

TORRANCE **C**OUNTY
COMMISSION MEETING
MAY 9TH, 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 South 9th Street
Estancia, NM 87016

AGENDA

May 9th, 2018
9:00 A.M.

Please Silence All Electronic Devices

Call Meeting to Order
Pledge of Allegiance
Invocation

Approval of Minutes: April 25th, 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.

*Public Relations:

1. Presentation: The Value of Right to Work for Torrance County – Carla Sonntag, President, New Mexico Business Coalition
2. Updates: a. Various County Departments b. Commission c. County Manager d. Other Boards or Land Grants (upon request) e. Forest Service

*Public Hearing:

As part of our efforts to keep residents, business owners, and other members of the public informed and involved in the decision-making process, the Torrance County Commission will hear the question of whether the Alcohol and Gaming Division of the New Mexico Regulation and Licensing Department should approve the proposed transfer of Liquor License No. 0373. The name and address of the Applicant/Licensee is Harold L. Crass, 5 Palomino Court, Edgewood, NM 87015. The current record owner of the license is H&C Properties, LLC, a New Mexico limited liability company and the current address is 20364 Old Route 66, Moriarty, NM 87035. The Applicant proposes to operate the license at 20364 Old Route 66, Moriarty, NM 87035. Please be present if you wish to support or oppose this item.

3. Transfer of Liquor License to Harold L. Crass

*Commission Matters:

4. Consideration of Salary Increases for Elected Officials
5. Consideration of Media Response:
 - a. Martinez Road Facebook Complaint
 - b. Future Media Inquiries Response Strategy
6. Discuss and Act Upon, Potential Renegotiation of Estancia Valley Solid Waste Contract

* Department Requests/Reports:

7. Proposal for Starting Pay Increase Restructure for Equipment Operator Position(s) – Leonard Lujan, Road Superintendent
8. Ratification of Memorandum of Understanding between Torrance County Emergency Management & the American Red Cross- Martin Lucero, EM
9. Volunteer Firefighters PERA Annual Reporting, District 1 – Lester Gary, Fire Chief
10. Request to Purchase Brush Truck for Dist. 4, Utilizing Donations – Lester Gary, Fire Chief
11. Resolution 2018- Line Item Transfers – Amanda Tenorio, Finance Director
12. Bid Award 2018-05R for the Counter Remodel Project – Admin Building
13. Contract between Torrance County and Albuquerque Office Systems
14. Framework for Regional Oil and Gas Operations Ordinance Information – Steve Guetschow, Planning & Zoning Director
15. Planning & Zoning Board Terms, Approval to Advertise for Appointees, Letters of Interest – Steve Guetschow, Planning & Zoning Director
16. FY18/19 Capital Outlay/Additional Staff Request(s), Presentations by Department, for Approval
 - a. Assessor & Treasurer Request for Delinquent Tax Specialist I – Field Position
 - b. Clerk Request for Live Web Site Software
 - c. Dispatch Request for Storage Shed
 - d. Dispatch Request for Remodel of Entryway to Training Room
 - e. Domestic Violence Request for Annual Operational Funds to Subsidize State Contract
 - f. Emergency Management Request for Dispatch Fence
 - g. Emergency Management Request for Deputy Emergency Manager
 - h. Manager Request for Operations Manager
 - i. Manager Request for Grant Coordinator
 - j. Planning & Zoning Request Vehicle Maintenance and Repair
 - k. Risk Management Request for Steamatic Environmental Cleaning Service HVAC System & Ductwork

***County Manager Requests/Reports:**

17. Request Approval to Pay Past Due Wal-Mart Card
18. Update on 2015 CDBG Planning Application

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.

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 Dispatch Supervisor Salary

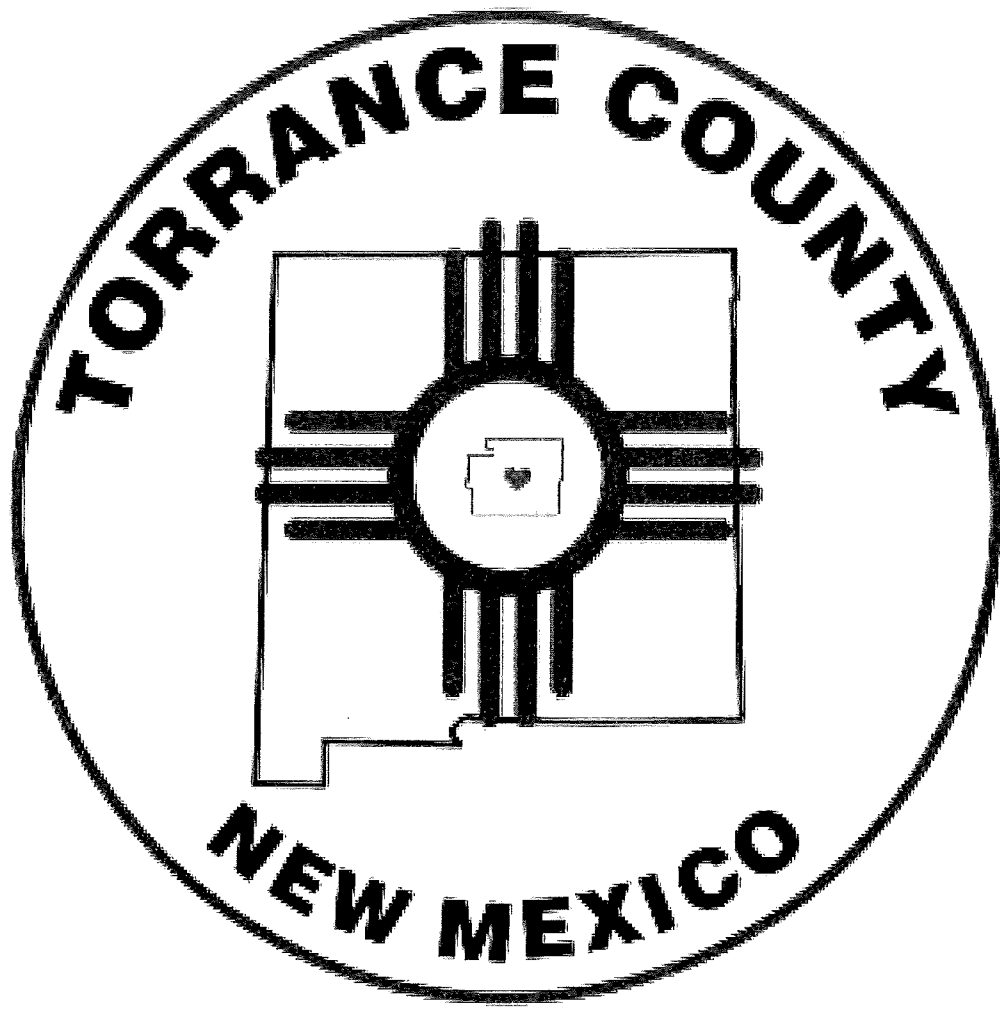
***Reconvene from Executive Session:**

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

- b) Consider and Act upon, if appropriate, Limited Personnel Matters regarding Dispatch Supervisor Salary

***Adjourn**

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Torrance County Manager's Office at 205 9th Street Room 24 Estancia, NM 87016 (505) 246-4752 at least one week prior to the meeting or as soon as possible. Public documents, including the agendas and minutes, can be provided in various accessible formats. Please contact the Torrance County Clerk's Office at 205 9th Street Room 1 Estancia, NM 87016 (505) 246-4735 if a summary or other type of accessible format is needed.



Minutes

DRAFT COPY
TORRANCE COUNTY BOARD OF COMMISSIONERS
REGULAR COMMISSION MEETING
April 25th, 2018

COMMISSIONERS PRESENT: JULIA DUCHARME-CHAIRMAN
JAMES FROST-MEMBER
JAVIER SANCHEZ -MEMBER

OTHERS PRESENT: BELINDA GARLAND-COUNTY MANAGER
ANNETTE ORTIZ-DEPUTY COUNTY MANAGER
DENNIS WALLIN-COUNTY ATTORNEY
YVONNE OTERO-ADMIN. ASST.

CALL MEETING TO ORDER

Madam Chair DuCharme calls the April 25th, 2018 Regular Commission Meeting to order at 9:10 a.m.

Pledge lead by Mr. Bob Hudson

Invocation lead by Mr. Robert “Bob” Ludwig

APPROVAL OF APRIL 11th, 2018 REGULAR COMMISSION MEETING MINUTES

Madam Chair DuCharme asks for a motion to approve the April 11th, 2018 Regular Commission Meeting minutes. **ACTION TAKEN:** Commissioner Sanchez makes a motion to approve the April 11th, 2018 Regular Commission Meeting minutes. Commissioner Frost seconds the motion. Madam Chair DuCharme states that in an update, given by Mr. Leonard Lujan, he named off roads that were needing to be repaired and those that were going to be repaired in the future. Madam Chair DuCharme states that she would like for those to be reflected in the minutes. No further discussion, all Commissioners in favor. **MOTION CARRIED**

APPROVAL OF APRIL 16th, 2018 SPECIAL COMMISSION MEETING MINUTES

Madam Chair DuCharme asks for a motion to approve the April 16th, 2018 Special Commission Meeting Minutes. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the April 16th, 2018 Special Commission Meeting Minutes. Commissioner Sanchez seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

APPROVAL OF APRIL 25th, 2018 MEETING AGENDA

Madam Chair DuCharme asks for a motion to approve the April 25th, 2018 meeting agenda. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the April 25th, 2018 meeting agenda. Commissioner Sanchez seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

APPROVAL OF CONSENT AGENDA

Madam Chair DuCharme asks for a motion to approve the consent agenda, 1.) Approval of Checks. **ACTION TAKEN: Commissioner Frost** makes a motion to approve the consent agenda, 1.) Approval of Checks. Commissioner Sanchez seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

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.

1.) **Yvonne Otero, Administrative Assistant Clerks Office-** Ms. Otero informs the Commission that the Clerk's Office is currently in Election mode. It is a busy time of year for the Clerk's office and wants the Commission to be aware that she will be doing a mock election on Thursday April 26th, 2018. Ms. Otero understands that the minutes are due by Wednesday following the Commission meeting, but because the Clerk's office is very busy at this time the minutes may not be ready until Thursday afternoon.

ACTION ITEMS*:

ITEMS TO BE CONSIDERED AND ACTED UPON

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

*County Public Relations:

1.) **Torrance County Fire Department**

Chief Lester Gary Torrance County Fire Chief would like to give a brief update on where the department is with their recruitment process. There was talk a few months back about doing open houses at the stations for recruitment and opening the stations to the public to help get out applications for volunteers.

We have 6 districts, with the 7th District being the Administration Office. Out of that there are 9 different Fire Stations that are funded by the State Fire Protection Fund for all the apparatuses and equipment for the fire fighters. There were some open houses at a few of the fire stations which were advertised in the local newspaper.

District 4, when they had their open house they had a total of 37 people show up, had a little hotdog cook out, and from that open house we gave out 4 applications for membership.

District 6 in Willard, which we acquired in the past couple of years, had about 10-15 people show up. From this open house we had approximately 3 applications handed out.

In the North end from **Districts 2, 3 & 5** we did hand out about 10 applications from their open houses.

Overall the department has brought in 8 new members. With the installation of our different coordinators in the department, the training and EMS coordinators, we are now setting up a new member orientation program. During their probationary period they will be getting their DDC, CPR, physicals and fire training. By the time their 6 month probationary period is over they will be all set to go.

There will be an ad going out in the paper today about the need for volunteers in the Fire Department, so if anyone is interested they can contact our office and get an application.

The Fire Department did do a PR event at the motor cross park in Moriarty. We recently obtained some new EMT's in the department that are state and nationally certified. So we met with the people that run the motor cross and we set it up so that we could take our rescue out with our new EMT's so they could get a glimpse of what it is like at an event. We handed out 3 applications and did get 1 new member out of it.

There are a lot of events coming up within the next few months. One in particular is the MDA Fill the Boot. We take donations for a summer camp for the kids at the Manzano Camp it's about \$40,000.00 per child. At the camp they have a VIP day and several Fire Departments from around the state attend. We have a big day of food, fun, and water fights. Other events that will be coming up are the Torrance County Fair, Junior Deputy Program, Old Timers Parade, Punkin Chunkin, Pinto Bean Fiesta, and the State Fair.

Our open houses and recruitment program have been very active and will continue to be. It is hard on Chief Lester Gary's end because when we get new members we have to provide them with their gear, but with the fire protection fund and the quarter cent fund that helps us get the gear. These open houses and events we are having are getting all the districts to work together and has had great outcomes for all the fire departments and it's going to continue to grow.

Commissioner Frost states that we are now in our spring fire season and would like to know what is going on with that.

Chief Lester Gary states that he has spoken with a few people from the Mountainair Ranger District and the humidity is really low and it's still a concern for a high fire danger. The Manzano Ranger District, the State Forest Service, and the Cibola Ranger District have all gone to stage 1 fire restrictions, which is open burning in fire pits only and no smoking outside, only in vehicles. Here in Torrance County we are watching and we are getting close to 4th of July and we have been getting calls on fireworks. We will look at this closer next month and see if we need to extend the burn ban into a fireworks ban as well. Chief Lester Gary will confer with the State Fire Marshall on this topic as it does affect businesses that we have in the county that sell fireworks.

Madam Chair DuCharme thanks Chief Lester Gary for his wonderful update, and asks where the information for all the events he spoke about will be posted. **Chief Lester Gary** states that when they do PR they will be posted in the newspaper or on social media.

Madam Chair DuCharme states that she did attend one of the open houses and the department was very well prepared. She also asks if there is going to be any more open houses.

She encourages the public to attend and show their appreciation for the Fire Departments. **Chief Lester Gary** states that, yes, he plans on doing a spring open house and a fall open house, and also plans on putting together a Junior Fire Fighter Program for those ages 14-18 that are interested in becoming a volunteer Fire Fighter.

***Commission Matters:**

2.) Presentation by Mr. Bob Hudson

Madam Chair DuCharme introduces Mr. Hudson with a brief bio. When she attended the New Mexico Association of Counties meetings in January 2018 Mr. Hudson was the keynote speaker. He spoke in Santa Fe before many employees from all counties around the state. Mr. Hudson is a member of our community but I had no idea that we have such a hero in our community. We decided to invite Mr. Hudson to our Commission meeting for him to share his story with our community. Madam Chair DuCharme would like to read to everyone a little bit about him. Colonel Bob Hanson USAF retired was born in 1947 in Kansas City, Missouri. He joined the United States Air Force in 1970 and one year later earned his pilots wings. His first assignment was to Kincheloe Air Force Base, Michigan, flying the B-52. His second assignment was as a T-39 instructor and flight evaluator at Offutt Air Force Base Nebraska. Next he flew the FB 111 for eight years at Plattsburgh Air Force Base, New York before being assigned to headquarters strategic air command where he was chief of the airborne battle staff and director of the future command control systems division. Colonel Hudson was then moved to be the base Commander of a classified flight test facility and then four years later became the base Commander of Brooks Air Force Base in San Antonio, Texas. His last assignment saw him as the 86th airlift wing Inspector General in Rammstein, Germany. After 28 years Colonel Hudson retired to Albuquerque where he now runs the Moriarty Municipal Airport. Among his many awards and decorations are 2 legions of merit, the Distinguished Flying Cross with V device for Valor, the bronze state medal with V device for valor, two purple hearts, and the Prisoner of War Medal. Colonel Hudson had the honor of serving his country during Operation Southern Watch the Cold War in Vietnam where he was unfortunately shot down on December 26, 1972 and spent some time as a guest of the North Vietnamese inside their infamous prison system. He has been married for 50 years to his high school sweetheart and has two children and four grandchildren. "Mr. Hudson we are honored to have you here thank you sir."

Mr. Bob Hudson states it is an honor for him to be here because as she said I do work in this County and it is nice to be able to speak to folks that I work side-by-side with. He has three guests here today he has Dan Moran from the state of Aviation Department, Jane Lucero the state Aviation Director, and his boss the Mayor from Moriarty, Mayor Ted Hart to make sure he is not out playing golf and is really doing something, so he is here checking up on me. What he is going to do today is tell a story, it's not a speech is just a story about something that happened to him back in December 1972. You all are probably wondering why he is wearing his flight suit. There are 3 reasons why and the first is when you do tell a military aviation story you wear the cloak so to speak so that it fits the setting, the second reason is that every aviator knows when we have a flight suit on you have to assume everything I say is the absolute truth, and the third reason is if I say something that offends our lord it's Fireproof. Mr. Hudson goes on to explain a few differences in the B-52 airplanes at the time, the B-52 D & H.

Mr. Hudson goes on to tell a story about him begging to be sent to Vietnam. After enough begging they finally sent him. First mission he flew was out of Guam. They were not going into Hanoi. On December 24th they landed in Thailand. On December 25th they stood down, the reason why is because it was Christmas day and being Americans they were going to celebrate Christmas no matter what. On the 26th the plane was to fly out. It was on this day that his plane was shot down, seeing a few of his partners killed and injured, as well as himself having a bad injury to his arm. They were captured by North Vietnamese soldiers and were taken to the so called Hanoi Hilton (a prisoner of war prison). He goes on to explain his experience in the prison cells and how they were able to communicate with other American inmates. He was also filmed during this time when he was supposed to give an interview. A Hungarian news person got ahold of this interview and sent it to a TV station in Fort Worth, TX and that was how his family knew he was still alive. Mr. Hudson goes on to talk more about his experience in this prison. After spending 93 days in captivity, Mr. Hudson was released during Operation Homecoming on March 29, 1973.

Madam Chair DuCharme would like to thank Mr. Hudson for sharing his story and on behalf of all those people can't share their stories anymore. We would like to show our appreciation and present you with this certificate of appreciation and if you would please take a picture with the Commission and the County Manager.

Mr. Bob Ludwig would also like to present Mr. Hudson with the 50 year Vietnam Pin.

Madam Chair DuCharme again thanks Mr. Hudson for telling us his amazing story. We often hear the word veteran and your story shows us what it really means to be a veteran.

3.) Proclamation, May 2018 as Motorcycle Awareness Month

Madam Chair DuCharme reads a letter from a Mr. Richard Sturgeon to request that Torrance County make a proclamation to declare May 2018 as Motorcycle Awareness month. The reason for his request is that Torrance County is a big destination ride for many motorcycle enthusiasts. Letter hereto attached.

Ms. Garland reads the proclamation declaring May 2018 as Motorcycle Awareness Month. Proclamation hereto attached.

Madam Chair DuCharme asks for a motion to approve the Proclamation declaring May 2018 as Motorcycle Awareness month.

ACTION TAKEN: **Commissioner Frost** makes a motion to approve the Proclamation declaring May 2018 as Motorcycle Awareness month. **Commissioner Sanchez** seconds the motion. No further discussion, all Commissioners in Favor. **MOTION CARRIED**

4.) Proclamation, May 2018 as Fire Preparedness Month

Martin Lucero Emergency Manager would like to request that the Commission approve a Proclamation declaring May 2018 as Wildfire Awareness Month. Mr. Lucero reads the proclamation. Proclamation hereto attached.

Madam Chair DuCharme asks for a motion to approve to declare May 2018 as Wildfire Awareness Month.

ACTION TAKEN: Commissioner Frost makes a motion to approve to declare May 2018 as Wildfire Awareness month. Commissioner Sanchez seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

5.) Update of Opioid Lawsuit

Mr. Dennis Wallin County Attorney states that as you will recall about a month or six weeks ago you gave permission to publish seeking legal assistance in representing Torrance County on the opioid crisis litigation. Mr. Wallin has been in contact with County attorneys throughout the State. The smaller Counties are having some issues with regard to this. Torrance County will be publishing our notice within the next week or two. The smaller counties are getting a lot of response so Mr. Wallin has tried to rework our request for proposals in hopes of getting a proper response so we have a choice. Nationally the opioid litigation is moving forward and I know you all sat in on various seminars at the Association of Counties meetings regarding the crisis. It is important that Torrance County be able to place itself at the bargaining table. We are moving forward with this. I have consulted with the Manager's office on this and you will see the request for legal assistance being published in the next few weeks or so. **DISCUSSION ONLY, NO ACTION TAKEN**

6.) Request for Celebration Permit(s) – Michael Lobaugh, Two Guys Making Artisan Cheese:

Aimee Kuckark, event Planner for the Old Windmill Dairy comes forth to request permits for a Mother's Day celebration and a Father's Day celebration at the Old Wind Mill Dairy.

Madam Chair DuCharme asks what the correct name of the business is as she is seeing two names here.

Ms. Kuckark states that it is Two Guys Making Artisan Cheese, d/b/a Old Wind Mill Dairy.

a.) Mother's Day Celebration, May 12th, 2018

Madam Chair DuCharme asks for a motion to approve the Celebration Permit for the Mother's Day Celebration on May 12th, 2018.

ACTION TAKEN: Commissioner Frost makes a motion to approve the Celebration Permit for the Mother's Day Celebration on May 12th, 2018. Commissioner Sanchez seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

b.) Father's Day Celebration, June 16th, 2018

Madam Chair DuCharme asks for a motion to approve the Celebration Permit for the Father's Day Celebration on June 16th, 2018.

ACTION TAKEN: **Commissioner Sanchez** makes a motion to approve the Celebration Permit for the Father's Day Celebration on June 16th, 2018. **Commissioner Frost** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

7.) Request Permission to Attend NM Association of Counties Annual Conference, Socorro, NM

c.) Budget Cost(s) Report Presentation by Amanda Tenorio, Finance Director

Amanda Tenorio states the departments are requesting permission to attend the NMAC Annual conference in Socorro, NM in June 2018. She presents to the commission a list of what was spent per department that attended the winter conference in January in Santa Fe.

Madam Chair DuCharme asks Ms. Tenorio to go over the numbers.

Ms. Tenorio states that the total spent in January was \$14,055.80. The amounts are as follows: Commission-\$882.91, P & Z-\$200.00, Manager-\$2,400.00, Clerk-\$1,969.74, Purchasing-\$175.00, Treasurer-\$1,907.00, Assessor-\$2,904.51, Sheriff-\$623.00, Finance-\$1,955.82, Road-\$445.00, and DWI \$592.00.

Commissioner Frost asks Ms. Tenorio if the funds for this are available in the current budget. **Ms. Tenorio** responds, yes they are.

Ms. Garland states that every department's budget does support the ability to send their employees to the conference in Socorro in June.

Madam Chair DuCharme asks if this is the amount we should expect to pay in June. **Ms. Tenorio** replies yes, maybe less, from her experience less employees attend the summer conference.

Madam Chair DuCharme states that the registration is normally \$175.00, but as of right now we are beyond the deadline and it will now cost \$200.00 to register, is that correct? She asks Ms. Garland for her comments on this.

Ms. Garland states that Madam Chair DuCharme requested the breakdown of the cost before sending anyone to the conference. Most of the offices have already registered for the conference, the only office that hasn't is the Manager's office, because they needed to review their budget and see how many people they could send and for how many days.

d.) Early Registration Open, Request for decision of Commission for Travel and Registration Expenses Countywide

ACTION TAKEN: Commissioner Frost make a motion to approve permission for the County employees to attend the NMAC Conference in June 2018. Commission Sanchez seconds the motion. Commissioner Frost would like to state that these conferences are very important. We meet with other people from other Counties around the state with the same jobs we have and are able to get different views that may help us here. Madam Chair DuCharme states that the total is \$14,055.80 and are planning to spend that much again for June. So does spending \$28,000.00 per year seem like a reasonable cost for us? Ms. Garland states that the beginning of the conference is mainly just classes & training in their job positions. These classes have been very beneficial, they give a lot of useful information for a particular job position. Annette Ortiz Deputy County Manager states that if one or all of the Commissioners are planning to attend they need to get with Lori in the Managers office as soon as possible so that they can get the registration and purchases orders in place. No further discussion, all Commissioner in favor. **MOTION CARRIED**

8.) Request Permission to Post Open Fair Board Position-Marcie Wallin

Belinda Garland states that Ms. Wallin was not able to attend the meeting today so she asked if Ms. Garland could present this item for her. Ms. Garland states that at the last commission meeting one of the Fair Board members resigned. There is now a position open on the board. We need to advertise so that we can get in letters of interest to be on the board and get the position filled. Once the Commission approves us to advertise she would like to get from the Commission the exact wording they want on the advertisement.

Commissioner Frost states that they had advertised before, is there a reason to change that advertisement?

Ms. Garland states that at the last commission meeting there was some discussion on the exact wording for them to be at the meeting for the interview by the Commission panel. We would like to know exactly how you would like that worded, and if you do want them to attend the meeting to be interviewed.

Madam Chair DuCharme states that she would like to see the word “expected” to be changed to “required” and to have a follow-up with the applicants explaining to them that if they want to be considered they have to be here for the interview. Ms. Garland asks if this is the way the Commission would like it to read for all positions. Madam Chair DuCharme replies, yes.

Commission Frost states that if it’s good for one it should be good for all. It needs to be consistent as to avoid any problems in the future.

Madam Chair DuCharme states that she would like to see some kind of procedure that every application will be stamped with the date it was received. Also you need to make sure no application is missed. Ms. Garland states that this procedure is already in place in her office.

Madam Chair DuCharme asks for a motion to advertise the open fair board position and if the advertisement will be posted as a main position or an alternate position. Ms. Garland states that she is not sure if it is an alternate position or a main position. She will speak with Ms. Wallin to get the specifics on the position so that it is advertised correctly.

ACTION TAKEN: Commissioner Sanchez makes a motion to approve to advertise for the open fair board position. Commissioner Frost seconds the motion.

Commissioner Frost would like to know if the motion includes the word “expected.” Ms. Garland states that it is more a directive for the staff so they will take care of that.

Mr. Johnny Romero states that the reason he was not able to attend the last meeting is because of a medical condition. The Commission needs to make an exception for certain circumstances. There may be times that an individual may not be able to attend, and this person may be a good person for the position. They should not be disqualified because they don’t attend the meeting, they may have a good reason for not being able to attend, and the commission should account for that.

Annette Ortiz Deputy County Manager states that the current advertisement reads that the applicants are to be “expected” at the Commission meeting for an interview and possible board appointment. Her question is, are we requesting letters of interest? Are we requesting letters of qualification? If the applicants are going to be interviewed, will there be a set of questions they will be asked? In some instances people show up and you ask them no questions, and others you ask them several questions. So to be fair and equitable, are we asking for letters of qualification and are there going to be set interview questions.

Commissioner Frost states that it is important that we are consistent. We cannot do one thing for one board this week and then turn around and do another for the next board appointment. We need a set of rules and make it all the same. We do have a motion on the floor and we could amend that motion. He does understand that there are certain things, such as medical issues, that may prevent a person from being able to attend the meeting.

Mr. Wallin states that they have a couple of options. You can vote on the motion and then amend it and propose how you want it to read or you can rescind the motion and then make a completely new motion.

Commissioner Frost would like to propose that the wording on the advertisement should read that they are expected but not required to be present at the interview for all board positions.

Madam Chair DuCharme asks Commissioner Sanchez if he has any comments on this.

Commissioner Sanchez states that he is willing to support whatever is decided upon. In his personal opinion we do not need to rule ourselves into a corner. We should leave it as open as possible so that we do not limit ourselves nor the community. The proper way to go about this is to leave the word “expected,” leave the wording as it is and if the people want to submit a resume they can and attach it to their letter. Just leave the wording as it is. Last time there was

an assumption/expectation that we would require the applicants to be at the meeting, it was problematic. Let's not change anything and just leave it as it was.

Michael Godey states that another possibility is to state that you are required to attend but if for any reason you cannot attend then provide a reason as to why you cannot be present.

Madam Chair DuCharme states that she likes flexibility and that is all up to the Commissioners. We do know a lot of people from the community but at times we may not know the person that is applying for the board position. If a person does not attend the interview it makes it difficult to make a choice.

ACTION TAKEN: Commissioner Frost would like make a motion propose to amend the motion to read that we recommend the applicants attend the interview and attendance is not required.

Madam Chair DuCharme tells Commissioner Frost that it contradicts and tells people that they don't have to show up. We should keep the word "recommend" and leave out the wording of "not required." As it stands we have an amended motion on the floor. Is there a second to this motion? **NO SECOND, MOTION DIES.**

Madam Chair DuCharme asks Mr. Wallin what motion is now on the table.

Mr. Wallin states that this motion died due to a lack of a second, therefore we go back to the original motion that was presented, so if you want to you can ask for a vote on the original motion.

Commissioner Sanchez states that we have two options, we can leave the wording as it was to begin with or change the wording with an amendment, make a motion and call for a vote.

Madam Chair DuCharme states that there is a motion and a second. No further discussion, all Commissioners in favor. Commissioner Frost would like to make a further motion that we do print on the request and the advertisement that they are expected but not required to attend the interview. Madam Chair DuCharme states that this is a contradiction and asks for a second on Commissioner Frost's additional motion. **NO SECOND, MOTION DIES.** Madam Chair DuCharme would like to add that it be stated on the advertisement the appearance of the applicant be highly encouraged, or in some form similar to this. **MOTION CARRIED ON ORIGINAL MOTION.**

Michael Godey states that the word recommended would cover what is trying to be said and leaves open the ability to choose someone that is not present.

Annette Ortiz asks if the applicants are going to be interviewed. If you are requiring an interview, are you requiring the applicants to attend or not?

Madam Chair DuCharme states that we need to know the candidates so we need to interview them.

Annette Ortiz replies, so are you requiring that they be here or available possibly by phone. We need that clarification for anyone that is going to be appointed to a board. Are they required to be here and are they required to be interviewed and can it be done in person or by phone.

Commissioner Sanchez states that we just need to leave it as. If we chose to interview, we interview, if we appoint someone that is not here we can do so or vice versa.

Madam Chair DuCharme asks Ms. Garland how this will be advertised.

Ms. Garland states that it will be advertised as it was before in the newspaper as well as on the county website and the radio station and the county Facebook page.

9.) Transportation Committee Discussion

a.) Consideration of Forming a Transportation Committee

b.) Directive(s) to County Manager.

Commissioner Sanchez states that he would like for this item to be tabled until the next meeting as he is not completely prepared to present at this time.

ACTION TAKEN: Commissioner Sanchez makes a motion to table agenda item #9 Transportation Committee discussion until the next commission meeting. Madam Chair DuCharme seconds the motion. Mr. Fred Sanchez, Torrance County Resident would like to state that he is against forming another Committee. There is no need for another committee, with all due respect, we have enough bureaucracy as it is. Madam Chair DuCharme tells Mr. Sanchez to give us a chance. No further discussion, all Commissioners in favor. **MOTION CARRIED**

*Department Requests/Reports:

10.) Updates: a.) Various County Departments, d.) Commission

a.) Various County Departments

Annette Ortiz, Deputy County Manager-states that today is Administrative Professionals Day and we here at Torrance County recognize our success is all part of the hard work and dedication of the employees. We would like to extend our deepest appreciation to all of the efforts by all of the County employees and the commitment to Torrance County that is exemplified by our employees. Madam Chair DuCharme states that is also a good idea to place the signs upfront thanking the employees. Thank you for that.

Betty Cabber, Torrance County Assessor states that the protest period for the 2018 tax assessments have come to an end. They have quite a few protest with property owners and will try to settle them informally. If they cannot reach an agreement then the official protest board will meet in August. The office is also currently in the process of reassessing the City of Moriarty. She would like to commend Mr. Nick Sedillo, Chief Appraiser, Bill Holt Certified

Appraiser, Steve Sasnow Certified Appraiser, & Crystal Garcia who has one more class to finish to become a Certified Appraiser, all have been working very hard and have done a great job. This summer our office will also be upgrading the software system that we use. Ms. Cabber also gives a brief update on her most recent Board of Directors meeting, they talked a lot about next year's legislative session and what is to be expected. The session will be 60 days and will have a lot of new legislation being presented: from the legalization of marijuana, to GRT Reform, to Economic Development issues. On the Economic Development issues there is talk of an abatement to property taxes to try and encourage businesses to develop in certain areas. What that is, is they will let the business come in and allow them to pay the vacant land property tax for about 10 or more years. Another big thing that will be talked about is the amendment to the Constitution dealing with bond issues. Who will have to pay and is released without bond etc.

Madam Chair DuCharme tells Ms. Cabber that she was very passionate about the Civics Program and she looked at the website and it is a bi-partisan group. Where would she like to go with this? **Ms. Cabber** states that she needs to talk to the schools and talk to a few people at the Association of Counties. She will get a presentation together and present it at the next meeting.

Martin Lucero Emergency Manager states that he is working with the Extension Office, the Fire Department and a few other agencies to put on a public Fire Awareness Seminar. As soon as he gets some dates he will let everyone know, he hopes to have them by the next commission meeting. This seminar is geared toward public awareness and will discuss defensible space, evacuation, and so forth. Once we have more information we will get it going full force.

d.) Commission

Commissioner Frost would like to thank Betty Cabber for representing us on the Association of Counties Board of Directors. She does a great job of keeping us informed of what is going on. He also attended the sexual harassment training. It was a good training and would like to thank Mr. James Chavez from the New Mexico Association of Counties for coming down and teaching the classes. **Ms. Garland** states that there were 4 employees that were not able to attend. This training is required and they can do an online training so that we have record of them attending the training.

Madam Chair DuCharme states that she did attend one of the open houses that the fire departments hosted. She would like to reiterate that TCFD needs volunteers. Please, if anyone is interested apply to be a volunteer.

11.) Ratification of CYFD Agreement No. 17-690-20139-2-Anna Martinez, DV Coordinator

Anna Martinez would like to request the ratification agreement with CYFD.

ACTION TAKEN: **Commissioner Sanchez** makes a motion to approve Ratification of CYFD Agreement No. 17-690-20139-2. **Ms. Garland** states that it has been reviewed by legal

counsel and the grants committee. **Commissioner Frost** seconds the motion. **Madam Chair DuCharme** asks for Ms. Martinez to go thru what the agreement is for and what the fees are. **Ms. Martinez** states that this is for the 4 years that we did not receive this grant, CYFD has given us \$20,000.00, and this is an agreement that we have to sign with them every year for 4 years and this is the 3rd year of this agreement. The only change from last year is that they have added the line item adjustments that will be at the discretion of the Community Services Bureau Chief. No further discussion, all Commissioner in favor. **MOTION CARRIED**

12.) FY 2018-2019 Fire Protection Fund-Lester Gary, Fire Chief

Chief Lester Gary states that there are 7 different applications placed before the Commission for the FY2019 Fire Protection Fund. The minimum amount per district is the same as last years. You will notice that he is anticipating a rollover of funds in each district, the rollover amounts will vary per district. The reason that there is a larger amount to the current balance in the fire department is because of the shortfall in the Fire Protection fund and we we rolled over an exuberant amount of money.

Madam Chair DuCharme asks for a motion to approve FY 2018-2019 Fire Protection Fund Distribution. **ACTION TAKEN: Commissioner Frost** makes as motion to approve FY 2018-2019 Fire Fund Distribution. **Commissioner Sanchez** seconds the motion. **Commissioner Frost** states that this says for a budgeted amount and states that Chief Lester Gary is not asking for an increase, is that correct? **Chief Lester Gary** states that this is in the budget and the money comes through the PRC from the state Fire Marshalls Office. **Madam Chair DuCharme** asks if this is a report to the Fire Marshall. **Chief Lester Gary** replies yes, once this is signed by the commission he will hand carry it and turn it into the State Fire Marshalls Office. This money will be disbursed sometime in August. **Madam Chair DuCharme** states she is under the impression that we already have this money if he could please clarify this. **Chief Lester Gary** replies, yes, we already have this money, it is money that comes in annually. These are the applications so that we can say yes, we do want to accept your funding. No further discussion, all Commissioners in favor. **MOTION CARRIED**

13.) Renewal of Triadic Contract-Noah Sedillo, Chief Procurement Office

Noah Sedillo stated that this is a contract that was presented to you at a previous meeting. However, we had to bring this back to you because we had not completed our sole source. We have since completed our sole source, we had no protest, nothing has changed to the contract, and we can now move forward. This is the software that is used by a majority of offices in the county that stores data and runs checks and payroll. The monthly fee went up \$50.00 and this was because we needed to add more licenses to the contract so that the server can handle more users. The monthly fee that we will be paying will be \$3,944.53 for the next 5 years.

Madam Chair DuCharme asks if it is beneficial to have a longer contract so that it freezes the amount of money we have to pay per month without any increase, is that correct? **Mr. Sedillo** replies, yes, and also because if we would look into changing software with another proprietary company it would cost the county a whole lot of money because we would have to change out the whole entire system. **Mr. Sedillo** stated that he spoke with a few other people and if we would want to change software we are looking at a base line of about \$250,000.00 just to redo

the system, if not more depending on the software being obtained and what the company would charge. **Madam Chair DuCharme** asks if Triadic is guaranteeing this price for the next 5 years. **Mr. Sedillo** replies, yes it is guaranteed. If there are any issues that arise you can turn to page 3 of the contract and it gives you a breakdown of the fees that will be charged should they need to come out to fix any technical issues we may be having.

Commissioner Frost asks Mr. Sedillo how many years the county has been with Triadic. **Mr. Sedillo** replies that he does not know as he has not been here very long. The reply from a few employees is that it has been well over 15 years.

ACTION TAKEN: **Commissioner Sanchez** makes a motion to approve the Triadic Contract. **Commissioner Frost** seconds the motion. **Madam Chair DuCharme** asks Mr. Sedillo that this was sole sourced, what was the reason for this and is this allowed. **Mr. Sedillo** replies that because it is a proprietary software, you cannot go out and get from any software company, for what Triadic has to offer at this price. We would have to start from scratch and incur a heavy cost and this is what makes it a sole source and this is what allows us to do this. No further discussion, all Commissioner in Favor. **MOTION CARRIED.**

14.) FY 18 Audit Contract Approval for Hinkle & Landers, PC-Noah Sedillo, Chief Procurement Officer

Noah Sedillo states that before the commission is a letter from the State Auditor's office saying that they approve the request and contract for Hinkle & Landers, PC to conduct the Fiscal year 2018 annual audit. We are currently in our 2nd year of our multi-year contract and this approves the 3rd and final year with Hinkle & Landers, PC. We currently wrapped up our audit and are waiting to get the final draft from them. They have been beneficial to us, this company is also on the Honor Roll with the state, and it would be valuable to keep them with us for the final year. If the commission would turn to the next page that is the Audit contract provided to use by the Office of the State Auditor. We are asking for the commission to approve the contract.

Ms. Garland states that this company has been approved by the State Auditor's office, which is a requirement by them.

Madam Chair DuCharme asks for a motion to approve the FY18 Audit Contract for Hinkle & Landers, PC.

ACTION TAKEN: **Commissioner Sanchez** makes a motion to approve the FY18 Audit Contract to Hinkle & Landers, PC. **Commissioner Frost** seconds the motion. No further discussion, all Commissioner in favor. **MOTION CARRIED**

15.) Resolution 2018-21 Line Item Transfer(s)-Amanda Tenorio, Finance Director

Amanda Tenorio Finance Director states that County Departments are requesting line item transfers within their budgeted funds in the FY2017-18 Budget. The line items require authorization from the Commission, therefore Ms. Tenorio is requesting authorization. **Madam Chair DuCharme Commissioner** ask for a motion to approve Resolution 2018-21 Line Item

Transfer(s). **ACTION TAKEN:** Commissioner Frost makes a motion to approve Resolution 2018-21 Line Item Transfer(s). Commissioner Sanchez seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

16.) Resolution 2018-22 Budget Increase-Amanda Tenorio, Finance Director

Amanda Tenorio Finance Director states that she is requesting approval for Resolution 2018-22 Budget Increase. The reason for the request is because we did receive more funding than what was budgeted. Madam Chair DuCharme asks for a motion to approve Resolution 2018-22 Budget Increase.

