



**TORRANCE COUNTY**  
**COMMISSION MEETING**  
**March 11, 2020**  
**9:00 A.M.**

**For Public View**  
**Do Not Remove**



***Torrance County***  
BOARD OF COUNTY COMMISSIONERS (BCC)  
**Kevin McCall, District 1**  
**Ryan Schwebach, District 2**  
**Javier Sanchez, District 3**

**Wayne Johnson, County Manager**

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**ADMINISTRATIVE MEETING  
AGENDA**

**WEDNESDAY, MARCH 11<sup>TH</sup>, 2020 @ 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 February 26, 2020 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**
- 11. ADOPTION OF RESOLUTION**
  - A. ROAD:** Motion to approve request for Hardship Funds, Resolution No. 2020- \_\_\_\_\_.
- 12. APPROVALS**
  - A. ROAD:** Motion to approve SB- CAP- SP State Funding Projects FY20-21.

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- B. FIRE:** Motion to approve submission of application for FEMA Assistance to Firefighters Grant Program.
  
  - C. SHERIFF:** Motion to approve U.S Forest Service Grant # 18-LE-11030300-008, modification 003 for calendar year 2020.
  
  - D. DISPATCH/FIRE:** Motion to approve purchase reimbursements for fingerprinting; proper procurement not followed, no Purchase Order and/or other Purchasing/Finance/Manager's approval.
  
  - E. MANAGER/GRANT COORDINATOR:** Motion to approve Complete Count Committee Grant Amendment, adding additional \$24,219.53 to grand award.
  
  - F. MANAGER/GRANT COORDINATOR: PUBLIC MEETING:** Regarding USDA Community Facilities Direct Loan & Grant application, to apply for grant that would assist in purchasing & equip two (2) Sheriff patrol vehicles.
  
  - G. MANAGER:** Motion to approve Torrance County to co-sponsor the RESPECT Program in Estancia High School, April 20-24, 2020.
- 13. DISCUSSION**
- A. MANAGER:** Torrance County Code of Conduct Review Board Findings in the matter of Allen vs. Sanchez.
- 14. EXECUTIVE SESSION**
- 15. Announcement of the next Board of County Commissioners Meeting:  
March 25, 2020 @ 9:00 AM**
- 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**  
**Regular Commission Meeting**  
**February 26, 2020**  
**9:00 AM**

Commissioners Present:

**RYAN SCHWEBACH – CHAIR**  
**JAVIER SANCHEZ – MEMBER**  
**KEVIN MCCALL – MEMBER**

Others Present:

**WAYNE JOHNSON – COUNTY MANAGER**  
**JANICE BARELA – DEPUTY COUNTY MANAGER**  
**JOHN BUTRICK – COUNTY ATTORNEY**  
**GENELL MORRIS – ADMINISTRATIVE ASSISTANT**

**1. Call Meeting to order**

**Chairman Schwebach:** Calls February 26, 2020 Regular Commission Meeting to order at 9:01 AM

**2. Pledge lead by:** Chairman Schwebach  
**Invocation lead by:** Commissioner McCall

**3. Changes to the Agenda:** No Change

**4. PROCLAMATIONS-** None

**5. CERTIFICATES AND AWARDS-** None

**6. BOARD AND COMMITTEE APPOINTMENTS -** None

**7. PUBLIC COMMENT and COMMUNICATIONS**

**Marco Banales – City of Moriarty and the Estancia Valley Solid Waste:** In Celebration of the 50<sup>th</sup> Anniversary of Earth Day on April 22, 2020, we will be bringing in several activities to the County, not necessarily just Moriarty. In the next couple of weeks, we will be approaching the County Manager with regards to looking into joint proclamations throughout the Municipalities in the County.

**County Manager Wayne Johnson:** I have spoken with Mr. Lucero from the Estancia Solid Waste Authority about Earth Day Celebration with a potential County Clean up as part of the day. We are working out the details and will have something by the next Commission Meeting.

**8. APPROVAL OF MINUTES**

**A. COMMISSION:** Motion to approve the February 12, 2020 Torrance County Board of County Commission Minutes

**Commissioner McCall:** Motions to approve February 12, 2020 Torrance County Board of County Commission Minutes

**Chairman Sanchez:** Seconds the motion.

**All in favor:** MOTION CARRIED

**9. APPROVAL OF CONSENT AGENDA**

**A. MANAGER:** Motion to approve 4<sup>th</sup> Quarter Restrictive Housing Report.

**Chairman Schwebach:** Motion to approve 4<sup>th</sup> Quarter Restrictive Housing Report.

**Commissioner McCall:** Seconds the motion.

**All in favor:** MOTION CARRIED

**B. FINANCE:** Approval of Payables

**Commissioner McCall:** Motion to approve payables

**Chairman Schwebach:** Seconds the motion.

**All in favor:** MOTION CARRIED

**10. ADOPTION OF ORDINANCE/AMENDMENT TO COUNTY CODE**

**11. ADOPTION OF RESOLUTION**

**A. DWI:** Motion to approve Resolution No. 2020-10 Torrance County submission of grant application for LDWI funding from the Department of Finance Administration (DFA). (Staff Analysis Attachment)

**Tracey Master – Torrance County DWI Prevention Program Coordinator:**

The Resolution before you, authorizing Torrance County to submit an application to the Department of Finance and Administration Local Government Division to participate in the local DWI grant and distribution program. I am requesting approval of this Resolution.

**Chairman Schwebach:** Motions to approve Resolution No. 2020-10 Torrance County submission of grant application for LDWI funding from the Department of Finance Administration (DFA).

**Commissioner Sanchez:** Seconds the motion.

**All in favor: MOTION CARRIED**

1. Motion to approve Application Budget

**Tracey Master – Torrance County DWI Prevention Program Coordinator:**

Before you is the application coversheet for FY21 Local DWI distribution and grant funding, this will be submitted to the local government division of DFA on or before the March 6<sup>th</sup> deadline at 4pm. The estimated amount we will be receiving will be \$91,610 requesting \$102,283 in competitive grant. I request you approve this budget coversheet.

**Chairman Schwebach:** Motions to approve Application Budget

**Commissioner Sanchez:** Seconds the motion.

**All in favor: MOTION CARRIED**

2. Memorandum of Understanding (MOU) between Torrance County DWI Program and Department of Finance Administration (DFA).

**Tracey Master – Torrance County DWI Prevention Program Coordinator:**

The Memorandum lays out the privacy statutes that we must comply with. HIPPA and 42 CFR are part 2. I am requesting approval of this Memorandum of Understanding.

**Commissioner McCall:** Motion to approve Memorandum of Understanding (MOU) between Torrance County DWI Program and Department of Finance Administration (DFA).

**Chairman Schwebach:** Seconds the motion.

**All in favor: MOTION CARRIED**

3. Statement of Assurance

**Tracey Master – Torrance County DWI Prevention Program Coordinator:**

This is for FY2021 beginning with July 1, 2020 and ending June 30, 2021. DFA has set a lot of rules and we are agreeing to follow them. I request your approval of this Statement of Assurances.

**Chairman Schwebach:** Motions to approve Statement of Assurance  
**Commissioner McCall:** Seconds the motion.  
**All in favor: MOTION CARRIED**

**12. APPROVALS**

**A. FIRE:** Motion to approve payment for Taverners’s Towing and Recovery from FY19. (Staff Analysis Attached)

**Hannah Sanchez – Torrance County Fire Department:** Requesting approval to pay Taverners Towing for towing Brush 2-2 to Two Gunz Customz for FY2019 in the amount of \$93.15. We do have the funds to pay for this. I’m requesting your approval to pay this.

**County Manager Wayne Johnson:** This is part of our policy, when a PO is not properly closed at the end of the year, we are required to bring it before the Commission and seek your approval on this item.

**John Butrick – County Attorney:** This will come out of the FY 20 budget.

**Chairman Schwebach:** Motion to approve payment for Taverners’s Towing and Recovery from FY19.

**Commissioner McCall:** Seconds the motion.

**All in favor: MOTION CARRIED**

**B. MANAGER:** Motion to approve Memorandum of Understanding (MOU) between Torrance County and Mesalands Community College, (Staff Analysis Attached)

**County Manager Wayne Johnson:** I’d like to make an amendment to the motion, the intent is to authorize me to finish the negotiation, we need to work out with Mesalands, as far as the timing, as to when we can open up classes to non-Torrance County residents. All schools in Torrance County have preference. We also don’t want them to cancel a class if the classes are not full. We are close to completion. Superintendent Sims from Estancia Schools sent a letter in support of this project. Mr. Morris is here on behalf of Mesalands.

**Tom Morris – Director of academic initiative Mesalands Community College:** The County Manager and I will be meeting after this meeting to negotiate the final specific to the MOU. We are still interested in facilitating and working with Torrance County, Estancia Mountainair and Moriarty High Schools as well as surrounding counties if the classes are not filled. The Goal is to improve the future workforce for the training of the county as it relates to wind energy.

**County Manager Wayne Johnson:** The original document states if they ever cancel the program then we get the \$60,000 back. We are looking at a 5 year timeline , we want the program to have enough time to get established and be successful after that we would reduce it by 20% per year, if at that point the program failed they won't owe the county anything. The other issue is when can they open the class to non-county residents. They have to know if they have enough people to teach the class. We want to make sure Torrance County resident have preference. We have no problem taking non-county residents on a waiting list for that class during that time period. We need to get the exact numbers down.

**Tom Morris – Director of academic initiative Mesalands Community College:** In the short term we don't see a problem, we have a lot of Torrance County student in the classroom currently, we are looking in the future.

**Commissioner McCall:** When you say right now, we are currently offering classes?

**Tom Morris – Director of academic initiative Mesalands Community College:** Yes, online classes. There are 2 classes, with 15 students registered, from the 3 high schools. In the future, for us to pay for a faculty member, we need a minimum of 8 students in the class. Torrance County students/general workforce gets priority. This has to be worked out with the high school.

**Commissioner McCall:** I'd appreciate the adults getting training as well.

**Tom Morris – Director of academic initiative Mesalands Community College:** That is up to the high schools and who is allow on campus.

**Commissioner McCall:** It is a mobile unit; it can be taken off school grounds

**Tom Morris – Director of academic initiative Mesalands Community College:** Yes

**John Butrick – County Attorney:** Just as a reminder, this is \$60,000 commitment that the county is making.

**Commissioner McCall:** What is the cost of the total unit?

**Tom Morris – Director of academic initiative Mesalands Community College:** Mesalands has the mobile unit already, we were looking for the training equipment, in terms of electrical, mechanical and hydraulic. The unit was only to transport it, the equipment will be stored at Moriarty High School.

**Commissioner Sanchez:** Did we ask the schools if they were willing to make a financial commitment?

**County Manager Wayne Johnson:** No, Mesalands is open to additional funding from the schools.

**Tom Morris – Director of academic initiative Mesalands Community College:** There was mention in the MOU about that, that is one thing we need to discuss, what you foresee as their commitment.



**Commissioner McCall:** As I recall, Moriarty's financial contribution was the storage.

**Tom Morris – Director of academic initiative Mesalands Community College:** Correct, and the security, we do need to talk about the insurance, if the equipment is located in Moriarty, is Moriarty High School is covering it.

**County Manager Wayne Johnson:** I didn't go through that, that's a technical issue, the equipment needs to be covered no matter where it is stored, by somebody. Somebody needs to be responsible for making sure insurance is in place. It is not reasonable that the county is providing that insurance because we are not housing the equipment or controlling it. If the school is in control of the equipment as part of their insurance policy, I think it is reasonable, it is not that high of an expense.

**Tom Morris – Director of academic initiative Mesalands Community College:** as long as the equipment is in the transportation unit. Mesalands will cover that.

**Commissioner Sanchez:** We should reach out to the other 2 school districts, asking if they are willing to make a financial commitment to it. This will give them incentive to make sure they have students enrolled. Its important that everyone is invested in this project. Its success is insured from the beginning. Estancia Schools sent a letter in support for this project.

**County Manager Wayne Johnson:** Reads letter of support from Estancia Schools. *Hereto attached.* This letter gives a good buy in, from Estancia. Moriarty School district was here at the original meeting back in September. I don't know that we want to hold up our financial contribution, waiting on the individual school districts trying to get them to contribute at the same time. If that is what the board would like us to do, direct us to do so. From a staff perspective, it don't think we should be holding up the good in search of the perfect.

**Chairman Schwebach:** I agree, I recall the original amount was \$100,000, I'm assuming you scaled this program down, to make the \$60,000 work?

**Tom Morris – Director of academic initiative Mesalands Community College:** Yes

**Chairman Schwebach:** It will be more than appropriate to go to all three districts and seek more funding, I agree with Commissioner Sanchez; financial buy in will send a message to get more kids involved, a viable option for students to have a career here and stay with in the valley. I would encourage that to be done but don't want to hold this up financially.

**Tom Morris – Director of academic initiative Mesalands Community College:** I believe there has been buy in by both Estancia and Mountainair, they are bringing their student out in late May to perform their climbs and safety classes.

**Commissioner Sanchez:** The school districts will meet between now and our next meeting, I'm sure two weeks wouldn't hold anything up. We meet with the school

district and ask them for a financial contribution. So, the success of the project is insured. Taking the extra step will make a big difference. At the very least letters of support for this project. I know the Managers office has a few things to iron out with Mesalands, we are probably having to ratify this at the next meeting, is that correct?

**County Manager Wayne Johnson:** The request for the motion was to grant me the authority to sign. We have held this for some time and I want to get this completed. I believe we have plenty of buy in, in the county to proceed with this. I'm not sure it's the county's role to approach the school districts and ask for additional funding for this project. This is not a County project; we are collaborating with Mesalands. Moriarty and Edgewood are the leads on this project. It's better to say we are or not on board with this project and not have us shadow what has already been done. If the board wants to hold this up and have me bring this back for final ratification, that can be done. If you direct us to approach everyone, that can also be done. This is not our direct project; we are joining others to try and make this successful. I will do whatever direction the board advises, but don't feel it's our job to take over lead on a project that is not our own.

**John Butrick – County Attorney:** Mesalands was going to lead the project, we were providing \$60,000 as a financial buy in for the county. It was going to be between Mesalands and the schools.

**Tom Morris – Director of academic initiative Mesalands Community College:** Correct, we have done a lot of the groundwork with Moriarty in terms of where we will be storing and the security of the equipment. If the classes get big enough, we will move the equipment to other school locations. The three schools have already made a commitment in terms of the course work that needs to be done.

**Commissioner Sanchez:** in order to not hold anything up, we should allow the Manager to proceed. I foresee there will be support. Then have the Commission ratify it at the next meeting, this will allow us to make progress in preparing the agreement. In the meantime, this will allow Mountainair to express its support.

**Chairman Schwebach:** Makes a motion to authorize, to have the County Manager move forward with the MOU and to pursue communications with Mesalands on financial buy in.

**Commissioner McCall:** Seconds the motion.

**Commissioner Sanchez:** We need to all vote yes on this. It would be nice if the Estancia and Mountainair School Districts have an expression of support, that way they are saying yes officially.

**Chairman Schwebach:** We have support from two schools, when Mountainair gives us a letter, we will ratify that and put it in there. If they don't support it, I

don't see why we shouldn't move forward, for the respect of the individuals that have put time into this. Have we communicated with Mountainair?

**County Manager Wayne Johnson:** We have not reached out to Mountainair; I was given direction from our closed Executive Session to produce this agreement. We can make you motion contingent upon receiving a letter of support from Mountainair. I don't think that will be difficult to get. Mr. Morris and I can reach out to Mountainair and get a letter similar to what we have received from Estancia Municipal Schools. We don't have a letter for Moriarty but were present at that last meeting. We can get that for the record. In order not to hold this up, once I receive that letter, I can go ahead and have the authority to sign this agreement. We can then present the letters to you at the next commission meeting.

**Chairman Schwebach:** I will amend my motion to reflect that.

**Commissioner McCall:** Seconds the motion.

**All in favor: MOTION CARRIED**

### 13. DISCUSSION

#### A. MANGER/GRANT COORDINATOR: Torrance County Complete Count Committee activity report.

**Kassandra Sandy – Complete Count Committee Coordinator:** Our committee chair is out for family medical issue. Our thoughts and prayers are with her and her family.

Financially we have a balance of \$20,407, we have 1 pending PO for stamps. We will be submitting 4 PO's regarding media sourcing that will leave us with a balance of \$17,638. We have purchased banners, we will be sending out 4000 informational post cards, printed fliers, and printed 500 educational coloring books for the Estancia Elementary School student to take home. Senate Bill 4 was passed for 8 million dollars across the state. Each county that received the grant will get the exact same funding that they originally received, we will receive \$24,219.53. The Governor signed that on February 10<sup>th</sup>, 2020. We do not have a date as to when the funds will be delivered. With the additional funding, the County Manager and I are looking for additional media sources.

One of our main focuses it to educate the community is, self-count. Self-count starts March 12<sup>th</sup> and Census day is April 1<sup>st</sup>. The difference between self-counting until April 1<sup>st</sup> is a Census worker will not come to your property. If the address has been rendered, saying someone has been counted at that location, a census worker

will not go to your home. We are aware that a lot of people move out here to not be bothered, so we are educating if you self-count by phone, online or by mail, you will not be bothered. You will start seeing Census workers out between May to July.

The Estancia library held a Census hiring event encouraging Torrance County citizens to work temporary for the Census, this was a good turnout. We have had two complete radio interviews with Angela Coburn – PMS Services and Mayor Nieto – Mountainair and we have scheduled Deputy County Manager Janice Barela for this week, explaining the importance of the census and why we need to be counted. We have meeting schedule with the Land Grant to get them on board with us, as to how we can get the community centers involved by getting computers out there for people to use to be counted.

We will be printing 3 stands, we are in the works with informational guidelines, to be held here at the County offices, Mountainair and Moriarty. We plan on having a booth for the Health Fair on April 25<sup>th</sup> and would like to be a part of Earth Day.

In 2010 Torrance County expected a 2% under count. We had around 300 people that were not counted, this comes to a 9-million-dollar loss of money over a 10-year period. This information was clarified with DFA. Information sheets and copy of questionnaire, *hereto attached*. We plan on putting this information on our website.

This money goes to our kids, roads, communities, health and senior centers, thing that we don't always get funding for. If we can get an accurate count, we can get the appropriate funding. We have had questions concerning the prison contract, how many people are in the prison through the federal contract. The Census has federal contract workers. Those people do get counted in a different way, by the federal Census Bureau.

**Commissioner McCall:** Reiterate the importance of the count and the undercount.

**Kassandra Sandy – Complete Count Committee Coordinator:** Each person counted is a little over \$3,000. Torrance County had a 67.4% response rate in the 2010 U.S. Census, 32.6% did not respond 5,055 non-responses. This is where the bulk of taxpayers money goes to pay for the U.S. Census in hiring Federal U.S. Census Bureau enumerators to go 'door knockers' to the households, addresses in the U.S. Census Bureau Master File that did not respond to the Census. We are trying to recruit local community residence to work as federal U.S. Census Bureau enumerators during May – July 2020. What this number means is these are people that did not self-render. Not responding after April 1<sup>st</sup>, 2010, the number that could

not be reached during this non-response follow-up phase was 284 people. A total population of 15,506 =  $0.18315 \times 100 = 1.83\%$  undercount or round up to 2%. With the 2% undercount it's a \$9,216,766 10-year revenue loss. Programs affected are Medicaid, SNAP, highway planning and construction, Medicaid plan B, grants to local education agencies, school lunch programs, special education grants, Head Start, Section 8 housing vouchers, CHIP, health center programs, WIC, Section 8 housing assistance, foster care Child care & development fund and low income home energy assistance and roads. Everyone counts, if a woman gives birth before April 1<sup>st</sup> that child is counted. Money can't be allocated if we don't have an accurate count. We want to inform everyone that it's not about if you have too many people in your house or you are citizen or not, it's only about the resources being used in this county by the people that are here. Let's get money here and keep them here and support our community. The information cannot be shared, no social security numbers, if you see something like that it is a fraudulent ballot form. We are encouraging the community to self-count if they have any concern.

**Commissioner McCall:** Thank you for all you are doing, and everyone involved.

**Kassandra Sandy – Complete Count Committee Coordinator:** We have had a lot of community support. We are also open to any ideas to inform the community.

**County Manager Wayne Johnson:** I like to thank Ms. Sandy on her work with this.

**Chairman Schwebach:** County Manager - I would like a report from Mr. Quintana concerning EMWT, I heard he may or may not be representing Torrance County wishes within EMWT, I would like to visit with him in front of the Commission if you could reach out to him.

**County Manager Wayne Johnson:** Would you like a meeting with myself and Mr. Quintana or would you like to be a part of that meeting?

**Chairman Schwebach:** The three of us maybe the way to go, then we can decide if we need to bring anything before the Commission if he truly represents the county's wishes.

**County Manager Wayne Johnson:** I'd be happy to do that for you.

**14. EXECUTIVE SESSION: - None**

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

March 11, 2020 9:00 am @ the Torrance County Admin Building.

**16. Signing of Official Documents**

*\*Adjourn*

**Chairman Schwebach:** Motions to adjourn Commission Meeting

**Commissioner Sanchez:** Seconds the motion.

**All in favor: MOTION CARRIED**

Meeting adjourned at 09:51 PM

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Ryan Schwebach – Chairman

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Genell Morris – Admin Assistant

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Date

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



*Agenda Item  
No. 9-A*

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

TOTAL CHECKS PRINTED 75

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 303,147.36 ON ACCOUNT OF OBLIGATIONS INCURRED FOR THE SERVICES AS SHOWN ABOVE FOR THE PERIOD ENDING 03/05/2020 . 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

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Javier Sanchez

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Ryan Schwebach

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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.

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Tracy L. Sedillo



CR#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 R	110918	ESTANCIA, TOWN OF	JANUARY 2020 LATE FEES ACCT#40	401-16-2210	122420	02/24/2020		3.64
	15.88		ACCT#1380 FIRE	413-91-2210		/ /		1.79
	02/24/2020		SC EST/249	401-36-2210		/ /		1.70
			FAIR/291	412-53-2210		/ /		.67
			HEALTH DEPT/373	401-24-2210		/ /		1.39
			FAIR BOARD/750	412-53-2210		/ /		1.03
			ROAD/1108	402-61-2210		/ /		2.71
			ADMIN BLDG/1112	401-15-2210		/ /		2.95

JUDICIAL COMPLEX MAINT	3.64	STATE FIRE ALLIOTMENT	1.79	ESTANCIA SENIOR CENTER	1.70
COUNTY PAIR	1.70	HEALTH DEPT BLDG MAINT	1.39	COUNTY ROAD SHOP	2.71
ADMINISTRATIVE OFFICES	2.95				

01 O	110923	AIRGAS USA LLC	426.95
02/25/2020			

CYLINDER RENT MED/XS OXYGEN	406-91-2230	2222520	02/25/2020	119.92
HAZMAT SALES TAX JANUARY 2020				
INVOICE#9968308331 ACCT#2287851				
RENT-CYLINDER MEDIUM/LARGE	405-91-2230	2322520	02/25/2020	144.82
OXYGEN RENT-CYLINDER MEDIUM				
XO OXYGEN HAZMAT FEE SALES TAX				
INVOICE#9968308330 ACCT#2287851				
CYLINDER RENT MED/XS OXYGEN	408-91-2230	2422520	02/25/2020	162.21
HAZMAT FEE SALES TAX INVOICE#				
9968362686 ACCT#2296717				

STATE FIRE ALLIOTMENT	426.95		
01 R	110924	ALBUQUERQUE IMAGE PRODUCTS	153.61
02/25/2020			

COPY MACHINE OVERAGES 1-1 TO	612-20-2203	1222520	02/25/2020	143.85
1-31 2020 #9511513700				
COPY MACHINE OVERAGES 10-1 TO	612-20-2203			9.76
10-31 2019 #9511513700				
INVOICE#IN36778 ACCT#PC08				

COUNTY CLERK	153.61		
01 O	110925	BI INC	1711.40
02/25/2020			

DECEMBER BILLING 2019	420-73-2218	3422520	02/25/2020	823.62
JANUARY BILLING 2020	420-73-2218			887.78
INVOICE#1183903/1188215				
ACCT#3533				

COMMUNITY MONITORING	1711.40		
01 O	110926	BOUND TREE MEDICAL, LLC	528.97
02/25/2020			

CURAPLEX FINGERTIP SPO2 MONITOR	411-92-2230	422520	02/25/2020	34802	126.46
LIGHTWEIGHT ADSCOPE 641 SPRAGUE	411-92-2230			34802	58.80
STETHOSCOPE, 30", BLACK	411-92-2230			34802	40.00
IPRATOPIDIUM BROMIDE/ALBUTEROL,	411-92-2230			34802	40.00
0.5MG/3.0MG/BOX	411-92-2230			34802	14.31
POLYUTHERANE IV CATHETER,	411-92-2230			34802	34802
STRAIGHT, 18 GA X 1.25" GREEN	411-92-2230			34802	18.00
POLYUTHERANE IV CATHETER,	411-92-2230			34802	34802
STRAIGHT, 16 GA X 1.25" GRAY	411-92-2230			34802	10.44
POLYMER IV CATHETER	411-92-2230			34802	34802
14 GA X 1.25" I, ORANGE	411-92-2230			34802	260.96
I-GEL O2 RESUS EMS BAG, GREEN					
INVOICE#83478300/83479916					
ACCT#204887					

