



TORRANCE COUNTY
COMMISSION MEETING
JULY 24, 2019
9:00 A.M.

For Public View
Do Not Remove



Torrance County
BOARD OF COUNTY COMMISSIONERS (BCC)
Ryan Schwebach, Chair
Kevin McCall, District 1
Javier Sanchez, District 3

Wayne Johnson, County Manager

**ADMINISTRATIVE MEETING
AGENDA**

WEDNESDAY, JULY 24, 2019 @ 9:00 AM

- 1. Call to Order**
- 2. Invocation and Pledge of Allegiance**
- 3. Changes to the Agenda**
- 4. PROCLAMATIONS**
- 5. CERTIFICATES AND AWARDS**
- 6. BOARD AND COMMITTEE APPOINTMENTS**
- 7. PUBLIC COMMENT and COMMUNICATIONS**
- 8. APPROVAL OF MINUTES**
 - A. COMMISSION:** Motion to approve the July 10, 2019 Torrance County Board of County Commission Minutes.
- 9. APPROVAL OF CONSENT AGENDA**
 - A. FINANCE:** Approval of Payables.
- 10. ADOPTION OF ORDINANCE/AMENDMENT TO COUNTY CODE**
 - A. FIRE:** Motion to approve publication of the 2009 Edition of the International Fire Code.
- 11. ADOPTION OF RESOLUTION**
 - A. FINANCE:** Approval of 4th Quarter Report, Resolution No. 2019- _____

B. FINANCE: Approval of Resolution adopting proposed FY20 Budget, Resolution No. 2019-_____

12. APPROVALS

A. MANAGER: Approval of revised Grant Program Management Policies and Procedures.

B. MANAGER: Approval of Sub-contract with Ware Resources that will provide Boys council services for Juvenile Justice Grant.

C. MANAGER: Motion to authorize Commission Chair and County Manager to execute EVEDA service contract for FY'20 thru FY'22.

13. DISCUSSION

A. MANAGER: ICIP List, NOTE: Public Hearing on August 4, 2019

B. PLANNING: PNMR Solar Project Update

14. EXECUTIVE SESSION

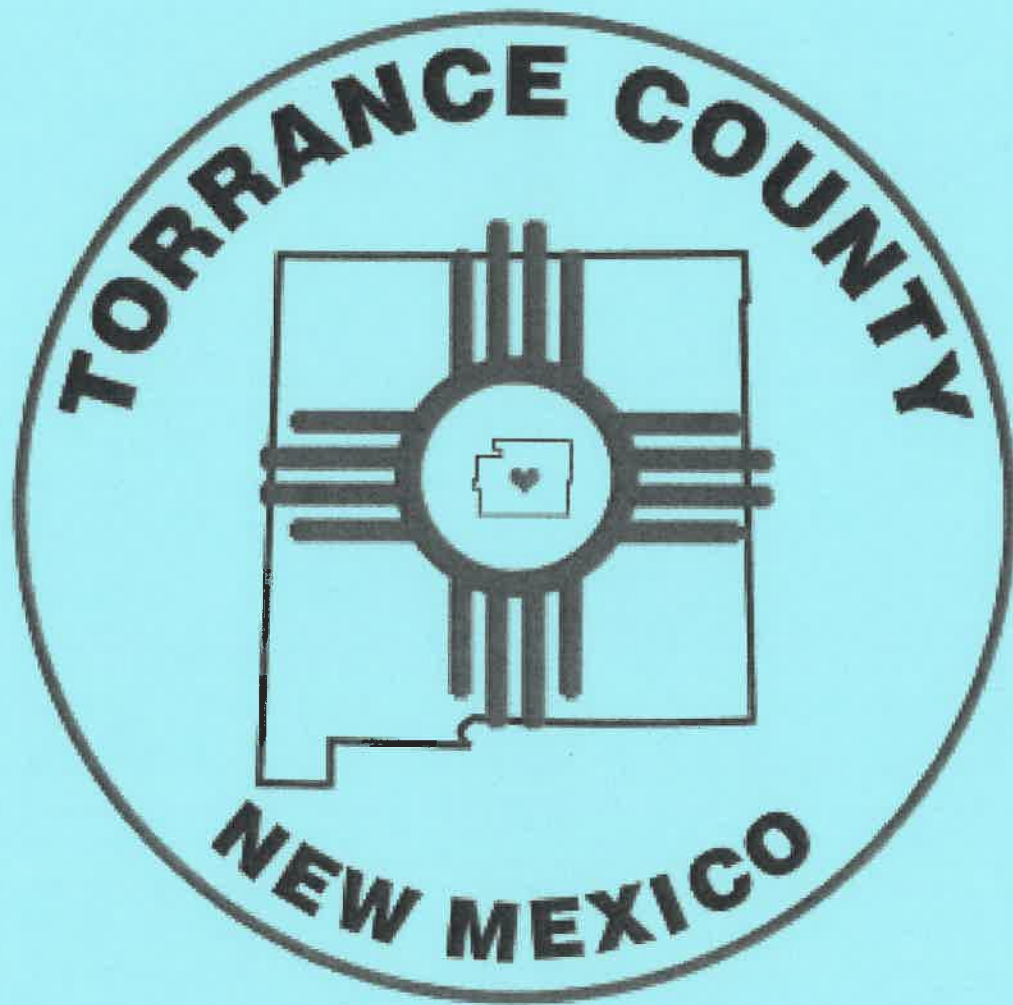
A. MANAGER: Purchase of Torrance County Fair Grounds
(Closed pursuant to NMSA 1978 § 10-15-1(H)(8))

