



**TORRANCE COUNTY**  
**COMMISSION MEETING**  
**February 28, 2024**  
**9:00 A.M.**

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



## *Torrance County*

BOARD OF COUNTY COMMISSIONERS (BCC)

**Ryan Schwebach**, Chair, District 2

**Kevin McCall**, Vice Chair, District 1

**Samuel D. Schropp**, Member, 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, February 28, 2024 @ 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**
6. **BOARD AND COMMITTEE APPOINTMENTS**
  - A. **COMMISSION:** Request approval to form and appoint member to an Ad Hoc Internet Connectivity Advisory Committee for the purpose of assisting Resound Internet in identifying no fixed internet coverage areas in the County and in putting together a County plan for a fixed, high-speed internet system. (Commissioner Schropp)
7. **PUBLIC COMMENT and COMMUNICATIONS** (Comments limited to two minutes.)
8. **APPROVAL OF MINUTES**
  - A. **COMMISSION:** Request approval of minutes of the February 14, 2024, Regular Meeting of the Board of County Commissioners.
9. **APPROVAL OF CONSENT AGENDA**
  - A. **FINANCE & PURCHASING:** Request approval of payables.
10. **ADOPTION OF ORDINANCE/AMENDMENT TO COUNTY CODE**
11. **ADOPTION OF RESOLUTION**

**A. FINANCE:** Request approval of Resolution 24-\_\_\_\_, Disposition of Torrance County Property, auction and/or salvage of three county-owned vehicles and trade of three LifePaks for new Zoll machines.

## 12. APPROVALS

**A. FINANCE/GRANTS:** Discussion of WAVE 4 broadband internet grant and partnership opportunities; discussion of obtaining letters of support from identified communities; and discussion and possible approval of submission of GWEP Grant for feasibility study of areas identified with Resound partner.

**B. FINANCE/GRANTS:** Request approval of Budget Adjustment for Juvenile Justice Grant.

**C. FINANCE/GRANTS:** Request approval of Amendment No. 2 of the Professional Services Contract, Estancia Valley Youth & Family Council (EVYFC), Girls Circle Services in the Estancia Valley with Lyndsi Donner dba Braycon Companies LLC.

**D. EMERGENCY MANAGEMENT:** Request approval to submit grant application for 2024-2025 Wildfire Risk Reduction Program for Rural Communities Funding Application for Education and Outreach Activities, up to \$20,000.

**E. FINANCE/GRANTS:** Request to accept Wilson & Company's proposal for the new Torrance County Administration Building, specifically for Architectural and Engineering Design Services, and authorizing County Manager Janice Barela to sign a contract with Wilson & Company for such services.

## 13. DISCUSSION

**A. EMERGENCY MANAGEMENT:** Discussion of pros and cons of Emergency Management Building at various locations within the County.

### B. MANAGER'S REPORT

### C. COMMISSIONERS' REPORTS

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

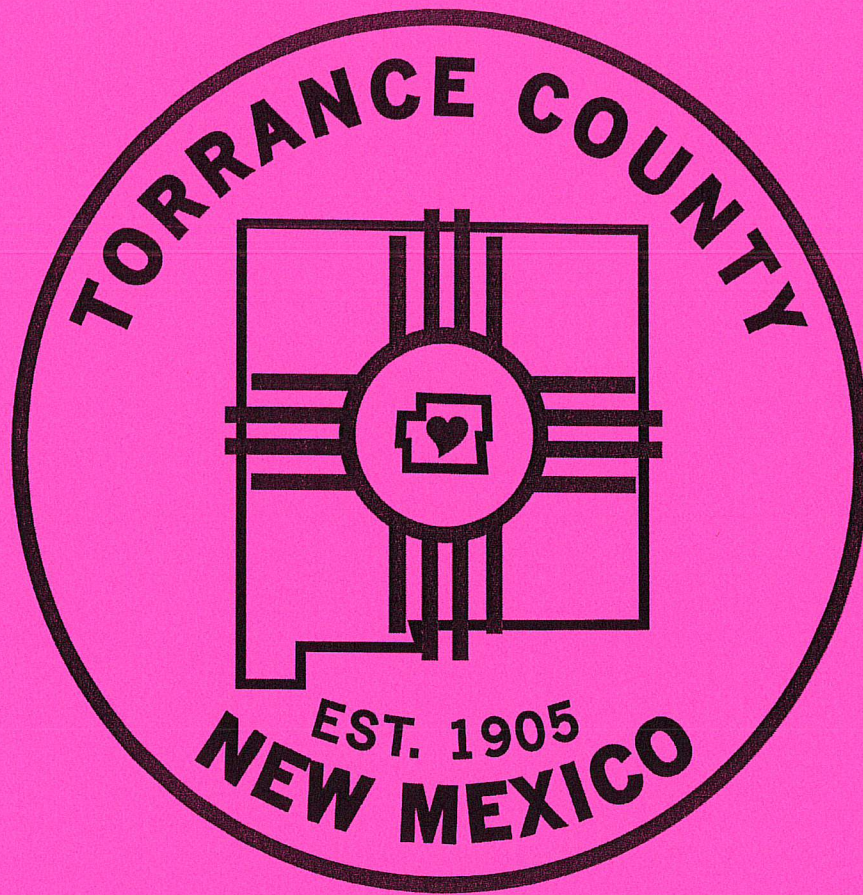
## 14. EXECUTIVE SESSION

**15. Announcement of the next Board of County Commissioners Meeting:** March 13, 2024 at 9:00 AM

## 16. SIGNING OF OFFICIAL DOCUMENTS

## 17. ADJOURN

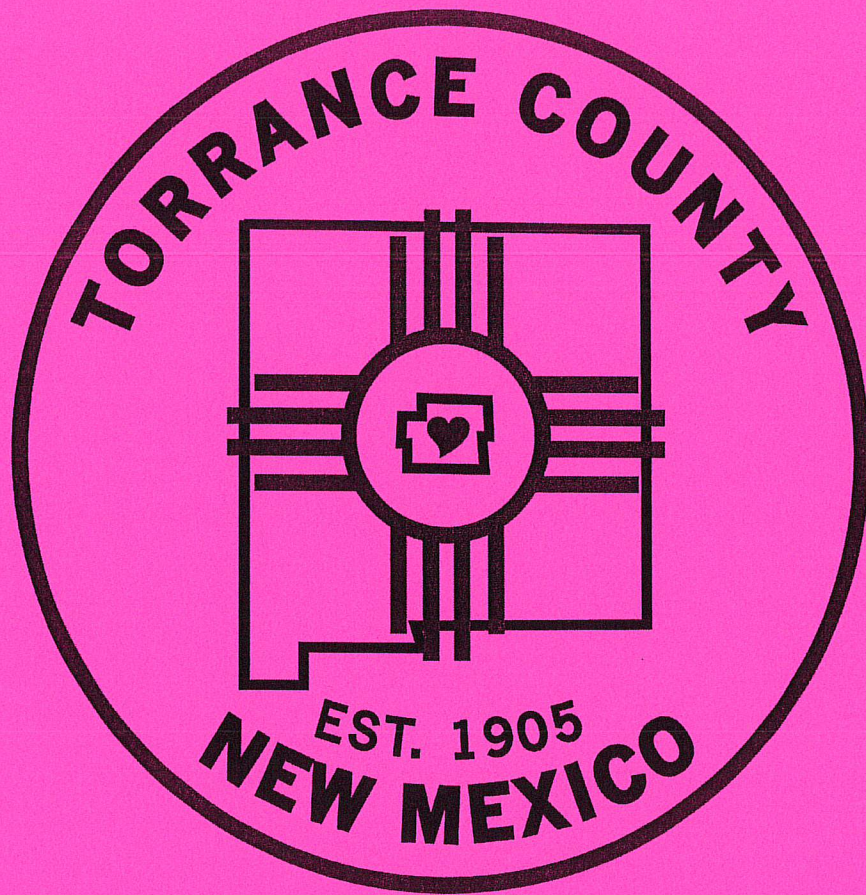
\*If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing(s) or meeting(s), please contact the Manager's Office at 505-544-4700 at least one week prior to the meeting or as soon as possible. Public documents, including agenda and minutes, can be provided in various accessible formats. Please contact the Manager's Office at the number listed above if a summary or other type of accessible format is needed.



**TORRANCE COUNTY**  
**COMMISSION MEETING**

*Agenda Item*

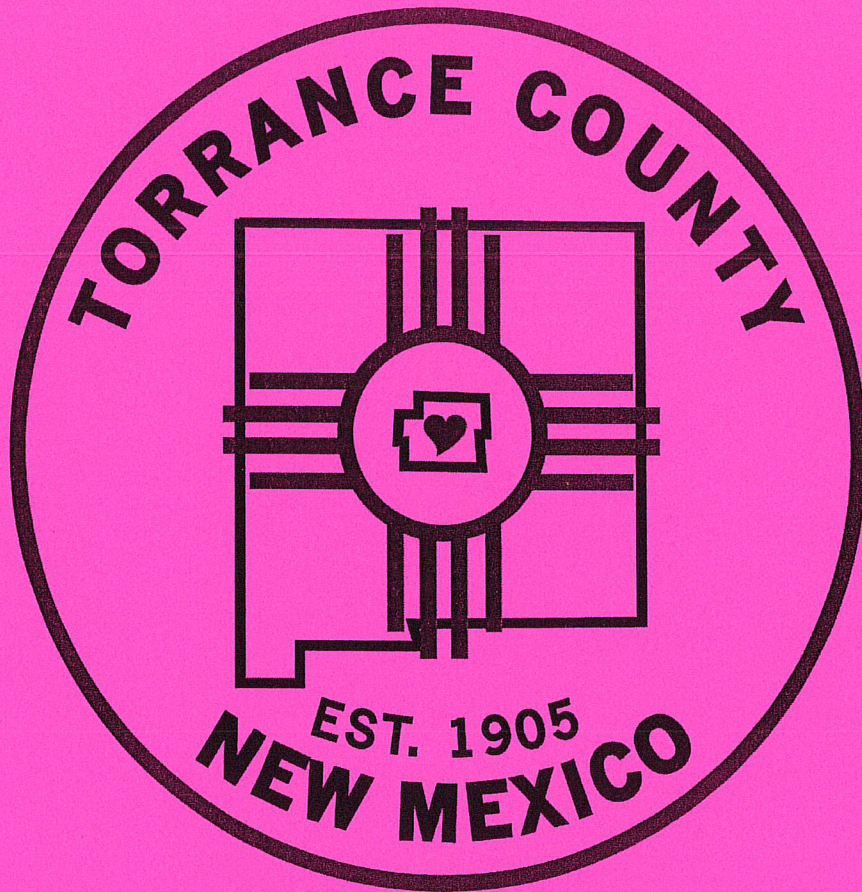
*No. 1*



**TORRANCE COUNTY**  
**COMMISSION MEETING**

*Agenda Item*

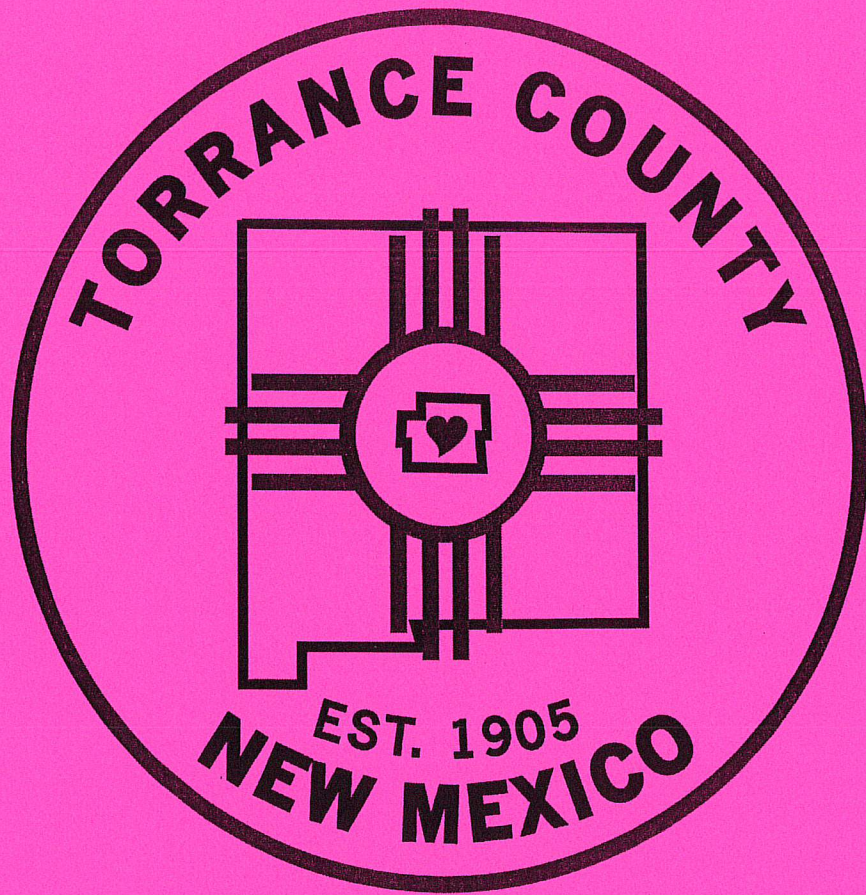
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**TORRANCE COUNTY**  
**COMMISSION MEETING**

*Agenda Item*

*No. 3*

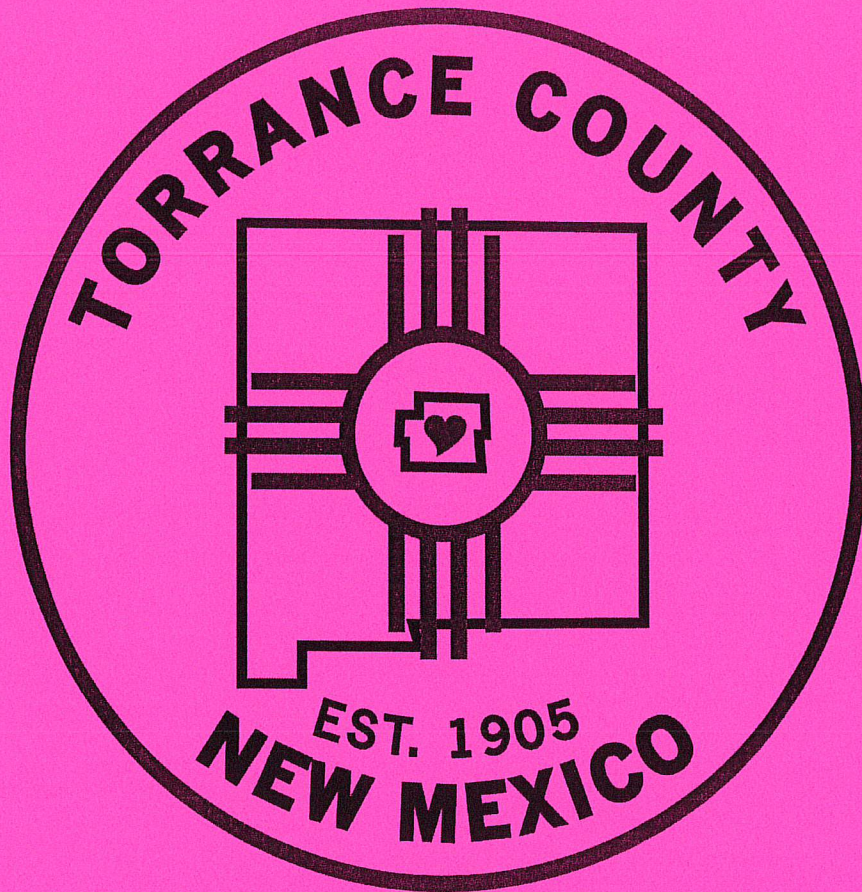


**TORRANCE COUNTY**  
**COMMISSION MEETING**

*Agenda Item*

*No. 4*

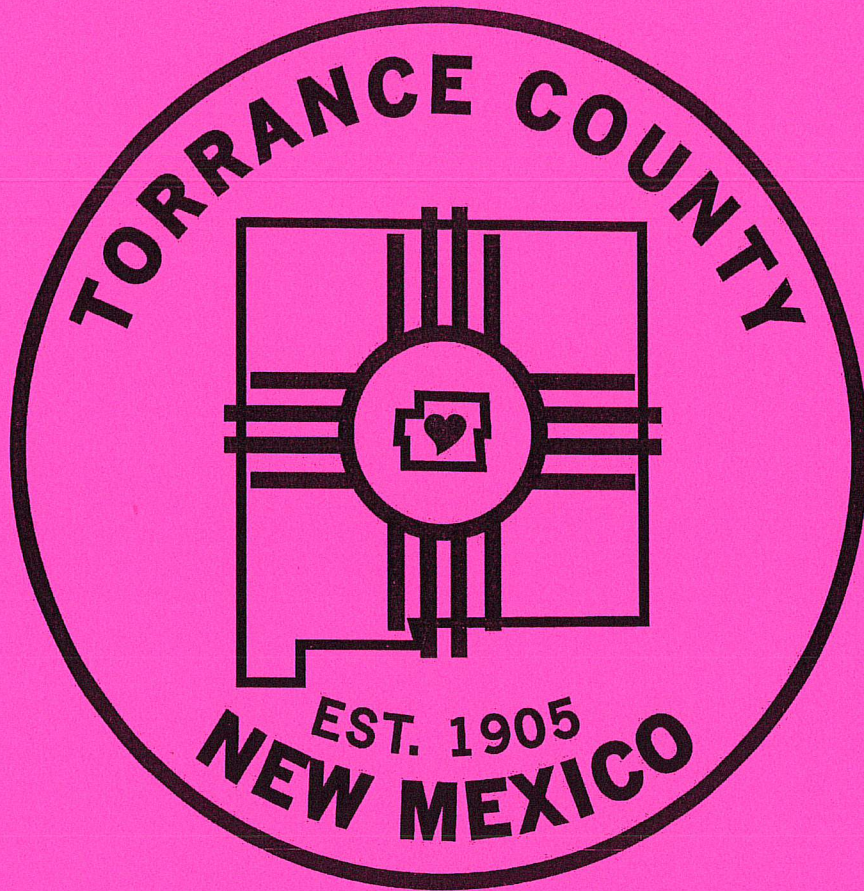




**TORRANCE COUNTY**  
**COMMISSION MEETING**

*Agenda Item*

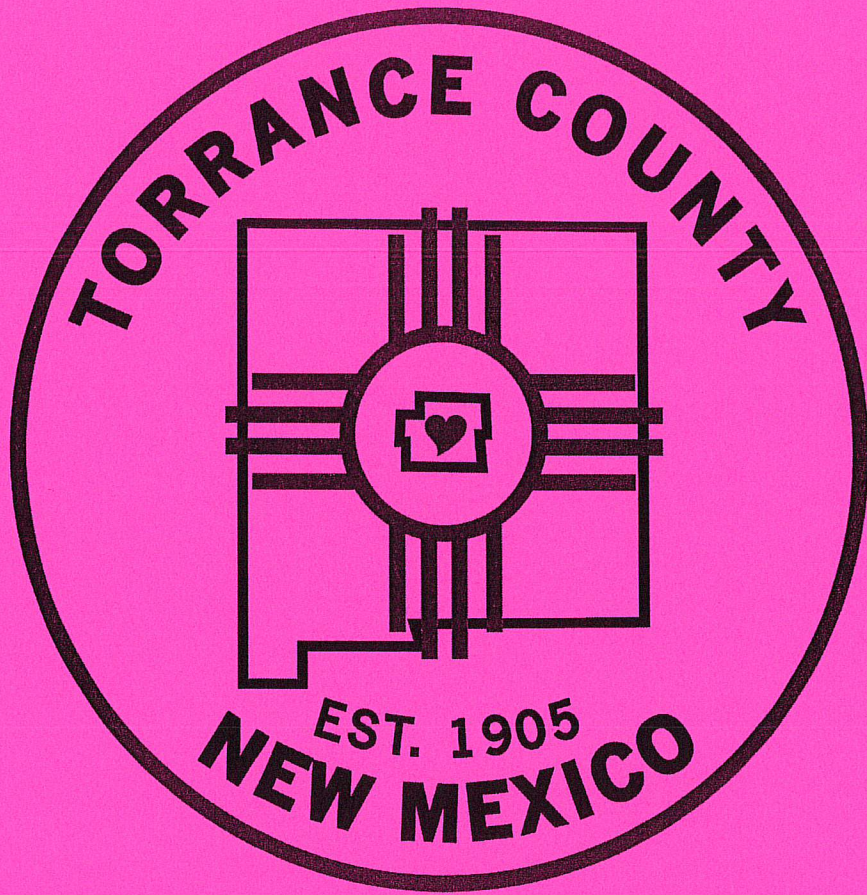
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**TORRANCE COUNTY**  
**COMMISSION MEETING**

*Agenda Item*

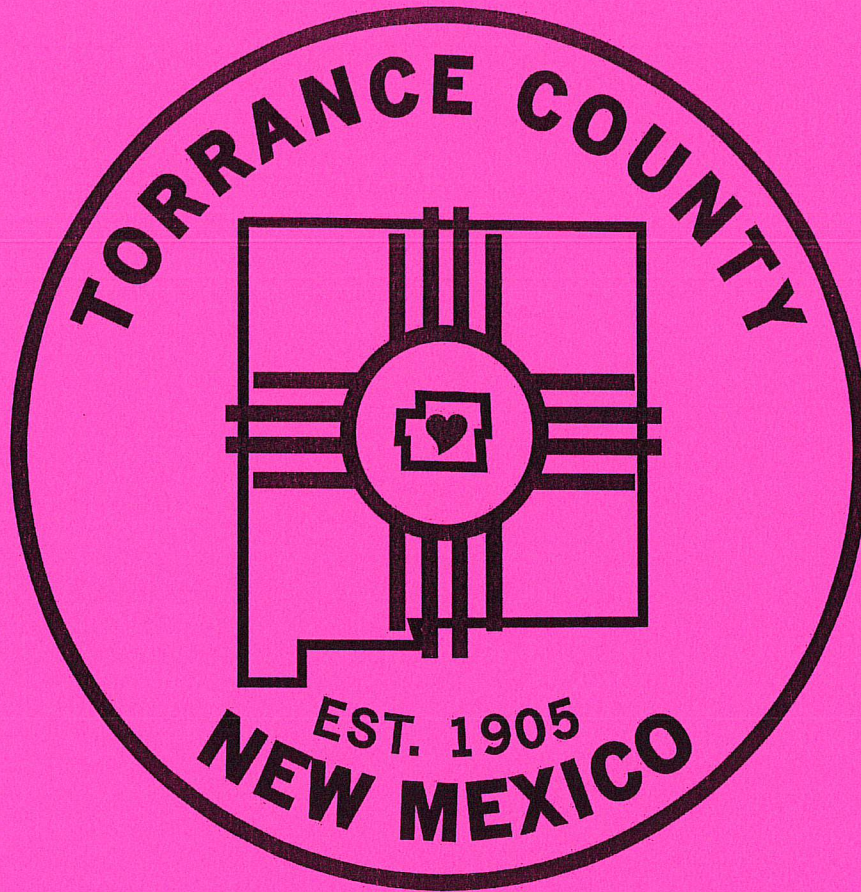
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**TORRANCE COUNTY**  
**COMMISSION MEETING**

*Agenda Item*

*No. 7*



**TORRANCE COUNTY**  
**COMMISSION MEETING**

*Agenda Item*

*No. 8-A*

**DRAFT COPY**  
**Torrance County Board of Commissioners**  
**Regular Commission Meeting**  
**February 14, 2024**  
**9:00 AM**

Commissioners Present:

**RYAN SCHWEBACH – COUNTY CHAIRMAN**  
**KEVIN MCCALL – COUNTY VICE CHAIRMAN**  
**SAMUEL SCHROPP – COUNTY COMMISSIONER**

Others Present:

**JANICE BARELA – MADAM COUNTY MANAGER**  
**MICHAEL GARCIA – COUNTY ATTORNEY**  
**LINDA JARAMILLO – COUNTY CLERK**  
**GENELL MORRIS – ADMINISTRATIVE ASSISTANT I**  
**DONALD GOEN – COUNTY P & Z DIRECTOR**

**1. Call Meeting to order.**

**Ryan Schwebach – County Chairman:** Calls the February 14, 2023, Regular Commission Meeting to order at 9:06AM.

**2. Pledge lead by: Ryan Schwebach – County Chairman**

**Invocation lead by: Samuel Schropp – County Commissioner**

**3. Changes to the Agenda:**

**Janice Barela – Madam County Manager:** Item 13A manager presentation of the Torrance County FY 2023 financial audit, be moved after item 10, where you will be considering a resolution acknowledging and accepting of the Financial Audit Statements and Independent Auditors Report.

Next one, an update on EMWT Regional Water Association, Eddie O'Brien, who's the County's representative, and also EMW Executive Director, needs to get back to his office, I would request to move item 13B before 12A before approvals. Last one is item 11B be deferred it is for approval of submission of LDWI grant application for FY 25. We still need to fine tune a few things on the budget before we have that ready.

4. **PROCLAMATIONS: - None**

5. **CERTIFICATES AND AWARDS:**

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

7. **PUBLIC COMMENT and COMMUNICATIONS**

**Samantha O'Dell - County Emergency Manager:** Our LEPC/ Local Emergency Planning Committee meetings is held every 4<sup>th</sup> Tuesday of each month, here in the Commission room at 9AM. We started holding these since January. The purpose of this is to ensure first responders and citizens are prepared for an accidental chemical release and to increase the public's knowledge of access to information on presence of hazardous chemicals in our communities, and release of hazardous chemicals into the environment. It is a federal law requiring that we have these meetings at a minimum of four times a year. We had 48 people attend the meeting in person. We will also start having a zoom option for individuals that want to participate. We are working on updating the bylaws, and start working on the qualifications of the committee and electing individuals into those positions as we move forward.

**Tracy Master – Resident:** I am sharing an email that was sent to administration and Human Resources on December 8 of 2022. Good morning, Over the last several months, we've seen a great number of employees, many of them long-term leaving the county. While turnover is normal in any organization, it seems the number has been especially high lately. There have been issues filling many of these positions. With a loss of each long-term employee there is a loss of years of

knowledge and experience. This is problematic for the county government and could also have a negative impact on the community. Is there something we can do to determine what is happening? I know HR probably does exit interviews, but it's too late at that point to fix any problems if there are any. I hate seeing so many of my colleagues leaving. I was wondering if we could have some kind of survey in which you could gauge what is happening. Are they with department heads? Are they having issues with elected officials in their offices? Are they dealing with general job dissatisfaction? As one of the oldest employees, it breaks my heart to see the county lose so many talented and experienced people? Thank you for your time and consideration. There was no response to this email, but I recognize it may have been buried in the 1000s of emails that come into administration. In the 14 months since that email was written. Torrance County has lost numerous department heads including two Human Resource Directors, one Grant Coordinator, one Finance Director, one Domestic Violence Coordinator, one Animal Services Director, one DWI coordinator, one community monitor, one Fire Chief, and one Deputy County Manager. Although a third of us have left to retire, that leaves several department who have left for other reasons. I didn't even include the multiple non-department head employees who have also left. I just asked you to please figure out what is happening. Thank you.

**Jason Quintana - President of Manzano Land Grant and President of**

**Manzano Acequia Association:** I wanted to give an update. The Board had approved for us to get money to replace some old water pumps and meters within our system. The meters have been replaced, but the issue is, it was our understanding that hardware would be included. Some of those setters are still bad. Those new meters might end up in the same situation. The one pump that was replaced has a lot of rust on the pipe itself. Now we're having issues with rust, this could cause contamination. The issue now is that the casing needs to be cleared. Those casings were not checked before the new pump was installed. Months ago, I had approached the Commission about the extra fire equipment that the county had, and asked if they could be stationed in some of the mountain communities. So we have something to put out a fire while we're waiting for help. Last I was told, we needed to attend wildland training. Does anyone have information on it?

**Samuel Schropp-County Commissioner:** I've been following this for the Commission and County Manager. One of the things that I hope this Commission is prepared for, which I've asked Mr. Quintana is to get all of the parts in place if this well fix doesn't work. Mr. Lopez told me that they were pumping at 60 gallons per minute apiece, and now the two are pumping at 45 gallons a minute. We may come to a point where the well needs to be re-cased or well drilled. I wanted this before the Commission, so that we can get that done as quickly as possible. Mr.

Lopez took me around the cans that protect the meters down into their bad pieces that weren't included in the work order. We are working with the County Manager. As for the extra fire equipment, we have a new Fire Chief. The Chief is finding his way through what qualifications we have, and what storage we have for that equipment. I still support this project. There are things that have to be worked through, we just can't give a piece of equipment to the land grants, have it sit outside with tires rotting and pumps freezing. We have a contract with the Interagency Fire Service or the State Forestry Department. We cannot have unqualified people on the equipment. Those are the things that we're going to have to work through.

**Jason Quintana - President of Manzano Land Grant and President of Manzano Acequia Association:** To answer your question on the storage right now, they've been sitting outside for years.

**Ryan Schwebach-County Chairman:** This is just simply a matter of keeping the meeting running. Do you have time to stay here until we get to discussion?

**Jason Quintana - President of Manzano Land Grant and President of Manzano Acequia Association:** Sure.

**Janice Barela-Madam County Manager:** In order to maintain the agenda. I will bring it up as part of the Manager's report.

## 8. APPROVAL OF MINUTES

- A. **COMMISSION:** Request approval of minutes of the January 29, 2024, Special Meeting of the Board of County Commissioners.

### Action Taken:

**Ryan Schwebach – County Chairman:** Motion to approve minutes of the January 29, 2024, Special Meeting of the Board of County Commissioners.

**Samuel Schropp-County Commissioner:**

Seconds the motion.

**Roll Call Vote:** Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: - Yes: **MOTION CARRIED**



**9. APPROVAL OF CONSENT AGENDA**

**A. FINANCE & PURCHASING:** Request approval of payables.

**Action Taken:**

**Ryan Schwebach – County Chairman:** Motion to approve payables.

**Kevin McCall – County Vice Chairman:** Seconds the motion.

**Roll Call Vote:** Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

**MOTION CARRIED**

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

**None**

**11. ADOPTION OF RESOLUTION:**

**A. MANAGER:** Request approval of Resolution 2024-04, Acknowledgement and Acceptance of Torrance County’s Financial Statements and Independent Auditors’ Report for the Year Ended June 30, 2023.

**Action Taken:**

**Ryan Schwebach – County Chairman:** Motion to approve Resolution 2024-04, Acknowledgement and Acceptance of Torrance County’s Financial Statements and Independent Auditors’ Report for the Year Ended June 30, 2023.

**Kevin McCall – County Vice Chairman:** Seconds the motion.

**Roll Call Vote:** Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

**MOTION CARRIED**

**B. GRANTS/DWI:** Request approval of Resolution 2024-05, Approval of Submission of LDWI Grant Application for FY25.

Action Taken:

**Ryan Schwebach – County Chairman:** Motion to defer.

**Samuel Schropp-County Commissioner:** Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

**MOTION CARRIED**

**C. FINANCE/GRANTS:** Request approval of Resolution 2024-05, Delegating Amanda Lujan as the Local Project Coordinator for Torrance County’s Arts in Public Places Projects for the County’s Capital Appropriations.

**Amanda Lujan - Grants Administrator:** As the resolution states, state statute dictates that a certain percentage of all capital appropriations for projects over \$100,000, some of that is designated for arts and public places. Right now the county has eight projects that require arts in public places. For that process to occur we select artwork for those locations. The biggest one being the road shop, we have about \$10,000 for the shop. The state has a process in place for how we acquire the artwork. I would be designated as the local project director. We create a committee to select the piece and then go from there.

Action Taken:

**Ryan Schwebach – County Chairman:** Motion to approve Resolution 2024-05, Delegating Amanda Lujan as the Local Project Coordinator for Torrance County’s Arts in Public Places Projects for the County’s Capital Appropriations.

**Samuel Schropp-County Commissioner:** Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

**MOTION CARRIED**

## 12. APPROVAL

**A. PLANNING & ZONING:** Giraudo Investments, LLC appeal of the January 3, 2024, Planning and Zoning Board decision to deny the application for summary review to create a Type 5 Subdivision. Tim Oden of Oden & Associates, Acting Agent. (Public Hearing)

### **Action Taken:**

**Ryan Schwebach – County Chairman:** Motion to move into public hearing.

**Kevin McCall – County Vice Chairman:** Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

**MOTION CARRIED**

**Michael I. Garcia-County Attorney:** Do you swear to tell the truth?

**Tim Oden – President and General Manager of Oden & Associates:** Yes, My name is Tim Oden. I'm president and General Manager of Oden & Associates who is the agent for Giraudo Investments, LLC on this appeal that you have before you today. I believe when the Planning and Zoning first considered this subdivision submittal, we had submitted the wrong water availability report for Six, 10 acre lots. This is a 60-acre parcel on Lexco road south and McNabb on the west side of Lexco Rd. zoning district is RR. The board recommended tabling the applications and either come back with fewer lots or more water reports. We came back the next month with five lots that comply with the water availability report that was submitted. I had a conflict of schedule on that meeting and asked to table again. In the meantime, we'd received letters from Danny and Linda Mock dated November 14, and 15, complaining about the project in general, water drainage and wandering fence lines. At the next scheduled meeting, we revised the application again and resubmitted the plat with three 20-acre tracts. The board heard that application. My impression of what happened at that meeting is in your packet. I feel the board denied the application for reasons other than what they're required to do. All the submittals that are required by the county were submitted.

**Samuel Schropp-County Commissioner:** From the minutes the plat done in 2021 showed a 25-foot private easement, the plat of the boundary, Roger Skacel had previously shown as a 35-foot public easement. Mr. Oden repeated there were mistakes on this plat. Have those mistakes been corrected?

**Tim Oden – President and General Manager of Oden & Associates:** That plat was the property to the north. Not this property.

**Samuel Schropp-County Commissioner:** Okay. If it is not a private easement, it is a public easement. There were corrections done to the plat in 2021, that probably needed to be corrected. Have they been corrected?

**Tim Oden – President and General Manager of Oden & Associates:** That plat is property that Marks owned to the north of this property? Done by another surveyor. Mrs. Mark pointed out what she felt like the one on the fence was on the property line with corners removed. The plat that she was citing adjoins this property. My response was there several errors in that plat done by another survey company, and they should be corrected.

**Samuel Schropp-County Commissioner:** Isn't it important that that's corrected before this Commission approves this project that you're proposing to us.

**Tim Oden – President and General Manager of Oden & Associates:** It's not a part of the application at all.

**Samuel Schropp-County Commissioner:** I understand, it's not a part of the application, but this Commission continues to deal with appeals and problems that have come up at times in the past that we've let pass by and now we have other people coming in and saying the roads are not right. I've got people in my district calling about easements. All of these kinds of things that get kicked down the road need to be resolved now. Or they're going to come up again in the future, and at that point it is going to cost landowners money to resolve. Since I started buying property, I didn't get a survey. I've gotten accurate surveys every time after that, because it's cost me a lot of money when I didn't do it. So, this is better resolved now than 10 years down the road when properties change hand and now there are lawsuits.

**Tim Oden – President and General Manager of Oden & Associates:** The property mentioned is owned by the neighbor. It is not part of this property. This particular applicant has no authority or ability to do anything about the survey that they have on their property.

**Samuel Schropp-County Commissioner:** Would you agree that it is important to have a property line defined and agreed upon by the adjoining owners?

**Tim Oden – President and General Manager of Oden & Associates:** I think you already have that. The property to the north is the exact dimensions and bearings and distances on their line as there is on this one. There is no disagreement in the boundary. There are some minor errors in their plat, they show that this particular quarter that she's complaining about was set by me. I didn't do the plat. I pointed out to them that I think there are some inaccuracies in the plat that their surveyor should address. This is not a boundary issue. As I understand it,

their dimensions are exactly the same as this one. We are talking about the same corner. The corner shown on their plot was mislabeled.

**Samuel Schropp-County Commissioner:** That is a legal document and should be accurate before anybody moves forward.

**Tim Oden – President and General Manager of Oden & Associates:** Ours is accurate.

**Samuel Schropp-County Commissioner:** I'm not disputing the accuracy I'm disputing the record for the future.

**Ryan Schwebach-County Chairman:** Do we have a boundary issue. or do we have a water available issue? We have this appeal before us, because he was denied by Planning and Zoning on the basis of what?

**Tim Oden – President and General Manager of Oden & Associates:** I don't know, I'm not really sure why it was denied. That's part of the problem. I think that's one of the basis of appeal. I believe they arrived at the wrong conclusion, based on water information that's not required to be submitted.

**Donald Goen-County P & Z Director:** Water was one of the issues. One of the things that was brought up about the availability in the area was the fears of existing wells running dry. The state statute for the Office of the State engineer, if a residential well is applied for a permit shall be issued. In Section 23, of the Torracne County Ordinance, it says an opinion may be requested? In my opinion, the action didn't call for requesting an opinion from the Office of the State engineer. It was pointed out that in the subdivision regulations for Torrance County, under section 4.2.1, plat transmittals. Within 10 days after the date that preliminary plat is deemed complete, the county's zoning clerk shall forward a copy of the preliminary plat supporting documentation to the following state and local agencies by certified mail, return receipt requested with the request for review and opinion. Then it goes on to list the respective agencies that may be contacted. Under section 4.2.3 agency response, the state and local agencies shall have 30 days from the receipt of the preliminary plat review and return an opinion. In light of that, after the meeting, I had reached out to my contacts with the OSC, I spoke with the director of their domestic water use department, she referred me to another individual. The OSC response was, we had something in our ordinance that was directing a state agency, dictating to them of what they would and would not do. In their opinion, because now we're at three 20 acre lots, the possibility of three additional residential wells was considered to be insignificant and did not warrant them allocating resources or manpower to issuing an opinion in this specific case. I was trying to find out where I would send the certified letter to and who would be the point of contact. What was said was that I could send that letter if I chose to, would we receive a response within 30 or 45 days, probably not. Would we ever receive a response? Probably not. In regard to the water, from the

OSC standpoint, it's insignificant. What ended up occurring at the meeting was questions about the application, a new application being submitted that reflected the three lots instead of the original six. On the agenda, all it says is type five subdivision. It doesn't designate how many and it was a given from the November meeting, that the application was going to be amended. Whether that was a new water report or whether that was revision of the number of parcels, that was up to the applicant to make that decision, and they did by reducing the number of parcels. A motion had been made on the action, a couple of the board member's intention was to revise that motion, that was not allowed. In my opinion that was in error, they should have that option to revise their motion if they choose to. The board members voted no. They were compelled to do so because of not being able to allow those conditions to be added to or the revisions to be made to that motion.

