



**T**ORRANCE **C**OUNTY  
**COMMISSION MEETING**  
**OCTOBER 24<sup>TH</sup>, 2018**  
**9:00 A.M.**

FOR PUBLIC VIEW, DO NOT REMOVE



# Torrance County Commission

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

**AGENDA**  
October 24<sup>th</sup>, 2018  
9:00 A.M.

**Please Silence All Electronic Devices**

Call Meeting to Order  
Pledge of Allegiance  
Invocation

Approval of Minutes: October 3<sup>rd</sup>, 2018 Special Meeting      October 10<sup>th</sup>, 2018 Regular Meeting  
Approval of Meeting Agenda  
Approval of Consent Agenda:  
1. *Approval of Checks*

**Public Requests:**

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

**ACTION ITEMS\*:**

***ITEMS TO BE CONSIDERED AND ACTED UPON***

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

**\*Commission Matters:**

1. Torreon Acequia Memorandum of Agreement
2. EVSWA Vacant Exempt Denial, Appeal(s)

**\*Public Relations:**

3. Updates: a. Various County Departments    b. Commission    c. County Manager    d. Other Boards or Land Grants (upon request)    e. Forest Service

**\* Department Requests/Reports:**

4. Sub-Grant Agreement 201 Emergency Management Performance Grant (EMPG) Ratification - Martin Lucero, Emergency Manager
5. Professional Services Agreement between Torrance County and Ware Resources to Facilitate the Boys Council Program – Jenea Ortiz, Estancia Valley Youth & Family Council Continuum Coordinator
6. Award Invitation for Bid A17.15 for Torrance County Animal Shelter Addition – Noah Sedillo, Chief Procurement Officer
7. Resolution 2018-47 Fourth Quarter Report Adjustment – Amanda Tenorio, Finance Director
8. Resolution 2018-48 Budget Adjustment – Amanda Tenorio, Finance Director
9. Resolution 2018-49 Line Item Transfers – Amanda Tenorio, Finance Director
10. Resolution 2018-50 Budget Increase– Amanda Tenorio, Finance Director
11. Resolution 2018-51 Budget Procedure – Amanda Tenorio, Finance Director
12. Emergency Reporting Contract Ratification – Lester Gary, Fire Chief

**Public Requests:**

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

**EXECUTIVE SESSION:**

***As Per Motion and Roll Call Vote, Pursuant to New Mexico State Statute Section 10-15-1, the Following Matters Will be Discussed in Closed Session:***

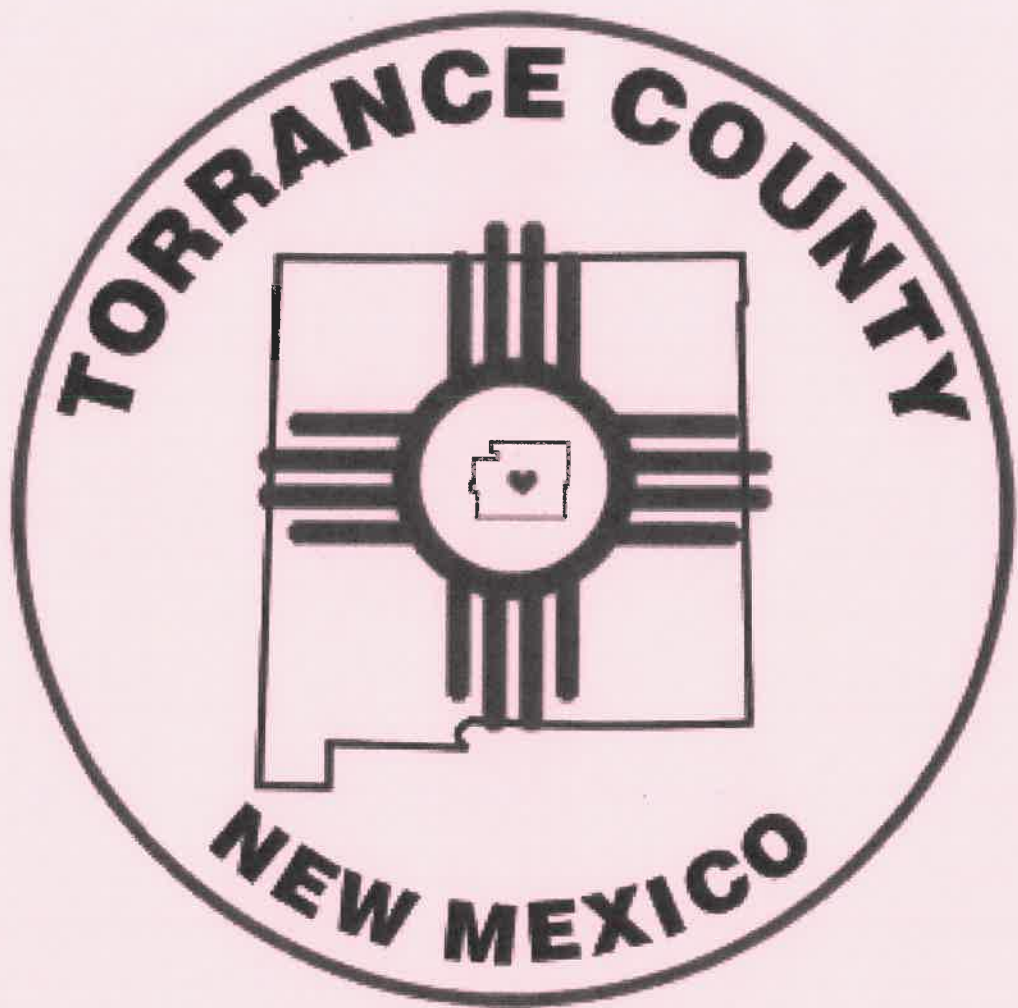
- a) Limited personnel matters pursuant to NMSA 10-15-1 H (2) related to the Operation Manager Position

**\*Reconvene from Executive Session:**

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

- a) Consider and Act upon, if appropriate, Limited Personnel Matters related to the Operation Manager Position

**\*Adjourn**



*Minutes*

**DRAFT COPY  
TORRANCE COUNTY BOARD OF COMMISSIONERS  
SPECIAL COMMISSION MEETING  
OCTOBER 3<sup>rd</sup>, 2018**

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

**OTHERS PRESENT:** BELINDA GARLAND-COUNTY MANAGER  
YVONNE OTERO-ADMIN ASST

**CALL MEETING TO ORDER**

Madam Chair DuCharme calls the October 3<sup>rd</sup>, 2018 Special Commission Meeting to order at 3:02 pm.

**Pledge lead by Lester Gary**

**Invocation lead by Lori Archuleta**

**APPROVAL OF THE OCTOBER 3<sup>rd</sup>, 2018 SPECIAL COMMISSION MEETING AGENDA**

Madam Chair DuCharme asks for a motion to approve the October 3<sup>rd</sup>, 2018 Special Commission meeting agenda.

**ACTION TAKEN:** Commissioner Sanchez makes a motion to approve the October 3<sup>rd</sup>, 2018 meeting agenda. Commissioner Frost seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

**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.) Consider and act upon whether to offer to purchase and enter purchase agreement if offer is accepted for real property and improvements located at 903-A State Highway 41, Estancia, New Mexico-Lester Gary, Fire Chief**

Lester Gary states that the fire department has increased in size within the past year and has outgrown the current space at the communications center aka dispatch. As the department has grown we have found a need to increase our space. The office staff has increased, we now have 2 assistant Fire Chiefs, 4 department coordinators, started the Fire Fighter 1 classes, and EMT

classes. With this growth a few months back we began looking at a few places that the Fire Administration could possibly move into. We found the building at 903-A Highway 41 which is the Summer's building. We went in and looked at the building, looked at our finances, looked at the GRT's, to see where we could up with funding to purchase a building.

We began looking at the Summer's building. We have had the building appraised, have done some inspections on our own as well as with Nick Sedillo and Belinda Garland. Mr. Gary states that he is coming before the Commission for approval to move forward to get a purchase agreement to purchase the building, with some stipulations. We would like to get a formal inspection of the building, do a phase I environmental survey, and also a title search to make sure everything is free and clear with the building.

**Commissioner Frost** states that this is just an approval to continue with your current process, is that correct?

**Lester Gary** replies, yes, that is correct. Once Mr. Gary has received the approval from the Commission to move forward, he will get a purchase agreement drawn up. Mr. Wallin has also been working on this to find out what the next steps will be. There was some thought that this may have to go through New Mexico Taxation and Revenue or through DFA, but with the monies that will be used to purchase this property we will not have to go that route. Once the purchase agreement has been made and accepted, the next step will be to purchase the property.

**Commissioner Frost** states that has Mr. Gary mentioned at another meeting, the department already has the funds to makes this purchase. Is that correct?

**Lester Gary** replies, yes, that is correct. The funds will come from the GRT fund, which currently have a total amount close to \$500,000.00 in it.

**Commissioner Frost** asks if using this money will take away from other things you made need such as equipment or training fees.

**Lester Gary** replies, no, it will not impede anything. This money is from the Gross Receipts Tax that we get from the sales of goods throughout the community. This money has not been utilized for the past 3-4 years so it has been built up. Once we purchase this property we will let it build back up again. We also have other GRT funds such as the communications/911 tax that we use. Using this fund will not impeded any other funds that we will need to run the fire department on a day to day basis.

**Commissioner Frost** states that what Mr. Gary is stating is that the money for equipment and so forth comes from a different source, correct? We just want this to be clear, not only for us, but so the public understands as well where the money comes from.

**Lester Gary** replies, yes, that is correct. We have a Gross Receipts fund that we use, but we also have the fire protection fund that each individual district receives from the state Fire Marshalls Office. That money is designed for supplies, equipment (not large like a fire truck),

but it will allow us to continue our day to day operations. This will not interfere with any of the fire districts, their funding will not be touched.

**Madam Chair DuCharme** asks Mr. Gary when the building was built.

**Lester Gary** replies, the building was built approximately 12 years ago.

**Madam Chair DuCharme** states that there should not be a problem with lead or asbestos, or any other type of hazardous chemicals.

**Lester Gary** replies, no, not that we are aware of. That will be something that we look closer at when we get the formal building inspection done, and that will give us all the information in detail.

**Belinda Garland** states that she did a walk through yesterday and there were no real problems other than a few spots on the ceiling, but don't really know where those spots came from.

**Nick Sedillo** states that one huge plus on the building is that it is fully ADA compliant and will not require any additional money to bring that into compliance.

**Commissioner Frost** asks how much space will be left over from spillover from this building.

**Lester Gary** states that about a third of the building will still be free once the fire department has moved in. One room will be made into a break room, no gas lines or stoves will be put in. What we will be doing is putting in a counter and have a convection oven, a microwave, some hot plates, etc. so that we will have a place to prepare our lunches. There is also another room that will be made into a training room for everyone not just the fire department.

**Commissioner Frost** states that he likes the bits of information that Mr. Gary gave. Commissioner Frost also states that in the past there was some mention of flood plain issues that maybe Nick Sedillo can address.

**Nick Sedillo** states that he does not think that area is not in the flood zone even though it is in the city limits, but he will go get a map so that he can be sure and give everyone the correct information.

**Belinda Garland** states that we may be able to put a clause in the contract about liability.

**Lester Gary** states that he did mention in the purchase agreement about the inspections.

**Madam Chair DuCharme** states that the property can be found on the FEMA flood zone map and it gives a number.

**Lester Gary** states that as County Manager Garland stated all of Estancia is in the flood plain but not sure about this area.

**Commissioner Frost** doesn't doubt that it is not in the flood zone but wants to be sure.

**Madam Chair DuCharme** states that the county also owns the two buildings next to this building as well.

**Lester Gary** states, that is correct. The county owns the judicial complex as well as the Esperanza health clinic, so with the purchase of this building the county will own all of that area now. It is close to the county administrative offices and if there is over flow they will have the ability to be placed here if need be.

**Madam Chair DuCharme** asks for a motion to approve to offer to purchase and enter purchase agreement if offer is accepted for real property and improvements located at 903-A State Highway 41, Estancia, New Mexico. Ms. Garland states that the motion should include how much they are going to offer. **Commissioner Frost** states that the motion needs to be worded correctly and that from what he was told by Mr. Wallin, we cannot make a lowball offer. **Lester Gary** states that the appraisal came in at \$270,000.00 so that is the offer we can make, we just can't go lower than that.

**ACTION TAKEN:** **Commissioner Sanchez** makes a motion to offer \$270,000.00 to purchase and enter purchase agreement if offer is accepted for real property and improvements located at 903-A State Highway 41, Estancia, New Mexico. **Commissioner Frost** seconds the motion. **Madam Chair DuCharme** asks if there is any further discussion. **Commissioner Sanchez** asks if this will satisfy some of the growing pains that we are having with all the new personnel we have been hiring and if there are any plans to move staff over there. **Belinda Garland** states that once the building is purchased she would talk to the Commission to see what they feel should be moved to that location. She mentions that there are a couple of offices that would be perfect for the full time attorney and paralegal or assistant based on what the Commission decides to do. **Commissioner Sanchez** asks, how much additional staff can be housed over there? **Belinda Garland** states that on the north side of the building near the west end, there is a very large room where desks can be added and partitions can be put up and one space can be made into a meeting area. **Lester Gary** states that is just depends on the type of office that would be placed there. Cubicles can be placed there and can estimate that 2-3 desks can be placed in the different offices putting in maybe 5-6 people there. **Commissioner Sanchez** asks Mr. Gary how many people will he be bringing in. **Lester Gary** states that within his department his office will be there, the administrative assistants office will be there, 2 assistant chiefs, 1 room will be set up as a quarter master supply, where all the EMS supplies will be kept, also all equipment that is shipped in will go there before it is sent out to the different districts. **Belinda Garland** states that it all depends on what the Commission wants to do with the extra space. Do you want to make meeting rooms or training rooms, move a department there, there are a lot of different options. This would be a great area for the attorney and the assistant because they will have lots of room, they are secluded, and they will be close to the judicial complex. **Commissioner Sanchez** states that he would like to see a Grants Coordinator, Economic Developer, and if we ever take over the billing for the EVSWA they can be housed in that area. Commissioner Sanchez asks Mr. Gary what will happen to his rooms at dispatch and EOC. **Lester Gary** states that the rooms the fire department currently houses at dispatch will be growth for them. A while back they were needing a storage shed for records storage, with us moving out it will help them with their records storage. The larger office they will be able to set that up as a meeting room. The EOC will also remain at dispatch. **Commissioner Frost** asks what they will be doing as far as safety. **Lester Gary** states that he

has been in contact with company that did the security counters here to do the same things at the new building. In the future Mr. Gary states that they will look at securing that building with a chain link fence as they are doing at dispatch and have security gates and security lighting. **Commissioner Sanchez** asks how much money will be left in the fund after the purchase. **Lester Gary** states that close to \$250,000.00 will remain in that fund. **Belinda Garland** states that some money will have to be taken out for improvements. The floor at the building does need some work. **Lester Gary** states that it is a cement floor and we will need to seal that floor just like we have done at dispatch. **Madam Chair DuCharme** asks Mr. Sedillo to explain the map he just handed out. **Nick Sedillo** states that the area is out of the flood plain and explains the map. **Madam Chair DuCharme** states that in the appraisal booklet, it states that the building is located in the unincorporated area, is that correct? She also asks why this office has to be within the city limits, when you have dispatch and the animal shelter not placed in the city limits and they are part of the county. **Nick Sedillo** replies, no, that is incorrect because the judicial building is within the city limits and can only be housed within the city limits of the county seat per state statute. The appraiser will need to be informed that this information is wrong. Mr. Sedillo states the location of the county seat has to be placed within the city limits by state statute, the offices such as dispatch and the animal shelter do not have elected officials and that is why they can be housed out of the county seat. No further discussion, all Commissioners in favor. **MOTION CARRIED**

**Belinda Garland** wants to make sure that the Commission did approve the \$270,000.00. The Commission replies, yes, that is correct.

**Lester Gary** states that he will get with the realtor in the afternoon and get started on the purchase agreement and have her send it to Mr. Wallin's office to be reviewed.

**Commissioner Frost** asks if this is or is not our final decision on this topic.

**Belinda Garland** states that it is if they accept the offer of \$270,000.00 and it clears all the inspections. Mr. Wallin will make sure that everything is done correctly and that we are protected.

**Nick Sedillo** addresses Commission Frost stating, if he recalls that when we purchased the vacant land a few years ago, we are required to get an appraisal. That appraisal protects us from the seller and prevents them from asking us for more than what the land was appraised at. We are giving them fair market value. This is all similar to the land acquisition a few years back.

**Lester Gary** states that he mentioned earlier about the contingencies in the purchase agreement, being inspections, phase I environmental, the survey entitlement, etc.

**Madam Chair DuCharme** asks about the value provided in the appraisal being based on the market value.

**Nick Sedillo** state that it is based on the fair market value on similar properties in the surrounding area. This is an appraisal done outside of what the county does by a commercial appraiser.



**2.) IFB 2018-01 Cold Mix Bid Award-Leonard Lujan, Road Superintendent**

**Leonard Lujan** states that he and Noah had to go out for bids for the cold mix for the state projects he is trying to complete. Two bids were received, one from ABQ Asphalt at \$58,900 and the other from Mountain States in the amount of \$34,200.00. We went out for bid on 475 tons of product and are requesting that you approve the bid be awarded to Mountain States.

**ACTION TAKEN:** **Commissioner Sanchez** makes a motion to approve the IFB 2018-01 Cold Mix Bid Award to Mountain States. **Commissioner Frost** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

**3.) IFB 2018-02 HFE 100P Bid Award- Leonard Lujan, Road Superintendent**

**Madam Chair DuCharme** asks Mr. Lujan to decode the language being used.

**Leonard Lujan** states that this is oils that will be used on the chip seal projects. We had to go out for bid on this as well because we couldn't use state contract due to some missing wording in the contract. We received one bid from Holly Frontier for 200 tons in the amount of \$125,800.00. We are requesting that you award the bid to Holly Frontier.

**ACTION TAKEN:** **Commissioner Frost** makes a motion to approve the IFB 2018-02 HFE 100P Bid Award to Holly Frontier. **Commissioner Sanchez** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

**4.) Ratification of Custom Module Development Agreement between Torrance County and Data Management (Time Clock Plus)-Belinda Garland, County Manager**

**Belinda Garland** states that this is between Data Management Incorporation and Torrance County for the upgraded custom module development agreement. This is the new Time Clock Plus system that was presented and approved by the Commission 2 meeting back by Kristin Oliver. Ms. Garland signed the agreement based upon the Commission's approval and is requesting her signature be ratified.

**ACTION TAKEN:** **Commissioner Sanchez** makes a motion to ratify the custom module agreement between Torrance County and Data Management. **Commissioner Frost** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

**5.) 5-Person Commission Re-Districting Work Session**

**Madam Chair DuCharme** states that they are presented with 2 plans, plan D-2 and plan D-3.

**Linda Jaramillo** states that she listened to a previous a meeting that she was not able to attend and some of the Commissioners requested information from her office. She has gathered that information and would like to present that to the Commission at this time. Ms. Jaramillo states

that Commissioner Frost asked about the voting on moving forward and requested the documentation on that. Commissioner Sanchez requested information on how long we have been a 3 member Commission. Ms. Jaramillo searched through the old books and we have been a 3 member Commission since 1937. Ms. Jaramillo also did some other research and found some election proclamations which shows that we used to have 26 precincts and thought it might be of some interest to the Commission to see how the elections were handled back then.

Ms. Jaramillo also states that all these years that she has been running elections, her precinct workers and herself have a great relationship. A precinct worker of hers, Lupe Lucero-Lujan, was in a terrible car accident last week on highway 41 and this morning she passed away. For the record Lupe was a great person, not only as a precinct worker but as a lifelong friend. She was great to work with and she will be missed.

**Commissioner Sanchez** states that it looks like we have had a 3 member Commission since the beginning.

**Madam Chair DuCharme** states that there are 2 plans to discuss. Part of the packet also includes two brochures created by the Manager's office per Commissioner Sanchez's request that we can discuss today as well.

**Belinda Garland** would like to clarify that one brochure was made in the Manager's office and the other by Commissioner Sanchez.

**Madam Chair DuCharme** states that she requested additional options and by looking at these 2 plans and remembering what they discussed at the last commission meeting, D-2 looks to be the most favorable, as it will not divide communities. Looking at plan D-3 it will divide communities.

**Commissioner Sanchez** states that plan D-2 is a good plan and we can take questions on D-2.

**Belinda Garland** states that they may need to make a motion if this is the plan that they are wanting to go with.

**Commissioner Sanchez** states that we do not need to make a motion on this right now. Some changes may occur and he would hate to have the commission commit to something right now and then later need to make a change. We can decide to focus on this plan and then make changes if necessary.

**Madam Chair DuCharme** states that we are presented with several plans and if we are presenting only one plan it would be better if we make this decision more official. If we need to make changes to this map we can vote again later on the changes.

**Commissioner Sanchez** states that the Commission has demonstrated consistency throughout this process. The notice of intent was voted on and contract directive was given. If we vote, we are showing an inconsistency, and we don't need to do that. We are not adopting this plan today. This is an informal plan, and is subject to change. Commissioner Sanchez believes that

there will not be a unanimous vote on any plan. All we need to do is agree that plan D-2 is the one we are going to focus on.

**Linda Jaramillo** states that when she spoke with Michael Sharp, and he said that in other places all plans are presented to the public. It can be tedious work and they stayed hours at meetings until everyone came to an agreement on one specific map. Ms. Jaramillo states that the public should have more than one map to look at.

**Commissioner Sanchez** states that if we zero in on one map that has the spirit of what we are aiming to accomplish, then we can take the public's input on that plan and piece it together. If we need to make adjustments to that plan then we can do so. In his opinion presenting more than one map to the public would not help things and there would not be an agreement on just one map. Being presented with multiple maps would just confuse the issue.

**Linda Jaramillo** states that is true, but the public would have their input.

**Commissioner Sanchez** states that the public will have their input either way. If given to many choices it will confuse the issue. We need to just focus on D-2 and we get the public's input we focus on D-2 and that is it.

**Leonard Lujan** states that the Commission is talking about splitting the entities. If you look at the map you are placing all of the entities into District 5. You are placing Manzano, Willard, Punta, Mountainair, Corona, Encino, Duran, and Clines Corners (which isn't even an entity) into one district. This map is splitting Manzano in half as well as Punta. Estancia and Tajique is in one area because that is all they want to take care of and McIntosh won't have anything.

**Commissioner Sanchez** asks Mr. Lujan what he mean by entities.

**Leonard Lujan** states that this map splits Manzano and Punta and they are the ones that are wanting this change. They have come to meetings and have stated that they are not getting enough representation in the county. You will have two Commissioners for those towns. The town itself may not be split but the community itself is.

**Commissioner Sanchez** states that there is no split for the town or community. The lines are pretty close to the land grant lines. We can give or take on all these boundaries if we need to. This map is just a general idea, and Manzano and Punta de Agua are all in one district. There is not that much population there and if we need to we can move the line one street up. There is no community that is split up. Commissioner Sanchez asks Mr. Lujan why he states Manzano is split.

**Leonard Lujan** states that you are just looking at the village itself. That is not Manzano, Manzano is much bigger than just where the chip seal is. You all are trying to make it equal and then suddenly you are placing everything into District 5.

**Commissioner Sanchez** states that there will have to be one big district. Encino doesn't have the population to be in a separate district.

**Madam Chair DuCharme** tells Mr. Lujan that all those communities are in the same district right now.

**Leonard Lujan** states that Encino is part of District 2 not District 3, and Moriarty is split between districts 4 & 2 right now.

**Belinda Garland** states that this goes back to what Madam Chair DuCharme was talking about at the last meeting. You have a Commissioner covering territory from one end of the county north to south and east to west. From this map there is also a Commissioner that is representing a heavily populated area in the North. This issue was one of your concerns, and she doesn't think one Commissioner can handle all of this area.

**Linda Jaramillo** states that it is a big district for one person to handle. As she recalls they didn't want for one person to cover such a huge area. It's a larger area than what the Commissioners have now and this is with 5 Districts.

**Madam Chair DuCharme** states the Commissioner Sanchez addressed her concerns and doesn't want to repeat his explanation. According to this plan, in her opinion, we will not have all representation in the heavily populated area in the north.

**Leonard Lujan** states that you will have 3 Commissioners in the north, 1 to the south and just one for Estancia.

**Madam Chair DuCharme** states that we have very populated areas in District 5, in the southern area. It doesn't mean that the Commissioner from District 5 will be somewhere up north.

**Leonard Lujan** states that what he is trying to point out is District 1, 2, and 4 will all be in the north. He understands what they are saying but what is being done is that another Commissioner is being placed to the north and split Estancia all by itself and you are pushing Mountainair and all the others to be by themselves. You are placing all the little towns with just one Commissioner by themselves.

**Commissioner Sanchez** states that what Mr. Lujan is saying, is that it isolates communities and in what way.

**Leonard Lujan** states that it is pushing the towns further south. The Commissioner will have to cover all the way from Aceves Road all the way to the eastern part of the county all the way back to the northern part and then all the way back almost to Moriarty. This map is really breaking things up and all the power will be to the north and all of the little towns will get nothing.

Discussion goes back and forth between Commissioner Sanchez and Leonard Lujan about an area in the western part of the county near Fourth of July Road not being populated. Commissioner Sanchez states that no one lives in that area and Mr. Lujan states that there are homes up there. Just because the map doesn't show it doesn't mean there isn't anyone up there. Commissioner Sanchez states that the lines can be adjusted in that particular area and become

district 3. According to Mr. Sharp moving that line will not alter any population so if we need to make that tail part of district 3 we can.

**Belinda Garland** states that you will have a Commissioner covering a large area along with a densely populated area in the north. This is a large area and that Commissioner will spend more time in the Moriarty area. The people to the south will be forgotten. This plan breaks up communities. It is awful to see Manzano and Punta being broken up. The people don't just live in one area the people populate a vast area.

**Madam Chair DuCharme** states that according to the map, nothing is being broken up. By creating those districts some areas will be divided. What we don't want divided is where the population is concentrated.

**Belinda Garland** would like to refer the commission back to map A. This map keeps all of the communities together

**Commissioner Sanchez** states that maybe it would eliminate confusion to place that little tail end of Precincts 3 & 4 into District 3. This might eliminate the misconception that Leonard mentioned earlier.

**Madam Chair DuCharme** ask Ms. Garland why she thinks Plan A is the better choice.

**Belinda Garland** states that it keeps the populated areas together and is even. You have 3 Commissioners in heavily populated areas to the north, not 4. These are merely things she is trying to point out. Ultimately the choice is up to the Commission on the map that will be chosen.

**Madam Chair DuCharme** states that this still doesn't eliminate her concern that one district is disproportionally larger than the rest. In the case of plan A, it would be District 3 that is very large. Plan A also divides Moriarty and Estancia and this is what we are trying to avoid.

**Belinda Garland** states that she is trying to keep 4 Commissioners from being with in a 20 mile radius of each other in the North. She is merely pointing things out and making a suggestion.

**Commissioner Sanchez** states that this could be true of Plan A as well. Districts 1, 5, 3 & 2 meet in the 4 corners in the middle. He does not understand the arguments being made, they are inconsistent. In plan D-2 there is also the possibility the Commissioners can live within a 20 mile radius of each other. Commissioner Sanchez states that he is trying to point out the inconsistencies in the argument in hopes that logic will say that it is true. There is no logic in the determinations being made.

**Madam Chair DuCharme** asks how the Commissioners would like to proceed.

**Commissioner Sanchez** states that we need to pick one of the options, agree on it, and use that map as the point from which we start to collect public input with the intent to make some changes. This is not the be all end all.

**Linda Jaramillo** states the on D-2 it does give the Commissioner from District-5 a chance to come up to represent the people in Moriarty plus the people in the south. This Commissioner is representing a lot of the county and not just the north. This Commissioner will have to take into consideration his Moriarty people, the people in the mountains, and maybe with this it will bring all of the people together.

**Leonard Lujan** asks how you can pick 2 maps when you haven't even had any input from the public. It's you and Madam Chair DuCharme picking what you want and not getting any public input. You need to visit with the public, see what they like, and then pick a plan.

**Leann Tapia** states that she would like to reiterate again that you need 3 unanimous votes in order to do this. You have a Commissioner sitting next to you that has clearly stated he will not vote for this. It needs to be done when the new Commission comes in. You are wasting the time of the County Manager and employees to push a certain plan, which isn't going to matter because Commissioner Frost has stated that he is not on board to do any of this. Why do you want to continue pushing this topic? Leave this to the next Commission.

**Commissioner Sanchez** asks Ms. Tapia if she is making assumptions about his intentions. What are his intentions?

**Leann Tapia** states that his intentions are to push this. You need to let this rest and leave it to the next Commission. You cannot move forward

**Commissioner Sanchez** states that he is not pushing this, this is a false assumption that she is making.

**Leann Tapia** states that Commissioner Sanchez needs to let this rest and leave it up to the next Commission. You are worried about the public, where are your public meetings? Have any of the districts done a public meeting on a personal basis? Ms. Tapia states she has not seen any information in her district about public meetings. If there would have been a meeting she would have shown up to give her opinion. This has been talked about in previous years, even when she was County Commissioner. We don't need a 5 member Commissioner, other than for personal gain.

**Commissioner Sanchez** states that he is not sure what Ms. Tapia means by personal gain.

**Leann Tapia** replies that Commissioner Sanchez knows exactly when she means. If not, she will spell it out for him. When January 1<sup>st</sup> comes he will be sitting next to 2 new Commissioners and he will be a sitting duck as Commissioner Frost is the sitting duck right now. You are Torrance County Commissioners and you are here for the County and not a district. You are not representing just District 1, 2, or 3. The decisions you make effect the county as a whole and not just a specific district. Let this rest and leave it for the new Commission to decide.

**Commissioner Sanchez** states how this argument can carry any weight when we started this process in February, way before any one declared to run for the Commission positions. There is no push.

**Madam Chair DuCharme** states that this is very troublesome to hear your predictions that one Commissioner that represents a very large district will be a sitting duck come January 1<sup>st</sup>.

**Leann Tapia** tells Madam Chair DuCharme that she went to the Association of Counties training, just like she did. When we went to that training they stressed specifically that the Commissioners are policy makers. You are looking out for the county and not just the district.

**Madam Chair DuCharme** states that thinking is behind every vote we make here.

**Commissioner Sanchez** states that he doesn't understand how any of this is district specific. This issue is not dead.

**Leann Tapia** replies, exactly, so let this topic rest until January when you may have the possibility of 3 votes.

**Madam Chair DuCharme** states that the Commission has the right to discuss this issue to at least make an attempt to move forward with a 5 member Commission.

**Leann Tapia** states that you are picking a map today to present to the public. The public isn't going to have any options because you are picking the map for them. Herself as a constituent would like to be presented with all 5 maps and then be able to say she likes one or the other. Choosing just the one map is not fair to the public.

**Commissioner Sanchez** states that is the exact opposite of what he said. He stated that they cannot vote on this because they have not had any input from the public. We cannot vote on this when we don't even have an ordinance in place.

**Madam Chair DuCharme** states that it was her suggestion to vote on a map because she thought the Commission needed to be clear what is being presented to the public.

**Leann Tapia** states that 2 maps should be presented to the public. You are all about open government, so present more than one map to the public.

**Madam Chair DuCharme** states that we are still in the discussion phase and Ms. Tapia your input will be take into consideration.

**Leanna Tapia** states that she wants it to be know that this Commission does not have a 3<sup>rd</sup> vote, let this rest until January, and bring it back up then. If they decide they want to move forward with this, then you can proceed at that time.

**Madam Chair DuCharme** states that it is unfortunate that Commissioner Frost is making this decision before hearing any input from the public.

**Leann Tapia** states that he is making this decision because he feels it is a big enough issue better left for the new Commission to decide. If this is decided on before the new Commission comes in, it will be something that they will have to live with, being that they did not have any input on the decision.

**Commissioner Sanchez** asks if he has mentioned to anyone that he has set a date to decide on this. He tells Ms. Tapia that she is assuming that he is trying rush the vote before the next Commissioners come in. He has never stated that this has to be done by December 31<sup>st</sup>.

**Leann Tapia** states that she is no longer going to argue, she has let her voice be heard, and this just needs to be put to rest until the new Commission comes in.