ACTION TAKEN: Commissioner Frost makes a motion to approve Resolution 2018-22 Budget Increase. Commissioner Sanchez seconds the motion. No further Discussion, all Commissioners in favor. **MOTION CARRIED**

17.) Resolution 2018-23 Cash Transfer(s) & Line Item Transfer(s) Between Funds-Amanda Tenorio, Finance Director

Amanda Tenorio states that the commission's approval is requested for Resolution 2018-23 Cash Transfers & Line Item Transfers between Funds. These cash transfers are necessary as per our new submission guidelines from DFA. We will be submitting our FY2018-19 Budget to the Local Government Budget Management System or LGBMS. DFA will start monitoring our line items with this new LGBMS system. One of their requirements is that any adjusted ending cash balances of any fund cannot be in the negative, including funds that are waiting grant reimbursements. LGBMS will flag this as an error. Most of these transfers are grants that are awaiting reimbursement. Wind PILT funds will be reimbursed once the grant is closed in its entirety.

Madam Chair DuCharme asks Ms. Tenorio that once the grant is paid then will the money then go back in to the wind PILT fund, is that correct? Ms. Tenorio replies, yes, that is correct.

Madam Chair DuCharme asks Ms. Tenorio if she would please read off the transfers for this resolution.

Ms. Tenorio states all transfers are coming from the 641 Wind PILT fund, the first is to the 605 DWI Grant in the amount of \$36,000.00, the 628 Raid Grant in the amount of \$15,000.00, the 629 HV Grant in the amount of \$55,000.00, the 635 JV Grant in the amount of \$60,000.00, the 690 DV Grant in the amount of \$10,000.00, the 802 JLEO Grant in the amount of \$15,000.00, 803 Legislative Appropriations in the amount of \$33,360.00, 805 Traffic Safety in the amount of \$6,000.00, 808 Forest Patrol in the amount of \$6,000.00, 834 Dog Head Fire in the amount of \$104,401.00 (which is not a grant), 420 Jail Fund in the amount of \$400,000.00 (not a grant), and 685 P&Z Court Fee's in the amount of \$3,100.00 (not a grant). We hope that this will be a onetime transfer we should be ok for the next couple of years with the grants and not be needing to transfer every fiscal year.

Madam Chair DuCharme asks Mr. Wallin if these transfers between funds are allowed.

Mr. Wallin replies, yes, they are fairly common.

Madam Chair DuCharme states that if we transfer money to the Dog Head Fire and we are not reimbursed, what will happen with that money? Mr. Wallin states that we will continue to seek money from the proper authorities but cannot guarantee what the federal government will do.

Madam Chair DuCharme asks if we can lock this money into that fund and not be allowed to use it in the future. Commissioner Sanchez states that in order to meet the requirements from the state we cannot go into the next budget cycle with a negative balance. We need to bring them up to what their value is, and in order to do this we have to use the PILT fund. Once we get into the new budget, at that point we can move the funds back immediately. When we do so, we then enter the budget with a negative balance. Mr. Wallin replies, yes, unless you have funds from another source such as the general fund to cover the amount or the grants get reimbursed. Commissioner Sanchez states in the issues of the Dog Head Fire, that happened several years ago, who knows when we will get reimbursed from that. So we lock up funds from the PILT and it just sits there not doing anything and we don't want to do that. Mr. Wallin states that the money to cover this has to come from somewhere, and if you don't want to lock up the PILT funds then it would have to come from the General Fund or from other proceeds.

Ms. Tenorio states that we have to be compliant with DFA. These are recommendations from DFA. Right now the Dog Head Fire is in a negative balance so we have to cover those funds starting with the new budget.

Ms. Garland states that once we move the \$104,401.00 to cover the Dog Head Fire we cannot move that money back until we get the reimbursement. With the new DFA requirements we cannot put that fund back into a negative balance. You cannot make any line item a negative balance, even the departments will not be able to expend out of a line item until they transfer funds to cover the amount needed. We have no choice, DFA will not approve our budget if it has negative balances.

Madam Chair DuCharme states that the Dog Head Fire happened in June of 2016, why have we not been reimbursed from that? Ms. Garland states that Mr. Lucero our Emergency Manager is working on this. Ms. Garland received an email on this today but has yet to read it. There has been arguments back and forth on some issues, and we are hoping that we will get reimbursed a large majority of it, but not sure of how much and the sum that is left is what we have to cover. Madam Chair DuCharme asks if that amount is left, will it stay in the fund forever. Ms. Garland states that once we get the final amounts it will most likely not be reimbursable and we will have to write it off and move forward, meaning we will have to cover the funds and it will be a loss. Whatever money we are reimbursed from the federal government will be put back into the PILT Fund, but whatever is left will be covered by the County and that portion will never go back into the PILT and we will close out that line item. Madam Chair DuCharme states that we have no choice but to approve this. Ms. Garland states that our budget will not be approved with anything in the negative that is the new rule. If we have no budget we cannot operate.

Madam Chair DuCharme asks for a motion to approve Resolution 2018-23 Cash Transfers & Line Item Transfers Between Funds.

ACTION TAKEN: **Commissioner Frost** makes a motion to approve Resolution 2018-23 Cash Transfers & Line Item Transfers Between Funds. **Madam Chair DuCharme** seconds the motion. No further discussion, **Madam Chair DuCharme & Commissioner Frost** in favor, **Commissioner Sanchez** opposed. **MOTION CARRIED.**

18.) Approval on Grant Amendment #1 to CYFD & Torrance County Home Visiting, Agreement #18-690-20890-Annette Ortiz, Deputy County Manager

Annette Ortiz Deputy County Manager, states that we have a more active role with the Home Visiting program as we do not have a Manager in this position. Interviews have been held for the Home Visiting Manager position and reference checks are being conducted at this time. We do now that for quite some time now the CYFD department overseeing this grant has made comments about budgets being cut and changes being made or not made. This agreement has been created by them and they have cut the grant amount for 2018 by \$32,818.00. The Grant Committee has reviewed it, the amendment changes from the total amount of \$111,000.00 to \$78,182.00 for FY18. We will have to sit down with finance and look at the numbers to make sure that we have enough room within the grant to cover the new hire. We should have enough money since we have not hired 2 other positions within that grant for home visiting.

Ms. Ortiz states that she attended the quarterly meeting for Home Visiting and it was nice to get hands on experience for the grant. She was able to see what they do and what other counties are doing with this program. We were able to make new contacts and hopefully get referrals from the surrounding counties. This is a great program and we do need to get positions filled as per state requirements. .

ACTION TAKEN: **Commissioner Sanchez** makes a motion to approve Grant Amendment #1 to CYFD & Torrance County Home Visiting, Agreement #18-690-20890. **Commissioner Frost** seconds the motion. **Ms. Ortiz** would like to say thank you to Julianita Aragon who is the current home visitor. She was a very big help in assisting me in keeping the program running and doing the home visits. She is awesome at what she does. **Madam Chair DuCharme** ask Ms. Ortiz if all of the expenses are to be covered by this grant, or is there a certain amount that would need to be covered by the county. **Ms. Ortiz** states as of right now all of the expenses will be paid by the grant. There are in-kind but none that require funding. No further discussion, all Commissioners in favor. **MOTION CARRIED**

***County Manager Request/Reports:**

19.) Update

Belinda Garland Torrance County Manager presents her update to the commission. On Friday April 13th she met with Dana from Ambitions to work on the backup batteries for the servers and also worked on the computer that controls the locks on the doors. On April 16th she and Madam Chair DuCharme viewed some county roads. On April 18th Ms. Garland attended the Sexual Harassment Training, on that same day she met with Tracey Master, Noah Sedillo, and

Amanda Tenorio about the spending of the Drug Education Fund. Ms. Garland received information from Judge Page and will be doing a follow up on that. It is Ms. Garlands understanding that we control about \$18,000.00 of the fund but no new funds are being added to it. Also on this same day Ms. Garland attended the Investment Committee meeting. In attendance were the Treasurer and Deputy Treasure from Santa Fe County. They gave us some information on investing public funds. The committee will meet at a later time to discuss investment of county funds.

Ms. Garland has also been working with Kristin on new County Policies. She has been working with Amanda on getting with each department head to discuss their budgets, working with Mr. Wallin on some legal matters, and also with Kristin on some personnel matters. Ms. Garland would also like to extend her thank you to all of the Administrative Professionals out there who assist the county, without them the offices would not function. To everyone else in the county thank you for all the hard work you all do every day. **Madam Chair DuCharme** thanks Ms. Garland for being a great role model to us all. **UPDATE ONLY, NO ACTION TAKEN**

EXECUTIVE SESSION

As Per Motion and Roll Call Vote, Pursuant to New Mexico State Section 10-15-1 H (7) the Following Matters will be discussed in Closed Session: Attorney-Client privilege pertaining to threatened and pending litigation in which the public body is or may become participant, specifically related to the Estancia Valley Solid Waste Authority contract with Torrance County.

ACTION TAKEN: **Madam Chair DuCharme** makes a motion to enter into Executive Session. **Commissioner Frost** seconds the motion. **Roll Call Vote: District 1-YES, District 2-Yes, District 3-Yes.** No further discussion, all Commissioners in favor. **MOTION CARRIED**

ENTERERED IN TO EXECUTIVE SESSION AT 12:42 PM

***Reconvene From Executive Session**

Madam Chair DuCharme asks for a motion to reconvene from Executive Session. **ACTION TAKEN:** **Commissioner Frost** makes a motion to reconvene from Executive Session. **Commissioner Sanchez** seconds the motion. All Commissioners in favor. **MOTION CARRIED.**

RECONVENED FROM EXECUTIVE SESSION AT 2:51 PM

Pursuant to Open Meetings Act, Section 10-15-1 H (7), Commission Report from Closed Meeting: Consider and Act upon, if necessary Litigation related to;

Attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant, specifically related to Estancia Valley Solid Waste Authority contract with Torrance County

Madam Chair DuCharme states that no action was taken during Executive Session. She would like to apologize to Mr. Sanchez and Mr. Romero for waiting so long. The Commission has no information for them as they cannot discuss with the public what was discussed in Executive Session.

ADJOURNMENT

Madam Chair DuCharme asks for a motion to adjourn the April 25th, 2018 Regular Commission Meeting. **ACTION TAKEN: Commissioner Sanchez** makes a motion to adjourn the April 25th, 2018 Regular Commission Meeting. **Commissioner Frost** second the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED,**

MEETING ADJOURNED AT 2:52 pm

Madam Chair DuCharme

Yvonne Otero-Administrative Assistant

Date

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



Consent Agenda

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

TOTAL CHECKS PRINTED 87

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 125,602.38 ON ACCOUNT OF OBLIGATIONS INCURRED FOR THE SERVICES AS SHOWN ABOVE FOR THE PERIOD ENDING 05/03/2018 . WE CERTIFY THAT THE WITHIN NAMED PERSONS ARE LEGALLY ENTITLED UNDER THE CONSTITUTION OF THE STATUTES OF NEW MEXICO TO RECEIVE THE COMPENSATION STATED HEREIN. THAT THE SERVICES HAVE BEEN PERFORMED AS STATED IN THE ACCOUNTS HEREIN, 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

CHK	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 R	103455	FIXED INCOME ACADEMY, LP	CGIP INVESTMENT COURSES	609-30-2266	242418	04/24/2018	32377	3000.00
	3000.00		T. SEDILO				32377	
	04/24/2018		CGIP INVESTMENT COURSES				32377	
			J. BARELA				32377	

COUNTY TREASURER	3000.00							
01 R	103456	ORIO, ABIGNIL	EWS CONFERENCE-DISPATCH	408-91-2205	142418	04/24/2018		77.60
	04/24/2018		RUIDOSO, NM					

STATE FIRE ALLOTMENT	77.60							
01 O	103461	AUTOMATED ELECTION SERVICES	#10 REGULAR ENVELOPES WITH	401-20-2219	142618	04/26/2018	32332	103.05
	103.05		COUNTY CLERK'S ADDRESS				32332	
	04/30/2018		INVOICE # 56583					

COUNTY CLERK	103.05							
01 O	103462	B I INC	GPS/ADD PER. BILLING	420-73-2218	242618	04/26/2018		1302.86
	1302.86		INVOICE # 1070216					
	04/30/2018							

COMMUNITY MONITORING	1302.86							
01 O	103463	BELFORD, DAVID	HV-REFLECTIVE CONSULTATION	629-49-2272	1042618	04/26/2018		291.00
	291.00		REFLECTIVE CONSULTATION-VIDEO					
	04/30/2018		INVOICE # TC-6					

HOME VISITING GRANT FY	291.00							
01 O	103464	BRAD FRANCIS CAR CO LOS INNS	2018 DODGE JOURNEY	420-73-2618	342618	04/26/2018	31945	17743.00
	17743.00		WINDOW TINT				31945	
	04/30/2018		INVOICE # FDI8115					

COMMUNITY MONITORING	17743.00							
01 O	103465	CENTERPIALAR FINANCIAL SVCS CORP	420F2-RWCO0154 PAYMENT	621-96-2613	542618	04/26/2018		882.76
	882.76		INVOICE # 18737728					
	04/30/2018							

CAPITAL OUTLAY GROSS R	882.76							
01 O	103466	CENTRAL NM ELECTRIC COOP.	TC ANIMAL SHELTER	401-82-2208	442618	04/26/2018		295.45
	522.33		MONTHLY BILL					
	04/30/2018		TCFB-MONTHLY BILL	412-53-2208	942618	04/26/2018		226.88

ANIMAL SHELTER	295.45	COUNTY FAIR			226.88			
01 O	103467	CHIEF SUPPLY	36 BOCKEYE STANDARD CLASS	406-91-2248	742618	04/26/2018	32279	2151.52
	2487.55		AAE FOAM STIK, 12 RBD BUCKEYE				32279	
	04/30/2018		STANDARD CLEAN FOAM STIK, GREY				32279	
			FREIGHT				32279	
			INVOICE # 433071					
			EXTRICATION PANTS EXTRICATION	406-91-2248	842618	04/26/2018	32102	336.03
			STRUCTURE GLOVES SIZE:SM					
			FIRE HOODS					
			INVOICE # 436668					

CHK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	103468	CINTRA CORPORATION NO. 2	ADMIN. BLDG. MATS. MOBS. ECT.	401-15-2237	642618	04/26/2018		673.76
			JUDICIAL MATS. MOBS. ECT.	401-16-2237	/	/		702.17
	04/30/2018		FEB. 2018					

ADMINISTRATIVE OFFICES	673.76	JUDICIAL COMPLEX MAINT.	702.17					
01 O	103469	DOMINION VOTING SYSTEMS INC	VOTING MACHINE SERVICE ITEMS	401-21-2219	1142618	04/26/2018		32297
			THERMAL PAPER ROLLS, CLEANING					32297
	04/30/2018		SHERMS					32297
			INVOICE # DVS123975					

01 O	103470	DOUBLE H AUTO	DISTRICT 4 VPD	411-92-2201	1242618	04/26/2018		32391
			NAPA GALISW40, NAPA 10W40 QT					32391
	04/30/2018		VERBAL APPROVAL BY N. SEDILLO					32391
			TWP# 031124					32391
			INVOICE # 443656					

01 O	103471	DT AUTOMOTIVE	T27 - DODGE RAM	604-83-2201	1342618	04/26/2018		31927
			PREVENTATIVE MAINTENANCE					31927
	04/30/2018		OIL CHANGE					1442618
			REPLACE TIRE AND TIRE PRESSURE	911-80-2201				32381
			MONITOR SENSORS ON 09' CHEVY					32381
			IMPALLA. REPLACE HVAC BLEND					32381
			ACTUATOR. TWP #040518 4/20/18					32381
			DISPATCH					

01 O	103472	GRAINGER, INC.	BOITLESS SHELVING ADD-ONS W/	411-92-2248	1542618	04/26/2018		32356
			SINGLE STRAIGHT SHELVES AND					32356
	04/30/2018		PARTICLE BOARD DECKING					32356
			STORAGE OF RECORDS FOR ALL					32356
			DISTRICTS					32356
			INVOICE # 9761887117					
			BLOODBORNE PATHOGEN KIT	600-06-2248	1642618	04/26/2018		32290
			FACESHIELD FRAME, CLEAR HOODED					32290
			COVERALL 25 PK MEDIUM, CLEAR					32290
			HOODED COVERALL LARGE 6 PK.					32290
			HOODED COVERALL XL 6 PK					32290
			SHOE COVERS PK 200					32290

01 O	103473	GUSTIN HARDWARE INC.	OPERATIONS ITEM AND SUPPLIES	605-02-2218	1742618	04/26/2018		32207
			INVOICE # 190859					
	04/30/2018							1742618

01 R	103474	HONSTEIN OIL CO.	FUEL CHARGES ASSESSOR'S OFFICE	610-40-2202	1842618	04/26/2018		191.17
	04/30/2018							191.17

1/4% FIRE EXCISE TAX	1161.72	RISK MANAGEMENT	535.38					
DMT LOCAL GRANT FY18	76.08							
01 R	103474	HONSTEIN OIL CO.	FUEL CHARGES ASSESSOR'S OFFICE	610-40-2202	1842618	04/26/2018		191.17
	04/30/2018							191.17

COUNTY ASSESSOR 191.17

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	10/4/75	INDEPENDENT NEWS LLC	ADVERTISEMENT (K6) FOR	411-92-2272	1942618	04/26/2018	32230	2093.40
	2093.40		RECRUITMENT/OPEN HOUSE FOR				32230	
	04/30/2018		VOLUNTEER FIREFIGHTERS				32230	
			(DISTRICTS 2,3,5)				32230	
			INVOICE # 79202,79244,79288					
			79341,79397,79458					

1/4% FIRE EXCISE TAX	2093.40							
01 O	10/4/76	KKMH-FM 88.7	MARCH 2018, BROADCAST	401-05-2243	2042618	04/26/2018		1250.00
	1250.00		FOR COMMISSION MEETINGS & PSA'S					
	04/30/2018		INVOICE # 1239					

COUNTY COMMISSION	1250.00							
01 R	10/4/77	LUTJAN, IRONARD	ACTUAL-HOLLY FRONTIER WORKSHOP	402-60-2205	2142618	04/26/2018		20.00
	20.00		RUIDOSO, NM					
	04/30/2018							

COUNTY ROAD DEPARTMENT	20.00							
01 O	10/4/78	MASTER, ANTHONY	ACTUAL-HOLLY FRONTIER WORKSHOP	402-60-2205	2342618	04/26/2018		20.00
	20.00		RUIDOSO, NM					
	04/30/2018							

COUNTY ROAD DEPARTMENT	20.00							
01 O	10/4/79	MONTANO, PETE J	ACTUAL-HOLLY FRONTIER WORKSHOP	402-60-2205	2242618	04/26/2018		20.00
	20.00		RUIDOSO, NM					
	04/30/2018							

COUNTY ROAD DEPARTMENT	20.00							
01 O	10/4/80	NEKTVVA INC	ASSESSOR MONTHLY VOIP BILL	610-40-2207	2742618	04/26/2018		351.00
	1916.71		CLERK MONTHLY BILL	401-20-2207	/	/	/	189.00
	04/30/2018		MANAGER MONTHLY BILL	401-10-2207	/	/	/	135.00
			FINANCE MONTHLY BILL	401-55-2207	/	/	/	81.00
			MAINTENANCE MONTHLY BILL	401-15-2207	/	/	/	54.00
			PURCHASING MONTHLY BILL	401-27-2207	/	/	/	27.00
			COMMISSION MONTHLY BILL	401-05-2207	/	/	/	54.00
			P&Z MONTHLY BILL	401-08-2207	/	/	/	54.00
			CODE ENFORCE MONTHLY BILL	685-08-2207	/	/	/	27.00
			DWI MONTHLY BILL	605-02-2207	/	/	/	53.82
			IT MONTHLY BILL	401-65-2207	/	/	/	27.00
			ROAD MONTHLY BILL	402-60-2207	/	/	/	54.00
			PROBATE MONTHLY BILL	401-90-2207	/	/	/	27.00
			RA MONTHLY BILL	675-07-2207	/	/	/	27.00
			SHERIFF MONTHLY BILL	401-50-2207	/	/	/	275.75
			COMM MONITOR	420-73-2207	/	/	/	27.00
			TREASURER MONTHLY BILL	401-30-2207	/	/	/	216.00
			TCPO MONTHLY BILL	690-86-2207	/	/	/	51.06
			TCPO MONTHLY BILL	629-49-2207	/	/	/	51.04
			EXTENSION MONTHLY BILL	401-05-2207	/	/	/	108.00
			CIVIL DEFENSE MONTHLY BILL	604-83-2207	/	/	/	27.04

COUNTY ASSESSOR	351.00				
FINANCE DEPARTMENT	81.00	COUNTY CLERK	189.00	COUNTY MANAGER	135.00
COUNTY COMMISSION	162.00	ADMINISTRATIVE OFFICES	54.00	PURCHASING DEPARTMENT	27.00
INFORMATION TECHNOLOGY	27.00	PLANNING & ZONING	81.00	DWI LOCAL GRANT FY18	53.82
RURAL ADDRESSING	27.00	COUNTY ROAD DEPARTMENT	54.00	PROBATE JUDGE	27.00
		COUNTY SHERIFF	275.75	COMMUNITY MONITORING	27.00

CHK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
COUNTY TREASURER								
COMMUNICATIONS/EMS TAX								
01 O 103481		NM ASSOCIATION OF COUNTIES		401-20-2266	2642618	04/26/2018	32399	350.00
04/30/2018		JARAMILLO & LINDA KAYSER					32399	
		INVOICE # 108499803						

COUNTY CLERK								
01 O 103482		NMAC PROBATE AFFILIATE		401-90-2269	2642618	04/26/2018		20.00
04/30/2018		ANNUAL MEMBERSHIP FEE						

PROBATE JUDGE								
01 O 103483		NMAC TREASURER'S AFFILIATE		401-30-2269	2442618	04/26/2018		25.00
04/30/2018		2018 TAX YEAR						

COUNTY TREASURER								
01 O 103484		CRITZ, ANNETTE		635-09-2205	2642618	04/26/2018		40.00
04/30/2018		JMAC- RETURN						

WIND PILT								
01 O 103485		RENNY, WARREN T		405-91-2215	4542618	04/26/2018	32270	1780.00
04/30/2018		LEADS W/48 T12P96 LED 5000K					32270	
		LEADS 6720 LUMEN BULBS					32270	
		WILL REQUIRE REMOVAL OF THE BALLAST FROM THE WIRING LOOP					32270	
		DISTRICT 6 REPLACE 24 T12P96		418-91-2215	4642618	04/26/2018	32266	1105.00
		MERCURY VAPOR LITES W/24 T12P96					32266	
		LED 5000K CLEAR 6720 LUMEN BULBS					32266	
		WILL REQUIRE REMOVAL OF THE BALLASTS FROM THE WIRING LOOP IN EACH FIXTURE					32266	

STATE FIRE ALLOTMENT								
01 R 103486		RICH FORD SALES		610-40-2201	2942618	04/26/2018	32334	430.87
04/30/2018		FORD EXPEDITION					32334	
		INVOICE # 2017877						

COUNTY ASSESSOR								
01 O 103487		RICOH USA, INC		610-40-2203	3042618	04/26/2018		724.98
04/30/2018		724.98						
		INVOICE # 100424041						

COUNTY ASSESSOR								
01 O 103488		RICOH USA, INC		605-03-2272	3242618	04/26/2018		197.80
04/30/2018		197.80						
		PERIODIC PAYMENT COPIER						
		INVOICE # 24431807						

DNT DISTRIBUTION GRANT								
01 O 103489		RICOH USA, INC		610-40-2203	3142618	04/26/2018		58.52
		197.80						
		REPLACES PO 28393						

CR#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
	117.04							
	04/30/2018		RICH MFCN220SP WIDE FORMAT	675-07-2203				58.52
			INVOICE # 5053002985					

COUNTY ASSESSOR	58.52	RURAL ADDRESSING	58.52					
01 O 103490		SAFETY PLANS INC.	FIRE EXTINGUISHER T03 2008	401-30-2248	3342618	04/26/2018		32309
	35.55		CHEVY Tahoe					35.55
	04/30/2018		INVOICE # 105784					32309

COUNTY TREASURER	35.55							
01 O 103491		SHORTY'S	PIZZA FOR MORIARTY HIGH PATER	804-89-2257	3442618	04/26/2018		32316
	258.33		PROM EVENT APRIL 7, 2018					258.33
	04/30/2018		INVOICE # 89679					32316

DRUG EDUCATION	258.33							
01 O 103492		STAPLES BUSINESS ADVANTAGE	AVERY LABELS, DISK MAILERS	401-20-2219	3542618	04/26/2018		32159
	1729.20		AVERY ADDRESS LABELS, 6X9 ENVEL					32159
	04/30/2018		STAPLES ADDING TAPE, WALL ORG.					32159
			RUBBERBANDS					32159
			INVOICE # 3370560311,3370560312					32318
			3 BROTHER TN 660 TONER	911-80-2219	3642618	04/26/2018		32318
			5 CASHS COPY PAPER					32318
			INVOICE # 3374049811					291.17

			GALLON REPTIL, TIDE PODS LAUNDRY	911-80-2220	3742618	04/26/2018		32238
			DETERGENT 72 CNT, CLOROX BLEACH					32238
			3 BOTTLE CASE, FOAMING GLASS					32238
			CLEANER 6 PER CASE					32238
			SCOTCH-BRITE SCRUB SPONGE 10 PK					32238
			LOW DENSITY 55 GAL CAN LINERS					32238
			100 CT					32238
			INVOICE # 3373088632					721.32

			PRINTER INK, PENS, NOTEBOOK,	401-82-2219	3842618	04/26/2018		32323
			PHONE PADS, SPINDLES, CLIP					32323
			BOARDS, MARKERS					32323
			QUARTER BASIC CORK BULLETIN	401-90-2219	3942618	04/26/2018		32324
			BOARD, STAPLES, COPY PAPER,					32324
			PAPERMATE INK/JOY PENS BLUE					32324
			PAPERMATE INK/JOY GEL PENS					32324
			ASSORTED PACK, SUPER STICKY					32324
			NOTE PADS 4X6, POST IT SUPER					32324
			STICKY NOTE PADS 4X4					32324
			INVOICE # 3352555780					4042618

			BUSINESS CARD STOCK, HANGING	401-08-2219	4042618	04/26/2018		32320
			FILE FOLDER PAPER, FLASH DRIVES,					32320
			ENVELOPES, FILE FOLDERS					32320
			INVOICE # 3374776918,3374776919					253.67

COUNTY CLERK	154.57	911-DISPATCH CENTER	439.40	ANIMAL SHELTER	721.32			
PROBATE JUDGE	160.24	PLANNING & ZONING	253.67					

01 R 103493		TERrance COUNTY 4-H COUNCIL	CALENDARS FOR COUNTY PAIR	412-53-2221	4142618	04/26/2018		32050
	1002.37		MAILING 2017-2018					32050
	04/30/2018		INVOICE # 2017-1182018-01					1002.37

COUNTY PAIR	1002.37							
-------------	---------	--	--	--	--	--	--	--

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
04/30/2018			(150) W2 FORMS				31969	
			(1) 1096 FORMS				31969	
			(150) 1095 FORMS				31969	
			INVOICE # 1700795					
			4-REMAINS OF BLUE CHECK STOCK	401-55-2219	4342618	04/26/2018	32085	81.34
			INVOICE # 1700807	401-05-2219	/ /		32085	81.33

FINANCE DEPARTMENT	617.75	COUNTY COMMISSION	81.33
01 R 103495	U.S. POSTMASTER	BULK RATE POSTAGE	401-20-2206
300.00			4442618 04/26/2018 32369 300.00
04/30/2018			

COUNTY CLERK	300.00
01 O 103496	WASTE MANAGEMENT OF NM INC.
106.85	MONTHLY TRASH PICK-UP
04/30/2018	INVOICE # 8645035-0573-6
	401-82-2210
	4742618 04/26/2018 106.85

ANIMAL SHELTER	106.85
01 O 103497	WESTERN TRAILS VETERINARY INC. LRG. & SMALL STERILIZATIONS
267.20	RABIES VACCINATIONS
04/30/2018	EXAM WITH MEDICATION
	INVOICE # 123632,123697
	401-82-2272
	4842618 04/26/2018 267.20

ANIMAL SHELTER	267.20
01 R 103498	ORRITZ, JENNA R
3616.07	CONTINUUM COORDINATOR
04/30/2018	APRIL, 2018
	MILEAGE, FOOD, HOTEL
	JOB-CONFERENCE
	INVOICE # 92018
	635-68-2272
	143018 04/30/2018 3616.07

CYFD JUVENILE JUSTICE	3616.07
01 O 103535	A PLUS BAG LLC.
1818.75	12 LARGE HOT/COLD BAGS FOR FOOD
05/03/2018	12 HEATING ELEMENTS
	12 HEATING ELEMENT CONVERTERS
	INVOICE # 25661
	803-59-2636
	15318 05/03/2018 32248 1818.75
	32248 32248
	32248 32248

LEGISLATIVE PROJECTS	1818.75
01 O 103536	ADVANCED COMMUNICATIONS &
600.00	RADIO REPAIRS
05/03/2018	3 DODGE CHARGERS-DEPUTY UNITS
	INVOICE # 179352
	401-50-2218
	25318 05/03/2018 32213 600.00
	32213 32213

COUNTY SHERIFF	600.00
01 O 103537	AMBITIONS TECHNOLOGY GROUP LLC REPLACEMENT BATTERY PACK
4118.78	(STANDARD), FLAT RATE LABOR
05/03/2018	(LABOR COSTS TO REPLACE FAULTY BATTERIES ON EXISTING UPS IN SERVER ROOM. REPLACEMENT BATTERY PACK (OEM) TOTAL TAXES
	INVOICE # 6873
	MAINTENANCE CONTRACT
	2/1/18-2/28/18
	INVOICE # 6861
	401-65-2203
	45318 05/03/2018 32335 772.84
	32335 32335
	32335 32335
	32335 32335
	32335 32335

CHK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O 103538	5/15.00	BERNALILLO CTY JUVENILE DETENTION/ADULT HOUSING	MARCH, 2018	420-72-2172	55318	05/03/2018		5115.00
			INVOICE # 50457					

JUVENILE INMATE CAB	5115.00							
01 O 103539	60.00	BLACK DUCK INC	BADGE SMS, NAMES FOR S.O.	401-50-2236	65318	05/03/2018		31246
			DECEMBER 2017					
			INVOICE # 73351					

COUNTY SHERIFF	60.00							
01 O 103540	30355.00	BRAD FRANCIS CAR CO LOS LUNAS	2018 CHEVROLET SILVERADO	803-59-2618	95318	05/03/2018		32271
			CAPTIAL OUTLAY MONEY	420-74-2617				32271
			INVOICE # FCL18047					9355.00

LEGISLATIVE PROJECTS	21000.00	TRANSPORTATION OF PRIS	9355.00					
01 O 103541	2916.95	BROWNBELLS, INC.	DETACHABLE SLING; SINGLE POINT	410-50-2222	85318	05/03/2018		31968
			SLING; SWIVEL;					31968
			GUN ROPE CLEANERS; X-TALKER;					31968
			EMERGENCY BIVVY; 72 HR DISASTER					31968
			RELIER KIT; COMPASS; EMERGENCY					31968
			BUG OUT BAG; TRADMA PACK					31968
			W/QUICK CLOT; BIGHORN					31968
			SPORTSMAN SERIES; PISTOL CASE;					31968
			RAPID SAFE; 3PK MAG POUCH;					31968
			DUPEL FULF CARRY LIGHT					31968
			(REPLACEMENT WINTER GEAR ITEMS)					31968
			INVOICE # 15171671.15171671.01					

COUNTY SHERIFF	2916.95							
01 O 103542	211.00	CHIEF SUPPLY	5.11 TACTICAL SABRE	410-50-2222	125318	05/03/2018		31992
			JACKET 2.0					31992
			SHERIFF WHITE'S JACKET WAS TORN					31992
			DURING AN ARREST					31992
			THIS IS THE REPLACEMENT JACKET					31992
			INVOICE # 409061					

COUNTY SHERIFF	211.00							
01 O 103543	2308.00	COMPUTER CORNER INC	EQIUS PREMIUM PLUS COMPUTER	675-07-2218	115318	05/03/2018		32228
			SYSTEM BQI-15					32228
			EQIUS PREMIUM PLUS COMPUTER	610-40-2218				32228
			SYSTEM BQI-17					32228
			INVOICE # 2722					

RURAL ADDRESSING	863.00	COUNTY ASSESSOR	1445.00					
01 O 103544	40.00	DESERT MOON CRAFTS LLC	EMD RECERTIFICATION COURSE - A.	911-85-2266	135318	05/03/2018		32359
			CARTER & W. RILEY					32359
			INVOICE # ASHT-2018-2					

DPA TRAINING GRANT	40.00							
01 O 103545	2219.78	EMM GAS ASSOCIATION	TGFB-MONTHLY BILL	412-53-2209	155318	05/03/2018		46.98
			SENIOR CENTER MONTHLY BILL	401-05-2209				219.50
			COURTHOUSE MONTHLY BILL	401-15-2209				538.84

CR#	DATE	Name	Description	Line Item	INVOICE #	DATE	PO #	Amount
			JUDICIAL MONTHLY BILL	401-16-2209		/ /		319.74
			MEDICAL CENTER MONTHLY BILL	401-24-2209		/ /		66.86
			DIST. 5 VPD MONTHLY BILL	405-91-2209		/ /		140.39
			DIST. 3 VPD MONTHLY BILL	408-91-2209		/ /		156.12
			DIST. 2 VPD MONTHLY BILL	406-91-2209		/ /		121.05
			DISPATCH MONTHLY BILL	911-80-2209		/ /		71.26
			ROAD MONTHLY BILL	402-61-2209		/ /		219.14
			DIST. 3 VPD MONTHLY BILL	408-91-2209		/ /		99.12
			DIST. 6 VPD MONTHLY BILL	418-91-2209		/ /		113.26
			DIST. 5 VPD MONTHLY BILL	405-91-2209		/ /		107.52

COUNTY FAIR	46.98	COUNTY COMMISSION	219.50	ADMINISTRATIVE OFFICES	538.84
JUDICIAL COMPLEX MAINT	319.74	HEALTH DEPT BLDG MAINT	66.86	STATE FIRE ALLOTMENT	737.46
911-DISPATCH CENTER	71.26	COUNTY ROAD SHOP	219.14		
01 O 103546	ESTANCIA, TOWN OF	COURTHOUSE/1112	401-15-2210	145318	05/03/2018
680.98		JUDICIAL COMPLEX/40	401-16-2210	/ /	/ /
05/03/2018		MEDICAL CENTER/373	401-24-2210	/ /	/ /
		SENIOR CENTER/249	401-05-2210	/ /	/ /
		TCFB/291/750	412-53-2210	/ /	/ /

ADMINISTRATIVE OFFICES	178.91	JUDICIAL COMPLEX MAINT	237.86	HEALTH DEPT BLDG MAINT	68.06
COUNTY COMMISSION	112.40	COUNTY FAIR	83.75		
01 O 103547	FALCON INDUSTRIES, INC.	F-93 AR/15 ADJUSTABLE PRO STOCK	401-50-2231	165318	05/03/2018
569.70		ASSEMBLY, ERGO AR15 GRIP KIT,	32361	32361	569.70
05/03/2018		NEVER QUIT GRIPS, PRO-STOCK F-93	32361	32361	
		STRIKE PLATE, ACTION SPRING	32361	32361	
		BUFFER ASSEMBLY, CASTLE NUT,	32361	32361	
		KEYMOD QD SLING MOUNT, ERGO	32361	32361	
		WARRIOR SURGRIP, ERGO GRIPPIPS	32361	32361	
		1911 FRONT TRASS	32361	32361	
		INVOICE # 95707			

COUNTY SHERIFF	569.70				
01 O 103548	GUSTIN HARDWARE INC.	PRO MEASURING WHEEL, MEASURING	609-30-2248	175318	05/03/2018
81.98		TAPE	32374	32374	81.98
05/03/2018		INVOICE # 191269			

COUNTY TREASURER	81.98				
01 O 103549	HARRIS SYSTEMS USA INC.	YEARLY MEMBERSHIP DUES	610-40-2269	185318	05/03/2018
150.00		HARRIS GOVERN			150.00
05/03/2018		FT COLLINS USER GROUP			
		INVOICE # 18-1024			

COUNTY ASSESSOR	150.00				
01 O 103550	HART'S TRUSTWORTHY HARDWARE	NUTS, BOLTS, SCREWS, KEYS, LOCKS	401-50-2218	195318	05/03/2018
82.73		HARDWARE FOR S.O.	31895	31895	82.73
05/03/2018		MARCH 2018	31895	31895	
		INVOICE # B262515			

COUNTY SHERIFF	82.73				
01 O 103551	HONSTEIN OIL CO.	SHERIFF FUEL	401-50-2202	205318	05/03/2018
687.88		INVOICE # Z22228			414.55
05/03/2018		P&Z MONTHLY FUEL	401-08-2202	215318	05/03/2018
		P&Z MONTHLY FUEL	401-08-2202	/ /	166.19
				/ /	37.45

CR#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
			INVOICE # Z22229					
			ASSESSOR FUEL	610-40-2202	225318	05/03/2018		69.69
			INVOICE # Z22229					

CR#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	103552	INDEPENDENT DRUG TESTING	DRUG TEST CONTRIBUTION	420-73-2272	225318	05/03/2018		116.10
			NOVEMBER 2017 (LOST)					
			APRIL 2018					
			INVOICE # 4399					

CR#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	103553	LUJAN, ELIZABETH	CONSULTATION & DIRECTION	401-55-2272	245318	05/03/2018		735.00
			TO COUNTY FINANCE DEPT.					
			REGARDING PROCUREMENT,					
			AP/RP, POLICIES & PROCEDURES					
			INVOICE # 3					

CR#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	103554	MARKETING STRATEGIES INC	BUSINESS CARDS FOR W. METZGER &	610-40-2221	255318	05/03/2018		27.00
			R. GASTELUM					
			INVOICE # 2722					

CR#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	103555	MARLIN BUSINESS BANK	CONTRACT PAYMENT-BIZHUB COPIER	911-80-2203	265318	05/03/2018		256.51
			INVOICE # 15896214					

CR#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	103556	MASTER, TRACEY	BUCKLEBALL, GRANT & CONNECT	804-89-2257	275318	05/03/2018		318.60
			JENGA GIANT					

CR#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	103557	MASTER, TRACEY	DWI GRANT COUNCIL MEETING	605-03-2205	285318	05/03/2018		97.00
			LDMI IMPLEMENTATION WORKSHOP					
			CLOVIS, NM					

CR#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	103558	MASTER, TRACEY	DWI GRANT COUNCIL MEETING	605-03-2205	295318	05/03/2018		270.00
			LDMI IMPLEMENTATION WORKSHOP					
			APRIL, 2018					
			SANTA FE, NM					

CR#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	103559	MOUNTAIN VIEW TELEGRAPH	MOUNTAIN VIEW TELEGRAPH	401-40-2221	305318	05/03/2018		108.71
			EMPLOYMENT ADD FOR					
			APPRAISER APPRENTICE					
			RUN DATE 2/1/2018					
			INVOICE # 1390137					

CR#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	103560	MOUNTAIN VIEW TELEGRAPH	MOUNTAIN VIEW TELEGRAPH	401-40-2221	305318	05/03/2018		108.71
			EMPLOYMENT ADD FOR					
			APPRAISER APPRENTICE					
			RUN DATE 2/1/2018					
			INVOICE # 1390137					

