



**T**ORRANCE **C**OUNTY  
COMMISSION MEETING  
MARCH 28<sup>TH</sup>, 2018  
9:00 A.M.

FOR PUBLIC VIEW, DO NOT REMOVE



# Torrance County Commission

**Regular Meeting to be Held at:**  
*Administrative Offices of Torrance County*  
*Commission Chambers*  
*205 9<sup>th</sup> Street*  
*Estancia, NM 87016*

**AGENDA**  
March 28<sup>th</sup>, 2018  
9:00 A.M.

Please Silence All Electronic Devices

Call Meeting to Order  
Pledge of Allegiance  
Invocation

Approval of Minutes: March 14<sup>th</sup>, 2018 Regular Meeting  
Approval of Meeting Agenda  
Approval of Consent Agenda:  
1. *Approval of Checks*

### **Public Requests:**

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

### **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.

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

1. Special Recognition for a Job Well Done to Hanna Sanchez
2. Fair Board Interviews
  - a. Appointments
3. Commission Redistricting
4. Request for Vacant Exempt Status on EVSWA Fees - Rev. Leo W. Ortiz
5. Structure of the Commission Agenda

**Public Hearing:** Commission will consider the application for Vacation of the Iron Forge Manor Subdivision, Units A,B & C located in Sections 23 & 24, T.9N., R.9E., and Section 19, T.9N., R.10E., N.M.P.M., Torrance County, New Mexico.

6. Vacation of the Iron Forge Manor Subdivision

### **\* Department Requests/Reports:**

7. Updates: a. Various County Departments b. Other Boards or Land Grants (upon request) c. Forest Service (upon request) d. Commission
8. Grant Amendment #1 to Torrance County LDWI Grant 18-D-J-G-31 – Tracey Master, DWI Prevention Coordinator
9. Contract Number FY-2018-DWI-03 between Torrance County and Luke Arnold – Tracey Master, DWI Prevention Coordinator
10. Application for Law Enforcement Protection Funds FY 2018/2019 – Heath White, Sheriff
11. Leonard Lujan, Road Superintendent:
  - a. Ratification of Participation Letter FY 2018/2019 Local Government Road Fund Project/County Cooperative Program
  - b. Ratification of Participation Letter FY 2018-2019 Local Government Road Fund Project/County Arterial Program
  - c. Ratification of Participation Letter FY 2018-2019 Local Government Road Fund Project/School Bus Routes
12. Request for Out-of-State Travel for Animal Control Officer to Attend Training in Colorado – Cindi S
13. Resolution 2018-17 Imposing Burning Restriction within the Unincorporated portions of Torrance County
14. Resolution 2018-18 Torrance County Investment Policy – Tracy Sedillo, Treasurer

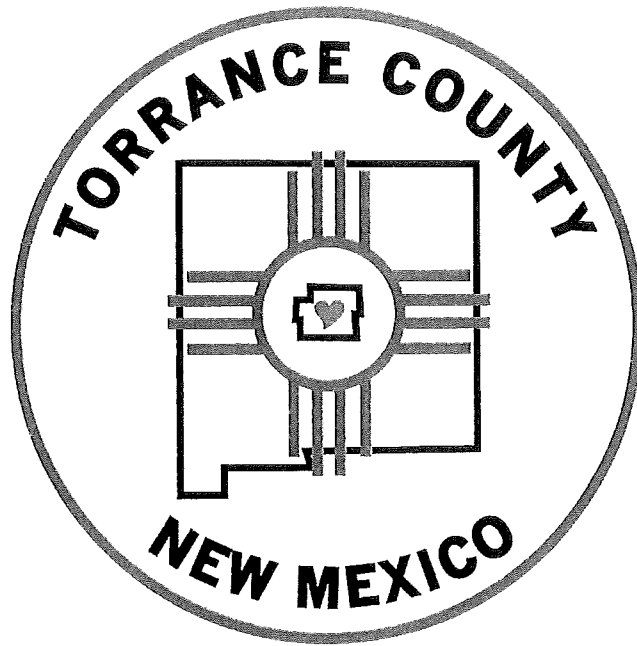
### **\*County Manager Requests/Reports:**

15. Ratification of Operating and Use Agreement between Torrance County and PMS Torrance Senior Services
16. Update

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### **\*Adjourn**



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COMMISSION MEETING  
MARCH 28<sup>TH</sup>, 2018  
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**Linda Jaramillo**  
COUNTY CLERK



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*Minutes*

**Draft Copy**  
**Torrance County Commission**  
**Regular Meeting**  
**March 14, 2018**

**Commissioners Present:** Julia DuCharme, Chair  
Javier Sanchez, Member  
James Frost, Vice Chair

**Others Present:** Belinda Garland, County Manager  
Dennis Wallin, County Attorney  
Annette Ortiz, Deputy County Manager  
Sylvia Chavez, Admin Assistant

**Call to Order:**

Madam Chair DuCharme calls the meeting to order at 9:02 am, Annette Ortiz leads the Pledge of Allegiance and Belinda Garland gave the Invocation.

**Approval of Minutes:**

Madam Chair DuCharme asks for a motion to approve the minutes from the February 28<sup>th</sup> meeting. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the February 28, 2018 Regular Commission Meeting Minutes. Commissioner Sanchez seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

**Approval of Meeting Agenda:**

County Manager Garland asks that item # 2 be removed from the agenda, it has been taken care of internally. Madam Chair DuCharme asks for approval of the March 14, 2018 Meeting Agenda as amended. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the Meeting Agenda with item #2 being taken off the agenda. Commissioner Sanchez seconds the motion. Madam Chair DuCharme asks that agenda item #12 be moved to the top of the agenda. Commissioner Frost makes a motion to place agenda item #12 in place of #2 on the agenda after department updates. Commissioner Sanchez seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

**Approval of Consent Agenda:**

Madam Chair DuCharme asks for approval of the consent agenda. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the Consent Agenda. Commissioner Sanchez seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

**\* Department Requests/Reports:**

- 1. Updates: a. Various County Departments b. Other Boards or Land Grants (upon request) c. Forest Service (upon request) d. Commission**

***a. Various County Departments:***

**Tracey Master, DWI Prevention Coordinator-** A thank you letter has been sent to the Governor for signing HSB 35 that will be giving approximately 10,000 dollars to their program statewide. Teen Court will be starting up in Mountainair, the NM Teen Court Assoc. will be having their quarterly meeting in Clovis. Ms. Master and Adrian Ortiz will be attending the meeting in April. She will also be attending mandatory DFA training in April. They will be working with the School Districts for after prom parties. Working with the Town of Estancia to start up a youth center, this will be contingent upon funding which we will find out about later in April. Madam Chair DuCharme mentions that she attended the Teen Court and RAC Open House and came away with the understanding that these programs are to help parents understand what these programs are all about. Madam Chair DuCharme asks where this information can be found for public viewing. Ms. Master mentions that they utilize social media to get their information out but will get with Ms. Ortiz to get this information on the County website. Ms. Annette Ortiz informs the Commission that there is some Teen Court information on the County website.

**Annette Ortiz, Deputy County Manager-** Reminder that the Torrance County Commission and Torrance County Fair Board is still accepting letters of interest for two positions to serve on the Torrance County Fair Board, which are 3 year terms. If anyone is interested in serving on this board the deadline is Wednesday March 21 by 5 pm. Applicants should be prepared to attend the next Commission meeting on March 28 at 9am for a brief interview. If anyone has any questions they can contact Annette Ortiz at 505-544-4757.

**Jesse Lucero, Deputy Assessor-** The NOV's will be going out on March 27 and the dates to protest your tax assessment is from March 27 to April 27. If anyone has any questions you can contact the Assessor's office.

**Martin Lucero, Emergency Manager-** Conducted an active shooter training with the School Districts and that went well, we will be planning another training in their next calendar year. I will be attending a closed meeting for fire preparedness tomorrow at 11 am, we will be discussing the upcoming fire season and the mitigation factors we need to be prepared for. This will also be the first step in providing public information for the upcoming fire season. Mr. Lucero attended a preparedness conference that was provided by the Department of Health, the opening remarks by Cabinet Secretary Mitchell are something Mr. Lucero would like to share with the Commission. Homeowners need to have insurance on their homes, there is a misunderstanding people have that FEMA has money to get them back to where they were before and that's not the case. The other thing he talked about was the EMPG grant, this is the grant that funds the Emergency Managers salaries. This grant will be changing, which may be reduced by \$2,500 annually. Also an update on the reimbursements from the Doghead fire, as of yet we still have not been reimbursed for the fire. We got a sand bag machine from Las Vegas Emergency Management to be prepared for the monsoon season.

**Lester Gary, Fire Chief-** We will be having an Open House at the Fire Departments in District 2 (Indian Hills), 3 (McIntosh) & 5 (Moriarty) on March 24 from 12-4pm. We will also be having a membership drive as well.

**Nick Sedillo, Risk Manager/Safety Officer-** On March 1 & 2 I attended the NM Governor's Commission on Disability ADA accessibility training, received some real good information. Any new renovations that the County does, they will be subject to be ADA compliant. The project that comes to mind in the foreseeable future is the parking lot. Depending on the amount of parking slots we have we will need to have a certain amount of handicap spots. So the employees in the back may lose their parking spot just a heads up. At our Safety Committee meeting some items were discussed and will become mandatory for all County employees. The trainings that will be focused on first will be Sexual Harassment and Active Shooter. At the recommendation of Fire Chief Gary we will be purchasing an AED (Automatic External Defibrillator) for the County Administrative Building. Commissioner Frost asks if everyone will be trained on



the AED machine, Nick stated that he will get with Chief Gary to see if there is any kind of training for the machine but he believes the machine is pretty self-explanatory. Nick also mentions that if you haven't taken defensive driving and need to there will be a class on the 27<sup>th</sup> of this month. Madam Chair DuCharme asks if this course is available to the public, Nick stated that yes it is, there is a fee for non-County employees in the amount of \$35.00. There is also an online course that can be taken for \$45.00 and the hyperlink is attached to our webpage.  
*Update hereto attached.*

**Marco Banales, EVSWA Board Member-** Brings information to the Commission in regards to unpaid liens. With the help of Commissioner Sanchez, the staff at EVSWA and Mr. Andy Miller we have been able to gather up some information by Commission district for the outstanding liens. In District 1 there are 471 liens which amounts to \$563,064.73, District 2 there are 385 liens which amounts to \$460,666.17 and in District 3 there are 189 liens which amounts to \$219,374.31. Mr. Banales informs the Commission that there are monies there that the County can try and collect to help with any shortfall with any related solid waste fees. The other documentation shows the hours of the collection stations and the amount of usage. Also some suggestions on how to collect these fees is to have an amnesty, to help those residents with a lien. They can come in and negotiate with the County on a lower amount due to get the lien paid. Also educating residents that there is no solid waste fairy, once we put the trash in the bin it just does not go away. Everyone pays for the landfill not just those who pay their solid waste bills. *Documentation hereto attached*

**Linda Jaramillo, Torrance County Clerk-** Yesterday was Candidate filing day and thanks to my staff, Linda Kayser, Sylvia Chavez, Yvonne Otero and Genell Chavez-Morris everything went well. The following Candidates filed, the order that I will read them is the order in which they will be on the ballot. Commission District 1 Republican: James W. Frost, Dorothy J. Encinias, Kevin M. McCall and Jeremy Ryan Tremko, Democrat: Andrew Homer. For Commission District 2: Republican: Julia JD DuCharme and Ryan S. Schwebach. For Sheriff all Republican: Pete G. Golden, Jimmie Luna Sr., Jose Martin Rivera, Carlos Joseph Garcia and David E. Frazee. Probate Judge Republican: Josie B. Chavez, Melvin Roy McNeil and Arthur R. DuCharme and Democrat: Lucy E. Orio. Also Ms. Jaramillo informs the Commission that HSB 98 did pass which is the local election act. The effective date for this law will be July 1, 2018, Linda reads the highlights of the election act for

the record. This election act provides for a single election day and uniform process for certain local government elections. The first election to be affected by this will be held on November 5, 2019, keep in mind that all local government elections are non-partisan so there is no need for a primary election. Local government in Torrance County is defined as a School District, Soil and Water Conservation district and Municipalities. Municipalities at this point have opted out of this local election act, but this is the order of the ballots:

1. Municipal Election (municipalities can opt in)
2. School Board Elections
3. Special Districts (Soil and Water)
4. In the order prescribed by the Secretary of State
  - a. County Questions
  - b. Local Government Questions
  - c. Other Ballot Questions Authorized by law

This Election Act, will allow the County to have questions put on the ballot in the odd years, this will help eliminate too many Special Elections.

**Madam Chair DuCharme** Mentions that she was able to experience Ms. Jaramillo's office yesterday and it was a very pleasant experience, a good atmosphere and all information was readily available. Madam Chair DuCharme also mentions that she got feedback on how efficient everything was. *HSB 98 hereto attached.*

**Jenea Ortiz, Continuum Coordinator**- Our open house was held on March 2, Ms. Ortiz thanks Madam Chair DuCharme for attending. There were 5 teen court members that did attend as well as 18 adults that signed in but believes that there were more that attended but did not sign in. There were several different agencies that attended as well, it was a great turn out and plan on having a quarterly meeting done to bring awareness to the program that is being offered in the County.

**Madam Chair DuCharme** states that she feels this program is a lifesaving opportunity for the youth, it's a second chance. She also mentions that she was able to see the work that Mr. Adrian Ortiz does and though she was not in support of him in the beginning she is now.

**d. Commission:**

**District 2: Madam Chair DuCharme** Thanks PMS and Mr. Richard Gonzales for donating a heating table to the McIntosh Senior Center, they are very grateful to have this.

**12. Lease Agreement between Torrance County and Tajique Land Grant- Andrew Gutierrez-Tajique Land Grant**

**Mr. Andrew Gutierrez** is here today to present the Commission with the revised lease agreement with changes that the Tajique Land Grant board has approved. In Section 1.01 the date has been changed to April 1, 2018; 1.02 the address has been changed; Section 1.08 the base rent has changed, we went down 15.5% on the amount; Section 3.03 we eliminated the fence. Mr. Gutierrez stands for questions.

**Commissioner Frost** States that in the beginning the fence was the big item the Land Grant wanted done for the protection of the children and for visual purposes. It should be the County's and the Land Grants number one priority to protect the kids. The County was able to get quotes on a fence for the transfer station but now the Land Grant has been able to get the safety barriers, Commissioner Frost asks Mr. Gutierrez to elaborate on them.

**Mr. Gutierrez** States that the Land Grant was able to get 18 safety barriers from NMDOT on loan. He mentions that thanks to the road dept. and Scott Guffey from EVSWA they were able to get them installed. The barriers are about 3 ½ feet high.

**Commissioner Frost** Mentions that he has seen some pictures of the barriers and is concerned about the rebar that is sticking out of some of the barriers.

**County Manger Garland** Shows a few pictures to Mr. Gutierrez that she took earlier this morning on her way to work.

**Mr. Gutierrez** States that those are not rebar stakes they are instead bolts that the DOT uses for signs, he states that's an easy fix. He will make sure they are taken care of.

**County Manager Garland** Asks if the barriers are on loan to the Land Grant.

**Mr. Gutierrez** Answers that they are but with the understanding that we can modify them anyway we need. Mr. Gutierrez mentions that the DOT informed him that the safety barriers are not going to be needed anytime soon in the foreseeable future. They have approximately 1000 barriers in this area and they do not use that many at any given time, we could have these barriers for 3-5 years before they may need them back.

**County Manager Garland** Asks since we will no longer be providing the fence can we amend the contract to have the County not liable for anything that may happen with the safety barriers.

**Mr. Gutierrez** Answers by saying yes but he would need to speak to the Land Grant board to get their opinion. This was not talked about because the Land Grant doesn't feel that there is a need for finger pointing if something were to happen.

**Commissioner Frost** Asks if the barriers are on the Land Grant property.

**Mr. Gutierrez** States that yes they are.

**Dennis Wallin, County Attorney** Asks if the barriers are on the premises that the County will be leasing.

**Mr. Gutierrez** States that yes they are, along the west the west end and then north to where the recycle bends are located.

**Dennis Wallin, County Attorney** The County can assume some kind of liability with the barriers. So we can put an indemnification clause in the contract.

**Commissioner Frost** States that kids will be kids and they will climb on just about anything. Commissioner Frost sees the benefits of the safety barriers when the vehicles in the area are where the kids will be playing.

**Madam Chair DuCharme** asks if anyone in the audience has any comments on this item.

Public Comment:

**Steve Guetschow, resident** Mentions that there is a temporary easy fix to the bolts sticking out of the barriers. They can be fixed with rebar caps, these are used a lot in construction sites, they just slide right over the bolt.

**Commissioner Frost** States that at the last Commission meeting Leonard Lujan was asked to get a quote on the fence. He presented that to the Commission at the last meeting. The quote was for a 6 foot fence and the quote from Valley Fence was over \$15,000.00 to have it installed. Mr. Lujan also got the price for materials and to have the road department employees install the fence at a price of \$8,400.00. Commissioner Frost is still in favor of the fence being installed.

**Madam Chair DuCharme** Asks Mr. Gutierrez what is currently in place to separate the play area and the collection station?

**Mr. Gutierrez** States that there is currently a chain-link fence along the road and the station.

**Madam Chair DuCharme** Asks if there can be signs installed that say keep off.

**Mr. Gutierrez** Mentions that the Land Grant has already ordered some signs to install, they should be in soon and they will get them up.

**Michael Godey, resident** The problem with roads is, people have the tendency to go off the roads, so the concrete barriers are the good addition for safety issues. There will always be a hypothetical issue when it comes to safety.

**Commissioner Frost** States that the amount of rent that we are looking at is \$300.00 a month which is \$3,600.00 per year.

### **Madam Chair DuCharme asks for a small 2 minute break**

**Dennis Wallin, County Attorney** Explains about the safety liability with this contract. This contract was drafted just like any other contract the County has. It protects the County for any possible tort claims. Mr. Wallin feels that the Land Grant is trying to address the safety issue, however with the safety barriers it will attract kids to want to climb them so perhaps both a fence and the safety barriers are needed. Mr. Wallin states he is not a safety expert and maybe some of the County employees who are can help with this issue.

**Andy Miller, EVSWA Manager** States that at the Authority there is a strong safety program. So when you are talking about safety you have to plan for some risks, you can't plan for everything but you should plan for something. Mr. Miller feels that the "jersey" barriers are a good idea to help with the vehicles and safety of the play area. He explains that with almost any solution, there will be other risks that come up. Mr. Miller knows that there is not a yes or a no to the question the Commission has in regards to safety but there isn't always a yes or no answer where safety is concerned.

**Madam Chair DuCharme** Asks if what is there now is sufficient enough.

**Andy Miller** Based on the history of that particular site, yes. He also mentions that by law the Authority is required to fence in their collection station sites. To his knowledge no one has ever climbed the fences. Mr. Miller feels that the combination of a fence and the "jersey" barriers will suffice.

**Madam Chair DuCharme** Asks if the attendants at the stations are trained to look out for kids.

**Andy Miller** Yes, all attendants are trained and there are other rules at the collections stations that everyone must follow. The Authority has signs put up all throughout the collections stations with different rules to follow.

**Nick Sedillo, Risk Management/Safety Officer** States that he is not familiar with this site currently but feels the barrier wall is good for vehicle risks with the kids. But kids will be kids and they will climb things.

**Madam Chair DuCharme** Asks Mr. Sedillo if he feels that the chain-link fence that is there is sufficient enough?

**Nick Sedillo** Yes the fence is sufficient.

**Commissioner Frost** States that we have been on this item for quite some time now and we still have a full agenda to get done. Commissioner Frost states he has thought a lot about this lease. Since the County is no longer going to install the fence, we can take the \$8,500.00 we were going to spend and pay that out in a span of 8 years. We can pay the Land Grant \$1,062.00 a year for the contract for the next 8 years or the other alternative would be to close the transfer station and have the residents use the other sites we have.

**County Manager Garland** Makes the suggestion that the County install the fence and enter into the contract with the Authority for 2 ½ years at a \$1.00 per year and then negotiate at that time to pay rent. County Manager Garland knows that Mr. Gutierrez will have to go back to his board to get approval. The safety barrier protects from the vehicles and the fence will protect the kids from climbing the barriers. County Manager Garland is also concerned about the possibility of snakes hiding between the barriers.

**Michael Godey, resident** I listened to what Belinda had to say and agrees with what she said but thinks maybe the Commission should negotiate for a longer term on the contract with a set amount for rent after the \$1.00 per year. That way this Commission will set the amount with a signed contract so the next Commission will not have to worry about it.

**Dennis Wallin, County Attorney** There could be some legal issues with that, the current Commission cannot bind the future Commission to financial terms. That is called the abatement act.

**Commissioner Frost** Asks Mr. Gutierrez if he would like to take these suggestions back to his board.

**Andrew Gutierrez** States that at the last Land Grant meeting his board has decided that what is presented today is their final offer. They are done trying to negotiate. He feels it up to the Commission to act on what is being presented here today. It has been a year and half since this contract has been brought to the Commission and it keeps getting pushed back to the next month

and we are done with that.

**Commissioner Sanchez** States that there are 3 different options right now for this contract. One is the amended contract that the Land Grant has brought to us today, the second one is for \$1,062.00 a month for 8 years with no fence and the third one is for \$1.00 a year for 2 ½ years with a fence. So Commissioner Sanchez is asking if there is any wiggle room with the Land Grant on any of these suggestions.

**Andrew Gutierrez** The discussion we have had at the Land Grant meeting is that there is no room. This is our final proposal to the Commission.

**Commissioner Sanchez** States that the Land Grant is the owner of the property, so it is up to the Commission to make this decision. This station is always busy and when this property was transferred back over to the Land Grant it should've been addressed then but it wasn't so we must adhere to what the Land Grant "the owner of the property" is requesting.

**County Manager Garland** We need to add the indemnity clause to the contract and asks Andrew if we can change the due date to April 10 because the County will need an invoice in order to pay the Land Grant.

**Andrew Gutierrez** Said that shouldn't be an issue.

**Dennis Wallin** Informs Andrew that if the contract is redone with the indemnification clause, this will mean that the Land Grant will assume any liability that could occur, will the board be ok with that.

**Andrew Gutierrez** States that the Land Grant Board understands that.

**Madam Chair DuCharme** asks how would we like to proceed and asks County Manager Garland if we have the money to cover the contract.

**County Manager DuCharme** States that the money will come from the PILT funding.

**Commissioner Sanchez** States that the \$3,600.00 should not come from the PILT funds. If we reword the contract to begin July 1 we can work it into the budget. I don't want to use the PILT funds for this.

**County Manager Garland** Explains that it would need to come out of the PILT funds because right now we are trying to cover the jail fund, we are pulling funds from our infrastructure right now to cover the jail fund. We do not have the extra funds to cover this.

**Emilia Montoya** States that in the beginning the residents did not want the station to close but wanted it to be relocated. The reason the Land Grant is asking

for rent is to help the Land Grant get money, we are a newly establish Land Grant and we have no money, this would be a means of income for our Land Grant. It is a safety issue for our children but we are willing to work together to get this done and still have our transfer station.

**Madam Chair DuCharme** States that it was an oversight when the property was transferred to the Land Grant but not just on the County but on the Land Grant as well. And now we are just trying to make things fair for everyone.

**Commissioner Sanchez** The County put this station in jeopardy and now we must safe guard it.

**County Manager Garland** Makes another suggestion of \$150.00 a month for 5 years and the County installs the fence.

**Commissioner Sanchez** States that the cost of that suggestion is the same cost of what the Land Grant is currently suggesting but without the fence. It's just swapping dollars.

**ACTION TAKEN:** Commissioner Sanchez makes a motion to approve the current Contract from the Land Grant with the addition of the indemnification. There was no second **MOTION DIES.**

**ACTION TAKEN:** Commissioner Frost makes a motion to pay \$150.00 a month for 5 years and install a fence.

**Madam Chair DuCharme** States that is not what the Land Grant is asking for.

**Commissioner Sanchez** Explains that if we pay \$150.00 a month for 5 years and install the fence for \$8,500.00 the cost comes out to \$17,500.00 but if we were to pay the \$300.00 a month for the 3 years we will pay \$ 10,800.00.

**Madam Chair DuCharme** States but with the \$17,500.00 we will have a fence put up for the safety of the children.

**Commissioner Frost** Withdraws his motion.

**Commissioner Frost** Feels that we are at the point where we need to close the station.

**Commissioner Sanchez** States that he is not in favor of that.

**Kathleen Jesse, resident** If the station is closed will you have public hearings on the matter. This is such an important station to the Community.

**Jenea Ortiz, resident** Mentions that if the Commission gives the amount of the fence to the Land Grant and enters a 3 year contract and it will be up to them if



they want to build a fence.

**Michael Godey, resident** The Land Grant came here today to have the Commission approve what they are proposing.

**Michelle Jones, resident** She asks Commissioner Sanchez to resubmit his motion.

**Madam Chair DuCharme gives a brief break.**

**Madam Chair DuCharme** States that we need to resolve this one way or another, we want to keep that station open.

**ACTION TAKEN:** Madam Chair DuCharme makes a motion to approve the amended contract and to have the payments start at the new fiscal year budget, for \$100.00 a month for 3 years with the indemnification clause. Commissioner Frost seconds the motion.

**Andrew Gutierrez** I'll take it back to the board but we are done. We are done negotiating if this is your counter offer. We are done

**Madam Chair DuCharme** I know that you are frustrated and we are too but we do not want that station to be closed. The residents will have to go elsewhere to dump their trash.

**Commissioner Sanchez** Wants to make a counter offer of \$250.00 a month

**Madam Chair DuCharme** Explains that there is already a motion for \$100.00 a month.

Two in favor, Commissioner Sanchez against. **MOTION CARRIED.**

### **3. Request to Prohibit Open Burns, Section 5 A & B of Ordinance 87-2-Lester Gary, Fire Chief**

**Fire Chief Gary** comes before the Commission today to request prohibiting open burns throughout Torrance County due to the current weather conditions. He reads part of Ordinance 87-2, Section 5 A & B. Chief Gary asks for a temporary burn ban until the weather conditions permit open burns. It is predicted that within the next 10 days, New Mexico, West Texas, Arizona, Colorado and Utah will be declared in an extreme drought. Commissioner Frost asks if later we do receive moisture will the ban be lifted. Chief Gary states he will come before the Commission and ask to have the ban lifted once we receive some moisture. Dennis Wallin, County Attorney informs the Commission that they can approve a

Resolution off of the Ordinance in order to put in place the ban on open burns in the County. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion that the Board of County Commissioners Resolve to Declare a Fire Danger Emergency and Prohibit all Open Fires within Torrance County. Commissioner Sanchez seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

**4. Request Ratification of Software Licensing Agreement between Torrance County Fire and Image Trend, Inc.- Lester Gary, Fire Chief**

**Chief Gary** is asking for ratification on the agreement with ImageTrend, who is the Software Company that provides the programing for the tough books that the Fire Department uses for their EMS reporting.

**Commissioner Frost** asks if the money for the agreement will be covered by the Fire budget.

**Chief Gary** states that it is covered by the Fire Dept. budget. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to ratify the Software Licensing Agreement with ImageTrend. Commissioner Sanchez seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

**5. Request Funding for Sergeant Promotion within the Torrance County Sheriff's Office Transport Division-Stephanie Dunlap, Sheriff Administrator**

**Ms. Stephanie Dunlap** is here today to ask the Commission for approval to promote within the Transport division, she asks Undersheriff Rivera to give a more detailed explanation for the Sergeant promotion.

**Undersheriff Rivera** states that there are currently 6 transport officers within that division and due to being maxed out on the span of control we are in need of someone within the transport division to immediately be in charge. It will not be a new position, we will just promote someone from within that division.

**County Manager Garland** mentions that they have gone over the cost of the promotion and it will be approximately \$10,000.00 more to cover the promotion and it will be covered by their current budget.

**Madam Chair DuCharme** asks County Manager Garland if she is in support of the promotion.

**County Manager Garland** states that yes she is. Undersheriff Rivera needs the assistance for the transport division, they operate 24/7 and Undersheriff Rivera is not always available to make decisions that may need to be made. **ACTION TAKEN:** Commissioner Frost makes a motion to approve Funding for Sergeant

promotion within the Torrance County Sheriff's Office Transport Division. Madam Chair DuCharme seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

**6. Service Agreement between Torrance County Animal Services and Waste Management-Danette Mead, Animal Services Asst. Director**

**Ms. Cindi Sullivan** presents this agreement to the Commission, it's the same agreement they have had in place the only difference is that County Attorney Wallin has asked that the indemnity clause be taken out. Ms. Sullivan states that with the contract being signed the price goes down to \$99.70 a month instead of the \$131.00 a month.

**Madam Chair DuCharme** asks why the indemnity clause was removed.

**Dennis Wallin, County Attorney** explains that the County cannot indemnify a private company for their liability. Documentation hereto attached. **ACTION**

**TAKEN:** Commissioner Frost makes a motion to approve the agreement between Torrance County Animal Services and Waste Management. Commissioner Sanchez seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

**7. Resolution 2018-14 Finding Buildings, Structures, Ruins, Rubbish Wreckage or Debris on 12 Shilo Rd, Moriarty to be a Menace to Public Comfort, Health, Peace or Safety and Requiring Removal-Dan DeCosta, Code Enforcement Officer**

**Mr. Steve Guetschow** presents the Commission with Resolution 2018-14, he reads the resolution into the record and also reads Mr. DeCosta's notes on this particular piece of property. This property has been a recurring problem since the early 2000's and Mr. DeCosta feels that it will continue to be a problem due to the financial constraints the property owner has. This will be the only way the property will get cleaned up. It will cost the County approximately \$6,000.00 to clean up the property, which we have in our clean up grant and we will then place a lien on the property once the property has been cleaned. Mr. Guetschow refers to the pictures in the Commissions packet, there are several containers of unknown materials that could be affecting the water aquifer. Resolution hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to approve Resolution 2018-14 Finding Buildings, Structures, Ruins, Rubbish Wreckage or Debris on 12 Shilo Rd, Moriarty to be a Menace to Public Comfort, Health, Peace or Safety and Requiring Removal. Commissioner Sanchez seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

**8. Request Out-of-State Travel to Attend the National Association of Drug Court Professionals in Houston, TX- Tracey Master, DWI Prevention Coord.**

**Ms. Tracey Master** comes before the Commission to ask approval to attend the annual National Assoc. of Drug Court Professionals in Houston, TX.

**County Manager Garland** asks if the monies will be coming out of her budget, **Ms. Master** states that yes, she budgets for this annual conference every year.

Ms. Master also mentions that she is not requesting the 80/20 per diem, she will do the actuals when she returns from the conference. **ACTION TAKEN:**

Commissioner Sanchez makes a motion to approve Out-of-State Travel to attend the National Association of Drug Court Professionals in Houston Texas.

Commissioner Frost seconds the motion. Madam Chair DuCharme asks if the information she Ms. Master gets from this conference can be shared with others.

Ms. Master states that she will be able to share the information she learns from the conference. No further discussion, all in favor. **MOTION CARRIED.**

**9. Resolution 2018-15 Line Item Transfer(s) - Amanda Tenorio, Finance Director**

**Ms. Amanda Tenorio** presents the Commission with Resolution 2018-15, it's a line item transfer within the department's budgets. Resolution hereto attached.

**ACTION TAKEN:** Commissioner Frost makes a motion to approve Resolution 2018-15 Line Item Transfer(s). Madam Chair DuCharme seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

**10. Resolution 2018-16 Budget Increase- Amanda Tenorio, Finance Director**

**Ms. Amanda Tenorio** presents the Commission with a budget increase resolution for monies that were not budgeted. We received more money than anticipated.

Resolution hereto attached. **ACTION TAKEN:** Commissioner Sanchez makes a motion to approve Resolution 2018-16 Budget Increase. Commissioner Frost seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

**11. Triadic Contract Renewal- Noah Sedillo, Chief Procurement Officer**

**Mr. Noah Sedillo** informs the Commission that this contract needs to be posted for 30 days before the Commission can approve it, he apologizes for the oversight on this. Contract hereto attached. **ACTION TAKEN:** Commissioner Sanchez makes

a motion to table the Triadic Contract for 30 days. Commissioner Frost seconds the motion. No further discussion, all in favor. **ITEM TABLED.**

**\*Commission Matters:**

**13. Consider and act upon, Removal of Current EVSWA Board Members**

**Madam Chair DuCharme** asks how the Commission would like to move forward with this item.

**Commissioner Sanchez** makes the suggestion that the Commission remove the board members effective April 11, that's the first Commission meeting in April. We can advertise for these positions starting next week and appoint the new board members at the April 11<sup>th</sup> meeting. We can have the current members serve until then.

**Commissioner Frost** asks if that is when their term expires. Commissioner Sanchez states that on the 14<sup>th</sup> of April it will be a year that they have been appointed.

**Commissioner Frost** asks how long were they appointed for, according to the JPA with EVSWA their terms are two years.

**Madam Chair DuCharme** asks if that is enough time to advertise for the positions, she would like to advertise for a month.

**Commissioner Sanchez** states that we can advertise for a month and make the appointments at the April 25<sup>th</sup> meeting.

**Commissioner Frost** states that we have not addressed agenda item #13, we have not removed anyone from the board so we cannot advertise for anything.

**Madam Chair DuCharme** suggest removing them effective a certain date.

**Commissioner Frost** is asking for clarification on who and how many board members are being removed.

**County Manager Garland** is also seeking clarification for advertisement purposes.

**Commissioner Frost** uses the analytical term the cart before the horse, we have not made a motion to remove the current members and their terms are not up yet, so why are they being removed?

**Madam Chair DuCharme** states that they can be removed at any time.

**Commissioner Frosts** asks who makes that decision.

**Madam Chair DuCharme** states that the Commission does.

**Commissioner Frost** states that is his point, the Commission hasn't made a decision as of yet on how many or who is being removed from the EVSWA board.

**ACTION TAKEN:** Commissioner Sanchez makes a motion to remove all 3 members, advertise starting next week (week of the 19<sup>th</sup>) and appoint or

reappoint members at the April 11<sup>th</sup> Commission Meeting. Madam Chair DuCharme seconds the motion.

Public Comment:

**Commissioner Frost** States that he took notes and he has seen that there has been no mention of the current members we have on the EVSWA board. Marco Banales, Leonard Lujan and Bill Williams. Mr. Banales comes with a lot of experience, he worked in the environment department for many years which can lead to great and helpful information on the EVSWA board. Mr. Leonard Lujan has the experience of the County behind him. He knows all about the County roads and where there used to be illegal dumping on the County roads. Then there is Mr. Bill Williams who helped develop the Solid Waste board about 30 years ago. He knows where the County used to be with dump sites just about everywhere and then there were dumpsters set up that would just be overloaded with trash. Mr. Williams has seen the development of what we have now. We have these 3 members and we should wait till the end of their term and then appoint or reappoint. Commissioner Frost feels that by “kicking” them off the board it is lack of respect for these 3 individuals, it’s also an insult and a slap in the face and Commissioner Frost does not want to be a part of that.

**Michael Godey, resident** He thanks Mr. Banales for the report he gave earlier, which brings up the point that when these 3 were appointed to the board a year ago they were asked to bring updates to the Commission on the EVSWA board meetings. One has done that and the other 2 have not and that could be the grounds for the un-appointment to the board.

**Andy Miller, Manager of EVSWA** As an official I cannot make comment to the Commissions appointments but as a County resident I can say that they are a wealth of knowledge to the board. On an official capacity I can say that not all the time do these 3 always agree with me but we manage to work together to get the job done. I will also add that in less than a year ago you found these 3 to be qualified for this board and I have yet to hear the reason as to why your opinion of them has changed.

**Commissioner Sanchez** Since we are still in discussion we can appoint some alternates to this board.

**Charlene Guffey, resident** These board members have 1 year left on a 2 year appointment and the County has 2 years left on a 3 year contract. There have been workshops ongoing to get the tipping fees under control so why start all

over with new board members when these gentleman bring a wealth of information with them to the board.

**Danielle Johnston, resident** I agree with Commissioner Frost in my appreciation of these individuals. In respect to Mr. Godey's comment, before the Commission meets they approve the meeting agenda and they can ask for and update from the EVSWA board members. So I cannot lay the sole responsibility of the update on the EVSWA board members but also on the Commission for not requesting that to be part of the agenda. And the transparency of it all, I don't understand why this is happening.

**Morrow Hall, resident** I have been on several boards and it is hard to find people to serve on these boards. These people are essential to the governing bodies in the aspect of relaying information back to these boards/Committees. It's highly irregular to pull these people midstream from their term before it's even over. Like Commissioner Frost said it's a slap in their face, perhaps you have problems with the way they are representing you on the board but you have input with the way they serve you. Firing these people and trying to replace them in 2 weeks is like trying to replace the Secretary of State, it's hard to get good people to apply and I wouldn't want to apply if this is how you treat your people.

**Madam Chair DuCharme** I don't think it's the Commission's intention to insult these men in anyway or demean them in anyway. The Commissioners are wanting to appoint the people they feel will best represent them.

**County Manger Garland** I respect the Commissions decisions but I would ask the Commission to be transparent on their decision. I myself have not yet heard a reason for recalling these members.

**Dennis Wallin, County Attorney** Reminds the Commission of the governmental conduct act, if you are doing this for political reasons or other reasons just be aware of that conduct act. I am sure the both of you are aware but urges them to be transparent.

**Madam Chair DuCharme** We are being transparent when we say that we are not satisfied with our representation.

**Janet Douglas, resident** I have not made it a secret that I am not in support of the Authority but these men are men of integrity and the Commission is being disrespectful. These men represent not only the Commission but they are serving the Communities and they are doing a good job at it.

**Madam Chair DuCharme** Yes they do serve the Community and most of the time we get negative feedback from the Community.

**Janet Douglas** States that it is easy to give negative feedback anonymously but to stand up here and tell them to their face in another thing. I haven't heard that here and you haven't heard that either unless it has been written to you.

**David Frazee, resident** I have been a Torrance County resident for 30 years, I was here when there was no Authority. I am a member of the public and I have the right to know what these gentlemen have done to be taken off this board. If you have a problem with them, tell them about it and re-train them. This is not being transparent, I wouldn't want to be a part of this board if this is how you treat your board members.

**Betty Cabber, resident** I like everyone else here today would like to know what these men have done to be taken of this board. You have not even taken the opportunity to take these men into Executive Session and explain to them what they have done. These board members have to do what's in the best interest for the board that they sit on not necessarily what's right in your opinion. The negative feedback that you receive may be from people that do not want to pay their Solid Waste fees. I believe this is your personal belief towards the Solid Waste Authority and you want people that will do what you want them to do but you have to understand that your 3 people are not the majority on that board and cannot change what you want changed.

**Michael Godey, resident** Not every board is requested to give an update to the Commission but this board was but I do agree that the Commission needs to be more transparent.

Commission votes, 2 in favor Commissioner Frost against. **MOTION CARRIED.**

#### **14. Consider and act upon, Replacing Current EVSWA Board Members**

**Madam Chair DuCharme** states that the Commission cannot act upon this today.

**Deputy County Manager Annette Ortiz** asks for clarification on the advertisement, do we need to advertise for alternates.

**Madam Chair DuCharme** states that that was not part of the motion and according to the JPA we cannot have alternates for this board.

**Ms. Ortiz** again asks for clarification on the date that the applicants be available to attend the Commission meeting for a brief interview, it will be at the April 11<sup>th</sup> meeting correct.



**Madam Chair DuCharme** replies yes.

## **15. Commission Meeting General Guidelines of Procedure**

### **a. Modify Public Comment on Agenda, if necessary**

**Deputy County Manager Annette Ortiz**, is asking for guidance from the Commission on the public comment portion of the agenda. Currently it is 1 minute per person for each agenda item and that is not being adhered to currently. Will there also be an amount of times a person can speak per agenda item. Now that there is a new Chair, I am asking for clarification on this as well as some other general housekeeping rules we'd like to go over. Ms. Ortiz asks **Madam Chair DuCharme** if this is going to change.

**Madam Chair DuCharme** states that she feels what the public has to say is more important, than minutes or seconds. **Madam Chair DuCharme** asks Ms. Ortiz if she has an average time of how long people spoke today. She asks the audience what their opinion is on this matter.

**Fred Sanchez, resident** States that 3 minutes sounds good to him.

**Commissioner Sanchez** Feels that 1 minute and 1 time per agenda item is fine and for most people that's usually suffice.

**Commissioner Frost** Also feels that 1 minute is good enough and he encourages public to comment but feels one time per person per agenda item is also good enough.

**Michael Godey, resident** Feels that 1 minute is fine but does not agree with the one time per agenda item. For instance before someone mentioned my name and I should have the chance to get back up and talk.

### **Break Given to change disc**

**Madam Chair DuCharme** States that this Commission has come a long way to become transparent and have openness to the public and we want to continue in that direction. **Madam Chair** suggests 2 minutes per person and for people to be reasonable on the amount of times they speak on an agenda item but wants there to be flexibility to have a real discussion.

**Deputy County Manager Ortiz** asks for clarification on public comment during the public request portion on the agenda. It is currently 3 minutes per person now, is that to remain the same.

**Linda Jaramillo, County Clerk** Wants to know who will keep the time during public comment, Ms. Ortiz states that she will. Also Ms. Jaramillo mentions that in transcribing the minutes, what people say is somewhat abbreviated.

**Madam Chair DuCharme** Mentions now that people are able to speak during agenda items there isn't that much talk about having to wait to speak at the end of the agenda but she knows that some people don't have the time to wait till the end of the meeting to speak. So she would like to see public request at the beginning of the meeting and at the end of the meeting.

**Deputy County Manager Ortiz** mentions some other issues that have come up from the Radio station and from the Clerk's office. When speaking you must come to the podium and state your name for the record. Ms. Ortiz mentions that the County is working on getting a mobile mic for those people in the audience that may not be able to get to the podium. We will be taking official breaks to change the disc's to catch everything on the recording.

**Linda Jaramillo, County Clerk** The radio station has contacted our office with some concerns they are having when airing the Commission meetings. We need to make sure everyone states their name for the record, the person taking the minutes may know who you are but the people listening may not know who you are. Also we need to break whenever it is time to change the discs, when airing the recording we have either skipped a portion because whoever is taking the minutes did not catch the disc in time before it ran out and that causes some confusion with the station. So we are asking everyone to work together so we can get a clear and concise recording for those listening to the broadcast.

#### **16. Request Fiscal Assistance to Fund the Pool- Michelle Jones, Town of Estancia Clerk**

**Ms. Michelle Jones, Estancia Town Clerk** mentions that it is good to be back and is proud to say that she is the original state your name person and is glad that it is being reiterated here today. Ms. Jones takes a few minutes to remember Mr. Hank Van Es since his passing. She thanks him for being a true advocate for

Torrance County. Ms. Jones would also like to thank Ms. Linda Jaramillo, Ms. Linda Kayser and staff for all their help during the Municipal Election.

At this time Ms. Jones reads a letter from the Town of Estancia requesting for fiscal assistance for the Town pool. Due to the closure of the detention facility the Town is experiencing a 70% decrease in their monthly GRT's and a 25% decrease in their utility billing. They have adjusted their budget to combat the severe loss and are continually looking into their budget for other ways to cut back. Ms. Jones knows that the County has also been affected by the closure of the CoreCivic but wants to remind the Commission that the pool did not open last year not because of budgetary issues but because the Town did not receive enough applicants to man the pool and not having the pool in operation again this year will only make the cost of reopening the pool near to impossible in the years to come. The Town of Estancia's pool is the only public pool in Torrance County and it is not just Town residents that attend the pool its families from throughout Torrance County.

So we are here today requesting \$45,000.00 to help with the repairs and to get it up and operating this summer. Ms. Jones introduces the elected officials here with her today, newly elected Mayor Nathan Dial, Trustee Manuel Romero, Trustee Morrow Hall and Trustee Stella Chavez.

**Madam Chair DuCharme** thanks Ms. Jones for her kind words of Mr. Van Es and asks Mayor Dial what he has to say about the request from the Town of Estancia. **Mayor Dial** informs the Commission that pools are not designed to be empty, due to the pool not being open last year is one of the reasons it's going to cost so much to get it up and running. And if it's not opened and repaired this year it will cost too much next year to open. If the pool is not open it will end up being like other complexes where it's too much to repair and cheaper to build a new one and that is what we are trying to avoid.

**Mayor Dial** understands that everyone is asking the County for money but would appreciate the consideration.

**Madam Chair DuCharme** asks how many months is the pool open and asks about not receiving enough applicants last year for the pool.

**Ms. Jones** states that the pool is open from June through August. Last year the Town of Estancia received funding through the YCC grant which we were able to

employ youth for the summer at a higher pay wage and we found that was where the applications went to the higher paying job. Commissioner Frost asks about the dollar amount to operate the pool, Ms. Jones explains that it costs \$21,000.00 to operate the entire pool season, that's for the certification of the pool and getting the lifeguards and manager certified. And to purchases the lifeguard's uniforms. Ms. Jones states that this will be a onetime request for assistance with the pool, the Town will look into their budget for the next fiscal year and see if they will be able to fund it completely next year.

**Commissioner Frost** asks County Manger Garland or Ms. Tracy Sedillo, County Treasurer if we have money in our budget to cover this.

**County Manager Garland** states that at this time we don't, by the end of the fiscal budget we will have depleted our budget due to funding for prisoners.

**Trustee Hall** comes to the podium and mentions that Commissioner Sanchez came to a Town meeting and invited the Town to turn in projects to be funded by the County through the PILT monies and the pool was one of those projects. Trustee Hall believes that the pool is a great project to help fund and we will be asking for help from the other Municipalities and possibly from the School District.

**Trustee Romero** mentions that he was born and raised here in Estancia and he learned to swim at Lake Arthur which had water up to his waste. We are fortunate to have this pool in the County, to have a place people can learn to swim.

**Trustee Chavez** states that the pool is a place the kids can go to during the summer and not have to travel all the way into Albuquerque. The pool also helps employ kids for the summer so they don't have to go outside the County to get jobs.

**Commissioner Sanchez** asks by when does the Town need the funding?

**Ms. Jones** answers ASAP. This way we can get the repairs done and get people hired and certified.

**Ms. Tracy Sedillo** comes to the podium and informs the Commission that she cannot give the exact amount of the budget but does know that by the end of FY19, the PILT and infrastructure monies will be depleted due to the detention costs. Which will mean significant cuts to departments.

**County Manager Garland** would like to respond to Trustee Hall, none of those special projects were funded last year due to the prison closing. And we did not receive any additional funding from the state that we were asking for to help with our increased transport cost, the Governor line item vetoed the bill.

**Commissioner Sanchez** suggests allowing the Town to revisit their application, since one of their applications was for the pool. They can change the request to suit their needs now.

**County Manager Garland** states that if you let one do it you will need to let everyone do that.

**Ms. Jones** informs the Commission that herself, Mayor Dial and Trustee's do plan on going to visit with Moriarty and Mountainair to request assistance as well.

**Ms. Sedillo** informs the Commission of some upcoming changes that DFA is implementing to our budget. We can no longer carry our grants in a negative balance at the end of the fiscal budget, which means the County will have to cover those negative grant balances as well as indefinitely fund the PILT and infrastructure line items.

**Ms. Betty Cabber** asks the Town about the Williams Family trust monies.

**Ms. Jones** mentions that those monies can only be used for the library.

**Madam Chair DuCharme** asks if the Town has gone to other agencies for assistance.

**Ms. Jones** states that we have tried but the County is the entity that can help us with this amount. Documentation hereto attached. **ACTION TAKEN:**

Commissioner Sanchez makes a motion to help the Town of Estancia with funding for the pool in the amount that is undeterminable at this time.

Public Comment:

**Andy Miller, resident** learning to swim is one of the greatest gifts we can give to anyone. I was a lifeguard and a certified water safety instructor. No one wants to respond to a person drowning or that has drowned. This is a way to ensure young or old can learn to swim.

**Trustee Romero** Thanks the Commission and asks the County to look into their budget and see what they can help the Town with.

**Michael Godey, resident** Asks how long will it take to look at the budget and get an answer to the Town.

**County Manager Garland** States it will take herself, Amanda and Tracy to look over the budget, so probably a day.

**Linda Jaramillo-County Clerk** States that she is for the pool being open and funding for that if you have it. I am speaking for my office and my request at the last fiscal budget hearing where I asked for money for my documents to be put on line. I was given the money but then was asked to apply for a grant from the Attorney General's Office for the money. I applied and have been waiting all this time for the AG's office to grant me that money or whoever they choose. I cannot not get any answer from them so before you grant money to anyone else I would like my documents on line

**Trustee Hall** States that we have limited amount of time here to get things going on the pool so if the County is going to assist it needs to be done quickly.

**Madam Chair DuCharme** Explains that this is a worthy cause and she is in favor but she cannot commit to anything because the County may be forced to make cuts in the future.

**Nick Sedillo, resident** I grew up with Mayor Dial and Sylvia and we learned to swim by being thrown into Lake Arthur (pond), he'd be willing to pay higher GRT's in Estancia to help fund the pool. Mr. Sedillo also mentions that in his 23 years with the County we have been down this road where we are facing hours being cut or even possible layoffs due to incarcerations costs.

**Michelle Jones, Town Clerk** States that we may not have a dollar amount from the County today but it allows us to move forward to ask Moriarty and Mountainair for assistance as well. Then we can come back to the County and see where we stand.

**Deputy County Manager Ortiz** Asks if the Town has gone to workforce solutions to help pay for the lifeguard's salaries.

**Jenea Ortiz, resident** My son learned to swim at that pool and she would like to ask County residents to step up and help fund the pool. Torrance County has 15,000 residents if we all pitched in \$3.33 that would cover the cost to run the pool. The Town pool is an asset to everyone.

**Michael Godey, resident** States that they did it in Mountainair for the grocery store and the art center and thinks she made a very good comment.

**Danielle Johnston, resident** APS provides some of the swimming pools in Albuquerque at some of the school locations but they cannot do it without the help and collaboration from Bernalillo County. She mentions that she was a water safety instructor while she was in high school, it's important that people learn to swim.

**Madam Chair DuCharme** Feels that committing to help with the funding before we know if we have money to commit to, is why we should table this until we know we have money to commit.

**Michelle Jones, Town Clerk** States that if Commissioner Sanchez's motion gets a second we can move forward tomorrow without being delayed another 2 weeks. If the Commission makes this motion it's a promise that you will try to help fund the pool.

Commissioner Frost seconds the motion but makes no promises to an actual amount. No further discussion, all in favor **MOTION CARRIED.**

**Break Given to change disc**

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

**17. Ratification of Audit Contract Amendment 18**

**County Manager Garland** brings this amendment to the Commission for ratification. We are needing to amend our audit contract so that the State Auditor will release our audit. Back in October the Commission approved an amendment to the contract which the State Auditor was okay with but was not okay with the format. So we have changed the format to their liking and now are requesting the Commission approve the ratification of the amendment, County Manager Garland states that no content was changed just the format and we had to sign it to move it along. All documentation hereto attached. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the ratification of the Audit Contract Amendment 18. Commissioner Sanchez seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

**18. Request Adoption of Computer Password Requirements Policy**

**County Manager Garland** informs the Commission that the reason for this policy is to help insure the safety of our network. There are passwords that have not been changed for years. By changing your password more often it helps prevent any kind of malware that could potentially damage our network. Ms. Garland reads the policy into record. All documentation hereto attached. **ACTION TAKEN:** Commissioner Sanchez makes a motion to approve the Computer Password Requirements Policy. Commissioner Frost seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

## **19. Discussion and Clarification of Supervision and Directive of County Employees and Use of County Equipment**

**County Manager Garland** is asking the Commission for clarification on the supervision of County Employees and use of the County Equipment that is outside of their daily scope of work. If there are Special Projects that do not have an MOU already in place, those projects should be approved by the entire Commission. The Road Department currently has MOU's with Moriarty, Estancia, Mountainair and Willard to help with the up keep of their roads. This will also help ensure job security for those employees that may be put on the spot to do special jobs.

**Commissioner Sanchez** mentions that this will also help with accountability and transparency. **ACTION TAKEN:** Madam Chair DuCharme makes a motion to move forward with an Ordinance that will Give a Directive and Supervision of County Employees and Use of County Equipment. Commissioner Frost seconds the motion.

Public Comment:

**Leonard Lujan, Road Foreman** This would be for just special projects not for their everyday maintenance. This will help ensure that we get our daily projects done and then work on those special projects. Mr. Lujan states that if he receives a call to get some maintenance done on a road they would still do that, this is just for any project that is outside of their regular maintenance.

**Fred Sanchez, resident** He feels this is a great idea, using the chain of command on work such as maintenance of the roads is a good way to be accountable for work. Often times some people have authority that shouldn't have that authority and the County Manager should be the person that gives that authority.

