

TORRANCE COUNTY  
COMMISSION MEETING

April 28, 2021

9:00 A.M.

**For Public View  
Do Not Remove**



## *Torrance County*

BOARD OF COUNTY COMMISSIONERS (BCC)

Ryan Schwebach, Chair, District 2

Kevin McCall, Vice Chair, District 1

LeRoy M. Candelaria, District 3

Janice Y. Barela, County Manager

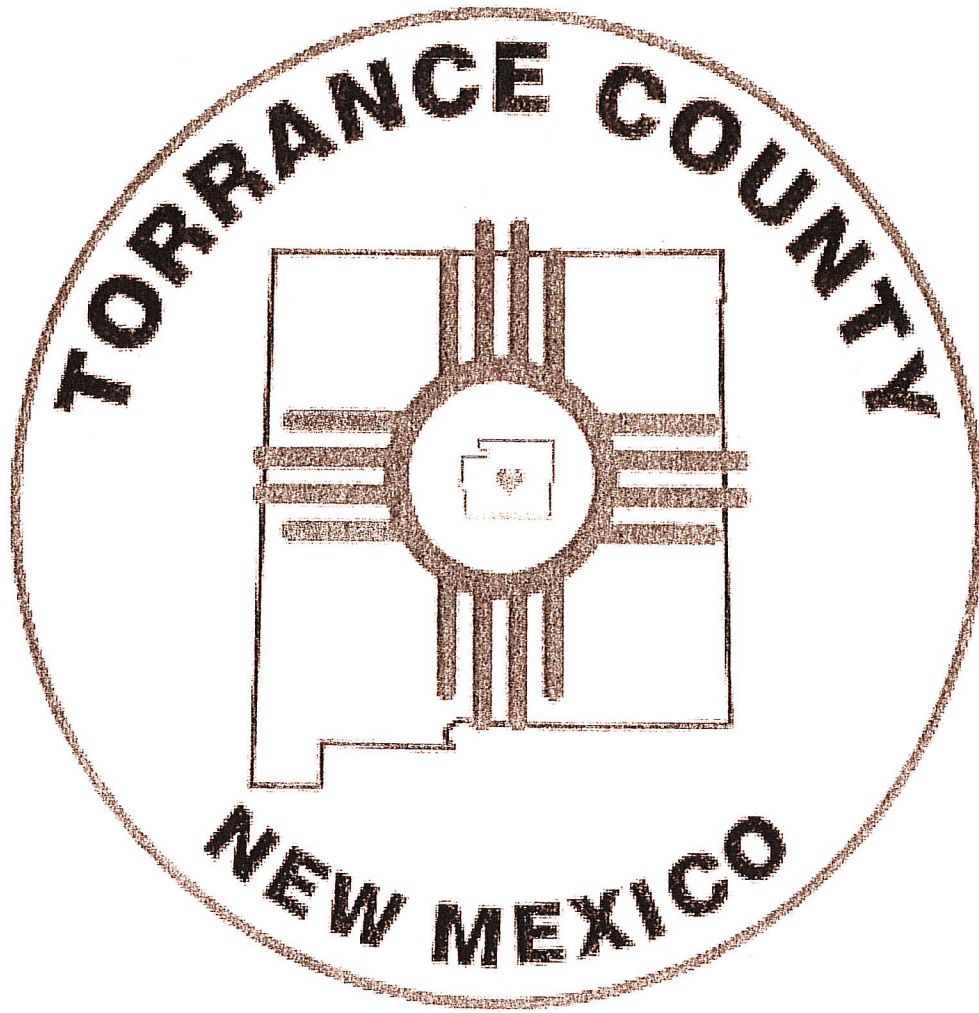
---

### ADMINISTRATIVE MEETING AGENDA

WEDNESDAY, April 28, 2021 @ 9:00 AM

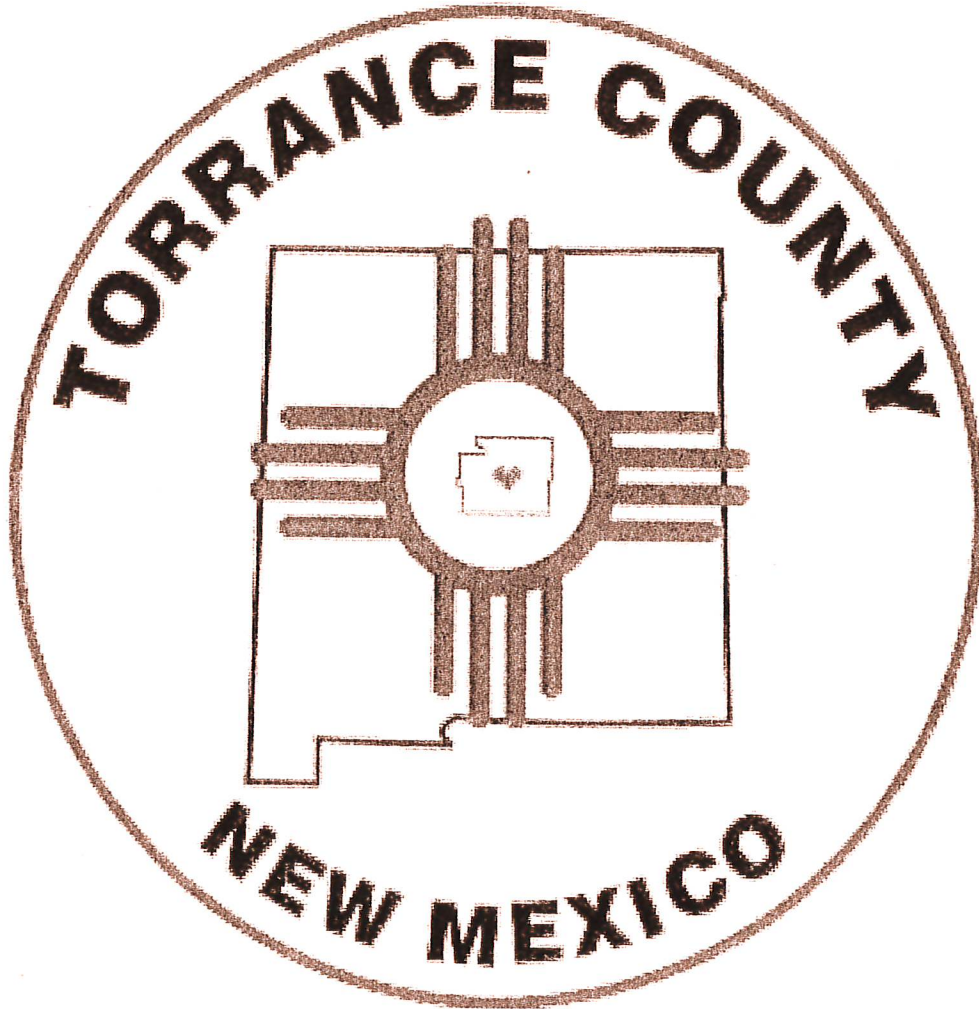
1. Call to Order
2. Invocation and Pledge of Allegiance
3. Changes to the Agenda
4. PROCLAMATIONS
5. CERTIFICATES AND AWARDS
6. BOARD AND COMMITTEE APPOINTMENTS
7. PUBLIC COMMENT and COMMUNICATIONS
8. APPROVAL OF MINUTES
  - A. COMMISSION: Motion to approve the April 14, 2021 Torrance County Commission Minutes.
9. APPROVAL OF CONSENT AGENDA
  - A. FINANCE: Motion to approve Payables.
10. ADOPTION OF ORDINANCE/AMENDMENT TO COUNTY CODE
11. ADOPTION OF RESOLUTION
12. APPROVALS
  - A. FINANCE: FY 2022 Budget Hearing (Public Hearing).

- B. GRANTS:** Motion to approve Contract between Torrance County and Rebecca Armstrong for Girls Circle Services in the Estancia Valley.
- C. ANIMAL SERVICES:** Motion to approve and submit application for the Animal Care & Facility Fund Grant, from the Sheltering Committee of the NM Board of Veterinary Medicine.
- D. ANIMAL SERVICES:** Motion to approve Job change form Kennel Assistant to Animal Control Officer.
- E. FIRE:** Motion to approve and submit FY 2022 Fire Fund applications along with approval to e-sign electronic application to SFMO.
- F. ROAD:** Motion to approve an unpaid invoice from Jackson Equipment for a Radiator.
- G. MANAGER:** Motion to approve an unpaid invoice from TLC for work completed to locate leaks at Fairgrounds.
- H. MANAGER:** Motion to approve an unpaid invoice from TLC for work completed to inspect the sewer at the Fairgrounds.
- 13. DISCUSSION**
- A. MANAGER'S REPORT**
- B. COMMISSIONER'S REPORTS**
- 1) Commissioner McCall, District 1
- 2) Commissioner Schwebach, District 2
- 3) Commissioner Candelaria, District 3
- 14. EXECUTIVE SESSION**
- A. COMMISSION:** Discuss limited personnel matters (County Attorney), closed pursuant to NMSA section 10-15-1(H)(2).
- 15. Announcement of the Special Joint Meeting with the Board of County Commissioners and the Torrance County Fair Board** at the Torrance County Fairgrounds: May 5, 2021 @ 9:00 AM to discuss fairgrounds improvements
- 16. Announcement of the next Board of County Commissioners Meeting:** May 12, 2021 @ 9:00 AM.
- 17. SIGNING OF OFFICIAL DOCUMENTS**
- 18. ADJOURN**

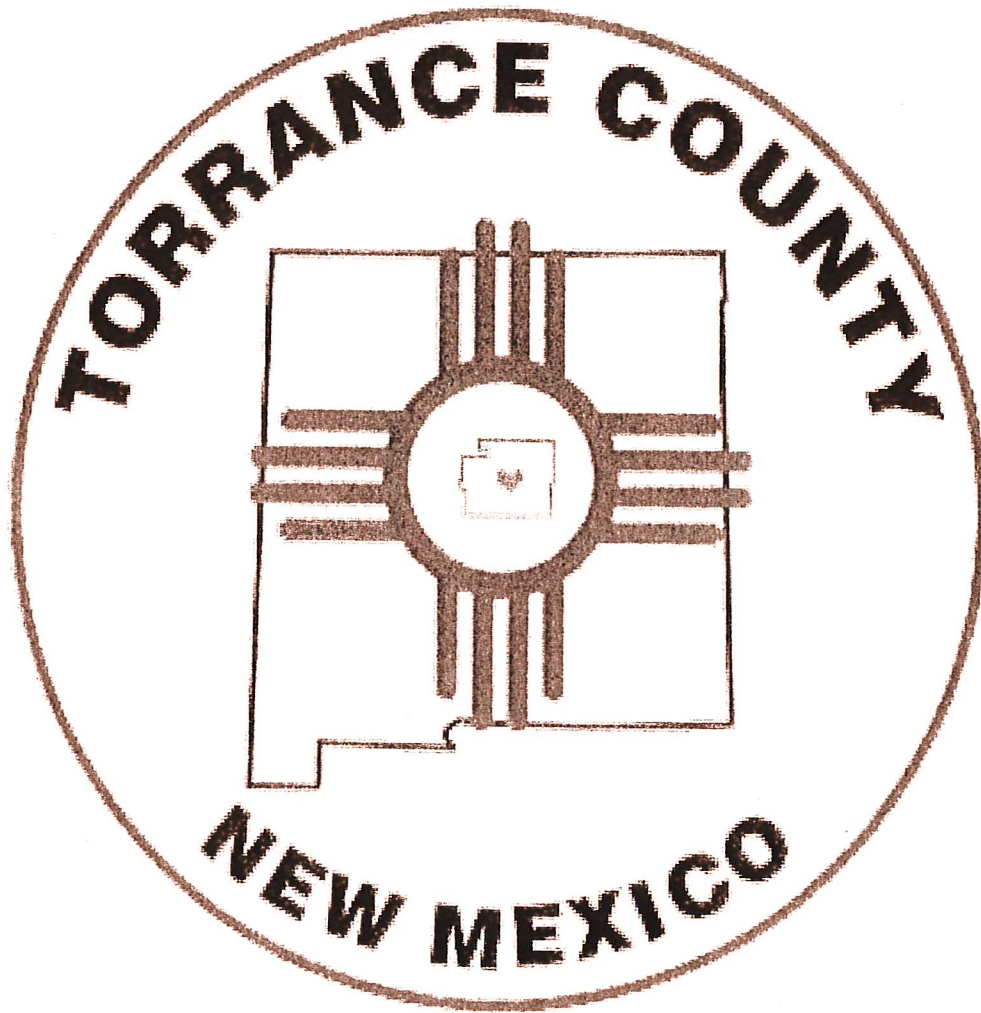


*Agenda Item  
No. 1*

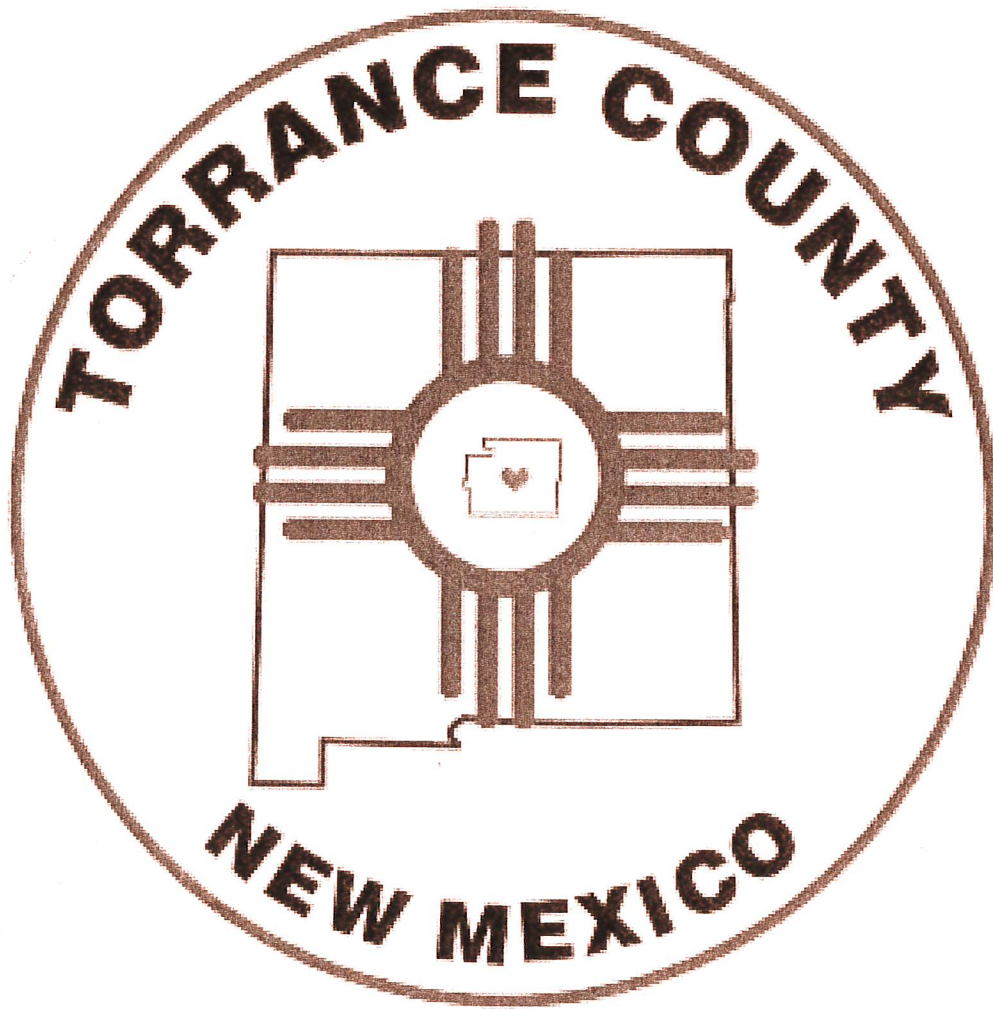




*Agenda Item*  
*No. 2*



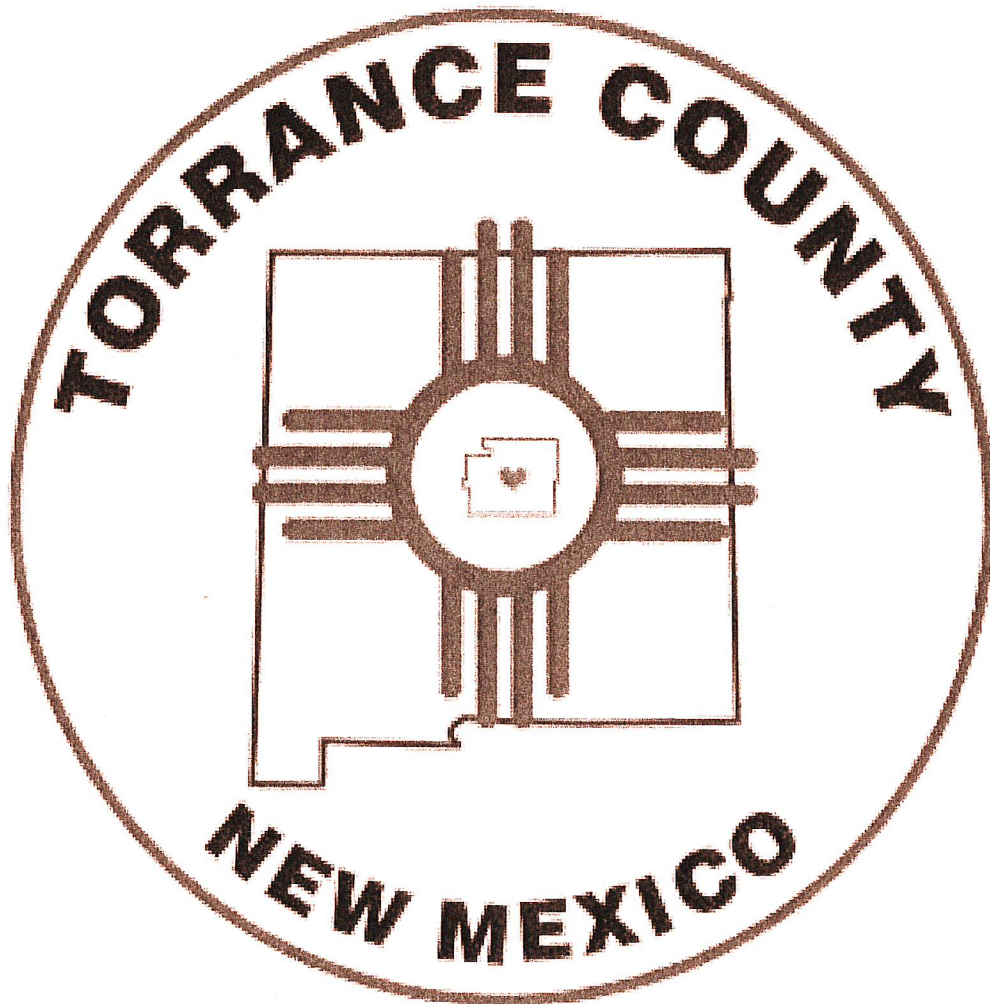
*Agenda Item*  
*No. 3*



*Agenda Item  
No. 5*

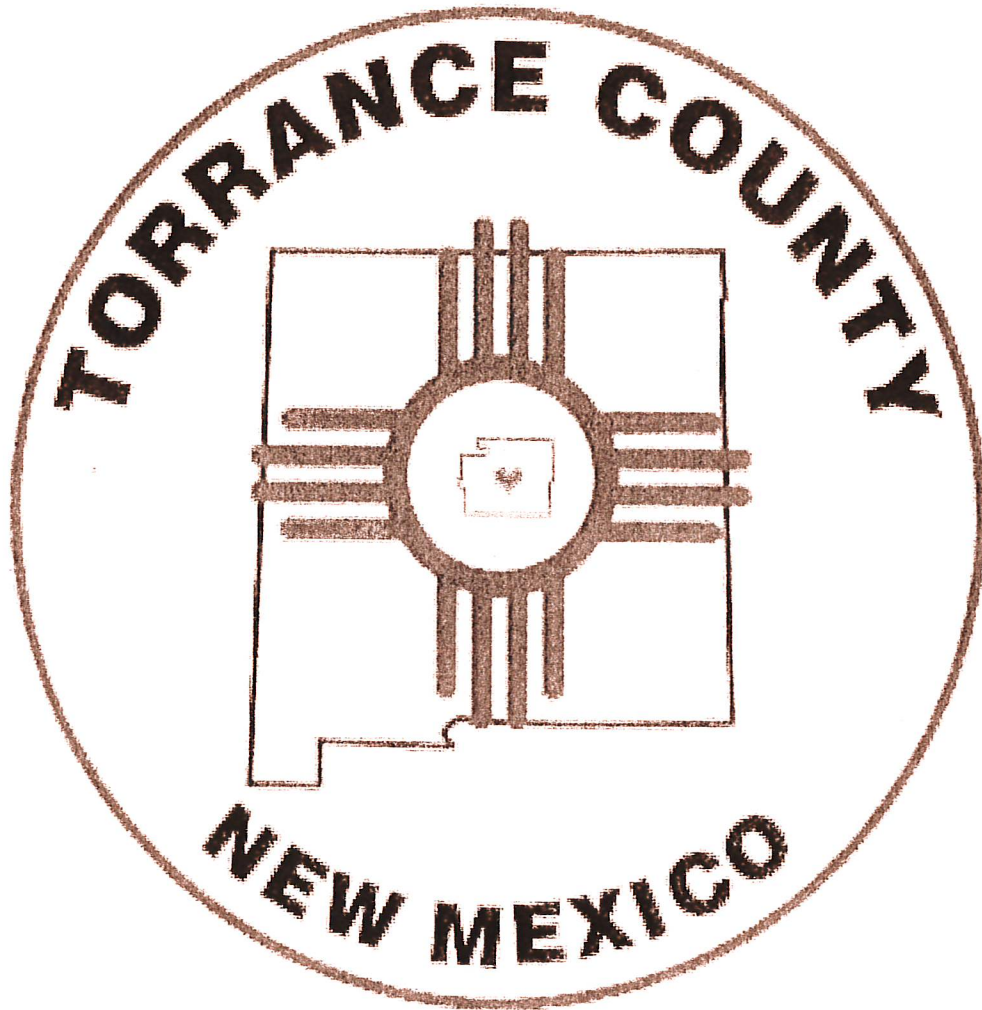


*Agenda Item  
No. 6*



*Agenda Item*  
*No. 7*





*Agenda Item*  
*No. 8-A*

**DRAFT COPY**  
**Torrance County Board of Commissioners**  
**Regular Commission Meeting**  
**April 14, 2021**  
**9:00 AM**

Commissioners Present:

**RYAN SCHWEBACH – CHAIR**  
**KEVIN MCCALL – MEMBER**  
**LEROY CANDELARIA – MEMBER**

Others Present:

**JANICE BARELA – COUNTY MANAGER**  
**PHILIP TENORIO – DEPUTY COUNTY MANAGER**  
**JOHN BUTRICK – COUNTY ATTORNEY**  
**YVONNE OTERO – COUNTY CLERK**  
**GENELL MORRIS – ADMINISTRATIVE ASSISTANT**

**1. Call Meeting to order**

**Chairman Schwebach:** Calls the April 14, 2021 Regular Commission Meeting to order at 9:06 AM.

**2. Pledge lead by: Chairman Schwebach**

**Invocation lead by: Commissioner McCall**

**3. Changes to the Agenda: None**

**4. PROCLAMATIONS: None**

**5. CERTIFICATES AND AWARDS: None**

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

**7. PUBLIC COMMENT and COMMUNICATIONS**

**Yvonne Otero – County Clerk:** Update hereto attached. This was an informational update on the Special Election being held June 1<sup>st</sup> for the position of Congressional District 1 recently vacated by Deb Haaland. The candidates are Laura Olivas – DTS, write-in; Melanie Ann Stansbury – DEM; Robert Ornelas – DTS; Mark David Moores – REP; Christopher Manning – LIB; Aubrey Dunn –

DTS, write-in. Registering to vote by mail and online closes May 4<sup>th</sup>, 2021. Same day registration will be in the Clerks office throughout early voting, May 4<sup>th</sup> through May 29<sup>th</sup>. Anyone wishing to vote by absentee can now contact the Clerk's Office to request an application or go to nmvote.org, ballots will start going out May 4<sup>th</sup>. The last day to request an absentee ballot will be May 18<sup>th</sup> for domestic voters and for Military and Overseas voters the last day they can request a ballot is May 25<sup>th</sup>. A letter will be sent out to all register voters with the election information. If you do not receive a letter, please update your voter registration with a current mailing address. Election day is Tuesday June 1, 2021 7:00 am to 7:00 pm. Early voting runs from May 29, 2021 to May 4, 2021 at the Torrance County Administrative offices and May 15, 2021 to May 29, 2021 at the Moriarty Civic Center 10:00 am to 9:00 pm. Contact the Torrance County Clerks office with any questions at 505-544-4369 or if you are interested in being poll worker. The polling locations for election day are the Duran Fire Station, Encino Community Center, Estancia High School Gym, Manzano Center, McIntosh Fire Department, Moriarty Civic Center, Moriarty/Edgewood School Administrative Building, Mountainair Dr. Saul Community Center, Tajique Community Center, Torreón Community Center and Willard Community Center.

**Marcie Wallin – Fair Board:** The Fair Board has been working on getting the funding for a multi-purpose building for the fairgrounds since 2016. The southern Economic Development Committee created a plan and in 2020 we were awarded \$150,000 and awarded \$700,000 in 2021 to upgrade the current building and build a new building.

**Johnny Perea – Fair Board:** The Fair Board has been working with our County Manager and Deputy County Manager to develop a plan to spend the money. We are at a point to get something built. We want this to be a County building not to be only used by the fair. We are in the early planning stages. We also find more value in keeping the current building and upgrading, rather than tearing them down. We will have to rent tents this year but hoping this will be the last year we have to do this.

**Phillip Tenorio – Deputy County Manager:** Phase 1, we are insulating the steer barn for \$55,000 and the fans are \$40,000 for steer and show barns. We have appropriated \$150,000 this year; this money can be used for phase 1. Phase 2 will include insulating the small barn, goat barn and the large building that can tap into the \$700,00, we have recently appropriated. We can get part of phase 1 done this year, including hiring an architect (\$90,000 set aside) for the master plan, then after the fair continuing with the 15,000 sq ft multi-purpose building.



**Tracy Sedillo – County Treasurer:** Second half of taxes are due May 10<sup>th</sup>.

The de-ear making of the gross receipts tax, that bill passed back in 2019, Tax and Rev just started the de-ear marking process in January of this year. There are now 6 categories of the gross receipts; the county wide area, the county wide adopted by referendum, county area, the county area adopted by referendum, the communication and EMS tax was not de-ear marked so it remains as it always has been. The county supported Medicaid was not de-ear marked, that tax does not appear on the monthly report, it is on a separate report because it is intercepted by the state. This big change was, NMFA is not intercepting the entire Environmental gross receipts Tax and sending it to the Solid Waste Authority, the money is coming here so we have to pay them by check because it is in the terms of the JPA we signed with the authority. This will happen on a monthly basis. This is in a category on its own in the gross receipts.

**Don Dirks – Fire Chief:** We continue to see a high volume of fire activity and EMS calls for service. The fire activity is slowing down. As the state is opening up, we are seeing more EMS calls.

All districts have been inspected by the State Fire Marshal's Office and the results are back, I am drafting responses and will submit to the Commission. It went better than expected. We should be able to immediately lower the ISO rating at District 4 in Torreon. We should be able to get funding for the second building in Duran, District 1. District 3 renovations are almost complete, we are waiting on TLC for some quotes on a small project. The reporting that was backlogged for the last 3 years, is now Up-To-Date. We are waiting on the State Fire Marshal to verify it was received.

EMT basic class started April 9<sup>th</sup> through mid-June, we have 9 volunteers and have a waiting list. We are close to 100% response to all calls; this includes Superior Ambulance.

April 17<sup>th</sup> we are holding a Job Fair at the Lions Club in Moriarty from 10:00 am to 2:00 pm.

