

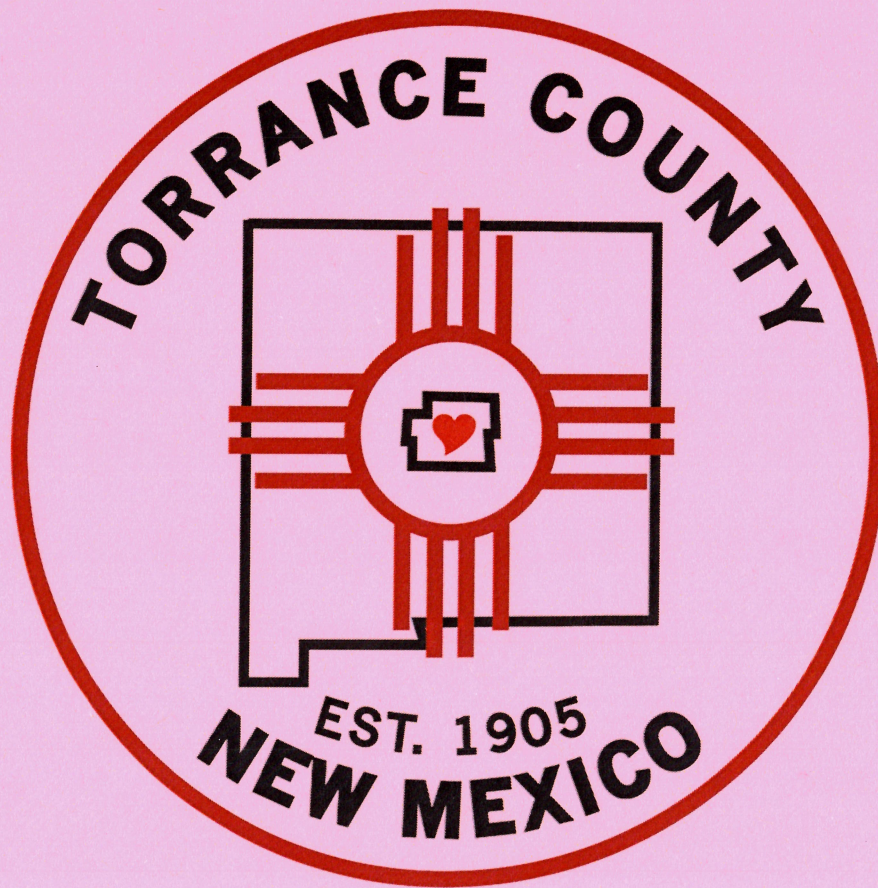


TORRANCE COUNTY
COMMISSION MEETING

October 8, 2025

9:00 A.M.

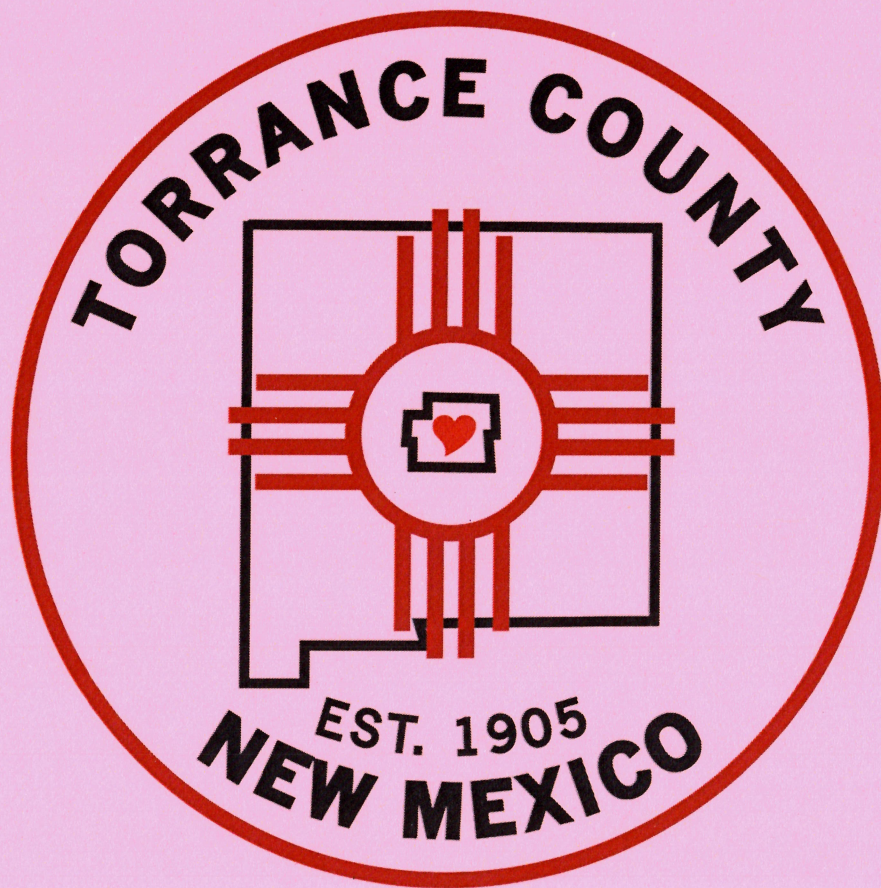
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TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

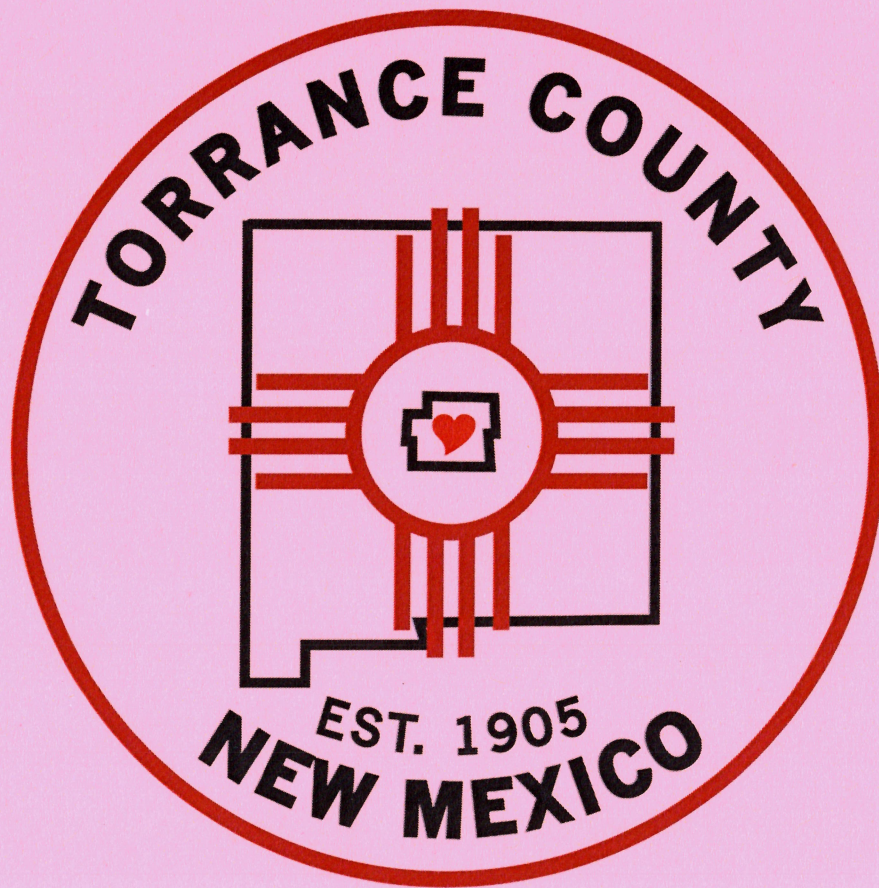
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TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