15. Announcement of the next Board of County Commissioners Meeting:

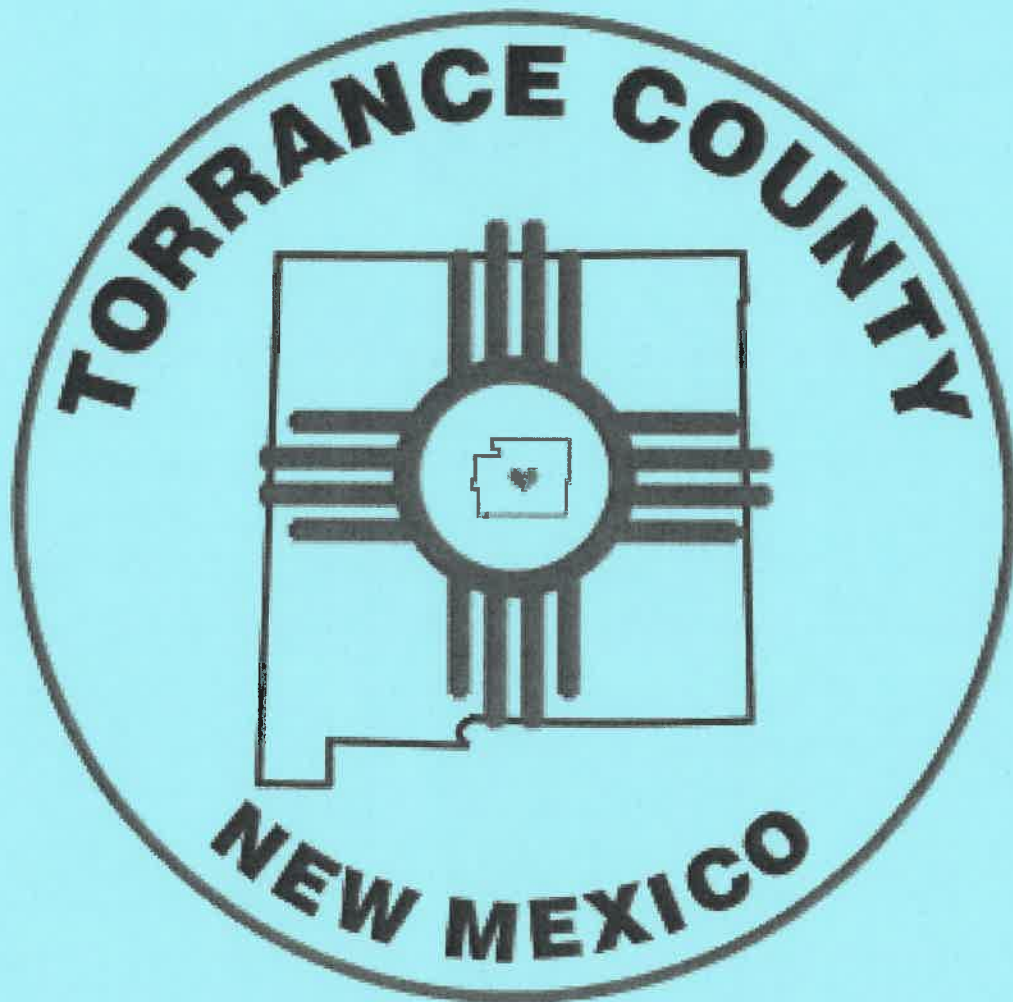
16. Signing of Official Documents



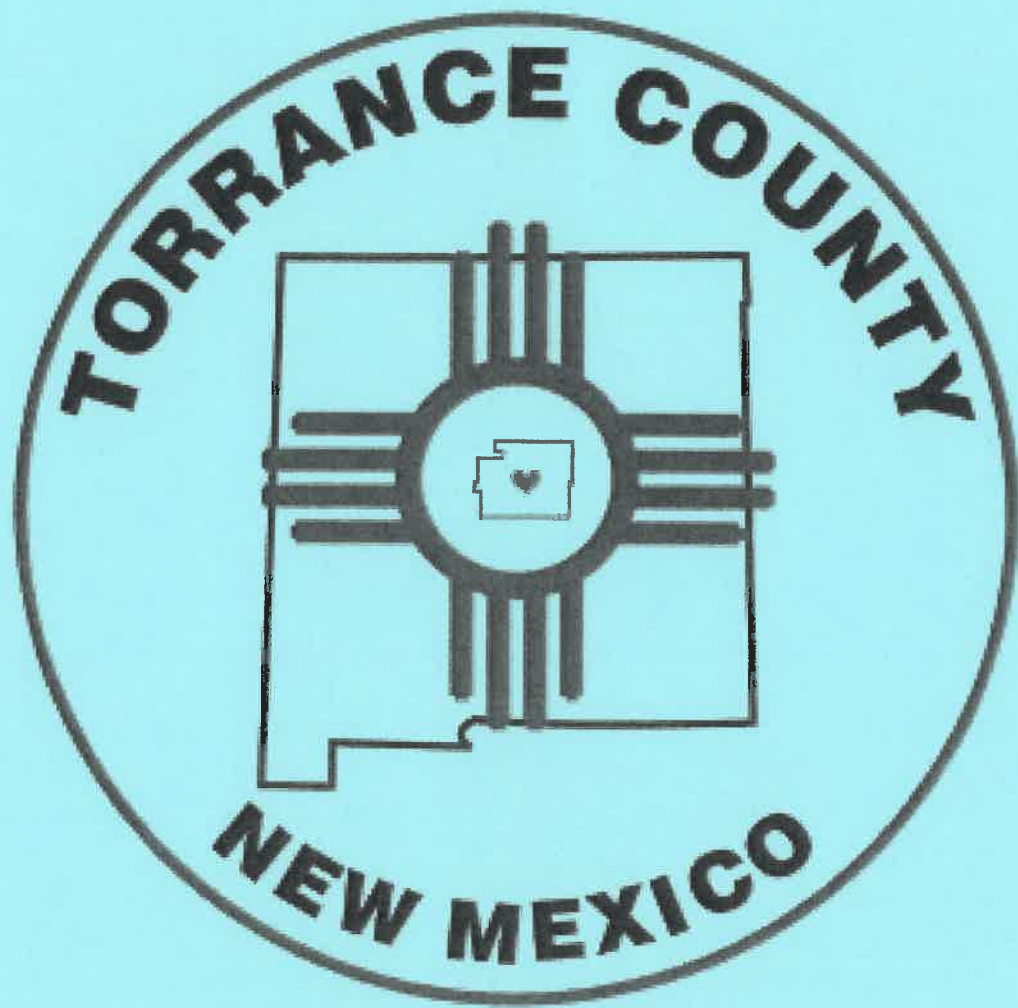
*Agenda Item
No. 1*



*Agenda Item
No. 2*



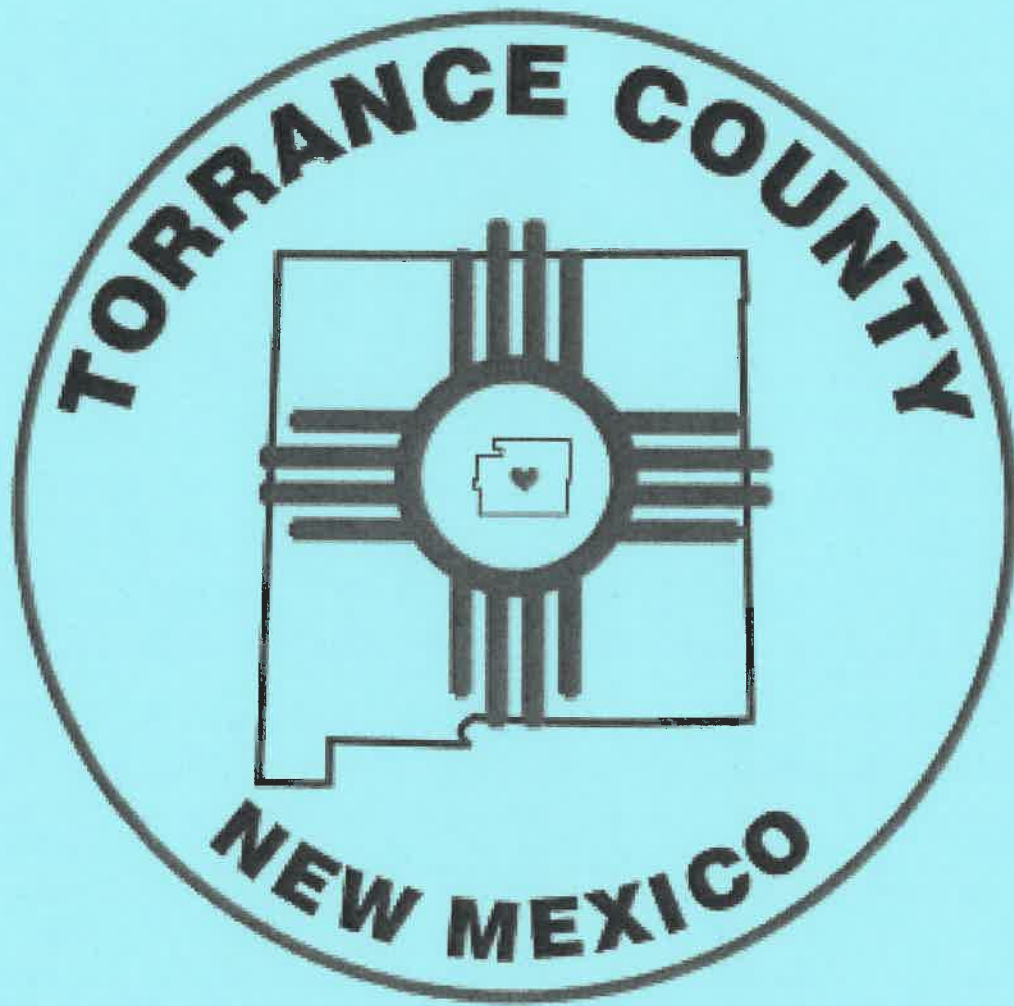
*Agenda Item
No. 3*



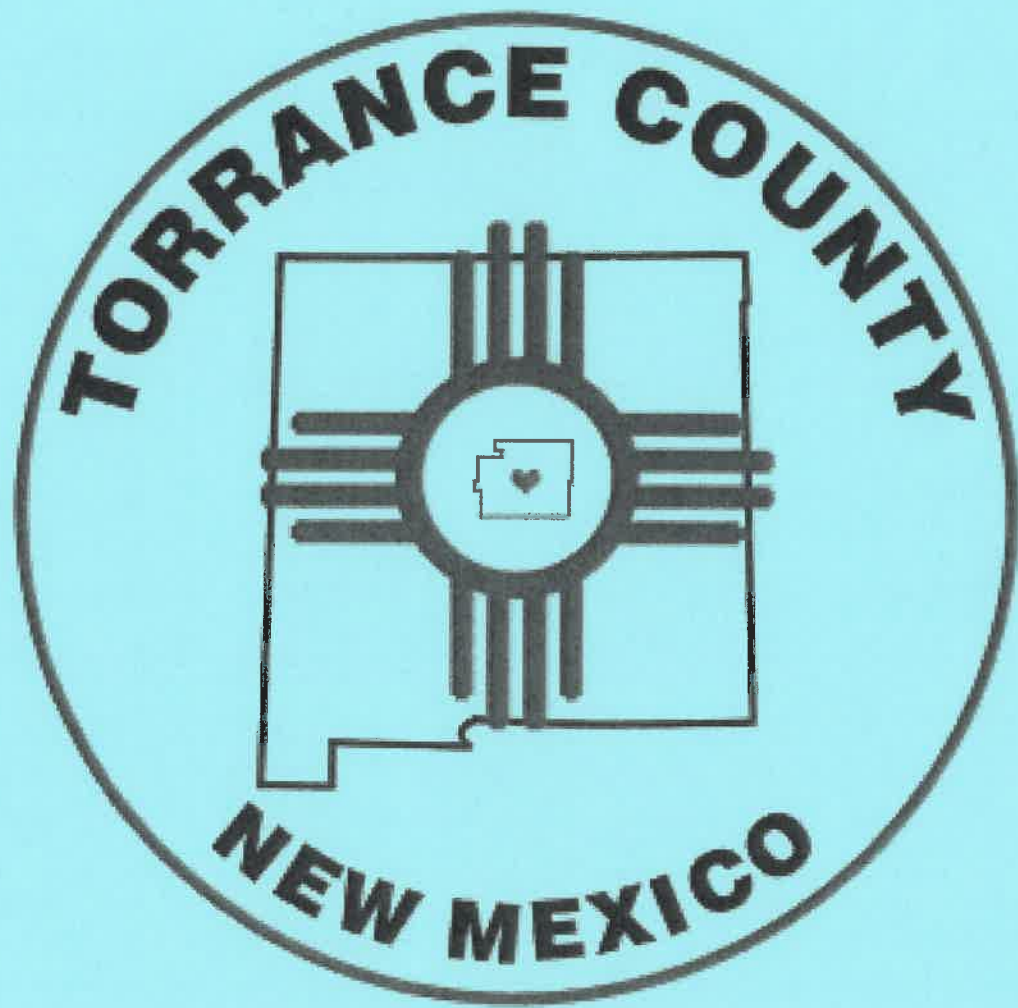
*Agenda Item
No. 4*



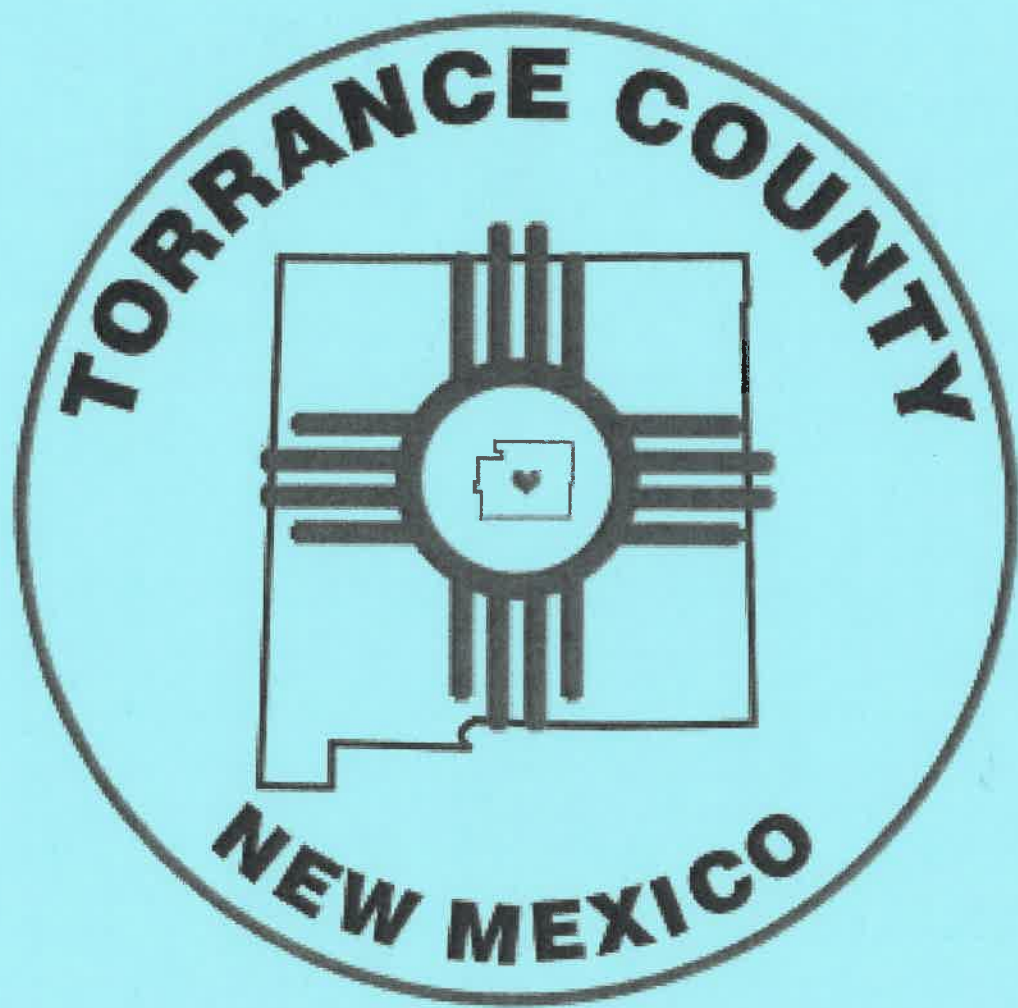
*Agenda Item
No. 5*



*Agenda Item
No. 6*



Agenda Item
No. 7



*Agenda Item
No. 8-A*

**DRAFT COPY
TORRANCE COUNTY BOARD OF COMMISSIONERS
COMMISSION MEETING
JULY 10, 2019**

COMMISSIONERS PRESENT: RYAN SCHWEBACH –CHAIRMAN
KEVIN MCCALL- DISTRICT 1
JAVIER SANCHEZ –DISTRICT 3

OTHERS PRESENT: WAYNE JOHNSON-COUNTY MANGER
BELINDA GARLAND-DEPUTY COUNTY MANAGER
JOHN BUTRICK-COUNTY ATTORNEY
LINDA JARAMILLO- COUNTY CLERK
SYLVIA CHAVEZ-ADMIN. ASST.

1.) CALL MEETING TO ORDER

Chairman Schwebach calls the June 12, 2019 Commission Meeting to order at 9:09 A.M.

2.) PLEDGE AND INVOCATION

Pledge lead by Chairman Schwebach

Invocation lead by Nick Sedillo

3.) CHANGES TO THE AGENDA

County Manager Johnson asks that item 6 A be removed from the agenda.

Commissioner Sanchez asks that items 12 A, B & I be heard at the same time, they all pertain to the same thing.

4.) PROCLAMATIONS

There were no items presented

5.) CERTIFICATES AND AWARDS

There were no items presented

6.) BOARD AND COMMITTEE APPOINTMENTS

A.) MANAGER: Advertise vacant position for EVSWA for Districts 1 & 2 *Removed from the agenda*

B.) PLANNING & ZONING: Selection of P&Z Commission Members for District 1 & 2
Steve Guetschow, P/Z Coordinator explains to the Commission that are two positions on the Planning and Zoning board. The member for District 1 moved to Texas and District 2 member

Max Cabber has termed out. Mr. Guetschow states that for district 1 there was one letter of interest, Jim Frost and for district 2 there were two letters of interest, Max Cabber (who has termed out) and Art DuCharme. At this time Steve reads the P/Z board policy into record. Mr. Guetschow explains that if the Commission makes their appointments today, the Commission will need to decide who will be sitting member and who will be the alternate.

John Butrick, County Attorney explains the length of the terms and what “special” circumstances entails when appointing after a member has served for 2 consecutive terms. The actual qualifications for the members is set by the Commission.

County Manager Johnson explains that the qualifications for the members is at the discretion of the Commission.

Commissioner Sanchez asks for clarification of the term limits for the members.

John Butrick explains that a member is appointed for a 3 year term and can serve for 2 consecutive terms but will be termed out after that.

Chairman Schwebach would like to briefly hear from the applicants.

Art DuCharme states that he is long time resident of district 2 in Torrance County. The Planning and Zoning board is a very important function in the County of facilitating commercial development while preserving the rural and agricultural qualities. Mr. DuCharme considers this position to be a public service, his experience includes being a former NM licensed real estate associate and has recently received legal training at Santa Fe Community College. Mr. DuCharme would like to point out that obtaining information from the P/Z board has been somewhat difficult, the name of the board members as well as the board’s policy not being on the website. Mr. DuCharme thanks the Commission for their time.

Jim Frost states that he has been a resident of Torrance County for 38 years and would like to continue the orderly and positive growth in the County and feels he is a little bit familiar with some of these issues. Mr. Frost thanks the Commission for their time and consideration.

Max Cabber states that he has served on the board for 2 terms and would like to continue his service for the County. Mr. Cabber states that he is a custom home builder and a general contractor and has worked with several municipalities in the state. Mr. Cabber would like to be considered for another term and thanks the Commission for their time and consideration.

Chairman Schwebach asks how these positions were advertised

Steve Guetschow states that the positions were advertised in the local paper, the radio station and on the County’s website.

Chairman Schwebach asks the other two Commissioners what they think and how should the Commission proceed.

Commissioner McCall replies, that with everything the County Attorney just stated it is best that the Commission go with the viable applicants and since Mr. Cabber has termed out we will have to go with the other applicants.

Documentation hereto attached. **ACTION TAKEN: Chairman Schwebach** makes a motion to appoint Jim Frost as the permanent member and Art DuCharme as the alternate to the Planning and Zoning board. **Commissioner McCall** seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

7.) PUBLIC COMMENT and COMMUNICATIONS

Tracy Sedillo, County Treasurer introduces her new employee, Michelle Gardner is the Treasury Controller. The Commission welcomes Ms. Gardner to the County and wishes her luck in the new position.

Tracey Master wants to update the Commission on the 2nd Annual Suicide Prevention 5k, this event is put on by several different groups but is spear headed by Torrance County DWI prevention and Domestic Violence. It will be held on September 7 starting at 8 am at the Veteran's memorial park in Estancia. There will be hot dogs, chips and a drink to everyone who participants and attends. There will be exhibitors and one vendor at the event, the vendor will be the T-shirt vendor. Tracey mentions that there is a contest going on for this year's T-shirt, the winner will receive a cash prize as well as a T-shirt. Ms. Master is hoping to increase the amount of exhibitors and possibly receive door prizes to give away. There were 79 registered runners for last year's 5k but more that actually participated, Ms. Master does not have an actual number of the amount of people in attendance but the conservative number was over 300 people. Ms. Master mention that she has no budget for advertisement for this event so she is depending on social media and word of mouth to get the word out about the event. Currently there are only 6 people helping with this event and encourages more people to come out and help, the next planning meeting is July 23 at 1pm at the Torrance County resource office (the old hope medical building).

Jason Quintana states that he was unsure of the process on how to sign up to speak on an agenda item, he is here to speak on behalf of the Mountainair and Punta de Agua items but does not know if he should speak now or at the time of the agenda item. Mr. Quintana isn't sure if other people in the audience are aware of the rules either.

Chairman Schwebach states that he will allow public comment on the agenda items.

County Manager Johnson explains that public comment is at the discretion of the Commission Chair, the Chair can allow public comment at any time during the agenda.

Jason Quintana states that he just wants everyone here today to understand the rules of public comment, he believes it is just a little easier to speak on an item when that item is being heard not before.

Chairman Schwebach states that he presumes that there is a certain agenda item that the people in attendance today would like to speak on, so he will allow that during that agenda item.

Representative Matthew McQueen mentions that he is here in support of the heritage idea that Commissioner Sanchez has talked to him about, he feels this is very ambitious but could possibly be grave for the County. Representative McQueen likes the idea because this is the type of project he can help with through the legislation.

Jason Quintana also states that he is in support of the heritage complex project, this is something that the County needs and would like to see more on the design and see it move forward.

8.) APPROVAL OF MINUTES

A.) **Commission:** Motion to approve the June 26, 2019 Torrance County Board of County Commission Regular Minutes.

ACTION TAKEN: Commissioner McCall makes a motion to approve the June 26, 2019 Special Commission Meeting minutes. Commissioner Sanchez seconds the motion. No further discussion, all in favor. **MOTION CARRIED**

9.) APPROVAL OF THE CONSENT AGENDA

A.) **Finance: Approval of Payables**

B.) **Purchasing/Clerk: Approval to pay unauthorized invoice**

Chairman Schwebach states that he would like a little more information on the unauthorized invoice.

Linda Jaramillo, County Clerk explains that there is an invoice for Ambitions from 8/31/18. When Ms. Jaramillo was implanting the doc's online and the marriage license software there was a problem with the connectivity. Ambitions recommended a 5 board gigabyte switch, which they sent that day and she failed to get a PO. Ms. Jaramillo was trying to come to the Commission to explain what happened but it has been put off. Ms. Jaramillo is asking the Commission to allow her to pay the invoice for \$38.68.

Chairman Schwebach thanks Ms. Jaramillo for the explanation and asks for a motion to approve agenda items 9A and 9B.

ACTION TAKEN: Commissioner Sanchez makes a motion to approve agenda item 9A and 9B. Commissioner McCall seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

10.) ADOPTION OF ORDINANCE/AMENDMENT TO COUNTY CODE

A.) **MANAGER:** Motion to Approve Publication of the Torrance County Code of Conduct

County Manager Johnson informs the Commission that this is the first read and publication for the Code of Conduct, the personnel ordinance was recently approved by the Commission and now would like to strengthen the code of conduct. This will give clarification on the behavior expected by employees and elected officials. With recent events, the County has had some issues with enforcing what he believes to be conduct related items. With this ordinance it allows for a hearing process for violations of the Code of Conduct. This will help the County with employee discipline and help with what is expected by the County employees.

ACTION TAKEN: Commissioner Sanchez makes motion to approve the publication of the Torrance County Code of Conduct. Chairman Schwebach seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

11.) ADOPTION OF RESOLUTION

A.) **CLERK:** Designation of polling places for local election, Resolution No. 2019-40

Linda Jaramillo, County Clerk explains to the Commission that with the new local election law HB 407 we are having to amend the resolution designating polling places passed in November. We are having to amend the new polling places and we are also going to voting convenience centers which needs the approval of the Commission. Ms. Jaramillo reads the resolution into the record.

Ms. Jaramillo explains that the splits the Commissioners approved creating 17, 18 and 19 are in the resolution. She was told by the SOS that these would be allowed in the Local Election in

November but they were wrong. The splits cannot be used in the Local Election but are part of the resolution because they will be implemented in the 2020 Primary and General elections and in the 2021 Local Election.

Ms. Jaramillo gives more detail on VCC's (voting convenience centers) they will have ballot on demand, which will print a specific ballot for the person presenting themselves to vote. She explains that everyone in the County can vote at any VCC because of this. The Duran Fire Station is the only precinct in the County which will remain traditional with preprinted ballots. She also explains a new method of voting which is mobile voting. In mobile voting a ballot on demand system will be taken to 3 different locations other than the early voting site here in the building and at the Moriarty Civic Center. The mobile voting system will be taken to the Mountainair Dr. Saul Community for 2 days of early voting, to the McIntosh Fire Station for 1 day of early voting and to the Moriarty/Edgewood Admin. Bldg. for 2 days of early voting.

John Butrick, County Attorney gives the legal background on the resolution, Mr. Butrick recently found out citations with the new law that the designation of the polling places need to be approved prior to July 1. He explains that once the resolution is approved he will then go to district court to have them override and approve the designation. Mr. Butrick does not think this will be a problem. Mr. Butrick mentions that since Representative McQueen is present today, now would be a good time to suggest some clean up on this new law.

Linda Jaramillo explains that it should not be a problem, in the past we found that a polling place was close to the precinct line and should've been on the other side of the line. So we went to district court to get a court order to have the polling place outside of the precinct lines.

County Manager Johnson states that this is actually a common occurrence and should be fine. He also feels that there needs to be some clean up on the new election law. County Manager Johnson also brings up the renumbering of the Commission districts, it's not on the agenda but he wants to make the Commission aware that one of the Commissioners term may be extended and possibly renumbered. So District 1 may become District 2 and vice versa. So the Commissioners will need to go to Santa Fe on July 22 and draw lots to determine which district will be extended by 2 years and possibly renumbered to align with the Presidential election to have the odd numbered Districts elected at that time.

Tracy Sedillo states that Steve Kopelman has made NM Counties aware that there has been a writ filed in District Court to determine whether the extension of the terms is constitutional. Once she gets any information back she will be sure to inform everyone.

County Manager Johnson states that the writ was filed in Supreme Court. Resolution hereto attached. **ACTION TAKEN: Commissioner Sanchez** makes a motion to approve Resolution 2019-40 Designation of Polling Places for Local Election. **Chairman Schwebach** seconds the motion.

Linda Jaramillo mentions that Mr. Butrick revised the resolution with some minor changes and the revised resolution is not what the Commission had in their packets.

Chairman Schwebach asks Commissioner Sanchez to amend his motion to reflect the revised resolution form.

MOTION AMENDED: Commissioner Sanchez makes a motion to adopt the amended version of Resolution 2019-40 Designation of Polling Places. **Chairman Schwebach** seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

12.) APPROVALS

A.) COMMISSION: NMFA Grant Application. (*Commissioner Sanchez*)

B.) COMMISSION: USDA Community Facilities Grant Program Application

I.) COMMISSION: Discussion & possible action on funding the Estancia Valley Heritage Center/Complex (*Commissioner Sanchez*)

Commissioner Sanchez explains that 4 weeks ago this was first presented to the Commission, since then Commissioner Sanchez has had discussion with the County Manager as well as other stakeholders about the need, location, design and funding for the Estancia Valley Heritage Center Complex. The stakeholders include, the Municipalities, the Land Grants, Historical/Civic Organizations, School Districts, Soil & Water Conservation Districts, our Legislators as well as, EVEDA, the National Park Service, NMSU extension office, Farm Agency, NM department of Cultural Affairs and NM department of Tourism.

