** thanks the Commissioners for their service, he knows that it is a hard job and he applauds the service they are doing for the County.

ACTION ITEMS*:

ITEMS TO BE CONSIDERED AND ACTED UPON

Public Comment, each item: At the Discretion of the Commission Chair, comments are limited to two (2) minutes per person.

***Board Interviews and Appointments:**

1. Interview and Appoint Planning & Zoning Board Vacancies

Steve Guetschow, Planning and Zoning Director in response to the listing for the vacancies for the Planning and Zoning board we have received one response for each district.

a. District 1

Marty Hernandez submitted his letter of interest for this position, Mr. Hernandez was not in attendance for today's meeting. **ACTION TAKEN: Commissioner Frost** makes a motion to reappointment of Marty Hernandez as the alternate to the Planning and Zoning board.

Commissioner Sanchez seconds the motion. **Commissioner Frost** mentions that Mr. Hernandez has served as an alternate for many years and has attended faithfully and responsibly as a board member. He does not live in Torrance County but is planning on moving back to the County. Commission votes 2 in favor, Madam Chair DuCharme is opposed due to Mr. Hernandez not living in Torrance County and this is against the County's policy. **MOTION CARRIED.**

b. District 2

Harlan Lawson submitted his letter of interest for this position, Mr. Lawson stands before the Commission for any questions they may have of him. **Madam Chair DuCharme** states that Mr. Lawson has a very impressive resume and would like Mr. Lawson to give his resume to the audience.

Mr. Lawson states that he did serve on the long range Planning and Zoning for Torrance County many years ago, he is a veteran he served in the US Army for 31 years. He and his family settled in the County in 1978, his 3 children attended the Moriarty School district. He and his wife ran the Napa auto store in Edgewood for 12 years. Mr. Lawson currently sits on the Estancia Valley Classical Charter Schools Governing Council. He is willing to serve as public servant for Torrance County on this board. **ACTION TAKEN: Commissioner Sanchez** makes a motion to appoint Harlan Lawson to the Planning and Zoning Board. **Commissioner Frost** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED.**

2. Interview and Appoint Fair Board Alternate Position

Marcy Wallin, Fair Board President comes before the Commission and informs them that there were two (2) applicants that submitted letters of interest. Both of the applicants are

qualified for the position. **ACTION TAKEN: Commissioner Frost** makes a motion to appoint Kyria Pittman-Encinias and Jill Harral as alternates to the Fair Board. **Commissioner Sanchez** seconds the motion. **Madam Chair DuCharme** asks Mr. Wallin if both applicants can be appointed when the position was for just one, **Mr. Wallin** states that there should be no problems with both being alternates, the Fair Board could use as many willing good people to help with the fair. Commission votes, all in favor. **MOTION CARRIED.**

****Public Relations:***

3. Funding Request for Green Road Project-Mayor Ted Hart, City of Moriarty

Mayor Ted Hart comes to the podium and thanks the County and the Road Department for all the joint help and effort in getting the chip seal projects done for the City of Moriarty. The City has just recently paved a portion of Martinez road, from Hwy 41 to Green Rd, which is a mile of road. The City of Moriarty received MAP funding for this project, they received \$267,365.00 which completed the project. Martinez Rd is half County, half City road, so essentially the City of Moriarty paved ½ mile of road that is a County Rd. Mayor Hart explains that they were not expecting to receive another grant so quickly but thanks to his great public works director they have received another \$570,000.00 of which the City's in-kind match is \$142,000.00. The City of Moriarty has depleted their funding on the Martinez project, so Mayor Hart is here today to ask the County for financial assistance in getting Green Rd paved, the City of Moriarty is asking for \$100,000.00. This will be a complete loop around the City of Moriarty and these roads will be good for 15 years.

Commissioner Frost states that this will be a good safety route through Moriarty and can be utilized by school buses and big trucks. The road department uses this route to avoid going through the City traffic. Commissioner Frost asks Belinda if the County has any additional funding to help with this project.

County Manager Garland responds that she would need to talk with the Finance Director to see if there is any additional funding available, if there is any it would be out of the wind PILT money. She asks the Commission to visit item #4 and she will go over the budget with Amanda Tenorio, Finance Director to check for funding. She asks Mayor Hart when he needs to know if the County can help.

Mayor Hart states he would like an answer today but can wait a couple of weeks. The City would like to get this project done before school starts back up.

4. Possible Agreement between the Road Department and Moriarty for use of Semi for CDL Training

Mayor Ted Hart mentions to the Commission that he would like the Commission to consider an MOU between the County and the Municipalities to utilize a semi from the County to get employees CDL certified.