**Ryan Schwebach-County Chairman:** This is a public hearing, and anyone who wishes to speak on this matter, will be able to speak before the decision is made. At this time, the applicant that is filing the appeal is presenting his case, we will then ask anybody who wants to oppose it. Or general public comment concerning this matter? What specifically was the appeal in the motion, that is the part I'm not understanding. They voted no. Once that was turned down the applicants only option is to appeal it or present a different type of application?

**Donald Goen-County P & Z Director:** Once the motion is made and voted upon. Their only option is to appeal. They were going to make changes, they were going to revise the original motion, and we're not allowed to do so.

**Ryan Schwebach-County Chairman:** What was the proposed revision of the original motion?

**Tim Oden – President and General Manager of Oden & Associates:** As I stated in my letter, they felt like the application should be amended and resubmitted and Mr. Goen and I pointed out in the minutes that the application was for a type five subdivision that has not changed. It's still a type five, regardless of whether there are six slots and three lots, ladies on the board, thought that the application should be amended, and they wanted to condition the approval on changing the application so that it read three lots.

**Samuel Schropp-County Commissioner:** For Mr. Garcia, in this appeal, we are only allowed to rule on the issues of appeal. Is that correct?

**Michael I. Garcia-County Attorney:** Yes. Along those lines, and with respect to the Planning and Zoning Board, I think we actually have a quorum in here. I do recommend against them testifying here, because it's sort of like the judge, before going to the appellate court and talking about what happened. Your decision is better based on the testimony of the appellant and anybody who was here in opposition.

**Samuel Schropp-County Commissioner:** For clarification. My line of questioning about boundaries and concerns. That is not what we're being asked to rule on in this appeal it is just solely whether the process was done properly. They could have amended that motion at the time.

**Ryan Schwebach-County Chairman:** The way the ordinance is set up, if an applicant is denied, he has option to appeal in which case right now we are acting as a quasi-judicial body. The question beforehand. Do we uphold planning and zonings decision to deny it, or do we reverse the decision?

**Samuel Schropp-County Commissioner:** What I'm trying to get to is the reason for the appeal and is it a procedural reason or are there facts that we need that we need to rule on?

**Ryan Schwebach-County Chairman:** It is a procedural reason. We don't have a reason why it was denied.

**Samuel Schropp-County Commissioner:** I'm familiar with appeals and federal courts, and an attorney will pick out something that was done procedurally wrong, and request an appeal, they don't re litigate the entire case. They rule on the piece. Whether it was a procedural or judicial misconduct, you don't go through the whole thing again. I'm trying to narrow this down as to what it is we are hearing.

**Michael I. Garcia-County Attorney:** At the risk of testifying myself, I'm going to try to avoid that. I think that a helpful way to understand it is for you all to consider what the application was for, and if the grounds for denying it were proper.

**Samuel Schropp-County Commissioner:** We don't really litigate the whole process. First the propriety of the ruling?

**Michael I. Garcia-County Attorney:** Yes, I think that's the clearest, simplest way to approach it.

**Ryan Schwebach-County Chairman:** As far as the county is concerned, this application fell within our ordinance on a legal subdivision?

**Donald Goen-County P & Z Director:** Yes.

**Ryan Schwebach-County Chairman:** The boundaries in the plat, on our authority to say this an accurate boundary plat, warranty deed, or whatever that entails is all accurate?

**Donald Goen-County P & Z Director:** Yes.

**Ryan Schwebach-County Chairman:** The requested division to take the 60 acres to three 20-acres is within our ordinance.

**Donald Goen-County P & Z Director:** Yes

**Ryan Schwebach-County Chairman:** The size of the land is not so small that it taps into a different water system.

**Donald Goen-County P & Z Director:** It does not.

**Ryan Schwebach-County Chairman:** Is there any talk of a shared water system that would then go into our ordinance on what a shared water system entails that we're responsible for administrating?

**Donald Goen-County P & Z Director:** Not at the present time. The question wasn't whether there was immediate development planned or not. It was that they were applying for a land division and had submitted, in my opinion the appropriate documentation to do so.

**Ryan Schwebach-County Chairman:** When the plat was presented for this application, are we responsible and make sure it's accurate? Are we responsible and make sure that it's signed off by proper engineers, surveyors licensed that sort of thing?

**Donald Goen-County P & Z Director:** The surveyors certifying the plat. Once the appeal period passes, I'm the first to sign off, I have the criteria that I look at. Then the Assessor's Office has the criteria that they look at, goes through rural addressing, and also through the Treasurer's Office. There's several different departments that have their own requirements that they look at. The accuracy of the plat is the responsibility of the surveyor, he's putting his stamp on it, saying that this is true to the best of his knowledge and ability.

**Ryan Schwebach-County Chairman:** Is it the county's responsibility to sign off on a well permit?

**Donald Goen-County P & Z Director:** No, that is that is totally under the purview of the Office of the State engineer.

**Ryan Schwebach-County Chairman:** Is responsibility of the county concerning water to a residence?

**Donald Goen-County P & Z Director:** We don't have the ability to enforce that.

**Ryan Schwebach-County Chairman:** Do we guarantee residents have water?

**Donald Goen-County P & Z Director:** No

**Ryan Schwebach-County Chairman:** Do we allow a building permit without water?

**Donald Goen-County P & Z Director:** No, they have to demonstrate a water source be that a community water system, or a well permit, would be issued by the Office of the State Engineer, or if they choose to hold water under Section 19 of the ordinance, they have to have a system that's been signed off by a New Mexico state licensed engineer or architect. The part of the criteria that goes into that is it's based on ISO Fire Flow calculations; domestic water use to ensure that they have the ability to provide for their own water needs. if they choose to haul their own water.

**Ryan Schwebach-County Chairman:** On the subdivisions plans, Are there any plans for development?



**Donald Goen-County P & Z Director:** No present plans for development. That would be addressed at the time that if, it was to be developed. The application was submitted, then at that time, those factors would be evaluated.

**Ryan Schwebach-County Chairman:** If there does come a time, when the State Engineer, who is solely responsible for administering permits within this state determines that there's not enough water availability, or it's going to be detrimental, that is a decision of the State Engineers office and not ours. Is that correct?

**Samuel Schropp-County Commissioner:** Yes, sir. That is correct. It is not the authority, or the job of the Planning and Zoning to take into account water use or the effects it might or might not have on the water table in the county.

**Donald Goen-County P & Z Director:** In certain situations it can be. That doesn't typically apply to residential water use.

**Michael I. Garcia-County Attorney:** There may also be an opponent, here to speak. You will want to make sure that you also allow time for that.

**Ryan Schwebach-County Chairman:** Mr. Owen, to summarize, you're asking for this Commission to overturn the decision of the Planning and Zoning Board to allow this application to divide a 60-acre plot into three 20-acre plots?

**Tim Oden – President and General Manager of Oden & Associates:** Yes.

**Ryan Schwebach-County Chairman:** Anyone who wishes to speak in opposition to this matter, please come forward. (no one came forward in opposition) We have the information. It's time for us to make a decision. I'm under some assumptions on why it was denied. It's been answered that this application to divide this as well within the ordinance and the proper owners. Everybody involved in the application process is correct.

**Donald Goen-County P & Z Director:** That is my opinion. Yes.

**Ryan Schwebach-County Chairman:** There's assumptions on why it was denied, I don't think it does anybody any good to go on assumptions on why but what I see before us right now, there's no reason to deny this application.

**Samuel Schropp-County Commissioner:** I agree.

**Ryan Schwebach-County Chairman:** Is there anyone else that wishes to speak on this topic for or against? Please come to the podium, you need to be sworn in.

**Michael I. Garcia-County Attorney:** State your name for the record.

**Linda Gallegos-Chief Deputy Assessor:** Linda Gallegos, Torrance County Chief Deputy Assessor

**Michael I. Garcia-County Attorney:** Do you swear to tell the truth.

**Linda Gallegos-Chief Deputy Assessor:** Yes. My question is simply for thought because these plats come before me for review and signature. Expanding on Commissioner Schropp's concern about the easement to the north. What is the access for ingress and egress for this subdivision?

**Tim Oden – President and General Manager of Oden & Associates:** Lexco Road is on the east side of the entire 60-acres. Access is on Lexco.

**Ryan Schwebach-County Chairman:** We have heard testimony for this, I'll make a motion to end public comment.

(A member of the P&Z board speaks)

**Michael I. Garcia-County Attorney:** I've never seen it cause anything but problems when the deciding board below testified in the appeal. I've never seen it do anything but cause problems. So I recommend against it.

**Ryan Schwebach-County Chairman:** I'm going to have to take my attorney's advice.

**Michael I. Garcia-County Attorney:** State your name for the record.

**Jason Quintana:** Jason Quintana

**Michael I. Garcia-County Attorney:** Do you swear to tell the truth?

**Jason Quintana:** Yes, Under New Mexico Statutes Chapter 47, Property Law Article Six county subdivisions, section 47-6-9, subdivision regulatory county authority and it gives a list of the requirements of the county to be able to subdivide. Someone might want to look at it to make sure that there isn't other issues. It talks about annual water usage. etc.

**Samuel Schropp-County Commissioner:** In reading through the minutes the water usage was addressed. It's not in the power of Planning and Zoning in this county to rule based on water.

**Jason Quintana:** It talks about not just water, but wastewater how to set up the system and all the planning that needs to happen in accordance with that.

**Samuel Schropp-County Commissioner:** I'm sure that our ordinances are parallel and are very close to the state statutes. Would that be a fair assumption?

**Donald Goen-County P & Z Director:** That is a fair statement.

#### **Action Taken:**

**Ryan Schwebach – County Chairman:** Motion to come out of public hearing into regular session.

**Samuel Schropp-County Commissioner:** Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

**MOTION CARRIED**

**Action Taken:**

**Ryan Schwebach – County Chairman:** Motion to overturn the decision of the Torrance County Planning & Zoning Board concerning this matter.

**Samuel Schropp-County Commissioner:** Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

**MOTION CARRIED**

**B. FIRE:** Request changes and/or additions to the existing Nominal Fee/Pay Per Call Program Policy.

**Jim Winham - County Fire Chief:** I'm requesting a change in the nominal fee for the volunteer on on-call or pay per call nominal fee. We're looking at increasing these fees to be consistent with other area municipal fire departments that are paying their volunteers. We have not come close to going over the budget we have established for this. I do not believe that this request will take us over the allotted funds that we have right now. To summarize, we currently pay \$25 each, anytime a volunteer runs on an EMS or a fire call. We are asking to increase that by \$25 to \$50 each. That would be \$50 for Fire, \$50 for an EMS call. We have also added inspections into this which was not there before. If a volunteer works on an inspection for a building commercial or for a private residence, etc., that would also be a \$50. In addition to that, we've also asked you to increase the on-shift call pay. If a member works eight hours or more on a career staff, for example, EMS, they have the credentials and qualifications to do that, they'd be paid a flat fee of \$75. Currently, we pay a nominal fee for our Assistant Chiefs on the volunteer side, they are paid a flat fee if they meet the criteria for the month. We're asking to increase that to \$850 per month for both our operations and support chiefs. The reason for the request is we've changed their jobs. For example, one is an Operations Chief, that's over all, six districts. The other one is a Support Services Chief, which does all the paperwork, ISO, etcetera. For all six districts in the past, they were only responsible for half of those. That would be an increase of \$1000 each on one of those operations. I'd also like to make a note that one of those Chiefs is dual slotted as a Battalion Chief. There's not extra pay, he's getting just one pay for that. Particularly not for Battalion Chief and Assistant Chief. We've also added a Division Chief of Special Operations from the volunteer side that will oversee our technical rescue program, materials, radiological responses, etc. He is also a Battalion Chief, he'll be dual slotted, and we're asking for \$750

monthly fee for the Divisional Chief position, I would like to point out, they do have to meet the criteria to get paid, which to establish from this guideline, you can't double dip. If you're an Assistant Chief, and you're making that flat fee, \$850 a month, you do not get an additional pay per call. They have the choice of doing one or the other. Last time this program was changed was in May of 2021 and was approved by this Commission.

**Samuel Schropp-County Commissioner:** We're going to be coming up on our budget cycle. Do you have a quarterly estimate or a yearly estimate of what this will increase? I understand you have the money in your budget?

**Jim Winham - County Fire Chief:** We're looking at \$2,500 a year, and we were slotted for at \$88,000 per year. We have not come close to that in the last four or five years looking on historical records. In addition, House Bill 88, which is going to be tasked out of committee and going to go to the floor provides money for volunteer recruitment and retention, some of that money also can go into this coffer to.

**Ryan Schwebach – County Chairman:** What's the process of when a volunteer runs a call, it's approved before they run a call by a chief or how does that work?

**Jim Winham - County Fire Chief:** If they respond on a call, then it's documented through either EMS report through an inference report, and then the Battalion Chief oversees that, and it's turned in by the 10th of the month. As long as they meet the criteria, they have done their training and have their qualifications, and everything's not expired, then they're paid that nominal fee. It comes to the Deputy Chief who looks at it first, it's sent to my office looked at, and then it's approved before it's sent to be paid. We make sure that they meet those qualifications prior to being paid.

**Kevin McCall-County Vice Chair:** If you're considered volunteer, and yet, we're paying them, at what point is there a level of payment before you become career staff versus volunteer?

**Jim Winham - County Fire Chief:** It's not a per hour or per shift, it's just a nominal fee, that they're actually training, and that they're responding on particular type calls. You may be on a fire call for four or five, six hours, which you're only getting a flat fee of \$50 for that call. This is the practice style in the state of New Mexico, it's not seen as it's being paid.

**Samuel Schropp-County Commissioner:** There doesn't come a certain amount of calls, or hours in a month that crosses you over into a career. Career is career and volunteer is volunteer. The amount of hours that volunteer serves in a month will not classify them as career.

**Jim Winham - County Fire Chief:** Not that I'm aware of, because we're not paying per hour, it's not a salary, it's a fee. Hence the term nominal fee for their participation.

**Kevin McCall-County Vice Chair:** Are these individuals subject to paying taxes on this?

**Jim Winham - County Fire Chief:** They have to turn in their W4 and I9.

**Kevin McCall-County Vice Chair:** I'm making sure as these numbers are creeping up, that we are within volunteer standards and we the Commission doesn't do something outside of that.

**Action Taken:**

**Ryan Schwebach – County Chairman:** Motion to for approval.

**Kevin McCall – County Vice Chairman:** Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

**MOTION CARRIED**

**C. FINANCE/GRANTS:** Request approval of Agreement for Capital Appropriation Project A23H2070 in the amount of \$31,000 to purchase and equip vehicles for the Estancia Senior Center in Estancia in Torrance County. (Reversion date 6/30/2025)

**Amanda Lujan - Grants Administrator:** This is an intergovernmental agreement with Aging and Long-Term Services Division. We got capital funding from them to buy vehicles (small SUV) for all three of our senior centers in the amount of \$31,000. I'm asking for approval of the agreements so that we can start working with them to determine what their needs are, what the vehicles are and start the procurement process.

**Action Taken:**

**Ryan Schwebach – County Chairman:** Motion for approval.

**Samuel Schropp-County Commissioner:** Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

**MOTION CARRIED**

**D. FINANCE/GRANTS:** Request approval of Agreement for Capital Appropriation Project A23H2071 in the amount of \$31,000 to purchase and equip vehicles for the Moriarty Senior Center in Moriarty in Torrance County. (Reversion date 6/30/2025)

**Amanda Lujan - Grants Administrator:** Same for Moriarty.

**Action Taken:**

**Ryan Schwebach – County Chairman:** Motion for approval.

**Samuel Schropp-County Commissioner:** Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

**MOTION CARRIED**

**E. FINANCE/GRANTS:** Request approval of Agreement for Capital Appropriation Project A23H2073 in the amount of \$31,000 to purchase and equip vehicles for the Mountainair Senior Center in Mountainair in Torrance County. (Reversion date 6/30/2025)

**Amanda Lujan - Grants Administrator:** Same for Mountainair.

**Action Taken:**

**Ryan Schwebach – County Chairman:** Motion for approval.

**Kevin McCall – County Vice Chairman:** Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

**MOTION CARRIED**

**F. FINANCE/GRANTS:** Request approval of Agreement for Capital Appropriations Project A23H2072 in the amount of \$76,050 for renovations to the Mountainair Senior Center in Mountainair in Torrance County. (Reversion date 6/30/2027)

**Amanda Lujan - Grants Administrator:** This is to continue the work we've been doing on the Mountainair Senior Center. Repairing the sub floors, carpet, and parking lot. A lot of this is to bring it up to safety code required by the State. We have completed quite a bit of work, right now we are waiting for this year's appropriation. We just got our last appropriation signed so we have more money to go through with the redoing of the sub floor. Then we are going to start working on the carport because there's some ice and snow hazards. The rest of the floor has been repaired and some of the sidewalks. I'm going with James next week so that we can get an update on work with the contractors for the next phase.

**Action Taken:**

**Ryan Schwebach – County Chairman:** Motion for approval.

**Samuel Schropp-County Commissioner:** Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

**MOTION CARRIED**

**G. GRANTS/DWI:** Request approval and signature for Statement of Assurances for LDWI Grant Application for FY25.

**Amanda Lujan - Grants Administrator:** We do this every year for the DWI grant. It's required by DFA and it is a Statement of Insurance of Assurances. We have to certify compliance with certain DWI Program requirements. Procurement Code, HIPAA, because it's a DWI Program, various things that we have to complete to get the Grant.

**Action Taken:**

**Ryan Schwebach – County Chairman:** Motion for approval.

**Samuel Schropp-County Commissioner:** Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

**MOTION CARRIED**

**H. GRANTS/DWI:** Request approval and signature for Memorandum of Understanding (MOU) between Torrance County and Department of Finance and Administration (DFA) Local DWI (LDWI).

**Amanda Lujan - Grants Administrator:** This is the Memorandum of Understanding that goes along with those statements of assurance that we will be working with DFA for the LDWI grant.

**Action Taken:**

**Ryan Schwebach – County Chairman:** Motion for approval.

**Samuel Schropp-County Commissioner:** Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

**MOTION CARRIED**

**I. FINANCE/GRANTS:** Request to accept Wilson & Company’s proposal for the new Torrance County Administration Building, specifically for Architectural and Engineering Design Services, and authorizing County Manager Janice Barela to sign a contract with Wilson & Company for such services.

**Janice Barela-Madam County Manager:** We asked our on-call engineers to provide us with updated proposals for these services. In a timely manner, Wilson & Company gave us their updated proposal. They came out and met with us in here in the building. I did receive a late proposal from Bohannan Huston, that amount is significantly larger by at least \$300,000 than what Wilson & Company has proposed. Today, we have with us a representative, a project manager/architect from Wilson & company. His name is Brett Beaty, He is available to answer any questions. The proposal is on your desk. On page three, you'll see the estimated building costs for Torrance County Administrative Building, I'd like to bring your attention to Item F in the table, it says design professional fees, basic services, a percent, it has it at 6.6% of the project, the project is estimated total \$9,858,084.28, whenever they priced out the project. The total amount, including the New Mexico GRT comes to \$544,379.14. That's for the design and professional fees. On the fourth page, there is included some of these description of services



and administration. On this page, and I'll read them, are also included in that amount of the \$544,000+? There's programming validation, schematic design phase, design, development, phase, construction document phase, bidding, and negotiation, and construction administration. There's also an acceptance phase, and 11-month correction period inspection. We talked about preliminarily, I had a visit with him in regard to the plans that this Commission had to hire a Project Manager to help with the projects, he saw that as a benefit to just work closely with what they're doing in this project.

**Kevin McCall-County Vice Chair:** What size of building did you design? At this point, as a Commissioner, I still can't tell you what the square footage needs to be. I'm a little remiss to see a number of 5 million. What is it designed for?

**Brett Beaty - Architect with Wilson & Company:** What we've gone with is the information that was provided to us, part of that arrives out of what you're using today. There is an approximate program area of about 23,500 square feet. Part of what we need to do first is sit down and talk with the different user groups, the people who are going to actually be using these facilities and department heads, the manager, the different folks, staff of Torrance County to figure out if this 23,449, accurate? Does it need to be adjusted does one space need to be a little larger? That's how we arrive at the final number. We haven't designed anything yet. What we've done is taken the information available to us and then create a scenario where we're looking at an approximate building size, cost per square foot given today's market and what the time periods we're looking at. It's about scope, schedule, and budget.

**Kevin McCall-County Vice Chair:** As we see the need for more, how does that affect your final number, we're going to be at the 6.6% of the total cost of the building is that going to be your architectural design fee?

**Brett Beaty - Architect with Wilson & Company:** We only use percentage of overall construction as a check. A lot of it's based on effort, it's based on experience, it's not a one for one comparison. We know that the building's going to change when we get into program development. Now, if it's adding offices, it's probably not going to have that great effect on us, the actual contract price may be a little bit lower or higher once a contractor is engaged, we'll have to look at what that means, there's going to be a discussion, the idea is that we want to form a partnership with you as a county, as the governing body, as the folks that make the decisions and the community itself to give you the best administration building we can give you for the value that you're looking for. Your pocketbook is only so deep. We need to find a building that matches and aligns with your needs and your budget to give you the maximum value. That's our intent. If you decide to add a police station on the back of it, and then want to put a new public library on the east end of it, we're going to have a discussion about that change in scope. That's

not what we originally had intended and neither did you. There's an understandable discussion that needs to happen at that point.

**Ryan Schwebach-County Chairman:** Summarize exactly what you're going to do, then we start designing and building take it from there.

**Brett Beaty - Architect with Wilson & Company:** What we want to know first is, what is going to be the purpose of this project? We want to talk with the building committee, and that's going to be partially your responsibility. What we would really like is, is a group of three to five individuals who have a vested interest in this building, have some institutional knowledge of what's going on with it, and where they're going. This community is tied in so that we can go through and ask questions about what it should look like how it should feel, what should the aesthetics be, or are there are specific materials that need to be involved, which parts of the building are public, and which parts are more private and more controlled. There's security issues, there are infrastructure issues that we want to address. We going to create a program verification, that is both the technical requirements for the building, but also the aesthetic and personal requirements for the building. These buildings last 60 or 80 years. This is what I get excited about folks because I'm an architect, we're going to do something that's going to be a value to your community for the next six decades, at a minimum. That's a great moment, we don't always get those opportunities to build new buildings like that. A lot of times all communities are kind of lined out the same. You make do with what you can as long as you can you keep adding to it, painting it, clocking it, doing whatever, until it no longer functional. What we want to do is try to do is design the best building and that's going to be a collaboration between us and you. We're architects, we have the technical experience, and we're the subject matter experts on putting a building together, but I don't know, a single thing about what an Assessor does, but I really want to know how your Assessor works and how they function, what they need to have as far as an interface with the public. So we're going to get into the design. Then we're going to have regular meetings with the building committee, and in intervals and we'll come back, and we'll present our progress to the Commission or if you want to see it ahead of times, if you say, what's going on with that, and we get a call, can you come out next Wednesday and present your progress, we can do that too. The idea is that we're going to try to create a set of construction documents or contract documents that a contractor can build from, that tries to control risk for the county as a body and tries to make a building that can be built for a reasonable amount. Normally we come out once a month to meet on site to look at the work and evaluate it based on a pay application. The contractor wants to get paid 20%. Does the building look like it's 20% finished? In my best judgment does it look like it's being built appropriately? Is the workmanship good? Are they using the right materials? Are they using the

products and materials and systems that were outlined in the construction documents? We are there to enforce the contract. My role at that point after construction is to start to enforce that contract to protect you and protect us.

**Samuel Schropp-County Commissioner:** That covers some of what we've been talking about with project managers and trying to find a Project Manager that can juggle all of these things, we will have oversight through this architectural firm. Do you liaise with the Commission or the County Manager during that building period. Why do we need a chiller on the roof that is \$50,000 more than the other one? Is that the type of advice that you would give as part of this contract?

**Brett Beaty - Architect with Wilson & Company:** What we would be concerned with is as building. It sounds like your needs are a little bit greater and broader. You need somebody with some experience and technical knowledge that can help you liaison with all of your different projects that are going to unfold.

**Samuel Schropp-County Commissioner:** What I'm asking about is, if we have four other projects going, do we rely upon you to be a quasi-project manager on this one?

**Brett Beaty - Architect with Wilson & Company:** On the project that we have a contract with? Yes. We could also certainly talk about providing project management services if that's something you're interested in for those other projects. It's something that's within our realm of what we do. It would somewhat make sense because I plan on being invested, after this contract is signed, being invested for up to three or four years, a year of design a year or so of construction, and then there's a year of warranty period. I plan on being connected to this community for three years at least. As part of that I could do other things if I come out. I believe what we're talking about, is this one contract for this one, right? Yes. I will manage this project completely. What we were talking about in terms of a project manager from your side is a better match, when we go to meetings, I have somebody that I can talk to that has some technical knowledge and has some experience that fully represents the County, but someone that's employed by the county or is hired directly by the county as a third party would be a better liaison. In a lot of our counties, that doesn't happen. I talked to the facilities director or whoever the Parks and Rec director is or somebody else that has a little bit of knowledge, in those areas. I can give you some names, of dedicated project managers, and that seems to work really well for them because that's somebody to keep track of the paper, work schedules, who the contractors are and it could be all projects, not just vertical building projects, but also bridge projects on roads or guardrail replacement or road widening. So you have somebody that has their pulse on every project going on within your county, that at least you have one person you can talk to, that's on your site.

**Samuel Schropp-County Commissioner:** We are shopping for a project manager, we need to understand just exactly what it is that we require, and what your duties are. So I understand fully what you've explained to me now.

**Kevin McCall-County Vice Chair:** This was very helpful. I think it's a great starting point, I don't think by any means I'm ready to approve a contract today. I look at Bohannon Huston, and the size of the building is similar at 24,000 square feet. They're proposing that same building is going to cost 14 million. I know there's an opinion, but I'm saying today, until I dive in and ask some questions I am not ready to approve today. I'm glad we're having this discussion because it needed to happen. I think it's a little premature until I get my head wrapped around your numbers, maybe some other numbers as to approval.

**Brett Beaty - Architect with Wilson & Company:** Most people don't know this because they're not in that particular industry. The construction industry has been really hammered the last four years. We have seen construction numbers go to places that I didn't think I'd ever see. An architect from Denver, who had just worked on the big Veteran's Hospital was talking about it's over \$400 a square foot and I thought that's insane. What on earth cost \$400 a square foot. Over this last year, we've had projects come in at \$400 or \$500 a square foot they were \$200, \$275, four or five years ago. Out in Grants, they bid a school at \$800 a square foot and the State paid for it. We bid another school 68,000 square feet about seven months later, it came in at 35 million. It came in quite a bit under it came in about \$360 or \$380. Numbers are all over the board. Shipping is still a nightmare on some things you'll order wood doors one day and it's 12 weeks turnaround and you order them the next day, they tell you they can't get them to you for six months, or they wait four months and then tell you that they're out of business. We had that happen with a company, they had been stringing the contractor along telling him it was on the truck, and the company was declaring bankruptcy. I don't know what the real number is for your building. What I do know is that I believe in a holistic kind of design approach, I don't really want to see a lot of flashy stuff without the meat on the bones on the inside. Putting chrome on the outside and not giving the right stuff on the inside. It's not a good trade off. It's got to be a complete building. Bohannon Huston is a good firm, they are across the street from us, they can do the job, I have no doubt. What we all use the numbers for these things it's a little questionable right now is going to cost what it costs on that day when we bid it. In that day when we bid it is probably 16 months from now. We have no idea to tell us what that's really going to look like. What we can do is work smart and as we look at it, maybe there's a portion of the building that we phase to, and to make sure that we can build the first phase within the budget you have or there are there are other approaches. We do that as a team. We do that as a collection. It's not a

decision by me or my boss or the extra work for me is a decision between the team that's going to actually work on this building together.

**Kevin McCall-County Vice Chair:** I think it really comes down to this point, how big is the building? When we don't even know that, I was involved in a department head meeting, of course, every department head wanted more square footage than I thought they needed. So of course, you know, we got to come to some sort of agreement as to what the square footage of the building will be. I think that's number one. There's a lot to be talked about before we sign a contract. I'm excited that we're having this conversation it needed to happen.

**Ryan Schwebach-County Chairman:** I have to agree with Commissioner McCall, I'm not ready to make a decision now. But, I'm getting really close. I'll be contacting you along with Bohannon Huston, having some of these conversations you coming out is very beneficial on understanding this design process, much better concept. How long is this concept good for, time wise?

**Brett Beaty - Architect with Wilson & Company:** Don't worry about it expiring, if it's 2027 and you call me up and say where we can sign this, we have a conversation about that.

**Ryan Schwebach-County Chairman:** It's extremely important to me that we remain in budget. That's top 10 on my list. We've had these conversations on what we felt we could afford and what needed to happen, we got to stay within our lane. Moving forward with that I'll be looking at options that they can either go into phase two, downsize, whatever the case may be. I like the fact that you said I'm not looking for anything fancy. I'm looking for practical and efficient. Thank you.

**No Action Taken**

### **13. DISCUSSION**

(Agenda item 13A moved after agenda item 10)

- A. MANAGER:** Presentation of the Torrance County FY2023 Financial Audit – TKM, LLC, formerly Kubiak, Melton & Associates, LLC. (Joe Ortiz)

(Presentation in packet in Clerk's Office)

**Joe Ortiz – Audit Manager:** My name is Joe Ortiz, I'm your returning audit manager from the prior year from TKM, LLC. We changed from Kubiak Melton & Associates to TKM, LLC. The report is under our original name. Daniel Trujillo still remains the audit partner. He is now the managing partner of our firm. He does oversee all the audit engagements and signs off on final approval. We also had Don Whitman helping out with the non-attest services. In the non-attest service, we prepare your financial statements for you. You also have myself and Richard, he was the one in charge on the engagement. There were a handful of other individuals that worked on the engagement throughout the audit. Under audit standards, we have certain responsibilities, certain things we'd have to follow, especially under yellow book audit. The state of New Mexico requires a yellow book audit in accordance with the state audit rule. First and foremost, we're here to form and express an opinion on the financial statements and give reasonable assurance. In doing so we consider things like materiality, risk-based approach, sampling, and look at transactions. Throughout the engagement, we're also required to communicate certain significant matters that come up related to the audit or any county matters. We are required to communicate any particular matters related to compliance, compliance with contracts, compliance with state law, compliance to suit audit rule, and grants requirements. We are required to maintain our auditors independence. As you all know, you have to have an objective view coming into the audit. Every year we do a test of independence with our engagement team making sure there's no type of relationships within the county and the auditors. We also look at making sure we're keeping that unpredictable procedures, so we're looking with fresh set of eyes and the finance team doesn't necessarily know exactly what depth. At the end of the engagement, we have certain management responsibilities where were management assumes responsibility for the financial statements. We've prepared them for you. They're based solely on the numbers that were provided by the team. All the disclosures are developed based on those numbers that were provided by the team. At the end of senior management representation letter saying we take responsibility for these numbers. We give you access to everything. Management is also responsible for designing and implementing internal controls around your finances, your compliance contracts, grants, and regulations. You're also required to be able to prepare GAAP financial statements, generally accepted accounting principle financial statements. Again, you do that as a non-attest service, but couldn't do that without the information that's provided by the finance team and the Treasurer's office. We are required to communicate with you uncorrected misstatements, and correct misstatements. There are some that are related to the findings. However, there's a typo there and I'll discuss that when we get to the findings. There was one finding with the corrected misstatement. There were no uncorrected misstatements.

These are misstatements that are not significant enough to impact financial statements. However, we're required to communicate them, so you are aware what's going on and making sure you know that we pass on a transaction of \$5,000. It's not going to impact financial statement users decision making abilities. But we're required to let you know that we did pass on those, along with management's approval. Disagreements with management, there were none. All throughout the engagement, if there were some we would have to have a meeting, potentially get you all involved, and come to an agreement. Significant issues discussed with management prior to retention. Throughout the year, you know, Deputy County Manager Tracy Sedillo will give me a call. Sometimes the County Manager gives us a call and asks questions related to compliance, accounting matters, different best practices. However, that's not a condition of the engagement. We do it as a professional courtesy to the county. We appreciate those calls, because it shows good tone at the top that you guys have been proactive about these questions related to your finances, and overall best practices. There were no difficulties encountered in performing the audit, I do want to highlight something here. As the madam before me mentioned, there was some turnover in a key financial position. Overall, the audit went well. Usually when we have turnover like that, we expect some major speed bumps, there were none that I could think of this year. I want to give them kudos. They made sure that Deputy County Manager and County Manager Barela and their team are doing a good job throughout the changes including the accounting systems change. That's usually a red flag for auditors. Everything went well, considering all those different changes. Consultation with other accountants, we're not aware of any. This is more around opinion shopping. If we said you're getting this finding, and your management didn't agree with it, they could ask another auditor. We would have to make sure they have all the same facts and circumstances. We have to come to their conclusions. Nothing like that came up, that we are aware of. We have fair value inputs, estimated lives of capital assets. Financial statement disclosures that are significant to you. Overall, they're clear, consistent, and neutral, the net pension and OPEB liability, you will continue to have those significant financial disclosures in your financial statements. Capital assets will continue to be on accounts receivable and you also have some leases that you implemented last year. With that standard of GASB 87 there are surrounding leases, which was a pretty big standard. This year, you also adopted and implemented GASB 96. This is from the Governmental Accounting Standards Board. It was a pretty complex standard surrounding your IT subscriptions. It was treated in the same manner as leases. If you had a significant material lease that you're entered into, or a subscription, it would go on the book as an asset and a liability. Your financial statements weren't significantly impacted by that. There is no accrual of any kind of liability or assets that are related to it. However, you did

have to analyze quite a bit of information and also adapt the accounting. That brings us to the financial statement opinion, unmodified opinion. Your team is constantly communicating with you through observation of your minutes. You shouldn't expect anything less, again, some kudos to the team for being able to pivot around a change in IT, accounting software, a change in finance positions and Tracy Sedillo coming from the Treasurer's Office to work in the County Manager's Office. Making sure that that's highlighted, and I want the citizens to know you do see some of this turnover and management is pivoting in order to address those risks. However, there are some findings. There was one related to financial close and material adjustments. This was surrounding two invoices, specifically around inmate housing, CoreCivic invoices. I do want to clarify that the county operates on a cash basis. That means you had cash and hit expenses right throughout the year. However, when it comes to standard it requires you to be on the modified accrual basis and the full accrual. At the end of the year, the county goes through all the invoices, all their expenses and are reviewing these expenses and these invoices to ensure that they're being captured in the correct fiscal year. These two were missed. These are not indicative of fraud or anything like that. However, in order for your financial statements to be US GAAP, generally accepted accounting principles in financial statements, we have to accrue them and identify them. If the auditor identifies them, they come up as a finding. This is a common finding with counties, schools, anyone who's operating on a cash basis, just because the county your size has a lot of transactions in and out at any given moment. That's a lot of invoices to be reviewing. Your team, unfortunately, wasn't able to capture these two. They went through their proper approval process. It wasn't captured in the right time period.

Last year, there was one binding related cash appropriations in excess of available cash. That's saying the county had more expenses budgeted than there were anticipated revenues, and there wasn't enough cash to cover it. You resolved that this year. So there is no finding related to that. The report was dated November 30, 2023. We received an okay to print January 10, 2024, from the Office of the State Auditor. Then we received the release letter shortly after January 17, 2024. Five days later became public information. That report dates a little close to the deadline, however, we like to give the county time to review the financial statements. We had our exit conference. Any questions or concerns? Comments?

**Kevin McCall-County Vice Chair:** I have a technical question. Government institutions can use an auditor for six years? How many more years do we have with your firm?

**Joe Ortiz – Audit Manager:** It used to be six years; the new State Auditor changed it to eight years. This was our fourth year, so we'll probably have to go out for quotes. If you choose to, we'd love to do it again. Auditors get comfortable and



management gets comfortable. They want a cool off period to have another set of eyes.

**B. COMMISSION:** Update on EMWT Regional Water Association.  
(Torrance County Representative to the Board, Eddie O'Brien)

( This agenda item was moved after agenda item 11C)

**Eddie O'Brien – County Representative on the EMWT water board, general manager for EMW Gas:** My name is Edward O'Brien. The county representative on the EMWT water board as well as the General Manager for EMW Gas. I'm here to give you an update. As of December, we signed a contract with Bohannon Huston to be our on-call engineer. On May 12, 2023, the New Mexico Water Trust Board awarded \$491,050 to the design of the new company for the water system, water storage tanks, transmission lines, looping the distribution system at a 100% grant. We have not received that money at this time, due to the fact that we're not in good standings with the Secretary of State. The reason that we're not in good standing with them right now is there was a slight communication problem with who was actually going to be taking care of the books for EMWT. Right now EMW Gas has a couple of employees that are dedicated to that, they are trying to help out as much as possible when they have free time away from their daily work with the gas company. We did contact the Department of Finance, there is a lady over there that is helping us right now. She's got all the paperwork that she needs to get us into compliance for 2023 as well as start 2024. One of the biggest hurdles EMWT has right now is that we don't have a designated employee for that company to continue with the management, running the day-to-day operations and making sure things are getting done in a timely manner. EMW Gas is trying to help out, but it's hit and miss with what's being done and what's not. Also, at the beginning of the month, Chairman Bobby Ortiz, Vice Chairman Steve Anaya, and board member Mike Anaya met with the Governor in her office. She is going to be giving EMWT a little over \$600,000 to purchase Sunset acres and the water rights that come with that water system. She will not release that money until we are in good standings again, with the Secretary of State. We're hoping to have all that taken care of by our next board meeting, which is in two weeks from now. She's also planning on dedicating \$12 million to EMWT next year for the construction of the company and the water system.

**Samuel Schropp-County Commissioner:** EMWT is formed as a rural water district?

**Eddie O'Brien – County Representative on the EMWT water board, general manager for EMW Gas:** Yes

**Ryan Schwebach-County Chairman:** It appears to me that we're at a point in time, that it does require a full-time manager. We've kind of touched on this as Commissioners at the last meeting on possibly bringing somebody in to really take this project and move forward, similar to what we talked about with Project Managers. Would you entertain looking into a project manager to clean up the paperwork side of the EMWT to where we have a very clear, precise concept of what it is that they're doing. Would you guys be opposed to that?

