

**FINAL**

**Torrance County Board of Commissioners**

**Regular Commission Meeting**

**July 14, 2021**

**9:00 AM**

**Commissioners Present:**     **RYAN SCHWEBACH – CHAIR**  
  **KEVIN MCCALL – VICE CHAIR**  
  **LEROY CANDELARIA – MEMBER**

**Others Present:**

**JANICE BARELA – COUNTY MANAGER**  
**PHILIP TENORIO – DEPUTY COUNTY MANAGER**  
**JOHN BUTRICK – COUNTY ATTORNEY**  
**YVONNE OTERO – COUNTY CLERK**  
**VALERIE SMITH – ADMINISTRATIVE ASSISTANT**

**1.     CALL MEETING TO ORDER:**

**Chairman Schwebach: Called meeting to order at 9:03 a.m.**

**2.     PLEDGE:**

**Chairman Schwebach: Lead the Pledge of Allegiance**

**INVOCATION:**

**Commissioner Candelaria: Lead the invocation.**

**3. CHANGES TO THE AGENDA:**

**Madam County Manager Janice Barela:** Requested to move items 13-A and 13-B after item 12-A and before 12-B.

**4. PROCLAMATIONS: None**

**5. CERTIFICATES AND AWARDS:**

**A. MANAGER: Announcement of Employee of the Second Quarter:  
Danette Mead-Langdon, Animal Services.**

**Madam County Manager Janice Barela:** Announced the Employee of the Quarter for the Second Quarter of 2021, Danette Mead-Langdon from Animal Services.

**Cindi Sullivan, Animal Services:** Thanked Danette Mead-Langdon for all her years of service and everything she does for the County and Animal Services.

**Danette Mead-Langdon, Animal Services:** Thanked everyone for their nominations and said that she enjoys serving her community.

**Chairman Ryan Schwebach:** Thanked Danette for all her years of service.

**B. MANAGER: Recognition of Employees' Years of Service.**

**1.) MANAGER: Announce list of Employee Service Year Pin recipients who recently received their pins: 30, 25, 20, 15, 10, 5, and 2 years of service.**

**Madam County Manager Janice Barela:** Announced the new program of Employee Service Year Pin recipients, list hereto attached.

**2.) ROAD: Announcement of Employee Service Year Pin:  
Clarence Romero (15.)**

**Madam County Manager Barela:** Asked Leonard to present Mr. Romero's pin to him, but he was out this day. Asked instead for Charmen Padilla to present the pin.

**Charmen Padilla, Road Department:** Presented Clarence Romero of the Road Department with his 15 Year Service Pin.

**3.) SHERIFF: Announcement of Employee Service Year Pin:**  
Cesar Quintana (2.)

**Madam County Manager Janice Barela:** Presented the 2 Years of Service Pin to Cesar Quintana. The Torrance County Sheriff was not available to present the pin.

**6. BOARD and COMMITTEE APPOINTMENTS:**

**A. TREASURER:** Motion to re-appoint David Tixier as a member of the Investment Committee.

ACTION TAKEN:

**Chairman Schwebach:** Made a motion to re-appoint David Tixier as a member of the Investment Committee.

**Commissioner Candelaria:** Seconded the motion.

**Tracy Sedillo, Torrance County Treasurer:** There are 2 public members of the Investment Committee, and they must be re-appointed every fiscal year. The first is David Tixier.

**Roll Call Vote:**

**Commissioner Candelaria:** Yes; **Commissioner McCall:** Yes; **Chairman Schwebach:** Yes.

MOTION CARRIED

**B. TREASURER:** Motion to re-appoint Betty Cabber as a member of the Investment Committee.

ACTION TAKEN:

**Chairman Schwebach:** Made a motion to re-appoint Betty Cabber as a member of the Investment Committee.

**Commissioner McCall:** Seconded the motion.

**Tracy Sedillo, Torrance County Treasurer:** Ms. Cabber is a new member to the Investment Committee, and they have not had a meeting with her present yet.

**Roll Call Vote:**

**Commissioner Candelaria:** Yes; **Commissioner McCall:** Yes; **Chairman Schwebach:** Yes.

MOTION CARRIED.

## 7. PUBLIC COMMENT and COMMUNICATIONS:

**Chairman Ryan Schwebach:** Opened the floor to Public Comment. Announced that there will be two discussion items and that there would be a chance for the public to speak during the discussion.

**Pat Padilla, Tajique Resident:** Mr. Padilla thanked the Commission for letting him speak. He is interested in projects in the community. He understands that funds from ICIP are becoming available. He is hoping to get the Commission to consider paving the mile and a half section of road from the Catholic Church to the first cattle guard in Tajique. The road becomes almost impassable during mud season, and in the fall the dust kicked up on the road becomes a problem. There is a lot of traffic from tourists in the fall as well. According to him, fellow members of his community agree that something must be done to fix the road.

