



## RESOLUTION 2009-42

### A RESOLUTION ADOPTING AN INFRASTRUCTURE CAPITAL IMPROVEMENTS PLAN (ICIP)

**WHEREAS**, the County of Torrance recognizes that the financing of public capital projects has become a major concern in New Mexico and nationally; and

**WHEREAS**, in times of scarce resources, it is necessary to find new financing mechanisms and maximize the use of existing resources; and

**WHEREAS**, systematic capital improvements planning is an effective tool for communities to define their development needs, establish priorities and pursue concrete actions and strategies to achieve necessary project development; and

**WHEREAS**, this process contributes to local and regional efforts in project identification and selection in short and long range capital planning efforts.


**NOW THEREFORE IT BE RESOLVED** by the governing body of Torrance County adopting the attached Infrastructure Capital Improvements Plan, and it is intended that the Plan be a working document and is the first of many steps toward improving rational, long-range capital planning and budgeting for New Mexico's infrastructure.

~~PASSED, APPROVED AND ADOPTED~~ by the Governing Body at it's meeting of September 23, 2009.

Attest:

County Clerk

TORRANCE COUNTY COMMISSION

  
Jim Frost, District 1

  
Paul M. (Tito) Chavez, District 2

  
Venessa Chavez-Gutierrez, District 3



TORRANCE COUNTY  
BOARD OF COUNTY COMMISSIONERS  
RESOLUTION NO. 2009-43

RESOLUTION DESIGNATING THE POLLING PLACE OF EACH  
PRECINCT IN TORRANCE COUNTY, NEW MEXICO

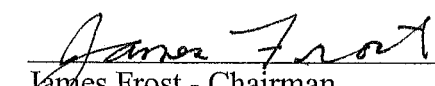
WHEREAS, Section 1-3-2 NMSA 1978 requires that the Board of County Commissioners designate the polling place of each precinct in Torrance County no later than the first Monday in November of each odd numbered year; and

WHEREAS, the attached Exhibit "A" designates the precincts and polling place of each precinct in Torrance County. Each polling place shall be accessible to individuals with physical mobility limitations pursuant to statute.

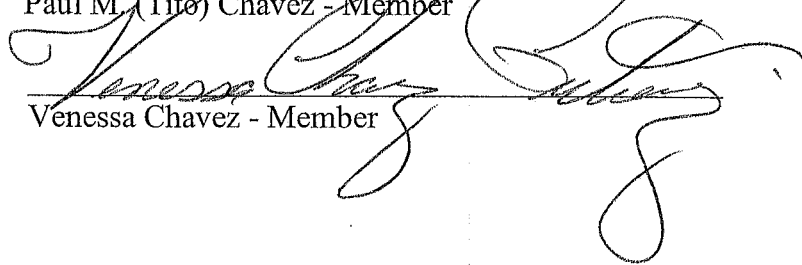
NOW, THEREFORE BE IT HEREBY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF TORRANCE COUNTY that the polling place for each precinct in Torrance County is hereby designated on the attached Exhibit "A"

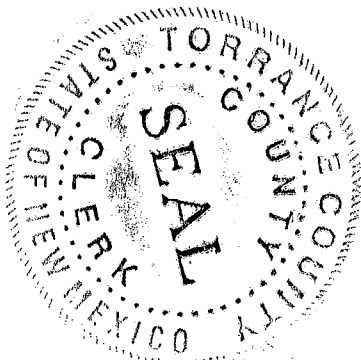
APPROVED, ADOPTED AND PASSED THIS 28TH DAY OF OCTOBER 2009.

BOARD OF COMMISSIONERS:

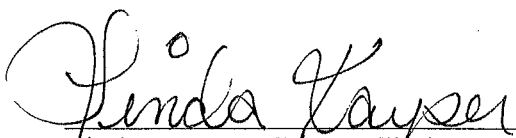
  
James Frost - Chairman

  
Paul M. (Tito) Chavez - Member

  
Venessa Chavez - Member

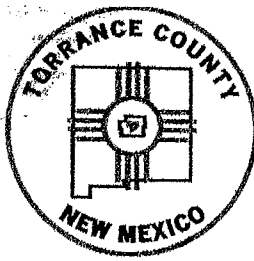


ATTEST:

