

FINAL DRAFT
Torrance County Board of Commissioners
Regular Commission Meeting
April 28, 2021
9:00 AM

Commissioners Present:

KEVIN MCCALL – MEMBER
LERROY CANDELARIA – MEMBER

Those Absent:

RYAN SCHWEBACH - CHAIR OF COMMISSION
YVONNE OTERO - COUNTY CLERK

Others Present:

JANICE BARELA – COUNTY MANAGER
PHILIP TENORIO – DEPUTY COUNTY MANAGER
JOHN BUTRICK – COUNTY ATTORNEY
VALERIE SMITH – ADMINISTRATIVE ASSISTANT

1. CALL MEETING TO ORDER:

Commissioner McCall: Calls the April 28, 2021 Regular Commission Meeting to order at 9:05 AM.

- 2. Pledge lead by:** Commissioner McCall
Invocation lead by: Commissioner Candelaria

3. CHANGES TO THE AGENDA: None

4. PROCLAMATIONS: None

5. CERTIFICATES AND AWARDS: None

6. BOARD AND COMMITTEE APPOINTMENTS: None

7. PUBLIC COMMENT and COMMUNICATIONS:

Commissioner McCall: Stated that Commissioner Chairman Ryan Schwebach would be absent as he was under the weather.

Madam County Manager Barela: Read a statement hereto attached written by County Clerk Yvonne Otero regarding Early Voting and the request for absentee ballots.

Early Voting begins in the Admin Building at 7:30 am on Tuesday, May 4th, 2021. Requests for absentee ballots may be made to the County Clerk's office by going to NMVOTE.ORG, calling (505) 544-4350 or writing to the Torrance County Clerk, PO Box 767, Estancia, NM 87016.

Madam County Manager Barela: Read an email from Lawrence Segura praising staff for their helpful attitude.

Steve Guetschow, Planning and Zoning: Letters of interest for applicants to serve on the District 3 Torrance County Planning and Zoning Board hereto attached. There is an opening due to Mrs. Lynch resigning after moving out of Torrance County.

Applicant names are:

Bruce Bachelor
Christine Estrada
Michael Godey
Jose Torres

Torrance County Fire Chief Dirks: The upcoming EMT class has 10 volunteers, it will be held mid-June.

Sought approval of usage of the State allotment of fire funds for aerial for training and stocking.

-Photos shown of Paradise Loop Fire, which started on Leslie Lane.-

There has been high fire activity, especially in the grasslands. The official cause as determined by the NM Fire Inspector was spontaneous combustion. The fire started at a residence on Leslie Lane, where the owner was microbiologically composting inside of a makeshift container made of tires. The heat from the compost, in addition to the flammable tires, created a spontaneous fire. The fire was called in as an uncontrolled burn, which was incorrect. The owner of the house was not home at the time the fire began. Winds caught the fire, which had spread to brush against the residence, and it began to spread to the northwest, at which time Engine 2 arrived. Districts 2, 3 and 5, Bernalillo County, Santa Fe County, and the State Forest Service sent fire engines and brush trucks. Residences along V-Hill Road at the Santa Fe County Line were evacuated.

There was a fire hydrant in front of the residence where the fire began, which helped immensely to control the fire and keep it from spreading. With the extra help the only damage was to the grassland near the residence, as well as multiple

vehicles and small structures. No lives were lost, and no homes were lost. Without Emergency Management, this may not have been possible. The truck was able to contact other agencies that lent services to the Torrance County Fire Department. A great thanks goes out to everyone that helped fight this fire.

Steve Guetschow, Planning and Zoning: It is important to maintain effective water systems. The Aerial depended on the water systems to haul water to the fire, and the fire hydrant helped immensely in keeping the fire from spreading.

Commissioner Candelaria: Thanks to everyone who fought and continue to fight fires. A special thanks to the volunteers who helped and who continue to help.

Deputy County Manager Tenorio: The Emergency Response Team, as well as the SERT were there in numbers, as well as the residents and the public who stepped in to fight the fire and the farmers who cut a fire line with their tractors.

Madam County Manager Barela: A Very Special Thanks to the City of Moriarty. It is important to thank the city for their collaboration with the TCFD.

8. APPROVAL OF MINUTES

- A. COMMISSION:** Motion to approve the April 14, 2021 Torrance County Board of Commission Minutes

Action Taken:

Commissioner McCall: Makes a motion to approve the April 14, 2021 Torrance County Board of Commission Minutes

Commissioner Candelaria: Seconds the motion.

Roll Call Vote: Candelaria - Yes; Schwebach - Absent; McCall -Yes:

MOTION CARRIED

9. APPROVAL OF CONSENT AGENDA

- A. FINANCE:** Approval of Payables

Action Taken:

Commissioner McCall: Makes a motion to approve payables.

Commissioner Candelaria: Seconds the motion.