The Forrest Service will be having controlled burns in the Manzano Mountains, we are on standby in case of emergency. I will put this on our website when we get a notice of a controlled burn.

**Marco Banales – City of Moriarty, EVSWA – Vice-Chair:**

Earth Day is April 22 and in celebration of Earth day, a 2950 2004 John Deere tractor was donated from EVSWA to Estancia Schools because they found funding for liability and insurance for its Industrial Arts program, Mountainair and Moriarty School Districts will have an opportunity to work on this tractor. They will learn how to renovate the tractor, farming safety and operational skills. We hope to develop this program into some community gardens that will be planned and organized through our land grant associations and local community associations.

The tractor has some fuel issues and needs tires. Any help or donations will be appreciated.

**Jesse Lucero – County Assessor:** We are currently in the middle of our protest period. Protest period started April 1<sup>st</sup> and will continue to April 30<sup>th</sup>.

We have sent out flyers and have had a lot of interest from the general public wanting to understand their notice of value and property tax.

A big thanks to the City of Mountainair, Village of Corona, Village of Encino, the Edgewood Soil and Water Conservation District, Moriarty Senior Center, Moriarty Civic Center, and the Lions Club for allowing us to use their facilities for our outreach.

We are encouraging the public to get their Notice of Value electronically. If interested, please follow the steps on the flyer received by mail. If you choose this option, you will receive your tax bill electronically.

It's time to look for new protest board members. I will put an advertisement in the newspaper for anyone interested to submit a resume. Resumes will go to the Commission and the Commission will make a decision on protest board members. This needs to be done every 2-3 years. We are looking for members who have a real estate background, real estate appraisers and one member can be a member of the general public.

Thank you to County Clerk Yvonne Otero and Deputy Clerk Chavez for helping Deputy Assessor Humphrey resolve a situation. New Mexico is a non-disclosure state and sales affidavits for residential properties is the law. We have had a difficult time with the different title companies around the state. Anytime a property is purchased the sales affidavit goes into a simplified file. With the help of the

Clerk's office, we were fortunate enough to get the information needed to do a better job appraising Torrance County property.

Thank you to the Maintenance for all their help.

House joint resolution if approved goes to the voters. House joint resolution #2, the Veteran exemption went from \$4000.00 to \$10,000.00, passed. This will take about a 1% hit of total revenue. House joint resolution #3, the incremental rating of disability, did not pass. A veteran has to complete an application with a copy of their DD214, that application goes to Santa Fe then a certificate of eligibility will be mailed to the Vet they must endorse this and bring to our office for the exemption.

**Charlene Guffey:** People living in RVs across the county is out of control. By allowing this to happen it is creating problems in areas not zoned for RV living. These people are cheating the county out of property taxes, services, permits and utilities. They are creating under ground water problems by dumping waste on the ground. The county has an obligation to keep tax paying residents safe and enforce the ordinances that are in place. The ordinance on RVs need to be looked at to close the loopholes and be updated. This is decreasing the property value.

**Yvonne Otero – County Clerk:** If anyone is interested in becoming a precinct worker, please contact my office (505)544-4369. It pays \$180.00 for Presiding Judge and \$160.00 for Judge and Clerks with a \$20.00 incentive for attending the Election School. We especially need workers in the Duran and Encino area. Any students ages 16 and 17 interested in being a precinct worker can also contact the Clerk's office.

## **8. APPROVAL OF MINUTES**

- A. COMMISSION:** Motion to approve the March 24, 2021 Torrance County Board of County Commission Minutes

### **Action Taken:**

**Chairman Schwebach:** Makes a motion to approve the March 24, 2021 Torrance County Board of County Commission Minutes

**Commissioner McCall:** Seconds the motion.

**Roll Call Vote:** Candelaria - Yes; Schwebach – abstains was not present;  
McCall -Yes: **MOTION CARRIED**

## 9. APPROVAL OF CONSENT AGENDA

### A. FINANCE: Approval of Payables

#### **Action Taken:**

**Chairman Schwebach:** Makes a motion to approve payables.

**Commissioner McCall:** Seconds the motion.

**Roll Call Vote:** Candelaria - Yes; Schwebach - Yes; McCall -Yes: **MOTION CARRIED**

### B. MANAGER: Motion to accept Second Quarter 2020 Restrictive Housing Report from CoreCivic pursuant to NMSA 1978 33-16-5.

#### **Action Taken:**

**Chairman Schwebach:** Makes a motion to accept Second Quarter 2020 Restrictive Housing Report from CoreCivic pursuant to NMSA 1978 33-16-

**Commissioner McCall:** Seconds the motion.

**John Butrick – County Attorney:** This is in regard to NMSA 33-16-5 and NMSA 33-16-7. NMSA 33-16-5 statute states every 3 months every correctional facility shall produce a report that includes the age, gender and ethnicity of every inmate who is placed in restricted housing during the previous 3 months including every inmate that is in restricted housing at the time the report is produced. The reason restricted housing was instituted for each inmate listed in the report and the dates on each inmate was placed in and release from restricted housing during the previous 3 months and submit a report prepared in accordance with this subsection to the board of County Commissioners in the county in which the correctional facility is located if the facility is a jail. Section 33-16-7 states on the date that a report is submitted to a board of County Commissioners pursuant to section 5 of the residential housing act, a copy of the report shall be submitted electronically to the legislative council service library. After this has been voted on it will be submitted to the legislative council service library today. This is in regards to items 9 B, C, D & E.

**Roll Call Vote:** Candelaria - Yes; Schwebach - Yes; McCall -Yes: **MOTION CARRIED**

### C. MANAGER: Motion to accept Third Quarter 2020 Restrictive Housing Report from CoreCivic pursuant to NMSA 1978 33-16-5.

**Action Taken:**

**Chairman Schwebach:** Makes a motion to accept Third Quarter 2020 Restrictive Housing Report from CoreCivic pursuant to NMSA 1978 33-16-5.

**Commissioner Candelaria:** Seconds the motion.

**Roll Call Vote:** Candelaria - Yes; Schwebach - Yes; McCall -Yes: **MOTION CARRIED**

- D. MANAGER:** Motion to accept Fourth Quarter 2020 Restrictive Housing Report from CoreCivic pursuant to NMSA 1978 33-16-5.

**Action Taken:**

**Chairman Schwebach:** Makes a motion to accept Fourth Quarter 2020 Restrictive Housing Report from CoreCivic pursuant to NMSA 1978 33-16-5.

**Commissioner McCall:** Seconds the motion.

**Roll Call Vote:** Candelaria - Yes; Schwebach - Yes; McCall -Yes: **MOTION CARRIED**

- E. MANAGER:** Motion to accept First Quarter 2020 Restrictive Housing Report from CoreCivic pursuant to NMSA 1978 33-16-5.

**Action Taken:**

**Chairman Schwebach:** Makes a motion to accept First Quarter 2020 Restrictive Housing Report from CoreCivic pursuant to NMSA 1978 33-16-5.

**Commissioner Candelaria:** Seconds the motion.

**Roll Call Vote:** Candelaria - Yes; Schwebach - Yes; McCall -Yes: **MOTION CARRIED**

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

None

**11. ADOPTION OF RESOLUTION:**

**A. FINANCE:** Motion to approve the Disposition of Firearms, Resolution No. 2021-18

**Action Taken:**

**Chairman Schwebach:** Motion to approve the Disposition of Firearms, Resolution No. 2021-18

**Commissioner Candelaria:** Seconds the motion.

**Jeremy Oliver – Finance Director:** This resolution is for the disposition of firearms from the Sheriff's Office. A spreadsheet is attached with a detailed list of firearms and firearm parts.

**Roll Call Vote:** Candelaria - Yes; Schwebach - Yes; McCall -Yes: **MOTION CARRIED**

## 12. APPROVALS

None

## 13. DISCUSSION

### A. GRANTS: ICIP Work Group/Project Update.

**Cheryl Allen – Grant Manager:** We have 7 core members including our Deputy County Manager, Operations Manager, Planning & Zoning Director, Finance Director, Chief Purchasing Officer, Legislative appropriations Manager, and Grants Manager. We invite project managers and stakeholders to provide input. Our first official meeting was September 2, 2020, we meet twice a month the 1<sup>st</sup> and 3<sup>rd</sup> Thursdays. Our next meeting will be April 15, 2021 from 9-11 am. The purpose of the meeting is to address the projects on the ICIP list and ensure the work is moving forward and identify new projects. We follow a standardized agenda in 7 categories as followed: Senior Centers; Construction projects; road construction projects; water projects; vehicle and equipment projects; miscellaneous projects and new business. Our projects are: Senior Centers – 2021 application for Aging and Long-Term Services and Capital Outlay funding. We requested funding for all 3 Senior Centers. We were approved for repairs for the Moriarty Senior Center in the amount of \$60,500, Mountainair was approved for \$176,000. We have started the application process for Aging and Long-Term service for 2022 due May 28<sup>th</sup>.

**Phillip Tenorio – Deputy County Manager:** Construction for fairground project, we are breaking this into phases. We have \$150,000 appropriated for phase 1, insulation, fans and Architecture, phase 2 is \$700,000 include a base shell of a metal building. Phase 3 would include completing the metal building.

**Cheryl Allen – Grant Manager:** Construction for the new County Government offices. 2021 Capital Outlay was awarded \$75,000. We are hiring a consultant to prepare an RFP for an architect. With HB285 we were awarded \$100,000. The Road Department yard shop, \$550,000 approved in 2021, site and construction plans have been created. The security system for the 911 Dispatch Center has been approved for \$75,500. Security fencing target hardening, we have a fence plan established to protect the property and expand parking at dispatch, animal service and fire station. The Emergency Management Facility & Shelter is installing a security gate with keypad. The animal shelter expansion has been approved with this latest house bill for \$25,000. Road construction on McNabb Road we were approved \$300,000 it will cost \$300,000 for each mile of road. No action on Riley Road at this time.

Water projects include the Duran water system, we currently have \$120,000 and HB285 has increased the amount by \$25,000. Mescalero dam mitigation, we have done a site tour and looking at doing a partial branch, details will be provided on the April 28<sup>th</sup> meeting. The Abo water system is included in the ICIP, but no action has been taken at this point.

Vehicle and equipment projects, road department is purchasing a skid steer we were awarded \$50,000, we are combining grant funds for a total of \$56,647.47. This is completed, the skid steer has been ordered and should arrive in a month. The 4X4 Sheriff patrol vehicles have been awarded \$95,000 with last years funding. Quotes have been submitted to finance for 3 Dodge Durango's all wheel drive. Total cost is \$103,825. The Sheriff's Department will cover the remaining balance and pay for equipping the vehicles.

Miscellaneous projects, restoring and preserving historical records, regrant of \$8,500 to digitize, index and repair the first 6 book in the Clerk's Office, we have not heard anything back on this. New business, Solar and energy efficiency implementation at all county facilities, we are looking to add solar panels and LED lighting. Another project is coordination of a Regional Animal Shelter, we are in early discussion.

**B. FINANCE:** Discuss American Rescue Plan.

**Jeremy Oliver – Finance Director:** Torrance County was awarded 2.998 Million dollars. The Federal government is still determining the stipulation and uses of it. The Packet has NACo's break down of the bill. The US Treasury has scheduled by May 11<sup>th</sup> to have the final outline on what these funds can be used for. We will potentially receive half of the funds on June 11<sup>th</sup> and the other half a year later. We will be looking into adding this into the budget for FY2022. We will need direction

on how the Commission will want to use these funds. Once we start using these funds the dollar threshold will put us over the \$700,000 requirement for the federal single audit. Potentially 2 to 3 years will have audit fees associated with these funds. Some of the outlines NACo has fulfilling lost revenues for the county, business grants, premium pay for eligible workers, and infrastructure.

- C. **FINANCE: FY22 Budget Hearing (Conduct Public Hearing)**  
PowerPoint hereto attached – No action taken, presentation only.

**Chairman Schwebach:** Makes a motion to enter into a Public Hearing

**Commissioner McCall:** Seconds the motion.

**Roll Call Vote:** Candelaria - Yes; Schwebach - Yes; McCall -Yes: **MOTION CARRIED**

**Chairman Schwebach:** We will allow time after the presentation for public comment.

**Jeremy Oliver – Finance Director:** We are required by statute to have one public hearing for the budget, it does not stipulate the time of year. I chose the beginning of the budget planning process, so the public can voice any concerns. No action will be taken. At the May 28<sup>th</sup> Commission meeting the Commission will be giving the Finance Department direction. We are looking to have the interim budget approved at the May 12<sup>th</sup> Commission Meeting. Each department will present their budget request.

**Madam County Manager Barela:** At the next Commission meeting we will have another Budget Hearing for the community to give their input. The Manager's office and the Commission will give their recommendations.

**Steve Guetschow – P&Z Director:** Requesting staff raises total amount \$16,771 and operating Increase of \$2,525

**Steve Guetschow – P&Z Director:** Ruben Gastelum is unavailable but requesting \$46,036.00 for a field tech and a raise totaling \$4,403 and operation money in the amount of \$1,360.

**Madam County Manager Barela:** Requesting raises for staff totaling \$13,675.00.

**Yvonne Otero – County Clerk:** Requesting a raise but will not go over last year's budget, operating increase of \$1,900 for vehicles, vehicles are new to the



department and Capital outlay for digitization of records \$5,000 with potential grant match of \$2,125.

**Tracy Sedillo – County Treasurer:** Requesting staff raises totaling \$26,088.00.

**Jessie Lucero – County Assessor:** Requesting staff raises of 6% across the board totaling \$44,722, this is within the \$21,921 budget for FY21 and Capital Outlay for a truck \$40,500.

**Cheryl Allen – Grant Director:** Requesting staff raises totaling \$4,969 and operating money totaling \$3,075.

**Madam County Manager Barela:** HR is requesting funding for 6 student Apprenticeships totaling \$44,628, \$7,438 per student.

**Stephanie Dunlap – Sheriff Administrator:** Requesting 10% raise for deputies and transport totaling \$132,381.94 Increasing Detective Ballard above Sgt. (Lt. grade). Operating, Education supplies totaling \$10,000. Capital Outlay, 3 patrol vehicles, 3 transport vehicles (only 1 if prison does not close) totaling \$234,000.

**Stephanie Dunlap – Sheriff Administrator:** Requestion operating money totaling \$23,000 (only \$8,000 if prison does not close), a transport Officer \$62,027.

**Jeremy Oliver – Finance Director:** Requesting staff raises totaling \$ 23,613 and telecommunications \$830.

**Nick Sedillo – Operations Manager:** Requestion staff raises totaling \$16,771, operations \$ 16,001 and small truck \$40,000.

**Cindi Sullivan – Animal Services Director:** Requesting staff raises totaling \$55,529,92 and a new front desk clerk \$ 49,752.

**Matt Propp – Emergency Manager:** Requesting a part time position \$11,000. Operation and do away with grant for salary \$10,000.

**Anna Martinez – DV Director:** Requesting staff raises \$1,064.

**Don Dirks – Fire Chief:** Requesting staff raises totaling \$14,007, new positions \$44,791 each for 2 EMT and clerical assistant totaling \$39,825 and manager proposed salary table \$66,697.

**Leonard Lujan – Road Superintendent:** Requesting staff raises totaling \$353,044 and road project reoccurring yearly \$300,000.

**Kathy Reyes – Community Monitor:** Requesting staff raises totaling \$8,144.

**Christine Snow – 911 Director:** Requesting staff raises totaling \$39,732, small car for \$80,000, manager proposed salary table totaling \$132,402.

**Jeremy Oliver – Finance Director:** Our County Attorney has stepped out and is requesting a new job position for a Legal Assistant \$52,248, IPRA software \$14,665 and Capital Outlay for new job position \$8,700. Please take into consideration our County Attorney’s contract is up in May and we need to consider any potential raise.

**Jeremy Oliver – Finance Director:** USDA/Wildlife is requesting the same amount as last year \$35,250.

**Jeremy Oliver – Finance Director:** Funding request for FY2022 is \$22,298, the normal funding request is \$90,366 this is a one-time savings of \$68,068. This is due to a hiring freeze. There is potential for FY 2023 to go back to the \$90,000 with full staff. This comes from the county’s budget through the general fund. Their total budget is \$292,218.

**Debbie Mayberry – Family Consumer Science Agent, 4H Agent in Extensions:**  
We are hoping to fill all the positions.

**Jeremy Oliver – Finance Director:** The Fair Board does not have any requests.

**Chairman Schwebach:** Any public comment or questions? None

**Chairman Schwebach:** Makes a motion to enter back into regular session.

**Commissioner Candelaria:** Seconds the motion.

**Roll Call Vote:** Candelaria - Yes; Schwebach - Yes; McCall -Yes: **MOTION CARRIED**

**D. MANAGER BARELA’S REPORT:** Full update hereto attached  
The 2021 Legislative update: 933 bills was introduced, 334(35.80%) of bills passed the 1<sup>st</sup> house, 168 (18.01%) of bills passed 2<sup>nd</sup> house, 158 (16.93%) of bills sent to the Governor, 140(15.01%) of bills signed in law.

HB 105, the technical fix to last years legislation regarding the issuance of industrial revenue bond for renewable energy such as wind farm, was signed by Governor Michelle Lujan Grisham on April 6, 2021. Due to this legislation becoming law, the County may begin negotiations for a new Industrial Revenue Bond (IRB) for another wind farm as early as June 2021.

HB 4, NM Civil Rights Act, was signed by Governor Lujan Grisham on April 7, 2021. I want to thank Sheriff Marty Rivera for taking the initiative to make sure Torrance County Sheriff's Office Standard Operating Procedures (SOP) are up to date with the new laws that will go into effect in July. He went through the procurement process to hire a private, independent contractor to update the SOP's.

HB 285, Statewide Capital Projects (Capital Outlay Projects), was signed by the Governor Lujan

Grisham on April 9, 2021. She did not veto any Torrance County projects. This means the County will receive the following funding:

\$60,500 for renovations to the Moriarty senior center in Moriarty in Torrance County

\$176,000 to plan, design, construct, equip and furnish the Mountainair senior center in Mountainair in Torrance County

\$25,000 to plan, design, construct and equip water system improvements for Duran in Torrance County

\$100,000 to plan, design, construct, equip and furnish a county administrative building in Torrance County

\$700,000 to plan, design, construct, improve, furnish, and equip the county fairgrounds in Torrance County

\$75,500 to plan, design, construct and equip building security and entry control systems for the county 911 dispatch center in Torrance County

\$25,000 to plan, design, construct, equip and furnish a room for cats at the Torrance County animal shelter in McIntosh in Torrance County

\$300,000 to plan, design, and construct McNabb road between New Mexico highway 41 and Lexco Road, including signage, in Torrance County

\$550,000 reappropriation for the Road Shop and Yard in Torrance County

I am excited for the day these bonds are sold and the County has access to the funding so we can begin these projects. The County has an amazing team working together on its projects. I appreciate the collaboration and the high level of expertise included in this ICIP work group.

## **Mark Your Calendars**

Here are some important dates for those who are interested in showing animals at the Torrance County Fair:

April 22 – Tag-in Date for Steers & Heifers from 5-7 PM in Estancia

May 1- Cattle Ownership Deadline

June 9 – Tag-in Date Lamb, Goat, and Swine from 5-7 PM in Estancia

June 12<sup>th</sup> – Tag-in Date Lamb, Goat, and Swine from 8-10 AM in Moriarty

June 15<sup>th</sup> – Lamb, Goat, and Swine Ownership Deadline

July 17<sup>th</sup> – Fairground Clean-up from 7-11 AM

July 28<sup>th</sup> – Fairground Clean-up from 4-7 PM

## **Claunch Pinto – NM State Forestry Grant**

Claunch Pinto Soil and Water Conservation District, as part of their NM State Forestry Grants, specifically, their 2019 NFL Funding, has met with the NM Department of Transportation to design a thinning project on highway right of way on NM HWY 42 on the north side of Cedarvale. This project will be approximately 56.5 acres. The slash will be chipped, and the wood will be stacked on the right of way for locals to pick up. This project is scheduled to begin in June 2021.

## **Departments Update**

### **Job Openings**

Torrance County is currently accepting applications for the following positions:  
Dispatcher (911 Operator/Communications Specialist) - Multiple positions (Open until April 15th)

Animal Control Officer - 2 positions (Open until April 21<sup>st</sup>)

Grants Assistant (Open until April 20<sup>th</sup>)

Victim Support Specialist - PT (Open until April 22nd)

Clerical Float (Open until May 2nd)

Mechanic (Will be advertised soon)

Torrance County is hosting a Job Fair this Saturday, April 17th, at the Lion's Club in Moriarty 10:00 AM to 2:00 PM. You can get more information about these positions at the Job Fair, or you may visit the County website [www.torrancecountynm.org](http://www.torrancecountynm.org) and click on "Job Opportunities" for more information and to apply.

## **Road Department**

The Road Department is in the process of completing Saline Pump Rd. They have put down caliche material on 2.3 miles and will zip it tomorrow, April 15<sup>th</sup>. They have also finished the tree trimming on Martinez Rd. They will be moving to Lucy Rd from NM HWY 42 going north next week. They have about one (1) mile of road that has blown out, and they need to repair it. They will also start trimming trees on 321 for two miles. They are currently blading the roads as they receive complaints because it is too dry right now to blade all of the roads.

## **Sheriff's Office / Community Monitoring - Community Service Trash Pick Up**

During the last Commission Meeting, Commissioner McCall directed me to check into the use of inmates to pick up trash near the Pilot Truck Stop. During that meeting, I informed the Commission that Undersheriff Lucero was already looking into utilizing community service workers for this project.

Undersheriff Eli Lucero coordinated with Kathy Reyes, Community Monitoring, to secure court-ordered community service workers to pick up trash yesterday morning. Their first project was located east of Lisa's Truck Stop.

In four hours, two community service workers picked up 29 (55-gallons size) bags of trash. The Sheriff's Office was present to ensure the safety of the community service workers since they were working along the roadways. Using a Sheriff's Office pickup truck, the Sheriff's Office staff made three trips to the landfill.

Undersheriff Lucero has the following community service trash pickup project planned for this Friday, April 16th:

Location: I-40 between exits 196 and 194, westbound lane

Time: 8:00 AM - 2:00 PM (6 hours)

They are expecting five community service workers

The City of Moriarty and the County are working on long-term remedies to this problem as well.

## **Fairgrounds**

I am requesting for the Commissioners to direct me on how they wish to proceed with the planning of the improvements to the fairgrounds. The County has the funds to begin the plan and design of the multi-purpose building. Do you want to

meet as a Commission with the Fair Board at the fairgrounds? If so, I can coordinate with the Fair Board and can post notice of that meeting. If it is the Commission's preference for each Commissioner to meet individually with members of the fair board, I can arrange that as well.

**Chairman Schwebach:** I would like all 3 Commissioners there and do a walk around with some of the preliminary plans. If the fair board can attend, I would prefer it.

**Madam County Manager Barela:** It can also be noticed as a joint meeting. If the entire fair board wants to attend it is a possibility.

**Chairman Schwebach:** Notice it as such. Will the 1<sup>st</sup> week in May work for everyone, 9 AM?

**Commissioner Candelaria:** Yes, that will work.

**Commissioner McCall:** Agree

**Madam County Manager Barela:** Id like to defer part of my time for Mr. Butrick to give a comment in regards to his budget request.

**Chairman Schwebach:** Your budget was presented, we will have another public hearing at the next meeting, can this wait?

**John Butrick – County Attorney:** I would like to give my take on my budget. I am requesting a new job position for a Legal Assistant \$49,763, This includes benefits. IPRA software, will help my office and the Sheriff's Office, \$14,665. Capital outlay for new job position \$8,700. Please take into consideration my contract is up in May and we need to consider any potential raise. We can discuss in executive session and a final decision in open session.

## **E. COMMISSIONER'S REPORT:**

### **1) Commissioner McCall, District 1**

I appreciate the work done with community monitoring clean up. Lisa's truck stop looks better. I am excited for the clean up along I-40 on Friday.

The Highway Department put no parking signs along Hwy 41 near the Pilot Truck Stop and along Abrahames Rd.

The plan was to clean up around the Pilot Truck Stop, but we wanted to give Pilot an opportunity to do it themselves.

## **2) Commissioner Schwebach, District 2**

Planning & Zoning has guidelines for RV's. We have a policy to address this. Planning & Zoning has 152 land use permits. With many of these permits, no well permit is requested. Their plan is to harvest water or haul water. This is an economic and cumbersome. This valley needs a water delivery system. EMWT has worked on this, they started with the concept to deliver water to existing municipalities. This plan is in place and EMWT has the ability to implement this but has stalled out for various reasons. As a county it is a key to our economic growth. This potential money coming from the Feds can look to infrastructure to design a concept for this to be implemented. I do not think the county wants to be a water authority but can play a major roll in getting it to were it needs to be. One of the biggest hold ups for getting outside money is how financially viable is it. We need to find out how many people are willing to hook up into it. We need to be competitive on the cost.

Thank you to Mayor Hart with the Moriarty clean-up.

## **3) Commissioner Candelaria, District 3**

I had a complaint about the trucks bringing in the new electric power. The trucks are tearing up the roads and cattle guards. Leonard Lujan will check into this because the company was to maintain the roads.

I want to thank the Forest Service for having a productive burn North of Red Canyon Campground.

**Philip Tenorio – Deputy County Manager:** I passed that information on to Pattern Energy; they will look into this. There are many locations of concern. We will follow up with this.

## **14. EXECUTIVE SESSION:**

**A. COMMISSION:** Discuss limited personnel matters (Fire Chief), closed pursuant to NMSA 1978, Section 10-15-1(H)(2).

- B. COMMISSION:** Discuss limited personnel matters (County Manager's End of Probation Evaluation), closed pursuant to NMSA 1978, Section 10-15-1(H)(2).

**Action Taken:**

**Chairman Schwebach:** Makes a motion to enter into executive session.

**Commissioner McCall:** Seconds the motion.

**Roll Call Vote:** Candelaria - Yes; Schwebach - Yes; McCall -Yes: **MOTION CARRIED**

**Enter into Executive Session: 10:14 AM**

**Action Taken:**

**Chairman Schwebach:** Makes a motion to enter into regular session

**Commissioner McCall:** Seconds the motion.

**Roll Call Vote:** Candelaria - Yes; Schwebach - Yes; McCall -Yes: **MOTION CARRIED**

**Enter into Regular session 12:15AM**

**Chairman Schwebach:** During the Executive Session we discussed limited personnel matters (Fire Chief), closed pursuant to NMSA 1978, Section 10-15-1(H)(2) and Discuss limited personnel matters (County Manager's End of Probation Evaluation), closed pursuant to NMSA 1978, Section 10-15-1(H)(2). No other discussions were had. No action taken.

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

April 28, 2021 9:00 AM @ the Torrance County Admin Building.