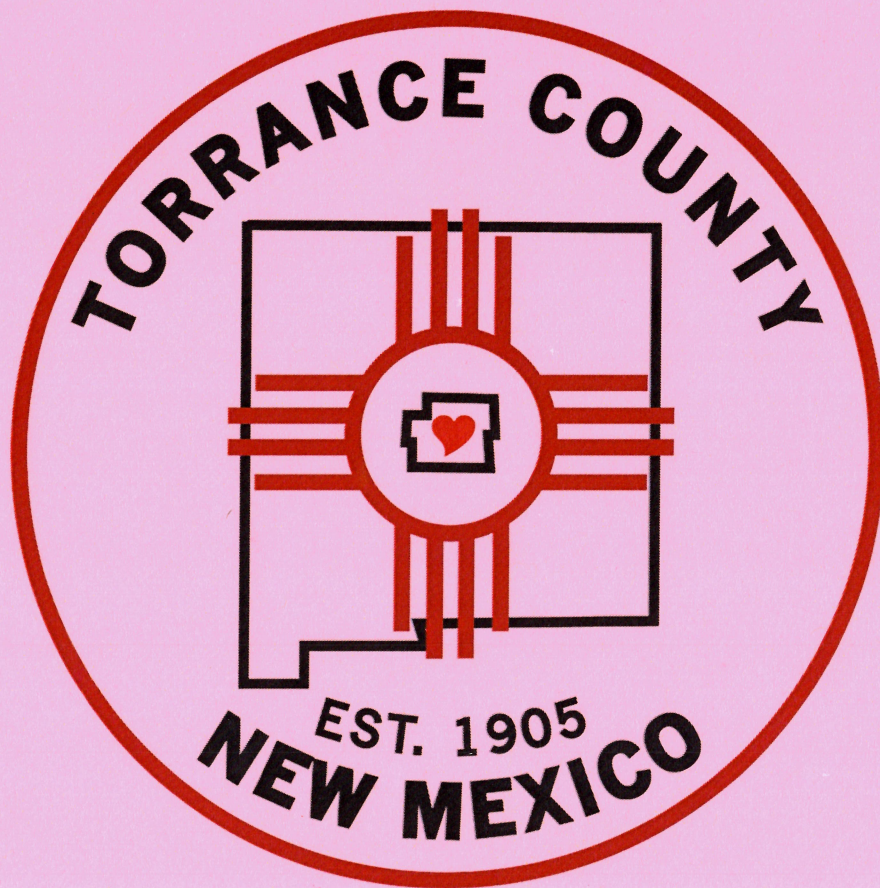
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TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

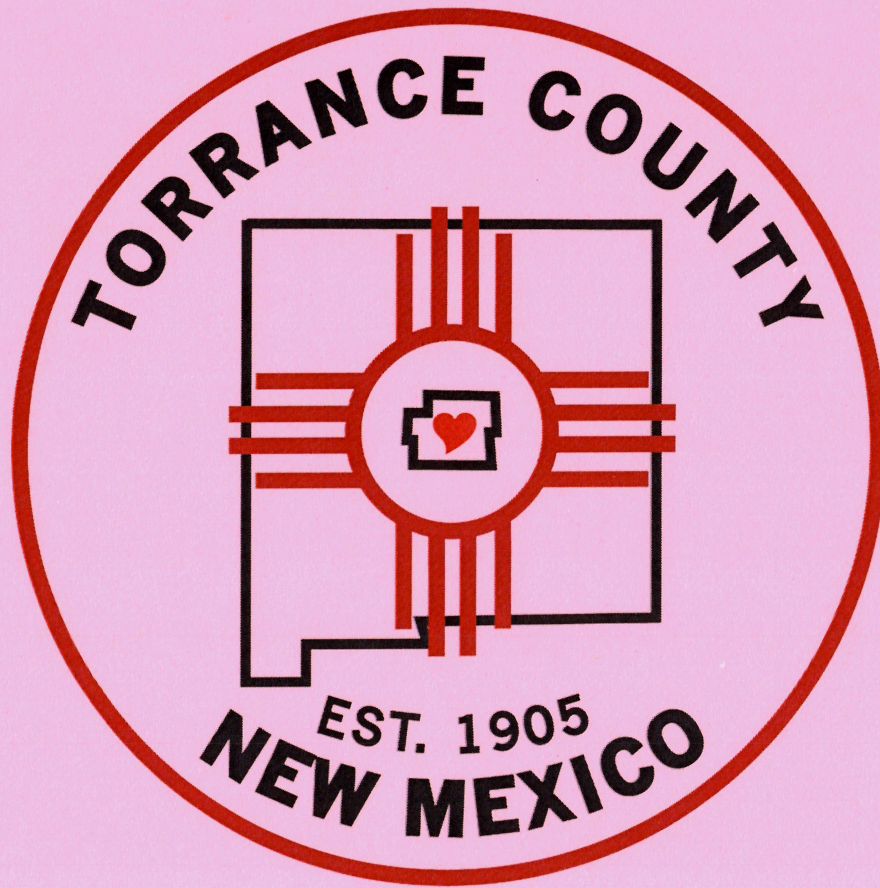
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TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

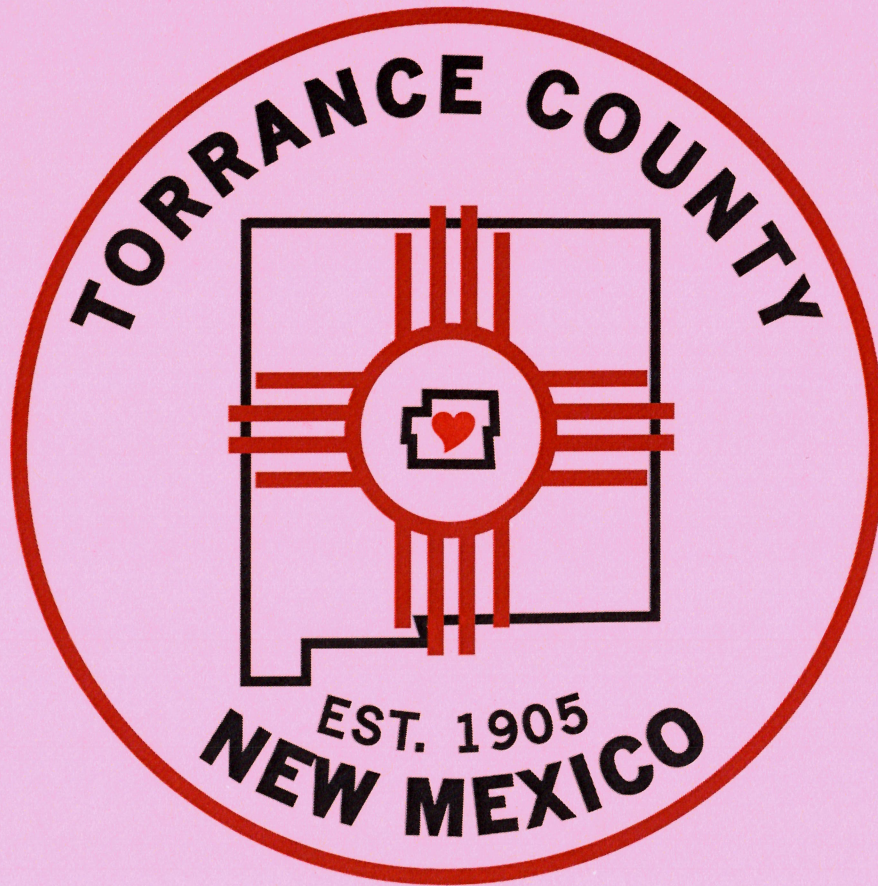
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TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

