



TORRANCE **C**OUNTY
COMMISSION MEETING
MAY 23RD, 2018
9:00 A.M.

FOR PUBLIC VIEW, DO NOT REMOVE



Torrance County Commission

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

AGENDA

May 23rd, 2018
9:00 A.M.

Please Silence All Electronic Devices

Call Meeting to Order
Pledge of Allegiance
Invocation

Approval of Minutes: May 3rd, 2018 Special Meeting May 9th, 2018 Regular Meeting May 14th, 2018 Special Meeting
Approval of Meeting Agenda
Approval of Consent Agenda:
1. *Approval of Checks*

Public Requests:

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

ACTION ITEMS*:

ITEMS TO BE CONSIDERED AND ACTED UPON

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

*Public Relations:

1. Presentation, Around the County: Roads, Early Voting and More
2. Updates: a. Various County Departments b. Commission c. County Manager d. Other Boards or Land Grants (upon request) e. Forest Service

*Commission Matters:

3. Redistricting Presentation - Michael Sharp, Research and Polling, Inc.
4. Consideration of Salary Increases for Elected Officials
5. Discussion of Torrance County Right to Work Ordinance – Fred Sanchez, NM Building Trades
6. Discussion and Proposal for Torrance County Right to Work Ordinance
7. Update: Renegotiation of Estancia Valley Solid Waste Contract
8. Appoint NMAC Workers' Compensation Pool Board Representative

* Department Requests/Reports:

9. Contract between Torrance County and Aspen Solutions for Juvenile Justice Board Strategic Plan – Jenea Ortiz, Continuum Coordinator
10. Contract FY2018-DWI-02 Amendment 1 Between Torrance County and Adrian Ortiz, Teen Court Coordinator – Tracey Master, DWI Prevention
11. Framework for Regional Oil and Gas Operations Ordinance Information – Steve Guetschow, Planning & Zoning Director
12. Resolution 2018-26 Line Item Transfers – Amanda Tenorio, Finance Director
13. Resolution 2018-27 Budget Increase – Amanda Tenorio, Finance Director
14. Resolution 2018-28 Cash Transfers & Line Item Transfers Between Funds – Amanda Tenorio, Finance Director

*FY 2018/2019 Budget Hearing:

15. Presentation of FY 2018/2019 Interim Budget

*County Manager Requests/Reports:

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

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) and Potential Litigation regarding Jose Gutierrez

*Reconvene from Executive Session:

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

- b) Consider and Act upon, if appropriate, Limited Personnel Matters and Potential Litigation regarding Jose Gutierrez

*Adjourn



Minutes

DRAFT COPY
Torrance County Board of Commissioners
Special Commission Meeting
Thursday May 3rd, 2018
6:00 PM

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

Others Present: BELINDA GARLAND – COUNTY MANAGER
DENNIS WALLIN – COUNTY ATTORNEY
GENELL MORRIS – ADMIN ASSISTANT

The video and audio of this meeting is unavailable due to technical difficulties.

Call Meeting to order

Madam Chair DuCharme: Calls the May 3rd, 2018 Special Commission Meeting to order at 6:38PM

Pledge lead by Jerry Montoya
Invocation lead by Nicole Maxwell

Approval of Meeting Agenda

Commissioner Frost: Motion to approve Special Commission Meeting.

Commissioner Sanchez Seconds the motion.

All in favor: MOTION CARRIED

***ACTION ITEMS**

ITEMS TO BE CONSIDERED AND ACTED UPON

***Commission Matters:**

1. Resolution 2018-24 finding a decedent to be indigent or unclaimed and authorizing payment for the burial or cremation of an indigent person, as defined in Section 24-13-2 NMSA 1978
Belinda Garland – County Manager: No action needs to be taken. This has been resolved.

2. Work Session, Joint Meeting with the Tajique Land Grant Board

a. Terms of the Tajique Transfer Station

Andrew Gutierrez opens his Tajique Land Grant Board meeting. In attendance; Andrew Baca, Felix Barela, Jerry Montoya, Attorney Mr. Benavidez arrived later. At a previous meeting the county made an offer of \$100 a month, land grant takes liability. Mr. Gutierrez confers with his board and states that they cannot accept the offer.

The County leases the property to the Estancia Valley Solid Waste Authority. The County has premises liability insurance through the Association of Counties and Solid Waste has operation insurance. Dennis Wallin-County Attorney made recommendation to have his self and Mr. Benavidez draft language for liability.

The Land Grant felt the issue for kid's safety was addressed with the installation of the concrete barriers and would take ownership if anyone got hurt on the playground.

The Tajique Transfer Station is open Tuesday 7am-3pm; Friday 9am-3pm and Saturday 8am-4pm. Not many people are seen on playground during operating hours.

There is one roll-off that is outside the fence for recyclables. Andy Miller Solid Waste Manager may have the roll-off removed due to safety issues and the value of recycling has dropped. He will know more after his board meeting in 2 weeks. The roll-off should be in fenced area but there is no room. Approximately 110 feet of fence would need to be added to have the room for the roll-off to be placed inside the fence. Andy Miller explains the recycle market has changed due to China will only be accepting good clean cardboard, no other recyclable will be accepted worldwide. All our recyclables go to the land fill except tires and good clean cardboard.

The Tajique Land Grant Board concerns are lease agreement fee, terms, the fade out of the current site and liability.

County Manger Belinda Garland feels 3-5 years budget will be tight due to the prison closure. The Commission doesn't not know what the next Commission will decide to do. With an ideal location, fence and infrastructure the transfer of locations would take approximately 2months. Andy Miller states he will not move to a location he feels is unsafe.

Tajique Land Grant Board moves to go into Executive Session at 7:40 pm

Tajique Land Grant Board returns from Executive Session 8:01 pm

The Tajique Land Grant Board asks for \$200 a month for 36 months, after 36 months if location has not been changed the rent will be \$400 a month for 6 months. If location has not moved in that time, they will close it. The land grants goal is for the Transfer Station to relocate.

County Manger requests Executive Session.

Commissioner Frost: Motion to go to Executive Session

Commissioner Sanchez: Seconds the motion.

All in favor: MOTION CARRIED

Commission goes into Executive Session at 8:15 PM

Madam Chair DuCharme: Motions to return to regular session at 8:44 pm

Commissioner Frost: Seconds the motion.

All in favor: MOTION CARRIED

Commissioner Sanchez: makes motion of \$250 a month for 36 months no action after 36 months.

Madam Chair DuCharme: No second

Commissioner Frost: Motions for \$200 a month for 36 months with the county making good faith efforts to move the location of the transfer station with quarterly updates.

Madam Chair DuCharme: Seconds the motion

Dennis Wallin – County Attorney: clarification – the county will accept liability under the lease and carry the insurance under the lease agreement. \$200 a month for 36 months and good faith to move location. Nothing after 3 years.

Commissioner Frost: Reminds all involved there might be a new Commission after 3 years. Also amends the motion to include contract start date July 1st 2018 with first payment July 15th 2018.

Madam Chair DuCharme: Seconds the motion

All in favor: MOTION CARRIED

Andrew Gutierrez – Tajique Land Grant Board Member: Ask if board accepts County's offer.

Felix Barela -Tajique Land Grant Board Member: - Motion to accept County's offer.

Jerry Montoya-Tajique Land Grant Board Member: Seconds the motion

All in favor: MOTION CARRIED

Dennis Wallin – County Attorney: Will get together with Mr. Benavidez and put language together in agreement.

***AJOURNMENT:**

Commissioner Sanchez: Motion to adjourn special Commission Meeting.

Commissioner Frost: Seconds the motion.

All in favor: MOTION CARRIED

Meeting adjourned at 9:03 PM

Julia DuCharme –Madam Chair

Genell Morris – Administrative Assistant

Date

DRAFT COPY
TORRANCE COUNTY BOARD OF COMMISSIONERS
REGULAR COMMISSION MEETING
MAY 9th, 2018

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

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

CALL MEETING TO ORDER

Madam Chair DuCharme calls the May 9th, 2018 Regular Commission Meeting to order at 9:07 A.M.

Pledge lead by Mr. Richard

Invocation lead by Mr. Harold Crass

APPROVAL OF THE APRIL 25th, 2018 REGULAR COMMISSION MEETING MINUTES

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

APPROVAL OF THE MAY 9th, 2018 MEETING AGENDA

Madam Chair DuCharme asks for a motion to approve the May 9th, 2018 meeting agenda. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the May 9th 2018 meeting agenda. Commissioner Sanchez seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

APPROVAL OF CONSENT AGENDA

1.) Approval of Checks

Madam Chair DuCharme asks for a motion to approve the Consent Agenda, Approval of Checks. **ACTION TAKEN:** Commissioner Sanchez makes a motion to approve the Consent Agenda, approval of checks. 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.

***Public Relations:**

1.) Presentation: The Value of Right to Work for Torrance County – Carla Sonntag, President, New Mexico Business Coalition

Ms. Sonntag gives a brief presentation on Right to Work Program. This program is not pro-employee and in no way does it want to do away with unions. This is merely giving employees an option. There are currently 2 counties that are RTW and they are Sandoval and Otero County, and two that are about to vote to become RTW and those are Lincoln and Chavez County. When major companies are looking for places to have a business they will look at states or counties that are RTW. If they are not then they will take their business to an area that will. Torrance County as lots of empty land and would be the perfect county to being in large corporations. Ms. Sonntag states that when Kentucky became an RTW state, within the first year they had 9 billion dollars in corporate investments.

Commissioner Frost states this was brought up in this year's legislative session but failed in the House and the Senate. Commissioner Frost states that 65% of people surveyed in NM are in support of RTW. It's a good way to bring new business into the state.

Commissioner Sanchez states that what may have spurred the need for RTW is seeing other states gain. With Kentucky they saw a neighboring state excel so they saw the need to move forward and become an RTW state. They saw a need to make themselves more attractive to those that are looking at RTW counties or states.

Burly Cain, state director of Americans for Prosperity. Mr. Cain states that companies are looking to move out of high tax states. These companies will look at states that are RTW before they look at any other states. The commission has the authority to pass this and give employees new opportunities. Once passed there is no risk to the county, our company takes care of it all. If the union decides to sue the county, although not likely, the county is protected by our company, we handle it all.

Fred Sanchez, Torrance County Resident states the RTW is an attack on unions and gives his reasons as to why unions are better than RTW. He suggests that before you make any decision you should hear from a union representative so that you can have both sides of the story.

Sylvia Bokor states that RTW is no more or no less. This is merely giving people the right to join a union or not. Torrance County has lots of land and people. People would like to stay here and not have to move just to get a better job. All RTW will do is give the people the right to choose.

Michael Godey gives his opinion on RTW and what it leans towards.

Johnny Romero asks how long Otero and Sandoval County have been part of RTW. Speak to them and see if this program has helped. Mr. Romero has lived in this county for over 40 years and his goal for this county is to bring in more jobs so that our residents can stay here. Whatever it takes to bring in more jobs to our county you should take a look at it.

Charles Ring, former council member with the city of Edgewood. During his tenure as council member the Edgewood police department decided to enter the union. Only 3 officers joined, the rest did not. Even though the others did not want to join the union, they were still forced to pay dues. After 3 months, they decertified and left the union. RTW is giving a choice to a worker, this is not forcing anyone into anything, it's not hurting the unions, nor is it excluding anyone. In Mr. Rings opinion if you pass this it won't hurt anything or anyone, it may do some good.

Jason Valancourt New Mexico resident, states that it hurts him that Mew Mexico continually ranks last in so many areas, especially when it comes to economic development. Mr. Valancourt reads and article from a union representative Jerry Castille who is the Secretary Treasure for the united auto workers. Mr. Castille states that RTW isn't out to hurt anyone. RTW creates a competition for unions. Our group is asking Torrance County to approve this and give the people a choice, not to destroy anyone.

There is some banter back and forth concerning unions and RTW.

Betty Cabber states there are specific reasons as to why google left and it had nothing to do with the problems of alcohol and drug addiction of county residents.

Tracey Master DWI director screens all of the DWI offenders. Ms. Master states that about 40% of them are unemployed or under employed. If there is an opportunity to bring in work then the county should look at it.

There is more discussion back and forth on how RTW will help or not help Torrance County.

Mr. Marco Benales gives information concerning the Coke Brothers and advises the commission to do their homework before making any decisions.

Burly Cain states that the AFP is a non-profit organization and yes the Coke brothers are one of the biggest donors, but AFP has tons of people that donate money.

Madam Chair DuCharme asks Ms. Sonntag to address the myth that workers won't have protection if they don't join the union.

Carla Sonntag states that there are federal and state laws in place regarding safety of employees. There are times we hear that if a person does not join a union they are not protected. That is not true. If you look at states that are and are not you will see that everyone has the same coverage when it comes to employee safety. RTW has nothing to do with monopolies. What you see nationwide is that some business are merging and others are going out of business, it's an economic issues that takes place all over the US. RTW does not impact this at all. When a monopoly arises the government comes in and they regulate that.

Commissioner Frost states that this a good group of people, it was a great suggestion for the commission to do their homework. We do owe it to our residents to listen to all they have to say. We welcome any input from the public, and as of right now he is not ready to make a decision on this until he has more information.

Dennis Wallin states that this is a presentation only and not an action item. If the commission was ready to make a decision on this they can't until it's placed in the agenda as an action item.

Commissioner Sanchez and **Commissioner Frost** thank Ms. Sonntag and those involved for presenting to them today.

Madam Chair DuCharme states that any interest in moving forward with this needs to be placed on the agenda for them to act upon. She would like to invite the community, union reps, and legislatures to get everyone's input. She asks if the commissioners have any interest in bringing this back to be discussed as an action item.

Commissioner Frost states that we should contact the people mentioned, and once we have enough information, schedule it to be placed back on the agenda.

Madam Chair DuCharme states that she feels she has enough information, but would like to hear from everyone else and then move forward. **NO ACTION TAKEN. DISCUSSION ONLY**

2.) Updates:

a.) Various County Departments b.) Commission d.) Other Boards or Land Grants (upon request)

a.) Various County Departments.

1.) Linda Jaramillo, Torrance County Clerk, would like to give her update on the Primary Election. In Person and Absentee is under way in the Sheriff's Department offices. Anyone wishing to vote early, can do so now. There is parking available in the rear of the building so that the voters are closer to the office. The hours of operation are Monday through Thursday from 7:30 am to 5:30 pm, one Friday which will be June 1, 2018 from 7:30 am to 5:30 pm, and Saturday June 2, 2018 from 10:00 am to 6:00 pm. The ladies in the election office are doing a great job. If anyone is wanting to vote absentee there are a few options to choose from to receive a ballot. You can call our office and we will send you an application, you can come into our office and complete the application, or you can go to NMVote.org and there is a link on the page that will direct you to the application, fill out the application, it will then be sent to us, we will process that application and then send you the ballot.

Voter Registration closed yesterday May 8th, 2018 but we can receive walk in registrations that have a date of May 8th or prior up thru Thursday May 10, 2018, any registration received by our office with a post marked date of May 8th, 2018 or prior.

As a reminder, there is no campaigning allowed within 100 feet of the perimeter of this building. That includes any candidate, any person coming into vote, customers handling regular business, and county employees.

The Alternate Voting Site will open on May 19th, 2018 at 10:00 am. That site is located at the Moriarty Civic Center and the hours of operation will be Tuesday through Saturday from 10:00 am to 6:00 pm, and the last day will be on Saturday June 2, 2018 from 10:00 am to 6:00 pm. **Ms. Jaramillo** states that she would like to encourage everyone to get out and vote, your vote does count and there are so many opportunities for everyone to be able to vote. It takes a lot of work to get everything done for everyone to voice their opinion.

2.) **Dorothy Rivera**, 911 Director would like to state that dispatch is finally fully staffed thanks to Belinda. Her recent hire completed the academy and we are ecstatic about that.

3.) **Martin Lucero**, Emergency Manager, would like to announce to the Commissioners and the public that next week the Office of Emergency Management, Extension Office, Fire Department, Red Cross, and the CERT team will be conducting a Wildfire Clinic to help the community be prepared for the upcoming fire season. We would like to ask that anyone interested stop by the commission room to learn about various prevention methods for wildfire. The dates will be May 16th and 17th, 2018 from 8:00 am to 12:00 pm each day. All information pertaining to this and the topics that will be discussed are posted on the offices Facebook site and will be posted on the public website as well.

4.) **Leonard Lujan**, Road Superintendent, states that they have completed 3 more miles of projects. The department is currently working on Howell Road and should be done with it by the end of the week or the middle of next week, and they will move on to begin work on Ice Plant Road. The department is currently working on patching, our patch came in 7:30 am on Monday, and began working on Martinez road. We are trying to get as much done as we can now that the roads are dry due to lack of moisture. The reclaimer finally came in on Monday and we are waiting for them to come in to do a walk around on it so that we can start to use it. We also picked up our water truck on Monday at noon and we will begin using that at the beginning of the week.

B.) Commission

1.) **Madam Chair DuCharme** states that this week is Teacher Appreciation Week. It is another opportunity to acknowledge our teachers and say thank you to those who make a difference in our lives. We have many talented, committed, and true professionals and she would to say thank you.

D.) Other Boards or Land Grants

1.) **Andy Miller**, Manager, EVSWA wanted to follow up on Mr. Lucero's update on the Wildfire clinic. The solid waste authority has a 6,000 gallon water tanker that would be available to the county if they would need it in case of an emergency. The Emergency Manager or emergency outfits can contact the authority and they will volunteer that tanker if it is needed.

***Public Hearing:**

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

3.) Transfer of Liquor License to Harold L. Crass

Dennis Wallin, county attorney states that this is a quasi-judicial hearing and falls under the Liquor Control Act 60-6B-4. Anytime there is a transfer of the ownership of liquor license within the local district (Torrance County) the application is first submitted to the state Alcohol and Gaming Division. They will conduct a preliminary review and then send it to the local division (Torrance County), to then consider 3 things. First, is the proposed location within an area where alcohol services are prohibited or not prohibited? Second, are there any zoning violations in the area for alcohol sales? Third, will the issuance or transfer be detrimental to the health, safety, or morals of the residents of the local option district. **Mr. Wallin** also states that due to the fact that this deals with alcohol is not an issue that is detrimental by case law and statute to the local morals. Alcohol sales are legal in the state of New Mexico so this is not one of the considerations you can give. Only if there is something particular to this transfer of this license that would be detrimental to those 3 questions.

Dennis Wallin states that the transferee may want to make a brief presentation, and then the commission would call for any testimony in favor or not in favor of this transfer. Mr. Wallin reminds the commission that they must base their decision from the evidence presented today since the commission is the hearing officer. Mr. Wallin will assist with the hearing procedures if the commission would like.

The public should be aware that this is a hearing that is required by statute by this body or their designated hearing officer for the transfer of this liquor license. This license is the one that is currently in place at the 203 in Torrance County. It is his understanding, from the application that this would continue to operate at that location. The public is allowed to give testimony in this matter, the testimony should not be opinion but evidentiary in nature. Anyone that testifies, other than the attorney's, will be sworn in.

Randy Thompson, attorney for Mr. Harold Crass, would like to bring to the commission's attention that there is a correction, from their point of view, that the public should be aware of regarding this transfer application. The last sentence states "The applicant proposes to operate the license at 203." Mr. Thompson states, this is not true. As a practical matter this transfer is going to be for holding purposes only, Mr. Crass has no desire or intent on operating Club 203.

It will not be known as Club 203 under his ownership, nor does Mr. Crass have any desire or knowledge how to operate a business or restaurant that serves alcohol. Mr. Crass owns the property known as the Club 203 as well as various other properties in Torrance County.

Randy Thompson states that it has taken about a year and a half to get to this point. It involved litigation between Mr. Crass and the former owner and operator of Club 203. The technical entity is H & C Properties, LLC. The name of the actual operator was Ryan Michele. As a result of Mr. Thompson's investigations upon being hired by Mr. Crass for the litigation, he began working with AGD. About a month and a half into this, we were able to go in shut down Club 203 and suspend the license. Since early March of 2017 Club 203 has not been operating as a result of Mr. Crass's efforts and expenditures. In an effort to demonstrate his sincerity about not wanting to operate a liquor establishment, I should point out to the commission and public that Mr. Crass, as a result of the litigation, obtained the assignment this liquor license in June 2017. He has not acted in any hurry to proceed with the transfer of the license process. Mr. Crass wanted to make sure that everything that was associated with the property was properly taken care of. That included another lawsuit with the eviction and removal of Mr. Michele from the Club 203 property. Mr. Michele has been gone from the property since the end of June or beginning of July. Mr. Michele is somewhere in Arizona that is all we know. As a practical matter neither the commission nor the public should worry about Mr. Crass operating Club 203. Mr. Thompson and Mr. Crass have given a commitment to the Alcohol Gaming Commission to work with them for a sale of the license and the property to a responsible decent operator so that the property will be something other than what it's been known as for a number of years. If the Commissioners or the public have any questions Mr. Thompson would be happy to answer them at this time.