1/4% FIRE EXCISE TAX 528.97

01 0 110927  
612.98

BOUND TREE MEDICAL, LLC

CASE, PILLOWCASE, WHITE  
COMFORTMED DISPOSABLE PILLOW,

411-92-2230  
411-92-2230

2022520 02/25/2020  
/ /

34841  
34841

23.00  
173.28

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
02/25/2020			WHITE, 24IN X 18 IN	411-92-2230			34841	12.15
			ASPIRIN CHEWABLE TABLETS, 81 MG,				34841	
			ORANGE FLAVOR, 36/BT				34841	
			COMBAT APPLICATION TOURNIQUET	411-92-2230			34841	404.55
			TACTICAL BLACK				34841	
			INVOICE#8349828 ACCT#204887					

1/4% FIRE EXCISE TAX 612.98  
 01 R 110928 CENTRAL NM ELECTRIC COOP. FEBRUARY 2020 ACCT#880282700 409-91-2208 222520 02/24/2020 96.43  
 02/25/2020

STATE FIRE ALLOTMENT 96.43  
 01 R 110929 COOPERATIVE EDUCATIONAL SERVICES RACKSTATION RS819 401-50-2203 3722520 02/25/2020  
 14754.45 4TB NAS HARD DISK DRIVE 401-50-2218 / / 34769  
 02/25/2020 PLAT RATE LABOR - NAS 401-65-2615 / / 34769  
 POWEREDGE R540 34769  
 PLAT RATE LABOR - SERVER 34769  
 NMGRT 34769  
 (SEE ATTACHED QUOTATION) 34769  
 CES CONTRACT 34769  
 #17-04B-C104-ALL 34769  
 INVOICE#24-099474 ACCT#TORRANCE COUNTY

COUNTY SHERIFF 1295.99 OPERATIONS & MAINTENAN 13458.46  
 01 R 110930 COOPERATIVE EDUCATIONAL SERVICES PLAT RATE - LABOR WORKSTATIONS 401-65-2225 3822520 / / 34768  
 136763.23 WINDOWS 10 PRO LICENSE 401-65-2225 / / 34768  
 02/25/2020 OPTIPLEX 7070 SFF DESKTOP 675-07-2225 / / 34768  
 OPTIPLEX 7070 TOWER GIS/RA 401-65-2225 / / 34768  
 LATITUDE 5500 LAPTOP 401-65-2225 / / 34768  
 DELL LATITUDE 5500 LAPTOP 401-65-2225 / / 34768  
 DELL DOCK-WD19 401-65-2225 / / 34768  
 DELL 27 ULTRASHARP MONITOR 675-07-2225 / / 34768  
 MICROSOFT SURFACE PRO 7 600-06-2248 / / 34768  
 MICROSOFT SURFACE PRO 7 401-65-2225 / / 34768  
 LATITUDE 5424 RUGGED LAPTOP 401-65-2225 / / 34768  
 DELL RUGGED DOCKING STATION 401-65-2225 / / 34768  
 SONIC WALL TZ350 401-65-2225 / / 34768  
 PLAT RATE LABOR - SONIC WALL 401-65-2225 / / 34768  
 NMGRT 401-65-2225 / / 34768  
 CES CONTRACT 34768  
 #17-04B-C104-ALL 34768  
 INVOICE#24-099473 ACCT#TORRANCE COUNTY 15.75

OPERATIONS & MAINTENAN 131104.66 RURAL ADDRESSING 4030.94 RISK MANAGEMENT 1627.63  
 01 O 110931 DE LAGE LANDEN FINANCIAL SERVICE CONTRACT TREASURER COPIER 401-30-2203 122520 02/24/2020 45.33  
 45.33  
 02/25/2020 FEB 2020 SITE #1329484 INVOICE  
 DATE 02/22/2020 INVOICE#67016444  
 ACCT#500-50009152

COUNTY TREASURER 45.33

01 R 110932  
1727.00

DESIGN STLK SCREEN PRINTERS

RESCUE 3-2  
STRIPING AND DECALS: SIDES, REAR 408-91-2248

4222520

/

34586  
34586

1727.00

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
02/25/2020			OVER CAB & ROOF INVOICE#35088 ACCT#1214					34586

STATE FIRE ALLOTMENT 1727.00

01 R 110933		DOUBLE H AUTO	OIL, OIL FILTERS, FUEL FILTERS, WIPER BLADES, ANTIFREEZE, ITEMS NEEDED FOR VEHICLE REPAIR AND MAINTENANCE	413-91-2201	522520	/ /		34716	130.55
02/25/2020			JANUARY - MARCH 2020 INVOICE#488284 ACCT#2927 WIPER BLADES, ANTIFREEZE, ITEMS INVOICE#487366 ACCT#2927 BATTERY FOR FD-1 WIPER BLADES, ANTIFREEZE, ITEMS BATTERIES FOR REHAB UNIT WIPER BLADES FOR REHAB UNIT WIPER BLADE FOR FD-9 BATTERY FOR FD-9 INVOICE#486605 ACCT#2927	413-91-2201	2122520	02/25/2020		34716	159.99
					2722520	02/25/2020		34716	481.64

STATE FIRE ALLOTMENT 772.18

01 R 110934		DT AUTOMOTIVE	JANUARY 2020 VEHICLE MAINTENANCE OIL CHANGES, TIRE REPAIRS, MOUNT & BALANCES, AIR FILTERS, OIL FILTERS, WIPERS, FLUIDS, TIRES & AND TCSO UNIT NEEDS. INVOICE#TCSO 34765	401-50-2201	1122520	02/25/2020		34765	2263.00
02/25/2020								34765	

COUNTY SHERIFF 2263.00

01 O 110935		PASTENAL COMPANY	CLEANING SUPPLIES, LYSOL GLASS CLEANER, SPAINLESS STEEL CLEANER AND POLISH LYSOL ANTIBACTERIAL ALL PURPOSE LEMON & BLOSSOM DISINFECTING WIPES CLEANING SUPPLIES JUDICIAL COMPLEX 6 DISINFECTANT WIPES 4 PRO LYSOL 12 WINDEX 32 OZ PUMP 12 SPRAYWAY S/S INVOICE# NMA1B247732/247731/347 ACCT#NMA1B2338	401-16-2220	4122520	02/25/2020		34846	324.03
02/25/2020								34846	

JUDICIAL COMPLEX MAINT 324.03

01 R 110936		GUSTIN HARDWARE INC.	LUMBER PLUMBING NEEDS, CHAINSAW CHAINS, BAR & CHAIN OIL, 2-CYCLE MIX, ITEMS NEEDED FOR BUILDING MAINTENANCE, REPAIR, AND SAFETY EQUIPMENT JANUARY - MARCH 2020 TRIPLE EXPAND FOAM INVOICE# 229083		1322520	/ /		34715	29.97
02/25/2020								34715	

STATE FIRE ALLOTMENT 29.97

01 O 110937		HART'S TRUSTWORTHY HARDWARE	LUMBER, PLUMBING NEEDS, PAINT, ROLLERS/BRUSHES, CLEANING		2822520			34717	
02/25/2020								34717	

SUPPLIES, MISCELLANEOUS  
ITEMS NEEDED FOR BUILDING MAINT 408-91-2215

/

34717  
34717

17.38

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	AMOUNT
			ANCE/REPAIR AND SAFETY EQUIPMENT				34717	
			JANUARY - MARCH 2020				34717	
			QTR ANGLE VALVE 1/2" INVOICE#					
			B351785 ACCT#33					

STATE FIRE ALLOTMENT 17.38

01 R 110938 HORIZONS OF NEW MEXICO PLANT BASED DOCUMENT DESTRUCTION 612-20-2203 3222520 02/25/2020 34032 14.56

02/25/2020 INVOICE#SINV021833

COUNTY CLERK 14.56

01 R 110939 INDEPENDENT NEWS LLC PRIMARY/GENERAL ELECTION 401-21-2221 3122520 02/25/2020 34823 3894.76

02/25/2020 3894.76 PROCLAMATION TO BE PUBLISHED ONCE FOR 2 CONSECUTIVE WEEKS INVOICE#84123 & 84171 34823

ELECTIONS 3894.76

01 O 110940 LAMSON, HARLAN PLANNING AND ZONING BOARD 401-08-2205 1922520 02/25/2020 61.00

02/25/2020 61.00 MEETING

PLANNING & ZONING 61.00

01 R 110941 MOTOR MACHINE MAINTENANCE 2008 CHEVY 2500 402-60-2201 622520 02/25/2020 34837 1275.00

02/25/2020 1275.00 VIN #163790 INVOICE#2/5/20 34837

COUNTY ROAD DEPARTMENT 1275.00

01 R 110942 NAT'L SAFETY COUNCIL NATIONAL SAFETY COUNCIL 600-06-2269 3622520 02/25/2020 34847 495.00

02/25/2020 495.00 ANNUAL MEMBERSHIP MEMBER ID#497020 34847

2020 INVOICE#497020 34847

RISK MANAGEMENT 495.00

01 O 110943 NM HUMAN SERVICES DEPARTMENT THIRD QTR FY 2020 SAFETY NET 414-19-2291 4622520 02/25/2020 32940.19

02/25/2020 32940.19 CARE POOL (SNCP)

2ND 1/8 GROSS RECEIPTS 32940.19

01 O 110944 ONEPAK, INC. COPY MACHINE PICKUP FROM 401-50-2218 3322520 02/25/2020 34882 609.29

02/25/2020 609.29 DOCUMENT SOLUTIONS CONTRACT INVOICE#RC2002-0147 34882

COUNTY SHERIFF 609.29

01 O 110945 PRAVEY PERFORMANCE SYSTEMS SAFETY INCENTIVE 600-06-2248 3922520 02/25/2020 34785 1309.00

02/25/2020 1309.00 SAFETY JACKPOT QUARTERLY GAME CARDS INVOICE#404252 ACCT#1004009 34785

RISK MANAGEMENT 1309.00





CR#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
13480.33	02/25/2020		SOUTHERN TORRANCE COUNTY ECONOMIC DEVELOPMENT PLAN DELIVERABLES FOR PAYMENT:					
			STAKEHOLDER PUBLIC MEETINGS	626-69-2297		/ /		12496.25
			GROSS RECEIPTS TAX	626-69-2297		/ /		3.75
				620-94-2272		/ /		980.33

			DRAFT ECONOMIC DEVELOPMENT PLAN					
			GROSS RECEIPTS TAX					
			FINAL ECONOMIC DEVELOPMENT PLAN					
			GROSS RECEIPTS TAX					
			NMEDD APPROVAL					
			GROSS RECEIPTS TAX					

LOCAL GOVERNMENT PLANN 12500.00		INFRASTRUCTURE GROSS R		980.33
01 R	110947	PRUDENTIAL OVERALL SUPPLY	MATS AND MOPS COUNTY ADMN	401-15-2203
	140.88		UNIFORMS/STETSON ARELY	
	02/25/2020			
			MATS AND MOPS FOR JUDICIAL	401-65-2236
			COMPLEX INVOICE#450533587	
			450533586 ACCT#6528480	

ADMINISTRATIVE OFFICES		43.14	OPERATIONS & MAINTENAN	42.12	JUDICIAL COMPLEX MAINT	55.62
01 R	110948	PRUDENTIAL OVERALL SUPPLY	MATS AND MOPS COUNTY ADMN	401-15-2203		
	145.92		UNIFORMS ARELY STETSON	401-65-2236		
	02/25/2020		MATS AND MOPS FOR JUDICIAL	401-16-2203		
			COMPLEX INVOICE#450534422/			
			450534421 ACCT#6528480			

ADMINISTRATIVE OFFICES		43.14	OPERATIONS & MAINTENAN	47.16	JUDICIAL COMPLEX MAINT	55.62
01 R	110949	PRUDENTIAL OVERALL SUPPLY	MATS AND MOPS COUNTY ADMN	401-15-2203		
	140.88		UNIFORMS STETSON ARELY	401-65-2236		
	02/25/2020		MATS AND MOPS FOR JUDICIAL	401-16-2203		
			COMPLEX INVOICE#45053587/			
			45053586 ACCT#6528480			

ADMINISTRATIVE OFFICES		43.14	OPERATIONS & MAINTENAN	42.12	JUDICIAL COMPLEX MAINT	55.62
01 R	110950	REDBURN TIRE CO.	GRADER TIRES	402-60-2244		
	971.12		FOR GREEN ARMY BLADES			
	02/25/2020		1300/24			
			INVOICE#140004557			

COUNTY ROAD DEPARTMENT		971.12
01 R	110951	SAMBA HOLDINGS, INC.
	277.03	
	02/25/2020	
		109-DRIVER MONITORS MVR SERVICE
		FEE MVR STATE FEE INVOICE#
		INV00265023 ACCT#3632

COUNTY MANAGER		277.03
01 R	110952	SANDIA OFFICE SUPPLY
	479.88	
	02/25/2020	
		OFFICE CHAIRS
		BALL BALANCE CHAIRS INVOICE#
		832918-0 ACCT#TCNM

COUNTY TREASURER		479.88
01 R	110952	SANDIA OFFICE SUPPLY
	479.88	
	02/25/2020	
		OFFICE CHAIRS
		BALL BALANCE CHAIRS INVOICE#
		832918-0 ACCT#TCNM

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01 R 110953      SOUTHWEST COPY SYSTEMS      QUARTERLY COPIER/PRINTER      401-30-2203      4022520 02/25/2020      34125      11.51  
=====

CK# 11.51 DATE Name Description Line Item Invoice # DATE PO # Amount  
 02/25/2020 COLOR COPIES TAX OVERAGES FOR 1/9/2020 TO 02/08/2020  
 INVOICE#431525 ACCT#CO28

COUNTY TREASURER 11.51  
 01 R 110954 SOUTHWEST PROPANE LLC 406-91-2209 2522520 02/25/2020 89.00  
 393.37 ANNUAL TANK RENT 28 BRYANT  
 ROAD EDGEWOOD NM 87015 02/01/20  
 -01/31/2021 INVOICE#00040  
 ACCT#01-03654  
 GALLONS PROPANE FOR DISTRICT 2 406-91-2209 2622520 02/25/2020 304.37  
 SUB STATION 28 BRYANT RD  
 EDGEWOOD NM 87015 INVOICE#  
 35999 ACCT#01-03654

STATE FIRE ALLOTMENT 393.37  
 01 R 110955 SPECIALTY COMMUNICATIONS 401-65-2248 722520 02/25/2020 34872 1650.60  
 2194.29

02/25/2020 NK-3420 HAND HELD RADIO WITH BATTERY (APPROX. 8 HR)  
 CHARGER, BELT CLIP AND STANDARD ANTENNA, NICK SEDILLO,  
 STETSON LUTAN, ARELY CUEVAS.  
 TAG #59913 S/N B9B10033  
 TAG #59914 S/N B9B10034  
 TAG #59915 S/N B9B10035 INVOICE#  
 134952  
 3 DIGITAL: CAPILLA PEAK, SANDIA PEAK, CEDRO PEAK, MT. TAYLOR,  
 TESUQUE AND LAS VEGAS REPEATERS \$14.00/MONTH X 3 RADIOS X 12 MONTHS  
 NMGR1  
 INVOICE#134953 401-65-2241 / / 3022520 02/25/2020 34867 504.00  
 34867  
 34867  
 34867  
 34872  
 34872  
 34872

OPERATIONS & MAINTENAN 2194.29  
 01 O 110956 STAPLES BUSINESS ADVANTAGE 610-40-2219 1622520 02/25/2020 34664 252.87  
 252.87 INK CARTRIDGES, PENS, DIGITAL CAMERA  
 OFFICE SUPPLY ORDER INVOICE#  
 3433462682/3433545983  
 ACCT#DAL 70109685

COUNTY ASSESSOR 252.87  
 01 O 110957 STAPLES BUSINESS ADVANTAGE 401-21-2219 4322520 02/25/2020 34827 93.60  
 148.35 AVERY ADDRESS LABELS  
 AVERY NEON LABELS 401-21-2219 / / 34827 5.89  
 SCOTCH TAPE 401-21-2219 / / 34827 24.36  
 VELCRO GET A GRIP 401-21-2219 / / 34827 13.24  
 STAPLES CORRECTION TAPE  
 INVOICE#343866472/3437686612  
 ACCT#DAL 70109685 401-21-2219 / / 34827 11.26

01 O 110958 STAPLES BUSINESS ADVANTAGE 401-30-2219 4422520 02/25/2020 34845 239.40  
 317.22 OFFICE CHAIR  
 STORAGE BOXES (12 COUNT)  
 PLANNER 401-30-2219 / / 34845 44.96  
 02/25/2020 401-30-2219 / / 34845 32.86

ELECTIONS 148.35  
 01 O 110958 STAPLES BUSINESS ADVANTAGE 401-30-2219 4422520 02/25/2020 34845 239.40  
 317.22 OFFICE CHAIR  
 STORAGE BOXES (12 COUNT)  
 PLANNER 401-30-2219 / / 34845 44.96  
 02/25/2020 401-30-2219 / / 34845 32.86

01 O 110958 STAPLES BUSINESS ADVANTAGE 401-30-2219 4422520 02/25/2020 34845 239.40  
 317.22 OFFICE CHAIR  
 STORAGE BOXES (12 COUNT)  
 PLANNER 401-30-2219 / / 34845 44.96  
 02/25/2020 401-30-2219 / / 34845 32.86

COUNTY TREASURER

317.22

INVOICE#3438732141

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 R	110959	TLC PLUMBING & UTILITY	DIAGNOSE AND REPAIR COURTROOM #2 UNIT (NO HEAT)	401-16-2215	1522520	02/25/2020	34856	870.28
	02/25/2020		INVOICE#SM52435801 ACCT#21945					

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 R	110960	WATERWAY OF NEW MEXICO	FLOW TESTING ALL HYDRANTS	418-91-2248	2922520	02/25/2020	34803	770.00
	02/25/2020		ACCORDING TO NFPA 291 STANDARDS					
			NMGRT	418-91-2248		/	34803	59.19
			INVOICE#2102					

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	110961	WEST PUBLISHING CORPORATION	WEST INFORMATION CHARGES	401-56-2269	322520	02/25/2020		181.50
	02/25/2020		INVOICES JAN 01,2020 TO JAN 31,2020 INVOICE#841757196					
			ACCT#1000641642					

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 R	110962	4 RIVERS EQUIPMENT, LLC	BRAKE SWITCH FOR STEEL WHEEL ROLLER.	402-60-2244	1022520	02/25/2020	34820	220.70
	02/25/2020		WINDSHIELD WIPER BLADES				34820	34820
			INVOICE#819165					

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 R	110963	ALBUQUERQUE IMAGE PRODUCTS	COLOR COPIES OVER 500 BASE	401-08-2203	1322720	02/27/2020		10.27
	03/02/2020		INVOICE#IN38792 ACCT#TC12					

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 R	110964	ALBUQUERQUE IMAGE PRODUCTS	IN 36067 WITH CORRECTED COLOR	401-08-2203	1422720	02/27/2020		79.91
	03/02/2020		BASE AMOUNT COLOR COPIES -OVER 500 INVOICE#IN36067 ACCT#TC12					

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 R	110965	ALBUQUERQUE IMAGE PRODUCTS	CONTRACT OVERAGE CHARGE FOR THE	401-10-2203	1522720	02/27/2020		41.18
	03/02/2020		01/01/2020 TO 01/31/2020 B/W BEGIN 10931 END 17006-6075 COLOR BEGIN 1235 END 1922-687 INVOICE# IN39119 ACCT#TC11					

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	110966	COMPUTER CORNER INC	24" LED HP ELITE DISPLAY	620-94-2215	1722720	02/27/2020	34868	512.82
	03/02/2020		MONITORS FOR DCM				34868	34868
			INVOICE#180164					

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	110967	DE LAGE LANDEN FINANCIAL SERVICE	CONTRACT DV COPIER FEB 2020 SITE	690-09-2203	2522720	03/02/2020		250.50
	03/02/2020		#4650268 INVOICE#67017440 ACCT#255569234					

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CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	110968	DE LAGE LANDEN FINANCIAL	SERVICECONTRACT ASSESSOR COPIER FEB	610-40-2203	2622720	03/02/2020		352.15
	352.15		2020 SITE#67017408 ACCT#					
	03/02/2020		25569228					

COUNTY ASSESSOR								
								352.15
01 O	110969	DE LAGE LANDEN FINANCIAL	SERVICECONTRACT FIRE ADMIN COPIER	413-91-2271	2722720	03/02/2020		288.19
	288.19		FEB 2020 SITE #4649251					
	03/02/2020		INVOICE#67063847 ACCT#25551986					

STATE FIRE ALLOTMENT								
								288.19
01 O	110970	DE LAGE LANDEN FINANCIAL	SERVICECONTRACT FINANCE COPIER FEB	401-55-2203	2822720	03/02/2020		318.62
	318.62		2020 SITE #67017414 ACCT#					
	03/02/2020		25569230					

FINANCE DEPARTMENT								
								318.62
01 O	110971	DE LAGE LANDEN FINANCIAL	SERVICECONTRACT TREASURER COPIER FEB	401-30-2203	2922720	03/02/2020		45.33
	45.33		2020 SITE #4655969 INVOICE#					
	03/02/2020		67016444 ACCT#500-50009152					

COUNTY TREASURER								
								45.33
01 O	110972	DE LAGE LANDEN FINANCIAL	SERVICECONTRACT MANAGER COPIER FEB 2020	401-10-2203	3022720	03/02/2020		309.24
	309.24		SITE#4650268 INVOICE#67017389					
	03/02/2020		ACCT#25569218					

COUNTY MANAGER								
								309.24
01 O	110973	DE LAGE LANDEN FINANCIAL	SERVICECONTRACT PZ COPIER FEB 2020	401-08-2203	3122720	03/02/2020		328.70
	328.70		#4650268 INVOICE#67017400					
	03/02/2020		ACCT#25569223					

PLANNING & ZONING								
								328.70
01 O	110974	DE LAGE LANDEN FINANCIAL	SERVICECONTRACT TAX INVOICE#67063387	401-50-2218	3222720	03/02/2020		512.17
	512.17		SHERIFF COPIER CONTRACT SITE #					
	03/02/2020		4649219 ACCT#25551981					

COUNTY SHERIFF								
								512.17
01 R	110975	EMW GAS ASSOCIATION	FEBRUARY GAS BILLING 2020	412-53-2209	422720	02/27/2020		48.56
	48.56		ACCT#10-4090-000					
	03/02/2020							

COUNTY FAIR								
								48.56
01 O	110976	FIRST VETERINARY SUPPLY	BOXES DAZBP VACCINATIONS	401-82-2115	2122720	02/27/2020		34864
	1302.13		BOXES OF BORDETELIA VACCINATIONS	401-82-2115		/ /		34864
	03/02/2020		BOTTLES PANACUR DEMORMER	401-82-2115		/ /		34864
			5 GALLON BUCKETS ACCEL SANITIZER	401-82-2115		/ /		34864
			INVOICE#0D5085/0D5086 ACCT#GM384					334.78

ANIMAL SERVICES								
								1302.13
01 O	110977	FOUR WINDS MECHANICAL	BUILDING INSPECTION OF 207 SALT	621-96-2611	1822720	02/27/2020		34813
	822.23		MISSIONS TRL MCINTOSH SURVEY					34813





CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
		CAPITAL OUTLAY GROSS R						822.23
01 O	110978	GALLAGHER BENEFIT SERVICES, INC	FEBRUARY 2020 CONSULTING SERVICE	401-10-2272	2422720	02/27/2020		2700.00
			INVOICE#194422					
	03/02/2020							
		COUNTY MANAGER						2700.00
01 O	110979	GUSTIN HARDWARE INC.	ELECTRICAL, PLUMBING, ROOFING, & HARDWARE SUPPLIES FOR BUILDING	401-15-2215	222720	02/27/2020		15.70
			MAINTENANCE (OPEN PO FY20)					
	03/02/2020							
			ACCT#125					34720
		ADMINISTRATIVE OFFICES	JUDICIAL COMPLEX MAINT					15.69
01 O	110980	GUSTIN HARDWARE INC.	ELECTRICAL, PLUMBING, ROOFING, & HARDWARE SUPPLIES FOR BUILDING	401-15-2215	322720	02/27/2020		306.65
			MAINTENANCE (OPEN PO FY20)					
	03/02/2020							
			ACCT#125					34720
		ADMINISTRATIVE OFFICES						306.65
01 O	110981	HARRIS SYSTEMS USA INC.	MARSHAL & SWIFT MAINTENANCE	610-40-2203	712319	12/03/2019		3660.26
			1/1/2020 TO 12/31/2020					
	03/02/2020		MARSHAL & SWIFT MAINTENANCE ADMIN					
			MAINTENANCE 1/1/2020 TO					
			12/31/2020					
		COUNTY ASSESSOR						3660.26
01 O	110982	HARRIS SYSTEMS USA INC.	REALMARE SUPPORT AND MAINTENANCE	610-40-2203	812319	12/03/2019		28000.00
			1/1/2020 TO 12/31/2020					
	03/02/2020		INVOICE#MN 14043111					
		COUNTY ASSESSOR						28000.00
01 O	110983	HARRIS-HANLON MORTUARY	INDIGENT BURIAL/JAMES SMITH	414-19-2294	1122720	02/27/2020		600.00
			04/18/1955					
	03/02/2020							
		2ND 1/8 GROSS RECEIPTS						600.00
01 O	110984	HONSTEIN OIL CO.	FUEL 01/29/2020 INVOICE#CFSI-	675-07-2202	122720	02/27/2020		47.79
			2933					
	03/02/2020							
		RURAL ADDRESSING						47.79
01 O	110985	HORIZONS OF NEW MEXICO	SHREDDING SERVICES	401-30-2271	1022720	02/27/2020		33988
			JULY 1, 2019 TO JUNE 20, 2020					
	03/02/2020		SHREDDING SERVICES 07/25/2020					
			INVOICE#106748/08/22/2019#106749					
			09/19/2019#97630 10/17/2019					
			#99239 11/14/2019#101847					
			12/12/2019 #104078 01/16/2020					