No further discussion, all in favor. **MOTION CARRIED.**

## **20. Update**

**Madam County Manger Garland** reads her report:

Steve Guetschow and I both attended the Edgewood Soil and Water Board meeting on March 1<sup>st</sup>. On March 5<sup>th</sup> I attended the Active Shooter Training and Discussion with the School Districts. On March 8<sup>th</sup> I attended an Economic Development webinar with Myra Pancrazio. On the 13<sup>th</sup> I attended the Safety Committee which we will provide mandatory training for all staff on different dates and times to accommodate everyone's work schedule. Also on the 13<sup>th</sup> I attended a meeting with Dispatch Director Dorothy Rivera, Ben Daugherty, Mayor



Ted Hart, Fire Chief Hart, Police Chief Ensey from Moriarty and Torrance County Fire Chief Gary. Fire Chief Gary will be working with municipalities to establish possible new response areas. I also met with the Finance and Treasures Departments to go over contracts and make sure those contracts are being taken care of in a timely manner. She would like to thank Ms. Annette Ortiz for her help in training our new HR director Kristin Oliver. She also mentions that there will be several employees gone next week, they will be attending EDGE classes in Albuquerque. Managers' Report hereto attached.

**Public Requests:**

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

**Betty Cabber-** Brought a copy of a recent article in the Albuquerque journal where it mentions that Campbell Ranch plans on using water from the Estancia Basin. Ms. Cabber mentions the importance to all of us that we need to be mindful of our water. Our water is our gold, she encourages everyone to make ourselves aware of what's happening around us. She mentions EBRA and people should attend those meetings to keep up with what's going on with our water in the valley. Article hereto attached.

**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) regarding the Road Department Employees*
- b) Limited personnel matters pursuant to NMSA 10-15-1-H (2) regarding Torrance County Manager Contract*

**ACTION TAKEN:** Madam Chair DuCharme makes a motion to go into Executive Session. Commissioner Frost seconds the motion. Roll Call: District 1- Yes; District 2- Yes; District 3- Yes. **MOTON CARRIED**

**EXECUTIVE SESSION BEGAN AT 2:33 PM**

**\*Reconvene from Executive Session:**

**Pursuant to Open Meetings Act, Section 10-15-1(J), Commission Report from Closed Meeting:**

**Reconvened from Executive Session at 4:00 pm**

**Madam Chair DuCharme** state that the following was discussed in closed session:

*c) Consider and Act upon, if appropriate, Limited Personnel Matters regarding Road Department Employees*

No decision was made on this.

*d) Consider and Act upon, if appropriate, Limited Personnel Matters regarding Torrance County Manager Contract*

**ACTION TAKEN:** Madam Chair DuCharme made a motion to approve a \$0.75 cent an hour raise for the County Manager. Commissioner Frost seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

**Adjourn**

**ACTION TAKEN:** Commissioner Frost makes a motion to adjourn the March 14, 2018 Regular Commission Meeting. Madam Chair DuCharme seconds the motion. No further discussion, the Commission votes all in favor none opposed. **MOTION CARRIED.**

**Meeting adjourned at 4:03 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.



*Consent Agenda*

C E R T I F I C A T I O N

TOTAL CHECKS PRINTED 63

THE UNDERSIGNED MEMBERS OF THE TORRANCE COUNTY BOARD OF COMMISSIONERS DO CERTIFY THAT THE CLAIMS ENUMERATED ABOVE WERE APPROVED ALLOWED & DO AUTHORIZE THE WARRANTS AGAINST THE FUNDS OF TORRANCE COUNTY FOR THE SUM OF 117,791.92 ON ACCOUNT OF OBLIGATIONS INCURRED FOR THE SERVICES AS SHOWN ABOVE FOR THE PERIOD ENDING 03/19/2018 . WE CERTIFY THAT THE WITHIN NAMED PERSONS ARE LEGALLY ENTITLED UNDER THE CONSTITUTION OF THE STATUTES OF NEW MEXICO TO RECEIVE THE COMPENSATION STATED HEREBIN. THAT THE SERVICES HAVE BEEN PERFORMED AS STATED IN THE ACCOUNTS HEREBIN, THAT THEY ARE NECESSARY AND PROPER, THAT THIS VOUCHER HAS BEEN EXAMINED, THAT THE AMOUNTS CLAIMED ARE JUST, REASONABLE, AND AS AGREED AND THAT NO PART HAS BEEN PAID BY TORRANCE COUNTY.

SIGNED

ATTEST BY

-----  
James W. Frost

-----  
Javier Sanchez

-----  
Julia Ducharme

-----  
Linda Jaramillo

THE UNDERSIGNED COUNTY TREASURER DOES HEREBY CERTIFY THAT SUFFICIENT FUNDS EXIST FOR THESE ACCOUNTS PAYABLE CHECKS TO BE ISSUED ON THIS DATE AND DOES HEREBY AUTHORIZE THE FINANCE DEPARTMENT TO PROCESS THESE CHECKS.

-----  
Tracy L. Sedillo

CR#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O 103034		ARAGON, JULIANITA	HOME VISITING IN TORRANCE COUNTY	629-49-2205	531218	03/12/2018		63.00
	03/12/2018		AND MEETINGS IN ALBUQUERQUE					

HOME VISITING GRANT FY 63.00								
01 R 103035		ARCHULETA, LORI	NM EDGE CLASSES/2018 HONING	401-10-2205	1031218	03/12/2018		325.96
	03/12/2018		YOUR EDGE-ALBUQUERQUE					

COUNTY MANAGER 325.96								
01 R 103036		BARRELA, JANICE	NM EDGE CLASSES/2018 HONING	609-30-2205	1231218	03/12/2018		441.60
	03/12/2018		YOUR EDGE-ALBUQUERQUE					

COUNTY TREASURER 441.60								
01 R 103037		HERNANDEZ, KATHRYN	NM EDGE CLASSES/2018 HONING	401-55-2205	831218	03/12/2018		325.96
	03/12/2018		YOUR NM EDGE-ALBUQUERQUE					

FINANCE DEPARTMENT 325.96								
01 R 103038		KRISTIN OLIVER	NM EDGE CLASSES/2018 HONING	401-10-2205	631218	03/12/2018		325.96
	03/12/2018		YOUR EDGE-ALBUQUERQUE					

COUNTY MANAGER 325.96								
01 O 103039		MORTLARY FOODS	BREAK SERVICE ITEMS	804-89-2257	331218	03/12/2018		142.81
	03/12/2018		FOR TERRY COURT/RAC OPEN HOUSE					
			OUTREACH EVENT					
			INVOICE # C0667-9023					

DRUG EDUCATION 142.81								
01 O 103040		OSERO, MARY YVONNE	NM EDGE CLASSES/2018 HONING	612-20-2205	931218	03/12/2018		196.36
	03/12/2018		YOUR NM EDGE-ALBUQUERQUE					

COUNTY CLERK 196.36								
01 R 103041		SEDLILO, NOAH	NM EDGE CLASSES/2018 HONING	401-27-2205	431218	03/12/2018		325.96
	03/12/2018		YOUR NM EDGE-ALBUQUERQUE					

PURCHASING DEPARTMENT 325.96								
01 O 103042		T-MOBILE USA, INC	ROAD-MONTHLY T-MOBILE BILL	402-60-2207	1131218	03/12/2018		37.91
	03/12/2018		FIRE ADMIN. MONTHLY BILL	413-91-2207	/	/		136.02
			DIST.3 VPD MONTHLY BILL	408-91-2207	/	/		16.58
			TC ANIMAL SHELTER	401-82-2207	/	/		67.35
			SHERIFF MONTHLY BILL	401-50-2207	/	/		1891.85
			DISPATCH MONTHLY BILL	911-80-2207	/	/		116.06
			TREASURER MONTHLY BILL	401-30-2207	/	/		10.89
			TCPO-DV MONTHLY BILL	690-09-2207	/	/		66.78
			FINANCE MONTHLY BILL	401-55-2207	/	/		38.94
			P&Z MONTHLY BILL	685-08-2207	/	/		2.42
			P&Z MONTHLY BILL	401-08-2207	/	/		16.58

CHK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
			MAINTENANCE MONTHLY BILL	401-15-2207		/		2.42
			CLERK MONTHLY BILL	401-20-2207		/		2.42
			CIVIL DEFENSE MONTHLY BILL	604-83-2207		/		55.69
			TCPO-HV- MONTHLY BILL	629-49-2207		/		49.74
			COMMUNITY MONITORING MONTHLY BILL	420-73-2207		/		24.75
			COMMUNITY MONTHLY BILL	401-05-2207		/		33.16
			MANAGER MONTHLY BILL	401-15-2207		/		76.91

01 0	103943	TENORIO, AMANDA	NM EDGE CLASSES/2018 HONING	401-55-2205		/		325.96
			YOUR EDGE-ALBUQUERQUE			/		
03/12/2018					731218	03/12/2018		

FINANCE DEPARTMENT	325.96							
01 R	103044	TILLERY CHEVROLET GMC INC	LOF - OIL CHANGE, AIR FILTER	401-05-2201		/		116.13
			REPLACE CLEARANCE LIGHT BULB			/		
			FOR 2000 FORD HANDICAP VAN			/		
			VIN# 1FDSE31D9R37894			/		
			INVOICE # 6051440			/		
03/12/2018					231218	03/12/2018		

COUNTY COMMISSION	116.13							
01 R	103045	WELLS FARGO	DESKTOP CHECK SCANNER	609-30-2218		/		686.14
			TS 240-50 WITH 2 YEAR WARRANTY			/		
			INVOICE # 32165			/		
03/12/2018					131218	03/12/2018		

COUNTY TREASURER	686.14							
01 O	103046	WEX FLEET UNIVERSAL	TCPO-HV MONTHLY GMS BILL	629-49-2202		/		23.23
			COMSTSTON MONTHLY BILL	401-05-2202		/		20.11
			DIST. 4 VPD MONTHLY BILL	409-91-2202		/		198.04
			FIRE ADMIN. MONTHLY BILL	413-91-2202		/		661.39
			DIST. 2 VPD MONTHLY BILL	406-91-2202		/		171.92
			DIST. 5 VPD MONTHLY BILL	405-91-2202		/		266.26
			DIST. 3 VPD MONTHLY BILL	408-91-2202		/		237.08
			DIST. 1 VPD MONTHLY BILL	407-91-2202		/		87.22
			DIST. 6 VPD MONTHLY BILL	418-91-2202		/		278.15
			CIVIL DEF. MONTHLY BILL	604-83-2202		/		46.90
			DISPATCH MONTHLY BILL	911-80-2202		/		14.52
			DWI MONTHLY BILL	605-02-2202		/		75.78
			PER-CODE ENFORCEMENT	685-08-2202		/		4.06
			MAINTENANCE MONTHLY BILL	401-15-2202		/		131.74
			CLERK MONTHLY BILL	612-20-2205		/		16.14
			ASSESSOR MONTHLY BILL	610-40-2202		/		92.62
			TREASURER MONTHLY BILL	401-30-2202		/		143.21
			SHERIFF MONTHLY BILL	401-50-2202		/		5229.62
			SHERIFF-TRANSPORT MONTHLY BILL	420-74-2202		/		2060.51
HOME VISITING GRANT FY	23.23		COUNTY COMMISSION	20.11		/		1900.06
COMMUNICATIONS/BMS TRX	46.90		911-DISPATCH CENTER	14.52		/		75.78
PLANNING & ZONING	40.06		ADMINISTRATIVE OFFICES	131.74		/		16.14
COUNTY ASSESSOR	92.62		COUNTY TREASURER	143.21		/		5229.62
TRANSPORTATION OF PRIS	2060.51		COUNTY SHERIFF			/		

CK#	NAME	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O 103049	AIRGAS USA LLC	CYLINDER RENTAL FEE	408-91-2230	4331418	03/14/2018		132.50
		FEB.2018					
		CYLINDER RENTAL FEE	405-91-2230	4431418	03/14/2018		125.68
		FEB.2018					

STATE FIRE ALLOTMENT 2828.18

01 O 103050	ANON ENTERPRISES, INC.	X2 TASER, X2 TASER BATTERIES, X2 401-50-2231		6031418	03/15/2018		31586	2828.39
		TASER CARTRIDGES					31586	
		COLLIER, PINNICK					31586	
		X26 TASER, X26 TASER BATTERIES,					31586	
		X26 TASER CARTRIDGES					31586	
		CHAVEZ AND O'HARA					31586	
		INVOICE # S1511137						

COUNTY SHERIFF 2828.39

01 O 103051	BEIFORD, DAVID	REPECTIVE CONSTRUCTION	629-49-2272	4931418	03/14/2018		205.00
		1 HOUR ONSITE					
		2/01/2018					
		INVOICE # TC-4					

HOME VISITING GRANT FY 205.00

01 O 103052	CABBER, MAX	PLANNING & ZONING BOARD MEETING	401-08-2205	2631418	03/14/2018		61.00
		MARCH, 2018					

PLANNING & ZONING 61.00

01 O 103053	CINTAS CORPORATION NO. 2	FIRST AID KIT REPLE	600-06-2248	231418	03/14/2018		32038	351.35
		AND SERVICE					32038	
		COUNTY ADMINISTRATIVE BUILDING					32038	
		INVOICE # 8403572007						
		MATS, MOBS, HCT. ADMIN. BLDG	401-15-2237	3531418	03/14/2018		849.44	
		MATS, MOBS, HCT. JUDICIAL	401-16-2237				877.84	
		FEB. 2018						

RISK MANAGEMENT 351.35 ADMINISTRATIVE OFFICES 849.44 JUDICIAL COMPLEX MAINT 877.84

01 O 103054	COMPUTER CORNER INC	HP PROBOOK 650 G2 NOTEBOOK	609-30-2219	331418	03/14/2018		32179	1120.79
		INVOICE # 162993						

COUNTY TREASURER 1120.79

01 O 103055	CONCRETE AGGREGATE & ASPHALT	DENSITY TESTING FOR	402-63-2407	4131418	03/14/2018		31601	322.50
		CR B104-WAISON ROAD					31601	
		SB-7808 (105) 17 CL#L500251					31601	
		CR#D15387						
		INVOICE # A2018-168						

SB PROJECT 322.50

01 O 103056	DOCUMENT TECHNOLOGIES	REPAIR OF MP 2400 PLOTTER COPY	612-20-2218	431418	03/14/2018		32183	380.62
		MACHINE					32183	
		INVOICE # 80451						

COUNTY CLERK 380.62



CHK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O 103057		DT AUTOMOTIVE	ATTACK 3--1	408-91-2201	4531418	03/14/2018	32021	250.00
			REPLACE BOTH HEADLIGHTS				32021	
			VERBAL APPROVAL L.OLIVAS				32021	
03/15/2018			TWP 181110	911-80-2201	4731418	03/14/2018	32042	60.00
			OTI CHANGE & TIRE ROTATE				32042	
			2016 RAM 1500					

STATE FIRE ALLOWMENT	250.00	911-DISPATCH CENTER	60.00					
01 O 103058		ESPANCA, TOWN OF	WATER, TRASH AND SEWER BILL	412-53-2210	631418	03/14/2018		114.99
			ACCT:291					
03/15/2018			ACCT:750	402-61-2210				178.91
			ACCT:1108 ROAD					

COUNTY FAIR	114.99	COUNTY ROAD SHOP	178.91					
01 O 103059		EVSWA	TRASH CLEAN UP	402-60-2272	731418	03/14/2018		20.00
03/15/2018			INVOICE # 0007091479					

COUNTY ROAD DEPARTMENT	20.00							
01 O 103060		GRHAM, RON	PLANNING & ZONING BOARD MEETING	401-08-2205	2531418	03/14/2018		61.00
03/15/2018			MARCH, 2018					

PLANNING & ZONING	61.00							
01 O 103061		GUSTIN HARDWARE INC.	TOW STRAPS, SHOVELS, FITTINGS	402-61-2250	4031418	03/14/2018	32194	211.96
03/15/2018			NOTS, BOLTS				32194	
			INVOICE # 186799					

COUNTY ROAD SHOP	211.96							
01 O 103062		HARRIS SYSTEMS USA INC.	HARRIS REPAIR-ASSESSORS	610-40-2203	931418	03/14/2018		28238.25
03/15/2018			2018 MAINTENANCE/SUPPORT					
			HARRIS MARSHALL & SWIFT					
			2018 ADMIN MAINTENANCE					

COUNTY ASSESSOR	28238.25							
01 O 103063		HART'S TRUSTWORTHY HARDWARE	RATIX POISON BARS (RODENTS)	406-91-2248	1031418	03/14/2018	32191	94.66
03/15/2018			3-WAY HITCH FOR FDS				32191	
			HITCH PULL PIN				32191	
			INVOICE # B257834					

STATE FIRE ALLOWMENT	94.66							
01 O 103064		HAYONA ENVIRONMENTAL	CHILLING TIRE TESTING	401-15-2215	1131418	03/14/2018	32115	371.00
03/15/2018			INVOICE # 3656					

ADMINISTRATIVE OFFICES	371.00							
01 O 103065		HERNANDEZ, MARTY SANCHEZ	PLANNING & ZONING BOARD MEETING	401-08-2205	2431418	03/14/2018		61.00
03/15/2018			MARCH-2018					
			PLANNING & ZONING					

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O 103066	03/15/2018	HOLT, BILL D.	TRAO CLASS-TRAINING	610-40-2266	3631418	03/14/2018		45.00
COUNTY ASSESSOR 45.00								

01 O 103067	03/15/2018	HONSWENN OIL CO.	FUEL-ROAD DEPARTMENT	402-60-2202	1331418	03/14/2018		7055.04
			INVOICE # 334520					
			OIL FUEL FILTERS, OILS, FLUIDS	402-60-2202	1231418	03/14/2018		32055
			ETC.					18360.08
			INVOICE # TOROAD 334520					
			VEHICLE FUEL	610-40-2202	2231418	03/14/2018		340.89
			A01,A04,A05,A06,T24					
			2/28/2018					
COUNTY ROAD DEPARTMENT 25415.12 COUNTY ASSESSOR 340.89								

01 O 103068	03/15/2018	INDEPENDENT NEWS LLC	ONGOING TIRE ANNIVERSARY AD	628-14-2221	1431418	03/14/2018		20.60
			PN IRON FORGE MANOR 2/14 EDITION					
			PN IRON FORGE MANOR 2/21 EDITION					
			INVOICE # 79080;79133					
PAID GRANT FY18 20.60								

01 O 103069	03/15/2018	JARAMILLO, LINDA	PRIMARY ELECTION SCHOOL	401-21-2205	3131418	03/14/2018		152.00
			ALBUQUERQUE, NM					
ELECTIONS 152.00								

01 O 103070	03/15/2018	KAYSER, LINDA	PRIMARY ELECTION SCHOOL	401-21-2205	3231418	03/14/2018		152.00
			ALBUQUERQUE, NM					
ELECTIONS 152.00								

01 O 103071	03/15/2018	LANGSHIL, GAIL	PLANNING & ZONING BOARD MEETING	401-08-2205	2731418	03/14/2018		61.00
			MARCH, 2018					
PLANNING & ZONING 61.00								

01 O 103072	03/15/2018	IARSON, BILL	PLANNING & ZONING BOARD MEETING	401-08-2205	2831418	03/14/2018		61.00
			MARCH, 2018					
PLANNING & ZONING 61.00								

01 O 103073	03/15/2018	IESPERANCE, ISABEL	SECRETARIAL DUTIES	412-53-2272	1531418	03/14/2018		350.00
			2/15/2018-3/15/2018					
			INVOICE # 110					
COUNTY FAIR 350.00								

01 O 103074	03/15/2018	LISA'S TRUCK CENTER	REHAB FOR FIREFIGHTERS MONTHLY	411-92-2248	4631418	03/14/2018		261.39
			P.O. FOR MARCH '18					
			INVOICE # 0100-6811/0100-7249					
1/4# FIRE EXCISE TAX 261.39								

CK# DATE Name

Description Line Item

Invoice # DATE PO # Amount

01 0 103075 MOUNTAIN VIEW TELEGRAPH 34.33  
 03/15/2018  
 PUBLIC NOTICE IRON FORGE MANOR 401-08-2221  
 VACATION/TAX  
 2 EDITON RUN 2/15 62/22  
 TWP 12318  
 INVOICE # 1392057-0215

PANNING & ZONING 34.33

01 0 103076 NM APPARATUS LLC  
 5689.00  
 03/15/2018  
 BRUSH 4 TS ROUGH IDE/REPLACE 409-91-2201  
 SPARK PLUGS/REPLACE BROKEN  
 COILS/REPLACE VALVES  
 INVOICE # 92074  
 ENGINE 5-2 PW/DOE 406-91-2201  
 INVOICE # 92080  
 BRUSH 1 PW/DOE 407-91-2201  
 INVOICE # 92086  
 ENGINE 1 PW/DOE/TS 407-91-2201  
 AUTO CHARGE DISPLAY, REP  
 SERVICE TRNS DIP STICK, FILL  
 INVOICE # 92085  
 BRUSH 2-2 PW/DOE 406-91-2201  
 INVOICE # 92083  
 RESCUE 2 PW/DOE 406-91-2201  
 INVOICE # 92081  
 DIST. 2 VPD ENGINE 2 406-91-2201  
 PW/DOE  
 INVOICE # 92079

STATE FIRE ALLOTMENT 5689.00  
 01 0 103077 NM EDGE  
 100.00  
 03/15/2018  
 ANNUAL MEMBERSHIP 401-27-2269  
 NOAH SBDILLO  
 ANNUAL MEMBERSHIP - HR 401-10-2269  
 K. OLIVER  
 INVOICE # 5519

PURCHASING DEPARTMENT 50.00 COUNTY MANAGER 50.00  
 01 0 103078 OLD MILL, THE  
 475.00  
 03/15/2018  
 50 LUNCHES 604-83-2248  
 FIRE PREPAREDNESS MEETING

COMMUNICATIONS/BUS TAX 475.00  
 01 0 103079 PRESSYTERIAN MEDICAL SERVICES  
 16525.08  
 03/15/2018  
 MHC RPHCA CONTRACT 616-18-2272  
 DAILY OPERATIONS  
 INVOICE # 102017

RPHCA GRANT FY18 16525.08  
 01 0 103080 QWEST CORPORATION  
 2572.29  
 03/15/2018  
 CLERK MONTHLY BILL 401-20-2207  
 DISPATCH MONTHLY BILL 911-80-2207  
 ROAD MONTHLY BILL 402-60-2207  
 TREASURER'S MONTHLY BILL 401-30-2207  
 FC ANIMAL SHELTER MONTHLY BILL 401-82-2207  
 FIRE ADMIN. MONTHLY BILL 413-91-2207  
 DIST. 5 VPD MONTHLY BILL 405-91-2207  
 DIST. 3 VPD MONTHLY BILL 408-91-2207  
 DIST. 2 VPD MONTHLY BILL 406-91-2207  
 DIST. 4 VPD MONTHLY BILL 409-91-2207

131418 03/14/2018 55.75  
 1731418 03/14/2018 539.50  
 6231518 03/15/2018 96.45  
 57.31  
 263.52  
 288.20  
 361.74  
 297.19  
 213.70  
 170.41

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
			DISTR. 6 VHD MONTHLY BILL	418-91-2207	/	/		228.52

COUNTY CLERK	55.75	911-DISPATCH CENTER	539.50	COUNTY ROAD DEPARTMENT	96.45		
COUNTY TREASURER	57.31	ANIMAL SHELTER	263.52	STATE FIRE ALLOTMENT	1559.76		
01 O 103081	REMEY, WARREN T	REPLACEMENT OF HYDO PUMP	911-80-2215	4231418	03/14/2018	32184	935.78
1871.56		GLYCOL (1/2 GAL) HTP BLOWER MOTOR	411-92-2272	/	/	32184	32184
03/15/2018		HTP CONTROL BOARD, DISPLAY BOARD				32184	32184
		MEMRANE, BLOCKED SWITCH				32184	32184
		SHIPPING AND LABOR					

911-DISPATCH CENTER	935.78	1/4% FIRE EXCISE TAX	935.78				
01 O 103082	RICOH USA, INC	LEASE PAYMENT AND IMAGES	612-20-2203	1831418	03/14/2018		329.80
329.80		MPC2504					
03/15/2018		INVOICE # 100195793					

COUNTY CLERK	329.80						
01 O 103083	RICOH USA, INC	P&Z EQUIPMENT RENTAL	401-08-2203	3931418	03/14/2018		372.02
372.02		INVOICE # 100088409					
03/15/2018							

PLANNING & ZONING	372.02						
01 O 103084	SMBA HOLDINGS, INC.	DL MONITORING AND BACKROUND	413-91-2272	5131418	03/14/2018	31298	122.55
122.55		INVOICE # INV00067412					
03/15/2018							

STATE FIRE ALLOTMENT	122.55						
01 O 103085	SANCHEZ, FRED	PER DIEM FOR VIEWING	401-05-2205	2331418	03/14/2018		70.00
70.00		MARTY ROAD-12/1/2017					
03/15/2018							

COUNTY COMMISSION	70.00						
01 R 103086	SEDILO, MOAH	EDGE CLASSES-PUBLIC PURCHASING	401-27-2205	3331418	03/14/2018		57.00
57.00							
03/15/2018							

PURCHASING DEPARTMENT	57.00						
01 O 103087	STAPLES BUSINESS ADVANTAGE	(2) 4 DRAWER BLACK FILING	911-80-2219	1931418	03/14/2018	31982	361.97
361.97		CABINET LETTER SIZE				31982	
03/15/2018		(1) HEAVY DUTY 3 HOIS PUNCH					

911-DISPATCH CENTER	361.97						
01 V 103088	TV ENTERPRISES AUTO SUPPLY	TOOLS FOR SERVICE TRUCK	402-60-2201	1631418	03/14/2018	32114	1507.76
1507.76		INVOICE # 034982					
03/15/2018							

COUNTY ROAD DEPARTMENT	1507.76						
01 O 103089	WAGNER EQUIPMENT CO.	CUTTING EDGE	402-60-2244	2031418	03/14/2018		304.39
304.39		INVOICE # 1AC368009					
03/15/2018							



\*\* GRAND TOTAL \*\* 117,791.92

\*\*TOTAL GENERAL FUND 23,353.44 .00

\*\*DEPT 401-05-2201 COUNTY COMMISSION 6,731.87 .00  
 401-05-2202 VEHICLE MAINTENANCE/REPAIR 116.13 .00  
 401-05-2205 VEHICLE FUEL 20.11 .00  
 401-05-2206 MILEAGE/PER DIEM 70.00 .00  
 401-05-2207 POSTAGE 6,492.47 .00  
 TELECOMMUNICATIONS 33.16 .00

\*\*DEPT 401-08-2203 PLANNING & ZONING 727.93 .00  
 401-08-2205 MAINTENANCE CONTRACTS 372.02 .00  
 401-08-2207 MILEAGE/PER DIEM 305.00 .00  
 TELECOMMUNICATIONS 16.58 .00  
 401-08-2221 PRINTING/PUBLISHING/ADVERTISING 34.33 .00

\*\*DEPT 401-10-2205 COUNTY MANAGER 701.92 .00  
 401-10-2259 MILEAGE/PER DIEM 651.92 .00  
 MEMBERSHIP DUES/SUBSCRIPTIONS 50.00 .00

\*\*DEPT 401-15-2202 ADMINISTRATIVE OFFICES MAINTENANCE 1,431.51 .00  
 401-15-2207 VEHICLE FUEL 131.74 .00  
 401-15-2215 TELECOMMUNICATIONS 79.33 .00  
 401-15-2237 BUILDING MAINTENANCE/REPAIR 371.00 .00  
 CLEANING SERVICE 849.44 .00

\*\*DEPT 401-16-2237 JUDICIAL COMPLEX MAINTENANCE 877.84 .00  
 CLEANING SERVICE 877.84 .00

\*\*DEPT 401-20-2207 COUNTY CLERK 58.17 .00  
 TELECOMMUNICATIONS 58.17 .00

\*\*DEPT 401-21-2205 ELECTIONS 304.00 .00  
 MILEAGE/PER DIEM 304.00 .00

\*\*DEPT 401-27-2205 PURCHASING DEPARTMENT 432.96 .00  
 401-27-2269 MILEAGE/PER DIEM 382.96 .00  
 MEMBERSHIP DUES/SUBSCRIPTIONS 50.00 .00

\*\*DEPT 401-30-2202 COUNTY TREASURER 211.41 .00  
 401-30-2207 VEHICLE FUEL 143.21 .00  
 TELECOMMUNICATIONS 68.20 .00

\*\*DEPT 401-50-2202 COUNTY SHERIFF 10,138.66 .00  
 401-50-2205 VEHICLE FUEL 5,229.62 .00  
 401-50-2207 MILEAGE/PER DIEM 188.80 .00  
 401-50-2211 TELECOMMUNICATIONS 1,891.85 .00  
 WEAPONS/AMMUNITION 2,828.39 .00

\*\*DEPT 401-55-2205 FINANCE DEPARTMENT 690.86 .00  
 401-55-2207 MILEAGE/PER DIEM 651.92 .00  
 TELECOMMUNICATIONS 38.94 .00

\*\*DEPT 401-82-2205 ANIMAL SHELTER 1,046.31 .00  
 401-82-2207 MILEAGE/PER DIEM 584.00 .00  
 401-82-2210 TELECOMMUNICATIONS 330.87 .00  
 WATER/SEWER/TRASH 131.44 .00

\*\*TOTAL ROAD FUND 28,354.51 .00

DEBITS CREDITS

\*\*\*\*DEPT  
 402-60-2201 COUNTY ROAD DEPARTMENT 27,641.14 .00  
 402-60-2202 VEHICLE MAINTENANCE/REPAIR 1,492.74 .00  
 402-60-2207 VEHICLE FUEL 25,415.12 .00  
 402-60-2244 TELECOMMUNICATIONS 134.26 .00  
 402-60-2272 MACHINERY MAINTENANCE/REPAIR 579.02 .00  
 402-60-2272 PROFESSIONAL SERVICES 20.00 .00

\*\*\*\*DEPT  
 402-61-2210 COUNTY ROAD SHOP 390.87 .00  
 402-61-2250 WATER/SEWER/TRASH 178.91 .00  
 402-61-2250 SHOP SUPPLIES 211.96 .00

\*\*\*\*DEPT  
 402-63-2407 SB PROJECT 322.50 .00  
 SB-7808 (1.05) 17 322.50 .00

\*\*\*\*TOTAL  
 DISTRICT 5 VPD 911.44 .00

\*\*\*\*DEPT  
 405-91-2202 STATE FIRE ALLOTMENT 911.44 .00  
 405-91-2207 VEHICLE FUEL 266.26 .00  
 405-91-2230 TELECOMMUNICATIONS 361.74 .00  
 405-91-2248 MEDICAL SUPPLIES 125.68 .00  
 SAFETY EQUIPMENT 157.76 .00

\*\*\*\*TOTAL  
 DISTRICT 2 VPD 2,777.74 .00

\*\*\*\*DEPT  
 406-91-2201 STATE FIRE ALLOTMENT 2,777.74 .00  
 406-91-2202 VEHICLE MAINTENANCE/REPAIR 2,297.46 .00  
 406-91-2207 VEHICLE FUEL 171.92 .00  
 406-91-2207 TELECOMMUNICATIONS 213.70 .00  
 406-91-2248 SAFETY EQUIPMENT 94.66 .00

\*\*\*\*TOTAL  
 DISTRICT 1 VPD 1,804.91 .00

\*\*\*\*DEPT  
 407-91-2201 STATE FIRE ALLOTMENT 1,804.91 .00  
 407-91-2201 VEHICLE MAINTENANCE/REPAIR 1,717.69 .00  
 407-91-2202 VEHICLE FUEL 87.22 .00

\*\*\*\*TOTAL  
 DISTRICT 3 VPD 933.35 .00

\*\*\*\*DEPT  
 408-91-2201 STATE FIRE ALLOTMENT 933.35 .00  
 408-91-2202 VEHICLE MAINTENANCE/REPAIR 250.00 .00  
 408-91-2207 VEHICLE FUEL 237.08 .00  
 408-91-2207 TELECOMMUNICATIONS 313.77 .00  
 408-91-2230 MEDICAL SUPPLIES 132.50 .00

\*\*\*\*TOTAL  
 DISTRICT 4 VPD 2,042.30 .00

\*\*\*\*DEPT  
 409-91-2201 STATE FIRE ALLOTMENT 2,042.30 .00  
 409-91-2202 VEHICLE MAINTENANCE/REPAIR 1,673.85 .00  
 409-91-2207 VEHICLE FUEL 198.04 .00  
 409-91-2207 TELECOMMUNICATIONS 170.41 .00

\*\*\*\*TOTAL  
 COUNTY FIRE PROTECTION FUND 1,197.17 .00

\*\*\*\*DEPT  
 411-92-2248 1/4% FIRE EXCISE TAX 1,197.17 .00  
 411-92-2272 SAFETY EQUIPMENT 261.39 .00  
 411-92-2272 PROFESSIONAL SERVICES 935.78 .00

\*\*\*\*TOTAL  
 COUNTY FAIR 464.99 .00

\*\*\*\*DEPT  
 COUNTY FAIR 464.99 .00

DEBITS CREDITS

412-53-2210	WATER/SEWER/TRAASH	114.99	.00
412-53-2272	PROFESSIONAL SERVICES	350.00	.00
**TOTAL	FIRE DEPARTMENT ADMIN	1,208.16	.00
**DEPT	STATE FIRE ALLOWMENT	1,208.16	.00
413-91-2202	VEHICLE FUEL	661.39	.00
413-91-2207	TELECOMMUNICATIONS	424.22	.00
413-91-2272	PROFESSIONAL SERVICES	122.55	.00
**TOTAL	DISTRICT 6 VFD	506.67	.00
**DEPT	STATE FIRE ALLOWMENT	506.67	.00
418-91-2202	VEHICLE FUEL	278.15	.00
418-91-2207	TELECOMMUNICATIONS	228.52	.00
**TOTAL	JAIL FUND	2,085.26	.00
**DEPT	COMMUNITY MONITORING	24.75	.00
420-73-2207	TELECOMMUNICATIONS	24.75	.00
**DEPT	TRANSPORTATION OF PRISONERS	2,060.51	.00
420-74-2202	VEHICLE FUEL	2,060.51	.00
**TOTAL	SAFETY PROGRAM	351.35	.00
**DEPT	RISK MANAGEMENT	351.35	.00
600-06-2248	SAFETY EQUIPMENT	351.35	.00
**TOTAL	CIVIL DEFENSE FUND	577.59	.00
**DEPT	COMMUNICATIONS/EMS TAX	577.59	.00
604-83-2202	VEHICLE FUEL	46.90	.00
604-83-2207	TELECOMMUNICATIONS	55.69	.00
604-83-2248	SAFETY EQUIPMENT	475.00	.00
**TOTAL	DWI PROGRAM FUND	75.78	.00
**DEPT	DWI LOCAL GRANT FY18	75.78	.00
605-02-2202	VEHICLE FUEL	75.78	.00
**TOTAL	TREASURER'S FEE	2,248.53	.00
**DEPT	COUNTY TREASURER	2,248.53	.00
609-30-2205	MILEAGE/PER DIEM	441.60	.00
609-30-2218	EQUIPMENT MAINTENANCE/REPAIR	686.14	.00
609-30-2219	OFFICE SUPPLIES	1,120.79	.00
**TOTAL	PROPERTY VALUATION FUND	28,716.76	.00
**DEPT	COUNTY ASSESSOR	28,716.76	.00
610-40-2202	VEHICLE FUEL	433.51	.00
610-40-2203	MAINTENANCE CONTRACTS	28,238.25	.00
610-40-2266	TRAINING	45.00	.00
**TOTAL	CLERK'S EQUIPMENT FUND	922.92	.00
**DEPT	COUNTY CLERK	922.92	.00
612-20-2203	MAINTENANCE CONTRACTS	329.80	.00
612-20-2205	MILEAGE/PER DIEM	212.50	.00
612-20-2218	EQUIPMENT MAINTENANCE/REPAIR	380.62	.00



**TOTAL	RPHCA GRANT	16,525.08	.00
**DEPT	RPHCA GRANT FY18	16,525.08	.00
616-18-2272	PROFESSIONAL SERVICES	16,525.08	.00
**TOTAL	RECYCLING & ILLEGAL DUMPING GRAN	20.60	.00
**DEPT	RAID GRANT FY18	20.60	.00
628-14-2221	PRINTING/PUBLISHING/ADVERTISING	20.60	.00
**TOTAL	HOME VISITING GRANT	340.97	.00
**DEPT	HOME VISITING GRANT FY18	340.97	.00
629-49-2202	VEHICLE FUEL	23.23	.00
629-49-2205	WILDRAGE/PER DIEM	63.00	.00
629-49-2207	TELECOMMUNICATIONS	49.74	.00
629-49-2272	PROFESSIONAL SERVICES	205.00	.00
**TOTAL	RZ COURT FEES	134.98	.00
**DEPT	PLANNING & ZONING	134.98	.00
685-08-2202	VEHICLE FUEL	40.06	.00
685-08-2207	TELECOMMUNICATIONS	2.42	.00
685-08-2248	SAFETY EQUIPMENT	92.50	.00
**TOTAL	DOMESTIC VIOLENCE GRANT	66.78	.00
**DEPT	HIGH LONESOME WIND FILT	66.78	.00
690-09-2207	TELECOMMUNICATIONS	66.78	.00
**TOTAL	DRUG EDUCATION PROGRAM	142.81	.00
**DEPT	DRUG EDUCATION	142.81	.00
804-89-2257	OUTRAGE MATERIALS/SUPPLIES	142.81	.00
**TOTAL	EMERGENCY-911 FUND	2,027.83	.00
**DEPT	911-DISPATCH CENTER	2,027.83	.00
911-80-2201	VEHICLE MAINTENANCE/REPAIR	60.00	.00
911-80-2202	VEHICLE FUEL	14.52	.00
911-80-2207	TELECOMMUNICATIONS	655.56	.00
911-80-2215	BUILDING MAINTENANCE/REPAIR	935.78	.00
911-80-2219	OFFICE SUPPLIES	361.97	.00
BANK01	WELLS FARGO	117,791.92	.00
** BANK TOTALS **		117,791.92	.00



*Agenda Item  
No. 1*

PO Box 48  
205 9<sup>th</sup> Street  
Estancia, NM 87016  
(505) 544-4700 Main Line (505) 384-5294 Fax  
[www.torrancecountynm.org](http://www.torrancecountynm.org)



County Commission  
Commissioner James "Jim" Frost, District 1  
Commissioner Julia DuCharme, District 2  
Commissioner Javier E. Sanchez, District 3  
County Manager  
Belinda Garland  
Deputy County Manager  
Annette Ortiz

**REQUEST TO BE PLACED ON THE TORRANCE COUNTY  
COMMISSION AGENDA**  
This form must be returned to the County Manager's Office **ONLY!**

Deadline for inclusion of an item is WEDNESDAY, NOON prior to the subsequent meeting.  
All fields must be filled out for consideration.

Name: Belinda Garland Manager  
First Last Department / Company / Organization Name

Today's Date: 4-20-18 Mailing Address: \_\_\_\_\_  
(Departments/employees of Torrance County need not include their address)

Telephone number/Extension: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Would you like this Agenda Faxed to you? Yes No

Email Address: \_\_\_\_\_

Is this request for the next Commission meeting?  YES  NO If no, date of Commission Meeting: \_\_\_\_\_

Brief explanation of business to be discussed:

Special Recognition: "Great Job" to Hanna Sanchez  
She has been working on updating all of the County's  
Capital Assets. Her 1<sup>st</sup> submittal to the auditors matched  
the General ledger.

Is this a Resolution, Contract, Agreement, Grant Application, Other? \_\_\_\_\_

Has this been reviewed by Grant Committee? YES NO If yes, corresponding paperwork must be attached.

Has this been reviewed by the County Attorney? YES NO

If this is a contract, MOU, or Joint Powers Agreement there must be a signature line for the County Attorney on the original contract.

Has this been reviewed by the Finance Dept? YES NO Comptroller Initials: \_\_\_\_\_

- No Impact
- Change in current fund
- Raise Budget (allow 45 days after Commission approval)
- Change in funds (allow 45 days after Commission approval)
- Reduction
- Transfer funds (allow 45 days after Commission approval)

Other: \_\_\_\_\_



*Agenda Item  
No. 2*

Michael Godey  
8604 Hwy 55  
Estancia, NM 87016  
505-384-5327  
mlifetree@gmail.com

Application to Torrance County Fair Board

To Commissioners, Julia, DuCharme, Jim Frost and Javier Sanchez

Thank you for considering my application to become a fair board member. What I have to offer is my experience in music and other arts, which could help the fair in expanding venues. I have hosted an open mic during the fair for the last two years.

I received a Master of Fine Arts in painting from the University of Florida, 1980.

I perform music locally with Kathy Liden. My artwork, which includes painting, drawing, sculpture and writing, is available at Eye on the Mountain Gallery, Santa Fe, New Mexico. I organized "Music Until Dusk", Ten Points, Escabosa, NM, summer 2011. From 1981-2003 I worked in graphic art at Children's Medical Services, University of Florida. I also taught art classes at Santa Fe College, Gainesville, FL, Lake City Community College, and presently after school, Mountainair Elementary School.

Volunteer Work Includes:

Presently serving as Vice President, iCreate, Mountainair, NM  
Organizing Music Circles, Manzano, Mountain Arts Center presently and for several years  
Serving as board member Manzano Mountain Art Counsel, 2005  
Volunteering Arts in Medicine, Shands Teaching Hospital, 1995-2003 including "Reflections";  
Playback Theater Troupe, for 3 years  
Organizing exhibitions, Gainesville Welcome Center, Gainesville FL, 2003  
Organizing an exhibition, Lake City Community College Art Gallery, Lake City, FL 1999  
Serving as a board member, Alachua Habitat for Humanity, 1988  
Serving as board member, Micanopy Center of Art, Micanopy, FL, 1982-83, 1992, 2002-03

Sincerely,

Michael Godey

**Angela Redondo**  
PO Box 334 Willard, NM 87063  
480-206-3498  
angelaredondo05@gmail.com

March 17, 2018

Torrance County Commission  
PO Box 48  
Estancia, NM 87016

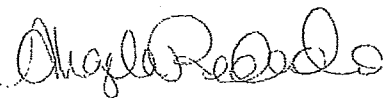
Dear Torrance County Commission and County Fair Board,

I am writing to express my keen interest in serving as a board member on the Torrance County Fair Board. My interest to serve as a member on the County Fair Board is very personal. Growing up in Torrance County, I have very fond memories of being an active member of 4-H and FFA and feel they along with my experiences at the County Fair contributed to my successes as an adult. I believe the County Fair provides grand opportunities for children in our county to gain leadership skills, learn responsibility, express creativity, and contribute to our community in a positive way. Not only does the County Fair provide these opportunities for character development but it is also a place where the community can come together as a family.

Since I just recently returned back home to Torrance County, I feel serving on this board would be a great opportunity to contribute to my community with something I have always felt passionate about and to share the skills I acquired through my experiences as a youth at the County Fair. If selected to join the team, I feel I would be a great asset in the planning, development, and organization as I am resourceful and have the ability to multi-task to ensure everything is done on time, while still maintaining a high level of efficiency. Through my experiences and education, I am confident I have proven myself to be a highly motivated, dedicated, and committed individual, which are the characteristics you are looking for on this board.

In closing, I have enclosed my resume for your review. Thank you for your time and consideration. I look forward to your decision about this exciting opportunity.

Sincerely,



Angela Redondo

Angela Redondo  
angelaredondo05@gmail.com

PO Box 334 Willard, NM 87063  
480-206-3498

#### EDUCATION

- Ph.D., May 2017, New Mexico State University, Las Cruces, New Mexico
- Doctor of Philosophy Curriculum & Instruction
    - Emphasis in Early Childhood Education & Language Literacy & Culture
- M.Ed., December 2006, Arizona State University East Campus, Mesa, Arizona
- Master of Education, Curriculum & Instruction in Elementary Education
- B.A., August 2005, Arizona State University, Tempe, Arizona
- Bachelor of Arts, Psychology

#### RELEVANT ADDITIONAL COURSEWORK

30 credits Early Childhood Graduate Coursework, Arizona State University, Tempe, Arizona	2008
18 credits Reading Graduate Coursework, Arizona State University, Tempe, Arizona	2008
9 credits Advanced Spanish Coursework, International Spanish Program-Advanced, ITESM, Mazatlan, Mexico	2000
22 credits Elementary Education Coursework, New Mexico State University, Las Cruces, New Mexico	1998

#### DISSERTATION

Teacher Action Research in Pre-Kindergarten: Engaging and Creating Critical Literacy Practices with Young Children

#### PRESENTATIONS

National Association for Multicultural Education Conference	Fall	2014
▪ (Un)Covering Bias and Pushing Boundaries in Children's Literature	Spring	2015
New Mexico KIDD Conference		
▪ (Un)Covering Bias and Pushing Boundaries in Children's Literature	Summer	2015
International Society for Language Studies Conference		
▪ Sign Language in the Early Childhood Classroom: A Pathway To Learning and Community Building	Fall	2015
Arizona First Things First Early Childhood Summit		
▪ (Un)Covering Bias and Pushing Boundaries in Children's Literature	Spring	2016
New Mexico KIDD Conference		
▪ Engaging and Creating Critical Literacy Practices with Young Children		

#### PROFESSIONAL AFFILIATIONS

National Association for Multicultural Education  
National Association for the Education of Young Children  
International Reading Association  
International Society for Language Studies  
Zero to Three  
American Educational Research Association

#### TEACHING EXPERIENCE

- 3rd Grade Teacher, Moriarty Elementary, Moriarty, New Mexico 11/2017-current
- Design and implement learning opportunities for 3rd grade students.
  - Prepare grade level lesson plans aligned with New Mexico State standards.
  - Effectively collaborate with fellow 3rd grade teachers.
  - Analyze and gather data at a classroom level as well as district/state level.
  - Provide motivational and enriched environment.
  - Effectively communicate with students, parents and administration.

- Family Support Specialist, Thrive to Five, Tempe, Arizona 5/2016-7/2017
- Assist in recruiting families from the community and determining eligibility for involvement in the project
  - Facilitate parents involvement and provide instruction in the program
  - Provide parents with information and referrals to the community resources as needed
  - Work with community agencies in developing programs or support that will assist families

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- Provide community linkage and recruitment information
- Develop awareness of and sensitivity to families cultural patterns
- Develop incentives to keep families involved
- Develop and instruct parenting classes and strategies aligned with Arizona Early Learning Standards that will result in successful learning experiences
- Conduct Ages and Stages Questionnaire to assess the developmental performance of children in the areas of communication, gross motor skills, fine motor skills, problem solving, and personal-social skills

Course Academic Associate, Arizona State University, Tempe, Arizona

3/2016-5/2016

ECD 541- Assessment of Young Children

- Facilitate online discussions with the goal of contributing content expertise and practical experience
- Answer course and content-related questions
- Grade assignments and provide individual constructive feedback to students in a timely manner (to be established by the lead instructor and agreed upon by all academic associates). The academic associate is responsible for evaluating student work according to four central criteria:
  - Timeliness – was the assignment turned in on time (as posted by the instructor)
  - Mechanics – evaluate the grammar, spelling, punctuation
  - Quality of assignment – did the student follow the directions completely (page length, line spacing, response to all assignment criteria which was established by the instructor)
  - Content accuracy – did the student respond appropriately to the content, was it coherent?
- Hold virtual office hours (Establish online accessibility to students)
- Respond to student questions and forward or refer them to additional resources such as the lead instructor or external resources (relevant online forums, organizations, etc.)
- Maintain confidentiality about student performance and work
- Notify instructor if issues of plagiarism or cheating arise
- Communicate and collaborate with the lead instructor and other course academic associates

Preschool Teacher, Nevitt Elementary, Tempe, Arizona

8/2015-5/2016

- Use Arizona Early Learning Standards, CLASS Assessment Tool and Teaching Strategies Gold Assessment & Curriculum Tool to provide developmentally appropriate early learning experiences for preschool aged children.
- Work with parents and children to encourage learning in all developmental areas while obtaining skills to become a life long learner.
- Prepare and Plan for NAC accreditation, DHS licensing, and CLASS Assessment Tool

Kindergarten Teacher, Ward Traditional Academy, Tempe, Arizona

8/2014-5/2015

- Design and implement learning opportunities for kindergarten students.
- Prepare grade level lesson plans aligned with Arizona State College and Career Ready Standards.
- Effectively collaborate.
- Analyze and gather data at a classroom level as well as district/state level.
- Provide motivational and enriched environment.
- Effectively communicate with students, parents and administration.

Course Academic Associate, Arizona State University, Tempe, Arizona

8/2014-12/2014

ECD 520 - Child Guidance and Management: Child, Family, Community, and Culture

ECD 565 - Appropriate Instructional Methodologies for Young Children

- Facilitate online discussions with the goal of contributing content expertise and practical experience
- Answer course and content-related questions
- Grade assignments and provide individual constructive feedback to students in a timely manner (to be established by the lead instructor and agreed upon by all academic associates). The academic associate is responsible for evaluating student work according to four central criteria:
  - Timeliness – was the assignment turned in on time (as posted by the instructor)
  - Mechanics – evaluate the grammar, spelling, punctuation



Angela Redondo  
angela.redondo05@gmail.com

PO Box 334 Willard, NM 87063  
480-206-3498

- o Quality of assignment – did the student follow the directions completely (page length, line spacing, response to all assignment criteria which was established by the instructor)
- o Content accuracy – did the student respond appropriately to the content, was it coherent?
- o Hold virtual office hours (Establish online accessibility to students)
- o Respond to student questions and forward or refer them to additional resources such as the lead instructor or external resources (relevant online forums, organizations, etc.)
- o Maintain confidentiality about student performance and work
- o Notify instructor if issues of plagiarism or cheating arise
- o Communicate and collaborate with the lead instructor and other course academic associates

**Subject Matter Expert, Grand Canyon University, Glendale, Arizona**

11/2013-5/2014

- o Develop course in Early Literacy Development by reviewing and adding rigor assignments, rubrics and instructions by aligning to respective learning objectives.

**Preschool Teacher, Holdeman Elementary, Tempe, Arizona**

8/2011-5/2014

- o Use Arizona Early Learning Standards, CLASS Assessment Tool and Teaching Strategies Gold Assessment & Curriculum Tool to provide developmentally appropriate early learning experiences for preschool aged children.
- o Work with parents and children to encourage learning in all developmental areas while obtaining skills to become a life long learner.
- o Received a 4 star rating with Quality First Early Childhood Initiative.

**2<sup>nd</sup> Grade Teacher, Carminati Elementary, Tempe, Arizona**

8/2006-5/2011

- o Design and implement learning opportunities for 2nd grade students.
- o Prepare grade level lesson plans aligned with Arizona State standards.
- o Effectively collaborate with fellow 2nd grade teachers.
- o Analyze and gather data at a classroom level as well as district/state level.
- o Provide motivational and enriched environment.
- o Effectively communicate with students, parents and administration.

**Adult English Teacher, Tempe Elementary District-Carminati Elementary, Tempe, Arizona**

8/2007-5/2008

- o Responsible for the development of appropriate lesson plans as well as the delivery of the English language to 15-20 adults.

**Infant & Toddler Caregiver, ASU-Open Horizons Childcare Center, Tempe, Arizona**

1/2004-1/2006

- o Designed and implemented developmentally appropriate activities for children birth to age 3.
- o Maintained relationships with children and parents through effective communication.

#### **OTHER WORK EXPERIENCE**

**NM PreK Specialist, New Mexico Public Education Department, Santa Fe, New Mexico**

8/2017-10/2017

- o coordinate the collection, analysis, and management of relevant data regarding the state funded Pre-Kindergarten initiative program
- o plan, direct, coordinate and evaluate education activities
- o provide technical assistance and support to schools, districts, organizations and individuals involved in Pre-K

**Personnel Assistant, QuikTrip -Phoenix Division, Tempe, Arizona**

5/2002-1/2004

- o Established a friendly, welcoming environment as people entered the office as well as on the telephone.
- o Assisted new applicants with the application process in person as well as on the phone.
- o Handled many of the duties of the personnel department by assisting personnel manager in hiring and assisting care of current employees and processing paperwork for termed employees.
- o Also prepared payment of bills for the division office, supervised petty cash, ordered office supplies, as well as other duties for the operations of the division.