**Samuel Schropp-County Commissioner:** Before we started, I have a statement a position statement. At the last meeting I criticized the management of EMWT and its inability to move the system for the equitable distribution of water forward. Teddy Roosevelt said and I'm paraphrasing, if you complain without a solution, all you're doing is whining. Last week in a phone call with Jacob Trujillo at Congresswoman Stansberry's office regarding the funding for a new EMS fire station. Mr. Trujillo asked me why Torrance County hadn't applied for any of the \$200 million of state funding that was available for water projects in New Mexico. My answer was that the EMWT is not a part of Torrance County government. So that question should be addressed to EMWT. Water and the distribution of water in the Estancia basin is a very contentious issue full of distrust and misinformation. I was invited to speak at a Farm Bureau meeting about EMWT proposed north south trunk line. When I spoke to acronym EMWT and the plan for distributing water, the room erupted in shouting. When I walked out, they were loudly discussing a resolution calling for a ban on exporting water from the Estancia Basin. The scheme by an absentee landowner in the early 2000s to export physical water to Santa Fe, using public funding created a well-placed fear for the people in Torrance County, regarding the distribution and use of a resource that is essential of life. After watching the KOAT news story, about 9 million gallons of water being used to test the fuel storage tanks in Moriarty that distrust is well placed. Most of you have heard me tell the success of the Calhoun County rural water district and the speed at which it was up and running. The exchange with Mr. Trujillo caused me to look at the differences between EMWT and the Calhoun County rural water system. I concluded that the differences is in the way that EMWT and the Calhoun County rural water districts are organized. In front of you are a number of documents to New Mexico Statutes Chapter 73 special districts article 21 - Water and Sanitation Districts and New Mexico Statutes Chapter 73 - , special districts article 21 Water and Sanitation Districts 73 - 21 - 3 purpose of Water and Sanitation Districts. I'm sure you all aware of these statutes so I include them as a reference for your review when you have time. EMWT has laid out a plan for the administrative and other duties of EMWT to be taken over by Torrance

County government. I call to your attention paragraphs four and five of that plan, in which the document calls for Torrance County to be responsible for managing and overseeing EMWT project. At the last meeting, we discussed hiring a project manager to oversee current projects because we don't have the staff to perform those tasks in-house. Torrance County government does not need staff to take on the additional administrative duties either. This is just not going to work. By the very proposal which EMWT has presented, it is admitting that it is incapable of moving this project forward. It is time for EMWT to step aside for a new approach. I proposed the formation of a Torrance County Rural Water District under the requirements of chapter 73 - special districts article 21. This reorganization would bring transparency, oversight, and accountability to a system of water distribution that is currently lacking with EMWT. That in itself would be the first step in building trust in the management of a resource which is reaching a tipping point in the Estancia Basin and needs to be addressed immediately. Rural water districts as publicly held utilities are a business model which has been successful all across the US and it will work here as well. As a rural water district the entity can issue revenue bonds overseen by the Public Service Commission on rates and different other conditions. There are defined legal remedies for the users of the water district to address their grievances through the district courts. They would smooth away USDA to help us make this work. We are already getting water Trust Board help, but we would have a destination as right now we do not for the \$480,000 and it would be a public versus a private utility. In the 2000s when the well-intentioned founders of EMWT brought up this concept, privatization of utilities, privatization of other jobs that government at that time was running was a very popular concept. However, I held stock in an American Water Company which was the company that ruined pipes in Flint, Michigan, when they without oversight, changed the intake water location and had to mix chemicals in order to make that water work and potable. It rotted out the calcium and it poisoned 1000s of people. That's my position on EMWT. That very acronym causes all rational conversation to go away. When you have a ship or a boat that continues to encounter hard luck, you change the name.

**Ryan Schwebach-County Chairman:** Does EMWT mimicked on the same formation of the EMW?

**Eddie O'Brien – County Representative on the EMWT water board, general manager for EMW Gas:** Exactly the same.

**Ryan Schwebach-County Chairman:** Neither companies have ever been a for profit company, that being said, the water district may be more appropriate than what is proposed by EMWT? I can't answer that question because I'm not familiar with a water district. The amount of backing to form where EMWT is from the State and Engineering Interstate Stream Commission and from the Water Trust

Board, from multiple Governor's Office that directed this volunteer board to move forward with this concept. I honestly can't say which one's right. I'm not opposed to looking into it. So I can be clear Commissioner Schropp, what I'm hearing is you recognize the issues with the EMWT and name only but not in purpose. Is that correct? You're not opposed to the concept of a water system?

**Samuel Schropp-County Commissioner:** You are correct on that. We have to move this forward, we're at a critical juncture, and we have to do something better than we're doing now.

**Janice Barela-Madam County Manager:** Back in August 2023. There was a fiscal administration agreement that was drafted but never brought before the Commission. It was preliminary discussions that the county would take over as a fiscal agent for EMWT to provide the financial support, not to give them money, but to help them with their procurement, making sure that everything's done with the grant agreement that they have with the Water Trust Board and helping them get in right standing with the Secretary of State's office. Taking the load off of EMW gas and putting it on Torrance County to make sure that everything's being done properly and having some type of oversight for their finances. The heading on page two for this section is Article Three responsibilities of Fiscal Administrator and on the following page four and five reads as follows. Ensure that requisitions are supported by certification by the borrower/grantees, project architect, engineer, or such other authorized representative of the borrower/grantee that the amount of the disbursement request represents the progress of design, construction acquisition, or other project related activities accomplished as of the date of the disbursement request. That was number four. Number five, monitor construction of an approved project for compliance with the requirements of the final approved contract and the plans and specifications. I did not fully vet out this agreement. I did not bring it before the Commission. It never really became a conversation between me and any of you, other than to let you know that Bobby Ortiz initially discussed this. I'm not sure who drafted this, Mr. O'Brien, did you or do you know who did?

**Eddie O'Brien – County Representative on the EMWT water board, general manager for EMW Gas:** No, I did not write it. A communication problem that we were talking about earlier is that EMW gas was under the impression that the county was going to take it over. That's why our CPO stopped communication with the state as far as the paperwork. Going through the paperwork looking for the grant documents, I found this and saw that it had been executed. When I saw that your name was on it. That's why I brought it to your office to see if it was something that you guys had brought up. Where that document actually originated from I had no idea at this time.

**Samuel Schropp-County Commissioner:** My recollection last, at the time of this was that it was possible this would come up as an agenda item depending on what the board at EMWT decided to do with it. According to Mayor Dean of Willard, that on the night that this was supposed to be heard, EMWT couldn't present a quorum, so it died. So once again, EMWT is a great concept. Before long, we're going to have to have this blue line and we're going to have to have laterals running out to the east and west in order to efficiently manage our water and provide water and old property values. A Torrance County rural water district is a better form in which to do that, in my opinion. You have to get with land resource planning associates and a county attorney to work out the details and transfer what assets and monies there are and grant retitled. In talking with Javier Sanchez is having a hard time with his wells, and it's been a year that he's trying to get a permit in a critical management area where I live. I told him that I had water permits to sell. It would expedite the process with the OSC if we reset it, we were buying water rights to be transferred to a public entity which was going to benefit the entirety of the people in the district. So there are a number of advantages in renaming, getting rid of the acrimony surrounding EMWT and setting this up in a transparent, regulated form, so that we can start moving forward quickly. There's going to be a subdivision come up in Planning and Zoning and water is going to be an issue with that as well. My belief is that rural water district is the way to go. It would be similar to Estancia Valley Solid Waste. It would be a separate office, a standalone with its own employees to run the thing. We don't have the staff here or the expertise to do that.

**Ryan Schwebach-County Chairman:** I agree with almost everything you're saying. I am hung up on a water district because when you start defining a water district, I don't know the pros and cons and potential consequences. Because now we're talking about some of the mingles with the State Engineers Interstate Stream Commission. It may be a better way to go. The volunteers both with admin and the board on EMWT is overwhelmed. I feel as a county, we need to look at facilitating that to get this moving, regardless of what it's named. We can't make a decision today, but I would like enough of a discussion to where we can make a decision at the next meeting where you can relay that to the current EMWT board.

**Eddie O'Brien – County Representative on the EMWT water board, general manager for EMW Gas:** As soon as we're back in compliance, I will come back and do another update.

**Ryan Schwebach-County Chairman:** You need an individual that's knowledgeable enough with organization that is currently there to get it into good standing. Not on a full-time position. We need to ask some questions concerning the differences in a water district. There are pros and cons. I'm not for or against

either. I like the way this is structured, because all the municipalities have a say at the table. That can be in any form or fashion. Those are the two things we need to rectify now. The first one, just to make sure EMWT gets in good standing. Is accounting willing to hire on a contract basis or to look at that to get them in good standing. The second one, get the information to figure out whether we keep EMWT as it is, or we change how it looks as a water district. I would like you to relay this information to your board. We need to move this forward because of the timeframe on the monies that have been presented to us but more importantly, on the amount of people that are hauling water. These residents deserve a resolution.

( Agenda item 12 A heard here)

**C. SHERIFF:** Sheriff's Office update.

**David Frazee-County Sheriff:** It's been a while since we had an opportunity to come in and give you an update. We are trying to be more transparent than in the past, so we've provided you with some documents. Those documents are timestamps of last year. There is one document that is updates for traffic crashes that we've had up to date this year. Last year we had 320 accidents that we investigated. We're on track currently to match that same amount we continue the way we're going. I also have brought to you a copy of our five-year plan, intended to get that to you in prior occasions and just have not been able to do that with you until today. Likely just give you a little brief update on the criminal statutes, there's 110 different categories. I'm not going to go into all of them. I have provided you the sheets of paper that tells you what they are. If any of the community would like them drop by the office, we will provide them. We are one deputy short of being fully staffed at this time, we had hired him, and but he elected to go to another department. We've got two vehicles, we're in the process of ordering and buying, because of the strike last year, they're difficult to come by. We're trying to get all of the paperwork in order that we need to do the work and get all those vehicles and then we'll be in good shape. Some short-term goals that I would like the Undersheriff to address with you.

**Stephanie Reynolds-County Undersheriff:** The document that you have before you is a five-year plan, it is a bipartisan document that is something that the Sheriff generated prior to my appointment, we are working together to try to attain short goals, goals that we can accomplish monthly, quarterly, and annually within that document. Some of the things that we have already began to implement are within

our department, we have started meeting with our command staff monthly, we're getting their input on how we can best run the department, as far as what they believe their needs are. What equipment they may think that they need, that type of thing, what is attainable right now. We have also implemented what initially started out to be monthly meetings with our staff as a whole turned out to be hard. It's hard to get us all together, as we are on staggering shifts. In those meetings, our goal is to build that camaraderie among our deputies. That has been severely lacking. The other thing that we do is, we pick a policy, and we break it down, make sure that everybody understands that policy, whether that be an SOP policy within our department or a county ordinance, something is discussed with our deputies, make sure that everybody understands why and how that pertains to them. We provide a training, firearms, or something like that. It's been brought to me recently that we need to go over some defensive tactics, our use of force module. That will be our next goal.

**David Frazee-County Sheriff:** Every deputy is up to date with all the training that they had. That wasn't the case with prior administration. We are able to cover the county 24/7 with the deputies that we have.

**Stephanie Reynolds-County Undersheriff:** We have a community resource team that we have started to utilize a little bit better. The purpose of this team is to be more proactive in the community opposed to what law enforcement is used to being reactive. We have started doing warrant roundups, getting a list of all the warrants that we have in our community. We are working with our sister agencies and the DA's office. We do have a grant that was obtained, and we're working within that. That's how it's paying a lot of this overtime to do these warrant roundups. They are doing really well.

**Samuel Schropp-County Commissioner:** With the budget season coming up. What are you doing to promote recruitment?

**David Frazee-County Sheriff:** We are certainly going to be asking for more deputies and some more supervision. We need better supervision on a day-to-day basis outside first-line supervisors. We are now actively recruiting using social media and community events.

**Stephanie Reynolds-County Undersheriff:** I recently attended a training out of state, it is almost unheard of that departments are fully staffed. There's a shortage for deputies and law enforcement nationwide. One of our deputies is extremely talented in graphic design. He has put together a couple of things that we will be utilizing. It's very eye catching. Our deputies are not supervised, and I say that as there's not a supervisor 24 hours on the streets with our deputies. That is highly concerning for me and the Sheriff. There's several state statutes that mandate a supervisor make a supervisory call; we do not have that. So that is going to be at our budget discussion this year.

**David Frazee-County Sheriff:** One example of that is if we have a high-speed pursuit, and there is no supervisor to call it off, there's some liability involved.

**Ryan Schwebach-County Chairman:** This five-year plan was put together over the last year. It starts here with population and the decline of the population within this county. On just the pure financial standpoint, we have a declining population and are having an ask for more funds within the Sheriff's Department. Sadly, as we all know, declining population usually means a depressed economy. I would like you to expand a little bit on that. Is this coming from stats, or is it coming from observations?

**David Frazee-County Sheriff:** Census Bureau.

**Ryan Schwebach-County Chairman:** Are we seeing a major increase in property crimes, low income are crimes from individuals that are attracted to this area for lower costs, and to escape higher persecution and other areas.

**David Frazee-County Sheriff:** Not only that reason, but yes, that is correct. Also because we have an issue where the crime is being pushed out of Bernalillo County, and the criminals are entering our county and therefore they're committing crimes in our county. One of the issues that I've been complaining about is that the state believes that we normally patrol the highways, we are called into Albuquerque to help them. That pushed the people out this way. Not only that, but then left the freeways in supervised with police presence, and people are starting to drive a lot more dangerously, and so we're having a lot more crashes on the freeway, more than half of our crashes are on I-40. That means that our deputies are tied up on I-40 and we are not able to patrol the county.

**Stephanie Reynolds-County Undersheriff:** In speaking with our State Police, we have made an arrangement that during inclement weather. I can contact our captain out of Albuquerque, and he will have a team on standby, if crashes become egregious like they have in the past. At the last big storm, they did help, and it was great. For everyday regular patrol, they are not available to us.

**Ryan Schwebach-County Chairman:** I've heard probably two or three times within this conversation pressure from Albuquerque. Reality is decisions Albuquerque has made, decisions State Police has made, decisions that is costing this declining population more money to put up with their rubbish. Is there any avenue that we can address, not necessarily your office, but the information to explain it at a state level, because when you get down to it, there is an intermingling of state agencies. State Police used to be leaned on pretty hard. They're part of the community. They're responsible for what's going on I-40. Is it really right that the citizens pay that much extra for the decisions of other's. What can be done to it? That's a question for anybody listening. We're talking about an increased budget, increased personnel. If everything else within the state stays the course, we're going to be having this conversation at the end of this five-year plan.



**Stephanie Reynolds-County Undersheriff:** One good thing that we do have, that we've worked pretty diligently on is our relationships between our communities within the County and even outside of our County. We have assistance from Bernalillo County, and Guadalupe County's. We have had assistance from Moriarty Police Department, Estancia Police Department, Estancia has been known to help us all the way into Moriarty area and toward Mountainair. If we continue to build these relationships, at least the deputies on patrol, our first line, do have that backup, and we're not as afraid of them being on the streets alone. However, I would not expect for any of their departments to supervise our deputies. Just as I would not want our supervisors to supervise any of their officers. For that reason, we are all hurting for our first responders in our law enforcement. We are doing the best that we can with this what we have right now.

**David Frazee-County Sheriff:** Mountainair is trying their best to hire a Chief, they had someone, but they backed out. We are doing a background on an applicant now.

**Ryan Schwebach-County Chairman:** Thank you. That's a very informative and I appreciate this.

**D. EMERGENCY MANAGEMENT:** Discussion/Presentation of proposed Emergency Management building remodel.

**Samantha O'Dell-County Emergency Manager:** I've put together this presentation with some pictures for the Commissioners to be able to see the building in Moriarty. We had some conversation previously about why we're not using it as an emergency shelter. I'm not sure how many of the Commissioners have had the opportunity to tour the buildings. (see pictures in packet) The building is primarily being used for storage, we have several vehicles, the mobile command, and sheltering equipment. Animal Control also has kennels, and we have phones in there from the all of the offices from whenever the phones were replaced. We have various items in their store at the moment. Pictures for outside of the building taken for Route 66. To show the issues with the outside lighting of the building. The first picture is looking at the building. The black area in the middle is the building. You can see the lights on the other side of I 40 around it. The second picture is looking at the gate, no lighting. The only utilities that are being paid for is electricity. We are paying \$381.12 a month to heat the bathrooms. We like to have water to wash hands when we are there. We're going through the

sheltering trailer right now. When we're up there working through that, it's nice to have the ability to have the bathrooms. So in this very rough draft outline, it shows three offices, a small kitchen area, the bathrooms, and I realized after I put this together, I did not label the bay area on the right. So essentially half of the building would be a Bay Area. That large area in the middle would be our emergency operations center that could also be used for a conference room, trainings, etc. We have been using like Commission room, and currently EOC at dispatch for multiple things, LAPC meetings and monthly volunteer meetings. We've been teaching CPR about every two months. We've been using the rooms frequently. That would be another thing that we could potentially use in this area. Then the next slide is ADA requirements for having a shelter in the building to kind of show why we could not use it currently. That's something that we could potentially look at moving down the line with if we wanted to. I'm not sure, but the frequency that we need to shelter that it would be worth going the route of make it shelter appropriate.

**Samuel Schropp-County Commissioner:** It's a lot more than I think anybody on this Commission is expected to do to that building in order to it or activate emergency shelter. The Sheriff brought up how much time our deputies are having to spend on the interstate, especially in inclement weather. What about a substation, Our deputies get out and get covered with grime and have a place that they could change clothes and go back on shift at the north end of the county. A substation rolled in with the Emergency Managers requirements.

**Ryan Schwebach-County Chairman:** I'd like to go back to your floorplan. What do you see with Emergency Management and the use of this building.

**Samantha O'Dell-County Emergency Manager:** The intentions based on this plan would be to have all of the Emergency Management equipment and personnel including safety there in that building. That would allow us to have all the equipment storage items, mobile command, sheltering equipment, all of that there with our offices, we're still having some issues with not getting over there frequently enough to get vehicles started. Maintenance is helping us with that when they are up in that area. It would eliminate some of those issues, it would also eliminate some of the issues of somebody needs something from there, we would have everything in one location. We have items scattered throughout the county right now. We also do have storage trailers in McIntosh that we have items stored in. The goal would be to have all of the emergency management items in one location, with our offices with everything there so that we could work there, four days a week, and anytime that we're called in for any additional items.

**Ryan Schwebach-County Chairman:** If it is costing us \$350 for two bathrooms, what is it going to cost to keep the whole building warm.

**Samantha O'Dell-County Emergency Manager:** The bathrooms are currently being kept warm by a wall heater that's placed in each of the bathrooms. Those use a significant amount of electricity, there is a natural gas line that is up to the building that's not in the building. So that's potentially something that could be looked at. We have the two large heaters, one of them is not functioning, not sure what it would take to get it functioning. The other one we're not using because everything is hooked up to propane. I don't want to just blow through propane in that large open area.

**Ryan Schwebach-County Chairman:** You have been here long enough as Emergency Manager you understand where and when your demands are in your day-to-day tasks. Is the location an ideal location.

**Samantha O'Dell-County Emergency Manager:** The majority of the items that were called out for are in the northern part of the county. If we're called out to another area, most of the call are weekends and evenings. We are responding from home, not from our office. We both live in the northern area, and we're driving past that building, anytime that we're responding to anything. We can easily stop and pick up whatever items are needed, and then continue to the south side or wherever in the county that were needed.

**Kevin McCall-County Vice Chair:** I would suggest, move all the supplies up there to where they are in one location. We need a ballpark figure on cost of what this might cost to build out. I'm absolutely excited about getting it built out and using it, or the constituents of our county being able to utilize it.

**Ryan Schwebach-County Chairman:** Commissioner Schropp mentioned a substation for deputies. Do you foresee that being an issue?

**Samantha O'Dell-County Emergency Manager:** I don't think that would be an issue.

**Ryan Schwebach-County Chairman:** Would that be a benefit? Yes or no? I'm asking the Sheriff.

**David Frazee-County Sheriff:** Yes.

**Samantha O'Dell-County Emergency Manager:** If that's something that we're going to look at, I will meet with the Sheriff so we can make sure that we are meeting the needs of their department.

**Samuel Schropp-County Commissioner:** The whole building does not have to be heated to be a livable level. We have conference room and insulated offices; those things would cut down on the utility costs. You wouldn't have to insulate the entire shell just the parts that you build inside it.

**Ryan Schwebach-County Chairman:** In the event of emergency, this would become the central organization or maybe not but have the ability to be?

**Samantha O'Dell-County Emergency Manager:** It would have that ability to. Yes.

**Kevin McCall-County Vice Chair:** There is fiber. There is high speed internet out front.

**Amanda Lujan - Grants Administrator:** We met with the architects for the new fire station that Melanie Stansbury may be funding this year. There may be opportunity for an AOC in that building as well. We are also thinking of building a new senior center and Moriarty. Maybe at some point we need to come up with a plan, it would help with funding and grants, etc. I think that that's something to consider for the future so that we aren't necessarily duplicating work.

**Samantha O'Dell-County Emergency Manager:** My goal of this presentation was to get my thoughts out to the Commission so that we could discuss what everybody's thoughts were and come to an agreement or plan. I keep hearing shovel ready projects are needed. I want a shovel ready project.

**Kevin McCall-County Vice Chair:** I think you need to tell us now that you've been here long enough that that's where you want home to be and a reason for why this is the best place. I need a breakdown as to what the pros and cons are. If we don't move on this building, my vote is to sell it.

**Ryan Schwebach-County Chairman:** Yes. Keep in mind with that liquidation concept, we have other potential projects going on. there's other potential sites, you heard two of them today. So honest feedback from what would be the best down the road.

**Kevin McCall-County Vice Chair:** I foresee you being in that county administration building with an EOC there. The new administration building was not on the radar. I want that to be on your radar, as you're giving us this presentation as to where you need to be the most effective Emergency Manager.

**Samantha O'Dell-County Emergency Manager:** What I would like to do is put together some thoughts on pros and cons for each location and bring that back at the next meeting. Thank you.

## **E. MANAGER'S REPORT**

- 1) Update on SB 145 – Public Bodies & Federal Immigration Violation
- 2) Update on proposed projects for Congressional funding.

**Janice Barela-Madam County Manager:** The Road Superintendent Leonard Lujan met with the Estancia Municipal School District personnel. The school district identified some county roads that they would like to see improved. These

are best routes. The road department completed the improvements on five of the identified roads. When the weather improves, they will complete the last two roads Leonard will get with the other school districts once these are completed. He was unable to be here today but want to make sure I provide that update for the Commission.

1) In regard to legislation. Commissioner McCall and I were very active in fighting against Senate Bill 145. This is a bill that was introduced, trying to make sure Torrance County ends its contract along with two other counties with ICE for detaining immigrants. I'd like to read the fiscal impact report that was on the New Mexico Legislative website. Senate Bill 145 prohibits public bodies or individuals acting on their behalf from entering into or renewing any type of agreement, including inter-governmental ,service agreements, which we have with ice to detain individuals for federal civil immigration violations. In the event of an existing agreement, the public body must terminate that agreement no later than May 15, 2024. The bill also prohibits these same entities from selling, trading, leasing, or otherwise disposing of a building to facilitate such activities, or using public funds or assets, receiving per diem or any other payments or otherwise taking any financial or other actions relating to the such activities. Since it does not have an effective date, it would go into effect 90 days after the legislature adjourns, which is how they got the May 15th, 2024, deadline if enacted. Significant issues with the Attorney General advised this bill may violate the Supremacy Clause. That means that the state could not interfere with a federal government contracting with the county. It also goes on to state that New Mexico border authority reports it may need to partner with US Customs and Border Protection of the US General Services Administration on infrastructure projects at the US ports of entry, where individuals are temporarily detained. It expresses concern, the bill is not specific enough to differentiate between temporary detention of individuals at US ports of entry and other detention facilities. It also knows that it is currently working on a project with these federal agencies for a sidewalk and parking lot that are connected to a facility where immigration laws are enforced, and questions whether that project would be impacted under this bill. It continues on to state that the Attorney General would have to defend this law. So, the way that this bill went through the legislature, it is not germane to a 30-day session, which means that there is no money tied to it. That would be part of the budget. So, we'd have to have a call from the Governor to be introduced for consideration. This bill did receive a call from the Governor. It was referred to two committees in the Senate. The first one was heard in the Senate Health and Public Affairs Committee on February 1, 2024. Commissioner McCall and I testified in opposition to the bill. It passed on party lines. Then it went to the second Committee, which was the Senate

Judiciary on February 3<sup>rd</sup>. Due to family issues, I was not able to attend. My understanding is it also passed on party lines. It was heard on the floor on February 6, 2024. It failed to pass the Senate. So the bill died. I would like to show appreciation to Senator Greg Schmedes, who was in very close communication with us through this entire process. I was able to also work closely with other Republican Senators on this issue, all of which were very supportive. When it came down to the final vote, it was 18 in favor 21 against that's how it died on the floor. The following Democrats voted against this bill. Senators Pete Compos of Las Vegas, Joe Cervantes of Las Cruces, Roberto Bobby Gonzalez of Ranchos de Taos, Martin Hickey of Albuquerque, George Munos of Gallup, and Benny Shindo of Jemez Pueblo there were additional Democrats who left the chamber and therefore were not in their seats to vote. Those were Senators Katie Duhigg, of Albuquerque, Saya Correa Hemphill of Silver City and Senator Liz Stefanics of Cerillos who represents Torrance County. I wanted to make sure that I showed a proper appreciation for those senators who either voted against or stepped out of the chambers, and were not there for voting, this is not an issue that's going away. We had a reprieve for one year and we need to start working on this before that point. I know in the past, as we've talked about the budget, it's become a concern for you. Stating what if we no longer have CoreCivic available, and we have to begin transporting our inmates to another facility. We know from the past in 2017, whenever the prison closed down it cost the county an additional \$2.5 million. We do need to start looking at that in this current budget. Sheriff, I know that was not included in your update, and when you're doing your five-year plan, but we should look at that as a possible option and what that means for your department. It might not be a bad idea to start entering into some agreements with other detention facilities, to house some of our inmates and have those in place. If this happens and that is passed, it is going to impact three different counties, which means we have Cibola County, who also houses their inmates in their CoreCivic facility. They would also be looking for bedding. Detention facilities around the state, counties that run them feel they'll be the first one to tell you that they're understaffed as well. So, trying to find other locations to house our inmates may be challenging. That's why I may decide to work towards getting that done ahead of time. There is discussion throughout this process that ICE can also contract directly with CoreCivic to have this same type of services done. If that occurs, Torrance County would get out of the middle of it, they would be able to contract directly. My hopes is that we would still be able to house our inmates. I'd like to show appreciation to Commissioner Schropp, all the times that you've been going in and checking this facility, not only are you doing it at odd times, and every time is unannounced, but you've gone in during on holidays, evening, morning, middle of the day, and you've inspected it's blistering heat outside to make sure that we have air

conditioning in there, that's adequate and whenever it's freezing outside, you've gone to check make sure your heating is adequate in there. Anytime the non-governmental organization has complained to you about any problems that were there, I'll give an example stating that the Correction Officers beat up somebody, Commissioner Schropp would go over and would investigate that himself asking to see the video footage of this. All of these things have been in place where we are taking some good oversight to make sure that with us being part of this contract, that we're making sure they're being treated properly. If it goes straight and takes out the county from this, we no longer have access to that part of the prison. We would only be able to inspect the county side. I would hope that in the event that this is heard by anybody else that has authority or would want to try to bring this up again, that give us an opportunity to have a seat at the table, let us continue having some of this oversight and be able to check this and not just try to shut down everything. There are a lot of the detainees that are being housed in tents underneath bridges. There is a concern for that, at least we have people here who have a warm bed, have meals every day, they are kept safe. So, there's that aspect of it. I also appreciate Senator Scharer. He's asked the question if you have as many as 7000 immigrants that are coming across the border, and how is the background check being conducted to be able to vet everybody out. They're saying that they do it right there on the spot and able to get that done immediately. Then the question came up. There's another bill that's been introduced that says it takes 14 days to do a background check if you want as a citizen of the United States, or citizen of New Mexico, to purchase a firearm. Why is the delay different? There were good discussions that came up. I wanted to make the public aware that this is something that caught us by surprise, that it got a message from the Governor. As soon as we found out, we took action on this, and we're visiting very closely with our Legislators. I felt a lot of relief when the Senate failed to pass it.

2) Update on the proposed projects for congressional funding. We still haven't received the application to submit our proposal for funding for congressional funding from Congresswoman Melanie Stansberry Office. In talking to Jacob Trujillo from her office, the field representative for Torrance County, he said last year, the window to open it was towards the end of February, I think is February 22, 2023. We should be expecting that within next couple of weeks. We jumped ahead of that and decided we're going to start working with the architect right away. The county has now had two meetings with the architect, that was the designer for the city of Moriarty's Fire Station. The first one was just a preliminary meeting to see if they would be willing to share their design, they are willing to share it. They're willing to work with us and do some tweaking to the design to meet specifically Torrance County's needs. We enter into a contract with them for

\$10,000 to work on the design, using their architectural design, fine tuning it for what Torrance County needs, putting a cost proposal together so that we can submit that as part of our proposal in requesting the funds. In talking to Jacob we were not given a definite amount of eight to \$9 million. I was thinking about doing was visiting with him and Anna Romero from Senator Ben Ray Lujan. 's Office to see about putting this out to all of our Congressional Delegation, which would be Senator Heinrich, Senator Ben Ray Lujan, and Congresswoman Stansbury. If Congresswoman Stansbury isn't able to fully fund it or decides that this she wants to partially fund it, maybe it can be offset by the senators in a joint project. I didn't want to tie our hands just to one possible funding. It may be open to more. I did find out that once all of the Congressional Delegation received all their proposals for request for funding, they do go off to a retreat, and they talk amongst all of them and cover all their projects and decide what it is that they're going to fund. Congresswoman Stansberry had let us know that the representatives generally have 15 projects that they can fund, there is no limit on the senators projects. There was initial discussion about having the Sheriff's Office in the building. I wanted to explain the reason why we were talking about Emergency Manager possibly being there instead of the Sheriff. We're looking at the location where the new Road Department is as a viable option for a new fire station. I found out it is 5.4 miles away from McIntosh, it is eligible for additional funding as a separate fire station. This is from McIntosh Main Station to this location here by the road shop. It still will require the State Fire Marshal's approval for that site. If that is what we're looking toward, I will start working towards getting that approval. With it being outside of the municipality of the Town of Estancia, that poses a problem for housing the Sheriff's Office there, because the Sheriff as well as every other elected official in the county that has an office, are required to be housed in the county seat and all their documentation with them. The Sheriff's Office could not be in the unincorporated area of the county. On the other side of it. The fire station should not be in a municipality, it needs to be in an unincorporated area. It's not necessarily a good thing to combine them. I have that discussion with the Sheriff, he understood and got that clarification with the architect before Chief Winham met with him yesterday. I also talked to the Sheriff about having a substation up north, that would be beneficial. If we put the substation this close, I don't know that it would be very beneficial because they're so close to their own office. Whenr I talked with Mr. Trujillo from Congresswoman Stansbury's Office, he recommended that we put forward two different proposals, one, that would be not as costly, that is just the bare minimum of what we need and the new fire station that would house the career staff. The other one is to think a little bit more broadly, and how we can provide better way of giving health care to our community after hours. Congresswoman Stansbury appears to be very concerned about the health



care for Torrance County, once the clinics closed down there are no afterhours care, there's not a hospital or urgent care here. The thought was, maybe there could be additional equipment that they house there, maybe they get more medical supplies to make sure that the fire department/EMS has everything that they need there. There was discussion about possibly including a helipad as part of the design, so that there is a location that doesn't require shutting down the highways or getting onto a football field in order to transport patients with a helicopter in Torrance County. Those are some of the things that we'll be working with our architect.

I'd like to turn the part of my management report over to the conversation that happened earlier with Jason Quintana.

**Samuel Schropp-County Commissioner:** As we started to talk about earlier, in working with Mr. Quintana and Orlando Lopez, regarding the problems with the wells in Manzano. The previous Finance Director had made things easy to move through, some things got lost along the way. What we have now, according to Mr. Lopez, two wells that used to produce 60 gallons a minute, and the two of them now together are producing 45 gallons a minute 20 to 22 and a half, roughly a piece. One pump had been replaced, because the other pump is inside a building, they needed to come back with a boom truck so that they could open the roof and pull that pump. That will be a different purchase order. Part of what Mr. Quintana and I were talking about is that, in the event that one or both of these pumps fail, this Commission is going to have to be ready to move. Mr. Quintana has been working towards getting all of his ducks in a row so that if that does happen, Mutual Domestic Water Association will be ready to move through the county to replace those in a fast manner.

**Jason Quintana - President of Manzano Land Grant and President of**

**Manzano Acequia Association:** When they change the pumps, those pumps work better they pull more water. They're sucking whatever debris or rust is in the casing, and it's gathering on the screens of the pump and then it's slowing down the waterfall. It's not that we don't have enough water because the water is about 11 feet from the surface. It's when the pumps start sucking up the water, they're pushing the rust against the screens. When the pumps were removed, probably needed to actually inspect those casings, and make sure that nothing was left behind. We're not 100% sure that's the issue, because obviously, the casing has not been checked. We do know that for the first 10 minutes, it'll just pull water like crazy and then it started slowing down, that's the new pump. The old pump, that's still there pulls the same amount of water, it's been pulling the whole time, increasing pump capacity. The newer pump is probably agitating all the stuff that's in that casing. I think we still probably need to have that casing inspected, and

especially the other one, before we add another pump. At the end of the day, it's all going to have to be pulled out again and checked or should we have gone and drilled another well and put another case. What are the remedies. Without inspecting that casing, we really don't know.

**Samuel Schropp-County Commissioner:** For the Commission, I ask how much of the money we appropriated in the marathon budget meeting was still available and the county staff was checking up on that for us. We still need the rest of the equipment for the meter installation, the protected cans that the meters sit down in, and different connections that were not included in that purchase order. I expect to see the mountain communities to be asking for some more money, or as they work through the money which we appropriated. We are within budget, and we've got money left, or we're going to have to spend what we have and ask for a little more to complete this out.

**Jason Quintana - President of Manzano Land Grant and President of Manzano Acequia Association:** As far as the installation of the meters, it's not all of them, which there's only 21 total. There is eight that need hardware, and three that need cans. There's not a bunch of them and I think there's still money for that. It was my understanding that because it wasn't specifically stated that those parts couldn't be purchased when the installation was done.

**Samuel Schropp-County Commissioner:** Our new Finance Director is doing things the way they're supposed to be done. It takes a little bit more time as we figure that out.

**Ryan Schwebach-County Chairman:** I'm hearing the county might need to get prepared to drill into well?

**Jason Quintana - President of Manzano Land Grant and President of Manzano Acequia Association:** That will be worst case scenario, but the first thing would be probably pull that pump back out.

**Ryan Schwebach-County Chairman:** Is it is it standard practice for Mutual Domestic to depend on the county to replace the well? Is there a plan B in case the county cannot?

**Jason Quintana - President of Manzano Land Grant and President of Manzano Acequia Association:** Mutual Domestics can go to the state for money. What we were seeing as the county goes, the census board was gracious enough to help us with that. We probably missed a step by not inspecting that casing before we just dropped in there.

**Ryan Schwebach-County Chairman:** Is there a plan B as far as the Mutual Domestics?

**Jason Quintana - President of Manzano Land Grant and President of Manzano Acequia Association:** Yeah. We're going to come to the county and the state and ask for help.

**Ryan Schwebach-County Chairman:** How deep are these wells and what size is the casing?

**Jason Quintana - President of Manzano Land Grant and President of Manzano Acequia Association:** It is 120 feet deep and 8-inch casing.

**Ryan Schwebach-County Chairman:** Who is advising you on it?

**Jason Quintana - President of Manzano Land Grant and President of Manzano Acequia Association:** Orlando who couldn't be here, gave me some of the information as far as even in rural waters.

**Samuel Schropp-County Commissioner:** USDA has a contract with a consultant who is advising them on this well at no cost to the MDA. It's a USDA well engineered guy.

**Jason Quintana - President of Manzano Land Grant and President of Manzano Acequia Association:** That well was dug in early 70s, late 60s.

**Ryan Schwebach-County Chairman:** You have a board? Is that correct?

**Jason Quintana - President of Manzano Land Grant and President of Manzano Acequia Association:** Yes, It's made up of the actual members who are part of the water system.

**Ryan Schwebach-County Chairman:** There's monies collected by individual users; you charge for water. Within this board is there a budget operational expenses? Is there any budget tied to these Mutual Domestics for maintaining the mutual domestic?

**Jason Quintana - President of Manzano Land Grant and President of Manzano Acequia Association:** They charged \$20 a month per person, times 18, which isn't a whole lot of money. Most of that money is just on the upkeep of the whole system. I think the last time they upgraded anything was in the 80s.

**Ryan Schwebach-County Chairman:** Is there more room for expansion on the system for more houses? Or is it locked down; it serves however many people in that's it.

**Jason Quintana - President of Manzano Land Grant and President of Manzano Acequia Association:** If they were to expand it, they would probably have to come in and redo the whole system. It's about maxed out for what it is.

**Ryan Schwebach-County Chairman:** Is there a budget on, on what the system collects and spends to maintain it?

**Jason Quintana - President of Manzano Land Grant and President of Manzano Acequia Association:** Orlando would have to answer that, I don't know. I imagine because he's been operating it for 20 some years. When it's something major, they've come to the state before, this time we came to the county because of the federal dollars that were out there. Other than that, it's been running out of time, the whole time.

**Ryan Schwebach-County Chairman:** When I gets more information, we will go down that road.

**Jason Quintana - President of Manzano Land Grant and President of Manzano Acequia Association:** I can have Orlando speak with you.

**Samuel Schropp-County Commissioner:** Fire Chief to catch you up a little bit. When we have access equipment and can go to the state auction. Mr. Quintana is representing the mountain communities and had worked a verbal deal with the previous Chief to take that equipment, rather than have it go to the state auction and sell for pennies on the dollar. Along about in that time, there were some struggles and difficulties. When Mr. Quintana and I talked about this, it gave an opportunity for that equipment to be used by Interagency Fire Service or State Forestry on a lease basis, but you have to have a crew that is wildland certified, you'd have to have a pump man and the rest of it. That is not available at this time. Also Mr. Quintana brought up earlier in reply to my letting the pumps freeze, this equipment would be sitting outside at the present time, I'm pretty sure it's been drained and winterized. I didn't feel comfortable as a Commissioner in going to the rest of the Commission and making this deal when the equipment would sit outside and degrade, and we don't have anybody qualified to stop it. At this time, with a new chief, when you have an opportunity, if we can address those issues, then I'd be happy to come back to the Commission and recommend the transferring of equipment up on the mountain.