Dennis Wallin states that on the application they received from AGD, it indicated that the location where the license was to be used was the Club 203 address. Mr. Wallin realizes this, but instructs Mr. Thompson to inform the commission that this is a requirement that you have to have a physical location for it to be tagged.

Randy Thompson states, that is correct. The license in question, which is number 373 with AGD, that license is associated with that 203 property. Mr. Crass owns that property and he is not permitted under the rules to separate out the two without going through some additional procedures. AGD prefers that we not go through those additional procedures. So the license and the property will be marketed and sold with AGD and the commission's cooperation as a package. Mr. Thompson assures everyone that with regard to the ultimate operation of the restaurant or truck stop or whatever it happens to be, both the commission and the public will have a complete opportunity to appear and state their testimony either for or against whatever that may be. For the foreseeable future, while we are working with AGD to market this license, there will be no operation at the site. We have an individual that is renting the doublewide home at the location to secure the property so that it doesn't get vandalized more than what it did last year. Mr. Michele was responsible for a considerable amount of vandalism to the property until we were able to get a resident on the property to prevent that. You will have an opportunity, once we find an approved buyer, to appear, listen to the presentation, what the operation will be, and give your testimony both pro and con. The commission will have another opportunity to determine whether or not the transfer takes place. Right now, as Mr. Wallin can probably explain, the application shows that Mr. Crass is the actual licensee. We

made a decision to put it in Mr. Crass's name individually, rather than in business entity form. The reason for this is because Mr. Crass has no desire operate the business. Another thing Mr. Wallin can explain is that in his individual capacity as the owner, Mr. Crass is not likely to ever think about leasing out that license. It will be sold as a package deal, and when it is sold, we will come back before the commission when we have an approved buyer.

Dennis Wallin asks counsel if he will be presenting evidence with testimony in regard to zoning. We also need evidence that it is not within 300 feet of a church or a school.

Randy Thompson states, yes, he will if it is necessary. With his research, if it is correct, the property has been at that location since 1992. This commission, has in the recent past, considered a number of things including the renewal of the conditional use permit that is associated with that property. Based upon the cleanup and repairs and bringing the property into compliance with various building safety issues of the property, the commission approved that conditional use permit renewal. Mr. Thompson state that he would be happy to provide testimony for Mr. Crass.

Dennis Wallin states that Mr. Thompson was correct, the zoning is D-3 because of the adult entertainment, but it has reverted now or will revert to D-2. Under D-2, you can take judicial notice that alcohol sales are permissible in Torrance County under D-2 zoning.

Madam Chair Ducharme asks Mr. Wallin what D-2 stands for or what does it allow.

Dennis Wallin replies, it is developmental to its commercial properties. We can have Mr. Guetschow present that if you would like. At this time let's get Mr. Crass to the stand and either Mr. Thompson or he can ask Mr. Crass the questions.

Dennis Wallin swears in Mr. Crass for his testimony and ask if the testimony he is about to give is the truth.

Harold Crass replies, yes.

Dennis Wallin asks Mr. Crass, you have heard the representations from counsel with regard to the fact that you're the purchaser of this license, is that correct?

Harold Crass replies, yes, that is correct

Dennis Wallin asks if Mr. Crass knows what the zoning is for the property.

Harold Crass replies, yes, he just heard it discussed as D-2.

Dennis Wallin asks Mr. Crass if he is familiar with the property.

Harold Crass replies, yes.

Dennis Wallin asks if Mr. Crass if there any schools within 300 feet of the property.

Harold Crass replies, no.

Dennis Wallin asks if Mr. Crass if there are any churches within 300 feet of the property.

Harold Crass replies, no.

Dennis Wallin thanks Mr. Crass and asks if there is any cross examination for Mr. Crass? Seeing none, Mr. Crass can be seated. Mr. Wallin asks Mr. Steven Guetschow, Planning and Zoning director, if he has any statements to make concerning this topic and informs him that he will be placed under oath.

Dennis Wallin swears in Mr. Steve Guetschow for his testimony and asks if the testimony he is about to give is the truth.

Steve Guetschow replies, he does.

Steve Guetschow planning and zoning director, gives his response to Madam Chair Ducharme's question. The D-2 zone district is intended to accommodate the major business activities in the area. Those include highway regulated commercial activities, office and entertainment facilities, wholesale and retail sales, and service providers. The land uses within this district shall be developed with adequate transportation access and appropriately designed to minimize the negative impacts to budding lands. All permissive uses allowed in a D2 district are animal shelter, animal pound, animal kennel, auction house, excluding livestock, automobile, truck, trailer, camper, RV, boat sales, service repairs, rental, bars, lounges, package liquor sales, bottling plant, etc.

Dennis Wallin stops Mr. Guetschow from continuing and lets him know that is as far as he needs to go. He thanks Mr. Guetschow and asks if there is any cross examination. Mr. Wallin asks counsel if there is any other evidence that he needs to present. Mr. Thompson states there is not. Mr. Wallin asks if there is anyone in the audience that would like to testify in favor or against this transfer. Mr. Wallin asks if there are any questions from the commissioners.

Madam Chair DuCharme thanks Mr. Guetschow for answering her question.

Dennis Wallin addresses the commission and once again the question is whether the zoning is appropriate, which you have evidence of that. Question number two is whether or not it's within 300 feet of the church or school, you have testimony regarding that. Question number three is whether it would be detrimental to the health and welfare of the public. The commission has representation from counsel that this is just a transfer and that is not going to be an operation. If it will become operational at some point and it sells and there is a subsequent transfer, that owner will have to come before the commission again and you can ask about their operation.

Commissioner Frost states he is not sure if his question is pertinent or allowable, but as he understands it, Mr. Crass owns or will own the liquor license and the property. His thought would be that the liquor license might go somewhere else, or that there might be a different business at that property.

Randy Thompson addresses Commissioner Frost. Based upon his understanding and discussions with the AGD both the director and deputy director, and the attorney for AGD, the preference is that this remain a package deal in regard to the sale. This is what we are trying to accomplish. Given the past history of Club 203, we want to cooperate as much as possible with both AGD and Torrance County. There are certain detriments associated with separating a liquor license of this type from the actual property that it's associated with. Under the rules and regulations it will lose some of the advantages it has, such as commercial advantages, retail sales advantages that are a discouraging factor for trying to separate the license from the property. It reduces the value of the liquor license substantially. In addition to our discussions with AGT, we also hired Linda Akin, an attorney from Santa Fe, who is a well experienced liquor license attorney in the state and taking her advice in considering any separation of the liquor license, which in this case, is not a consideration.

Dennis Wallin states that Ms. Akin is the former director of AGD. So the concern with this type of license is that it allows both package and on site premises sale. With the transfer you might lose one or the other and that's a concern. So it makes sense, for the value of the liquor license, to keep it in the same location.

Madam Chair DuCharme asks Mr. Thompson if he can clarify something for her. On the transfer of dispenser type liquor license application it says the current owner of the existing license H&C Properties, LLC

Randy Thompson replies, that is correct.

Madam Chair DuCharme states that at the same time you are saying that the owner of that license is Mr. Crass.

Randy Thompson would like to explain to Madam Chair DuCharme that H&C Properties, LLC is a New Mexico limited liability company it was set up in the mid 2000's. It acquired, as a business entity, the liquor license, and the property back in May 2008 in a sale from the former owners of Club 203 which were the Goemmers. The Goemmers sold all of their interest in the liquor license and the real estate to both H&C Properties, LLC and another LLC called Quality Funding Group which actually for a period of time owned the real estate. Of record, with AGD right now, the transferring owner is H&C Properties, Inc. H&C Properties, Inc. is a result of the litigation that Mr. Crass initiated, ended up last June signing approved assignments of the liquor license over to Mr. Crass individually. We worked with the AGD in the construction of those assignment documents. AGD was involved in that process as well and that is how Mr. Crass has ended up as the proposed owner of H&C Property's liquor license.

Madam Chair DuCharme states the he is proposed but not the owner yet, correct?

Randy Thompson explains that the process that Mr. Wallin explained earlier, that AGD, under the statute, has the responsibility for making an evidentiary preliminary determination with a public hearing. That was done back in late February of this year. Based upon what AGD heard at that hearing, the documentation we submitted to AGD, AGD gave their written preliminary approval. That preliminary approval is subject to the commission approval today.

Dennis Wallin informs the commission that they are now at a point, if they have heard enough evidence, they can approve this transfer

Madam Chair DuCharme asks for a motion to approve the transfer of the H&C Properties, LLC liquor license to Mr. Harold Crass. **ACTION TAKEN: Commissioner Frost** makes a motion to H&C Properties, LLC liquor license to Mr. Harold Crass. **Commissioner Sanchez** seconds the motion. No further discussion, all Commissioners in favor. **MOTION Carried.**

***Commission Matters:**

4.) Consideration of Salary Increases for Elected Officials

Belinda Garland would like to introduce Ms. Tasha Young, from New Mexico Association Counties.

Tasha Young, contract lobbyist with New Mexico Association of Counties, has worked on this legislation for a number of years. Ms. Young works closely with the legislatures on the issues of salaries for the elected officials. The counties are required to go to the legislature, by the constitution in Article 10 Section 1, whenever there is a request for a salary increase for elected officials. Unlike the municipalities, the counties have to go to the legislature and ask "Please may we chose whether or not to increase our own salaries." In Ms. Young's experience with this topic the legislature does not care about the counties raising the salaries of the elected officials, what they do care about, is that we are clear that the legislature is not raising the salaries and that it is a local option question. This legislation was passed this year so it's up to counties on how they want to implement this. The county can chose to give all, none, or part of the increase. There are discussions going on now to be proposed in 2019 legislature to allow the counties to not have to ask legislature to approve the elected official's salary increase and leave it up to the counties themselves. It will be on the ballot and be left to the voters and not the governor.

Madam Chair DuCharme thanks Ms. Young for coming from Albuquerque to attend our meeting.

Belinda Garland states that she gave the commission the final version of the Legislative Bill that passed and some information from Steve Copelman, the Executive Director for the New Mexico Association of Counties. Ms. Garland is asking that this issue be tabled until the budget hearing at the next commission meeting so that there will be various numbers to choose from. The numbers will include a 5%, 10%, or 15% (which is the max that the commission can approve) increase to the salaries for the elected officials. If the commission desires to approve this increase it must be done this calendar year or it will be available for the officials in this county. Only the new incoming officials are eligible and then in 2 years the other officials are eligible for the increase. So Ms. Garland requests that this item be tabled so that the commission will have more accurate numbers to go by.

Madam Chair DuCharme asks for a motion to approve to table Consideration of Salary Increases for Elected Officials. **ACTION TAKEN: Commissioner Sanchez** makes a motion

to approve to table Consideration of Salary Increases for Elected Officials. **Commissioner Frost** seconds the motion. No further discussion, all Commissioners in favor. **ITEM TABLED**

5.) Consideration of Media Response:

a. Martinez Road Facebook Complaint

b. Future Media Inquiries Response Strategy

Belinda Garland states that this item was placed on the agenda by her. Ms. Garland is asking for direction from the commission on how to handle this type of situation. This past week there was a complaint posted on Facebook concerning Martinez Road. The media caught wind of it and contacted Ms. Garland for a TV interview. She was not comfortable in giving a response without legal counsel. Legal advised her, given the nature of this, to give a written response. Ms. Garland and Mr. Wallin put together a written response to this issue. For the future she would like some direction from the commission on how they want for her to respond to the media.

Before this became an issue on social media, Martinez road had already been discussed with the Road Superintendent, the commissioner for that district, and the material to repair the road has already been ordered. Martinez Road was in the process of being fixed, but some roads had to be put aside for a bit so that the Road Department could finish up the state projects.

Commissioner Sanchez asks Ms. Garland if we have a Public Information Officer.

Belinda Garland responds that we do not currently have one. She is in the process of trying to put one in place. As of now the duties have fallen on her and she is trying to transfer some of those to Annette Ortiz the Deputy County Manager. When it comes to media responses those have to be reviewed by Ms. Garland and legal counsel.

Commissioner Sanchez states that it was his understanding that Ms. Ortiz was the PIO.

Belinda Garland states that she has functioned as that.

Commissioner Sanchez states that if Ms. Ortiz is the PIO or if she was to be the PIO it would be adequate and then let Ms. Garland, legal counsel, and perhaps the commissioners review the responses before they go out.

Belinda Garland asks Commissioner Sanchez, if we went that route, are you asking us to call a special meeting every time we need to approve a media response? The commission operates as a whole. If we need approval from the commission, then she will need to call a meeting to get approval.

Commissioner Frost states that if there is a response needed, it should be made as quick as possible. However we respond the media will have to accept it as that and we are giving the facts and the truth. When it comes to social media things may not be so clear and be a matter of opinion, and then create more problems.

Belinda Garland states that she has instructed Ms. Ortiz that there will be no banter back and forth on social media nor will we give a response to the comment. If a reporter approaches us

with question concerning a topic, we want to know if you are ok with myself, legal counsel, and Ms. Ortiz to give a response written or oral.

Madam Chair DuCharme states that she had experience with this complaint when she saw it on Facebook. She asked the person that posted a video of the condition of the road to send her the video so that she could let Ms. Garland view it. There was a comment given by another individual that the person that posted the video was a reporter for channel 13. The reporter asked if anyone would be willing to do an interview and Madam Chair DuCharme stated she would be willing to do an interview. Madam Chair DuCharme never heard from the reporter after that. Madam Chair DuCharme contacted Ms. Garland on how to respond and Ms. Garland and legal counsel gave her a response for the media. Madam Chair DuCharme does not like bad responses. She agrees that a response should be made as quick as possible, but we need to provide people with facts and not excuses. If a road is to be maintained then we need to inform the people and assure them that the road issues will be taken care of as soon as possible. We need to know the exact amount of miles that are reported to the state that the county maintains. She saw somewhere that we have 937 to maintain, if those numbers are not correct, she asks Mr. Lujan to provide more accurate numbers. Madam Chair DuCharme is tired of excuses and can imagine the public feel even worse. We need to provide the public with facts and reassurance. Each individual commissioner has the right to contact the media or communicate with the media.

Commissioner Sanchez addresses Madam Chair DuCharme that he feels, that rather the Manager's office act as PIO, but each commissioner act as PIO concerning matters that occur within their district.

Madam Chair DuCharme replies that the commissioners may not always have all the correct data to answer any questions a reporter may ask. If that commissioner feels that he or she has the information, then they should have that right to reply to the media to state his or her opinion. The Manager's office should also reply to a question with facts and numbers.

Dennis Wallin states that the county as no policy on how we should respond to the media. Words matter. The commissioners have their right to speak to whomever they wish, but it is important to have the facts that concern the topic, correct. There are legal implications when you address the media. You need to be safe with what you ask and how you respond. There needs to be a policy in place from the commission on how county employees should respond to the media.

Michael Godey states that the official comment should come from the manager's office. Also when replying one should state that it is his or her opinion or they feel like, so that he or she is protected from any legal ramifications.

Commissioner Sanchez states that the manager's office should have a PIO. They should send an email out to the commissioner the reply they are sending to the media so that they are aware of what is going on. The commission can either give feedback or help determine what course of action is applicable.

Belinda Garland asks if the commission would like for her to draft up a written policy and bring it before the commission. They are currently working on a few other policies, and if the commission wants, they can begin work on this policy as well.

Madam Chair DuCharme asks if the commission could be given examples from other counties of policies they have in place concerning media response.

Tracy Sedillo, Trance County Treasurer, states that she would like to see someone designated as the PIO. Not only to respond to complaints, but to put out all the good things that are going on as well. Ms. Sedillo states that she is so busy in her office at time that she has no time to contact the radio station to give them news. Place someone as PIO or public relations person, let that person be the voice for the county.

Martin Lucero, Emergency Manager, states that since he has been in his office they have developed a Facebook page for the Office of Emergency Management. Mr. Lucero states that the manager's office, Ms. Ortiz specifically, is very helpful in maintaining our page. The notices that go out are clear and concise, and no legal ramifications should come from them. If the commission does decide to become a PIO for their own district, Mr. Lucero recommends that they do take a training course for a PIO. It's helpful and will teach you on how to respond to the public.

Belinda Garland states that she will move forward with getting example from other counties, and she will also work on drafting a policy. **NO ACTION TAKEN. DISCUSSION ONLY**

6.) Discuss and Act Upon, Potential Renegotiation of Estancia Valley Solid Waste Contract

ACTION TAKEN: **Commissioner Sanchez** makes a motion to commence re-negotiation of the county contract with the assignment of a negotiating team consisting of the county manager and 1 commissioner.

Madam Chair DuCharme asks Commissioner Sanchez if he should specify in his motion what commissioner will be on the negotiating team.

Commissioner Sanchez states that it could be himself or whichever commissioner would like to do so.

Commissioner Frost asks Commissioner Sanchez to please repeat his motion.

Commissioner Sanchez states that his motion is to commence the re-negotiation of the county contract and the assignment of a negotiating team consisting of the county manager and 1 commissioner.

Dennis Wallin states that from his understanding that the intent is to appoint a negotiating team to approach EVSWA to see if they are willing to re-negotiate the contract between themselves and Torrance County. Mr. Wallin states that anything that is re-negotiated will have

to be brought back before the commission for approval. The team does not have the authority to make the changes. The commission would have the final say.

Madam Chair DuCharme seconds the motion.

Betty Cabber asks if there will be a public hearing to let the public know what was renegotiated.

Dennis Wallin states that it would be up to the commission if they would like a public hearing but it is not a requirement. The first thing that needs to happen is the commission has to approach the board of directors of the solid waste authority and see if they are willing to re-negotiate. If the commission gets passed the first step, the next step would be Commissioner Sanchez and Ms. Garland entering into re-negotiations. If the team would come up with some changes, step 3 would involve the team bringing the information back to the commission for approval. The authority will also have to get the blessing from their Board of Directors to enter into renegotiations as well.

Andy Miller, manager EVSWA states that he sees no provision in the contract for renegotiations. Line 14 Amendment, "This agreement shall not be altered, changed, or amended except by instrument and writing executed by the parties hereto. Mr. Miller retracts his statement, saying there is room for negotiations, but it depends on what is being renegotiated. If what is being renegotiated would close one of his business lines, then it would be his recommendation to his board to receive a 180 day cancellation notice from the county.

Dennis Wallin informs Mr. Miller that even his legal counsel may tell him the contracts can always be renegotiated. This isn't an attempt to see if there is middle ground that can avoid a nuclear option where termination is involved.

Andy Miller again states that it depends on what is going to be negotiated. It is not clear to him what those parts are. Will it be modifying of days and times of the operation of the collection stations, or removal or replacement of one of the business lines. He does not think this is a contract negotiation. Some areas of the contract may not be open to renegotiation. It may either require contract renewal or cancellation.

Johnny Romero, EVSWA board member (recently appointed member) states that the members are between a rock and a hard spot, especially the 3 new members. You are telling us that there is no negotiating unless it is done a certain way. Isn't it up to us as the board members to vote on this before you can make that kind of a decision?

Andy Miller replies to Mr. Romero that he is not saying that there is no room for negotiations, but it depends on what the negotiations involve. If the county is looking to take over or remove one of the 3 business lines, then Mr. Miller will suggest to the board that this is not best done under contract negotiations, but with a new contract. Mr. Miller is not speaking to the solid waste board, he is merely letting the commissioner, and the public know where he stands on this. He presents all sides and makes recommendations to the board. Ultimately the board has the final say.

Commissioner Frost states that he isn't sure how two people on a committee, and he isn't doubting the intelligence or ability of the two, but a committee of two isn't really a committee. In order to negotiate with any meaning behind it you need to know what this board is thinking about.

Commissioner Sanchez would like to address the commission and the public concerning this issue. We have an issue of tremendous importance, that being the EVSWA. We have a clean county and the authority has tremendous value. We are in an unsustainable relationship. Higher costs drive increased rates, there is a problem. The document in place is costing the county more than what it can bare. It is the responsibility of elected officials to have forward thinking, to see the lasting effects of decisions we make. With that in mind we must save this system. The EVSWA is a tremendous value and we cannot let this go by the wayside. We need to makes this sustainable for now and the future and cement a relationship with the authority that will sustain growth. Have those that are not paying and bring them into compliance, and reward those that have followed the rules. Foster a balance between service and rate of payment. Commissioner Sanchez states it is his belief that the re-negotiations will benefit all involved. We must be adversarial and not place conditions where there is not room for re-negotiations. We need to foster a better more positive relationship that will work for everyone. He implores everyone to come together and fix this. This can be fixed. Commissioner Sanchez is full prepared to make his recommendations to the commission. Let's put the pencil to the paper, he doesn't a negotiating team. His intent is to do what is right for the county, let us move forward.

