

**TORRANCE COUNTY**  
**COMMISSION MEETING**  
**April 27, 2022**  
**9:00 A.M.**

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



## *Torrance County*

BOARD OF COUNTY COMMISSIONERS (BCC)

**Ryan Schwebach**, Chair, District 2

**Kevin McCall**, Member, District 1

**LeRoy M. Candelaria**, Vice Chair, District 3

**Janice Y. Barela**, County Manager

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The meeting will be available via Zoom and the link may be found on the County's website [www.torrancecountynm.org/calendar](http://www.torrancecountynm.org/calendar). Click on the event to access Zoom Meeting information.

### **ADMINISTRATIVE MEETING AGENDA**

**WEDNESDAY, April 27, 2022 @ 9:00 AM**  
**205 S. Ninth Street, Estancia, NM 87016**

- 1. Call to Order**
- 2. Invocation and Pledge of Allegiance**
- 3. Changes to the Agenda**
- 4. PROCLAMATIONS**
- 5. CERTIFICATES AND AWARDS**
  - A. MANAGER:** Announcement of Employee of the Quarter: Keith Webb (Dispatch).
- 6. BOARD AND COMMITTEE APPOINTMENTS**
- 7. PUBLIC COMMENT and COMMUNICATIONS**
- 8. APPROVAL OF MINUTES**
  - A. CLERK:** Motion to approve the April 4, 2022, Torrance County Commission Special Meeting Minutes.
  - B. CLERK:** Motion to approve the April 13, 2022, Torrance County Commission Meeting Minutes.
- 9. APPROVAL OF CONSENT AGENDA**
  - A. FINANCE:** Motion to approve payables.
- 10. ADOPTION OF ORDINANCE/AMENDMENT TO COUNTY CODE**

**11. ADOPTION OF RESOLUTION**

- A. **FINANCE:** Motion to approve Resolution 2022-\_\_\_, Budget Increase.
- B. **FINANCE:** Motion to approve Resolution 2022-\_\_\_, Torrance County Finance and Purchasing Policy.

**12. APPROVALS**

- A. **FINANCE:** Motion to approve FY 2023 Interim Budget
- B. **FINANCE:** Motion to approve the hiring of a temporary Grant Writer for CDBG Grant.
- C. **PURCHASING:** Motion to approve awarding IFB 2022-03 – Portable Kennels, for four (4) kennels per allotted NM Legislative Funding (Agreement # 21-F2922) for \$22,829.00.
- D. **CLERK:** Motion to approve Memorandum of Understanding (MOU) between Torrance County and the New Mexico Secretary of State to receive money to help with the cost of the 2022 Primary Election in the amount of \$23,000.00.
- E. **FIRE:** Motion to approve the submittal of Fiscal Year 2021 County Fire Protection Fund Distribution Application to the State Fire Marshal Division by April 30, 2022.
- F. **DWI:** Motion to approve the submittal of Community DWI (CDWI) Grant Application for FY2023 to New Mexico Department of Transportation by May 13, 2022.

**13. DISCUSSION**

- A. **DWI:** Presentation of portable breath testers to Torrance County Sheriff's Office.

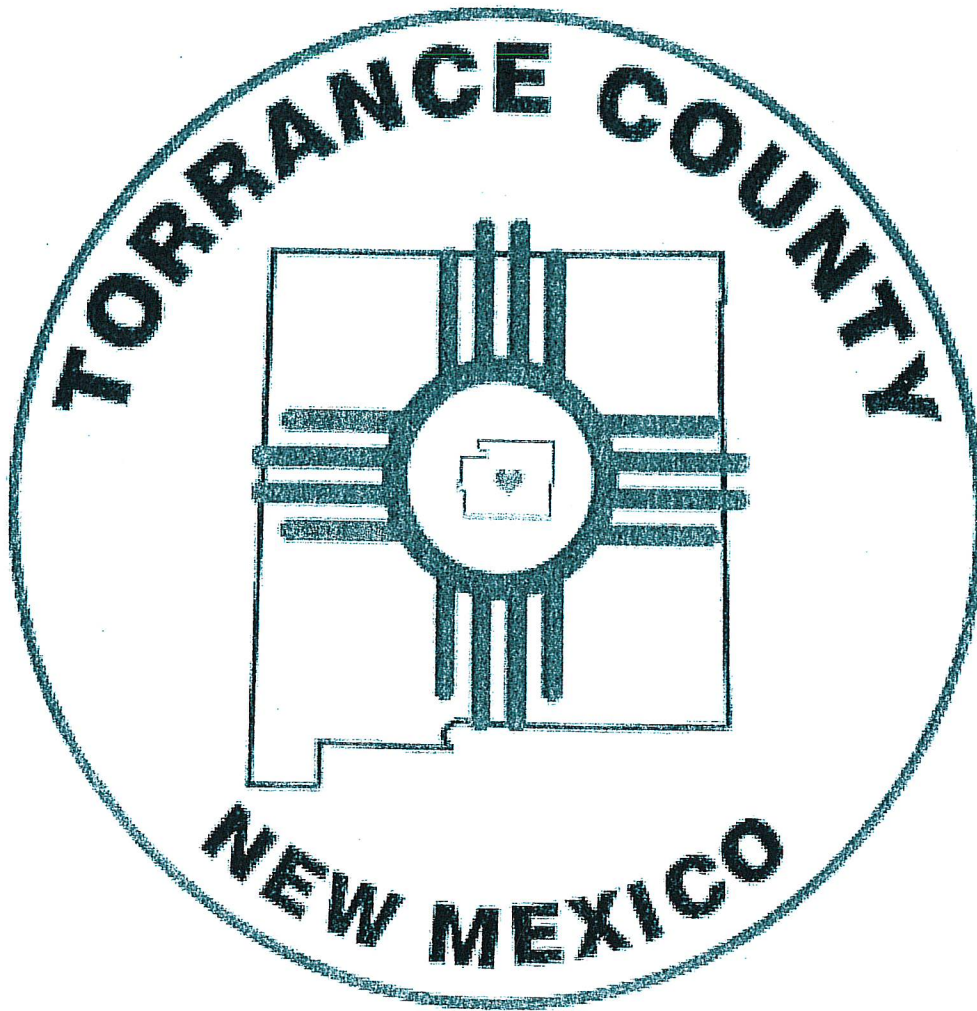
**B. MANAGER'S REPORT****C. COMMISSIONERS' REPORTS**

- 1) Commissioner McCall, District 1
- 2) Commissioner Schwebach, District 2
- 3) Commissioner Candelaria, District 3

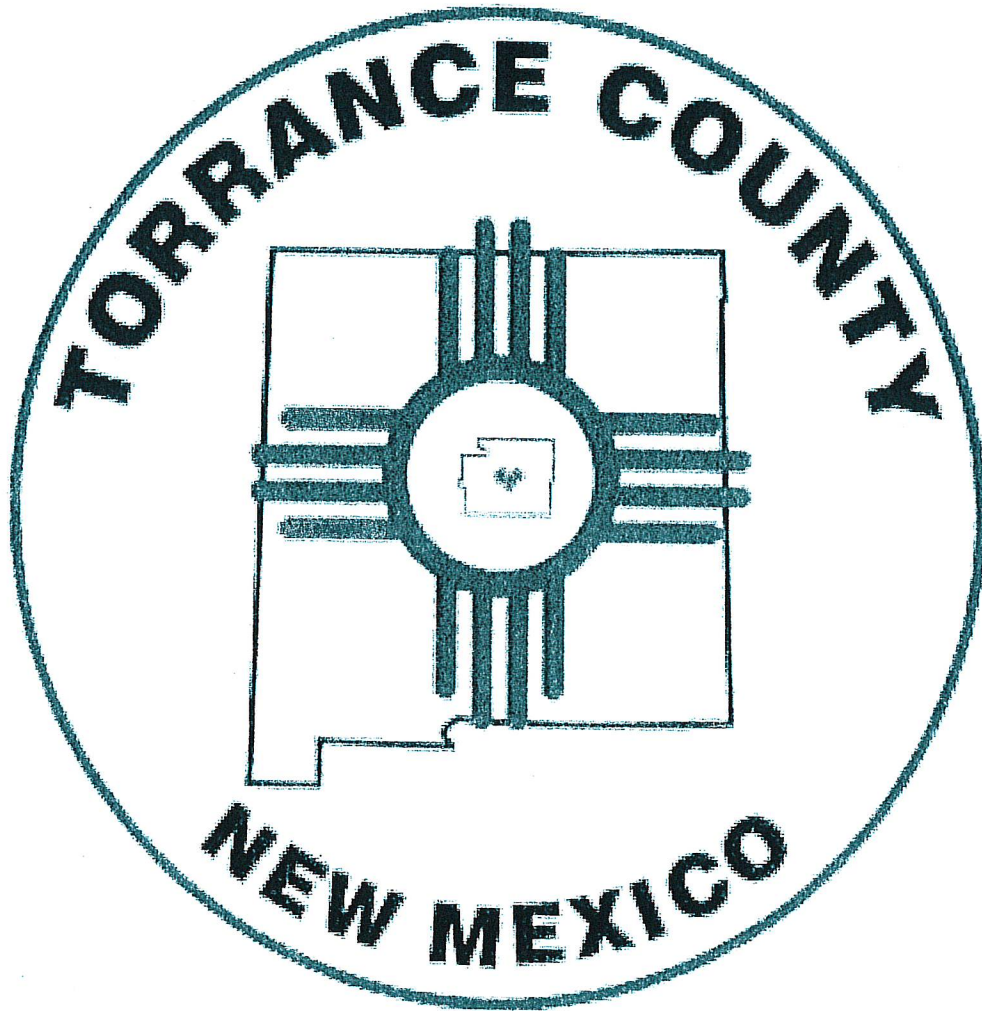
**14. EXECUTIVE SESSION**

- 15. Announcement of the next Board of County Commissioners Meeting:** May 11, 2022, at 9:00 AM.

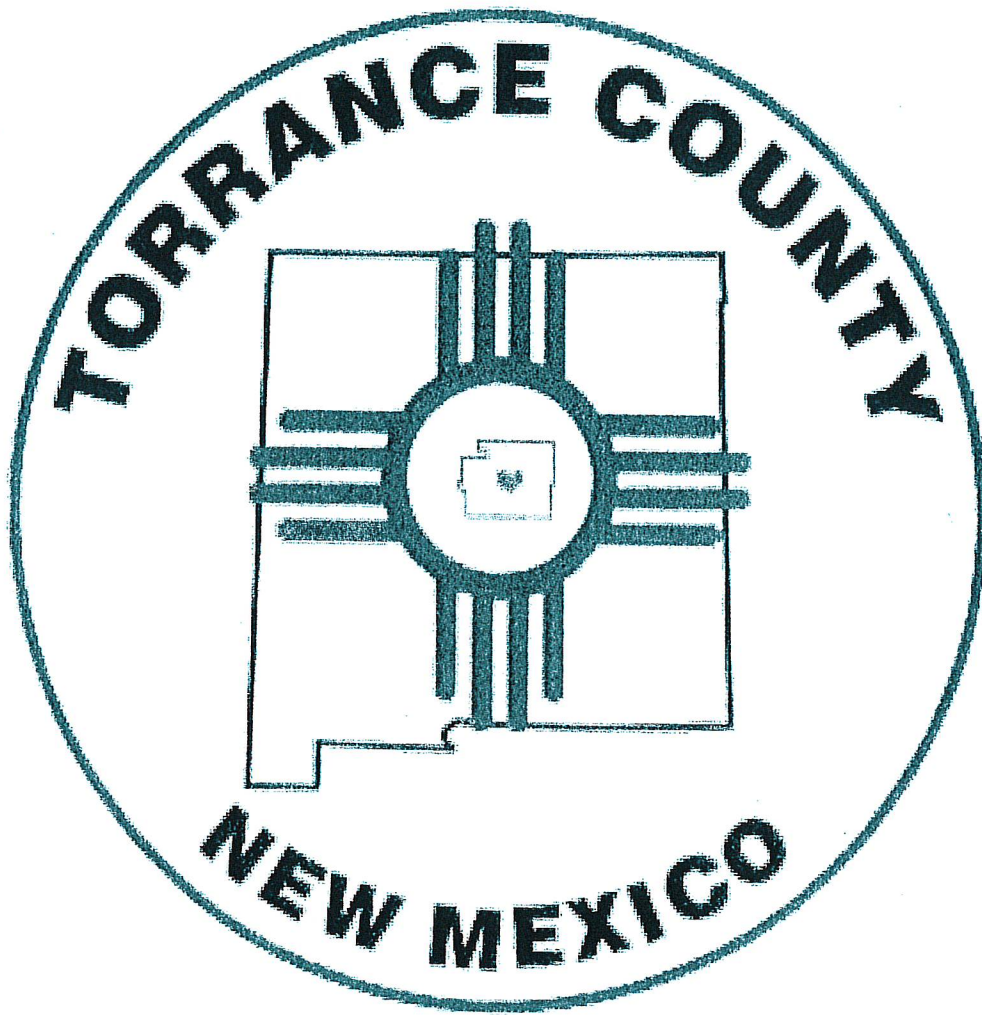
**16. SIGNING OF OFFICIAL DOCUMENTS****17. ADJOURN**



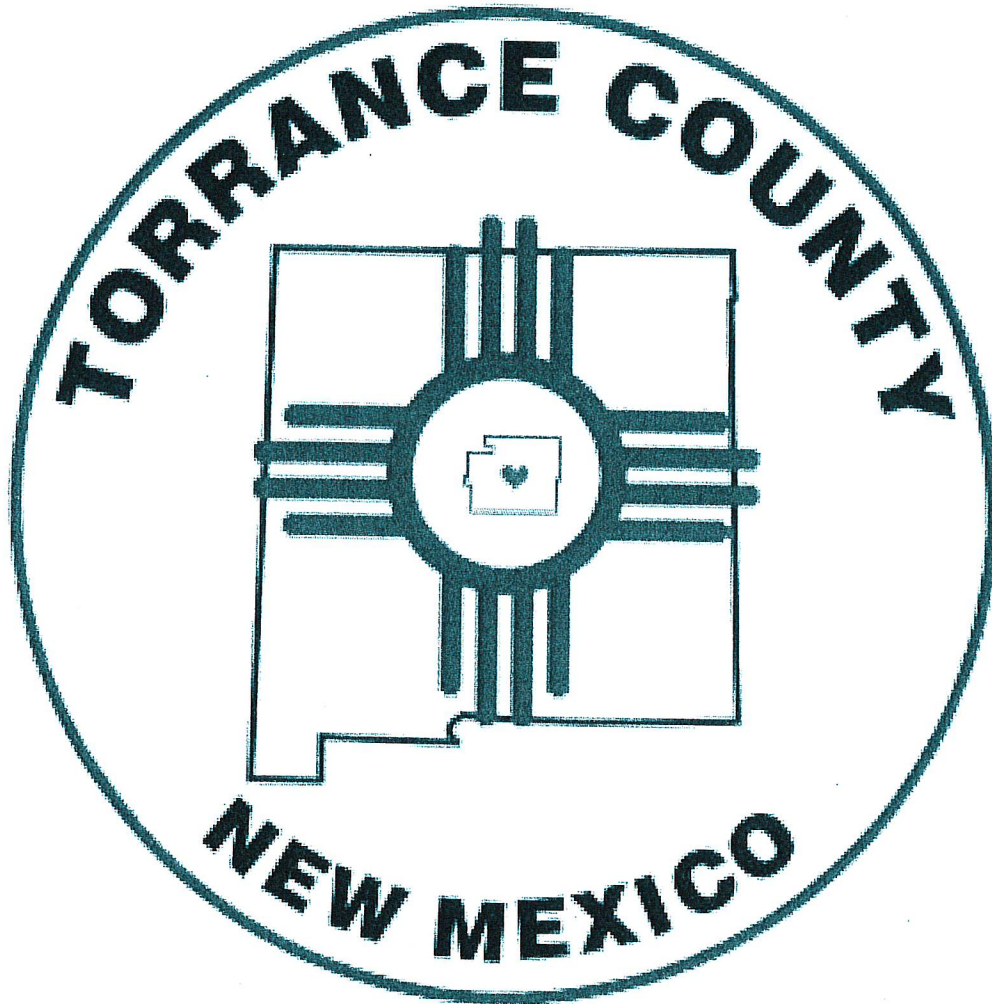
*Agenda Item  
No. 1*



*Agenda Item*  
*No. 2*



*Agenda Item*  
*No. 3*



*Agenda Item*  
*No. 4*



*Agenda Item*  
*No. 5-A*

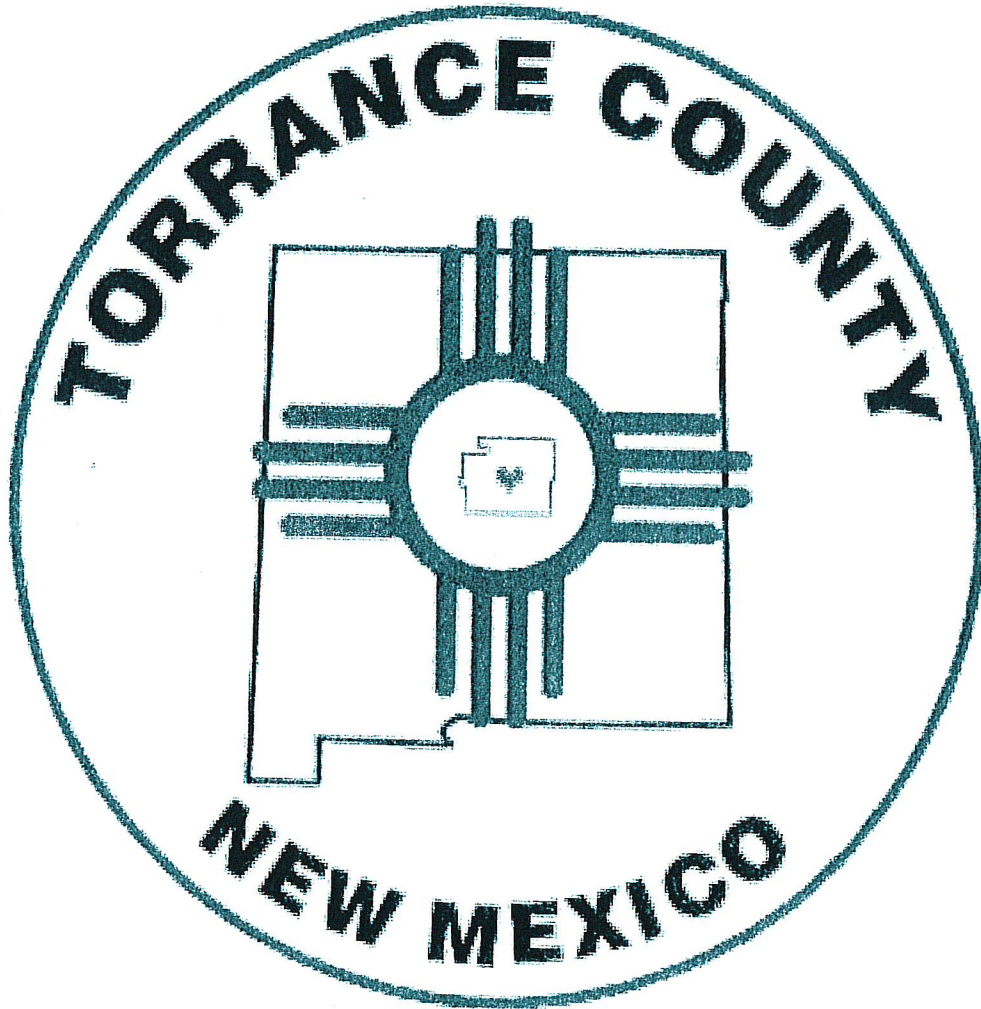




*Agenda Item*  
*No. 6*



*Agenda Item*  
*No. 7*



*Agenda Item*  
*No. 8-A*

**DRAFT**

**Torrance County Board of Commissioners**

**Special Commission Meeting**

**&**

**Public Hearing**

**April 4, 2022**

**9:00 AM**

**Commissioners Present:**     **RYAN SCHWEBACH – CHAIR**  
  **LEROY CANDELARIA-VICE CHAIR**  
  **KEVIN McCALL- ABSENT**

**Others Present:**               **JANICE BARELA – COUNTY MANAGER**  
  **JUAN TORRES - DEPUTY COUNTY MANAGER**  
  **JEREMY OLIVER – FINANCE DIRECTOR**  
  **JOHN BUTRICK – COUNTY ATTORNEY, VIA ZOOM**  
  **YVONNE OTERO – COUNTY CLERK**  
  **VALERIE SMITH – ADMINISTRATIVE ASSISTANT**

**1.     CALL MEETING TO ORDER**

**Chairman Schwebach:** Called meeting to order at 9:01 A.M. The Chairman explained the rules of the Public Hearing before commencement.

**2.     INVOCATION & PLEDGE**

**PLEDGE:**

**Chairman Schwebach:** Led the Pledge of Allegiance.

**INVOCATION:**



**Commissioner Candelaria:** Led the invocation.

**3. CHANGES TO THE AGENDA:**

**Chairman Schwebach:** Moved item 5 to after Item 4-A, before Item 4-B. .

**4. APPROVALS**

**A. PLANNING AND ZONING: Consider the application for Appeal to the Planning & Zoning Director's denial of second mobile home used as storage/studio for Chanta & Alyssa Woods. (Public Hearing)**

**Chairman Schwebach:** Explained how a public hearing works and what will happen. He said that it is run as a quasi-judicial proceeding, the complainants will be sworn in to present the evidence. Everything will be recorded. The information will be presented, and the appeal process and the Commission will be the decision on the findings of what Planning & Zoning has found.

**ACTION TAKEN:**

**Chairman Schwebach:** Made a motion to enter Public Hearing to consider the application for appeal to the Planning and Zoning Director's denial of second mobile home for use as storage and an art studio.

**Commissioner Candelaria:** Seconded the motion.

**ROLL CALL VOTE**

**Commissioner Candelaria: Yes; Chairman Schwebach: Yes; Commissioner McCall: Absent.**

**Motion Passed.**

**PUBLIC HEARING BEGINS AT 9:02 A.M.**

**The following Public Hearing has been transcribed from the audio recording of the meeting.**

**Chairman Schwebach:** Turned the proceedings over to Torrance County Deputy Manager Juan Torres.

**Deputy Manager Torres:** Yes, Mr. Chair, Commission. As you stated this is a quasi-judicial proceeding, relevant to the matter of the appeal to the Planning & Zoning directors' denial, the second mobile home used as storage and art studio. For the Woods, I will confirm that the public notice and notification was given. Mr. Guetschow? Was the proper signage placed around the property or posted correctly?

**Steve Guetschow, Planning & Zoning Director:** In these matters a sign is not required.

**Deputy Manager Torres:** That is my mistake, I apologize, because it's appealing the decision of your office, not an actual change or anything of that nature.

**Steve Guetschow:** To clarify, there was public notice published in the Albuquerque Journal as per the regulations and then public notice letters were sent to Miss Woods and the adjoining property owners. Thank you.

**Deputy Manager Torres:** Mr. Chair, Commissioner, can both of you affirm that you have no conflicts of interest or had any ex-parte communication?

**Chairman Schwebach, Commissioner Candelaria:** I can confirm.(In unison.)

**Deputy Manager Torres:** Are there any questions from anyone in the audience calling into question the Chair or the Commissioner taking place or taking this topic up today? Okay, seeing none, would anyone wishing to speak please rise and raise your right hand. (Members of the audience stood and raised their right hands.) Do you solemnly swear or affirm that the testimony you are about to give is the truth the whole truth and nothing but the truth so help you God? (Members of the audience affirmed the question.) Thank you. Okay, now we will go to the public testimony side. So the first part will be the applicant or in this case the applicant over appeal so will the Woods, please come up.

**Alyssa Woods:** I live at 21 Polo Lane, Moriarty, New Mexico.

**Madam County Manager Janice Barela:** Asked the speaker to identify herself for the record.

**Alyssa Woods:** Alyssa Woods. We bought a trailer, it's a 14' by 56'. It has no running water, no kitchen or bathroom. I do arts and crafts, and that's actually what we bought it for. It's not going to be for storage, it will be my storage for my arts and crafts and to do arts and crafts in it. All it needs is electricity. We're going to block it down and start putting a ramp on it to get in and out. And that's about it.

**Deputy County Manager Torres:** Chair, Commissioners, do you do any of you have any questions for the applicant?

**Chairman Schwebach:** Can you expand? Well, let me ask this. Can I come back and ask questions? Yes, sir. Okay, I'll hold my questions. I have

**Deputy County Manager Torres:** Do you have anything else to say at this point? You will have the right to cross examine anyone who provides testimony as well. So, at any time, just wait for them to finish and then you'll have an opportunity to speak again as well. Thank you. Any proponents, anyone speaking in favor of this? Please come to the podium and identify yourself.

**Dwayne Stahl:** My name is Dwayne Stahl live at 61 Pajarito Road. I've been the next-door neighbor of the Woods family for over 25 years. They keep their property in excellent shape. I have no objections to them setting up the studio. I have no objections to this.

**Deputy County Manager Torres:** Mr. Chair, Commission, do either of you have any questions for the proponent?

**Chairman Schwebach:** Not at this moment. like to hear both sides and then I'll start with questions.

**Deputy County Manager Torres:** Miss Woods, do you have any questions for proponent as well?

**Alyssa Woods:** No, I do not.

**Deputy County Manager Torres:** Are there any opponents in the public? (No answer from audience.) Hearing none, let's move on to the staff presentation please.

**Steve Guetschow:** (Began speaking about the presentation package, Chairman Schwebach did not have a package so one was given to him. Mr. Guetschow began his presentation again.) In the list of the exhibits in the package under "Staff Exhibits" I only have S-1 and S-2. I have forgotten a document from Section Six of the General Provisions of the County's Zoning Ordinance and I would like to enter those as "Staff Exhibit S-3" at this point, if I may.

**Chairman Schwebach:** Sorry, proceed.

**Steve Guetschow:** Miss Woods has been given a copy of this package and the amended list of exhibits there. And I had received a call from Miss Woods to begin with, and then followed up from a phone call from CW woods. And at that time, I explained to them that the use of a mobile home structure as a storage building, it was not allowed. You're only allowed one single dwelling unit. Back in 2010, we had discovered that formally, before that time, people were allowed to use a structure or convert a mobile home into a storage building that was already existing on the lot. However, when I brought that before the P & Z Board at that time, and apparently it was an executive session, I cannot produce any of the documents from those meetings. But the board really is appalled by the issue of mobile homes being used for storage buildings, because you could not tell the difference of them between what was being used for storage and what was actually a dwelling unit. Subsequently, we started issuing on a probationary basis, permits to use a stripped out mobile home with the plumbing and the kitchen tore out of it, the axle is taken off and in the old mobile home being placed on the ground as a storage building. But in 2013, the last quarter of 2013, we had several violations of that where people who had permitted stripped out mobile homes to be used as storage structures were actually using them for human habitation purposes. In one case, it was a full-blown apartment. Another case, they used it as a living room addition to their other mobile home, etcetera. In approximately February of 2014, I brought that back to the P & Z, board's attention to report to them how using mobile homes for storage buildings have been abused. And so, they revoked that exception to the rule of one dwelling unit per lot. There again, I do not have that documentation. That was not caught in the minutes of any of those meetings. So, in 2014, that's of course when we were doing our revisions to the Ordinances at that time. And there were several meetings with the County Attorney at that time, the Zoning Ordinance Committee, and our legal representation all through that year, to go over those provisions. Unfortunately, that didn't make it into our General Provisions of our Ordinance. What is in our Ordinance, and I'll start with Section Four: Definitions of the Zoning Ordinance. The definition of "the dwelling unit means "The structure, or part of a structure, containing one or more connecting rooms designed for and occupied by no more than one family for living and sleeping purposes. Number 27 under Section Four is, "A mobile home, also known as manufactured housing, means a transportable structure, at least eight feet by 32 feet, built to be towed on its own chassis and designed to be used as a movable dwelling unit for connection to permanent utilities." And then under Section 11, the Rural Residential Zoning District in which the Woods are in. I'm sorry, there's one other portion under definitions. Number 43, "A supplemental residential dwelling unit means a secondary or axillary structure used for residential purposes on land, not within a previously approved subdivision, for use by family members or guests, and at which may not be leased or rented. And then we go to Section 11-B, Permissive Uses, "Any of the following permissive uses are allowed in this Zoning District: One singular dwelling unit per lot, subject to the provisions of Section 19 of this Ordinance." And then, Section Four-Definitions, Number 10, "A dwelling unit means a structure or part of the structure containing one or more connected rooms designed for and occupied by no more than one family for living and sleeping purposes."

Okay, sorry, my copy of the package has a lot of repeat documents. And so, in Exhibit S-3. that's from Section Six of the General Provisions of the Torrance County Zoning Ordinance, and that would be Section 6-C. Mobile Home installation. No mobile homes shall be occupied unless it is connected to adequate utilities provided with skirting of durable material if not installed at ground level and stabilized in anchor, all in accordance with the regulations promulgated by the Manufactured Housing Act of New Mexico 60-14-1 and it's sequential NMSA 1978. No mobile

home manufactured before the current Federal HUD standard. Parentheses 1976 Is this printing shall be installed anywhere in the jurisdiction of Torrance County. As noted in Section 19 F-1, "A Torrance County Mobile Home Development permit is required before any mobile home is placed on the property."

And at the time I spoke with the Woods, that mobile home was being delivered to their property. You have Staff Exhibit Two, you have the documentations regarding the public notice that includes the PO requests, or the PO issued, the ad proof from the Albuquerque Publishing Company, the voided purchase order to Column Software Incorporated which was the agency used by the Independent Newspaper out of Edgewood for the ad that was supposed to appear in March 4 and the March 11 editions. We were not informed until after March 4 that the Independent, because of their staffing and their current condition, were blocking all public notice ads and legal ads from that paper. That's why we had to postpone this hearing and for this special hearing and re-advertise in the Albuquerque Journal and then there's the additional copies of those documents. Then there's the copy of the public notice letters, the one that I sent to Chanta and Alyssa Woods, And the one that I sent to the neighboring property owners. Along with that is should be a yes, there is a copy of the assessor's parcel map showing the subject property that belongs to the woods. And the neighboring property owners the public notice letters were sent to. And then also are redacted copies of the Assessors property profile reports for the neighboring property owners for which we got the mailing address information to send those letters.

Part of the problem with that the trailer the Woods have is that Mrs. Woods didn't fully describe the condition of it. This was one of those old used construction trailer type. And the photographs that she provided in her package are the ones of her yard, apparently, where they propose to set the mobile home, and then photographs that they have taken up the interior of that mobile home. As I said, with our former problems with the exception that the board made in 2010, and the subsequent revision of that exception, as far as the enforcement of that the rule about using a mobile home structure as a storage unit, because what a mobile home is, it's a pre-engineered structure. And for a dwelling unit, or in this case, it's an office unit with doors located in specific spots to meet fire code, et cetera., and the problem we have with enforcement when people are allowed, or we're allowed to do that is we cannot tell from the street the difference between one being used for storage unit, and one being used for living purposes. And without being out there several trips and actually seen the lights on or people leaving for work in the morning from that structure. This was one of the reasons that the board had reverse their exception to that. The ability to use those because, as I stated earlier, we had several cases where people permitted them to be used as storage structures and then found people living in them after all the utilities were stripped out. And so, this is why I'm just going by the regulations. And because of the appearance of these mobile homes, we cannot tell the difference from the street. We consider them a dwelling unit because even if it is a construction trailer, some of which already have bathrooms installed, et cetera. We cannot tell the difference between them from the road what they are. So, at that point, staff will rest.

**Deputy County Manager Torres:** Commission, do you have any questions for staff?

**Chairman Schwebach:** I do have questions for staff. So just to clarify, on how we're reading the planning or ordinance is essentially if this were a storage structure that looked like a storage structure of the same dimensions, it was permitted? Am I correct in saying that?



**Steve Guetschow:** Yes. It's conventional structure, or what the current fad is, is using shipping containers for storage.