**Debby Maberry, Family Consumer Science 4H Agent, Torrance County:** Announced the opening of 3 positions with the NMSU Extension Office. They are the Extension Agricultural Agent, County Program Assistant, and Admin Assistant.

She announced the Youth District Shooting Sports events where Torrance County placed. The Novice .22 and Novice Shotgun teams won first place, and the Bare Bow Archery Team and Junior .22 Team won second place. She would like to

present the youth teams their certificates at the next Board of Commission Meeting.

Mrs. Maberry thanked MAGS for the shooting range space. She also gave updates on the ICAN program.

Mrs. Maberry thanked the Torrance County Community and thanked the County for accepting two of her children as interns with the County.

**Andrew Gutierrez, Tajique Land Grant Resident:** Announced the Torrance County Advisory Board Meeting, July 14, 2021, Manzano Community Center. Plans to discuss infrastructure and CARES Act Funding.

**Marcie Wallin, Torrance County Fair Board:** Asked about the 5-month secretary contract for Bradi Harral. The Torrance County Fair Board would like to hire her again, but she has reached the threshold of time she is able to serve.

**Madam County Manager Janice Barela:** Explained that it must go out to bid, and with the new contract there must be a new resolution for the restructuring of the Torrance County Fair Board, which will hopefully be on the next agenda.

**Marcie Wallin:** Asked if Bradi or her mother could continue to volunteer for the Fair Board performing data entry tasks, if no money is changing hands.

**John Butrick, Torrance County Attorney:** Explained that he does not see a problem with the women volunteering for the Fair, with the caveat that no money may change hands, they may not handle money for the Board, and there can be no expectation of compensation. Mr. Butrick asked who does the administrative duties, and who accepts the money for the fair.

**Marcie Wallin:** Answered that Bradi and her mother do all the data entry/ administrative duties and have for over 5 years, and that the Treasurer's office accepts money for the Fair.

**John Butrick:** Explained that if there is no expectation of payment and no money changing hands or accepted, then Mr. Butrick is okay with keeping the Harrals as volunteers.

**Madam County Manager:** Volunteers are not limited by the Commission, except in the case of handling or exchanging funds or compensation. Marcie Wallin is the Torrance County Fair Board President, so all decisions relating to the Torrance County Fair and Fair Board go through Ms. Wallin. The Torrance County Treasurer's Office just handles the money.

**Tracy Sedillo, Torrance County Treasurer:** The Treasurer's Office handles all the Torrance County Fair money. They can take cash and may now accept credit cards. The Torrance County Treasurer's staff is at the Fair, and they are all bonded and insured in case of any loss or mistakes.

**John Butrick:** Cautioned the TC Fair Board to the fact that Bradi and her mother are indeed related, which may cause a conflict of interest, and for the TC Fair Board to keep this in mind.

**Marcie Wallin:** The Harrals do not and will not accept money.

**Chairman Schwebach:** Does not believe that there is a conflict of interest at all, and that the Torrance County Fair Board is transparent in their dealings.

**Marcie Wallin:** On the next point of discussion, Will Neish resigned from the Torrance County Fair Board. Ms. Wallin would like Kyria Encinias to fill his regular position, as opposed to continuing as an alternate.

**Chairman Schwebach:** Explained that the alternate is to fill the position of anyone who leaves suddenly. Would like to know if she (Ms. Encinias) will just be filling in, as the alternate, for Mr. Neish's regular position, or if she would be his permanent replacement.

**Marcie Wallin:** She wants the upcoming resolution to change the alternate from being a 3-year to a 1-year position.

She also asked if there were any plans to remove the pig pens from the fairgrounds before the fair this fall.

**Chairman Schwebach:** Answered that there are no plans at this time to move the pens but wants to discuss with Leonard how and when to move them.

**Marcie Wallin:** There will be an archery competition this year at the fair. Ms. Wallin would like to see plaques given to the winners. There would be 6 plaques, and they need contributions of \$25 each (for a total of \$150.)

**Don Dirks, Torrance County Fire Chief:** Update on the Torrance County Fire Department.

There is a new EMS Lieutenant, which means there will soon be 7 day/week coverage of EMT.

He has recontacted the PRC to get the ambulances going and contacted multiple companies regarding the proper handling of billing. Hopes to have major updates on this in August. He is having trouble contacting PRC and having them return his calls.

Right now, there are interns who volunteer for weekend coverage work.

**Chief Dirks:** Needs to defer the Memorandum of Understanding with Mountainair, Socorro County, Salinas National Monument. He does not have the final draft yet.