**16. Signing of Official Documents**

**17. Adjourn.**

**Action Taken:**

**Chairman Schwebach:** Makes a motion to adjourn Commission Meeting

**Commissioner McCall:** Seconds the motion.

**Roll Call Vote:** Candelaria - Yes; Schwebach - Yes; McCall -Yes: **MOTION CARRIED**



**Meeting adjourned at 12:16 PM**

---

Kevin McCall – Vice Chairman

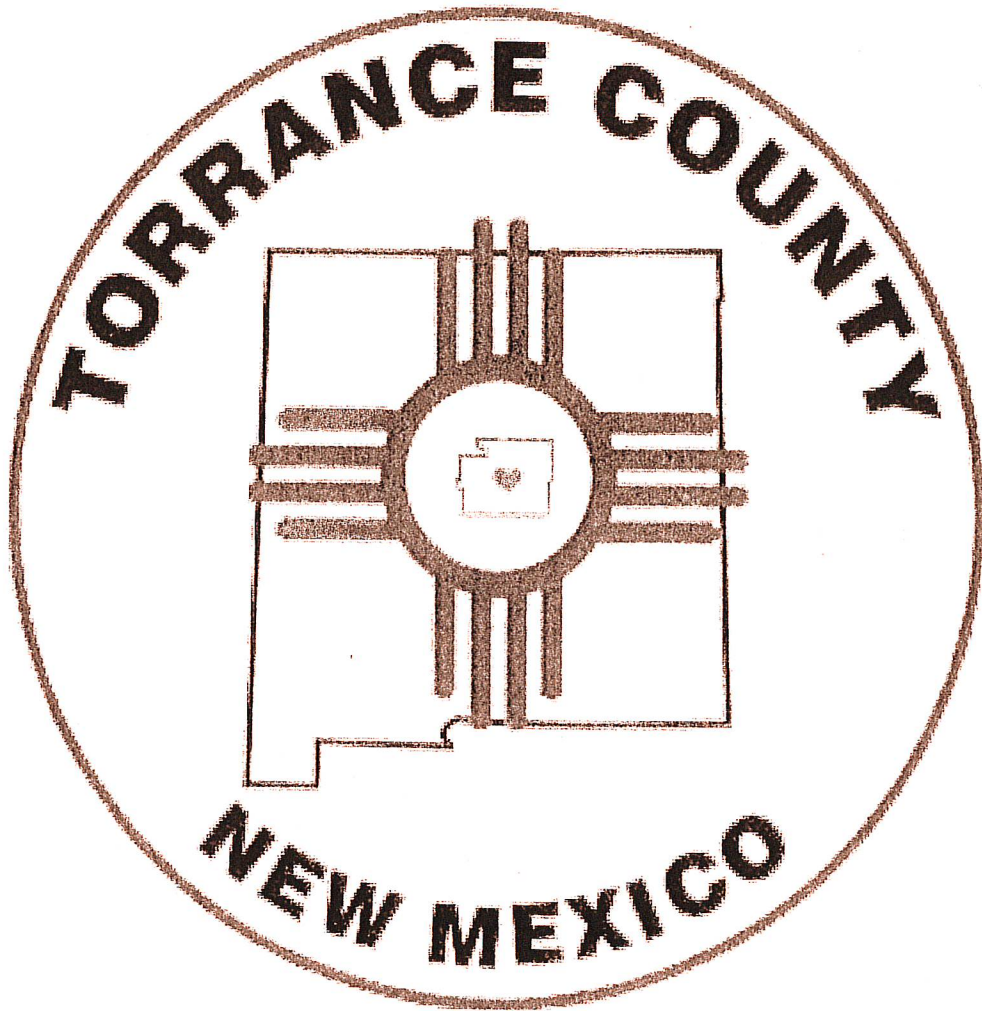
---

Genell Morris – Admin Assistant

---

Date

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



*Agenda Item*  
*No. 9-A*

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

TOTAL CHECKS PRINTED 105

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 124,238.60 ON ACCOUNT OF OBLIGATIONS INCURRED FOR THE SERVICES AS SHOWN ABOVE FOR THE PERIOD ENDING 04/22/2021 . 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

-----  
leroy m. candelaria

-----  
Ryan Schwebach

-----  
Yvonne otero

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

-----  
Tracy L. Sedillo

CK#	DATE	Name	Description	Line Item	Invoice #	PO #	Amount
01 R	115798	AMAZON BUSINESS	KOSAS HOME QUINCY SIDEBBOARD	401-55-2218	2341321	36358	931.92
	965.89		35" H X 75" W X 18" D			36358	
	04/13/2021		STAND FOR FRIDGE, MICROWAVE, SUPPLY STORAGE			36358	
			SHELF FOR TIME STAMP	401-55-2218	/ /	36358	33.97
			INVOICE#INMD-3WKW-4C77 ACCT# A3JI65R8912J5M				
FINANCE DEPARTMENT 965.89							
01 O	115799	AUTOZONE INC.	WC50 WINTER WEATHER UNIT NEEDS	401-50-2201	141321	36105	196.13
	196.13		TOW STRAPS, JUMPER CABLES, WASHER FLUID, WIPER BLADES, KEY FOB BATTERIES, CHAINS, AND UNIT NEEDS.			36105	
	04/13/2021		JANUARY 2021			36105	
			INVOICE#2248651729/2248651745 2248644575			36105	
COUNTY SHERIFF 196.13							
01 O	115800	BOUND TREE MEDICAL, LLC	BOXES MEDICAL GLOVES 2-MED, KED EXTRACTION DEVICE AND TRACTION SPLINT FOR RESCUE 2-1	411-92-2230	1641321	36205	308.49
	308.49		INVOICE#39214235 ACCT#204887			36205	
	04/13/2021						
1/4% FIRE EXCISE TAX 308.49							
01 R	115801	CRYSTAL SPRINGS	WATER DELIVERY FOR FY21	401-30-2271	1141321	35326	35.00
	35.00		ACCT#12600900				
	04/13/2021						
COUNTY TREASURER 35.00							
01 O	115802	DE LAGE LANDEN FINANCIAL	SERVICOPIER LEASE & GRT FY2021	401-30-2203	2141321	35329	276.69
	276.69		INVOICE#72076504 ACCT#1329484				
	04/13/2021						
COUNTY TREASURER 276.69							
01 O	115803	DE LAGE LANDEN FINANCIAL	SERVICOPIER PAYMENT FOR FIRE ADMIN	413-91-2271	2741321	35625	288.19
	288.19		INVOICE#72075141 ACCT#1304774 CONTRACT#25551986				
	04/13/2021						
STATE FIRE ALLOTMENT 288.19							
01 O	115804	DE LAGE LANDEN FINANCIAL	SERVICOPIER COPY LEASE	401-08-2203	2841321	35395	328.70
	328.70		INVOICE#72073029 ACCT#25569223 PZ APRIL 2021/SITE#4650268				
	04/13/2021						
PLANNING & ZONING 328.70							
01 O	115805	DE LAGE LANDEN FINANCIAL	SERVICOPIER COPY LEASE	401-10-2203	2941321	35400	318.62
	318.62		INVOICE#72073026 ACCT#25569218 MANAGER APRIL 2021/SITE#25569218				
	04/13/2021						
COUNTY MANAGER 318.62							

01 0 115806  
276.69

DE LAGE LANDEN FINANCIAL SERVICIOPIER LEASE & GRT FY2021  
TREASURER INVOICE#72076504

401-30-2203

3241321 04/13/2021

35329

276.69

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	FO #	Amount
04/13/2021		COUNTY TREASURER	ACCT#500-50009152 APRIL 2021 SITE #4655969					
01 O	115807	DE LAGE LANDEN FINANCIAL SERVICE	COPIER PAYMENT FOR SHERIFF INVOICE#72076195 ACCT#25551981 APRIL 2021/SITE#4649219	401-50-2203	3341321	04/13/2021	35624	512.17
04/13/2021		COUNTY SHERIFF						
01 O	115808	DE LAGE LANDEN FINANCIAL SERVICE	CONTRACT COPIER LEASE DV APRIL 2021/SITE #4650268 INVOICE#72073040 ACCT#25569234	690-09-2203	3441321	04/13/2021		258.11
04/13/2021		WIND PILT						
01 O	115809	DE LAGE LANDEN FINANCIAL SERVICE	FINANCE COPIER LEASE INVOICE#72073037 ACCT#25569230 APRIL 2021/SITE#4650268	401-55-2203	3541321	04/13/2021	35722	318.62
04/13/2021		FINANCE DEPARTMENT						
01 O	115810	DE LAGE LANDEN FINANCIAL SERVICE	SSESSOR COPIER LEASE INVOICE#72073034 ACCT#25569228 APRIL 2021/SITE#4650268	610-40-2203	3641321	04/13/2021	35723	352.15
04/13/2021		COUNTY ASSESSOR						
01 O	115811	DOOLEY ENTERPRISES, INC.	.223 55 GR FMJ - 1000 ROUNDS 9MM 147 GR FMJ - 500 ROUNDS SHIPPING INVOICE#59778	401-50-2231 401-50-2231 401-50-2231	241321	04/13/2021	36309	346.00
04/13/2021		COUNTY SHERIFF						
01 R	115812	DT AUTOMOTIVE	TCSO UNIT AND TRANSPORT VEHICLE MAINTENANCE NEEDS INVOICE#TCSO 36231	401-50-2201 401-50-2201	1741321	04/13/2021	36213	3500.00
04/13/2021		COUNTY SHERIFF						
01 R	115813	DT AUTOMOTIVE	OIL CHANGES, TIRES, ROTATIONS, MOUNT & BALANCES, FILTERS, FLUIDS, BATTERIES, TCSO VEHICLE MAINTENANCE MARCH 2021/INVOICE#TCSO 36277	401-50-2201	2041321	04/13/2021	36277	3040.00
04/13/2021		COUNTY SHERIFF						
01 R	115814	EPCOR WATER, INC.	MONTHLY CHARGES BILL DATE 04/06/2021 ACCT#0739014	406-91-2210	3041321	04/13/2021		.77
04/13/2021		STATE FIRE ALLOTMENT						
01 O	115815	ESTANCIA, TOWN OF	BULK WATER USAGE 03/01/2021- 03/31/2021 29800 GALLONS	402-61-2210	2641321	04/13/2021		1445.00

04/13/2021

COUNTY ROAD SHOP 1445.00

CK#	DATE	Name	Description	Line Item	Invoice #	FO #	Amount
01 R	115816	EWSA	COUNTY AREA GROSS RECEIPTS-403	423-26-2301	741321 04/13/2021		18060.31
	04/13/2021						
ENVIRONMENTAL GROSS RE 18060.31							
01 O	115817	INDEPENDENT NEWS LLC	LEGAL NOTICE	401-55-2221	2241321 04/13/2021	36318	45.24
	04/13/2021		BUDGET MEETING PUBLIC HEARING			36318	
			RUN MARCH 12TH, 19TH, AND 26TH			36318	
			INVOICE#60B0B7DE-0001				
FINANCE DEPARTMENT 45.24							
01 O	115818	KXNM-FM 88.7	BROADCAST FOR COMMISSION MEETING	401-05-2243	3141321 04/13/2021		1292.25
	04/13/2021		AND PSA'S 04/01/2021-04/30/2021				
			INVOICE#3544				
COUNTY COMMISSION 1292.25							
01 R	115819	MORIARTY PIPE & IRON	10X12 1/2 PIP TO REPAIR	402-60-2244	1441321 04/13/2021	36406	179.60
	04/13/2021		BLUE TRACKTOR			36406	
			INVOICE#4-6-21				
COUNTY ROAD DEPARTMENT 179.60							
01 R	115820	PORTER LEE CORPORATION	EVIDENCE SYSTEM LABEL PRINTER	401-50-2228	2541321 04/13/2021	36396	182.84
	04/13/2021		RIBBON TAPE			36396	
			INVOICE#25223				
COUNTY SHERIFF 182.84							
01 O	115821	PRESBYTERIAN MEDICAL SERVICES	MPHC RPHCA FY2021 FOR MARCH	616-17-2272	1241321 04/13/2021		7502.00
	04/13/2021		2021 DAILY OPERATIONS INVOICE#				
			MAR-21				
RPHCA GRANT FY21 7502.00							
01 O	115822	QWEST CORPORATION	MONTHLY CHARGES FOR APRIL 2021	420-70-2207	2441321 04/13/2021		279.05
	04/13/2021		ACCT#505-384-0058596M				
ADULT INMATE CARE 279.05							
01 R	115823	SENERGY PETROLEUM, LLC	FUEL CARD SHOP TANKS INVOICE#	402-60-2202	1541321 04/13/2021		5126.90
	04/13/2021		104632 ACCT#TCROAD				
COUNTY ROAD DEPARTMENT 5126.90							
01 R	115824	SIDDONS-MARTIN EMERGENCY GROUP	ENGINE 5 VIN: 1HTWEAZR6AJ271503		641321	36334	
	04/13/2021		LP: G83319 MILEAGE: UNKNOWN			36334	
			REPLACE FROZEN VALVE AND FLANGES			36334	339.62
			PARTS/FREIGHT			36334	660.00
			SHOP SUPPLIES			36334	59.98
			NMGR			36334	78.72
			INVOICE#12408031				





CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 R	115825	SOUTHWEST COPY SYSTEMS	559 COLOR COPIES B/W COPIES	401-30-2221	841321	04/13/2021		27.38
	27.38		TAX OVERAGES FOR 03/09/2021 TO					
	04/13/2021		04/08/2021 INVOICE#457866					
			ACCT#CO28					
COUNTY TREASURER 27.38								
01 R	115826	SOUTHWEST COPY SYSTEMS	998 COLOR COPIES B/W COPIES	401-30-2221	941321	04/13/2021		48.88
	48.88		TAX OVERAGES FOR 02/09/2021 TO					
	04/13/2021		03/08/2021 INVOICE#455788					
			ACCT#CO28					
COUNTY TREASURER 48.88								
01 R	115827	SOUTHWEST COPY SYSTEMS	861 COLOR COPIES B/W COPIES	401-30-2221	1041321	04/13/2021		43.03
	43.03		TAX OVERAGES FOR 01/09/2021 TO					
	04/13/2021		02/08/2021 INVOICE#453934					
			ACCT#CO28					
COUNTY TREASURER 43.03								
01 O	115828	STAPLES BUSINESS ADVANTAGE	NESTLE PURE LIFE INVOICE#	405-91-2248	341321	04/13/2021		6.29
	6.29		3455174229 ACCT#394849					
	04/13/2021							
STATE FIRE ALLOTMENT 6.29								
01 O	115829	STAPLES BUSINESS ADVANTAGE	12PK C BATTERIES	401-50-2218	441321	04/13/2021	36223	80.08
	306.50		12PK 9V BATTERIES	401-50-2218	/	/	36223	50.76
	04/13/2021		144 CARTON AA BATTERIES	401-50-2218	/	/	36223	54.70
			144 CARTON AAA BATTERIES	401-50-2218	/	/	36223	120.96
			INVOICE#3469453912 ACCT#					
			70109685					
COUNTY SHERIFF 306.50								
01 O	115830	STAPLES BUSINESS ADVANTAGE	POST IT NOTES, CLIPS, GREEN	401-30-2219	3741321	04/13/2021	36364	100.00
	376.60		ENVELOPES, BINDERS, HAND	609-30-2219	/	/	36364	276.60
	04/13/2021		SANITIZER, KLEENEX, PENS & BOOK				36364	
			RINGS.				36364	
			INVOICE#3472907880 ACCT#010					
COUNTY TREASURER 376.60								
01 O	115831	TLC UNIFORMS	234512 POLOS GOLD WINGS	410-50-2222	541321	04/13/2021		75.97
	327.89		234139 POLOS EMBROIDERY	410-50-2222	/	/		251.92
	04/13/2021		REF PO#36106					
COUNTY SHERIFF 327.89								
01 R	115832	WAGNER EQUIPMENT CO.	DIAGNOSTIC & AUTOMATIC	911-80-2218	1841321	04/13/2021	36136	28.74
	7496.91		ASCO 300 SERIES AUTOMATIC	911-80-2218	/	/	36136	5576.17
	04/13/2021		ADDITIONAL SERVICE ON UPS	911-80-2218	/	/	36136	1892.00
			AND NEW TRANSFER SWITCH				36136	
			INVOICE#B36830012					
911-DISPATCH CENTER 7496.91								

01 R 115833

WESTERN TRAILS VETERINARY INC. 1 LARGE STERILIZATION

401-82-2272

1341321 04/13/2021

75.00

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
660.00	04/13/2021	ANIMAL SERVICES	9 SMALL STERILIZATIONS	401-82-2272	/ /			585.00
			INVOICE#162675/164366 ACCT#238					
660.00	04/13/2021	WITMER PUBLIC SAFETY GROUP	SOLUTIONS SAFETY SERVICES	405-91-2248	1941321	04/13/2021	36141	1236.59
1530.69	04/13/2021		ADDITIONAL SHIPPING FOR TURNOUT	405-91-2248	/ /		36141	294.10
			GEAR CLEANER INVOICE#2100564.002				36141	
			ACCT#TORCOU					
1530.69	04/15/2021	STATE FIRE ALLOTMENT	6 CYLINDER RENT MED/XS OXYGEN	406-91-2230	2141521	04/15/2021		135.49
			HAZMAT SALES TAX INVOICE#					
			9977973706 ACCT#2287851					
135.49	04/15/2021	STATE FIRE ALLOTMENT	WIRE CLIPS, FLASHDRIVES, DESKTOP	911-80-2219	141521	04/15/2021	36348	82.40
			SPEAKERS, PLANNERS X2				36348	
			INVOICE#1KPT-MHHW-R374 ACCT#					
			A3JI65BS912J5M					
82.40	04/15/2021	911-DISPATCH CENTER	FUSES, JUMPER CABLES, WIPERS,	401-50-2201	841521	04/15/2021	36321	604.95
			FLUIDS, TOW STRAPS, TARPS,				36321	
			AND UNIT NEEDS				36321	
			MARCH 2021				36321	
			INVOICE#2248707124					
604.95	04/15/2021	COUNTY SHERIFF	REHAB FOR FIREFIGHTERS FOR	413-91-2248	2341521	04/15/2021	36413	90.39
			STRUCTURE FIRE ON 3/18/21				36413	
			VEREAL APPROVAL NOAH SEDILLO				36413	
			ON 3/18/21				36413	
90.39	04/15/2021	STATE FIRE ALLOTMENT	REPLACE CEILING INSULATION TO A	401-05-2611	2741521	04/15/2021	36360	3500.00
			12'X14' AREA INSTALL DRYWALL.				36360	
			TAPE, TEXTURE, AND PAINT WATER				36360	
			DAMAGE ON WALL TO BE FIXED WITH				36360	
			NEW INSULATION, DRYWALL & TAPE				36360	
			MNGRT				36360	236.25
			MCINTOSH SENIOR CENTER				36360	
			INVOICE#490865					
3736.25	04/15/2021	COUNTY COMMISSION	KAY AND TUMBLER 1994 CHEVY	401-65-2201	341521	04/15/2021	36407	19.69
			UNIT M3				36407	
			INVOICE#517955 ACCT#2918					
19.69	04/15/2021	OPERATIONS & MAINTENAN	GALLAGHER BENEFIT SERVICES, INCAPRIL 2021 PROFESSIONAL	401-10-2272	2941521	04/15/2021		2700.00

2700.00  
04/15/2021

CONSULTING SERVICES INVOICE#  
226197

CK#	DATE	Name	2700.00	Description	Line Item	Invoice #	DATE	PO #	Amount
COUNTY MANAGER			2700.00						
01 0	115846	GUSTIN HARDWARE INC.		MISC. ELECTRICAL, PLUMBING, INVOICE#256350 ACCT#125	401-15-2215	741521	04/15/2021	35679	27.49
	04/15/2021			COUNTY ADMIN CLEANOUT SOUTH SIDE ADMIN BLDG					
ADMINISTRATIVE OFFICES			27.49						
01 0	115847	GUSTIN HARDWARE INC.		MISC. ELECTRICAL, PLUMBING, INVOICE#256230 ACCT#125	401-15-2215	2841521	04/15/2021	35679	5.89
	04/15/2021			COUNTY ADMIN CLEANOUT SIDE ADMIN BLDG					
ADMINISTRATIVE OFFICES			5.89						
01 0	115848	HARRAL, BRADI		SECRETARIAL SERVICES FROM FEB 1 TO JULY 31	412-53-2271	1941521	04/15/2021	36429	450.00
	04/15/2021			INVOICE#103 ACCT#SECRETARY SERVICES FEB 1ST-28TH				36429	
SECRETARIAL SERVICES FROM FEB 1				SERVICES MARCH 1ST-31ST					
				INVOICE#103 ACCT#SECRETARY					
COUNTY FAIR			900.00						
01 0	115849	HART'S TRUSTWORTHY HARDWARE		OPEN PO REQUEST FOR ALL COUNTY BUILDINGS SITES (CURRENT FISCAL YEAR FY2021)	401-24-2215	641521	04/15/2021	35349	27.99
	04/15/2021			INVOICE#B437368 ACCT#33					
HEALTH DEPT BLDG MAINT			27.99						
01 0	115850	HART'S TRUSTWORTHY HARDWARE		DECK SCREW/LUMBER/WOOD LUMBER, PLUMBING NEEDS, PAINT, ROLLERS/BRUSHES, CLEANING SUPPLIES, MISCELLANEOUS ITEMS NEEDED FOR BUILDING MAINTENANCE		1641521		35441	
	04/15/2021			/REPAIR AND SAFETY EQUIPMENT JULY, AUGUST, & SEPTEMBER HINGES WINDOW BOLT/INVOICE# B401870 ACCT#33				35441	95.48
STATE FIRE ALLOTMENT			95.48						
01 0	115851	INDEPENDENT NEWS LLC		PUBLIC NOTICE AD P&Z MEMBER DISTRICT 3	401-08-2221	2641521	04/15/2021	36311	85.85
	04/15/2021			EDITIONS: 3/5, 3/12, 3/19, 3/26 INVOICE#FA70C92E-0001				36311	
PLANNING & ZONING			85.85						
01 0	115852	NM DEPARTMENT OF PUBLIC SAFETY		INSTRUCTOR CERTIFICATES SWATSWORTH & PHILLIPS	401-50-2266	1141521	04/15/2021	36423	20.00
	04/15/2021			INVOICE#2021-A0271				36423	

20.00

COUNTY SHERIFF

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 0	115853	PETERS, NICHOLE	CPR COURSE - REQUIREMENT FOR	411-92-2266	2541521	04/15/2021	36369	120.00
	135.00		UPCOMING EMT-B COURSE	401-50-2266		/ /	36369	15.00
	04/15/2021		J. SKEEN, O. LUJAN, A. LAX, C. MORRIS, Q. MAHAN, J. MILLER D. DIRKS, L. HAMM, S. DUNLAP E. CERVANTES, C. MENDEZ, F. CHAVEZ				36369 36369 36369 36369 36369	
1/4%	FIRE EXCISE TAX	120.00	COUNTY SHERIFF	15.00				
01 0	115854	PRUDENTIAL OVERALL SUPPLY	MATS AND MOPS COUNTY ADMIN	401-15-2203	441521	04/15/2021		37.57
	169.66		UNIFORMS STETSON ARELY MARISSA NICK	401-65-2236		/ /		73.30
	04/15/2021		MATS AND MOPS FOR JUDICIAL INVOICE#450581706/450581707 ACCT#6528480	401-16-2203		/ /		58.79
			ADMINISTRATIVE OFFICES	37.57				
			OPERATIONS & MAINTENAN	73.30				
			JUDICIAL COMPLEX MAINT	58.79				
01 0	115855	PUBLIC SAFETY PSYCHOLOGY GROUP	OIS EVALUATIONS	401-50-2272	941521	04/15/2021	36331	539.38
	539.38		DURAN/INVOICE#25444 ARREOLA				36331 36331	
	04/15/2021							
			COUNTY SHERIFF	539.38				
01 0	115856	SAMBA HOLDINGS, INC.	DL MONITORING & BACKGROUND CHECK	413-91-2271	2241521	04/15/2021	35408	203.13
	203.13		DATA FEE 83 DRIVER MONITOR TAXES/FEES 03/01/2021-03/31/2021 INVOICE#INV00593116 ACCT# M00004795					
	04/15/2021							
			STATE FIRE ALLOTMENT	203.13				
01 0	115857	SIDDONS-MARTIN EMERGENCY GROUP	ATTACK 3-1	408-91-2201	1241521	/ /	36029	3379.93
	3649.42		DIAGNOSTIC AND PUMP REPAIR TAX	408-91-2201		/ /	36029	269.49
	04/15/2021		VIN: 1FDAN57F4YEB63772 LP: G45429 INVOICE#12407479/12407425 ACCT#1004564				36029 36029	
			STATE FIRE ALLOTMENT	3649.42				
01 0	115858	SIDDONS-MARTIN EMERGENCY GROUP	TENDER 4	409-91-2201	1541521	/ /	36269	1326.86
	1326.86		LP: G87413 MILEAGE: UNKNOWN VIN: 1HTWGAZT7BJ382374 MILEAGE AND REPAIR BROKEN WELD ON WATER TANK INVOICE#12408230				36269 36269 36269	
	04/15/2021							
			STATE FIRE ALLOTMENT	1326.86				
01 0	115859	SIDDONS-MARTIN EMERGENCY GROUP	ENGINE 3-3 DIAGNOSE CHECK	408-91-2201	2441521	/ /	36414	405.00
	461.20		ENGINE LIGHT/ISSUE RELATED TO DEF LABOR	408-91-2201		/ /	36414	24.30
	04/15/2021		SHOP SUPPLIES NM GRT	408-91-2201		/ /	36414	31.90



VIN 000229/LP G98622  
INVOICE#12407944 ACCT#1004564

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	FO #	Amount
STATE FIRE ALLOTMENT 461.20								
01 0	115860	SOUTHWEST PROPANE LLC	GALLONS COMMERCIAL PROPANE	406-91-2209	1741521	04/15/2021		419.25
	04/15/2021		28 BRYANT ROAD EDGEWOOD NM					
			87015 INVOICE#47048 ACCT#01-03654					
STATE FIRE ALLOTMENT 419.25								
01 0	115861	STAPLES BUSINESS ADVANTAGE	DAY PLANNERS	411-92-2219	1841521	04/15/2021	36287	23.99
	04/15/2021		INVOICE#3472267756 ACCT#394849					
1/4% FIRE EXCISE TAX 23.99								
01 0	115862	TU ENTERPRISES AUTO SUPPLY	PARTS AND SUPPLIERS FOR SHOP AND EQUIPMENT	402-60-2244	241521	04/15/2021	36390	1638.89
	04/15/2021		INVOICE#04-5-21 ACCT#1187				36390	
COUNTY ROAD DEPARTMENT 1638.89								
01 0	115863	TLC UNIFORMS	PANTS, SHIRTS, VESTS, TCSO UNIFORMS	410-50-2222	541521	04/15/2021	36278	3260.52
	04/15/2021		MARCH 2021				36278	
			INVOICE#235710/235711/235717				36278	
COUNTY SHERIFF 3260.52								
01 0	115864	WATERWAY OF NEW MEXICO	TESTING OF ALL FIRE HOSE	408-91-2248	1441521	04/15/2021	36337	1281.60
	04/15/2021		ACCORDING TO NFPA 1962 STANDARDS				36337	
			TESTING ALL GROUND LADDERS			/ /	36337	51.00
			ACCORDING TO NFPA 1932 STANDARDS			/ /	36337	
			TAX			/ /	36337	102.44
			INVOICE#2446					
STATE FIRE ALLOTMENT 1435.04								
01 0	115865	WHITSON, CHAD	VEHICLE FUEL PURCHASE DUE TO FUEL CARD NOT WORKING	401-50-2202	1041521	04/15/2021	36425	30.01
	04/15/2021		VAREAL APPROVAL FROM JEREMY OLIVER ON 4/8/2021				36425	
							36425	
COUNTY SHERIFF 30.01								
01 0	115866	ZIA GRAPHICS INC.	CORNERSTONE SELECT SNAG PROOF	411-92-2236	1341521	04/15/2021	36296	212.00
	04/15/2021		TACTICAL 2-ROYAL BLUE, 2-WHITE				36296	
			D. DIRKS			/ /	36296	212.00
			CORNERSTONE SELECT SNAG PROOF			/ /	36296	
			TACTICAL 1-BLACK, 1-GRAY,			/ /	36296	
			1-ROYAL BLUE, 1-RED			/ /	36296	
			H. SANCHEZ			/ /	36296	497.00
			CORNERSTONE 1/2 ZIP JOB SHIRTS			/ /	36296	
			(CAREER STAFF)			/ /	36296	2.00
			2XL UPCHARGE			/ /	36296	
			TAX			/ /	36296	72.69
			INVOICE#60669					



CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	115867	AIRGAS USA LLC	3 OXYGEN USP DA MED CGA 870	406-91-2230	2442021	04/20/2021		110.96
	332.89		3 OXYGEN USP 125 CGA 540	408-91-2230	/	/		110.96
	04/20/2021		1 OXYGEN USP MEDICAL PURE 200	405-91-2230	/	/		110.97
			CGA 540 INVOICE#9978813583 ACCT#2296717					
STATE FIRE ALLOTMENT 332.89								
01 O	115868	AIRGAS USA LLC	3 RENT CYLINDER MEDIUM/LARGE	405-91-2230	2542021	04/20/2021		60.27
	164.38		OXYGEN RENT- CYLINDER MEDIUM/XS	405-91-2230	/	/		72.88
	04/20/2021		OXYGEN HAZMAT FEE	405-91-2230	/	/		19.23
			SALES TAX INVOICE#99787710515 ACCT#2287851					12.00
STATE FIRE ALLOTMENT 164.38								
01 O	115869	AIRGAS USA LLC	3 OXYGEN USP DA MED CGA 870	408-91-2230	2642021	04/20/2021		47.43
	209.33		OXYGEN USP 125 CGA 540	408-91-2230	/	/		88.15
	04/20/2021		DELIVERY FLAT FEE	408-91-2230	/	/		45.00
			FUEL SURCHARGE FLAT	408-91-2230	/	/		6.00
			AIRGAS HAZMAT CHARGE	408-91-2230	/	/		22.75
			INVOICE#9111619236 ACCT#2296717					
STATE FIRE ALLOTMENT 209.33								
01 O	115870	AIRGAS USA LLC	6 CYLINDER RENT MED/XS OXYGEN	406-91-2230	2742021	04/20/2021		109.32
	135.49		HAZMAT	406-91-2230	/	/		16.28
	04/20/2021		SALES TAX INVOICE#9978710514 ACCT#2287851					9.89
STATE FIRE ALLOTMENT 135.49								
01 O	115871	CENTRAL NM ELECTRIC COOP.	MONTHLY ELECTRIC APRIL 2021	406-91-2208	142021	04/20/2021		107.91
	193.30		DIST 2 VFD ACCT#8880099100					
	04/20/2021		ACCT#19770500					85.39
STATE FIRE ALLOTMENT 193.30								
01 O	115872	CENTRAL NM ELECTRIC COOP.	DIST 5 VFD ACCT#19103300	405-91-2208	242021	04/20/2021		28.37
	225.35		MONTHLY ELECTRIC APRIL 2021	405-91-2208	/	/		20.46
	04/20/2021		ACCT#19103200					
			ACCT#8880411701					176.52
STATE FIRE ALLOTMENT 225.35								
01 O	115873	CENTRAL NM ELECTRIC COOP.	MONTHLY ELECTRIC APRIL 2021	401-53-2208	342021	04/20/2021		24.52
	131.18		FAIR ACCT#404536900					
	04/20/2021		ACCT#404571500					23.53
			ACCT#404572200					36.07
			ACCT#404572300					23.53
			ACCT#8880064700					23.53
COUNTY FAIR 131.18								
01 O	115874	CENTRAL NM ELECTRIC COOP.	MONTHLY ELECTRIC APRIL 2021	401-24-2208	442021	04/20/2021		280.61
	280.61		HEALTH DEPT ACCT#40492801					
	04/20/2021							



CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	115875	CENTRAL NM ELECTRIC COOP.	MONTHLY ELECTRIC APRIL 2021	401-16-2208	542021	04/20/2021		1860.55
	1860.55		JUDICIAL ACCT#8880179001					
	04/20/2021							
=====								
		JUDICIAL COMPLEX MAINT	1860.55					
01 O	115876	CENTRAL NM ELECTRIC COOP.	MONTHLY ELECTRIC APRIL 2021	401-21-2308	642021	04/20/2021		45.83
	45.83		CLERK ACCT#8880529300					
	04/20/2021							
=====								
		ELECTIONS	45.83					
01 O	115877	CENTRAL NM ELECTRIC COOP.	MONTHLY ELECTRIC APRIL 2021	401-82-2208	742021	04/20/2021		280.30
	280.30		ANIMAL SERVICES ACCT#8880084401					
	04/20/2021							
=====								
		ANIMAL SERVICES	280.30					
01 O	115878	CENTRAL NM ELECTRIC COOP.	MONTHLY ELECTRIC APRIL 2021	401-36-2208	842021	04/20/2021		322.51
	322.51		ESTANCIA SC ACCT#8880109702					
	04/20/2021							
=====								
		ESTANCIA SENIOR CENTER	322.51					
01 O	115879	CENTRAL NM ELECTRIC COOP.	MONTHLY ELECTRIC APRIL 2021	401-37-2208	942021	04/20/2021		193.56
	193.56		MORIARTY SC ACCT#401421201					
	04/20/2021							
=====								
		MORIARTY SENIOR CENTER	193.56					
01 O	115880	CENTRAL NM ELECTRIC COOP.	MONTHLY ELECTRIC APRIL 2021	401-27-2208	1042021	04/20/2021		492.82
	492.82		MOUNTAINAIR SC ACCT#205707901					
	04/20/2021							
=====								
		MOUNTAINAIR SENIOR CEN	492.82					
01 O	115881	CENTRAL NM ELECTRIC COOP.	MONTHLY ELECTRIC APRIL 2021	911-80-2208	1142021	04/20/2021		255.97
	1364.91		DISPATCH ACCT#8880281300					
	04/20/2021		ACCT#19705500			/ /		60.56
			ACCT#8880581500			/ /		1048.38
=====								
		911-DISPATCH CENTER	1364.91					
01 O	115882	CENTRAL NM ELECTRIC COOP.	MONTHLY ELECTRIC APRIL	409-91-2208	1242021	04/20/2021		38.57
	71.02		DIST 4 VFD ACCT#20554000					
	04/20/2021		ACCT#8880282700			/ /		32.45
=====								
		STATE FIRE ALLOTMENT	71.02					
01 O	115883	CENTRAL NM ELECTRIC COOP.	MONTHLY ELECTRIC APRIL 2021	408-91-2208	1342021	04/20/2021		25.76
	387.71		DIST 3 VFD ACCT#8880074400					
	04/20/2021		ACCT#19615100			/ /		228.57
			ACCT#8880488700			/ /		133.38
=====								
		STATE FIRE ALLOTMENT	387.71					
01 O	115884	CENTRAL NM ELECTRIC COOP.	MONTHLY ELECTRIC APRIL 2021	407-91-2208	1442021	04/20/2021		9.78
	122.46		DIST 1 VFD ACCT#21036000					

04/20/2021

ACCT#8880105100  
ACCT#8880625100

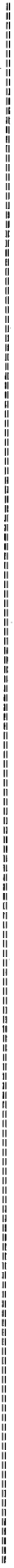
407-91-2208  
407-91-2208

/ /  
/ /

25.61  
87.07

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
STATE FIRE ALLOTMENT	122.46							
01 O 115885	2359.64	CENTRAL NM ELECTRIC COOP.	MONTHLY ELECTRIC APRIL 2021	401-15-2208	1542021	04/20/2021		2353.43
04/20/2021			ADMIN ACCT#404273000	401-15-2208		/ /		6.21
ADMINISTRATIVE OFFICES	2359.64							
01 O 115886	72.31	CENTRAL NM ELECTRIC COOP.	MONTHLY ELECTRIC APRIL 2021	418-91-2208	1642021	04/20/2021		72.31
04/20/2021			DIST 6 VFD ACCT#207079301					
STATE FIRE ALLOTMENT	72.31							
01 O 115887	543.95	CENTRAL NM ELECTRIC COOP.	MONTHLY ELECTRIC APRIL 2021	604-83-2208	1742021	04/20/2021		139.60
04/20/2021			CIVIL DEFENSE ACCT#8880104503	604-83-2208		/ /		404.35
COMMUNICATIONS/EMS TAX	543.95							
01 O 115888	247.15	CENTRAL NM ELECTRIC COOP.	MONTHLY ELECTRIC APRIL 2021	413-91-2208	1842021	04/20/2021		247.15
04/20/2021			FIRE ADMIN ACCT#8880270701					
STATE FIRE ALLOTMENT	247.15							
01 O 115889	198.00	COMPUTER CORNER INC	TRIPP LITE UPS 1500VA	675-07-2218	3942021	04/20/2021		198.00
04/20/2021			900 W					36378
			INVOICE#184417					
RURAL ADDRESSING	198.00							
01 O 115890	1168.21	DOMINION VOTING SYSTEMS INC	SEALS-PULL QUICK	401-21-2219	3242021	04/20/2021		5.50
04/20/2021			SEALS-SPRING LOCK PLASTIC	401-21-2219		/ /		36388
			ICE PAPER ROLLS	401-21-2219		/ /		132.00
			ICE INK CART	401-21-2219		/ /		36388
			ICE CLEANING SHEET	401-21-2219		/ /		550.00
			SHIPPING	401-21-2219		/ /		440.00
			INVOICE#DVS140200					21.71
ELECTIONS	1168.21							
01 O 115891	750.00	GUSTIN ELECTRIC	OFFICE MOTION LIGHT-BREAKROOM	401-10-2218	4042021	04/20/2021		750.00
04/20/2021			CHANGE LIGHTS TO LED BREAKROOM					
			ADD ADDITIONAL OUTLETS TO NEW					
			HR OFFICE INVOICE#4975 ACCT#					
			TOR CO REF PO#36314					
COUNTY MANAGER	750.00							
01 O 115892	31.33	GUSTIN HARDWARE INC.	MISC. ELECTRICAL, PLUMBING,	401-15-2215	3142021	04/20/2021		31.33
04/20/2021			INVOICE#256538/256552/256402					
			ACCT#125 FLEX COUPLING AND RECIP					
			BLADE DWV COUPLING AND BLUE PVC					
			PURPLE PIPE PLUGE MALE DWV 3					
			INCH SEWER REPAIRS-COUNTY ADMIN					





CK#	DATE	Name	Description	Line Item	Invoice #	PO #	Amount
01 0	115893	J. KORY BAKER	PROFESSIONAL SERVICES AGREEMENT	402-60-2272	3542021 04/20/2021	36231	2868.75
	3062.39		NMGRT (6.75%)	402-60-2272	/ /	36231	193.64
	04/20/2021		INVOICE#3				
COUNTY ROAD DEPARTMENT 3062.39							
01 0	115894	NAT'L COUNCIL FOR BEHAVIORAL	MHFA BLENDED/VIRTUAL	605-13-2266	3642021 04/20/2021	35783	150.00
	150.00		INSTRUCTOR TRAINING			35783	
	04/20/2021		TRACY MASTER			35783	
			INVOICE#INV-33908-K5S6Y1 ACCT#				
			00610284				
DWI DISTRIBUTION GRANT 150.00							
01 0	115895	NM CORRECTIONS INDUSTRIES	SFT OF 5,000 WINDOW ENVELOPES	401-55-2219	3742021 04/20/2021	36172	258.56
	258.56		INVOICE#58356 ACCT#E022				
	04/20/2021						
FINANCE DEPARTMENT 258.56							
01 0	115896	NM COUNTY INSURANCE AUTHORITY	MULTILINE DEDUCTIBLE CR-26932	401-05-2212	1942021 04/20/2021		5000.00
	5000.00		INVOICE#ML001316				
	04/20/2021						
COUNTY COMMISSION 5000.00							
01 0	115897	NM EDGE	MANAGER	401-10-2266	2842021 04/20/2021	36422	350.00
	1650.00		TREASURER	401-30-2266	/ /	36422	900.00
	04/20/2021		NEW STUDENT ENROLLMENT	401-10-2266	/ /	36422	50.00
			NM EDGE COUPONS			36422	
			GRANTS			36422	
			INVOICE#8493 ACCT#CC00000780G				
COUNTY MANAGER 400.00 COUNTY TREASURER 900.00 GRANT ADMINISTRATION 350.00							
01 0	115898	PETE'S EQUIPMENT REPAIR INC	TENDER 3-1	408-91-2201	3042021 04/20/2021	36028	10754.12
	11773.61		DIAGNOSTIC FOR REPAIRS			36028	
	04/20/2021		LP: G70800			36028	
			VIN: 2FZKCHDJ37AY31415			36028	
			MILEAGE: 23,528			36028	
			NMSWPA 90-000-19-00063			36028	
			SDAPTER SKR 2.5 F2-SS			36028	
			VIV 2.5 BDY 8825 AKR			36028	
			U BOLT 3" EXHAUST CLAMP			36028	
			SHIPPING INCREASE			36028	
			LABOR INCREASE			36028	
			INVOICE#0030697 ACCT#TORRANCE			36028	
			COUNTY FIRE				
STATE FIRE ALLOTMENT 11773.61							
01 0	115899	PREMIER BIOTECH INC	BOXES - 12/PANEL & ETG DRUG	605-22-2219	3842021 04/20/2021	36276	625.00
	651.19		TESTING KITS			36276	
	04/20/2021		SHIPPING AND HANDLING			36276	
			ACCT#2153175				
DWI LOCAL GRANT FY21 651.19							

01 0 115900  
3727.54

SENERGY PETROLEUM, LLC

FUEL INVOICE#952804  
ACCT# TICROAD

402-60-2202

3342021 04/20/2021

3727.54

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
04/20/2021		COUNTY ROAD DEPARTMENT 3727.54						
01 0	115901	STAPLES BUSINESS ADVANTAGE	PRIVACY FILTER FOR 19" MONITORS 911-80-2219		2042021	04/20/2021	36386	141.18
	141.18		DISPATCH VIYL BANNER 3X6				36386	
04/20/2021			INVOICE#3474238704 ACCT# DAL 70109685					
911-DISPATCH CENTER	141.18							
01 0	115902	TAVENNER'S TOWING & RECOVERY	TOW SQUAD 5 FROM DISTRICT 5 TO 405-91-2201		2242021	04/20/2021	36297	190.61
	190.61		RICH FORD (ABQ) FOR DIAGNOSTIC				36297	
04/20/2021			OF THROWOUT BEARING CLUTCH				36297	
			AND PRESSURE PLATE WHICH IS				36297	
			CAUSING A GRINDING SOUND AND				36297	
			BUCKING WHEN VEHICLE IS BEING				36297	
			DRIVEN				36297	
			1995 FORD COF				36297	
			VIN: 1FDLF47FXSEA40410				36297	
			LP: G21958				36297	
			MILEAGE: UNKOWN				36297	
			INVOICE#12228				36297	
STATE FIRE ALLOTMENT	190.61							
01 0	115903	WAGEWORKS	MONTHLY ADMIN FEE	401-10-2271	2942021	04/20/2021		132.00
	182.00		MONTHLY COMPLIANCE FEE	401-10-2271				50.00
04/20/2021			INVOICE#INV 2712967 ACCT#2048013					
COUNTY MANAGER	182.00							
01 0	115904	WATERWAY OF NEW MEXICO	TESTING OF ALL FIRE HOSE	407-91-2248	2142021	04/20/2021	36335	480.00
	611.67		ACCORDING TO NFPA 1962 STANDARDS				36335	
04/20/2021			TESTING ALL GROUND LADDERS	407-91-2248			36335	88.00
			ACCORDING TO NFPA 1932 STANDARDS				36335	
			TAX	407-91-2248			36335	43.67
			INVOICE#2448					
STATE FIRE ALLOTMENT	611.67							
01 0	115905	WATERWAY OF NEW MEXICO	TESTING OF ALL FIRE HOSE	409-91-2248	2342021	04/20/2021	36338	540.00
	676.28		ACCORDING TO NFPA 1962 STANDARDS				36338	
04/20/2021			TESTING ALL GROUND LADDERS	409-91-2248			36338	88.00
			ACCORDING TO NFPA 1932 STANDARDS				36338	
			TAX	409-91-2248			36338	48.28
			INVOICE#2453					
STATE FIRE ALLOTMENT	676.28							
01 0	115906	4 RIVERS EQUIPMENT, LLC	BRUSHES FOR BROOM	402-60-2244	3442021	04/20/2021	36417	1445.92
	1445.92		BROOM VIN 90243				36417	
04/20/2021			INVOICE#1055524 ACCT#35443					
COUNTY ROAD DEPARTMENT	1445.92							
105	124238.60	/						
			TOTAL					

DEBITS CREDITS

** GRAND TOTAL **		124,238.60	.00
**TOTAL	GENERAL FUND	38,124.94	.00
**DEPT	COUNTY COMMISSION	10,028.50	.00
401-05-2212	OTHER INSURANCE PREMIUMS-PROF/LI	5,000.00	.00
401-05-2243	CONTRACT - KXNM COMMUNITY FOUNDA	1,292.25	.00
401-05-2611	CO - BUILDINGS & IMPROVEMENTS	3,736.25	.00
**DEPT	PLANNING & ZONING	414.55	.00
401-08-2203	CONTRACTS - EQUIPMENT MAINT	328.70	.00
401-08-2221	PRINTING/PUBLISHING/ADVERTISING	85.85	.00
**DEPT	COUNTY MANAGER	4,350.62	.00
401-10-2203	CONTRACTS - EQUIPMENT MAINT	318.62	.00
401-10-2218	FURN/FIX/EQUIP	750.00	.00
401-10-2266	EMPLOYEE TRAINING	400.00	.00
401-10-2271	CONTRACT - OTHER SERVICES	182.00	.00
401-10-2272	CONTRACT - PROFESSIONAL SERVICES	2,700.00	.00
**DEPT	ADMINISTRATIVE OFFICES MAINTENAN	2,461.92	.00
401-15-2203	CONTRACTS - EQUIPMENT MAINT	37.57	.00
401-15-2208	UTILITIES - ELECTRICITY	2,359.64	.00
401-15-2215	MAINTENANCE & REPAIRS-BUILD/STRU	64.71	.00
**DEPT	JUDICIAL COMPLEX MAINTENANCE	1,919.34	.00
401-16-2203	CONTRACTS - EQUIPMENT MAINT	58.79	.00
401-16-2208	UTILITIES - ELECTRICITY	1,860.55	.00
**DEPT	ELECTIONS	1,214.04	.00
401-21-2219	SUPPLIES - GENERAL OFFICE	1,168.21	.00
401-21-2308	VOTING MACHINE STORAGE	45.83	.00
**DEPT	HEALTH DEPT BLDG MAINTENANCE	308.60	.00
401-24-2208	UTILITIES - ELECTRICITY	280.61	.00
401-24-2215	MAINTENANCE & REPAIRS-BUILD/STRU	27.99	.00
**DEPT	MOUNTAINAIR SENIOR CENTER MAINT	492.82	.00
401-27-2208	UTILITIES - ELECTRICITY	492.82	.00
**DEPT	COUNTY TREASURER	1,707.67	.00
401-30-2203	CONTRACTS - EQUIPMENT MAINT	553.38	.00
401-30-2219	SUPPLIES - GENERAL OFFICE	100.00	.00
401-30-2221	PRINTING/PUBLISHING/ADVERTISING	119.29	.00
401-30-2266	EMPLOYEE TRAINING	900.00	.00
401-30-2271	CONTRACT - OTHER SERVICES	35.00	.00
**DEPT	ESTANCIA SENIOR CENTER MAINT	322.51	.00
401-36-2208	UTILITIES - ELECTRICITY	322.51	.00
**DEPT	MORIARTY SENIOR CENTER MAINT	193.56	.00
401-37-2208	UTILITIES - ELECTRICITY	193.56	.00
**DEPT	GRANT ADMINISTRATION	350.00	.00
401-49-2266	EMPLOYEE TRAINING	350.00	.00
**DEPT	COUNTY SHERIFF	11,608.03	.00
401-50-2201	MAINTENANCE & REPAIRS - VEHICLES	8,468.08	.00

401-50-2202  
401-50-2203

SUPPLIES - VEHICLE FUEL  
CONTRACTS - EQUIPMENT MAINT

30.01  
512.17

.00  
.00

DEBITS CREDITS

401-50-2218	FURN/FIX/EQUIP	306.50	.00
401-50-2228	SOFTWARE	182.84	.00
401-50-2231	SUPPLIES - WEAPONS/AMMUNITION	1,534.05	.00
401-50-2266	EMPLOYEE TRAINING	35.00	.00
401-50-2272	CONTRACT - PROFESSIONAL SERVICES	539.38	.00
**DEPT	COUNTY FAIR	131.18	.00
401-53-2208	UTILITIES - ELECTRICITY	131.18	.00
**DEPT	FINANCE DEPARTMENT	1,588.31	.00
401-55-2203	CONTRACTS - EQUIPMENT MAINT	318.62	.00
401-55-2218	FURN/FIX/EQUIP	965.89	.00
401-55-2219	SUPPLIES - GENERAL OFFICE	258.56	.00
401-55-2221	PRINTING/PUBLISHING/ADVERTISING	45.24	.00
**DEPT	OPERATIONS & MAINTENANCE	92.99	.00
401-65-2201	MAINTENANCE & REPAIRS - VEHICLES	19.69	.00
401-65-2236	SUPPLIES - UNIFORMS	73.30	.00
**DEPT	ANIMAL SERVICES	940.30	.00
401-82-2208	UTILITIES - ELECTRICITY	280.30	.00
401-82-2272	CONTRACT - PROFESSIONAL SERVICES	660.00	.00
**TOTAL	ROAD FUND	16,626.24	.00
**DEPT	COUNTY ROAD DEPARTMENT	15,181.24	.00
402-60-2202	SUPPLIES - VEHICLE FUEL	8,854.44	.00
402-60-2244	MAINTENANCE & REPAIRS-MACHINERY	3,264.41	.00
402-60-2272	CONTRACT - PROFESSIONAL SERVICES	3,062.39	.00
**DEPT	COUNTY ROAD SHOP	1,445.00	.00
402-61-2210	UTILITIES - WATER	1,445.00	.00
**TOTAL	DISTRICT 5 VFD	3,462.09	.00
**DEPT	STATE FIRE ALLOTMENT	3,462.09	.00
405-91-2201	MAINTENANCE & REPAIRS - VEHICLES	1,328.93	.00
405-91-2208	UTILITIES - ELECTRICITY	225.35	.00
405-91-2215	MAINTENANCE & REPAIRS-BUILD/STRU	95.48	.00
405-91-2230	SUPPLIES - MEDICAL	275.35	.00
405-91-2248	SUPPLIES - SAFETY	1,536.98	.00
**TOTAL	DISTRICT 2 VFD	995.26	.00
**DEPT	STATE FIRE ALLOTMENT	995.26	.00
406-91-2208	UTILITIES - ELECTRICITY	193.30	.00
406-91-2209	UTILITIES - NATURAL GAS/PROPANE	419.25	.00
406-91-2210	UTILITIES - WATER	.77	.00
406-91-2230	SUPPLIES - MEDICAL	381.94	.00
**TOTAL	DISTRICT 1 VFD	734.13	.00
**DEPT	STATE FIRE ALLOTMENT	734.13	.00
407-91-2208	UTILITIES - ELECTRICITY	122.46	.00
407-91-2248	SUPPLIES - SAFETY	611.67	.00
**TOTAL	DISTRICT 3 VFD	18,027.27	.00
**DEPT	STATE FIRE ALLOTMENT	18,027.27	.00

408-91-2201  
408-91-2208

MAINTENANCE & REPAIRS - VEHICLES  
UTILITIES - ELECTRICITY

15,884.23  
387.71

.00  
.00



DEBITS CREDITS

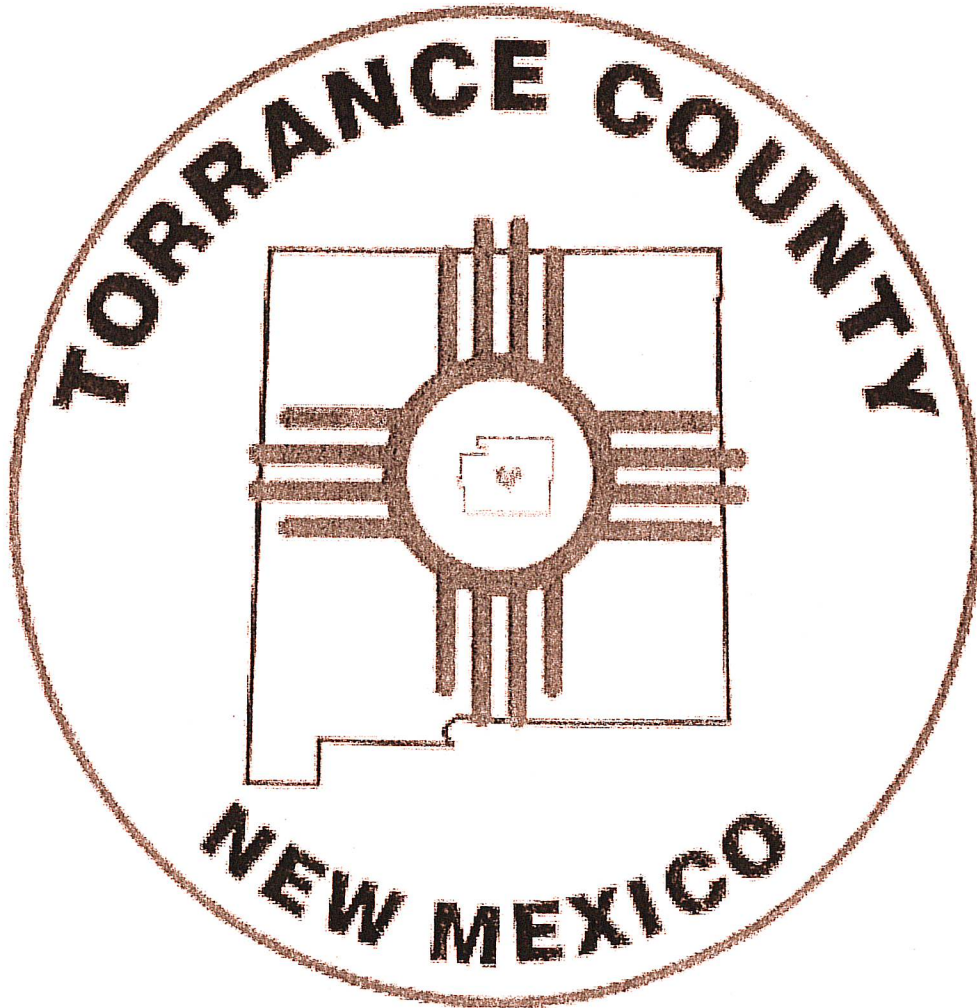
408-91-2230	SUPPLIES - MEDICAL	320.29	.00
408-91-2248	SUPPLIES - SAFETY	1,435.04	.00
**TOTAL	DISTRICT 4 VFD	2,074.16	.00
**DEPT	STATE FIRE ALLOTMENT	2,074.16	.00
409-91-2201	MAINTENANCE & REPAIRS - VEHICLES	1,326.86	.00
409-91-2208	UTILITIES - ELECTRICITY	71.02	.00
409-91-2248	SUPPLIES - SAFETY	676.28	.00
**TOTAL	L.E. PROTECTION FUND	3,588.41	.00
**DEPT	COUNTY SHERIFF	3,588.41	.00
410-50-2222	SUPPLIES - FIELD	3,588.41	.00
**TOTAL	COUNTY FIRE PROTECTION FUND	1,448.17	.00
**DEPT	1/4 FIRE EXCISE TAX	1,448.17	.00
411-92-2219	SUPPLIES - GENERAL OFFICE	23.99	.00
411-92-2230	SUPPLIES - MEDICAL	308.49	.00
411-92-2236	SUPPLIES - UNIFORMS	995.69	.00
411-92-2266	EMPLOYEE TRAINING	120.00	.00
**TOTAL	COUNTY FAIR	900.00	.00
**DEPT	COUNTY FAIR	900.00	.00
412-53-2271	CONTRACT - OTHER SERVICES	900.00	.00
**TOTAL	FIRE DEPARTMENT ADMIN	828.86	.00
**DEPT	STATE FIRE ALLOTMENT	828.86	.00
413-91-2208	UTILITIES - ELECTRICITY	247.15	.00
413-91-2248	SUPPLIES - SAFETY	90.39	.00
413-91-2271	CONTRACT - OTHER SERVICES	491.32	.00
**TOTAL	DISTRICT 6 VFD	72.31	.00
**DEPT	STATE FIRE ALLOTMENT	72.31	.00
418-91-2208	UTILITIES - ELECTRICITY	72.31	.00
**TOTAL	JAIL FUND	279.05	.00
**DEPT	ADULT INMATE CARE	279.05	.00
420-70-2207	TELECOMMUNICATIONS	279.05	.00
**TOTAL	ENVIRONMENTAL INTERCEPT	18,060.31	.00
**DEPT	ENVIRONMENTAL GROSS RECEIPTS TAX	18,060.31	.00
423-26-2301	EVSWA JPA EGRT	18,060.31	.00
**TOTAL	CIVIL DEFENSE FUND	543.95	.00
**DEPT	COMMUNICATIONS/EMS TAX	543.95	.00
604-83-2208	UTILITIES - ELECTRICITY	543.95	.00
**TOTAL	DWI PROGRAM FUND	801.19	.00
**DEPT	DWI DISTRIBUTION GRANT FY21	150.00	.00
605-13-2266	EMPLOYEE TRAINING	150.00	.00