Commissioner Sanchez further explains that the marketing approach will consist of the 7 P's, People & Physical evidence, Product, Place & Process, Price and Promotion. Simply put, the Estancia Valley needs to create a product that a given group of people could gain utility from, make it available at a location those people can visit regularly and then price that product accordingly. With the amount of visitors that the National Park's get, it is undeniable that there is a need for a heritage complex such as this. We can use the National Park sites and advertise the Estancia Valley Heritage Complex center. There will be the museum that will showcase the County's rich heritage, a recreational center which can be a revitalized version of the existing County fairgrounds and then of course the agricultural/farming piece of it. In which we can work in conjunction with NMSU and East Torrance Soil & Water conservation district.

Commissioner Sanchez gives an example of what a weekend in Torrance County could be like: *Day 1, Part 1: Estancia:* visitors from the metropolitan areas would begin their visit at the complex in Estancia by visiting the museum's exhibits, walking to the recreational area, where they might participate or engage as spectators in an event then walk over to Arthur Park and stroll over to the pond's shores then onto Main Street in Estancia and have lunch. Then back over to the museum and then begin the second leg of their journey.

Day 1, Part 2: Quarai: visitors would proceed on their first leg of their journey to the ruins at Quarai where they would spend the late afternoon learning about the history of the site, strolling along the paths. By the evening time they will consider lodging and could proceed to Mountainair.

Day 2, Part 1: Mountainair: visitors might breakfast at one of the local restaurants in Mountainair and then visit the local shops and art galleries. Late morning early afternoon might be spent in Abo and then possibly lunch in Mountainair.

Day 2, Part 2: Gran Quivira and Laguna del Perro: mid to late afternoon excursion to Gran Quivira and on the return visitors could pass through Willard and view the Laguna del Perro. If accessible a visit to the salt lakes would be ideal and a great opportunity for the Village of Willard. By the evening time lodging can be considered in the City of Moriarty, where they could dine and have breakfast the next day.

Day 3, Part 1: Moriarty: following breakfast in Moriarty a visit to several local attractions is in order. The SW Soaring Museum, Lewis Auto Museum and the Moriarty Historical Society Museum. Then onto the DWI Memorial of Perpetual Tears. Seasonal visits would mean a stop to the pumpkin patch and other local events.

Commissioner Sanchez states that the Governor Lujan-Grisham is promoting tourism in our state and this will follow along that movement. The funding source for the museum can come from capital outlay, USDA grants/loans, NMDFA grants/loans, CDBG grants, NM Tourism Department grants and PILT monies.

Chairman Schwebach asks what about the municipalities and where they lie in all of this, is Estancia willing to change their rules and regulations to have the museum in their community.

Commissioner McCall asks where the funding will come from to cover the operational costs.

Commissioner Sanchez states that he has spoken with the Boards and Councils and has received letters of support from several of them. So we can put together a committee to explore the cost and sustainability for the museum. The Committee will be comprised of community representatives. Commissioner Sanchez feels it will cost anywhere from \$25,000 to 50,000.00 to get the planning process done which can be funded through grants or through PILT funding.

Commissioner McCall states that he would like to see a master plan done for the Fairgrounds and also to have the comprehensive plan done. The Comprehensive plan really needs to be done before moving forward with a project like this. Commissioner McCall explains that there have been projects on the ICIP plan for years that have not been funded and is sure that \$25,000-50,000.00 would help with some of those projects. He likes this idea and he is not against it but would like more information and to see the strategic plans behind this project.

Commissioner Sanchez responds that every year the ICIP projects are prioritized in the order of importance to the County. Commissioner Sanchez asks when the comprehensive plan will be complete.

Commissioner McCall responds that it should be complete by 2020.

Chairman Schwebach states that he is not ready to commit any money today but he is in favor of this idea. He has a hard time with the thought of another building being built and there being no maintenance being done to it. The County could build a new admin building and use this building for Heritage Complex.

Commissioner Sanchez states that he has no problem moving forward with establishing the committee but having a funding source will ensure a better participation when people know that it will be moving forward.

Chairman Schwebach responds that he has a hard time committing money when the County has issues with EMS and roads. Those monies could help with both of these concerns that his constituents have.

County Manager Johnson states that the initial committee could be comprised of staff members and could have a meeting in the near future. At this time County Manager Johnson reminds the Commission that he will need their guidance on the purchase of the fairgrounds property.

Chairman Schwebach states that this is a valley wide project so he wants to make sure all key players are all on the same page.

Commissioner Sanchez asks if this will be a sub-committee of the Commission and if so will the members need to be appointed by the Commission.

County Manager Johnson replies, yes and no, this can be an ad hock committee. It does not necessarily need to be an appointed board.

Public Comment:

Michael Godev, Tajique states that the building should be postmodern architect, like in the area of historical farm. Why not have this project in Mountainair that is where all the traffic is for the National Park sites.

Kathleen Jesse states that she is not sure that this committee should be attached to the County, it should be more of a grass roots kind of committee but she is excited about the cutting edge idea. The museum will have the history of the County and its farming. With the farming it can be used to teach the conservation of water and rebuilding of the soil. Ms. Jesse hopes that the committee meeting will be open to the public. She also talks about Quarente cattle, this type of cattle can graze in places other cattle can't, they can graze on cactus. Ms. Jesse suggests having the museum in Moriarty, there are markets there that can also be another reason people are draw there. She also suggests keeping the millennials in mind when creating this project.

Jason Quintana states that he has heard of this project and along the lines with Commissioner McCall there are other projects that have not gotten funded but if the County choose to move forward with this, the time is now. Do it now before the people that are interested in getting this project done are no longer here or interested.

Art Sweanka comments about the structure of the building, some buildings are boring, his thought would be to use the grain elevators that are here to be part of the museum. It would be a great attraction to the museum.

Commissioner Sanchez states that he will move forward with the creation of the committee but the question of the funding for the master plan will come up and whether or not the County has or wants to spend the \$25,000 to 50,000.00 on this project. There is no threat to other County services and it will not take any funding from any of the departments. Commissioner Sanchez has never wanted to use PILT monies before but he does not mind using the money for this project because it will be economic growth to the County.

Chairman Schwebach states that he does not feel comfortable committing to money for an unknown entity. He would be willing to work with a committee that is already developed and there is a direction to move forward with. This needs to be a grassroots committee, not owned by the County everyone needs to be involved not just the County.

Commissioner Sanchez asks if the County would be willing to fund a grassroots committee.

Chairman Schwebach answers, yes he would be willing to do that as long as if down the road this project does not cut into other services for the County. He does not want the next generation to have to subsidize this project or maintain another building.

Commissioner Sanchez asks Commissioner McCall if he feels the same way.

Commissioner McCall responds that he wants to stay on track with what was agreed upon, the NMFA grants for the Northern and Southern parts of the County.

(Counter back and forth about the City of Moriarty participation in this project goes on)

Chairman Schwebach states that he is ok with using PILT funding for this project, if this project will bring economic growth to the County. He wants to make sure that the municipalities are in full support of this project.

Commissioner Sanchez responds, yes they are.

Commissioner McCall asks if it's Commissioner Sanchez's plan to combine this project with the fairgrounds. There was a plan for the fairgrounds and now we are getting off track with that plan.

Chairman Schwebach states that if this is going to be part of the fairgrounds then he wants to hear from the fair board on how they feel about this.

Commissioner Sanchez responds that the revitalization of the fairground could be part of the REC center phase of this project and he has a letter of support from the fair board.

Chairman Schwebach states that he wants to hear the committee formulating the thought and to make sure that all the municipalities are behind this and are all on the same page and this is what they want.

Commissioner Sanchez responds, let's get this conversation started, the manager's office can formulate this to some degree.

Belinda Garland mentions that since the ICIP was brought up, she wants to make the Commission aware that this year's ICIP will be due pretty soon. There will need to be public comment on this and if there is a committee started for this project they can have input on this project and the placing on the ICIP list.

Chairman Schwebach asks if the County Manger is clear on the direction for this project

County Manager Johnson responds, yes.

DISUSSION ONLY, NO ACTION TAKEN

C.) COMMISSION: Road Improvements for Mountainair (*Commissioner Sanchez*)

Commissioner Sanchez states that he invited the Town of Mountainair to be here today to discuss road improvements in their town. The road improvements were recently brought to his attention, the Town is requesting quotes for different types of work. The Town will go with what they can afford.

Adrian Padilla, Mayor Pro-Tem comes to the podium and introduces Edward Padilla, with Public Works department and Ernie Lopez council member for the Town of Mountainair. Mr. Padilla states that he received several different quotes from Leonard Lujan for different types of work. Mr. Padilla explains that there are 11 miles of dirt roads in the Town of Mountainair that need work, which is half of the roads in the town. Those roads are in pretty bad shape and need a lot of work done. Mr. Padilla states that the Town got 3 different quotes from the County, the 1st one is for the prep work per mile at \$1,623.00 so for all 11 miles the cost will be close to \$18,000.00. The 2nd one is for gravel/cliché, per mile it will be \$27,597.00 so for the full 11 miles it will be \$300,000.00. Mr. Padilla states with that price he does not believe that the Town would be able to do this option all at once so it's a possibility that they could phase out the project or do the prep work themselves and then prioritize the roads that need to be done. The 3rd one is for chip seal, per mile it will be \$59,000.00 which will be \$649,000.00 for all 11 miles. Mr. Padilla explains that the Town will probably be looking at the prep work and the gravel/cliché.

Commissioner Sanchez asks what agreements are in place or need to be in place to help the Town of Mountainair.

County Manager Johnson responds that the Town was given 3 different quotes by the County for what is needed to be done on their roads. The County would like to help the Town of Mountainair with their roads but not at the expense of the County. There are a lot of County roads that need repair. So what they have come up with is that the Town will pay the County's material cost and partner to the extent that they can. But cost sharing means County monies will be used to get these roads done. County Manager Johnson explains that he would prefer to

have this discussion with the Town of Mountainair, himself and Leonard and not necessarily in a public meeting.

Chairman Schwebach asks if the County has a policy to maintain City/Town roads.

County Manager Johnson responds, no not to his knowledge and it's usually not done. Often times there may be work done out of one's jurisdiction but that entity is asked to pay their portion of the cost.

Belinda Garland explains that the County has MOU's in place with the municipalities to have the work done on their roads however the work is done on Fridays or over the weekend. The municipalities are invoiced for those hours and that is how the work is done.

Leonard Lujan, Road Foreman explains that there are MOU's in place with the Town/City's and they pay for the man hours and some of the material. This is a common occurrence that is done with all the municipalities it's just that this was more miles than usual.

Adrian Padilla states that the Town of Mountainair can afford option 1, it's just that the Town is low on the man power side and needs the County's assistance with that.

County Manager Johnson states that he will coordinate a meeting with the Mayor and Mayor Pro-Tem from the Town with himself and Leonard and they will get this taken care of.

DISCUSSION ONLY, NO ACTION TAKEN.

D.) MANAGER/GRANT COORDINATOR: Approval for RPHCA Grant

Cheryl Allen, Grant Coordinator explains that this is the RPHCA grant that funds the medical facility in Mountainair. The grant is from the Department of Health in the amount of \$101,124.00 and \$7,000.00 is for the diabetes reporting portion and the \$90,124 is for the monthly operations portion. Ms. Allen is requesting approval of this contract and to have County Manager Wayne Johnson be the authorized signer.

Commissioner McCall asks if the County has always had this grant.

Cheryl Allen responds, yes.

Belinda Garland explains that this federal funding to help with the low income patients

ACTION TAKEN: Commissioner McCall makes a motion to approve the RPHCA contract and to authorize Wayne Johnson to sign the contract. **Chairman Schwebach** seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

E.) EMERGENCY MANAGER: Approval of Cities Readiness Initiative (CRI) Grant

Cheryl Allen, Grant Coordinator explains that she is presenting this item for EM Matt Propp. Ms. Allen states that the County has previously had this grant, it's in the amount of \$11,000.00 and there are 8 specific different tasks that have to be done throughout the year. She is asking approval for the MOU with the NM department of Health and to have County Manager Wayne Johnson be the authorized signature on sub sequential documents to follow.

ACTION TAKEN: Commissioner McCall makes a motion to approve the Cities Readiness Initiative (CRI) MOU with the NM Department of Health and to authorize County Manager Wayne Johnson to sign all documentation. **Commissioner Sanchez** seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

F.) DOMESTIC VIOLENCE: Approval of Domestic Violence Grant

Cheryl Allen, Grant Coordinator explains that is the grant for the Domestic Violence program, it provides treatment and prevention. The grant is for \$20,000.00 through CYFD Behavioral Health Services, there is no match to this grant. Ms. Allen is asking for approval of this grant and to authorize Wayne Johnson to sign all documentation.

ACTION TAKEN: Chairman Schwebach makes a motion to approve the Domestic Violence Grant and to authorize County Manager Wayne Johnson to sign all documentation. Commissioner Sanchez seconds the motion. No further discussion, all in favor. **MOTION CARRIED.**

G.) COMMISSION: Discussion & possible action of Punta de Agua Multi-propose Center, 19-D3238

Commissioner Sanchez states that the Punta de Agua Multi-purpose center was on the County's ICIP last year and did receive funding in the amount of \$235,000.00 through capital outlay appropriations. The County has since received the agreement for the appropriations for the project, which is to design, construct, furnish and equip this multi-purpose center. The project has gone through legislative council services and DFA, so now Commissioner Sanchez would like to discuss the County's roll in this project. The initial intent was for the County to act as the fiscal agent and the building and property belong to the Punta de Agua Mutual Domestic Water Consumers Assoc. The verbiage in the agreement has three different parties involved, which are the County, the Assoc. and DFA, the verbiage is fairly flexible to allow parties to designate roles in this project. Commissioner Sanchez wants to clarify what roles belong to what parties and feels the grantee on the agreement should be Punta de Agua Mutual Domestic Water Consumers Assoc.

County Manager Johnson responds that there has been an issue arise with the ownership of the building due to there being a question on whether or not the assoc. can receive the funding. The determination of whether or not the assoc. is considered a public entity and can receive the funding and or the building. There is research being done on the standing of the Mutual Water Consumers Assoc. The SOS website is showing that the assoc. is not an active assoc. therefore they would not be able to receive the funding and or the building. The County can act as the fiscal agent but cannot build the building on property the County does not own. That would be a direct violation of the state's Anti-donation clause. On the warranty deed for the property it clearly states "*at such time this property is no longer used by the Punta de Agua MDWCA, it should only be transferred by the Punta de Agua MDWCA board and by the majority vote of the Punta de Agua community members and only to a Punta de Agua public organization. If this is not possible then it should revert back to the original owner with any improvements to the land to Vivian Sanchez and or spouse Jesusa Ester Sanchez or their successors.*" So yet again this is another hurdle with this project we will need to overcome, the County is not looking for these barriers they are just coming up through the process. If we can find another property the County could own and build the building and continue to own so that the County does not violate the anti-donation clause of the state's constitution.

Belinda Garland states that the agreement has Torrance County as the grantee, not the fiscal agent and that cannot be changed. Ms. Garland has had to deal with this on another project and the only way it can be changed is to go back to Santa Fe and have the funds reauthorized at the next legislative session. So if the Commission wants the assoc. to be the grantee they will need to go to Santa Fe to have it reauthorized.

Representative Matthew McQueen states he encourages the County to find a way to get this done. As a legislator they want to be able to fund projects like this and the appropriate role for County government is to provide services to the unincorporated areas in the County. NM has a myriad of small political subdivisions, there are 15-16 different mutual domestic and different

member associations. There needs to be new laws that everyone can work under when it comes to these types of political subdivisions. Rep. McQueen states that as legislators we want to see the money spent. This is a good project for the Community, he suggest a lease on the property to the County. Rep. McQueen suggests working with the Mutual Domestic Water Consumers Assoc. to get this done.

County Manger Johnson states that it is the County's intent is to work with the assoc., there is just a problem with the wording on the deed for the property and the assoc. needs to get their paperwork together. We can work through this situation the way we worked through the fairgrounds, the County can own the land and building and enter into a lease that is very favorable to the assoc. The County just needs to assure that there will be no violations of procurement policy and that we do not violate the anti-donation clause.

Rep. McQueen states that their status as a nonprofit is not an issue or the project would have never been funded. Rep McQueen suspects they are some type of public entity whether they are in good standings he is not aware of that but feels the County can work on some type of lease agreement for the building.

Commissioner Sanchez states that before, during and after he has asked several different state agencies whether or not Punta de Agua is a public entity and can receive these funds and he was told "yes" they are. Commissioner Sanchez reiterates what Rep. McQueen has stated that whatever issues that the managers offices sees can be worked on in order for the assoc. to get this building.

County Manager Johnson responds that until he has a piece of paper, or someone to sign off saying that they are a political subdivision he can't do a thing and he won't do a thing because he will not knowingly violate the law. County Manager Johnson states that if DFA is telling Commissioner Sanchez that they are a political subdivision, have them put it in writing and they will be happy to proceed.