**Madam Chair DuCharme** would also like to state the Mr. Jeff Laird said that he has been constantly reminding the Commission that the county needed to update its comprehensive land use plan. And he pointed out that in this current plan, the Mid Region Council of Governments who prepared this plan, recommended the county move to a 5 member board.

**Commissioner Sanchez** states that he has not said how he is going to vote. When this is all said and done he may vote no. At no time during this process has he stated how he is going to vote. We are still in the process. Back in February there was a unanimous vote of our intentions to move forward with the process to move to a 5 member Board. We gave the county manager direction to move forward with the redistricting via contract, which has been accomplished, and suddenly there is a turnaround in September. To him that is a major inconsistency.

**Commissioner Frost** makes a motion to adjourn.

**Commissioner Sanchez** states that there is no need to make a motion to adjourn. He simply asked a question and would like an answer.

**Linda Jaramillo** states that during the proceedings of this Commission meeting and deciding an whether or not to go to a 5 member board, Dennis Wallin continued to state that the only vote that will require the unanimous vote will be the last one. When the Commission decided to move forward Commissioner Frost could have said no, but Madam Chair DuCharme and Commissioner Sanchez could have moved forward.

**Commissioner Sanchez** states that the first vote for us to move forward had to be unanimous as well. The reason we are at this point is because all Commissioners voted yes to move forward.

**Madam Chair DuCharme** states that she recalls that the only vote that needed to be unanimous was the last vote as well.

**Linda Jaramillo** states that she can pull the minutes to make sure, but she recalls that Mr. Wallin stated the only vote that needed to be unanimous was for the Ordinance, which is the last vote.



**Madam Chair DuCharme** addresses Commissioner Sanchez and states that we should present all the plans to the public to avoid any accusations or questioning.

**Commissioner Sanchez** states that he does not believe that there will be any questioning or accusations. We have not committed to plan D-2, we have not stated the D-2 will be the final plan. We want public input on this plan, it is our responsibility as leaders in the community to identify a certain vision. It is within the Commissions role to identify the intentions on which this Commission intends to move forward. He has injected his philosophy into plan D-2. We need to go out in the public and get their input. He believes plan D-2 is not the be all end all, but it the spirit of what he thinks is essential to the county. If the Commission feels likewise, this is the plan we should seek public input on.

**Madam Chair DuCharme** addresses Commissioner Sanchez asking if he thinks this is enough to instruct Ms. Garland to prepare this plan to present to the public.

**Commissioner Sanchez** replies, for his part he believes that this process, from which Commissioner Frost is abstaining from, and is entitled to do so, is being done the right way.

**Commissioner Frost** states that he asked for recognition a few minutes ago and was talked down to. He wanted to make a comment and one of his fellow Commissioners talked over the top of him not allowing him to make his comment, so Commissioner Frost let him talk. As we grow older and mature, we learn to be respectful of each other. What he wanted to say is that this is all hypothetical and this does need to go before the new Commission to decide to go to a 5 member Commission. This is what he said a few meetings ago and does not think he needs to repeat himself. This needs to go to the new Commission, they are the ones that are going to approve the funding for this and the county. Close to \$100,000.00 will be going towards the Commission for the 2 new members. Some of the people that want this 5 member board and spend this money per year, are the same ones that complain about the road when it rains. With this money we could hire a couple of new road employees or deputies for the Sheriff's department.

**Madam Chair DuCharme** thanks Commissioner Frost for his comment.

**ACTION TAKE:** **Commissioner Frost** states that he would like to again make a motion to adjourn. **Madam Chair DuCharme** asks if there is a second. **Commissioner Sanchez** states that we are not finished yet. **MOTION DIES**

**Commissioner Sanchez** thinks that due to the fact that the Commission is not united on the idea of moving to a 5 member Commission, we should not delegate the responsibility for the promotion on an idea that the Commission is not unified behind. The burden of effort is on us and we shouldn't put the county employees in the middle of all this. This does not seem like a county matter since the Commission is not unified on this. He would hate to put any of the offices or employees in a difficult position, we need them to be A-Political and remain neutral. We need to give them the opportunity as well to voice their opinions and concerns as well. As a split board, if we give the manager's office directive to prepare these maps, but they don't agree, it would not be right to force them to prepare information if they don't agree on it. The issue seems to have become political and we need to divorce this from official county business.

**Madam Chair DuCharme** states that she strongly disagrees with what Commissioner Sanchez has to say. She states that it is the manager's office responsibility to carry out the decisions of the Commission regardless if they agree with them or not. We need to decide if we want to go further and have the public hearing on this issue or not. It is not a personal issue and per state statute we as Commissioners are required to make a decision and vote on it. It is not political in anyway and is no different than any other decisions we are making. We need to have clear vision on this and decide if we want to bring this to the public or just stop here. Madam Chair DuCharme thinks it is not her personal responsibility to move forward. The plans are prepared and we need to set a date for the public hearing and vote on this.

**Belinda Garland** states that the Manager's office does whatever the Commission directs them to do. If she sits there and points on issues with the maps, she is not being argumentative, she is just pointing out things for the Commission to think about. The votes you make are your decisions and you have to live with them. Ms. Garland merely points out things for the Commission to think about and that is her job to be in the middle and be on both sides. If the Commission decides to move forward with the public hearing, then we will prepare whatever packet you want us to.

**Commissioner Frost** states that the public hearing should not happen until the new Commission comes in. Commissioner Javier will be a part of that Commission and all of them should hear what the public has to say on this issue.

**Commissioner Sanchez** states that we are discussing the hearing, the map, and the brochures all at once. He states that the public outreach should not be done during one hearing. Commissioner Sanchez would like to do some public outreach in his district and have meetings with the communities in his district. He does not want to set a date for the public hearing, he cannot commit to a timeline. We need to decide on a plan, decide on the brochure, not set a date, and have each Commissioner do some public outreach within their district as they see fit. No information should be put on the county website. We have one Commissioner that is not for this and we need to respect his decision, placing the information on this could prove to be problematic.

**Belinda Garland** states that it only takes a vote of 2 to move to the public hearing and then give the directive to the manager's office on what to do next. The Ordinance is the only item that will require the majority vote.

**Commissioner Frost** asks if there is a particular order in which the public hearing and voting on the ordinance must take place.

**Belinda Garland** states that the public hearing will need to happen first and then the ordinance will be presented after.

**Commissioner Sanchez** states that he recommends the manager's office remain posted on a date for the public hearing. Once we have completed what we need to, then instruct the manager's on a date for the public hearing.

**Madam Chair DuCharme** asks if the ordinance should be presented at the public hearing.

**Belinda Garland** states that is what part of the public hearing is about, the wording of the ordinance.

**Commissioner Frost** states that he has no opposition at all in having a public hearing or voting on the ordinance. He sticks to his opinion that this should be left to the new Commission. The new Commissioners are the ones that will have to work the decision that will be made. He doesn't understand why there would be any opposition in leaving this decision to the new Commission. We have gone many years with a 3 member Commission, waiting a few more months to make that decision shouldn't be an issue.

**Commissioner Sanchez** asks Madam Chair DuCharme what her strategy will be for public outreach within her district.

**Madam Chair DuCharme** states that her plan will be the same as Commissioner Sanchez by having meetings with the public as well as placing a lot of the information on her Facebook page.

**Commissioner Sanchez** asks Ms. Garland why she feels so strongly about plan A and if she would like to elaborate more on them. Commissioner Sanchez states that if he at any time shut anyone down during the meeting today, he didn't mean to. It got a little contentious for a bit and it is difficult to maintain ones composure. He would like to hear more from anyone on their comments from plan A or any of the other plans.

**Belinda Garland** states that she is good and has no comments.

**Madam Chair DuCharme** would like to remind everyone that this Commission is one that started this process, why should we have the next Commission make the decision? We started this process and we should at least try to finish it.

**Commissioner Sanchez** believes this issues has merit. There are a lot of benefits that can come from a 5 member Commission. He is looking forward to the discourse that will come from it. Commissioner Frost is against this, people from the public are against this, and he is looking forward to the input these people have on this topic. We need to take our time and make sure that the issue is not rushed.

**Linda Jaramillo** states that for the sake of the public, when you have these meetings, and you are only presenting one map, questions will arise as to why they are only seeing this map. If you don't present them with other maps to explain why you came to the decision to focus on the one map, people will ask why. Michael Sharp has given us the maps, if you present them to the public you can explain to them why you chose one map over the other. You are going to have to do this all over again with the public. Very few people come to these meetings, and when they do they are here for other reason and then end up leaving before this item comes up. The public hasn't seen the maps or presentations. Put the maps up for your sake when you start to have the public meetings. If you want the public's input then you will need to present them with all the maps and explain to them why you came to the decision of proposing map D-2.

**Commissioner Sanchez** states that if you place 5 maps for the public to view, how can you get everyone to agree. There will be too many view points and you can't get any traction. How can you avoid that?

**Linda Jaramillo** replies that you cannot avoid that. The reason for the public hearing is to hear from the public. If it takes you 9 hours to get public input, then that's what it takes. You have to give the public their due process. Ms. Jaramillo states that Michael Sharp went to a meeting where all maps were presented and it took hours upon hours to hear from the public. If you want public input and public hearings, it is going to be long, tiring, and hard. Their opinions and input on the maps and the 5 member board should matter. My office will have to do the minutes for those meetings, we are the keeper of the record, and are here for the duration to listen to everyone speak. You need to have your due process for the public. The public should influence you on your decision in the end it is ultimately your decision, but you need to give the public their voice. If you are basing your decision on what the public says, then they should be able to view all the maps.

**Belinda Garland** states that if you don't want to present the public with 10 maps then pick 3 that are all different and then present those to the public. With that option you will get better input from the public by seeing that 15 liked this map but then 100 liked this other map.

**Commissioner Frost** states that he has always interpreted the term Public Hearing as meaning public hearing. It is not a Commission hearing. We listen to the public and then make our decision based on that.

**Madam Chair DuCharme** states since public money was spent on these maps, then all of these maps should be available to the public.

**Commissioner Frost** states that it would be good, but why go to that expense until you find out if the new commission is going to redistrict or not.

**Madam Chair DuCharme** states that there will be no expense if the maps are placed on the county website for the public to view.

**Commissioner Frost** states that there are a lot of people that do not have access to the county website.

**Madam Chair DuCharme** states that this is one way to present information to the public, not the only way.

**Belinda Garland** comments that if we have a public hearing, we will have to have material for the public. As she mentioned in the past it costs money for every color copy that we make. If we make copies for the packets for the public, which we should, it's going to cost a lot of money, and we need to find a printer for that.

**Commissioner Sanchez** states that we can plan for the public hearing when we are ready to proceed with it. He would like to do public outreach in his district and present them with map

D-2. He states that he will have a better outcome in presenting this map to the people in his district. He cannot present a map to his constituents that he doesn't think is any good. He wants to present a map that has meaning, and for him that is map D-2.

**Madam Chair DuCharme** tells Commissioner Sanchez that he can provide the other maps if they ask him about them.

**Commissioner Sanchez** replies, yes, he will definitely do that.

**Commissioner Frost** states that he only represents district 1 and that is such for the other Commissioners, but as a Commission we represent the whole county. He gets public input on this topic almost every day and has been for quite some time. A lot of the input he gets from the public is not only from his district, but from districts 2 & 3 as well.

**Commissioner Sanchez** states that he has public input on a daily basis. While he was campaigning, the most enjoyable part was doing the outreach and talking to the people door to door. There are a lot of people that are coming to his mind that he has not seen since then, and he would like to go out and visit with those people. It's not about who is going to come to you and voice their opinion it's about himself going out and getting that input from the public as well. He is not committed one way or the other, there are assumptions that are very ingenuous. He cannot make a decision from a 9 hour public hearing, the only way he feels that he can achieve a decision is by spending 8 hours a day speaking to the people in his district.

**Linda Jaramillo** states that if you have a 9 hour meeting, you don't have to make a decision right then and there. Go back and watch the video. She listens to the video at least 3 times when checking the minute for accuracy. You don't have to make that decision right away, go back and sit in front of the computer, take notes, and then you can determine by the next time that a person or persons had a good idea. You can't just listen to everyone one time, you do, but when it comes to something like this, you need to take the time and listen to it more than once, then make a more concise decision. This video is available for you to watch and listen in depth. In her opinion she doesn't know why we have commission districts, as the County Clerk, Treasurer, Assessor, Sheriff, we represent the whole county, maybe we should be revolutionary and say we are going to do away with districts and just represent everyone.

**Commissioner Sanchez** states that if you don't have districts then there is a possibility that all Commissioners could be from Estancia. The idea is to balance power.

**Madam Chair DuCharme** asks the Commissioners for a time frame on how long they will need to do their outreach.

**Commissioner Sanchez** states that he would like to do outreach through Thanksgiving.

**Commissioner Frost** again states that he thinks it should go until January that way the new Commission will have an ear on what is happening.

**Commissioner Sanchez** would like to invite those Commissioners to the public outreach that way they can see what is going on. Commissioner Sanchez asks Commissioner Frost if he plans on doing any public outreach.

**Commissioner Frost** replies that he has not given it any thought.

**\*Adjourn**

**ACTION TAKEN: Commissioner Sanchez** makes a motion to adjourn the October 3<sup>rd</sup>, 2018 Special Commission Meeting. **Commissioner Frost** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

**MEETING ADJOURNED AT 6:00 pm**

\_\_\_\_\_  
Madam Chair DuCharme

\_\_\_\_\_  
Yvonne Otero-Administrative Assistant

\_\_\_\_\_  
Date

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

DRAFT COPY  
Torrance County Board of Commissioners  
Commission Meeting  
October 10, 2018  
9:00 AM

**Commissioners Present:** JULIA DUCHARME – CHAIR  
JAVIER SANCHEZ – MEMBER  
JAMES FROST – MEMBER

**Others Present:** BELINDA GARLAND – COUNTY MANAGER  
ANNETTE ORTIZ – DEPUTY COUNTY MANAGER  
DENNIS WALLIN – COUNTY ATTORNEY  
GENELL MORRIS – ADMIN ASSISTANT

**Call Meeting to order**

Madam Chair DuCharme: Calls the October 10, 2018 Commission Meeting to order at 9:02 AM

Pledge lead by Belinda Garland

Invocation lead by Commissioner DuCharme

**Approval of Minutes:** September 19th, 2018; Special Meeting September 24th, 2018; Special Meeting September 26th, 2018 Regular Meeting

Commissioner Frost: Motion to approve September 19th, 2018 Minutes  
Commissioner Sanchez Seconds the motion.  
All in favor: **MOTION CARRIED**

Commissioner Frost: Motion to approve Special Meeting September 24th, 2018 Minutes  
Commissioner Sanchez: Seconds the motion.  
All in favor: **MOTION CARRIED**

Commissioner Frost: Motion to approve Special Meeting September 26th, 2018 Regular Meeting Minutes  
Commissioner Sanchez: Seconds the motion.  
All in favor: **MOTION CARRIED**

**Approval of Meeting Agenda**

Commissioner Sanchez: Motion to approve Meeting Agenda  
Commissioner Frost: Seconds the motion.

Madam Chair DuCharme: Request to move Consent Agenda after a break to have time to review.

Commissioner Sanchez: of course

Belinda Garland – County Manger: The consent agenda included in the packet, included dates that have already been approved. There is nothing in there that you haven't reviewed. There were no dates added to the end, just some extra dates added to the beginning.

Madam Chair DuCharme: Why are we approving it today?

Belinda Garland – County Manger: The one you are approving is with the correct dates. We printed a new one with the dates you have previously approved. Last Thursdays when we were putting the agenda together everyone was off because we had to close the building because the sewer lines backed up. The employee that normally prints the consent agenda was not here that day, we printed one with extra dates. There was nothing added that you have not reviewed.

Madam Chair DuCharme: The amount was different than previously approved.

Annette Ortiz – Deputy County Manger: The initial consent agenda was large \$561,831, because it was a larger date range than it should have been. The Corrected amount is \$ 201,149.62. Nothing new was added, it was taken away with the date correction.

Madam Chair DuCharme: Commissioners is this explanation sufficient enough for us to move forward? .

Commissioner Frost: Yes

Commissioner Sanchez: Yes

\*Consent Agenda was not moved.

All in favor: **MOTION CARRIED**

### **Approval of Consent Agenda:**

1. Approval of Checks

Commissioner Frost: Motion to approve Consent Agenda

Commissioner Sanchez: Seconds the motion.

All in favor: **MOTION CARRIED**

*Moment of Silence in memory of Equipment Operator Mr. Jake Tenorio and  
Elections Employee Mrs. Mary Lupe (Lujan) Lucero*

Madam Chair DuCharme: Our deepest condolences to their families and friends.



**\*ACTION ITEMS**  
**ITEMS TO BE CONSIDERED AND ACTED UPON**

**\*Commission Matters:**

**1. Memorandum of Understanding between Torrance County and Bernalillo County for Fiscal Agent Assistance**

County Manager Garland stated she has not received anything back from Bernalillo County and requests to table item.

Commissioner Sanchez: Motion to table

Commissioner Frost: Seconds the motion.

All in favor: **MOTION CARRIED**

**2. Resolution 2018-45, a Resolution relating to the proposed industrial revenue bonds entitled Torrance County, New Mexico Taxable Industrial Revenue Bonds (La Joya Wind, LLC Project), Series 2018; declaring the intent of Torrance County to issue such industrial revenue bonds in an aggregate principal amount up to \$675,000,000 for proposed project as described therein; and directing the County Clerk to publish Notice of Intent to consider an ordinance authorizing the issuance and sale of the bonds in a newspaper of general circulation within Torrance County.**

Katherine McKinney – Modrall Law Firm: Representing Avangrid, is working with the county in issuing these industrial revenue bonds. This resolution kicks off the process of issuing the bonds and allows the company to begin purchasing equipment as an agent for the county. From here we will provide a requisite notice to the taxing jurisdictions within the county, then publishing notice of intent to adopt the bond ordinance and waiting the 30 days for the limitation of action period to expire and closing the bond issue.

Mark Stacy – Director of Development for Avangrid Renewables: We have gone through this process before with the El Cabo project. We have been very active in New Mexico for the past 10 years. This 2<sup>nd</sup> project is called La Joya project, it's in the same area as El Cabo, between Encino and Willard, South of highway 60, El Cabo is mainly north. The La Joya project is about 50,000 acres. This project is half private, half state land, on the Lucy Ranch. We received the special use zone district for the La Joya project in May of 2017. We are planning this project being from 160 megawatts to 350 megawatts, 160 megawatts construction will start a year from now. We have a purchase power agreement with PNM to serve the Facebook facility in Los Lunas. This project will use the new BB2 line, power will flow from the La Joys project to the Clines Corners substation built for El Cabo then to Albuquerque. The economic benefits provided by El Cabo will be similar to this project, depending on its size. For Example: El Cabo employs 17 full time employees (operations and maintenance facilities) at the peak of construction 400 people were employed. Under industrial revenue bonds for the El

Cabo project and pilot payments, we end up paying about a million dollars per year into Torrance County, divided up between the county and school districts. We have not negotiated yet, we will begin negotiations soon. We respectfully request approval of this resolution.

Dennis Wallin – County Attorney: This is an inducement resolution, it doesn't bind the county to pass the bond ordinance. It says it's our intent to move forward with the process. Avangrid is paying all the costs and legal fees for both bond council and my time. I will also take off my lawyer hat and say Avangrid has been a great citizen of the community. We appreciate that.

Commissioner Frost: Makes motion to approve Resolution 2018-45

Commissioner Sanchez: Seconds the motion.

Michael Godey – Tajique: Based on the concerns for Mountainair, the transmission lines going through people's property. The use of enumerate domains. The lights that are on the windmills, I think they are excessive. I think you could have a third as many. Is there a way to get the Feds to change their light system?

Dennis Wallin – County Attorney: We have to have a public hearing before the Ordinance is entered. The appropriate time for that discussion is at the Ordinance/Public Hearing. The transmission for this facility does not affect Mountainair.

Mark Stacy – Director of Development for Avangrid Renewables: The transmission lines for this project goes nowhere near Mountainair. It goes 10 miles west of Encino to Clines Corners north. We don't have powers of emanate domain, we have agreements in place with willing land owners. The FAA lighting, those are federal regulations that we have to abide by for aviation safety.

Madam Chair DuCharme: There is a new technology that doesn't have constant flashing. Are you aware of that new technology? It is a problem for people that live in that area.

Mark Stacy – Director of Development for Avangrid Renewables: I think you are talking about lights that come on when it senses an approaching aircraft. I'm not sure if it's commercially available.

Myra Pancrazio – EVDA: Patten Energy brought that up at the Planning and Zoning Meeting last week. We are looking into it and the Federal government is also looking into it but not have reported that technology yet. They are still experimenting with it. When the federal government gives the go ahead it will be available to the wind projects.

Madam Chair DuCharme: Which agency is responsible for that?

Myra Pancrazio – EVDA: The FAA.

Madam Chair DuCharme: What is that?

Myra Pancrazio – EVDA: Federal Aviation Administration

Marcie Wallin- Torrance County Fair Board: Thanks Mr. Stacy for helping the Torrance County Fair.

Andrew Homer – Citizen: Maybe a glow in the dark paint on the blades of the turbines, might be an option instead of a flashing light.

All in favor: **MOTION CARRIED**

### **3. EVSWA Vacant Exempt Denial, Appeal(s)**

Belinda Garland – County Manger: At the last meeting the new definition for vacant exempt was approved. I need directive on how you want to handle the appeals that came in before you that you tabled. How do you want us to proceed with the new definition? It's too late to start it now because of the billing system has already went out for the last quarter. It's beneficial to start the new definition at the beginning of 2019. Then we can allow people within the next 2 months to come in, complete the forms and start the new definition. You had appeals brought before you, we need to know what you want to do with those?

Madam Chair DuCharme: It should be applied immediately. The new definition should be applied to those appeals.

Belinda Garland – County Manger: Are you telling us, all of the appeals that came before you are going to be vacant exempt?

Madam Chair DuCharme: According to the new definition. We asked those people to wait while we review the issue.

Belinda Garland – County Manger: Correct, We asked them to wait and you made the new ruling on the definition. We need to know all of the appeals that were brought before you, you're going to allow them to be considered vacant?

Madam Chair DuCharme: This is my opinion, commissioners?

Commissioner Sanchez: I think they have to reapply and provide the backup information to see if they qualify.

Belinda Garland – County Manger: Who is gathering that information and made that decision, the County or Solid Waste Authority?

Madam Chair DuCharme: Solid Waste Authority

Belinda Garland – County Manger: I will set a meeting with them and workout the particulars.

Annette Ortiz – Deputy County Manager: Do we notify them by letter informing them they need to apply and recertify?

Commissioner Sanchez: It would be good to call them and inform them of the new process.

Belinda Garland – County Manger: We will draft a letter, so they have it in writing.

Madam Chair DuCharme: It should be announced on the county and solid waste websites.

Belinda Garland – County Manger: I don't disagree with that. We did not set a date as to when it starts. This is why I'm asking for directive. The billing cycle went out last month around September 10<sup>th</sup>. We can start the new process January 1st, this gives people time to come in and complete the paperwork.

Commissioner Frost: We should do as the manager suggests, this is a common sense approach. The people in question should reapply.

Belinda Garland – County Manger: We will have to develop forms, send out letters and they will need to bring documentation. We need time to do this.

Madam Chair DuCharme: I think exception should be valid immediately. You can send bills January 1<sup>st</sup> in a different way. People can apply right now.

Belinda Garland – County Manger: I'm not saying they can't apply, they have already been billed for this quarter. They can bring in documentation and start with the next billing cycle.

Madam Chair DuCharme: People who are appealing will be treated differently. They will receive exceptions and others will not.

Belinda Garland – County Manger: The people who appealed were put on hold. We are holding their statements and billing. Everyone else has already received bills. We need to know when and how you are going to allow this to start.

Madam Chair DuCharme: The people asked for an appeal but have not received an answer from the commission.

Annette Ortiz – Deputy County Manager: You tabled it for 30 days.

Madam Chair DuCharme: We asked them to wait for our decision, we made a decision and should be effective immediately. This is my opinion.

Dennis Wallin – County Attorney: The staff needs a consensus from the commission.

Belinda Garland – County Manger: If you are going to make this effective immediately, you going to have to think about the people that have already paid for this quarter. Are you going to allow refunds? Are we going to hold them to what they have already paid? This is going to become very convoluted if we are not careful. If you don't make it effective January 1<sup>st</sup>, you may have all these people asking for refunds. This will cause a lot of confusion with the Solid Waste Authority.

Madam Chair DuCharme: How many people paid?

Dan DeCosta – Code Enforcement: 53-54, 8-10 appealed, around 45 people I spoke to and informed them of rules, they agreed. Out of 45, about 15 were clearly living on the property. Around 30 people.

Dennis Wallin – County Attorney: You have to have a process that's applied universally. You can't treat a group of people different. Whatever the definition is, however they document there claim that they are exempt, needs to be followed in all the cases. You can't create a special class.

Commissioner Sanchez: These 10 are in the balance because we instituted a new definition on September 26<sup>th</sup>. Its inherent they are a special category. The other rate category have been determined. A determination has not been made for these few.

Dennis Wallin – County Attorney: They haven't submitted the paperwork, so they are not a special class. They are only a special, if you make them a special class which you should not do. They need to go back through the process. They need to submit the paperwork to prove they qualify for your new definition of vacant/exempt. Ms. Garland is asking you to allow the staff the time to get all the forms and paperwork together to do this.

Belinda Garland – County Manger: Potentially 30 people could have qualified the same way as the 10 people that qualified, they just didn't choose to appeal. You have the potential for those 30 people to come back and say, you gave special privileges to these 10 people, I pay my bill, I want my money back. We should start this effective January 1<sup>st</sup>, we can gather there information. The new bills will go out around December 10<sup>th</sup>. Everyone should pay their bill, through this quarter and we can start with the new definition with that new billing cycle.

Commissioner Frost: Makes motion to proceed as described by our County Manager.

Madam Chair DuCharme: Ms. Garland, when previous resolution was approved, how was it applied?

Belinda Garland – County Manger: We did it the same way, I worked it out with the Solid Waste Authority. At that time we didn't have any appeals and we started that process with the next billing cycle. We allowed that amount of time in order to get forms in place and people advised of the new process. We did not start in the middle of the billing cycle, I'm recommending we don't do now.

Madam Chair DuCharme: When is the next billing cycle?

Belinda Garland – County Manger: Bills will go out the 10<sup>th</sup> of December, for the 1<sup>st</sup> quarter of 2019. The bills went out the 10<sup>th</sup> of September for this quarter and you did not approve this till the 26<sup>th</sup> of September.

Commissioner Sanchez: It remains for us to adjudicate those 10 appeals individually, correct?

Dennis Wallin – County Attorney: Are you going to adjudicate under the previous guideline? That's when they filed their appeals, those were the guidelines. They need to refile and provide the proper documentation. They haven't done this and haven't appealed anything other than they were entitled to vacant exempt under your previous guidelines.

Commissioner Sanchez: Would we have to adjudicate based on the criteria pre 26<sup>th</sup> of September or post?

Dennis Wallin – County Attorney: Pre, that is what they appealed. Otherwise you are created two separate classes of people. In fairness you need to put a date on it. You have to judge the appeals based on the definition in placed at the time of appeal. They are appealing the decision that was made based on whether or not there was furniture in the house. They have the right now, since you have changed it and provide documentation.

Commissioner Frost: I will restate my motion.

**\* No Second**

Commissioner Sanchez: Motion to table, I'd like to give it a little more thought.

Madam Chair DuCharme: Seconds the motion.

Madam Chair DuCharme: Mr. Wallin, is it legal for the county to charge people based on if they have furniture in their house or not?

Dennis Wallin – County Attorney: You can set the standard for how you want your ordinance to be enforced, as long as you don't create separate classes of people.

All in favor: **MOTION CARRIED**

**\*Public Relations:**

**4. Around the County Presentation – Annette Ortiz, Deputy County Manager**

Presentation with photos of 2 projects. Charlie Breckenridge Rd. and chip seal in Estancia.

Leonard Lujan – Road Department: We helped the Town of Estancia with the chip seal road project near Allen Ayers, they received state funding. We help them save a lot of money by us doing the project for them. They pay us to work on Fridays (our day off). We also worked on Charlie Breckenridge Rd., we are putting base course on top and then we will go back and make it a chip seal, should last a long time. This road goes from Hwy 41 to Appaloosa Rd. Leonard answers an inaudible question. It cost too much money and doesn't last very long to use acrylic. Acrylic is used for dust control.

**5. Updates:**

**a. Various County Departments**

Linda Jaramillo – County Clerk: Election update, early/in person voting has begun yesterday. We had 30 people vote, sent out 172 absentee ballots. Registration closed yesterday, it's too late to register unless you walk in a registration by Thursday dated on or before October 9<sup>th</sup>. If we get any registrations post marked October 9<sup>th</sup> or before we will enter those. If anyone has any questions about your absentee applications call 544-4361 or if you have any question concerning registrations or polling places call 544-4350. The Alternate site will open Saturday, October 20<sup>th</sup> 10am - 6pm at the Moriarty Civic Center. The following week will be open Tuesday-Saturdays till the Saturday before the election. Same here for the in person voting, will be open till the Saturday before the election. I encourage everyone to return your absentee ballots as soon as possible, we can accept them up until 7pm election day.

Annette Ortiz – Deputy County Manager: I want to invite the public to come to the County building. The Torrance County Safety Committee is presenting pinktober. Tomorrow we will be having door decorating contest for breast cancer awareness as well as domestic violence prevention awareness. We invite everyone to look at our doors.

Steve Guetschow – Planning & Zoning: At our planning and zoning board meeting last week on October 3<sup>rd</sup>, we heard the application from Pattern Energy LP for an upcoming wind farm. After hearing comment in favor and opposition to the board made a Do Pass recommendation. By roll call vote: Harlan Lawson; Do Pass, Gail Langell; Do Pass, Max Cabber; Do Pass, Cathy Lynch; Do Pass with condition Pattern Energy's promise for community involvement comes to reality, Ron Graham; Do Pass. The Public hearing when this action comes before you for the final decision will occur on November 14<sup>th</sup>. I have updated the public notice signs in that region and have newspaper ads in the

Independent for public notices. We are resending out the 240 public notice letters to the residence of that area.

We met this week for our Mountainair collaborative for the Forest Service plan, we had a deadline line of October 5<sup>th</sup>, to submit our comments to the Forest Service regarding a new plan. The plan looks good from our perspective, I added to the management of the forest where it stated to protect the local community from wild fire also include flash flooding. We will be meeting again on October 25<sup>th</sup> to review the comments. The review process will be coming out for Public comment on the Forest Service website, at the end of December early January.

Martin Lucero – Emergency Manager: I'm working on getting my certification for Emergency Management, I have one more course and will be able to apply for that certification.

EMPG grant, this fiscal year we received our SGA. Once that is fully executed, we will ask for ratification. The CRI grant is on the agenda for today for ratification. We are receiving more funding this year in the amount of \$3,000 provided by the Department of Health.

On October 25<sup>th</sup> we will be having an active shooter training and drill here at the county building, two trainings at 9:00 am and 10:30 am with the drill at 2 pm. We purchased trauma kits for the Admin offices. We are working on a mass notification procedure that we can give to everyone and conducted some rap training throughout the offices.

On October 20<sup>th</sup>, 9-2 pm we will be have a flu shot clinic at the Pumpkin Chunkin, first come first serve. Please bring your Medicaid card if you have one otherwise its free.

In the next 30 days the PIO and policy group plans will be annexed into our emergency operations plan. We are looking at a grant to get a mobile command unit that all emergency services can use. The sheriff's department is assisting with this.

I'd like to remind everyone that winter weather is right around the corner, please make preparations in your vehicles or homes. Our county website under the Emergency Management Department you will find a winter weather bulletin.

Andrew Homer – Citizen: Do you have defibrillators in county vehicles?

Martin Lucero – Emergency Manager: Our fire department has two. We are not outfitted for every vehicle to a defibrillator. They are looking at a contract to have one in the admin building.

Lester Gary – Fire Chief: We are getting a contract to get an automatic defibrillator here in this building. We have 2 AEDs with the Sheriff's Department and every fire apparatus carries and AED. We are looking at new types of devices that are out that are better than the AEDs, they are CPR devices. They are about \$11,000. We may get one on loan from an EMS medical supply vendor, so we can do a trial here in the county.