COUNTY TREASURER

101.92

#106453

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 0	110986	JACKSON EQUIPMENT CO., INC.	RADIATOR REPAIR KIT	402-60-2244	622720	02/27/2020	34877	1155.00
	1155.00		D9 DOZER MILITARY				34877	
	03/02/2020		INVOICE#21406					

COUNTY ROAD DEPARTMENT 1155.00

01 0	110987	PICTOMETRY INTERNATIONAL CORP	FIRST OF THREE INSTALLATION	610-40-2228	2022720	02/27/2020		37232.56
	37232.56		PAYMENTS FOR FIRST FLIGHT YEAR 1					
	03/02/2020		TO INCLUDE BERN CO & SANTA FE CO					
			LAYERS INVOICE#2140437NM TORR					
			ACCT#A126712					

COUNTY ASSESSOR 37232.56

01 0	110988	POWER PHONE INC	ANNUAL SOFTWARE MAINTENANCE	911-80-2228	1222720	02/27/2020	34756	319.60
	335.98		(CASH LITE)				34756	
	03/02/2020		NMGRT	911-80-2228		/ /	34756	16.38
			INVOICE#65670					

911-DISPATCH CENTER 335.98

01 0	110989	PRUDENTIAL OVERALL SUPPLY	MATS AND MOPS COUNTY ADMIN	401-15-2203	1622720	02/27/2020		35.14
	132.88		UNITIFORMS/STETSON,ARBLY	401-65-2236		/ /		42.12
	03/02/2020		JUDICIAL COMPLEX MATS AND MOPS	401-16-2203		/ /		55.62
			INVOICE#450535250/450535249					
			ACCT#6528480					

ADMINISTRATIVE OFFICES 35.14 OPERATIONS & MAINTENAN 42.12 JUDICIAL COMPLEX MAINT 55.62

01 0	110990	RICH FORD SALES	MULTIPOINT INSPECTION THE WORKS	610-40-2201	922720	02/27/2020	34795	226.51
	226.51		PACKAGE FOR ASSESSOR UNIT A-04				34795	
	03/02/2020		& NEW BATTERY FOR ASSESSOR UNIT				34795	
			A0-5					
			INVOICE#2027895/1 ACCT#31623					

COUNTY ASSESSOR 226.51

01 0	110991	SAMBA HOLDINGS, INC.	DL MONITORING & BACKGROUND CHECK	413-91-2271	722720	02/27/2020	34009	217.37
	217.37		MVR STATE FEE 01/01/2020 TO					
	03/02/2020		01/31/2020 INVOICE#INV00265444					
			ACCT#M00004795					

STATE FIRE ALLOTMENT 217.37

01 0	110992	STAPLES BUSINESS ADVANTAGE	HP 6005 REFORBISHED SMALL FORM	911-80-2219	1922720	02/27/2020	34783	239.98
	239.98		FACTOR ATHLON 2X2-2.8 GHZ, 4GB				34783	
	03/02/2020		MEMORY 250GB HD, DVD, WIN 10 PRO				34783	
			64 BIT.					
			INVOICE#16					

911-DISPATCH CENTER 239.98

01 0	110993	STAPLES BUSINESS ADVANTAGE	STANDING DESK CONVERTER	401-82-2219	2222720	02/27/2020	34778	135.53
	364.05		COPY PAPER	401-82-2219		/ /	34778	69.20
	03/02/2020		INK	401-82-2219		/ /	34778	159.32
			INVOICE#3436199128 #3438732138					
			ACCT#DAL70109685					



CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	110994	TILLERY CHEVROLET GMC INC	OIL AND FILTER CHANGE	631-57-2201	822720	02/27/2020	34640	100.61
	100.61		LUBE OIL AND FILTER CHANGE					
	03/02/2020		MULTI POINT INSPECTION ENGINE					
			AIR FILTER REPLACEMENT ENGINE					
			AIR FILTER SHOP SUPPLIES SALES					
			TAX INSTALLED ON 1/14/2020					
			INVOICE#6059690					

SENIOR CITIZEN'S PROGR 100.61

01 O	110995	UNIVERSAL BACKGROUND SCREENING	PRE-EMPLOYMENT BACKGROUND CHECK	401-10-2271	2322720	02/27/2020	34855	444.78
	444.78		INVOICE#202001013415					
	03/02/2020							

COUNTY MANAGER 444.78

01 O	110996	WAGNER EQUIPMENT CO.	REPAIR ON GRADER	402-60-2244	522720	02/27/2020	34878	130.72
	130.72		SERIAL #0030					
	03/02/2020		INVOICE#766499 ACCT#88034					

COUNTY ROAD DEPARTMENT 130.72

75		303147.36	/	/	TOTAL			
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** GRAND TOTAL **		303,147.36	.00
=====			
**TOTAL		GENERAL FUND	164,523.28
=====			
**DEPT	401-08-2203	PLANNING & ZONING	479.88
	401-08-2203	CONTRACTS - EQUIPMENT MAINT	418.88
	401-08-2205	TRAVEL - EMPLOYEES	61.00
=====			
**DEPT	401-10-2203	COUNTY MANAGER	3,772.23
	401-10-2271	CONTRACTS - EQUIPMENT MAINT	350.42
	401-10-2271	CONTRACT - OTHER SERVICES	721.81
	401-10-2272	CONTRACT - PROFESSIONAL SERVICES	2,700.00
=====			
**DEPT	401-15-2203	ADMINISTRATIVE OFFICES MAINTENAN	489.86
	401-15-2210	CONTRACTS - EQUIPMENT MAINT	164.56
	401-15-2210	UTILITIES - WATER	2.95
	401-15-2215	MAINTENANCE & REPAIRS-BUILD/STRU	322.35
=====			
**DEPT	401-16-2203	JUDICIAL COMPLEX MAINTENANCE	1,436.12
	401-16-2210	CONTRACTS - EQUIPMENT MAINT	222.48
	401-16-2215	UTILITIES - WATER	3.64
	401-16-2215	MAINTENANCE & REPAIRS-BUILD/STRU	885.97
	401-16-2220	SUPPLIES - CLEANING	324.03
=====			
**DEPT	401-21-2219	ELECTIONS	4,043.11
	401-21-2219	SUPPLIES - GENERAL OFFICE	148.35
	401-21-2221	PRINTING/PUBLISHING/ADVERTISING	3,894.76
=====			
**DEPT	401-24-2210	HEALTH DEPT BLDG MAINTENANCE	1.39
	401-24-2210	UTILITIES - WATER	1.39
=====			
**DEPT	401-30-2203	COUNTY TREASURER	521.31
	401-30-2203	CONTRACTS - EQUIPMENT MAINT	102.17
	401-30-2219	SUPPLIES - GENERAL OFFICE	317.22
	401-30-2271	CONTRACT - OTHER SERVICES	101.92
=====			
**DEPT	401-36-2210	ESPANCA SENIOR CENTER MAINT	1.70
	401-36-2210	UTILITIES - WATER	1.70
=====			
**DEPT	401-50-2201	COUNTY SHERIFF	4,680.45
	401-50-2203	MAINTENANCE & REPAIRS - VEHICLES	2,263.00
	401-50-2203	CONTRACTS - EQUIPMENT MAINT	719.99
	401-50-2218	MAINTENANCE & REPAIR-FURN/FIX/EQ	1,697.46
=====			
**DEPT	401-55-2203	FINANCE DEPARTMENT	318.62
	401-55-2203	CONTRACTS - EQUIPMENT MAINT	318.62
=====			
**DEPT	401-56-2269	ATTORNEY	181.50
	401-56-2269	SUBSCRIPTIONS & DUES	181.50
=====			
**DEPT	401-65-2225	OPERATIONS & MAINTENANCE	146,930.93
	401-65-2225	SUPPLIES - COMPUTER HARDWARE	131,104.66
	401-65-2226	SUPPLIES - UNIFORMS	173.52
	401-65-2241	COMMUNICATIONS COSTP	543.69
	401-65-2248	SUPPLIES - SAFETY	1,650.60
	401-65-2615	CO - EQUIPMENT/MACHINERY IT	13,458.46
=====			
**DEPT	401-65-2615	ANIMAL SERVICES	1,666.18
=====			

401-82-2115  
401-82-2219

SUPPLIES - PHARMACY  
SUPPLIES - GENERAL OFFICE

1,302.13  
364.05

.00  
.00

\*\*\*TOTAL ROAD FUND 3,755.25 .00

\*\*DEPT 402-60-2201 COUNTY ROAD DEPARTMENT 3,752.54 .00  
 402-60-2244 MAINTENANCE & REPAIRS - VEHICLES 1,275.00 .00  
 MAINTENANCE & REPAIRS-MACHINERY 2,477.54 .00

\*\*DEPT 402-61-2210 COUNTY ROAD SHOP 2.71 .00  
 UTILITIES - WATER 2.71 .00

\*\*\*TOTAL DISTRICT 5 VPD 144.82 .00

\*\*DEPT 405-91-2230 STATE FIRE ALLOTMENT 144.82 .00  
 SUPPLIES - MEDICAL 144.82 .00

\*\*\*TOTAL DISTRICT 2 VPD 513.29 .00

\*\*DEPT 406-91-2209 STATE FIRE ALLOTMENT 513.29 .00  
 UTILITIES - NATURAL GAS/PROPANE 393.37 .00  
 406-91-2230 SUPPLIES - MEDICAL 119.92 .00

\*\*\*TOTAL DISTRICT 3 VPD 1,906.59 .00

\*\*DEPT 408-91-2215 STATE FIRE ALLOTMENT 1,906.59 .00  
 408-91-2230 MAINTENANCE & REPAIRS-BUILD/STRU 17.38 .00  
 408-91-2248 SUPPLIES - MEDICAL 162.21 .00  
 SUPPLIES - SAFETY 1,727.00 .00

\*\*\*TOTAL DISTRICT 4 VPD 96.43 .00

\*\*DEPT 409-91-2208 STATE FIRE ALLOTMENT 96.43 .00  
 UTILITIES - ELECTRICITY 96.43 .00

\*\*\*TOTAL COUNTY FIRE PROTECTION FUND 1,141.95 .00

\*\*DEPT 411-92-2230 1/4% FIRE EXCISE TAX 1,141.95 .00  
 SUPPLIES - MEDICAL 1,141.95 .00

\*\*\*TOTAL COUNTY PAIR 50.26 .00

\*\*DEPT 412-53-2209 COUNTY PAIR 50.26 .00  
 412-53-2210 UTILITIES - NATURAL GAS/PROPANE 48.56 .00  
 UTILITIES - WATER 1.70 .00

\*\*\*TOTAL FIRE DEPARTMENT ADMIN 1,309.50 .00

\*\*DEPT 413-91-2201 STATE FIRE ALLOTMENT 1,309.50 .00  
 413-91-2210 MAINTENANCE & REPAIRS - VEHICLES 772.18 .00  
 413-91-2248 UTILITIES - WATER 1.79 .00  
 413-91-2271 SUPPLIES - SAFETY 29.97 .00  
 CONTRACT - OTHER SERVICES 505.56 .00

\*\*\*TOTAL INDIAGENT FUND 33,540.19 .00

\*\*DEPT 414-19-2291 2ND 1/8 GROSS RECEIPTS TAX 33,540.19 .00  
 414-19-2294 SAFETY CARE NET POOL 32,940.19 .00  
 INDIAGENT BURIAL 600.00 .00

\*\*\*TOTAL DISTRICT 6 VPD 829.19 .00



\*\*\*\*\*  
\*\*DEPT

STATE FIRE ALLOTMENT

829.19

.00

DEBITS CREDITS

418-91-2248	SUPPLIES - SAFETY	829.19	.00
**TOTAL	JAIL FUND	1,711.40	.00
**DEPT	COMMUNITY MONITORING	1,711.40	.00
420-73-2218	MAINTENANCE & REPAIR-FUND/FIX/EO	1,711.40	.00
**TOTAL	SAFETY PROGRAM	3,431.63	.00
**DEPT	RISK MANAGEMENT	3,431.63	.00
600-06-2248	SUPPLIES - SAFETY	2,936.63	.00
600-06-2269	SUBSCRIPTIONS & DUES	495.00	.00
**TOTAL	TREASURER'S FEE	479.88	.00
**DEPT	COUNTY TREASURER	479.88	.00
609-30-2219	SUPPLIES - GENERAL OFFICE	479.88	.00
**TOTAL	PROPERTY VALUATION FUND	69,724.35	.00
**DEPT	COUNTY ASSESSOR	69,724.35	.00
610-40-2201	MAINTENANCE & REPAIRS - VEHICLES	226.51	.00
610-40-2203	CONTRACTS - EQUIPMENT MAINT	32,012.41	.00
610-40-2219	SUPPLIES - GENERAL OFFICE	252.87	.00
610-40-2228	SOFTWARE	37,232.56	.00
**TOTAL	CLERK'S EQUIPMENT FUND	168.17	.00
**DEPT	COUNTY CLERK	168.17	.00
612-20-2203	CONTRACTS - EQUIPMENT MAINT	168.17	.00
**TOTAL	COUNTY INFRASTRUCTURE GR	1,493.15	.00
**DEPT	INFRASTRUCTURE GROSS RECEIPTS TX	1,493.15	.00
620-94-2215	MAINTENANCE & REPAIRS-BUILD/STRU	512.82	.00
620-94-2272	CONTRACT - PROFESSIONAL SERVICES	980.33	.00
**TOTAL	CAPITAL OUTLAY GROSS RECEIPTS TX	822.23	.00
**DEPT	CAPITAL OUTLAY GROSS RECEIPTS TX	822.23	.00
621-96-2611	CO - BUILDINGS & IMPROVEMENTS	822.23	.00
**TOTAL	NMFA GRANT FUND	12,500.00	.00
**DEPT	LOCAL GOVERNMENT PLANNING GRANT	12,500.00	.00
626-69-2297	AVAILABLE	12,500.00	.00
**TOTAL	SENIOR CITIZEN'S FUND	100.61	.00
**DEPT	SENIOR CITIZEN'S PROGRAM	100.61	.00
631-57-2201	MAINTENANCE & REPAIRS - VEHICLES	100.61	.00
**TOTAL	RURAL ADDRESSING	4,078.73	.00
**DEPT	RURAL ADDRESSING	4,078.73	.00
675-07-2202	SUPPLIES - VEHICLE FUEL	47.79	.00
675-07-2225	SUPPLIES - COMPUTER HARDWARE	4,030.94	.00
**TOTAL	DOMESTIC VIOLENCE GRANT	250.50	.00

\*\*\*\*\*  
\*\*DEPT

WIND P/LP

250.50

00

DEBITS

CREDITS

Account	Description	Debits	Credits
690-09-2203	CONTRACTS - EQUIPMENT MAINT	250.50	.00
**TOTAL	EMERGENCY-911 FUND	575.96	.00
**DEPT	911-DISPATCH CENTER	575.96	.00
911-80-2219	SUPPLIES - GENERAL OFFICE	239.98	.00
911-80-2228	SOFTWARE	335.98	.00
BANK01	US BANK	303,147.36	.00
** BANK TOTALS **		303,147.36	.00



*Agenda Item  
No. 10*



*Agenda Item  
No. 11-A*



# Torrance County Board of Commissioners

Meeting 3/11/2020

Item 11A

Department: Manager  
Prepared By: Janice Y. Barela

## **Title: Adoption of Resolution No. 2020-\_\_\_\_\_, Approval to Request Hardship Funds**

### **Sponsor:**

Road: Leonard Lujan

### **Action:**

Request for approval of Resolution No. 2020-\_\_\_\_\_ declaring Torrance County as a county with financial hardships. This is a part of the process for Torrance County to request funding from the Local Government Road Fund to use for purchases of New Mexico Department of Transportation's surplus equipment in the Annual Hardship Sale.

### **Summary:**

The 42nd New Mexico State Legislature approved \$500,000 of the Local Government Road Fund to be appropriated to local governments who have financial hardships. These funds are strictly to be used to purchase New Mexico Department of Transportation (NMDOT) surplus equipment at the Annual Hardship Sale. Eligible surplus equipment consists of light duty vehicles, medium/heavy duty trucks and highway heavy and/or off road equipment.

In order to qualify for up to a maximum of \$25,000, the County must submit the following:

1. A Letter of Justification explaining the County's financial hardship;
2. A Resolution or Certification indicating financial hardship; and
3. An Equipment Wish List of items the County is interested in acquiring at the Sale.

This fund is administered by the New Mexico Department of Transportation (NMDOT). NMDOT will coordinate with New Mexico Department of Finance & Administration Local Government Division to certify the County's financial hardship and the need for financial assistance. NMDOT will also submit the County's request to the State Transportation Commission.

NMDOT will hold two different sales, the Annual Public Entity Sale (August 17, 2020) and the Annual Hardship Sale (August 26, 2020). Both sales are to dispose of NMDOT surplus equipment. Public entities are "NOT" allowed to participate in both sales.

## **Significant Issues:**

The following is Torrance County Road Department's Equipment Wish List:

1. Pick-ups, all are currently at 300,000 miles or more.
2. Tractors with trailers (semis/belly dumps at 20 yards) are needed for transporting material.
3. Tractor mowers for mowing right of ways on chip seal roadways. Torrance County has an estimated 82 miles of chip seal roadways.
4. Dump trucks are needed for transporting material.

## **Financial:**

The acceptance and use of hardship funds does not require any financial or in-kind match and does not require the County to pay back.

## **Staff Recommendation:**

A high percentage of Torrance County's pick-ups and road equipment were purchased from the NMDOT with hardship funds. Staff recommends approval.



County Commission

*Ryan Schwebach*  
*Chair*  
*District 2*

*Kevin McCull*  
*Commissioner*  
*District 1*

*Javier E. Sanchez*  
*Commission*  
*District 3*



***Torrance County Road Department***

*PO Box 48 ~ 205 S. Ninth Street*  
*Estancia, NM 87016*  
*(505) 544-4668 Main Line (505) 384-2550 Fax*  
*Email: leonardl@tcnm.us*

County Manager  
*Wayne Johnson*

Deputy County Manager  
*Janice Barela*

County Attorney  
*John Butrick*

Road Superintendent  
*Leonard Lujan*

Executive Assistant  
*Charmen Padilla*

February 20, 2020  
Mr. John H Kraul  
Fleet Equipment Manager  
P.O. Box 1149  
Suite Fleet Management Bureau  
Santa Fe, New Mexico 87504

Dear Mr. Kraul,

Once again Torrance County for the FY 2020/21 is requesting up to \$25,000 from the Local Governments Road Fund Program, to be used to purchase used equipment from the New Mexico Department of Transportation Department through the emergency rule action pursuant to State Highway Commission SHTD 93-5 Amendment 1 and/or Annual Hardship Program 18 NMAC 27.4, allowing counties who show hardship to expend these monies towards used trucks and or heavy equipment.

Needed vehicles and or heavy equipment listed below are:

- (1) Pick-ups, all at 300,000 miles or more.
- (2) Tractor's with trailer (semi's/belly dumps at 20 yards) are needed for transporting material.
- (3) Tractor mowers for mowing chip seal roadways. Torrance County has an estimated 82.0 mile of chip seal roadways.
- (4) Dump Trucks are needed for transporting material.

Please note that a high percentage of pickups and equipment that Torrance County owns, at some point, was purchased from the New Mexico Department of Transportation with financial hardship monies.

The Torrance County Road Department during each fiscal year is allocated funding for three cooperative agreements between the New Mexico Department of Transportation and Torrance County for roadway construction (pit run and or chip seal projects) on our county designated roadways for maintenance.

Above listed equipment is vital in allowing our county to provide construction roadwork that is necessary for the public health, safety and general welfare for all traveling our roadways.

We would like to request certification from the Department of Finance, which will verify that the County of Torrance qualifies for this financial hardship.

Your assistance in this matter is appreciated.

Respectfully,

Leonard Lujan  
Superintendent



**JESSE LUCERO**  
COUNTY ASSESSOR

205 S NINTH STREET  
POST OFFICE BOX 258  
ESTANCIA, NEW MEXICO 87016  
Phone (505) 544-4320 Fax (505) 384-4362

February 25, 2020

To: Wayne Johnson, Torrance County Manager

From: Jesse Lucero, Torrance County Assessor

As per review and confirmation from DFA, the Mill Levy for Torrance County is at the maximum allowed by law. It is my opinion that our Road Department qualifies for Hardship Funds Torrance County is entitled to request. If you have any questions please contact me at any time.

Regards,

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

Jesse Lucero  
Assessor  
505-544-4320  
jlucero@tcnm.us

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**TORRANCE COUNTY  
BOARD OF COUNTY COMMISSONERS  
RESOLUTION NO. R 2020-**

**RESOLUTION TITLE**

**WHEREAS**, the 42<sup>nd</sup> New Mexico State Legislature has provided up to \$500,000.00 of the Local Governments Road Fund to be expended in the FY 20/21 for purchase of New Mexico Department of Transportation Surplus equipment for local governments; and

**WHEREAS**, it is our understanding that if a county can prove financial hardship, they may be approved for an amount of up to \$25,000 towards highway equipment ; and

**WHEREAS**, the County of Torrance continues to experience financial hardship, and

**WHEREAS**, the Department of Finance & Administration, Local Government Division, will certify to the financial hardship of our county and the need for financial assistance.

**NOW, THEREFORE BE IT RESOLVED:** the governing body of the County of Torrance is hereby requesting the financial assistance offered by the New Mexico Department of Transportation so as to purchase used Highway equipment, through the emergency rule action Pursuant to the State Highway Commission in accordance with the New Mexico Legislature House Bill SHTD Emergency Rule 93.5 Amendment 1 and/or Annual Hardship Program 18 NMAC 27.4

CONTINUATION PAGE 2, RESOLUTION NO. \_\_\_\_\_  
RESOLUTION TITLE

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DONE THIS \_\_\_ DAY OF \_\_\_\_\_, 2020.

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APPROVED AS TO FORM ONLY:

BOARD OF COUNTY COMMISSIONERS

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\_\_\_\_\_  
County Attorney                      Date

\_\_\_\_\_  
Ryan Schwebach, Chair

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Kevin McCall, Member

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ATTEST:

\_\_\_\_\_  
Javier Sanchez, Member

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\_\_\_\_\_  
Linda Jaramillo, County Clerk

Date: \_\_\_\_\_



*Agenda Item  
No. 12-A*



# Torrance County Board of Commissioners

Meeting 3/11/2020

Item 12A

Department: Manager  
Prepared By: Janice Y. Barela

## **Title: ROAD: Motion to approve SB-CAB-SP State Funding Projects FY21**

### **Sponsor:**

Road: Leonard Lujan

### **Action:**

Request for approval of Torrance County's State road projects and approval to submit for funding for FY21. These are the Cooperative (SP), School Bus Route (SB) and County Arterial (CAP) projects, funded by the Local Government Road Fund (LGRF) which is administered by the New Mexico Department of Transportation (NMDOT).

### **Summary:**

The New Mexico Department of Transportation Commission, usually at its May meeting, will, on a project by project basis, determine what Local Government Road Fund (LGRF) projects it will enter into, and what monies will be made available for the upcoming fiscal year for project obligation. In general, the Department will participate in up to 75% of the project cost for Cooperative (SP), School Bus Route (SB), County Arterial (CAP) projects. The District Engineer will determine the amount of participation based on the written project estimate developed and submitted by the County in their letter of request. It will be the County's responsibility to insure compliance with any and all state, local and federal regulations including the Americans with Disabilities Act (ADA) and laws regarding noise ordinances, air quality, surface water quality, ground water quality, threatened and endangered species, hazardous materials, historic and cultural properties, and cultural resources. It is also the County's responsibility to insure that the project design complies with engineering standards.

### **Significant Issues:**

Torrance County shall submit a letter of request to the District Engineer which will contain the following (for each project):

1. The location of proposed project including route designation and termini (including map);
2. The scope of work to be performed;
3. Project estimate including amount of State participation requested;
4. The justification for project construction;

5. A certification that the proposed work is on a part of a public highway and necessary for the public good and convenience and to serve the public of the county and school districts; and
6. Letter of intent from the Commission supporting the project.

The County is responsible to prioritize the projects. The Department recommends that projects under consideration for LGRF funding have project scoping completed with project needs, limits, and construction process already established and ready to move into the initial design phase. The Department will not conduct a formal review of the project or an analysis of preliminary cost estimates.

### **Financial:**

Torrance County is responsible for a 25% proportional matching share of the project fund for each project.

Torrance County Road Department is requesting approval for the following projects:

1. SP 2020-21      Cost \$114,730.40  
Chip seal Willow Lake from Highway 41 going west 1.5 miles to end of project at Irving Road.
2. CAP      Total Cost \$249,203    Total 6.6 miles
  - a) Chip seal Ewing Road from Highway 542, start project ending at State Highway 55, 4.6 miles.      Cost \$177,461.80
  - b) Chip seal Indian Hills Road, start project for 2.0 miles going west to end of project.      Cost \$73,996.00
3. SB 2020-21      Total Cost \$131,480    Total 3.7 miles
  - a) Chip seal Cedar Lane from Lexco Road, start project proceed for 2.4 miles to end of project      Cost \$81,336.20
  - b) Chip seal Paradise Meadows Loop from Highway 66 south, turn on Skyline Road for ½ mile to Paradise Meadows Loop, start of project proceed 1.3 miles to county line to end of project    Cost \$50,191.75

The 25% matching cost share will come from the Capital Outlay Fund.

### **Staff Recommendation:**

Staff recommends approval.