Angela Redondo  
[angelaredondo05@gmail.com](mailto:angelaredondo05@gmail.com)

PO Box 334 Willard, NM 87063  
480-206-3498

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**CERTIFICATIONS**

Positive Discipline Parent Educator	2017
New Mexico Level 3 Teaching Certificate with the following Endorsements	2017
• English as a Second Language, K-12	
• Reading Specialist, K-12	
• Early Childhood Education, Birth-Age 8	
Arizona Standard Elementary Certificate with the following Endorsements	2014
• English as a Second Language, K-12	
• Reading Specialist, K-12	
• Structured English Immersion, K-12	
• Early Childhood Education, Birth-Age 8	
Fingerprint Clearance Card, State of Arizona	2014
State of Arizona Food Handler Card	2014
First Aid & Certified, Cross Life Line	2013
Collaborative Literacy Intervention Program Certified	2008

**Annette Ortiz**

---

**From:** Danielle Johnston <daniellepresslyjohnston@gmail.com>  
**Sent:** Tuesday, March 20, 2018 2:02 PM  
**To:** Annette Ortiz  
**Subject:** Interest in the Board Appointment

Mrs. Ortiz:

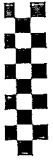
I wish to submit my name for consideration by the County Commission as the Commission votes to fill the open Torrance County Fair Board positions.

As a 40 year resident of Torrance County with a 40 year association with the Torrance County Fair, I believe in our county and our fair. As a 40 year educator in Torrance County, I have observed the many positive opportunities provided all members of our county community by our County Fair.

It would be my privilege to serve as a member of the Torrance County Fair Board.

Respectfully Submitted,

Danielle Johnston  
147 Cedar Lane Drive  
Moriarty, NM 87035  
505-832-6288 (home)  
505-259-5672 (cell)



---

Attn:  
Torrance County Manager  
505-384-5294

From:  
Kyria Pittman-Encinias

Phone 575-318-3705

My daughter has a long standing  
medical appointment we will be  
attending in Dallas TX

on 3-28 however I am able to  
come in on another day if possible or  
be met at the airport for 4/11/18

Torrance County Manager

PO Box 48

Estancia, NM 87016

---

Re: Torrance County Fair Board Interest

To Whom It May Concern:

This letter is to express my interest in serving on the Torrance County Fair Board.

I was born and raised in Moriarty, as a local rancher's daughter and granddaughter. I was an active participant in the Moriarty FFA, and showed (steers and breeding heifers) in the Torrance County Fair throughout my FFA experience.

I am the proud mother of two children Kade (now 21 an NMSU senior perusing a degree in Agricultural Education), who showed for 7 years in Hobbs NM and Kinsey (13) and active Torrance county 4-H and FFA member. While living in Hobbs NM I was an active volunteer with the Lea County TVC 4H program, as well as the entomology and agronomy coach for 4 years with the Hobbs FFA.. My husband Cris was the Hobbs FFA Ag. Mechanics judging coach as well.

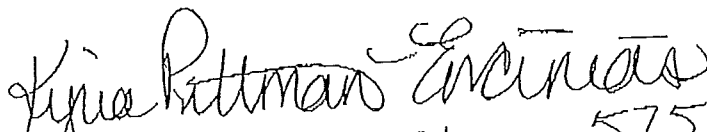
Cris and I left Moriarty to attend college at NMSU, we then moved to Hobbs following graduation for job opportunities, we returned to Moriarty in 2015, to help my mother with our family ranch. Torrance County has been and always will be where our family/heart is vested. I am currently an alumni member of the Moriarty FFA.

My two kids have shown steers, breeding heifers, goats, rabbits, as well as indoor exhibits: leather work, sewing, and welding.

I believe the leadership, project knowledge, experience, and creativity that I possess would be a positive addition the amazing fair board members that are currently serving.

I possess strong work ethic, commitment, dedication, trustworthiness and am eager to work with the Torrance County Fair Board to make the upcoming years of the fair both positive and exciting experiences for exhibitors, parents and community members. Agriculture is where my true compassion lies and as I mentioned earlier Torrance is where I am vested and is my forever HOME, I'm proud to be a Torrance county resident.

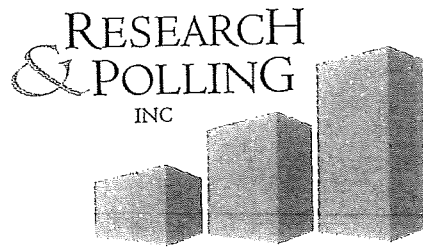
Thank you for your consideration,

  
Kyria Pittman-Encinias  
Phone 575-318-3705





*Agenda Item*  
*No. 3*



---

**Torrance County**  
**Cost Proposal for Professional Services**  
**for**  
**County Commission Redistricting**

*March 22, 2018*

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Submitted by:  
Michael Sharp  
Vice President  
msharp@rpinc.com

---

5140 SAN FRANCISCO ROAD NE, ALBUQUERQUE, NEW MEXICO 87109  
(505) 821-5454 • FAX (505) 821-5474 • WWW.RPINC.COM



**Scope of Work**

Research & Polling, Inc. offers to provide professional services to Torrance County to redistrict the County Commission into five (5) single-member districts according to the standard principles of districting: districts must have substantially equal population; avoid dilution of minority voting groups; observe communities of interest; and, maintain compactness and contiguity. Research & Polling’s ability to provide this service is demonstrated by the completion of over 150 redistricting projects, as listed on the next page.

Research & Polling will provide the County Commission with at least one (1) redistricting plan which creates five single-member districts based on population data from the 2010 Census. Each plan will be accompanied by a large format map, 8.5" x 11" maps of the districts, and a statistical summary of the districts. Adjustments to the plans can be made based on direction from the County Commission and County staff. In addition to the hard copy documentation, Research & Polling can provide the maps to the County as softcopy in the form of ESRI shapefiles or Adobe pdf files.

Research & Polling staff will be available to attend and discuss redistricting plans at up to four public meetings.

Upon adoption of a redistricting plan by the County Commission, Research & Polling will provide: a large format map of the adopted plan; 8.5" x 11" maps; map files in pdf format; a shapefile of the district boundaries; and, written descriptions of the new district boundaries.

**Date of Completion**

Research & Polling will provide the necessary professional services, staffing, maps and boundary descriptions needed to complete the project before the start of the 2020 election calendar. The completion date may change based upon the needs of the County.

**Cost**

Research & Polling, Inc. will provide all services as described in the Scope of Work, excluding technical assistance in the case of legal action, for the cost specified below. This offer is valid for 60 days.

In some cases, the general scope of work to be performed may change. If such changes cause an increase in the cost or time required for performance of any services, an equitable adjustment for these services shall be agreed upon by Torrance County and Research & Polling, Inc.

**Cost of Providing Professional Consulting Services for Redistricting:**

Cost	\$10,000.00
Tax (7.875%)	\$ 787.50
<hr/> Total Cost	<hr/> \$10,787.50

**Redistricting Experience**

Research & Polling, Inc. has successfully completed more than 150 redistricting and mapping projects throughout the State of New Mexico over the past three decades. The following districting and redistricting projects have been completed by Research & Polling, Inc. (number of completed projects in parentheses if more than one). In all cases, Research & Polling performed the work in a timely fashion in order to satisfy official time frames and deadlines.

- New Mexico U.S. Congressional Districts (3)
- New Mexico State House of Representatives (3)
- New Mexico State Senate (3)
- New Mexico State Public Regulation Comm. (3)
- New Mexico State Board of Education (3)
- Bernalillo County Commission (3)
- Cibola County Commission (2)
- Curry County Commission (4)
- Doña Ana County Commission (2)
- Eddy County Commission (2)
- Grant County Commission
- Harding County Commission (2)
- Lincoln County Commission
- Luna County Commission (2)
- Otero County Commission
- Quay County Commission
- Rio Arriba County Commission
- Roosevelt County Commission (3)
- Sandoval County Commission (3)
- Santa Fe County Commission (3)
- Socorro County Commission
- Taos County Commission
- Union County Commission
- Alamogordo City Commission (2)
- Albuquerque City Council (2)
- Artesia City Council (3)
- Carlsbad City Council (2)
- Clovis City Council (2)
- Corrales City Council
- Farmington City Council (3)
- Gallup City Council (2)
- Grants City Council (3)
- Hobbs City Commission (3)
- Las Cruces City Council (3)
- Lovington City Commission
- Rio Rancho City Council (3)
- Santa Fe City Council (3)
- Tucumcari City Commission (2)
- Albuquerque Metropolitan Arroyo Flood Control Authority Board (2)
- Santa Fe Metropolitan Water Board (2)
- CNM (formerly Alb. T-VI) Board (3)
- Luna Vocational Technical Institute Board
- New Mexico Junior College (2)
- San Juan College Board (2)
- Albuquerque Public School Board (4)
- Artesia Public School Board (3)
- Belen Consolidated School Board
- Bernalillo Public School Board (2)
- Bloomfield School Board (3)
- Central Consolidated School Board (2)
- Clovis Public School Board (2)
- Cuba Independent School Board (2)
- Deming Public School Board (3)
- Gallup-McKinley County School Board (2)
- Grants-Cibola County School Board (2)
- Hobbs Municipal School Board
- Los Alamos Public School Board (2)
- Moriarty Municipal School Board (2)
- Portales Municipal School Board (2)
- Questa Independent School Board
- Rio Rancho Public School Board (3)
- Roswell Independent School Board (3)
- Santa Fe Public School Board (2)
- Taos Municipal School Board
- Tucumcari Municipal School Board
- Artesia Hospital District Board (2)
- Nor-Lea Hospital District Board (2)
- Chaves County Magistrate Judges
- Eddy County Magistrate Judges
- Lea County Magistrate Judges
- San Juan Magistrate Judges (2)
- Mora-San Miguel Electric Cooperative Trustees

PO Box 48  
205 9<sup>th</sup> Street  
Estancia, NM 87016  
(505) 544-4700 Main Line (505) 384-5294 Fax  
[www.torrancecountynm.org](http://www.torrancecountynm.org)



County Commission  
Commissioner James "Jim" Frost, District 1  
Commissioner Julia DuCharme, District 2  
Commissioner Javier E. Sanchez, District 3  
County Manager  
Belinda Garland  
Deputy County Manager  
Annette Ortiz

**REQUEST TO BE PLACED ON THE TORRANCE COUNTY  
COMMISSION AGENDA**  
This form must be returned to the County Manager's Office **ONLY!**

Deadline for inclusion of an item is WEDNESDAY, NOON prior to the subsequent meeting.  
All fields must be filled out for consideration.

Name: Javier Sanchez Commissioner District 3  
First Last Department / Company / Organization Name

Today's Date: 3/21/18 Mailing Address: \_\_\_\_\_  
(Departments/employees of Torrance County need not include their address)

Telephone number/Extension: \_\_\_\_\_ Fax Number: \_\_\_\_\_  
Would you like this Agenda Faxed to you? Yes No

Email Address: \_\_\_\_\_

Is this request for the next Commission meeting?  YES  NO If no, date of Commission Meeting: \_\_\_\_\_

Brief explanation of business to be discussed:  
Commission redistricting  
(Action item)

Is this a Resolution, Contract, Agreement, Grant Application, Other? \_\_\_\_\_

Has this been reviewed by Grant Committee? YES NO If yes, corresponding paperwork must be attached.

Has this been reviewed by the County Attorney? YES NO

If this is a contract, MOU, or Joint Powers Agreement there must be a signature line for the County Attorney on the original contract.

Has this been reviewed by the Finance Dept? YES NO Comptroller Initials: \_\_\_\_\_

- No Impact
- Change in current fund
- Raise Budget (allow 45 days after Commission approval)
- Change in funds (allow 45 days after Commission approval)
- Reduction
- Transfer funds (allow 45 days after Commission approval)

Other: \_\_\_\_\_



*Agenda Item  
No. 4*

PO Box 48  
205 9th Street  
Estancia, NM 87016  
(505) 544-4700 Main Line (505) 384-5294 Fax  
[www.torrancecountynm.org](http://www.torrancecountynm.org)



County Commission  
Commissioner James "Jim" Frost, District 1  
Commissioner Julia DuCharme, District 2  
Commissioner Javier E. Sanchez, District 3  
County Manager  
Belinda Garland  
Deputy County Manager  
Annette Ortiz

**REQUEST TO BE PLACED ON THE TORRANCE COUNTY  
COMMISSION AGENDA**  
This form must be returned to the County Manager's Office ONLY!

Deadline for inclusion of an item is WEDNESDAY, NOON prior to the subsequent meeting.  
All fields must be filled out for consideration.

Name: LEO Ortiz Roman Catholic priest  
First Last Department / Company / Organization Name

Today's Date: 3-21-18 Mailing Address: 2309 Monterey Rd  
(Departments/employees of Torrance County need not include their address)

Telephone number/Extension: 771-8331 Fax Number: \_\_\_\_\_  
Would you like this Agenda Faxed to you? Yes No

Email Address: \_\_\_\_\_

Is this request for the next Commission meeting?  YES  NO If no, date of Commission Meeting: \_\_\_\_\_

Brief explanation of business to be discussed:  
My residence is in Rio Rancho, but I own land in McIntosh. I wanted to be exempt and not have to pay fees from Waste Management

Is this a Resolution, Contract, Agreement, Grant Application, Other? \_\_\_\_\_

Has this been reviewed by Grant Committee? YES NO If yes, corresponding paperwork must be attached.

Has this been reviewed by the County Attorney? YES NO

If this is a contract, MOU, or Joint Powers Agreement there must be a signature line for the County Attorney on the original contract.

Has this been reviewed by the Finance Dept? YES NO Comptroller Initials: \_\_\_\_\_

- No Impact
- Change in current fund
- Raise Budget (allow 45 days after Commission approval)
- Change in funds (allow 45 days after Commission approval)
- Reduction
- Transfer funds (allow 45 days after Commission approval)

Other: \_\_\_\_\_



## *Church of the Incarnation*

*2309 Monterrey Rd.  
Rio Rancho, NM 87144  
505-771-8331*

March 20, 2018

Dear Torrance County Board of Commissioners,

I am Rev. Leo W. Ortiz and I am a Roman Catholic priest for the Archdiocese of Santa Fe. All priests live in Rectories at the church they belong to. It is a place of residence until they retire and then move out of the rectory and into a house or apartment.

Recently, I encountered Mr. Dan DeCosta on East Willow Lake Rd when I was leaving my place. He stopped me to talk to me about my residence on my property. I told him I was the owner and that I do not live on my property. He asked me if I had furniture in my mobile home, and I responded with a yes. I do have furniture in the Mobile home. He asked me if I stay there overnight, and I answered on occasion. I am given 30 days' vacation time every year and when I go on vacation I spend 10 days after Easter on my place in McIntosh. I am always working on the place pruning, grading the road, cleaning, watering and repairing things.

I do not have natural gas on the property, but a wood stove to heat the Mobile home. It is in need of many repairs, I am thinking of buying another Mobile Home, I guess when I retire in 6 years I will decide whether or not to buy another Mobile home.

If I lived on my property in McIntosh I would have no problem paying the designated fees. But just because I have furniture in my Mobile home it feels like I am being penalized (you mean to say if I took out all my furniture that I qualify for exempt status even though I do not live there) the fees seem unfair. Any trash generated on my property, I haul out on my own, and dispose of it at my residence in Rio Rancho.

Granted the Torrance Country Board of Commissioners passed this makes it the law. I do think many people in the Estancia Valley have tried to say what I am saying and may in fact do have a residence in the valley and will do anything to avoid the fees. In my case if I truly lived there I would accept the fees. I hope you reconsider my case as I am not a resident in this county.

My present assignment is in Rio Rancho at the church of the Incarnation which is located 2309 Monterrey Rd NE and my phone number is 771-8331. This is where my residence is until I am transferred or I retire when I turn 70 years of age. I am now 63 years old. I plan to move to my



*Church of the Incarnation*

*2309 Monterey Rd.  
Rio Rancho, NM 87144  
505-771-8331*

property that I own on 133 East Willow Lake Road after my retirement. I moved out of my residence in January of 1995 to go to the Seminary in Milwaukee Wi. For three years, and then two and half years in Cromwell Ct. I was ordained in June of 2000 and sent to St. Thomas Aquinas in Rio Rancho for one year where I lived for one year. The address is 1502 Sara Rd SE. Rio Rancho, NM 87124. Ph 505-892-1511 if you like to double check.

I was sent to St. Anthony's in Pecos for four and a half years where I lived there. The address there is HC 74 Box 23 Pecos, NM 87522 and the phone number is 505-757-6345 to the office if you wish to verify my residence from June 17, 2001 through 2005 until I was transferred to St. Anne church in Santa Fe.

I was in residence at 511 Alicia St Sant Fe, NM 87501. The Phone number is 505-983-4430. I was at St. Ann parish for 12 years until I was transferred in June of 2015 to the Church of Incarnation where I am in residence right now.

I wanted to explain why I object to your decision as nonqualifying for vacant exempt status. I do not live on 133 East Willow lake Rd at this time. I do like to come to Mcintosh when the weather is good, but if it is windy or snowy I will stay away for months until the weather is good. I would hope you would reconsider me to be exempt from paying the Solid waste fee. Thank you for taking the time to read this letter.

Sincerely

*Fr. Leo W. Ortiz.*

Rev. Leo W. Ortiz.

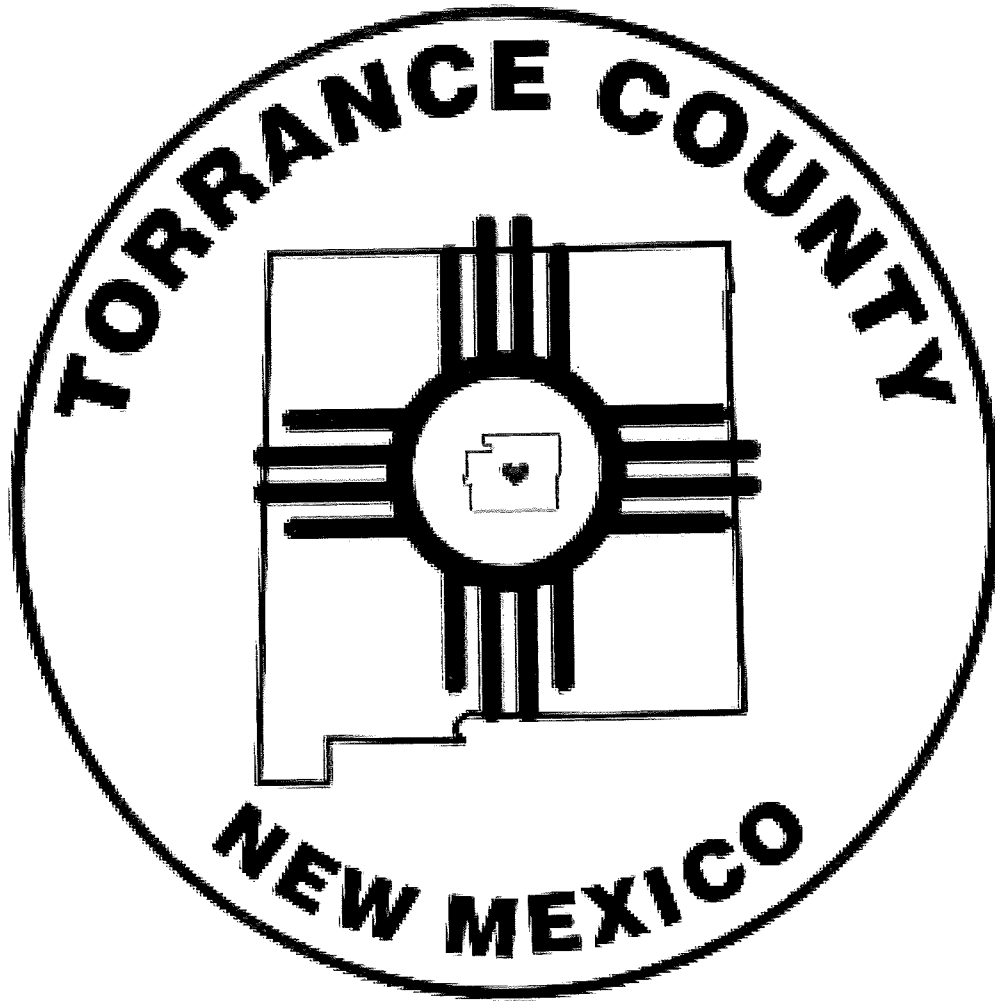


*Agenda Item  
No. 5*





*Agenda Item*  
*No. 6*



*Public Hearing*

**Iron Forge Manor Subdivision  
Application for Vacation of Subdivision**

**List of Exhibits**

**Exhibit 1:** Original Application package.

**Exhibit 2:** Public comment from Feb. 7 P&Z Board meeting. Charles Wellman.

**Exhibit 3:** Public notice letter sent to adjoining property owners January 4, 2018, Report to Commission Feb. 14, Ad sent to the Mountainview Telegraph, Public notice signs posted at Martinez Road E. & Skoal Road.

**Exhibit 4:** Draft minutes from the February 7, 2018 Planning & Zoning Board meeting.

**Exhibit 5:** Staff report on access to Charles Wellman properties.

**Exhibit 6:** Staff report on dedicated drainage easements shown on subdivision plats.

**Exhibit 7:** Staff report on Utility easements on subject properties. Please note: As of Feb. 21 a memo from Century Link is pending.

MEMO FROM CNMEC  
EMAIL FROM CENTURY LINK

COPY



# Torrance County Planning & Zoning

# Torrance County Planning & Zoning

DEC 28 2017

## Request for Vacation of Plat Chalmer Padilla

Received by  
Time 10:05 AM

Instructions: As per Section 7.3 of the Torrance County Subdivision Regulations, submit 8 copies of this completed application, a copy of the plat to be vacated and the appropriate filing fee to the Torrance County Planning & Zoning Office.

Owner's Name: Joe Tim Williams AND Nixie Clark

Address: PO Box 605  
Estancia, NM 87016

Phone Numbers: 384-1151

Legal Description: T 9 N R 9 E Sections 23 & 24  
T 9 N R 10 E section 19

Reason for Request: We wish to vacate the subdivision RE IRON FORGE MANDRE Units A, B, & C, & return the land to grazing.

By my signature, I acknowledge that the plat, or portion of a plat, that I have presented to the Torrance County Commission shall be vacated:

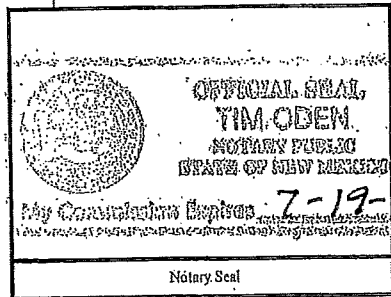
Signature: Joe Tim Williams Nixie Clark

Sworn and subscribed to before me  
this 24th day of DECEMBER, 2017.

[Signature]

Notary Public or Other Officer

My Commission Expires: 7-19-20



### For Torrance County Use Only

Date Received: \_\_\_\_\_ Rec'd by: \_\_\_\_\_

Torrance County Commission

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Chairman Signature: \_\_\_\_\_

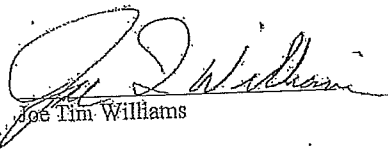
COPY

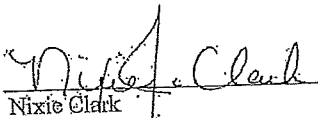
VACATION OF  
IRON FORGE MANOR  
UNIT A, UNIT B, AND UNIT C

The undersigned owners do hereby declare that Unit A, Unit B, and Unit C, of Iron Forge Manor, a subdivision located in Sections 23 and 24, T9N, R9E, and Section 19, T9N, R10E, NMPM, Torrance County, New Mexico, as the same are shown and designated on the Subdivision Plats thereof filed in the office of the County Clerk of Torrance County, New Mexico, on July 1, 1974, and as further approved by the Board of County Commissioners on June 14, 1974, are hereby vacated.

In Witness whereof we have set our hands and seal this 24<sup>th</sup> day of DECEMBER, 2017.

2017.

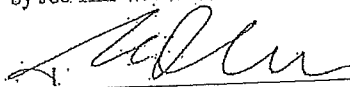
  
Joe Tim Williams

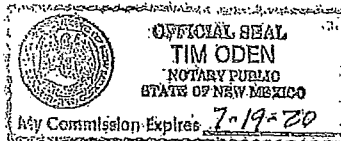
  
Nixie Clark

ACKNOWLEDGEMENT  
FOR NATURAL PERSONS

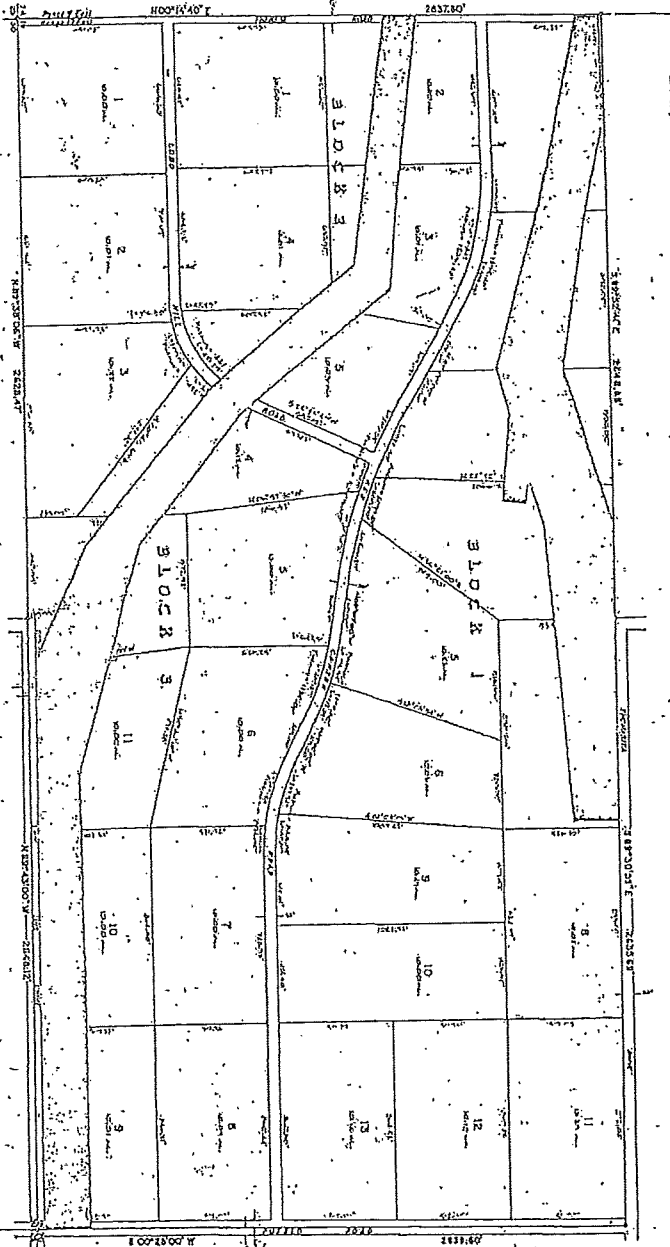
State of New Mexico \_\_\_\_\_ }  
County of TORRANCE \_\_\_\_\_ } .ss

This instrument was acknowledged before me on 12/24/17  
by Joe Tim Williams and Nixie Clark.

  
Notary Public



COPY



UNIT 1  
SEBENKOTI AINIKLEK EKA KO RETTA EKA

UNIT 10  
THE  
VALLEY  
OF  
SEBENKOTI  
AINIKLEK  
EKA KO  
RETTA  
EKA

Dec 19 7 9 R 10

283  
283



*[Faint, illegible text, possibly a title or header section]*

*[Faint, illegible text, possibly a list of names or signatures]*

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Iron Forge Manor
Unit A
1/1

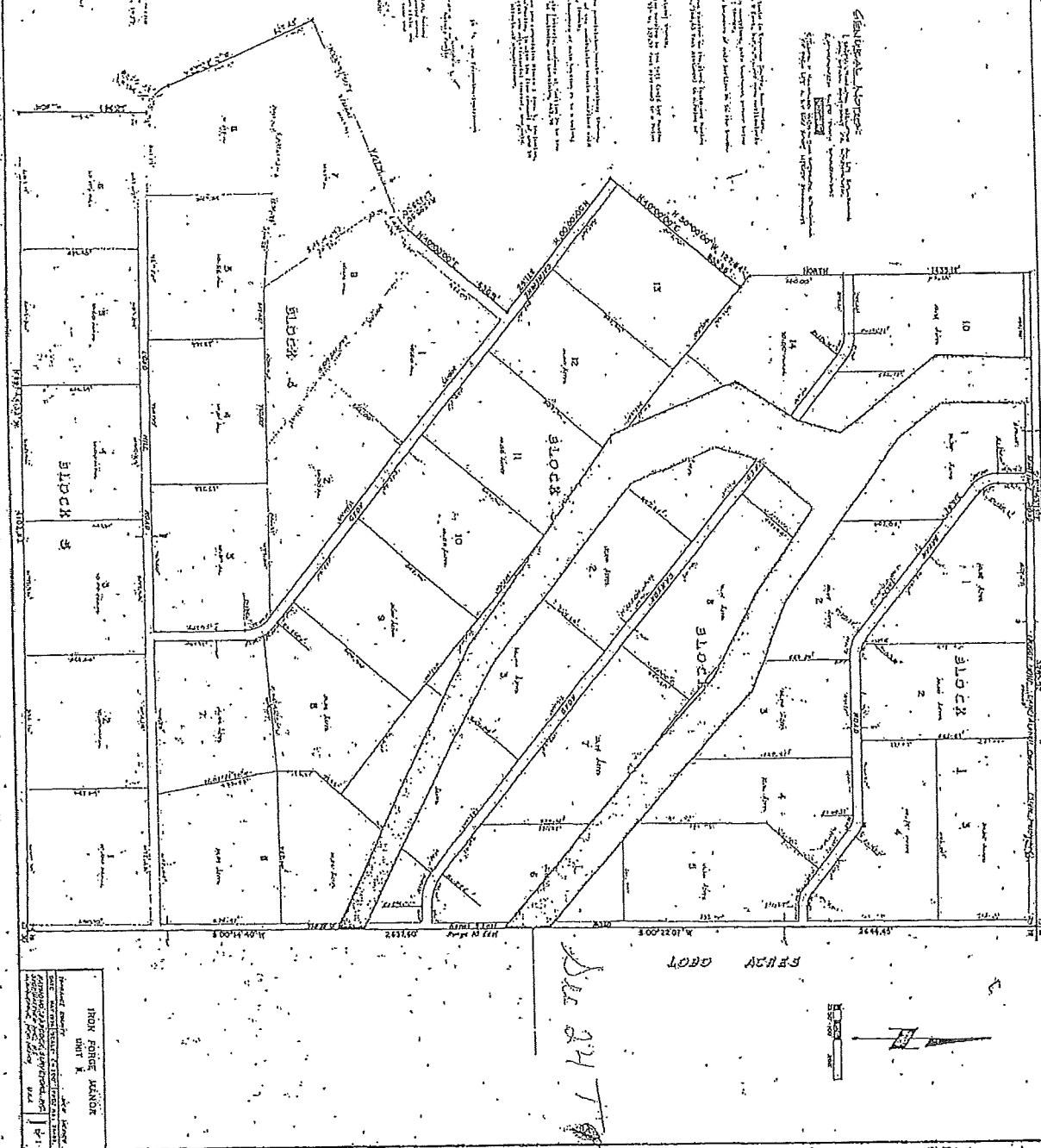
COPY

State of Michigan  
Department of State  
Division of Land and Water  
LANSING, MICHIGAN

THE STATE OF MICHIGAN, County of \_\_\_\_\_, ss. I, \_\_\_\_\_, Clerk of the State, do hereby certify that the foregoing is a true and correct copy of the original as the same appears in the files of the Department of State.



Approved and attested:  
\_\_\_\_\_  
Secretary of State



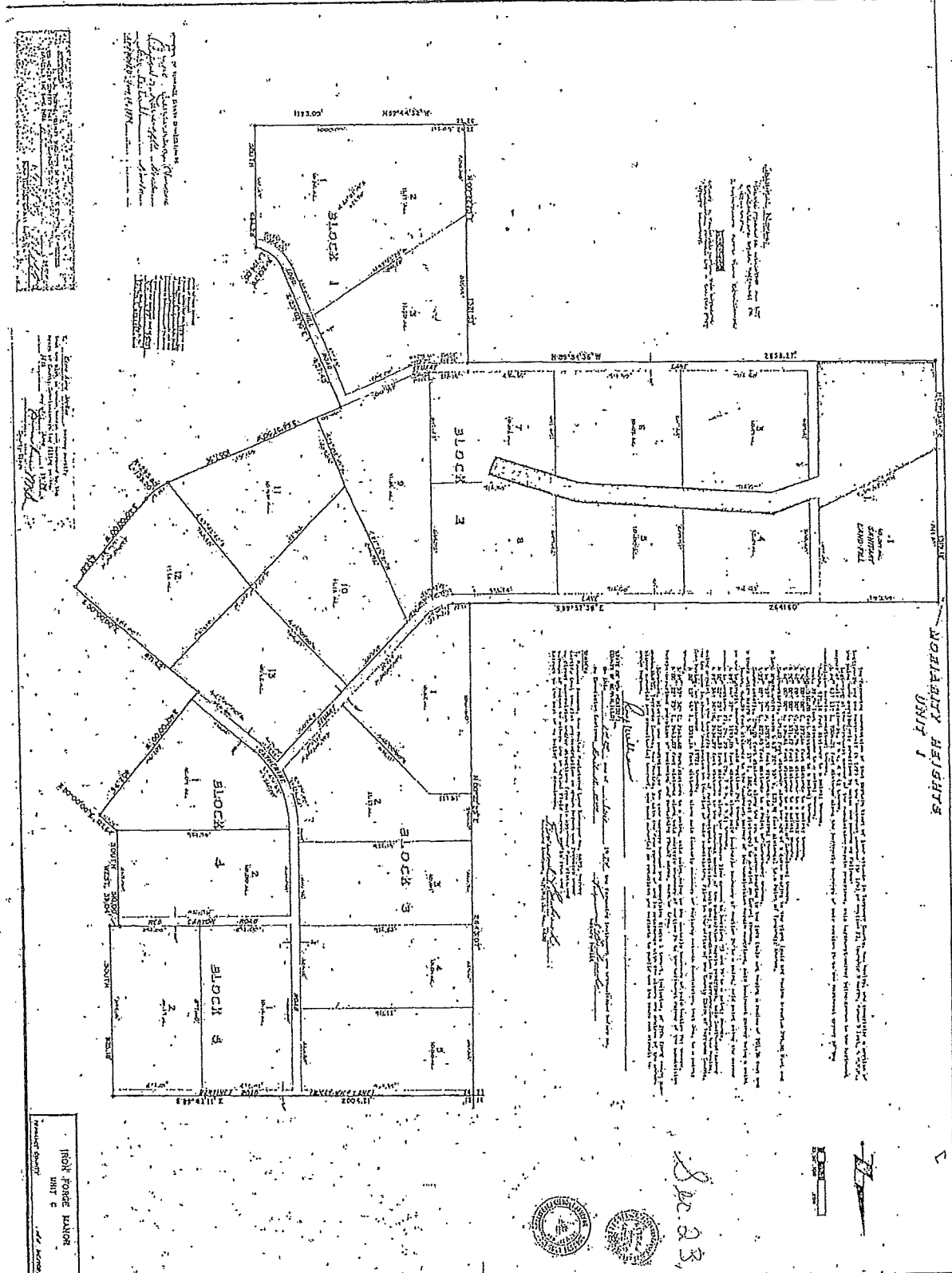
IRON FORGE LANDS  
UNIT #

SEE 24 T R 9

2884

COPY

UNIT 1, FIRST FLOOR



**NOTES:**

1. The building is to be constructed of brick and concrete.
2. The foundation is to be of concrete.
3. The roof is to be of asphalt shingles.
4. The interior walls are to be of plaster and sand.
5. The exterior walls are to be of brick.
6. The floors are to be of concrete.
7. The ceilings are to be of plaster.
8. The doors are to be of wood.
9. The windows are to be of wood.
10. The stairs are to be of wood.
11. The plumbing is to be of copper.
12. The electrical is to be of aluminum.
13. The heating is to be of gas.
14. The cooling is to be of electric.
15. The painting is to be of oil.
16. The finishing is to be of wood.
17. The landscaping is to be of lawn.
18. The site work is to be of concrete.
19. The drainage is to be of concrete.
20. The utility work is to be of concrete.
21. The parking is to be of asphalt.
22. The driveway is to be of asphalt.
23. The walkways are to be of concrete.
24. The patios are to be of concrete.
25. The fences are to be of wood.
26. The gates are to be of wood.
27. The gates are to be of wood.
28. The gates are to be of wood.
29. The gates are to be of wood.
30. The gates are to be of wood.



8/22/23, T 9, R 9

285 582

**GENERAL NOTES:**

1. The building is to be constructed of brick and concrete.
2. The foundation is to be of concrete.
3. The roof is to be of asphalt shingles.
4. The interior walls are to be of plaster and sand.
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29. The gates are to be of wood.
30. The gates are to be of wood.

**FOUNDATION NOTES:**

1. The foundation is to be of concrete.
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29. The foundation is to be of concrete.
30. The foundation is to be of concrete.

**IRON HORSE MANOR  
UNIT 1, FIRST FLOOR**



June 14, 1974

The Torrance County Board of Commissioners met in Special Session June 14, 1974 with the following present: Eleño Gandelaria, Chairman of the Board; Jerry Britton, member; Alfred Larranaga, member; and Erma Ann McGee, Clerk of the Board. Purpose of the meeting, to open bids for a dump truck and trailer. Also to take care of any other business appearing before board.

Bids on Dump Truck were received and opened. Only one bid was received from Baca Chevrolet Company. Baca Chevrolet bid \$7291.00, delivery within 90 days with reservations. They have no control over factory delivery. Baca Representative suggested his company call dealers and try to find a truck. Jerry moved the bid be accepted under these conditions, but if they can't make delivery within 30 days, commissioners shall reject bid. Seconded by Alfred. Motion carried.

Bids were received and opened on the Equipment Trailer. Contractors Equipment and Supply bid \$714.00. Clark Truck Equipment Company bid \$6595.00. Delivery within 30-45 days. Jerry moved the bid from Clark Truck and Equipment be accepted. Seconded by Alfred. Motion carried.

Mr. Gil Stribbling, representing the Burroughs Corporation appeared in regards to a Mini-Computer for the County. The commissioners informed him that at the present time, funds were not available to purchase any sort of Computer Equipment.

Mr. Fuller Kenon appeared in interest of Land P.M.L. in Torrance County near Corona, on old State Highway #54. The Commissioners advised him to contact the Highway Commissioner in his district. This being District #2 at Roswell.

Dean Stoneman, Mr. Ray Babcock, and Tony Atuzio appeared in interest of Plat approval of Iron Forge Herfor Sub-division. Jerry moved that the commissioners give final approval to this plat. Seconded by Alfred.

ATTEST:

Erma Ann McGee  
Clerk of the Board

Eleño Gandelaria  
Chairman of the Board

July 1, 1974

The Torrance County Board of Commissioners met in Regular Session July 1, 1974 with the following present: Eleño Gandelaria, Chairman of the Board; Jerry Britton, member; and Alfred Larranaga, member; Pat Romero, Ray Lara, Department of Finance; Mable Grane, State Library; O.F. Baca, Extension Service; Bill Spery, Fish and Wildlife Service; George Anslone, Dr. Wallen, Health Department; Raymond Lesperance, Tony Griego, Sheriff's department; Victor Baca, Property Appraisal Department; Marion Gates, Jeannie Liles, Treasurer's office; Eddie Otero, Anita Dial, Gloria Pöhl, County Assessor; and Joyce McCallum, Torrance County Citizen. Official Budget Hearing. Due to the illness of both the county clerk and the deputy county clerk, the commissioners asked Mrs. Pöhl to take the minutes of this meeting.

The commissioners requested the over 2 mill levy as assessments went over 5%. Request was approved subject to review of the budget. Representative from the Burroughs company was present and mentioned the 14000 machine. Commissioners agreed to discuss same at a later date. The assessor budget was discussed and acknowledged as requested by the assessor. The sheriff requested three jailers and 1 part-time jailer. Commissioners agreed to this request. The Extension service requested \$13,324. Upon review of the monies available, the commissioners approved \$11,092.00. The Health Department requested \$24,345.00. After discussion, the commissioners approved \$14,397.00. County Occupation licenses were discussed, as to

COPY

**Steven Guetschow**

---

**From:** Charles Wellman <chas.wellman@gmail.com>  
**Sent:** Tuesday, January 30, 2018 6:42 AM  
**To:** Steven Guetschow  
**Subject:** Vacation of Plat application

1/30/2018

Hello Mr. Guetschow,

Thank you so much for the information related to this request for Vacation of Plat for Iron Forge Mano; Unit A, Unit B and Unit C. As owners of one of the adjacent properties that would be impacted by this action, we have only one concern. We need to be assured that our land will not be land locked by this Vacation of Plat.

As long as there is documented continued access and egress suitable for passenger vehicles we have no objections.

Thank you,

Charles E Wellman  
Terry A. Wellman

**Torrance County**  
Planning & Zoning

JAN 30 2018

Received by SG  
Time: 6:55 AM

*Via Email time stamped 6:43*

*WILLIAMS/CLARK*



# *Torrance County*

## *Planning & Zoning*

*P.O. Box 48 205 9<sup>th</sup> Street  
Estancia, NM 87016  
(505) 544-4393 Main Line (505) 384-5294 Fax  
[www.torrancecountynm.org](http://www.torrancecountynm.org)*

Jan. 4, 2018

To Whom It May Concern:

This letter is to inform you that Joe Williams and Nixie Clark have filed a Request for Vacation of Plat. The subject parcels are described as Units A, B, and C of the Iron Forge Manor Subdivision located within Sections 23 and 24, T9N, R9E, and Section 19, T9N, R10E, N.M.P.M. This action item will come before the Torrance County Planning & Zoning Board for a recommendation on February 7, 2018 before going to the County Commission for final approval at a later date. The meeting will begin at 9:30 a.m. and will be held at the Torrance County Administrative Offices, 205 9<sup>th</sup> Street, Estancia, NM.

Please plan to attend, have a representative attend in your place, or send a letter marked Attention: Planning & Zoning Director to the above address if you would like to voice an opinion in support of or in opposition to this application.

If you have any questions or concerns, please contact me at (505) 544-4391.

Regards,

Steve Guetschow  
Planning & Zoning Director

# TORRANCE COUNTY

NOTICE OF ACTION ON LIMITS A, B, & C OF THE  
IRON FORGE MANOR SUBDIVISION

FOR VACATION OF SUBDN. PLAT & RETURN TO AG.  
USE FOR GRAZING. LANDS OF W. WILLIAMS & N. CLARK

THE COUNTY ZONING BOARD HAS SCHEDULED A PUBLIC MEETING ON (DATE/TIME)

FEBRUARY 7, 2018 9:30AM

THE COUNTY HAS SCHEDULED A PUBLIC MEETING ON (DATE/TIME)

THE COUNTY HAS SCHEDULED A PUBLIC HEARING ON (DATE/TIME) T.B.D

AT THE COUNTY ADMINISTRATIVE BUILDING  
FOR INFORMATION CALL (505) 544-4391 OR FAX (505) 384-5294

, THIS SIGN SHALL BE POSTED

FROM 1/3 TO T.B.D.

IT IS ILLEGAL FOR AN UNAUTHORIZED PERSON TO REMOVE OR TAMPER WITH THIS SIGN

01 / 03 / 2018 17:43

# TORRANCE COUNTY

NOTICE OF ACTION ON LIMITS A, B, & C OF THE  
IRON FORGE MANDOR SUBDIVISION

FOR VACATION OF SUBDIVISION PLAT  
& RETURN TO AGRICULTURAL (GRAZING) USE

LANDS OF P. WILLIAMS & N. CLARK

THE COUNTY ZONING BOARD HAS SCHEDULED A PUBLIC MEETING ON (DATE/TIME)

FEBRUARY 7, 2018 9:30 AM

THE COUNTY HAS SCHEDULED A PUBLIC MEETING ON (DATE/TIME)

THE COUNTY HAS SCHEDULED A PUBLIC HEARING ON (DATE/TIME) T.B.D.

AT THE COUNTY ADMINISTRATIVE BUILDING  
FOR INFORMATION CALL (505) 544-4391 OR FAX (505) 384-5294

THIS SIGN SHALL BE POSTED

FROM 1/13

T.O.B.D.

IT IS ILLEGAL FOR AN UNAUTHORIZED PERSON TO REMOVE OR TAMPER WITH THIS SIGN

01/03/2018 17:33



# *Torrance County*

*Planning & Zoning*

*PO Box 48*

*205 9<sup>th</sup> Street*

*Estancia, NM 87016*

*(505) 544-4700 Main Line (505) 384-5294 Fax*

*[www.torrancecountynm.org](http://www.torrancecountynm.org)*

February 13, 2018

re: Iron Forge Manor Subdivision Vacation

Dear Commissioners,

During the regular meeting of the Torrance County Planning & Zoning Board on Wednesday, February 7 the Board reviewed the application for a Vacation of Subdivision for the Iron Forge Manor subdivision, Units A, B, and C under procedures of the Torrance County Subdivision regulations. Mrs. Nixie Clark and her brother Mr. Joe Tim Williams are the current owners of the property. The property is located within Sections 23 and 24, T.9N., R.9E., and Section 19, T.9N., R.10E., N.M.P.M.. Following their review of the application the Planning & Zoning Board unanimously agreed to recommend approval of the application with contingencies that approval will not impair the access, ingress or egress, to any adjacent properties, confirm utilities serving adjacent properties are not impacted, and Staff view the property to determine that vacating the drainage easements dedicated by the subdivision will not affect adjacent properties.

Respectfully,

Steven Guetschow

Torrance County

Planning & Zoning Director

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

## NOTICE

During the regular meeting on February 28 at 9:00 a.m. the Torrance County Commission will hold a Public Hearing to consider the application for Vacation of the Iron Forge Manor Subdivision, Units A, B, & C located in Sections 23 & 24, T.9N., R.9E., and Section 19, T.9N., R.10E., N.M.P.M., Torrance County, New Mexico.

# TORRANCE COUNTY

NOTICE OF ACTION ON UNITS A, B, & C OF THE  
IRON FORGE MANOR SUBDIVISION

FOR VACATION OF SUBDIVISION PLAT  
& RETURN TO AGRICULTURAL (GRAZING) USE

LANDS OF E. WILLIAMS & N. CLARK  
THE COUNTY ZONING BOARD HAS SCHEDULED A PUBLIC MEETING ON (DATE/TIME)

FEBRUARY 7, 2018 9:30 AM

THE COUNTY HAS SCHEDULED A PUBLIC MEETING ON (DATE/TIME)

THE COUNTY HAS SCHEDULED A PUBLIC HEARING ON (DATE/TIME) ~~FEB~~  
FEBRUARY 28 9:00 AM

AT THE COUNTY ADMINISTRATIVE BUILDING  
FOR INFORMATION CALL (505) 544-4391 OR FAX (505) 384-5294

THIS SIGN SHALL BE POSTED  
FROM 1/13

IT IS ILLEGAL FOR AN UNAUTHORIZED PERSON TO REMOVE OR TAMPER WITH THIS SIGN  
TO I.B.D.

W02/H08/2018-H3-46



# TORRANCE COUNTY

NOTICE OF ACTION ON LIMITS A, B, & C OF THE  
IRON FORGE MANOR SUBDIVISION  
FOR VACATION OF SUBDN. PLAT & RETURN TO AG.  
USE FOR GRAZING, LANDS OF M. WILLIAMS & N. CLARK

THE COUNTY ZONING BOARD HAS SCHEDULED A PUBLIC MEETING ON (DATE/TIME)

~~FEBRUARY 7, 2018 9:30 AM~~

THE COUNTY HAS SCHEDULED A PUBLIC MEETING ON (DATE/TIME)

THE COUNTY HAS SCHEDULED A PUBLIC HEARING ON (DATE/TIME) ~~REB~~  
FEBRUARY 28, 2018 9:00 AM

AT THE COUNTY ADMINISTRATIVE BUILDING  
FOR INFORMATION CALL (505) 544-4391 OR FAX (505) 384-5294

THIS SIGN SHALL BE POSTED

FROM 1/3 TO I.B.D. 02/08/2018 13:53

IT IS ILLEGAL FOR AN UNAUTHORIZED PERSON TO REMOVE OR TAMPER WITH THIS SIGN

# Torrance County Planning & Zoning Board Minutes

Commission Chambers Administrative Offices 205 9th Street Estancia New Mexico 87016

## Regular Meeting February 7, 2018

### ATTENDANCE:

In attendance were Vice-Chairman Max Cabber, members Gail Langell, Cathryn Lynch, and Marty Hernandez. Also in attendance were County Attorney Dennis Wallin, Planning & Zoning Director Steve Guetschow.

### CALL TO ORDER

Vice-Chairman Cabber called the meeting to order at 9:30a.m. And the Pledge of Allegiance was recited.

### APPROVAL OF AGENDA

Mr. Cabber presented the meeting agenda. Mrs. Lynch made a motion to approve and Mrs. Langell seconded. All voted aye. Motion carried.

### APPROVAL OF MINUTES

Mr. Cabber presented the minutes of the January 3, 2018 Planning & Zoning Board Meeting. Mrs. Langell made a motion to approve, Mr. Hernandez seconded. All voted aye. Motion carried.