### **c. County Manager**

Since October 1<sup>st</sup> I met with Marcie Wallin, Amanda Tenorio and Tracy Sedillo in regards to issuing payments to the fair participants who sold items at the Torrance County Fair. Grant Committee met in regards to grants for JJAC, Emergency Management and DWI. All three grants were approved.

Met with Presbyterian on billing issues. Attended the Planning and Zoning meeting regarding Pattern Wind and special commission meeting to discuss the 5 member commission. The Torrance County administrative building was closed October 4<sup>th</sup> due to sewer lines backing up. Interviews were done for the Operations manager on October 9<sup>th</sup>. NM State Department of Health would like to move the public health office back to Estancia. Space is available at the Project Office building.

**\* Department Requests/Reports:**

**6. Grant Agreement 19-CD-05-103 between the NM Dept. of Transportation, and Torrance County for Community DWI Funding – Tracey Master, DWI Prevention Coordinator**

This agreement is in the amount of \$2,689, no match is required. Funds are generated by a \$75 fee assessed to all convicted DWI offenders. Funds will be used for promotional items such as key chains and coaster for the Smart Choice program. It has met approval from the Grant Committee and has passed legal review.

Commissioner Sanchez: Motion to approve Grant Agreement 19-CD-05-103 between the NM Dept. of Transportation, and Torrance County for Community DWI Funding  
Commissioner Frost: Seconds the motion.

All in favor: **MOTION CARRIED**

**d. Other Boards or Land Grants (upon request)**

Marcie Wallin – Fair Board: The County Fair was a huge success. We had an increase in crowd participation from the various communities. The kids that participated enjoyed all the new activities. We had a lot of positive comments from community members, they enjoyed playing bingo. It was so successful they asked to play at unscheduled times, vendors made donations for the prizes. We will have to have a bigger tent for the next fair, it was too crowded. We had 10 queen candidates, Danielle Johnston did a great job getting participation. The cost for running the fair was \$19,500 our annual budget. We got 52 buckles (\$5,200), 21 plaques (\$525), 12 medal signs (\$1,800) donated. The livestock auction (43 slots) was downsized due to CCA being gone, there were a huge contributor, and total sale was \$ 130,900, total add-ons were \$21,654. We are currently owed \$20,430 and \$3,024 for the add-ons. At the board meeting we worked on the ICIP plans, as to how to move forward.



**7. Telephonic Workplace Injury Management Services Agreement between Torrance County and Company Nurse, LLC – Kristin Oliver, HR Director**

This was tabled till the country attorney was able to look at this, to make sure the county was not liable for any wrong advice. He has reviewed and there is no liability to the county.

Commissioner Sanchez: Motion to approve Telephonic Workplace Injury Management Services Agreement between Torrance County and Company Nurse, LLC  
Commissioner Frost: Seconds the motion.

Madam Chair DuCharme: How long is the county commitment?  
Kristin Oliver - HR Director: We can back out at any time.

All in favor: **MOTION CARRIED**

**8. Ratification of Memorandum of Agreement (Cities Readiness Initiative) between New Mexico Department of Health and Torrance County – Martin Lucero, Emergency Manager**

The only change from last year was we received an additional \$3,310 to establish cold chain management. The deliverables are different every year, other than that nothing has changed. This has already gone before the Grant Committee, legal review and have been approved.

Commissioner Sanchez: Motion to approve Ratification of Memorandum of Agreement (Cities Readiness Initiative) between New Mexico Department of Health and Torrance County  
Commissioner Frost: Seconds the motion.  
All in favor: **MOTION CARRIED**

**9. Resolution 2018-46 Cash Transfers and Line Item Transfers between Funds – Amanda Tenorio, Finance Director**

Amanda Tenorio was unavailable Manager Belinda Garland presented. This is based off the directive and the vote for the last commission meeting, moving funding form the PILT fund to the Commission fund. In order to provide funding within the budget for 2 extra Commissioners. This is a new type of resolution in order to record your vote for each resolution plus your signature. There are also spread sheets showing adjustments to the current budget line items, for review. The 641 fund (wind PILT fund) shows an adjustment out of the county buildings and improvements line item which was \$150,000, we removed \$85,746 as directed. This leaves a balance of \$64,254. An adjusted budget was created from \$438,500 to \$350,754 in the wind PILT fund. There are line items dedicated for the remaining balance budget for the rest of the year. \$128,500 dedicated

to the schools. \$100,000 for the grader equipment lease approved January 2017. In the 401 general fund shows the money coming in for the 2 additional commissioners.

Commissioner Sanchez: Motion to approve Resolution 2018-46 Cash Transfers and Line Item Transfers between Funds

Madam Chair DuCharme: Seconds the motion.

All in favor: **MOTION CARRIED**

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

**10. Ratification of State of NM Aging and Long Term Services Department Fund 89200 Capital Appropriation Project - Belinda Garland, County Manager**

This agreement is in the amount of \$20,000, this fund will be used for vehicles for the Senior Centers. This agreement has been reviewed by legal counsel. I signed it so we can move our appropriation funds forward in order to start purchasing the vehicles.

Commissioner Sanchez: Motion to approve Ratification of State of NM Aging and Long Term Services Department Fund 89200 Capital Appropriation Project

Commissioner Frost: Seconds the motion.

All in favor: **MOTION CARRIED**

**Public Requests:**

Andrew Homer – Citizen: The counseling office regarding domestic abuse, Where is that office? My suggestion is the county sets aside \$1,000 a year to advertise the phone number for the Domestic Violence office in the Enchantment published by the Central NM Electrical Coop.

Belinda Garland – County Manger: The information to contact the domestic violence is advertised on our website, on the front page.

**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) Discussion regarding the purchase, acquisition or disposal of real property for Torrance County operations, Sec. 10-15-1 (H) (8)

b) Potential litigation related to LeRoy Candelaria, v. Torrance County, Section 10-15-1(H)(3)

Madam Chair DuCharme: I need clarification on b), Is it ok to put it this way on the agenda?

Dennis Wallin – County Attorney: I don't know that I would have put Candelaria v. Torrance County, but it is potential litigating between the two parties, so I think its fine.

Madam Chair DuCharme: Makes a motion to go into Executive Session.

Commissioner Frost: Second the motion

Roll Call Vote: District 1: Yes, District 2: Yes, District 3: Yes.

**Executive Session starts at 10:40 am**

***\*Reconvene from Executive Session:***

Commission Frost: Motion to reconvene from Executive Session

Commissioner Sanchez: Seconds the motion

All in favor: **MOTION CARRIED**

**Reconvened at 11:34 am**

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

c) Consider and Act upon, if necessary the purchase, acquisition or disposal of real property for Torrance County operations

Madam Chair DuCharme: We were updated, No decision made.

d) Consider and Act upon, if necessary, potential litigation related to LeRoy Candelaria v. Torrance County

Madam Chair DuCharme: We were updated, directed County Manger to turn this matter over to the Attorney General for further investigation.

***\*Adjourn***

Commissioner Sanchez: Motion to adjourn Special Commission Meeting.

Commissioner Frost: Seconds the motion.

All in favor: **MOTION CARRIED**

**Meeting adjourned at 11:35 AM**

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JULIA DUCHARME – CHAIR

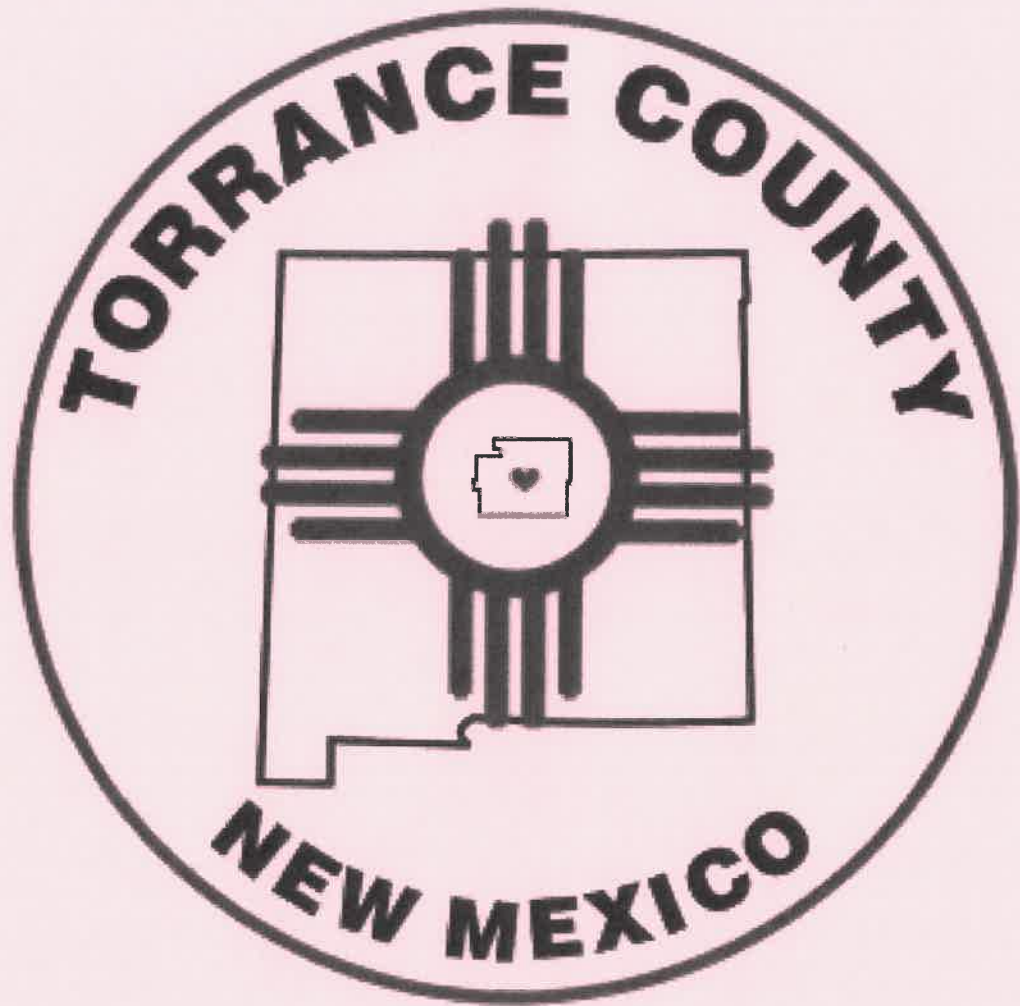
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Genell Morris – Administrative Assistant

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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 79

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 166,377.49 ON ACCOUNT OF OBLIGATIONS INCURRED FOR THE SERVICES AS SHOWN ABOVE FOR THE PERIOD ENDING 10/17/2018 . 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

CK#	DATE	Name	Description	Line Item	Invoice #	PO #	Amr
01 R	10/09/2018	CABBER, MAX	PLANNING AND ZONING BOARD MEETING 10/03/2018	401-08-2205	19100918 10/09/2018		61.
01 R	10/09/2018	COMPUTER CORNER INC	TRIPP LITE SMARTPRO SMART 1000 LCD UPS (BATTERY BACK UP) INVOICE#168200 ACCT#2464732	609-30-2219	4100918 10/09/2018	32891 32891 32891	800.
01 R	10/09/2018	EMW GAS ASSOCIATION	ACCT#10-6380-000 MONTHLY NATURAL GAS BILL SEPT 2018 ACCT#60-9530-000	612-20-2308 911-80-2209	5100918 10/09/2018 13100918 10/09/2018		24. 35.
01 O	10/09/2018	GALLS LLC	COUNTY CLERK 24.00 911-DISPATCH CENTER 35.47 GALS TRAC FORCE LIGHTWEIGHT POLO 5.11 TAFLIGHT PRO PANTS 5.11 TAFLIGHT BOOTS	604-83-2248 604-83-2248 604-83-2248	18100918 10/09/2018 / / / /	33010 33010 33010	175. 399. 105.
01 O	10/09/2018	GRAHAM, RON	COMMUNICATIONS/EMS TAX PLANNING AND ZONING BOARD MEETING 10/03/2018	401-08-2205	21100918 10/09/2018		61.
01 O	10/09/2018	HERNANDEZ, MARTY SANCHEZ	PLANNING AND ZONING BOARD MEETING 10/03/2018	401-08-2205	23100918 10/09/2018		61.
01 O	10/09/2018	LANGELL, GAIL	PLANNING AND ZONING BOARD MEETING 10/03/2018	401-08-2205	22100918 10/09/2018		61.
01 O	10/09/2018	LAWSON, HARLAN	PLANNING AND ZONING BOARD MEETING 10/03/2018	401-08-2205	24100918 10/09/2018		61.
01 R	10/09/2018	LOBO INTERNET SERVICES LTD	MONTHLY INTERNET BILL OCTOBER 2018 WEB HOSTING TAX INVOICE#106785 ACCT#10958	911-80-2272	8100918 10/09/2018		148.
01 O	10/09/2018	LYNCH, CATHERINE	PLANNING AND ZONING BOARD MEETING 10/03/2018	401-08-2205	20100918 10/09/2018		61.

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Am
		PLANNING & ZONING						61.00
01 O	10/09/2018	MARLIN BUSINESS BANK	CONTRACT PAYMENT-BIZHUB	911-80-2203	15100918	10/09/2018		256.51
			COPIER SALES TAX					256.51
			INVOICE#16314301 ACCT#1441060					
911-DISPATCH CENTER		256.51						
01 R	10/09/2018	MARTINEZ, ANNA	REIMBURSEMENT FOR 5K ITEMS	804-89-2257	10100918	10/09/2018		308.18
			SAMS CLUB, SHAMROCK FOODSERVICE					
			WAREHOUSE, HARTS HARDWARE					
DRUG EDUCATION		308.18						
01 O	10/09/2018	MORIARTY FOODS	NON-PERISHABLE FOOD, FEMININE	691-38-2283	7100918	10/09/2018		41.02
			HYGINE PRODUCTS, PAPER GOODS					32572
			FOR DOMESTIC VIOLENCE VICTIM					32572
			SUPPORT					32572
			ACCT#554					
VICTIM RESTITUTION		41.02						
01 O	10/09/2018	MOUNTAINAIR, TOWN OF	MOUNTAINAIR SENIOR CENTER/ WATER	401-05-2210	11100918	10/09/2018		99.00
			MOUNTAINAIR SENIOR CENTER/ GAS	401-05-2209		/ /		88.00
			ACCT#1716					
COUNTY COMMISSION		187.99						
01 R	10/09/2018	NTS COMMUNICATIONS	MONTHLY LONG DISTANT BILL	911-80-2207	6100918	10/09/2018		70.38
			SEPTEMBER					
			ACCT#5053849631					
911-DISPATCH CENTER		70.38						
01 R	10/09/2018	OLIVER, KRISTIN	TRAVEL TO RUIDOSO NM	401-10-2205	5100118	10/01/2018		251.95
			HR AFFILIATE					
COUNTY MANAGER		251.95						
01 R	10/09/2018	OLIVER, KRISTIN	RETURN FROM EDGE CLASSES	401-10-2205	210918	10/09/2018		49.51
			ALBUQUERQUE, NM					
COUNTY MANAGER		49.51						
01 O	10/09/2018	POSITIVE PROMOTIONS	BREAST CANCER AWARENESS MONTH	600-06-2248	17100918	10/09/2018		983.76
			SAFETY INCENTIVE					32956
			SHIPPING & HANDLING					32956
			INVOICE#5819642					
RISK MANAGEMENT		983.76						
01 R	10/09/2018	RICH FORD SALES	OIL CHANGE & INSPECTION	401-30-2201	3100918	10/09/2018		48.87
			2017 EXPLORER					33013
			ACCT#316262					33013



CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	AM
01 R	105291	RICOH USA, INC	PERIODIC PAYMENT	690-09-2284	9100918	10/09/2018		197.
	197.80		10/01/18-10/31/18					
	10/09/2018		INVOICE DATE 9/14/18					
			INVOICE#30701896 ACCT#3940880					
WIND PILT								
		197.80						
01 O	105292	RMS SERVICES	MAINT CONTRACT FOR	401-15-2203	12100918	10/09/2018		1222.
	2092.92		ADMIN BLDG. SEPT 18					
	10/09/2018		MAINT CONTRACT FOR JUDICIAL	401-16-2203		/ /		870.
			SEPT 18					
ADMINISTRATIVE OFFICES 1222.01 JUDICIAL COMPLEX MAINT 870.91								
01 O	105293	STAPLES BUSINESS ADVANTAGE	INCENTIVES FOR STARS AND STRIPES	804-89-2219	14100918	10/09/2018	32569	406.
	406.56		INVOICE#3383024116,3383645797,					
	10/09/2018		3383645798,3383645799,3383645800					
			3383967738 ACCT#AD70109785					
DRUG EDUCATION 406.56								
01 O	105294	STAPLES BUSINESS ADVANTAGE	SMEAD FILE FOLDER 1-1/2"	911-80-2219	16100918	10/09/2018	32915	64.
	935.92		EXPANSION				32915	
	10/09/2018		CASE OF COPY PAPER	911-80-2219		/ /		589.
			STAPLES STICKLES NOTES	911-80-2219		/ /		66.
			SMEAD FILE FOLDER RIGHT TAB	911-80-2219		/ /		215.
			ACCT#70109685					
911-DISPATCH CENTER 935.92								
01 R	105295	WARE, SIDNEY K	12 DAYSX250	635-67-2272	110918	10/09/2018		3000.
	3000.00		SEPTEMBER 2018					
	10/09/2018		INVOICE # 131					
CYFD JUVENILE JUSTICE 3000.00								
01 O	105296	A RIFKIN CO	4-WHEEL SUPPLY BAG	401-21-2219	3101118	10/11/2018	32814	1512.
	2412.20		FLAT TRANS SAC 14"X18" NYLON	401-21-2219		/ /	32814	608.
	10/15/2018		SHIPPING & HANDLING	401-21-2219		/ /	32814	180.
			TAX	401-21-2219		/ /	32814	112.
			INVOICE#4182870					
ELECTIONS 2412.20								
01 O	105297	AIRGAS USA LLC	CYLINDER RENTAL FEE SEPT 18	405-91-2230	4101118	10/11/2018		135.
	396.04		INVOICE #9956621256					
	10/15/2018		ACCT#2287851					
			CYLINDER RENTAL FEE	408-91-2230	5101118	10/11/2018		149.
			SEPT 18					
			INVOICE #9956684851					
			ACCT# 2296717 DIST 3 VFD					
			CYLINDER RENTAL FEE	406-91-2230	6101118	10/11/2018		110.
			SEPT 18 DIST 2 VFD					
			INVOICE #9956621257					
STATE FIRE ALLOTMENT 396.04								
01 O	105298	ALLEN MICHAELA	POSTERS ADVERTISING	412-53-2221	35101118	10/11/2018	32697	302

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Am
10/15/2018			INVOICE#1061					
COUNTY FAIR		302.80						
01 0 105299		APPLE MOUNTAIN PRINTS	PUBLIC NOTICE SIGNS, RED ON CORPLAST.	401-08-2221	7101118	10/11/2018	32958	676.
10/15/2018			INVOICE #718				32958	
PLANNING & ZONING		676.00						
01 0 105300		ARTESIA FIRE EQUIPMENT INC	CAIRNS TRADITIONAL HELMET	406-91-2248	8101118	10/11/2018	32886	1860.
24927.60			W/NFPA COMPLIANT BOURKES, STANDARDS, FLANNEL LINER, YELLOW NOMEX EARLAPS, 6" CARVED BRASS EAGLE FRONT HOLDER, NOMEX QUICK RELEASE W/ POSTMAN'S SLIDE, REFLECTIVE T RIM.				32886	
10/15/2018			CAIRN'S 6" LEATHER HELMET	406-91-2248		/ /	32886	270.
			FRONT W/3 PANELS.			/ /	32886	
			ALBUQUERQUE FIRE EQUIPMENT CONTR				32886	
			ACT SHR000020506				32886	
			INVOICE #65223				32886	
			(6) AK-3446 AKRON MERCURY MASTER	407-91-2248	9101118	10/11/2018	32750	3799.
			1000 PORTABLE MONITOR, (6) AK-51	406-91-2248		/ /	32750	3799.
			47 AKRON 2.5" MERCURY NOZZLE W/	408-91-2248		/ /	32750	3799.
			ADJUSTABLE FLOW, (6) AK-2498 AKR	409-91-2248		/ /	32750	3799.
			ON TRIPLE STACKED TIPS, (6) AK-	405-91-2248		/ /	32750	3799.
			3446-0005 AKRON STORAGE BRACKET	418-91-2248		/ /	32750	3799.
			FOR MERCURY MASTER MONITOR				32750	
			CITY OF ALBUQUERQUE FIRE EQUIPMEN				32750	
			T CONTRACT NO. SHR000020506				32750	
			INVOICE #64738				32750	
STATE FIRE ALLOTMENT		24927.60						
01 0 105301		AT & T MOBILITY LLC	MONTHLY CHARGES 8/21/18 TO 9/20/18	407-91-2207	2101118	10/11/2018		65.
65.17								
10/15/2018			INVOICE#287272915609X09282018					
			ACCT#287272915609					
STATE FIRE ALLOTMENT		65.17						
01 0 105302		AUTOZONE INC.	BATTERIES, WIPER BLADES, WASHER	401-50-2201	13101118	10/11/2018	32594	1056.
2696.80			FLUID. JULY 2018				32594	
10/15/2018			#2248982285					
			BATTERIES, WIPER BLADES, WASHER	401-50-2201			32779	1639.
			FLUID. AUGUST 18'				32779	
			2248993288 BATTERY					
			2248006265 BATTERY					
			2248006675 BATTERY					
COUNTY SHERIFF		2696.80						
01 0 105303		CABBER, BETTY	TRAVEL TO NMC ASSESSOR	610-40-2205	11101118	10/11/2018		77.
77.60			AFFILIATE FALL CONFERENCE					
10/15/2018			ALBUQUERQUE NM					
COUNTY ASSESSOR		77.60						

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amr
01 O 105304	10/15/2018	CATERPILLAR FINANCIAL SVCS	CORPBACKHOE PAYMENT	621-96-2613	15101118	10/11/2018		882.
			INVOICE #10-10-2018					
			ACCT# 0768810-000					
			LOADER					
			INVOICE #19259063 ACCT#7488-000					1782.
CAPITAL OUTLAY GROSS R 2665.70								
01 O 105305	10/15/2018	CINTAS CORPORATION NO. 2	EYE WASH STATION SERVICE	600-06-2248	18101118	10/11/2018	32621	198.
			SERVICE CHARGE, SQ AQUAPRESERVE					
			TAX INVOICE#8403785874					
			ACCT#300009096					
RISK MANAGEMENT 198.90								
01 O 105306	10/15/2018	COBURN AUTOMOTIVE & DIESEL	FLAT TIRE REPAIR	610-40-2201	19101118	10/11/2018	32914	12.
			UNIT #A03				32914	
COUNTY ASSESSOR 12.00								
01 O 105307	10/15/2018	COMPUTER CORNER INC	TRIP LITE SMART PRO 100 LCD -	675-07-2218	20101118	10/11/2018	32932	133.
			UPS - AC				32932	
			120 V - 500 WATT - 100 VA				32932	
			INVOICE #168549					
RURAL ADDRESSING 133.89								
01 O 105308	10/15/2018	COMPUTER CORNER INC	IN FOCUS IN14KV DLP PORTABLE	411-92-2219	21101118	10/11/2018	32941	347.
			PROJECTOR				32941	
			INFOCUS CARRYING CASE FOR				32941	34.
			PROJECTOR				32941	
			INFOCUS PRJ-MNT-UNIV CEILING				32941	128.
			MOUNT FOR PROJECTOR.				32941	
			INVOICE #168383 ACCT#2464732					
1/4% FIRE EXCISE TAX 510.27								
01 O 105309	10/15/2018	EMW GAS ASSOCIATION	TC ANIMAL SHELTER MONTHLY	401-82-2209	66101118	10/15/2018		24.
			SERVICE FOR THE MONTH OF SEPT 18					
			ACCT#60058010					
			DIST 3VFD MONTHLY CHARGES					26.
			SEPT 2018 ACCT#60-5390-000-757					
			SALT MISSION TRAIL					
			MONTHLY CHARGES SEPT 2018 DIST					28.
			2VFD ACCT#70-3680-000					
			DIST 5 VFD MONTHLY CHARGES SEPT					65.
			2018, ACCT#71-4510-000-44 CARL					
			CANNON RANCH RD #71-6230-000-84					
			GALLOWAY AVE					
ANIMAL SHELTER 24.73 STATE FIRE ALLOTMENT 120.83								
01 O 105310	10/15/2018	EPCOR WATER, INC.	MONTHLY CHARGES DIST 2VFD	406-91-2210	22101118	10/11/2018		106.
			SEPT 4,2018 TO OCT 1,2018					
			ACCT#739014					
STATE FIRE ALLOTMENT 106.68								
01 O 105311		FIRE PROTECTION PUBLICATIONS	PRINTERS OF WEIGHT					

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amr
	434.70		EXTRICATION, 3RD EDITION.					
10/15/2018			INVOICE #115281 ACCT#468308				32988	
STATE FIRE ALLOTMENT 434.70								
01 O	105312	FIRST VETERINARY SUPPLY	NOBOVAC 5 WAY BOX VACCINATIONS	401-82-2115	23101118	10/11/2018	32927	232.
	982.46		NOBOVAC INTRATEC 3 VACCINATIONS	401-82-2115	/	/	32927	255.
10/15/2018			NOVAC FELINE IHCP VACCINATIONS	401-82-2115	/	/	32927	98.
			1000ML BOTTLE PANACUR DEWORMER	401-82-2115	/	/	32927	233.
			15ML BOTTLES BIOMIX	401-82-2115	/	/	32927	50.
			30ML BOTTLES BIOMIX	401-82-2115	/	/	32927	47.
			BOTTLE CARPOFREN	401-82-2115	/	/	32927	65.
			INVOICE #X79258,79259,79260					
			ACCT#GW384					
ANIMAL SHELTER 982.46								
01 O	105313	GUSTIN HARDWARE INC.	ELECTRICAL, PLUMBING, ROOFING &	401-15-2215	25101118	10/11/2018	32844	379.
10/15/2018			HARDWARE. SEPTEMBER 18'				32844	
			MONTHLY PO/SEPT 18					
			ACCT #125					
ADMINISTRATIVE OFFICES 379.00								
01 O	105314	HOMESTEAD WATER CO.	DIST 5 WATER BILL	405-91-2210	26101118	10/11/2018		31.
10/15/2018			SEPT 2018					
STATE FIRE ALLOTMENT 31.10								
01 O	105315	HONSTEIN OIL CO.	9/18/18 FUEL	685-08-2202	27101118	10/11/2018		59.
	415.48		9/24/18 FUEL	685-08-2202	/	/		53.
10/15/2018			9/26/18 FUEL	685-08-2202	/	/		56.
			9/18/18 FUEL	401-08-2202	/	/		26.
			9/18/18 FUEL	401-08-2202	/	/		34.
			INVOICE #ZZ2239 ACCT#3873					
			VEHICLE FUEL INV#ZZ2240					
			INVOICE#ZZ2240 ACCT#2445/					
			TCANISHEL					
PLANNING & ZONING 230.10 ANIMAL SHELTER 185.38								
01 O	105316	INDEPENDENT NEWS LLC	VOTER INFORMATION AD 1/2 PAGE	401-21-2221	29101118	10/11/2018	32990	1060.
10/15/2018			TO RUN 3 TIMES				32990	
			INVOICE #80644-80686					
ELECTIONS 1060.24								
01 O	105317	IRON MOUNTAIN RECORDS MANAGEMENT	STORAGE FEE FOR MICROFILM	612-20-2218	30101118	10/11/2018	32731	96.
10/15/2018			INVOICE #201715712 ACCT#23-					
			2588479					
COUNTY CLERK 96.98								
01 O	105318	JOHNSON CONTROLS INC	TROUBLESHOOT AND REPAIR PROBLEM	401-16-2215	31101118	10/11/2018	32768	1576.
10/15/2018			WITH HVAC AT JUDICIAL				32768	
			INVOICE #1-72983115975					
			REPLACE AND PROGRAM CONTROLLER	401-16-2203	32101118	10/11/2018	32895	2781.
			IN RTU1 AT JUDICIAL					

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Am
JUDICIAL COMPLEX MAINT 4358.41								
01 O	105319	LESERANCE, ISABEL	SECRETARIAL DUTIES	412-53-2272	33101118	10/11/2018		425.
	425.00		DATE OF SERVICE: 9/15 TO 10/15					
	10/15/2018		INVOICE #117					
COUNTY FAIR 425.00								
01 O	105320	LOBO INTERNET SERVICES LTD	WIRELESS INTERNET SERVICE	401-82-2272	34101118	10/11/2018		48.
	48.46		SALES TAX FOR THE MONTH OF					
	10/15/2018		OCTOBER 2018					
			INVOICE#106889 ACCT#TORRANCE					
			COUNTY ANIMAL					
ANIMAL SHELTER 48.46								
01 O	105321	LUCERO, JESUS	TRAVEL TO NMC ASSESSOR AFFILIATE	610-40-2205	12101118	10/11/2018		77.
	77.60		FALL CONFERENCE ALBUQUERQUE NM					
	10/15/2018							
COUNTY ASSESSOR 77.60								
01 O	105322	MORIARTY CONCRETE PRODUCTS	2383 TONS @ \$9.65/TON	402-64-2408	36101118	10/11/2018	32948	22996.
	72792.54		TONNAGE 1" NMDOT BASE COURSE				32948	
	10/15/2018		SP-5-17(186)				32948	
			INVOICE #34833-34935-35012					
			34969 ACCT#100227					
			TONNAGE OF 1/2" RAP CHIPS	402-64-2408	38101118	10/11/2018	32861	9960.
			SP-5-17(186)				32861	
			#70-805-17-15969				32861	
			INVOICE #34609-34647 ACCT#100227					
			TONNAGE OF 1/2" RAP CHIPS	402-62-2406	39101118	10/11/2018	32861	39835.
			CAP-5-17(542)				32861	
			NM STATE PRICE AGREEMENT					
			INVOICE# 34387-34459-34495-34530					
			34346-34388-34386-34458-34457					
			3445634493-34494					
			ACCT#100227					
SP PROJECT 32956.86 CAP PROJECT 39835.68								
01 O	105323	MORIARTY PIPE & IRON	REPAIR FOR ROAD CHIPPER	402-60-2244	37101118	10/11/2018		90.
	90.96		INVOICE#7578					
	10/15/2018							
COUNTY ROAD DEPARTMENT 90.96								
01 O	105324	NEXTIVA INC	ASSESSOR 06/17/18 TO 7/16/18	610-40-2207	67101118	10/15/2018		360.
	1913.07		CLERK	401-20-2207				194.
	10/15/2018		MANAGER	401-10-2207				138.
			FINANCE	401-55-2207				110.
			MAINTENANCE	401-15-2207				55.
			COMMISSION	401-05-2207				55.
			PZ	401-08-2207				55.
			CODE ENFORCEMENT	685-08-2207				27.
			DWI	605-02-2207				55.
			IT	401-65-2207				27.
			ROAD	402-60-2207				55.
			OPERATE					



CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Am
01 0	10/15/2018	REPLACE GASKETS IN BLUE KENNEL DRAINS	401-82-2215	45101118	10/11/2018	32929	32929	255.
01 0	10/15/2018	REPLACE GLASS IN SOUTHWEST DOOR AT ADMIN BUILDING	621-96-2611 401-15-2215	46101118	10/11/2018	32905 32905 32905	32905 32905 32905	600. 422.
01 0	10/15/2018	LEASE PAYMENT AND IMAGES INVOICE #101150752 ACCT# 1027265US3	612-20-2203	47101118	10/11/2018			308.
01 0	10/15/2018	RENT ADDITIONAL IMAGES STATE TAX CITY TAX COUNTY TAX BILLING PERIOD 6/23/18 - 7/22/18 INVOICE #101173094 ACCT #80569-1027265US1	401-08-2203	48101118	10/11/2018			407.
01 0	10/15/2018	SUMMER SEARCH & RESCUE ITEMS (FLARES, FIRST AID KIT ITEMS, TOURNAQUETS, BLOOD CLOT KITS) INVOICE #126-271697 ACCT#0126-271697	410-50-2222	49101118	10/11/2018	32591 32591 32591	32591 32591 32591	1865.
01 0	10/15/2018	HP INK CARTRIDGE COLOR & BLACK TWP# 092518-2 INVOICE #3391125496/3391125497 ACCT#394849	401-21-2219	50101118	10/11/2018	32991 32991	32991 32991	609.
01 0	10/15/2018	1" BINDER WITH ROUND RINGS 12/CT 3"X2' CORK BULLETIN BOARD 15.6" ROLLING OVERNIGHT CASE, BLACK, 20"X14.2"X9" FOR FIT TEST MACHINE PRINTER INVOICE #3390483676/3391125499 ACCT#394849	411-92-2219 411-92-2219 411-92-2219	51101118	10/15/2018	32938 32938 32938 32938 32938	32938 32938 32938 32938 32938	40. 34. 112.
01 0	10/15/2018	ASTROBRIGHT YELLOW LEGAL PAPER STAPLES HAND HELD MAGNIFIER SWEAD LEGAL & LETTER HANGING FILES, AVERY LABELS. INVOICE#3390671779 ACCT#394849	401-21-2219	52101118	10/15/2018	32955 32955 32955	32955 32955 32955	228.
01 0	10/15/2018	STAPLES BUSINESS ADVANTAGE						228.44
01 0	10/15/2018	1/4% FIRE EXCISE TAX						186.76
01 0	10/15/2018	PLANNING & ZONING						407.81
01 0	10/15/2018	COUNTY SHERIFF						1865.84
01 0	10/15/2018	SPORTSMAN'S WAREHOUSE, INC.						609.30
01 0	10/15/2018	ELECTIONS						609.30
01 0	10/15/2018	ELECTIONS						228.44

CK#	DATE	Name	Description	Line Item	Invoice #	PO #	A
01 0	105339	STAPLES BUSINESS ADVANTAGE	ENVELOPES	401-82-2219	53101118 10/15/2018	32928	17
	206.03		POP-UP POST NOTES	401-82-2219	/ /	32928	15
	10/15/2018		AT-A-GLANCE WALL CALENDERS	401-82-2219	/ /	32928	46
			AT-A-GLANCE DESK PADS	401-82-2219	/ /	32928	39
			PENS	401-82-2219	/ /	32928	12
			AT-A-GLANCE PLANNER	401-82-2219	/ /	32928	15
			MAGNETIC MARKER BOARD	401-82-2219	/ /	32928	57
			INVOICE#3390585137,3390421496,				
			3390421497				
			ACCT#394849				
			ANIMAL SHELTER				
		206.03					
01 0	105340	TRIADIC INC.	TAX	401-65-2203	54101118 10/15/2018		4215
	4215.83						
	10/15/2018						
			INVOICE#47:10.4 ACCT#1425				
			INFORMATION TECHNOLOGY				
		4215.83					
01 0	105341	TRIADIC INC.	SCANNER INSTALLATION AND TRAVEL	612-20-2218	55101118 10/15/2018	32751	285
	285.27		MILEAGE GROSS RECEIPTS TAX				
	10/15/2018		INVOICE#1700927 ACCT#1425				
			COUNTY CLERK				
		285.27					
01 0	105342	UNIVERSAL BACKGROUND SCREENING	BACKGROUND CHECKS AND DRUG TESTS	401-05-2272	56101118 10/15/2018	32809	58
	58.00		PRE-EMPLOYMENT BACKGROUND CHECK				
	10/15/2018		A. DAVIS, A. SHEPPARD				
			INVOICE#201809013415				
			COUNTY COMMISSION				
		58.00					
01 0	105343	UNIVERSITY OF NEW MEXICO (EMS)	EMT-FIRST RESPONDER COURSE - L.	406-91-2266	57101118 10/15/2018	32816	1040
	4160.00		HAMM & M. RILEY				
	10/15/2018		EMT-FIRST RESPONDER COURSE - D.	408-91-2266	/ /	32816	1040
			WETTERMAN & S. MEISTER				
			EMT-FIRST RESPONDER COURSE - B.	405-91-2266	/ /	32816	1560
			HAVENS, S. BROWN, A. SCHWERDEL				
			EMT-FIRST RESPONDER COURSE -	408-91-2266	/ /	32816	520
			C. WILLIAMS				
			INVOICE#S440293 ACCT#Y000000088				
			STATE FIRE ALLOTMENT				
		4160.00					
01 0	105344	WAGON WHEEL TOWING	LT 265/70R17 KEVLAR TIRES	413-91-2201	58101118 10/15/2018	32952	780
	1020.93		MOUNT AND BALANCE	413-91-2201	/ /	32952	40
	10/15/2018		FD2				
			INVOICE#5350				
			FD2				
			HOURS LABOR - R&R REAR DISC PADS	413-91-2201	59101118		127
			AND TURN ROTORS		/ /		
			ADO AD8312 ADAPTIVE ONE CERAMIC	413-91-2201	/ /		70
			REAR PAD SET		/ /		
			HAZARDOUS WASTE FEE	413-91-2201	/ /		1
			SHOP SUPPLIES	413-91-2201	/ /		1
			INVOICE#5358				
			STATE FIRE ALLOTMENT				
		1020.93					



CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	P
10785.89	10/15/2018		INVOICE#8831	401-05-2275	61101118	10/15/2018		10577
			GENERAL BUSINESS					
			INVOICE#8832	401-05-2275	62101118	10/15/2018		193
			AVANGRID TAX					
			INVOICE#8830					
COUNTY COMMISSION 10785.89								
01 O	105346	WASTE MANAGEMENT OF NM INC.	DIST 5VPD MONTHLY CHARGES	405-91-2210	64101118	10/15/2018		340
	749.04		8 YARD DUMPSTER 10/01/18 TO 10/31/18					
	10/15/2018		INVOICE #8650048-0573-1 ACCT# 18-98130-33003					
			FIRE ADMIN MONTHLY CHARGES	413-91-2210		/		400
			1-8 YARD DUMPSTER					
			10/1/2018 TO 10/31/2018					
			INVOICE#8649686-0573-2 ACCT#2-08123-14009					
STATE FIRE ALLOTMENT 749.04								
01 O	105347	WILLARD, VILLAGE OF	MONTHLY CHARGES WATER SEWER	418-91-2210	65101118	10/15/2018		50
	55.26		DIST 6VPD 08/27/18 TO 9/24/18					
	10/15/2018		ACCT#310.01					
STATE FIRE ALLOTMENT 55.26								
01 O	105348	4 RIVERS EQUIPMENT, LLC	772 BH MOTOR GRADER	402-60-2244	1101118	10/11/2018	32984	230
	230.00		3 VALVE STEMS				32984	
	10/15/2018		INVOICE #556447					
COUNTY ROAD DEPARTMENT 230.00								
01 O	105349	QWEST CORPORATION	TORRANCE COUNTY SENIORS	401-05-2207	2101518	10/15/2018		180
	513.24		MORIARTY SENIOR CENTER					
	10/15/2018		505-832-4425 163B					
			ESTANCIA SENIOR CENTER 505-384-					
			5010 995B, MOUNTAINAIR SENIOR					
			CENTER 505-847-2885 204B					
			ASSESSORS OFFICE FAX LINE	401-40-2207		/		50
			9/01/18 TO 9/30/18 ACCT#505-384-					
			4362899B					
			TC ANIMAL CENTER MONTHLY PHONE	401-82-2207		/		270
			BILL FOR THE MONTH OF SEPTEMBER					
			ACCT#5053845117227B B					
COUNTY COMMISSION 180.79 COUNTY ASSESSOR 57.00 ANIMAL SHELTER 275.45								
01 O	105350	T-MOBILE USA, INC	COMMISSION	401-05-2207	1101518	10/15/2018		210
	2657.63		CIVIL DEFENSE	604-83-2207		/		600
	10/15/2018		MAINTENANCE	401-15-2207		/		800
			MANAGER	401-10-2207		/		100
			CLERK	401-20-2207		/		100
			P&Z	401-08-2207		/		100
			P&Z	685-08-2207		/		100
			SHERIFF	401-50-2207		/		1890
			ANIMAL SHELTER	401-82-2207		/		500
			FIRE ADMIN	413-91-2207		/		210
			ROAD	402-60-2207		/		500
			DV	can. no. 2007		/		500

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amc
			DISPATCH	911-80-2207	/	/		99.7
			DWI	605-02-2207	/	/		14.2
			ELEC MONITOR	420-73-2207	/	/		14.2
			TREASURER	401-30-2207	/	/		9.0
			FINANCE	401-55-2207	/	/		40.6
			ACCT#814716931					
			COMMUNICATIONS/EMS TAX	60.12				
			COUNTY CLERK	0.56				
			ANIMAL SHELTER	57.00				
			WIND PILT	57.24				
			COMMUNITY MONITORING	14.25				
			ADMINISTRATIVE OFFICES	0.56				
			PLANNING & ZONING	14.81				
			STATE FIRE ALLOTMENT	217.90				
			911-DISPATCH CENTER	99.75				
			COUNTY TREASURER	9.03				
			TOTAL					
79			166377.49					

DEBITS CREDITS

** GRAND TOTAL **		166,377.49	.00
**TOTAL	GENERAL FUND	38,065.71	.00
**DEPT	COUNTY COMMISSION	11,407.61	.00
401-05-2207	TELECOMMUNICATIONS	375.73	.00
401-05-2209	HEATING/GAS/PROPANE	88.28	.00
401-05-2210	WATER/SEWER/TRASH	99.71	.00
401-05-2272	PROFESSIONAL SERVICES	58.00	.00
401-05-2275	LEGAL SERVICES	10,785.89	.00
**DEPT	PLANNING & ZONING	1,580.28	.00
401-08-2202	VEHICLE FUEL	60.78	.00
401-08-2203	MAINTENANCE CONTRACTS	407.81	.00
401-08-2205	MILEAGE/PER DIEM	366.00	.00
401-08-2207	TELECOMMUNICATIONS	69.69	.00
401-08-2221	PRINTING/PUBLISHING/ADVERTISING	676.00	.00
**DEPT	COUNTY MANAGER	720.78	.00
401-10-2205	MILEAGE/PER DIEM	301.46	.00
401-10-2207	TELECOMMUNICATIONS	419.32	.00
**DEPT	ADMINISTRATIVE OFFICES MAINTENAN	2,437.88	.00
401-15-2203	MAINTENANCE CONTRACTS	1,580.76	.00
401-15-2207	TELECOMMUNICATIONS	56.00	.00
401-15-2215	BUILDING MAINTENANCE/REPAIR	801.12	.00
**DEPT	JUDICIAL COMPLEX MAINTENANCE	5,694.33	.00
401-16-2203	MAINTENANCE CONTRACTS	3,902.24	.00
401-16-2215	BUILDING MAINTENANCE/REPAIR	1,576.48	.00
401-16-2229	PAPER SUPPLIES	215.61	.00
**DEPT	COUNTY CLERK	250.21	.00
401-20-2207	TELECOMMUNICATIONS	250.21	.00
**DEPT	ELECTIONS	4,310.18	.00
401-21-2219	OFFICE SUPPLIES	3,249.94	.00
401-21-2221	PRINTING/PUBLISHING/ADVERTISING	1,060.24	.00
**DEPT	COUNTY TREASURER	279.66	.00
401-30-2201	VEHICLE MAINTENANCE/REPAIR	48.87	.00
401-30-2207	TELECOMMUNICATIONS	230.79	.00
**DEPT	COUNTY ASSESSOR	57.00	.00
401-40-2207	TELECOMMUNICATIONS	57.00	.00
**DEPT	COUNTY SHERIFF	4,870.45	.00
401-50-2201	VEHICLE MAINTENANCE/REPAIR	2,696.80	.00
401-50-2207	TELECOMMUNICATIONS	2,173.65	.00
**DEPT	FINANCE DEPARTMENT	151.55	.00
401-55-2207	TELECOMMUNICATIONS	151.55	.00
**DEPT	INFORMATION TECHNOLOGY DEPARTMEN	4,243.55	.00
401-65-2203	MAINTENANCE CONTRACTS	4,215.83	.00
401-65-2207	TELECOMMUNICATIONS	27.72	.00
**DEPT	ANIMAL SHELTER	2,034.51	.00
401-82-2115	PHARMACY SUPPLIES	982.46	.00
401-82-2202	VEHICLE FUEL	185.38	.00

401-82-2207	TELECOMMUNICATIONS	332.45	.00
401-82-2209	HEATING/GAS/PROPANE	24.73	.00
401-82-2215	BUILDING MAINTENANCE/REPAIR	255.00	.00
401-82-2219	OFFICE SUPPLIES	206.03	.00
401-82-2272	PROFESSIONAL SERVICES	48.46	.00
**DEPT	PROBATE JUDGE	27.72	.00
401-90-2207	TELECOMMUNICATIONS	27.72	.00
**TOTAL	ROAD FUND	73,976.97	.00
**DEPT	COUNTY ROAD DEPARTMENT	1,184.43	.00
402-60-2203	MAINTENANCE CONTRACTS	654.32	.00
402-60-2207	TELECOMMUNICATIONS	209.15	.00
402-60-2244	MACHINERY MAINTENANCE/REPAIR	320.96	.00
**DEPT	CAP PROJECT	39,835.68	.00
402-62-2406	CAP-5-17(542)	39,835.68	.00
**DEPT	SP PROJECT	32,956.86	.00
402-64-2408	SP-5-17(186)	32,956.86	.00
**TOTAL	DISTRICT 5 VFD	5,932.07	.00
**DEPT	STATE FIRE ALLOTMENT	5,932.07	.00
405-91-2209	HEATING/GAS/PROPANE	65.36	.00
405-91-2210	WATER/SEWER/TRASH	371.93	.00
405-91-2230	MEDICAL SUPPLIES	135.18	.00
405-91-2248	SAFETY EQUIPMENT	3,799.60	.00
405-91-2266	TRAINING	1,560.00	.00
**TOTAL	DISTRICT 2 VFD	7,215.90	.00
**DEPT	STATE FIRE ALLOTMENT	7,215.90	.00
406-91-2209	HEATING/GAS/PROPANE	28.72	.00
406-91-2210	WATER/SEWER/TRASH	106.68	.00
406-91-2230	MEDICAL SUPPLIES	110.90	.00
406-91-2248	SAFETY EQUIPMENT	5,929.60	.00
406-91-2266	TRAINING	1,040.00	.00
**TOTAL	DISTRICT 1 VFD	3,864.77	.00
**DEPT	STATE FIRE ALLOTMENT	3,864.77	.00
407-91-2207	TELECOMMUNICATIONS	65.17	.00
407-91-2248	SAFETY EQUIPMENT	3,799.60	.00
**TOTAL	DISTRICT 3 VFD	5,536.31	.00
**DEPT	STATE FIRE ALLOTMENT	5,536.31	.00
408-91-2209	HEATING/GAS/PROPANE	26.75	.00
408-91-2230	MEDICAL SUPPLIES	149.96	.00
408-91-2248	SAFETY EQUIPMENT	3,799.60	.00
408-91-2266	TRAINING	1,560.00	.00
**TOTAL	DISTRICT 4 VFD	3,799.60	.00
**DEPT	STATE FIRE ALLOTMENT	3,799.60	.00
409-91-2248	SAFETY EQUIPMENT	3,799.60	.00
**TOTAL	T. F. PROTECTION FUND		

410-50-2222	FIELD SUPPLIES	.00
**TOTAL	COUNTY FIRE PROTECTION FUND	697.03
**DEPT	1/4% FIRE EXCISE TAX	697.03
411-92-2219	OFFICE SUPPLIES	.00
**TOTAL	COUNTY FAIR	5,205.92
**DEPT	COUNTY FAIR	5,205.92
412-53-2221	PRINTING/PUBLISHING/ADVERTISING	302.80
412-53-2249	ANIMAL SALES AT COUNTY FAIR	4,478.12
412-53-2272	PROFESSIONAL SERVICES	425.00
**TOTAL	FIRE DEPARTMENT ADMIN	2,081.74
**DEPT	STATE FIRE ALLOTMENT	2,081.74
413-91-2201	VEHICLE MAINTENANCE/REPAIR	1,020.93
413-91-2207	TELECOMMUNICATIONS	217.90
413-91-2210	WATER/SEWER/TRASH	408.21
413-91-2266	TRAINING	434.70
**TOTAL	DISTRICT 6 VFD	3,854.86
**DEPT	STATE FIRE ALLOTMENT	3,854.86
418-91-2210	WATER/SEWER/TRASH	55.26
418-91-2248	SAFETY EQUIPMENT	3,799.60
**TOTAL	JAIL FUND	41.97
**DEPT	COMMUNITY MONITORING	41.97
420-73-2207	TELECOMMUNICATIONS	41.97
**TOTAL	SAFETY PROGRAM	1,182.66
**DEPT	RISK MANAGEMENT	1,182.66
600-06-2248	SAFETY EQUIPMENT	1,182.66
**TOTAL	CIVIL DEFENSE FUND	769.73
**DEPT	COMMUNICATIONS/EMS TAX	769.73
604-83-2207	TELECOMMUNICATIONS	87.87
604-83-2248	SAFETY EQUIPMENT	681.86
**TOTAL	DWI PROGRAM FUND	69.69
**DEPT	DWI LOCAL GRANT FY18	69.69
605-02-2207	TELECOMMUNICATIONS	69.69
**TOTAL	TREASURER'S FEE	800.94
**DEPT	COUNTY TREASURER	800.94
609-30-2219	OFFICE SUPPLIES	800.94
**TOTAL	PROPERTY VALUATION FUND	527.56
**DEPT	COUNTY ASSESSOR	527.56
610-40-2201	VEHICLE MAINTENANCE/REPAIR	12.00
610-40-2205	MILEAGE/PER DIEM	155.20
610-40-2207	TELECOMMUNICATIONS	360.36

**DEPT	COUNTY CLERK	714.94	.00
612-20-2203	MAINTENANCE CONTRACTS	308.69	.00
612-20-2218	EQUIPMENT MAINTENANCE/REPAIR	382.25	.00
612-20-2308	VOTING MACHINE STORAGE	24.00	.00
**TOTAL	CAPITAL OUTLAY GROSS RECEIPTS TX	3,265.70	.00
**DEPT	CAPITAL OUTLAY GROSS RECEIPTS TX	3,265.70	.00
621-96-2611	CO/BUILDINGS & IMPROVEMENTS	600.00	.00
621-96-2613	CO/ROAD CONSTRUCTION/RECONSTRUCT	2,665.70	.00
**TOTAL	HOME VISITING GRANT	55.44	.00
**DEPT	HOME VISITING GRANT FY18	55.44	.00
629-49-2207	TELECOMMUNICATIONS	55.44	.00
**TOTAL	JUVENILE JUSTICE GRANT	3,000.00	.00
**DEPT	CYFD JUVENILE JUSTICE GRANT FY17	3,000.00	.00
635-67-2272	PROFESSIONAL SERVICES	3,000.00	.00
**TOTAL	RURAL ADDRESSING	161.61	.00
**DEPT	RURAL ADDRESSING	161.61	.00
675-07-2207	TELECOMMUNICATIONS	27.72	.00
675-07-2218	EQUIPMENT MAINTENANCE/REPAIR	133.89	.00
**TOTAL	P&Z COURT FEES	197.60	.00
**DEPT	PLANNING & ZONING	197.60	.00
685-08-2202	VEHICLE FUEL	169.32	.00
685-08-2207	TELECOMMUNICATIONS	28.28	.00
**TOTAL	DOMESTIC VIOLENCE GRANT	255.04	.00
**DEPT	WIND PILT	255.04	.00
690-09-2207	TELECOMMUNICATIONS	57.24	.00
690-09-2284	EQUIPMENT LEASES	197.80	.00
**TOTAL	DV VICTIM'S RESTITUTION	41.02	.00
**DEPT	VICTIM RESTITUTION	41.02	.00
691-38-2283	VICTIM SUPPORT	41.02	.00
**TOTAL	DRUG EDUCATION PROGRAM	714.74	.00
**DEPT	DRUG EDUCATION	714.74	.00
804-89-2219	OFFICE SUPPLIES	406.56	.00
804-89-2257	OUTREACH MATERIALS/SUPPLIES	308.18	.00
**TOTAL	EMERGENCY-911 FUND	1,682.13	.00
**DEPT	911-DISPATCH CENTER	1,682.13	.00
911-80-2203	MAINTENANCE CONTRACTS	256.51	.00
911-80-2207	TELECOMMUNICATIONS	170.13	.00
911-80-2209	HEATING/GAS/PROPANE	35.47	.00
911-80-2215	BUILDING MAINTENANCE/REPAIR	136.03	.00
911-80-2219	OFFICE SUPPLIES	935.92	.00
911-80-2272	DRUG EDUCATION		.00

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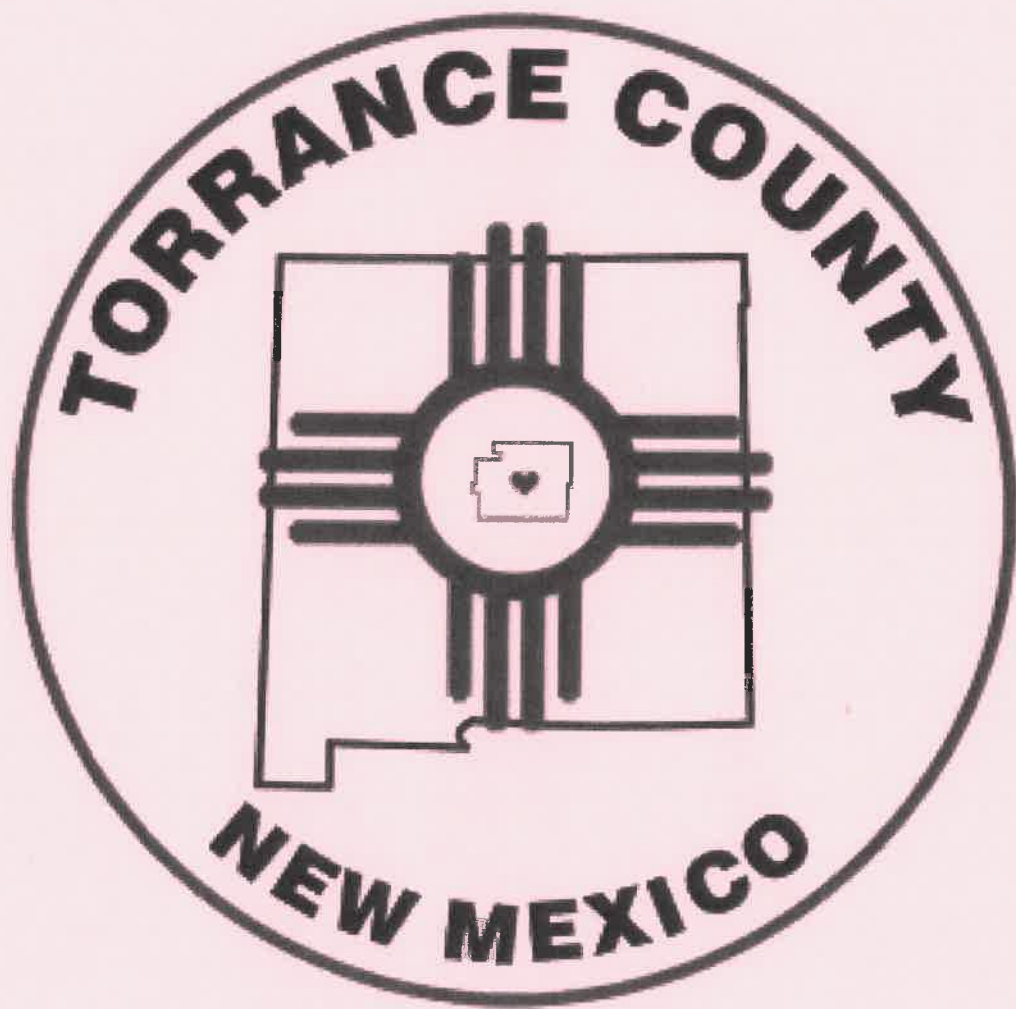
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166,377.49	.00

DEBITS CREDITS



*Agenda Item  
No. 1*

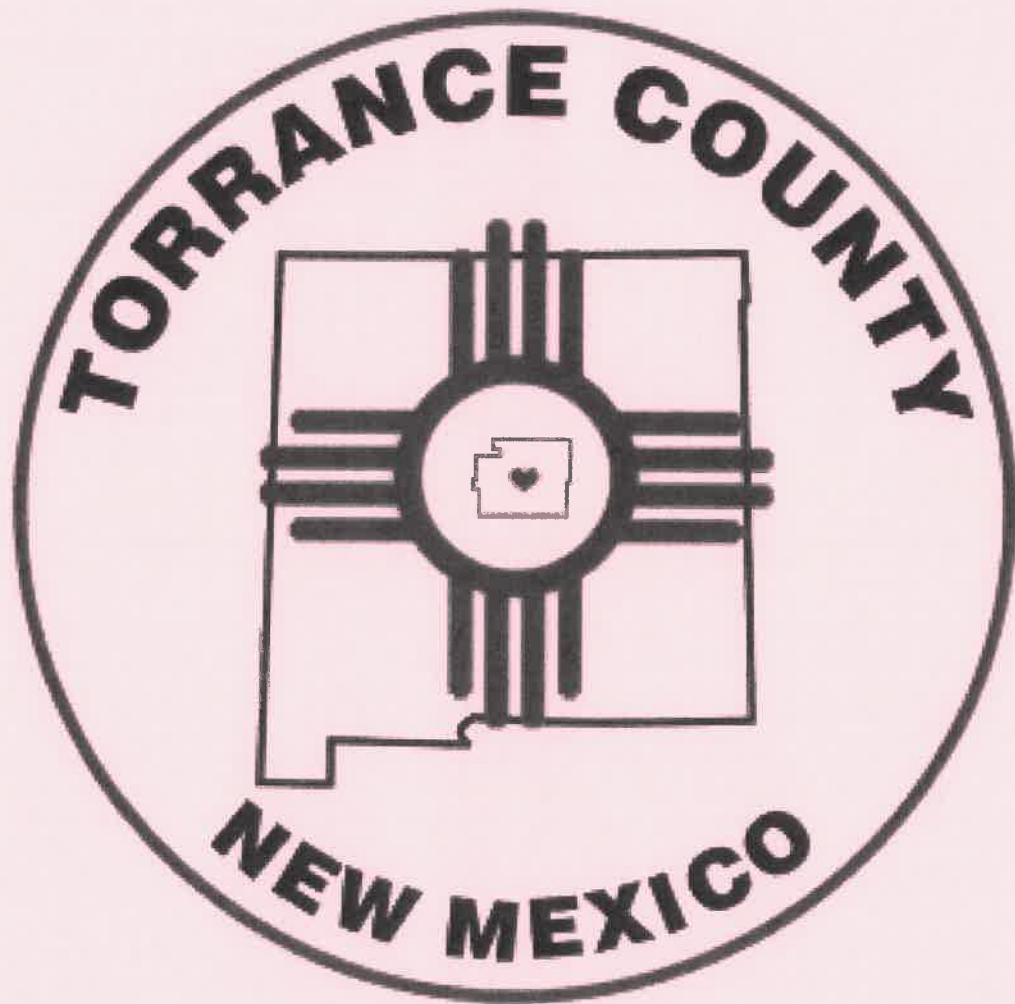




*Agenda Item  
No. 2*



*Agenda Item  
No. 3*



*Agenda Item  
No. 4*



State of New Mexico  
**DEPARTMENT OF HOMELAND SECURITY &  
 EMERGENCY MANAGEMENT**

P.O. Box 27111  
 Santa Fe, NM 87502

**SUB-RECIPIENT GRANT AGREEMENT**  
**2018 Emergency Management Performance Grant (EMPG)**  
 2018 Federal Grant No.: EMT-2018-EP-00006-S01 CFDA No.: 97.042

<b>1. SUB-GRANT NO.</b> EMT-2018-EP-00006-S01 <b>Torrance County</b>		<b>2. SUB-RECIPIENT NAME</b> Torrance County		<b>3. FIDUCIARY NAME</b> Torrance County	
<b>4. STATE DFA VENDOR NUMBER</b> 0000054405		<b>5. EIN NUMBER</b> 85-6000257		<b>6. DUNS NUMBER</b> 095746517	
				<b>7. CAGE CODE</b> 5EJD7	
<b>8. SUB- RECIPIENT PHYSICAL ADDRESS</b> P.O. Box 48 Estancia, NM 87016			<b>9. SUB-RECIPIENT REMIT ADDRESS</b> P.O. Box 48 Estancia, NM 87016		
<b>10. DHSEM CONTACT NAME:</b> Merrill Miller		<b>11. CONTACT DESK PHONE:</b> (505) 476-0627		<b>CONTACT EMAIL ADDRESS:</b> DHSEM.grants@state.nm.us	
<b>12a. PERFORMANCE PERIOD START DATE</b> July 1, 2018		<b>12b. PERFORMANCE PERIOD END DATE</b> June 30, 2019			
<b>13a. EMPG FEDERAL AWARD COST MATCH</b> \$20,925.55			<b>13b. EMPG TOTAL SUB-RECIPIENT AWARD COST MATCH</b> \$20,925.55		
<b>14a. NAME OF PROJECT AWARD</b>				<b>14b. AMOUNT AWARDED</b>	
1	Organization: Salary & Benefits (Only)			\$	20,925.55
2	Equipment:			\$	0.00
3	Training:			\$	0.00
4	Excercise:			\$	0.00
<b>TOTAL AMOUNT OF PROJECTS</b>				<b>\$</b>	<b>20,925.55</b>

## 15. RECITALS, GRANT REQUIREMENTS, ASSURANCES AND AGREEMENTS

### RECITALS

**WHEREAS**, the New Mexico Department of Homeland Security and Emergency Management (DHSEM) has been designated by the United States Department of Homeland Security (DHS) to serve as grantee, and is thereby authorized to issue this agreement to the applicant, sub-recipient, and sub-grantee, **Torrance County**.

**WHEREAS**, funding has been obligated from the United States Department of Homeland Security (DHS) pursuant to a request by the applicant, sub-recipient, and sub-grantee, **Torrance County**.

**NOW, THEREFORE** it is mutually understood and agreed between the grantee, DHSEM, and sub-grantee, **Torrance County** as follows:

### ARTICLE 1: CONTRACT DOCUMENTS

The following additional contract documents are fully incorporated into this agreement and thereby constitute additional terms and conditions of this agreement:

This Agreement:

- Attachment I Required Reimbursement Checklist
- 2018 Emergency Performance Grant Program Application
- 2018 Emergency Performance Grant Work Plan
- 2018 Emergency Performance Grant Program Notice of Funding Opportunity (DHS-18-GPD-042-06-01)
- 2018 DHSEM Emergency Performance Grant Program NOFO

### ARTICLE 2: SCOPE OF WORK

As authorized by the Robert T. Stafford Disaster Relief and Emergency Assistance Act (the Stafford Act), as amended (42 U.S.C Sections 5121 et. seq.), and Section 662 of the Post Katrina Emergency Reform Act of 2006, as amended (6 U.S.C. Section 762), **Torrance County** shall use EMPG funds to assist in preparing for all-hazards. Specifically, these funds shall be utilized by **Torrance County** to pay salary and benefits and/or projects for the designated and approved staff previously identified in the EMPG grant application, and for POETE activities approved by the DHSEM Secretary. **Torrance County** shall match the Federal Award **\$20,925.55**, with a local jurisdictional amount of **\$20,925.55**, for a total project cost of **\$41,851.10**. All work performed pursuant to this agreement must comply with the approved EMPG work plan. All work must be completed within the performance period, between **July 1, 2018** and **June 30, 2019**. **Torrance County** shall not sub-grant any part of this award to any other entity or organization. Within the first reporting quarter, all awards require confirmation that expenditures in the budget category toward this project will be made. If not, DHSEM may execute a de-obligation of Federal funds, without recourse by **Torrance County**.

### ARTICLE 3: PROJECT IMPLEMENTATION

Approved projects must commence within the first reporting quarter. If a project cannot commence and be operational within the first reporting quarter of the approved award date, the sub-grantee must submit a written statement to DHSEM, signed by the sub-recipient signatory officials, justifying the delay in implementation, the expected starting date, and a formal request to extend the project start date past the first reporting quarter. At the sole discretion of DHSEM, the grant award is subject to cancellation and funds may be de-obligated and reallocated to other projects.