John Butrick suggests that the Mutual Domestic Water Consumers Assoc. reorganize themselves at the very least as a local public body under the sanitary project act. That will create a lot of solutions to some of the problems that might be here with this project. Mr. Butrick explains that there is time to get all of this resolved, we do want to get this project done as soon as possible but the County has till 2023 to have the money spent. The other solution would be to have the prior owners remove the reversionary clause, which may be unlikely at this point but it is worth a try.

Commissioner Sanchez asks if the paperwork for the assoc. if cleared up and they are cleared as a political subdivision, will the County move forward as the fiscal agent for this project.

County Manage Johnson replies that the County made a commitment to Rep. McQueen to move forward with this project once the land issue was resolved and has no reason not to move forward with this. The land ownership is an issue and the association's qualifications is an issue, once they can clear that up and provide the manager's office with documentation we will proceed as the fiscal agent. The agreement has the County as the grantee so once the building is built the County still remains the grantee at which point it will be up to the Commission to decide the ownership of the building.

Commissioner Sanchez recommends that the manager's office schedule a meeting with the capital appropriations office and coordinate with himself and the MDWCA so that everyone hears the same message and everyone reach the same conclusion.

Belinda Garland states that DFA cannot help guide the County on this, they will review the project once the agreement has been signed. Once the agreement has been signed that is when

DFA's role come into play. Ms. Garland explains that on a previous project DFA informed the County that if property is involved and the County does not own the property then the funds need to be reauthorized to the grantee that owns the property and at that point the County will be the fiscal agent.

Commissioner Sanchez states that it is his firm belief that it does not need to be reauthorized, nor does the County have to own the property.

Chairman Schwebach states that he agrees with that, he just wants to cover the County and it could be as simple as getting new paperwork drawn up. Chairman Schwebach would like to have a document that states Punta de Agua can receive the money.

Public Comment:

Frances Gonzales states that she has been with MDWCA for several years and is the former secretary. She is assisting with getting their paperwork turned into the SOS office and having the MSWCA valid once again. So they are in the process of getting things taken care of.

County Manager Johnson states that the assoc. has been really great about getting whatever documentation has been needed for this project and he believes this will get done one way or the other.

Jason Quintana, President of La Merced de Manzano states that he would like to thank the Commission for the help with the legal process of getting funding for this project. Punta de Agua is within the Manzano land grant so if the land grant needs to get involved in order to receive the funding to move forward with this project then they are willing to help with that process, the Manzano land grant is considered a political subdivision. In the end we all want Punta to have the building.

County Manager Johnson states that there is no doubt about Punta de Agua being a political subdivision, they just need to get there paperwork together and be valid once again. The County needs to make sure that they are doing things correctly and it could be a possibility that the Merced de Manzano can help with this since Punta is under their land grant.

John Butrick reads the sanitary act into record.

Speedy Gonzales states that he is from Punta de Agua and has been on the MDWCA board for several years. He wants to thank Commission, especially Commissioner Sanchez for all their help in getting the funding for this project. Mr. Gonzales does not want County Manager Johnson to do anything illegal he wants this to be done right. He also thanks Rep. McQueen for the support he has given the MDWCA on this project. MDWCA needs to own the property, and this is why, there will be more personal interest in maintaining the building. The maintenance comes from donation of time, effort and money from the people of the community. The reversion clause in the deed is looking out for the future, to protect the people and the community of Punta to ensure the building will always be the MDWCA's. Mr. Gonzales likes the idea of a meeting to get everyone on the same page.

Commissioner Sanchez asks that the County Manager set up a meeting with all parties involved to resolve this matter.

County Manager Johnson replies that he will set it up.

Patrick Luna, President of the MDWCA states that he is in favor of getting the language right on the agreement so that the MDWCA will be the owners of the property and building.

The assoc. currently holds their meetings out in the elements and would like to move the assoc. into the 21st century with a building. Mr. Luna appreciates the help from the Commission. **County Manager Johnson** states that the County does not want to own another building that they will have to maintain.

Chairman Schwebach states that he feels the County Manager has direction on this and will move forward with this.

DISCUSSION ONLY, NO ACTION TAKEN.

H.) COMMISSION: Discussion & possible action on road improvements (*Commissioner Sanchez*)

Commissioner Sanchez states that there is nothing to discuss at this time.

13.) DISCUSSION

A.) COMMISSION: Discussion on Hemp Policy (*Commissioner Sanchez*)

Chairman Schwebach states that with the federal laws changing to allow Hemp farms to grow openly the County needs to look at some of its planning and zoning regulations. Chairman Schwebach asks Ms. Kathleen O’Dea to come up and speak briefly on this subject.

Kathleen O’Dea states that she is the owner and director of 1 of the 2 labs contracted by the state of NM department of Agriculture to test Hemp crops for legal compliance. Ms. O’Dea is also a Hemp farmer, she explains that Hemp is a dioecious crop. Which means individuals crops are either male or female. It is also considered a high value crop because of its resin in the female flower. Other hemp varieties that are grown for fiber and grain have very little value right now because there is no processing sites for it. There is a lack of infrastructure for it as a Country we have lost the mechanical know how to grow and process these types of crops. These types of crops require large amounts of acreage to become economical. Most of the crops are grown from rooted clippings or from female seed. The presence of male pollen will significantly reduce the value of a crop because the plant will put its energy into producing seed rather than resin. These crops will help the small farmers make a modest living, the legislators and Governor have stated that Hemp should be inclusive to small farmers.

Currently Torrance County has 12 licensed farmers which consists of 300 acres. The largest farm has both male and female plants. The pollen from the male can travel up to 10 miles, in which could be a problem for other farms. Ms. O’Dea suggests that the County implement some type of ordinance to protect the small farmers. She is in support of seed production in the County but to be done in doors during the winter months.

County Manager Johnson states that Steve is currently looking into this and different things that can be implemented here in Torrance County.

Steve Guetschow states the he has been following the legislation and has also looked into Socorro County’s regulations. Mr. Guetschow explains that the Socorro County ordinance is a very in depth document which almost mimics the state regulation. So Mr. Guetschow is working on something that will work for Torrance County because the County does not have the resources for something that extensive. A resolution is what the County can implement because the County already has land use regulations that will help. At this time Mr. Guetschow goes over the zoning regulations for horticultural zones and subdivisions. He informs the Commission that he is preparing a resolution to present to them at the next Commission meeting.

Chairman Schwebach states that he wants to hear from the growers and people that are familiar with this industry. This way the County can make the best decisions to help the small farmers and for the County. And to ensure the County does it right for everyone involved.

County Manager Johnson states that Torrance County has a lot of zoning issues that are dealt with through Planning and Zoning. So what County Manager Johnson suggests is going through this on the land use side.

Steve Guetschow states that the County is not against the Hemp farms they just need to comply with the County's regulations.

Public Comment:

Michael Godey states that he has a question about the different types of farming and what the water use will be like for each one. The County should want the one that uses the less amount of water.

Chairman Schwebach states that he believes we have a direction in which the County will move forward with and the County needs to figure out whether it needs to be a resolution or an ordinance.

Steve Guetschow states that the County can start off with a resolution and following up with and ordinance later on if necessary. Mr. Guetschow would like to respond to Mr. Godey's question about the water use. It is all dependent on the type of operation it is. If it is a laboratory then it will use a drip system which uses very little water. Open field farming uses the same amount of water as alpha farming.

Commissioner McCall asks if NMDA (New Mexico Department of Agriculture) is hearing the County's concerns because they are the government agency that is issuing these licenses.

Steve Guetschow replies, yes they are, when these farmers apply to NMDA to grow hemp they do not use the legal description of the property so NMDA is not aware if the property is within a subdivision, so they are in support of the County's regulations.

Chairman Schwebach states that if you are growing agriculture products for production in the state of NM at some point you will need to obtain water rights. This will need to be addressed because a domestic well cannot go into production regardless of the water use. The State Engineers office does not allow it at the farmer's market garden and this is no different. There is a limit that can be done without requiring water rights and there is a reason behind that, this needs to be done during the permitting process. Chairman Schwebach states that this is good guidance for Planning and Zoning to follow.

Steve Guetschow states that this is what he is doing and following the well permits to make sure everything is in compliance.

Public Comment:

Jill Browning states that she is with the NM Hemp Assoc. and also sits on a committee formed by the Governor and the Environment Department. Ms. Browning explains that this is a new industry and there is a lot of inaccurate information out there about Hemp farming. She feels that everyone needs to learn more about the Hemp industry. Ms. Browning states that there will be a big explosion at the end of the year for processors and manufactures of Hemp. There are different parts to growing Hemp that the County needs to be aware of and to be prepared for all of it. She encourages doing this together and to make sure everyone is in compliance. NM Hemp Assoc. wants to work with the County to ensure this is done right. Torrance County

should be open with their process of the rules and regulation that will be set forth for the farms so that everyone learns together and this will be a productive industry in the County.
Chairman Schwebach asks if Ms. Browning would be willing to help Torrance County along this process.

Jill Browning replies, yes she would be willing to help.

DISCUSSION ONLY, NO ACTION TAKEN.

14.) EXECUTIVE SESSION

There was no executive session

15.) Announcement of next Board of County Commissioners Meeting

Next meeting to be held on July 24, 2019 in the Torrance County Administrative Chambers at 9am.

***ADJOURN**

ACTION TAKEN: **Chairman Schwebach** makes a motion to adjourn the July 10, 2019 Commission Meeting. **Commissioner Sanchez** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

MEETING ADJOURNED AT 12:34 AM

Chairman Ryan Schwebach

Sylvia Chavez-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.



*Agenda Item
No. 9-A*

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

TOTAL CHECKS PRINTED 50

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 155,903.00 ON ACCOUNT OF OBLIGATIONS INCURRED FOR THE SERVICES AS SHOWN ABOVE FOR THE PERIOD ENDING 07/18/2019 . WE CERTIFY THAT THE WITHIN NAMED PERSONS ARE LEGALLY ENTITLED UNDER THE CONSTITUTION OF THE STATUTES OF NEW MEXICO TO RECEIVE THE COMPENSATION STATED HEREIN. THAT THE SERVICES HAVE BEEN PERFORMED AS STATED IN THE ACCOUNTS HEREIN, THAT THEY ARE NECESSARY AND PROPER, THAT THIS VOUCHER HAS BEEN EXAMINED, THAT THE AMOUNTS CLAIMED ARE JUST, REASONABLE, AND AS AGREED AND THAT NO PART HAS BEEN PAID BY TORRANCE COUNTY.

SIGNED

ATTEST BY

Kevin McCall

Javier Sanchez

Ryan Schwebach

Linda Jaramillo

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

Tracy L. Sedillo

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
1 0	108282	AIRGAS USA LLC	OXYGEN USP DA MED CGA 870	408-91-2230	2971119	07/11/2019		69.13
			DELIVERY FLAT FEE FUEL SURCHARGE					
			FLAT FEE AIRGAS HAZMAT CHARGE					
			JUNE 2019 INVOICE#9090241942					
			ACCT #2296717					

DATE	FIRE ALLOTMENT	69.13
1 R	108283	AIRBUQUERQUE PUBLISHING CO.
	54.07	LEGAL AD - TORRANCE COUNTY
		PUBLIC HEARING FOR PROPOSED
		ADOPTION TO THE PERSONAL POLICY
		FY20
		INVOICE #10001451870-0612
		401-10-2221
		671119 07/11/2019
		33933
		33933
		33933
		54.07

COUNTY MANAGER	54.07
1 O	108284
	ALVIS, JOHN R
	250.00
	07/11/2019
	INSPECTING PHARMACY QUARTERLY
	INSPECTION 06/27/19
	INVOICE #39080
	411-92-2271
	467119 07/11/2019
	250.00

1 O	108285	AT & T MOBILITY LLC	5762.66	07/11/2019
		SHERIFF CELL PHONE HOT SPOTS	401-50-2207	5071119 07/11/2019
		COMMISSION CELL PHONES	401-05-2207	/ /
		OPERATIONS CELL PHONES	401-10-2207	/ /
		CPO CELL PHONE	401-05-2207	/ /
		EMERGENCY CELL PHONE	604-83-2207	/ /
		FIRE ADMIN CELL PHONES HOT SPOTS	413-91-2207	/ /
		MAINTENANCE CELL PHONES	401-15-2207	/ /
		HR CELL PHONE	401-05-2207	/ /
		P&Z CELL PHONE	401-08-2207	/ /
		P&Z CELL PHONE	685-08-2207	/ /
		ANIMAL SERVICES CELL PHONE	401-82-2207	/ /
		DISPATCH CELL PHONES	911-80-2207	/ /
		COMMUNITY MONITOR CELL PHONE	420-73-2207	/ /
		DWI CELL PHONE	605-13-2207	/ /
		DV CELL PHONE	690-09-2207	/ /
		TREASURER CELL PHONES HOT SPOTS	401-30-2207	/ /
		COUNTY MANAGER CELL PHONES	401-05-2207	/ /
		ASSESSOR CELL PHONES	610-40-2207	/ /
		FINANCE CELL PHONE	401-55-2207	/ /
		CLERK CELL PHONE	401-20-2207	/ /
		ACCT #287289563904		/ /
		ACCT #287289566455		/ /

COUNTY SHERIFF	2276.00	COUNTY COMMISSION	427.90	COUNTY MANAGER	476.36
COMMUNICATIONS/EMS TAX	118.62	STATE FIRE ALLOTMENT	466.48	ADMINISTRATIVE OFFICERS	96.52
ANNING & ZONING	96.52	ANIMAL SERVICES	476.86	911-DISPATCH CENTER	353.79
COMMUNITY MONITORING	48.26	DWI DISTRIBUTION GRANT	48.26	WIND BILL	476.87
COUNTY TREASURER	187.37	COUNTY ASSESSOR	107.26	FINANCE DEPARTMENT	57.33
COUNTY CLERK	48.26				

1 O	108286	B I INC	146.02	07/11/2019
		ELECTRONIC MONITORING GPS/ADD	420-73-2218	2171119 07/11/2019
		MAY BILLING (1 DEFENDANTS) TAX		
		INVOICE #1118722 ACCT #3533		
				146.02

COMMUNITY MONITORING	146.02

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
07/11/2019		PLANNING & ZONING						61.00
01 O	108288	CATERPILLAR FINANCIAL SVCS CORP	PACK HOE PAYMENT LATE PAYMENTS	621-96-2613	2371119	07/11/2019		1324.16
			INVOICE #19981854 ACCT #0768810-000					
07/11/2019								
01 O	108289	CATERPILLAR FINANCIAL SVCS CORP	PACK LATE PAYMENTS	621-96-2613	2471119	07/11/2019		2139.54
			ACCT #7488-000					
07/11/2019								
01 O	108290	CATERPILLAR FINANCIAL SVCS CORP	001-0886816-000 TO 008 PAYMENT	621-96-2613	5171119	07/11/2019		131414.31
			BLADES INVOICE #19978742 ACCT #24480					
07/11/2019								
01 O	108291	DIRECTV, LLC.	BUSINESS SELECT PACK	411-92-2271	3171119	07/11/2019		40.69
			06/23/2019 TO 07/22/2019 INVOICE #3641568528 ACCT #69212456					
07/11/2019								
1 R	108292	EMW GAS ASSOCIATION	EMW GAS DISPATCH JULY 2019	911-80-2209	2771119	07/11/2019		26.58
			ACCT #60-5390-000					
07/11/2019								
1 R	108293	EMW GAS ASSOCIATION	DISPATCH EMW GAS JUNE 2019	911-80-2209	2871119	07/11/2019		36.60
			ACCT #60-9530-000					
07/11/2019								
1 R	108294	EMW GAS ASSOCIATION	VOTING MACHINE STORAGE	612-20-2308	4371119	07/11/2019		24.00
			ACCT #10-6380-000					
07/11/2019								
1 R	108295	ESTANCA, TOWN OF	UNDERAGE DRINKING / DWI PREVENTION ACTIVITIES	605-09-2271	4071119	07/11/2019		1200.00
			6/7/19, 6/14/19, 6/21/19, AND 6/28/19					
07/11/2019								
1 O	108296	GRAHAM, RON	07/03/2019 PLANNING AND ZONING BOARD MEETING	401-08-2205	3971119	07/11/2019		61.00
07/11/2019								

APITAL OUTLAY GROSS R 1324.16
 APITAL OUTLAY GROSS R 2139.54
 APITAL OUTLAY GROSS R131414.31
 11-DISPATCH CENTER 26.58
 11-DISPATCH CENTER 36.60
 COUNTY CLERK 24.00

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
1 R	108297	HOMESTEAD WATER CO.	DISTRICT 5 VFD WATER BILL	405-91-2210	2271119	07/11/2019		48.32
	48.32		JUNE 2019 INVOICE #6/28/2019					

STATE FIRE ALLOTMENT 48.32

1 R	108298	HONSTEIN OIL CO.	FUEL CHARGES OPERATIONS MANAGER	401-65-2202	771119	07/11/2019		73.90
	259.85		UNIT T24 INVOICE #ZZZ2258					
	07/11/2019		ACCT #TCMANA					

	6/19/19	FUEL	685-08-2202	4871119	07/11/2019			50.67
	6/25/19	FUEL	685-08-2202	/ /	/ /	/ /		50.27
	6/17/19	FUEL	401-08-2202	/ /	/ /	/ /		44.34
	6/27/19	FUEL	401-08-2202	/ /	/ /	/ /		40.67
		INVOICE #ZZZ2258 ACCT #3873						