### ACTION ITEMS:

#### 1. Claim of Exemption #8 ( family transfer)

**Applicant:** Emitterio Chavez & David Chavez, Jr.

**Agent:** Oden & Associates, Inc.

**Site:** Being a tract located in the NW4 of Section 21 T.7N., R.8E., NMPM.

**Zone:** (AP-5) Agricultural Preservation- 5 acre minimum.

Mr. Cabber introduced the Item, Tim Oden came forward and was sworn. As agent he explained the location, approximate size of the tract to be divided, and zoning of the property. This property was conveyed to Emitterio Chavez and David Chavez Jr. as joint tenants and the brothers want to divide the parcel so each has individual ownership of their own portion. Mr. Cabber asked if anyone wished to speak in favor of the application, hearing none he asked if anybody was in opposition. Hearing no one wished to comment he brought the matter to the Board for questions. Mr. Hernandez asked which brother would get which tract. Mr. Oden answered that David Chavez Jr. would receive Tract 1 and Emitterio would receive Tract 2. **Being no more questions Mr. Cabber asked for a motion. Mrs. Lynch made a motion to approve, Mr. Hernandez seconded. All voted aye. Motion carried.**

#### 2. Claim of Exemption # 13 (5 Year Claim of Exemption)

**Applicant:** Daniel & Janelle Phillips.

**Agent:** Oden & Associates, Inc.

**Site:** Tract 1-W-2 Lands of Phillips within the NW4 of Section 16, T.9N., R.7E., NMPM

**Zone:** (RR) Rural Residential

Mr. Oden remained at the podium as agent for the Phillips. He explained the purpose of the request, the location of the parcel to be divided, the zone district, and how the parcel would be divided. The Special Hazard Flood Zone is depicted across the south part of the property and the property was last divided over 5 years ago under the same type of exemption and recorded in November of 2011. Mr. Cabber asked for comment. Hearing none he brought the matter was brought to the Board for questions. Mrs. Langell asked for confirmation of the parcel location and if the 40 acre minimum standard parcel size applied in this area. Mr. Oden confirmed the location and Mr. Guetschow responded that the Rural Residential zone district minimum standard parcel size was 2 1/2 acres. Mr. Cabber asked how the property was accessed. Mr. Oden replied access was by Vidalia road and described the condition of the roadway. Mr. Cabber then asked the reason for the application. Mr. Oden stated that Mr. Phillips intends to sell the parcel created on the north side of Vidalia Road. There being no more questions from the Board Mr. Cabber asked for a motion. **Mrs. Langell made a motion to approve the 5 Year Claim of Exemption, Mrs. Lynch seconded. All voted aye. Motion carried.**

**3. Vacation of Subdivision, Iron Horse Manor, Units A, B, and C**

**Applicant:** Joe Tim Williams and Nixie Clark

**Agent:** Oden & Associates, Inc.

**Site:** Within Sections 23 and 24 T.9N., R.9E., and Section 19, T.9N., R.10E., NMPM

**Zone:** (RR) Rural Residential

Vice-Chairman Cabber introduced the Item. Mr. Guetschow informed the Board they would be making a recommendation today and the County Commission would make the final decision. Mrs. Lynch asked why it had to go before the County Commission. Mr. Guetschow replied the Commission has the authority to approve or vacate formal subdivisions and Mr. Wallin added the procedure is described in the Torrance County Subdivision Regulations. Mr. Oden described the contents of the application package and the applicant's wish to return the land to grazing. He explained how the Iron Horse Manor subdivision was created in or around 1974 by a developer who purchased the property from the applicant's father but defaulted on his purchase agreement and Mr. Williams and Mrs. Clark's father regained possession of the property. The subdivision plat was filed but a title search did not discover that any of the lots created had been sold. The applicant's father has passed away, the subdivision was forgotten, even by the County, and the family has been using the land for grazing. The subdivision plat came to light when the applicants began making plans for the disposition of their inheritance during a title search. The title company regards the subdivision as being in force and it contains dedicated roads, drainage easements, and a 10 acre solid waste landfill dedicated to the County which was a requirement at the time for subdivisions of this type. Because of these dedications to the public (County) use the title company cannot issue title insurance to any potential buyer of the ranch. The roadways and other improvements were never developed and the subdivision in fact has never been recognized by the County in terms of mapping or property tax assessment. The applicants wish to vacate the subdivision,

all dedications for public use, and return the land to grazing. Mr. Cabber asked for comment from the audience in favor of or in opposition to the application. Mr. Wallin asked clarification that no lots had been sold and Mr. Oden replied that as far as they know that is the case. He doesn't believe the estate has carried title insurance since Mr. Williams passing and as best as the title company can tell, no lots were ever sold. The title company hasn't issued a report but have performed a preliminary investigation which didn't reveal any information regarding sales. Mr. Hernandez asked for clarity that none of the parcels had been sold or the dedications and improvements of roads for the subdivision had been completed. Mr. Oden answered in the negative and he had inquired with the State regarding these issues and a preliminary investigation revealed nothing the only roadways are 2-Track ranch roads that don't follow the roadways depicted on the plat. Hearing no more comment, Staff explained that the existence of the subdivision came to light during the Board's review of the Martinez/Seeby Claim of Exemption application, approved previously in November or December, and he confirmed that none of the improvements shown on the plat of the Iron Forge Manor subdivision had been initiated. He then read the contents of an email received from an adjoining property owner, Mr. Charles Wellman who's concern is that the access to the his property located north of Unit A on the east side of the Lobo Acres subdivision would not be lost. According to the Assessor's parcel map it appears his easement is located within the Lobo Hills subdivision along the southern boundary as indicated by an obscure notation on the Lobo Acres plat. According to a Mr. Wellman's plat of record the access appears to be from Hondo Lane, a street within the Lobo Acres subdivision on the north sides of lots 21, 22, 23, and 24 of that subdivision. There was much discussion of this issue at the table where the Board, Mr. Oden, and Mr. Guetschow reviewed Mr. Wellman's plat and the Lobo Acres plat. Mr. Oden said he would confirm from his records the location of Mr. Wellman's easement and that the applicant's father had not given an easement for Mr. Wellman across the property included in the Iron Forge Manor subdivision. Mrs. Lynch asked if the Board can be assured that Mr. Wellman's access will not be affected by their action on the Iron Forge Manor subdivision. Mr. Wallin suggested the Board include in their motion that there would be no impairment of ingress/egress access to Lobo Acres and other properties because he didn't feel the Board had enough information at this time to determine that was the case. He also stated according to the subdivision regulations (Section 7.3.6) confirmation that any utilities in the area would not be adversely affected and Mr. Oden should be notified of the action. He asked if Staff was aware of any utilities affected by the action. Mr. Guetschow said he was not aware of any and Mr. Wallin said we need to be sure to verify the fact. Mrs. Clark commented that Mr. Wellman has used the 2-Track road on their side of the fence to access his property without their consent. Mr. Cabber asked what would happen to the drainage easements dedicated by the plat; if they would just go away or do they belong to the County. Mr. Wallin replied that it was an interesting question that the Commission would have to consider based on information from Staff regarding their being floodways and effects on neighboring areas if they are floodways. Mr. Oden refers to them as drainage easements created by the developer in conjunction with the roads. The drainage easements are dedicated lands just like the streets. He didn't know if they are designated flood areas. Mr. Wallin asked Staff to go to the site and visualize the conditions and be prepared to address the Commission on the issue. Mr. Guetschow stated his belief the drainage easements encompass the natural drainages (draws) and creation of the easements mimic that of the Moriarty Heights subdivision which also created a drainage easement along the natural draw to prevent homeowners from building within the drainage easement although their boundary line may be in the drainage easement. Mr. Cabber pointed out that isn't the case in this instance [boundary lines do not cross into the easement] and the drainage easements are dedicated. Mr. Oden interjected the

drainage easements, roads, and 10 acre landfill parcel are dedicated to the County as was the requirement at the time this subdivision was created but he didn't believe the County would currently want to utilize a landfill like this nor be responsible for these drainage ways or roads. He inferred that the owners could start selling lots and the County would be responsible for developing the roadways because the County accepted the dedication of them. He suggests that any existing power lines crossing the Iron Forge Manor subdivision can have utility easements assigned to them so the subdivision could be vacated and needed easements created or preserved. He stated his belief that in this process everything created by the subdivision would be vacated as well as the lots, there are no known deeds to the County for the land included in the dedicated areas, and his assumption is all the property including the dedicated areas would revert to the land owners. Mrs. Lynch suggested tabling the application and Mrs. Langell reminded her the Board is only making a recommendation. Mrs. Lynch believed the motion should contain contingencies. Mr. Wallin advises that under regulation the Commission must make a decision within 60 days of the application submittal and lists the Board's options for recommendation. He conferred with Staff on the timeline that requires the Commission to make a decision on February 28 or the application is automatically approved because the application was received on December 26.

Mr. Cabber asked for a recommendation. Mrs. Lynch motioned to approve with the contingency that approval will not impair the access, ingress or egress, to any adjacent properties, confirm utilities serving adjacent properties are not impacted, and Staff view the property to determine that vacating the drainage easements dedicated by the subdivision will not affect adjacent properties. Mrs. Langell seconded. All voted aye. Motion carried.

#### DISCUSSION ITEMS:

*Pursuant to New Mexico State Statute Section 10-15-1 through 10-15-4 (NMSA 1978), these issues can be addressed in general. No decision can be rendered at this meeting.*

There were no discussion items.

#### Executive Session:

*As per Motion and Roll Call Vote, pursuant to New Mexico State Statute Section 10-15-1 (NMSA 1978), the following matters will be discussed in Closed Session*

There were no items for executive session

#### ADJOURN:

Having no more business, Mr. Cabber asked for a motion to adjourn. Mrs. Lynch made a motion to adjourn, Mr. Hernandez seconded. All voted aye. Motion carried. Meeting adjourned at 10:23 a.m.

#### APPROVED:

Passed, approved, and adopted this 7<sup>th</sup> day of March, 2018

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Ron Graham, Chairman of the Board

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Steve Guetschow, P&Z Director

DRAFT

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1-054-051

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L4 39.85

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SENW 80

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1-055-051

NWSW 80

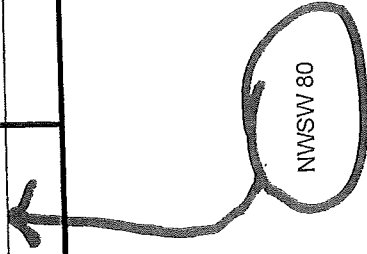
SESW 80

NWSE 40

SWSE 40

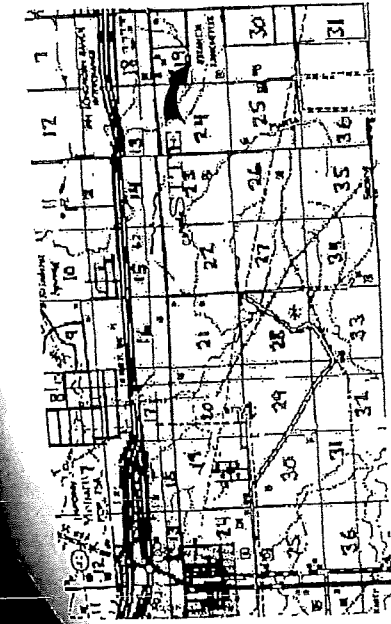
VALLEY OF ESTANCIA RANCHETTES

SENE 40



3032 A

BOUNDARY SURVEY OF THE LANDS OF CHARLES E. AND TERRY A. WELLMAN BEING THE W1/2 OF THE S1/2 OF THE SE1/4 OF THE NW1/4 OF SECTION 19, T.9N., R.10E., N.M.P.M., TORRANCE COUNTY, NEW MEXICO. NOVEMBER, 2005



VICINITY MAP FROM THE TORRANCE COUNTY MAP SCALE 1" = 8000'

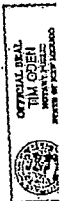
DESCRIPTION BEING ALL THAT CERTAIN TRACT BEING THE WEST ONE-HALF OF THE SOUTH ONE-HALF OF THE SOUTH ONE-FOURTH OF THE NORTHWEST ONE-FOURTH OF SECTION 19, T.9N., R.10E., N.M.P.M., TORRANCE COUNTY, NEW MEXICO, AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID TRACT FROM WHICH THE NORTHEAST CORNER OF SAID SECTION 19 BEARS N 54°54'16" E A DISTANCE OF 4830.64 FEET; THENCE S 00°03'41" W, A DISTANCE OF 330.09 FEET; THENCE S 85°42'02" W, A DISTANCE OF 661.99 FEET; THENCE N 00°01'05" E, A DISTANCE OF 330.06 FEET; THENCE N 89°41'55" E, A DISTANCE OF 662.24 FEET TO THE POINT OF BEGINNING AND CONTAINING A TOTAL OF 5.02 ACRES AS SURVEYED DURING THE MONTH OF NOVEMBER, 2005.

SAID TRACT BEING SUBJECT TO ALL RESTRICTIONS, RESERVATIONS, AND EASEMENTS OF RECORD AS FILED IN THE OFFICE OF THE COUNTY CLERK OF TORRANCE COUNTY, NEW MEXICO.

FREE CONSENT THE UNDERSIGNED OWNER(S) AND PROPRIETOR(S) OF THE LANDS SHOWN HEREON, OR THEIR AGENT(S), DO HEREBY CERTIFY THAT THIS PLAT WAS PREPARED WITH THEIR FREE CONSENT AND IN ACCORDANCE WITH THEIR WISHES AND DESIRES, AND DO FURTHER GRANT ANY RIGHTS OF WAY OR EASEMENTS AS SHOWN HEREON.

CHARLES E. WELLMAN Terry A. Wellman NOTARY PUBLIC MY COMMISSION EXPIRES: 7-17-08 2005



- 1 THE PURPOSE OF THIS PLAT IS TO MAKE A SURVEY RECORD OF THE TRACT SHOWN HEREIN, FORWORN WITH 1-TRIUMBLE 5600 GPS RECEIVER DURING THE MONTH OF NOVEMBER, 2005.
2 BASIS OF SURVEY IS THE WARRANTY DEED TO CHARLES E. WELLMAN AND TERRY A. WELLMAN, RECORDED 23 NOVEMBER, 2004, IN BOOK 18, PAGE 19 ON PLAT OF LANDS OF McGUIRE, RECORDED 21 JUNE, 2000, IN CABINET E, SLIDE 19
3 (S 89°51'26" W)
4 DIMENSIONS SHOWN IN BRACKETS ARE RECORD ADJOINING PLAT DIMENSIONS.
5 ZONING OF THE LANDS SHOWN HEREON IS "RR" (RURAL RESIDENTIAL) (SOME RESTRICTIONS APPLY)
6 ZONING OF THE LANDS SHOWN HEREON IS "RR" (RURAL RESIDENTIAL) (SOME RESTRICTIONS APPLY)
7 LAND FLOOD HAZARD BOUNDARY MAP, PANEL NO. 350133 0002 A.
8 DOCUMENTS USED TO DETERMINE THIS SURVEY INCLUDE:
A. WARRANTY DEED TO CHARLES E. WELLMAN AND TERRY A. WELLMAN, RECORDED 23 NOVEMBER, 2004, IN BOOK 18, PAGE 19
B. PLAT OF LANDS OF McGUIRE, RECORDED 21 JUNE, 2000 IN CABINET E
C. SLIDE 19
D. PLAT OF LANDS OF ENSINGER, RECORDED 1 FEBRUARY, 1982 IN CABINET A
E. SLIDE 282
F. PLAT OF LANDS OF LOBO ACRES, RECORDED 12 DECEMBER, 1967, IN CABINET A, SLIDE 032.

STATE OF NEW MEXICO } COUNTY OF TORRANCE }

I HEREBY CERTIFY THAT THIS INSTRUMENT WAS FILED FOR RECORD ON THE 10 DAY OF NOVEMBER, 2005, AT THE COUNTY CLERK'S OFFICE AND WAS DULY RECORDED IN CABINET E, SLIDE 313 OF THE RECORDS OF TORRANCE COUNTY, NM.

WITNESS MY HAND AND SEAL OF OFFICE, LINDA KAYSER, COUNTY CLERK OF TORRANCE COUNTY, NEW MEXICO.

INDEXING INFORMATION FOR THE COUNTY CLERK: OWNER: WELLMAN, CHARLES E. AND TERRY A. SECTION: 19 TORRANCE COUNTY, NEW MEXICO



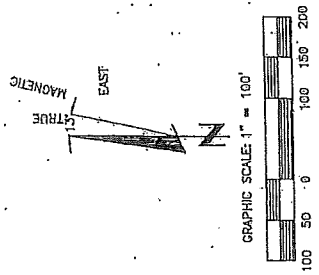
TIMOTHY RAY ODEN, GENERAL SUBSCRIBER, DO HEREBY CERTIFY THAT THIS BOUNDARY SURVEY WAS MADE BY ME OR UNDER MY DIRECT SUPERVISION UPON WHICH IT IS BASED WERE PERFORMED BY ME OR UNDER MY DIRECT SUPERVISION THAT I AM RESPONSIBLE FOR THE ACCURACY OF THIS SURVEY MEETS THE MINIMUM STANDARDS OF LAND KNOWLEDGE AND BELIEF. I FURTHER CERTIFY THAT THIS SURVEY IS NOT A LAND DIVISION OR SUBDIVISION AS DEFINED IN THE NEW MEXICO SUBDIVISION ACT AND THAT THIS INSTRUMENT IS A BOUNDARY SURVEY PLAT OF AN EXISTING TRACT OR TRACTS.

Timothy Ray Oden 10 December 2005 DATE P.S. NO. 8867

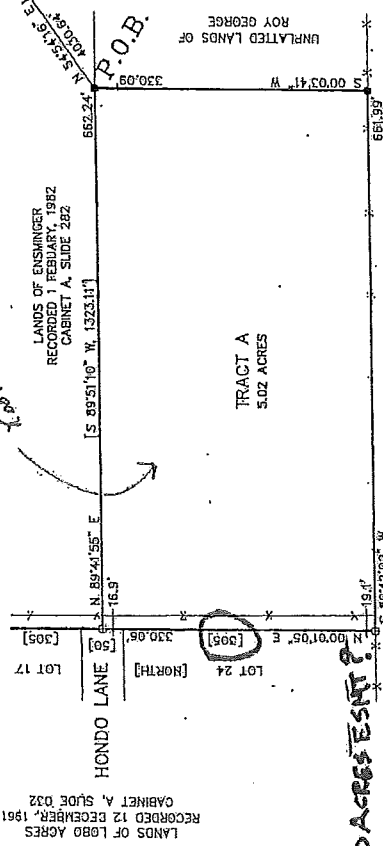


**CHARLES E. AND TERRY A. WELLMAN**  
 BEING THE W1/2 OF THE S1/2 OF THE SE1/4 OF  
 SECTION 19, T39N, R10E, N1/4P.M.,  
 TORRANCE COUNTY, MEXICO,  
 NOVEMBER, 2005

- LEGEND**
- FOUND 5/8" x 16" REBAR AND YELLOW I.D. CAP STAMPED "TRODEN 8667"
  - ⊕ FOUND BALD 1/2" REBAR ATTACHED 1 1/2" WASHER STAMPED "TRODEN 8667"
  - BOUNDARY LINE
  - BARBED WIRE FENCE



18 | 17  
 15 | 20 N.M.P.M.



LANDS OF LOBO AGRES  
 RECORDED 12 DECEMBER, 1961  
 CABINET A, SLIDE 032

TRACT A  
 5.02 ACRES

UNPLATTED LANDS OF *Joe I. & Clara Nivia Williams*

*LOBO AGRES ESSENT?*



**INDEXING INFORMATION FOR THE COUNTY CLERK**

OWNER: WELLMAN, CHARLES E. AND TERRY A.  
 SECTION: 19  
 T. 39 N., R. 10 E., N. 1/4 P.M.  
 TORRANCE COUNTY, NEW MEXICO

Prepared	DATE	UNPLATTED	DATE	FILE	SHEET
100	10-9-10	FILE	10-9-10	1005-288	2 of 2
Oden & Associates Surveyors 500 W. 1st Ave. S.E. Lawton, OK 73045 405-886-8816 (M)					DATE 10-9-10 DRAWN DATE 10-9-10



9 IRON FORGE MANOR SUBDN.

NORTH

EAST/WEST

2 TRACK RD

FOLLOW CENTER SECTION LINE FENCE

NOT ACCESS RD. TO WELLMAN

MOCHAN RESIDENCE SUBDN. LANDS OF UPR. LOT 23 LORO ACRES. BC.

IRON FORGE MANOR UNIT A

S2 SEC. 19 T. 9 N. R. 10 E

EAST END FENCE

SW CORNER LOT 21 LORO ACRES

CONCRETE THOUGHT TO BE FOR ACCESS TO WELLMAN BUT IS NOT.

SKOAL LANE

02/08/2018 13:53

← NORTH

⑩ IRON FORGE MARNOE SUBSTN

2 TRACKS P&WILLIAMSBURG CLARK UNIT A  
ACROSS WILLIAMSBURG MARNOE  
IRON FORGE

IRON FORGE  
SUBSTN

02/08/2018 13:54

SKOAL RD.



02/09/2018 13:41

NW CORNER  
LOT  
LOBBIES



← NORTH

(12) IRON PIGE MANOR

TRAC ALMAN

TRAC VEDUN  
1.0. VEDUN

NE CORNER LOT 24  
LOBO ACRES

0.0. VEDUN

LOBO  
LOBO  
LOBO

02/09/2018 13:54

14

IRON FOR ANVIL

END MONUMENT  
S.E. CORNER  
LOT 24, CALS  
LEWIS CO.



02/09/2018 13:59



14.2  
IRON

SW CORNER

497 21

LOBO ACRES

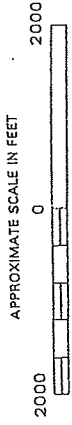
W. 10  
S. 10

02/09/2018 14:18





Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AeroGRID, IGN, and the GIS User Community



FLOOD HAZARD BOUNDARY MAP

**TORRANCE COUNTY,  
NEW MEXICO**

UNINCORPORATED AREA

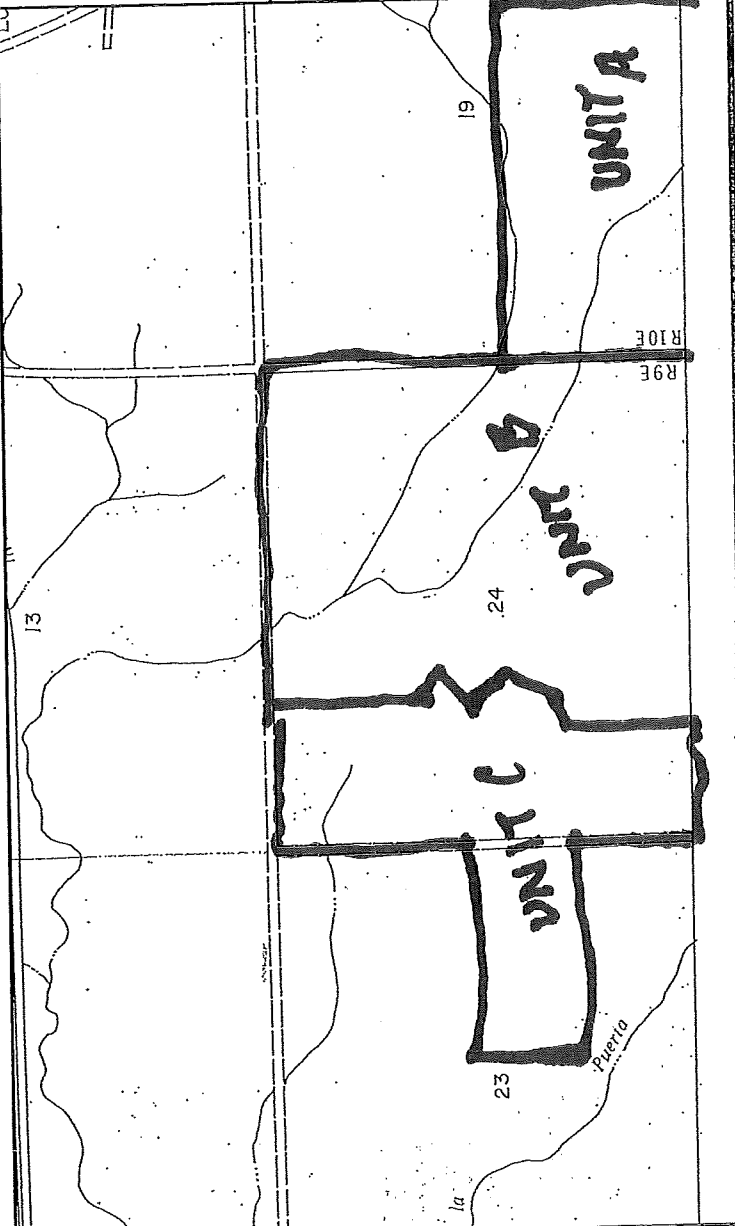
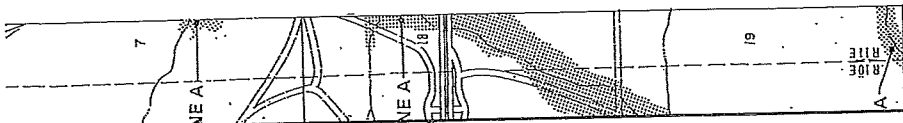
PAGE 2 OF 35  
(SEE MAP INDEX FOR SHEETS NOT PRINTED)

**350133 0002A**

EFFECTIVE DATE  
APRIL 11, 1978

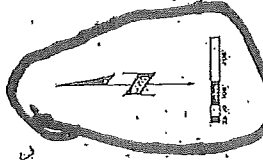
COMMUNITY-PANEL NO.  
350133 0002A

U.S. DEPARTMENT OF HOUSING  
AND URBAN DEVELOPMENT  
FEDERAL INSURANCE ADMINISTRATION



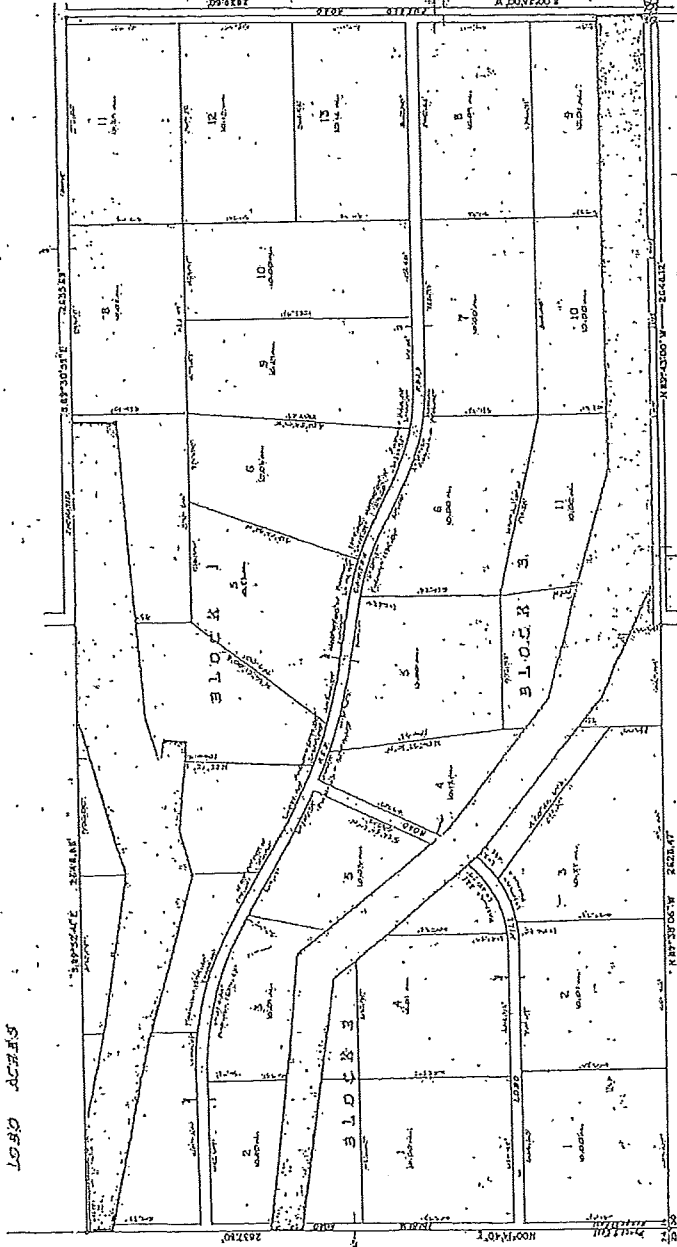
This is an official copy of a portion of the above referenced flood map. It was extracted using F-MIT On-Line. This map does not reflect changes or amendments which may have been made subsequent to the date on the title block. For the latest product information about National Flood Insurance Program flood maps check the FEMA Flood Map Store at [www.msc.fema.gov](http://www.msc.fema.gov)

283  
283

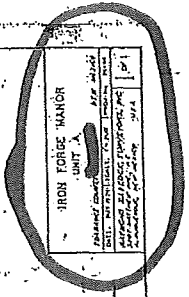


UNIT 10  
OF  
LETTER  
EHL  
ASTANGIA  
SILANGANG  
BANGKAY

Sec. 19, T. 9, R. 10



THE VALLEY OF THE LETTERS  
UNIT 10



IRON FORGE MANOR  
UNIT A

UNIT 10  
OF  
LETTER  
EHL  
ASTANGIA  
SILANGANG  
BANGKAY

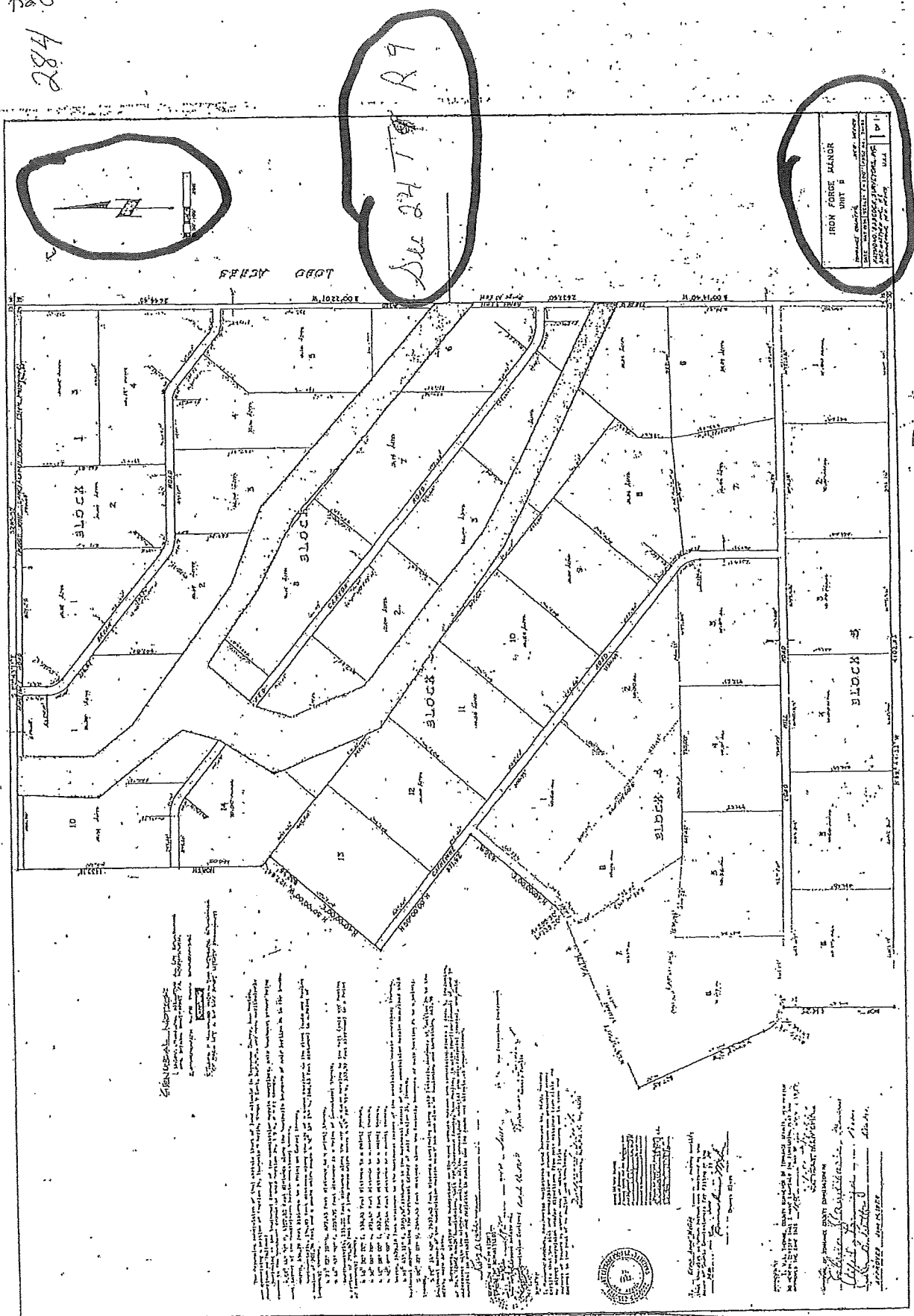
UNIT 10  
OF  
LETTER  
EHL  
ASTANGIA  
SILANGANG  
BANGKAY

UNIT 10  
OF  
LETTER  
EHL  
ASTANGIA  
SILANGANG  
BANGKAY

UNIT 10  
OF  
LETTER  
EHL  
ASTANGIA  
SILANGANG  
BANGKAY



284  
A88



DRAFT R9

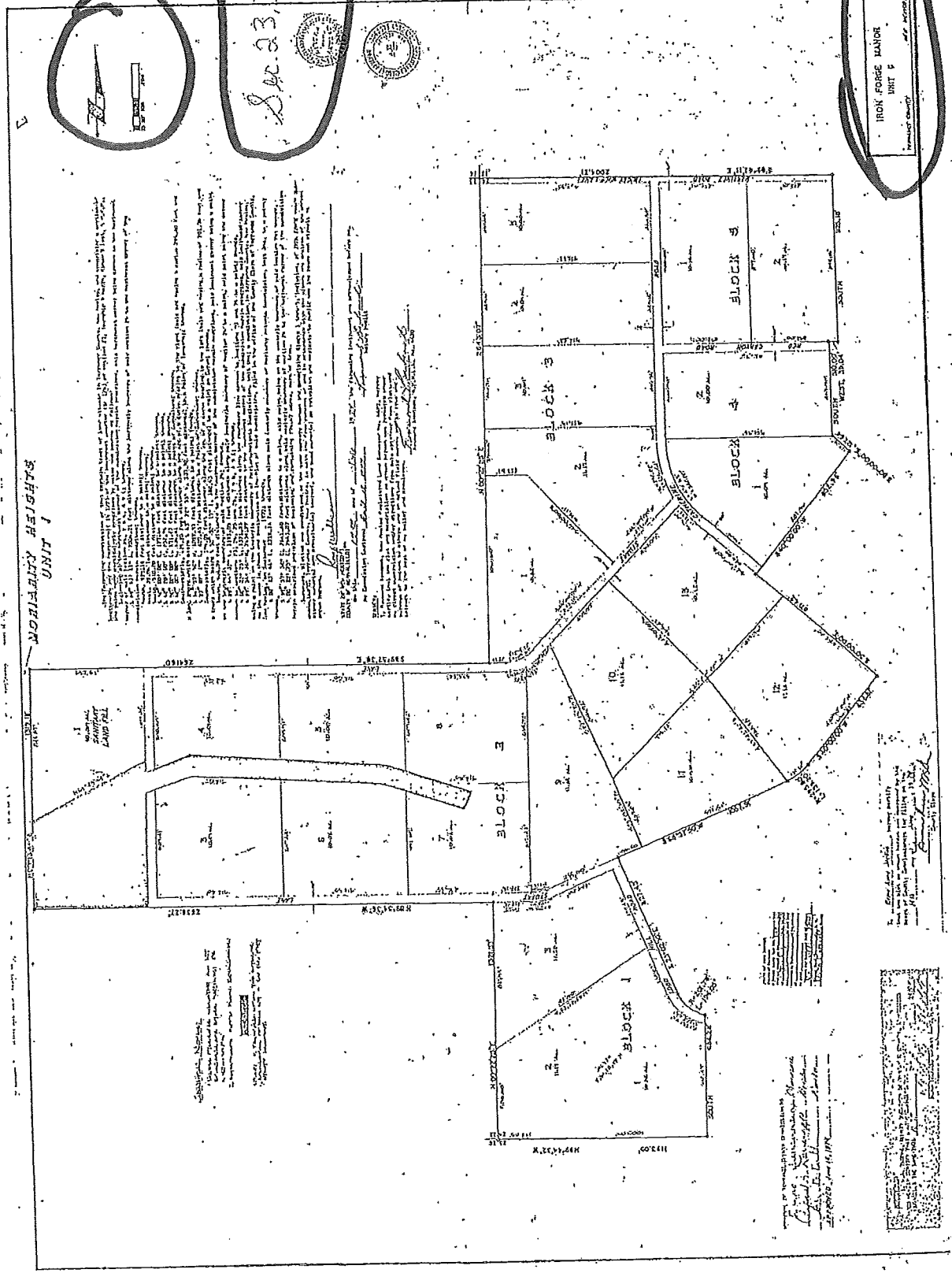
174  
NORTH 3009 HOU  
B AND  
2007  
1-4

**GENERAL NOTES:**  
1. The proposed site plan is subject to the approval of the City of Chicago.  
2. The proposed site plan is subject to the approval of the State of Illinois.  
3. The proposed site plan is subject to the approval of the United States Department of Justice.  
4. The proposed site plan is subject to the approval of the United States Department of Housing and Urban Development.  
5. The proposed site plan is subject to the approval of the United States Environmental Protection Agency.  
6. The proposed site plan is subject to the approval of the United States Department of Education.  
7. The proposed site plan is subject to the approval of the United States Department of Health and Human Services.  
8. The proposed site plan is subject to the approval of the United States Department of Energy.  
9. The proposed site plan is subject to the approval of the United States Department of Agriculture.  
10. The proposed site plan is subject to the approval of the United States Department of Commerce.

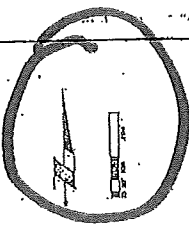


**OWNER:**  
**ARCHITECT:**  
**DATE:** 11/15/07

285  
580



MORLAINNY HEIGHTS  
UNIT I



SAC. 23, 79, R9.

IRON-FORE MANOR  
UNIT 5

THE DRAWING IS THE PROPERTY OF THE UNITED STATES GOVERNMENT AND IS LOANED TO YOU FOR YOUR INFORMATION ONLY. IT IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT PERMISSION IN WRITING FROM THE DIRECTOR, ARMY CONSTRUCTION CENTER, FORT BELLEVILLE, ILLINOIS 62205.

THIS DRAWING IS THE PROPERTY OF THE UNITED STATES GOVERNMENT AND IS LOANED TO YOU FOR YOUR INFORMATION ONLY. IT IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, WITHOUT PERMISSION IN WRITING FROM THE DIRECTOR, ARMY CONSTRUCTION CENTER, FORT BELLEVILLE, ILLINOIS 62205.

1. General notes and other information shall be taken from the drawings and specifications for this project.

2. All work shall be in accordance with the Army Construction Manual, AFM 7-21.1, and the specifications for this project.

3. All work shall be in accordance with the Army Construction Manual, AFM 7-21.1, and the specifications for this project.

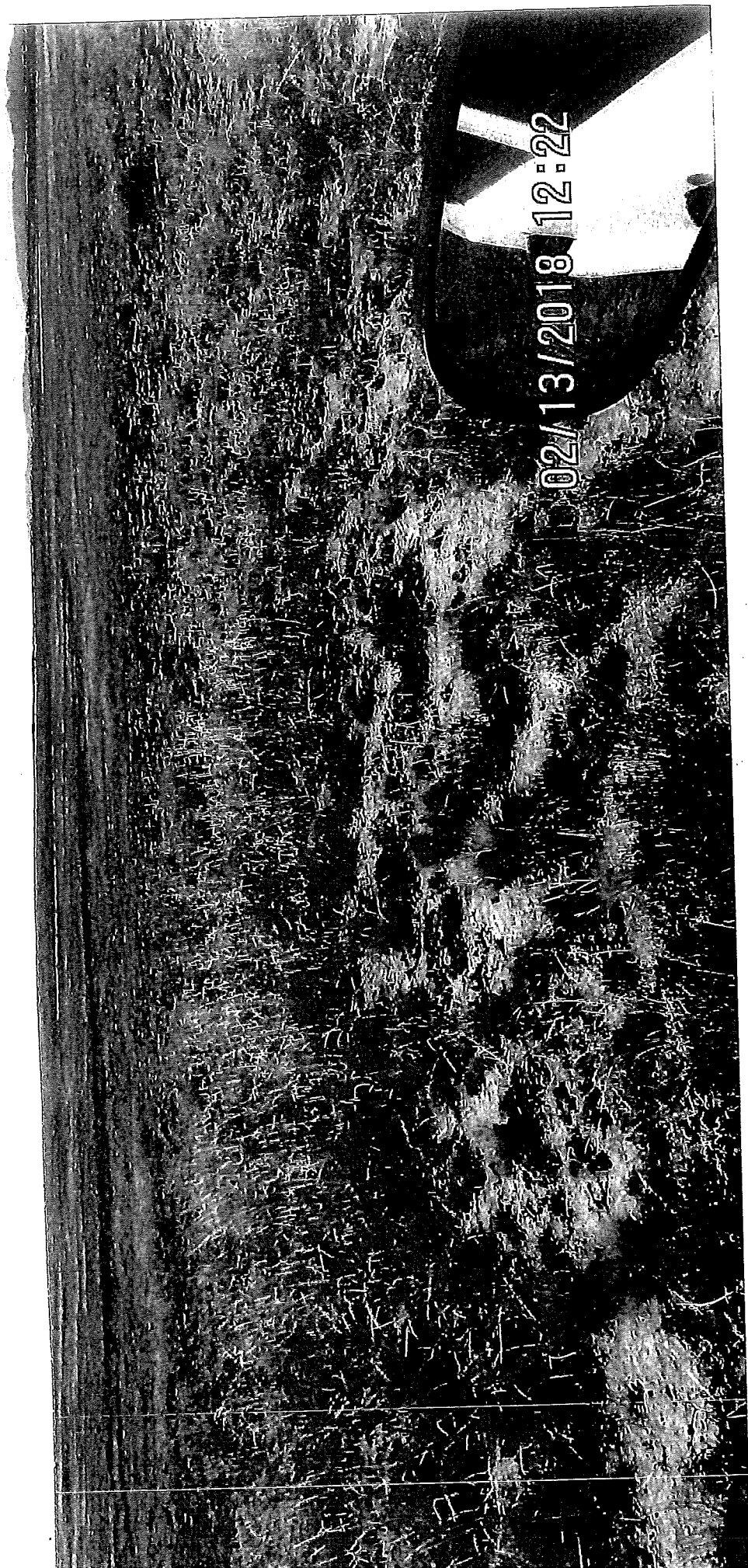
4. All work shall be in accordance with the Army Construction Manual, AFM 7-21.1, and the specifications for this project.

① IRON FORGE MANOR SUBDN.  
LOOK S.E. FROM RANCHO DEL RIO  
SUBDN. ~~FROM~~ UPSTREAM OF  
NATURAL DRAINAGE THAT ~~BASE~~  
COMES FROM I.F.M. SUBDN. & LANDS  
OF DAN & MARY WILLIAMS TRUST.  
FLOW FROM SE TO NW

← IRON FORGE MANOR  
UNIT C - OUT OF FRAME

02/13/2018 12:07

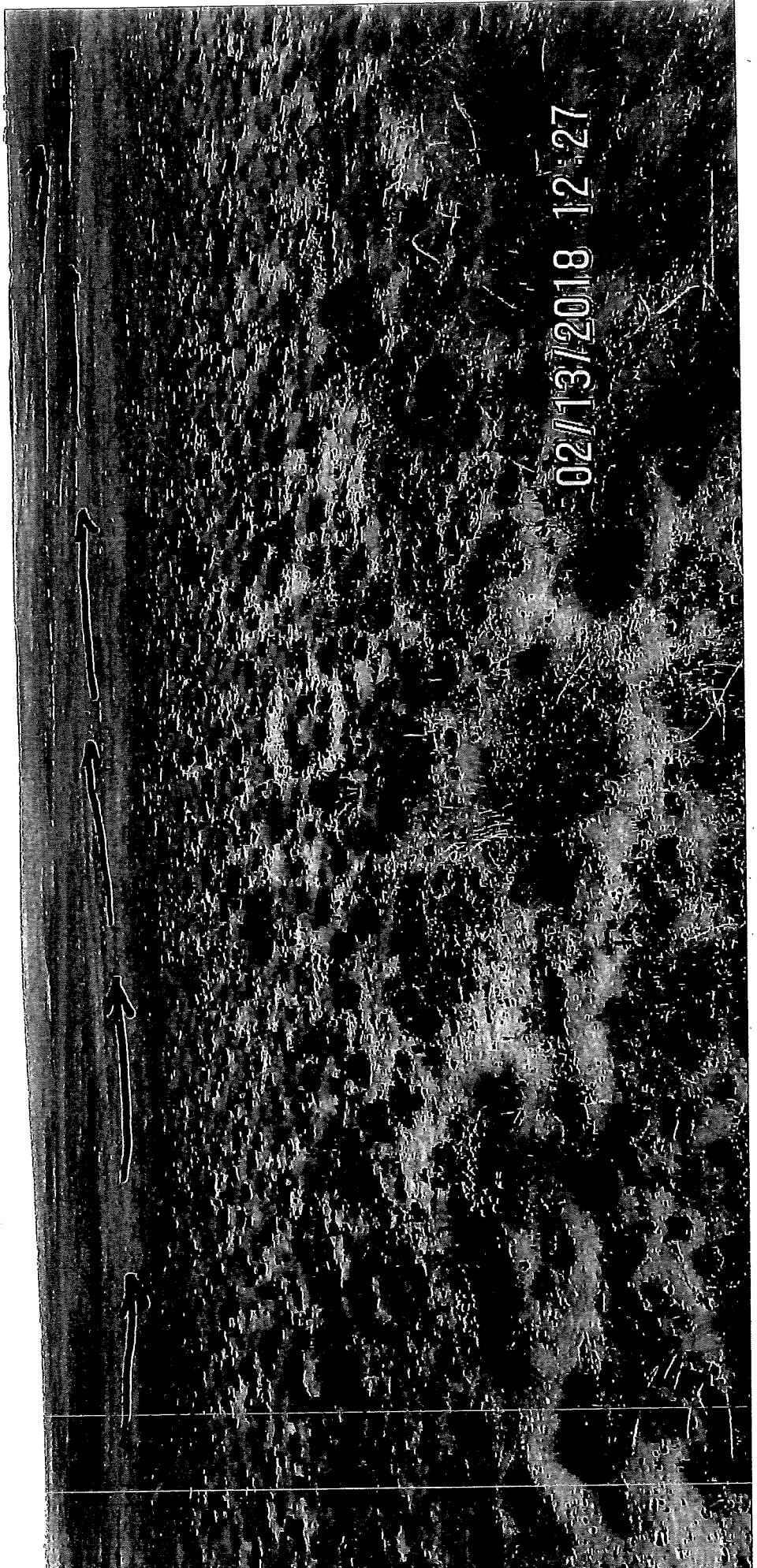
② IRON FORGE MANOR SUBDN.  
VIEW OF DRAINAGE ~~UNIT "B"~~  
FLOWING SOUTH WEST TO ~~UNIT "B"~~  
THRU UNIT "C" WEST WING



02/13/2018 12:22

③

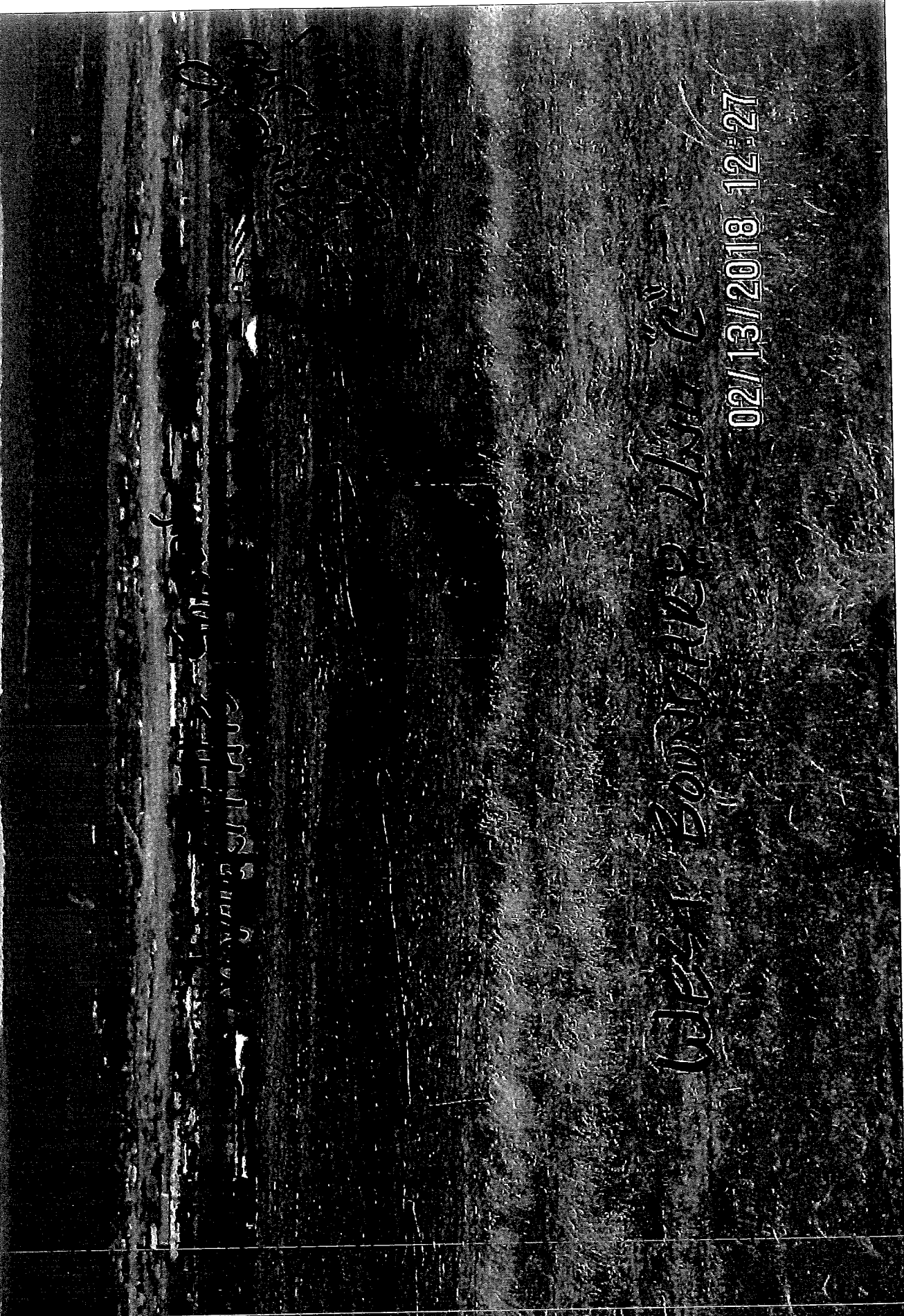
UNIT C WEST WING  
DRAINAGE FLOW WEST  
WARD TO RANCHO DE  
RIWYO SUBDN & MORIARTY  
HEIGHTS SUBDN.



02/13/2018 12:27



NATURAL DRAINAGE  
④ IN PHOTO #1 FROM  
UNIT C IRON FORGE MANOR



UNIT C IRON FORGE MANOR

02/13/2018 12:27

IRON FORGE  
MANOR

4.2

11.11.11

02/13/2018 12:27

⑤ IRON HORSE FORGE MANOR

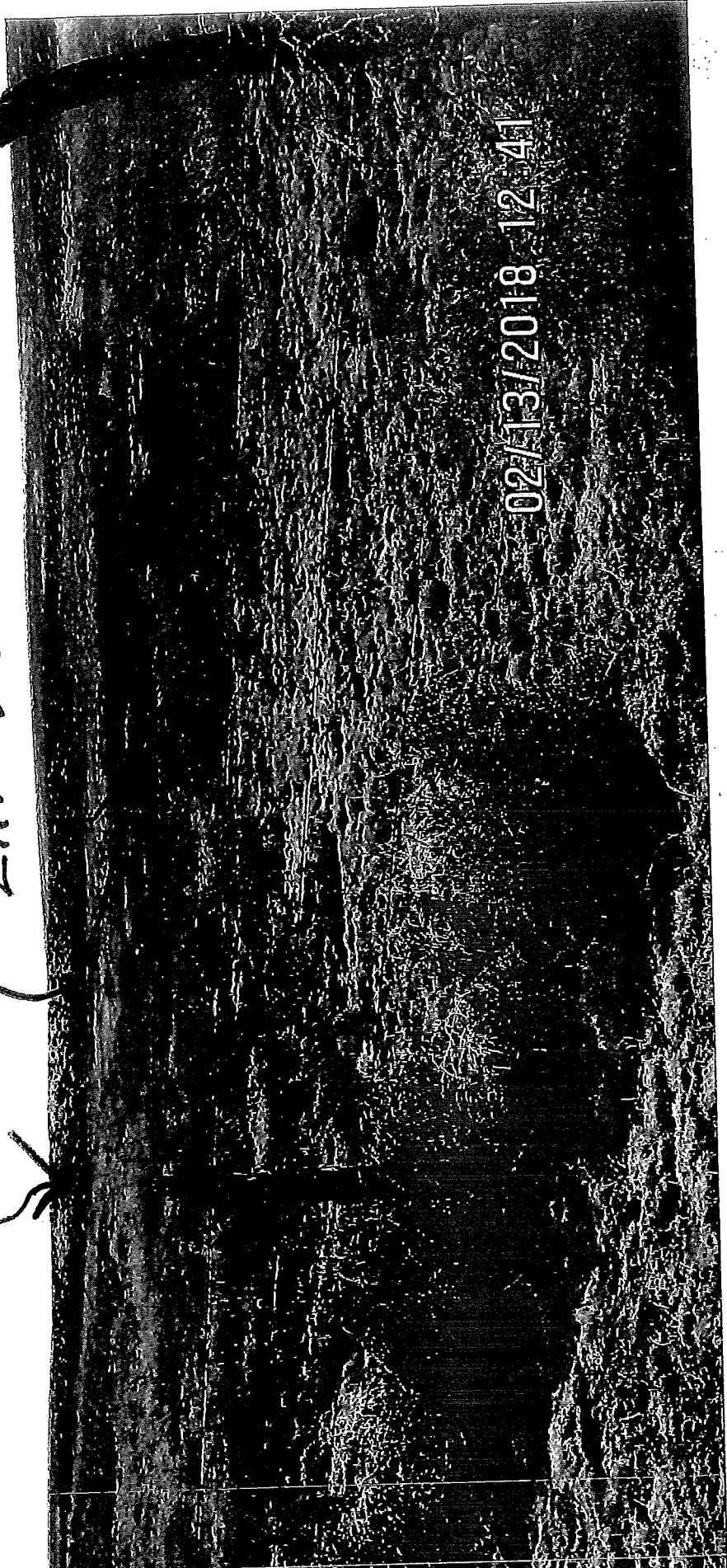
UNIT C LOOKING

SOUTHWARD FROM

SOUTH BNDY. FENCE

DIET DAM

LANDS OF D. WILLIAMS TRUST



02/13/2018 12:41

5.2  
MONTFORD  
MANOR

NORTH  
MORRIS

NORTH

WILLIAMS TRUST

TO PIER DAM

SE CORNER

HEAVY

02/09/2018 15:21

IRON FORGE  
MANOR

5.15

DIRT DAM

WILLIAMS  
CAMP

SEC 24<sup>th</sup>  
UNIT

02/09/2018-15:28



IRON FORGE MANOR

5.A

RANCHO DE RIVERO  
SUBDIVISION

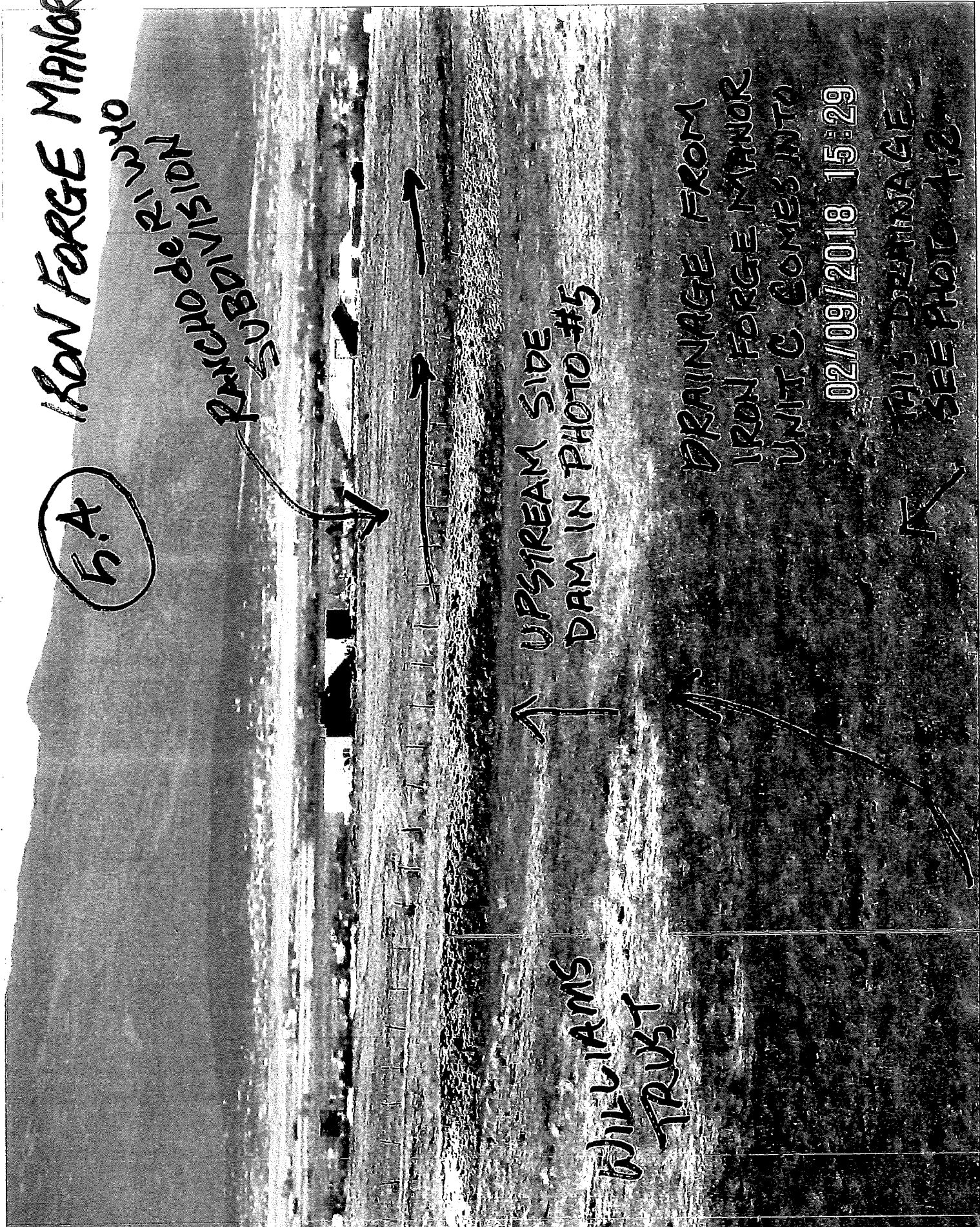
UPSTREAM SIDE  
DAM IN PHOTO #5

WILLIAMS  
TRUST

DRAINAGE FROM  
IRON FORGE MANOR  
UNIT C COMES INTO

02/09/2018 15:29

THIS DRAINAGE  
SEE PHOTO #2



UNIT B PLAN  
DRAINAGE FROM  
NORTH  
NATURAL  
DRAINAGE  
FLOW TO NW

(15) IRON FORGE MANOR

UNIT B - IRON FORGE MANOR  
NEIGHBORHOOD  
RA



SKOAL Rd.