CHK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 0	103560	NIEMO, PETER	AUTOMATED ELECTION SERVICES	401-21-2205	455318	05/03/2018		67.50
	05/03/2018		RIO RANCHO, PICK UP BALLOTS FOR MACHINE CERTIFICATION					

ELECTIONS 67.50								
01 0	103561	NW APBARKTUS LLC	DIST. 5 VFD BRUSH 5-1	405-91-2201	315318	05/03/2018		451.17
	05/03/2018		R&R FRONT SHOCKS					
			INVOICE # 92104					
			DIST. 5 VFD ENGINE 5-1	405-91-2201	325318	05/03/2018		717.49
			TS BROKEN MIRROR, REPAIR/REWIRE TOP & BOTTOM BRACKETS					
			INVOICE # 92015					
			DIST. 3 VFD TENDER 3-2	408-91-2201	335318	05/03/2018		652.49
			PM/DOT					
			INVOICE # 92098					
			DIST. 3 VFD TENDER 3-2	408-91-2201	345318	05/03/2018		675.64
			REPLACE BATTERIES					
			INVOICE # 92109					
			DIST. 3 VFD TENDER 3-1	408-91-2201	355318	05/03/2018		791.41
			PM/DOT					
			INVOICE # 92101					
			DIST. 3 VFD ENGINE 3-3	408-91-2201	365318	05/03/2018		569.90
			PM/DOT					
			INVOICE # 92099					
			DIST. 3 VFD BRUSH 3-2	408-91-2201	375318	05/03/2018		549.96
			PM/DOT					
			INVOICE # 92102					
			DIST. 3 VFD ENGINE 3-2	408-91-2201	385318	05/03/2018		858.87
			TS NO SPART. PM/DOT					
			REPLACE BATTERY SWITCH					
			INVOICE # 92107					
			DIST. 3 VFD ENGINE 3-1	408-91-2201	395318	05/03/2018		612.96
			PM/DOT					
			INVOICE # 92100					

STATE FIRE ALLOTMENT 5879.89

01 0	103562	NM ASSOCIATION OF COUNTIES	NMAC 2018 ANNUAL CONFERENCE	610-40-2266	405318	05/03/2018		700.00
			BETTY CABER, JESSE LUCERO	675-07-2266				175.00
			NICK SEDILLO, VICTORIA SEDILLO					32330
			RUBEN GASTELDM					32330
			NMAC REGISTRATIONS JIM SUMMERS & 401-90-2266					32398
			YVONNE OTERO					32398
			INVOICE # 2262648-108771898					
			2262648-108512945					

COUNTY ASSESSOR 700.00 RURAL ADDRESSING 175.00 PROBATE JUDGE 350.00

01 0	103563	NM EMS BUREAU	EMD INITIAL LICENSE	911-85-2266	425318	05/03/2018		25.00
			A. DENNISON					32250
			INVOICE # EMS04011881					
			EMT-B INITIAL LICENSE	405-91-2266	435318	05/03/2018		32252
			B. TRAVIS					32252
			INVOICE # EMS04011881.1					
			EMT-B INITIAL LICENSE	409-91-2266	445318	05/03/2018		32251
			M. WETTERMAN					32251
			INVOICE # EMS04011881.2					

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O 103564	05/03/2018	NORTHERN TOOL & EQUIPMENT CO	WIRELESS DOORWAY ALERT KIT	410-50-2222	75318	05/03/2018	31974	737.34
			SECURITY SYSTEM KIT				31974	
			WARRANTY (1) YEAR				31974	
			(SECURITY SYSTEM KIT)				31974	
			BREAK BEAM ALERT PAIR				31974	
			IRONTOP DRILL BIT				31974	
			COBALT STEP DRILL BIT SET				31974	
			EQUIPMENT LOCK-CARGO DOOR LOCK				31974	
			INVOICE # 39629505					
=====								
COUNTY SHERIFF								737.34
01 O 103565	05/03/2018	NMS COMMUNICATIONS	DISPATCH MONTHLY LONG DISTANCE	911-80-2207	465318	05/03/2018		87.20
			APRIL, 2018					
=====								
911-DISPATCH CENTER								87.20
01 O 103566	05/03/2018	NMS COMMUNICATIONS	MANAGER, CLERK, TREASURER	612-20-2207	475318	05/03/2018		2.14
			ASSESSOR, SHERIFF	401-30-2207				2.14
			LONG DISTANCE	401-40-2207				2.14
			APRIL, 2018	401-50-2207				2.14
=====								
COUNTY CLERK								2.14
COUNTY SHERIFF								2.14
01 O 103567	05/03/2018	ORIO, ADRIAN	REGION III EMS CONFERENCE	408-91-2266	485318	05/03/2018		120.00
			REGISTRATION FEE					
=====								
STATE FIRE ALLOTMENT								120.00
01 O 103568	05/03/2018	ORKIN INC.	JUDICIAL COMPLEX	401-16-2203	495318	05/03/2018		118.25
			PC STANDARD-MONTHLY PC					
			4/24/18 SERVICE					
			INVOICE # 168694781					
=====								
JUDICIAL COMPLEX MAINT								118.25
01 O 103569	05/03/2018	ORTIZ, ADRIAN	DWI - TEEN COURT SERVICES	605-02-2272	505318	05/03/2018		3095.75
			APRIL, 2018					
			INVOICE # 4302018					
=====								
DWI LOCAL GRANT FY18								3095.75
01 O 103570	05/03/2018	PLATEAU WIRELESS	DIST. 1 VPD LANDLINE	407-91-2207	515318	05/03/2018		177.06
			4/22/18-5/21/18					
			INVOICE # 8560251					
=====								
STATE FIRE ALLOTMENT								177.06
01 O 103571	05/03/2018	POSITIVE PROMOTIONS	EMERGENCY PREPAREDNESS MAGNET	604-83-2248	525318	05/03/2018	32312	1153.17
			WHISTLE LIGHT KEY				32312	
			DRAWSTRUNG BACKPACK, LED LIGHT				32312	
			SET UP CHARGE				32312	
			SHIPPING				32312	
			INVOICE # 6006214					

CK# DATE Name

Description

Line Item

Invoice # DATE

PO #

Amount

5/1/18-5/31/18
INVOICE # 8645179-0573-2

STATE FIRE ALLOTMENT 633.77

01 O 103581 WITMER PUBLIC SAFETY GROUP

898.98

05/03/2018

FIRBCAM W/RT ENHANCED HELMET
CAMERA INCLUDES 16GB SD CARD
FREIGHT

413-91-2248

645318 05/03/2018

32269

544.41

INVOICE # 1851812,1851812.001

BLACK DIAMOND 16" COMFORT RUBBER 405-91-2248

FIR INSULATED STRUCTURE BOOT

SIZE: 8W END OF THE ROAD QUICK

FIRST CLAMPS ASSORTMENT PACK

PLUS SHIPPING AND HANDLING

INVOICE # 1851804,1851804.001

655318 05/03/2018

32263

354.57

STATE FIRE ALLOTMENT 898.98

87 125602.38 / / TOTAL

DEBITS CREDITS

** GRAND TOTAL ** 125,602.39

**TOTAL GENERAL FUND 20,102.24

**DEPT COUNTY COMMISSION 5,125.27
 MAINTENANCE CONTRACTS 414.60
 TELECOMMUNICATIONS 162.00
 HEATING/GAS/PROPANE 219.50
 WATER/SEWER/TRASH 112.40
 OFFICE SUPPLIES 81.33
 KANM COMMUNITY FOUNDATION 501C3 1,250.00
 PROFESSIONAL SERVICES 2,985.44

**DEPT PLANNING & ZONING 345.12
 VEHICLE FUEL 37.45
 TELECOMMUNICATIONS 54.00
 OFFICE SUPPLIES 253.67

**DEPT COUNTY MANAGER 146.87
 TELECOMMUNICATIONS 135.00
 OFFICE SUPPLIES 11.87

**DEPT ADMINISTRATIVE OFFICES MAINTENAN 1,445.51
 TELECOMMUNICATIONS 54.00
 HEATING/GAS/PROPANE 538.84
 WATER/SEWER/TRASH 178.91
 CLEANING SERVICE 673.76

**DEPT JUDICIAL COMPLEX MAINTENANCE 1,378.02
 MAINTENANCE CONTRACTS 118.25
 HEATING/GAS/PROPANE 319.74
 WATER/SEWER/TRASH 237.86
 CLEANING SERVICE 702.17

**DEPT COUNTY CLERK 1,096.62
 POSTAGE 300.00
 TELECOMMUNICATIONS 189.00
 OFFICE SUPPLIES 257.62
 TRAINING 350.00

**DEPT ELECTIONS 480.91
 MILEAGE/PER DIEM 67.50
 OFFICE SUPPLIES 413.41

**DEPT HEALTH DEPT BLDG MAINTENANCE 134.92
 HEATING/GAS/PROPANE 66.86
 WATER/SEWER/TRASH 68.06

**DEPT PURCHASING DEPARTMENT 27.00
 TELECOMMUNICATIONS 27.00

* DEPT COUNTY TREASURER 278.69
 TELECOMMUNICATIONS 218.14
 SAFETY EQUIPMENT 35.55
 MEMBERSHIP DUES/SUBSCRIPTIONS 25.00

**DEPT COUNTY ASSESSOR 110.85
 TELECOMMUNICATIONS 2.14
 PRINTING/PUBLISHING/ADVERTISING 108.71

** DEPT COUNTY SHERIFF 2,004.87

DEBITS CREDITS

401-50-2202	VEHICLE FUEL	414.55	.00
401-50-2207	TELECOMMUNICATIONS	277.89	.00
401-50-2218	EQUIPMENT MAINTENANCE/REPAIR	682.73	.00
401-50-2231	WEAPONS/AMMUNITION	569.70	.00
401-50-2236	UNIFORMS	60.00	.00

**DBPT	FINANCE DEPARTMENT	1,433.75	.00
401-55-2207	TELECOMMUNICATIONS	81.00	.00
401-55-2219	OFFICE SUPPLIES	617.75	.00
401-55-2272	PROFESSIONAL SERVICES	735.00	.00

**DBPT	INFORMATION TECHNOLOGY DEPARTMEN	4,145.78	.00
401-65-2203	MAINTENANCE CONTRACTS	3,345.94	.00
401-65-2207	TELECOMMUNICATIONS	27.00	.00
401-65-2218	EQUIPMENT MAINTENANCE/REPAIR	772.84	.00

**DBPT	ANIMAL SHELTER	1,390.82	.00
401-82-2208	ELECTRICITY	295.45	.00
401-82-2210	WATER/SEWER/TRASH	106.85	.00
401-82-2219	OFFICE SUPPLIES	721.32	.00
401-82-2272	PROFESSIONAL SERVICES	267.20	.00

**DBPT	PROBATE JUDGE	557.24	.00
401-90-2207	TELECOMMUNICATIONS	27.00	.00
401-90-2219	OFFICE SUPPLIES	160.24	.00
401-90-2266	TRAINING	350.00	.00
401-90-2269	MEMBERSHIP DUES/SUBSCRIPTIONS	20.00	.00

**TOTAL	ROAD FUND	333.14	.00
**DBPT	COUNTY ROAD DEPARTMENT	114.00	.00
402-60-2205	MILEAGE/PER DIEM	60.00	.00
402-60-2207	TELECOMMUNICATIONS	54.00	.00

**DBPT	COUNTY ROAD SHOP	219.14	.00
402-61-2209	HEATING/GAS/PROPANE	219.14	.00
**TOTAL	DISTRICT 5 VPD	3,905.89	.00

**DBPT	STATE FIRE ALLOTMENT	3,905.89	.00
405-91-2201	VEHICLE MAINTENANCE/REPAIR	1,168.66	.00
405-91-2209	HEATING/GAS/PROPANE	247.91	.00
405-91-2210	WATER/SEWER/TRASH	289.75	.00
405-91-2215	BUILDING MAINTENANCE/REPAIR	1,780.00	.00
405-91-2248	SAFETY EQUIPMENT	354.57	.00
405-91-2266	TRAINING	65.00	.00

**TOTAL	DISTRICT 2 VPD	2,669.11	.00
**DBPT	STATE FIRE ALLOTMENT	2,669.11	.00
406-91-2207	TELECOMMUNICATIONS	60.51	.00
406-91-2209	HEATING/GAS/PROPANE	121.05	.00
406-91-2248	SAFETY EQUIPMENT	2,487.55	.00

**TOTAL	DISTRICT 1 VPD	177.06	.00
**DBPT	STATE FIRE ALLOTMENT	177.06	.00
407-91-2207	TELECOMMUNICATIONS	177.06	.00
**TOTAL	DISTRICT 3 VPD	5,164.07	.00

**TOTAL	STATE FIRE ALLOTMENT	5,164.07	.00
---------	----------------------	----------	-----

DEPT	ACCOUNT	DESCRIPTION	DEBITS	CREDITS
408-91-2201		VEHICLE MAINTENANCE/REPAIR	4,711.23	.00
408-91-2205		MILEAGE/PER DIEM	77.60	.00
408-91-2209		HEATING/GAS/PROPANE	255.24	.00
408-91-2266		TRAINING	120.00	.00
**TOTAL		DISTRICT 4 VPD	65.00	.00
**DEPT		STATE FIRE ALLOTMENT	65.00	.00
409-91-2266		TRAINING	65.00	.00
**TOTAL		L. E. PROTECTION FUND	3,865.29	.00
**DEPT		COUNTY SHERIFF	3,865.29	.00
410-50-2222		FIELD SUPPLIES	3,865.29	.00
**TOTAL		COUNTY FIRE PROTECTION FUND	3,276.38	.00
**DEPT		1/4% FIRE EXCISE TAX	3,276.38	.00
411-92-2201		VEHICLE MAINTENANCE/REPAIR	21.26	.00
411-92-2248		SAFETY EQUIPMENT	1,151.72	.00
411-92-2272		PROFESSIONAL SERVICES	2,093.40	.00
**TOTAL		COUNTY FAIR	1,359.98	.00
**DEPT		COUNTY FAIR	1,359.98	.00
412-53-2208		ELECTRICITY	226.88	.00
412-53-2209		HEATING/GAS/PROPANE	46.98	.00
412-53-2210		WATER/SEWER/TRASH	83.75	.00
412-53-2221		PRINTING/PUBLISHING/ADVERTISING	1,002.37	.00
**TOTAL		FIRE DEPARTMENT ADMIN	1,152.43	.00
**DEPT		STATE FIRE ALLOTMENT	1,152.43	.00
413-91-2210		WATER/SEWER/TRASH	344.02	.00
413-91-2219		OFFICE SUPPLIES	264.00	.00
413-91-2248		SAFETY EQUIPMENT	544.41	.00
**TOTAL		DISTRICT 6 VPD	1,218.26	.00
**DEPT		STATE FIRE ALLOTMENT	1,218.26	.00
418-91-2209		HEATING/GAS/PROPANE	119.26	.00
418-91-2215		BUILDING MAINTENANCE/REPAIR	1,105.00	.00
**TOTAL		JAIL FUND	33,658.96	.00
**DEPT		JUVENILE INMATE CARE	5,115.00	.00
420-72-2172		CARE OF INMATES	5,115.00	.00
**DEPT		COMMUNITY MONITORING	19,188.96	.00
420-73-2207		TELECOMMUNICATIONS	27.00	.00
420-73-2218		EQUIPMENT MAINTENANCE/REPAIR	1,302.86	.00
420-73-2272		PROFESSIONAL SERVICES	116.10	.00
420-73-2618		CO/VEHICLES	17,743.00	.00
**DEPT		TRANSPORTATION OF PRISONERS	9,355.00	.00
420-74-2617		CO/EQUIPMENT	9,355.00	.00
**TOTAL		SAFETY PROGRAM	535.38	.00
**DEPT		RISK MANAGEMENT	535.38	.00
600-06-2248		SAFETY EQUIPMENT	535.38	.00

```

=====
**TOTAL                CIVIL DEFENSE FUND                1,240.21                .00
**DEPT                COMMUNICATIONS/EWS TAX                1,240.21                .00
604-83-2201            VEHICLE MAINTENANCE/REPAIR                60.00                .00
604-83-2207            TELECOMMUNICATIONS                27.04                .00
604-83-2248            SAFETY EQUIPMENT                1,153.17                .00
=====
**TOTAL                DWI PROGRAM FUND                3,790.45                .00
**DEPT                DWI LOCAL GRANT FY18                3,225.65                .00
605-02-2207            TELECOMMUNICATIONS                53.82                .00
605-02-2218            EQUIPMENT MAINTENANCE/REPAIR                76.08                .00
605-02-2272            PROFESSIONAL SERVICES                3,095.75                .00
**DEPT                DWI DISTRIBUTION GRANT FY18                564.80                .00
605-03-2272            MILEAGE/PER DIEM                367.00                .00
605-03-2272            PROFESSIONAL SERVICES                197.80                .00
=====
**TOTAL                TREASURER'S FEE                3,081.98                .00
**DEPT                COUNTY TREASURER                3,081.98                .00
609-30-2248            SAFETY EQUIPMENT                81.98                .00
609-30-2266            TRAINING                3,000.00                .00
=====
**TOTAL                PROPERTY VALUATION FUND                4,521.97                .00
**DEPT                COUNTY ASSESSOR                4,521.97                .00
610-40-2201            VEHICLE MAINTENANCE/REPAIR                430.87                .00
610-40-2202            VEHICLE FUEL                260.86                .00
610-40-2203            MAINTENANCE CONTRACTS                932.24                .00
610-40-2207            TELECOMMUNICATIONS                351.00                .00
610-40-2218            EQUIPMENT MAINTENANCE/REPAIR                1,445.00                .00
610-40-2221            PRINTING/PUBLISHING/ADVERTISING                27.00                .00
610-40-2266            TRAINING                700.00                .00
610-40-2269            MEMBERSHIP DUES/SUBSCRIPTIONS                150.00                .00
610-40-2272            PROFESSIONAL SERVICES                225.00                .00
=====
**TOTAL                CLERK'S EQUIPMENT FUND                2.14                .00
**DEPT                COUNTY CLERK                2.14                .00
612-20-2207            TELECOMMUNICATIONS                2.14                .00
=====
**TOTAL                CAPITAL OUTLAY GROSS RECEIPTS TX                882.76                .00
**DEPT                CAPITAL OUTLAY GROSS RECEIPTS TX                882.76                .00
621-96-2613            CO/ROAD CONSTRUCTION/RECONSTRUCT                882.76                .00
=====
**TOTAL                HOME VISITING GRANT                342.04                .00
**DEPT                HOME VISITING GRANT FY18                342.04                .00
629-49-2207            TELECOMMUNICATIONS                51.04                .00
629-49-2272            PROFESSIONAL SERVICES                291.00                .00
=====
**TOTAL                JUVENILE JUSTICE GRANT                7,966.07                .00
**DEPT                JUVENILE JUSTICE GRANT                7,966.07                .00
635-09-2205            WIND PILOT                40.00                .00
635-09-2205            MILEAGE/PER DIEM                40.00                .00
=====
**DEPT                CYPD JUVENILE JUSTICE GRANT FY18                7,926.07                .00
635-68-2272            PROFESSIONAL SERVICES                7,926.07                .00
=====

```

```

=====
**TOTAL**
RURAL ADDRESSING 1,272.27 .00
RURAL ADDRESSING 1,272.27 .00
675-07-2203 MAINTENANCE CONTRACTS 207.27 .00
675-07-2207 TELECOMMUNICATIONS 27.00 .00
675-07-2218 EQUIPMENT MAINTENANCE/REPAIR 863.00 .00
675-07-2266 TRAINING 175.00 .00
=====
**TOTAL**
P&Z COURT FEES 193.19 .00
=====
**DEPT**
PLANNING & ZONING 193.19 .00
685-08-2202 VEHICLE FUEL 166.19 .00
685-08-2207 TELECOMMUNICATIONS 27.00 .00
=====
**TOTAL**
DOMESTIC VIOLENCE GRANT 51.06 .00
=====
**DEPT**
DV CONTRACT FY18 51.06 .00
690-86-2207 TELECOMMUNICATIONS 51.06 .00
=====
**TOTAL**
LEGISLATIVE APPROXIMATIONS 22,818.75 .00
=====
**DEPT**
LEGISLATIVE PROJECTS 22,818.75 .00
803-59-2618 CO/VEHICLES 21,000.00 .00
803-59-2636 A14-1279 ESTANCIA SR CNTR EQUIP 1,818.75 .00
=====
**TOTAL**
DRUG EDUCATION PROGRAM 576.93 .00
=====
**DEPT**
DRUG EDUCATION 576.93 .00
804-89-2257 OURREACH MATERIALS/SUPPLIES 576.93 .00
=====
**TOTAL**
EMERGENCY-911 FUND 1,379.37 .00
=====
**DEPT**
911-DISPATCH CENTER 1,314.37 .00
911-80-2201 VEHICLE MAINTENANCE/REPAIR 460.00 .00
911-80-2203 MAINTENANCE CONTRACTS 256.51 .00
911-80-2207 TELECOMMUNICATIONS 87.20 .00
911-80-2209 HEATING/GAS/PROPANE 71.26 .00
911-80-2219 OFFICE SUPPLIES 291.17 .00
911-80-2220 CLEANING SUPPLIES 148.23 .00
=====
**DEPT**
DPA TRAINING GRANT 65.00 .00
911-85-2266 TRAINING 65.00 .00
=====
WELLS FARGO 125,602.38 .00
BANK01 ** BANK TOTALS ** 125,602.38 .00
=====

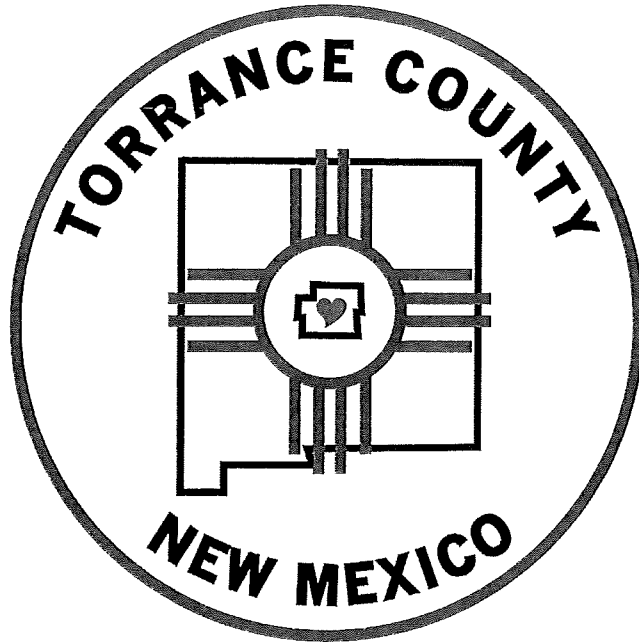
```



Agenda Item
No. 1



Agenda Item
No. 2



UPDATES

- ✓ Various County Departments
- ✓ Other Boards
- ✓ Forest Service
- ✓ Commission



Agenda Item
No. 3



AGD USE ONLY: Payment/ Application Fee \$ 200 Received on: 1-30-18 Receipt No. _____

Application Number: _____ Local Option District: _____

TRANSFER OF DISPENSER-TYPE LIQUOR LICENSE APPLICATION

\$200.00 Application Fee, non-refundable.

License No. #0373 Type of License: Dispenser, Package & Sunday sales

Check appropriate boxes:

Application is for: Transfer of Ownership Transfer of Ownership and Location Transfer of Location Only

Record Owner of Existing License: H&C Properties, LLC, a New Mexico limited liability company

Current D/B/A Name: 203 Topless Country

Current Premises Address: 20364 Old Route 66, Moriarty, NM 87035

Current LOD: Torrance County Is License moving out of Local Option District? Yes No

APPLICANT IS: Individual Limited Liability Company Corporation Partnership (General/Limited)

NAME of Individual/Company: _____ ADDRESS (including city, state, zip)
Harold L. Crass 5 Palomino Court, Edgewood, NM 87015; P.O. Box 2743, Edgewood, NM 87015

D/B/A Name to be used: _____ Business Phone #: 505-286-1174

Email Address (required): hlcrass03@juno.com

Physical location where license is to be used: (Include Street # / Highway # / State Road, City, State, and Zip Code)

20364 Old Route 66, Moriarty, NM 87035

County of: Torrance

Mailing Address: 20364 Old Route 66, Moriarty, NM 87035

Are alcoholic beverages currently being dispensed at the proposed location? Yes No If Yes, License # / Type: (in suspension)

Agent/Contact Person: Randall L. Thompson, Esq. Phone#: 505-884-2400 Email: rlt@rltlawpc.com

I, (print name) Harold L. Crass, as (title) Owner

being first duly sworn upon oath deposes and says: that he/she is the applicant or is authorized by the applicant to make this application; that he/she has read the same; knows the contents therein contained are true. Applicant(s) agree(s) that if any statements or representations herein are found to be false, the Director may refuse to issue or renew the license or may cause the license to be revoked at any time.

Sign before a Notary Public:

Signature of Applicant: Harold L. Crass Date: January 29, 2018

NOTARY PUBLIC USE ONLY: (State of New Mexico, County of Santa Fe)

SUBSCRIBED AND SWORN TO before me this 29 day of January, 2018
 By: Harold L. Crass Notary Public: Julie L. Bassett My Commission Expires: 4-10-19

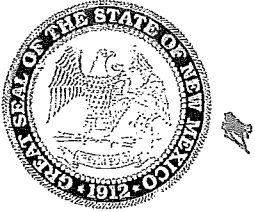
FOR LOCAL OPTION DISTRICT USE ONLY: Local Governing Body of: _____ City, County, Village

Public Hearing held on _____, 20____. Check one: Approved Disapproved

Signature and Title of City/County Official: _____

FOR ALCOHOL AND GAMING DIVISION USE ONLY: Approved Disapproved

Signed by Director: _____ Date: _____



New Mexico Regulation and Licensing Department
ALCOHOL AND GAMING DIVISION
 P.O. Box 25101 ▪ Santa Fe, New Mexico 87504-5101
 (505) 476-4875 ▪ Fax (505) 476-4595 ▪ www.rld.state.nm.us/alcoholandgaming

March 7, 2018

Certified Mail No.: 9171 9690 0935 0155 1930 81

Susana Martinez
 Governor

Robert "Mike" Unthank
 Superintendent

Pat McMurray
 Deputy Superintendent

Claudia Armijo
 Deputy General Counsel

Mary Kay Root
 Director

Torrance County
 Clerk: Linda Jaramillo
 P.O. Box 767
 Estancia, NM 87016

Re: Lic. No. /Appl. No.: License No.0373
 Name of Applicant: Harold L. Crass
 Doing Business As: (not in operation at this time – no dba)
 Proposed Location: 2036r Old Route 66, Moriarty, NM 87035

Greetings:

The Director of the Alcohol and Gaming Division has reviewed the referenced Application and granted **Preliminary Approval**. It is being forwarded to you for Local Option District approval or disapproval of the Liquor License Application.

While the law states that "within forty-five (45) days after receipt of a Notice from the Alcohol and Gaming Division, the governing body shall hold a Public Hearing in the question of whether the department should approve the proposed issuance or transfer", we recognize the potential for conflict between the requirement for publication of 30 day notice and the 45 day hearing requirement. Should the Local Governing Body be unable to meet one of these requirements, please send a Request for Waiver/Extension by email to the assigned AGD Hearing Officer listed on page 2.

Notice of the Public Hearing required by the Liquor Control Act **shall be given by the governing body by publishing a notice** of the date, time, and place of the hearing **twice during the 30 days prior to the hearing** in a newspaper of general circulation within the territorial limits of the governing body. **The first notice must be published at least thirty (30) days before the hearing. Both publications must occur before a hearing can be conducted.** The notice shall include:

- (A) Name and address of the Applicant/Licensee;
- (B) The action proposed to be taken by the Alcohol & Gaming Division;
- (C) The location of the licensed premises.

In addition, if the Local Option District has a website, **the Notice shall also be published on the website.**

The governing body is required to send notice by certified mail to the Applicant of the date, time, and place of the Public Hearing. The governing body may designate a Hearing Officer to conduct the hearing. **A record shall be made of the hearing.**

THE APPLICANT IS SEEKING A TRANSFER OF OWNERSHIP OF DISPENSER LIQUOR LICENSE NO. 0373 WITH ON PREMISES CONSUMPTION ONLY.

Alcohol and Gaming Division
 (505) 476-4875

Boards and Commissions Division
 (505) 476-4600

Construction Industries Division
 (505) 476-4700

Financial Institutions Division
 (505) 476-4885

Manufactured Housing Division
 (505) 476-4770


Securities Division
 (505) 476-4580

Administrative Services Division
 (505) 476-4800

Within thirty (30) days after the Public Hearing, the governing body shall notify the Alcohol and Gaming Division of their decision to approve or disapprove the issuance or transfer of the license by signing the enclosed original Page 1 of the Application. The original Page 1 of the Application must be returned together with the notices of publication. **If the Governing Body fails to either approve or disapprove the issuance or transfer of the license within thirty days after the Public Hearing, the Director may issue the license.**

If the Governing Body disapproves the issuance or transfer of the license, it shall notify the Alcohol and Gaming Division within thirty (30) days setting forth the reasons for the disapproval. A copy of the Minutes of the Public Hearing shall be submitted to the Alcohol and Gaming Division with the Notice of Disapproval (*Page 1 of the Application, noting disapproval*).

Respectfully,



Charmaine Martinez, Hearing Officer
New Mexico Regulation & Licensing Dept. | Alcohol & Gaming Division
Phone: (505) 476-4804 Fax: (505) 476-4595
Email: charmaine.martinez2@state.nm.us

Enclosures:

1. Original Page 1 of the Application (*must be signed and returned w/notices of publication*)



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



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 Commission
First Last Department / Company / Organization Name

Today's Date: 5-2-18 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:

Consideration of salary increases for elected officials.

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: _____

Belinda Garland

From: Steve Kopelman <skopelman@nmcounties.org>
Sent: Tuesday, May 01, 2018 8:48 AM
To: Commission Chairs; Managers Affiliate; Board of Directors; Assessors Affiliate; Treasurers Affiliate; Sheriffs Affiliate
Cc: NMAC Senior Staff
Subject: County Classification
Attachments: County Classification 2018 Memo Signed.pdf

Importance: High

Dear Commission Chairs, Managers, Assessors, Treasurers, Sheriffs, and NMAC Board of Directors:

I have good news to report. DFA has changed its position and now agrees with the NMAC position that potential salary increases for elected officials under HB 69 will be effective January 2019. Attached is a cover letter from DFA Cabinet Secretary Duffy Rodriguez, along with the 2018 classification of counties in accordance with NMSA §4-44-2. I was asked by DFA to disseminate these documents to you.

NMAC attorneys had several meetings with DFA lawyers, and DFA has now dropped its position that HB 69, which authorizes an increase of up to 15% for the salary caps for elected officials, does not take effect until 2020. Accordingly, individual county commissions have the authority (within their budget) to increase the salaries for elected officials who take office in January 2019, in accordance with HB 69. I would like to thank DFA Secretary Rodriguez and Local Government Division Director Rick Lopez for working with us to resolve this issue.

Please contact me if you have any questions on this matter.

Steve

Steve Kopelman
Executive Director
New Mexico Association of Counties
505-820-8117

--

You received this message because you are subscribed to the Google Groups "Managers Affiliate" group. To unsubscribe from this group and stop receiving emails from it, send an email to Managers.Affiliate+unsubscribe@nmcounties.org.

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) 827-4975 ♦ FAX (505) 827-4340

TO: County Commission Chairs

FROM: *Duffy Rodriguez*
Cabinet Secretary

DATE: April 30, 2018

SUBJECT: 2018 Classification of Counties

Attached is the classification of counties as of April 30, 2018. Per Section 4-44-2 NMSA 1978, the Department of Finance and Administration (DFA), Local Government Division (LGD), on behalf of the Cabinet Secretary of DFA, is responsible for classifying all counties within the state based upon population and net taxable property valuations.

The county classification may impact qualifications for state or federal financial assistance and influences the maximum salary levels of elected public officials.

This classification becomes effective pursuant to this memorandum.

If you have any questions, please contact your assigned Budget and Finance Analyst at 505-827-4975.

Attachment

cc: Steve Kopelman, Executive Director, NMAC

2018 County Classification

County	CLASSIFICATION
Bernalillo	A
Catron	B-Under
Chaves	B-Over
Cibola	B-Over
Colfax	B-Over
Curry	B-Over
De Baca	B-Under
Dona Ana	A
Eddy	B-Over
Grant	B-Over
Guadalupe	B-Under
Harding	B-Under
Hidalgo	B-Under
Lea	B-Over
Lincoln	B-Over
Los Alamos	H
Luna	B-Over
McKinley	B-Over
Mora	B-Under
Otero	B-Over
Quay	B-Under
Rio Arriba	B-Over
Roosevelt	B-Over
San Juan	A
San Miguel	B-Over
Sandoval	A
Santa Fe	A
Sierra	B-Over
Socorro	B-Under
Taos	B-Over
Torrance	B-Over
Union	B-Under
Valencia	B-Over

(Counties will be reclassified April 2020)

In accordance with Section 4-44-2 NMSA 1978.

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

AN ACT

RELATING TO COUNTIES; ADJUSTING THE SALARY CAPS APPLICABLE TO ELECTED COUNTY OFFICIALS; ELIMINATING THE CLASS "C" COUNTY CLASSIFICATION; REPEALING SECTION 4-44-6 NMSA 1978 (BEING LAWS 1957, CHAPTER 196, SECTION 4, AS AMENDED).

BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF NEW MEXICO:

SECTION 1. Section 4-44-1 NMSA 1978 (being Laws 1957, Chapter 196, Section 1, as amended) is amended to read:

"4-44-1. CLASSIFICATION FOR SALARY PURPOSES.--

A. For the purpose of fixing salaries of county officers, the several counties of the state, except "H" class counties, are classified as follows:

(1) those having a final, full assessed valuation of over seventy-five million dollars (\$75,000,000) and a population of one hundred thousand persons or more as determined by the most current annual population data or estimate available from the United States census bureau, as class "A" counties; and

(2) those having a final, full assessed valuation of over seventy-five million dollars (\$75,000,000) and a population of less than one hundred thousand persons as determined by the most current annual population data or estimate available from the United States census bureau, as class "B" counties.

1 B. The assessed valuation for each year is the
2 full valuation as finally fixed for that year."

3 SECTION 2. Section 4-44-4 NMSA 1978 (being Laws 1957,
4 Chapter 196, Section 2, as amended) is amended to read:

5 "4-44-4. CLASS A COUNTIES--SALARIES.--The annual
6 salaries of elected officers of a class A county shall not
7 exceed, for:

8 A. county commissioners, thirty-nine thousand one
9 hundred six dollars (\$39,106) each;

10 B. treasurer, eighty-six thousand six hundred
11 twenty-six dollars (\$86,626);

12 C. assessor, eighty-six thousand six hundred
13 twenty-six dollars (\$86,626);

14 D. sheriff, ninety thousand three hundred thirty-
15 eight dollars (\$90,338);

16 E. county clerk, eighty-six thousand six hundred
17 twenty-six dollars (\$86,626); and

18 F. probate judge, thirty-eight thousand one
19 hundred fourteen dollars (\$38,114)."

20 SECTION 3. Section 4-44-4.1 NMSA 1978 (being Laws 1986,
21 Chapter 67, Section 2, as amended) is amended to read:

22 "4-44-4.1. CLASS B COUNTIES--HIGH
23 VALUATION--SALARIES.--The annual salaries of elected officers
24 of a class B county with an assessed valuation of over three
25 hundred million dollars (\$300,000,000) shall not exceed, for:

1 A. county commissioners, thirty thousand one
2 hundred ninety-six dollars (\$30,196) each;

3 B. treasurer, seventy-five thousand seven hundred
4 thirty-three dollars (\$75,733);

5 C. assessor, seventy-five thousand seven hundred
6 thirty-three dollars (\$75,733);

7 D. sheriff, seventy-eight thousand nine hundred
8 fifty-two dollars (\$78,952);

9 E. county clerk, seventy-five thousand seven
10 hundred thirty-three dollars (\$75,733); and

11 F. probate judge, twenty-six thousand four hundred
12 eighty-two dollars (\$26,482)."

13 SECTION 4. Section 4-44-5 NMSA 1978 (being Laws 1957,
14 Chapter 196, Section 3, as amended) is amended to read:

15 "4-44-5. CLASS B COUNTIES--INTERMEDIATE VALUATION--
16 SALARIES.--The annual salaries of elected officers of a class
17 B county with an assessed valuation of over seventy-five
18 million dollars (\$75,000,000) but under three hundred million
19 dollars (\$300,000,000) shall not exceed, for:

20 A. county commissioners, twenty-one thousand five
21 hundred thirty-four dollars (\$21,534) each;

22 B. treasurer, sixty-four thousand eight hundred
23 forty-four dollars (\$64,844);

24 C. assessor, sixty-four thousand eight hundred
25 forty-four dollars (\$64,844);

1 D. sheriff, sixty-seven thousand eight hundred
2 fourteen dollars (\$67,814);

3 E. county clerk, sixty-four thousand eight hundred
4 forty-four dollars (\$64,844); and

5 F. probate judge, fifteen thousand ninety-eight
6 dollars (\$15,098)."

7 SECTION 5. Section 4-44-12.3 NMSA 1978 (being Laws
8 1991, Chapter 91, Section 1, as amended) is amended to read:

9 "4-44-12.3. LEGISLATIVE INTENT--UNIFORM SALARY
10 CHANGES.--

11 A. The intent of the legislature when increasing
12 the maximum salaries of elected county officials is to
13 provide for equitable salary increases.

14 B. The majority of a board of county commissioners
15 may provide for salary increases for elected county
16 officials; however, a salary increase shall not take effect
17 until the first day of the term of an elected county official
18 who takes office after the date that salary increase is
19 approved."

20 SECTION 6. Section 4-44-14 NMSA 1978 (being Laws 1955,
21 Chapter 4, Section 2, as amended) is amended to read:

22 "4-44-14. H CLASS COUNTIES--SALARIES.--

23 A. The annual salaries of elected or appointed
24 part-time officers of an H class county shall not exceed,
25 for:

1 (1) county commissioners, fifteen thousand
2 eight hundred forty-four dollars (\$15,844) each;

3 (2) treasurer, seven thousand nine hundred
4 twenty-two dollars (\$7,922);

5 (3) assessor, seven thousand nine hundred
6 twenty-two dollars (\$7,922);

7 (4) sheriff, seven thousand nine hundred
8 twenty-two dollars (\$7,922);

9 (5) county clerk, seven thousand nine
10 hundred twenty-two dollars (\$7,922); and

11 (6) probate judge, four thousand six hundred
12 thirty-six dollars (\$4,636).

13 B. The annual salaries of elected or appointed
14 full-time officers of an H class county shall not exceed,
15 for:

16 (1) treasurer, seventy-five thousand seven
17 hundred thirty-three dollars (\$75,733);

18 (2) assessor, seventy-five thousand seven
19 hundred thirty-three dollars (\$75,733);

20 (3) sheriff, seventy-eight thousand nine
21 hundred fifty-two dollars (\$78,952); and

22 (4) county clerk, seventy-five thousand
23 seven hundred thirty-three dollars (\$75,733).

24 C. The governing body of an H class county shall
25 designate whether each of the offices of treasurer, assessor,

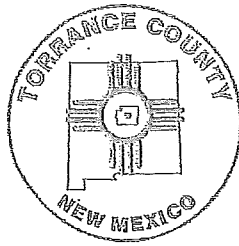
1 sheriff and county clerk is part time or full time; however,
2 a change in that designation shall not take effect until the
3 first day of the term of an elected county official who takes
4 office after the change in designation is approved.