**Chairman Schwabach:** And that is no problem?

**Steve Guetschow:** We do have points where people are converting those into units as well. But you can tell the difference between a storage shipping container, or a structure built for storage from a dwelling unit. In most cases I would say, with the exception of these new "barndominiums," they call them.

**Chairman Schwabach:** I just want to be very clear that I agree there is an issue on doubling occupancy on homes that are not permitted as such areas. Because then you enter into fire problems, you enter into other problems logistically on what the County is dealing with. And so, with this case, the proposed location on the property is not an issue, if it were a storage structure, correct? It just doesn't look like a storage structure.

**Steve Guetschow:** That's correct. It looks like a mobile home.

**Commissioner Candelaria:** Okay. Is this mobile home prior to 1976? The date of it when it was manufactured.

**Steve Guetschow:** I have not seen the paperwork on it yet. The Woods did not submit an application for a development permit. They submitted their application for the appeal, which places all actions on hold until the determination by this body is made prior.

**Commissioner Candelaria:** Prior to approval, does it have to be inspected-electrical inspection done, plumbing inspection done?

**Steve Guetschow:** Correct, they would have to get a land development permit from the County. And we would confirm that there was water available based on the floor plan that they provided us, that there were proper connections to any septic system out there, that the septic system would allow for that use, because those are sized off the number of bedrooms. But we would make sure that they were in compliance with other state agencies regulations, and then the Regulation and Licensing Division, Manufactured Housing Division would do an inspection of the mobile home, they would actually issue a setup permit. And then they would do inspections that would include utility hookups, the blocking and anchoring and the skirting being properly done.

**Commissioner Candelaria:** I have one more question and that is, is there already a public system there for electric power to go to that mobile?

**Steve Guetschow:** I don't know, and it's like I said, there's not been a land development permit submitted.

**Chairman Schwabach:** So, I guess that leads me to another question. In this particular location and the proposed location of this, would it be permissible for a second dwelling on this location? With all the proper permitting and everything else.

**Steve Guetschow:** The only way is with a conditional use permit issued or approved and issued by the Planning and Zoning Board in my department for caretaking purposes, to which would be included would be, say, a family has an older family member that is still pretty much independent but they need to look out for them, or a family member, a younger one, that has medical problems that needs caretaking provisions where they are, again, they're independent enough to live in the second mobile home themselves or a nursing staff is posted there. Another one of those exceptions under that provision is a caretaker's home, managing a property for absentee landowners. Those are the provisions or the exception to that rule. Under the conditional uses for the rural residential zoning district, and if you like I can read that provision into the record.

**Chairman Schwabach:** I'm good, I'm fine. I'm just kind of curious because the question at hand is the denial to put this mobile home converted to a structure. And the reason being is the ap-

pearance of the storage unit appears to be a mobile home. So, I guess my next question for staff would be, for a mobile home to appear to be a structure, what would have to be done to it? Or a storage unit, excuse me. What would have to be done to it? We don't have any guidelines on that do we?

**Steve Guetschow:** No, we would have to fall back to-- and this goes along with a question I asked that the Woods because at the time I spoke with him on the telephone, I wasn't sure if they had agricultural property or what. And the reason for that is some ranchers and farmers, they'll take off one of the walls, whether it's, you know, only three sided, whether they use it for storage of hay, or grain, or whatever they use that for, is it an exception, or the acreage involved on agricultural properties that are 80 acres or more in size. But that wasn't the case here.

**Chairman Schwebach:** How large is this property? How big is a lot?

**Steve Guetschow:** Two and a half acres, there is a copy of that plan of record in your package there.

**Chairman Schwebach:** So, if a mobile storage unit is permissible, a storage container-

**Steve Guetschow:** A shipping container.

**Chairman Schwebach:** A shipping container-is that a permitted item?

**Steve Guetschow:** Yes, it is as an accessory structure. Those are generally placed on the ground, whether they're sitting on wood or something to hold them above or directly on the ground and anchored to it.

**Chairman Schwebach:** No further questions.

**Deputy County Manager Torres:** Mr. Chair, Commissioner, Mrs. Woods, do you have any questions for the staff? Does anyone else have any questions for staff?

**Chairman Schwebach:** I do. Not for staff, I'm sorry.

**Deputy County Manager Torres:** Mr. Chair, Commission, I guess if you have any additional questions...

**Chairman Schwebach:** I have questions for Mrs. Woods. Okay, so you stated here that I mean, this is for storage, for your arts and crafts and that sort of thing. And that's the purpose of it. Doesn't need to be heated, but you need electricity for lighting.

**Alyssa Woods:** It does have a central air and heating in it. And that's it. All I need is the light. I don't need any plumbing. There's no bathroom. No water. No nothing.

**Chairman Schwebach:** Will you be using this for more than storage, as a workshop?

**Alyssa Woods:** I'd be working in there, yes.

**Chairman Schwebach:** You'd be working in there?

**Alyssa Woods:** There would be nobody coming in and out of my property. I have a mean dog, so it would only be me in there, maybe my husband, my grandkids, but not using that personally for storage. Just craft storage to put up, set up my crafting.

**Chairman Schwebach:** Is it currently on your property, this mobile home?

**Alyssa Woods:** Yes, sir.

**Chairman Schwebach:** So, you came to the County Department before you made any move?

**Alyssa Woods:** The day that we were going to move it we talked to him and so Kayo transport transported it out to Nine-Mile Field until we figure out if we could have it.

**Chairman Schwebach:** Okay, so that picture I saw that's where it's at.

**Alyssa Woods:** No, that was my mobile home on the pictures.

**Chairman Schwebach:** So, there was one more I thought I saw it here because it appeared to be a mobile home that was- maybe I'm wrong.

**Alyssa Woods:** Now the inside of that, no that that's my neighbor's house that I think you're seeing.

**Chairman Schwebach:** Oh, so the pictures this is the actual home on the interior that we were looking at.

**Alyssa Woods:** Yes. And the electric pole on the picture, we do have an electric pole there that has electric to it. It doesn't have to go there. We sit on 2.9 acres. I can pretty much put it anywhere.

**Chairman Schwebach:** Do you have any question?

**Commissioner Candelaria:** I'm just concerned about the date of the mobile.

**Alyssa Woods:** I don't have that. I probably could step out and call my husband up. (She left the Commission room to call her husband.)

**Commissioner Candelaria:** I believe that they cannot be any older than 1976-1977. That concerns me if it's older than that.

**Alyssa Woods:** I don't know.

**Commissioner Candelaria:** So, bringing it into the County or whatever.

**Chairman Schwebach:** And what did you ask to be permitted? You came to the County with this, did you ever look for a storage unit? What did you intend on doing with it?

**Alyssa Woods:** For my crafting.

**Chairman Schwebach:** A new storage unit for crafting. That's the picture I was referring to, was this mobile home.

**Alyssa Woods:** That's not mine. That is across the street and down a couple. That was just put in; there was two of them. They came and destroyed one of them

**Chairman Schwebach:** Nobody is living in it? If you could call your husband. I have no further questions, do you?

**Deputy County Manager Torres:** Would you like to take a recess to make this phone call?

**Chairman Schwebach:** Do I need to permit anybody else to question Miss Woods?

**Deputy County Manager Torres:** Would anyone else like to question Miss Woods?

**Chairman Schwebach:** Took a break from Public Hearing so that Mrs. Woods may call her husband.

**Steve Guetschow:** When she gets her husband on the phone, he will have to be sworn in and she will have to hold her phone up against the microphone.

**Chairman Schwebach:** Called session back to order. Mr. Woods was now on the phone.

(There was some trouble with getting Mr. Woods logged into the meeting, but then he was able to be patched into the mic system.)

**Chairman Schwebach:** Mr. Woods, can you hear us?

**Chanta Woods:** Yes.

**Chairman Schwebach:** Told Mr. Woods that Deputy County Manager Torres is going to swear him in.

**Deputy County Manager Torres:** Can you raise your right hand? Do you solemnly swear or affirm the testimony you're about to give is the truth, the whole truth and nothing but the truth so help you God?

**Chanta Woods:** I do.

**Deputy County Manager Torres:** Okay, you are sworn in.

**Chairman Schwebach:** Mr. Woods, a question came up. Do you know the year of manufacturing for the mobile home that's being proposed as a storage unit on your property?

**Chanta Woods:** Yes.

**Chairman Schwebach:** Proceed. What is the year of manufacturing?

**Chanta Woods:** You know what? I'm having a hard time hearing.

**Chairman Schwebach:** Can you hear me better now? What is the year of manufacturing for the proposed mobile home?

**Chanta Woods:** It's a 1990.

**Chairman Schwebach:** Okay, is there any other questions for Mr. Woods? Seeing none, Mr. Woods, thank you very much for calling in. See, now you're Zoom ready!

**Chairman Schwebach:** You can stay on the line, but we will have to mute you at this point. Mr. Candelaria, are there any questions for staff or Mr. Woods? That was my only concern is the manufacturing date of the mobile home.

**Deputy County Manager Torres:** Mr. Chair, Commission. Miss Woods, do you have any closing statements or summary to give? Mr. Chair, Commission, you can close the public hearing portion and proceed with your deliberation.

**Commissioner Candelaria:** What was the date in this hearing? When they went before the Planning and Zoning Board? Or what was the date that they went before the Planning and Zoning Board? Or they did? Or they're going through the Planning?

**Steve Guetschow:** No. They have not applied for a conditional use permit. Okay, sir. For caretaking purposes-

**Chairman Schwebach:** I'll chime in to explain this Mr. Candelaria. So, they came to the County to permit, and the permit was denied based on what we've seen. And so, their option is to appeal it. And so that superseded my practice.

**Steve Guetschow:** Pretty much what had happened is the Woods called and inquired about what they needed to do to get a land development permit. And when they explained the situation to me, I told them that they couldn't use or install that mobile home as a storage unit on their property.

**Chairman Schwebach:** And then the appeal process started?

**Steve Guetschow:** Yes.

**Commissioner Candelaria:** When was it right before the Commission that he was denied?

**Chairman Schwebach:** Never.

**Commissioner Candelaria:** Or was this the first time?

**Steve Guetschow:** Okay. Are you thinking about when we were clarifying the rules years ago with the board?

**Commissioner Candelaria:** I thought they had been denied prior to coming here.

**Alyssa Woods:** I have a question. You stated, I believe in the comment that we would have to have somebody come out and check the plumbing into the sewer and stuff. If we're not using the sewer or the water. It does not have to be connected, right?

**Steve Guetschow:** Well, that is correct. But the fact remains that it's a mobile home and a second mobile home cannot be placed on the property. That's what the regulations say. Because that mobile home is a pre-engineered dwelling unit, whether it's used for commercial office when it was constructed or for a single-family dwelling or a residence. That's what it's use was designed for. And because we cannot tell the difference from the street, that's why we don't allow that to be installed unless under caretaking provisions of the ordinance.

**Chairman Schwebach:** We'd have closing arguments from both.

**Deputy County Manager Torres:** Yes, I guess the same once again. It would come down to the applicant would like to make a closing statement or not. If not, then we can proceed to closing the public hearing portion, in which case we'll go back into open session and discover findings.

**Chairman Schwebach:** We have heard from the applicant and from staff and the public concerning the matter of the Appeal for the Planning & Zoning denial of a second mobile home used as storage/ art studio for Chanta and Alyssa Woods.

**ACTION TAKEN:**

**Chairman Schwebach:** I will make a motion to close the public hearing.

**Commissioner Candelaria:** Seconded the motion.

Roll Call Vote:

**Commissioner Candelaria:** Yes; **Chairman Schwebach:** Yes; **Commissioner McCall:** Absent.

**Motion Passes.**

**PUBLIC HEARING NOW CLOSED.**

**Agenda Item 4-A is next.**

Chairman Schwebach opened the floor for discussion.

**Chairman Schwebach:** It's clear that a second mobile home was not allowed. However, in this instance, that structure to accomplish what Miss Woods is wanting to accomplish, that would be done through a conditional use or a special use permit, in which case, it has potential that a plan comes up on how this structure is now modified to where there is no resemblance of a mobile home, similar to a storage unit. Is that possible through a special use permit? Do you see going by the ordinance the only provision made for that is a conditional use permit for caretaking purposes.

**Steve Guetschow:** Going by the Ordinance, the only provision made for that is a conditional use permit for caretaking purposes.

**Chairman Schwebach:** But you're not understanding the question. If it is modified into a storage unit that is undeniably seen as a storage unit from the road. Is that possible? Through a special use permit?

**Steve Guetschow:** I would have to say it depends on the modifications or if you're going to remove one of the sides, where it's definitely not going to be used for human habitation of any kind, then yes. You could. It might be possible.

**Chairman Schwebach:** It's something that has not been before planning and zoning is what I'm hearing.

**Steve Guetschow:** That is correct.

**Chairman Schwebach:** And the question at hand is whether or not the appeal should be, or the denial should be overturned by this Commission. Based on them, as I have heard, I'm going to make a motion.

**Steve Guetschow:** You know, we have a lot of honest citizens. And they plan to do what they say they're going to do. And I believe that the Woods fit into that category. It's unfortunate that there's a few residents of the County that are not so honest. And they're the ones that make it harder for everybody else that are honest. And that's why we have to enforce the provisions of the ordinance as we do. And I'll wrap up with that.

**ACTION TAKEN:**

**Chairman Schwebach:** Made a motion to uphold the Planning & Zoning decision for denial.

**Commissioner Candelaria:** Seconded the motion.

**Chairman Schwebach:** I would like to explain the reason for my motion. I do believe what Steve said is that your intentions are true. However, with our Planning & Zoning, we do need to uphold it for the entire County and that's why I'm making this motion for this decision. It's also why I'm asking if there's an avenue to fit both intentions, to fit that within Planning & Zoning with the structure that you were looking at, to satisfy both needs. I think I would encourage staff and Miss Woods to have that discussion on a special use permit.

**Commissioner Candelaria:** I also would like to explain my way of thinking. I respect and I appreciate your honesty coming before this Commission with what you're trying to do. I also feel that we cannot go against our written rules and regulations of Planning & Zoning. Just to go against their Planning & Zoning is not the right way to go with us. It'll look bad on us. If something else like this comes, I think Planning & Zoning and the Commission can come up with something probably further down the road. And I really appreciate your honesty that you came with because we don't see that very often. It is a breath of fresh air to get people to come here in an honest way to get things done. And I appreciate that. Thank you.

**Roll Call Vote:**

**Commissioner Candelaria: Yes; Chairman Schwebach: Yes; Commissioner McCall: Absent.**

**Motion Passes.**

Break was taken for approximately 10 minutes, then session was called back to order. Item 5-A was presented next.

**B. MANAGER: Discuss and possible action regarding Manager's request to hire an Executive Assistant to the County Manager as provided for in Torrance County Personnel Ordinance Section 4.2.B., to include setting salary.**

**Chairman Schwebach:** Opened for Discussion Item 4-B.

**Madam County Manager Barela:** Explained why she is asking for a restructuring of the Administrative Assistant position, and what her salary request is for the position. She is requesting approval to hire an Executive Assistant, the salary being a range from \$15 an hour up to \$18.50 an hour, depending on experience. The current Administrative Assistant is relocating, so they are hoping to advertise as soon as possible for the new position.

**ACTION TAKEN:**

**Chairman Schwebach:** Made a motion to approve the request of the County Manager to advertise for the Executive Assistant for the range of salary from minimum of \$15 per hour, up to \$18.50 per hour.

**Commissioner Candelaria:** Seconded the motion.

**Roll Call Vote:**

**Commissioner Candelaria: Yes; Chairman Schwebach: Yes; Commissioner McCall: Absent.**

**Motion Passes.**

**C. MANAGER: Discuss and possible action regarding Planning and Zoning Director's salary prior to posting position.**

**Chairman Schwebach:** Opened the floor for discussion on the item.

**Madam County Manager Barela:** Explained that there is a resignation from the current Planning & Zoning Board Director, and that since Mr. Guetschow never really asked for raises for himself, she would like to increase the salary range to get the best possible candidate in the position. The current Planning & Zoning Director's salary is sitting at \$21/hr. The other counties of comparable size in New Mexico have their Director's salaries at anywhere from \$23-\$37/hr. She requests a range of \$21-\$25 for this position.

**ACTION TAKEN:**

**Chairman Schwebach:** Made a motion to post for the Planning & Zoning Director's salary and to give it a range between current salary up to \$25 per hour at the Manager's Discretion.

**Commissioner Candelaria:** Seconded the motion.

**Roll Call Vote:**

**Commissioner Candelaria: Yes; Chairman Schwebach: Yes; Commissioner McCall: Absent.**

**Motion Passes.**

## **5. EXECUTIVE SESSION**

**A. MANAGER: Personnel Matters: Pursuant to Section 10-15-1(H)(2), Discuss Limited Personnel Matters Ref.: Executive Assistant to the County Manager.**

**ACTION TAKEN:**

**Chairman Schwebach:** Made a motion to go into Executive Session to discuss items 5-A: Personnel matters pursuant to Section 10-15-1(H)(2). Regarding Executive Assistant to the County Manager, and Item 5-B: Personnel Matters: Pursuant to Section 10-15-1(H)(2), Discuss Limited Personnel Matters ref.: Planning and Zoning Director.

**Commissioner Candelaria:** Seconded the motion.

**Roll Call Vote:**

**Commissioner Candelaria: Yes; Chairman Schwebach: Yes; Commissioner McCall: Absent.**

**Motion Passes.**

**ACTION TAKEN:**

**Chairman Schwebach:** Made a motion to come back into Regular Session from Executive Session.

**Commissioner Candelaria:** Seconded the motion.

**Roll Call Vote:**

**Commissioner Candelaria:** Yes; **Chairman Schwebach:** Yes; **Commissioner McCall:** Absent.

**Motion Passes.**

**Chairman Schwebach:** During our executive session, we discussed two items: Personnel matters pursuant to section 1015-1 with Executive Assistant to the County Manager and also a Planning & Zoning director, nothing else was discussed. Now, back to the agenda, going on to Item 4-B.

**B. MANAGER: Personnel Matters: Pursuant to Section 10-15-1(H)(2), Discuss Limited Personnel Matters ref.: Planning and Zoning Director.**

**6. Adjourn**

**ACTION TAKEN:**

**Chairman Schwebach:** Made a motion to adjourn

**Commissioner Candelaria:** Seconded the motion.

**Meeting adjourned at approximately 10:17 A.M.**

**Signed By:**

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**Ryan Schwebach – Torrance**      **Valerie Smith – Administrative Assistant III,**  
**County Board of Commission**    **Torrance County Clerk’s Office**  
**Chairman**

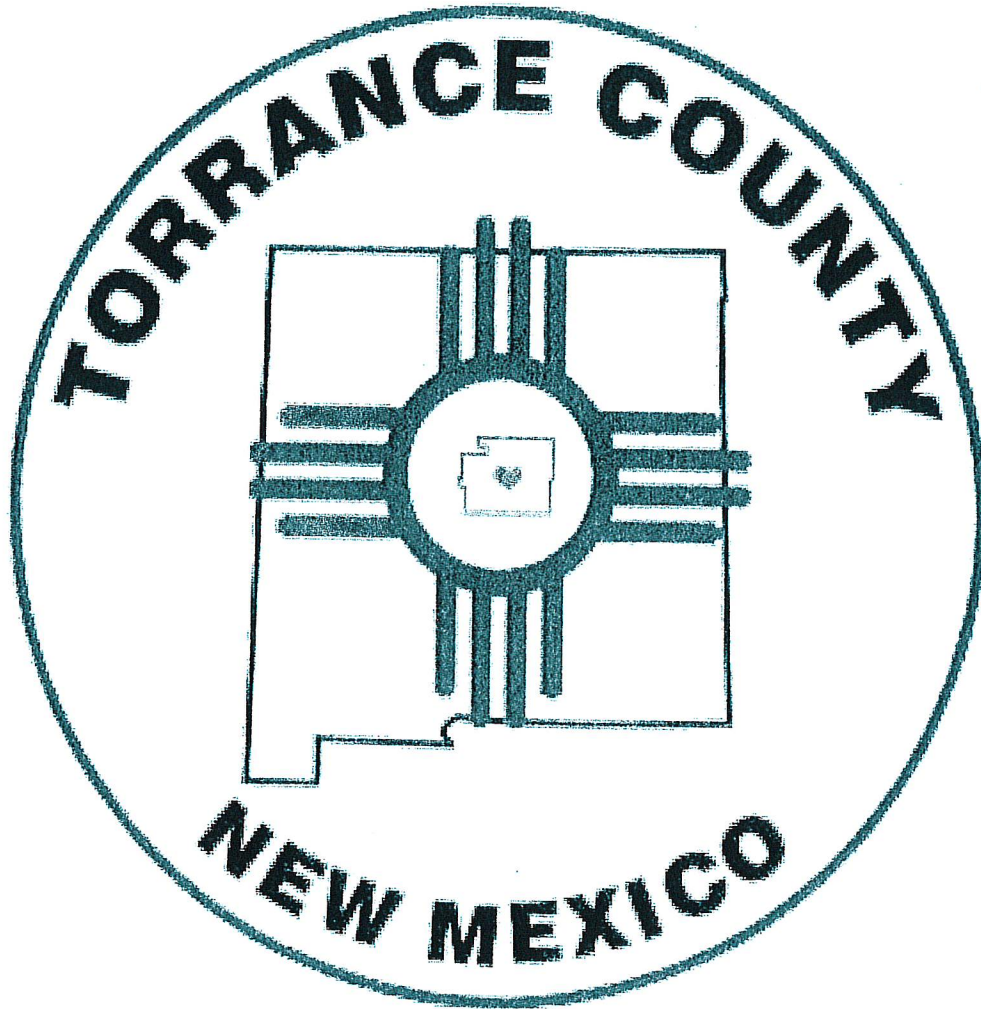
**Date:**      /      / 2022

**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.**





*Agenda Item*  
*No. 8-B*



*Agenda Item*  
*No. 9-A*

Date: 4/21/22 12:05:57 (CHEC61)

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

TOTAL CHECKS PRINTED 152

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 2,958,161.14 ON ACCOUNT OF OBLIGATIONS INCURRED FOR THE SERVICES AS SHOWN ABOVE FOR THE PERIOD ENDING 04/21/2022 . 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. Candalaria  
-----  
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 #	DATE	PO #	Amount
01 R	120034	AMAZON BUSINESS	FULL BODY SHOCKPROOF PROTECTIVE COVER WITH 360 DEGREE ROTATION	411-92-2248	214722	04/07/2022	37616	119.96
	263.90		COVER WITH 360 DEGREE ROTATION				37616	
	04/11/2022		STAND, HAND STRAP, & PENCIL HOLDER				37616	
			SAMSUNG GALAXY ACTIVE PRO	411-92-2248		/	37616	25.98
			TEMPERED GLASS PROTECTOR			/	37616	
			PELICAN 1010 MICRO CASE (BLACK)	411-92-2248		/	37616	66.00
			PELICAN 1012 FOAM SET GREY	411-92-2248		/	37616	24.00
			PELICAN 1042 FOAM SET	411-92-2248		/	37616	27.96
			INVOICE#11F9-VD9R-464Y ACCT# A3JI65B8912J5M					
1/4%	FIRE EXCISE TAX	263.90						
01 R	120035	AMAZON BUSINESS	HEAVY DUTY POWER STRIP	605-02-2218	234722	04/07/2022	37644	24.49
	873.24		100-FT HEAVY DUTY EXTENSION CORD	605-02-2218		/	37644	142.79
	04/11/2022		INFLATABLE ARCH	605-02-2218		/	37644	199.99
			BLUETOOTH PROJECTOR	605-02-2218		/	37644	269.99
			PROJECTOR TRIPOD	605-02-2218		/	37644	39.99
			TALVANIA INFLATABLE SCREEN SHIPPING/HANDLING	605-02-2218		/	37644	195.99
			INVOICE#1C7C-3VHF-JDPK ACCT# A3JI65B8912J5M					
DWI	LOCAL GRANT FY20	873.24						
01 O	120036	AMBITIONS TECHNOLOGY GROUP LLC	LOGITECH KEYBOARD MOUSE COMBO	401-65-2225	304722	04/07/2022		1244.94
	1341.92		SPEAKERS INVOICE#9604 REF PO# 37413	401-65-2225		/		71.99
	04/11/2022			401-65-2225		/		24.99
OPERATIONS & MAINTENAN	1341.92							
01 O	120037	AMBITIONS TECHNOLOGY GROUP LLC	MS 365 EXCHANGE MS WINDOWS E3 DATTO CONTRACT SUPPORT MARCH 2022	401-65-2213	314722	04/07/2022		4512.20
	4867.54		TAX INVOICE#9712	401-65-2213		/		355.34
	04/11/2022							
OPERATIONS & MAINTENAN	4867.54							
01 O	120038	AMBITIONS TECHNOLOGY GROUP LLC	365 MS EXCHANGE MS WINDOWS E3 DATTO CONTRACT SUPPORT JANUARY THRU FEBRUARY 2022	401-65-2213	324722	04/07/2022		6942.20
	7488.90		TAX INVOICE#9650	401-65-2213		/		546.70
	04/11/2022							
OPERATIONS & MAINTENAN	7488.90							
01 V	120039	AMBITIONS TECHNOLOGY GROUP LLC	AMBITIONS IT TICKET SUPPORT FEBRUARY 2022	401-65-2213	334722	04/07/2022		5508.37
	5910.49		TAX INVOICE#9653	401-65-2213		/		402.12
	04/11/2022							
OPERATIONS & MAINTENAN	5910.49							
01 O	120040	AMBITIONS TECHNOLOGY GROUP LLC	AMBITIONS IT TICKET SUPPORT JANUARY 2022	401-65-2213	344722	04/07/2022		3125.00
	3371.09		TAX INVOICE#9652	401-65-2213		/		246.09
	04/11/2022							



CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	120041	AMBITIONS TECHNOLOGY GROUP LLC	SONICWALL LICENSE RENEWAL - 3 YR	911-80-2271	354722	04/07/2022	37542	1994.30
	2151.35		TOTAL TAXES	911-80-2271	/	/	37542	157.05
	04/11/2022		INVOICE#9600					
911-DISPATCH CENTER	2151.35							
01 R	120042	BOUND TREE MEDICAL, LLC	NPAS, OPAS, CPAP DEVICES, LUBRICATING JELLY, NASAL CANNULAS, NEBULIZER KITS, KETOROLAC 30MG/ML 1ML SDV	406-91-2230 408-91-2230 405-91-2230	114722	04/07/2022	36967 36967 36967	8.96 8.96 8.96
04/11/2022			NRB W/O SAFETY VENT 7FT TUBING INVOICE#84435225 ACCT# 204887					
			VERBAL APPROVAL BY J. OLIVER INVOICE#8445672 ACCT#204887	411-92-2230	124722	04/07/2022	37201	52.00
			CURAPLEX OXYGEN MASK PEDIATRIC ELONGATED TOTAL NRB W/O SAFETY VENT 7 FT TUBING 50 EA/CS					
STATE FIRE ALLOTMENT	26.88		1/4% FIRE EXCISE TAX					
01 O	120043	BRUCKNER TRUCK AND EQUIPMENT	DOT INSPECTION TAX AND SHOP SUPPLIES REF PO#37579 INVOICE# 15394379 ACCT#TORRANCE COUNTY ROAD	402-60-2244	34722	04/07/2022		153.74
04/11/2022								
COUNTY ROAD DEPARTMENT	153.74							
01 O	120044	CORECIVIC INC.	REIMBURSEMENT FOR HOUSING OF ICE INMATES FOR JANUARY 2022 INVOICE #TCSO-ICE 012022-REV	825-70-2172	364722	04/07/2022		1596910.46
1596910.46								
04/11/2022								
ADULT INMATE CARE	596910.46							
01 O	120045	CORECIVIC INC.	REIMBURSEMENT FOR HOUSING OF USMS INMATES DEC 2021	825-70-2172	374722	04/07/2022		202081.20
205920.06			REIMBURSEMENT FOR COURT TRANSPORT USMS INMATES DEC 2021	825-70-2172	/	/		2600.16
04/11/2022			REIMBURSEMENT FOR MEDICAL TRANSPORTATION OF USMS INMATES DEC 2021 INVOICE#USMS 122021 ACCT#CORECIVIC/TORRANCE	825-70-2172	/	/		1238.70
ADULT INMATE CARE	205920.06							
01 O	120046	CORECIVIC INC.	REIMBURSEMENT FOR HOUSING OF USMS INMATES JAN 2022	825-70-2172	384722	04/07/2022		244128.82
247240.65			REIMBURSEMENT FOR COURT TRANSPORT USMS INMATES JAN 2022	825-70-2172	/	/		2502.63
04/11/2022			REIMBURSEMENT FOR MEDICAL TRANSPORTATION OF USMS INMATES JAN 2022 INVOICE#USMS 012022-REV ACCT#CORECIVIC/TORRANCE	825-70-2172	/	/		609.20
ADULT INMATE CARE	247240.65							
01 O	120047	CORECIVIC INC.	REIMBURSEMENT FOR HOUSING OF	825-70-2172	394722	04/07/2022		217855.43

220601.48  
04/11/2022

USMS INMATES FEB 2022  
REIMBURSEMENT FOR COURT

825-70-2172

/

2109.18





NEEDED FOR MINOR VEHICLE  
GASKET MATERIAL SHELLAC COMPOUND

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
STATE FIRE ALLOTMENT 17.78								
01 O	120055	GUSTIN HARDWARE INC.	INVOICE#277384 ACCT#125	401-27-2215	474422	/ /	36616	3.98
	04/11/2022			401-36-2215		/ /	36616	7.96
				401-37-2215		/ /	36616	3.98
			OPEN PO REQUEST FOR ALL COUNTY BUILDING SITES FY2022	401-15-2215		/ /	36616	7.96
							36616	
MOUNTAINAIR SENIOR CEN 3.98 ESTANCIA SENIOR CENTER 7.96 MORIARTY SENIOR CENTER 3.98								
ADMINISTRATIVE OFFICES 7.96								
01 O	120056	GUSTIN HARDWARE INC.	MISC. ELECTRICAL PLUMBING, 1 ADHESIVE CONTACT GLUE 2 UTILITY KNIFE BLADES 1 BIG STRETCH WHITE CAULKING INVOICE# 277414 ACCT#125	401-16-2215	24722	04/07/2022	36614	18.66
04/11/2022								
JUDICIAL COMPLEX MAINT 18.66								
01 O	120057	GUSTIN HARDWARE INC.	MISC. ELECTRICAL, PLUMBING, POWER PLUNGER TO UNPLUG SINKS AND TOILETS TRKMRSTR POWER PLUNGER INVOICE#277434 ACCT#125	401-15-2215	294722	04/07/2022	36615	8.99
04/11/2022								
ADMINISTRATIVE OFFICES 8.99								
01 O	120058	HART'S TRUSTWORTHY HARDWARE	LUMBER, PLUMBING NEEDS, PAINT, ROLLERS/BRUSHES, CLEANING SUPPLIES, MISCELLANEOUS ITEMS NEEDED FOR BUILDING MAINTENANCE REPAIR AND SAFETY EQUIPMENT	408-91-2248	184722	/ /	37472	7.38
04/11/2022							37472	
STATE FIRE ALLOTMENT 7.38								
01 O	120059	HART'S TRUSTWORTHY HARDWARE	LUMBER, PLUMBING NEEDS, PAINT, ROLLERS/BRUSHES, CLEANING SUPPLIES, MISCELLANEOUS ITEMS NEEDED FOR BUILDING MAINTENANCE REPAIR AND SAFETY EQUIPMENT	408-91-2248	204722	/ /	37472	9.58
04/11/2022							37472	
STATE FIRE ALLOTMENT 9.58								
01 R	120060	LOBO INTERNET SERVICES LTD	IT INTERNET SERVICES FY 2022	911-80-2207	74722	04/07/2022	36714	137.50
04/11/2022			DISPATCH SERVICES DATES 05/1/22 TO 05/31/22 INVOICE#N10958-29 ACCT#10958					



CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 R	120061	LOBO INTERNET SERVICES LTD	IT INTERNET SERVICES FY2022	401-65-2207	84722	04/07/2022	36718	155.00
	155.00		REMAINDER FOR FY2022				36718	
04/11/2022			TORRANCE COUNTY INTERNET					
			SERVICE DATES 05/01/2022-					
			05/31/2022 INVOICE#N10715-34					
			ACCT#10715					
=====								
OPERATIONS & MAINTENAN 155.00								
01 O	120062	NM APPARATUS LLC	RESCUE 1-2		104722		37651	
	288.23		VIN: 1FDWF36R49BA91107				37651	
04/11/2022			MILEAGE: UNKNOWN				37651	
			HOURS TROUBLESHOOT NO START	411-92-2201				270.00
			TAX	411-92-2201				18.23
			INVOICE#1810					
=====								
1/4%	FIRE EXCISE TAX	288.23						
01 O	120063	NMAAO	ASSESSOR SPRING CONFERENCE	401-40-2266	404722	04/07/2022	37712	300.00
04/11/2022	300.00		JESSE LUCERO & VICTORIA SEDILLO				37712	
=====								
COUNTY ASSESSOR		300.00						
01 R	120064	NUBE GROUP	OVERAGE FEE	401-50-2203	264722	04/07/2022		93.35
04/11/2022	100.70		TAX INVOICE#IN54819 ACCT#					7.35
			TC03					
=====								
COUNTY SHERIFF		100.70						
01 R	120065	NUBE GROUP	OVERAGE FEE	401-50-2203	274722	04/07/2022		18.86
04/11/2022	20.35		TAX INVOICE#IN54294 ACCT#					1.49
			TC03					
=====								
COUNTY SHERIFF		20.35						
01 R	120066	NUBE GROUP	COLOR COPIES OVERAGE 3/1/2022-	401-40-2203	414722	04/07/2022		39.28
04/11/2022	39.28		03/31/2022 INVOICE#IN54820					
			ACCT#TC07					
=====								
COUNTY ASSESSOR		39.28						
01 O	120067	PRUDENTIAL OVERALL SUPPLY	PAPER TOWEL ROLLS	911-80-2220	14722	04/07/2022	37636	210.74
	224.59		DELIVERY FEE	911-80-2220			37636	13.85
04/11/2022			INVOICE#450619195 ACCT#					
			6527245					
=====								
911-DISPATCH CENTER		224.59						
01 V	120068	PRUDENTIAL OVERALL SUPPLY	MATS AND MOPS COUNTY ADMIN	401-15-2203	284722	04/07/2022		33.65
	177.94		UNIFORMS STETSON ARELY MARISSA	401-65-2236				87.64
04/11/2022			JAMES DOMINIC					
			MATS AND MOPS JUDICIAL INVOICE#	401-16-2203				56.65
			45061-9189/45061-9190 ACCT#					
			6528480					
=====								
ADMINISTRATIVE OFFICES		33.65	OPERATIONS & MAINTENAN	87.64	JUDICIAL COMPLEX MAINT			56.65

=====

01 R 120069

SENERGY PETROLEUM, LLC

FUEL CARDS INVOICE#824543 ACCT# 402-60-2202

444722 04/07/2022

6785.15

=====

CX#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
16822.36	04/11/2022		TCROAD					
			SHOP TANKS CREDIT 134.13	402-60-2202	464722	04/07/2022		10037.21
			INVOICE#SEN-298024 717993					
			ACCT#TCROAD					
COUNTY ROAD DEPARTMENT 16822.36								
01 R	120070	SPECIALTY COMMUNICATIONS	DIAGNOSE/REPAIR RADIO IN FORD	401-82-2218	434722	04/07/2022	37508	95.00
	113.48		VAN				37508	
04/11/2022			TAX ON LABOR	401-82-2218				7.48
			MISC PARTS FOR REPAIR	401-82-2218				11.00
			VIN 1FTNE24L86HB10330					
			MILEAGE 148014.4					
			INVOICE#140162					
ANIMAL SERVICES 113.48								
01 O	120071	STAPLES BUSINESS ADVANTAGE	PAPER PLATES	401-55-2219	254722	04/07/2022	37691	14.87
	226.44		PAPER TOWELS	401-55-2219			37691	24.97
04/11/2022			KLEENEX	401-55-2219			37691	48.80
			NOTEBOOK	401-55-2219			37691	10.91
			YELLOW PAPER	401-55-2219			37691	68.24
			BLUE PAPER	401-55-2219			37691	42.65
			FOLDERS AND SCISSORS	401-55-2219			37691	16.00
			INVOICE#3503150138 ACCT#					
			DAL70109685					
FINANCE DEPARTMENT 226.44								
01 R	120072	TILLERY CHEVROLET GMC INC	DOT INSPECTIONS ON AMBULANCES	408-91-2201	94722		37124	239.45
	239.45		LABOR TAX				37124	
04/11/2022			RESCUE 2, RESCUE 3, RESCUE 5,				37124	
			RESCUE 3-2, RESCUE 1-2				37124	
			INVOICE#6067190/1					
STATE FIRE ALLOTMENT 239.45								
01 O	120073	TRIADIC INC.	TRIADIC IT CONTRACT FY2022	401-65-2213	244722	04/07/2022	36622	3944.53
	4594.71		NMGR (8.25%)	401-65-2213			36622	325.42
04/11/2022			CLERK'S LIVE WEBB	612-20-2203			36622	75.00
			NMGR (8.25%)	612-20-2203			36622	6.19
			CLERK'S SCANNING SOFTWARE	612-20-2203			36622	75.00
			NMGR (8.25%)	612-20-2203			36622	6.19
			TREASURER'S LIVE WEB	401-30-2203			36622	75.00
			NMGR (8.25%)	401-30-2203			36622	6.19
			TREASURER'S SCANNING SOFTWARE	401-30-2203			36622	75.00
			NMGR (8.25%)	401-30-2203			36622	6.19
			INVOICE#39:10.8 ACCT#1425					
OPERATIONS & MAINTENAN 4269.95 COUNTY CLERK 162.38 COUNTY TREASURER 162.38								
01 O	120074	WAGNER EQUIPMENT CO.	SERVICE AND PARTS	402-60-2244	454722	04/07/2022	37566	2009.81
	2009.81		BUMPER FOR LOADER/ROD/REPAIR					
04/11/2022			TO G4 BLADE/REPAIR TO G9 BLADE					
			INVOICE#527-7528-0324-0325					
			ACCT#88034					
COUNTY ROAD DEPARTMENT 2009.81								

01 R 120075

WESTERN TRAILS VETERINARY INC. LARGE STERILIZATION

401-82-2272

424722 04/07/2022

75.00

CK#	DATE	Name	204.48	Description	Line Item	Invoice #	DATE	PO #	Amount
01 R	120076	ZIA GRAPHICS INC.	277.95	SMALL STERILIZATION	401-82-2272	224722	04/07/2022	37496	274.95
	04/11/2022			OFFICE VISITS MEDICATIONS ETC	401-82-2272		/ /	37496	65.00
				INVOICE#178738 ACCT#238			/ /	37496	64.48
=====									
01 R	120076	ZIA GRAPHICS INC.	277.95	CORNERSTONE 1/2 ZIP JOB SHIRTS	411-92-2236				
	04/11/2022			NAVY					
				M-1, L-2, XL-1, 3XL-1					
				EMBROIDERY LEFT CHEST - TORRANCE					
				COUNTY FIRE DEPT LOGO					
				EMBROIDERY RIGHT CHEST -					
				NAME/SECOND LINE POSITION					
				PERSONALIZATION DETAILS IN					
				COUNTER 3XL IS \$3.00 MORE EACH	411-92-2236		/ /		3.00
				L. ORR, D. BARELA, JP PATTERSON					
				C. SANCHEZ, F. MAHAN (CRICKET)					
				INVOICE#62209					
=====									
01 O	120077	AT & T MOBILITY LLC	277.95	FY2022 CELL PHONE CHARGES	401-50-2207	141122	04/11/2022	36741	2400.41
	04/11/2022			SHERIFF MARCH 2022 INVOICE#					
				287289566455X032620022 ACCT#					
				287289566455/287289563904					
				FY2022 CELL PHONE CHARGES	420-74-2207	241122	04/11/2022	36742	382.60
				TRANSPORT MARCH 2022					
				FY2022 CELL PHONE CHARGES	401-05-2207	341122	04/11/2022	36743	101.28
				COMMISSION MARCH 2022					
				LAWYER DEPARTMENT	401-56-2207	441122	04/11/2022	36744	45.59
				MARCH 2022					
				FY2022 CELL PHONE CHARGES	401-65-2207	541122	04/11/2022	36747	189.02
				OPS					
				CPO/PINANCE MARCH 2022 MONTHLY	401-55-2207	641122	04/11/2022	36745	213.08
				CHARGES					
				FY2022 CELL PHONE CHARGES	604-83-2207	741122	04/11/2022	36746	186.00
				REMAINDER FOR FY2022					
				EMERGENCY MANAGER					
				FIRE ADMIN	413-91-2207	841122	04/11/2022	36748	555.48
				DISTRICT 5	405-91-2207	/ /	/ /	36748	93.00
				DISTRICT 6	406-91-2207	/ /	/ /	36748	93.00
				DISTRICT 1	407-91-2207	/ /	/ /	36748	52.96
				DISTRICT 3	408-91-2207	/ /	/ /	36748	40.04
				DISTRICT 4	409-91-2207	/ /	/ /	36748	52.96
				FY2022 CELL PHONE CHARGES	402-60-2207	941122	04/11/2022	36749	1067.20
				ROAD					
				FY2022 CELL PHONE CHARGES	401-65-2207	1041122	04/11/2022	36750	191.64
				REMAINDER FOR FY2022					
				MAINTENANCE					
				FY2022 CELL PHONE CHARGES	401-14-2207	1141122	04/11/2022	36751	45.59
				HR MARCH 2022					
				FY2022 CELL PHONE CHARGES	401-20-2207	1241122	04/11/2022	37156	253.20
				MARCH 2022 CLERK					
				FY2022 CELL PHONE CHARGES	401-08-2207	1341122	04/11/2022	36752	196.13
				PZ MARCH 2022					
				FY2022 CELL PHONE CHARGES	401-07-2207	1441122	04/11/2022	36753	45.59
				MARCH 2022 RA					
				FY2022 CELL PHONE CHARGES	911-80-2207	1541122	04/11/2022	37155	240.37



MARCH 2022 DISPATCH  
FY2022 CELL PHONE CHARGES

401-82-2207

1641122 04/11/2022

37157

230.27

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
COUNTY SHERIFF	2400.41	TRANSPORTATION OF PRIS	382.60	COUNTY COMMISSION				101.28
ATTORNEY	45.59	OPERATIONS & MAINTENAN	380.66	FINANCE DEPARTMENT				213.08
COMMUNICATIONS/EMS TAX	186.00	STAFF FIRE ALLOTMENT	887.44	COUNTY ROAD DEPARTMENT				1067.20
RAID GRANT FY18	45.59	COUNTY CLERK	253.20	PLANNING & ZONING				196.13
RURAL ADDRESSING	45.59	911-DISPATCH CENTER	240.37	ANIMAL SERVICES				230.27
COMMUNITY MONITORING	45.59	DWI LOCAL GRANT FY20	45.59	COUNTY TREASURER				600.14
DV CONTRACT F20	182.36	GRANT ADMINISTRATION	50.73	COUNTY MANAGER				192.03
COUNTY ASSESSOR	226.76	PROBATE JUDGE	50.64					
01 O 120114	55.53	ALBUQUERQUE PUBLISHING CO.		PUBLIC NOTICE WOODS APPEAL	441222	04/12/2022	37666	55.53
04/12/2022				EDITIONS: THURSDAY 3/17			37666	
				INCLUDES TAX AND PROCESSING			37666	
				INVOICE#10001541361-0317 ACCT#				
				1005905				
PLANNING & ZONING	55.53							
01 R 120115	462.98	AMAZON BUSINESS		COPPER SULFATE CRYSTALS 10LBS	241222	04/12/2022	37655	37.77
04/12/2022				GENERAL WIRE SPRING CUTTER SET		/ /	37655	57.21
				1/2" X 100' DRAIN CABLE AIRCRAFT		/ /	37655	368.00
				INTER CORE		/ /	37655	
				INVOICE#1N7F-MNJY-914H ACCT#				
				A3JI65BS912J5M				
ADMINISTRATIVE OFFICES	462.98							
01 R 120116	257.99	AMAZON BUSINESS		12 PACK CIATA EMERGENCY LIGHTS	341222	04/12/2022	37662	257.99
04/12/2022				WITH W/ BATTERY BACKUP			37662	
				INVOICE#1N7F-MNJY-4FTW ACCT#				
				A3JI65BS912J5M				
ADMINISTRATIVE OFFICES	257.99							
01 R 120117	1209.53	BLUE SKY UPFITTING, LLC		LABOR HOURS	2841222	04/12/2022	37693	190.00
04/12/2022				MISC NUTS, BOLTS, BRACKETS, WIRE		/ /	37693	20.00
				OPS STORAGE DRAWER		/ /	37693	986.00
				SANTA FE COUNTY TAX		/ /	37693	13.53
				INVOICE#INV-0014				
COUNTY SHERIFF	1209.53							

01 0 120118

CATERPILLAR FINANCIAL SVCS CORPGRADER EQUIPMENT LEASE CONTRACT 402-60-2607

1041222 04/12/2022

1782.94

CK#	DATE	Name	Description	Line Item	Invoice #	PO #	Amount
01 O	1782.94 04/12/2022	COUNTY ROAD DEPARTMENT 1782.94	#001-0767488-000 INVOICE# 32220351				
01 O	120119 7.00 04/12/2022	CRYSTAL SPRINGS	5 GALLON DRINKING WATER INVOICE#314229150/328225184 ACCT#12661900	401-55-2219	1541222 04/12/2022	36646	7.00
FINANCE DEPARTMENT	7.00						
01 O	120120 27.24 04/12/2022	CRYSTAL SPRINGS	5 GALLON DRINKING WATER ACCT#11610500 BILLING DATE 3/31/2022	401-20-2219	2441222 04/12/2022	36780	27.24
COUNTY CLERK	27.24						
01 R	120121 4591.00 04/12/2022	DT AUTOMOTIVE	TCSO UNIT VEHICLE MAINTENANCE MARCH 2022 OIL CHANGES, TIRES, FUSES, BRAKES, AND OTHER MISC. MAINTENANCE NEEDS INVOICE#TCSO37613	401-50-2201	2641222 04/12/2022	37613 37613 37613 37613	4591.00
COUNTY SHERIFF	4591.00						
01 R	120122 95.00 04/12/2022	DUCHARME, ARTHUR	P&Z MEETING BD MEETING 4/6/22	401-08-2300	3641222 04/12/2022	36682	95.00
PLANNING & ZONING	95.00						
01 R	120123 6701.22 04/12/2022	EMW GAS ASSOCIATION	MONTHLY GAS FY2022 MONTHLY GAS FY2022 READ DATE 3/23/2022 ACCT# 10-6380-000/CLERK MONTHLY GAS FY2022 MONTHLY GAS FY2022 HEALTH DEPT #10-1990-010 MONTHLY GAS FY2022 DIST 3 ACCT#60-9250-000 MONTHLY GAS FY2022 MONTHLY GAS FY2022 ESTANCIA SC ACCT#10-5870-010 MONTHLY GAS FY2022 MONTHLY GAS FY2022 MORIARTY SC #20-2330-010 ADMIN #10-1850-000 MONTHLY GAS BILLING FY22 MONTHLY GAS BILLING FY22 MONTHLY GAS BILLING FY22 DIST 5 #71-6230-000/71-4510-000 MONTHLY GAS FY2022 MONTHLY GAS FY2022 ROAD #10-5690-000/10-1860-000 MONTHLY GAS FY2022 MONTHLY GAS FY2022	612-20-2308	3841222 04/12/2022	36814 36814	68.77
01 R	120124 132.56 04/12/2022		MONTHLY GAS FY2022	401-24-2209	3941222 04/12/2022	36808 36808	132.56
01 R	120125 248.47 04/12/2022		MONTHLY GAS FY2022	408-91-2209	4041222 04/12/2022	36809	248.47
01 R	120126 270.24 04/12/2022		DIST 3 ACCT#60-9250-000 MONTHLY GAS FY2022	401-36-2209	4141222 04/12/2022	36812 36812	270.24
01 R	120127 322.65 04/12/2022		MONTHLY GAS FY2022	401-37-2209	4241222 04/12/2022	36811 36811	322.65
01 R	120128 942.44 04/12/2022		ESTANCIA SC ACCT#10-5870-010 MONTHLY GAS FY2022	401-15-2209	4341222 04/12/2022	36816	942.44
01 R	120129 85.01 04/12/2022		MORIARTY SC #20-2330-010 ADMIN #10-1850-000 MONTHLY GAS BILLING FY22	405-91-2209	4441222 04/12/2022	37395	85.01
01 R	120130 204.55 04/12/2022		MONTHLY GAS BILLING FY22	405-91-2209	/ /	37395	204.55
01 R	120131 272.55 04/12/2022		MONTHLY GAS BILLING FY22	405-91-2209	/ /	37395	272.55
01 R	120132 123.36 04/12/2022		DIST 5 #71-6230-000/71-4510-000 MONTHLY GAS FY2022	402-61-2209	4541222 04/12/2022	36813	123.36
01 R	120133 398.12 04/12/2022		MONTHLY GAS FY2022	402-61-2209	/ /	36813	398.12
01 R	120134 35.04 04/12/2022		ROAD #10-5690-000/10-1860-000 MONTHLY GAS FY2022 MONTHLY GAS FY2022	401-53-2209	4641222 04/12/2022	36810 36810	35.04

FAIR BOARD #10-4090-000  
MONTHLY GAS FY2022

418-91-2209

4741222 04/12/2022

36806

468.65

CK#	DATE	Name	Description	Line Item	Invoice #	PO #	Amount
			MONTHLY GAS FY2022			36806	
			DIST 6 #30-0500-000				
			MONTHLY GAS FY2022	401-82-2209	4841222 04/12/2022	36818	394.99
			MONTHLY GAS FY2022			36818	
			ANIMAL SERVICES #60-0580-010				
			MONTHLY GAS FY2022	406-91-2209	4941222 04/12/2022	36807	292.32
			MONTHLY GAS FY2022	406-91-2209	/ /	36807	180.96
			DIST 2 #70-3680-000				
			MONTHLY GAS FY2022	408-91-2209	5041222 04/12/2022	36809	517.71
			DIST 3 #60-5390-000				
			MONTHLY GAS FY2022	401-16-2209	5141222 04/12/2022	36815	1132.02
			MONTHLY GAS FY2022			36815	
			JUDICIAL #10-6000-000				
			MONTHLY GAS FY2022	911-80-2209	5241222 04/12/2022	36805	192.57
			MONTHLY GAS FY2022			36805	
			DISPATCH #60-9530-000				
			MONTHLY GAS	401-50-2209	5341222 04/12/2022	37296	418.24
			MONTHLY GAS			37296	
			SHERIFF #10-6140-001				
			HEALTH DEPT BLDG MAINT	132.56			
			STATE FIRE ALLOTMENT	2270.22			
			MORLARTY SENIOR CENTER	322.65			
			ADMINISTRATIVE OFFICES	942.44			
			COUNTY FAIR	35.04			
			ANIMAL SERVICES	394.99			
			911-DISPATCH CENTER	192.57			
			COUNTY SHERIFF	418.24			
			UTILITY WATER PAYMENT FY2022	406-91-2210	1241222 04/12/2022	36722	106.68
			BILL DATE APRIL 06,2022 ACCT#				
			0739014				
			STATE FIRE ALLOTMENT	106.68			
			ESTRADA, CHRISTINA				
			P&Z MEETING BD MEETING	401-08-2300	3541222 04/12/2022	36683	95.00
			4/6/22				
			PLANNING & ZONING	95.00			
			EVSWA				
			TIPPING FEES INVOICE#3733 ACCT#	419-05-2292	1941222 04/12/2022		11781.62
			720970000547 INVOICE DATE				
			03/31/2022				
			COUNTY COMMISSION	11781.62			
			FROST, JIM				
			P&Z MEETING BD MEETING	401-08-2300	3741222 04/12/2022	36680	95.00
			4/6/22				
			PLANNING & ZONING	95.00			
			GUSTIN HARDWARE INC.				
			INVOICE#277517 ACCT#125				
			FAUCET ARIATOR FOR BATHROOMS TO				
			KEEP WATER FROM SPLASHING				
			OPEN PO REQUEST FOR ALL				
			COUNTY BUILDING SITES	401-16-2215			13.75
			FY2022				
			JUDICIAL COMPLEX MAINT	13.75			

01 O 120129  
34.45

GUSTIN HARDWARE INC.

401-53-2215  
911-80-2215

841222 04/12/2022  
/ /

36616  
36616

4.46  
4.39

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
04/12/2022				401-82-2215	/	/	36616	4.14
				401-27-2215	/	/	36616	4.32
				401-24-2215	/	/	36616	4.18
			HD SILICONE SPRAY CLAW HAMMER	401-36-2215	/	/	36616	4.32
			GLOVES ACCT#125 INVOICE#277420	401-37-2215	/	/	36616	4.46
			OPEN PO REQUEST FOR ALL					
			COUNTY BUILDING SITES					
			FY2022					
				401-23-2215	/	/	36616	4.18
COUNTY FAIR	4.46	911-DISPATCH CENTER	4.39	ANIMAL SERVICES				
MOUNTAINAIR SENIOR CEN	4.32	HEALTH DEPT BLDG MAINT	4.18	ESTANCIA SENIOR CENTER				
MORIARTY SENIOR CENTER	4.46	MOUNTAINAIR HEALTH CLI	4.18					
01 O 120130		GUSTIN HARDWARE INC.		401-53-2215	941222	04/12/2022	36616	2.61
	19.97			911-80-2215	/	/	36616	2.84
04/12/2022				401-82-2215	/	/	36616	2.65
				401-27-2215	/	/	36616	2.72
				401-24-2215	/	/	36616	1.91
				401-36-2215	/	/	36616	2.72
				401-37-2215	/	/	36616	2.61
			OPEN PO REQUEST FOR ALL					
			COUNTY BUILDING SITES					
			FY2022					
				401-23-2215	/	/	36616	1.91
COUNTY FAIR	2.61	911-DISPATCH CENTER	2.84	ANIMAL SERVICES				
MOUNTAINAIR SENIOR CEN	2.72	HEALTH DEPT BLDG MAINT	1.91	ESTANCIA SENIOR CENTER				
MORIARTY SENIOR CENTER	2.61	MOUNTAINAIR HEALTH CLI	1.91					
01 O 120131		GUSTIN HARDWARE INC.		401-53-2215	1841222	04/12/2022	36616	2.61
	22.65			911-80-2215	/	/	36616	4.74
04/12/2022				401-82-2215	/	/	36616	3.65
				401-27-2215	/	/	36616	2.62
				401-24-2215	/	/	36616	1.90
				401-36-2215	/	/	36616	2.62
				401-37-2215	/	/	36616	2.61
			OPEN PO REQUEST FOR ALL					
			COUNTY BUILDING SITES					
			FY2022					
				401-23-2215	/	/	36616	1.90
COUNTY FAIR	2.61	911-DISPATCH CENTER	4.74	ANIMAL SERVICES				
MOUNTAINAIR SENIOR CEN	2.62	HEALTH DEPT BLDG MAINT	1.90	ESTANCIA SENIOR CENTER				
MORIARTY SENIOR CENTER	2.61	MOUNTAINAIR HEALTH CLI	1.90					
01 O 120132		GUSTIN HARDWARE INC.		401-53-2215	2341222	04/12/2022	36616	2.75
	22.00			911-80-2215	/	/	36616	2.75
04/12/2022				401-82-2215	/	/	36616	2.75
				401-27-2215	/	/	36616	2.75
				401-24-2215	/	/	36616	2.75
				401-36-2215	/	/	36616	2.75
				401-37-2215	/	/	36616	2.75
			2 AT 11.00 ATLAS TRM FLT LIX					
			XL GLOVES INVOICE#275433					
			OPEN PO REQUEST FOR ALL					
			COUNTY BUILDING SITES					
			FY2022/ACCT#125					
				401-23-2215	/	/	36616	2.75
COUNTY FAIR	2.75	911-DISPATCH CENTER	2.75	ANIMAL SERVICES				
MOUNTAINAIR SENIOR CEN	2.75	HEALTH DEPT BLDG MAINT	2.75	ESTANCIA SENIOR CENTER				
MORIARTY SENIOR CENTER	2.75	MOUNTAINAIR HEALTH CLI	2.75					



01 0 120133  
98.97

HART'S TRUSTWORTHY HARDWARE

ELECTRICAL TOOLS MULTIMETER  
NONCON TESTER INVOICE#B503636

401-36-2215  
401-37-2215

641222 04/12/2022  
/ /

36617  
36617

12.32  
10.48

CK#	DATE	Name	Description	Line Item	Invoice #	PO #	Amount
04/12/2022			ACCT#33	401-53-2215	/ /	36617	10.48
				401-24-2215	/ /	36617	13.97
				401-27-2215	/ /	36617	12.32
				911-80-2215	/ /	36617	13.39
				401-82-2215	/ /	36617	12.04
			OPEN PO REQUEST FOR ALL COUNTY BUILDING SITES FISCAL YEAR FY2022	401-23-2215	/ /	36617	13.97
01 0	12/01/22	MORIARTY SENIOR CENTER	10.48	COUNTY FAIR			10.48
		HEALTH DEPT BLDG MAINT	12.32	MOUNTAINAIR SENIOR CEN			12.32
		ANIMAL SERVICES	13.97	MOUNTAINAIR HEALTH CLI			13.97
01 0	12/01/22	HART'S TRUSTWORTHY HARDWARE	81.96	LIGHTS AND GFCI PLUG FOR MOUNTAINAIR SC INVOICE#B505049	741222 04/12/2022	36617	81.96
04/12/2022			ACCT#33	401-27-2215	/ /	36617	
			OPEN PO REQUEST FOR ALL COUNTY BUILDING SITES FISCAL YEAR FY2022				
01 0	12/01/22	MOUNTAINAIR SENIOR CEN	81.96	SALT PELLETS, ICE MELT, ADDITIONAL SUPPLIES AS NEEDED WIRE FOR KENNELS, PULLEYS, CAULK SPONGES, ADDITIONAL SUPPLIES INVOICE#8500402 ACCT#33	2541222 04/12/2022	37603	97.43
04/12/2022				401-82-2218	/ /	37603	
01 R	12/01/22	ANIMAL SERVICES	97.43	IRON MOUNTAIN RECORDS MANAGEMENT REMAINDER FOR FY2022 INVOICE#202521007 ACCT#44033. ONM389	1341222 04/12/2022	37089	211.00
04/12/2022				612-20-2203	/ /	37089	36.54
			COUNTY CLERK	247.54			
01 0	12/01/22	LAWSON, HARLAN	95.00	P&Z MEETING BD MEETING 4/6/22	3441222 04/12/2022	36681	95.00
04/12/2022				401-08-2300			
PLANNING & ZONING			95.00	P&Z MEETING BD MEETING 4/6/22			
01 R	12/01/22	LAWSON, HARLAN	95.00	P&Z MEETING BD MEETING 4/6/22	3341222 04/12/2022	36679	95.00
04/12/2022				401-08-2300			
PLANNING & ZONING			95.00	RENTAL OF MORIARTY LIONS CLUB IN PERSON BING MARCH 25,2022 APRIL 8, 2022			
01 0	12/01/22	LIONS CLUB OF MORIARTY	400.00	605-02-2271	141222 04/12/2022	37499	400.00
04/12/2022				400.00			
DWI LOCAL GRANT FY20			400.00				
01 0	12/01/22	MASTER, TRACEY	164.53	TRAVEL TO RUIDOSO NM TEEN COURT ASSOC QTRLY MEETING	2941222 04/12/2022		164.53
04/12/2022							



CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 O	120141	MASTER, TRACEY	FUEL EXPENSE REIMBURSEMENT	605-03-2202	3141222	04/12/2022		10.00
	171.24		4/4/2022					
04/12/2022			REIMBURSEMENT FOR ANNUAL ZOOM ACCOUNT	605-02-2207	3241222	04/12/2022	37591	149.90
			REIMBURSEMENT FOR NMGR	605-02-2207	/	/	37591	11.34
			INVOICE#INV139791651					
DWI DISTRIBUTION GRANT	10.00	DWI LOCAL GRANT FY20	161.24					
01 O	120142	PLATEAU WIRELESS	IT INTERNET	401-65-2207	1441222	/	36717	2158.56
	2158.56		LARGE BUSINESS BLAZE				36717	
04/12/2022			LANDLINE CHARGES DISTRICT 1 VFD				36717	
			ACCT#3061934					
OPERATIONS & MAINTENAN	2158.56							
01 O	120143	PRESBYTERIAN KASEMAN HOSPITAL	INMATE MEDICAL VIGIL INVOICE#	420-70-2173	2741222	04/12/2022		2868.00
	2868.00		1544033					
04/12/2022								
ADULT INMATE CARE	2868.00							
01 R	120144	QWEST CORPORATION	MONTHLY CHARGES FOR	420-70-2207	1141222	04/12/2022	36890	347.05
	347.05		JAIL FUND ACCT#505-384-0058596M					
04/12/2022								
ADULT INMATE CARE	347.05							
01 O	120145	SANTA FE COUNTY	INMATE HOUSING INVOICE#TOR	420-70-2172	3041222	04/12/2022		2280.00
	2280.00		3-2022					
04/12/2022								
ADULT INMATE CARE	2280.00							
01 O	120146	TIGER DIRECT	LENOVO THINKVISION MONITOR	401-65-2219	2241222	04/12/2022	37632	569.98
	843.97		LOGITECH K350 KEYBOARD	401-65-2219	/	/	37632	39.99
04/12/2022			SHIPPING	401-65-2219	/	/	37632	30.00
			MONITOR PRICE INCREASED	401-65-2219	/	/	37632	204.00
			INVOICE#R49649090101 ACCT#					
			0167567981					
OPERATIONS & MAINTENAN	843.97							
01 O	120147	TRIADIC INC.	TRIADIC ENTERPRISES, INC DATA	401-05-2272	2041222	04/12/2022	36970	20000.00
	21650.00		NMGR (DEMING, NM @8.25%)	401-05-2272	/	/	36970	1650.00
04/12/2022			**PLUS APPROVED EXPENSES**				36970	
			INVOICE#39:10:8 ACCT#1425					
COUNTY COMMISSION	21650.00							
01 O	120148	WAGNER EQUIPMENT CO.	SERVICE AND PARTS	402-60-2244	2141222	04/12/2022	37566	850.16
	850.16		REPAIR TO G9 INVOICE#P10C0831302					
04/12/2022			ACCT#88034					
COUNTY ROAD DEPARTMENT	850.16							
01 O	120149	WEST PUBLISHING CORPORATION	LEGAL RESEARCH ENGINE FY2022	401-56-2269	1741222	04/12/2022	36712	223.28