PERATIONS & MAINTENAN 73.90 PLANNING & ZONING 185.95

1 O	108299	HORIZONS OF NEW MEXICO	SHREDDING OF CONFIDENTIAL	401-30-2203	4571119	07/11/2019		14.15
	14.15		DOCUMENTS SERVICE DATE:6/2/19					
	07/11/2019		AND 6/30/19 MONTH OF SERVICE:					
			JUNE 2019 5% ADMIN FEE INVOICE #					
			SINVO19899 REF: PO #33213					

COUNTY TREASURER 14.15

1 O	108300	LAWSON, HARLAN	07/03/2019 PLANNING AND ZONING	401-08-2205	4271119	07/11/2019		61.00
	61.00		BOARD MEETING					

PLANNING & ZONING 61.00

1 R	108301	LOBO INTERNET SERVICES LTD	TORRANCE COUNTY ADMIN INTERNET	401-65-2207	571119	07/11/2019		166.92
	166.92		SERVICES INVOICE #115255					
	07/11/2019		ACCT #TORCOU					

PERATIONS & MAINTENAN 166.92

1 R	108302	LOBO INTERNET SERVICES LTD	LOBO INTERNET DISPATCH	911-80-2207	2571119	07/11/2019		148.07
	578.82		INVOICE #115272 ACCT #10958					
	07/11/2019		LOBO INTERNET TCED 2,3,4,5					
			& FIRE ADMIN INTERNET SERVICES					

	409-91-2207	409-91-2207	81.15
	405-91-2207	405-91-2207	81.15
	406-91-2207	406-91-2207	76.15
	413-91-2207	413-91-2207	36.15

1-DISPATCH CENTER 148.07 STATE FIRE ALLOTMENT 430.75

1 O	108303	LOOMIS ARMORED US, LLC	EXCESS PREMISE TIME	401-30-2271	4471119	07/11/2019		278.60
	278.60		ARMORED CAR SERVICE FUEL					
	07/11/2019		FEE INSURANCE FEE JUN-19					
			INVOICE #12456949					
			ACCT #10157072-1500					

COUNTY TREASURER 278.60

1 O	108304	LYNCH, CATHERINE	07/03/2019 PLANNING AND ZONING	401-08-2205	4171119	07/11/2019		61.00
	61.00		BOARD MEETING					

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	108305	MARLIN BUSINESS BANK	KONICA MINOLTA BIZHUB 368R	911-80-2203	4771119	07/11/2019		127.98
	127.98		CONTRACT PAYMENT SALES TAX AND					
			PAST DUE FEE INSURANCE FEE					
			TAX ON INSURANCE INVOICE#					
			17092573 ACCT #1441060					

11-DISPATCH CENTER	127.98							
01 R	108306	MASTER, TRACEY	TRAVEL TO CLOYVIS NM	605-13-2205	471119	07/11/2019		494.32
	494.32		NM EDGE CLASSES AND NMC					
			ANNUAL CONFERENCE					

IWI DISTRIBUTION GRANT	494.32							
01 O	108307	NMAC MANAGERS AFFILIATE	MEMBERSHIP DUES FOR 07/01/19-	401-10-2269	3071119	07/11/2019		100.00
	100.00		6/30/20 COUNTY MANAGERS					
			AFFILIATE					

COUNTY MANAGER	100.00							
01 O	108308	NTS COMMUNICATIONS	LONG DISTANT FAXES	401-20-2207	971119	07/11/2019		2.09
	8.28		ACCT #5053842418	401-30-2207		/ /		2.09
				401-40-2207		/ /		2.09
				401-50-2207		/ /		2.01

COUNTY CLERK	2.09	COUNTY TREASURER	2.09	COUNTY ASSESSOR	2.09			
COUNTY SHERIFF	2.01							
01 O	108309	NTS COMMUNICATIONS	DISPATCH USAGE CHARGES	911-80-2207	2071119	07/11/2019		59.12
	59.12		ACCT #85841014481					

11-DISPATCH CENTER	59.12							
01 R	108310	P & M SIGNS INC	SALT MISSIONS TRL SIGNS	675-07-2242	3571119	07/11/2019		160.68
	390.22		CLEMENTS RD E	675-07-2242		/ /		34.43
			CLEMENTS RD W	675-07-2242		/ /		34.43
			CANYTA RANVAS RD W	675-07-2242		/ /		80.34
			CANYTA RANVAS RD E	675-07-2242		/ /		80.34
			INVOICE #8123			/ /		33681

JRAL ADDRESSING	390.22							
01 O	108311	PACIFIC OFFICE AUTOWATTION, INC.	ADDITIONAL B&W COPIES	401-10-2203	4971119	07/11/2019		540.91
	540.91		ADDITIONAL COLOR COPIES TAX					
			INVOICE #125944 ACCT #1821290					

COUNTY MANAGER	540.91							
01 O	108312	PLATEAU WIRELESS	BUSINESS BLAZE LARGE ENTERPRISE	401-65-2213	171119	07/11/2019		1674.80
	1760.21		INTERNET SERVICES ACCT #					
			3061934					
			FIRE ADMTN BLAZE 100 JUNE 2019	413-91-2207	371119	07/11/2019		85.41
			ACCT #3224325					

OPERATIONS & MAINTENAN	1674.80	STATE FIRE ALLOTMENT	85.41					
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CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
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07/11/2019		JUDICIAL COMPLEX MAINT						55.66
01 O 108314		QWEST CORPORATION	ROAD MONTHLY CHARGES JUNE 2019	402-60-2207	1071119	07/11/2019		96.92
			ACCT #5058472550082B					

COUNTY ROAD DEPARTMENT 96.92								
01 O 108315		QWEST CORPORATION	ESTANCIJA SENIOR CENTER MONTHLY	401-36-2207	1171119	07/11/2019		184.85
			CHARGES JUNE 2019 ACCT #					
			5053845010995B					

ESTANCIJA SENIOR CENTER 184.85								
01 O 108316		QWEST CORPORATION	DISTRICT 6 VPD MONTHLY CHARGES	418-91-2207	1271119	07/11/2019		229.11
			JUNE 2019 ACCT #5053840048901B					

TATE FIRE ALLOTMENT 229.11								
01 O 108317		QWEST CORPORATION	DISTRICT 5 VPD MONTHLY CHARGES	405-91-2207	1371119	07/11/2019		85.05
			JUNE 2019 ACCT #5053845294082B					

TATE FIRE ALLOTMENT 85.05								
01 O 108318		QWEST CORPORATION	MANAGER MONTHLY CHARGES JUNE	401-10-2207	1471119	07/11/2019		191.47
			2019 ACCT #5053845294082B					

COUNTY MANAGER 191.47								
01 O 108319		QWEST CORPORATION	MORRIS SENIOR CENTER MONTHLY	401-37-2207	1571119	07/11/2019		130.88
			CHARGES JUNE 2019 ACCT #50583244					

PRIARY SENIOR CENTER 130.88								
01 O 108320		QWEST CORPORATION	MOUNTAINAIR SENIOR CENTER	401-27-2207	1671119	07/11/2019		40.00
			MONTHLY CHARGES JUNE 2019					
			ACCT #5058472885204B					

MOUNTAINAIR SENIOR CEN 40.00								
01 O 108321		QWEST CORPORATION	ASSESSOR MONTHLY CHARGES JUNE	401-40-2207	1771119	07/11/2019		57.10
			2019 ACCT #5053844362859B					

COUNTY ASSESSOR 57.10								
01 O 108322		QWEST CORPORATION	COUNTY CLERK MONTHLY CHARGES	401-20-2207	1871119	07/11/2019		55.64
			JUNE 2019 ACCT #5053844080353B					

COUNTY CLERK 55.64								
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QUEST CORPORATION

TREASURERS OFFICE MONTHLY
CHARGES JUNE 2019 ACCT #

401-30-2207

1971119 07/11/2019

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
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07/11/2019			5053844381899B					
07/11/2019	1 O	108324	REMMY, WARREN T	911-80-2203	962619	06/26/2019		360.00
			MONTHLY MAINTENANCE (SEPTEMBER)					

07/11/2019	1 O	108325	RICOH USA, INC	401-30-2203	871119	07/11/2019		251.25
			MP3545P C86130949 5/30/19					
			TO 6/29/2019 RENT ADDITIONAL					
			IMAGES STATE TAX CITY TAX					
			COUNTY TAX INVOICE #102316181					
			ACCT #80569-1027265DC					

07/11/2019	1 O	108326	RICOH USA, INC	612-20-2203	3371119	07/11/2019		330.46
			RENT AND ADDITIONAL IMAGES					
			CLERK INVOICE #102296962					

07/11/2019	1 O	108327	TARGET SOLUTIONS LEARNING, LLC DISTRICTS 1,2,3,4,5,6 & FIRE	407-91-2271	3271119	07/11/2019		730.29
			ADMIN	406-91-2271				
			INVOICE #TSINW00000030672	408-91-2271				
			IK000021NYDDQA	409-91-2271				
				405-91-2271				
				418-91-2271				
				413-91-2271				

07/11/2019	1 R	108328	TRAVIS, BRETT	413-91-2205	5271119	07/11/2019		160.00
			TRAVEL TO ISLETA RESORT					
			2019 SYSTEMS OF CARE CONFERENCE					

07/11/2019	1 O	108329	U.S. POSTMASTER	401-20-2269	3471119	07/11/2019		120.00
			YEARLY PO BOX FEE					
			BOX 767					

07/15/2019	1 R	108331	PUBLIC EMPLOYEES RETIREMENT LAMPAYCOR MATCH	401-50-2063	71520192	07/15/2019		58.68

07/15/2019	1 R	108332	PUBLIC EMPLOYEES RETIREMENT	401-10-2063	715191	07/15/2019		59.72
				401-82-2063				83.46
				401-40-2063				71.74
				401-20-2063				9.01
				911-80-2063				78.73
				401-55-2063				111.02

07/15/2019	1 R	108333	PUBLIC EMPLOYEES RETIREMENT	401-10-2063	715191	07/15/2019		59.72
				401-82-2063				83.46
				401-40-2063				71.74
				401-20-2063				9.01
				911-80-2063				78.73
				401-55-2063				111.02

07/15/2019	1 R	108334	PUBLIC EMPLOYEES RETIREMENT	401-10-2063	715191	07/15/2019		59.72
				401-82-2063				83.46
				401-40-2063				71.74
				401-20-2063				9.01
				911-80-2063				78.73
				401-55-2063				111.02

PAYCOR MATCH 03/07/2019
PAYCOR MATCH 03/07/2019

401-65-2063
401-08-2063

/ /
/ /

21.96
45.72

** GRAND TOTAL ** 155,903.00

**TOTAL GENERAL FUND 9,023.54

**DEPT COUNTY COMMISSION 427.90

401-05-2207 TELECOMMUNICATIONS 427.90

**DEPT PLANNING & ZONING 422.99

401-08-2063 RETIREMENT 45.72

401-08-2202 SUPPLIES - VEHICLE FUEL 85.01

401-08-2205 TRAVEL - EMPLOYEES 244.00

401-08-2207 TELECOMMUNICATIONS 48.26

**DEPT COUNTY MANAGER 1,422.53

401-10-2063 RETIREMENT 59.72

401-10-2203 CONTRACTS - EQUIPMENT MAINT 540.91

401-10-2207 TELECOMMUNICATIONS 667.83

401-10-2221 PRINTING/PUBLISHING/ADVERTISING 54.07

401-10-2269 SUBSCRIPTIONS & DUES 100.00

**DEPT ADMINISTRATIVE OFFICES MAINTENANCE 96.52

401-15-2207 TELECOMMUNICATIONS 96.52

**DEPT JUDICIAL COMPLEX MAINTENANCE 55.66

401-16-2207 TELECOMMUNICATIONS 55.66

**DEPT COUNTY CLERK 235.00

401-20-2063 RETIREMENT 9.01

401-20-2207 TELECOMMUNICATIONS 105.99

401-20-2269 SUBSCRIPTIONS & DUES 120.00

**DEPT MOUNTAINAIR SENIOR CENTER MAINT 40.00

401-27-2207 TELECOMMUNICATIONS 40.00

**DEPT COUNTY TREASURER 852.57

401-30-2063 RETIREMENT 62.01

401-30-2203 CONTRACTS - EQUIPMENT MAINT 265.40

401-30-2207 TELECOMMUNICATIONS 246.56

401-30-2271 CONTRACT - OTHER SERVICES 278.60

**DEPT ESTANCIA SENIOR CENTER MAINT 184.85

401-36-2207 TELECOMMUNICATIONS 184.85

**DEPT MORIARTY SENIOR CENTER MAINT 130.88

401-37-2207 TELECOMMUNICATIONS 130.88

**DEPT COUNTY ASSESSOR 130.93

401-40-2063 RETIREMENT 71.74

401-40-2207 TELECOMMUNICATIONS 59.19

**DEPT COUNTY SHERIFF 2,357.46

401-50-2063 RETIREMENT 79.45

401-50-2207 TELECOMMUNICATIONS 2,278.01

**DEPT FINANCE DEPARTMENT 168.35

401-55-2063 RETIREMENT 111.02

401-55-2207 TELECOMMUNICATIONS 57.33

OPERATIONS & MAINTENANCE
RETIREMENT

1,937.58
21.96

.00
.00

DEBITS CREDITS

401-65-2202 SUPPLIES - VEHICLE FUEL 73.90 .00
 401-65-2207 TELECOMMUNICATIONS 166.92 .00
 401-65-2213 CONTRACT - IT SERVICES 1,674.80 .00

**DEPT
 401-82-2063 ANIMAL SERVICES 560.32 .00
 401-82-2207 RETIREMENT 83.46 .00
 TELECOMMUNICATIONS 476.86 .00

**TOTAL
 ROAD FUND 300.15 .00
 COUNTY ROAD DEPARTMENT 96.92 .00
 TELECOMMUNICATIONS 96.92 .00

**DEPT
 402-61-2063 COUNTY ROAD SHOP 203.23 .00
 RETIREMENT 203.23 .00

**TOTAL
 DISTRICT 5 VFD 944.81 .00
 STATE FIRE ALLOTMENT 944.81 .00
 TELECOMMUNICATIONS 166.20 .00
 UTILITIES - WATER 48.32 .00
 CONTRACT - OTHER SERVICES 730.29 .00

**TOTAL
 DISTRICT 2 VFD 806.44 .00

**DEPT
 406-91-2207 STATE FIRE ALLOTMENT 806.44 .00
 TELECOMMUNICATIONS 76.15 .00
 406-91-2271 CONTRACT - OTHER SERVICES 730.29 .00

**TOTAL
 DISTRICT 1 VFD 730.29 .00

**DEPT
 407-91-2271 STATE FIRE ALLOTMENT 730.29 .00
 CONTRACT - OTHER SERVICES 730.29 .00

**TOTAL
 DISTRICT 3 VFD 955.57 .00

**DEPT
 408-91-2207 STATE FIRE ALLOTMENT 955.57 .00
 TELECOMMUNICATIONS 156.15 .00
 408-91-2230 SUPPLIES - MEDICAL 69.13 .00
 408-91-2271 CONTRACT - OTHER SERVICES 730.29 .00

**TOTAL
 DISTRICT 4 VFD 811.44 .00

**DEPT
 409-91-2207 STATE FIRE ALLOTMENT 811.44 .00
 TELECOMMUNICATIONS 81.15 .00
 409-91-2271 CONTRACT - OTHER SERVICES 730.29 .00

**TOTAL
 COUNTY FIRE PROTECTION FUND 290.69 .00

**DEPT
 411-92-2271 1/4% FIRE EXCISE TAX 290.69 .00
 CONTRACT - OTHER SERVICES 290.69 .00

**TOTAL
 FIRE DEPARTMENT ADMIN 1,478.30 .00

**DEPT
 413-91-2205 STATE FIRE ALLOTMENT 1,478.30 .00
 413-91-2207 TRAVEL - EMPLOYEES 160.00 .00
 413-91-2271 TELECOMMUNICATIONS 588.04 .00
 CONTRACT - OTHER SERVICES 730.26 .00

**TOTAL

DISTRICT 6 VFD

959.40

**DEPT

STATE FIRE ALLIANCE

959.40

.00

418-91-2207 TELECOMMUNICATIONS 229.11
 418-91-2271 CONTRACT - OTHER SERVICES 730.29
 **TOTAL 959.40

**DEPT
 420-73-2207 COMMUNITY MONITORING 194.28
 TELECOMMUNICATIONS 48.26
 420-73-2218 MAINTENANCE & REPAIR-FURN/FIX/EQ 146.02
 **TOTAL 488.56

**DEPT
 604-83-2207 CIVIL DEFENSE FUND 118.62
 COMMUNICATIONS/EMS TAX 118.62
 TELECOMMUNICATIONS 118.62
 **TOTAL 355.86

**DEPT
 605-09-2271 DWI PROGRAM FUND 1,742.58
 WIND PILT 1,200.00
 CONTRACT - OTHER SERVICES 1,200.00
 **TOTAL 4,142.58

**DEPT
 605-13-2205 DWI DISTRIBUTION GRANT FY19 542.58
 605-13-2207 TRAVEL - EMPLOYERS 494.32
 TELECOMMUNICATIONS 48.26
 **TOTAL 1,085.16