5 SECTION 7. REPEAL.--Section 4-44-6 NMSA 1978 (being
6 Laws 1957, Chapter 196, Section 4, as amended) is repealed. HB 69
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25



Agenda Item
No. 5

PO Box 48
205 9th Street
Estancia, NM 87016
(505) 544-4700 Main Line (505) 384-5294 Fax
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: 5-2-18 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:

Consideration of response to local media in regards
to complaints about Martinez Road.

Is this a Resolution, Contract, Agreement, Grant Application, Other? NO

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: _____

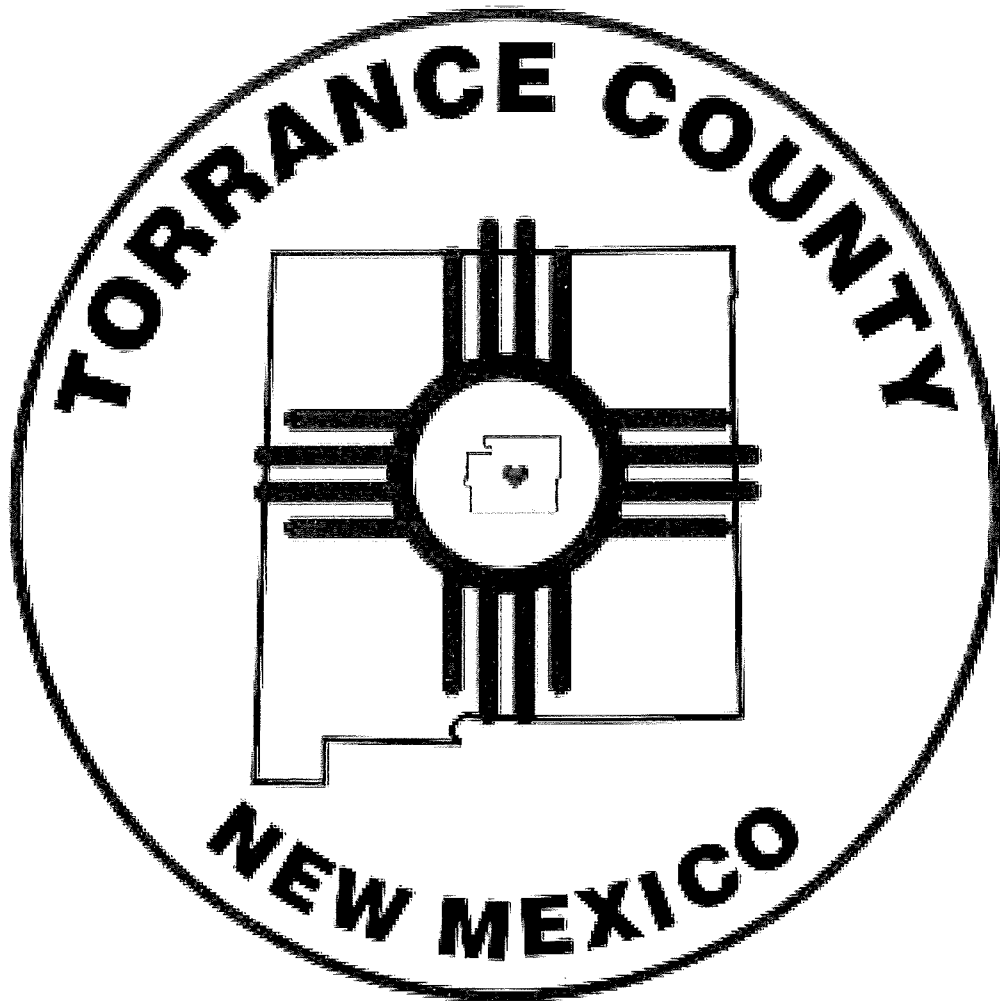
- No Impact
- Change in current fund
- Raise Budget (allow 45 days after Commission approval)
- Change in funds (allow 45 days after Commission approval)
- Reduction
- Transfer funds (allow 45 days after Commission approval)

Other: _____

Regarding the complaint about Martinez Road in Torrance County: The County Road Department is aware of the situation and repairs to this area are on the departments schedule. But, as with every governmental entity, the road department must set priorities and meet stringent state-imposed timelines, which sometimes affect the repair schedule. The Torrance County Road Department maintains approximately 1000 miles of roads in 3,346 square miles of territory comprising the county. While Torrance County officials understand that driving rough roads in rural areas is inconvenient, road maintenance is one of our top priorities and we work hard with limited funds and personnel to maintain the roads in good, drivable condition. Torrance County is vast and has a limited tax base to provide funding for all of our necessities, including roads, police protection, fire protection and emergency services. We constantly strive to do our best to ensure that public funds are utilized wisely to meet the obligations of the county and to benefit all residents of the county. As always, we appreciate public input and attempt to address all road complaints in a timely manner.



*Agenda Item
No. 6*



Agenda Item

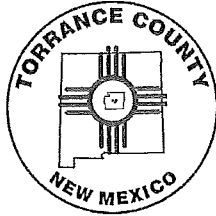
No. 7

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

The Torrance Road Department would like to propose a restructuring of salaries for Equipment Operator positions. This increase is in effort to stay competitive with other companies and agencies in salaries to ensure longevity in employment with the Torrance County Road Department.

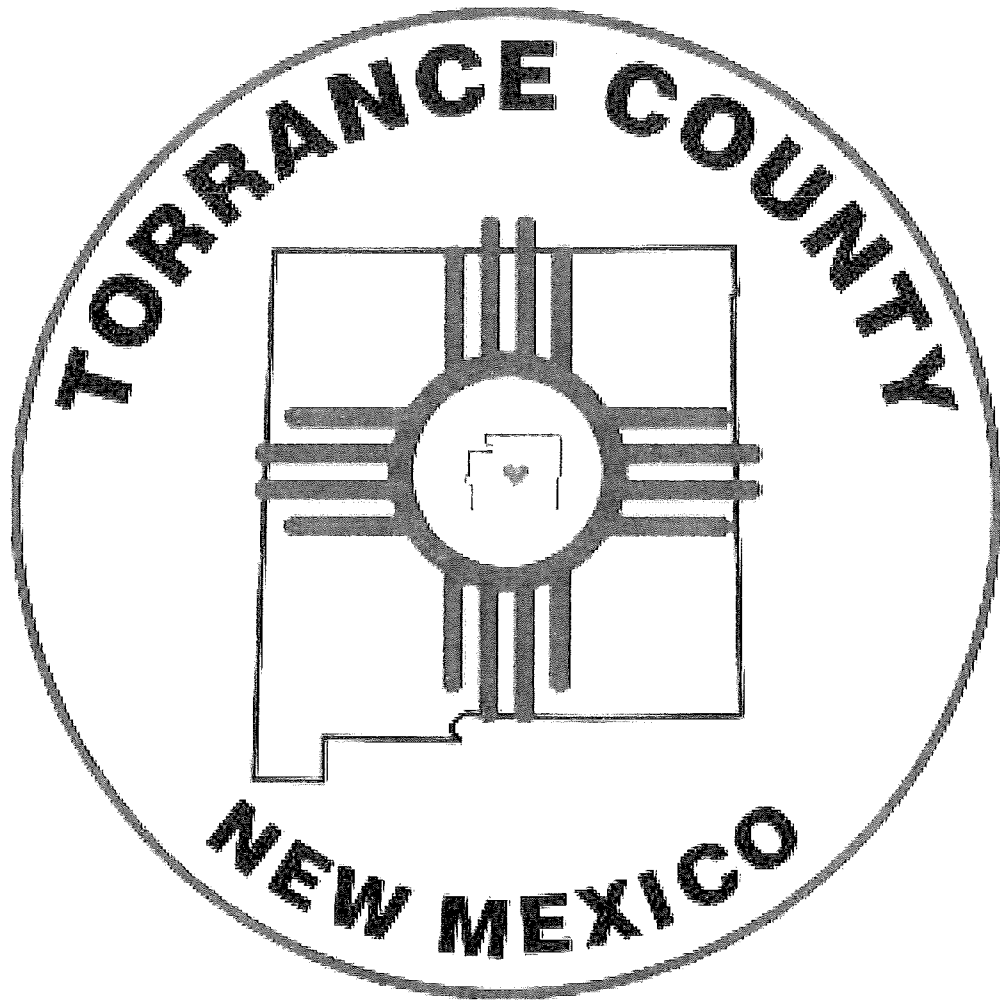
Currently the starting salary of an Equipment Operator is \$10.00 an hour which calculates an annual salary of \$20,800. We propose a new starting salary of \$12.00 an hour which calculates an annual salary of \$24,960. After completion of one year, with the department, the salary would increase to \$13.00 an hour which calculates an annual salary of \$27,040. The \$1.00 raise is an incentive to stay and utilize the training received and ensure long term employment for the Torrance County Road Department.

With approval of the new starting salary the pay ranges for each position will be re-evaluated and proposed pay increases for current Equipment Operators will be presented with the FY19 Budget request. Existing employee pay increases will be based off of tenure of employment and the Compo Ratio of pay within the newly established salary range.

The proposed increase is supported by our current budget and will require no increase of funds to the Road Department. Your consideration of our proposal is greatly appreciated.

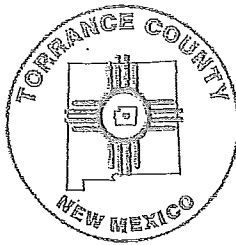
Sincerely,

Leonard Lujan
Torrance County Road Department Superintendent



Agenda Item
No. 8

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



County Commission
Commissioner James "Jim" Frost, District 1
Commissioner Julia DuCharme, District 2
Commissioner Javier B. 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: Martin Lucero Civil Defense
First Last Department / Company / Organization Name

Today's Date: 5/2/18 Mailing Address: _____
(Departments/employees of Torrance County need not include their address)

Telephone number/Extension: 905-0836 Fax Number: _____
Would you like this Agenda Faxed to you? Yes No

Email Address: mlucero@terminus

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

Brief explanation of business to be discussed:
Ratification

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: _____

Memorandum of Understanding

Between

The American Red Cross

and

Torrance County Office of Emergency Management

MOU Between The American Red Cross of New Mexico and Torrance County OEM

I. Purpose

The purpose of this Memorandum of Understanding ("MOU") is to define a working relationship between The American Red Cross of New Mexico (hereinafter "Red Cross") and the Torrance County, its lead Emergency Management agency (hereinafter, OEM), and other departments, agencies, and offices in preparing for, responding to, and recovering from emergencies and disasters. This MOU provides the broad framework for cooperation and support between the Red Cross and the OEM in assisting individuals, families and communities who have been or could be impacted by a disaster or an emergency. It also provides the descriptions of readiness and response activities, such as planning, training, exercising and resourcing, and the clarification of roles and responsibilities of the Red Cross and the OEM to the community and other agencies.

II. Parties

A. Torrance County

The Torrance County Office of Emergency Management main goal is to prevent, prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies. In this effort all resources will be utilized in order to meet the needs of those affected by these disasters. The Torrance County Office of Emergency Management will enter into mutual agreements in order to maintain collaborative effort in meeting its objectives.

B. American Red Cross

1. Services to help people prepare for, respond to, and recover from disasters

Founded in 1881, the Red Cross is the nation's premier nonprofit disaster management organization. As part of a worldwide movement that offers neutral and impartial humanitarian care, the Red Cross is a nongovernmental organization that mobilizes communities to aid people affected by or at risk of disasters with the aim of preventing and alleviating suffering. The Red Cross provides disaster cycle services without regard to race, color, national origin, religion, gender, age, disability, sexual orientation, citizenship or veteran status. It follows the Fundamental Principles of the International Red Cross and Red Crescent Movement. The Red Cross is closely integrated into community preparedness, response, and recovery efforts, including those of federal, tribal, state and local government and other nongovernmental organizations. Our goal is to work with multi-sector partners to help individuals, families, and communities prepare for, respond to, and recover from natural and manmade disasters of all sizes.

MOU Between The American Red Cross of New Mexico and Torrance County OEM

The Red Cross provides disaster cycle services pursuant to its Bylaws and other internal policies and procedures as well as its Congressional Charter (USC 36 §300101-300111). In the Charter, Congress authorized the Red Cross "to carry out a system of national and international relief in time of peace, and apply that system in mitigating the suffering caused by pestilence, famine, fire, floods, and other great national calamities, and to devise and carry out measures for preventing those calamities."

a. Preparedness

The Red Cross vision for preparedness is that we, together with community leaders, partners and other stakeholders have built community capacity and capability to survive, to minimize suffering and to recover quickly after a disaster or emergency; and that together we have made preparedness a cultural norm all across the nation. The components for achieving this vision include:

- *Assessing community hazards, priority risks, needs and asset;*
- *Engaging the community in preparedness (e.g. Home Fire Campaign);*
- *Enabling individuals and families and organizations to take preparedness actions;*
- *Leveraging our national network of volunteers and our ability to engage partners in direct preparedness actions within communities nationwide;*
- *Working with social service organizations and schools to help them, their clients and students survive and recover quickly from a disaster;*
- *Reinforcing preparedness for people and organizations who have taken preparedness actions.*

b. Response

The Red Cross vision for response is to alleviate human suffering in the face of emergencies by mobilizing and organizing community resources to meet the immediate life-sustaining needs of individuals, families and communities affected by disaster; to lay the groundwork for long-term recovery; and to build resilience for future events.

The range of services necessary to achieve this vision will vary based on the needs of those affected and the scale of the disaster. Additionally, there is often overlap between the provision of response and recovery services. The blending of the two processes is necessary for seamless service to individuals, families and communities. Response services most commonly include:

- *Home Fire Response Services*
- *Sheltering*
- *Feeding*
- *Health Services*
- *Mental Health Services*
- *Spiritual Care Services*
- *Reunification*
- *Distribution of Relief Supplies*

Local_MOU_Template_V.1.0_2015_03_10

Disaster Cycle Services

Align with Government

MOU Between The American Red Cross of New Mexico and Torrance County OEM

• *Information & Referrals*

c. Recovery

The Red Cross vision for recovery is to provide a standard and scalable set of services that align with available resources to bridge the gaps between client resources and serious human needs and that result in a similar set of assistance for similarly situated clients. Recovery services most commonly include:

- *Community Recovery Strategy Development*
- *Casework/Recovery Planning*
- *Direct Client Assistance*
- *Community Preparedness & Resiliency Building*

**For large and/or complex recovery operations, where significant donor resources are available, expanded services or assistance may be provided.*

2. Services related to the National Response Framework

The Red Cross is a co-lead for the mass care component of Emergency Support Function (ESF) #6 of the National Response Framework (NRF). In this role, the Red Cross engages in a variety of activities to support states in their planning, coordinating and executing of mass care programs and strategies. The Red Cross also takes a leadership role in working with other non-governmental organizations and private companies that provide services during a disaster. Additionally, the Red Cross is a support agency to other ESFs – including ESF-8 and ESF-15 – in the NRF.

3. Services related to the National Recovery Framework

The Red Cross is among the supporting organizations for three Recovery Support Functions: Community Planning and Capacity Building; Health and Social Services; and, Housing. In these roles, the Red Cross engages at the headquarters level, as well as at the Federal Emergency Management Agency (FEMA) regional level, to provide insight and assistance in planning by drawing on Red Cross experience and representing the perspective of non-governmental organizations and private entities that provide recovery services.

4. Organization

The Red Cross is chartered by the United States Congress to provide humanitarian services. Its national headquarters, located in Washington, D.C., is responsible for implementing policies and procedures that govern Red Cross activities and provides administrative and technical oversight and guidance to its 62 regions in seven divisions. Each region has certain authority and responsibility for carrying out Red Cross disaster preparedness, response and recovery activities, delivering local Red Cross services, and meeting corporate obligations within the territorial jurisdiction assigned to it. Each region is familiar with the hazards of the locality and surveys

Local_MOU_Template_V.1.0_2015_03_10

Disaster Cycle Services

Align with Government

MOU Between The American Red Cross of New Mexico and Torrance County OEM

local resources for personnel, equipment, supplies, transportation, emergency communications, and facilities available for disaster relief. Regions also formulate cooperative plans and procedures with local government agencies and private organizations for relief activities should a disaster occur.

Through its nationwide network, the Red Cross coordinates its total resources for use in large disasters. In order to provide these services, the Red Cross will work with federal, tribal, state and/or local government for assistance and collaboration.

III. Cooperative Actions

The Red Cross recognizes the authority assigned to city mayors, parish presidents, borough presidents, county judges, and other local county officials of [County, Parish, or Local Jurisdiction] and will share operating plans, priorities and objectives with the delegated emergency management staff of the local jurisdiction.

The OEM recognizes the national level roles and responsibilities designated to the Red Cross in the October 22, 2010 Memorandum of Agreement between FEMA and Red Cross.

The OEM recognizes the Red Cross as having mass care responsibility in domestic disasters and when activated, authorizes and will support and coordinate with the Red Cross in the execution of these duties.

The Red Cross and the OEM will coordinate their respective disaster cycle activities to maximize services to the community and avoid duplication of efforts in the following ways:

1. Explore ways to align business and operational processes and programs across the disaster cycle in an effort to make a more seamless disaster preparedness, response, and recovery experience for residents of Torrance County.
2. Coordinate mutual activation of no-notice events through the established 24 hour notification point of contact and develop joint Standard Operating Procedures for ongoing communications, including use of electronic technology, radio communications, and other emergency coordination protocols.
3. Maintain close coordination, liaison activities, and support at all levels with conferences, meetings, and other means of communication. Include a representative of the other party in appropriate committees, planning groups and task forces formed to mitigate, prepare for, respond to, and recover from disasters and other emergencies.
4. During a disaster or emergency situation, the Red Cross will, at the request of the OEM provide liaison personnel to the Torrance County Emergency Operations Center. The OEM will provide facility access and identification, work space, and, whenever possible, other required support, such as a computer, e-mail access and a designated phone line for the Red Cross liaison personnel assigned to the Emergency Operations Center.

Local_MOU_Template_V.1.0_2015_03_10

Disaster Cycle Services

Align with Government

MOU Between The American Red Cross of New Mexico and Torrance County OEM

5. The OEM will support the Red Cross in the use of the National Shelter System (NSS) and the Red Cross will coordinate shelter information sharing and reporting with the OEM.
6. The OEM will facilitate the Red Cross use of facilities for shelters and service delivery sites wherever possible. The terms and conditions of such use will be set forth in a separate agreement.
7. During disasters and emergencies, keep each other informed of the human needs created by the events and the services they are providing. Share current data regarding disasters, to include risk and hazard analysis, statistical information, social media verifications, historical information, emerging needs and trends, damage assessments, declarations, and service delivery plans.
8. Work together to develop plans, revise planning annexes, and identify resources to facilitate delivery of services to people with disabilities or other access and functional needs during a disaster.
9. Actively participate in reviewing and carrying out responsibilities outlined in the local emergency operations plans.
10. Both parties will ensure, to the fullest extent possible, that disaster operations within Torrance County will be as accessible as possible to people with disabilities or other access and functional needs, based on the American with Disabilities Act and related federal, state and local laws.
11. Prior to and during the time of disaster, keep the public informed of cooperative efforts through the public information offices of the Red Cross and the OEM and explore opportunities for collaboration to provide community, family, and citizen disaster preparedness within Torrance County.
12. The OEM recognizes that the Red Cross is dependent upon voluntary public financial donations. In accordance with applicable laws and regulations, the OEM will support the Red Cross in locating and acquiring necessary resources in an emergency including a response to formal resource requests. Both parties will work together, as appropriate, to identify local sourcing solutions that expand disaster capabilities and enhance community resilience.
13. Both parties agree not to use or display any trademarks of the other without first receiving the express written permission to do so; however, the use of the trademarks of the other party is permitted for internal meeting notes and plans that are not publicly distributed and used during the normal course of business related to the purpose of the MOU. If either party desires to use the intellectual property of the other, the "requesting

MOU Between The American Red Cross of New Mexico and Torrance County OEM

party" should submit the proposed promotional/marketing materials, press releases, website displays or otherwise proposed use of the trademarks to the "owning party" for review in advance of dissemination or publication.

14. The Red Cross will support the OEM in integrating the efforts of the non-governmental organizations (NGOs) and Voluntary Organizations Active in Disaster (VOAD) that provide mass care services (e.g. Mass Care Feeding Task Forces) during disaster response operations.
15. Make training, educational and other developmental opportunities available to the other party's personnel and explore joint training and exercises. Encourage all staff and volunteers to engage in training (e.g. ICS 300 and 400), exercises, and disaster response activities, as appropriate.
16. Widely distribute this MOU within the Red Cross and the OEM departments and administrative offices and urge full cooperation.

IV. Periodic Review

The parties will, on an annual basis, on or around the anniversary date of this MOU, jointly evaluate their progress in implementing this MOU and revise and develop new plans, attachments or goals as appropriate. Both parties should notify the other if primary points of contact change.

V. Term and Termination.

This MOU is effective as of 5 January 2018. It expires on [DATE NO LATER THAN FIVE YEARS AFTER EFFECTIVE DATE]. Six months prior to expiration, the parties will meet to review the progress and success of the cooperative effort. In connection with such review, the parties may decide to extend this MOU for an additional period not exceeding five years, and if so shall confirm this in a signed writing. This MOU may be terminated by written notification from either party to the other at any time and for any or no reason.

VI. Miscellaneous

This MOU does not create a partnership, a joint power agreement, or a joint venture and does not create any financial commitments from one party to the other. Neither party has the authority to bind the other to any obligation. It is not intended that this MOU be enforceable as a matter of law in any court or dispute resolution forum. The sole remedy for non-performance under this MOU shall be termination, with no damages or penalty.

Local_MOU_Template_V.1.0_2015_03_10

Disaster Cycle Services

Align with Government


MOU Between The American Red Cross of New Mexico and Torrance County OEM

Signature page follows.

MOU Between The American Red Cross of New Mexico and Torrance County OEM

Signature Page

Torrance County Manager

By: 
(Signature)

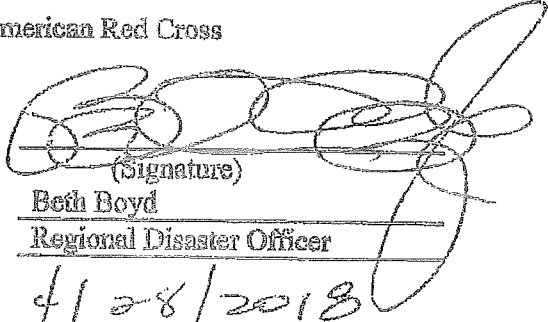
Name: Belinda Garland
Title: County Manager

Date: April 10, 2018

Contact information

Telephone: 505.544.4702
E-mail: bgarland@tcnm.us

The American Red Cross

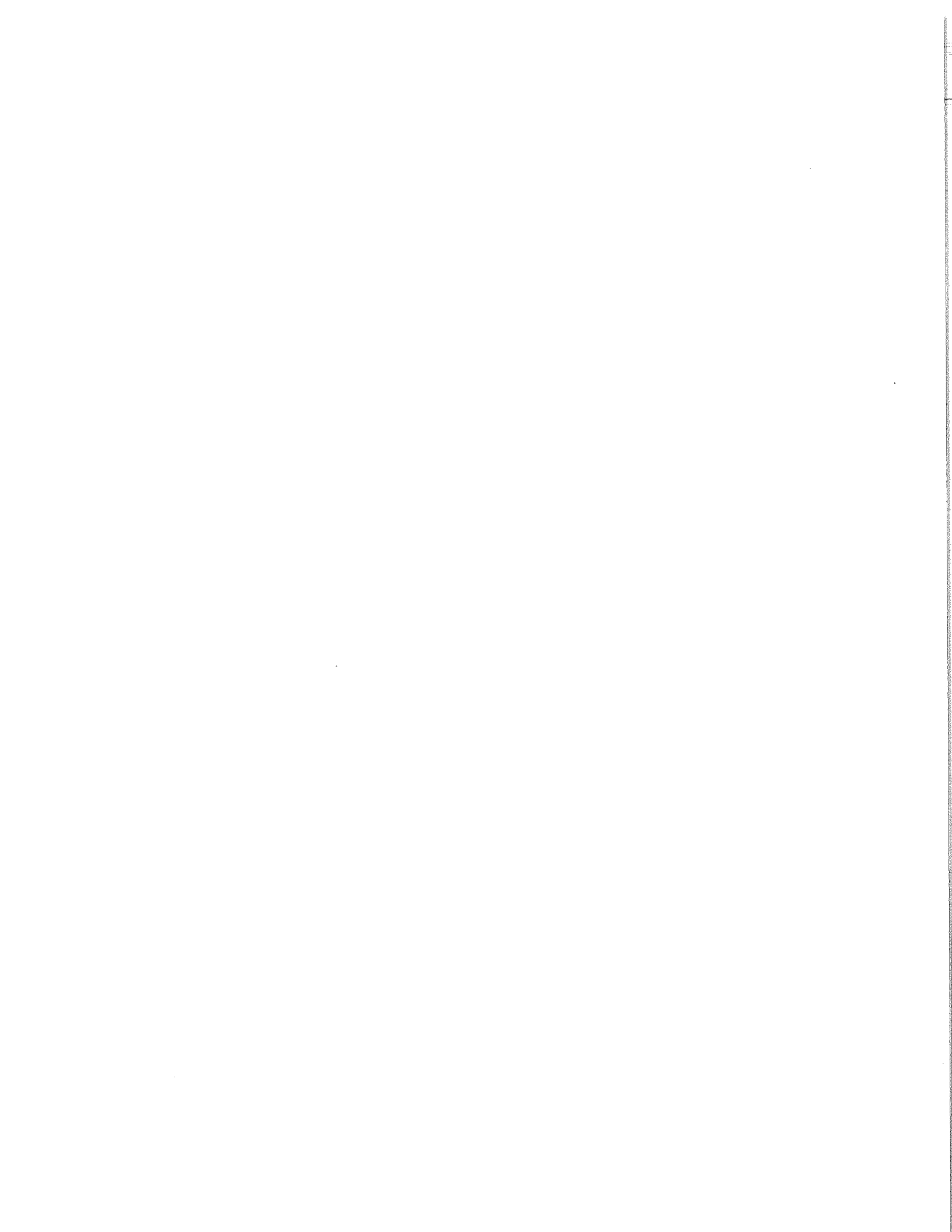
By: 
(Signature)

Name: Beth Boyd
Title: Regional Disaster Officer

Date: 4/28/2018

Contact information

Telephone: 602.336.6692
E-mail: beth.boyd@redcross.org





Agenda Item
No. 9

PERA

Public Employees
Retirement Association
of New Mexico

33 Plaza La Prensa, Santa Fe, New Mexico 87507
(505) 476-9401 fax (505) 476-9300 voice
(800) 342-3422 Toll-Free
www.nmpera.org

Volunteer Firefighters Annual Reporting Form 2017

SECTION A - VOLUNTEER FIREFIGHTER DEPARTMENT - GENERAL INFORMATION

1. Department Name: Duran Fire Department
2. Department Mailing Address: HC 34 Box 26
City, State: Duran, NM Zip Code: 88301
3. PERA Number: 09 656
4. Fire Chief: David Crabb Email Address: _____
5. Phone (work): (575) 799-3117 (home) (505) 235-9421

SECTION B - DEPARTMENT TOTALS

1.	New Member enrollments (Applications for Membership enclosed):	0
2.	Member with prior service reported this year:	4
3.	Total number of volunteer firefighters reported this year:	5

SECTION C - CERTIFICATION

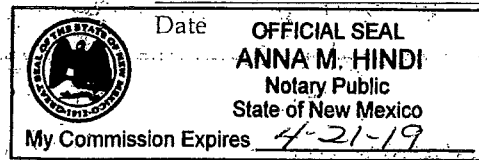
I, David Crabb, fire chief of Duran Dist. 1
Volunteer Firefighter Department, affirm that the records submitted to PERA are true and correct.

[Signature]
Signature of Fire Chief

2/7/18
Date

Municipal Mayor or Chairman of County Commission

State of New Mexico)
County of Torrance) SS:



Subscribed and sworn to before me by David Crabb on this the 7 day of February 2018.

My Commission Expires 4-21-2019 Notary Public Telephone No: 505 228 1566

Notary Signature Anna M Hindi

Return this Summary and the Qualification Record form on or before March 31 of each calendar year to the Public Employees Retirement Association. All Records must be entered online by the department. Reports can only be entered until March 31. After that date, the reports become Read Only. Keep copies for your records.



*Agenda Item
No. 10*

PO Box 48
205 9th Street
Estancia, NM 87016
(505) 544-4700 Main Line (505) 384-5294 Fax
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: Lester Gary Fire
First Last Department / Company / Organization Name

Today's Date: 5.02.2018 Mailing Address: P.O. Box 449, McIntosh NM 87032
(Departments/employees of Torrance County need not include their address)

Telephone number/Extension: 505-384-1067 Fax Number: 505-384-9635
Would you like this Agenda Faxed to you? (Yes/No)

Email Address: lgary@torrancecountyfire.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 to purchase 2018 Dodge Ram 5500 Brush Truck from
Outback Fire Apparatus in the amount of \$108,000 for District 4
Utilizing the approved donations and 1/4% excise tax.

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. 11*



TORRANCE COUNTY

RESOLUTION # 2018-

Line Item Transfers

WHEREAS, County Departments are requesting line item transfers within their budgeted funds in the FY 2017-18 Budget, and

WHEREAS, line item transfers within the same fund require authorization from the Torrance County Commission, and

WHEREAS, the attached line item transfers within the same fund are hereby authorized:

(See Schedule A)

NOW THEREFORE BE IT RESOLVED by the Torrance County Commission.

DONE at Estancia, New Mexico, Torrance County this 9th day of May 2018.

TORRANCE COUNTY COMMISSION

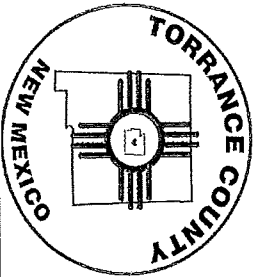
James W. Frost, District 1

Attest:

Julia DuCharme, District 2

County Clerk

Javier E. Sanchez, District 3

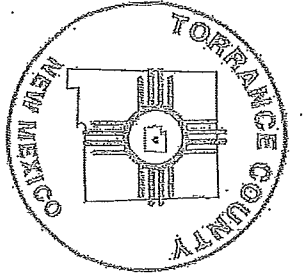


Torrance County

Resolution 2018-_____

Line Item Transfer Schedule A

Funding Source:		Transfer From:		Transfer To:		Total Amount
Department	Source	Line Item	Description	Line Item	Description	
Dispatch	911 fund	911 80 2 228	software	911 80 2 201	vehicle maint./repair	\$ 600.00
VFD Dist 4	fire allotment	409 91 2 248	safety equipment	409 91 2 201	vehicle maint./repair	\$ 7,000.00
VFD Dist 4	fire allotment	409 91 2 248	safety equipment	409 91 2 207	telecomm	\$ 100.00
VFD Dist 4	fire allotment	409 91 2 248	safety equipment	409 91 2 215	building maint./repair	\$ 500.00
VFD Dist 4	fire allotment	409 91 2 248	safety equipment	409 91 2 272	professional services	\$ 800.00
VFD Dist 5	fire allotment	405 91 2 248	safety equipment	405 91 2 201	vehicle maint./repair	\$ 5,000.00
VFD Dist 5	fire allotment	405 91 2 248	safety equipment	405 91 2 208	electricity	\$ 3,000.00
VFD Dist 5	fire allotment	405 91 2 248	safety equipment	405 91 2 210	water/sewer/trash	\$ 2,800.00
VFD Dist 5	fire allotment	405 91 2 248	safety equipment	405 91 2 266	training	\$ 100.00
VFD Dist 5	fire allotment	405 91 2 248	safety equipment	405 91 2 272	professional services	\$ 600.00
VFD Dist 6	fire allotment	418 91 2 201	vehicle maint./repair	418 91 2 205	mileage/per diem	\$ 1,044.00
VFD Dist 6	fire allotment	418 91 2 248	safety equipment	418 91 2 207	telecomm	\$ 500.00
VFD Dist 6	fire allotment	418 91 2 248	safety equipment	418 91 2 210	water/sewer/trash	\$ 700.00
IT	general	401 65 2 218	equip maint./repair	401 65 2 203	maintenance contracts	\$ 6,782.12
IT	general	401 65 2 228	software	401 65 2 203	maintenance contracts	\$ 9,000.00
Road	road funds	402 60 2 201	vehicle maint./repair	402 61 2 221	print/publishing	\$ 200.00
Road	road funds	402 60 2 202	fuel	402 60 2 240	road supplies	\$ 7,072.02
Road	road funds	402 60 2 202	fuel	402 60 2 207	telecomm	\$ 400.00
Road	road funds	402 60 2 201	shop supply	402 61 2 248	safety supply	\$ 150.00
Maintenance	general	401 16 2 210	water/sewer/trash	401 15 2 203	contracts	\$ 700.00
Maintenance	general	401 15 2 209	heating/gas/propane	401 15 2 237	cleaning service	\$ 3,000.00
Maintenance	general	401 16 2 209	heating/gas/propane	401 16 2 237	cleaning service	\$ 2,000.00
Maintenance	general	401 16 2 215	building maint./repair	401 16 2 237	cleaning service	\$ 1,000.00
Maintenance	general	401 15 2 215	building maint./repair	401 16 2 237	cleaning service	\$ 1,000.00
Treasurer	Treasurers Fee	609 30 2 617	CO/Equipment	609 30 2 266	training	\$ 3,000.00
Treasurer	Treasurers Fee	609 30 2 617	CO/Equipment	609 30 2 219	office supplies	\$ 1,500.00
Treasurer	Treasurers Fee	609 30 2 617	CO/Equipment	609 30 2 221	print/publishing	\$ 2,000.00
P&Z	general	401 8 2 218	equip maint./repair	401 8 2 207	telecomm	\$ 225.00
Sheriff	general	401 50 2 102	full time salaries	401 50 2 201	vehicle maint./repair	\$ 29,155.04
TOTAL						\$ 89,928.18



TORRANCE COUNTY Line Item Transfer Form

Requesting Department: _____

Disaster

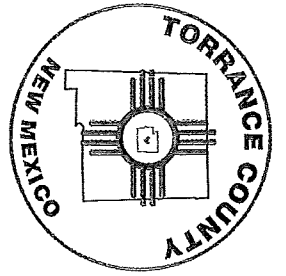
My department hereby requests that the following line item transfer(s) be made to the budget:

Transfer From:		Transfer To:		Amount of Transfer
Line Item Number	Line Item Description	Line Item Number	Line Item Description	
911800000	Supplies	911800001	Vehicle Maintenance	1000.00

Reason for Transfer:
10 Carer Supplies and Disposal Vehicle (Impair)

Signature: *Randy B. ...*

Date: *4/29/18*



TORRANCE COUNTY

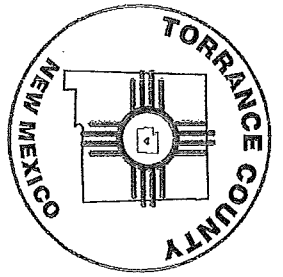
Line Item Transfer Form

Requesting Department: _____ District 4 VFD

My department hereby requests that the following line item transfer(s) be made to the budget:

Transfer From:		Transfer To:		Amount of Transfer
Line Item Number	Line Item Description	Line Item Number	Line Item Description	
409-91-2248	Safety Equipment	409-91-2201	Vehicle Maint/Repair	\$ 7,000.00
409-91-2248	Safety Equipment	409-91-2207	Telecommunications	\$ 100.00
409-91-2248	Safety Equipment	409-91-2215	Building Maint/Repair	\$ 500.00
409-91-2248	Safety Equipment	409-91-2272	Professional Svcs.	\$ 800.00
Reason for Transfer:				
Additional funds needed in vehicle maintenance/repair, telecommunications, building maintenance/repair and professional svcs.				

Signature Walter Gary Thomas Muebe Date 5.01.18



TORRANCE COUNTY

Line Item Transfer Form

Requesting Department: _____

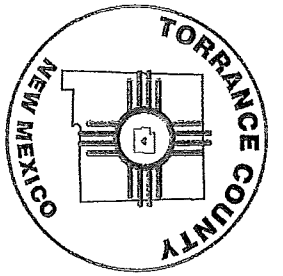
District 5 VFD

My department hereby requests that the following line item transfer(s) be made to the budget:

Transfer From:		Transfer To:		\$
Line Item Number	Line Item Description	Line Item Number	Line Item Description	Amount of Transfer
405-91-2248	Safety Equipment	405-91-2201	Vehicle Maint/Repair	\$ 5,000.00
405-91-2248	Safety Equipment	405-91-2208	Electricity	\$ 3,000.00
405-91-2248	Safety Equipment	405-91-2210	Water/Sewer/Trash	\$ 2,800.00
405-91-2248	Safety Equipment	405-91-2266	Training	\$ 100.00
405-91-2248	Safety Equipment	405-91-2272	Professional Svcs.	\$ 600.00

Reason for Transfer:
 Additional funds needed in vehicle maintenance/repair, electricity, water/sewer/trash, training and professional services

Signature *Muster Gary* *Hanna Muecke* Date 5.01.18



TORRANCE COUNTY

Line Item Transfer Form

Requesting Department: _____

District 6 VFD

My department hereby requests that the following line item transfer(s) be made to the budget:

Transfer From:		Transfer To:		\$
Line Item Number	Line Item Description	Line Item Number	Line Item Description	Amount of Transfer
418-91-2201	Vehicle Maintenance/Repair	418-91-2205	Mileage/Per Diem	\$ 1,044.00
418-91-2248	Safety Equipment	418-91-2207	Telecommunications	\$ 500.00
418-91-2248	Safety Equipment	418-91-2210	Water/Sewer/Trash	\$ 700.00

Reason for Transfer:
Additional funds needed in mileage/per diem, telecommunications and water/sewer/trash

Signature Hester Gandy _____ Date 5.01.18



Line Item Transfer Form

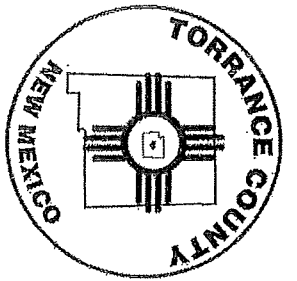
My department hereby requests that the following line item transfer(s) be made to the budget:

Line Item to Transfer From	Line Item to Transfer To	Amount of Transfer
401-65-2218	401-65-2203	\$6,782.12
401-65-2228	401-65-2203	\$9,000.00

Reason for Transfer:

Line Item 401-65-2203 will not have enough funds to cover the next two months.