Commissioner Frost commends Commissioner Sanchez on his presentation it was well stated. In the spirit of transparency and honesty, Commissioner Sanchez states he has a plan and Commissioner Frost would like to see that plan and present that to the board.

Commissioner Sanchez would like to call for the question. **Madam Chair DuCharme** asks who is in favor, Commissioner Sanchez and Madam Chair DuCharme are in favor, and Commissioner Frost is opposed. **MOTION CARRIED**

ACTION TAKEN: **Commissioner Sanchez** would like to make a motion to amend the county contract by removing the billing task and modifying the station days and times of operation. **Commissioner Frost** asks Commissioner Sanchez to repeat his motion. **Commissioner Sanchez** states that the points of re-negotiations will be to modify the days and times of operation and eliminating the billing task from the contract. In other words the county would take over the billing.

Belinda Garland spoke with Mr. Gerald Chavez yesterday in regards to the contract. An option that the commission has is to call for an independent audit so that the commission as numbers to go by. If the commission agrees for an independent audit, the county would be responsible for payment of the audit.

Commissioner Sanchez states that if this is passed, the re-negotiating team now has direction on what parts of the contract will be discussed. **Madam Chair DuCharme** seconds the motion.

Commissioner Frost states that the goal of this commission, previous commissions, and EVEDA is to increase jobs. With this proposal it seems to be taking away jobs. How many jobs will it take away?

Commissioner Sanchez believes it will not take away any jobs.

Commissioner Frost state that if this is not taking away any jobs how will this save us money.

Commissioner Sanchez states that the matter is cost ineffectiveness and cost inequality between organizations.

Bill Williams ask Commissioner Sanchez if the county is going to take over the billing, who will be doing it.

Commissioner Sanchez states the county will take over the billing and who specifically will be divulged in due course.

Madam Chair DuCharme states that it will be discussed in the negotiations as to who will take over negotiations.

Bill Williams states that 3 or 4 months ago at a solid waste meeting, which Commissioner Sanchez attended, you were given a long list and recommendations to present to the commission. They were never presented and now Commissioner Sanchez is wanting to do the same thing over again. The customer database is an amazing database that has been built over 20 years. The customer service is amazing. There is no need to make changes to it. If you try to change the system and take over, it may be destroyed. They run a tight ship at solid waste and they are amazing at their job.

Johnny Romero those of us sitting on the board are representing the people Torrance County. Mr. Romero states, that in his conversations with Mr. Miller he is a very opinionated, and doesn't pick sides. Mr. Romero's only concern is to do what is best for the people. This issues with solid waste and the county has been going on for years. The people are feeling threatened. As a group we all need to get together and talk it out.

Gerald Chavez states he has been on the solid waste board for only a month. There is a lot to learn. In his opinion, after viewing the contract, there are parts that are faulty. For example, there is a unit that is responsible for taking in revenue and expenditures of doing a service. Then you have another unit (the county) that will do whatever they need to do to get the money for that service. You raise the rates, but you have no control over their efficiencies. They are independent. There are a few other areas in the contract that could be problematic. To resolve them you need to talk. There needs to be common ground. There was a recent asset management study done. In that, they determined that the expenses for the \$800,000.00 that the county is paying, it's not enough. An additional \$100,000.00 would be needed to cover those expenses. Not sure if this is fact or not, maybe an independent audit would be good to figure all this out. We need to talk it out and see what can be done to control this high dollar amount, its needs to be fixed.

Marco Benales being a previous EVSWA board member, being on that board was quite a learning experience. Mr. Benales addresses Commissioner Sanchez, stating that he called for special sub-committee meetings by the county for solid waste to address certain issues. On various Saturdays we discussed many issues, probably the same that are being discussed now, many people sacrificed their time to attend these meetings. Recommendations were made and were to be presented to the rest of the commission. Did you ever present those recommendations to the commission? Did you ever discuss what we talked about in our meetings with your fellow commissioners?

Commissioner Sanchez states that the working group never compiled a set of recommendations. Commissioner Sanchez states he was never given a written document of those recommendations.

Marco Benales states that he took notes at the meeting and Commissioner Sanchez states that he did as well and a set of written recommendations was never presented to him, or any that he agreed to.

Commissioner Frost states that at the last meeting the commission was presented with a 2 page chart with numbers concerning services and staff and what each would cost. Only given a small amount of time to study the chart, he cannot give his input on something he has not had enough time to look over.

Marco Benales states that he took notes and did send them to Mr. Miller and to Commissioner Sanchez. Mr. Benales states he will go through his files and look for the minutes.

Betty Cabber is wondering about the motion at the moment concerning the changes that are to be made. You voted on it, so to her it sounds like the commission is going to make those changes. The motion should go away and you need to just state that those are ideas you have and then move forward with them. The motion in her opinion isn't correct.

Belinda Garland states that with Ms. Cabber's comment, she would like to clarify that if we do go into re-negotiations, is that all we are at liberty to discuss, as proposed by Commissioner Sanchez's motion.

Commissioner Sanchez replies, yes, those would be the specific items discussed. Commissioner Sanchez asks Madam Chair DuCharme if she would like to set specific dollar amounts to each of the tasks to be discussed.

Madam Chair DuCharme states that she does not think it should be so specific. There needs to be flexibility. No further discussion, Commissioner Sanchez and Madam Chair DuCharme in favor, Commissioner Frost opposed. **MOTION CARRIED**

*** Department Requests/Reports:**

7.) Proposal for Starting Pay Increase Restructure for Equipment Operator Position(s) – Leonard Lujan, Road Superintendent

Leonard Lujan road superintendent comes before the commission to request to increase starting pay for the equipment operators. He is requesting an increase of \$1.00 per hour. With this increase it would give them an incentive to stay with the county. The operators are paid so low that when they are trained they end up leaving somewhere else because they are offered more money. It is still not a lot of money, but maybe with this increase it will give them an incentive to stay with the county after they are trained. Also the department is going to offer a \$1.00 increase incentive after one year to the employee who stays on with the county. This will all take effect in the new budget if it gets approved.

Commissioner Frost states that he read in the information sheet is this increase in the road department's budget or not.

Leonard Lujan states that it is in the budget and is not asking for additional funds. **ACTION TAKEN:** Commissioner Frost makes a motion to approve starting pay increase restructure for equipment operator positions. Commissioner Sanchez seconds the motion. Belinda Garland states she supports this increase for beginning salary and hopes that this incentive will help the road superintendent to retain his staff and have more experience on these \$100,000.00 machines that we are giving them to operate. No further discussion, all Commissioner in favor. **MOTION CARRIED**

8.) Ratification of Memorandum of Understanding between Torrance County Emergency Management & the American Red Cross- Martin Lucero, EM

Martin Lucero comes before the commission a MOU between the American Red Cross and the services that they have provided for the county for many years. This ratification is updating the MOU in present time.

Madam Chair DuCharme asks for a motion to approve Ratification of Memorandum of Understanding between Torrance County Emergency Management & the American Red Cross. **ACTION TAKEN:** Commissioner Sanchez makes motion to approve the Ratification of Memorandum of Understanding between Torrance County Emergency Management & the American Red Cross. Commissioner Frost seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

9.) Volunteer Firefighters PERA Annual Reporting, District 1 – Lester Gary, Fire Chief

Chief Lester Gary states that he is having each individual district take care of their own PERA reporting form. The reason for this is because each district hold their own meetings and they are the ones that are aware of their meetings and who attends. Before the commission is the application that was sent to PERA for the volunteer fire fighter retirement. The applications were returned to us because it requires the signature of the commission chair. This was placed on the agenda for approval and to obtain the signature of the commission chair.

Madam Chair DuCharme asks Chief Lester Gary who will be responsible in each district for taking care of the PERA.

Chief Lester Gary states that the Battalion Chief from each district will be responsible for keeping the records. They do not fill them out, all they need to do is sign them. Chief Lester Gary states that his office recently began making copies of all the PERA forms, so that he can make sure all volunteers are on PERA. In the past it was not done correctly, so he wants to make sure it is done right and in a timely manner, so that these volunteers will receive PERA when the time comes.

Madam Chair DuCharme asks for a motion to approve the Volunteer Firefighters PERA annual reporting. **ACTION TAKEN: Commissioner Frost** makes a motion to approve the Volunteer Firefighters PERA annual reporting. **Commissioner Sanchez** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

10.) Request to Purchase Brush Truck for Dist. 4, Utilizing Donations – Lester Gary, Fire Chief

Chief Lester Gary states that he has been working with Chief Perea in District 4 for some funding donations that have been coming in to purchase a new brush truck. We are in fire season, and if we continue to wait for more funding to purchase this truck, we may not get the truck until fire season is over. We have yet to have any fires, but we are wanting to be prepared if there is one. We are looking at 60 to 180 days for that apparatus to arrive and be ready for use. Chief Lester Gary is proposing that he be given permission to use the quarter cent fund to match what we have already received in donations to purchase the brush truck.

Before the commission is 3 different quotes that he has received for brush trucks. We currently have \$50,000.00 in donations, and another \$20,000.00 is proposed to come in from the water authority. What Chief Lester Gary is proposing is to take the \$50,000.00 that is already there and adding another \$60,000.00 to purchase the brush truck. The first brush truck we looked at came to \$168,805.00, the next with a quote of \$142,000.00, and the last quote from Outback Fire Trucks, out of Utah, and meet all specs we were requesting, came in with a quote in the amount of \$108,995.00. We are asking that you give us permission to purchase the truck for \$108,995.00.

Commissioner Frost asks Chief Lester Gary that he is shaid \$60,000.00, correct?

Chief Lester Gary replies, yes, that is correct. In the quarter cent fund, for fire protection, we have an exuberant amount of money there and would not harm the budget.

Madam Chair DuCharme ask if the money is available right now.

Chief Lester Gary replies, yes, it is available right now.

Madam Chair DuCharme ask if he will receive that money again next fiscal year.

Chief Lester Gary states, yes, we receive quarter cent fund on a monthly basis. When we receive the additional \$20,000.00 funding, we will leave that in the District 4 donation fund.

Commissioner Frost states that as he understands, it is not a county budget increase, the funds are already there. It's bad that fire season is upon us and we need to move forward with this and be prepared in case a fire does break out.

Chief Lester Gary replies, that is correct. The money is already available. He also contacted Outback Fire Trucks and the turnaround time is 30 days. **ACTION TAKEN: Commissioner Frost** makes a motion to approve to purchase a brush truck for District 4 Fire Department under terms presented by Chief Lester Gary.

Noah Sedillo Chief Procurement Officer states that since the price is over \$60,000.00 the purchase would have to go out for formal bid. **Tracy Sedillo** states that the commission can approve this purchase, it just needs to go out as a formal bid.

Madam Chair DuCharme asks Mr. Sedillo if it is ok for the commission to approve this funding under the circumstances given.

Noah Sedillo replies, yes, it is ok to approve to move forward, but the approval for the purchase will go through himself.

Belinda Garland states that the commission can approve to purchase from that vendor because of the bid process as well approve for him to use county money to cover any balance over the donation amount and move forward with going out for bid. You will need to rescind the previous motion and be more specific. **ACTION TAKEN: Commissioner Frost** would like to rescind his previous motion and make a motion to allow Chief Lester Gary to move forward with the purchase of the brush truck and give permission to use county money to cover the balance due. **Commissioner Sanchez** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

11.) Resolution 2018- Line Item Transfers – Amanda Tenorio, Finance Director

Amanda Tenorio would like to request the approval of the commission for Resolution 2018-25 Line Item transfers. The line item transfers are within the County Departments budgeted funds in the FY2017-18 budget. **ACTION TAKEN: Commissioner Sanchez** makes a motion to approve Resolution 2018-25 Line Item Transfers. **Commissioner Frost** seconds the motion.

Madam Chair DuCharme asks Ms. Garland if the money being moved from one line item to another in the sheriff's department is being moved from employee salaries to vehicle maintenance and repair in the amount of \$29,155.04. How many vehicles will be repaired with this transfer?

Belinda Garland states that she cannot give a definite number. Ms. Garland has talked with Sheriff White and what they will be doing is taking parts from other vehicles that are not running and try to make a few good vehicles from those that are usable. We are trying to avoid purchasing new parts. There are several vehicles in the Sheriff's department that aren't running and we are trying to get all the deputies fully equipped.

Madam Chair DuCharme asks if the money is moved from full time salaries, will we not have money to hire new deputies.

Belinda Garland states that there is still money in that fund if we need to hire new deputies. She believes that the department is almost fully staffed. There was savings in that line item because the department was not fully staffed throughout the year. There has been extra costs for vehicle repair for the department and that is why they are requesting the line item transfer.

Madam Chair DuCharme states as she remembers correctly, when those additional positions in the sheriff's department were approved, funding for vehicles for those deputies was also approved, is that correct?

Belinda Garland replies, yes, that is correct.

Madam Chair DuCharme asks, were those vehicles purchased.

Belinda Garland states that two of the vehicles were purchased, two were not due to budget constraints. No further discussion, all Commissioner in favor. **MOTION CARRIED**

12.) Bid Award 2018-05R for the Counter Remodel Project for Admin. Building

Noah Sedillo Chief Procurement Officer states that on the re-bid for the countertop projects we received one bid. The bid was from Albuquerque Office Systems in the amount of \$32,480.59 before GRT. Mr. Sedillo is asking that the county award this bid. We are well under budget with the \$100,000.00 that was originally approved by the commission for this project. We have not been billed yet by the architect or NCA yet. That amount will be \$14,408.00, which will put us just under \$50,000.00. Albuquerque Office systems will only be doing the countertops, they will not be doing the demolition nor the electrical, and another company will be responsible for that. We currently have one bid for that, roughly in the amount of \$900.00. Mr. Sedillo is very confident that we will remain well under budget for this project.

Belinda Garland states that the architect fee for the animal shelter foyer will be paid out of this budget, but will still be well under budget.

Noah Sedillo states that the only reason we received one bid, was because of the specifications set forth for this project. We asked for a modular type counter, so that if for any reason we need to be moved, we can easily remove the counters and locate them in another building.

Madam Chair DuCharme asks Mr. Sedillo since we received only one bid, are we able to move forward with this task. Mr. Sedillo replies, yes, we can. Madam Chair DuCharme asks for a motion to approve Bid Award 2018-05R to Albuquerque Office Systems for counter remodel project. **ACTION TAKEN: Commissioner Frost** makes a motion to approve Bid Award 2018-05R to Albuquerque Office Systems for counter remodel project. Commissioner Sanchez seconds the motion.

Madam Chair DuCharme asks Ms. Garland if it is separate funding for the chip seal project that was approved to repair the parking lot in the front of the building.

Nick Sedillo states that the chip seal project comes from a different funding source. It is one of four projects that are placed before the commission to be brought up in item #16. No further discussion, all Commissioners in favor. **MOTION CARRIED**

13.) Contract between Torrance County and Albuquerque Office Systems

Noah Sedillo states that this contract has been reviewed by legal and is a basic contract between Torrance County and Albuquerque Office Systems for the counter remodel. We ask that you approve this contract with the prospective bid you approved in the previous motion.

Madam Chair DuCharme asks for a motion to approve the contract for counter remodel between Torrance County and Albuquerque Office Systems.

ACTION TAKEN: Commissioner Frost makes a motion to approve the contract for counter remodel between Torrance County and Albuquerque Office Systems. Commissioner Sanchez seconds the motion. Noah Sedillo states that the demolition will be done on the weekends or on a Friday when there is no business being conducted in the administrative building. When the construction is being done, it will be done one office at a time. Madam Chair DuCharme asks Mr. Sedillo if he is satisfied with this contract. Mr. Sedillo replies, yes, he is satisfied with the contract. No further discussion, all Commissioner in favor. **MOTION CARRIED**

14.) Framework for Regional Oil and Gas Operations Ordinance Information – Steve Guetschow, Planning & Zoning Director

Steve Guetschow states that he was wanting to get the commissions opinion on being a part of this item. He had recent conversation with Sandra Geysler at the Mid-Regional Council of Governments, she stated that the letter was not discussed with her legal counsel. It is her request that we hold off on this discussion until her legal counsel has had a chance to review it. Mr. Guetschow is requesting that this item be tabled until the next meeting. **ACTION TAKEN:** Commissioner Sanchez makes a motion to table Framework for Regional Oil and Gas Operations Ordinance Information. Commissioner Frost seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

15.) Planning & Zoning Board Terms, Approval to Advertise for Appointees, Letters of Interest – Steve Guetschow, Planning & Zoning Director

Steve Guetschow states that the end of the fiscal year is approaching. Mr. William Larson, board member from district 2, term will be done at the end of this fiscal year, Mr. Guetschow will need to advertise for letters of interest to fill that position. At the P & Z meeting he asked Mr. Larson if he would be writing us a letter of intent to remain on the board, should we not receive any other letters of interest. Under the commissions board policy, Mr. Larson can put in his letter of interest to continue to serve, but only if the commission approves it. The alternate, Mr. Marty Hernandez, a representative from district 1, is also up. The alternate position comes up every year. At the meeting it was brought up to the board that Mr. Hernandez is no longer living in Torrance County as he has recently sold his home and is renting a home in Santa Fe County. His intention is to move back to Torrance County as he has

some vacant land that he is planning on building a home on. Mr. Guetschow would like some direction on how to proceed with this. The policy reads that a board member must be a resident of Torrance County. Mr. Guetschow would like to know if he should advertise this position or will the commission continue to allow him to serve.

Commissioner Frost asks Mr. Wallin if it would be proper to extend.

Dennis Wallin says that the policy states that the board member should be a resident of Torrance County. Then the question arises, what is a resident. In some places in New Mexico residency has been determined as your place of abode or the place that you intend to be your place of abode. That is the requirement for people that register to vote in Torrance County. If you have lived in Torrance County and declared it as your residence, but do not currently live in Torrance County, and you intend to move back to the county, then you are allowed to vote in Torrance County. This ultimately comes down to how the board wants to interpret residency. That is why Mr. Wallin advised Mr. Guetschow to bring it to the board and ask for their guidance. The language in the policy states: A.) No member of the governing body or any employee of Torrance County will be appointed to the planning and zoning board as a voting member, B.) Must be a resident of Torrance County, and C.) Not already serving on Torrance County board or a similar board or commission of another governmental entity. Mr. Wallin states that Mr. Hernandez has been an excellent board member and provides excellent input, but with this issue of him no longer residing in Torrance County, it's up to the commission how they want to handle this.

Commissioner Frost states that he commends Mr. Hernandez for being open and honest about him not living in the county. Had he not brought this up no one would have ever known. In the past there has been P & Z Board Members that did not live in the county but had a lot of property in Torrance County with the intent of moving back. **ACTION TAKEN:** **Commissioner Frost** makes a motion to extend or renew Marty Hernandez's status as a board member. **Commissioner Sanchez** seconds the motion.

Madam Chair DuCharme states that she does not want to deviate from the Torrance County P & Z policy for board requirements that we have in place. It clearly states that the board members must be a resident of Torrance County. Mr. Wallin's brought forth an example of intent. The intent can be of the person has a residence here, or maybe he is under contract with the military and is serving somewhere else, but can still vote here because his residence is here. Mr. Hernandez's situation does not fit the law. If his position is up for renewal, we need to advertise that position, and give others the opportunity to serve on this board. It is inappropriate to renew Mr. Hernandez position on the P & Z board since he no longer resides in the county.

Commissioner Sanchez is under the impression that Mr. Hernandez is doing a great job and his intention is to return to the county. Mr. Hernandez was honest enough, to bring this to our attention, would it be appropriate that we call Mr. Hernandez and exceptional member?

Steve Guetschow replies, yes, it would be. He would include that the entire board is exceptional. They are non-biased and equal. In his experience, since being hired on as P & Z Director, this is the best board so far.

Commissioner Sanchez states that there may be a theoretical need but not a practical need to replace membership, and we should just leave it alone.

Madam Chair DuCharme states that if his term is ending, then we need to advertise for that position and give other people a chance. If no one applies, and we have no, other choice then maybe we can consider appointing him. Mr. Hernandez currently does not live in our county therefore it makes it a contradiction to the policy in place.

Commissioner Sanchez states that Mr. Hernandez, can still submit his letter of interest if he so wishes, is that correct?

Steve Guetschow state that yes he can submit his letter of interest to continue serving for another year on the board.

Dennis Wallin reads the election code Section 1-1-7: For the purpose of determining residence for voting, the place of residence is governed by the following rules: a.) the residence of a person is that place in which his habitation is fixed, and to which, whenever he is absent, he has the intention to return; b.) the place where a person's family resides is presumed to be his place of residence, but a person who takes up or continues his abode with the intentions of remaining at the place other than where his family resides is a resident where he abides; c.) a change of residents is made only by the act of removal joined with the intent to remain in another place. There can only be one residence; d.) a person does not gain or lose residence solely by reason of his presence or absence while employed in the service of the United States or of this state, or while a student at an institution of learning, or while kept in an institution at public expense, or while confined in a public prison or while residing upon an Indian or military reservation. (This is what Madam Chair DuCharme was referring to). The election code speaks about other areas of residency as well. And there was a court case the Mr. Wallin cannot site, here in the state of New Mexico in Torrance County where families essentially have a base. The court cases have held, that if there intent is to return to Torrance County, they are able to vote on this county or the county of residence in the state of New Mexico.