NORTH  
TO MARTINEZ RD.

02/09/2018 14:10

DRAINAGE

16 IRON FORGE MANOR

DRAINAGE ESMT.

NORTH FORK UNIT "A"

SOUTH FORK UNIT "B"

NORTH FORK

DRAINAGE

SKORL RD


NORTH

02/09/2018 14:10





CENTRAL NEW MEXICO ELECTRIC COOPERATIVE INC.

A Touchstone Energy® Cooperative   
The power of human connections

P.O. Box 669, Moriarty, NM 87035  
Phone: (505) 832-4483

P.O. Box 157, Mountainair, NM 87036  
Fax (505) 847-1087

---

To whom it may concern:

Concerning the Iron Forge Manor Subdivision, Central New Mexico Electric has never installed power to this subdivision or do not have any plans in doing so. We have no objection to vacating the plat.

Sincerely,

Clinton E Pierce Jr  
Engineering Supervisor



**Steven Guetschow**

---

**From:** Hunt, Greg <Greg.Hunt@centurylink.com>  
**Sent:** Wednesday, February 21, 2018 1:22 PM  
**To:** Steven Guetschow; Rosa.Kniffin@CenturyLink.com  
**Subject:** RE: Iron Forge Manor plats

Hello Steven,

Thanks for forwarding the copy of the plat.

CenturyLink has no objections to the vacation of the Iron Forge Manor subdivision, provided an easement is granted to CenturyLink for its existing buried cable. The easement needed for this cable would be the westerly 10' of Section 24.

Please let us know if you have any questions.

Greg Hunt  
CenturyLink Network Real Estate

---

**From:** Steven Guetschow [mailto:[sguetschow@tcnm.us](mailto:sguetschow@tcnm.us)]  
**Sent:** Wednesday, February 21, 2018 10:58 AM  
**To:** Hunt, Greg <Greg.Hunt@centurylink.com>; Rosa.Kniffin@CenturyLink.com  
**Subject:** Iron Forge Manor plats

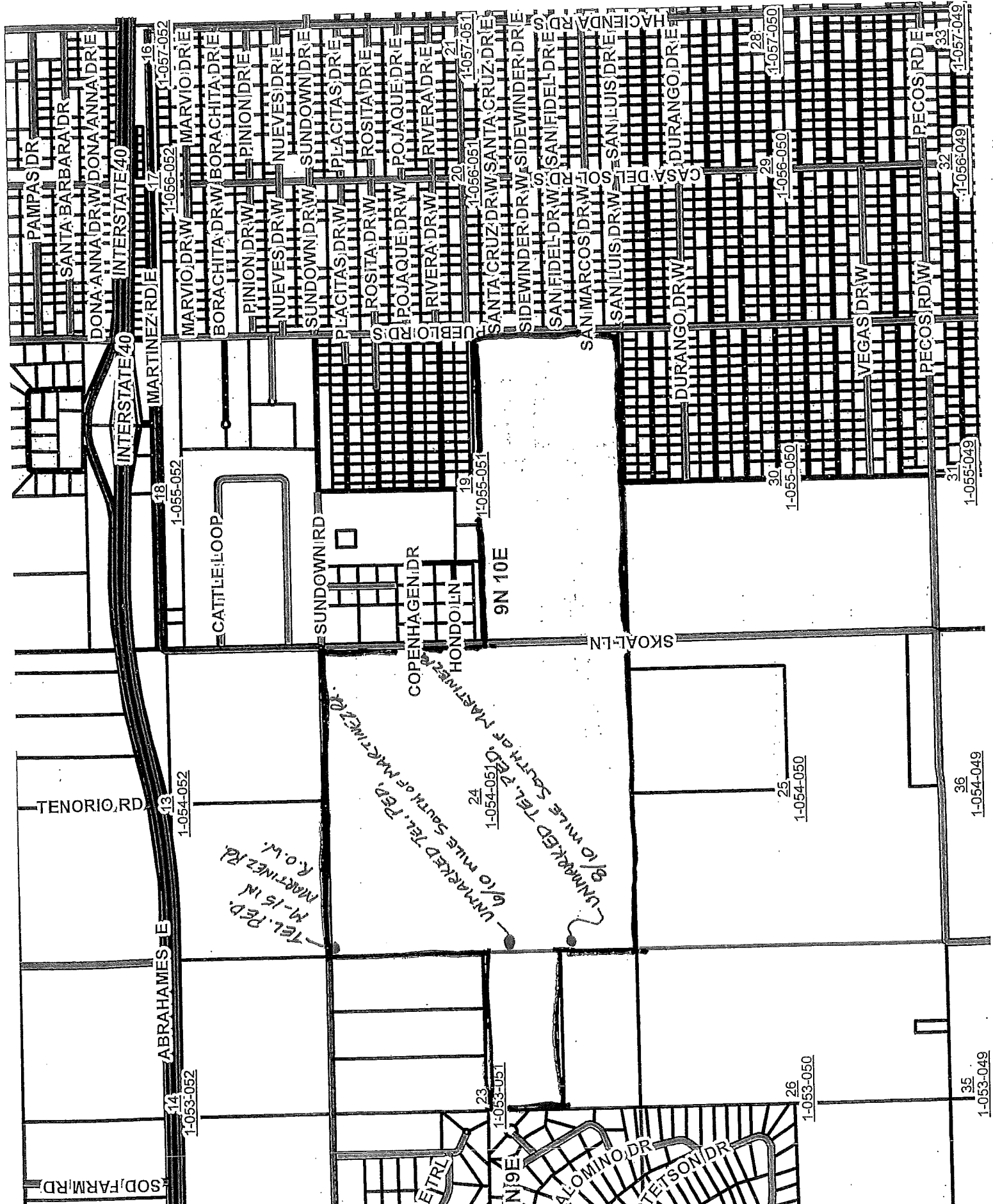
Greg & Rosa,  
Attached are the 3 unit plats associated with the subdivision created in 1974.  
The third page is unit C in which is included the West ½ of the West ½ of Section 24, T.9N., R.9E. where the telephone pedestals I found were located.

I look forward to your memo regarding this line.

Thankyou

Steve Guetschow, CFM  
Torrance County  
Planning & Zoning Director  
[sguetschow@tcnm.us](mailto:sguetschow@tcnm.us)  
505-544-4391

This communication is the property of CenturyLink and may contain confidential or privileged information. Unauthorized use of this communication is strictly prohibited and may be unlawful. If you have received this communication in error, please immediately notify the sender by reply e-mail and destroy all copies of the communication and any attachments.



INTERSTATE 40

TENORIO RD

ABRAHAMES E

SOD FARM RD

1-053-052

1-054-052

1-055-052

1-056-052

1-057-052

CATTLE LOOP

SUNDOWN DR

COPENHAGEN DR

HONDO LN

9N 10E

UNMARKED TEL. RD. 6/10 MILE SOUTH OF MARTINEZ RD.

UNMARKED TEL. RD. 9/10 MILE SOUTH OF MARTINEZ RD.

TEL. RD. M-15 IN MARTINEZ RD. R.O.W.

1-053-051

1-055-051

1-056-051

1-057-051

9N 9E

ALOMINO DR

STETSON DR

1-053-050

1-054-050

1-055-050

1-056-050

1-057-050

1-053-049

1-054-049

1-055-049

1-056-049

1-057-049

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100

101

102

103

104

105

8 IRON FORGE

LIMIT CAT

MARTINEZ R  
R.O.W.



ACTIVE

02/13/2018 13:21

⑥ IRON FORGE MANOR

THE PHONE NUMBERS ARE ON THE SERVICE  
UNIT "C"  
THE SERVICE UNIT IS  
THE SERVICE COULD BE  
OLD

TO MARTINEZ RD.

6/10 MILE →

NORTH

NUMBERS  
BUCKED  
OUT

UNIT "B" C

02/13/2018 12:51

⑦ IRON ~~HOUSE~~ FORGE MANOR

UNIT "C" NEAR SW CORNER

LANDS OF  
DR. WILLIAMS TRUST

TELEGRAPH  
VISIBLE

NO OTHER  
TELEGRAPHS TO SOUTH

TELEGRAPH  
LINE

NUMBERS  
TRIAL

NORTH

2 1/2 MILE TO

TELEGRAPH  
PHOTO # 6

02/13/2018 13:01



UNIT 5  
SECTION 20  
CORNER 7A

7.2



IR

REF. LAND

02/09/2018 15:22

**Iron Forge Manor Subdivision  
Application for Vacation of Subdivision**

**List of Exhibits**

**Exhibit 1:** Original Application package.

**Exhibit 2:** Public comment from Feb. 7 P&Z Board meeting. Charles Wellman.

**Exhibit 3:** Public notice letter sent to adjoining property owners January 4, 2018, Report to Commission Feb. 14, Ad sent to the Mountainview Telegraph, Public notice signs posted at Martinez Road E. & Skoal Road.

**Exhibit 4:** Draft minutes from the February 7, 2018 Planning & Zoning Board meeting.

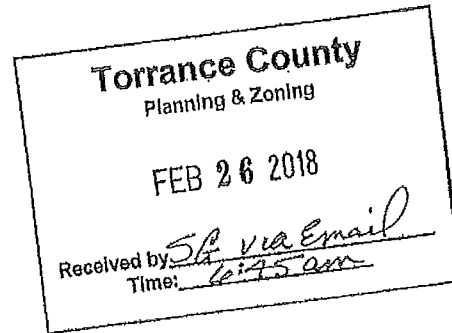
**Exhibit 5:** Staff report on access to Charles Wellman properties.

**Exhibit 6:** Staff report on dedicated drainage easements shown on subdivision plats.

**Exhibit 7:** Staff report on Utility easements on subject properties. Please note: As of Feb. 21 a memo from Century Link is pending.

**Exhibit 8:** Request to table received from the applicant's agent via email February 26, 2018 and subsequent public notice documents postponing the action until the March 28, 2018 Commission meeting.





February 26, 2018

Torrance County Board of County Commission  
Atten: Steve Guetschow, Planning & Zoning Coordinator  
P.O. Box 48  
Estancia, New Mexico 87016

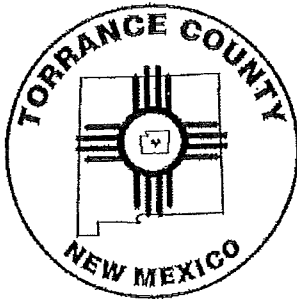
**RE: Request to Table Vacation of Iron Forge Manor Subdivision Units A,  
B, and C.**

Dear Mr. Guetschow:

Please table the above application until the March 14, 2018 meeting of the Torrance County Board of County Commission, or the next earliest regularly scheduled meeting. I am unable to attend the February 28 meeting.

Very truly yours,

Tim Oden, Pres., GM  
Oden & Associates, Inc.



# *Torrance County*

## *Planning & Zoning*

*P.O. Box 48 205 9<sup>th</sup> Street*

*Estancia, NM 87016 .*

*(505) 544-4393 Main Line (505) 384-5294 Fax*

*[www.torrancecountynm.org](http://www.torrancecountynm.org)*

February 26, 2018

To Whom It May Concern:

This letter is to inform you that Joe T. Williams and Nixie Clark's Request for Vacation of Plat described as Units A, B, and C of the Iron Forge Manor Subdivision located within Sections 23 and 24, T9N, R9E, and Section 19, T9N, R10E, N.M.P.M. will come before the Torrance County Commission for final approval on March 28, 2018. The public meeting will begin at 9:00 a.m. and will be held at the Torrance County Administrative Offices at 205 9<sup>th</sup> Street, Estancia, NM.

On February 7, 2018 the Planning & Zoning Board recommendation was to approve vacating the Iron Forge Manor Subdivision on conditions as follow:

**Approval will not impair the access, ingress or egress, to any adjacent properties, Staff confirm utilities serving adjacent properties are not impacted, and Staff view the property to determine that vacating the drainage easements dedicated by the subdivision will not affect adjacent properties.**

Please plan to attend, have a representative attend in your place, or send a letter marked Attention: Planning & Zoning Director to the above address if you would like to voice an opinion in support of or in opposition to this application.

If you have any questions or concerns, please contact me at (505) 544-4391.

Regards,

Steve Guetschow  
Planning & Zoning Director



# *Torrance County*

## *Planning & Zoning*

*P.O. Box 48 205 9<sup>th</sup> Street*

*Estancia, NM 87016*

*(505) 544-4393 Main Line (505) 384-5294 Fax*

*[www.torrancecountynm.org](http://www.torrancecountynm.org)*

February 26, 2018

Joe T. Williams and Nixie Clark  
Po Box 605  
Estancia NM 87016

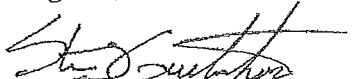
Re: Iron Forge Manor Vacation of Plat; Request to table

Dear Mr. Williams and Mrs. Clark,

This letter is to inform you that your Request for Vacation of Plat being Units A, B, and C of the Iron Forge Manor Subdivision located within Sections 23 and 24, T9N, R9E and Section 19, T9N, R10E, N.M.P.M. will come before the Torrance County Commission on March 28 during their regular meeting. This is the earliest date I can reschedule the public meeting due to public notice requirements. I have included a copy of Mr. Oden's request to table the item.

A courtesy copy of this letter has been sent to your agent Tim Oden. If you have any questions or concerns, please feel free to contact me at (505) 544-4391.

Regards,

  
Steve Guetschow  
Planning & Zoning Director

CC: Tim Oden

## **NOTICE**

The Public Hearing to review the request for Vacation of the Iron Forge Manor Subdivision has been rescheduled for March 28, 2018 at the request of the applicant's agent. The regular meeting on March 28 will begin at 9:00 a.m. Units A, B, & C of the Iron Forge Manor Subdivision are located in Sections 23 & 24, T.9N., R.9E., and Section 19, T.9N., R.10E., N.M.P.M., Torrance County, New Mexico.

# TORRANCE COUNTY

NOTICE OF ACTION ON UNITS A, B, & C OF THE  
IRON FORGE MANOR SUBDIVISION  
FOR VACATION OF SUBDIVISION PLAT  
& RETURN TO AGRICULTURAL (GRAZING) USE

LANDS OF R. WILLIAMS & N. CLARK  
THE COUNTY ZONING BOARD HAS SCHEDULED A PUBLIC MEETING ON (DATE/TIME)  
FEBRUARY 7 2018 9:30 AM

THE COUNTY HAS SCHEDULED A PUBLIC MEETING ON (DATE/TIME)  
DATE TO MARCH 28 BY AGENT / APPLICATION

THE COUNTY HAS SCHEDULED A PUBLIC HEARING ON (DATE/TIME) ~~FEB~~  
FEBRUARY 28 9:00 AM

AT THE COUNTY ADMINISTRATIVE BUILDING  
FOR INFORMATION CALL (505) 544-4391 OR FAX (505) 544-4391

THIS SIGN SHALL BE POSTED 02/27/2018 07:55  
FROM 1/13  
IT IS ILLEGAL FOR AN UNAUTHORIZED PERSON TO REMOVE OR TAMPER WITH THIS SIGN  
TOT.B.D.

# TORRANCE COUNTY

NOTICE OF ACTION ON UNITS A, B, & C OF THE  
IRON FORGE MANOR SUBDIVISION  
FOR VACATION OF SUBDN. PLAT & RETURN TO AG.  
USE FOR GRAZING. LANDS OF WILLIAMS & N. CLERK

THE COUNTY ZONING BOARD HAS SCHEDULED A PUBLIC MEETING ON (DATE/TIME)

~~FEBRUARY 7, 2018 9:30 AM~~

THE COUNTY HAS SCHEDULED A PUBLIC MEETING ON (DATE/TIME)

TABLED TO MARCH 28 BY AGENT/APPLICANT

~~FEBRUARY 28, 2018 9:00 AM~~

AT THE COUNTY ADMINISTRATIVE BUILDING  
FOR INFORMATION CALL (505) 544-4391 OR FAX (505) 384-5294

THIS SIGN SHALL BE POSTED

FROM 1/3 TO I.B.D.  
IT IS ILLEGAL FOR AN UNAUTHORIZED PERSON TO REMOVE OR TAMPER WITH THIS SIGN

02/27/2018 08:00



*Agenda Item*  
*No. 7*



*Agenda Item*  
*No. 8*





## TORRANCE COUNTY DWI PROGRAM

---

P. O. BOX 48  
ESTANCIA, NM 87016  
TRACEY MASTER - COORDINATOR  
PHONE (505) 705-0332  
FAX (505) 384-5294  
[tmaster@tcnm.us](mailto:tmaster@tcnm.us)

Date: March 21, 2018  
To: Luci Kelly, DFA Program Manager  
Re: Grant Budget Adjustment Request

Ms. Kelly:

I respectfully request to make the following changes to line items for Torrance County's LDWI Grant Agreement 18-D-J-G-31. The reason for this is two-fold. First, because the grant agreement was not in place until mid-September 2017, we were unable to begin expending funds. The other reason is based in the program's contracts. We did not have a contract teen court coordinator (Adrian Ortiz) until January 16, 2018. This necessitated the use of the operations line item to compensate our former contractor, Lucia Lucero, on a purchase order basis. Additionally, Torrance County had a small treatment budget which was not expended due to the contractor's relocation to Florida. Further, unlike years' past, the Program has found it difficult to utilize treatment contracts, as most offenders have either private insurance or Medicaid.

### Change Requests to the Line Items in Grant Expenditures

Personnel \$14,000.00 increased to \$35,060 by \$21,060.00.  
Employee Benefits \$1,500 decreased to \$1,271.00 by \$229.00.  
Travel \$2,275.00 decreased to \$564.00 by \$1,711.  
Out of State Travel NOT FUNDED  
Supplies - Unchanged \$800 to \$800.  
Operating Costs - \$3,300 increased to \$10,305 by \$7,005.  
Contractual Services \$38,125.00 decreased to \$12,000 by \$26,125.  
Minor Equipment - NOT FUNDED  
**Total increases - \$28,065 = Total decreases \$28,065 (Must be equal)**



Change Requests to the Components in Grant Expenditures

Prevention – \$28,466.00 decreased to \$22,000.00 by \$6,466.00.  
Enforcement - NOT FUNDED IN THE GRANT  
Screening - NOT FUNDED IN THE GRANT  
Domestic Violence –NOT FUNDED IN THE GRANT.  
Outpatient/Treatment \$5,000.00 increased to \$5,590.00 by \$590.00.  
Compliance Monitoring/ Tracking \$1,000.00 increased to \$4,781.00 by \$3,781.00.  
Coordination planning and Evaluation \$4,875.00 increased to \$12,000.00 by \$7,125.00.  
Alternative Sentencing. \$20,659.00 decreased to \$15,629.00 by \$5,030.00.  
**Total increases – \$11,496.00 = total decreases \$11,496.00 (Must be equal)**

Change Requests to the Line Items in In-Kind/Match Funds:

Operating Costs - \$10,200.00 increased to \$11,709.71.71 by \$1,509.71  
Contractual Services \$13,608.00 decreased to -0- by \$13,608.00.  
Minor Equipment - NOT FUNDED  
**Total increases – \$28,065 = Total decreases \$28,065 (Must be equal)**

Change Requests to the Components in In-Kind/Match Funds:

Prevention – \$0 increased to \$1,309.71 by \$1,309.71  
Enforcement - NOT ALLOCATED IN THE GRANT  
Screening - NOT ALLOCATED IN THE GRANT  
Domestic Violence –NOT ALLOCATED IN THE GRANT.  
Outpatient/Treatment - NOT ALLOCATED IN THE GRANT  
Compliance Monitoring/ Tracking – NOT ALLOCATED IN THE GRANT  
Coordination planning and Evaluation - \$13,608.00.00 decreased to \$5,200 by \$8,408.00.  
Alternative Sentencing. \$10,200.00 decreased to \$5,200.00 by \$5,000.00.





*Agenda Item  
No. 9*

# COUNTY OF TORRANCE

## PROFESSIONAL SERVICES CONTRACT FY-2018-DWI-03

THIS AGREEMENT is made and entered into by and between **THE BOARD OF COUNTY COMMISSIONERS OF TORRANCE COUNTY, NEW MEXICO**, hereinafter referred to as “the County” and **LUKE ARNOLD**, hereinafter referred to as (the “Contractor”).

IT IS AGREED BETWEEN THE PARTIES:

### 1. Scope of Work.

A. The Contractor shall perform services as follows:

1. Provide client service hours as part of a comprehensive, therapeutic approach to alcohol and substance abuse treatment for DWI offenders referred by Torrance County Courts, with the objective of reducing alcohol abuse and dependency. These services may include, but shall not be limited to:
  - a) Substance abuse education
  - b) Individual treatment
2. Provide varying levels of service for DWI offenders, based upon the individual needs of each offender. These services shall include, the following, when appropriate to meet client needs:
  - a) Cognitive behavioral therapy
  - b) Solution focused therapy
  - c) Experiential treatment methods
  - d) Alternate evidence-based treatment
  - e) Moral Reconciliation Therapy – including collaboration with the DWI Coordinator on protocols, guidelines and other related documents in order to deliver this mode of treatment.
3. Provide consultation services to the DWI Prevention Program in order to coordinate the most effective client care.
4. Maintain and transmit records in a manner that shall be compliant with HIPAA (Health Insurance Portability Accountability Act) and 42 CFR Part 2.

5. Produce monthly reports to the Torrance County Community Monitor and DWI Coordinator. These reports will specifically describe activities and detailed billing. Monthly reports shall be due by the 10<sup>th</sup> day of the following month.
- B. Services will be performed at the offices of Luke Arnold, either in Edgewood, NM or in Estancia, NM.
- C. Performance Measures.

Goals:

1. Decrease severity of alcohol use/abuse among participants regarding the associated behaviors, health issues and negative impact of alcohol use/abuse.

Objectives.

1. Individual counseling for those clients who require auxiliary support.
2. Outpatient referrals will be made to other agencies as needed.
3. Provide consultation to the Program for the purpose of increasing client success.

2. Compensation.

- A. Contractor will provide up to five service hours per month, to meet the requirements of the aforementioned Scope of Work. The total amount payable under this Agreement shall not exceed \$900, including gross receipts tax for the period extending from April 1, 2018 through June 30, 2018. Upon receipt of a complete and detailed monthly billing or substance abuse treatment, compensation shall be made in equal monthly payments of \$333.33, inclusive of New Mexico gross receipts tax. The total contract amount shall not exceed \$1,000. These payments will be contingent upon continued funding from the Department of Finance and Administration, Local Government Division, Special Programs Bureau, LDWI.
- B. The Torrance County DWI Prevention Program will pay for professional services under this contract upon receipt of a detailed statement provided to the coordinator which chronicles service to individuals convicted of DWI and time spent by the Contractor in conducting the Scope of Work above. The statement will be retained in confidential files by the Torrance County DWI Prevention Program Coordinator. An invoice shall be provided by the Contractor to the Torrance County DWI Prevention Program Coordinator monthly and will be paid by Torrance County. All invoices submitted by the Contractor shall be submitted within the parameters of the state fiscal year which runs July 1, 2017 through June 30, 2018. **Invoices received AFTER June 15, 2018 will NOT be paid.**

3. **Term.**

THIS AGREEMENT SHALL NOT BECOME EFFECTIVE UNTIL THE DEPARTMENT OF FINANCE AND ADMINISTRATION HAS GIVEN ADMINISTRATIVE APPROVAL, AND SHALL BECOME FULLY EXECUTED UPON THE DATE OF THE LAST SIGNATOR. Contract This Agreement shall terminate on **JUNE 30, 2018** unless terminated pursuant to paragraph 4, infra, or paragraph 5. In accordance with Section 13-1-150 NMSA 1978, no contract term for a professional services contract, including extensions and renewals, shall exceed four years, except as set forth in Section 13-1-150 NMSA 1978.

4. **Termination.**

A. **Termination.** This Agreement may be terminated by either of the parties hereto upon written notice delivered to the other party at least ten (10) days prior to the intended date of termination. By such termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination. Notwithstanding the foregoing, this Agreement may be terminated immediately upon written notice to the Contractor if the Contractor becomes unable to perform the services contracted for, as determined by the County or if, during the term of this Agreement, the Contractor or any of its officers, employees or agents is indicted for fraud, embezzlement or other crime due to misuse of state funds or due to the Appropriations paragraph herein. THIS PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE THE COUNTY'S OTHER LEGAL RIGHTS AND REMEDIES CAUSED BY THE CONTRACTOR'S DEFAULT/BREACH OF THIS AGREEMENT.

B. **Termination Management.** Immediately upon receipt by either the County or the Contractor of notice of termination of this Agreement, the Contractor shall: 1) not incur any further obligations for salaries, services or any other expenditure of funds under this Agreement without written approval of the County; 2) comply with all directives issued by the County in the notice of termination as to the performance of work under this Agreement; and 3) take such action as the County shall direct for the protection, preservation, retention or transfer of all property titled to the County and records generated under this Agreement. Any non-expendable personal property or equipment provided to or purchased by the Contractor with contract funds shall become property of the County upon termination and shall be submitted to the County as soon as practicable.

5. **Appropriations.**

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature, this Agreement shall terminate immediately upon written notice being given by the County to the Contractor. The County's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the County proposes an amendment to the Agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding, within thirty (30) days of receipt of the proposed amendment.

**6. Status of Contractor.**

The Contractor and its agents and employees are independent contractors performing professional services for the County and are not employees of the County. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of state vehicles, or any other benefits afforded to employees of the County as a result of this Agreement. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. The Contractor agrees not to purport to bind the County unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

**7. Assignment.**

The Contractor shall not assign or transfer any interest in this Agreement or assign any claims for money due or to become due under this Agreement without the prior written approval of the County.

**8. Subcontracting.**

The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the County.

**9. Release.**

Final payment of the amounts due under this Agreement shall operate as a release of the County, its officers and employees from all liabilities, claims and obligations whatsoever arising from or under this Agreement.

**10. Confidentiality.**

Any confidential information provided to or developed by the Contractor in the performance of this Agreement shall be kept confidential and shall not be made available to any individual or organization by the Contractor without the prior written approval of the County.

**11. Product of Service -- Copyright.**

All materials developed or acquired by the Contractor under this Agreement shall become the property of the County and shall be delivered to the County no later than the termination date of this Agreement. Nothing developed or produced, in whole or in part, by the Contractor under this Agreement shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

**12. Conflict of Interest; Governmental Conduct Act.**

The Contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement. The Contractor certifies that the requirements of the Governmental Conduct Act, Sections 10-16-1 through 10-16-18, NMSA 1978, regarding contracting with a public officer or state employee or former state employee have been followed.

**13. Amendment.**

This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto.

**14. Merger.**

This Agreement incorporates all the Agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, Agreements and understandings have been merged into this written Agreement. No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

**15. Penalties for violation of law.**

The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

**16. Equal Opportunity Compliance.**

The Contractor agrees to abide by all federal and state laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

**17. Applicable Law.**

The laws of the State of New Mexico shall govern this Agreement, without giving effect to its choice of law provisions. Venue shall be proper only in a New Mexico court of competent jurisdiction in accordance with Section 38-3-1 (G) NMSA 1978. By execution of this Agreement, Contractor



acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

**18. Workers Compensation.**

The Contractor agrees to comply with state laws and rules applicable to workers compensation benefits for its employees. If the Contractor fails to comply with the Workers Compensation Act and applicable rules when required to do so, this Agreement may be terminated by the Local DWI Program.

**19. Records and Financial Audit.**

The Contractor shall maintain detailed time and expenditure records that indicate the date, time, nature and cost of services rendered during the Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. The records shall be subject to inspection by the County, the Department of Finance and Administration and the State Auditor. The County shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the County to recover excessive or illegal payments

**20. Indemnification.**

The Contractor shall defend, indemnify and hold harmless the County from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Agreement, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Agreement. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Agreement is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the County by certified mail.

**21. Invalid Term or Condition.**

If any term or condition of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall be valid and enforceable.

**22. Enforcement of Agreement.**

A party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

23. **Notices.**

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the County:

Tracey Master, Torrance County DWI Program Coordinator  
P. O. Box 48  
Estancia, NM 87016  
[tmaster@tcnm.us](mailto:tmaster@tcnm.us)

To the Contractor:

Luke Arnold  
58 Santa Maria Drive  
Edgewood, NM 87015  
[laarnold@hotmail.com](mailto:laarnold@hotmail.com)

24. **Authority.**

If Contractor is other than a natural person, the individual(s) signing this Agreement on behalf of Contractor represent and warrant that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter into a binding contract.

**IN WITNESS WHEREOF, this agreement shall become fully executed upon the date of the final signature below.**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Torrance County Manager

By: \_\_\_\_\_ Date: \_\_\_\_\_  
DWI Coordinator

By: \_\_\_\_\_ Date: \_\_\_\_\_  
County's Legal Counsel –Certifying legal sufficiency

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Contractor



*Agenda Item  
No. 10*

APPLICATION FOR LAW ENFORCEMENT PROTECTION FUNDS  
FOR CLASS 1 MUNICIPALITIES AND COUNTIES  
PURSUANT TO CHAPTER 29, ARTICLE 13 NMSA 1978  
FOR THE JULY 1, 2018 - JUNE 30, 2019 FISCAL YEAR

I. Municipality or County: Torrance County Sheriff's Office

II. Computation of Proposed Distribution:

A. Class 1 (Population per 2010 Census = 0 to 20,000) \$20,000

B. Total Number of Full-Time Certified Police Officers or Sheriff Deputies <sup>(\*)</sup> multiplied by \$600(\*\*):  
13 X \$600 = 7,800

(\*) Each officer or Deputy listed on Supplemental Schedule (page 2) must be certified by the New Mexico Police Academy pursuant to Section 29-7-8 NMSA or authorized as a New Mexico Peace Officer pursuant to Section 29-1-11 NMSA. Certification status of officers for whom the award is requested must be current on the March 31, 2018 DPS Registry or officers must be enrolled in the New Mexico Police Academy with an anticipated graduation date prior to or on July 1, 2018.

C. Total Requested Distribution\*\* (A + B) 27,800

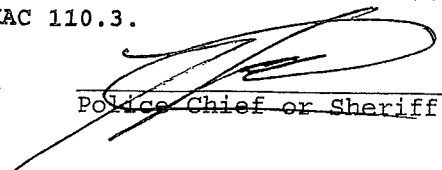
III. Amounts distributed from the Law Enforcement Protection Fund must be expended only for the purposes allowed by Section 29-13-7 NMSA 1978. Itemize the proposed use of these funds below:

A.	Repair and purchase of law enforcement apparatus and equipment (itemized schedule, page 3, must be completed) <sup>1</sup> which meet minimum nationally recognized standards. (Please Note: regular maintenance on vehicles and police equipment; office furniture and supplies; or operating expenses are not allowable expenses) Rule 2 NMAC 110.3	\$ <u>19,000</u>
B.	Expenses associated with advanced law enforcement planning and training.	<u>8,000</u>
C.	Complying with match or contribution requirements for the receipt of federal funds relating to criminal justice programs.	
D.	No more than fifty percent (50%) of the replacement salaries of law enforcement personnel participating in basic law enforcement training.	
E.	New Mexico Finance Authority Loan Intercept Agreement.	
F.	<b>TOTAL REQUESTED EXPENDITURES**</b>	<u>\$27,800</u>

\*\*Total Requested Expenditures (Section III) must equal Total Requested Distribution (Section II).

IV. **CERTIFICATION:** Under penalty of law, we hereby certify that to the best of our knowledge and belief, the information contained in this application is correct, and that all expenditures of Law Enforcement Protection Fund monies will be made in accordance with Sections 29-13-7 and 29-13-9 NMSA 1978 as well as Rule 2 NMAC 110.3.

\_\_\_\_\_  
Mayor/Chairman

  
\_\_\_\_\_  
Police Chief or Sheriff

\_\_\_\_\_  
Date

SUSANA MARTINEZ  
GOVERNOR



DUFFY RODRIGUEZ  
CABINET SECRETARY

RICK LOPEZ  
DIRECTOR

JOLENE SLOWEN  
DEPUTY DIRECTOR

STATE OF NEW MEXICO  
DEPARTMENT OF FINANCE AND ADMINISTRATION  
LOCAL GOVERNMENT DIVISION  
Bataan Memorial Building ♦ 407 Galisteo St. ♦ Suite 202 ♦ Santa Fe, NM 87501  
PHONE (505) 827-4950 ♦ FAX (505) 827-4948

TO: Chief Law Enforcement Officers  
Joaquin Nielsen, New Mexico Department of Public Safety

FROM: Rick Lopez, Director  
Local Government Division

DATE: February 23, 2018

RE: Law Enforcement Protection Fund (LEPF) Application

Attached are the application and instructions for the Law Enforcement Protection Fund. We ask that you return the completed application to the Local Government Division (LGD) with a postmark date no later than March 31, 2018. Applications submitted after that date or incomplete may be denied.

The LGD is required by Section 29-13-4.A NMSA 1978 to determine the relative needs of all local law enforcement agencies by April 15. In order to meet this statutory requirement, it is imperative that LGD receive all applications by **March 31, 2018**.

There are three important items to focus on in filling out the application. First, all parts of the application must be completed. Second, the mayor or chairman and police chief or sheriff – not their designees – must sign the application. Third, the application must include the names of certified officers on the Supplemental Schedule.

The Department of Public Safety (DPS) verifies the certification of officers. All officers for whom the \$600 award is requested must be certified by July 1, 2018. On your LEPF application, for an officer to be funded, their name must appear on the March 31, 2018 DPS Registry, or must be enrolled in the New Mexico Police Academy with an anticipated graduation date prior to or on July 1, 2018. Therefore, please verify the officers for whom you are requesting funding are listed on the DPS registry. See Section 10.29.9.10 of New Mexico Administrative Code (NMAC) for registry reporting requirements.

The application no longer requests a Social Security Number (SSN) for officers. During the application review process, LGD may request it to match an officer to the DPS Registry. If the SSN is requested, LGD will hold this information as confidential and destroy it after verification.

House Bill 4 from the 2017 legislative session was signed into law on January 31, 2017 requiring periodic distributions. If possible, LGD will make a one-time annual distribution in July. However, you will be notified of any changes in the timing of distributions on the final distribution letter that goes out on May 31, 2018. Additionally, a copy of the recently adopted LEPF Rule, 2.110.3 NMAC, is enclosed in your application packet.



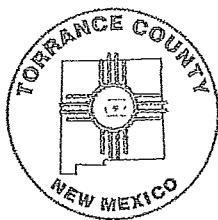
*Agenda Item  
No. 11*

County Commission

James "Jim" Frost  
Commissioner  
District 1

Julia DuCharme  
Commission Chair  
District 2

Javier E. Sanchez  
Commissioner  
District 3



**Torrance County Road Department**

PO Box 48 ~ 205 S. Ninth Street  
Estancia, NM 87016  
(505) 544-4666 Main Line (505) 384-2550 Fax  
Email: leonardl@tcnm.us

County Manager  
Belinda Garland

Deputy County Manager  
Annette Ortiz

County Attorney  
Dennis Wallin

Road Superintendent  
Leonard Lujan

Executive Assistant  
Charmen Padilla

March 14, 2018

New Mexico Department of Transportation  
Paul Brasher, Acting Engineer  
c/o Susan Godina  
District Five Office  
P.O. Box 4127  
Coronado Station  
Santa Fe, New Mexico 87502-4127

Re: Letter of Request/Letter of Intent

Dear Mr. Brasher;

Torrance County (in accordance with prevailing State Statute NMSA, 1978, Section 67-3-28 and Section 67-3-28 NMSA as amended, and Commission Policy No. 44-92) would like to participate in the FY 2018/19. Local Government Road Fund Project/County Arterial Program. This being a Cooperative Agreement, between the New Mexico Department of Transportation and the County of Torrance.

The Torrance County Commission hereby in pursuant with prevailing State Statute 67-3-28.2, NMSA as amended will meet the required 25% (twenty-five percent) proportional matching share of this project fund.

In pursuant to the 2001 Local Government Road Fund Project Handbook enclosed is:

1. A preliminary Job Scope Summary (county form) on various county designated roadways, their termini, mileage, an estimated cost, our intent and
2. An Estimated Summary of Costs and Quantities (state form), and
3. A letter from our county assessor concerning the mill levy, and
4. The Torrance County (most recent) road map.

The Job Scope of work will be Pavement Rehabilitation/Improvements and Blading & Shaping of various county roads within the control of Public Entity. Proposed roadways are subject to change within the 75% Department Share and the 25% match. Public Entity Share within the allocated fund.

Torrance County is at a distinct disadvantage because we do not have the financial resources needed for Pavement Rehabilitation Improvements and or road improvements on our various county designated maintained roadways.

We feel that the proposed work is necessary for the public health, safety and general welfare for our county residents and those who may travel our roadways.

If there is any further information or documentation needed to allow our county to be in compliance to participation in the County Arterial Program, please feel free to call our contact person Leonard Lujan in the Torrance County Road Department Office at (505) 544-4666.

Respectfully,

*Julia DuCharme*  
Julia DuCharme  
County Commission/Chair

Jd/cp  
Enclosures

Torrance County Road Department

County Maintained Designated Roadways  
Job Scope Summary  
Fiscal Year 2018/19

Project Agreement-SP

\*\*\*\*\*Chip Seal Roads\*\*\*\*\*

Quari Ruins (BO 76)	1.1	\$35,501.69
*From Junction Hwy 55 Proceed W/S*		
Valdez Rd. (AO 42 W)	1	\$44,023.74
*From Hwy 55 Proceed S/W*		
<hr/> <hr/>		
<b>Estimated mileage and cost</b>	<b>2.1</b>	<b>\$79,525.43</b>



**As Built  
of Cost & Quantities**

Entity: Torrance County Road Department DO: \_\_\_\_\_ CN: \_\_\_\_\_

Project No.: SP

Termini: County Roads: Manzano/ Quarai Ruins(BO 76) -From junction Hwy 55 proceed W/S, 1.1 Miles.  
Valdez Rd. (AO 42 W)-From Hwy 55 proceed S 1 Mile then W For 1 Mile to end of project.

Total Project mileage: 2.10

Scope of Work: Pavement Rehabilitation/Improvements and Blading & Shaping on various county roads within the control of Public Entity.

Item Description	Unit	Final Quantity	Unit Cost	Final Cost
<b>Equipment/Labor Hauling</b>				
Equipment	hours	150	\$38.9200000000	5,838.00
Labor	hours	220	\$13.6900000000	3,013.49
<b>Equipment/Labor-Chip Seal</b>				
Equipment	hours	153	\$34.0800000000	5,214.75
Labor	hours	221	\$13.4693210000	2,976.72
<b>Material</b>				
1/2 chips	tons	280.00	\$20.00	5,600.00
Taxes	cost	\$5,600	8.0260%	449.46
<b>Oils</b>				
hfe 100p oil	tons	82.00	\$385.00	31,570.00
taxes	cost	\$31,570	8.0260%	2,533.81
cssi-p fog seal oil	tons	18.00	\$350.00	6,300.00
Taxes	cost	\$6,300	8.0260%	505.64
Cold Mix	tons	94.00	\$105.00	9,870.21
Taxes	cost	\$9,870	8.0260%	792.18
Spread Charge	tons	100.00	\$45.00	4,500.00
Taxes	cost	\$4,500	8.0260%	361.17
<b>Total Project Cost</b>				<b>79,525.43</b>

Signature:

  
 Belinda Garland, Torrance County Manager

3-13-18  
 Date

BETTY CABBER  
COUNTY ASSESSOR

JESSE LUCERO  
DEPUTY ASSESSOR

NICK E. SEDILLO  
NM CERTIFIED APPRAISER  
CHIEF APPRAISER

BILL HOLT  
NM CERTIFIED APPRAISER

CRYSTAL GARCIA  
APPRAISER



205 S 9<sup>th</sup> STREET  
POST OFFICE BOX 258  
ESTANCIA, NEW MEXICO 87016  
Phone (505) 544-4300 Fax (505) 384-4362

[www.torrancecountynm.org](http://www.torrancecountynm.org)

VICTORIA SEDILLO  
OFFICE MANAGER  
BUSINESS PERSONAL  
PROPERTY & LIVESTOCK

D'AUN "DEE DEE" ZAMORA  
PROPERTY ASSESSMENT  
SPECIALIST

H. GENO JONES  
CUSTOMER SERVICE  
REPRESENTATIVE

STEVE SASNOW  
APPRAISER

RUBEN GASTELUM  
GIS/GPS ANALYST  
RURAL ADDRESSING  
APPRAISER APPRENTICE

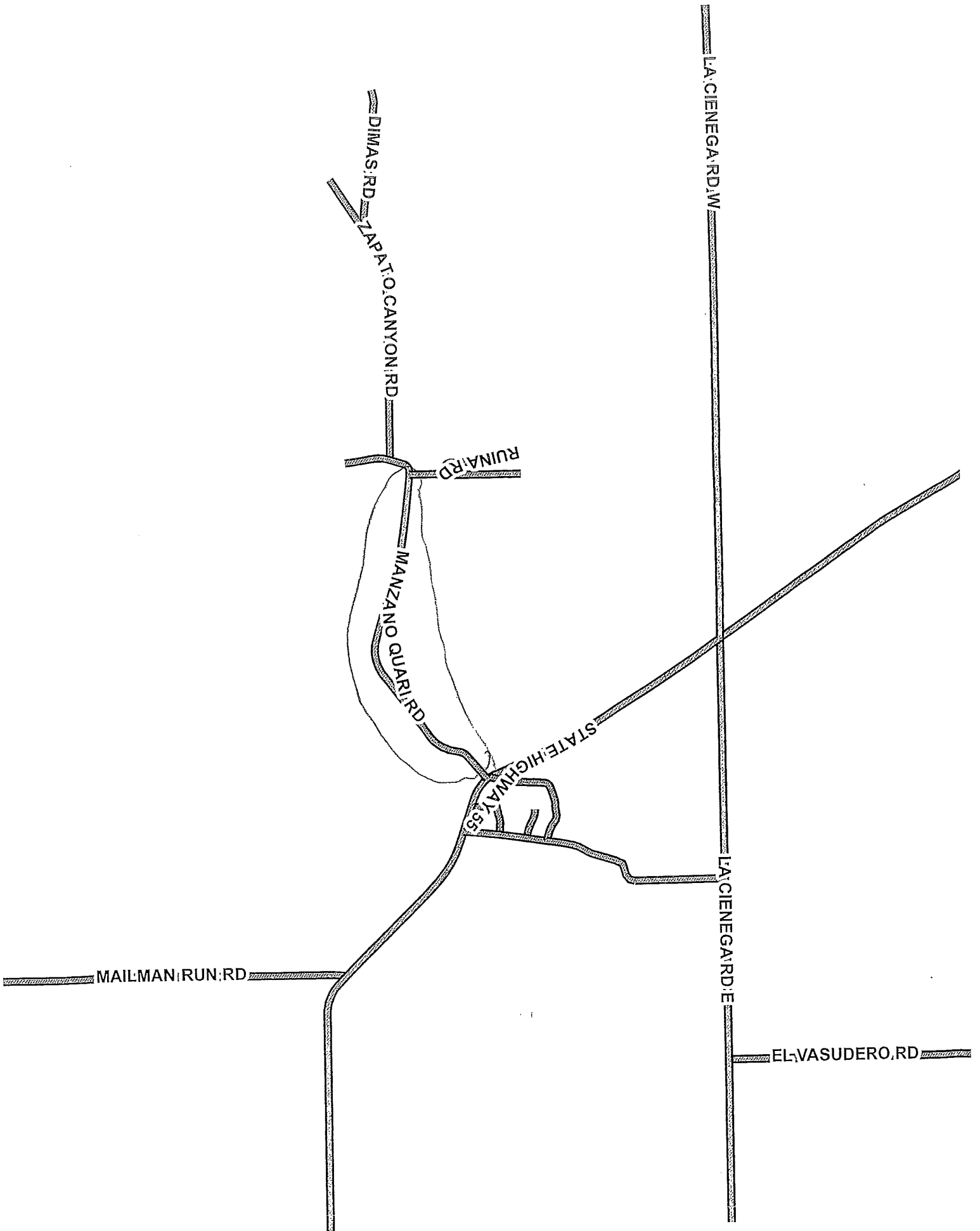
March 14, 2018

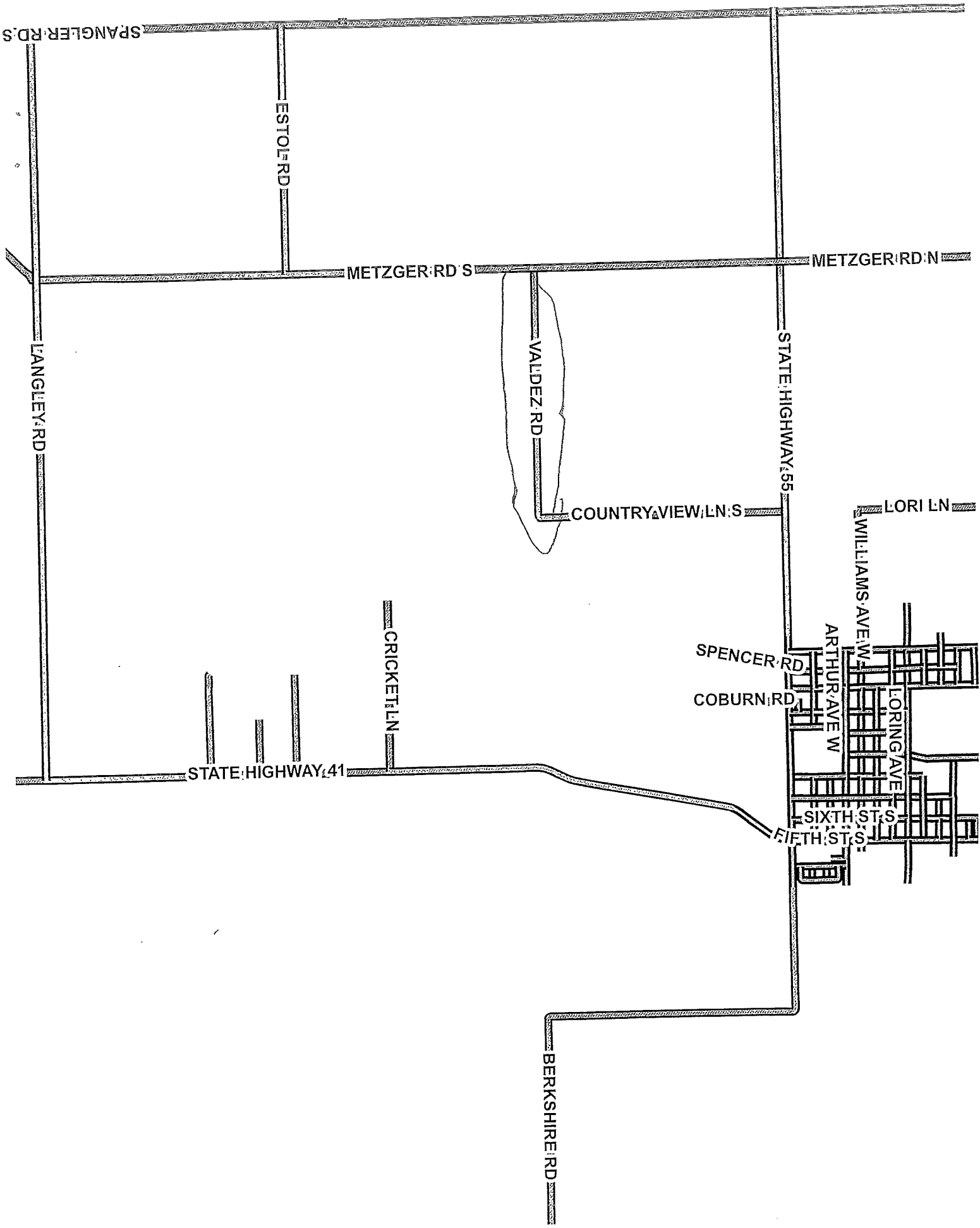
TO: Belinda Garland, Torrance County Manager

FROM: Betty Cabber, Torrance County Assessor

As per review and confirmation from DFA, the Mill Levy for Torrance County is at the maximum allowed by law. It is my opinion that our Road Department qualifies for Hardship Funds that Torrance County is entitled to request. If you have any questions please contact me at any time.

Betty Cabber  
Torrance County Assessor





County Commission

James "Jim" Frost  
Commissioner  
District 1

Julia DuCharme  
Commission Chair  
District 2

Javier E. Sanchez  
Commissioner  
District 3



**Torrance County Road Department**  
PO Box 48 ~ 205 S. Ninth Street  
Estancia, NM 87016  
(505) 544-4666 Main Line (505) 384-2550 Fax  
Email: leonardl@tcnm.us

County Manager  
Belinda Garland

Deputy County Manager  
Annette Ortiz

County Attorney  
Dennis Wallin

Road Superintendent  
Leonard Lujan

Executive Assistant  
Charmen Padilla

March 14, 2017

New Mexico Department of Transportation  
Paul Brasher, Acting Engineer  
c/o Susan Godina  
District Five Office  
P.O. Box 4127  
Coronado Station  
Santa Fe, New Mexico 87502-4127

Re: Letter of Request/Letter of Intent

Dear Mr. Brasher;

Torrance County (in accordance with prevailing State Statue NMSA, 1978, Section 67-3-28 and Section 67-3-28 NMSA as amended, and Commission Policy No. 44-92) would like to participate in the FY 2018/19 Local Government Road Fund Project/School Bus Route. This being a Cooperative Agreement, between the New Mexico Department of Transportation and Torrance County.