County Commission

*Ryan Schwebach*  
*Chair*  
*District 2*

*Kevin McCall*  
*Commissioner*  
*District 1*

*Javier E. Sanchez*  
*Commission*  
*District 3*



***Torrance County Road Department***

***PO Box 48 ~ 205 S. Ninth Street***  
***Estancia, NM 87016***  
***(505) 544-4666 Main Line (505) 384-2550 Fax***  
***Email: leonardl@tcnm.us***

*County Manager*  
*Wayne Johnson*

*Deputy County Manager*  
*Annette Ortiz*

*County Attorney*  
*Dennis Wallin*

*Road Superintendent*  
*Leonard Lujan*

*Executive Assistant*  
*Charmen Padilla*

Feb. 27, 2020

New Mexico Department of Transportation  
Paul Brasher, Acting Engineer  
c/o Stephanie Medina  
District Five Office  
P.O. Box 4127  
Coronado Station  
Santa Fe, New Mexico 87502-4127

Re: Letter of Request/Letter of Intent

Dear Mr. Brasher:

Torrance County (in accordance with prevailing State Statute NMSA, 1978, Section 67-3-28 and Section 67-3-28 NMSA as amended, and Commission Policy No. 44-92) would like to **participate** in the FY 2020/21 Local Government Road Fund Project/County Cooperative Program. This being a Cooperative Agreement, between the New Mexico Department of Transportation and Torrance County.

The Torrance County Commission hereby in pursuant with prevailing State Statute 67-3-28.2, NMSA as amended will meet the required 25% (twenty-five percent) proportional matching share of the project fund.

In pursuant to the 2001 Local Government Road Fund Project Handbook enclosed is:

1. A preliminary Job Scope Summary (county forms) on various county designated roadways, their termini, mileage and estimated cost, our intent and
2. An Estimated Summary of Costs and Quantities (state form), and
3. A letter from our county assessor concerning the mill levy, and
4. The Torrance County (most recent) road map.

The Job Scope of work will be Pavement Rehabilitation/Improvements and Blading & Shaping of various county roads within the control of Public Entity. Density testing by a certified engineer will be performed, if applicable, upon completion of construction on pit run material road improvements. Proposed roadways are subject to change within the 75% Department Share and the 25% match Public Entity Share within the allocated fund.

Torrance County is at a distinct disadvantage because we do not have the financial resources needed for Pavement Rehabilitation Improvements and or road improvements on our county designated maintained roadways.

We feel that the proposed work is necessary for the public health, safety and general welfare for our county residents and others who may travel our roadways.

If there is any further information or documentation needed to allow our county to be in compliance for approval to participate in the County Cooperative Program, please feel free to call our contact person Leonard Lujan in the Torrance County Road Department Office at (505) 544-4667.

Respectfully,

Ryan Schwebach  
County Commission/Chair



**Torrance County Road Department**

**County Maintained Designated Roadways  
Job Scope Summary  
Fiscal Year 2020-21**

**Project Agreement- SP**

**\*\*\*\*\* Chip Seal \*\*\*\*\***

Willow Lake	1.5 Miles	\$114730.40
*from Hwy 41 going west 1.5 miles to end of project at Irving rd. *		

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<b>Estimated mileage and cost</b>	<b>1.5 Miles</b>	<b>\$114,730.40</b>
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## Estimated Summary of Costs and Quantities

Entity: Torrance County Road Department

DO: \_\_\_\_\_ CN: \_\_\_\_\_

Project No.: SP 2020-21

Termini: County Roads-\* Willow Lake West Starting project from Hwy 41 going west 1.5 miles to end.

Total Miles 1.5

Scope of Work: Pavement Rehabilitation/Improvements and Blading & Shaping on various county roads within the control of public entity

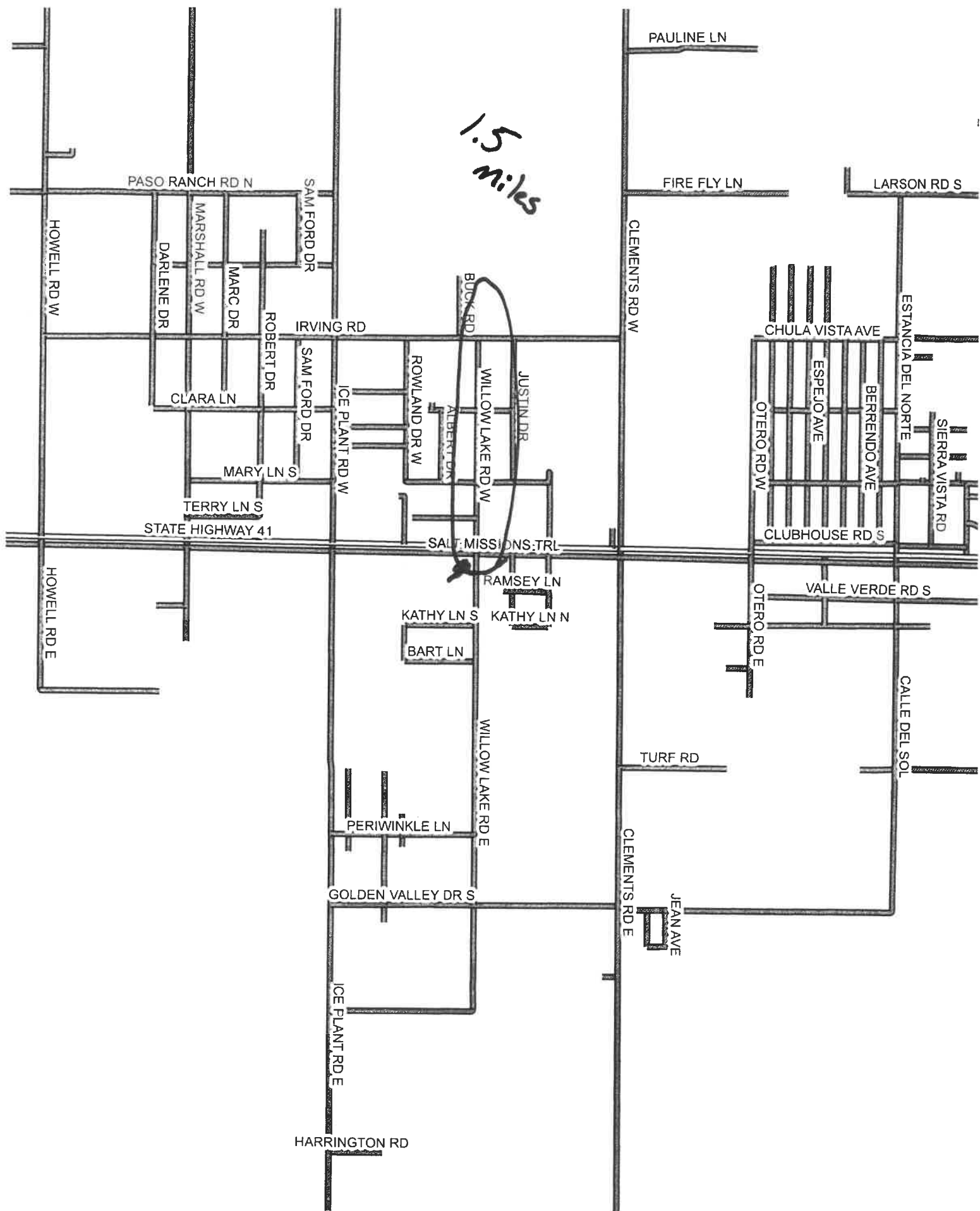
Item Description	Unit	Final Quantity	Unit Cost	Final Cost
<b>Equipment/Labor</b>				
Equipment	hours	544	\$41,541.791	\$ 22,407.80
Labor	hours	758	\$15,446.364	\$ 8,880.60
<b>Material</b>				
Fog Seal	Tons	15	\$470.00	\$ 7,050.00
HFE 100	Tons	66	\$670.00	\$ 44,220.00
Chips 1/2	Tons	750	\$20.00	\$ 15,000.00
culverts	quantity	20	\$225.60	\$ 4,512.00
bands	quantity	10	\$26.00	\$ 260.00
Base coarse	Tons	1240	\$10.00	\$ 12,400.00
<b>Total Estimated Cost</b>				<b>\$114,730.40</b>

Equipment	Labor	Materials
\$22,408	\$8,881	\$7,050
		\$44,220
		\$15,000
		\$4,512
		\$260
		\$12,400
<b>\$22,408</b>	<b>\$8,881</b>	<b>\$83,442</b>
Total		\$114,730
Project Total		\$ 114,730.40
Total Award		\$ 114,472.00

Torrance County Manager \_\_\_\_\_

Date: \_\_\_\_\_

1.5 miles





**JESSE LUCERO**  
COUNTY ASSESSOR

205 S NINTH STREET  
POST OFFICE BOX 258  
ESTANCIA, NEW MEXICO 87016  
Phone (505) 544-4320 Fax (505) 384-4362

February 25, 2020

To: Wayne Johnson, Torrance County Manager

From: Jesse Lucero, Torrance County Assessor

As per review and confirmation from DFA, the Mill Levy for Torrance County is at the maximum allowed by law. It is my opinion that our Road Department qualifies for Hardship Funds Torrance County is entitled to request. If you have any questions please contact me at any time.

Regards,

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

Jesse Lucero  
Assessor  
505-544-4320  
jlucero@tcnm.us

County Commission

*Ryan Schwebach*  
*Chair*  
*District 2*

*Kevin McCall*  
*Commissioner*  
*District 1*

*Javier E. Sanchez*  
*Commission*  
*District 3*



***Torrance County Road Department***

***PO Box 48 ~ 205 S. Ninth Street***  
***Estancia, NM 87016***  
***(505) 544-4668 Main Line (505) 384-2550 Fax***  
***Email: leonardl@tcnm.us***

*County Manager*  
*Wayne Johnson*

*Deputy County Manager*  
*Janice Barela*

*County Attorney*  
*John Butrick*

*Road Superintendent*  
*Leonard Lujan*

*Executive Assistant*  
*Charmen Padilla*

Feb. 27, 2020

New Mexico Department of Transportation  
Paul Brasher, Acting Engineer  
c/o Stephanie Medina  
District Five Office  
P.O. Box 4127  
Coronado Station  
Santa Fe, New Mexico 87502-4127

Re: Letter of Request/Letter of Intent

Dear Mr. Brasher:

Torrance County (in accordance with prevailing State Statute NMSA, 1978, Section 67-3-28 and Section 67-3-28 NMSA as amended, and Commission Policy No. 44-92) would like to participate in the FY 2020/21, Local Government Road Fund Project/County Arterial Program. This being a Cooperative Agreement, between the New Mexico Department of Transportation and the County of Torrance.

The Torrance County Commission hereby in pursuant with prevailing State Statute 67-3-28.2, NMSA as amended will meet the required 25% (twenty-five percent) proportional matching share of this project fund.

In pursuant to the 2001 Local Government Road Fund Project Handbook enclosed is:

1. A preliminary Job Scope Summary (county form) on various county designated roadways, their termini, mileage, an estimated cost, our intent and
2. An Estimated Summary of Costs and Quantities (state form), and
3. A letter from our county assessor concerning the mill levy, and
4. The Torrance County (most recent) road map.

The Job Scope of work will be Pavement Rehabilitation/Improvements and Blading & Shaping of various county roads within the control of Public Entity. Proposed roadways are subject to change within the 75% Department Share and the 25% match. Public Entity Share within the allocated fund.

Torrance County is at a distinct disadvantage because we do not have the financial resources needed for Pavement Rehabilitation Improvements and or road improvements on our various county designated maintained roadways.

We feel that the proposed work is necessary for the public health, safety and general welfare for our county residents and those who may travel our roadways.

If there is any further information or documentation needed to allow our county to be in compliance to participation in the County Arterial Program, please feel free to call our contact person Leonard Lujan in the Torrance County Road Department Office at (505) 544-4667.

Respectfully,

Ryan Schwebach  
County Commission/Chair

**Torrance County Road Department**

**County Maintained Designated Roadways  
Job Scope Summary  
Fiscal Year 2020-21**

**Project Agreement- CAP**

**\*\*\*\*\* Chip Seal \*\*\*\*\***

Ewing Rd	4.6 Miles	\$177461.80
*from Hwy 542 start project ending at state Hwy 55. *		
Indian Hill Rd	2.0Miles	\$73996.00
*from Lexco Rd start project for 2.0 miles going w to end of project*		

=====

<b>Estimated mileage and cost</b>	<b>6.6 Miles</b>	<b>\$249,580.00</b>
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## Estimated Summary of Costs and Quantities

Entity: Torrance County Road Department DO: \_\_\_\_\_ CN: \_\_\_\_\_

Project No.: CAP

Termini: County Roads- Ewing Rd \* Form state Hwy 542 start project to Hwy 55 end of project \*4.6 miles

Indian Hills Rd \* from Lexco Rd start project for 2.0 miles going W to end of project \*

Total Miles 6.6

Scope of Work: Pavement Rehabilitation/Improvements and Blading & Shaping on various county roads within the control of public entity.

Item Description	Unit	Final Quantity	Unit Cost	Final Cost
<b>Equipment/Labor</b>				
Equipment	hours	530	\$40.700943	\$ 21,571.50
Labor	hours	980	\$14.547245	\$ 14,256.30
<b>Material</b>				
1/2 Chips	Tons	2000.00	\$20.00	\$ 40,000.00
HFE 100P	Tons	179.00	\$670.00	\$ 119,930.00
Cold Mix	Tons	300.00	\$85.00	\$ 25,500.00
Fog seal	Tons	60.00	\$470.00	\$ 28,200.00
<b>Total Estimated Cost</b>				<b>\$249,457.80</b>

Equipment	Labor	Materials
-----------	-------	-----------

	\$21,572	
	\$14,256	
<b>Total</b>	<b>\$213,630</b>	<b>\$249,458</b>

Project Cost	\$ 249,458.00	
Project Award	\$ 249,203.00	
over	\$ 255.00	
Paid by County		

Torrance County Manager \_\_\_\_\_ Date: \_\_\_\_\_



**JESSE LUCERO**  
COUNTY ASSESSOR

205 S NINTH STREET  
POST OFFICE BOX 258  
ESTANCIA, NEW MEXICO 87016  
Phone (505) 544-4320 Fax (505) 384-4362

February 25, 2020

To: Wayne Johnson, Torrance County Manager

From: Jesse Lucero, Torrance County Assessor

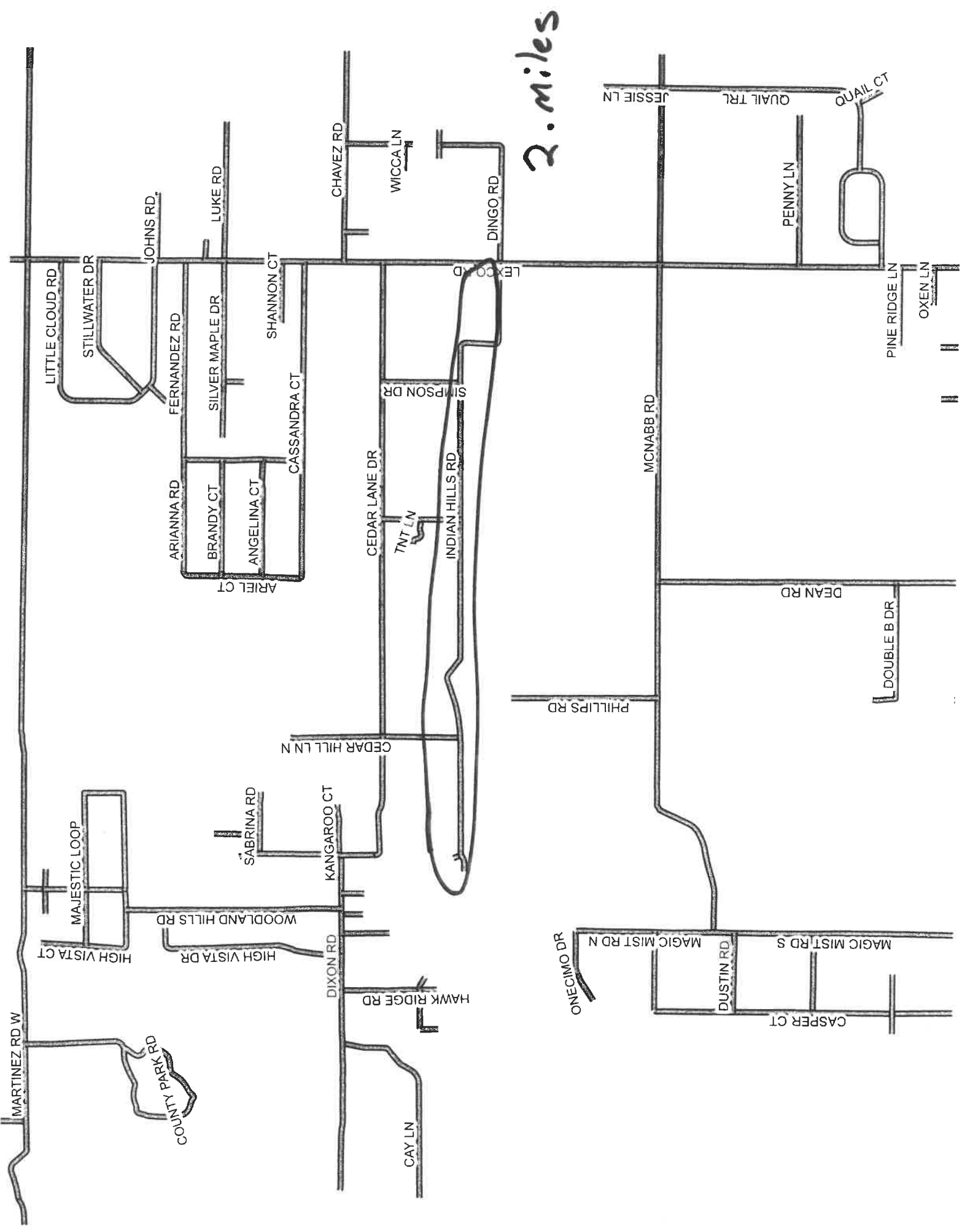
As per review and confirmation from DFA, the Mill Levy for Torrance County is at the maximum allowed by law. It is my opinion that our Road Department qualifies for Hardship Funds Torrance County is entitled to request. If you have any questions please contact me at any time.

Regards,

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

Jesse Lucero  
Assessor  
505-544-4320  
jlucero@tcnm.us





2. miles

MARTINEZ RD W

HIGH VISTA CT

MAJESTIC LOOP

COUNTY PARK RD

HIGH VISTA DR  
WOODLAND HILLS RD

SABRINA RD

DIXON RD

KANGAROO CT

CEDAR HILL LN N

HAWK RIDGE RD

CAY LN

CEDAR LANE DR

TNT LN

SIMPSON DR

INDIAN HILLS RD

DINGO RD

WICCA LN

CHAVEZ RD

LITTLE CLOUD RD

STILLWATER DR

JOHNS RD

FERNANDEZ RD

SILVER MAPLE DR

LUKE RD

SHANNON CT

CASSANDRA CT

ARIANNA RD

BRANDY CT

ANGELINA CT

ARIEL CT

JESSIE LN

QUAIL TRL

QUAIL CT

PENNY LN

PINE RIDGE LN

OXEN LN

MCNABB RD

PHILLIPS RD

DEAN RD

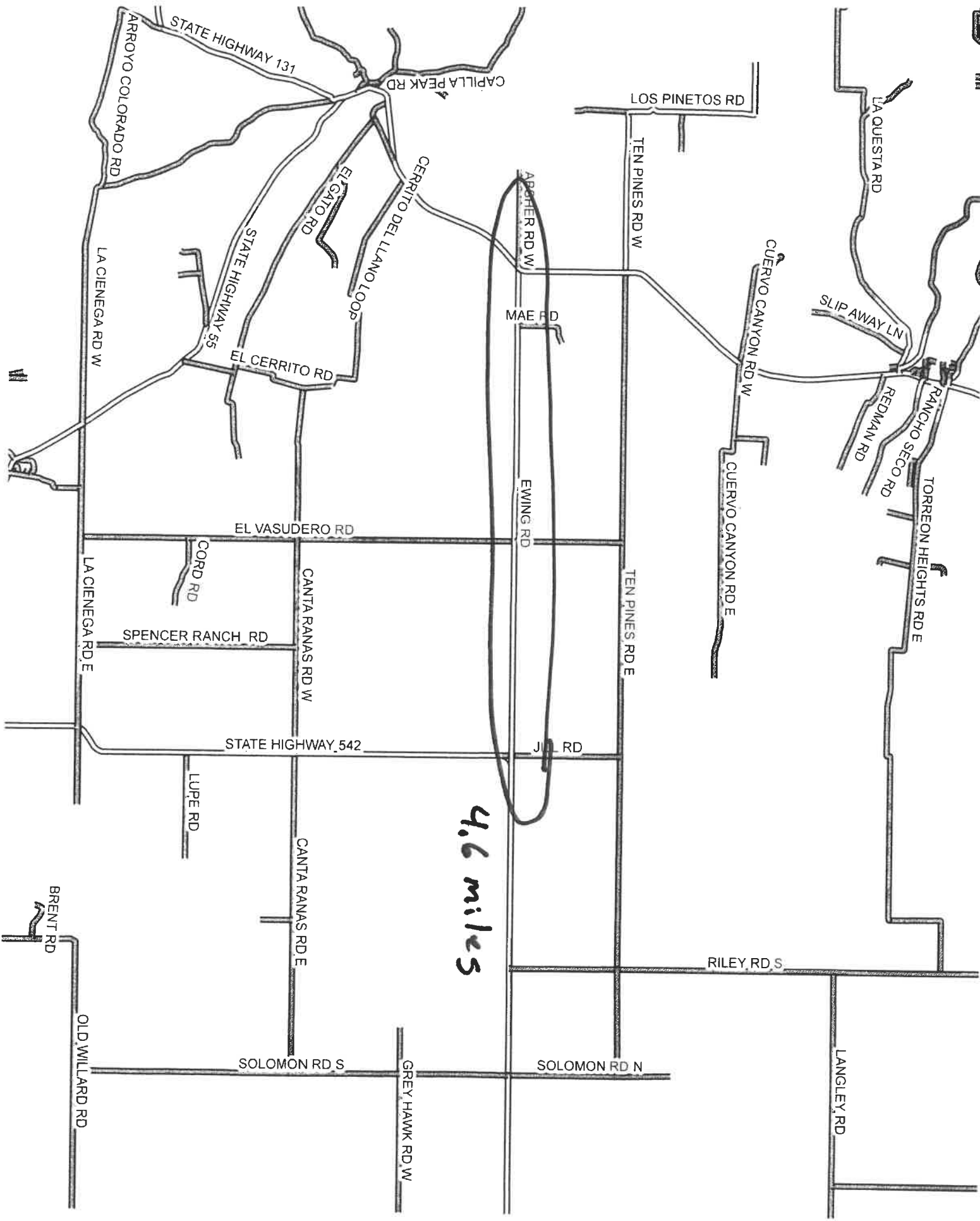
DOUBLE B DR

ONECIMO DR

DUSTIN RD

MAGIC MIST RD S

CASPER CT



4.6 miles

County Commission

*Ryan Schwebach*  
*Chair*  
*District 2*

*Kevin McCall*  
*Commissioner*  
*District 1*

*Javier E. Sanchez*  
*Commission*  
*District 3*



***Torrance County Road Department***

***PO Box 48 ~ 205 S. Ninth Street***  
***Estancia, NM 87016***  
***(505) 544-4668 Main Line (505) 384-2550 Fax***  
***Email: leonardl@tcnm.us***

*County Manager*  
*Wayne Johnson*

*Deputy County Manager*  
*Junice Barela*

*County Attorney*  
*John Butrick*

*Road Superintendent*  
*Leonard Lujan*

*Executive Assistant*  
*Charmen Padilla*

Feb.27, 2020

New Mexico Department of Transportation  
Paul Brasher, Acting Engineer  
c/o Stephanie Medina  
District Five Office  
P.O. Box 4127  
Coronado Station  
Santa Fe, New Mexico 87502-4127

Re: Letter of Request/Letter of Intent

Dear Mr. Brasher:

Torrance County (in accordance with prevailing State Statute NMSA, 1978, Section 67-3-28 and Section 67-3-28 NMSA as amended, and Commission Policy No. 44-92) would like to participate in the FY 2020/21 Local Government Road Fund Project/School Bus Route. This being a Cooperative Agreement, between the New Mexico Department of Transportation and Torrance County.

The Torrance County Commission hereby in pursuant with prevailing State Statute 67-3-28.2, NMSA as amended will meet the required 25% (twenty-five percent) proportional matching share of the project fund.

In pursuant to the 2001 Local Government Road Fund Project Handbook enclosed is:

1. A preliminary Job Scope Summary (county form) on various county designated roadways, their termini, mileage and estimated cost, our intent and
2. An Estimated Summary of Costs and Quantities (state form), and
3. A letter from our county assessor concerning the mill levy, an
4. The Torrance County (most recent) road map.

The Job Scope of work will be Pavement Rehabilitation/Improvements and Blading & Shaping of various county roads within the control of Public Entity. Proposed roadways are subject to change within the 75% Department Share and the 25% match Public Entity Share within the allocated fund.

Torrance County is at a distinct disadvantage because we do not have the financial resources needed for road improvements on our county designated maintained roadways.

We feel that the proposed work is necessary for the public health, safety and general welfare for our county residents and others who may travel our roadways.

If there is any further information or documentation needed to allow our county to be in compliance for approval to participate in the School Bus Route Program, please feel free to call our contact person Leonard Lujan in the Torrance County Road Department Office at (505) 544-4667.

