



TORRANCE **C**OUNTY
COMMISSION MEETING
JUNE 27TH, 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

June 27th, 2018
9:00 A.M.

Please Silence All Electronic Devices

Call Meeting to Order
Pledge of Allegiance
Invocation

- Approval of Minutes: June 13th, 2018 Regular Meeting
- Approval of Meeting Agenda
- Approval of Consent Agenda:
 - 1. *Approval of Checks*

Public Requests:

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

ACTION ITEMS*:

ITEMS TO BE CONSIDERED AND ACTED UPON

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

*Commission Matters:

1. Presentation of the FY17 Torrance County Audit
2. FY 18/19 USDA APHIS Wildlife Contract, Request For Additional Funding – Justin Hendricks, Torrance County Wildlife Specialist
3. Transportation Committee
4. Discuss Business of Law Firm Contracted with Torrance County
 - a. Act on Contract, if necessary
5. Resolution 2018-31 Creating a Census 2020 Complete Count Committee

*Public Relations:

6. Around the County: Roads, Emergency Management, Elections
7. Updates: a. Various County Departments b. Commission c. County Manager d. Other Boards or Land Grants (upon request) e. Forest Service

* Department Requests/Reports:

8. Assessor Office Annual Report per NM Statue 7-36-16 (E) – Betty Cabber, County Assessor
9. True Connect Agreement – Kristin Oliver, Human Resources Director
10. Company Nurse Program Enrollment – Kristin Oliver, Human Resources Director
11. Approval of local DWI Grant Agreement #19-D-G-31 – Tracey Master, DWI Prevention Coordinator

*County Manager Requests/Reports:

12. Worker's Compensation Pool FY 18/19 –Belinda Garland, County Manager
13. Request Approval of Resolution 2018-32 Torrance County Purchasing Policy – Belinda Garland, County Manager
14. Request Approval of Resolution 2018-33 Torrance County Policy, Governing Capital Assets – Belinda Garland, County Manager

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.

*Adjourn



Minutes

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

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

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

Call to Order:

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

Approval of Minutes:

May 21, 2018 Special Meeting Minutes:

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

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

May 23, 2018 Regular Meeting Minutes:

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

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

June 6, 2018 Special Meeting Minutes:

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

Approval of Meeting Agenda:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Approval of the Consent Agenda:

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

Public Request*:

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

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

ACTION ITEMS*:

ITEMS TO BE CONSIDERED AND ACTED UPON

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

***Board Interviews and Appointments:**

1. Interview and Appoint Planning & Zoning Board Vacancies

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

a. District 1

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

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

b. District 2

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

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

2. Interview and Appoint Fair Board Alternate Position

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

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

***Public Relations:**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

BACK TO ITEM #3

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Public Comment:

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

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

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

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

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

Public Comment:

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

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

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

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

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

Public Comment:

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

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

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

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

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

Public Comment:

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

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

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

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

ITEM TABLED.

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

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

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

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

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

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

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

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

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

Ms. Denton states that there is none.

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

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

Madam Chair DuCharme will this program benefit the County.

Dennis Wallin, this can essentially keep the cost down for the County on workers comp claims.

Commissioner Frost states that the Safety Department is very good and we receive a lot awards given to the county and with our record of safety he feels this would be a good thing for the County.

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

NO ACTION TAKEN, INFORMATION ONLY

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

a. TrueConnect Agreement

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

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

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

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

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

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

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

Public Comment:

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

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

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

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

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

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

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

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

a. Various County Departments

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

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

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

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

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

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

c. County Manager

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

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

***Commission Matters:**

9. Consideration of Salary Increase for Elected Officials

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

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

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

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

Public Comment:

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

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

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

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

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

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

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

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

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

Billie Mitchell, resident asks for clarification on the motion.

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

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

10. Completion and Certification of 2018 Primary Election Results-Linda Jaramillo, Clerk

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

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

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

Commissioner Frost makes a motion to approve the 2018 Primary Election Results.

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

11. Transportation Committee

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

***Department Requests/Reports:**

12. Amend Current Nominal Fee/Pay Per Call/Stipend Program Policy and Procedures-
Lester Gary, Fire Chief states that he went through this document and improved it a bit and took things out that would help lower the budgeted amount.

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

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

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

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

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

Chief Gary states that they will get paid just like as if it was fire call.
Commission votes, all in favor. **MOTION CARRIED.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Noah Sedillo, Chief Procurement Officer states that it wasn't that they over spent but it was that they were incorrect in the procurement procedure. Mr. Sedillo has had a meeting with the department and have clarified the correct way of purchasing. **ACTION TAKEN:**

Commissioner Frost makes a motion to approve the payment to Kaufman's West.

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

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

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

Back to item #15

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

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

County Manager Garland reminds the Commission that Resolution 2018-23 was to cover the grant funding line items that were in the negative. DFA changed the rules and will not allow any line items to be negative at the end of the fiscal year. This resolution was approved by DFA. Resolution hereto attached. **ACTION TAKEN: Commissioner Frost** makes a motion to approve Resolution 2018-30 Line Item Transfers. **Commissioner Sanchez** seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

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

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

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

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

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

b. Contract between Torrance County and John Steiner for Evaluation Services

Ms. Master mentions that this is the same contract we have had in place, she will update the termination date on this contract but other than that it is good. Contract hereto attached.

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

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

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

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

***County Manager Requests/Report:**

19. Update on 2017 Payroll Audit

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

EXECUTIVE SESSION:

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

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

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

Executive Session started at 1:30 pm

***Reconvene from Executive Session:**

Reconvened from Executive Session at 2:45 pm

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

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

Madam Chair DuCharme reports that limited personnel matters were discussed in regards to the Managers office staff and no decisions were made. Office staff include: Annette Ortiz,- Deputy County Manager, Kristen Oliver-HR Director, Lori Archuleta-Admin. Asst., Operations Manager-Vacant and Grant Coordinator-Vacant.

Adjourn

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

Meeting adjourned at 2:47 pm

Madam Chair DuCharme

Sylvia Chavez

Date

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



Consent Agenda

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

TOTAL CHECKS PRINTED

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 .00 ON ACCOUNT OF OBLIGATIONS INCURRED FOR THE SERVICES AS SHOWN ABOVE FOR THE PERIOD ENDING 06/22/2018 . 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

INVC#	Name	Description	Line Item	PO#	Amount
461418	AIRGAS USA LLC	DIST. 5 VFD CYLINDER RENTAL FEE	405912230		125.68
376.27	TOT\$ AIRGAS INC	MAY, 2018 INVOICE # 9953866885			
376.27	PAID P O BOX 676015	DIST. 2 VFD CYLINDER RENTAL FEE	406912230		102.77
	BAL DALLAS TX 75267 6015	MAY, 2018 INVOICE # 9953866886			
		DIST. 3 VFD CYLINDER RENTAL FEE	408912230		147.82
		MAY, 2018 INVOICE # 9953924998			

361418	AMBITIONS TECHNOLOGY GROUP LLC	DELL OPTIPLEX 3050 SFF	401102219		32547
1200.71	TOT\$	3 YEAR PRO SUPPORT WARRANTY			32547
1200.71	PAID	(ANNETTE'S COMPUTER)			32547
	BAL	INVOICE # 7002			

261418	APPLE MOUNTAIN PRINTS	7 SIGNS FOR PRIMARY ELECTION	401212221		32530
355.14	TOT\$	POLLING SITES			32530
355.14	PAID	INVOICE # 1026			
	BAL				

4161418	ARAGON, JULIANITA	HV TCPO- TORRANCE COUNTY MEETING	629492205		73.35
73.35	TOT\$	ALBUQUERQUE MEETINGS			
73.35	PAID				
	BAL				

59.39	TOT\$	DIST. 1 VFD MONTHLY BILL	407912207		59.39
59.39	PAID	4/21/18-5/20/18			
	BAL	INVOICE # 287272915609X05282018			

961418	AUDIO VISUAL INNOVATIONS, INC.	LCD 55" MULTI TOUCH W/CPU MOUNT,	829782248		32476
7235.00	TOT\$	WALL FOR TRUTOUCH 650 SERIES, TR			32476
7235.00	PAID	UTOUCH X5 1 YEAR EXTENDED WARRA			32476
	BAL	NTY, PLUS SHIPPING AND HANDLING.			32476
		THREE QUOTES AND WRITTEN DETERMI			32476
		NATION PROVIDED BY M. LUCERO.			
		INVOICE # 1227838			

161418	AUTOZONE INC.	BATTERIES, WIPER BLADES, WASHER	401502201		31891
2058.46	TOT\$	FLUID, SUPPLIES FOR VEHICLE	420742201		31891
2058.46	PAID	MAINTENANCE			31891
	BAL	MAY 2018			
		INVOICE # 2248909199			

661418	AWARDS ETC.	2 - TORRANCE COUNTY SAFETY	600062248		31872
99.44	TOT\$	PERFORMANCE AWARD PLAQUES			31872
99.44	PAID	2 - PERPETUAL PLATES			31872
	BAL	1 - TAX ON LABOR			31872
		INVOICE # 252301			

761418	BERNALILLO CTY JUVENILE DETENTION	APRIL, 2018 INMATE HOUSING	420722172		4950.00
4950.00	TOT\$	INVOICE # 50755			

INVC# Name Description Line Item PO# Amount

4950.00 PAID PO BOX 25945
BAL ALBUQUERQUE NM 87125 0945

861418 BROWNELLS, INC. 6 MAGPUL B.A.D. LEVER, 6 AR-15 420742231 32329 1426.82
1426.82 TOT\$ EXTENDED MAGAZINE RELEASE, 3 32329
1426.82 PAID 200 SOUTH FRONT ST. STANDARD CURVED TRIGGERS 3.5 LB. 32329
BAL MONTEZUMA IA 50171 PULL, 3 SHOCKWAVE PACKAGES, 4 32329
5.8" BATON Q3,1 HIGHT RIDE BELT 32329
BELT HOLSTER W/ THUMB BREAK, 32329
5 AR-15 DEWS LOWER PARTS KIT W/ 32329
2PK 30 ROUND PMAG'S 32329
SHIPPING 32329
INVOICE # 15820167

1061418 CARRROT-TOP INDUSTRIES MOUNTING SET FOR FLAGS 829782248 32511 1851.48
1851.48 TOT\$ FLOOR LECTERN, 3X5' NYLON INDOOR 32511
1851.48 PAID PO BOX 820 POLE HEM AND FRINGE, (2) 32511
BAL HILLSBOROUGH NC 27278 5X8' OUTDOOR FLAG, 4X6' FLOOR 32511
MAT ENTRY TO DISPATCH, 4X8' 32511
FLOOR MAT FOR ENTRY TO EOC 32511
PLUS SHIPPING AND HANDLING 32511
INVOICE # 39028700

1261418 CHIEF SUPPLY 2 CAMELBACK STEALTH HYDRATION 410502222 32527 1683.07
1683.07 TOT\$ SYSTEMS, 1 STEINER OPTICS T1042 32527
1683.07 PAID PO BOX 602763 TACTICAL BINOCULAR, 8 NORTH AMER 32527
BAL CHARLOTTE NC 28260 2763 I CAN RESCUE ONE HANDED COMBAT AP 32527
PLICATION, 3 CERTIFIED SAFETY 32527
BURN RELIEF FIRST AID KIT, 5 32527
CERTIFIED SAFETY ANSI 50 32527
PERSON FIRST AID KIT, 20 BRABBER 32527
INC MAGIC COOLING TOWEL, 8 DYNAR 32527
EX INSTANT HOT PACKS, 8 DYNAREX 32527
INSTANT COLD PACKS 32527
INVOICE # 218509

1361418 CORRECTIONS INDUSTRIES PRINT S BUSINESS CARDS 401822221 32417 37.86
37.86 TOT\$ PRINT SHOP INVOICE # 54677
37.86 PAID P.O. BOX 520-S HWY 54
BAL SANTA ROSA NM 88435

7061418 DESERT MOON CRAFTS LLC CPR COURSE - A. CARTER & 911852266 32358 40.00
40.00 TOT\$ SNOW, CHRISTINE W. RILEY 32358
40.00 PAID P.O. BOX 2440 INVOICE # ASHI-2018-2
BAL EDGEWOOD NM 87015

5261418 DH PACE COMPANY INC WALL MOUNT GATE LATCH FOR 401152215 32185 38.95
38.95 TOT\$ 5656 PASADENA AVE. NE ANIMAL SHELTER 32185
38.95 PAID ALBUQUERQUE NM 87113 INVOICE # ACR/5405

1361418 CORRECTIONS INDUSTRIES PRINT S BUSINESS CARDS 401822221 32417 37.86
37.86 TOT\$ PRINT SHOP INVOICE # 54677
37.86 PAID P.O. BOX 520-S HWY 54
BAL SANTA ROSA NM 88435

7061418 DESERT MOON CRAFTS LLC CPR COURSE - A. CARTER & 911852266 32358 40.00
40.00 TOT\$ SNOW, CHRISTINE W. RILEY 32358
40.00 PAID P.O. BOX 2440 INVOICE # ASHI-2018-2
BAL EDGEWOOD NM 87015

5261418 DH PACE COMPANY INC WALL MOUNT GATE LATCH FOR 401152215 32185 38.95
38.95 TOT\$ 5656 PASADENA AVE. NE ANIMAL SHELTER 32185
38.95 PAID ALBUQUERQUE NM 87113 INVOICE # ACR/5405

INVC#	Name	Description	Line Item	PO#	Amount
1561418	DOCUMENT SOLUTIONS INC	5/8/18-6/7/18 MONTHLY CHARGES	401502203		143.30
143.30	TOT\$	INVOICE # IN93170			
143.30	PAID				
	P O BOX 37410				
	ALBUQUERQUE NM 87178				
1661418	DT AUTOMOTIVE	NEW TIRES FOR DODGE TRANSPORT	420742201		420.00
420.00	TOT\$	VAN			
420.00	PAID	INVOICE # 32256			
	BRANDON DAVIS				
	P.O. BOX 1890				
	MORIARTY NM 87035				
1761418	DT AUTOMOTIVE	OIL CHANGES, TIRE FIXES, AIR	401502201		580.00
580.00	TOT\$	FILTERS, TIRE ROTATIONS, ROUTINE			
580.00	PAID	VEHICLE MAINTENANCE			
	BRANDON DAVIS	APRIL 2018			
	P.O. BOX 1890	INVOICE # 31884			
	MORIARTY NM 87035				
1861418	DT AUTOMOTIVE	OIL CHANGES, TIRE FIXES, AIR	401502201		1020.00
1020.00	TOT\$	FILTERS, TIRE ROTATIONS, ROUTINE			
1020.00	PAID	VEHICLE MAINTENANCE			
	BRANDON DAVIS	MARCH 2018			
	P.O. BOX 1890	INVOICE # 31883			
	MORIARTY NM 87035				
1961418	DT AUTOMOTIVE	OIL CHANGES, TIRE FIXES, AIR	401502201		435.00
435.00	TOT\$	FILTERS, TIRE ROTATIONS, ROUTINE			
435.00	PAID	VEHICLE MAINTENANCE			
	BRANDON DAVIS	FEBRUARY 2018			
	P.O. BOX 1890	INVOICE # 31882			
	MORIARTY NM 87035				
2061418	DT AUTOMOTIVE	OIL CHANGES, TIRE FIXES, AIR	401502201		870.00
870.00	TOT\$	FILTERS, TIRE ROTATIONS, ROUTINE			
870.00	PAID	VEHICLE MAINTENANCE			
	BRANDON DAVIS	MAY 2018			
	P.O. BOX 1890	INVOICE # 31885			
	MORIARTY NM 87035				
2161418	ESTANCIA, TOWN OF	UAD PREVENTION ENFORCEMENT	605032272		203.12
203.12	TOT\$	APR 21, 2018			
203.12	PAID	MAY 26, 2018			
	BOX 166				
	ESTANCIA NM 87016				
2361418	EVSWA	TORRANCE COUNTY-RECYCLABLES	419052292		12.10
3739.96	TOT\$	5/31/2018 INVOICE # 2101			
3739.96	PAID	TORRANCE COUNTY-TIPPING FEE'S	419052292		3727.86
	BRANDON DAVIS	5/31/2018 INVOICE # 2089			
	P O BOX 736				
	ESTANCIA NM 87016				
4261418	FROST, JIM	NMAC SUMMER CONFERENCE	401052205		217.31
217.31	TOT\$	SOCORRO, NM			
217.31	PAID				
	147 LEXCO RD				
	EDGEWOOD NM 87015				