## ARTICLE 4: REPORTING REQUIREMENTS

The sub recipient, **Torrance County** shall submit timely quarterly Financial Progress Reports and a quarterly Performance Progress Report to the DHSEM Grant Specialist. Use of outdated forms will not be accepted. All Quarterly reports are due: October 30, January 30, April 30, and July 30 within the period of performance beginning after the conclusion of the first quarter of grant activity. Requests for payment will be processed if both quarterly reports are received timely. Final reports are due 45 days after the end of Period of Performance. The Final Narrative Report will suffice as the Final Performance Progress Report.

The applicant must immediately report in writing to the DHSEM Grant Specialist any alleged acts or allegations of fraud or misappropriation of funds for work authorized under this Sub-Grant Agreement. This requirement extends further to an obligation by the sub-recipient to report any legal action, lawsuit, bankruptcy, or other action that may jeopardize the successful completion of any authorized project.

## ARTICLE 5: REIMBURSEMENTS

Submission of a request for reimbursement must be accompanied by both the Quarterly Financial Progress and Performance Progress reports. Reimbursement shall be based upon authorized and allowable expenditures consistent with the project narrative, grant guidelines, and the submission of timely Financial and Performance Progress Reports. Payments may be withheld by DHSEM pending correction of deficiencies. Reimbursement of expenditures shall be requested at least quarterly for expenditures within the performance period. Expenditures must be supported with source documentation (e.g. copies of proof of payment, invoices, receipts, timesheets with name/wage/hours, cost allocation, warrants, etc.). Grant staff will not process reimbursement if quarterly performance and fiscal reports are not timely submitted.

**CONTRACTS:** All sole-source procurements, single vendor response to a competitive bid, and contracts require DHSEM pre-approval prior to implementation. Requests for reimbursement for contractual services must be accompanied by the relevant contract.

**LOCAL MATCH:** Local matching funds must clearly support the source, the amount, and the timing of all matching contributions.

**EQUIPMENT:** Allowable equipment categories are listed on the web-based Authorized Equipment List (AEL). Screenshots of the AEL number and description are required to be submitted along with the Request for Approval.

**TRAVEL:** All reimbursable travel must be pre-approved by DHSEM 30 days prior to travel date.

**PER DIEM:** Reimbursements for local jurisdictions cannot exceed the rates of the New Mexico Mileage and Per Diem Act.

**TRAINING:** Requires DHSEM pre-approval 30 days prior to registering or participating in training opportunities.

**EXERCISE:** Requires submission of an After-Action Report/Improvement Plan within 60 days after conduct of exercise.

**FOOD AND BEVERAGES:** Per National Preparedness Directorate (NPD) allowances, food and/or beverage expenses provided by recipients are allowable costs if:

- The food and/or beverages are provided to participants at training sessions, meetings, or conferences that are allowable activities under the NPD program guidelines; and

- Expenses incurred for food and/or beverages, and provided at training sessions, meetings, or conferences, satisfy the following tests:
  - The cost of the food and/or beverages provided is considered to be reasonable;
  - The food and/or beverages provided are subject of a work-related event and work continues after meals are served;
  - Participation by all participants is mandatory; and
  - The food and/or beverages provided are not related directly to amusement and/or social event. (Any event where alcohol is being served is considered a social event; therefore, costs associated with the event are not allowed).

**NON-REIMBURSABLE EXPENSES:**

- Training and related travel costs not pre-approved by DHSEM
- Construction and renovation.
- Indirect costs
- Supplanting (using federal funds to purchase items previously budgeted for with state or local funds).
- Maintenance and/or wear and tear costs of general use vehicles and emergency response apparatus.
- Equipment purchased for an exercise cannot be used for permanent installation and/or beyond the scope of an exercise.
- Weapons and ammunition.
- Entertainment and sporting events
- Personal items such as laundry, personal hygiene items, magazines, in-room movies, personal travel, personal phone calls.
- Travel insurance, visa, and passport charges.
- Lodging costs in excess of State per diem, as appropriate.
- Food reimbursement when travel does not exceed 24 hours.
- Alcoholic beverages.
- Late fees, or interest charges.
- Lobbying, political contributions, legislative liaison activities.
- Organized fund-raising, including salaries of persons while engaged in these activities.
- Land acquisition.
- Expenditures not supported with appropriate documentation when submitted for reimbursement. Only properly documented expenditures will be processed for payment. Unsupported expenditures will be returned to the jurisdiction for resubmission.
- Non-Personnel expenses not pre-approved by DHSEM via Request for Approval.

**ARTICLE 6: PERFORMANCE MEASURES**

Quarterly Progress Reports shall demonstrate performance and progress relative to acceptable performance on applicable critical tasks in Exercises using approved scenarios:

1. Progress in achieving project timelines and milestones.
2. Percent measurable progress toward completion of project.
3. How funds have been expended during reporting period, and explaining expenditures related to the project.

**ARTICLE 7: SUB-RECIPIENT MONITORING POLICY**

Periodic monitoring is required to ensure that program goals, objectives, timelines, budgets and other related program criteria are being met. DHSEM reserves the right to periodically monitor, review, and conduct analysis of financial, programmatic, and administrative policies, procedures, and practices. This monitoring may include review of accounting for receipts and expenditures, cash management, maintaining adequate financial records, means of allocating and tracking costs, contracting, procurement, records management, payroll, means of allocating staff costs, property and equipment management system, progress of project activities, etc.. Monitoring may include desk and field audits. Technical assistance is available from DHSEM staff.

## ARTICLE 8: PROCUREMENT

**When procuring property and services under this agreement, the sub-recipient will follow 2 CFR 200.318 through 2 CFR 200.326. The sub-recipient must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in 2 CFR 200. As such, the sub-recipient must use one of the methods of procurement identified in 2 CFR 200.320. The sub-recipient may request that its procurement system be reviewed by FEMA or DHSEM to determine whether its system meets standards in order for its system to be compliant**

Contractors that develop or draft specifications, requirements, Statements of Work, and/or Requests for Proposals (RFP) for a proposed procurement shall be excluded from bidding or submitting a proposal to compete for the award of such procurement. Local bidder's preference is not allowed for federally funded procurements. Procurement transactions shall be conducted to provide maximum open and free competition. **Each sole-source procurement, single vendor response to a competitive bid, and all purchases require prior approval of DHSEM**



## **ARTICLE 9: CONTRACTS**

Any contract entered into during this grant period shall comply with Local, State and Federal government contracting regulations. Contracts for professional and consultant services must include Local, State and Federal government required contract language, a project budget, and require pre-approval by DHSEM prior to implementation. Contract deliverables must meet the intent of the grant application and grant requirements. Justification is required for compensation for individual consultant services, which must be reasonable and consistent with the amount paid for similar services in the market place. Detailed invoices and time and effort reports are required for consultants.

## **ARTICLE 10: AUDIT REQUIREMENTS**

As the Federal grant recipient, the State of New Mexico requires a sub-recipient expending \$750,000.00 or more in Federal funds in the organization's fiscal year to conduct an organization-wide audit in accordance with 2 CFR 500 Subpart F. **Torrance County** will permit the State of New Mexico Grant and Program officials and auditors to have access to the sub-recipient's and third-party contractors' records and financial statements as necessary for the State of New Mexico to comply with 2 CFR 500 Subpart F. Copies of audit findings must be submitted to DHSEM within 30 days after **Torrance County** receives its audit report, or within a 9-month period of the grant closeout date, whichever is earlier, in accordance with 2 AAC 45.010. Include the Federal agency name, program, grant number, and year; the CFDA title and number; and the name of the pass-through agency.

## **ARTICLE 11: PROPERTY AND EQUIPMENT MANGEMENT**

The sub-recipient will follow the property standards articulated in 2 CFR 200.310 through 2 CFR 200.326. The sub-recipient shall maintain an effective property management system; safeguards to prevent loss, damage or theft; maintenance procedures to keep equipment in good condition; and disposition procedures. A Property Inventory Report shall be submitted to DHSEM annually each January 30 with the Financial Progress Report during the performance period, and continued submission is required annually until final disposition of the equipment. The sub-recipient shall, when practical, prominently display the following on any equipment purchased with award funds: Purchased with funds provided by the U.S. Department of Homeland Security. No equipment purchased with these grant funds may be assigned to other entities or organizations without the expressed approval in writing from DHSEM, prior to the jurisdiction's encumbrance or expenditure for that equipment.

## **ARTICLE 12: NEPA/EHP COMPLIANCE**

The sub-recipient must provide information to DHSEM to assist with the legally-required environmental planning and historic preservation (EHP) review and to ensure compliance with the applicable EHP laws and Executive Orders (EO). These EHP requirements include but are not limited to National Environmental Policy Act, National Historic Preservation Act, Endangered Species Act, E 11988 Floodplain Management, EO 11990 Protection of Wetlands, and EO 12898 Environmental Justice. The recipient must comply with all Federal, State and Local EHP requirements and obtain applicable permits and clearances.

Recipients shall not undertake any activity from the project that would result in ground disturbance, facility modification, or relates to the use of sonar equipment without the prior approval of FEMA. These

include but are not limited to communications towers, physical security enhancements involving ground disturbance, new construction, and modifications to buildings that are 50 years old or older, and exercises. Recipient must comply with all mitigation or treatment measures required for the project as the result of FEMA's EHP review. An EHP Screening Form will not need to be provided for those exercises that are planned to take place at previously approved facilities, such as, fire and police academies, search and rescue training facilities, and explosive testing centers. Any type of exercise that requires any type of land, water, or vegetation disturbance or building of temporary structures must undergo an EHP review.

Any change to an approved project description will require re-evaluation for compliance with EHP requirements before the project can proceed. If ground disturbing activities occur during project implementation, the recipient must ensure monitoring of ground disturbance and if any potential archeological resources are discovered, the recipient will immediately cease construction in that area and notify FEMA and the appropriate State Historic Preservation Office. Initiation of these activities prior to completion of FEMA's EHP review will result in a non-compliance finding and may result in ineligibility of grant funding.

### **ARTICLE 13: PUBLICATIONS**

Publications created with funding under this grant shall prominently contain the following statement: This Document was prepared under a sub-grant from the U.S. Department of Homeland Security, and the New Mexico Department of Homeland Security and Emergency Management. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the U.S. Department of Homeland Security or the State of New Mexico.

### **ARTICLE 14: RECORDKEEPING**

The sub-recipient will follow the record retention and access standards articulated in 2 CFR 200.333 through 2 CFR 200.337. The grant financial and administrative records shall be maintained for a period of three (3) years following the date of the closure of the grant award, or audit if required. Time and effort, personnel and payroll records for all individuals reimbursed under the award must be maintained. Property and equipment records shall be maintained for a period of three (3) years following the final disposition, replacement or transfer of the property and equipment.

### **ARTICLE 15: CHANGES TO AWARD**

All change requests must be submitted either in writing or electronically to the designated DHSEM Grant Specialist for review and possible approval. All change requests must be accompanied by a justification narrative and a budget and spending plan. All change requests must be consistent with the scope of the project and grant guidelines. Change requests will be considered only if reporting requirements are current, and all other terms and conditions of this agreement have otherwise been met at the time of the request. If approved by DHSEM, changes in the programmatic activities, purpose of the project, key personnel specified on the grant award, contractual services for activities central to the purposes of the award, requests for additional funding, change in project site, or release of special conditions, will result in an amendment to this award.

### **ARTICLE 16: OTHER GENERAL PROVISIONS**

- A. The performance period for this grant award is **July 1, 2018** through **June 30, 2019**. Further, all related grant activity must be completed between **July 1, 2018** and **June 30, 2019**. Funds may not be obligated outside of these time periods. An obligation occurs when funds are encumbered, as with a purchase order and/or commitment of salaries and benefits. **All obligated and encumbered funds must be liquidated within 45 days of the end of the performance period when the Final Progress and Financial Reports are due.**
- B. The 2018 SAFECOM *Guidance*, in coordination with stakeholders and Federal partners, and the 2014 National Emergency Communications Plan, targets funding priorities to address:
- Priority 1: Governance and Leadership
  - Priority 2: Statewide Planning and Procedures for Emergency Communications
  - Priority 3: Emergency Communications Training and Exercises
  - Priority 4: Activities that Enhance Operational Coordination
  - Priority 5: Standards-Based Technology and Equipment
- C. Deployable / Shareable Assets - All assets supported in part or entirely with FY 2018 EMPG funding must be readily deployable to support emergency or disaster operations per existing Intrastate Mutual Aid System, (IMAS) and/or Emergency Management Assistance Compact (EMAC) and other mutual aid agreements.
- D. All assets supported in part or entirely with FY2018 EMPG funding that may not be physically deployable but support national response capabilities, such as interoperable communications systems and equipment, is considered shareable assets. Access to and use of these assets must be made readily available upon the request of the New Mexico Department of Homeland Security and Emergency Management.
- E. The sub-recipient shall comply with the requirements and restrictions of the DHS Federal NOFO and the FY2018 State Emergency Performance Grant Program Guidance, State Guidelines. By signing this obligating award document, the sub-recipient certifies it has read, understood and accepted these documents as binding.
- F. The signatures of the signatory officials on this award certifies that all financial expenditures, including all supporting documentation submitted for reimbursement, have been incurred by the jurisdiction, and are eligible and allowable expenditures consistent with the grant guidelines for this project. The sub-recipient shall follow the financial management requirements imposed on them by DHSEM, which includes the requirements of U.S. Department of Homeland Security.
- G. The signature of the signatory officials on this award attests to **Torrance County** understanding, acceptance, and compliance with Lobbying; Debarment, Suspension and other responsibility matters; Drug-free Workplace; Conflict of Interest, and Non-Supplanting certifications. Federal funds will not be used to supplant State or local funds. Federal funds must be used to supplement existing funds to augment program activities, and not replace those funds which have been appropriated in the budget for the same purpose. Potential supplanting may be the subject of application and pre-award, post-award monitoring, and audit.

- H. Torrance County** shall ensure the accounting system used allows for separation of fund sources. These grant funds cannot be commingled with funds from other federal, state or local agencies, and each award is accounted for separately.
- I. Torrance County** shall comply with Federal Civil Rights Laws and Regulations: Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, Age Discrimination Act of 1975, and Americans with Disabilities Act of 1991. **Torrance County** will take reasonable steps to ensure Limited English Proficient (LEP) persons have meaningful access to its programs and activities. Executive Order 13347 Individuals with Disabilities in Emergency Preparedness requires government to support safety and security for individuals with disabilities in situations involving disasters, including earthquakes, tornadoes, fires, floods, hurricanes, and acts of terrorism.
- J. Torrance County** certifies that it has an Affirmative Action Plan/Equal Employment Opportunity Plan (EEOP) (for USDHS/DOJ grants). An EEOP is not required for recipients of less than \$25,000.00 or fewer than 50 employees.
- K. Torrance County** certifies that its employees are eligible to work in the U.S. as verified by Form I-9, Immigration & Naturalization Service Employment Eligibility.
- L. It is the responsibility of Torrance County** as the recipient of these federal funds to fully understand and comply with the requirements of:
- Assurances, Administrative Requirements, Cost Principles, and Audit Requirements, OMB Standard Form 4248 Assurances -Non-Construction Programs, OMB Standard Form 4240 Assurances - Construction Programs, 2 C.F.R. Part 200, 2 C.F.R. Part 3002
  - Whistleblower Protection Act
    - 10 U.S.C Section 2409
    - 41 U.S .C. 4712
    - 10 U.S.C. Section 2324
    - 41 U. S. C. Sections 4304
    - 41 U. S. C. Sections 4310
  - Use of DHS Seal, Logo and Flags - All recipients must obtain permission from their financial assistance office, prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags.
  - USA Patriot Act of 2001, 18 U.S.C. Sections 175 175c
  - Universal Identifier and System of Award Management (SAM), 2 C.F.R. Part 25, Appendix A
  - Reporting of Matters Related to Recipient Integrity and Performance, 2 C.F.R. Part 200
  - Rehabilitation Act of 1973, 29 U.S.C. Section 794
  - Trafficking Victims Protection Act of 2000, Section 106(g) 22 U.S.C. section 7104, 2 CFR Section 175.15
  - Terrorist Financing
  - SAFECOM
  - Reporting Sub-Awards and Executive Compensation
  - Procurement of Recovered Materials, Solid Waste Disposal Act, Resource Conservation Recovery Act
  - Environmental Protection Agency (EPA) 40 C. F.R. Part 247

- **Patents and Intellectual Property Rights**
  - Bayh-Dole Act. Pub. L. No. 96-517, as amended, and codified in 35 U.S.C. section 200 et seq. , 37 C.F.R. Part 401 , 37 C.F.R. Section 401.14
- **DHS/FEMA EMPG Notice of Funding Opportunity Requirements - All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the terms and conditions of your award. All recipients must comply with any such requirements set forth in the program NOFO.**
- **Non-supplanting Requirement - All recipients who receive awards made under programs that prohibit supplanting by law must ensure that Federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-Federal sources.**
- **Lobbying Prohibitions, 31 U.S.C. Section 1352**
- **Limited English Proficiency (Civil Rights Act of 1964, Title VI), <https://www.DHS.gov/guidance-published-help-department-supported-organizations-provide-meaningful-access-people-limited>**
- **Hotel and Motel Fire Safety Act of 1990**
- **Federal Fire Prevention and Control Act of 1974, as amended, 15 U.S.C. Section 2225**
- **Fly America Act of 1974, 49 U.S.C. Section 41102, 49 U.S.C. Section 40118**
- **Comptroller General Decision B-138942**
- **Best Practices for Collection and Use of Personally Identifiable Information (PII) - DHS defines personally identifiable information (PII) as any information that permits the identity of an individual to be directly or indirectly inferred, including any information that is linked or linkable to that individual. All recipients who collect PII are required to have a publically-available privacy policy that describes standards on the usage and maintenance of PII they collect. Award recipients may also find as a useful resource the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template respectively.**
- **Americans with Disabilities Act of 1990, 42 U. S. C. Sections 12101, 12213**
- **Age Discrimination Act of 1975, Title 42 U.S. Code section 6101 et**
- **Activities Conducted Abroad - All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.**
- **Acknowledgment of Federal Funding from DHS - All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.**
- **Federal Leadership on Reducing Text Messaging while Driving**
- **Federal Debt Status**
- **False Claims Act and Program Fraud Civil Remedies, 31 U. S. C. Section 3729, 31 U. S.C. Section 3801-3812**
- **Energy Policy and Conservation Act, 42 U.S.C. Section 6201**
- **Education Amendments of 1972 (Equal Opportunity in Education Act), 20 U.S.C. section 1681 et seq, 6 C.F.R. Part 17 and 44 C.F.R. Part 19**
- **Duplication of Benefits, 2 C.F. R. Part 200, Subpart E**
- **Drug-Free Workplace Regulations, 41 U.S. C. section 701 et seq, 2 C.F.R Part 3001**
- **Debarment and Suspension, Executive Orders, 12549 and 12689, and 2 C.F.R. Part 180**
- **Copyright, 17 U.S.C. sections 401 or 402**

- Civil Rights Act of 1968, Title VIII of the Civil Rights Act of 1968, 42 U.S.C. section 3601 et seq, 24 C.F.R. Part 100, 24 C.F.R Section 100.201
- Civil Rights Act of 1964 - Title VI, 42 U.S.C. Section 2000d et seq, 6 C.F.R. Part 21, 44 C.F.R. Part 7
- DHS Specific Acknowledgements and Assurances
  - All recipients, sub-recipients, successors, transferees, and assignees must acknowledge and agree to comply with applicable provisions governing DHS access to records, accounts, documents, information, facilities, and staff.
  - Recipients must cooperate with any compliance reviews or compliance investigations conducted by DHS.
  - Recipients must give DHS access to and the right to examine and copy, records, accounts, and other documents and sources of information related to the award and permit access to facilities, personnel, and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
  - Recipients must submit timely, complete, and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
  - Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
  - If, during the past three years, the recipient has been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, the recipient must provide a list of all such proceedings, pending or completed, including outcome and copies of settlement agreements to the DHS financial assistance office and the DHS Office of Civil Rights and Civil Liberties (CRCL) by e-mail at crcl@hg.DHS.gov or by mail at U.S. Department of Homeland Security Office for Civil Rights and Civil Liberties Building 410, Mail Stop #0190 Washington, D.C. 20528.
  - In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status against the recipient, or the recipient settles a case or matter alleging such discrimination, recipients must forward a copy of the complaint and findings to the DHS financial assistance office and the CRCL office by e-mail or mail at the addresses listed above.
  - The United States has the right to seek judicial enforcement of these obligations.
- Disposition of Equipment Acquired Under the Federal Award, 2 C.F.R. Section 200.313
- National Environmental Policy Act, National Environmental Policy Act (NEPA), Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA
- Nondiscrimination in Matters Pertaining to Faith-based Organizations, 6 C. F. R. Part 19

## **ARTICLE 17: PENALTY FOR NON COMPLIANCE**

For the reasons listed below, special conditions may be imposed, reimbursements may be partially or wholly withheld, the award may be wholly or partly suspended or terminated, or future awards, reimbursements and award modifications may be withheld. DHSEM may institute the following, but is not limited to, withholding authority to proceed to the next phase of a project, requiring additional or more detailed financial reports, additional project monitoring, and/or establish additional prior

approvals. DHSEM shall notify the sub-recipient of its decision in writing stating the nature and the reason for imposing the conditions/restrictions, the corrective action required and timeline to remove them, and the method of requesting reconsideration of the imposed conditions/restrictions. The sub-recipient must respond within 5 days of receipt of notification.

- Unwillingness or inability to attain project goals
- Unwillingness or inability to adhere to Special Conditions listed on Page 13
- Failure or inability to adhere to grant guidelines and federal compliance requirements
- Improper procedures regarding contracts and procurements
- Inability to submit reliable and/or timely reports
- Management systems which do not meet federal required management standards
- Failure or inability to adhere to the terms and conditions of this agreement

### **ARTICLE 18: TERMINATION**

**For Cause:** If performance is not occurring as agreed, the award may be reduced or terminated without compensation for reduction or termination costs. DHSEM will provide notice of five (5) days to the sub-recipient stating the reasons for the action, steps taken to correct the problems, and the commencement date of the reduction or termination. DHSEM will reimburse the sub-recipient only for acceptable work or deliverables, necessary and allowable costs incurred through the date of reduction or termination. Final payment may be withheld at the discretion of DHSEM until completion of a final DHSEM review. Any equipment purchased under a terminated grant may revert to DHSEM at the option of DHSEM

**For Convenience:** This Agreement may be terminated without cause by either of the parties upon written notice delivered to the other party at least 30 days prior to the intended date of termination. A termination pursuant to this provision does not nullify a party's obligations for performance or liabilities for failure to perform already incurred prior to the date of termination. Any project may be terminated upon convenience, in whole or in part, for the convenience of the Government. The U.S. Department of Homeland Security (USDHS) and the DHSEM, by written notice, may terminate this grant, in whole or in part, when it is in the Government's interest. Allowable costs obligated and/or incurred through the date of termination shall be reimbursed. Any equipment purchased under a terminated grant may revert to DHSEM at the option of DHSEM

## ARTICLE 19: SPECIAL CONDITIONS

\*Grant funds cannot be expended until these conditions have been met.

1. EMPG Notice of Funding Opportunity Requirements - All of the instructions, guidance, limitations, and other conditions set forth in the Notice of Funding Opportunity (NOFO) for this program are incorporated here by reference in the terms and conditions of your award. All recipients must comply with any such requirements set forth in the program NOFO.
2. The grant award amount is a funding allocation, and is not to be interpreted as expenditure authorizations or approvals. Pre-approval from DHSEM's Local Preparedness Program, Training and Exercise Program, and Administrative Service Bureau (ASB) is required for all purchases regardless of any application review.
3. All awarded projects must be planned for, conducted, budgeted and expended within the designated performance period. Furthermore, at least 25% of the grant award must be expended in the first quarter for each project; some exceptions and/or extenuating circumstances may apply.
4. All sub-recipients must complete a National Incident Management System (NIMS) Assessment on or before September 30 of each year. All funded beneficiaries, to include but not limited to, first response agencies and special teams must also complete a NIMS Assessment. Continuing working on NIMS implementation objectives throughout the performance period of the grant and thereafter.
5. All sub-recipients must complete and submit a Threat Hazard Identification Risk Assessment (THIRA) every 2 years on or before May 30 of each year dependent on last revision date.
6. All sub-recipients must complete and/or revise their local and/or regional Tactical Interoperable Communication Plan (TICP) every year.
7. All sub-recipients must have a fully promulgated All Hazards Emergency Operations Plan (EOP).
8. All Whole Community Preparedness sub-recipients must have a coordinating body to serve as their Citizen Corps Whole Community Council, with membership that includes, but is not limited to: representatives from emergency management, homeland security, law enforcement, fire service, EMS, public health, hospitals, HCCs, or their designee, elected officials, the private sector especially privately owned critical infrastructure, private nonprofits, nongovernmental organizations including faith-based, community-based, and voluntary organizations and advocacy groups.
9. All EMPG funded personnel shall participate in three exercises as a controller, evaluator, facilitator, player, or planning team member within the 12 month performance period of this award; performance progress for each funded position will be measured on each quarterly report. All AAR/IP and/or AAR/IP input forms must be sent to the DHSEM Exercise Officer no later than 60 days after the exercise.
10. All EMPG performance activities will be monitored by the Local Preparedness Program on a quarterly basis or as needed to ensure sub-recipients are conducting progressive activities to ensure project completion within the specified performance period.
11. Quarterly financial and progress reports are due on April 30, July 30, October 30, January 30 within the Period of Performance. Final reports are due 45 days after the end of Period of Performance.
12. All equipment must be purchased and deployed in accordance set forth in the FY 2018 EMPG NOFO. All assets supported in part or entirely with FY 2018 EMPG funding must be readily deployable to support emergency or disaster operations per existing EMAC/IMAS agreements.



13. A DHSEM Approved Request for Approval is required prior to any non-personnel purchases/expenditures.
14. All requests must be reviewed and approved by the Local Preparedness Program. All requests must meet the original scope of the project. All approved revisions shall result in a subgrant amendment.
15. If a revision of the project(s) scope of work is requested, it must be pre-approved by the Local Preparedness Program before the jurisdiction can proceed with the Request for Approval (RFA) process. If the revision is approved, the Local Preparedness Program may request additional documentation to proceed with recommendation to DHSEM Leadership for final approval.
16. The beneficiary of this award is solely responsible for all expenditures that are incurred outside of the award performance period.
17. All expenditures that are incurred above and beyond the amount of this sub-grant agreement are the sole responsibility of the sub-recipient of this award.
18. The FEMA approved National Environmental Protection Agency-Environmental Historic Preservation (NEPA/EHP) screening form must be submitted prior to any ground disturbance, modification to buildings, etc.
19. Procurement from Minority Owned and Women Owned Business is encouraged, and must be tracked and reported to DHSEM on the quarterly reports.
20. Annual external audit reports must be submitted to DHSEM within 30 days of receipt by sub-recipients.
21. All Contracts for goods and services, to include the project scope of work, must be reviewed and approved the LPP and ASB before execution, to include signing of contract between parties.
22. Upon completion of all awarded projects, any remaining funds will be de-obligated and reverted back to DHSEM
23. **No extensions to this grant will be allowed.**



**State of New Mexico**  
**DEPARTMENT OF HOMELAND SECURITY & EMERGENCY MANAGEMENT**  
 P.O. Box 27111  
 Santa Fe, NM 87502

The acceptance of a grant from the United States and the State of New Mexico creates a legal duty and obligation on the part of the sub-grantee **Torrance County** to use the funds or property made available in accordance with the conditions of the grant as administered by and through the New Mexico Department of Homeland Security and Emergency Management.

**SUB-RECIPIENT GRANT AGREEMENT**  
**Signature of Acceptance**

SUB RECIPIENT SIGNATURES			
SIGNATURE OF EMERGENCY MANAGEMENT PROGRAM MANAGER			
PRINTED NAME:	Martino Lucero		
OFFICIAL SIGNATURE:			DATE: 10/10/18
CONTACT NUMBER:	(505) 705-0836	E-MAIL ADDRESS:	mlucero@tcnm.us
SIGNATURE OF JURISDICTION CHIEF FINANCIAL OFFICER			
PRINTED NAME:	Amanda Tenorio		
OFFICIAL SIGNATURE:			Date: 10-15-18
CONTACT NUMBER:	(505) 544-4720	E-MAIL ADDRESS:	atenorio@tcnm.us
SIGNATURE OF JURISDICTION SIGNATORY OFFICIAL			
PRINTED NAME:	Belinda Garland		
OFFICIAL SIGNATURE:			DATE: 10-15-18
CONTACT NUMBER:	(505) 544-4702	E-MAIL ADDRESS:	bgarland@tcnm.us

NM DHSEM SIGNATURES	
SIGNATURE OF DHSEM GRANTS MANAGER	DATE
OFFICIAL SIGNATURE:	
Print Name: <i>Juanita Abeyta</i>	
SIGNATURE OF DHSEM CHIEF FINANCIAL OFFICER	DATE
OFFICIAL SIGNATURE:	
Print Name: <i>Sarah J. Peterson</i>	
SIGNATURE OF DHSEM CABINET SECRETARY	DATE
OFFICIAL SIGNATURE:	
Print Name: <i>M. Jay Mitchell, Cabinet Secretary</i>	

**\*Please print two (2) originals, sign both and mail to: Grants Management Unit, P.O. Box 27111, Santa Fe, NM 87502**

## **ATTACHMENT I**

### **Required Reimbursement Checklist**

**Please Note:** DHSEM reserves the right to update this check list throughout the life of the grant to ensure compliance with applicable federal and state rules and regulations. Please only check the categories that apply to the reimbursement you are currently requesting.

#### **EQUIPMENT**

Have all invoices been included?

Has AEL # been identified for each purchase?

If service/warranty expenses are approved and listed, are they only for the performance period of the grant?

Has proof of payment been included? (e.g. canceled check, Electronic Funds Transfer (EFT) confirmation, or P-Card back up documentation which will include receipt with vendor, copy of credit card statement showing expense charged, and payment to credit card Company for that statement)

EHP screening form if needed – has copy of it and approval from DHS/FEMA been included?

#### **CONSULTANTS/CONTRACTORS**

Does the amount billed by consultant add up correctly?

Has all appropriate documentation to denote hours worked been properly signed?

Have copies of all planning materials and work product (e.g. meeting documents, copies of plans) been included? (If a meeting was held by recipient or contractor/consultant of recipient, an agenda and sign-up sheet with meeting date must be included).

Has the invoice from consultant/contractor been included?

Has proof of payment been included? (e.g. canceled check, Electronic Funds Transfer (EFT) confirmation, or P-Card back up documentation which will include receipt with vendor, copy of credit card statement showing expense charged, and payment to credit card Company for that statement).

#### **SALARY POSITIONS (Note: this applies to positions billed under M&A)**

Have the following been provided: signed time sheet by employee and supervisor and proof that employee was paid for time worked (statement of earnings, copy of payroll check or payroll register)?

Has a time period summary sheet been included for total claimed amount?

Has a general ledger payroll report been included for total claimed amount? Ensure this report includes both employee and employer payroll information (i.e. benefits/contributions).

Does the back-up documentation include a copy of the check stub per employee for the time period covered?

Does the back-up documentation provided match the time period for which reimbursement is being requested?

#### **TRAINING**

Is the course DHS/FEMA approved? Is there a course or catalog number? If not, has DHSEM approved the non-DHS training request form? Is supporting documentation included your reimbursement request?

Have sign-in sheets, rosters and agenda been provided?

If billing for overtime and/or backfill, has a spreadsheet been provided that lists attendee names, department, # of hours spent at training, hourly rate and total amount paid to each attendee? Have print outs from entity's financial system been provided as proof attendees were paid? For backfill, has a clear delineation/cross reference been provided showing who was backfilling who?

Have the names on the sign-in sheets been cross-referenced with the names of the individuals for whom training reimbursement costs are being sought?

