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**TORRANCE COUNTY
BOARD OF COUNTY COMMISSIONERS
RESOLUTION NO. R 2022- 31**

**RESOLUTION RESTRUCTURING THE TORRANCE COUNTY FAIR BOARD AND
PERMITTING PAID CONTRACTOR FOR ADMINISTRATIVE ASSISTANT
SERVICES TO THE FAIR BOARD**

WHEREAS, the Torrance County Fair Board (“Fair Board”) is an advisory body to the Board of County Commissioners of Torrance County (“BCC”); and

WHEREAS, the Fair Board is charged with the promotion and development of youth, agriculture, home economics, creative art skills and similar activities of interest to Torrance County by holding an annual fair and such other public exhibits as may be determined by the Fair Board or as directed by the BCC; and

NOW, THEREFORE BE IT RESOLVED that the Torrance County Commission hereby establishes the Torrance County Fair Board repealing and replacing any previous resolutions, leases, agreements pertaining to the organization, operation, or responsibilities of the Fair Board.

BE IT FURTHER RESOLVED that the Torrance County Fair Board shall have the following structure, powers, and responsibilities:

Fair Board

The Fair Board shall be comprised of five (5) voting members (hereafter referred to as “Member”) whose term shall be three (3) years. All appointments shall follow the Torrance County Board of County Commissioners Rules of Procedure and require confirmation by the Torrance County Commission. Members shall select the Chair and Vice Chair annually. Each Member of the Fair Board shall continue in their capacity as a Member beyond the expiration of their term until their replacement has been named and confirmed.

1 **Transition**

2 The current Fair Board structure is five (5) voting Members and one Alternate. All voting
3 Member positions are currently filled. The Alternate position is vacant. The Alternate position is
4 hereby eliminated. The current Secretary and Treasurer positions are vacated and eliminated.

5 **Contract for Administrative Assistant Services**

6 The Fair Board is comprised of individuals who volunteer their time. Currently, the
7 demand on the Secretary and Treasurer positions has proven arduous. The BCC authorizes the
8 County to seek a competitive solicitation that is most advantageous for Administrative Assistant
9 Services to serve the Fair Board and their mission. The Fair Board shall work with the County
10 Manager or County Manager's designee on the scope of work and rate of pay, initially not to
11 exceed \$550.00 per month (excluding applicable GRT). Thereafter, the monthly amount shall be
12 determined by the BCC during the annual budget process. The BCC shall approve all contracts
13 for Administrative Assistant Services. The contractor shall report directly to the Fair Board Chair
14 and Vice Chair.

15 **Conduct of Meetings**

16 The Fair Board shall hold regular, open meetings pursuant to the New Mexico Open
17 Meetings Act, and shall abide by the rules and regulations for the conduct of public meetings as
18 promulgated by the BCC.

19 **Leasing Authority and Maintenance of Fair Grounds**

20 Torrance County shall own, operate, and maintain the Torrance County Fairgrounds
21 located within Estancia, New Mexico, including all land, buildings and equipment associated
22 therewith, to be used as a Fairgrounds and for those activities associated with the Fairgrounds,
23 for the collective benefit of all citizens of Torrance County and shall not in any way discriminate

1 in any way in management decisions concerning the Fairgrounds for reason of sex, race, religion,
2 creed, national origin, age, gender or disability. Torrance County shall lease aforementioned
3 facilities with its best efforts to assure the Fairgrounds are being utilized by public and private
4 entities to promote the rural and agricultural nature of the County.

5 The Fair Board, each year, shall have first rights at reserving the Fairgrounds for its
6 events, included but not limited to, the annual Torrance County Fair, Tag-ins, and Old Timer's
7 Day events.

8 **Financial Duties of Fair Board**

9 The Fair Board shall submit its budget request to the Finance Director during the budget
10 process. The Fair Board or any person serving at the discretion of the Fair Board shall promptly
11 remit all funds collected to the County Treasurer and shall account for the same to the Finance
12 Department.

13 The Fair Board shall adhere to all applicable Torrance County policies and procedures.

14 **DONE THIS** 22 **DAY OF** June, 2022.

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17 **APPROVED AS TO FORM ONLY:**

BOARD OF COUNTY COMMISSIONERS

18 Michael J. Davis 22 June 22
19 County Attorney Date

[Signature]
20 Ryan Schwebach, Chair, District 2

[Signature]
21 LeRoy M. Candelaria, Vice Chair, District 3

[Signature]
22 Kevin McCall, Member, District 1

23
24
25 **ATTEST:**

[Signature]
26 Yvonne Otero, County Clerk
27
28
29 Date: June 22, 2022