[Handwritten Signature] *[Handwritten Date: 5/11/18]*
Signature Date



TORRANCE COUNTY

Line Item Transfer Form

Requesting Department:

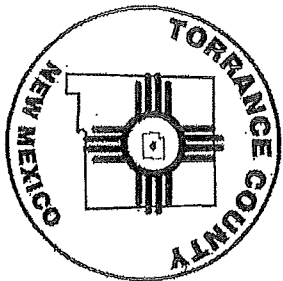
Road Dept

My department hereby requests that the following line item transfer(s) be made to the budget:

Transfer From:		Transfer To:		Amount of Transfer
Line Item Number	Line Item Description	Line Item Number	Line Item Description	
402-60-2201	Vehicle Maintenance/Repair	402-61-2221	Print/Rebills/...	200.00
Reason for Transfer: <i>General AA Const</i>				

Signature *[Handwritten Signature]*

Date *4-30-18*



TORRANCE COUNTY

Line Item Transfer Form

Requesting Department: _____

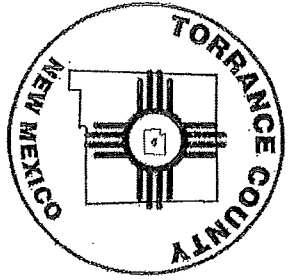
Read

My department hereby requests that the following line item transfer(s) be made to the budget:

Transfer From:		Transfer To:		Amount of Transfer
Line Item Number	Line Item Description	Line Item Number	Line Item Description	
402-66-2260	Fuel	402-66-2247	Road Supplies	2672 02
402-66-2260	Fuel	402-66-2207	Telephone Services	4000.00

Reason for Transfer:

Signature _____ Date *5-3-18*



TORRANCE COUNTY

Line Item Transfer Form

Requesting Department: _____

Road

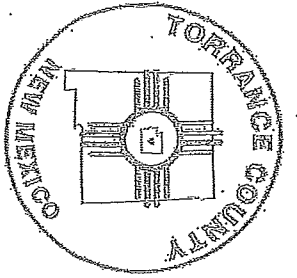
My department hereby requests that the following line item transfer(s) be made to the budget:

Line Item Number	Line Item Description	Transfer From:	Transfer To:	Line Item Number	Line Item Description	Amount of Transfer
402-60-2261	Shop Supply		402-61-2249		Safety Supply	\$ 150.00
Reason for Transfer: _____						

Signature _____

Date _____

5-2-18



TORRANCE COUNTY Line Item Transfer Form

Requesting Department:

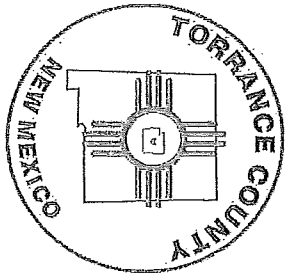
MAINT.

My department hereby requests that the following line item transfer(s) be made to the budget:

Transfer From:		Transfer To:		Amount of Transfer
Line Item Number	Line Item Description	Line Item Number	Line Item Description	
401-16-2210	WATER/SEWER/TRASH	401-15-2203	MAINTENANCE CONTRACTS	\$ 700.00
Reason for Transfer: OUT OF MONEY				

Signature *Carl B. [unclear]*

Date 5/3/18



TORRANCE COUNTY

Line Item Transfer Form

Requesting Department:

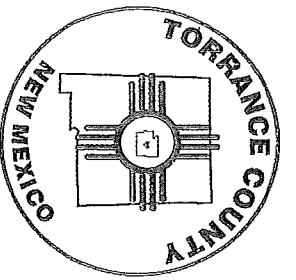
Maint.

My department hereby requests that the following line item transfer(s) be made to the budget:

Transfer From:		Transfer To:		Amount of Transfer
Line Item Number	Line Item Description	Line Item Number	Line Item Description	
401-15-2209	Heating/ gas/ propane	401-15-2237	Cleaning service	\$3,000.00
401-16-2209	Heating/ Gas/ Propane	401-16-2237	Cleaning service	\$ 2,000.00
401-16-2215	Building Maint./repair	401-16-2237	Cleaning service	\$ 1,000.00
401-15-2215	Building Maint./repair	401-16-2237	Cleaning service	\$ 1,000.00

Signature

Date: 4/23/2018



TORRANCE COUNTY

Line Item Transfer Form

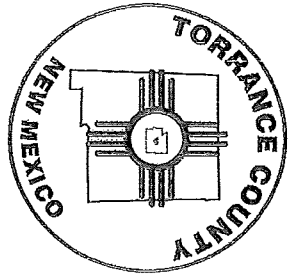
Requesting Department: _____

Treasurer _____

My department hereby requests that the following line item transfer(s) be made to the budget:

Transfer From:		Transfer To:		\$
Line Item Number	Line Item Description	Line Item Number	Line Item Description	Amount of Transfer
609-30-2617	CO/Equipment	609-30-2266	Training	\$ 3,000.00
Reason for Transfer:				
Transferring money to cover training costs.				

Signature Molly Ledda Date 4-23-18



TORRANCE COUNTY


Line Item Transfer Form

Requesting Department: _____

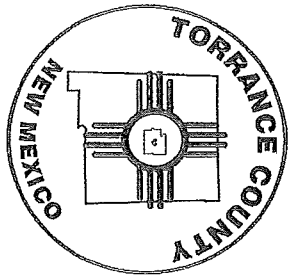
Treasurer _____

My department hereby requests that the following line item transfer(s) be made to the budget:

Transfer From:		Transfer To:		\$
Line Item Number	Line Item Description	Line Item Number	Line Item Description	Amount of Transfer
609-30-2617	CO/Equipment	609-30-2219	Office Supplies	\$ 1,500.00
Reason for Transfer:				
Transferring money to cover operating costs.				

Signature 

Date 5-2-18



TORRANCE COUNTY

Line Item Transfer Form

Requesting Department: _____

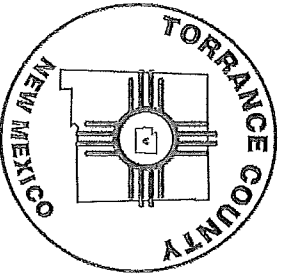
Treasurer _____

My department hereby requests that the following line item transfer(s) be made to the budget:

Transfer From:		Transfer To:		\$
Line Item Number	Line Item Description	Line Item Number	Line Item Description	Amount of Transfer
609-30-2617	CO/Equipment	609-30-2221	Printing/Publishing	\$ 2,000.00
Reason for Transfer:				
Transferring money to cover training costs.				

Signature *[Handwritten Signature]*

Date *5-2-18*



TORRANCE COUNTY
Line Item Transfer Form

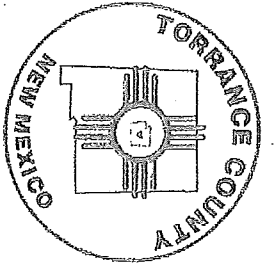
Requesting Department: _____

_____ Planning & Zoning

My department hereby requests that the following line item transfer(s) be made to the budget:

Transfer From:		Transfer To:		Amount of Transfer
Line Item Number	Line Item Description	Line Item Number	Line Item Description	
401-08-2218	Equip Maint/Repair	401-08-2207	Telecommunications	\$225.00
Reason for Transfer:				
Correct deficit in line item.				

Signature Steve Kautsky Date 3/3/2018



TORRANCE COUNTY

Line Item Transfer Form

Requesting Department: _____

Sheriff

My department hereby requests that the following line item transfer(s) be made to the budget:

Transfer From:		Transfer To:		Amount of Transfer
Line Item Number	Line Item Description	Line Item Number	Line Item Description	
401-50-2102	Full Time Salaries	401-50-2201	Vehicle Maint/Repair	\$ 29,155.04
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Reason for Transfer:				
Transfer to cover costs on repairs for deputy units. Money being transferred is money saved from vacant deputy positions.				
Cannot fill those vacant deputy positions, until deputy units are repaired. Units need to be repaired, so new hires can have a				
unit to drive.				

Signature: _____

Date: 5/3/18



*Agenda Item
No. 12*

Counter Remodel Project - Admin Building

IFB

2018-05R

Torrance County, New Mexico

Deadline:

Friday, March 02, 2018

11:00 a.m.

Opening:


Friday, March 02, 2018

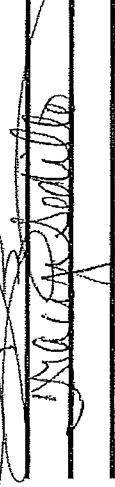
11:45 a.m.

Bid Tabulation

Company Name	Company Address	Company Contact	Proposal Amount
Albuquerque Office Systems	3715-A Hawkins NE Albuquerque, NM 87109	Mark D. Bauder	\$32,480.59

Witnesses:





SECTION 00-3100
BID FORM

TO: Torrance County
hereinafter called "Owner"

- The undersigned, having examined the proposed Contract Documents titled:

Torrance County Administration Upgrades

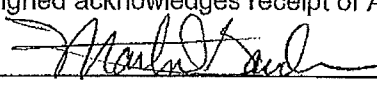
and having visited the site and examined the conditions affecting the Work, hereby proposes and agrees to furnish all labor, materials, equipment, and appliances, and to perform operations necessary to complete the Work as required by said proposed Contract Documents, for that portion of the "Base Bid" excluding additive alternates.

651. 9189

Thirty - two thousand four hundred eighty and ⁵⁹/₁₀₀ (\$) 32,480.59
Base Bid Proposal Amount (Before Taxes)

Two hundred thirty and ⁴⁰/₁₀₀ (\$) 230.40
Gross Receipts Tax - Base Bid Proposal

Thirty - two thousand seven hundred ten and ⁹⁹/₁₀₀ (\$) 32,710.99
Grand Base Bid Proposal (Including Taxes)

- The undersigned understands and agrees to comply with and be bound by instructions to bidders issued for this Work.
- The undersigned acknowledges receipt of Addenda numbers:
#1 
- Enclosed with this bid is bid security in the amount of not less than 5% of the bidder's proposed Contract Sum. \$1624.03

**SECTION 00-4300
SUBCONTRACTORS LISTING**

TO: Torrance County, New Mexico
hereinafter called "Owner"

1. Pursuant to bidding requirements for the Work titled:

Torrance County Administration Upgrades

"Sub-contractors to be used on the project must be listed on the bid form in accordance with the requirements of the New Mexico Statute 13-4-34 Sub-contracting Fair Practice Act. Listed sub-contractors must be used to complete the project unless written approval is given for good and sufficient reason by the designated Owner's representative, whose decision is final. The listing threshold equals the greater of: one-half of one percent of Base Bid or \$5000.00. The Architects estimate is \$40,000. Failure to conform to this requirement shall disqualify the bidder.

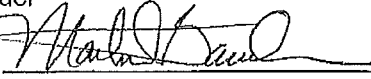
2. Portion of the Work:

Subcontractor name and address:

NO SUBCONTRACTORS
TO BE USED

USE ADDITIONAL SHEETS IF REQUIRED

PROVIDE SIGNATURE IDENTICAL TO THAT SHOWN ON THE BID FORM

AUSUA. OFFICE SYSTEMS, LLC
Bidder
by: 

END OF SECTION 00-4300

BIDDER

(
(
(
(CORPORATE SEAL)
(
(
(

ALBUQUERQUE OFFICE SYSTEMS, LLC

By: MARK BAUDER

Address: 3715 HAWKINS ST NE, STE A
ALBUQ., NM 87109

License Number: FIN# 42-1746206

License Type: _____

Resident Contractor Preference No. _____

Type of business entity:

LIMITED LIABILITY CORP.
(corporation, co-partnership, individual, etc.)

Individual members of the firm:

MANAGING MEMBER: JASON BAUDER

President of corporation: _____

Secretary of corporation: _____

llc
Corporation is organized under laws of the State of NM

Bid dated this 2nd day of MAY ~~2018~~
2018



Celebrating 32 Years of Quality Design & Excellent Client Service

1306 Rio Grande Blvd. NW, Albuquerque, NM 87104 • 505.255.6400 Voice • 505.268.6954 Fax
www.nca-architects.com Info@nca-architects.com

ARCHITECTS • PLANNERS • AIA

ADDENDUM # 1

DATE: 4/23/2018

ARCHITECT

NCA Architects
1306 Rio Grande Blvd NW
Albuquerque, NM 87104

PROJECT

Torrance County Administration Upgrades
Estancia, NM

OWNER

Torrance County
205 9th Street
Estancia, NM 87016

This addendum forms a part of the Contract Documents and modifies the original drawings dated April 2018 and the specifications dated April 2018. Acknowledge receipt of this addendum in the space provided in the Bid Form. Failure to do so may subject the bidder to disqualification.

A. GENERAL

1. Surety Bonds are required for this project. Please see specification manual for all documents that are required for bid.

B. SPECIFICATIONS

1. SECTION 00-3100 BID FORM. Add 'Campaign contribution Disclosure Form' to required Bid Forms. This form must be filled out and accompany bid.

C. DRAWINGS

1. SHEET A-102
 - a. Revise General Note A to the following: "The modular system for this project is based on 'Herman Miller A02' or equal. Customize system to match drawings in this set."

END OF ADDENDUM

CAMPAIGN CONTRIBUTION DISCLOSURE FORM

Pursuant to NMSA 1978, 13-1-191.1 (2006), any person seeking to enter into a contract with any state agency or local public body for professional services, a design and build project delivery system, or the design and installation of measures the primary purpose of which is to conserve natural resources must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall void an executed contract or cancel a solicitation or proposed award for a proposed contract if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

THIS FORM MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

"Applicable public official" means a person elected to an office or a person appointed to complete a term of an elected office, which has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

"Campaign Contribution" means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, this is made to or received by an applicable public official or any person authorized to raise, collect or expend contributions on that official's behalf for the purpose of electing the official to either statewide or local office. "Campaign Contribution" included the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or un-reimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

"Family member" means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law.

"Pendency of the procurement process" means the time period commencing with the public notice of the request for proposals and ending with the award of the contract or the cancellation of the request for proposals.

"Person" means any corporation, partnership, individual, joint venture, association or any other private legal entity.

"Prospective contractor" means a person who is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that

person qualifies for a sole source or a small purchase contract.

"Representative of a prospective contractor" means an officer or director of a corporation, a member or manager of a limited liability corporation, a partner of a partnership or a trustee of a trust of the prospective contractor.

DISCLOSURE OF CONTRIBUTIONS.

Contribution Made By: _____
Relation to Prospective Contractor: _____
Name of Applicable Public Official: _____
Date Contribution(s) Made: _____
Amount(s) of Contribution(s) _____
Nature of Contribution(s) _____
Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

-OR-

NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE to an applicable public official by me, a family member or representative.

Jason S. Pearson
Type or Printed Name

4/30/08
Date

[Signature]
Signature

MANAGING MEMBER
Title (Position)

ARBOR VORVO OFFICE SYSTEMS, LLC.
Company Name



Albuquerque Office Systems, LLC
3715-A Hawkins NE
Albuquerque, NM 87109
Ph: 505-345-2824 Fax: 505-345-1466

Estimate

Date	Estimate #
3/26/2018	9189


CUSTOMER NAME:	SHIP TO:
TORRANCE COUNTY 205 9th St PO Box 318 Estancia, NM 87016 Tracy Sedillo 505-544-4802	

P.O. No.	Terms	Rep	Project Name
	PO and Net 30	MARK	COUNTERS

Item	Description	Qty	Unit	Total
	COUNTERS FOR MISC. OFFICES IN COUNTY BUILDING Panels with Laminated Surfaces on Public Side and Fabric or Laminated Surfaces on User Side. All Colors for Fabric, Paint, and Laminate are Client's Choice.			
	TREASURER'S OFFICE Panels, Connectors, and Electrical			
A1120.5324N	+Panel Fabric Npwr 53H 24W	3	91.27	273.81
A1120.8512N	+Panel Fabric Npwr 85H 12W - MODIFY TO 9"W Panel	1	93.45	93.45
A1120.8524N	+Panel Fabric Npwr 85H 24W	1	122.85	122.85
A1165.8524E	85H 24W Partial Glazed / Laminated 53H Surf Panel, Powered	3	352.65	1,057.95
A1165.8536E	85H 36W Partial Glazed / Laminated 42H Surf. Panel, Powered	1	342.36	342.36
A1165.8542E	85H 42W Partial Glazed / Laminated 42H Surf. Panel, Powered	1	365.23	365.23
A1165.8548E	85H 48W Partial Glazed / Laminated 28H Surf. Panel Powered	1	378.75	378.75
A1190.8548	+Door Panel 85H 48W W/ ADA Lever Style Handle, Locking-LH Swing	1	1,250.00	1,250.00
E2031XS	Keyless Access Lock, Chrome finish	1	602.29	602.29
AO215.80	+Draw Rod 80H	7	14.69	102.83
AO210.80H	80H Wallstart W/All Mounting Hardware	2	26.24	52.48
SH-80	80H SHIM 2W 1/2D W/All Mounting Hardware	1	20.00	20.00
A1230.85H	Conn, 3-Way, 90.Deg, Hrd Surf.85H	3	59.58	178.74
AO259	Variable Ht, Filler, Pnl Conn	3	12.59	37.77
A1250.53H	Fin End 53H	3	10.95	32.85
A1322.06E	+Base Pwr Entry, Dir Con 4-Circ, 6'-Ft-Long	1	131.25	131.25
A1311.A	+Receptacle, A-Circuit	6	5.25	31.50
	Subtotal: \$5074.11			
	Worksurfaces, Pedestals, and Keyboard Supports			
A2310.2424L	+Wk Surf, Sq-Edge, Rect Lam 24D 24W	1	82.00	82.00
A2310.2430L	+Wk Surf, Sq-Edge, Rect Lam 24D 30W	1	92.40	92.40
A2310.2460L	+Wk Surf, Sq-Edge, Rect Lam 24D 60W	1	156.45	156.45
A2310.2472L	+Wk Surf, Sq-Edge, Rect Lam 24D 72W	1	179.76	179.76
A2310.2475L	+Wk Surf, Sq-Edge, Rect Lam 24D 75W	1	184.74	184.74
DSSP-2129	21D 29H WS-Support Panel	1	29.95	29.95
DSSP-2429	24D 29H WS-Support Panel	1	39.95	39.95
DSSP-2140	21D 40H WS Support Panel	1	45.16	45.16
DSSP-3040	30D 40H WS-Support Panel	1	58.70	58.70

NOTE: We DO NOT accept American Express Credit Cards

Sales Tax (7.5%)
Total

		Albuquerque Office Systems, LLC 3715-A Hawkins NE Albuquerque, NM 87109 Ph: 505-345-2824 Fax: 505-345-1466		Estimate	
				Date	Estimate #
CUSTOMER NAME:			SHIP TO:		
TORRANCE COUNTY 205 9th St PO Box 318 Estancia, NM 87016 Tracy Sedillo 505-544-4802					
P.O. No.	Terms	Rep	Project Name		
	PO and Net 30	MARK	COUNTERS		
Item	Description	Qty	Unit	Total	
A2830.1436L	+Trans Surf, Sq-Edge, Rect, Lam Top 36W 14D - Notched to fit inside Glass Panel Frame	1	90.03	90.03	
A2830.1442L	+Trans Surf, Sq-Edge, Rect, Lam Top 42W 14D - Notched to fit inside Glass Panel Frame	1	95.22	95.22	
A2830.1448L	+Trans Surf, Sq-Edge, Rect, Lam Top 48W 14D - Notched to fit inside Glass Panel Frame	1	104.66	104.66	
CANT-9-PR	9" Universal Cantilever Pair	3	17.16	51.48	
BBF-SUSP	Box Box File Drawer Pedestal - Suspending	3	139.95	419.85	
	Subtotal: \$1630.35				
FIELD LABOR	Labor To Deliver & Install Per Drawing Provided	1	768.00	768.00	
	SUBTOTAL FOR TREASURER'S COUNTER AREA: \$7472.46				
	CLERK'S OFFICE				
	Panels, Connectors, and Electrical				
A1120.5324N	+Panel Fabric Npwr 53H 24W	2	91.27	182.54	
A1120.8512N	+Panel Fabric Npwr 85H 12W-MODIFY TO 10"W Panel	1	93.45	93.45	
A1120.8524N	+Panel Fabric Npwr 85H 24W-MODIFY TO 20"W Panel	1	122.85	122.85	
A1165.8548E	85H 48W Partial Glazed / Laminated 42H (3) & 28H (1) Surf, Panel Powered	4	378.75	1515.00	
A1190.8548	+Door Panel 85H 48W W/ ADA Lever Style Handle, Locking	1	1,250.00	1,250.00	
E2031XS	Keyless Access Lock, Chrome finish	1	602.29	602.29	
AO215.80	+Draw Rod 80H	6	14.69	88.14	
AQ210.80H	80H Wallstart W/All Mounting Hardware	2	26.24	52.48	
SH-80	80H SHIM 2W 1/2D W/All Mounting Hardware	1	20.00	20.00	
A1230.85H	Conn, 3-Way, 90 Deg, Hrd Surf 85H	2	59.58	119.16	
AO259	Variable Ht, Filler, Pnl Conn	2	12.59	25.18	
A1250.53H	Fin End 53H	2	10.95	21.90	
A1322.06E	+Base Pwr Entry, Dir Con 4-Circ, 6'-Ft-Long	1	131.25	131.25	
A1311.A	+Receptacle, A-Circuit	8	5.25	42.00	
	Subtotal: \$4266.24				
	Worksurfaces, Pedestals, Cash Drwrs, and Keyboard Supports				
A2310.2430L	+Wk Surf, Sq-Edge, Rect Lam 24D 30W	1	92.40	92.40	
A2310.2448L	+Wk Surf, Sq-Edge, Rect Lam 24D 48W	3	116.02	348.06	
A2310.2459L	+Wk Surf, Sq-Edge, Rect Lam 24D 59W	1	156.45	156.45	
CL-24	Single Column C-Leg w/ 22" Base Spread, 27.75"H, Black Finish	2	89.81	179.62	
DSSP-2140	21D 40H WS Support Panel	6	45.16	270.96	
A2310.2048L	+Wk Surf, Sq-Edge, Rect Lam 20D 46W-Shelves below Worksurfaces	6	110.75	664.50	

NOTE: We DO NOT accept American Express Credit Cards

Sales Tax (7.5%)

Total



Albuquerque Office Systems, LLC
3715-A Hawkins NE
Albuquerque, NM 87109
Ph: 505-345-2824 Fax: 505-345-1466

Estimate

Date	Estimate #
3/26/2018	9189

CUSTOMER NAME:

SHIP TO:

TORRANCE COUNTY
 205 9th St
 PO Box 318
 Estancia, NM 87016
 Tracy Sedillo 505-544-4802

P.O. No.

Terms

Rep

Project Name

PO and Net 30

MARK

COUNTERS

Item	Description	Qty	Unit	Total
A2830.1448L	+Trans Surf, Sq-Edge, Rect, Lam Top 48W 14D-Notched to fit inside Glass Panel Frame	4	104.66	418.64
CANT-9-PR	9" Universal Cantilever Pair	4	17.16	68.64
BBF-SUSP	Box Box File Drawer Pedestal - Suspending	2	139.95	279.90
	Subtotal: \$2479.17			
FIELD LABOR	Labor To Deliver & Install Per Drawing Provided	1	768.00	768.00T
	SUBTOTAL FOR CLERK'S COUNTER AREA: \$7513.41			
	ASSESSOR'S OFFICE			
	Panels, Connectors, and Electrical			
A1120.5324N	+Panel Fabric Npwr 53H 24W	4	91.27	365.08
A1120.8518N	+Panel Fabric NPwr 85H 18W	1	93.45	93.45
A1165.8548E	85H 48W Partial Glazed / Laminated 42H (3) & 28H (1) Surf. Panel Powered Surf, Pnl Pwr	4	378.75	1,515.00
A1190.8548	+Door Panel 85H 48W W/ ADA Lever Style Handle, Locking	1	1,250.00	1,250.00
E2031XS	Keyless Access Lock, Chrome finish	1	602.29	602.29
AO215.80	+Draw Rod 80H	3	14.69	44.07
AO210.80H	80H Wallstart W/All Mounting Hardware	2	26.24	52.48
SH-80	80H SHIM 2W 1/2D W/All Mounting Hardware	1	20.00	20.00
A1230.85H	Conn, 3-Way, 90 Deg, Hrd Surf 85H	4	59.58	238.32
AO259	Variable Ht, Filler, Pnl Conn	4	12.59	50.36
A1250.53H	Fin End 53H	4	10.95	43.80
A1322.06E	+Base Pwr Entry, Dir Con 4-Circ, 6'-Ft-Long	1	131.25	131.25
A1311.A	+Receptacle, A-Circuit	8	5.25	42.00
	Subtotal: \$4448.10			
	Worksurfaces, Pedestals, and Paper Management			
A2310.1842L	+Wk Surf, Sq-Edge, Rect Lam 18D 42W	1	110.98	110.98
A2310.2448L	+Wk Surf, Sq-Edge, Rect Lam 24D 48W	4	116.02	464.08
CL-18	Single Column C-Leg w/.16" Base Spread, 27.75"H, Black Finish	2	88.66	177.32
DSSP-2140	24D 40H WS Support Panel	6	45.16	270.96
A2310.2030L	+Wk Surf, Sq-Edge, Rect Lam 20D 34W- Shelves below Worksurfaces	8	97.44	779.52
A2830.1448L	+Trans Surf, Sq-Edge, Rect, Lam Top 48W 14D-Notched to fit inside Glass Panel Frame	4	104.66	418.64
CANT-9-PR	9" Universal Cantilever Pair	4	17.16	68.64
BBF-SUSP	Box Box File Drawer Pedestal - Suspending	3	139.95	419.85
A3610.30	+Tool Bar, B-Style 4H 30W	6	20.58	123.48
G7110.10	10" Paper Tray	54	12.60	680.40

NOTE: We DO NOT accept American Express Credit Cards

Sales Tax (7.5%)

Total



Albuquerque Office Systems, LLC
3715-A Hawkins NE
Albuquerque, NM 87109
Ph: 505-345-2824 Fax: 505-345-1466

Estimate

Date	Estimate #
3/26/2018	9189

CUSTOMER NAME:	SHIP TO:
TORRANCE COUNTY 205 9th St PO Box 318 Estancia, NM 87016 Tracy Sedillo 505-544-4802	

P.O. No.	Terms	Rep	Project Name
	PO and Net 30	MARK	COUNTERS

Item	Description	Qty	Unit	Total
	Subtotal: \$3513.87			
FIELD LABOR	Labor To Deliver & Install Per Drawing Provided	1	768.00	768.00
	SUBTOTAL FOR ASSESSOR'S COUNTER AREA: \$8729.97			
	ZONING OFFICE			
	Panels and Connectors			
A1120.8512N	+Panel Fabric Npwr 85H 12W	1	93.45	93.45
A1120.8518N	+Panel Fabric NPwr 85H 18W	1	93.45	93.45
A1165.8542N	85H 42W Partial Glazed / Laminated 28H Surf. Panel, NPwr	1	324.96	324.96
A1165.8548N	85H 48W Partial Glazed / Laminated 28H Surf. Pnl Npwr	1	335.75	335.75
A1190.8548	+Door Panel 85H 48W W/ ADA Lever Style Handle, Locking	1	1,250.00	1,250.00
E2031XS	Keyless Access Lock, Chrome finish	1	602.29	602.29
AO215.80	+Draw Rod 80H	5	14.69	73.45
AO210.80H	80H Wallstart W/All Mounting Hardware	2	26.24	52.48
A1220.85H	Conn, 2-Way, 90 Deg, Hrd Surf 85H	1	33.07	33.07
	Subtotal: \$2858.90			
	Worksurfaces and Pedestals			
A2310.2442L	+Wk Surf, Sq-Edge, Rect Lam 24D 42W	1	110.98	110.98
A2310.2478L	+Wk Surf, Sq-Edge, Rect Lam 24D 78W	1	184.74	184.74
A2830.1442L	+Trans Surf, Sq-Edge, Rect, Lam Top 42W 14D-Notched to fit inside Glass Panel Frame	1	61.12	61.12
A2830.1448L	+Trans Surf, Sq-Edge, Rect, Lam Top 48W 14D-Notched to fit inside Glass Panel Frame	1	104.66	104.66
CANT-9-PR	9" Universal Cantilever Pair	2	17.16	34.32
BBF-SUPP	Box/ Box/ File Pedestal, Generic Supporting	2	169.95	339.90
	Subtotal: \$835.72			
FIELD LABOR	Labor To Deliver & Install Per Drawing Provided	1	384.00	384.00
	SUBTOTAL FOR ZONING OFFICE: \$4078.62			
	ADMIN OFFICE			
	Panels and Connectors			
A1120.5324N	+Panel Fabric Npwr 53H 24W	1	91.27	91.27
A1120.8512N	+Panel Fabric Npwr 85H 12W	1	93.45	93.45
A1165.8536N	85H 36W Partial Glazed / Laminated 28H Surf, Pnl Npwr	3	318.25	954.75
A1190.8548	+Door Panel 85H 48W W/ ADA Lever Style Handle, Locking	1	1,250.00	1,250.00
E2031XS	Keyless Access Lock, Chrome finish	1	602.29	602.29

NOTE: We DO NOT accept American Express Credit Cards

Sales Tax (7.5%)

Total



Albuquerque Office Systems, LLC
3715-A Hawkins NE
Albuquerque, NM 87109
Ph: 505-345-2824 Fax: 505-345-1466

Estimate

Date	Estimate #
3/26/2018	9189

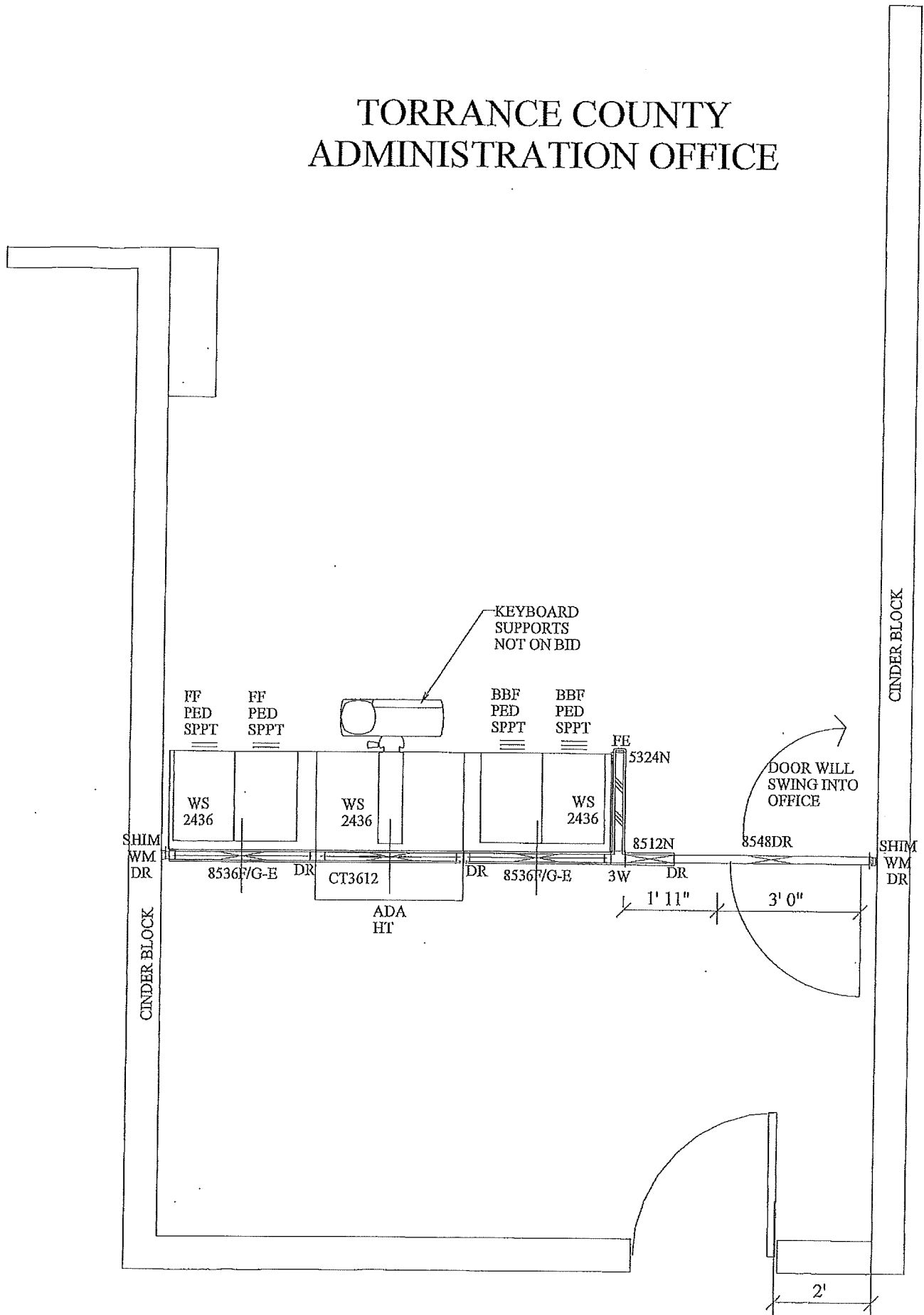
CUSTOMER NAME:	SHIP TO:
TORRANCE COUNTY 205 9th St PO Box 318 Estancia, NM 87016 Tracy Sedillo 505-544-4802	

P.O. No.	Terms	Rep	Project Name
	PO and Net 30	MARK	COUNTERS

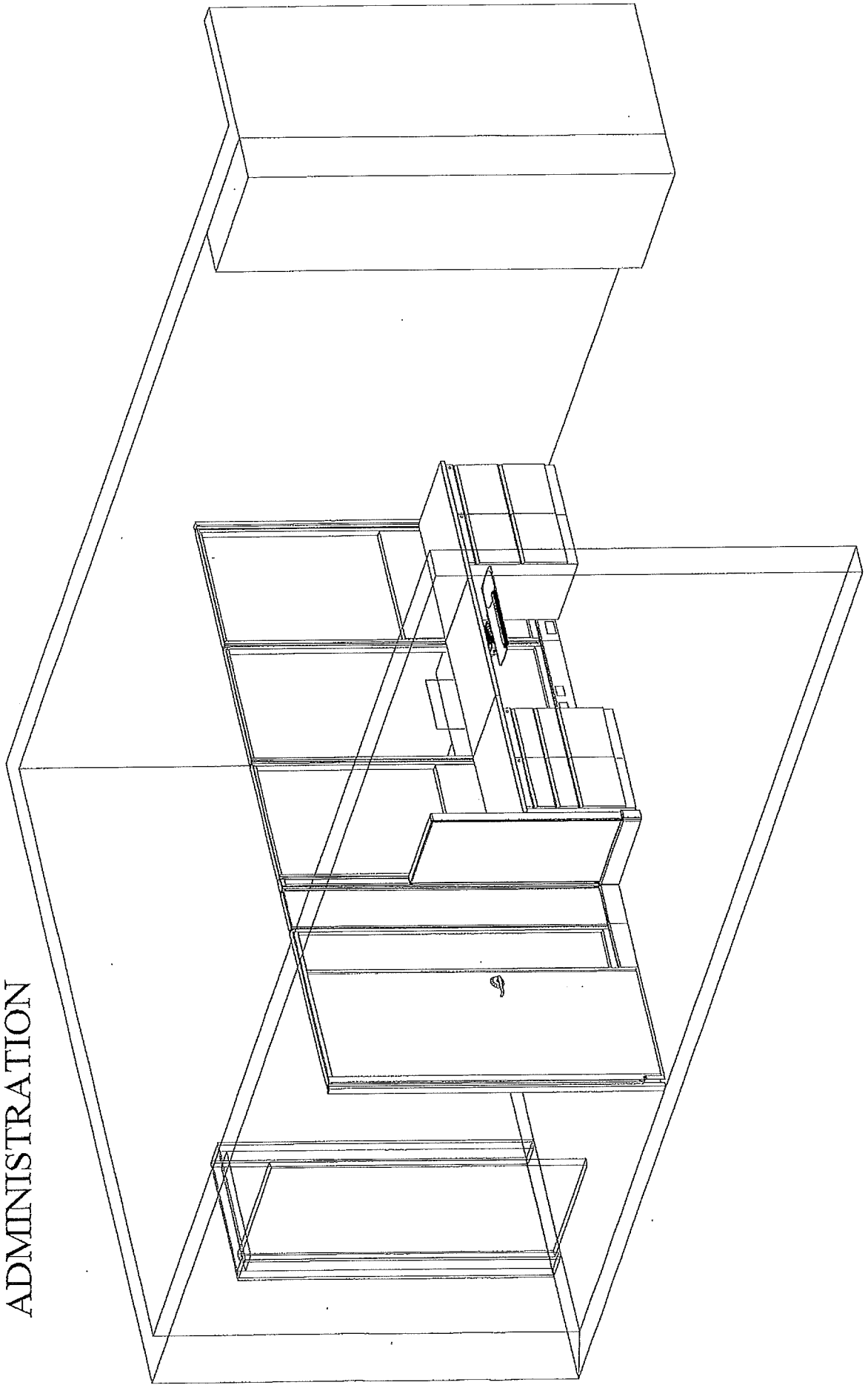
Item	Description	Qty	Unit	Total
AO215.80	+Draw Rod 80H	5	14.69	73.45
AO210.80H	80H Wallstart W/All Mounting Hardware	2	26.24	52.48
SH-80	80H SHIM 2W 1/2D W/All Mounting Hardware	2	20.00	40.00
A1230.85H	Conn, 3-Way, 90 Deg, Hrd Surf 85H	1	59.58	59.58
AO259	Variable Ht, Filler, Pnl Conn	1	12.59	12.59
A1250.53H	Fin End 53H	1	10.95	10.95
	Subtotal: \$3240.81			
	Worksurfaces, Drawer Pedestals, Lateral File, and Pencil Drawer			
A2310.2436L	+Wk Surf, Sq-Edge, Rect Lam 24D 36W	3	98.11	294.33
A2830.1436L	+Trans Surf, Sq-Edge, Rect, Lam Top 36W 14D-Notched to fit inside Glass Panel Frame	1	90.03	90.03
CANT-9-PR	9" Universal Cantilever Pair	1	17.16	17.16
BBF-SUPP	Box/ Box/ File Pedestal, Generic Supporting	2	169.95	339.90
FF-SUPP	File / File Pedestal, Supporting	2	159.95	319.90
	Subtotal: \$1061.32			
FIELD LABOR	Labor To Deliver & Install Per Drawing Provided	1	384.00	384.00
	SUBTOTAL FOR ADMIN COUNTER/WORKSTATION AREA: \$4686.13			
	Subtotal All Product and Labor: \$32,480.59			
MISC CHARGES	3% of Subtotal to Provide Surety Bond	1	974.42	974.42
MISC CHARGES	5% Bid Security	1	1,624.01	1,624.01
	Terms are PO and Net 30, however, we would like to request percentage draws and/or a deposit if possible to offset material cost over the duration of the project due to the multiple required installation dates.			