Has any expenditures occurred in support of the training (e.g., printing costs, costs related to administering the training, planning, scheduling, facilities, materials and supplies, reproduction of materials, and equipment)? If so, receipts and proof of payment must be submitted. (e.g. system generated ledger, canceled check, Electronic Funds Transfer (EFT) confirmation, or P-Card back up documentation which will include receipt with vendor, copy of credit card statement showing expense charged, and payment to credit card Company for that statement).

**MATCHING FUNDS**

Contributions are from Non Federal funding sources.

Contributions are from cash or in-kind contributions which may include training investments.

Contributions are not from salary, overtime or other operational costs unrelated to training.

###



*Agenda Item  
No. 5*

## **PROFESSIONAL SERVICES AGREEMENT**

**THIS AGREEMENT** is made and entered into this 1<sup>st</sup> Day of July 2018 by and between the County of Torrance, hereinafter referred to as “County” and Ware Resources, hereinafter referred to as the “Contractor.”

**WHEREAS**, the County has entered into an agreement with the State of New Mexico Children, Youth and Families Department to provide funding for a continuum of graduate sanction and alternative detention services to juvenile offences.

**WHEREAS**, the terms of said agreement require compliance with all applicable Federal and State laws, rules and regulations, and

**WHEREAS**, The County desires to utilize the expertise of the Contractor.

**NOW, THEREFORE**, in consideration of the premises and mutual obligations herein, the parties hereto do mutually agree as follows:

### **ARTICLE 1 SCOPE OF CONTRACTOR SERVICES**

1.1 The Contractor shall serve as a facilitator for the Gender Specific Boys Council Program that serves teenage youth who are at risk of becoming involved in the Juvenile Justice System and have been identified by a parent, counselor, social worker, and/or courts to be at such risk or who could benefit from the program. The program shall utilize the Boys Council model that is recognized as a “promising practice” and serves to empower at-risk teenage boys and girls by improving their self-esteem and teaching them communication and decision-making skills. The Contractor shall provide the following services and meet the following requirements:

- 1.1.1 Each Council session shall run for eight (8) to twelve (12) weeks for one and a half (1.5) hours per week.
- 1.1.2 Submit the FY19 Data Collection Form no later than the 5<sup>th</sup> day of the following month, a summary report upon completion of the program, including performance outcomes and the number of youth to complete the program successfully.
- 1.1.3 Submit a weekly attendance form for each Council to the Program Coordinator by 5:00 p.m. the following day after the Council is conducted.
- 1.1.4 Print and file each participant’s monthly log by the 5<sup>th</sup> day of the following month.
- 1.1.5 Provide other data and information as may be requested or required by CYFD and/or the Program Coordinator.
- 1.1.6 Inclusion and reference the CYFD and EVYFC logo in any correspondence and media communications.

- 1.1.7 Upon successful completion of the program, issue a certificate to each participant and obtain an evaluation form from each participant.
- 1.1.8 Conduct retention calls to the parents of each participant on a weekly basis to build a relationship with the parent as well as to discuss the progress of their participating child.
- 1.1.9 Collect the following information for each participant:
  - 1.1.9.1 Initials;
  - 1.1.9.2 Date of Birth;
  - 1.1.9.3 Age;
  - 1.1.9.4 Gender;
  - 1.1.9.5 Ethnicity;
  - 1.1.9.6 Population served;
  - 1.1.9.7 Geographic location;
  - 1.1.9.8 Referral source;
  - 1.1.9.9 Days/Times program is held;
  - 1.1.9.10 Program attendance; and
  - 1.1.9.11 Program participation.

## **ARTICLE 2 PERFORMANCE MEASURES**

- 2.1 Number and demographics of families referred to the program.
- 2.2 Number of youths who attend all Council hours as required.
- 2.3 Number of youth who successfully graduate from the program
- 2.4 Update the Master List on a monthly basis.

## **ARTICLE 3 ABILITY**

- 3.1 Work is performed as a contract and the Contractor is required to provide the necessary equipment needed to perform the job such as use of their own vehicle, and time spend traveling, which is not reimbursable. There will be a need for use of computers and internet will be provided by the program. However, materials such as office supplies will be provided by the County.
- 3.2 There is fieldwork required in conducting community relations activities, in accompanying students of field trips and to carry other the essential functions of this Contract and the Contractor shall be able to work non-traditional working hours and have a flexible schedule.
- 3.3 **The Contractor will be required to obtain all program materials, supplies, meals, drinks, etc. as part of the fee for service contract.**
- 3.4 The Contractor will submit all purchase receipts for the month with their invoice and timesheet by the 5th day of the following month to the program coordinator.

#### **ARTICLE 4 TIME OF PERFORMANCE**

4.1 This Agreement will commence on July 1, 2018 and will continue through May 31, 2019, or until contracted services are completed, contingent on the availability of funds.

4.2 Both County and Contractor reserve the right to terminate this Agreement in writing for no cause by giving thirty (30) days' notice to the other party. By such termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination.

4.3 The County reserves the right to immediately terminate the Agreement for cause.

#### **ARTICLE 5 COMPENSATION**

5.1 The Contractor will be paid on a monthly basis after submitting an invoice for the services provided in the previous month and such invoice and deliverables have been approved by the State of New Mexico Children, Youth and Families Department. All billable hours must fall within the scope of work as identified in Article 1 Scope of Contractor Services and invoices must be submitted to the Program Coordinator on or before the 5<sup>th</sup> day of each month following delivery of the services.

5.2 The New Mexico Gross Receipts Tax levied on the amounts payable under this Agreement shall be paid by the Contractor.

5.3 The total amount of funds to be paid under this Agreement shall not exceed \$5,400.00 (\$150.00 per session x 36 classes) as agreed upon in the 2018-2019 Children, Youth and Families Department Juvenile Justice Advisory Committee Grant. Upon review by the Sixth Judicial District Court Program Manager, the County shall pay the Contractor for services rendered.

5.4 The Contractor will be responsible for providing incentives for good attendance, participation, etc.

5.5 The Contractor is responsible for tracking the hours and compensation limit under this Agreement, and without advance written permission for the County Manager, the Contractor shall not bill for or be paid for hours or compensation in excess of the \$5,400.00 cap placed on this Agreement.

#### **ARTICLE 6 STATUS OF CONTRACTOR**

6.1 The Contractor, and any employees and agents, are independent contractors performing services for the County and are not employees of the County. The Contractor, employees, and agents will not receive leave, retirement, insurance, bonding, use of County vehicles, or any other benefits afforded to employees of the County as a result of this Agreement.

#### **ARTICLE 7 TAXES**

7.1 Contractor shall be responsible for the payment of all income taxes, gross receipts taxes and other deductions by law for any compensation received from the County.



## **ARTICLE 8 INDEMNITY**

8.1 Contractor agrees to defend, indemnify and hold harmless Torrance County, and its officials, agents and employees, from and against any and all claims, actions, suits or proceedings, including damages, costs, interests, attorneys fees and other liabilities of any kind brought against the County or the Contractor for or on account of any matter arising from the services performed by and acts of omissions of the Contractor under this Agreement. The indemnity required herein shall not be limited by reason of the specification of any particular insurance coverage in this Agreement.

## **ARTICLE 9 EQUAL OPPORTUNITY RIGHTS**

9.1 In performing the services required hereunder and allowing participation in or receiving benefits of the program, the Contractor shall not discriminate against any person on the basis of race, color, religion, sex, national origin or ancestry, age, physical handicap, disability, medical condition, veteran status, spousal affiliation, sexual preference or orientation, or any other unlawful criterion, except where a bona fide occupational qualification applies.

9.2 The Contractor agrees to abide by all Federal and State laws, rules, regulations, executive order pertaining to equal employment opportunities.

9.3 If the Contractor is found to not be in compliance with the requirements in this Article, The Contractor shall immediately take appropriate steps to correct the identified deficiencies.

## **ARTICLE 10 RECORDS AND AUDITS**

10.1 Records shall be maintained by the Contractor in accordance with applicable law and requirements prescribed by Torrance County with respect to all matters covered by this Agreement. Except as otherwise authorized by Torrance County, such records shall be maintained for a period of three (3) years after receipt of final payment under this Agreement. Copies and originals of pertinent documents shall be provided to Torrance County as directed by Torrance County.

10.2 At a minimum, the Contractor shall maintain detailed records which indicate the date, time and nature of services rendered, in addition to the Performance Measures required by Article 2.

10.3 The records shall be subject to inspection by the County, its designees and the State Auditor.

10.4 The County shall have the right to audit billing both before and after payment and payment under this Agreement shall not act as a waiver of the County's right to recover from the Contractor excessive, illegal or ineligible payment made or obtained by fraudulent or erroneous statements or acts.

## **ARTICLE 11 PRODUCT SERVICES, COPYRIGHT**

11.1 No materials produced in whole or in part under this Agreement shall be subject to an application or claim of copyright by or on behalf of the Contractor and shall become the property of the County and shall be delivered by the Contractor to the County no later than the termination or expiration date of this Agreement. Torrance County shall have unrestricted authority to publish, disclose, distribute and otherwise use, in whole or in part, any reports, data or other materials

prepared under this Agreement. Torrance County and the Contractor acknowledge that the above is not meant to affect the attorney/client privilege unless waived by Torrance County.

#### **ARTICLE 12 CONFLICT OF INTEREST**

12.1 The Contractor warrants that he/she presently has no interest and will not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance under this Agreement.

#### **ARTICLE 13 ASSIGNMENT**

13.1 The Contractor will not assign or transfer any interest in this Agreement nor assign any claims for money due or to become due under this Agreement without prior written approval by the County.

#### **ARTICLE 14 AMENDMENT**

14.1 This Agreement shall not be altered, changed or amended except by a written document signed by the parties hereto.

#### **ARTICLE 15 SUBCONTRACTING**

15.1 This Agreement is based on the personal skill and reliability of the Contractor. The Contractor may not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the County. The County reserves no right to direct, supervise or control the manner or method of performance of services by any such subcontractors, servants, employees and agents of the Contractor.

#### **ARTICLE 16 APPROPRIATIONS**

16.1 The terms of this Agreement are contingent upon sufficient appropriations and authorizations made either by the County or the appropriate State agency or department for the compensation for services rendered under this Agreement. If sufficient appropriations or authorizations are not made, the County may terminate this Agreement by sending written notice to the Contractor. The County's decision as to whether sufficient appropriations are available will be accepted by the Contractor as final.

#### **ARTICLE 17 TERMINATION**

17.1 This Agreement may be terminated by either of the parties hereto upon written notice delivered to the other party at least thirty (30) days before the intended date of termination. By such termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination.

#### **ARTICLE 18 RELEASE**

18.1 The Contractor upon final payment of the compensation due under this Agreement, releases the County, its officers and employees, from all claims, liabilities and obligations whether contractual, tort or any other type of claim arising from or under this Agreement. The Contractor agrees not to bind the County to any obligations not assumed herein unless the Contractor has expressed written authority from the County.

#### **ARTICLE 19 CONFIDENTIALITY**

19.1 Any information given to or developed by the Contractor in the performance of this Agreement will be kept confidential and will not be made available to any individual, organization, or other entity by the Contractor without prior written approval of the County.

**ARTICLE 20 SCOPE OF CONTRACT**

20.1 This Agreement incorporates all of the agreements, covenants and understandings between the parties concerning the subject matter of this contract, and all such agreements, covenants, and understandings have been merged into this written contract. No prior agreement, covenant, or understanding, oral or written, of the parties or their agents shall be valid or enforced unless embodied in this Agreement.

**ARTICLE 21 PROCUREMENT**

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

**ARTICLE 22 APPLICABLE LAW**

22.1 This contract will be governed by the laws of the State of New Mexico.

**IN WITNESS WHEREOF**, Contractor and the County do hereby execute this Agreement as of the date first written above.

By \_\_\_\_\_  
Belinda Garland,  
County Manager

\_\_\_\_\_  
Date

By \_\_\_\_\_  
Ware Resources, Sid Ware  
Contractor

\_\_\_\_\_  
Date



*Agenda Item  
No. 6*



October 11, 2018

Re: Torrance County Animal Shelter Addition

Noah J. Sedillo  
Chief Procurement Officer  
Torrance County

Dear Mr. Sedillo,

After reviewing the bid results for this project and the associated documents provided as part of the bid, NCA Architects feels comfortable recommending acceptance of the low bid contractor, Vigil Contracting Services, Inc. with a bid amount of \$52,000.00 plus NMGRT.

Should you have any questions, please don't hesitate to contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Dave Puritz". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Dave Puritz  
Project Manager  
NCA Architects



# BID TABULATION SHEET

**PROJECT: Torrance County Animal Shelter Addition**

**PROJECT NUMBER A17.15**  
**BID DATE: 10/04/18 (Bid Opened 10/09/18)**

CONTRACTOR	ADDENDA			BID BOND	SUB-CONTRACTOR LISTING	BASE BID	TOTAL BID (EXCLUDING NMGR)
	#1	#2	#3				
ESA Construction, Inc.	#1	X		X	X	58,900.00	\$ 58,900.00
	#2						
	#3						
Consolidated Builders of NM, LLC	#1	X		X	X	74,762.47	\$ 74,762.47
	#2						
	#3						
Vigil Contracting Services, Inc.	#1	X		X	X	52,000.00	\$ 52,000.00
	#2						
	#3						
TFC Construction	#1	X			X	58,600.00	\$ 58,600.00
	#2						
	#3						
	#1						\$ -
	#2						
	#3						
	#1						\$ -
	#2						
	#3						
	#1						\$ -
	#2						
	#3						



*Agenda Item*  
*No. 7*

**TORRANCE COUNTY RESOLUTION# 2018- 47**

*Amended Fourth Quarter Report for FY17/18*

**WHEREAS**, the Governing Body in and for the County of Torrance, has reviewed the Fourth Quarter Report as amended for Fiscal Year 2017-2018, and;

**WHEREAS**, said amended Fourth Quarter Report was completed using adjusted Torrance County figures and balances and compiled into the Department of Finance and Administration's approved forms by the Torrance County Finance Department, and;

**WHEREAS**, the amended Fourth Quarter Report is herto attached, and;

**NOW THEREFORE BE IT RESOLVED**, that the Board of County Commissioners, Torrance County hereby finds the amended Fourth Quarter Report to be accurate and true and respectfully requests approval from the Local Government Division of the Department of Finance and Administration.

**DONE** at Estancia, New Mexico, Torrance County this 24th day of October.

Torrance County Board of Commissioners

Attest:

James W. Frost, District 1

Julia DuCharme, District 2

Linda Jaramillo  
Torrance County Clerk

Javier E. Sanchez District 3

Vote Record

James W. Frost	yes	no	abstain	absent
Julia DuCharme	yes	no	abstain	absent
Javier E. Sanchez	yes	no	abstain	absent





COUNTY: TORRANCE DEPARTMENT OF FINANCE AND ADMINISTRATION LOCAL GOVERNMENT DIVISION

Period Ending: 06/30/2018

Prepared By: Amanda Tenorio

SUBMIT TO LOCAL GOVERNMENT DIVISION NO LATER THAN 30 DAYS AFTER THE CLOSE OF EACH QUARTER

I HEREBY CERTIFY THAT THE CONTENTS IN THIS REPORT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND THAT THIS REPORT DEBITS ALL FUNDS:

Signature: *Amanda Tenorio* Date: 10-18-18

Fund #	FUND NAME	BEGINNING CASH BALANCE CURRENT FY (1)	YEAR-TO-DATE TRANSACTIONS					QTR ENDING CASH BALANCE (1)+(2)-(3)+(4)-(5) (6)	INVESTMENTS (7)	CASH + INVESTMENTS (8)	REQUIRED RESERVES (9)	AVAILABLE CASH (8) - (9) (9)
			REVENUES TO DATE (2)	TRANSFERS TO DATE (3)	EXPENDITURES TO DATE (4)	ADJUSTMENTS (5)						
101	GENERAL FUND (GF)	\$2,143,804	6,221,276	(1,051,240)	5,160,701	0	\$2,153,139	0	\$2,153,139	1,290,175	\$862,964	
201	CORRECTION	\$0	27,271	0	27,271	0	\$0	0	\$0	0	\$0	
202	ENVIRONMENTAL GRT	\$0	155,793	0	155,793	0	\$0	0	\$0	0	\$0	
203	County Property Valuation	\$218,928	102,657	44,141	196,960	0	\$168,766	0	\$168,766	79,850	\$168,766	
204	COUNTY ROAD	\$247,543	1,299,040	95,000	958,200	0	\$683,382	0	\$683,382	0	\$603,532	
206	EMS	\$100,590	44,819	0	13,059	0	\$132,350	0	\$132,350	0	\$132,350	
207	ENHANCED 911	\$226,397	652,916	213,089	797,218	0	\$295,183	0	\$295,183	0	\$295,183	
208	Farm & Range Improvement	\$256	1,833	31,500	31,500	0	\$2,089	0	\$2,089	0	\$2,089	
209	FIRE PROTECTION FUND	\$258,220	590,189	0	385,470	0	\$462,939	0	\$462,939	0	\$462,939	
211	LEPP	\$3,781	27,800	0	26,878	0	\$4,703	0	\$4,703	0	\$4,703	
214	LODGERS' TAX	\$0	0	0	0	0	\$0	0	\$0	0	\$0	
217	RECREATION	\$0	0	0	0	0	\$0	0	\$0	0	\$0	
218	INTERGOVERNMENTAL GRANT	\$133,855	440,102	338,469	444,983	0	\$467,442	0	\$467,442	0	\$467,442	
219	SENIOR CITIZEN	\$781	0	10,000	4,167	0	\$6,614	0	\$6,614	0	\$6,614	
220	COUNTY INDIIDENT FUND	\$311,795	408,426	0	396,099	0	\$324,122	0	\$324,122	0	\$324,122	
221	COUNTY HOSPITAL FUND	\$0	0	0	0	0	\$0	0	\$0	0	\$0	
222	COUNTY FIRE PROTECTION	\$215,187	306,697	(11,243)	88,674	0	\$421,966	0	\$421,966	0	\$421,966	
223	DWI PROGRAM	\$50,799	150,368	36,000	147,657	0	\$89,510	0	\$89,510	0	\$89,510	
225	Clerk Recording & Filing	\$9,289	23,651	0	15,634	0	\$17,285	0	\$17,285	0	\$17,285	
226	JAIL - DETENTION FUND	\$450,762	389,203	1,175,295	1,805,639	0	\$209,621	0	\$209,621	0	\$209,621	
299	OTHER	\$775,526	1,332,332	(820,288)	718,761	0	\$568,809	0	\$568,809	0	\$568,809	
300	CAPITAL PROJECT FUNDS	\$1,732,236	1,055,744	33,360	1,417,198	0	\$1,404,142	0	\$1,404,142	0	\$1,404,142	
401	G. O. BONDS	\$387,310	347,568	0	384,170	0	\$350,707	0	\$350,707	0	\$350,707	
402	REVENUE OTHER	\$0	0	0	0	0	\$0	0	\$0	0	\$0	
403	DEBT SERVICE OTHER	\$379,446	275,137	(94,082)	270,376	0	\$290,125	0	\$290,125	0	\$290,125	
500	ENTERPRISE FUNDS											
	Water Fund	\$0	0	0	0	0	\$0	0	\$0	0	\$0	
	Solid Waste	\$0	0	0	0	0	\$0	0	\$0	0	\$0	
	Waste Water	\$0	0	0	0	0	\$0	0	\$0	0	\$0	
	Airport	\$0	0	0	0	0	\$0	0	\$0	0	\$0	
	Ambulance	\$0	0	0	0	0	\$0	0	\$0	0	\$0	
	Cemeter	\$0	0	0	0	0	\$0	0	\$0	0	\$0	
	Housing	\$0	0	0	0	0	\$0	0	\$0	0	\$0	
	Parking	\$0	0	0	0	0	\$0	0	\$0	0	\$0	
	Other Enterprise (enter fund	\$0	0	0	0	0	\$0	0	\$0	0	\$0	
	Other Enterprise (enter fund	\$0	0	0	0	0	\$0	0	\$0	0	\$0	
	Other Enterprise (enter fund	\$0	0	0	0	0	\$0	0	\$0	0	\$0	
	Other Enterprise (enter fund	\$0	0	0	0	0	\$0	0	\$0	0	\$0	
600	INTERNAL SERVICE FUNDS	\$0	0	0	0	0	\$0	0	\$0	0	\$0	
700	TRUST AND AGENCY FUNDS	\$0	0	0	0	0	\$0	0	\$0	0	\$0	
GRAND TOTAL		\$7,646,486	\$13,852,820	(\$0)	\$13,446,409	\$0	\$8,052,898	\$0	\$8,052,898	\$1,370,025	\$6,682,872	

GENERAL FUND - COUNTY

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRAN CES Y-T-D	Variance With Adjusted Budget	
	Approved Budget	Budget Adjustments	Adjusted Budget			Positive (Negative)	%
<b>REVENUES</b>							
<b>Taxes:</b>							
Property Tax - Current Year	4,105,101	\$0	\$4,105,101	\$4,163,830		\$58,729	101.43%
Property Tax - Delinquent	300,000	\$0	\$300,000	\$296,396		(\$3,604)	98.80%
Property Tax - Penalty & Interest	144,000	\$0	\$144,000	\$158,979		\$14,979	110.40%
Oil and Gas - Equipment	0	\$0	\$0	\$0		\$0	n/a
Oil and Gas - Production	0	\$0	\$0	\$0		\$0	n/a
Franchise Fees	0	\$0	\$0	\$0		\$0	n/a
Gross receipts - Local Option	320,000	\$0	\$320,000	\$424,497		\$104,497	132.66%
Gross Receipts - Infrastructure	0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - Environment	0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - Hold Harmless	0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - Other Dedication	0	\$0	\$0	\$0		\$0	n/a
PILT	\$250,000	\$0	\$250,000	\$425,806		\$175,806	170.32%
<b>Intergovernmental - State Shared:</b>							
Gross receipts	\$360,000	\$0	\$360,000	\$216,725		(\$143,275)	60.20%
Cigarette Tax	\$0	\$0	\$0	\$0		\$0	n/a
Gas Tax	\$0	\$0	\$0	\$0		\$0	n/a
Motor Vehicle	\$50,000	\$0	\$50,000	\$57,549		\$7,549	115.10%
Other	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$0	\$0	\$0	\$0		\$0	n/a
Grants - Local	\$0	\$0	\$0	\$0		\$0	n/a
Legislative Appropriations	\$0	\$0	\$0	\$0		\$0	n/a
Small Counties Assistance	\$200,000	\$0	\$200,000	\$278,000		\$78,000	139.00%
<b>Licenses and Permits</b>	\$13,300	\$0	\$13,300	\$20,326		\$7,026	152.82%
<b>Charges for Services</b>	\$128,200	\$3,080	\$131,280	\$158,262		\$26,982	120.55%
<b>Fines and Forfeits</b>	\$0	\$0	\$0	\$0		\$0	n/a
<b>Interest on Investments</b>	\$1,200	\$0	\$1,200	\$1,033		(\$167)	86.10%
<b>Miscellaneous</b>	\$8,200	\$0	\$8,200	\$19,874		\$11,674	242.37%
<b>TOTAL GENERAL FUND REVENUES</b>	<b>\$5,880,001</b>	<b>\$3,080</b>	<b>\$5,883,081</b>	<b>\$6,221,276</b>		<b>\$338,195</b>	<b>105.75%</b>
<b>EXPENDITURES</b>							
Executive-Legislative	1,149,903	\$12,883	\$1,162,786	\$1,163,474	\$0	(\$688)	100.06%
Judicial	30,858	\$0	\$30,858	\$30,499	\$0	\$359	98.84%
Elections	369,309	\$0	\$369,309	\$358,779	\$0	\$10,530	97.15%
Finance & Administration	1,567,548	(\$13,300)	\$1,554,248	\$1,478,030	\$0	\$76,218	95.10%
Public Safety	1,501,880	\$0	\$1,501,880	\$1,467,386	\$0	\$34,494	97.70%
Highways & Streets	0	\$0	\$0	\$0	\$0	\$0	n/a
Senior Citizens	0	\$0	\$0	\$0	\$0	\$0	n/a
Sanitation	0	\$0	\$0	\$0	\$0	\$0	n/a
Health and Welfare	0	\$0	\$0	\$0	\$0	\$0	n/a
Culture and Recreation	0	\$0	\$0	\$0	\$0	\$0	n/a
Economic Development & Housing	0	\$0	\$0	\$0	\$0	\$0	n/a
Other - Miscellaneous	703,757	\$0	\$703,757	\$662,534	\$0	\$41,223	94.14%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$5,323,255</b>	<b>(\$417)</b>	<b>\$5,322,838</b>	<b>\$5,160,701</b>	<b>\$0</b>	<b>\$162,137</b>	<b>96.95%</b>
<b>OTHER FINANCING SOURCES</b>							
Transfers In	\$152,236	\$83	\$152,319	\$152,320		\$0	100.00%
Transfers (Out)	(\$1,200,460)	(\$3,100)	(\$1,203,560)	(\$1,203,560)		\$0	100.00%
<b>TOTAL - OTHER FINANCING SOURCES</b>	<b>(\$1,048,224)</b>	<b>(\$3,017)</b>	<b>(\$1,051,241)</b>	<b>(\$1,051,240)</b>		<b>\$0</b>	<b>100.00%</b>
<b>Excess (deficiency) of revenues over expenditures:</b>				<b>\$9,335</b>			

SPECIAL REVENUES - COUNTY FUNDS - QUARTERLY REPORT

SPECIAL REVENUES - RESOURCES	Fund	BUDGET			ACTUALS		Budget Balance	Budget Variance%
		Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total	Encumbrances (expend line only)		
<b>CORRECTIONS REVENUES</b>	<b>201</b>							
Correction Fees	201	0	0	0	27,271		27,271	n/a
Miscellaneous	201	0	0	0	0		0	n/a
<b>TOTAL Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>27,271</b>		<b>27,271</b>	<b>n/a</b>
<b>EXPENDITURES</b>	<b>201</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27,271</b>	<b>0</b>	<b>(27,271)</b>	<b>n/a</b>
<b>OTHER FINANCING SOURCES</b>								
Transfers In	201	0	0	0	0		0	n/a
Transfers (Out)	201	0	0	0	0		0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>n/a</b>
Excess (deficiency) of revenues over expen	201				0			
<b>ENVIRONMENTAL REVENUES</b>	<b>202</b>							
GRT - Environmental	202	90,000	95,000	185,000	155,793		(29,207)	84.21%
Miscellaneous	202	0	0	0	0		0	n/a
<b>TOTAL Revenues</b>		<b>90,000</b>	<b>95,000</b>	<b>185,000</b>	<b>155,793</b>		<b>(29,207)</b>	<b>84.21%</b>
<b>EXPENDITURES</b>	<b>202</b>	<b>90,000</b>	<b>95,000</b>	<b>185,000</b>	<b>155,793</b>	<b>0</b>	<b>29,207</b>	<b>84.21%</b>
<b>OTHER FINANCING SOURCES</b>								
Transfers In	202	0	0	0	0		0	n/a
Transfers (Out)	202	0	0	0	0		0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>n/a</b>
Excess (deficiency) of revenues over expen	202				0			
<b>PROPERTY VALUATION REVENUES</b>	<b>203</b>							
Administrative Fee	203	101,000	0	101,000	94,040		(6,960)	93.11%
Miscellaneous	203	0	0	0	8,616		8,616	n/a
<b>TOTAL Revenues</b>		<b>101,000</b>	<b>0</b>	<b>101,000</b>	<b>102,657</b>		<b>1,657</b>	<b>101.64%</b>
<b>EXPENDITURES</b>	<b>203</b>	<b>363,166</b>	<b>0</b>	<b>363,166</b>	<b>196,960</b>	<b>0</b>	<b>166,206</b>	<b>54.23%</b>
<b>OTHER FINANCING SOURCES</b>								
Transfers In	203	44,141	0	44,141	44,141		0	100.00%
Transfers (Out)	203	0	0	0	0		0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>		<b>44,141</b>	<b>0</b>	<b>44,141</b>	<b>44,141</b>		<b>0</b>	<b>100.00%</b>
Excess (deficiency) of revenues over expen	203				(50,162)			
<b>EMS REVENUES</b>	<b>206</b>							
State EMS Grant	206	0	15,080	15,080	15,080		0	100.00%
Miscellaneous	206	29,000	0	29,000	29,739		739	102.55%
<b>TOTAL Revenues</b>		<b>29,000</b>	<b>15,080</b>	<b>44,080</b>	<b>44,819</b>		<b>739</b>	<b>101.68%</b>
<b>EXPENDITURES</b>	<b>206</b>	<b>128,590</b>	<b>0</b>	<b>128,590</b>	<b>13,059</b>	<b>0</b>	<b>115,531</b>	<b>10.16%</b>
<b>OTHER FINANCING SOURCES</b>								
Transfers In	206	0	0	0	0		0	n/a
Transfers (Out)	206	0	0	0	0		0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>n/a</b>
Excess (deficiency) of revenues over expen	206				31,760			
<b>E911 REVENUES</b>	<b>207</b>							
State-E-911 Enhancement	207	0	0	0	0		0	n/a
Network & Data Base Grant	207	0	0	0	0		0	n/a
Miscellaneous	207	615,150	37,697	652,847	652,916		69	100.01%
<b>TOTAL Revenues</b>		<b>615,150</b>	<b>37,697</b>	<b>652,847</b>	<b>652,916</b>		<b>69</b>	<b>100.01%</b>

SPECIAL REVENUES - COUNTY FUNDS - QUARTERLY REPORT

SPECIAL REVENUES - RESOURCES	Fund	BUDGET			ACTUALS		Encumbrances (expend line only)	Budget Balance	Budget Variance%
		Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total				
<b>EXPENDITURES</b>	207	915,810	37,697	953,507	797,218	0	156,289	83.61%	
OTHER FINANCING SOURCES									
Transfers In	207	260,000	0	260,000	260,000		0	100.00%	
Transfers (Out)	207	(46,911)	0	(46,911)	(46,911)		(0)	100.00%	
<b>TOTAL - OTHER FINANCING SOURCES</b>		213,089	0	213,089	213,089		(0)	100.00%	
Excess (deficiency) of revenues over expen	207				68,786				
<b>FARM &amp; RANGE REVENUES</b>	<b>208</b>								
Federal - Taylor Grazing	208	1,500	0	1,500	1,833		333	122.23%	
Miscellaneous	208	0	0	0	0		0	n/a	
<b>TOTAL Revenues</b>		1,500	0	1,500	1,833		333	122.23%	
<b>EXPENDITURES</b>	208	31,500	0	31,500	31,500	0	0	100.00%	
OTHER FINANCING SOURCES									
Transfers In	208	31,500	0	31,500	31,500		0	100.00%	
Transfers (Out)	208	0	0	0	0		0	n/a	
<b>TOTAL - OTHER FINANCING SOURCES</b>		31,500	0	31,500	31,500		0	100.00%	
Excess (deficiency) of revenues over expen	208				1,833				
<b>COUNTY FIRE PROTECTION REVENUES</b>	<b>209</b>								
State - Fire Marshall Allotment	209	589,894	0	589,894	590,189		295	100.05%	
Miscellaneous	209	0	0	0	0		0	n/a	
<b>TOTAL Revenues</b>		589,894	0	589,894	590,189		295	100.05%	
<b>EXPENDITURES</b>	209	786,660	0	786,660	385,470	0	401,190	49.00%	
OTHER FINANCING SOURCES									
Transfers In	209	0	0	0	0		0	n/a	
Transfers (Out)	209	0	0	0	0		0	n/a	
<b>TOTAL - OTHER FINANCING SOURCES</b>		0	0	0	0		0	n/a	
Excess (deficiency) of revenues over expen	209				204,719				
<b>LAW ENFORCEMENT PROTECTION REVENUES</b>	<b>211</b>								
State-Law Enforcement Protection	211	26,600	1,200	27,800	27,800		0	100.00%	
Miscellaneous	211	0	0	0	0		0	n/a	
<b>TOTAL Revenues</b>		26,600	1,200	27,800	27,800		0	100.00%	
<b>EXPENDITURES</b>	211	29,780	1,200	30,980	26,878	0	4,102	86.76%	
OTHER FINANCING SOURCES									
Transfers In	211	0	0	0	0		0	n/a	
Transfers (Out)	211	0	0	0	0		0	n/a	
<b>TOTAL - OTHER FINANCING SOURCES</b>		0	0	0	0		0	n/a	
Excess (deficiency) of revenues over expen	211				922				
<b>LODGERS' TAX REVENUES</b>	<b>214</b>								
Lodgers' Tax	214	0	0	0	0		0	n/a	
Miscellaneous	214	0	0	0	0		0	n/a	
<b>TOTAL Revenues</b>		0	0	0	0		0	n/a	
<b>EXPENDITURES</b>	214	0	0	0	0	0	0	n/a	
OTHER FINANCING SOURCES									
Transfers In	214	0	0	0	0		0	n/a	
Transfers (Out)	214	0	0	0	0		0	n/a	
<b>TOTAL - OTHER FINANCING SOURCES</b>		0	0	0	0		0	n/a	