**DEPT
 610-40-2207 PROPERTY VALUATION FUND 107.26
 COUNTY ASSESSOR 107.26
 TELECOMMUNICATIONS 107.26
 **TOTAL 321.78

**DEPT
 612-20-2203 COUNTY CLERK 354.46
 612-20-2308 CONTRACTS - EQUIPMENT MAINT 330.46
 VOTING MACHINE STORAGE 24.00
 **TOTAL 708.92

**DEPT
 621-96-2613 CAPITAL OUTLAY GROSS RECEIPTS TX 134,878.01
 CO-ROAD CONSTRUCTION/RECONSTRUCT 134,878.01
 **TOTAL 269,756.02

**DEPT
 675-07-2242 RURAL ADDRESSING 390.22
 SUPPLIES - SIGNS 390.22
 P&Z COURT FEES 149.20
 **TOTAL 929.64

**DEPT
 685-08-2202 PLANNING & ZONING 149.20
 685-08-2207 SUPPLIES - VEHICLE FUEL 100.94
 685-08-2207 TELECOMMUNICATIONS 48.26
 **TOTAL 298.40

**DEPT
 690-09-2207 DOMESTIC VIOLENCE GRANT 476.87
 WIND PILT 476.87
 TELECOMMUNICATIONS 476.87
 **TOTAL 1,430.61

**DEPT
 911-80-2063 EMERGENCY-911 FUND 1,190.87
 911-DISPATCH CENTER 1,190.87
 RETIREMENT 78.73
 **TOTAL 2,460.47

911-80-2203
911-80-2207

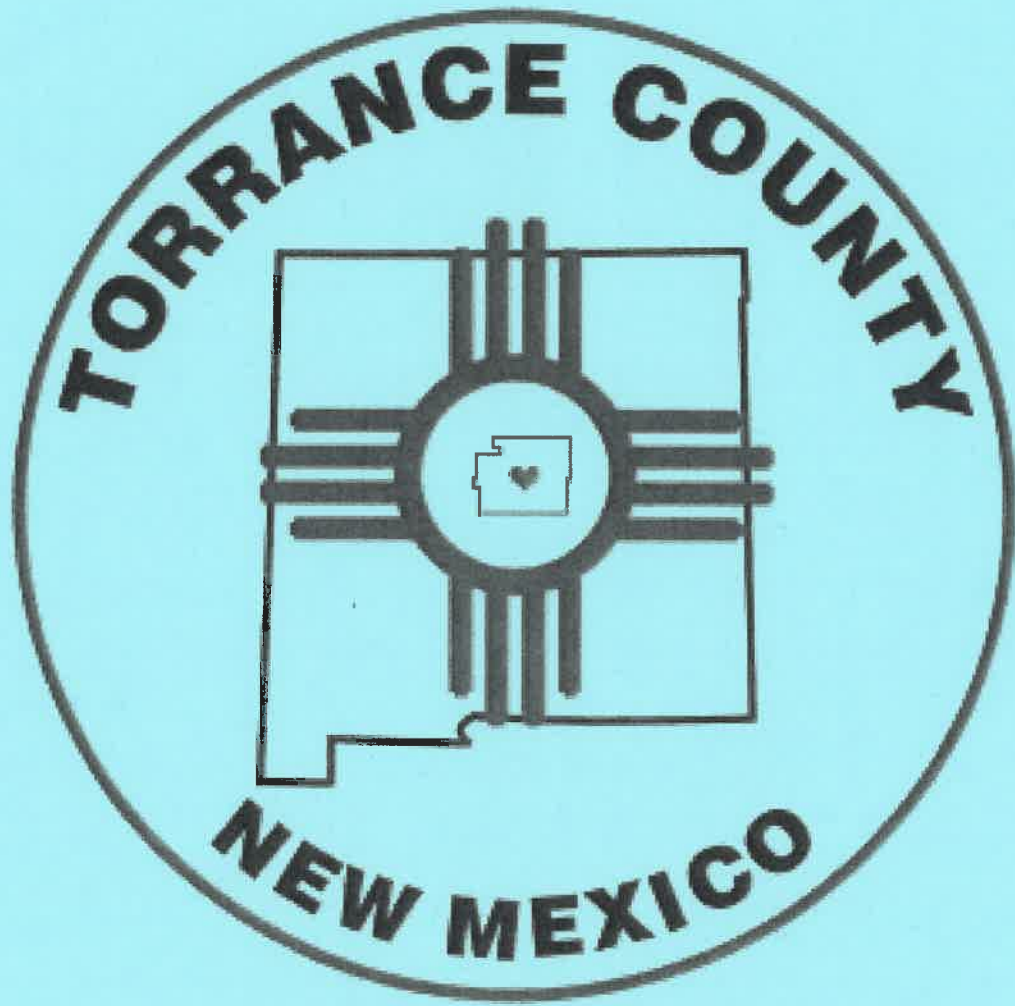
CONTRACTS - EQUIPMENT MAINT
TELECOMMUNICATIONS

487.98
560.98

.00
.00

DEBITS CREDITS

911-80-2209		UTILITIES - NATURAL GAS/PROPANE	63.18	.00
BANK01		US BANK	155,903.00	.00
** BANK TOTALS **			155,903.00	.00



*Agenda Item
No. 10-A*

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



County Commission
Commissioner Kevin McCall, District 1
Commissioner Ryan Schwebach, District 2
Commissioner Javier E. Sanchez, District 3
County Manager
Wayne Johnson

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

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

Name: LESTER Gary FIRE DEPARTMENT
First Last Department / Company / Organization Name

Today's Date: 7-17-2019 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 Approval to publisize for An Ordinance
Adopting the 2009 Edition of THE International Fire Code.

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

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

Has this been reviewed by the County Attorney? YES NO

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

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

TORRANCE COUNTY

BOARD OF COUNTY COMMISSIONERS

ORDINANCE NO. 2019-

1 AN ORDINANCE ADOPTING THE 2009 EDITION OF THE INTERNATIONAL
2 FIRE CODE, REGULATING AND GOVERNING THE SAFE-GUARDING OF
3 LIFE AND PROPERTY FROM FIRE AND EXPLOSION HAZARDS ARISING
4 FROM THE STORAGE, HANDLING, AND USE OF HAZARDOUS
5 SUBSTANCES, MATERIALS, AND DEVICES, AND FROM CONDITIONS
6 HAZARDOUS TO LIFE OR PROPERTY IN THE OCCUPANCY OF
7 BUILDINGS AND PREMISES IN THE COUNTY OF TORRANCE; PROVIDING
8 FOR THE ISSUANCE OF PERMITS AND COLLECTION OF FEES
9

10 **Section 1. Short Title: Adoption of the International Fire Code**
11

12 **Section 2. Purpose.**
13

14 The purpose of this ordinance is to adopt the 2009 edition of the International Fire Code
15 regulating and governing the safe-guarding of life and property from fire and explosion
16 hazards arising from the storage, handling, and use of hazardous substances, materials, and
17 devices, and from conditions hazardous to life or property in the occupancy of buildings in
18 the County of Torrance; providing for the issuance of permits and collection of fees.
19

20 **Section 2.1. Scope.**

21 The International Fire Code establishes regulations affecting or relating to structures,
22 processes, premises, and safeguards regarding:

- 23 1. Hazards of fire and explosions arising from the storage, handling, or use of
24 hazardous substances, materials, or devices;
- 25 2. Conditions hazardous to life, property, or public welfare in the occupancy of
26 structures;
- 27 3. Fire hazards in the structure on the premises from occupancy or operation;
- 28 4. Matters related to the construction, extension, repair, alteration, or removal of
29 fire suppression or alarm systems.
30

31 **Section 3. Definitions.**

- 32 A. Torrance County adopts the definitions as defined in the 2009 edition of the International
33 Fire Code hereinafter "Fire Code," except such portions as are deleted, modified, or
34 amended by this ordinance.
- 35 B. All the definitions contained in NMSA 1978 § 60-2C-2 of the New Mexico Fireworks
36 Licensing and Safety Act, NMSA 1978 § 60-2C-1, *et seq.* are adopted for the purposes of
37 this ordinance and the Fire Code.

1 **Section 4. Adoption of the International Fire Code**

2 The 2009 edition of the Fire Code, including appendices, A, B, C, D,E, F, G, H, I, J, as published
3 by the International Fire Code Institute, is hereby adopted, except such portions as are deleted,
4 modified, or amended by this ordinance.

5
6 **Section 5. Duties for Fire Prevention.**

7 This ordinance shall be enforced by the Torrance County Fire Department, which is established
8 pursuant to Torrance County Ordinance.

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46 **ADOPTED**, and approved this _____ day of August, 2019.

CONTINUATION PAGE 3, ORDINANCE NO. 2019-____ AN ORDINANCE
ADOPTING THE 2009 EDITION OF THE INTERNATIONAL FIRE CODE.

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TORRANCE COUNTY COMMISSION

Kevin McCall , District 1

Attest:

Ryan Schwebach , District 2

County Clerk

Javier E. Sanchez, District 3

County Attorney



*Agenda Item
No. 11-A*



TORRANCE COUNTY
RESOLUTION # 2019-

WHEREAS, the Governing Body in and for the County of Torrance, has reviewed the Fourth Quarter Report for Fiscal Year 2018-2019, and;

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

WHEREAS, the Fourth Quarter Report is hereto attached, and;

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

DONE at Estancia, New Mexico, Torrance County this 24th day of July 2019.

TORRANCE COUNTY COMMISSION

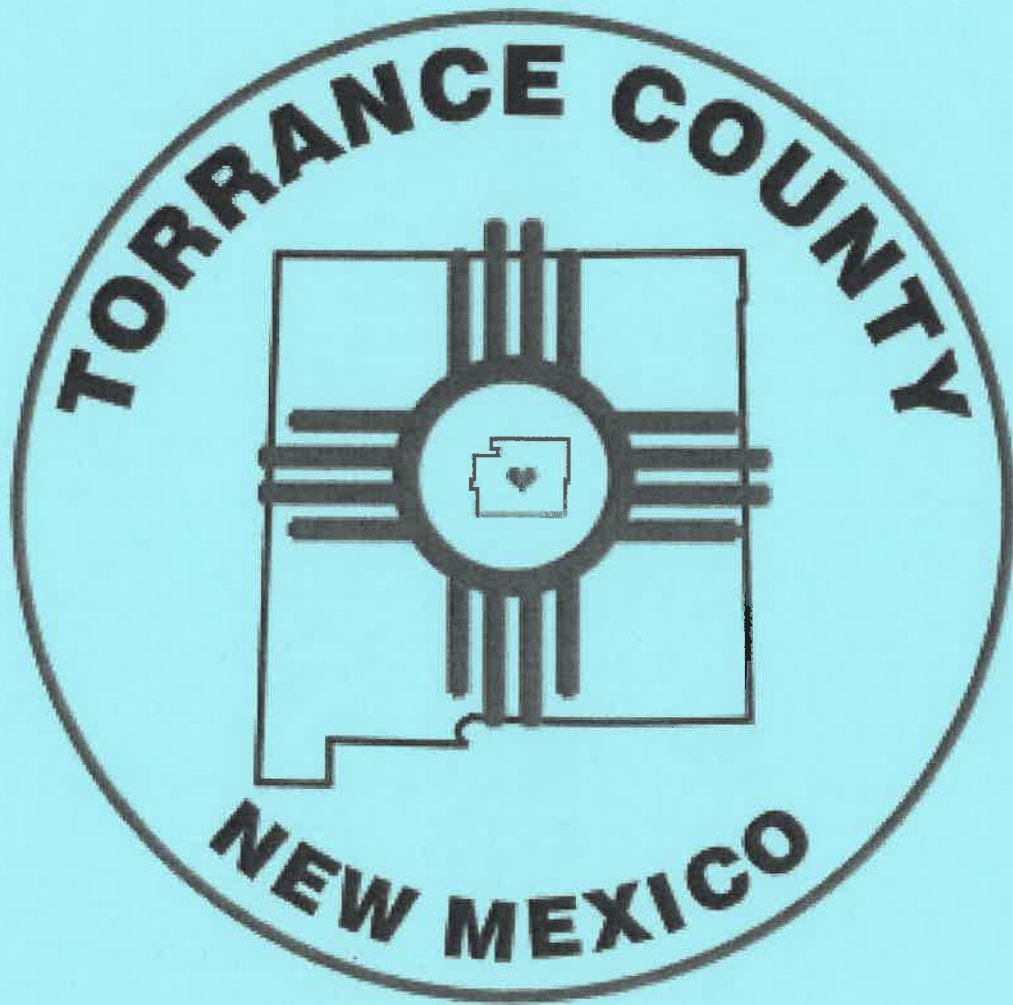
Kevin McCall, District 1

Attest:

Ryan Schwebach, District 2

County Clerk

Javier E. Sanchez, District 3



*Agenda Item
No. 11-B*



TORRANCE COUNTY
RESOLUTION # 2019-

**A RESOLUTION RELATING TO FINANCE;
ADOPTING THE PROPOSED 2019-2020 FISCAL YEAR BUDGET; AND REQUESTING
STATE OF NEW MEXICO, DEPARTMENT OF FINANCE AND ADMINISTRATION, LOCAL
GOVERNMENT DIVISION, BUDGET AND FINANCE BUREAU APPROVAL**

WHEREAS, the Governing Body of Torrance County, New Mexico, has developed a budget for the 2019-2020 fiscal year; and

WHEREAS, the budget was developed on the basis of need and through cooperation with all user departments, elected officials, and department directors; and

WHEREAS, official meeting(s) for the review of the budget were advertised in compliance with the State Open Meetings Act, and

WHEREAS, it is the majority opinion of this Governing Body that the proposed budget meets the requirements as currently determined for the 2019-2020 fiscal year; and

NOW THEREFORE, BE IT RESOLVED by Torrance County Commission.

DONE at Estancia, New Mexico this 24th day of July, 2019.

TORRANCE COUNTY COMMISSION

Kevin McCall, District 1

Attest:

Ryan Schwebach, District 2

County Clerk

Javier E. Sanchez, District 3

**TORRANCE COUNTY
2019-2020 OPERATING BUDGET
BUDGET RECAPITULATION**

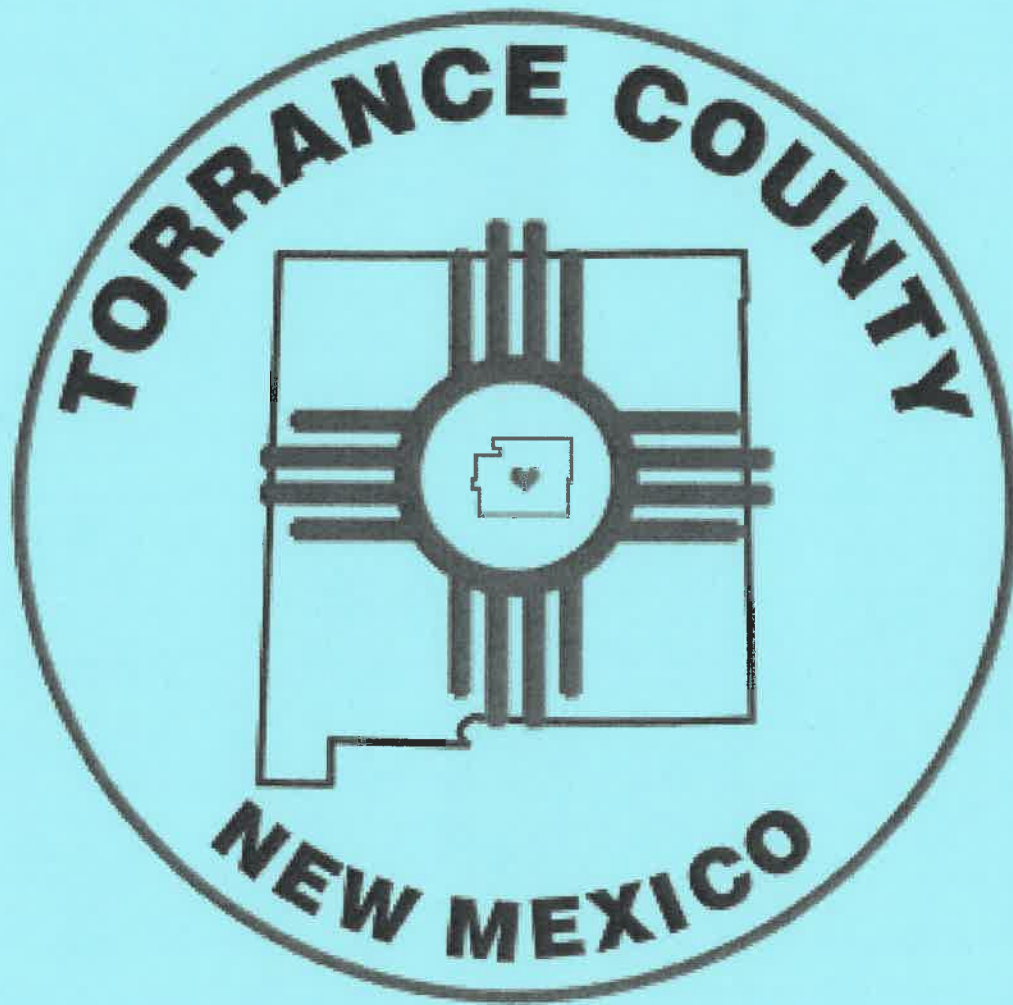
107th Fiscal Year

FUND TITLE	DFA	FUND NUMBER	TC	UNAUDITED BEGINNING CASH BALANCE AT JULY 1	BUDGETED REVENUES	BUDGETED TRANSFERS	BUDGETED EXPENDITURES	ESTIMATED ENDING CASH BALANCE	LOCAL RESERVE REQUIREMENTS UNAVAILABLE FOR BUDGETING	ADJUSTED ENDING CASH BALANCE
General	11000	401		2,173,024	6,986,196	(1,231,211)	6,165,619	1,762,391	1,541,405	220,986
Road	20400	402		704,917	1,546,986	0	2,045,176	206,727	170,431	36,295
Farm & Range	20800	403		2,090	1,500	32,500	32,500	3,590	0	3,590
CR A084 Developer Fee	29900	404		1,465	400	0	1,360	505	0	505
District 5 VFD	20900	405		120,163	141,130	0	241,000	20,293	0	20,293
District 2 VFD	20900	406		81,795	105,977	0	185,000	2,772	0	2,772
District 1 VFD	20900	407		107,997	53,945	0	132,500	29,442	0	29,442
District 3 VFD	20900	408		137,205	127,989	0	257,000	8,194	0	8,194
District 4 VFD	20900	409		40,408	41,393	0	69,500	12,301	0	12,301
L.E. Protection Fund	21000	410		11,548	28,400	0	28,400	11,548	0	11,548
Fire Pool 1/4% GRT	22200	411		136,434	252,556	0	371,500	17,490	0	17,490
Co. Fair GRT	29900	412		53,634	187,577	19,000	242,000	18,211	0	18,211
Fire Dept. Admin.	20900	413		60,321	76,655	0	135,000	1,976	0	1,976
Indigent	22000	414		314,166	440,000	0	740,000	14,166	0	14,166
EMS	20600	415		146,789	36,350	0	153,941	29,198	0	29,198
District 6 VFD	20900	418		67,436	52,370	0	99,500	20,306	0	20,306
EVSWA Contract	29900	419		37,522	42,685	120,000	187,685	12,522	0	12,522
Jail Fund	20100	420		106,510	411,020	1,400,000	1,875,398	42,132	0	42,132
Environmental Gross Receipts	20200	423		0	172,260	0	172,260	0	0	0
GO Bond Proceeds	30100	424		276,145	0	0	0	276,145	0	276,145
WIPP Funding	21800	427		400	7,000	0	7,000	400	0	400
Volunteer Recruitment/Reten	29900	428		24,576	0	50,000	60,284	14,292	0	14,292
State Animal Care Fund	29900	429		2,123	0	0	0	2,123	0	2,123
Animal Shelter	29900	430		2,447	1,150	0	3,000	597	0	597
GO Bond Debt Service 2001	40100	562		365,459	375,000	0	361,376	379,083	0	379,083
Safety Program	29900	600		25,469	6,350	12,544	36,200	8,163	0	8,163
DWI MRT Program	29900	602		0	500	0	500	0	0	0
Civil Defense	29900	604		30,606	48,400	0	79,000	6	0	6
D.W.I. Grant Program	22300	605		59,520	149,394	(19,431)	173,721	15,762	0	15,762
DWI School	29900	606		2,062	600	0	2,300	362	0	362
DWI Smart Choice Ride	29900	607		0	125	13,807	13,932	0	0	0
DWI Screening Fees	29900	608		0	1,900	5,624	5,624	1,900	0	1,900
Treasurer's Fee	29900	609		4,697	25,400	0	30,000	97	0	97
Property Valuation Fund	20300	610		133,195	91,000	26,182	244,908	5,468	0	5,468
Clerk's Equipment	22500	612		22,812	20,500	0	28,500	14,812	0	14,812
RPHCA Grant	21800	616		11,016	5,508	0	5,508	11,016	0	11,016
County Infrastructure GRT	30500	620		240,986	172,000	0	372,000	40,986	0	40,986
Capital Outlay GRT	30500	621		531,409	618,305	0	1,118,010	31,704	0	31,704
NMFA Grant Fund	21800	626		0	50,000	0	50,000	0	0	0
Sub-Total				6,036,347	12,278,521	429,015	15,727,202	3,016,681	1,711,836	1,304,845

**TORRANCE COUNTY
2019-2020 OPERATING BUDGET
BUDGET RECAPITULATION**

107th Fiscal Year

FUND TITLE	FUND NUMBER	DFA	TC	UNAUDITED BEGINNING CASH BALANCE AT JULY 1	BUDGETED REVENUES	BUDGETED TRANSFERS	BUDGETED EXPENDITURES	ESTIMATED ENDING CASH BALANCE	LOCAL RESERVE REQUIREMENTS UNAVAILABLE FOR BUDGETING	ADJUSTED ENDING CASH BALANCE
Recycling/Illegal Dumping Gra	21800		628	14,979	0	0	0	14,979	0	14,979
Home Visiting Grant	21800		629	2,285	0	0	0	2,285	0	2,285
Esperanza Medical Clinic	29900		630	12,377	1,200	0	10,200	3,377	0	3,377
Senior Citizens Program	21900		631	5,346	0	10,000	10,000	5,346	0	5,346
Loan Proceeds	30600		633	1,344	0	0	1,328	16	0	16
Court Forfeiture	29900		634	13,739	0	0	13,739	0	0	0
Juvenile Justice Grant	21800		635	47,313	128,600	0	118,600	57,313	0	57,313
Debt Service Fund	40400/49900		636	210,734	285,645	23,474	236,900	282,953	0	282,953
Wind PILT	24200		641	276,260	995,500	(800,000)	445,500	26,260	0	26,260
Investment Interest	29900		642	200,328	130,000	0	315,000	15,328	0	15,328
Estancia Basin Water Study	29900		650	4,299	12,750	0	12,750	4,299	0	4,299
Rural Addressing Fund	29900		675	52,601	34,850	50,000	120,524	16,927	0	16,927
Attorney General Grant	21800		681	37	0	0	0	37	0	37
P & Z Code Enforcement Func	29900		685	12,232	4,000	6,000	20,000	2,232	0	2,232
Domestic Violence Grant	21800		690	29,452	20,000	46,500	76,554	19,398	0	19,398
DV Victim's Restitution	29900		691	28,782	1,450	0	30,000	232	0	232
Forest Reserve	25000		693	160,402	9,406	0	168,406	1,402	0	1,402
US Marshal JLEO Funding	21800		802	13,896	19,000	0	19,000	13,896	0	13,896
Legislative Appropriations	30300		803	22,875	495,700	0	495,700	22,875	0	22,875
Drug Education Program	29900		804	13,228	0	0	13,228	0	0	0
Traffic Safety Grant	21800		805	6,257	0	0	0	6,257	0	6,257
Teen Court Fund	29900		807	1,325	500	0	1,493	332	0	332
Forest Service Grant	21800		808	3,324	12,000	0	12,000	3,324	0	3,324
ICE Inmate Care	29900		825	0	6,000,000	0	6,000,000	0	0	0
NMDHLS EMPG	21800		826	18,883	21,706	22,000	42,790	19,799	0	19,799
MDOH Cities Readiness	21800		829	11,001	0	0	0	11,001	0	11,001
Disaster-Public Assist	21800		830	74,345	0	0	74,345	0	0	0
Dog Head Fire	21800		834	1	0	0	0	1	0	1
E911	20700		911	261,976	634,823	213,011	886,619	223,191	0	223,191
Sub-Total				1,499,622	8,807,130	(429,015)	9,124,675	753,061	0	753,061
GRAND TOTAL				7,535,969	21,085,651	0	24,851,878	3,769,742	1,711,836	2,057,906



*Agenda Item
No. 12-A*



TORRANCE COUNTY

Grant Program Management Policies and Procedures

Resolution 2019 - _____

I. Purpose and Authority

The Torrance County Grant Committee has developed these policies and procedures to insure that all current and future grant-funded programs are in full compliance with the terms and conditions of the contract between Torrance County and the Funding Agency. Furthermore, standardization of administrative procedures will enable the Torrance County Grant Coordinator, and the Offices of the County Manager, Treasurer, and Finance to provide oversight of the grant application process and routine monitoring and full oversight of all grant-funded programs. These policies and procedures have been reviewed by the Torrance County Attorney and approved by the Board of Torrance County Commissioners, herein after referred to as "Board." These *Grant Program Management Policies and Procedures* do hereby supersede any other grant program management policies and procedures that were previously and formally adopted by the Board.

II. Staff Positions, Departments, and Programs Affected

These policies and procedures apply to all employees, Departments, Elected Officials, Department Heads, and Grant Program Managers who are responsible for full implementation of policies and procedures as they apply to prior, pending, current, and future grant-funded programs.

III. Policy

1. Coordination of Grant Policy and Grant Operations

In order to track and manage grants through all stages of pre-award and post-award activity, Torrance County designates the Grant Coordinator within the County Manager's Office and the Grant Committee as responsible for implementing this policy. The Grant Committee consists of the Grant Coordinator as chair, County Manager or designee, Finance Director, County Treasurer, Deputy Treasurer, and

2. Department Responsibility for Grants

Department personnel will work with the Grant Coordinator to identify issues and projects that need funding, identify funding sources, and write grant proposals with the Grant Coordinator. Department personnel will also manage the day-to-day operations of a grant-funded program and grant award.

Department Heads are accountable for the grants that are within their departmental jurisdiction. In cases where more than one department is responsible for a grant, a lead department shall be designated. In this instance, all Department Heads shall be accountable.

Each Department Head shall:

- Designate a Grant Program Manager for every grant awarded to the Department.
- Notify the Grant Coordinator of intentions to apply for a grant or receipt of a proposal or grant approval/contract.
- Implement/manage awarded grant projects according to the terms and conditions of each grant proposal and grant award.
- Work with the Grant Program Manager to ensure grant awards are accurately tracked.
- Consult with the Grant Coordinator as needed to ensure compliance with County and Funding Agency policies and procedures.
- Ensure reimbursement requests are submitted on or prior to designated due dates to minimize the advance use of County funds. All drawdowns of grant funding must conform to funding source requirements and County policies pertaining to the receipt of grant funds.
- Ensure that the Department observes all project reporting requirements and timely submits all financial and program reports as specified by each grant award to the Funding Agency and Grant Coordinator.
- Provide information for and participate in Funding Agency site visits, monitoring, and audits.

3. Finance Department Functions and Responsibilities

The Finance Department shall:

- Review all drawdowns of grant funding to ensure they conform to internal Finance policies.
- Establish appropriate account code assignments for charging costs to grants.
- Record expenditures associated with approved grants.
- Ensure the accounting system of the County tracks revenue and expenditures associated with every grant award.

Once a grant opportunity is located, the Grant Coordinator will work with the Department Head or Grant Program Manager or other designated point-of-contact to determine feasibility and eligibility, identify contributors to the grant application, and define a plan of action to prepare and submit the application timely. The Department and Grant Coordinator will present a grant synopsis to the Board for required approvals. The Grant Coordinator will maintain an electronic and hard copy of all documents associated with an application including:

- Problem Statement Form
- Notice of Funding Opportunity (NOFO) or Request for Proposal (RFP)
- Notes and Information gathered to prepare the proposal
- Application Drafts and Approvals
- Correspondence
- Final Application
- Miscellaneous documents including presentations to the Board and resulting approvals.

2. Grant Award Process

Departments receiving a grant award, renewal, extension, or amendment must submit a full copy of the grant agreement or contract to the Grant Coordinator for review by the Grant Committee. The Department Head and/or Grant Program Manager must attend the Grant Committee meeting to present a summary of the grant award, renewal, extension, or amendment and answer questions regarding the grant award.

Upon the Grant Committee's review of the Department's grant award, the Department must file an agenda request with the Torrance County Manager's Office to be added to the next Board meeting. The original grant agreement and the required number of copies must be attached to the agenda request and submitted according to required deadlines and rules set by the Manager's Office. A copy of the grant agreement along with a request to approve as to form and sufficiency must also be submitted to the County Attorney. If the grant award document does not have a specific place for legal review, then the County Attorney shall provide approval using the *Form and Sufficiency Approval* form.

Departments receiving a grant award, renewal, extension, or amendment must appear at the County Board meeting to present an oral summary of the grant award. The Board will consider the grant agreement, grant summary prepared by the Grant Committee, and *Form and Sufficiency Approval* form as part of the decision making process. The Board will make the final determination to accept or reject the grant award.

If the grant agreement deadline does not permit for Board review during a regularly scheduled Board meeting, AND if a grant specifies a match from the County of \$20,000 or less, the County Manager and County Attorney are authorized to approve and sign the grant agreement. The Board must ratify the agreement at the earliest Board meeting to authorize the financial commitment.

Department employees, Elected Officials, Department Heads and/or Grant Program Managers who are responsible for grant funded programs are required to maintain a grant file at their department site and give all documents including correspondence to the Grant Coordinator on a monthly basis. The Grant Coordinator will be responsible for the Official Grant File containing all original documents which will be maintained in a centralized location for audit purposes.

4. Budget Process

A budget request must be submitted to the Finance Department on the *Budget Request* Form before a grant can be incorporated into the County's budget. Grant approval by the Board does not automatically or necessarily constitute approval of the final budget.

All budget increases are subject to approval by the Department of Finance and Administration (DFA). Grant funds may not be expended or encumbered prior to DFA approval without the approval of the Finance Director.

5. Fiscal Management

Department employees, Elected Officials, Department Heads and/or Grant Program Managers who are responsible for grant-funded programs are required to file reimbursement requests on a monthly basis, unless otherwise specified by the Funding Agency in the grant agreement. The Department must keep an up-to-date calendar of all report due dates to ensure all reports are submitted timely. A copy of this calendar must be provided to the Grant Coordinator. All reimbursement requests must be reviewed by the Grant Coordinator prior to submission to the Funding Agency to ensure accuracy and grant compliance.

When a request for reimbursement is submitted, a corresponding deposit slip, in the approved format, must be filed with the Torrance County Treasurer and a copy sent to the Grant Coordinator. The deposit slip must reflect the correct grant name, deposit line item, the time frame of the reimbursement, the Department, and the name of the depositor. A deposit slip will be provided to each Department. The deposit slip cannot be modified by the Department in any way.

Once reimbursement is received, a copy of the check and/or journal entry reflecting ACH (automatic clearing house) payment must be sent to the Grant Coordinator to be placed in the grant folder.

6. Federal Grants

Drawdowns

- A. Federal grant drawdowns must be based on actual expenditures incurred during the reimbursement cycle being reported.
- B. If a Department wants to drawdown funds that have not been expended, they must have written permission from the County Manager and the Finance Department. **Drawdowns of Federal grant funds should be the minimum amounts needed for disbursements to be made immediately or within 10 days of the drawdown.**



Agenda Item
No. 12-B

PROFESSIONAL SERVICES AGREEMENT
Estancia Valley Youth & Family Council (EVYFC)
BOYS COUNCIL SERVICES

THIS AGREEMENT entered into by and between the County of Torrance, hereinafter referred to as “County” and Ware Resources, LLC, whose address is P.O. Box 2844, Moriarty, NM 87035, hereinafter referred to as the “Contractor.”

WHEREAS, the County of Torrance is the government entity in Torrance County receiving and administering funds from the New Mexico Children, Youth and Families Department, herein after referred to as CYFD, for a continuum of graduate sanction and alternative detention services to juvenile offences.

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

WHEREAS, there is an on-going need for professional services necessary to perform the Statement of Work as set out herein; and,

NOW THEREFORE, the County and the Contractor in consideration of mutual covenants and agreements herein contained, do hereby agree as follows:

I. Period of Agreement

This Agreement shall become effective July 1, 2019 and shall terminate on June 30, 2020, unless terminated pursuant to Article IX, infra.

II. Statement of Work

The Contractor shall provide the program of services as set forth in the scope of work, which is attached hereto as “**Attachment 1 – Statement of Work**” and incorporated herein by reference, unless amended or terminated pursuant to Article V or Article IX, infra.

III. Limitation of Cost

The total amount of the monies appropriated to the Contractor and made payable to the Contractor under this Agreement shall not exceed seven thousand two hundred dollars and zero cents (**\$7,200.00**) for FY 2020 and as approved by CYFD in Agreement No. 20-690-3000-16740. The annual budget is attached hereto as “**Attachment 2 – Budget**” and incorporated herein by reference.

IV. Compensation

- a. The total amount payable to the Contractor under this Agreement for FY 2020, including gross receipts tax and expenses, shall not exceed seven thousand two hundred dollars and zero cents [\$7,200.00 (\$150.00 per session x 48 classes)] for FY2020. Payments shall only be made as outlined in the budget which is made part of this Agreement as “**Attachment 2 – Budget**.” This amount is a maximum and not a guarantee that the work assigned to the Contractor under this Agreement to be performed shall equal the amount stated herein.
- b. The County shall pay to the Contractor in full payment for services satisfactorily performed pursuant to the “**Statement of Work – Attachment 1**.” The New Mexico gross receipts tax levied on the amounts payable under this Agreement shall be paid by the County to the Contractor. All

legal rights and remedies afforded the county or state of New Mexico in such circumstances as contractor's default/breach of contract.