**Jason Quintana - President of Manzano Land Grant and President of Manzano Acequia Association:** Our whole intention is to see if we have something on hand to help slow the progression of a fire until the experts can get there. Because that is a long wait and mountains as we've seen before it can turn into a torch in a heartbeat.

**Samuel Schropp-County Commissioner:** It might be a good opportunity to get out a wild lands program going out there amongst the young people.

**Jason Quintana - President of Manzano Land Grant and President of Manzano Acequia Association:** This discussions been ongoing for years. If we could actually do something it'd be great.

## F. COMMISSIONERS' REPORTS

1) Kevin McCall – County Vice Chairman, District 1

**Kevin McCall-County Vice Chair:** How are we coming along on the RFP for the Project Manager?

**Janice Barela-Madam County Manager:** I asked Toni to help me with the scope of work between her being out on one day and then I had a personnel issues to deal with and death in the family that I also was attending to. We don't have it finalized. I haven't visited with her yet. I'm hoping by the end of this week. It wouldn't be the RFP the Commissioners have decided to go towards with the letter of interest. Once we get that finalized, at least to the point where it's reviewed by me and approved by me, I will send out to each one of the Commissioners individually and get your individual feedback. Thank you for authorizing me since you can't communicate with each other, nor should I give you what each other says, allow me the opportunity to have the final say on it and then move forward with it.

2) Ryan Schwebach - County Chairman, District 2

**Ryan Schwebach-County Chairman:** We covered everything I wanted to discuss throughout the meeting.

3) Samuel Schropp – County Commissioner, District 3

**Samuel Schropp-County Commissioner:** Since our last meeting, I got new tires on my motorcycle. When my constituents called with complaints about the road in the mountain communities, it was a great excuse to see how the new tires perform. I met with Nanette Marcos on Camino del Rey road, and she pointed out the places where Camino del Rey and Camino del Norte have degraded. I road La Para road as well. The road department performed scheduled maintenance a couple of days later and I took advantage of the sunny days to follow up and check on the road conditions. The road department did a great job of repairing the trouble spots in one area on Camino del Rey road, I rode back and forth three times to locate the

area of a massive pothole which had been repaired. However, as I told the residents I spoke with on that day, the repairs were a lick and a promise, those roads have to be repaired this year, or we will have an even bigger job of repairs in the future. I am not running for this seat in 2024. And we don't know who the next Commissioner for the third district will be, or how dedicated that person can be. It takes time to learn this job. I would like to leave my successor with projects in place in order to give that person some breathing room to learn the district and a job. I supported all of the road projects in districts one and two because the population density in those districts justified the money spent and to have those roads in a condition which would enable our road department to take on projects in the third district. In order to get kids to school safely on these roads. I hope this Commission will return the love in 2024. Anyone, Democrat, Republican or Independent, who is interested in running for my seat and wants to know what the job entails is welcome to contact me as citizen Schropp. I'll be happy to give them a benefit of my experience of the past year. I also recommend that the person who wins the election for the third district Commissioner take the New Mexico Edge classes in ethics, Intergovernmental Relations and budgeting offered in the first quarter of 2025. It's a steep learning curve and I found the New Mexico Edge classes very helpful. Thank you.

**15. EXECUTIVE SESSION:**

**16. Announcement of the next Board of County Commissioners Meeting:**  
February 28, 2024, at 9:00 AM

**17. Signing of Official Documents**

**18. Adjourn.**

**Action Taken:**

**Ryan Schwebach – County Chairman:** Motion to adjourn.

**Samuel Schropp-County Commissioner:** Seconds the motion.

**Roll Call Vote:** Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach  
– County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:  
**MOTION CARRIED**

**Meeting adjourned at 1:45 PM**

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Ryan Schwebach - Chairman

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Genell Morris – Admin Assistant

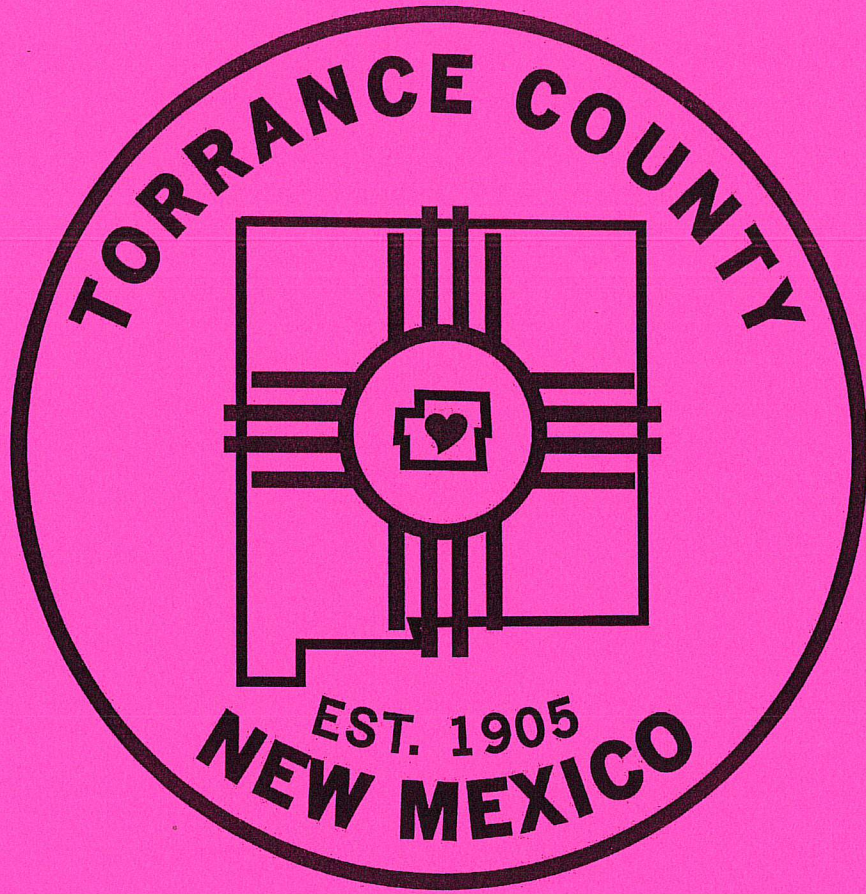
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Date

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Linda Jaramillo – County Clerk

The Video of this meeting can be viewed in its entirety on the  
Torrance County NM website. ([torrancecountynm.org](http://torrancecountynm.org))



**TORRANCE COUNTY**  
**COMMISSION MEETING**

*Agenda Item*

*No. 9-A*





# ACCOUNTS PAYABLE CHECK REPORT APPROVAL

## Torrance County Commission Approval:

We the undersigned members of the Torrance County Board of County Commissioners met in regular session on **February 28, 2024**, and approved the attached check report as presented against the funds of Torrance County in the amount of **\$2,400,864.28**.

\_\_\_\_\_  
Kevin McCall, District 1

\_\_\_\_\_  
Ryan Schwebach, District 2

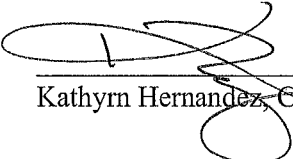
\_\_\_\_\_  
Samuel D. Schropp, District 3

## Attest:

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

## Torrance County Treasurer Approval:

I, the Torrance County Treasurer, do hereby certify that sufficient funds exist for the payment of the checks listed on the attached check report.

  
\_\_\_\_\_  
Kathryn Hernandez, County Treasurer

## Check Report Summary:

Check Report Dates:	02/08/2024 to 02/22/2024	<b>Total Payments: 176</b>
Total Checks:	159	Checks: 127614 to 127775
Voided Checks:	3	Checks: 127615, 127712, 127713
Bank Drafts:	10	BD: DFT0000694, DFT0000695, DFT0000696 DFT0000697, DFT0000698, DFT0000699 DFT0000700, DFT0000701, DFT0000702 DFT0000703 (690, 691, 692, 693 NOT USED)
Electronic Fund Transfers:	4	EFT: 179 TO 182
Total of Payments Issued:	\$2,400,864.28	



Torrance County, NM

# Check Report

By Check Number

Date Range: 02/08/2024 - 02/22/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
418	COLUMBUS BANK AND TRUST	02/14/2024	EFT	0.00	980.97	179
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>INV0003164</u>	Invoice	02/15/2024	Flex Plan	0.00	980.97	
	<u>401-000-9001</u>		Payroll Liabilities		980.97	
1232	CORECIVIC INC.	02/14/2024	EFT	0.00	1,977,370.26	180
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>TCSO-ICE 102023</u>	Invoice	02/14/2024	ICE & US MARSHAL INMATE CARE FY2024	0.00	1,969,204.96	
	<u>825-070-2172</u>		CARE OF INMATES		1,969,204.96	
<u>USMS 102023A</u>	Invoice	02/14/2024	ICE & US MARSHAL INMATE CARE FY2024	0.00	6,004.10	
	<u>825-070-2172</u>		CARE OF INMATES		5,787.18	
	<u>825-070-2172</u>		CARE OF INMATES		216.92	
<u>USMS 112023A</u>	Invoice	02/14/2024	ICE & US MARSHAL INMATE CARE FY2024	0.00	2,161.20	
	<u>825-070-2172</u>		CARE OF INMATES		2,161.20	
4832	PRESBYTERIAN HEALTH PLAN	02/14/2024	EFT	0.00	90,642.17	181
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>INV0003096</u>	Invoice	02/01/2024	Presbyterian Health Insurance	0.00	37,531.06	
	<u>401-000-9001</u>		Payroll Liabilities		37,531.06	
<u>INV0003097</u>	Invoice	02/01/2024	Presbyterian Health Insurance	0.00	6,067.54	
	<u>401-000-9001</u>		Payroll Liabilities		6,067.54	
<u>INV0003119</u>	Invoice	02/01/2024	Presbyterian Health Insurance	0.00	1,056.25	
	<u>401-000-9001</u>		Payroll Liabilities		1,056.25	
<u>INV0003120</u>	Invoice	02/01/2024	Presbyterian Health Insurance	0.00	325.00	
	<u>401-000-9001</u>		Payroll Liabilities		325.00	
<u>INV0003134</u>	Invoice	02/01/2024	Presbyterian Health Insurance	0.00	227.49	
	<u>401-000-9001</u>		Payroll Liabilities		227.49	
<u>INV0003150</u>	Invoice	02/01/2024	Presbyterian Health Insurance	0.00	227.49	
	<u>401-000-9001</u>		Payroll Liabilities		227.49	
<u>INV0003175</u>	Invoice	02/15/2024	Presbyterian Health Insurance	0.00	38,814.80	
	<u>401-000-9001</u>		Payroll Liabilities		38,814.80	
<u>INV0003176</u>	Invoice	02/15/2024	Presbyterian Health Insurance	0.00	6,392.54	
	<u>401-000-9001</u>		Payroll Liabilities		6,392.54	
5189	SUNRISE BANK	02/14/2024	EFT	0.00	1,730.84	182
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>2.15.24</u>	Invoice	02/14/2024	SUNRISE BANK LOANS	0.00	1,730.84	
	<u>401-000-9001</u>		Payroll Liabilities		1,730.84	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
423	ADVANCED COMMUNICATIONS &	02/14/2024	Regular	0.00	41,208.19	127614
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>20751-00</u>	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
	Invoice	02/13/2024	Radio Installation District 2	0.00	41,208.19	
	<u>406-091-2248</u>		SUPPLIES - SAFETY		372.60	
	<u>406-091-2248</u>		SUPPLIES - SAFETY		2,623.00	
	<u>406-091-2248</u>		SUPPLIES - SAFETY		2,639.25	
	<u>406-091-2248</u>		SUPPLIES - SAFETY		217.60	
	<u>406-091-2248</u>		SUPPLIES - SAFETY		5,005.20	
	<u>406-091-2248</u>		SUPPLIES - SAFETY		530.00	
	<u>406-091-2248</u>		SUPPLIES - SAFETY		589.00	
	<u>406-091-2248</u>		SUPPLIES - SAFETY		10,916.83	
	<u>407-091-2248</u>		SUPPLIES - SAFETY		106.00	
	<u>407-091-2248</u>		SUPPLIES - SAFETY		527.85	
	<u>407-091-2248</u>		SUPPLIES - SAFETY		2,183.35	
	<u>407-091-2248</u>		SUPPLIES - SAFETY		524.59	
	<u>407-091-2248</u>		SUPPLIES - SAFETY		43.52	
	<u>407-091-2248</u>		SUPPLIES - SAFETY		1,001.04	
	<u>407-091-2248</u>		SUPPLIES - SAFETY		74.52	
	<u>407-091-2248</u>		SUPPLIES - SAFETY		117.81	
	<u>408-091-2248</u>		SUPPLIES - SAFETY		4,054.08	
	<u>408-091-2248</u>		SUPPLIES - SAFETY		524.59	
	<u>409-091-2248</u>		SUPPLIES - SAFETY		43.52	
	<u>409-091-2248</u>		SUPPLIES - SAFETY		2,183.35	
	<u>409-091-2248</u>		SUPPLIES - SAFETY		1,001.04	
	<u>409-091-2248</u>		SUPPLIES - SAFETY		527.85	
	<u>409-091-2248</u>		SUPPLIES - SAFETY		117.80	
	<u>409-091-2248</u>		SUPPLIES - SAFETY		106.00	
	<u>409-091-2248</u>		SUPPLIES - SAFETY		74.52	
	<u>409-091-2248</u>		SUPPLIES - SAFETY		524.61	
	<u>418-091-2248</u>		SUPPLIES - SAFETY		524.59	
	<u>418-091-2248</u>		SUPPLIES - SAFETY		4,054.08	
	**Void**	02/14/2024	Regular	0.00	0.00	127615
419	AFLAC	02/14/2024	Regular	0.00	2,499.26	127616
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>INV0003077</u>	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
	Invoice	02/01/2024	Aflac	0.00	818.02	
	<u>401-000-9001</u>		Payroll Liabilities		818.02	
<u>INV0003078</u>	Invoice	02/01/2024	Aflac	0.00	382.26	
	<u>401-000-9001</u>		Payroll Liabilities		382.26	
<u>INV0003106</u>	Invoice	02/01/2024	Aflac	0.00	43.29	
	<u>401-000-9001</u>		Payroll Liabilities		43.29	
<u>INV0003107</u>	Invoice	02/01/2024	Aflac	0.00	11.96	
	<u>401-000-9001</u>		Payroll Liabilities		11.96	
<u>INV0003156</u>	Invoice	02/15/2024	Aflac	0.00	849.51	
	<u>401-000-9001</u>		Payroll Liabilities		849.51	
<u>INV0003157</u>	Invoice	02/15/2024	Aflac	0.00	394.22	
	<u>401-000-9001</u>		Payroll Liabilities		394.22	
4709	ALBUQUERQUE OFFICE SYSTEMS	02/14/2024	Regular	0.00	3,820.31	127617

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
11371	Invoice	02/12/2024	Office Remodel	0.00	3,820.31	
	<u>401-007-2219</u>	SUPPLIES - GENERAL OFFI	PERF LAMINATE TOP 24-48		131.63	
	<u>401-007-2219</u>	SUPPLIES - GENERAL OFFI	LABOR DELIVER AND INSTALL		874.29	
	<u>401-007-2219</u>	SUPPLIES - GENERAL OFFI	MED TASK CHAIR SYNCHRO TILT		300.00	
	<u>401-007-2219</u>	SUPPLIES - GENERAL OFFI	PERF CREDENZA W/ CORNER EX		333.45	
	<u>401-007-2219</u>	SUPPLIES - GENERAL OFFI	ELECT HT. 24-48 TABLE BASE		489.00	
	<u>401-007-2219</u>	SUPPLIES - GENERAL OFFI	PERF 71 W 24D 29H CREDENZA		264.42	
	<u>401-007-2219</u>	SUPPLIES - GENERAL OFFI	20L 4W LARGE L-BRACKET		20.00	
	<u>401-007-2219</u>	SUPPLIES - GENERAL OFFI	PERF DELUXE PEDESTAL FULL B		297.18	
	<u>401-007-2219</u>	SUPPLIES - GENERAL OFFI	PERF 36W 22D 29H DRAWER LA		487.89	
	<u>401-007-2219</u>	SUPPLIES - GENERAL OFFI	PERF RETURN REVERSIBLE 30X2		142.16	
	<u>401-007-2219</u>	SUPPLIES - GENERAL OFFI	PERF DELUXE PEDESTAL FILE FIL		297.18	
	<u>401-007-2219</u>	SUPPLIES - GENERAL OFFI	PERF RECTANGULAR TO 30X66		183.11	
5450	AMAZON BUSINESS	02/14/2024	Regular	0.00	160.00	127618
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>1QRX-TP33-GT7L</u>	Invoice	02/07/2024	Deputy Alderete Boots	0.00	160.00	
	<u>410-050-2222</u>	SUPPLIES - FIELD SUPPLIE	Deputy Alderete Boots		160.00	
5450	AMAZON BUSINESS	02/14/2024	Regular	0.00	235.34	127619
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>19LX-Q734-DM1T</u>	Invoice	02/13/2024	Clorox Wipes/Ice Melt/Coffee/Bathroom	0.00	235.34	
	<u>911-080-2219</u>	SUPPLIES - GENERAL OFFI	Cord Cover (15 ft.)		48.99	
	<u>911-080-2219</u>	SUPPLIES - GENERAL OFFI	Ice Melt (50 lb.)		35.98	
	<u>911-080-2219</u>	SUPPLIES - GENERAL OFFI	Bathroom Cabinet		127.08	
	<u>911-080-2220</u>	SUPPLIES - CLEANING	Push Broom Head (24")		23.29	
5450	AMAZON BUSINESS	02/14/2024	Regular	0.00	185.90	127620
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>1J71-JY9G-JJ34</u>	Invoice	02/07/2024	Deputy Jackets	0.00	185.90	
	<u>410-050-2222</u>	SUPPLIES - FIELD SUPPLIE	Deputy Jacket L		92.95	
	<u>410-050-2222</u>	SUPPLIES - FIELD SUPPLIE	Deputy Jacket M		92.95	
5450	AMAZON BUSINESS	02/14/2024	Regular	0.00	1,112.38	127621
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>1DLN-Y6WJ-F67K</u>	Invoice	02/07/2024	Supplies	0.00	1,112.38	
	<u>413-091-2219</u>	SUPPLIES - GENERAL OFFI	Folders		96.12	
	<u>413-091-2219</u>	SUPPLIES - GENERAL OFFI	Toner Set		495.96	
	<u>413-091-2219</u>	SUPPLIES - GENERAL OFFI	Black Toner		80.74	
	<u>413-091-2219</u>	SUPPLIES - GENERAL OFFI	Notebook		15.99	
	<u>413-091-2219</u>	SUPPLIES - GENERAL OFFI	Pens		36.44	
	<u>413-091-2220</u>	SUPPLIES - CLEANING	Toilet Paper		82.19	
	<u>413-091-2220</u>	SUPPLIES - CLEANING	Paper Towels		76.98	
	<u>413-091-2220</u>	SUPPLIES - CLEANING	Trash Bags		140.97	
	<u>413-091-2248</u>	SUPPLIES - SAFETY	Radio Strap		86.99	
5450	AMAZON BUSINESS	02/14/2024	Regular	0.00	116.76	127622
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>INV0003076</u>	Invoice	01/30/2024	OFFICE SUPPLIES	0.00	116.76	
	<u>401-040-2219</u>	SUPPLIES-OFFICE	2000 PLUS PAID STAMP		116.76	
1795	ARTESIA FIRE EQUIPMENT INC	02/14/2024	Regular	0.00	1,774.50	127623

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>82290</u>	Invoice	02/07/2024	Ladder and Fire Hose District 3	0.00	1,774.50	
	<u>408-091-2248</u>		SUPPLIES - SAFETY		1,075.00	
	<u>408-091-2248</u>		SUPPLIES - SAFETY		337.50	
	<u>408-091-2248</u>		SUPPLIES - SAFETY		362.00	
5408	BANK OF AMERICA	02/14/2024	Regular	0.00	555.00	127624
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>1055</u>	Invoice	02/08/2024	Pallets of pet foods and supplies	0.00	555.00	
	<u>430-082-2223</u>		SUPPLIES - KENNEL		205.00	
	<u>430-082-2223</u>		SUPPLIES - KENNEL		150.00	
	<u>430-082-2223</u>		SUPPLIES - KENNEL		200.00	
5538	BOHANNAN HUSTON, INC.	02/14/2024	Regular	0.00	6,401.98	127625
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>000127686</u>	Invoice	02/12/2024	Water rights evaluation	0.00	6,401.98	
	<u>836-045-2272</u>		CONTRACT - PROFESSION		6,401.98	
5538	BOHANNAN HUSTON, INC.	02/14/2024	Regular	0.00	12,408.68	127626
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>000127128</u>	Invoice	02/07/2024	F2394 Duran Water System Bohannon Hu	0.00	12,408.68	
	<u>803-000-1766</u>		F2394 DURAN WATER SYS		12,408.68	
3920	BOOT BARN INC	02/14/2024	Regular	0.00	139.49	127627
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>INV0003155</u>	Invoice	02/12/2024	Safety	0.00	139.49	
	<u>401-007-2248</u>		SUPPLIES - SAFETY		139.49	
859	BOUND TREE MEDICAL, LLC	02/14/2024	Regular	0.00	2,053.34	127628
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>85238616</u>	Invoice	02/12/2024	EMS Supplies/Equipment/Medications FY	0.00	2,053.34	
	<u>416-083-2230</u>		SUPPLIES - MEDICAL		26.50	
	<u>416-083-2230</u>		SUPPLIES - MEDICAL		71.48	
	<u>416-083-2230</u>		SUPPLIES - MEDICAL		332.16	
	<u>416-083-2230</u>		SUPPLIES - MEDICAL		1,234.50	
	<u>416-083-2230</u>		SUPPLIES - MEDICAL		254.24	
	<u>416-083-2230</u>		SUPPLIES - MEDICAL		57.12	
	<u>416-083-2230</u>		SUPPLIES - MEDICAL		77.34	
1513	BRUCKNER TRUCK AND EQUIPMENT	02/14/2024	Regular	0.00	1,831.84	127629
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>2/7/2024</u>	Invoice	02/12/2024	RadiatorRD 20 Mack Truck	0.00	1,527.66	
	<u>402-060-2244</u>		MAINTENANCE & REPAIR		18.36	
	<u>402-060-2244</u>		MAINTENANCE & REPAIR		10.21	
	<u>402-060-2244</u>		MAINTENANCE & REPAIR		16.04	
	<u>402-060-2244</u>		MAINTENANCE & REPAIR		1,465.29	
	<u>402-060-2244</u>		MAINTENANCE & REPAIR		17.76	
<u>2-8-24</u>	Invoice	02/12/2024	Diagnostics of Semi RD22	0.00	304.18	
	<u>402-060-2244</u>		MAINTENANCE & REPAIR		304.18	
4270	COLONIAL LIFE	02/14/2024	Regular	0.00	424.54	127630

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>INV0003081</u>	Invoice	02/01/2024	Colonial	0.00	105.80	
	<u>401-000-9001</u>	Payroll Liabilities	Colonial		105.80	
<u>INV0003082</u>	Invoice	02/01/2024	Colonial Post tax	0.00	85.95	
	<u>401-000-9001</u>	Payroll Liabilities	Colonial Post tax		85.95	
<u>INV0003110</u>	Invoice	02/01/2024	Colonial	0.00	20.52	
	<u>401-000-9001</u>	Payroll Liabilities	Colonial		20.52	
<u>INV0003160</u>	Invoice	02/15/2024	Colonial	0.00	126.32	
	<u>401-000-9001</u>	Payroll Liabilities	Colonial		126.32	
<u>INV0003161</u>	Invoice	02/15/2024	Colonial Post tax	0.00	85.95	
	<u>401-000-9001</u>	Payroll Liabilities	Colonial Post tax		85.95	
5416	CRYSTAL SPRINGS	02/14/2024	Regular	0.00	21.50	127631
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>9270844</u>	Invoice	02/07/2024	Drinking water- Finance	0.00	21.50	
	<u>401-055-2219</u>	SUPPLIES - GENERAL OFFI	Processing Fee		5.00	
	<u>401-055-2219</u>	SUPPLIES - GENERAL OFFI	Drinking water- Finance		16.50	
5416	CRYSTAL SPRINGS	02/14/2024	Regular	0.00	47.08	127632
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>INV0003139</u>	Invoice	02/07/2024	Monthly water delivery	0.00	47.08	
	<u>401-020-2219</u>	SUPPLIES - GENERAL OFFI	Monthly water delivery		47.08	
4383	DE LAGE LANDEN FINANCIAL SERVICE	02/14/2024	Regular	0.00	430.55	127633
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>81812959</u>	Invoice	02/12/2024	Copy Machine Lease Agreement   SN030	0.00	430.55	
	<u>401-010-2284</u>	EQUIPMENT LEASES	Copy Machine Lease Agreement		430.55	
4383	DE LAGE LANDEN FINANCIAL SERVICE	02/14/2024	Regular	0.00	323.28	127634
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>81879410</u>	Invoice	02/12/2024	Monthly contract for copier	0.00	323.28	
	<u>612-020-2284</u>	CONTRACT - EQUIPMENT	Monthly contract for copier		323.28	
4383	DE LAGE LANDEN FINANCIAL SERVICE	02/14/2024	Regular	0.00	308.37	127635
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>81947042</u>	Invoice	02/12/2024	TREASURER'S COPIER LEASE	0.00	308.37	
	<u>401-030-2284</u>	EQUIPMENT LEASES	TREASURER'S COPIER LEASE		308.37	
4383	DE LAGE LANDEN FINANCIAL SERVICE	02/14/2024	Regular	0.00	149.05	127636
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>81878744</u>	Invoice	02/12/2024	Printer Lease	0.00	149.05	
	<u>402-060-2284</u>	LEASE EQUIPMENT	Printer Lease		149.05	
VENO1187	Dearborn Life Insurance Company	02/14/2024	Regular	0.00	897.97	127637
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>INV0003079</u>	Invoice	02/01/2024	VISION INSURANCE	0.00	353.94	
	<u>401-000-9001</u>	Payroll Liabilities	VISION INSURANCE		353.94	
<u>INV0003080</u>	Invoice	02/01/2024	VISION POST TAX	0.00	58.81	
	<u>401-000-9001</u>	Payroll Liabilities	VISION INSURANCE		58.81	
<u>INV0003108</u>	Invoice	02/01/2024	VISION INSURANCE	0.00	15.42	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	<u>401-000-9001</u>		Payroll Liabilities VISION INSURANCE		15.42	
<u>INV0003109</u>	Invoice	02/01/2024	VISION POST TAX	0.00	3.15	
	<u>401-000-9001</u>		Payroll Liabilities VISION INSURANCE		3.15	
<u>INV0003132</u>	Invoice	02/01/2024	VISION INSURANCE	0.00	3.27	
	<u>401-000-9001</u>		Payroll Liabilities VISION INSURANCE		3.27	
<u>INV0003148</u>	Invoice	02/01/2024	VISION INSURANCE	0.00	22.17	
	<u>401-000-9001</u>		Payroll Liabilities VISION INSURANCE		22.17	
<u>INV0003158</u>	Invoice	02/15/2024	VISION INSURANCE	0.00	379.25	
	<u>401-000-9001</u>		Payroll Liabilities VISION INSURANCE		379.25	
<u>INV0003159</u>	Invoice	02/15/2024	VISION POST TAX	0.00	61.96	
	<u>401-000-9001</u>		Payroll Liabilities VISION INSURANCE		61.96	
4834	DELTA DENTAL OF NEW MEXICO INC	02/14/2024	Regular	0.00	4,373.93	127638
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<u>INV0003083</u>	Invoice	02/01/2024	Dental Insurance	0.00	1,671.90	
	<u>401-000-9001</u>		Payroll Liabilities Dental Insurance		1,671.90	
<u>INV0003084</u>	Invoice	02/01/2024	Dental Insurance	0.00	386.56	
	<u>401-000-9001</u>		Payroll Liabilities Dental Insurance		386.56	
<u>INV0003111</u>	Invoice	02/01/2024	Dental Insurance	0.00	48.46	
	<u>401-000-9001</u>		Payroll Liabilities Dental Insurance		48.46	
<u>INV0003112</u>	Invoice	02/01/2024	Dental Insurance	0.00	41.54	
	<u>401-000-9001</u>		Payroll Liabilities Dental Insurance		41.54	
<u>INV0003133</u>	Invoice	02/01/2024	Dental Insurance	0.00	25.67	
	<u>401-000-9001</u>		Payroll Liabilities Dental Insurance		25.67	
<u>INV0003149</u>	Invoice	02/01/2024	Dental Insurance	0.00	25.67	
	<u>401-000-9001</u>		Payroll Liabilities Dental Insurance		25.67	
<u>INV0003162</u>	Invoice	02/15/2024	Dental Insurance	0.00	1,746.03	
	<u>401-000-9001</u>		Payroll Liabilities Dental Insurance		1,746.03	
<u>INV0003163</u>	Invoice	02/15/2024	Dental Insurance	0.00	428.10	
	<u>401-000-9001</u>		Payroll Liabilities Dental Insurance		428.10	
4705	DOUBLE H AUTO	02/14/2024	Regular	0.00	635.76	127639
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<u>081737</u>	Invoice	02/07/2024	Parts,belts,towels, bulbs, fluids, oils	0.00	119.94	
	<u>402-060-2201</u>		MAINTENANCE & REPAIR Parts,belts,towels, bulbs, fluids,		119.94	
<u>584768</u>	Invoice	02/12/2024	Double H Auto Open PO	0.00	515.82	
	<u>407-091-2201</u>		MAINTENANCE & REPAIR Batteries		515.82	
4705	DOUBLE H AUTO	02/14/2024	Regular	0.00	186.58	127640
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<u>081723</u>	Invoice	02/07/2024	Battery	0.00	186.58	
	<u>401-065-2201</u>		MAINTENANCE & REPAIR Battrey		186.58	
4705	DOUBLE H AUTO	02/14/2024	Regular	0.00	29.98	127641
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
	<b>Account Number</b>		<b>Account Name</b>		<b>Distribution Amount</b>	
<u>584205</u>	Invoice	02/13/2024	auto parts and maintenance as needed	0.00	29.98	
	<u>401-008-2201</u>		MAINTENANCE & REPAIR auto parts and maintenance as		29.98	
4979	DT AUTOMOTIVE	02/14/2024	Regular	0.00	2,080.00	127642

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>TCSO 24-01266</u>	Invoice	02/09/2024	Repairs LP09850G, M135912	0.00	2,080.00	
	<u>401-050-2201</u>		MAINTENANCE & REPAIR		850.00	
	<u>401-050-2201</u>		MAINTENANCE & REPAIR		255.00	
	<u>401-050-2201</u>		MAINTENANCE & REPAIR		175.00	
	<u>401-050-2201</u>		MAINTENANCE & REPAIR		800.00	
2554	EPCOR USA, INC.	02/14/2024	Regular	0.00	106.43	127643
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>02.2024</u>	Invoice	02/12/2024	Monthly water dist 2	0.00	106.43	
	<u>406-091-2210</u>		UTILITIES - WATER		106.43	
2555	EVSWA	02/14/2024	Regular	0.00	190.98	127644
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>001-0001153735</u>	Invoice	02/12/2024	Animal disposal	0.00	190.98	
	<u>401-082-2210</u>		UTILITIES - WATER		190.98	
4546	FALCON INDUSTRIES, INC.	02/14/2024	Regular	0.00	337.50	127645
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>203658</u>	Invoice	02/13/2024	Weapons Rails	0.00	337.50	
	<u>401-050-2231</u>		SUPPLIES - WEAPONS/A		337.50	
5359	GALLAGHER BENEFIT SERVICES, INC.	02/14/2024	Regular	0.00	2,754.00	127646
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>306115</u>	Invoice	02/13/2024	FY2024 Consulting Services	0.00	2,754.00	
	<u>401-014-2272</u>		CONTRACT - PROFESSION		2,754.00	
5019	GLOBE LIFE & ACCIDENT INSURANCE	02/14/2024	Regular	0.00	163.00	127647
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>INV0003165</u>	Invoice	02/15/2024	Globe Life Insurance	0.00	163.00	
	<u>401-000-9001</u>		Payroll Liabilities		163.00	
36	GUSTIN HARDWARE, INC.	02/14/2024	Regular	0.00	39.48	127648
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>370722</u>	Invoice	02/13/2024	Sheriff open P/O FY-24	0.00	39.48	
	<u>401-050-2215</u>		MAINTENANCE & REPAIR		39.48	
214	HART'S TRUSTWORTHY HARDWARE	02/14/2024	Regular	0.00	65.96	127649
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>B534944</u>	Invoice	02/12/2024	Harts Open PO 12/23-3/24	0.00	65.96	
	<u>406-091-2215</u>		MAINTENANCE & REPAIR		65.96	
214	HART'S TRUSTWORTHY HARDWARE	02/14/2024	Regular	0.00	35.47	127650
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>A134247</u>	Invoice	02/14/2024	Admin open P/O FY-24	0.00	35.47	
	<u>401-015-2215</u>		MAINTENANCE & REPAIR		35.47	
VEN01165	Healthfront P.C.	02/14/2024	Regular	0.00	3,000.00	127651



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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
2210	Invoice	02/07/2024	Medical Director Services Contract PO for	0.00	1,500.00	
	<u>416-083-2271</u>		CONTRACT - OTHER SERV		800.00	
	<u>604-083-2272</u>		CONTRACT - PROFESSION		100.00	
	<u>911-080-2272</u>		CONTRACT - PROFESSION		600.00	
2215	Invoice	02/07/2024	Medical Director Services Contract PO for	0.00	1,500.00	
	<u>416-083-2271</u>		CONTRACT - OTHER SERV		800.00	
	<u>604-083-2272</u>		CONTRACT - PROFESSION		100.00	
	<u>911-080-2272</u>		CONTRACT - PROFESSION		600.00	
4910	HIGHER STANDARDS AUTOMOTIVE	02/14/2024	Regular	0.00	167.68	127652
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
4290	Invoice	02/07/2024	PZ 1 diagnostic	0.00	167.68	
	<u>401-008-2201</u>		MAINTENANCE & REPAIR		167.68	
4846	HORIZONS OF NEW MEXICO	02/14/2024	Regular	0.00	27.56	127653
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SINV039150	Invoice	02/13/2024	DOCUMENT DESTRUCTION SERVICES	0.00	27.56	
	<u>401-040-2272</u>		CONTRACT - PROFESSION		27.56	
4846	HORIZONS OF NEW MEXICO	02/14/2024	Regular	0.00	27.56	127654
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SINV039165	Invoice	02/13/2024	Document Destruction	0.00	27.56	
	<u>401-010-2271</u>		CONTRACT-OTHER SERVI		27.56	
4846	HORIZONS OF NEW MEXICO	02/14/2024	Regular	0.00	27.56	127655
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SINV039147	Invoice	02/13/2024	SHREDDING SERVICE FY2024	0.00	27.56	
	<u>401-030-2271</u>		CONTRACT - OTHER SERV		27.56	
4846	HORIZONS OF NEW MEXICO	02/14/2024	Regular	0.00	27.56	127656
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SINV039164	Invoice	02/13/2024	Document Destruction Services	0.00	27.56	
	<u>911-080-2271</u>		CONTRACTS OTHER SERVI		23.13	
	<u>911-080-2271</u>		CONTRACTS OTHER SERVI		4.43	
4846	HORIZONS OF NEW MEXICO	02/14/2024	Regular	0.00	27.56	127657
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SINV039151	Invoice	02/13/2024	Shredding Services	0.00	27.56	
	<u>401-055-2271</u>		OTHER SERVICES		27.56	
4846	HORIZONS OF NEW MEXICO	02/14/2024	Regular	0.00	55.12	127658
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SINV039156	Invoice	02/13/2024	Recurring TCSO Shred Services FY2024	0.00	55.12	
	<u>401-050-2271</u>		OTHER SERVICES		55.12	
4846	HORIZONS OF NEW MEXICO	02/14/2024	Regular	0.00	27.56	127659