NOTE: We DO NOT accept American Express Credit Cards	FED EIN# 42-1746206 NM CRS# 3-124272-00-3	Sales Tax (7.5%)	\$230.40
		Total	\$35,309.42

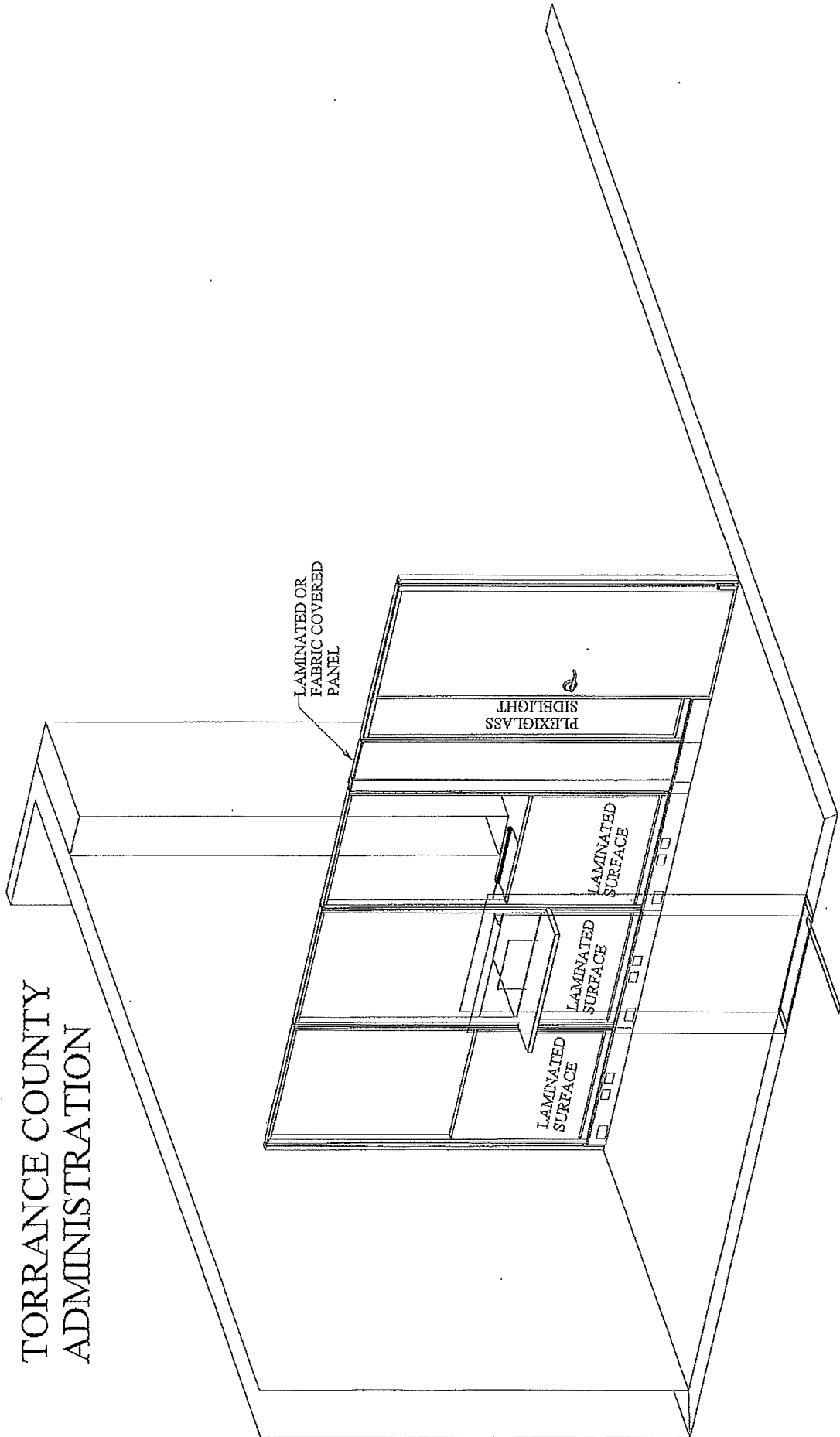
TORRANCE COUNTY ADMINISTRATION OFFICE



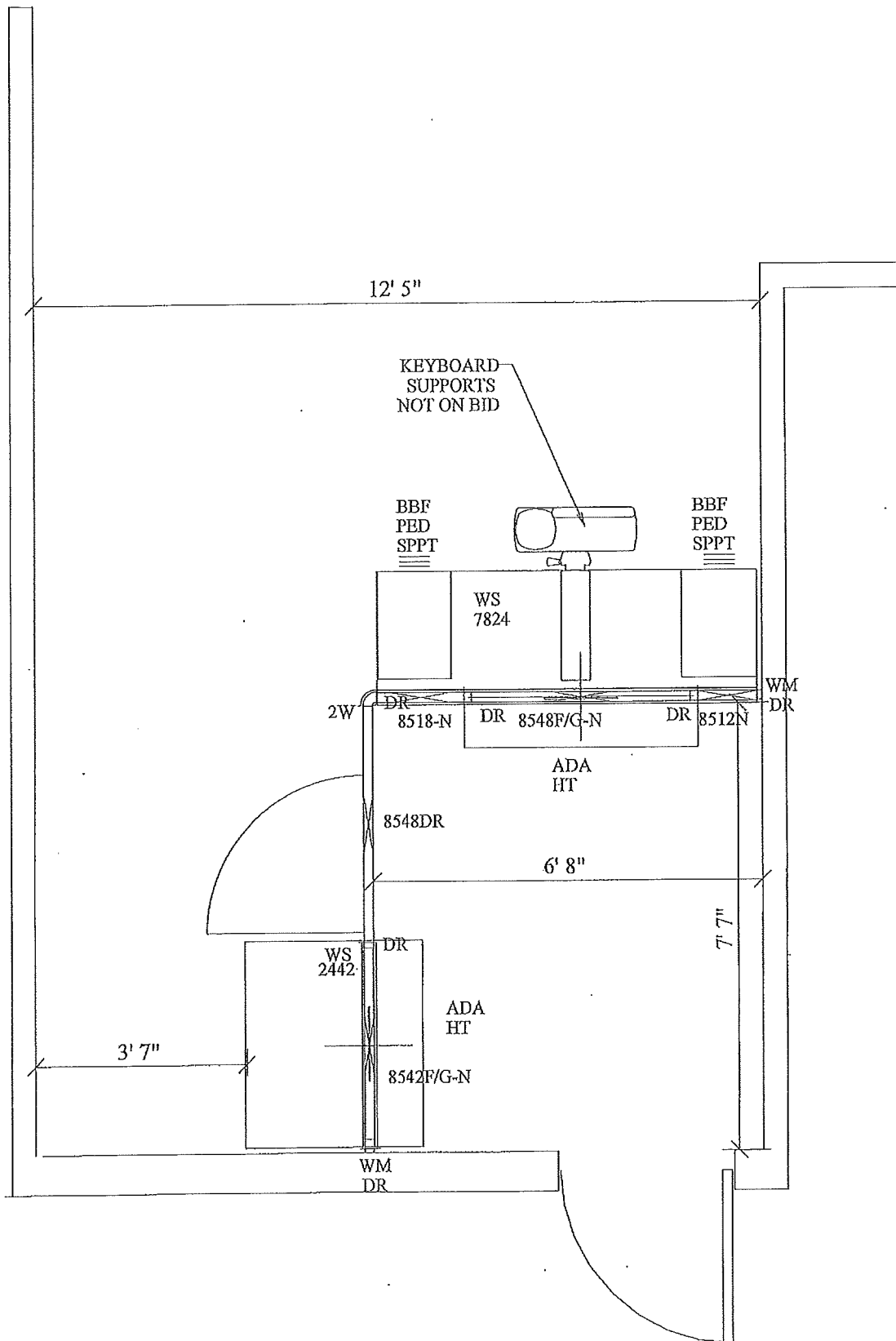
TORRANCE COUNTY
ADMINISTRATION



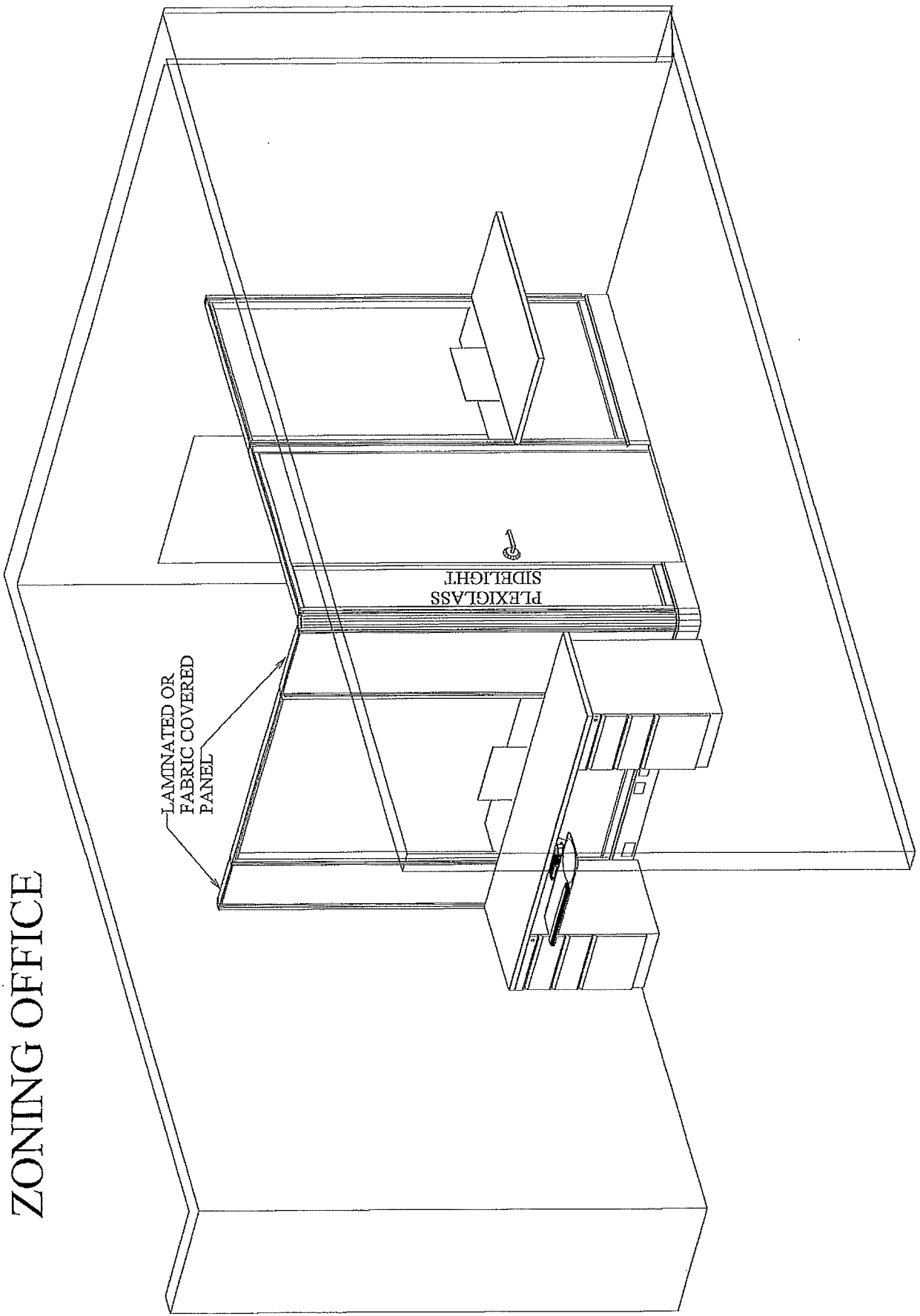
TORRANCE COUNTY
ADMINISTRATION



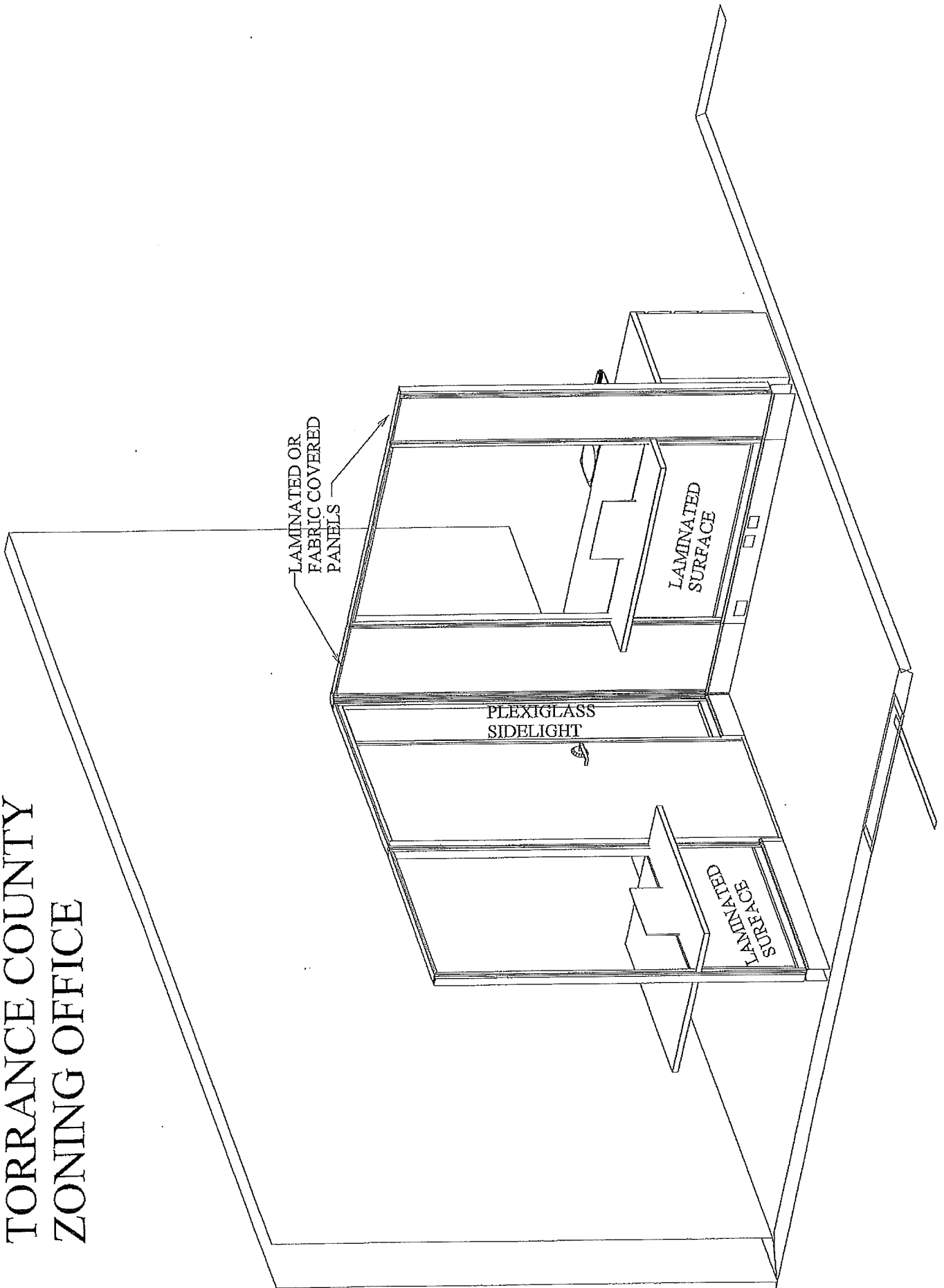
TORRANCE COUNTY ZONING OFFICE



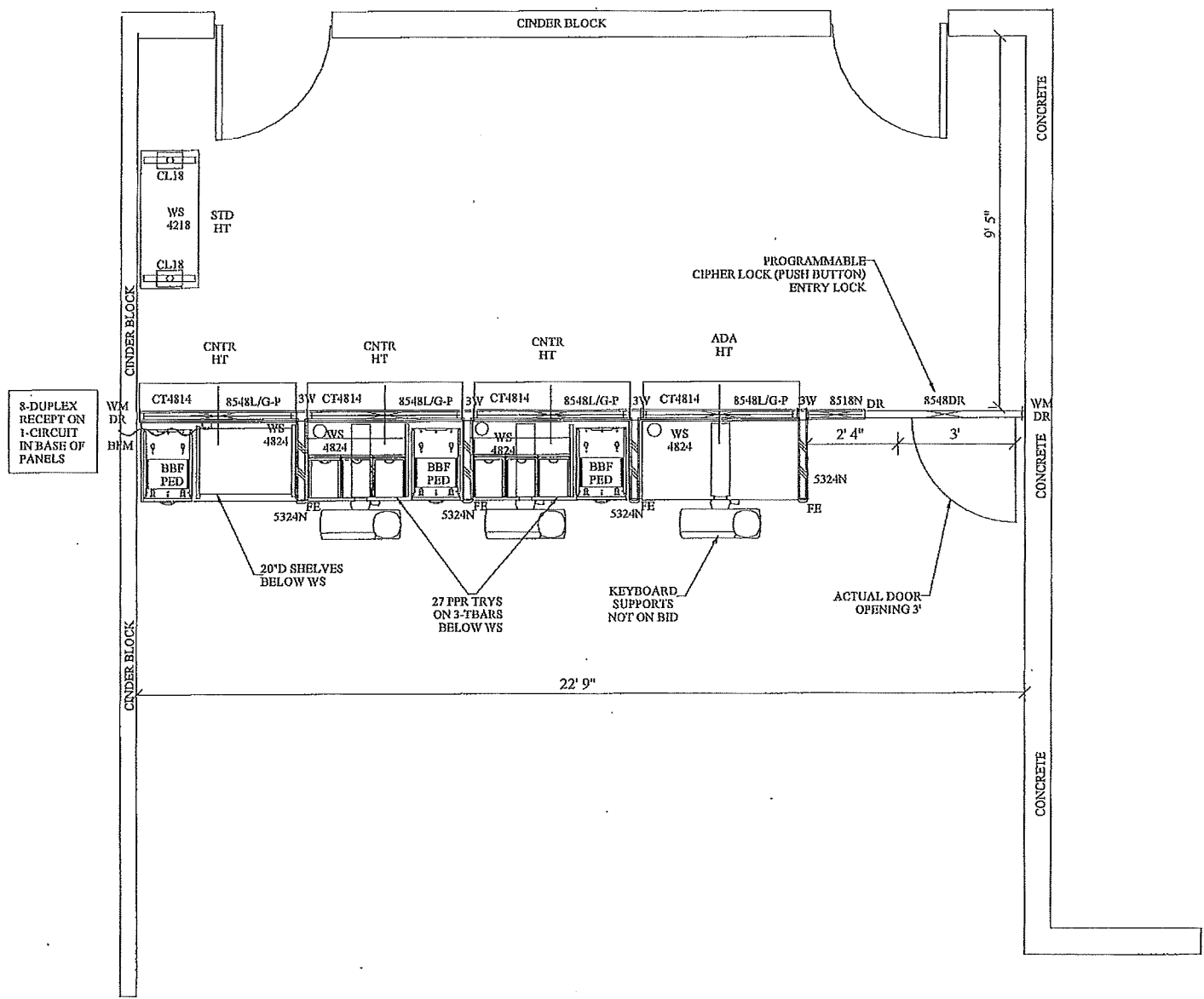
TORRANCE COUNTY
ZONING OFFICE



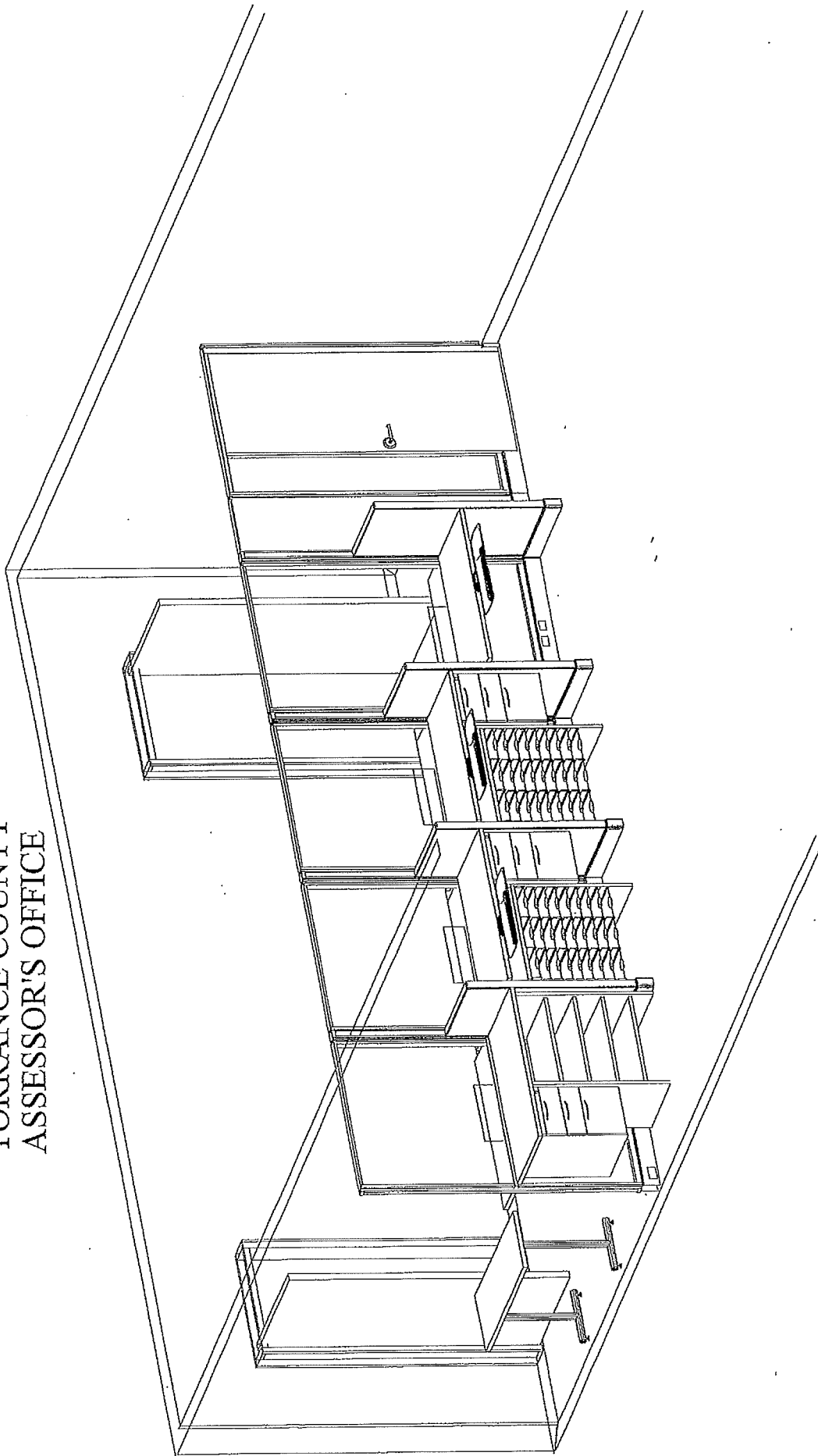
TORRANCE COUNTY
ZONING OFFICE



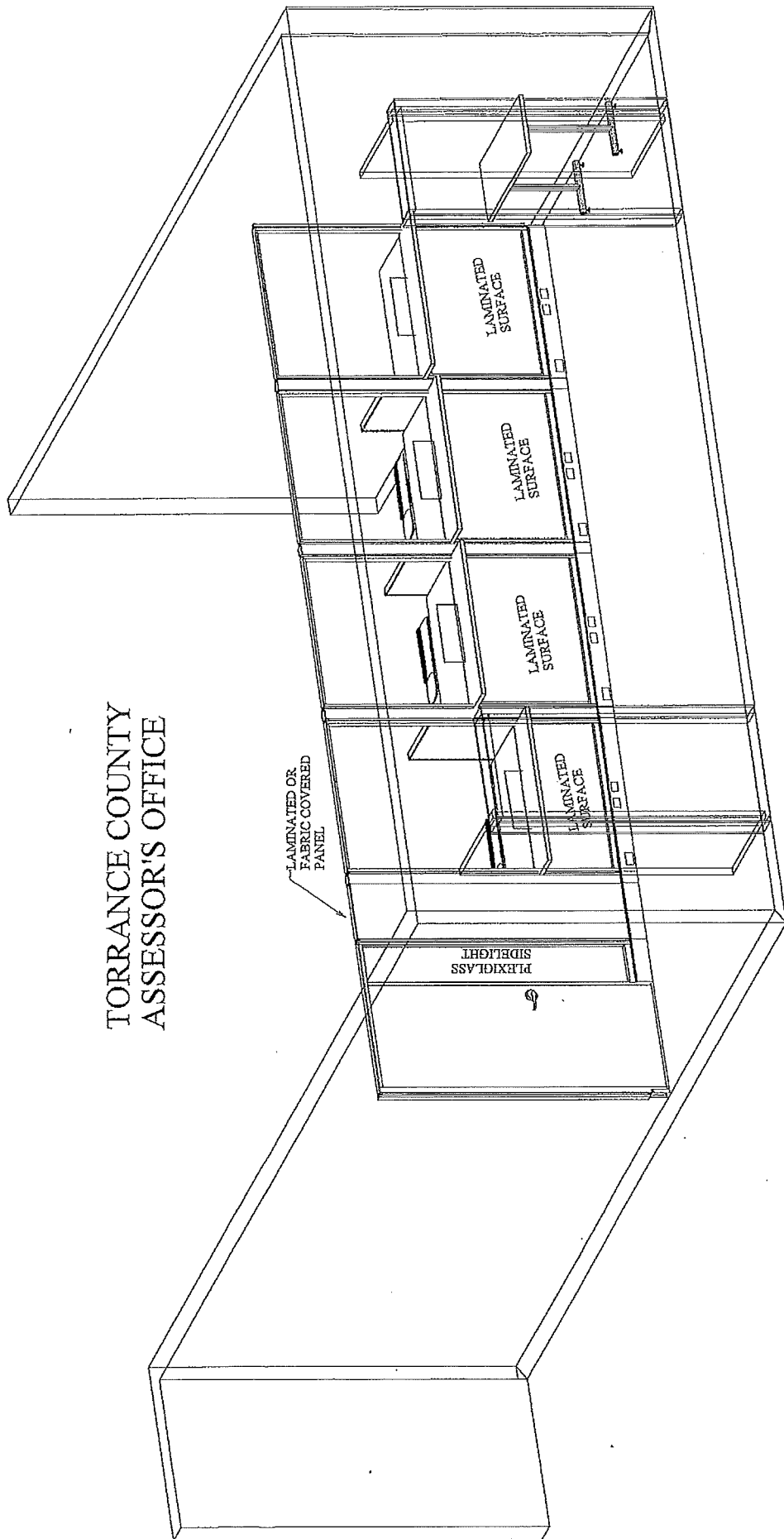
TORRANCE COUNTY ASSESSOR'S OFFICE



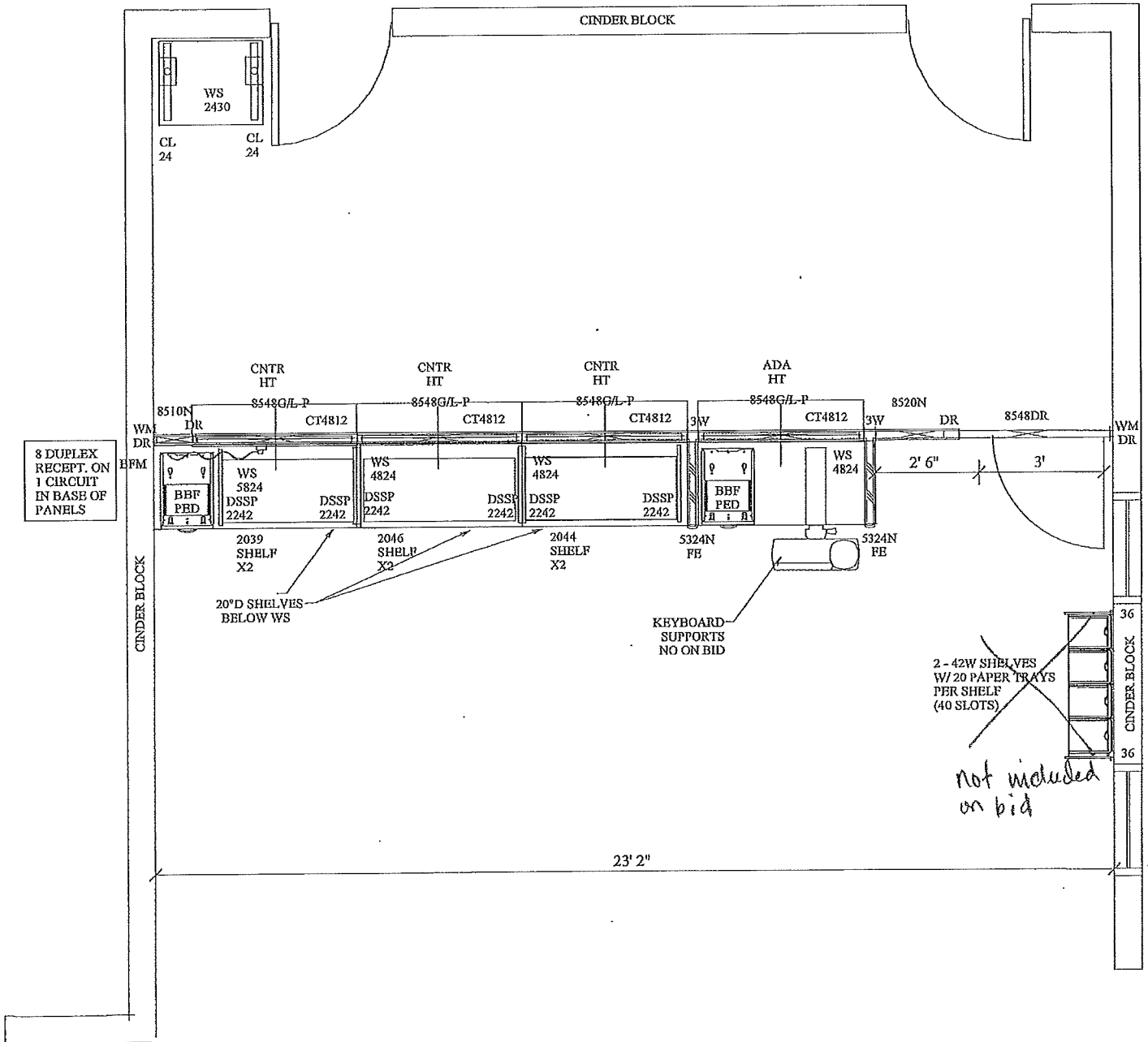
TORRANCE COUNTY
ASSESSOR'S OFFICE



TORRANCE COUNTY
ASSESSOR'S OFFICE



TORRANCE COUNTY CLERK'S OFFICE

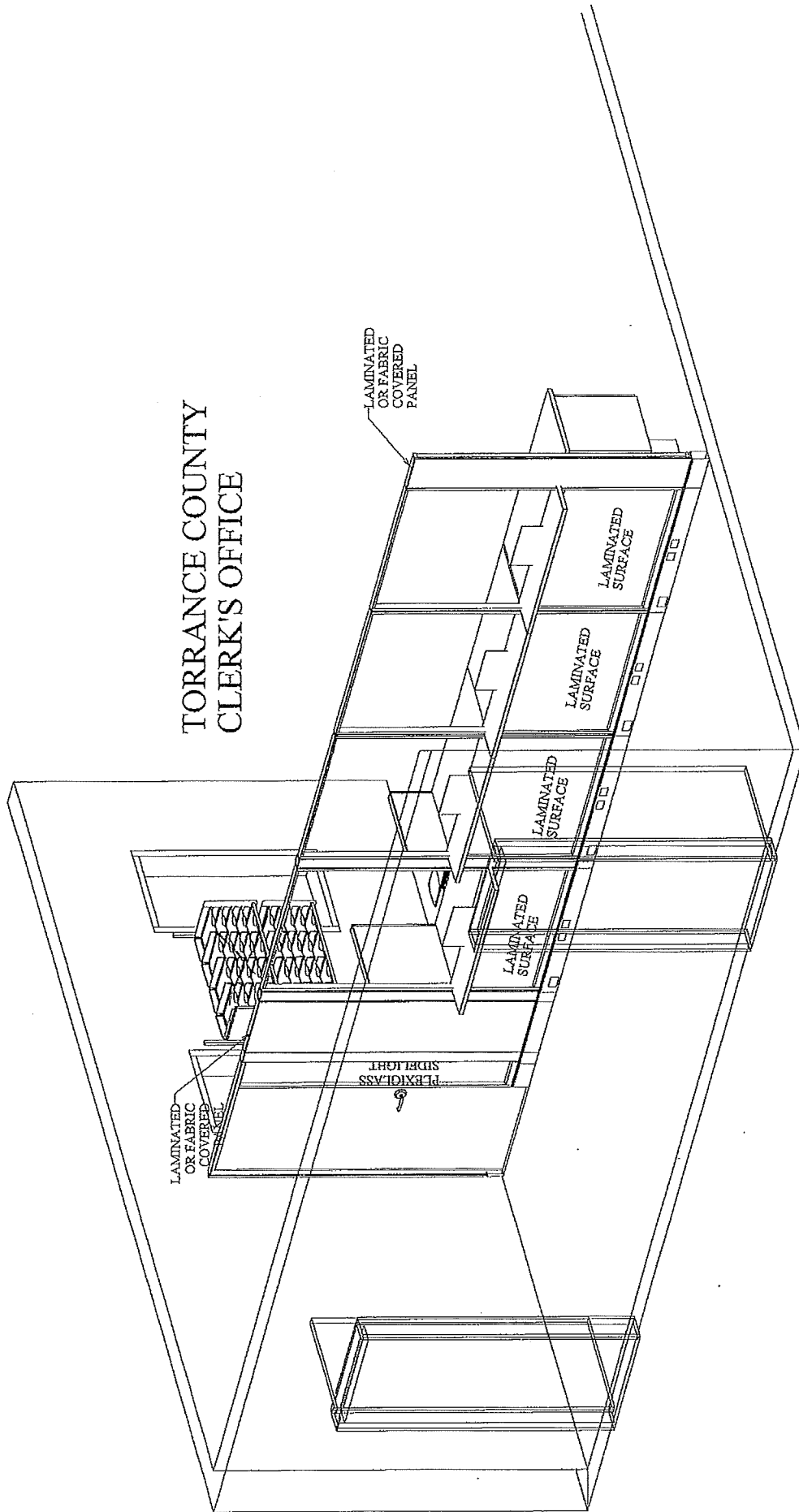


3 DUPLEX
RECEPT. ON
1 CIRCUIT
IN BASE OF
PANELS

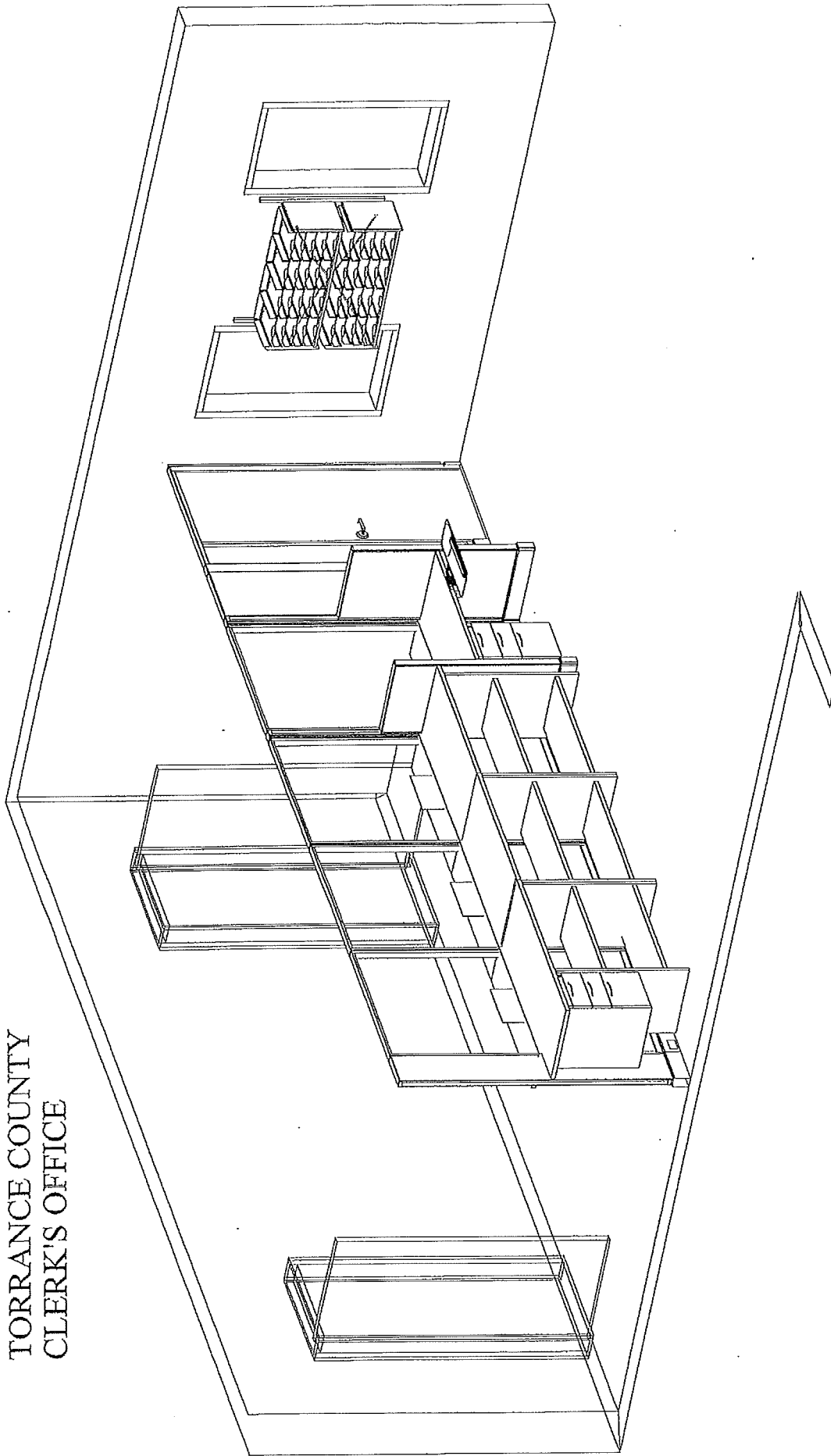
2 - 42W SHELVES
W/ 20 PAPER TRAYS
PER SHELF
(40 SLOTS)