DEBITS

CREDITS

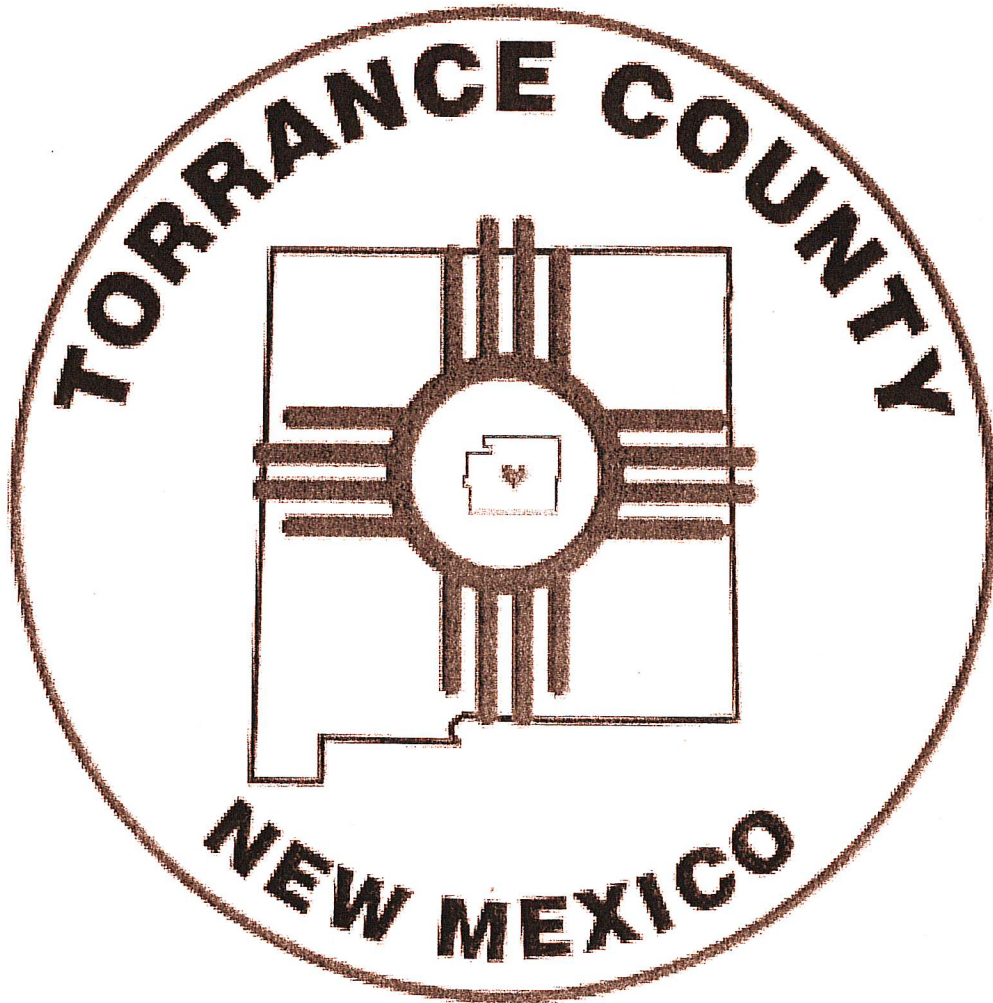
605-22-2219	SUPPLIES - GENERAL OFFICE	651.19	.00
**TOTAL	TREASURER'S FEE	276.60	.00
**DEPT	COUNTY TREASURER	276.60	.00
609-30-2219	SUPPLIES - GENERAL OFFICE	276.60	.00
**TOTAL	PROPERTY VALUATION FUND	352.15	.00
**DEPT	COUNTY ASSESSOR	352.15	.00
610-40-2203	CONTRACTS - EQUIPMENT MAINT	352.15	.00
**TOTAL	RPHCA GRANT	7,502.00	.00
**DEPT	RPHCA GRANT FY21	7,502.00	.00
616-17-2272	CONTRACT - PROFESSIONAL SERVICES	7,502.00	.00
**TOTAL	RURAL ADDRESSING	198.00	.00
**DEPT	RURAL ADDRESSING	198.00	.00
675-07-2218	FURN/FIX/EQUIP	198.00	.00
**TOTAL	DOMESTIC VIOLENCE GRANT	258.11	.00
**DEPT	WIND PILIT	258.11	.00
690-09-2203	CONTRACTS - EQUIPMENT MAINT	258.11	.00
**TOTAL	EMERGENCY-911 FUND	9,085.40	.00
**DEPT	911-DISPATCH CENTER	9,085.40	.00
911-80-2208	UTILITIES - ELECTRICITY	1,364.91	.00
911-80-2218	FURN/FIX/EQUIP	7,496.91	.00
911-80-2219	SUPPLIES - GENERAL OFFICE	223.58	.00
BANK01	US BANK	124,238.60	.00
** BANK TOTALS **	** BANK TOTALS **	124,238.60	.00



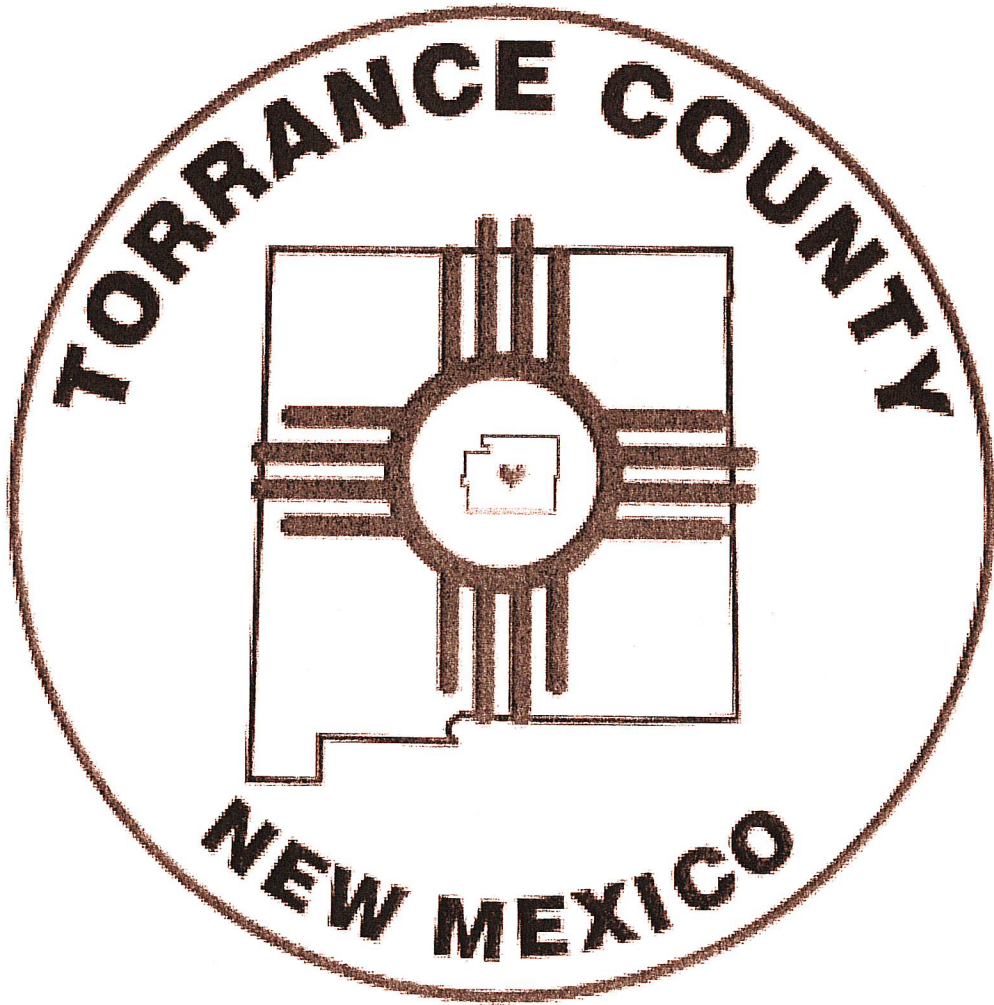
*Agenda Item*  
*No. 10*



*Agenda Item  
No. 11*



*Agenda Item  
No. 12-A*



*Agenda Item  
No. 12-B*

**PROFESSIONAL SERVICES AGREEMENT**  
**Estancia Valley Youth & Family Council (EVYFC)**  
**GIRLS CIRCLE SERVICES IN THE ESTANCIA VALLEY**

**THIS AGREEMENT** entered into by and between the County of Torrance, hereinafter referred to as “County” and Rebecca Armstrong, hereinafter referred to as the “Facilitator” and “Contractor.” The Contractor agrees payment for her services as a Girls Circle Facilitator will be made by the County to VIA Homes & Development, LLC, hereinafter known as “VIA Homes,” located at 8 Mesa Linda Drive, Edgewood, NM 87015, CRS #: 03-082310-00-2, of which Contractor is identified as an organizer. No other person associated with VIA Homes, including but not limited to VIA Homes itself, will provide services as specified in this contract or as listed in the Statement of Work.

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

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

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

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

**1. Period of Agreement**

This Agreement shall become effective upon approval of the Board of County Commissioners, hereinafter referred to as the “Board,” and shall automatically renew on July 1, 2021, for one (1) additional one-year term, and shall expire on June 30, 2022, unless terminated pursuant to Articles 4 or 8, infra.

**2. Statement of Work**

The Contractor shall provide the program of services as set forth in the scope of work, which is attached hereto as “**Attachment 1 – Statement of Work**” and incorporated herein by reference, unless amended or terminated pursuant to Articles 4 or 8, infra.

**3. Limitation of Cost and Compensation**

- a. The total amount made payable to the Contractor under this Agreement, excluding gross receipts tax and expenses, shall not exceed seven thousand nine hundred and twenty dollars and zero cents [\$7,920.00 00 (\$165.00 per session x 48 sessions)] and as approved by CYFD in Agreement No. 21-690-3200-20847. The annual budget is attached hereto as “**Attachment 2 – Budget**” and incorporated herein by reference. Payments shall only be made as outlined in “**Attachment 2 – Budget**.” This amount is a maximum and not a guarantee that the work assigned to the Contractor under this Agreement to be performed shall equal the amount stated herein.
- b. The County shall pay to the Contractor in full payment for services satisfactorily performed pursuant to the “**Statement of Work – Attachment 1.**” The New Mexico gross receipts tax levied on the amounts payable under this Agreement shall be paid by the County to the Contractor. All



invoices MUST BE received by the County no later than five (5) days after the end of each month and at the termination of the Fiscal Year in which the services were delivered. Invoices received after such date WILL NOT BE PAID.

- c. Contractor must submit a detailed statement of accounting for all services performed and expenses incurred. If the County finds that the services are not acceptable, within thirty days after the date of receipt of written notice from the Contractor that payment is requested, the County shall provide the Contractor a letter of exception explaining the defect or objection to the services and outlining steps the Contractor may take to provide remedial action. Upon certification by the County that the services have been rendered and are acceptable, payment shall be tendered to the Contractor within thirty days after the date of acceptance.

#### **4. Appropriations**

The terms of this Agreement are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico and CYFD for the performance of this Agreement. If sufficient appropriations and authorization are not made by the Legislature and CYFD, this Agreement shall terminate immediately upon written notice being given by the County to the Contractor. The County's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final. If the County proposes an amendment to the Agreement to unilaterally reduce funding, the Contractor shall have the option to terminate the Agreement or to agree to the reduced funding within thirty (30) days of receipt of the proposed amendment.

#### **5. Status of Contractor**

The Contractor and its agents and employees are independent contractors performing professional services for the County and are not employees of the County. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of County vehicles, or any other benefits afforded to employees of the County as a result of this Agreement. The Contractor acknowledges that all sums received hereunder are reportable by the Contractor for tax purposes, including without limitation, self-employment and business income tax. The Contractor agrees not to purport to bind the County unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

#### **6. Campaign Disclosure**

The Contractor shall submit a signed Campaign Contribution Disclosure, which is attached; "**Attachment 3 – Campaign Disclosure.**"

#### **7. Return of Funds**

Upon termination of this Agreement, or after the services provided for herein have been rendered, surplus money, if any, shall be returned by the Contractor to the County.

#### **8. Termination of Agreement**

- a. This Agreement may be terminated by either of the parties hereto upon written notice delivered to the other party at least thirty (30) days prior to the intended date of termination. By such termination, neither party may nullify obligations already incurred for performance or failure to perform prior to the date of termination. The provision is not exclusive and does not waive other legal rights and remedies afforded the County or State of New Mexico in such circumstances as Contractor's default/breach of contract.
- b. The County reserves the right to immediately terminate the Agreement for cause.

**9. Maintenance of Records**

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

**10. Confidentiality**

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

**11. Product of Service -- Copyright**

All documentation developed or acquired by the Contractor under this Agreement shall become the property of the County and shall be delivered to the County no later than the termination date of this Agreement. Nothing developed or produced, in whole or in part, by the Contractor under this Agreement shall be the subject of an application for copyright or other claim of ownership by or on behalf of the Contractor.

**12. Bribes, Gratuities and Kickbacks Prohibited.**

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

**13. Amendments**

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

**14. Assignment**

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

#### **15. Applicable Law**

This Agreement shall be governed by the laws, rules, and regulations of the United States and the State of New Mexico. Venue shall be located in the Seventh Judicial District Court in Torrance County.

#### **16. Liability**

Each party shall be solely responsible for fiscal or other sanctions occasioned as a result of its own violation or alleged violation or requirements applicable to the performance of the Agreement. Each party shall be liable for its actions according to this Agreement subject to the immunities and limitations of the New Mexico Tort Claims Act, Sections 41-4-1, et. Seq., NMSA 1978, as amended.

The County shall not be liable to the Contractor, or the Contractor's successors, heirs, administrators, or assigns, for any loss, damage, or injury, whether to Contractor's person or property, occurring in connection with Contractor's performance of Contractor's duties according to this Agreement. Contractor shall hold the County harmless from all loss, damage, and injury, including court costs and attorney fees, incurred by the County in connection with the performance by Contractor of Contractor's duties according to this Agreement. The Contractor shall defend, indemnify and hold harmless the County from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Agreement, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Agreement. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Agreement is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the County and the New Mexico Association of Counties by certified mail.

#### **17. Sub-Contracts**

The Contractor shall be ultimately responsible for all items enumerated in Attachment 1 of this Agreement. The Contractor shall seek advance approval from the County of all Sub-contracts, including qualifications and job descriptions for any professional service sub-contract.

#### **18. Insurance**

The Contractor shall obtain and maintain at all times during the term of this contract, a general and professional liability insurance policy issued by an insurance company licensed to do business in the State of New Mexico. The policy shall include liability insurance coverage provided in the amount of at least \$100,000 for damage to or destruction of property arising out of a single occurrence; \$300,000 to any person for any number of claims arising out of a single occurrence for all damages other than property damage; or \$500,000 for all claims arising out of a single occurrence. The policy shall be secured by the Contractor within thirty (30) days of the effective date of this current contract.

The Contractor shall provide professional liability insurance for any of its Employees that may assist in the performance of services pursuant to this Agreement, in accordance with the provisions of the New Mexico Tort Claims Act, Section 41-4-1 et seq., NMSA 1978 as amended.

**19. Equal Opportunity Compliance**

The Contractor agrees to abide by all federal and state laws and rules and regulations and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor agrees to assure that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, sexual orientation, age, or handicap, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If the Contractor is not in compliance with these requirements during the life of this Agreement, the Contractor agrees to take appropriate steps to correct these deficiencies.

**20. Workers' Compensation**

The Contractor agrees to comply with state laws, rules, and regulations applicable to workers' compensation benefits for its employees. If the Contractor fails to comply with the Workers' Compensation Act, §52-1-1, et. seq., and applicable rules and regulations when required to do so, this Agreement may be terminated by the County.

**21. Severability**

If any term or condition of this Agreement shall be held invalid or unenforceable, the remainder of this Agreement shall not be affected and shall be valid and enforceable.

**22. Lobbying Certification**

The Contractor, by signing below, certifies to the best of his/her knowledge and belief, that:

No federal appropriated funds have been paid or will be paid by or on the behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any County, a member of Congress, or an employee of a member of Congress in connection with the awarding of any Federal contract, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any County, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit a Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. The undersigned shall require that the language of this certification be included in the award document for sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly. This certification is a material representation of facts upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S.C. (United States

Code). Any person who fails to file the required certification shall be subject to a civil penalty of **not less than \$10,000.00 and not more than \$100,000.00 for each such failure.**

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

**County**

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

**Approved as to form:**

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

**Contractor**

\_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Printed Name and Title of Authorized Signatory

## Attachment 1 – Statement of Work

### **Torrance County**

The Torrance County Board of County Commissioners, herein after known as “Board,” is contracting for a Facilitator, herein after known as “Facilitator” or “Contractor” for the Gender-Specific Girls Circle Program, hereinafter referred to as “Program,” administered in Estancia Valley, New Mexico, that serves youth ages 11-17 who are at risk of becoming involved in the Juvenile Justice System and have been identified by a parent, counselor, social worker, law enforcement, and/or courts to be at such risk or who could benefit from the Program. The Program shall utilize the One Circle Foundation Council Model that is recognized as a “promising practice” and serves to empower at-risk teenage boys and girls by improving their self-esteem and teaching them communication and decision-making skills. The Contractor takes direction and supervision from Torrance County, herein after known as the “County,” however, the contract will be executed, modified or terminated, with the approval of the Board.

### **ESSENTIAL FUNCTIONS**

#### **Duties and Responsibilities of the Girls Circle Facilitator**

1. Fulfills all goals, objectives, and activities of the Gender-Specific Girls Circle Program and Agreement No. 21-690-3000-20847 between the County and Children, Youth, and Families Department (CYFD). Work closely with the Estancia Valley Youth & Families Council (EVYFC) and under supervision of Torrance County to ensure all quality standards and goals are met.
2. Each Council session shall run for eight (8) to twelve (12) weeks for a minimum of one (1) hour per week. Sessions must include an activity from the facilitator manual.
3. Submit the FY20 Data Collection Form no later than the 5th day of the following month, a summary report upon completion of the Program, including performance outcomes and the number of youth to complete the Program successfully.
4. Maintain a weekly attendance form for each session.
5. Print and file each participant’s monthly log by the 5th day of the following month.
6. Provide other data and information as may be requested or required by CYFD and/or the County.
7. Inclusion and reference the CYFD and EVYFC logo in any correspondence and media communications.
8. Upon successful completion of the Program, issue a certificate to each participant and obtain an evaluation form from each participant.
9. Conduct retention calls to the parents or guardians of each participant on a weekly basis to build a relationship with the parent or guardian as well as to discuss the progress of their participating child.
10. Collect the following demographics, core measures, and performance measurements for each participant:

#### **DEMOGRAPHICS**

- A. Initials;
- B. City, State and Zip Code;
- C. Race/Ethnicity;

- D. Population Served;
  - 1. At-Risk Youth;
  - 2. First Time Offender;
  - 3. Repeat Offender;
  - 4. Sex Offender;
  - 5. Status Offender; and
  - 6. Violent Offender.
- E. Youth Currently in Detention;
- F. Gender
  - 1. Male;
  - 2. Female; or
  - 3. Transgender.
- G. Month and Year of Birth;
- H. Geographic Location;
  - 1. Urban;
  - 2. Tribal;
  - 3. Rural; or
  - 4. Frontier.
- I. Other Population Information;
  - 1. Mental Health;
  - 2. Substance Abuse;
  - 3. Truant/Dropout; and
  - 4. Pregnant.
- J. Referral Source;
- K. Days/Times Program is Held;
- L. Program Attendance; and
- M. Program Participation.

### **CORE MEASURES**

- A. New youth admissions during this reporting period;
- B. Number of program youth carried over from previous reporting period;
- C. Total number of youth in the program;
- D. Total number of youth who exited the program during the reporting period;
- E. Number of youth who exited the program having completed the program requirements during the reporting period;
- F. Percent of youth who successfully completed the program;
- G. How many youth is your program designed to serve;
- H. Number of current program youth who had an arrest during the reporting period;
- I. Number of current program youth who were committed to a juvenile facility during the reporting period;

- J. Number of current program youth who had a re-arrest during the reporting period;
- K. Number of program youth who were re-committed during the reporting period;
- L. Number of program youth who were re-sentenced/received a subsequent consequence during the reporting period;
- M. Number of program youth with gang activity; and
- N. Number of program youth who reported being satisfied with the program.

**PERFORMANCE MEASURES FOR GIRLS CIRCLE MEASURED BY THE GIRLS CIRCLE SURVEY**

**Program Specific**

- 1. School attachment;
- 2. Avoiding self-harm;
- 3. Positive body image;
- 4. Avoiding alcohol;
- 5. Avoiding tobacco;
- 6. Communicating needs to adults;
- 7. Making healthy choices regarding nutrition, self-care, and activities;
- 8. Using protection if choosing sexual activity; and
- 9. Self-efficacy.

**Local Site-Specific**

- 1. Thirty percent (30%) of youth report higher school attachment or engagement;
- 2. Thirty percent (30%) of youth report avoiding self-harm;
- 3. Thirty percent (30%) of youth report avoiding alcohol, tobacco, or drugs;
- 4. Thirty percent (30%) of youth report improved relationships that foster caring and cooperation;
- 5. Thirty percent (30%) of youth report improvement in conflict resolution; and
- 6. Thirty percent (30%) of youth report an increase in respect of people of different races and/or ethnicity.

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

The following qualifications apply to individuals listed in this contract.

- 1. High School Diploma or equivalent AND two years' experience in community services programs. A combination of education, experience, and training may be applied in accordance with Torrance County policy;
- 2. Demonstrated knowledge of accounting, administration, writing, public speaking, governmental policies; time management;
- 3. Proof of General and Professional Liability Insurance;
- 4. Skill in communicating effectively both orally and in writing; and



5. Skill in establishing and maintaining effective working relationships with government entities, law enforcement officials, the general public, and peers.
6. Applicants must also meet the following requirements:
  - a. Be at least twenty-one (21) years of age;
  - b. Be a United States Citizen;
  - c. Have a valid New Mexico driver's license;
  - d. Not have been convicted of a felony or any domestic violence conviction or other crime involving moral turpitude;
  - e. Submit to a thorough background investigation;
  - f. Be familiar with keyboarding and computer systems;
  - g. No DUI convictions within the last five years;
  - h. Meet or exceed the County requirements for insurance and bonding;
  - i. Provide an Employee Code of Conduct.

### **PREFERRED QUALIFICATIONS**

1. Demonstrated knowledge of juvenile justice and delinquency prevention issues in New Mexico to include prevention, public information and education, law enforcement, screening, substance abuse treatment, compliance monitoring, and alternative sentencing;
2. Knowledge of regional community resources including service agencies, funding sources and their role in the local community;
3. Demonstrated knowledge of local government processes for the procurement of services and goods, ability to develop and negotiate scope of services for professional service contracts, and ability to monitor contractors in meeting grant and contractual obligations;
4. Knowledge of State and Federal ethical standards for working with youth.
5. Associate or Bachelor's Degree.

### **WORKING CONDITIONS**

Work is performed as a contract and the Contractor is required to provide the necessary equipment needed to perform the job such as use of their own vehicle and time spent traveling, neither of which is reimbursable. There will be a need for use of computers, and Internet will be provided at various school locations.

There is fieldwork required in conducting community relations activities, in accompanying students on field trips, and to carry out the functions of this Contract. The Contractor shall be able to work non-traditional working hours and have a flexible schedule.

The Contractor will be required to obtain all program materials, supplies, meals, drinks, etc. as part of the fee for this service contract.

The Contractor will submit all purchase receipts for the month with their invoice and timesheet by the 5th day of the following month to the Continuum Coordinator.

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

The Contractor is responsible for tracking the hours and compensation limit under this Agreement.

SAFETY SENSITIVE POSITION REQUIRES DRUG AND ALCOHOL TESTING ACCORDING TO TORRANCE COUNTY POLICY.

**DISCLAIMER**

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. This position is funded by a combination of County, State, and Federal Grant Funds. Accordingly, the position is subject to the availability and authorization of funding.

Attachment 2 – Budget

Torrance County

\$165 per session X 48 sessions	\$7,920
Projected 24 youth served	
<b>TOTAL BUDGET</b>	<b>\$7,920</b>

**Attachment 3 – Campaign Disclosure**  
**CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

Pursuant to the Procurement Code, § 13-1-28, *et seq.*, NMSA 1978 and, specifically, to NMSA 1978, § 13-1-191.1 (2006), as amended by Laws of 2007, Chapter 234, any prospective contractor seeking to enter into a contract with any state agency or local public body must file this form with that state agency or local public body. This form must be filed even if the contract qualifies as a small purchase or a sole source contract. The prospective contractor must disclose whether they, a family member, or a representative of the prospective contractor has made a campaign contribution to an applicable public official of the state or a local public body during the two years prior to the date on which the contractor submits a proposal or, in the case of a sole source or small purchase contract, the two years prior to the date the contractor signs the contract, if the aggregate total of contributions given by the prospective contractor, a family member or a representative of the prospective contractor to the public official exceeds two hundred and fifty dollars (\$250) over the two year period.

Furthermore, the state agency or local public body shall cancel a solicitation or proposed award for a proposed contract pursuant to Section 13-1-181 NMSA 1978 or a contract that is executed may be ratified, affirmed and revised or terminated pursuant to Section 13-1-182 NMSA 1978 of the Procurement Code if: 1) a prospective contractor, a family member of the prospective contractor, or a representative of the prospective contractor gives a campaign contribution or other thing of value to an applicable public official or the applicable public official's employees during the pendency of the procurement process or 2) a prospective contractor fails to submit a fully completed disclosure statement pursuant to the law.

The state agency or local public body that procures the services or items of tangible personal property shall indicate on the form the name or names of every applicable public official, if any, for which disclosure is required by a prospective contractor.

THIS FORM MUST BE INCLUDED IN THE INVITATION FOR BIDS AND MUST BE FILED BY ANY PROSPECTIVE CONTRACTOR WHETHER OR NOT THE PROSPECTIVE CONTRACTOR OR A FAMILY MEMBER OR REPRESENTATIVE OF THE PROSPECTIVE CONTRACTOR HAS MADE ANY CONTRIBUTIONS SUBJECT TO DISCLOSURE.

The following definitions apply:

**“Applicable public official”** means a person elected to an office or a person appointed to complete a term of an elected office, who has the authority to award or influence the award of the contract for which the prospective contractor is submitting a competitive sealed proposal or who has the authority to negotiate a sole source or small purchase contract that may be awarded without submission of a sealed competitive proposal.

**“Campaign Contribution”** means a gift, subscription, loan, advance or deposit of money or other thing of value, including the estimated value of an in-kind contribution, that is made to or received by an applicable public official or any person authorized to raise, collect, or expend contributions on that official's behalf for the purpose of electing the official to statewide or local office.

“Campaign Contribution” includes the payment of a debt incurred in an election campaign, but does not include the value of services provided without compensation or unreimbursed travel or other personal expenses of individuals who volunteer a portion or all of their time on behalf of a

candidate or political committee, nor does it include the administrative or solicitation expenses of a political committee that are paid by an organization that sponsors the committee.