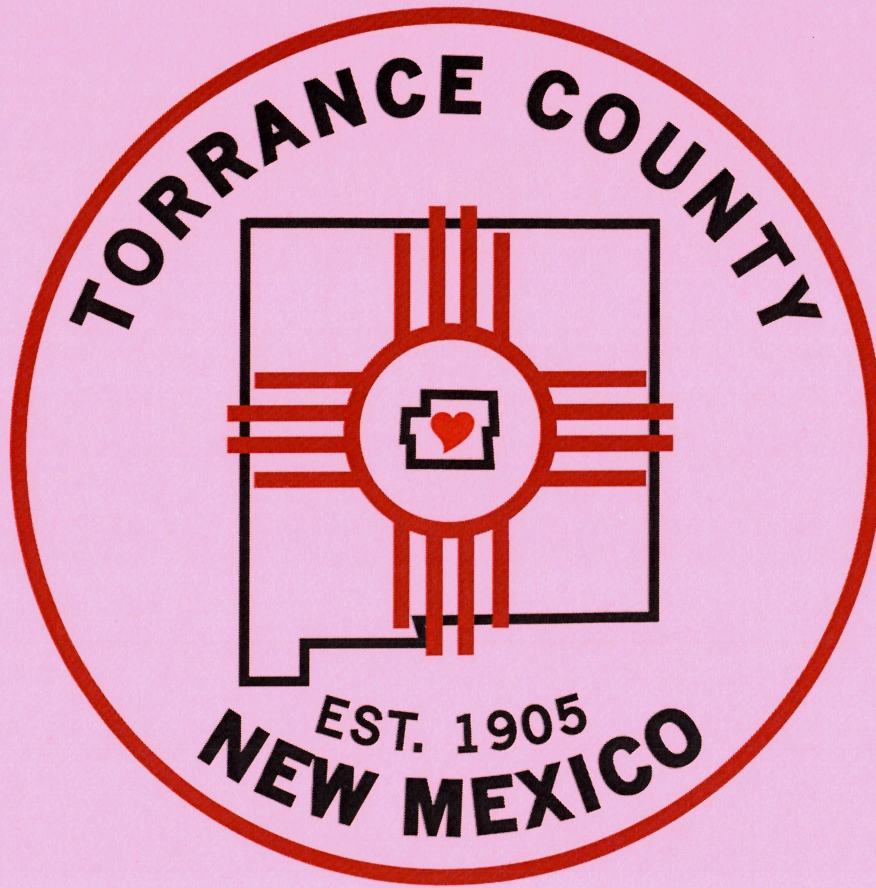
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TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

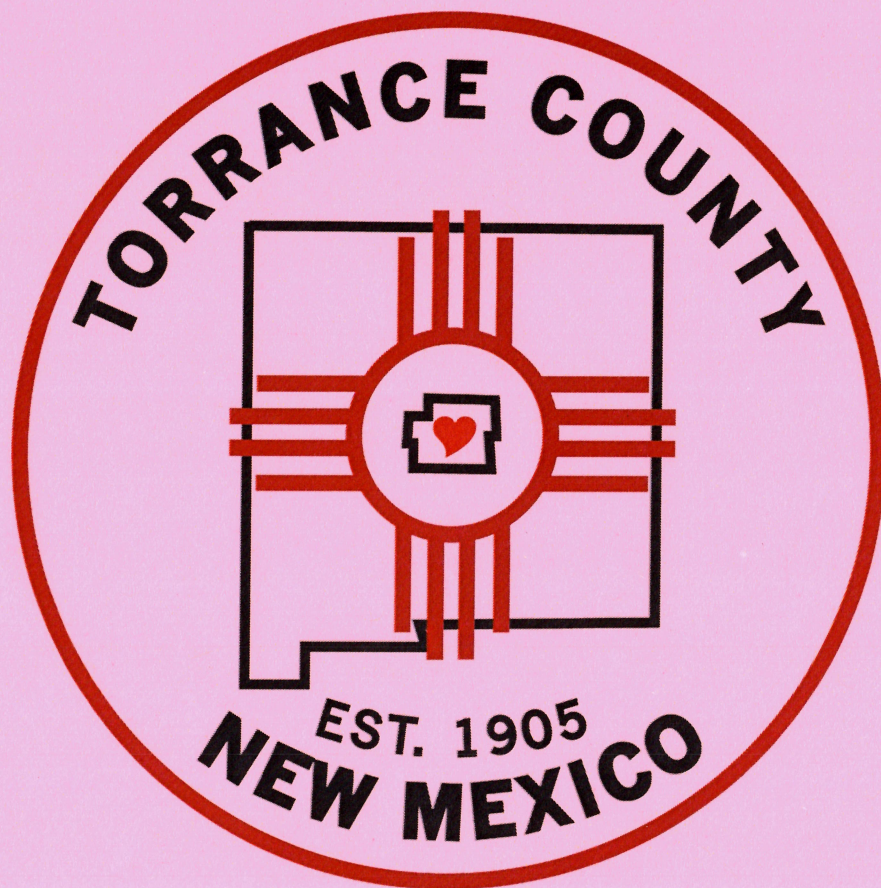
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TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