*not included
on bid*

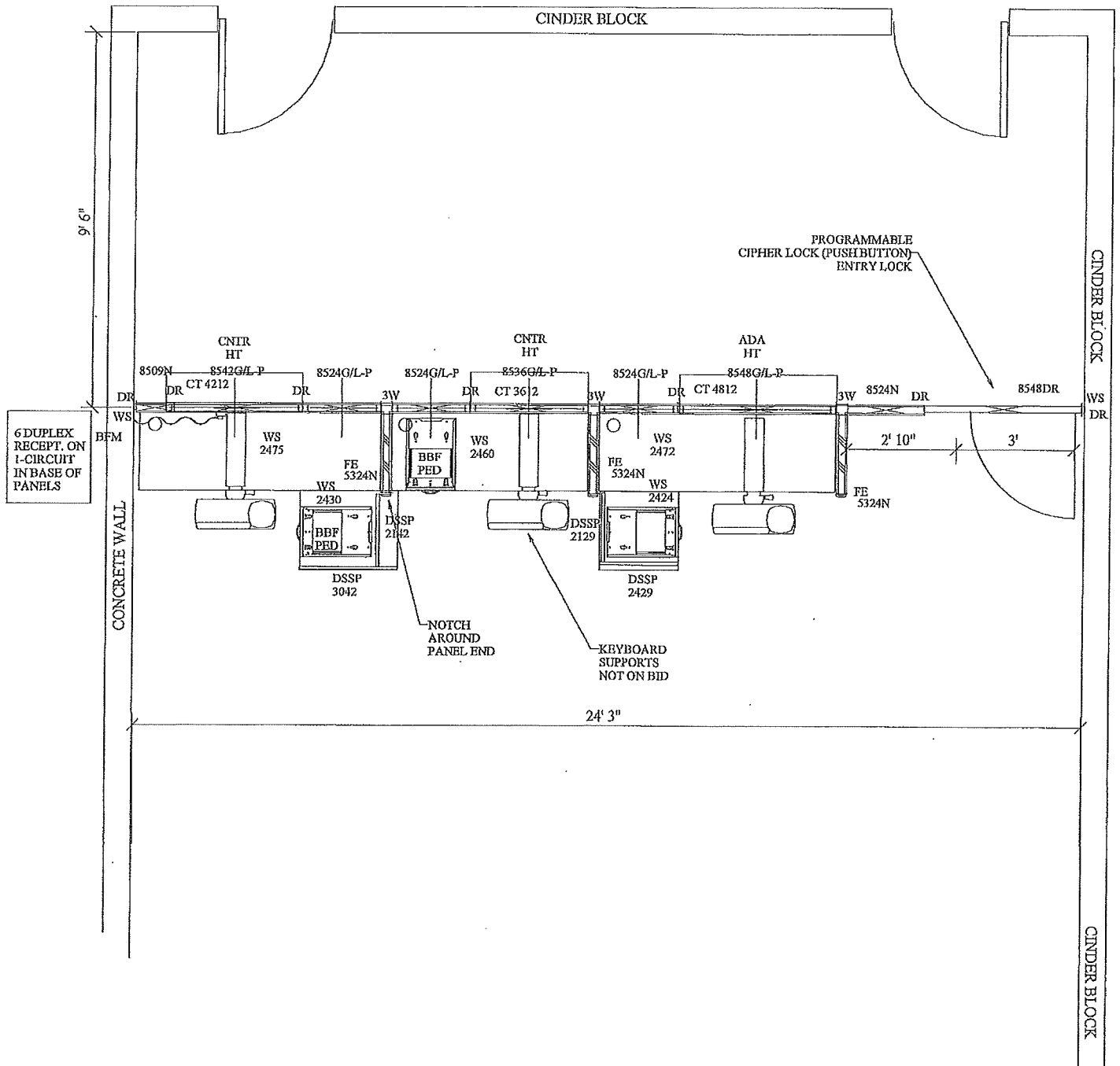
TORRANCE COUNTY
CLERK'S OFFICE



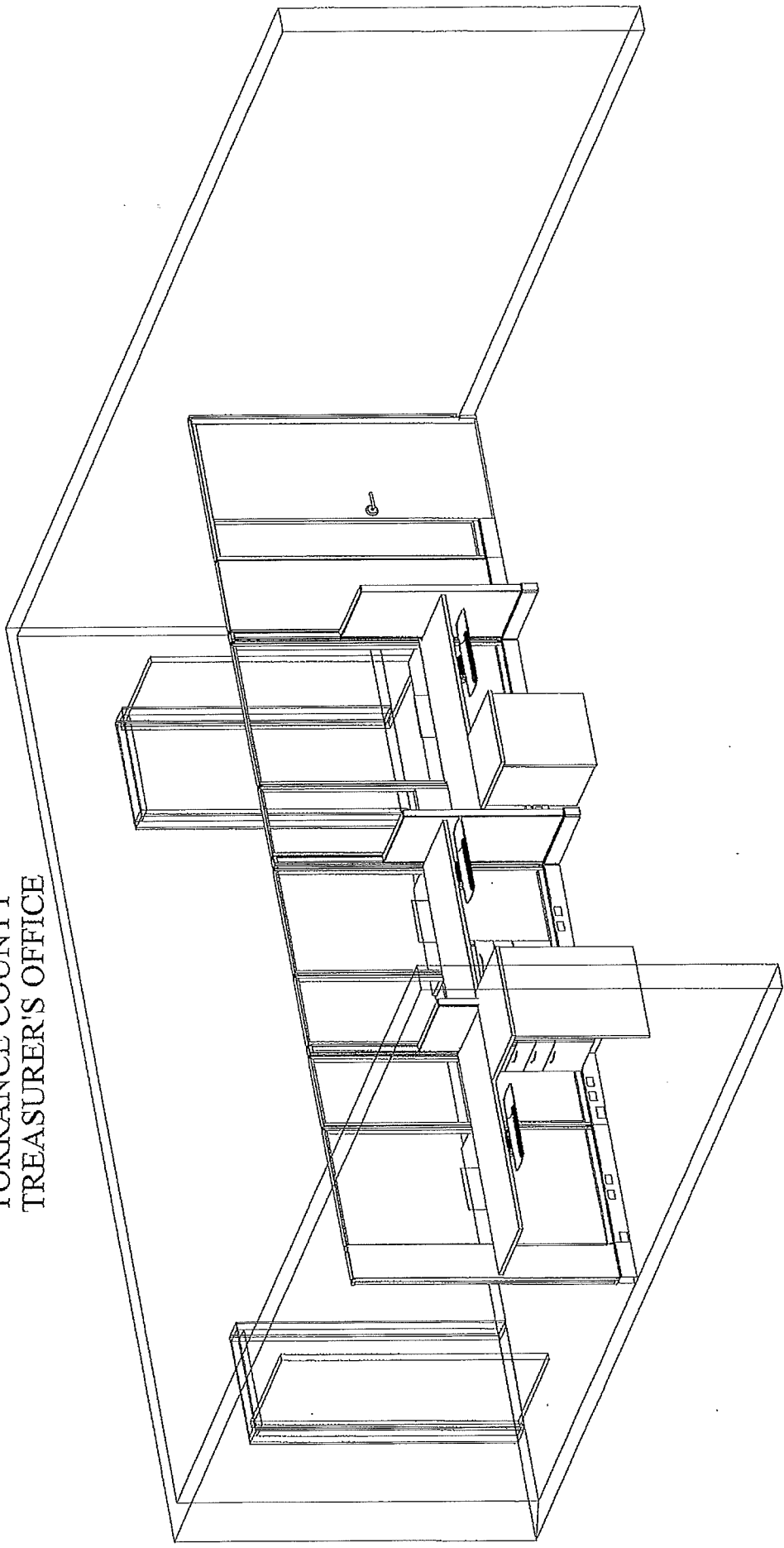
TORRANCE COUNTY
CLERK'S OFFICE



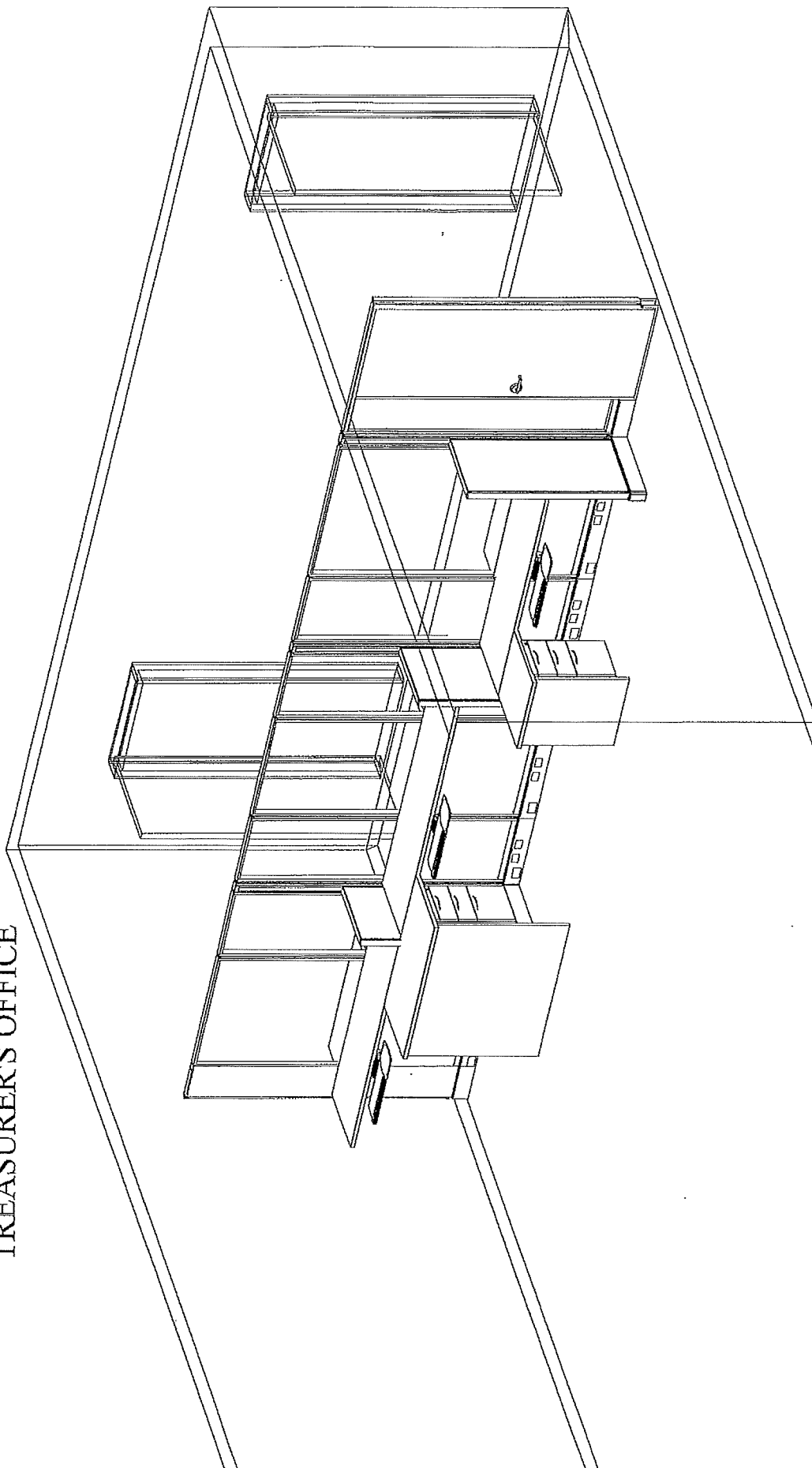
TORRANCE COUNTY TREASURER



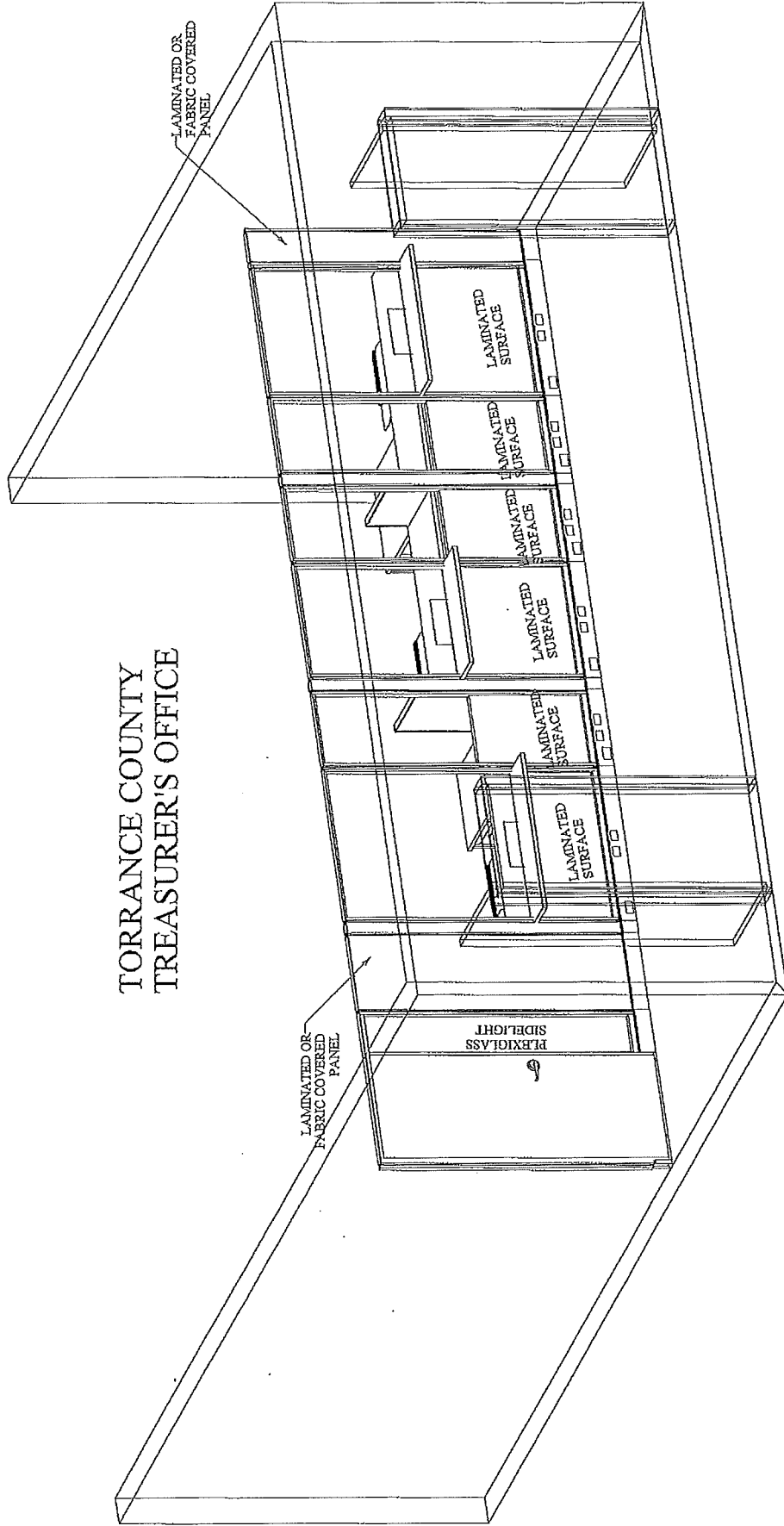
TORRANCE COUNTY
TREASURER'S OFFICE



TORRANCE COUNTY
TREASURER'S OFFICE



TORRANCE COUNTY
TREASURER'S OFFICE



Bid Bond No.: 63626412

Torrance County Administration Upgrades

NCA.08

BID BOND

KNOW ALL MEN BY THESE PRESENT, that we, the undersigned, Albuq. Office Systems, LLC. as Principal, and Western Surety Company as Surety, are hereby held firmly bound unto Torrance County Administration as owner in the penal sum of One Thousand Six Hundred Fifty and 00/100 dollars for the payment of which, well and truly to be made, we (\$1,650.00) hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns.

Signed, this 2nd day of May, 2018.

The condition of the above obligation is such that whereas the Principal has submitted to Torrance County Administration a certain Bid, attached hereto and hereby made a part hereof to enter into a contract in writing for A17.14 - Te Administration Building Upgrades,

NOW, THEREFORE,

- (a) If said Bid shall be rejected, or in the alternative,
- (b) If said Bid shall be accepted and the principal shall execute and deliver a contract in the Form of Contract attached hereto (properly completed in accordance with said Bid) and shall furnish a bond for his faithful performance of said contract and for the payment of all persons performing labor or furnishing materials in connection therewith, and shall in all other respects perform the agreement created by the acceptance of said Bid, then this obligation shall be void, otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the owner may accept such Bid; and said Surety does hereby waive notice of any such extension.

Torrance County Administration Upgrades

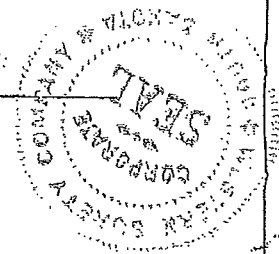
NCA.08

IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Principal - Jason Bauder, Managing Member (L.S.)

Surety Western Surety Company

By: Sara C. Holt
Sara C. Holt, Attorney In Fact



SEAL

Western Surety Company

POWER OF ATTORNEY - CERTIFIED COPY

Bond No. 63626412

Know All Men By These Presents, that WESTERN SURETY COMPANY, a corporation duly organized and existing under the laws of the State of South Dakota, and having its principal office in Sioux Falls, South Dakota (the "Company"), does by these presents make, constitute and appoint Sara C. Holt

its true and lawful attorney(s)-in-fact, with full power and authority hereby conferred, to execute, acknowledge and deliver for and on its behalf as Surety, bonds for:

Principal: Albuq. Office Systems, LLC.

Obligee: Torrance County Administration

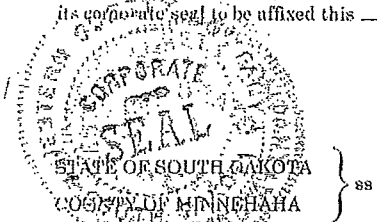
Amount: \$1,000,000.00

and to bind the Company thereby as fully and to the same extent as if such bonds were signed by the Vice President, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said attorney(s)-in-fact may do within the above stated limitations. Said appointment is made under and by authority of the following bylaw of Western Surety Company which remains in full force and effect.

"Section 7. All bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile."

If Bond No. 63626412 is not issued on or before midnight of July 31st, 2018, all authority conferred in this Power of Attorney shall expire and terminate.

In Witness Whereof, Western Surety Company has caused these presents to be signed by its Vice President, Paul T. Bruffat, and its corporate seal to be affixed this 2nd day of May, 2018.



WESTERN SURETY COMPANY

Paul T. Bruffat
Paul T. Bruffat, Vice President

On this 2nd day of May, in the year 2018, before me, a notary public, personally appeared Paul T. Bruffat, who being to me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of WESTERN SURETY COMPANY and acknowledged said instrument to be the voluntary act and deed of said corporation.

J. MOHR
NOTARY PUBLIC
SOUTH DAKOTA

My Commission Expires June 23, 2021

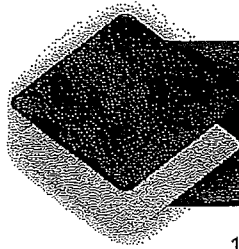
I the undersigned officer of Western Surety Company, a stock corporation of the State of South Dakota, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable, and furthermore, that Section 7 of the bylaws of the Company as set forth in the Power of Attorney is now in force.

In testimony whereof, I have hereunto set my hand and seal of Western Surety Company this 2nd day of May, 2018.

WESTERN SURETY COMPANY

Paul T. Bruffat
Paul T. Bruffat, Vice President

To validate bond authenticity, go to www.enasurety.com > Owner/Obligee Services > Validate Bond Coverage.



THE BOND EXCHANGE

A WHOLESALE INSURANCE AGENCY

14045 Ballantyne Corporate Place, Suite 525, Charlotte, NC 28277
Phone: (800) 438-1162 Fax: (704) 364-3214

This form must be returned to The Bond Exchange within five (5) Business days after the release of the project bid results. We must notify the Surety.

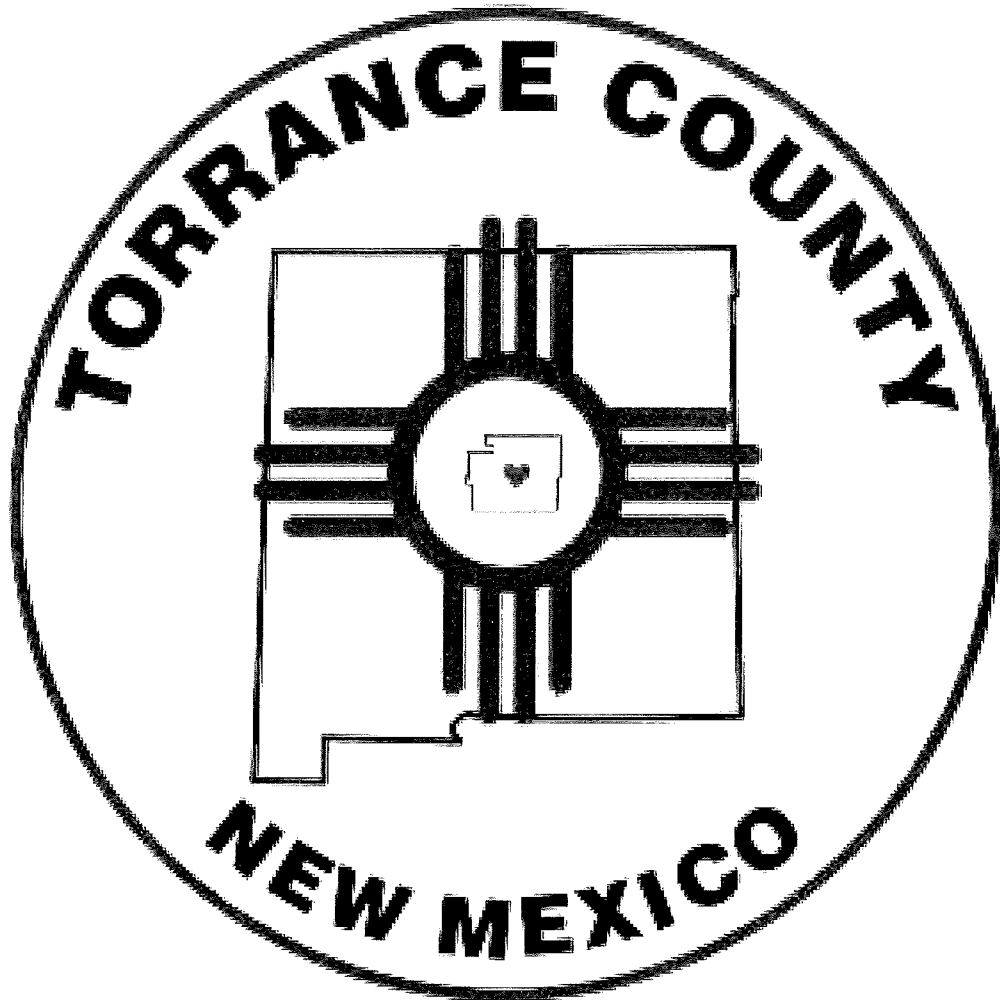
Without these results, Final Payment and Performance bonds will not be approved.

Contractor's Name: Albuq. Office Systems, LLC.
Project Name: A17.14 - Tc Administration Building Upgrades
Bid Bond Number: 63626412
Bid Bond Estimate: \$32,480.59
Date of Bid: 05/02/2018

WERE YOU LOW BIDDER: YES NO

PLEASE COMPLETE THE FOLLOWING:

<u>BIDDER</u>	<u>AMOUNT</u>
Low Bid: _____	\$ _____
2 nd Bid: _____	\$ _____
3 rd Bid: _____	\$ _____



*Agenda Item
No. 13*

 **AIA**® Document A101™ – 2017

Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

AGREEMENT made as of the 3rd day of May in the year 2018
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

Torrance County
PO Box 48
205 9th Street
Estancia, NM 87016
Phone. 505-544-4700

and the Contractor:
(Name, legal status, address and other information)

Albuquerque Office Systems
3715 Hawkins Street NE
Albuquerque, NM 87109
Phone. 505-345-2824

for the following Project:
(Name, location and detailed description)

A17.14 Torrance County Administration Upgrades

The Architect:
(Name, legal status, address and other information)

NCA Architects, LLC, Limited Liability Company
1306 Rio Grande NW
Albuquerque, New Mexico 87104
Phone. 505-255-6400

The Owner and Contractor agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A101™–2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201™–2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

Init.

TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
- 2 THE WORK OF THIS CONTRACT
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 CONTRACT SUM
- 5 PAYMENTS
- 6 DISPUTE RESOLUTION
- 7 TERMINATION OR SUSPENSION
- 8 MISCELLANEOUS PROVISIONS
- 9 ENUMERATION OF CONTRACT DOCUMENTS

EXHIBIT A INSURANCE AND BONDS

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be:

(Check one of the following boxes.)

The date of this Agreement.

A date set forth in a notice to proceed issued by the Owner.

Established as follows:

(Insert a date or a means to determine the date of commencement of the Work.)

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 3.2 The Contract Time shall be measured from the date of commencement of the Work.

§ 3.3 Substantial Completion

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

Init.

AIA Document A101™ – 2017. Copyright © 1915, 1918, 1925, 1937, 1951, 1958, 1961, 1963, 1967, 1974, 1977, 1987, 1991, 1997, 2007 and 2017 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 12:29:05 on 05/03/2018 under Order No. 2670233130 which expires on 12/21/2018, and is not for resale.

User Notes:

(389ADA0D)

(Check one of the following boxes and complete the necessary information.)

Not later than OneHundredTwenty (120) calendar days from the date of commencement of the Work.

By the following date:

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
-----------------	-----------------------------

§ 3.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be ThirtytwoThousandFourhundredEightydollars and FiftynineCents + NMGR T (\$ 32,480.59 +NMGR T), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 Alternates

§ 4.2.1 Alternates, if any, included in the Contract Sum:

Item	Price
------	-------

§ 4.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement. (Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance
------	-------	---------------------------

§ 4.3 Allowances, if any, included in the Contract Sum: (Identify each allowance.)

Item	Price
------	-------

§ 4.4 Unit prices, if any: (Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
------	-----------------------	-------------------------

§ 4.5 Liquidated damages, if any: (Insert terms and conditions for liquidated damages, if any.)

\$100 per calander day as described in the Project Manual, Section 00-1000 INSTRUCTIONS TO BIDDERS

§ 4.6 Other: (Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)

Init.

ARTICLE 5 PAYMENTS

§ 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the 20 day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the 15 day of the following month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than thirty (30) days after the Architect receives the Application for Payment.

(Federal, state or local laws may require payment within a certain period of time.)

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 In accordance with AIA Document A201™-2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.6.1 The amount of each progress payment shall first include:

- 1 That portion of the Contract Sum properly allocable to completed Work;
- 2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and
- 3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.

§ 5.1.6.2 The amount of each progress payment shall then be reduced by:

- 1 The aggregate of any amounts previously paid by the Owner;
- 2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201-2017;
- 3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
- 4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201-2017; and
- 5 Retainage withheld pursuant to Section 5.1.7.

§ 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)

There is no retainage for this project.

Init.

§ 5.1.7.1.1 The following items are not subject to retainage:
(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

§ 5.1.7.2 Reduction or limitation of retainage, if any, shall be as follows:
(If the retainage established in Section 5.1.7.1 is to be modified prior to Substantial Completion of the entire Work, including modifications for Substantial Completion of portions of the Work as provided in Section 3.3.2, insert provisions for such modifications.)

§ 5.1.7.3 Except as set forth in this Section 5.1.7.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:
(Insert any other conditions for release of retainage upon Substantial Completion.)

§ 5.1.8 If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201-2017.

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.2 Final Payment

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A201-2017, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

§ 5.3 Interest

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

(Insert rate of interest agreed upon, if any.)

%

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 Initial Decision Maker

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201-2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.
(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

Init.

AIA Document A101™ - 2017. Copyright © 1915, 1918, 1925, 1937, 1951, 1958, 1961, 1963, 1967, 1974, 1977, 1987, 1991, 1997, 2007 and 2017 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 12:29:05 on 05/03/2018 under Order No. 2870233130 which expires on 12/21/2018, and is not for resale.

User Notes:

(3B9ADA0D)

§ 6.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows:

(Check the appropriate box.)

Arbitration pursuant to Section 15.4 of AIA Document A201–2017

Litigation in a court of competent jurisdiction

Other *(Specify)*

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2017.

§ 7.1.1 If the Contract is terminated for the Owner’s convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Contractor a termination fee as follows:

(Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination for the Owner’s convenience.)

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner’s representative:

(Name, address, email address, and other information)

Noah J. Sedillo
Chief Procurement Officer, Torrance County
505-544-4730
njsedillo@tcnm.us

§ 8.3 The Contractor’s representative:

(Name, address, email address, and other information)

Mark Bäuder
General Manager, Albuquerque Office Systems
505-345-2824
mbauder@aosabq.com

Init.

§ 8.4 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

§ 8.5 Insurance and Bonds

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, Exhibit A, Insurance and Bonds, and elsewhere in the Contract Documents.

§ 8.5.2 The Contractor shall provide bonds as set forth in AIA Document A101™-2017 Exhibit A, and elsewhere in the Contract Documents.

§ 8.6 Notice in electronic format, pursuant to Article 1 of AIA Document A201-2017, may be given in accordance with AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:

(If other than in accordance with AIA Document E203-2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

§ 8.7 Other provisions:

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

- .1 AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor
- .2 AIA Document A101™-2017, Exhibit A, Insurance and Bonds
- .3 AIA Document A201™-2017, General Conditions of the Contract for Construction
- .4 AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:
(Insert the date of the E203-2013 incorporated into this Agreement.)

.5 Drawings

Number	Title	Date
G-001	Cover Sheet	4/05/18
AD-101	Architectural Demolition	4/05/18
A-101	Floor Plans	4/05/18
A-102	Floor Plan Enlarged Floor Plans, Elevations	4/05/18

.6 Specifications

Section	Title	Date	Pages
See attached Exhibit 'A'			

.7 Addenda, if any:

Number	Date	Pages
1	4/23/18	3

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract

Init.

AIA Document A101™ - 2017. Copyright © 1915, 1918, 1925, 1937, 1951, 1958, 1961, 1963, 1967, 1974, 1977, 1987, 1991, 1997, 2007 and 2017 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. This document was produced by AIA software at 12:29:05 on 05/03/2018 under Order No. 2670233130 which expires on 12/21/2018, and is not for resale.

User Notes:

(3B9ADA0D)

Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

.8 Other Exhibits:

(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

AIA Document E204™-2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204-2017 incorporated into this Agreement.)

The Sustainability Plan:

Title	Date	Pages
-------	------	-------

Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
----------	-------	------	-------

.9 Other documents, if any, listed below:

(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201™-2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

This Agreement entered into as of the day and year first written above.

OWNER *(Signature)*

CONTRACTOR *(Signature)*

(Printed name and title)

(Printed name and title)

Init.

Exhibit 'A'

Torrance County Administration Upgrades

NCA-08

SECTION 00-0050 INDEX OF SECTIONS

INTRODUCTORY PAGES

DIVISION 0. BIDDING AND CONTRACT REQUIREMENTS:

00-0020 PROJECT DIRECTORY
00-0050 INDEX OF SECTIONS
00-0200 INVITATION TO BID
00-1000 INSTRUCTIONS TO BIDDERS
00-3100 BID FORM
00-4300 SUBCONTRACTORS LISTING
00-5000 OWNER/CONTRACTOR AGREEMENT
00-6600 MINIMUM WAGE RATE INFORMATION
00-7000 GENERAL CONDITIONS
00-8000 SUPPLEMENTAL GENERAL CONDITIONS
00-8510 DRAWING INDEX

SPECIFICATIONS

DIVISION 1. GENERAL REQUIREMENTS

01-1000 SUMMARY
01-2500 SUBSTITUTION PROCEDURES
01-2600 CONTRACT MODIFICATION PROCEDURES
01-2900 PAYMENT PROCEDURES
01-3100 PROJECT MANAGEMENT AND COORDINATION
01-3200 CONSTRUCTION PROGRESS DOCUMENTATION
01-3300 SUBMITTAL PROCEDURES
01-4000 QUALITY REQUIREMENTS
01-4200 REFERENCES
01-5000 TEMPORARY FACILITIES AND CONTROLS
01-6000 PRODUCT REQUIREMENTS
01-7300 EXECUTION
01-7329 CUTTING AND PATCHING
01-7419 CONSTRUCTION WASTE MANAGEMENT AND DISPOSAL
01-7700 CLOSEOUT PROCEDURES
01-7823 OPERATION AND MAINTENANCE DATA
01-7839 PROJECT RECORD DOCUMENTS

DIVISION 2. EXISTING CONDITIONS

NOT USED

DIVISION 3. CONCRETE

NOT USED

DIVISION 4. MASONRY

NOT USED

DIVISION 5. METALS

	NOT USED
DIVISION 6.	WOOD, PLASTICS, AND COMPOSITES
	NOT USED
DIVISION 7.	THERMAL AND MOISTURE PROTECTION
	NOT USED
DIVISION 8.	OPENINGS
	NOT USED
DIVISION 9.	FINISHES
	NOT USED
DIVISION 10.	SPECIALTIES
	NOT USED
DIVISION 11.	EQUIPMENT
	NOT USED
DIVISION 12.	FURNISHINGS
	NOT USED
DIVISION 13.	SPECIAL CONSTRUCTION
	NOT USED
DIVISION 14.	CONVEYING EQUIPMENT
	NOT USED
DIVISION 21	FIRE SUPPRESSION
	NOT USED
DIVISION 22.	PLUMBING
	NOT USED
DIVISION 23.	HEATING, VENTILATING, AND AIR CONDITIONING
	NOT USED
DIVISION 26.	ELECTRICAL

NOT USED

DIVISION 27. COMMUNICATIONS

NOT USED

DIVISION 28. ELECTRIC SAFETY AND SECURITY

NOT USED

DIVISION 31. EARTHWORK

NOT USED

DIVISION 32. EXTERIOR IMPROVEMENTS

NOT USED

DIVISION 33. UTILITIES

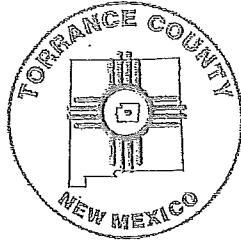
NOT USED

END OF SECTION 00-0050



*Agenda Item
No. 14*

PO Box 48
205 9th Street
Estancia, NM 87016
(505) 544-4700 Main Line (505) 384-5294 Fax
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.

Steve Guetschow All fields must be filled out for consideration.

Name: Belinda Garland
First Last

Planning & Zoning & Manager
Department / Company / Organization Name

Today's Date: 5-1-18

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:

For Information Only

Is this a Resolution, Contract, Agreement, Grant Application, Other? No

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

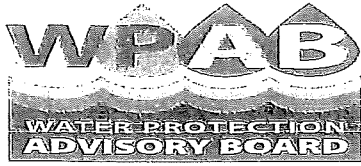
Has this been reviewed by the County Attorney? YES NO

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: _____



Kerry Howe, *Chair*
Russell Pederson, *Vice-Chair*
Suzanne Busch
Steve Glass

Julia Maccini
Roland Penttila
Caroline Scruggs
Jennifer Thacher

Water Protection Advisory Board
c/o ABCWUA
P.O. Box 568
Albuquerque, NM 87103

April 13, 2018

County Manager Belinda Garland
Torrance County
P.O. Box 48
Estancia, NM 87016

Subject: Framework for Regional Oil and Gas Operations Ordinance

Dear County Manager Garland:

The Albuquerque Bernalillo County Water Protection Advisory Board (WPAB) respectfully requests that the Mid-Region Council of Governments (MRCOG) appoint a dedicated and multi-disciplinary advisory board to review the social, economic, and environmental concerns associated with potential oil and gas development. The advisory board should be tasked with the development of a framework or policy blueprint that can be used for the creation of local oil and gas (O&G) ordinances by member (partner) entities. The issue of O&G exploration has been brought to the forefront by Sandoval County's recent experience with SandRidge Energy, Inc. and their review and development of their own ordinance, however, their ordinance failed to be ratified and the issue of local protections and support of O&G activities remains open in our shared region.

In short, the purpose of the WPAB is to study and advise the Albuquerque Bernalillo County Water Utility Authority, Bernalillo County and the City of Albuquerque on surface and groundwater protection concerns. In Jan. 2017, the members of the WPAB submitted a letter recommending the development of O&G ordinances for Bernalillo County and the City of Albuquerque. Since the letter was sent, the WPAB has continued to explore the issue of potential O&G development in Bernalillo County and the City of Albuquerque, especially as it relates to hydraulic fracturing ("fracking") technology. Based on the latest information presented, the WPAB continues to respectfully recommend the formation of a dedicated and multi-disciplinary advisory board that is tasked with the crafting of regulations to address O&G development throughout the region. The advisory board established by MRCOG would be uniquely positioned to guide and unify development of ordinances across counties and municipalities.

Over the past two years, WPAB members have endeavored to learn about the current state of O&G exploration in and around Bernalillo County. As part of that process we have heard from several technical experts, including:

- Mr. Will Jones, New Mexico Oil Conservation Division (OCD) Petroleum Engineer,
- Mr. Phillip Goetze, OCD Petroleum Geologist,
- Mr. Bradford Billings, OCD Hydrologist,
- Dr. Bob Wessely, member of a San Miguel County oil and gas regulation citizen task force,
- Dr. Bruce Thomson, Professor Emeritus, UNM Civil Engineering, and
- Mr. Donald Phillips, Geologist and formerly employed in the oil and gas industry.

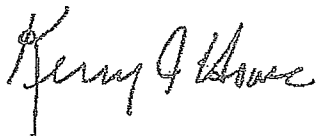
Several relevant and important issues have come to the WPAB's attention regarding regional O&G activities:

- There are mineral right interests and potential for oil and/or gas development in the Middle Rio Grande Basin, .
- A special use permit application for O&G drilling near Rio Rancho was submitted by SandRidge Energy, Inc. in January 2016, but later withdrawn. Current financial and energy circumstances are such that no immediate O&G activities in the County are planned; however, this could change. The price of O&G, development of drilling and extraction technologies largely drive O&G activities as new sources become economically viable. Both factors are known to change quickly, resulting in rapid development of previously inactive areas with oil and gas.
- Unlike the geologically stable San Juan and Permian Basins, the Rio Grande Rift defines geology in central New Mexico and in the County and is characterized by numerous large faults extending deep into the subsurface. These faults offer low-resistance pathways for fluids and gasses, such as those produced during hydraulic fracturing, to move rapidly between geologic strata. Geologist Don Phillips strongly recommends against fracking in the Rio Grande Rift due to the potential for aquifer contamination.
- In numerous instances throughout the Rio Grande Valley, the Mancos shale, which is of interest to the O&G industry, is either in contact with or close to drinking water aquifers, increasing the risk of water contamination.
- Inspections of O&G activities are vital to ensure the safety of and limit risk to potable water resources. However, OCD acknowledges that inadequate staffing is a legitimate concern for inspections of O&G activities within the State. Without inspections, it is difficult to determine whether proper well casing procedures were followed.
- Besides below-land-surface activities that are regulated by OCD, other immediate concerns of O&G production come from surface activities that are minimally regulated by OCD. These surface attributes include trucking, transfer and disposal of oil and gas, produced water (especially if injected via deep disposal wells into the heavily faulted geology underlying the Rio Grande Valley), and other byproducts associated with exploration and development. Besides water quality, several other issues should be considered, such as air quality, traffic, noise pollution, road/disturbance density, induced seismological disturbances, public access to information, and cost sharing with industry for inspections and enforcement.
- San Miguel County has provided excellent resources for the overall process of developing an ordinance, the collaborative effort between government and citizens, and technical resources which resulted in a final ordinance that was passed in 2014. The San Miguel citizen task force pointed out that the two guiding questions of their process were: (1) to what extent will the local government want to pay for the costs imposed on itself, and (2) to what extent will the local government protect the health, welfare, and safety of its citizenry?

The complex nature of O&G exploration and development is such that input is needed from a multidisciplinary group of technical experts to ensure that any potential O&G activities are conducted in a manner that benefits all members of the Region while minimizing harm to the citizens and environment. Crafting technically sound O&G regulations will take time and careful consideration of the facts, as well as public attitudes. A multidisciplinary expert advisory board would be highly beneficial to this process.

MRCOG is well placed to provide to its members a consistent regional framework or policy blueprint on this issue for ordinance development to be similar throughout the Middle Rio Grande Rift. In an effort to foster regional collaboration on this important issue, WPAB has written a letter echoing the call for an advisory board and ordinance to the City of Albuquerque Mayor and City Councilors, as well as the Bernalillo County Commissioners. The WPAB believes that taking a proactive position on this issue and having an ordinance in place before any future O&G exploration and development activities begin, will benefit all the citizens and the environment of the Region, while allowing for prudent development of our resources

Respectfully,

A handwritten signature in cursive script, appearing to read "Kerry Howe".

Dr. Kerry Howe, Chair
Water Protection Advisory Board.

Cc: Mid-Region Council of Governments



*Agenda Item
No. 15*

Staggered Terms P&Z Board Members

Board Member	Fiscal Year									
	2013-2014	2014-2015	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	
Gail Langell			Eligible for Reappointment	Served as Alternate	Began First 3 Yr. Term	Term Out		Eligible for Reappointment		
Bill Larson	1 st Term 2 nd Year					Term Out				
Marty Hernandez	R Maxwell fulfills M. Lobaugh's term	Robt Maxwell Began 1 st Term (3 Year)			Began First Term as Regular Alternate	Eligible for Reappointment	Eligible for Reappointment	Eligible for Reappointment		
Ron Graham (Chairman)	Fulfilled J Quintana's term	Begin 1 st Term (3 Year)			Begin 2 nd Term (3 year)			Term Out		
Cathryn Lynch Began FY 17/18				Jose Torres begin 2 nd term	Jose Torres Resigned: Cathryn Lynch Fulfilling Term	Cathryn Lynch Fulfilling Jose Torres Term	Cathryn Lynch Reappointment Begin 1st 3 year Term			
Max Cabber (Vice-Chair)	Begin 1 st Term (3 year)			Begin 2 nd term			Term Out			

General Notes

- August 2009 (FY09-10)
County Commission sets a stagger in terms to offset Board Vacancies FY12-13
- County Commission decides equal representation from each Commission district.
- September 2012 (FY12-13)
Board meetings moved from first Tuesday to first Wednesday
- June 2017 Gail Langell & Cathryn Lynch appointed full Board members, Marty Hernandez appointed regular Alternate by County Commission.

