

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

March 13, 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, March 13, 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**
- 7. PUBLIC COMMENT and COMMUNICATIONS (Comments limited to two minutes.)**
- 8. APPROVAL OF MINUTES**
  - A. COMMISSION:** Request approval of minutes of the February 28, 2024, Regular Meeting of the Board of County Commissioners.
  - B. COMMISSION:** Request approval of minutes of the March 4, 2024, Special Administrative 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 2024-\_\_\_\_, A Budget Adjustment Resolution.
- B. **ROAD:** Request approval of Resolution 2024-\_\_\_\_, Requesting Financial Assistance from the Local Government Road Fund Program to Purchase New Mexico Department of Transportation (NMDOT) Surplus Equipment at the Annual Hardship Sale.

## 12. APPROVALS

- A. **CLERK:** Request approval of Memorandum of Understanding (MOU) between Secretary of State and Torrance County for state appointed funds for the 2024 Primary Election in the amount of \$50,000.00.
- B. **SHERIFF:** Request ratification of agreement with Department of Public Safety to accept FY2024 Law Enforcement Retention Fund for a total of \$6,381.48.
- C. **SHERIFF:** Request approval to pay Eye Associates of New Mexico invoice dated 11/9/2022, in the amount of \$279.00, for services provided for a county inmate. A purchase order was not secured prior to appointment.
- D. **SHERIFF:** Request approval to pay Public Safety Psychology Group invoice number 27213 dated 2/20/2024, in the amount of \$295.97, for Return to Duty Psych Screening. A purchase order was not secured prior to appointment.
- E. **SHERIFF:** Request approval of Agreement with Department of Public Safety for the Adam Walsh Implementation Grant Program in the amount of \$42,489.00. (Approved by Grant Committee)
- F. **ROAD:** Request approval of Letter of Intent for 2024/25 Local Government Road Fund SP Project Letter of Intent, Job Scope Summary, Torrance County Road Map, and Estimate Summary of Costs and Quantities. Requires a 25% proportional matching share of the project fund.
- G. **ROAD:** Request approval of Letter of Intent for 2024/25 Local Government Road Fund SB Project Letter of Intent, Job Scope Summary, Torrance County Road Map, and Estimate Summary of Costs and Quantities. Requires a 25% proportional matching share of the project fund.
- H. **ROAD:** Request approval of Letter of Intent for 2024/25 Local Government Road Fund CAP Project Letter of Intent, Job Scope Summary, Torrance County Road Map, and Estimate Summary of Costs and Quantities. Requires a 25% proportional matching share of the project fund.

## 13. DISCUSSION

- A. **MANAGER'S REPORT**

**B. COMMISSIONERS' REPORTS**

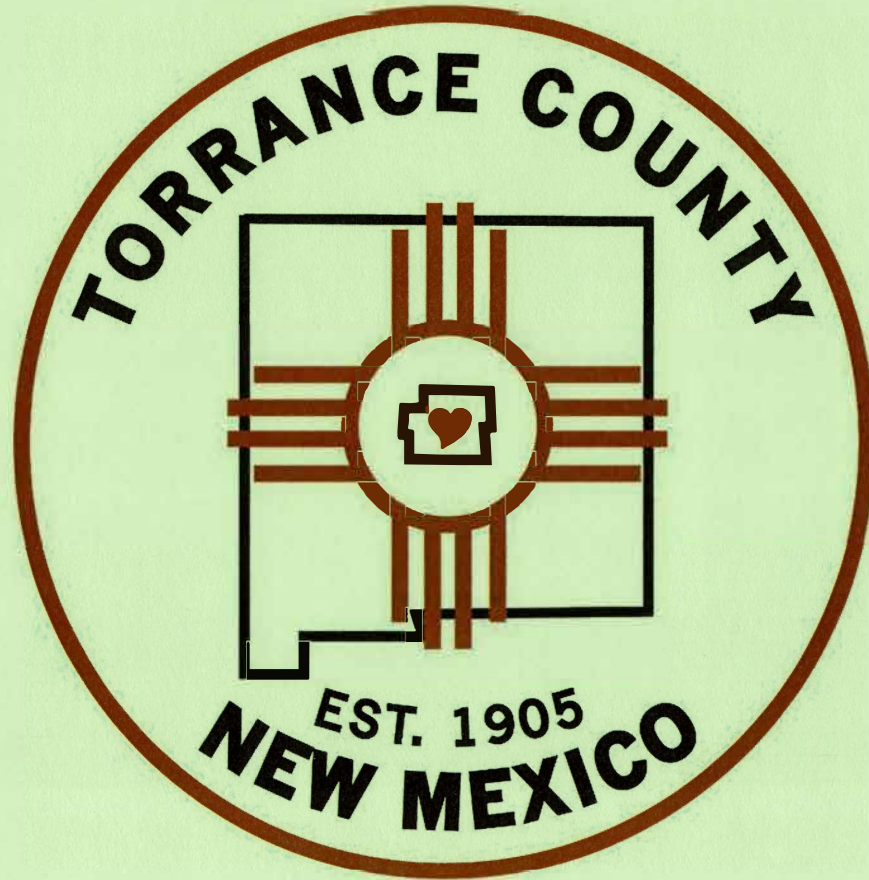
- 1) Commissioner McCall, District 1
- 2) Commissioner Schwebach, District 2
- 3) Commissioner Schropp, District 3

**14. EXECUTIVE SESSION**

- 15. Announcement of the next Board of County Commissioners Meeting: March 27, 2024, at 9:00 AM**

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

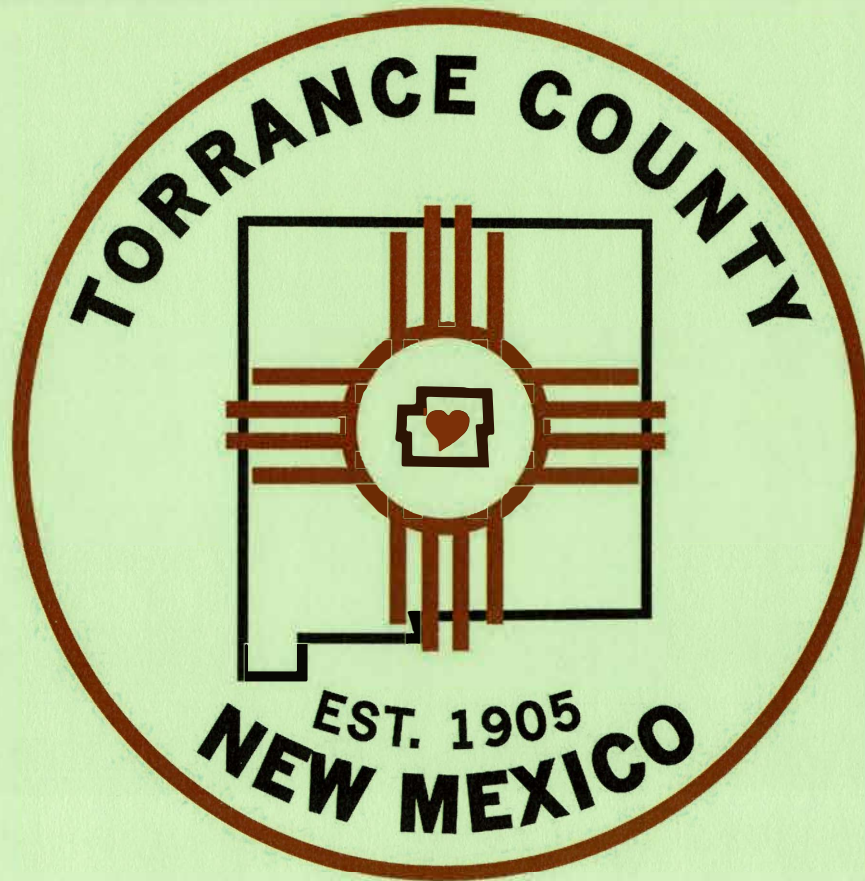
\*If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing(s) or meeting(s), please contact the Manager's Office at 505-544-4700 at least one week prior to 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  
REGULAR COMMISSION MEETING**

Agenda Item

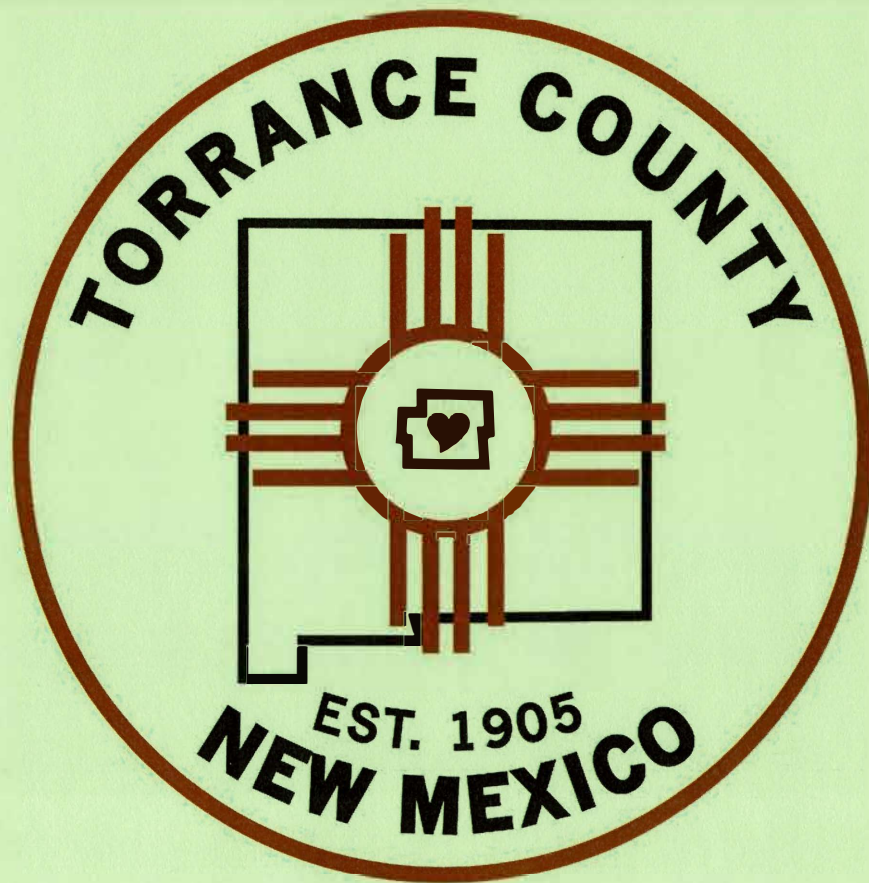
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**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item

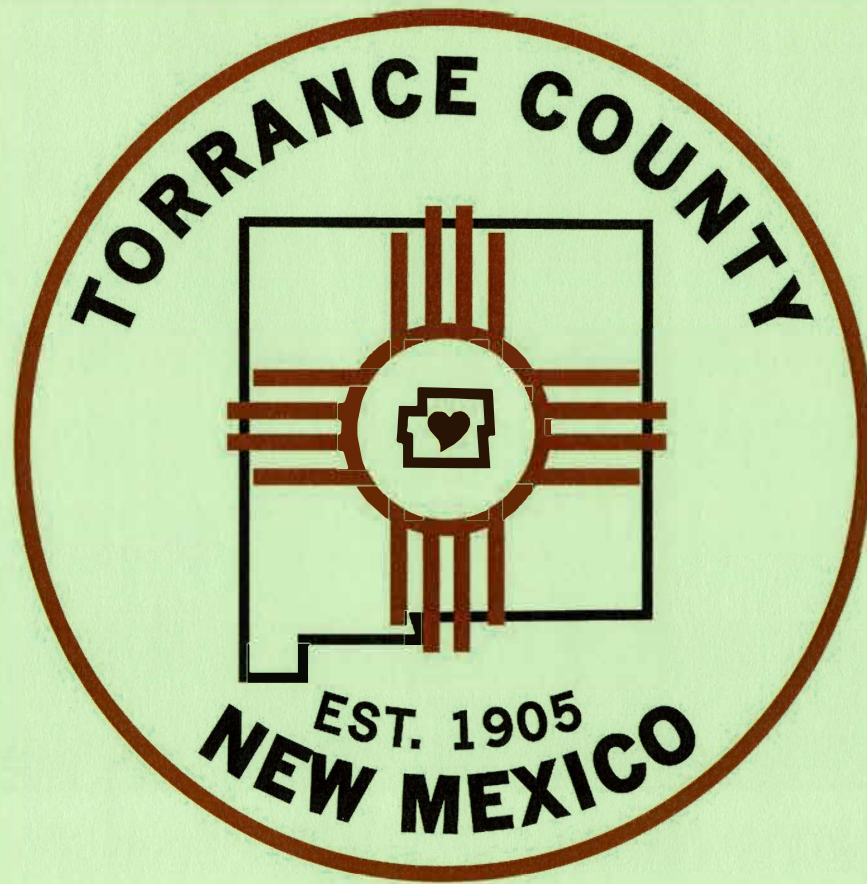
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**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item

No. 3

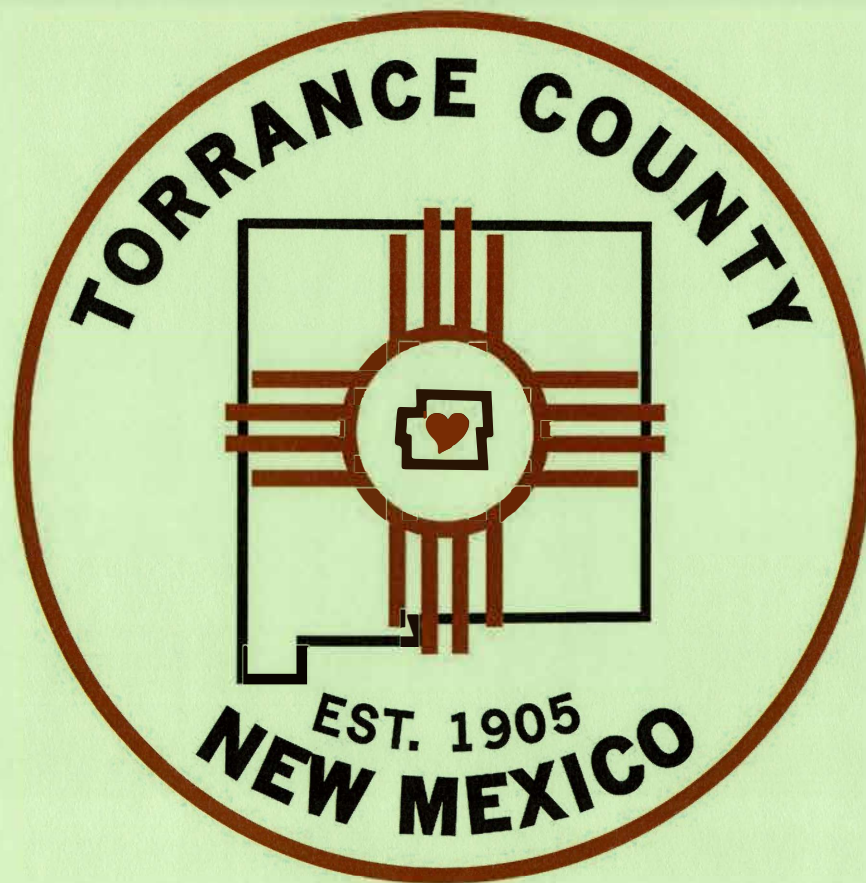


**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item

No. 4





**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item

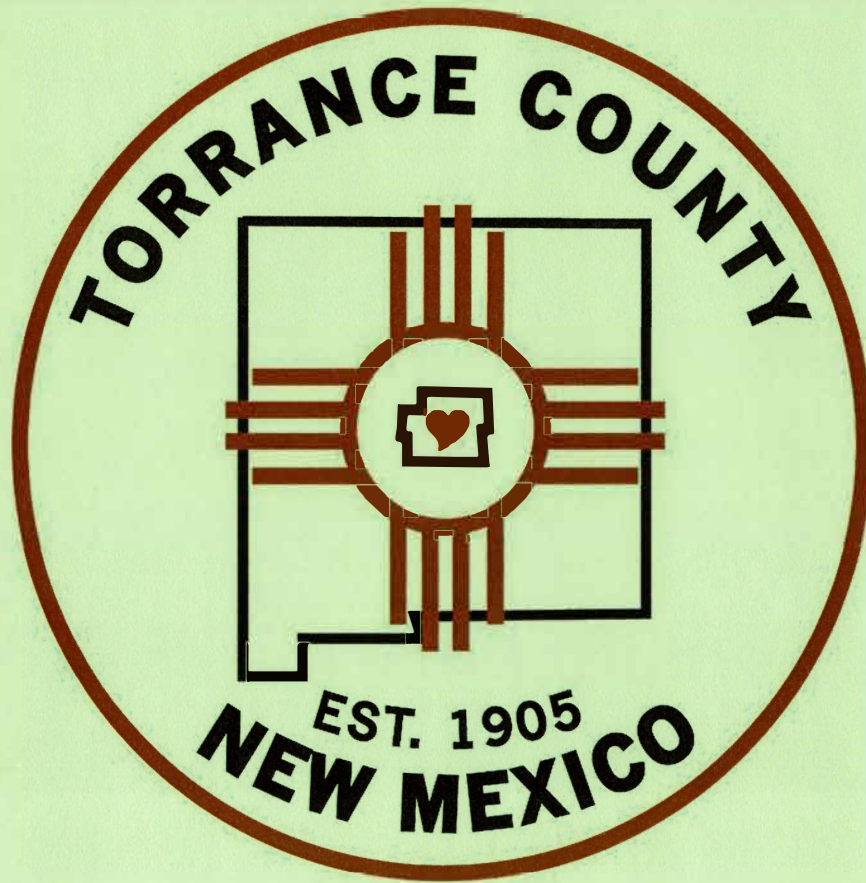
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**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item

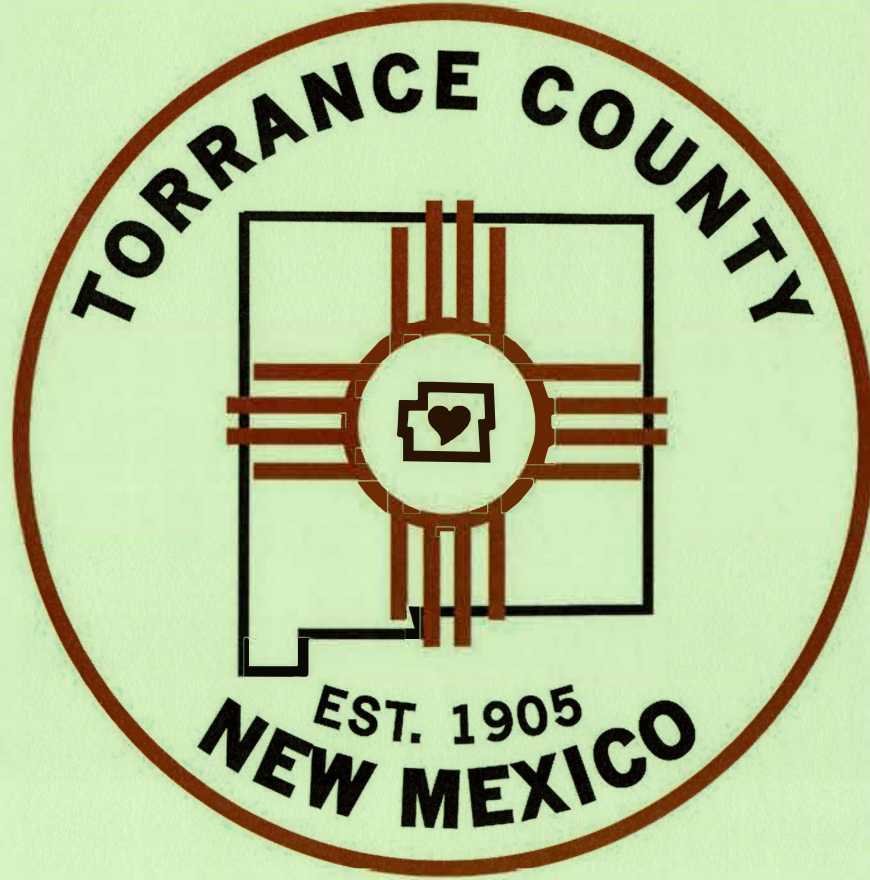
No. 6



**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item

No. 7



**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item

No. 8-A

**DRAFT COPY**  
**Torrance County Board of Commissioners**  
**Regular Commission Meeting**  
**February 28, 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**  
**TRACY SEDILLO – DEPUTY COUNTY MANAGER**  
**MICHAEL GARCIA – COUNTY ATTORNEY**  
**LINDA JARAMILLO – COUNTY CLERK**  
**SYLVIA CHAVEZ – CHIEF DEPUTY CLERK**  
**GENELL MORRIS – ADMINISTRATIVE ASSISTANT I**  
**DONALD GOEN – COUNTY P & Z DIRECTOR**

**1. Call Meeting to order.**

**Ryan Schwebach – County Chairman:** Calls the February 28, 2023, Regular Commission Meeting to order at 9:06 AM.

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

**Invocation lead by:** Kevin McCall – County Commissioner

**3. Changes to the Agenda:**

**Janice Barela – Madam County Manager:** Remove agenda item 12B. We will not need to revisit this item.

4. **PROCLIMATION: - None**

5. **CERTIFICATES AND AWARDS: - None**

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

A. **COMMISSION:** Request approval to form and appoint members to an Ad Hoc Internet Connectivity Advisory Committee for the purpose of assisting Resound Internet in identifying fixed internet coverage areas in the County and in putting together a County plan for a fixed, high-speed internet system. (Commissioner Schropp)

**Samuel Schropp-County Commissioner (by Zoom & Phone):** Good morning everyone: I regret I can't be there in person; I have RSV and I am too contagious to be among you all. It is my intention in asking for this discussion item to bring together representatives of Resound with this Commission and members of the public to flesh out a resolution to form an Ad Hoc Committee for the purpose of bringing High-speed internet to the people of Torrance County in a timely manner. At this point I have a concept in mind, but since Resound has worked this model in establishing rural internet systems successfully in the past, I think it is best to let the representatives begin with a recap of what they can bring to us, the monies required and the sources of those monies, the deadlines we are working under, and the part Torrance County can play in making this project a reality. That information is important to this Commission in drafting a resolution authorizing the Ad Hoc Committee. Second, I have invited members of the public who may be willing to serve on this committee to hear what will be required of them and determine whether they are willing to participate. To that end, when a member of the public has a question, please come to the podium, and be recognized. I see the members of this committee as the eyes and ears of this Commission bringing timely updates and recommendations to us in Commission meetings at regular intervals, or as needed. Letters of support from the municipalities are needed initially and are relatively easy to obtain. In order for Resound to plan for the placement of equipment, individual letters of support will be needed following a model used in a rural water system I have referred to in the past. This will take the form of a standard form letter that does not oblige anyone to use the services of Resound. It is used to support grants and other funding which may be available, and those letters will give Resound an idea of how many households may be

interested in subscribing in the future. This letter will require door-to-door outreach to family, neighbors, and friends. A letter of support is not a commitment to subscribe. That type of document would take a different form at a later date. Third, having gathered the information from Resound and the members of the public willing to participate, we will form a resolution authorizing the Ad Hoc Committee and defining the duties of its members and its role in reporting to, and advising this Commission. With that, and since Zoom can be a cumbersome way to do business, Mr. Chairman, Commissioner McCall, please assist me in bringing Ms. Rosenberg to the floor to begin.

**Tamara Rosenberg – Resound Network:** I want to introduce my colleague, Misty Willow, who is our VP of Strategic Partnerships. I wanted to reiterate what Commissioner Schropp said that there are a few things that we're here for today. When we're talking about these grants, we currently have an RDOF grant. This is the grant that covers a good portion of the county. What we are trying to do is fill in the gaps. There are some communities that were not within RDOF that were not covered. According to the New Mexico Office of Broadband Expansion and Access, these areas still need high-speed internet. We started the process to discuss covering the rest of those areas. We have worked out a way so that 95% of the county will be covered if we get the New Mexico Wave Core grant. We have a lot of coverage with our RDOF grant. We are looking to cover the rest of the county. So, what does that look like for you guys? That's where we were just discussing the letter of support. The dots on the maps before you are as follows: orange dots are unserved, the yellow dots are underserved, and blue dots are served. You will see where we are seeing areas that need broadband coverage. We are talking about two grant programs. The one coming up immediately is the Wave Core due on March 11<sup>th</sup>. We need community support for the Bead Grant because it has to do a lot with challenging maps getting coaxed out in the community to be engaged with the process and understand exactly what is missing.

**Misty Willow - VP of Strategic Partnerships:** When looking at the dots, there's a big difference between underserved and unserved. Underserved means that that household or business has access to broadband at 25 meg or greater. The orange dots are unserved, they do not have access to 25 DPI three, at least 25 downloads, or three uploads. We attend a lot of meetings with the New Mexico Office of Broadband Expansion Broadband and Access. One of the things that they've been worried about is that the monies being allocated for Bead won't be able to cover the underserved, it's only for the unserved. This is why we are going after this Connect New Mexico Fund and the Wave Core application because we can include the underserved and unserved. The more homes we can cover with that funding, the more opportunity there will be to cover some of the homes that may not have been covered otherwise with the Bead Grant.

**Ryan Schwebach-County Chairman:** So going back to the dots, orange is unserved, 25 by three, or less. Where did you get this information?

**Misty Willow - VP of Strategic Partnerships:** FCC. Unserved is anything 25 or less, underserved is between 26 meg and 100. These are download speeds.

**Ryan Schwebach-County Chairman:** I think this information is incorrect. I think there are very few spots including satellite that were hitting that 25 three plus.

**Tamara Rosenberg – Resound Network:** Satellite is not included in these maps, these maps come directly from the FCC. I encourage everybody here to look at the FCC map and have them do a challenge. I would strongly advise your Ad Hoc Committee to go into the community and have people challenge the maps for the next release of the FCC map.

**Kevin McCall-County Vice Chair:** Let's talk about the blue dots.

**Tamara Rosenberg – Resound Network:** Blue dots are served, according to the FCC, at 100 or better.

**Ryan Schwebach-County Chairman:** Many of the center pivots on the farms original setup was a radio system are much more economic than the cellular systems, but the internet could not handle all the data without any issues. Everything is cellular. In my place of business, I went with a cellular modem to give enough speeds and accuracy. There are a lot of the smaller wireless companies. You need to talk with them. They offered packages that say they can give you these speeds, but I have yet to see it delivered. When you look at CenturyLink, it's available up to those speeds, but when you start ordering them, they can't guarantee it. We run into these problems. I don't put a lot of stock just going off of what FCC is saying because it's an advertised number and nothing more. I've only seen these speeds with government offices and schools.

**Misty Willow - VP of Strategic Partnerships:** Correct. Those are not included in the FCC maps, if they are dedicated services. This is just your basic, best effort service, high speed internet. I haven't been to a community in years where the maps that are put out by the FCC or USDA, are accurate. What we would ask of Torrance County is to put in your own challenges. You can do that as a bulk challenge by gathering that information. We can help facilitate a community survey. My background is all rural broadband. I worked for a company called Secret Wind that was very successful. I would work with the communities putting together these surveys, compiling the data, and submitting for grant applications. I want to make sure everyone understands that in the next application period we are asking for your support. This will give gig speeds to the majority of your county. This has multiple phases, the first phase would be the Rural Digital Opportunity Fund the RDOF, which is already in process. By your next meeting we will work on getting a better idea of what that date looks like. The great thing about how we are handling RDOF is it's a hybrid system. We use fiber to the tower, but from the



tower to distribute to the community, it's wireless at gig speeds. It has some built in redundancy, so that if that fiber goes down, we're still going to be able to radio back to our shop in Albuquerque. So, you will have better uptime than you would with fiber. It's a fraction of the cost. To build a fiber for a home project in Torrance County, even if I were to look at some of the more densely populated areas, just creates little islands. It would still take two and a half to three years. With Torono, we're talking a year to a year and a half. If we have problems getting backhaul out of Torrance County to Albuquerque, I don't expect that's going to be a problem, because we have CenturyLink and Plateau nearby, those are two of our partners. I think that there's a third partner that we're going to look at as well, who has some fiber going down I-40. As far as the timeline, you will be up and running maybe within the next nine months. I intend on talking to engineering and find out what their plan is and if have they hit any roadblocks? From what I understand, a lot of customers are Star Link customers. They ship you a box. You plug it in and mount on your house. We actually set up professional installers. We don't do self-install. We'll make sure that there's proper line of sight. We'll make adjustments if needed, and you will have a working service. RDOF is a \$15 million dollar grant for Torrance County.

**Ryan Schwebach-County Chairman:** You represent a private firm to install Internet?

**Misty Willow - VP of Strategic Partnerships:** Yes.

**Ryan Schwebach-County Chairman:** How does that affect the existing wireless providers? Where are the guarantees that you'll provide the service without competition?

**Misty Willow - VP of Strategic Partnerships:** We are competitors with wireless companies that are out here. I assume that there's some well-intentioned people that have put up wireless ISP. We're not in the business of putting people out of business, but our products are extremely competitive. You're going to get higher speeds. It's a matter of spectrum in a lot of cases. You might have a wireless ISP here that is unlicensed. As far as the FCC and other organizations are concerned, that's not considered service. The prices are part of the RDOF contract that we have with the FCC. The pricing is extremely competitive. We are going to give you probably triple the bandwidth, if not more, for about the same price you're paying.

**Ryan Schwebach-County Chairman:** If you can't provide the speeds consistently, what do you have to go back on?

**Misty Willow - VP of Strategic Partnerships:** With any kind of wireless, it is best effort service. Keep in mind, this is a federally funded program. If we are not doing our job, come to us first. Let's find out why, what's going on. We have 24/7 customer service and tech support. We have a New Mexico engineering team.

**Ryan Schwebach-County Chairman:** This wireless does get piped into fiber, solar?

**Misty Willow - VP of Strategic Partnerships:** It does at the towers. I think we have eight or nine throughout Torrance County right now.

**Ryan Schwebach-County Chairman:** Is it a similar structure on what you have with some of your cell phone services. When you have high usage, you start throttling back service to where everybody gets a portion.

**Misty Willow - VP of Strategic Partnerships:** It is unmetered. We do not throttle, and we do not meter. We don't shape traffic. Are we going to have moments of congestion; however, those are going to be few and far between. We've been around for over 10 years serving the Texas panhandle, as well as parts of Kansas, Oklahoma, and New Mexico.

**Ryan Schwebach-County Chairman:** I know Plateau has a service area. This was from lines they ran a long time with similar government funds. If you get these funds, do you know how much an area you have to serve? We didn't know competition.

**Misty Willow - VP of Strategic Partnerships:** No it's the guideline from the US Treasury. If you have an area that's federally grant funded, you cannot get funds to bring in a competitor. That's not to say that we will come in using our own funding. If we see an area that's covered by somebody now using grant funding, but that community says, hey, we're not so happy with what ABC is doing for us. Can you come in, do an evaluation, and maybe you can come in and offer a competing service? We will look at those. In fact, we've got several that we're looking at now. The other thing about fixed wireless is we have about a 10-mile radius. We have a lot of terrain that we have to take into consideration.

**Samuel Schropp-County Commissioner:** This does not give Resound exclusive franchise to Torrance County, is that correct?

**Misty Willow - VP of Strategic Partnerships:** That is correct. We welcome competition.

**Kevin McCall-County Vice Chair:** You have been selected for this grant already? That's not what we're discussing today, correct?

**Misty Willow - VP of Strategic Partnerships:** Correct.

**Kevin McCall-County Vice Chair:** We are discussing, what Torrance County's role in helping you?

**Tamara Rosenberg – Resound Network:** Yes, there's a secondary grant, which would cover the areas that are not within our RDOF. We have already mapped it out, and there were 3600 households within Torrance County that were not captured in our current grant. We started putting together the application package to capture the rest of those households.

**Ryan Schwebach-County Chairman:** You are asking for us is a letter of support from us?

**Misty Willow - VP of Strategic Partnerships:** Since we have members of the public here, it's always helpful to get letters of support from the public as well. Realtors, doctors, anybody who relies on broadband, which is everyone, farmers, ranchers, students, their parents; any letters of support that we can garner from the county and its constituents are helpful to attach. There's no limit.

**Patty Alexander – Resident:** CenturyLink is constantly down. They don't provide very good service. Do you have a setup where you might line up for businesses?

**Misty Willow - VP of Strategic Partnerships:** Yes, there will be redundancy and resiliency built into the network. As far as what that will look like. I don't have the final design; they're still working on it.

**Ryan Schwebach-County Chairman:** You'd mentioned you did a lot of work in rural Texas. Can you give me names of organizations that we can contact?

**Misty Willow - VP of Strategic Partnerships:** We have a list of references we're happy to provide.

**Kevin McCall-County Vice Chair:** So, you are not regulated by the New Mexico PRC?

**Misty Willow - VP of Strategic Partnerships:** We are not. None of the ISPs are regulated by the PRC that is more of a phone side.

**Ryan Schwebach-County Chairman:** Its clear you are needing letters of support, and we need broadband. Specifically, to your company?

**Misty Willow - VP of Strategic Partnerships:** Yes, we would ask the letter state that you have the competence of faith that we are going to provide broadband to your constituents. We're happy to meet with your committee and go in a little bit deeper to show you how this technology works.

**Ryan Schwebach-County Chairman:** To clarify the timeframe, you have an existing grant that you're going to put stuff on the ground already?

**Misty Willow - VP of Strategic Partnerships:** Correct.

**Ryan Schwebach-County Chairman:** What you're asking us is for the second grant, to get up to the 95% coverage that you stated.

**Misty Willow - VP of Strategic Partnerships:** Correct. If that application fails for any reason, or if they come back and ask us to rebound and ask for a little less money, which that sometimes happens, we would continue to build out in Torrance County using Bead funding.

**Ryan Schwebach-County Chairman:** What's the timeframe on that ground?

**Misty Willow - VP of Strategic Partnerships:** I want to have everything done by March 10.

**Ryan Schwebach-County Chairman:** Commissioner Schropp brought up an Ad Hoc Committee Commissioner Schropp, do you have names in mind?

**Samuel Schropp-County Commissioner:** The outline right now is we're gathering information and see if we can have people who are interested in participating. Competition is going to show up in the services here. The money is available. We would be foolish to pass it on. Today, I hope that we will pass a resolution forming an ad hoc committee. I have information that the people I had invited gathered here. They can decide whether they would apply to be appointed to that committee. James Yager, from Deer Canyon preserve would help with the South and the Mountainair district. Phil Tapper, Aziz Hindi, Mayor David Dean has someone in his village, Tracy Gallegos from Encino, then each of the mountain communities Senaida Anaya, Jason Quintana, and Andrew Gutierrez. Other than Phil Tapper in the north, I don't have any contacts. We have a month. If we can get a commitment by the next meeting, to appoint the committee.

**Ryan Schwebach-County Chairman:** Can we appoint an Ad Hoc Committee? This is for information gathering only.

**Janice Barela-Madam County Manager:** It is on the agenda for you to approve and to appoint. It is not in the form of a resolution. However, the Commission does have the ability to create an Ad Hoc Committee and to appoint members today.

**Ryan Schwebach-County Chairman:** The purpose of this committee is to go back to their communities figure out what kind of services they have and what their communities say.

**Kevin McCall-County Vice Chair:** Do you need input from this Ad Hoc Committee?

**Misty Willow - VP of Strategic Partnerships:** I don't believe we can do that at this point. I know that the maps are disappointing. We still feel confident that even with the maps as they stand now, we'll be able to cover 95% of the county. The way I see the committee being of benefit is not just with Resound, but any other company that wants to come out, is providing the information. The letter of support is simply a letter, we can provide a boilerplate, and you can touch it up as you see fit.

**Samuel Schropp-County Commissioner:** Looking farther out in the future would we have this opportunity to appoint members? Can we resolve to form an Ad Hoc Committee today and then appoint members at a later date?

**Ryan Schwebach-County Chairman:** Yes, after learning the purpose of the Ad Hoc Committee then the March timeframe is not quite as important. We are going to have an Ad Hoc Committee, specifically for this, to challenge the accuracy of this map, and to learn what the community's needs in regard to internet service for both business and residential. We need a member from every community, which would be the land grants, municipalities, a couple from rural communities, and all

the subdivisions. I'd like to make this committee to where we get that scope of work to our committee members, and they are not sitting here spending a week on stuff they don't need. We can come up with boilerplate information that needs to be gathered with room for comments to be submitted digitally. I would like somebody in the county to gather that information for these individuals to compile.

**Action Taken:**

**Ryan Schwebach – County Chairman:** Motion to create an Ad Hoc Committee for discovery on rural broadband consisting of adequate coverage throughout the county and municipalities within Torrance County.

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

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

(Commissioner Schropp left the meeting due to being unable to hear, the internet went down, and Zoom was dropped, cell phone is unreliable. He felt he wouldn't be able to make a fair decision.)

**7. PUBLIC COMMENT and COMMUNICATIONS**

**Jason Quintana - President of Manzano Land Grant and President of Manzano Acequia Association:** My question to Resound is, can they give us plans for their build out? Does that mean they can put towers where they want to? Do they have to follow certain rules? Are these towers shareable?

**Ryan Schwebach – County Chairman:** Are you talking about eminent domain?

**Jason Quintana - President of Manzano Land Grant and President of Manzano Acequia Association:** Yes, that, and what are we giving them access to? What are we legally allowing them to do? Since this is federal money, other companies are going to want to bump up their service. Are we going to have 14 towers in the same area? Are they going to just all be able to share one tower since it's federal dollars? We do have some fiber that's already out there. Are they going

to use that fiber or run new lines. I would like to see some maps. With the federal dollars that they're receiving, does that give them enough money to completely build the system? Is there any extra that anybody has to come up with? How much power are they going to have if we support them?

**Marcia Wallen Fair Board President:** I would just like to say that the new and improved communication and increased community participation is encouraged and welcome for and with the Fair Board. I would like to thank Manager Barela for her professionalism in assisting the Fair Board members to make the necessary changes that have been asked for. Thank you.

**Melita Waldrop – Resident:** Thank you Ryan Schwebach and Ms. Barela, for showing up to the Fair Board meeting. I think the support was well attended and well taken. I have some concerns about how that meeting was handled. I would like to voice those concerns. I'm excited to hear about a rules committee that has been brought forward. I saw that some of the Fair Board members were willing to accept and talk about it and some got offensive about it. My concern about the ones that did get offended about it. They spoke about how we don't need a rules committee. In saying that, I think that's a reason why we need a rules committee in place. My concern is, and I hate to just put someone on a stand when they're not here, but I think it needs to be addressed, is how Johnny Perea handled the meeting at the end. How I felt and how some other community members felt about how he attacked some of our families, and most of our kids that were there. As a parent and a family member in this community, I was disappointed. He was belittling everyone in the room by saying that he thought we were entitled to sale slots when nobody at that meeting ever asked to be handed sale slots. He was confused and I was confused about the situation. When I did ask him, he asked that we talk about it later, but it never got brought up again. I want to make sure to see if the Commission can look into the situation to see how it was handled, and to see what is in the best interest of the kids and the community going forward. Thank you.

**Linda Jaramillo - County Clerk:** I wanted to announce that March 12<sup>th</sup>, from nine to five is candidate filing day in my office. The offices that are up for election are Commissioner District Three, Treasurer and County Clerk. Declaration of Candidacy forms are available in the Clerk's Office. Candidate filing fee is \$50 or a candidate can have petition signatures in lieu of the filing fee. Commissioner, District Three will need 10 signatures from their registered party, County Clerk

will need 20 signatures from their registered party and County Treasurer will need 20 signatures from their registered party. If anybody has any questions in regard to candidate filing day, you can call my office at 505-544-4350.

**Ryan Schwebach – County Chairman:** Are the signatures new?

**Linda Jaramillo - County Clerk:** Yes, beginning this year. Primary Election is June 4. I welcome anyone to call my office if you have any questions. You have to be in person or send a proxy with proper documentation.

**Linda Gallegos – Deputy County Assessors:** This is an announcement. We sent out livestock and business personal property forms earlier this year. The livestock forms went out December 1<sup>st</sup>, and the business personal property went out January 1<sup>st</sup>. For those of you that are in business or do report your livestock you have until tomorrow to get that information in. Otherwise there will be a 5% penalty on your taxes. Just an FYI, there were 2630 forms sent out. That's how many livestock accounts we have. We've received back 2328. There's still 302 livestock owners out there that have not reported or landowners who have not reported that they are leasing their land. I'm encouraging those folks to contact our office today or tomorrow. If you're mailing that information in, it must be postmarked no later than tomorrow, the 29<sup>th</sup>. There's a 5% penalty on your taxes for non-remittance. For those folks that have not reported within the last year, you are in jeopardy of losing your special method of valuation for agriculture, which is significant. Your land rate will revert back to a non-residential vacant land rate. Regarding the business personal property we sent out 362 forms, and received 390 back, which means we have some new businesses that we have contacted and are reporting back. Again, the deadline is tomorrow to report. If you have a new business and we haven't contacted you, it is your responsibility to call our office. I plan on doing some public service announcements and some outreaches in the near future. Facebook is the social media that we use to get information out. I will be contacting radio stations and newspapers to get this information out in the future. The reason I state this is because our staff is diligently working to get our accounts current and correct. We will send out our notices of value on April 1<sup>st</sup>. You have 30 days, in the month of April, to file for any exemptions, protest, dispute evaluation, or file for 65 and over evaluation freeze. That's what I'll be talking about in the public service announcements. We are partnering with the Treasurer's Office to do outreach. Our office has partnered and participated with the Treasurer's Office, going to Encino, Mountainair, Edgewood Soil and Water to be available to the public. If they have any questions, concerns, need to get any filing information or need assistance in filling out applications for either special method evaluation for AG, or their 65 and older forms we're available for that. We will be doing that

again, one day each week, in the month of April. Some of the older folks that need to submit paperwork, it's a little bit difficult. I'm going to be going to senior citizen centers, putting fliers out into public places, restaurants, the post office and so on. This extra information is out there as a service to the taxpayers making ourselves available to the public. Just an FYI, on how much work the Assessor's Office does. We have 859 Personal Property accounts. That includes ranchers and farmers that report their business/personal property to do business, anyone who runs a business must report their personal property. The personal property accounts are a little bit different than the livestock accounts and BPP accounts simply because it's outside of a hotel or restaurant, they still have to be reportable. We have 28,949 real property accounts 3,105 mobile home accounts 143 state assessed accounts for a total of 33,056 accounts that our office maintains. That involves reappraisal, account cleanup, adding new construction, new permits etc. For example, our Customer Service and Office Manager assists the taxpayers in person, via email, telephone and the ownership and transfer account cleanup come from that department. BPP, which is business personal property account data entry is also done in that department. Our Appraisal Department consists of five senior leader appraisers and four appraisers who are responsible for reappraisal of all of these accounts, new construction permits, permit processing, field checks, and account cleanup. Last week, our appraiser Zach Davis completed his fourth IAAO class. He is now a New Mexico Certified Appraiser. Our office has four Certified Appraisers, five including myself. I feel that's pretty significant, which means we have qualified expertise folks on our staff that are doing appraisals making sure that we have the most current and correct information with what's going on in the market. We also have a computer aided mass appraisal or cama data analyst. Helen Gutierrez is our Data Quality Control Specialist. She oversees and does reports on all information coming in to her office. She's basically an IT person and overall expert in making sure that our accounts are going to transfer properly when it gets time to send to the printers for Notices of Value, and then ultimately in the fall when we send over the tax roll to the Treasurer. In April I'll be getting the information out regarding the process that taxpayers can take advantage of. I will be coming before the Commission next month prior to budget with our annual report, which includes our evaluation maintenance and reappraisal report, which contains the data that is necessary for the county to use when dealing with the upcoming budget. Thank you.