Madam Chair DuCharme states that in our P & Z Policy on page 2 item B its states "Must be a resident of Torrance County." If that person sold the house and moved to another county, why would you want that person representing interest in our County?

Steve Guetschow states this is the reason they brought this matter before the commission. Mr. Hernandez did not buy house in another county, he is renting, until they are able to establish their other property to be able to move back in to. It is a temporary home for Mr. Hernandez.

Commissioner Sanchez states Mr. Hernandez owns property and is just renting in another county.

Madam Chair DuCharme states that her understanding he sold his property and no longer owns property in Torrance County.

Steve Guetschow states that he does still own other pieces of property in Torrance County.

Linda Jaramillo is grateful that the law for voting is so open. There are a lot of people that want to vote in this county and with this law in the Election Code, it allows them to do so. Ms. Jaramillo states that she is glad that the law is so open when it comes to determining residency. **Commissioner Frost** votes in favor, **Madam Chair DuCharme**, & **Commissioner Sanchez** vote against, no further discussion. **MOTION DIES**

16.) FY18/19 Capital Outlay/Additional Staff Request(s), Presentations by Department, for Approval

Amanda Tenorio states at this time the department heads will be presenting before you their department's request for capital outlay, additional staff, or additional operating funds. This is an opportunity to explain & justify what the department is planning for the FY2018-19 Budget. Ms. Tenorio would like to request that a motion be made on each individual item upon available funds. This will help her to work in the numbers for the budget hearing at the next commission meeting on May 23rd, 2018. Please keep in mind that many of the department requests are anticipated by the efficiencies of our revenue and expenditure stream with in the budget. Our cash valances are tentative until we fully close out the FY2017-18 fiscal year.

a.) Assessor & Treasurer Request for Delinquent Tax Specialist I – Field Position

Tracy Sedillo states that the Treasurer's office and Assessor's office is coming before the commission to request funding to fund a full time position between the two offices. It's currently a part time position. The position is a Delinquent Tax Specialist I that will concentrate on field duties. Ms. Sedillo states she requested from the commission, last year, a permanent part time position. It started out at 25 hours per week, placing notices on the doors. As the individual was out on the field he noticed that a lot of the mobile homes were gone, destroyed, or burned down. The information was creating a backup in the assessor's office. They talked about sharing this person to help with the increased work load. They spoke with Ms. Garland on starting a pilot project. The individual works 25 hours in the Treasurer's Office and 15 hours for the Assessor's office. The salary was shared to pay this person between the 2 offices.

Jesse Lucero gives some stats. We have 31,000 parcels, 3355 square miles of land, and 953 miles of county maintained roads (all number approximate). There are 5 appraisers trying to get around the county to appraise all these properties. When the chief appraiser sends out one of his appraisers to put a mobile home on the tax role, this may be the only time they set foot on this land. So if something happens to the mobile home we don't know. The employee has been extremely helpful in cleaning up the issues we have when it comes to mobile homes. When we place a mobile home on the tax role, it keeps getting taxed. The employee has been a great asset to both offices and has brought in a lot of money to the county. We are asking that you please consider this position.

Tracy Sedillo states that this person has helped to clean up the tax rolls. We have had people come in to pay their back taxes because of the door hangers and have been able to remove mobile homes from the tax rolls as an uncollectable when we the mobile home is gone or destroyed. There has been 360 door hangers placed in the field, 26 accounts have been deleted,

and in the past 6 months and has brought in \$30,364.00 from going out placing those door hangers. This person has brought in enough money to fund the position. Please consider to fund this full time position. It's a great asset to both offices.

Commissioner Frost asks if at some point this position will bring in a profit.

Tracy Sedillo replies, yes, it will. The money goes into the general fund and that is why she is requesting the general fund pay the salary. The salary covered by her office currently comes out of her 609 fund, but that fund will not be able to sustain it for the next fiscal year and she will have to drop the hours back to part time. If that happens then all the work that has been done will start to pile up again. The money the employee has brought in will cover the salary.

Belinda Garland states that the employee has not even been at this for a full year and has already funded their own position.

Madam Chair DuCharme asks Ms. Sedillo and Mr. Lucero how many full time employees they have in their office at the moment.

Tracy Sedillo states that she has 4 full time employees herself and the chief deputy treasurer and the part time, so 6 ½ employees.

Jesse Lucero states that he currently has 10 full time employees and himself and the assessor for a total of 12 employees. **ACTION TAKEN: Commissioner Frost** makes a motion to approve the request from the Treasurer's and Assessor's office for the Delinquent Tax Specialist 1 pending approval of the budget. **Commissioner Sanchez** seconds the motion. Commissioner Sanchez asks Madam Chair DuCharme how she feels about this.

Madam Chair DuCharme is not in favor of this. There seems to be enough employees in both offices to be able to handle this. They are requesting \$35,673.00 but does not include benefits. Ms. Sedillo replies that it does include benefits.

Commissioner Frost states that opportunity to clear up records and to collect money, which this position has done, it would make sense to make more money.

Belinda Garland asks Ms. Sedillo to explain how this position is currently fund.

Tracy Sedillo states that it is currently funded from the Treasurer's fee fund and the assessor's and the re-appraisal fund. Neither office generates enough money to fund this salary. The money we are collecting on these all goes into the General Fund and that is why we are asking that it be funded from that. It would also make things easier for payroll if this person is paid from one line item instead of multiple line items.

Commissioner Sanchez states that we are considering a 5 member commission, economic development, a grant coordinator, the EVSWA contract, and few other things going on at the moment, how do we foresee planning in our budget for that growth.

Belinda Garland states that for a position to strictly handle economic development has not been factored in yet, because of other positions being considered and the EVSWA contract. These approvals you approve today will be finalized in the budget, if the budget cannot handle them then we will talk to the department heads about the situation. Ms. Tenorio needs guidance so that she can fit the numbers in to show you how everything will fit into the budget.

Tracy Sedillo states that this position brings in a steady cash flow. If we can continue to bring in money, then she will be able to keep money in investment longer to gain interest. We earned almost \$9,000.00 last month in what is in state investment pool.

Madam Chair DuCharme states that with the 10 people in the assessor's office, no one has a job description that involves this job?

Jesse Lucero states that is correct. There are 5 appraisers and with only 5 appraisers, how do we get to 3000 miles of property with just those 5 appraisers. Mr. Lucero states that he understands where the commission is coming from, but the taxes fund about 70% of the budget. If we don't collect taxes then we have no budget and we cannot fund anything or hire more deputies, etc.

Tracy Sedillo states that the property taxes account for the bulk of the budget. It is about 70%, if not more, of the General Fund.

Nick Sedillo Chief Appraiser, explains the education and uniqueness of the appraisers and what they do when they go out to appraise the property. Mr. Sedillo states that the last time he looked at the budget about 87% of the budget comes from the taxes that are collected. There are other areas that bring in the money but the bulk of the work comes from the work of the treasurer's & assessor's office from taxes.

Michael Godey suggest that instead of approving each item one by one, listen to them all, then prioritize them and approve them at the end.

Tracy Sedillo states that the budget is due by June 1st. It must be adopted by the next meeting.

Madam Chair DuCharme states that she likes Mr. Godey's suggestion that we listen to each item and prioritize them and approve them at the end. Every proposal should be considered.

Commissioner Sanchez states that the approval is tentative until the final budget is presented. His idea is to approve items A through K and adding in a few of his own. He feels he needs more information, he wants to know where his vision fits into all of this.

Commissioner Frost states that we have a group of elected officials, some have been here a long time, others a short time, one elected official that was the comptroller for many years, and these people know how the process works. Commissioner Frost would not have any idea how to do their jobs, he has complete faith and trust that these people are doing the right thing, the honest thing, and they have his full support.

Belinda Garland states that every item, with the exception of the predator control funding for USDA, is presented before the commission. The predator control is worked into the budget every year because it is a revolving fund.

Madam Chair DuCharme asks if this amount will be more or will it be the same amount as last year.

Amanda Tenorio states it is the same amount as last year and will be discussed at the budget hearing. The commission will be presented with the interim budget at that next meeting. Approving these requests will help here to put the numbers into the budget so that you can see how it all fits. We need to get this all completed, DFA has changed things and we need a little extra time to be able to get the budget in on time. **Commission Frost & Commissioner Sanchez** are in favor of this request. **Madam Chair DuCharme** is not in favor of this request. No further discussion. **MOTION CARRIED**

b.) Clerk Request for Live Web Site Software

Linda Jaramillo is here today to ask for capital outlay funds for a live website software for her office. The amount requested is \$7,000.00. This software will allow the public to search documents online. Ms. Jaramillo states that she had been approved for this last year. She was asked by the county manager and the deputy manager to apply for grant. She did apply for the grant and a year later has received nothing. She emails/calls her contact at the Attorney General's office, Mr. Eckhart, every 3 months to ask him where the grants is at. She emailed him a week ago and they are close to the award. It is not a sure thing that she will get the grant, which is why she is before the commission today asking for this funding so that she can be in step with the other departments by having her documents available online.

Belinda Garland states that the commission did approve this for the current budget. She did ask Ms. Jaramillo to wait because there was a grant from the attorney general's office that would cover items such as this. As stated, it's been a year and we are still waiting to hear if we are going to receive it or not.

Linda Jaramillo asks Ms. Garland if we are awarded the grant the money will it just go back to the county.

Belinda Garland states that we won't use the money, we will use the grant money.

Amanda Tenorio states that this was allocated in infrastructure tax when we did the current budget. The money is there. This money will roll

Linda Jaramillo states that along with this grant she asked for money to fund the marriage license software.

Madam Chair DuCharme asks for a motion to approve the clerks request in the amount of \$7,000 for live website software. **ACTION TAKEN: Commissioner Sanchez** makes a motion to approve the request for the clerk's office in the amount of \$7,000.00 for the live

website software. Commissioner Frost seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

c.) Dispatch Request for Storage Shed

Dorothy Rivera & Ben Daugherty are requesting money for dispatch ion the amount of \$5,000.00 for a storage shed to store records and equipment that is currently being stored in the building in a closet. The closet is over loaded and they need to get it out of the building before it becomes a safety issue. They are looking at a prefabricated building, like a tuff shed.

Belinda Garland asks what fund they are requesting this come out of.

Amanda Tenorio states that this can come from the General Fund, Wind PILT, or the Infrastructure.

Commissioner Sanchez states this doesn't seem to be a large request, is there another fund that we can pull this money from.

Belinda Garland states that the best place to pull this money from would be from the infrastructure. We cannot use capital outlay for these.

Madam Chair DuCharme asks what they will do to make sure the storage shed is secure.

Ben Daugherty states that they will have to purchase a storage shed with an integrated locking system, and if that isn't sufficient enough after the sheriff's department does its inspection, we will install another locking system. It is close to the dispatch building, there will be security cameras watching the shed.

d.) Dispatch Request for Remodel of Entryway to Training Room

Ben Daugherty states that the request is listed as a Remodel, and that is not the case. This is mainly for repairs to concrete floors in the dispatch center and the training room. The concrete floors are eroding and in desperate need of repair. We would like to resurface, re-stain, and re-seal the floors, as well as repair some molding and painting to the interior of the building. This originally was requested along with the storage shed as one request in the amount of \$15,000.00. We have received on quote on the remodel from B & R Contractors for the concrete resurfacing in the amount of \$13,792.00. If we have to wait on this we will, but we need to have this fixed as soon as possible.

Belinda Garland states this repair can come out of capital outlay. What we can do is raise the request to \$15,000.00 and do away with the request for the storage shed. Will that work better for you?

Dorothy Rivera replies, yes, this would work better for us. We would rather have the floor repaired before it becomes a safety issues and will cost us more money.

Commissioner Sanchez ask how much is budgeted for capital outlay.

Tracy Sedillo states that about \$500,000.00 is generated for capital outlay. More information was given, but not heard because they were not using the microphone.

Again it is stated by several employees that the commission is not approving the final budget, these are requests for money so that Ms. Tenorio can plug into the budget. If you don't like the numbers you see in the budget they can be removed. More conversation ensues regarding the requests and the budget. Most cannot be picked up because no one came up to the microphone.

It is decided that, instead of approving each one independently, the commission will hear all requests and then vote on them at the end of the presentation.

e.) Domestic Violence Request for Annual Operational Funds to Subsidize State Contract

Anna Martinez is requesting funds to keep the program running. The program lost the grant and it was part of a 4 year cycle. The commissioner granted the program \$46,500.00 last year and she is requesting that amount again. This is the last year of the 4 year cycle, after two more budget cycles the program can apply for the grant again.

Madam Chair DuCharme states she has last year's interim budget before her and the amount given to DV was \$30,000.00. It shows \$30,000.00 from wind PILT and \$20,000 from DV Grant for a total of \$50,000.00. She asks Ms. Martinez to explain her budget.

Anna Martinez goes over her budget and explains that the part time employees do not pay into PERA nor do they receive insurance. The only one that get insurance is herself, and they all work only 19 hours per week. Ms. Garland asks Ms. Martinez to go over how many people she has helped. Ms. Martinez states that they 20 new survivors, 30 offenders, for a total of 439 contacts and the survivors were for 39 contacts. Ms. Martinez explains a few basics on what her program does.

Madam Chair DuCharme asks where the money would come from.

Belinda Garland states that the money has been coming from the wind PILT. Madam Chair DuCharme and the previous commission approved that because you all felt it was a great program and it needed to continue to operate. As Ms. Martinez stated only 2 more budget cycles and they can apply for the grant again and the county will no longer need to fund it.

Commissioner Frost states that he is happy to hear how many survivors there have been. If they are not given this money then how many survivors will there be.

Anna Martinez replies, that if they do not get the money then it will most likely be her running the program. She will have to handle all aspects of the program therefore less time will be spent on helping people and the survivor rate will decrease.

- f.) Emergency Management Request for Dispatch Fence**
g.) Emergency Management Request for Deputy Emergency Manager

Martin Lucero states the he has a specific order regarding this request. He is requesting that he be allowed to hire and Deputy Emergency Manager first and then request for a fence at dispatch. EMPG funding has changed the way that state funding is allocated. Last fiscal year you would request an allocation amount and it goes before the state and if they have funding they would approve it. This year they have set a policy as to how they will fund that and it is based off of census population. Now there will be no money allocated to fund a second position. At one point and time the Emergency manager did have an assistant, but that was transferred over to the Fire Department. Mr. Lucero states he needs help, if leave to attend meetings and trainings that are required it leaves his office empty, he needs an assistant to be here when he has to be away, Mr. Lucero is a one man show. He has been able to do all this with the help of other departments, but it would make things so much simpler if he has an assistant. If something was to happen to him there needs to be someone in place with the knowledge to take over, and if there is an emergency, and you need to be available 24 hours constantly during the emergency, then an extra person would be there as a relief so that each one could get rest and not have to be going around the clock. Mr. Lucero would like to hire someone as a part time employee, with emergency management knowledge, to be able to come in and help.

The request for the fence at dispatch is for security purposes. Back in November of 2017 Mr. Lucero applied for a grant to pay for the fence. We were denied the grant because the fence was expensive. The dispatch center is a critical infrastructure for the county, they provide emergency services for the county, and they should have a fence surrounding the property. There have been a few instances where disgruntled previous employees tried to enter the building. With a fence around dispatch it would give an added level or protection to the employees at dispatch and the animal shelter and equipment that is stored on the dispatch property. Torrance County is the only dispatch center that does not have a fence around it.

Belinda Garland asks Mr. Lucero if his grant would help fund a Deputy Emergency Manager.

Martin Lucero states that it does not. As of now they are at max capacity for what we will receive for the county, we are at \$20,650.00. Which is a match contribution that the county matches at 50%. There are different types of fences that can be placed and he has tried to look at the cheapest available and we are looking at a minimum of \$50,000.00 for that 3 acre lot. The next up would be around \$70,000.00 and that would include the access control. The fence will not only support the dispatch center but other departments as well, and protect the counties assets.

h.) Manager Request for Operations Manager

Belinda Garland is requesting to move a salary. There is a position that was in the assessor's office that will become vacant on June 30th. It was an IT position and she would like move this position into the Manager's office as an Operations Manager. What she sees for this position is to help make sure the buildings are maintained, help with IT operations to possibly help cut costs for the IT operations, help with claims on liability insurance, help to make the county ADA compliant, and a few other things. It is a much needed position.

Commissioner Sanchez asks what the difference between this position and the Deputy County Manager.

Belinda Garland states that the Deputy County Manager is taking on special projects, working into being the full time information officer, working on the project with children in the workforce program, the census project, and a few other things.

i.) Manager Request for Grant Coordinator

Belinda Garland states that she brings this before the commission for consideration. Ms. Garland had a meeting with Mayor Hart from the City of Moriarty, Mayor Dial from the Town of Estancia, Mayor Nieto from the Town of Mountainair, and Mayor Harrington from Encino about this request. There are a lot of grants out there that the county is missing out on. All of our offices are very busy and don't have time to take to write the grant. The reason for my meeting with the Mayors in each of the towns is to have an MOU and they would help us fund the salary for the grant coordinator. The person hired would work for the county and the 5 municipalities. All the particulars for this position have not been considered yet because Ms. Garland wanted to bring this before the commission to see if they would consider this request. One option would be to make this position full time and combine it with economic development.

Commissioner Sanchez ask how would you intermingle the two.

Belinda Garland states that there are a lot of grants out there having to do with economic development. The person hired could work with Myra Pancrazio from EVEDA. There may be grants out there having to do with economic development that Ms. Pancrazio can suggest we apply for.

Commissioner Frost asks what amount of money we could apply for, he understands Ms. Garland can't give an exact amount, but at least a general idea.

Belinda Garland states that we can apply for anything from \$200.00 to \$1,000,000.00. The way she sees it, if we can get in a person with experience in writing grants, it would kind of pay for itself. Ms. Garland has spoken with Ms. Pancrazio and she is not against this. Having this person here, would be like a point of contact for her.

Steve Guetschow agrees with Ms. Garland on hiring a grant coordinator. In his office, Dan DeCosta, handles two grants and it take up a lot of his time. Hiring a person to handle the grant and attend meetings for the grants would help and free up his time to take care of other duties he has.

Martin Lucero states that, when it comes to grants, the opportunities are limitless. Mr. Lucero states that he manages two grants. There is a lot of time that needs to be spent on this when it comes to reporting, quarterly financial reports, and staying on task when it comes to submitting the deliverables and everything else that goes with maintaining the grants. This position would be a great asset to the county.

Madam Chair DuCharme asks Ms. Garland that she is proposing this position be part time, why is that?

Belinda Garland states she needs the feedback from the commission on this. This position would need to be as a part time, shared with the municipalities, or be combined with the position of economic development. The need for this would be to keep them busy, once the person would have a good flow, they would not be busy constantly and have some down time, Ms. Garland would hate to see money being wasted if the person is on full time and not working all the time. Share the position and keep the individual busy.

Commission Frost states that he would like to see this shared between the county and the municipalities.

Madam Chair DuCharme asks if we were to go with a contractor, would that be cheaper for the county.

Belinda Garland replies, maybe, but it depends. In most cases the contracted grant coordinator would take a percentage of the grant and their time is not fully devoted to the county. If we want someone to write grants, to bring money into our county, we would want their full attention. Ultimately it is up to the commission to hire or contract out.

Madam Chair DuCharme states that a person, eligible for this position, should have some knowledge in economic development.

Belinda Garland states that is a possibility. There are lots of other counties that have a similar position, Valencia County being one. The person that is there is bringing in lots of new businesses into the county. Ms. Garland states that she isn't saying Ms. Pancrazio, isn't doing her job, but she spends more time in the Edgewood area. If we hire someone for the county they may be able to help assist her with the county projects.

Noah Sedillo, Board of Trustee member for the Town of Estancia, states that the town will dedicate \$10,000.00 to \$15,000.00 for the position of the grant coordinator, contingent upon the approval of the commission to hire for this position.

j.) Planning & Zoning Request Vehicle Maintenance and Repair

Steve Guetschow states that he is requesting \$6,000.00 to put a long block in their 2012 F150. The vehicle is failing and in desperate need of repairs. This repair is cheaper than asking to purchase a new vehicle. If we get funded for this, the mechanics turnaround time would be about a week. We may need to go out for bid on this, but it is still a lot cheaper than purchasing a new one.

Belinda Garland asks if Mr. Guetschow has the money for this repair in his current budget.