Madam Chair DuCharme asks if the City of Moriarty has any semi's they can use.

Mayor Hart states that the City only has dumb trucks which is good for a class B CDL but for safety purposes would like his employees to have the class A, which is good for all including semi-truck endorsement.

Commissioner Frost is in favor of this but asks Dennis what the liability would be for the County.

Dennis Wallin states that it is government to government so both entities are covered by liability but everything can be outlined in the MOU and be specific to state that the municipalities insurance would be used first in case of any incident.

ACTION TAKEN: Commissioner Frost makes a motion to move forward with the MOU for the use of the County's Semi for CDL training.

There was no second to Commissioner Frost's motion, motion dies. **Commissioner Sanchez** would like to have the MOU drawn up then brought to the Commission for approval.

Madam Chair DuCharme asks Mayor Hart what employees would be using the semi for training.

Mayor Hart explains that all the public works employees would use the semi, there are 7 employees in that department.

Madam Chair DuCharme asks Leonard Lujan if the County has a semi that can be used for this training.

Leonard Lujan, Road Foreman states that yes, there is a spare semi that can be used for this, and he also mentions that this is a benefit for everyone involved. If the City has employees that have their CDL's certification and if we are ever in a bind we could ask for their help when it comes to needing someone with a CDL driver license.

ACTION TAKEN: Commissioner Frost makes a motion to approve the use of the semi-truck with the proper MOU in place.

There is no second to Commissioner Frost's motion, motion dies. **Commissioner Sanchez** asks that there be an MOU drawn up for both the Commission and City of Moriarty to review and approve.

Mayor Hart states that he is fine with waiting for an MOU to be drawn up, the City will need to approve it as well.

Madam Chair DuCharme asks Mayor Hart what the City did before or is doing now to be driving there dump trucks.

Mayor Hart explains that the City of Moriarty was using the "farm" rule, which allows you to operate within a certain area and be ok. Mayor Hart said that was ok at one point but he feels for safety purposes he wants the public works department to be in compliance and to be able to drive the bigger trucks outside their City limits if need be to get material they may need for projects.

Madam Chair DuCharme asks the Manager office to have a MOU drawn up and bring back to the Commission to review and approval. **NO ACTION TAKEN**

BACK TO ITEM #3

3. Funding Request for Green Road Project-Mayor Ted Hart, City of Moriarty

County Manager Garland states that she spoke with the finance director and there is approximately \$100,000.00 available in the PILT monies and suggests giving \$75,000.00 to the City of Moriarty to help with this project. This way the County's budget will have a little extra for other things that may come up.

Leonard Lujan, Road Foreman mentions that this will be very helpful to the County as well, half of Green road is county maintained so this will help us cost wise on pothole patching. Leonard explains that the County does receive a lot of complaints on this road. The City of Moriarty has been lucky enough to get the grant funding for both Martinez Rd and Green Rd which are both half City and County maintained. The County will never have enough money to get those roads paved.

Madam Chair DuCharme asks Leonard what is the length of the road that the County maintains on Green rd.

Leonard Lujan states that it is 6/10th of a mile, a little over half mile of paved road.

Madam Chair DuCharme explains that several years ago DOT wanted to donate asphalt to one of our County roads and at that time you, Mr. Lujan stated that we did not have any asphalt roads for that material.

Leonard Lujan mentions that the DOT wanted to donate for Martinez Rd and that road is chip sealed not paved. Mr. Lujan states that the only asphalt road the County has is Lexco Rd, Green road was done by the City of Moriarty years ago and the County only maintains the portion that is County and we just pothole patch that portion. He explains that if the County were to reclaim this road it would cost the County \$250,000.00 to get just that ½ mile done.

Commissioner Frost asks Mayor Hart if \$75,000.00 would be ok instead of the \$100,000.00.

Mayor Hart states that until the bids come in, he's not sure but anything will help but not sure if they can come up with the rest.

County Manager Garland mentions that the City of Moriarty did pave all of Martinez Rd which half is County maintained with the grant monies they received through MAP funding.

Commissioner Frost asks Mayor Hart when will they need the funding.

Mayor Hart states that the City would like to start on this project before the school year starts.

ACTION TAKEN: Commissioner Frost makes a motion to finance the County's portion of Green Rd in the amount of \$100,000.00.

There is no second to Commissioner Frost's motion, motion dies.

Mayor Hart states that the City will do their portion of Green Rd and whatever is left from the grant they will send back, even though he does not like giving back free money.

Madam Chair DuCharme states that this is not free to the County if we are having to pay \$100,000.00.