No. 7



TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

No. 8 A

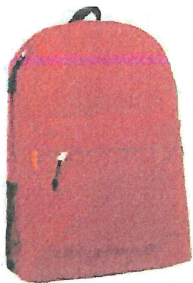


EMERGENCY PREPAREDNESS & EVACUATION WORKSHOP

October 9, 2025 - 2:00pm to 5:00pm

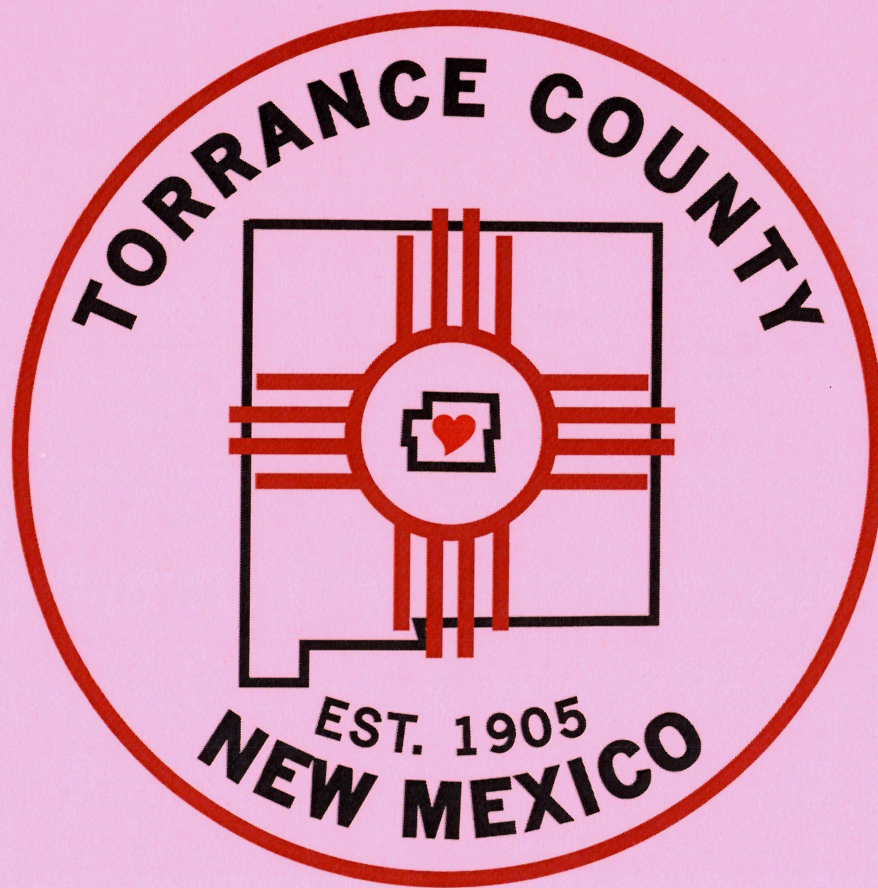
Torrance County Administration Building
205 S Ninth Street
Estancia, NM 87016

To register or for questions, contact
Torrance County Emergency Management at
505-297-9981 or sodell@tcnm.us



FREE starter "Go Bag" to attendees that complete
workshop (one per household)





TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

No. 9 A

DRAFT COPY
Torrance County Board of Commissioners
Regular Commission Meeting
September 24, 2025
9:00 AM

Commissioners Present:

RYAN SCHWEBACH-COUNTY CHAIRMAN~ ABSENT
KEVIN MCCALL –COUNTY VICE-CHAIR
LINDA JARAMILLO – COUNTY COMMISSIONER

Others Present:

J. JORDAN BARELA – COUNTY MANAGER
MISTY WITT – DEPUTY COUNTY MANAGER
MICHAEL GARCIA – COUNTY ATTORNEY
SYLVIA CHAVEZ – COUNTY CLERK
MACKENZIE CARLSON – ADMINISTRATIVE ASSISTANT I
PLANNING & ZONNING CODE ENFORCEMENT OFFICER

1. Call to order.

Kevin McCall- County Vice-Chair: Calls the September 24, 2025 Regular Commission Meeting to order at 9:02AM.

2. PLEDGE OF ALLEGIANCE AND INNVOICATION

Pledge led by: Kevin McCall- County Vice-Chair:

Invocation lead by: Linda Jaramillo – County Commissioner

3. Changes to the Agenda:

J. Jordan Barela- County Manager: Mr. Chair. So, due to the time sensitivity of this meeting, there are some discussion items that aren't necessarily pertinent to go over today. So, we would make a recommendation to defer items 15-C, 15-D and 16-A.

Kevin McCall- County Vice-Chair: Do you want to keep your Manager's report?

J. Jordan Barela- County Manager: We can keep it on. Mr. Chair, I'll keep it brief.

Action Taken:

Kevin McCall- County Vice-Chair: Motion to approve changes.

Linda Jaramillo – County Commissioner: Seconds the motion.

Roll Call Vote: Linda Jaramillo – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Absent: Kevin McCall – County Vice Chairman: - Abstained: **MOTION CARRIED**

4. **PROCLAMATION: None**

5. **CERTIFICATES AND AWARDS: None**

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

7. **PUBLIC COMMENT and COMMUNICATIONS:**
(Comments limited to two minutes.)

No public comment in person

Zoom

Ian Philabaum- Innovation Law lab: Morning, Commissioners, Community members. My name is Ian Philabaum on with Innovation Law Lab. This is a recording of someone detained at the Torrance County Detention Facility. After I play the recording, my colleague will translate it.

Audio Played

PJ Podesta- Innovation Law Lab: Good morning, Commissioners and Community members. I'm PJ Podesta with Innovation Law Lab. This is a translation of the recording just played from someone detained by ICE at CoreCivic and TCDF. The day I was arrested was June 11. I tried to take out my

phone to tell my wife that ICE had detained me. The ICE agent snatched it from me and tried to hit me, slapping me, and sat me down, saying that even if I told my family he was going to deport me here in CoreCivic. In the facility where we are in unit 1B the showers are not disinfected, and the bathrooms are not disinfected. Sometimes they don't bring water, or it comes awful with a bad smell, the delay bringing us water. The food is not of good quality. There are companions here who have sometimes gotten razors and garbage in their food. When clothes are sent to be washed, they come back all damp, all with mold. 70% of the guards are racist. They turn off our microwaves. The cells don't work properly. The electric doors don't open automatically. Sometimes we spend up to an hour or two inside the cells during count. The medication at the pharmacy is just pure ibuprofen and Tylenol. They don't have any other medication. That's all they give when it comes to scheduling an appointment, they take a long time to respond. It's like that with ICE. They never answer, they never show up at our cells. They only show up when they want you to sign your voluntary departure or self-deportation forms. You can say other than that, they don't appear. The counselors don't help us. Sometimes we ask them to make copies for our legal process to remain in this Country, and all they say is, I don't have time. Thank you.

8. DEPARTMENT UPDATES AND COMMUNICATIONS: None

9. APPROVAL OF MINUTES

A. COMMISSION: Request Approval of September 10, 2025, Regular Meeting Minutes of the Board of County Commissioners.

Action Taken:

Linda Jaramillo – County Commissioner: Motion to approve minutes.

Kevin McCall- County Vice-Chair: Seconds the motion.

Roll Call Vote: Linda Jaramillo – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Absent: Kevin McCall – County Vice Chairman: - Abstained: **MOTION CARRIED**

10. CONSENT AGENDA

A. FINANCE: Request Approval of Payables with a date range of September 4, 2025, through September 17, 2025.

Action Taken:

Kevin McCall- County Vice-Chair: Motion to approve payables.

Linda Jaramillo – County Commissioner: Seconds the motion.

Roll Call Vote: Linda Jaramillo – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Absent: Kevin McCall – County Vice Chairman: - Yes:

MOTION CARRIED

11. TORRANCE COUNTY BOARD OF FINANCE

A. TREASURER: Treasurer’s Board of Finance Report and FY25 Bank Reconciliation Update.

Kathyrn Hernandez-County Treasurer: Kathyrn Hernandez County Treasure, So, both the main and the tax count. They're both now officially closed for our last fiscal year. All accounts are up to date, except for the main account we're working on those. We are trying to get maintained and fully caught up. Since then, my goal is to have it all fully finalized by Friday, July’s at least. I requested some additional information from Finance and hopefully I can get those by tomorrow from you guys. I can work on them over the weekend. On Monday, we're working with the Assessor's Office to review the tax role, so the tax was scheduled to be sent to the printer by October 15 or sooner, and then once July is complete. I will move on to August on the main account. Franchesca's focusing on the tax account right now, and she's back at work as well. We also have the State auction tomorrow here too. Just give you guys a heads up on that. But that concludes my update. You guys have any questions for me?