223.28  
04/12/2022

INVOICE#846109458 ACCT#  
1000641642 INVOICE DATE

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
ATTORNEY		223.28						
01 O	120150	WILLARD, VILLAGE OF	WATER FOR DISTRICT 6 VFD	418-91-2210	1641222	04/12/2022	36704	103.40
	106.30		WATER FOR DISTRICT 6 VFD	418-91-2210	/	/	36704	2.90
	04/12/2022		ACCT#310.01					
STATE FIRE ALLOTMENT		106.30						
01 R	120151	411 EQUIPMENT, LLC.	DISTRICT 3	408-91-2618	5441222	04/12/2022	37523	84027.50
	168055.00		2022 FORD F550, CREW CAB 4X4,	411-92-2618	/	/	37523	84027.50
	04/12/2022		WHITE				37523	
			NFPA 1906 COMPLIANT BRUSH TRUCK				37523	
			CES CONTRACT 2020-31B-C105-ALL				37523	
			INVOICE#5012					
STATE FIRE ALLOTMENT		84027.50	1/4% FIRE EXCISE TAX	84027.50				
01 O	120152	AMAZON BUSINESS	LED BULBS	401-15-2215	2141822	04/18/2022	37689	135.99
	135.99		4 FT LIGHTS INVOICE#1919-					
	04/18/2022		CRRP-3G1L ACCT#A3JI65BS912J5M					
ADMINISTRATIVE OFFICES		135.99						
01 O	120153	AMAZON BUSINESS	RIDGID POWER TOOL KIT R9652	401-65-2218	2841822	04/18/2022	37705	489.00
	1044.37		FIVE PIECE 18V				37705	
	04/18/2022		MAGNETIC HEX NUT DRIVER SET	401-65-2218	/	/	37705	45.76
			DRILL BIT & DRIVER SET	401-65-2218	/	/	37705	91.98
			(WOOD METAL CEMENT)				37705	
			MAKITA XT614SX1 18V DRILL COMBO	401-65-2218	/	/	37705	417.63
			KIT				37705	
			INVOICE#1VM7-NF1K-FYCL ACCT#					
			A3JI65BS912J5M					
OPERATIONS & MAINTENAN		1044.37						
01 O	120154	AMBITIONS TECHNOLOGY GROUP LLC	AMBITIONS IT TICKET SUPPORT	401-65-2213	334722	04/07/2022		5106.25
	5508.37		FEBRUARY 2022					
	04/18/2022		TAX INVOICE#9653					
OPERATIONS & MAINTENAN		5508.37						
01 O	120155	AMBITIONS TECHNOLOGY GROUP LLC	LABOR CHARGES 04/01/2022-	401-65-2213	1741822	04/18/2022		2550.00
	2750.81		04/30/2022					
	04/18/2022		TOTAL TAXES INVOICE#9761					200.81
OPERATIONS & MAINTENAN		2750.81						
01 O	120156	AMBITIONS TECHNOLOGY GROUP LLC	BLOCK PURCHASE 03/01/2022-	401-65-2213	1841822	04/18/2022		1215.00
	1310.68		03/31/2022					
	04/18/2022		TOTAL TAXES INVOICE#9749					95.68
OPERATIONS & MAINTENAN		1310.68						
01 O	120157	AMBITIONS TECHNOLOGY GROUP LLC	BLOCK PURCHASE 04/01/2022-	401-65-2213	1941822	04/18/2022		5727.20
	6178.22		04/30/2022 INVOICE#9750					
	04/18/2022		TOTAL TAXES					451.02









CK#	DATE	Name	Description	Line Item	Invoice #	PO #	Amount
01 O	120164	DE LAGE LANDEN FINANCIAL SERVICE	CONTRACT# 401-08-2284		3341822		343.69
	343.69		25569223 INVOICE#75952607				
	04/18/2022		ACCT#1341834				
PLANNING & ZONING 343.69							
01 O	120165	DE LAGE LANDEN FINANCIAL SERVICE	CONTRACT 401-50-2284		3441822		548.08
	548.08		#25551981 INVOICE#75949411 ACCT#				
	04/18/2022		1304771				
COUNTY SHERIFF 548.08							
01 O	120166	DE LAGE LANDEN FINANCIAL SERVICE	CONTRACT DV INVOICE#75952657		3541822		271.15
	271.15		CONTRACT#25569234 ACCT#25569234				
	04/18/2022						
WIND PILT 271.15							
01 O	120167	DH PACE COMPANY INC	SECTIONAL GARAGE DOOR REPLACE	604-83-2248	741822	36056	7035.63
	16956.45		JACKSHAFT OPERATORS	604-83-2248	/	36056	2325.24
	04/18/2022		SCISSOR LIFT (HR RATE)	604-83-2248	/	36056	500.00
			REMOTES	604-83-2248	/	36056	570.00
			LABOR & INSTALL	604-83-2248	/	36056	5222.25
			NMSGRT	604-83-2248	/	36056	1203.33
			NMSWPA #80-0000-17-00018AD				
			INVOICE#SVC-107166				
COMMUNICATIONS/EMS TAX 16856.45							
01 O	120168	DOUBLE H AUTO	WIPER BLADES FOR M-6 TRUCK	401-65-2201	2741822	37718	5.80
	80.47		F-150			37718	
	04/18/2022		OIL FILTER FOR T-24 F-150	401-65-2201	/	37718	8.79
			CASE NAPA 5W20 OIL	401-65-2201	/	37718	65.88
			INVOICE#069290 ACCT#1185				
OPERATIONS & MAINTENAN 80.47							
01 O	120169	GALLAGHER BENEFIT SERVICES, INC	FY22 CONSULTING SERVICES	401-14-2272	3641822	36956	2700.00
	2700.00		APRIL 2022 CONSULTING SERVICES				
	04/18/2022		INVOICE#251981				
RAID GRANT FY18 2700.00							
01 O	120170	HART'S TRUSTWORTHY HARDWARE	SALT PELLETS, ICE MELT,		2441822	37603	
	37.98		WIRE FOR KENNELS, PULLEYS, CAULK	401-82-2239	/	37603	37.98
	04/18/2022		INVOICE#B505363 ACCT#33				
ANIMAL SERVICES 37.98							
01 O	120171	LOBO INTERNET SERVICES LTD	WEBSITE EDITS BETWEEN 09/01/2022	401-65-2213	2041822		2953.75
	3195.59		TO 03/31/2022				
	04/18/2022		TAXES ACCT#10715 REFERENCE #	401-65-2213	/		241.84
			N10715-33				
OPERATIONS & MAINTENAN 3195.59							
01 O	120172	MOTOROLA INC	REMOVAL & REINSTALLATION OF	911-80-2218	2341822	37331	7104.16

7583.69  
04/18/2022

EQUIPMENT FOR 6 CONSOLES  
ESTIMATED GRT

911-80-2218

/

37331  
37331

479.53

CK#	DATE	Name	Description	Line Item	Invoice #	PO #	Amount
			NMSWPA 10-00000-20-00048			37331	
			INVOICE#8330216831 ACCT#				
			1012507276				
911-DISPATCH CENTER	7583.69						
01 O	120173	NM TREASURER'S AFFILIATE	TREASURER'S AFFILIATE DUES FOR	401-30-2269	1441822 04/18/2022	37725	25.00
	25.00		2022				
	04/18/2022		INVOICE#2022-01			37725	
COUNTY TREASURER	25.00						
01 O	120174	PERSONNEL EVALUATION INC.	PEP EVALUATIONTEST	911-80-2272	941822 04/18/2022	37509	40.00
	40.00		J PHILLIPS AND R LOOPER				
	04/18/2022		INVOICE#43780 ACCT#TORRNM911				
911-DISPATCH CENTER	40.00						
01 O	120175	PETERS, NICHOLE	CPR CLASS	911-85-2266	1241822 04/18/2022	37529	15.00
	30.00		S. KIL			37529	
	04/18/2022		CPR RENEWAL COURSE - A. REMMEY	911-85-2266	1341822 04/18/2022	37624	15.00
DFA TRAINING GRANT	30.00						
01 O	120176	PRESBYTERIAN MEDICAL SERVICES	MPHC RPHCA FY 2022 FOR MARCH	616-18-2272	241822 04/18/2022		7502.00
	7502.00		2022 DAILY OPERATIONS INVOICE#				
	04/18/2022		MARCH-22				
RPHCA GRANT FY20	7502.00						
01 O	120177	PRUDENTIAL OVERALL SUPPLY	MATS AND MOPS COUNTY ADMIN	401-15-2203	284722 04/07/2022		33.65
	177.94		UNIFORMS STETSON ARELY MARISSA	401-65-2236	/ /		87.64
	04/18/2022		JAMES DOMINIC		/ /		56.65
			MATS AND MOPS JUDICIAL INVOICE#	401-16-2203	/ /		
			45062-1483/45062-1484 ACCT#				
			6528480				
ADMINISTRATIVE OFFICES	33.65	OPERATIONS & MAINTENAN	87.64	JUDICIAL COMPLEX MAINT	56.65		
01 O	120178	PRUDENTIAL OVERALL SUPPLY	MATS AND MOPS COUNTY ADMIN	401-15-2203	1641822 04/18/2022		33.65
	181.60		UNIFORMS STETSON ARELY MARISSA	401-65-2236	/ /		91.30
	04/18/2022		DOMINIC JAMES		/ /		56.65
			MATS AND MOPS JUDICIAL ACCT#	401-16-2203	/ /		
			6528480 INVOICE#45062-2248				
			45062-2249				
ADMINISTRATIVE OFFICES	33.65	OPERATIONS & MAINTENAN	91.30	JUDICIAL COMPLEX MAINT	56.65		
01 O	120179	RUSS BASSETT CORP.	DIMMABLE LED TASK LIGHT	911-80-2219	1141822 04/18/2022	37710	1814.40
	1974.53		SALES / USE TAX	911-80-2219	/ /	37710	10.13
	04/18/2022		SHIPPING	911-80-2219	/ /	37710	150.00
			INVOICE#90774 ACCT#10538				
911-DISPATCH CENTER	1974.53						
01 O	120180	SAMBA HOLDINGS, INC.	CHECK FEE	401-10-2271	2541822 04/18/2022		16.01
	372.88		MVR SERVICE FEE	401-10-2271	/ /		2.13
	04/18/2022		MVR SERVICE FEE	401-10-2271	/ /		12.82

401-10-2271  
401-10-2271

STATE FEE  
Q LICENSE SUBSCRIPTION

/ /  
/ /

45.50  
260.69

CK#	DATE	Name	372.88	Description	Line Item	Invoice #	DATE	PO #	Amount
COUNTY MANAGER			372.88						
01 O	120181	SOUTHERN TIRE MART		TIRES AND O-RINGS	402-60-2218	2641822	04/18/2022	37734	3918.12
	3918.12			G2 BLADE				37734	
	04/18/2022			CAT0120MTM9H00515				37734	
				2,560 HOURS				37734	
				NMSWPA 90-00000-19-00049AB				37734	
				INVOICE#2262 ACCT#0496618					
COUNTY ROAD DEPARTMENT			3918.12						
01 O	120182	SOUTHWEST COPY SYSTEMS		1837 COLOR COPIES	401-30-2221	1541822	04/18/2022		83.40
	90.23			TAX OVERAGES FOR 03/09/2022-	401-30-2221				6.83
	04/18/2022			04/08/2022					
COUNTY TREASURER			90.23						
01 O	120183	STAPLES BUSINESS ADVANTAGE		BROTHER BLACK TONER	911-80-2219	1041822	04/18/2022	37698	143.82
	431.01			BROTHER STANDARD DRUM	911-80-2219			37698	220.47
	04/18/2022			TRIPP LITE SURGE PROTECTOR	911-80-2219			37698	66.72
				INVOICE#3503223307/3503638412					
				ACCT#DAL70109685					
911-DISPATCH CENTER			431.01						
01 O	120184	TYLER TECHNOLOGIES, INC		EAGLE & INCODE	401-65-2228	3741822	04/18/2022	36687	4500.60
	4500.60			INVOICE#025-372352 ACCT#54200					
	04/18/2022								
OPERATIONS & MAINTENAN			4500.60						
01 O	120185	USDA,APHIS WILDLIFE SERVICES		PERSONNEL COMPENSATION PROGRAM	403-66-2278	2241822	04/18/2022		12257.86
	15585.86			SUPPORT SUPPLIES AND MATERIALS	403-66-2278				3328.00
	04/18/2022			SALES ORDER #6100029589 INVOICE#					
				3004176023 ACCT#6011641					
FARM & RANGE			15585.86						
01 O	120190	AMAZON BUSINESS		LAPTOP BACKPACKS, LAPTOP SHELL	401-21-2219	2941922	04/19/2022	37674	214.98
	214.98			CASE, PORTABLE CHARGER				37674	
	04/20/2022			ACCT#A3JI65BS912J5M					
ELECTIONS			214.98						
01 O	120191	AMAZON BUSINESS		PELICAN 1060 MICRO CASE	411-92-2230	6341922	04/20/2022	37695	115.80
	354.16			PELICAN 1062 FOAM SET	411-92-2230			37695	27.80
	04/20/2022			SENTRYSAFE SFW123GDC, 1.23 CUBIC	411-92-2230			37695	208.55
				FEET SECURITY FOR DEA GRADE				37695	
				NARCOTICS				37695	
				SHIPPING	411-92-2230			37695	2.01
				INVOICE#IM76-QFWL-4G63 ACCT#					
				A3JI65BS912J5M					
1/4% FIRE EXCISE TAX			354.16						

01 0 120192 1077.32 AMBITIONS TECHNOLOGY GROUP LLC LABOR - CONFIGURATION & MOUNTING 401-65-2225 ABOVEVEK ROTATING TABLET HOLDER 401-65-2225 141922 04/19/2022 / / 37648 37648 375.00 34.80





MONTHLY ELECTRIC FOR FY2022  
MARCH 2022 FAIR BOARD

401-53-2208

4641922 04/20/2022

36689

416.16

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
			ACCT#404536900/404571500					
			404572200/404572300/8880064700					
			MONTHLY ELECTRIC FOR FY2022	406-91-2208	4741922	04/20/2022	36700	272.33
			DIST 2 ACCT#8880099100					
			19770500					
			MONTHLY ELECTRIC FOR REMAINDER	409-91-2208	4841922	04/20/2022	37514	119.45
			DIST 4 ACCT#20554000/8880282700					
			MONTHLY ELECTRIC FOR FY2022	401-24-2208	4941922	04/20/2022	36692	291.56
			MTAIR SC / 205707901	401-27-2208	/	/		535.86
			ESTANCIA SC / 8880109702	401-36-2208	/	/		314.84
			MORIARTY SC / 401421201	401-37-2208	/	/		223.20
			MONTHLY ELECTRIC FY 2022	401-50-2208	5041922	04/20/2022	37489	195.03
			ACCT#8880270701 SHERIFF					
			MONTHLY ELECTRIC FOR FY2022	401-16-2208	5141922	04/20/2022	36690	2054.03
			JUDICIAL					
			MONTHLY ELECTRIC FOR FY2022	408-91-2208	5241922	04/20/2022	36702	517.38
			MONTHLY ELECTRIC FOR FY2022				36702	
			DIST 3 ACCT#8880074400					
			19615100/8880488700					
			MONTHLY ELECTRIC FOR FY2022	407-91-2208	5341922	04/20/2022	36701	95.16
			DIST 1					
			MONTHLY ELECTRIC FOR FY2022	405-91-2208	5441922	04/20/2022	36699	506.07
			REMAINDER FOR FY2022					
			DIST 5 ACCT#19103300/19103200					
			8880411701					
			MONTHLY ELECTRIC FOR FY2022	401-15-2208	5541922	04/20/2022	36688	2453.58
			ADMIN ACCT#404273000/404273700					
			MONTHLY ELECTRIC FOR FY2022	401-82-2208	5641922	04/20/2022	36693	356.47
			REMAINDER FOR FY2022					
			ANIMAL SERVICES ACCT#8880084401					
			MONTHLY ELECTRIC FOR FY2022	401-21-2308	5741922	04/20/2022	36691	45.92
			CLERK ACCT#8880529300					
			MONTHLY ELECTRIC FOR FY2022	402-60-2208	5841922	04/20/2022	36694	23.21
			ROAD ACCT#8880133806					
			MONTHLY ELECTRIC FOR FY2022	604-83-2208	5941922	04/20/2022	36697	461.94
			REMAINDER FOR FY2022					
			MONTHLY ELECTRIC FOR FY2022	418-91-2208	6041922	04/20/2022	36695	75.24
			DIST 6 ACCT#207079301					
-----								
911-DISPATCH CENTER	1319.99	COUNTY FAIR	416.16	STATE FIRE ALLOTMENT				1585.63
HEALTH DEPT BLDG MAINT	291.56	MOUNTAINAIR SENIOR CEN	535.86	ESTANCIA SENIOR CENTER				314.84
MORIARTY SENIOR CENTER	223.20	COUNTY SHERIFF	195.03	JUDICIAL COMPLEX MAINT				2054.03
ADMINISTRATIVE OFFICES	2453.58	ANIMAL SERVICES	356.47	ELECTIONS				45.92
COUNTY ROAD DEPARTMENT	23.21	COMMUNICATIONS/EMS TAX	461.94					
-----								
01 O 120198		GUSTIN HARDWARE INC.		5 FT ALUMIN STEP LADDER INVOICE#	6841922	04/20/2022	36616	7.38
60.29				277815 ACCT#125	/	/	36616	7.39
04/20/2022				911-80-2215	/	/	36616	7.14
				401-82-2215	/	/	36616	8.32
				401-27-2215	/	/	36616	7.18
				401-24-2215	/	/	36616	8.32
				401-36-2215	/	/	36616	7.38
				401-37-2215	/	/	36616	
-----								
				OPEN PO REQUEST FOR ALL				
				COUNTY BUILDING SITES				
				FY2022				
				401-23-2215	/	/	36616	7.18
-----								
COUNTY FAIR	7.38	911-DISPATCH CENTER	7.39	ANIMAL SERVICES				7.14
MOUNTAINAIR SENIOR CEN	8.32	HEALTH DEPT BLDG MAINT	7.18	ESTANCIA SENIOR CENTER				8.32

MORIARTY SENIOR CENTER 7.38 MOUNTAINAIR HEALTH CLI 7.18

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 0	120199	HART'S TRUSTWORTHY HARDWARE	BLUE PAINT LIGHT BULBS ROLLER	401-36-2215	641922	/ /	36617	15.37
	119.93		HANDLE ROLLER COVERS	401-37-2215		/ /	36617	15.52
	04/20/2022		INVOICE#B507225 ACCT#33	401-53-2215		/ /	36617	15.52
				401-24-2215		/ /	36617	15.29
				401-27-2215		/ /	36617	15.37
				911-80-2215		/ /	36617	14.45
				401-82-2215		/ /	36617	13.12
			OPEN PO REQUEST FOR ALL					
			COUNTY BUILDING SITES	401-23-2215		/ /	36617	15.29
			FISCAL YEAR FY2022					
=====								
ESTANCIA SENIOR CENTER	15.37	MORIARTY SENIOR CENTER	15.52	COUNTY FAIR				
HEALTH DEPT BLDG MAINT	15.29	MOUNTAINAIR SENIOR CEN	15.37	911-DISPATCH CENTER				15.52
ANIMAL SERVICES	13.12	MOUNTAINAIR HEALTH CLI	15.29					14.45
=====								
01 0	120200	HART'S TRUSTWORTHY HARDWARE	DIAGONAL PLIERS LONG NOSE PLIERS	401-36-2215	3741922	/ /	36617	4.37
	30.97		SCREWDRIVER SET INVOICE#B506317	401-37-2215		/ /	36617	3.48
	04/20/2022		ACCT#33	401-53-2215		/ /	36617	3.48
				401-24-2215		/ /	36617	3.77
				401-27-2215		/ /	36617	4.37
				911-80-2215		/ /	36617	3.39
				401-82-2215		/ /	36617	4.34
			OPEN PO REQUEST FOR ALL					
			COUNTY BUILDING SITES	401-23-2215		/ /	36617	3.77
			FISCAL YEAR FY2022					
=====								
ESTANCIA SENIOR CENTER	4.37	MORIARTY SENIOR CENTER	3.48	COUNTY FAIR				
HEALTH DEPT BLDG MAINT	3.77	MOUNTAINAIR SENIOR CEN	4.37	911-DISPATCH CENTER				3.48
ANIMAL SERVICES	4.34	MOUNTAINAIR HEALTH CLI	3.77					3.39
=====								
01 0	120201	HORIZONS OF NEW MEXICO	PLANT BASED, MONTHLY 1 EACH,	612-20-2203	841922	04/19/2022	36626	22.18
	22.18		CLERK SERVICE DATE 3/17/22					
	04/20/2022		INVOICE#SINV030339 ACCT#3242					
=====								
COUNTY CLERK	22.18							
=====								
01 0	120202	INTOXIMETERS INC.	ALCO SENSOR III NEW MEXICO	605-02-2218	3641922	04/19/2022	37680	3360.00
	3811.00		INSTRUMENT SETS	605-02-2218		/ /	37680	384.00
	04/20/2022		COMPANY ESTIMATED FREIGHT CHARGE	605-02-2218		/ /	37680	67.00
			(POTENTIAL OVERAGE ON FREIGHT CHARGE)				37680	
			INVOICE#704831 ACCT#C000008590					
=====								
DWI LOCAL GRANT FY20	3811.00							
=====								
01 0	120203	LEAF CAPITAL FUNDING LLC	MONTHLY CONTRACT PAYMENT	401-07-2284	6141922	04/20/2022	36623	365.40
	384.13		SALES TAX	401-07-2284		/ /	36623	18.73
	04/20/2022		REMAINDER FOR FY2022				36623	
			APRIL 2022 INVOICE#13104553					
			ACCT#100-4624929-001					
=====								
RURAL ADDRESSING	384.13							
=====								
01 0	120204	MORIARTY FOODS	NON-PERISHABLE FOOD	692-49-2283	341922	04/19/2022	37690	36.71
	36.71		FOR DV VICTIM SUPPORT				37690	
	04/20/2022		ACCT#565					



CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
01 0	120205	NEW MEXICO COUNTIES	NMC 85TH ANNUAL CONFERENCE	401-10-2266	3141922	/ /	37774	200.00
	400.00		JANICE BARELA	401-10-2266		/ /	37774	200.00
04/20/2022			JUAN TORRES					
			INVOICE#LC2022-042022-0351-0309					
			#LC2022-042022-0428-0380					
=====								
COUNTY MANAGER		400.00						
01 0	120206	NEXTIVA, INC.	VOIP PHONES FY 2022	401-40-2207	941922	04/19/2022	36859	392.50
	2423.42		ASSESSOR 04/17/2022-05/17/2022					
04/20/2022			ACT#2029540					
			VOIP PHONES FY 2022	401-20-2207	1041922	04/19/2022	36858	227.50
			CLERK					
			VOIP PHONES FY 2022	401-10-2207	1141922	04/19/2022	36861	97.50
			MANAGER					
			VOIP PHONES FY 2022	401-14-2207	1241922	04/19/2022	36862	33.00
			HR					
			VOIP PHONES FY 2022	401-49-2207	1341922	04/19/2022	36863	65.00
			GRANTS					
			VOIP PHONES FY 2022	401-56-2207	1441922	04/19/2022	36864	65.00
			LAWYER					
			VOIP PHONES FY 2022	401-55-2207	1541922	04/19/2022	36865	132.00
			FINANCE					
			VOIP PHONES FY 2022	401-65-2207	1641922	04/19/2022	36867	65.00
			MAINTENANCE					
			VOIP PHONES FY 2022	401-10-2207	1741922	04/19/2022	36860	65.00
			COMMISSION					
			VOIP PHONES FY 2022	401-08-2207	1841922	04/19/2022	36868	97.50
			PZ					
			VOIP PHONES FY 2022	401-65-2207	1941922	04/19/2022	36866	65.00
			IT					
			MONTHLY NEXTIVA					
			ROAD					
			VOIP PHONES FY 2022	402-60-2207	2041922	04/19/2022	37650	65.00
			PROBATE					
			VOIP PHONES FY 2022	401-90-2207	2141922	04/19/2022	36870	32.92
			RA					
			VOIP PHONES FY 2022	401-07-2207	2241922	04/19/2022	36871	33.00
			SHERIFF					
			VOIP PHONES FY 2022	401-50-2207	2341922	04/19/2022	36872	363.00
			COMMUNITY MONITOR					
			VOIP PHONES FY 2022	420-73-2207	2441922	04/19/2022	36873	33.00
			TREASURER					
			VOIP PHONES FY2022	401-30-2207	2541922	04/19/2022	36875	264.00
			FIRE ADMIN					
			VOIP PHONES FY 2022	413-91-2207	2641922	04/19/2022	36857	132.00
			EXTENSION OFFICE					
			VOIP PHONES FY 2022	401-05-2207	2741922	04/19/2022	36876	162.50
			EMERGENCY MANAGER					
			VOIP PHONES FY 2022	604-83-2207	2841922	04/19/2022	36877	33.00
=====								
COUNTY ASSESSOR		392.50	COUNTY CLERK	227.50				162.50
RAID GRANT FY18		33.00	GRANT ADMINISTRATION	65.00				65.00
FINANCE DEPARTMENT		132.00	OPERATIONS & MAINTENAN	130.00				97.50
COUNTY ROAD DEPARTMENT		65.00	PROBATE JUDGE	32.92				33.00
COUNTY SHERIFF		363.00	COMMUNITY MONITORING	33.00				264.00
STATE FIRE ALLOTMENT		132.00	COUNTY COMMISSION	162.50				33.00
			COUNTY MANAGER					
			ATTORNEY					
			PLANNING & ZONING					
			RURAL ADDRESSING					
			COUNTY TREASURER					
			COMMUNICATIONS/EMS TAX					

01 0 120207  
158.64

NUBE GROUP

CONTRACT OVERAGE CHARGE FOR THE 401-10-2203  
3/15/22 TO 4/14/22 OVERAGE

6241922 04/20/2022

158.64

CK#	DATE	Name	Description	Line Item	Invoice #	DATE	PO #	Amount
04/20/2022		COUNTY MANAGER	PERIOD INVOICE#INS5099 ACCT# TC14					
01 O	120208	158.64	COBRA PAYMENT INVOICE#COBRA	401-05-2306	6941922	04/20/2022		1517.76
04/20/2022			ACCT#A0002863					
01 O	120209	1517.76	MOPS AND MATS JUDICIAL INVOICE#	401-16-2203	441922	04/19/2022		56.65
04/20/2022			450623024 ACCT#6528480					
01 O	120210	56.65	MATS AND MOPS COUNTY ADMIN	401-15-2203	541922	04/19/2022		124.10
04/20/2022			INVOICE#450623026/450623025 ACCT#6528480					
01 O	120211	324.00	JUDICIAL COUNTY ADMIN	401-16-2229	3541922	04/19/2022		36613
04/20/2022			INVOICE#450609935 ACCT#6528480					36613
01 O	120212	202869.00	SOUTHWEST AMBULANCE SALES, LLC.2020 METRO EXPRESS 153 TYPE 1	803-59-2693	741922	04/19/2022		37548
04/20/2022			AMBULANCE CHEVY K-3500, 6.0L VORTEC GAS ENGINE, 4X4 HGAC CONTRACT NO. AML10-20 INVOICE#8092					37548
01 O	120213	192.65	SHARPLES, NOTE PADS, CDR, SCOTCH	401-20-2219	3241922	04/19/2022		37634
04/20/2022			TAPES, LABELS, ENVELOPES, COPY PAPERS, SCISSORS, THUMB DRIVE INVOICE#3502596406/3502596405 ACCT#DAL70109685					37634
01 O	120214	695.54	THERMAL PRINTER PAPER (6/BOX)	401-50-2218	6641922	04/20/2022		37532
04/20/2022			BATTERY BACKUP/SURGE PROTECTORS XL GLOVES L GLOVES ADDITIONAL CHARGES INVOICE#3499717893/3499717892 3499790572					37532
01 O	120215	194.75	QUARTERLY MONITORING FOR ADMIN	401-15-2203	4041922	04/20/2022		180.00
04/20/2022			SALES TAX 4/1/2022-6/30/2022 INVOICE#58002461 ACCT#TORRAN					14.75





CK#	DATE	Name	Description	Line Item	Invoice #	PO #	Amount
01 0	120216	SUMMITT FIRE & SECURITY LLC	QUARTERLY MONITORING FOR VOTING	612-20-2308	4141922		105.00
	112.09		STORAGE SALES TAX 04/01/2022-	612-20-2308	/ /		7.09
	04/20/2022		06/30/2022 INVOICE#588002403				
			ACCT#TORRAN9510				
=====							
		COUNTY CLERK					
		112.09					
01 0	120217	SUPER 8 MOTEL	EMERGENCY SHELTER FOR DV	692-49-2283	6741922	37516	1685.80
	1685.80		VICTIM SUPPORT			37516	
	04/20/2022		ACCT#998-860775/838-887106				
=====							
		GRANT ADMINISTRATION					
		1685.80					
01 0	120218	TAVENNER'S TOWING & RECOVERY	TOW OF RESCUE 2 FROM POINT OF	406-91-2201	4341922	37593	522.28
	522.28		BREAKDOWN TO 411 EQUIPMENT			37593	
	04/20/2022		LOCATED IN ABQ, NM			37593	
			INVOICE#15626				
=====							
		STATE FIRE ALLOTMENT					
		522.28					
01 0	120219	THE METACHOI GROUP	JUVENILE COURSES, INCLUDING	605-03-2221	3441922	37726	4800.00
	4800.00		ALCOHOL 101, MARIJUANA 101,			37726	
	04/20/2022		NICOTINE 101, AND			37726	
			SHOPLIFTING INVOICE#FCNM 0422			37726	
=====							
		DWI DISTRIBUTION GRANT					
		4800.00					
01 0	120220	TRIADIC INC.	500 COUNT MARRIAGE CERTIFICATE	401-21-2219	3041922	37622	227.00
	509.50		LICENSE PAPER			37622	
	04/20/2022		BLACK RECEIPT RIBBONS	401-21-2219	/ /	37622	35.50
			ZEBRA WAX RIBBON	401-21-2219	/ /	37622	65.00
			2X1 TRANS MATT2 LABELS	401-21-2219	/ /	37622	116.00
			1 PLY RECEIPT PAPER	401-21-2219	/ /	37622	66.00
			INVOICE#1701686/1701687 ACCT#				
			1425				
=====							
		ELECTIONS					
		509.50					
01 0	120221	TRIADIC INC.	TRIADIC IT CONTRACT FY2022		3341922		
	676.57		NMGRT (8.25%)			36622	
	04/20/2022		CLERK'S LIVE WEB			36622	
			NMGRT (8.25%)			36622	
			NMGRT (8.25%)			36622	
			TREASURER'S LIVE WEB			36622	
			NMGRT (8.25%)			36622	
			TREASURER'S SCANNING SOFTWARE			36622	
			NMGRT (8.25%)			36622	
			DATA MIGRATION FOR TAX BILLS	610-40-2203	/ /	36622	625.00
			NMGRT (8.25%)	610-40-2203	/ /	36622	51.57
			INVOICE#39:10:8 ACCT#1425				
=====							
		COUNTY ASSESSOR					
		676.57					
01 0	120222	TYLER TECHNOLOGIES, INC	EAGLE & INCODE	401-65-2228	4441922	36687	970.98
	970.98		FINANCIALS AND EAGLE ASSESSOR				
	04/20/2022		AND TREASURER 2/7/22-2/23/22				
			INVOICE#025-369834 ACCT#54200				



CK#	DATE	Name	Description	Line Item	Invoice #	PO #	Amount
01 O	120223	UNIVERSAL BACKGROUND SCREENING	PRE-EMPLOYMENT BACKGROUND CHECK	401-14-2271	4241922	36607	88.92
	126.95		DL MONITORING FOR FIRE DEPT	411-92-2271	/		
04/20/2022			INVOICE#2021090913415			36607	38.03
RAID GRANT FY18	88.92	1/4% FIRE EXCISE TAX					
01 O	120224	4 RIVERS EQUIPMENT, LLC	POLY WAFER AND WIRE WAFER	402-60-2244	3841922	37735	1076.04
	1076.04		200 JD BROCE BROOM RJ350			37735	
04/20/2022			SERIAL # 90243				
			INVOICE#971905 ACCT#35443				
COUNTY ROAD DEPARTMENT	1076.04						
01 O	120225	411 EQUIPMENT, LLC.	RESCUE 3		6441922	37153	
	2954.89		VIN: 1FDXF47SXED38963				
04/20/2022			LP: G69810				
			BULBS AND MARKER LIGHTS	408-91-2201			20.47
			HOUR LABOR - R&R LEFT TOPT	408-91-2201			68.00
			FLASHING LIGHT IN FRONT AND				
			RIGHT REVERSE LIGHT BULB				
			DIFFERENTIAL SEALANT & GEAR OIL	408-91-2201			42.70
			HOUR LABOR - REPAIR LEAKING	408-91-2201			136.00
			FRONT DIFF COVER				
			FUEL GASKET	408-91-2201			49.20
			HOUR LABOR - REPAIR FUEL LEAK AT	408-91-2201			136.00
			SECONDARY FUEL FILTER HOUSING				
			TURBO PIPE CLAMP	408-91-2201			51.19
			HOUR LABOR - REPLACE TURBO CLAMP	408-91-2201			68.00
			TRANSMISSION FLUID, TRANSMISSION	408-91-2201			230.20
			FILTER				
			HOUR LABOR - TRANSMISSION SERVICE	408-91-2201			136.00
			REAR SUSPENSION BUMPER STOPS	408-91-2201			49.54
			HOUR LABOR - R&R REAR SUSPENSION	408-91-2201			68.00
			PUMPER STOPS				
			HOUR LABOR - DIAGNOSE A/C NOT	408-91-2201			136.00
			BLOWING COLD				
			HOUR LABOR - DIAGNOSE FLUID LEAK	408-91-2201			136.00
			RIGHT SIDE REAR OF CYLINDER HEAD				
			HOUR LABOR - REPAIR REAR AXLE	408-91-2201			68.00
			VENT HOSE				
			HOUR LABOR - CLEAN INSIDE OF	408-91-2201			68.00
			REAR LENSES				
			MISC. SHOP SUPPLIES	408-91-2201			51.39
			TAX	408-91-2201			78.44
			SERVICE CALL TO REPLACE TURBO				
			TURBO PART ORDERED AND REPLACED				
			PER CUSTOMER REQUEST.				
			ADDITIONAL AMOUNT FOR TURBO	408-91-2201			1361.76
			FOR ISSUED PO.				
			INVOICE#1763				