INVC#	Name	Description	Line Item	PO#	Amount
2461418	GALLS LLC	DUTY BOOTS	401502236		100.00
100.00	TOT\$	C. BACA		31516	
100.00	PAID	INVOICE # 1001752479		31516	
BAL	CHICAGO IL 60694 1628				
2561418	GUSTIN ELECTRIC	REPAIR COOLER WIRING	401162215		189.00
189.00	TOT\$	INVOICE # 4502		32521	
189.00	PAID				
BAL	P.O. BOX 12				
	MOUNTAINAIR NM 87036				
2661418	HART'S TRUSTWORTHY HARDWARE	LUWBER, PLUMBING NEEDS	408912215		101.95
278.33	TOT\$	PAINT, ROLLERS/BRUSHES	408912248		32216
278.33	PAID	MISCELLANEOUS ITEMS	406912215		32216
BAL	P.O. BOX 2459	NEEDED FOR BUILDING MAINTENANCE	406912248		32216
	MORIARTY NM 87035	REPAIR & SAFETY	405912215		32216
		M.MCINERNEY/S.BROWN/M.TRAMMELL	405912248		32216
		H.SANCHEZ/D.DIRKS/L.GARY	411922248		32216
		MARCH, APRIL, MAY 2018	407912248		32216
2761418	HART'S TRUSTWORTHY HARDWARE	NUTS, BOLTS, SCREWS, KEYS, LOCKS	401502218		398.71
398.71	TOT\$	HARDWARE FOR S.O.		31896	
398.71	PAID	APRIL 2018		31896	
BAL	P.O. BOX 2459				
	MORIARTY NM 87035				
2861418	HONSTEIN OIL CO.	P&Z MONTHLY FUEL	685082202		220.78
220.78	TOT\$	INVOICE # ZZ2232			
220.78	PAID				
BAL	11 PASEO REAL				
	SANTA FE NM 87507				
2961418	HONSTEIN OIL CO.	ASSESSOR MONTHLY FUEL	610402202		143.09
143.09	TOT\$	INVOICE # ZZ2232			
143.09	PAID				
BAL	11 PASEO REAL				
	SANTA FE NM 87507				
3061418	HONSTEIN OIL CO.	SHERIFF MONTHLY FUEL	401502202		570.09
570.09	TOT\$	INVOICE # ZZ2227			
570.09	PAID				
BAL	11 PASEO REAL				
	SANTA FE NM 87507				
3161418	HONSTEIN OIL CO.	ROAD MONTHLY FUEL	402602202		23212.08
23212.08	TOT\$				
23212.08	PAID				
BAL	11 PASEO REAL				
	SANTA FE NM 87507				
3261418	HORIZONS OF NEW MEXICO	SHREDDING MAY, 2018	612202203		13.91
13.91	TOT\$	INVOICE # SINW015911			
13.91	PAID				
BAL	1128 PENNSYLVANIA ST. NE SUITE220				
	ALBUQUERQUE NM 87110				
3361418	HORIZONS OF NEW MEXICO	INVOICES FOR DESTRUCTION	612202203		152.00
152.00	TOT\$	WATERIALS			
152.00	PAID	1128 PENNSYLVANIA ST. NE SUITE220 INVOICE # SINW015827-43			
BAL	ALBUQUERQUE NM 87110				

INVC#	Name	Description	Line Item	PO#	Amount
3461418	IRON MOUNTAIN RECORDS MANAGEMENT	MONTHLY STORAGE FOR MICROFILM	612202203		96.64
96.64	TOT\$	IM OFF-SITE DATA PROTECTION			
96.64	PAID	P O BOX 601002			
	BAL	PASADENA CA 91189 1002			
3561418	KAUFMANS WEST LLC	TCSO UNIFORM/EQUIPMENT NEEDS	401502236		1021.37
1021.37	TOT\$	PANTS, SHIRTS, DUTY EQUIPMENT			
1021.37	PAID	MAY 2018			
	BAL	INVOICE # 1348L,1423S,1242S			
3661418	KAUFMANS WEST LLC	TCSO UNIFORM/EQUIPMENT NEEDS	420742236		162.24
162.24	TOT\$	PANTS, SHIRTS, DUTY EQUIPMENT			
162.24	PAID	OCTOBER 2017			
	BAL	INVOICE # 1098S,1097S			
3761418	KAUFMANS WEST LLC	TCSO UNIFORM/EQUIPMENT NEEDS	401502236		715.52
715.52	TOT\$	PANTS, SHIRTS, DUTY EQUIPMENT			
715.52	PAID	APRIL 2018			
	BAL	INVOICE # 1099S,1145S,1205S			
3861418	KAUFMANS WEST LLC	TCSO UNIFORM/EQUIPMENT NEEDS	401502236		215.91
215.91	TOT\$	PANTS, SHIRTS, DUTY EQUIPMENT			
215.91	PAID	FEBRUARY 2018			
	BAL	INVOICE # 1102S,1101S			
3961418	KAUFMANS WEST LLC	TCSO UNIFORM/EQUIPMENT NEEDS	420742236		338.97
338.97	TOT\$	PANTS, SHIRTS, DUTY EQUIPMENT			
338.97	PAID	DECEMBER 2017			
	BAL	INVOICE # 14387S			
4061418	KAUFMANS WEST LLC	TCSO UNIFORM/EQUIPMENT NEEDS	420742236		256.45
256.45	TOT\$	PANTS, SHIRTS, DUTY EQUIPMENT			
256.45	PAID	NOVEMBER 2017			
	BAL	INVOICE # 145353S,14503S,14413S			
4561418	IESPERANCE, ISABEL	SECRETARIAL DUTIES	412532272		350.00
350.00	TOT\$	MAY 16-JUNE 15, 2018			
350.00	PAID				
	BAL	P.O. BOX 94			
	BAL	TORREON NM 87061			
4661418	MANZANO TIENDITA LLC	RENT FOR MANZANO CENTER POLLING	401212204		175.00
175.00	TOT\$	PLACE FOR PRIMARY ELECTION			
175.00	PAID	INVOICE # 320705			
	BAL	MOUNTAINAIR NM 87036			
4761418	MORIARTY, CITY OF	5/18/18 UAD ENF/PREV	605032272		438.12
438.12	TOT\$				
438.12	PAID	P.O. BOX 130			

INVC#	Name	Description	Line Item	PO#	Amount
BAL	MORIARTY NM 87035				
4861418	MORIARTY, CITY OF	SATURATION PATROL	605032272		268.10
268.10	TOT\$	5/1-5/2-2018			
268.10	PAID				
BAL	P.O. BOX 130				
BAL	MORIARTY NM 87035				
4961418	MOUNTAIN VIEW TELEGRAPH	PUBLISHING ELECTION PROCLAMATION	401212221		1029.71
1029.71	TOT\$	WITH PRECINCT BOARDS			
1029.71	PAID				
BAL	P.O. BOX 2225				
BAL	MORIARTY NM 87035				
4461418	NETTO, PETER	COUNTYWIDE TRAVEL TO & FROM	401212205		110.70
110.70	TOT\$	POLLING PLACES-TECHNICIAN			
110.70	PAID				
BAL	PO BOX 2				
BAL	MOUNTAINAIR NM 87036				
162018	NM ASSOCIATION OF COUNTIES	NMAC REGISTRATION	401102266		600.00
1000.00	TOT\$	J.DUCHARME,A.ORTIZ, K.OLIVER			
1000.00	PAID	J.FROST-109435130	401052266		200.00
BAL	SANTA FE NM 87501	L.GARY-105575645	413912266		200.00
BAL					
5161418	NM WASTE SERVICE INC	ONGOING DUMPSTERS FOR 26 SHILO	685082274		347.00
347.00	TOT\$	INVOICE # 59644			
347.00	PAID				
BAL	P O BOX 3030				
BAL	MORIARTY NM 87035				
5061418	NMSTU - COOPERATIVE EXTENSION SRV	SUPPORT OF THE COOPERATIVE	401052261		20083.58
20083.58	TOT\$	EXTENSION SERVICES ON TC			
20083.58	PAID	FOURTH QTR. APRIL-JUNE FY 17/18			
BAL	MSC SPA, BOX 30002				
BAL	LAS CRUCES NM 88003				
4361418	ORTIZ, ANNETTE	2018 NMAC SUMMER CONFERENCE	401102205		215.22
215.22	TOT\$	SOCORRO, NM			
215.22	PAID				
BAL	161 POHL RD.				
BAL	TITZERAS NM 87059				
5361418	PEAVEY PERFORMANCE SYSTEMS	SEVEN SAFETY INCENTIVE, SAFETY	600062248		1309.00
1309.00	TOT\$	JACKPOT, QUARTERLY UPDATES			
1309.00	PAID	INVOICE # 403603			
BAL	10749 W 84TH TERRACE				
BAL	LENEKA KS 66214 3612				
5461418	PITNEY BOWES INC.	LEASING CHARGES	401052203		606.60
606.60	TOT\$	INVOICE # 3306265054			
606.60	PAID				
BAL	P.O. BOX 371887				
BAL	PITTSBURGH PA 15250 7887				
5561418	PLATEAU WIRELESS	CIRCUIT LINES FOR FIBEROPTIC	401652203		1914.59
1914.59	TOT\$	6/01/18-6/30/18			
1914.59	PAID	INVOICE # 8592077			
BAL	NM RSA 4 P O BOX 9000				
BAL	CLOVIS NM 88102 9090				
5661418	PLATEAU WIRELESS				176.97

INVC#	Name	Description	Line Item	PO#	Amount
176.97	TOT\$ ATTN: SARAH VARNEY	LANDLINE CHARGES			
176.97	PAID NM RSA 4 P O BOX 9000	INVOICE # 8583512			
	BAL CLOVIS NM 88102 9090				
1161418	QWEST CORPORATION	ASSESSORS MONTHLY FAX LINE BILL	401402207		57.05
1795.12	TOT\$ DBA CENTURYLINK QC	DIST.3 VPD MONTHLY BILL	408912207		298.02
1795.12	PAID P O BOX 91155	FIRE ADMIN. MONTHLY BILL	413912207		287.78
	BAL SEATTLE WA 98111 9255	DIST.6 VPD MONTHLY BILL	418912207		228.23
		DIF.4 VPD MONTHLY BILL	409912207		170.25
		DIST.2 VPD MONTHLY BILL	406912207		213.45
		DIST.5 VPD MONTHLY BILL	405912207		277.00
		TC ANIMAL SHELTER MONTHLY BILL	401822207		263.34
5761418	RADAR SHOP	19 - RADAR RE-CERTIFICATION 2018	401502272		31824
846.16	TOT\$ BARRY COLE	INVOICE # 10257,10206,10251			
846.16	PAID 1601 SOUTH GROVE				
	BAL WICHITA KS 67211				
5861418	RICOH USA, INC	RENT, ADDITIONAL IMAGES	401082203		289.95
289.95	TOT\$ P.O. BOX 650073	2/23/18-3/22/18			
289.95	PAID DALLAS TX 75265 0073	INVOICE # 100639629			
	BAL				
5961418	SAMBA HOLDINGS, INC.	DL MONITORING AND BACKGROUND	401052272		31292
223.60	TOT\$ DEPT LA 24536	INVOICE # 87342			
223.60	PAID PASADENA CA 91185 4536				
	BAL				
6061418	SAMBA HOLDINGS, INC.	DL MONITORING AND BACKGROUND	413912272		31298
139.21	TOT\$ DEPT LA 24536	INVOICE # INV00089516			
139.21	PAID PASADENA CA 91185 4536				
	BAL				
6161418	SANTA FE COUNTY CORRECTIONS DEPT	JUVENILE INMATE CARE	420722172		3515.00
3515.00	TOT\$ THE BANK OF NEW YORK MELLON	INVOICE # TOR 04-2018			
3515.00	PAID 2001 BRYAN ST. 11TH FL				
	BAL DALLAS TX 75201				
6261418	SPORTSMAN'S WAREHOUSE, INC.	1368925 TEKNAITCS GAMMA METAL	410502222		32064
499.99	TOT\$ 1450 RENAISSANCE BLVD NE	DETECTOR			
499.99	PAID ALBUQUERQUE NM 87107	INVOICE # 126-26379			
	BAL				
2261418	TMT ESTANCIA	FOURTH QUARTER FY 2018	605032272		31758
505.00	TOT\$ P.O. BOX 68	PREVENTION			
505.00	PAID ESTANCIA NM 87016				
	BAL				
6461418	TOP USA CORP ATTN: ORDER DEPT	500 WIND TURBINE STRESS RELIEVER	600062248		32478
1478.12	TOT\$ P.O. BOX 628	COMMUNITY OUTREACH, NM STATE			
1478.12	PAID 771-N DEARBORN PK LANE	PAIR, COUNTY PAIR			
	BAL WORTHINGTON OH 43085 9870	INVOICE # 2018-11295			

INVC#	Name	Description	Line Item	PO#	Amount
6361418	TRIADIC INC.	PC INSTALLATION	402602207		177.23
177.23	PAID	INVOICE # 1700860			
177.23	PAID	P. O. DRAWER 471			
		DEMING NM 88031			
6661418	U.S. POSTMASTER	ASSESSOR'S OFFICE ANNUAL	610402272		208.00
208.00	TOT\$	BOX RENT-6/30/18-6/30/19			
208.00	PAID				
		ESTANCOIA NM 87016			
6761418	U.S. POSTMASTER	SHERIFF OFFICE ANNUAL	401502272		208.00
208.00	TOT\$	BOX RENT-6/30/18-6/30/19			
208.00	PAID	BOX#498			
		ESTANCOIA NM 87016			
6561418	USDA APHIS WILDLIFE SERVICES	PERSONNEL COMPENSATION	403662278		9621.47
9621.47	TOT\$	PROGRAM SUPPORT/OTHER SERVICES			
9621.47	PAID	INVOICE # 3002781852			
		ALBUQUERQUE NM 87113			
6861418	WAGNER EQUIPMENT CO.	RUBBER WHEEL ROLLER	402602244		32410
2731.35	TOT\$	DRIVE MOTOR PADS AND ASSEMBLY			32410
2731.35	PAID	INVOICE # S10WC0866415			
		DENVER CO 80291 9000			
1461418	WS DARLEY & CO	PROTECH TITAN TITAN GLOVES	405912248		911.10
911.10	TOT\$	(2) SMALL, (2) MEDIUM, (4) LARGE			32489
911.10	PAID	, (2) X-LARGE. PLUS SHIPPING AND			32489
		HANDLING			32489
		ITASCA IL 60143			
		INVOICE # 17326161			
6961418	ZIA GRAPHICS INC.	5.11 TACTICAL BACKPACK	600062248		32370
261.00	TOT\$	24 LAPTOP BACKPACK			32370
261.00	PAID	INVOICE # 51392			
		ALBUQUERQUE NM 87110			

TOTAL INVOICING 108634.61

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

TOTAL CHECKS PRINTED

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 108,634.61 ON ACCOUNT OF OBLIGATIONS INCURRED FOR THE SERVICES AS SHOWN ABOVE FOR THE PERIOD ENDING 06/22/2018 . 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

** GRAND TOTAL ** 108,634.61

**TOTAL GENERAL FUND 36,740.83

**DEPT 401-05-2203 COUNTY COMMISSION 21,331.09
 401-05-2205 MAINTENANCE CONTRACTS 606.60
 401-05-2261 MILEAGE/PER DIEM 217.31
 401-05-2266 EXTENSION OFFICE 20,083.58
 401-05-2272 TRAINING 200.00
 PROFESSIONAL SERVICES 223.60

**DEPT 401-08-2203 PLANNING & ZONING 289.95
 MAINTENANCE CONTRACTS 289.95

**DEPT 401-10-2205 COUNTY MANAGER 2,015.93
 401-10-2219 MILEAGE/PER DIEM 215.22
 401-10-2266 OFFICE SUPPLIES 1,200.71
 TRAINING 600.00

**DEPT 401-15-2215 ADMINISTRATIVE OFFICES MAINTENAN 38.95
 BUILDING MAINTENANCE/REPAIR 38.95

**DEPT 401-16-2215 JUDICIAL COMPLEX MAINTENANCE 189.00
 BUILDING MAINTENANCE/REPAIR 189.00

**DEPT 401-21-2204 ELECTIONS 1,670.55
 401-21-2205 BUILDING RENT 175.00
 401-21-2221 MILEAGE/PER DIEM 110.70
 PRINTING/PUBLISHING/ADVERTISING 1,384.85

**DEPT 401-40-2207 COUNTY ASSESSOR 57.05
 TELECOMMUNICATIONS 57.05

**DEPT 401-50-2201 COUNTY SHERIFF 8,932.52
 401-50-2202 VEHICLE MAINTENANCE/REPAIR 4,713.46
 401-50-2203 VEHICLE FUEL 570.09
 401-50-2218 MAINTENANCE CONTRACTS 143.30
 401-50-2236 EQUIPMENT MAINTENANCE/REPAIR 398.71
 401-50-2272 UNIFORMS 2,052.80
 PROFESSIONAL SERVICES 1,054.16

**DEPT 401-65-2203 INFORMATION TECHNOLOGY DEPARTMEN 1,914.59
 MAINTENANCE CONTRACTS 1,914.59

**DEPT 401-82-2207 ANIMAL SHELTER 301.20
 401-82-2221 TELECOMMUNICATIONS 263.34
 PRINTING/PUBLISHING/ADVERTISING 37.86

**TOTAL ROAD FUND 26,120.66
 **DEPT 402-60-2202 COUNTY ROAD DEPARTMENT 26,120.66
 402-60-2207 VEHICLE FUEL 23,212.08
 402-60-2244 TELECOMMUNICATIONS 177.23
 MACHINERY MAINTENANCE/REPAIR 2,731.35