Mayor Hart explains that process of paving both Martinez and Green Rd will save money for both the City and County in the long run because there will be no maintenance on the road. These roads will be good roads for 15 years with no maintenance. Mayor Hart does not know the cost for the County on the continued maintenance on these roads but he is sure this will save the County money.

Madam Chair DuCharme asks Leonard how the County will maintain this road.

Leonard Lujan explains that the County will continue to pothole patch like they have always done.

Commissioner Sanchez states that this is a project in the realm of what he envisions with the Transportation Committee and he is in support of this but would like to see more coordination of how the PILT monies are spent. In the past the County allowed applications for possible funding through the PILT monies and the City did apply for funding. Since there will be monies left from the PILT perhaps we can allow applications for possible funding projects. Commissioner Sanchez mentions that in the beginning of the year there was \$850,000.00 in the PILT funding and now we are down to \$100,000.00 due to incarceration costs, department request as well as municipalities requesting funds. Can we project what the incarceration fees will be for the next fiscal year?

County Manager Garland states that she can't give that number to the Commission without having all the final numbers at the end of FY18.

Madam Chair DuCharme states, don't we have numbers we can look at now and do an approximate of what the cost will be.

Commissioner Frost reiterates that this will be a safety factor, this road can be used as an alternate access from route 66 to highway 41.

Mayor Hart explains that the grant funding is \$570,000.00 through MAP funding and the 25% match is \$147,000.00. MAP funding requires that the roads have to connect to two (2) highways, which in this case are Route 66 and Highway 41. Mayor Hart explains that they do not have true numbers for this project until they accept the grant funding and then go out for bid. They are basing their cost of what the Martinez project cost. The cost may go up or down but with the cost of gas it's possible that the cost will go up.

Public Comment:

Charlene Guffey, resident Green Rd is half of the Counties responsibility and is a heavily traveled road. Our kids travel on this road to get to school, school busses use this road as well as the county road department. Look at the overall usage of this road and then do a cost analyst of what it has cost for maintenance on this road throughout the years.

Michael Godey, resident you can use the PILT monies for this project, it's an infrastructure project and there is justification to use those monies but the process needs to be used to get PILT funding.

Leonard Lujan the County could put this road in our County Projects but this road would use up all the funds the County gets and then there would be no money for any other roads.

Madam Chair DuCharme reminds the Commission that we don't have reliable Fire and EMS in the southern part of the County and she is reluctant to spend money on this road.

Mayor Hart at this time the City of Moriarty withdraws this request for funding, he thanks the Commission for their time.

Public Comment:

Billie Mitchell, resident I drove down Martinez Rd to get here and there were only 3 cars on that road, this is not a busy road and this would be a waste of County money to get that road paved.

Madam Chair DuCharme asks if this road is worth the cost to the County.

County Manager Garland states that "yes" it is, it will help the county by not having to do any maintenance on both Martinez and Green Rd for 15 years.

Leonard Lujan states that this project is well worth the money, the City did Martinez Rd and did not ask the County for any help for our portion of the road. Mr. Lujan tells the Commission to look at it this way \$50,000.00 for Martinez Rd and \$50,000.00 for Green Rd. Is the Commission willing to give me \$600,000.00 to get these roads done? For the ½ mile of both roads it will cost the County now \$100,000.00 with the help of the City of Moriarty and maintenance free for the next 15 years.

Commissioner Frost states that it would be a mistake not to complete this road, we all use this road and financially it's a good deal for the County.

Public Comment:

Michael Godey, resident the finance department has already said that \$75,000.00 is a good number for the budget and should offer that to the City.

Billie Mitchell, resident why are we still talking about this, Mayor Hart has withdrawn his request and has left but yet it's still being discussed.

Charlene Guffey, resident last year you (Madam Chair DuCharme) got your road done in your district and now that a road in district 1 needs to get done you are not in favor of it. All County residents use this road, the City took the time and effort to get this funding.

Fred Lopez, resident if the money was already granted for this project then this is worth the investment on the County's part. \$100,000.00 versus what the yearly maintenance is look at the numbers.

ACTION TAKEN: Commissioner Sanchez makes a motion to table this to gather more information on the cost and the County's budget. **Madam Chair DuCharme** seconds the motion.

Public Comment:

Bill Larson, resident seems to me that there is a procedure not being followed here.

Leonard Lujan, Road Foreman you already tabled this item but this is a benefit for the County and you have made a mistake by tabling this.

Michael Godey, resident have a Special Meeting to review numbers once you get them and make a decision on this project.

Commission votes: 2 in favor, Commissioner Frost opposed, **Madam Chair DuCharme** states that once we get the plans and numbers on this project we can then make a decision.

ITEM TABLED.