SPECIAL REVENUES - COUNTY FUNDS - QUARTERLY REPORT

SPECIAL REVENUES - RESOURCES	Fund	BUDGET			ACTUALS		Budget Balance	Budget Variance%
		Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total	Encumbrances (expend line only)		
Excess (deficiency) of revenues over expenses	214				0			
<b>RECREATION REVENUES</b>	<b>217</b>							
Cigarette Tax - (1 cent)	217	0	0	0	0		0	n/a
Miscellaneous	217	0	0	0	0		0	n/a
<b>TOTAL Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>n/a</b>
<b>EXPENDITURES</b>	<b>217</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>n/a</b>
OTHER FINANCING SOURCES								
Transfers In	217	0	0	0	0		0	n/a
Transfers (Out)	217	0	0	0	0		0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>n/a</b>
Excess (deficiency) of revenues over expenses	217				0			
<b>INTERGOVERNMENTAL GRANTS REVENUES</b>	<b>218</b>							
State Grants	218	287,528	47,253	334,781	242,561		(92,220)	72.45%
Federal Grants	218	339,652	16,386	356,038	153,961		(202,076)	43.24%
Miscellaneous	218	32,000	0	32,000	43,579		11,579	136.18%
<b>TOTAL Revenues</b>		<b>659,180</b>	<b>63,639</b>	<b>722,819</b>	<b>440,102</b>		<b>(282,717)</b>	<b>60.89%</b>
<b>EXPENDITURES</b>	<b>218</b>	<b>785,280</b>	<b>0</b>	<b>785,280</b>	<b>444,983</b>	<b>0</b>	<b>340,297</b>	<b>56.67%</b>
OTHER FINANCING SOURCES								
Transfers In	218	67,151	271,401	338,552	338,552		0	100.00%
Transfers (Out)	218	0	(83)	(83)	(83)		0	100.00%
<b>TOTAL - OTHER FINANCING SOURCES</b>		<b>67,151</b>	<b>271,318</b>	<b>338,469</b>	<b>338,469</b>		<b>0</b>	<b>100.00%</b>
Excess (deficiency) of revenues over expenses	218				333,588			
<b>SENIOR CITIZENS REVENUES</b>	<b>219</b>							
State Grants	219	0	0	0	0		0	n/a
Federal Grants	219	0	0	0	0		0	n/a
Miscellaneous	219	0	0	0	0		0	n/a
<b>TOTAL Revenues</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>n/a</b>
<b>EXPENDITURES</b>	<b>219</b>	<b>10,000</b>	<b>0</b>	<b>10,000</b>	<b>4,167</b>	<b>0</b>	<b>5,833</b>	<b>41.67%</b>
OTHER FINANCING SOURCES								
Transfers In	219	0	10,000	10,000	10,000		0	100.00%
Transfers (Out)	219	0	0	0	0		0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>		<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>		<b>0</b>	<b>100.00%</b>
Excess (deficiency) of revenues over expenses	219				5,833			
<b>INDIGENT REVENUES</b>	<b>220</b>							
GRT - County Indigent	220	200,000	0	200,000	254,698		54,698	127.35%
Miscellaneous	220	175,000	0	175,000	153,728		(21,272)	87.84%
<b>TOTAL Revenues</b>		<b>375,000</b>	<b>0</b>	<b>375,000</b>	<b>408,426</b>		<b>33,426</b>	<b>108.91%</b>
<b>EXPENDITURES</b>	<b>220</b>	<b>686,000</b>	<b>0</b>	<b>686,000</b>	<b>396,099</b>	<b>0</b>	<b>289,901</b>	<b>57.74%</b>
OTHER FINANCING SOURCES								
Transfers In	220	0	0	0	0		0	n/a
Transfers (Out)	200	0	0	0	0		0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>n/a</b>
Excess (deficiency) of revenues over expenses	220				12,327			
<b>HOSPITAL REVENUES</b>	<b>221</b>							
GRT - Special/Local Hospital	221	0	0	0	0		0	n/a

SPECIAL REVENUES - COUNTY FUNDS - QUARTERLY REPORT

SPECIAL REVENUES - RESOURCES	Fund	BUDGET			ACTUALS		Encumbrances (expend line only)	Budget Balance	Budget Variance%
		Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total				
GRT - Hospital Emergency	221	0	0	0	0		0	n/a	
GRT - County Health Care	221	0	0	0	0		0	n/a	
Miscellaneous	221	0	0	0	0		0	n/a	
<b>TOTAL Revenues</b>		0	0	0	0		0	n/a	
<b>EXPENDITURES</b>	221	0	0	0	0	0	0	n/a	
<b>OTHER FINANCING SOURCES</b>									
Transfers In	221	0	0	0	0		0	n/a	
Transfers (Out)	221	0	0	0	0		0	n/a	
<b>TOTAL - OTHER FINANCING SOURCES</b>		0	0	0	0		0	n/a	
Excess (deficiency) of revenues over expenses	221				0				
<b>COUNTY FIRE PROTECTION REVENUES</b>	<b>222</b>								
GRT - Fire Excise Tax (1/4 or 1/8 cent)	222	100,000	185,000	285,000	233,134		(51,866)	81.80%	
Miscellaneous	222	10,000	0	10,000	73,563		63,563	735.63%	
<b>TOTAL Revenues</b>		110,000	185,000	295,000	306,697		11,697	103.97%	
<b>EXPENDITURES</b>	222	313,944	185,000	498,944	88,674	0	410,270	17.77%	
<b>OTHER FINANCING SOURCES</b>									
Transfers In	222	0	0	0	0		0	n/a	
Transfers (Out)	222	(11,243)	0	(11,243)	(11,243)		(0)	100.00%	
<b>TOTAL - OTHER FINANCING SOURCES</b>		(11,243)	0	(11,243)	(11,243)		(0)	100.00%	
Excess (deficiency) of revenues over expenses	222				206,779				
<b>DWI REVENUES</b>	<b>223</b>								
State - Formula Distribution (DFA)	223	70,000	5,318	75,318	75,317		(1)	100.00%	
State - Local Grant (DFA)	223	70,000	15,185	85,185	68,559		(16,626)	80.48%	
State Other	223	6,520	0	6,520	3,774		(2,746)	57.88%	
Federal Grants	223	0	0	0	0		0	n/a	
Miscellaneous	223	6,275	0	6,275	2,718		(3,557)	43.31%	
<b>TOTAL Revenues</b>		152,795	20,503	173,298	150,368		(22,930)	86.77%	
<b>EXPENDITURES</b>	223	199,697	0	199,697	147,657	0	52,040	73.94%	
<b>OTHER FINANCING SOURCES</b>									
Transfers In	223	0	36,000	36,000	36,000		0	100.00%	
Transfers (Out)	223	0	0	0	0		0	n/a	
<b>TOTAL - OTHER FINANCING SOURCES</b>		0	36,000	36,000	36,000		0	100.00%	
Excess (deficiency) of revenues over expenses	223				38,711				
<b>CLERKS RECORDING AND FILING FUND REVENUES</b>	<b>225</b>								
Clerk Equipment Fees	225	20,000	0	20,000	23,651		3,651	118.26%	
Miscellaneous	225	0	0	0	0		0	n/a	
<b>TOTAL Revenues</b>		20,000	0	20,000	23,651		3,651	118.26%	
<b>EXPENDITURES</b>	225	29,200	0	29,200	15,634	0	13,566	53.54%	
<b>OTHER FINANCING SOURCES</b>									
Transfers In	225	0	0	0	0		0	n/a	
Transfers (Out)	225	0	0	0	0		0	n/a	
<b>TOTAL - OTHER FINANCING SOURCES</b>		0	0	0	0		0	n/a	
Excess (deficiency) of revenues over expenses	225				8,017				
<b>JAIL - DETENTION REVENUES</b>	<b>226</b>								
GRT - County Correctional Dedication	226	230,000	0	230,000	297,421		67,421	129.31%	
Care of Prisoners	226	22,000	0	22,000	38,330		16,330	174.23%	

SPECIAL REVENUES - COUNTY FUNDS - QUARTERLY REPORT

SPECIAL REVENUES - RESOURCES	Fund	BUDGET			ACTUALS		Budget Balance	Budget Variance%
		Approved Budget	Resolutions Adj. Budget	Adjusted Budget	Year to Date Total	Encumbrances (expend line only)		
Work Release	226	0	0	0	0		0	n/a
State - Care of Prisoners	226	30,000	0	30,000	31,382		1,382	104.61%
Federal - Care of Prisoners	226	0	0	0	0		0	n/a
Miscellaneous	226	73,000	0	73,000	22,069		(50,931)	30.23%
<b>TOTAL Revenues</b>		<b>355,000</b>	<b>0</b>	<b>355,000</b>	<b>389,203</b>		<b>34,203</b>	<b>109.63%</b>
<b>EXPENDITURES</b>	226	<b>1,295,518</b>	<b>255,295</b>	<b>1,550,813</b>	<b>1,805,639</b>	<b>0</b>	<b>(254,826)</b>	<b>116.43%</b>
<b>OTHER FINANCING SOURCES</b>								
Transfers In	226	520,000	655,295	1,175,295	1,175,295		0	100.00%
Transfers (Out)	226	0	0	0	0		0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>		<b>520,000</b>	<b>655,295</b>	<b>1,175,295</b>	<b>1,175,295</b>		<b>0</b>	<b>100.00%</b>
Excess (deficiency) of revenues over expen	226				(241,141)			
<b>OTHER - SPECIAL</b>	<b>299</b>							
REVENUES	299	1,520,147	500,000	2,020,147	1,332,332		(687,815)	65.95%
EXPENDITURES	299	2,022,484	245,205	2,267,689	718,761	0	1,548,928	31.70%
<b>TOTAL -OTHER FINANCING SOURCES</b>	<b>299</b>	<b>172,668</b>	<b>(992,956)</b>	<b>(820,288)</b>	<b>(820,288)</b>		<b>0</b>	<b>100.00%</b>
Excess (deficiency) of revenues over expen	299				(206,717)			

ROAD FUND - COUNTY

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRAN CES Y-T-D	Variance With Adjusted Budget	
	Approved Budget	Budget Adjustments	Adjusted Budget			Positive (Negative)	
						\$	%
<b>REVENUES</b>							
<b>Taxes:</b>							
Gross receipts - County	\$265,000	\$0	\$265,000	\$282,998		\$17,998	106.79%
Gross Receipts - Infrastructure	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - Hold Harmless	\$0	\$0	\$0	\$0		\$0	n/a
Gross Receipts - Other Dedication	\$0	\$0	\$0	\$0		\$0	n/a
<b>Intergovernmental-State Shared:</b>							
Gas Tax	\$181,600	\$0	\$181,600	\$191,227		\$9,627	105.30%
Motor Vehicle Registration	\$378,000	\$0	\$378,000	\$376,570		(\$1,430)	99.62%
Grants - Federal	\$0	\$0	\$0	\$0		\$0	n/a
Grants - State	\$311,000	\$0	\$311,000	\$311,029		\$29	100.01%
Grants - Local	\$0	\$0	\$0	\$0		\$0	n/a
Federal - Bankhead Jones	\$0	\$0	\$0	\$0		\$0	n/a
Federal - Forest Reserve	\$9,200	\$0	\$9,200	\$110,213		\$101,013	1197.97%
<b>Legislative Appropriations</b>	\$0	\$0	\$0	\$0		\$0	n/a
<b>Interest Income</b>	\$500	\$0	\$500	\$174		(\$326)	34.80%
<b>Investment Income</b>	\$0	\$0	\$0	\$0		\$0	n/a
<b>Miscellaneous</b>	\$12,229	\$0	\$12,229	\$26,828		\$14,599	219.38%
<b>TOTAL ROAD FUND REVENUES</b>	<b>\$1,157,529</b>	<b>\$0</b>	<b>\$1,157,529</b>	<b>\$1,299,040</b>		<b>\$141,511</b>	<b>112.23%</b>
<b>EXPENDITURES</b>							
<b>Current:</b>							
General Government	\$987,255	\$7,072	\$994,327	\$784,667	\$0	\$209,660	78.91%
Public Works	\$315,029	\$0	\$315,029	\$163,210	\$0	\$151,819	51.81%
Capital Outlay	\$70,000	\$0	\$70,000	\$10,323	\$0	\$59,677	14.75%
<b>Debt Service:</b>							
Principal	\$0	\$0	\$0	\$0	\$0	\$0	n/a
Interest	\$0	\$0	\$0	\$0	\$0	\$0	n/a
<b>TOTAL ROAD FUND EXPENDITURES</b>	<b>\$1,372,284</b>	<b>\$7,072</b>	<b>\$1,379,356</b>	<b>\$958,200</b>	<b>\$0</b>	<b>\$421,156</b>	<b>69.47%</b>
<b>OTHER FINANCING SOURCES</b>							
Transfers In	\$95,000	\$0	\$95,000	\$95,000		\$0	100.00%
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n/a
<b>TOTAL - OTHER FINANCING SOURCES</b>	<b>\$95,000</b>	<b>\$0</b>	<b>\$95,000</b>	<b>\$95,000</b>		<b>\$0</b>	<b>100.00%</b>
<b>Excess (deficiency) of revenues over expenditures</b>				<b>\$435,839</b>			

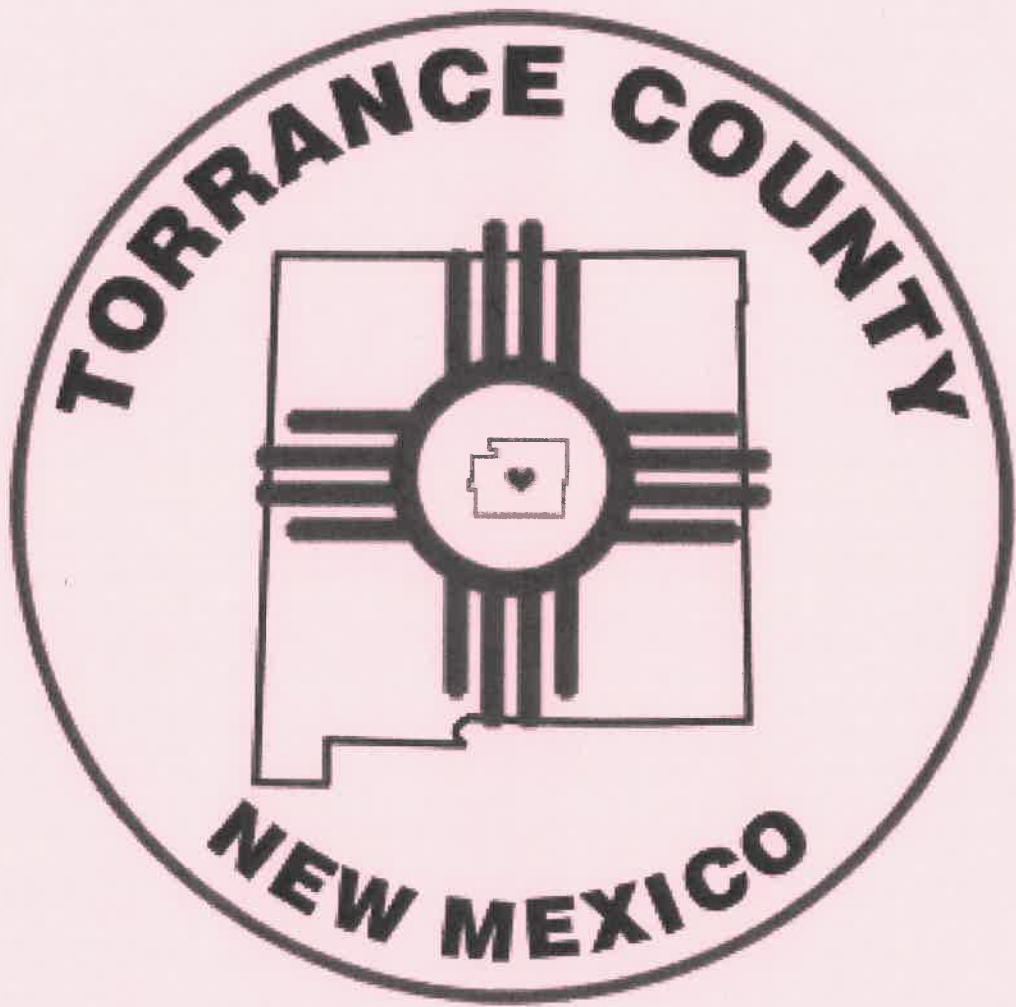


**CAPITAL PROJECTS**

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRAN CES Y-T-D	Variance With Adjusted Budget Positive (Negative)	
	Approved Budget	Budget Adjustments	Adjusted Budget			\$	%
<b>REVENUES</b>							
GRT- Dedication	\$355,000	\$310,000	\$665,000	\$580,000		(\$85,000)	87.22%
GRT- Hold Harmless	\$0	\$0	\$0	\$0		\$0	n
GRT- Infrastructure	\$80,000	\$105,000	\$185,000	\$155,808		(\$29,192)	84.22%
Bond Proceeds	\$0	\$1,005,187	\$1,005,187	\$6,285		(\$998,902)	0.63%
Local Grants	\$0	\$0	\$0	\$0		\$0	n
CDBG funding	\$0	\$0	\$0	\$0		\$0	n
State Grants	\$0	\$0	\$0	\$0		\$0	n
Federal Grants (other)	\$0	\$0	\$0	\$0		\$0	n
Legislative Appropriations	\$55,208	\$33,960	\$89,168	\$35,123		(\$54,045)	39.39%
Investment Income	\$0	\$0	\$0	\$0		\$0	n
Miscellaneous	\$0	\$278,513	\$278,513	\$278,529		\$16	100.01%
<b>TOTAL CAPITAL PROJECTS REVENUES</b>	<b>\$490,208</b>	<b>\$1,732,660</b>	<b>\$2,222,868</b>	<b>\$1,055,744</b>		<b>(\$1,167,124)</b>	<b>47.49%</b>
<b>EXPENDITURES</b>							
Parks/Recreation	\$0	\$0	\$0	\$0	\$0	\$0	n
Housing	\$0	\$0	\$0	\$0	\$0	\$0	n
Equipment & Buildings	\$903,676	\$726,473	\$1,630,149	\$951,747	\$0	\$678,402	58.38%
Facilities	\$0	\$0	\$0	\$0	\$0	\$0	n
Transit	\$0	\$0	\$0	\$0	\$0	\$0	n
Utilities	\$0	\$0	\$0	\$0	\$0	\$0	n
Airports	\$0	\$0	\$0	\$0	\$0	\$0	n
Infrastructure	\$223,550	\$1,005,187	\$1,228,737	\$465,451	\$0	\$763,285	37.88%
Debt Service Payments (P&I)-GO Bonds	\$0	\$0	\$0	\$0	\$0	\$0	n
Debt Service Payments (P&I)-Rev. Bonds	\$0	\$0	\$0	\$0	\$0	\$0	n
Other	\$0	\$0	\$0	\$0	\$0	\$0	n
<b>TOTAL CAPITAL PROJECTS EXPENDITURES</b>	<b>\$1,127,226</b>	<b>\$1,731,660</b>	<b>\$2,858,886</b>	<b>\$1,417,198</b>	<b>\$0</b>	<b>\$1,441,687</b>	<b>49.57%</b>
<b>OTHER FINANCING SOURCES</b>							
Transfers In	\$0	\$33,360	\$33,360	\$33,360		\$0	100.00%
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	n
<b>TOTAL - OTHER FINANCING SOURCES</b>	<b>\$0</b>	<b>\$33,360</b>	<b>\$33,360</b>	<b>\$33,360</b>		<b>\$0</b>	<b>100.00%</b>
<b>Excess (deficiency) of revenues over expenditures</b>				<b>(\$328,094)</b>			

**DEBT SERVICE**

COMPARATIVE STATEMENT OF REVENUES AND EXPENDITURES	BUDGETED AMOUNTS			ACTUALS Y-T-D	ENCUMBRAN CES Y-T-D	Variance With Adjusted Bu	
	Approved Budget	Budget Adjustments	Adjusted Budget			Positive (Negative)	
						\$	%
<b>GENERAL OBLIGATION BONDS [FUND 401]</b>							
REVENUES:							
General Obligation - (Property tax)	\$383,901	\$45,000	\$428,901	\$347,568		(\$81,333)	81.0
Investment Income	\$0	\$0	\$0	\$0		\$0	
Other - Misc	\$0	\$0	\$0	\$0		\$0	
<b>TOTAL REVENUES</b>	<b>\$383,901</b>	<b>\$45,000</b>	<b>\$428,901</b>	<b>\$347,568</b>		<b>(\$81,333)</b>	<b>81.0</b>
EXPENDITURES							
General Obligation - Principal	\$354,994	\$45,000	\$399,994	\$345,000	\$0	\$54,994	86.2
General Obligation - Interest	\$28,907	\$0	\$28,907	\$39,036	\$0	(\$10,129)	135.0
Other Costs (Fiscal Agent Fees/Other Fees/Misc)	\$0	\$0	\$0	\$134	\$0	(\$134)	
<b>TOTAL EXPENDITURES</b>	<b>\$383,901</b>	<b>\$45,000</b>	<b>\$428,901</b>	<b>\$384,170</b>	<b>\$0</b>	<b>\$44,731</b>	<b>89.5</b>
OTHER FINANCING SOURCES							
Transfers In	\$0	\$0	\$0	\$0		\$0	
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	
<b>TOTAL - OTHER FINANCING SOURCES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	
Excess (deficiency) of revenues over expenditures [401]				(\$36,603)			
<b>REVENUE BONDS [FUND 402]</b>							
REVENUES:							
Bond Proceeds	\$0	\$0	\$0	\$0		\$0	
Revenue Bonds - GRT	\$0	\$0	\$0	\$0		\$0	
Investment Income	\$0	\$0	\$0	\$0		\$0	
Revenue Bonds - Other	\$0	\$0	\$0	\$0		\$0	
<b>REVENUE BOND REVENUE - TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	
EXPENDITURES							
Revenue Bonds - Principal	\$0	\$0	\$0	\$0	\$0	\$0	
Revenue Bonds - Interest	\$0	\$0	\$0	\$0	\$0	\$0	
Other Revenue Bond Payments	\$0	\$0	\$0	\$0	\$0	\$0	
Other Costs (Fiscal Agent Fees/Other Fees/Misc)	\$0	\$0	\$0	\$0	\$0	\$0	
<b>TOTAL DEBT SERVICE FUND EXPENDITURES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
OTHER FINANCING SOURCES							
Transfers In	\$0	\$0	\$0	\$0		\$0	
Transfers (Out)	\$0	\$0	\$0	\$0		\$0	
<b>TOTAL - OTHER FINANCING SOURCES</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>		<b>\$0</b>	
Excess (deficiency) of revenues over expenditures [402]				\$0			
<b>OTHER DEBT SERVICE [FUND 403]</b>							
REVENUES:							
Investment Income	\$0	\$0	\$0	\$0		\$0	
Loan Revenue	\$285,104	\$0	\$285,104	\$275,137		(\$9,967)	96.50
<b>OTHER DEBT SERVICE REVENUE - TOTAL</b>	<b>\$285,104</b>	<b>\$0</b>	<b>\$285,104</b>	<b>\$275,137</b>		<b>(\$9,967)</b>	<b>96.50</b>
EXPENDITURES							
NMFA Loan Payments	\$285,104	\$0	\$285,104	\$270,376	\$0	\$14,728	94.83
Board of Finance Loan Payments	\$0	\$0	\$0	\$0	\$0	\$0	
Other Debt Service - Misc	\$0	\$0	\$0	\$0	\$0	\$0	
<b>TOTAL DEBT SERVICE FUND EXPENDITURES</b>	<b>\$285,104</b>	<b>\$0</b>	<b>\$285,104</b>	<b>\$270,376</b>	<b>\$0</b>	<b>\$14,728</b>	<b>94.83</b>
OTHER FINANCING SOURCES							
Transfers In	\$0	\$0	\$0	\$0		\$0	
Transfers (Out)	(\$94,082)	\$0	(\$94,082)	(\$94,082)		\$0	100.00
<b>TOTAL - OTHER FINANCING SOURCES</b>	<b>(\$94,082)</b>	<b>\$0</b>	<b>(\$94,082)</b>	<b>(\$94,082)</b>		<b>\$0</b>	<b>100.00</b>
Excess (deficiency) of revenues over expenditures [403]				(\$89,322)			



*Agenda Item  
No. 8*

**TORRANCE COUNTY RESOLUTION# 2018-48**

**Budget Adjustment**

**WHEREAS**, the Torrance County Commission in regular session on Wednesday, October 24th 2018 did propose to authorize a budget adjustment in the FY 2018-19 Budget, and

**WHEREAS**, budget adjustments require authorization from the Department of Finance and Administration, and

**WHEREAS**, we request authorization for the following budget adjustment:

(See Attachment)

**NOW THEREFORE**, we respectfully request approval for the attached budget adjustment in the FY 2018-19 budget from the Department of Finance and Administration.

**DONE** at Estancia, New Mexico, Torrance County this 24th day of October 2018.

**Torrance County Board of Commissioners**

**Attest:**

\_\_\_\_\_  
James W. Frost, District 1

\_\_\_\_\_  
Linda Jaramillo  
Torrance County Clerk

\_\_\_\_\_  
Julia DuCharme, District 2

\_\_\_\_\_  
Javier E. Sanchez District 3

**Vote Record**

James W. Frost	yes	no	abstain	absent
Julia DuCharme	yes	no	abstain	absent
Javier E. Sanchez	yes	no	abstain	absent



DFA Fund No.

Revenue/Expenditures

**TORRANCE COUNTY  
2018-2019 OPERATING BUDGET  
RECAPITULATION**

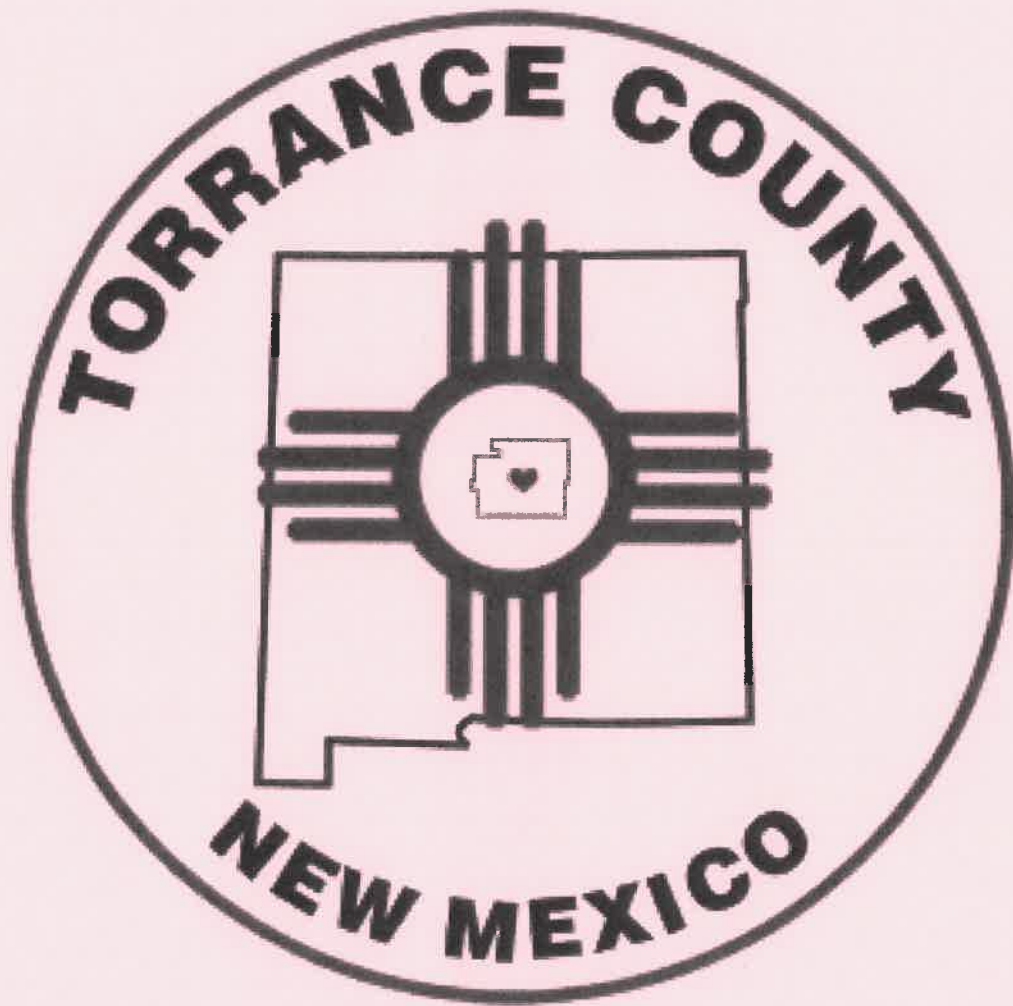
107th Fiscal Year

FUND TITLE	FUND NUMBER		UNAUDITED BEGINNING CASH BALANCE AT JULY 1	BUDGETED REVENUES	BUDGETED TRANSFERS	BUDGETED EXPENDITURES	ESTIMATED ENDING CASH BALANCE	LOCAL RESERVE REQUIREMENTS UNAVAILABLE FOR BUDGETING	ADJUSTED ENDING CASH BALANCE
	DFA	TC							
General	101	401	2,153,138	6,442,192	(1,364,565)	5,706,835	1,523,931	1,426,709	97,222
Road	204	402	683,382	1,141,782	95,000	1,758,829	161,335	146,569	14,766
Farm & Range	208	403	2,090	1,500	32,500	29,500	6,590	0	6,590
CR A084 Developer Fee	299	404	959	400	0	0	1,359	0	1,359
District 5 VFD	209	405	72,962	137,766	0	208,157	2,571	0	2,571
District 2 VFD	209	406	77,337	100,268	0	149,078	28,527	0	28,527
District 1 VFD	209	407	86,946	52,844	0	129,929	9,861	0	9,861
District 3 VFD	209	408	100,787	124,418	0	225,205	(0)	0	(0)
District 4 VFD	209	409	25,690	36,327	0	52,093	9,924	0	9,924
L.E. Protection Fund	211	410	4,703	26,000	0	26,000	4,703	0	4,703
Fire Pool 1/4% GRT	222	411	421,967	252,556	(5,221)	572,009	97,293	0	97,293
County Fair	515	412	49,769	173,000	33,250	237,000	19,019	0	19,019
Fire Dept. Admin.	209	413	56,072	137,624	0	137,624	56,072	0	56,072
Indigent	220	414	324,122	440,000	0	764,122	0	0	0
EMS	206	415	132,350	36,350	0	168,700	0	0	0
District 6 Volunteer Fire Dept.	209	418	43,145	49,397	0	79,801	12,741	0	12,741
EVSWA Contract	299	419	686	20,000	150,000	170,000	686	0	686
Jail Fund	201,226	420	209,621	427,533	1,500,000	2,123,713	13,442	0	13,442
Environmental Gross Receipts	202	423	0	172,260	0	172,260	0	0	0
GO Bond proceeds	301	424	364,684	2,000	0	364,684	2,000	0	2,000
WIPP Funding	218	427	0	7,000	0	7,000	0	0	0
Volunteer Recruitment/Retention	299	428	27,756	0	50,000	59,600	18,156	0	18,156
Animal Shelter	299	430	3,297	900	0	4,042	155	0	155
GO Bond Debt Service 2001	401	562	350,708	375,000	0	365,586	360,122	0	360,122
Safety Program	299	600	14,267	6,350	22,672	43,289	0	0	0
Civil Defense	218	604	21,831	44,000	0	59,000	6,831	0	6,831
D.W.I. Grant Program	223	605	72,903	140,467	0	195,882	17,488	0	17,488
DWI School	299	606	1,438	600	0	2,038	0	0	0
Treasurer's Fee	299	609	6,340	18,000	0	24,340	0	0	0
Property Valuation Fund	203	610	168,766	86,000	47,700	302,466	0	0	0
Clerk's Equipment	225	612	17,285	20,500	0	29,500	8,285	0	8,285
RPHCA Grant	218	616	5,504	95,509	0	95,509	5,504	0	5,504
County Infrastructure GRT	305	620	233,459	172,000	0	372,000	33,459	0	33,459
Capital Outlay GRT	305	621	793,541	618,305	0	1,411,846	(0)	0	(0)
CDBG	300	622	0	0	0	0	0	0	0
Recycling/Illegal Dumping Grant	218	628	14,979	0	0	0	14,979	0	14,979
CYFD Home Visiting Grant	218	629	50,034	0	(47,749)	0	2,285	0	2,285
Esperanza Medical Clinic	299	630	11,268	0	0	11,268	0	0	0
Senior Citizens Program	219	631	6,614	0	10,000	15,000	1,614	0	1,614
<b>Sub-Total</b>			6,610,400	11,358,848	523,588	16,073,904	2,418,932	1,573,278	845,655