Steve Guetschow replies that he would need to see what he can find. He said he had a bit of a downfall with the computer and the software he was wanting to get and looking at fencing in

the property in McIntosh. They had applied for some grants from the Environmental Department, but were denied. We have some money for that project but not for both.

k.) Risk Management Request for Steamatic Environmental Cleaning Service HVAC System & Ductwork

Nick Sedillo states that he has come before the commission with a wish list of projects. Those projects have included the outdoor lighting project in the parking lot (completed), the emergency shut off switches or the gas tanks at the road department (completed), the third project is the resurfacing of the parking lot in the front of the building, and the fourth project that the safety committee began discussion late last year, is to have our HVAC systems cleaned. Mr. Sedillo has been searching for vendors and met a vendor at the NMAC Meeting in January and they came out and gave us a quote. Mr. Sedillo's request for funding is for this fiscal year. There is funding in the 620-94-2215 County Infrastructure building maintenance and repair. Mr. Sedillo has used this line item for the other projects.

The scope of work for this project will be to clean the ducts in our HVAC system. Pricing is based on floor plan submitted in the amount of 16,800 square feet all supply handlers will be cleaned, including supply, return, and exhaust ducting. Pricing is also based on the current CES contract pricing method. The job would entail two four day work weeks to complete, and would be done on the days we are closed. Mr. Sedillo has been with the county for 23 years and he has no recollection of the ducts ever being cleaned, in this building nor the dispatch. Not having the ducts cleaned can become a health hazard. Nick gives some info from OSHA on the effects of poor Indoor Air Quality.

Commissioner Frost asks Mr. Sedillo that there is money available in the current budget that needs to be spent before the end of the fiscal year.

Nick Sedillo states, that is correct. The safety committee tries to present 2-3 projects per year for the commission. We were able to get all four projects on the list. Mr. Sedillo will be meeting with Mr. Lujan to start work on the parking lot here soon.

Amanda Tenorio states that these projects were budgeted in this year budget through the infrastructure fund.

Belinda Garland states that this request should not have been placed on this request. This had already been approved in the current year's budget and is not a request for the FY18-19 budget.

Commissioner Sanchez states that he is in favor items A, E & I. Two of the requests will generate revenue for the county and the other offers a great service to the community. It's kind of difficult to make an approval without any numbers to compare them to.

Commissioner Frost states that he agrees with Commissioner Sanchez that those 3 requests should be approved.

Amanda Tenorio states that we can use different funds from different line items. She needs to have them all approved so that she can plug them into budget for the budget hearing. At that point all of the numbers will be presented.

Belinda Garland suggest that a budget workshop be done to go over all the numbers. This will allow you to go over each item one by one and see how the money is being distributed. You can figure everything out at the work shop so that way when you get to the hearing you can just listen to public comment and then approve the budget.

Commissioner Frost likes the suggestion made by Ms. Garland to have a workshop so that we can see what the budget will look like and then pick apart things we don't like or vice versa.

It is decided that a budget workshop will take place Monday May 21st, 2018 at 1:00 pm.

ACTION TAKEN: **Commissioner Sanchez** make a motion to approve items B-K. **Commissioner Frost** seconds the motion. No further Discussion, all Commissioners in favor.
MOTION CARRIED

***County Manager Requests/Reports:**

17.) Request Approval to Pay Past Due Wal-Mart Card

Belinda Garland states that it has been brought to her attention that at one point the county had a Wal-Mart credit card that is no longer valid. Ms. Garland found out the card had never been paid and was sent to collections. By law we cannot pay a collections agency. Ms. Garland was finally able to speak with a supervisor from Wal-Mart and asked how we can resolves this issue. The supervisor suggested that Ms. Garland do a written request for Wal-Mart to buy back the debt and pay them. It is hard to determine what was charged to the card as Wal-Mart was never able to provide an invoice. So this is why it was never paid. As Ms. Garland went through the payment history, the bill was never zeroed out. It is hard to determine what was charged to the card. If the commission approves for Ms. Garland to move forward with this to write a request for Wal-Mart to buy the debt back, she is also going to negotiate with them to remove the penalty and interest. This needs to be paid. Ms. Garland states she may need to speak with the auditors to make sure that this is done properly so that there will not be an audit finding.

Commissioner Frost asks Ms. Garland what is the amount owed in the debt.

Belinda Garland states that the amount is \$813.28.

Madam Chair DuCharme asks what would be the consequences if this debt is not paid.

Belinda Garland states that she is not sure what type of authority a collections agency has against a government agency.

Commissioner Sanchez states that we need to pay this debt.

Commissioner Frost asks if the card can still be used and if pay the debt off would they allow us to use the card again.

Belinda Garland states that the card has been destroyed and suggests that if we are allowed to use the card again that we do not.

Madam Chair DuCharme asks for a motion to approve to pay the past due Wal-Mart credit card. **ACTION TAKEN: Commissioner Frost** makes a motion to approve to pay the past due Wal-Mart credit card. Commissioner Sanchez seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

18.) Update on 2015 CDBG Planning Application

Belinda Garland states that back in 2015 the county applied for a CDBG Planning Grant. The grant was awarded but nothing was ever done with the grant. When Ms. Garland took over as County Manager there was some work done on the grant, the commissioner allowed Ms. Garland to represent the county on this. Ms. Garland worked with Sandy Geysler at MRCOG, and back in January the commission signed the MOU with MRCOG as the fiscal agent on this project. She has emails from Sandy stating that DFA said everything was a go and we could work on it. When it was completed Ms. Garland was contacted by Scott Wright at DFA he advised Ms. Garland that because the grant was never worked on within 3 months of being awarded, it was no longer valid. He got Ms. Garland in contact with the deputy secretary, his boss, Jolene Slowen, and she said took responsibility for this because she never should have let it get this far and should have pulled back on it.

Ms. Garland asked for a letter advising us of what happened. The county can re-apply. If the commission wants she can bring it to the commission so that they can approve to reapply for the CDBG grant. As it stands right now the CDBG grant is gone.

Madam Chair DuCharme states that when the grant was approved, a committee was formed to help with updates of the plan. We need to contact those people that were on the committee and tell them what happened. **NO ACTION TAKEN DISCUSSION ONLY**

Belinda Garland gives her update (update hereto attached) on what she has been doing since the last commission meeting. On April 26th she worked with Ambitions on the migration from Fortis to Square9 for all scanned images. On that same day she met with the Mayors from Estancia, Mountainair, Encino, and Moriarty to discuss projects that will benefit the municipalities and the county, mainly the hiring of a Grant Coordinator. On May 1st she spoke with Jolene Slowen concerning the 2015 CDBG Grant. On May 3rd she had a meeting with Steve Guetschow and Brenda Smythe concerning the Mescalero Dam Project. On May 3rd she attended a special meeting with the Tajique Land Grant Board concerning the agreement the land grant to lease the area where the transfer station is located. On May 8th she met with Gerald Chavez in regards to the EVSWA contract. She has also been working with Kristin, legal counsel and payroll on some personal matters. Ms. Garland is continuing work with Tracy and Amanda to meet with each department head concerning the upcoming budget. She has been working with Dennis on some legal matters, working with Department Heads to discuss proposal to the FY19 budget, with department heads on grant funding, met with Steve

and Dan in regards to possible grant funding for cleanup projects, and has had discussions with the County Commissioners.

EXECUTIVE SESSION:

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

a.) Limited personnel matters pursuant to NMSA 10-15-1 H (2) regarding Dispatch Supervisor Salary

Madam Chair DuCharme asks for a motion to approve to enter into executive session. **ACTION TAKEN: Commissioner Frost** makes a motion to enter into executive session. **Commissioner Sanchez** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

EXECUTIVE SESSION ENTERED INTO AT 4:57 pm

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

RECONVENE FROM EXECUTIVE SESSION at 5:16 PM

***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 regarding Dispatch Supervisor Salary

Madam Chair DuCharme asks for a motion to approve to raise the salary of the dispatch supervisor. **ACTION TAKEN: Commissioner Frost** make a motion to approve the salary increase for the dispatch supervisor. **Madam Chair DuCharme** states that the amount to be given in the pay raise needs to be specified in the motion as well as the name of the person receiving the raise. **Commissioner Frost** withdraws his previous motion. **Madam Chair DuCharme** makes a motion to approve the salary increase Ms. Snow by \$1.16 per hour. **Commissioner Frost** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

***Adjourn**

Madam Chair DuCharme asks for a motion to adjourn the May 9th, 2018 Regular Commission Meeting. **ACTION TAKEN: Commissioner Sanchez** makes a motion to adjourn the May 9th, 2018 Regular Commission Meeting. **Commissioner Frost** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

MEETING ADJOURNED AT 5:19 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
SPECIAL COMMISSION MEETING
MAY 14, 2018**

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

Others Present: Belinda Garland, County Manager
Annette Ortiz, Deputy County Manager
Sylvia Chavez, Admin. Asst.

Call to Order:

Madam Chair DuCharme calls the meeting to order at 4:08 pm. Jesse Lucero, leads the Pledge of Allegiance and Sylvia Chavez (myself) gave the Invocation.

Approval of Meeting Agenda:

Madam Chair DuCharme asks for approval of the May 14, 2018 Special Commission Meeting Agenda. **ACTION TAKEN: Commissioner Sanchez** makes a motion to approve the May 14, 2018 meeting agenda. **Commissioner Frost** seconds the motion. No further discussion, all 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. Discuss and Set Parameters of Items to be Negotiated Reference Estancia Valley Solid Waste Contract Renegotiation

County Manager Garland requests that the Commission enter into executive session to consult with the County Attorney. Mr. Wallin was unable to attend so they will contact him via phone.

EXECUTIVE SESSION:

As Per Motion and Roll Call Vote, Pursuant to New Mexico State Statute Section 10-15-1 (H) 7, Attorney Client Privilege. The Following matters will be discussed in Closed Session:

a) Potential Litigation:

Estancia Valley Solid Waste Authority Contract

ACTION TAKEN: Commissioner Frost makes a motion to go into Executive Session.
Commissioner Sanchez seconds the motion. No further discussion, Roll Call Vote- District 1: Yes, District 2: Yes, District 3: Yes. **MOTION CARRIED.**

EXECUTIVE SESSION STARTED AT 4:15 pm

***Reconvene from Executive Session:**

Pursuant to Open Meetings Act, Section 10-15-1(H) 7, Attorney Client Privilege:

a) Potential Litigation:

Estancia Valley Solid Waste Authority Contract

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

Reconvened from Executive Session at 5:20 pm

ACTION TAKEN: Commissioner Sanchez makes a motion to authorize the negotiating team to commence negotiations supplementary considerations included relative to the agreement for solid waste collections services between Torrance County and Estancia Valley Solid Waste Authority at \$450,000.00. **Madam Chair DuCharme** seconds the motion.

Commissioner Frost states that he made the motion to go into executive to get legal advice for the negotiations with EVSWA but in the motion he did not hear any explanation for the decision that was made. Commissioner Frost's opinion is that this was an underhanded way of coming out with numbers without having any paperwork to go over and make a decision. Commissioner Frost states that he does not know very many people that would make a decision like that on a half a million dollar deal.

Public Comment:

Michael Godey, Tajique states that at the last Commission meeting County Manager Garland mentioned going over audits from EVSWA to get an accurate number. Is \$450,000.00 a good number or is it just a number being thrown out there? What needs to be done here is figure out exactly what the numbers are and decide if changes need to be made to the collection hours of operations.

Commissioner Frost states that the County talks about being transparent and following the open meetings act but without proper discussion the County is not being transparent with the motion that was made, there was no explanation of the cuts that will need to be made with that motion.

Commission votes: 2 in favor, Commissioner Frost opposed. MOTION CARRIED.

Adjourn

ACTION TAKEN: Commissioner Sanchez makes a motion to adjourn the May 14, 2018 Special Commission Meeting. **Commissioner Frost** seconds the motion. No further discussion, the Commission votes all in favor. **MOTION CARRIED.**

Meeting adjourned at 5:30 pm

Madam Chair DuCharme

Sylvia Chavez

Date

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



Consent Agenda

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

TOTAL CHECKS PRINTED 87

THE UNDERSIGNED MEMBERS OF THE TORRANCE COUNTY BOARD OF COMMISSIONERS DO CERTIFY THAT THE CLAIMS ENUMERATED ABOVE WERE APPROVED ALLOWED & DO AUTHORIZE THE WARRANTS AGAINST THE FUNDS OF TORRANCE COUNTY FOR THE SUM OF 302,284.44 ON ACCOUNT OF OBLIGATIONS INCURRED FOR THE SERVICES AS SHOWN ABOVE FOR THE PERIOD ENDING 05/17/2018 . 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 HEREBIN, THAT THEY ARE NECESSARY AND PROPER, THAT THIS VOUCHER HAS BEEN EXAMINED, THAT THE AMOUNTS CLAIMED ARE JUST, REASONABLE, AND AS AGREED AND THAT NO PART HAS BEEN PAID BY TORRANCE COUNTY.

SIGNED

ATTEST BY

James W. Frost

Javier Sanchez

Julia Ducharme

Linda Jaramillo

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

Tracy L. Sedillo

kw

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 R	103582	AIRGAS USA LLC	DIST. 2 VFD MONTHLY RENTAL FEE	406-91-2230	15918	05/09/2018		102.77
	369.34		APRIL, 2018					
			INVOICE # 9953167699					
05/10/2018			DIST. 3 VFD MONTHLY RENTAL FEE	408-91-2230	25918	05/09/2018		140.89
			APRIL, 2018					
			INVOICE # 9953229156					
			DIST. 5 VFD MONTHLY RENTAL FEE	405-91-2230	35918	05/09/2018		125.68
			APRIL, 2018					
			INVOICE # 9953167698					

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
			DIST. 2 VFD MONTHLY RENTAL FEE	401-65-2203	45918	05/09/2018		3724.88
			APRIL, 2018					
			INVOICE # 9953167699					

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 R	103583	AMBITIONS TECHNOLOGY GROUP LLC	ATG TOTAL CARE SERVERS	401-65-2203	55918	05/09/2018		38.55
	3763.43		ATG TOTAL CARE DESKTOPS/USERS	401-65-2203	55918	05/09/2018		38.55
05/10/2018			INVOICE # 6921					
			1/5/18 NEMEGAR PROSARE					
			5-PORT GIGABIT SWITCH, BLOCK					
			HOOR CONSULTING					
			INVOICE # 6882					

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
			COUNTY MANAGER MONTHLY CELL	401-10-2207	65918	05/09/2018		68.38
			INVOICE # 287281210062X04282018					
			DIST. 1 VFD MONTHLY BILL	407-91-2207	75918	05/09/2018		59.39
			INVOICE # 287272915609X04282018					

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
			PLANNING & ZONING BOARD MEETING	401-08-2205	85918	05/09/2018		61.00
			INVOICE # 8403644471					

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	103585	CAMBER, MAX	MATS.MOPS,ETC. ADMIN BLDG	401-15-2237	105918	05/09/2018		849.44
	61.00		MATS.MOPS,ETC. JUDICIAL	401-16-2237	877.84	/ /		877.84
05/10/2018			4 - QUARTERLY RESTOCK	911-80-2248	235918	05/10/2018		31263
			INVOICE # 8403644471					143.32

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
			JUDICIAL COMPLEX MAINT	911-DISPATCH CENTER	143.32			
			TC ANIMAL SHELTER MONTHLY BILL	401-82-2209	125918	05/09/2018		134.72
			CLERK VOTING MACHINE STORAGE	612-20-2308	24.00	/ /		24.00

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
			WATER, SEWER, GARBAGE	402-61-2210	135918	05/09/2018		178.91

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
			ROLL OFFS	628-14-2272	145918	05/09/2018		3547.50

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
			ROLL OFFS	628-14-2272	145918	05/09/2018		3547.50

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
			ROLL OFFS	628-14-2272	145918	05/09/2018		3547.50

CR#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
	3547.50		TONS OF TIRES FOR RECYCLING					
	05/10/2018		INVOICE # 5/3/18					

RAID GRANT FY18 3547.50

01 O 103590	GOLDEN WEST INDUSTRIAL SUPPLY	LIGHT STANDS W/COB 1000	411-92-2248	175918	05/10/2018	32365	694.84
		RECHARGABLE & 4500 CORD				32365	
		PLUS SHIPPING				32365	
		INVOICE # 2090339					

1/4% FIRE EXCISE TAX 694.84

01 O 103591	GRAMM, RON	PLANNING & ZONING BOARD MEETING	401-08-2205	185918	05/10/2018		61.00
		5/2/2018					

PLANNING & ZONING 61.00

01 O 103592	GUSTIN HARDWARE INC.	ELECTRICAL, PLUMBING, ROOFING,	401-15-2215	195918	05/10/2018	32259	413.73
		AND HARDWARE SUPPLIES				32259	

ADMINISTRATIVE OFFICES 413.73

01 O 103593	HERNANDEZ, MARTY SANCHEZ	PLANNING & ZONING BOARD MEETING	401-08-2205	215918	05/10/2018		61.00
		5/2/2018					

PLANNING & ZONING 61.00

01 R 103594	HINKLE + LANDERS, PC	FY17 AUDIT FOR TORRANCE COUNTY	401-05-2109	205918	05/10/2018		50525.00
		INVOICE # 1000029312					

COUNTY COMMISSION 50525.00

01 R 103595	HOMESTEAD WATER CO.	DIST.5 VPD MONTHLY WATER BILL	405-91-2210	225918	05/10/2018		25.57
		APRIL 2018					

STATE FIRE ALLOTMENT 25.57

01 R 103596	HONSTEIN OIL CO.	TC ANIMAL SHELTER MONTHLY FUEL	401-82-2202	245918	05/10/2018		136.09
		INVOICE # Z22230					
		F2Z MONTHLY FUEL	685-08-2202	255918	05/10/2018		161.59
		INVOICE # Z22230					

ANIMAL SHELTER 136.09

01 O 103597	JUNIOR'S TIRE & AUTO PARTS INC.	TIRE REPAIR P2-3	685-08-2201	265918	05/10/2018	32414	12.50
		TWP #040118 4/16/18					
		INVOICE # 172944					

PLANNING & ZONING 161.59

01 O 103598	KAUFMANS WEST LLC	BUILDUP PROOF VEST	420-74-2236	275918	05/10/2018	31359	850.00
		TRAUMA PLATE				31359	
		Z. FORNEMENTO				31359	
		INVOICE # 14610L					
		ACADEMY UNIFORMS -	401-50-2236	285918	05/10/2018	31643	1850.66

PLANNING & ZONING 12.50

PLANNING & ZONING 12.50

PLANNING & ZONING 12.50

PLANNING & ZONING 12.50

PLANNING & ZONING 12.50

PLANNING & ZONING 12.50

PLANNING & ZONING 12.50

PLANNING & ZONING 12.50

PLANNING & ZONING 12.50

CR#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
			SWEATPANTS, SWEATSHIRTS, SHORTS, T-SHIRTS, BDU PANTS, BDU SHIRTS, BDU HATS, SCREENPRINTING, VELLORO NAME TAGS COLLIER, PINNICK				31843	

TRANSPORTATION OF PRIS	850.00	COUNTY SHERIFF	1650.66					
01 O 103599		LANGFELL, GAIL	PLANNING & ZONING BOARD MEETING	401-08-2205	295918	05/10/2018		61.00
	61.00		5/2/2018					

PLANNING & ZONING	61.00							
01 O 103600		LAASON, BILL	PLANNING & ZONING BOARD MEETING	401-08-2205	305918	05/10/2018		61.00
	61.00		5/2/2018					

PLANNING & ZONING	61.00							
01 R 103601		LOBO INTERNET SERVICES LTD	WIRELESS INTERNET SERVICE	401-82-2272	325918	05/10/2018		48.46
	794.20		MAY, 2018					
			INVOICE # 101 452					
			DISPATCH MONTHLY BILL	911-80-2272	335918	05/10/2018		148.07
			MAY, 2018					
			INVOICE # 101341					
			FIRE, MONTHLY BILL	408-91-2272	345918	05/10/2018		156.15
			INVOICE # 101339	409-91-2272		/ /		81.15
				405-91-2272		/ /		81.15
				406-91-2272		/ /		76.15
				413-91-2272		/ /		36.15
			COMMISSION WIRELESS INTERNET	401-65-2203	355918	05/10/2018		166.92
			INVOICE # 101326					

ANIMAL SHELTER	48.46	911-DISPATCH CENTER	148.07	STATE FIRE ALLOTMENT	430.75			
INFORMATION TECHNOLOGY	166.92							

01 O 103602		LURE ARNOLD	TREATMENT CONTRACT	605-02-2282	375918	05/10/2018		300.00
	308.00		APRIL, 2018					

DWI LOCAL GRANT FY18	300.00							
01 O 103603		LYNCH, CATHERINE	PLANNING & ZONING BOARD MEETING	401-08-2205	365918	05/10/2018		61.00
	61.00		5/2/2018					

PLANNING & ZONING	61.00							
01 R 103604		MARKETING STRATEGIES INC	COMMUNICATION CARDS, EMERGENCY	604-83-2248	385918	05/10/2018	32311	507.00
	507.00		SUPPLY KIT, PREPARATION POSTERS					
			INVOICE # 2715, 2714, 2732				32311	