The New Mexico Fire Protection Grant opens 7/15/2021. The grant is a lot more money, and the Fire Department does not need to provide matching funds this year. He is working with the Grants writer.

## **8. APPROVAL OF MINUTES:**

**A. COMMISSION:** Motion to approve the June 23, 2021, Torrance County Commission Minutes.

ACTION TAKEN:

**Chairman Schwebach:** Made a motion to approve the minutes from the June 23, 2021, Regular Board of Commission Meeting.

**Commissioner McCall:** Seconded the Motion.

**Roll Call Vote:**

**Commissioner Candelaria:** Yes; **Commissioner McCall:** Yes; **Chairman Schwebach:** Yes

MOTION CARRIED.

**9. APPROVAL OF CONSENT AGENDA:**

A. **FINANCE:** Motion to approve payables.

ACTION TAKEN:

**Chairman Schwebach:** Made a motion to approve payables.

**Commissioner McCall:** Seconded the motion.

**Roll Call Vote:**

**Commissioner Candelaria:** Yes; **Commissioner McCall:** Yes; **Chairman Schwebach:** Yes.

MOTION CARRIED.

**10. ADOPTION OF ORDINANCE/AMENDMENT TO COUNTY CODE:**

**None**

**11. ADOPTION OF RESOLUTION:**

A. **ROAD:** Motion to approve the DOT/COOP CAP Contract for the Fiscal Year 2022, Resolution # 2021-24.

ACTION TAKEN:

**Chairman Schwebach:** Made a motion to approve the DOT/COOP CAP Contract for the Fiscal Year 2022, Resolution # 2021-24.

**Commissioner Candelaria:** Seconded the motion.

**Charmen Padilla, Road Department:** Explained that the next three resolutions are for the Fiscal Year 2022. She only needs approvals and signatures.

**Commissioner McCall:** Asked if the fund to match is still 25%.

**Charmen Padilla:** Answered in the affirmative.



**John Butrick, Torrance County Attorney:** Explained that 25% of the total grant of \$246,689 is \$61,672, and there is an \$18,816 overage, which has been added together and reflected in a revised copy of the resolution on record.

**Charmen Padilla:** Understands that normally the overage is not so high, but this is a large project that will be beneficial for the whole community. It is a road between Route 66 and Lexco, called McNabb. The constant repairs will be cut down significantly.

**Madam County Manager Barela:** There has been funding previously for McNabb, but never to pave the entire road. There are now capital outlay funds set aside to pave one mile of the road, the Commission approved funding for a separate mile, and this resolution would add a third mile of pavement to McNabb Rd., which is a 4-mile-long road.

**Charmen Padilla:** The oil prices have driven up the price of the quote. She is hoping that the price of oil drops soon so that the cost of paving will not be so high.

**Chairman Schwebach:** Asked for clarity but had been looking at the previously unrevised edition of the Resolution. Asked Madam County Manager Barela to read the new Resolution into record.

**Madam County Manager Barela:** Read the revised edition of Resolution # 2021-24 into record. {These can be found in the Commission Packet for July 14, 2021.}

**Roll Call Vote:**

**Commissioner Candelaria:** Yes; **Commissioner McCall:** Yes; **Chairman Schwebach:** Yes.

MOTION CARRIED.

**B. ROAD:** Motion to approve the DOT/COOP SP Contract for the Fiscal Year 2022, Resolution # 2021-25

**ACTION TAKEN:**

**Chairman Schwebach:** Made a motion to approve the DOT/COOP SP Contract for the Fiscal Year 2022, Resolution # 2021-25.

**Commissioner Candelaria:** Seconded the motion.

**Charmen Padilla, Road Department:** This resolution is for the Melody Ranch Subdivision, to chip seal the roads. There is no overage, the 25% match is \$20,214.

**John Butrick, Torrance County Attorney:** The only change to this resolution is a scrivener's error on page 3, the control number is incorrect, it should read L500437. A revised edition has been submitted to the Commission and added to the packets.

**Chairman Schwebach:** Caught an error, the actual match number is \$20,714, not \$20,214.

**Roll Call Vote:**

**Commissioner Candelaria:** Yes; **Commissioner McCall:** Yes; **Chairman Schwebach:** Yes.

MOTION CARRIED.

**C. ROAD:** Motion to approve the DOT/COOP SB Contract for the Fiscal Year 2022, Resolution # 2021- 26

**ACTION TAKEN:**

**Chairman Schwebach:** Made a motion to approve the DOT/COOP SB Contract for the Fiscal Year 2022, Resolution # 2021-26.

**Commissioner Candelaria:** Seconded the motion.

**Charmen Padilla, Road Department:** This is a chip seal project for the Sunset Acres Subdivision. The 25% County match is \$30,015. There is no overage.