**Patty Alexander – Indian Hills Resident:** Do you have any kind of bids going out on Martinez Road, south? Martinez Road is not getting any better and the state



has repaved their portion and the City of Moriarty has repaved. The county still hasn't done anything to Martinez.

**Ryan Schwebach – County Chairman:** I don't have that answer right now but I will look into it.

**Kacy Riley Chavez – Resident by phone:** I wanted to comment on the Special Board Meeting that was held for the Torrance County Fair Board on February 22. I had a couple of problems with the meeting itself, that were not addressed on the agenda. I feel as a community member, we're here trying to build the Torrance County Fair and welcome more youth into the Torrance County Fair, and as a member attending the meeting, we were told that if we didn't like what we were experiencing that we were to get out and go to a different county. I feel like that is very unprofessional and inappropriate behavior coming from the Torrance County Fair Board members. I think we should be open about the youth and promoting the ag industry. I don't think such behavior was warranted. I also don't believe that being called "entitled" was professional. I wanted to make the Commissioners aware of what was being said. Thank you.

**Janice Barela-Madam County Manager:** Tracy Master was signed up by Zoom. Since Zoom was down, she was called. No answer.

## **8. APPROVAL OF MINUTES**

- A. COMMISSION:** Request approval of minutes of the February 14, 2024, Regular Meeting of the Board of County Commissioners.

### **Action Taken:**

**Ryan Schwebach – County Chairman:** Motion to approve minutes of the February 14, 2024, Regular Meeting of the Board of County Commissioners.

**Janice Barela – Madam County Manager:** On page 6; the 05 needs to be removed for the agenda item title. 2024-05 was used that number on the following resolution.

**Ryan Schwebach – County Chairman:** Motion to approve minutes as amended.

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

**Roll Call Vote:** Samuel Schropp – County Commissioner: - Absent: 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: - Absent: 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. FINANCE:** Request approval of Resolution 2024-06, Disposition of Torrance County Property, auction and/or salvage of three county-owned vehicles and trade of three LifePaks for new Zoll machines.

**Toni Lowery-Chief Procurement Officer:** I'm requesting permission to dispose of the three vehicles in our parking lot that are inoperable. They will be posted on an auction gov site, there will be a reserve that will be their scrap value. If they don't meet that reserve, we'll sell them for scrap. Then the LifePak is just a cleanup. They have already been approved to trade those for credit towards the new Zoll machines that we received.

It was a trade; we have to put it as a disposal on our asset list. So, we're all clean for this fiscal year.

**Action Taken:**

**Ryan Schwebach – County Chairman:** Motion to approve Resolution 2024-06, Disposition of Torrance County Property, auction and/or salvage of three county-owned vehicles, and trade of three LifePaks for new Zoll machines.

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

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

## 12. APPROVAL

- 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.

**Amanda Lujan - Grants Administrator:** There is a grant available that is related to but not the same one that Resound wants to go after. This would be a grant that we as, Torrance County go after to do a feasibility study. So essentially, they would be working with the Ad Hoc Committee. We could hire a local consultant that could work with them to develop plans and also see those community needs.

That's what this grant is for. This is a different grant, and I just wanted to get permission to ask for letters of support from various communities.

**Ryan Schwebach – County Chairman:** This is a grant that Torrance County is looking to help facilitate up to 100,000?

**Amanda Lujan - Grants Administrator:** Yes, this is through the New Mexico Office of Broadband Access and Expansion. Some of those questions we had this morning about if they only get to 80%, how do we get to 100%. This grant would help us determine as well as work with that committee to figure out what the needs are in varying communities.

**Ryan Schwebach – County Chairman:** This is not the grant Resound is speaking of? They're simply mentioned in this because we are working with them, but we're not necessarily tied to them at this grant?

**Amanda Lujan - Grants Administrator:** Correct, this will be information for us to move forward regardless of who is installing the systems.

**Kevin McCall – County Vice Chairman:** I got a phone call from the CEO of Central New Mexico Electric. Is this in line with what they are asking for?

**Amanda Lujan - Grants Administrator:** I believe that Central New Mexico has already received a large grant to install Internet down Highway 41.

**Ryan Schwebach – County Chairman:** This is not tied to any installer; this is tied to the county to give potential providers the information?

**Amanda Lujan - Grants Administrator:** Correct, it's coming from the Office of Broadband Access and Expansion with the state of New Mexico. It will go through the Grant Committee tomorrow. The reason is because usually we get approval for applications from the Commission, then they go through the grant committee before we accept the money. It's an open grant and there are no matching funds. They'll give us up to \$100,000.

**Action Taken:**

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

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

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

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

**Action Taken:**

**Ryan Schwebach – County Chairman:** Motion to remove item 12B.

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

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

**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.

**Toni Lowery-Chief Procurement Officer:** Before you is the amendment to the services agreement. The need that Lindsay has experienced in the schools has significantly increased. She's already used the budget for her contract for this first fiscal year. We are coming before you with an amendment to increase the amount from \$29,700 to \$50,985 as well as the sessions that would occur as a result. We get this funding from CYFD.

**Action Taken:**

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

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

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

**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.

**Samantha O'Dell-County Emergency Manager:** This application that we are requesting to submit for this grant is for education and outreach activities which will be up to \$20,000. There is a \$2,000 match that can be in kind. What I would like to do with this grant if we do receive this funding is to create workshops. We would do four workshops that would last approximately three hours each, and we would do some information on threats in our community. Department of Homeland Security and Emergency Management has these evacuation workbooks that we would go through with residents who attend the event. They would be creating their own evacuation plans for their own residence. After they complete the workshop they would receive the go bags, which is where the funding would come in. We would be purchasing a waterproof bag or backpack depending on what we find that meets the needs, a first aid kit, pen, paper, work gloves, Kleenex, hand sanitizer, portable weather radio, whistle, emergency blanket, poncho, flashlight, bowl, cup spoon, fork, paracord, batteries, and evacuation guide. All of this would be put in that bag and would essentially be the beginning of a go bag for the residents if they needed to evacuate during a wildfire. My goal for having this would be to have approximately \$100 spent per bag. We would be able to purchase 200 bags for residents. I would like to limit the workshops to 50 people, which is where I came up with four workshops. My goal would be to have the workshops in various areas of the county. I would like to start in the heavily wooded areas. I don't want to eliminate anyone in the community. It is going to depend on the participation that we get from the residents. If we don't have enough in that area, we're going to move to different areas so that we utilize the funds. One per household.

**Action Taken:**

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

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

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

- 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.

**Janice Barela-Madam County Manager:** Due to the results of the last meeting and how that was led, my understanding was that the Commissioners were going to reach out to get more information, speaking directly to our on-call engineers. I visited with the Commissioners individually to see if we're ready to discuss this again. I'd like to thank Wilson & Company, Brett Beaty, for showing up today to also answer questions for the Commission.

**Kevin McCall-County Vice Chair:** I did visit with Mr. Beaty this week and he answered all my questions. I'm a little hesitant to approve the size of the contract based upon the fact we still don't know the real definite size of the building, and we do not have a definite budget. In the initial talks of this building, we're limited to the 9.5 million. In the original talks, we the Commission would probably add some funding to that. That hasn't been discussed amongst the Commissioners. I'm hesitant as to what size of building we are looking at, then comes the budget and price per square foot.

**Ryan Schwebach – County Chairman:** I have a much better understanding of what we're doing on the scope of work. There's a lot of stuff that is not in here, and it's not fair. We also have agreed for a long time that we need to move forward with the Admin building. You have a number to base a bid. When we start adjusting this bid, I'm assuming the payment can be adjusted. That's the part of understanding I was lacking with these design quotes; the design process takes quite a bit. Is Wilson & Company fairly priced and competent enough to get us through that design to build the building? Within that, it may be phased, it may be changing the budget. Can you answer that?

**Brett Beaty - Architect with Wilson & Company:** We are an architectural engineering firm that has offices across the region, but primarily our main office is in Albuquerque. Your point is well taken because there is a lot to figure out between now and the endpoint of having a finished administrative building. Right now, what we are talking about is the design phase. There is still a lot of time between now and when we get to the point of bringing contractors on board and how we do that in order to really nail down what that budget is. I've had a conversation with my boss, who wrote the original proposal, and we had submitted

a proposal just for programming about a year ago. I wanted to find out what that was, what it covered, and why we elected to go a different direction. It was a discussion with the administration of the county, and our office that we do know enough about this building to get started. We need to have three or four meetings with selected staff to get the information we need to identify that number before we proceed into design. We're going to verify that programming back with the leadership of this county before we start going down the road of designing a building. We have a good target right now. We know it's somewhere around 24,000 square feet, give or take, let's say 2000 square feet. We know a lot of information. You're physically operating out of a building you have been for a long time, and you know what works and what doesn't. That's a great starting point. We are not starting with a blank slate; you have a well-functioning establishment here that we can look into and use to build on for the new building. There are some costs that we need to identify, and those need to be brought back to you as a body. What we're worried about is the design of an administration building. We are looking at the price of what that potentially could cost for both the design services and the construction services for that building. There are other costs associated with this project that we need to identify and clearly articulate so that you can plan well for the next three years. Where are the utilities coming from? What kind of subsurface needs to be looked at? Does it need geotechnical engineering? What are those other functions? A lot of times the furniture is forgotten. We get three-quarters of the way through construction, and someone says. Where are we going to get desks from to put in here? Those are things that are better planned out ahead of time. When the desks, chairs, and whiteboards show up in that final stage of construction, they can be in place and people can physically move in and start using it the way it's intended.

**Ryan Schwebach-County Chairman:** It's critical we stay within this budget. We know there will be unforeseen extras and decisions to be made. If we have a \$9.8 million budget, I would like to target an \$8.9 million budget. In my line of thinking, is that there is a million dollars left over for those unforeseen things, like furniture. We also need to sit as a Commission and decide how much extra money we're willing to add, I want to be on the conservative side. When the numbers come back and say, we can't hit that target. I want to know why. Can we phase? Can we back out of it? Can we look for other sources of funding? Those are the questions I need answered to push forward. I want to know if I have that flexibility.

**Brett Beaty - Architect with Wilson & Company:** We need to be aligned, this is the biggest problem that we run into is if there's not alignment between the owner and the architect and all of the folks, the community members what they need/want out of this building. What I first see is in a couple of months, we come back here, and we present the programming document and the information we gathered and



tell you how we got there, who participated and what we ended up with. I agree with your idea of shoot for 8.9 million. If we have 9.5 million, you need to have a contingency to cover so that you're not backed up against the wall if something happens. There are always things that could occur.

**Kevin McCall-County Vice Chair:** We feel like 6.6% of the cost of the building will be in for design. I appreciate that it can be a moving percentage scale, as the building goes up, so does your design. If not, maybe down from nine, six, or six to maybe six, five. I appreciate that flexibility. I'm hung up on how we know 24,000 square feet is what it is going to take.

**Brett Beaty - Architect with Wilson & Company:** This building is 22,000 square feet. Let's just say we rebuilt this building, again, using 22,000 square feet but making it more efficient. Potentially it could be a better building of the same size. I want to give you a building that 50 years from now you can add on two wings to pay for the growth that may have occurred without having to tear down the old building because it doesn't work with expansion. I want to plan expansion into this over the next 20 to 40 years, so, you could add six more offices if you need them. They don't have to be added now because the budget is what the budget is. It's like every household, you have a certain amount of money, and we've got to build it for that amount of money. Occasionally grants are found, but we need to build it for the money you have. If 9.5 million is what you have, let's start down that path. If you find two more million and want to add on something else, we can look at that. I can't give you any better information than I've given you until I can start drawing, thinking, talking, writing down, recording information, and compiling all that together. A drawing won't come until we get the programming. There's still design as we look at which departments might be able to share a break room. Some of those discussions are going to happen internally with the design team, some of them are going to happen with the folks who participate in the building committee, and some of them are going to happen with the leadership. Ultimately, you all get to decide what this building is and how it functions. I want to emphasize I'm just here to help facilitate that and make that happen using my experience and knowledge to make that occur.

**Ryan Schwebach-County Chairman:** We have the square footage working in this building. This is one of the most inefficient buildings. I also have other avenues that have not been explored yet. One of them is the repurposing of this building. When we started looking at what we need, the service storage requirements, there is going to be some extra day-to-day operating money to bring long-term storage over here. There are a ton of possibilities, along with the possibility of a department over here if needed. I'm bringing that up because I am comfortable with moving forward for multiple reasons. I think the devil is in the detail of the contract how it's worded and how flexible it is. What payment

structure we are tied into. What receivables are when that payment is delivered, and what we have in turn on those phases on this design.

**Kevin McCall-County Vice Chair:** What is set aside for programming? To bring the public up to speed we did spend some money on programming. You're taking that information, not discarding it, and using it to do some updates in programming. How much of that is going to cost to get to that square footage? We have to know our square footage before moving any further.

**Brett Beaty - Architect with Wilson & Company:** Absolutely, that is essential, we do have to have those concrete numbers, we cannot just start designing with what we have now. The original document that we submitted as a proposal was just for programming only because there was some questions at the time. I don't even know if they knew where the original program was at the time when the discussion happened, and then we found some more information. It was about right at \$15,000.00 for programming. What we're looking at in terms of the overall contract, we have actually pushed a phase called programming, but it's really programming conceptual design. I think it's 15% overall, and it's a much higher number. It's not just for that verification, it's only for the first stages of design. Programming would still be about a \$15,000 exercise. The verification would still be effective, whether we do it standalone or whether we do it within the other contract. That's what the value of that is. At the end of that 15%, you will have preliminary conceptual drawings. Before we get that, I need to get the program to you approved.

**Ryan Schwebach-County Chairman:** Just to be fair, we get to that stage, and we say, we're not getting along with you. You give us all your drawings and all the work you've done for the county.

**Brett Beaty - Architect with Wilson & Company:** Right. It's always an option with an architectural contract. You can at any time decide to terminate it for whatever reason. If you're not satisfied with the direction, we're going.

**Kevin McCall-County Vice Chair:** I'm comfortable with your proposal. I feel rushed. I know we're rushed for funding reasons. When I feel that way, I don't get a good sense.

**Brett Beaty - Architect with Wilson & Company:** I hate that you feel rushed. That's not the way I want to do this. What I will tell you though, is if there's any point along the way that you have questions or you have concerns, call me, and say "I'm really bothered, this doesn't look like it's going in the right direction." I'd rather not get to the end of something, and you say "we're really not working out well here." I really don't think that's going to be the case. If there is anything that arises that causes you concern, contact me immediately.

**Action Taken:**

**Kevin McCall – County Vice Chairman:** Motion to accept Wilson & Company's contract as provided and to let County Manger Janice Barela as signatory.

**Ryan Schwebach-County Chairman:** Seconds the motion.

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

**13. DISCUSSION**

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

**Samantha O'Dell-County Emergency Manager:** At the last Commission meeting, the Commission asked me to look at three different locations within the county and create a pros and cons list of each location. I created a table in your packet. I have talked to several people as well. I've met with the Fire Chief several times regarding this and talked with the County Manager as well. The overall thought that I have at this point is that if we are included within the fire complex within the McIntosh area, we're going to not have redundancy in other areas. My thought behind that was, if we have our location in the Moriarty building, we're going to have to create the EOC, a kitchen, secure parking, etc. Same thing with a new admin building. Those things are already going to be included in the potential complex that the fire department is going to be in. It would eliminate some of the redundancy and save some money in the long run. I think that with the relationship that we have with the Fire Department and the amount of work that we do together, it would be beneficial to be in the same area as the Fire Department moving forward. It's also centrally located with more secure areas for the EOC, and secure parking, which could potentially be a concern in an EOC activation of some kind of a large event that potentially the media would be trying to get any information that they could at that point. It's also one of the things that I looked at in the admin building versus a fire complex that the admin building could potentially become congested. If we do have an EOC activation during business hours, we have the normal day-to-day business that would still be occurring. Then we would have the

EOC activation, which would bring in additional entities. It would be most beneficial if we were located in the same complex as the Fire Department. The complex would have the Emergency Operation Center, Office for Emergency Management, Emergency Management Specialist, and Safety Compliance Officer together.

**Janice Barela-Madam County Manager:** We met with the architects on the preliminary design for the new fire complex. We started talking about adding two Emergency Management Offices, also a training room that was incorporated into the design as well as part of the programming band that would be expanded and utilized as the EOC as well. There would also be a storage area. I don't know what the size of that is for Emergency Management to use in the design of the building. Currently, we're looking at the area just outside of Estancia as a location that would still be centrally located in the county.

**Ryan Schwebach-County Chairman:** The proposed site will be tied together with the Fire Department. This will be beneficial for multiple reasons that will be your first pick.

**Samantha O'Dell-County Emergency Manager:** Correct.

**Ryan Schwebach-County Chairman:** I think we need to put any remodeling on that Moriarty building on hold.

**Samantha O'Dell-County Emergency Manager:** There was some discussion previously about there being a Sheriff's Department substation at the Moriarty location. In the past, they've had a need for a bay area for some of their search warrants or areas to store some of their vehicles that are in evidence and that type of thing. Maybe it could still be a substation and storage.

**Ryan Schwebach-County Chairman:** Or it can be liquidated.  
Thank you.

## **B. MANAGER'S REPORT**

**Janice Barela-Madam County Manager:** We have hired on ten new people since January 1. Thank you to those who have decided to join Torrance County. We currently have all of them working except one, which is scheduled to begin on March 11th. We still have vacancies. Two of those individuals were hired for dispatch. We are excited to get them trained and certified to operate on their own or with a partner. I wanted to introduce Kassandra Sandy; she started in the Manager's Office as Executive Assistant to the Manager. She will be in charge of Constituent Services in the county. If anyone has any concerns in the county, she's

the one to contact first. She used to work here in the county before and has knowledge of what offices do and can point people in the right direction. I would like to also mention that last week, Commissioner Schwebach and I made a trip out to Manzano to look at their water system. I was out sick Monday and did not get a chance to get more information on it. I appreciate how everyone works well together. I talked to other County Managers, and they have Commissioners that fight with each other. They have Commissioners who don't work together and make it very difficult for a County Manager to do their job. I am blessed, I don't have that problem. You ask a lot of tough questions, and I welcome those questions because that makes us better. I had that on my mind this week because I heard about a County Manager who has decided to retire. Thank you for the opportunity to work with this great Commission.

### C. COMMISSIONERS' REPORTS

#### 1) Kevin McCall – County Vice Chairman, District 1

**Kevin McCall-County Vice Chair:** Legislation is over, and I've reached out, but I haven't heard back from Deputy Secretary of Transportation, who promised me a ride along in Torrance County to look at our state roads. Do we have a better way of getting hold of the Cabinet Secretary?

**Janice Barela-Madam County Manager:** Yes. I wanted to let you as well as the public know that we do have a new District Engineer for District Five. Brasher took the position at District Three, which is in the Albuquerque area. The New District Engineer is Rhonda Lopez, she's amazing at her job. We can set up a meeting with her.

**Kevin McCall-County Vice Chair:** Our legislators appropriated for Torrance County. We did quite well. Legislators put a lot of faith in Torrance County and gave us a lot of funding.

**Janice Barela-Madam County Manager:** Assuming that there are no line-item vetoes, Torrance County will be receiving these appropriations.

Torrance County Comprehensive Fire District plan \$90,000,

Torrance County Emergency building design \$50,000,

Torrance County fairground improvements \$2,910,000,

Torrance County Fire Department vehicle purchases \$50,000,

Torrance County Fire Department water system improvement \$125,000,

Torrance County Road department vehicle equipment purchases \$40,000,  
Torrance County records preservation designed \$50,000,  
Torreon Mutual Domestic Water Association system construction \$300,000,  
Duran water project \$100,000.

**Kevin McCall-County Vice Chair:** I'd like to say thank you to our four Legislators, two Senators, and two Representatives that we met with. They took care of Torrance County very well. In addition to those numbers. We also got the Junior Appropriation money of \$200,000 from one Senator and \$160,000 from a Representative for different items.

2) Ryan Schwebach - County Chairman, District 2

**Ryan Schwebach-County Chairman:** I have two items. First, one is what Manager Barela alluded to. The two of us went up to the Manzano Water District. A while back, we put some ARPA funds toward helping them with their system. It would appear at this moment that the scope of work was not done, according to what the contractor was given. I don't have the details. County Manager Barela is going to get to the bottom of it and see what we can do. We attended the Fair Board meeting, I'm sure you have heard about it, from some of what was said in public comment, I was there. I want to thank the Fair Board members for doing that. They didn't have to; they handled themselves correctly. There were some heated items. I've been in this hot seat; it is extremely difficult when you're attacked. Not in public, when you're cussed up at a county fair, then you are thrown under the bus for decisions you made for the sake of putting on a county fair for the youth. It's hard to hold your tongue. I have watched these individuals do a very good job. I want you to know that. With that being said, the agendas will now be very clear on what's going to be in the meetings. In that meeting, a lot of individuals said we're trying to get youth to come to get encouraged to show them about Ag. My question to anybody that was there, whatever your feelings are was it the right way to get a kid involved by watching people yell at each other, is that the proper way to get a kid involved in these activities? I don't think it is. I help with the Estancia judging teams. These kids are looking for mentors. They're looking for individuals, whether they're business owners, a connection to AG, or anything in their interests. They're looking for those individuals to volunteer their time to share their knowledge and opportunities. That is something the schools cannot give them. That is where 4H, FFA, and these county fairs come together. That's the missing link for these kids to connect to these individuals, whether

they're family members raising animals or have nothing to do with it, other than that, that is what those kids need in an unbiased manner. I urge you to think about that. A lot of the comments where we are going to get more involved; it needs to be talked about, it needs to be brought out. I didn't speak at that meeting. I do think it is a golden opportunity for the entire community within that fair to move forward positively, to create something constructive and honestly analyze what is the county fair. I believe it's more than just showing animals. I think there's a lot more to it. Those conversations need to come out. Nobody needs to be scared to be able to get up here and say anything to anybody. Everyone had a chance to speak at that meeting. My understanding is a lot of those individuals aren't there at the Fair Board meetings until that time. That is what needs to change.

**Janice Barela-Madam County Manager:** You mentioned that the Mutual Water Association is in the third Commission district. Commissioner Schropp was aware that you were doing that tour with me, he wanted to say thank you for that. I wanted to express that he appreciated that we made the time to go out there.

**Ryan Schwebach-County Chairman:** As a Commissioner, yes, we have districts because that's how you get elected but the reality is we represent everyone within this county.

3) Samuel Schropp – County Commissioner, District 3

**Samuel Schropp-County Commissioner:** Absent

**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.

**Action Taken:**

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

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

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

**Meeting adjourned at 11:32 AM**

\_\_\_\_\_  
Ryan Schwebach - Chairman

\_\_\_\_\_  
Genell Morris – Admin Assistant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Linda Jaramillo – County Clerk





**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item

No. 8-B

**DRAFT COPY**  
**Torrance County Board of Commissioners**  
**Special Commission Meeting**  
**March 04, 2024**  
**8:00 AM**

Commissioners Present:

**RYAN SCHWEBACH – COUNTY CHAIRMAN**  
**SAMUEL SCHROPP – COUNTY COMMISSIONER**

Others Present:

**JANICE BARELA – MADAM COUNTY MANAGER**  
**TRACY SEDILLO – DEPUTY COUNTY MANAGER**  
**SYLVIA CHAVEZ – DEPUTY COUNTY CLERK**  
**GENELL MORRIS – ADMINISTRATIVE ASSISTANT I**  
**DONALD GOEN – COUNTY P & Z DIRECTOR**

**1. Call Meeting to order.**

**Ryan Schwebach – County Chairman:** Calls the March 04, 2023, Special Commission Meeting to order at 8:02 AM.

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

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

**3. ADOPTION OF RESOLUTION:**

**A. GRANTS/DWI:** Request approval of Resolution 2024-07 , Approval of Submission of LDWI Grant Application and Distribution for FY25. Allows for NM Department of Finance and Administration to fund DWI Programs across Torrance County.

**Misty Witt-County Finance Director:** The LDWI grant application is done every year. However, we're requesting a little bit more funds this year because the distribution is about \$16,000 less due to the alcohol tax. The state is also withholding some of that funds so that they can administer the plan. This grant is going to increase approximately \$103,000 from what we requested last year.

**Action Taken:**

**Ryan Schwebach – County Chairman:** Motion to approve Resolution 2024-07

**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: -Absent

**MOTION CARRIED**

**4. APPROVALS**

**A. GRANTS/DWI: Application Budget for FY2025 LDWI Grant and Distribution Funding**

**Misty Witt-County Finance Director:** Page one in the packet shows the budget we are looking at approving for this LDWI program. This budget includes the distribution, the grants, and what our match will be. We have a 10% match for the distribution and the grant, but that can be covered by in kind.

**Ryan Schwebach – County Chairman:** Nothing different for what was done in the past?

**Misty Witt-County Finance Director:** Correct.

**Action Taken:**

**Ryan Schwebach – County Chairman:** Motion to approve Application Budget for FY2025 LDWI Grant and Distribution Funding

**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: -Absent

**MOTION CARRIED**

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

6. **Signing of Official Documents**

7. **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: -Absent

**MOTION CARRIED**

**Meeting adjourned at 8:05 AM**

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Ryan Schwebach - Chairman

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Genell Morris – Admin Assistant

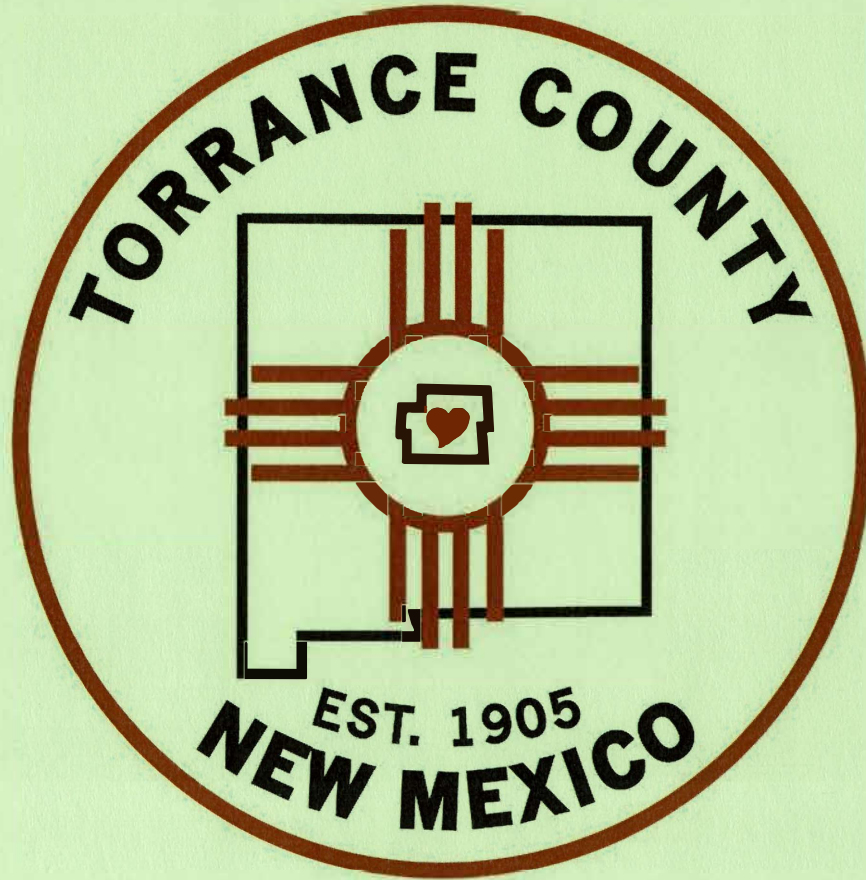
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Date

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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  
REGULAR 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 **March 13, 2024**, and approved the attached check report as presented against the funds of Torrance County in the amount of **\$3,271,120.00**

\_\_\_\_\_  
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:	02/23/2024 to 03/07/2024	<b>Total Payments: 185</b>
Total Checks:	158	Checks: 127776 to 127936
Voided Checks:	1	Checks: 126593
Bank Drafts:	17	BD: DFT0000714, DFT0000715, DFT0000716 DFT0000717, DFT0000718, DFT0000719 DFT0000720, DFT0000721, DFT0000722 DFT0000723, DFT0000724, DFT0000725 DFT0000726, DFT0000728, (DFT0000729 DFT0000730 NOT USED) DFT0000732
Electronic Fund Transfers:	5	EFT: 183 TO 187
Total of Payments Issued:	\$3,271,120.00	



Torrance County, NM

# Check Report

By Check Number

Date Range: 02/23/2024 - 03/07/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1232	CORECIVIC INC.	02/28/2024	EFT	0.00	2,576,005.38	183
<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>	
			<b>Item Description</b>			
<u>TCSO-ICE 012024</u>	Invoice	02/27/2024	JAN 2024 ICE HOUSING	0.00	2,096,133.89	
	<u>825-070-2172</u>		CARE OF INMATES		2,096,133.89	
<u>TCSO-ICE VAV102</u>	Invoice	02/28/2024	ICE VAV 2023 HOUSING	0.00	326,365.00	
	<u>825-070-2172</u>		CARE OF INMATES		326,365.00	
<u>USMS 012024</u>	Invoice	02/28/2024	JAN 2024 USMS COURT/MED TRANSPORT	0.00	6,966.02	
	<u>825-070-2172</u>		CARE OF INMATES		2,295.88	
	<u>825-070-2172</u>		CARE OF INMATES		4,670.14	
<u>USMS 012024H</u>	Invoice	02/28/2024	JAN 2024 USMS HOUSING	0.00	133,629.73	
	<u>825-070-2172</u>		CARE OF INMATES		133,629.73	
<u>USMS MOD2021</u>	Invoice	02/28/2024	MOD2021H-REV USMS HOUSING	0.00	12,910.74	
	<u>825-070-2172</u>		CARE OF INMATES		12,910.74	
4832	PRESBYTERIAN HEALTH PLAN	02/28/2024	EFT	0.00	1,095.40	184
<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>	
			<b>Item Description</b>			
<u>INV0003199</u>	Invoice	02/22/2024	Presbyterian Health Insurance	0.00	364.15	
	<u>401-000-9001</u>		Payroll Liabilities		364.15	
<u>INV0003221</u>	Invoice	02/21/2024	Presbyterian Health Insurance	0.00	731.25	
	<u>401-000-9001</u>		Payroll Liabilities		731.25	
5189	SUNRISE BANK	02/28/2024	EFT	0.00	1,928.18	185
<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>	
			<b>Item Description</b>			
<u>2.29.24 PAYROLL</u>	Invoice	02/28/2024	EMPLOYEE LOANS FOR 2.29.24	0.00	0.03	
	<u>401-000-9001</u>		Payroll Liabilities		0.03	
<u>CM0000104</u>	Credit Memo	01/17/2024	Sunrise Loan	0.00	-109.17	
	<u>401-000-9001</u>		Payroll Liabilities		-109.17	
<u>INV0003151</u>	Invoice	02/01/2024	Sunrise Loan	0.00	219.14	
	<u>401-000-9001</u>		Payroll Liabilities		219.14	
<u>INV0003178</u>	Invoice	02/15/2024	Sunrise Loan	0.00	1,818.18	
	<u>401-000-9001</u>		Payroll Liabilities		1,818.18	
5189	SUNRISE BANK	02/29/2024	EFT	0.00	1,928.18	186
<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>	
			<b>Item Description</b>			
<u>INV0003224</u>	Invoice	02/29/2024	Sunrise Loan	0.00	1,928.18	
	<u>401-000-9001</u>		Payroll Liabilities		1,928.18	
4832	PRESBYTERIAN HEALTH PLAN	03/04/2024	EFT	0.00	18,506.70	187
<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>	
			<b>Item Description</b>			
<u>MARCH 2024</u>	Invoice	03/04/2024	MARCH BILLING EMPLOYEE INSURANCE	0.00	18,506.70	
	<u>401-000-9001</u>		Payroll Liabilities		18,506.70	
177	NEW MEXICO COUNTIES	02/28/2024	Regular	0.00	-300.00	126593
VEN01292	ACME ENGINEERING, LLC	02/28/2024	Regular	0.00	3,285.50	127776

Check Report

Date Range: 02/23/2024 - 03/07/2024

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		
1004	Invoice	02/27/2024	Civil Engineering Services Mescalero Dam	0.00	3,285.50	
	<u>401-010-2272</u>		CONTRACT - PROFESSION		185.96	
	<u>401-010-2272</u>		CONTRACT - PROFESSION		3,099.54	
3207	AIRGAS USA LLC	02/28/2024	Regular	0.00	331.48	127777
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>9146643096</u>	Invoice	02/23/2024	District 3 Airgas Open PO	0.00	331.48	
	<u>408-091-2230</u>		SUPPLIES - MEDICAL		20.23	
	<u>408-091-2230</u>		SUPPLIES - MEDICAL		62.75	
	<u>408-091-2230</u>		SUPPLIES - MEDICAL		85.96	
	<u>408-091-2230</u>		SUPPLIES - MEDICAL		31.25	
	<u>408-091-2230</u>		SUPPLIES - MEDICAL		119.79	
	<u>408-091-2230</u>		SUPPLIES - MEDICAL		8.50	
	<u>408-091-2230</u>		SUPPLIES - MEDICAL		3.00	
66	ALBUQUERQUE PUBLISHING CO.	02/28/2024	Regular	0.00	775.12	127778
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>INV0003072</u>	Invoice	01/29/2024	SUNDAY JOURNAL ADD	0.00	775.12	
	<u>401-040-2221</u>		PRINTING/PUBLISHING/A		775.12	
5450	AMAZON BUSINESS	02/28/2024	Regular	0.00	385.75	127779
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>1VD3-Q9XK-7GW</u>	Invoice	02/22/2024	Replacement sewer cable	0.00	385.75	
	<u>401-015-2215</u>		MAINTENANCE & REPAIR		38.62	
	<u>401-016-2215</u>		MAINTENANCE & REPAIR		38.57	
	<u>401-023-2215</u>		MAINTENANCE & REPAIR		38.57	
	<u>401-024-2215</u>		MAINTENANCE & REPAIR		38.57	
	<u>401-027-2215</u>		MAINTENANCE & REPAIR		38.57	
	<u>401-036-2215</u>		MAINTENANCE & REPAIR		38.57	
	<u>401-037-2215</u>		MAINTENANCE & REPAIR		38.57	
	<u>401-053-2215</u>		MAINTENANCE & REPAIR		38.57	
	<u>401-082-2215</u>		MAINTENANCE & REPAIR		38.57	
	<u>401-087-2215</u>		MAINTENANCE & REPAIR		38.57	
5450	AMAZON BUSINESS	02/28/2024	Regular	0.00	12.98	127780
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>1GRL-3CYF-3N6Y</u>	Invoice	02/26/2024	OFFICE SUPPLIES	0.00	12.98	
	<u>401-020-2219</u>		SUPPLIES - GENERAL OFFI		12.98	
5450	AMAZON BUSINESS	02/28/2024	Regular	0.00	64.50	127781
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>1QG3-CL66-CFCR</u>	Invoice	02/22/2024	Commercial Thermometer	0.00	64.50	
	<u>401-037-2215</u>		MAINTENANCE & REPAIR		64.50	
5450	AMAZON BUSINESS	02/28/2024	Regular	0.00	170.99	127782
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>1MTY-CDXP-FCGV</u>	Invoice	02/28/2024	Office Supplies	0.00	170.99	
	<u>401-030-2219</u>		SUPPLIES - GENERAL OFFI		170.99	
5450	AMAZON BUSINESS	02/28/2024	Regular	0.00	464.75	127783



Check Report

Date Range: 02/23/2024 - 03/07/2024

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>19F1-GC43-1L73</u>	Invoice	02/27/2024	New hire/field equipment	0.00	464.75	
	<u>401-008-2219</u>		SUPPLIES - GENERAL OFFI		-17.31	
	<u>401-008-2222</u>		SUPPLIES - FIELD SUPPLIE		16.99	
	<u>401-008-2222</u>		SUPPLIES - FIELD SUPPLIE		274.93	
	<u>401-008-2222</u>		SUPPLIES - FIELD SUPPLIE		190.14	
5450	AMAZON BUSINESS	02/28/2024	Regular	0.00	69.29	127784
<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>16MW-LN6N-XM</u>	Invoice	02/26/2024	Screwdriver set	0.00	69.29	
	<u>401-065-2218</u>		MAINTENANCE & REPAIR		69.29	
5450	AMAZON BUSINESS	02/28/2024	Regular	0.00	280.66	127785
<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>1V3Y-M9VF-KLW</u>	Invoice	02/27/2024	OFFICE SUPPIES	0.00	280.66	
	<u>401-010-2219</u>		SUPPLIES - GENERAL OFFI		19.96	
	<u>401-010-2219</u>		SUPPLIES - GENERAL OFFI		46.43	
	<u>401-010-2219</u>		SUPPLIES - GENERAL OFFI		17.31	
	<u>401-010-2219</u>		SUPPLIES - GENERAL OFFI		21.90	
	<u>401-010-2219</u>		SUPPLIES - GENERAL OFFI		16.44	
	<u>401-010-2219</u>		SUPPLIES - GENERAL OFFI		14.19	
	<u>401-010-2219</u>		SUPPLIES - GENERAL OFFI		19.99	
	<u>401-010-2219</u>		SUPPLIES - GENERAL OFFI		19.90	
	<u>401-010-2219</u>		SUPPLIES - GENERAL OFFI		15.58	
	<u>401-010-2219</u>		SUPPLIES - GENERAL OFFI		18.98	
	<u>401-010-2219</u>		SUPPLIES - GENERAL OFFI		14.58	
	<u>401-010-2219</u>		SUPPLIES - GENERAL OFFI		16.99	
	<u>401-010-2219</u>		SUPPLIES - GENERAL OFFI		6.60	
	<u>401-014-2219</u>		SUPPLIES - GENERAL OFFI		15.99	
	<u>401-014-2219</u>		SUPPLIES - GENERAL OFFI		15.82	
5450	AMAZON BUSINESS	02/28/2024	Regular	0.00	39.99	127786
<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>19KC-RR14-9Y1R</u>	Invoice	02/26/2024	Screwdriver set	0.00	39.99	
	<u>401-065-2218</u>		MAINTENANCE & REPAIR		39.99	
5450	AMAZON BUSINESS	02/28/2024	Regular	0.00	37.49	127787
<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>24-01167</u>	Invoice	02/27/2024	Office Supplies	0.00	37.49	
	<u>401-030-2219</u>		SUPPLIES - GENERAL OFFI		37.49	
4818	AMBITIONS TECHNOLOGY GROUP LLC	02/28/2024	Regular	0.00	5,087.84	127788
<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>12383</u>	Invoice	02/27/2024	Total Maintence Care for FY2024	0.00	5,087.84	
	<u>401-096-2213</u>		CONTRACT - IT SERVICES		5,087.84	
4818	AMBITIONS TECHNOLOGY GROUP LLC	02/28/2024	Regular	0.00	10,180.66	127789
<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>12370</u>	Invoice	02/27/2024	Total Maintence Care for FY2024	0.00	10,180.66	
	<u>401-096-2213</u>		CONTRACT - IT SERVICES		10,180.66	
4818	AMBITIONS TECHNOLOGY GROUP LLC	02/28/2024	Regular	0.00	12,985.60	127790