Respectfully,

Ryan Schwebach  
County Commission/Chair

### Estimated Summary of Costs and Quantities

Entity: Torrance County Road Department DO: \_\_\_\_\_ CN: \_\_\_\_\_

Project No.: SB 2020-21

Termini: County Roads- Cedar Lane \*from Lexco Rd start project proceed W for 2.4 miles to end of project\*  
2.4 miles to end of project\*

Paradise Meadows Loop \* From Hwy 66 turn S on Skyline Rd for 1/2 mile to Paradise Meadows Loop  
Start project proceed 1.3 miles to county line to end of project.

Total Miles 3.7

Scope of Work: Pavement Rehabilitation/Improvements and Blading & Shaping on various county roads  
within the control of public entity.

Item Description	Unit	Final Quantity	Unit Cost	Final Cost
<b>Equipment/Labor</b>				
Equipment	hours	350	\$37.213571	\$ 13,024.75
Labor	hours	585	\$15.934737	\$ 9,123.20
<b>Material</b>				
1/2 Chips	Tons	1150.00	\$20.00	\$ 23,000.00
HFE 100P	Tons	79.00	\$670.00	\$ 52,930.00
Cold Mix	Tons	200.00	\$85.00	\$ 17,000.00
Fog seal	Tons	35.00	\$470.00	\$ 16,450.00
<b>Total Estimated Cost</b>				<b>\$131,527.95</b>

Equipment	Labor	Materials
\$13,025	\$9,123	
<b>\$13,025</b>	<b>\$9,123</b>	<b>\$109,380</b>

Total \$131,528  
Project Cost \$ 131,480.00  
Project Award \$ 131,528.00  
over \$ (48.00)  
Paid by County

Torrance County Manager \_\_\_\_\_ Date: \_\_\_\_\_

Torrance County Road Department

County Maintained Designated Roadways  
Job Scope Summary  
Fiscal Year 2020-21

Project Agreement- SP

\*\*\*\*\* Chip Seal \*\*\*\*\*

Cedar Lane	2.4 Miles	\$81,336.20
*from Lexco Rd start project proceed w for 2.4 miles to end of project* *		
Paradise Meadows Loop		
*from Hwy 66 s turn on Skyline rd. for ½ mile to Paradise Meadows Loop start of project		
Proceed 1.3 miles to county line to end of project.	1.3 Miles	\$ 50,191.75

=====

<b>Estimated mileage and cost</b>	<b>3.7 Miles</b>	<b>\$131,527.95.00</b>
-----------------------------------	------------------	------------------------



**JESSE LUCERO**  
COUNTY ASSESSOR

205 S NINTH STREET  
POST OFFICE BOX 258  
ESTANCIA, NEW MEXICO 87016  
Phone (505) 544-4320 Fax (505) 384-4362

February 25, 2020

To: Wayne Johnson, Torrance County Manager

From: Jesse Lucero, Torrance County Assessor

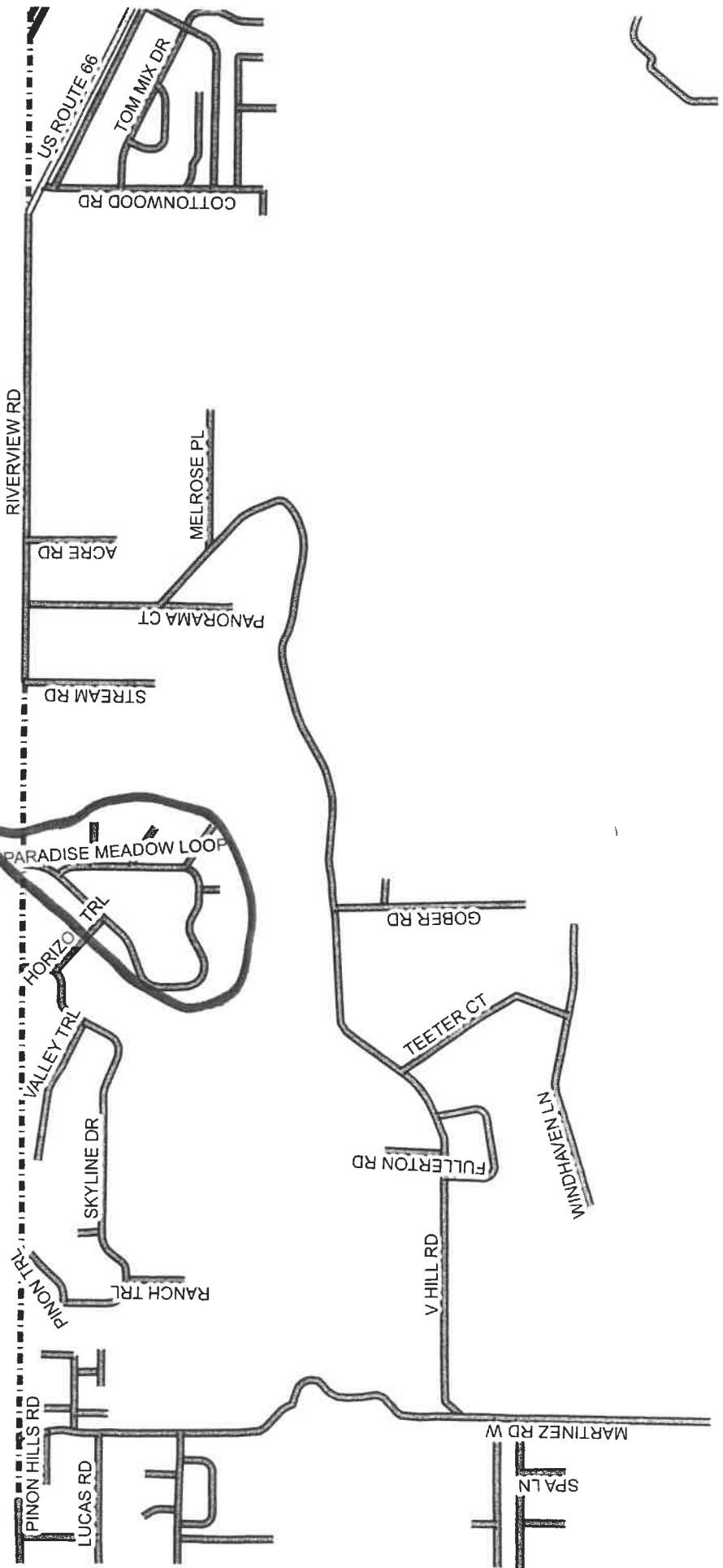
As per review and confirmation from DFA, the Mill Levy for Torrance County is at the maximum allowed by law. It is my opinion that our Road Department qualifies for Hardship Funds Torrance County is entitled to request. If you have any questions please contact me at any time.

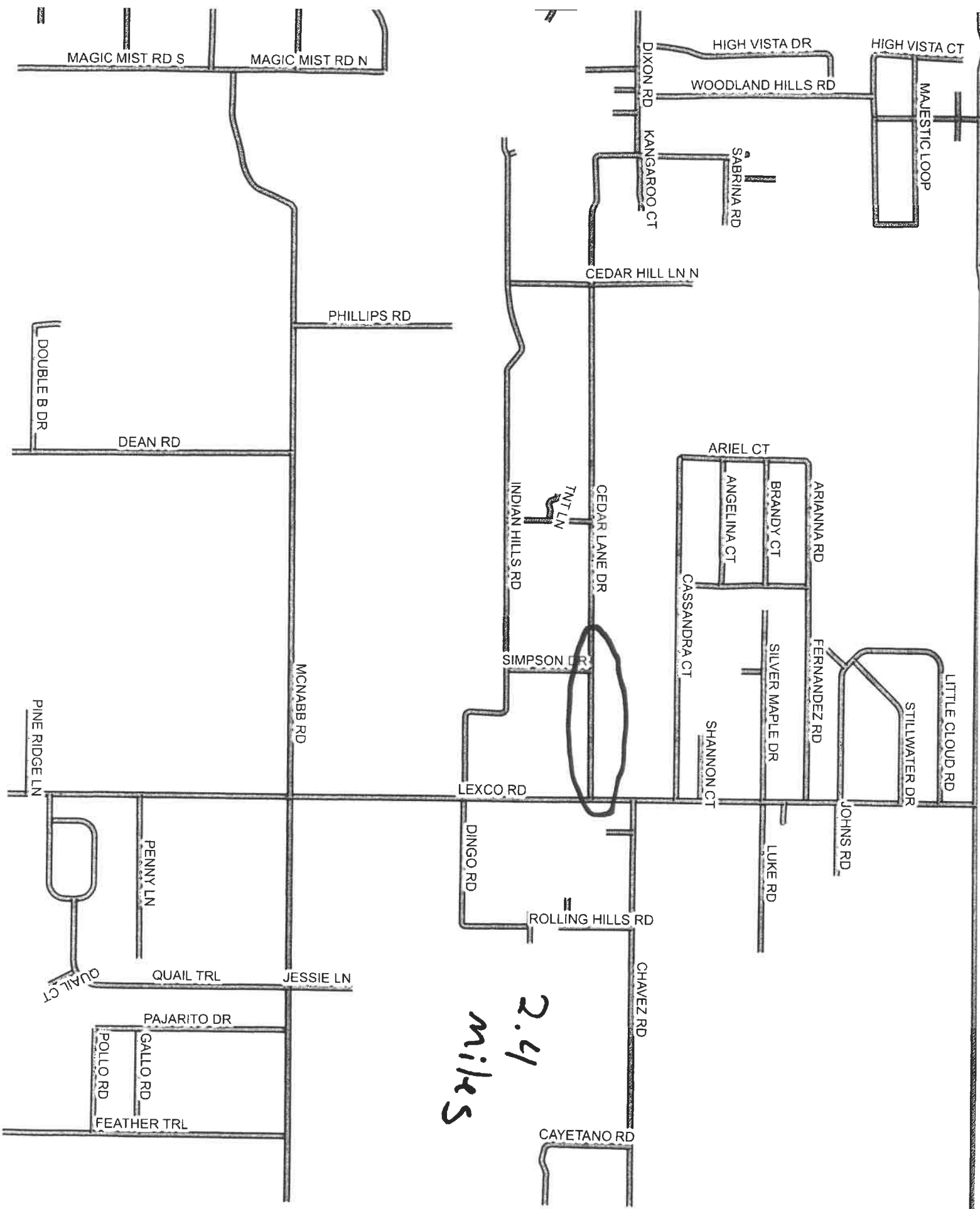
Regards,

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

Jesse Lucero  
Assessor  
505-544-4320  
jlucero@tcnm.us

1.3 miles





2.4 miles





*Agenda Item  
No. 12-B*



# Torrance County Board of Commissioners

Meeting 3/11/2020

Item 12B

Department: Manager  
Prepared By: Janice Y. Barela

## **Title: Submission of application for FEMA Assistance to Firefighters Grant Program.**

### **Sponsors:**

Fire: Chief Lester Gary

Grant Coordinator: Cheryl Allen

### **Action:**

Request for approval to submit application for FEMA (Federal Emergency Management Agency) Assistance to Firefighters Grant (AFG) Program.

### **Summary:**

The County is applying for grant funding to purchase a four-door rapid response commercial pumper. The County chose the FEMA Assistance to Firefighters Grant (AFG) Program because this grant's primary goal is to meet the firefighting and emergency response needs by assisting with funding for critically needed equipment, protective gear, emergency vehicles, training and other resources necessary for protecting the public and emergency personnel from fire and related hazards. Available funding for the AFG equals \$315 million. FEMA expects to make about 2,500 awards. Eligible activities include vehicle acquisition. The maximum funding award for a jurisdiction of 100,000 or fewer people is \$1 million.

### **Significant Issues:**

In order for a pumper to be an eligible purchase, it must carry a minimum of 300 gallons of water and have a pump with the capacity to pump a minimum of 750 gallons per minute. Adding a new pumper would improve the firefighting capabilities as the Department continues to protect the wide range of infrastructure and natural resources within the County.

About 15,595 people live within about 3,355 square miles. The County includes about 1,452 miles of roads, plus Interstate 40 and State highways. Hazardous wastes are transported through the County to the Waste Isolation Pilot Plant (WIPP). The County is primarily agriculture but includes scattered residential subdivisions and developments. Jurisdictions include five (5) incorporated municipalities, significant State and Federal lands, four (4) Land Grants and a small area within the Isleta Indian Reservation. The County Hazard Mitigation Plan identifies hazards that have highest potential for causing injuries, damage to buildings and other physical assets, as well as disruption to government and business operations. The National Forest lands are at risk

for wildland urban interface fires. Grasslands are at risk for fast spreading wildfire, especially in areas close to railroad tracks.

All types of utilities are in Torrance County including overhead and underground utilities and propane tanks. Electrical distribution lines cross the County. The location and relative risk of pipelines in the County were assessed in 2003 Wildland Urban Interface (WUI) survey area. One-third of the Williams Mid-American LPG and Natural Gas Pipelines pass through a Low-Risk area. One-tenth of the Texas and New Mexico Crude Oil pipeline passes through a Medium Risk area, and one-fourth of the pipeline in a Low Risk area. Diamond Shamrock pipelines carry diesel, gas and jet fuel across northern Torrance County. One-tenth of the pipeline passes through a Medium Risk of the County and is considered a high hazard area due to high volumes of hazardous material traveling through the State. Hazardous wastes are transported through the County along Highways 285 and 60 to the WIPP. A large number of train cars run on Burlington Northern and Union Pacific railroad tracks through the County. The County contains three archeological sites run by the National Park Service as national monuments: Gran Quivira, Quari and Abo. Schools, clinics and government buildings are located throughout the County. Additional critical infrastructure includes airports in Moriarty, Estancia and Mountainair.

### **Financial:**

The County will utilize Statewide Pricing Agreements to purchase the pumper.

Rural applicants (serving 20,000 residents or fewer), like Torrance County (15,595), will be required to make a 5% cash match. Cost share must be in a form of cash from non-federal sources.

Cost to purchase one (1) four-door rapid response commercial pumper:	\$300,000
Requested amount of AFG funding (95% of cost):	\$285,000
<b>Torrance County's required cash match (5% of cost):</b>	<b>\$ 15,000</b>

The \$15,000 cash match will come out of fund 411-92-2618, Capital Outlay Vehicle, which is the Fire Department's Local Gross Receipts Tax (GRT).

No cost will be incurred for equipping the pumper. The equipment on the County's existing pumper will be transferred to the new pumper. The old pumper, due to age and cost of maintenance and repair necessary to meet National Fire Protection Association (NFPA)'s requirements, will become a service vehicle with limited equipment.

### **Staff Recommendation:**

Staff recommends approval.

# Federal Emergency Management (FEMA) Assistance to Firefighters Grant

## What does this loan program do?

The primary goal of the Assistance to Firefighters Grant (AFG) is to meet the firefighting and emergency response needs of fire departments and nonaffiliated emergency medical service organizations. Since 2001, AFG has helped firefighters and other first responders obtain critically needed equipment, protective gear, emergency vehicles, training and other resources necessary for protecting the public and emergency personnel from fire and related hazards.

The Fiscal Year (FY) 2019 Assistance to Firefighters Grant (AFG) Program is one of three grant programs that constitute the Department of Homeland Security (DHS), Federal Emergency Management Agency's (FEMA) focus on enhancing the safety of the public and firefighters with respect to fire and fire-related hazards. The AFG Program accomplishes this by providing financial assistance directly to eligible fire departments, nonaffiliated emergency medical service (EMS) organizations, and State Fire Training Academies (SFTA) for critical training and equipment. The AFG Program represents one part of a comprehensive set of measures authorized by Congress and implemented by DHS. Among the five basic homeland security missions noted in the DHS Quadrennial Homeland Security Review, the AFG Program supports the goal to Strengthen National Preparedness and Resilience.

Available funding for the AFG equals \$315 million. FEMA expects to make about 2,500 awards. The projected performance period begins May 1, 2020 and ends April 30, 2021. Eligible activities include vehicle acquisition. The grant application submission deadline is March 13, 2020 at 5 pm ET. The maximum funding award for a jurisdiction of 100,000 or fewer people is \$1 million.

Rural applicants (serving 20,000 residents or fewer) shall make a 5 percent match. Torrance County's population for the American Community Survey (ACS) from the U.S. Census Bureau equals 15,595. Cost Share must be in the form of cash from non-federal sources.

## Intent of Torrance County

Torrance County is applying for AFG funding to purchase a four-door rapid response commercial pumper. The County will utilize Statewide Pricing Agreements to purchase and equip the vehicles. Torrance County is eligible for 95 percent of project costs from the AFG. The pumper is estimated to cost 300,000. Costs and revenue are presented in Table 1.

**Table 1: Project Cost and Revenue**

Item Description	Expense/Revenue
Cost to purchase one four-door rapid response commercial pumper	\$300,000
<b>Total Project Cost</b>	<b>\$300,000</b>
Requested amount of AFG funding (95 percent of cost)	\$285,000
5 percent cash match required from Torrance County	\$15,000
<b>Total Required Revenue</b>	<b>\$300,000</b>

## Vehicle Description

Torrance County will purchase one four-door rapid response commercial pumper (See Photo 1). Pumpers eligible for AFG funding must carry a minimum of 300 gallons of water and has a pump with the capacity to pump a minimum of 750 gallons per minute.



**Photo 1: Four door SM Pumper.**

## Justification

The *2016 Update of Torrance County Wildfire Protection Plan* reports:

“Fire departments often have limited resources, particularly in high fire years; therefore, gaining funding to strengthen these services is critical. Throughout the CWPP planning area, volunteer fire departments provide the first line of defense against wildfire. Increasing staffing and improving equipment for these departments is crucial.”

Adding a new pumper to the Fire Department fleet would improve firefighting capabilities as the department continues to protect the wide range of infrastructure and natural resources within the county.

About 15,595 people live within about 3355 square miles. Population density is slightly below five people per square mile. The County includes about 1452 miles of roads, plus Interstate 40, and state highways. Hazardous wastes are transported through the County to the Waste Isolation Pilot Plant. The natural environment ranges from plains grasslands, to savanna pinon juniper woodlands, to mixed conifer forests. The County is primarily agriculture but includes scattered residential subdivisions and

developments. Housing is primarily single family occupancy with a high percentage of vacant units, mobile homes, and manufactured housing. Jurisdictions include five incorporated municipalities, significant State and Federal lands, four Mexican Land Grants, and a small area within the Isleta Indian Reservation. The County Hazard Mitigation Plan identifies hazards that have highest potential for causing injuries, damage to buildings and other physical assets, and disrupting government and business operations. The National Forest lands are at risk for wildland urban interface fires. Grasslands are at risk for fast spreading wildfire, especially in areas close to railroad tracks.

There are all types of utilities throughout Torrance County including overhead and underground utilities and propane tanks. Electrical distribution lines cross the County. The location and relative risk of pipelines in the County were assessed in a 2003 Wildland Urban Interface (WUI) Assessment. TransWestern and El Paso pipelines carry natural gas across one-third of a Low Risk WUI survey area. About one-third of the Williams Mid-American LPG and Natural Gas pipelines pass through a Low Risk area. One-tenth of the Texas and New Mexico Crude Oil pipeline passes through a Medium Risk area, and one-fourth of the pipeline is in a Low Risk area. Diamond Shamrock pipelines carry diesel, gas, and jet fuel across northern Torrance County. About one-tenth of the pipeline passes through a Medium Risk area, and one-third of the pipelines are in a Low Risk area. Interstate 40 runs along the northern portion of the County and is considered a high hazard area due to high volumes of hazardous material traveling through the state. Hazardous wastes are transported through the County along Highways 285 and 60 to the Waste Isolation Pilot Plant. A large number of train cars run on Burlington Northern and Union Pacific railroad tracks through the County. The County contains three archeological sites run by the National Park Service as national monuments: Gran Quivira, Quari, and Abo. Schools, clinics, and government buildings are located throughout the County. Additional critical infrastructure includes airports in Moriarty, Estancia, and Mountainair.



*Agenda Item  
No. 12-C*



# Torrance County Board of Commissioners

Meeting 3/11/2020

Item 12C

Department: Manager  
Prepared By: Janice Y. Barela

## **Title: Motion to approve U.S. Forest Service Grant # 18-LE-11030300-008, modification 003 for calendar year 2020.**

### **Sponsors:**

Sheriff: Stephanie Dunlap  
Grant Coordinator: Cheryl Allen

### **Action:**

Request for approval of U.S. Forest Service Grant # 18-LE-11030300-008, Modification 003 for calendar year 2020. The grant amount is \$5,000.

### **Summary:**

Even though the U.S. Forest Service's Grant Agreement is identified as a modification, it is actually a renewal or yearly extension of the grant. The County has received this grant for over 12 years. U.S. Forest Service uses the award of this grant (\$5,000) to partner with the Torrance County Sheriff's Office (TCSO) for the patrolling of specific U.S. Forest Service roads within the Mountainair Ranger District. They reimburse the County for deputies' wages (using prevailing rates) and mileage (\$0.32/mile patrolled). This agreement will end November 30, 2020.

### **Significant Issues:**

Time schedules for patrols are flexible to allow for emergencies, other priorities and day-to-day needs of both TCSO and the U.S. Forest Service. Currently, deputies are patrolling outside of regularly scheduled hours, so they get overtime. The County is required to spend ample time in each area to make residents and visitors aware that law enforcement officers are in the vicinity. As part of the grant agreement, TCSO agrees to patrol the following U.S. Forest Service roads, campgrounds, developed sites or dispersed areas within the Mountainair Ranger District:

- Forest Road 55
- Forest Road 245
- Forest Road 253 to Red Canyon Campground
- Forest Road 422
- Forest Road 321
- Forest Road 275 from 422 to forest boundary
- Forest Road 142 to Pueblo Blanco



- Forest Road 458 to Pueblo Colorado Ruins
- Forest Road 167
- Tajique Campground
- Fourth of July Campground
- Bosque Trailhead
- New Canyon Campground
- Capilla Campground

U.S. Forest Service may request additional assistance for special enforcement situations such as drug enforcement, fire emergencies and certain group gatherings. Assistance must be specifically requested and funding approved prior to any reimbursements being authorized. For drug enforcement special funding, it will be handled on a case by case basis. The request will normally come from the Patrol Captain. For all fire emergency special funding, the funding will become effective and reimbursable only when the U.S. Forest Service specifically requests assistance through Forest Dispatch or Expanded Dispatch Office, a Resource Order Number is provided and the County Dispatch office is notified of the request. Initial attack responses without a Resource Order by the U.S. Forest Service are not reimbursable.

In the past, Torrance County received funding for special enforcement during the Dog Head Fire.

**Financial:**

This grant is for \$5,000. It does not require a cash or in-kind match.

**Staff Recommendation:**

Staff recommends approval.



## MODIFICATION OF GRANT OR AGREEMENT

PAGE OF  
PAGES  
1

<b>1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER:</b> 18-LE-11030300-008	<b>2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY:</b>	<b>3. MODIFICATION NUMBER:</b> 003
<b>4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4):</b> Northern NM Zone LE&I, c/o Dan Reed 2113 Osuna Road NE, Albuquerque, NM 87113	<b>5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4):</b> Same	
<b>6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county):</b> Torrance County Sheriff's Office 903 N. 5 <sup>th</sup> Street, P.O. Box 498 Estancia, NM 87016	<b>7. RECIPIENT/COOPERATOR'S HHS SUB ACCOUNT NUMBER (For HHS payment use only):</b>	

### 8. PURPOSE OF MODIFICATION

<b>CHECK ALL THAT APPLY:</b>	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1, above.
<input checked="" type="checkbox"/>	CHANGE IN PERFORMANCE PERIOD: See attached Exhibit A, Annual Operating and Financial Plan.
<input checked="" type="checkbox"/>	CHANGE IN FUNDING: Increase funding \$5,000
<input type="checkbox"/>	ADMINISTRATIVE CHANGES:
<input type="checkbox"/>	OTHER (Specify type of modification):

**Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full force and effect.**

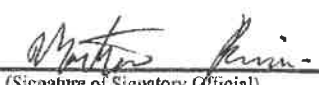
**9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):**  
 Establish 2020 Annual Operating and Financial Plan (AOP), Exhibit A, and provide funding in the amount of \$5,000.

### 10. ATTACHED DOCUMENTATION (Check all that apply):

<input type="checkbox"/>	Revised Scope of Work
<input type="checkbox"/>	Revised Financial Plan
<input checked="" type="checkbox"/>	Other: 2020 Annual Operating Plan

### 11. SIGNATURES

**AUTHORIZED REPRESENTATIVE:** BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-REFERENCED GRANT/AGREEMENT.

<b>11.A. COOPERATOR SIGNATURE</b>  (Signature of Signatory Official)	<b>11.B. DATE SIGNED</b> 2/14/2020	<b>11.C. U.S. FOREST SERVICE SIGNATURE</b>  (Signature of Signatory Official)	<b>11.D. DATE SIGNED</b>
<b>11.E. NAME (type or print):</b> MARTIN RIVERA		<b>11.F. NAME (type or print):</b> JAMES ALFORD	
<b>11.G. TITLE (type or print):</b> SHERIFF		<b>11.H. TITLE (type or print):</b> SPECIAL AGENT IN CHARGE	

### 12. G&A REVIEW

<b>12.A. The authority and format of this modification have been reviewed and approved for signature by:</b>  <div style="text-align: center;"> <b>KAREN DYCKES Y MONTAÑO</b>                  U.S. Forest Service Grants &amp; Agreements Specialist             </div>	<b>12.B. DATE SIGNED</b>
--	--------------------------



USDA Forest Service

OMB 0596-0217  
FS-1500-19

#### Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotope, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.