**John Butrick, Torrance County Attorney:** There are no changes to this resolution.

**Roll Call Vote:**

**Commissioner Candelaria:** Yes; **Commissioner McCall:** Yes; **Chairman Schwebach:** Yes.

MOTION CARRIED.

**D. FINANCE:** Motion to approve Budget Increase & Budget Transfer, Resolution # 2021-27

ACTION TAKEN:

**Chairman Schwebach:** Made a motion to approve Budget Increase & Budget Transfer, Resolution # 2021-27.

**Commissioner Candelaria:** Seconded the motion.

**Jeremy Oliver, Torrance County Finance Director:** Brought the final budget adjustment for FY2021. This includes tipping fees for EVSWA. They did not budget enough at the beginning of the year; this will cover the last fiscal year's fees. There is a \$1 increase to fix a rounding error in the Geo Bond. The High Lonesome Wind payment to Estancia Schools was sent to Torrance County instead of the school. Mr. Oliver contacted them last year to correct the issue as they are supposed to pay the school directly, it was not corrected and so the County was given the funds again this year.

**Commissioner McCall:** Asked who the developer was. Then asked how the payment worked, if the County got everything, and then paid High Lonesome Wind back.

**Jeremy Oliver:** Answered in the affirmative. Explained that the previous agreement was for High Lonesome Wind to pay everything they owed to only the County, and from there the County was responsible for splitting payment and getting their portion to Estancia Schools. The agreement was modified, and from there High Lonesome Wind was to pay the school directly.

The final items were for the EMPG Grant. At the end of June, the final check was paid to the Emergency Manager.

There were transfers for the student interns. Payment was not received as expected before the end of the fiscal year, so the County had to cover the payments. Mr. Oliver is transferring funds from the PILT Reserve to the Grant Fund.

**Roll Call Vote:**

**Commissioner Candelaria:** Yes; **Commissioner McCall:** Yes; **Chairman Schwebach:** Yes.

MOTION CARRIED.

- E. **FIRE:** Motion to approve Emergency Proclamation Declaring Extreme or Severe Drought Conditions within the Unincorporated Portions of Torrance County and Imposing Burn Restrictions, Resolution # 2021-28

**ACTION TAKEN:**

**Chairman Schwebach:** Made a motion to approve the Emergency Proclamation Declaring Extreme or Severe Drought Conditions within the Unincorporated Portions of Torrance County and Imposing Burn Restrictions, Resolution # 2021-28.

**Commissioner McCall:** Seconded the motion.

**Don Dirks, Torrance County Fire Chief:** Asked for the Proclamation to be tabled or deferred as there is a decreased necessity of burn restrictions due to the large amount of rain the County has been getting.

**Chairman Schwebach:** Asked if the Proclamation were enacted, how it would be retracted.

**Don Dirks:** The same way it was approved; bring it before the Commission for approval or denial.

**Roll Call Vote:**

**Commissioner Candelaria:** Yes; **Commissioner McCall:** No; **Chairman Schwebach:** No.

MOTION DIED.

## 12.APPROVALS:

**A. MANAGER:** Motion to Approve Extension to Lease Agreement with Tajique Land Grand for current location of the Transfer Station, to Include Increase of the Monthly Payment from \$200/Month to \$300/Month.

### ACTION TAKEN:

**Chairman Schwebach:** Made a motion to approve an extension to the lease agreement with Tajique Land Grand for current location of the Transfer Station, to include increase of the monthly payment from \$200/Month to \$300/Month.

**Madam County Manager Janice Barela:** This is an amendment to the amended Lease Agreement. The County wants to increase the monthly payment. The current agreement expires August 1, 2021. They want to extend this through October 31, 2021. The County wants to work on an agreement to keep the Transfer Station within the Tajique Land Grant. Madam County Manager has been working with Andrew Gutierrez, who was present. They have been in talks with EVSWA Director Martin Lucero.

**Chairman Schwebach:** Motion on the table with no second.

**Commissioner Candelaria:** Seconded the motion.

**Chairman Schwebach:** Asked if the increase of monthly payment is only for the life of the contract extension.

**Madam County Manager Barela:** Answered in the affirmative but explained that it is not the only amendment on the agreement. The two amendments are to increase the pay by \$100/ month, and to extend the lease agreement through the end of October 31, 2021.

**Commissioner McCall:** Asked if the increase of \$100 will continue after the lease extension has either expired or has been terminated.

**Madam County Manager:** Answered that it is unclear at this time how long the increase will last, but that that she is in talks to renew the contract with the Tajique Land Grant.

Discussion continued about the logistics of the actual property that the Transfer Station sits on.