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
SINV039108	Invoice	02/13/2024	Recycle Bin Monthly	0.00	27.56	
	<u>612-020-2203</u>	MAINTENANCE & REPAIR	Recycle Bin Monthly		4.43	
	<u>612-020-2203</u>	MAINTENANCE & REPAIR	Recycle Bin Monthly		23.13	
VEN01293	JAMES O WINHAM	02/14/2024	Regular	0.00	88.01	127660
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0003135	Invoice	02/01/2024	Reimburse Chief Winham	0.00	88.01	
	<u>413-091-2202</u>	SUPPLIES - VEHICLE FUEL	Fuel 1/24/24		35.00	
	<u>413-091-2202</u>	SUPPLIES - VEHICLE FUEL	Fuel 1/16/24		30.01	
	<u>413-091-2266</u>	EMPLOYEE TRAINING	Fingerprints		23.00	
VEN01242	Jessica Love	02/14/2024	Regular	0.00	1,602.87	127661
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>1</u>	Invoice	02/12/2024	Jessica Love - Juvenile Justice GC Facilitat	0.00	1,602.87	
	<u>635-055-2402</u>	GRANT MATCHING	Jessica Love - Juvenile Justice G		117.87	
	<u>635-068-2272</u>	CONTRACT - PROFESSION	Jessica Love - Juvenile Justice G		1,485.00	
5593	JOHN SHOMAKER & ASSOCIATES, INC.	02/14/2024	Regular	0.00	5,845.61	127662
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>2312729.102</u>	Invoice	02/12/2024	Estancia Valley Basin Water Study	0.00	5,845.61	
	<u>650-071-2272</u>	CONTRACT - PROFESSION	FY2024 Estancia Valley Basin Wa		5,845.61	
3712	JOHNSTON, DANIELLE	02/14/2024	Regular	0.00	95.00	127663
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0003140	Invoice	02/08/2024	PZ Board member compensation	0.00	95.00	
	<u>401-008-2300</u>	TRAVEL - APPOINTED BO	PZ Board member compensatio		95.00	
5222	LA MERCED DE PUEBLO DE TAJIQUE	02/14/2024	Regular	0.00	300.00	127664
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>2024-02</u>	Invoice	02/12/2024	FY2024 Tajique Land Grant Transfer Statio	0.00	300.00	
	<u>401-005-2204</u>	RENT OF LAND/BUILDING	FY2024 Tajique Land Grant Tran		300.00	
5179	LEAF CAPITAL FUNDING LLC	02/14/2024	Regular	0.00	572.53	127665
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>16003503</u>	Invoice	02/07/2024	3 HP Designjet	0.00	572.53	
	<u>401-007-2284</u>	EQUIPMENT LEASES	3 HP Designjet		572.53	
4339	LIBERTY NATIONAL LIFE INSURANCE	02/14/2024	Regular	0.00	874.10	127666
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0003088	Invoice	02/01/2024	Liberty Life Insurance	0.00	241.59	
	<u>401-000-9001</u>	Payroll Liabilities	Liberty Life Insurance		241.59	
INV0003089	Invoice	02/01/2024	Liberty Life Insurance	0.00	195.12	
	<u>401-000-9001</u>	Payroll Liabilities	Liberty Life Insurance		195.12	
INV0003115	Invoice	02/01/2024	Liberty Life Insurance	0.00	24.75	
	<u>401-000-9001</u>	Payroll Liabilities	Liberty Life Insurance		24.75	
INV0003167	Invoice	02/15/2024	Liberty Life Insurance	0.00	223.11	
	<u>401-000-9001</u>	Payroll Liabilities	Liberty Life Insurance		223.11	
INV0003168	Invoice	02/15/2024	Liberty Life Insurance	0.00	189.53	
	<u>401-000-9001</u>	Payroll Liabilities	Liberty Life Insurance		189.53	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5621	MAGOURILOS, FRANK G.	02/14/2024	Regular	0.00	1,583.00	127667
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>FY24 Invoice #7</u>	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
	Invoice	02/13/2024	Frank Magourilos	0.00	1,583.00	
	<u>605-002-2272</u>		CONTRACT - PROFESSION		1,583.00	
VENO1212	Martha Smith	02/14/2024	Regular	0.00	550.00	127668
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>01.2024</u>	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
	Invoice	02/12/2024	Martha Smith FY24 Vendor Pay	0.00	550.00	
	<u>412-053-2271</u>		CONTRACT - OTHER SERV		550.00	
VENO1183	Metropolitan Life Insurance Company	02/14/2024	Regular	0.00	2,712.22	127669
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>INV0003090</u>	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
	Invoice	02/01/2024	MET LIFE LTD	0.00	739.84	
	<u>401-000-9001</u>		Payroll Liabilities		739.84	
<u>INV0003091</u>	Invoice	02/01/2024	Metlife employer	0.00	546.52	
	<u>401-000-9001</u>		Payroll Liabilities		546.52	
<u>INV0003092</u>	Invoice	02/01/2024	Metropolitan Supplemental Life	0.00	6.36	
	<u>401-000-9001</u>		Payroll Liabilities		6.36	
<u>INV0003116</u>	Invoice	02/01/2024	MET LIFE LTD	0.00	34.67	
	<u>401-000-9001</u>		Payroll Liabilities		34.67	
<u>INV0003117</u>	Invoice	02/01/2024	Metlife employer	0.00	30.46	
	<u>401-000-9001</u>		Payroll Liabilities		30.46	
<u>INV0003169</u>	Invoice	02/15/2024	MET LIFE LTD	0.00	773.21	
	<u>401-000-9001</u>		Payroll Liabilities		773.21	
<u>INV0003170</u>	Invoice	02/15/2024	Metlife employer	0.00	574.80	
	<u>401-000-9001</u>		Payroll Liabilities		574.80	
<u>INV0003171</u>	Invoice	02/15/2024	Metropolitan Supplemental Life	0.00	6.36	
	<u>401-000-9001</u>		Payroll Liabilities		6.36	
1139	MOUNTAINAIR, TOWN OF	02/14/2024	Regular	0.00	866.86	127670
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>02.2024</u>	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
	Invoice	02/12/2024	Utilities- Water/Gas	0.00	866.86	
	<u>401-027-2209</u>		UTILITIES - NATURAL GAS		761.60	
	<u>401-027-2210</u>		UTILITIES - WATER		105.26	
3460	MY STORAGE	02/14/2024	Regular	0.00	3,950.00	127671
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>2/7/24</u>	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
	Invoice	02/08/2024	Shed for storage	0.00	3,950.00	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		3,950.00	
4987	NEW YORK LIFE	02/14/2024	Regular	0.00	304.28	127672
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>INV0003094</u>	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
	Invoice	02/01/2024	New York Life Insurance	0.00	67.17	
	<u>401-000-9001</u>		Payroll Liabilities		67.17	
<u>INV0003095</u>	Invoice	02/01/2024	New York Life Insurance	0.00	84.97	
	<u>401-000-9001</u>		Payroll Liabilities		84.97	
<u>INV0003173</u>	Invoice	02/15/2024	New York Life Insurance	0.00	67.17	
	<u>401-000-9001</u>		Payroll Liabilities		67.17	
<u>INV0003174</u>	Invoice	02/15/2024	New York Life Insurance	0.00	84.97	
	<u>401-000-9001</u>		Payroll Liabilities		84.97	

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Date Range: 02/08/2024 - 02/22/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5051	NM LOCKING SYSTEMS	02/14/2024	Regular	0.00	60.70	127673
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>10963</u>	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
	Invoice	02/08/2024	Open P/O for Misc keys	0.00	60.70	
	<u>401-015-2215</u>		MAINTENANCE & REPAIR Duplicate Keys		12.14	
	<u>401-015-2215</u>		MAINTENANCE & REPAIR Duplicate Keys		12.14	
	<u>401-015-2215</u>		MAINTENANCE & REPAIR Opem P/O for Misc Keys		12.14	
	<u>401-015-2215</u>		MAINTENANCE & REPAIR Duplicate Keys		12.14	
	<u>401-015-2215</u>		MAINTENANCE & REPAIR Open P/O for Misc keys		12.14	
1096	NM RETIREE HEALTH-CARE AUTHORI	02/14/2024	Regular	0.00	2,244.16	127674
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>INV0003177</u>	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
	Invoice	02/15/2024	Retiree Health Care	0.00	2,244.16	
	<u>401-000-9001</u>		Payroll Liabilities Retiree Health Care		2,244.16	
5307	NUBE GROUP	02/14/2024	Regular	0.00	222.24	127675
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>65836</u>	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
	Invoice	02/06/2024	color copy overages	0.00	222.24	
	<u>401-008-2203</u>		MAINTENANCE & REPAIR color copy overages		222.24	
5106	ORTIZ, ADRIAN	02/14/2024	Regular	0.00	4,000.00	127676
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>FY24-07</u>	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
	Invoice	02/13/2024	Adrian Ortiz Teen Court Coordinator Cont	0.00	4,000.00	
	<u>605-002-2272</u>		CONTRACT - PROFESSION Adrian Ortiz Teen Court Coordin		4,000.00	
5514	PERSONNEL EVALUATION INC.	02/14/2024	Regular	0.00	25.00	127677
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>50440</u>	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
	Invoice	02/13/2024	Personnel Evaluation Profiles	0.00	25.00	
	<u>911-080-2272</u>		CONTRACT - PROFESSION Personnel Evaluation Profiles		25.00	
5603	PFEIFER VETERINARY SERVICES, LLC	02/14/2024	Regular	0.00	725.67	127678
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>2143781</u>	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
	Invoice	02/12/2024	SNIPIT sterilizations	0.00	725.67	
	<u>431-082-2272</u>		CONTRACT - PROFESSION SNIPIT sterilizations		725.67	
2021	PRE-PAID LEGAL SERVICES, INC	02/14/2024	Regular	0.00	687.07	127679
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>INV0003087</u>	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
	Invoice	02/01/2024	Legal Shield	0.00	326.59	
	<u>401-000-9001</u>		Payroll Liabilities Legal Shield		326.59	
<u>INV0003114</u>	Invoice	02/01/2024	Legal Shield	0.00	16.95	
	<u>401-000-9001</u>		Payroll Liabilities Legal Shield		16.95	
<u>INV0003166</u>	Invoice	02/15/2024	Legal Shield	0.00	343.53	
	<u>401-000-9001</u>		Payroll Liabilities Legal Shield		343.53	
317	PRESBYTERIAN KASEMAN HOSPITAL	02/14/2024	Regular	0.00	1,528.00	127680
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>INV0003147</u>	<b>Account Number</b>	<b>Account Name</b>	<b>Item Description</b>	<b>Distribution Amount</b>		
	Invoice	02/09/2024	Paul Aragon MRI	0.00	1,528.00	
	<u>420-070-2173</u>		INMATE MEDICAL Paul Aragon MRI		1,528.00	
3859	PRUDENTIAL OVERALL SUPPLY	02/14/2024	Regular	0.00	67.97	127681

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Date Range: 02/08/2024 - 02/22/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
450709700	Invoice	02/07/2024	Mats & mop, supplys	0.00	67.97	
	401-016-2203	MAINTENANCE & REPAIR	Mats & mop, supplys		67.97	
3859	PRUDENTIAL OVERALL SUPPLY	02/14/2024	Regular	0.00	429.10	127682
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
450710535	Invoice	02/14/2024	uniforms & supplys	0.00	429.10	
	401-015-2203	MAINTENANCE & REPAIR	uniforms & supplys		429.10	
3859	PRUDENTIAL OVERALL SUPPLY	02/14/2024	Regular	0.00	222.04	127683
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
450710536	Invoice	02/13/2024	Uniforms	0.00	222.04	
	402-060-2236	SUPPLIES - UNIFORMS	Uniforms		222.04	
3859	PRUDENTIAL OVERALL SUPPLY	02/14/2024	Regular	0.00	104.79	127684
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
450709701	Invoice	02/07/2024	uniforms & supplys	0.00	104.79	
	401-015-2203	MAINTENANCE & REPAIR	uniforms & supplys		104.79	
3859	PRUDENTIAL OVERALL SUPPLY	02/14/2024	Regular	0.00	67.97	127685
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
450710533	Invoice	02/14/2024	Mats & mop, supplys	0.00	67.97	
	401-016-2203	MAINTENANCE & REPAIR	Mats & mop, supplys		67.97	
3859	PRUDENTIAL OVERALL SUPPLY	02/14/2024	Regular	0.00	104.79	127686
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
450710534	Invoice	02/14/2024	uniforms & supplys	0.00	104.79	
	401-015-2203	MAINTENANCE & REPAIR	uniforms & supplys		104.79	
3859	PRUDENTIAL OVERALL SUPPLY	02/14/2024	Regular	0.00	205.57	127687
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
450704492	Invoice	02/12/2024	Uniforms	0.00	205.57	
	402-060-2236	SUPPLIES - UNIFORMS	Uniforms		205.57	
107	QWEST CORPORATION	02/14/2024	Regular	0.00	68.82	127688
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
02.2024 4381	Invoice	02/13/2024	Monthly Charges	0.00	68.82	
	401-096-2207	TELECOMMUNICATIONS	Monthly Charges 4381		68.82	
107	QWEST CORPORATION	02/14/2024	Regular	0.00	134.99	127689
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
02.2024 3237	Invoice	02/13/2024	Monthly Charges	0.00	134.99	
	401-096-2207	TELECOMMUNICATIONS	Monthly Charges 3237		134.99	
107	QWEST CORPORATION	02/14/2024	Regular	0.00	68.82	127690
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
02.2024 4362	Invoice	02/13/2024	Monthly Charges	0.00	68.82	
	401-096-2207	TELECOMMUNICATIONS	Monthly Charges 4362		68.82	
107	QWEST CORPORATION	02/14/2024	Regular	0.00	68.30	127691

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Date Range: 02/08/2024 - 02/22/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>02.2024 5104</u>	Invoice <u>405-091-2207</u>	02/13/2024	Monthly Charges Dist 5 TELECOMMUNICATIONS	0.00	68.30	
			Monthly Charges Dist 5- 5104		68.30	
107	QWEST CORPORATION	02/14/2024	Regular	0.00	322.66	127692
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>02.2024 0058</u>	Invoice <u>401-096-2207</u>	02/12/2024	Monthly Charges TELECOMMUNICATIONS	0.00	322.66	
			Monthly Charges 0058		322.66	
107	QWEST CORPORATION	02/14/2024	Regular	0.00	68.82	127693
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>02.2024 4080</u>	Invoice <u>401-096-2207</u>	02/13/2024	Monthly Charges TELECOMMUNICATIONS	0.00	68.82	
			Monthly Charges 4080		68.82	
107	QWEST CORPORATION	02/14/2024	Regular	0.00	191.95	127694
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>02.2024 2322</u>	Invoice <u>401-096-2207</u>	02/13/2024	Monthly Charges TELECOMMUNICATIONS	0.00	191.95	
			Monthly Charges 2322		191.95	
107	QWEST CORPORATION	02/14/2024	Regular	0.00	128.99	127695
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>02.2024 3165</u>	Invoice <u>401-096-2207</u>	02/13/2024	Monthly Charges TELECOMMUNICATIONS	0.00	128.99	
			Monthly Charges 3165		128.99	
215	RICH FORD SALES	02/14/2024	Regular	0.00	82.51	127696
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>2048152/1</u>	Invoice <u>631-057-2201</u>	02/14/2024	Works Package 2020 Ford Escape SS#5 MAINTENANCE & REPAIR	0.00	82.51	
			Works Package 2020 Ford Escap		82.51	
3462	SAMBA HOLDINGS, INC.	02/14/2024	Regular	0.00	262.57	127697
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>INV01387511</u>	Invoice <u>413-091-2271</u>	02/07/2024	Samba Safety Open PO CONTRACT - OTHER SERV	0.00	262.57	
			Samba Safety Open PO January		262.57	
VEN01156	SANCHEZ, JAVIER ERNESTO	02/14/2024	Regular	0.00	22.01	127698
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>304306</u>	Invoice <u>401-050-2215</u>	02/12/2024	Sheriff open P/O FY-24 MAINTENANCE & REPAIR	0.00	22.01	
			Sheriff open P/O FY-24		22.01	
5426	SENERGY PETROLEUM, LLC	02/14/2024	Regular	0.00	4,741.21	127699
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>SEN-741722</u>	Invoice <u>402-060-2202</u>	02/07/2024	Fuel SUPPLIES - VEHICLE FUEL	0.00	4,741.21	
			Fuel		4,741.21	
5323	SOUTHWEST COPY SYSTEMS	02/14/2024	Regular	0.00	11.13	127700
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>INV0003071</u>	Invoice <u>401-040-2221</u>	01/29/2024	SOUTHWEST COPY SYSTEMS PRINTING/PUBLISHING/A	0.00	11.13	
			SOUTHWEST COPY SYSTEMS		11.13	
3331	SOUTHWEST PROPANE LLC	02/14/2024	Regular	0.00	263.91	127701

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>G967201600113</u>	Invoice	02/13/2024	Southwest Propane Utility for District 4 O	0.00	263.91	
	<u>409-091-2209</u>		UTILITIES - NATURAL GAS		263.91	
3978	STAPLES BUSINESS ADVANTAGE	02/14/2024	Regular	0.00	716.44	127702
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>3559183717</u>	Invoice	02/12/2024	Battery Back ups	0.00	716.44	
	<u>401-007-2219</u>		SUPPLIES - GENERAL OFFI		716.44	
			Battery Back ups			
VEN01247	Sterling Donner	02/14/2024	Regular	0.00	2,671.45	127703
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>1</u>	Invoice	02/12/2024	FY24 Boys Council	0.00	2,671.45	
	<u>635-055-2402</u>		GRANT MATCHING		196.45	
	<u>635-068-2272</u>		CONTRACT - PROFESSION		2,475.00	
			FY24 Boys Council			
1335	TORRANCE COUNTY	02/14/2024	Regular	0.00	82.98	127704
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>INV0003179</u>	Invoice	02/15/2024	Torrance County Property Tax	0.00	82.98	
	<u>401-000-9001</u>		Payroll Liabilities		82.98	
			Torrance County Property Tax			
2787	WASHINGTON NATIONAL INSURANCE CO	02/14/2024	Regular	0.00	79.96	127705
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>INV0003102</u>	Invoice	02/01/2024	Washington National Life	0.00	39.98	
	<u>401-000-9001</u>		Payroll Liabilities		39.98	
			Washington National Life			
<u>INV0003181</u>	Invoice	02/15/2024	Washington National Life	0.00	39.98	
	<u>401-000-9001</u>		Payroll Liabilities		39.98	
			Washington National Life			
3498	WESTERN TRAILS VETERINARY INC.	02/14/2024	Regular	0.00	14,976.44	127706
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>209998</u>	Invoice	02/07/2024	Emergency med care for owned animals t	0.00	14,976.44	
	<u>431-082-2272</u>		CONTRACT - PROFESSION		14,976.44	
			Emergency med care for owned			
3823	WITMER PUBLIC SAFETY GROUP	02/14/2024	Regular	0.00	1,855.05	127707
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>INV404331</u>	Invoice	02/12/2024	Equipment District 5	0.00	356.00	
	<u>405-091-2248</u>		SUPPLIES - SAFETY		356.00	
			Mounting Bracket			
<u>INV413082</u>	Invoice	02/12/2024	Equipment District 5	0.00	113.80	
	<u>405-091-2248</u>		SUPPLIES - SAFETY		113.80	
			LED Lights			
<u>INV413782</u>	Invoice	02/12/2024	Equipment District 5	0.00	1,385.25	
	<u>405-091-2248</u>		SUPPLIES - SAFETY		1,385.25	
			Force Tips			
1641	ZIA GRAPHICS INC.	02/14/2024	Regular	0.00	1,650.00	127708
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>66945</u>	Invoice	02/12/2024	Outreach materials- safety committee	0.00	1,650.00	
	<u>600-006-2257</u>		OUTREACH MATERIALS		320.00	
	<u>600-006-2257</u>		OUTREACH MATERIALS		128.00	
	<u>600-006-2257</u>		OUTREACH MATERIALS		340.00	
	<u>600-006-2257</u>		OUTREACH MATERIALS		350.00	
	<u>600-006-2257</u>		OUTREACH MATERIALS		320.00	
	<u>600-006-2257</u>		OUTREACH MATERIALS		192.00	
			Size Large			
			Size small			
			Size 2xLarge			
			Size 3xLarge			
			Size X-Large			
			Size medium			
VEN01217	4IMPRINT INC	02/21/2024	Regular	0.00	1,946.75	127709

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Date Range: 02/08/2024 - 02/22/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>12167822</u>	Invoice	02/20/2024	Outreach materials- safety committee	0.00	1,946.75	
	<u>600-006-2257</u>		OUTREACH MATERIALS		779.25	
	<u>600-006-2257</u>		OUTREACH MATERIALS		150.00	
	<u>600-006-2257</u>		OUTREACH MATERIALS		202.97	
	<u>600-006-2257</u>		OUTREACH MATERIALS		612.91	
	<u>600-006-2257</u>		OUTREACH MATERIALS		201.62	
3207	AIRGAS USA LLC	02/21/2024	Regular	0.00	184.52	127710
<u>5505587747</u>	Invoice	02/16/2024	District 2 Airgas Open PO	0.00	184.52	
	<u>406-091-2230</u>		SUPPLIES - MEDICAL		146.94	
	<u>406-091-2230</u>		SUPPLIES - MEDICAL		26.32	
	<u>406-091-2230</u>		SUPPLIES - MEDICAL		11.26	
4709	ALBUQUERQUE OFFICE SYSTEMS	02/21/2024	Regular	0.00	11,707.87	127711
<u>11368</u>	Invoice	02/21/2024	Breakroom/Training Room	0.00	4,424.14	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		884.52	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		345.40	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		1,674.36	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		200.10	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		1,319.76	
<u>11369</u>	Invoice	02/14/2024	Leonard's Office	0.00	2,922.09	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		225.23	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		249.00	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		164.39	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		179.01	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		293.09	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		164.39	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		297.18	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		155.03	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		366.99	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		264.42	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		179.01	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		87.17	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		297.18	
<u>11370</u>	Invoice	02/14/2024	Front Office-Charmen	0.00	4,361.64	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		183.11	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		59.09	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		249.00	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		466.76	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		487.89	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		142.16	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		594.36	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		328.78	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		340.00	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		179.01	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		138.06	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		487.89	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		42.71	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		83.07	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		67.29	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		179.01	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR		333.45	
	**Void**	02/21/2024	Regular	0.00	0.00	127712



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Date Range: 02/08/2024 - 02/22/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5450	AMAZON BUSINESS	02/21/2024	Regular	0.00	0.00	127713
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>1KT3-(XDN-6P1G</u>	Invoice	02/15/2024	Fuel tanks 2024 new road trucks	0.00	2,603.90	
	<u>402-060-2201</u>		MAINTENANCE & REPAIR Fuel tanks 2024 new road trucks		1,301.95	
	<u>402-060-2201</u>		MAINTENANCE & REPAIR Fuel tanks 2024 new road trucks		1,301.95	
5450	AMAZON BUSINESS	02/21/2024	Regular	0.00	22.00	127715
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>1LJY-YVRN-KKFH</u>	Invoice	02/21/2024	Office Items	0.00	22.00	
	<u>604-083-2219</u>		SUPPLIES - GENERAL OFFI Bankers Box - 6 pack		22.00	
5450	AMAZON BUSINESS	02/21/2024	Regular	0.00	39.58	127716
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>19KY-3WGC-QKZ</u>	Invoice	02/21/2024	Office Items	0.00	39.58	
	<u>604-083-2219</u>		SUPPLIES - GENERAL OFFI 3 Ring Binder - 4 pack		19.29	
	<u>604-083-2219</u>		SUPPLIES - GENERAL OFFI Kleenex - 3 pack		20.29	
5450	AMAZON BUSINESS	02/21/2024	Regular	0.00	180.08	127717
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>1MYH-RL44-3XW</u>	Invoice	01/31/2024	OFFICE SUPPLIES	0.00	180.08	
	<u>401-040-2219</u>		SUPPLIES-OFFICE GREY FABRIC CHAIRS		89.87	
	<u>401-040-2219</u>		SUPPLIES-OFFICE ROLLING FILE		90.21	
5450	AMAZON BUSINESS	02/21/2024	Regular	0.00	207.97	127718
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>1J4F-T3XF-WDX9</u>	Invoice	02/16/2024	Label Maker	0.00	207.97	
	<u>413-091-2219</u>		SUPPLIES - GENERAL OFFI Label Maker		149.94	
	<u>413-091-2219</u>		SUPPLIES - GENERAL OFFI Tape 3/4		14.99	
	<u>413-091-2219</u>		SUPPLIES - GENERAL OFFI Tape 3/8		12.34	
	<u>413-091-2219</u>		SUPPLIES - GENERAL OFFI Tape 1"		30.70	
5408	BANK OF AMERICA	02/21/2024	Regular	0.00	1,921.84	127719
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>10090203924344</u>	Invoice	02/08/2024	Office supplies and appliances for new o	0.00	1,921.84	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR Mop Bucket		62.98	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR Micro Wave		113.60	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR Refrigerator		924.00	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR Hose Kit		155.52	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR Shelf 5 teir		449.90	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR Trash Can small		23.96	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR Trash Cans		51.92	
	<u>402-060-2218</u>		MAINTENANCE & REPAIR Shelves		139.96	
3920	BOOT BARN INC	02/21/2024	Regular	0.00	125.95	127720
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>140161</u>	Invoice	02/15/2024	PPE boots (Brina)	0.00	125.95	
	<u>401-065-2248</u>		SUPPLIES - SAFETY PPE boots (Brina)		125.95	
106	CENTRAL NM ELECTRIC COOP.	02/21/2024	Regular	0.00	328.87	127721

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Date Range: 02/08/2024 - 02/22/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
106	CENTRAL NM ELECTRIC COOP.	02/21/2024	Regular	0.00	130.17	127722
<u>02.2024 0701</u>	Invoice	02/20/2024	Sheriff Monthly electric bill	0.00	328.87	
	<u>401-050-2208</u>		UTILITIES - ELECTRICITY		328.87	
			Sheriff Monthly electric bill			
<u>02.2024 4000</u>	Invoice	02/20/2024	Dist 4 Monthly electric bill	0.00	130.17	
	<u>409-091-2208</u>		UTILITIES - ELECTRICITY		70.65	
	<u>409-091-2208</u>		UTILITIES - ELECTRICITY		59.52	
			Dist 4 Monthly electric bill- 270			
			Dist 4 Monthly electric bill- 400			
106	CENTRAL NM ELECTRIC COOP.	02/21/2024	Regular	0.00	659.91	127723
<u>02.2024 4400</u>	Invoice	02/20/2024	Dist 3 Monthly electric bill	0.00	659.91	
	<u>408-091-2208</u>		UTILITIES - ELECTRICITY		228.57	
	<u>408-091-2208</u>		UTILITIES - ELECTRICITY		407.55	
	<u>408-091-2208</u>		UTILITIES - ELECTRICITY		23.79	
			Dist 3 Monthly electric bill- 870			
			Dist 3 Monthly electric bill- 510			
			Dist 3 Monthly electric bill- 440			
106	CENTRAL NM ELECTRIC COOP.	02/21/2024	Regular	0.00	335.42	127724
<u>02.2024 9702</u>	Invoice	02/20/2024	Estancia Senior Center monthly elec bill	0.00	335.42	
	<u>401-036-2208</u>		UTILITIES - ELECTRICITY		335.42	
			Estancia Senior Center elec bill			
106	CENTRAL NM ELECTRIC COOP.	02/21/2024	Regular	0.00	480.04	127725
<u>02.2024 3300</u>	Invoice	02/20/2024	Dist 5 Monthly Elec bill	0.00	480.04	
	<u>405-091-2208</u>		UTILITIES - ELECTRICITY		230.76	
	<u>405-091-2208</u>		UTILITIES - ELECTRICITY		28.31	
	<u>405-091-2208</u>		UTILITIES - ELECTRICITY		220.97	
			Dist 5 Monthly Elec bill- 1701			
			Dist 5 Monthly Elec bill- 3300			
			Dist 5 Monthly Elec bill- 3200			
106	CENTRAL NM ELECTRIC COOP.	02/21/2024	Regular	0.00	370.53	127726
<u>02.2024 4401</u>	Invoice	02/20/2024	Monthly Electric FY24	0.00	370.53	
	<u>401-082-2208</u>		UTILITIES - ELECTRICITY		370.53	
			Monthly Electric FY24			
106	CENTRAL NM ELECTRIC COOP.	02/21/2024	Regular	0.00	354.29	127727
<u>02.2024 6900</u>	Invoice	02/20/2024	Fairgrounds Monthly electric bill	0.00	354.29	
	<u>401-053-2208</u>		UTILITIES - ELECTRICITY		156.57	
	<u>401-053-2208</u>		UTILITIES - ELECTRICITY		29.21	
	<u>401-053-2208</u>		UTILITIES - ELECTRICITY		109.14	
	<u>401-053-2208</u>		UTILITIES - ELECTRICITY		23.48	
	<u>401-053-2208</u>		UTILITIES - ELECTRICITY		35.89	
			Fairgrounds Monthly electric bill			
			Fairgrounds Monthly electric bill-			
			Fairgrounds Monthly electric bill			
			Fairgrounds Monthly electric bill			
			Fairgrounds Monthly electric bill			
106	CENTRAL NM ELECTRIC COOP.	02/21/2024	Regular	0.00	91.82	127728
<u>02.2024 6000</u>	Invoice	02/20/2024	Dist 1 Monthly electric bill	0.00	91.82	
	<u>407-091-2208</u>		UTILITIES - ELECTRICITY		21.75	
	<u>407-091-2208</u>		UTILITIES - ELECTRICITY		44.70	
	<u>407-091-2208</u>		UTILITIES - ELECTRICITY		25.37	
			Dist 1 Monthly electric bill -251			
			Dist 1 Monthly electric bill -600			
			Dist 1 Monthly electric bill -510			
106	CENTRAL NM ELECTRIC COOP.	02/21/2024	Regular	0.00	2,124.23	127729

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>02.2024.9001</u>	Invoice	02/20/2024	Judicial Monthly electric bill	0.00	2,124.23	
	<u>401-016-2208</u>		UTILITIES - ELECTRICITY		2,124.23	
106	CENTRAL NM ELECTRIC COOP.	02/21/2024	Regular	0.00	283.84	127730
<u>02.2024.1201</u>	Invoice	02/20/2024	Moriarty Senior Center monthly elec bill	0.00	283.84	
	<u>401-037-2208</u>		UTILITIES - ELECTRICITY		283.84	
106	CENTRAL NM ELECTRIC COOP.	02/21/2024	Regular	0.00	316.87	127731
<u>02.2024.2801</u>	Invoice	02/20/2024	Health dept monthly electric bill	0.00	316.87	
	<u>401-024-2208</u>		UTILITIES - ELECTRICITY		316.87	
106	CENTRAL NM ELECTRIC COOP.	02/21/2024	Regular	0.00	2,751.31	127732
<u>02.2024.3000</u>	Invoice	02/20/2024	Monthly Electric for FY24	0.00	2,751.31	
	<u>401-015-2208</u>		UTILITIES - ELECTRICITY		2,751.31	
106	CENTRAL NM ELECTRIC COOP.	02/21/2024	Regular	0.00	320.57	127733
<u>02.2024.9100</u>	Invoice	02/20/2024	Dist 2 Monthly electric bill	0.00	320.57	
	<u>406-091-2208</u>		UTILITIES - ELECTRICITY		118.00	
	<u>406-091-2208</u>		UTILITIES - ELECTRICITY		202.57	
106	CENTRAL NM ELECTRIC COOP.	02/21/2024	Regular	0.00	187.34	127734
<u>02.2024.7505</u>	Invoice	02/20/2024	Monthly Electric FY24	0.00	187.34	
	<u>604-083-2208</u>		UTILITIES - ELECTRICITY		187.34	
106	CENTRAL NM ELECTRIC COOP.	02/21/2024	Regular	0.00	74.62	127735
<u>02.2024.9301</u>	Invoice	02/20/2024	Dist 6 Monthly electric bill	0.00	74.62	
	<u>418-091-2208</u>		UTILITIES - ELECTRICITY		74.62	
106	CENTRAL NM ELECTRIC COOP.	02/21/2024	Regular	0.00	460.56	127736
<u>02.2024.7901</u>	Invoice	02/20/2024	Mountainair Senior Center Monthly elec	0.00	460.56	
	<u>401-027-2208</u>		UTILITIES - ELECTRICITY		460.56	
106	CENTRAL NM ELECTRIC COOP.	02/21/2024	Regular	0.00	1,271.77	127737
<u>02.2024.1300</u>	Invoice	02/20/2024	Monthly Electric bill	0.00	1,271.77	
	<u>413-091-2208</u>		UTILITIES - ELECTRICITY		423.92	
	<u>911-080-2208</u>		UTILITIES - ELECTRICITY		170.05	
	<u>911-080-2208</u>		UTILITIES - ELECTRICITY		57.08	
	<u>911-080-2208</u>		UTILITIES - ELECTRICITY		620.72	
106	CENTRAL NM ELECTRIC COOP.	02/21/2024	Regular	0.00	206.15	127738

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Date Range: 02/08/2024 - 02/22/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
02.2024 4503	Invoice 604-083-2208	02/20/2024	Monthly Electric FY24 UTILITIES - ELECTRICITY	0.00	206.15	
106	CENTRAL NM ELECTRIC COOP.	02/21/2024	Regular	0.00	50.49	127739
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
02.2024 9300	Invoice 401-021-2208	02/20/2024	Monthly Electric bill UTILITIES - ELECTRICITY	0.00	50.49	
106	CENTRAL NM ELECTRIC COOP.	02/21/2024	Regular	0.00	424.61	127740
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
02.2024 3806	Invoice 402-060-2208	02/20/2024	Road Monthly Electric bill UTILITIES - ELECTRICITY	0.00	424.61	
2293	DIRECT CREMATION AND BURIAL SERV	02/21/2024	Regular	0.00	1,000.00	127741
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
14726	Invoice 414-019-2294	02/21/2024	INDIGENT BURIALS INDIGENT BURIAL	0.00	1,000.00	
2293	DIRECT CREMATION AND BURIAL SERV	02/21/2024	Regular	0.00	1,000.00	127742
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
14757	Invoice 414-019-2294	02/21/2024	INDIGENT BURIALS INDIGENT BURIAL	0.00	1,000.00	
4705	DOUBLE H AUTO	02/21/2024	Regular	0.00	259.87	127743
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
081503	Invoice 402-060-2201	02/15/2024	Belts, filters, parts, lights, fluids for fleet MAINTENANCE & REPAIR	0.00	119.88	
081820	Invoice 402-060-2201	02/15/2024	Belts, filters, parts, lights, fluids for fleet MAINTENANCE & REPAIR	0.00	103.01	
585009	Invoice 413-091-2201	02/16/2024	Double H Auto Open PO MAINTENANCE & REPAIR	0.00	36.98	
5478	ENCINIAS, BRODY	02/21/2024	Regular	0.00	2,500.00	127744
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
TC FAIR 2023/BC	Invoice 412-053-2249	02/21/2024	TC FAIR ANIMAL SALE PAID IN FULL ANIMAL SALES AT COUNT	0.00	2,500.00	
2555	EVSWA	02/21/2024	Regular	0.00	127.32	127745
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
001-0001154034	Invoice 401-082-2210	02/21/2024	Animal disposal UTILITIES - WATER	0.00	127.32	
40	EYE ASSOCIATES OF NM	02/21/2024	Regular	0.00	192.00	127746
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
02057588	Invoice 420-070-2173	02/21/2024	EYE EXAM D MONTANO TORRANCE COUN INMATE MEDICAL	0.00	192.00	
214	HART'S TRUSTWORTHY HARDWARE	02/21/2024	Regular	0.00	309.98	127747

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>B536213</u>	Invoice	02/20/2024	Interior Paint	0.00	309.98	
	<u>911-080-2215</u>	MAINTENANCE & REPAIR	Interior Paint White (5 gal.)		129.99	
	<u>911-080-2215</u>	MAINTENANCE & REPAIR	Interior Paint - 5-gal. Container		179.99	
214	HART'S TRUSTWORTHY HARDWARE	02/21/2024	Regular	0.00	149.46	127748
<u>B535614</u>	Invoice	02/16/2024	Harts Open PO 12/23-3/24	0.00	149.46	
	<u>408-091-2215</u>	MAINTENANCE & REPAIR	BRWN Dryer Hood Kit		14.99	
	<u>408-091-2215</u>	MAINTENANCE & REPAIR	W/Machine Valve 1/2		31.98	
	<u>408-091-2215</u>	MAINTENANCE & REPAIR	Pipe PEX White		7.38	
	<u>408-091-2215</u>	MAINTENANCE & REPAIR	Washer Hose 4Ft		19.98	
	<u>408-091-2215</u>	MAINTENANCE & REPAIR	ABS 2 Slip Cap		4.59	
	<u>408-091-2215</u>	MAINTENANCE & REPAIR	2x2 SP ADTP		10.78	
	<u>408-091-2215</u>	MAINTENANCE & REPAIR	2x10 ABS Pipe		21.99	
	<u>408-091-2215</u>	MAINTENANCE & REPAIR	SB TEE 3/4x3/4x1		33.98	
	<u>408-091-2215</u>	MAINTENANCE & REPAIR	CPVC Tubing Strap		3.79	
3929	HENRY SCHEIN MATRX MEDICAL	02/21/2024	Regular	0.00	9.00	127749
<u>72623539</u>	Invoice	02/21/2024	EMS Supplies/Equipment/Medications Op	0.00	9.00	
	<u>416-083-2230</u>	SUPPLIES - MEDICAL	Midazolam HCL Inj SDV N-R 5m		9.00	
4910	HIGHER STANDARDS AUTOMOTIVE	02/21/2024	Regular	0.00	204.65	127750
<u>4371</u>	Invoice	02/21/2024	Oil changes for department vehicles	0.00	204.65	
	<u>401-082-2201</u>	MAINTENANCE & REPAIR	Taillight replacement 2013 Dodge		204.65	
5249	INT'L ASSOC. OF FIRE CHIEFS	02/21/2024	Regular	0.00	440.00	127751
<u>000268133</u>	Invoice	02/15/2024	Membership Chief Winham	0.00	220.00	
	<u>413-091-2269</u>	SUBSCRIPTIONS & DUES	Division Dues		25.00	
	<u>413-091-2269</u>	SUBSCRIPTIONS & DUES	Membership Sales Order #0002		195.00	
<u>Sales Order #000</u>	Invoice	02/21/2024	IAFC Membership Renewal #000265888	0.00	220.00	
	<u>413-091-2269</u>	SUBSCRIPTIONS & DUES	Southwestern Dues		25.00	
	<u>413-091-2269</u>	SUBSCRIPTIONS & DUES	IAFC Full Membership		195.00	
432	KAUFMANS WEST LLC	02/21/2024	Regular	0.00	125.00	127752
<u>8938LR</u>	Invoice	02/16/2024	Deputy Swatsworth Boots	0.00	125.00	
	<u>410-050-2222</u>	SUPPLIES - FIELD SUPPLIE	Deputy Boots		125.00	
432	KAUFMANS WEST LLC	02/21/2024	Regular	0.00	110.00	127753
<u>8939LR</u>	Invoice	02/16/2024	Saavedra Boots	0.00	110.00	
	<u>410-050-2222</u>	SUPPLIES - FIELD SUPPLIE	Saavedra Boots		110.00	
5358	LAW ENFORCEMENT RISK MNGT GROUP	02/21/2024	Regular	0.00	150.00	127754
<u>239589</u>	Invoice	02/20/2024	Supervisor Training	0.00	150.00	
	<u>401-050-2266</u>	EMPLOYEE TRAINING	Supervisor Training		150.00	