COMMUNICATIONS/EMS TAX	507.00							
01 O 103605		MASTER, TRACEY	INQW/BOC COAK	605-03-2205	395918	05/10/2018		560.36
	560.36		HOBBS, NW APRIL-MAY, 2018					

DWI DISTRIBUTION GRANT	560.36							
------------------------	--------	--	--	--	--	--	--	--

CHK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	103606	MORINARY FOODS	REBAR FOR OPEN HOUSE DIST. 1/4 & 5-APRIL, 21 2018 INVOICE # 2909,2831	411-92-2248	405918	05/10/2018		118.96

1/4 FIRE EXCISE TAX	118.96							
01 O	103607	MOUNTAINAIR, TOWN OF	MOUNTAINAIR SENIOR CENTER WATER/SAS	401-05-2210 401-05-2209	415918	05/10/2018		81.75 247.40

COUNTY COMMISSION	329.15							
01 O	103608	NM ASSOCIATION OF COUNTIES	NEW MEXICO ASSOCIATION OF COUNTIES CONFERENCE IN SOCORRO, NM (A. TENORIO, K. HERNANDEZ, N. SERRILLO)	401-55-2266 401-27-2266	428918	05/10/2018		32412 32412 200.00 32412

FINANCE DEPARTMENT	375.00	PURCHASING DEPARTMENT	200.00					
01 O	103609	NM COUNTY INSURANCE AUTHORITY	LAW ENFORCEMENT POOL CONTRIBUTION FOR THE PERIOD JAN 1 - DEC 31, 2018 INVOICE # LB000541	401-50-2212	435918	05/10/2018		151491.00

COUNTY SHERIFF	151491.00							
01 O	103610	NM PROPANE	TANK RENT-500 GAL. 4/2/17-3/31/17 INVOICE # 3078011249	407-91-2209	445918	05/10/2018		71.07

STATE FIRE ALLIANCE	71.07							
01 O	103611	NMSU, REGENTS OF	DECAUTION FOR BABIES TESTING	401-82-2272	505918	05/10/2018		32218

ANIMAL SHELTER	35.00							
01 O	103612	OFFICE DEPOT INC.	BALANCE BAL CHAIR LEG EXTENDERS INVOICE # 128410577001 128410578001	609-30-2219	465918	05/10/2018		32337 32337 83.68

COUNTY TREASURER	83.68							
01 O	103613	OSKIN INC.	DISPATCH SCHEDULED SERVICE MAY 2018 INVOICE # 170003713	911-80-2215	475918	05/10/2018		124.23

911-DISPATCH CENTER	124.23							
01 O	103614	PLATBAU WIRELESS	CIRCUIT LINES FOR FIBROPTIC 5/1/18-5/31/18 INVOICE # 8568685	401-65-2203	485918	05/10/2018		1914.59

INFORMATION TECHNOLOGY 1914.59
 01 O 103615 PRESBYTERIAN MEDICAL SERVICES WFC RPHCA CONTRACT-FEB, 2018 616-18-2272 495918 05/10/2018 5508.36
 5508.36 INVOICE # 22018

CK# DATE Name Description Line Item Invoice # DATE PO # Amount

05/10/2018 5508.36

RRHOA GRANT FY18 5508.36

01 V 103616 PUBLIC EMPLOYEES RETIREMENT LAWPERA LE DED PAYDAY 401-50-2101 675918 05/10/2018 224.45

5567.01 PERA LE DED PAYDAY 401-50-2102 1559.05

05/10/2018 PERA LE DED PAYDAY 401-50-2105 15.53

PERA LE DED PAYDAY 420-74-2102 703.80

PERA LE MATCH PAYDAY 401-50-2063 2202.21

PERA LE MATCH PAYDAY 420-74-2102 725.92

PERA LE DED PAYDAY 401-50-2102 135.20

PERA LE DED PAYDAY 401-50-2102 .85

COUNTY SHERIFF 4002.09 TRANSPORTATION OF PRIS 1564.92
 01 O 103617 QUEST CORPORATION FIRE ADMIN. MONTHLY BILL APRIL 413-91-2207 95918 05/09/2018 288.00
 2016.50 DIST. 3 VPD MONTHLY BILL 408-91-2207 296.68
 05/10/2018 DIST. 4 VPD MONTHLY BILL 409-91-2207 170.09
 DIST. 2 VPD MONTHLY BILL 406-91-2207 213.45
 DISPATCH MONTHLY BILL 911-80-2207 538.22
 TC ANIMAL SHELTER MONTHLY BILL 401-82-2207 263.10
 MANAGER MONTHLY BILL 401-10-2207 191.37
 CLERK MONTHLY BILL 401-20-2207 55.59

STATE FIRE ALLOTMENT 968.22 911-DISPATCH CENTER 538.22 ANIMAL SHELTER 263.10
 COUNTY MANAGER 191.37 COUNTY CLERK 55.59

01 O 103618 REGISTRATION MAX, LLC. PATENTARY SOFTWARE PROGRAM 412-53-2272 455918 05/10/2018 32420 500.00
 500.00 1 YEAR SUBSCRIPTION INVOICE # 2435 32420

COUNTY FAIR 500.00
 01 R 103619 REMBER, WARREN T DISTRICT 3 MAIN STATION 408-91-2215 625918 05/10/2018 32393 1128.00
 3197.00 REPLACE DOOR ENTRANCE, USING EXISTING KEYPAD LOCK 32393
 1-3068 5 3/8" DOOR FRAME 32393
 3-4" HINGES 32393
 1 - DESING CLOSER 32393
 PUMP FOR WATER TANK, SQUARE D 409-91-2218 635918 05/10/2018 32382 389.00
 SELECTOR SWITCH, KEVED CONTRACTOR 32382
 2 POLE 110 COLL, AND LABOR 32382
 DISTRICT 5 MAIN 405-91-2215 645918 05/10/2018 32392 1680.00
 REPLACE 10 METAL HALIDE FIXTURES WITH 10-45 WATT LED EQUIVALENT 32392
 TO 100 WATT METAL HALIDE 32392

STATE FIRE ALLOTMENT 3197.00
 01 O 103620 RICOH USA, INC BLACK, WHITE & COLOR COPIES 690-09-2218 515918 05/10/2018 43.79
 43.79 3/1/18-3/31/18 INVOICE # 5051831162

05/10/2018
 WIND PRIN 43.79

01 O 103621 RICOH USA, INC CLERK-LEASE PAYMENT & IMAGES 612-20-2203 525918 05/10/2018 65.25
 65.25 MFC2504 INVOICE # 100474511

05/10/2018
 COUNTY CLERK 65.25

CHK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 0	103622	RMS SERVICES	MAINTENANCE CONTRACT ADMN.BLDG	401-15-2203	535918	05/10/2018		1222.01
			MAINTENANCE CONTRACT JUDICIAL	401-16-2203	/ /			870.91
			APRIL, 2018					
			ONVOICE # 3393,3394					

ADMINISTRATIVE OFFICES	1222.01	JUDICIAL COMPLEX MAINT	870.91
01 0	103623	SABBA HOLDINGS, INC.	DL MONITORING AND BACKROUND
			4/1/18-4/30/18
			INVOICE # INV00078982
			4/1/18-4/30/18
			INVOICE # 3393,3394

STATE FIRE ALLOTMENT	122.55							
01 0	103624	SPALDS BUSINESS ADVANTAGE	4 SANDWICH BOARDS AND MARKERS	605-03-2219	555918	05/10/2018	32299	739.02
			INVOICE # 3375700490					
			INVOICE # 3375867519					

DWI DISTRIBUTION GRANT	739.02							
01 0	103625	TI ENTERPRISES AUTO SUPPLY	PARTS FOR DEPARTMENT VEHICLE	402-60-2201	565918	05/10/2018	32340	1261.28
			REPAIRS, OIL, FILTERS, TOOLS,				32340	
			FLUIDS, BELTS, FUSES, COOLANTS,				32340	
			PLUGS, FUNNELS, GASKETS.				32340	
			INVOICE # 035670,03623					

COUNTY ROAD DEPARTMENT	1261.28							
01 0	103626	TRIDIC INC.	MONTHLY CONTRACT CHARGES	401-65-2203	575918	05/10/2018		4779.33
			INVOICE # 101326					

INFORMATION TECHNOLOGY	4779.33							
01 0	103627	TWO GUNZ CUSTOMZ & HYDROGRAPHICSDS	INSTALLATION OF DOOR DECALS	406-91-2218	585918	05/10/2018	32383	250.00
			DRIVER & PASSENGER SIDES				32383	
			INVOICE # 1349					
			FD-1-2007 B350 VAN	413-91-2248	595918	05/10/2018	32162	2475.00
			FEDERAL SIGNAL LEGEND LIGHT BAR				32162	
			RED/AMBER LIGHTING				32162	
			INVOICE # 1345					

STATE FIRE ALLOTMENT	2725.00							
01 R	103628	MALLEN LAW FIRM, THE	TELEPHONE CONFERENCES	401-05-2273	605918	05/10/2018		1041.88
			COMMUNICATE WITH BOND COUNSEL					
			REVIEW APRIL, 2018					
			INVOICE # 8639					
			GENERAL BUSINESS	401-05-2275	615918	05/10/2018		11036.89
			APRIL 2-APRIL 30, 2018					
			INVOICE # 8638					

COUNTY COMMISSION	12078.77							
01 0	103629	WESTERN TRAILS VETERINARY INC.	LARGE, SMALL, STERILIZATIONS	401-82-2272	655918	05/10/2018		420.00
			INVOICE # 123705,124333					

COUNTY COMMISSION	12078.77							
01 0	103629	WESTERN TRAILS VETERINARY INC.	LARGE, SMALL, STERILIZATIONS	401-82-2272	655918	05/10/2018		420.00
			INVOICE # 123705,124333					

COUNTY COMMISSION	12078.77							
01 0	103629	WESTERN TRAILS VETERINARY INC.	LARGE, SMALL, STERILIZATIONS	401-82-2272	655918	05/10/2018		420.00
			INVOICE # 123705,124333					

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 0	103630	WILLARD, VILLAGE OF	MONTHLY WATER,SEWER BILL	418-91-2210	665918	05/10/2018		54.33
			3/26/18-4/24/18					

STATE FIRE ALLOTMENT 54.33								
01 0	103631	MS DARRBY & CO	50' ECO-10 (1 3/4") FIRE HOSE	406-91-2248	115918	05/09/2018	32354	1058.84
			PLUS SHIPPING				32354	
			INVOICE # 17321917					

STATE FIRE ALLOTMENT 1058.84								
01 0	103632	4 RIVERS EQUIPMENT, LLC	770CH ROAD GRADER, BRAKE VALVE	402-60-2244	155918	05/09/2018	32380	2021.39
			INVOICE # 443584,449537,449541					
			INVOICE # 449537,449541					

COUNTY ROAD DEPARTMENT 2021.39								
01 0	103633	4 RIVERS EQUIPMENT, LLC	PART FOR DYNAPAC STEEL WHEEL	402-60-2244	165918	05/10/2018	32300	272.90
			VIBRATORY ROLL				32300	
			INVOICE # 449537,449541					

COUNTY ROAD DEPARTMENT 272.90								
01 0	103634	ARAGON, JULIANITA	HOME VISITING IN TORRANCE COUNTY	629-49-2205	351418	05/14/2018		170.10
			MEETINGS IN ALBUQUERQUE					
			APRIL, 2018					

HOME VISITING GRANT FY 170.10								
01 0	103635	PRSBYTERIAN MEDICAL SERVICES	MARCH MHC RPHCA CONTRACT	616-18-2272	151418	05/14/2018		5508.36
			INVOICE # 32018					

RPHCA GRANT FY18 5508.36								
01 R	103636	PUBLIC EMPLOYEES RETIREMENT	LAMPERA IE DED PAYDAY	401-50-2101	675918	05/10/2018		224.45
			PERA IE DED PAYDAY	401-50-2102	/	/		1559.05
			PERA IE DED PAYDAY	401-50-2105	/	/		15.53
			PERA IE DED PAYDAY	420-74-2102	/	/		703.80
			PERA IE MATCH PAYDAY	401-50-2063	/	/		2202.21
			PERA IE MATCH PAYDAY	420-74-2063	/	/		725.92
			PERA IE MATCH PAYDAY	420-74-2102	/	/		135.20

COUNTY SHERIFF 4001.24 TRANSPORTATION OF PRIS 1564.92								
01 0	103637	PUBLIC EMPLOYEES RETIREMENT	LAMPERA IE DED PAYDAY	401-50-2102	685918	05/10/2018		.85
			PERA IE DED PAYDAY	401-50-2102	/	/		.85

COUNTY SHERIFF 0.85								
01 R	103638	SEDDILO, NOAH	ALBUQUERQUE PROCUREMENT TRAININ	401-27-2205	251418	05/14/2018		160.00
			MAY, 2018					

PURCHASING DEPARTMENT 160.00								
01 0	103639	LEXISNEXIS RISK SOLUTIONS	ADDRESS SEARCH ENGINE	609-30-2272	315918	05/10/2018		54.09
			APRIL, 2018					

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	AMOUNT
05/14/2018			INVOICE # 1658127/20180430					

COUNTY TREASURER 54.09								
01 O	103677		ABILITIES TECHNOLOGY GROUP LLC 3M SOLVENT PRINTED VINYL 1.75"	600-06-2248	151618	05/16/2018	32291	396.00
			396.00				32291	
			CIRCLE-CUT STICKERS W/3MIL MATTE				32291	
			LAMINATION OUTDOOR COUNTY LOGO				32291	
			SAFETY COMMITTEE LOGO				32291	
			INVOICE # 12024					

RISK MANAGEMENT 396.00								
01 O	103678		APPLE MOUNTAIN PRINTS	401-21-2221	251618	05/16/2018	32203	133.55
			133.55				32203	
			SINGS FOR NEW ABSENTEE / EARLY					
			VOTING STRE					
			INVOICE # 1024					

ELECTIONS 133.55								
01 O	103679		CINTAS CORPORATION NO. 2	600-06-2248	451618	05/16/2018	32215	295.26
			295.26				32215	
			FIRST AID KIT REFILL					
			AND SERVICE COUNTY					
			ADMINISTRATIVE OFFICES					
			INVOICE # 8403644471					

RISK MANAGEMENT 295.26								
01 O	103680		DE LAGE LANDEN FINANCIAL SERVICEPMENT, LATE FEE, INSURANCE	401-50-2218	551618	05/16/2018		299.08
			598.16					
			INVOICE # 58561861					
			MARCH-APRIL 2018					
			PAYMENT, INSURANCE, LATE FEE					
			INVOICE # 58925131					
			APRIL-MAY 2018					

COUNTY SHERIFF 598.16								
01 O	103681		DOCUMENT SOLUTIONS INC	911-80-2203	751618	05/16/2018		52.49
			52.49					
			MONTHLY COPIER MAINTENANCE					
			SUPPLIES (MARCH)					
			INVOICE # IN90590					

911-DISPATCH CENTER 52.49								
01 O	103682		DOUBLE H AUTO	406-91-2201	851618	05/16/2018	32443	115.92
			115.92				32443	
			NAPA DEK COOL ANTIFREEZE					
			DELO 400 15W40 GALLON					
			VERBAL APPROVAL BY N. SEDILLO					
			TRP#041418					
			INVOICE # 445704					

STATE FIRE ALLOTMENT 115.92								
01 O	103683		BPOOR WATER, INC.	406-91-2210	951618	05/16/2018		106.68
			106.68					
			DIST. 2 VFD MONTHLY BILL					
			APRIL 02, 2018-MAY 01, 2018					

STATE FIRE ALLOTMENT 106.68								
01 O	103684		EVSWA	402-60-2272	1051618	05/16/2018		20.00
			20.00					
			TRASH CLEAN UP					
			INVOICE # 0001093339					

COUNTY ROAD DEPARTMENT 20.00								
------------------------------	--	--	--	--	--	--	--	--

CR#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
-----	------	------	-------------	-----------	-----------	------	------	--------

			STAPLES, POST IT NOTES, MAKERS, PENS, TISSUE, BINDER CLIPS, PAPER, SCISSORS.					
			INVOICE # 3376159355, 337553740					
			337553741					

ELECTIONS	447.22	COUNTY CLERK	274.96	COUNTY TREASURER	358.96			
01 O 103700	STEINER, JOHN	EVALUATION SERVICES	605-02-2272		1551618	05/16/2018		1000.00
1000.00		MARCH & APRIL 2018						
05/17/2018		INVOICE # TC3-4-2018						

DWI LOCAL GRANT FY18	1000.00							
01 O 103701	T-MOBILE USA, INC	FINANCE MONTHLY HOTSPOT	401-55-2207		3351618	05/17/2018		47.31
4554.73		ROAD MONTHLY BILL	402-60-2207					104.20
05/17/2018		TC ANIMAL SHELTER MONTHLY BILL	401-82-2207					122.80
		DIST. 3 VED MONTHLY BILL	408-91-2207					45.32
		TC SHERIFF MONTHLY BILL	401-50-2207					2864.27
		ELECTRONIC MONITORING MONTHLY	420-73-2207					55.42
		DISPATCH MONTHLY BILL	911-60-2207					317.24
		TCPO DV MONTHLY BILL	690-09-2207					181.74
		CLERK MONTHLY BILL	401-20-2207					31.26
		DWI MONTHLY BILL	605-03-2207					45.32
		CIVIL DEFENSE MONTHLY BILL	604-83-2207					137.95
		TCPO HV MONTHLY BILL	629-49-2207					45.32
		TREASURER MONTHLY BILL	401-30-2207					15.67
		COMMISSION MONTHLY BILL	401-05-2207					90.64
		MANAGER MONTHLY BILL	401-10-2207					105.75
		MAINT. MONTHLY BILL	401-15-2207					31.26
		P&Z MONTHLY BILL	685-08-2207					31.26
		P&Z MONTHLY BILL	401-08-2207					45.32
		FIRE ADMIN. MONTHLY BILL	413-91-2207					236.68

FINANCE DEPARTMENT	47.31	COUNTY ROAD DEPARTMENT	104.20	ANIMAL SHELTER	122.80			
STATE FIRE ALLOTMENT	282.00	COUNTY SHERIFF	2864.27	COMMUNITY MONITORING	55.42			
911-DISPATCH CENTER	317.24	WIND FUEL	181.74	COUNTY CLERK	31.26			
DWI DISTRIBUTION GRANT	45.32	COMMUNICATIONS/EWS TAX	137.95	HOME VISITING GRANT FY	45.32			
COUNTY TREASURER	15.67	COUNTY COMMISSION	90.64	COUNTY MANAGER	105.75			
ADMINISTRATIVE OFFICES	31.26	PLANNING & ZONING	76.58					
01 O 103702	TJ ENTERPRISES AUTO SUPPLY	SEAT COVERS, CHEVY TRHOE 703	609-30-2201		2951618	05/17/2018		158.30
158.30		INVOICE # 36526						

COUNTY TREASURER	158.30							
01 O 103703	TJ ENTERPRISES AUTO SUPPLY	PARTS FOR EQUIPMENT REPAIRS OIL, 402-60-2244	402-60-2244		3051618	05/17/2018		114.61
114.61		FILTERS, BELTS, WIPER BLADES, WRENCHES, BRACKETS, WHEEL STUDS, CROSSBAR, LUG NUTS, COOLANTS, TOWELS, ETC.						
05/17/2018		INVOICE # 035760,035715						

COUNTY ROAD DEPARTMENT	114.61							
01 O 103704	VERIZON WIRELESS	MARCH-APRIL 2018 PHONE BILL	401-50-2207		3151618	05/17/2018		105.93
352.65		INVOICE # 9804852584						
05/17/2018		MARCH-APRIL 2018 PHONE BILL	401-50-2207		3251618	05/17/2018		246.72
		INVOICE # 9801392310						

Date: 5/17/18 11:54:15 (CHECK60)

CHECK LISTING CHECKS PRINTED MAY 4, 2018-MAY 17, 2018

Page: 12

CR# NAME

Description

Line Item

Invoice # DATE

PO #

Amount

COUNTY SHERIFF 352.65

01 0 103705 2815.18

INTEGRATED TECHNOLOGIES CORP

TWO 8 CHANNEL WIRELESS MIXERS 620-94-2215

1351618 05/16/2018

32338

2815.18

WIRELESS MICROPHONE, WIRED
MICROPHONE, ALL ACCESSORIES &
CABLING REPLACEMENT PROJECTOR

32338

BUILD, AND TAX

32338

INVOICE # 118-20-0013

INFRASTRUCTURE GROSS R 2815.18

87 302284.44 / /

TOTAL

8382.19 VOIDS

** GRAND TOTAL ** 302,284.44 .00

**TOTAL GENERAL FUND 246,176.05 .00

**DEPT 401-05-2109 COUNTY COMMISSION 65,880.78 .00
 401-05-2207 COUNTY ADULT 50,525.00 .00
 401-05-2209 TELECOMMUNICATIONS 447.86 .00
 401-05-2210 HEATING/GAS/PROPANE 247.40 .00
 401-05-2243 WATER/SEWER/TRASH 81.75 .00
 401-05-2273 KRM COMMUNITY FOUNDATION 501G3 2,500.00 .00
 401-05-2275 IRB LEGAL SERVICES 1,041.88 .00
 401-05-2275 LEGAL SERVICES 11,036.89 .00