Kevin McCall- County Vice-Chair: When you say you're working to move on to August? That's August of this current year?

Kathyrn Hernandez-County Treasurer: Yes.

Kevin McCall- County Vice-Chair: Okay, sounds like you're making good head. I don't have any other questions.

Linda Jaramillo – County Commissioner: I don’t either.

B. FINANCE: Finance Department Board of Finance Report.

Misty Witt-Deputy County Manager: Mr. Chair, Commissioner Jaramillo. I'll keep this brief due to sake of time, but I did provide you guys with a few new analyses this month, above and beyond what we reviewed last month for July. I included a GRT analysis. I want to start doing this as the fiscal year progresses. That way we can kind of track the increases in our GRT, whether they're going up, whether they're going down. So, you'll see a GRT trend by month in your packet. So, we'll start kind of tracking that right now. We only have two months on that chart, but it will start to grow. The other new item in your packet is the GRT trends by industry. So, I thought that the Commission may be interested to see which industries are paying the most year GRT in our area. So, that we can really hone in on those for Economic Development purposes. So that's also included in your packet for review. Lastly, I have provided this is the same as we did last month with the expense summary for the Torrance County Operating Account and the budget as a whole. We are pretty well on par with our budget. We are 17% through the year, and most of our budgets right now are trending between 9% and 17% use. So, we are on track with our expenditures thus far this year. I don't see any over-expenditure yet. So, we seem to be tracking well, and that's across both the operating, personnel and payroll expenses, and they're both on par right now.

Kevin McCall- County Vice-Chair: I think that'll be a huge help with commitments. See those activities and those ups and downs.

12. ADOPTION OF ORDINANCE/AMENDMENT TO COUNTY CODE:
None

13. ADOPTION OF RESOLUTION

- A. ROADS:** Request Approval of Resolution No. 2025-38, A Resolution Approving an Extension of Time from the New Mexico Department of Transportation for Project Control Number HW2L500600, Contract Number D20412.

Leonard Lujan-County Road Superintendent: Morning Commissioner, we're asking for an extension for our school bus project. It's a chip-seal project. It's supposed to be up Balinder Ranch, but weather is catching up quickly. I don't want to get caught up there in the cold, it won't hold. So, I'm going to push it off till

spring. But we just have to submit a letter to the State that we want an extension on that project.

Kevin McCall- County Vice-Chair: Will they grant that?

Leonard Lujan-County Road Superintendent: Yes.

Linda Jaramillo – County Commissioner: So, this has been done in the past?

Leonard Lujan-County Road Superintendent: Oh yeah, we tried to get them done. This year, it's just been busy. The rain caught has caught us pretty good. So, we're trying to catch up, and I'm trying to get our CAP project done. Next week, we're going to be working in Tajique area for a couple of miles, and chip seal there. I got like two miles of gravel I got to do, so I won't have time to get to it this year.

Linda Jaramillo – County Commissioner: Were in Tajique?

Leonard Lujan-County Road Superintendent: Mile 1.1 on Fourth of July, Camino la Ray, and Camino La pada.

Linda Jaramillo – County Commissioner: You're going to chip-seal it?

Leonard Lujan-County Road Superintendent: Yeah, we'll be chipping next week.

Kevin McCall- County Vice-Chair: You're about to lose your opportunity?

Leonard Lujan-County Road Superintendent: Yeah. It was 32 degree's this morning. We have to wait till about 50 degrees' before we can shoot oil.

Action Taken:

Kevin McCall- County Vice-Chair: Motion to approve.

Linda Jaramillo- County Commissioner: Seconds the motion.

Roll Call Vote: Linda Jaramillo – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Absent: Kevin McCall – County Vice Chairman: - Yes:

MOTION CARRIED

B. FINANCE: Request Approval of Resolution No. 2025-39, A Resolution Approving a Final Budget Adjustment for Fiscal Year 2025.

Misty Witt-Deputy County Manager: Mr. Chair, Commissioner, I think that the packet items are a little bit off in your guy's packet. It looks like we may have mixed up some of the attachments within your packet, but the budget adjustment will be the final budget adjustment. We have one adjustment to make within the Capital Appropriation line item. We were able to expend some last-minute Capital Appropriation money on the fairgrounds. We just hadn't received reimbursement back yet from the State, so we needed to make a temporary transfer within the General Fund into that Capital Corporation line item until we get reimbursement from the State. Just to bring it out of the negative. So that was the one adjustment that you will see for that final budget adjustment.

Action Taken:

Kevin McCall- County Vice-Chair: Motion to approve.

Linda Jaramillo- County Commissioner: Seconds the motion.

Roll Call Vote: Linda Jaramillo – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Absent: Kevin McCall – County Vice Chairman: - Yes:

MOTION CARRIED

C. FINANCE: Request Approval of Resolution No. 2025-40, A Resolution Approving the Fourth Quarter Report for Fiscal Year 2025.

Misty Witt-Deputy County Manager: Thank you again. This is required by DFA to get approval for our FY-25 final quarter before we can submit our FY-26 final budget. I do want to know on this final quarterly report that we did have to, in lieu of getting the bank accounts reconciled, the tax account specifically for FY-25, there was an adjustment that had to be made to cover some negative Fiduciary Funds. So that is reflected in quarter four reporting that total amount that we're doing alone from the General Fund to the Fiduciary Funds is \$440,972.72. So, I just wanted to bring that to your attention for approval, DFA will need Commission approval for that to bring some from General Funds to those Fiduciaries.

Kevin McCall- County Vice-Chair: Talk me through, how does it then go back?

Misty Witt-Deputy County Manager: So, once the Treasurer's Office and the external CPA complete their analysis as to which funds are missing money or have overpayments. Once they identify those, they will clean all of that and Tyler and

give all the appropriate amounts. If there is any amounts that are due back to us because of overpayment, the Treasures Office have to work on collecting those. But once they start completing that cleanup, and whether it be journal entries or collections for overpayments, we can reimburse the General Fund. So, we'll transfer it back from the Fiduciary to the General Fund once that cleanup is complete.

Linda Jaramillo- County Commissioner: Is there any chance that we might not be able to account for all of this?

Misty Witt-Deputy County Manager: There may be. It is kind of hard to tell until we identify what the issue was. So, I know that I was working with the external CPA to try to identify it, but there's just some discrepancies all throughout the year and different months and different days. So, it's really hard to pinpoint what exactly happened, whether it was an overpayment or whether it was just some journal entry issues somewhere along the line.

Linda Jaramillo- County Commissioner: What's the timetable for fixing this?

Misty Witt-Deputy County Manager: The County Manager and I have set a deadline to the CPA of the last week of October. So, that we can hopefully get this squared away before we do our FY-26 quarter one reporting.

Linda Jaramillo- County Commissioner: When was the deadline?

Misty Witt-Deputy County Manager: The last week of October.

Linda Jaramillo- County Commissioner: Will this affect the first quarter report if it's not reconciled?

Misty Witt-Deputy County Manager: Yes.

Kevin McCall- County Vice-Chair: Will it affect it if you do get it squared away before?

Misty Witt-Deputy County Manager: Either way, we'll have to make an adjustment to either capture the money that we have located, or we'll have to just continue to report that those funds are still in the negative. That temporary loan will continue to be there from the General Fund.