5. Presentation, Company Nurse Program-Kami Denton, NMAC Workers Comp. Manager Kristin Oliver, HR Director introduces Ms. Kami Denton from NMAC Workers Comp., she is here today to talk about Company Nurse. A program that may be beneficial to the County and bring down the County's workers comp claims.

Kami Denton explains the program to the Commission, Company Nurse is for injured workers, the hotline can be used 24/7. The County will only be billed if there is an actual claim filed. The idea behind this is to keep employees out of the ER and to keep the cost down. The online nurse will evaluate each injury and can give advice for minor injuries or suggest them get medical attention. Ms. Denton mentions that Chaves, Curry, Dona Ana, Grant, McKinley, Otero, Roosevelt, San Juan, Sandoval and Santa Fe Counties are currently using this program. This program is used for on the job injuries only. The nurses on the hotline specialize on occupational injuries, so they are well aware of any kind of job related injuries. The cost per claim is \$150.00, the worker can call more than once and there will not be an additional charge. Presentation hereto attached.

Nick Sedillo, Risk Manager/Safety Officer asks Ms. Denton if an injured worker calls 5 times will the County be billed for each call.

Ms. Denton answered "no" it's one time per injury per worker.

Nick Sedillo asks Ms. Denton of those Counties listed do you see a high number of calls from the high risk departments such as the Sheriffs and Road departments.

Ms. Denton mentions that they receive a lot of calls from both the Sheriff's department and Detention.

Dennis Wallin, County Attorney asks if the County would sign an agreement with NMAC or with the Company itself.

Ms. Denton states that she is not sure of who the agreement is between but will get that information back to Mr. Wallin.

Mr. Wallin states that the obvious benefit is keeping down the cost of workers comp claims and asks if there is any procurement code that needs to be followed for this program.

Ms. Denton states that there is none.

Madam Chair DuCharme asks what the difference is from what the employees have now versus this program.

Kristin Oliver explains the process of what happens when an employee gets hurt on the job. Supervisor is informed, HR is contacted and employee is advised to either be seen by their Doctor or go to the ER. Employees do not contact workers comp directly, that is done by HR.

Madam Chair DuCharme will this program benefit the County.

Dennis Wallin, this can essentially keep the cost down for the County on workers comp claims. **Commissioner Frost** states that the Safety Department is very good and we receive a lot awards given to the county and with our record of safety he feels this would be a good thing for the County.

Nick Sedillo states that he will reach out to some of those Counties and see if they have seen a benefit with this program and get that information back to the Commission.

NO ACTION TAKEN, INFORMATION ONLY

6. Presentation, Voluntary Employee Loan/Credit Counseling Benefit Program, True Connect Loan Benefit Program, Susan Mayes, NMAC

a. TrueConnect Agreement

Kristin Oliver, HR Director introduces Susan Mayes who will be presenting another program offered to the Counties by NMAC.

Susan Mayes explains to the Commission the TrueConnect employee voluntary loan benefit/credit counseling program. This program is endorsed by the NMAC board, the program is designed to help employees with poor credit or no credit at all receive small loans when there is an unexpected emergency. The amount of the loans are offered in increment of \$500.00 from \$1000.00 to \$3000.00 and can be taken directly out of their payroll check. The interest rate is 24.99% versus a payday loan at 175% of the loan. There is no cost to the County. The loans will be paid off in a year and can be paid off early with no penalty. This program also comes with free credit counseling session by phone. The County can work with local banks to see if they would like to finance these loans.

County Manager Garland asks if an employee leaves before the loan is paid off, what happens to the remainder of the loan.

Ms. Mayes states that they will follow the state statute on the amount of the final paycheck and she reiterates that the County has no risk at all with this program. It's between the employee and the bank.

Commissioner Sanchez asks if there is interest from the employee's to have this program.

County Manager Garland states that this could be a good opportunity for employee's to build credit.

Betty Cabber, Assessor explains that this has not been discussed with the employees but this could be an added benefit for the employees.

Public Comment:

Michael Godey, resident gives a word of caution to the County, this sounds a bit like a sales pitch for a business with a high interest rate.

Fred Sanchez, resident when he first starting working with the City of Albuquerque when he was a young man, they had a program similar to this and is was beneficial to him and his family.

Dennis Wallin states he would like time to review the agreement before the Commission makes a decision.

Ms. Mayes explains that this a confidential online program for the employees, so if they find themselves at point where they have an emergency they can apply online.

Commissioner Frost thanks Ms. Mayes for her presentation and states that they will make a decision at the next Commission meeting.

7. Around the County: Roads, Emergency Management, Elections

County Manager Garland asks that this item be presented at the next Commission Meeting, Ms. Ortiz is not here to present this item to the Commission today.