  
Linda Kayser - County Clerk

## EXHIBIT A

PRECINCT 1	ESTANCIA HIGH SCHOOL CAFETERIA - 301 9 <sup>th</sup> Street
PRECINCT 2	ESTANCIA SENIOR CENTER -- 305 Highland
PRECINCT 3	TORREON COMMUNITY CENTER - 18 Torreon Heights Rd.
PRECINCT 4	MANZANO CENTER -- 04 Community Center Rd.
PRECINCT 5	MOUNTAINVIEW ELEMENTARY SCHOOL -- 2422 US Route 66
PRECINCT 6	MORIARTY CATHOLIC CENTER -- 205 Girard Ave.
PRECINCT 7	MCINTOSH COMMUNITY CENTER -- 08 Clements Rd.
PRECINCT 8	WILLARD CITY HALL -- 758 N. Dunlavy
PRECINCT 9	MOUNTAINAIR CATHOLIC CENTER -- 301 S. Roosevelt
PRECINCT 10	MOUNTAINAIR HIGH SCHOOL GYM -- 901 W. 3 <sup>rd</sup> St.
PRECINCT 11	ENCINO CENTER -- 527 A North Main St.
PRECINCT 12	DURAN FIRE STATION -- 19 Vidal St.
PRECINCT 13	MORIARTY ADMINISTRATIVE OFFICES - 201 Broadway St.
PRECINCT 14	MCINTOSH SENIOR CENTER -- 14 E. Willow Lake Rd.
PRECINCT 15	MORIARTY CIVIC CENTER -- 202 Broadway Ave.
PRECINCT 16	TAJIQUE COMMUNITY CENTER -- 8636 Hwy 55



**RESOLUTION NO. 2009-44**

**A RESOLUTION ADOPTING THE TORRANCE COUNTY  
ANIMAL SHELTER BY-LAWS**

**WHEREAS**, the Torrance County Animal Shelter is a County owned and operated facility; and,

**WHEREAS**, the County Commission has determined a need for an oversight advisory board of the Shelter to promote insight and maximize effectiveness and productivity; and,

**WHEREAS**, to operate effectively, this advisory board must have a set of by-laws to operate by; and,

**WHEREAS**, this Board has developed a set of by-laws;

**NOW THEREFORE BE IT RESOLVED BY THE TORRANCE COUNTY COMMISSION**, the adoption of the Torrance County Animal Shelter Board By-Laws as presented and attached;

**PASSED, APPROVED AND ADOPTED** this 28<sup>th</sup> day of October, 2009.

**TORRANCE COUNTY BOARD OF COMMISSIONERS**

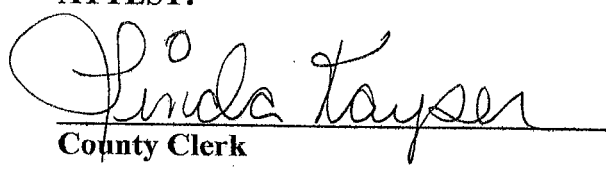


  
\_\_\_\_\_  
**Jim Frost, Chairman**

  
\_\_\_\_\_  
**Paul M. "Tito" Chavez, Member**

  
\_\_\_\_\_  
**Venessa Chavez-Gutierrez, Member**

**ATTEST:**

  
\_\_\_\_\_  
**County Clerk**

# **Torrance County Animal Shelter Board By-Laws**

## **ARTICLE I. NAME AND AUTHORIZATION**

### **A. NAME**

This organization shall be the Torrance County Animal Shelter Advisory Board, hereafter referred to as the Board.

### **B. AUTHORIZATION**

The Board exists by the authority of the Torrance County Commission (hereafter referred to as the County Commission) and may be modified or abolished by action of the Torrance County Board of County Commissioners.

## **ARTICLE II. PURPOSE AND FUNCTION**

### **A. PURPOSE**

The Board is a citizen's advisory board to the County Commission, appointed by the Commission, in support of the Torrance County Animal Shelter. (hereafter referred to as Animal Shelter).

### **B. FUNCTION**

For this purpose the Board shall:

1. Assist in the development of the Animal Shelter's mission and policies;
2. Review and recommend long range planning and budgeting for the Animal Shelter;
3. Provide research, guidance, advice, sponsor reports and contribute information relevant to the Animal Shelter program development, policies and procedures;
4. Serve as liaisons to the community, increasing support and awareness of the Animal Shelter and assisting in the resolution of citizen concerns, issues, and grievances.

## **ARTICLE III. MEMBERSHIP**

### **A. MEMBERS:**

The Board shall be comprised of five (5) members appointed by the County Commission. Members will be selected without regard to race, creed, national origin, age, sex or the presence of a disability.

### **B. ELIGIBILITY**

1. Members of the Board shall be County residents. However, Members who are not County residents may be appointed to provide appropriate expertise or when deemed in the best interest of the Board.