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

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

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

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

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

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

**DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:**

Contribution Made By: \_\_\_\_\_

Contribution Made To: \_\_\_\_\_

Relation of Public Official to  
Prospective Contractor: \_\_\_\_\_

Date(s) Contribution(s) Made: \_\_\_\_\_  
\_\_\_\_\_

Amount(s) of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

Nature of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

Purpose of Contribution(s) \_\_\_\_\_  
\_\_\_\_\_

(Attach extra pages if necessary)

Signature

Date

\_\_\_\_\_  
Title (position)

--OR--

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250) WERE MADE** to an applicable public official by the prospective contractor or a family member or representative of the prospective contractor over the applicable two-year period.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title (Position)

County Commission

*Kevin McCall  
Commissioner  
District 1*

*Ryan Schwebach  
Commissioner  
District 2*

*LeRoy Candelaria  
Commissioner  
District 3*



County Manager  
*Janice Y. Barela*

County Attorney  
*John M. Butrick*

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

**Attachment to Campaign Contribution Disclosure Form**

**Current Torrance County Elected Officials**

Commissioner, District 1 – Kevin McCall

Commission Chairman, District 2 – Ryan Schwebach

Commissioner, District 3 – LeRoy Candelaria

Assessor – Jesse Lucero

Clerk – Yvonne Otero

Probate Judge – Josie Chavez

Sheriff – Marty Rivera

Treasurer – Tracy Sedillo



*Agenda Item  
No. 12-C*





## New Mexico Spay and Neuter Assistance Program Application for Funds

Thank you for your interest in the New Mexico Spay and Neuter Assistance Program. This application is for eligible individuals, nonprofit organizations, animal shelters, and euthanasia agencies to receive assistance for dog and cat spaying and neutering from the Animal Care and Facility Fund.

For important instructions and examples in filling out the application, please see the New Mexico Spay and Neuter Assistance Program Frequently Asked Questions (FAQ) document at the end of this application. **Submit applications by 11:59 p.m. Friday, April 30, 2021 to [director@nmbvm.org](mailto:director@nmbvm.org).**

### A. ORGANIZATION INFORMATION

Organization Name:

Address:

Phone:  Website:  Fax:

Contact Person Name:

Title:

Address:

Phone:  Email:

Alternative Contact Person Name:

Title:

Address:

Phone:  Email:

Type of Organization:

- Nonprofit Rescue
- Advocacy Organization
- Spay/Neuter Organization
- Municipal Animal Shelter
- Nonprofit Animal Shelter (with or without municipal contract)
- Other

*If a nonprofit organization, please attach a copy of IRS 501(c)3 designation letter.*

Description of organization's business, mission, or purpose:

Our mission is to provide all the animals that come through our doors with the best quality of life possible through affection, social interaction, proper nutrition, and sterilization. We strive to educate the community on sterilization options, vaccination requirements, and basic care. We offer lost and found programs, reference materials, and many other aspects of animal care and welfare. We are dedicated to the care of abandoned, homeless, unwanted, and lost animals. Our goal is to find quality homes for all healthy and adoptable animals and to only euthanize those too sick, injured, or aggressive to be adopted.

Sources of funds for organization (check all that apply):

- Individual Donors
- Major Donors
- Fundraising Events
- Foundation Grants
- Government Grants
- Veterinary Service Fees
- Other

Jurisdictions served:

We serve all of the unincorporated areas of Torrance County.

Median income for the county or counties which your organization serves. List each county, if multiple, and the median household and individual incomes:

Effective 2019 per the U.S. Census, the median household income equals \$36,120, and per capita income equals \$20,876. Persons in poverty equals 21.6%.

**B. FACILITY INFORMATION**

If your organization houses animals, please provide the following information:

Intake totals for the most recent 12-month period for which there are statistics (provide intake numbers for all that apply):

<b>Dogs:</b>	<b>Cats:</b>	<b>Other:</b>
<input type="text" value="265"/> Stray	<input type="text" value="83"/> Stray	<input type="text" value="0"/> Stray
<input type="text" value="0"/> Owner Surrender	<input type="text" value="51"/> Owner Surrender	<input type="text" value="0"/> Owner Surrender
<input type="text" value="0"/> Transfer In	<input type="text" value="0"/> Transfer In	<input type="text" value="0"/> Transfer In
<input type="text" value="0"/> Other	<input type="text" value="0"/> Other	<input type="text" value="4"/> Other

Outcome totals for the most recent 12-month period for which there are statistics:

<b>Dogs:</b>	<b>Cats:</b>	<b>Other:</b>
<input type="text" value="27"/> Adoptions	<input type="text" value="2"/> Adoptions	<input type="text" value="0"/> Adoptions
<input type="text" value="93"/> Transfers	<input type="text" value="60"/> Transfers	<input type="text" value="0"/> Transfers
<input type="text" value="48"/> Return to Owner	<input type="text" value="0"/> Return to Owner	<input type="text" value="0"/> Return to Owner
<input type="text" value="27"/> Euthanasia	<input type="text" value="8"/> Euthanasia	<input type="text" value="4"/> Euthanasia
<input type="text" value="0"/> Live Release Rate	<input type="text" value="0"/> Live Release Rate	<input type="text" value="0"/> Live Release Rate

If currently providing spay and neuter services, total number of animals spayed/neutered in the most recent 12-month period for which there are statistics:

Dogs

Cats

Community/feral cats

What is your organization's average spay/neuter fee (If applicable)?

### C. PROPOSED PROJECT

Please provide a brief description of your proposed project:

If awarded funding, Torrance County Animal Services will provide two mobile spay/neuter clinics and implement a voucher program. The spay/neuter clinics will each be held over two days. The voucher program will have two methods of dispersal. First, animal control officers, while conducting field work, will provide vouchers to residents when they encounter an accidental litter and the owner is unable to afford to spay their pet. Second, vouchers will be provided to residents when they call the shelter seeking low-cost spay/neuter assistance because they cannot afford to pay for the surgery.

**Service providers:** List the name(s) and location(s) of Veterinarians or Vet Practices expected to provide spay/neuter services for the project.

--Bro and Tracy Animal Welfare, of Corrales, NM, brings its mobile spay/neuter clinic to Torrance County to serve Torrance County residents and their pets.  
--Western Trails Veterinary Clinic, Edgewood, NM, will participate in the voucher program.

**Project area:** Describe the location targeted for spay/neuter services and include justification for choosing that area.

The most populated areas of Torrance County include Estancia, McIntosh, Moriarty, and Mountainair. These areas have the highest number of people with unsterilized animals. However, residents throughout Torrance County will be offered these services as well. Although less populated by people and pets, the pets in these isolated rural areas are more likely to be unsterilized.

**Means testing:** Nonprofit organizations are responsible for ensuring that individuals receiving assistance are within the income requirements outlined in Senate Bill 57, which indicates that household income should not exceed 200% of current federal poverty level guidelines. Briefly explain how you plan to verify household income.

Torrance County Animal Services will verify income requesting either a copy of a filed tax return from the previous year, proof of enrollment in a government benefit program, or having clients sign a legal affidavit claiming household income. Reported income will be compared to the income chart included within the instructions for this application to determine eligibility. We will also verify individuals and animals receiving assistance through this grant are residents of New Mexico by checking a

### Project Information:

List the total number of surgeries you expect to perform or assist in funding:

Dog spays

Dog neuters

Cat spays

Cat neuters

Community/feral cat spays

Community/feral cat neuters

**If using a mobile unit, please provide:**

- Average cost of cat spay
- Average cost of cat neuter
- Average cost of dog spay
- Average cost of dog neuter
- Average cost of community cat spay
- Average cost of community cat neuter
- Average cost of rabies vaccination

Is there a co-pay for surgery?

- Yes
- No

If yes, what is the co-pay your organization is charging?

#### **D. PROJECT BUDGET**

Total amount of funding requested:

Briefly describe project expenses and plans for funds, if awarded. Outline any other budgetary expenses. If funding for staffing, outside of veterinary staff, is part of your budget, please include a detailed breakdown of costs, including salary and justification. Realize that funds for staffing are limited to the duration of the project and will not be given in perpetuity.

Torrance County Animal Services seeks funding in the amount of \$23,475 to provide a voucher system that will pay for 50 cat spay/neuter surgeries and 200 dog spay/neuter services to assist low-income residents of Torrance County. In addition, Torrance County Animal Services seeks funding in the amount of \$7,000 to host two spay/neuter clinics. Total funding request equals \$30,475.

List any proposed matching funds (not required) and how they will be spent, and/or any matching in-kind services to be provided:

The current budget does not allow for expenditure of matching funds.

List other funding sources for spay/neuter services:

Grant funding of \$2,123.41 from the 2019 Animal Care Fund through the NM Board of Veterinary Medicine was used to spay/neuter 26 dogs and 2 cats during an October 2019 clinic, 18 dogs during an August 2020 clinic, and 4 dogs and 1 cat during a January 2021 clinic. This funding source has been exhausted. Court fees and donations can be used for spay/neuter services.

#### **E. AWARD REQUIREMENTS**

By completing and signing this application you agree to reporting systems to be put in place, including timelines, benchmarks, and reports on funds spent as well as number of surgeries performed.

If awarded funds, your organization must commit to providing the following in order to receive a vendor number and be disbursed funds:

- Name of organization
- Email or fax number for organization
- Position of point of contact for the organization i.e., Director, Board member etc.
- Name of point of contact
- Point of contact organization name
- Point of contact telephone number
- Organization payment remittance address

The information should be submitted to [adminasst@nmbvm.org](mailto:adminasst@nmbvm.org), which will forward to the Department of Finance and Administration (DFA). Applicant organizations cannot email directly to DFA. Once the vendor number is established, DFA will send the information to the organization via email.

You hereby agree that your electronic signature below constitutes your signature, acceptance, and agreement as if actually signed by you in writing.

Print Name:

Organization:

Signature:

Date:

## **Budget:**

Torrance County Animal Services seeks funding in the amount of \$23,475 to provide a voucher system that will pay for 50 cat spay/neuter surgeries and 200 dog spay/neuter services to assist low-income residents of Torrance County. In addition, Torrance County Animal Services seeks funding in the amount of \$7,000 to host two spay/neuter clinics. Total funding request equals \$30,475.

One local veterinary clinic, Western Trails, located in Edgewood, NM, has agreed to participate in the voucher program. They will charge:

Cat spay cost: 135

Cat neuter cost: 68

Copay for voucher on a cat: 40

Number of cat vouchers: 50

Total cost of rabies vaccinations at 20/cat: 1000

Total expected cost with 50/50 split between spay and neuter \$3,075

Total cost cat surgery plus rabies after copay: \$4,075

Dog spay cost: 200 under 45lbs; 2 per pound over 45lbs;

Dog neuter cost: 135 under 45lbs; 2 per pound over 45lbs;

Percent of dogs at 60lbs: 25 percent

Copay for voucher on a dog: 70

Number of dog vouchers: 160

Total cost of rabies vaccinations at 20/dog: \$3,200

Total expected cost with 50/50 split between spay/neuter and 25 percent of dogs weighing 60lbs:  
\$27,400

Total cost dog surgery plus rabies after copay: \$19,400

Total Cost Voucher Program for Cats and Dogs: \$23,475

All surgery prices in the spay/neuter program include sterilization, anesthesia, and take home medications. Rabies vaccinations cost \$20/animal.

Two spay neuter clinics will be conducted with Bro and Tracy Animal Welfare. The organization is located in Corrales, NM, but brings its mobile spay/neuter clinic to Torrance County for the clinics. The costs associated with the clinic:

Cat or dog, spay or neuter cost: \$85

Copay for cat or dog: \$25

Number of surgeries: 50 per clinic

Cost of rabies vaccination per animal: \$10

Total cost of 1 clinic: \$3,500

Total cost of 2 clinics: \$7,000

Total cost of voucher program and two clinics: \$30,475

## **Matching Funds**

The current budget does not allow for expenditure of matching funds.

### **Other Funding Sources:**

Grant funding of \$2,123.41 from the 2019 Animal Care Fund through the NM Board of Veterinary Medicine was used to spay/neuter 26 dogs and 2 cats during an October 2019 clinic, 18 dogs during an August 2020 clinic, and 4 dogs and 1 cat during a January 2021 clinic. This funding source has been exhausted. Court fees and donations can be used for spay/neuter services; however, in the past this revenue was used to purchase two storage sheds, and toys and pet food for the pet food pantry. Court fees for FY2019 and FY2020 averaged \$247.50. Court fees for FY2021 through March 2021 equal \$500. Donations for FY2019 and FY2020 averaged \$422.50. Donations for FY2021 through March 2021 equal \$933.00.



*Agenda Item  
No. 12-D*





TORRANCE COUNTY ANIMAL SERVICES  
751 SALT MISSIONS TRAIL/P.O. BOX 875  
MCINTOSH, NM 87032  
505-384-5117 FAX 505-384-4037

April 20, 2021

This document is to explain why I feel that the current position for Kennel Assistant, would be so much more beneficial to this department and for the service we provide for the county if we reorganize and make it an additional animal control officer position.

We currently have no animal control officers hired at this time. We have been accepting applications for the animal control positions until April 16<sup>th</sup>, 2021 as advertised in the paper. We also participated in the job fair, on Saturday April 17<sup>th</sup>, 2021 in hopes we would get a few more applicants.

On April 11<sup>th</sup>, our kennel assistant resigned her position, so we are now down 2 employees out of 5 total.

As I pondered this situation, it came to me that possibly we could reorganize and make the kennel assistant position, another animal control position which would have many benefits. I touched on this idea briefly during the budget hearing portion at the last Commission meeting on April 14<sup>th</sup>. I spoke with County Manager Mrs. Barela, and with the HR Director, Mrs. Oliver to see what they thought. I then met with Mr. Oliver the Finance Director to see what his thought were on this position financially. They all thought it was a good idea, and Mr. Oliver and I looked at the dollars needed to fund this position. I believe he said it is a dollar difference from Kennel Assistant to Clerk.. So I am going to briefly list the main reasons I believe this change will be beneficial for the county and its residences. This budget I was asking for a new Clerks position, someone to handle phone calls, customers and paperwork at the cost of \$13-16 per hour, for a total of \$39,752.00 per year. (total with increases 49,752.00.)

The Clerks position was in addition to the current Kennel Assistant position.

My proposal is to reorganize and make the Kennel position, an Animal Control position.

Which in the new proposed 2021-2022 budget. is \$1.00 more per hour than the clerks position requested. When I spoke with County Manager Barela and Mr. Oliver, they asked if I would consider forfeiting my Clerk position request for now, to offset the \$1.00 increase.

If the 3<sup>rd</sup> officer was hired: Everyone will be cross trained for all areas of animal control, shelter duties, and office duties.

When 1 officer is on vacation or sick, it will still leave 2 Officer to cover all areas 7 days a week. It is next to impossible for 1 officer to keep up with all the Animal Control calls for 2 weeks, while someone is out. We currently transfer most adoptable animals to Albuquerque Animal Humane, Santa Fe Humane, and many other rescue groups, to ensure all our adoptable animals are adopted and not euthanized. If we have to take the animal control officer out of the field to do a transfer, which at times takes several hours, we have no animal control officers to attend to our county residences call requests.

There would most often ALWAYS be at least 2 officers available. We would rotate the officers cleaning kennels, office duties, and after hour call outs, so it is shared fairly, and not as demanding as with only 2 officers.

As you most likely are aware of, The City of Estancia has no animal control, and we have been working on a plan to assist them with emergencies. Having an additional officer would allow us to respond to the emergencies and lessen the burden on law enforcement. There has been some discussion of a Multi-jurisdictional facility. Until this can happen, this is one step closer to helping find a better solution.

I hope you will consider this request, and I am always available if you should have any further questions.

A handwritten signature in cursive script that reads "Cindi Sullivan". The signature is written in black ink and is positioned above the typed name.

Cindi Sullivan- Director  
Torrance County Animal Services

*Last year  
doc, Mci State  
wage  
comparison*



TORRANCE COUNTY ANIMAL SERVICES  
751 SALT MISSIONS TRAIL/P.O. BOX 875  
MCINTOSH, NM 87032  
505-384-5117 FAX 505-384-4037

22 January 2020

I looked at shelters/animal control agencies around the state to see what employees in positions similar to ours are making. I found that most agencies are run by their police department which makes it difficult to gauge the average salary of a director. Another issue is that, at the shelter, most of us are trained for each position. The scope of our responsibilities are more varied than similar positions in other agencies. To obtain an accurate idea of starting wages, I used the position descriptions that were most similar to ours and averaged them. These are my results:

- The average starting wage for an Animal Control Officer with no experience is \$12.96. Our Animal Control Officer position starts at \$10.75 per hour.
- The average starting wage for a Kennel Assistant is \$11.27 (the positions range from no experience to 6 months of experience.) Our Kennel Assistant position starts at \$10.75 per hour.
- The average starting wage for a supervisor/assistant director position is \$17.70 (the positions range from no experience to 4 years of experience.) Our Assistant Director, Danette Mead, has been with us for 12 years 3 months and currently makes \$16.25 per hour.

- The average starting wage for a director position is \$24.30 (with 8 years of experience) Our Director, Anna Sullivan, has been with us for 17 years and currently makes \$22.15 per hour.

Most of our current wages do not meet the average starting wages for our types of positions nor do they reflect the many years of experience some of us have. While it will not bring some of us up to the average starting pay, an increase of no less than \$1.00 per employee per hour would be a step in the right direction. We are a team of very hard working employees who are faithful to our positions and the county. We work very hard to do our jobs to the absolute best of our abilities and always strive to represent Torrance County in a positive way. I believe we are deserving of wages that better reflect our training, skill, and experience.

**STARTING HOURLY WAGES FOR ANIMAL CONTROL/SHELTER EMPLOYEES**

	Animal Control Officer	Kennel Assistant	Supervisor/Assistant Director	Director
Albuquerque	\$16.00	\$14.54	\$22.81	\$33.94
Clovis*	\$11.99		\$16.13	\$16.13
Edgewood**	\$13.00		**	**
Grants	\$11.78	\$10.82	\$18.28	\$18.28
Montary*	\$15.35		**	**
Portales	\$10.67	\$10.00	**	**
Socorro	\$10.50	\$9.00	\$13.50	
Santa Fe	\$14.37	\$12	\$17.80	\$28.84
<b>AVERAGE</b>	<b>\$12.96</b>	<b>\$11.27</b>	<b>\$17.70</b>	<b>\$24.30</b>
<b>TCAS current wages</b>	<b>\$10.75</b>	<b>\$11.75</b>	<b>\$16.25</b>	<b>\$22.15</b>

\*Animal Control and Kennel Assistant are the same person

\*\*Under supervision of police department - no separate director

This document was produced on January 22, 2020

# Animal Services

## Request

Staff Salaries (Manager proposed salary Table)

See Breakdown

New Position

Front Desk Clerk 13-16/HR.

↗ original request

## Cost To County

\$55,529.92

\$49,752

Animal Services Wage Progression Breakdown

Increase for Next Fiscal Year

Position	Current										Total		
	Hourly	Yearly	FICA	PERA	RHC	Total	Position	Hourly	Yearly	FICA		PERA	RHC
Director	\$23.15	\$48,152.00	\$3,683.68	\$4,718.50	\$993.04	\$57,572.56	Director	\$25.00	\$52,000.00	\$3,978.00	\$5,096.00	\$1,040.00	\$62,114.00
Assistant Director	\$17.25	\$35,880.00	\$2,744.82	\$3,516.34	\$717.60	\$42,858.66	Assistant Director	\$21.50	\$44,720.00	\$3,421.08	\$4,382.36	\$884.40	\$53,410.04
Kernel Assistant	\$12.75	\$26,520.00	\$1,028.78	\$1,396.56	\$506.40	\$31,678.14	Kernel Assistant	\$12.50	\$36,000.00	\$1,784.60	\$3,567.20	\$728.00	\$43,479.80
Animal Control	\$12.75	\$26,520.00	\$1,028.78	\$1,396.56	\$506.40	\$31,678.14	Animal Control	\$18.50	\$38,480.00	\$4,943.72	\$3,771.06	\$769.60	\$48,064.36
Animal Control	\$12.75	\$26,520.00	\$1,028.78	\$1,396.56	\$506.40	\$31,678.14	Animal Control	\$18.50	\$38,480.00	\$4,943.72	\$3,771.06	\$769.60	\$48,064.36
Clerk (not approved)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Clerk (not approved)	\$16.00	\$33,280.00	\$2,545.92	\$3,261.44	\$665.60	\$39,752.96
Total		\$163,992.00	\$12,514.29	\$16,093.02	\$3,271.84	\$195,410.64	Total Without new position		\$210,080.00	\$16,071.12	\$20,587.84	\$4,201.60	\$250,940.56 plus health ins.

Animal Control Officer

\$55,529.92

Budget Increase W/out new Position

\$46,752.96

New Position Increase

Director/Asst Director Breakdown

ACT #	Years	Hourly	Yearly	FICA	PERA	RHC	Total	Position	Years	Hourly	Yearly	FICA	PERA	RHC	Total
ACT 0	0-1 Years	\$14.00	\$44.50	\$15.00					0-5 Years	\$16.00	\$16.50	\$17.00			
	2-3 Years								6-12 Years						
ACT 1	0-3 Years	\$15.00	\$15.50	\$16.00					12-18 Years						
	4-5 Years								18+ Years						
ACT 2	0-4 Years	\$16.00	\$16.50	\$17.00					21						
	5-10 Years								22						
ACT 3	0-5 Years	\$17.00	\$17.50	\$18.00					23						
	6-12 Years								24						
									25						

Euthanasia Certification additional 0.50/hour

Kernel Assistant/Clerk Breakdown	Years	Hourly	Yearly	FICA	PERA	RHC	Total
Kernel Assistant	3-4 Years	\$14.00	\$15.00	\$16.00			\$17.00
	5-12 Years						
Clerk	3-4 Years	\$13.00	\$14.00	\$15.00			\$16.00
	5-12 Years						

Years are calculated as time in position (all Animal Control is same position) plus 1/2 time with county in other positions. Clerk position would count all time with Torrance County.

Euthanasia Certification additional 0.50/hour only for Kernel Assistant

# Animal Services

## Request

Staff Salaries (Manager proposed salary Table)

See Breakdown

Convert Position

Kennel Assistant to Animal Control Officer

→ new request

## Cost To County

\$58,014

0 (current transition)

\$1/HR in manager salary proposal



Animal Services Wage Progression Breakdown

Current

Position	Hourly	Yearly	FICA	PEBA	RHC	Total	Position	Hourly	Yearly	FICA	PEBA	RHC	Total
Director	\$21.15	\$43,152.00	\$3,693.63	\$4,718.50	\$969.04	\$51,517.55	Director	\$25.00	\$52,000.00	\$3,978.00	\$5,096.00	\$1,040.00	\$62,114.00
Assistant Director	\$17.25	\$35,000.00	\$2,744.82	\$3,516.34	\$717.60	\$42,988.85	Assistant Director	\$21.50	\$44,720.00	\$3,421.08	\$4,385.56	\$894.40	\$53,418.04
kennel Assistant	\$12.75	\$26,200.00	\$2,028.78	\$2,598.85	\$530.40	\$31,678.14	kennel Assistant	\$18.50	\$38,480.00	\$2,943.72	\$3,771.04	\$769.60	\$45,964.36
Animal Control	\$12.75	\$26,200.00	\$2,028.78	\$2,598.85	\$530.40	\$31,678.14	Animal Control	\$18.50	\$38,480.00	\$2,943.72	\$3,771.04	\$769.60	\$45,964.36
Animal Control	\$12.75	\$26,200.00	\$2,028.78	\$2,598.85	\$530.40	\$31,678.14	Animal Control	\$18.50	\$38,480.00	\$2,943.72	\$3,771.04	\$769.60	\$45,964.36
Clerk (not approved)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Total without new position		\$212,160.00	\$16,230.34	\$20,791.68	\$4,245.20	\$253,425.12
Total		\$163,592.00	\$12,514.79	\$16,032.72	\$3,271.84	\$196,410.64	Budget Increase						\$58,014.48

Animal Control Officer

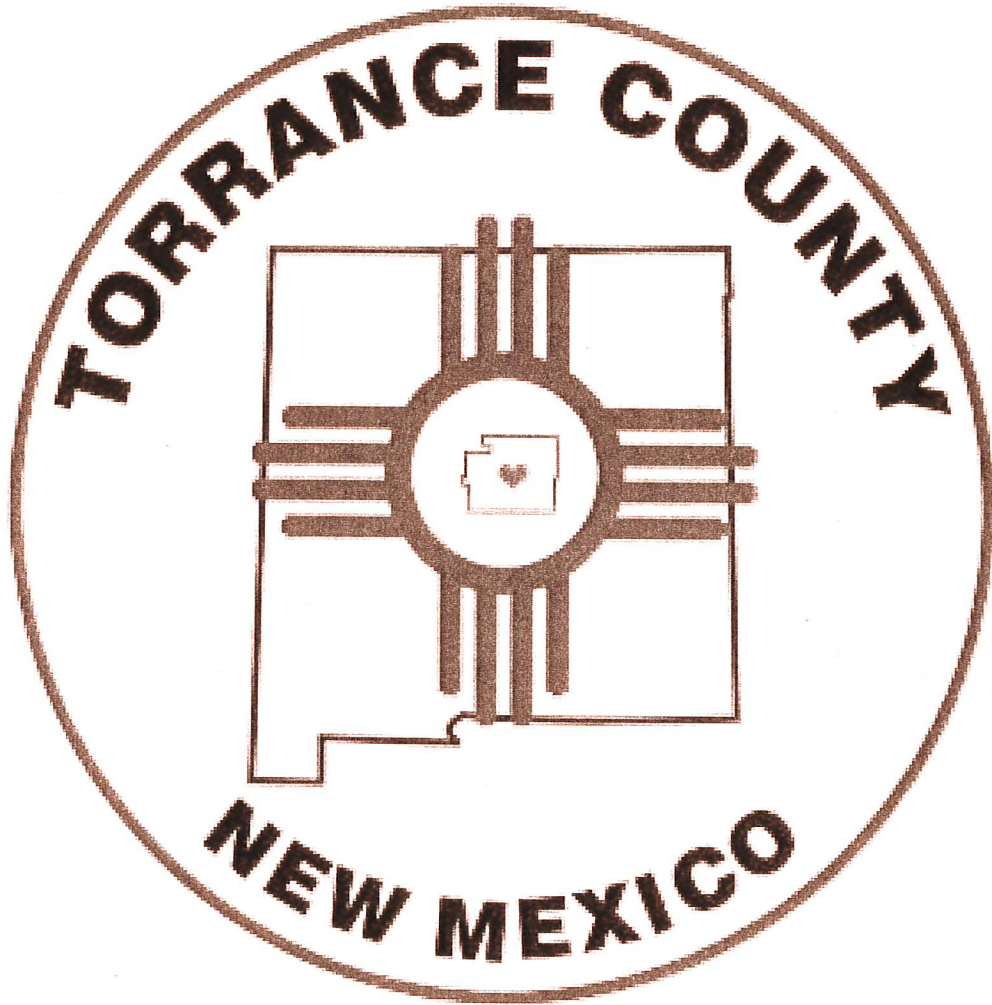
ACT0	0-1 Years	\$34.00	2-3 Years	\$41.50	3+ Years	\$51.00
ACT1	0-3 Years	\$15.00	3-6 Years	\$15.50	6+ Years	\$16.00
ACT2	0-4 Years	\$16.00	4-8 Years	\$16.50	8+ Years	\$17.00
ACT3	0-5 Years	\$17.00	5-10 Years	\$17.50	10+ Years	\$18.00

Euthanasia Certification additional 0.50/hour

Director/Asst Director Breakdown

Director	0-5 Years	22	6-12 Years	23	12-18 Years	24	18+ Years	25
Asst Director	0-5 Years	18.5	6-12 Years	19.5	12-18 Years	20.5	18+ Years	21.5

Years are calculated as time in position (if Animal Control is same Position) plus 1/2 time with county in other positions.



*Agenda Item  
No. 12-E*

NEW MEXICO PUBLIC REGULATION COMMISSION

COMMISSIONERS

- DISTRICT 1 CYNTHIA B. HALL
- DISTRICT 2 JEFFERSON L. BYRD, VICE CHAIR
- DISTRICT 3 JOSEPH M. MAESTAS
- DISTRICT 4 THERESA BECENTI-AGUILAR, CHAIR
- DISTRICT 5 STEPHEN FISCHMANN



P.O. Box 1269  
 1120 Paseo de Peralta  
 Santa Fe, NM 87504-1269  
**STATE FIRE MARSHAL DIVISION**

*John Kondratick, State Fire Marshal*  
 Phone (505) 476-0160  
 Fax (505) 476-0100

CHEIF OF STAFF

Jason N. Montoya, P.E.