**Andrew Gutierrez:** The Tajique Land Grant is adamant on keeping the Transfer Station within the Land Grant. They expressed that they would be willing to entertain an agreement that allowed them to keep the Transfer Station where it is for now, with the caveat that they must look for another space that the Transfer Station may be moved to that is agreeable to the County, the Tajique Land Grant, and EVSWA. There would also be certain qualifiers for the new area it may be moved to.

**Chairman Schwebach:** Asked when the current contract expired.

**Madam County Manager Barela and John Butrick:** Explained that it has not expired yet, it is set to expire July 31, 2021.

**Chairman Schwebach:** Asked why only 3 months for the extension was requested.

**Madam County Manager Barela:** 3 months is what EVSWA, and the Tajique Land Grant had requested for an extension. Also, the new location for the Transfer Station on the Tajique Land Grant may not be chosen before the extension expires, so there is a possibility of the option to choose the new location built into the contract.

**John Butrick:** The language is written differently than he would have preferred and wanted to make sure it was understood by the whole Commission the same way. He would have changed two wordings:

1. "The lease, which became effective August 1, 2018, in amendment 2.01, August 1, 2021, to October 31, 2021. The Lease shall terminate October 31, 2021." And
2. "Upon execution of this Amendment #1."

**Chairman Schwebach:** Asked if we lease other lands for transfer stations.

**Madam County Manager Barela:** Answered that the County does not, but EVSWA does. She believes that they have a contract with Punta De Agua.

**Commissioner McCall:** Asked why the County is on the hook for the Tajique Land Grant, but not the Punta De Agua location.

**Madam County Manager Barela:** It is part of the contract.

**Commissioner McCall:** Asked who is asking for a change of location.

**Andrew Gutierrez, President, Tajique Land Grant:** The Board and the Community are both asking for a movement of the Transfer Station. As Tajique has grown, so have the public community areas. They do not want the Transfer Station so close to these areas, but do not want to shut it down. The summer heat makes it give off a foul odor and being so close to the town centers it becomes bothersome. They are looking into buying a piece of land, as they have allocated funding to buy land to move the Transfer Station onto.

**Commissioner Candelaria:** Spoke to how valuable a resource having the Transfer Station is in the Tajique Land Grant Area.

**Commissioner McCall:** Asked if there was a 1/3<sup>rd</sup> increase for 3 months, the new location could be substantially higher. Wants to keep the lease payment the same, at \$200/month.

**John Butrick:** Corrected Commissioner McCall that it is a 50% increase.

**Madam County Manager Barela:** As part of the negotiations with the EVSWA, the Commission has a responsibility to the community and the EVSWA, to make sure the billing is done correctly, and the fees are paid. The current contract as far as the lease agreement with Punta de Agua, the cost is getting pushed to the County as a responsibility to pay. She believes the cost is \$350/month.

**Chairman Schwebach:** Asked if that is why the Tajique lease cost rose.

**Madam County Manager Barela:** Said she did not know whether Mr. Gutierrez knew that the lease cost is more in Punta de Agua or not. Wants to be transparent about everything. Does not believe that it is an unreasonable number.

**Roll Call Vote: Commissioner Candelaria: Yes, Commissioner McCall: Yes; Chairman Schwebach: Yes.**

MOTION CARRIED.

**13. DISCUSSION: {Moved Between 12-A and 12-B per Item 3}**

**A. MANAGER: Follow up discussion regarding viable EMWT Water Projects in Torrance County and Possible Use of American Rescue Plan Act Funds Allocated to Torrance County.**

**Chairman Schwebach began the discussion regarding viable EMWT Water Projects in Torrance County, and the possible use of American rescue plan act funds allocated to Torrance County. Discussion began with Bobby Ortiz, with a proposal from Bohanan Huston.**

**There was a 5-minute break to change discs.  
Back in session at 10:22 a.m.**

**Bobby Ortiz and Donzel Worthington presented the Bohanan Huston Proposal to the Torrance County Board of Commission.**

The Commission and the Representatives from Bohanan Huston spoke about the needs of the Torrance County residents, and in particular the Estancia Valley and McIntosh.

**The Commission, Mr. Worthington, and Mr. Ortiz:** Spoke about the funding options. The discussion included points such as the timelines on certain grants (USDA in particular,) and the types of grants that the County is eligible for as a County versus a “brick and mortar” entity. They also spoke of the options available for the use of the American Rescue Plan Act funds.

**Madam County Manager Barela:** Said that an action item can be added to the next Commission Meeting Agenda, for July 28, 2021. She also mentioned that the funding from the American Rescue Act is available for use, with half of the funds already in the account.

**Estancia Mayor Dial, and Moriarty Mayor Hart :** Spoke out in favor of the commencement of the EMWT Water Projects.

**Tajique Land Grant President Andrew Gutierrez, and Torreon Land Grant President Senaida Chavez-Anaya:** Spoke to say that they would like more clarification and questions answered as to the current plan and how it affects the Land Grants.