Roll Call Vote: Candelaria - Yes; Schwebach - Absent; McCall -Yes:
MOTION CARRIED

10. ADOPTION OF ORDINANCE/AMENDMENT TO COUNTY CODE:
None

11. ADOPTION OF RESOLUTION:

12. APPROVALS

A. FINANCE: FY 2022 Budget Hearing (Public Hearing)

Action Taken:

Commissioner McCall: Made a motion to enter public hearing for Finance Budget Hearing for the Fiscal Year 2022.

Commissioner Candelaria: Seconds the motion.

Roll Call Vote: Candelaria - Yes; Schwebach - Absent; McCall -Yes:
MOTION CARRIED

Commissioner McCall: This is the Public Budget Hearing for the Torrance County Fiscal Year 2022. All Commissioners met the previous week and gave recommendations as to the budget before this meeting.

Madam County Manager Barela: I would like to make it know that we took into consideration all concerns raised by commissioners, as well as the requests made by each department so a balanced budget could be presented. Transparency is key. Slides hereto attached were presented individually. The meeting will be presented by Jeremy Oliver, Finance Director.

All slides are attached.

Jeremy Oliver, Finance Director: The original totals were not presented with the slides. The original total salary increase requests were:

\$704,464.

Revised to \$493,000.

The Original Capital Outlay total requests were:

\$716,900.

Revised to \$687,200.

Planning and Zoning Budget:

Jeremy Oliver, Finance Director: Presented Slide

Topics Discussed: Staff raises, Operating Increases, the New Code Enforcement Employee (Employee T.B.A.), Capital Outlay for the New Position.

Capital Outlay for the new position includes a vehicle, outfitting for the new vehicle, computers and various office equipment, as well as body armor.

With the additional operating increase, it is a yearly cost, increasing to \$78,250.

This would include increases in items such as:

- Fuel
- Maintenance
- Safety supplies, including work boots for the position,
- Office supplies
- Employee Training

Commissioner McCall: Has noticed code enforcement issues while out in Torrance County, such as residents living in RVs full time. Believes a new employee would greatly benefit the County.

Madam County Manager Barela: Asked Undersheriff Eli Lucero if a Sheriff's Office vehicle could be repurposed as a Code Enforcement Officer vehicle.

Undersheriff Lucero: Answered in the affirmative.

Steve Guetschow, Planning and Zoning: Planning and Zoning had requested a new employee last year. The Planning and Zoning Department is preparing for the new hire, when approved.

Rural Addressing:

Jeremy Oliver, Finance Director: Presented Slide

Topics discussed: Staff Salary Increase and Denial of Additional Employee Request. Department has Been Re-evaluated.

Commissioner Candelaria: Discussed the fact that UPS and Fed-Ex, etc. are not able to find the Commissioner's house, as an example of problems in rural addressing. Asked about improving the numbering system to make receiving deliveries and emergency services easier.

Ruben Gastelum, Rural Addressing: Sent the commissioner's location address to the post office to alleviate the issue. The budget is sufficient, as are supplies. The problem occurs if he is not contacted by homeowners. If others within the county have the same problem, they may contact Ruben Gastelum at the (505) 544-4344, to receive a placard. Mr. Gastelum will also notify the post office of an individual's physical address.

Manager's Office:

Jeremy Oliver, Finance Director: Presented Slide

Topics Discussed: Salary Increases. Human Resources Being Moved To Manager's Capital Outlay Discussed at a Further Point During Meeting.

Clerk & Elections:

Jeremy Oliver, Finance Director: Presented Slide

Topics Discussed: Salary Increases. Operating Increase for Vehicle Maintenance & Telecommunications. Capital Outlay, Including Digitization of Records. There Will be a Potential Grant Match for Records Preservation and Digitization.

Treasurer:

Jeremy Oliver, Finance Director: Presented Slide

Topics discussed: Salary Increases.

There was a request for a 2-year implementation of a salary schedule. It would have cost the county \$26,088. A \$1.00/hr. salary increase was requested for every

employee, costing \$14,917/year. The same amount (\$14,917) will be approved but has been redistributed between employees based on title. One employee will receive a \$0.50 salary increase, while another will receive \$1.50. The remainder of employees will receive \$1.00 salary increases across the board.

Assessor:

Jeremy Oliver, Finance Director: Presented Slide

Topics discussed: Salary Increases, Capital Outlay.

The Assessor's office will now receive 6% raises for employees across the board. This is within the FY 2021 budget. The Capital Outlay costs for a vehicle have been stricken. The current vehicle, a Ford Explorer, is still under 100,000 miles. The laptop request has been stricken as it was already fulfilled.

Grants:

Jeremy Oliver, Finance Director: Presented Slide

Topics discussed: Salary Increases, Capital Outlay, New Employee Costs.

There is a vacancy in the Grants department. It is a 2-employee department running with one employee.

Commissioner McCall: Asked for clarification on the meaning of subscriptions and software.