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

X. Maintenance of Records

The parties shall provide for strict accountability of all monies made subject to this Agreement. The Contractor shall maintain all program reports and detailed time and expenditure records that indicate the date, time, nature and cost of services rendered during the Agreement's term and effect. These records shall be submitted to the County on a monthly basis. The County will maintain these records in a centralized location for a period of seven (7) years from the date of final payment. The records shall be subject to inspection by the County, the Department of Finance and Administration, and the State Auditor. The County shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the County to recover excessive or illegal payments.

XI. Confidentiality

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

XII. Bribes, Gratuities and Kickbacks Prohibited.

Bribes, gratuities, and kickbacks are expressly prohibited. This contract incorporates by reference, as if fully stated herein, the applicable criminal laws prohibiting bribes, gratuities and kickbacks, including but not limited to, §13-1-191, §30-24-1, §30-24-2, §30-41-1, §30-41-2, and §30-41-3. NMSA 1978.

XIII. Amendments

This Agreement shall not be altered, changed, or amended except by an instrument, in writing, executed and approved by both parties.

XIV. Assignment

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

XV. Applicable Law

This Agreement shall be governed by the laws, rules, and regulations of the United States and the State of New Mexico.

XVI. Liability

Each party shall be solely responsible for fiscal or other sanctions occasioned as a result of its own violation or alleged violation or requirements applicable to the performance of the Agreement. Each party shall be

paid to any person for influencing or attempting to influence an officer or employee of any County, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit a Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. (United States Code). Any person who fails to file the required certification shall be subject to a civil penalty of **not less than \$10,000.00 and not more than \$100,000.00 for each such failure.**

IN WITNESS WHEREOF, the County and the Contractor have caused this Agreement to be executed, and said Agreement to become effective when signed by both parties.

County

_____ Date: _____
Commission Chair

Approved as to form:

_____ Date: _____
County Attorney

Contractor

_____ Date: _____
Authorized Signatory

Printed Name and Title of Authorized Signatory

- h. Referral source;
- i. Days/Times program is held;
- j. Program attendance; and
- k. Program participation.

PERFORMANCE MEASURES

1. Number and demographics of families referred to the program.
2. Number of youths who attend all Council hours as required.
3. Number of youths who successfully graduate from the program.
4. Update the Master List of all youths within the Council Program on a monthly basis.
5. At Least 50% of youths report stronger school attachment;
6. At least 30% of youths report avoiding self-harm; and
7. At least 30% of youths report avoiding alcohol or tobacco.

MINIMUM QUALIFICATIONS FOR INDIVIDUALS, COMBINED ENTITIES, NON-PROFITS, OR 501(C)(3) ORGANIZATIONS:

The following qualifications apply to individuals or the entity types listed immediately above. Entities may meet the qualifications by illustrating that the current personnel team meets the minimum qualifications in sum. Entities applying to act as RAC Service Provider should provide a detailed explanation of which individuals will complete the various duties and how those individuals meet certain portions of the qualifications such that the total personnel team meets the full set of minimum qualifications. Entities should also provide an operational budget and organizational chart as part of the application.

1. High School Diploma or equivalent and AND two years' experience in community services programs. A combination of education, experience, and training may be applied in accordance with Torrance County policy;
2. Demonstrated knowledge of accounting, administration, writing, public speaking, governmental policies; time management, and policy and program development of grant writing, proposals and quarterly reports;
3. Proof of General and Professional Liability Insurance;
4. Skill in communicating effectively both orally and in writing; and
5. Skill in establishing and maintaining effective working relationships with government entities, law enforcement officials, the general public, and peers.
6. Applicants must also meet the following requirements:
 - a. Be at least twenty-one (21) years of age;
 - b. Be a United States Citizen;
 - c. Have a valid New Mexico driver's license;
 - d. Not have been convicted of a felony or any domestic violence conviction or other crime involving moral turpitude;
 - e. Submit to a thorough background investigation;
 - f. Be familiar with keyboarding and computer systems;
 - g. No DUI convictions within the last five years;
 - h. Meet or exceed the County requirements for insurance and bonding;

Attachment 2 – Budget

Torrance County

\$150 per session X 48 sessions Projected 30 youth served	\$7,200
TOTAL BUDGET	\$7,200

“Family member” means spouse, father, mother, child, father-in-law, mother-in-law, daughter-in-law or son-in-law of (1) a prospective contractor, if the prospective contractor is a natural person; or (2) an owner of a prospective contractor.

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

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

“Prospective contractor” means a person that is subject to the competitive sealed proposal process set forth in the Procurement Code or is not required to submit a competitive sealed proposal because that person qualifies for a sole source or a small purchase contract.

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

See Attached Page for Names of Applicable Public Officials in Torrance County.

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: _____

Contribution Made To: _____

Relation of Public Official to
Prospective Contractor: _____

Date(s) Contribution(s) Made: _____

Amount(s) of Contribution(s) _____

Nature of Contribution(s) _____

Purpose of Contribution(s) _____

(Attach extra pages if necessary)

Signature

Date

Title (position)

County Commission

*Kevin McCall
Commissioner
District 1*

*Ryan Schwebach
Commissioner
District 2*

*Javier E. Sanchez
Commissioner
District 3*



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

County Manager
Wayne Johnson

Deputy County
Manager
*Belinda Garland
(Acting)*

County Attorney
John M. Butrick

Attachment to Campaign Contribution Disclosure Form

Current Torrance County Elected Officials

Commissioner, District 1 – Kevin McCall

Commission Chairman, District 2 – Ryan Schwebach

Commissioner, District 3 – Javier Sanchez

Assessor – Jesse Lucero

Clerk – Linda Jaramillo

Probate Judge – Josie Chavez

Sheriff – Marty Rivera

Treasurer – Tracy Sedillo



*Agenda Item
No. 12-C*

**PROFESSIONAL SERVICES AGREEMENT
FOR ECONOMIC DEVELOPMENT SERVICES**

This Agreement made and entered into the 1st day of July 2019 by and between TORRANCE COUNTY NEW MEXICO, a municipal corporation (the "County") and the ESTANCIA VALLEY ECONOMIC DEVELOPMENT ASSOCIATION, a nonprofit New Mexico Corporation ("EVEDA"). The purpose of this Agreement is to establish a EVEDA as a contractor to provide professional services for economic development for the County.

WHEREAS, the County desires to foster the economic development of the County for the purpose of providing employment opportunities and economic stability for its residents by making reasonable efforts to attract, retain and expand business and commercial enterprises within the County or its immediate vicinity;

WHEREAS, the County is in need of professional services to perform economic development activities necessary to attract, retain and expand business and commercial enterprises within the County or its immediate vicinity;

WHEREAS, the County has adopted Ordinance No. 2003-1 (the "Ordinance") as authorized by the Local Economic Development Act, NMSA 1978, §§ 5-10-1 through 5-10-13, ("LEDA") to conduct economic development;

WHEREAS, EVEDA is a certified regional economic development agency that is qualified to provide economic development services;

WHEREAS, the County desires to contract with EVEDA to perform economic development services authorized by the Ordinance and LEDA;

NOW, THEREFORE, for and in consideration of the premises and mutual obligations herein, the parties agree as follows:

- I. SCOPE OF SERVICES. EVEDA shall, through its own staff or its consultants, provide economic development services to the County as follows:
 - A. REVIEW, EVALUATION AND PRESENTATION OF ECONOMIC DEVELOPMENT PROJECT APPLICATIONS. EVEDA shall:
 1. Review applications for proposed economic development projects, including applications for industrial revenue bonds, within the County;
 2. Evaluate proposed economic development projects against the criteria established in the Ordinance and LEDA;
 3. Present proposed economic development projects to the County ;
 4. Recommend a proposed action to the County Commissioners regarding proposed economic development projects; and

5. Not enter into negotiations with any economic development project as a representative or on the behalf of the County without formal consent of the County.
- B. RECRUITMENT OF ECONOMIC DEVELOPMENT PROJECTS. EVEDA shall work with the New Mexico Economic Development Department (NMEDD), governmental entities at the local, state and federal level, elected officials, economic development agencies, business organizations, and educational institutions to identify and recruit:
1. Businesses and enterprises to the County and its vicinity which would create new employment opportunities to residents of the County;
 2. Businesses and enterprises within the County and its vicinity that are candidates for expansion which would increase employment opportunities to residents of the County; and
 3. Businesses and enterprises within the County and its vicinity that may require economic development assistance in order to retain existing employment opportunities to residents of the County.
- C. PLANNING. EVEDA shall:
1. Propose, from time to time, County economic development incentive policies;
 2. Serve as a resource for economic development information, data and issues, to the County and the public and to provide current information and materials to the public; and
 3. Allow an appointee of the County to sit as an ex-officio member to the Board of Directors of EVEDA.
 4. REPORTS. A minimum of once during the term and additionally upon the County's request, EVEDA shall prepare and present in person a written comprehensive report to the County of EVEDA's activities related to this contract, including a summary of economic development project applications reviewed and a summary of economic development recruitment prospects.
 5. EVEDA will permit authorized representatives of the County to inspect EVEDA's books and records upon reasonable notice, during ordinary business hours. During the term of this contract and thereafter until the County's annual audit of the fiscal year, EVEDA will also cooperate with the County's designated auditor in any reasonable manner.
- II. COMPENSATION AND METHOD OF PAYMENT. In consideration of the performance by EVEDA, the County shall pay EVEDA the amount of \$25,000.00 annually for three consecutive years, payable on the first month of each quarter beginning on July 1, 2019 for the period beginning July 1, 2019 and ending June 30, 2022. Quarterly payments in the

amount of \$6,250.00 to be made in the months of July, October, January, April for each consecutive year.

- III. TERM. The effective date of this contract is July 1, 2019, and this contract shall expire on June 30, 2022. Activities conducted by EVEDA since the effective date of this contract, but before the date of the expiration of this contract, shall be deemed to have been performed by EVEDA in compliance with this contract.
- IV. CONFLICT OF INTEREST. No officer or employee of the County or member of the County Commissioners, and no employee of EVEDA, or member of EVEDA's Board of Directors, and no person who exercises any functions or responsibilities, in the review or approval of the undertaking or the carrying out of this agreement, shall participate in any decision relating to this agreement which is prohibited by law. Employees and members of EVEDA's Board of Directors shall disclose any conflict of interest with any economic development project or activity conducted by EVEDA on behalf of the County.
- V. HOLD HARMLESS. EVEDA and the County, in pursuance of the services provided for herein shall use reasonable care to avoid damage or injury to persons or property and shall save and hold harmless each other of and from any and all damages, injuries and expenses caused by the negligence of EVEDA or the County, their respective agents or employees, or by reason of the failure of EVEDA or the County to comply with the provisions of this agreement. In no way shall this provision be construed as a waiver of any immunity available to the County under New Mexico law.
- VI. EQUAL OPPORTUNITY.
 - A. Non-Discrimination. EVEDA agrees that no person shall be excluded from, or denied the benefits of, or be subjected to discrimination under, any program or activity of EVEDA, on the grounds of race, religion, national origin, color, sex, physical handicap, political affiliation or age.
 - B. Nonsegregated Facilities. EVEDA certifies that all employee facilities under its control are provided in a manner that segregation, whether by habit, local custom, or otherwise, and whether on the basis of race, religion, color, handicap, age, sex, national origin or political affiliation, cannot occur. Further EVEDA certifies that it will not assign, or permit employees to perform services at any location under its control where facilities are segregated.
 - C. Employment. EVEDA will not discriminate against any employee or applicant for employment because of race, religion, color, handicap, age, sex, national origin or political affiliation; and will take affirmative action to ensure that applicants are employed, and that employees are treated during employment, with regard to any of the same factors. Moreover, EVEDA will state, in all solicitation or advertisements for employees, that all qualified applicants will receive consideration for employment without regard to the factors listed above.
 - D. COMPLIANCE WITH LAW. EVEDA will at all times conduct itself in accordance with the laws of the United States, the State of New Mexico, and the County of Estancia.

- VII. RIGHT OF TERMINATION. This agreement may be terminated by either party at any time after sixty (60) days notice in writing given to the opposite party. In the event of such termination, the County will have no obligation to make any additional payments as specified in Section II above.
- VIII. ENTIRE AGREEMENT. This Agreement represents the entire understanding between the parties and supersedes any prior agreements or understandings with respect to the subject matter of this Agreement. No verbal agreement of conversation with any officer, agent, or employee of the County, either before, during, or after execution of this agreement, shall affect or modify any of the terms or obligations of this Agreement.
- IX. WAIVER OF BREACH. The waiver by either party of a breach or violation of any provision of his Agreement will not operate as or be construed as a waiver of any subsequent breach of this Agreement.
- X. COOPERATION AND DISPUTE RESOLUTION. The parties agree that they will maintain effective liaison and close cooperation. If a dispute arises related to the obligations or performance of either party under this Agreement, representatives of the parties will meet in good faith to resolve the dispute.
- XI. BINDING EFFECT. This Agreement is binding upon, and inures to the benefit of, the parties to this Agreement and their respective successors and assigns.
- XII. NOTICES. Any notice that will be given in accordance with this Agreement, will be deemed appropriate when sent by certified mail to the following:

Torrance County Manager
Torrance County
PO Box 48
Estancia, NM 87016

and

Executive Director
EVEDA
PO Box 3209
Moriarty, NM 87035

- XIII. PENALTIES. The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.
- XIV. APPROVAL REQUIRED: This Agreement shall not become effective or binding until signed by both parties.

IN WITNESS THEREOF this contract has been executed by the parties hereto in an original and one counterpart copy.

TORRANCE COUNTY NEW MEXICO

Commission Chair
(SEAL)

Date

ATTEST:

County Manager

Date

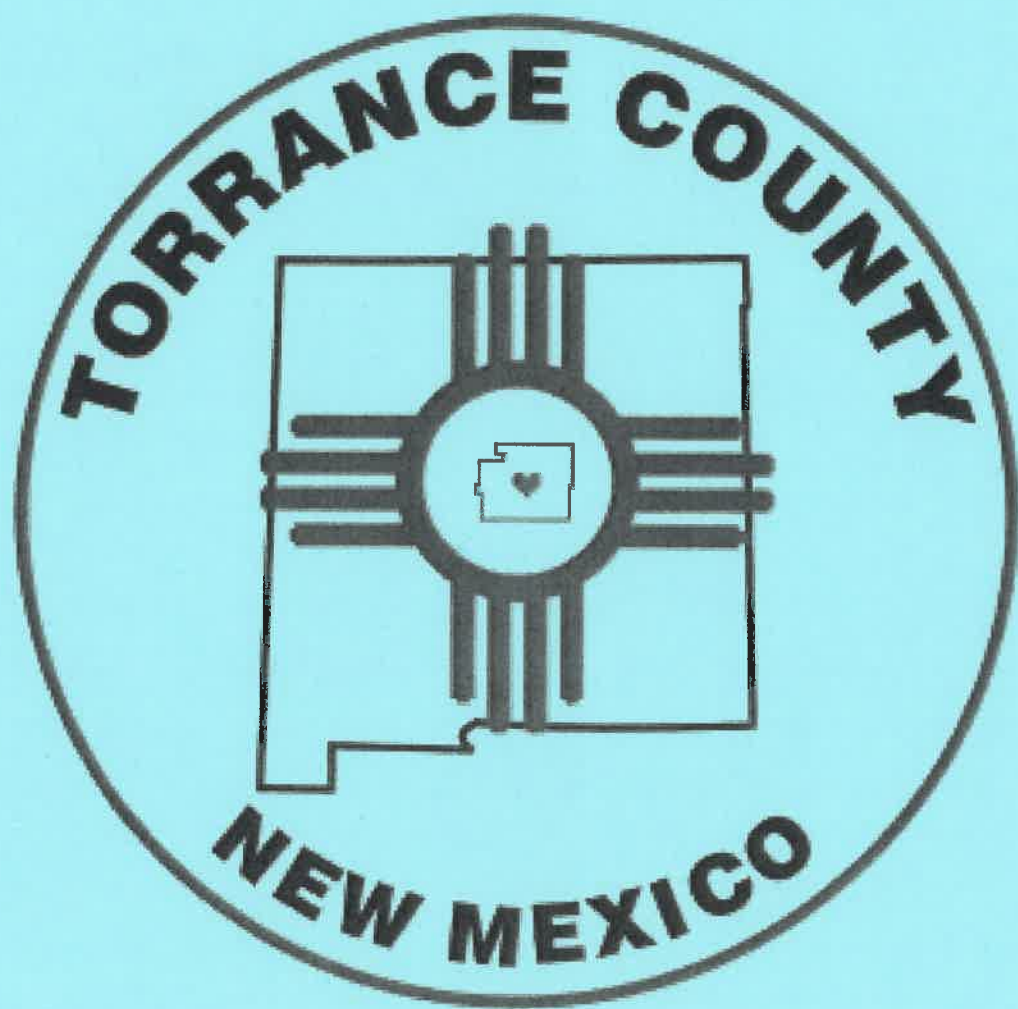
ESTANCIA VALLEY ECONOMIC DEVELOPMENT ASSOCIATION, INC.

President

Date



*Agenda Item
No. 13-A*



*Agenda Item
No. 13-B*



*Agenda Item
No. 14-A*



*Agenda Item
No. 15*



*Agenda Item
No. 16*