The Torrance County Commission hereby in pursuant with prevailing State Statue 67-3-28.2, NMSA as amended will meet the required 25% (twenty-five percent) proportional matching share of the project fund.

In pursuant to the 2001 Local Government Road Fund Project Handbook enclosed is:

1. A preliminary Job Scope Summary (county form) on various county designated roadways, their termini, mileage and estimated cost, our intent and
2. An Estimated Summary of Costs and Quantities (state form), and
3. A letter from our county assessor concerning the mill levy, an
4. The Torrance County (most recent) road map.

The Job Scope of work will be Pavement Rehabilitation/Improvements and Blading & Shaping of various county roads within the control of Public Entity. Proposed roadways are subject to change within the 75% Department Share and the 25% match Public Entity Share within the allocated fund.

Torrance County is at a distinct disadvantage because we do not have the financial resources needed for road improvements on our county designated maintained roadways.

We feel that the proposed work is necessary for the public health, safety and general welfare for our county residents and others who may travel our roadways.

If there is any further information or documentation needed to allow our county to be in compliance for approval to participate in the School Bus Route Program, please feel free to call our contact person Leonard Lujan in the Torrance County Road Department Office at (505) 544-4666.

Respectfully,

Julia DuCharme  
County Commission/Chair

Jd/cp  
Enclosures

Torrance County Road Department

County Maintained Designated Roadways  
Job Scope Summary  
Fiscal Year 2018/19

Project Agreement- SB

\*\*\*\*\*Chip Seal\*\*\*\*\*

<u>Appaloosa Rd</u>	1.0	\$29,556.13
*From Junction E Abrahams Rd. N*		
<u>Punta De Agua Rd (BO 75)</u>	.4	\$12,250.31
*from Hwy 41 proceed 1.5 mile*		
<u>Stage Coach Rd</u>	2.0	\$67,317.81
*from Junction Martinez Proceed S*		
<hr/> <hr/>		
<b>Estimated mileage and cost</b>	<b>3.40</b>	<b>\$109,124.25</b>

**As Built  
of Cost & Quantities**

Entity: Torrance County Road Department DO: \_\_\_\_\_ CN: \_\_\_\_\_

Project No.: SP

Termini: County Roads: Appaloosa Rd From Juntion E Abrahams Rd Proceed N 1 Mile  
Stage Coach Rd From Junction E Martinez Proceed South 2 Miles.  
Punta De Agua Rd (Bo75) From Junction Hwy 55 Proceed N . 4 Mile.

Total Project mileage: 3.40

Scope of Work: Pavement Rehabilitation/Improvements and Blading & Shaping on various county roads within the control of Public Entity.

Item Description	Unit	Final Quantity	Unit Cost	Final Cost
<b>Equipment/Labor Hauling</b>				
Equipment	hours	180	\$38.8888888888	7,000.00
Labor	hours	280	\$13.7539000000	3,852.07
<b>Equipment/Labor-Chip Seal</b>				
Equipment	hours	171	\$34.0833333000	5,828.25
Labor	hours	247	\$13.4693110000	3,326.92
<b>Material</b>				
1/2 chips	tons	900.00	\$20.00	18,000.00
Taxes	cost	\$18,000	8.0260%	1,444.68
<b>Oils</b>				
hfe 100p oil	tons	95.00	\$385.00	36,575.00
taxes	cost	\$36,575	8.0260%	2,935.51
cssi-p fog seal oil	tons	31.00	\$350.00	10,850.00
Taxes	cost	\$10,850	8.0260%	870.82
Cold Mix	tons	108.58	\$105.00	11,400.90
Taxes	cost	\$11,401	8.0260%	915.04
Spread Charge	tons	126.00	\$45.00	5,670.00
Taxes	cost	\$5,670	8.0260%	455.07
<b>Total Project Cost</b>				<b>109,124.26</b>

Signature:

  
 Belinda Garland, Torrance County Manager

3-13-18  
 Date

BETTY CABBER  
COUNTY ASSESSOR

JESSE LUCERO  
DEPUTY ASSESSOR

NICK E. SEDILLO  
NM CERTIFIED APPRIASER  
CHIEF APPRAISER

BILL HOLT  
NM CERTIFIED APPRAISER

CRYSTAL GARCIA  
APPRAISER



205 S 9<sup>th</sup> STREET  
POST OFFICE BOX 258  
ESTANCIA, NEW MEXICO 87016  
Phone (505) 544-4300 Fax (505) 384-4362

[www.torrancecountynm.org](http://www.torrancecountynm.org)

VICTORIA SEDILLO  
OFFICE MANAGER  
BUSINESS PERSONAL  
PROPERTY & LIVESTOCK  
D'AUN "DEE DEE" ZAMORA  
PROPERTY ASSESSMENT  
SPECIALIST

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REPRESENTATIVE

STEVE SASNOW  
APPRAISER

RUBEN GASTELUM  
GIS/GPS ANALYST  
RURAL ADDRESSING  
APPRAISER APPRENTICE

March 14, 2018

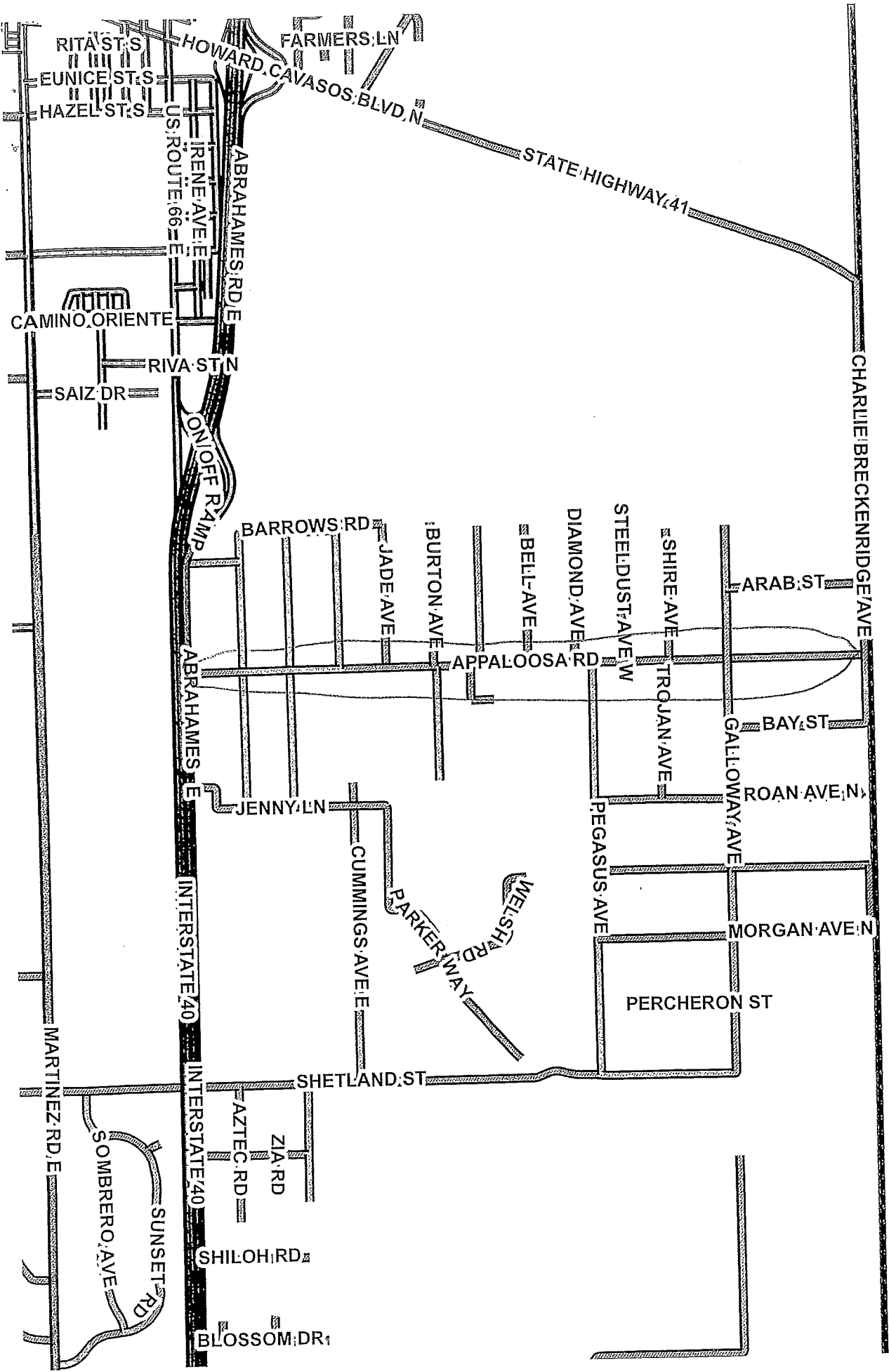
TO: Belinda Garland, Torrance County Manager

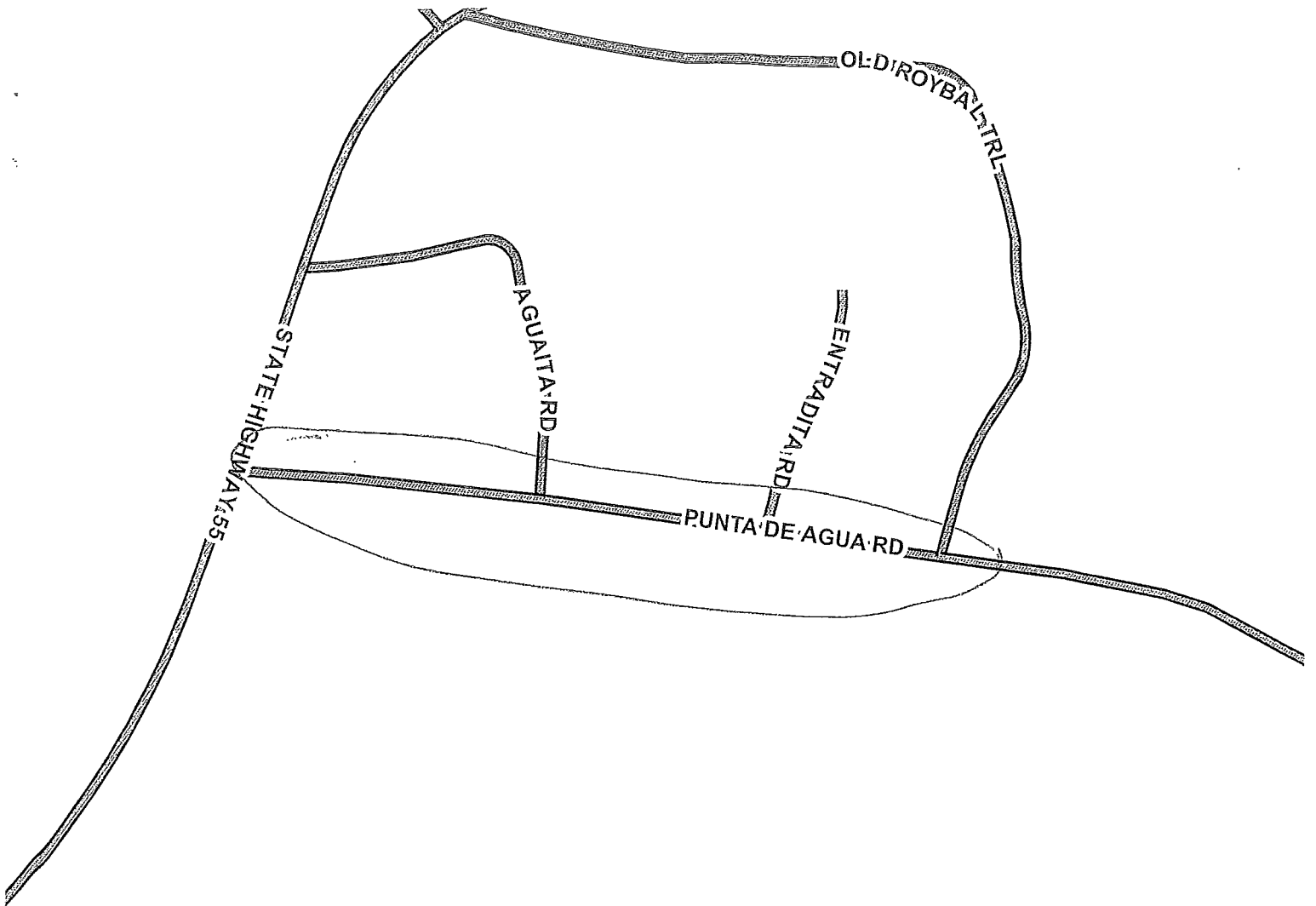
FROM: Betty Cabber, Torrance County Assessor

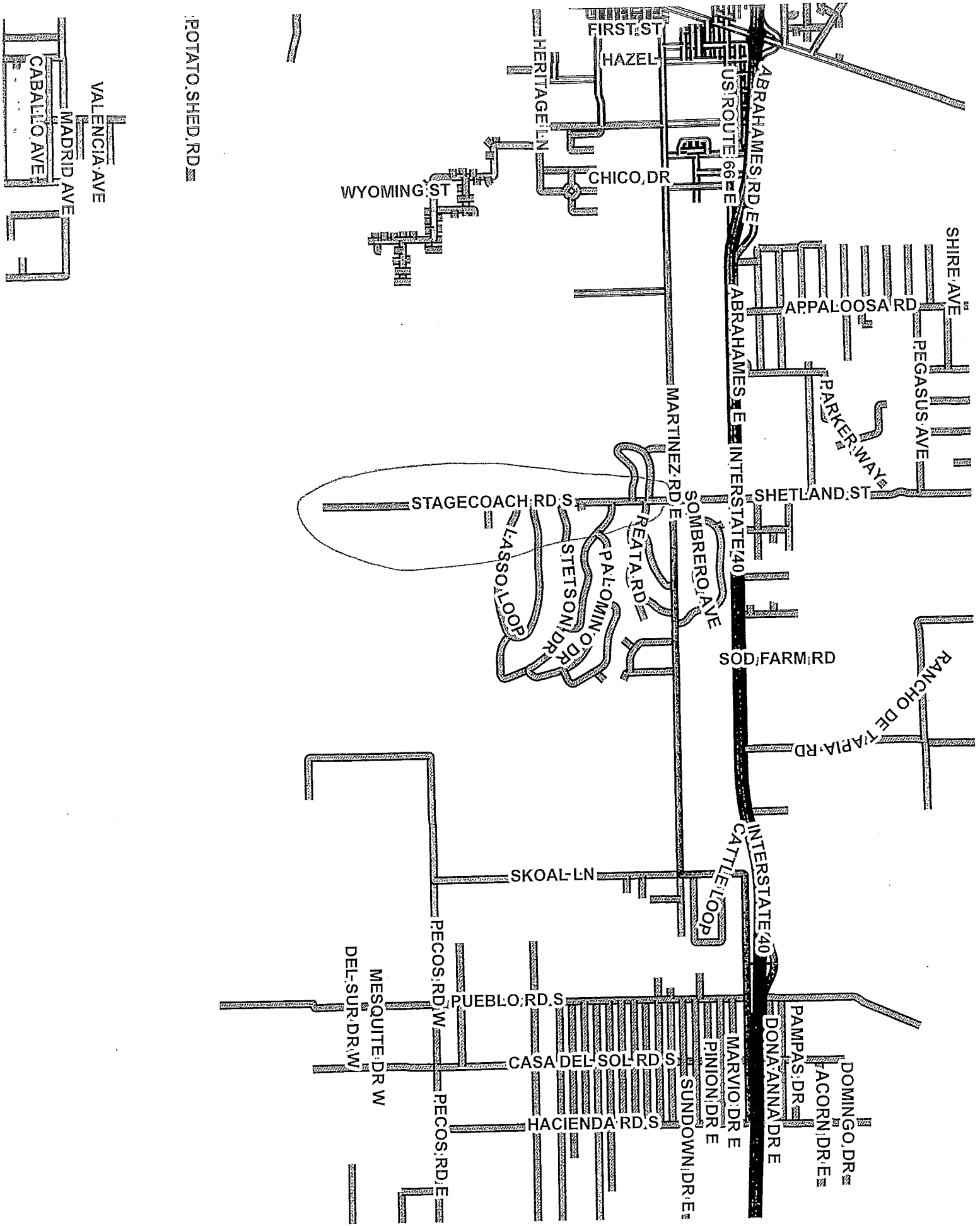
As per review and confirmation from DFA, the Mill Levy for Torrance County is at the maximum allowed by law. It is my opinion that our Road Department qualifies for Hardship Funds that Torrance County is entitled to request. If you have any questions please contact me at any time.

Betty Cabber  
Torrance County Assessor









POTATO SHED RD

VALENCIA AVE

MADRID AVE

CABALLO AVE

County Commission

*James "Jim" Frost  
Commissioner  
District 1*

*Julia DuCharme  
Commission Chair  
District 2*

*Javier E. Sanchez  
Commissioner  
District 3*



***Torrance County Road Department***

*PO Box 48 ~ 205 S. Ninth Street  
Estancia, NM 87016  
(505) 544-4666 Main Line (505) 384-2550 Fax  
Email: leonardl@tcnm.us*

County Manager  
*Belinda Garland*

Deputy County Manager  
*Annette Ortiz*

County Attorney  
*Dennis Wallin*

Road Superintendent  
*Leonard Lujan*

Executive Assistant  
*Charmen Padilla*

March 14, 2018

New Mexico Department of Transportation  
Paul Brasher, Acting Engineer  
c/o Susan Godina  
District Five Office  
P.O. Box 4127  
Coronado Station  
Santa Fe, New Mexico 87502-4127

Re: Letter of Request/Letter of Intent

Dear Mr. Brasher;

Torrance County (in accordance with prevailing State Statue NMSA, 1978, Section 67-3-28 and Section 67-3-28 NMSA as amended, and Commission Policy No. 44-92) would like to participate in the FY 2018/19 Local Government Road Fund Project/County Cooperative Program. This being a Cooperative Agreement, between the New Mexico Department of Transportation and Torrance County.

The Torrance County Commission hereby in pursuant with prevailing State Statue 67-3-28.2, NMSA as amended will meet the required 25% (twenty-five percent) proportional matching share of the project fund.

In pursuant to the 2001 Local Government Road Fund Project Handbook enclosed is:

1. A preliminary Job Scope Summary (county forms) on various county designated roadways, their termini, mileage and estimated cost, our intent and
2. An Estimated Summary of Costs and Quantities (state form), and
3. A letter from our county assessor concerning the mill levy, and
4. The Torrance County (most recent) road map.

The Job Scope of work will be Pavement Rehabilitation/Improvements and Blading & Shaping of various county roads within the control of Public Entity. Density testing by a certified engineer will be performed, if applicable, upon completion of construction on pit run material road improvements. Proposed roadways are subject to change within the 75% Department Share and the 25% match Public Entity Share within the allocated fund.

Torrance County is at a distinct disadvantage because we do not have the financial resources needed for Pavement Rehabilitation Improvements and or road improvements on our county designated maintained roadways.

We feel that the proposed work is necessary for the public health, safety and general welfare for our county residents and others who may travel our roadways.

If there is any further information or documentation needed to allow our county to be in compliance for approval to participate in the County Cooperative Program, please feel free to call our contact person Leonard Lujan in the Torrance County Road Department Office at (505) 544-4666.

Respectfully,

*Julia DuCharme*  
Julia DuCharme  
County Commission/Chair

JD/CP  
Enclosures

**Torrance County Road Department**  
**County Maintained Designated Roadways**  
**Job Scope Summary**  
**Fiscal Year 2018/19**  
**Project Agreement –CAP**

**\*\*\*\*\*Chip Seal Roads\*\*\*\*\***

<b><u>Town Of Manzano</u></b>	<b>1.6 Miles</b>	<b>\$ 58895.10</b>
-------------------------------	------------------	--------------------

- Bartolo Rd
- Capilla Rd
- Community Center Rd
- El Campo Santo Rd
- La Cienaga Rd
- Laguna Vista Rd
- Pinos Reales Rd

<b><u>Town of Torreon</u></b>	<b>3 Miles</b>	<b>\$ 93017.10</b>
-------------------------------	----------------	--------------------

- Boomer Rd
- Camino De Las Palas
- Church Rd
- Cibola Rd
- Coach Rd
- Coaster Rd
- El Torreon
- Jockey Rd
- LaQuesta Rd
- Lujan Rd
- Morris Rd
- Ojo Rd
- Rocky St
- Rancho Seco Rd
- Torreon Heights Rd E
- Torreon Heights Rd W

<b><u>Town of Tajique</u></b>	<b>2 Miles</b>	<b>\$ 71465.47</b>
-------------------------------	----------------	--------------------

- Anaya Loop
- Amando Ct.
- Barela Rd
- Camino Del Norte
- Camino Lesperance
- Ramon Rd
- Tapia Rd

<b>Estimated Mileage and Cost</b>	<b>6.6 Miles</b>	<b>\$223,377.67</b>
-----------------------------------	------------------	---------------------

**As Built  
of Cost & Quantities**

Entity: Torrance County Road Department DO: \_\_\_\_\_ CN: \_\_\_\_\_

Project No.: SP

Termini: County Roads: Town of Manzano - Bartolo Rd, Capilla Rd, LaCienaga Rd, .Pinos Reales Rd,  
El Campo santo Rd, .Laguna Vista Rd, Community Center Rd,  
Town of Torreon: Boomer Rd. Camino De Las Palas. Church rd. Cibola Rd Coach Rd Coaster Rd. El Torreon.  
Jockey rd. Laquesta Rd. Lujan Rd. Morris Rd. Ojo Rd. Rockey St. Rancho Seco Rd. Torreon Heights Rd E.  
Torreon Heights Rd w. Town of Tajique Anaya Rd. Amando Ct. Barels Rd. Camina De Norte.  
Camino Lesperance. Ramon Rd. Tapia Rd.

Total Project mileage: 6.60

Scope of Work: Pavement Rehabilitation/Improvements and Blading & Shaping on various county roads within  
the control of Public Entity.

Item Description	Unit	Final Quantity	Unit Cost	Final Cost
<b>Equipment/Labor Hauling</b>				
Equipment	hours	260	\$38,6269230700	10,043.00
Labor	hours	340	\$16,2840588000	5,536.58
<b>Equipment/Labor-Chip Seal</b>				
Equipment	hours	306	\$40.1134615000	10,429.50
Labor	hours	452	\$13.7031630000	6,193.89
<b>Material</b>				
1/2 chips	tons	1650.00	\$20.00	33,000.00
Taxes	cost	\$33,000	8.0260%	2,648.58
<b>Oils</b>				
hfe 100p oil	tons	166.00	\$385.00	63,910.00
taxes	cost	\$63,910	8.0260%	5,129.42
cssi-p fog seal oil	tons	54.00	\$350.00	18,900.00
Taxes	cost	\$18,900	8.0260%	1,516.91
Cold Mix	tons	488.20	\$105.00	51,261.00
Taxes	cost	\$51,261	8.0260%	4,114.21
Spread Charge	tons	220.00	\$45.00	9,900.00
Taxes	cost	\$9,900	8.0260%	794.57
<b>Total Project Cost</b>				<b>223,377.66</b>

Signature:

  
 Belinda Garland, Torrance County Manager

3-13-18  
 Date

BETTY CABBER  
COUNTY ASSESSOR

JESSE LUCERO  
DEPUTY ASSESSOR

NICK E. SEDILLO  
NM CERTIFIED APPRIASER  
CHIEF APPRAISER

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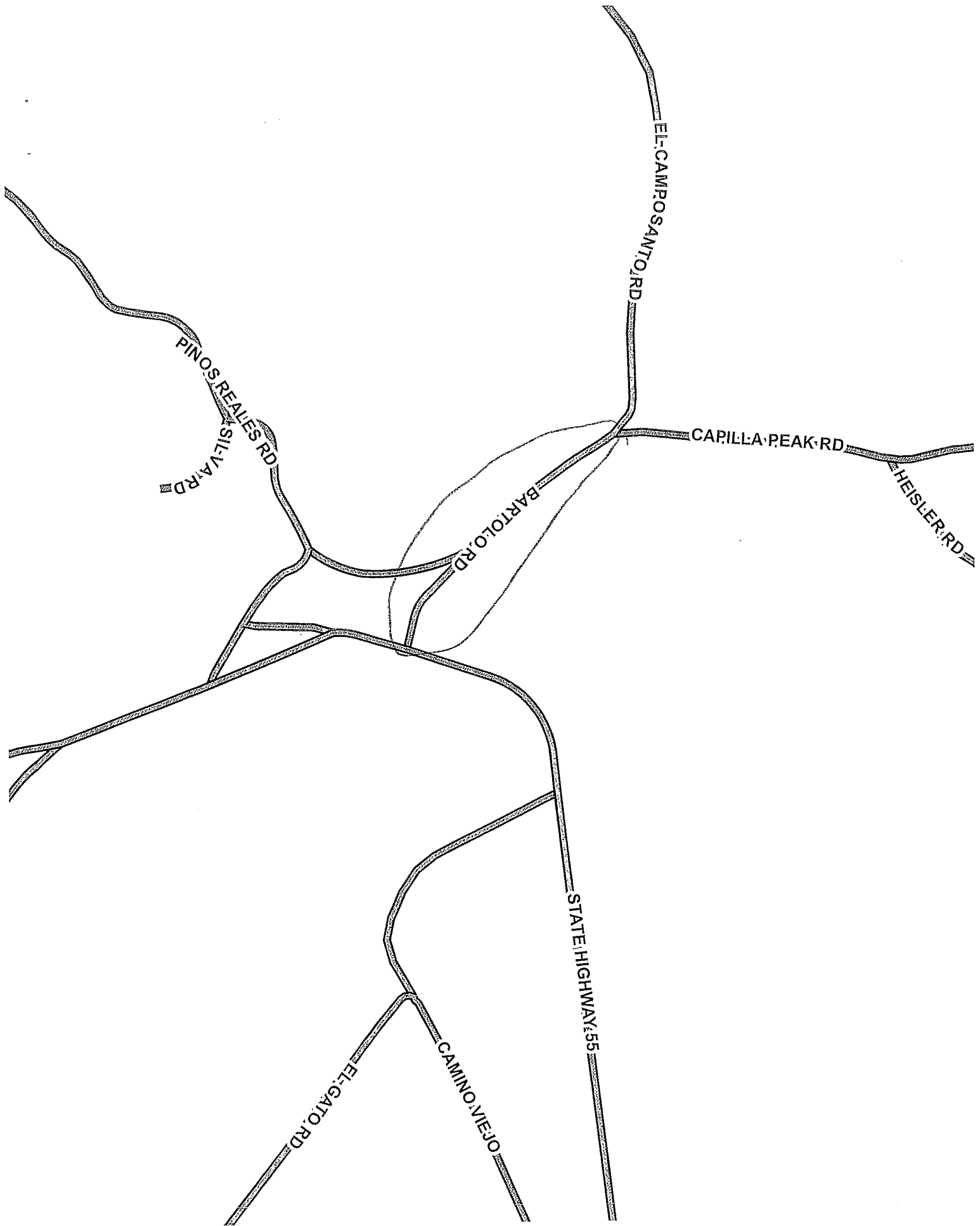
March 14, 2018

TO: Belinda Garland, Torrance County Manager

FROM: Betty Cabber, Torrance County Assessor

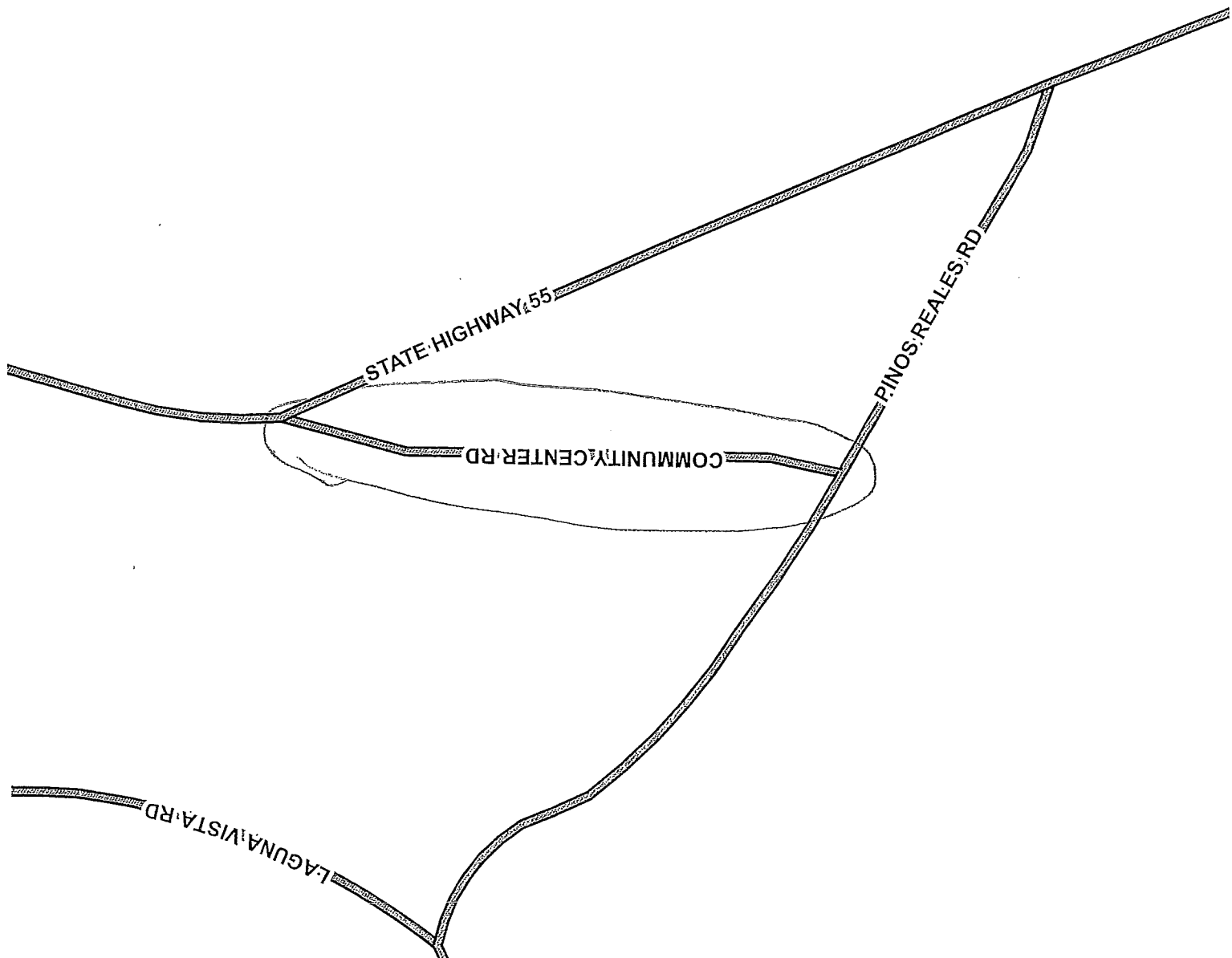
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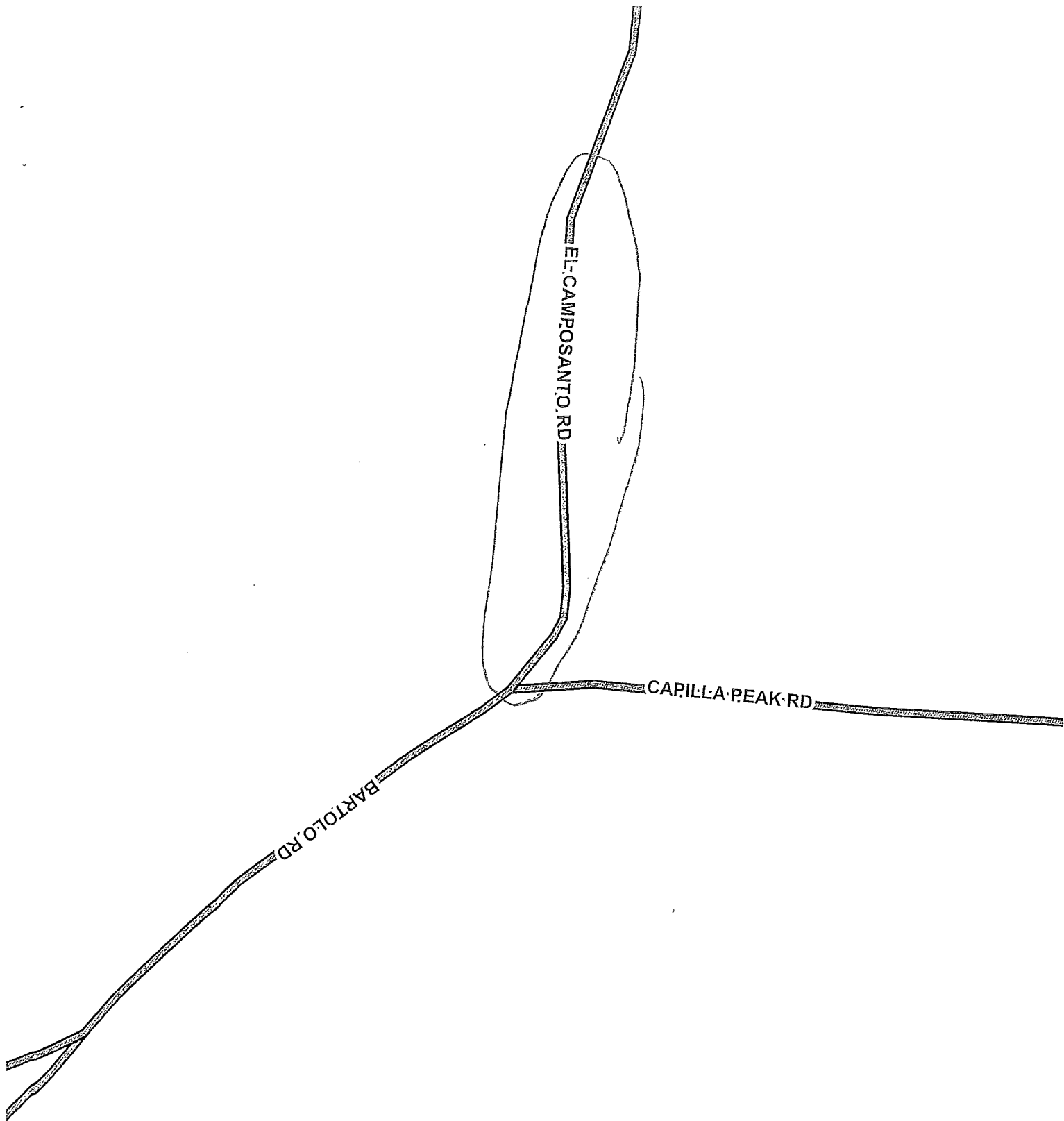
Betty Cabber  
Torrance County Assessor







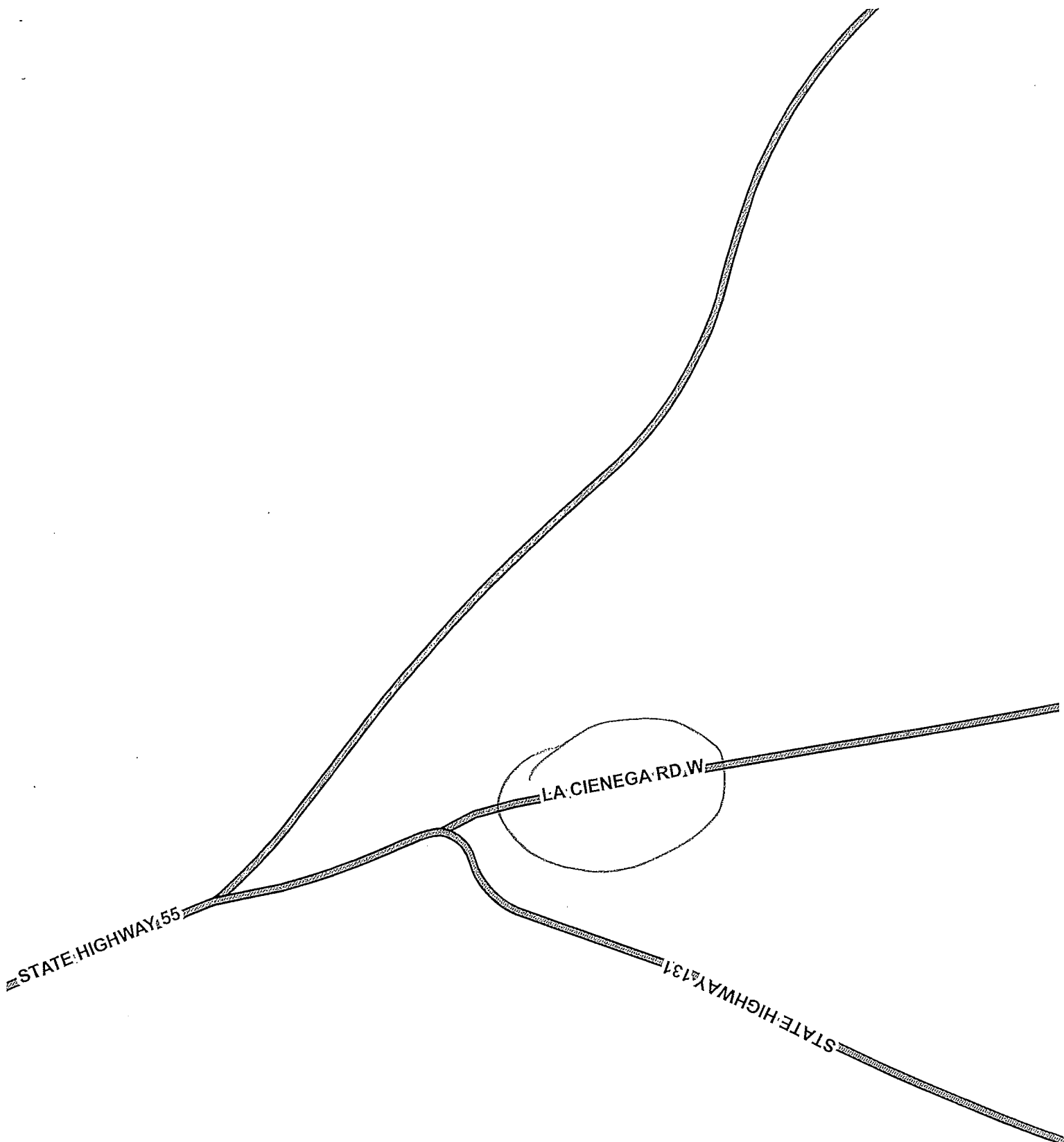


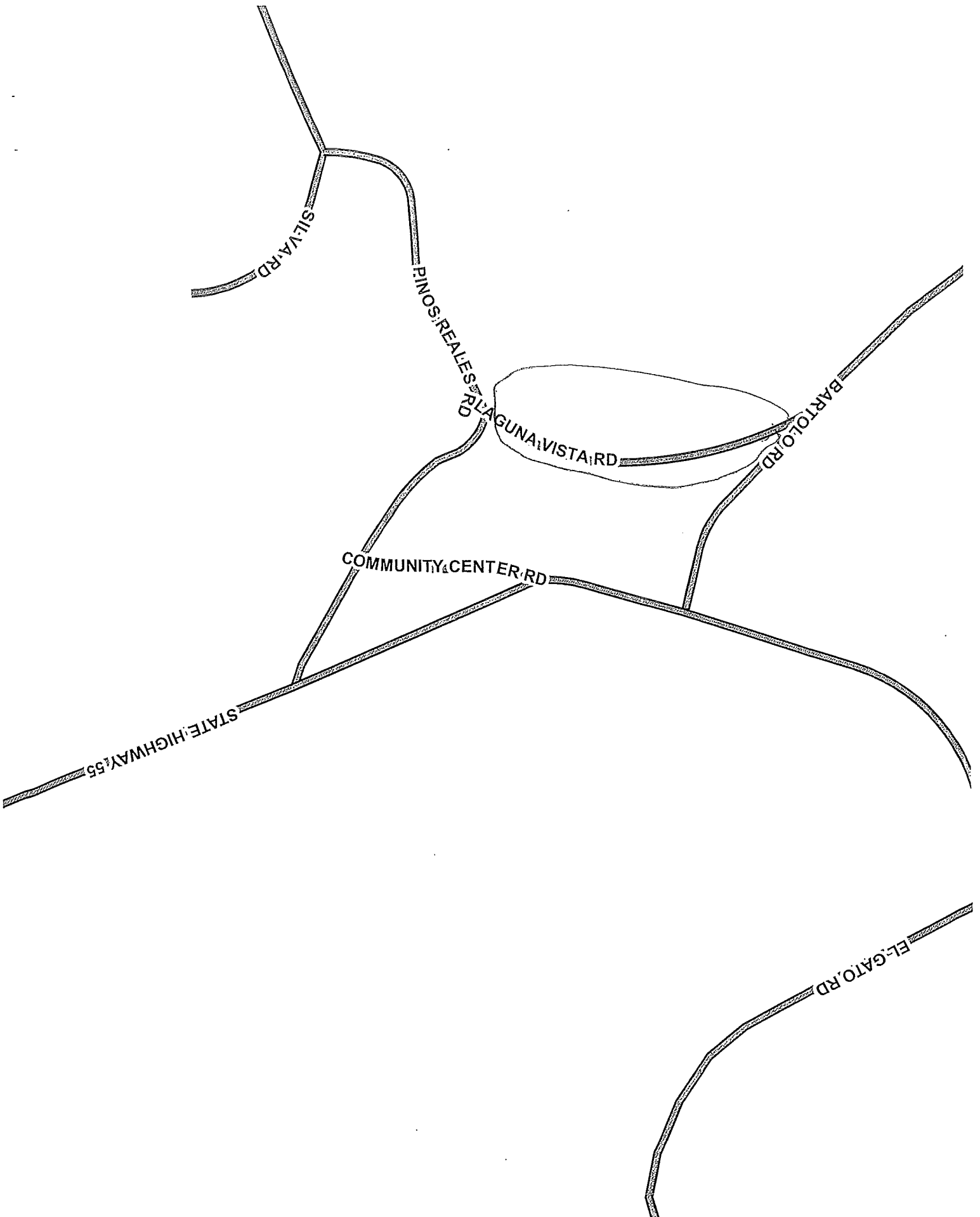


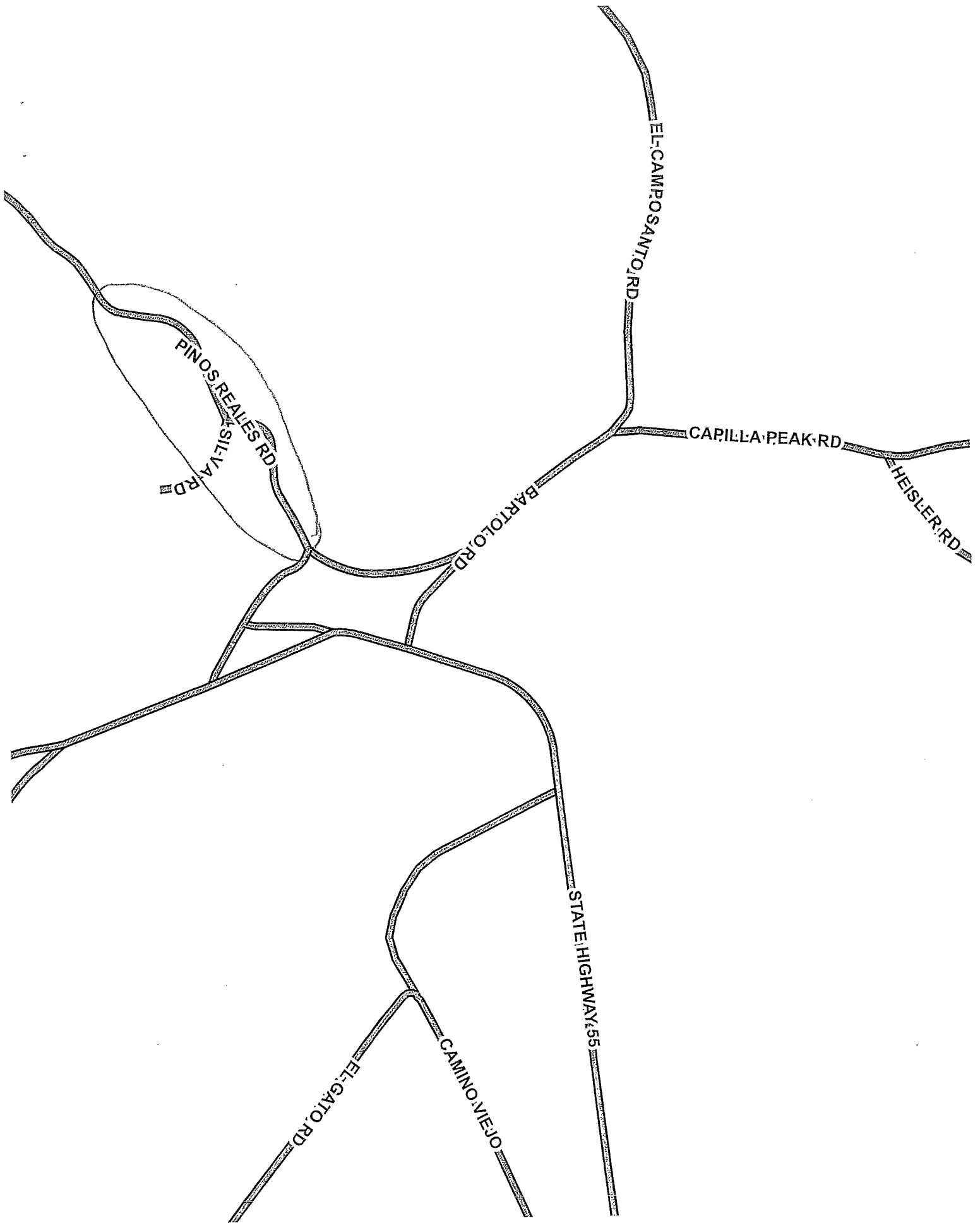
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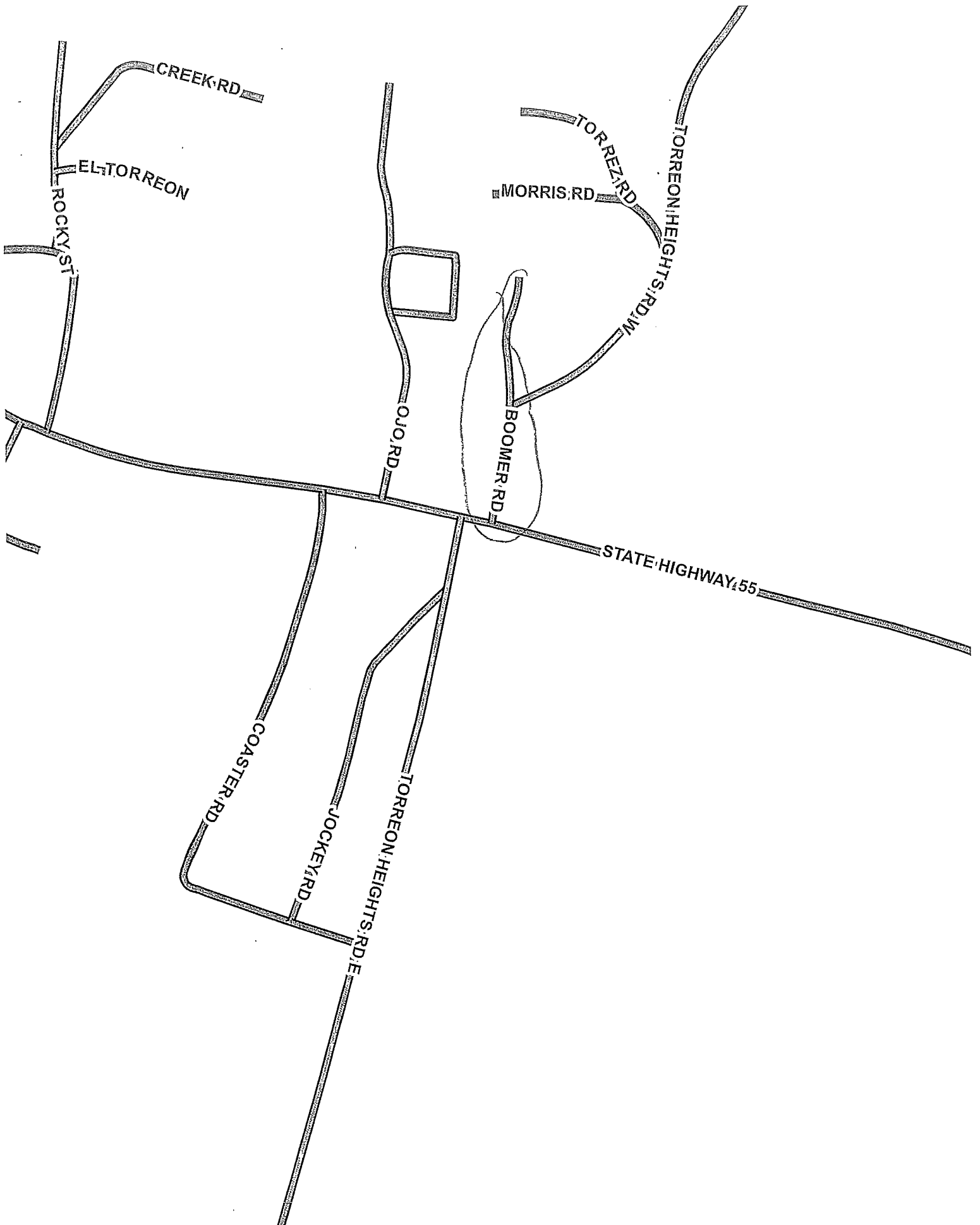
LA CIENEGA RD. W