Cheryl Allen, Grants Manager: Expanded on subscriptions, which include subscriptions to the Independent newspaper, as well as a subscription for each employee to the Grants Professional's Association. The budget also includes an increase for employee training for the Grants Assistant with NM Edge and grants writing training classes.

Human Resources:

Jeremy Oliver, Finance Director: Presented Slide

Topics Discussed: Moving Human Resources to Its Own Department, Student Employee Positions.

The Human Resources (H.R.) Department will be moving from the Manager's Department to its own separate department. There will also be a spot for one student from each school district to gain employment with the County, taking their interests for their future into consideration while hiring. The legislation for students to be paid the state minimum wage has passed. Student employees will make \$10.50 per hour; beginning January of 2022 that increases to \$11.50 per hour. The students will be granted 600 working hours per year, though does not have a set number of hours per week. There is a program in progress to hopefully get the students dual credit for working.

Commissioner McCall: Note to all department heads: Each department will be eligible to get a student employee, based on the students' interests. It is only being categorized as a program done under the Human Resources Department to keep confusion to a minimum.

Commissioner Candelaria: Asked if students need to be recommended by a teacher to gain employment with Torrance County.

Jeremy Oliver, Finance Director: Letters from their school, having enough free time or other hours during the week, or summer hours to work, plus keeping up with schoolwork will all be required.

Sheriff's Office:

Jeremy Oliver, Finance Director: Presented Slide

Topics Discussed: Staff Salaries, Operating budget, Capital Outlay.

Budget has been reorganized; raises have been reduced. Only 1 additional vehicle has been added. 2022 is Year 2 of a 3-year plan.

Sheriff Rivera, TC Sheriff's Office: The new vehicles will be used for administration purposes. The vehicles already in the fleet will be repurposed to become patrol vehicles. We currently cannot get patrol vehicles as there is a chip shortage due to COVID-19. Vehicles, like the Chevy Tahoe used in patrol, are not being produced. The equipment Sheriff Rivera's vehicle needs is a cage and back compartment. No money has been requested as requesting funding for equipment that cannot be obtained would be futile.

Transport:

Jeremy Oliver, Finance Director: Presented Slide

Topics Discussed: Reduction of Transport Department

There is no need to fund the Transportation Department, especially with potential impending prison closure.

If prison does not close, only \$8,000 will be needed and was included in the Sheriff's Office capital outlay request.

Finance:

Jeremy Oliver, Finance Director: Presented Slide

Topics discussed: Salary Increases, Overtime Approval for State Capital Outlay.

Operations and Maintenance:

Jeremy Oliver, Finance Director: Presented Slide

Topics Discussed: Salary Increases, Operating, Capital Outlay.

The 2% salary increase for Nick Sedillo comes to \$0.72/hour.

The HVAC contract with TLC is now included in the building maintenance operating cost line item.

Each year, each building has been given its own budget line. This is the last year that we are tracking like this to get a good average of what the buildings each cost in maintenance per year. There is no problem with audit or DFA, if the whole fund does not go negative. Once money has been added, it is more difficult to see each buildings expenditure. The line has been allowed to go into the red so that the costs can be tracked.

Deputy County Manager Tenorio: The county is engaged in energy tracking with an energy services company. This includes doing a life cycle analysis. They track costs such as upgrading and replacing HVAC systems.

Jeremy Oliver, Finance Director: This could save us over \$100,000 per year, just in electricity costs.

Animal Services

Jeremy Oliver, Finance Director: Presented Slide

Topics Discussed: Salary Increases, Cost to Convert Positions.

Salary table was reworked to only include Animal Control Officers, based on their certifications. There is no time requirement, the \$1.00/ hour salary increase is dependent on completion of the Animal Control Officer certification course.

Madam County Manager Barela: An oversight on her part, a 2% cost-of-living increase was intended for Cindy Sullivan, and a \$1.00 per hour salary increase for Danette Mead-Langdon. This would be an additional \$4,000, not included on salary table.

Jeremy Oliver, Finance Director: The cost-of-living increase will be approximately \$0.60/ hour, or \$1,800 overall, and the \$1.00/hour increases come to approximately \$23,000 overall cost to the county. This would bring the total increase in budget to approximately \$28,000.

Emergency Manager

Jeremy Oliver, Finance Director: Presented Slide

Topics Discussed: Part-Time Assistant Position.

There was talk of nixing the part time position, but there has been word from the state that grant matching will be increased from 25% to 50%, which would include, if awarded, the new part time position at no cost to the County.

D.W.I.

Jeremy Oliver, Finance Director: Presented Slide

Topics Discussed: Grant Funding, Salaries.

There will be no increase in salaries, and all budget increases will be through grant funding. There have been no additional positions requested.

Domestic Violence

Jeremy Oliver, Finance Director: Presented Slide

Topics Discussed: Salary Increase.

Fire Department

Jeremy Oliver, Finance Director: Presented Slide

Topics Discussed: Salary Increases, New Positions.