Check Report

Date Range: 02/08/2024 - 02/22/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5358	LAW ENFORCEMENT RISK MNGT GROUP	02/21/2024	Regular	0.00	550.00	127755
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>239592</u>	Invoice	02/20/2024	Undersheriff Training	0.00	550.00	
	<u>401-050-2266</u>		EMPLOYEE TRAINING		550.00	
5358	LAW ENFORCEMENT RISK MNGT GROUP	02/21/2024	Regular	0.00	150.00	127756
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>329587</u>	Invoice	02/20/2024	Online supervisor training	0.00	150.00	
	<u>401-050-2266</u>		EMPLOYEE TRAINING		150.00	
3477	MANZANO MEDICAL GROUP, P.C.	02/21/2024	Regular	0.00	803.68	127757
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>TORCTY 1121</u>	Invoice	02/21/2024	SHERIFF CADET PHYSICAL LUCIAN ALDERE	0.00	803.68	
	<u>401-050-2272</u>		CONTRACT - PROFESSION		803.68	
4797	METZGER, KAYLA	02/21/2024	Regular	0.00	3,500.00	127758
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>TC FAIR 2023/2</u>	Invoice	02/21/2024	FINAL PAYMENT SALE #39 PD IN FULL	0.00	3,500.00	
	<u>412-053-2249</u>		ANIMAL SALES AT COUNT		3,500.00	
5307	NUBE GROUP	02/21/2024	Regular	0.00	241.59	127759
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>INV65834</u>	Invoice	02/20/2024	Copy overage charges- Finance	0.00	241.59	
	<u>401-055-2203</u>		MAINTENANCE & REPAIR		241.59	
5528	PETERS, NICHOLE	02/21/2024	Regular	0.00	120.00	127760
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>INV0003192</u>	Invoice	02/20/2024	CPR Class	0.00	40.00	
	<u>911-085-2266</u>		EMPLOYEE TRAINING		40.00	
<u>PO24-01310</u>	Invoice	02/15/2024	CPR for District 2 Members	0.00	80.00	
	<u>406-091-2266</u>		EMPLOYEE TRAINING		20.00	
	<u>406-091-2266</u>		EMPLOYEE TRAINING		20.00	
	<u>406-091-2266</u>		EMPLOYEE TRAINING		20.00	
	<u>406-091-2266</u>		EMPLOYEE TRAINING		20.00	
3859	PRUDENTIAL OVERALL SUPPLY	02/21/2024	Regular	0.00	122.56	127761
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>450711364</u>	Invoice	02/20/2024	uniforms & supplys	0.00	122.56	
	<u>401-015-2203</u>		MAINTENANCE & REPAIR		122.56	
3859	PRUDENTIAL OVERALL SUPPLY	02/21/2024	Regular	0.00	222.04	127762
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>450711366</u>	Invoice	02/21/2024	Uniforms	0.00	222.04	
	<u>402-060-2236</u>		SUPPLIES - UNIFORMS		222.04	
3859	PRUDENTIAL OVERALL SUPPLY	02/21/2024	Regular	0.00	67.97	127763
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>450711363</u>	Invoice	02/20/2024	Mats & mop, supplys	0.00	67.97	
	<u>401-016-2203</u>		MAINTENANCE & REPAIR		67.97	
VENO1150	Reynolds, Stephanie Y	02/21/2024	Regular	0.00	200.20	127764

Check Report

Date Range: 02/08/2024 - 02/22/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
Account Number	Account Name	Item Description	Distribution Amount			
<u>SREYNOLDS RETU</u>	Invoice	02/21/2024	RETURN FROM COMAL COUNTY LAW ENF	0.00	200.20	
	<u>401-050-2205</u>		TRAVEL - EMPLOYEES		200.20	
VENO1156	SANCHEZ, JAVIER ERNESTO	02/21/2024	Regular	0.00	30.59	127765
<u>304406</u>	Invoice	02/15/2024	Sheriff open P/O FY-24	0.00	30.59	
	<u>401-050-2215</u>		MAINTENANCE & REPAIR		30.59	
5426	SENERGY PETROLEUM, LLC	02/21/2024	Regular	0.00	5,265.05	127766
<u>SEN-746843</u>	Invoice	02/14/2024	Fuel for Road Fleet	0.00	5,265.05	
	<u>402-060-2202</u>		SUPPLIES - VEHICLE FUEL		5,265.05	
VENO1155	Smith, Rebecca	02/21/2024	Regular	0.00	240.00	127767
<u>0000024</u>	Invoice	02/14/2024	Mental Health Support for Teen Court	0.00	240.00	
	<u>605-002-2271</u>		CONTRACT - OTHER SERV		240.00	
3331	SOUTHWEST PROPANE LLC	02/21/2024	Regular	0.00	290.46	127768
<u>G551381600111</u>	Invoice	02/16/2024	Southwest Propane Utility for District 2 O	0.00	290.46	
	<u>406-091-2209</u>		UTILITIES - NATURAL GAS		290.46	
5443	STEEL ORAL AND MAXILIO FACIAL	02/21/2024	Regular	0.00	370.66	127769
<u>6853</u>	Invoice	02/15/2024	Scott Jordan Oral Surgery	0.00	370.66	
	<u>420-070-2173</u>		INMATE MEDICAL		283.66	
	<u>420-070-2173</u>		INMATE MEDICAL		87.00	
5041	TimeClock Plus, LLC	02/21/2024	Regular	0.00	1,442.68	127770
<u>INV00327696</u>	Invoice	02/15/2024	Additional User License for TimeClock Plu	0.00	1,442.68	
	<u>401-096-2213</u>		CONTRACT - IT SERVICES		1,442.68	
2010	TLC UNIFORMS	02/21/2024	Regular	0.00	164.99	127771
<u>TLC12/12/2023</u>	Invoice	02/16/2024	Quinonez Boots	0.00	164.99	
	<u>410-050-2222</u>		SUPPLIES - FIELD SUPPLIE		164.99	
2010	TLC UNIFORMS	02/21/2024	Regular	0.00	170.09	127772
<u>TLC12/20/2023</u>	Invoice	02/16/2024	Deputy Cervantes Boots	0.00	170.09	
	<u>410-050-2222</u>		SUPPLIES - FIELD SUPPLIE		170.09	
5684	Vanguard Media LLC	02/21/2024	Regular	0.00	2,388.00	127773
<u>3025-002</u>	Invoice	02/20/2024	Radio Ad for Recruitment	0.00	2,388.00	
	<u>911-080-2221</u>		PRINTING/PUBLISHING/A		2,388.00	
1	WAGNER EQUIPMENT CO.	02/21/2024	Regular	0.00	8,862.76	127774

Check Report

Date Range: 02/08/2024 - 02/22/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>S10W0917574</u>	Invoice	02/15/2024	Service on all purchased equipment from	0.00	3,332.74	
	<u>402-060-2244</u>		MAINTENANCE & REPAIR Service on all purchased equip		3,332.74	
<u>S10W0917810</u>	Invoice	02/15/2024	Repairs,Parts and Labor ,Cutting edges	0.00	2,355.81	
	<u>402-060-2244</u>		MAINTENANCE & REPAIR Repairs,Parts and Labor ,Cutting		2,355.81	
<u>S15W0788964</u>	Invoice	02/15/2024	Dispatch Generator service	0.00	1,321.17	
	<u>911-080-2218</u>		MAINTENANCE & REPAIR Dispatch Generator service		1,321.17	
<u>S15W0788965</u>	Invoice	02/14/2024	Capilla Peak Generator Service	0.00	1,853.04	
	<u>911-080-2218</u>		MAINTENANCE & REPAIR Capilla Peak Generator Service		1,853.04	
1641	ZIA GRAPHICS INC.	02/21/2024	Regular	0.00	509.50	127775
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>			
<u>0066728</u>	Invoice	02/07/2024	Clerk office shirts	0.00	193.50	
	<u>401-020-2236</u>		SUPPLIES-UNIFORM Clerk office shirts		193.50	
<u>066728</u>	Invoice	02/07/2024	Clerk office shirts	0.00	195.50	
	<u>401-020-2236</u>		SUPPLIES-UNIFORM Clerk office shirts		9.00	
	<u>401-020-2236</u>		SUPPLIES-UNIFORM Clerk office shirts		153.00	
	<u>401-020-2236</u>		SUPPLIES-UNIFORM Clerk office shirts		21.50	
	<u>401-020-2236</u>		SUPPLIES-UNIFORM Clerk office shirts		12.00	
<u>66728</u>	Invoice	02/07/2024	Clerk office shirts	0.00	50.00	
	<u>401-020-2236</u>		SUPPLIES-UNIFORM Clerk office shirts		50.00	
<u>66817</u>	Invoice	02/08/2024	ZIA GRAPHICS	0.00	70.50	
	<u>401-040-2219</u>		SUPPLIES-OFFICE WOMAN SHIRT		23.50	
	<u>401-040-2236</u>		SUPPLIES - UNIFORMS ZIA GRAPHICS		23.50	
	<u>401-040-2236</u>		SUPPLIES - UNIFORMS ZIA GRAPHICS		23.50	
5380	VOYA HOLDINGS, INC.	02/15/2024	Bank Draft	0.00	2,050.55	DFT0000694
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>			
<u>INV0003180</u>	Invoice	02/15/2024	Voya	0.00	2,050.55	
	<u>401-000-9001</u>		Payroll Liabilities Voya		2,050.55	
233	PUBLIC EMPLOYEES RETIREMENT	02/15/2024	Bank Draft	0.00	58,484.85	DFT0000695
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>			
<u>INV0003182</u>	Invoice	02/15/2024	PERA Retirement	0.00	58,484.85	
	<u>401-000-9001</u>		Payroll Liabilities PERA Retirement		18,211.85	
	<u>401-000-9001</u>		Payroll Liabilities PERA Retirement		40,273.00	
448	NM TAXATION & REVENUE	02/15/2024	Bank Draft	0.00	8,241.35	DFT0000696
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>			
<u>INV0003183</u>	Invoice	02/15/2024	State Tax	0.00	8,241.35	
	<u>401-000-9001</u>		Payroll Liabilities State Tax		8,241.35	
1656	INTERNAL REVENUE SERVICE	02/15/2024	Bank Draft	0.00	47,640.72	DFT0000697
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>			
<u>INV0003184</u>	Invoice	02/15/2024	Federal Tax	0.00	47,640.72	
	<u>401-000-9001</u>		Payroll Liabilities FICA Tax		24,098.24	
	<u>401-000-9001</u>		Payroll Liabilities Medicare Taxes		7,169.60	
	<u>401-000-9001</u>		Payroll Liabilities Federal Tax		16,372.88	
233	PUBLIC EMPLOYEES RETIREMENT	02/15/2024	Bank Draft	0.00	412.87	DFT0000698



Check Report

Date Range: 02/08/2024 - 02/22/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>INV0003186</u>	Invoice	02/15/2024	PERA Retirement	0.00	412.87	
	<u>401-000-9001</u>	Payroll Liabilities	PERA Retirement		342.76	
	<u>401-000-9001</u>	Payroll Liabilities	PERA Retirement		70.11	
448	NM TAXATION & REVENUE	02/15/2024	Bank Draft	0.00	60.07	DFT0000699
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>INV0003187</u>	Invoice	02/15/2024	State Tax	0.00	60.07	
	<u>401-000-9001</u>	Payroll Liabilities	State Tax		60.07	
1656	INTERNAL REVENUE SERVICE	02/15/2024	Bank Draft	0.00	212.05	DFT0000700
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>INV0003188</u>	Invoice	02/15/2024	Federal Tax	0.00	212.05	
	<u>401-000-9001</u>	Payroll Liabilities	Medicare Taxes		41.00	
	<u>401-000-9001</u>	Payroll Liabilities	FICA Tax		38.72	
	<u>401-000-9001</u>	Payroll Liabilities	Federal Tax		132.33	
448	NM TAXATION & REVENUE	02/15/2024	Bank Draft	0.00	69.58	DFT0000701
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>INV0003189</u>	Invoice	02/15/2024	State Tax	0.00	69.58	
	<u>401-000-9001</u>	Payroll Liabilities	State Tax		69.58	
1656	INTERNAL REVENUE SERVICE	02/15/2024	Bank Draft	0.00	475.77	DFT0000702
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>INV0003190</u>	Invoice	02/15/2024	Federal Tax	0.00	475.77	
	<u>401-000-9001</u>	Payroll Liabilities	Federal Tax		127.99	
	<u>401-000-9001</u>	Payroll Liabilities	Medicare Taxes		65.92	
	<u>401-000-9001</u>	Payroll Liabilities	FICA Tax		281.86	
1656	INTERNAL REVENUE SERVICE	02/15/2024	Bank Draft	0.00	37.16	DFT0000703
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
	<u>Account Number</u>	<u>Account Name</u>	<u>Item Description</u>	<u>Distribution Amount</u>		
<u>INV0003191</u>	Invoice	02/15/2024	Federal Tax	0.00	37.16	
	<u>401-000-9001</u>	Payroll Liabilities	FICA Tax		30.12	
	<u>401-000-9001</u>	Payroll Liabilities	Medicare Taxes		7.04	

Bank Code Main Checking Summary

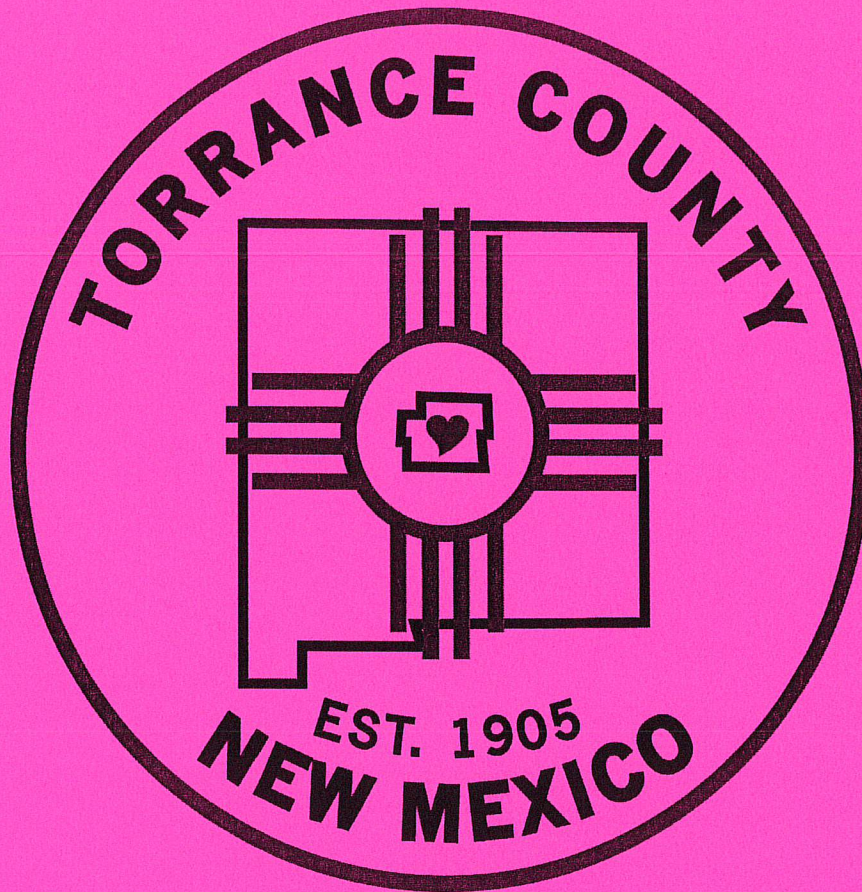
Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	216	159	0.00	212,455.07
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	10	10	0.00	117,684.97
EFT's	13	4	0.00	2,070,724.24
	<b>239</b>	<b>176</b>	<b>0.00</b>	<b>2,400,864.28</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	216	159	0.00	212,455.07
Manual Checks	0	0	0.00	0.00
Voided Checks	0	3	0.00	0.00
Bank Drafts	10	10	0.00	117,684.97
EFT's	13	4	0.00	2,070,724.24
	<b>239</b>	<b>176</b>	<b>0.00</b>	<b>2,400,864.28</b>

### Fund Summary

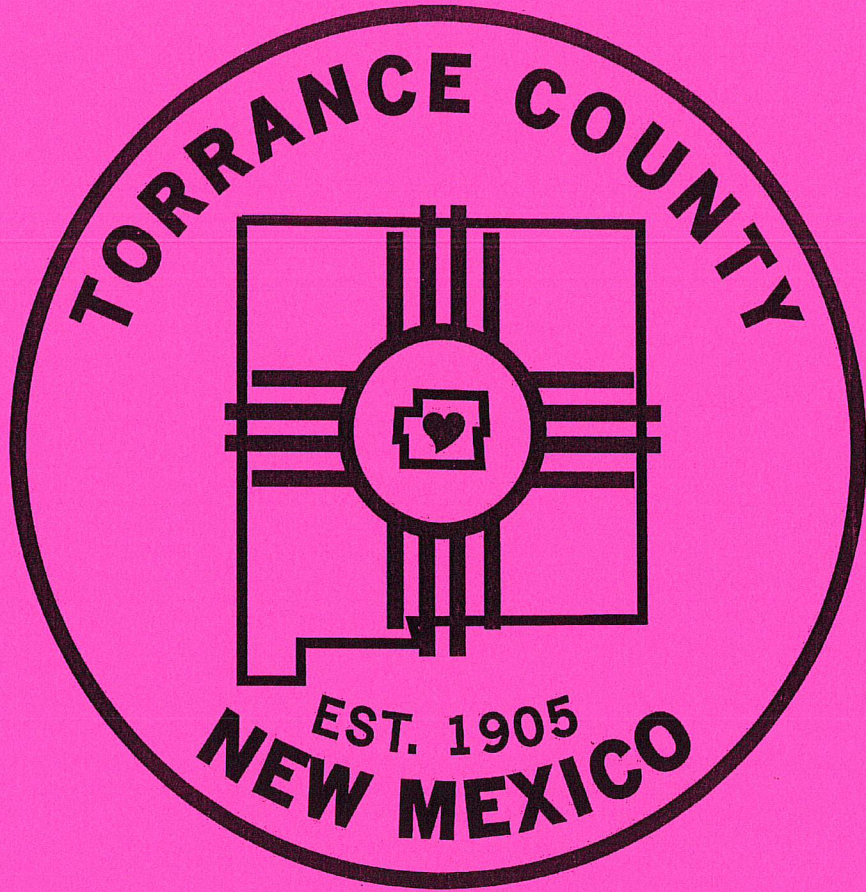
Fund	Name	Period	Amount
999	Pooled Cash	2/2024	2,400,864.28
			<b>2,400,864.28</b>



**TORRANCE COUNTY**  
**COMMISSION MEETING**

*Agenda Item*

*No. 10*



**TORRANCE COUNTY**  
**COMMISSION MEETING**

*Agenda Item*

*No. 11-A*

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**TORRANCE COUNTY  
BOARD OF COUNTY COMMISSIONERS  
RESOLUTION NO. R 2024-**

**DISPOSTION OF TORRANCE COUNTY PROPERTY**

**WHEREAS**, in the course of providing services to the people of Torrance County, it is necessary at times to dispose of property belonging to the County; and

**WHEREAS**, NMSA 1978, Section 13-6-1 et seq. enumerates specific requirements for the disposal of County property; and

**WHEREAS**, the Torrance County Board of County Commissioners adopted the Torrance County Property Disposition Policy (Resolution R 2022-17) (“Policy”) that provides a process by which Torrance County may dispose of County property in accordance with NMSA 1978, Section 13-6-1 et seq.; and

**WHEREAS**, pursuant to the Policy, Torrance County Department Heads or Elected Officials provided a list of property that included three vehicles and three LifePaks for review by the Property Disposition Committee (“Committee”); and

**WHEREAS**, the Committee reviewed and approved the proposed disposition of the three vehicles and three LifePaks in accordance with the Policy.

**NOW, THEREFORE BE IT RESOLVED** that the proposed property disposition is hereby approved by the Torrance County Board of County Commissioners; and

**BE IT FURTHER RESOLVED** that the County, upon final disposition, may remove the above-mentioned property from any current inventory list as directed by NMSA 1978, Section 13-6-1 et seq. and the Policy.

**DONE THIS 28<sup>TH</sup> DAY OF FEBRUARY 2024.**

**APPROVED AS TO FORM ONLY:**

**TORRANCE COUNTY COMMISSION**

\_\_\_\_\_  
**Michael I. Garcia, County Attorney**

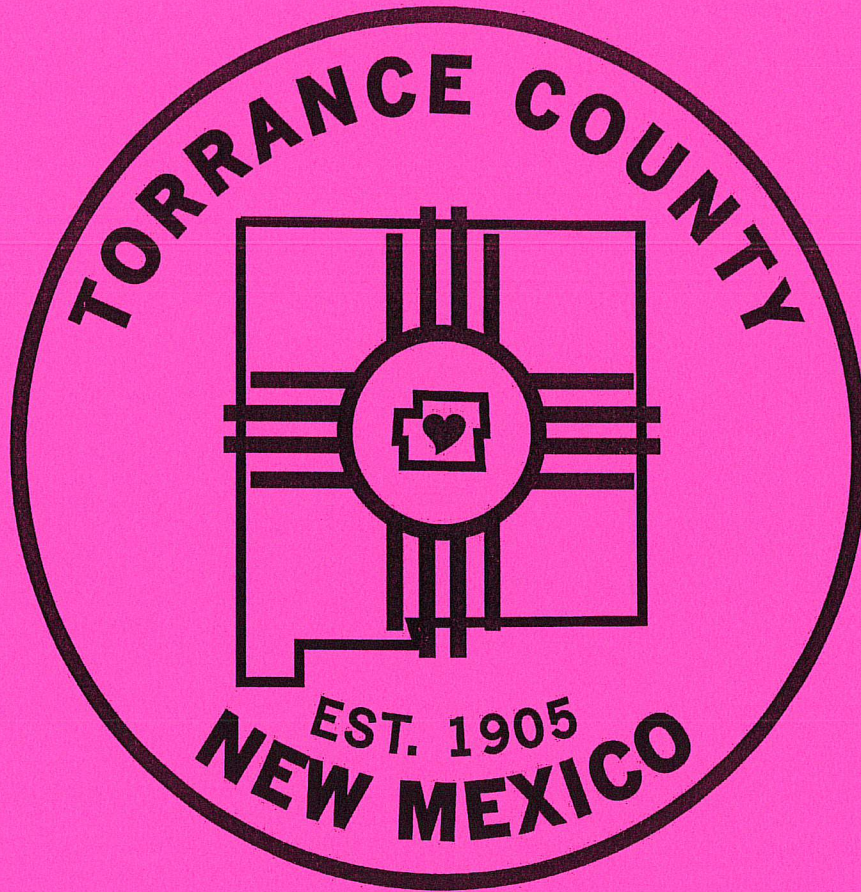
\_\_\_\_\_  
**Kevin McCall, District 1**

**Attest:**

\_\_\_\_\_  
**Ryan Schwebach, District 2**

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

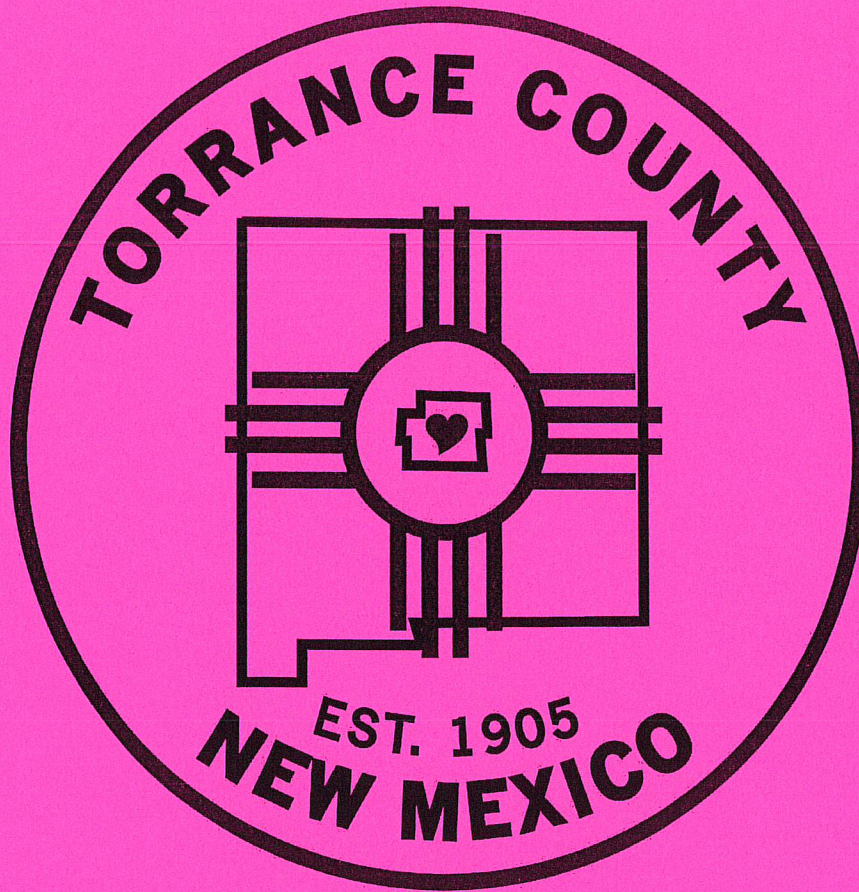
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**Samuel D. Schropp, District 3**



**TORRANCE COUNTY**  
**COMMISSION MEETING**

*Agenda Item*

*No. 12-A*



**TORRANCE COUNTY**  
**COMMISSION MEETING**

*Agenda Item*

*No. 12-B*

# CHILDREN, YOUTH and FAMILIES DEPARTMENT BUDGET, PROGRAM and UNIT ADJUSTMENT FORM

Adjustment No.: #01

X Budget Revision

Date: 20-Feb-24

\_\_\_\_\_ Program Funds

\_\_\_\_\_ Match Funds

Grantee Name: Torrance County

\_\_\_\_\_ Component Adjustment

Contract No.: 21-20847-3

\_\_\_\_\_ Project Description Revision

Program Name: Juvenile Justice Continuum of Graduated Sanctions

\_\_\_\_\_ Project Schedule Revision

\* Use only whole numbers

Line Item Appropriation	Existing Budget	Increase	Decrease	Amended Budget
Continuum Coordinator	\$46,500			\$46,500
Travel	\$1,105		\$805	\$300
<b>Youth Subcommittee</b>	<b>\$300</b>			<b>\$300</b>
15% Program Support	\$19,593			\$19,593
Boys Council	\$38,610		\$1,205	\$37,405
Girls Circle	\$38,610	\$7,210		\$45,820
Restorative Justice Pre/Post	\$3,850		\$3,700	\$150
Circles	\$1,650		\$1,500	\$150
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
<b>Totals:</b>	<b>\$150,218</b>	<b>\$7,210</b>	<b>\$7,210</b>	<b>\$150,218</b>

Justification:

With our current programming in place, we will exhaust Girls Circle remaining funds during the February billing cycle. We will have a shortfall of \$1,155. We will need to BAR funds from Restorative Justice, Boys Council and JJCC travel funds to maintain programming in February and March. By the end of the March billing cycle, we will have exhausted all gender specific and Restorative Justice programming. We will need additional funding for April & May to maintain programming through the end of the school year. We have requested this already.

Continue on a separate page...

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

Title: Grants Manager

Date: 2/20/2024

I certify the above is required for efficient program operation

**CHILDREN, YOUTH and FAMILIES DEPARTMENT**

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

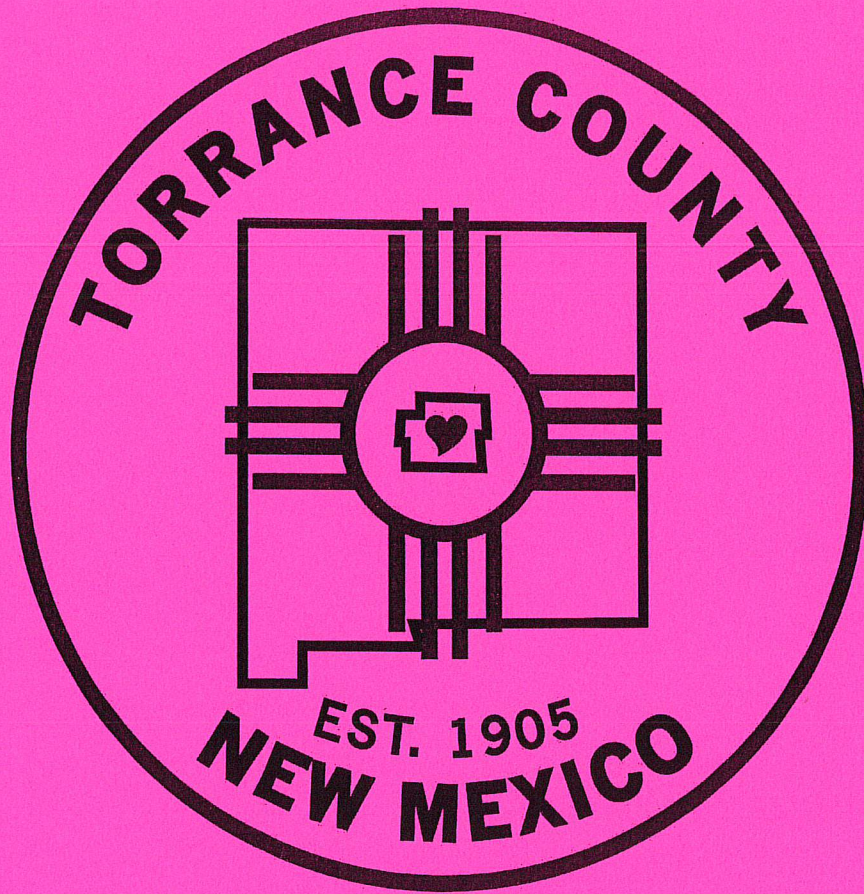
Title: \_\_\_\_\_

Approved

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

Disapproved





**TORRANCE COUNTY**  
**COMMISSION MEETING**

*Agenda Item*

*No. 12-C*

## Amendment No. 2

### PROFESSIONAL SERVICES CONTRACT Estancia Valley Youth & Family Council (EYFVC) GIRLS CIRCLE SERVICES IN THE ESTANCIA VALLEY

THIS AMENDMENT is entered by and between the County of Torrance, hereinafter referred to as "County," and Lyndsi Donner dba Braycon Companies LLC, hereinafter referred to as the "Subcontractor."

1. Subcontractor agrees she shall abide by the budget established by the New Mexico Children, Youth and Families Department, hereinafter referred to as "CYFD," within the Continuum of Graduated Sanctions Agreement No. 21-690-3200-20847 and any approved Budget Adjustment Requests, between CYFD and the County, and as described in "RFP TC-FY20-03 Juvenile Justice Continuum Coordinator Agreement," hereinafter referred to as "Agreement."
2. **Section 3. Limitation of Cost and Compensation** of this Agreement is hereby amended to delete the current language and insert in lieu thereof the following:

#### **"3. Limitation of Cost and Compensation**

A. The total amount made payable to the Subcontractor under this Agreement, excluding gross receipts tax and expenses, shall not exceed fifty thousand, nine hundred eighty-five dollars and zero cents [\$50,985.00 (\$165.00 per session x 309 sessions) for any fiscal year period and as approved by CYFD in Agreement No. 21-690-3200-20847. The Annual budget is attached hereto as "Attachment 2 - Budget" and incorporated herein by reference. Payments shall only be made as outlined in "Attachment 2 - Budget." This amount is a maximum and not a guarantee that the work assigned to the Subcontractor under this Agreement to be performed shall equal the amount stated herein.

3. **Attachment 2 - Budget** of this Agreement is hereby amended to delete the current language and amounts, and insert in lieu thereof the following:

#### **Attachment 2 - Budget**

#### **Torrance County**

\$165 per session x 309 sessions Projected 125 youth served.	\$50,985
<b>TOTAL ANNUAL PROGRAM BUDGET</b>	<b>\$50,985</b>

**IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of signatures below:**

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Subcontractor

Printed Name: Lyndsi Donner  
Address: 57 Windmill Rd; Edgewood, NM 87015

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

Printed Name: Janice Y. Barela  
Address: 205 S Ninth Street; Estancia, NM 87016

Approved as to form:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Torrance County Attorney

Printed Name: Michael I. Garcia  
Address: 6121 Indian School Road, NE, Suite 202; Albuquerque, NM 87110

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

**RFP TC-FY22-03**

**THIS AGREEMENT** is made and entered into by and between the **County of Torrance**, hereinafter referred to as the "County" and **Lyndsi Donner, 57 Windmill Rd, Edgewood, NM 87015**, hereinafter referred to as the "Contractor", and is effective as of the date set forth below upon which it is executed by the Purchasing Agent and the Board of County Commissioners.

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

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

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

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

IT IS AGREED BETWEEN THE PARTIES:

**1. Period of Agreement.**

This Agreement shall become effective upon approval of the Board of County Commissioners, hereinafter referred to as the "Board," and shall automatically renew on July 1 each fiscal year for two (2) additional one-year terms, and shall expire on June 30, 2024, unless terminated pursuant to Articles 4 or 8, infra. In accordance with Section 13-1-150 NMSA 1978, no term for a professional services contract, including extensions and renewals, shall exceed four (4) years, except as set forth in Section 13-1-150 NMSA 1978. This procurement may result in a multi-source award.

**2. Statement of Work**

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

**3. Limitation of Cost and Compensation**

A. The total amount made payable to the Contractor under this Agreement, excluding gross receipts tax and expenses, shall not exceed twenty-nine thousand, seven hundred dollars and zero cents [\$29,700 (\$165.00 per session x 180 sessions) for any fiscal year period and as approved by CYFD in Agreement No. 21-690-3200-20847. The annual budget is attached hereto as "**Attachment 2 – Budget**" and incorporated herein by

reference. Payments shall only be made as outlined in “Attachment 2 – Budget.” This amount is a maximum and not a guarantee that the work assigned to the Contractor under this Agreement to be performed shall equal the amount stated herein.

B. The County shall pay to the Contractor in full payment for services satisfactorily performed pursuant to the “Statement of Work – Attachment 1.” The New Mexico gross receipts tax levied on the amounts payable under this Agreement shall be paid by the County to the Contractor. The Contractor is responsible for all expenses. All invoices MUST BE received by the County no later than five (5) days after the end of each month. The invoice reporting June activity shall be submitted five (5) business days prior to the end of the fiscal year (June 30) and at the termination of the Fiscal Year. Invoices received after such date WILL NOT BE PAID.

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

4. **Appropriations.**

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

5. **Status of Contractor.**

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

6. **Assignment.**

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

7. **Subcontracting.**

The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the County. No such subcontract shall relieve the primary Contractor from its obligations and liabilities under this Agreement, nor shall any subcontract obligate direct payment from the County. In all cases, the contractor is solely responsible for fulfillment of this Agreement.

8. **Release.**

Final payment of the amounts due under this Agreement shall operate as a release of the procuring agency of the County, its officers and employees, and the County of Torrance from all liabilities, claims and obligations whatsoever arising from or under this Agreement.

9. **Confidentiality.**

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

10. **Product of Service -- Copyright.**

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

11. **Conflict of Interest: Governmental Conduct Act.**

A. The Contractor represents and warrants that it presently has no interest and, during the term of this Agreement, shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance or services required under the Agreement.

B. The Contractor further represents and warrants that it has complied with, and, during the term of this Agreement, will continue to comply with, and that this Agreement complies with all applicable provisions of the Governmental Conduct Act, Chapter 10, Article 16 NMSA 1978. Without in anyway limiting the generality of the foregoing, the Contractor specifically represents and warrants that:

- 1) in accordance with Section 10-16-4.3 NMSA 1978, the Contractor does not employ, has not employed, and will not employ

during the term of this Agreement any County employee while such employee was or is employed by the County and participating directly or indirectly in the County's contracting process;

2) this Agreement complies with Section 10-16-7(B) NMSA 1978 because (i) the Contractor is not a public officer or employee of the County; (ii) the Contractor is not a member of the family of a public officer or employee of the County; (iii) the Contractor is not a business in which a public officer or employee or the family of a public officer or employee has a substantial interest; or (iv) if the Contractor is a public officer or employee of the County, a member of the family of a public officer or employee of the County, or a business in which a public officer or employee of the County or the family of a public officer or employee of the County has a substantial interest, public notice was given as required by Section 10-16-7(B) NMSA 1978 and this Agreement was awarded pursuant to a competitive process;

3) in accordance with Section 10-16-8(C) NMSA 1978, (i) the Contractor is not, and has not been represented by, a person who has been a public officer or employee of the County within the preceding year and whose official act directly resulted in this Agreement and (ii) the Contractor is not, and has not been assisted in any way regarding this transaction by, a former public officer or employee of the County whose official act, while in County employment, directly resulted in the County's making this Agreement;

4) in accordance with Section 10-16-13 NMSA 1978, the Contractor has not directly participated in the preparation of specifications, qualifications or evaluation criteria for this Agreement or any procurement related to this Agreement; and

5) in accordance with Section 10-16-3 and Section 10-16-13.3 NMSA 1978, the Contractor has not contributed, and during the term of this Agreement shall not contribute, anything of value to a public officer or employee of the County.

C. Contractor's representations and warranties in Paragraphs A and B of this Article 12 are material representations of fact upon which the County relied when this Agreement was entered into by the parties. Contractor shall provide immediate written notice to the County if, at any time during the term of this Agreement, Contractor learns that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances. If it is later determined that Contractor's representations and warranties in Paragraphs A and B of this Article 12 were erroneous on the effective date of this Agreement or have become erroneous by reason of new or changed circumstances, in addition to other remedies available to the County and notwithstanding anything in the Agreement to the contrary, the County may immediately terminate the Agreement.

D. All terms defined in the Governmental Conduct Act have the same meaning in this Article 12(B).

**12. Amendment.**

This Agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto and all other required signatories.

**13. Merger.**

This Agreement incorporates all the Agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, Agreements and understandings have been merged into this written Agreement. No prior Agreement or understanding, oral or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this Agreement.

**14. Penalties for violation of law.**

The Procurement Code, Sections 13-1-28 through 13-1-199, NMSA 1978, imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

**15. Equal Opportunity Compliance.**

The Contractor agrees to abide by all federal, state and county laws and rules and regulations, pertaining to equal employment opportunity. In accordance with all such laws, the Contractor assures that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, age, physical or mental handicap, or serious medical condition, spousal affiliation, sexual orientation or gender identity, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this Agreement. If Contractor is found not to be in compliance with these requirements during the life of this Agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

**16. Applicable Law.**

In any action, suit or legal dispute arising from this Agreement, the Contractor agrees that the laws of the State of New Mexico shall govern and that venue will lie in the Seventh Judicial District Court in Torrance County. By execution of this Agreement, Contractor acknowledges and agrees to the jurisdiction of the courts of the State of New Mexico over any and all lawsuits arising under or out of any term of this Agreement.