STATE FIRE ALLOTMENT 2954.89

152 2958161.14 / / TOTAL 6088.43 VOIDS

DEBITS CREDITS

** GRAND TOTAL **	2,958,161.14	.00
**TOTAL	123,265.92	.00
GENERAL FUND		
COUNTY COMMISSION	23,431.54	.00
TELECOMMUNICATIONS	263.78	.00
CONTRACT - PROFESSIONAL SERVICES	21,650.00	.00
HEALTH & MEDICAL PREMIUMS-COBRA	1,517.76	.00
**DEPT		
401-05-2207	462.72	.00
401-05-2272	78.59	.00
401-05-2306	384.13	.00
**DEPT		
401-07-2207	1,330.02	.00
401-07-2284	455.80	.00
**DEPT		
401-08-2207	55.53	.00
401-08-2221	343.69	.00
401-08-2284	475.00	.00
401-08-2300		
**DEPT		
401-10-2203	1,619.48	.00
401-10-2207	158.64	.00
401-10-2271	354.53	.00
401-10-2266	400.00	.00
401-10-2271	372.88	.00
401-10-2284	333.43	.00
**DEPT		
401-14-2207	2,867.51	.00
401-14-2271	78.59	.00
401-14-2272	88.92	.00
**DEPT		
401-15-2203	4,656.08	.00
401-15-2208	386.15	.00
401-15-2209	2,453.58	.00
401-15-2215	942.44	.00
**DEPT		
401-16-2203	873.91	.00
401-16-2208	3,712.41	.00
401-16-2209	169.95	.00
401-16-2215	2,054.03	.00
401-16-2229	1,132.02	.00
**DEPT		
401-16-2215	32.41	.00
401-16-2229	324.00	.00
**DEPT		
401-20-2207	700.59	.00
401-20-2219	480.70	.00
**DEPT		
401-21-2219	219.89	.00
401-21-2221	2,004.30	.00
401-21-2308	724.48	.00
**DEPT		
401-23-2215	1,233.90	.00
401-23-2215	45.92	.00
**DEPT		
401-24-2208	50.95	.00
401-24-2208	50.95	.00
401-24-2208	475.07	.00
401-24-2208	291.56	.00

401-24-2209  
401-24-2215

UTILITIES - NATURAL GAS/PROPANE  
MAINTENANCE & REPAIRS-BUILD/STRU

132.56  
50.95

.00  
.00

DEBITS CREDITS

**DEPT	MOUNTAINAIR SENIOR CENTER MAINT	674.59	.00
401-27-2208	UTILITIES - ELECTRICITY	535.86	.00
401-27-2215	MAINTENANCE & REPAIRS-BUILD/STRU	138.73	.00
**DEPT	COUNTY TREASURER	1,426.50	.00
401-30-2203	CONTRACTS - EQUIPMENT MAINT	162.38	.00
401-30-2207	TELECOMMUNICATIONS	864.14	.00
401-30-2221	PRINTING/PUBLISHING/ADVERTISING	90.23	.00
401-30-2269	SUBSCRIPTIONS/DUES/FEES	25.00	.00
401-30-2284	CONTRACT - EQUIPMENT LEASE	284.75	.00
**DEPT	ESTANCIA SENIOR CENTER MAINT	645.83	.00
401-36-2208	UTILITIES - ELECTRICITY	314.84	.00
401-36-2209	UTILITIES - NATURAL GAS/PROPANE	270.24	.00
401-36-2215	MAINTENANCE & REPAIRS-BUILD/STRU	60.75	.00
**DEPT	MORIARTY SENIOR CENTER MAINT	599.12	.00
401-37-2208	UTILITIES - ELECTRICITY	223.20	.00
401-37-2209	UTILITIES - NATURAL GAS/PROPANE	322.65	.00
401-37-2215	MAINTENANCE & REPAIRS-BUILD/STRU	53.27	.00
**DEPT	COUNTY ASSESSOR	1,326.79	.00
401-40-2203	CONTRACTS - EQUIPMENT MAINT	39.28	.00
401-40-2207	TELECOMMUNICATIONS	619.26	.00
401-40-2266	EMPLOYEE TRAINING	300.00	.00
401-40-2284	CONTRACT - EQUIPMENT LEASE	368.25	.00
**DEPT	GRANT ADMINISTRATION	115.73	.00
401-49-2207	TELECOMMUNICATIONS	115.73	.00
**DEPT	COUNTY SHERIFF	10,735.97	.00
401-50-2201	MAINTENANCE & REPAIRS - VEHICLES	4,591.00	.00
401-50-2203	CONTRACTS - EQUIPMENT MAINT	121.05	.00
401-50-2207	TELECOMMUNICATIONS	2,763.41	.00
401-50-2208	UTILITIES - ELECTRICITY	195.03	.00
401-50-2209	UTILITIES - NATURAL GAS/PROPANE	418.24	.00
401-50-2215	MAINTENANCE & REPAIRS-BUILD/STRU	194.09	.00
401-50-2218	FURN/FIX/EQUIP	695.54	.00
401-50-2284	CONTRACT - EQUIPMENT LEASE	548.08	.00
401-50-2618	CO - VEHICLES	1,209.53	.00
**DEPT	COUNTY FAIR	500.49	.00
401-53-2208	UTILITIES - ELECTRICITY	416.16	.00
401-53-2209	UTILITIES - NATURAL GAS/PROPANE	35.04	.00
401-53-2215	MAINTENANCE & REPAIRS-BUILD/STRU	49.29	.00
**DEPT	FINANCE DEPARTMENT	911.95	.00
401-55-2207	TELECOMMUNICATIONS	345.08	.00
401-55-2219	SUPPLIES - GENERAL OFFICE	233.44	.00
401-55-2284	CONTRACT - EQUIPMENT LEASE	333.43	.00
**DEPT	ATTORNEY	333.87	.00
401-56-2207	TELECOMMUNICATIONS	110.59	.00
401-56-2269	SUBSCRIPTIONS/DUES/FEES	223.28	.00
**DEPT	OPERATIONS & MAINTENANCE	63,115.92	.00
401-65-2201	MAINTENANCE & REPAIRS - VEHICLES	80.47	.00
401-65-2207	TELECOMMUNICATIONS	2,824.22	.00

401-65-2213  
401-65-2218

CONTRACT - IT SERVICES  
FURN/FIX/EQUIP

38,941.15  
1,044.37

.00  
.00



DEBITS CREDITS

401-65-2219	SUPPLIES - GENERAL OFFICE	843.97	.00
401-65-2225	SUPPLIES - COMPUTER/PRINTER	2,594.24	.00
401-65-2227	MAINTENANCE & REPAIR-IT EQUIPME	69.00	.00
401-65-2228	SOFTWARE	16,539.56	.00
401-65-2236	SUPPLIES - UNIFORMS	178.94	.00
**DEPT	ANIMAL SERVICES	1,484.93	.00
401-82-2207	TELECOMMUNICATIONS	230.27	.00
401-82-2208	UTILITIES - ELECTRICITY	356.47	.00
401-82-2209	UTILITIES - NATURAL GAS/PROPANE	394.99	.00
401-82-2215	MAINTENANCE & REPAIRS-BUILD/STRU	49.83	.00
401-82-2218	FURN/FIX/EQUIP	210.91	.00
401-82-2239	MAINTENANCE & REPAIRS - KENNEL	37.98	.00
401-82-2272	CONTRACT - PROFESSIONAL SERVICES	204.48	.00
**DEPT	PROBATE JUDGE	83.56	.00
401-90-2207	TELECOMMUNICATIONS	83.56	.00
**TOTAL	ROAD FUND	31,618.66	.00
**DEPT	COUNTY ROAD DEPARTMENT	31,097.18	.00
402-60-2201	MAINTENANCE & REPAIRS - VEHICLES	3,328.60	.00
402-60-2202	SUPPLIES - VEHICLE FUEL	16,822.36	.00
402-60-2207	TELECOMMUNICATIONS	1,132.20	.00
402-60-2208	UTILITIES - ELECTRICITY	23.21	.00
402-60-2218	FURN/FIX/EQUIP	3,918.12	.00
402-60-2244	MAINTENANCE & REPAIRS-MACHINERY	4,089.75	.00
402-60-2607	GRADER/EQUIPMENT LEASE	1,782.94	.00
**DEPT	COUNTY ROAD SHOP	521.48	.00
402-61-2209	UTILITIES - NATURAL GAS/PROPANE	521.48	.00
**TOTAL	FARM & RANGE	15,585.86	.00
**DEPT	FARM & RANGE	15,585.86	.00
403-66-2278	CONTRACT - ANIMAL DAMAGE CONTROL	15,585.86	.00
**TOTAL	DISTRICT 5 VFD	1,170.14	.00
**DEPT	STATE FIRE ALLOTMENT	1,170.14	.00
405-91-2207	TELECOMMUNICATIONS	93.00	.00
405-91-2208	UTILITIES - ELECTRICITY	506.07	.00
405-91-2209	UTILITIES - NATURAL GAS/PROPANE	562.11	.00
405-91-2230	SUPPLIES - MEDICAL	8.96	.00
**TOTAL	DISTRICT 2 VFD	1,476.53	.00
**DEPT	STATE FIRE ALLOTMENT	1,476.53	.00
406-91-2201	MAINTENANCE & REPAIRS - VEHICLES	522.28	.00
406-91-2207	TELECOMMUNICATIONS	93.00	.00
406-91-2208	UTILITIES - ELECTRICITY	272.33	.00
406-91-2209	UTILITIES - NATURAL GAS/PROPANE	473.28	.00
406-91-2210	UTILITIES - WATER	106.68	.00
406-91-2230	SUPPLIES - MEDICAL	8.96	.00
**TOTAL	DISTRICT 1 VFD	148.12	.00
**DEPT	STATE FIRE ALLOTMENT	148.12	.00
407-91-2207	TELECOMMUNICATIONS	52.96	.00

407-91-2208

UTILITIES - ELECTRICITY

95.16

.00

\*\*TOTAL

DISTRICT 3 VFD

88,909.04

.00

DEBITS

CREDITS

**DEPT	STATE FIRE ALLOTMENT	88,909.04	.00
408-91-2201	MAINTENANCE & REPAIRS - VEHICLES	3,532.02	.00
408-91-2207	TELECOMMUNICATIONS	40.04	.00
408-91-2208	UTILITIES - ELECTRICITY	517.38	.00
408-91-2209	UTILITIES - NATURAL GAS/PROPANE	766.18	.00
408-91-2230	SUPPLIES - MEDICAL	8.96	.00
408-91-2248	SUPPLIES - SAFETY	16.96	.00
408-91-2618	CO - VEHICLES	84,027.50	.00
**TOTAL	DISTRICT 4 VFD	172.41	.00
**DEPT	STATE FIRE ALLOTMENT	172.41	.00
409-91-2207	TELECOMMUNICATIONS	52.96	.00
409-91-2208	UTILITIES - ELECTRICITY	119.45	.00
**TOTAL	COUNTY FIRE PROTECTION FUND	85,301.77	.00
**DEPT	1/4% FIRE EXCISE TAX	85,301.77	.00
411-92-2201	MAINTENANCE & REPAIRS - VEHICLES	288.23	.00
411-92-2230	SUPPLIES - MEDICAL	406.16	.00
411-92-2236	SUPPLIES - UNIFORMS	277.95	.00
411-92-2248	SUPPLIES - SAFETY	263.90	.00
411-92-2271	CONTRACT - OTHER SERVICES	38.03	.00
411-92-2618	CO - VEHICLES	84,027.50	.00
**TOTAL	FIRE DEPARTMENT ADMIN	1,096.53	.00
**DEPT	STATE FIRE ALLOTMENT	1,096.53	.00
413-91-2201	MAINTENANCE & REPAIRS - VEHICLES	409.05	.00
413-91-2207	TELECOMMUNICATIONS	687.48	.00
**TOTAL	EMS FUND	2,454.94	.00
**DEPT	EMS ALLOTMENT	2,454.94	.00
415-33-2344	SUPERIOR AMBULANCE	2,454.94	.00
**TOTAL	DISTRICT 6 VFD	650.19	.00
**DEPT	STATE FIRE ALLOTMENT	650.19	.00
418-91-2208	UTILITIES - ELECTRICITY	75.24	.00
418-91-2209	UTILITIES - NATURAL GAS/PROPANE	468.65	.00
418-91-2210	UTILITIES - WATER	106.30	.00
**TOTAL	EVSVA CONTRACT	11,781.62	.00
**DEPT	COUNTY COMMISSION	11,781.62	.00
419-05-2292	EVSVA TIPPING FEES	11,781.62	.00
**TOTAL	JAIL FUND	5,956.24	.00
**DEPT	ADULT INMATE CARE	5,495.05	.00
420-70-2172	CARE OF INMATES	2,280.00	.00
420-70-2173	INMATE MEDICAL	2,868.00	.00
420-70-2207	TELECOMMUNICATIONS	347.05	.00
**DEPT	COMMUNITY MONITORING	78.59	.00
420-73-2207	TELECOMMUNICATIONS	78.59	.00

\*\*DEPT  
420-74-2207

TRANSPORTATION OF PRISONERS  
TELECOMMUNICATIONS

382.60  
382.60

.00  
.00

Account Number	Description	DEBITS	CREDITS
**TOTAL	CIVIL DEFENSE FUND	17,537.39	.00
**DEPT	COMMUNICATIONS/EWS TAX	17,537.39	.00
604-83-2207	TELECOMMUNICATIONS	219.00	.00
604-83-2208	UTILITIES - ELECTRICITY	461.94	.00
604-83-2248	SUPPLIES - SAFETY	16,856.45	.00
**TOTAL	DWI PROGRAM FUND	10,265.60	.00
**DEPT	DWI LOCAL GRANT FY20	5,455.60	.00
605-02-2205	TRAVEL - EMPLOYEES	164.53	.00
605-02-2207	TELECOMMUNICATIONS	206.83	.00
605-02-2218	FURN/FIX/EQUIP	4,684.24	.00
605-02-2271	CONTRACT - OTHER SERVICES	400.00	.00
**DEPT	DWI DISTRIBUTION GRANT FY20	4,810.00	.00
605-03-2202	SUPPLIES - VEHICLE FUEL	10.00	.00
605-03-2221	PRINTING/PUBLISHING/ADVERTISING	4,800.00	.00
**TOTAL	PROPERTY VALUATION FUND	676.57	.00
**DEPT	COUNTY ASSESSOR	676.57	.00
610-40-2203	CONTRACTS - EQUIPMENT MAINT	676.57	.00
**TOTAL	CLERK'S EQUIPMENT FUND	612.96	.00
**DEPT	COUNTY CLERK	612.96	.00
612-20-2203	CONTRACTS - EQUIPMENT MAINT	432.10	.00
612-20-2308	VOTING MACHINE STORAGE	180.86	.00
**TOTAL	RHCA GRANT	7,502.00	.00
**DEPT	RHCA GRANT FY20	7,502.00	.00
616-18-2272	CONTRACT - PROFESSIONAL SERVICES	7,502.00	.00
**TOTAL	COUNTY INFRASTRUCTURE GRANT	3,699.99	.00
**DEPT	INFRASTRUCTURE GROSS RECEIPTS TX	3,699.99	.00
620-94-2617	CO - EQUIPMENT & MACHINERY	3,699.99	.00
**TOTAL	JUVENILE JUSTICE GRANT	470.00	.00
**DEPT	WIND PILT	470.00	.00
635-09-2266	EMPLOYEE TRAINING	470.00	.00
**TOTAL	DOMESTIC VIOLENCE GRANT	453.51	.00
**DEPT	WIND PILT	271.15	.00
690-09-2284	CONTRACT - EQUIPMENT LEASE	271.15	.00
**DEPT	DV CONTRACT F20	182.36	.00
690-86-2207	TELECOMMUNICATIONS	182.36	.00
**TOTAL	CYFD ARP	1,722.51	.00
**DEPT	GRANT ADMINISTRATION	1,722.51	.00
692-49-2283	VICTIM SUPPORT	1,722.51	.00

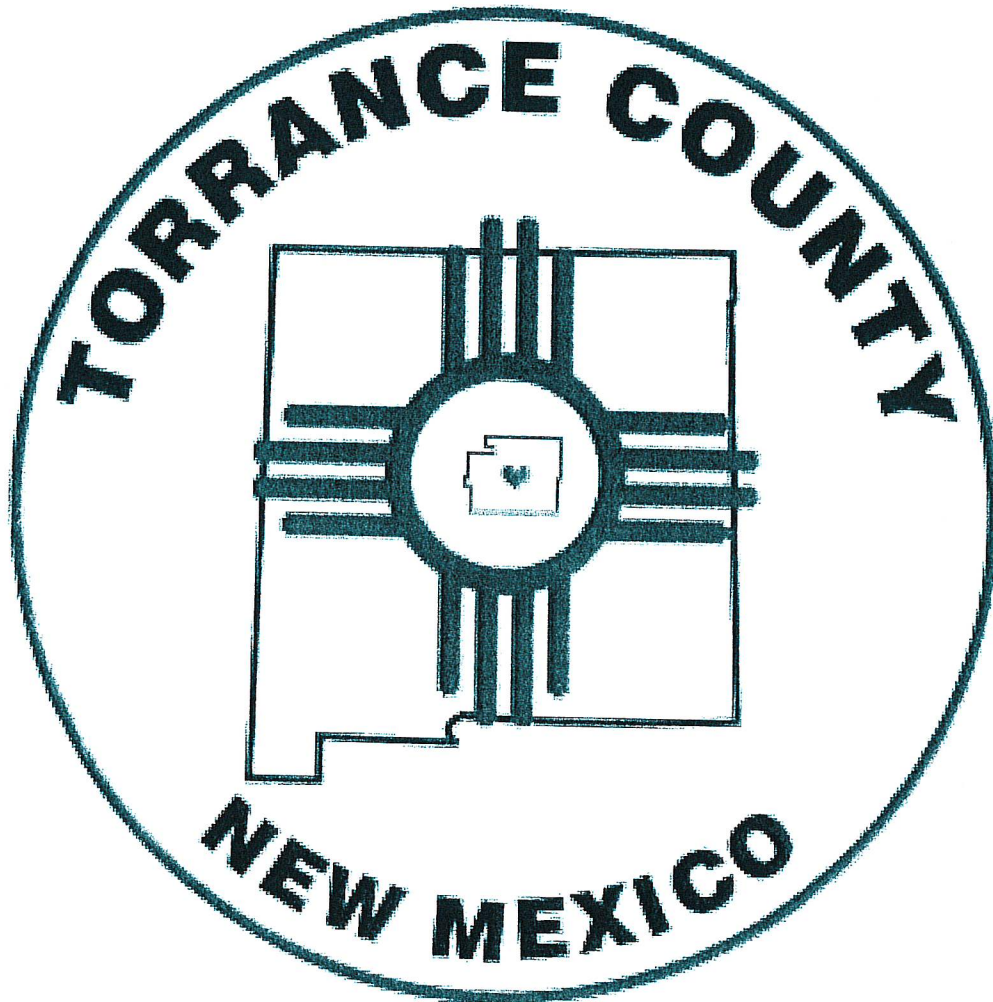
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\*\*TOTAL  
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LEGISLATIVE APPROPRIATIONS  
260,581.05  
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LEGISLATIVE PROJECTS  
260,581.05  
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Account Number	Description	DEBITS	CREDITS
803-59-2690	E2241 DURAN WATER SYSTEM 2020	57,712.05	.00
803-59-2693	E3419 TC FIRE DEPT VEH PRCHS & E	202,869.00	.00
**TOTAL	IMMIGRATION & CUSTOMS ENFORCEMEN	2,270,672.65	.00
**DEPT	ADULT INMATE CARE	2,270,672.65	.00
825-70-2172	CARE OF INMATES	2,270,672.65	.00
**TOTAL	EMERGENCY-911 FUND	14,378.94	.00
**DEPT	911-DISPATCH CENTER	14,348.94	.00
911-80-2207	TELECOMMUNICATIONS	377.87	.00
911-80-2208	UTILITIES - ELECTRICITY	1,319.99	.00
911-80-2209	UTILITIES - NATURAL GAS/PROPANE	192.57	.00
911-80-2215	MAINTENANCE & REPAIRS-BUILD/STRU	53.34	.00
911-80-2218	FURN/FLX/EQUIP	7,583.69	.00
911-80-2219	SUPPLIES - GENERAL OFFICE	2,405.54	.00
911-80-2220	SUPPLIES - CLEANING	224.59	.00
911-80-2271	CONTRACT - OTHER SERVICES	2,151.35	.00
911-80-2272	CONTRACT - PROFESSIONAL SERVICES	40.00	.00
**DEPT	DFA TRAINING GRANT	30.00	.00
911-85-2266	EMPLOYEE TRAINING	30.00	.00
BANK01	US BANK	2,958,161.14	.00
** BANK TOTALS **	** BANK TOTALS **	2,958,161.14	.00



*Agenda Item*  
*No. 10*





*Agenda Item  
No. 11-A*

TORRANCE COUNTY RESOLUTION# 2022-

Budget Increase

WHEREAS, the Torrance County Commission in regular session on Wednesday, April 27th 2022, did propose to authorize Budget Increases in the FY 2021-2022 Budget and

WHEREAS, Budget Increases require authorization from the Department of Finance and Administration, and

WHEREAS, we request authorization for the following Budget Increase: (See Schedule A)

NOW THEREFORE BE IT RESOLVED, we respectfully request approval for the attached Budget Increase in the FY 2021-2022 budget from the Department of Finance and Administration.

DONE at Estancia, New Mexico  
Torrance County this 27th day of  
April 2022.

Approve as to Form:

Torrance County Board of Commissioners

John M. Butrick  
County Attorney

Kevin McCall, District 1

Attest:

Ryan Schwebach, District 2

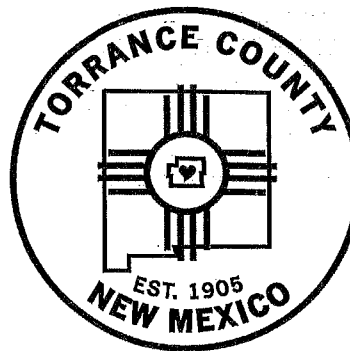
Yvonne Otero  
Torrance County Clerk

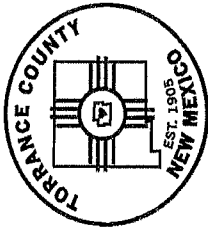
LeRoy M. Candelaria, District 3

Vote Record

Kevin McCall	yes	no	abstain	absent
Ryan Schwebach	yes	no	abstain	absent
LeRoy M. Candelaria	yes	no	abstain	absent

DFA Approval





# Torrance County

Resolution 2022-

**Increase**

Schedule A

April 27, 2022

From			TO				
Department	Source	Line Item	Description	Line Item	Description	Amount	Amount
Dispatch	GRT	911 00 1501	Communications/Tax	911 80 2 611	CO Building & Improvements	\$ 60,000.00	\$ 60,000.00
Dispatch	GRT	911 00 1501	Communications/Tax	911 85 2 611	CO Building & Improvements	\$ 55,000.00	\$ 55,000.00
<b>TOTAL</b>						\$ 115,000.00	\$ 115,000.00



*Agenda Item  
No. 11-B*

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**TORRANCE COUNTY  
BOARD OF COUNTY COMMISSONERS  
RESOLUTION NO. R 2022-**

**Finance and Purchasing Policy**

**WHEREAS**, Torrance County has established the following policies, Purchasing Policy Resolution 2020-22, Fleet Card and Procurement Policy Resolution 2020-4, Mileage and Per Diem Policy Resolution 2019-3 and Budget Adjustment Procedures Resolution 2019-50; and

**WHEREAS**, Torrance County has not accepted a policy regarding the short-term rental of county facilities; and

**WHEREAS**, Torrance County sees the need for the above mentioned policies and procedures and a policy for short term rentals of county facilities; and

**WHEREAS**, Torrance County must abide by State Procurement Code and other state statutes; and

**NOW, THEREFORE BE IT RESOLVED** the attached document, attachment A, entitled Torrance County Finance and Purchasing Policy is here by adopted by the governing body of TORRANCE COUNTY; and

**BE IT FURTHER RESOLVED** that all previous Purchasing Policies, Per Diem Policies, Fleet card and Procurement Card Policies, Budget Adjustment Procedures and Building/Rental Lease Polices are hereby repealed.

**DONE THIS 27<sup>th</sup> DAY OF April 2022.**

1 **APPROVED AS TO FORM ONLY:**

**BOARD OF COUNTY COMMISSIONERS**

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\_\_\_\_\_  
John M. Butrick

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Ryan Schwebach, Chair, District 1

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LeRoy M. Candelaria, Vice Chair, District 2

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**ATTEST:**

\_\_\_\_\_  
Kevin McCall, Member, District 3

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Yvonne Otero, County Clerk

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# TORRANCE COUNTY FINANCE AND PURCHASING POLICY

## Attachment A

### 1. SECTION I: General Provisions

#### 1.1. Purpose

The purpose of this policy is to establish regulations for purchases made within the entity of Torrance County, set regulations for the use of fuel cards and procurement cards (P-card), to set procedures for budget adjustments, and outline procedures when purchases are unauthorized or the misuse of fuel cards or P-cards.

#### 1.2. Scope

This Policy applies to all Torrance County Staff, Elected Officials, and Volunteers. This Policy Supersedes all previous purchasing, budget adjustment procedures, and fleet card & Procurement card policies.

#### 1.3. Employee Knowledge and Information of Policy

The County Manager or designee shall provide a copy of this Policy to current employees and to all new employees with instructions to read and know all the provisions of these rules. Employees, Elected Officials, and volunteers shall sign a form acknowledging both receipt and understanding of the provisions of this Policy.

#### 1.4. Interpretation of Policy and Supplements

In any case that a provision of this Policy is vague or unclear, the County Manager and/or County Attorney shall provide a written supplement for clarification of the provision, which shall be implemented by all Departments and offices.

## 2. SECTION II: Definitions

### 2.1. **Fleet Card Administrator**

The individuals who have administrative rights, ability to make changes, add new cards, and maintain access over the Fleet Cards: County Manager, Deputy County Manager, Finance Director and Chief Procurement Officer.

### 2.2. **Procurement Card Administrator**

The individuals who have administrative rights over the Procurement Cards: County Manager, Deputy County Manager, Finance Director, and the Chief Procurement Officer (CPO).

### 2.3. **Fleet Card**

Card assigned to a vehicle that is used for fuel purchases, carwashes, and other vehicle related purchases such as emergency-related repairs as approved by a Fleet Card Administrator.

### 2.4. **Procurement Card (P-Card)**

Card that is used for other purchases outside the aspect of a Fleet Card in accordance with NM State Statutes.

### 2.5. **Unauthorized Purchases**

Any purchase that does not comply with the Torrance County Finance and Purchasing Policy (this policy).

### 2.6. **Line-Item Transfer**

The transfer of funds from one line item to another.

### 2.7. **Intra Fund**

Transactions within the same fund.

### 2.8. **Inter Fund**

Transactions between two funds.

### 2.9. **Budget Increase**

The increase of the operating budget of a fund both on the expense and revenue sides.

### 2.10. **Journal Entry**

A transaction for recording or correcting revenue and expenditure activity.



**2.11. Purchase Order**

A document generated by the County for the purpose of procuring goods or services from an authorized vendor. Purchase Orders shall include but not be limited to descriptions, quantities, prices, discounts, payment terms, date of performance or shipment, and other associated terms and/or conditions. Purchase Orders are issued to a specific vendor and when accepted by the vendor, becomes a binding contract between the parties.

**2.12. Finance Department**

The office and/or personnel directly responsible for establishing budgetary control for expenditure of funds and accounts payable procedures for payment of purchases made.

**2.13. Definition of a Purchase**

A purchase is the commitment, obligation, and/or expenditure of Torrance County supervised funds to obtain goods or services.

**3. SECTION III: Purchasing Procedures**

**3.1. Administration**

The CPO shall be responsible for the administration of this Section III of this Policy to ensure that all provisions of law and this Policy are followed. Supplements issued by the Chief Procurement Officers shall be approved by the County Commission or Commission and copies of all supplements shall be attached to and made a part of this Policy. Upon the absence of the Chief Procurement Officer, the Finance Director will be responsible for administration of this Policy.

**3.2. Implementation.**

**3.2.1.** The CPO is the general terms for the individual or offices designated by the County Commission to fulfill the responsibility and functions of the CPO as provided in this Policy.

**3.3. User Authority and Responsibility**

**3.3.1.** Only individuals authorized by the Department's Elected Official or Department Director shall be permitted to request Torrance County purchases consistent with the provisions of this Policy. Authorization shall be submitted to the CPO. All authorized Users shall receive and sign for a copy of this Policy and shall thereby be responsible for the knowledge and appropriate compliance and use of the provisions of this Policy.

- 3.3.2. An Authorized User list shall be signed and kept on file in the Finance Department. Without the signed list by the Elected Department Official or Department Director no Purchase Order will be issued.
- 3.3.3. Authorized Users may contact vendors to obtain technical information, prices, and delivery information for planning purposes. Finance Department personnel will review the technical information, confirm prices are reasonable, ensure availability of County funds, and issue a Purchase Order. All quotations documented or received by Users shall be attached to the Purchase Order.

**3.4. Unauthorized and Questionable Purchases**

Any purchase which is not legally and appropriately approved within the County budget or by other County Commission action, or which does not comply with the provisions of the State Statutes, particularly the State Procurement Code (Section 13-1-28 et seq. NMSA 1978) and the provisions of this Policy, shall be considered an unauthorized County purchase and thereby not subject to payment by the County. The County hereby declares and establishes that it will assume no responsibility for payment of unauthorized purchases. Furthermore, any individual initiating or otherwise executing any unauthorized purchase is solely responsible for payment. All questionable purchases shall be submitted to the County Manager for County Commission review and determination under the provisions of this Policy.

**3.5. Commission Approval of Unauthorized Purchases**

Any purchase determined to be unauthorized shall be considered for approval of payment at a public meeting of the County Commission. Unauthorized purchases shall not be approved or processed for payment prior to Commission approval, and Commission meeting minutes shall be attached to the purchasing transaction file for audit purposes.

**3.6. Penalties**

Persons knowingly violating the State Procurement Code, this Policy, or other state law may be subjected to a civil penalty for each violation in accordance with New Mexico State Law. Individuals are also subject to disciplinary action in accordance with the County Personnel Ordinance.

**3.7. Consistency with State Procurement Code.**

The provisions of this Policy are subject to change in accordance with New Mexico Statute or State Procurement Code changes. Any change that is inconsistent with the provisions of this Policy shall be resolved in favor of the State Statutes or State Procurement Code. All authorized Users shall be given a copy of each change and notified that it is in effect.