Commissioner McCall: Asked if EMTs are currently not staffed nights and weekends.

Fire Chief Dirks: With the addition of the two new positions, there will be more coverage of nights and weekends.

Commissioner McCall: Raised concerns over possible issues with the 2 new hire EMT salaries.

Fire Chief Dirks: A hierarchy is not currently established. We are working on this. Our salary for a basic EMT is currently at \$14.00/hour. We have on part time Intermediary employee, Julie Fill. We are looking at a possible raise of \$1 to \$1.50/hour for intermediary EMTs.

Commissioner McCall: This will be left up to the discretion of Fire Chief Dirks. Questioned necessity of a Clerical Assistant.

Fire Chief Dirks: A clerical assistant is a necessity. There is a lot of paperwork due to restocking pharmacy, having the quarterly inspection, changes in many areas including moving more into EMS training. An example of why a clerical assistant is needed is the EMS fund, which was not applied for because the deadline was missed. A clerical assistant would reduce the workload for much of the fire department, as well as making delegation of work clearer. If we begin billing, which we currently can not do, we will need clerical help.

Road Department:

Jeremy Oliver, Finance Director: Presented Slide

Topics Discussed: Salary Increases, Capital Outlay.

The \$300,000 for road projects includes paving a mile of McNabb Rd.

Capital Outlay includes tires for trucks and graders.

Commissioner McCall: The Road Department budget has increased significantly, which was just to bring it up to standards set by the public and private industry.

Community Monitoring:

Topics Discussed: Staff Salary, Community Monitoring.

Commissioner Candelaria: Community monitoring and anti-recidivism is a very important part of our duties in the commission. Saving money not having to incarcerate individuals is important.

Dispatch

Jeremy Oliver, Finance Director: Presented Slide

Topics Discussed: Salary Increases, Capital Outlay and Manager's Proposed Salary Table, Dispatch Retention.

The Manager's salary table has not been stricken completely but will be tabled until the 2023 budget negotiations.

Madam County Manager Barela: Chairman Schwebach has concerns over the hiring and retention of Dispatch Department employees. He would like to know if this is due to similar issues in the community at large and their problems finding employees, or if it is due to the high stress and amount of overtime of the positions available. He would like the commission to consider a 7% increase in salary to boost retention, without the table, and then to revisit the table later, date TBD.

Commissioner McCall: Agreeing with Commissioner Chairman Schwebach, a 7% increase in salary would bring them up to comparable salaries according to the study sheet, understanding that it does not take into consideration years of service. Stress leads to retention problems. A signing bonus dependent on one to two years of service should be considered. Overtime last year was around \$70,000, and the year before was approximately \$54,000. It is obvious we are understaffed.

A signing bonus could possibly be helpful in recruiting dispatchers from other counties or municipalities. Staff taking their vacations would improve morale and reduce fatigue.

Jeremy Oliver, Finance Director: This year is looking like we will surpass \$70,000 in overtime as well.

Commissioner Candelaria: A signing bonus would be helpful in retention. Employees need to have less stress at their positions.

Madam County Manager Barela: These are all issues that need to be discussed further.

Legal Department

Jeremy Oliver, Finance Director: Presented Slide

Topics Discussed: Clerical Assistant Position, Salary, Operating Costs, Capital Outlay.

A clerical assistant has been requested with a starting salary of \$17.00/ hour. Possibly \$49,763. The number of \$14,665 will be adjusted as necessary depending on the software obtained for IPRA requests. We can reduce next year's budget if necessary.

Manager's Additional Capital Outlay

Jeremy Oliver, Finance Director: Presented Slide

Topics Discussed: Security Fences, Office Set Up.

These are rough approximations, using older quotes from fencing in other areas.

In the Fire/Admin building actual costs may be higher because they will be starting from scratch. In the evidence area, the \$25,000 estimation should cover everything.

Madam County Manager Barela: The reason for the \$20,000 request for Office Setup at the Fire/Admin building is because the Emergency Manager's current office will be cut into half, making two offices. One will be for the County attorney, and one for the Executive Assistant who does IPRA, as well as the new legal assistant. This estimate includes office furniture.

Commissioner McCall: The Sheriff's Office- Evidence lockup, it is for securing evidence correctly.

Jeremy Oliver, Finance Director: This includes securing windows, as well as proper evidence lockup, and space for the evidence officer. This also includes the evidentiary armory.

Madam County Manager Barela: The armory is specifically the evidentiary armory and does not include the Sheriff's armory. These are housed in separate locations.

Jeremy Oliver, Finance Director: Explains exactly where gates will be at the Dispatch/Animal Services building. Cameras are being added. The need for a streetlight will be evaluated. Due to additional gross receipts and wind farm construction, we may be able to add other projects next year that we are unable to do this year. We will bring each of these projects to the Commission, as we did with the previous projects.