**No decisions were made.**



## **B. DISCUSSION {Moved to after 12-A per Item 3}**

**Follow up discussion regarding self-sustained electronic solar system data on completed projects, along with the process and cost of getting a similar system on the Neil Mertz Judicial Complex.**

**Clark Simpson, Vice President of Positive Energy**, began the discussion with a presentation on the project overview and pricing options. Presentation hereto attached. Mr. Simpson answered questions posed by the Commission on the specifics of the Solar Energy plan that was presented. Mr. Simpson detailed other projects all over New Mexico that his company has worked on, the cost and the savings that they County will incur and accrue, respectfully.

**No decisions were made.**

**5 Minute Recess to Change Discs at approximately 11:35.**

**Reconvened at approximately 11:40.**

## **12. APPROVALS**

**B. FIRE: Motion to approve a Budget Increase to change a part-time EMT position to a full-time EMT position.**

**ACTION TAKEN:**

**Chairman Schwebach**: Made a motion to approve a Budget Increase to change a part-time EMT position to a full-time EMT position.

**Commissioner Candelaria**: Seconded the motion.

**Torrance County Fire Chief Don Dirks**: Originally both part time positions had been built in as full-time positions. Chief Dirks sees problems upcoming with

Superior Ambulance Service and does not want a gap in service if something happens. He sees problems within 6 months to a year.

**Commissioner McCall:** Asked why our County is any different than them as far as recruiting and retaining EMT professionals.

**Torrance County Fire Chief Don Dirks:** Believes that Torrance County's pay and PERA retirement fund; other companies have 48 hour shifts with built-in overtime. Torrance has retirement and better benefits.

**Roll Call Vote: Commissioner Candelaria: Yes, Commissioner McCall: Yes; Chairman Schwebach: Yes.**

MOTION CARRIED.

**C. FIRE: Motion to approve the National Park Service Agreement 2021-SAPU-0001 between Salinas Pueblo Missions National Monument and Torrance County Fire Department with authorization for Fire Chief to sign the agreement.**

ACTION TAKEN: **ITEM DEFERED.**

**D. TREASURER: Motion to approve an Increase to the Delinquent Tax Specialist I Salary utilizing funding from existing FY22 treasurer's Budget.**

ACTION TAKEN:

**Chairman Schwebach:** Made a motion to approve an Increase to the Delinquent Tax Specialist I Salary utilizing funding from existing FY22 Treasurer's Budget.

**Commissioner McCall:** Seconded the motion.

**Tracy Sedillo, Torrance County Treasurer:** The State got their Delinquent Accounts Program running, and with this comes extra responsibilities for the Delinquent Tax Specialist I. Mrs. Sedillo would like the pay taken from \$15.75 to \$16.00/hr. The total cost is \$621/year. The money is available within Mrs. Sedillo's budget.

**Commissioner McCall:** Asked if the position had been fulfilled yet.

**Tracy Sedillo:** Answered that the new employee who will fill this position is starting Monday, July 19, 2021.

**Commissioner McCall:** Asked if they were hired under the \$15.75.

**Tracy Sedillo:** Answered that the additional responsibilities were added to the job description after the employee was already hired.

**Roll Call Vote: Commissioner Candelaria: Yes, Commissioner McCall: Yes; Chairman Schwebach: Yes.**

MOTION CARRIED.

**E. EMERGENCY MANAGEMENT: Motion to approve the Emergency Management Performance Grant of \$32,486.00 with authorization for County Manager to sign the agreement.**

ACTION TAKEN:

**Chairman Schwebach:** Made a motion to approve the Emergency Management Performance Grant of \$32,486.00 with authorization for County Manager to sign the agreement.

**Commissioner Candelaria:** Seconded the Motion.

**Cheryl Allen, Torrance County Grants Manager:** The Department of Homeland Security and Emergency Management has sent a letter of offer only, and will be providing an agreement in August, as they did in 2020. They had the County

commence with the tracking of salary and benefits last year and will do the same this year. The approval is for \$32,486, the requested amount. Also requesting acceptance of the grant with Madam County Manager Janice Barela as the signing agent.

This grant provides ½ the salary of Matt Propp, the Emergency Manager, as well as ½ salary for the Emergency Management Specialist. Previously they only covered ¼ of Mr. Propp's salary.

**Commissioner McCall:** Asked if the Emergency Management Specialist position has not been filled, correct?

**Madam County Manager Barela:** Answered in the affirmative, and because the Emergency Management Specialist was not written to have as high of a salary as they are providing for, it frees up money in the Emergency Management Budget.

**Roll Call Vote: Commissioner Candelaria: Yes, Commissioner McCall: Yes; Chairman Schwebach: Yes.**

MOTION CARRIED.