**3.8. Standard Purchasing Procedure Applicability**

"Standard Purchases" are described as systematic, planned, and necessary purchases for administration and operation of a project, division, and/or Department. There shall be no exception to these standard procedures except as provided in "Emergency Purchasing Procedures" in Section III of this Policy.

**3.9. Requesting a Purchase:**

Requisition for Purchase. All Standard Purchases as authorized by this section require that a Torrance County *Purchase Order* be issued prior to placing an order or making a purchase. *Purchase Orders* shall only be issued after proper approval and submission of a *Requisition for Purchase Form*. All *Requisitions for Purchase Forms* shall be submitted to the Finance Department

3.9.1. The approval process for a *Requisition for Purchase* is as follows:

**3.9.1.1.** Line-item Audit will be completed by a staff member of the Finance Department.

**3.9.1.2.** CPO, Finance Director and County Manager will review to ensure *Requisition for Purchase* is in accordance with this policy and State Procurement Code.

**3.9.1.3.** All grant funds must also be approved by the Grant Manager.

**3.9.1.4.** All appropriations must also be approved by the Appropriations Manager.

**3.9.1.5.** All *Requisition for Purchase* may be rejected at any level for inaccurate, incomplete, non-allowable purchase or other reason.

3.9.2. Vendor Name and Complete Address - The business to which the purchase order will be issued as well as the complete address for that vendor, per the W9 or applicable notice of address.

3.9.3. Vendor Number - To be taken from the mainframe database or listing of vendors. A vendor number for each vendor shall be assigned by the Finance Department. A vendor number shall be on file for the vendor prior to issuance of a purchase order. It is the user's responsibility to obtain and provide a W9 for a new vendor as well as complete the new vendor request form. Without proper and complete documentation, a new vendor shall not be entered into the system.

3.9.4. Quantity - Specify a unit and the approximate amount per unit being requested. Units may be "each", "box", "gals.", "reams", "pounds", etc. If exact quantity is not known, Users shall provide the best estimate of quantity.

- 3.9.5. Description of Item - The description of the items or services shall be sufficiently complete to identify the item being purchased. Services that have been obtained through the use of an agreement shall reference the agreement number and attach a copy of the agreement. Services that have been obtained through the use of a bid shall reference the bid number.
- 3.9.6. Unit Cost – Estimated cost per unit.
- 3.9.7. Total Cost - Calculation of the quantity multiplied by the unit cost. If exact cost cannot be determined, Users shall provide the best estimate of cost.
- 3.9.8. Department - Enter name of Department initiating the purchase order.
- 3.9.9. Department Approval - Signature of the Department Head or authorized User, as recorded by the Purchasing Office.
- 3.9.10. Line Item - The appropriate budget line-item number to be charged. It is the authorized User's responsibility to assign the correct line-item number to the purchase order. Multiple line-item accounts may be included in the purchase order.
- 3.9.11. Quotes – Shall be annotated on *Requisition for Purchase Form* and attached.

**3.10. Authorization of Purchase Orders**

Once a *Requisition for Purchase Form* is completed and the purchase is properly authorized, the CPO shall issue a *Purchase Order* that includes date of authorization and number assignment. The User Department shall inform the vendor that the purchase order number shall be included on any invoice submitted to the County for payment.

Purchases executed prior to obtaining a purchase order are prohibited except as otherwise provided in "Emergency Purchasing Procedures", Section III of this Policy.

Adding different items to a purchase order after it has been authorized is prohibited. However, a purchase order may be corrected provided that there is a reasonable explanation for the correction and funds are available. A *Correction to Existing Purchase Order* form shall be completed by the User Department Head and approved in accordance with 3.9.1 of this policy.

**3.11. Over Expenditures**

A purchase order shall not be issued, approved, or processed in a case where the indicated line item will be over expended, except as approved by the Finance Director in accordance with State and County regulations and provisions, and provided there are legally sufficient budget balances available elsewhere. It shall be the primary responsibility of the authorized User to ensure sufficient funds are available prior to initiating a request for purchase. The Finance Director shall provide sufficient information, data, or reports, upon request, to keep authorized Users properly updated on budget balances, and shall notify any office, Department, or agency head, after analysis of the monthly budget report, of any indications of any existing or impending budget balance issues.

**3.12. 2.9 Competitive Purchases**

Authorized Users shall insure that all purchases are made at the best possible prices. Purchases shall be made in accordance with the following provisions, also not inclusive of NM Gross Receipts Tax:

- 3.12.1.** \$4,999.99 or less. Purchases may be processed after obtaining the best price from vendors. Award can be made if the authorized User/CPO determines that the price received is reasonable. The authorized User/CPO is not precluded from obtaining quotes from more than one vendor if the authorized User/CPO determines that the price is not reasonable or determines that it is in the best interest of the County.
- 3.12.2.** \$5,000 to \$29,999.99. Written Quotes. Purchases shall be made according to the best obtainable price, provided at least three (3) bona fide written quotes from different vendors are obtained on the offeror's official letterhead or quote form, and submitted for approval with the *Requisition for Purchase* form. If three (3) bona fide written quotes cannot be obtained, the authorized User shall submit written documentation to the CPO as specified in section 3.12.4. These quotes are required to be recorded on *Requisition for Purchase* form.
- 3.12.3.** \$30,000 and above. All purchases exceeding \$30,000 require formal bid procedures as specified by State regulations and shall be processed and executed by the CPO, through formal procedures. Bids may be rejected in the event that they are in excess of budgetary limits, are non-responsive to specifications, or due to irregularities in the bid's specifications.
- 3.12.4.** Documented and Written Quote Exceptions. In the event there are not three (3) known vendors which have goods/services available, fewer than three (3) quotes are permissible, provided the User attaches the quotes obtained and identifies, on the quote form or on separate attachment the names of other vendors contacted who could not provide the goods/services. Written Quote Exceptions are outlined in NMAC (1978) § 1.4.1.51(A).

**3.12.5. State Purchasing Contracts and Cooperative Bid Exceptions.**

An Invitation-for-Bid (ITB) or Request-for-Proposal (RFP) are not required for purchases under this section. Purchases may be made providing that the vendor has a Statewide Purchasing Contract, or a qualified, documented procurement done by another State or local government agency or an approved external procurement unit. Any such purchase shall include appropriate written authorization for Torrance County's use, either in the original solicitation or in writing by both the original procuring agency and the vendor.

State purchasing contract numbers shall be identified on the purchase order requisition and a copy of the contract shall be attached to the permanent copy of the purchase order.

The County may purchase goods and services cooperatively through another local public body's solicitation process consistent with State regulations.

The County may allow purchase of goods and services cooperatively to another local public body through the County's procurement process, Torrance County shall be held harmless, and it is the responsibility of using agency to abide by State regulations.

- 3.12.6. Invitation-for-Bid (ITB) or Request-for-Proposal (RFP)s. Scope-of-Work shall be written to facilitate the need of the County for a particular good or service to perform a function. Written Scope-of-Work for purchases shall not be "closed or exclusive", or otherwise written in such a way as to intentionally favor or exclude a vendor. Reference to specific types or quality shall be followed by wording "or equal" and all specifications regardless of wording shall be considered as "or equal". It shall be the authorized User's responsibility to ensure that all specialized technical aspects of Scope-of-Work are correct and appropriate. It shall be the CPO's responsibility to review and ensure that all other provisions, procedures, and considerations are correct and appropriate, and to address any questionable, unusual, or inappropriate specifications prior to processing.**

**3.13. Sole Source Purchase**

A sole source purchase is only permitted in cases where only one vendor provides the required goods and/or service. The CPO shall certify and execute the sole source purchase according to the New Mexico State Procurement Code.

**3.14. Procurement of Professional Services**

Professional services shall be procured at the best negotiated price, provided the following thresholds are not exceeded (excluding NM Gross Receipts Tax):

**3.14.1.** Architectural or engineering professional services - \$50,000.

**3.14.2.** Landscape architectural or surveying professional services - \$10,000.

**3.14.3.** All other professional services - \$60,000.

**3.14.4.** Professional services having a value which exceeds the maximum thresholds outlined above will be solicited as outlined in the State Procurement Code and this Policy.

**3.15. Emergency Purchases**

Emergency purchases are permissible provided they are in accordance with the following provisions:

**3.15.1.** An emergency purchase is permissible when there is an existing condition that creates a threat to public health, welfare, or safety. The existence of the emergency condition creates an immediate and serious need for procurement of items or services or construction that cannot be met through normal procurement methods and the lack of which would:

**3.15.1.1.** Seriously threaten the functioning of government,

**3.15.1.2.** The preservation or protection of property,

**3.15.1.3.** The health or safety of any person.

**3.15.2.** Emergency conditions shall be determined by the County Manager with the concurrence of the CPO. The Finance Department shall maintain records of all emergency purchases for a minimum of three years.

A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the procurement file.

The CPO shall certify and execute the emergency purchase according to the New Mexico State Procurement Code.

**3.15.3. Other Emergent Procurement.** These procurements are defined as an unanticipated procurement necessary to fulfill the mission of the County. These Purchase Orders may be issued by the CPO, Finance Director, County Manager or designee in situations where standard procurement procedures are otherwise unavailable. Purchase Orders issued under this provision shall not exceed fifteen hundred 1,500 dollars unless County Manager or designee and the CPO or Finance Director are in concurrence.

**3.15.4. Written Determination.** The requesting Department shall attach a written determination with the emergency or Emergent purchase request when feasible as determined by the Chief Procurement Officer.

**3.15.5.** In the event when a verbal approval is granted for a purchase by the Chief Procurement Officer, County Manager, Deputy County Manager, or Finance Director, the end user shall turn in a written request the next business day but no more than one calendar week from time of verbal approval is given.

**3.16. Personal Use Prohibited**

No purchases shall be made for the purpose of personal or private use.

**4. Section IV: Accounts Payable Procedures**

**4.1. Invoices**

An invoice is an itemized list submitted by the vendor to the County for payment of goods or services delivered to the County. It is the responsibility of the vendor to ensure that a purchase order is provided prior to issuing goods or services and the vendor shall include the purchase order number on the invoice submitted to the County for payment. In cases where purchase order numbers are not included on the invoice, the vendor shall be informed of their responsibility to include this information. The Finance Department, at its discretion, is authorized to return any invoices which do not reference a valid purchase order number. The County will not be responsible for purchases made without an executed and authorized purchase order.

The vendor shall be notified that repeated improper invoicing is sufficient cause to exclude the vendor from the County's purchasing program. Also, the County may refuse payment in any case that there is an unauthorized purchase. All invoices shall be mailed to the County Manager's Office at PO Box 48, Estancia, NM 87016 or submitted electronically to [invoices@tcnm.us](mailto:invoices@tcnm.us). Payment will not be guaranteed for any other invoices sent to other addresses.



**4.2. Utilities**

All utility invoices (county cell phones, office phones, fax, internet, electric, gas, water, sewer, etc.) shall be processed by the Finance Department and a *Receiving and Accounts Payable Report* created. A copy of the invoice and *Receiving and Accounts Payable Report* will be sent to the respective Departments for their records. Department heads shall be responsible for reviewing all utility invoices and Receiving and Accounts Payable Reports and notifying the Finance Department of any discrepancies or billing inaccuracies.

**4.3. Contracts**

All contracts with a regular payment, such as a lease, shall be processed by the Finance Department and a *Receiving and Accounts Payable Report* created. A copy of the invoice and *Receiving and Accounts Payable Report* will be sent to the respective Departments for their records. Department heads shall be responsible for reviewing all contract invoices and Receiving and Accounts Payable Reports and notifying the Finance Department of any discrepancies or billing inaccuracies *Receiving and Accounts Payable Report*. The Commission Chair, County Manager or designee shall sign all contracts.

**4.4. All contracts based on set deliverables will be the user's responsibility to submit a Verification of Invoices**

Invoices other than invoices for utilities, shall be received, date stamped, and distributed via email to the respective Department by the Finance Department within one business day of receipt. All invoices shall be reviewed by User Departments prior to payment to insure goods or services have been received and to certify authorization for payment. A *Receiving and Accounts Payable Report* shall be fully executed, including an authorized signature, in order for an invoice to be processed for payment. It will be the responsibility of User Departments to ensure outstanding invoices are promptly submitted for payment within 10 calendar days of receipt from Finance Department.

**4.5. Processing for Payment**

The Finance Department will ensure that all invoices received are appropriately authorized and certified prior to payment. The Finance Department shall be responsible for ensuring that appropriate procedures are established and used for payment after invoices are received to include timely payments and to ensure that discounts are received, and late charges avoided.

**4.6. Payments**

No reissuance of a check shall happen until 90 days have passed after receiving the affidavit for duplicate check, from the vendor stating non-receipt/lost check.

**4.7. Accounts Payable Receiving & Accounts Payable Report**

All *Receiving and Accounts Payable Report* forms shall be completed in full when submitting invoices for payment to the Finance Department. *Receiving and Accounts Payable Report* to be completed as followed:

- 4.7.1. Receiving Department - Department that received goods or services that are to be paid for.
- 4.7.2. Vendor Number # - To be taken from the mainframe database or listing of vendors. Numbers for new vendors shall be assigned only through the Finance Department. A vendor number shall be on file for the vendor prior to issuance of a purchase order.
- 4.7.3. Company Received From – Name of vendor where goods or services were received from.
- 4.7.4. Remittance Address – W9 address or applicable notice of address on file that payments shall be sent to.
- 4.7.5. Line Item - The appropriate budget line-item number to be charged. It is the authorized User's responsibility to assign the correct line-item number to the *Receiving and Accounts Payable Report*. Multiple line-item accounts may be included in the *Receiving and Accounts Payable Report*.
- 4.7.6. Purchase Order Number # - purchase order number assigned by the Chief Procurement Officer or other Finance Department Official.
- 4.7.7. Invoice Number # - Vendor generated number that is stated on invoice to be paid.
- 4.7.8. Account Number # - Vendor generated number assigned to purchase from vendor.
- 4.7.9. Quantity - Specific unit and the amount being requested for payment. Units may be "each", "box", "gals.", "reams", "pounds", etc.
- 4.7.10. Description of Good(s) and/or Service(s)- The description of the good(s) and/or service(s) shall be sufficiently complete to identify the good(s) and/or service(s) received. Good(s) and/or service(s) that have been obtained through the use of a purchase agreement shall reference the agreement number and a copy of the agreement shall be attached. Good(s) and/or service(s) that have been procured through a competitive sealed bid/proposal process shall reference the bid number in accordance with NM State Procurement Code.
- 4.7.11. Shipment Status –

- 4.7.11.1. Complete Shipment (close Purchase Order)
  - 4.7.11.2. Partial Shipment (keep Purchase Order open)
  - 4.7.11.3. Good Condition (shipment accepted)
  - 4.7.11.4. Damaged condition (shipment returned) explain why shipment was damaged and/or returned.
- 4.7.12. Special Instructions – Additional notes about payment for information on an invoice.
- 4.7.13. Department Approval – Signature of authorized user on file with the Finance Department.
- 4.7.14. Reviewed for Payment – Finance Department use only.

**4.8. Purchase Voucher**

A *Purchase Voucher* will be filled out when an employee is being reimbursed for an approved purchase. An approved purchase for reimbursement shall only be made when proper procurement steps have been followed. A Purchase Order shall be issued to the employee that will be reimbursed prior to the purchase that is to be reimbursed.

**5. Section V: Capital Assets**

- 5.1. All vehicles, furniture, equipment or tangible good (greater than \$5,000) are subject to special delivery and control measures set forth in Torrance County’s Finance and Purchasing Policy. Such measures are as follows:
- 5.1.1. Receiving of Capital Assets. All receiving of Capital Assets shall be received at the Torrance County Administration Building, 205 S Ninth St. Estancia, NM 87016 or at a designated location by the CPO, Finance Director or County Manager or designee.
  - 5.1.2. Capital Assets. All Capital Assets shall be received by the County Manager or designee, the CPO, Finance Director, Facilities Maintenance Manager, County Manager, or designee shall inspect each Capital Asset and compare it with the Purchase Order to ensure it is the correct item.
  - 5.1.3. Documentation, all Capital Asset documentation received by the respective department shall be submitted to and maintained by the CPO within the Finance Department. A Department may request a copy of all documentation from the Finance Department.

5.1.4. Release. The Capital Assets shall not be released to the Department of Purchase until it is service-ready, in the interim, the Capital Asset shall remain parked/located at the Torrance County Administrative Offices or a location designated by the County Operations Manager and/or The Chief Procurement Officer or designee. Service ready being completely outfitted for the asset's intended purpose. A Department may receive and use a vehicle under temporary license plate if vehicle is service-ready.

5.1.5. Service-Ready. Asset is equipped with all required tools necessary for the asset to be used for its intended purpose. Assets are tagged and inventoried appropriately and released to the respective department.

**5.2. Vehicles**

All county vehicles shall be marked with the County Logo and vehicle number unless otherwise authorized by the County Manager.

**5.3. Yearly Verification**

All Capital Assets shall be physically verified yearly. The Chief Procurement Officer, Finance Director, and Facilities Maintenance Manager shall inspect or designate a department head or elected official with physically verifying all assets.

**6. Section VI: Budget Adjustments**

**6.1. Line-Item Transfers**

A Line-Item transfer (LIT) request is to be completed by the Department Head or designee to move funds from one line item to another. LITs are required to transfer funds to cover deficits or future expenditures within the budgeting cycle. All LITs are subject to the Finance Director and County Manager's approval.

**6.2. Intra-fund Transfers**

6.2.1. Intra-fund LITs will require approval from the Finance Director and the County Manager or Designee. Once all approvals are obtained, the LIT request will be submitted to the Department of Finance and Administration (DFA) through the Local Government Budget Management System (LGBMS) for the official budget record. Finally, the intra-fund LIT will be recorded by journal entry in the accounting system.

6.2.2. The Finance Department will strive to complete all intra-fund LIT requests within one week upon submission to the Finance Director if all necessary approvals can be obtained. Intra-fund LIT will be accepted until the 15th of June for the current fiscal year. New intra-fund LIT requests will not be processed until the final budget is approved by DFA, typically by September 1st. The Finance Director has the right to waive the June deadline for submission of intra-fund LIT requests.

### **6.3. Inter-fund Transfers**

- 6.3.1. Inter-fund LIT will require approval by the Finance Director, County Manager or Designee, and the County Commission by resolution. Once those approvals are obtained, the LIT request will be submitted to the DFA through the LGBMS for approval. Once approved by DFA, the inter-fund LIT will be recorded by journal entry in the accounting system.
- 6.3.2. The deadline for inter-fund LIT requests is the close of business the day before agenda items are required to be turned in for the subsequent Board of County Commission (Commission) meeting. Inter-fund LIT will be submitted into LGBMS for DFA approval within one week of Commission approval by resolution. There is no set time frame for DFA approval. Inter-fund LIT request deadline for the end of fiscal year will be the close of business the day before agenda items are required to be turned in for the first scheduled Commission meeting in June. The Finance Director has the right to waive the deadline for this submission for budget balancing purposes. New inter-fund LIT requests will not be processed until the final budget is approved by DFA, typically by September 1<sup>st</sup>.

### **6.4. Journal Entries**

Journal entries require the approval of the Department Head, the Finance Director and/or the County Treasurer. Journal entries will be completed to correct expenditures drawn from an incorrect line item or revenues recorded to an incorrect line item. Journal entries will be completed by the Finance Department and/or Treasurer's Office within one week of receipt and approval. The fiscal year deadline for journal entries will be July 7<sup>th</sup> or the last business day prior to July 7<sup>th</sup> for the previous fiscal year.

### **6.5. Budget Increases**

- 6.5.1. Budget increase requests will be completed by the Department Head to capture an increase in funding. Budget increases require approval by the Department Head, Finance Director, County Manager or Designee and the County Commission by resolution. Once those approvals are obtained, the budget increase request will be submitted to DFA through the LGBMS for approval. Once approved by DFA, the budget increase will be recorded by journal entry in the accounting system.

**6.5.2.** The deadline for budget increase requests is the close of business the day before agenda items are required to be turned in for the subsequent Commission meeting. Budget increase requests will be submitted into LGBMS for DFA approval within one week of Commission approval by resolution. There is no set time frame for DFA approval. Budget Increase request deadline for the end of fiscal year will be close of business the day before agenda items are required to be turned in for the first scheduled Commission meeting in June. The Finance Director has the right to waive the deadline for this submission for budget balancing purposes. New budget increase requests will not be processed until the final budget is approved by DFA, typically by September 1<sup>st</sup>.

## **7. Section VII Fleet Card/Procurement (P-card) Procedures**

### **7.1. Access**

Fleet Card access shall be granted only to County Staff, Elected Officials, and Volunteers who acknowledge and adhere to policy.

### **7.2. Fleet Card Assignment**

Fleet Cards shall be assigned to a specific vehicle and shall be used only for its specified vehicle and for purposes as defined in Section 2.3 of this Policy.

#### **7.2.1. Use of Fleet Card on an Unassigned Vehicle**

If a situation arises where a Fleet Card is not working and a vehicle needs fuel, a different fleet card may be used to fuel a vehicle to which the fleet card is not assigned. The use of a different card may be approved by any one of the Fleet Card Administrators. This approval is for a one time use only or as otherwise directed by the Card Administrator.

#### **7.2.2. Emergency Situations (Fleet Cards)**

In the event of an emergency and a Fleet Card is not working and there is no other card that can be used, a reimbursement may be authorized for the fuel purchase by a Fleet Card Administrator. All reimbursements must be accompanied with an original receipt of the purchase. Without proper authorization, any reimbursements shall not be guaranteed.

#### **7.2.3. Damaged Card**

In the event a Fleet Card is damaged and does not work properly, a Card Administrator shall be contacted by the next business day to initiate a replacement card order.

#### **7.2.4. Authorization for Use**

Any authorization for use of a Fleet Card shall be requested by the Department Head or designee. This request shall be written or emailed to a Fleet Card Administrator for the employee to be added to the list. When Elected Official no longer holds an elected office in the County or an employee is no longer employed by

the County, the HR Director shall notify a Card Administrator to have that person removed from the list of authorized fleet card users. In the event a current employee or Elected Official no longer needs access to use a Fleet Card, the employee's Department Head, or designee or Elected Official shall send a request to a Card Administrator to have the employee removed from the list of authorized Fleet Card Users.

#### 7.2.5. Pin Assignment

Each employee/volunteer with access to use a fuel card by their department shall be assigned their own personal identification number (PIN). An employee/volunteer shall not use another employee/volunteer's PIN without first contacting a card administrator, and the PIN shall only be used once in emergency situations or situations of IT issues.

#### 7.2.6. Fleet Card Use

Fleet Cards are for Official County Use Only.

#### 7.2.7. Receipts and Fuel Logs

Receipts are required for all purchases with a Fleet Card. Digital copy (e.g. pictures and scanned copies of original receipt). Receipts and fuel logs are required to be turned in with the *Accounts Payable Report* form by the time frames given by the Finance Department when the monthly fuel invoice is sent to User Departments.

#### 7.2.8. No Receipt

In the event a receipt cannot be obtained due to mechanical error or IT error by the vendor, a digital picture of the fuel pump showing total dollar amount and gallons shall be acceptable if provided with the vendor's name and address and a written justification explaining why a receipt could not be obtained. A notarized affidavit that includes this information shall be submitted for all fleet card transactions that do not have a receipt.

#### 7.2.9. Failure to Comply

Failing to comply with this Policy may result in a loss of access to use fleet cards for Torrance County's Vehicle Fleet. The County Manager or designee has the authority to remove an employee or Elected Official's access to use Fleet Cards or to reprimand the employee for such failure. Repeated failures to comply with this Policy may result in disciplinary action up to and including termination in accordance with the County Personnel Ordinance. Unauthorized purchases on the Fleet Card shall result in the employee being personally liable for the charges and subject to civil and criminal penalties under New Mexico law.

#### 7.2.10. Payments

Once invoices are received, Departments shall issue account payable reports.

### **7.3. Procurement Cards**

Procurement cards shall be issued only after authorization is provided by the County Manager and Finance Director.

#### **7.3.1. Making a Purchase**

All purchases made with a Procurement Card shall be in accordance with this policy and NM State Statutes. All purchases made with a procurement card shall be accompanied with a receipt, no exceptions.

#### **7.3.2. Failure to Comply**

Failing to comply with this policy in regards to the use of a procurement card shall result in the employee being personally liable for the charges on the Procurement Card. Unauthorized purchases on the Procurement Card shall result in the employee being personally liable for the charges. The County Manager or designee has the discretion and authority to have employees repay the County for any unauthorized purchases on the Procurement Card. The County Manager or designee may permanently disallow an employee or Elected Official access to the use of a Procurement Card for improper use of the Procurement Card. Repeated failure to comply with this policy may result in disciplinary action up to and including termination in accordance with the County Personnel Ordinance. Unauthorized purchases on the Fleet Card shall result in the employee being personally liable for the charges and subject to civil and criminal penalties under New Mexico law.

#### **7.3.3. Lost/Stolen Card**

In the event that a Fleet Card or Procurement Card is lost or stolen, the person authorized to use this card shall immediately contact a Card Administrator upon the discovery of a card being lost or stolen. The Card Administrator shall then turn off the card for all purchases immediately.

#### **7.3.4. Audit**

From time to time, the County Manager or designee may initiate an internal audit for Fleet and/or Procurement Cards.

### **7.4. Thermal Receipts**

Thermal receipts shall not be submitted with an accounts payable report. A photocopy of the thermal receipt shall be made when submitting an Accounts Payable Report, Per Diem, or any other documents to the Finance Department.

## **8. Section VIII: Invoicing**

### **8.1. Generating Invoices**

The Finance Department shall generate all invoices for Torrance County except for the Following:



**8.1.1. Medical- Invoices for EMT transports or other medical invoices,**

**8.1.2. Grant- Invoices for grant reimbursement or payments that require specialized forms.**

**8.2. Reporting**

Departments that have invoices generated outside of the Finance Department are responsible for providing a report to the Finance Department monthly. Reports shall include invoice number, amount invoiced, time frame of service invoiced for, invoices that payment has been received, and date payment was received.

**8.3. Request for invoicing**

Request to generate an invoice shall be submitted to the Finance Department with a detailed listing of what is being invoiced, the name of the person or business being invoiced, a mailing address and/or email address, and phone number if applicable.

**9. Section IX: Per Diem and Mileage**

**9.1. Per Diem**

Rates will be set in accordance with NMSA 10-8.

**9.1.1. Distance Eligibility**

Per Diem shall not be paid unless the employee is beyond Thirty-Five (35) miles driven from both their home and worksite in the most common or routine route. The County Manager and Finance Director may override the 35 mile limit based on type, length and time of events.

**9.1.2. Anticipated**

An employee may request 80% of the travel per diem no more than fourteen (14) days prior to the first day of travel. A return Per Diem form shall be turned into the Finance Department for the remaining 20% no later than 2 weeks after return from travel. An employee not turning in their return Per Diem form may be subject to repayment of travel or other disciplinary action in accordance with the Torrance County Personnel Ordinance.

**9.1.3. Actual**

An employee may claim actual expenses for travel. When claiming actual expenses, a receipt for all items must accompany the Per Diem Form.

**9.2. Mileage**

Mileage shall only be paid with written approval granted by a Department Head or County Manager for official work. Current and valid vehicle insurance shall be provided for all travel when using a private vehicle. If an employee uses their personal vehicle for county business, that employee's personal insurance is considered the primary coverage and employee's personal insurance is responsible for liability coverage.

**9.2.1.** Rate, mileage shall be calculated at the rate set forth by the Internal Revenue Service in January of the previous year.

**9.2.2.** Documentation, all mileage reimbursements shall be submitted with one of the following:

**9.2.2.1.** A Rand McNally Map showing total distance from starting point to ending point,

**9.2.2.2.** A google map showing total distance from starting point to ending point, or

**9.2.2.3.** A detailed log tracking all stops and actual odometer readings.

**9.2.3.** County Fleet, A county vehicle shall be used when available for all work-related purposes or travel.

**9.3. Air Travel**

When applicable all air fare will be paid in advance using the County's P-Card. Additional air travel charges shall be reimbursable upon return from travel, i.e., baggage, transportation, etc.

**9.4. Not Specified**

Any item not specified within section 8 of this policy will be adhered to in accordance with NMSA 10-8

**10. Section X: End of Year Close Out Procedures**

**10.1. End of Fiscal Year.**

**10.1.1.** 30 Days Prior to Year Ending There shall be no purchase orders issued or processed within 30 days prior to the end of the fiscal year except in extreme emergencies or as specifically approved by the CPO, Finance Director, and County Manager or designee.

**10.1.2.** Fiscal Year End. All open purchases shall be voided at June 30<sup>th</sup> or the last business day of June unless a written reason is provided, and approved, by the CPO, Finance Director, and County Manager or designee as to why the purchase is delayed and the need for the purchase order to carry forward to the next fiscal year.

**10.1.3.** All accounts payables shall be received and shall be correct no less than Ten (10) calendar days prior to the end of the fiscal year to ensure payment. Failure to have AP turned in by this deadline may result in payments being made from the next year's budget.

## **11. Section XI: Building Rental/Lease**

### **11.1. Facility Use.**

Use of Facility is subject to the approval of the Board of County Commissioners through their designee "County Manager".

### **11.2. Reservation.**

Scheduling will be on a first come first serve basis. Reservations may not be made more than one year in advance of event. The Torrance County Fair Board (TCFB) shall have first right in scheduling for official TCFB events i.e., county fair, tag ins, fundraisers, or etc. The TCFB will have all events for the calendar year submitted by the end of January. Dates are subject to change as needed.

### **11.3. Insurance.**

Lessee shall take full responsibility for safety & security of facilities. Renters shall provide the County with TULIP insurance or other insurance that covers the event and names Torrance County as an additional insured for all events held at County Facilities. Failure to obtain and provide TULIP insurance documentation to the county will result in cancelation of reservation and rental fees as in accordance with section 11.6.2 of this policy.

### **11.4. Cleaning.**

Lessee will be responsible for cleaning after events, to return the facility to the same condition as it was upon arrival. A cleaning fee of \$25 per hour will be assessed if Torrance County must clean a facility after an event.

### **11.5. Rental of the Torrance County Fair Exhibit Building.**

Includes the entire building portion, inside and out. Other Facilities on the grounds are not included in the rate such as other barns or rodeo arena. For rental of other facilities on the Fair Grounds additional approvals from the County Manager and/or Board of County Commissioners is needed. Rates for other facilities will be negotiable based upon use of facilities. A map of the rental area shall be provided on the rental agreement showing which buildings are being rented and parking areas.

### **11.6. Receipt of Funds**

**11.6.1.** Rental fees shall be paid at the time reservations are made.

**11.6.2.** Cancellations may be made with one week notice for a full refund of rental fee. Cancellations made after that are subject to loss of rental fee. Any cancelation made from Torrance County's side due to unforeseen circumstances is subject to a full refund at any time.

**11.6.3.** A damage deposit of \$250 is required to be paid prior to the event and prior to gaining access to the facility. A damage deposit is fully refundable due to cancellation at any time prior to an event. The damage deposit will be relinquished upon satisfactory inspection of the facility by Torrance County staff and return of keys for the facility.

**11.6.4.** If the damage deposit is not sufficient to cover damage/cleaning fees assessed by Torrance County, then an invoice will be generated for excessive damage/cleaning fees to the lease.

**11.6.5.** Rental Fees are \$150 per weekday (Mon-Thurs) \$250 for weekend event (Fri-Sun). Access will be granted on the day of the event once a damage deposit and proof of insurance is received by the Torrance County Finance Department.

## **11.7. Private Activities Permitted**

The following activities and events may be permitted at the County Facilities subject to the approval of the County: wedding showers, baby showers, wedding receptions, confirmation receptions, birthday receptions, coming-of-age receptions, wedding anniversaries, retirement receptions and graduation receptions. This list is not meant to be fully inclusive. Other private uses may be permitted by the designee, subject to prior approval by the County.