### **C. APPOINTMENTS**

1. Term of office shall be three years. For establishment purposes and initial appointments only, two of the five members will be appointed to three year terms, two members to two year terms, and one member to a one year term. Thereafter, all appointments will be for three-year terms. Members shall not serve more than two full consecutive terms.
2. Appointments to the Board shall be made by the County Commission, who will receive nominations from the members of the Board, citizens, organizations, and County staff.
3. Upon notification from the Board Chair of a vacancy on the Board, it is the responsibility of the County Commission to insure an appointment is made within forty-five (45) days of this notification. If an appointment is not made within forty-five (45) days by the County Commission, the Board shall have the authority to request an appointment be put on the agenda for the next available Commission meeting.

### **D. VACANCIES/REMOVAL**

1. A member's position shall become vacant when the Board Chair determines that:
  - a. A member is absent from thirty-three (33%) percent of the regularly scheduled meetings in a given calendar year, regardless if such absence is excused or unexcused. All absences will be duly recorded in the meeting minutes. Absences from emergency or special called meetings will not be recorded against a member in calculating the percent of absences. (Special exceptions on the removal of members for absences may be made by the Board Chair when the absences are due to health or time limited extenuating circumstances and the absences do not affect the ability of the Board to maintain a quorum), or
  - b. A member's term expires, or
  - c. A member resigns.
2. The Board Chair shall immediately, upon receipt of a resignation or determination of a vacancy, notify the County Commission. It is the responsibility of the County Commission to insure an appointment is made within forty-five (45) days of notification of a vacancy. If an appointment is not made within forty-five (45) days by the County Commission, the Board shall have the authority to request an appointment be put on the agenda for the next available Commission meeting.
3. Should a resignation be submitted to Animal Shelter Services staff, they will immediately notify the Chair.
4. When it is brought to the County Commission's attention that an officer has been absent or has not performed the duties of that office for two (2) consecutive meetings or has been absent from thirty-three (33%) percent of the regularly scheduled meetings in a given calendar year, that officer shall be removed from his office and from the Board by the County Commission.

## **ARTICLE IV. ORGANIZATION**

### **A. OFFICERS**

1. The Board shall elect a Chair, Vice-Chair, and at the discretion of the Board, a Secretary.
2. Officers shall be elected for a term of one (1) year at the first meeting of the year. Vacancies shall be filled by a majority vote of the Board at which a quorum is present.
3. The Chair, or in his absence, the Vice Chair, shall preside at all meetings of the Board.

### **B. DUTIES**

1. Chair
  - a. The Chair shall preside at all meetings of the Board, call special meetings, draft and send correspondence and otherwise perform all duties incident to the office of the Chair and all other duties which may be prescribed by the Board.
  - b. It is the Chair's responsibility to ensure compliance with the by-laws. The Chair will notify members of removal from Board for non-compliance with by-laws' requirements. Specific questions on procedure, conflict of interest, duties, or any other issue shall be addressed in writing to the County Manager, who may provide an answer, or at her discretion refer the matter to the County Attorney for further consideration.
  - c. The Chair shall immediately, upon receipt of a resignation or when advised of a vacancy, notify the County Commission.
  - d. The Chair may approve special exceptions on the removal of members for absences at regularly scheduled meetings when the absences are due to health or time limited extenuation circumstances and the absences do not affect the ability of the Board to maintain a quorum.
  - e. The Chair may attend County Commission meetings as deemed appropriate by the Board.

### **2. Vice-Chair**

The Vice-Chair shall perform the duties in the absence of the Chair and will also perform such duties as shall be assigned by the Chair.

### **C. QUORUM**

A majority of the Board shall constitute a quorum to hold a meeting or take any action, including election of officers. The officers of the Board shall be elected by a majority of the Board members present, provided a quorum is present at such meeting.

#### **D. VOTING RIGHTS**

1. Each member shall be entitled to one (1) vote and shall cast that vote on each item submitted. Proxy votes and absentee ballots shall not be permitted. Members shall only abstain from a vote when there is a valid conflict of interest addressed to the Board.
2. Board members shall avoid conflicts of interest while serving on the Board and are governed by the applicable provisions of New Mexico State Statutes and the Torrance County Ordinances.
  - a. Conflicts of interest occur when a member makes a decision which may affect their personal financial interests. Therefore, members are prohibited from participating in the decision making on issues which inures to his or her special private gain or loss, or which would inure the special gain or loss of any principal by whom he or she is retained.
  - b. Board members are required to publicly disclose their conflicting financial interests, since the disclosure process reminds all members of their obligation to put the public interest above personal considerations. If a conflict is unknown or not disclosed prior to the meeting, the Board member must disclose the conflict at the meeting when the conflict becomes known.
  - c. Board members under a contractual agreement with the Animal Shelter must abstain from participating in the decision making process when the issue under consideration renders a benefit to the contractor.