Check Report

Date Range: 02/23/2024 - 03/07/2024

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>12288</u>	Invoice	02/27/2024	Desktop Replacement - T. Lowery	0.00	1,508.91	
	<u>401-096-2263</u>		SUPPLIES - FURNITURE/FI Desktop Replacement - T. Lower		1,105.32	
	<u>401-096-2263</u>		SUPPLIES - FURNITURE/FI Machine Provisioning Labor		403.59	
<u>12369</u>	Invoice	02/27/2024	Total Maintenance Care for FY2024	0.00	10,106.30	
	<u>401-096-2213</u>		CONTRACT - IT SERVICES DEC 2023 DATTO/SERVER CARE		10,106.30	
<u>12405</u>	Invoice	02/27/2024	Desktop Computer - Grants Assistant	0.00	1,370.39	
	<u>620-094-2225</u>		SUPPLIES-COMPUTER/PRI Labor CES 2021-19-C215-ALL		375.60	
	<u>620-094-2225</u>		SUPPLIES-COMPUTER/PRI Desktop Computer Grants Assist		994.79	
4818	AMBITIONS TECHNOLOGY GROUP LLC	02/28/2024	Regular	0.00	2,690.63	127791
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>12372</u>	Invoice	02/27/2024	Total Maintenance Care for FY2024	0.00	2,690.63	
	<u>401-096-2213</u>		CONTRACT - IT SERVICES NOV 2023 TCM		2,690.63	
5169	ASPEN SOLUTIONS LLC	02/28/2024	Regular	0.00	1,079.38	127792
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>1561</u>	Invoice	02/27/2024	Juvenile Justice Needs Assessment	0.00	1,079.38	
	<u>635-076-2314</u>		PROGRAM SUPPORT Juvenile Justice Needs Assessm		500.00	
	<u>635-076-2314</u>		PROGRAM SUPPORT Juvenile Justice Needs Assessm		350.00	
	<u>635-076-2314</u>		PROGRAM SUPPORT Juvenile Justice Needs Assessm		229.38	
5408	BANK OF AMERICA	02/28/2024	Regular	0.00	188.00	127793
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>36</u>	Invoice	02/22/2024	Social Media Liability Training	0.00	188.00	
	<u>401-050-2266</u>		EMPLOYEE TRAINING Social Media Liability Training		188.00	
0891	Bob Garrecht Supply Inc	02/28/2024	Regular	0.00	229.92	127794
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>S100117993.001</u>	Invoice	02/28/2024	flush valve rebuild kit	0.00	229.92	
	<u>401-016-2215</u>		MAINTENANCE & REPAIR flush valve rebuild kit		229.92	
5604	BRAYCON COMPANIES, LLC	02/28/2024	Regular	0.00	72.59	127795
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>1123</u>	Invoice	02/07/2024	Reimbursement for JIG Girls Circle	0.00	72.59	
	<u>635-076-2314</u>		PROGRAM SUPPORT Reimbrusment fot JIG Girls Circl		21.67	
	<u>635-076-2314</u>		PROGRAM SUPPORT Reimbrusment fot JIG Girls Circl		50.92	
5390	CIVICPLUS, LLC	02/28/2024	Regular	0.00	7,434.09	127796
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>254333</u>	Invoice	02/27/2024	Civic HR Tracking System & Onboarding FY	0.00	146.80	
	<u>401-014-2272</u>		CONTRACT - PROFESSION Finance Charge 01/31/2023		146.80	
<u>256502</u>	Invoice	02/27/2024	Civic HR Tracking System & Onboarding FY	0.00	85.63	
	<u>401-014-2272</u>		CONTRACT - PROFESSION Finance Charges 02/28/2023		85.63	
<u>258481</u>	Invoice	02/27/2024	Civic HR Tracking System & Onboarding FY	0.00	94.81	
	<u>401-014-2272</u>		CONTRACT - PROFESSION Finance Charges 03/31/2023		94.81	
<u>261715</u>	Invoice	02/27/2024	Civic HR Tracking System & Onboarding FY	0.00	93.92	
	<u>401-014-2272</u>		CONTRACT - PROFESSION Finance Charges 04/30/2023		93.92	
<u>264620</u>	Invoice	02/27/2024	Civic HR Tracking System & Onboarding FY	0.00	98.36	
	<u>401-014-2272</u>		CONTRACT - PROFESSION Finance Charges 05/31/2023		98.36	
<u>267882</u>	Invoice	02/27/2024	Civic HR Tracking System & Onboarding FY	0.00	96.59	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	<u>401-014-2272</u>		CONTRACT - PROFESSION Finance Charges 06/30/2023		96.59	
<u>271006</u>	Invoice	02/27/2024	Civic HR Tracking System & Onboarding FY	0.00	101.25	
	<u>401-014-2272</u>		CONTRACT - PROFESSION Finance Charges 07/31/2023		101.25	
<u>272775</u>	Invoice	02/27/2024	Civic HR Tracking System & Onboarding FY	0.00	6,511.64	
	<u>401-014-2272</u>		CONTRACT - PROFESSION Civic HR Tracking System & Onb		6,511.64	
<u>279774</u>	Invoice	02/27/2024	Civic HR Tracking System & Onboarding FY	0.00	205.09	
	<u>401-014-2272</u>		CONTRACT - PROFESSION Finance CHarges 09/30/2023		205.09	
4383	DE LAGE LANDEN FINANCIAL SERVICE	02/28/2024	Regular	0.00	546.82	127797
<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>81915316</u>	Invoice	02/27/2024	Recurring TCSO De Lage FY2024	0.00	546.82	
	<u>401-050-2284</u>		EQUIPMENT LEASES Recurring TCSO De Lage FY2024		546.82	
4383	DE LAGE LANDEN FINANCIAL SERVICE	02/28/2024	Regular	0.00	342.90	127798
<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>81915767</u>	Invoice	02/27/2024	Copier	0.00	342.90	
	<u>401-065-2221</u>		PRINTING/PUBLISHING/A Copier DEC FY-24		342.90	
4383	DE LAGE LANDEN FINANCIAL SERVICE	02/28/2024	Regular	0.00	325.02	127799
<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>82061631</u>	Invoice	02/27/2024	LEASE FOR COPY MACHINE	0.00	325.02	
	<u>401-040-2284</u>		EQUIPMENT LEASES LEASE FOR COPY MACHINE		325.02	
4383	DE LAGE LANDEN FINANCIAL SERVICE	02/28/2024	Regular	0.00	332.66	127800
<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>8195770</u>	Invoice	02/27/2024	Lease for copier	0.00	332.66	
	<u>401-008-2284</u>		LEASE EQUIPMENT Lease for copier		332.66	
4383	DE LAGE LANDEN FINANCIAL SERVICE	02/28/2024	Regular	0.00	332.66	127801
<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>81915759</u>	Invoice	02/27/2024	Copy Machine Lease Agreements - 25569	0.00	332.66	
	<u>401-055-2284</u>		EQUIPMENT LEASES Copy Machine Lease Agreement		332.66	
4383	DE LAGE LANDEN FINANCIAL SERVICE	02/28/2024	Regular	0.00	285.13	127802
<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>81915774</u>	Invoice	02/27/2024	Monthly lease copier- DV	0.00	285.13	
	<u>690-009-2284</u>		CONTRACT - EQUIPMENT Monthly lease copier- DV		285.13	
VEN01187	Dearborn Life Insurance Company	02/28/2024	Regular	0.00	6.30	127803
<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>INV0003195</u>	Invoice	02/22/2024	VISION INSURANCE	0.00	3.15	
	<u>401-000-9001</u>		Payroll Liabilities VISION INSURANCE		3.15	
<u>INV0003205</u>	Invoice	02/22/2024	VISION INSURANCE	0.00	3.15	
	<u>401-000-9001</u>		Payroll Liabilities VISION INSURANCE		3.15	
4834	DELTA DENTAL OF NEW MEXICO INC	02/28/2024	Regular	0.00	346.95	127804
<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>INV0003196</u>	Invoice	02/22/2024	Dental Insurance	0.00	14.55	
	<u>401-000-9001</u>		Payroll Liabilities Dental Insurance		14.55	
<u>INV0003220</u>	Invoice	02/21/2024	Dental Insurance	0.00	332.40	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	401-000-9001	Payroll Liabilities	Dental Insurance		332.40	
4705	DOUBLE H AUTO	02/28/2024	Regular	0.00	34.16	127805
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>INV0003217</u>	Invoice	02/22/2024	AUTO PARTS	0.00	34.16	
	<u>401-040-2201</u>		MAINTENANCE & REPAIR		8.79	
	<u>401-040-2201</u>		MAINTENANCE & REPAIR		7.79	
	<u>401-040-2201</u>		MAINTENANCE & REPAIR		17.58	
4979	DT AUTOMOTIVE	02/28/2024	Regular	0.00	4,950.00	127806
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>TCSO 24-01319</u>	Invoice	02/23/2024	Transmission Replacement LP 11254G, mi	0.00	4,950.00	
	<u>401-050-2201</u>		MAINTENANCE & REPAIR		4,950.00	
5319	DUCHARME, ARTHUR	02/28/2024	Regular	0.00	95.00	127807
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>INV0003141</u>	Invoice	02/08/2024	PZ Board member compensation	0.00	95.00	
	<u>401-008-2300</u>		TRAVEL - APPOINTED BO		95.00	
50	EMW GAS ASSOCIATION	02/28/2024	Regular	0.00	99.43	127808
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>01.2024 6380</u>	Invoice	02/26/2024	Monthly gas bill	0.00	99.43	
	<u>612-020-2308</u>		VOTING MACHINE STORA		99.43	
5548	ESTRADA, CHRISTINA	02/28/2024	Regular	0.00	95.00	127809
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>INV0003143</u>	Invoice	02/08/2024	PZ Board member compensation	0.00	95.00	
	<u>401-008-2300</u>		TRAVEL - APPOINTED BO		95.00	
2555	EVSWA	02/28/2024	Regular	0.00	62,982.80	127810
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>001-0001154365</u>	Invoice	02/27/2024	Animal disposal	0.00	106.10	
	<u>401-082-2210</u>		UTILITIES - WATER		106.10	
<u>4543</u>	Invoice	02/27/2024	JAN 2024 Tipping Fees	0.00	10,739.53	
	<u>419-005-2292</u>		EVSWA TIPPING FEES		10,739.53	
<u>DEC 2023</u>	Invoice	02/22/2024	FY24 County Environmental GRT	0.00	12,659.13	
	<u>423-026-2301</u>		EVSWA JPA EGRT		12,659.13	
<u>JAN 2024</u>	Invoice	02/22/2024	FY24 County Environmental GRT	0.00	1,849.88	
	<u>423-026-2301</u>		EVSWA JPA EGRT		1,849.88	
<u>NOV 2023</u>	Invoice	02/22/2024	FY24 County Environmental GRT	0.00	25,352.92	
	<u>423-026-2301</u>		EVSWA JPA EGRT		25,352.92	
<u>OCT 2023</u>	Invoice	02/22/2024	FY24 County Environmental GRT	0.00	12,275.24	
	<u>423-026-2301</u>		EVSWA JPA EGRT		12,275.24	
3064	FROST, JIM	02/28/2024	Regular	0.00	95.00	127811
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>INV0003142</u>	Invoice	02/08/2024	PZ board member compensation	0.00	95.00	
	<u>401-008-2300</u>		TRAVEL - APPOINTED BO		95.00	
VEN01250	Gilbert RW Sanchez	02/28/2024	Regular	0.00	95.00	127812

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>INV0003144</u>	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	
944	GRAINGER, INC.	02/28/2024	Regular	0.00	691.32	127813
<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>9025896995</u>	Invoice	02/22/2024	Back Pack Pump District 2	0.00	691.32	
	<u>406-091-2248</u>	SUPPLIES - SAFETY	Back-Pack Pump District 2		691.32	
214	HART'S TRUSTWORTHY HARDWARE	02/28/2024	Regular	0.00	31.98	127814
<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>B536506</u>	Invoice	02/26/2024	Harts Open PO 12/23-3/24	0.00	31.98	
	<u>406-091-2215</u>	MAINTENANCE & REPAIR	60" WOOD HDL MTL - 8913188		6.99	
	<u>406-091-2248</u>	SUPPLIES - SAFETY	BLK Inj Mold Can		24.99	
4910	HIGHER STANDARDS AUTOMOTIVE	02/28/2024	Regular	0.00	73.00	127815
<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>4372</u>	Invoice	02/22/2024	Oil changes for department vehicles	0.00	73.00	
	<u>401-082-2201</u>	MAINTENANCE & REPAIR	Oil change for 2013 Dodge Ram		73.00	
5254	Josefita Bersabela Eaton	02/28/2024	Regular	0.00	11.33	127816
<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>JEATON</u>	Invoice	02/28/2024	TRAVEL BACK FROM BERNALILLO NM PRO	0.00	11.33	
	<u>401-090-2205</u>	TRAVEL - EMPLOYEES	TRAVEL BACK FROM BERNALILL		11.33	
14	JUNIOR'S TIRE & AUTO PARTS INC.	02/28/2024	Regular	0.00	956.00	127817
<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>192665</u>	Invoice	02/26/2024	Tires Fire Admin FD-11	0.00	956.00	
	<u>413-091-2201</u>	MAINTENANCE & REPAIR	Tires Fire Admin FD-11		956.00	
3729	MARLIN BUSINESS BANK	02/28/2024	Regular	0.00	263.27	127818
<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>21078871</u>	Invoice	02/28/2024	Monthly Copier Lease Contract Payment F	0.00	263.27	
	<u>911-080-2284</u>	LEASE EQUIPMENT	Monthly Copier Lease		241.70	
	<u>911-080-2284</u>	LEASE EQUIPMENT	Monthly Copier Lease - Insuranc		21.57	
VEN01183	Metropolitan Life Insurance Company	02/28/2024	Regular	0.00	32.27	127819
<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>INV0003197</u>	Invoice	02/22/2024	MET LIFE LTD	0.00	8.22	
	<u>401-000-9001</u>	Payroll Liabilities	METLIFE DISABILITY		8.22	
<u>INV0003198</u>	Invoice	02/22/2024	Metlife employer	0.00	6.53	
	<u>401-000-9001</u>	Payroll Liabilities	Metlife employer life and accide		6.53	
<u>INV0003206</u>	Invoice	02/22/2024	MET LIFE LTD	0.00	13.17	
	<u>401-000-9001</u>	Payroll Liabilities	METLIFE DISABILITY		13.17	
<u>INV0003207</u>	Invoice	02/22/2024	Metlife employer	0.00	4.35	
	<u>401-000-9001</u>	Payroll Liabilities	Metlife employer life and accide		4.35	
25	NM COUNTY INSURANCE AUTHORITY	02/28/2024	Regular	0.00	14,000.00	127820

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>ML002415</u>	Invoice 401-005-2212	02/27/2024	Multiline Liability Insurance & Deductible INSURANCE - GENERAL LI	0.00	14,000.00 14,000.00	
5307	NUBE GROUP	02/28/2024	Regular	0.00	372.00	127821
<u>IN66064</u>	Invoice 401-010-2271 401-014-2271	02/27/2024	Nube TC-14 2023 CONTRACT-OTHER SERVI CONTRACT-OTHER SERVI	0.00	372.00 297.60 74.40	
5603	PFEIFER VETERINARY SERVICES, LLC	02/28/2024	Regular	0.00	1,751.22	127822
<u>2147125</u>	Invoice 431-082-2272	02/26/2024	SNIPIT sterilizations CONTRACT - PROFESSION	0.00	1,751.22 1,751.22	
151	PITNEY BOWES INC.	02/28/2024	Regular	0.00	664.89	127823
<u>3318361734</u>	Invoice 401-010-2284	01/31/2024	Lease of Postage Machine (8 months) EQUIPMENT LEASES	0.00	664.89 664.89	
151	PITNEY BOWES INC.	02/28/2024	Regular	0.00	664.89	127824
<u>3318706977</u>	Invoice 401-010-2284	02/27/2024	Lease of Postage Machine (8 months) EQUIPMENT LEASES	0.00	664.89 664.89	
2015	PLATEAU WIRELESS	02/28/2024	Regular	0.00	127.29	127825
<u>02.2024.1365</u>	Invoice 407-091-2207	02/28/2024	Internet & wireless services Fire dept TELECOMMUNICATIONS	0.00	127.29 127.29	
3859	PRUDENTIAL OVERALL SUPPLY	02/28/2024	Regular	0.00	222.04	127826
<u>450709703</u>	Invoice 402-060-2236	02/06/2024	Uniforms SUPPLIES - UNIFORMS	0.00	222.04 222.04	
3859	PRUDENTIAL OVERALL SUPPLY	02/28/2024	Regular	0.00	222.04	127827
<u>450712199</u>	Invoice 402-060-2236	02/27/2024	Uniforms SUPPLIES - UNIFORMS	0.00	222.04 222.04	
VEN01112	QUICK MED CLAIMS LLC	02/28/2024	Regular	0.00	2,352.19	127828
<u>INV34522</u>	Invoice 416-083-2271	02/23/2024	QMC Medical Billing Services FY24 CONTRACT - OTHER SERV	0.00	2,352.19 2,352.19	
3462	SAMBA HOLDINGS, INC.	02/28/2024	Regular	0.00	308.26	127829
<u>INV01389179</u>	Invoice 401-014-2272	02/27/2024	Driver's License Monitoring CONTRACT - PROFESSION	0.00	308.26 308.26	
7	SAM'S CLUB DIRECT	02/28/2024	Regular	0.00	38.46	127830

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Date Range: 02/23/2024 - 03/07/2024

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>INV0003219</u>	Invoice	02/26/2024	Cleaning, kennel, paper supplies	0.00	38.46	
	<u>401-082-2220</u>		SUPPLIES - CLEANING	Cleaning supplies	18.48	
	<u>401-082-2229</u>		SUPPLIES - PAPER	Cleaning, kennel, paper supplies	19.98	
3233	SANDIA HEARING AIDS	02/28/2024	Regular	0.00	125.00	127831
<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>Item Description</b>	<b>Distribution Amount</b>	
<u>2526636</u>	Invoice	02/24/2024	Hearing Tests	0.00	125.00	
	<u>911-080-2272</u>		CONTRACT - PROFESSION	Hearing Tests	125.00	
5675	Smith Engineering Company	02/28/2024	Regular	0.00	213.00	127832
<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>Item Description</b>	<b>Distribution Amount</b>	
<u>57250</u>	Invoice	02/27/2024	flood plain services	0.00	213.00	
	<u>401-008-2272</u>		CONTRACT - PROFESSION	Flood plain services	213.00	
5323	SOUTHWEST COPY SYSTEMS	02/28/2024	Regular	0.00	11.13	127833
<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>Item Description</b>	<b>Distribution Amount</b>	
<u>530088</u>	Invoice	02/21/2024	SOUTHWEST COPY SYSTEMS	0.00	11.13	
	<u>401-040-2221</u>		PRINTING/PUBLISHING/A	SOUTHWEST COPY SYSTEMS	11.13	
5323	SOUTHWEST COPY SYSTEMS	02/28/2024	Regular	0.00	17.25	127834
<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>Item Description</b>	<b>Distribution Amount</b>	
<u>INV0003229</u>	Invoice	02/27/2024	SOUTHWEST COPY SYSTEMS	0.00	17.25	
	<u>401-040-2221</u>		PRINTING/PUBLISHING/A	SOUTHWEST COPY SYSTEMS	17.25	
5323	SOUTHWEST COPY SYSTEMS	02/28/2024	Regular	0.00	3.92	127835
<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>Item Description</b>	<b>Distribution Amount</b>	
<u>534564</u>	Invoice	02/21/2024	SOUTHWEST COPY SYSTEMS	0.00	3.92	
	<u>401-040-2221</u>		PRINTING/PUBLISHING/A	SOUTHWEST COPY SYSTEMS	3.92	
3331	SOUTHWEST PROPANE LLC	02/28/2024	Regular	0.00	258.75	127836
<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>Item Description</b>	<b>Distribution Amount</b>	
<u>G879531400039</u>	Invoice	02/27/2024	Southwest Propane Utility for District 2 O	0.00	258.75	
	<u>406-091-2209</u>		UTILITIES - NATURAL GAS	Southwest Propane Utility for Di	258.75	
VEN01300	STATE OF NEW MEXICO	02/28/2024	Regular	0.00	60,913.78	127837
<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>Item Description</b>	<b>Distribution Amount</b>	
<u>FY2024 PAYBACK</u>	Invoice	02/27/2024	Pay Back Overpayment of County Detenti	0.00	60,913.78	
	<u>420-073-2270</u>		REFUNDS	Pay Back Overpayment of Count	60,913.78	
2781	SUPERIOR AMBULANCE	02/28/2024	Regular	0.00	15,000.00	127838
<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>Item Description</b>	<b>Distribution Amount</b>	
<u>012024</u>	Invoice	02/27/2024	Ambulance Subsidy FY2024	0.00	5,000.00	
	<u>401-005-2272</u>		CONTRACT - PROFESSION	JAN 2024 Ambulance Service Su	5,000.00	
<u>112023</u>	Invoice	02/27/2024	Ambulance Subsidy FY2024	0.00	5,000.00	
	<u>401-005-2272</u>		CONTRACT - PROFESSION	NOV 2023 Ambulance Service S	5,000.00	
<u>122023</u>	Invoice	02/27/2024	Ambulance Subsidy FY2024	0.00	5,000.00	
	<u>401-005-2272</u>		CONTRACT - PROFESSION	DEC 2023 Ambulance Service Su	5,000.00	
4736	T.A. TIRES & SERVICE	02/28/2024	Regular	0.00	1,071.96	127839

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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>INV607</u>	Invoice	02/28/2024	2016 F-150 Tires	0.00	1,071.96	
	<u>401-065-2201</u>	MAINTENANCE & REPAIR	2016 F-150 Tires		1,071.96	
5296	THE MASTER'S TOUCH, LLC.	02/28/2024	Regular	0.00	10,608.14	127840
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>88371</u>	Invoice	02/28/2024	2023 Tax Bills	0.00	10,400.00	
	<u>401-030-2271</u>	CONTRACT - OTHER SERV	2023 Tax Bills		10,400.00	
<u>P88371</u>	Invoice	02/27/2024	2023 Tax Bills	0.00	208.14	
	<u>401-030-2271</u>	CONTRACT - OTHER SERV	Increase to add postage		208.14	
5605	TRANSWORLD NETWORK CORP.	02/28/2024	Regular	0.00	85.90	127841
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>15744749-0496</u>	Invoice	02/22/2024	INTERNET FOR 702 DUNLAVY WILLARD DI	0.00	85.90	
	<u>406-091-2207</u>	TELECOMMUNICATIONS	INTERNET FOR 702 DUNLAVY W		85.90	
VEN01270	Valencia Shelter Services	02/28/2024	Regular	0.00	2,466.39	127842
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>FY24-Qtr 1</u>	Invoice	02/27/2024	Valencia Shelter Services DV Services	0.00	2,466.39	
	<u>690-009-2271</u>	CONTRACT - OTHER SERV	Valencia Shelter Services DV Ser		2,466.39	
4376	WAGeworks	02/28/2024	Regular	0.00	209.50	127843
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>INV6226355</u>	Invoice	02/27/2024	Health Benefits	0.00	209.50	
	<u>401-014-2271</u>	CONTRACT-OTHER SERVI	FSA Administration Fee		159.50	
	<u>401-014-2271</u>	CONTRACT-OTHER SERVI	Monthly Compliance Fee		50.00	
1	WAGNER EQUIPMENT CO.	02/28/2024	Regular	0.00	684.33	127844
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>P10C0886321</u>	Invoice	02/27/2024	Repairs,Parts and Labor ,Cutting edges	0.00	53.57	
	<u>402-060-2244</u>	MAINTENANCE & REPAIR	Repairs,Parts and Labor ,Cutting		53.57	
<u>S10W0918118</u>	Invoice	02/27/2024	Repairs,Parts and Labor ,Cutting edges	0.00	630.76	
	<u>402-060-2244</u>	MAINTENANCE & REPAIR	Repairs,Parts and Labor ,Cutting		630.76	
3823	WITMER PUBLIC SAFETY GROUP	02/28/2024	Regular	0.00	265.25	127845
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>INV420442</u>	Invoice	02/22/2024	Hand Tools District 2	0.00	78.38	
	<u>406-091-2248</u>	SUPPLIES - SAFETY	Council Tool		78.38	
<u>SO356513</u>	Invoice	02/22/2024	Hand Tools District 2	0.00	186.87	
	<u>406-091-2248</u>	SUPPLIES - SAFETY	Flathead Force Axe		186.87	
VEN01219	David Frazee	02/29/2024	Regular	0.00	40.00	127846
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>DF 24-01</u>	Invoice	02/23/2024	Frazee Fuel Reimbursement	0.00	40.00	
	<u>401-050-2202</u>	SUPPLIES - VEHICLE FUEL	Frazee Fuel Reimbursement		40.00	
4834	DELTA DENTAL OF NEW MEXICO INC	02/29/2024	Regular	0.00	14.55	127847
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>INV0003246</u>	Invoice	02/29/2024	Dental Insurance	0.00	14.55	
	<u>401-000-9001</u>	Payroll Liabilities	Dental Insurance		14.55	



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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5019	GLOBE LIFE & ACCIDENT INSURANCE	02/29/2024	Regular	0.00	163.00	127848
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>INV0003222</u>	Invoice	02/29/2024	Globe Life Insurance	0.00	163.00	
	<u>401-000-9001</u>		Payroll Liabilities		163.00	
VEN01183	Metropolitan Life Insurance Company	02/29/2024	Regular	0.00	11.39	127849
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>CM0000117</u>	Credit Memo	02/28/2024	MET LIFE LTD	0.00	-3.63	
	<u>401-000-9001</u>		Payroll Liabilities		-3.63	
<u>CM0000118</u>	Credit Memo	02/28/2024	Metlife employer	0.00	-4.35	
	<u>401-000-9001</u>		Payroll Liabilities		-4.35	
<u>INV0003239</u>	Invoice	02/28/2024	MET LIFE LTD	0.00	3.63	
	<u>401-000-9001</u>		Payroll Liabilities		3.63	
<u>INV0003240</u>	Invoice	02/28/2024	Metlife employer	0.00	4.35	
	<u>401-000-9001</u>		Payroll Liabilities		4.35	
<u>INV0003247</u>	Invoice	02/29/2024	MET LIFE LTD	0.00	4.86	
	<u>401-000-9001</u>		Payroll Liabilities		4.86	
<u>INV0003248</u>	Invoice	02/29/2024	Metlife employer	0.00	6.53	
	<u>401-000-9001</u>		Payroll Liabilities		6.53	
1096	NM RETIREE HEALTH-CARE AUTHORI	02/29/2024	Regular	0.00	1,935.99	127850
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>CM0000111</u>	Credit Memo	02/15/2024	Retiree Health Care	0.00	-86.04	
	<u>401-000-9001</u>		Payroll Liabilities		-86.04	
<u>CM0000114</u>	Credit Memo	02/21/2024	Retiree Health Care	0.00	-87.08	
	<u>401-000-9001</u>		Payroll Liabilities		-87.08	
<u>CM0000119</u>	Credit Memo	02/28/2024	Retiree Health Care	0.00	-31.81	
	<u>401-000-9001</u>		Payroll Liabilities		-31.81	
<u>INV0003200</u>	Invoice	02/22/2024	Retiree Health Care	0.00	14.48	
	<u>401-000-9001</u>		Payroll Liabilities		14.48	
<u>INV0003208</u>	Invoice	02/22/2024	Retiree Health Care	0.00	8.50	
	<u>401-000-9001</u>		Payroll Liabilities		8.50	
<u>INV0003223</u>	Invoice	02/29/2024	Retiree Health Care	0.00	2,069.52	
	<u>401-000-9001</u>		Payroll Liabilities		2,069.52	
<u>INV0003235</u>	Invoice	02/28/2024	Retiree Health Care	0.00	3.20	
	<u>401-000-9001</u>		Payroll Liabilities		3.20	
<u>INV0003241</u>	Invoice	02/28/2024	Retiree Health Care	0.00	10.60	
	<u>401-000-9001</u>		Payroll Liabilities		10.60	
<u>INV0003249</u>	Invoice	02/29/2024	Retiree Health Care	0.00	34.62	
	<u>401-000-9001</u>		Payroll Liabilities		34.62	
1385	NM TAXATION & REVENUE	02/29/2024	Regular	0.00	8.60	127851
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>CM0000120</u>	Credit Memo	02/28/2024	Workers Comp	0.00	-4.30	
	<u>401-000-9001</u>		Payroll Liabilities		-4.30	
<u>INV0003201</u>	Invoice	02/22/2024	Workers Comp	0.00	4.30	
	<u>401-000-9001</u>		Payroll Liabilities		4.30	
<u>INV0003209</u>	Invoice	02/22/2024	Workers Comp	0.00	4.30	
	<u>401-000-9001</u>		Payroll Liabilities		4.30	
<u>INV0003242</u>	Invoice	02/28/2024	Workers Comp	0.00	4.30	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	<u>401-000-9001</u>	Payroll Liabilities	Workers Comp		4.30	
5544	SCHWERDEL, ALEXANDER	02/29/2024	Regular	0.00	50.80	127852
<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>AS - 24 -01</u>	Invoice	02/23/2024	Fuel Purchase Reimbursement	0.00	50.80	
	<u>401-050-2202</u>		SUPPLIES - VEHICLE FUEL		50.80	
1335	TORRANCE COUNTY	02/29/2024	Regular	0.00	82.98	127853
<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>INV0003225</u>	Invoice	02/29/2024	Torrance County Property Tax	0.00	82.98	
	<u>401-000-9001</u>		Payroll Liabilities		82.98	
3359	YOUNG, ERWIN	02/29/2024	Regular	0.00	26.28	127854
<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>EY - 24-01</u>	Invoice	02/23/2024	Young Fuel Reimbursement	0.00	26.28	
	<u>401-050-2202</u>		SUPPLIES - VEHICLE FUEL		26.28	
1096	NM RETIREE HEALTH-CARE AUTHORI	02/29/2024	Regular	0.00	4,352.28	127855
<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>2.15.24</u>	Invoice	02/29/2024	EMPLOYER PORTION OF RETIREE HEALTH	0.00	4,352.28	
	<u>401-000-9001</u>		Payroll Liabilities		4,352.28	
1096	NM RETIREE HEALTH-CARE AUTHORI	02/29/2024	Regular	0.00	4,543.70	127856
<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>2.29.24</u>	Invoice	02/29/2024	NM RETIREE HEALTHCARE EMPLOYER PO	0.00	4,543.70	
	<u>401-000-9001</u>		Payroll Liabilities		4,543.70	
VEN01184	AIR CARE NEW MEXICO	03/06/2024	Regular	0.00	984.70	127857
<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>1797</u>	Invoice	03/04/2024	Weekend Service	0.00	984.70	
	<u>911-080-2215</u>		MAINTENANCE & REPAIR		487.50	
	<u>911-080-2215</u>		MAINTENANCE & REPAIR		300.00	
	<u>911-080-2215</u>		MAINTENANCE & REPAIR		197.20	
3207	AIRGAS USA LLC	03/06/2024	Regular	0.00	126.37	127858
<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>9147095803</u>	Invoice	02/28/2024	District 3 Airgas Open PO	0.00	126.37	
	<u>408-091-2230</u>		SUPPLIES - MEDICAL		42.98	
	<u>408-091-2230</u>		SUPPLIES - MEDICAL		1.00	
	<u>408-091-2230</u>		SUPPLIES - MEDICAL		7.71	
	<u>408-091-2230</u>		SUPPLIES - MEDICAL		62.75	
	<u>408-091-2230</u>		SUPPLIES - MEDICAL		3.43	
	<u>408-091-2230</u>		SUPPLIES - MEDICAL		8.50	
5450	AMAZON BUSINESS	03/06/2024	Regular	0.00	59.98	127859
<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>1DFQ-D96X-4XQV</u>	Invoice	03/05/2024	Desk Chair	0.00	59.98	
	<u>604-083-2218</u>		MAINTENANCE & REPAIR		59.98	
5450	AMAZON BUSINESS	03/06/2024	Regular	0.00	82.74	127860

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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>17DR-VKNN-4X63</u>	Invoice	03/05/2024	Office Supplies	0.00	82.74	
	<u>604-083-2219</u>		SUPPLIES - GENERAL OFFI		12.69	
	<u>604-083-2219</u>		SUPPLIES - GENERAL OFFI		39.59	
	<u>604-083-2219</u>		SUPPLIES - GENERAL OFFI		14.98	
	<u>604-083-2219</u>		SUPPLIES - GENERAL OFFI		15.48	
5450	AMAZON BUSINESS	03/06/2024	Regular	0.00	1,649.00	127861
<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>1Q3F-GTWP-3JW</u>	Invoice	02/28/2024	Couches District 2	0.00	1,649.00	
	<u>406-091-2218</u>		MAINTENANCE & REPAIR		1,649.00	
5450	AMAZON BUSINESS	03/06/2024	Regular	0.00	174.06	127862
<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>1C9K-XFR7-CKRG</u>	Invoice	03/05/2024	Belts BX105	0.00	174.06	
	<u>401-015-2215</u>		MAINTENANCE & REPAIR		174.06	
5450	AMAZON BUSINESS	03/06/2024	Regular	0.00	39.56	127863
<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>1HLW-HMTW-CD</u>	Invoice	02/28/2024	Trauma Shears	0.00	39.56	
	<u>604-083-2248</u>		SUPPLIES - SAFETY		39.56	
4818	AMBITIONS TECHNOLOGY GROUP LLC	03/06/2024	Regular	0.00	446.64	127864
<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>12124</u>	Invoice	03/05/2024	AWS STORAGE GATEWAY	0.00	446.64	
	<u>401-096-2213</u>		CONTRACT - IT SERVICES		446.64	
4818	AMBITIONS TECHNOLOGY GROUP LLC	03/06/2024	Regular	0.00	6,618.94	127865
<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>12003</u>	Invoice	03/05/2024	SEP 2023 TCM	0.00	6,618.94	
	<u>401-096-2213</u>		CONTRACT - IT SERVICES		6,618.94	
4818	AMBITIONS TECHNOLOGY GROUP LLC	03/06/2024	Regular	0.00	1,957.00	127866
<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>12257</u>	Invoice	03/05/2024	For use with Havis DS-DEL-4X0 Docking St	0.00	1,957.00	
	<u>620-094-2225</u>		SUPPLIES-COMPUTER/PRI		1,957.00	
4818	AMBITIONS TECHNOLOGY GROUP LLC	03/06/2024	Regular	0.00	7,379.23	127867
<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>12193</u>	Invoice	03/05/2024	OCT 2023 DATTO/SERVER	0.00	7,379.23	
	<u>401-096-2213</u>		CONTRACT - IT SERVICES		7,379.23	
4818	AMBITIONS TECHNOLOGY GROUP LLC	03/06/2024	Regular	0.00	4,439.53	127868
<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>12272</u>	Invoice	03/05/2024	NOV 2023 T&M	0.00	4,439.53	
	<u>401-096-2213</u>		CONTRACT - IT SERVICES		4,439.53	
4818	AMBITIONS TECHNOLOGY GROUP LLC	03/06/2024	Regular	0.00	7,401.06	127869

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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>12219</u>	Invoice	03/05/2024	NOV 2023 DATTO/SERVER	0.00	7,401.06	
	<u>401-096-2213</u>	CONTRACT - IT SERVICES	NOV 2023 DATTO/SERVER CARE		7,401.06	
5408	BANK OF AMERICA	03/06/2024	Regular	0.00	1,039.44	127870
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>24-01057</u>	Invoice	02/29/2024	Snacks for JJC	0.00	1,039.44	
	<u>635-068-2219</u>	SUPPLIES - GENERAL OFFI	SkinnyPop popcorn		69.92	
	<u>635-068-2219</u>	SUPPLIES - GENERAL OFFI	Quaker Chewy variety pack		41.92	
	<u>635-068-2219</u>	SUPPLIES - GENERAL OFFI	Nabisco Variety cookies		55.92	
	<u>635-068-2219</u>	SUPPLIES - GENERAL OFFI	JIG Snacks		73.92	
	<u>635-068-2219</u>	SUPPLIES - GENERAL OFFI	Takis Fuego variety mix		73.52	
	<u>635-068-2219</u>	SUPPLIES - GENERAL OFFI	Pringles variety pack		71.92	
	<u>635-068-2219</u>	SUPPLIES - GENERAL OFFI	Chex mix 42 pk		16.24	
	<u>635-068-2219</u>	SUPPLIES - GENERAL OFFI	Lance Toasty peanut butter crac		36.20	
	<u>635-068-2219</u>	SUPPLIES - GENERAL OFFI	Goldfish crackers		52.56	
	<u>635-068-2219</u>	SUPPLIES - GENERAL OFFI	Cheez-ot crackers		62.48	
	<u>635-068-2219</u>	SUPPLIES - GENERAL OFFI	Frito-lay fiesta 30pk		73.92	
	<u>635-068-2219</u>	SUPPLIES - GENERAL OFFI	Member's mark potato chips		55.92	
	<u>635-068-2219</u>	SUPPLIES - GENERAL OFFI	Member's marks bottled water		125.72	
	<u>635-068-2219</u>	SUPPLIES - GENERAL OFFI	BelVita Breakfast biscuits		55.12	
	<u>635-068-2219</u>	SUPPLIES - GENERAL OFFI	Kar's Sweet' salty mix		130.24	
	<u>635-068-2219</u>	SUPPLIES - GENERAL OFFI	Sabritas Peanuts variety pack		43.92	
	**Void**	03/06/2024	Regular	0.00	0.00	127871
5408	BANK OF AMERICA	03/06/2024	Regular	0.00	30.00	127872
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>755C209C-0003</u>	Invoice	02/29/2024	Audio Translator	0.00	30.00	
	<u>401-020-2269</u>	SUBSCRIPTIONS & DUES	Audio Translator		30.00	
5408	BANK OF AMERICA	03/06/2024	Regular	0.00	613.61	127873
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>24-01112</u>	Invoice	02/29/2024	CHECKS FOR FINANCE DEPARTMENT	0.00	613.61	
	<u>401-055-2219</u>	SUPPLIES - GENERAL OFFI	CHECKS FOR FINANCE DEPARTM		480.00	
	<u>401-055-2219</u>	SUPPLIES - GENERAL OFFI	SHIPPING		133.61	
5408	BANK OF AMERICA	03/06/2024	Regular	0.00	299.94	127874
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>Fernandez Fire</u>	Invoice	03/05/2024	Rehab for Fernandez Fire	0.00	299.94	
	<u>604-083-2248</u>	SUPPLIES - SAFETY	Card Fee		10.67	
	<u>604-083-2248</u>	SUPPLIES - SAFETY	Pizza		289.27	
5408	BANK OF AMERICA	03/06/2024	Regular	0.00	277.79	127875
<u>Payable #</u>	<u>Payable Type</u>	<u>Post Date</u>	<u>Payable Description</u>	<u>Discount Amount</u>	<u>Payable Amount</u>	
<u>24-01110</u>	Invoice	02/29/2024	W-2S AND 1099 NEC	0.00	277.79	
	<u>401-055-2219</u>	SUPPLIES - GENERAL OFFI	W-2S		155.82	
	<u>401-055-2219</u>	SUPPLIES - GENERAL OFFI	1099 MISC		38.99	
	<u>401-055-2219</u>	SUPPLIES - GENERAL OFFI	1099 NEC FORMS		82.98	
859	BOUND TREE MEDICAL, LLC	03/06/2024	Regular	0.00	1,681.20	127876

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Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
85257573	Invoice	02/28/2024	EMS Supplies/Equipment/Medications FY	0.00	1,681.20	
	<u>416-083-2230</u>		SUPPLIES - MEDICAL	Curaplex Endotracheal Tube wit	26.60	
	<u>416-083-2230</u>		SUPPLIES - MEDICAL	Curaplex Select Child BVM	208.50	
	<u>416-083-2230</u>		SUPPLIES - MEDICAL	Curaplex Select Infant BVM	208.50	
	<u>416-083-2230</u>		SUPPLIES - MEDICAL	Curaplex Berman Airway Kit, 6 S	100.70	
	<u>416-083-2230</u>		SUPPLIES - MEDICAL	King LTS-D Supraglottic Airway K	211.60	
	<u>416-083-2230</u>		SUPPLIES - MEDICAL	Curaplex Nahopharyngeal Airwa	713.70	
	<u>416-083-2230</u>		SUPPLIES - MEDICAL	King LTS-D Supraglottic Airway K	211.60	
859	BOUND TREE MEDICAL, LLC	03/06/2024	Regular	0.00	230.04	127877
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
85257574	Invoice	02/28/2024	EMS Supplies/Equipment/Medications FY	0.00	230.04	
	<u>416-083-2230</u>		SUPPLIES - MEDICAL	Restraint Wrist Cuff for Stretche	230.04	
5604	BRAYCON COMPANIES, LLC	03/06/2024	Regular	0.00	5,877.20	127878
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
<u>Inv 25 FY24</u>	Invoice	03/04/2024	Inv 25 FY 24 Girls Circel Sessions	0.00	5,877.20	
	<u>635-068-2272</u>		CONTRACT - PROFESSION	Braycon Lyndsi Donner FY24	5,877.20	
5416	CRYSTAL SPRINGS	03/06/2024	Regular	0.00	27.50	127879
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
<u>9273253</u>	Invoice	03/04/2024	WATER DELIVERY SERVICE FY2024	0.00	27.50	
	<u>401-030-2271</u>		CONTRACT - OTHER SERV	WATER DELIVERY SERVICE FY20	27.50	
5416	CRYSTAL SPRINGS	03/06/2024	Regular	0.00	16.00	127880
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
<u>9275232</u>	Invoice	03/06/2024	Drinking water- Finance	0.00	16.00	
	<u>401-055-2219</u>		SUPPLIES - GENERAL OFFI	Drinking water- Finance	11.00	
	<u>401-055-2219</u>		SUPPLIES - GENERAL OFFI	Processing Fee	5.00	
5561	CULLIGAN ABQ LLC	03/06/2024	Regular	0.00	66.50	127881
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
<u>INV0003232</u>	Invoice	02/28/2024	CULLIGAN DISPENSER PAYMENTS	0.00	66.50	
	<u>401-040-2219</u>		SUPPLIES-OFFICE	CULLIGAN DISPENSER PAYMENT	66.50	
5308	DIRECTV, LLC.	03/06/2024	Regular	0.00	113.14	127882
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
<u>069212456X2402</u>	Invoice	03/05/2024	Direct TV for Fire dept	0.00	113.14	
	<u>416-083-2271</u>		CONTRACT - OTHER SERV	Direct TV for Fire dept	113.14	
2585	EAST MOUNTAIN AUTO GLASS	03/06/2024	Regular	0.00	605.00	127883
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
<u>INV0003234</u>	Invoice	02/28/2024	AO4 FRONT WINDOW REPAIR	0.00	605.00	
	<u>401-040-2201</u>		MAINTENANCE & REPAIR	AO1 GREEN TENT SOLAR VISOR	325.00	
	<u>401-040-2201</u>		MAINTENANCE & REPAIR	AO1 2PCS WINDOW SIDE MOUL	280.00	
50	EMW GAS ASSOCIATION	03/06/2024	Regular	0.00	7,558.15	127884
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name	Item Description	Distribution Amount	
<u>3.24.0450</u>	Invoice	03/05/2024	Road- Monthly Gas- Utility	0.00	331.00	
	<u>402-060-2209</u>		UTILITIES - NATURAL GAS	Road- Monthly Gas- Utility	331.00	

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<u>3.24.0500</u>	Invoice	03/05/2024	Monthly gas bill	0.00	488.78	
	<u>418-091-2209</u>		UTILITIES - NATURAL GAS		488.78	
<u>3.24.0580.010</u>	Invoice	03/05/2024	Monthly gas bill	0.00	378.84	
	<u>401-082-2209</u>		UTILITIES - NATURAL GAS		378.84	
<u>3.24.1850</u>	Invoice	03/05/2024	Monthly gas bill	0.00	1,103.73	
	<u>401-015-2209</u>		UTILITIES - NATURAL GAS		1,103.73	
<u>3.24.1860</u>	Invoice	03/05/2024	Monthly gas bill	0.00	512.14	
	<u>402-060-2209</u>		UTILITIES - NATURAL GAS		115.40	
	<u>402-060-2209</u>		UTILITIES - NATURAL GAS		396.74	
<u>3.24.1990</u>	Invoice	03/05/2024	Monthly gas bill	0.00	114.75	
	<u>401-024-2209</u>		UTILITIES - NATURAL GAS		114.75	
<u>3.24.2330</u>	Invoice	03/05/2024	Monthly gas bill	0.00	344.06	
	<u>401-037-2209</u>		UTILITIES - NATURAL GAS		344.06	
<u>3.24.3680</u>	Invoice	03/05/2024	Monthly gas bill	0.00	343.81	
	<u>406-091-2209</u>		UTILITIES - NATURAL GAS		343.81	
<u>3.24.4090</u>	Invoice	03/05/2024	Monthly gas bill	0.00	24.65	
	<u>401-053-2209</u>		UTILITIES - NATURAL GAS		24.65	
<u>3.24.4510.6230</u>	Invoice	03/05/2024	Monthly gas bill	0.00	569.18	
	<u>405-091-2209</u>		UTILITIES - NATURAL GAS		279.40	
	<u>405-091-2209</u>		UTILITIES - NATURAL GAS		289.78	
<u>3.24.5390</u>	Invoice	03/05/2024	Monthly gas bill	0.00	593.80	
	<u>408-091-2209</u>		UTILITIES - NATURAL GAS		593.80	
<u>3.24.5870</u>	Invoice	03/05/2024	Monthly gas bill	0.00	295.08	
	<u>401-036-2209</u>		UTILITIES - NATURAL GAS		295.08	
<u>3.24.6000</u>	Invoice	03/05/2024	Monthly gas bill	0.00	1,356.14	
	<u>401-016-2209</u>		UTILITIES - NATURAL GAS		1,356.14	
<u>3.24.6140</u>	Invoice	03/05/2024	Monthly gas bill	0.00	339.48	
	<u>401-050-2209</u>		UTILITIES - NATURAL GAS		339.48	
<u>3.24.6380</u>	Invoice	03/05/2024	Monthly gas bill	0.00	243.35	
	<u>612-020-2308</u>		VOTING MACHINE STORA		243.35	
<u>3.24.9250</u>	Invoice	03/05/2024	Monthly gas bill	0.00	300.79	
	<u>408-091-2209</u>		UTILITIES - NATURAL GAS		300.79	
<u>3.24.9530</u>	Invoice	03/05/2024	Monthly gas bill	0.00	218.57	
	<u>911-080-2209</u>		UTILITIES - NATURAL GAS		218.57	
	**Void**	03/06/2024	Regular	0.00	0.00	127885
51	ESTANCIA, TOWN OF	03/06/2024	Regular	0.00	1,351.88	127886
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>3.24.1108</u>	Invoice	03/05/2024	Monthly water bill	0.00	209.39	
	<u>402-060-2210</u>		UTILITIES - WATER		209.39	
<u>3.24.1112</u>	Invoice	03/05/2024	Monthly water bill	0.00	434.20	
	<u>401-015-2210</u>		UTILITIES - WATER		434.20	
<u>3.24.1380</u>	Invoice	03/05/2024	Monthly water bill	0.00	127.94	
	<u>401-050-2210</u>		UTILITIES - WATER		127.94	
<u>3.24.249</u>	Invoice	03/05/2024	Monthly water bill	0.00	127.94	
	<u>401-036-2210</u>		UTILITIES - WATER		127.94	
<u>3.24.373</u>	Invoice	03/05/2024	Monthly water bill	0.00	104.48	
	<u>401-024-2210</u>		UTILITIES - WATER		104.48	
<u>3.24.40</u>	Invoice	03/05/2024	Monthly Water bill	0.00	270.51	
	<u>401-016-2210</u>		UTILITIES - WATER		270.51	
<u>3.24.750</u>	Invoice	03/05/2024	Monthly water bill	0.00	77.42	
	<u>401-053-2210</u>		UTILITIES - WATER		77.42	