TORRANCE COUNTY PLANNING & ZONING POLICY

Introduction

The underlying purpose is to insure the fair enforcement of the Torrance County Land Use Ordinance and Regulations, including all amendment thereto, the Torrance County Commission shall appoint six (6) Torrance County residents to the Torrance County Planning and Zoning Board.

The Planning and Zoning Board shall consist of five (5) board members, and one (1) alternate board member. The Board shall meet once per month or as otherwise deemed necessary by the Torrance County Planning & Zoning Director, to complete county business. All Planning & Zoning Board meetings will be coordinated by the Planning & Zoning Director and/or members of his/her staff in accordance with Section 10-15-1(B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4).

I. Board Member Duties:

- A. Attend all Planning & Zoning meetings and work sessions
- B. Be well-informed on issues and agenda items in advance of meetings
- C. Contribute skills, knowledge and experience when appropriate.
- D. Listen respectfully to other's points of view.
- E. Participate in decision-making and support all decisions of the full Planning and Zoning Board.
- F. Represent Torrance County in a professional manner to the members of the public and to private enterprise.

II. Membership

A. Application procedure

All members of the Planning and Zoning Board will be appointed by the County Chairperson with the approval of the majority of all the members of the Board of County Commissioners. Openings on the Planning and Zoning Board may be advertised in the local newspaper and posted at the County facilities. Interested parties may submit letters of interest listing all pertinent qualifications.

III. Appointments

To the extent possible the Torrance County Commission shall attempt to appoint interested members from six (6) different areas of Torrance County in the effort to protect the interest of the entire County.

TORRANCE COUNTY PLANNING & ZONING POLICY

- A. No member of the Governing Body or any employee of Torrance County will be appointed to the Planning and Zoning Board as a voting member.
- B. Must be a resident of Torrance County.
- C. Not already be serving on a Torrance County Board or a similar board or commission of another governmental entity.

IV. Terms of Office

The terms for Board members are staggered and limited to three (3) years. Board Members may serve for no more than two (2) consecutive terms, unless a waiver is granted by the County Commission due to unusual circumstances, or no qualified applications are received for a vacant position within 21 days of the posting of the notice of the vacancy. Service as a Board Member for more than one half of a term shall be considered a full term for purposes of this term limitation. Members of the Planning & Zoning Board will serve at the pleasure of the County Commission and may be removed at any time with or without cause by a majority vote of the Governing Body.

V. Attendance Requirements

After a member has been absent without a reasonable excuse from two (2) consecutive regular meetings, the County Commission will advise the member that the unexcused absence from three (3) consecutive regular meetings of the body will result in automatic termination. The chair of the Board shall determine whether the absence of a member is excused. Extended absences must be approved by the chairperson of the County Commission. Within one week of the third consecutive absence, the Commission Chair will notify the Board member in writing of the termination of his or her appointment. The chairperson will fill the vacancy in accordance with paragraph VII.

VI. Resignation Procedures

A Board member wishing to resign will submit a letter of resignation directly to the County Chairperson. Once submitted, a letter of resignation cannot be withdrawn and will be effective on the date specified in the letter of resignation. The Chairperson of the County Commission will fill the vacancy in accordance with paragraph VII.

VII. Vacancies on the Board

If a vacancy occurs on the Planning and Zoning Board, the County Commission shall be notified as soon as possible. Vacancies shall first be filled by the alternate to the Board, and a new alternate shall be appointed. The vacancy shall be advertised in the local newspaper and posted in County facilities. The County Commission shall provide for a reasonable time for interested people to submit a letter of interest listing all pertinent qualifications for appointment to the Board. The County Commission may conduct interviews in his/her discretion. The Commission is not required to make Board appointments from those submitting letters of interest but all Board members must nevertheless prepare and submit a letter of interest listing all pertinent qualifications.

TORRANCE COUNTY PLANNING & ZONING POLICY

VIII. Board Organization

The Board shall elect by board member vote, a Chairperson and a Vice chairperson, to a one (1) one year term. Each officer shall be eligible for reappointment as an officer for as long as said individual is eligible as a board member. Officer elections shall occur every year at the scheduled July meeting.

A. Duties of Board Officers

1. The most crucial duty of a chairperson presiding at a meeting is to ensure that the work of the Board is accomplished. To this end, the Chairperson must exert sufficient control of the meeting to eliminate irrelevant, repetitious, or otherwise unproductive discussion.
2. At the same time the Chairperson must ensure that all viewpoints are heard and are considered in a fair and impartial manner.
3. Preserve order and decorum and have general direction of the meeting room;
4. Announce the business before the body in the order in which it is to be acted upon;
5. Recognize the speakers entitled to the floor and guide and direct the proceedings of the body;
6. Call for public input on agenda items;
7. Put to vote all questions that are properly moved or otherwise arise in the course of the proceedings;
8. Decide all points of order.

B. In the absence of the Chairperson or his/her inability to act, the Vice Chairperson will perform all of the duties performed by the Chairperson.

C. In the event of the Chairperson's absence or his/her inability to act, the Vice Chairperson will preside.

D. In the event of the absence or inability to act of both the Chairperson and Vice Chairperson, the Senior board member shall conduct the meeting.

A quorum must be present for a meeting or a public hearing. A quorum is composed of three board members, including the officers and shall be noted at the beginning of a meeting.

IX. Commission Member Behavior

A. Board members should refrain from speaking to individuals or entities regarding matters on the Planning & Zoning Board agenda prior to the meeting. If

TORRANCE COUNTY PLANNING & ZONING POLICY

such discussion takes place, a board member may be asked to remove themselves from hearing that particular matter and the alternate board member will take their place. Board members with a personal, financial or other interest in a public discussion shall excuse themselves as a board member in that particular matter. The excused or removed board member may still participate in the discussion as a resident of Torrance County. As such, a Board Member shall disclose if such occurrence has taken place and is required to excuse his or her self.

B. Torrance County expects that the behavior of each of its Board members will be proper and above reproach. Conduct that interferes with the County's operations, that brings discredit to the county or that is generally offensive to the public or fellow board members will not be tolerated.

C. No Board member shall request, receive or accept a gift, gratuity, personal property, loan or any other item of value, or request, receive or accept a gift, gratuity, personal property, loan or any other item of value, on behalf of any other person or organization, if it tends to influence Board Members in the discharge of any official act.

X. Conclusion

For this system to be effective, the County must stress not only the right and duty of citizens to participate in planning for the future but also the County's responsibility to provide all Board members with tools to carry out their respective duties. As citizen participation has evolved into a vital and integral part of local government the Board must interact creatively with people of all ages, interests and backgrounds. Unity can be realized when citizens are able to come together across neighborhood, political and economic lines to assist in making the community decisions that will shape lives and the future of Torrance County.



*Agenda Item
No. 16*



Torrance County

FY 2018-2019 Budget

Capital Outlay/Additional Staff Request

Fund Name/Number: _____ General Fund - 401

Department Name/Number: _____ Assessor & Treasurer's Offices

Capital Outlay Request

Only single items whose value is \$5,000 or greater are considered capital outlay.

Capital Outlay Description: _____

Capital Outlay Cost: _____

Explain why this capital outlay is needed. _____

How will this purchase benefit your department? _____

What are the consequences if this purchase cannot be made? _____

What is the maintenance cost for this capital outlay? _____

Can your budget support the maintenance cost? _____

What is the expected life of the capital outlay? _____

Please attach any supporting documentation that you have. (pictures, state contracts, etc.)

Additional Operating Funds

Funding Description: _____

Funding Amount Requested: _____

Explain why this funding is needed. _____

How will this funding benefit your department? _____

What are the consequences if this funding is not approved? _____

Additional Staff Request

Position Requested: _____ Delinquent Tax Specialist I - Field

Annual Salary/Hourly Wage: _____ \$35,673

Explain why this position is needed. _____ To further tax collection efforts on delinquent
_____ mobile homes and to clean the tax roll of mobile homes that have moved out of
_____ County, have burned or been destroyed.

How will this position benefit your department? _____ This position will bring in more property
_____ tax revenue and increase our collection rate which will have a positive impact on future County
_____ budgets. In the first six months of starting this pilot project, we have collected \$30,664 in delinquent taxes.

What are the consequences if this position is not approved? _____ The mobile home
_____ accounts will not be worked and uncollectable mobile homes will remain on the tax roll.
_____ The property tax collection rate could have a negative impact on future budgets.
_____ The appraisers in the Assessor's office will have to do all the field checks and tax roll
_____ corrections which will take time away from their reappraisal duties. This will also have a
_____ negative budget impact by reduced valuation gain.

Submission & Review

Please be prepared to present this request to the County Commission
at a budget hearing. Your department will be notified as to the time and date of the hearing.

<p>_____ Department Signature</p> <p>_____ Department Signature</p>	<p>_____ Date</p> <p>_____ Date</p>
---	---

<p>_____ Finance Review</p> <p>_____ County Manager Review</p>	<p>_____ Date</p> <p>_____ Date</p>
--	---

Final Action

<p><input type="checkbox"/> APPROVED AS REQUESTED</p> <p><input type="checkbox"/> DENIED</p> <p><input type="checkbox"/> REVISE & RE-SUBMITT</p>	<p>APPROVED WITH MODIFICATION:</p> <p>_____</p> <p>_____</p> <p>_____</p>
--	---

Six Month Status Update on Mobile Home Tags

360 door hangers placed on mobile homes

26 accounts deleted because mobile home was moved, destroyed or burned in a fire.

\$30,664 collected on accounts as a result of the door hangers.



Torrance County

FY 2018-2019 Budget

Capital Outlay/Additional Operating Funds and/or Additional Staff Request(s)

Fund Name/Number: 911 - 80

Department Name/Number: Torrance County 911 Dispatch

Capital Outlay & Additional Operating Funds Request

Only single items whose value is \$5,000 or greater are considered capital outlay.

Capital Outlay/Operating Description: Storage Shed

Capital Outlay/Operating Amount Requesting: \$5,000

Explain why this capital outlay/operating is needed: Safe secure storage of equipment and records

We are required to keep records on file for a certain period of time and our storage room
is over-crowded. We'd like to clear the clutter so that it doesn't become a safety issue and
this would also help us organize our records and equipment in that room.

How will this purchase benefit your department? Less hazzard in the storage room and easier
access and ability to organize, maintain, and find items faster.

What are the consequences if this purchase cannot be made? Inability to clean up and
organize the space so that we can have easier access to the records and equipment we
need. With more room and organization, we will be able to avoid any potential future
hazards to our employees

What is the maintenance cost for this capital outlay? No anticipated increased maintenance cost

Can your budget support the maintenance cost? N/A

What is the expected life of the capital outlay? 10 - 12 years

Please attach any supporting documentation that you have. (pictures, state contracts, etc.)

Additional Staff Request

Position Requested: _____

Annual Salary/Hourly Wage: _____

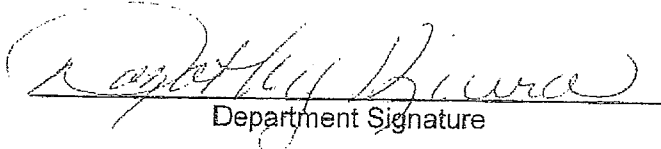
Explain why this position is needed. _____

How will this position benefit your department? _____

What are the consequences if this position is not approved? _____

Submission & Review

Please be prepared to present this request to the County Commission at a budget hearing. Your department will be notified as to the time and date of the hearing.


Department Signature

5/2/18
Date

Finance Review

Date

County Manager Review

Date

Final Action

APPROVED AS REQUESTED

DENIED

REVISE & RE-SUBMITT

APPROVED WITH
MODIFICATION:



Torrance County

FY 2018-2019 Budget

Capital Outlay/Additional Operating Funds and/or Additional Staff Request(s)

Fund Name/Number: 911-80

Department Name/Number: Torrance County 911 Dispatch

Capital Outlay & Additional Operating Funds Request

Only single items whose value is \$5,000 or greater are considered capital outlay.

Capital Outlay/Operating Description: Redmodel Entry way and Training room

Capital Outlay/Operating Amount Requesting: \$10,000

Explain why this capital outlay/operating is needed: Erosion in the concrete floor, some concrete showing through which could be a hazard to workers and visitors, needs to be painted and door sweeps placed on training room doors and Dispatch entry to prevent water from doing future damage. This also could affect the radiant heat in the floor if left unattended.

How will this purchase benefit your department? Helps prevent hazards and looks more professional to the many visitors that come in such as the public, the DA's office, sometimes the courts or other agencies that attend trainings here.

What are the consequences if this purchase cannot be made? The problems will get worse. As with everything, it needs upkeep so that bigger problems don't arise and hopefully prevents any possible accidents due to these issues.

What is the maintenance cost for this capital outlay? No anticipated increased main cost

Can your budget support the maintenance cost? N/A

What is the expected life of the capital outlay? 10-12 years

Please attach any supporting documentation that you have. (pictures, state contracts, etc.)

Additional Staff Request

Position Requested: _____

Annual Salary/Hourly Wage: _____

Explain why this position is needed. _____

How will this position benefit your department? _____

What are the consequences if this position is not approved? _____

Submission & Review

Please be prepared to present this request to the County Commission
at a budget hearing. Your department will be notified as to the time and date of the hearing.

[Handwritten Signature]

Department Signature

5/3/18

Date

Finance Review

Date

County Manager Review

Date

Final Action

APPROVED AS REQUESTED

APPROVED WITH
MODIFICATION:

DENIED

REVISE & RE-SUBMITT



Torrance County

FY 2018-2019 Budget

Capital Outlay/Additional Operating Funds and/or Additional Staff Request(s)

Fund Name/Number: _____ County Clerk _____

Department Name/Number: 20 _____

Capital Outlay & Additional Operating Funds Request

Only single items whose value is \$5,000 or greater are considered capital outlay.

Capital Outlay/Operating Description: Live Web Site Software

Capital Outlay/Operating Amount Requesting: \$7,000

Explain why this capital outlay/operating is needed: This software allows the public access via the internet to live data that is stored on the iSeries servier with Triadic Software.

How will this purchase benefit your department? This will allow the public to search for their recorded documents on line, which in turn will free up the employee's to perform other tasks.

What are the consequences if this purchase cannot be made? It will be a disservice to the public, we have numerous requests if we have documents on line. Employee's spend a lot of time searching, with this purchase it will be an effcent use of time. The Treasurer's Office and the Assessor's Office have on line access, Nick Sedillo stated it has freed up staff time.

What is the maintenance cost for this capital outlay? Paid out of County Clerk Budget

Can your budget support the maintenance cost? Yes

What is the expected life of the capital outlay? Until discontinued

Please attach any supporting documentation that you have. (pictures, state contracts, etc.)

Additional Staff Request

Position Requested: _____

Annual Salary/Hourly Wage: _____

Explain why this position is needed. _____

How will this position benefit your department? _____

What are the consequences if this position is not approved? _____

Submission & Review

Please be prepared to present this request to the County Commission
at a budget hearing. Your department will be notified as to the time and date of the hearing.


Department Signature

5/3/18
Date

Finance Review

Date

County Manager Review

Date

Final Action

APPROVED AS REQUESTED

DENIED

REVISE & RE-SUBMITT

APPROVED WITH
MODIFICATION:



Torrance County

FY 2018-2019 Budget

Capital Outlay/Additional Operating Funds and/or Additional Staff Request(s)

Fund Name/Number: Domestic Violence Grant/690

Department Name/Number: Torrance County Project Office - Domestic Violence Program

Capital Outlay & Additional Operating Funds Request

Only single items whose value is \$5,000 or greater are considered capital outlay.

Capital Outlay/Operating Description: I am requesting additional operating funds to supplement the money that CYFD has contracted with us.

Capital Outlay/Operating Amount Requesting: \$46,500

Explain why this capital outlay/operating is needed: CYFD has granted our program \$20,000 to continue to provide services in Torrance County. In order to continue to run the program, we will need a total of \$66,500. This money will be used to pay salaries of three part-time employees, training, and all operating expenses.

How will this purchase benefit your department? If the Domestic Violence Program is given the money that we are requesting, we will be able to continue to provide services for both the victims and court ordered offender services.

What are the consequences if this purchase cannot be made? With the \$20,000 that CYFD gives our program will only be able to run this program for 3 - 4 months into the next fiscal year.

What is the maintenance cost for this capital outlay? _____

Can your budget support the maintenance cost? _____

What is the expected life of the capital outlay? _____

Please attach any supporting documentation that you have. (pictures, state contracts, etc.)

Additional Staff Request

Position Requested: _____

Annual Salary/Hourly Wage: _____

Explain why this position is needed. _____

How will this position benefit your department? _____

What are the consequences if this position is not approved? _____

Submission & Review

Please be prepared to present this request to the County Commission at a budget hearing. Your department will be notified as to the time and date of the hearing.


Department Signature

5/2/18
Date

Finance Review

Date

County Manager Review

Date

Final Action

APPROVED AS REQUESTED

DENIED

REVISE & RE-SUBMITT

APPROVED WITH
MODIFICATION:

**TORRANCE COUNTY DOMESTIC VIOLENCE PROGRAM
FY 2019 BUDGET**

<i>ACCOUNT DESCRIPTION</i>	<i>CYFD CONTRACT</i>	<i>COUNTY</i>
PERA Matching	\$0.00	\$0.00
FICA Matching	\$0.00	\$2,810.00
Health Insurance Matching	\$0.00	\$6,900.00
Retiree Health Care Matching	\$0.00	\$910.00
Full Time Salaries	\$0.00	\$0.00
Part Time Salaries	\$20,000.00	\$26,050.00
Worker's Compensation Fees	\$0.00	\$30.00
Risk Management Insurance Fees	\$0.00	\$0.00
Vehicle Fuel	\$0.00	\$500.00
Mileage/Per Diem	\$0.00	\$2,500.00
Telephone	\$0.00	\$1,500.00
Equipment Maintenance/Repair	\$0.00	\$2,400.00
Office Supplies	\$0.00	\$500.00
Printing/Publishing/Advertising	\$0.00	\$200.00
Educational Supplies	\$0.00	\$200.00
Storage Rental	\$0.00	\$0.00
Training	\$0.00	\$1,000.00
Professional Services	\$0.00	\$0.00
Leases	\$0.00	\$1,000.00
Victim Support	\$0.00	\$0.00
Administration/Management Fees	\$0.00	\$0.00
Total from each agency	\$20,000.00	\$46,500.00
Total to run the DV Program	\$66,500.00	



Torrance County

FY 2018-2019 Budget

Capital Outlay/Additional Operating Funds and/or Additional Staff Request(s)

Fund Name/Number: 604-83-2102

Department Name/Number: Civil Defense

Capital Outlay & Additional Operating Funds Request

Only single items whose value is \$5,000 or greater are considered capital outlay.

Capital Outlay/Operating Description: Dispatch Fence

Capital Outlay/Operating Amount Requesting: \$62,358.04

Explain why this capital outlay/operating is needed: The Dispatch Center is in desperate need of a fence around the County property. This critical infrastructure and its employees need to be protected from public access. In addition the Counties property and equipment is stored on this property and could be secured if a fence was installed.

How will this purchase benefit your department? It provides an additional layer of security for access control to the Emergency Operations Center during an Emergency. It also keeps the dispatchers safe from public access and creates an additional layer of security.

What are the consequences if this purchase cannot be made? The center will continue to be a soft target for the public and could be compromised if no fence is added around the center.

What is the maintenance cost for this capital outlay? \$0.00

Can your budget support the maintenance cost? Cost/Shared between Dispatch and EM

What is the expected life of the capital outlay? 30 years

Please attach any supporting documentation that you have. (pictures, state contracts, etc.)

Additional Staff Request

Position Requested: Deputy Emergency Manger

Annual Salary/Hourly Wage: \$20,000

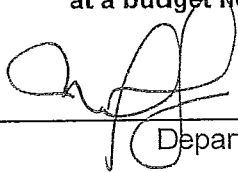
Explain why this position is needed. Need a backfill in the EOC in the event of an Emergency
The workload well supercedes one person's ability to complete all tasks.

How will this position benefit your department? Provides a line a succession, helps to be
better organized and aides with administrative functions. With ongoing classes,
meetings etc. it is difficult to complete all tasks within a reasonable amount of time.

What are the consequences if this position is not approved? Their will not be a second
in command during an event which would not allow the Emergency Manager an opportunity
to rest and recuperate.

Submission & Review

Please be prepared to present this request to the County Commission
at a budget hearing. Your department will be notified as to the time and date of the hearing.



Department Signature

4/30/18

Date

Finance Review

Date

County Manager Review

Date

Final Action

APPROVED AS REQUESTED

APPROVED WITH
MODIFICATION:

DENIED

REVISE & RE-SUBMITT



Torrance County

FY 2018-2019 Budget

Capital Outlay/Additional Operating Funds and/or Additional Staff Request(s)

Fund Name/Number: 401-08-2201

Department Name/Number: ~~PLANNING~~ PLANNING & ZONING

Capital Outlay & Additional Operating Funds Request

Only single items whose value is \$5,000 or greater are considered capital outlay.

Capital Outlay/Operating Description: Vehicle Maint./Repair

Capital Outlay/Operating Amount Requesting: \$6,000⁰⁰

Explain why this capital outlay/operating is needed: 2012 F-150 Engine Repair: "Long Block"
INSTALLATION TO CORRECT LOSS OF COMPRESSION ~~FIXES~~

How will this purchase benefit your department? EXTEND LIFE OF 2012 F-150
FOR ANOTHER 100,000+ miles (CURRENTLY 136,000 MILEAGE)

What are the consequences if this purchase cannot be made? NEW VEHICLE PURCHASE

What is the maintenance cost for this capital outlay? \$1,500 YEAR (oil changes, tires)

Can your budget support the maintenance cost? YES

What is the expected life of the capital outlay? 5 YEARS

Please attach any supporting documentation that you have. (pictures, state contracts, etc.)

Additional Staff Request

Position Requested: _____

Annual Salary/Hourly Wage: _____

Explain why this position is needed. _____

How will this position benefit your department? _____

What are the consequences if this position is not approved? _____

Submission & Review

Please be prepared to present this request to the County Commission
at a budget hearing. Your department will be notified as to the time and date of the hearing.

Department Signature

Date

Finance Review

Date

County Manager Review

Date

Final Action

APPROVED AS REQUESTED

DENIED

REVISE & RE-SUBMITT

APPROVED WITH
MODIFICATION:



Torrance County

FY 2018-2019 Budget

Capital Outlay/Additional Operating Funds and/or Additional Staff Request(s)

Fund Name/Number: From: Salary 401-40-102 / To: Salary 401-10-102
Department Name/Number: From: Assessor / To: Manager

Capital Outlay & Additional Operating Funds Request

Only single items whose value is \$5,000 or greater are considered capital outlay.

Capital Outlay/Operating Description: _____

Capital Outlay/Operating Amount Requesting: _____

Explain why this capital outlay/operating is needed: _____

How will this purchase benefit your department? _____

What are the consequences if this purchase cannot be made? _____

What is the maintenance cost for this capital outlay? _____

Can your budget support the maintenance cost? _____

What is the expected life of the capital outlay? _____

Please attach any supporting documentation that you have. (pictures, state contracts, etc.)

Additional Staff Request

Position Requested: Operations Manager

Annual Salary/Hourly Wage: \$45,000⁰⁰ / \$21.65

Explain why this position is needed. This will create a full time position dedicated to Risk Management for the County.

How will this position benefit your department? Help to cut down on tort & worker comp claims.

What are the consequences if this position is not approved? Risk Management is not given enough consideration due to time constraints on upper management.

Submission & Review

Please be prepared to present this request to the County Commission at a budget hearing. Your department will be notified as to the time and date of the hearing.

Belinda Garland
Department Signature

5-2-18
Date

[Signature]
Finance Review

5-2-18
Date

Belinda Garland
County Manager Review

5-2-18
Date

Final Action

- APPROVED AS REQUESTED
- DENIED
- REVISE & RE-SUBMITT

APPROVED WITH MODIFICATION:



Torrance County

FY 2018-2019 Budget

Capital Outlay/Additional Operating Funds and/or Additional Staff Request(s)

Fund Name/Number:

Salary 401-10-102

Department Name/Number:

Manager

Capital Outlay & Additional Operating Funds Request

Only single items whose value is \$5,000 or greater are considered capital outlay.

Capital Outlay/Operating Description: _____

Capital Outlay/Operating Amount Requesting: _____

Explain why this capital outlay/operating is needed: _____

How will this purchase benefit your department? _____

What are the consequences if this purchase cannot be made? _____

What is the maintenance cost for this capital outlay? _____

Can your budget support the maintenance cost? _____

What is the expected life of the capital outlay? _____

Please attach any supporting documentation that you have. (pictures, state contracts, etc.)

Additional Staff Request

Position Requested: Grant Coordinator

Annual Salary/Hourly Wage: \$40,000.00 \$19.23

Explain why this position is needed. To apply for and administer grants to help fund projects for the County.

How will this position benefit your department? To help bring funding into the county to benefit the county, municipalities and towns.

What are the consequences if this position is not approved? This position will be shared with participating municipalities.

Submission & Review

Please be prepared to present this request to the County Commission at a budget hearing. Your department will be notified as to the time and date of the hearing.

Belinda Garland Department Signature

5-2-18 Date

Amanda Lewis Finance Review

5-2-18 Date

Belinda Garland County Manager Review

5-2-18 Date

Final Action

APPROVED AS REQUESTED

DENIED

REVISE & RE-SUBMITT

APPROVED WITH MODIFICATION:

Blank lines for modification details.

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

County Commission
, District 1
Commissioner Julia DuCharme, 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**

ONLY!

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

Name: NICK E. BEDILO RISK MANAGEMENT - SAFETY COUNCIL
First Last Department / Company / Organization Name

(L : _____ Mailing Address: _____
(Departments/employees of Torrance County need not include their address)

Telephone number/Extension: 505-544-4310 Fax Number: _____
Would you like this Agenda Faxed to you? Yes No

Email Address: NBEDILLO@TCNM-EB

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

Brief explanation of business to be discussed:
STRATEGIC ENVIRONMENTAL CLEANING SERVICE HVAC SYSTEM
& DRYWORK - PROCEED WITH SCOPE OF WORK

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: _____

Nick Sedillo

From: Karen Wine <karen@steamicnm.com>
Sent: Monday, April 30, 2018 9:20 AM
To: Nick Sedillo
Subject: Duct Cleaning Estimate
Attachments: torrencecountyadsce.doc

Here you go. We can certainly coordinate the cleaning to be scheduled on Fridays when you're closed but it will take a number of days to complete with a two man crew.

Please feel free to call with any questions.

My Best,
Karen

--



Delivering Solutions® Since 1968

Karen Wine
Steamatic of Albuquerque and Santa Fe
[505-883-7766](tel:505-883-7766) Office
[505-344-0008](tel:505-344-0008) Fax
karen@steamicnm.com

Steamatic

facebook

twitter



STEAMATIC OF ALBUQUERQUE & SANTA FE, INC.
8508 Paseo Alameda NE
Albuquerque, NM 87113

Albuquerque: (505) 883-7766
Santa Fe: (505) 983-1221
Fax: (505) 344-0008

STEAMATIC ENVIRONMENTAL CLEANING SERVICE HVAC SYSTEM & DUCTWORK

April 30, 2018

**Prepared For:
Torrance County Municipality**

**Service Location:
Torrance County Municipality
205 South 9th Street
Estancia, NM**

SCOPE OF WORK SUMMARY

CLEAN ALL HVAC SYSTEMS SERVING THE BUILDING. PRICING IS BASED ON FLOOR PLAN SUBMITTED OF 16,800 SQ. FT. ALL AIRHANDLERS WILL BE CLEANED ALONG WITH ALL SUPPLY, RETURN AND EXHAUST DUCTING. PRICING IS BASED ON THE CURRENT CES CONTRACT PRICING METHOD. JOB WOULD ENTAIL TWO FOUR DAY WORK WEEKS TO COMPLETE.

AIR HANDLERS :

1. Remove metal liner and insulation.
2. Clean all interior & exterior housing surfaces.
3. Clean coils, drain pans and frame with biodegradable cleaning agents.
4. Clean all fans and related components.

EXISTING DUCTWORK: All supply and return ductwork serving the above systems.

For best results in the source removal process a combination of methods are employed.

1. Compressed air agitation rods and whip heads.
2. 5000 & 2500 CFM HEPA Collection devices.
3. Duct Auger and air washing devices.
4. Portable hepa filtered vacuums.

Access panels may be required and installed to facilitate proper cleaning.

1. Access panel openings are made at strategic locations in the ductwork system.
2. Access panel patches will be 26 gauge air duct sheet metal.
3. Patches are sealed with silicon and sheet metal screws spaced 4" O.C.



**STEAMATIC ENVIORNMENTAL CLEANING SERVICE
HVAC SYSTEM & DUCTWORK**

4. Access panel patch will overlap all duct wall edges by at least 1" (NADCA Standard. 05-1997).

SUPPLY REGISTERS & RETURN AIR GRILLS:

1. All supply registers & return air grills will be serviced.
2. Registers and grills are removed.
3. Cleaned and treated with Antimicrobial chemical and reinstalled.
4. Registers and grills that are affixed to structure are cleaned in place.

STEAMATIC CHEMICALS:

1. Coil Cleaner

EQUIPMENT:

1. Steamatic collection Machines.
2. Electric compressors.
3. Steamatic vipor rod systems.
4. HEPA filtered Vacuums.
5. Hepa filtered air scrubbers
6. 24 foot single person lift

SAFETY:

1. Steamatic and its employees will be familiar with and adhere to all appropriate OSHA and NIOSH safety procedures. This includes working conditions, service equipment, and safety equipment.
2. Material Safety Data Sheets available upon request.

QUALITY ASSURANCE:

1. Project manager will inspect HVAC System b upon completion of decontamination.
2. A walk-through inspection with the customer representative can be requested at any time
3. Steamatic recognizes NADCA Standard 2013-01 which addresses the mechanical cleaning of air conveyance system components.



SERVICE ESTIMATE:

\$10,306.00 (plus service tax)

	QUALIFIED MEMBER STATUS NADCA – Air Handling System Cleaning Specialists	INSTITUTE of INSPECTION CLEANING and RESTORATION	QUALIFIED FIRM STATUS IICRC - Water Damage IICRC - Fire & Smoke IICRC - Mold Removal
--	---	--	--



Agenda Item
No. 17

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



County Commission
Commissioner James "Jim" Frost, District 1
Commissioner Julia DuCharme, District 2
Commissioner Javier B. 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 / Finance
First Last Department / Company / Organization Name

Today's Date: 4-23-18 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:

Request approval to pay past due Wal-Mart card.

Is this a Resolution, Contract, Agreement, Grant Application, Other? NO

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

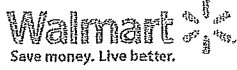
Has this been reviewed by the County Attorney? YES NO

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: _____



**Walmart
Community Card**

TORRANCE COUNTY
Account Number: 6032 2020 2018 8521

Customer Service: 1-888-668-8324

Summary of Account Activity		Payment Information	
Previous Balance	\$813.28	New Balance	\$0.00
- Other Credits	\$813.28	Amount Past Due	\$0.00
New Balance	\$0.00	Total Minimum Payment Due	\$813.28
Credit Limit	\$3,000	Payment Due Date	06/03/2017
Available Credit	\$0.00		
Statement Closing Date	06/01/2017		
Days in Billing Cycle	29		

Tran Date	Post Date	Reference Number	Description of Transaction or Credit	Amount
06/01	06/01	F9273004R00999990	CHARGE OFF ACCOUNT-PRINCIPALS	(\$809.44)
06/01	06/01	F9273004R00999990	CHARGE OFF ACCOUNT-INTREST CHARGE	(\$3.84)

Annual Percentage Rate	Balance Subject to Late Charge	Late Charge
18.00%	\$0.00	\$0.00

Statement not provided to customer.

Your Walmart Community card account with Retail Finance Credit Services, LLC is now owned by Synchrony Bank. You are not required to take any action at this time. The Terms and Conditions applicable to your account will continue to apply. The customer service number on the back of your card will remain the same for continued support of your account. Please note that all references to "Retail Finance Credit Services, LLC" in communications regarding your Walmart Community card account that you receive after March 1, 2017, and in any account related terms, including but not limited to the credit card account agreement, shall be deemed to be references to Synchrony Bank.

PAYMENT DUE BY 5 P.M. (ET) ON THE DUE DATE.

NOTICE: We may convert your payment into an electronic debit. See reverse for details, Billing Rights and other important information.

5404 BEH 3 1 3 170601 2 D PAGE 1 of 1 9273 2000 N122 01ED5404

Detach and mail this portion with your check. Do not include any correspondence with your check.



Account Number: 6032 2020 2018 8521

Total Minimum Payment Due	Amount Past Due	Payment Due Date	New Balance
\$813.28	\$0.00	06/03/2017	\$0.00

Payment Enclosed: \$

New address or email? Print changes on back.

TORRANCE COUNTY
FINANCE DIRECTOR
PO BOX 48
ESTANCIA NM 87016-0048

TTADFFFAFDDADTAADDAFTFAFADDITATDDADTADTATADDFADTAATFTFDADFAFFT

Make Payment To: WALMART COMMUNITY/RFC/LLC
P.O. BOX 530934
ATLANTA, GA 30357-0934

ATFTFPADTTTADATAFDFFAADDADADFAADTFDFDFTFDFAAFADTADTAATTTAT

0000000002576 00000000000000 000603220 2020188 52122

Customer Service: For account information, call the number on the front of this statement. For Hearing or Speech disabilities, use a TRS. Unless your name is listed on this statement, your access to information on the account may be limited. You may also mail questions (but not payments) to: P.O. Box 965022, Orlando, FL 32896-5022. Please include your account number on any correspondence you send to us.

Payments: Send payments to the address listed on the remit portion of this statement.

Notice: See below for your Billing Rights and other important information. Telephoning about billing errors will not preserve your rights under federal law. To preserve your rights, please write to our Billing Inquiries Address, P.O. Box 965023, Orlando, FL 32896-5023.

Purchases, returns, and payments made just prior to billing date may not appear until next month's statement. When you provide a check as payment, you authorize us either to use information from your check to make a one-time electronic fund transfer from your account or to process the payment as a check transaction. When we use information from your check to make an electronic fund transfer, funds may be withdrawn from your account as soon as the same day we receive your payment, and you will not receive your check back from your financial institution. You may choose not to have your payment collected electronically by sending your payment (with the payment stub), in your own envelope - not the enclosed window envelope, addressed to: P.O. Box 960095, Orlando, FL 32896-0095 and not the Payment Address.

Information About Payments: You may at any time pay, in whole or in part, the total unpaid balance without any additional charge for prepayment. Payments received after 5:00 p.m. (ET) on any day will be credited as of the next day. Credit to your Account may be delayed up to five days if payment (a) is not received at the Payment Address, (b) is not made in U.S. dollars drawn on a U.S. financial institution located in the U.S., (c) is not accompanied by the remittance coupon attached to your statement, (d) contains more than one payment or remittance coupon, (e) is not received in the remittance envelope provided or (f) includes staples, paper clips, tape, a folded check, or correspondence of any type. **Conditional Payments:** All written communications concerning disputed amounts, including any check or other payment instrument that: (i) indicates that the payment constitutes "payment in full" or is tendered as full satisfaction of a disputed amount; or (ii) is tendered with other conditions or limitations ("Disputed Payments"), must be mailed or delivered to us at P.O. Box 965023, Orlando, FL 32896-5023.

Credits To Your Account: An amount shown in parentheses or preceded by a minus (-) sign is a credit or credit balance unless otherwise indicated. Credits will be applied to your previous balance immediately upon receipt, but will not satisfy any required payment that may be due.

Credit Reports And Account Information: If you believe that we have reported inaccurate information about you to a credit bureau, please contact us at P.O. Box 965024, Orlando, FL 32896-5024. In doing so, please identify the inaccurate information and tell us why you believe it is incorrect. If you have a copy of the credit report that includes the inaccurate information, please include a copy of that report. We may report information about your account to credit bureaus. Late payments, missed payments, or other defaults on your account may be reflected in your credit report.

Payments

All Purchases charged to this Account made during a monthly billing period and any service fees will be shown on the Statement for that period and payment of the entire balance (the "New Balance") is due in full promptly. When there is a New Balance shown on your Statement, you agree to pay the entire New Balance by 5:00 p.m. (ET) on the Payment Due Date shown on the Statement.

Bankruptcy Notice: If you file bankruptcy you must send us notice, including account number and all information related to the proceeding to the following address: Retail Finance Credit Services, LLC, Attn: Bankruptcy Dept., P.O. Box 965060, Orlando, FL 32896-5060.

Your account is owned and serviced by Retail Finance Credit Services, LLC.

01ED5404-4-10/18/15

This is an attempt to collect a debt and any information obtained will be used for that purpose.

*By providing a telephone number on your account, you consent to Retail Finance Credit Services, LLC, and any other owner or servicer of your account contacting you about your account, including using any contact information or cell phone numbers you provide, and you consent to the use of any automatic telephone dialing system and/or an artificial or prerecorded voice when contacting you, even if you are charged for the call under your phone plan.

For changes of address, phone number and/or email, please check the box and print the changes below.

<input type="checkbox"/>	Street	_____
<input type="checkbox"/>	Address	_____
<input type="checkbox"/>	City, State	_____
<input type="checkbox"/>	ZIP	_____
<input type="checkbox"/>	Phone #	_____
<input type="checkbox"/>	Email	_____
	Home Phone #	_____
	Business Phone #	_____
	*Cell # or other phone # we can use to contact you	_____
	**Email Address	_____

**By providing your email address, you agree to receive email communications about your account and also give permission for us to share your email address with Walmart



*Agenda Item
No. 18*

PO Box 48
205 9th Street
Estancia, NM 87016
(505) 544-4700 Main Line (505) 384-5294 Fax
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: 5-2-18 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:

Update on 2018 CDBG Planning Application

Is this a Resolution, Contract, Agreement, Grant Application, Other? NO

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

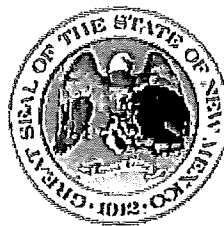
If this is a contract, MOU, or Joint Powers Agreement there must be a signature line for the County Attorney on the original contract.

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: _____

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

May 2, 2018

Belinda Garland
Torrance County Manger
P.O. Box 48
Estancia, New Mexico 87016

RE: 2015 Community Development Block Grant (CDBG) Planning Application

Dear Ms. Garland:

After careful consideration, the Department of Finance (DFA), Local Government Division (LGD) has determined not to proceed with executing a Community Development Block Grant (CDBG) Planning Grant application with Torrance County (County).

The reason for this determination is that the project was awarded funding in May 2015 and to date a grant agreement has not been executed. There has been numerous delays, at the County level, in submitting the required documentation as well as the required Fiscal Agent agreement. Additionally, conditions, circumstances and personnel have changed significantly within the County. Together all these related items have caused the 2015 planning application to be outdated.

Once a grant award has been made, all necessary conditions should be satisfied in order to execute the grant within a reasonable time frame. DFA/LGD considers three months a reasonable time frame for a planning grant agreement execution. This process has far exceeded this time frame.

DFA/LGD encourages Torrance County to prepare a new planning grant application representing the current needs of the County and re-apply as soon as possible.

If you have any questions or require assistance, please contact Scott Wright, Bureau Chief, of my staff at (505) 827-4974.

Thank you,

A handwritten signature in black ink, appearing to read "Rick Lopez".

Rick Lopez, Director
Local Government Division