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**TOTAL          FARM & RANGE                      9,621.47          .00
**DEPT          FARM & RANGE                      9,621.47          .00
403-66-2278    ANIMAL DAMAGE CONTROL                    9,621.47          .00
**TOTAL          DISTRICT 5 VPD                      1,346.73          .00
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**DEPT          STATE FIRE ALLOTMENT                    1,346.73          .00
405-91-2207    TELECOMMUNICATIONS                       277.00          .00
405-91-2215    BUILDING MAINTENANCE/REPAIR             32.95          .00
405-91-2230    MEDICAL SUPPLIES                        125.68          .00
405-91-2248    SAFETY EQUIPMENT                         911.10          .00
**TOTAL          DISTRICT 2 VPD                      453.16          .00
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**DEPT          STATE FIRE ALLOTMENT                    453.16          .00
406-91-2207    TELECOMMUNICATIONS                       213.45          .00
406-91-2230    MEDICAL SUPPLIES                        102.77          .00
406-91-2248    SAFETY EQUIPMENT                         136.94          .00
**TOTAL          DISTRICT 1 VPD                      242.85          .00
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**DEPT          STATE FIRE ALLOTMENT                    242.85          .00
407-91-2207    TELECOMMUNICATIONS                       236.36          .00
407-91-2248    SAFETY EQUIPMENT                          6.49          .00
**TOTAL          DISTRICT 3 VPD                      547.79          .00
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**DEPT          STATE FIRE ALLOTMENT                    547.79          .00
408-91-2207    TELECOMMUNICATIONS                       298.02          .00
408-91-2215    BUILDING MAINTENANCE/REPAIR             101.95          .00
408-91-2230    MEDICAL SUPPLIES                        147.82          .00
**TOTAL          DISTRICT 4 VPD                      170.25          .00
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**DEPT          STATE FIRE ALLOTMENT                    170.25          .00
409-91-2207    TELECOMMUNICATIONS                       170.25          .00
**TOTAL          L. E. PROTECTION FUND                 2,183.06          .00
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**DEPT          COUNTY SHERIFF                          2,183.06          .00
410-50-2222    FIELD SUPPLIES                          2,183.06          .00
**TOTAL          COUNTY PAIR                           350.00          .00
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**DEPT          COUNTY PAIR                             350.00          .00
412-53-2272    PROFESSIONAL SERVICES                    350.00          .00
**TOTAL          FIRE DEPARTMENT ADMIN                  626.99          .00
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**DEPT          STATE FIRE ALLOTMENT                    626.99          .00
413-91-2207    TELECOMMUNICATIONS                       287.78          .00
413-91-2266    TRAINING                                 200.00          .00
413-91-2272    PROFESSIONAL SERVICES                    139.21          .00
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 **TOTAL DISTRICT 6 VFD 228.23 .00
 =====

**DEPT STATE FIRE ALLOTMENT 228.23 .00
 418-91-2207 TELECOMMUNICATIONS 228.23 .00
 =====

**TOTAL EVSMA CONTRACT 3,739.96 .00
 =====

**DEPT COUNTY COMMISSION 3,739.96 .00
 419-05-2292 EVSMA TIPPING FEES 3,739.96 .00
 =====

**TOTAL JAIL FUND 11,319.48 .00
 =====

**DEPT JUVENILE INMATE CARE 8,465.00 .00
 420-72-2172 CARE OF INMATES 8,465.00 .00
 =====

**DEPT TRANSPORTATION OF PRISONERS 2,854.48 .00
 420-74-2201 VEHICLE MAINTENANCE/REPAIR 670.00 .00
 420-74-2231 WEAPONS/AMMUNITION 1,426.82 .00
 420-74-2236 UNIFORMS 757.66 .00
 =====

**TOTAL SAFETY PROGRAM 3,147.56 .00
 =====

**DEPT RISK MANAGEMENT 3,147.56 .00
 600-06-2248 SAFETY EQUIPMENT 3,147.56 .00
 =====

**TOTAL DWI PROGRAM FUND 1,414.34 .00
 =====

**DEPT DWI DISTRIBUTION GRANT FY18 1,414.34 .00
 605-03-2272 PROFESSIONAL SERVICES 1,414.34 .00
 =====

**TOTAL PROPERTY VALUATION FUND 351.09 .00
 =====

**DEPT COUNTY ASSESSOR 351.09 .00
 610-40-2202 VEHICLE FUEL 143.09 .00
 610-40-2272 PROFESSIONAL SERVICES 208.00 .00
 =====

**TOTAL CLERK'S EQUIPMENT FUND 262.55 .00
 =====

**DEPT COUNTY CLERK 262.55 .00
 612-20-2203 MAINTENANCE CONTRACTS 262.55 .00
 =====

**TOTAL HOME VISITING GRANT 73.35 .00
 =====

**DEPT HOME VISITING GRANT FY18 73.35 .00
 629-49-2205 MILEAGE/PER DIEM 73.35 .00
 =====

**TOTAL P&Z COURT FEES 567.78 .00
 =====

**DEPT PLANNING & ZONING 567.78 .00
 685-08-2202 VEHICLE FUEL 220.78 .00
 685-08-2274 PZ PROPERTY CLEANUP 347.00 .00
 =====

**TOTAL NMDOH CITIES READINESS INITIATIV 9,086.48 .00
 =====

**DEPT DOH CITIES READINESS INITIATIVE 9,086.48 .00
 =====

DEBITS CREDITS

SAFETY EQUIPMENT		DEBITS	CREDITS
829-78-2248		9,086.48	.00
**TOTAL	EMERGENCY-911 FUND	40.00	.00
**DEPT	DPA TRAINING GRANT	40.00	.00
911-85-2266	TRAINING	40.00	.00
BANK01	WELLS FARGO	108,634.61	.00
	** BANK TOTALS **	108,634.61	.00



*Agenda Item
No. 1*

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: Farley Vener Hinkle & Landers
First Last Department / Company / Organization Name

Today's Date: 6/19/18 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:
presentation of the F417 Torrance County Audit

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: _____



*Agenda Item
No. 2*



United States
Department of
Agriculture

Animal and
Plant Health
Inspection
Service

Wildlife Services

Albuquerque
District Office

8441 Washington
NE
Albuquerque, NM
87113

(505) 346-2640

March 13, 2018

Board of County Commissioners
Torrance County Courthouse
P.O. Box 48
Estancia, New Mexico 87016

Dear Ms. DuCharme,

Please consider this request for **\$32,500** to continue the USDA/Wildlife Services cooperative program in your county for FY19. These funds represent approximately 47% of the amount needed to fully fund the position. These local funds are supplemented by federal and local association monies (53%) to pay salaries and benefits, purchase equipment and supplies, vehicles, fuel, and other expenses for your local WS Specialist, Mr. Justin Hendricks.

During CY 17, WS protected approximately 5050 head of livestock valued at over \$1.6 million in Torrance County. In the absence of predator damage management, research has shown that predator losses for calves, adult sheep, and lambs would be approximately 3%, 5.6%, and 17.5% respectively. Using these estimates, we believe we prevented approximately \$57,000 in livestock predation in Torrance County last year. We also provide other services including rodent and skunk damage management, as well as surveillance for wildlife diseases like tularemia and plague in Torrance County. We also distribute and sell restricted use rodenticides to certified applicators within the county.

USDA Wildlife Services is committed to helping protect the economic stability and integrity of local rural economies through our wildlife damage management activities. Thank you for considering this request for **\$32,500** for FY19 to help fund our cooperative program.

Please feel free to call me at 505-346-2640 if you have any questions or would like us to attend an upcoming commission meeting or budget workshop to answer any questions you may have.

Sincerely,

Jon Grant
District Supervisor

cc: Ms. Belinda Garland, County Manager
Mr. Justin Hendricks, Wildlife Services Specialist



Safeguarding American Agriculture

APHIS is an agency of USDA's Marketing and Regulatory Programs
An Equal Opportunity Provider and Employer

Federal Relay Service
(Voice/TTY/ASCII/Spanish)
1-800-877-8339



*Agenda Item
No. 3*

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: Javier Sanchez Commissioner Dist. 1
First Last Department / Company / Organization Name

Today's Date: June 2, 2018 Mailing Address: _____
(Departments/employees of Torrance County need not include their address)

Telephone number/Extension: 400-3192 Fax Number: _____
Would you like this Agenda Faxed to you? Yes No

Email Address: jsanchez@tcnm.us

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

Brief explanation of business to be discussed:
Transportation Committee

Is this a Resolution, Contract, Agreement, Grant Application, Other? _____

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

Has this been reviewed by the County Attorney? YES NO

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

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

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

Other: _____



Agenda Item
No. 4

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



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: Julia DuCharme
First Last Department / Company / Organization Name

Today's Date: 6-8-18 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: 6-27-18

Brief explanation of business to be discussed:

Discuss business of law firm contracted with
Torrance County.
a. Act on contract if necessary.

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.

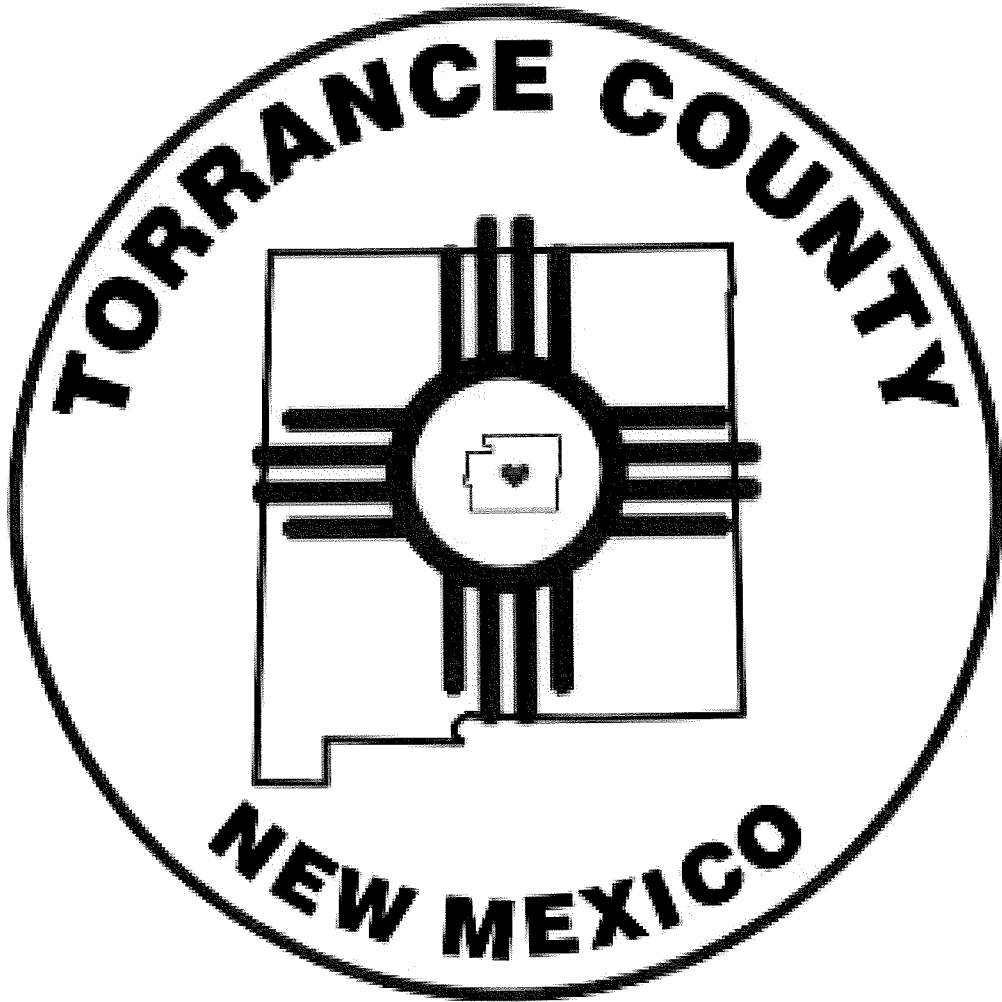
Has this been reviewed by the County Attorney? YES NO

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: _____



Agenda Item
No. 5



Resolution 2018- 31

A RESOLUTION CREATING A CENSUS 2020 COMPLETE COUNTY COMMITTEE: TO PLAN AND CONDUCT LOCAL EDUCATIONAL INITIATIVES, PUBLICITY AND PARTICIPATION IN CENSUS 2020

WHEREAS, April 1, 2020 is Census Day for the United States of America pursuant to Article 1, Section 2 of the U.S. Constitution; and

WHEREAS, an accurate census is essential for the allocation of representatives with the legislative bodies of the U.S. House of Representatives, the New Mexico State Legislature and within Torrance County, including voting districts; and

WHEREAS, Correct apportionment of Federal dollars for health, education, transportation, child and elder care, emergency preparation and response, and public and social support programs of all kinds depends on complete and accurate age, population and other ethnic and demographic information gathered every ten years; and

WHEREAS, accurate census information is critical to planning for future growth, development and social needs of Torrance County;

NOW THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF TORRANCE COUNTY, that the governing body of Torrance County does hereby desire to create the Census 2020 Complete Count Committee for the purpose of planning and conducting local initiatives and promotional activities to increase community participation in the 2020 Census.

The Census 2020 Complete Count Committee Guidelines are as follows:

Section 1. Census 2020 Complete Count Committee. There is hereby created, the Torrance County Census 2020 Complete Count Committee, hereinafter referred to as the "Complete Count Committee", which shall consist of seven (7) members. The Complete Count Committee shall be appointed by the County Commission and shall include representation from each of the following community groups:

- | | |
|---------------------|----------------------------|
| A. Local Government | E. Community Organizations |
| B. Business | F. Media |
| C. Religious Groups | G. Minority Groups |
| D. Education | |

Section 2. Term of Service. The Committee chairperson and committee members shall be appointed to serve for a term to continue through June 2020. For cause stated in writing, the Commission may remove a member of the Complete Count Committee.

Section 3. Duties and Powers. The Complete Count Committee shall be a working committee charged with the responsibility of planning and conducting local educational initiatives, as well as publicity and

promotional activities to increase community participation in the Census. Activities may include, but are not limited to the following:

- A. Handle the creation, printing and distribution of posters, flyers, handouts and printed material for use by the media and others.
- B. Prepare material for public service announcements on radio and television.
- C. Speak at public forums and meetings, fraternal organizations, business organizations and schools for the purpose of promoting and informing people of the census.
- D. Create census messages in utility bills, grocery bags, monthly billing statements and payroll checks.

Section 4. Staff. The Compete Count Committee shall work in conjunction with the Torrance County Public Information Officer in all Census 2020 publicizing efforts.

PASSED, APPROVED AND ADOPTED by the Torrance County Board of Commissioners on June 27th, 2018.

TORRANCE COUNTY COMMISSION

James “Jim” Frost, District 1

Julia DuCharme, District 2

Javier E. Sanchez, District 3

Attest:

County Clerk

Contact Information

For additional information about the Complete Count Committees program, please contact your regional census office.

Complete Count Committees

2018

- Tribal leader, governor, or highest elected local official or community leader determines Complete Count Committees (CCCs) structure.
- CCCs receive 2020 Census training.

2019

- Continue establishing CCCs.
- Open Area Census Offices.
- CCCs develop strategy and work plan.

2020

- CCCs begin community organization mobilization.
- 2020 Census advertising campaign begins in early 2020.
- CCCs support the 2020 Census.
- CCCs encourage self-response.

April 1, 2020 – CENSUS DAY

- CCCs urge households who do not respond to cooperate with census takers.