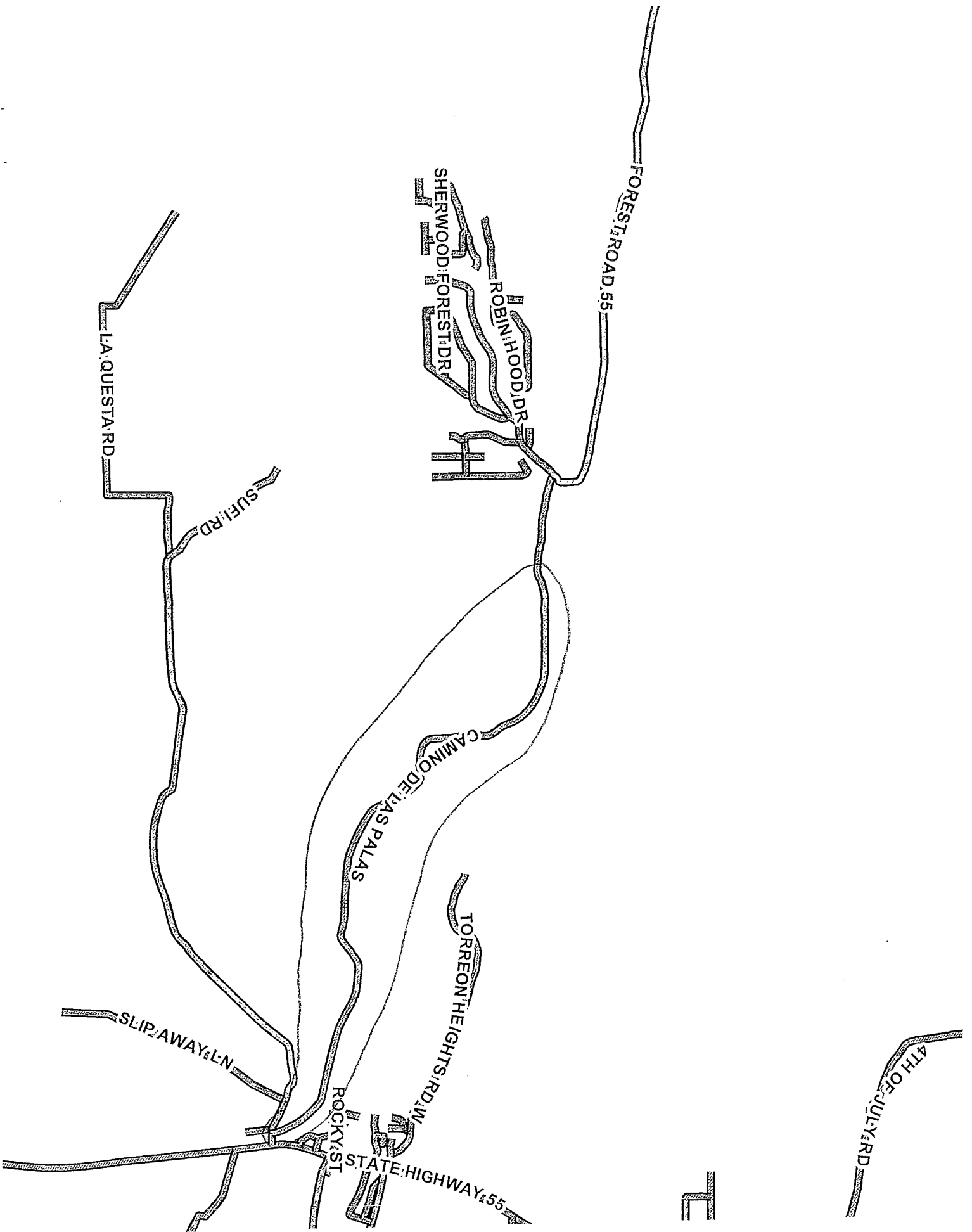
STATE HIGHWAY 131





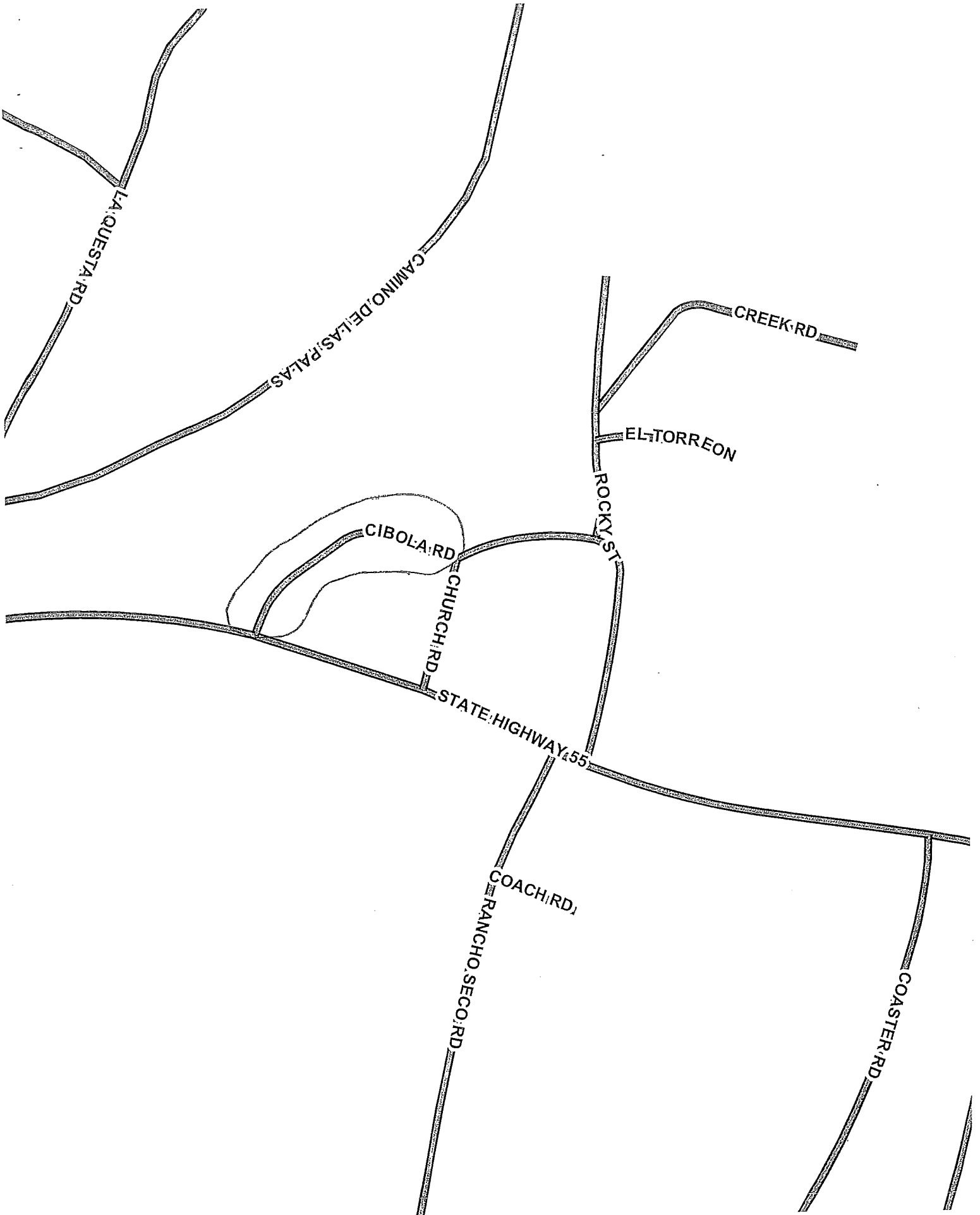












LA QUESTA RD

CAMINO DE LAS PALAS

CREEK RD

EL TORREON

ROCKY ST

CIBOLA RD

CHURCH RD

STATE HIGHWAY 55

COACH RD

RANCHO SECO RD

COASTER RD



CAMINO DE LAS PALAS

CREEK RD

ROCKY ST

CHURCH RD

COACH RD

RANCHO SECO RD

OJO RD

COASTER RD

JOCKEY RD

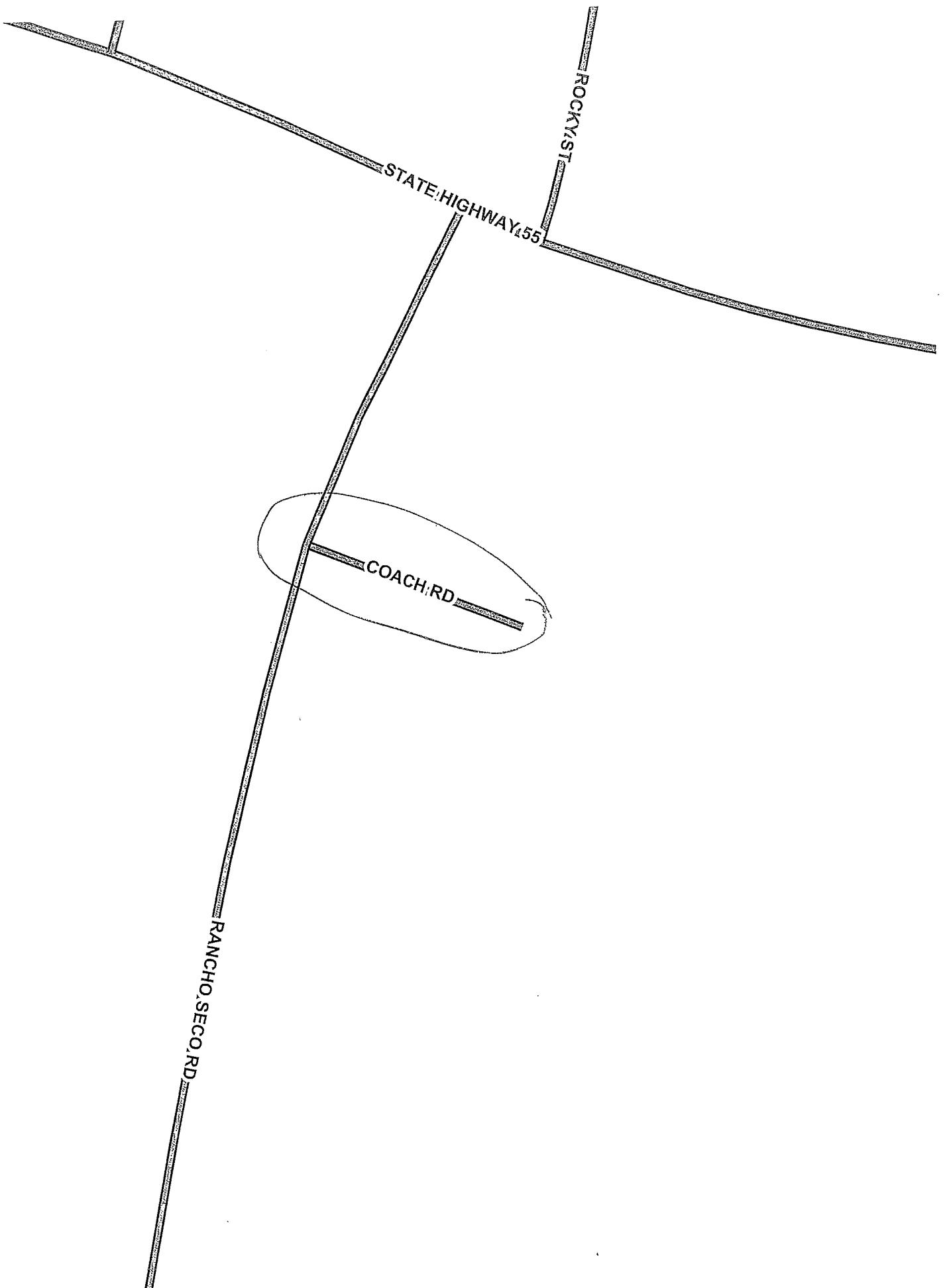
TORREON HEIGHTS RD E

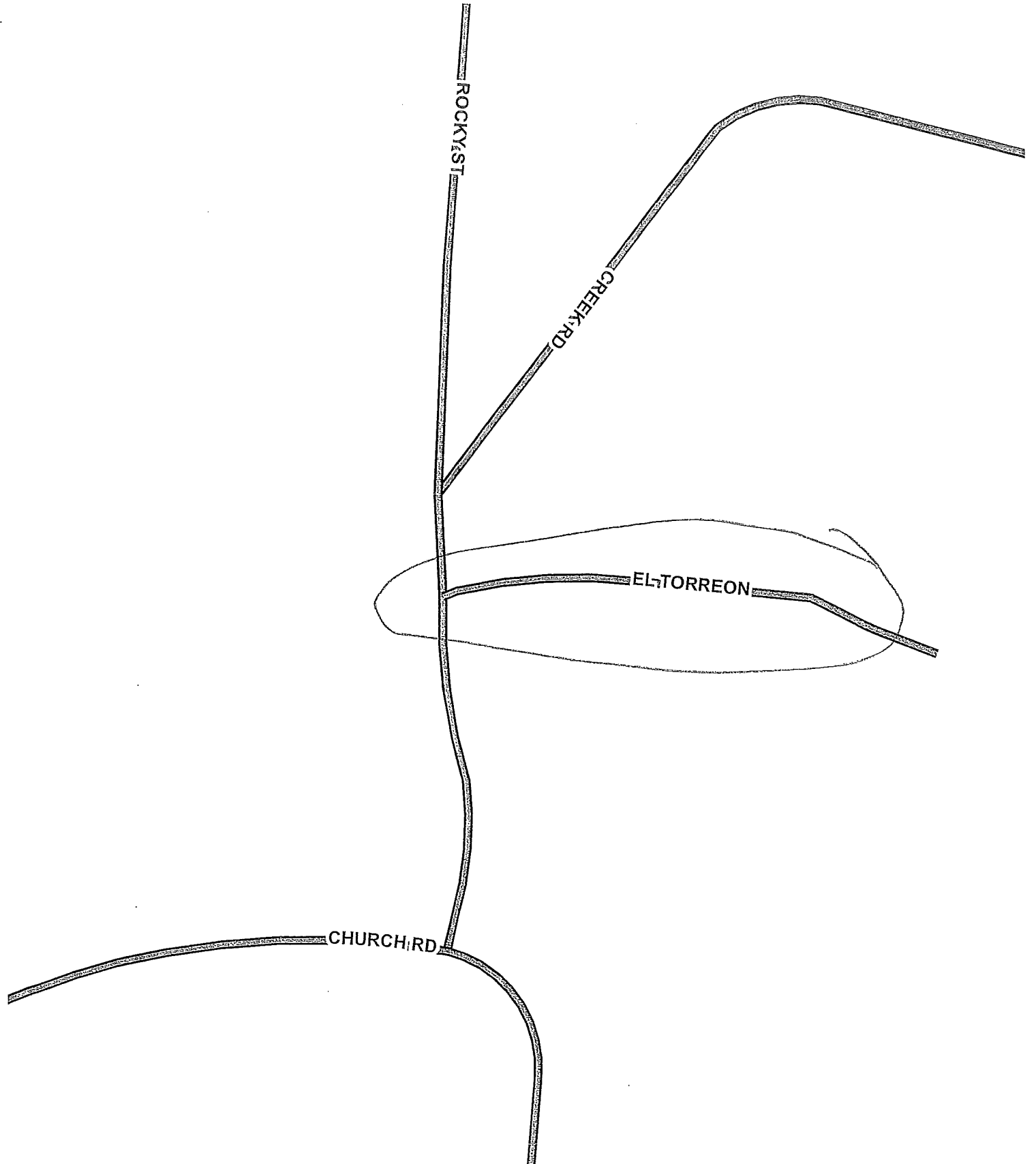
BOOMER RD

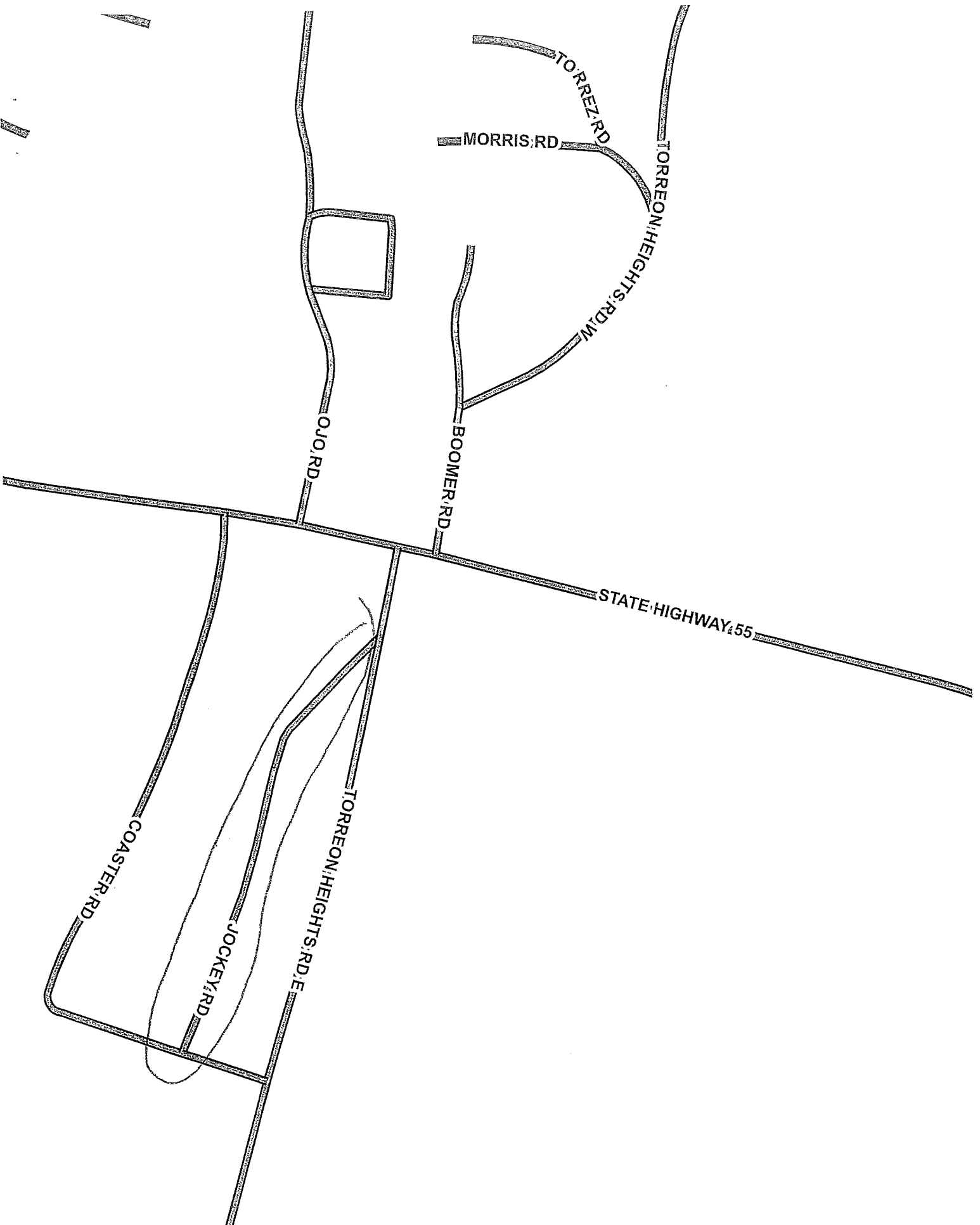
STATE HIGHWAY 55

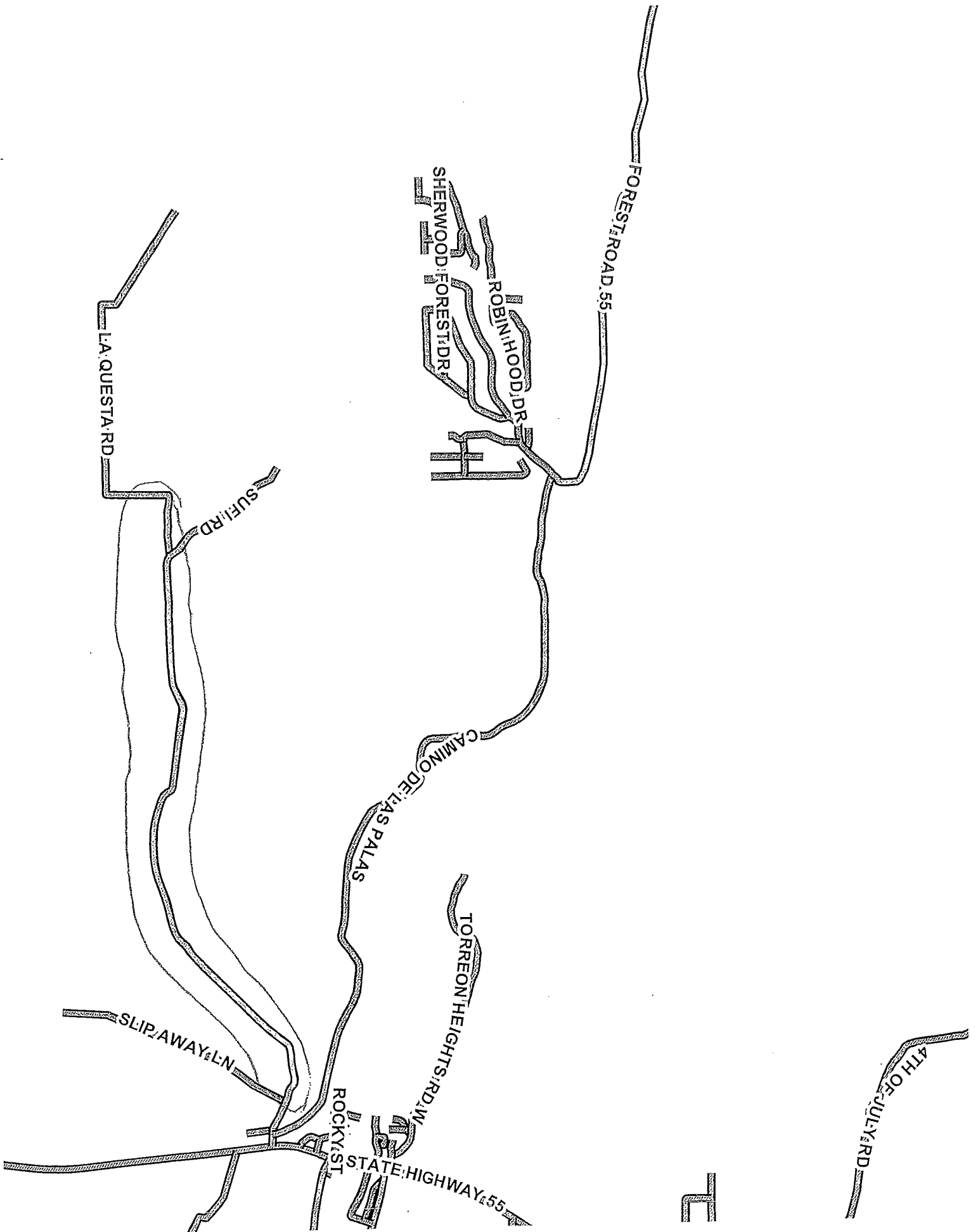
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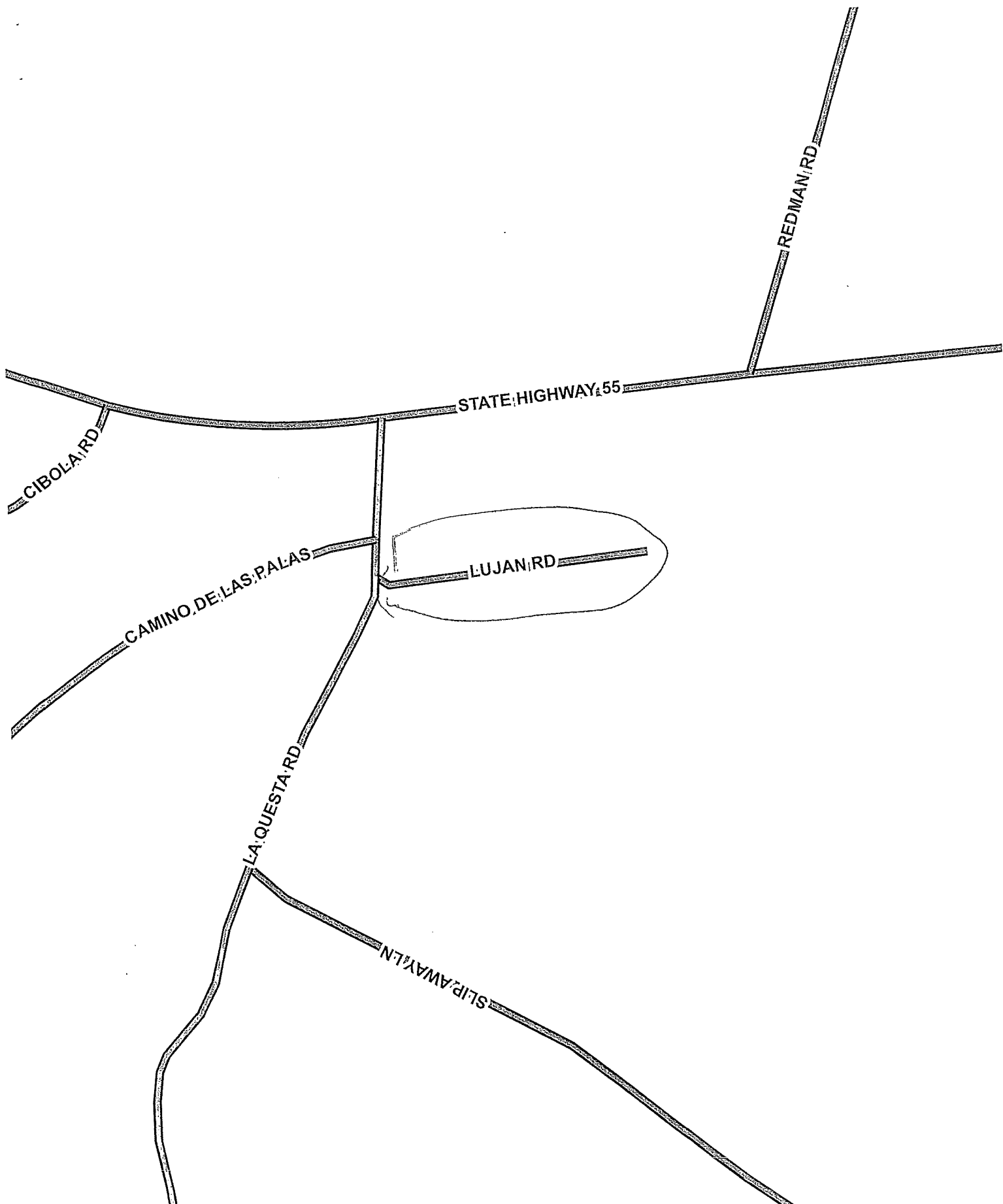
TORREON HEIGHTS RD W











CIBOLA RD

CAMINO DE LAS PALAS

LA QUESTA RD

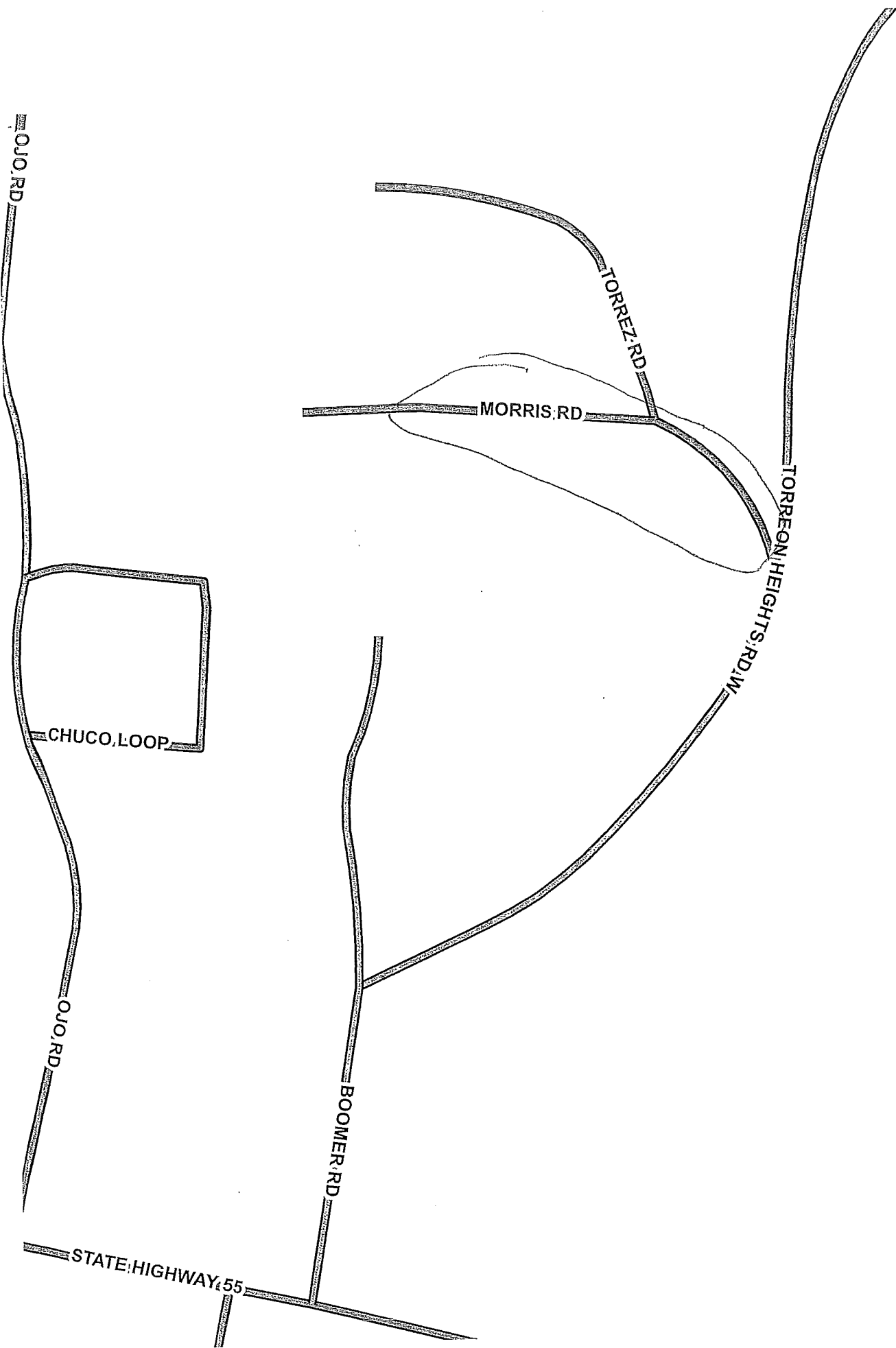
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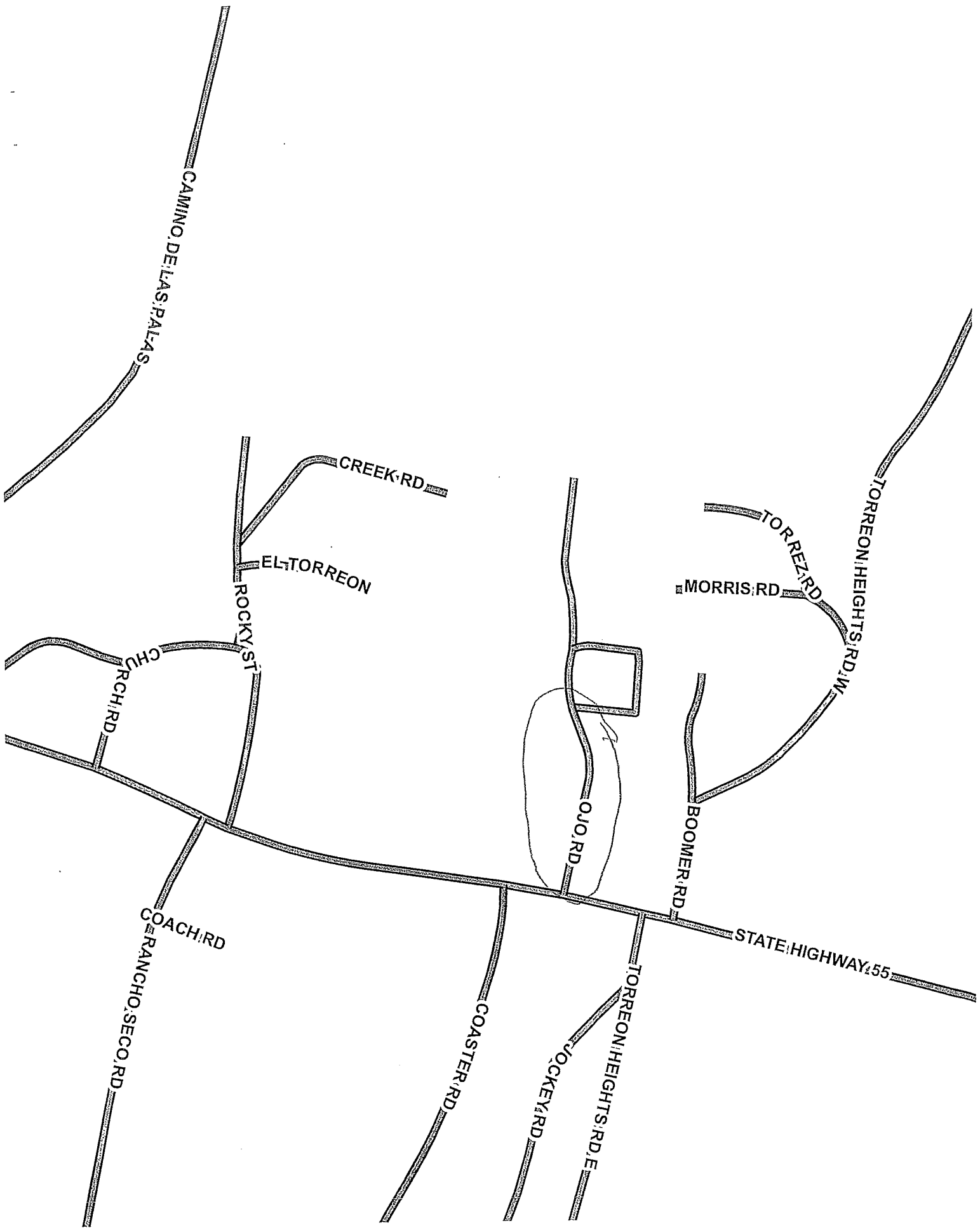
STATE HIGHWAY 55

REDMAN RD

LUJAN RD







CAMINO DE LAS PALLAS

CREEK RD

EL TORREON

ROCKY ST

CHURCH RD

COACH RD

RANCHO SECO RD

COASTER RD

JOCKEY RD

OJO RD

TORREON HEIGHTS RD E

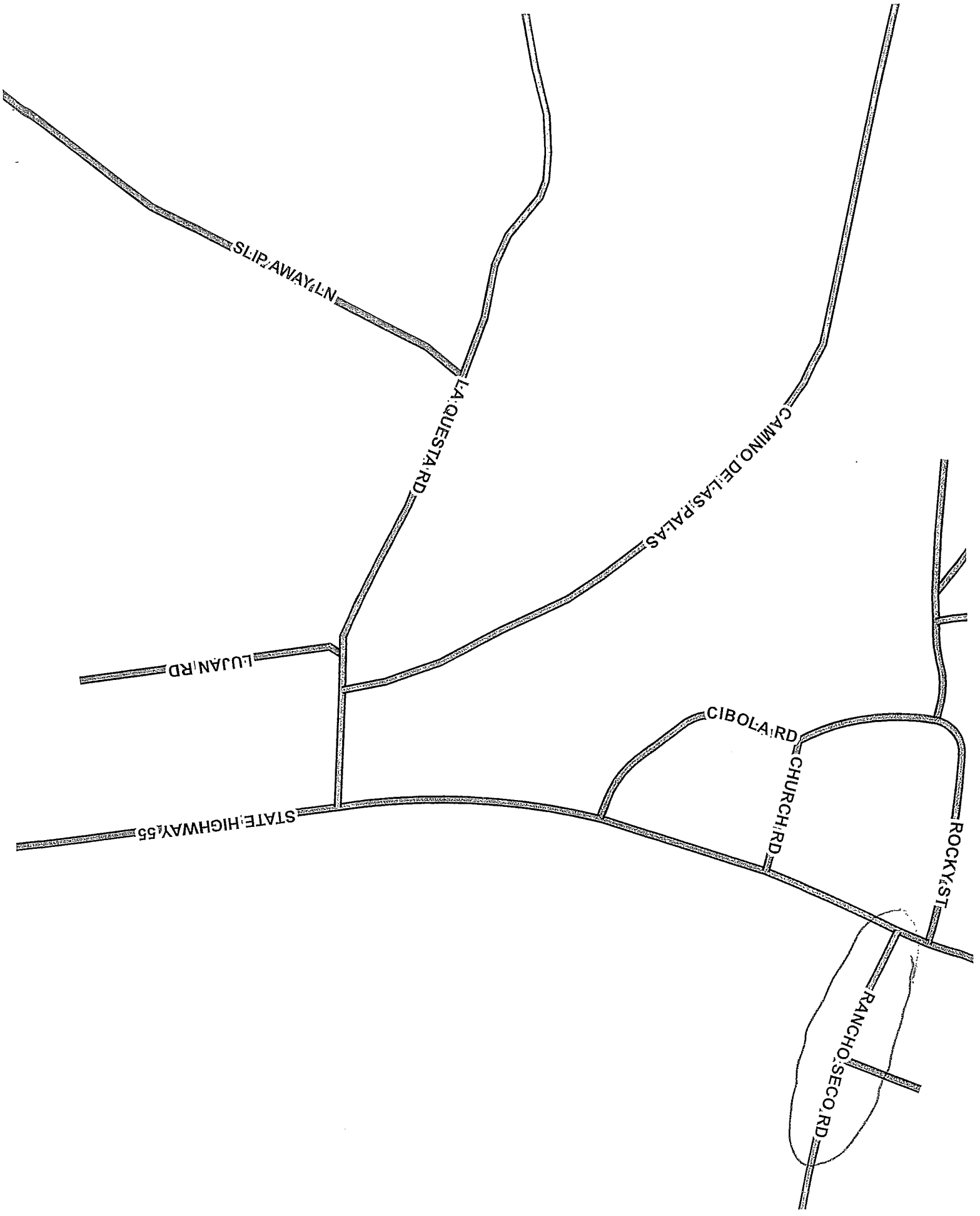
BOOMER RD

MORRIS RD

TORREZ RD

TORREON HEIGHTS RD W

STATE HIGHWAY 55



SLIPAWAY LN

LA QUESTA RD

CAMINO DE LAS PALAS

LUJAN RD

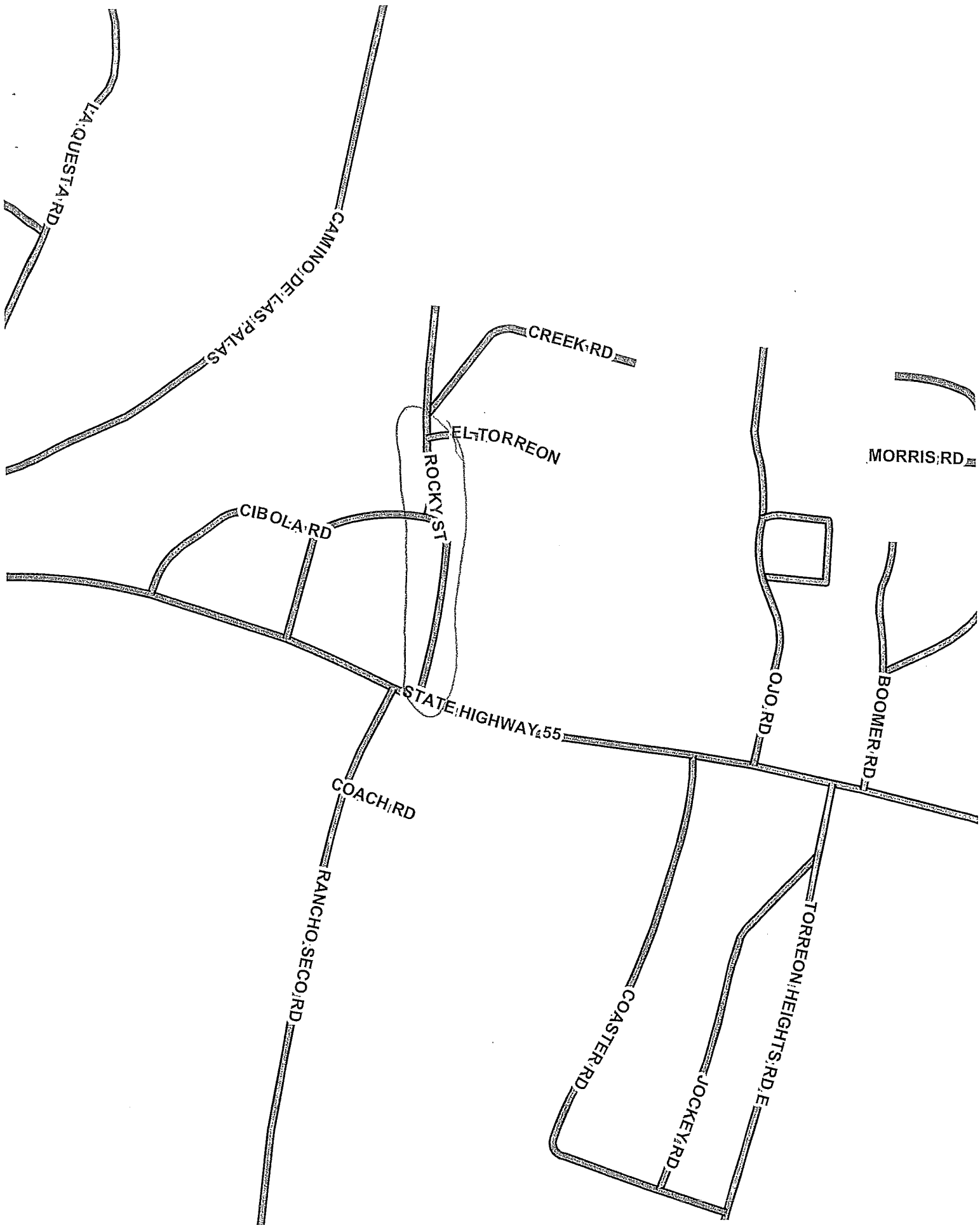
STATE HIGHWAY 55

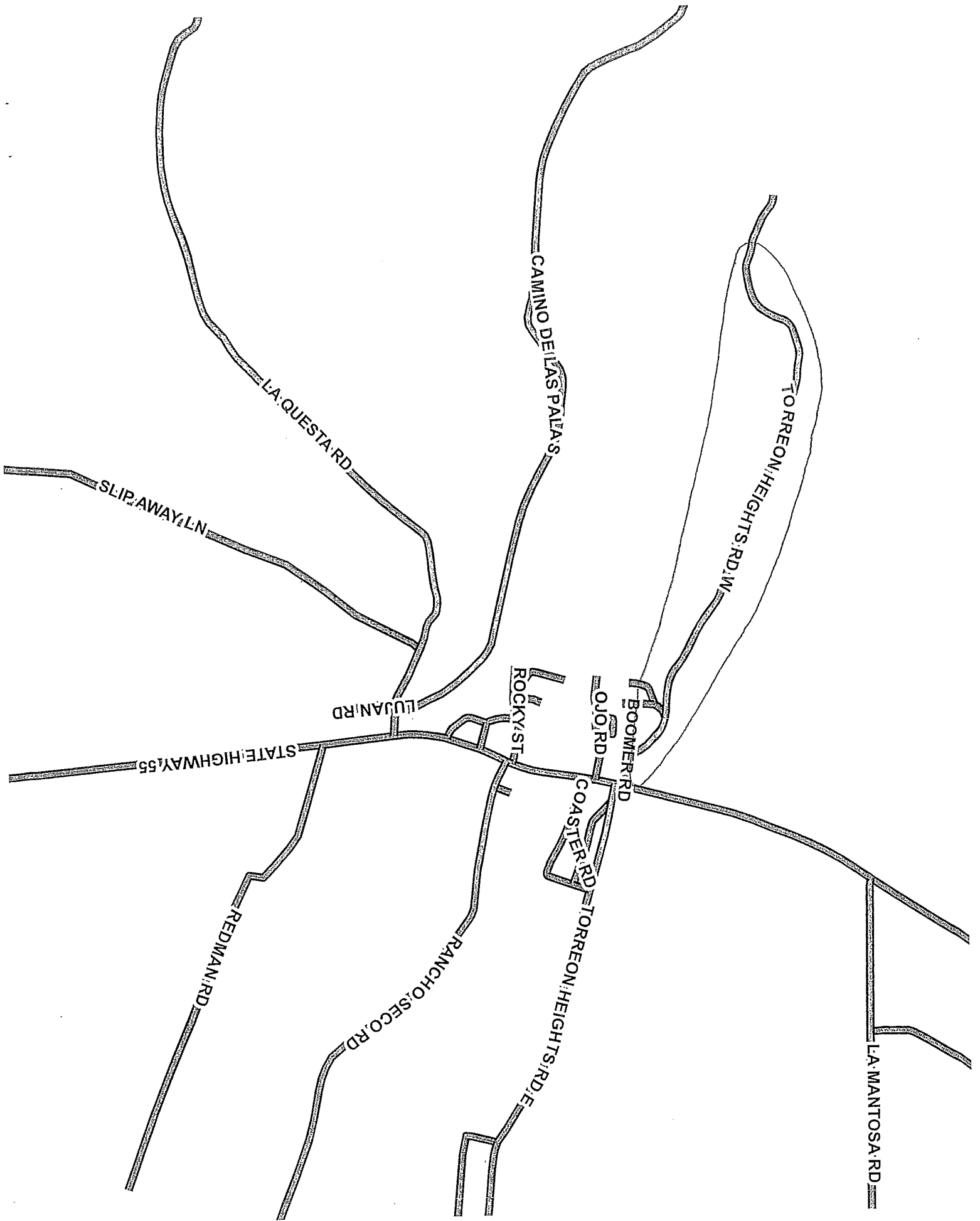
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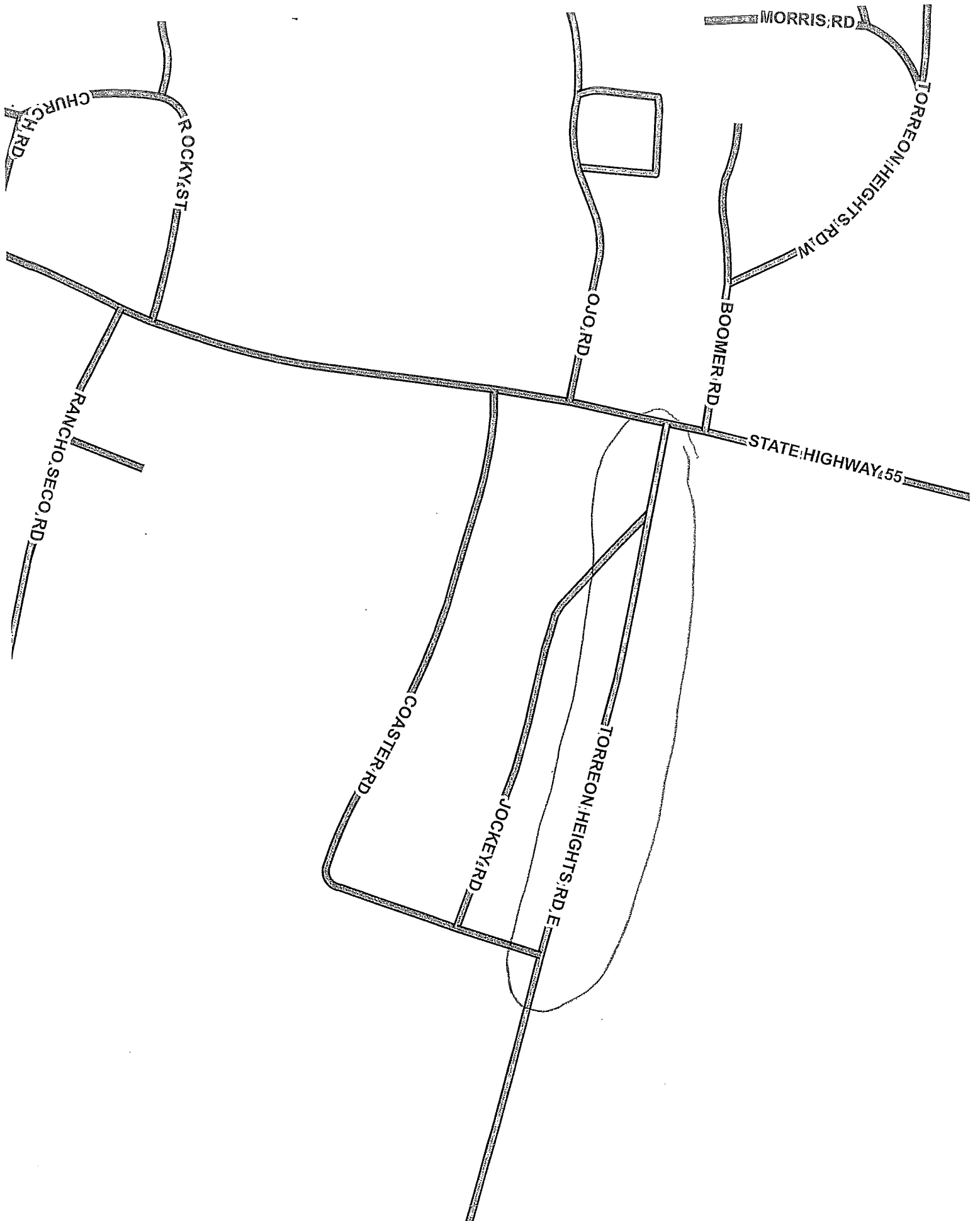
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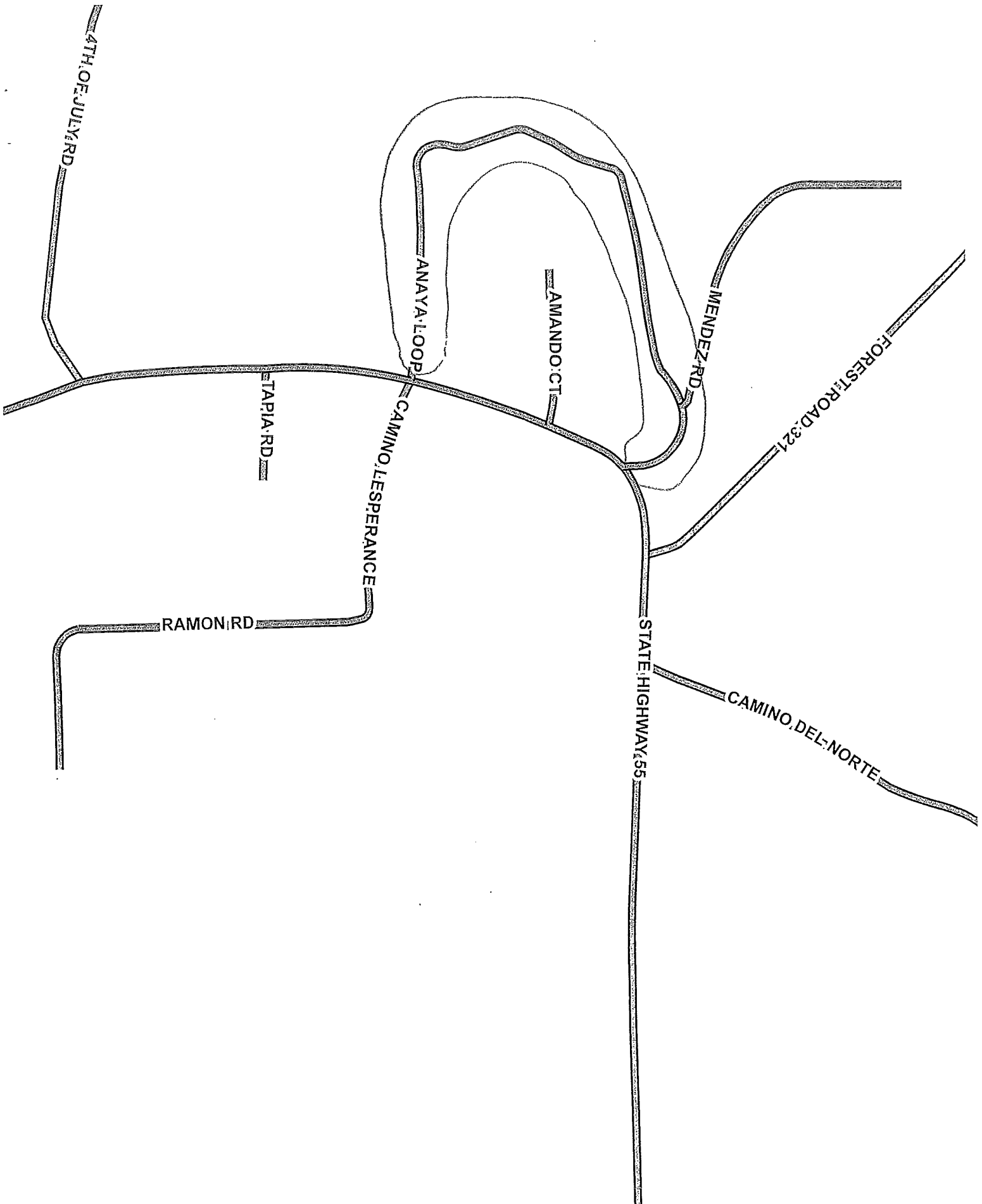
ROCKY ST