**17. Workers Compensation.**

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



**18. Records and Financial Audit.**

The Contractor shall maintain detailed time and expenditure records that indicate the date; time, nature and cost of services rendered during the Agreement's term and effect and retain them for a period of three (3) years from the date of final payment under this Agreement. The records shall be subject to inspection by the County, the Department of Finance and Administration and the State Auditor. The County shall have the right to audit billings both before and after payment. Payment under this Agreement shall not foreclose the right of the County to recover excessive or illegal payments

**19. Disclaimer and Hold Harmless.**

Torrance County shall not be liable to the Contractor, or the Contractor's successors, heirs, administrators, or assigns, for any loss, damage, or injury, whether to Contractor's person or property, occurring in connection with Contractor's performance of Contractor's duties according to this Agreement. Contractor shall hold the Torrance County harmless from all loss, damage, and injury, including court costs and attorney fees, incurred by Torrance County in connection with the performance by Contractor of Contractor's duties according to this Agreement.

**20. Indemnification.**

The Contractor shall defend, indemnify and hold harmless the County of Torrance from all actions, proceeding, claims, demands, costs, damages, attorneys' fees and all other liabilities and expenses of any kind from any source which may arise out of the performance of this Agreement, caused by the negligent act or failure to act of the Contractor, its officers, employees, servants, subcontractors or agents, or if caused by the actions of any client of the Contractor resulting in injury or damage to persons or property during the time when the Contractor or any officer, agent, employee, servant or subcontractor thereof has or is performing services pursuant to this Agreement. In the event that any action, suit or proceeding related to the services performed by the Contractor or any officer, agent, employee, servant or subcontractor under this Agreement is brought against the Contractor, the Contractor shall, as soon as practicable but no later than two (2) days after it receives notice thereof, notify the legal counsel of the County of Torrance and the New Mexico Association of Counties by certified mail.

**21. Invalid Term or Condition.**

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

**22. Enforcement of Agreement.**

A party's failure to require strict performance of any provision of this Agreement shall not waive or diminish that party's right thereafter to demand strict compliance with that or any other provision. No waiver by a party of any of its rights under this Agreement shall be effective unless express and in writing, and no effective waiver by a party of any of its rights shall be effective to waive any other rights.

**23. Authority.**

If Contractor is other than a natural person, the individual(s) signing this Agreement on behalf of Contractor represents and warrants that he or she has the power and authority to bind Contractor, and that no further action, resolution, or approval from Contractor is necessary to enter into a binding contract.

**24. Lobbying.**

No federal appropriated funds can be paid or will be paid, by or on behalf of the CONTRACTOR, or any person for influencing or attempting to influence an officer or employee of any County, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, or the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, or modification of any Federal contract, grant, loan, or cooperative agreement. If any funds other than federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any County, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection of this federal contract, grant, loan, or cooperative agreement, the CONTRACTOR shall complete and submit Standard Form LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

**25. Approval of Contractor Personnel.**

Personnel proposed in the Contractor's written proposal to the County are considered material to any work performed under this Agreement. No changes of personnel will be made by the Contractor without prior written consent of the procuring agency of the County. Replacement of any Contractor personnel, if approved, shall be with personnel of equal ability, experience and qualifications. The Contractor will be responsible for any expenses incurred in familiarizing the replacement personnel to insure their being productive to the project immediately upon receiving assignments. Approval of replacement personnel shall not be unreasonably withheld. The procuring agency of the County shall retain the right to request the removal of any of the Contractor's personnel at any time.

**26. Survival.**

The agreement paragraphs titled "Patent, Copyright, Trademark, and Trade Secret Indemnification" and "Indemnification" shall survive the expiration of this agreement. Software licenses, leases, maintenance and any other unexpired agreements that were entered into under the terms and conditions of this agreement shall survive this agreement

**27. Succession.**

This agreement shall extend to and be binding upon the successors and assigns of the parties.

**28. Force Majeure.**

A party shall be excused from performance under this agreement for any period that the party is prevented from performing as a result of an act of God, strike, war, civil disturbance, epidemic, or court order, provided that the party has prudently and promptly acted to take any and all steps that are within the party's control to ensure performance. Subject to this provision, such non-performance shall not be deemed a default or a ground for termination.

**29. Mediation.**

In the event a dispute arises as to the rights and obligations among the parties hereto, the parties agree to attempt to resolve the dispute through mediation as a condition precedent to seeking legal and equitable remedies. The parties agree to evenly split the costs of any such mediation services. The parties shall mutually agree upon the choice of mediator. In the event the parties have not agreed upon a mediator within twenty (20) days of written notice to the other regarding the dispute, then a list of seven potential mediators will be obtained from the New Mexico Association of Counties and the parties shall utilize a striking process until a mediator is agreed upon.

**30. Notice to Proceed.**

It is expressly understood that this Agreement is not binding upon the County until it is executed by the Board of County Commissioners after voting on the contract at a public meeting. The Contractor is not to proceed with its obligations under the Agreement until the Contractor has received a fully signed copy of the Agreement.

**31. Attorney's Fees.**

In the event this Agreement results in dispute, mediation, litigation, or settlement between the parties to this Agreement, the prevailing party of such action shall NOT be entitled to an award of attorneys' fees and court costs.

**32. Cooperation.**

All parties hereto will fully cooperate with the other and their respective counsel, accountant, and agents in connection with any steps required to be taken under this Agreement.

**33. Incorporation and Order of Precedence.**

Request for Proposals No. TC-FY22-03 and the contractor's proposal are incorporated by reference into this agreement and are made a part of this agreement. In the event of any conflict among these documents, the following order of precedence shall apply:

1. Any contract amendment(s), in reverse chronological order; then
2. this contract itself; then
3. the Request for Proposals; then
4. the Contractors Best and Final Offer(s), in reverse chronological order; then
5. the contractor's proposal; then

6. the contractor's standard agreement terms and conditions (which may or may not have been submitted as part of the contractor's proposal).

**34. Patent, Copyright, Trademark and Trade Secret Indemnification.**

A. The contractor shall defend, at its own expense, the County of Torrance against any claim that any product or service provided under this agreement infringes any patent, copyright or trademark in the United States or Puerto Rico, and shall pay all costs, damages and attorneys' fees that a court finally awards as a result of any such claim. In addition, if any third party obtains a judgment against the County of Torrance based upon the contractor's trade secret infringement relating to any product or service provided under this agreement, the contractor agrees to reimburse the County of Torrance for all costs, attorneys' fees and the amount of the judgment. To qualify for such defense and/or payment, the County of Torrance shall:

- i. give the contractor prompt written notice of any claim;
- ii. allow the contractor to control the defense or settlement of the claim;  
and
- iii. cooperate with the contractor in a reasonable way to facilitate the defense or settlement of the claim.

B. If any product or service becomes, or in the contractor's opinion is likely to become the subject of a claim of infringement, the contractor shall at its option and expense:

- i. provide a procuring agency of the County the right to continue using the product or service;
- ii. replace or modify the product or service so that it becomes non-infringing; or
- iii. accept the return of the product or service and refund an amount equal to the depreciated value of the returned product or service, less the unpaid portion of the purchase price and any other amounts which are due to the contractor. The contractor's obligation will be void as to any product or service modified by the procuring agency of the County to the extent such modification is the cause of the claim.

**35. Professional Liability Insurance.**

Contractor agrees to maintain in full force throughout the duration of the Agreement a professional liability insurance policy with a minimum coverage of \$1,000,000.00 per occurrence/ \$2,000,000.00 aggregate.

**36. Contractor's Payment of Property Taxes.**

Contractor acknowledges that County has established a policy of ensuring that all individuals and businesses that benefit financially from County through contract are current in paying their property tax obligations to mitigate the economic burden otherwise imposed upon County and its taxpayers. Contractor warrants and certifies that it is presently not delinquent in the payment of its property tax obligations, and that it will not become delinquent during the term of this Contract.

**37. Termination For Failure to Comply with All County Tax Requirements.**

Without limiting the rights and remedies available to County under any other provision of this contract, failure of Contractor to cure a tax delinquency within 10 days of notice shall be grounds upon which County may terminate this Contract.

**38. Notices.**

Any notice required to be given to either party by this Agreement shall be in writing and shall be delivered in person, by courier service or by U.S. mail, either first class or certified, return receipt requested, postage prepaid, as follows:

To the County: Janice Y. Barela, County Manager // PO Box 48// Estancia, NM 87016

To the Contractor: [Lyndsi Donner // 57 Windmill Rd// Edgewood, NM 87015].

**IN WITNESS WHEREOF, the parties have executed this Agreement as of the date of signature by the Board of County Commissioners below.**

By: Lyndsi Donner Date: 10/13/2021  
Contractor


Printed Name: **Lyndsi Donner**

Address: **57 Windmill Rd, Edgewood, NM 87015**

By: Janice Y. Barela Date: 10.13.2021  
Torrance County Manager

Printed Name: Janice Y. Barela

Address: 205 S Ninth Street, Estancia, NM 87016

By:  Date: 10/13/2021  
Torrance County Purchasing Agent

Printed Name: Noah J. Sedillo

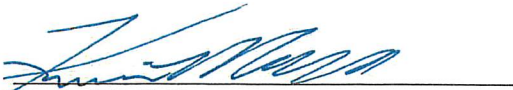
Address: 205 S Ninth Street, Estancia, NM 87016

**BOARD OF COUNTY COMMISSIONERS**


**APPROVED, ADOPTED AND PASSED** on this 13th day of October, 2021.



Ryan Schwebach  
Chairman, District II



Kevin McCall  
Commissioner, District I




LeRoy Candelaria  
Commissioner, District III

Approved as to form:



John M. Butrick  
Torrance County Attorney

Attest:



Yvonne Otero  
Torrance County Clerk



## Attachment 1 – Statement of Work

### **Torrance County**

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

### **ESSENTIAL FUNCTIONS**

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

1. Fulfills all goals, objectives, and activities of the Gender-Specific Girls Circle Program as specified by the County, Children Youth, and Families Department (CYFD, and the Agreement between the County and CYFD. Work closely with and under supervision of the Estancia Valley Youth & Families Council (EVYFC) Continuum Coordinator, herein after known as the “Continuum Coordinator,” to ensure all quality standards and goals are met. Shall provide quarterly updates to the EVYFC at a regularly scheduled board meeting or upon proper written notice.
2. Each Circle session shall run for eight (8) to twelve (12) weeks for a minimum of one (1) hour per week. Sessions must include an activity from the facilitator manual.
3. Submit the FY20 Data Collection Form no later than the 5th day of the following month, a summary report upon completion of the Program, including performance outcomes and the number of youth to complete the Program successfully.
4. Submit a weekly attendance form for each session to the Continuum Coordinator by 5:00 p.m. the following day after the session is conducted.
5. Print and file each participant’s monthly log by the 5th day of the following month.
6. Conduct One Circle Foundation approved entry and exit surveys (The Girls Circle) for each participant.
7. Complete a Youth and Staff Survey for each youth and submit to be recorded into an approved CYFD platform upon completion of each program and maintain a hardcopy on file for audit purposes.
8. Conduct retention calls to the parents or guardians of each participant to build a relationship with the parent or guardian as well as to discuss the progress of their participating child.
9. Provide other data and information as may be requested or required by CYFD and/or the Continuum Coordinator.
10. Upon successful completion of the Program, issue a certificate to each participant and obtain an evaluation form from each participant.
11. Inclusion and reference the CYFD and EVYFC logo in any correspondence and media communications.



12. At minimum, collect the following demographics, core measures, and performance measurements for each participant:

### **DEMOGRAPHICS**

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

### **CORE MEASURES**

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

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

## **PERFORMANCE MEASURES**

### **Program Specific as measured by the Girls Circle Survey**

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

### **Local Site-Specific**

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

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

The following qualifications apply to individuals listed in this contract.

- 1. High School Diploma or equivalent AND two years' experience in community services programs. A combination of education, experience, and training may be applied in accordance with Torrance County policy;
- 2. Demonstrated knowledge of accounting, administration, writing, public speaking, governmental policies; time management;
- 3. Proof of General and Professional Liability Insurance;
- 4. Skill in communicating effectively both orally and in writing; and
- 5. Skill in establishing and maintaining effective working relationships with government entities, law enforcement officials, the general public, and peers.
- 6. Applicants must also meet the following requirements:
  - a. Be at least twenty-one (21) years of age;

- b. Be a United States Citizen;
- c. Have a valid New Mexico driver's license;
- d. Not have been convicted of a felony or any domestic violence conviction or other crime involving moral turpitude;
- e. Submit to a thorough background investigation;
- f. Be familiar with keyboarding and computer systems;
- g. No DUI convictions within the last five years;
- h. Meet or exceed the County requirements for insurance and bonding;
- i. Provide an Employee Code of Conduct.

### **PREFERRED QUALIFICATIONS**

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

### **WORKING CONDITIONS**

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

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

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

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

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

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

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

**SAFETY SENSITIVE POSITION REQUIRES PASSING A BACKGROUND CHECK APPROVED BY CYFD.**

FAILURE OF DRUG AND ALCOHOL TESTING AND/OR BACKGROUND CHECK  
SHALL RESULT IN NON CONTRACT AWARD.

**DISCLAIMER**

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

**Attachment 2 – Budget**

**Torrance County**

\$165 per session X 180 sessions Projected 120 youth served.	\$29,700
<b>TOTAL ANNUAL PROGRAM BUDGET</b>	<b>\$29,700</b>

**Amendment No. 1**

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

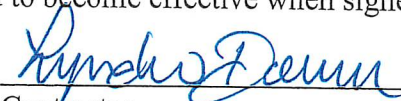
THIS AMENDMENT is entered by and between the County of Torrance, hereinafter referred to as "County," and Lyndsi Donner, hereinafter referred to as the "Contractor."

1. The Statement of Work (SOW) is amended to insert a second paragraph following the opening paragraph to read as follows:

“The Contractor must understand and apply the required principles of trauma responsive care to their programing, policy and procedures and interactions with all children/youth and their families, especially those children/youth in or at risk of entering state custody and their families. These requirements are documented in “Attachment 3 – Trauma Responsive Care and Services Training Requirements.” included with the Continuum of Graduated Sanctions Agreement # 21-690-3200-20847.”

The “Attachment 3” is included with this agreement.

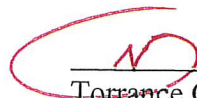
**IN WITNESS WHEREOF**, the County and the Contractor have caused this Agreement No. 2 to be executed and to become effective when signed by both parties.

By:  Date: 12/13/22  
Contractor

Printed Name: Lyndsi Donner  
Address: 57 Windmill Road, Edgewood, NM 87105

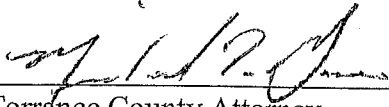
By:  Date: 8.15.2022  
Torrance County Manager

Printed Name: Janice Y. Barela  
Address: 205 S Ninth Street; Estancia, NM 87016

By:  Date: 8/15/2022  
Torrance County Purchasing Officer

Printed Name: Noah J. Sedillo  
Address: 205 S Ninth Street; Estancia, NM 87016

By:

  
\_\_\_\_\_  
Torrance County Attorney

Date: 8/24/22

Printed Name: Michael I. Garcia

Address: 6121 Indian School Rd, NE, Suite 202; Albuquerque, NM 87110

### Attachment 3 – Trauma Responsive Care and Services Training Requirements

Revised 04.29.2022

The Children, Youth and Families Department (CYFD) seeks to achieve safety, permanency, and well-being of children by implementing systems and services that are *trauma responsive*; providing *community-based therapeutic supports in the most family-like setting*; understanding the importance of and maintaining the *cultural connections and tribal sovereignty* of children, families, and tribes; honoring and centering *youth and family voice and choice*; and ensuring we use *collaborative, team-based* decision-making with families. We are committed to building a workforce worthy of trust through continual *professional growth and development* and a standard of *cultural humility practice*.

To achieve this, CYFD contracted Contractors must understand and apply the required principles of trauma responsive care to their programing, policy and procedures and interactions with all children/youth and their families, especially those children/youth in or at risk of entering state custody and their families. Those who contract with CYFD are mandated to:

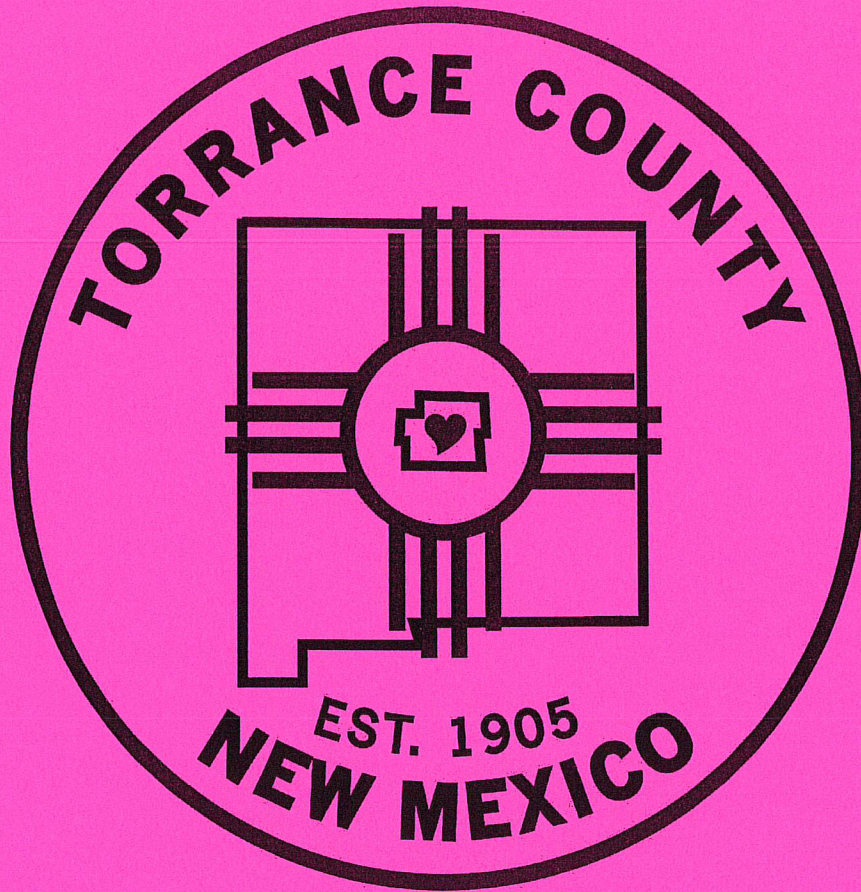
1. Complete training on trauma responsive care and service delivery. Contractor staff will complete the curriculum determined to be most appropriate for their job position and level of interaction with children/youth and families as identified by the Cross-Departmental Training Review Committee (Human Services Department and CYFD representatives). Training shall be completed within the first three (3) months of hire and annually thereafter.
2. Approved trainings and training requirements on trauma responsive care and service delivery, as identified by the Cross-Departmental Training Review Committee. CYFD will provide a list of approved trainings to Contractors prior to the effective date of the Agreement, and quarterly or upon request thereafter.
  - a. For trainings on trauma responsive care and service delivery not previously identified/or approved by the Cross-Departmental Training Review Committee, Contractors may submit request to its Program Manager for approval by the Cross-Departmental Training Review Committee which meets quarterly.
  - b. The list of approved trainings will include those that are of no cost to the Contractor. Funding for Contractor Loss of Productivity will be negotiated between the Contractor and Program Manager for inclusion in the budget.
3. Contractor staff includes those who have direct contact with children/youth (ages 0-21) in state custody or at-risk children/youth, administrative staff and Management or Executive level position (“leaders”).
4. On a monthly basis, Contractors will provide a Trauma Training Tracking Sheet with their invoice or encounter submission that includes the following information:
  - a. Report current leaders and staff who have direct contact with children who have worked for the Contractor for more than three months, and
  - b. Provide certification of completion for those who have completed the initial training requirements.
5. At least seventy (70) percent of the Contractor’s staff must have completed required trauma responsive training as identified by Cross-Departmental Training Review Committee within three (3) months of hire for Contractor to continue billing for services.



6. Trauma responsive care and service delivery training completed by Contractor staff prior to hire, and if taken less than six (6) months prior to hire, may be submitted for approval of the Cross-Departmental Training Review Committee, via the Contractor's Program Manager.
7. When scope of work is being performed by Subcontractor or Subawardee, Contractors are responsible for ensuring that the Subcontractor or Subawardee's staff receive the mandated trauma responsive care and service delivery training as outlined above.

CYFD Program Managers will:

1. Facilitate access to the mandated trauma responsive care and service delivery training so Contractor staff can meet the minimum requirements.
2. For trainings on trauma responsive care and service delivery not previously identified/or approved by the Cross-Departmental Training Review Committee, Contractor may submit request to its Program Manager. The Program Manager will route the request to Cross-Departmental Training Review Committee for approval and provide written notice of the Committee's decision to the Contractor within ten (10) working days following the Committee's quarterly meeting.



**TORRANCE COUNTY**  
**COMMISSION MEETING**

*Agenda Item*

*No. 12-D*



## 2024-2025 Wildfire Risk Reduction Program for Rural Communities Funding Application

Application due to BLM by Friday, March 1, 2024

Application due to NMC by Friday, April 5, 2024

Application checklist must be submitted with funding application

General Information	
<b>Project type</b> Use separate application for each project.	<input type="checkbox"/> CWPP Update (award up to \$25,000)
	<input checked="" type="checkbox"/> Education & Outreach Activities (award up to \$20,000)
	<input type="checkbox"/> Hazardous Fuels Reduction Treatment (award up to \$100,000)
<b>Project title</b>	<b>Resident Wildfire Evacuation Workshop/Go Bags</b>
<b>Amount requesting</b>	\$20,000
<b>Match amount</b> A minimum 10% match is required for all projects.	\$2,000 (in-kind for Emergency Management staff to provide workshops, building rent to provide workshops at multiple locations).  List type(s) or source(s) of match (in-kind, etc.):
<b>Applicant organization</b>	Torrance County Emergency Management
<b>Applicant address</b>	Street: PO Box 48, 205 S Ninth Street City: Estancia State: NM Zip: 87016
<b>Applicant contact</b>	Name: Samantha O'Dell Title: Emergency Manager Phone: 505-297-9981 Email: sodell@tcnm.us
<b>Organization type</b>	<input checked="" type="checkbox"/> County Government <input type="checkbox"/> Municipality <input type="checkbox"/> Political Subdivision (e.g. Soil & Water Conservation District) <input type="checkbox"/> Native American Tribe <input type="checkbox"/> Non-Profit Organization
<b>Federal EIN #</b>	85-6000257
<b>Does your organization receive more than \$500,000 in federal funding on an annual basis?</b>	<input type="checkbox"/> Yes If yes, applicants must submit a copy of their audit with this application.  <input checked="" type="checkbox"/> No

<b>Has your organization previously received funding from the Wildfire Risk Reduction Grant Program?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, grant year(s): 2023-2024 Name of project(s) funded: CWPP Update Amount(s): \$ \$20,000
<b>Has this project been submitted to, or will be submitted to, other funding sources?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, name of funding source(s): Amount requested: \$
<b>Project location</b> <a href="https://www.topozone.com/">https://www.topozone.com/</a>	Project coordinates/central area location: Latitude <u>34.7724176</u> N Longitude <u>-106.054942</u> W  Shape files: <input type="checkbox"/> Yes, attached (Required for CWPP updates, fuels reduction projects and ground disturbing education & outreach projects) <input checked="" type="checkbox"/> No, not required
<b>District information</b>  <a href="https://www2.census.gov/geo/maps/cong_dist/uswall/cd115/CD115_US_WallMap.pdf?#">https://www2.census.gov/geo/maps/cong_dist/uswall/cd115/CD115_US_WallMap.pdf?#</a>  <a href="https://www.nmlegis.gov/Members/Districts">https://www.nmlegis.gov/Members/Districts</a>	Congressional district number: 1  State Senate district number: 19  State House of Representatives district number: 70
<b>Identify the most current CWPP update for your community, county or tribe.</b> <a href="https://www.emnrd.nm.gov/sfd/fire-prevention-programs/community-wildfire-protection-plans-cwpp/">https://www.emnrd.nm.gov/sfd/fire-prevention-programs/community-wildfire-protection-plans-cwpp/</a>	CWPP title: Torrance County Community Wildfire Protection Plan  Approval date: 2008 (update currently in progress)  Provide a link to the most recent CWPP: <a href="https://www.emnrd.nm.gov/sfd/wp-content/uploads/sites/4/TorranceFinalCWPP2008.pdf">https://www.emnrd.nm.gov/sfd/wp-content/uploads/sites/4/TorranceFinalCWPP2008.pdf</a>
<b>Check all boxes that relate to your project objectives.</b>  National Cohesive Strategy information: <a href="https://www.forestsandrangelands.gov/strategy/thestrategy.shtml">https://www.forestsandrangelands.gov/strategy/thestrategy.shtml</a>	<input checked="" type="checkbox"/> Community Wildfire Protection Planning <input checked="" type="checkbox"/> Community Outreach &/or Education <input checked="" type="checkbox"/> Defensible Space <input type="checkbox"/> Protect Watershed <input type="checkbox"/> Ecosystem Restoration <input type="checkbox"/> Protect Threatened & Endangered Species Habitat <input type="checkbox"/> Forest Health <input type="checkbox"/> Reduce Invasive Species <input checked="" type="checkbox"/> Fuel Reduction <input checked="" type="checkbox"/> Wildland Urban Interface (WUI) <input type="checkbox"/> Rangeland Health <input checked="" type="checkbox"/> Improves Responses to Wildfire <input type="checkbox"/> Maintains Previous Investments <input checked="" type="checkbox"/> Aids in Reducing Large Fire Costs <input checked="" type="checkbox"/> Provides for Firefighter Safety

<p><b>Communities at Risk</b> List as rated in the 2022 Communities at Risk Assessment Plan: <a href="https://www.emnrd.nm.gov/sfd/fire-prevention-programs/community-wildfire-protection-plans-cwpp/">https://www.emnrd.nm.gov/sfd/fire-prevention-programs/community-wildfire-protection-plans-cwpp/</a></p>	<p>List Communities at Risk. High: A102, Deer Canyon Preserve, Duran, Echo Ridge, Forest Road 422, Manzano Mountain Ranch, Fourth of July Campground, Game Road, Loma Parda, Manzno, Manzano Morning, McIntosh, Punta de Agua, Red Bluff, Sherwood Forest, Tajiue, Torreon, Willard Medium: Clines Corners, Encino, Estancia, Mission Hills, Moriarty, Mountainair, Sunset Acres, Sweetwater Hills Subdivision Low: Homestead Estates</p> <p>List additional communities affected, but not on list (if applicable):</p>
<p><b>Does this project provide a direct mutual benefit to other initiatives by non-profit/state/federal entities such as BLM, NM Forestry, State Land Office or US Forest Service?</b></p>	<p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If yes, list agency(s): USFS, State Land Office, BLM, State Forestry</p>
<p><b>Community, local, state and federal partners &amp; their role in the project</b></p>	<p>Community: Community partners, such as Torrance County Emergency Management Volunteer Group are ready to collaborate and assist with public outreach and education.</p> <p>Local government: Emergency Management department will provide the education and outreach workshops to include training and materials to prepare for a wildfire.</p> <p>State: While this project does benefit state partners, we are not asking state partners to have a role or responsibility in the project.</p> <p>Federal: While this project does benefit our federal partners, we are not asking federal partners to have a role or responsibility in the project.</p> <p>✓ Attach letters of commitment from each partner identifying role, responsibility and cost sharing arrangement (if any).</p>

<b>Project Timeline</b>		
<b>Project Tasks</b> Provide a brief description of the project's sequential tasks.	<b>Time Frame</b> Provide duration of time for each task within the 12-month grant period.	<b>Responsible Party</b> Grant applicant or appropriate partner.
Obtain Evacuation Workbooks from Department of Homeland Security and Emergency Management.	First 1-2 months.	Grant applicant/Emergency Management
Purchase "go bags" and items to include.	First 1-2 months.	Grant applicant/Emergency Management

Create presentation based on wildfires, terrain in area and evacuation workbook.	First 1-2 months.	Grant applicant/Emergency Management
Set up 3-4 workshops (3 hours in length each) in various locations within Torrance County. During these workshops, an evacuation plan will be created by each attendee. There will also be awareness/education brought about wildfires, defensible space and overall how to prepare for a wildfire.	2-10 months.	Grant applicant/Emergency Management

Add lines as needed.

Budget Summary	
<p><b>Summarize the project budget:</b></p> <ul style="list-style-type: none"> <li>• Provide a clear understanding for your request.</li> <li>• Provide specific information on personnel costs.</li> <li>• Note if you expect to receive any income from your project (firewood sales, etc.).</li> </ul>	<p>If awarded the \$20,000 for the Education/Outreach materials, Torrance County Emergency Management will use the funding to purchase go bags and basic items to include within the go bags. The funds will not be used for personnel costs. The personnel costs will come from the "in kind" match.</p>

Budget Spreadsheet	These expenses may qualify as cost share/match See OMB circulars A110 & 102.			Total Project Cost
	Grant Funds	Applicant Contribution	Partner/Third Party Contribution	
Personnel	\$0	\$2,000	\$0	\$2,000
Travel	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0
Supplies	\$20,000	\$0	\$0	\$20,000
Contractual	\$0	\$0	\$0	\$0
Other (specify)	\$0	\$0	\$0	\$0
<b>Total</b>	\$20,000	\$0	\$0	\$22,000

If there are fringe benefits or indirect charges that you'd like to include, enter as "other" and specify type.

## CWPP Update Applicants ONLY

### Project Details

#### Project Description

Provide:

- Clear scope of work
- Need for project
- Scale of project

Describe:

- Community specific strategies
- Impact on Communities at Risk ratings
- Community/economic benefits
- Mutual benefits to other projects or initiatives
- How your project will advance fire adapted community resilience

Narrative:

- ✓ Attach project area map(s).
- ✓ Provide electronic shape files.

#### Previous Experience

- Describe previous experience for this type of project.
- Note successes and failures.

Narrative:

Paste web link to previous experience documentation:

(If web link not available, attach examples supporting previous experience.)

#### Do you have an established CWPP core team?

Yes

If yes, list core team members:

No

If no, list members/agencies you intend to contact:

CWPP update requirements:

<https://www.emnrd.nm.gov/sfd/fire-prevention-programs/community-wildfire-protection-plans-cwpp/>

### BLM Requirements

#### BLM Benefits

Projects must show benefit to BLM lands.

- Explain how your project benefits BLM lands.
- Include actual mileage information between project and BLM land.

Benefit to BLM Land:

Treatment on tribal land:  Yes  No  
(If yes, allow additional time for application processing)

Distance to BLM Land:

If the project is adjacent, you may put adjacent. Do not use terms such as close or nearby.

#### BLM District Office Review

All projects must be reviewed and recommended by your local BLM district office.

Application must be submitted to your local BLM district office by **Friday, March 3<sup>rd</sup>** to allow processing time prior to the application deadline.

BLM district office closest to project location:

Fire/Fuels management officer contacted about project:

BLM NM district offices: [www.blm.gov/office/new-mexico-state-office](http://www.blm.gov/office/new-mexico-state-office)

### BLM Fire Management Officer/Fuels Specialist Signature

By signing this application, the BLM representative states that they understand the scope of work and recommends that the project move forward to the grant evaluation panel for funding consideration.

\_\_\_\_\_

BLM Fire/Fuels Management Officer Signature

\_\_\_\_\_

Date

## Education & Outreach Applicants ONLY

If you are applying for a ground-disturbing demonstration project, your application must include a map of the project footprint, vegetation photographs, and a link and map of endangered species in the area and require clearances (see below).

### Project Description

Provide:

- Clear scope of work
- Scale of project
- Need for education
- Target audience

Describe:

- Community events
- Community economic benefits
- Reasons for purchasing/developing products
- Understanding of special considerations
- How you'll survey participants, monitor effectiveness and collect data

Narrative: Torrance County Emergency

Management would utilize the grants funding to purchase "go bags" that would be provided to residents. This would allow residents to plan and prepare for an evacuation due to a wildfire.

Torrance County Emergency Management would purchase water resistant bags (similar to a backpack), small notebook, pen, whistle, heavy work gloves, poncho (or other rain gear), emergency blanket, AM/FM/weather radio, flashlight, hand sanitizer, plate, cup, utensil, duct tape and First Aid Kit to provide within the bag. This is meant to be a starter "Go Bag", with the individuals have space left to personalize in a way that they need (medicine, clothing, glasses, food, water, cash, toiletries, etc.).

Torrance County Emergency Management will also be obtaining Evacuation Workbook: Are You Ready? from the Department of Homeland Security and Emergency Management. The workbook is available in English and Spanish. There will be 3-4 workshops scheduled within Torrance County. The workshop will include a power point presentation to include defensible space, preparing homes for a wildfire, preventing wildfires, creating an individual evacuation plan, how to be notified of a wildfire, what to do after the fire, debris removal, family communication plan, emergency shelters, preparing for evacuation with a pet or service animal, how to make a "Go Bag", disabilities to consider and what to do if you need assistance. The residents must attend the entire one-day workshop to obtain their "Go Bag" from Emergency Management.

Torrance County Emergency Management will provide the workshops in multiple locations within the County, to reach the targeted audience. The targeted audience would include individuals within the wildland urban interface, as well as the entire county. The wildland urban interface areas will be determined based on the Community Wildfire Protection Plan risk analysis.

The workshop will include how to prepare for



individuals with disabilities. If there is an interest within the community, an additional workshop will be made available to concentrate on evacuation and preparation during a wildfire, with disabilities. The workbook does include a document that can be turned in to assist first responders knowing that the individual may need additional assistance during a wildfire.

This essential information will help residents to be prepared in the event of a wildfire. This will decrease the need for local first responders to assist residents in evacuation, allowing first responders to perform other lifesaving duties.

The success of the project will be measured based on the attendance of the workshops, completion of evacuation plans and a participation survey at the end of the workshop. The survey will help determine the value of the workshop, how prepared the individual was previously, and how prepared they are after the workshop.

(For ground-disturbing demonstration projects only)

- ✓ Attach project area map(s).
- ✓ Provide electronic shape files.

<p><b>Previous Experience</b></p> <ul style="list-style-type: none"> <li>• Describe previous experience for this type of project.</li> <li>• Note successes and failures.</li> </ul>	<p>Narrative: Torrance County does not have previous experience with this specific project. However, Torrance County Emergency Management co-sponsored a Service Appreciation Day in 2022 that over 400 residents attended. This event included over 20 booths of groups/organizations that provide a service within the County. This allowed the residents to learn more about the services and thank the individuals involved.</p> <p>Torrance County Emergency Management was on the planning committee for the Tractor Parade/Safety Day in Estancia in 2023. This event brought together multiple agencies related to safety (including fire preparedness, health promotion, domestic violence, DWI prevention, state and local fire responders, utility companies, etc.). This event was not as well attended as others. A debriefing found the date and promotion to be the most likely cause.</p> <p>Torrance County Emergency Management has recently started a Local Emergency Planning Committee within the County. There is a desire for residents to learn and become involved within our community. We had 48 individuals attend the first meeting.</p> <p>Web link to previous experience documentation: (If web link not available, attach examples supporting previous experience.)</p>
<p><b>Meetings/Activities/Trainings</b></p>	<p>Number of activities planned: 3-4</p> <p>List types of meetings or activities: <i>Community Workshops</i></p> <p>Anticipated number of attendees for project duration: 200 (approximately 50 per workshop)</p>

<p><b>Products Developed or Purchased</b> Provide specifics on the types of products such as green waste roll-off containers, billboard rental, etc.</p> <p>Include marketing materials you intend develop or purchase with anticipated cost per item, number of items printed such as brochures, booklets, advertising, and television spots, etc.</p>	<p>List types of products you plan to purchase or develop: . Torrance County Emergency Management would purchase water resistant bags (similar to a backpack), small notebook, pen, whistle, heavy work gloves, poncho (or other rain gear), emergency blanket, AM/FM/weather radio, flashlight, hand sanitizer, plate, cup, utensil, duct tape and First Aid Kit to provide within the bag. The goal is for each bag to cost approximately \$100.</p> <p>Marketing will be done via social media, flyers posted around the county, promotion at public meetings and word of mouth.</p> <p>How many products do you plan to purchase or develop? Approximately 200 “Go Bags”, to include the items listed above. This number is listed as approximate, due to price changes between grant writing and grant approval.</p>
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**BLM Requirements**

<p><b>BLM Benefits</b> Projects must show benefit to BLM lands.</p> <ul style="list-style-type: none"> <li>• Explain how your project benefits BLM lands.</li> <li>• Include actual <u>mileage</u> information between project and BLM land.</li> </ul>	<p>Benefit to BLM Land: The prevention piece of the education/outreach is beneficial to help prevent wildfires on or near BLM land.</p> <p>Treatment on tribal land: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No (If yes, allow additional time for application processing)</p> <p>Distance to BLM Land: Adjacent If the project is adjacent, you may put adjacent. Do not use terms such as close or nearby.</p>
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<p><b>BLM District Office Review</b> All projects must be reviewed and recommended by your local BLM district office.</p> <p>Application must be submitted to your local BLM district office by <b>Friday, March 3<sup>rd</sup></b> to allow processing time prior to the application deadline.</p>	<p>BLM district office closest to project location: Albuquerque</p> <p>Fire/Fuels management officer contacted about project: Gregory Todd Richards</p> <p>BLM NM district offices: <a href="http://www.blm.gov/office/new-mexico-state-office">www.blm.gov/office/new-mexico-state-office</a></p>
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**Additional Requirements for Ground-Disturbing Activity**  
If you are applying for a ground-disturbing demonstration project, the following information and additional signatures must be provided.