**F. FINANCE: Motion to approve purchase orders that have exceeded the \$4,999.99 threshold.**

- 1. TJ Enterprise, PO# 36390 exceeded by \$929.23; the total of that purchase would be \$5,928.23.**

ACTION TAKEN:

**Chairman Schwebach:** Made a motion to approve both purchase orders that have exceeded the \$4,999.99 threshold, combining items F.1. PO# 36390 exceeded by \$929.23 and F.2. PO# 36149 exceeded by \$2,167.38.

**John Butrick, Torrance County Attorney:** Recommended to Chairman Schwebach that he keep the motions separate as they are two separate Purchase Orders.

**Chairman Schwebach:** Retracted motion and made new motion to approve Purchase Order PO# 36390.

**Commissioner Candelaria:** Seconded the motion.

**Jeremy Oliver, Finance Director:** Mr. Oliver brought the PO to the commission for approval. The vendor did not know they had open invoices on the County, and Road Department did not keep track as well as they should have. The purchase orders were both for parts, equipment for vehicles. Internally and with the vendor action has been taken to eliminate these issues from recurring.

**Roll Call Vote: Commissioner Candelaria: Yes, Commissioner McCall: Yes; Chairman Schwebach: Yes.**

MOTION CARRIED.

2. TJ Enterprise, PO# 36149 exceeded by \$2,167.38; the total of purchase would be \$7,166.38.

ACTION TAKEN:

**Chairman Schwebach:** Made a motion to approve Purchase Order PO# 36149, which exceeded by \$2,167.38; the total of purchase would be \$7,166.38.

**Commissioner McCall:** Seconded the motion.

**Roll Call Vote: Commissioner Candelaria: Yes, Commissioner McCall: Yes; Chairman Schwebach: Yes.**

MOTION CARRIED.

### 3. FINANCE: Motion to Approve early Loan Payments:

- 1.) Fire District 5 Homestead Loan PPRF-2089....\$16,084.67

ACTION TAKEN:

**Chairman Schwebach:** Made a motion to pay off Fire District 5 Homestead Loan PPRF-2089 in the amount of \$16,084.67

**Commissioner Candelaria:** Seconded the motion.

**Roll Call Vote: Commissioner Candelaria: Yes, Commissioner McCall: Yes; Chairman Schwebach: Yes.**

MOTION CARRIED.

**2.) Fire District 3 McIntosh Loan PPRF-2116.....\$4,81.27**

ACTION TAKEN:

**Chairman Schwebach:** Made a motion to pay off Fire District 3 McIntosh Loan PPRF-2116 in the amount of \$4,81.27

**Commissioner McCall:** Seconded the motion.

**Roll Call Vote: Commissioner Candelaria: Yes, Commissioner McCall: Yes; Chairman Schwebach: Yes.**

MOTION CARRIED.

**3.) Fire District 3 Loan PPRF-2187.....\$11,368.38**

ACTION TAKEN:

**Chairman Schwebach:** Made a motion to pay off Fire District 3 Loan PPRF-2187 in the amount of \$11,368.38

**John Butrick, Torrance County Attorney:** Apologized for the interruption, but told the Commission that the loan has already been paid.

**Jeremy Oliver, Finance Director:** The agenda request had parenthesis to suggest a negative balance; this is due to NMFA holding a reserve amount on all loans to make additional payments in case there is ever a time a payment is not able to be made. The \$11,368.38 has already been paid back to the County. The County has paid the loan off 2 years early.

**Chairman Schwebach:** Motion Retracted.

**4.) Dispatch Loan PPRF-2251.....\$179,879.99**

ACTION TAKEN:

**Chairman Schwebach:** Made a motion to pay off --Dispatch Loan PPRF-2251 in the amount of \$179,879.99

**Commissioner McCall:** Seconded the motion.

**Roll Call Vote: Commissioner Candelaria: Yes, Commissioner McCall: Yes; Chairman Schwebach: Yes.**

MOTION CARRIED.

**5.) Dispatch Loan PPRF 2451.....\$31,916.76**

ACTION TAKEN:

**Chairman Schwebach:** Made a motion to pay off Dispatch Loan PPRF 2451 in the amount of \$31,916.76

**Commissioner McCall:** Seconded the motion.

**Roll Call Vote: Commissioner Candelaria: Yes, Commissioner McCall: Yes; Chairman Schwebach: Yes.**

MOTION CARRIED.

**6.) Dispatch Loan PPRF-2505.....\$36,250.21**

ACTION TAKEN:

**Chairman Schwebach:** Made a motion to pay off Dispatch Loan PPRF-2505 in the amount of \$36,250.21.

**Commissioner McCall:** Seconded the motion.

**Roll Call Vote: Commissioner Candelaria: Yes, Commissioner McCall: Yes; Chairman Schwebach: Yes.**

MOTION CARRIED.