FS Agreement No. 18-LE-11030300-008  
Cooperator Agreement No. \_\_\_\_\_

**EXHIBIT A**

**COOPERATIVE LAW ENFORCEMENT ANNUAL OPERATING PLAN &  
FINANCIAL PLAN**

**Between  
TORRANCE COUNTY SHERIFF'S OFFICE  
And the  
USDA, FOREST SERVICE  
CIBOLA NATIONAL FOREST AND GRASSLANDS**

**2020 ANNUAL OPERATING AND FINANCIAL PLAN**

This Annual Financial and Operating Plan (Annual Operating Plan), is hereby made and entered into by and between the Torrance County Sheriff's Office, hereinafter referred to as "the Cooperator," and the USDA, Forest Service, Cibola National Forest and Grasslands, hereinafter referred to as the "U.S. Forest Service," under the provisions of Cooperative Law Enforcement Agreement #18-LE-11030300-008 executed on March 9, 2018. This Annual Operating Plan is made and agreed to as of the last date signed below and is for the estimated period beginning the date of last signature below and ending November 30, 2020.

**Calendar Year 2020 Total Annual Operating Plan: \$5,000.00**

**I. GENERAL:**

A. The following individuals shall be the designated and alternate representative(s) of each party, so designated to make or receive requests for special enforcement activities.

**Principal Cooperator Contacts:**

<b>Cooperator Program Contact</b>	<b>Cooperator Administrative Contact</b>
Name: Martin Rivera, Sheriff Address: 903 N. 5 <sup>th</sup> Street. City, State, Zip: Estancia, NM 87016 Telephone: (505) 544-4900 FAX: (505) 274-7281 Email: <a href="mailto:mrivera@tcnm.us">mrivera@tcnm.us</a>	Name: Stephanie Dunlap, Administrator Address: PO Box 498 City, State, Zip: Estancia, NM 87016 Telephone: (505) 544-4900 FAX: (505) 274-7281 Email: <a href="mailto:sdunlap@tcnm.us">sdunlap@tcnm.us</a>



**Principal U.S. Forest Service Contacts:**

<b>U.S. Forest Service Program Manager Contact</b>	<b>U.S. Forest Service Administrative Contact</b>
Name: Daniel Reed, Patrol Captain Address: 2113 Osuna Road NE City, State, Zip: Albuquerque, NM 87113 Telephone: (505) 346-3881 FAX: (505) 346-3902 Email: <a href="mailto:daniel.reed@usda.gov">daniel.reed@usda.gov</a>	Name: Karen Dyckes y Montañó Address: 333 Broadway Blvd., SE City, State, Zip: Albuquerque, NM 87102 Telephone: 505-842-3884 FAX: 505-842-3111 Email: <a href="mailto:karen.dyckesymontano@usda.gov">karen.dyckesymontano@usda.gov</a>

- B. Reimbursement for all types of enforcement activities shall be at the following rates unless specifically stated otherwise:

\$0.32/mile patrolled

Wages at the prevailing rates\* agreed to previously and approved for reimbursement by the U.S. Forest Service.

\*The Cooperator shall submit written notice to the U.S. Forest Service for any change in rates stated above within 30 days of official change in rate(s).

**II. PATROL ACTIVITIES:**

- A. Time schedules for patrols will be flexible to allow for emergencies, other priorities, and day-to-day needs of both the Cooperator and the U.S. Forest Service. Ample time will be spent in each area to make residents and visitors aware that law enforcement officers are in the vicinity.

1. Patrol on following U.S. Forest Service roads:

- ◆ Mountainair Ranger District
  - Forest Road 55
  - Forest Road 245
  - Forest Road 253 to Red Canyon Campground
  - Forest Road 422
  - Forest Road 321
  - Forest Road 275 from 422 to forest boundary
  - Forest Road 142 to Pueblo Blanco
  - Forest Road 458 to Pueblo Colorado Ruins
  - Forest Road 167



2. Patrol in the following campgrounds, developed sites, or dispersed areas:

- ◆ Mountainair Ranger District
  - Tajique Campground
  - Fourth of July Campground
  - Bosque Trailhead
  - New Canyon Campground
  - Capilla Campground

Total reimbursement for this category shall not exceed the amount of: \$5,000.00.

### III. SPECIAL ENFORCEMENT SITUATIONS:

- A. Special Enforcement Situations include but are not limited to: Fire Emergencies, Drug Enforcement, and certain Group Gatherings.
- B. Funds available for special enforcement situations vary greatly from year to year and must be specifically requested and approved prior to any reimbursement being authorized. Requests for funds should be made to the U.S. Forest Service designated representative listed in Item I-A of this Annual Operating Plan. The designated representative will then notify the Cooperator whether funds will be authorized for reimbursement. If funds are authorized, the parties will then jointly prepare a revised Annual Operating Plan.

1. Drug Enforcement: This will be handled on a case by case basis. The request will normally come from the Patrol Captain; however, it may come from the Special Agent in Charge or their designated representative. Reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to the incident will coordinate all of their activities with the designated officer in charge of the incident.
2. Fire Emergency: During emergency fire suppression situations and upon request by the Forest Service pursuant to an incident resource order, the Cooperator agrees to provide special services beyond those provided under Section II-A, within the Cooperator's resource capabilities, for the enforcement of State and local laws related to the protection of persons and their property. The Cooperator will be compensated at the rate specified in Section I-B; the Forest Service will specify times and schedules. Upon concurrence of the local Patrol Captain or their designated representative, an official from the Incident Management Team managing the incident, Cooperator personnel assigned to an incident where meals are provided will be entitled to such meals.

**All requests to provide additional law enforcement support on National Forest System lands during extreme fire conditions will become effective and reimbursable only when the U.S. Forest Service specifically requests assistance through the Forest Dispatch or Expanded Dispatch Office, a**



**Resource Order Number is provided, and the County Dispatch Office is notified of the request. Initial attack responses without a Resource Order by the U.S. Forest Service are not reimbursable.**

Upon request and concurrence by the Sheriff's Department:

**The Sheriff's Department shall:**

- a. Provide to the U.S. Forest Service, fully equipped Sheriff's Deputies who meet the standards of training as listed in the Cooperative Law Enforcement Agreement, Provisions II-B, including appropriate vehicle(s), in numbers requested by the U.S. Forest Service to provide law enforcement for fire severity or fire suppression situations. These duties are above and beyond the customary duties that are routinely provided by the Sheriff's Office and will be covered under Special Enforcement Situations. The Sheriff's Deputies will continue to work under the direction of the Sheriff's Department. The Sheriff's Deputies will coordinate their patrol activities with the U.S. Forest Service Patrol Captain, or their designee, while assigned to each specific fire severity or fire suppression patrol area, and coordinate their activities with the Incident Commander while assigned to each specific wildland fire severity or fire suppression situation. All Deputies assigned to a wildland fire severity or fire suppression situation are required to follow Check-in and Demobilization procedures.
- b. Assign Sheriff's Deputies requested by the U.S. Forest Service for fire severity or fire suppression situation patrols and law enforcement.
- c. Furnish itemized statements of expenditures to the U.S. Forest Service for the fire severity or fire suppression situation services requested by the U.S. Forest Service, at the address below:

Daniel Reed, Patrol Captain  
U.S. Forest Service, LEI  
Northern New Mexico Zone  
2113 Osuna Road NE  
Albuquerque, NM 87113

The Patrol Captain will review and approve the invoice, and forward the invoice and support documentation to Incident Finance for payment.

Billing requests will include the following information:

- Cooperator Name, address, phone number and agency financial contact;
- Invoice or Bill number
- Resource Order number(s)
- Appropriate incident number (State code or U.S. Forest Service P-code and override)



- Cooperative Law Enforcement Agreement number
- Dates of the incident covered by the billing
- Location and jurisdictional unit of the incident

Summary cost data for the amount being billed:

Use incident-generated cost reports generated by the Agency to support the billing whenever possible. Summary cost data may include, but not limited to, a list of personnel expenses including base, overtime and travel and a listing by vendor name and amount spent for supplies and services procured.

The U.S. Forest Service shall:

- a. Relay requests to the Sheriff's Department to provide fully equipped Sheriff's Deputies, including vehicles, through U.S. Forest Service Dispatch or Expanded Dispatch Office to the County Dispatch Office, including specific information on numbers of Deputies needed, tour, location, expected length of duty, authorization for overtime expenditures, and fire severity (S-code) or fire suppression (P-code) for billing. A resource order number must be issued by the U.S. Forest Service to support each request. The resource order number will be provided to the Sheriff's Office by the U.S. Forest Service Dispatcher.
  - b. Post each Deputy's time and vehicle mileage to a Fire Time Report (Optional Form 288) to provide documentation to support payment of each itemized statement of expenditures provided by the Sheriff's Department.
  - c. Reimburse the Sheriff's Department for requested fire severity or fire suppression special enforcement situation services that are provided and covered under this Section, at the prevailing rates as per Section I, Paragraph B above.
3. **Group Gatherings:** This includes but is not limited to situations which are normally unanticipated or which typically include very short notices, large group gatherings such as rock concerts, demonstrations, and organization rendezvous. Upon authorization by a Forest Service representative listed in Section I-A for requested services of this nature, reimbursement shall be made at the rates specified in Section I-B. Deputies assigned to this type of incident will normally coordinate their activities with the designated officer in charge of the incident.

This includes but is not limited to situations which are normally unanticipated or which typically include very short notice, large group gatherings such as rock concerts, demonstrations, and organizational rendezvous.

**IV. BILLING FREQUENCY:**

*See Cooperative Law Enforcement Agreement Provisions II-H and III-B for additional information.*





- A. Billing frequency is as follows: QUARTERLY – Final Bill shall be submitted within 30 days of the close of the calendar year (2020).
- B. The following is a breakdown of the total estimated costs associated with this Annual Operating Plan.

Category	Estimated Costs	Not to Exceed by %
Patrol Activities	\$5,000.00	N/A
Special Enforcement Situations	N/A	N/A
<b>Total</b>	<b>\$5,000.00</b>	<b>N/A</b>

- C. Any remaining funding in this Annual Operating Plan may be carried forward to the next calendar year and will be available to spend through the term of the Cooperative Law Enforcement Agreement, or deobligated at the request of the U.S. Forest Service. *See Cooperative Law Enforcement Agreement Provision IV-D.*

**Burden Statement**

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 3 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

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Torrance County Grants Committee

Grant review Summary

Department & Project Manager: Stephanie Dunlap, TCSO Date: 2/27/2020

Type of Grant: Reimbursable Match Other:

Form with fields: Name of Grant (Forest Patrol), Grant/Agreement Number (18-LE-11030300-008, modification 003), Grantor (U.S. Forest Service), Grant Term (Calendar year 2020), Grant Funding (\$5,000), Administration Fee (none), Report Requirements (quarterly billing, final billing due January 30, 2021), matching, Project Description (Patrol in the Mountainair Ranger District...), Legal Requirements, Committee Concerns.

Recommend: [checked] Approve, [ ] Approve With Conditions, [ ] Do Not Approve

Grants Committee: Janice Y. Barela County manager, [Signature] Purchasing Director

[Signature] County Treasurer, [Signature] Grant Coordinator, Finance Director



# Torrance County

P.O. Box 48  
205 South Ninth Street  
Estancia, New Mexico 87016  
505-544-4700

**Ryan Schwebach,**  
*Chair*  
*District 2*

TO: Cheryl Allen

FROM: John M. Butrick, Esq. – County Attorney

**Kevin McCall**  
*District 1*

DATE:

RE: Form and Sufficiency of the 2019 EMPG Agreement

---

**Javier Sanchez**  
*District 3*

This signifies that I have reviewed the 2020 U.S Forest Service Grant Agreement 18-LE-11030300-008 Modification 003 and approve it as to form and sufficiency.

**Wayne A. Johnson**  
*County Manager*

Respectfully,

**Janice Barela**  
*Deputy County*  
*Manager*

A handwritten signature in cursive script, appearing to read 'John M. Butrick', written over a horizontal line.

John M. Butrick

**Tracy Sedillo**  
*Treasurer*

**Linda Jaramillo**  
*Clerk*

**Jesse Lucero**  
*Assessor*

**Martin Rivera**  
*Sheriff*

**Josie Chavez**  
*Probate Judge*



*Agenda Item  
No. 12-D*



# Torrance County Board of Commissioners

Meeting 3/11/2020

Item 12D

Department: Manager  
Prepared By: Janice Y. Barela

**Title: DISPATCH: Motion to approve purchase reimbursements for fingerprinting; proper procurement not followed, no Purchase Order and/or other Purchasing/Finance/Manager's approval.**

## **Sponsors:**

Dispatch

Fire: Hanna Sanchez

## **Action:**

Dispatch and Fire are requesting Commission's approval for reimbursements for fingerprinting costs that were paid by staff and volunteers. Proper procurement was not followed (no purchase order or other approval from Purchasing, Finance or Manager). Policy states that if proper procurement is not followed, those requesting reimbursements must submit a completed, notarized Purchase Voucher, and they must go before the Commission for reimbursement approval. Finance has received their completed, notarized Purchase Vouchers.

## **Summary:**

Dispatch staff and Fire Department staff and volunteers are required to be fingerprinted for a background check as part of their certification renewals.

The following have paid for the fingerprinting requirement and are requesting reimbursements:

Yvonne Duran	Dispatch	\$44.00
Wanda Riley	Dispatch	\$44.00
Naiomi Garcia	Dispatch	\$44.00
Don Dirks	District 2 Fire	\$44.00
Don Dirks (for Deborah Tucker)	District 2 Fire	\$44.00

## **Significant Issues:**

Dispatchers must submit fingerprints for background checks to renew their Emergency Medical Dispatch Licenses. Without these licenses, dispatchers cannot render any type of medical aid during a 911 call. Fire Department Emergency Medical Technicians (EMT's) and First Responders must submit fingerprints for background checks to renew their licenses. The County uses a company named Gemalto for fingerprinting. The only way Gemalto will accept purchase

orders is if the County can guarantee at least 100 fingerprints a month. The County has never had 100 a month.

**Financial:**

Finance is working on acquiring Procurement Cards (P-Cards). These cards will help resolve situations like this one. Finance and Purchasing assisted Dispatch and Fire with getting this item on this agenda. Finance and Purchasing also advised each of these departments of the proper procurement procedures for reimbursement of future fingerprinting costs.

**Staff Recommendation:**

Staff recommends approval.



*Agenda Item  
No. 12-E*



# Torrance County Board of Commissioners

Meeting 3/11/2020

Item 12E

Department: Manager  
Prepared By: Wayne Johnson

## **Title: Complete Count Funding Increase**

### **Action:**

Motion to approve grant amendment.

### **Summary:**

The New Mexico Legislature approved and the Governor signed into law, Senate Bill 4 which appropriated an additional \$8 million to the Department of Finance and Administration (DFA) in FY20 to achieve a statewide complete count in the federal 2020 census. Torrance County has been granted an additional \$24,219.53 to pay for outreach and activities designed to facilitate a complete count of residents residing in Torrance County.

### **Significant Issues:**

- An undercount of Torrance County could cost residents of incorporated and unincorporated Torrance County millions of dollars over the next decade.
- Expenditure of funds requires compliance with all County policies.

### **Financial:**

None. No match required.

### **Staff Recommendation:**

Approval





# i COUNT NM

i count because i care

March 2, 2020

Dear County Manager Johnson,

I am pleased to announce the second round of 2020 Census outreach grant funding to all 33 counties. This funding is made possible by an appropriation bill that passed during the 2020 Legislative session. Attached you will find an amendment to the existing county grant agreements adding the additional census outreach funds to the original grant agreements. I want to make a few points about this additional funding.

### **Importance of Spending Funds Quickly**

Time is of the essence. The 2020 Census starts on March 12<sup>th</sup> when New Mexicans can begin self-responding (online, over the phone, or by mail). April 1<sup>st</sup> is Census Day, an official marker for the 2020 Census, including the day used for determining where residents should be counted. In May, the U.S. Census Bureau will start sending enumerators to knock on doors for those households that have not self-responded to their census form. This phase will go until late July and marks the end of the count.

Outreach activities to date have primarily focused on an education phase – educating the public about the importance of the census. Going forward, outreach efforts will fall into the motivation and activation phases. This will involve direct outreach and a statewide media campaign. The direct outreach should be the primary focus of the county Complete Count Committees (CCCs). The existing agreements include detailed information about the various outreach phases and recommendations for proposed activities for each phase. Even a small budget of \$10,000 or \$20,000 can be used to effectively motivate your community, especially when local dollars are also leveraged.

Please do everything in your power to fast track the budget, agreements, expenditures etc. while staying within your legal framework.

### **Statewide Media Plan**

A major part of the state's effort going forward entails a New Mexico specific, statewide media plan using localized messaging and trusted voices that covers all areas of the state with a special emphasis on areas not covered by the national, U.S. Census Media campaign. These areas not covered will include rural areas and also focus on the hardest to count populations.

We have earmarked over \$3 million in funds to deploy a robust paid media campaign on radio, television, billboards, social media and digital platforms. Our expectation is that the funds that have already been earmarked for the media campaign will be adequate to cover paid media across the state. In only limited circumstances will county funds be needed to buy additional media. If your outreach strategies currently include paid media, contact MediaDesk, our statewide media coordinator immediately in order to discuss potential integration of your planned media buys with the statewide campaign. In the event you have already purchased media spots, MediaDesk can support you with



i COUNT NM

i count because i care

customizable radio scripts, billboards, newspaper and digital ads. These funds should not be used to place paid media that is not developed in coordination with the state media plan.

In addition to support with paid media, MediaDesk can support complete count outreach efforts with talking points, audience specific outreach materials, and communications technical assistance.

MediaDesk can be reached at 505-331-8836 or [census@mediadsknm.com](mailto:census@mediadsknm.com).

### **It Takes a Village**

We are so proud of New Mexico's efforts to date in forming CCCs in every county, tribe, and pueblo. Thank you for stepping up to this challenge! Cities, universities, hospitals, and non-profits have also formed CCCs. We can't do this work without each and every community coming together. You know your communities the best and we need trusted voices to motivate New Mexicans for an accurate and complete count.

We look forward to continuing to work with each and every CCC, providing resources and creating ways for sharing best practices and successful strategies so we can all learn from each other's work. There is no need to reinvent the wheel on any of this work.

To that end, we will be updating the ICounNM.gov website to make it easier to find resources. We will continue to issue census newsletters every two weeks to keep CCCs informed on census activities. Lastly, in the coming weeks we will begin hosting WebEx meetings with special topics and open forums.

We're encouraging your CCC chairs and members to attend these WebEx meetings, share their upcoming CCC meeting dates with our team, and send in community events at which they will have a presence so we can create a statewide event calendar on ICountNM.gov. This information should be provided to our Statewide Census Coordinators, Ramya Gorantla, at [Ramya.Gorantla@state.nm.us](mailto:Ramya.Gorantla@state.nm.us) or 505-795-2235 and Emma Erickson-Kery at [Emma.Erickson-Kery@state.nm.us](mailto:Emma.Erickson-Kery@state.nm.us) or 505-699-1496.

Once again, thank you so much for your leadership, engagement, and commitment in this important effort. Together, we can change the trajectory for New Mexico over the coming decade by ensuring New Mexico gets full political representation and the needed funding for critical services to help every New Mexican live their best life.

In partnership,

Olivia Padilla-Jackson  
Cabinet Secretary, Department of Finance and Administration  
Statewide Complete Count Commission Chair

**NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION  
FIRST AMENDMENT TO  
INTERGOVERNMENTAL GRANT AGREEMENT  
NUMBER 2019-3410-ZD5037-01016**

The New Mexico Department of Finance and Administration, an executive department of the State of New Mexico ("Grantor"), and Torrance County, a county and political subdivision of the State of New Mexico ("Grantee"), agree:

1. Recitals. Grantor and Grantee are parties to that certain Intergovernmental Grant Agreement Number 2019-3410-ZD5037-01016 dated September 27, 2019 whereby Grantor awarded Grantee with a Grant award for the purpose of ensuring a fair, accurate and complete count for New Mexico in the 2020 Census, thereby achieving the highest self-response rate possible of hard-to-count (HTC) communities and populations in New Mexico ("Grant Agreement"). Grantor and Grantee want to amend the Grant Agreement as provided in this First Amendment to Intergovernmental Grant Agreement Number 2019-3410-ZD5037-01016 ("First Amendment").
2. Definitions. Capitalized terms used but not defined in this First Amendment have the meanings given to them in the Grant Agreement.
3. Amendment. The Grant Agreement is amended as follows:
  - a. The third paragraph of Article I of the Grant Agreement is amended to read as follows:

This award is made from funds appropriated by the Legislature to the Grantor pursuant to N.M. Laws 2019 (54th Legislature, 1st Session), Chapter 271, Section 5(37) and N.M. Laws 2020 (54th Legislature, 2nd Session), Chapter 2, Section 1.

- b. The following is added to the end of the fourth paragraph of Article I of the Grant Agreement:

GRANTOR may provide GRANTEE with an additional award pursuant to Section II.D of this Agreement.
    - c. The following is added in between the current first and second paragraphs of Section II.D of the Grant Agreement:

Additionally, on or after March 1, 2020, Grantor may, in such increments as Grantor may determine, award an additional \$24,219.53 to Grantee, subject to Grantor's satisfaction with Grantee's compliance with this Grant Agreement and performance of the Scope of Work, including without limitation Grantee executing its Outreach Plan and developing relationships with local community-based organizations. All terms and conditions in this Grant Agreement on Grantee's use of the original Grant award will apply to such additional Grant award. Following any such additional Grant award, Grantee will adjust its budget accordingly, subject to Grantor's approval.

- d. All references in the Grant Agreement to Paige Best and the email address [paige.l.best@state.nm.us](mailto:paige.l.best@state.nm.us) are amended to refer to Ramya Gorantla and Emma Erickson-Kery and the email addresses [ramya.gorantla@state.nm.us](mailto:ramya.gorantla@state.nm.us) and [emma.erickson-kery@state.nm.us](mailto:emma.erickson-kery@state.nm.us), respectively.
4. Approval. Grantee represents and warrants to Grantor that all actions necessary to approve of this First Amendment and to make this First Amendment a valid and binding obligation of Grantee have been completed.
5. Ratification; Survival. Except as modified by this First Amendment, Grantor and Grantee ratify and affirm the terms of the Grant Agreement. All terms of the Grant Agreement not modified by this First Amendment will survive the execution hereof, and this First Amendment is subject to those terms.
6. Miscellaneous. This First Amendment may be executed in one or more counterparts, each of which will be deemed an original and together will constitute one and the same instrument. This First Amendment is governed by the laws of the State of New Mexico and may only be modified in a writing executed by both Grantor and Grantee.

[Counterpart Signatures Follow]

IN WITNESS WHEREOF, the Grantee and Grantor do hereby execute this First Amendment as of the date last written below. This First Amendment has been approved by:

GRANTEE:

By: \_\_\_\_\_  
*Authorized Person*                                      *Date*

FOR THE GRANTOR, THE NEW MEXICO DEPARTMENT OF FINANCE AND ADMINISTRATION:

By: \_\_\_\_\_  
*Olivia Padilla-Jackson, Cabinet Secretary, Grantor*                                      *Date*



Torrance County Grants Committee

Grant review Summary

Department & Project Manager: Kassandra Sandy Date: 3/3/2020

Type of Grant: Reimbursable Match Other: Fully Funded

Name of Grant: Complete Count Committee Amendment	Grant/Agreement Number: 2019-3410-ZD5037-01016, First Amendment
Grantor: New Mexico Department of Finance and Administration	Grant Term: FY2020 March 1, 2020 - June 30, 20202 (additional funds)
Grant Funding: \$24,220	Administration Fee: \$2,412 <i>24,220</i>
Report Requirements: Monthly financial and activity reports due the 15th of each month for the preceeding month. Final financial and activity report due June 30, 2020	
matching: none	
Project Description: Complete Count Committee Activities and Promotions	
Legal Requirements:	
Committee Concerns:	

Recommend:  Approve  
 Approve With Conditions:  
 Do Not Approve

Grants Committee:  
Jarvis G. Barola  
County manager

[Signature]  
Purchasing Director


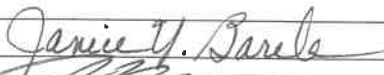


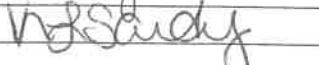

[Signature]  
County Treasurer

[Signature]  
Finance Director

[Signature]  
Grant Coordinator

Grant Committee Sign-In Sheet

Date: 3/3/2020 Time: 10 am

Invited	Department	Signature
Cheryl Allen	County Manager	
Wayne Johnson	County Manager	
Janice Barela	County Manager	
Jeremy Oliver	Finance	
Noah Sedillo	Purchasing	
Tracy Sedillo	Treasurer	
Kathryn Hernandez	Treasurer	
Kassandra Sandy	CCC Coordinator	

**Agenda:**

Review and approved Complete Count Committee Grant First Amendment

**Notes:**

• Cheryl - prep letter re. Belinda → Janice to include w/ returned amendment

- Proposed line item additions (see attached)

~~617-52~~







# *Torrance County*

*P.O. Box 48  
205 South Ninth Street  
Estancia, New Mexico 87016  
505-544-4700*

***Ryan Schwebach,***  
*Chair*  
*District 2*

***Kevin McCall***  
*District 1*

***Javier Sanchez***  
*District 3*

***Wayne A. Johnson***  
*County Manager*

***Janice Barela***  
*Deputy County*  
*Manager*

***Tracy Sedillo***  
*Treasurer*

***Linda Jaramillo***  
*Clerk*

***Jesse Lucero***  
*Assessor*

***Martin Rivera***  
*Sheriff*

***Josie Chavez***  
*Probate Judge*

TO: Cheryl Allen

FROM: John M. Butrick, Esq. – County Attorney

DATE: *3/3/2020*

RE: Form and Sufficiency of the 2020 Complete Count Committee Grant First Amendment

---

This signifies that I have reviewed the First Amendment for the Complete Count Committee Grant Agreement 2019-3410-ZD5037-01016 First Amendment and approve it as to form and sufficiency.