Madam County Manager Barela: A clarification on the Planning and Zoning Budget- the \$49,500 does not include the vehicle request from the Assessor's Office, correct?

Jeremy Oliver, Finance Director: If we can remove the vehicle request, that will bring the total Planning and Zoning Capital Outlay to \$9,500 from \$49,500, which will be for office space setup and body armor for the new position.

The total number does include the Manager's addition.

USDA/Wildlife:

Jeremy Oliver, Finance Director: Presented Slide

Topics Discussed: No Increases in Budget.

There will be no increases in the USDA/Wildlife budget.

NM State Extension Office:

Jeremy Oliver, Finance Director: Presented Slide

Topics Discussed: Debt Service, Rollover and Paying Down Debt.

Madam County Manager Barela: Asked if Mr. Oliver could explain the debt service, rollover and paying down debt.

Jeremy Oliver, Finance Director: Tables not at hand, but from memory the total debt was a little over \$1M, with interest of over \$200k. Largest loans with rollover are in the dispatch center and would save approximately \$50K year in loan payments. This would reduce the interest payments by approximately \$60k over the next 9 years. It may be possible to use rollover funds from the dispatch center to pay the loan off.

Fire Chief Dirks: In agreement in paying off some of the smaller loans, as paying off the larger ones would hinder projects he is working on for the next year. There is a possibility of the larger loans being swept by the legislature.

Madam Deputy Manager Barela: Fire Chief Dirks communicated with the state Fire Inspector and that is allowable.

Jeremy Oliver, Finance Director: The next step would be to speak to the NMFA about loan repayment. Some of the contracts need clarification, as there is a written clause that loans may not be paid off within ten years of the beginning of the loan contract.

Commissioner McCall: Loan service debt repayment with rollover funds may be the wisest decision. It saves the County the most money. Is the Fire Chief good with paying off some of the District loans with the rollover funds?

Fire Chief Dirks: Answered in the affirmative.

Commissioner McCall: If there are any large expenditures, we could fund them with the savings of paying off the loans.

Commissioner Candelaria: Concurs.

Commissioner McCall: On several large line items, the savings would be substantial.

Madam County Manager Barela: The largest of the line items, the \$409,000, would not be paid off because it is on the previously mentioned 10-yr no payoff contract.

Jeremy Oliver, Finance Director: Clarification on whether they can be paid off early will be answered. Emergency Management part time answers are incoming, as well as finalization of the EMT positions within the Fire Department.

Madam County Manager Barela: A special thanks goes out to Senator Greg Schmedes, who helped us get a junior appropriation through legislation signed by the governor, and Torrance County will be receiving \$100K for the construction of an Emergency Management Center. The Commission previously approved \$88k which can now potentially be used elsewhere.

Commissioner McCall: Thanks to Senator Schmedes.

Madam County Manager Barela: This is a public hearing; it needs to be opened for public comment. The public is allotted 2 minutes each to speak.

Commissioner McCall: The floor is now open for public comment. Is there anyone who wishes to speak?

-No comment from the public, in the audience or on Zoom.-

Action Taken:

Commissioner McCall: Makes a motion to close the public hearing.

Commissioner Candelaria: Seconds the motion.

Roll Call Vote: Candelaria - Yes; Schwebach - Absent; McCall - Yes:

MOTION CARRIED

B. GRANTS: Motions to approve contract between Torrance County and Rebecca Armstrong for Girls Circle Services in the Estancia Valley.

Action Taken:

Commissioner McCall: Makes a motion to approve contract between Torrance County and Rebecca Armstrong for Girls Circle Services in the Estancia Valley.

Commissioner Candelaria: Seconds the motion.

Cheryl Allen, Grants Manager: The Boys Council and Girls Circle are a necessity in our County. The Boys Council has had a facilitator, but the Girls

Circle has not. Enter Rebecca Armstrong as the new Girls Circle Facilitator. She has signed a contract with the Estancia Valley Youth and Family Council. Her contract is effective immediately with approval from the TC Commissioners, continuing with an automatic one-year renewal at the end of this fiscal year, which is June 30th, 2021 and ending on June 30th, 2022. The contract amount specified is beginning immediately upon Commission approval and covered 100% by grant funds.

Commissioner McCall: We could always use more community service.

**Roll Call Vote: Candelaria - Yes; Schwebach - Absent; McCall - Yes:
MOTION CARRIED**

C. ANIMAL SERVICES: Motion to approve and submit application for the animal care & facility fund grant, from the Sheltering Committee of the N.M. Board of Veterinary Medicine.

Action Taken:

Commissioner McCall: Motion to approve and submit application for the animal care & facility fund grant, from the Sheltering Committee of the N.M. Board of Veterinary Medicine.

Commissioner Candelaria: Seconds the motion.

Danette Mead-Langdon, TC Animal Services: This is a grant that we have been offered to apply for to assist with spay and neuter clinics. Asking 30k for help with clinics and to set up a voucher system for low income. Vouchers could also be offered to people calling the animal shelter.