Linda Jaramillo- County Commissioner: How complicated is this?

Misty Witt-Deputy County Manager: It tends to be a little bit tedious, because I'll have to make manual adjustments for each quarter that this goes on. So, the sooner the better, just because I think there was 13 different Fiduciary Funds that this effected. So, I have to make manual adjustments in each one of those funds until we figure out the problem.

Linda Jaramillo- County Commissioner: You'll get help from the Treasurer's Office?

Misty Witt-Deputy County Manager: Yes, ma'am.

Kevin McCall- County Vice-Chair: This is the report that was due back end of July?

Misty Witt-Deputy County Manager: Yes.

J. Jordan Barela- County Manager: Mr. Chair, Commissioners. Just to put this in context regarding the temporary transfer, we really had two options on the table. One is to figure out what the underlying issue is with those Fiduciary balances today, before submitting the final budget or doing the temporary transfer and submitting the final budget. I think the reason the decision is being proposed to make the transfer is there are some pretty pertinent operational items this year. Some with the EMWT, some with the Fire Department and the funding that they got for a new ambulance that will require a budget adjustment from the County. Until we get our final budget in, we cannot make those budget adjustments to appropriate the grant funding for a new ambulance, or potentially to identify and appropriate the water Trust Board funding for EMWT. So, by going this route, there is some absolute cleanup that needs to happen after this with the Fiduciaries. But this step will allow us to get the budget in, and then we can begin to make the necessary budget adjustments for operations this fiscal year. So, that was the driving force in terms of our proposing to make that transfer. But yes, within the next month, about month and a half, there's a lot of cleanup work that needs to be done on the Fiduciary, so we can get those balances rectified.

Linda Jaramillo- County Commissioner: Commissioner Schwebach was aware of all of this?

J. Jordan Barela- County Manager: Yes, ma'am, he was.

Misty Witt-Deputy County Manager: We also wanted to mention, before you guys go for approval, we do want to kind of point out the pros and cons that come with those transfers. We do just want to be transparent. DFA is okay with this

temporary General Fund loan and transfer. However, it will be an audit finding, because we'll have to restate all of those beginning cash balances for the Fiduciary Funds. Once we get what those balances should be, that will be an audit finding in both FY-25 and FY-26. So, I just want to make the Commission aware that it will result in an audit finding.

J. Jordan Barela- County Manager: One other item to bring up as it relates to this conversation is we did have a discussion with DFA yesterday. There is a process by which DFA, we can make a request for DFA to come into the County and help us address some of these issues. So, I've had some preliminary discussions with the Treasurer's Office about that. That request would have to come from myself as well as the Treasurer. As we have the CPA firm working on this, and as those costs go up. We're getting to a point whereas we use our assistance to work through this issue. We may run into some procurement issues, but a secondary option to continue that process is to have DFA come in make that request and have them help us identify some of these issues explicitly, because they're aware of these issues. They are our State Finance Oversight Agency that is an avenue we are looking at exploring and making that request.

Linda Jaramillo- County Commissioner: When would they come in, before the end of October?

J. Jordan Barela- County Manager: Mr. Chair, Commissioner, they didn't give us a definitive date. I will say that in our discussions yesterday, the City of Moriarty made a very similar request just this week. So, in terms of talking to DFA, having Torrance and Moriarty both making that request, the likelihood of them coming into the area and working with both entities is pretty good. I don't have a definitive timeline, but I'm imagining it wouldn't be so long. I think there's only two other entities in the State that they're actually providing that assistance to right now.

Linda Jaramillo- County Commissioner: So, it's common for them to ask for assistance from DFA, some Counties.

J. Jordan Barela- County Manager: Depending on the circumstances.

Misty Witt-Deputy County Manager: There is also a cost associated with DFA. They don't charge us by the hour for their professional services, but we do have to pay for their mileage and for per diem to here.

J. Jordan Barela- County Manager: There may be an option if they're in the area, doing some type of cost share agreement with the City of Moriarty for those services.

Kevin McCall- County Vice-Chair: Can you tell me, does it look like revenues off more or expenditures?

Misty Witt-Deputy County Manager: What I can tell, it looks like the disbursement. So, the outgoing payments to the different Municipalities, Soil and Water Conservation Districts, and School Districts, looks like that's where the issue lies. So, it's outgoing, but that's just kind of a base top line response.

J. Jordan Barela- County Manager: Mr. Chair, Commissioner, so we looked at these Fiduciaries too. There was that Fiduciary balance was higher than what we're presented today for the transfer. I think it was over \$700,000 at one point in time. What was identified was a journal entry that was posted in 2024 that should have been in 2025 that cleaned up a lot of it. But we did take a look. We did a sampling of some of the Fiduciary accounts to see whether there was a specific month or a specific time when these balances shifted that could have been an entry error or something along those lines. When we did that sampling, there really wasn't anything we could pinpoint. This month, this time, all the Fiduciaries had an issue that could have been related to one transaction, which is kind of why we have a determination. This is going to take probably a little more digging, and we're going to have to look at each Fiduciary account independently to identify what may have occurred and caused that balance to go negative.

Kevin McCall- County Vice-Chair: I know we won't know until the State Auditor does our audit. What do you think is going to be the audit finding, and how bad is it going to hurt the County in our abilities to take Federal and State funding.

Misty Witt-Deputy County Manager: What we do know right now is that the OSA is looking at the Fiduciary Funds specifically because there was an audit finding in FY-24. If you recall, the Fiduciary Funds pertaining to specifically the Soil and Water Conservation Districts. So, we do know we're on their radar for that already for FY-25. The Treasurer's Office owed them some additional information by the close of FY-25 to clean up that audit finding. Of course, those balances for including Soil and Water Conservation Districts, are still in the negative. They don't have that information for FY-25 to provide the OSA yet. So that will be one finding that's going to carry over from 24 to 25. The other finding that we're expecting is ending with restated cash balances and beginning cash balances. So,

restated balances are minor findings, but we don't want to have those from year to year, because that's when the OSA and DFA start looking at those things. You have the same findings year after year.

Kevin McCall- County Vice-Chair: It's hard to move forward without this adjustment and turning in our budget.

J. Jordan Barela- County Manager: Yes, Mr. Chair, so unless we figure out this issue right now, because we can't report our fourth quarter reporting with negative balances. If we don't make the transfer, then we will have to identify all the issues with all the Fiduciary Funds before we get it submitted. Given the nature of the issue right now, we don't know how long that's going to take, and that's going to have operational repercussions for us.

Linda Jaramillo- County Commissioner: So, you wouldn't meet the September 30 deadline.

Misty Witt-Deputy County Manager: We would not if we tried to.

J. Jordan Barela- County Manager: If we tried to identify these, we would not get that in.

Action Taken:

Linda Jaramillo- County Commissioner: Motion to approve.

Kevin McCall- County Vice-Chair: Seconds the motion.

Roll Call Vote: Linda Jaramillo – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Absent: Kevin McCall – County Vice Chairman: - Yes:

MOTION CARRIED

D. FINANCE: Request Approval of Resolution No. 2025-41, A Resolution Approving the Final Budget for Torrance County for Fiscal Year 2026 and Requesting State of New Mexico, Department of Finance and Administration, Local Government Division, Budget and Finance Bureau Approval.