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Date Range: 02/23/2024 - 03/07/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2555	EVSWA	03/06/2024	Regular	0.00	21,319.41	127887
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>4474</u>	Invoice	03/05/2024	NOV 2023 Tipping Fees	0.00	11,517.74	
	<u>419-005-2292</u>		EVSWA TIPPING FEES		11,517.74	
<u>4531</u>	Invoice	03/05/2024	DEC 2023 Tipping Fees	0.00	9,801.67	
	<u>419-005-2292</u>		EVSWA TIPPING FEES		9,801.67	
40	EYE ASSOCIATES OF NM	03/06/2024	Regular	0.00	455.00	127888
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>EYONM.0117202</u>	Invoice	03/01/2024	Williams, Norman HIC Form	0.00	455.00	
	<u>420-070-2173</u>		INMATE MEDICAL		455.00	
			Williams, Norman HIC Form			
944	GRAINGER, INC.	03/06/2024	Regular	0.00	157.29	127889
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>9003894004</u>	Invoice	02/28/2024	Equipment District 5	0.00	157.29	
	<u>405-091-2248</u>		SUPPLIES - SAFETY		157.29	
			Shower Slide Bar			
36	GUSTIN HARDWARE, INC.	03/06/2024	Regular	0.00	26.67	127890
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>371757</u>	Invoice	03/05/2024	Sheriff open P/O FY-24	0.00	26.67	
	<u>401-050-2215</u>		MAINTENANCE & REPAIR		26.67	
			Sheriff open P/O FY-24			
214	HART'S TRUSTWORTHY HARDWARE	03/06/2024	Regular	0.00	51.42	127891
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>8537483</u>	Invoice	02/29/2024	Admin open P/O FY-24	0.00	51.42	
	<u>401-015-2215</u>		MAINTENANCE & REPAIR		51.42	
			Admin open P/O FY-24			
VEN01165	Healthfront P.C.	03/06/2024	Regular	0.00	1,500.00	127892
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>2221</u>	Invoice	03/05/2024	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	
			Medical Director Services TCFD			
			Medical Director Services EM Fe			
			Medical Director Services Dispat			
3587	HOMESTEAD WATER CO.	03/06/2024	Regular	0.00	11.71	127893
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>3.24.776910</u>	Invoice	03/05/2024	Monthly water bill district 5	0.00	11.71	
	<u>405-091-2210</u>		UTILITIES - WATER		11.71	
			Monthly water bill district 5			
990	IRON MOUNTAIN RECORDS MANAGEMENT	03/06/2024	Regular	0.00	505.17	127894
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>202839223</u>	Invoice	03/06/2024	Off site storage of recorded documents	0.00	505.17	
	<u>612-020-2203</u>		MAINTENANCE & REPAIR		505.17	
			Off site storage of recorded doc			
VEN01242	Jessica Love	03/06/2024	Regular	0.00	2,493.36	127895
<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</u>	Invoice	03/04/2024	Inv 2 Girls Circle Feb FY24 Sessions	0.00	2,493.36	
	<u>635-068-2272</u>		CONTRACT - PROFESSION		2,493.36	
			Jessica Love - Juvenile Justice G			
5179	LEAF CAPITAL FUNDING LLC	03/06/2024	Regular	0.00	572.53	127896

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Date Range: 02/23/2024 - 03/07/2024

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>16155318</u>	Invoice	03/05/2024	3 HP Designjet	0.00	572.53	
	<u>401-007-2284</u>	EQUIPMENT LEASES	3 HP Designjet		572.53	
5621	MAGOURILOS, FRANK G.	03/06/2024	Regular	0.00	1,583.00	127897
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>FY24 Invoice #8</u>	Invoice	02/28/2024	Frank Magourilos	0.00	1,583.00	
	<u>605-002-2272</u>	CONTRACT - PROFESSION	Frank Magourilos		1,583.00	
VEN01275	MCKINNEY, JASMINE	03/06/2024	Regular	0.00	25.00	127898
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>02.28.24</u>	Invoice	03/05/2024	JJG Youth Stipend	0.00	25.00	
	<u>635-068-2272</u>	CONTRACT - PROFESSION	JJG Youth Stipend		25.00	
1323	MELLOY DODGE	03/06/2024	Regular	0.00	68,162.00	127899
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>38243</u>	Invoice	02/29/2024	Command Unit District 2	0.00	68,162.00	
	<u>406-091-2618</u>	CAPITAL OUTLAY - VEHICL	SSV		-599.00	
	<u>406-091-2618</u>	CAPITAL OUTLAY - VEHICL	Long Bed		600.00	
	<u>406-091-2618</u>	CAPITAL OUTLAY - VEHICL	Running Boards		445.00	
	<u>406-091-2618</u>	CAPITAL OUTLAY - VEHICL	Power Outlet 115v		245.00	
	<u>406-091-2618</u>	CAPITAL OUTLAY - VEHICL	Aux Switches		195.00	
	<u>406-091-2618</u>	CAPITAL OUTLAY - VEHICL	Trailer Brake		395.00	
	<u>406-091-2618</u>	CAPITAL OUTLAY - VEHICL	Mirrors, trailer tow		280.00	
	<u>406-091-2618</u>	CAPITAL OUTLAY - VEHICL	Rear Wheel Liners		195.00	
	<u>406-091-2618</u>	CAPITAL OUTLAY - VEHICL	Skid Plates		199.00	
	<u>406-091-2618</u>	CAPITAL OUTLAY - VEHICL	Trailer Tow Package		495.00	
	<u>406-091-2618</u>	CAPITAL OUTLAY - VEHICL	Park Sense		495.00	
	<u>406-091-2618</u>	CAPITAL OUTLAY - VEHICL	50 Gallon Fuel Tank		395.00	
	<u>406-091-2618</u>	CAPITAL OUTLAY - VEHICL	Gooseneck Towing Prep		595.00	
	<u>406-091-2618</u>	CAPITAL OUTLAY - VEHICL	2023 Dodge Ram 3500 4x4 SWP		51,937.00	
	<u>406-091-2618</u>	CAPITAL OUTLAY - VEHICL	Level 1 Equipment Group		1,095.00	
	<u>406-091-2618</u>	CAPITAL OUTLAY - VEHICL	Upfitter Module		395.00	
	<u>406-091-2618</u>	CAPITAL OUTLAY - VEHICL	Engine: Diesel		10,800.00	
	<b>**Void**</b>	03/06/2024	Regular	0.00	0.00	127900
1907	NEW MEXICO STATE UNIVERSITY	03/06/2024	Regular	0.00	25,378.75	127901
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>SEP 2023</u>	Invoice	03/05/2024	Q1 COOPERATIVE EXTENSION SUPPORT	0.00	25,378.75	
	<u>401-005-2261</u>	CONTRACT - EXTENSION	Support of Cooperative Extensio		25,378.75	
5051	NM LOCKING SYSTEMS	03/06/2024	Regular	0.00	99.00	127902
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>11001</u>	Invoice	02/29/2024	Open P/O for Misc keys	0.00	99.00	
	<u>401-015-2215</u>	MAINTENANCE & REPAIR	Duplicate Keys		19.80	
	<u>401-015-2215</u>	MAINTENANCE & REPAIR	Duplicate Keys		19.80	
	<u>401-015-2215</u>	MAINTENANCE & REPAIR	Open P/O for Misc keys		19.80	
	<u>401-015-2215</u>	MAINTENANCE & REPAIR	Open P/O for Misc Keys		19.80	
	<u>401-015-2215</u>	MAINTENANCE & REPAIR	Duplicate Keys		19.80	
4739	NORTH AMERICAN RESCUE LLC	03/06/2024	Regular	0.00	1,250.65	127903



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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>IN782069</u>	Invoice	02/28/2024	Lifesaving Items	0.00	1,250.65	
	<u>604-083-2248</u>		SUPPLIES - SAFETY		45.80	
	<u>604-083-2248</u>		SUPPLIES - SAFETY		182.77	
	<u>604-083-2248</u>		SUPPLIES - SAFETY		1,022.08	
5106	ORTIZ, ADRIAN	03/06/2024	Regular	0.00	4,000.00	127904
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>FY24-08</u>	Invoice	02/29/2024	Adrian Ortiz Teen Court Coordinator Cont	0.00	4,000.00	
	<u>605-002-2272</u>		CONTRACT - PROFESSION		4,000.00	
VEN01298	PHIL LONG FORD OF RATON LLC	03/06/2024	Regular	0.00	61,674.00	127905
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>13877</u>	Invoice	03/05/2024	2024 Ford Expedition Per Specs on PO /VI	0.00	61,674.00	
	<u>836-045-2813</u>		3 - SHERIFF'S DEPT VEHIC		500.00	
	<u>836-045-2813</u>		3 - SHERIFF'S DEPT VEHIC		46,872.00	
	<u>836-045-2813</u>		3 - SHERIFF'S DEPT VEHIC		5,085.00	
	<u>836-045-2813</u>		3 - SHERIFF'S DEPT VEHIC		1,750.00	
	<u>836-045-2813</u>		3 - SHERIFF'S DEPT VEHIC		300.00	
	<u>836-045-2813</u>		3 - SHERIFF'S DEPT VEHIC		795.00	
	<u>836-045-2813</u>		3 - SHERIFF'S DEPT VEHIC		6,042.00	
	<u>836-045-2813</u>		3 - SHERIFF'S DEPT VEHIC		330.00	
317	PRESBYTERIAN KASEMAN HOSPITAL	03/06/2024	Regular	0.00	610.00	127906
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>Pres 01062024</u>	Invoice	03/01/2024	Hartnett, Jonathan Claim Form	0.00	610.00	
	<u>420-070-2173</u>		INMATE MEDICAL		610.00	
317	PRESBYTERIAN KASEMAN HOSPITAL	03/06/2024	Regular	0.00	1,071.00	127907
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>Pres 01242024</u>	Invoice	03/01/2024	Nevarez Saul CT Scan	0.00	1,071.00	
	<u>420-070-2173</u>		INMATE MEDICAL		1,071.00	
3859	PRUDENTIAL OVERALL SUPPLY	03/06/2024	Regular	0.00	122.56	127908
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>450713016</u>	Invoice	03/05/2024	uniforms & supplys	0.00	122.56	
	<u>401-015-2203</u>		MAINTENANCE & REPAIR		122.56	
3859	PRUDENTIAL OVERALL SUPPLY	03/06/2024	Regular	0.00	222.04	127909
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>450713018</u>	Invoice	03/05/2024	Uniforms	0.00	222.04	
	<u>402-060-2236</u>		SUPPLIES - UNIFORMS		222.04	
3859	PRUDENTIAL OVERALL SUPPLY	03/06/2024	Regular	0.00	67.97	127910
<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>Item Description</b>	<b>Distribution Amount</b>		
<u>450712196</u>	Invoice	02/29/2024	Mats & mop, supplys	0.00	67.97	
	<u>401-016-2203</u>		MAINTENANCE & REPAIR		67.97	
3859	PRUDENTIAL OVERALL SUPPLY	03/06/2024	Regular	0.00	67.97	127911

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Date Range: 02/23/2024 - 03/07/2024

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		
450713015	Invoice	03/05/2024	Mats & mop, supplys	0.00	67.97	
	<u>401-016-2203</u>	MAINTENANCE & REPAIR	Mats & mop, supplys	67.97		
3859	PRUDENTIAL OVERALL SUPPLY	03/06/2024	Regular	0.00	502.06	127912
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
450713017	Invoice	03/05/2024	uniforms & supplys	0.00	502.06	
	<u>401-015-2203</u>	MAINTENANCE & REPAIR	uniforms & supplys	502.06		
1776	RADIOLOGY ASSOCIATES	03/06/2024	Regular	0.00	30.00	127913
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>RAD 01122024</u>	Invoice	03/01/2024	Hartnett, Jonathan HIC Form	0.00	30.00	
	<u>420-070-2173</u>	INMATE MEDICAL	Hartnett, Jonathan HIC Form	30.00		
1776	RADIOLOGY ASSOCIATES	03/06/2024	Regular	0.00	151.00	127914
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>RAD 01192024</u>	Invoice	03/01/2024	Nevarez, Saul Claim Form	0.00	151.00	
	<u>420-070-2173</u>	INMATE MEDICAL	Nevarez, Saul Claim Form	151.00		
1776	RADIOLOGY ASSOCIATES	03/06/2024	Regular	0.00	242.00	127915
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>RAD 02072024</u>	Invoice	03/01/2024	Aragon, Paul HIC Form	0.00	242.00	
	<u>420-070-2173</u>	INMATE MEDICAL	Aragon, Paul HIC Form	242.00		
5572	RAH Intermediate, LLC	03/06/2024	Regular	0.00	479.95	127916
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>228949</u>	Invoice	03/04/2024	Animal vaccinations, cleaner, animal scale	0.00	479.95	
	<u>401-082-2115</u>	SUPPLIES - PHARMACY	Parvo/distemper vaccinations	251.97		
	<u>401-082-2115</u>	SUPPLIES - PHARMACY	Bordetella vaccinations	227.98		
5572	RAH Intermediate, LLC	03/06/2024	Regular	0.00	145.90	127917
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>228944</u>	Invoice	03/04/2024	Wysiwash cleaner	0.00	145.90	
	<u>401-082-2220</u>	SUPPLIES - CLEANING	WysiWash caplets	145.90		
3462	SAMBA HOLDINGS, INC.	03/06/2024	Regular	0.00	271.21	127918
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>INV01416760</u>	Invoice	03/04/2024	Samba Safety Open PO	0.00	271.21	
	<u>413-091-2271</u>	CONTRACT - OTHER SERV	Usage Charges 2-1-2024 to 2-29	255.44		
	<u>413-091-2271</u>	CONTRACT - OTHER SERV	Taxes/Fees 2-1-2024 to 2-29-20	15.77		
VEN01156	SANCHEZ, JAVIER ERNESTO	03/06/2024	Regular	0.00	6.09	127919
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>305015</u>	Invoice	03/05/2024	Judicial open P/O FY-24	0.00	6.09	
	<u>401-016-2215</u>	MAINTENANCE & REPAIR	Judicial open P/O FY-24	6.09		
5426	SENERGY PETROLEUM, LLC	03/06/2024	Regular	0.00	5,964.63	127920
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
<u>SEN-757135</u>	Invoice	02/28/2024	Fuel for Road Fleet	0.00	5,964.63	
	<u>402-060-2202</u>	SUPPLIES - VEHICLE FUEL	Fuel for Road Fleet NMSWPA	5,964.63		

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
VEN01155	Smith, Rebecca	03/06/2024	Regular	0.00	1,680.00	127921
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>26</u>	Invoice	03/05/2024	Ind Theraputic Services as offered INV 26	0.00	1,680.00	
	<u>605-002-2272</u>		CONTRACT - PROFESSION		1,680.00	
3331	SOUTHWEST PROPANE LLC	03/06/2024	Regular	0.00	65.03	127922
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>G864831600127</u>	Invoice	02/28/2024	Southwest Propane Utility for District 4 O	0.00	65.03	
	<u>409-091-2209</u>		UTILITIES - NATURAL GAS		65.03	
3915	STERICYCLE, INC.	03/06/2024	Regular	0.00	48.21	127923
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>8006357025</u>	Invoice	02/28/2024	Monthly Service Stericycle Open PO	0.00	48.21	
	<u>416-083-2230</u>		SUPPLIES - MEDICAL		48.21	
VEN01247	Sterling Donner	03/06/2024	Regular	0.00	4,452.42	127924
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>Inv 2 FY24</u>	Invoice	03/04/2024	FY24 Boys Council Inv 2 February Sessions	0.00	4,452.42	
	<u>635-068-2272</u>		CONTRACT - PROFESSION		4,452.42	
5539	SUMMITT FIRE & SECURITY LLC	03/06/2024	Regular	0.00	495.05	127925
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>14444762</u>	Invoice	03/05/2024	Camera install	0.00	495.05	
	<u>401-016-2215</u>		MAINTENANCE & REPAIR		495.05	
2781	SUPERIOR AMBULANCE	03/06/2024	Regular	0.00	5,000.00	127926
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>FEB 2024</u>	Invoice	03/05/2024	FEB 2024 Ambulance Subsidy	0.00	5,000.00	
	<u>401-005-2272</u>		CONTRACT - PROFESSION		5,000.00	
4736	T.A. TIRES & SERVICE	03/06/2024	Regular	0.00	1,071.96	127927
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>INV608</u>	Invoice	02/28/2024	Tires for 2020 Ford	0.00	1,071.96	
	<u>604-083-2201</u>		MAINTENANCE & REPAIR		1,071.96	
28	TILLERY CHEVROLET GMC INC	03/06/2024	Regular	0.00	3,129.51	127928
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	
<u>6075954/1</u>	Invoice	03/05/2024	Repair Driver's Front & Rear Windows - 2	0.00	3,129.51	
	<u>911-080-2201</u>		MAINTENANCE & REPAIR		93.75	
	<u>911-080-2201</u>		MAINTENANCE & REPAIR		149.00	
	<u>911-080-2201</u>		MAINTENANCE & REPAIR		83.71	
	<u>911-080-2201</u>		MAINTENANCE & REPAIR		407.02	
	<u>911-080-2201</u>		MAINTENANCE & REPAIR		413.02	
	<u>911-080-2201</u>		MAINTENANCE & REPAIR		265.15	
	<u>911-080-2201</u>		MAINTENANCE & REPAIR		596.00	
	<u>911-080-2201</u>		MAINTENANCE & REPAIR		152.44	
	<u>911-080-2201</u>		MAINTENANCE & REPAIR		208.02	
	<u>911-080-2201</u>		MAINTENANCE & REPAIR		164.01	
	<u>911-080-2201</u>		MAINTENANCE & REPAIR		1.39	
	<u>911-080-2201</u>		MAINTENANCE & REPAIR		596.00	
1335	TORRANCE COUNTY	03/06/2024	Regular	0.00	200.00	127929

Check Report

Date Range: 02/23/2024 - 03/07/2024

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>1001</u>	Invoice	03/05/2024	Purchase Vehicle from Assessors	0.00	200.00	
	<u>402-060-2201</u>	MAINTENANCE & REPAIR	Purchase Vehicle from Assessors	200.00		
1295	UNIVERSITY OF NEW MEXICO (EMS)	03/06/2024	Regular	0.00	4,380.00	127930
<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>S6278247</u>	Invoice	02/29/2024	EMT Basic Course	0.00	1,095.00	
	<u>405-091-2266</u>	EMPLOYEE TRAINING	EMT Basic Course Joshua Silva	1,095.00		
<u>S6278247-2</u>	Invoice	02/29/2024	EMT Basic Course	0.00	1,095.00	
	<u>406-091-2266</u>	EMPLOYEE TRAINING	EMT Basic Course Cheryl Hamm	1,095.00		
<u>S6278247-3</u>	Invoice	02/29/2024	EMT Basic Course Yvonne Marrs	0.00	1,095.00	
	<u>406-091-2266</u>	EMPLOYEE TRAINING	EMT Basic Course Yvonne Marrs	1,095.00		
<u>S6278247-4</u>	Invoice	02/29/2024	EMT Basic Course	0.00	1,095.00	
	<u>406-091-2266</u>	EMPLOYEE TRAINING	EMT Basic Course Raymond Bir	1,095.00		
VEN01270	Valencia Shelter Services	03/06/2024	Regular	0.00	3,693.75	127931
<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>FY24 - Qtr 1</u>	Invoice	02/26/2024	Valencia Shelter Services SANE Program	0.00	3,693.75	
	<u>803-059-2625</u>	ZH9322-4 SANE	Valencia Shelter Services SANE	3,693.75		
5389	VIA HOMES & DEVELOPMENT LLC	03/06/2024	Regular	0.00	4,483.72	127932
<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>50</u>	Invoice	03/05/2024	Armstrong FY24 Inv50 Feb JJCC	0.00	4,483.72	
	<u>635-055-2402</u>	GRANT MATCHING	JJC Continuum Coordinator- GRT	329.72		
	<u>635-068-2272</u>	CONTRACT - PROFESSION	JJC Continuum Coordinator	4,154.00		
4875	WARE, SIDNEY K	03/06/2024	Regular	0.00	3,561.94	127933
<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>195</u>	Invoice	03/04/2024	FY24 Inv195 Boys Council Sessions Februa	0.00	3,561.94	
	<u>635-068-2272</u>	CONTRACT - PROFESSION	JJC Boys Council Facilitator	3,561.94		
3823	WITMER PUBLIC SAFETY GROUP	03/06/2024	Regular	0.00	3,198.32	127934
<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>INV412052</u>	Invoice	02/28/2024	Hand Tools District 2	0.00	3,198.32	
	<u>406-091-2248</u>	SUPPLIES - SAFETY	Medical Shear	492.90		
	<u>406-091-2248</u>	SUPPLIES - SAFETY	Flathead Force Axe	186.87		
	<u>406-091-2248</u>	SUPPLIES - SAFETY	Council Pick Head	377.70		
	<u>406-091-2248</u>	SUPPLIES - SAFETY	Council Tool	156.76		
	<u>406-091-2248</u>	SUPPLIES - SAFETY	Fire Hooks	1,984.09		
1641	ZIA GRAPHICS INC.	03/06/2024	Regular	0.00	104.10	127935
<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>66823</u>	Invoice	02/28/2024	Uniform Items for Julie	0.00	104.10	
	<u>604-083-2236</u>	SUPPLIES - UNIFORMS	Port Authority Jacket	69.55		
	<u>604-083-2236</u>	SUPPLIES - UNIFORMS	Polo Shirt	30.55		
	<u>604-083-2236</u>	SUPPLIES - UNIFORMS	Size Fee	4.00		
5339	US BANK CORPORATE PAYMENT SYSTEM	03/07/2024	Regular	0.00	21,704.82	127936



Torrance County, NM

# Check Report

By Check Number

Date Range: 02/23/2024 - 03/07/2024

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
233	PUBLIC EMPLOYEES RETIREMENT	02/29/2024	Bank Draft	0.00	54,249.10	DFT0000714
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	<b>Distribution Amount</b>
<a href="#">INV0003226</a>	Invoice	02/29/2024	PERA Retirement	0.00	54,249.10	
	<a href="#">401-000-9001</a>		Payroll Liabilities		16,148.93	
	<a href="#">401-000-9001</a>		Payroll Liabilities		38,100.17	
448	NM TAXATION & REVENUE	02/29/2024	Bank Draft	0.00	8,936.80	DFT0000715
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	<b>Distribution Amount</b>
<a href="#">INV0003227</a>	Invoice	02/29/2024	State Tax	0.00	8,936.80	
	<a href="#">401-000-9001</a>		Payroll Liabilities		8,936.80	
1656	INTERNAL REVENUE SERVICE	02/29/2024	Bank Draft	0.00	51,815.57	DFT0000716
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	<b>Distribution Amount</b>
<a href="#">INV0003228</a>	Invoice	02/29/2024	Federal Tax	0.00	51,815.57	
	<a href="#">401-000-9001</a>		Payroll Liabilities		25,572.24	
	<a href="#">401-000-9001</a>		Payroll Liabilities		18,654.85	
	<a href="#">401-000-9001</a>		Payroll Liabilities		7,588.48	
233	PUBLIC EMPLOYEES RETIREMENT	02/28/2024	Bank Draft	0.00	-238.05	DFT0000717
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	<b>Distribution Amount</b>
<a href="#">CM0000121</a>	Credit Memo	02/28/2024	PERA Retirement	0.00	-238.05	
	<a href="#">401-000-9001</a>		Payroll Liabilities		-238.05	
448	NM TAXATION & REVENUE	02/28/2024	Bank Draft	0.00	-12.27	DFT0000718
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	<b>Distribution Amount</b>
<a href="#">CM0000122</a>	Credit Memo	02/28/2024	State Tax	0.00	-12.27	
	<a href="#">401-000-9001</a>		Payroll Liabilities		-12.27	
1656	INTERNAL REVENUE SERVICE	02/28/2024	Bank Draft	0.00	-162.24	DFT0000719
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	<b>Distribution Amount</b>
<a href="#">CM0000123</a>	Credit Memo	02/28/2024	Federal Tax	0.00	-162.24	
	<a href="#">401-000-9001</a>		Payroll Liabilities		-131.48	
	<a href="#">401-000-9001</a>		Payroll Liabilities		-30.76	
233	PUBLIC EMPLOYEES RETIREMENT	02/28/2024	Bank Draft	0.00	124.64	DFT0000720
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	<b>Distribution Amount</b>
<a href="#">INV0003236</a>	Invoice	02/28/2024	PERA Retirement	0.00	124.64	
	<a href="#">401-000-9001</a>		Payroll Liabilities		124.64	
448	NM TAXATION & REVENUE	02/28/2024	Bank Draft	0.00	19.91	DFT0000721
<b>Payable #</b>	<b>Payable Type</b>	<b>Post Date</b>	<b>Payable Description</b>	<b>Discount Amount</b>	<b>Payable Amount</b>	<b>Distribution Amount</b>
<a href="#">INV0003237</a>	Invoice	02/28/2024	State Tax	0.00	19.91	
	<a href="#">401-000-9001</a>		Payroll Liabilities		19.91	
1656	INTERNAL REVENUE SERVICE	02/28/2024	Bank Draft	0.00	60.55	DFT0000722

Check Report

Date Range: 02/23/2024 - 03/07/2024

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		
<a href="#">INV0003238</a>	Invoice	02/28/2024	Federal Tax	0.00	60.55	
	<a href="#">401-000-9001</a>		Payroll Liabilities		48.75	
	<a href="#">401-000-9001</a>		Payroll Liabilities		11.80	
233	PUBLIC EMPLOYEES RETIREMENT	02/28/2024	Bank Draft	0.00	238.05	DFT0000723
<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>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">INV0003243</a>	Invoice	02/28/2024	PERA Retirement	0.00	238.05	
	<a href="#">401-000-9001</a>		Payroll Liabilities		238.05	
448	NM TAXATION & REVENUE	02/28/2024	Bank Draft	0.00	12.27	DFT0000724
<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>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">INV0003244</a>	Invoice	02/28/2024	State Tax	0.00	12.27	
	<a href="#">401-000-9001</a>		Payroll Liabilities		12.27	
1656	INTERNAL REVENUE SERVICE	02/28/2024	Bank Draft	0.00	162.24	DFT0000725
<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>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">INV0003245</a>	Invoice	02/28/2024	Federal Tax	0.00	162.24	
	<a href="#">401-000-9001</a>		Payroll Liabilities		131.48	
	<a href="#">401-000-9001</a>		Payroll Liabilities		30.76	
233	PUBLIC EMPLOYEES RETIREMENT	02/29/2024	Bank Draft	0.00	777.12	DFT0000726
<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>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">INV0003250</a>	Invoice	02/29/2024	PERA Retirement	0.00	777.12	
	<a href="#">401-000-9001</a>		Payroll Liabilities		777.12	
448	NM TAXATION & REVENUE	02/29/2024	Bank Draft	0.00	127.68	DFT0000727
<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>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">INV0003251</a>	Invoice	02/29/2024	State Tax	0.00	127.68	
	<a href="#">401-000-9001</a>		Payroll Liabilities		127.68	
1656	INTERNAL REVENUE SERVICE	02/29/2024	Bank Draft	0.00	799.45	DFT0000728
<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>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">INV0003252</a>	Invoice	02/29/2024	Federal Tax	0.00	799.45	
	<a href="#">401-000-9001</a>		Payroll Liabilities		100.30	
	<a href="#">401-000-9001</a>		Payroll Liabilities		270.27	
	<a href="#">401-000-9001</a>		Payroll Liabilities		428.88	
448	NM TAXATION & REVENUE	03/04/2024	Bank Draft	0.00	566.37	DFT0000731
<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>Item Description</b>	<b>Distribution Amount</b>		
<a href="#">INV0003253</a>	Invoice	03/04/2024	State Tax	0.00	566.37	
	<a href="#">401-000-9001</a>		Payroll Liabilities		566.37	
1656	INTERNAL REVENUE SERVICE	03/04/2024	Bank Draft	0.00	4,066.24	DFT0000732

Check Report

Date Range: 02/23/2024 - 03/07/2024

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>INV0003254</u>	Invoice	03/04/2024	Federal Tax	0.00	4,066.24	
<u>401-000-9001</u>	Payroll Liabilities	Federal Tax			1,532.94	
<u>401-000-9001</u>	Payroll Liabilities	Medicare Taxes			591.40	
<u>401-000-9001</u>	Payroll Liabilities	FICA Tax			1,941.90	

Bank Code Main Checking Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	0	0	0.00	0.00
Manual Checks	0	0	0.00	0.00
Voided Checks	0	0	0.00	0.00
Bank Drafts	17	17	0.00	121,543.43
EFT's	0	0	0.00	0.00
	<b>17</b>	<b>17</b>	<b>0.00</b>	<b>121,543.43</b>

### All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	225	158	0.00	550,412.73
Manual Checks	0	0	0.00	0.00
Voided Checks	0	5	0.00	-300.00
Bank Drafts	17	17	0.00	121,543.43
EFT's	13	5	0.00	2,599,463.84
	<b>255</b>	<b>185</b>	<b>0.00</b>	<b>3,271,120.00</b>

### Fund Summary

Fund	Name	Period	Amount
999	Pooled Cash	2/2024	2,940,346.32
999	Pooled Cash	3/2024	330,773.68
			<b>3,271,120.00</b>





**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item

No. 10



**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item

No. 11-A



1  
2  
3 **TORRANCE COUNTY**  
4 **BOARD OF COUNTY COMMISSIONERS**  
5 **RESOLUTION NO. 2024-**

6 **Budget Adjustments**

7  
8 **WHEREAS**, the Torrance County Commission in special session on Monday, January 29, 2024,  
9 did authorize budget adjustments to the FY2023-2024 budget; *and*

10  
11 **WHEREAS**, budget adjustments require approval from the Department of Finance and  
12 Administration; *and*

13  
14 **WHEREAS**, Torrance County requests approval for the budget adjustments set forth in the  
15 attached *Schedule A*.

16  
17 **NOW, THEREFORE, BE IT RESOLVED** that the Torrance County Board of County Commissioners  
18 authorizes the attached budget adjustments in *Schedule A* and respectfully requests approval  
19 from the Local Government Division of the Department of Finance and Administration.  
20

21 **AUTHORIZED** this 29<sup>th</sup> day of January 2024.  
22

23  
24 **APPROVED AS TO FORM ONLY:**

**TORRANCE COUNTY BOARD OF COMMISSIONERS**

25  
26  
27  
28 \_\_\_\_\_  
County Attorney

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

29  
30  
31 \_\_\_\_\_  
Kevin McCall, Vice Chair, District 1

32  
33 \_\_\_\_\_  
Samuel D. Schropp, Member, District 3

34  
35 **ATTEST:**

36  
37 \_\_\_\_\_  
38 Linda Jaramillo, Torrance County Clerk



# Torrance County

Resolution 24-\_\_\_\_\_

## Budget Adjustment

Schedule A

Budget Increase

Torrance County FY2024 Budget (Tyler ERPPro 10 line item structure)

Budget Increase					
Revenue			Expenditure		
Tyler Line Item	Description	Amount	Tyler Line Item	Description	Amount
803-000-1744	SANE Appropriation ZH9322-4	\$ 25,000	803-059-2625	SANE Appropriation ZH9322-4	\$ 25,000
401-000-1572	Election Fees	\$ 37,500	401-021-2103	Salaries - Part-Time Positions	\$ 30,000
			401-021-2221	Printing/Publishing/Advertising	\$ 2,500
			401-021-2226	Election Costs	\$ 5,000
828-000-1206	Hazard Mitigation Grant	\$ 93,970	828-075-2272	Contract Professional Services	\$ 93,970
628-000-1002	Community Wildfire Protection Plan Grant	\$ 20,000	628-000-2272	Contract Professional Services	\$ 20,000
911-000-1911	DFA Training Grant	\$ 12,000	911-085-2266	Employee Training	\$ 12,000
<b>REVENUE TOTAL</b>		<b>\$ 188,470</b>	<b>EXPENSE TOTAL</b>		<b>\$ 188,470</b>

Cash Transfer					
Transfer From:			Transfer To:		
Line Item	Description	Amount	Line Item	Description	Amount
401-000-1951	Transfer Out	\$ 15,910.74	650-000-1950	Transfer In	\$ 3,000.00
			825-000-1950	Transfer In	\$ 12,910.74
<b>Total</b>		<b>\$ 15,910.74</b>	<b>Total</b>		<b>\$ 15,910.74</b>



# Torrance County

Resolution 24-\_\_\_\_\_

## Budget Adjustment

Schedule B

Budget Increase

Torrance County FY2024 Budget (LGBMS line item structure)

Budget Increase					
Revenue			Expenditure		
LGBMS Line Item	Description	Amount	LGBMS Line Item	Description	Amount
30300-0001-47300	State Legislative Appropriations	\$ 25,000	30300-2002-55999	Contract - Other Services	\$ 25,000
11000-0001-44090	Election Fees	\$ 37,500	11000-2007-51040	Salaries - Part-Time Positions	\$ 30,000
			11000-2007-57090	Printing/Publishing/Advertising	\$ 2,500
			11000-2007-57040	Election Costs	\$ 5,000
21800-0001-47499	Other State Grants	\$ 113,970	21800-2002-55030	Contract - Professional Services	\$ 113,970
20700-0001-47499	Other State Grants	\$ 12,000	20700-3005-57050	Employee Training	\$ 12,000
<b>REVENUE TOTAL</b>		<b>\$ 188,470</b>	<b>EXPENSE TOTAL</b>		<b>\$ 188,470</b>

Cash Transfer					
Transfer From:			Transfer To:		
Line Item	Description	Amount	Line Item	Description	Amount
11000-0001-61200	Transfer Out	\$ 15,910.74	29900-0001-61100	Transfer In	\$ 15,910.74
<b>Total</b>		<b>\$ 15,910.74</b>	<b>Total</b>		<b>\$ 15,910.74</b>



**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item

No. 11-B

**Ryan Schwebach, Chair**

*District 2*

**Kevin McCall**

*District 1*

**Samuel Schropp**

*District 3*



**Torrance County Road Department**

**PO Box 48 ~ 205 S. Ninth Street**

**Estancia, NM 87016**

**(505) 544-4668 Main Line (505) 384-2550 Fax**

**Email: [leonardl@tcnm.us](mailto:leonardl@tcnm.us)**

**Janice Barela**  
*County Manager*

**Leonard Lujan**  
*Road Supervisor*

**Charmen Padilla**  
*Executive Assistant*

February 26, 2024  
Mr. John H Kraul  
Fleet Equipment Manager  
P.O. Box 1149  
Suite Fleet Management Bureau  
Santa Fe, New Mexico 87504

Dear Mr. Kraul,

Once again Torrance County for the FY 2023/24 is requesting up to \$25,000 from the Local Governments Road Fund Program, to be used to purchase used equipment from the New Mexico Department of Transportation Department through the emergency rule action pursuant to State Highway Commission SHTD 93-5 Amendment 1 and/or Annual Hardship Program 18 NMAC 27.4, allowing counties who show hardship to expend these monies towards used trucks and or heavy equipment.

Needed vehicles and or heavy equipment listed below are:

- (1) Pick-ups, all at 300,000 miles or more.
- (2) Tractors with trailer (semi's/belly dumps at 20 yards) are needed for transporting material.
- (3) Tractor mowers for mowing chip seal roadways. Torrance County has an estimated 101 miles of chip seal roadways.
- (4) Dump Trucks are needed for transporting material.

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

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

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

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

Your assistance in this matter is appreciated.

Respectfully,

Leonard Lujan  
Road Superintendent

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

**RESOLUTION TITLE**

**WHEREAS**, the 42<sup>nd</sup> New Mexico State Legislature has provided up to \$500,000.00 of the Local Governments Road Fund to be expended in the FY 23/24 for purchase of New Mexico Department of Transportation Surplus equipment for local governments; and

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

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

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

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



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**NOW, THEREFORE BE IT RESOLVED:**

**DONE THIS \_\_\_ DAY OF \_\_\_\_\_, 2024.**

**APPROVED AS TO FORM ONLY:**

**BOARD OF COUNTY COMMISSIONERS**

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

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

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

\_\_\_\_\_  
Kevin McCall, Vice Chair, District 1

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

**ATTEST:**

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

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



**JESSE LUCERO**  
COUNTY ASSESSOR

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

February 22, 2024

To: Janice Barela, Torrance County Manager

From: Jesse Lucero, Torrance County Assessor

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

Regards,

A handwritten signature in blue ink, appearing to read "Jesse Lucero".

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



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

January 31, 2024

New Mexico Incorporated Municipality, County or Land Grants-Mercedes

**SUBJECT: NMDOT 2024 ANNUAL HARDSHIP SALE**

The Local Government Road Fund is administered by the New Mexico Department of Transportation (NMDOT). The annual \$500,000.00 fund shall be used only by incorporated municipalities, counties, and land grants-mercedes to purchase surplus automotive and major road equipment.

In order to qualify for a MAX of \$25,000 – the following must be submitted:

1. A Letter of Justification explaining the entity's financial hardship Justification should be no longer than 2-3 pages;
2. A Resolution or Certification indicating financial hardship; and,
3. An Equipment Wish List of items they are interested in acquiring at the Sale.

Items must be received by March 31, 2024 at the following address:

New Mexico Department of Transportation  
Fleet Management Bureau – SB-2  
Attn: John Paul Ortiz, Management Analyst  
P.O. Box 1149  
Santa Fe, NM 87504-1149

NMDOT will then coordinate with NM Department of Finance and Administration Local Government Division for financial analysis and confirmation of hardship.

NMDOT will also submit request to the State Transportation Commission.

A letter will be sent notifying each entity of their request no later than June 28, 2024.

NMDOT will conduct the 2024 Annual Hardship Sale on Monday, August 12, 2024 from 8:00 AM – 4:30 PM at the NMDOT Auction Yard located at 7315 Cerrillos Road, Santa Fe, NM. Sale will begin promptly at 8:00 AM

Contact Matthew S. Chavez at [matthew.chavez@dot.nm.gov](mailto:matthew.chavez@dot.nm.gov) or (505)660-8885 with questions.

Sincerely,

John H. Kraul  
NMDOT State Fleet Equipment Manager

**Michelle Lujan  
Grisham**  
Governor

**Ricky Serna**  
Cabinet Secretary

**Commissioners**

**Chandelle Sisneros**  
Commissioner  
District 1

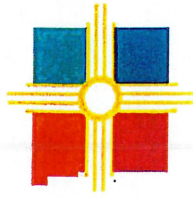
**Gary Tonjes**  
Commissioner  
District 2

**Hilma E. Chynoweth**  
Commissioner, Vice Chairman  
District 3

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

**Thomas C. Taylor**  
Commissioner  
District 5

**Charles Lundstrom**  
Commissioner, Secretary  
District 6



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

January 31, 2024

New Mexico Public Entities

**SUBJECT: NMDOT 2024 ANNUAL PUBLIC ENTITY SALE**

Public entities may purchase surplus automotive and major road equipment from the New Mexico Department of Transportation (NMDOT) via use of their own capital outlay funds or Local Government Road Funds.

Public entities are defined as:

- o State agencies;
- o Local public bodies;
- o School districts;
- o State educational institutions;
- o Municipalities;
- o Tribal organizations; and
- o Land Grants-Mercedes.

Public entities are "NOT" allowed to participate in both the NMDOT Entity Sale and Hardship Sale.

Automotive and major road equipment consists of light duty vehicles, medium/heavy duty trucks and highway heavy and/or off road equipment.

Public entities are expected to provide check, money order or purchase order in order to purchase items at the annual public entity sale.

Title and/or Bill of Sales will be issued on the date purchased. The purchaser will be responsible for proper title and registration through the Motor Vehicle Division of the New Mexico Taxation and Revenue Department within 30 days according to State Statutes.

Public entities who are planning to participate that have questions should email Matthew S. Chavez at [matthew.chavez@dot.nm.gov](mailto:matthew.chavez@dot.nm.gov) by no later than Friday, August 16, 2024.

NMDOT will conduct the 2024 Annual Public Entity Sale on Monday, August 26, 2024 from 8:00 AM – 4:30 PM at the NMDOT Auction Yard located at 7315 Cerrillos Road, Santa Fe, NM. Sale will begin promptly at 8:00 AM.

Sincerely,

John H. Kraul  
NMDOT State Fleet Equipment Manager

**Michelle Lujan  
Grisham**  
Governor

**Ricky Serna**  
Cabinet Secretary

**Commissioners**

**Chandelle Sisneros**  
Commissioner  
District 1

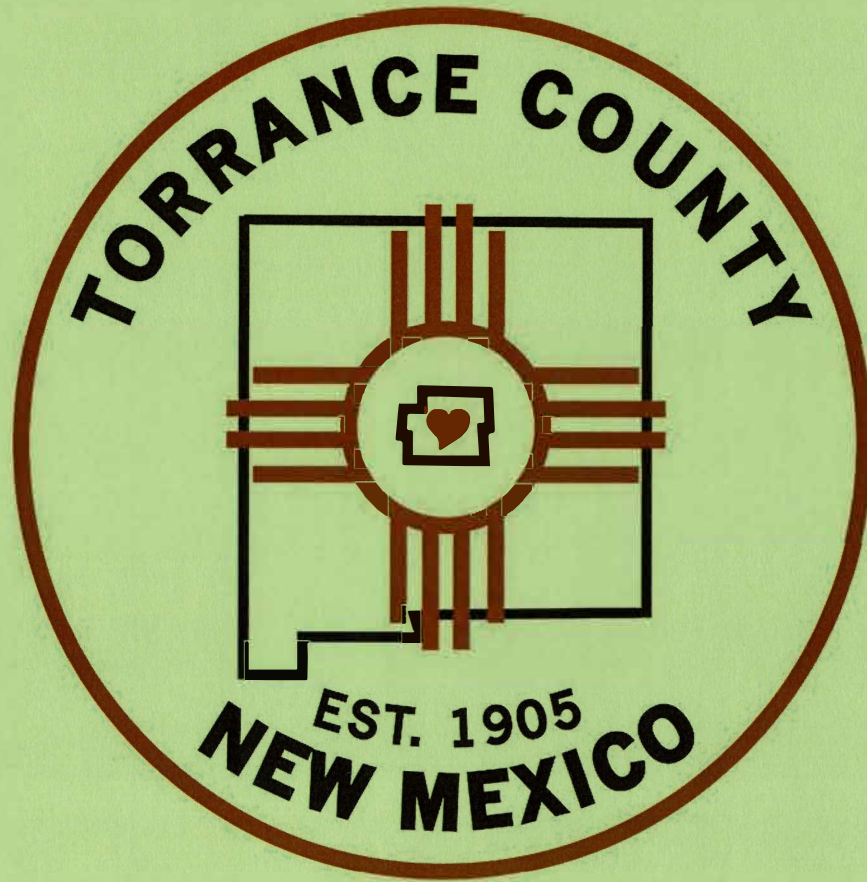
**Gary Tonjes**  
Commissioner  
District 2

**Hilma E. Chynoweth**  
Commissioner, Vice Chairman  
District 3

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

**Thomas C. Taylor**  
Commissioner  
District 5

**Charles Lundstrom**  
Commissioner, Secretary  
District 6



**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item

No. 12-A

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

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

**RECITALS**

**WHEREAS**, the Primary Election ("Election") is to be held statewide on June 4<sup>th</sup>, 2024; and

**WHEREAS**, the Agency, as required under the New Mexico Election Code, is responsible to pay eligible costs of the Election, including reasonable costs incurred by each County Clerk; (§1-11-19 Costs of Elections; Election Fund); and

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

**WHEREAS**, it is in the interest of both Parties for the Office to sub-grant appropriated funds to each County prior to a given Election with the intent of such funds to cover the costs of running an Election.