Please contact: If you reside in:

ATLANTA

Atlanta.rcc
.partnership
@census.gov

Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, and South Carolina

CHICAGO

Chicago.rcc
.partnership
@census.gov

Arkansas, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, and Wisconsin

DALLAS

Dallas.rcc
.partnership
@census.gov

Arizona, Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, South Dakota, Oklahoma, Texas, Utah, and Wyoming

LOS ANGELES

Los.Angeles.rcc
.partnership
@census.gov

Alaska, California, Hawaii, Idaho, Nevada, Oregon, and Washington

NEW YORK

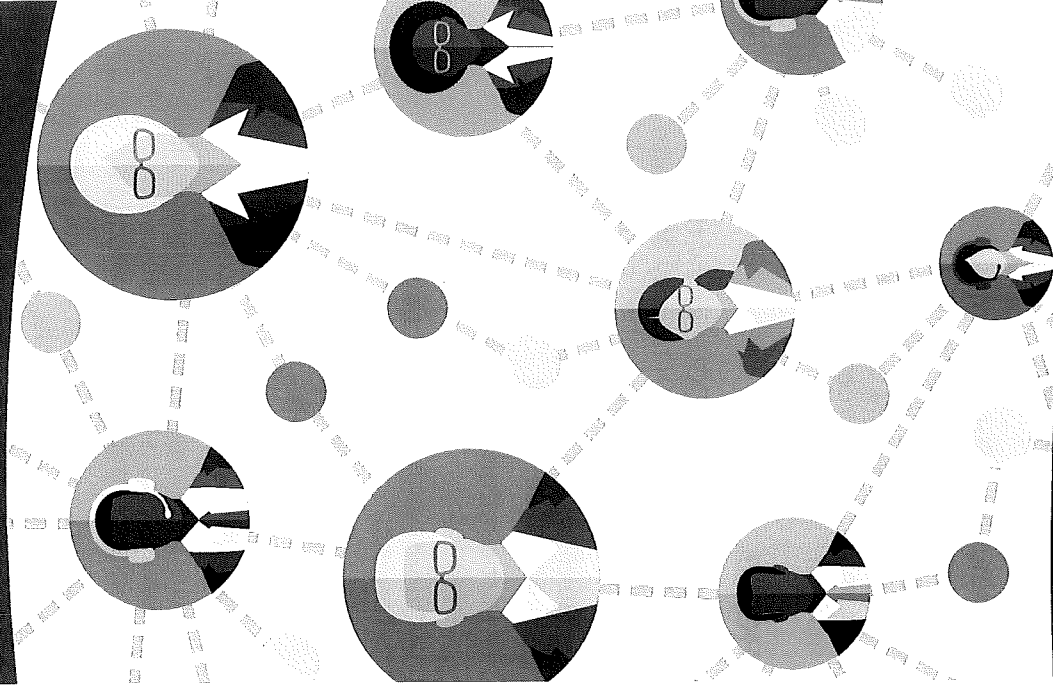
New.York.rcc
.partnership
@census.gov

Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, and Puerto Rico

PHILADELPHIA

Philadelphia.rcc
.partnership
@census.gov

Delaware, District of Columbia, Kentucky, Maryland, Ohio, Pennsylvania, Tennessee, Virginia, and West Virginia

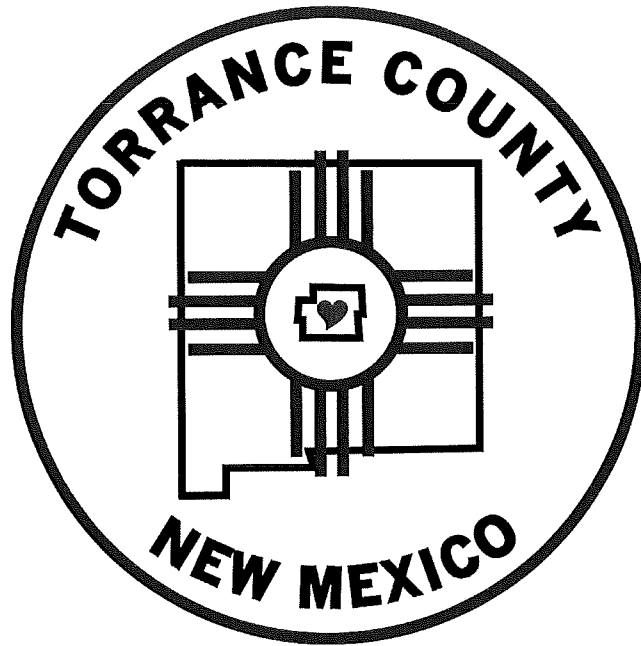




Agenda Item
No. 6



Agenda Item
No. 7



UPDATES

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



Agenda Item
No. 8

PO Box 48
205 9th Street
Estancia, NM 87016
(505) 246-4725 Main Line (505) 384-5294 Fax
www.torrancecountynm.org
Email: torrance@torrancecountynm.org



County Commission
Commissioner Chair Jim Frost, District 1
Commissioner Paul M. (Tito) Chavez, District 2
Commissioner LeRoy Candelaria, District 3
County Manager
Joy Ansley
Deputy County Manager
Annette Ortiz

**REQUEST TO BE PLACED ON THE TORRANCE COUNTY
COMMISSION AGENDA**

This form must be returned to the County Manager's Office **ONLY!**

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

Name: Betty Cabber
Assessor
First Last

Department / Company / Organization Name

Today's Date: 6-19-2018

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:
Assessor office annual report per NM Statute 7-36-16 (E)

Is this a Resolution , Contract, Agreement, Grant Application, Other? Report

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

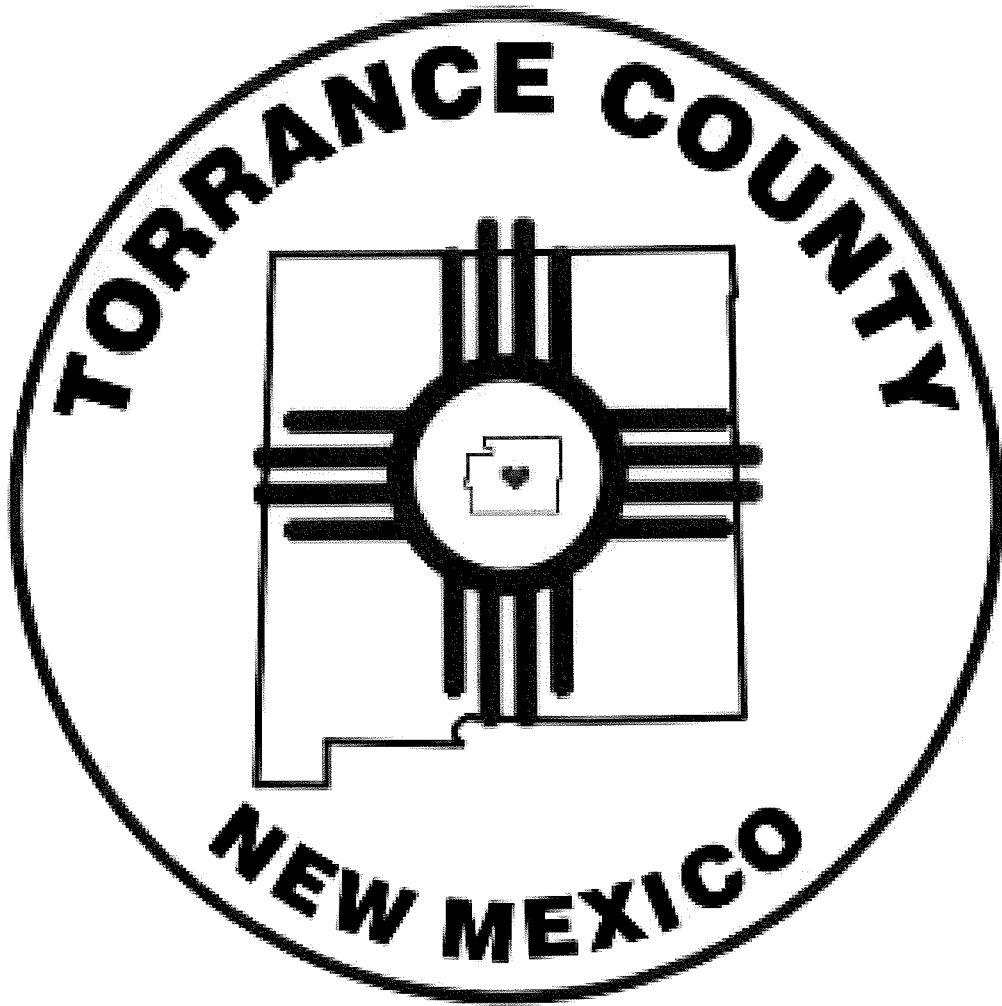
Has this been reviewed by the County Attorney? YES NO

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. 9



TrueConnect Agreement

Agreement: The parties to this TrueConnect Agreement include the undersigned employer (“Employer”), and Employee Loan Solution, LLC. (“Employee Loan Solutions”).

Description: TrueConnect is a small loan voluntary benefit program helping employees facing a financial need.

Loans: Fixed sizes no larger than \$3000, depending on employee income and tenure. Repayment is through payroll deductions over a period of 12 months.

Employee Loan Solutions Shall:

1. Maintain a program website portal through which employees can apply for a loan under the TrueConnect program.
2. Provide a file to Employer each pay period noting the payroll deduction amounts from each borrower.
3. Provide a secure interface through the program website for Employer to transmit reporting information.
4. Provide tools to facilitate automation of these steps.

Employer Shall:

1. Communicate the TrueConnect program to employees as a voluntary benefit utilizing approved written materials and the program website.
2. Submit through the program website an employee census file each pay period identifying employees and providing compensation data and related information which will be encrypted by TrueConnect. This can be automated.
3. Subject to any limitations under state law, Employer shall accept voluntary wage authorizations executed by employees, and process those authorized TrueConnect deduction instructions to facilitate loan payments, including repayment of the balance of any loan by deducting the sum from any terminated employee’s last paycheck.
4. Send a report of actual deductions to TrueConnect’s secure platform. This can be automated.

5. Each payday, the total of all loan deductions will be transferred to the bank for repayment through either:
 - ACH transfer or
 - Auto-deduction from designated Employer Account.

6. Communicate to Employee Loan Solutions (i) any changes to Employer's normal payday date, (ii) any terminations of employees having outstanding loans, (iii) any revocations of payroll deductions, or (iv) other pertinent information to Employee Loan Solutions through the program website.

7. Employee Loan Solutions shall defend, indemnify and hold harmless the Employer from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Agreement. Notwithstanding, Employee Loan Solutions shall not be responsible for negligent acts or intentional bad acts of the Employer.

Banking relationship: Loans will be made by an FDIC insured bank. Employer will provide full cooperation to the bank and acknowledges and agrees that the bank will be a third party beneficiary of this Agreement.

Termination: This Agreement may be terminated at any time by either party providing notice of termination to the other party. The program shall continue indefinitely until terminated.

Wind-Down: If any party terminates this Agreement for any reason, Employee Loan Solutions and Employer agree to cease all marketing and new loan originations. Employer agrees to continue all necessary payroll deductions until all existing loans are fully repaid.

Miscellaneous: The Agreement shall be effective as of the date of execution by the Employee Loan Solutions below. This TrueConnect Agreement constitutes the entire agreement of the parties and may only be modified by a subsequent agreement in writing signed by the parties hereto.

NM Counties Member

Employee Loan Solutions, LLC.

215 Hwy 101, Unit 105
Solana Beach, CA 92075

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____



*Agenda Item
No. 10*

Company Nurse Enrollment Template

Application Date:

Desired Service Start Date:
(Minimum 2 Weeks for Enrollment)

Employer Corporate Information

Company Name

Corporate Street Address

City

State

Zip

Estimated Annual Claims

FEIN

WC Policy Number

Number of Employees *

** This number is used to determine the quantity of Program Materials to be provided.*

Policyholder Worker's Compensation Contact Information

Primary WC Contact

Contact Phone

Contact Fax

Contact Email

Alternate WC Contact

Contact Phone

Contact Email

Return to Work Contact

Contact Company

Contact Phone

Contact Email

Work Status Fax or Email

There can be only one entry

***Bold Items are Required Fields**

Billing Contact Information for Medical Provider Invoices

Entity Paying Provider Invoices

Type of Entity

Billing Address

Billing Phone

Billing Fax

Billing Email

Third Party Administrator (TPA)
(If Applicable)

TPA Contact

TPA Address

TPA Phone

TPA Fax

TPA Email

Billing Contact Information for Company Nurse Invoices

Entity Paying Provider Invoices

Type of Entity

Billing Contact

Billing Address

Billing Phone

Billing Fax

Billing Email

Worksite Location Information

Please answer the following questions about the enrolling entity's organizational structure. This information will help determine how the entity locations will be structured in the Company Nurse system.

Is the Organization's workforce 1) Remote or 2) do they have set, static worksite locations?

Select From Drop Down

Work Site Location Names

Individual work site location must be named in such a way that an employee who is calling to report an injury can identify with the location loaded in the Company Nurse system. When providing location names, you should consider the following question:

"If you were to ask the employee who they work for - what would they say?"

Organization DBA's & Location Addresses

If the entity being enrolled has any DBAs or AKAs, these should be included in the location name provided. Also, all worksite locations must have a physical address complete with zip codes. This address information is integral to our referral process and cannot be a PO Box or left blank.

Remote Workforce Location Listing

If the Organization's workforce is remote or doesn't work from static locations, please list any branch locations to which the employees report, or just provide the organization name with a city and state identifier. **Example: ABC Company – Branch 123 or ABC Company – Memphis, TN.**

Static Workforce Location Listing

This the most straightforward listing of an Organization's worksite locations, just make sure to include the full address with zip code. **If they are to be grouped under any Region/Department/Division as noted above, please be sure to note in the Location Name.**

Worksite Location Listing

	WORKSITE LOCATION NAME	REGION / DIVISON <i>(Optional)</i>	LOCATION ADDRESS	CITY	STATE	ZIP	LOCATION NUMBER <i>(Optional)</i>
1	ABC Company - Head Office	North Region	123 Main Street	Anywhere	CA	99999	001
2							
3							
4							
5							
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39							
40							

Note:
 If there are more than 40 work site locations, a separate Excel spreadsheet can be provided in lieu of filling out the section above as long as all required information is included.

Assigned Medical Facilities

Company Nurse can triage an injury and refer the injured employee to an initial treating facility. The enrolling organization has two options regarding medical facilities used for referrals: 1) The organization can have Company Nurse refer an injured employee to a verified facility in our database that is closest to the employee's location, or 2) the organization can provide specific facilities Company Nurse is to use for their employees' referrals.

Use Closest Facilities in CN Database

If the organization has specific medical facilities they would like us to use, those must be identified below, and the specific location the facility is to be attached to should be noted using the line number from the location listing on Page 4. If a facility is to be used for all locations, ALL can be noted instead of a location line number. If more room is needed, a separate spreadsheet can be provided.

NON-ER FACILITY NAME	FACILITY ADDRESS	CITY	STATE	ZIP	PHONE NUMBER	ASSIGNED LOCATIONS
SAMPLE URGENT CARE	123 Main Street	Anywhere	CA	99999	(999) 999-9999	1,5,10,11,23
ER FACILITY NAME	FACILITY ADDRESS	CITY	STATE	ZIP	PHONE NUMBER	ASSIGNED LOCATIONS

Facility Notes

- 1) Company Nurse will only make referrals to front-line Providers including ERs, Occupational Medicine Clinics, Urgent Cares, and General Practices that handle Worker's Comp injuries.
- 2) Company Nurse will not load or refer to any Specialists (i.e. Ortho, Physical Therapy, etc.)
- 3) Company Nurse will submit any medical provider specified above to a comprehensive verification process if the provider is not already in the Company Nurse database. Should we find the facility is not viable for some reason, we will notify the enrollment contact.

Injury Report Distribution Contacts

Once an Employee has completed a call to Company Nurse, the Hotline will send out a Company Nurse Report of Injury to recipients provided on the report distribution below, which may include a TPA or Insurance Carrier, as well as any Employer contacts, Risk Management, etc. **List only those receiving reports for ALL Worksite Locations below.**

State Forms (FROI)

In addition to the Company Nurse Report of Injury, Company Nurse can provide a partially-completed **State First Report of Injury (FROI)** as an editable PDF. The FROI will not be totally complete, so the recipient will be able to edit and add any missing information before submitting it to the appropriate State Agency. We recommend that only one recipient per department receive the editable FROI to reduce issues with version control of this form. In California, we can also provide the partially-completed DWC-1 form, which can be completed and then printed for signature by the Employee.

Recipient Name	Recipient Company	Recipient Email/Fax	Report Frequency	State Forms
			Send All Incidents	No
			Send All Incidents	No
			Send All Incidents	No
			Send All Incidents	No
			Send All Incidents	No
			Send All Incidents	No
			Send All Incidents	No

Individual Worksite Location Report Distribution

In the event there are specific individuals that should only get reports for specific worksite locations, please list those recipients below and reference the number(s) of the worksite location(s) from the Worksite Location Listing on page 4. If there are no worksite-specific report recipients, please leave this area blank.

Recipient Name	Worksite Locations	Recipient Email/Fax	Report Frequency	State Forms
			Send All Incidents	No
			Send All Incidents	No
			Send All Incidents	No
			Send All Incidents	No
			Send All Incidents	No
			Send All Incidents	No
			Send All Incidents	No

Directives

Post-Injury Drug Testing Protocol

During the call, Company Nurse can advise Employees regarding the policy on Drug Testing after a workplace incident. There are three choices for the Drug Testing Directive: 1) Advise that ALL Incidents require drug testing, 2) Only incidents with a Medical Referral, 3) All Other Policies - Employee must consult with their Supervisor about any necessary Drug Testing.

Choices 1 or 2 will include instructions on the Provider Alert to the referred medical facility that Drug Testing is required. Choice 3 will just be a directive read to the Employee during the call.

Select Appropriate Drug Testing Protocol Below

None

Designated Facility Directives

Regulations regarding who chooses the initial treating facility for a Worker's Comp Injury - the Employer or the Employee - vary by state. Please indicate below if 1) Employees must be referred to an Employer Designated Facility, 2) Employer has preferred facilities, but Employee may choose their own, 3) Employer has a Panel of providers from which the Employee can choose. 4) For California, a directive referring Employees to designated facilities, unless they have Pre-Designation on file, will be added. 5) If you have locations in multiple states, consult with your Account Executive about state specific directives.

Select Appropriate Facility Directive Below

None

Miscellaneous Directives

Below are some basic directives that can be added to an organization's setup. Check the box next to any desired directive. Any other custom questions or directives will need to be discussed with your Account Executive during Enrollment.