Misty Witt-Deputy County Manager: Thank you again, this is the formal resolution for the Commission to approve and adopt our proposed FY-26 budget. I did provide the Commission with a list of changes that were made in between interim and final. A lot of these changes were small payroll adjustments. Maybe

that was, pay increases or staffing changes between then and now. A lot of these were adjustments to match actual grant awards that we received between interim and final budget. There were two items in County infrastructure that I wanted to bring to the Commission's attention, one being the book repair for the Clerk's Office the \$40,000 I believe you guys should recall that discussion by adding that back into County infrastructure for the Clerk's Office. So that was added. In addition to that in County infrastructure, we had a roads project that was approved in FY-25 from County infrastructure. The work was completed in FY-25, but the invoice was received in FY-26. So, we needed to add those funds back to County infrastructure to pay for that road budget that was completed in FY-25. Other than that, we did adjust the beginning cash balances to match actuals. Then, of course, the temporary transfer to the Fiduciary Funds.

Kevin McCall- County Vice-Chair: This is for fiscal year 2026?

Misty Witt-Deputy County Manager: Yes, Sir.

Action Taken:

Kevin McCall- County Vice-Chair: Motion to approve.

Linda Jaramillo- County Commissioner: Seconds the motion.

Roll Call Vote: Linda Jaramillo – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Absent: Kevin McCall – County Vice Chairman: - Yes:

MOTION CARRIED

14. APPROVALS/ACTION ITEM

- A. MANAGER:** Request Approval of Amendment No. 1 to the Professional Services Agreement Between Torrance County and Presbyterian Medical Services for Primary Care Services at the Mountainair Health Clinic, Extending the Term Through June 30, 2027, and Increasing Total Compensation by \$202,248.00.

J. Jordan Barela- County Manager: Thank you, Mr. Chair. So, if the Commission remembers last meeting, the Board did approve a grant agreement between Torrance County and the Department of Health for that sum total of \$202,000 specifically for Rivka primary healthcare services that are used at the Mountainair Clinic. So, that grant agreement's been approved. It exists between the County and the State. However, the County does not provide those services

directly. PMS is contracted with us to provide those services, so we do have an active contract in place with PMS. Essentially, with this amendment, what it would do is account for the new grant agreement. So, it will extend our current services agreement with PMS for two years, because our new grant agreement is for two years. It will make that \$202,000 available through that grant agreement. So, this is the second component of the contractual relationship related to this funding. It would allow PMS to continue to provide those services at the Mountainair Health Clinic and then access department of health funding through the County.

Kevin McCall- County Vice-Chair: So how would it affect any new money coming? Would it just be an amendment number two and amendment number three to the contract?

J. Jordan Barela- County Manager: It would be until we got the point where we hit some procurement concerns. So, we did procure the contract with PMS. Our original contract was good through two years. This will be for four years. At a certain point we will have to go through the RFP process again, because we can only extend so many times. They are the primary service providers here, so I think the last time they were the only organization that put in that RFP. We likely can extend this into the future, depending on how long those graph terms are.

Kevin McCall- County Vice-Chair: I'm sure, Mike, you've had time to review this, and you're good with it?

Michael I. Garcia-County Attorney: I reviewed the original one. Jordan and I talked about the amendment, so I don't have any problems at all with it.

Action Taken:

Kevin McCall- County Vice-Chair: Motion to approve.

Linda Jaramillo- County Commissioner: Seconds the motion.

Roll Call Vote: Linda Jaramillo – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Absent: Kevin McCall – County Vice Chairman: - Yes:

MOTION CARRIED

B. FINANCE: Request Approval of Payment of a Prior Year Invoice to Tyler Incode in the Amount of \$155,129.66

Kristin Saavedra-Chief Procurement Officer: Good morning, Commissioners County. So, I became aware of this invoice on June 17, 2025. They were billing us for Time and Attendance, which we had canceled that contract in March of 2024. I

went back and forth with them, to have them remove it. I finally received the final invoice on September 11, and I'm asking for approval to pay them.

Kevin McCall- County Vice-Chair: Were services provided?

Kristin Saavedra-Chief Procurement Officer: They were. This is an annual contract that we pay, and it is through CES.

Action Taken:

Kevin McCall- County Vice-Chair: Motion to approve.

Linda Jaramillo- County Commissioner: Seconds the motion.

Roll Call Vote: Linda Jaramillo – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Absent: Kevin McCall – County Vice Chairman: - Yes:

MOTION CARRIED

15. DISCUSSION/PRESENTATION

A. FIRE: Discussion on the Consolidation of the Torrance County Fire Districts.

Gary Smith- County Fire Chief: Morning Commission. The resolution and the mapping has been sent to the State Fire Marshal's Office and approved. So, I just wanted to open dialog to you guys if you had any questions on what the consolidation is going to look like, anything that we need to do to move forward with that. Basically, how it's going to be broken down is the North and the South region. The North region is going to be District Five, District Three and District Two, Indian Hills, McIntosh and Moriarty. Then the Southern end will be District Four, District Six and District One, so Duran, Willard, Tajique and Torreon.

Linda Jaramillo- County Commissioner: So, does it follow the lines of the Commission Districts like district three?

Gary Smith- County Fire Chief: It does not.

Kevin McCall- County Vice-Chair: It respectively follows the current lines of the districts?

Gary Smith- County Fire Chief: Yes, so it will separate between North and South. It'll come up over Ice Plant Road, and then it will incorporate the rest of the north.

Kevin McCall- County Vice-Chair: Essentially, it just follows those district lines that are currently in. The State Fire Marshal approved what you've proposed.

Gary Smith- County Fire Chief: The resolution on the mapping correct. Quite honestly, the Fire Marshal gave me advice on breaking into two regions. He thinks that's the cleanest, quickest way to clean it up, to make some separation delineation. So, we can really focus on getting some more people down the southern area.

Linda Jaramillo- County Commissioner: How's Willard doing with our fire station?

Gary Smith- County Fire Chief: We're still waiting on hiring a couple more people and getting through training. Then we can open up with two people down there.

Linda Jaramillo- County Commissioner: You are getting the funding you requested?

Gary Smith- County Fire Chief: For new personnel?

Linda Jaramillo- County Commissioner: For the building.

Gary Smith- County Fire Chief: We're still working on that. The building's habitable now. We can move in. It's ready for us.

Linda Jaramillo- County Commissioner: You can stay there already? You haven't fixed the upstairs. You're just living downstairs?

Gary Smith- County Fire Chief: We're just going to put some bunks down at this time until the capital outlay stuff comes through. We do have some money down there, we can do some creature comforts and stuff like that.

Linda Jaramillo- County Commissioner: Kind of like they had before, because they had bunks in there before, right? Are your restrooms and everything working properly?

Gary Smith- County Fire Chief: Yes, we are all good.

Kevin McCall- County Vice-Chair: Is it the building we own, or is that the one in Duran?

Linda Jaramillo- County Commissioner: We own it now, right?

Gary Smith- County Fire Chief: We do not. I believe Willard still owns it.

Kevin McCall- County Vice-Chair: Did we do the work, or did the City of Willard do the work?

Gary Smith- County Fire Chief: We didn't do anything. I went in there and there was a valve that went to the swamp cooler off the water heater, and it just got turned off, and then the leak stopped. So that was the only thing we had to deal with.