**11.7.1.** Community organizations may not conduct events such as fundraisers advertising, promoting, or selling of merchandise or services for profit or not for profit, or other large group events at County Centers without the prior approval of the County Manager or designee.

**11.7.2.** In addition to the conditions in the Building Use Application, any private party using a County Center shall agree to:

**11.7.2.1.** Assume responsibility for all guests and for proper use and care of the facility.

**11.7.2.2.** Replace or pay for the replacement of furniture, fixtures and other contents that are broke/missing during or as a result of the use of the facility, no decorations on walls or ceiling.

**11.7.2.3.** Secure all doors and windows.

**11.7.2.4.** Hold harmless and release from liability Torrance County, its employees, management, and the Board of County Commissioners responsible for the operation of the facility, if applicable, for any claim resulting from the use of the County Facilities.

**11.7.2.5.** Clean the facility following use; properly replace tables and chairs; removal and proper disposal of all trash after each function; and

**11.7.2.6.** All activities that are illegal under state, federal and local law are strictly prohibited on County property and in County owned or leased facilities. The use of alcoholic beverages is strictly prohibited. All County Facilities are smoke free facilities.



*Agenda Item  
No. 12-A*



*Agenda Item  
No. 12-B*

Salary	\$25.00	Per Pay period	\$2,000.00	PERA	\$206.00	FICA	\$153.00	RHC	\$40.00	Insurance	\$384.62	Worker's comp	\$0.40	Total	\$2,783.62
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# Pay Periods	Total Cost
1	\$2,783.62
2	\$5,567.24
3	\$8,350.86
4	\$11,134.48
5	\$13,918.10
6	\$16,701.72
7	\$19,485.34
8	\$22,268.96
9	\$25,052.58
10	\$27,836.20
11	\$30,619.82
12	\$33,403.44
13	\$36,187.06
14	\$38,970.68
15	\$41,754.30





*Agenda Item  
No. 12-C*

**NOTICE OF OBLIGATION TO REIMBURSE GRANTEE  
EXHIBIT 2**

Notice of Obligation to Reimburse Grantee # 1

DATE: 4/18/22

TO: Department Representative: Daniel Catanach, Project Manager

FROM: Grantee Entity: Torrance County

Grantee Official Representative: Janice Y. Barela

SUBJECT: Notice of Obligation to Reimburse Grantee

Grant Number: 21-F2922

Grant Termination Date: 6/30/25

~~As the designated representative of the Department for Grant Agreement number 21-F2922 entered into between Grantee and the Department, I certify that the Grantee has submitted to the Department the following third party obligation executed, in writing, by the third party's authorized representative:~~

~~Vendor or Contractor: K-9 Kennels~~

~~Third Party Obligation Amount: \$ 22,829.00~~

~~Vendor or Contractor: \_\_\_\_\_~~

~~Third Party Obligation Amount: \_\_\_\_\_~~

I certify that the State is issuing this Notice of Obligation to Reimburse Grantee for permissible purposes within the scope of the project description, subject to all the terms and conditions of the above referenced Grant Agreement.

Grant Amount (Minus AIPP if applicable): \$ 25,000.00

The Amount of this Notice of Obligation: \$ 22,829.00

The Total Amount of all Previously Issued Notices of Obligation: \$ 0.00

The Total Amount of all Notices of Obligation to Date: \$ 22,829.00

*Note: Contract amounts may exceed the total grant amount, but the invoices paid by the grant will not exceed the grant amount.*

Department Rep. Approver: Daniel Catanach

Title: Project Manager

Signature: \_\_\_\_\_

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

1 Administrative and/or Indirect Cost – generally, the legislation authorizing the issuance of bonds prohibits the use of its proceeds for indirect expenses (e.g. penalty fees or damages other than pay for work performed, attorney fees, and administrative fees). Such use of bond proceeds shall not be allowed unless specifically authorized by statute.

Portable Kennels

IFB 2022-03

Torrance County, New Mexico

Deadline:  
Opening:

Thursday, April 7, 2022  
Monday, April 18, 2022

2:00 PM  
8:00 AM

Bid Tabulation

Company Name	Company Address	Company Contact	Bid Amount
K9 Kennel Store	833 W. 27th Street, Ogden, UT 84401	1-801-621-4024	\$5,429.00

Witnesses:

Neal S. Sedillo

Denise Cliver  
Loni Architects

  
Neal Sedillo

  
Denise Cliver



# Torrance County

## Purchasing Department

Noah J. Sedillo

PO Box 48

205 S Ninth Street

Estancia, NM 87016

Phone: (505) 544-4730 Fax: (505) 384-5294

[www.torrancecountynm.org](http://www.torrancecountynm.org)

**No. 2022-03**

## INVITATION FOR BIDS FOR PORTABLE KENNELS

The Torrance County Animal Shelter is inviting sealed competitive bids for portable kennels to be delivered and installed at 751 Salt Mission Trail, McIntosh, NM 87032.

A completed ***Campaign Contribution Form*** (included in the IFB) must be submitted with all proposals. Compliance with NMSA 1978 13-1-191.1 (2006) is required. Any party that fails to submit the ***Campaign Contribution Form*** with their proposal will be considered unresponsive.

**Torrance County requires one (1) original bid and four (4) copies** for the bid selection team. Any bidder that fails to submit the required number will be considered to be unresponsive.

Clearly mark your sealed bid as:

**"IFB 2022-03 – Portable Kennels"**

**Bid Deadline:** Bids must be submitted to the Torrance County Purchasing Department located in the Torrance County Administrative Offices at 205 S Ninth Street in Estancia, NM by 2:00 PM on April 7, 2022.

**Bid Opening:** Bids will be opened at 2:15 PM on April 7, 2022 in the Purchasing Office located within the Torrance County Administrative Offices at 205 S Ninth Street in Estancia, NM.

**Bid Review:** The bids will be reviewed by a bid selection committee and the Chief Procurement Officer to determine responsive and lowest bid.

Bid Award: The Board of County Commissioners will formally award the bid on the April 27, 2022 regularly scheduled meeting. The Chief Procurement Officer will post the award on the County's maintained website <https://www.torrancecountynm.org/> by 5:00 on April 27, 2022. This award date is tentative and can be changed without notice.

*Torrance County reserves the right to reject any or all bids if it is not in the best interest of the County or waive any informality in the bid process. The Invitation for Bids process will be conducted according to the New Mexico Procurement Code (Sections 13-1-28 through 13-1-199, NMSA 1978) which imposes civil and criminal penalties for its violations. In addition, the New Mexico Criminal Statutes impose felony penalties for illegal bribes, gratuities, and kick-backs.*

*According to 13-1-158.A., no warrant, check or other negotiable instrument shall be issued in payment for any purchase of services, construction or items of tangible personal property unless the central purchasing office or the using agency certifies that the services, construction of items of tangible personal property have been received and meet specifications.*

All bids must be sealed or will not be accepted. Bids will NOT be accepted after the deadline. Bids may be delivered in person to Torrance County Purchasing Department 205 South Ninth Street, Estancia, NM 87016 or my mail to the Torrance County Purchasing Department, P.O. Box 48, Estancia, NM 87016. NOTE: United States Postal Service mail is not delivered until after 1:00 PM Mountain Standard Time.

#### **Resident Business Preference**

Pursuant to Section 13-1-21 and Section 13-1-22 NMSA 1978 a resident business possessing a valid resident business certificate shall receive 5% preference less the total cost. The Offeror's proposal must contain a copy of the Resident Business Preference Certificate issued by the New Mexico Taxation and Revenue Department in order to qualify for the preference.

#### **Resident Veterans Preference**

Pursuant to Section 13-1-21 and Section 13-1-22 NMSA 1978 a resident veteran may submit a completed Resident Veterans Preference Certificate in the proposal. The resident veteran shall receive up to 10% preference less the total cost. The Offeror's proposal must contain a Resident Veterans Preference Certificate issued by the New Mexico Taxation and Revenue Department in order to qualify for the preference.

### **CAMPAIGN CONTRIBUTION DISCLOSURE FORM**

Pursuant to the Procurement Code, Sections 13-1-28, et seq., NMSA 1978 and 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 **for professional services, a design and build project delivery system, or the design and installation of**

**measures the primary purpose of which is to conserve natural resources** 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 may 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 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 THEY, THEIR FAMILY MEMBER, OR THEIR REPRESENTATIVE 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 (a) a prospective contractor, if the prospective contractor is a natural person; or (b) 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.

**"Prospective contractor"** means a person or business 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 or business 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.

Name(s) of Applicable Public Official(s) if any: \_\_\_\_\_  
(Completed by State Agency or Local Public Body)

DISCLOSURE OF CONTRIBUTIONS BY PROSPECTIVE CONTRACTOR:

Contribution Made By: KA - Kennels

Relation to Prospective Contractor: vendor

Date Contribution(s) Made: Ø

Amount(s) of Contribution(s): Ø

Nature of Contribution(s): Ø

Purpose of Contribution(s): Ø

(Attach extra pages if necessary)

D. Rappleye  
Signature

3-29-22  
Date

Manager  
Title (position)

--OR--

**NO CONTRIBUTIONS IN THE AGGREGATE TOTAL OVER TWO HUNDRED FIFTY DOLLARS (\$250)  
WERE MADE** to an applicable public official by me, a family member or representative.

D. Rappleye  
Signature

3-29-22  
Date

Mgr.  
Title (Position)



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

*Kevin McCall*  
*District 1*

*Leroy Candelaria*  
*District 3*

*Janice Barela*  
*County Manager*

*Tracy Sedillo*  
*Treasurer*

*Yvonne Otero*  
*Clerk*

*Jesse Lucero*  
*Assessor*

*Martin Rivera*  
*Sheriff*

*Josie Chavez*  
*Probate Judge*

**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



# Torrance County

Purchasing Department  
Noah J. Sedillo  
PO Box 48  
205 S Ninth Street  
Estancia, NM 87016  
Phone: (505) 544-4730 Fax: (505) 384-5294

[www.torrancecountynm.org](http://www.torrancecountynm.org)

**No. 2022-03**

## **INVITATION FOR BIDS FOR PORTABLE KENNELS**

### **Scope of Work:**

- Four (4) Portable Kennels, with four (4) banks in each kennel, total of 16 cages.
- Portable Kennel Dimensions: 100" wide x 92" Tall x 55" deep.
- Individual cage dimensions: 48" wide x 42" tall x 48" deep.
- Material: galvanized steel with a powder coat to prevent rusting or equivalent.
- Removable raised floor mats to prevent animals from sitting in excrement.
- Locking casters.
- Glass front doors on at least half of the length of the front of cages, to reduce sound.
- Approximately 2" x 2" welded wire on the rest of the front, to assist with circulation and to hold feeding and water dishes.
- Key lock latches, for holding aggressive animals or bite cases, can be securely fastened to avoid accidental injuries or escape.
- Kennels floors slanted to the center back for drainage and cleaning.
- Plumbing and drainage to each cage and connected to a central point for ease of sanitation evacuation, and sterilization to each bay.
- Units must be portable, as we are expecting to be moving and must be able to move with us.

- Manufacturer industry standard warranty.
- Units shall be made of synthetic materials and non-porous that are resilient to household chemicals and animal excrement.
- Bid pricing shall include installation and shipping cost (if applicable).
- Bid must also include schedule of completion and estimated delivery time.

LTL \$1,113.00

Item	Price	Qty	Subtotal
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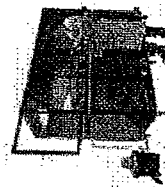
<b>Quick N Clean Double Stack Galvanized Kennel (Double Units)</b>	<b>\$5,429.00</b>	Qty <input type="text" value="1"/>	<b>\$5,429.00</b>
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- Add Quick N Clean Equipment
- Add 12 Gallon Wet Dry Vac & Pump
- Add Kennel Disinfectant
- Do Not Add Kennel Disinfectant
- Add Cleaning Equipment
- Do Not Add Cleaning Equipment
- Add Quick n Clean Accessories
- Do Not Add Quick N Clean Accessories
- Choose Door Latch
- I Would Like The Gravity Latch System

Edit Remove item

<b>Quick N Clean Double Stack Galvanized Kennel (Double Units)</b>	<b>\$5,159.00</b>	Qty <input type="text" value="1"/>	<b>\$5,159.00</b>
--	-------------------	------------------------------------	-------------------



- Add Quick N Clean Equipment
- Do Not Add Quick N Clean Equipment
- Add Kennel Disinfectant
- Do Not Add Kennel Disinfectant
- Add Cleaning Equipment
- Do Not Add Cleaning Equipment
- Add Quick n Clean Accessories
- Do Not Add Quick N Clean Accessories
- Choose Door Latch
- I Would Like The Gravity Latch System

Edit Remove item

Subtotal \$10,588.00  
 Shipping (Flat Rate - LTL) \$1,113.00

**Order Total \$11,701.00**

**Proceed to Checkout**



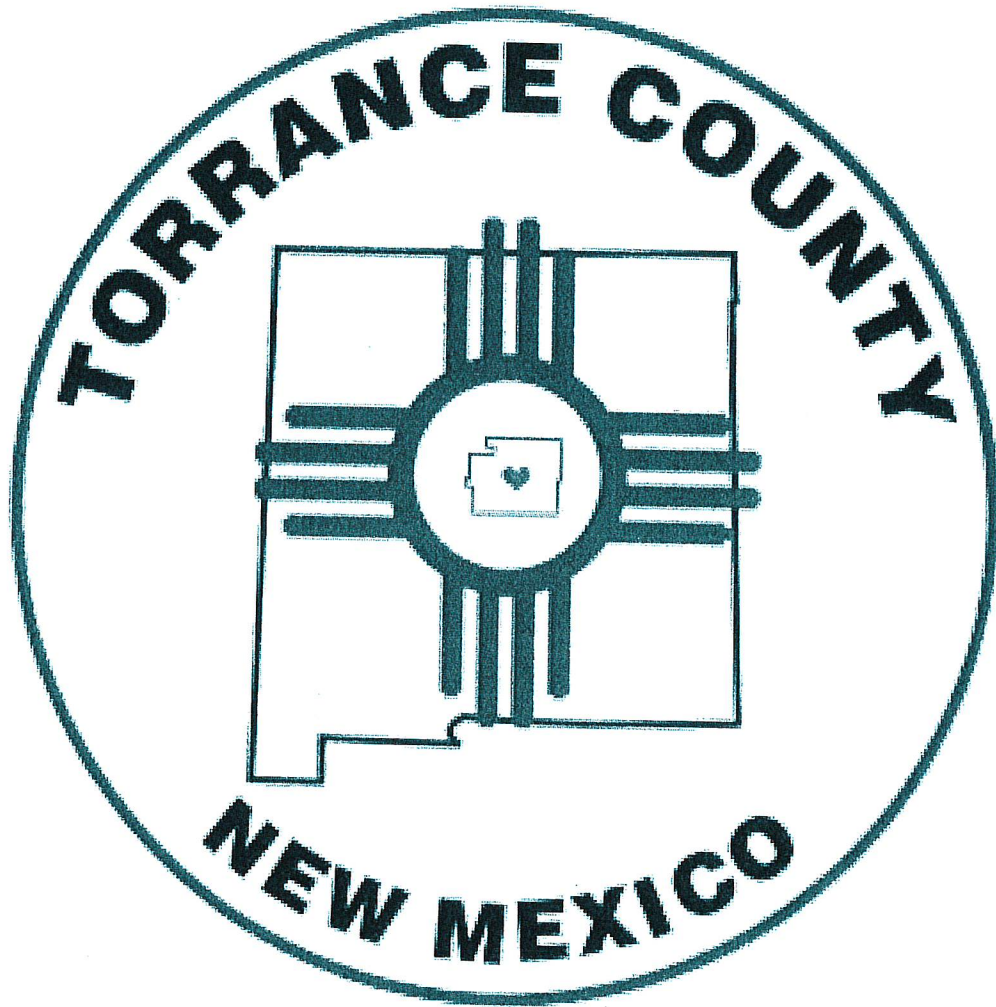
**COVE PRODUCTS**

Call us at:

**1-801-621-4024**

visit us online at:  
[www.K9KennelStore.com](http://www.K9KennelStore.com) |  
[www.ChickenCondos.com](http://www.ChickenCondos.com)

We respect your privacy and will not sell or share your information with any third parties. We do reserve the right to use any comments and/or photos sent to us for marketing purposes without obtaining permission.  
 All online and offline sales are subject to our terms & conditions.  
**COVE PRODUCTS TERMS & CONDITIONS**



*Agenda Item*  
*No. 12-D*

2022 Primary Election MOU

**NEW MEXICO**  
**MEMORANDUM OF UNDERSTANDING**  
**OFFICE OF THE SECRETARY OF STATE**  
**AND**  
**TORRANCE COUNTY**

This **MEMORANDUM OF UNDERSTANDING** ("Agreement" or "MOU") is entered into by and between the Office of the Secretary of State ("Agency") and Torrance County ("County"), (collectively, "the Parties") as of the last date of execution by the Parties below.

**RECITALS**

**WHEREAS**, the 2022 New Mexico Primary Election ("Election" or "Primary Election") is to be held statewide on Tuesday, June 7, 2022; and

**WHEREAS**, the Agency, as required under the New Mexico Election Code, is responsible to pay all costs of the Election, including reasonable costs incurred by each County Clerk; and

**WHEREAS**, the Agency has been appropriated funds from the New Mexico State Legislature to pay for the cost of conducting and administering the Election; and

**WHEREAS**, it is in the interest of both parties to provide the appropriated funds to the counties to pay the costs incurred as a result of the Election.

**AGREEMENT**

**THEREFORE**, the Parties agree that this MOU is entered into expressly and solely for the purpose of providing state appropriated funds to the counties to cover the costs of conducting and administering the Primary Election.

**1. RESPONSIBILITIES**

The Agency shall:

- A. Issue to the County a warrant drawn on the State Treasurer in the amount of **twenty-three thousand dollars (\$23,000)** for estimated costs that the county may incur in the administration of the Election.

The County shall:

- A. Use the appropriated funds in accordance with expenditures required by the New Mexico Election Code and in compliance with the reimbursable expenses outlined in Appendix A of this Agreement.
- B. Provide to the Agency, no later than **June 30, 2022**, a full accounting of expenses incurred during the Election and provide to the Agency all invoices, receipts, and copies of warrants paid by the county during the cycle.
- C. Return any unused funds to the Agency upon completion of election-related activity, which shall occur prior to June 30, 2022.

2022 Primary Election MOU

## **2. PAYMENT**

The Agency shall issue a warrant from the above-cited appropriation once this Agreement has been fully executed (signed by all required parties as listed on the signature page attached hereto).

## **3. PROPERTY**

The parties understand and agree that property, if any, acquired as a result of this Agreement shall be the property of the County.

## **4. TERM**

This Agreement shall become effective upon the final signature affixed to this Agreement, or as soon thereafter as approved by the respective parties, and shall remain in effect until **June 30, 2022**, unless terminated pursuant to Article 7.

- A. All work is expected to be complete on or before June 7, 2022; in no case shall work extend beyond June 30, 2022.
- B. If any funds remain after the completion of the work contemplated under this Agreement, such funds must be returned to the Agency prior to June 30, 2022.

## **5. FUNDS ACCOUNTABILITY**

The County shall maintain fiscal records, follow Generally Accepted Accounting Principles (GAAP), and account for all receipts and disbursements of funds transferred to the County pursuant to this Agreement.

## **6. LIABILITY**

Each party shall be solely responsible for fiscal or other sanctions occasioned as a result of its own violation, or alleged violation, of requirements applicable to the performance of the Agreement. Each party shall be liable for its actions in accordance with this Agreement.

## **7. TERMINATION**

Either party may terminate this Agreement for cause or convenience by giving notice in writing to the other party within thirty (30) days of termination.

## **8. AMENDMENT**

Any amendments shall be made in writing and shall be agreed to and executed by the respective signatories before becoming effective.

## **9. CONTACTS**

The parties will send written notice when needed to the following individuals:

To the Agency:

Mandy Vigil  
Elections Director  
New Mexico Office of the Secretary of State

2022 Primary Election MOU

325 Don Gaspar Ave, Suite 300  
Santa Fe, NM 87501  
[mandy.vigil@state.nm.us](mailto:mandy.vigil@state.nm.us)  
505.827.3617

To the County:

Yvonne Otero  
Torrance County Clerk  
Torrance County  
P.O. Box 767  
Estancia, New Mexico 87016  
[yotero@tcnm.us](mailto:yotero@tcnm.us)  
505.544.4350

**The remainder of this page intentionally left blank.**



2022 Primary Election MOU

In witness whereof, this Agreement is duly executed upon the date of the last signature affixed and dated:

\_\_\_\_\_  
Maggie Toulouse Oliver, Secretary of State  
Office of the Secretary of State

\_\_\_\_\_  
Date

\_\_\_\_\_  
Dylan Lange, General Counsel  
Office of the Secretary of State

\_\_\_\_\_  
Date

\_\_\_\_\_  
Yvonne Otero, County Clerk  
County of Torrance

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ryan Schwebach, Chairman  
County of Torrance

\_\_\_\_\_  
Date

\_\_\_\_\_  
John Butrick, General Counsel  
County of Torrance

\_\_\_\_\_  
Date

## 2022 Primary Election MOU

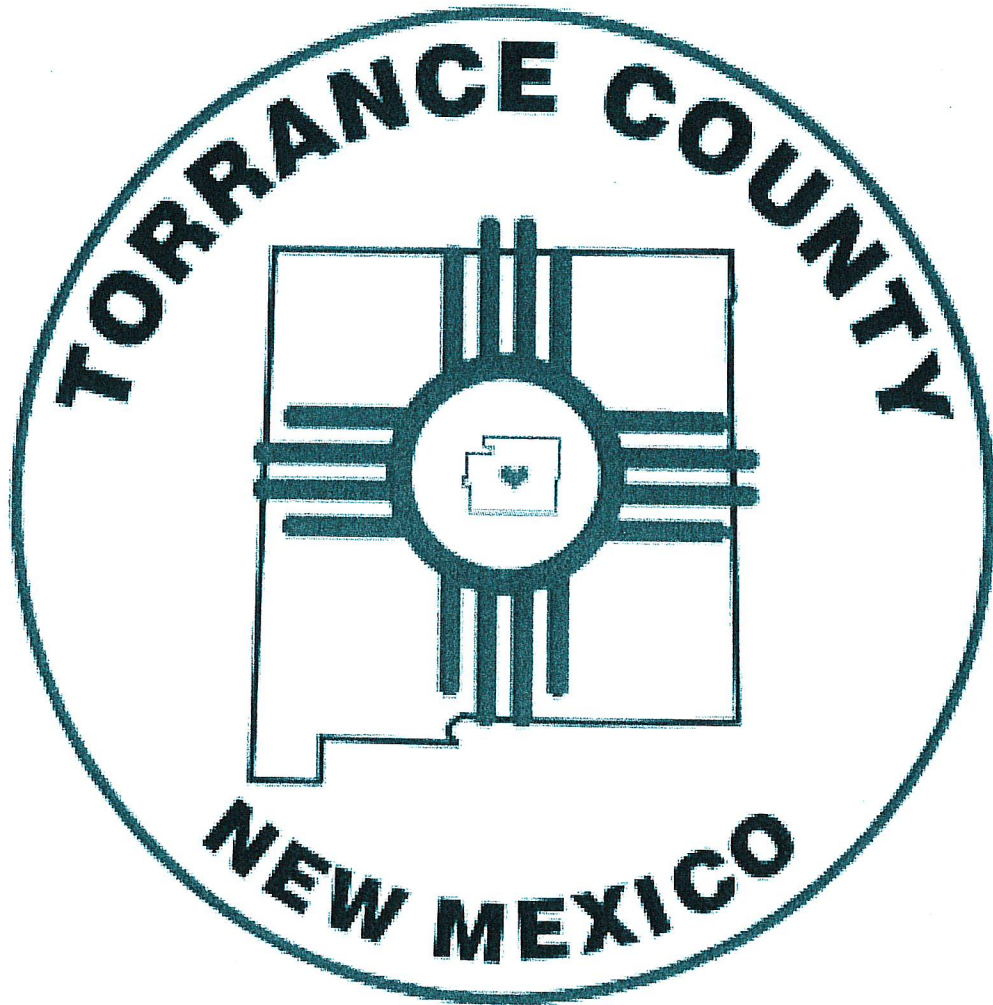
## APPENDIX A

DESCRIPTION	STATUTORY REQUIREMENT	RELEVANT STATUTE(S)	REASONABLY INCLUDES:
Poll Workers (Election Boards; Absentee, Early and Election Day)	Each election board shall consist of a minimum of three judges (required); one presiding judge and two election judges. Election clerks can also be appointed to assist the presiding judge and election judges.	1-2-12 & 1-9-5(C), NMSA 1978	For all polling locations, no fewer than three judges are required to administer the election. In the case of Voter Convenience Centers (VCCs), a minimum of two ballot-on-demand stations are required per site; counties will need to plan accordingly to ensure adequate staffing to operate these systems.
Registration Officers (Same Day Registration)	During a statewide the county clerk's office or alternate voting location if the clerk has assigned an authorized deputy to serve as a registration officer at the alternate voting location.	1-4-5.7(C)(D), NMSA 1978	The cost of one authorized registration officer, per polling location (that is offering SDR), per day.
Interpreters	In those polling places designated by the secretary of state as being subject to the provisions of the 1975 amendments to the federal Voting Rights Act of 1965, oral assistance shall be made available to assist language minority voters who cannot read sufficiently well to exercise the elective franchise. As used in the Election Code, "language minority" means a person who is an American Indian or of Spanish heritage and "inability to read well enough to exercise the elective franchise" means inability to read the languages in which the ballot is printed or the inability to understand instructions for operating the voting machine.	1-2-19, NMSA 1978	Assisting voters who speak a language that is unwritten; precincts identified as "Native American Precincts" through the Native American Election Information Program.
Messengers	The county clerk may appoint messengers to deliver ballot boxes, poll books, keys, election supplies and other materials pertaining to the election. Messengers may also be authorized to collect absentee ballots and removable media storage devices from polling places designated by the county clerk, and deliver them to locations.	1-2-20, NMSA 1978	Individuals appointed by the clerk to serve as messengers, who comply with the requirements outlined in 1-2-20.
Election Publications	Election board standby list: Not less than twenty-one days prior to the date for appointing members of election boards, the county clerk shall publish a notice once in a newspaper of general circulation to the effect that election boards are to be appointed for the specified number of precincts, stating the number of persons composing each board and that applications for the standby list will be accepted at the county clerk's office.  Notice of election: The notice of election shall be published at least once, not more than twenty-one nor less than seven days before election day. The notice of election shall be published in a legal newspaper as provided in Section 14 11 2, NMSA 1978. If no legal newspaper is published in the county, the notice of election shall be published in a	1-2-9 & 1-11-3(A), NMSA 1978	Publication of the election board standby list and notice of election.

## 2022 Primary Election MOU

	legal newspaper of general circulation in the county. The notice of election shall be printed in English and Spanish. The notice of election shall be broadcast on a radio station in the appropriate Native American languages in those counties affected by the federal Voting Rights Act of 1965, as amended.		
Postage	The Secretary of State shall deposit sufficient funds in the business reply mail account for each county clerk to ensure delivery of all mailed ballot applications and returned mailed ballots.	1-6-8(A)(2); 1-6B-5(E)(2); & 1-6C-6(D), NMSA 1978	Postage for absentee ballots (outbound) and returned mail ballots (inbound).
Tabulator Delivery	The county clerk shall be responsible for transporting all voting systems to and from polling places. A reasonable fee may be charged by the county for the transportation and programming of the voting systems when used pursuant to Section 19 6, NMSA 1978, but in no case shall such fee exceed the actual cost to the county. Voting machines shall be delivered to the assigned precinct polling place at least three days before the polls are required to be opened. The election supplies and the keys of voting machines shall be delivered to the presiding judge at least one hour before the polls are required to be opened.	1-9-12(A)(E) & 1-11-11(A), NMSA 1978	Transport of voting systems to and from polling locations.
Office Supplies (for the Election)	Supplies needed for the administration of the election.	1-11-19(A)(2), NMSA 1978	Consumable office supplies required to conduct the election and post-election canvass including paper, ballot marking pens, pencils, paperclips, staples etc.
"Other"	N/A	N/A	Temporary election support staff <i>or</i> OT for county employees, provided the OT is incurred during the conduct and administration of the election.

Table 1: Schedule of Cost Eligibility



*Agenda Item  
No. 12-E*



Michelle Lujan Grisham  
Governor

Box 2711  
Santa Fe, NM  
87502

Bianca Ortiz Wertheim  
Cabinet Secretary

Kelly Hamilton  
Deputy Cabinet Secretary

Carla Walton  
Deputy Cabinet Secretary

John Kondratick  
Interim State Fire Marshal  
Phone (505) 470-1044

**DEPARTMENT OF HOMELAND SECURITY  
AND EMERGENCY MANAGEMENT**

**FISCAL YEAR 2023 COUNTY FIRE PROTECTION FUND DISTRIBUTION**

This application is required to participate in the distribution of the Fire Protection Fund for the 2023 fiscal year. The application is due in the State Fire Marshal Division on or before April 30, 2022 2022

FIRE DEPARTMENT: Duran District #1

FIRE DEPARTMENT ADDRESS: PO Box 449

ISO CLASSIFICATION: 9

Approved number of Sub Stations is 0

Approved number of Main Stations is 1

Duran District #1	PO Box 449	McIntosh	NM	87032
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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 \$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: \*\$ 159,108.58

*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 PPF 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 PPF funds shall be submitted to the fire marshal.

Provide anticipated rollover amount \*\$ 156,505.00 ; include a detailed description of the intended use of the accumulated funds: (attach additional page if needed)

\*

Anticipated rollover will be used to update structural PPE and needed 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, 2022 2022 The request shall identify the intended purpose and exact amount of money to be rolled over into the FY 2023 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@tenm.us

505-705-5351

2. Donald Dirks

ddirks@tenm.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 day of , 2022

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

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





Michelle Lujan Grisham  
Governor

Box 2711  
Santa Fe, NM  
87502

Bianca Ortiz Wertheim  
Cabinet Secretary

Kelly Hamilton  
Deputy Cabinet Secretary

Carla Walton  
Deputy Cabinet Secretary

John Kondratick  
Interim State Fire Marshal  
Phone (505) 470-1044

**DEPARTMENT OF HOMELAND SECURITY  
AND EMERGENCY MANAGEMENT**

**FISCAL YEAR 2023 COUNTY FIRE PROTECTION FUND DISTRIBUTION**

This application is required to participate in the distribution of the Fire Protection Fund for the 2023 fiscal year. The application is due in the State Fire Marshal Division on or before April 30, 2022 2022

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: \*\$ 355,301.35

*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 \*\$ 283,633.00 ; include a detailed description of the intended use of the accumulated funds: (attach additional page if needed)**

\*

Anticipated rollover will be used to purchase updated structural PPE, needed safety equipment and a new brush truck.