NEW MEXICO STATE FIRE MARSHAL DIVISION

FISCAL YEAR 2022 COUNTY ADMINISTRATIVE FIRE PROTECTION FUND DISTRIBUTION

This application is required to participate in the distribution of the Fire Protection Fund for the 2022 fiscal year.  
 The application is due in the State Fire Marshal Division on or before April 30, 2021

NAME OF COUNTY: Torrance

ADDRESS OF APPROVED FIRE ADMINISTRATION BUILDING: PO Box 449

ISO FUNDING CLASSIFICATION: 7

If you contend the above ISO Class or station information is incorrect, please attach a list of your claim of main and substations and sign here: \_\_\_\_\_

\_\_\_\_\_ Browse...

The projected minimum amount for fire fund distribution, based on the above information, is \$55,501.00. This does not include any additional amounts that may be calculated from growth in the fund.

Provide current balance of the fire department's total Fire Protection Fund account to date: \*\$ 14,733.00

10.25.10.9 ACCUMULATION OF FUNDS:

- A. FPF funds cannot be accumulated when the money is not required to accomplish the purpose of the Fire Protection Fund Act or any associated rules promulgated by the fire marshal.
- B. FPF funds may be rolled over to subsequent fiscal years for the purpose of accumulating money to procure items or services for use in the operation, maintenance and betterment of the fire department. A request for authorization to rollover and accumulate FPF funds shall accompany the application to participate in distribution. The request must include a detailed description of the intended use of the accumulated money.
- C. If the item to be purchased requires rollover and accumulation of FPF funds for more than one-year, only one request and subsequent authorization to accumulate funds is needed. If the item to be purchased changes, a new request for authorization to rollover and accumulate FPF funds shall be submitted to the fire marshal.

Provide anticipated rollover amount \*\$ 5,571.00; include a detailed description of the intended use of the accumulated funds: (attach additional page if needed)

\*

Intended use of anticipated rollover will be used to purchase needed safety equipment and training.

\_\_\_\_\_ Browse...

**An official written request for authorization to rollover and accumulate Fire Protection Fund monies shall be submitted to this Office no later than August 31, 2021. The request shall identify the intended purpose and exact amount of money to be rolled over into the FY 2022 balance.**

The Fire Service Support Bureau of the State Fire Marshal Division continues to strive toward achieving 100% compliance with the monthly reporting requirements as established in Article 59A-52 the "Fire Marshal Act," Article 59A-53 "The Fire Protection Fund" and NMSA 10.25.10 "The Fire Protection Fund."

State Law, NMSA 10.25.10, requires all fire departments participating in the distribution of the Fire Protection Fund submit a detailed fire report of the departments activity on or before the 10th of each month for the previous months activity.

The Fire Service Support Bureau reviews all reporting activity on a monthly basis to determine compliance with the reporting requirement. When this Office determines that your fire department is out of compliance, the Fire Chief will be notified of the department's status, if your fire department fails to achieve compliance a letter identifying restrictions on the use of the Fire Protection Funds will be forwarded to the head of local government.

This Office will continue to offer technical support and training on the proper uses of the NFIRS program. If you have issues with the system or require training you may submit your request via e-mail at [georgia.mcGovern@state.nm.us](mailto:georgia.mcGovern@state.nm.us)

Please provide updated contact information for a minimum of two primary users of the NFIRS program for your department. (Please print legible)

The information contained in this application is true and correct to the best of our knowledge. It may be used to verify legal requirements and is subject to audit.

Signed and submitted on this 13th day of April, 2021

\_\_\_\_\_  
\*Comm. Chair or Authorized Local Government Designee Electronic Signature

\_\_\_\_\_  
\*County Fire Chief / Fire Marshal or District Chief Electronic Signature

|

### NEW MEXICO PUBLIC REGULATION COMMISSION

**COMMISSIONERS**

- DISTRICT 1 CYNTHIA B. HALL
- DISTRICT 2 JEFFERSON L. BYRD, VICE CHAIR
- DISTRICT 3 JOSEPH M. MAESTAS
- DISTRICT 4 THERESA BECENTI-AGUILAR, CHAIR
- DISTRICT 5 STEPHEN FISCHMANN



P.O. Box 1269  
 1120 Paseo de Peralta  
 Santa Fe, NM 87504-1269  
**STATE FIRE MARSHAL DIVISION**

*John Kondratick, State Fire Marshal*  
 Phone (505) 476-0160  
 Fax (505) 476-0100

**CHEIF OF STAFF**

Jason N. Montoya, P.E.

### NEW MEXICO STATE FIRE MARSHAL DIVISION FISCAL YEAR 2022 COUNTY FIRE PROTECTION FUND DISTRIBUTION

This application is required to participate in the distribution of the Fire Protection Fund for the 2022 fiscal year. The application is due in the State Fire Marshal Division on or before April 30, 2021

FIRE DEPARTMENT: Duran District #1

FIRE DEPARTMENT ADDRESS: PO Box 449

ISO CLASSIFICATION: 2

Approved number of Sub Stations is 0

Approved number of Main Stations is 1

Duran District #1	PO Box 449	McIntosh	NM	87032
-------------------	------------	----------	----	-------

Approved number of Admin Buildings is 0

If you contend the above ISO Class or station information is incorrect, please attach a list of your claim of main and substations and sign here: \_\_\_\_\_

The projected minimum amount for fire fund distribution, based on the above information, is \$39,058.00. This does not include any additional amounts that may be calculated from growth in the fund.

Provide current balance of the fire department's total Fire Protection Fund account to date: \*\$ 149,698.00

*10.25.10.9 ACCUMULATION OF FUNDS:*

- A. FPF funds cannot be accumulated when the money is not required to accomplish the purpose of the Fire Protection Fund Act or any associated rules promulgated by the fire marshal.
- B. FPF funds may be rolled over to subsequent fiscal years for the purpose of accumulating money to procure items or services for use in the operation, maintenance and betterment of the fire department. A request for authorization to rollover and accumulate FPF funds shall accompany the application to participate in distribution. The request must include a detailed description of the intended use of the accumulated money.
- C. If the item to be purchased requires rollover and accumulation of FPF funds for more than one-year, only one request and subsequent authorization to accumulate funds is needed. If the item to be purchased changes, a new request for authorization to rollover and accumulate FPF funds shall be submitted to the fire marshal.

Provide anticipated rollover amount \*\$ 59,177.00; include a detailed description of the intended use of the accumulated funds: (attach additional page if needed)

\*

Intended use of anticipated rollover will be used to purchase new bunker gear, safety equipment and possible station repair.

**An official written request for authorization to rollover and accumulate Fire Protection Fund monies shall be submitted to this Office no later than August 31, 2021 The request shall identify the intended purpose and exact amount of money to be rolled over into the FY 2022 balance.**

The Fire Service Support Bureau of the State Fire Marshal Division continues to strive toward achieving 100% compliance with the monthly reporting requirements as established in Article 59A-52 the "Fire Marshal Act," Article 59A-53 "The Fire Protection Fund" and NMSA 10.25.10 "The Fire Protection Fund."

State Law, NMSA 10.25.10, requires all fire departments participating in the distribution of the Fire Protection Fund submit a detailed fire report of the departments activity on or before the 10th of each month for the previous months activity.

The Fire Service Support Bureau reviews all reporting activity on a monthly basis to determine compliance with the reporting requirement. When this Office determines that your fire department is out of compliance, the Fire Chief will be notified of the department's status, if your fire department fails to achieve compliance a letter identifying restrictions on the use of the Fire Protection Funds will be forwarded to the head of local government.

This Office will continue to offer technical support and training on the proper uses of the NFIRS program. If you have issues with the system or require training you may submit your request via e-mail at [georgia.mcgovern@state.nm.us](mailto:georgia.mcgovern@state.nm.us)

Please provide updated contact information for a minimum of two primary users of the NFIRS program for your department. (Please print legible)

Name

Email

Phone

\* 1.

2.

The information contained in this application is true and correct to the best of our knowledge. It may be used to verify legal requirements and is subject to audit.

Signed and submitted on this 13th day of April, 2021

\_\_\_\_\_  
\*Comm. Chair or Authorized Local Government Designee Electronic Signature

\_\_\_\_\_  
\*County Fire Chief / Fire Marshal or District Chief Electronic Signature

|

NEW MEXICO PUBLIC REGULATION COMMISSION

COMMISSIONERS

- DISTRICT 1 CYNTHIA B. HALL
- DISTRICT 2 JEFFERSON L. BYRD, VICE CHAIR
- DISTRICT 3 JOSEPH M. MAESTAS
- DISTRICT 4 THERESA BECENTI-AGUILAR, CHAIR
- DISTRICT 5 STEPHEN FISCHMANN



P.O. Box 1269  
 1120 Paseo de Peralta  
 Santa Fe, NM 87504-1269  
 STATE FIRE MARSHAL DIVISION

John Kondratick, State Fire Marshal  
 Phone (505) 476-0160  
 Fax (505) 476-0100

CHEIF OF STAFF

Jason N. Montoya, P.E.

NEW MEXICO STATE FIRE MARSHAL DIVISION

FISCAL YEAR 2022 COUNTY FIRE PROTECTION FUND DISTRIBUTION

This application is required to participate in the distribution of the Fire Protection Fund for the 2022 fiscal year.  
 The application is due in the State Fire Marshal Division on or before April 30, 2021

FIRE DEPARTMENT: Indian Hills District #2

FIRE DEPARTMENT ADDRESS: PO Box 449

ISO CLASSIFICATION: 6

Approved number of Sub Stations is 0

Approved number of Main Stations is 2

Indian Hills District #2	PO Box 449	McIntosh	NM	87032
Indian Hills Station 2	28 Bryant Rd	McIntosh	NM	87032

Approved number of Admin Buildings is 0

If you contend the above ISO Class or station information is incorrect, please attach a list of your claim of main and substations and sign here: \_\_\_\_\_

The projected minimum amount for fire fund distribution, based on the above information, is **\$117,168.00**. This does not include any additional amounts that may be calculated from growth in the fund.

Provide current balance of the fire department's total Fire Protection Fund account to date: \*\$ 204,930.00

10.25.10.9 ACCUMULATION OF FUNDS:

- A. FPF funds cannot be accumulated when the money is not required to accomplish the purpose of the Fire Protection Fund Act or any associated rules promulgated by the fire marshal.
- B. FPF funds may be rolled over to subsequent fiscal years for the purpose of accumulating money to procure items or services for use in the operation, maintenance and betterment of the fire department. A request for authorization to rollover and accumulate FPF funds shall accompany the application to participate in distribution. The request must include a detailed description of the intended use of the accumulated money.
- C. If the item to be purchased requires rollover and accumulation of FPF funds for more than one-year, only one request and subsequent authorization to accumulate funds is needed. If the item to be purchased changes, a new request for authorization to rollover and accumulate FPF funds shall be submitted to the fire marshal.

Provide anticipated rollover amount \*\$ 198,562.00; include a detailed description of the intended use of the

accumulated funds: (attach additional page if needed)

\*

Intended use for anticipated rollover will be used to remodel the Indian Hills Fire Department to incorporate a day room and sleeping quarters and purchase of new bunker gear and safety equipment.

Browse...

An official written request for authorization to rollover and accumulate Fire Protection Fund monies shall be submitted to this Office no later than August 31, 2021 The request shall identify the intended purpose and exact amount of money to be rolled over into the FY 2022 balance.

The Fire Service Support Bureau of the State Fire Marshal Division continues to strive toward achieving 100% compliance with the monthly reporting requirements as established in Article 59A-52 the "Fire Marshal Act," Article 59A-53 "The Fire Protection Fund" and NMSA 10.25.10 "The Fire Protection Fund."

State Law, NMSA 10.25.10, requires all fire departments participating in the distribution of the Fire Protection Fund submit a detailed fire report of the departments activity on or before the 10th of each month for the previous months activity.

The Fire Service Support Bureau reviews all reporting activity on a monthly basis to determine compliance with the reporting requirement. When this Office determines that your fire department is out of compliance, the Fire Chief will be notified of the department's status, if your fire department fails to achieve compliance a letter identifying restrictions on the use of the Fire Protection Funds will be forwarded to the head of local government.

This Office will continue to offer technical support and training on the proper uses of the NFIRS program. If you have issues with the system or require training you may submit your request via e-mail at georgia.mcGovern@state.nm.us

Please provide updated contact information for a minimum of two primary users of the NFIRS program for your department. (Please print legible)

Name

Email

Phone

\* 1. Hanna Sanchez

hsanchez@tcnm.us

505-544-4400

2. Donald Dirks

ddirks@tcnm.us

505-620-0518

The information contained in this application is true and correct to the best of our knowledge. It may be used to verify legal requirements and is subject to audit.

Signed and submitted on this 13th day of April, 2021

\*Comm. Chair or Authorized Local Government Designee Electronic Signature

\*County Fire Chief / Fire Marshal or District Chief Electronic Signature

Save Application | Submit Application



NEW MEXICO PUBLIC REGULATION COMMISSION

COMMISSIONERS

- DISTRICT 1 CYNTHIA B. HALL
- DISTRICT 2 JEFFERSON L. BYRD, VICE CHAIR
- DISTRICT 3 JOSEPH M. MAESTAS
- DISTRICT 4 THERESA BECENTI-AGUILAR, CHAIR
- DISTRICT 5 STEPHEN FISCHMANN



P.O. Box 1269  
 1120 Paseo de Peralta  
 Santa Fe, NM 87504-1269  
**STATE FIRE MARSHAL DIVISION**

*John Kondratick, State Fire Marshal*  
 Phone (505) 476-0160  
 Fax (505) 476-0100

CHEIF OF STAFF

Jason N. Montoya, P.E.

NEW MEXICO STATE FIRE MARSHAL DIVISION

FISCAL YEAR 2022 COUNTY FIRE PROTECTION FUND DISTRIBUTION

This application is required to participate in the distribution of the Fire Protection Fund for the 2022 fiscal year.  
 The application is due in the State Fire Marshal Division on or before April 30, 2021

FIRE DEPARTMENT: McIntosh District #3

FIRE DEPARTMENT ADDRESS: PO Box 449

ISO CLASSIFICATION: 6

Approved number of Sub Stations is 0

Approved number of Main Stations is 2

McIntosh District #3	PO Box 449	McIntosh	NM	87032
McIntosh Station 2		McIntosh	NM	87032

Approved number of Admin Buildings is 0

If you contend the above ISO Class or station information is incorrect, please attach a list of your claim of main and substations and sign here: \_\_\_\_\_

Browse...

The projected minimum amount for fire fund distribution, based on the above information, is **\$117,168.00**. This does not include any additional amounts that may be calculated from growth in the fund.

Provide current balance of the fire department's total Fire Protection Fund account to date: \*\$ 55,629.00

10.25.10.9 ACCUMULATION OF FUNDS:

- A. FPF funds cannot be accumulated when the money is not required to accomplish the purpose of the Fire Protection Fund Act or any associated rules promulgated by the fire marshal.
- B. FPF funds may be rolled over to subsequent fiscal years for the purpose of accumulating money to procure items or services for use in the operation, maintenance and betterment of the fire department. A request for authorization to rollover and accumulate FPF funds shall accompany the application to participate in distribution. The request must include a detailed description of the intended use of the accumulated money.
- C. If the item to be purchased requires rollover and accumulation of FPF funds for more than one-year, only one request and subsequent authorization to accumulate funds is needed. If the item to be purchased changes, a new request for authorization to rollover and accumulate FPF funds shall be submitted to the fire marshal.

Provide anticipated rollover amount \*\$ 40,000.00; include a detailed description of the intended use of the

**accumulated funds: (attach additional page if needed)**

\*

Intended use of anticipated rollover will be used to purchase new bunker gear and safety equipment.

**An official written request for authorization to rollover and accumulate Fire Protection Fund monies shall be submitted to this Office no later than August 31, 2021. The request shall identify the intended purpose and exact amount of money to be rolled over into the FY 2022 balance.**

The Fire Service Support Bureau of the State Fire Marshal Division continues to strive toward achieving 100% compliance with the monthly reporting requirements as established in Article 59A-52 the "Fire Marshal Act," Article 59A-53 "The Fire Protection Fund" and NMSA 10.25.10 "The Fire Protection Fund."

State Law, NMSA 10.25.10, requires all fire departments participating in the distribution of the Fire Protection Fund submit a detailed fire report of the departments activity on or before the 10th of each month for the previous months activity.

The Fire Service Support Bureau reviews all reporting activity on a monthly basis to determine compliance with the reporting requirement. When this Office determines that your fire department is out of compliance, the Fire Chief will be notified of the department's status, if your fire department fails to achieve compliance a letter identifying restrictions on the use of the Fire Protection Funds will be forwarded to the head of local government.

This Office will continue to offer technical support and training on the proper uses of the NFIRS program. If you have issues with the system or require training you may submit your request via e-mail at [georgia.mcgovern@state.nm.us](mailto:georgia.mcgovern@state.nm.us)

Please provide updated contact information for a minimum of two primary users of the NFIRS program for your department. (Please print legible)

Name

Email

Phone

*1.	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
2.	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

The information contained in this application is true and correct to the best of our knowledge. It may be used to verify legal requirements and is subject to audit.

Signed and submitted on this 13th day of April, 2021

\_\_\_\_\_  
\*Comm. Chair or Authorized Local Government Designee Electronic Signature

\_\_\_\_\_  
\*County Fire Chief / Fire Marshal or District Chief Electronic Signature

|

NEW MEXICO PUBLIC REGULATION COMMISSION

COMMISSIONERS

- DISTRICT 1 CYNTHIA B. HALL
- DISTRICT 2 JEFFERSON L. BYRD, VICE CHAIR
- DISTRICT 3 JOSEPH M. MAESTAS
- DISTRICT 4 THERESA BECENTI-AGUILAR, CHAIR
- DISTRICT 5 STEPHEN FISCHMANN



P.O. Box 1269  
 1120 Paseo de Peralta  
 Santa Fe, NM 87504-1269  
 STATE FIRE MARSHAL DIVISION

John Kondratick, State Fire Marshal  
 Phone (505) 476-0160  
 Fax (505) 476-0100

CHEIF OF STAFF

Jason N. Montoya, P.E.

NEW MEXICO STATE FIRE MARSHAL DIVISION  
 FISCAL YEAR 2022 COUNTY FIRE PROTECTION FUND DISTRIBUTION

This application is required to participate in the distribution of the Fire Protection Fund for the 2022 fiscal year.  
 The application is due in the State Fire Marshal Division on or before April 30, 2021

FIRE DEPARTMENT: Torreón-Tajique District #4

FIRE DEPARTMENT ADDRESS: PO Box 449

ISO CLASSIFICATION: 2

Approved number of Sub Stations is 0

Approved number of Main Stations is 1

Torreón-Tajique District #4	PO Box 449	McIntosh	NM	87032
-----------------------------	------------	----------	----	-------

Approved number of Admin Buildings is 0

If you contend the above ISO Class or station information is incorrect, please attach a list of your claim of main and substations and sign here: \_\_\_\_\_

The projected minimum amount for fire fund distribution, based on the above information, is \$39,058.00. This does not include any additional amounts that may be calculated from growth in the fund.

Provide current balance of the fire department's total Fire Protection Fund account to date: \*\$ 36,328.00

10.25.10.9 ACCUMULATION OF FUNDS:

- A. FPF funds cannot be accumulated when the money is not required to accomplish the purpose of the Fire Protection Fund Act or any associated rules promulgated by the fire marshal.
- B. FPF funds may be rolled over to subsequent fiscal years for the purpose of accumulating money to procure items or services for use in the operation, maintenance and betterment of the fire department. A request for authorization to rollover and accumulate FPF funds shall accompany the application to participate in distribution. The request must include a detailed description of the intended use of the accumulated money.
- C. If the item to be purchased requires rollover and accumulation of FPF funds for more than one-year, only one request and subsequent authorization to accumulate funds is needed. If the item to be purchased changes, a new request for authorization to rollover and accumulate FPF funds shall be submitted to the fire marshal.

Provide anticipated rollover amount \*\$ 30,482.00; include a detailed description of the intended use of the accumulated funds: (attach additional page if needed)

\*

Intended use of anticipated rollover will be used to purchase new bunker gear and safety equipment.

Browse...

**An official written request for authorization to rollover and accumulate Fire Protection Fund monies shall be submitted to this Office no later than August 31, 2021 The request shall identify the intended purpose and exact amount of money to be rolled over into the FY 2022 balance.**

The Fire Service Support Bureau of the State Fire Marshal Division continues to strive toward achieving 100% compliance with the monthly reporting requirements as established in Article 59A-52 the "Fire Marshal Act," Article 59A-53 "The Fire Protection Fund" and NMSA 10.25.10 "The Fire Protection Fund."

State Law, NMSA 10.25.10, requires all fire departments participating in the distribution of the Fire Protection Fund submit a detailed fire report of the departments activity on or before the 10th of each month for the previous months activity.

The Fire Service Support Bureau reviews all reporting activity on a monthly basis to determine compliance with the reporting requirement. When this Office determines that your fire department is out of compliance, the Fire Chief will be notified of the department's status, if your fire department fails to achieve compliance a letter identifying restrictions on the use of the Fire Protection Funds will be forwarded to the head of local government.

This Office will continue to offer technical support and training on the proper uses of the NFIRS program. If you have issues with the system or require training you may submit your request via e-mail at [georgia.mcgovern@state.nm.us](mailto:georgia.mcgovern@state.nm.us)

Please provide updated contact information for a minimum of two primary users of the NFIRS program for your department. (Please print legible)

Name

Email

Phone

\* 1. Hanna Sanchez

[hsanchez@tcnm.us](mailto:hsanchez@tcnm.us)

505-544-4400

2. Donald Dirks

[ddirks@tcnm.us](mailto:ddirks@tcnm.us)

505-620-0518

The information contained in this application is true and correct to the best of our knowledge. It may be used to verify legal requirements and is subject to audit.

Signed and submitted on this 13th day of April, 2021

\_\_\_\_\_  
\*Comm. Chair or Authorized Local Government Designee Electronic Signature

\_\_\_\_\_  
\*County Fire Chief / Fire Marshal or District Chief Electronic Signature

|

NEW MEXICO PUBLIC REGULATION COMMISSION

COMMISSIONERS

- DISTRICT 1 CYNTHIA B. HALL
- DISTRICT 2 JEFFERSON L. BYRD, VICE CHAIR
- DISTRICT 3 JOSEPH M. MAESTAS
- DISTRICT 4 THERESA BECENTI-AGUILAR, CHAIR
- DISTRICT 5 STEPHEN FISCHMANN



P.O. Box 1269  
 1120 Paseo de Peralta  
 Santa Fe, NM 87504-1269  
 STATE FIRE MARSHAL DIVISION

John Kondratick, State Fire Marshal  
 Phone (505) 476-0160  
 Fax (505) 476-0100

CHEIF OF STAFF

Jason N. Montoya, P.E.

NEW MEXICO STATE FIRE MARSHAL DIVISION  
 FISCAL YEAR 2022 COUNTY FIRE PROTECTION FUND DISTRIBUTION

This application is required to participate in the distribution of the Fire Protection Fund for the 2022 fiscal year.  
 The application is due in the State Fire Marshal Division on or before April 30, 2021

FIRE DEPARTMENT: Torrance County

FIRE DEPARTMENT ADDRESS:

ISO CLASSIFICATION: 6

Approved number of Sub Stations is 0

Approved number of Main Stations is 2

Northeast Torrance Station 1 PO Box 449	McIntosh	NM	87032
Northeast Torrance Station 2 44 Carl Canon Ranch Road	Moriarty	NM	87035
Torrance County	Santa Fe	NM	

Approved number of Admin Buildings is 0

If you contend the above ISO Class or station information is incorrect, please attach a list of your claim of main and substations and sign here: \_\_\_\_\_

Browse...

The projected minimum amount for fire fund distribution, based on the above information, is \$117,168.00. This does not include any additional amounts that may be calculated from growth in the fund.

Provide current balance of the fire department's total Fire Protection Fund account to date: \*\$ 69,388.00

10.25.10.9 ACCUMULATION OF FUNDS:

- A. FPF funds cannot be accumulated when the money is not required to accomplish the purpose of the Fire Protection Fund Act or any associated rules promulgated by the fire marshal.
- B. FPF funds may be rolled over to subsequent fiscal years for the purpose of accumulating money to procure items or services for use in the operation, maintenance and betterment of the fire department. A request for authorization to rollover and accumulate FPF funds shall accompany the application to participate in distribution. The request must include a detailed description of the intended use of the accumulated money.
- C. If the item to be purchased requires rollover and accumulation of FPF funds for more than one-year, only one request and subsequent authorization to accumulate funds is needed. If the item to be purchased changes, a new request for authorization to rollover and accumulate FPF funds shall be submitted to the fire marshal.

Provide anticipated rollover amount \*\$ 39,000.00 ; include a detailed description of the intended use of the accumulated funds: (attach additional page if needed)

\*

Intended use of anticipated rollover will be used to purchase new bunker gear and safety equipment.

Browse...

An official written request for authorization to rollover and accumulate Fire Protection Fund monies shall be submitted to this Office no later than August 31, 2021 The request shall identify the intended purpose and exact amount of money to be rolled over into the FY 2022 balance.

The Fire Service Support Bureau of the State Fire Marshal Division continues to strive toward achieving 100% compliance with the monthly reporting requirements as established in Article 59A-52 the "Fire Marshal Act," Article 59A-53 "The Fire Protection Fund" and NMSA 10.25.10 "The Fire Protection Fund."

State Law, NMSA 10.25.10, requires all fire departments participating in the distribution of the Fire Protection Fund submit a detailed fire report of the departments activity on or before the 10th of each month for the previous months activity.

The Fire Service Support Bureau reviews all reporting activity on a monthly basis to determine compliance with the reporting requirement. When this Office determines that your fire department is out of compliance, the Fire Chief will be notified of the department's status, if your fire department fails to achieve compliance a letter identifying restrictions on the use of the Fire Protection Funds will be forwarded to the head of local government.

This Office will continue to offer technical support and training on the proper uses of the NFIRS program. If you have issues with the system or require training you may submit your request via e-mail at [georgia.mcgovern@state.nm.us](mailto:georgia.mcgovern@state.nm.us)

Please provide updated contact information for a minimum of two primary users of the NFIRS program for your department. (Please print legible)

Name

Email

Phone

\* 1. Hanna Sanchez

hsanchez@tcnm.us

505-544-4400

2. Donald Dirks

ddirks@tcnm.us

505-620-0518

The information contained in this application is true and correct to the best of our knowledge. It may be used to verify legal requirements and is subject to audit.

Signed and submitted on this 13th day of April, 2021

\_\_\_\_\_  
\*Comm. Chair or Authorized Local Government Designee Electronic Signature

\_\_\_\_\_  
\*County Fire Chief / Fire Marshal or District Chief Electronic Signature

|

NEW MEXICO PUBLIC REGULATION COMMISSION

COMMISSIONERS

- DISTRICT 1 CYNTHIA B. HALL
- DISTRICT 2 JEFFERSON L. BYRD, VICE CHAIR
- DISTRICT 3 JOSEPH M. MAESTAS
- DISTRICT 4 THERESA BECENTI-AGUILAR, CHAIR
- DISTRICT 5 STEPHEN FISCHMANN



P.O. Box 1269  
 1120 Paseo de Peralta  
 Santa Fe, NM 87504-1269  
 STATE FIRE MARSHAL DIVISION

John Kondratick, State Fire Marshal  
 Phone (505) 476-0160  
 Fax (505) 476-0100

CHEIF OF STAFF

Jason N. Montoya, P.E.

NEW MEXICO STATE FIRE MARSHAL DIVISION  
 FISCAL YEAR 2022 COUNTY FIRE PROTECTION FUND DISTRIBUTION

This application is required to participate in the distribution of the Fire Protection Fund for the 2022 fiscal year.  
 The application is due in the State Fire Marshal Division on or before April 30, 2021

FIRE DEPARTMENT: Willard

FIRE DEPARTMENT ADDRESS: PO Box 449

ISO CLASSIFICATION: 7

Approved number of Sub Stations is 0

Approved number of Main Stations is 1

Willard	PO Box 449	McIntosh	NM	87032
---------	------------	----------	----	-------

Approved number of Admin Buildings is 0

If you contend the above ISO Class or station information is incorrect, please attach a list of your claim of main and substations and sign here: \_\_\_\_\_

The projected minimum amount for fire fund distribution, based on the above information, is \$55,501.00. This does not include any additional amounts that may be calculated from growth in the fund.