**This section to be filled out by BLM representative ONLY**

**Biological Review and Signature**

<p>Will animal or plant species proposed or listed under the Endangered Species Act (ESA) potentially be exposed to this project, or will proposed or designated critical habitat for a listed species be exposed to this project?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown</p>
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**If exposure will occur, potential impacts must be analyzed in a Biological Assessment (BA). The BA documents the potential impacts and the anticipated responses (e.g., none, injury, death, reduced**

<b>reproductive success, reduced foraging success, abandoned the area, etc.) to any likely exposure.</b>	
Was a Biological Assessment documenting the conclusions and the rationale for those conclusions regarding the project's effects on proposed or listed species and/or their critical habitat written for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Information on how to write a Biological Assessment, can be found at <i>Guidance for Preparing a Biological Assessment</i> , <a href="https://biologists handbook.com">https://biologists handbook.com</a> . If your project will impact proposed or listed species, or proposed or designated critical habitat, ESA Section 7 determinations or findings must be provided in your BA. The ESA Section 7 determination for each species and/or critical habitat should be explicit and will generally be one of the following: 1) No effect; 2) May affect not likely to adversely affect; or 3) May affect, likely to adversely affect.	
<b>Was ESA Section 7 Consultation (informal or formal) initiated with U.S. Fish and Wildlife Service (FWS)?</b> *If yes, provide agency, contact and date of submission:	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> Unknown
<b>If ESA Section 7 Consultation was initiated, has it been completed?</b> Section 7 Consultation must be completed prior to project initiation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
 _____ Date _____ BLM Wildlife Biologist Signature	
<b>Cultural Review and Signature</b>	
 _____ Date _____ BLM Field Office Archeologist Signature	
<b>Tribal Land Requirement</b>	
Review the proposed project area and the definition of "tribal lands" in 36 CFR 800.16(x), and send to the NM State Office cultural lead for review, noting whether the project area meets the definition	
 _____ Date _____ BLM State Office Archeologist Signature	
<b>BLM Fire Management Officer/Fuels Specialist Signature</b>	
By signing this application, the BLM representative states that they understand the scope of work and recommends that the project move forward to the grant evaluation panel for funding consideration.	
 _____ Date _____ BLM Fire/Fuels Management Officer Signature	

<b>Hazardous Fuels Treatment Applicants ONLY</b>	
<b>Project Description</b> Provide: <ul style="list-style-type: none"> <li>• Clear scope of work</li> <li>• Project need</li> <li>• Type of project: maintenance or retreatment of area</li> <li>• Type and number of landowners benefited</li> </ul> Describe: <ul style="list-style-type: none"> <li>• Specific treatment method(s) and note</li> </ul>	Narrative:

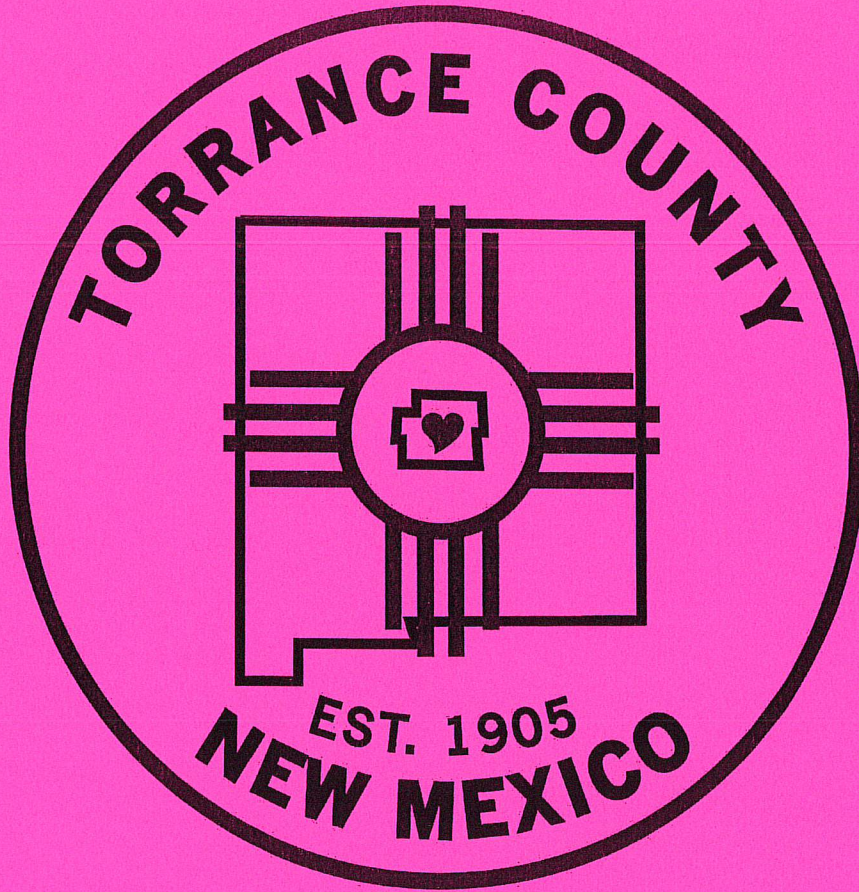
<p>why the method is appropriate and consistent with other prescriptions in the area</p> <ul style="list-style-type: none"> <li>• Vegetation type</li> <li>• Community notification/outreach</li> <li>• Community economic benefits</li> <li>• Understanding of clearance requirements, etc.</li> <li>• How you will address endangered species impacts (if applicable)</li> <li>• How you propose to mitigate cultural impacts (if applicable)</li> </ul> <p><b>Prescribed burning is explicitly excluded as an approved practice through this grant program.</b></p>	<ul style="list-style-type: none"> <li>✓ Attach photographs of project area.</li> <li>✓ Attach project area map(s).</li> <li>✓ Provide electronic shape files.</li> <li>✓ Provide link and map of endangered species area (if applicable).</li> </ul>		
<p><b>Previous Experience</b></p> <ul style="list-style-type: none"> <li>• Describe previous experience for this type of project.</li> <li>• Note if this area has been previously treated?</li> <li>• Note successes and failures.</li> </ul>	<p>Narrative:</p> <p>Web link to previous experience documentation: (if web link not available, attach examples supporting previous experience.)</p>		
<p><b>Treatment Acres</b> (Total acres treated will exceed project footprint if more than one type of treatment.)</p>			
<b>Treatment Type</b> (e.g. cut, treat, grazing)	<b>Vegetation Type</b>	<b># of Acres</b>	<b>Cost</b>
Add lines as needed		Total #:	Total: \$

<b>Example:</b>		
Project footprint is 50 acres/total treated acres is 75 acres.		
<b>Treatment type</b>	<b>Vegetation type</b>	<b># Acres</b>
Cut	P/J	25
Grazing	Grass	50
Total treated acres:		75 acres

BLM Requirements	
<b>BLM Benefits</b> Projects must show benefit to BLM lands. <ul style="list-style-type: none"> <li>• Explain how your project benefits BLM lands.</li> <li>• Include actual <u>mileage</u> information between project and BLM land.</li> </ul>	Benefit to BLM Land:  Treatment on tribal land: <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, allow additional time for application processing)  Distance to BLM Land: If the project is adjacent, you may put adjacent. Do not use terms such as close or nearby.
<b>BLM District Office Review</b> All projects must be reviewed and recommended by your local BLM district office.  Application must be submitted to your local BLM district office by <b>Friday, March 3<sup>rd</sup></b> to allow processing time prior to the application deadline.	BLM district office closest to project location:  Fire/Fuels management officer contacted about project:  BLM NM district offices: <a href="http://www.blm.gov/office/new-mexico-state-office">www.blm.gov/office/new-mexico-state-office</a>
<b>This section to be filled out by BLM representative ONLY</b>	
<b>Biological Review and Signature</b>	
Will animal or plant species proposed or listed under the Endangered Species Act (ESA) potentially be exposed to this project, or will proposed or designated critical habitat for a listed species be exposed to this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
<b>If exposure will occur, potential impacts must be analyzed in a Biological Assessment (BA). The BA documents the potential impacts and the anticipated responses (e.g., none, injury, death, reduced reproductive success, reduced foraging success, abandoned the area, etc.) to any likely exposure.</b>	
Was a Biological Assessment documenting the conclusions and the rationale for those conclusions regarding the project's effects on proposed or listed species and/or their critical habitat written for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
Information on how to write a Biological Assessment, can be found at <i>Guidance for Preparing a Biological Assessment</i> , <a href="https://biologists handbook.com">https://biologists handbook.com</a> . If your project will impact proposed or listed species, or proposed or designated critical habitat, ESA Section 7 determinations or findings must be provided in your BA. The ESA Section 7 determination for each species and/or critical habitat should be explicit and will generally be one of the following: 1) No effect; 2) May affect not likely to adversely affect; or 3) May affect, likely to adversely affect.	
<b>Was ESA Section 7 Consultation (informal or formal) initiated with U.S. Fish and Wildlife Service (FWS)?</b> *If yes, provide agency, contact and date of submission:	<input type="checkbox"/> Yes* <input type="checkbox"/> No <input type="checkbox"/> Unknown
<b>If ESA Section 7 Consultation was initiated, has it been completed?</b> Section 7 Consultation must be completed prior to project initiation.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown
_____ BLM Wildlife Biologist Signature <span style="float: right;">_____</span> Date	
<b>Cultural Review and Signature</b>	
_____ BLM Field Office Archeologist Signature <span style="float: right;">_____</span> Date	

<b>Tribal Land Requirement</b>	
Review the proposed project area and the definition of "tribal lands" in 36 CFR 800.16(x), and send to the NM State Office cultural lead for review, noting whether the project area meets the definition	
_____	_____
BLM State Office Archeologist Signature	Date
<b>BLM Fire Management Officer/Fuels Specialist Signature</b>	
By signing this application, the BLM representative states that they understand the scope of work and recommends that the project move forward to the grant evaluation panel for funding consideration.	
_____	_____
BLM Fire/Fuels Management Officer Signature	Date

Contact Aelysea Webb at (505) 395-3403 or [awebb@nmcounties.org](mailto:awebb@nmcounties.org) if you have any questions.



**TORRANCE COUNTY**  
**COMMISSION MEETING**

*Agenda Item*

*No. 12-E*



January 4, 2024

Ms. Janice Barela, County Manager  
Torrance County  
205 S. Ninth St.  
Estancia, NM 87016

**Re: Proposal – County Administration Building – Architectural & Engineering Design Services**

Dear Manager Barela & Commissioners:

**Our communities** are facing new challenges each day. As it stands today in our nation, we are in uncharted territory with regards to public health, safety and wellbeing ultimately leading to economic impact across our communities. During times like this our nation gathers strength by looking forward to the road ahead focusing on the future; a positive future for our communities that we serve. In a time where it is critical for us all to be fiscally responsible, **Wilson & Company, a full service multi-disciplined firm** is here to help you through the challenges of doing more with less and to create a successful project that continues to provide essential services to the community members of Torrance County.

Our proposed fee for the effort is summarized below with a detailed description of services to follow.

**Assumed Maximum Allowable Construction Cost (MACC)<sup>1</sup> ..... \$ 7,620,925.00**

Basic Services	\$	502,981.05
Additional Specialized Services	\$	-
Expenses:	\$	2,830.00
Subtotal:	\$	505,811.05
NMGRT @ 7.625%	\$	38,568.09
<b>Total Task Order Amount (Lump Sum):</b>	<b>\$</b>	<b>544,379.14</b>

**Note <sup>1</sup>:** Assumed Maximum Allowable Construction Cost (MACC) is estimated using \$325/SF based on the Owner provided program square feet for the building and fair average industry construction cost for commercial buildings of conventional design. It's possible that the construction cost may be more or less than this assumed amount. Refer to courtesy project budget developed as part of this proposal for additional cost considerations.

The following narrative provides additional and key information on our understanding of the scope along with our approach to execute the work. We want to be sure to align with the County's goals and are available to discuss this effort in detail upon request.

**Scope of Work, Fee & Projected Budget**

**General Information:**

Provide professional design services for the new County Administration Building. The project will be located south of County Road A049 and east of 5<sup>th</sup> Street in Torrance County, NM. The facility will provide essential community services as outlined within this proposal and is assumed to be single story construction utilizing proven, conventional building systems, structural systems, building materials and products that are maintainable and durable. It is assumed the project will be built in a single phase however the site must accommodate the design of a future animal shelter and maintenance building.

**Site & Building Design:**

We have assumed that site work will include grading and drainage around the building, parking lot and access ways as well as on-site utility development. (It is assumed that utilities are currently available at the site boundary but this needs to be confirmed.) The existing site has a gentle slope with a 4’-6’ difference in elevation from the Northwest to the Southeast corner. The site will be designed to meet ADA requirements as slope, access, vehicle movements are considered in the layout. Additionally, the site configuration will design to efficiently accommodate the future animal shelter and maintenance building.

While there are many material options for facilities like this, we will present some design options in our approach to “stretch the dollar” as much as possible. However, we will design using conventional building systems, proven materials, and durable finishes for ease of maintenance and longevity. The facility design will include consideration for pre-engineered metal building frame system as a cost savings consideration.

**General Building Program:**

It’s important that we move the project forward aligned with your goals and require defining the program before moving too far into design. After review of the information provided by the County, we feel the program is suitable to move forward into the site and building design process. The following county services/departments and corresponding support spaces are required:

<b>County Services Department</b>	
County Administration Suite	1,440 <i>nsf</i>
Shared Spaces	4,448 <i>nsf</i>
Finance Suite	1,410 <i>nsf</i>
Human Resources Suite	684 <i>nsf</i>
Torrance County Project Office Suite	604 <i>nsf</i>
Domestic Violence Suite	832 <i>nsf</i>
D.W.I. Suite	528 <i>nsf</i>
Planning and Zoning / G.I.S.	1,230 <i>nsf</i>
County Assessor	2,528 <i>nsf</i>
County Treasurer	2,242 <i>nsf</i>
County Clerk	2,518 <i>nsf</i>
<b>Subtotal:</b>	<b>18,464 <i>nsf</i></b>
Tare @ 27%	4,985 <i>sf</i>
<b>Total Building Programmed Area</b>	<b>23,449 <i>gsf</i></b>

Notes: 1. Each department will have supporting spaces as identified in the Owner provided program.

**Projected Project Budget:**

The projected project budget as shown below is provided as a courtesy to highlight the anticipated “hard & soft” costs that may be involved with the project. Please note that industry costs vary widely due to the supply chain and workforce post COVID; alignment of the scope and budget will be challenging and an area of focus.

Torrance County Administration Building				Updated:	1/4/2024
Estimated Building Cost - (New Construction)					
A.	<b>PHASE 1 - New Construction</b>				<b>\$ 7,620,925.00</b>
	Administration Building		23,449 SF		
	Other		0 SF		
	Estimated Cost Per Square Foot		\$ 325.00 /SF		
	<b>CONSTRUCTION COST</b>		<b>\$ 7,620,925</b>		
D.	<b>MACC (A+D):</b>				<b>\$ 7,620,925.00</b>
<b>ADDITIONAL PROJECT COSTS (Not Calculated)</b>					
E.	<b>FF&amp;E:</b>	As Percent of MACC (Line D.)	<b>1.00%</b>		\$ 76,209.25
F.	<b>DESIGN PROFESSIONAL FEES:</b>				
	Basic Services:	As Percent of MACC (Line D.)	<b>6.60%</b>	\$ 502,981.05	
	Reimbursables:	Travel / Meals / Lodging	CPM	\$ 2,830.00	
	<b>Subtotal A/E Contract:</b>			<b>\$ 505,811.05</b>	\$ 505,811.05
G.	<b>OWNER ADMINISTRATION:</b>	As Percent of MACC (Line D.)	<b>0.00%</b>		\$ -
H.	<b>GEOTECHNICAL INVESTIGATION:</b>	Budgetary Estimate	<b>LS</b>		\$ 15,000.00
J.	<b>SURVEY: Topo/Boundary</b>	Budgetary Estimate	<b>LS</b>		\$ -
K.	<b>SURVEY: SUE</b>	Budgetary Estimate	<b>LS</b>		\$ -
L.	<b>LANDSCAPE ARCHITECTURE DESIGN:</b>		<b>LS</b>		\$ 20,000.00
M.	<b>TRAFFIC IMPACT ASSESSMENT:</b>		<b>LS</b>		N/A
N.	<b>DETAILED COST ESTIMATING</b>	Budgetary Estimate	<b>LS</b>		\$ 8,000.00
N.	<b>LOW VOLTAGE   SPECIAL SYSTEMS   IT</b>	Budgetary Estimate	<b>LS</b>		\$ 250,000.00
O.	<b>MISCELLANEOUS - A:</b>	N/A			
P.	<b>MISCELLANEOUS - B:</b>	N/A			
Q.	<b>SUBTOTAL:</b>	(Sum D-P)			\$ 8,495,945.30
R.	<b>CONTINGENCY</b>	(As Percent of Line Q)	<b>7.5%</b>		\$ 637,195.90
S.	<b>ESCALATION</b>	(As Percent of Line Q+R)	<b>0.0%</b>		\$ -
T.	<b>SUBTOTAL:</b>	(Sum Q-S)			\$ 9,133,141.20
U.	NMGRT @		7.9375%		\$ 724,943.08
<b>TOTAL ESTIMATED PROJECT BUDGET</b>					<b>\$ 9,858,084.28</b>

**Clarifications / Assumptions:**

1. Square Foot cost based off of similar facilities.
2. Building design to include conventional structure and building systems.

## **Description of Services & Administration**

### **Programming Validation:**

A needs assessment has been completed that includes a program list of spaces. Upon review of the provided information, we feel it is sufficient to be able to move forward into design of the site and building. Any missing programmatic information will be resolved during the design process.

### **Schematic Design Phase:**

We will develop a concept level design to include a site plan, floor plan, section and elevations suitable for the discussion of the project. A code review will be performed early in the process to ensure sufficient plumbing fixtures, exits and similar requirements. We anticipate a total of **(6) design meetings** (separate from any design review committees or public presentations) to review and coordinate the direction of the design with you during this phase. The plan will be fixed and agreed upon by Torrance County at the end of this phase to move forward with design.

### **Design Development Phase:**

The design development phase fixes the spaces within the building footprint and focuses on development of each individual space. This phase is a critical transition from schematic design to the final detailed construction documents. Coordination of building systems and equipment begins, and heights, materials and thicknesses are finalized at this time. We anticipate a total of **(4-6) design meetings** during this phase.

### **Construction Document Phase:**

This phase is used to develop the final construction documents including calculations and details required for construction of the project. This is the most technically focused phase of the project with limited ability to make changes to the design beyond finishes. The final deliverables will include stamped and sealed permit level construction documents comprised of drawings, specifications, and a project manual for construction. We anticipate a total of **(4-6) design meetings** during this phase.

### **Bidding & Negotiation:**

We will guide you through the process for the procurement and selection of the contractor. We will coordinate the distribution of the contract documents, answer bidding phase questions, and provide bid opening assistance. We will also draft the contract for construction and establish the commencement of construction activities. We are assuming the selection process to utilize the traditional design/bid/build process however can accommodate consideration of other procurement methods as well. We are assuming a single phase of construction.

### **Construction Administration:**

We will coordinate and conduct a pre-construction meeting with the Owner's representative, the selected General Contractor, and major subcontractors to establish procedures and protocol during the construction phase. We have included bi-weekly site visits to evaluate the progress of the work to be in accordance with the contract documents. It is assumed that the project will take approximately 14 months to construct, however, the assumed construction duration will be further refined during the design process.

**Acceptance Phase:**

Wilson & Company will perform the substantial completion walk-through, develop, and publish a punch-list for the contractor identifying any incomplete or deficient items. Substantial completion signifies that the project will be able to be used by the County for its intended use.

**11-Month Correction Period Inspection:**

Within the 1-year warranty period, we will schedule a warranty item walk-through with the contractor to evaluate any items that should be corrected as part of the warranty period.

**Additional Specialized Services**

The following are items that may be required for your consideration. Refer to each item for a detailed description.

**Survey: (Wilson & Company) – Excluded.**

We understand that the County has an existing survey for the property. Topographic, property boundary, easements, right-of-way designation and visible utilities (including inverts) will be required information as part of the survey.

**Geotechnical (Consultant) – Excluded.**

The project will require geotechnical information to be obtained for proper engineering of project components including but not limited to fill material, drainage, foundation design and paving sections. This information will help determine if conventional foundations can be used or if a specialized foundation system must be considered. We can include geotechnical engineering services within our scope if desired and would utilize a third party to perform this work. We can facilitate obtaining quotes from geotechnical firms for the necessary work as required.

**Landscape Design: (Consultant) – Excluded.**

We have excluded landscape architectural design as part of this proposal, however, can contract with our listed landscape architect consultant to perform this work if desired.

**Detailed Cost Estimating: (Consultant) – Excluded.**

For this project, we would like to do everything we can to ensure the project is feasible. However, we are in unprecedented industry times leading to unpredictable construction costs. Currently there is not dependable data for costs for the building industry. We believe detailed cost estimating should be left to the professional experts in that service industry. If requested, we can utilize a 3<sup>rd</sup> party to perform this work, but it is excluded from this proposal at this time.

**C.8 Security | Access Control | Special Systems | IT: (Wilson & Company) – Excluded.**

This proposal currently excludes this specialized design of security, access control, special systems, and IT and other related items. Our design WILL include pathways in the form of conduits and pull strings along with back boxes for access control, camera locations, network data ports ...etc... Our design will not include designing or specifying access control systems, camera systems, IT racks, IT equipment and other similar systems typically provided by low voltage contractors.

**Leadership in Energy and Environmental Design (LEED) Silver Certifications: (Wilson & Company) – Excluded at this time.**

In 2006, New Mexico Governor Bill Richardson passed Executive Order 2006-001 which states that all new state buildings and remodels over 15,000 square feet will be built to LEED Silver certification or above. The new County Administration building would need to comply with this executive order. This effort includes research of acceptable products, materials and systems as well as assembling the LEED credit documentation submittal. During the construction administration phase, our efforts include obtaining, reviewing and processing the LEED credit submittals required, contractor coordination and on-site observations. An energy model will be required to produce the required calculations as part of the LEED Certification process.

We are not including a cost for this effort at this time even though it is required by the State of New Mexico. Pending award of the contract, we will obtain fair pricing from each discipline for the effort required. These services may also be provided by a third party.

**Expenses - Travel:**

During the design phase we anticipate approximately 18 trips. During the bidding and construction administration phase we anticipate a total of 14 trips for a total of 32 trips. We have evaluated the per trip cost and have offered savings by charging a flat day rate of \$65 per trip.

**Expenses – Presentation Boards:**

For presentations, we intend on utilizing professionally printed presentation boards. While the specific costs are not finalized, we will include a not to exceed amount of \$750.

**Deliverables**

Final deliverables include stamped and sealed construction documents (project manual, specifications, and drawings) in electronic pdf format and in printed format for Torrance County’s physical copy. Illustrations during the design process will be printed and mounted on 30x42 white gator board and delivered to the Torrance County. (Printing costs are included in the anticipated reimbursable expenses.)

**Schedule:**

Pending award of this project, we would like to discuss a schedule that aligns with the goals of Torrance County. A traditional design schedule might align with the following:

Schematic Design	4-6	Weeks
Design Development	6-8	Weeks
Construction Documents	10-12	Weeks
<u>Bidding &amp; Negotiations</u>	<u>4-6</u>	<u>Weeks</u>
Schedule Range:	5-1/2 Months – 7-1/2 Months	
Construction	12 - 14 Months	

**Assumptions:**

1. Applicable County design standards (if any) will be provided to Wilson & Company.

2. Survey data will be provided in electronic format for our use and is assumed to be current and accurate to existing field conditions.
3. Geotechnical report will be available and include recommendations for foundations, slab on grade, concrete paving, asphalt paving and other relevant data critical to the building design.

**Exclusions:**

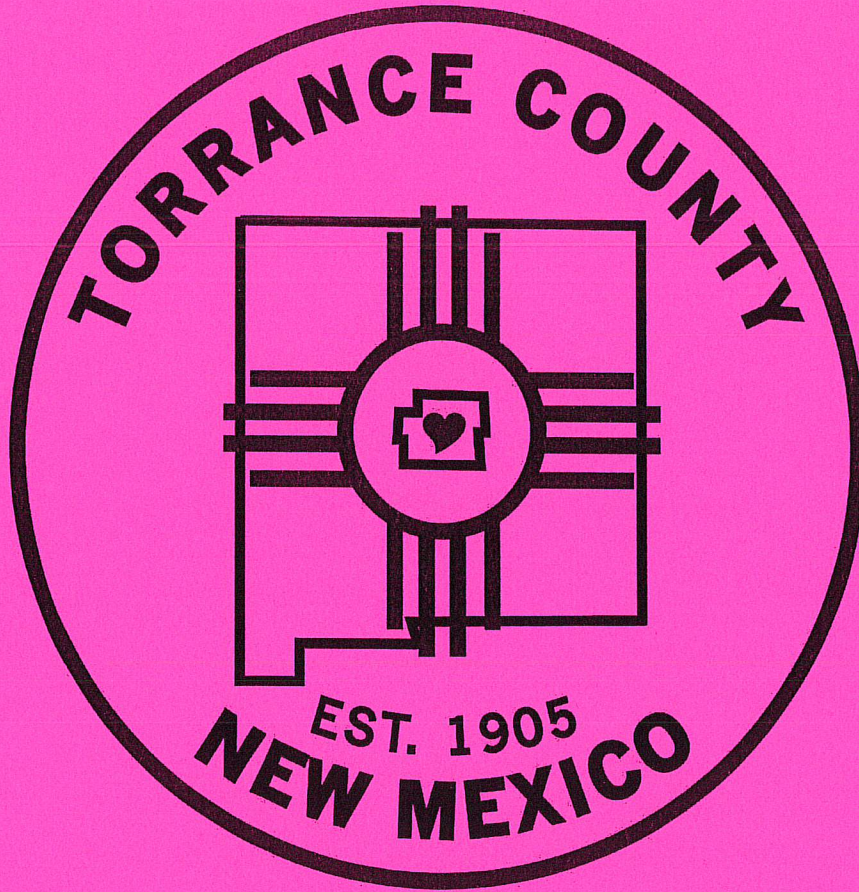
- 1) Permitting fees, printing fees and associated costs.
- 2) Existing conditions assessments and reports highlighting observations, deficiencies, ramifications, and suggested solutions are not included.
- 3) Design or contingencies for green building approaches, Leadership in Energy and Environmental Design (LEED) building rating considerations, life cycle cost analysis, Department of Energy reports/analysis (DOE-2), or additional engineering services pertaining to sustainable, energy modeling or green applications outside of the scope of work.
- 4) Fire protection/Fire Alarm design. Our engineers will provide performance-based specifications.
- 5) Value engineering.
- 6) Survey & Mapping.
- 7) Geotechnical Investigation.
- 8) Landscape Architecture Design.
- 9) Food Service Design.
- 10) Traffic Impact Assessments.
- 11) Turn-key telecommunications, access control, and similar special systems design.
- 12) Sub-surface utility engineering (SUE).
- 13) Animations.

Our Wilson & Company design team is ready to review the services outlined in this proposal and will be available to answer any questions you may have. Please contact me directly as required. **Thank you for this opportunity!**

Sincerely,



Michael Wright, AIA, Principal-In-Charge  
Associate Vice President  
505-999-8996

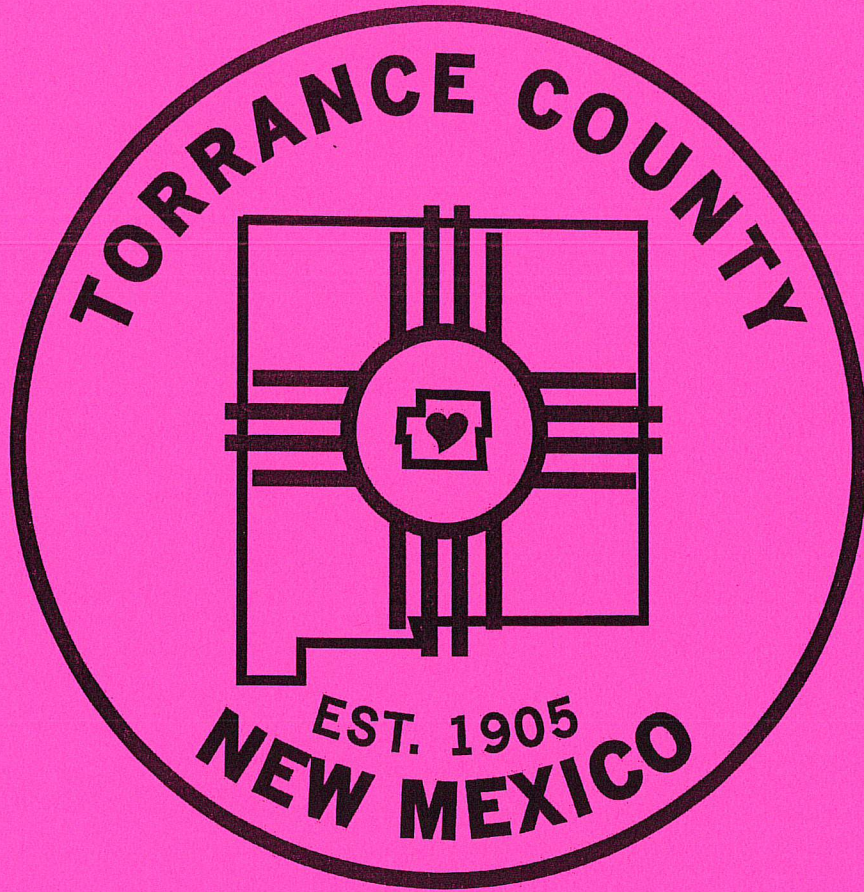


**TORRANCE COUNTY**  
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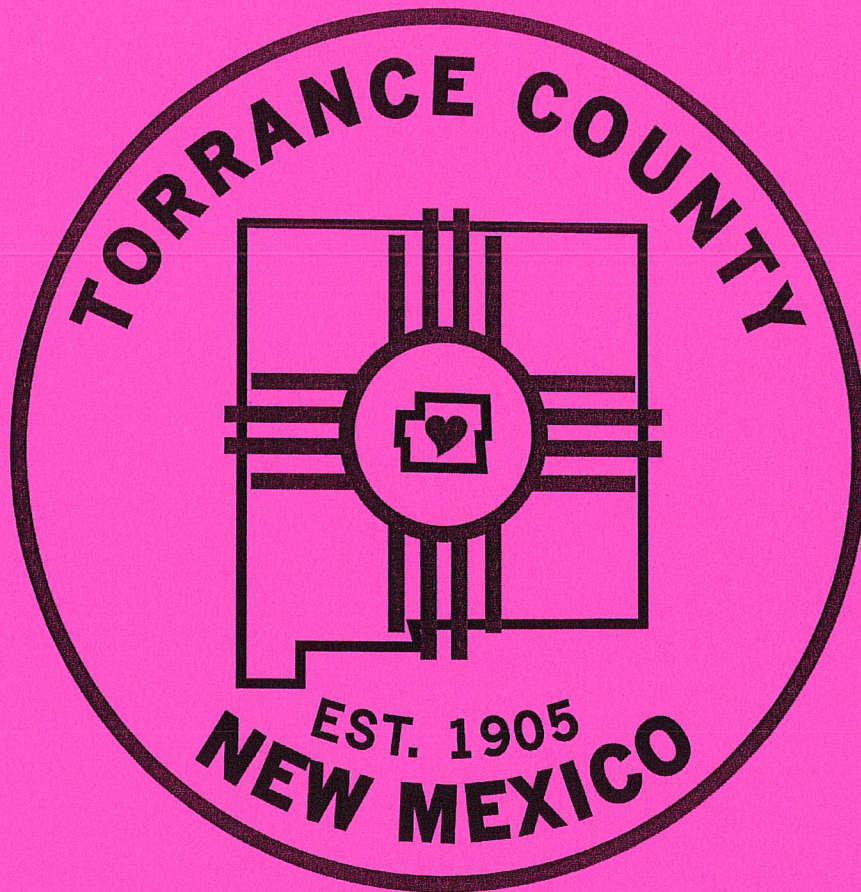
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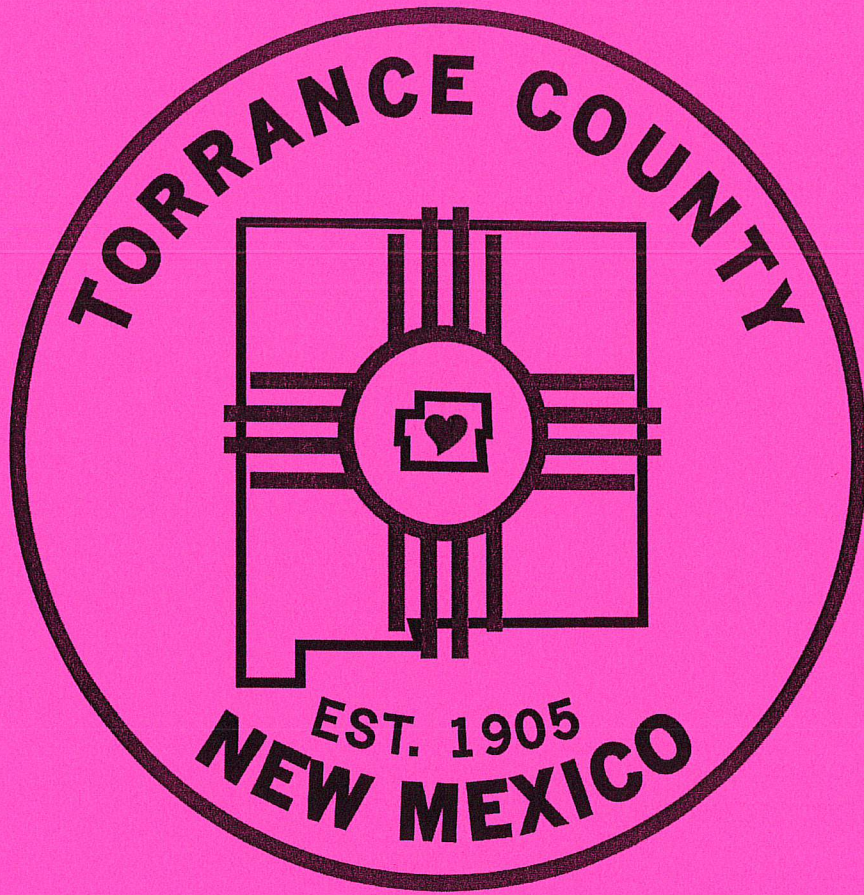
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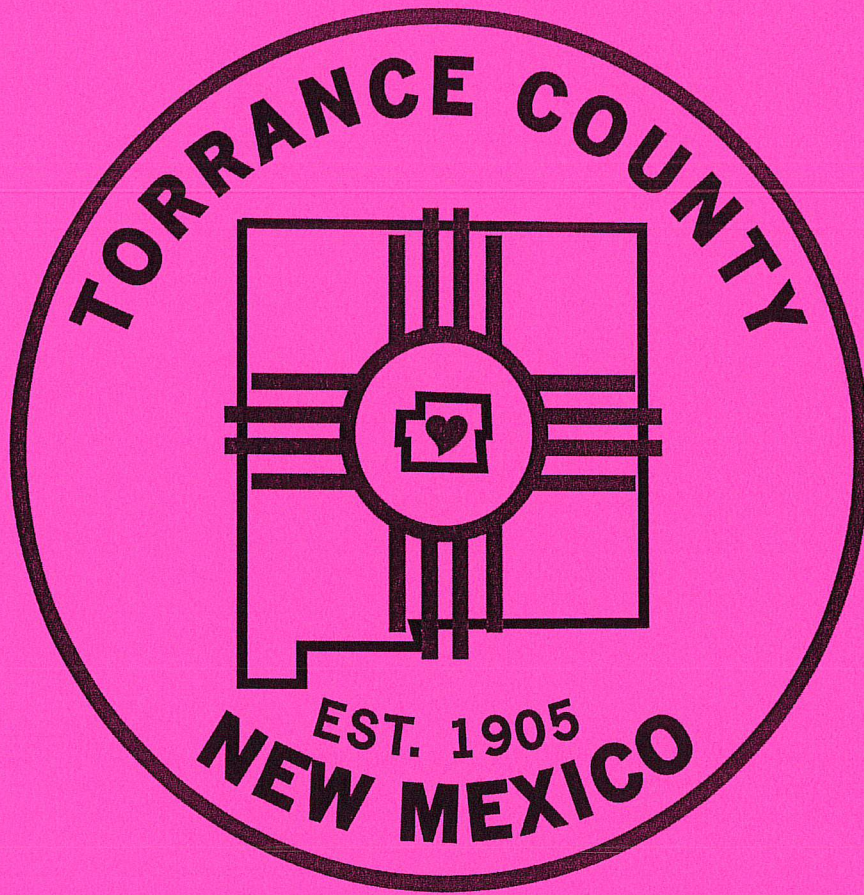
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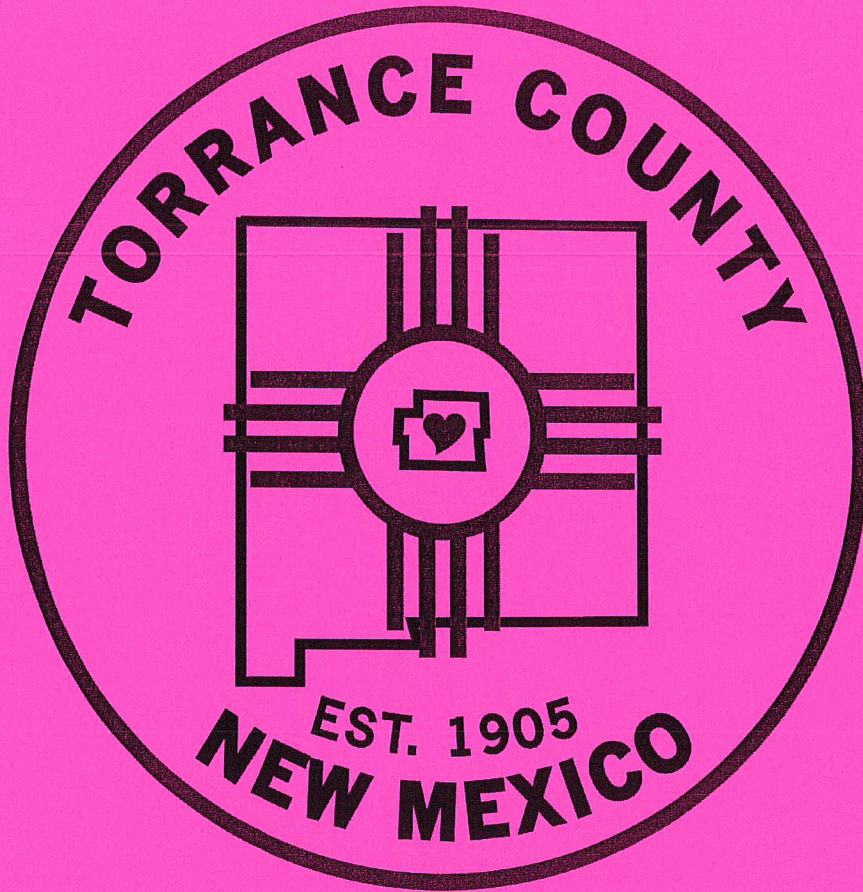
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*No. 16*



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*Agenda Item*

*No. 17*