- All Employees must be triaged by a Nurse
- All Employees seeking Treatment must be triaged by a Nurse
- A Supervisor Must Initiate All Calls
- If an Employee was seen at a Non-Designated Facility, Re-refer to a Designated Facility
- Follow Up / Questions: Contact at
- Return To Work: Report Work Restrictions to at



*Agenda Item
No. 11*

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

June 20, 2018

The Honorable Commissioner Julia Ducharme
Torrance County Commission Chair
PO Box 48
Estancia, NM 87016

Dear Commissioner Salas:

Enclosed are two DWI Grant Agreements for the project #19-D-G-31 for your review and approval. **Please note that original signatures and notarization are required on page 9 of both copies of the Agreement.** After signature and notarization, please return both original copies of the Agreement to us for execution. We will send one fully executed copy of the Agreement for your files.

Reimbursement requests for expenditures made prior to the full execution of the DWI Grant Agreement will not be accepted.

If you have any questions or require additional information, please feel free to contact Luci Kelly, DWI Program Manager of my staff at (505) 827-4958.

Sincerely,

A handwritten signature in black ink, appearing to read "Rick Lopez".

Rick Lopez, Director
Local Government Division

xc: Tracey Master, DWI Coordinator
File

Enclosures

STATE OF NEW MEXICO
DEPARTMENT OF FINANCE AND ADMINISTRATION
LOCAL GOVERNMENT DIVISION
DWI GRANT PROGRAM

DWI GRANT AGREEMENT
Project No. 19-D-G-31

THIS GRANT AGREEMENT is made and entered into by and between the Department of Finance and Administration, State of New Mexico, acting through the Local Government Division, Bataan Memorial Building, Suite 201, Santa Fe, New Mexico 87501, hereinafter called the **DIVISION**, and the **County of Torrance**, hereinafter called the **GRANTEE**.

WITNESSETH:

WHEREAS, this Grant Agreement is made by and between the Department of Finance and Administration, State of New Mexico, acting through the Local Government Division, and the Grantee, pursuant to the Local Driving While Intoxicated ("LDWI") Grant Program Act Sections 11-6A-1 through 11-6A-6, NMSA 1978, as amended (the "Act") and the LDWI Grant Program Regulations 2.110.4 NMAC (the "Regulations"); and

WHEREAS, on April 24, 2018, the DWI Grant Council awarded the Grantee **\$50,000.00** to support programs to reduce the incidence of driving while intoxicated, alcoholism, and alcohol abuse in New Mexico ("Project"); and

NOW, THEREFORE, the parties hereto do mutually agree as follows:

ARTICLE I - SCOPE OF WORK

- A. The Grantee agrees that it will implement, in all respects, the activities outlined in its Project Description, attached hereto as Exhibit "A" and made a part of this Grant Agreement.
- B. The Grantee agrees to make no change to the Project Description herein described without first submitting a written request to the Division and obtaining the Division's written approval of the proposed change.

ARTICLE II - LENGTH OF GRANT AGREEMENT

- A. Upon being duly executed by the Division, the term of this Grant Agreement shall be from **July 1, 2018** through **June 30, 2019**.
- B. In the General Appropriation Act of 2018, Section 3. General Provisions C. states, "Amounts set out in Section 4 of the General Appropriation Act of 2018, or so much as may be necessary, are appropriated from the indicated source for expenditure in the fiscal year 2019 for the objects expressed". Per the "Act", any unexpended funds at the end of a fiscal year, revert to the Local DWI Grant Fund.

ARTICLE III - REPORTS

A. Evaluation

1. The Grantee agrees to systematically collect, analyze and use data to examine programs, initiatives and policies by looking at both the process and the outcomes to assess their effectiveness. The Grantee agrees to review and update the existing evaluation plan periodically throughout the fiscal year.
2. The Grantee agrees that data entered into the DWI Screening Program which includes the Managerial Data Set (MDS) Database, is complete and accurate to allow the Department of Finance and Administration's (DFA) designated evaluation contractor to develop and implement an evaluation system and/or to provide relevant reports derived from the available data.
3. In order that the Division may adequately evaluate the progress of the Local DWI grant program statewide, the Grantee shall provide within 30 days, upon request of DFA's evaluator(s), information and access to program records and records of contractors working for the Grantee, provided that such information will not contain any "individually identifiable health information" as defined by the Standards for Privacy of Individually Identifiable Health Information, 45 CFR Parts 160 and 164, the Regulations promulgated by the Department of Health and Human Services pursuant to HIPAA, the Health Insurance Portability and Accountability Act of 1996 (the "HIPAA Regulations").

B. Progress Reports

1. In order that the Division may adequately evaluate the progress of the Grant Agreement, the Grantee shall be required to provide periodic quarterly Progress Reports to the Division. The Progress Reports shall contain a narrative and/or bulleted highlights of accomplishments and/or problems and delays encountered to date, a detailed budget breakdown of expenditures to date which includes expenditure back-up documentation, a summary of any fees collected and/or expended, the DWI Screening Program Quarterly Report, the MDS Quarterly Report, LDWI Planning Council meeting agendas and minutes, attached hereto as Exhibit "B" (Quarterly Progress Report and Certification), and such other information following the objectives of the Grantee's evaluation as may be of assistance to the Division in its evaluation. The first quarterly Progress Report is due **October 31, 2018**.
2. Grantee assures that Progress Reports submitted to the Division will not contain any "individually identifiable health information" as defined by the by the HIPAA Regulations.
3. One copy of the corresponding quarterly Progress Report shall be submitted to the Division no later than **October 31, 2018**, **January 31, 2019**, and **April 30, 2019** for review and comment.

C. Final Report

1. The Grantee shall submit to the Division one copy of the Final Report for this Project. The Final Report shall include the information called for in Article III, Paragraph B(1) and B(2) for the fourth quarter.
2. The Final Report and final reimbursement shall include sufficient detail to evaluate the effectiveness of each program component in the Project and shall be submitted no later than July 10, 2019.

D. Annual Report

1. The Grantee shall submit to the Division one copy of the Annual Report for this Project. The Annual Report shall include the data from the DWI Screening Program, including the demographic profile of the DWI offender and the MDS data reports for the entire term of the Grant Agreement, highlights for the period, and other information requested by the Division, in the format provided by the Division.
2. The Annual Report shall be submitted no later than July 31, 2019.

ARTICLE IV - CONSIDERATION AND METHOD OF PAYMENT

- A. In consideration of the Grantee's satisfactory completion of all work and services required to be performed under the terms of this Grant Agreement, and in compliance with all other Grant Agreement requirements herein stated, the Division shall pay the Grantee a sum not to exceed **Fifty Thousand Dollars and No Cents (\$50,000.00)**. The funds are to be expended in accordance with the proposed budget attached as Exhibits "C" and "C (1)", and made a part hereof. It is understood and agreed that the Grantee's expenditure of these monies shall not deviate from the budget categories of said budget by more than 10 percent of the total grant amount without the prior written approval of the Division.
- B. It is understood and agreed that if any portion of the funds set forth in Paragraph IV (A) are not expended at the completion of this Grant Agreement period for the purpose designated in this Grant Agreement, the unexpended funds shall revert to the Division for disposition.
- C. All payments will be made on a reimbursement of actual cost basis upon receipt by the Division of individual quarterly Progress Reports accompanied by the following completed forms: Request for Payment Form, attached hereto as Exhibit "D" and "D(1)"; and Detailed Breakdown By Budget Category Form, including any Fees Collected, attached hereto as Exhibit "G." Request for Payment Forms shall specify all in-kind administrative costs and capital outlay expenditures.
- D. Payment shall be made only for those services specified in this Grant Agreement and not funded by any other public-entity funding source. **The Grantee shall not bill the Division for the same service or services billed to another funding agency or source.**

ARTICLE V - MODIFICATION AND TERMINATION

- A. The Division, by written notice to the Grantee, shall have the right to terminate this Grant Agreement if, at any time, in the judgment of the Division, the provisions of this Grant Agreement have been violated or the activities described in the Project Description do not progress satisfactorily. In this regard, the Division may demand refund of all or part of the funds dispersed to the Grantee.
- B. The parties may modify any and all terms and conditions of the Grant Agreement by mutual written agreement between the Grantee and the Division.
- C. **Early Termination for Convenience:** Except as provided in Article X, Appropriations, either the Division or Grantee may terminate this Grant Agreement by providing the other party with a minimum of thirty (30) days' advance, written notice of the termination.
- D. **Liability in the Event of Early Termination:** In the event of early termination of this Grant Agreement by either party, the Division's sole liability shall be to reimburse Grantee in accordance with this Grant Agreement for qualifying expenditures that were:
 - a. Incurred pursuant to a legally binding agreement entered into by Grantee before Grantee's receipt of the Division's notice of early termination or the issuance by the Grantee of a notice of early termination;
 - b. Incurred on or before the termination date in the notice of early termination;
 - c. For permissible purposes under this Grant Agreement's Project Description and procured and executed in accordance applicable law; and
 - d. The subject of a Request for Payment Form properly and timely submitted in accordance with Article IV of this Grant Agreement.

ARTICLE VI - CERTIFICATION

The Grantee hereby assures and certifies that it will comply with all State regulations, policies, guidelines, and requirements with respect to the acceptance and use of State funds. Also, the Grantee gives assurances and certifies with respect to the grant that:

- A. It has the legal authority to receive and expend the funds as described in the Project Description.
- B. It shall meet all requirements of the Act and the Regulations and all other New Mexico State laws and regulations as they pertain to all activity conducted under this Grant Agreement and provide verification thereof to the Division.
- C. It shall finance all costs of the Project, including all Project overruns.
- D. Every treatment facility, program or other provider it contracts with to perform the activities that are subject to this Grant Agreement, shall, at all times, comply with all applicable State and federal laws and regulations and any and all licensure requirements governing treatment facilities, programs, or providers. All Contracts shall contain the following provisions: "The

Contractor agrees to comply, at all times, with all applicable State and federal laws and regulations and any and all licensure requirements governing its program and facility." The Grantee agrees it shall be solely liable for the failure of any of its providers to meet and comply with all applicable State and federal laws and licensure requirements governing the treatment provider or the program.

- E. It shall comply with the State Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978. All professional services, activities or programs provided through a service provider must be implemented through a professional service contract. **The Grantee will submit all Project related contracts, and agreements to the Division for review and approval prior to execution. Amendments to existing contracts must also be submitted to the Division for review and approval prior to execution.**

Grantees will be **required** to complete a request-for-proposal (RFP) for contracts over \$60,000; provided, however, that if the Grantee's governing body's guidelines have more stringent requirements, the Grantee's governing body's guidelines must be followed. Sole Source contracts can be utilized if justification can be provided that the organization(s) is the only one in the area that can provide the services. The Grantee will be required to submit to the Division written documentation describing the reason for sole source contracting prior to entering into the contract and all provisions of the Procurement Code **MUST** be adhered to in regard to the requirements.

- F. It will adhere to all financial and accounting requirements of the Department of Finance and Administration.
- G. It will comply with all applicable conditions and requirements prescribed by the Division in relation to receipt of State DWI grant funds.
- H. It shall not at any time utilize or convert any equipment or property acquired or developed pursuant to this Grant Agreement for any use other than those specified in the scope of work as defined in the Grant Agreement without the prior approval of the Division.
- I. No member, officer, employee, or family member(s) of the Grantee, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his/her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract, or the process thereof, for work to be performed in connection with the program assisted under the grant, and the Grantee shall incorporate, in all such contracts, a provision prohibiting such interest pursuant to the purposes of this certification.
- J. If applicable, it will comply with all HIPAA requirements and HIPAA Regulations.

ARTICLE VII - RETENTION OF RECORDS

The Grantee shall keep such records as will fully disclose the amount and disposition of the total funds from all sources budgeted for the Grant Agreement period, the purpose for which such funds were used, the amount

and nature of all contributions from other sources, and such other records as the Division shall prescribe. Such records shall be preserved for a period of not less than six (6) years following completion of all the conditions of this Grant Agreement.

ARTICLE VIII - REPRESENTATIVES

- A. The Grantee hereby designates the person listed below as the official Grantee Representative responsible for overall supervision of the approved Project:

Name: Tracey Master
Title: DWI Coordinator
Address: PO Box 48
Estancia, NM 87016

Phone: 505-705-0332
Email: tmaster@tcnm.us

- B. The Division designates the person listed below as its Program Manager, responsible for overall administration of this Grant Agreement, including compliance and monitoring of Grantee:

Name: Luci Kelly
Title: DWI Program Manager
Address: Department of Finance and Administration
Local Government Division
Bataan Memorial Building, Suite 203
Santa Fe, NM 87501

Phone: (505) 827-4958
Email: LUCI.KELLY@state.nm.us

ARTICLE IX - SPECIAL CONDITIONS

- A. The Grantee shall budget and expend a minimum of **10 percent** of the total DWI grant funding awarded for the twelve-month period in local match/in-kind monies. The Grantee shall not budget administrative expenses except as in-kind match pursuant to the DWI Grant Council's administrative policy. The Grantee hereby budgets **Seventeen Thousand Three Hundred Dollars and No Cents (\$17,300.00) (35 %)** as its matching funds commitment.
- B. The Grantee shall not budget, nor at any time exceed expenditures, greater than **ten percent** of its overall grant funding for capital outlay incurred during the grant period.
- C. The Grantee shall submit to the Division written copies of the description of the **treatment program protocol by July 31, 2018**, for review and comment. All changes and modifications made to the treatment program, including its materials, shall be reported to the Division for its

review and comment, as necessary.

- D. The Grantee shall submit to the Division written copies of the description of the **screening program protocol by July 31, 2018**, for review and comment. All changes and modifications made to the screening program, including its materials, shall be reported to the Division for its review and comment.
- E. The Grantee shall submit to the Division written copies of the description of the **compliance monitoring program protocol by July 31, 2018**, for review and comment. All changes and modifications made to the compliance monitoring program, including its materials, shall be reported to the Division for its review and comment.
- F. **The Grantee shall submit LDWI Planning Council by-laws by July 31, 2018.**
- G. **The Grantee shall enter screening and tracking data online in the DWI Screening Program. Data shall be entered and maintained in a current up-to-date status.**
- H. **The Grantee shall enter the prevention and enforcement goals and activities online in the MDS database. Data shall be entered and maintained on a quarterly basis.**
- I. The Grantee shall be solely responsible for fiscal or other sanctions, penalties, or fines occasioned as a result of its own violation or alleged violation of requirements applicable to performance of this Grant Agreement. The Grantee shall be liable for its acts or failure to act in accordance with this Grant Agreement, subject to the immunities and limitations of the New Mexico Tort Claims Act, Sections 41-4-1 through 41-4-27, NMSA 1978.

ARTICLE X - APPROPRIATIONS

The terms of this Grant Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico for the performance of the Grant Agreement. If sufficient appropriations and authorizations are not made by the Legislature, the Division may *immediately* terminate this Grant Agreement, in whole or in part, regardless of any existing legally binding third party contracts entered into by or between Grantee and a third party, by giving Grantee written notice of such early termination. The Division's decision as to whether sufficient appropriations are available shall be accepted by the Grantee and shall be final and non-appealable. The Grantee shall include a substantively identical clause in all contracts between it and third parties that are (i) funded in whole or part by funds made available under this Grant Agreement and (ii) entered into between the effective date of this Grant Agreement and the Termination Date or early termination date.

ARTICLE XI - REQUIRED TERMINATION CLAUSE IN CONTRACTS FUNDED IN WHOLE OR PART BY FUNDS MADE AVAILABLE UNDER THIS GRANT AGREEMENT

- A. Grantee shall include the following or a substantially similar termination clause in all contracts that are (i) funded in whole or part by funds made available under this Grant Agreement and (ii) entered into after the effective date of this Grant Agreement:

“This contract is funded in whole or in part by funds made available under a Department of Finance and Administration, Local Government Division (Division) grant agreement. If the Division terminates the grant agreement, the County of Torrance may terminate this contract by providing contractor written notice of such termination in accordance with the notice provisions in this contract. In the event of termination pursuant to this paragraph, the County of **Torrance’s** only liability shall be to pay contractor for acceptable goods and/or services delivered and accepted prior to the termination date.”

[Remainder of page intentionally left blank.]

IN WITNESS WHEREOF, the Grantee and the Division do hereby execute this Grant Agreement.

THIS GRANT AGREEMENT has been approved by:

COUNTY OF TORRANCE

By: _____
Authorized Signatory

Date

(Type or Print Name)

STATE OF NEW MEXICO)
) ss.
COUNTY OF TORRANCE)

The foregoing instrument was acknowledged before me this ____ day of _____, 2018 by _____.

Notary Public

My Commission Expires: _____

**DEPARTMENT OF FINANCE AND ADMINISTRATION
LOCAL GOVERNMENT DIVISION**

By: _____
Rick Lopez, Director

Date

STATE OF NEW MEXICO)
) ss.
COUNTY OF SANTA FE)

The foregoing instrument was acknowledged before me this ____ day of _____, 2018 by _____.