Provide current balance of the fire department's total Fire Protection Fund account to date: \*\$ 48,893.00

10.25.10.9 ACCUMULATION OF FUNDS:

- A. FPF funds cannot be accumulated when the money is not required to accomplish the purpose of the Fire Protection Fund Act or any associated rules promulgated by the fire marshal.
- B. FPF funds may be rolled over to subsequent fiscal years for the purpose of accumulating money to procure items or services for use in the operation, maintenance and betterment of the fire department. A request for authorization to rollover and accumulate FPF funds shall accompany the application to participate in distribution. The request must include a detailed description of the intended use of the accumulated money.
- C. If the item to be purchased requires rollover and accumulation of FPF funds for more than one-year, only one request and subsequent authorization to accumulate funds is needed. If the item to be purchased changes, a new request for authorization to rollover and accumulate FPF funds shall be submitted to the fire marshal.

Provide anticipated rollover amount \*\$ 40,660.00; include a detailed description of the intended use of the accumulated funds: (attach additional page if needed)

\*

Intended use of anticipated rollover will be used to purchase new bunker gear and safety equipment.

**An official written request for authorization to rollover and accumulate Fire Protection Fund monies shall be submitted to this Office no later than August 31, 2021 The request shall identify the intended purpose and exact amount of money to be rolled over into the FY 2022 balance.**

The Fire Service Support Bureau of the State Fire Marshal Division continues to strive toward achieving 100% compliance with the monthly reporting requirements as established in Article 59A-52 the "Fire Marshal Act," Article 59A-53 "The Fire Protection Fund" and NMSA 10.25.10 "The Fire Protection Fund."

State Law, NMSA 10.25.10, requires all fire departments participating in the distribution of the Fire Protection Fund submit a detailed fire report of the departments activity on or before the 10th of each month for the previous months activity.

The Fire Service Support Bureau reviews all reporting activity on a monthly basis to determine compliance with the reporting requirement. When this Office determines that your fire department is out of compliance, the Fire Chief will be notified of the department's status, if your fire department fails to achieve compliance a letter identifying restrictions on the use of the Fire Protection Funds will be forwarded to the head of local government.

This Office will continue to offer technical support and training on the proper uses of the NFIRS program. If you have issues with the system or require training you may submit your request via e-mail at [georgia.mcGovern@state.nm.us](mailto:georgia.mcGovern@state.nm.us)

Please provide updated contact information for a minimum of two primary users of the NFIRS program for your department. (Please print legible)

Name

Email

Phone

* 1.	Hanna Sanchez
	hsanchez@tcnm.us
	505-544-4400
2.	Donald Dirks
	ddirks@tcnm.us
	505-620-0518

The information contained in this application is true and correct to the best of our knowledge. It may be used to verify legal requirements and is subject to audit.

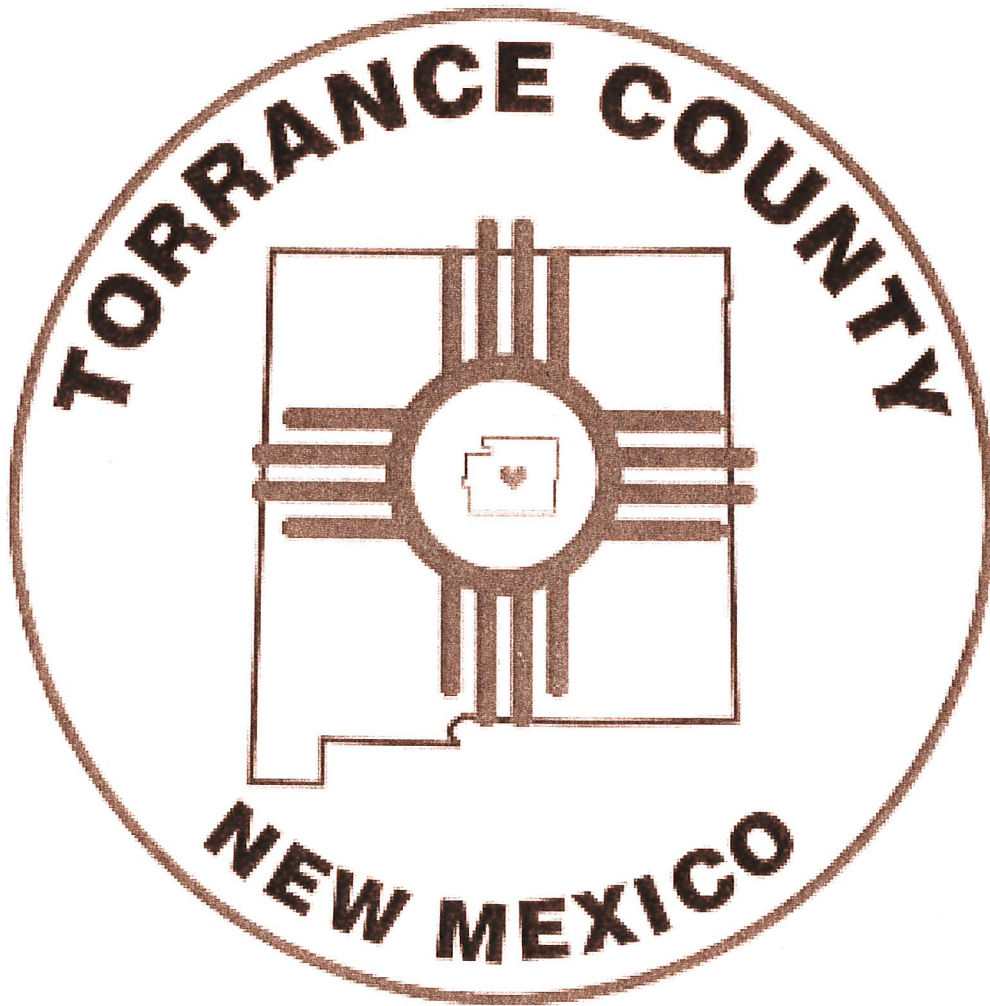
Signed and submitted on this 13th day of April, 2021

\_\_\_\_\_  
\*Comm. Chair or Authorized Local Government Designee Electronic Signature

\_\_\_\_\_  
\*County Fire Chief / Fire Marshal or District Chief Electronic Signature

|





*Agenda Item  
No. 12-F*

Jackson Equipment Inc  
 dba JB Radiator  
 6420, 2nd St NW  
 Albuquerque NM 87107

# Invoice

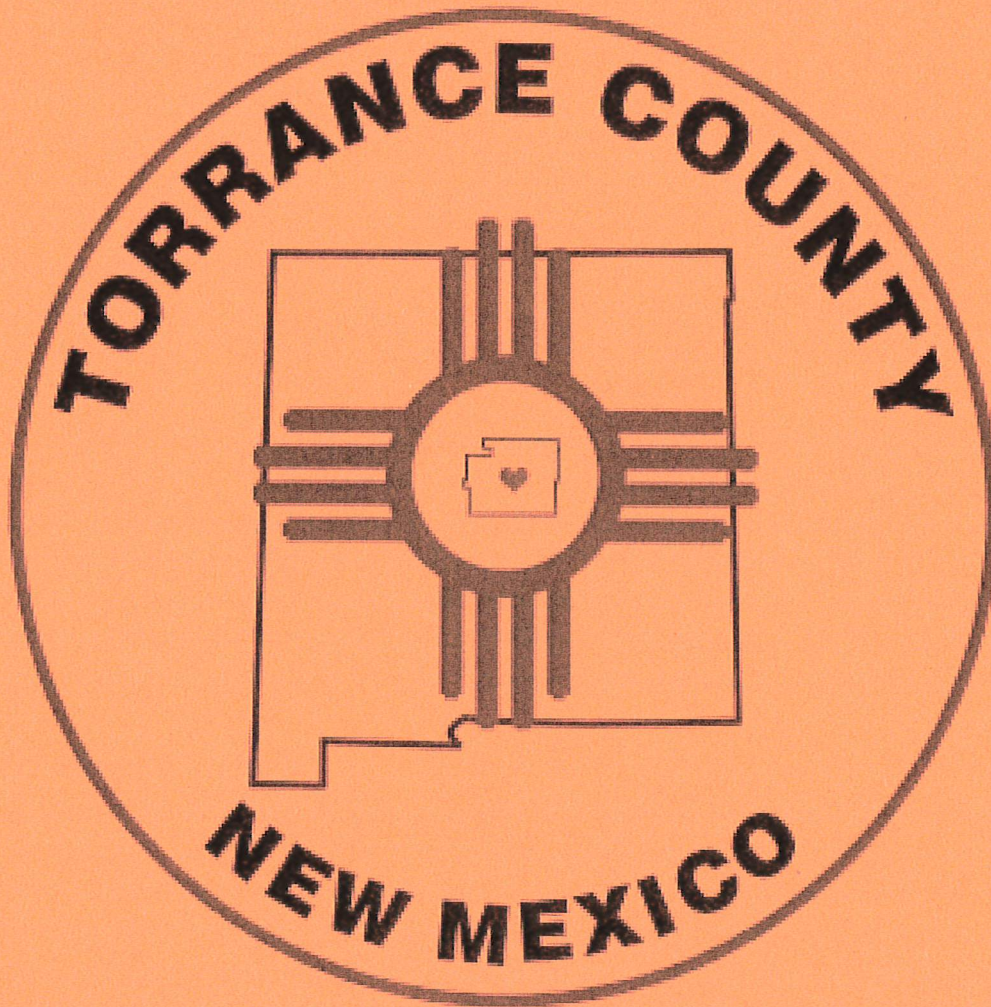
Phone #	Date	Invoice #
505-345-3900	8/5/2020	22512

Bill To
Torrance County Attn: Accounts Payable P O Box 48 Estancia NM 87016

Ship To
35833 797.00

P.O. Number	Terms	Ship	Via	F.O.B.	Project
35590		8/5/2020			
Quan...	Item Code	Description		Price Each	Amount
1	ZRADIATOR	245978 New Complete Radiator		897.00	897.00
				<b>Total</b>	\$897.00
				Payments/Credits	\$0.00
NO RETURNS ON USED PARTS AFTER 10 DAYS				<b>Balance Due</b>	\$897.00





*Agenda Item*  
*No. 12-G*





# SERVICE DEPARTMENT

PLUMBING | DRAINS | WATER TREATMENT | REMODEL | HVAC SERVICES

**Remit To:**  
TLC Plumbing & Utility  
5000 Edith NE  
Albuquerque, NM 87107

## INVOICE

**Invoice:** R28664001  
**Invoice Date:** 3/17/21  
**Due Date:** 3/17/21

**Bill To:**  
Torrance County  
PO BOX 48  
Estancia, NM 87016

invoices@tcnm.us  
5053155888

**Work Order:** 286640  
**Technician Name:** Takacs, Jeffrey  
**Work Description:** See Below  
**Service Site:** 205 S. 9th St Estancia, NM 87016

**Technician Notes:** Leak locate at fairgrounds entrance also leaking at @710 S 10th street Estancia. With water on leak at 3 yard hydrants. No other leak sound anywhere. Could not isolate yard hydrants. These hydrants whn leaking through bib drain below ground. Would need to be replaced or isolated for further leak locate

### Billing Summary

#### LEAK/LINE LOCATE - JEFFREY TAKACS

QTY	UOM	Description	Price
1.00	FP	Per Quote #Q28664001	\$590.00
<b>Subtotal:</b>			<b>\$590.00</b>
<b>Tax:</b>			<b>\$46.46</b>
<b>Total:</b>			<b>\$636.46</b>

### Per Quote #Q28664001

travel - 240 EA	
	\$590.00

**Water leak diagnosis- commercial - 1 EA**

**INCLUDED**

**Customer Signature:**



**Payment: Approved Account | A**

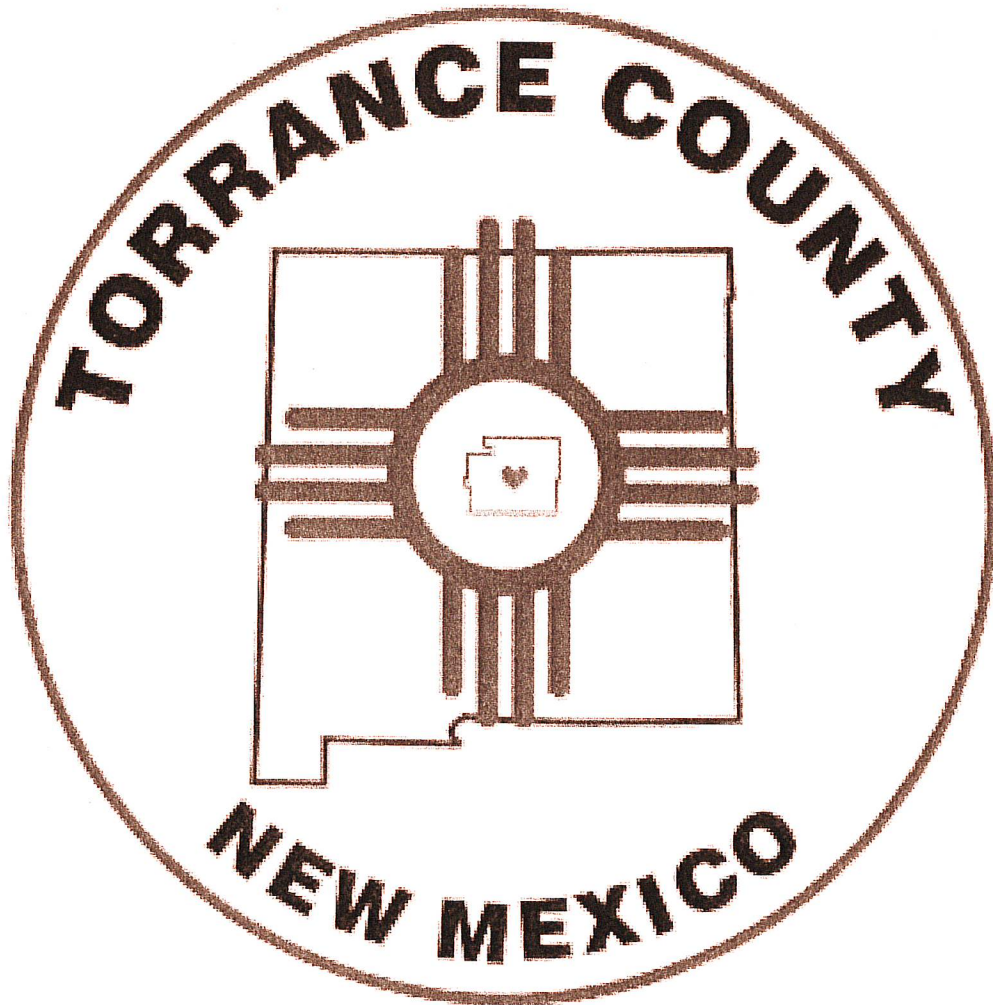
**\*\*\* I hereby acknowledge the satisfactory completion of the above described work. \*\*\***

**\* Work performed on a contract bid price will not be converted to time and material. \***

NM Lic# 51429

[www.tlclumbing.com](http://www.tlclumbing.com)

5000 Edith Blvd. NE • Albuquerque, NM 87107  
Phone (505) 761-9873 • Fax (505) 761-9875



*Agenda Item*  
*No. 12-H*



# Torrance County Board of Commissioners

Meeting 4/28/2021

Item 12H

Department: Manager  
Prepared By: Janice Y. Barela

**Title: MANAGER: Motion to approve an unpaid invoice from TLC for work completed to inspect the sewer at Fairgrounds.**

## **Sponsors:**

Manager

## **Action:**

Motion to approve an unpaid invoice from TLC for work completed to inspect the sewer at Fairgrounds.

## **Summary:**

The Manager's Office is requesting Commission's approval for payment of TLC's invoice number R28663802 for \$755.13 for work completed to inspect the sewer at the Fairgrounds. The Deputy County Manager understood that the County has a contract with TLC, but he did not know that this scope of work is not included in the terms of the contract. Therefore, proper procurement procedures were not followed (no purchase order and no approval from Purchasing, Finance or Manager). Policy states that if proper procurement is not followed, then the Department Head must go before the Commission to request payment of invoice.

## **Significant Issues:**

Manager's Office did not follow the proper procurement procedures which would include submitting a Purchase Order Request and obtaining approval from Purchasing, Finance and the Manager. The Deputy County Manager did contact TLC and authorized the work to be completed without the purchase order, believing this work was covered by the contract. Internal education on the procurement policy and processes was provided to the Deputy County Manager. After this incident, the Deputy County Manager also went through the New Mexico State University EDGE classes to become a Certified Chief Procurement Officer.

## **Financial:**

Invoice will be paid out of line item 401-05-2612. Funds are available in this line item.

## **Manager's Recommendation:**

Approval.



# SERVICE DEPARTMENT

PLUMBING | DRAINS | WATER TREATMENT | REMODEL | HVAC SERVICES

**Remit To:**  
TLC Plumbing & Utility  
5000 Edith NE  
Albuquerque, NM 87107

## INVOICE

**Invoice:** R28663802  
**Invoice Date:** 3/22/21  
**Due Date:** 3/22/21

**Bill To:**  
Torrance County  
PO BOX 48  
Estancia, NM 87016

invoices@tcnm.us  
5053155888

**Work Order:** 286638

**Technician Name:** Patteson, Levi M

**Work Description:** See Below

**Service Site:** 205 S. 9th St Estancia, NM 87016

**Technician Notes:** Sewer inspection. Report to follow.

### Billing Summary

#### CAMERA LINE - LEVI PATTESON

QTY	UOM	Description	Price
5.00	HR	Billable Labor - Technician	\$700.00
<b>Subtotal:</b>			<b>\$700.00</b>
<b>Tax:</b>			<b>\$55.13</b>
<b>Total:</b>			<b>\$755.13</b>

**Customer Signature:**

**Payment:** Approved Account |

\*\*\* I hereby acknowledge the satisfactory completion of the above described work. \*\*\*

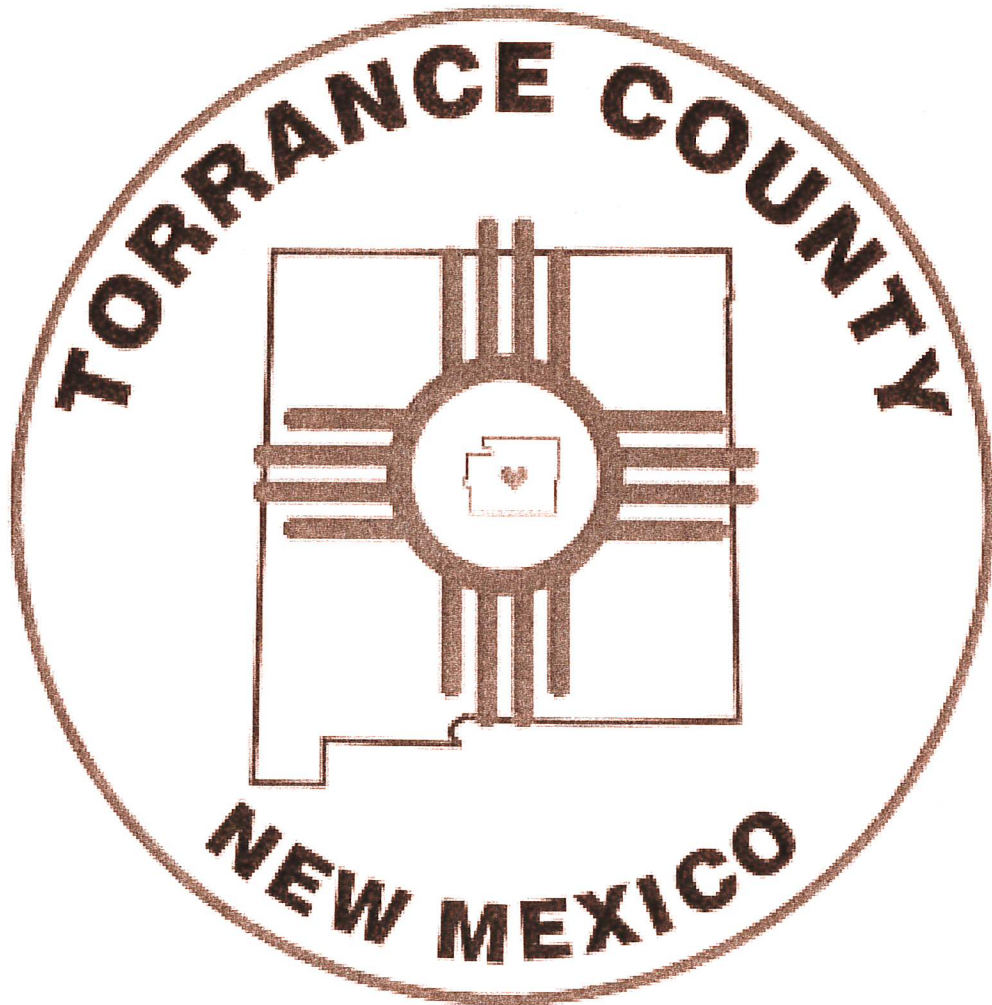
\* Work performed on a contract bid price will not be converted to time and material. \*

NM Lic# 51429

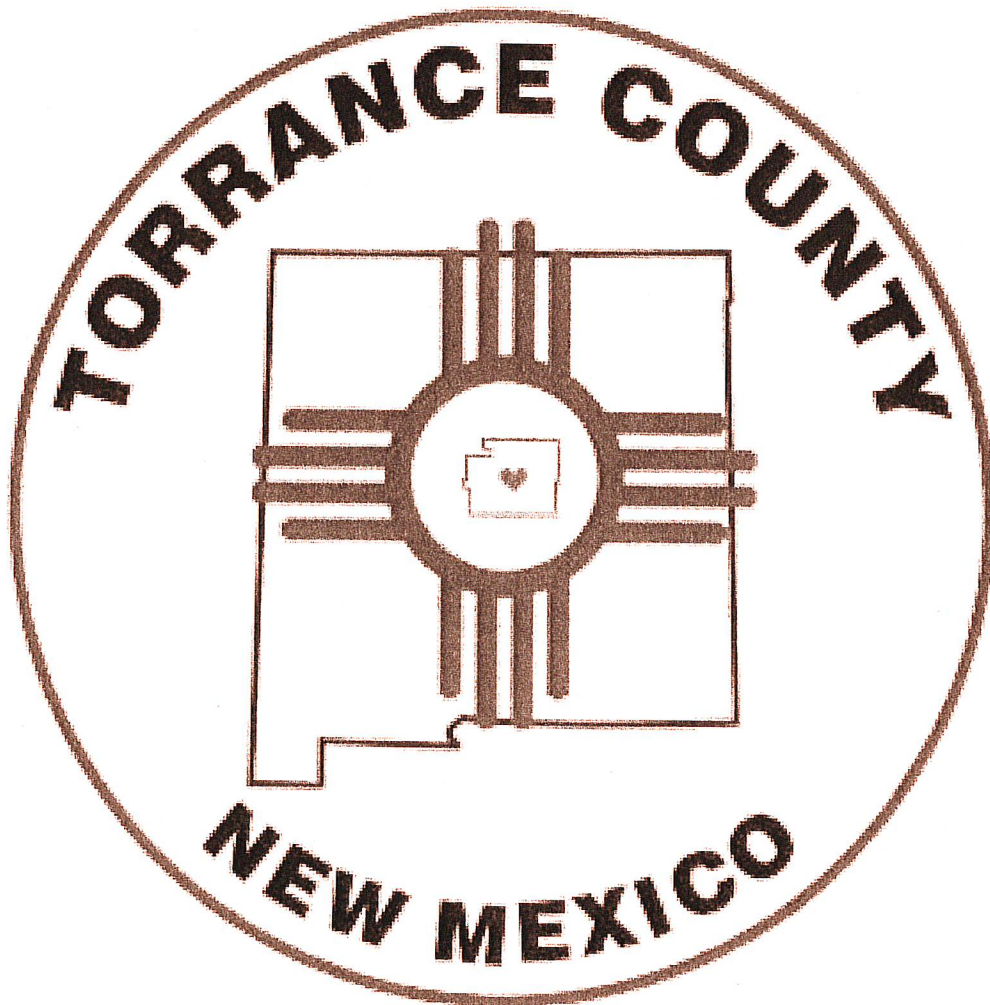
[www.tlcplumbing.com](http://www.tlcplumbing.com)

5000 Edith Blvd. NE • Albuquerque, NM 87107  
Phone (505) 761-9873 • Fax (505) 761-9875

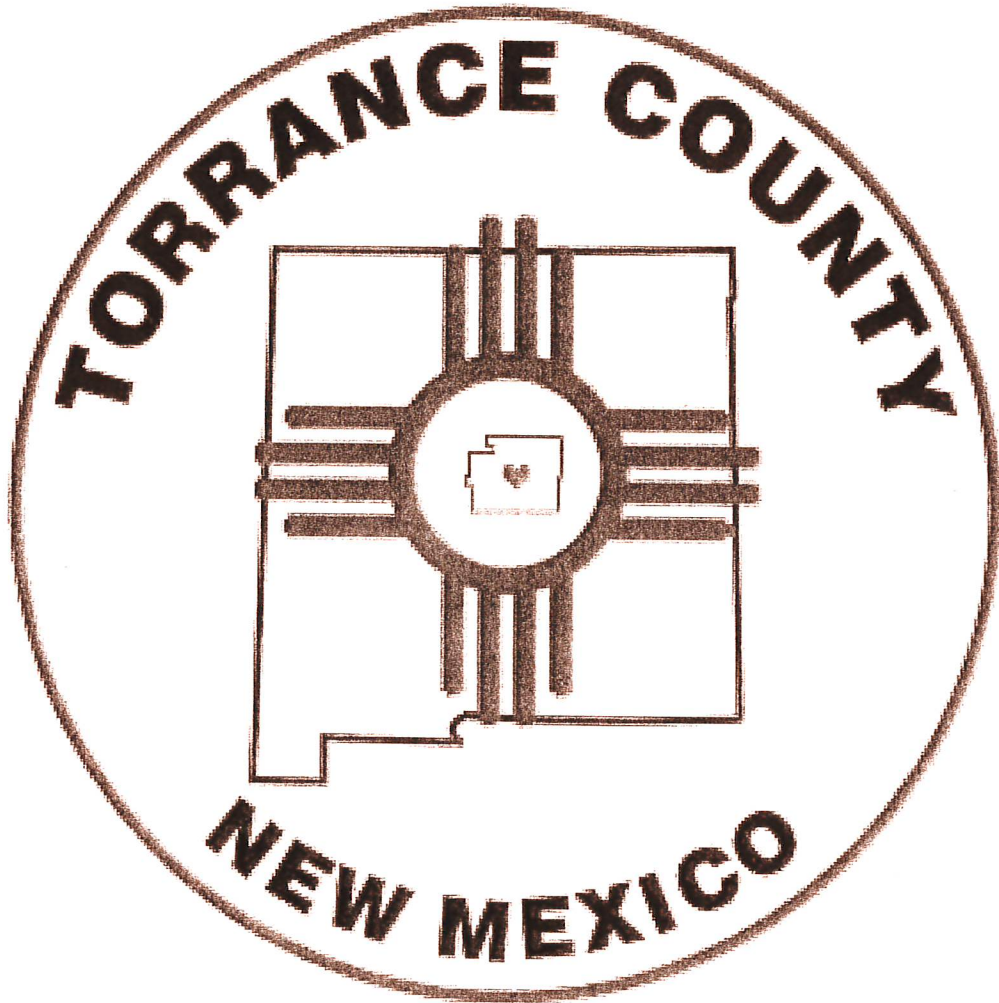




*Agenda Item  
No. 13-A*



*Agenda Item  
No. 13-B*



*Agenda Item  
No. 14-A*