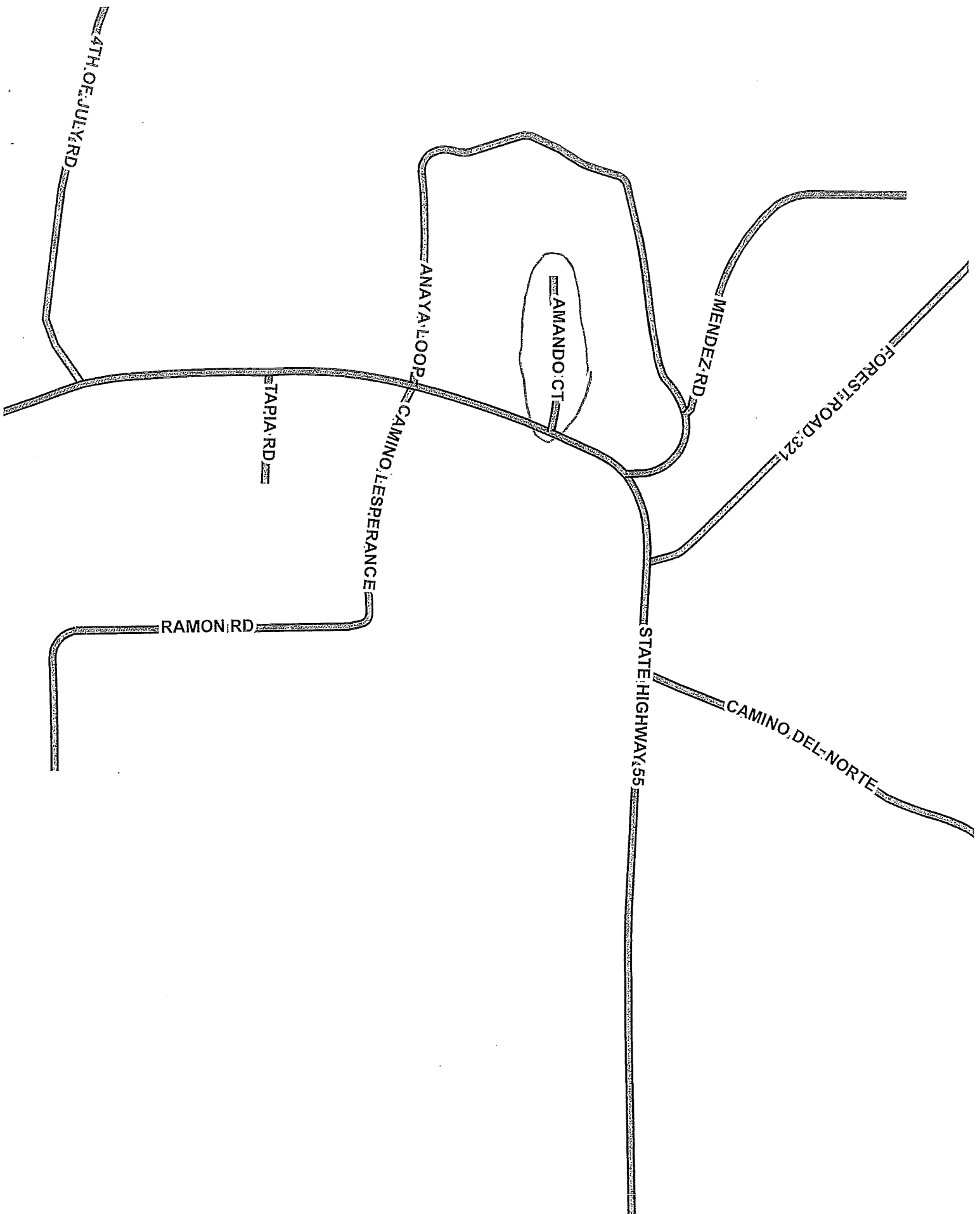
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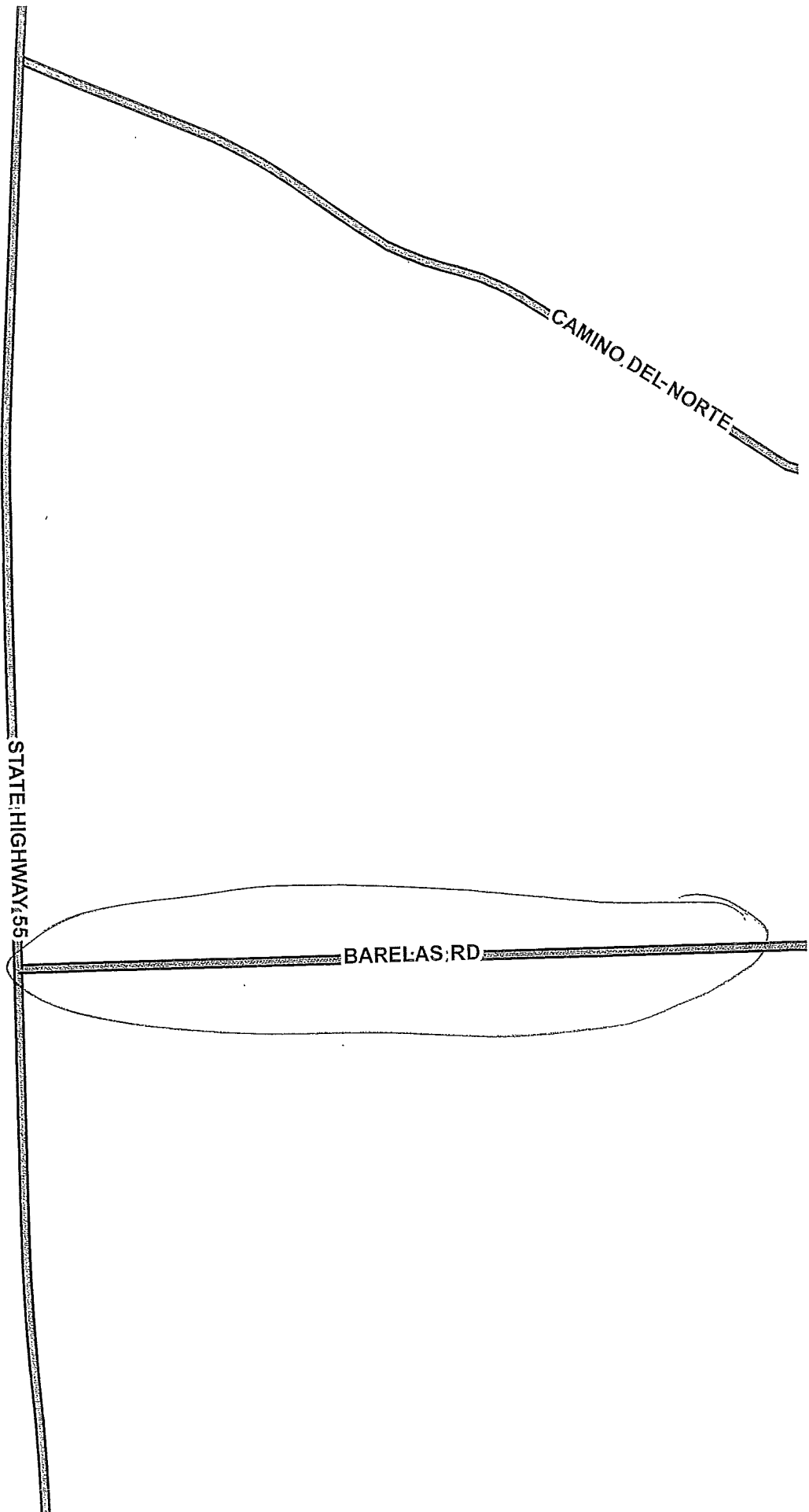








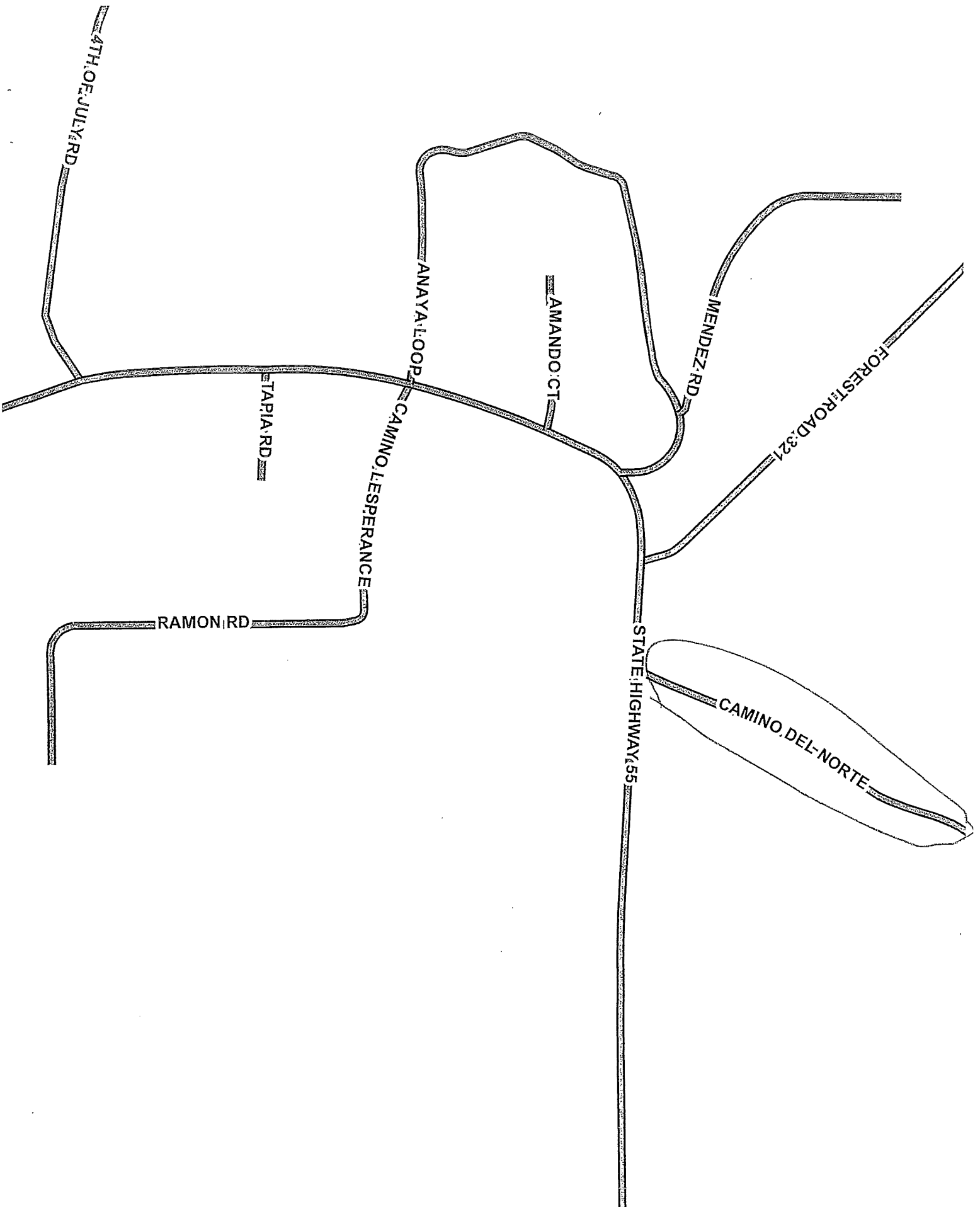


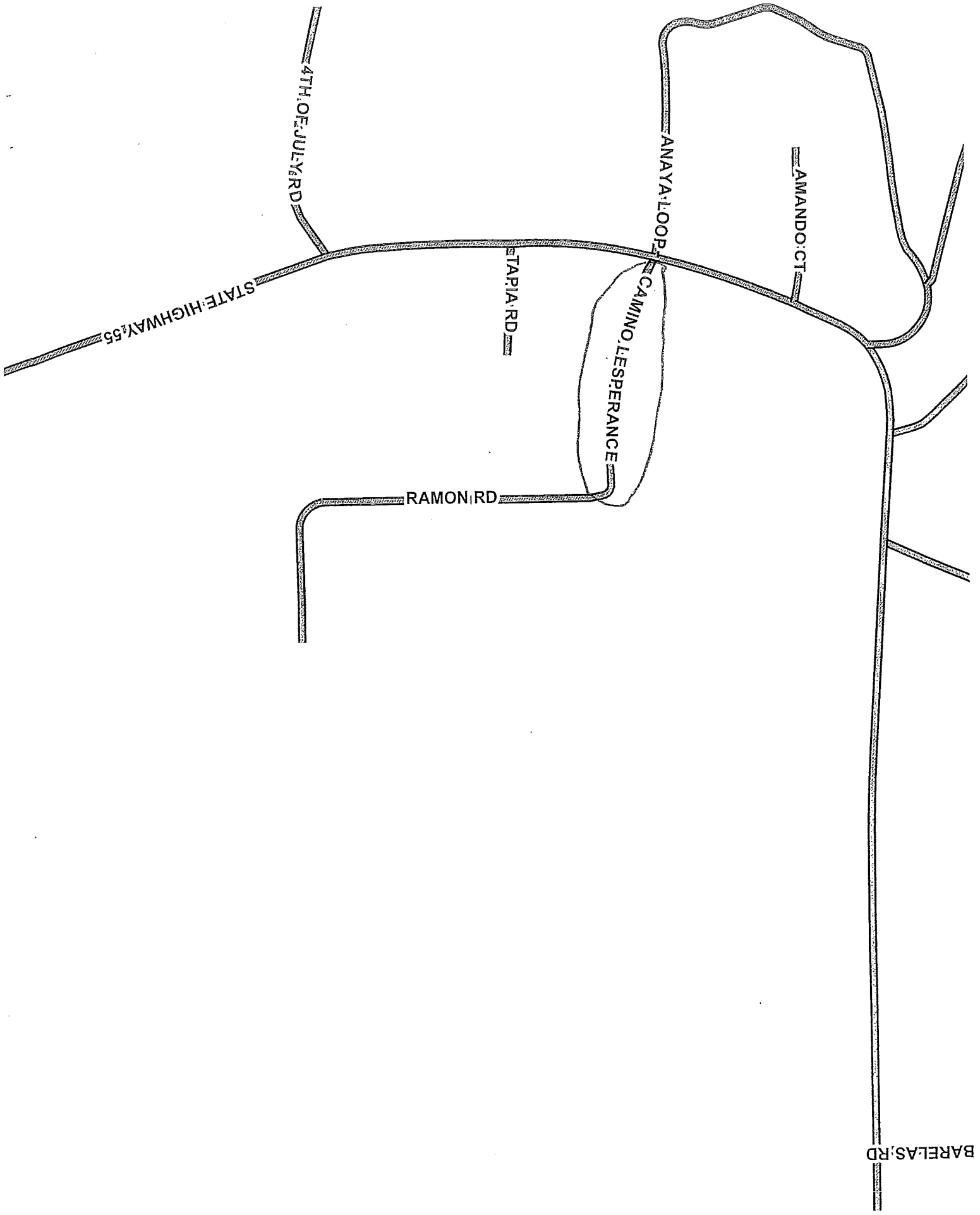


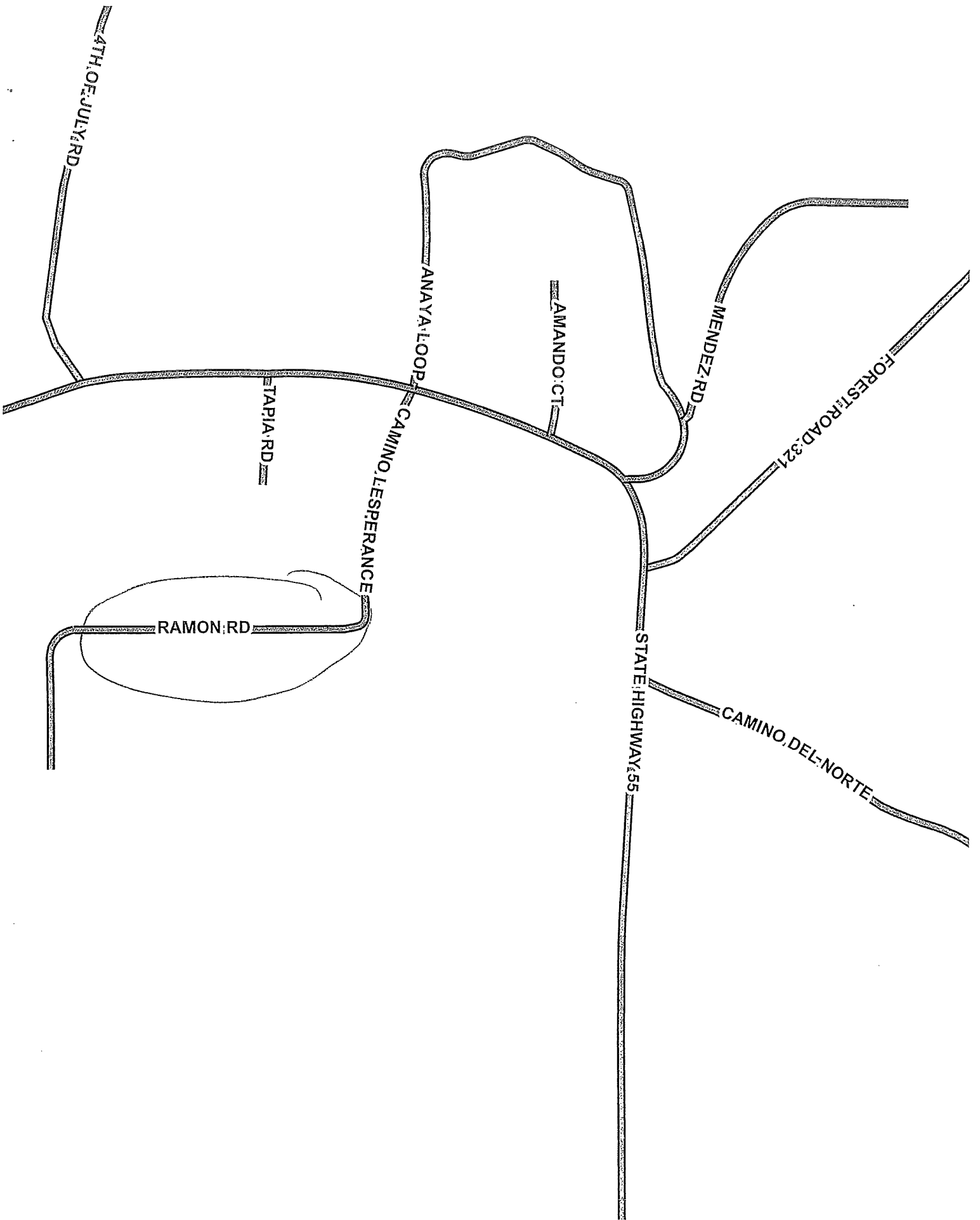
STATE HIGHWAY 55

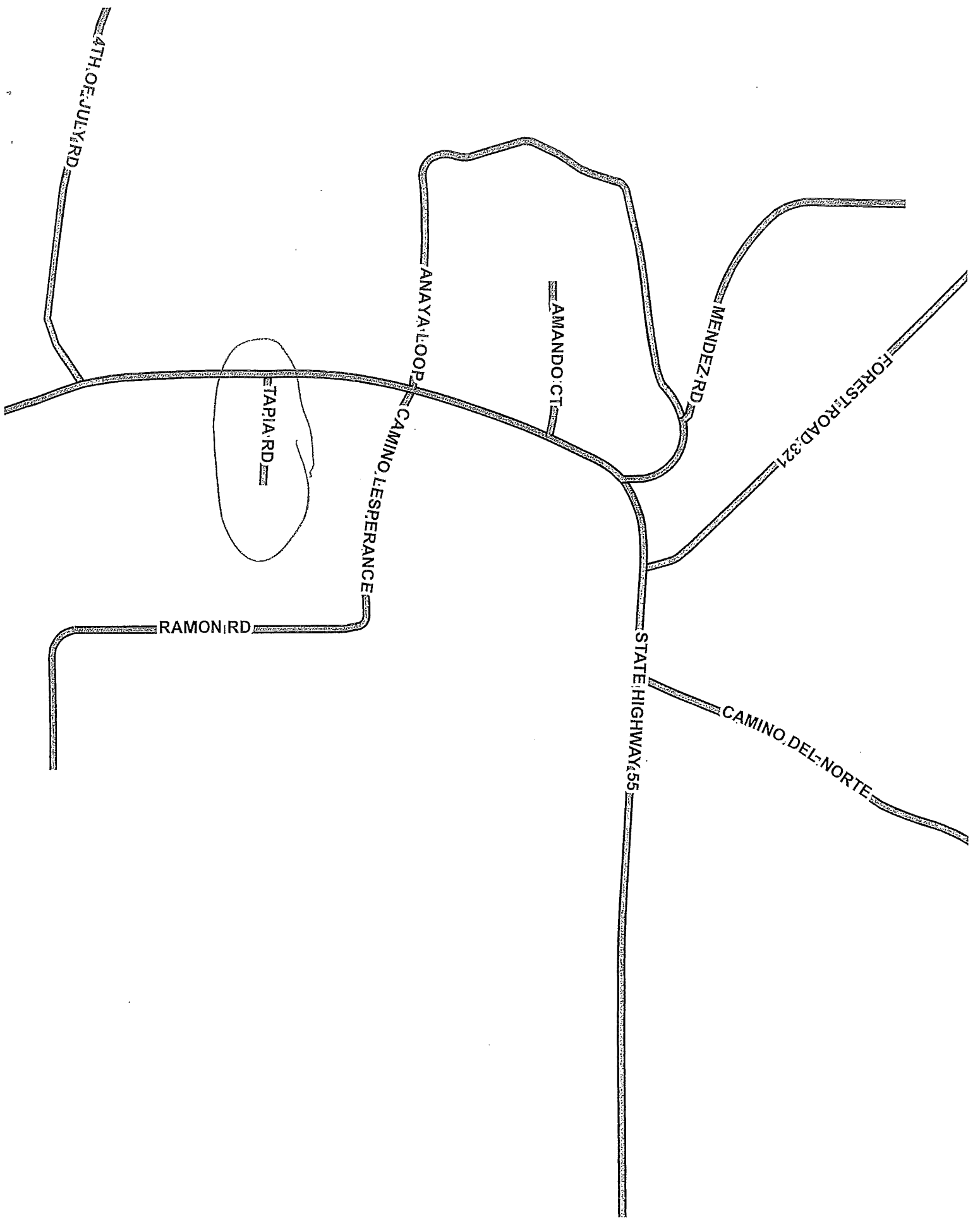
BARELAS RD

CAMINO DEL NORTE









ATH OF JULY RD

TAPIA RD

RAMON RD

ANAYA LOOP

AMANDO CT

CAMINO LESPERANCE

STATE HIGHWAY 55

CAMINO DEL NORTE

MENDEZ RD

FOREST ROAD 321



*Agenda Item  
No. 12*

PO Box 48  
205 9<sup>th</sup> Street  
Estancia, NM 87016  
(505) 246-4725 Main Line (505) 384-5294 Fax  
[www.torrancecountynm.org](http://www.torrancecountynm.org)



County Commission  
Commissioner Lonnie Freyburger, District 1  
Commissioner Leanne Tapia, District 2  
Commissioner LeRoy M. Candelaria, District 3  
County Manager  
Joy Ansley  
Deputy County Manager  
Annette Ortiz

**REQUEST TO BE PLACED ON THE TORRANCE COUNTY  
COMMISSION AGENDA**

This form must be returned to the County Manager's Office ONLY!

**Deadline for inclusion of an item is WEDNESDAY, NOON prior to the subsequent meeting.  
All fields must be filled out for consideration.**

Name: Cindi Sullivan Animal Services  
First Last Department / Company / Organization Name

Today's Date: 3/12/18 Mailing Address: \_\_\_\_\_  
(Departments/employees of Torrance County need not include their address)

Telephone number/Extension: 505-384-5117 Fax Number: 505-384-4037  
Would you like this Agenda Faxed to you? Yes No

Email Address: tcashelter@gmail.com

Is this request for the next Commission meeting?  YES  NO If no, date of Commission Meeting: \_\_\_\_\_

**Brief explanation of business to be discussed:**  
Request for out of state travel for Chelsea Worley for training in Longmont Colorado w/ tuition paid by a scholarship.  
\_\_\_\_\_  
\_\_\_\_\_

Is this a Resolution, Contract, Agreement, Grant Application, Other? \_\_\_\_\_

Has this been reviewed by Grant Committee?  YES  NO If yes, corresponding paperwork must be attached.

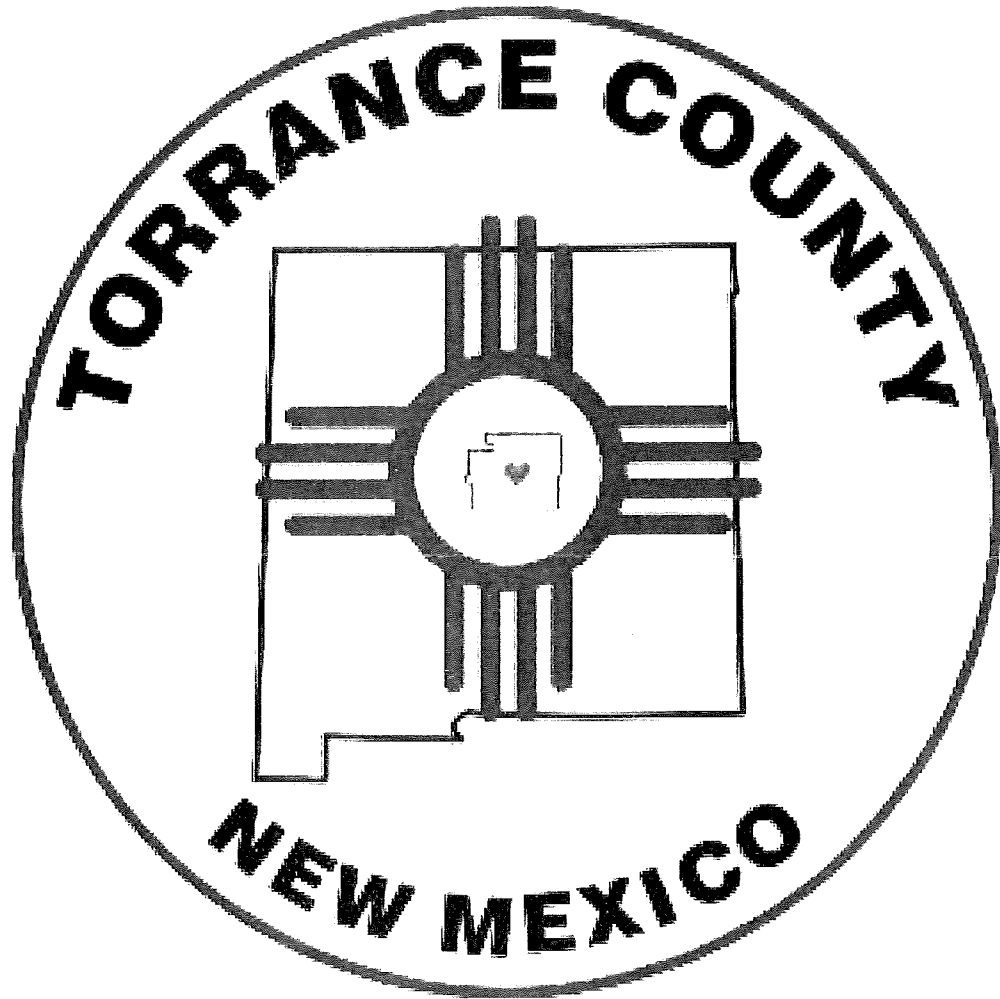
Has this been reviewed by the County Attorney? YES NO

If this is a contract, MOU, or Joint Powers Agreement there must be a signature line for the County Attorney on the original contract.

Has this been reviewed by the Finance Dept?  YES  NO Comptroller Initials: AT

- No Impact
- Change in current fund
- Raise Budget (allow 45 days after Commission approval)
- Change in funds (allow 45 days after Commission approval)
- Reduction
- Transfer funds (allow 45 days after Commission approval)

Other: \_\_\_\_\_



*Agenda Item  
No. 13*





RESOLUTION NO. 2018-\_\_\_\_\_

**PROCLAMATION DECLARING EXTREME OR SEVERE DROUGHT CONDITIONS  
WITHIN THE UNINCORPORATED PORTIONS OF TORRANCE COUNTY AND  
IMPOSING BURNING RESTRICTIONS**

**WHEREAS**, the Governing Body of Torrance County has obtained information and forecasts from the National Weather Service as well as the United States Forest Service and New Mexico State Forestry Division concerning drought conditions; and,

**WHEREAS**, the Governing Body of Torrance County, pursuant to the Open Burning Ordinance, Section 4-E Burning Restrictions, has determined based on drought information that an emergency exists; and,

**WHEREAS**, the Governing Body made certain findings of the fact based upon information provided; and,

**WHEREAS**, among the findings of the Governing Body of Torrance County found that Torrance County is being affected by extreme or severe drought conditions based on current drought indices published by the National Weather Service and other information supplied by the United States Forest Service and New Mexico State Forestry Division;

**NOW THEREFORE, BE IT RESOLVED**, per Torrance County Ordinance No. 87-2:

**Section 1:** Extreme or severe drought conditions exist within the boundaries of Torrance County;

**Section 2:** Pursuant to aforementioned ordinance Section 4, as defined in Section 4, the following types of open fire are prohibited: "open burning", "ceremonial burning", "recreational burning";

**Section 3:** Barbequing as defined in Section 4 is permissible;

**BE IT STILL FURTHER RESOLVED**, that the Improper Handling of Fire is prohibited criminally under Section 30-17-1, NMSA 1978.

**BE IT STILL FURTHER RESOLVED**, this resolution is effective for a period of ninety (90) days from this date, or may be lifted prior to the ninety (90) days when recommendation is made by the Fire Chief and approved by the Commission in writing.

**PASSED, APPROVED AND ADOPTED** this 28<sup>th</sup> day of March, 2018.

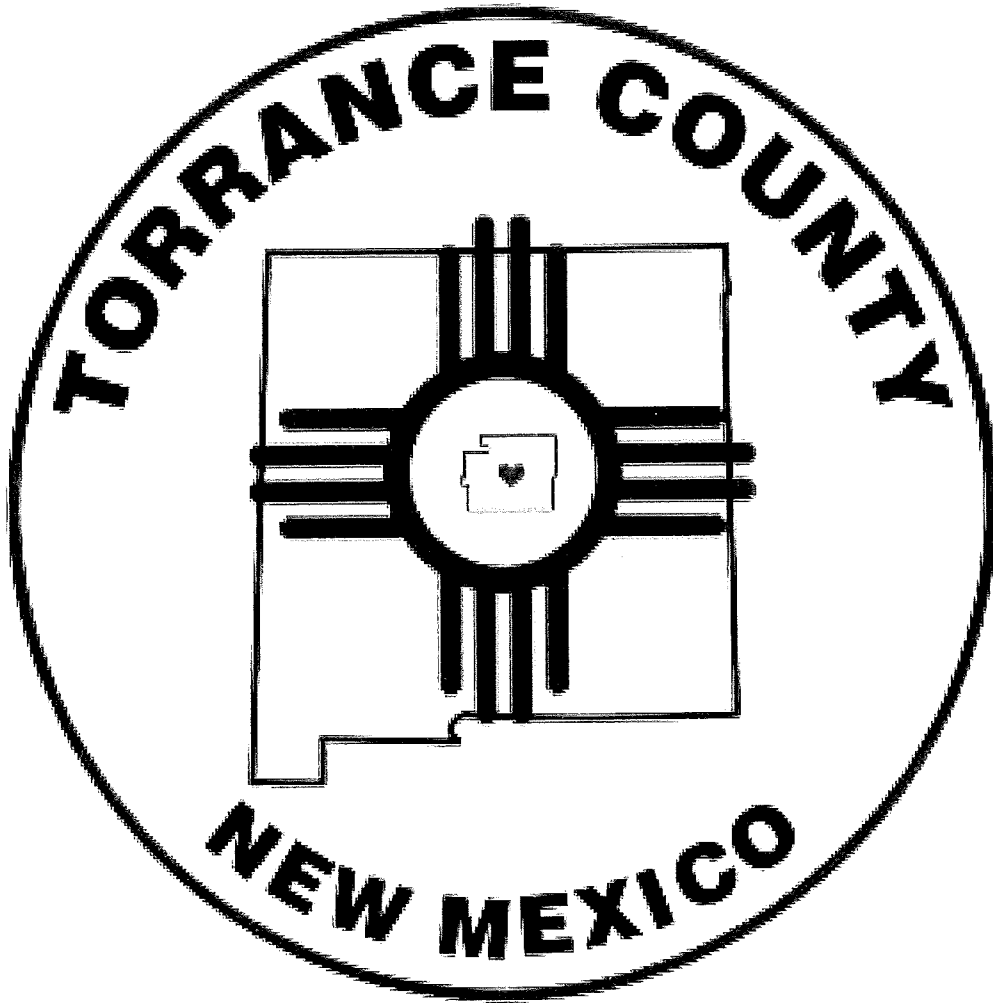
**TORRANCE COUNTY COMMISSION**

\_\_\_\_\_  
Julia DuCharme, Chair

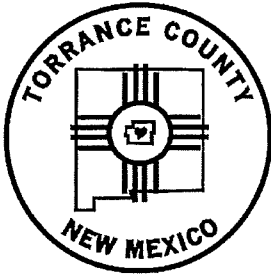
Attest: \_\_\_\_\_  
Linda Jaramillo, Clerk of the Board

\_\_\_\_\_  
James "Jim" Frost, Member

\_\_\_\_\_  
Javier Sanchez, Member



*Agenda Item  
No. 14*



## Resolution 2018-\_\_\_\_\_

### Torrance County Investment Policy

#### INTRODUCTION:

This investment policy ("Policy") becomes effective March 27, 2018 and applies to all financial assets, available for investment, of Torrance County ("County").

This resolution establishes a policy for the prudent investment of County funds.

#### SCOPE:

The goal of this policy is to protect public funds and to invest County funds in a manner that insures the safety, liquidity and yield. This policy also establishes a clear understanding between the County and any bank, financial institution, investment broker or financial advisor utilized by the County as to the guidelines, limitations and directions that the County has determined appropriate for accounts under their purview.

#### OBJECTIVE:

The primary objectives, in priority order, of Torrance County's investment activities shall be:

**Safety:** Safety of principal is the foremost objective of the investment program. Investments of the County shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.

**Liquidity:** The County's investment portfolio will remain sufficiently liquid to enable the County to meet all operating requirements which might be reasonably anticipated. Future use of funds shall be criteria in determining maturities for any investment.

**Yield:** The County's investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the County's investment risk constraints and the cash flow characteristics of the portfolio.

**NOW THEREFORE BE IT RESOLVED THAT:**

**DELEGATION OF AUTHORITY:** The Board of County Commissioners acting in its capacity as the County Board of Finance pursuant to 6-10-8 NMSA 1978 shall have authority to set policy for management of all County investments and insure that such policy is carried out. The Board of County Commissioners hereby adopts this policy.

The County Treasurer has ultimate authority, with the advice and consent of the Board of Finance, to supervise the deposit and safekeeping of public funds pursuant to 6-10-8 NMSA and as outlined in the policy and is hereby designated as the County's Investment Officer. The Investment Officer shall be responsible for all investment transactions and shall implement and maintain the system of controls outlined in the policy in order to regulate investment activities. The Treasurer shall designate in writing an employee of the Treasurer's office to act on the Treasurer's behalf in the absence of the Treasurer.

**PRUDENT PERSON RULE:** All investments of County funds shall be governed by the Prudent Person Rule of investment. Specifically, investments shall be made with judgment and care; under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation but for investment, considering the probable safety of their capital as well as the probable income to be derived.

**ETHICS AND CONFLICT OF INTEREST:** Board of Finance members, the County Manager, the County Treasurer, the Finance Director, members of the Investment Committee, and any and all investment officials shall refrain from personal business activity that could conflict with the proper execution of the County's investment program or which could affect or impair their ability to make impartial investment decisions on behalf of the County pursuant to 6-10-40 and 6-10-53 NMSA 1978 and the New Mexico Constitution Article V111, Section 4.

**CASH MANAGEMENT:** The County Commission, County Manager, Finance Director, and County Treasurer will maintain ongoing communication regarding projected revenue and expenditures so that adequate cash flow can be maintained for daily operations. The County Treasurer must be notified of any large expenditures anticipated so that cash liquidity can be planned accordingly. The County Treasurer will take into consideration these projected cash needs of the County when setting investment maturity dates.

**INVESTMENT COMMITTEE:** An Investment Committee shall be appointed by the County Board of Finance as an advisory committee formed to advise the Board of Finance and County Treasurer regarding compliance with, and evaluating the effectiveness of the investment policy. The Investment Committee will consist of seven voting members and two alternates: the County Treasurer, the Chief Deputy Treasurer, a member of the County Board of Finance, the County Manager, the Finance Director, and two private citizens and two private citizens to serve as alternates. The County Attorney will serve as Ex-officio members of the committee. The Board of Finance shall review the private citizen appointments and alternate each January and/or when a position becomes vacant.

The County Treasurer will serve as the chairperson and the County Board of Finance member will serve as the vice-chairperson of the Investment Committee.

The Investment Committee is charged with the following responsibilities with regards to this policy:

1. To review, at least annually and recommend changes to the Investment Policy.
2. To review the investment transactions and assure that proper controls are in place to guarantee the integrity and security of the Treasurer's investment portfolio.
3. Request a legal review of county investments to assure compliance with current state laws and policies of the County Board of Finance.
4. Meet at least quarterly to deliberate and advise such topics as: economic outlook, portfolio diversification and maturity structure, potential risks and the target rate of return on the investment portfolio.
5. Recommend depositories, custodians and broker/dealers.

#### **INVESTMENTS:**

1. Consistent with 6-10-36(B) NMSA 1978, County funds may be deposited in noninterest-bearing checking accounts in one or more banks, savings and loan associations or credit unions designated as checking depositories located within the geographical boundaries of the County to the extent the deposits are insured by an agency of the United States.
2. Consistent with 6-10-36(C) NMSA 1978, all funds available for investment may be placed in interest-bearing deposits in qualified banks and savings and loan associations within the geographical boundaries of the county. The funds are to be equitably distributed among the depositories in the proportion that each bank's or savings and loan association's deposits bears to the total deposits of all banks and savings and loan associations that have their main office or staffed branch office within the geographical boundaries of the County.
3. Consistent with 6-10-44 NMSA 1978, if the County Treasurer has on hand more money that can be equitably and ratably divided among the qualified depositories (per 6-10-36 NMSA 1978), the County Treasurer may temporarily invest such excess funds in United States bonds or treasury certificates.
4. Consistent with 6-10-10.1 NMSA 1978, where the County Treasurer is unable to receive interest on county funds as set forth in 6-10-36 NMSA 1978, and said funds are not required for current expenditure, the County Treasurer may remit some or all such money to the State Treasurer for deposit for the purpose of investment.
5. Consistent with 6-10-10 NMSA 1978 where the County Treasurer has on hand sinking funds or money remaining unexpended from proceeds of any issue of bonds or other negotiable securities of the county and all money not immediately necessary for public uses, the Treasurer may invest said monies in
  - a. Bonds or negotiable securities of the United States, the state or a county, municipality or school district as specified in the statute.
  - b. Securities that are issued and backed by the full faith and credit of the United States government or issued by its agencies or instrumentalities

- c. Federally insured obligations, including brokered certificates of deposit, certificate of deposit account registry service and federally insured cash accounts.
6. Pursuant to 6-10-36(E) NMSA 1978, the rate of interest to be paid on County funds deposited in interest bearing accounts is that amount set by the State Board of Finance, but in no case is the amount to be less than one hundred percent of the asked price on the United States Treasury Bills of the same maturity on the day of deposit.

**BANK COLLATERAL:** Torrance County will require collateral on deposits and investments in amounts greater than FDIC coverage in accordance with the State Board of Finance Bank Collateral Policy and the State Board of Finance Savings and Loan Collateral Policy. If a bank is unable to meet the collateral levels required, the County Treasurer shall cease to make deposits and shall make withdrawals of deposits in the order in which they would otherwise mature down to an amount which can be collateralized at the appropriate level. The withdrawals of County deposits shall not be subject to the assessment of a penalty for early withdrawal, except to the extent required to be imposed by Federal law and in the event only the minimum penalty required to be imposed shall be imposed by the bank.

All banks and savings banks in which the County has funds in excess of \$100,000 are deposited will be required to enter into a Collateral Security Agreement which shall be mutually agreed upon by the Treasurer and the financial institution per §6-10-18.A. NMSA.

**APPROVED BANK COLLATERAL:** Public money may be invested with banks, savings banks, and credit unions having their main or manned branch offices within the geographical areas of the County, which have qualified as public depositories by reason of insurance of the account by an agency of the United States (FDIC), or by depositing collateral security of United States Treasury or agency securities as provided herein, letters of credit from the Federal Home Loan Bank or by giving bonds as provided by law per §6-10-36.C. NMSA 1978. However, said collateral must have a daily closing price (mark to market) that is equal to or greater than the FDIC uninsured amount of the Certificate of Deposit subject to the collateral percentage requirements set forth herein. Additionally, if a Surety is used pursuant to §6-10-16-.1 NMSA 1978 the maturity of the Certificate of Deposit may not exceed the time in which the Surety may expire for any reason.

**SAFEKEEPING OF SECURITIES:** All investment securities other than local financial institutions Certificates of Deposit purchased by the County shall be held in third-party safekeeping by an institution acceptable to the County. The safekeeping institution shall issue a safekeeping receipt or other evidence to the County listing the specific instrument, rate, amount, maturity date, instrument number, term and other pertinent information. Any financial institution holding securities for the benefit of the County shall be required to provide insurance sufficient to cover all said securities in the event that the financial institution fails financially and is unable to meet obligations to securities clients. Insurance such as Securities Investor Protections Corporation (SIPC) and private insurance shall be acceptable.

**BE IT FURTHER RESOLVED** that the interest earned from County investments be deposited into Fund 642 - Investment Interest to be used for future expenses as determined by the Board of Finance.

**DONE** at Estancia, New Mexico, Torrance County this 27<sup>th</sup> day of March, 2018.

**TORRANCE COUNTY COMMISSION**

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**James W. Frost, District 1**

**Attest:**

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**Julia DuCharme, District 2**

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**County Clerk**

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**Javier E. Sanchez, District 3**





*Agenda Item  
No. 15*

## OPERATING AND USE AGREEMENT

This Operating and Use Agreement (the "Agreement") dated this 6<sup>th</sup> day of February, 2018 is between Torrance County, herein referred to as "Local Government" and PMS Torrance Senior Services, herein referred to as "Service Provider," (together referred to as the "Parties").

Service Provider has agreed to provide services to the Local Government on the terms and conditions set out in this Agreement, while Local Government is of the opinion that Service Provider has the proper and necessary qualifications, experience and abilities to provide services to Local Government.

Therefore in consideration of the matters described above, the receipt and sufficiency of which consideration is hereby acknowledged, the Parties agree as follows:

### 1. Governing Law

The goal of Title III of the Older Americans Act ("OAA") is to reduce hunger and food insecurity and promote socialization and health among vulnerable older Americans to include but not limited to, providing meals, health screenings, education and community support, and transportation services ("Services"). Both state and federal law mandate that the Aging and Long Term Services Department ("ALTSD") provide health and welfare-related services to older adults in New Mexico. ALTSD, through its partner agencies, specifically the Area Agency on Aging ("AAA") network, contract with area service providers to provide Services to older adults as mandated by the OAA.

### 2. Scope of Work—Premises

The Local Government shall allow the Service Provider to use the Local Government-owned buildings located: Estancia Senior Center 305 Highland Ave Estancia, NM 87016; Moriarty Senior Center 120 Roosevelt St Moriarty, NM 87035; and Mountainair Senior Center 107 N Summit Ave Mountainair, NM 87036 ("Premises") to provide the Local Government with the following Services: See Exhibit A attached hereto.

In providing these services, the Parties agree to the following allocation of responsibilities for the premises:

Check which Party is responsible for the following:

Local Government  Service Provider - **Air Conditioning**

Local Government  Service Provider - **Cable – N/A**

Local Government  Service Provider - **Electricity**

Local Government  Service Provider - **Gas**

- Local Government  Service Provider - **Heat**
- Local Government  Service Provider - **Internet**
- Local Government  Service Provider - **Oil – N/A**
- Local Government  Service Provider - **Sewer**
- Local Government  Service Provider - **Water**
- Local Government  Service Provider - **Insurance**
- Local Government  Service Provider – **Maintenance and Repairs**
- Local Government  Service Provider – **Other:**

**a. Compensation**

In lieu of monetary compensation to the Service Provider for its provision of Services, the Local Government will provide use of the Local Government-owned facility, as set forth in Section 2 of this Agreement, provided the Local Government only uses the Local Government-owned facility for the provision of Services.

**3. Scope of Work—Use of Property**

The Local Government shall allow the Service Provider to use the Local Government-owned vehicles:

1D4GP24R05B136934, Blue 2005 Dodge Caravan, plate G93665 (admin vehicle)

1FDSE35L9YHA37894, White 2000 Ford Handicap Van, plate G46184 (Transportation van)

2CNDL23F686319101, Teal 2008 Chevy Equinox, plate G75493 (Moriarty Home delivery and transportation)

2CNDL23F386321470, Gold 2008 Chevy Equinox, plate G75491 (Estancia home delivery and transportation)

2CNDL13F186059829, Blue 2008 Chevy Equinox, plate G75492 (Mountainair home delivery and transportation)

(“Property”) in exchange for the provisions of Services identified in Exhibit A [List of Agreed Upon Services], attached hereto and incorporated by reference. At all relevant times, the Local Government shall retain ownership of the Property and the Service Provider may use the Property only for the Services identified in Exhibit A [List of Agreed Upon Services].

If the Property is a vehicle or other equipment identified by a VIN or some type of government inventory number, please include that number in the space provided, above.

Check which Party is responsible for the following:

Local Government  Service Provider – **Maintenance and Repairs**

Local Government  Service Provider - **Insurance**

Local Government  Service Provider - **Fuel**

Local Government  Service Provider – **Other – Defensive Driving**

**a. Compensation**

In lieu of monetary compensation to the Local Government for its use of the Property, the Service Provider shall provide the Services identified in Exhibit A [List of Agreed Upon Services] to older adults deemed eligible by AAA to receive said Services. The minimum value of the Services provided by the Service Provider annually under this Agreement shall be the equivalent of the fair market lease value for a similar vehicle or equipment based on the current Leased Cars, and Truck Index, Consumer Price Index—Urban, or other appropriate economic indicator as agreed to by the Parties.

**b. Reporting**

The Service Provider shall report quarterly on April 15, July 15, October 15 and January 15 the Services provided in the immediately preceding quarterly on form attached Exhibit B [Reporting Form for Services Provided], attached hereto and incorporated by reference.

**4. Term of Agreement**

**a. For Use of Premises**

This Agreement will begin on 02/07/2018 (the “Effective Date”) and will remain in full force and effect until 06/30/2018 (the “End Date”) or the completion of the Services whichever first occurs. This Agreement may be extended by mutual written agreement of the Parties on an annual basis. Performance of this Agreement (including any extension) is contingent upon sufficient authority and appropriation granted by the New Mexico State Legislature.

During the term of the Agreement, the Local Government shall retain the following rights:

- To enter and inspect the Premises; and
- To use the Premises for other activities at times that do not conflict with the Service Provider’s provision of Services. The Parties shall work together to coordinate and schedule such activities.

**b. For Use of Property**

This Agreement will begin on the Effective Date and will remain in full force and effect for two years. This Agreement may be extended by mutual written agreement of the Parties on an annual basis. This Agreement shall not exceed eight years from the Effective Date, including its initial term and any renewal term. Performance of this Agreement (including any extension) is contingent upon sufficient authority and appropriation granted by the New Mexico State Legislature.

**5. Termination**

In the event either Party seeks termination of this Agreement at the end of any annual renewal period, such terminating Party must provide a 30-day written notice to the other Party.

In addition, **for use of Property**, upon termination of this Agreement, the possession of the Property shall revert back to the Local Government, which shall either use the Property or dispose of it pursuant to the requirements set forth in the New Mexico Procurement Code. Under no circumstances may the Service Provider or its designee continue to use the Property after the termination of this Agreement or benefit from its sale or disposition in any way.

**6. Independent Contractor**

The Service Provider is acting as an independent contractor in providing the Services under this Agreement, not as an employee. The Parties agree that this Agreement does not create a joint venture or a partnership between them.

**7. Modification of Agreement**

Any modifications or amendments to this Agreement will be binding if evidenced in writing signed by each Party.

**8. Notice**

All notices or demands required or permitted by the terms of this Agreement shall be given in writing and delivered to the Parties.

**9. Time is of the Essence**

No extension or variation of this Agreement will operate as a waiver of this provision. Time is of the essence in this Agreement.

**10. Integration**

This Agreement contains the entire agreement and understanding by and between the Parties and no representations, promises, agreements or understandings, written or oral, not herein contained shall be of any force or effect.

**11. Severability**

The provisions of this Agreement shall be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof shall not affect the validity and enforceability of the other provisions hereof.

**12. Supersede**

This Agreement, together with the Management and Service Agreement For Torrance County Senior Program dated July 8, 2015 and Master Vehicle Use Agreement Between Torrance County and Presbyterian Medical Services, Inc. dated July 8, 2015 between the Parties, which is incorporated herein by reference, constitute the sole and entire agreement of the parties, and supersedes all prior or contemporaneous understandings, agreements, negotiations, representations and warranties, and communications, both written and oral. In the event of any conflict between the terms of this Agreement and any of the other documents specified in this Section 12, the terms of this Agreement shall govern.

IN WITNESS WHEREOF the Parties have duly affixed their signatures under hand and seal on this:

6<sup>th</sup> day of February, 2018.

Torrance County

Local Government Name

Belinda Holland

Local Government Signature

Presbyterian Medical Services

Service Provider Name

[Signature]

Service Provider Signature

**Exhibit A**  
**List of Agreed Upon Services**

The Local Government and the Service Provider agree that all units of service provided and reported by the Service Provider under this Agreement are to be credited net of partial or full compensation/reimbursement received for those units of service.

<i>Services that may be provided by the Service Provider in lieu of cash</i>	<i>Description of Service</i>	<i>Agreed upon unit value of service to be used in lieu of cash</i>	<i>Basis for unit value of service</i>
Meals	Feeding Seniors at all three locations listed in contract and approximately 200 sites for home bound seniors.	\$220,366.00	\$5.00 per meal at the Senior Centers \$8.37 per meal for Home Deliveries
Transportation	Transport Seniors from home to medical appointments, pharmacy, post office and banks and perform various shopping for personal needs.	3500 Units	\$10.41 per unit

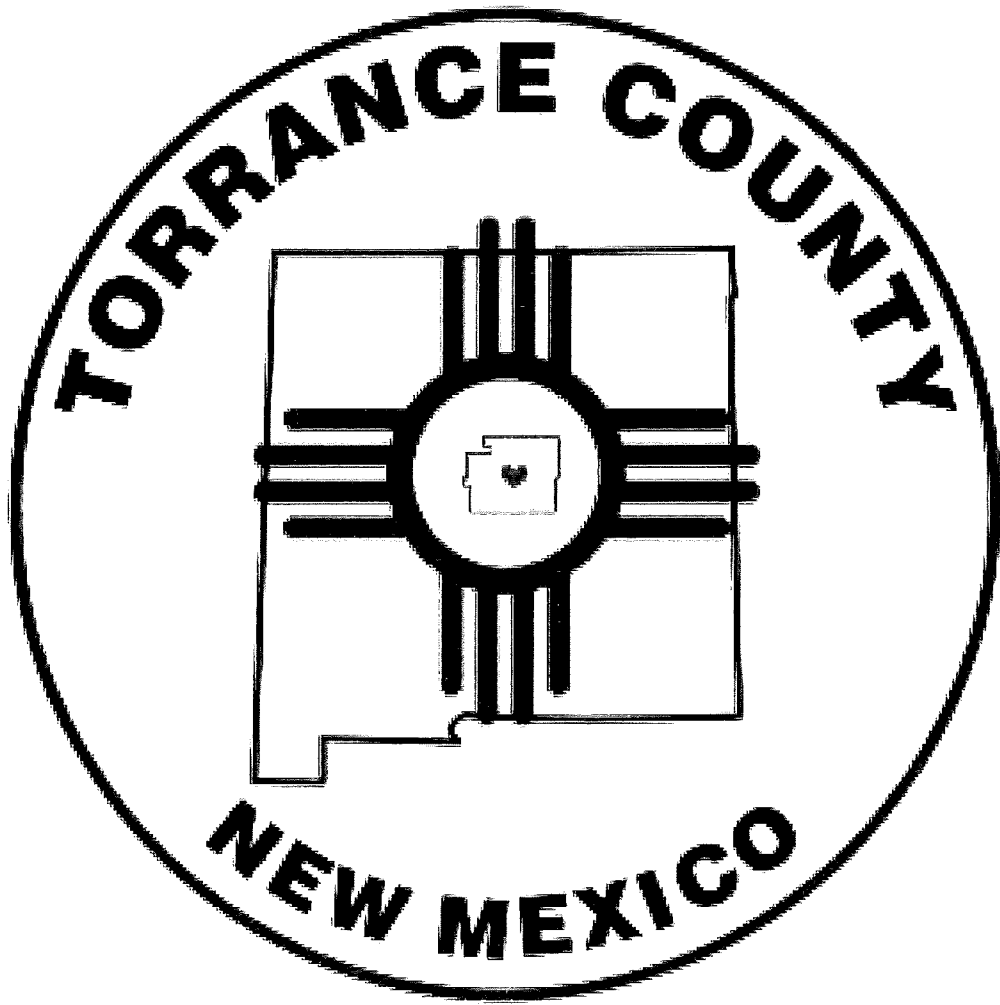
**Exhibit B**  
**Reporting Form for Services Provided**

<i>Quarterly Reporting Period:</i>	<i>Start Date:</i> _____ <i>End Date:</i> _____		
<i>Person responsible for completing report on behalf of the Service Provider:</i>	<i>Name:</i> _____		
	<i>Title:</i> _____		
	<i>Telephone #:</i> _____		
<i>Services:</i>	<i>Unit Value of Service:</i>	<i>Number of Service Units Provided During the Reporting Period:</i>	<i>Value of Services Provided During the Reporting Period:</i>
<i>Total Value of Services Provided During the Reporting Period</i>			
<i>Net of any partial or full compensation/ reimbursement to be received by the Service Provider for those units of service</i>			
<i>Total Services Provided in Lieu of Cash for the Period Net of Compensated/ Reimbursed Services:</i>			



### Noted Changes to Standard Contract

- 1) Section 2 "Scope of Work – Premises", Paragraph 1, Last Sentence: Reference to Exhibit A.
- 2) Section 2 "Scope of Work – Premises", Part a, First Sentence: The word "monetary" is inserted in front of the word "compensation".
- 3) Section 4 "Terms of Agreement", Paragraph 1, First Sentence: An end date to the contract has been added.



*Agenda Item*  
*No. 16*