8. Update: a. Various County Departments b. Commission c. County Manager d. Other boards or Land Grants (upon request) c. Forest Service

a. Various County Departments

Martin Lucero, Emergency Manager- received and alert from the National Weather Service in regards to the wide spread rain that the County will be receiving this weekend. They are particularly concerned about the burn area from the Dog Head fire. Those areas need to be prepared for potential flooding.

Madam Chair DuCharme mentions the recent rain that we received caused the road between Estancia and Willard to flood (Hwy 41), there needs to be some type of signage put up for travelers.

Mr. Lucero explains that there are some signs in the low crossing areas but will get with NMDOT for possible signs during a time when there is flooding.

Lester Gary-Fire Chief- has been working with Noah Sedillo on the purchase of the brush truck. Also have been working on the Fire/EMS response area's within the County. There were 15 members that did the wildland refresher course so the County will be prepared for the upcoming fire season. At the next Commission meeting we will re-visit the fire ban along with fireworks ban. Cibola forest will be closing on Friday at 8am due to the fire conditions.

Leonard Lujan- Road Foremen completed work on AO57, AO67, AO38, AO70 East and almost done with AO68, they have a mile left to do on this road and they have started on this road today. Been doing a lot of patch work on roads, did some work on Martinez Rd, Community Rd, AO102, Martin Rd, McNabb Rd, some work in Torreon and in Mountainair. Beth Dennison paid for the material to have work done on one of our county roads. Leonard cautions everyone, with the rain comes flooding, due to the roads being hard, hopefully with the moisture our roads will absorb some of the moisture.

Madam Chair DuCharme asks Leonard to give the road names of the roads they worked on, Marshall Rd, Howell Rd, Ice Plant Rd East and Willow Lake East.

c. County Manager

Belinda Garland- reads her report, Belinda and Annette attended training in Albuquerque for ICIP training, met with Andy Miller from EVSWA, met with CoreCivic along with our legal counsel and the Assessor's office on the pending litigation on tax assessments. Met with Mayor Hart to discuss JPA, met with EVSWA members to negotiate contract. Attended a Safety Meeting in which Civil Rights was the training topic and would like to have this training done here at the County level. Managers' report hereto attached

Madam Chair DuCharme gives a quick update for Ms. Wallin for the fair board, the Torrance County Fair has a Facebook page that has all the information for the upcoming fair. The name of the page is "Torrance County Fair"

***Commission Matters:**

9. Consideration of Salary Increase for Elected Officials

County Manager Garland presents this item to the Commission and goes over the current pay salaries and the proposed salaries. Ms. Garland reads the current salaries for the elected officials, Assessor \$65,855.00, Deputy Assessor \$60,587.00, Commission District 1 and 2 \$26,257.00, Sheriff \$68,654.00, Deputy Sheriff \$63,162.00 and Probate \$23,028.00. There are two different cycles on the proposed salary increase. The 1st phase will include: Assessor, Deputy Assessor, Commission District 1 and 2, Sheriff, Deputy Sheriff and Probate. The 2nd phase will be Treasurer, Deputy Treasurer, Clerk, Deputy Clerk and Commission District 3. These proposed increases are for 5%, 10% & 15%. With the 5% increase the salaries will be Assessor \$69,147.75, Deputy Assessor \$63,616.35, Commission District 1 and 2 \$27,569.85, Sheriff \$72,086.70, Deputy Sheriff \$66,320.10 and Probate \$24,179.40.

Commissioner Frost asks if there was an increase included in the interim budget that was already submitted and if the budget was able to cover the increase.

County Manager Garland states that the interim budget was submitted with a 5% increase and the budget was a balanced budget with the salary increase.

Madam Chair DuCharme would like to remind the Commission that per the census for Torrance County, \$32,000.00 is the average household income and \$18,000.00 per capita. Do we need to increase these numbers and for what purpose do we to give an increase?

Public Comment:

Bill Larson, resident the salaries you quoted from the census are totally irrelevant for the professionals that hold these positions. You're comparing apples to oranges.

Michael Godey, resident the road department has a lot of professionals working in their department and they are under paid.

Madam Chair DuCharme states that when these people ran for these positions, they knew what the salary was and they were ok with that amount. There is no need to raise them.

ACTION TAKEN: Commissioner Frost makes a motion to approve a 5% increase for the elected officials.

Commission Sanchez asks if there an individual that does not want the increase do they have to take the increase.

Tracy Sedillo, Treasurer states that in the past there have been a few elected officials decline the raise but the salary was still budgeted for the next official who took office.

Billie Mitchell, resident she explains that she has always been a working lady, why is there money for the elected officials and not the other workers.