Notary Public

My Commission Expires: _____

EXHIBIT "A"

PROJECT DESCRIPTION

Name of Grantee: County of Torrance
Grant No.: 19-D-G-31
Grant Amount: \$50,000.00

Grantee will provide DWI program activities in the following areas:

1) Prevention:

Prevention is the active process that promotes the personal, physical and social well-being of individuals, families and communities to reinforce positive behaviors and healthy lifestyles. The term "prevention" is reserved for interventions that occur before the initial onset of a disorder. Prevention programs shall focus on the prevention of alcoholism, alcohol abuse, underage drinking, and DWI.

All prevention activities funded by the LDWI grant program must be related to preventing DWI and/or alcohol abuse. LDWI funds may be used to support the planning, implementation, and evaluation of such activities. Staff development (such as training required for certification) is an allowable prevention activity.

While funds for prevention can be budgeted in any allowable budget category, all funds spent on prevention should be in support of prevention activities identified and approved as part of a systematic planning process.

Prevention activities funded with LDWI grant funds should be either evidence-based or promising activities. DWI programs must be able to document compliance with this requirement.

2) Enforcement:

Overtime for officers to support sobriety checkpoints, saturation patrols and underage drinking enforcement will be supported through the LDWI grant program.

3) Screening:

The grant requires a county-wide screening program that addresses all municipal, district and magistrate court referrals related to DWI. Other referrals addressing DWI-related issues may also be handled from schools and the probation and parole system. Programs must use the DFA approved screening program.

The program shall use screening fees to self-fund the screening costs to the fullest extent possible. The fee structure shall include an appropriate sliding-fee schedule, based on earning capacity of offenders, to assist those offenders who are unable to pay the full fees.

The screening program shall not be provided by an alcoholism treatment program serving the judicial districts involved in order to avoid conflict of interest or screening bias. (Section 43-3-11(D), NMSA 1978).

4) Treatment: Outpatient/Jail based:

Treatment is an array of individual, family, group or social program or activity alternatives directed to intervene and address DWI, alcohol problems, alcohol dependence, alcoholism or alcohol abuse. Treatment

seeks to reduce the consumption of alcohol, to support abstinence and recovery from drinking alcohol, and to improve physical health, family and social relationships, emotional health, well-being, and general life functioning.

The competitive grant and distribution funding supports outpatient treatment services and jail based services that address alcohol abuse or alcohol dependence issues, as related to DWI and the prevention of repeated DWI offenses for offenders with current DWI convictions. Treatment providers can be contracted or on staff. Treatment providers must be licensed to practice in the State of New Mexico and must follow evidence-based treatment practices.

The treatment programs shall include a treatment assessment. This assessment shall be administered at admission and again at discharge for outpatient treatment. An individual treatment plan must be provided for each offender. The treatment program will address motivational, therapeutic and psycho-educational approaches to assist the DWI offenders, and their family/collateral support system when feasible and appropriate, in (1) consideration for change of risk-taking behavior and (2) consideration for continued treatment and/or recovery maintenance.

5) Compliance Monitoring/Tracking:

The grant supports a compliance monitoring/tracking component, which strengthens tracking, follow-up, and supervised probation-type efforts with DWI offenders to assist courts in the monitoring for compliance of offenders with court imposed sentencing (i.e., screening, treatment, ignition interlock, DWI School, etc.) Compliance monitoring follow-up may include community service supervision, as well. All programs must use the State selected screening and tracking instrument. Programs which are funding supervised probation-type services must follow the Misdemeanor Compliance Program Guidelines issued by the Administrative Office of the Courts (AOC).

6) Coordination, Planning, and Evaluation:

The grant supports Coordination, Planning and Evaluation administered by a professional responsible for oversight of all LDWI program efforts: monitoring all activities; budgeting, planning and funding requests; development, maintenance and reporting of all reporting requirements; evaluation of the grant Project progress and impact; submission of all required financial and program reports; staffing the LDWI Planning Council; and attending DWI Grant Council meetings.

7) Alternative Sentencing:

Alternative sentencing provides the courts with sentencing alternatives to traditional incarceration, including electronic monitoring devices, alcohol monitoring devices, community custody, DWI Drug Courts, and community service.

LDWI funding may be used to support alternative adjudication programs such as DWI court and teen court. Teen court funding is limited to \$30,000 for the operation of teen courts. All DWI courts must follow AOC specialty court guidelines. All teen courts funded through the LDWI grant program must adhere to the Juvenile Adjudication Fund Guidelines, which can be found on the DFA website.

Often teen court programs implement prevention activities in addition to their alternative sentencing services. Prevention activities, services and programs implemented by a teen court must be budgeted through the prevention component and meet prevention program requirements.

EXHIBIT "B" QUARTERLY REPORT CHECKLIST AND CERTIFICATION

Grantee: Torrance

Quarter: _____

To be completed by DWI Coordinator	To be completed by LDWI Program Manager
Date Sent:	Date Received:
Grant: <input type="checkbox"/> Exhibit D & D(1) <input type="checkbox"/> Exhibit G <input type="checkbox"/> Exhibit G In-Kind <input type="checkbox"/> Backup Documentation	Grant: <input type="checkbox"/> Exhibit D & D(1) <input type="checkbox"/> Exhibit G <input type="checkbox"/> Exhibit G In-Kind <input type="checkbox"/> Backup Documentation
Distribution: <input type="checkbox"/> Exhibit F & F(1) <input type="checkbox"/> Exhibit G <input type="checkbox"/> Exhibit G In-Kind <input type="checkbox"/> Backup Documentation <input type="checkbox"/> Treasurer's Report	Distribution: <input type="checkbox"/> Exhibit F & F(1) <input type="checkbox"/> Exhibit G <input type="checkbox"/> Exhibit G In-Kind <input type="checkbox"/> Backup Documentation <input type="checkbox"/> Treasurer's Report
Detox Grant (if applicable): <input type="checkbox"/> Exhibit D & D(1) <input type="checkbox"/> Exhibit G <input type="checkbox"/> Exhibit G In-Kind <input type="checkbox"/> Backup Documentation	Detox Grant (if applicable): <input type="checkbox"/> Exhibit D & D(1) <input type="checkbox"/> Exhibit G <input type="checkbox"/> Exhibit G In-Kind <input type="checkbox"/> Backup Documentation
<input type="checkbox"/> Exhibit I – Enforcement Activity Report and/or <input type="checkbox"/> Exhibit I (B) – Full Time Officer Report	<input type="checkbox"/> Exhibit I – Enforcement Activity Report and/or <input type="checkbox"/> Exhibit I (B) – Full Time Officer Report
<input type="checkbox"/> Complete, Review & Attach Managerial Data Set (MDS) Quarterly Report	<input type="checkbox"/> Review Attached Managerial Data Set (MDS) Quarterly Report
<input type="checkbox"/> Complete, Review & Attach ADE Screening & Tracking Quarterly Report	<input type="checkbox"/> Review Attached ADE Screening & Tracking Quarterly Report
<input type="checkbox"/> LDWI Planning Council Meeting Agenda and Minutes (Signed) <input type="checkbox"/> Planning Council Meeting Sign In Sheet(s)	<input type="checkbox"/> LDWI Planning Council Meeting Agenda and Minutes (Signed) <input type="checkbox"/> Planning Council Meeting Sign In Sheet(s)
<input type="checkbox"/> Successes/challenges (Accomplishments and problems. Include solutions to any problems)	<input type="checkbox"/> Successes/Challenges

Under penalty of law, I hereby certify that all payments made from LDWI grant and distribution monies were verified and accounted for by locally implemented policies and controls; no "individually identifiable health information" as defined by the HIPAA Regulations has been included in the report; and that to the best of my knowledge and belief, the information contained in this report is correct and true and that no other funding source is reimbursing these specific expenditures.

Grantee Representative

Print Name

Date

County/City Official

Print Name

Date

I certify that I have reviewed all attached items/documents submitted and that all necessary information/forms are included and are accurate.

LDWI Program Manager

Print Name

Date

**Local DWI Grant Fund
Revenue/Expenditure Summary**

Applicant/Grantee

Torrance County

Total Grant Funds

Project No.: 19-D-G-31

\$50,000.00

REVENUES BY SOURCE	EXPENDITURE BY CATEGORY	Grant Expenditures	In-Kind/Match Local Funds	TOTAL Budget
Local DWI Program Grant	ADMINISTRATIVE*			
Program Generated Fees	Personnel Services			0.00
	Employee Benefits			0.00
	Travel			0.00
Local Match (Cash or In-Kind)	Contractual Services			0.00
Program Generated Fees	Operating Expenses			0.00
County				
City	PROGRAM			
Judicial/Courts	Personnel Services	31,701.00		31,701.00
Other (list):	Employee Benefits	4,893.00		4,893.00
Monterey Edgewood School District	Travel (In-State)			0.00
Torrance County Sheriff's Office	Travel (Out-of-State)			0.00
Drug Education fund	Supplies			0.00
	Operating Costs	3,306.00	1,300.00	4,606.00
	Contractual Services	10,100.00	16,000.00	26,100.00
	Minor Equipment			0.00
	Capital Outlay*			0.00
TOTAL REVENUES	TOTAL EXPENDITURES	50,000.00	17,300.00	67,300.00

(*) Capital Outlay cannot exceed 10%

10% = 5,000.00

LOCAL DWI GRANT PROGRAM
Request For Payment/Financial Status Report

Grant Expenditures:

	Budget
Prevention	16,671.00
Enforcement	7,913.00
Screening	3,913.00
Domestic Violence	
Treatment: Outpatient/Jailbased	7,513.00
Compliance Monitoring/Tracking	3,913.00
Coordination, Planning & Evaluation	6,164.00
Alternative Sentencing	3,913.00
Totals:	50,000.00

ck

50,000.00

Torrance County
205 South 9th Street
Estancia NM 87016
505-705-0332
19-D-G-31

In-Kind/Match Expenditures:

	Budget
Prevention	1,400.00
Enforcement	
Screening	300.00
Domestic Violence	
Treatment: Outpatient/Jailbased	
Compliance Monitoring/Tracking	7,800.00
Coordination, Planning & Evaluation	7,800.00
Alternative Sentencing	
Totals:	17,300.00

ck

17,300.00

Tot. Bud. Expd: 67,300.00 ck

67,300.00

EXHIBIT C(1)

LOCAL DWI GRANT PROGRAM
Request for Payment/Financial Status Report

Exhibit D

A. Grantee: Tomance County B. Address: 205 South 9th Street Estancia NM 87016 C. Telephone No.: 505-705-0332 D. Grant No.: 19-D-G-31	II. Payment Computation: A. Grant Award: \$50,000.00 B. Funds Received To Date: \$0.00 C. Amount Requested This Payment: \$0.00 D. Grant Balance: \$50,000.00 III. Report Period Ending: 31-Jul-18
--	---

Budget Categories	Approved Budget			Expenditures Year to Date			Expenditures This Request		
	Grant Funds	In/Kind Match	Total Budget	Grant Funds	In/Kind Match	Total Budget	Grant Funds	In/Kind Match	Total Expenditures
ADMINISTRATIVE*									
Personnel Services		0.00	0.00		0.00	0.00			0.00
Employee Benefits		0.00	0.00		0.00	0.00			0.00
Travel		0.00	0.00		0.00	0.00			0.00
Contractual Services		0.00	0.00		0.00	0.00			0.00
Operating Expenses		0.00	0.00		0.00	0.00			0.00
PROGRAM									
Personnel Services	31,701.00	0.00	31,701.00	0.00	0.00	0.00			0.00
Employee Benefits	4,893.00	0.00	4,893.00	0.00	0.00	0.00			0.00
Travel (In-State)		0.00	0.00		0.00	0.00			0.00
Travel (Out-of-State)	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Supplies	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Operating Costs	3,306.00	1,300.00	4,606.00	0.00	0.00	0.00			0.00
Contractual Services	10,100.00	16,000.00	26,100.00	0.00	0.00	0.00			0.00
Minor Equipment	0.00	0.00	0.00	0.00	0.00	0.00			0.00
Capital Outlay*	0.00	0.00	0.00	0.00	0.00	0.00			0.00
TOTAL EXPENDITURES	50,000.00	17,300.00	67,300.00	0.00	0.00	0.00	0.00	0.00	0.00

IV. CERTIFICATION: Under penalty of law, I hereby certify to the best of my knowledge and belief, the above information is correct, expenditures are properly documented, required/matching funds have been spent/obligated in the reported amount, and the copies of all required documentation are attached, or on file for review. The documentation for this payment is true and reflects correct copies of the originals. All payment requests listed are not funded by any other funding source. The service provider shall not bill the grantee and another funding source for the same client at the same time.

Grantee Fiscal Officer (Printed Name and Title) _____ Grantee Fiscal Officer (Signature) _____	Date _____ Date _____
Grantee Representative (Printed Name and Title) _____ Grantee Representative (Signature) _____	Date _____ Date _____

Local Government Division Fiscal Officer Date Local Government Division Project Representative Date

182A Local Government Division Use Only

LOCAL DWI GRANT PROGRAM
Request for Payment/Financial Status Report
Breakdown By Program Component Expenditures D(1)

Exhibit D (1)

Grantee: **Lorance County**
 Project No.: **19-D-G-31**
 Request No. **1**

Total Grant Funds Requested This Request: 0.00
 Total Matching Funds Reported This Request: 0.00
 Total Expenditures Reported This Request: 0.00

Grant Expenditures:

	Budget
Prevention	16,671.00
Enforcement	7,913.00
Screening	3,913.00
Domestic Violence	0.00
Treatment: Outpatient/Jailbased	7,513.00
Compliance Monitoring/Tracking	3,913.00
Coordination, Planning & Evaluation	6,164.00
Alternative Sentencing	3,913.00
Totals:	50,000.00

	This Request	YTD
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
	0.00	0.00
Totals:	0.00	0.00

In-Kind/Match Expenditures:

	Budget
Prevention	1,400.00
Enforcement	0.00
Screening	300.00
Domestic Violence	0.00
Treatment: Outpatient/Jailbased	0.00
Compliance Monitoring/Tracking	7,800.00
Coordination, Planning & Evaluation	7,800.00
Alternative Sentencing	7,800.00
Totals:	17,300.00

	This Request	YTD	Additional In-Kind/Match
	0.00	0.00	
	0.00	0.00	
	0.00	0.00	
	0.00	0.00	
	0.00	0.00	
	0.00	0.00	
	0.00	0.00	
	0.00	0.00	
Totals:	0.00	0.00	0.00

Total Expenditures This Reimbursement: 0.00 **Check**
 Total Expenditures Year to Date: 0.00 0.00
 Total Additional In-Kind Match Year to Date: 0.00

I hereby certify to the best of my knowledge and belief, the above information is correct, expenditures are properly documented, required/matching funds have been spent/obligated in the reported amount, and the copies of all required documentation are attached, or on file for review. The documentation for this payment is true and reflects correct copies of the originals. All payment requests listed are not funded by any other funding source. The service provider shall not bill the grantee and another funding source for the same client at the same time.

 Name

 Title

 Date

Exhibit G - Grant
Detailed Breakdown By Budget Category
LOCAL DWI GRANT PROGRAM

Grantee: Torrance County
 Project No.: 19-D-G-31
 Request No.: _____

Total Grant Funds Requested This Request: 0.00
 Total In-Kind/Match This Request: 0.00
 Total Expenditures Reported This Request: 0.00

Grant Expenditures:

ADMINISTRATIVE

Administrative expenses are not allowed.

PROGRAM

<u>Personnel Services</u>	<u>Pay Period</u>	<u>Name</u>	<u>Job title</u>	<u>Check Number</u>	<u>Amount</u>	<u>Component</u>
Total Personnel Services:					0.00	

<u>Employee Benefits</u>	<u>Pay Period</u>	<u>Name</u>	<u>Job title</u>	<u>Check Number</u>	<u>Amount</u>	<u>Component</u>
Total Employee Benefits:					0.00	

<u>Travel (In-State)</u>	<u>Date of Travel/Location</u>	<u>Purpose of Travel</u>	<u>Check Date</u>	<u>Name</u>	<u>Check Number</u>	<u>Amount</u>	<u>Component</u>
Total Travel (In-State):						0.00	

<u>Travel (Out-of-State)</u>	<u>Date of Travel/Location</u>	<u>Purpose of Travel</u>	<u>Check Date</u>	<u>Name</u>	<u>Check Number</u>	<u>Amount</u>	<u>Component</u>

Total Travel (Out-of-State): 0.00

Supplies (*Please list Prevention Giveaways/Promotional Items separately below)

Date of Order	Check Date	Vendor/Item	Description	Check Number	Amount	Component
*Prevention Giveaways/Promotional Items						
Total Supplies:					0.00	

Operating Costs

Period Covered	Check Date	Vendor/Item	Description	Check Number	Amount	Component
Total Operating Costs:					0.00	

Contractual Services

Period Covered	Check Date	Vendor	Description	Check Number	Amount	Component
Total Contractual Services:					0.00	

Minor Equipment

Date of Order	Check Date	Vendor/Item	Description	Check Number	Amount	Component
Total Minor Equipment:					0.00	

Capital Outlay

Date of Order	Check Date	Vendor/Item	Description	Check Number	Amount	Component
Total Capital Outlay:					0.00	

Total Grant Fund Reimbursement Request:

Check: 0.00

I hereby certify to the best of my knowledge and belief, the above information is correct, expenditures are properly documented, required / matching funds have been spent / obligated in the reported amount, and that copies of all required documentation are attached or on file for review. The documentation for this payment is true and reflects correct copies of the originals.
I certify that the items listed in this report have not been billed or reported previously to the Local DWI Grant & Distribution program.
I certify that all payment requests listed are not funded by any other funding source and that the service provider shall not bill this grant/distribution fund and any other funding source for the same service provided to the same client at the same time.