**DEPT 401-08-2203 PLANNING & ZONING 768.77 .00
 401-08-2205 MAINTENANCE CONTRACTS 357.45 .00
 401-08-2207 MILEAGE/PER DIEM 366.00 .00
 401-08-2207 TELECOMMUNICATIONS 45.32 .00

**DEPT 401-10-2207 COUNTY MANAGER 365.50 .00
 401-10-2207 TELECOMMUNICATIONS 365.50 .00

**DEPT 401-15-2203 ADMINISTRATIVE OFFICES MAINTENAN 2,516.44 .00
 401-15-2207 MAINTENANCE CONTRACTS 1,222.01 .00
 401-15-2215 TELECOMMUNICATIONS 31.26 .00
 401-15-2237 BUILDING MAINTENANCE/REPAIR 413.73 .00
 401-15-2237 CLEANING SERVICE 849.44 .00

**DEPT 401-16-2203 JUDICIAL COMPLEX MAINTENANCE 1,748.75 .00
 401-16-2237 MAINTENANCE CONTRACTS 870.91 .00
 401-16-2237 CLEANING SERVICE 877.84 .00

**DEPT 401-20-2207 COUNTY CLERK 361.81 .00
 401-20-2207 TELECOMMUNICATIONS 86.85 .00
 401-20-2219 OFFICE SUPPLIES 274.96 .00

**DEPT 401-21-2219 ELECTIONS 665.31 .00
 401-21-2219 OFFICE SUPPLIES 447.22 .00
 401-21-2221 PRINTING/PUBLISHING/ADVERTISING 218.09 .00

**DEPT 401-27-2205 PURCHASING DEPARTMENT 360.00 .00
 401-27-2266 MILEAGE/PER DIEM 160.00 .00
 401-27-2266 TRAINING 200.00 .00

**DEPT 401-30-2203 COUNTY TREASURER 343.11 .00
 401-30-2203 MAINTENANCE CONTRACTS 270.39 .00
 401-30-2207 TELECOMMUNICATIONS 72.72 .00

**DEPT 401-50-2063 COUNTY SHERIFF 160,958.83 .00
 401-50-2101 PERA MATCHING 2,202.21 .00
 401-50-2102 Elected Official's Salary 224.45 .00
 401-50-2102 Full Time Salaries 1,559.90 .00
 401-50-2105 Shift Differential/Holiday 15.53 .00

401-50-2207 TELECOMMUNICATIONS 3,216.92 .00
 401-50-2212 PROPERTY/LIABILITY INSURANCE 151,491.00 .00
 401-50-2218 EQUIPMENT MAINTENANCE/REPAIR 598.16 .00
 401-50-2236 UNIFORMS 1,650.66 .00

**DEPT 401-55-2207 FINANCE DEPARTMENT 422.31 .00
 401-55-2266 TELECOMMUNICATIONS 47.31 .00
 401-55-2266 TRAINING 375.00 .00

**DEPT INFORMATION TECHNOLOGY DEPARTMENT 10,624.27
 MAINTENANCE CONTRACTS 10,624.27
 401-65-2203

**DEPT ANIMAL SHELTER 1,160.17
 VEHICLE FUEL 136.09
 TELECOMMUNICATIONS 385.90
 HEATING/GAS/PROPANE 134.72
 PROFESSIONAL SERVICES 503.46
 401-82-2202
 401-82-2207
 401-82-2209
 401-82-2272

**TOTAL ROAD FUND 4,069.61

**DEPT COUNTY ROAD DEPARTMENT 3,890.70
 VEHICLE MAINTENANCE/REPAIR 1,261.28
 TELECOMMUNICATIONS 200.52
 MACHINERY MAINTENANCE/REPAIR 2,408.90
 PROFESSIONAL SERVICES 20.00
 402-60-2244
 402-60-2244
 402-60-2272

**DEPT COUNTY ROAD SHOP 178.91
 WATER/SEWER/TRASH 178.91
 402-61-2210

**TOTAL DISTRICT 5 VPD 3,065.98

**DEPT STATE FIRE ALLOTMENT 3,065.98
 TELECOMMUNICATIONS 361.31
 WATER/SEWER/TRASH 25.57
 BUILDING MAINTENANCE/REPAIR 1,680.00
 MEDICAL SUPPLIES 125.68
 TRAINING 638.84
 PROFESSIONAL SERVICES 234.58
 405-91-2207
 405-91-2210
 405-91-2215
 405-91-2230
 405-91-2266
 405-91-2272

**TOTAL DISTRICT 2 VPD 2,403.74

**DEPT STATE FIRE ALLOTMENT 2,403.74
 VEHICLE MAINTENANCE/REPAIR 115.92
 TELECOMMUNICATIONS 213.45
 WATER/SEWER/TRASH 106.68
 EQUIPMENT MAINTENANCE/REPAIR 250.00
 CLEANING SUPPLIES 7.08
 MEDICAL SUPPLIES 102.77
 SAFETY EQUIPMENT 1,058.84
 TRAINING 319.42
 PROFESSIONAL SERVICES 229.58
 406-91-2201
 406-91-2207
 406-91-2210
 406-91-2218
 406-91-2220
 406-91-2230
 406-91-2248
 406-91-2266
 406-91-2272

**TOTAL DISTRICT 1 VPD 283.89

**DEPT STATE FIRE ALLOTMENT 283.89
 TELECOMMUNICATIONS 59.39
 HEATING/GAS/PROPANE 71.07
 PROFESSIONAL SERVICES 153.43
 407-91-2207
 407-91-2209
 407-91-2272

**TOTAL DISTRICT 3 VPD 2,080.18

**DEPT STATE FIRE ALLOTMENT 2,080.18
 TELECOMMUNICATIONS 342.00
 BUILDING MAINTENANCE/REPAIR 1,128.00
 MEDICAL SUPPLIES 140.89
 TRAINING 159.71
 PROFESSIONAL SERVICES 309.58
 408-91-2207
 408-91-2215
 408-91-2230
 408-91-2266
 408-91-2272

**TOTAL DISTRICT 4 VPD 793.67

**DEPT STATE FIRE ALLOTMENT 793.67 .00
 409-91-2207 TELECOMMUNICATIONS 170.09 .00
 409-91-2218 EQUIPMENT MAINTENANCE/REPAIR 389.00 .00
 409-91-2272 PROFESSIONAL SERVICES 234.58 .00
 **TOTAL COUNTY FIRE PROTECTION FUND 813.80 .00

**DEPT 1/4% FIRE EXCISE TAX 813.80 .00
 411-92-2248 SAFETY EQUIPMENT 813.80 .00
 **TOTAL COUNTY FAIR 850.00 .00

**DEPT COUNTY FAIR 850.00 .00
 412-53-2272 PROFESSIONAL SERVICES 850.00 .00
 **TOTAL FIRE DEPARTMENT ADMIN 4,110.36 .00

**DEPT STATE FIRE ALLOTMENT 4,110.36 .00
 413-91-2207 TELECOMMUNICATIONS 524.68 .00
 413-91-2248 SAFETY EQUIPMENT 2,475.00 .00
 413-91-2266 TRAINING 798.55 .00
 413-91-2272 PROFESSIONAL SERVICES 312.13 .00

**TOTAL DISTRICT 6 VEPD 435.21 .00
 **DEPT STATE FIRE ALLOTMENT 435.21 .00
 418-91-2207 TELECOMMUNICATIONS 227.46 .00
 418-91-2210 WATER/SEWER/TRASH 54.33 .00
 418-91-2272 PROFESSIONAL SERVICES 153.42 .00

**TOTAL JAIL FUND 2,470.34 .00
 **DEPT COMMUNITY MONITORING 55.42 .00
 420-73-2207 TELECOMMUNICATIONS 55.42 .00

**DEPT TRANSPORTATION OF PRISONERS 2,414.92 .00
 420-74-2063 PERA WATCHING 725.92 .00
 420-74-2102 FULL TIME SALARIES 839.00 .00
 420-74-2236 UNIFORMS 850.00 .00

**TOTAL SAFETY PROGRAM 691.26 .00
 **DEPT RISK MANAGEMENT 691.26 .00
 600-06-2248 SAFETY EQUIPMENT 691.26 .00

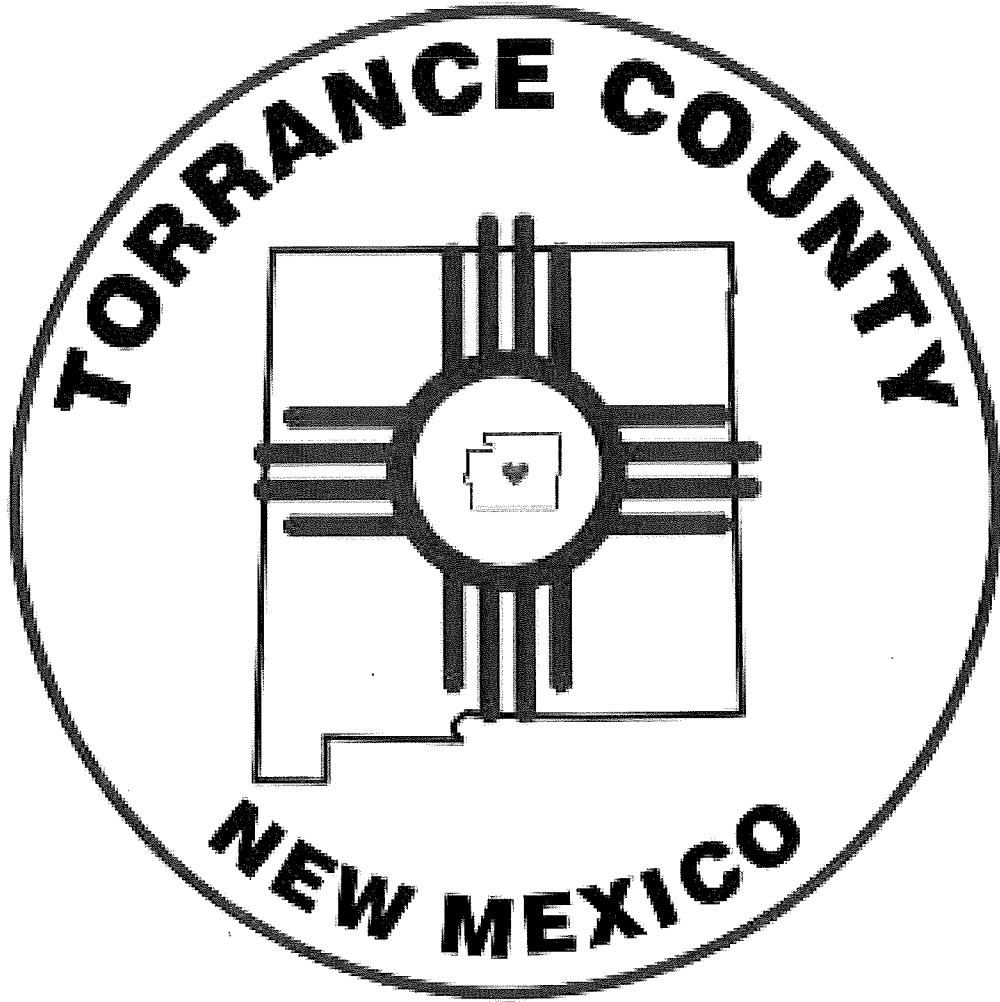
**TOTAL CIVIL DEFENSE FUND 644.95 .00
 **DEPT COMMUNICATIONS/EWS TAX 644.95 .00
 604-83-2207 TELECOMMUNICATIONS 137.95 .00
 604-83-2248 SAFETY EQUIPMENT 507.00 .00

**TOTAL DWI PROGRAM FUND 2,644.70 .00
 **DEPT DWI LOCAL GRANT FY18 1,300.00 .00
 605-02-2272 PROFESSIONAL SERVICES 1,000.00 .00
 605-02-2282 TREATMENT CONTRACTS 300.00 .00

**DEPT DWI DISTRIBUTION GRANT FY18 1,344.70 .00
 605-03-2205 MILEAGE/PER DIEM 560.36 .00
 605-03-2207 TELECOMMUNICATIONS 45.32 .00

605-03-2219	OFFICE SUPPLIES	739.02	.00
**TOTAL	TREASURER'S FEE	655.03	.00
**DEPT	COUNTY TREASURER	655.03	.00
609-30-2201	VEHICLE MAINTENANCE/REPAIR	158.30	.00
609-30-2219	OFFICE SUPPLIES	442.64	.00
609-30-2272	PROFESSIONAL SERVICES	54.09	.00
**TOTAL	CLERK'S EQUIPMENT FUND	562.78	.00
**DEPT	COUNTY CLERK	562.78	.00
612-20-2203	MAINTENANCE CONTRACTS	538.78	.00
612-20-2308	VOTING MACHINE STORAGE	24.00	.00
**TOTAL	RPRCA GRANT	11,016.72	.00
**DEPT	RPRCA GRANT FY18	11,016.72	.00
616-18-2272	PROFESSIONAL SERVICES	11,016.72	.00
**TOTAL	COUNTY INFRASTRUCTURE GRANT	2,815.18	.00
**DEPT	INFRASTRUCTURE GROSS RECEIPTS TX	2,815.18	.00
620-94-2215	BUILDING MAINTENANCE/REPAIR	2,815.18	.00
**TOTAL	RECYCLING & ILLEGAL DUMPING GRANT	3,547.50	.00
**DEPT	RAID GRANT FY18	3,547.50	.00
628-14-2272	PROFESSIONAL SERVICES	3,547.50	.00
**TOTAL	HOME VISITING GRANT	215.42	.00
**DEPT	HOME VISITING GRANT FY18	215.42	.00
629-49-2205	MILEAGE/PER DIEM	170.10	.00
629-49-2207	TELECOMMUNICATIONS	45.32	.00
**TOTAL	P&S COURT FEES	205.35	.00
**DEPT	PLANNING & ZONING	205.35	.00
685-08-2201	VEHICLE MAINTENANCE/REPAIR	12.50	.00
685-08-2202	VEHICLE FUEL	161.59	.00
685-08-2207	TELECOMMUNICATIONS	31.26	.00
**TOTAL	DOMESTIC VIOLENCE GRANT	225.53	.00
**DEPT	WIND PILFT	225.53	.00
690-09-2207	TELECOMMUNICATIONS	181.74	.00
690-09-2218	EQUIPMENT MAINTENANCE/REPAIR	43.79	.00
**TOTAL	LEGISLATIVE APPROPRIATIONS	9,912.40	.00
**DEPT	LEGISLATIVE PROJECTS	9,912.40	.00
803-59-2637	ALA-1280 SNR CNTR MENTL EQUIPMENT	9,912.40	.00
**TOTAL	EMERGENCY-911 FUND	1,594.79	.00
**DEPT	911-DISPATCH CENTER	1,323.57	.00
911-80-2203	MAINTENANCE CONTRACTS	52.49	.00
911-80-2207	TELECOMMUNICATIONS	885.46	.00
911-80-2215	BUILDING MAINTENANCE/REPAIR	124.23	.00
911-80-2248	SAFETY EQUIPMENT	143.32	.00

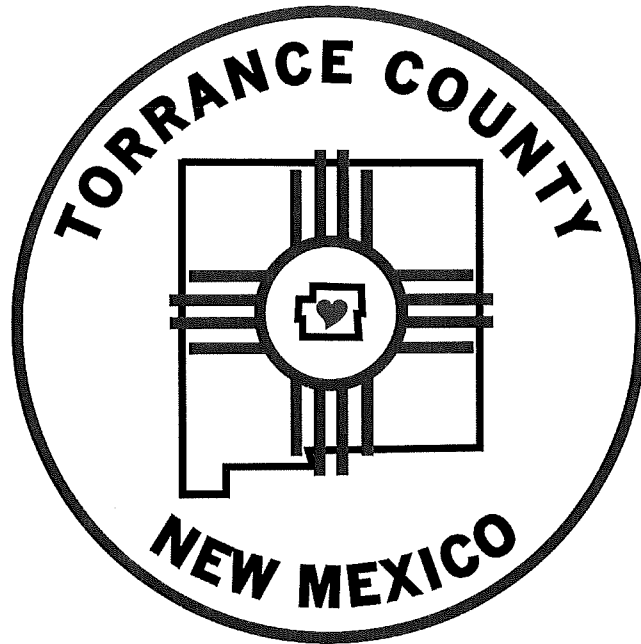
	DEBITS	CREDITS
911-80-2272	PROFESSIONAL SERVICES	148.07
**DBPT	DPA TRAINING GRANT	271.22
911-85-2266	TRAINING	271.22
BANK01	WELLS FARGO	302,284.44
	** BANK TOTALS **	302,284.44
		.00
		.00
		.00



*Agenda Item
No. 1*



Agenda Item
No. 2



UPDATES

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



Agenda Item
No. 3



*Agenda Item
No. 4*



Agenda Item
No. 5

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



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

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

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

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

Name: Fred Sanchez N.M. Building Trades
First Last Department / Company / Organization Name

Today's Date: 5-14-18 Mailing Address: 31 Camino Del Norte Tighe
(Departments/employees of Torrance County need not include their address)

Telephone number/Extension: 705-4045 Fax Number: _____
Would you like this Agenda Faxed to you? Yes No

Email Address: ChicanoCowboy@gmail.com

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

Brief explanation of business to be discussed:

Discus Right To work ordinance proposal

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

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

Has this been reviewed by the County Attorney? YES NO

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

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

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

Other: _____



Agenda Item
No. 6

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



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

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

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

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

Name: Julia DuCharme Commission
First Last Department / Company / Organization Name

Today's Date: 5-14-18 Mailing Address: _____
(Departments/employees of Torrance County need not include their address)

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

Email Address: _____

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

Brief explanation of business to be discussed:

Discussion and proposal for Torrance County Right
To Work Ordinance

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

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

Has this been reviewed by the County Attorney? YES NO

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

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

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

Other: _____



Agenda Item

No. 7



Agenda Item
No. 8



Agenda Item
No. 9



Scope of Work for the Estancia Valley Youth and Family Council

*Updated May 11, 2018 *

This agreement is between Aspen Solutions, LLC and **Torrance County for the Estancia Valley Youth and Families Council**, herein referred to as 'Customer.' To reach Aspen Solutions please contact Natalie Skogerboe, Owner and Director at #505-239-0613 or n.skogerboe@gmail.com. Written inquiries may be mailed to Aspen Solutions, 4029 Painted Pony Circle, Santa Fe NM 87507.

Contact Information

Aspen Solutions, LLC	Natalie Skogerboe, Owner & Director	
	4029 Painted Pony Circle, Santa Fe, NM 87507	
	#505-239-0613	
	n.skogerboe@gmail.com	

Tax Information:

Tax Information	New Mexico CRS	03-240132-00-9
	Federal Tax ID (FEIN)	45-4072252

I. PURPOSE, GOALS AND OBJECTIVES

PURPOSE: Assist the Estancia Valley Youth and Family Council (Formerly Tri-County Juvenile Justice Board) with obtaining the information needed to positively impact and enhance the lives of youth in the community.

GOAL: Update the EVYFC's Assessment and Strategic Plan

OBJECTIVES:

1. Obtain updated data related to juvenile justice in the Estancia Valley area
2. Update and identify EVYFC priorities
3. Identify strategies to address priorities for the EVYFC's strategic plan
4. Facilitate EVYFC retreat to finalize the strategies and next steps
5. Write and submit a strategic plan for EVYFC for fiscal year FY19

II. ACTIVITIES

Assessment:

1. Review current JJB plans and existing data related to possible priority areas.
2. Document key risk and protective factors related to Estancia Valley Juvenile Justice population and identify possible priority areas and gaps in data.
3. Summarize key data findings in succinct and clear manner.

Plan Development:



4. Maintain communication with the CYFD Coordinator and board members on progress, timelines, and additional information that may be needed.
5. Participate in EVYFC meetings as appropriate.
6. Compile draft of plan and suggested strategies for input by EVYFC members/planning subcommittee.
7. Facilitate a board retreat with EVYFC to gather input on strategies and next steps and finalize the plan.
8. Update plan as needed and submit final Estancia Valley Youth and Family Council plan to Coordinator by June 30, 2018.