Cheryl Allen, Grants Manager:

This includes two days of spay/neuter clinics. It is 100% grant driven and is based off economic need. Income and residency of the animals will be verified. Low-income residents that get SSI, EBT benefits, etc., will be automatically eligible. We foresee the grant being exhausted.

Cindy Sullivan, Animal Services: We expended the previous grant and had to turn people away at the clinic. There are many Torrance County Residents that need assistance with their pets.

Commissioner McCall: It is good to see funds coming into the county.

Cheryl Allen, Grants Manager: We are just in the application stage. We are seeking approval to submit the application. The application is due Friday.

Commissioner Candelaria: Pets that multiply out of control can affect everyone, especially farmers whose cattle can get maimed by stray animals.

**Roll Call Vote: Candelaria - Yes; Schwebach - Absent; McCall -Yes:
MOTION CARRIED**

D. ANIMAL SERVICES: Motion to approve Job change from Kennel Assistant to Animal Control Officer.

Commissioner McCall: Motion to approve Job change from Kennel Assistant to Animal Control Officer.

Commissioner Candelaria: Seconds the motion.

Cindy Sullivan, TC Animal Services: Read handout hereto attached.

With unwanted animals, a lot of people come to our door with animals that they just do not want anymore.

We remove many deceased animals. They die and people do not know what to do with them, or they may have been involved in an automobile accident and need to be removed.

Asking to convert Kennel Assistant to Animal Control Officer. We would be able to more smoothly cross train and transport animals that need to go to other counties or cities.

It would help keep the shelter staffed. We asked for that for the clerk's position because that would help us out, but we let that go per CMB's request, and put our request to convert Kennel assistant to officer.

Madam County Manager Barela: I can see where this would be beneficial where these officers are on call.

Cindi Sullivan, TC Animal Services: We do not have a ton of after hours, but 7 days a week between 2 people is hard. They are not allowed to leave the County when on call and need to be within 30 minutes of the County.

The Sheriff's office is doing backup for us right now.

Commissioner McCall: Do you foresee an issue with doing kennel work as an officer?

Cindi Sullivan, TC Animal Services: No as they already do kennel work in addition to their duties.

Madam County Manager Barela: In the budget when we looked at it, the amount of money the kennel assistant is currently getting plus the amount of money we would have given the former animal control officer had they not resigned would be the same as what we are doing now, no significant increase with this request.

**Roll Call Vote: Candelaria - Yes; Schwebach - Absent; McCall -Yes:
MOTION CARRIED**

E. FIRE: Motion to approve and submit FY 2022 Fire Fund Applications along with approval to e-sign electronic application to SFMO.

Commissioner McCall: Motion to approve and submit FY 2022 Fire Fund Applications along with approval to e-sign electronic application to SFMO.

Commissioner Candelaria: Seconds the motion.

Don Dirks, Fire Chief: This is the yearly request for the fire fund. This is just a request for approval to fill out the application.

Hanna Sanchez, Admin. Assistant: Asked if Madam County Manager Janice Barela can be designated to represent the Commission.

MOTION AMENDED

Commissioner McCall: Makes a Motion to approve and submit FY 2022 Fire Fund Applications along with approval to e-sign electronic application to SFMO, With Madam County Manager Barela having the permission to sign on behalf of the Commission.

Commissioner Candelaria: Seconds the motion.

Roll Call Vote: Candelaria - Yes; Schwebach - Absent; McCall -Yes:

MOTION CARRIED

F. ROAD: Motion to approve an unpaid invoice from Jackson Equipment for a radiator.

Commissioner McCall: Motion to approve an unpaid invoice from Jackson Equipment for a radiator.

Commissioner Candelaria: Seconds the motion.

Jeremy Oliver, Finance Director: The original purchase was closed without the radiator on it but was ordered and received by the Road Department. The radiator was received in August, and Jackson did not get the invoice until March. It has been included in the Road Department's budget, and it needs to be approved in case of audit.

**Roll Call Vote: Candelaria - Yes; Schwebach - Absent; McCall -Yes:
MOTION CARRIED**

G. MANAGER: Motion to approve an unpaid invoice from TLC for work completed to locate leaks at Fairgrounds.

Commissioner McCall: Motion to approve an unpaid invoice from TLC for work completed to locate leaks at Fairgrounds.

Commissioner Candelaria: Seconds the motion.

Madam County Manager Barela: Requesting invoice for \$636.46 be paid, the work was completed. It was unpaid due to a misunderstanding over what does and does not fall under the scope of the County's contract with TLC. Our employees understood that it fell under the scope of contract work, in fact it did not.

John Butrick, County Attorney: The service site says 209 S Ninth Street in Estancia, but work was performed at the TC Fairgrounds. According to the invoice, the County was charged for travel, but the invoice included inspection. He has checked with auditors, and our admin building has been approved as the main address to be used.