**TORRANCE COUNTY  
2018-2019 OPERATING BUDGET  
RECAPITULATION**

107th Fiscal Year

FUND TITLE	FUND NUMBER		UNAUDITED BEGINNING CASH BALANCE AT JULY 1	BUDGETED REVENUES	BUDGETED TRANSFERS	BUDGETED EXPENDITURES	ESTIMATED ENDING CASH BALANCE	LOCAL RESERVE REQUIREMENTS UNAVAILABLE FOR BUDGETING	ADJUSTED ENDING CASH BALANCE
	DFA	TC							
NMFA Loan Proceeds	306	633	1,316	0	0	1,316	0	0	0
Court Forfeiture	299	634	10,215	0	0	10,215	0	0	0
Juvenile Justice Grant	218	635	46,700	89,700	0	94,700	41,700	0	41,700
Debt Service Fund	404	636	290,125	285,646	0	285,646	290,125	0	290,125
Wind PILT	299	641	309,510	995,500	(866,501)	438,500	9	0	9
Investment Interest	299	642	70,894	125,000	0	195,000	894	0	894
Estancia Basin Water Study	299	650	87	17,000	0	17,000	87	0	87
Rural Addressing Fund	299	675	42,979	36,450	54,996	134,425	0	0	0
DRAM Grant	218	681	0	42,525	0	42,525	0	0	0
P & Z Code Enforcement Fund	299	685	14,917	12,000	6,000	24,705	8,212	0	8,212
Domestic Violence Grant	218	690	23,804	20,000	46,500	78,476	11,827	0	11,827
DV Victim's Restitution	218	691	30,399	1,450	0	0	31,849	0	31,849
Forest Reserve	218	693	148,463	0	0	148,463	0	0	0
US Marshal JLEO Funding	218	802	15,863	19,000	0	21,000	13,863	0	13,863
Legislative Appropriations	300	803	11,143	0	0	0	11,143	0	11,143
Drug Education Program	223	804	16,608	0	0	16,000	608	0	608
Traffic Safety Grant	218	805	4,528	0	0	3,000	1,528	0	1,528
Teen Court Fund	299	807	961	200	0	711	450	0	450
Forest Service Grant	218	808	4,340	12,000	0	12,000	4,340	0	4,340
ICE Inmate Care	299	825	3,466	0	(3,466)	0	0	0	0
NMDHLS EMPG	218	826	13,932	20,651	20,651	42,070	13,165	0	13,165
NMDOH Cities Readiness Grant	218	829	12,718	11,000	0	16,000	7,718	0	7,718
Disaster - Public Assistance Fund	218	830	74,345	0	0	74,345	0	0	0
Dog Head Fire	218	834	1	0	0	0	1	0	1
E911	207	911	295,184	663,548	218,232	989,194	187,769	0	187,769
<b>Sub-Total</b>			<b>1,442,498</b>	<b>2,351,670</b>	<b>(523,588)</b>	<b>2,645,291</b>	<b>625,289</b>	<b>0</b>	<b>625,289</b>
<b>GRAND TOTAL</b>			<b>8,052,898</b>	<b>13,710,518</b>	<b>(0)</b>	<b>18,719,195</b>	<b>3,044,221</b>	<b>1,573,278</b>	<b>1,470,943</b>



*Agenda Item  
No. 9*

**TORRANCE COUNTY RESOLUTION# 2018-49**

*Line Item Transfers*

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

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

(See Schedule A)

**NOW THEREFORE BE IT RESOLVED** by the Torrance County Commission

**DONE** at Estancia, New Mexico, Torrance County this 24th day of October 2018.

Torrance County Board of Commissioners

Attest:

\_\_\_\_\_  
James W. Frost, District 1

\_\_\_\_\_  
Linda Jaramillo  
Torrance County Clerk

\_\_\_\_\_  
Julia DuCharme, District 2

\_\_\_\_\_  
Javier E. Sanchez District 3

Vote Record

James W. Frost	yes	no	abstain	absent
Julia DuCharme	yes	no	abstain	absent
Javier E. Sanchez	yes	no	abstain	absent







**Torrance County**  
 Resolution 2018-\_\_\_\_\_  
 Line Item Transfer  
 Schedule A

Funding Source:		Transfer From:		Transfer To:		Total Amount
Department	Source	Line Item	Description	Line Item	Description	
Civil Defense	Grant fund	604 83 2 617	CO/Equip	604 83 2 205	mileage/per diem	\$ 5,600.00
Civil Defense	Grant fund	604 83 2 617	CO/Equip	604 83 2 219	office supplies	\$ 4,000.00
Civil Defense	Grant fund	604 83 2 617	CO/Equip	604 83 2 207	telecommunications	\$ 5,500.00
Clerk	general	401 21 2 221	printing/publish	401 21 2 219	office supplies	\$ 5,000.00
Clerk	general	401 21 2 221	printing/publish	401 21 2 204	building rent	\$ 400.00
Clerk	general	401 21 2 221	printing/publish	401 20 2 206	postage	\$ 400.00
Clerk	general	401 20 2 266	training	401 20 2 107	risk management fees	\$ 40.00
EMS	EMS tax fund	415 83 2 201	vehicle maint/rep	415 83 2 102	full time salaries	\$ 40,000.00
EMS	EMS tax fund	415 83 2 202	fuel	415 83 2 102	full time salaries	\$ 12,000.00
EMS	EMS tax fund	415 83 2 202	fuel	415 83 2 64	FICA Matching	\$ 3,224.00
EMS	EMS tax fund	415 83 2 230	medical supplies	415 83 2 67	retiree health matching	\$ 1,040.00
EMS	EMS tax fund	415 83 2 230	medical supplies	415 83 2 65	health insur. Matching	\$ 19,246.00
EMS	EMS tax fund	415 83 2 248	safety equip.	415 83 2 65	health insur. Matching	\$ 17,641.24
EMS	EMS tax fund	415 83 2 248	safety equip.	415 83 2 106	worker's comp fee	\$ 20.00
EMS	EMS tax fund	415 83 2 248	safety equip.	415 83 2 63	PERA Matching	\$ 5,538.00
EMS	EMS tax fund	415 83 2 248	safety equip.	415 83 2 64	FICA Matching	\$ 754.00
VFD dist. 4	fire allotment	409 91 2 248	safety equip.	409 91 2 272	professional services	\$ 1,650.00
VFD dist. 6	fire allotment	418 91 2 248	safety equip.	418 91 2 272	professional services	\$ 1,400.00
DV Program	Grant fund	690 9 2 205	mileage/per diem	690 9 2 272	professional services	\$ 51.69
<b>TOTAL</b>						<b>\$ 123,504.93</b>



# TORRANCE COUNTY

## Line Item Transfer Form

Requesting Department: \_\_\_\_\_

Civil Defense

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

Line Item Number	Line Item Description	Line Item Number	Line Item Description	Amount of Transfer
604-83-2617	CO/Equipment	604-83-2205	Mileage/Per Diem	\$ 5,600.00
604-83-2217	CO/Equipment	604-83-2219	Office Supplies	\$ 4,000.00
604-83-2217	CO/Equipment	604-83-2207	Telecommunications	\$ 5,500.00
<b>Reason for Transfer: In order to cover expenditures planned during this fiscal year</b>				

Signature

Date 10-16-18



# TORRANCE COUNTY

## Line Item Transfer Form

**Requesting Department:** \_\_\_\_\_

Clerk \_\_\_\_\_

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

Transfer From:		Transfer To:		\$
Line Item Number	Line Item Description	Line Item Number	Line Item Description	Amount of Transfer
401-21-2221	Printing/Publishing/Advertising	401-21-2219	Office Supplies	\$ 5,000.00
401-21-2221	Printing/Publishing/Advertising	401-21-2204	Building Rent	\$ 400.00
401-21-2221	Printing/Publishing/Advertising	401-20-2206	Postage	\$ 400.00
401-20-2266	Training	401-20-2107	Risk Management Fee	\$ 40.00

In need of supplies for more efficiency at our polling places, for delivery of supplies to presiding judges and for delivery of voting machines which include delivery of signage for the polls. Rent for polling 2 polling places. Postage in minus. Risk management fee in minus.

Signature



# TORRANCE COUNTY

## Line Item Transfer Form

Requesting Department: \_\_\_\_\_

Communications/EMS Tax Fund

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

Transfer From:		Transfer To:		\$
Line Item Number	Line Item Description	Line Item Number	Line Item Description	Amount of Transfer
415-83-2201	Vehicle Maintenance/Repair	415-83-2102	Full Time Salaries	\$ 40,000.00
415-83-2202	Vehicle Fuel	415-83-2102	Full Time Salaries	\$ 12,000.00
415-83-2202	Vehicle Fuel	415-83-2064	FICA Matching	\$ 3,224.00
415-83-2230	Medical Supplies	415-83-2067	Retiree Health Matching	\$ 1,040.00
415-83-2230	Medical Supplies	415-83-2065	Health Ins. Matching	\$ 19,246.00
415-83-2248	Safety Equipment	415-83-2065	Health Ins. Matching	\$ 17,641.24
415-83-2248	Safety Equipment	415-83-2106	Worker's Comp Fee	\$ 20.00
415-83-2248	Safety Equipment	415-83-2063	PERA Matching	\$ 5,538.00
415-83-2248	Safety Equipment	415-83-2064	FICA Matching	\$ 754.00
Reason for Transfer:				

Signature Heather Gandy

Heather Gandy

Date 10.16.2018



# TORRANCE COUNTY Line Item Transfer Form

Requesting Department: \_\_\_\_\_

Districts 4 & 6 VFD

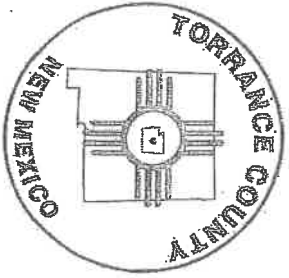
My department hereby requests that the following line item transfer(s) be made to the budget:

Transfer From:		Transfer To:		Amount of Transfer
Line Item Number	Line Item Description	Line Item Number	Line Item Description	
409-91-2248	Safety Equipment	409-91-2272	Professional Svcs.	\$ 1,650.00
418-91-2248	Safety Equipment	418-91-2272	Professional Svcs.	\$ 1,400.00
<b>Reason for Transfer:</b> Additional funds needed in professional services				

Signature Martin Garry

Flavio Sanchez

Date 10.03.18



**TORRANCE COUNTY**  
**Line Item Transfer Form**

Requesting Department:

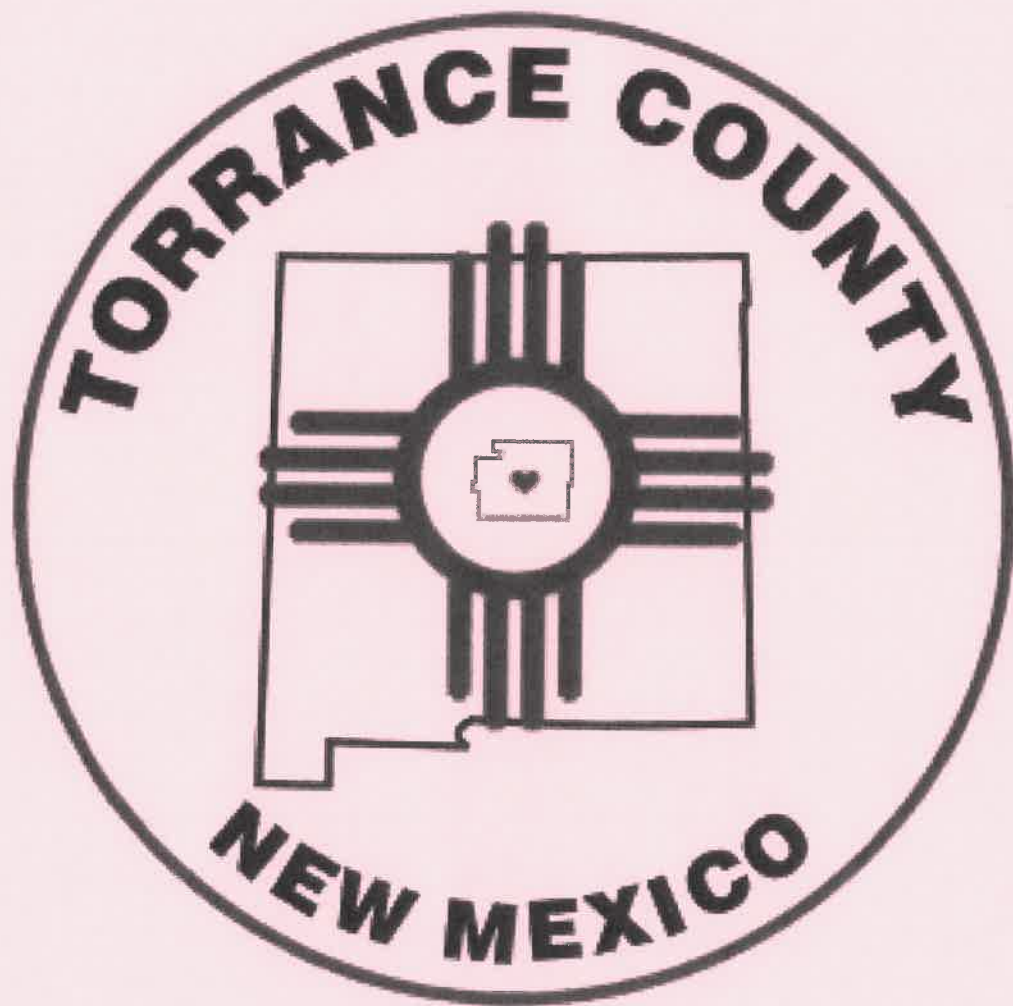
*TCPO - DV Program*

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

Transfer From:		Transfer To:		
Line Item Number	Line Item Description	Line Item Number	Line Item Description	\$ Amount of Transfer
<i>69D-09-2205</i>	<i>Mileage Per Dem</i>	<i>690-09-2272</i>	<i>Professional Services</i>	<i>\$51.69</i>
Reason for Transfer:				

Signature *Amanda M. Matting*

Date *10/10/18*



*Agenda Item  
No. 10*

**TORRANCE COUNTY RESOLUTION# 2018-50**

***Budget Increase***

**WHEREAS**, the Torrance County Commission in regular session on Wednesday, October 24th 2018 did propose to authorize a budget increase in the FY 2018-2019 Budget, and

**WHEREAS**, budget increases require authorization from the Department of Finance and Administration, and

**WHEREAS**, we request authorization for the following budget increase: **(See Attachment A)**

**NOW THEREFORE BE IT RESOLVED**, we respectfully request approval for the attached budget increase in the FY 2018-19 budget from Department of Finance and Administration.

**DONE** at Estancia, New Mexico, Torrance County this 24th day of October 2018.

Torrance County Board of Commissioners

\_\_\_\_\_  
James W. Frost, District 1

\_\_\_\_\_  
Julia DuCharme, District 2

\_\_\_\_\_  
Javier E. Sanchez District 3

Attest:

\_\_\_\_\_  
Linda Jaramillo  
Torrance County Clerk

**Vote Record**

James W. Frost	yes	no	abstain	absent
Julia DuCharme	yes	no	abstain	absent
Javier E. Sanchez	yes	no	abstain	absent



DFA Approval



# Torrance County

Resolution 2018-50

## Budget Increase

Schedule A

October 24th 2018

<b>Funding Source:</b>		<b>Revenue</b>				<b>Expenditure</b>									
Department	Source	Line Item	Description	Amount	Line Item	Description	Amount								
DV Victim's Restitution	Grant	691	0	1400	Donations	\$	2,000.00	691	38	2	266	vehicle maint/repair	\$	2,000.00	
DV Victim's Restitution	Grant	691	0	1400	Donations	\$	250.00	691	38	2	269	membership dues	\$	250.00	
DV Victim's Restitution	Grant	691	0	1400	Donations	\$	2,000.00	691	38	2	283	Victim Support	\$	2,000.00	
DV Victim's Restitution	Grant	691	0	1400	Donations	\$	1,000.00	391	38	2	266	Training	\$	1,000.00	
<b>TOTAL</b>						\$	<b>5,250.00</b>							\$	<b>5,250.00</b>



# TORRANCE COUNTY Budget Increase Request Form

Requesting Department: \_\_\_\_\_

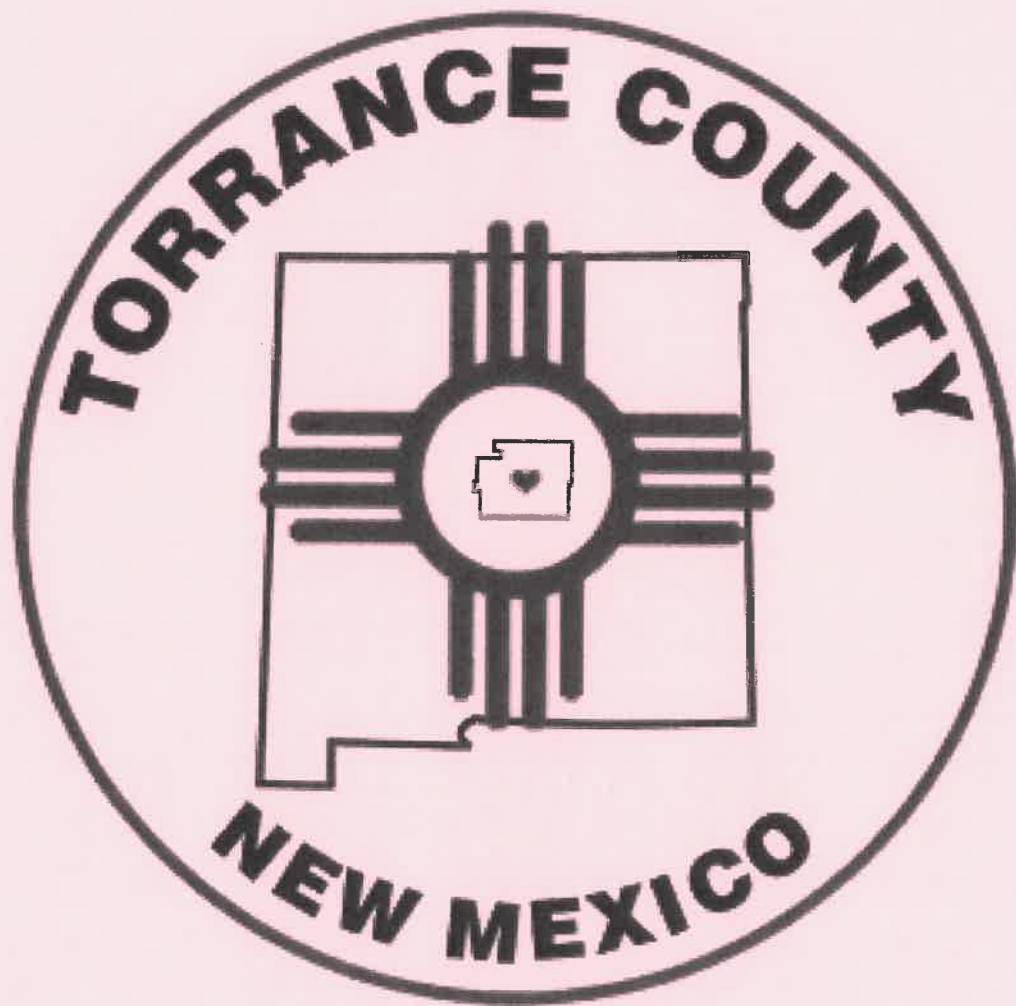
DV Victim's Restitution

My department hereby requests that the following budget increase be made to the budget:

Revenue Increase:		Expenditure Increase:		\$
Line Item Number	Line Item Description	Line Item Number	Line Item Description	Amount of Increase
690-00- <del>4045</del>	DV FY19			
1400		691-38-2201	Vehicle Mail/Boat	\$2,000.00
		691-38-2269	Membership Dues/Maintenance	\$750.00
		691-38-2283	Victim Support	\$2,000.00
		691-38-2266	Training	\$1,000.00

Signature *Anna M. Martinez*

Date 10/15/18



*Agenda Item  
No. 11*

**TORRANCE COUNTY RESOLUTION# 2018-51**  
*Budget Procedure*

**WHEREAS**, the Governing Body in and for the County of Torrance; State of New Mexico met in regular session on Wednesday, October 24th 2018; and

**WHEREAS**, the County's operating budget is adopted by the County Commission each fiscal year, and

**WHEREAS**, in the operating budget is a schedule of cash transfers between funds for fiscal support, contractual services, grant matching and debt service, and,

**WHEREAS**, the Finance Department is requesting a budget procedure allowing the Finance Director to approve smaller periodic cash transfers on an as needed basis (not to exceed the total operating budget scheduled transfer amount) in order to keep funds from having a deficit balance; and

**WHEREAS**, the County Treasurer will be the second approval of the smaller periodic cash transfers request to ensure adequate funds are available for the transfers; and

**NOW THEREFORE, BE IT HEREBY RESOLVED** that the Board of County Commissioners, Torrance County, State of New Mexico hereby authorizes this budget procedure in regards to cash transfers, allowing smaller periodic cash transfers to occur with the approval of both the Finance Director and the County Treasurer.

**RESOLVED:** In Regular Board Session this 24th day of October 2018.

Torrance County Board of Commissioners

Attest:

\_\_\_\_\_  
James W. Frost, District 1

\_\_\_\_\_  
Linda Jaramillo  
Torrance County Clerk

\_\_\_\_\_  
Julia DuCharme, District 2

\_\_\_\_\_  
Javier E. Sanchez District 3

**Vote Record**

James W. Frost	yes	no	abstain	absent
Julia DuCharme	yes	no	abstain	absent
Javier E. Sanchez	yes	no	abstain	absent





*Agenda Item  
No. 12*

Order Form



Emergency Reporting  
 2200 Rimland Dr., Suite 305  
 Bellingham, WA 98226  
 www.emergencyreporting.com  
 Phone: 866.773.7678  
 Fax: 866.929.6157

ER Contact Details

Prepared by Greg Anderson Phone (801) 935-1822  
 Email greg@emergencyreporting.com Fax (866) 929-6157

Customer Contact Details

Account Name Torrance County Fire Department Quote Number 00016955  
 Contact Name Lester Gary Created Date 10/17/2018  
 Phone (505) 384-1067 Expiration Date 10/31/2018  
 Email lgary@torrancecountyfire.com Customer Type Existing  
 Ship To 757 Salt Missions Trail  
 McIntosh, NM 87035  
 County Torrance  
 Department Type Volunteer

Order Summary

Product	Product Code	Quantity	Sales Price	Discount	Total Price	Line Item Description
Fire & EMS Package	CP-1	7.00	\$2,176.00	15.00	\$12,947.20	Annual Subscription
Google Maps	GM-1	7.00	\$357.49		\$2,502.43	Annual

Summary

Bill To Name Torrance County Fire Department  
 Bill To Torrance County Fire Department Admin  
 PO Box 449  
 McIntosh, NM 87032  
 # Years 5  
 Payment Schedule Yearly

**Year 1 Total**  
 Yearly Subscription \$15,449.63  
 Fees  
 Annual CAD Link \$0.00  
 Maintenance Fees  
 Annual Vision Fee \$0.00  
 Annual Safety \$0.00  
 Analytics Fee  
 One-Time Setup \$0.00  
 Fees  
 Annual Interface \$0.00  
 Fee  
 Data Import Fee \$0.00  
 Training Fees \$0.00  
 Custom \$0.00  
 Development  
 Year 1 Cost \$15,449.63  
 Year 2 Cost \$15,449.63  
 Year 3 Cost \$15,449.63  
 Year 4 Cost \$15,449.63

Initial invoice will be issued upon receipt of the order form. If this represents a problem for the accounting department please contact your sales rep.

PLEASE FAX SIGNED ORDER TO 1-866-929-6157 OR SCAN / E-Mail to orders@emergencyreporting.com

Year 5 Cost \$15,449.63

Data Import & Contact Information - \*Required to Process Order

FDID: 57031 EMS ID: 131130

\*Is the organization tax exempt? yes [ ] no [ ]
If "Yes", please include a copy with your order form.

The ER Support team will configure your account to export NFIRS data to the state fire marshal's office, provided the office receives NFIRS data. As a courtesy, ER will also send a copy of the email to your department. Please enter the department email to receive these email in the space provided above.

\*Do you have NFIRS data to be imported? yes [ ] no [ ]
- This is included in your setup fee.

There is a \$500 charge (as a group) to import any of the non-NFIRS data listed below. If you wish to import any non-NFIRS data and the "import fee" is not a line item on this order form, please contact your sales rep to have the order form updated. Your order cannot be processed until this fee is added to the above products "line item" list. ER doesn't import training records at this time.

\*Dept. NFIRS Email Recipient:

\_\_\_\_\_

- Please check one. (New Customer Accounts Only) For Occupancy Module configuration would you like your setup to be based on NFPA [ ] or ICC [ ]? \* This is for setting up Categories and Subcategories.

Other Imports (Check all that apply - imported for a fee)

- [ ] Equipment
[ ] Occupancy
[ ] Hydrants
[ ] Flow Test
[ ] Personnel
[ ] Apparatus

\*Account Setup Contact Name: \_\_\_\_\_

\*Phone#: \_\_\_\_\_

\*e-mail: \_\_\_\_\_

Terms & Conditions

Emergency Reporting, a trade name of Reporting Systems, Inc. ("RSI"), and the above named account ("AGENCY") are entering into an agreement as of the signature date.

Fire & EMS Solution Terms & Conditions

RSI shall perform the following services:

- 1. Collect emergency response data via a website accessible at https://secure.emergencyreporting.com.
2. Maintain collected data to standards set by FEMA's National Fire Incident Reporting System (NFIRS) and/or the National Emergency Medical Services Information System (NEMSIS), version 3.3.4 or 3.4.0 as supported by your state.
3. Provide EMS export services for states that are officially supported by RSI for EMS exports. Due to the number of states that have modified the NEMSIS standard, NEMSIS 3 is not a supported EMS Export type in many cases. State EMS reporting is not supported unless the state is specifically listed on our website.
4. Provide ongoing changes and bug fixes, at no additional charge, to remain in compliance with NFIRS & NEMSIS 3.
5. For supported states and exports (NFIRS, state specific EMS, or other export types) provide email or direct HTTPS download to the necessary recipients. If possible, RSI will configure direct submission to the state; if the state prohibits third party submissions, RSI will provide Agency with the applicable data for state reporting requirements.
6. Ensure appropriate security, privacy, and encryption of data transmitted to and from the website, in compliance with RSI's internal polices, federal HIPAA regulations and industry practices regarding security.
7. Provide access to the website by current browser technology as stated in the RSI Users Policies Manual.
8. Provide data backup to guard against data loss in the event of catastrophic system failure.
9. Guarantee uptime of 99.9%, as calculated on an annual basis.

The Agency shall be responsible for the following:

- 1. Maintain an active user list of accounts that are authorized to access the website.
2. Pay all outstanding charges in a timely fashion. Non-timely payment may result in deactivation of service (deactivation will occur with warning to the AGENCY; AGENCY data will be accessible when charges are brought current).
3. Maintain active Internet Service Provider (ISP) services to access the website. ISP charges are not included in this agreement. ISP failures are not the responsibility of RSI.
4. Enter emergency response data and all other data into the website per system instructions, support recommendations, and in accordance to the RSI User Policy Manual available on the support page from within Emergency Reporting's website.
5. Use supported web browsers as listed in the RSI User Policy Manual.

**Additional CAD Link Terms & Conditions**

**RSI shall perform the following services:**

1. Web Service CAD Links - Receive CAD interface data to the following address:  
https://secure.emergencyreporting.com/WS/V1.0/Dispatch/CallCenter.php. RSI reserves the right to reject or ignore invalid data.
2. For Flat File Parser (FFP) installations, RSI shall provide an installed piece of software that processes files as output from CAD and submits the data to RSI. FFP configurations shall conform to sample and specified data as output from CAD; any changes to this format may result in change order fees.
3. Provide ongoing changes and bug fixes, at no additional charge, to keep the CAD Interface address specified above operational.
4. Supply mapping (alias) tools, submission tracking, and general processing tools to assist in the management of CAD supplied data to RSI standards.
5. Ensure appropriate security, privacy, and encryption of data transmitted to and from the website, in compliance with RSI's internal policies, federal HIPPA regulations and industry practices regarding security.

**The Agency shall be responsible for the following:**

1. Provide clean, valid data for processing, either via text file (for Flat File Parser installations) or web services (for web services direct installations)
2. For FFP Installations, the Agency shall provide a nondedicated computer to install the FFP on. The computer shall have access to CAD supplied text files, as well as outbound HTTPS access to the address specified above. The operating system shall be x86 or x64, and shall be any edition of Windows Server 2008 or 2003, and shall have the .net Framework 2.0 or higher installed.
3. Agency shall provide technical staff to assist with installation, debugging, networking, and general troubleshooting of CAD link technology and infrastructure.
4. Additional charges from your CAD vendor may apply and should be discussed with that vendor.

**Governing Law.** The AGENCY agrees that the rights of user and RSI shall be governed by the Laws of the State of Washington, without regard to any conflicts of law, rules or provisions. Sole and exclusive jurisdiction for any action or proceeding arising out of or related to this agreement shall be in an appropriate State or Federal Court located in WA State.

**Data Ownership.** All data transmitted to the website remains the property of the AGENCY. Retransmission of this data to the necessary state reporting authorities is authorized. Modifying, deleting or other modifications of submitted incident data by RSI is prohibited. Scientific research that is based on broad data trends is authorized, but no AGENCY specific data is to be made visible to any third parties.

**Statute of Limitation.** The AGENCY agrees that any cause of action you may have against RSI must be commenced within (6) six months after the claim arises.

**Pricing.** The AGENCY agrees to the prices set forth in this agreement. RSI reserves the right to modify AGENCY pricing at the contract renewal date, and will provide 30 day advance written notice of its intent to do so.

**Billing Cycle Start Date.** The AGENCY agrees that the billing cycle start date will become affective on the 1st of the following month in which the signed order form is received by RSI.

**Copyright.** The AGENCY recognizes that the RSI website is protected under U.S. copyright and trademark law, international conventions and other applicable law. The AGENCY agrees to not license, sell, publish, decompile, reverse engineer, or otherwise deconstruct any portion of RSI's technology.

RSI uses computer technology to collect data, and no such technology is 100% reliable at all times. System failures may occur without warning. Although all efforts will be made to prevent such failures, the AGENCY recognizes that these failures are outside the control of RSI, and agrees to hold RSI, its principals, employees, and agents harmless. If any court holds any portion of this Agreement to be unenforceable, then the remainder of this Agreement shall survive.

**Order Agreement**

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Phone # \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Select Billing Frequency:**

*If no billing cycle is selected, the account will automatically be billed yearly.*

Monthly [  ]    Yearly [  ]

Would you like to receive a copy of your invoice:

Electronically [  ]    Mail [  ]

\* If electronically please include an email address:

E: \_\_\_\_\_

**Please complete the signed order and fax to: 866.929.6157 OR scan and email to: orders@emergencyreporting.com**