Madam Chair DuCharme states that the employees have gotten raises for the past two years and the Road department went up from \$10.00 per hour to \$12.00 per hour for some positions.

County Manger Garland states that the higher the salary the more qualified and professional employee you get.

Billie Mitchell, resident asks for clarification on the motion.

Sylvia Chavez (myself) the motion was to give a 5% increase to the elected officials.

Commissioner Sanchez seconds the motion. No further discussion, 2 in favor Madam Chair Ducharme opposed. **MOTION CARRIED.**

10. Completion and Certification of 2018 Primary Election Results-Linda Jaramillo, Clerk
Linda Jaramillo, County Clerk is here today to complete the Canvass for the 2018 Primary Election. The canvass checks for the accuracy of the election, Ms. Jaramillo is going to simplify the process today and just go over one precinct. In the past they went over every single roster precinct by precinct. Ms. Jaramillo assures the Commission of the work her precinct workers have done, they all did a fantastic job. Today we will go over Precinct 2, there is a white roster and a yellow roster, the white roster is the signature roster and the yellow is the check list roster. The yellow roster goes to the Secretary of State office and the white roster stays in the County Clerk's office. The rosters have changed from the last time, the SOS has streamlined the rosters, before we had to account for the different parties on the rosters and now we do not have to. There were 2 provisional ballots that were cast at this precinct. Ms. Jaramillo explains what a provisional ballot is. They are ballots cast by someone who may not be on the roster of the precinct where they showed up at to vote. Once we get those ballots back to our office, we research the voter to see if their vote will count on the ballot they received. 34% of voters turned out for this Primary Election, Ms. Jaramillo felt this was low but the SOS said we had a good turnout. Ms. Jaramillo explains the process of canvassing election totals, on election night my staff inputs the numbers from the machine cartridge's from each precinct, then Linda Kayser and myself (Linda Jaramillo) go through the provisional ballots and add them in (if they do count) by hand tallying. If you look at the election night results you will see that some races changed by eight (8) votes, we got sixteen (16) provisional ballots, eight (8) counted and eight (8) did not. Ms. Jaramillo states that she runs a very clean election process and if anyone has questions on the accuracy of the election process they are welcomed to come to her office and she can show them tape by tape, roster by roster the results for the election.

County Manger Garland states that she did not receive any negative feedback during the election, everything she received was positive and Congratulates Ms. Jaramillo on a successful election.

Ms. Jaramillo thanks her staff, Linda Kayser, Yvonne Otero, Sylvia Chavez and Genell Morris for all their help and support during the election process. As well as all the precinct workers, this election went very smoothly. She would also like to thank all the staff here in the Admin building for their cooperation during early voting. Reports hereto attached. **ACTION TAKEN:**
Commissioner Frost makes a motion to approve the 2018 Primary Election Results.

Commissioner Sanchez seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

11. Transportation Committee

Commissioner Sanchez does not have all the information available for today's meeting so he asks that item be tabled till the next meeting. **ACTION TAKEN: Commissioner Sanchez** makes a motion to table the Transportation Committee. **Madam Chair DuCharme** seconds the motion. No further discussion, all Commissioner in favor. **ITEM TABLED.**

***Department Requests/Reports:**

12. Amend Current Nominal Fee/Pay Per Call/Stipend Program Policy and Procedures-

Lester Gary, Fire Chief states that he went through this document and improved it a bit and took things out that would help lower the budgeted amount.

Madam Chair DuCharme states that she does see the improvements in the document and asks why the budgeted amount is so much lower than last years. Madam Chair has received concerns from some of the volunteers about the lower amount.

Chief Gary explains that in years past the budget was more then what was actually used, so he was able to cut out what was not being used and cut the budget by half. So instead of \$100,000.00 for the Fire Departments it is now \$50,000.00. They looked at some of the perks the volunteers receive, when they go to training the training is paid for by the County, they use a county vehicle to get to the training. There is no out of pocket expense for the volunteer when they attend training. So those are considered perks for being a volunteer.

Madam Chair DuCharme mentions the complaints that she has received from the City of Moriarty is having to respond to calls out in the County.

Chief Gary states that he met with Mayor Hart and they will be working on this. Documentation hereto attached. **ACTION TAKEN: Commissioner Sanchez** makes a motion to approve the Nominal Fee/Pay Per Call/Stipend Program Policy and Procedures. **Commissioner Frost** seconds the motion.

Madam Chair DuCharme asks Chief Gary when there is a search and rescue call, how does the volunteer get paid.

Chief Gary states that they will get paid just like as if it was fire call.