#### **ARTICLE V. BOARD OPERATIONS**

- A. The Board shall have no authority other than as stipulated by the By-laws and approved by the County Commission.
- B. The Board will meet routinely based upon an adopted meeting schedule, at least quarterly, which will be provided to the Torrance County Manager's Office and the Torrance County Board of Commissioners. The meeting date may be changed by the Chair with notification, at least 20 days in advance, by mail to Board members. Special meetings may be called by the Chair or a majority of the Board members.
- C. All meetings will be open to the public. The Board members shall be notified by mail two weeks in advance of a regular meeting.
- D. Special meetings of the Board may be called by the Chair, the County Commission, or at the request of a majority of Board members. The time and place of any special meeting shall be designated by the Chair or the Board members calling the meeting. The purpose of the meeting will be stated to the Board members, and except in cases of emergency, at least three (3) days notice shall be given each member of a special meeting. Special meetings may be held by the utilization of telephone conference or other similar telecommunication device. The procedures applicable to regular meetings shall govern



the conduct of special meetings. Whenever possible, the meetings will be held at the Torrance County Office Building in Estancia, New Mexico.

- E. The Secretary of the Board shall prepare the official minutes of any meeting of the Board within thirty (30) days after the meeting. A copy of the minutes shall be electronically mailed promptly to each member of the Board and shall be available to any person upon request. A master file of all such minutes shall be kept by Torrance County. Copies of the minutes shall be distributed to the County Manager's Office and all of the County Commissioners within thirty (30) days of all Board meetings.
- F. The Board may establish committees, as needed, composed of Board members and non-Board members, for the purpose of supporting the Board.
  - 1. Ad-hoc committees may be established for a specific short-term goal and then cease to exist.
  - 2. Committees will submit a written report to the Board Chair at the end of the assigned project.
  - 3. The Board Chair shall appoint each committee's chair.

#### **ARTICLE VI. LIAISON**

- A. The Torrance County Manager's Office shall act as the liaison between the Animal Shelter Board and the County Commission. The Torrance County Managers Office shall assist in the following manner:
  - 1. Assist in distributing information to the County Commission.
  - 2. Assist in notifying the County Commission of any vacancies on the Animal Shelter Board.
  - 3. Assist in posting to the Agenda, any required information or requests for the County Commission.
- B. A formal, standard orientation program will be provided by staff to all new members, the program will address, but not be limited to, the By-laws, conflict of interest, the New Mexico Open Meetings Act, ethics violations, and stress the legal obligations and responsibilities. Staff will ensure responses are provided to any concerns the new members may have regarding the duties and responsibilities of the Board and the members.

#### **ARTICLE VII. SUNSET PROVISION**

The County Commission will review the activities and accomplishments of the Animal Shelter Board annual based on a formal review by the County Commission to determine if the Board has completed its original objectives and to determine if the Board should continue its activities.

## ARTICLE VIII. BYLAWS AND EFFECTIVE DATE

- A. Any changes to the By-laws will be reviewed and approved by the County Commission and filed with the County Clerk's Office.
  - 1. These By-laws shall become effective upon adoption by the County Commission and the Board.
  - 2. These By-laws may be amended at any regular meeting by a majority vote of the membership provided that the amendment(s) has (have) been submitted in writing at the previous regular meeting and provided that they are subsequently approved by the County Commission.
- B. These By-laws have been adopted by the County Commission Resolution \_\_\_\_\_, Appointment of Citizens and Commissioners to Board and Committee and are effective upon adoption by Board.

Established May \_\_, 2009

Approved by County Commission on May \_\_, 2009



***TORRANCE COUNTY***  
**RESOLUTION # 2009-45**

**WHEREAS**, the Torrance County Commission in regular session on Wednesday, December 9, 2009 did propose to authorize a budget increase in the FY 2009-10 Budget, and

**WHEREAS**, budget increases require authorization from the Department of Finance and Administration, and

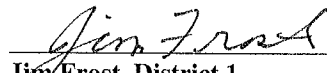
**WHEREAS**, we request authorization for the following budget increase:


(See Attachment A)

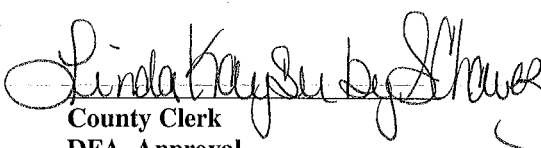
**NOW THEREFORE**, it is respectfully requested, that the attached budget increase in the 2009-10 FY budget is approved by the Department of Finance and Administration.