**AGREEMENT**

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

**1. RESPONSIBILITIES**

The Office shall:

- A. Issue to Torrance County a warrant drawn through the New Mexico Department of Finance and Administration (DFA) at least ninety (90) days prior to Election Day in the amount of fifty thousand (\$50,000.00) for projected costs that the Parties agree will be incurred in the administration of the Primary Election.

The County shall:

- A. Finalize and sign this MOU at least sixty (60) days prior to Election Day.
- B. Use the appropriated funds in accordance with the New Mexico Election Code and in compliance with the reimbursable expenses outlined in Appendix A of this Agreement.
- C. Provide to the Office, no later than forty-five (45) days following Election Day, a full accounting of expenses incurred during the Election and provide to the Office all invoices, receipts, and copies of warrants paid by the county during the cycle.

- D. Return any unused funds to the Office upon completion of election-related activity no later than forty-five (45) days following Election Day.

## 2. ADDITIONAL REIMBURSEMENTS

If Election costs incurred to a County exceed the initial amount provided through this MOU, the County may request reimbursement no later than forty-five (45) days after Election Day using a prescribed form provided by the Office with a description detailing the additional costs and their relevance to the Election. Additional costs are not guaranteed to be reimbursed but shall be reimbursed by the Office if such costs are deemed to be eligible expenses and if funds are available.

## 3. INELIGIBLE EXPENSES

The Office shall not reimburse ineligible expenses under any circumstance. The Office shall conduct an internal review of all expenditures under this MOU and utilize historical expenditure data to verify year-over-year trends to determine eligibility of expenses and their applicability to the items listed in Appendix A.

All work is expected to be complete on or before Election Day; in no case shall work extend beyond Election Day with the exception of a potential recount. If any funds remain after the completion of the Election, such funds must be returned to the Office forty-five (45) days following Election Day.

## 4. TERM

This Agreement shall become effective upon the final signature affixed to this Agreement and shall remain in effect until its expiration forty-five (45) days following Election Day, unless terminated pursuant to Article 7.

## 5. RESPONSIBILITIES

- A. **Records.** The County shall maintain all fiscal records detailing expenditures under this MOU and follow Generally Accepted Accounting Principles (GAAP), and account for all receipts and disbursements of funds transferred to the County pursuant to this MOU.
- B. **MOU Execution.** Should a MOU between the Parties fail to be finalized sixty (60) days prior to Election Day, the County shall only be reimbursed for eligible expenses as outlined in 1.10.36 NMAC and will only be reimbursed upon finalization of an executed MOU.
- C. **Reporting.** Each County shall file a report of expenditures with the Office no later than forty-five (45) days after Election Day for accounting. The report shall include a completed expenditure form provided by the Office with a description detailing the costs and their relevance to the Election. Counties shall return any unused funds via physical check made out to the Office of the Secretary of State no later than forty-five (45) days after Election Day. If a County does not file expenditure reports by the deadline established in Section A of 1.10.36.10 NMAC, the County shall not be reimbursed for additional requests until the expenditure report is filed and funds become available for reimbursement.

## 6. LIABILITY

Each Party shall be solely responsible for liabilities due to its own violation or alleged violation of requirements applicable to the performance of the MOU. Neither Party shall be responsible for the other Party's acts or omissions in connection with this MOU. Any liability incurred in connection with this MOU is subject to the New Mexico Tort Claims Act, Section 41-4-1 et seq., NMSA 1978, as amended.

## 7. TERMINATION

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

## 8. AMENDMENT

This MOU shall not be altered, changed, or amended except by a written instrument duly executed by both Parties. Any amendments shall be made in writing and shall be agreed to and executed by the respective signatories before becoming effective.

## 9. CONTACTS

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

To the Office:

Justin P. O'Shea  
Chief Financial Officer  
New Mexico Office of the Secretary of State  
325 Don Gaspar Ave, Suite 300  
Santa Fe, NM 87501  
[justin.oshea@sos.nm.gov](mailto:justin.oshea@sos.nm.gov)  
505.827.3615

To the County:

Linda Jaramillo  
Torrance County Clerk  
Torrance County  
P.O. Box 767  
Estancia, NM 87016  
[Ljaramillo@tcnm.us](mailto:Ljaramillo@tcnm.us)  
505.544.4369

## 10. MISCELLANEOUS PROVISIONS

- A. **Compliance with Laws.** The laws of the State of New Mexico will govern this MOU. The Parties shall comply with all federal and State laws, regulations, and rules applicable to the performance of this MOU and the duties hereunder.
- B. **Subsequent Terms.** This MOU supersedes and replaces all previous oral or written agreements between the Parties relating to the subject matter hereof. Furthermore, this MOU contains the entire agreement and understanding between the Parties relating to the subject matter.
- C. **Appropriations.** The terms of this MOU are contingent upon sufficient appropriations and authorizations made by the Legislature of New Mexico.
- D. **Property.** The parties understand and agree that property, if any, acquired as a result of this Agreement shall be the property of the County.





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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Peter Auh, General Counsel  
Office of the Secretary of State

\_\_\_\_\_  
Date

\_\_\_\_\_  
Linda Jaramillo, County Clerk or Designee  
County of Torrance

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Micheal Garcia, County Attorney  
County of Torrance

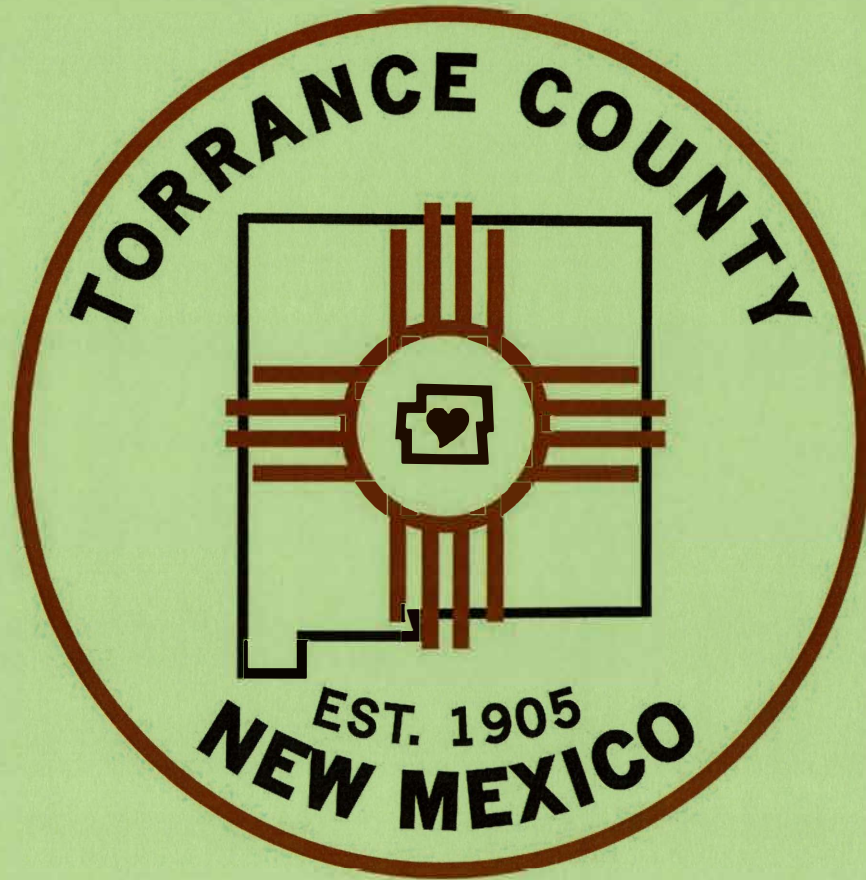
\_\_\_\_\_  
Date

## APPENDIX A

DESCRIPTION	STATUTORY REQUIREMENT	RELEVANT STATUTE(S)	REASONABLY INCLUDES:
<p>Poll Workers (Election Boards; Absentee, Early and Election Day)</p>	<p>Each election board shall consist of a minimum of three judges (required); one presiding judge and two election judges. Election clerks can also be appointed to assist the presiding judge and election judges.</p>	<p>1-2-12 &amp; 1-9-5(C), 1-2-4, 1-2-5,1-2-16,1-2-17 NMSA 1978</p>	<p>For all polling locations, no fewer than three judges are required to administer the election. In the case of Voter Convenience Centers (VCCs), a minimum of two ballot-on-demand stations are required per site; counties will need to plan accordingly to ensure adequate staffing to operate these systems.</p>
<p>Registration Officers (Same Day Registration)</p>	<p>During a statewide the county clerk's office or alternate voting location if the clerk has assigned an authorized deputy to serve as a registration officer at the alternate voting location.</p>	<p>1-4-5.7 (D), NMSA 1978</p>	<p>The cost of one authorized registration officer, per polling location (that is offering SDR), per day.</p>
<p>Interpreters</p>	<p>In those polling places designated by the secretary of state as being subject to the provisions of the 1975 amendments to the federal Voting Rights Act of 1965, oral assistance shall be made available to assist language minority voters who cannot read sufficiently well to exercise the elective franchise. As used in the Election Code, "language minority" means a person who is an American Indian or of Spanish heritage and "inability to read well enough to exercise the elective franchise" means inability to read the languages in which the ballot is printed or the inability to understand instructions for operating the voting machine.</p>	<p>1-2-19, NMSA 1978</p>	<p>Assisting voters who speak a language that is unwritten; precincts identified as "Native American Precincts" through the Native American Election Information Program.</p>
<p>Messengers</p>	<p>The county clerk may appoint messengers to deliver ballot boxes, poll books, keys, election supplies and other materials pertaining to the election. Messengers may also be authorized to collect absentee ballots and removable media storage devices from polling places designated by the county clerk. and deliver them to locations.</p>	<p>1-2-20, NMSA 1978</p>	<p>Individuals appointed by the clerk to serve as messengers, who comply with the requirements outlined in 1-2-20.</p>
<p>Election Publications</p>	<p>Election board standby list: Not less than twenty-one days prior to the date for appointing members of election boards, the county clerk shall publish a notice once in a newspaper of general circulation to the effect that election boards are to be appointed for the specified number of precincts, stating the number of persons composing each board and that applications for the standby list will be accepted at the county clerk's office.</p> <p>Notice of election: The notice of election shall be published at least once, not more than twenty-one nor less than seven days before election day. The notice of election shall be published in a legal newspaper as provided in Section 14 11 2, NMSA 1978. If no legal newspaper is published in the</p>	<p>1-2-9 &amp; 1-11-3(A), NMSA 1978</p>	<p>Publication of the election board standby list and notice of election.</p>

	<p>county, the notice of election shall be published in a legal newspaper of general circulation in the county. The notice of election shall be printed in English and Spanish. The notice of election shall be broadcast on a radio station in the appropriate Native American languages in those counties affected by the federal Voting Rights Act of 1965, as amended.</p>		
<p>Polling Place Signage &amp; Building Requirements</p>	<p>The location of each polling place within a building shall be clearly designated by appropriate signs, displayed prominently and clearly. Signs for each polling place shall be clearly displayed outside the building where polling takes place.</p>	<p>1-3-18(A), 1-22-19, NMSA 1978</p>	<p>Appropriate signage and materials used to clearly and prominently display where polling is taking place.</p>
<p>Postage</p>	<p>The Secretary of State shall deposit sufficient funds in the business reply mail account for each county clerk to ensure delivery of all mailed ballot applications and returned mailed ballots.</p> <p>The clerk shall determine the most reasonable expedited means of delivery for a ballot and balloting materials for a federal qualified elector who does not request secured electronic transmission.</p>	<p>1-6-8(A)(2); 1-6B-5(E)(2); 1-6B-7(D); &amp; 1-6C-6C NMSA 1978</p>	<p>Postage for absentee ballots (outbound) and returned mail ballots (inbound).</p>
<p>Tabulator Delivery</p>	<p>The county clerk shall be responsible for transporting all voting systems to and from polling places. A reasonable fee may be charged by the county for the transportation and programming of the voting systems when used pursuant to Section 196, NMSA 1978, but in no case shall such fee exceed the actual cost to the county. Voting machines shall be delivered to the assigned precinct polling place at least three days before the polls are required to be opened. The election supplies and the keys of voting machines shall be delivered to the presiding judge at least one hour before the polls are required to be opened.</p>	<p>1-9-12(A)(E) &amp; 1-11-11(A), NMSA 1978</p>	<p>Transport of voting systems to and from polling locations.</p>
<p>Office Supplies (for the Election)</p>	<p>Supplies needed for the administration of the election.</p>	<p>1-11-19(A)(2), NMSA 1978</p>	<p>Consumable office supplies required to conduct the election and post-election canvass including paper, ballot marking pens, pencils, paperclips, staples, canvas bags for ballot boxes, etc.</p>
<p>"Other"</p>	<p>N/A</p>	<p>N/A</p>	<p>Temporary election support staff <i>and/or</i> overtime (OT) for county employees, provided the OT is incurred during the conduct and administration of the Election.</p>

Table 1: Schedule of Cost Eligibility



**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item

No. 12-B



# Torrance County Grant Review and Approval Form



Department : TCSO  
Project Manager: Cheryl Allen

Committee Review Date: 2/29/2024  
Type of Grant:

Name of Grant: LERF Year 2 Notice of Intent	Due Date: 2/2/2024
Grantor: NM DPS	Grant Term: <i>Annual 6/20/2024</i>
Amount of Funding: \$6,381.48	Matching: <i>0</i>

**Reporting Requirements:**

*Disbursement in advance. Monthly reporting Oct 29, 2023*

**Purpose of Grant:**

Based on the information provided by the Torrance County for each officer for whom a request was made, DPS has asked the Secretary of the Department of Finance and Administration ["DFA"] to issue a warrant to the Torrance County in the amount of \$6,381.48. Of the \$6,381.48, \$5,928.00 is attributable to the projected retention differential disbursement ["PRDD"] and \$453.48 is attributable to the employer tax liability for Federal Insurance Contribution Act ["FICA"] or Medicare.

**CONCERNS/CONDITIONS/ACTION ITEMS:**

*Will need to revert due to Whiston retirement  
3,140.76 Pay FICA & medicare*

*CA*

Cheryl Allen, TCSO

*Janice Y. Barela*

Janice Y. Barela - County Manager

*Tracy Sedillo*

Tracy Sedillo - Deputy County Manager

*Misty Witt*

Misty Witt - Finance Director

*Toni Lowery*

Toni Lowery - Chief Procurement Officer

*Kathryn Hernandez*

Kathryn Hernandez - Treasurer

*Franchesca Archuleta*

Franchesca Archuleta - Deputy Treasurer

**Committee Determination:**

Approve  
 Do Not Approve  
 Approve with Conditions

*Amanda Lujan*

Amanda Lujan - Grants Administrator

*Nancy Shiver*

Nancy Shiver - Grants Assistant

**GRANTS OFFICE USE ONLY**

Agenda Request Submitted: *-Allen*

Approved:

Resolution # :

Scanned:

Files:

Sent to Project Manager:

*CA*



New Mexico  
Department of Public Safety

MICHELLE LUJAN GRISHAM  
GOVERNOR

JASON R. BOWIE  
CABINET SECRETARY

W. TROY WEISLER  
CHIEF / DEPUTY SECRETARY

January 19, 2024

Torrance County  
PO Box 498  
Estancia, NM 87016-0498

Attn: Janice Y. Barela and David E. Frazee

***Re: Law Enforcement Retention Fund – Notice of Intent to Disburse***

Dear Law Enforcement Partner:

DPS is in receipt of the Torrance County request for a disbursement of funds from the Law Enforcement Retention Fund ["LERF"] for the purpose of providing law enforcement retention differential disbursements to the Torrance County Sheriff's Office officers listed on **Exhibit A** and paying the employer tax liability (consisting of payroll taxes outlined in the Federal Insurance Contribution Act for Social Security and Medicare but not any employer contribution for retirement or other benefit plans) related to each law enforcement retention differential disbursement to be paid.

DPS has reviewed the information the Torrance County submitted to the DPS as required by NMSA 1978 Section 9-19-14 and the then extant emergency rule NMAC 10.2.4.9 in order to be an agency eligible to receive monies from the LERF. The information submitted appears to substantially comply with that required to be submitted by the statute and the rule.

Based on the information provided by the Torrance County for each officer for whom a request was made, DPS has asked the Secretary of the Department of Finance and Administration ["DFA"] to issue a warrant to the Torrance County in the amount of **\$6,381.48**. Of the \$6,381.48, \$5,928.00 is attributable to the projected retention differential disbursement ["PRDD"] and \$ 453.48 is attributable to the employer tax liability for Federal Insurance Contribution Act ["FICA"] or Medicare.

Since the balance in the LERF is sufficient to pay all PRDDs requested by all eligible law enforcement agencies as well as the employer tax liability for FICA or Medicare attributable to each PRDD requested, no pro rata deduction was applied to the amounts requested.

**If you believe the amount DPS has advised DFA that DPS will disburse to the Torrance County for the purpose of paying retention differential disbursements to the officers listed on Exhibit A and the employer tax liability for FICA and Medicare attributable to each PRDD is correct, please sign the acknowledgement below and return the signed**

**acknowledgement of the Notice of Intent to Disburse to [DPS.LERF@dps.nm.gov](mailto:DPS.LERF@dps.nm.gov) no later than Friday, February 2, 2024.**

If you believe the amount DPS has advised DFA that DPS will disburse to the Torrance County for the purpose of paying retention differential disbursements to the officers listed on Exhibit A and the employer tax liability for FICA and Medicare attributable to each PRDD is incorrect, the Torrance County has thirty (30) days from your receipt of this Notice of Intent to Disburse to submit Objections to the Notice of Intent to Disburse to [DPS.LERF@dps.nm.gov](mailto:DPS.LERF@dps.nm.gov).

DPS will review your objections and respond as soon as possible.

Please be advised that disbursement of LERF funds to Torrance County, obligates the Torrance County to the following:

- 1) Any monies disbursed to for the purpose of paying PRDDs and related tax liability may not be paid to an eligible officer until the date the officer attains eligibility<sup>56</sup>;
- 2) Once an officer attains eligibility, the PRDD should be paid to the officer no later than thirty (30) days following the date the officer attains eligibility. If an officer has attained eligibility, but departs from the agency prior to the disbursement of LERF funds to your agency, the officer shall remain eligible for payment;
- 3) Tax liability for FICA and Medicare related to the PRDD must be paid in accordance with applicable law;
- 4) Monies disbursed for the purpose of providing PRDDs to those officers who are projected to, but who have not yet attained eligibility therefor, should be placed in an interest-bearing account;
- 5) Monthly reporting to DPS on or before the tenth day of the month following the disbursement of funds to an eligible officer or the non-disbursement of funds to an officer projected to be but ultimately found to be ineligible for a disbursement. The monthly reporting will include the name of the officer, the amount paid or not paid and, if not paid, the reason therefore;
- 6) Monies disbursed from the LERF which are not paid out as PRDD or taxes by your agency, shall be reported to DPS as not having been paid out, **no later than Wednesday, July 31, 2024**. DPS will provide a reporting template for your use. All funds shall be returned to DPS for redeposit into the LERF **no later than Friday, August 30, 2024**.

If you are a **state agency** and have not been contacted by DPS with respect to the detailed SHARE accounting information needed to disburse funds to your agency via operating transfer, please contact Louise Riebe, ASD Director of Special Projects, at [louise.riebe@dps.nm.gov](mailto:louise.riebe@dps.nm.gov) or 505-827-9080. Disbursement will not occur until DPS has been provided with the detailed account information and financial point-of-contact required.

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<sup>56</sup> The officer attains eligibility to receive the PRDD the day following the date on which the officer completes one year more than four, nine, fourteen or nineteen consecutive years of employment with your agency.

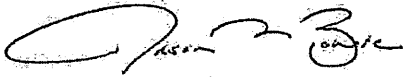


If you are **not a state agency**, a manual warrant will be issued for the monies to be disbursed to you from the LERF. If you have not already done so, please contact Louise Riebe, ASD Director of Special Projects, at [louise.riebe@dps.nm.gov](mailto:louise.riebe@dps.nm.gov) or 505-827-9080 to advise her of:

- 1) The legal name of the entity entitled to receive the LERF funds, e.g., the City of \_\_\_\_\_, etc.; and County of Torrance
- 2) The name or job title and preferably, both, and the address of the individual to whose attention the warrant should be addressed for delivery by certified mail, return receipt requested.

Should you have any questions regarding this Notice of Intent to Disburse, please do not hesitate to contact DPS Administrative Services Division Director ["ASD"] Sylvia M. Serna at [DPS.LERF@dps.nm.gov](mailto:DPS.LERF@dps.nm.gov) or 505-629-6865.

Very truly yours,



Jason R. Bowie  
Cabinet Secretary

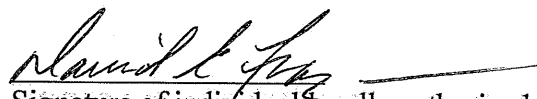
Cc: Noah J. Sedillo  
Eli Lucero

#### ACKNOWLEDGEMENT

I hereby swear or affirm under penalty of perjury that I, David Frazee on behalf of the Torrance County have received this Notice of Intent to Disburse to the Torrance County from the LERF the sum of **\$6,381.48**. I understand that of the \$6,381.48, disbursed, \$5,928.00 is attributable to PRDD and \$ 453.48 is attributable to the employer tax liability for Federal Insurance Contribution Act ["FICA"] and Medicare. I further acknowledge the obligations placed on the Torrance County as set forth in the Notice of Intent to Disburse with respect to the receipt, handling, further disbursement and return of the monies disbursed from the LERF.

Date: 2/23/24

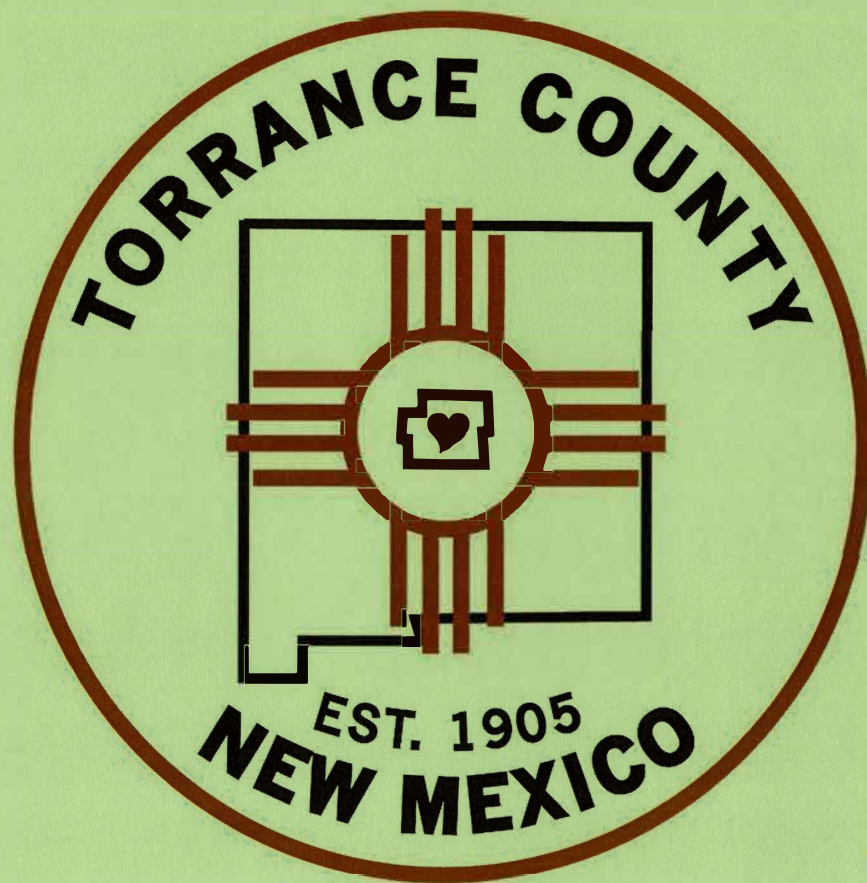
David Frazee, Sheriff  
Printed name and job title of  
individual legally authorized to bind the  
agency



Signature of individual legally authorized  
to bind the agency

New Mexico Department of Public Safety  
 Law Enforcement Retention Fund  
 2023 - Year 2 Eligible Officers  
 December 11, 2023

Agency	Officer ID	Name	Year	Compensation	5% PRDD	Social Sec	Medicare	Total	Anniv	Note
Torrance County Sheriff's Office	4844	Alexander Schwerdel	4	\$ 58,240.00	\$ 2,912.00	\$ 180.54	\$ 42.22	\$ 3,134.76	10/29/2023	
Torrance County Sheriff's Office	4854	Chad Whitson	4	\$ 60,320.00	\$ 3,016.00	\$ 186.99	\$ 43.73	\$ 3,246.72	3/2/2024	
Agency Total			2	\$ 118,560.00	\$ 5,928.00	\$ 367.53	\$ 85.95	\$ 6,381.48		



**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item

No. 12-C



# Unauthorized Purchase Notice

Date: 2/28/2024

Department: Sheriff's Office

Employee: Cheryl Allen

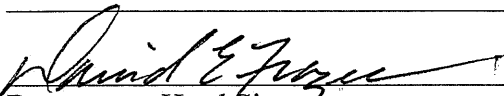
Purchase Amount: \$279.00

Date of Purchase: 11/9/2022

Vendor: Eye Associates of New Mexico

Explanation of purchase and why prior authorization was not received (invoices and documentation that shows procurement was followed must be attached to this notice):

I received an email from Eye Associates questioning the status of a payment for services provided to a Torrance County Sheriff's Office inmate. The email stated B. Torres from Eye Associates spoke with an employee that no longer works with the Sheriff's Office on 5/25/23 and was told the payment was in process. I investigated the matter, and discovered a purchase order did not exist, nor could I locate a purchase order request or an invoice. B. Torres provided a copy of the invoice. I confirmed the patient was an Sheriff's Office inmate at the time of treatment. I informed B. Torres that I would process the payment, but it needed to go before the Commission for approval first.

  
Department Head Signature

For Finance Use Only			
Purchase reviewed by Finance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date reviewed: _____	Initials: _____
Line Item: _____	Funds available in budget?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Procurement Code followed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Payment  Approved  Denied

\_\_\_\_\_  
Commission Signature

\_\_\_\_\_  
Date

Torrance County Sheriffs Dept  
PO Box 498  
Attn Administrator  
Estancia, NM 87016

X

11241263



X



Po Box 837

X

SAME

Estancia

NM

87016 505 384 2711

X



X

X

Torrance County Sheriffs Dept

Signature On File

11/09/22

SIGNATURE ON FILE

DN Uher Catherine A NM

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Allen Rebekah C MD  
02/22/2024

Promenade  
5200 Eubank NE Suite A4  
Albuquerque NM 87111-1760

Eye Associates Of New Mexico  
PO Box 90550  
Albuquerque NM 87199-0550

1740327550

1104868520 207W00000X



**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item

No. 12-D



# Unauthorized Purchase Notice

Date: 2/28/2024

Department: Sheriff's Office

Employee: Cheryl Allen

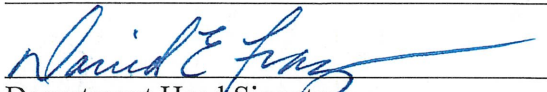
Purchase Amount: \$295.97

Date of Purchase: 2/5/2024

Vendor: Public Safety Psychology Group

Explanation of purchase and why prior authorization was not received (invoices and documentation that shows procurement was followed must be attached to this notice):

On 2/27/2024 I received an invoice from Public Safety Psychology Group for "Return to Duty Psych Screening." This was my first notification of this service. I confirmed a PO was not in Tyler and that the Records Clerk also had no knowledge of this service being requested. Later, Undersheriff Reynolds informed me that she thought the Human Resources Director submitted a Purchase Order Request. Via email, I asked the HR Director if this was the case. In an email, she said she made the appointment at the request of the Undersheriff but was unaware she needed to submit a purchase order request.

  
Department Head Signature

For Finance Use Only			
Purchase reviewed by Finance?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date reviewed: _____	Initials: _____
Line Item: _____	Funds available in budget?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Procurement Code followed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

Payment  Approved  Denied

\_\_\_\_\_  
Commission Signature

\_\_\_\_\_  
Date

# Invoice

Public Safety Psychology Group, LLC  
PO Box 92002  
Albuquerque, NM 87199

DATE	INVOICE #
2/20/2024	27213

BILL TO	SHIP TO
Torrance County Sheriff's Dept PO BOX 498 Estancia, NM 87106	Torrance County Sheriff's Dept PO BOX 498 Estancia, NM 87106

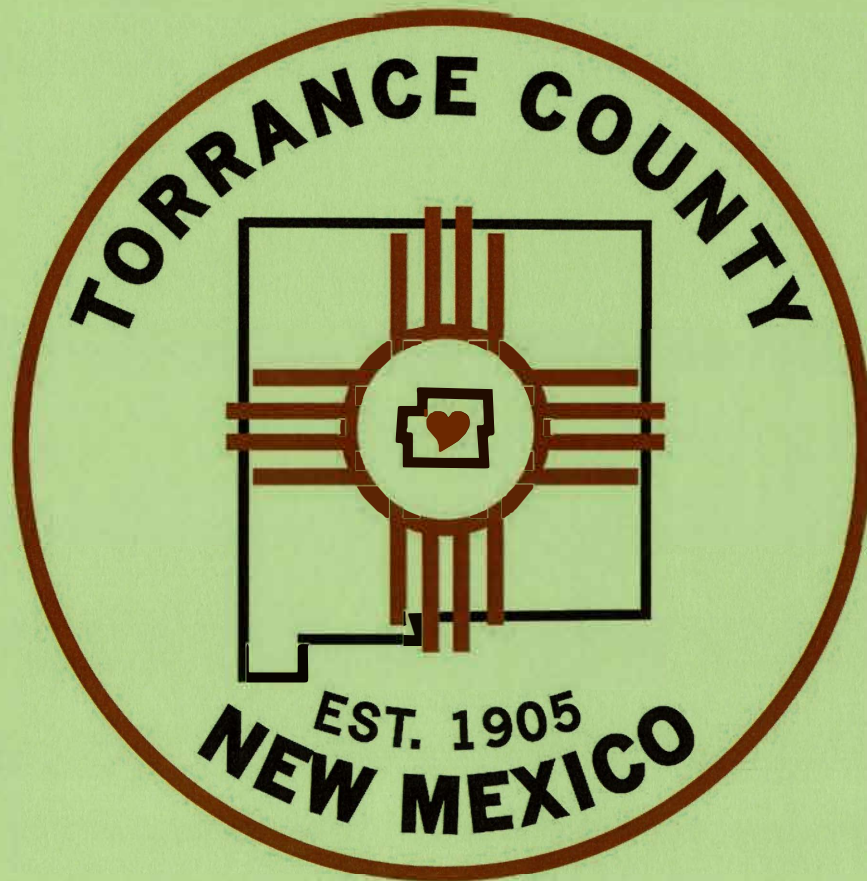
DUE DATE	P.O. NUMBER
3/21/2024	

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
each	Return to Duty Psych Screening @ \$275	1		0.00
each	2/5/24: Reese Swatsworth	1	275.00	275.00T

Undersheriff- Stephanie Reynolds

Subtotal	275.00
7.625% Tax	20.97
Total	295.97
Balance Due	295.97





**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item  
No. 12-E



# Torrance County Grant Review and Approval Form



Department : TCSO

Committee Review Date: 2/29/2024

Project Manager: Cheryl Allen

Type of Grant: Reimbursement

Name of Grant: Adam Walsh Act Implementation Grant Program	Due Date: —
Grantor: DPS Federal Pass Through	Grant Term: <del>October 1, 2023</del> - June 30, 2026
Amount of Funding: \$42,489	Matching: 0

**Reporting Requirements:**  
 Spending reviews mid-year and after 3rd quarter. Monthly Reimbursement, no later than 15 days.  
 Quarterly or Semiannual Progress Reports. Final June 30, 2026

**Purpose of Grant:**  
 The sex offender units will utilize AWA federal funding to increase the SORNA compliance of sex offenders residing within Torrance County. The TCSO Sex Offender Registration Unit will utilize AWA federal funding to attend training opportunities for law enforcement officers regarding sex offender management and SORNA rules and regulations. The TCSO Sex Offender Registration Unit will utilize AWA funding to purchase equipment that will enhance the effectiveness of sex offenders' surveillance operations and increase compliance with SORNA standards. The TCSO Sex Offender Registration Unit will utilize AWA federal funding for tools and resources to support AWA activities in Torrance County.

**CONCERNS/CONDITIONS/ACTION ITEMS:**  
 SORNA national organization. Federal Reporting + logs  
 Not sure who determines due date for Progress Reports  
 Will contribute to single audit

  
 Cheryl Allen, TCSO

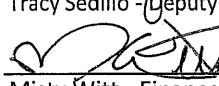
**Committee Determination:**  
 Approve  
 Do Not Approve  
 Approve with Conditions

  
 Janice Y. Barela - County Manager

  
 Amanda Lujan - Grants Administrator

  
 Tracy Sedillo - Deputy County Manager

Nancy Shiver - Grants Assistant

  
 Misty Witt - Finance Director

  
 Toni Lowery - Chief Procurement Officer

**GRANTS OFFICE USE ONLY**  
 Agenda Request Submitted: Called  
 Approved:  
 Resolution # :  
 Scanned:  
 Files:  
 Sent to Project Manager:

  
 Kathryn Hernandez - Treasurer

Franchesca Archuleta - Deputy Treasurer



New Mexico  
Department of Public Safety

MICHELLE LUJAN GRISHAM  
GOVERNOR

JASON R. BOWIE  
CABINET SECRETARY

W. TROY WEISLER  
CHIEF / DEPUTY SECRETARY

February 20, 2024

Deputy Ron Saavedra  
903 N 5<sup>th</sup> St  
Estancia, NM 87016

Dear Deputy Saavedra,

On behalf of the New Mexico Department of Public Safety, it is my pleasure to inform you that your application for the 2023 Adam Walsh Act Implementation Grant Program has been recommended for funding. Based on available federal funding, the Torrance County Sheriff's Office has been awarded **\$42,489.00**. The award will be effective from October 1, 2023 through June 30, 2026.

If you have any questions regarding this correspondence, please contact Kristina Romero, Staff Supervisor, at (505) 709-7431.

Sincerely,

Jason R. Bowie  
Cabinet Secretary

JB/MV

**Subgrantee Name: Torrance County Sheriff's Office**  
**Subgrantee Agreement Number: 23-AWA-TCSO -FY24**  
**Award Amount: \$42,489.00**  
**Subgrantee UEI number: O8N2MFFYFMC4**  
**Grant Term: October 1, 2023 – June 30, 2026**

**2023 Support for Adam Walsh Act Implementation (AWA) Award**

This Sub-grant Agreement made effective October 1, 2023, by and between the New Mexico Department of Public Safety, acting through the Administrative Services Division - Grants Management Bureau (GMB) herein referred to as the “**BUREAU**” and the **Torrance County Sheriff's Office (TCSO)**, as the Program herein, jointly referred to as the “**SUBGRANTEE.**”

**WHEREAS**, this Sub-grant Agreement is made by and between the Bureau and the Subgrantee, pursuant to the authority of the Adam Walsh Child Protection and Safety Act of 2006, P.L. 109-248, (**CFDA #16.750**); and

**WHEREAS**, The Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART) Support for Adam Walsh Act (AWA) Implementation Grant Program assists jurisdictions with developing and/or enhancing programs designed to implement the Sex Offender Registration and Notification Act (SORNA). SORNA (34 U.S.C. § 20901 et seq.) was enacted to protect the public by establishing a comprehensive national system of standards for the registration and notification of convicted sex offenders; and

**WHEREAS**, the New Mexico Department of Public Safety is the designated State Administering Agency (SAA) in New Mexico that may apply for the AWA formula grant and administer funds to other state agencies and local units of government. In this role, the NMDPS through the Grants Management Bureau (GMB), provides administrative oversight, monitoring, and programmatic reporting statewide to assure compliance with State and Federal laws and regulations. The NMDPS GMB is responsible for the fiscal management of this award and will provide leadership and technical assistance to all subgrantees in identifying programmatic needs, preparing AWA sub-grant proposals, and administering AWA sub-grant awards.

**WHEREAS**, it is necessary for the Subgrantee to enter into this Sub-grant Agreement with the Bureau in order to receive and expend funds from the AWA Program for the purpose of implementing activities that qualify for funding under the AWA Program; and

NOW, THEREFORE, the parties hereto do mutually agree as follows:

**SECTION ONE: PURPOSE**

The purpose of the Agreement is to specify and delineate the rights and duties of the parties hereto as described in the 2023 Support for Adam Walsh Act (AWA) Implementation Grant Program and any other relevant rules, laws, and regulations. The funding for the 2023 AWA award is as follows:

**Federal Award Identification Number: 15PSMA-23-GG-00898-AWAX**

**Award Date: September 18, 2023**

**Amount Awarded: \$399,949.00**

**Total Subgrantee Pass through: \$42,489.00**

**CFDA #16.750**

## SCOPE OF WORK

1. The Subgrantee agrees that it shall implement its program as detailed in the submitted 2023 Support for Adam Walsh Act (AWA) Implementation Grant Program Application (attached and incorporated herein as Attachment A), as well as the Budget Detail Worksheet (attached and incorporated herein as Attachment B); and specifically, the Subgrantee shall use grant funds to achieve the following goals and objectives.

- **Goal 1:** The sex offender units will utilize AWA federal funding to increase the SORNA compliance of sex offenders residing within Torrance County.
  - **Objective 1.1, 1.2, and 1.3:** Only applicable to BCSO
  - **Objective 1.4, 1.5, and 1.6:** Only applicable to SFCSO
  - **Objective 1.7:** To maintain over 75% face to face contact with offenders during address verifications of registered sex offenders currently living in Torrance County.
  - **Objective 1.8:** To increase the surveillance of high risk on probation or parole registered sex offenders in Torrance County through a 10% increase in surveillance tactical operations.
  - **Objective 1.9:** To collaborate with other law enforcement agencies while participating in multi-agency tactical operations aimed at apprehending absconders who have a warrant out for their arrest.
  - **Objective 1.10:** To increase the timeliness of data submissions into the Offender Watch database for Torrance County.
- **Goal 2:** The TCSO Sex Offender Registration Unit will utilize AWA federal funding to attend training opportunities for law enforcement officers regarding sex offender management and SORNA rules and regulations.
  - **Objective 2.3:** To provide the TCSO Sex Offender Registration Unit deputies the opportunity to attend a “Sex Offender Bootcamp” training course.
- **Goal 3:** The TCSO Sex Offender Registration Unit will utilize AWA funding to purchase equipment that will enhance the effectiveness of sex offenders’ surveillance operations and increase compliance with SORNA standards.
  - **Objective 3.1:** To enhance surveillance operations and increase compliance with SORNA standards through the purchase of a file cabinet, brother label maker, mobile finger printing device, and a brother pocket jet printer.
- **Goal 4: Applies only to Bernalillo County Sheriff’s Office**
- **Goal 5:** The TCSO Sex Offender Registration Unit will utilize AWA federal funding for tools and resources to support AWA activities in Torrance County.
  - **Objective 5.1:** To support law enforcement offender tracking and monitoring activities through the purchase of resources and tools necessary for effective enforcement of the AWA, including general office supply such as paper, folders, binders, and more.

2. The Subgrantee agrees to make no change to its Goals and Objectives or Budget Detail Worksheet without complying with the Bureau's amendment procedures provided in this Agreement.

## **SECTION TWO:    TERMS OF THIS SUB-GRANT AGREEMENT**

1. This Sub-grant Agreement shall become effective October 1, 2023 and shall terminate on June 30, 2026.
2. The Subgrantee may not obligate, expend, or request any funds under this award until a budget reflecting the final award amount has been received and approved by the Bureau; and
3. The Bureau shall evaluate the Subgrantee's program's progress to determine if the Subgrantee is on track to expend funds by the end of the Sub-grant Agreement period. Spending reviews are scheduled to occur at mid-year and after the third quarter of the grantee period. If it appears funds will not be fully expended by the end of the Sub-grant Agreement period, the Bureau will make a recommendation to amend the Sub-grant Agreement's budget in an effort to revert funds. This action may occur prior to the end of the Sub-grant Agreement period to allow for funding to become available for other Subgrantee programs.
4. This Sub-grant Agreement constitutes the entire agreement between the parties. Any claimed covenant, term, condition, warranty or promise of performance not expressly included in this document or its amendments, is not part of this Sub-grant Agreement and not enforceable pursuant to this Sub-grant Agreement. Performance of all duties and obligations herein shall conform with and shall not contravene any state, local, or federal statutes, regulations, rules, or ordinances.
5. In the event that, due to unusual circumstances, it becomes apparent that this agreement cannot be brought to full completion within the time period set forth in this Section, the Subgrantee shall notify the Bureau, in writing, at least forty-five (45) calendar days prior to the termination date of this Agreement to request a Sub-Grant Agreement extension; and

## **SECTION THREE:    SUBGRANTEE DUTIES AND RESPONSIBILITIES**

Subgrantee must adhere to the following duties and responsibilities, and other terms and conditions under this Sub-grant Agreement in order to receive the compensation described in Section Four.

1. Act in the capacity as the fiduciary for this Program.
2. Include the Sub-grant Agreement number on all correspondence and submittals to the Bureau.
3. Have the program commenced and operational within ninety (90) days of the last signatory executing this Sub-grant Agreement. If the Subgrantee's program has not commenced or is not operational within ninety (90) days, the Subgrantee must report in writing to the Bureau the steps taken to initiate the program, the reasons for delay, and the expected starting date prior to the end of the ninety (90) days. Additionally, Subgrantee must obtain an extension, in writing, from the Bureau prior to the end of the ninety (90) days. If an extension is not obtained prior to the ninety (90) days, the Subgrantee's program, at the Bureau's discretion, may be terminated and, if the Program is terminated, the BJA funds allocated to that program will be redistributed to fund other BJA programs.
4. Submit all program-related contracts, subcontracts, agreements, and subsequent contracts to the Bureau for review and approval prior to execution.
5. Prior to any overtime being reimbursed, the subgrantee must provide the Bureau for its review for compliance, the overtime policy for all participating agency(s), if applicable.