Madam County Manager Barela: Nick Sedillo says whoever authorizes work uses admin building as point of contact. When it says service site, what they really want put is where the work will be completed.

Deputy County Manager Tenorio: One of the invoices was for cameras using a beacon through the sewer line to find location and depth. The second invoice was to pinpoint the exact location of leaks. We have located several leaks, mostly where the yard hydrants are. This allowed us to plan a new waterline after we abandon the very leaky pipes. We will abandon the current sewer line and add a new one. Our contract is for HVAC only, that is why there is another invoice for this work.

Madam County Manager Barela: The invoice has been paid.

Deputy County Manager Tenorio: They have sent the reports and video, their obligations for the inspection are complete.

**Roll Call Vote: Candelaria - Yes; Schwebach - Absent; McCall -Yes:
MOTION CARRIED**

H. MANAGER: Motion to approve an unpaid invoice from TLC for work completed to inspect the sewer at the Fairgrounds.

Madam County Manager Barela: Report to follow has been received by County, though they are not in Commission notes. The obligations of TLC have been fulfilled.

Commissioner McCall: Motion to approve an unpaid invoice from TLC for work completed to inspect the sewer at the Fairgrounds.

Commissioner Candelaria: Seconds the motion.

**Roll Call Vote: Candelaria - Yes; Schwebach - Absent; McCall -Yes:
MOTION CARRIED**

13. DISCUSSION

A. MANAGER'S REPORT:

Full update hereto attached: Madam County Manager Barela read update into the record.

B. COMMISSIONER'S REPORT:

1.) Commissioner McCall, District 1

Mayor Hart has been told by Pilot that they will be hiring extra staff. They will also be putting slats east of their pumps. Thanks to Mayor Hart for speaking to Pilot.

Another point of discussion. Fire Chief Don Dirks is not Torrance County Fire Marshal as of right now. I would like to see what it will take to make him the Fire Marshal. It looks as though there is some housekeeping to be done as far as ordinances go.

2.) Commissioner Schwebach, District 2-ABSENT

3.) Commissioner Candelaria, District 3-

Thanks to Madam County Manager Barela for keeping me informed on the Paradise Loop Fire. Thanks to District 5 DOT for doing much needed striping on the highways in the area. Their district Engineer, Mr. Paul Brasher, Traffic Engineer; Brad Fisher, Area Maintenance Superintendent; Johnathan Lujan; and Patrol Foreman Johnathan Barela. We all had a hand in getting the road striped. I worked in striping for 40-something years, you may not have a good road but if you have good lines, you may be more comfortable!

Announcements:

At 9:00 A.M. on May 5, 2021, there will be a Special Joint Meeting of the Torrance County Board of Commissioners with the Torrance County Fair Board to do a walkthrough of the Torrance County Fairgrounds to discuss improvements to the Fairgrounds.

The next Torrance County Board of Commissioner's Meeting will be at 9:00 AM on May 12, 2021 at the Torrance County Admin Building.

14. EXECUTIVE SESSION:

A. COMMISSION: Discuss limited personnel matters (County Attorney), closed pursuant to NMSA 1978, Section 10-15-1(H)(2).

ACTION TAKEN

Chairman McCall: Makes a motion to convene executive session.

Commissioner McCall: Seconds the motion.

Roll Call Vote: Candelaria - Yes; Schwebach - Absent; McCall -Yes:

MOTION CARRIED

Enter Executive Session at approximately 11:15.

ACTION TAKEN:

Chairman: Makes a motion to reconvene regular session.

Commissioner: Seconds the motion.

Roll Call Vote: Candelaria - Yes; Schwebach - Absent; McCall -Yes:

MOTION CARRIED

Reconvene Regular session 11:45AM

Motion to Authorize County Manager Barela to enter contract with John Butrick, County Attorney.

ACTION TAKEN:

Commissioner McCall: Motion to authorize Madam County Manager Barela to enter contract with John Butrick, County Attorney, under terms and conditions as discussed during executive session.

Commissioner Candelaria: Seconds the motion.

Roll Call Vote: Candelaria - Yes; Schwebach - Absent; McCall -Yes:

MOTION CARRIED

John Butrick, County Attorney: Effective dates need to be figured out.

Commissioner McCall: Amend motion for a 2-year contract.

ACTION TAKEN

Commissioner McCall: Motion to authorize Madam County Manager Barela to enter into a 2-year contract with John Butrick, County Attorney, under terms and conditions as discussed during executive session.

Commissioner Candelaria: Seconds the motion.

Roll Call Vote: Candelaria - Yes; Schwebach - Absent; McCall -Yes:

MOTION CARRIED

John Butrick, County Attorney: Thanked the Commission and promised to continue to work hard for the people of Torrance County.