Commission votes, all in favor. **MOTION CARRIED.**

13. Request Actuals for Per Diem for Appraiser-Jesse Lucero, Deputy Assessor

County Manager Garland informs the Commission that this was handled internally and needs no action by the Commission.

14. Resolution 2018-29 Budget Increase-Amanda Tenorio, Finance Director

Amanda Tenorio, Finance Director presents the Commission with a resolution for a budget increase, we received more revenue then what was budgeted. Resolution hereto attached.

ACTION TAKEN: Commissioner Sanchez makes a motion to approve Resolution 2018-29 Budget Increase. **Commissioner Frost** seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

15. Resolution 2018-30 Line Item Transfers-Amanda Tenorio, Finance Director

Amanda Tenorio, Finance Director presents the Commission Resolution 2018-30 for line item transfers, this does not change the budget this is money being transferred within the departments budgets.

Madam Chair DuCharme asks Ms. Tenorio about a few large dollar amount transfers, from Indigent Medical Claims to Safety Care Net pool in the amount of \$60,750.00.

County Manager Garland explains that this is a transfer to cover the Medicaid costs for the end of the fiscal year budget, this was approved at a previous Commission meeting.

Madam Chair DuCharme also asks about the transfer from Professional Services in the PILT fund in the amount of \$493,360.00.

Ms. Tenorio states that this particular line item was in the negative and the money was being transferred over to bring to a zero balance. These monies were the payments for the fiscal assistance to the pool and to the sheriff's department for the increase of detention costs. Ms. Tenorio mentions that this was done by resolution and can get the resolution for the Commission to look at if they would like. The Commission asks for a copy of the resolution, they move to the next agenda item until Ms. Tenorio can bring them a copy of the resolution.

16. Maintenance Contract for Radio Consoles-Ben Daugherty, Dispatch Supervisor

Ben Daugherty, Supervisor brings the Commission a contract for the service agreement for their radio consoles through Motorola. These are new consoles so they were under warranty until the 1st of June so this contract will be for 13 months and then next year it will go to a 12 month contract.

Madam Chair Ducharme states that from time to time she receives complaints about the communications, is there any plans to improve the quality of service.

Mr. Daugherty mentions that they are always hoping to improve, the new system that was put in place gave them an increased coverage of 1/3rd geographically for the County. With the improvement of technology the price goes up on the cost to improve our equipment. But we need to improve our radios out in the field. Contract hereto attached. **ACTION TAKEN:**

Commissioner Sanchez makes a motion to approve the maintenance contract for Radio Consoles. **Commissioner Frost** seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

17. Request Payment of Invoice, Purchase Made Without Following Procurement-Sheriff White

County Manager Garland states that she would like to clarify that the wording on the agenda was incorrect, it wasn't that the Sheriff's department didn't follow the procurement procedures they were just following instructions from the previous procurement officer and that was the incorrect way. In this instance the PO was for a smaller dollar amount and the purchase was higher than the PO amount. So we have put in place the process to get the PO for more than the actual purchase price. County Manager Garland is asking that the Commission approve payment on these two invoices, to Kaufman's West for the transport deputies uniforms and equipment needs.

Stephanie Dunlap, Sheriff Administrator explains that there were concerns on how they were being directed to do these purchases but were told that this was the way to process their orders. We argued with the previous procurement officer but were instructed to proceed this way.

Under Sheriff Rivera also explains what took place with the previous procurement officer, they argued but were instructed that this was how the purchase was to be done.

Noah Sedillo, Chief Procurement Officer states that it wasn't that they over spent but it was that they were incorrect in the procurement procedure. Mr. Sedillo has had a meeting with the department and have clarified the correct way of purchasing. **ACTION TAKEN:** **Commissioner Frost** makes a motion to approve the payment to Kaufman's West. **Commissioner Sanchez** seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

Madam Chair DuCharme mentions that she has not seen an update from the Sheriff's department since she has been here.

Under Sheriff Rivera states that he cannot speak for Sheriff White but gives a brief update from the Sheriff's department. Everything is going well with Santa Fe County for housing our inmates. The new transport deputies are quickly learning and doing well and as for crime it never stops. Usually pretty busy during the summer months with crime. During the summer be aware of the heat, don't leave children and pets in hot vehicles.

Back to item #15

15. Resolution 2018-30 Line Item Transfers-Amanda Tenorio, Finance Director

Ms. Tenorio gives the Commission a copy of Resolution 2018-23 which was for cash transfers to the jail fund and grant funding.

County Manager Garland reminds the Commission that Resolution 2018-23 was to cover the grant funding line items that were in the negative. DFA changed the rules and will not allow any line items to be negative at the end of the fiscal year. This resolution was approved by DFA.