Respectfully,

A handwritten signature in cursive script, appearing to read "John M. Butrick", written over a horizontal line.

John M. Butrick



*Agenda Item  
No. 12-F*



**Torrance County Board of Commissioners**  
**Meeting 3/11/2020**  
**Item 12F**

Department: Manager  
Prepared By: Wayne Johnson

**Title: USDA Grant & Public Meeting for Sheriff's Vehicles**

**Action:**

Motion to approve Grant Application & Hold Public Meeting

**Summary:**

The USDA Community Facilities Direct Loan & Grant Community Facilities (CF) Direct Loan Program provides funding to develop essential community facilities. Funds are restricted to eligible rural areas and may be used for public facilities, healthcare facilities, community support centers, educational service facilities, and public safety services, among others. Torrance County intends to use these funds for the express purpose of aiding in the purchase of two Sheriff's Department 4x4 Tahoes. Funds will be packaged with state funding to purchase and outfit the vehicles.

**Significant Issues:**

The project will require funding from the Sheriff's Department budget in the amount of \$1,795.

**Financial:**

<b>Item Description</b>	<b>Expense / Revenue</b>
Cost to purchase two TCSO Patrol Vehicles (4x4 Chevy Tahoes)	\$72,802
Cost to equip two TCSO Patrol Vehicles	\$35,193
<b>Total Cost</b>	<b>\$107,995</b>
NM State Appropriations	\$90,000
USDA Grant Funds (15%)	\$16,200
Torrance County Sheriff's Dept. Funding	\$1,795
<b>Total Revenue</b>	<b>\$107,995</b>

**Staff Recommendation:**

Approval

**United States Department of Agriculture  
Rural Development**

## **Community Facilities Direct Loan & Grant**

### **What does this loan program do?**

The Community Facilities (CF) Direct Loan Program provides affordable funding to develop essential community facilities. An essential community facility is defined as a facility that provides an essential service to the local community for the orderly development of the community. It must carry out a function customarily provided by a local unit of government. The facility must be located in a rural area and primarily serve rural residents. The facility must be operated on a nonprofit basis and does not include private affairs, commercial, or business undertakings (except for limited authority for industrial parks).

### **Who may apply for this program?**

- Public bodies
- Community-based nonprofit corporations
- Federally recognized Tribes

### **What is an eligible rural area?**

Rural areas including cities, villages, townships, and towns including federally recognized Tribal lands with no more than 20,000 residents according to the latest U.S. Decennial Census.

### **How may loan funds be used?**

Funds can be used to purchase, construct, and/or improve essential community facilities, purchase equipment and pay related project expenses.

Examples of essential community facilities include:

- Healthcare facilities such as hospitals, medical clinics, dental clinics, nursing homes, assisted living facilities, or facilities that provide for the prevention, treatment, and recovery of substance misuse disorders.
- Public facilities such as town halls, courthouses, airport hangers, bridges, port authorities, or street improvements.
- Community support services such as child care centers, adult daycare, homeless shelters, community centers, or transitional housing.
- Public safety services such as fire departments, police stations, prisons, police vehicles, fire trucks, public works vehicles or equipment.
- Educational services such as schools, colleges and universities, community colleges, charter schools, vocational and technical schools, dormitories, museums, or libraries.
- Local food systems such as community gardens, food pantries, community kitchens, foodbanks, food hubs, or greenhouses.
- E-Connectivity end-user equipment to include distance learning equipment, telemedicine equipment, and health information technology equipment as well as internal wiring and publicly available Wi-Fi capability within a facility.

## Justification

Reliable, fully-equipped transportation for our Sheriff's deputies continues an ongoing concern. Deputies must be able to trust that vehicles are in good running condition during patrols and everyday response to incidents and chase. Sheriff vehicles need to be four-by-four so they can reach the scene of an incident quickly in our rural and mountainous areas in adverse weather.

The County has a diverse terrain and encompasses 3,346 square miles. The County is the 19<sup>th</sup> largest in New Mexico. In contrast, the TCSO is small. A full staff consists of the sheriff, undersheriff, and 14 commissioned deputies. Four-by-four vehicles are required to navigate the diverse terrain patrolled by the department. Due to the necessity of traveling over rough roads and terrain, patrol vehicles suffer a large amount of wear and tear. Due to the size of the County, high mileage is quickly attained. Regular purchases of vehicles are required to maintain the fleet.

Usage trends with patrol vehicles including an increase in pursuits. Pursuits can result in damage caused by high-speed travel over rough terrain, accidents, or intentional damage to the vehicles. Weather continues to be a factor that could decrease life of a vehicle. One patrol unit was totaled by an accident caused by icy conditions. TCSO deputies have also had their units damaged while attending to accidents on Interstate 40. During winter weather, other vehicles were unable to stop and struck TCSO units.



# PROPOSAL

Torrance County Sheriff's Office  
 P O Box 498  
 ESTANCIA NM 87016

**Date**  
 Feb 8, 2020

**Expiry**  
 Jun 7, 2020

**Quote Number**  
 20205149

**Reference**  
 Patrol Tahoe

CODE 3 SERVICE, LLC  
 2323 Aztec Rd NE - STE A  
 Albuquerque, NM 87107  
 ABQ (505) 407-2310  
 Taos (575) 737-8884  
 Roswell (575) 363-3135

## 2019 Chevy Tahoe Patrol

Item	Description	Quantity	Unit Price	Discount	Amount USD
BUILD-2	2019 Chevy Tahoe Admin Installation Labor	2.00	1,750.00		3,500.00
SIFMS	Federal Signal SpectraLux ILS Center Focused Dual Color LED Front Windshield Light Bar RED/BLUE White Flood	2.00	1,600.00	45.00%	1,760.00
SIFMH	Federal Signal SpectraLux Dual Color LED Rear deck or Hatch Light Stick RED/BLUE Amber Traffic	2.00	1,600.00	45.00%	1,760.00
MPS620UX	Federal Signal MicroPulse Ultra Steady Burn Dual Color Light Head NOTE: Use with Pathfinder Siren for Flash Options 2 Front Push Bumper 2 Rear Spoiler	8.00	169.00	45.00%	743.60
mps1220UX	Federal Signal MicroPulse Ultra Steady Burn Dual Color LED NOTE: Use with Pathfinder for Flash Options 2 Rear Lic Plate 2 Rear Cargo Window	8.00	199.00	45.00%	875.60
MPSW9X	Federal Signal MicroPulse Wide Angle Steady Burn Dual Color LED NOTE: Use with PathFinder for Flash Options Side Mirrors	4.00	231.00	45.00%	508.20
MPS300U	Federal Signal MicroPulse Ultra 300 Single Color LED Under Rear Hatch	4.00	103.00	45.00%	226.60
PF200	Federal Signal PathFinder Siren/Light Controller	2.00	999.00	45.00%	1,098.90
OBDCABL E6-1	Federal Signal OBDII 6ft Cable Ford & Chevy	2.00	199.00	45.00%	218.90

Item	Description	Quantity	Unit Price	Discount	Amount USD
ES100C	Federal Signal DynaMax 100 Watt Speaker	2.00	315.00	45.00%	346.50
RBKIT1	Single Rumbler Woofer Add to PathFinder Siren	2.00	299.00	45.00%	328.90
COM3SRW C	Federal Signal 3" Round dual color LED compartment light RED/WHITE	2.00	78.00	45.00%	85.80
MPSM12- LB	Federal Signal L Bracket for MPS1200	4.00	15.00	45.00%	33.00
MPSMW9- TAH15MIR	Federal Signal Side Mirror Brackets Tahoe	2.00	30.00	45.00%	33.00
MPSM6- FPIURS2	MPSM6-FPIURS2 Federal Signal Ford Utility Rear Spoiler Light Mount	2.00	72.00	45.00%	79.20
FHLP-TAH	Federal Signal Headlight Flasher Plug & Play Tahoe	2.00	119.00	45.00%	130.90
FHL-HL	Federal Signal Universal Headlight Flasher	2.00	70.00	45.00%	77.00
C-VS-1013- TAH-1	HAVIS 2015-2019 Chevrolet Tahoe Police Pursuit Vehicle Specific 23" Console	2.00	490.53	25.00%	735.80
C-ARM-103	Havis Armrest For Top Mount, Console, Large Pad	2.00	127.67	25.00%	191.51
C-CUP2-I	C-CUP2-I Havis Console Cup Holder	2.00	44.10	25.00%	66.15
C-HDM-204	C-HDM-204 Havis Heavy Duty Side Mount Telescoping Pole, 8.5"	2.00	182.77	25.00%	274.16
C-MD-112	Havis 11" Slide Out Locking Swing Arm with Motion Adapter	2.00	340.55	25.00%	510.83
W15T40A3	PTS 2015 - 2018 CHEVY TAHOE FRONT PARTITION STANDARD WITH SLIDER AND CHICAGO SCREEN	2.00	1,291.87	35.00%	1,679.43
P15T04	PTS Bio Seat with OS Seat Belt Kit and Poly Screen Cargo Barrier for Chevy Tahoe	2.00	1,330.36	35.00%	1,729.47
NX-5700BK	Kenwood VHF 136-174 MHz, NX Series Remote Mount Mobile ONLY. 1024 Channels, Built in Bluetooth & GPS, and 3 Year Warranty	2.00	720.00	25.00%	1,080.00
5ABM	Kenwood NX Series Single Head Remote Mount Kit	2.00	560.25	25.00%	840.38
ANTKIT	Vehicle Antenna Kit - Includes NMO roof mount, 17' low loss coax, connector, and Antenna	2.00	95.99	25.00%	143.99
CH15	911 Circuits CH-15 Wiring Harness with 15 circuits with labeled color coded wires, built in shutdown timer, and main circuit breaker.	2.00	641.66	20.00%	1,026.66
Shop	Misc Shop Material - Wire, Connectors, Loom, Mounting Hardware, and other needed material for installation	2.00	100.00		200.00
36-53805	Westin Push Bumper EliteXD for Chevy Tahoe	2.00	557.55	35.00%	724.82
36- 6015F2MP	Westin Push Bumper Top Light Channel for 2 Federal Signal MPS600 Lights	2.00	37.14	35.00%	48.28

Item	Description	Quantity	Unit Price	Discount	Amount USD
475-2010	Jotto Gun Rack - Dual Weapon, Partition Mounted, Vertical (GR9-ZRT-AR BLM/870)	2.00	583.00	35.00%	757.90
P121	PTS Metal Window Guards	2.00	259.00	35.00%	336.70
7160-0318-04	Panasonic CF-31 Docking Station with NO RF. Comes with LIND Power supply	2.00	1,472.00	35.00%	1,913.60
DECAL	Custom Vehicle Decals Torrance County Sheriff Vehicle Decals	2.00	350.00		700.00
INSTALL	Decal Installation	3.00	85.00		255.00
807-0001-00	Stalker DSR 2 X Radar with Fast Lock	2.00	2,500.00		5,000.00
OP-CTU-20-47-36-DY	OP-CTU-20-47-36-DY Stacked Drawer Series from OPS Public Safety Chevy Tahoe Drawer Unit with stacked drawer configuration 20"H x 47"W x 36"D	2.00	2,305.30	10.00%	4,149.54
40101010	40101010 OPS Option Rubber Matting Per Drawer RUBBER MATTING PER DRAWER	2.00	37.16	10.00%	66.89
MPS620U	Federal Signal MicroPulse Ultra Dual Color LED Running Boards 3 Each Side 3 RW 3 BW	6.00	169.00	35.00%	659.10
Subtotal <i>(includes a discount of 13,028.49)</i>					34,896.31
TOTAL TAX					295.71
<b>TOTAL USD</b>					<b>35,192.02</b>

#### Terms

New Mexico State Contract

60-000-15-00032AD - Police Vehicle Equipment

All Proposals are good for 90 days unless otherwise dated. We reserve the right to cancel a proposal at anytime. Shipping and handling chargers maybe added to final invoice.



# Community Facilities Direct Loan & Grant

## What does this program do?

**This program provides affordable funding to develop essential community facilities in rural areas. An essential community facility is defined as a facility that provides an essential service to the local community for the orderly development of the community in a primarily rural area, and does not include private, commercial, or business undertakings.**

## Who may apply for this program?

### Eligible borrowers include:

- **Public bodies**
- **Community-based nonprofit corporations**
- **Federally recognized Tribes**

### What is an eligible area?

Rural areas including cities, villages, townships, and towns including Federally recognized Tribal lands with no more than 20,000 residents according to the latest [U.S. Census Data](#) are eligible for this program.

### How may funds be used?

Funds can be used to purchase, construct, and/or improve essential community facilities, to purchase equipment, and to pay related project expenses.

Examples of essential community facilities include:

- Healthcare facilities such as hospitals, medical clinics, dental clinics, nursing homes, or assisted living facilities
- Public facilities such as town halls, courthouses, airport hangars, or street improvements
- Community support services such as child care centers, community centers, fairgrounds, or transitional housing
- Public safety services such as fire departments, police stations, prisons, police vehicles, fire trucks, public works vehicles, or equipment
- Educational services such as museums, libraries, or private schools
- Utility services such as telemedicine or distance learning equipment

- Local food systems such as community gardens, food pantries, community kitchens, food banks, food hubs, or greenhouses

For a complete list see Code of Federal Regulations 7 CFR, Part 1942.17(d) for loans; [7 CFR, Part 3570.62](#) for grants.

### What kinds of funding are available?

- Low interest direct loans
- Grants
- A combination of the two above, as well as our [loan guarantee program](#). These may be combined with commercial financing to finance one project if all eligibility and feasibility requirements are met.

### What are the funding priorities?

Priority point system based on population, median household income

- Small communities with a population of 5,500 or less
- Low-income communities having a median household income below 80% of the state nonmetropolitan median household income.

## What are the terms?

Funding is provided through a competitive process.

### Direct Loan:

- Loan repayment terms may not be longer than the useful life of the facility, state statutes, the applicants authority, or a maximum of 40 years, whichever is less.
- Interest rates are set by Rural Development, contact us for details and current rates.
- Once the loan is approved, the interest rate is fixed for the entire term of the loan, and is determined by the median household income of the service area.
- There are no pre-payment penalties.
- Contact us for details and current interest rates applicable for your project.

### Grant Approval:

Grant funds must be available. Applicant must be eligible for grant assistance, which is provided on a graduated scale with smaller communities with the lowest median household income being eligible for projects with a higher proportion of grant funds. Grant assistance is limited to the following percentages of eligible project costs:

Maximum of 75 percent when the proposed project is:

- Located in a rural community having a population of 5,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 60 percent of the State nonmetropolitan median household income.

Maximum of 55 percent when the proposed project is:

- Located in a rural community having a population of 12,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 70 percent of the State nonmetropolitan median household income.

Maximum of 35 percent when the proposed project is:

- Located in a rural community having a population of 20,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 80 percent of the State nonmetropolitan median household income.

Maximum of 15 percent when the proposed project is:

- Located in a rural community having a population of 20,000 or fewer; and
- The median household income of the proposed service area is below the higher of the poverty line or 90 percent of the State nonmetropolitan median household income. The proposed project must meet both percentage criteria. Grants are further limited.

## Are there additional requirements?

- Applicants must have legal authority to borrow money, obtain security, repay loans, construct, operate, and maintain the proposed facilities
- Applicants must be unable to finance the project from their own resources and/or through commercial credit at reasonable rates and terms
- Facilities must serve rural area where they are/will be located
- Project must demonstrate substantial community support
- Environmental review must be completed/acceptable

## How do we get started?

Contact your local RD office to discuss your specific project. Applications are accepted year round.

## Who can answer questions?

Contact your local RD office.

## What governs this program?

- Direct Loan: 7 CFR Part 1942, Subpart A
- Grant: 7 CFR Part 3570, Subpart A

---

**NOTE: Because citations and other information may be subject to change, please always consult the program instructions listed in the section above titled “What Governs This Program?” You may also contact your local office for assistance. You will find additional forms, resources, and program information at [rd.usda.gov](http://rd.usda.gov). USDA is an equal opportunity provider, employer, and lender.**



*Agenda Item  
No. 12-G*



*Agenda Item  
No. 13-A*



# Torrance County Board of Commissioners

## Meeting 3/11/2020

### Item 13A

Department: Manager  
Prepared By: Wayne Johnson

## **Title: Torrance County Code of Conduct Review Board Findings in the Matter of Allen vs. Sanchez**

### **Action:**

None

### **Summary:**

On November 12<sup>th</sup>, 2019, a signed, written complaint was received from Cheryl Allen, a Torrance County employee, alleging violations of the Torrance County Code of Conduct and the New Mexico Governmental Conduct Act. Alleged violations included:

1. Moving a meeting to a location under [Commissioner Sanchez'] control.
2. Questioning the County Manager's and [Ms. Allen's] decision not to include Commissioner Sanchez at the outset of the Project with decision making and attending the initial meeting with Sites Southwest team. Commissioner Sanchez said the project should be under the control of his self and the government entities that will use the economic development plan.
3. Expressing his desire to cancel three community meetings scheduled as part of the Project for November 19, 20, and 21, in Torreon, Estancia, and Encino respectively.
4. Reprimand the Project team for not first seeking approval from local government bodies to request the appointment of a representative to help with the Project and obtain instructions on when, where, and how community meetings should be scheduled.
5. Providing documentation about the construction of a Heritage Center in Estancia, NM, which is not part of the Project's Scope of Work, but is a different project Commissioner Sanchez has been promoting to Constituents.
6. Questioning inclusion of a SWOT analysis as part of this Project.
7. Preventing [a scheduled] tour from being completed as planned causing a delay.

Upon receipt of the signed, written complaint the County Manager and County Attorney are required under Section 5(A)(1)(c) of the Torrance County Code of Conduct, to "convene a review board of three (3) officials with government ethics, legal, management, or human resources experience to review the complaint". On January 15<sup>th</sup>, an organizational meeting was held with the appointed Review Board which consisted of:

1. Robert Kidd – Bernalillo County Compliance Officer
2. Glenn Walters – Former Sandoval County Commissioner
3. Sonya Quintana – Santa Fe County Human Resources Director (by phone).

At the organizational meeting a hearing was set for February 6<sup>th</sup> at 10:00 AM.

At the February 6<sup>th</sup> hearing, Commissioner Walters and Mr. Kidd were present. Ms. Quintana canceled unexpectedly the day before. The parties decided to proceed with the hearing. Both parties had the opportunity to present their cases with the complainant presenting first. Commissioner Sanchez presented his response and the board asked both parties questions regarding the case after which the board and County Attorney Butrick retired to deliberate in closed session.

Following deliberations the Torrance County Code of Conduct Review Board read out their findings and conclusions (attached). The Torrance County Code of Conduct requires that the full Commission be notified of the findings at the next Commission meeting.

**Significant Issues:**

Neither the Code of Conduct or state statute require an action by the Board of County Commissioners.

**Financial:**

None

**Budget Analysis**

**Staff Recommendation:**

None



**Torrance County Board of Commissioners**  
**Meeting 3/11/2020**  
**Item 13A**

Department: Manager  
Prepared By: Wayne Johnson

**Title: Torrance County Code of Conduct Review Board Findings in the Matter of Allen vs. Sanchez**

**Action:**

None

**Summary:**

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**Significant Issues:**

Neither the Code of Conduct or state statute require an action by the Board of County Commissioners.

**Financial:**

None

**Budget Analysis**

**Staff Recommendation:**

None





***Torrance County***  
**CODE OF CONDUCT REVIEW BOARD**  
**Robert Kidd, Member**  
**Glenn Walters, Member**  
**Sonya Quintana, Member**

---

**ORDER**

The Torrance County Code of Conduct Review Board having heard testimony and received documentary evidence in the complaint dated November 12, 2019 filed by Grant Coordinator Cheryl Allen on January 15, 2020, and February 6, 2020, hereby adopts the following findings and conclusions:

**Findings:**

1. Ms. Allen as Grant Coordinator for Torrance County had the authority to proceed with the administration of the professional services contract with Site Southwest, Inc pursuant to the contract approved by the Torrance County Board of County Commissioners on August 28, 2019.
2. Based on the testimony provided by both Commissioner Sanchez and Phyllis Taylor (Principal, Sites Southwest), Commissioner Sanchez changed the location of the November 6, 2019, meeting and attempted to use his position to cancel community meetings required by the professional services contract with Sites Southwest, Inc which was previously approved by the Torrance County Board of County Commissioners.

**Conclusions:**

Based upon the above noted Findings, the Board makes the following conclusions:

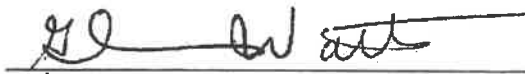
1. As to Allegations 2, 4, 5, 6, and 7 as contained in Ms. Allen's Complaint, the Board concludes that these actions, even if true, do not constitute a violation of the Torrance County Code of Conduct and are therefore dismissed.
2. As to Allegation 1 contained in Ms. Allen's Complaint, the Board concludes that Commissioner Sanchez' actions constitute a violation of Sections 4 (O) (1) of the Torrance County Code of Conduct.
3. As to Allegation 3 contained in Ms. Allen's Complaint, the Board concludes that Commissioner Sanchez' actions constitute a violation of Sections 4 (O) (1) and Section 4 (O) (4) (a) of the Torrance County Code of Conduct. The violation of Section 4 (O) (4) (a), while not originally alleged to have been violated in the original Complaint, was raised by Commissioner Sanchez as a defense. The Board therefore concludes that Commissioner Sanchez' actions as noted in Finding 2 constitute a violation of this Section in that he attempted to direct the "means, manner or method" for resolving a dispute.
4. The Board concludes that Commissioner Sanchez' actions do not constitute a violation of Section 4 (B) of the Torrance County Code of Conduct as alleged in Ms. Allen's Complaint.

5. While beyond the jurisdiction and authority of this Review Board to address the alleged violations of the New Mexico Governmental Conduct Act as contained in Ms. Allen's Complaint, it is the opinion of this Review Board that, based on the testimony and evidence presented, that there are no specific violations of this Act.
6. The Board concludes that that there is no need to order an independent investigation by a licensed investigation firm.

IT IS SO ORDERED

Dated: 2/18/2020

  
Robert Kidd

  
Glenn Walters

(absent)  
Sonya Quintana

TORRANCE COUNTY  
BOARD OF COUNTY COMMISSIONERS  
ORDINANCE NO. 2019-04



TORRANCE COUNTY CODE OF CONDUCT

WHEREAS, it is the desire of the Torrance County Commission to earn and maintain the trust of the public they serve; and,

WHEREAS, an effective an ethical government is critical to the securing public trust; and,

WHEREAS, the public expects and deserves to be treated with respect and the conduct of County employees should represent the highest of ethical standards and fair dealing when accomplishing their daily tasks; and,

WHEREAS, the Commission has the responsibility to clearly define for County employees their expectations for ethical conduct.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF TORRANCE COUNTY, NEW MEXICO that the attached document entitled the Torrance County Code of Conduct is hereby adopted.

DONE THIS 11<sup>th</sup> DAY OF SEPTEMBER, 2019.

APPROVED AS TO FORM ONLY:

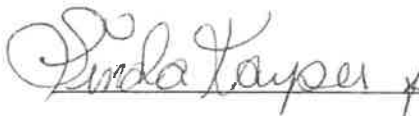
BOARD OF COUNTY COMMISSIONERS

  
County Attorney                      Date

  
Ryan Schwebach, Chair

ATTEST:

  
Javier Sanchez, Vice Chair

  
Linda Jaramillo, County Clerk

  
Kevin McCall, Member Date:

Date: 9-11-19



# *Torrance County Code of Conduct*



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## **SECTION 1 – DECLARATION OF POLICY**

The proper operation of county government requires that candidates, elected officials, employees, and volunteers of the county be independent, impartial and responsible to the people; that county decisions and policy be made in proper channels of the governmental structure; that public office or the pursuit of public office not be used for personal gain; that the public have confidence in the integrity of its county government; and, that, persons and businesses seeking to contract and contracting with the county abide by the requirements set out herein to prevent conflicts of interest and unfair contracting practices. To assist in attaining these goals, there is established a code of conduct for all candidates, elected officials, employees and volunteers of county government, including members of boards, committees and commissions (hereinafter "candidates and public servants").

The purpose of this code is to establish standards of conduct for all candidates for elected office, public servants, and employees by setting forth those acts or actions which are incompatible with the best interests of the county and by requiring candidates, and public servants to disclose personal interests, financial or otherwise, in matters affecting the county. It is the further purpose of this code to protect county employees and volunteers from undue influence, threats or fear of threat or reprisal with respect to the exercise of their constitutional right to support candidates of their choice.

This code is promulgated under the county's authority to regulate the conduct of candidates, public servants under its control and contractors doing business with the county and prospective contractors. The penalties and remedies are not exclusive, and are complementary to other standards of conduct, including criminal prohibitions, and New Mexico's Governmental Conduct Act, NMSA 1978, § 10-16-1 et seq., which apply to individuals covered by this code. The penalties under the Governmental Conduct Act may be more stringent than this code. Nothing herein shall preempt or prevent law enforcement or other governmental jurisdictions to investigate or pursue penalties for the same course of behavior prohibited under this code.