### **13. DISCUSSION: {Continued from Before 12-B.}**

#### **C. MANAGER'S REPORT**

**Madam County Manager Janice Barela:** Read the Manager's Report, hereto attached. She spoke of the open positions within the County, including 7 positions at Dispatch.

**Chairman Schwebach:** Asked if having 7 open positions in Dispatch is more than average.

**Madam County Manager Barela:** Believes the numbers are comparable. She stated that there are interviews on Tuesday and explained that in the meantime there are also Deputies filling in at Dispatch.

**Chairman Schwebach:** Asked Madam County Manager Barela what she meant by "filling in".

**Madam County Manager Barela:** Explained that when the Transport Deputies can, they take open shifts at Dispatch so there are more Dispatchers available.

#### **D. COMMISSIONERS' REPORTS**

- 1.) **Commissioner McCall, District 1:** Wanted to ask the County about possibly getting a movie studio in the Moriarty area. Understands it is a big dream but sees a great opportunity for revenue for the County.



- 2.) **Commissioner Schwebach, District 2:** Water is key in the Valley, and Chairman Schwebach wants to visit with Torreon on what the future holds.
- 3.) **Commissioner Candelaria, District 3:** Thanked the Mayors from Torrance County for the great 4<sup>th</sup> of July Fireworks show.

A member of the County, Bobby Chavez, has a birthday party next weekend. He has been a productive member of Torrance County all his life, and a Sheriff for most of it, and Commissioner Candelaria would like a Proclamation written for him.

**Commissioner McCall:** Interjected to say that the movie industry is not a large consumer of water, which is a great thing for the Torrance County community.

**Chairman Schwebach:** Agreed with Commissioner McCall.

**Madam County Manager Barela:** Would be honored to write a proclamation for Mayor Bobby Chavez and present it at his birthday party.

#### **14. EXECUTIVE SESSION**

**No Executive Session this day.**

#### **15. ANNOUNCEMENT OF THE NEXT BOARD OF COUNTY COMMISSIONERS MEETING: July 28, 2021 @ 9:00 AM.**

#### **16. SIGNING OF OFFICIAL DOCUMENTS.**

#### **17. ADJOURN:**

**Chairman Schwebach:** Adjourned the Meeting at 12:10 p.m.

**Signed By:**



**Ryan Schwebach – Torrance  
County Board of Commission  
Chairman**



**Valerie Smith – Admin Assistant,  
Torrance County Clerk’s Office**

**Date: 7 / 28 / 2021**

**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 out local radio station KXNM.**

# TORRANCE COUNTY



## MANAGER'S REPORT

7/14/2021

Janice Y. Barela

505-544-4703

[jbarela@tcnm.us](mailto:jbarela@tcnm.us)



# *Department Updates*

## **Junior Appropriations**

This is in response to Commissioner McCall's question, what is the funding source for Junior Appropriations?

Carmen Morin, Bureau Chief of the Community Development Bureau of the NM Department of Finance & Administration told me that Junior Appropriations are funded from the general fund.

## **Clerk**

Torrance County business licenses are due, payable in the Clerk's Office. The cost of the license is \$35.00. There are 425 businesses in the unincorporated area of Torrance County.

## **Sheriff's Office**

The Sheriff's Office had to take a break last year from doing their Junior Deputy Classes due to COVID. They started those back up again this year. They have a great group of kids.

They also have begun outreach into the communities. They have several events planned, from movies in the parks to Deputies and Dogs, meaning hotdogs.

Thank you, Sheriff, for providing opportunities for the children in our County to get a positive view of law enforcement.

## **Animal Services**

I want to give a shout out to County staff at Animal Services. I am so glad they are fully staffed. In June, they responded to 36 animal control calls, and they took in 36 animals. Not every call resulted in taking in an animal. The matching numbers is merely coincidental.

So far, in July, they have responded to 14 animal control calls, and they have taken in 18 animals.

## **Operations**

TLC is in the County conducting their quarterly preventive care as part of our contract with them.

## **Human Resources**

### **Open Posted Positions:**

- Administrative Assistant in the County Manager's Office (closes tomorrow, July 15)
- Deputy County Manager (Closes July 22)
- Zoning Officer (Closes July 28)
- Victim Support Specialist
- Mechanic-Equipment Operator (Closes September 23 or until filled)

- 911 Dispatcher (7 positions - Posting always open)
- Clerical Float (Posting always open)
- Student Work-Study Program (Moriarty High School Senior)

To get more information about these positions or to apply for any of these positions, please visit the County's website at [www.torrancecountynm.org](http://www.torrancecountynm.org). Click on "Job Opportunities".