Resolution hereto attached. **ACTION TAKEN: Commissioner Frost** makes a motion to approve Resolution 2018-30 Line Item Transfers. **Commissioner Sanchez** seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

18. DWI Prevention Program FY 2019 Contracts-Tracey Master, DWI Prevention Coordinator

Tracey Master, DWI Prevention Coordinator brings before the Commission three (3) contracts for the new fiscal year.

a. Contract Between Torrance County and Luke Arnold for Treatment & Consultation

Ms. Master explains that there was a contract started earlier in the year with Mr. Arnold for the same services in the amount of \$300.00 per month and is the same for this contract. Contract hereto attached. **ACTION TAKEN: Commissioner Sanchez** makes a motion to approve the Contract with Luke Arnold for Treatment and Consultation. **Commissioner Frost** seconds the motion.

Madam Chair DuCharme asks if legal counsel has reviewed this contract, "Yes" it has been reviewed. Commission votes all in favor. **MOTION CARRIED.**

b. Contract between Torrance County and John Steiner for Evaluation Services
Ms. Master mentions that this is the same contract we have had in place, she will update the termination date on this contract but other than that it is good. Contract hereto attached.

ACTION TAKEN: Commissioner Sanchez makes a motion to approve the contract with John Steiner for Evaluation Services. **Commissioner Frost** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED.**

c. Contract between Torrance County and Adrian Ortiz for Teen Court Coordination

Ms. Master states that the scope is the same, it's a maximum of \$36,000.00 for the year. Contract hereto attached. **ACTION TAKEN: Commissioner Sanchez** makes a motion to approve the contract with Adrian Ortiz for Teen Court Coordination. **Commissioner Frost** seconds the motion.

Madam Chair DuCharme asks if this contract was reviewed by legal counsel, "Yes" it has been reviewed. Commission votes all in favor. **MOTION CARRIED.**

***County Manager Requests/Report:**

19. Update on 2017 Payroll Audit

County Manager Garland states that this item is not an action item but wanted to update the Commission on the payroll audit that was recently done. There were no findings in the audit, County Manager reads a letter into record. Audit hereto attached. **Information Only.**

EXECUTIVE SESSION:

As Per Motion and Roll Call Vote, Pursuant to New Mexico State Statute Section 10-15-1, The Following matters will be discussed in Closed Session:

- a) Limited personnel matters pursuant to NMSA 10-15-1 H (2) and 10-15-1 H (7) related to the Managers Office staff, Annette Ortiz-Deputy County Manager, Kristen Oliver-HR Director, Lori Archuleta, Admin. Asst., Operations Manager-Vacant and Grant Coordinator-Vacant.

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

Executive Session started at 1:30 pm

***Reconvene from Executive Session:**

Reconvened from Executive Session at 2:45 pm

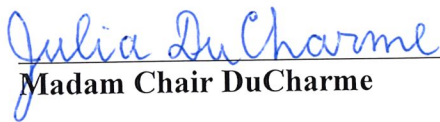
ACTION TAKEN: Commissioner Frost makes a motion to come out of Executive Session. **Commissioner Sanchez** seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

Pursuant to Open Meetings Act, Section 10-15-1(J), Commission Report from Closed Session
Madam Chair DuCharme reports that limited personnel matters were discussed in regards to the Managers office staff and no decisions were made. Office staff include: Annette Ortiz,- Deputy County Manager, Kristen Oliver-HR Director, Lori Archuleta-Admin. Asst., Operations Manager-Vacant and Grant Coordinator-Vacant.

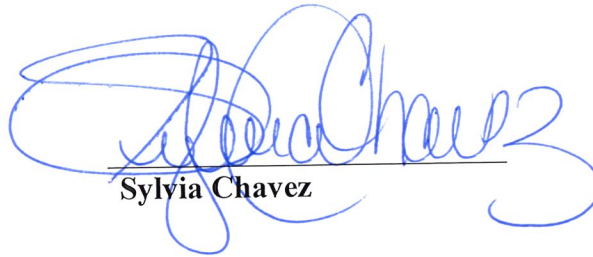
Adjourn

ACTION TAKEN: Commissioner Sanchez makes a motion to adjourn the June 13, 2018 Regular Commission Meeting. Commissioner Frost seconds the motion. No further discussion, the Commission votes all in favor. **MOTION CARRIED.**

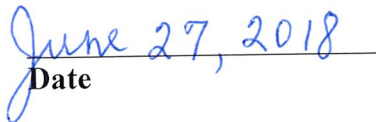
Meeting adjourned at 2:47 pm



Madam Chair DuCharme



Sylvia Chavez



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.