**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, 2022. The request shall identify the intended purpose and exact amount of money to be rolled over into the FY 2023 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@tenm.us
	505-705-5351
2.	Donald Dirks
	ddirks@tenm.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 day of , 2022

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

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

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Session Time Remaining: 00:59:49

version 1.0.0.0 -- 3/28/2022 9:19:19 PM



Michelle Lujan Grisham  
Governor

Box 2711  
Santa Fe, NM  
87502

Bianca Ortiz Wertheim  
Cabinet Secretary

Kelly Hamilton  
Deputy Cabinet Secretary

Carla Walton  
Deputy Cabinet Secretary

John Kondratick  
Interim State Fire Marshal  
Phone (505) 470-1044

**DEPARTMENT OF HOMELAND SECURITY  
AND EMERGENCY MANAGEMENT**

**FISCAL YEAR 2023 COUNTY FIRE PROTECTION FUND DISTRIBUTION**

This application is required to participate in the distribution of the Fire Protection Fund for the 2023 fiscal year. The application is due in the State Fire Marshal Division on or before April 30, 2022 2022

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: \_\_\_\_\_

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: \*\$ 89,349.48

*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 \*\$ 77,567.00; include a detailed description of the intended use of the accumulated funds: (attach additional page if needed)**

\*

Anticipated rollover will be used to update needed structural PPE 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, 2022. The request shall identify the intended purpose and exact amount of money to be rolled over into the FY 2023 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
	<a href="mailto:hsanchez@tcnm.us">hsanchez@tcnm.us</a>
	505-705-5351
2.	Donald Dirks
	<a href="mailto:ddirks@tcnm.us">ddirks@tcnm.us</a>
	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 day of , 2022

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

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

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Session Time Remaining: 00:59:45

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Michelle Lujan Grisham  
Governor

Box 2711  
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87502

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Cabinet Secretary

Kelly Hamilton  
Deputy Cabinet Secretary

Carla Walton  
Deputy Cabinet Secretary

John Kondratick  
Interim State Fire Marshal  
Phone (505) 470-1044

**DEPARTMENT OF HOMELAND SECURITY  
AND EMERGENCY MANAGEMENT**

**FISCAL YEAR 2023 COUNTY FIRE PROTECTION FUND DISTRIBUTION**

This application is required to participate in the distribution of the Fire Protection Fund for the 2023 fiscal year.  
The application is due in the State Fire Marshal Division on or before April 30, 2022 2022

FIRE DEPARTMENT: Torreon-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

Torreon-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: \_\_\_\_\_

Browse...

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: \*\$ 34,109.48

*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 \*\$ 32,058.00 ; include a detailed description of the intended use of the accumulated funds: (attach additional page if needed)

\*

Anticipated rollover will be used to update needed structural PPE 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, 2022. The request shall identify the intended purpose and exact amount of money to be rolled over into the FY 2023 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

505-705-5351

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 day of , 2022

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

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







Michelle Lujan Grisham  
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Santa Fe, NM  
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Deputy Cabinet Secretary

Carla Walton  
Deputy Cabinet Secretary

John Kondratick  
Interim State Fire Marshal  
Phone (505) 470-1044

**DEPARTMENT OF HOMELAND SECURITY  
AND EMERGENCY MANAGEMENT**

**FISCAL YEAR 2023 COUNTY FIRE PROTECTION FUND DISTRIBUTION**

This application is required to participate in the distribution of the Fire Protection Fund for the 2023 fiscal year.  
The application is due in the State Fire Marshal Division on or before April 30, 2022

FIRE DEPARTMENT: Northeast Torrance District #5

FIRE DEPARTMENT ADDRESS:

ISO CLASSIFICATION: 6

Approved number of Sub Stations is 0

Approved number of Main Stations is 2

Northeast Torrance District #5	Santa Fe	NM	
Northeast Torrance Station 1 PO Box 449	McIntosh	NM	87032
Northeast Torrance Station 2 44 Carl Canon Ranch Road	Moriarty	NM	87035

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: \*\$ 110,355.66

*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 \*\$ 108,369.00 ; include a detailed description of the intended use of the accumulated funds: (attach additional page if needed)

\*

Anticipated rollover will be used to update needed structural PPE 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, 2022 The request shall identify the intended purpose and exact amount of money to be rolled over into the FY 2023 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@tenm.us
	505-705-5351
2.	Donald Dirks
	ddirks@tenm.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 14th day of April, 2022

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

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





Michelle Lujan Grisham  
Governor

Box 2711  
Santa Fe, NM  
87502

Kelly Hamilton  
Deputy Cabinet Secretary

Carla Walton  
Deputy Cabinet Secretary

John Kondratick  
Interim State Fire Marshal  
Phone (505) 470-1044

**DEPARTMENT OF HOMELAND SECURITY  
AND EMERGENCY MANAGEMENT**

**FISCAL YEAR 2023 COUNTY FIRE PROTECTION FUND DISTRIBUTION**

This application is required to participate in the distribution of the Fire Protection Fund for the 2023 fiscal year.  
The application is due in the State Fire Marshal Division on or before April 30, 2022

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
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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 \$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: \*\$ 83,351.59

*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 \*\$ 81,971.00 ; include a detailed description of the intended use of the accumulated funds: (attach additional page if needed)

\*

Anticipated rollover will be used to update needed structural PPE 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, 2022 The request shall identify the intended purpose and exact amount of money to be rolled over into the FY 2023 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

505-705-5351

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 14th day of April, 2022

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

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



Michelle Lujan Grisham  
Governor

Box 2711  
Santa Fe, NM  
87502

Kelly Hamilton  
Deputy Cabinet Secretary

Carla Walton  
Deputy Cabinet Secretary

John Kondratick  
Interim State Fire Marshal

**DEPARTMENT OF HOMELAND SECURITY  
AND EMERGENCY MANAGEMENT**

**FISCAL YEAR 2023 COUNTY ADMINISTRATIVE FIRE PROTECTION FUND DISTRIBUTION**

This application is required to participate in the distribution of the Fire Protection Fund for the 2023 fiscal year.  
The application is due in the State Fire Marshal Division on or before April 30, 2022

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:** \_\_\_\_\_

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: \*\$ 62,396.82

*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 \*\$ 51,496.00 ; include a detailed description of the intended use of the accumulated funds: (attach additional page if needed)

\*

Anticipated rollover will be used to update needed structural PPE, safety equipment and purchase of new command unit.

**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, 2022. The request shall identify the intended purpose and exact amount of money to be rolled over into the FY 2023 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)

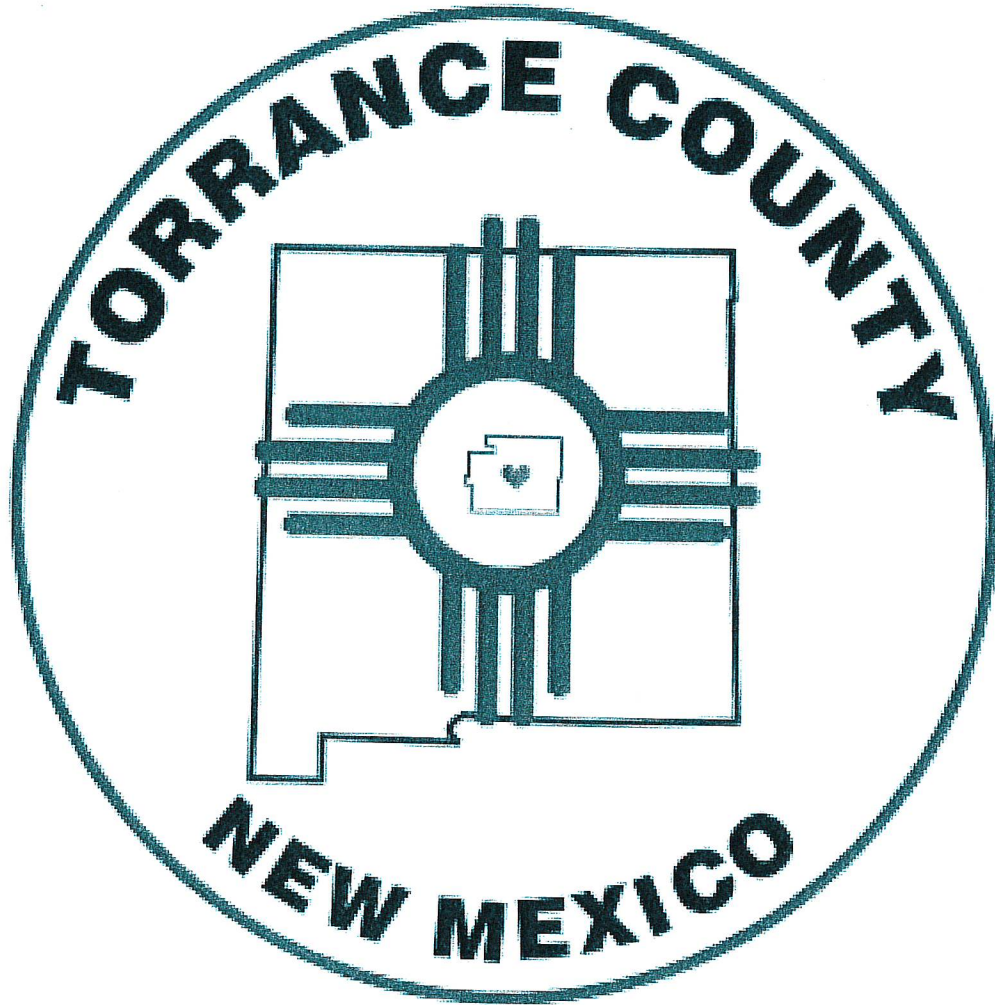
Please provide updated contact information for a minimum of two primary users of the NFIRS program for your department. (Please print legible)

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 14th day of April, 2022

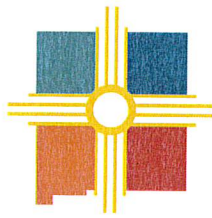
\_\_\_\_\_  
\*Comm. Chair or Authorized Local Government Designee Electronic Signature

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



*Agenda Item  
No. 12-F*





New Mexico DEPARTMENT OF  
**TRANSPORTATION**  
MOBILITY FOR EVERYONE

April 11, 2022

Tracey Master  
Torrance County  
P.O. Box 48  
Estancia, NM 87016

Dear Ms. Master:

The New Mexico Department of Transportation, Traffic Safety Division is pleased to announce that Torrance County has been awarded \$2,239 for the Community DWI Program. To receive these funds, you must submit your application proposal.

Funds collected and reverted back to communities are from a \$75 fee imposed on convicted drunk drivers as allowed by Section 31-12-7(B), and Regulation 18.20.6 NMAC (2004). Funding varies based on revenue collected and may differ from previous years.

Please refer to the link below for the CDWI Manual/Forms information needed to complete the application process.

<https://www.dot.nm.gov/planning-research-multimodal-and-safety/modal/traffic-safety/impaired-driving-dwi-programs/>

Completed applications should be submitted to the New Mexico Department of Transportation, Traffic Safety Division at P.O. Box 1149, Santa Fe, NM 87504.

The deadline to submit your application proposal is May 13, 2022. If your agency is unable to utilize the CDWI funding this year there is an option to transfer the funding to the New Mexico State Police. Please inform your program manager if you choose this option.

We appreciate all your efforts in your community as an integral part of the overall mission to reduce drunk driving. We look forward to your efforts again this year. Please do not hesitate to call the Traffic Safety Division designated program manager with any questions or concerns.

Sincerely,

Jeff Barela, Director  
Traffic Safety Division  
Cc: John Vargas, Program Manager

**Michelle Lujan  
Grisham**  
Governor

**Michael R. Sandoval**  
Cabinet Secretary

**Commissioners**

**Jennifer Sandoval**  
Commissioner, Vice-Chairman  
District 1

**Bruce Ellis**  
Commissioner  
District 2

**Hilma E. Chynoweth**  
Commissioner  
District 3

**Walter G. Adams**  
Commissioner, Chairman  
District 4

**Thomas C. Taylor**  
Commissioner  
District 5

**Charles Lundstrom**  
Commissioner, Secretary  
District 6

## SCOPE OF WORK

**A. LOCAL PERFORMANCE GOAL:**

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**B. OBJECTIVES:** *Please be specific and descriptive*

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**C. ACTIVITIES:** *Please enter detailed information regarding your objectives. This information will be used to develop the agreement.*

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**D. BUDGET BY CATEGORY:**

Personal:	\$0.00
Contractual:	\$0.00
Commodities:	\$0.00
Other:	\$0.00

Total Agreement Amount:           \$0.00

## MEMORANDUM OF AGREEMENT

This Comprehensive Community DWI Prevention Program is between the following Task Force Agencies:

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This agreement is effective on the \_\_\_\_\_ (day) of \_\_\_\_\_ (mo.) \_\_\_\_\_ (yr), but is not a valid and binding agreement until executed by all parties thereto. The parties agree as follow:

To file a joint application to the New Mexico Department of Transportation Department, Traffic Safety Division for funding of a comprehensive Community DWI Program that reflects an integrated approach to our mutual problem of driving while intoxicated.

The Agencies listed above agree to combine our funds and resources in achieving a common goal of removing the DWI from the streets and highways of \_\_\_\_\_ (City of, County of, Town of, Village of) thus reducing our highway traffic accidents that are alcohol related.

We will establish a joint Task Force as provided for and described in the CDWI Program Manual.

The (City of, County of, Town of, Village of) \_\_\_\_\_ agrees to be the fiscal agent to apply for  
**There is no requirement for matching funds for this program funding.**

Attest: \_\_\_\_\_

Agency Name: \_\_\_\_\_

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

Attest: \_\_\_\_\_

Agency Name: \_\_\_\_\_

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

Attest: \_\_\_\_\_

Agency Name: \_\_\_\_\_

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

Attest: \_\_\_\_\_

Agency Name: \_\_\_\_\_

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

Attest: \_\_\_\_\_

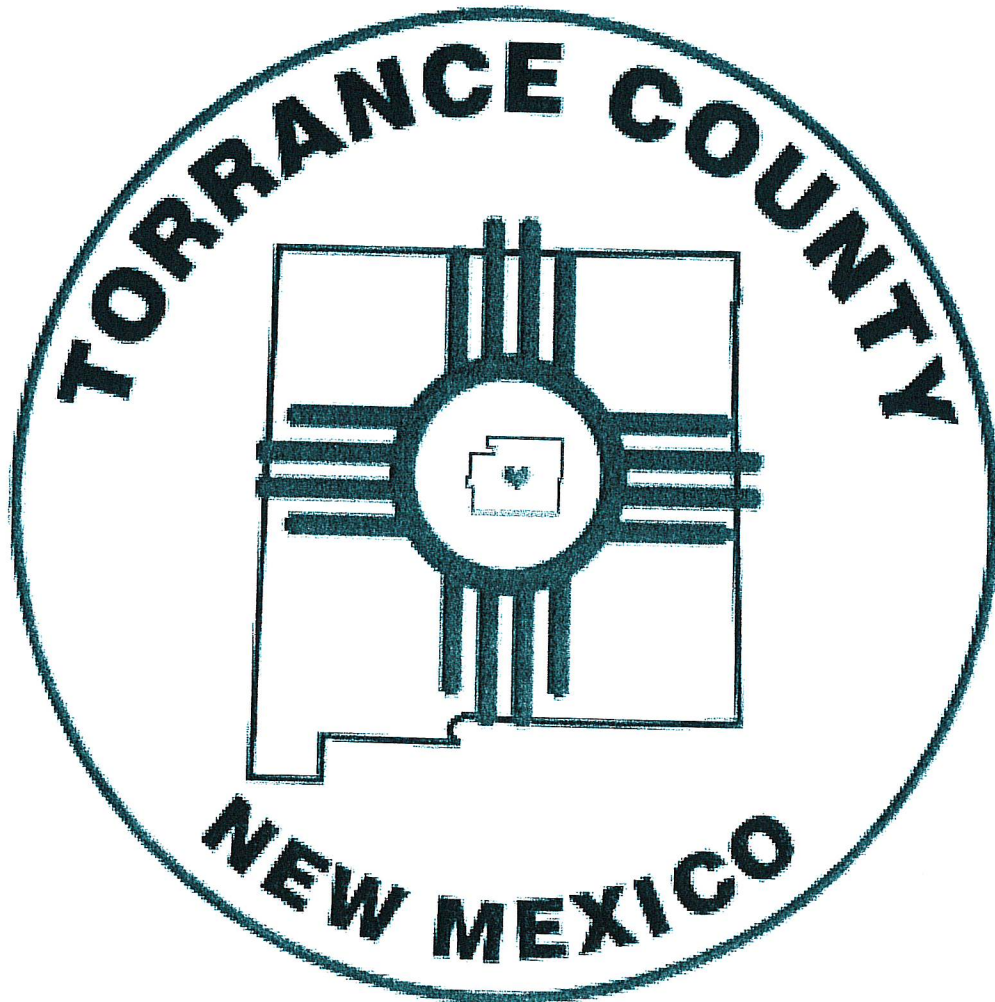
Agency Name: \_\_\_\_\_

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

Attest: \_\_\_\_\_

Agency Name: \_\_\_\_\_

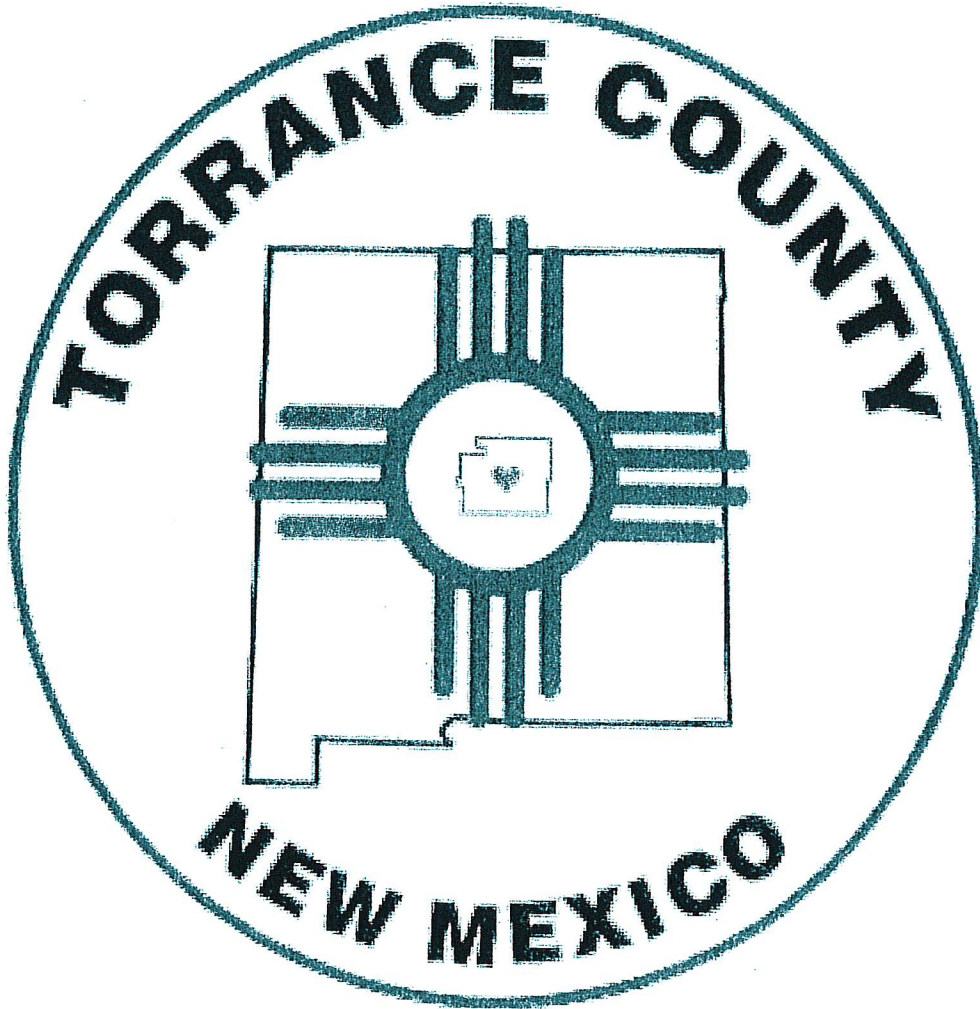
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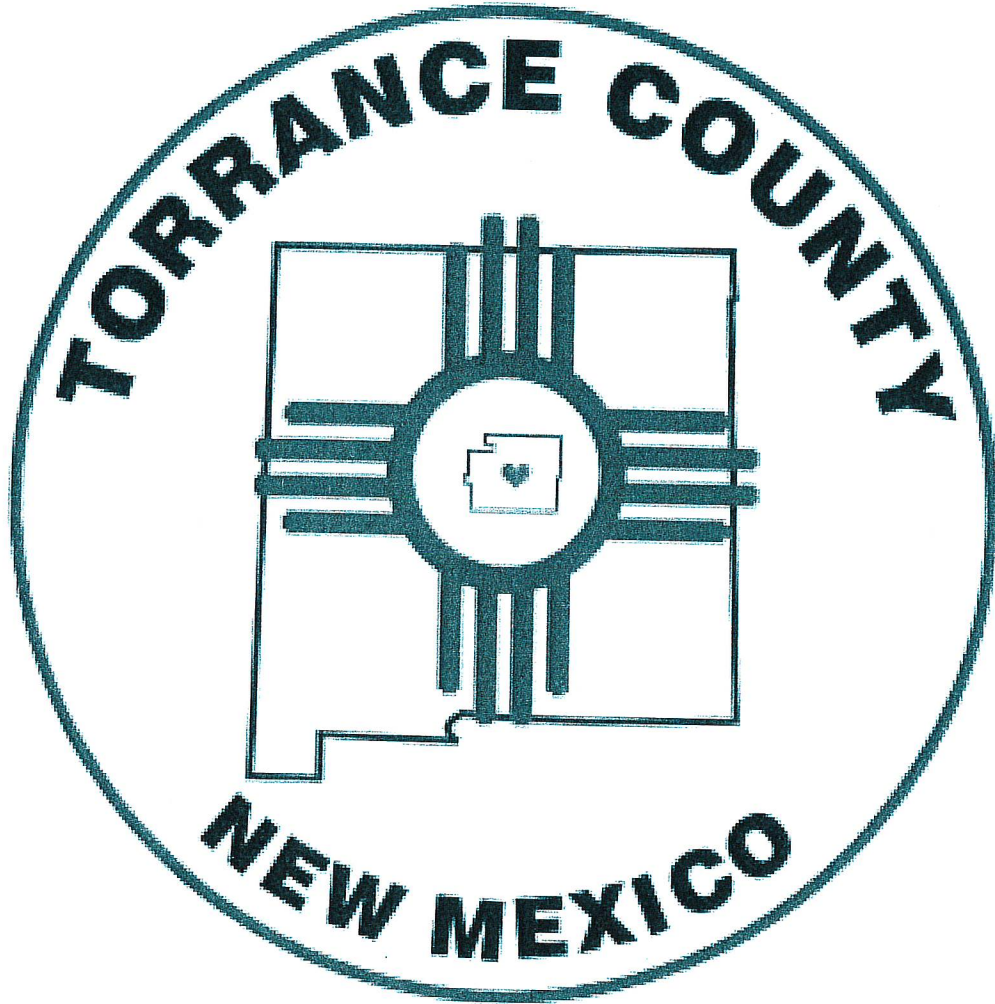
*Agenda Item  
No. 13-A*



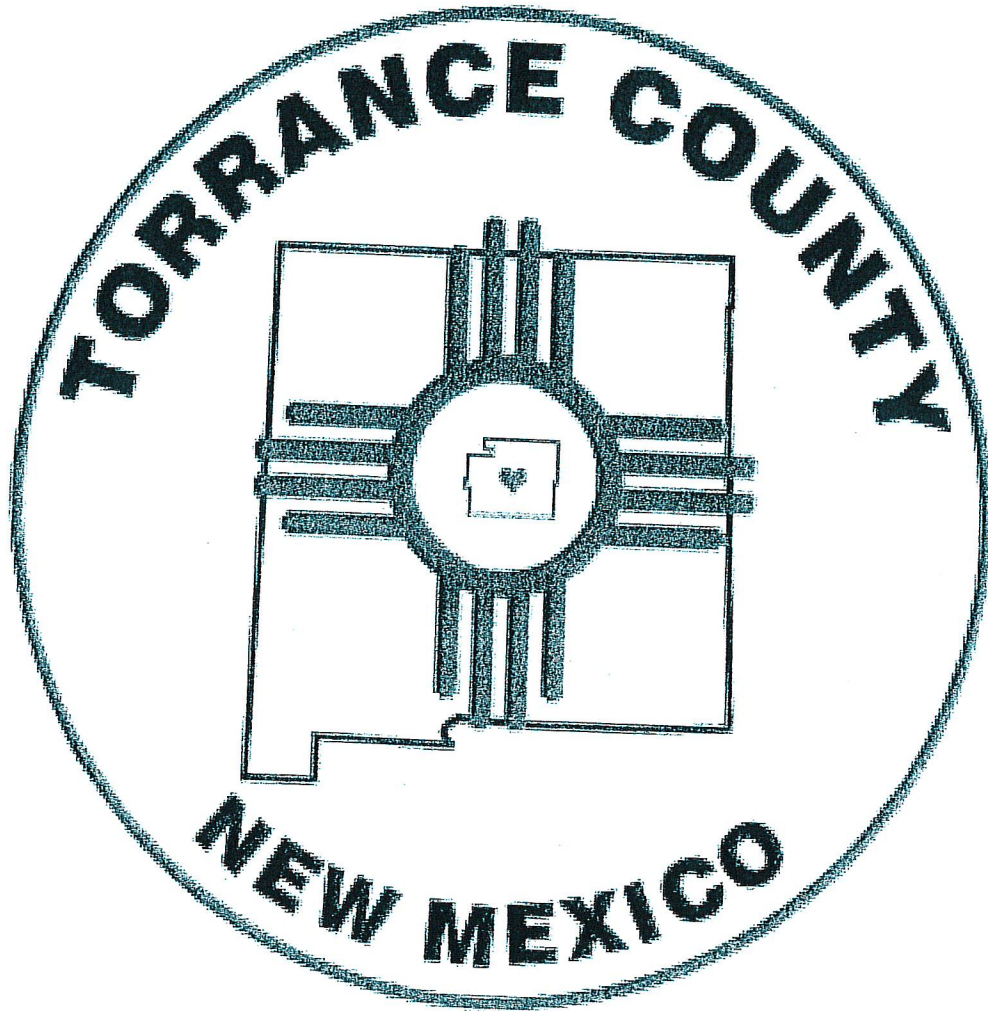
*Agenda Item  
No. 13-B*



*Agenda Item  
No. 13-C*

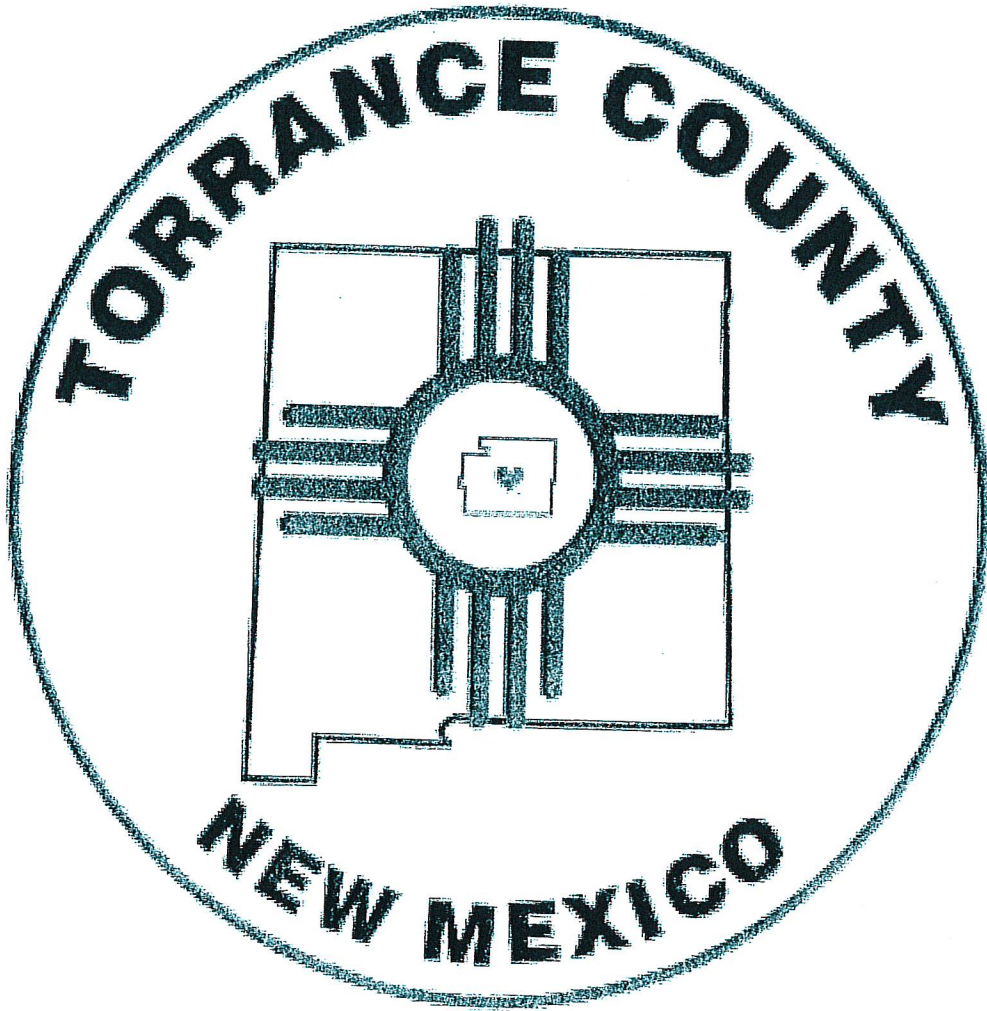


*Agenda Item  
No. 14*

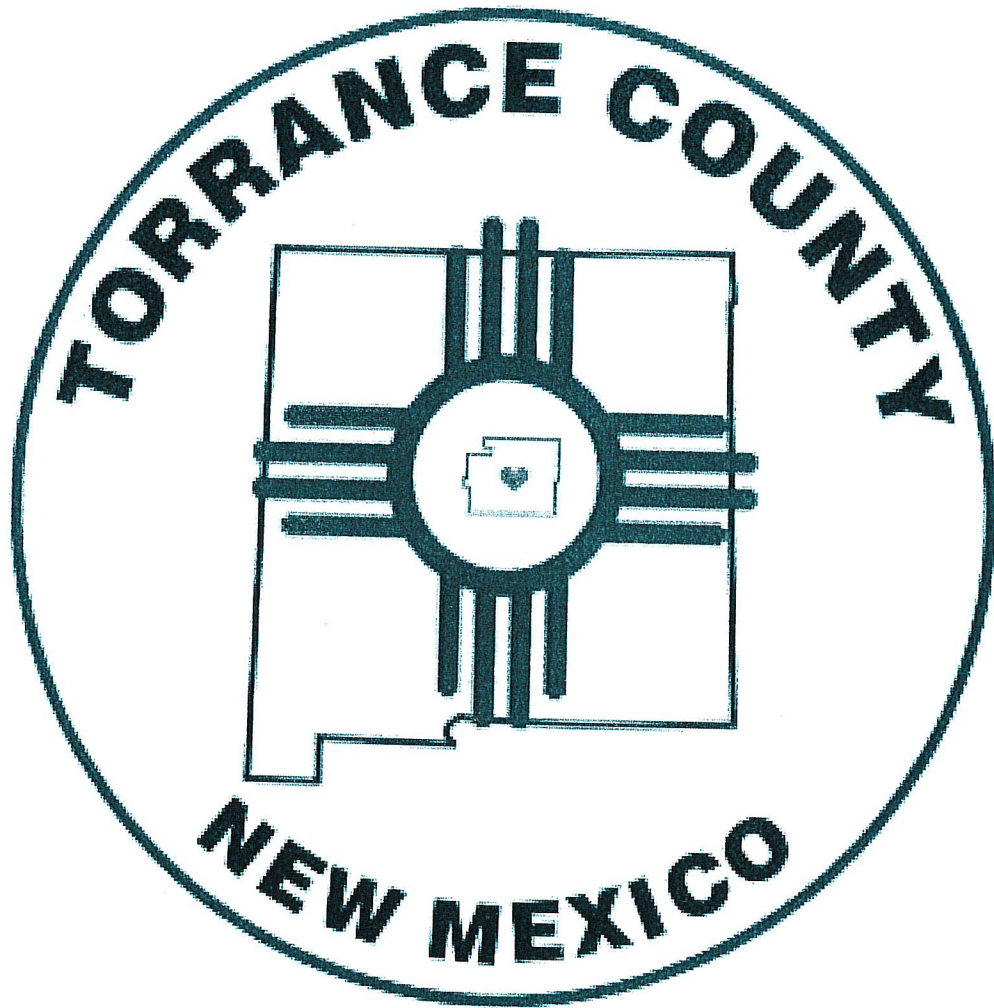


*Agenda Item*  
*No. 15*





*Agenda Item  
No. 16*



*Agenda Item  
No. 17*