6. Pay all expenditures made by Subgrantee in completion of this Agreement upfront. The Bureau will reimburse for all allowable expenditures after receiving a Request for Reimbursement (RFR).
7. Retain all records that pertain to the amount and disposition of the funds from all sources budgeted for the Sub-grant Agreement period, descriptions of all expenditures made, the reason the expenditure was made, and the benefit received by the Subgrantee for the expenditure, the amount and nature of all contributions from other sources, and such other records as the Bureau shall prescribe. Such records shall be preserved for a period of not less than six (6) years following completion of the Sub-grant Agreement.
8. Understand and agree that the Bureau, Department of Justice (DOJ) (including OJP and the Office of the Inspector General (OIG)) and its representatives, and the Government Accountability Office (GAO), shall have access to and the right to examine all records (including, but not limited to, books, papers, and documents in any form) related to this award, including such records of any Subgrantee, contractor, or sub-contractor.
9. Understand and agree that the Bureau, DOJ, and the GAO are authorized to interview any officer or employee of the Subgrantee (or of any contractor or sub-contractor) regarding transactions related to this award.
10. Have both fiscal and programmatic personnel attend trainings when provided by the Bureau.
11. The Subgrantee agrees they will submit to the Bureau for review and approval any curricula, training materials, or other written materials that will be published, including web-based materials and web site content, or any publications (written, visual, or audio, but excluding press releases, notices, newsletters, and issue analyses) issued by the Subgrantee describing programs funded in whole or in part by this agreement. The Subgrantee shall submit the above-stated material to the Bureau at least forty-five (45) working days prior to the targeted dissemination date or public release.
12. The Bureau reserves the right to conduct periodic on-site monitoring visits upon reasonable notice to the Subgrantee prior to each visit. Further, the Subgrantee understands that it may be subject to additional financial and programmatic on-site monitoring, which may be on short notice, and agrees that it will cooperate with any such monitoring.
13. Per 2 C.F.R. §200.313 requirements, post-award property standards will continue to be managed for all equipment purchased with Federal grant funds over \$1,500.00. The NMDPS GMB requires that Property/Equipment Inventory Reports continue to be provided annually until disposition of all property/equipment purchased with these grant funds, with a fair market per-unit value of \$5,000.00 is transferred, replaced, or otherwise disposed of. No property or equipment shall be disposed of without prior approval by the NMDPS GMB. Records for property and equipment acquired with Federal funds must be retained for (3) three years after the close of the grant award. Title, use, management (including record keeping, internal control, and maintenance), and disposition of equipment acquired by Subgrantee or its Subgrantee(s) with Sub-grant Agreement funds, will be governed by the provisions of NMAC 2.20.1 and 45 C.F.R. § 74.34 or 45 C.F.R. § 92.32, as applicable.
14. The Subgrantee should enforce the federal law that protects federal employees against reprisal for whistleblowing. A whistleblower is an employee of Federal contractor, subcontractor or grantee who discloses information that the individually reasonably believes is evidence of gross mismanagement of a Federal contract or grant; gross waste of Federal funds; abuse of authority relating to Federal contract

or grant; substantial and specific danger to public health or safety; or a violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract ) or grant.

In addition, under the National Defense Authorization Act of 2013 (NDAA), it is illegal for an employee of a Federal contractor, subcontractor, or grantee be discharged, demoted or otherwise discriminated against for making a protected whistleblower disclosure. Also, under Presidential Policy Directive (PPD-19), an action affecting access to classified information cannot be taken in reprisal for protected whistleblowing.

In the event that a DOJ contractor, subcontractor and grantee report allegations of what they reasonably believe to be wrongdoing, and believe that retaliation has occurred, they may file a complaint under the NDAA with the OIG which will investigate the matter. Information on how to report suspected reprisal to the OIG is available at: <http://oig.justice.gov/hotline/>.

For further information about whistleblower rights and protections, please see the Whistleblower Protection page on OIG's website at: <https://oig.justice.gov/hotline/whistleblower-protection.htm>.

15. The Subgrantee agrees that funds received under this award will not be used to supplant State or local funds but will be used to increase the amounts of such funds that would, in the absence of Federal funds, be made available for program activities. The Subgrantee understands that the Bureau will not reimburse any portion of salaries paid for existing general fund employees/staff; and

#### **SECTION FOUR: SUBGRANTEE COMPENSATION AND PAYMENT**

1. Upon approval of the Subgrantee's satisfactory completion of all work and services required to be performed under the terms of this Sub-grant Agreement, and in compliance with all other Sub-grant Agreement terms herein stated, the Bureau shall reimburse the Subgrantee a sum up to, and not to exceed **\$42,489.00**. The funds are to be expended in accordance with the Budget Detail Worksheet (Attachment B), attached hereto and hereby incorporated into this Agreement. It is understood and agreed that the Subgrantee's expenditures of these funds shall not deviate from the line items of said budget without the prior written approval of the Bureau.
2. The funds set forth in this section – Paragraph 1 shall constitute full and complete payment of funds to be received by the Subgrantee from the Bureau.
3. **All payments shall be made on an actual cost reimbursement basis.** The Subgrantee shall submit a completed Request for Reimbursement (RFR) form along with all appropriate supporting documentation.
  - a. RFR forms (found at <https://www.dps.nm.gov/sub-grantee-forms>) shall be submitted to the Bureau for review and approval no later than fifteen (15) days after the end of each month in which there were grant expenditures.
  - b. A Final RFR must be submitted to the Bureau for review and approval no later than thirty (30) days following the termination date of this Sub-grant Agreement. Failure by the Subgrantee to timely submit the final RFR, including all supporting backup documentation, may result in an Administrative Closeout by the Bureau. If an Administrative Closeout takes place, any remaining



expenditures may not be reimbursed, which may have a negative effect on Subgrantee's ability to obtain funding in the future.

- c. If there are no expenditures to claim on an RFR, the Subgrantee is required to complete the RFR coversheet indicating zero expenditures are being claimed for that month.
  - d. No RFR will be processed if, in the judgment of the Bureau, the Subgrantee is in violation of any section of this Sub-grant Agreement.
4. Reimbursement of travel expenses, if applicable, will be reimbursed per the New Mexico State Per Diem and Mileage Act (10-8-1 through 10-8-8 NMSA 1978), Subgrantee's approved travel policy, or the approved federal rates per GSA. Agencies will provide backup to support travel expenditures including but not limited to itemized receipts and/or invoices;
  5. Upon the completion of this Agreement, any portion of Subgrantee's unexpended funds revert back to the New Mexico Department of Public Safety.

## **SECTION FIVE: SUBGRANTEE REPORTING REQUIREMENTS**

It is necessary for the Bureau to evaluate the progress of the Program, therefore, the Subgrantee is required to complete and submit programmatic reports.

1. The Subgrantee shall submit Quarterly or Semiannual Progress Reports. Progress reports shall be submitted within 15 days after the reporting period ends, for the life of the award to the Bureau for review and approval. The final report will be due no later than fifteen (15) days after expiration of funding. The schedule is as follows:

Quarterly: October 1st – December 31st, Progress Report due by January 15th

Quarterly: January 1st – March 31st, Progress Report due by April 15th

Quarterly: April 1st – June 30th, Progress Report due by July 15th

Quarterly: July 1st – September 30th, Progress Report due October 15th

OR

Semiannual: January 1st – June 30th, Progress Report due July 15th

Semiannual: July 1st – December 31st, Progress Report due January 15<sup>th</sup>

The Bureau will provide proper guidance for Progress Reports pertaining to this program; and

2. The Subgrantee agrees to comply with any additional reporting requirements or information requests imposed by DOJ, NIJ, OJP, OIG, OMB, and the Bureau. The Bureau will notify the Subgrantee of any additional reporting requirements as they are imposed.
3. The Subgrantee understands and agrees that funds may be withheld (including funds under future awards), or other related requirements may be imposed, if the required information is not submitted on a timely basis.

4. The Subgrantee must collect, maintain and provide the Bureau, data that measures the performance and effectiveness of activities under this award in the manner, and within the timeframes, specified in the program solicitation, or as otherwise specified by the Bureau. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act, and other applicable laws.

#### **SECTION SIX: FUND SUSPENSION OR TERMINATION AND OTHER SANCTIONS**

The Bureau, by written notice to the Subgrantee shall have the right to terminate this agreement if, at any time, in the judgment of the Bureau the provisions of this agreement have been violated or the outlined program activities do not progress satisfactorily. In this event, the Bureau may demand refund of all, or part of the funds dispersed to the Subgrantee. The Bureau may suspend funding in whole or in part, terminate funding, or impose other sanctions on Subgrantee for the following reasons:

1. Pursuant to 28 C.F.R. Part 18, the Bureau may suspend or terminate funding under this award before the completion of the project funded by this award, for the Subgrantee's failure to comply with the certifications and conditions or with the project's goals, plans and methodology set forth in the approved application. In the case of suspension, the Subgrantee will be unable to request funds until the Bureau determines that the Subgrantee is in compliance;
2. Failing to comply substantially with the requirements or statutory objectives of the appropriate state or federal law, program guidelines issues hereunder, or other provisions of state or federal law;
3. Proposing or implementing substantial plan changes to the extent that, if originally submitted, the application would not have been selected for funding;
4. Failing to submit reports required by Section Five; or
5. Filing a false certification with the application, this Sub-grant Agreement, or in other reports or documents.
6. The Subgrantee acknowledges that failure to submit an acceptable Equal Employment Opportunity Plan (if Subgrantee is required to submit one pursuant to 28 C.F.R. § 42.302), that is approved by the Office for Civil Rights, is a violation of its Certified Assurances and may result in suspension or termination of funding, until such time as the Subgrantee is in compliance.
7. Failing to make satisfactory progress toward the goals, objectives, or strategies set forth in the Subgrantee's Application;
8. Failing to adhere to the requirements in this Sub-grant Agreement;
9. This Sub-grant Agreement may be terminated by the Subgrantee upon written notice delivered to the Bureau at least thirty (30) days in advance. Such termination does not nullify Subgrantees obligations already incurred for performance or failure to perform prior to the date of termination. In any event, this Sub-grant agreement shall be in effect until completed, unless terminated early pursuant to this Sub-grant Agreement.

Before imposing sanctions, the Bureau will provide reasonable notice to the Subgrantee of its intent to impose sanctions and will attempt to resolve the issue in an expeditious manner.

#### **SECTION SEVEN: SUBGRANTEE CERTIFICATIONS AND CONDITIONS**

As a requirement in accepting this award, all Subgrantees must adhere to the following:

1. Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards

Consistent with Executive Order 14074, "Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety," OJP has prohibited the use of federal funds under this award for purchases or transfers of specified equipment by law enforcement agencies. In addition, OJP requires the subgrantee at any tier, to put in place specified controls prior to using federal funds under this award to acquire or transfer any property identified on the "controlled equipment" list. The details of the requirement are posted on the OJP web site at <https://www.ojp.gov/funding/explore/prohibited-and-controlled-equipment> (Award condition: Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards), and are incorporated by reference here.

2. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The subgrantee at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

3. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The subgrantee must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The subgrantee also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the subgrantee is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

4. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2022 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2022 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2022 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the subgrantee must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the subgrantee must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the subgrantee is to contact OJP promptly for clarification.

5. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The subgrantee must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

6. Requirement for data on performance and effectiveness under the award

The subgrantee must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

7. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The subgrantee agrees to comply with the DOJ Grants Financial Guide.

8. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2022)

The subgrantee at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, including from various "general provisions" in the Consolidated Appropriations Act, 2022, are set out at <https://www.ojp.gov/funding/Explore/FY22AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a subgrantee would or might fall within the scope of an appropriations-law restriction, the subgrantee is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

9. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The subgrantee at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to the subgrantee organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to the subgrantee that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

10. Effect of failure to address audit issues

The subgrantee understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the subgrantee does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

11. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the subgrantee that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" ([ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm](http://ojp.gov/funding/Explore/LegalNotices-AwardReqs.htm)), and incorporated by reference into the award.

By signing and accepting this award on behalf of the subgrantee, the authorized subgrantee official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized subgrantee official, all assurances or certifications submitted by or on behalf of the subgrantee that relate to conduct during the period of performance.

Failure to comply with one or more award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in OJP taking appropriate action with respect to the subgrantee

and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or unenforceable, such provision shall be deemed severable from this award.

12. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The subgrantee at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

13. Employment eligibility verification for hiring under the award

1. The subgrantee at any tier must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the subgrantee properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1).

B. Notify all persons associated with the subgrantee who are or will be involved in activities under this award of both--

- (1) this award requirement for verification of employment eligibility, and
- (2) the associated provisions in 8 U.S.C. 1324a(a)(1) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The subgrantee monitoring responsibilities include monitoring of subgrantee compliance with this condition.

### 3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

### 4. Rules of construction

#### A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all subgrantee officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

#### B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the subgrantee may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the subgrantee uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any subgrantee at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any subgrantee at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). E-Verify employer agents can email E-Verify at [E-VerifyEmployerAgent@dhs.gov](mailto:E-VerifyEmployerAgent@dhs.gov).

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

### 14. OJP Training Guiding Principles

Any training or training materials that the subgrantee at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees,

available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

15. Potential imposition of additional requirements

The subgrantee agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the subgrantee is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

16. Restrictions and certifications regarding non-disclosure agreements and related matters

No subgrantee under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information. The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the subgrantee—

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the subgrantee does or is authorized under this award to make procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the subgrantee application proposes may or will receive award funds, procurement contract, or subcontract under a procurement contract, either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute



agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

17. Requirement to report actual or imminent breach of personally identifiable information (PII)

The subgrantee at any tier must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "Personally Identifiable Information (PII)" (2 CFR 200.1) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The subgrantee's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

18. Requirement to disclose whether subgrantee is designated "high risk" by a federal grant-making agency outside of DOJ

If the subgrantee is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the subgrantee must disclose that fact and certain related information to OJP by email at [OJP.ComplianceReporting@ojp.usdoj.gov](mailto:OJP.ComplianceReporting@ojp.usdoj.gov). For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the subgrantee's past performance, or other programmatic or financial concerns with the subgrantee. The subgrantee's disclosure must include the following: 1. The federal awarding agency that currently designates the subgrantee high risk, 2. The date the subgrantee was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

19. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages subgrantee to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

20. All subawards ("subgrants") must have specific federal authorization

The subgrantee, and any subgrantee at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

21. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The subgrantee at any tier must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that - for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.

22. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The subgrantee at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of subgrantee, or individuals defined (for purposes of this condition) as "employees" of the subgrantee.

The details of the subgrantee's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by subgrantees related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

23. Reporting potential fraud, waste, and abuse, and similar misconduct

The subgrantee at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

24. Requirements related to System for Award Management and Universal Identifier Requirements

The subgrantee must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable

requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The subgrantee also must comply with applicable restrictions on subawards ("subgrants") to first-tier subgrantees, including restrictions on subawards to entities that do not acquire and provide (to the subgrantee the unique entity identifier required for SAM registration.

The details of the subgrantee's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

#### 25. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the subgrantee at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the subgrantee at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a subgrantee would or might fall within the scope of these prohibitions, the subgrantee is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

26. To avoid duplicating existing networks or IT systems in any initiatives funded by SMART for law enforcement information sharing systems that involve interstate connectivity between jurisdictions, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the grantee can demonstrate to the satisfaction of SMART that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.
27. To ensure substantial implementation of SORNA, OJP and the SMART Office require that all fingerprint and palm print equipment (commonly referred to as "Livescan" devices) purchased with grant funds is able to properly transfer information to the Federal Bureau of Investigation's Integrated Automated Fingerprint Identification System (IAFIS). This may be accomplished through a

connection with the State system or through another conduit. The grantee agrees to assess and ensure that the system purchased with grant funds can communicate with the system submitting fingerprint data to IAFIS or with the State or other entity's system. Further, any such equipment purchased must meet the quality specifications established by the Federal Bureau of Investigation <https://www.fbibiospecs.org/IAFIS/Default.aspx>.

**28. Justification of consultant rate**

Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day. A detailed justification must be submitted to and approved by the OJP program office prior to obligation or expenditure of such funds.

**SECTION EIGHT: SUBGRANTEE AUDIT REQUIREMENTS**

The Subgrantee agrees to comply with the 2 C.F.R. § 200 Uniform Guidance Subpart F Audit Requirements.

1. The Bureau will review the most recent audit report as a part of subgrantee monitoring.
2. The Bureau may request that a Corrective Action Plan be submitted in response to audit findings and recommendations disclosed in the report which may impact the fiscal and/or programmatic management of this grant.

**SECTION NINE: AMENDMENTS, MODIFICATIONS, AND SEVERABILITY**

1. The Subgrantee agrees to make no change in the Application (Attachment A), which includes, but is not limited to, Subgrantee's goals and objectives and Budget Detail Worksheet (Attachment B), without complying with the Bureau's amendment procedures provided in this Sub-grant Agreement and upon the receipt of the Bureau's approval prior to any changes being made.
2. Amendments may be submitted by the Subgrantee to request program changes and/or corrections for any programmatic, administrative, or financial change associated with this Agreement;
  - a. Upon receipt of the extension request, the Subgrantee and the Bureau shall review the work accomplished to date and determine whether there is a need or sufficient justification to amend this Sub-Grant Agreement to provide additional time for completion of the program. The maximum allowable extension for any program shall be twelve (12) months. An extension is contingent upon the Bureau receiving authorization for the extension of the grant award from the OJP.
3. The Bureau, by written notice to the Subgrantee shall have the right to change and/or correct this Agreement, if at any time, in the judgment of the Bureau the provisions of this Agreement require the Bureau to do so; and
4. The Bureau, by written notice, has the right to deny any amendment or budget modification request.
5. If any provision of this Agreement is held to be invalid, illegal, void, or otherwise unenforceable by a court of competent jurisdiction, such provision may be revised by the Parties, insofar as

possible, to cure the defect and give maximum effect to their intent in entering into this Agreement. In any event, such invalidity, illegality, or unenforceability shall not affect other provisions hereof, and the remainder of the Agreement shall continue in full force and effect; and

## SECTION TEN: SUBGRANTEE REPRESENTATIVE

The grant representatives listed below are the Federal Awarding Agency, State Administering Agency, and Subgrantee representatives' responsible for overall fiscal and programmatic supervision of the approved program.

### FEDERAL AWARDING AGENCY

Office of Justice Programs	Kashan Alamin
810 7 <sup>th</sup> Street NW	Grants Management Specialist
Washington, DC 20531	
Telephone: (202) 307-0690	Telephone: (202) 353-7312
Email: askOCR@usdoj.gov	Email: Kasan.Alamin@usdoj.gov

### STATE ADMINISTERING AGENCY

Department of Public Safety	Grant Management Bureau
4491 Cerrillos Rd.	4491 Cerrillos Rd.
Santa Fe, New Mexico 87504	Santa Fe, New Mexico 87504
	Telephone: (505) 490-1619
	E-mail: DPS-ASDGrantsManagementBureau@state.nm.us

### SUBGRANTEE REPRESENTATIVES

Deputy Ron Saavedra	Cheryl Allen
903 N 5 <sup>th</sup> Street	903 N 5 <sup>th</sup> Street
Estancia, NM 87016	Estancia, NM 87016
Telephone: (505) 544-4907	Telephone: (505) -544-4903
Email: rsaavedra@tcnm.us	Email: callen@tcnm.us

## SECTION ELEVEN: AUTHORIZATION OF EXPENDITURES

The terms of this Agreement are contingent upon sufficient appropriations and authorizations being made by the Congress of the United States if federal funds are involved, or the State Legislature if State funds involved, for performance of this Agreement. If sufficient appropriations and authorizations are not made, this Agreement shall terminate upon written notice being given by the Bureau to the Subgrantee. The Bureau is expressly not committed to expenditure of any funds until such time as they are programmed, budgeted, encumbered, and approved for expenditure by the Bureau. The Bureau's decision as to whether its funds are sufficient for fulfillment of the Agreement shall be final.

**SECTION TWELVE: WAIVER**

The Bureau or Subgrantee's failure to require strict performance of any provision of this Agreement shall not waive or diminish the right thereafter to demand strict compliance with that or any other provision. No waiver by either 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.

**SECTION THIRTEEN: THIRD-PARTY BENEFICIARY CLAUSE**

No provision of this Agreement creates in the public, or any member thereof, a third-party beneficiary or to authorize anyone not a party to the Agreement to maintain a suit for wrongful death, bodily and/or personal injury to person, damage to property, and/or any other claim(s) whatsoever pursuant to the provision of this Agreement.

**SECTION FOURTEEN: LIABILITY AND NEW MEXICO TORT CLAIMS ACT**

The Subgrantee is responsible for any liability associated with the actions or omissions of it or its own employees, including violations of rights and privileges guaranteed under the Laws and Constitution of the United States and New Mexico. Any liability incurred in connection with this Sub-grant Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, NMSA 1978, Section 41-4-1 through 41-4-30, as amended. No provision of this Sub-grant Agreement establishes any waiver of immunity from liability for alleged tortious conduct of any employee of the Bureau or the Sub grantee arising from the performance of this Sub-grant Agreement apart from that set forth in the New Mexico Tort Claims Act.

**SECTION FIFTEEN: SEVERABILITY**

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

**SECTION SIXTEEN: INSTRUCTIONS AND FORMS**

Instructions and Forms necessary to carry out the administration of the grant as outlined in this Agreement can be found at <https://www.dps.nm.gov/sub-grantee-forms>. Forms are incorporated into and made part of this Agreement upon completion.

**SECTION SEVENTEEN: GRANT CLOSEOUT**

1. The Subgrantee will close-out the award when it determines that all applicable administrative actions and all required work of the award have been completed. This section specifies the actions the Subgrantee must take to complete this process at the end of the period of performance.
  - a. The Subgrantee must submit, no later than 30 calendar days after the end date of the grant period, all financial, performance, and other reports as required by the terms and conditions of the Federal award. The Bureau may approve extensions when requested by the Subgrantee and will be determined on a case by case basis.

- b. The Bureau will make prompt payments to the Subgrantee for allowable reimbursable costs under the award being closed out.
- c. The Subgrantee must account for any real and personal property acquired with Federal funds or received from the Federal Government in accordance with §§200.310 Insurance coverage through 200.316 Property trust relationship and 200.329 Reporting on real property.
- d. The Bureau will initiate a site visit closeout upon the closing of the grant period to ensure compliance with federal statutes, regulations and the terms and conditions of the federal award.

#### **SECTION EIGHTEEN: STATUS OF SUBGRANTEE**

The Subgrantee and its agents and employees are not, by virtue of this Agreement, agents or employees of the Bureau, or the State of New Mexico. The Subgrantee, its agents and employees shall not accrue leave, retirement, insurance, bonding, use of state vehicles or any other benefits afforded to employees of the State of New Mexico as a result of the Agreement.

#### **SECTION NINETEEN: ATTACHMENTS AND CERTIFICATIONS**

1. Attachments listed below are incorporated into and made part of this Sub-grant Agreement.
  - a. Subgrantee's Application (Attachment A)
  - b. Subgrantee's Budget Detail Worksheet (Attachment B)
2. The below listed certifications need to be completed and returned to the Bureau along with this Agreement. They are incorporated and made part of this Sub-grant Agreement upon execution.
  - a. Certification of Compliance with Equal Employment Opportunity Plan (EEO) Requirements (Certification 1)
  - b. Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (Certification 2)
  - c. Standard Assurances (Certification 3)
  - d. Privacy Certification (Certification 4)

**THEREFORE**, the Subgrantee and the Bureau do hereby execute this Sub-grant Agreement as witnessed by the signatures below:

**SUBGRANTEE:**

By: \_\_\_\_\_  
Signature of Certifying Official

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

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

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

By: \_\_\_\_\_  
Program Agency Director

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

**DEPARTMENT OF PUBLIC SAFETY:**

By: \_\_\_\_\_  
Signature of Cabinet Secretary/Awarding Official

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

Jason Bowie  
\_\_\_\_\_  
Printed Name

Reviewed as to legal form and sufficiency, Office of Legal Affairs

By:   
DPS Attorney

Date: 02/20/2024

Brianne A. Bigej  
\_\_\_\_\_  
Printed Name





**SMART FY23 Support for Adam Walsh Act Implementation  
Grant Program**



*CFDA #16.750*

*State of New Mexico*

**Department of Public Safety**

**DUNS # 808389357**

**New Mexico Department of Public Safety**

**FY23 NMDPS Sex Offender Monitoring Project**

**- with Bernalillo County, Santa Fe County, and Torrance County**

## **Project Narrative**

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The New Mexico Department of Public Safety (NMDPS), as the State Administering Agency (SAA) for the state of New Mexico, is seeking \$399,949.00 in federal funding from the SMART FY23 Support for Adam Walsh Act (AWA) Implementation Grant Program for its FY23 NMDPS Sex Offender Monitoring Project. To implement this project, the NMDPS will partner with three counties in the state namely: Bernalillo County, Santa Fe County, and Torrance County. The purpose of the project is to help bring the state of New Mexico closer to substantial implementation of the Sex Offender Registration and Notification Act (SORNA). With this funding, the NMDPS will collaborate with the three local county sheriff's offices to: 1) enhance and streamline sex offender monitoring and tracking; 2) increase the number of sex offender registrations; 3) decrease the number of sex offenders who are unregistered; and 4) provide the partnering law enforcement agencies with modern, evidence-based training, and resources for the enforcement of sex offender compliance with state and federal laws. The NMDPS is submitting this application on behalf of the Bernalillo County Sheriff's Office (BCSO), the Santa Fe County Sheriff's Office (SFCSO), and the Torrance County Sheriff's Office (TCSO).

### **1. Statement of Problem**

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The development and implementation of evidence-based sex offender management strategies in communities nationwide has long been a challenging and daunting task for lawmakers and law enforcement. This is particularly challenging because an effective sex offender management strategy ought to not only be comprehensive and statistically driven, but also designed with an understanding of the population it aims to safeguard, which requires a lot of resources, financial and otherwise. As of February 2023, the United States of America had nearly

790,000 people registered on sex offender registries across the country, a three percent increase from the year 2022. 2,769<sup>1</sup> out of the 790,000 registered sex offenders reside in the state of New Mexico. Although this may seem minuscule compared to the national average, this represents a 131 registered sex offenders per 100,000 residents, which is higher than Maryland (106) and Washington (90) – both state’s population size are more than three times higher than New Mexico’s. The state’s high sex offender rate can be attributed to its geographical landscape and structure. In fact, NM is a largely rural and sparsely populated state with limited law enforcement resources, which makes it an attractive place to live for sex offenders. Because the state is sparsely populated, the population of sex offenders is concentrated in a handful of counties. Approximately 38% of the state’s registered sex offenders reside in Bernalillo, Tarrant, and Santa Fe Counties, putting at risk the safety of nearly 39.9% of the state’s population.

Law enforcement and public safety agencies are responsible to develop effective and evidence-based strategies to track and monitor sex offenders as well as maintain the safety of all communities. These strategies must include monitoring sex offenders to prevent them from reoffending, ensuring sex offenders are registered and in compliance with the law, and detecting early violations so law enforcement can swiftly address violations of probation or parole and investigation to reveal patterns of behavior that can identify high risk offenders. The implementation of all the sex offender’s management strategies is critical and require a lot of resources. Unfortunately, due to limited resources and competing priorities, the state currently does not have enough funding allocated towards these efforts. Therefore, the NMDPS is seeking

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<sup>1</sup> State sex offender registries, U.S. Census Bureau, 2021 American Community Survey 1-Year Estimates  
*FY23 NMDPS Sex Offender Monitoring Project*

FY23 AWA funding to supplement these counties' efforts in the implementation of sex offenders' strategies meant to increase each county's ability and capacity to fully implement SORNA.

### **Bernalillo County – Statement of the Problem**

Bernalillo County is centrally located and includes the metropolitan area of Albuquerque. It is the most populous county in NM, with a population estimated at 1,368,110<sup>2</sup>. The Bernalillo County Sheriff's Office (BCSO) is the third largest law enforcement agency in the state and its Sex Offender Registration and Tracking (SORT) unit is responsible for tracking approximately 1,308 actively registered sex offenders annually, a ratio of 20 sex offenders per 10,000 residents. Of these 1,308 sex offenders, there are currently 28 confirmed absconders with active warrants that are considered high-risk. There are also 264 incarcerated sex offenders in Bernalillo County, which will require constant monitoring for the county and the state upon release.

The SORT unit is a relatively small department composed of five detectives and one sergeant. As the numbers of sex offenders in Bernalillo County has steadily increased, it has had a direct impact the number of sex offender registrations and administrative actions the SORT unit must manage. This results in an increasing need for both manpower and additional work hours. In addition to a growing caseload, Bernalillo County recently experienced a major cyber-security breach rendering all information systems incapable of record collection for a period of approximately 60 days, which imposed an additional burden on the department who is already short staffed and operating under tight budget constraints. In 2022, BCSO SORT detectives were responsible for making 6,477<sup>3</sup> record modifications in the Offender Watch system, the database

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<sup>2</sup> July 2021 US Census Estimate

<sup>3</sup> New Mexico Department of Public Safety Sex Offender Registry

used to track sex offenders statewide. This is an average of 29 modifications per detective each workday which is difficult for a department this size to balance.

### **Santa Fe County -Statement of the Problem**

Santa Fe County has a population of 158,018<sup>4</sup> residents with a growth rate of 0.2% in the past three years according to the most recent United States Census data. This includes the capital city of Santa Fe, the fourth largest city in the state, with a population of 88,193. The Santa Fe County Sheriff's Office (SFCSO) Sex Offender Unit (SOU) currently tracks 87 registered sex offenders. While this caseload may appear small, 75 of the 87 offenders are required to re-register every 90 days to ensure compliance with state laws and legislation. Because of this, these offenders (representing 61% of the county's total sex offender caseload) require substantial resources to provide the necessary monitoring, tracking and documentation needed to ensure public safety. In addition, the SFCSO SOU anticipates an increase in sex offender registrations because of the COVID-19 pandemic, which has caused offenders to relocate in search of employment. The need for intensive supervision of current offenders and the anticipated increase in caseloads has amplified the need for modern technology and the enhancement of best practices to maintain adherence with SORNA standards.

### **Torrance County – Statement of the Problem**

Torrance County is centrally located in the state of NM and has a population of 16,590 according to the 2020 U.S. Census. The Torrance County Sheriff's Office (TCSO) monitors about 35 sex offenders in the region. Although the county is a smaller jurisdiction, a 2019 independent audit identified significant deficiencies in the tracking and monitoring of sex offenders who reside

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<sup>4</sup> 2021 U.S. Census Population Estimate

in the county. The audit uncovered over 150 records in the Offender Watch database that were missing key information and/or had inaccurate data such as DNA, current contact information, etc. Currently, the TCSO can only produce about 25% of the required data for each sex offender from both paper records and the Offender Watch database. Due to these deficiencies in record keeping, the actual number of offenders and precise location cannot be accurately assessed at this time.

The TCSO is committed to correcting these deficiencies and has been working diligently to build a Sex Offender Tracking Unit to oversee and implement the management of sex offenders in the county. TCSO has taken numerous steps to correct sex offenders' registration information, which included a review of their processes, compiling and uploading data to the Offender Watch database. Unfortunately, getting their sex offender registry program on track will require the SORT team members attend SORNA related trainings as well as the necessary supplies to efficiently maintain files and avoid future mishandling of records.

## **2. SORNA Implementation Challenges**

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In both 2005 and 2013, the state of New Mexico toughened its sex offender legislation to provide higher accountability for convicted sex offenders as well as to implement jurisdictional symmetry regarding the new sex offender registry laws. The 2005 legislation required all offenders convicted of serious sex crimes to register as sex offenders for the rest of their lives. This is an enhancement to the previous statute, which only mandated registration for 20 years. The 2013 legislation strengthened registration requirements for designated convicted sex-offenders, mandating re-registration with local sheriff's offices every 90 days. The determination of which offenders are required to adhere to the 90-day rule is based on the type of sex offense that was committed, the year the sex-offender was convicted, and the applicable laws in effect at the time

of the offense. Because of these legislative changes, registration requirements for sex offenders in New Mexico may vary from 10 years to a lifetime.

While legislative efforts have improved offender registration compliance, New Mexico's total number of registrations still lags in comparison to other states with similar or smaller populations. This is primarily due to two factors: 1) a lack of law enforcement resources to investigate and track transient absconder populations; and 2) lenient sex offender laws that do not always enforce public registration for serious sex offender crimes. The BCSO, TCSO, and SFCSO struggle to maintain consistent levels of monitoring on par with other jurisdictions within the state, especially regarding the utilization of the registry system and the implementation of evidence-based practices. The reason for this is primarily linked to their sex offender caseloads to staff/resource ratio. Additionally, a lack of available overtime funding for unit detectives/deputies is severely impacting the effectiveness of these operations. The growing number of sex offenders in these counties has also resulted in an increased administrative burden associated with sex offender registration compliance that has fallen onto unit detectives. Further exasperating the issue is that available state resources needed to track and maintain sex offender registrations have remained stagnant since 2013; all three counties are anticipating a drastic decrease in funding due to projected budget deficits for the 2023 fiscal year.

**Bernalillo County Sheriff Office SORNA Implementation Challenges:**

The BCSO's SORT unit has continued to experience challenges in the implementation of SORNA, despite being a recipient of Adam Walsh Act Implementation Grant Program funding for the last four years. Though this funding has been instrumental in providing the agency with much needed overtime hours for sex offender operations, these operations have uncovered a multitude of compliance issues thus increasing the detective's workload. Although the SORT unit is fully

staffed with six detectives and one civilian, heavy sex offender caseloads, approximately 211 per detective, also mean that detectives in the unit are spending most of their time in the office inputting data, rather than providing surveillance to sex offenders in the community. As a result of these mitigating factors, the SORT unit has an increased need for modern technology that will update and enhance the county's essential SORNA operative and administrative functions.

**Santa Fe County Sheriff's Office SORNA Implementation Challenges:**

The SFCSO has assessed their SOU needs and found that a lack of staff, resources, and surveillance activity continue to hinder their ability to effectively track and monitor their sex offender caseload and registry per state and federal guidelines. The unit has a small staff comprised of two detectives and one lieutenant assigned to the county's sex offender cases, but both also maintain full-time investigation caseloads. Through the 2017 Adam Walsh Act Implementation Grant Program funding, the SFCSO SOU was able to purchase electronic equipment necessary for the initiation of a tracking system upgrade along with funding for increased overtime surveillance operations. This funding marked the onset and development of a more robust sex offender monitoring program for Santa Fe County. Overtime to support tactical operations, as well as surveillance resources, modern sex offender training, and updated technology/equipment will be required to continue to improve the county's essential SORNA operative and administrative functions.

**Torrance County Sheriff's Office SORNA Implementation Challenges:**

The TCSO faces numerous challenges in their implementation of SORNA, the most prominent of which are limited staffing, and lack of training and resources. The TCSO SORT unit was created in early 2023 in response to several audit findings related to their tracking and



monitoring of sex offenders. Budgetary constraints and staffing shortage pose great challenges to the TCSO SORT unit's ability to monitor and track sex offenders while ensuring compliance with SORNA standards. Furthermore, the team lack the necessary tools to properly conduct registrations, address verification as well as securely store sex offenders' files. The lack of appropriate storage and field supplies creates great challenges as it increases the likelihood of mishandling and loss of files as well as limits the team's ability to conduct verifications on sites. The new SORT is made up of five officers who have limited to no knowledge of SORNA standards. This has hindered their ability to develop and implement an evidence-based sex offender management strategy to help get their county closer to full implementation of SORNA. SORNA specific trainings will enable the new team to effectively manage the program as well as implement checks and balances system to ensure that the agency complies with state and federal practices and local laws and avoid future audit findings.

### **SORNA Substantial Implementation Report**

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In February 2020, the state of New Mexico received a SORNA Substantial Implementation Review in which the SMART Office reviewed relevant New Mexico statutes, policies and public registry website information and discussed the state's sex offender laws and associated policies with the NMDPS. This report found that New Mexico has not substantially implemented Title I of the Adam Walsh Act (SORNA). Out of the 14 sections of the SMART Office Substantial Implementation Checklist, there are seven contributing factors to New Mexico's non-compliance, which include: 1.) offenses that must be included in the registry, 2.) initial registration: generally, 3.) initial registration: retroactive classes of offenders, 4.) keeping the registration current, 5.) offense tiering and verification/appearance requirements, 6.) public registry website requirements, and 7.) community notification. Some of the factors to New Mexico's non-compliance is its stance

on juvenile sex offenders who are not required to register in the statewide registry and lack of a public registry website listing all offender's information. Until the state legislature rescinds the sealed juvenile records law and implements the public release of offender information, New Mexico will not be able to fully implement SORNA. However, New Mexico continues to maintain compliance with the other seven SORNA regulations with the hope that the state will have the opportunity to become fully compliant in the future.

The Bernalillo, Tarrant, and Santa Fe County sex offender units were developed in direct response to New Mexico's efforts to move closer towards 100% SORNA implementation. In addition to registration responsibilities, these sex offender units are tasked specifically with maintaining regular contact with registered sex offenders via surveillance contact and other tactical plans to comply with SORNA (1995)<sup>5</sup>. Per state statute (NMSA 1978 29-11A-4), sex offenders who reside or move to New Mexico are required to register with the county sheriff no later than five days after being released from the custody of the correctional facility or arrival in the state.

Since 2011, the NMDPS has successfully leveraged several AWA Implementation Grant Awards to enhance SORNA compliance through various state-wide and local initiatives. Past awards were utilized to establish an efficient and reliable state-wide electronic sex offender registration system (OffenderWatch), incorporating over 33 county sheriff offices within the state. These awards include: 2011-AW-BX-0007 (FY11 SMART Program); 2012-AW-BX-0002 (FY12 SORNA Reallocation); and 2013-AW-BX-0025 (FY13 SMART Program). New Mexico law (NMSA 29-11A-5) requires that all county sheriffs maintain a local registry of sex offenders in the sheriff's jurisdiction required to register pursuant to the provisions of SORNA. More recent

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<sup>5</sup> NMSA > CHAPTER 29 Law Enforcement>Article 11A Sex Offender Registration and Notification >29-11A-1  
*FY23 NMDPS Sex Offender Monitoring Project* 9 of 25

AWA grants, FY17-FY19, FY21, were utilized to increase the capacity for local law enforcement, in select densely populated metropolitan areas, to maintain the compliance levels of SORNA. Our current proposal continues to build upon the success of these previous SORNA efforts and projects, with each award year allowing our state to enhance how sex offenders are monitored and how compliance is enforced.

### **3. Project Design and Implementation**

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The New Mexico SMART FY23 Support for Adam Walsh Act Implementation Grant Program is designed to continue existing efforts to maintain and improve SORNA compliance in Bernalillo, Torrance, and Santa Fe Counties. Proposed activities will improve sex offender monitoring and tracking efforts, increase sex offender registrations, decrease the number of unregistered sex offenders, and increase sex offender enforcement operations with outside law enforcement agencies.

Below are the goals, objectives, and proposed implementation processes for the Adam Walsh Act Implementation project. These activities are in direct alignment with the FY23 initiatives to facilitate, enhance and maintain jurisdictional implementation of SORNA and will contribute to New Mexico's goal of working toward 100% SORNA compliance.

***Goal 1:** The sex offender units will utilize AWA federal funding to increase the SORNA compliance of sex offenders residing within Bernalillo, Santa Fe, and Torrance County.*

**Objective 1.1:** To maintain over 75% face to face contact with offenders during address verifications of registered sex offenders currently living in Bernalillo County.

**Objective 1.2:** To increase the surveillance of high-risk sex offenders on probation or parole in Bernalillo County through a 10% increase in surveillance tactical operations.

**Objective 1.3:** To collaborate and participate in one (1) multi-agency tactical operation, per quarter, aimed at apprehending absconders who have an active warrant out for their arrest.

**Objectives 1.1, 1.2 & 1.3 Implementation:** The BCSO SORT unit will use federally funded overtime to conduct face-to-face address verification operations, surveillance operations, and cross-jurisdiction operations to monitor registration compliance and apprehend absconders. This will provide the unit with the resources needed to monitor the growing number of registered sex offenders in the county, as well as to validate residence data provided by registered sex offenders, thus increasing public safety and accountability. The BCSO sex offender overtime tactical operations will include the following activities:

- ***Address verification TAC plans:*** These operations will include detectives who will go out into the field to conduct face to face contact with registered sex offenders for the purpose of address verification and to ensure compliance with federal and state regulations. The BCSO SORT unit will work a total of 850 overtime hours per year, over the two-year grant period. These operations enhance the SORT unit's opportunity to meet with offenders in their declared residence, increasing the detectives' ability to observe them in their environment and identify areas of non-compliance.
- ***Surveillance TAC plans:*** The surveillance operations will include detectives who will go out into the field to conduct surveillance on high-risk sex offenders to ensure compliance with their conditions of release. These operations will be held for a total of 63 overtime hours per year, over the two-year grant period. The surveillance operations will be used to verify offenders' information and to proactively detect patterns of behavior that are indicative of recidivism.

- ***Multi-agency TAC plans:*** The multi-agency tactical operations will be held for a total of 63 overtime hours per year, over the two-year grant period. During these operations, detectives will go out into the field with outside law enforcement agencies for the sole purpose of apprehending absconders. The operations will be conducted with other law enforcement agencies through a collaborative effort and will include the U.S. Marshals, New Mexico Probation and Parole, and Federal Probation and Parole.

**Objective 1.4:** To increase address verification and compliance of registered sex offenders currently living in Santa Fe County by 10%.

**Objective 1.5:** To increase the surveillance of high-risk registered sex offenders on probation or parole in Santa Fe County through a 15% increase in surveillance tactical operations.

**Objective 1.6:** To collaborate with other law enforcement agencies while participating in multi-agency tactical operations aimed at apprehending absconders who have a warrant out for their arrest.

**Implementation 1.4, 1.5 & 1.6:** The SFCSO SOU will use federally funded overtime to conduct face-to-face address verification operations, surveillance operations, and cross-jurisdiction operations to monitor registration compliance and apprehend absconders. This will provide the understaffed unit with the resources needed to monitor their sex offender caseload in the county and on tribal land, as well as to validate residence data provided by registered sex offenders, thus increasing public safety. The SFCSO SOU overtime tactical operations will include the following:

- ***Address verification TAC plans:*** These operations will include officers and deputies who will go out into the field to conduct face to face contact with registered sex offenders for address verification and compliance. The SFCSO SOU will work 342 overtime hours per year, over the two-year grant period. These operations enhance the SFCSO SOU's

opportunity to meet with offenders in their declared residence, increasing the detectives' ability to visually identify areas of non-compliance.

- ***Surveillance TAC plans:*** The surveillance tactical operations will include officers and deputies who will go out into the field to conduct surveillance on high-risk sex offenders to ensure compliance with their conditions of release. These operations will be held for a total of 515 overtime hours a year, over the two-year grant period. The surveillance operations will be used to verify offenders' information and to proactively detect patterns of behavior that are indicative of recidivism.
- ***Multi-agency TAC plans:*** The multi-agency tactical operations will be held for 144 overtime hours a year, over the two-year grant period. Deputies and officers will go out into the field with outside law enforcement agencies for the sole purpose of apprehending absconders. These outside agencies will include the New Mexico Probation and Parole.
- ***MOU Overtime:*** The SFCSO SOU will work to establish and update expired MOUs with outside law enforcement agencies and tribal entities. Through MOU's, the SOU will be able to open lines of communication and build collaboration with other law enforcement agencies. These operations will be held for 10 overtime hours a year, over the first year of the grant period.

**Objective 1.7:** To maintain over 75% face to face contact with offenders during address verifications of registered sex offenders currently living in Torrance County.

**Objective 1.8:** To increase the surveillance of high risk on probation or parole registered sex offenders in Torrance County through a 10% increase in surveillance tactical operations.

**Objective 1.9:** To collaborate with other law enforcement agencies while participating in multi-agency tactical operations aimed at apprehending absconders who have a warrant out for their arrest.