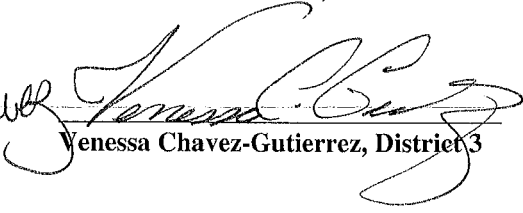
**DONE** at Estancia, New Mexico, Torrance County this 9<sup>th</sup> day of December 2009.

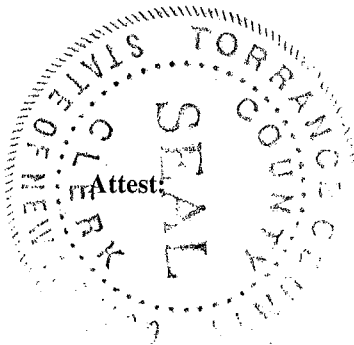
**TORRANCE COUNTY COMMISSION**

  
\_\_\_\_\_  
Jim Frost, District 1

  
\_\_\_\_\_  
Paul M. "Tito" Chavez, District 2

  
\_\_\_\_\_  
County Clerk  
DFA Approval

  
\_\_\_\_\_  
Venessa Chavez-Gutierrez, District 3



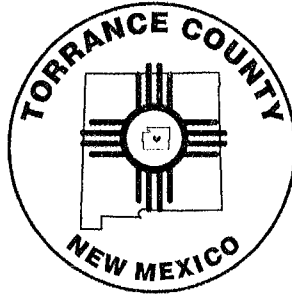
# Torrance County

2009-45

## Schedule A

Revenue			Description	Amount
803	--	1208	Health Clinic 08LG4534	\$ 516.00
817	--	1770	Drug Free Communities FY10	\$ 99,283.00
				<b>\$ 99,799.00</b>

Expenditures				Description	Amount
803	59	2	644	Health Clinic 08LG4534	\$ 516.00
817	6	2	204	Rent	\$ 15,900.00
817	6	2	205	Mileage/Per Diem	\$ 3,261.00
817	6	2	207	Telephone	\$ 3,200.00
817	6	2	208	Electricity	\$ 1,100.00
817	6	2	209	Heating/Gas	\$ 1,100.00
817	6	2	210	Water/Sewer/Trash	\$ 1,000.00
817	6	2	219	Office Supplies	\$ 4,117.00
817	6	2	221	Printing/Publishing	\$ 1,602.00
817	6	2	272	Professional Services	\$ 64,199.00
817	6	2	309	Admin/Accounting	\$ 3,804.00
					<b>\$ 99,799.00</b>



## ***TORRANCE COUNTY***

### **RESOLUTION # 2009-46**

**WHEREAS**, County Departments are requesting line item transfers within their budgeted funds in the FY 2009-10 Budget, and

**WHEREAS**, line item transfers within the same fund require authorization from the Torrance County Commission, and

**WHEREAS**, the attached line item transfers within the same fund are hereby authorized:

(See Schedule A)

**NOW THEREFORE BE IT RESOLVED** by the Torrance County Commission.

**DONE** at Estancia, New Mexico, Torrance County this 9<sup>th</sup> of December 2009.

### **TORRANCE COUNTY COMMISSION**



*Jim Frost*  
**Jim Frost, District 1**

*Tito Chavez*  
**Paul M. "Tito" Chavez, District 2**

*Linda Kayser by Chavez*  
**County Clerk**

*Venessa Chavez-Gutierrez*  
**Venessa Chavez-Gutierrez, District 3**

**Torrance County**  
**Resolution # 2009-46**  
**Schedule A**

From	To	Amount
401 5 2 618	401 20 2 103	\$ 3,000.00
401 5 2 617	401 65 2 617	\$ 8,374.00
415 83 2 202	415 83 2 272	\$ 1,000.00
612 10 2 203	612 10 2 218	\$ 2,000.00
401 20 2 205	401 20 2 221	\$ 400.00
624 27 2 201	624 27 2 618	\$ 6,730.00
624 27 2 202	624 27 2 618	\$ 2,400.00
624 27 2 202	624 27 2 272	\$ 9,600.00
804 10 2 272	804 10 2 617	\$ 2,000.00
612 10 2 203	612 10 2 218	\$ 1,000.00
401 16 2 215	401 15 2 215	\$ 1,000.00
401 24 2 215	401 15 2 215	\$ 2,000.00
		<hr/> <hr/> \$ 39,504.00