15. ANNOUNCEMENT OF THE SPECIAL JOINT MEETING WITH THE BOARD OF COMMISSIONERS AND THE TORRANCE COUNTY FAIR BOARD:

Location will be at the Torrance County Fairgrounds: May 5, 2021 @ 9:00 AM to discuss fairgrounds improvements.

16. ANNOUNCEMENT OF THE NEXT BOARD OF COUNTY COMMISSIONERS MEETING:

Date and Time: May 12, 2021 @ 9:00 AM

Location: Torrance County Office Building

17. SIGNING OF OFFICIAL DOCUMENTS

18. ADJOURN

Action Taken:

Chairman McCall: Makes a motion to adjourn Commission Meeting.

Commissioner Candelaria: Seconds the motion.

Roll Call Vote: Candelaria - Yes; Schwebach - Absent; McCall -Yes:

MOTION CARRIED

TORRANCE COUNTY COMMISSION MEETING ADJOURNED AT 11:50 A.M., APRIL 28, 2021.


Kevin McCall – Vice Chairman


Valerie Smith – Admin Assistant


Date

The Video of this meeting can be viewed in its entirety on the Torrance County NM website. Audio discs of this meeting can be purchased in the Torrance County Clerk's Office and the audio of this meeting will be aired on our local radio station KXNM.

TORRANCE COUNTY



MANAGER'S REPORT

4/28/2021

Janice Y. Barela

505-544-4703

jbarela@tcnm.us



Legislative Update

In my last Manager's Report, I provided some interesting 2021 New Mexico State Legislative Session facts regarding the bills introduced in the 2021 NM State Legislative Session, along with the percentage of bills that passed one house, two houses, the percentage of the bills sent to Governor and the percentage of bills that the Governor signed into law. Since this Legislative Session was different, closed to the public due to the pandemic, Commissioner Schwebach requested that I compare those figures to prior year's data.

	2021 (60 day)	2020 (30 day)	2019 (60 day)	2018 (30 day)
Bills Introduced	933	914	1663	1017
Bills Passed 1st House	334 (35.80%)	234 (25.60%)	642 (38.60%)	381 (37.46%)
Bills Passed 2nd House	168 (18.01%)	95 (10.39%)	326 (19.60%)	131 (12.88%)
Bills Sent to Governor	158 (16.93%)	88 (9.63%)	309 (18.58%)	111 (10.91%)
Bills Signed into Law	140 (15.01%)	84 (9.19%)	281 (16.90%)	80 (7.87%)

SB 377, An Act Making General Appropriations and Authorizing Expenditures, sponsored by Senator George Munoz, was signed by the Governor Lujan Grisham on April 9, 2021. Similar to the Capital Outlay appropriations, the Governor had the authority to line item veto projects from this bills. She did not line item veto the one Torrance County project included in this bill. That means the County will receive:

- \$100,000 for an emergency operations center

This funding is appropriated from legislative cash balances to the legislature for expenditure in the fiscal years 2021 and 2022, and unexpended balances remaining at the end of fiscal year 2022 (June 30, 2022) shall revert back to legislative cash balances. The County has been working on this project and is in an exceptional place to ensure the funding will be fully expended by the legislative deadline.

Thank you, Senator Gregg Schmedes, for appropriating this funding for Torrance County's emergency operations center.

Departments Update

Sheriff's Office / Community Monitoring - Community Service Trash Pick Up

During the last Commission Meeting, I provided an update on Commissioner McCall's request for the County to look into the use of inmates to pick up the trash near the Pilot Truck Stop. I stated that the Sheriff's Office was working with Community Monitoring to the use individuals who needed to complete court-ordered community service hours to pick up trash near the Pilot Truck Stop.

Their second community service trash pick up project occurred on Friday, April 16th. The project was on I-40 between exits 196 and 194 on the side of the westbound lane. In six hours, four community service workers bagged 60-80 bags of trash.

They will continue to work on this issue, with their next projects scheduled to again be on the interstate and the frontage road.

Treasurer's Office

This is a reminder from the Treasurer's Office. The deadline for second half taxes is May 10, 2021. The Treasurer's Office staff does go by the postmark on any mailed in payments.

DWI

Speaking of community service workers picking up trash by the Pilot Truck Stop, our DWI Coordinator, Tracey Master, and Teen Court Coordinator, Adrian Ortiz, organized another event with two teen court community service workers, along with three adults. In two hours, they picked up nine bags of trash in the grassy area between Abrahams and the I-40 ramp.

They will continue to work with the City of Moriarty for their next projects, working to clean the cemeteries.

Dispatch

As of May 4, 2021, Torrance County Dispatch Center will have four open 911 Dispatcher positions. If you are interested in applying, please go to the County website at www.torrancecountynm.org and click on Job Opportunities.

Thank you to the 911 Directors, Supervisors and Dispatchers. With the Center being short-handed, all staff have been working their shifts on the floor dispatching, often taking extra shifts to ensure the County has highly qualified individuals in the seats, ready to answer the calls.