**Objectives 1.7, 1.8, & 1.9 Implementation:** The TCSO SOU unit will use federally funded overtime to conduct face-to-face address verification operations, preventative patrol operations, and surveillance operations to monitor compliance with conditions of release, sex offender registration and apprehend absconders. This will provide the new unit with the resources needed to monitor the growing number of registered sex offenders in the county, as well as to validate residence data provided by registered sex offenders, thus increasing public safety. The TCSO SOU overtime tactical operations will include the following activities:

- ***Address verification TAC plans:*** These operations will include deputies who will go out into the field to conduct face to face contact with registered sex offenders for address verification and compliance for a total of 112 overtime hours. These operations enhance the SORT unit's opportunity to meet with offenders in their declared residence, increasing the detectives' ability to identify areas of non-compliance.
- ***Preventative Patrol Operations:*** These operations will include deputies who will go out into the field to conduct preventative patrol operations. These operations will be held during holidays and special events where community safety is a priority. The operations will be held for a total of 56 overtime hours in the first year of the project.
- ***Surveillance TAC plans:*** The surveillance operations will include detectives who will go out into the field to conduct surveillance on high-risk sex offenders to ensure compliance with their conditions of release. These operations will be held for a total of 28 overtime hours a

year. The surveillance operations will be used to verify offenders' information and to proactively detect patterns of behavior that are indicative of recidivism.

**Objective 1.10:** To increase the timeliness of data submissions into the Offender Watch database for Torrance County.

**Objective 1.10 Implementation:** The TCSO SOU unit will use federally funded overtime to enter and complete data for offender registrations in the Offender Watch System. This additional funding will help the unit get caught up on the backlog of data entry to ensure that law enforcement has quick access to recent and accurate offender information.

*Goal 2: The BCSO SORT Unit, SFCSO SOU, and TCSO SOU will utilize AWA federal funding to attend training opportunities for law enforcement officers regarding sex offender management and SORNA rules and regulations.*

**Objective 2.1:** To provide the BCSO SORT unit detectives an opportunity to attend sex offender training relevant to best practices in monitoring, apprehending, registering, and tracking their offender caseload.

**Implementation 2.1:** The BCSO SORT unit will utilize federal grant funding to pay for the registration fees, transportation, lodging, per diem, and other associated travel costs to send six (6) detectives to sex offender training (in or out of state) in year one of the grant period. Training of this nature will provide the level of expertise necessary to advance the SORT unit's sex offender protocol, compliance monitoring practices, investigations, supervision, assessment, treatment, registration, and community notification.

**Objective 2.2:** To provide the SFCSO SOU detectives and deputies with training regarding federal standards outlined by SORNA.



**Implementation 2.2:** The SFCSO SOU will utilize federal grant funding to pay for registration fees, airfare, lodging, per diem, and other associated travel costs for five (5) deputies or detectives to attend training related to SORNA each year of the grant period. This training will provide detectives and officers an opportunity to learn more about SORNA, monitoring a sex offender caseload, investigative techniques, and best practices.

**Objective 2.3:** To provide the TCSO SOU deputies the opportunity to attend a “Sex Offender Bootcamp” training course.

**Implementation 2.3:** The TCSO SOU will utilize federal grant funding to pay for three (3) deputies to travel out of state to attend a “Sex Offender Bootcamp” during the first year of the grant period. This will include costs for registration fees, transportation, lodging and per-diem. This course is designed for field officers who work with sex offenders. It will introduce staff to the theories and strategies of utilizing "The Containment Model" of sex offender management. The course will provide a general overview of a wide variety of topics relating to sex offender supervision. The main emphasis of the class, however, is to provide Field Officers, investigators, and prosecutors practical and effective tools to conduct investigations and supervise offenders more effectively. For cost efficiency, if available, the TCSO will try and attend the bootcamp session in Phoenix, Arizona which is close to New Mexico.

***Goal 3:** The BCSO SORT Unit and TCSO SOU will utilize AWA funding to purchase equipment that will enhance the effectiveness of sex offenders’ surveillance operations and increase compliance with SORNA standards.*

**Objective 3.1:** To enhance surveillance operations and increase compliance with SORNA standards through the purchase of a file cabinet, brother label maker, mobile finger printing device, brother pocket jet printer, 2023 Chevy Traverse, and iPad Pro with Apple pencil.

**Implementation 3.1:** The BCSO SORT Unit and TCSO SOU will utilize federal funding to purchase the following equipment for their project:

- **2023 Chevrolet Traverse.** The BCSO SORT Unit will purchase a new vehicle to aid in sex offender surveillance efforts. The vehicle will be used to surveil high-risk offenders and absconders who would otherwise quickly identify a typical undercover vehicle. The purchase of the vehicle will include a three-year manufacturer's warranty that will pay for any necessary repairs. In addition, the vehicle will be covered for routine maintenance under the Total Care Program. The BCSO SORT Unit will adhere to all federal and state procurement mandates during the purchasing process.
- **iPad Pros with Apple Pencil and AppleCare Plus Plan.** The BCSO SORT Unit will purchase eight iPad Pros including an Apple pencil and AppleCare plus plan. The iPad Pros will be used by detectives and administrative staff in the field and the office to enter data into the Offender Watch Tracking System. This technology will also allow them to take photos, complete offender registrations, and document offender interactions while away from their office.
- **Phoenix Lateral 4 Drawer File Cabinet.** The TCSO SOU will purchase a locking, fire safe file cabinet which will be used to maintain, organize, and store offender records meeting SORNA standards.
- **Mobile Fingerprinting Device.** The TCSO SOU will purchase three mobile fingerprinting devices that will be used by deputies in the field. This technology will enable real-time identification, and access to criminal record databases during field operations.
- **Brother Label Maker.** The TCSO SOU will purchase one brother label maker to create labels for better identification and organization of offender files.

- **Brother PocketJet 8 Mobile Printer.** The TCSO SOU will purchase three brother pocket jet 8 mobile printers to be used by deputies in the field. Mobile printers are an important component to officer safety, providing a fast, reliable mobile printing solution that can improve communication, accuracy, efficiency and eliminate illegible handwriting and error-prone manual data entry.

*Goal 4: The BCSO SORT Unit will utilize AWA federal funding to increase public safety and awareness of sex offender absconders residing in Bernalillo County.*

**Objective 4.1:** To place public service announcements, featuring the pictures and charges of Bernalillo County sex offender absconders, in newspapers, and on social media platforms.

**Implementation 4.1:** The BCSO SORT Unit will implement the use of media advertisements to notify the public of sex offender absconders in the county who have active bench warrants for their arrest. The SORT Unit will run one advertisement, once a quarter, for a total of four times per year, during the two-year grant period. These ads will be featured in the Sunday Edition of the newspaper, and on social media platforms such as Twitter, Facebook, etc. This media is intended to inform and protect the community by providing public service announcements, as well as to provide an alternative method to report information on the whereabouts of absconders. These efforts will also create an increase in public awareness of SORNA throughout the region and will assist in efforts to sway statewide public opinion to put pressure on legislators to make the changes needed to bring state laws NMSA 29-11A in alignment with federal laws, including SORNA.

*Goal 5: The BCSO SORT Unit, SFSO SOU, and the TCSO SORT will utilize AWA federal funding for tools and resources to support AWA activities in their counties.*

**Objective 5.1:** To support offender tracking and monitoring activities through resources and tools available to assist law enforcement sex offender units.

**Implementation 5.1:** The BCSO SORT Unit, SFSO SOU, and the TCSO SORT will purchase resources including Offender Watch software licenses, Public Access to Court Electronic Records (PACER) service, Covertrack mapping subscription, cellular service and general office supplies required for effective tracking and monitoring of offenders.

#### **4. Capabilities and Competencies**

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##### **Bernalillo County Sheriff's Office**

The BCSO SORT unit is a subdivision of the Criminal Investigations Division (CID) within the agency. The CID is commanded by Captain David Funes, who oversees SORT command staff. Captain Funes has been with the Sheriff's Department for over 15 years. He has held honored positions such as Commander over Task Force Operations, Public Information Officer Supervisor, Administrative Services Lieutenant as well as CID supervisor. Captain Funes' SORT unit is currently staffed by a Lieutenant, a Sergeant, six assigned BCSO detectives, and one assigned civilian staff member. Each detective in the unit is a certified law enforcement officer with an average of six years of service with the department. Lieutenant Randall Herring serves as the SORT unit commander within CID. He has been a certified law enforcement officer in the state of New Mexico for the last 17 years. He has served as a deputy and supervisor in all divisions of the department. He has hundreds of hours of advanced training in supervision and management. Additionally, he also has experience in managing large scale grant projects. Sergeant Chuck Holmes is the SORT unit supervisor and has been with the department for over 27 years. He has served as a supervisor in the Field Services Division, Administrative Services Division, and the Criminal Investigations Division. Sergeant Holmes currently provides oversight for the agency's 2018 & 2019 AWA grant. All grant funding reimbursement requests to the NMDPS will be initiated by Sgt. Holmes, reviewed by Lt. Herring with final approval from Captain Funes. The

grant coordinator for the BCSO is Quyen Nguyen. She has been employed by the County of Bernalillo for 12 years and has been with the Bernalillo County Sheriff's Office for one year. Ms. Nguyen has an MBA degree in Finance and International Business and a BS degree in Accounting and Finance. Ms. Nguyen's current responsibility for this award is grant accounting to include monitoring expenditures, ensuring compliance with State/Federal regulations, and maintaining fiscal reports. Ms. Nguyen will also audit accounting records and fiscal activities to ensure accuracy and compliance with established regulations.

### **Santa Fe County Sheriff's Office**

The SFCSO SOU is a subdivision of the Criminal Investigations Division (CID). The unit is commanded by Captain Nathan Segura, who is the administrative commander of CID and the SFCSO SOU. Capt. Segura has been with the Sheriff's Office for over 19 years and is certified as a commissioned law enforcement officer through the New Mexico Law Enforcement Academy. Lieutenant Michael Martinez, a command staff member of the CID, is the SOU commander overseeing all deputies/detectives. Lt. Martinez has been with the Sheriff's Office for over 17 years and brings a total of 27 years of serving the Santa Fe community in law enforcement. Lt. Martinez's area of expertise is in investigating crimes from his time on patrol and serving as a Commander for the Traffic Homicide Team a.k.a. Fatal Team for five years, supervisor in the patrol field nine years, has been assigned as a DWI traffic enforcement division one year. Supervising the sex offender caseload is Detective Jonathan Jaramillo who is the only sworn officer assigned full-time to the unit. Detective Jaramillo has been a detective for over two years and has experience investigating violent crimes including sex crimes, crimes against children, missing persons, prostitutions, criminal sexual penetration and criminal sexual contact, murder, armed robbery, and other violent crimes. All requests for reimbursement of grant funds will be

initiated by Detective Jaramillo and reviewed by Lt. Martinez and Cpt. Segura to ensure the request follows the award's requirements before submission to the NMDPS. In addition to assisting with the fiscal oversight of the project, Lt. Martinez and/or Detective Jonathan Jaramillo will provide the required federal quarterly performance progress reports from data reported by Detective Jonathan Jaramillo. Lt. Martinez will also be responsible for primary programmatic oversight over all overtime operations. The grant and fiscal coordinator for the SFCSO is Clarissa Garcia. She has been employed with government entities for over two years, providing fiscal management of multiple grant awards and contracts. She will be responsible for overall fiscal oversight of this grant award and will assist in preparing reimbursement requests and required back-up documentation to the NMDPS for monthly reimbursements.

#### **Torrance County Sheriff's Office**

The TCSO Sex Offender Tracking Unit falls within the Judicial Division and Civil Sub-division of the TCSO directly supervised by the Sheriff and Undersheriff, respectively. Deputy Monica Torres coordinates the Sex Offender Tracking Unit. Deputy Torres has been with the TCSO for two years and brings a total of 20-years' experience in law enforcement. She provides supervisory experience to include preparing action plans to help subordinate deputies achieve their success and progression. She is experienced in verifying data accuracy and conformance. Like all deputies for the TCSO, Deputy Torres fills two roles – SORNA and Judicial Operations. The TCSO plans to employ at least one additional deputy to serve in both SORNA and Judicial Operations. Like, Torres, the new deputy will spend about 75 percent of time on SORNA and 25 percent on Judicial Operations. Deputy Torres will work with the TCSO's two sergeants, Jordan Duran and Ryan Cordova Collier, who lead the two squads of the Patrol Division. SORNA activities will also be completed by members of the Community Resource Team (CRT): Pablo

Arreola, Cesar Quintana, and Reese Swatsworth. These deputies are supervised by the two sergeants. They will help complete file audits and participate in four address verification operations and complete preventative patrols at various events. Sergeant Duran and Sergeant Collier have a combined 15-years' experience in law enforcement. Deputies Arreola, Quintana, and Swatsworth have worked a combined total of 12 years with the TCSO. Unit Leader Torres, both sergeants, and the three CRT members are all certified police officers. All requests for reimbursement of grant funds will be initiated by Executive Secretary to the Sheriff, Cheryl Allen. She joined the TCSO in January 2023 as part of the new administration. Previously, she served as the Torrance County Grants Manager for almost four years providing oversight to more than 25-30 grants each year. Reporting and requests for reimbursement will be reviewed by Deputy Torres. Together, Allen and Torres will ensure the request follows the award's requirements before submission to the NMDPS. Allen will also finalize and submit the required federal quarterly performance progress reports from data reported by Deputy Torres.

### **NMDPS Grants Bureau Staff**

The NMDPS Grants Management Bureau (GMB) is the applicant organization for this project and will serve as the fiscal agent. As SAA for New Mexico, the NMDPS Grants Management Bureau (NMDPS-GMB) manages over \$30 million dollars in federal funding and provides vital leadership, training, technical and operational support to the criminal justice community and public at large. The NMDPS is ideally suited to administer this grant, which will combine the efforts of three local Sheriff's Offices. The NMDPS-GMB will administer funds, collect and report on all federally required performance measures, and ensure that the project's goals and objectives are met. The NMDPS GMB's organizational structure is designed to enhance quality assurance with the programmatic and financial management of all awards. The bureau is

comprised of eight Grant Management Analysts, one Financial Analyst, one Business Analyst, two Staff Supervisors, and one Bureau Chief. All federal grant documentation is processed through a chain of command. This includes the initial review by the Grant Managers, approval by the Staff Supervisor and general oversight by the Bureau Chief. To maintain adherence to the policy of internal controls, all financial transactions are cleared for allowability by the Grant Manager and then forwarded to the NMDPS Accounting Division for full financial reconciliation, through to the NMDPS Finance Division/CFO for final invoicing and payment collection. The bureau has over 22 years of experience administering federal awards, including many from the Office of Justice Programs. Notably, the NMDPS previously administered the FY13, FY16, FY17, FY18, and FY19 AWA awards and currently administers the FY21 Adam Walsh Act Implementation Grant Program awards to both the Bernalillo County Sheriff's Office and the Santa Fe County Sheriff's Office.

#### **4. Plan for Collecting Performance Measures Data**

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The BCSO, SFCSO, and TCSO will be responsible for all programmatic performance measures required by the SMART FY23 Support for Adam Walsh Act Implementation Grant Program. Each county will collect and retain data on each of its activities including but not limited to: the number of residences checked, the number of verified/unverified addresses, the number of captured/uncaptured absconders, the number of face to face sex offender contacts, the number of sex offenders in compliance/non-compliant with SORNA, the number of sex offenders arrested, the number of sex offenders prosecuted/found guilty, the number of overtime hours used for tactical/surveillance operations, the number of arrests resulting from surveillance/tactical operations, the number of detectives who attend the proposed grant funded trainings, and the number of tribal sex offenders monitored/compliant/non-compliant



Performance measure data will be verified and validated by the NMDPS-GMB protocol, which mandates site-visit reviews be conducted with each sub-recipient during the sub-grant period. Additionally, risk assessments will be conducted with each sub-recipient before funds are allocated and during site visit reviews. Risk assessment scores will dictate the level of monitoring for each entity. Performance measure data will be compiled and reported in the required quarterly performance progress reports via the OJP Performance Measurement Platform. The NMDPS-GMB will prepare and submit all required SF 425 quarterly financial reports, as well as cumulative semi-annual programmatic progress reports via the JUSTGRANTS system.

The BCSO, TCSO, and SFCSO are equipped with the database (OffenderWatch) needed for the collection of the required performance data. BCSO and SFCSO agencies received prior AWA funding in FY16, FY17, FY18 and FY19, allowing them to become highly familiar with the performance measure expectations. Additionally, the NMDPS GMB has outlined all measures needed for collection and requires this data be submitted by the sub-recipients on a quarterly basis.

## **5. Sustainability of the Project**

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Assistance from the SMART FY23 Support for Adam Walsh Act Implementation Grant Program will support the state of New Mexico's continued efforts and progress towards 100% SORNA implementation. This federal funding is essential in affording the state the opportunity to provide valuable resources to law enforcement agencies each year for SORNA related projects. The BSCO, TCSO, and SFCSO recognize the importance of securing and maintaining county funding for the continued sustainability of their units as well as to advance SORNA implementation throughout the state. Each sheriff's office will continue to stress the importance of essential funding for this project to their Board of County Commissioners by relaying the costs associated with the continued efforts and progress towards the 100% SORNA implementation.

Furthermore, the counties will continue to review their annual general fund budget for possible sustainability of this project's activities. The NMDPS GMB will work with each agency throughout the duration of the grantee period to ensure measures are in place to maintain the vitality of this project and preserve the integrity and purpose of each county's initiative

**Attachment B**

## ***Budget Detail - Year 1***

Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N  
(DOJ Financial Guide, Section 3.10)

Yes

**A. Personnel**

Name <i>List each name, if known.</i>	Position <i>List each position, if known.</i>	Computation <i>Show annual salary rate &amp; amount of time devoted to the project for each name/position.</i>						
		Salary	Rate	Time Worked <i>(# of hours, days, months, years)</i>	Percentage of Time	Total Cost	Non-Federal Contribution	Federal Request
Various Deputies	Data Input Overtime	\$43.50	hourly	432	100%	\$18,792		\$18,792
Various Deputies	Address Verification Overtime	\$43.50	hourly	112	100%	\$4,872		\$4,872
Various Deputies	Preventative Patrol Overtime	\$43.50	hourly	56	100%	\$2,436		\$2,436
Various Deputies	Surveillance Operation Overtime	\$43.50	hourly	28	100%	\$1,218		\$1,218
<b>Total(s)</b>						<b>\$27,318</b>	<b>\$0</b>	<b>\$27,318</b>

**Narrative**

The Torrance County Sheriff's Office Sex Offender Unit (TCSO SOU) will use federally funded overtime to conduct face-to-face address verification operations, preventative patrol operations, and surveillance operations to monitor compliance with conditions of release, sex offender registration and apprehend absconders. This will provide the new unit with the resources needed to monitor the growing number of registered sex offenders in the county, as well as to validate residence data provided by registered sex offenders, thus increasing public safety. Overtime operations will be conducted after regular working hours.

Average OT Rate: \$43.50

**Data Input Overtime:**

The TCSO SOU unit will use federally funded overtime to enter and complete data for offender registrations in the Offender Watch System. This additional funding will help the unit get caught up on the backlog of data entry to ensure that law enforcement has quick access to recent and accurate offender information.

432 hours x \$43.50 = \$18,792.00 per year

\*

**Address Verification Overtime:**

These operations will include deputies who will go out into the field to conduct face to face contact with registered sex offenders for address verification and compliance. These operations

Purpose Area #4

enhance the SORT unit's opportunity to meet with offenders in their declared residence, increasing the detectives' ability to identify areas of non-compliance.

112 hours x \$43.50 = \$4,872.00 per year

\*

**Preventative Patrol Overtime:**

These operations will include deputies who will go out into the field to conduct preventative patrol operations. These operations will be held during holidays and special events where community safety is a priority.

56 hours x \$43.50 = \$2,436.00 per year

\*

**Surveillance Operations Overtime:**

The surveillance operations will include detectives who will go out into the field to conduct surveillance on high-risk sex offenders to ensure compliance with their conditions of release. The surveillance operations will be used to verify offenders' information and to proactively detect patterns of behavior that are indicative of recidivism.

28 hours x \$43.50 = \$1,218.00

**Total Personnel:**

\$18,792.00 + \$4,872.00 + \$2,436.00 + \$1,218.00 = \$27,318.00

**B. Fringe Benefits**

Name <i>List each grant-supported position receiving fringe benefits.</i>	Computation <i>Show the basis for computation.</i>				
	Base	Rate	Total Cost	Non-Federal Contribution	Federal Request
N/A			\$0		\$0
<b>Total(s)</b>			<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>					

Purpose Area #4

N/A

<b>C. Travel</b>										
<b>Purpose of Travel</b>	<b>Location</b>	<b>Type of Expense</b>	<b>Basis</b>	<b>Computation</b>						
<i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	<i>Indicate the travel destination.</i>	<i>Lodging, Meals, Etc.</i>	<i>Per day, mile, trip, Etc.</i>	<i>Compute the cost of each type of expense X the number of people traveling.</i>						
				<i>Cost</i>	<i>Quantity</i>	<i># of Staff</i>	<i># of Trips</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
Sex Offender Bootcamp Training	TBD	Transportation	Round-trip	\$452.33	1	3	1	\$1,357	\$0	\$1,357
Sex Offender Bootcamp Training	TBD	Lodging	Night	\$155.00	5	3	1	\$2,325	\$0	\$2,325
Sex Offender Bootcamp Training	TBD	Meals	Day	\$59.00	5	3	1	\$885	\$0	\$885
<b>Total(s)</b>								<b>\$4,567</b>	<b>\$0</b>	<b>\$4,567</b>
<b>Narrative</b>										

Purpose Area #4

The Torrance County Sheriff's Office Sex Offender Unit (TCSO SOU) will utilize federal grant funding to pay for three (3) deputies to travel out of state to attend a "Sex Offender Bootcamp." This will include costs for transportation, lodging and per-diem. This course is designed for field officers who work with sex offenders. It will introduce staff to the theories and strategies of utilizing "The Containment Model" of sex offender management. The course will provide a general overview of a wide variety of topics relating to sex offender supervision. The main emphasis of the class, however, is to provide Field Officers, investigators, and prosecutors practical and effective tools to conduct investigations and supervise offenders more effectively. For cost efficiency, if available, the TCSO will try and attend the bootcamp session in Phoenix, Arizona which is close to New Mexico.

Transportation: 3 deputies x \$452.33 = \$1,357.00 (Rounded)

Lodging: 5 Nights x 3 deputies x \$155.00 = \$2,325.00

Meals: 5 days x 3 deputies x \$59.00 per meal = \$885.00

Total Travel = \$1,357.00 + \$2,325.00 + \$885.00 = \$4,567.00

<b>D. Equipment</b>					
<b>Item</b>	<b>Computation</b>				
<i>List and describe each item of equipment that will be purchased</i>	<i>Compute the cost (e.g., the number of each item to be purchased X the cost per item)</i>				
	<b># of Items</b>	<b>Unit Cost</b>	<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>
Phoenix Lateral 44 inch 4 drawer, locking, fire-safe file cabinet	1	\$3,798.10	\$3,799	\$0	\$3,799
Mobile Fingerprinting Device	3	\$575.00	\$1,725	\$0	\$1,725
Brother Label Maker	1	\$67.49	\$68	\$0	\$68
Brother PocketJet 8 Mobile Printer	3	\$494.99	\$1,485	\$0	\$1,485
			<b>Total(s)</b>	<b>\$7,077</b>	<b>\$0</b>
<b>Narrative</b>					

Purpose Area #4

The Torrance County Sheriff's Office Sex Offender Unit (TCSO SOU) will purchase a locking, fire safe file cabinet which will be used to maintain, organize, and store offender records meeting SORNA standards.

Phoenix Lateral 44-inch 4 drawer, locking, fire-safe file cabinet:

File Cabinet: \$3,798.10 = \$3,799.00 (Rounded)

\*

The Torrance County Sheriff's Office Sex Offender Unit (TCSO SOU) will purchase three (3) mobile fingerprinting devices that will be used by deputies in the field. This technology will enable real-time identification, and access to criminal record databases during field operations.

Mobile Fingerprinting Device: 3 units x \$575.00 = \$1,725.00

\*

The Torrance County Sheriff's Office Sex Offender Unit (TCSO SOU) will purchase one (1) brother label maker to create labels for better identification and organization of offender files.

Brother Label Maker: \$67.49 = \$68.00 (Rounded)

\*

The Torrance County Sheriff's Office Sex Offender Unit (TCSO SOU) will purchase three (3) brother pocket jet 8 mobile printers to be used by deputies in the field. Mobile printers are an important component to officer safety, providing a fast, reliable mobile printing solution that can improve communication, accuracy, efficiency and eliminate illegible handwriting and error-prone manual data entry.

Brother PocketJet 8 Mobile Printer: 3 Printers x \$494.99 = \$1,485.00 (Rounded)

Total Equipment = \$3,799.00 + \$1,725.00 + \$68.00 + \$1,485.00 = \$7,077.00





Purpose Area #4

Purpose <i>Provide the purpose of the construction</i>	Description of Work <i>Describe the construction project(s)</i>	Computation <i>Compute the costs (e.g., the number of each item to be purchased X the cost per item)</i>				
		# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
N/A				\$0		\$0
			<b>Total(s)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>						
N/A						
<b>G. Subawards (Subgrants)</b>						
Description <i>Provide a description of the activities to be carried out by subrecipients.</i>	Purpose <i>Describe the purpose of the subaward (subgrant)</i>	Consultant? <i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>				
			<b>Total Cost</b>	<b>Non-Federal Contribution</b>	<b>Federal Request</b>	
N/A						\$0
			<b>Total(s)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Consultant Travel (if necessary)</b>						
Purpose of Travel	Location	Type of Expense	Computation			

Purpose Area #4

Indicate the purpose of each trip or type of trip (training, advisory group meeting)	Indicate the travel destination.	Hotel, airfare, per diem	Compute the cost of each type of expense X the number of people traveling.					
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request
N/A						\$0		\$0
<b>Total</b>						\$0	\$0	\$0
<b>Narrative</b>								
N/A								
<b>H. Procurement Contracts</b>								
Description	Purpose		Consultant?					
<i>Provide a description of the products or services to be procured by contract and an estimate of the costs. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold (currently \$150,000).</i>	<i>Describe the purpose of the contract</i>		<i>Is the subaward for a consultant? If yes, use the section below to explain associated travel expenses included in the cost.</i>					
				Total Cost	Non-Federal Contribution	Federal Request		
N/A						\$0		
				Total(s)	\$0	\$0	\$0	
<b>Consultant Travel (if necessary)</b>								

Purpose Area #4

Purpose of Travel <i>Indicate the purpose of each trip or type of trip (training, advisory group meeting)</i>	Location <i>Indicate the travel destination.</i>	Type of Expense <i>Hotel, airfare, per diem</i>	Computation <i>Compute the cost of each type of expense X the number of people traveling.</i>						
			Cost	Duration or Distance	# of Staff	Total Cost	Non-Federal Contribution	Federal Request	
N/A						\$0		\$0	
						<b>Total</b>	\$0	\$0	\$0
<b>Narrative</b>									
N/A									
<b>I. Other Costs</b>									
Description <i>List and describe items that will be paid with grants funds (e.g. rent, reproduction, telephone, janitorial, or security services, and investigative or confidential funds).</i>	Computation <i>Show the basis for computation</i>								
	Quantity	Basis	Cost	Length of Time	Total Cost	Non-Federal Contribution	Federal Request		
Sex Offender & SORNA Related Training Registration Fees	3	one-time	\$800.33	1	\$2,401	\$0	\$2,401		
					<b>Total(s)</b>	<b>\$2,401</b>	<b>\$0</b>	<b>\$2,401</b>	
<b>Narrative</b>									

Purpose Area #4

The Torrance County Sheriff's office will use federal funds to pay for three (3) deputies to attend Sex Offender Supervision Bootcamp in Phoenix, AZ. Deputies will also attend a local training course called Inside the Mind of Sexual Offenders provided by the Public Safety Psychology Group, LLC. For a small agency in the process of revamping a program, this type of training will provide essentials for implementing and maintaining SORNA.

Registration Fees: \$800.33 x 3 deputies = \$2,401.00

Total Other Costs: \$2,401.00

<b>J. Indirect Costs</b>						
<b>Description</b> <i>Describe what the approved rate is and how it is applied.</i>		<b>Computation</b> <i>Compute the indirect costs for those portions of the program which allow such costs.</i>				
		<i>Base</i>	<i>Indirect Cost Rate</i>	<i>Total Cost</i>	<i>Non-Federal Contribution</i>	<i>Federal Request</i>
N/A				\$0		\$0
<b>Total(s)</b>				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Narrative</b>						
N/A						

Budget Summary

**Budget Summary**

Note: Any errors detected on this page should be fixed on the corresponding Budget Detail tab.

Budget Category	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)		Total(s)
	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	Federal Request	Non-Federal Request	
A. Personnel	\$27,318	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,318
B. Fringe Benefits	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
C. Travel	\$4,567	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$4,567
D. Equipment	\$7,077	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,077
E. Supplies	\$1,126	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,126
F. Construction	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
G. Subawards (Subgrants)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
H. Procurement Contracts	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
I. Other	\$2,401	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$2,401
<b>Total Direct Costs</b>	\$42,489	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$42,489
J. Indirect Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Total Project Costs</b>	\$42,489	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$42,489
Does this budget contain conference costs which is defined broadly to include meetings, retreats, seminars, symposia, and training activities? - Y/N											Yes

# CERTIFICATION FORM

## Compliance with the Equal Employment Opportunity Plan (EEOP) Requirements

Please read carefully the Instructions (see below) and then complete Section A or Section B or Section C, not all three. If recipient completes Section A or C and sub-grants a single award over \$500,000, in addition, please complete Section D.

Recipient's Name: <u>Torrance County</u>
Address:
Is agency a; <input type="checkbox"/> Direct or <input checked="" type="checkbox"/> Sub recipient of OJP, OVW or COPS funding?   Law Enforcement Agency? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
UEI Number: <u>Q8N2MFFYFM04</u>   Vendor Number (only if direct recipient)
Name and Title of Contact Person: <u>Cheryl Allen, TCSO Executive Secretary</u>
Telephone Number: <u>505-544-4903</u>   E-Mail Address: <u>callen@tcsm.us</u>

### Section A—Declaration Claiming Complete Exemption from the EEOP Requirement

Please check all the following boxes that apply.

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Less than fifty employees. | <input type="checkbox"/> Indian Tribe            | <input type="checkbox"/> Medical Institution.                            |
| <input type="checkbox"/> Nonprofit Organization     | <input type="checkbox"/> Educational Institution | <input type="checkbox"/> Receiving a single award(s) less than \$25,000. |

I, \_\_\_\_\_ [responsible official], certify that \_\_\_\_\_ [recipient] is not required to prepare an EEOP for the reason(s) checked above, pursuant to 28 C.F.R. § 42.302. I further certify that \_\_\_\_\_ [recipient] will comply with applicable federal civil rights laws that prohibit discrimination in employment and in the delivery of services.

*If recipient sub-grants a single award over \$500,000, in addition, please complete Section D*

Print or Type Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Section B—Declaration Claiming Exemption from the EEOP Submission Requirement and Certifying That an EEOP Is on File for Review

If a recipient agency has fifty or more employees and is receiving a single award or, subaward, of \$25,000 or more, but less than \$500,000, then the recipient agency does not have to submit an EEOP to the OCR for review as long as it certifies the following (42 C.F.R. § 42.305):

I, Rochelle L. Wallace [responsible official], certify that Torrance County [recipient], which has fifty or more employees and is receiving a single award or subaward for \$25,000 or more, but less than \$500,000, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E. I further certify that within the last twenty-four months, the proper authority has formulated and signed into effect the EEOP and, as required by applicable federal law, it is available for review by the public, employees, the appropriate state planning agency, and the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice. The EEOP is on file at the following office:  
Torrance County Human Resources office [organization],  
PO Box 48; 205 S. Ninth Street; Estancia, NM 87016 [address].

Rochelle L. Wallace, Director of Human Resources Rochelle Wallace 2-27-24  
Print or Type Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

### Section C—Declaration Stating that an EEOP Short Form Has Been Submitted to the Office for Civil Rights for Review

If a recipient agency has fifty or more employees and is receiving a single award, or subaward, of \$500,000 or more, then the recipient agency must send an EEOP Short Form to the OCR for review.

I, \_\_\_\_\_ [responsible official], certify that \_\_\_\_\_ [recipient], which has fifty or more employees and is receiving a single award of \$500,000 or more, has formulated an EEOP in accordance with 28 CFR pt. 42, subpt. E, and sent it for review on \_\_\_\_\_ [date] to the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice.

*If recipient sub-grants a single award over \$500,000, in addition, please complete Section D*

Print or Type Name and Title \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_



**New Mexico Department of Public Safety  
Grants Management Bureau  
Fiscal Agent Certifications**

**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Acceptance of this form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," 2 CFR Part 2867, "DOJ Implementation of OMB Guidance on Nonprocurement Debarment and Suspension," and 28 CFR Part 83, "Government-wide Debarment and Suspension," and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

**1. LOBBYING**

As required by Section 1352, Title 31 of the U.S. Code, and implemented at 28 CFR Part 69, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:

- (a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
- (b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities," in accordance with its instructions;
- (c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)**

Pursuant to Executive Order 12549, Debarment and Suspension, implemented at 2 CFR Part 2867, for prospective participants in primary covered transactions, as defined at 2 CFR Section 2867.20(a), and other requirements:

A. The applicant certifies that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of



embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

- (c) Have not within a two-year period preceding this application been convicted of a felony criminal violation under any Federal law, unless such felony criminal conviction has been disclosed in writing to the Office of Justice Programs (OJP) at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov), and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.
  - (d) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and
  - (e) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### **3. FEDERAL TAXES**

- A. If the applicant is a corporation, the applicant certifies that either (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to OJP at [Ojpcompliancereporting@usdoj.gov](mailto:Ojpcompliancereporting@usdoj.gov), and, after such disclosure, the applicant has received a specific written determination from OJP that neither suspension nor debarment of the applicant is necessary to protect the interests of the Government in this case.
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

### **4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 83, Subpart F, for grantees, as defined at 28 CFR Sections 83.620 and 83.650:

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
  - (a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - (b) Establishing an on-going drug-free awareness program to inform employees about
    - (1) The dangers of drug abuse in the workplace;
    - (2) The grantee's policy of maintaining a drug-free workplace;
    - (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
    - (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - (c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - (d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will
    - (1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 810 7th Street, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (with respect to any employee who is so convicted

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).


## SUPLANTING

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On behalf of the applicant, I hereby certify that I understand that any Federal funds received as a result of this application must be used to supplement existing funds for program activities and must not supplant those funds that have been appropriated for the same purpose, as funds set forth in the current edition of the Office of Justice Programs Financial Guide. Further, supplanting shall be reviewed during the application process, post-award monitoring, and project close-out.

If the Grants Management Bureau believes, based upon factual data, that supplanting may have occurred, then the Sub-recipient shall be required to supply documentation demonstrating that the reduction of non-Federal resources occurred for reasons other than the receipt or expected receipt of Federal funds.

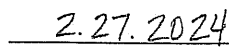
As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

  
\_\_\_\_\_  
Name of Sub-grantee / Fiscal Agent

  
\_\_\_\_\_  
Signature of Certifying Official

  
\_\_\_\_\_  
Title of Certifying Official

  
\_\_\_\_\_  
Printed Name of Certifying Official

  
\_\_\_\_\_  
Date

**New Mexico Department of Public Safety  
Grants Management Bureau  
Fiscal Agent Certifications**

**STANDARD ASSURANCES**


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The Applicant hereby assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including 2 C.F.R. Part 2800 (Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards by the Department of Justice), and Ex. Order 12372 (intergovernmental review of federal programs). The applicant also specifically assures and certifies that:

1. It has the legal authority to apply for federal assistance and the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project cost) to ensure proper planning, management, and completion of the project described in this application.
2. It will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
3. It will give the awarding agency or the Government Accountability Office, through any authorized representative, access to and the right to examine all paper or electronic records related to the financial assistance.
4. It will comply with all lawful requirements imposed by the awarding agency, specifically including any applicable regulations, such as 28 C.F.R. pts. 18, 22, 23, 30, 35, 38, 42, 61, and 63, and the award term in 2 C.F.R. § 175.15(b).
5. It will assist the awarding agency (if necessary) in assuring compliance with section 106 of the National Historic Preservation Act of 1966 (16 U.S.C. § 470), Ex. Order 11593 (identification and protection of historic properties), the Archeological and Historical Preservation Act of 1974 (16 U.S.C. § 469a-1 et seq.), and the National Environmental Policy Act of 1969 (42 U.S.C. § 4321).
6. It will comply (and will require any sub recipients or contractors to comply) with any applicable nondiscrimination provisions, which may include the Omnibus Crime Control and Safe Streets Act of 1968 (42 U.S.C. § 3789d); the Victims of Crime Act (42 U.S.C. §10604(e)); the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. § 5672(b)); the Violence Against Women Act (42 U.S.C. § 13925(b)(13)); the Civil Rights Act of 1964 (42 U.S.C. § 2000d); the Indian Civil Rights Act (25 U.S.C. §§ 1301-1303); the Rehabilitation Act of 1973 (29 U.S.C. § 794); the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12131-34); the Education Amendments of 1972 (20 U.S.C. §§ 1681, 1683, 1685-86); and the Age Discrimination Act of 1975 (42 U.S.C. §§ 6101-07). It will also comply with Ex. Order 13279, Equal Protection of the Laws for Faith-Based and Community Organizations; Executive Order 13559, Fundamental Principles and Policymaking Criteria for Partnerships With Faith-Based and Other Neighborhood Organizations; and the DOJ implementing regulations at 28 C.F.R. Part 38.

7. If a governmental entity—

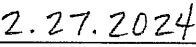
- a) it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. § 4601 et seq.), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
- b) it will comply with requirements of 5 U.S.C. §§ 1501-08 and §§ 7324-28, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

  
\_\_\_\_\_  
Name of Sub-grantee / Fiscal Agent

  
\_\_\_\_\_  
Signature of Certifying Official

  
\_\_\_\_\_  
Title of Certifying Official

  
\_\_\_\_\_  
Printed Name of Certifying Official

  
\_\_\_\_\_  
Date

**New Mexico Department of Public Safety  
Grants Management Bureau  
Fiscal Agent Certifications**

**PRIVACY CERTIFICATION**

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Sub-grantee, Torrance County, certifies that data identifiable to a private person<sup>1</sup> will not be used or revealed, except as authorized in 28 CFR Part 22, §§22.21, 22.22.

Brief Description of Project (required by 28 CFR §22.23(b):

***Project is a law enforcement project. No data identifiable to a private person will be collected.***

Sub-grantee certifies that any private person from whom identifiable information is collected or obtained shall be notified, in accordance with 28 CFR §22.27, that such data will only be used or revealed for research or statistical purposes and that compliance with the request for information is not mandatory and participation in the project may be terminated at any time. In addition, Sub-grantee certifies that where findings in a project cannot, by virtue of sample size or uniqueness of subject, be expected to totally conceal the identity of an individual, such individual shall be so advised.

Procedures to notify subjects that such data will only be used or revealed for research or statistical purposes and that compliance with the request for information is not mandatory and participation in the project may be terminated at any time as required by 28 CFR §22.23(b)(4):

If notification of subjects is to be waived, pursuant to 28 CFR §22.27(c), please provide a justification:

***Not applicable since this is not a study collecting identifiable data.***

Sub-grantee certifies that project plans will be designed to preserve the confidentiality of private persons to whom information relates, including where appropriate, name-stripping, coding of data, or other similar procedures.

Procedures developed to preserve the confidentiality of personally identifiable information, as required by 28 CFR §22.23(b)(7):

***Not applicable since this is not a study collecting identifiable data.***

Sub-grantee certifies that, if applicable, a log will be maintained indicating that (1) identifiable data have been transferred to persons other than employees of NIJ, BJA, BJS, OJJDP, OVC, OJP, or Sub-

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<sup>1</sup> Information identifiable to a private person as defined in 28 CFR §22.2(e) as "information which either—(1) is labeled by name or other personal identifiers, or (2), can by virtue of sample size or other factors, be reasonably interpreted as referring to a particular person."

grantee/contractor/subcontractor staff; and (2) such data have been returned or that alternative arrangements have been agreed upon for future maintenance of such data, in accordance with 28 CFR §22.23(b)(6).

Justification for the collection and/or maintenance of any data in identifiable form, if applicable:

***Not applicable since this is not a study collecting identifiable data.***

Procedures for data storage, as required by 28 CFR §22.23(b)(5):

***Not applicable since this is not a study collecting identifiable data.***

Sub-grantee certifies that all contractors, subcontractors, and consultants requiring access to identifiable data will agree, through conditions in their subcontract or consultant agreement, to comply with the requirements of 28 CFR §22.24, regarding information transfer agreements. Sub-grantee also certifies that BJA and the Grants Management Bureau will be provided with copies of any and all transfer agreements before they are executed as well as the name and title of the individual(s) with the authority to transfer data.

Description of any institutional limitations or restrictions on the transfer of data in identifiable form, if applicable:

***Not applicable since this is not a study collecting identifiable data.***

Name and title of individual with the authority to transfer data:

***Not applicable since this is not a study collecting identifiable data.***

Sub-grantee certifies that access to the data will be limited to those employees having a need for such data and that such employees shall be advised of and agree in writing to comply with the regulations in 28 CFR Part 22.

Sub-grantee certifies that all project personnel, including subcontractors, have been advised of and have agreed, in writing, to comply with all procedures to protect privacy and the confidentiality of personally identifiable information.

Access to data is restricted to the following individuals, as required by 28 CFR §22.23(b)(2):

***Not applicable since this is not a study collecting identifiable data.***

Sub-grantee certifies that adequate precautions will be taken to ensure administrative and physical security of identifiable data and to preserve the confidentiality of the personally identifiable information.

Procedures to ensure the physical and administrative security of data, as required by 28 CFR §22.25(b), including, if applicable, a description of those procedures used to secure a name index:

***Not applicable since this is not a study collecting identifiable data.***

Procedures for the final disposition of data, as required by 28 CFR §22.25:

***Not applicable since this is not a study collecting identifiable data.***

Name and title of individual authorized to determine the final disposition of data:

***Not applicable since this is not a study collecting identifiable data.***

Sub-grantee certifies that copies of all questionnaires, informed consent forms and informed consent procedures designed for use in the project are attached to this Privacy Certificate.


Sub-grantee certifies that project findings and reports prepared for dissemination will not contain information which can reasonably be expected to be identifiable to a private person, except as authorized by 28 CFR §22.22.

Sub-grantee certifies that the procedures described above are correct and shall be carried out.

Sub-grantee certifies that the project will be conducted in accordance with all the requirements of the Omnibus Crime Control and Safe Streets Act of 1968 as amended and the regulations contained in 28 CFR Part 22.

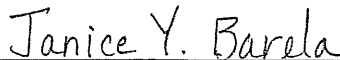
Sub-grantee certifies that BJA and the Grants Management Bureau shall be notified of any material change in any of the information provided in this Privacy Certificate.

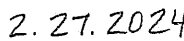
As the duly authorized representative of the Sub-grantee, I hereby certify that the Sub-grantee will comply with the above certifications.