Name Title Date

Exhibit G - Grant In-Kind/Match
Detailed Breakdown By Budget Category
LOCAL DWI GRANT PROGRAM

Grantee:	Torrance County	Total Grant Funds Requested This Request:	0.00
Project No.:	19-D-G-31	Total In-Kind/Match This Request:	0.00
Request No.:	0	Total Expenditures Reported This Request:	0.00

In-Kind/Match Expenditures:

ADMINISTRATIVE
Personnel Services

Pay Period	Name	Job Title	Check Number	Amount	Component
Total Personnel Services:				0.00	

Employee Benefits

Pay Period	Name	Job Title	Check Number	Amount	Component
Total Employee Benefits:				0.00	

Travel

Date of Travel/Location	Purpose of Travel	Check Date	Name	Check Number	Amount	Component
Total Travel:					0.00	

Contractual Services

Period Covered	Check Date	Vendor	Description	Check Number	Amount	Component
Total Contractual Services:					0.00	

Operating Costs

Period Covered	Check Date	Vendor/Item	Description	Check Number	Amount	Component
Total Operating Costs:					0.00	

PROGRAM

Personnel Services				Amount	Component
<u>Pay Period</u>	<u>Name</u>	<u>Job Title</u>	<u>Check Number</u>		
Total Personnel Services:				0.00	

Employee Benefits				Amount	Component
<u>Pay Period</u>	<u>Name</u>	<u>Job Title</u>	<u>Check Number</u>		
Total Employee Benefits:				0.00	

Travel (In-State)				Amount	Component
<u>Date of Travel/Location</u>	<u>Purpose of Travel</u>	<u>Check Date</u>	<u>Name</u>	<u>Check Number</u>	<u>Amount</u>
Total Travel (In-State):				0.00	

Travel (Out-of-State)				Amount	Component
<u>Date of Travel/Location</u>	<u>Purpose of Travel</u>	<u>Check Date</u>	<u>Name</u>	<u>Check Number</u>	<u>Amount</u>
Total Travel (Out-of-State):				0.00	

Supplies				Amount	Component
<u>Date of Order</u>	<u>Check Date</u>	<u>Vendor/Item</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount</u>
Total Supplies:				0.00	

Operating Costs				Amount	Component
<u>Period Covered</u>	<u>Check Date</u>	<u>Vendor/Item</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount</u>
Total Operating Costs:				0.00	

Contractual Services				Amount	Component
<u>Period Covered</u>	<u>Check Date</u>	<u>Vendor</u>	<u>Description</u>	<u>Check Number</u>	<u>Amount</u>

Total Contractual Services: 0.00

Minor Equipment Date of Order	Check Date	Vendor/Item	Description	Check Number	Amount	Component
Total Minor Equipment:					<u>0.00</u>	

Capital Outlay Date of Order	Check Date	Vendor/Item	Description	Check Number	Amount	Component
Total Capital Outlay:					<u>0.00</u>	

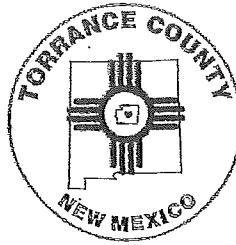
Total In-Kind/ Match: 0.00
 Check 0.00

Additional In-Kind/Match	Total Amount	Fee Amount & Source	Additional Sources
Prevention			
Enforcement			
Screening			
Domestic Violence			
Treatment: Outpatient/Jail based			
Compliance Monitoring/Tracking			
Coordination, Planning, & Evaluation			
Alternative Sentencing			

I hereby certify to the best of my knowledge and belief, the above information is correct, expenditures are properly documented, required / matching funds have been spent / obligated in the reported amount, and that copies of all required documentation I certify that the items listed in this report have not been billed or reported previously to the Local DWI Grant & Distribution program. I certify that all payment requests listed are not funded by any other funding source and that the service provider shall bill this grant/distribution fund and any other funding source for the same service provided to the same client at the same time.

Name _____ Title _____ Date _____

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: Tracy Master DWI
First Last Department / Company / Organization Name

Today's Date: 6/20/18 Mailing Address: _____
(Departments/employees of Torrance County need not include their address)

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

Email Address: _____

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

Brief explanation of business to be discussed:
Approval of local DWI Grant Agreement #19-
D-G-31

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.

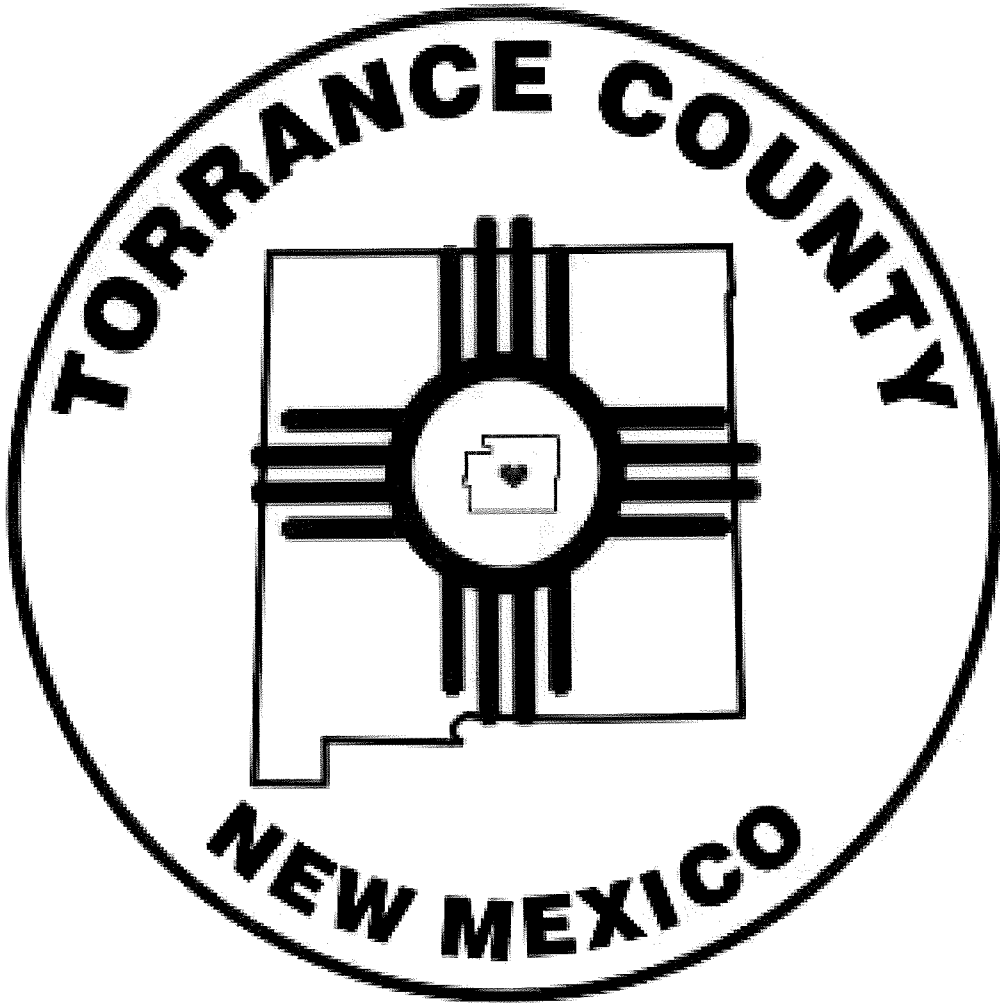
Has this been reviewed by the County Attorney? YES NO

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. 12*

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: 6/19/18 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:
Workers' Compensation pool (FY18-19)

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.

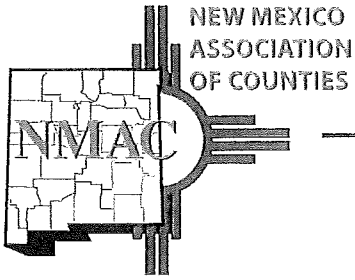
Has this been reviewed by the County Attorney? YES NO

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: _____



NEW MEXICO ASSOCIATION OF COUNTIES

June 4, 2018

Belinda Garland
County Manager
Torrance County
PO Box 48
Estancia, NM 87016
bgarland@tcnm.us

Dear Belinda,

At the May 9, 2018 meeting of the Workers' Compensation Pool Board of Directors, the Board approved member contributions and will collect approximately \$9,028,547 for fund year 2018-2019.

Last year, Torrance County contributed \$230,446 for the 2017-2018 fund year and this year will contribute \$218,923, a -5% change. This difference is due to a change in your county's payroll exposure of -1% and a 5-year loss ratio of 6.8 %. The Board decided that no member would receive a decrease of more than 5%, and no member would receive an increase of more than 10%.

Please let us know if you have questions about your county's 2018-2019 contributions.

Sincerely,

Taylor Horst, Risk Management Director

Cc: Danny Monette, Board Representative
Mike Cherry, Board Representative



*Agenda Item
No. 13*



TORRANCE COUNTY PURCHASING POLICY

Resolution 2018 - 32

This resolution supersedes Resolution 2000-15

SECTION I: GENERAL PROVISIONS

- 1.1 **User Applicability.** This Purchasing Policy (hereinafter referred to as "this Policy") and its procedures apply to Elected Officials, all departments, agencies, personnel, individuals, or other users authorized to make purchases from public funds budgeted and administered by, or otherwise under the supervision of Torrance County Government. The purchasing function shall be conducted in a manner above reproach, with complete impartiality and without preferential treatment. Users shall avoid any conflicts of interest.
- 1.2 **Administration.** The Chief Procurement Officer shall be responsible for the administration of this Policy to insure that all provisions of law and this policy are followed. Supplements issued by the Chief Procurement Officers shall be approved by the County Commission and copies of all supplements shall be attached to and made a part of this policy. Upon the absence of the Chief Procurement Officer, the Finance Director will be responsible for administration of this Policy.
- 1.3 **Implementation.**
 - A. **Chief Procurement Officer and Purchasing Office.** The Chief Procurement Officer and Purchasing Office are the general terms for the individuals or offices designated by the County Commission to fulfill the responsibility and functions of the Chief Procurement Officer and Purchasing Office as provided in this Policy.
 - B. **Finance Department.** The term Finance Department is used to describe the office and/or personnel directly responsible for establishing budgetary control for expenditure of funds and accounts payable procedures for payment of purchases made.
- 1.4 **User Authority and Responsibility.**
 - A. Only individuals authorized by the department's Elected Official or Department Director

shall be permitted to make Torrance County purchases consistent with the provisions of this Policy. Authorization shall be submitted to the Chief Procurement Officer. All authorized users shall receive and sign for a copy of this policy, and shall thereby be responsible for the knowledge and appropriate compliance and use of the provisions of this Policy.

- B. Authorized users may contact vendors to obtain technical information, prices, and delivery information for planning purposes. Purchasing office personnel will review the technical information, confirm prices are reasonable, ensure availability of County funds, and issue a purchase order. All quotations documented or received by users shall be attached to the purchase order.
- 1.5 **Definition of a Purchase.** For the purpose of this Policy, a purchase is the commitment, obligation, and/or expenditure of Torrance County supervised funds to obtain goods or services.
- 1.6 **Unauthorized and Questionable Purchases.** Any purchase which is not legally and appropriately approved within the County budget or by other County Commission action, or which does not substantially comply with the provisions of the State Statutes, particularly the State Procurement Code, and the provisions of this policy, shall be considered an unauthorized County purchase and thereby not subject to payment by the County. The County hereby declares and establishes that it will assume no responsibility for payment of unauthorized purchases. Furthermore, any individual initiating or otherwise executing any unauthorized purchase is solely responsible for payment. All questionable purchases shall be submitted to the County Manager for County Commission review and determination under the provisions of this Policy.
- 1.7 **Commission Approval of Unauthorized Purchases.** Any purchase determined to be unauthorized shall be considered for approval of payment at a public meeting of the County Commission. Unauthorized purchases shall not be approved or processed for payment prior to Commission approval, and shall be attached to the purchasing transaction file for audit purposes.
- 1.8 **Civil Penalties.** Persons knowingly violating the State Procurement Code, this Policy, or State law may be subjected to a civil penalty each violation in accordance with New Mexico State Statutes.
- 1.9 **Consistency with State Procurement Code.** The provisions of this Policy are subject to change in accordance with New Mexico Statute updates or State Procurement Code revisions. Any revision that is inconsistent with the provisions of this Policy shall be resolved in favor of the State Statutes or State Procurement Code. All authorized users shall be given a copy of each revision and notified that it is in effect.
- 1.10 **Amendment.** Amendments to this Policy shall be provided to all user departments for comments. Amendments shall then be approved by vote of the County Commission prior to implementation.
- 1.11 **Interpretation of Policy and Supplements.** In any case that a provision of this Policy is vague or unclear, the County Manager and/or County Attorney shall provide a written supplement for clarification of the provision, which shall be implemented by all departments and offices.

SECTION II: STANDARD PURCHASING PROCEDURE

- 2.1 **Standard Purchasing Procedure Applicability.** "Standard Purchases" are described as systematic, planned, and necessary purchases for administration and operation of a project, division, and/or department. There shall be no exception to these standard procedures except as provided in "Non-Standard, Urgent, and Emergency Purchases Procedures" in Section III of this Policy.
- 2.2 **Initiating a Purchase: Purchase Order/Requisition.** All standard purchases, as authorized by this section, require that a Torrance County purchase order/requisition be issued prior to placing an order or making a purchase. All purchase requests must be submitted to the Purchasing Office or a designated Authorized Purchaser for approval. The Chief Procurement Officer or any employee designated as an Authorized Purchaser has the right to refuse approval of any purchase or request. The purchase request form shall contain all information as required by the Chief Procurement Officer to include, but not limited to, the following:
- A. **Vendor Name and Complete Address** - the business to which the purchase order will be issued as well as the complete address for that vendor.
 - B. **Vendor Number** - to be taken from the mainframe database or listing of vendors. Numbers for new vendors shall be assigned only through the Finance Department. A vendor number must be on file for the vendor prior to issuance of a purchase order.
 - C. **Quantity** - specify a unit and the approximate amount per unit being requested. Units may be "each", "box", "gals.", "reams", "pounds", etc. If exact quantity is not known, users shall provide the best estimate of quantity.
 - D. **Description of Item** - the description of the items or services should be sufficiently complete to identify the item being purchased. Services that have been obtained through the use of an agreement must reference the agreement number and attach a copy of the agreement. Services that have been obtained through the use of a bid must reference the bid number.
 - E. **Unit Cost** – estimated cost per unit needs to be included.
 - F. **Total Cost** - Calculation of the quantity multiplied by the unit cost. If exact cost cannot be determined, users shall provide the best estimate of cost.
 - G. **Department** - enter name of department or division initiating the purchase order.
 - H. **Department Approval** - Signature of the department head or authorized user, as recorded by the Purchasing Office.
 - I. **Line Item** - the appropriate budget line item account number to be charged. It is the authorized user's responsibility to assign the correct line item account number to the purchase order. Multiple line item accounts may be included in the purchase order.
- 2.3 **Authorization of Purchase Orders.** The completed purchase order form shall be submitted to

the purchasing office for authorization, date and number assignment. The user department must have an authorized purchase order issued prior to executing the purchase. The user department shall inform the vendor that the purchase order number must be included on the invoice submitted to the County for payment.

Purchases executed prior to obtaining a purchase order are prohibited except as otherwise provided in "Non-Standard and Emergency Purchasing Procedures", Section III of this Policy.

Adding different items to a purchase order after it has been authorized is prohibited. However, a purchase order may be corrected provided that there is a reasonable explanation for the correction and funds are available. A purchase order correction form must be completed by the user department head and approved by the Chief Procurement Officer prior to submitting the invoice for payment.

- 2.4 **Invoices.** An invoice is an itemized list submitted by the vendor to the County for payment of material or services delivered to the County. It is the responsibility of the vendor to insure that a purchase order is provided prior to issuing materials or services and the vendor shall include the purchase order number on the invoice submitted to the County for payment. In cases that purchase order numbers are not included on the invoice, when required, the vendor shall be informed. The Finance Department, at its discretion, is authorized to return any invoices, which do not reference a valid purchase order number. The County will not be responsible for purchases made without an executed and authorized purchase order.

The vendor shall be notified that repeated improper invoicing is sufficient cause to exclude the vendor from the County's purchasing program. Also, the County may refuse payment in any case that there is an unauthorized purchase.

- A. **Verification of Invoices.** All invoices shall be reviewed by user departments prior to payment to insure materials or services have been received and to certify authorization for payment. A *Receiving and Accounts Payable Report* must be fully executed, including an authorized signature, in order for an invoice to be processed for payment. It will be the responsibility of user departments to insure outstanding invoices are promptly submitted for payment.
- B. **Processing for Payment.** The Finance Department will insure that all invoices received are appropriately authorized and certified prior to payment. The Finance Department shall be responsible for insuring that appropriate procedures are established and used for payment after invoices are received to include timely payments and to insure that discounts are received and late charges avoided.