III. PAYMENT

- 1) The EVYFC shall make payments according to invoices submitted by Aspen Solutions according to work completed, not to exceed the amount indicated in Section IV.
- 2) Aspen Solutions shall submit a final invoice, via email to **Jenea Ortiz** at jenea14@hotmail.com by June 30, 2018 and include a description of completed work.

IV. CONSIDERATION

Therefore, in consideration for the sum of three thousand five hundred dollars, plus GRT, Aspen Solutions LLC will provide the activities described in Section II and outlines below.

Category	Description	Amount
Assessment and Planning	Review existing assessment data related to EVYFC priorities and population and summarize key data findings and draft/outline a strategic plan.	\$500
Retreat Facilitation	Work with the CYFD Coordinator and the Estancia Valley Youth and Families Council to review, and provide input and guidance on the strategic plan, and determine next steps.	\$2,000
Plan Compilation and Finalization	Compile findings, goals, objectives and strategies, finalized EVYFC's plan and submit to coordinator.	\$1,000
	Subtotal	\$3,500
	GRT (8.4375%)	\$295.31
	TOTAL	\$3,795.31

V. TERM OF AGREEMENT

This Agreement shall become effective on April 1, 2018 and shall remain in effect until June 30, 2018.

VI. Confidentiality

Customer acknowledges its responsibility, both during and after the term of this Agreement, to use all reasonable efforts to preserve the confidentiality of any proprietary information of Aspen Solutions, its employees and its partner organizations. It is understood that Customer is not responsible for the acts of Aspen Solutions or its clients



or representations made by Aspen Solutions upon which the Customer relies in providing services under this Agreement.

VII. Force Majeure

Aspen Solutions shall not be liable for any failure to perform its obligations under this Agreement as a result of its inability to meet Customer's objectives (or on a timely basis), due to government regulation, labor disputes, strikes, war, fire, flood, accidents, or any other cause beyond Aspen Solutions' control that makes it impractical for Aspen Solutions to perform its obligations under this Agreement.

VIII. Independent Contractor

In performing services under this agreement, Aspen Solutions is at all times an independent contractor, exercising independent professional judgment. Although work schedule and priorities may be determined for purposes of program coordination, under no circumstances shall Aspen Solutions be considered an employee or agent of Customer. As an independent contractor, Aspen Solutions shall not receive any benefits such as insurance, paid vacation, or any other benefits received by Customer employees. The contract funds shall not be subject to withholding for taxes, F.I.C.A., or otherwise, and nothing in this Agreement burdens Customer with the duties of an employer concerning Aspen Solutions and its staff under any state worker's compensation laws, state or federal occupational health and safety laws or any other state or federal laws.

X. Assignments

Aspen Solutions shall not assign any of the rights or responsibilities arising from this agreement without first having obtained the written approval of Customer.

XI. Notices

Any notice to be given to Aspen Solutions under the terms of this Agreement shall be addressed to Aspen Solutions at **4029 Painted Pony Circle, Santa Fe NM 87507** and any notice to be given to Customer shall be addressed to **Torrance County, 205 9th Street PO Box 48, Estancia, NM 87016** or at such other address as either party may hereafter designate in writing to the other. Notice shall be deemed to have been duly given when enclosed in a properly sealed and addressed envelope and deposited with necessary postage affixed in the US mail, or hand delivered, or sent by facsimile transmission to a designated fax number for the party.

XII. Termination

This Agreement shall terminate prior to the expiration of the contract period upon Aspen Solutions' or the Customer's election to terminate upon ten (10) days notice in writing to the other party; or this Agreement may be terminated immediately upon written notification of funding unavailability by Customer. Upon termination of this Agreement, the party terminating the Agreement will have no further obligation or liability to the other except that Customer will pay all fees for services through the date of termination in accordance with this Agreement.

XIV. Entire Agreement

This Agreement constitutes the entire understanding between the parties and may be modified or amended only in writing, signed by both parties. This agreement shall be



binding upon and inure to the benefit of the parties, their successors and assigns. This Agreement is governed by and construed in accordance with the laws of New Mexico.

XV. SIGNATURES

Signatures below indicate that all parties agree to the terms laid out in this agreement.

Name
Address

Aspen Solutions, LLC
4029 Painted Pony Circle
Santa Fe, NM 87507

Name

Natalie Skogerboe, Owner & Director

Date

Date





*Agenda Item
No. 10*

PROFESSIONAL SERVICES AGREEMENT
TORRANCE COUNTY DWI PROGRAM
CONTRACT FY2018-DWI-02
AMENDMENT 1

Project Description Revision _____ Name of Contractor Adrian Ortiz

Budget Revision XX

Time Expansion _____

The above cited contract for the Torrance County DWI Program is amended as follows:

The following provision shall replace the existing paragraph 3:

3. COMPENSATION AND METHOD OF PAYMENT.

a. COMPENSATION.

For performing the Services specified in Section 1 of this Agreement, the County agrees to pay Contractor on a monthly basis for **teen court coordinator** the sum of \$20.00/hour, which is inclusive of all salary, supplies, mileage/per-diem, telephone, allowance, and administrative costs, plus applicable New Mexico Gross Receipts Tax, as set out in the proposal submitted by the Contractor. Compensation will be disbursed as follows: Contractor will provide a detailed invoice describing services provided and will be compensated at the rate of \$20.00/hour plus New Mexico Gross Receipts Tax, following the end of each month. Total amount of compensation, including gross receipts tax, shall not exceed \$16,500.00 (This is an increase from the \$13,344 allotted in the original contract.) This amount is a maximum and not a guarantee that the work assigned to Contractor under this Agreement to be performed shall equal the amount stated herein.

All other provisions of the contract shall remain in full force and effect.

In witness whereof, the parties have executed this Agreement this _____ day of _____, 2018.

CONTRACTOR:

**BOARD OF COUNTY COMMISSIONERS
OF TORRANCE COUNTY:**

BY: _____
Adrian Ortiz, Contractor

BY: _____
Julia DuCharme, Commission Chair



*Agenda Item
No. 11*



*Agenda Item
No. 12*



TORRANCE COUNTY

RESOLUTION # 2018-

Line Item Transfers

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

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

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

(See Schedule A)

NOW THEREFORE BE IT RESOLVED by the Torrance County Commission.

DONE at Estancia, New Mexico, Torrance County this 23rd day of May 2018.

TORRANCE COUNTY COMMISSION

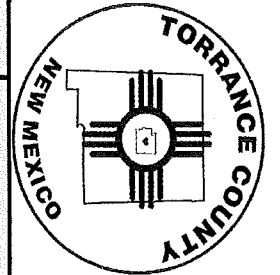
James W. Frost, District 1

Attest:

Julia DuCharme, District 2

County Clerk

Javier E. Sanchez, District 3

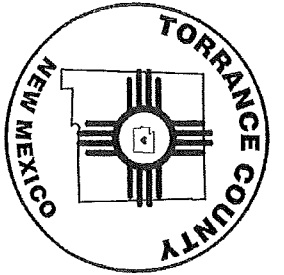


Torrance County

Resolution 2018-_____

Line Item Transfer Schedule A

Funding Source:		Transfer From:		Transfer To:		Total Amount
Department	Source	Line Item	Description	Line Item	Description	
Clerk	General	401 20 2	training	401 20 2	Risk Mang. Ins. Fees	\$ 30.00
Clerk	General	401 20 2	training	401 20 2	Telecommunications	\$ 350.00
Clerk	General	401 21 2	Printing & Publishing	401 21 2	Health Ins. Matching	\$ 150.00
Clerk	General	401 21 2	Printing & Publishing	401 21 2	Workers Comp. Fee	\$ 25.00
Clerk	General	401 21 2	Printing & Publishing	401 21 2	Election Boards	\$ 1,500.00
Elect. Monitor	Jail	420 73 2	Equipment Maint.	420 73 2	Office Supplies	\$ 700.00
Road	Road	402 60 2	Heavy Equipt	402 61 2	water/sewer/trash	\$ 6,000.00
Road	Road	402 60 2	Vehicle Maintenance	402 60 2	Office Supplies	\$ 2,000.00
Sheriff	General	401 50 2	Towing	401 50 2	Equipment Maint/Repair	\$ 900.00
Sheriff	General	401 50 2	Vehicle Fuel	401 50 2	Telecommunications	\$ 5,000.00
Sheriff	General	401 50 2	Vehicle Fuel	401 50 2	Equipment Maint/Repair	\$ 3,000.00
Sheriff	General	401 50 2	Vehicle Fuel	401 50 2	Office Supplies	\$ 300.00
Safety Comm	Safety Program	600 6 2	training	600 6 2	Membership Dues/Sub	\$ 500.00
Safety Comm	Safety Program	600 6 2	training	600 6 2	Refunds	\$ 50.00
TOTAL						\$ 20,505.00



TORRANCE COUNTY

Line Item Transfer Form

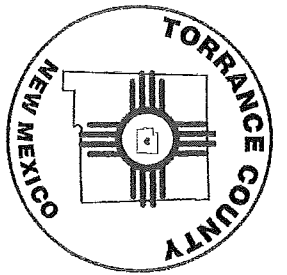
Requesting Department: _____

Clerk

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

Line Item Number	Transfer From: Line Item Description	Line Item Number	Transfer To: Line Item Description	Amount of Transfer
401-20-2266	Training	401-20-2107	Risk Mang. Ins. Fees	\$ 30.00
401-20-2266	Training	401-20-2207	Telecommunications	\$ 350.00
401-21-2221	Printing and Publishing	401-21-2065	Health Ins. Matching	\$ 150.00
401-21-2221	Printing and Publishing	401-21-2106	Workers Comp Fee	\$ 25.00
401-21-2221	Printing and Publishing	401-21-2226	Election Boards	\$ 1,500.00
Eliminating negative balances and adjusting line items for Primary Election				

Signature



TORRANCE COUNTY

Line Item Transfer Form

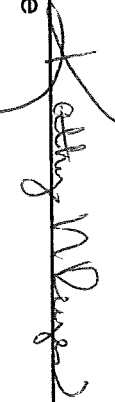
Requesting Department:

_____ Electronic Monitoring

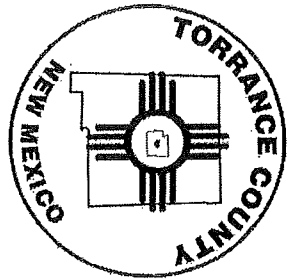
My department hereby requests that the following line item transfer(s) be made to the budget:

Transfer From:		Transfer To:		\$
Line Item Number	Line Item Description	Line Item Number	Line Item Description	Amount of Transfer
420-73-2218	Equipment Maintenance	420-73-2219	Office Supplies	\$ 700.00

Reason for Transfer:
Need additional monies for office supplies.

Signature 

Date 5-14-2018



TORRANCE COUNTY Line Item Transfer Form

Requesting Department:

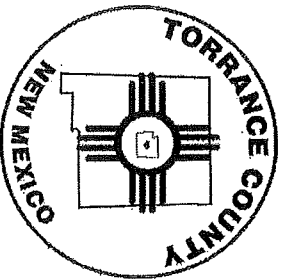
Boed DT

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

Transfer From:		Transfer To:		Amount of Transfer
Line Item Number	Line Item Description	Line Item Number	Line Item Description	
402-60-2607	Heavy Equip Payment	402-61-2210	Water-Sewer-Trash	6,000.00

Reason for Transfer:

[Signature]
 Signature _____ Date *5-8-18*



TORRANCE COUNTY Line Item Transfer Form

Requesting Department:

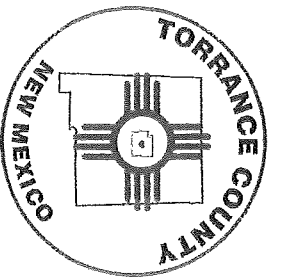
Road DPT

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

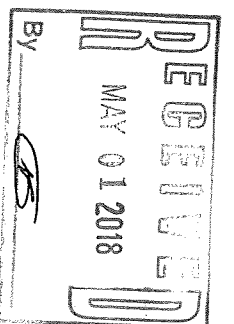
Transfer From:		Transfer To:		\$ Amount of Transfer
Line Item Number	Line Item Description	Line Item Number	Line Item Description	
402-60-2201	Vehicle Maintenance	402-302 402-60-2219	Office Supplies	\$2,000.00 \$2,000.00
Reason for Transfer:				
Line item over drawn.				

Signature *Edward Jim*

Date *5-7-18*



TORRANCE COUNTY Line Item Transfer Form



Requesting Department:

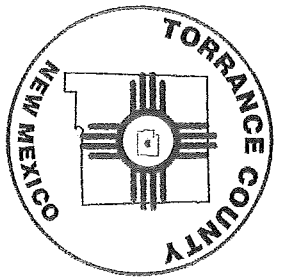
_____ Sheriff

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

Transfer From:		Transfer To:		Amount of Transfer
Line Item Number	Line Item Description	Line Item Number	Line Item Description	
401-50-2267	Towing	401-50-2218	Equipment Maint/Repa	\$ 900.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
Reason for Transfer:				
Transfer to cover cost of weapons and ammo.				

Signature: S. Sharma

Date: 5/1/18



TORRANCE COUNTY

Line Item Transfer Form

Requesting Department: _____

Sheriff

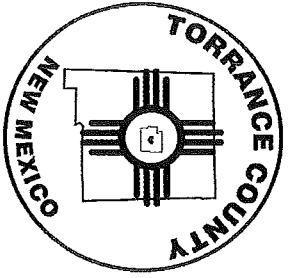
My department hereby requests that the following line item transfer(s) be made to the budget:

Line Item Number	Transfer From: Line Item Description	Transfer To: Line Item Description	Line Item Number	Amount of Transfer
401-50-2202	Vehicle Fuel	Telephone	401-50-2207	\$ 5,000.00
401-50-2202	Vehicle Fuel	Equip. Maint/Repair	401-50-2218	\$ 3,000.00
401-50-2202	Vehicle Fuel	Office Supplies	401-50-2219	\$ 300.00
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

Reason for Transfer:

Transfer to cover costs on repairs for deputy units. Money being transferred is money saved from vacant deputy positions. Cannot fill those vacant deputy positions, until deputy units are repaired. Units need to be repaired, so new hires can have a unit to drive.

Signature: *Stephance* *[Signature]* Date: *5/15/10*



TORRANCE COUNTY Line Item Transfer Form

Requesting Department: _____

Safety Committee

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
600-06-2266	Training	600-06-2269	Membership Dues/Sub	\$ 500.00
600-06-2266	Training	600-06-2270	Refunds	\$ 50.00
Reason for Transfer:				
Transferring money to operating costs.				

Signature: _____ Date: 5-16-18



*Agenda Item
No. 13*



TORRANCE COUNTY
RESOLUTION # 2018-
Budget Increase

WHEREAS, the Torrance County Commission in regular session on Wednesday, May 23rd 2018 did propose to authorize a budget increase in the FY 2017-18 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, we respectfully request approval for the attached budget increase in the FY 2017-18 budget from the Department of Finance and Administration.

DONE at Estancia, New Mexico, Torrance County this 23rd day of May 2018.

TORRANCE COUNTY COMMISSION

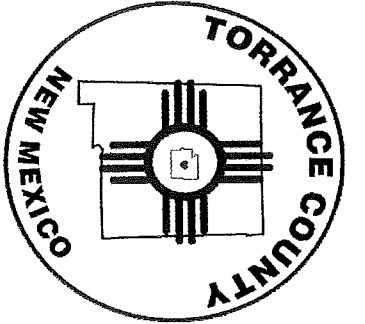
James W. Frost, District 1

Attest:

Julia DuCharme, District 2

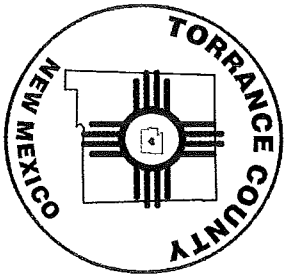
County Clerk
DFA Approval

Javier E. Sanchez, District 3



Torrance County
 Resolution 2018-
Budget Increase
 Schedule A
 May 23rd 2018

Funding Source:			Revenue			Expenditure		
Department	Source	Line Item	Description	Amount	Line Item	Description	Amount	
NMI Forest Re-leaf	Grant	680 0 1321	NMI Re-Leaf Grant	\$ 85.00	680 10 2 238	maint./improvements	\$ 85.00	
NMDHLS Mitigation	Grant	828 0 1206	NMDHLS Mitigation Grant	\$ 10.00	828 75 2 272	Professional Serv	\$ 10.00	
NMDOH Cities Read	Grant	829 0 1248	NMDOH CRI	\$ 11,000.00	829 78 2 248	Safety Equipment	\$ 11,000.00	
Clerk	General	401 0 1572	Election Fees	\$ 388.16	401 21 2 205	Mileage/per diem	\$ 388.16	
TOTAL				\$ 11,483.16			\$ 11,483.16	



TORRANCE COUNTY

Budget Increase Request Form

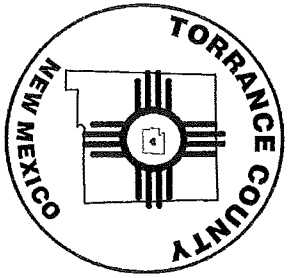
Requesting Department:

NM Forest Re-Leaf Grant

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

Revenue Increase:		Expenditure Increase:		Amount of Increase
Line Item Number	Line Item Description	Line Item Number	Line Item Description	
680-00-1321	NM Re-Leaf Grant	680-10-2238	Maint/Improvements	\$ 85.00
To close out Grant				

Signature *Samuel Taylor* Date *5-16-18*



TORRANCE COUNTY

Budget Increase Request Form

Requesting Department: _____

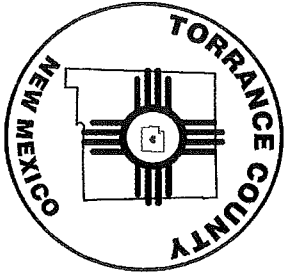
NMDHLS MITIGATION GRANT

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
828-00-1206	NMDHLS Mitigation Grant	828-75-2272	Professional Serv	\$ 10.00
To close out Grant				

Signature *Carroll Tenaris*

Date *5-16-18*



TORRANCE COUNTY

Budget Increase Request Form

Requesting Department:

 NMDOH Cities Readiness Initiative

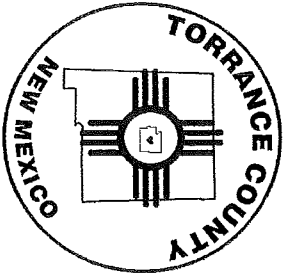
My department hereby requests that the following budget increase be made to the budget:

Revenue Increase:		Expenditure Increase:		\$
Line Item Number	Line Item Description	Line Item Number	Line Item Description	Amount of Increase
829-00-1248	NMDOH CRI	829-78-2248	Safety Equipment	\$ 11,000.00

Reason for Budget Increase (Please attach documentation):
 Received CRI funds

Signature

Date *S/14/18*



**TORRANCE COUNTY
Budget Increase Request Form**

Requesting Department: _____

Clerk _____

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

Revenue Increase:		Expenditure Increase:		Amount of Increase
Line Item Number	Line Item Description	Line Item Number	Line Item Description	
401-00-1572	Election Fees	401-21-2205	Mileage/per diem	\$ 388.16
Re-Imbursement				

Signature *Armando Sanchez*

Date 5-16-18



*Agenda Item
No. 14*



TORRANCE COUNTY
RESOLUTION # 2018-_____

Cash Transfers & Line Item Transfers Between Funds

WHEREAS, the Torrance County Commission in regular session on Wednesday, May 23rd 2018 did propose to authorize cash transfers and line item transfers between funds in the FY 2017-18 Budget, and

WHEREAS, cash transfers and line item transfers between funds require authorization from the Department of Finance and Administration, and

WHEREAS, we request authorization for the following cash transfers and line item transfers between funds:

CASH TRANSFERS: \$83.30 680 (NM RE-Leaf Grant) to 401 (General)

LINE ITEM TRANSFER: \$83.30 680-10-2238 Ground Maint./Improvement to 401-05-2108

NOW THEREFORE, it is respectfully requested that these cash transfers and line item transfers between funds in the 2017-18 FY budget be approved by the Department of Finance and Administration.

DONE at Estancia, New Mexico, Torrance County this 23rd day of May 2018.

TORRANCE COUNTY COMMISSION

James W. Frost, District 1

Attest:

Julia DuCharme, District 2

County Clerk

Javier E. Sanchez, District 3

DFA Approval



*Agenda Item
No. 15*



*Agenda Item
No. 16*

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



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

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

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

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

Name: Belinda Garland Manager/Broad/Dpt.
First Last Department / Company / Organization Name

Today's Date: 5-15-18 Mailing Address: _____
(Departments/employees of Torrance County need not include their address)

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

Email Address: _____

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

Brief explanation of business to be discussed:

Possible agreement between Road Dpt and Moriarty.
for use of Semi for CDL training.

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

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

Has this been reviewed by the County Attorney? YES NO

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

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

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

Other: _____