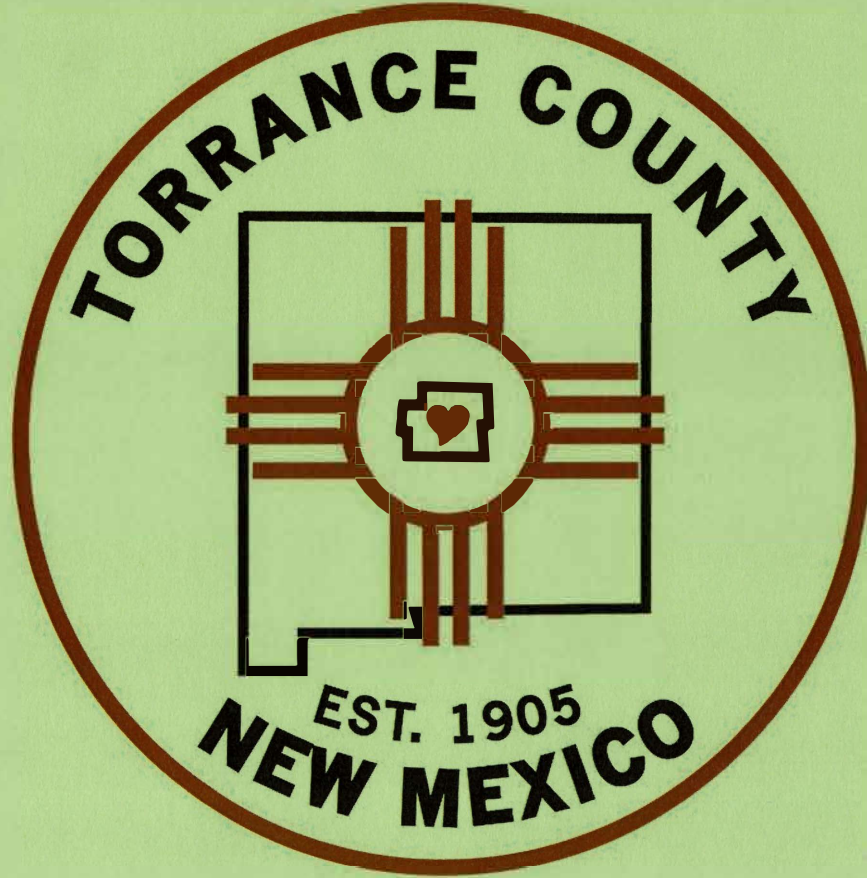
  
\_\_\_\_\_  
Name of Sub-grantee / Fiscal Agent

  
\_\_\_\_\_  
Signature of Certifying Official

  
\_\_\_\_\_  
Title of Certifying Official

  
\_\_\_\_\_  
Printed Name of Certifying Official

  
\_\_\_\_\_  
Date



**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item  
No. 12-F



County Commission

**Ryan Schwebach**  
Chair  
District 2

**Kevin McCall**  
Member  
District 1

**Samuel D. Schropp**  
Member  
District 3



**Torrance County Road Department**

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

County Manager  
**Janice Y. Barela**

Deputy County Manager  
**Tracy L. Sedillo**

Road Superintendent  
**Leonard Lujan**

Executive Assistant  
**Charmen Padilla**

March 13, 2024

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

Re: Letter of Request/Letter of Intent

Dear Mr. Brasher.

Torrance County (in accordance with prevailing State Statute NMSA, 1978, Section 67-3-28 and Section 67-3-28.2 NMSA as amended, and Commission Policy No. 44-92) would like to participate in the FY 2024/25 Local Government Road Fund Project/County Cooperative Program. This is a Cooperative Agreement, between the New Mexico Department of Transportation and Torrance County.

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

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

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

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

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

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

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

Respectfully,

Ryan Schwebach  
County Commission/Chair

<b>Estimated Costs and Quantities</b>								
Entity:	Torrance County Road Department	DO:		CN:				
Project No.:	<b>SP 2024-25</b>							
Termini:	County road: Chula Vista *from Hwy 41 peceed West 1 mile on Otero Rd.W. to start of project, continue North on Chula Vista Av 1 Mile to Estancia Del Norte.End of Project*							
	County road: Rio Vista *from Hwy 41 proceed W. on Otero Rd.W. for .6 tenths of a mile to start of project Continue North on Rio Vista Av. For 1 mile to end of Project at Estancia Del Norte							
		Total Miles	2 miles					
Scope of Work:	Pavement Rehabilitation/Improvements and Blading & Shaping on various county roads within the control of public entity.							
						<b>Equipment</b>	<b>Labor</b>	<b>Materials</b>
	Item Description	Unit	Final Quantity	Unit Cost	Final Cost			
	<b>Equipment/Labor</b>							
	Equipment	hours	830	\$36.625301	\$ 30,399.00	\$30,399		
	Labor	hours	830	\$21.084337	\$ 17,500.00		\$17,500	
	<b>Material</b>							
	Caliche	Tons	4800	\$4.00	\$ 19,200.00			\$19,200
								\$0
		gal			\$ -			\$0
	Water		80	\$200.00	\$ 16,000.00			\$16,000
								\$0
	<b>Total Estimated Cost</b>				<b>\$83,099.00</b>			
						<b>\$30,399</b>	<b>\$17,500</b>	<b>\$35,200</b>
							Total	<b>\$83,099</b>
						Project Total		\$ 83,099.00
Torrance County		Date:				Total Aword		\$ 82,856.00
								<b>\$ 243.00</b>
							<b>(payed by County)</b>	

**Torrance County Road Department**

**County Maintained Designated Roadways  
Job Scope Summary  
Fiscal Year 2024-25**

**Project Agreement- SP**

**\*\*\*\*\* Gravel \*\*\*\*\***

**Chula Vista Ave.**

**\*From Hwy 41 proceed W. 1 mile on Otero Rd. W. to start of project, continue N. on Chula Cista Ave. 1 mile to Estancia Del Norte, end of project\***

**Rio Vista Ave.**

**\*From Hwy 41 proceed W. on Otero Rd. W. for .6 tenths of a mile to start of project, continue N. on Rio Vista Ave for 1 mile to end of project\***

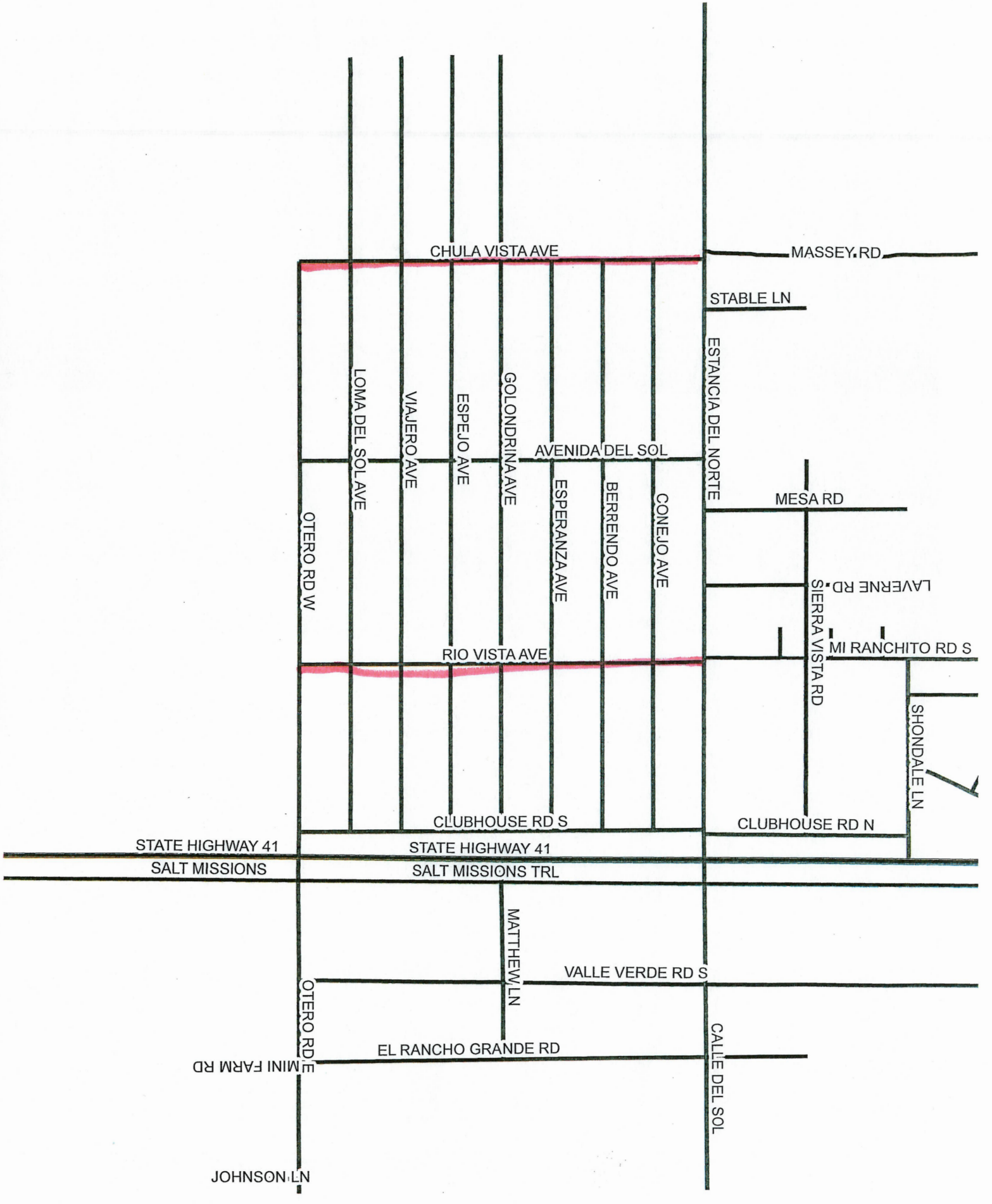
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**Estimated mileage and cost**

**2 Miles**

**\$ 83,099.00**





**JESSE LUCERO**  
COUNTY ASSESSOR

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

February 22, 2024

To: Janice Barela, Torrance County Manager

From: Jesse Lucero, Torrance County Assessor

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

Regards,

A handwritten signature in blue ink, appearing to read "Jesse Lucero".

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



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

January 11, 2024  
Torrance County  
PO Box 48 Estancia, NM 87016  
ATTN: Charmen Padilla, Office Manager, Juan Torres

Via email: [cpadilla@tcnm.us](mailto:cpadilla@tcnm.us) [jtorres@tcnm.us](mailto:jtorres@tcnm.us)  
Re: Project Proposals for FY 2024/2025 Local Government Road Program

Dear Ms. Charmen Padilla,

It is time once again to submit project proposals for the referenced fiscal year.

As outlined in the 2014 Local Government Road Fund Project Handbook by the New Mexico Department of Transportation, each Entity shall first submit a letter of request to the District Engineer (Please address letter to Paul Brasher, District 5 District Engineer (c/o Amanda Niño) by March 15, 2024, which will contain the following:

- 1.The location of the proposed project including route designation and termini (including map),
- 2.The scope of work to be performed,
- 3.Project estimate including the amount of state participation requested,
- 4.The justification for project construction,
- 5.A certification that the proposed work is on a part of a public highway and necessary for the public good and convenience and to serve the public of the municipality, county, and school districts, and,
- 6.Letter of Intent from governing body of agency head.

All incomplete applications will be returned to the Public Entity for submission the following year. There will be no exceptions to the March 15, 2024, deadline.

The Public Entity shall be solely responsible for prioritizing and ensuring that the proposed projects most effectively serve the needs of the public and design complies with appropriate design standards. Reviews of the projects may be conducted at the discretion of the Department.

Please do not hesitate to contact me at (505)477-1765, if you have any questions.

Sincerely,

*Amanda Niño*

Amanda Niño  
New Mexico Department of Transportation D-5  
Local Government Road Fund Coordinator

**Michelle Lujan  
Grisham**  
Governor

**Ricky Serna**  
Cabinet Secretary

**Commissioners**

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

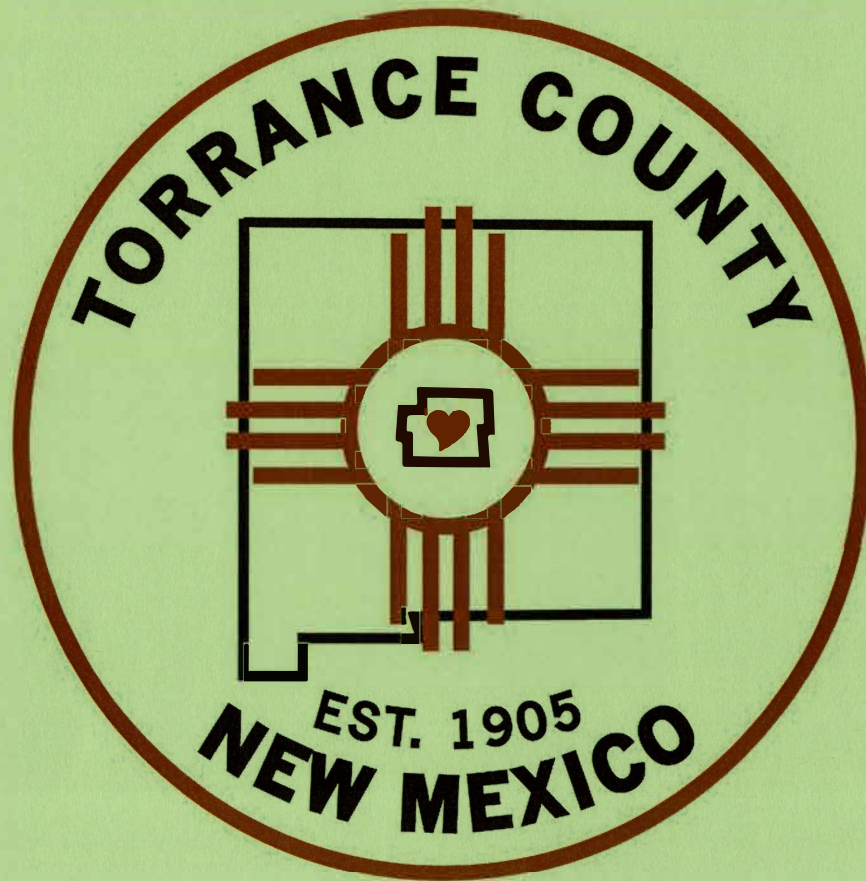
**Bruce Ellis**  
Commissioner  
District 2

**Hilma E. Chynoweth**  
Commissioner  
District 3

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

**Thomas C. Taylor**  
Commissioner  
District 5

**Charles Lundstrom**  
Commissioner, Secretary  
District 6



**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item  
No. 12-G

County Commission

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

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

**Samuel D. Schropp**  
*Member*  
*District 3*



**Torrance County Road Department**

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

County Manager  
**Janice Y. Barela**

Deputy County Manager  
**Tracy L. Sedillo**

Road Superintendent  
**Leonard Lujan**

Executive Assistant  
**Charmen Padilla**

March 13, 2024

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

Re: Letter of Request/Letter of Intent

Dear Mr. Brasher.

Torrance County (in accordance with prevailing State Statute NMSA, 1978, Section 67-3-28 and Section 67-3-28.2 NMSA as amended, and Commission Policy No. 44-92) would like to participate in the FY 2024/25 Local Government Road Fund Project/School Bus Route, County Cooperative Program. This is a Cooperative Agreement, between the New Mexico Department of Transportation and Torrance County.

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

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

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

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

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

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

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

Respectfully,

Ryan Schwebach  
County Commission/Chair



<b>Estimated Costs and Quantities</b>									
Entity:	Torrance County Road Department	DO:		CN:					
Project No.:	<b>SB 2024-25</b>								
Termini:	County road: Juan Tomas *from State Hwy 217 go E. on Juan Tomas for 1 mile start of project at county line go 1 mile to end of project.								
	County road: Ballenger Ranch Rd * from state hwy 217 proceed E. on Ballenger Ranch Rd for 2 miles to start of project at county line Proceed 1 mile to end of project*								
		Total Miles	2 miles						
Scope of Work:	Pavement Rehabilitation/Improvements and Blading & Shaping on various county roads within the control of public entity.								
						<b>Equipment</b>	<b>Labor</b>	<b>Materials</b>	
	Item Description	Unit	Final Quantity	Unit Cost	Final Cost				
	<b>Equipment/Labor</b>								
	Equipment	hours	396	\$35.439393	\$ 14,034.00	\$14,034			
	Labor	hours	468	\$20.638800	\$ 9,659.00		\$9,659		
	<b>Material</b>								
	HFE 100 oil		54	\$773.42	\$ 41,764.68				\$41,765
	AEP		44	\$658.42	\$ 28,970.48				\$28,970
	Fog seal		18	\$518.42	\$ 9,331.56				\$9,332
				tax 7.469	\$ 5,980.00				\$5,980
		gal							
	Water		80	\$200.00	\$ 16,000.00				\$16,000
	<b>Total Estimated Cost</b>				<b>\$125,739.72</b>				
						<b>\$14,034</b>	<b>\$9,659</b>		<b>\$102,047</b>
							Total		<b>\$125,740</b>
						Project Total		\$	125,740.00
Torrance County		Date:				Total Award		\$	120,060.00
								\$	5,680.00
									(payed by County)

**Torrance County Road Department**

**County Maintained Designated Roadways  
Job Scope Summary  
Fiscal Year 2024-25**

**Project Agreement- SB**

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

**County Road: Ballenger Ranch Road \*from state hwy 217 proceed E. on Ballenger Ranch Rd. for 2 miles to start of project at county line.**

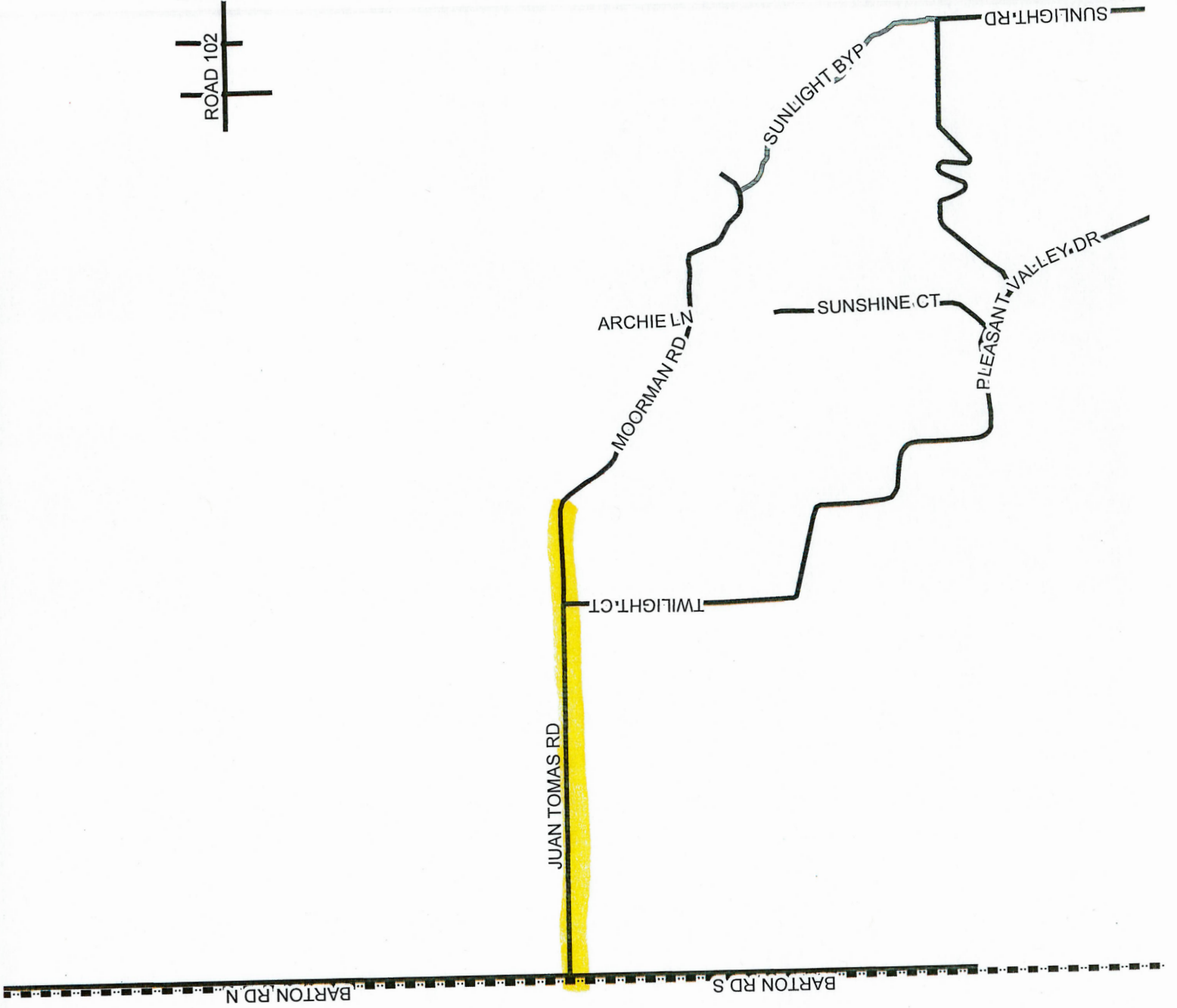
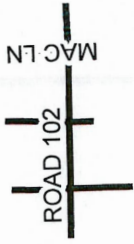
**Go 1 mile to end of project\***

**County Road: Juan Tomas\* from state hwy 217 go E. on Juan Tomas for 1 mile to start of project at county line. Go 1 mile to end of project\***

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<b>Estimated mileage and cost</b>	<b>2 Miles</b>	<b>\$ 125,739.72</b>
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**JESSE LUCERO**  
COUNTY ASSESSOR

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

February 22, 2024

To: Janice Barela, Torrance County Manager

From: Jesse Lucero, Torrance County Assessor

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

Regards,

A handwritten signature in blue ink, appearing to read "Jesse Lucero".

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



January 11, 2024  
Torrance County  
PO Box 48 Estancia, NM 87016  
ATTN: Charmen Padilla, Office Manager, Juan Torres

Via email: [cpadilla@tcnm.us](mailto:cpadilla@tcnm.us) [jtorres@tcnm.us](mailto:jtorres@tcnm.us)  
Re: Project Proposals for FY 2024/2025 Local Government Road Program

Dear Ms. Charmen Padilla,

It is time once again to submit project proposals for the referenced fiscal year.

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- 6.Letter of Intent from governing body of agency head.

All incomplete applications will be returned to the Public Entity for submission the following year. There will be no exceptions to the March 15, 2024, deadline.

The Public Entity shall be solely responsible for prioritizing and ensuring that the proposed projects most effectively serve the needs of the public and design complies with appropriate design standards. Reviews of the projects may be conducted at the discretion of the Department.

Please do not hesitate to contact me at (505)477-1765, if you have any questions.

Sincerely,

*Amanda Niño*

Amanda Niño  
New Mexico Department of Transportation D-5  
Local Government Road Fund Coordinator

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Governor

**Ricky Serna**  
Cabinet Secretary

**Commissioners**

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

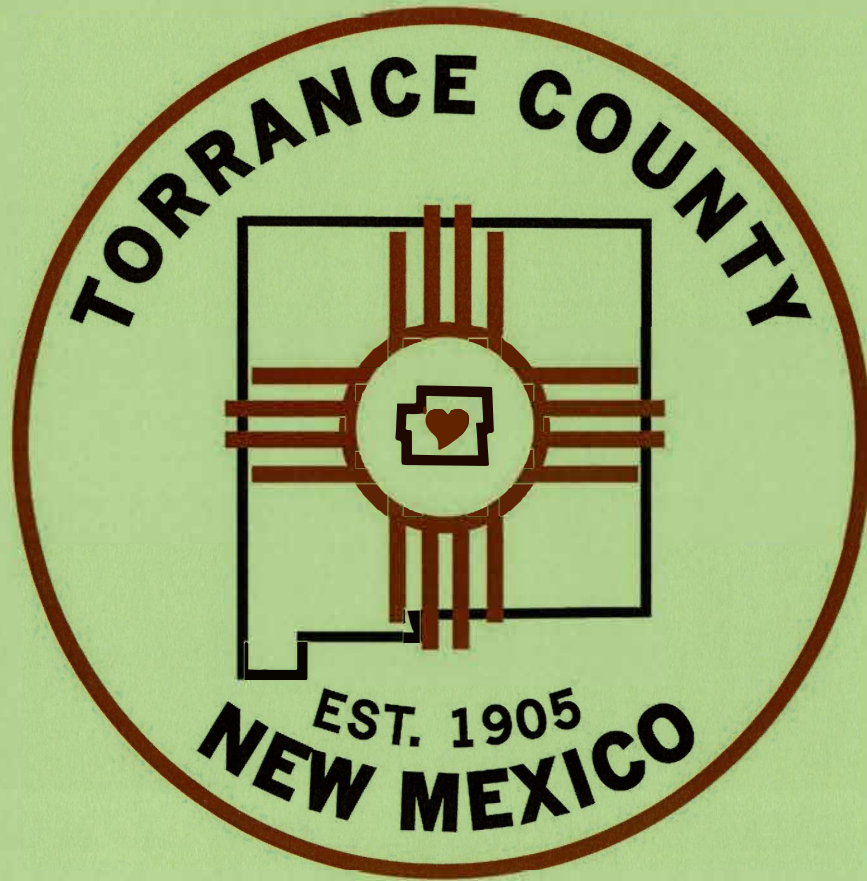
**Bruce Ellis**  
Commissioner  
District 2

**Hilma E. Chynoweth**  
Commissioner  
District 3

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

**Thomas C. Taylor**  
Commissioner  
District 5

**Charles Lundstrom**  
Commissioner, Secretary  
District 6



**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item

No. 12-H

County Commission

**Ryan Schwebach**  
Chair  
District 2

**Kevin McCall**  
Member  
District 1

**Samuel D Schropp**  
Member  
District 3



**Torrance County Road Department**

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

County Manager  
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Deputy County Manager  
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**Leonard Lujan**

Executive Assistant  
**Charmen Padilla**

March 13, 2024

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

Re: Letter of Request/Letter of Intent

Dear Mr. Brasher.

Torrance County (in accordance with prevailing State Statute NMSA, 1978, Section 67-3-28 and Section 67-3-28.2 NMSA as amended, and Commission Policy No. 44-92) would like to participate in the FY 2024/25.

Local Government Road Fund Project/County Arterial Program. This being a Cooperative Agreement, between the New Mexico Department of Transportation and the County of Torrance.

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

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

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

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

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

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

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

Respectfully,

Ryan Schwebach  
County Commission/Chair

**Torrance County Road Department**

**County Maintained Designated Roadways  
Job Scope Summary  
Fiscal Year 2024-25**

**Project Agreement- CAP**

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

County Roads

**LaPara Rd**

\*Start project at Hwy 337 proceed W. 1.7 miles to end of project\*

**Fourth of July Rd**

\*Start project from Hwy 55 proceed W. for 1 mile to end of project\*

**Camino Del Rey Rd**

\*Start project at Hwy 337 proceed W. 1.7 miles to end of project\*

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**Estimated mileage and cost**

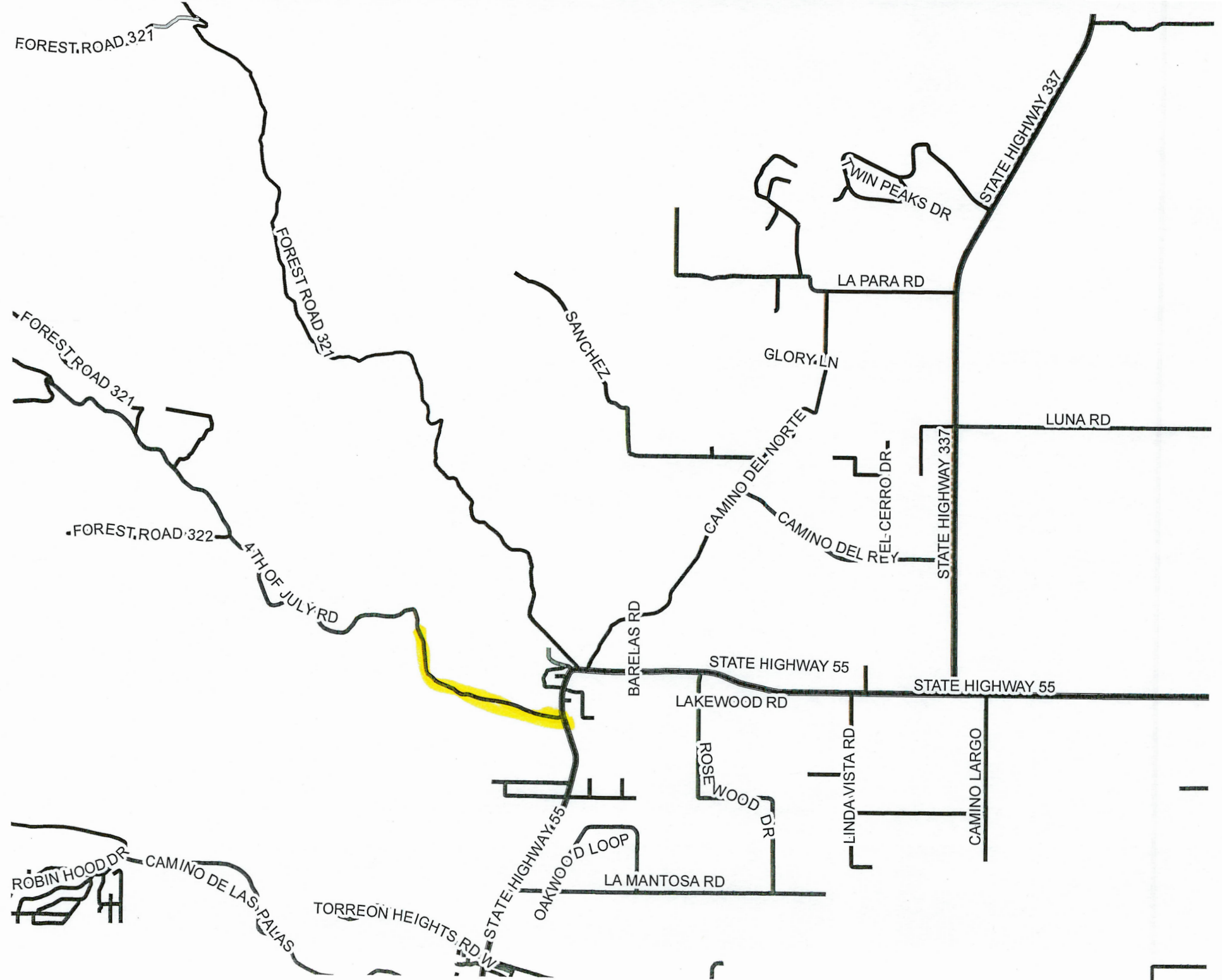
**4.4 Miles**

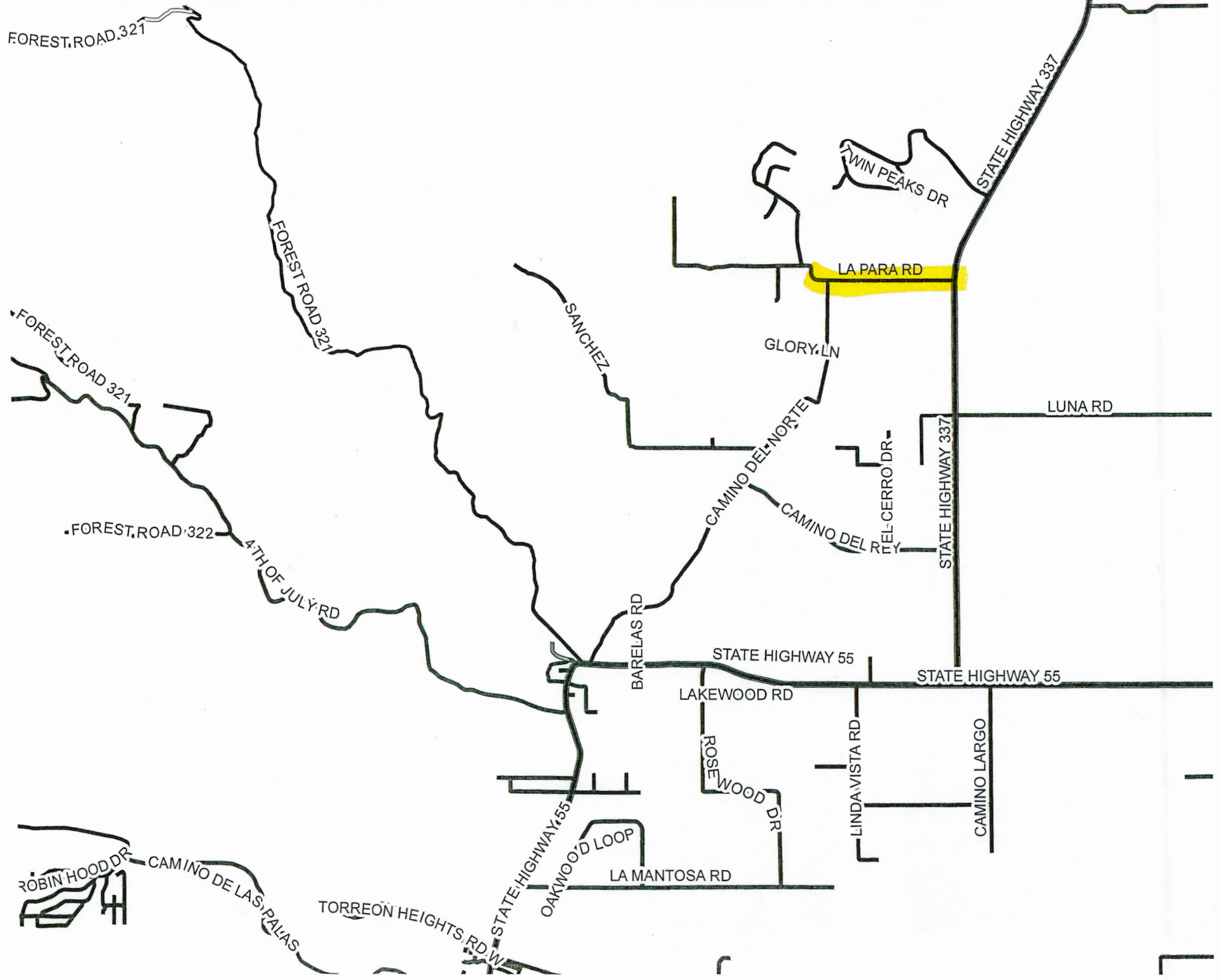
**\$ 248,370.52**



Estimated Costs and Quantities					Equipment	Labor	Materials	
Entity:	Torrance County Road Department	DO:	CN:					
Project No.:	SB 2024-25							
Termini:	County Road: La Para Rd. *start project from hwy 337 proceed W. 1.7 miles to end of project* County road: Fourth of July Rd. * Start project from hwy 55 proceed west for 1 mile to end of project* County Road :Camino Del Rey Rd.* Start project at Hwy 337 proceeding W. 1.7 miles to end of project*							
	Total Miles	4.4 miles						
Scope of Work:	Pavement Rehabilitation/Improvements and Blading & Shaping on various county roads within the control of public entity.							
	Item Description	Unit	Final Quantity	Unit Cost	Final Cost			
	<b>Equipment/Labor</b>							
	Equipment	hours	848	\$36.343160	\$ 30,819.00	\$30,819		
	Labor	hours	1004	\$16.104582	\$ 16,169.00		\$16,169	
	<b>Material</b>							
	HFE 100 oil		88	\$773.42	\$ 68,060.96		\$68,061	
	AEP		88	\$658.42	\$ 57,940.96		\$57,941	
	Fog seal		35	\$518.42	\$ 18,144.70		\$18,145	
	Chips		2162	\$20.00	\$ 43,240.00		\$43,240	
				tax 7.469	\$ 13,995.90		\$13,996	
					\$ -		\$0	
	<b>Total Estimated Cost</b>				<b>\$248,370.52</b>			
						<b>\$30,819</b>	<b>\$16,169</b>	<b>\$201,383</b>
							<b>Total</b>	<b>\$248,371</b>
						<b>Project Total</b>		<b>\$ 248,370.52</b>
Torrance County		Date:				<b>Total Award</b>		<b>\$ 246,689.00</b>
								<b>\$ 1,681.52</b>
								<b>(payed by County)</b>









January 11, 2024  
Torrance County  
PO Box 48 Estancia, NM 87016  
ATTN: Charmen Padilla, Office Manager, Juan Torres

Via email: [cpadilla@tcnm.us](mailto:cpadilla@tcnm.us) [jtorres@tcnm.us](mailto:jtorres@tcnm.us)  
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Please do not hesitate to contact me at (505)477-1765, if you have any questions.

Sincerely,

*Amanda Niño*

Amanda Niño  
New Mexico Department of Transportation D-5  
Local Government Road Fund Coordinator

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Grisham**  
Governor

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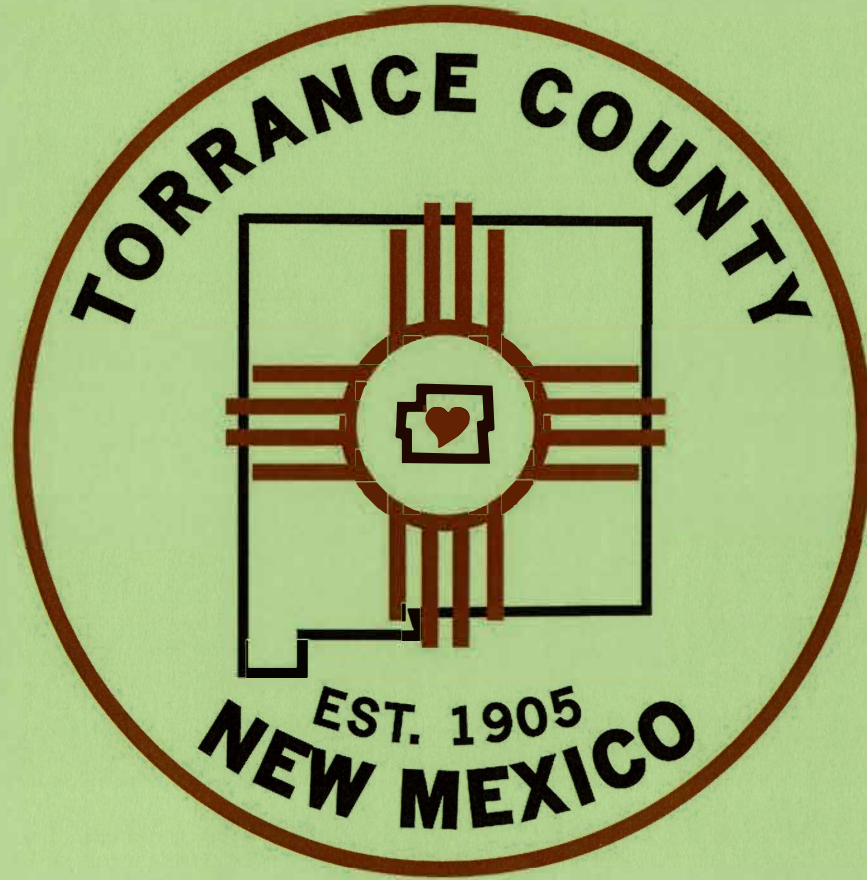
**Charles Lundstrom**  
Commissioner, Secretary  
District 6



**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item

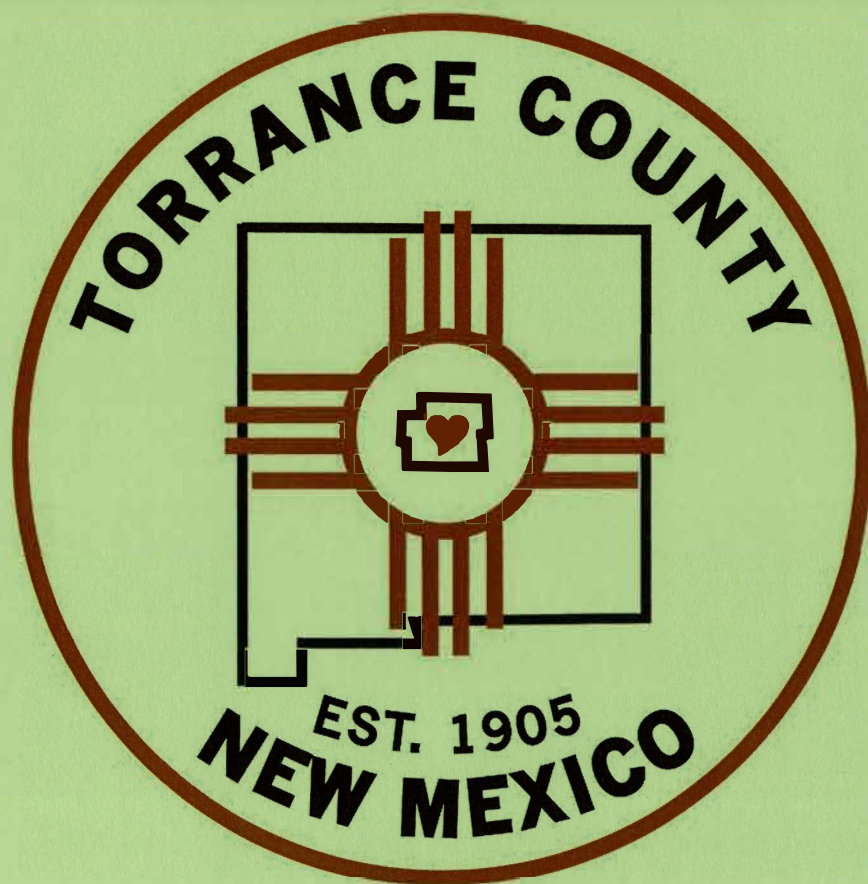
No. 13-A



**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item

No. 13-B

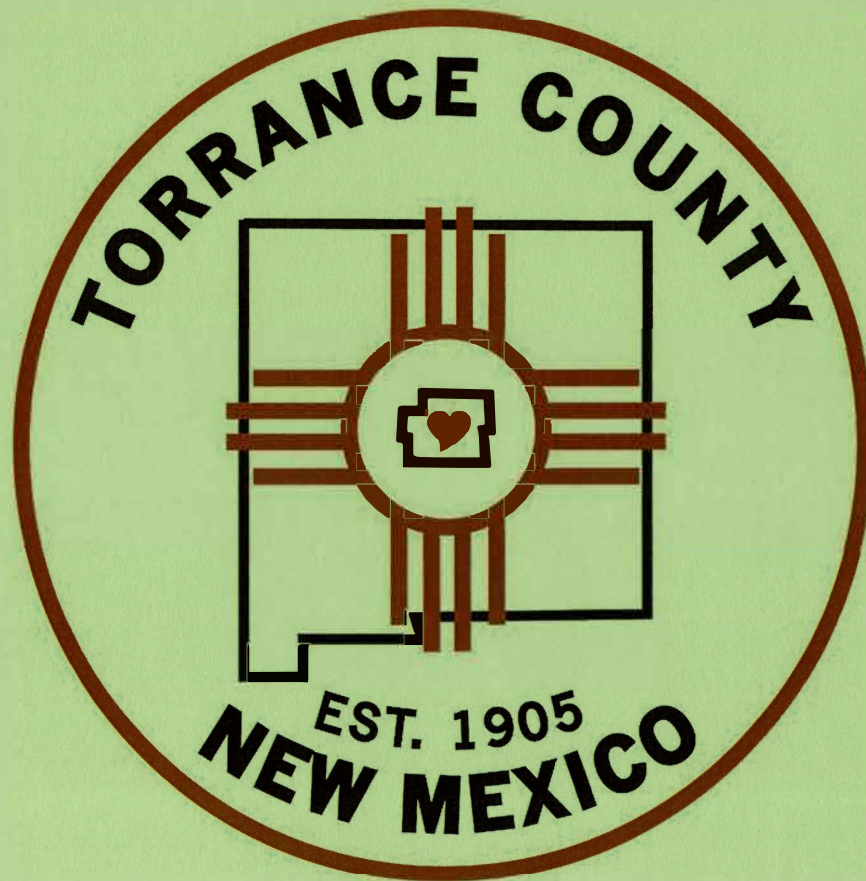


**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item

No. 14





**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item

No. 15



**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item

No. 16



**TORRANCE COUNTY  
REGULAR COMMISSION MEETING**

Agenda Item

No. 17