## **SECTION 2 – RESPONSIBILITY OF PUBLIC OFFICE**

Public servants hold office, employment, or volunteer for the benefit of the public. They are bound to uphold the Constitution of the United States and the New Mexico Constitution; to observe the highest standards of law in the exercise of the powers and duties of their office; to impartially carry out the laws of the nation, state and county; to discharge faithfully the duties of their office regardless of personal considerations; and to recognize that the public interest must be their prime concern.

Public servants have the common obligation of serving the public. In performing their duties, public servants shall treat the public and each other with respect, concern, and responsiveness, recognizing that their common goal of exceptional public service can only be achieved by working together. Disputes that arise among public servants shall be resolved at the lowest possible level; keeping in mind that public money spent on resolving these disputes is money not spent on important public needs.

## **SECTION 3 – DEFINITIONS**

[The following words, terms and phrases, when used in this Code of Conduct, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:]

**Business** means a corporation, partnership, sole proprietorship, firm, joint venture, association, organization or individual carrying on a business.

**Candidate** means any person who has filed a declaration of candidacy for the position of County Commissioner, Sheriff, Treasurer, Assessor, Probate Judge or Clerk, including the period of time from the filing of the declaration of candidacy through being sworn into the elected office.

**Commissioner interference** means any member of the Board of County Commissioners taking an action that interferes with or infringes on the power, duty and authority granted to the County Manager, staff or other elected official or an act that violates the prohibitions set forth herein. Commissioner interference further means any act by a Commissioner that attempts to delay or override an order, directive or decision made by a majority vote of the Board of County Commissioners.

**Contract** means an agreement or transaction having a value of more than \$1,000.00 with the County of Torrance for:

1. The rendition of services, including professional services.
2. The furnishing of any material, supplies or equipment.
3. The construction, alteration or repair of any public building or public work.
4. The acquisition, sale or lease of any land or building.
5. A licensing arrangement.
6. A loan or loan guarantee.

**Domestic partners** Domestic partners means two adults, capable of consent who have chosen to share one another's lives in an intimate and committed relationship of mutual caring, where both persons have a common residence, and neither person is married to someone else or is a member of another domestic partnership with someone else that has not been terminated, dissolved or adjudged a nullity. The two persons are at least 18 years of age and not related by blood in a way that would prevent them from being married to each other in this state. A "common residence" means that both domestic partners share a common residence. It is not necessary that the legal right to possess the common residence be in both of their names. Two people have a common residence even if one or both have additional residences. Domestic partners do not cease to have a common residence if one leaves the common residence but intends to return.

**Elected official** means the members of the Board of County Commissioners, sheriff, treasurer, assessor, and clerk, but does not include the probate judge.

**Employee** means all persons filling an allocated position of county employment, including appointees of a County Commissioner, the Board of County Commissioners, or any other elected official.

**Employment** means rendering of services for compensation in the form of salary as an employee.

**Family member** means an individual's spouse, parents, children or siblings, by consanguinity or affinity and includes an individual's domestic partner.

**Financial interest** means an interest held by an individual or the individual's family that is:

1. An ownership interest in business or property.
2. Any employment or prospective employment for which negotiations have already begun.

**Gift** means any money, property, real property, personal property, service, license, permit, contract, authorization, loan, travel, entertainment, food, hospitality, gratuity, or any promise of these, or anything

of value that is received or given without equivalent consideration or compensation. For purposes of this division, "gift" does not include:

1. Opportunities, benefits, and services that are available on the same conditions as for the general public.
2. Anything for which the elected official, employee or volunteer, or his or her spouse, or family member pays the market value.
3. Any (i) contribution that is lawfully made and reported in accordance with the election code, or (ii) activities associated with a fundraising event in support of a political organization or candidate, unless otherwise prohibited by this code.
4. An award, plaque, certificate, or similar personalized item given in recognition of the official's public, civic, charitable, or professional service.
5. An honorary membership in a service or fraternal organization presented merely as a courtesy by such organization.
6. The use of a public facility or public property made available by a governmental agency for a public purpose.
7. Gifts provided directly or indirectly by a state, regional or national organization whose primary purpose is the promotion of the exchange of ideas between governmental officials or employees or to provide for the professional development or training of such governmental officials or employees.
8. Any gift accepted on behalf of and to be used by the county for the costs of attending public meetings or conferences where elected officials or employees are attending as part of their official duties, including local events and the costs of travel and related expenses associated with attending such events outside of the county.
9. Any gift given by a family member for personal reasons.
10. Food or beverage with a value under \$45.00.

**Official act** means an official decision, recommendation, approval, disapproval or other action that involves the use of discretionary authority.

**Person** means any individual, corporation, partnership, joint venture, sole proprietorship, firm, association or business.

**Political activity** means:

1. Preparing for, organizing or participating in any political meeting, political rally, political demonstration or other political event.
2. Soliciting contributions on behalf of a political candidate or political party including, but not limited to, the purchase of, selling, distributing, or receiving payments for tickets for any political fundraiser, political meeting or other political event.
3. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a political contribution.
4. Soliciting votes on behalf of a candidate for elective office or a political organization.
5. Initiating for circulation, preparing, circulating, reviewing or filing any petition on behalf of a candidate for elective office.
6. Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or for or against any referendum question.



7. Campaigning for any elective office.
8. Managing or working on a campaign for elective office.
9. Preparation or design of any campaign materials or any form of media for a candidate for elective office.

**Privileged or confidential information** means any written or oral material, or electronic data or media related to county government which had not become part of the body of public information and which is designated by statute, rule, court decision, lawful order, ordinance, resolution or custom as privileged, confidential or exempt from disclosure pursuant to the New Mexico Law, including but not limited to, the Inspection of Public Records Act.

**Public servant** means elected officials, employees and volunteers of Torrance County as those terms are defined herein.

**Restricted donor** means any person or entity as defined by the New Mexico Gift Act NMSA 1978 § 10-16B-1 et seq. and includes, but is not limited to, anyone who:

1. Is seeking official action (i) by an elected official or volunteer, or (ii) in the case of an employee by the employee or by an elected official, a county department or an employee's supervisor. Such official actions shall include, but are not limited to, the decisions regarding legislation, employment decisions, contract approval, approval of permits or development plans or any other action or decision that is discretionary with an elected official or employee.
2. Does business with or seeks to do business (i) with the Board of County Commissioners, the county, an elected official or volunteer, or (ii) in the case of an employee, with an employee or his/her department, elected office or an employee's supervisor.
3. Conducts activities regulated (i) by an elected official or volunteer, or (ii) in the case of an employee, by the employee or his/her department or the employee's supervisor.
4. Restricted donor shall not include persons or entities where a direct financial transfer from the entity or person who holds the contract with the county to an elected official or candidate cannot be established.

**Standards** mean the conduct required by the code of conduct.

**Substantial financial interest** is an ownership interest greater than 20 percent.

**Volunteer** means any person who is appointed by an individual County Commissioner or by a majority of the Board of County Commissioners to any board, committee or commission for which the individual receives no compensation.

## SECTION 4 – STANDARDS OF CONDUCT

### A. *General ethical standards of public service.*

1. Public servants shall treat their position as a public trust, with a fiduciary duty to use the powers and resources of public office only to advance the public interest and not to obtain personal benefits or pursue private interests.
2. Public servants shall conduct themselves in a manner that justifies the confidence placed in them by the people, at all times maintaining the integrity and discharging ethically the high

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responsibilities of public service.

3. Full disclosure of real or potential conflicts of interest shall be a guiding principle for determining appropriate conduct. At all times, reasonable efforts shall be made to avoid undue influence and abuse of office in public service.
4. No public servant may request or receive, and no person may offer any money, thing of value or promise thereof, other than any county pay received, that is conditioned upon or given in exchange for promised performance of an official act.

**B. *Improper influence.*** No public servant shall make, participate in making or in any way attempt to use his or her position to influence any county governmental decision or action in which they know, he or she has reason to know, or should know that he or she or any person within the second degree of relations has any substantial interest. No County Commissioner shall make, participate in making or in any way attempt to use his or her position to influence any hiring decision or other decision regarding employment for any county employee, except for appointees of the County Commission which include the County Manager, the County Attorney, and the Fire Chief. It shall be considered improper influence for a Commissioner to participate in the creation of a job description for any county position unless they are specifically appointed to do so by the Board of County Commissioners through a resolution presented at a public meeting of the board. This prohibition does not prohibit:

1. A County Commissioner from being listed as a reference for an applicant seeking employment with the county.
2. A County Commissioner from participating in and making comments during any concurrence process.
3. A County Commissioner raising his or her concerns regarding the performance or conduct of a Deputy County Manager or department director with the County Manager, or stating their satisfaction, dissatisfaction, compliment, criticism or concern regarding the actions of a deputy County Manager or department director publicly.
4. A County Commissioner notifying the County Manager or County Attorney, in a confidential communication, of allegations of poor employee performance or employee misconduct and requesting appropriate investigation and action if found by the County Manager to be warranted.

**C. *Prohibited bidding and contracting.***

1. No public servant shall accept a bid or proposal from a person who directly participated in the preparation of the specification, qualifications or evaluation criteria on which the specific competitive bid or proposal was based.
2. No public servant shall attempt, directly or indirectly, to influence the process or outcome of a competitive bid, proposal or request for a proposal, unless formally or specifically appointed to participate in the bid or proposal process.

3. No public servant shall obtain financial interests or compensation from a person or business that is, or is attempting to have business with the county where the public servant has influence or decision-making authority.
4. No public servant who participated, directly or indirectly in a county procurement process shall seek employment, be an employee, or receive any financial consideration from a person or business contracting or seeking to contract with the county.
5. No public servant shall enter into contracts with, or take any action favorably affecting, any person or business that is represented in the matter by a person who has been an elected official or employee of the county within the preceding year.
6. No person or business who is doing business with the county or seeking to do business with the county shall attempt to influence the outcome of a bid process by contacting any candidate or public servant about a bid or proposal process unless the public servant contacted is formally or specifically appointed to participate in the bid or proposal process and such communication is a part of the bid or proposal process and is documented by the purchasing department in the bid or proposal file. Persons or businesses doing business or seeking to do business with the county shall be required to comply with the provisions of this code of conduct as they apply to their interactions with the county and any violation of the code of conduct requirements shall be a breach of a county contract they hold and shall be grounds for rejection of any bid or proposal. Any public servant who is contacted by a person or business seeking assistance in influencing the outcome of a bid or proposal shall report that contact immediately, or as soon as practicable, to the procurement officer.

**D. *Receiving and soliciting gifts.*** No candidate, or public servant shall intentionally solicit or accept a gift or gifts with a market value greater than \$100.00 from any restricted donor within a calendar year. No candidate or public servant shall intentionally solicit or accept a gift or gifts in violation of any federal or state statute or regulation, or any county ordinance, rule or regulation. This ban applies to and includes family members of the candidate, elected official, employee or volunteer. No restricted donor shall intentionally offer or make a gift that violates this restriction. Any candidate or public servant who accepts a gift subject to the conditions of this section shall not allow receipt of the gift to influence in any way the execution or integrity of their official actions or decisions.

**E. *County-owned property.*** No public servant shall engage in or permit the unauthorized use of county-owned property for any political activity or in violation of any county policy. No public servant shall receive county property at their personal residence or private place of business. The County Manager shall establish a policy regarding the tracking and storage of all county-owned property.

**F. *Use or disclosure of privileged information.*** No public servant shall use or disclose privileged or confidential information gained in the course of or by reasons of his or her position or employment, other than: (i) in the performance of his or her official duties; (ii) as may be required by law; or (iii) as permitted by this code of conduct.

**G. *Conflicts of interest.***

1. Official act for personal financial interest.

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- a. It is unlawful for public servant to take an official act for the primary purpose of directly enhancing or improving their financial interest or financial position.
  - b. A public servant shall be disqualified from engaging in any official act directly affecting their or their family members' substantial financial interest.
  - c. No elected official during the term for which elected, nor any employee or volunteer during the period of their service shall acquire a substantial financial interest when they believe or should have reason to believe that the new substantial financial interest will be directly affected by the public servant's official act.
2. No public servant shall make, or participate in making, any county governmental decisions with respect to any matter in which the public servant or their family member has any substantial financial interest.
3. Any employee who has a conflict of interest as described in subsections (1) or (2) above shall advise his or her supervisor of the conflict or potential conflict in writing. The immediate supervisor may ask for guidance on the nature of the potential conflict from the County Manager or County Attorney. If it is determined there is a conflict, the supervisor shall either:
  - a. Assign the matter to another employee.
  - b. Require the employee to eliminate the substantial interest giving rise to the conflict and only thereafter shall the employee continue to participate in the matter.
  - c. It shall not be considered a violation of this code of conduct where an employee timely discloses his or her potential conflict of interest and complies with the direction of his or her supervisor, so long as that direction is in compliance with New Mexico Law and this Code of Conduct.
4. Any public servant, while acting in a quasi-judicial, legislative or adjudicative role, shall disclose the potential conflict of interest and shall disqualify themselves from participating in any official act, including any substantive discussion or vote. Any elected official may ask guidance on potential conflicts of interests from the County Attorney.
5. *Interest in county business.*
  - a. No public servant shall have any substantial financial interest in his or her own name, or in the name of a family member, in any contract, work or business of the county or in the sale of any article, whenever the expense, price or consideration of the contract, work, business or sale is paid with funds belonging to or administered by the county. It shall not be considered a violation of this section where the County is lawfully exercising its eminent domain powers and the public servant who has a financial interest in the property does not participate in the identification, selection or approval of the taking. No public servant shall have a substantial financial interest in the purchase of any property that: (i) belongs to the county; or (ii) is sold for taxes or assessment unless the sale is subject to a competitive bidding process following public notice.

- b. For purposes of subsection (a) "substantial financial interest" shall not include the interest of the spouse of a public servant which interest is related to the independent occupation, profession or employment of the spouse.
- c. The county shall not enter into a contract with a public servant or with their family or with a business in which they or their family has a substantial interest unless the public servant has disclosed through public notice to the county clerk their substantial interest and unless the contract is awarded pursuant to a competitive process and the public servant does not take part in any decision-making process; provided that this section does not apply to salary for the elected office or employee compensation by the county. A person negotiating or executing a contract on behalf of the county shall exercise due diligence to ensure compliance with the provisions of this section.

**H. Political activity.**

1. No candidate or public servant shall compel, coerce or intimidate any elected official, volunteer or employee to make, or refrain from making, any political contribution. No candidate or public servant shall directly solicit any political contribution from county employees or immediate family of county employees. Nothing in this subsection shall be construed to prevent any candidate or public servant from voluntarily making a contribution or receiving a voluntary contribution.
2. No candidate or elected official shall accept any campaign contribution for a county office in excess of \$1,000.00, per primary, general or special election, from any restricted donor or in violation of any federal or state statute or regulation, or any county ordinance, rule or regulation. This ban applies to and includes immediate family members of the restricted donor. No restricted donor shall offer or make a contribution that violates this Code of Conduct. No candidate or elected official shall accept a campaign contribution from an individual or group of individuals when the candidate or elected official knows, or has reason to believe, that the original source of the campaign contribution was a restricted donor.
3. No employee with contract management authority or property management authority shall serve as a paid political consultant or as a member of the political fundraising committee of any elected official or candidate.
4. No employee shall be permitted to serve as a paid campaign consultant, paid campaign treasurer or paid campaign manager for a candidate for federal, state, city or county office.
5. No employee shall be permitted to receive more than \$250.00 in reimbursement from any political campaign or political candidate, in any 12-month period.
6. County employees shall not perform any political activity while at work and during any compensated time, other than annual leave, personal leave, holidays or other time off. Public servants shall not use any county property or resources for any political activity for the benefit of any campaign for elective office or any political organization.

7. At no time shall any public servant solicit or require any employee to perform any political activity: (i) as part of the employee's county duties; (ii) as a condition of county employment or placement on any board, committee, or commission; or (iii) during any time off that is compensated by the county (such as annual leave, personal leave or holidays).
  8. At no time shall any public servant: (i) threaten to deny a promotion or pay increase to a county employee who does or does not vote for certain candidates; (ii) require an employee to contribute a percentage of the employee's pay to a political fund; (iii) influence a subordinate employee to purchase a ticket to a political fundraising dinner or similar event; or, (iv) advise an employee to take part in political activity or similar activities.
  9. No county employee shall be directly or indirectly coerced or attempt to coerce another county employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political activity as defined by this Code of Conduct.
  10. A county employee shall not be awarded any additional compensation or employment benefit in the form of a salary adjustment, promotion, or continued employment in consideration for the employee's participation in any political activity.
  11. Nothing in this section prohibits activities that are otherwise appropriate for a county employee to engage in as a part of their official county employment duties or activities that are undertaken by an employee on a voluntary basis as permitted by law.
- I. *Honoraria.*** No public servant may request or receive an honorarium for a speech or service rendered that relates to the performance of public duties. For the purposes of this section, "honorarium" means payment of money, or any other thing of value in excess of \$100.00, but does not include reasonable reimbursement for meals, lodging or actual travel expenses incurred in making the speech or rendering the service, or payment or compensation for services rendered in the normal course of a private business pursuit.
- J. *Outside employment.*** Pursuant to the county personnel ordinance, an employee shall disclose in writing to the employee's respective office or employer all employment engaged in by the employee other than the employment with or service to the county and must receive written approval of that outside employment.
- K. *Prohibited employment.*** It is unlawful for an employee who is participating directly or indirectly in the contracting process to become or to be, an employee or contractor for any person or business contracting with the county.
- L. *Prohibited Sales.***
1. An elected official or employee shall not sell, offer to sell, coerce the sale of or be a party to a transaction to sell goods, services, construction or items of tangible personal property directly or indirectly through their family or a business in which the elected official or employee has a substantial interest, to an employee supervised by the elected official or employee. An elected official or employee shall not receive a commission or shall not profit from the sale or a transaction to sell goods, services, construction or items of tangible personal property to an employee supervised by the elected official or employee. The provisions of this subsection shall not apply if the supervised employee initiates the sale. It is not a violation of this subsection if an elected official or employee, in good faith, is not

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aware that the employee to whom the goods, services, construction or items of tangible personal property are being sold is under their supervision.

2. An elected official or employee shall not sell, offer to sell, coerce the sale of or be a party to a transaction to sell goods, services, construction or items of tangible personal property, directly or indirectly through their family or a business in which the elected official or employee has a substantial interest, to a person over whom the elected official or employee has regulatory authority.
3. An elected official or employee shall not receive a commission or profit from the sale or a transaction to sell goods, services, construction or items of tangible personal property to a person over whom they have regulatory authority.
4. An elected official or employee shall not accept from a person over whom they have regulatory authority an offer of employment or an offer of a contract in which the elected official or employee provides goods, services, construction, items of tangible personal property or other things of value to the person over whom they have regulatory authority.

**M. *Prohibited contributions; financial service contractors.***

1. A business that contracts with the county to provide financial services involving the investment of public money or issuance of bonds for public projects shall not knowingly contribute anything of value to an elected official or employee of the county who has authority over the investment of public money or issuance of bonds, the revenue of which is used for public projects.
2. An elected official or employee of the county that has authority over the investment of public money or issuance of bonds, the revenue of which is used for public projects, shall not knowingly accept a contribution of anything of value from a business that contracts with the county to provide financial services involving the investment of public money or issuance of bonds for public projects.
3. For the purposes of this section:
  - a. "Anything of value" means any gift as prohibited by the code of conduct.
  - b. "Contribution" means a donation or transfer to a recipient for the personal use of the recipient, without commensurate consideration.

**N. *Contracts involving former elected officials and employees.***

1. The county shall not enter into a contract with, or take any action favorably affecting, any person or business that is:
  - a. Represented personally in the matter by a person who has been an elected official or employee of the county within the preceding year if the value of the contract or action is in excess of \$1,000.00 and the contract is a direct result of an official act by the elected official or employee.

- b. Assisted in the transaction by a former elected official or employee of the county whose official act, while in county employment, directly resulted in the county's making that contract or taking that action.
2. For a period of one year after leaving county service or employment, a former elected official or employee shall not represent for pay a person before the county.

**O. *Commissioner interference.***

1. It is the intention of this section that the Board of County Commissioners shall act in all matters as a body, and it is against the spirit of this Code of Conduct for any of its members to seek to influence the official acts of the County Manager, or any employee under the jurisdiction of the County Manager, or to interfere in any way with the performance of employees under the jurisdiction of the County Manager in the performance of their duties.
2. No individual County Commissioner shall order or direct the appointment of any person, except as specifically authorized by state law or county ordinance, to employment or removal therefrom by the County Manager or any Deputy County Manager or department director.
3. No individual County Commissioner shall give orders or directives to any public servant including, but not limited to, any subordinates of the County Manager, except as provided in subpart 4 of this section.
4. Individual County Commissioners shall deal with employees under the jurisdiction of the County Manager solely through the County Manager except:
  - a. For matters related to a direct request from a Commissioner by a constituent related to an issue from that Commissioner's district (e.g. repair of pothole or street light within the Commissioner's district. In the event of this situation the Commissioner may directly contact an employee under the jurisdiction of the County Manager to request assistance for the constituent. However, the Commissioner shall not direct the means, manner or method for resolving the dispute or demand resolution within a set timeframe). The Commissioner shall inform the County Manager if the corrective action is not satisfactory.
  - b. In connection with an investigation being conducted by the Board of County Commissioners and the Commissioner contacting an employee under the jurisdiction of the County Manager has been delegated by a majority vote of the Board of County Commissioners to head the investigation.
  - c. In connection with the procurement of goods or services only when the Commissioner has been appointed by a majority vote of the Board of County Commissioners to serve on the selection committee.
  - d. In connection with the hiring process of the County Manager, County Attorney or fire chief.



- e. For routine requests for information and inquiries where staff is asked for information that is readily available to the general public on a regular basis (e.g. What are the library hours of operation?).
  - f. For non-routine requests for readily available information where staff is asked to gather readily available information that may not be routinely requested by the general public (e.g. How many traffic lights are in the unincorporated area of the county?).
  - g. Non-routine requests requiring special effort where staff is required to compile information that is not readily available or easily retrievable and/or that requests staff to express an opinion (legal or otherwise). These requests should ordinarily be directed to the County Manager or County Attorney, as appropriate. However, circumstances may dictate the need to contact staff directly to handle the requests and in such case the request shall be submitted by email and a copy sent to the County Manager and County Attorney. (e.g. How many studies were conducted last year that involved more than 500 hours of staff time? Or What is the logic behind the county's night skies ordinance?). The County Manager or County Attorney shall be responsible for distributing such requests to his/her staff for follow-up. Responses to such requests shall be copied to all members of the Board of County Commissioners and shall include the name of the member of the board making the request.
  - h. Any request made by a Commissioner to the County Attorney through an attorney-client communication shall not be subject to the procedure listed in subpart g. above.
1. Any county public servant who has information that a Commissioner has, or may have violated a provision of this Code of Conduct, shall report the violation to the County Manager or the County Attorney.

**SECTION 5 – REPORTING VIOLATIONS OF THE CODE OF CONDUCT**

- A. Any person who has reason to believe the code of conduct has been violated may report the suspected violation in the following manner:
  1. By submitting to the County Manager or County Attorney, a sworn and signed complaint alleging facts which, if true, would constitute a violation of this code. The sworn complaint must identify with particularity the specific section(s) of the code allegedly violated and the facts that support such a violation. The complaint must include the complainant's name and contact information. Complaints will be handled in the following manner:
    - a. If the complaint involves allegations against a county employee, the County Manager, County Attorney, and human resources director shall investigate the complaint to determine if there is enough evidence to support the allegation(s). The County Manager may, at their discretion, hire an independent licensed investigator to review the allegations. Violations of this code by county

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employees shall be considered violations of the County's Personnel Ordinance and subject to discipline up to and including termination per the Personnel Ordinance.

- b. If the complaint involves allegations against a county elected official other than a Commissioner, the County Manager and County Attorney shall investigate the complaint to determine if there is enough evidence to support the allegation(s). The County Manager may, at their discretion, hire an independent licensed investigator to review the allegations. If the allegation(s) are found to be supported by a preponderance of the evidence, the County Manager shall present the findings to the Board of County Commissioners at the board's next regular meeting.
  - c. If the complaint involves allegations against a County Commissioner, the County Manager and County Attorney shall convene a review board of three (3) officials with government ethics, legal, management, or human resources experience to review the complaint. The review board shall have the authority to dismiss the complaint or to order an independent investigation by a licensed investigation firm. If the allegation(s) are found to be supported by a preponderance of the evidence, the investigator shall present the findings to the Board of County Commissioners at the board's next regular meeting.
- B. The complaints that are not dismissed shall be served by the County Manager on the respondent within three business days after the determination not to dismiss the complaint has been made. Service of all documents required under this section may be done by electronic delivery and return receipt.
- C. Given the Board of County Commissioners and other county elected officials' commitment to open, ethical and transparent government, reporting a good faith complaint for a known violation of the code of conduct by a public servant shall afford that person all the protections of the non-retaliation provision of this code and the protections contained in the Whistleblower Protection Act.

## SECTION 6 – RIGHT OF APPEAL

Any decision of a violation of this code, with respect to an elected official, candidate or volunteer may be appealed to the Seventh Judicial District Court. Any decision regarding an employee shall be covered by the terms of the county's Personnel Ordinance.

## SECTION 7 – NON-RETALIATION

The Board of County Commissioners does not tolerate retaliation against any person who has reported a violation of this code or of other county ordinances or state laws when made in good faith. This non-retaliation provision applies whether the complaint is ultimately determined to be well founded or unfounded. All public servants are specifically prohibited from taking any adverse employment action or other retaliatory action against anyone in retaliation for reporting a good faith claim of violation. Anyone

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