- 2.5 **Over Expenditures.** Purchase orders shall not be issued, approved, or processed in cases that line items will be over expended, except as approved by the Finance Director in accordance with State and County regulations and provisions, and provided there are legally sufficient budget balances available elsewhere. It shall be the primary responsibility of the authorized user to insure sufficient funds are available prior to initiating a purchase. The Finance Director shall provide sufficient information, data, or reports, upon request, to keep purchasers properly updated on budget balances, and shall notify any office, department, or agency head, after analysis of the monthly budget report, of any indications of any existing or impending budget balance problems.

2.6 **Competitive Purchases.** Authorized users shall attempt to insure that all purchases are made at the best possible prices. Purchases shall be made in accordance with the following provisions:

- A. **\$2,499.99 or Less.** Purchases may be processed after obtaining the best price from vendors. Award can be made if the user determines that the price received is reasonable. The user is not precluded from obtaining quotes from more than one vendor if the user suspects that the price is not reasonable or determines that it is in the best interest of the County.
- B. **\$2,500 to \$4,999.99.** Documented Quotes. Purchases shall be made according to the best obtainable price provided at least three (3) bona fide quotes from different vendors have been obtained for such purchases. It is the responsibility of the user to confirm prices, either orally or in writing, with an authorized representative of the company prior to requesting a purchase order. These quotes are required to be recorded on a requisition for purchase form.
- C. **\$5,000 to \$24,999.99.** Written Quotes. Purchases shall be made according to the best obtainable price; provided at least three (3) bona fide written quotes are obtained on the offering vendor's official letterhead or quote form and submitted for approval with the requisition for purchase form. If three (3) bona fide written quotes cannot be obtained, the authorized user must submit written documentation to the Chief Procurement Officer as specified in section 2.6.E of this Policy. The Chief Procurement Officer may, at his or her discretion, waive quotation procedures if the written explanation is deemed sufficient and reasonable.
- D. **\$25,000 and Above.** All purchases exceeding \$20,000 require formal bid procedures, as specified by State regulations, and shall be processed and executed by the Chief Procurement Officer through formal procedures. Such purchases must be approved in the current budget, and purchases not approved in the current budget require approval by the County Commission prior to advertising for bids. Bids may be rejected in the event that they are in excess of budgetary limits, are non-responsive to specifications, or due to irregularities in the bids specifications.
- E. **Documented and Written Quote Exceptions.** In the event there are not three (3) known vendors which have materials/services available, less than three (3) quotes are permissible provided the user attaches the quotes obtained and identifies, on the quote form or on separate attachment, the names of other vendors contacted who could not provide the materials/services.
- F. **State Purchasing Contracts and Cooperative Bid Exceptions.** Quotations or bids are not required for purchases under this section. Purchases may be made provided the vendor has a Statewide Purchasing Contract or a qualified, documented procurement done by another State or local government agency. Any such "piggyback" purchase must include appropriate written authorization for Torrance County's use, either in the original solicitation or in writing by both the original procuring agency and the vendor. The Purchasing Office shall keep copies of all state or other such contracts for a period of seven years.

State purchasing contract numbers must be identified on the purchase order requisition and a copy of the contract must be attached to the permanent copy of the purchase order.

The County may purchase items cooperatively through another public body's bid process consistent with State regulations.

G. Bid Specifications. Specifications should be written primarily to address the need of the County for a specific item to perform a specific function. Specifications written for purchases shall not be "closed or exclusive", or otherwise written in such a way as to intentionally favor or exclude a vendor. Reference to specific types or quality shall be followed by wording "or equal" and all specifications regardless of wording shall be considered as "or equal". It shall be the authorized user's responsibility to insure that all specialized technical aspects of specifications are correct and appropriate. It shall be the Chief Procurement Officer's responsibility to review and ensure that all other provisions, procedures and considerations are correct and appropriate, and to address any questionable, unusual or inappropriate specifications prior to processing.

2.7 Sole Source Purchase. A sole source purchase is permissible when there is only one vendor that exists that can provide an item or service. The Chief Procurement Officer shall certify and execute the sole source purchase according to the New Mexico State Procurement Code.

2.8 Procurement of Professional Services.

Professional services shall be procured at the best negotiated price, provided the following values are not exceeded:

Architectural or engineering professional services - \$50,000.

Landscape architectural or surveying professional services - \$10,000.

All other professional services - \$60,000.

Professional services having a value which exceeds the maximum values outlined above will be solicited as outlined in the Procurement Code.

2.10 Personal Use Prohibited. No purchases shall be made for the purpose of personal or private use.

SECTION III. NON-STANDARD, URGENT AND EMERGENCY PURCHASING PROCEDURES

3.1 Non-Standard, Urgent and Emergency Procedures: General Provisions. The provisions of this section apply to all purchases except those purchases subject to the standard purchasing procedures specified in Section II of this Policy. Generally, this section includes all purchases which are justifiably urgent; are emergencies due to insufficient time required for standard processing; or involve other non-standard procedures. It is the responsibility of the authorized user to insure that all purchases made under provisions of this section are immediate and unforeseen. Questionable purchases shall be reported to and reviewed by the County Manager. Purchases that could have been reasonably pre-planned or anticipated shall not be considered as an emergency or urgent purchases.

3.2 **Emergency Purchases.** Urgent or Emergency purchases are permissible provided they are in accordance with the following provisions:

- A. **Emergency Purchases.** An emergency purchase is permissible when there is an existing condition that creates a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots, equipment failures, or similar events. The existence of the emergency condition creates an immediate and serious need for procurement of items or services or construction that cannot be met through normal procurement methods and the lack of which would seriously threaten the functioning of government, the preservation or protection of property, or the health or safety of any person.

An emergency condition must be determined by the Chief Procurement Officer with the consensus of the County Manager. The central purchasing office shall maintain records of all emergency purchases for a minimum of three years.

A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the procurement file.

The Chief Procurement Officer shall certify and execute the emergency purchase according to the New Mexico State Procurement Code.

- C. **Emergency Purchase Orders.** All urgent or emergency purchase orders shall have the words "Urgent" or "Emergency" documented on the form as is applicable, and shall be accompanied by a receipt or invoice for the purchase.

3.3 **End of Fiscal Year.** Special purchasing procedures shall be followed to insure that State law and regulations and proper accounting procedures are followed to appropriately close out at the end of the fiscal year. Provisions are as follows:

- A. **30 Days Prior to Year Ending:** 30 days prior to the end of the fiscal year, purchase orders will be issued only for purchases in which invoices will be received within an estimated thirty (30) days, except as otherwise specifically approved by the Chief Procurement Officer.
- B. **15 Days Prior to Year Ending:** There shall be no purchases of any kind made, or purchase orders issued or processed within 15 days prior to the end of the fiscal year except in extreme emergencies or as specifically approved otherwise by the Chief Procurement Officer.
- C. **Fiscal Year End:** All open purchases will be voided at June 30th unless a written reason is provided to the Chief Procurement Officer as to why the purchase is delayed and the need to for the purchase order to carry forward to the next fiscal year.

3.4 **Prior Year Payment:** An expense incurred in one fiscal year but paid in another is referred to as a “Prior Year Payment”. Prior year payments do not include utility and contractual payments.

A. **Request for Payment:** A request to make a prior year payment must be accompanied with a written memo to the County Manager. The memo must explain why the expense was not paid in the year it was incurred.

B. **Approval of Payment:** The County Manager may approve or disapprove the payment. If the County Manager or the requesting agent, so chooses, the request for payment may be referred to the Board of Commissioners for a final decision.

NOW THEREFORE BE IT RESOLVED this 27th day of June 2018.

DONE at Estancia, Torrance County, New Mexico.

Torrance County Commission

James Frost, Commissioner Dist. 1

Julia DuCharme, Commissioner Dist. 2

Javier Sanchez, Commissioner Dist. 3



*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.
All fields must be filled out for consideration.

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

Today's Date: 6-20-18 Mailing Address: _____
(Departments/employees of Torrance County need not include their address)

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

Email Address: _____

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

Brief explanation of business to be discussed:

Request approval of Resolution 2018-33
Torrance County Policy Governing Capital Assets

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

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: _____



RESOLUTION: 2018-33

Approving the
TORRANCE COUNTY POLICY
Governing Capital Assets

WHEREAS, NMSA 1978, Section 12-6-10 (2005) requires that the County “at the end of each fiscal year, conduct a physical inventory of movable chattels and equipment costing more than five thousand dollars (\$5,000)” under its control” and that its capital asset inventory list any item costing more than \$5,000, effective June 17, 2005; and,

WHEREAS, Section 2.20.1 of NMAC requires agencies to properly account for capital assets; and,

WHEREAS, Section 2.20.1.8 of NMAC describes the required capital asset accounting system; and,

WHEREAS, Section 2.20.1.15 of NMAC describes the proper controls over capital assets; and,

WHEREAS, Section 2.20.1.16 of NMAC describes the statutory annual inventory requirement; and,

WHEREAS, Section 2.20.1.18 of NMAC describes the requirement to follow the applicable statutes when disposing of capital assets; and,

NOW THEREFORE, BE IT RESOLVED that the Board of County Commissioners adopts the statutory capitalization limit for asset items costing \$ 5,000 or more that were acquired since June 17, 2005.

NOW THEREFORE, BE IT FURTHER RESOLVED that the Board of County Commissioners adopts the attached Capital Asset Policy.

PASSED, APPROVED, and ADOPTED this ____ day of June, 2018.

**BODY OF COUNTY COMMISSIONERS
TORRANCE COUNTY, NEW MEXICO**

ATTEST:

Linda Jaramillo, Torrance County Clerk

James W. Frost, District 1

Julia DuCharme, District 2

Javier E. Sanchez, District 3

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I. Purpose.

The purpose of this policy is to provide guidelines and regulations for the recording and depreciation of capital assets.

Capital Assets include land, buildings and improvements, roads, machinery, vehicles and equipment, and construction in progress. The amount represented in the financial statements should be documented by an inventory listing supported with available detailed records of each asset maintained by the Finance Office.

II. Administrative Policies

a. Fiscal Responsibility

i. County Commission

1. Determine policy for proper disposal, transferal and depreciation of Fixed Assets and policy for notification to the State of New Mexico.
2. Review findings related to internal audits conducted by internal and external auditors.
3. Approve list of items declared surplus and suggested disposal methods pursuant to NMSA 1978, Section 13-6-1 (2007)(i.e., sale, scrap, etc.).

ii. Finance Office

Areas of responsibility are outlined below:

1. Provide Elected Officials/Department Heads with listings of inventory for which they are held accountable.
2. Maintain inventory listings of all assets determined to be tracked.
3. Copies of available documentation on all assets will be maintained in separate files as long as the asset is actively on the books.
4. Tagging of all assets as determined by this policy and input of all relative information to the computer system.
5. Removal of tags and retirement of assets from computer records upon proper notification by appropriate departments.

iii. Department Heads and Elected Officials

Department Heads and Elected Officials are responsible for the custody and maintenance of all assets purchased for or assigned to their office.

1. Report the theft or loss of property immediately to the Finance Office by telephone to be followed by a letter or memorandum to the Finance Office. A police report should be obtained on all losses suspected of being stolen and submitted to the Manager's Office for insurance reporting.
2. Report to the Finance Office any assets deemed to be surplus and unneeded by the department and request transferal or disposal.

3. Any transferal or disposal of assets by Department Heads and/or Elected Officials shall be documented in writing to relieve that official of said responsibility.
4. Allow Finance Office access to all records necessary to aid in the determining of proper disclosure of fixed assets for reporting purposes.
5. Designate person(s) for the custody and control of departmental property. The name of this person shall be submitted to the Finance Office for direct communication purposes. If a name is not submitted, the Department Head/Elected Official will serve in this role.
6. Notify Finance Office of new asset acquisitions not currently tagged.
7. Notify Finance Office of transfer of an asset to a different Department.
8. Reconcile and report differences between annual fixed asset inventory and actual physical inventory to Finance Office.

b. Assets

i. Recording Land

Land is to be capitalized but not depreciated. It is not recorded at actual cost, or a historical cost estimate if actual cost is unknown, and remains at that cost until disposal.

ii. Recording Land Improvements

1. Non-Exhaustible – Expenditures for improvements that do not require maintenance or replacement are capitalized but not depreciable. These expenditures include bringing land into the condition to commence erection of a structure, or land improvements that do not deteriorate with use or passage of time. They are additions to the cost of land and are therefore not exhaustible and are not depreciable.
2. Exhaustible – Other improvements that are part of a site, such as parking lots, and fencing, etc. are depreciable.

iii. Recording Historical Treasurers & Works of Art

Historical Treasurers & Works of Art are to be capitalized but not depreciated. It is recorded at actual cost, or a historical cost estimate if actual cost is unknown, and remains at the cost until disposal.

iv. Recording Buildings

1. Recording Buildings – Buildings should be recorded at either their acquisition costs or construction costs. When improvements are made to major components, each building component (e.g., roof, air conditioner systems, etc.) may be recorded separately when significant because these have different useful lives. If components

are used, the value of each component will be determined and placed within its own category.

2. Recording Building Improvements – Building Improvements that extend the useful life of a building and meet the capitalization threshold should be capitalized. (For retroactive recognition of site and facility improvements, only those projects completed within the last five years will be considered unless meaningful data is readily available for preceding years.)
3. Recording Construction in Progress – Construction in progress should be capitalized and not depreciated.
4. Recording Vehicles – Vehicles should be identified, inventoried, and, if applicable, depreciated.
5. Recording Furniture and Equipment – Assets such as furniture, machinery and equipment should be identified and inventoried. If they meet the threshold levels (\$5,000 or more), they should be capitalized and depreciated.

c. Costs

Fixed assets shall be recorded at actual cost. If the actual cost is unknown, cost is estimated based on available information provided. Otherwise, estimated historical cost based on Marshal and Swift will be used where applicable. Donated fixed assets should be recorded at their estimated fair value at time received.

- i. Actual Cost – This will include not only the purchase or construction cost (which can be obtained through invoice, purchase order, and paid check files) but also charges necessary to place the asset in its intended location. This includes costs, professional fees, and legal claims directly attributable to asset acquisition.
- ii. Estimated Cost – This will be based on as much documentary evidence that can be found to support the cost such as interviews with personnel and price level adjustments for each asset.
- iii. Donated Cost – These assets will be on their estimated fair value at a time of acquisition. A determination as to the fair value basis will be included with property records.

d. Accumulated Depreciation

Depreciation is a method for allocating the cost of buildings and equipment over their useful lives. Generally accepted accounting principles dictate that the value of capital assets must be written off as an expense over the life of the asset as an indirect cost. Annual depreciation expense will be calculated using the straight-line method and useful life schedules are attached.

e. Dollar Value and Life Expectancy Tests

Assets purchased with a dollar value of \$5,000 or more will be included in the inventory record. Items under this dollar value will not be presented in the financial statements.

f. Capital Lease Assets

Capital assets leases, where the intent is to make a capital purchase at the end of the lease, will be included in the inventory record.

g. Asset Disposition

Assets no longer owned by or in the possession of the County shall be removed from the inventory record.

- i. Sold and/or Retired – These assets will be removed from the inventory record upon formal notification from the responsible party of such disposition. Departments should be cautious about retiring assets still depreciating on the books. This will result in the County having to write off a loss in the year the asset was retired.

h. Surplus Assets

- i. Assets that are no longer needed or useful. May be disposed of by, following New Mexico State Auditor's Disposition Rules.
- ii. Each department may bid out or auction any surplus equipment upon approval by the Finance Office and County Commission. A complete accounting of the assets and any proceeds must be reported back to the Finance Office so that these items can be removed from the system. County employees will be prohibited from personally taking possession of any items declared surplus, other than those purchased through the sealed bid process or public auction. Be cautious of co-mingling County owned assets with other assets in possession of departments. A clear record must be kept of ownership.
 - 1. Items for which no bids are received or their salvage value is determined to be less than the cost of handling/advertising, and will create a negative cash flow, may be destroyed or sold as scrap. A list of these items must be forwarded to the Finance Office so they can be removed from the system.
 - 2. A list of surplus equipment removed from inventory record will be presented to the full County Commission.

III. ACCOUNTING POLICIES

a. Capitalization and Depreciation

The following items will be capitalized as listed:

1.	Land	\$ 1	CAPITALIZE ONLY
2.	Land Improvements	\$25,000	Capitalize and Depreciate
3.	Buildings	\$50,000	Capitalize and Depreciate
4.	Building Improvements	\$50,000	Capitalize and Depreciate
5.	Roads and Bridges	\$250,000	Capitalize and Depreciate
6.	Vehicles	\$5,000	Capitalize and Depreciate
7.	Machinery and Equipment	\$5,000	Capitalize and Depreciate
8.	Furniture and Fixtures	\$5,000	Capitalize and Depreciate
9.	Construction in Progress	\$1	Capitalize Only

b. Capital Assets Useful Lives & Depreciation

All depreciation in straight line depreciation. Useful life timetables will comply with GASB Statement 34. (See Appendix A)