Linda Jaramillo- County Commissioner: The sleeping quarters upstairs, are you still going to pursue that?

Gary Smith- County Fire Chief: Yeah, we just got to get more definitive on what type of numbers we're going to have to do that work.

Linda Jaramillo- County Commissioner: Since it belongs to Willard, will the funding go to Willard itself, or through the County?

Gary Smith- County Fire Chief: For the fire funds?

Linda Jaramillo- County Commissioner: For upstairs, when you're going to fix all of that. All the money that's going to go to that.

Gary Smith- County Fire Chief: That'll have to be negotiated on how we're going to work that out. But there are some money from the State Fire fund that we can utilize for some remodeling as well.

Kevin McCall- County Vice-Chair: Could we use those funds for a building we don't own?

Gary Smith- County Fire Chief: That would be a good question for the State Fire Marshal. I believe you can, but we would probably need some type of contract, and we're not there yet. We're close. We have got to hire another five to bring us up to 20, and then that'll make a difference.

Kevin McCall- County Vice-Chair: In doing that, we have to do the fire watch, since we don't have sprinklers in that one.

Gary Smith- County Fire Chief: The State Fire Marshall approved that as well.

Linda Jaramillo- County Commissioner: In Willard?

Gary Smith- County Fire Chief: Correct. Now the other houses, we're going to have to deal with that, as we expand and grow. We'll have to cross that bridge when we get there.

Kevin McCall- County Vice-Chair: Why would he not require? I'm pixed that he's not going to do it. But why would he not require that one? But yet, the one up North is just because of the amount of people?

Gary Smith- County Fire Chief: I don't know. But I asked them if we could temporarily move into there, and they gave me the approval.

Linda Jaramillo- County Commissioner: People have been staying there anyway right before.

Gary Smith- County Fire Chief: They were just pulling 12-hour shifts. I think further back in time, when they did have a strong volunteer system, back in the day, I think they stayed there a little bit more, but that hasn't been for about 10 years.

Kevin McCall- County Vice-Chair: The agreement is still that the ISO would not change for the first 12 months.

Gary Smith- County Fire Chief: Then we get another evaluation every year.

Kevin McCall- County Vice-Chair: Subject to getting better or worse at that point. We got a map in front of us. Go through the districts again.

Gary Smith- County Fire Chief: North will be five the Moriarty District, three Macintosh District, and two Indian Hills.

Kevin McCall- County Vice-Chair: You're calling that just the North?

Gary Smith- County Fire Chief: Just be the North.

Linda Jaramillo- County Commissioner: Then the Southern it's going to be?

Gary Smith- County Fire Chief: The Southern will be Torreon and Tajique four, Willard six, and then Duran down the southern end District one.

Linda Jaramillo- County Commissioner: looks like the Southern District has a lot of territory to cover.

Gary Smith- County Fire Chief: It does. It's a little bit bigger. That's just geographically by the number of people we have down. We got to spread it out a little bit more. So, we're going to have to get the info on how we do our deployment.

Linda Jaramillo- County Commissioner: So, do we have the fire station in Torrance up and going? Everything's going up in mountain areas that fire one fire station in Torrance?

Gary Smith- County Fire Chief: Yeah, but there's no we had a fire over there three weeks ago. I think one volunteer, or two volunteers.

Linda Jaramillo- County Commissioner: You're lacking volunteers in all of this District?

Gary Smith- County Fire Chief: County Manager Barela sent out an email. We're still investigating and looking at how that's going to work with County employees being volunteers, and putting them through a little academy, which we should have some better numbers on how that's going to look next month.

Linda Jaramillo- County Commissioner: In Mountainair, they have a lot of volunteers, don't they?

Gary Smith- County Fire Chief: They do. They definitely have a lot more active volunteer. I think they told me, 24 and I don't know the exact number, but I believe it's around that. I don't know how many are actually active.

Linda Jaramillo- County Commissioner: So, can Mountainair, go outside City limits and help with the Torrance?

Gary Smith- County Fire Chief: They can, and I've spoken to him about that. They're willing somewhat, but I think that would come down to an MOU as well. When you get a little bit more specific on how we're going to help each other out. They'd be allowed to do that. I don't know how their administrative team feels about that, but that would all be through negotiations. I've spoken with Mayor Nieto about it.

Linda Jaramillo- County Commissioner: In the past, they've helped in the mountain areas. So, they've been outside their City limits before and then we have Willard and Duran's way out here in the middle. How's that going with Duran?

Gary Smith- County Fire Chief: Good, we've made some changes down there, and they've got some new volunteers.

Linda Jaramillo- County Commissioner: They've come on board. But they can, they can answer calls? Estancia has a fire department. Here, do they go outside the City limits?

Gary Smith- County Fire Chief: We just need to clean it up with some MOU language on how we do automatic or mutual aid with each other there's nothing really written that I've found, so that'd be good for us to dive into that.

Linda Jaramillo- County Commissioner: How soon can we do that?

Gary Smith- County Fire Chief: We can do it next week. I mean, we can start making those, communication.

Linda Jaramillo- County Commissioner: I feel more comfortable for the Southern District if we do that and have an understanding.

Kevin McCall- County Vice-Chair: Seeing how we're in the discussion. Give me an update on your rescue, where are currently fit.

Gary Smith- County Fire Chief: We got both of them down there, both recalled transmissions on the first two units. So, we have a scramble. We got them into the Valencia unit, finally got the registration and the license plate. So that's been out for the last week and a half. But both those transmissions are recalled rescue 13, they denied the claim, just because it has so many miles and we're still waiting on rescue 14. We did secure a grant. Deputy Chief Sanchez got an EMS grant for another rescue, which was \$209,000 so we cured and locked in another Osage, the same rescue that we just got that should be ready by December. Osage has been gracious enough. They are putting a loaner rescue on flatbed next week, and we'll have a loaner here probably by Wednesday or Thursday. So, we'll utilize that and then give our mechanic a little bit of breathing room to kind of put these things back together so we have some good spares, but we should be solid by December.

Linda Jaramillo- County Commissioner: How many units do we have operating right now?

Gary Smith- County Fire Chief: We've got two rescues up and running. We put rescue 13 back into service since it's void, and we're not going to be able to use the recall to get that transmission fixed. So, it's running on bailing wire and duct tape, but we're just trying to get it till next week so we can put that loaner rescue in service.

Linda Jaramillo- County Commissioner: So how many are we supposed to have?

Gary Smith- County Fire Chief: We need two, per the CBA, we need to have two rescues up and running.

Linda Jaramillo- County Commissioner: We have that right now.

Gary Smith- County Fire Chief: We do, we had to put them into a brush truck and just do a first response for three or four days. But their backup and their transport capable.

Linda Jaramillo- County Commissioner: Have you been getting a lot of calls?

Gary Smith- County Fire Chief: They have been, I mean, it's intermittent. It's just that transport that kills us. We really need to look into some type of small emergency right out here that would help a lot of surrounding areas too, because between Santa Rosa and Albuquerque, there's nothing.

Linda Jaramillo- County Commissioner: Have you been getting a lot of calls in District Three?

Gary Smith- County Fire Chief: Not a whole lot.

Linda Jaramillo- County Commissioner: So, they're concentrated on the Northern end.

Gary Smith- County Fire Chief: We get a lot of calls for the North, just the population and just more people.

Linda Jaramillo- County Commissioner: In the total rural areas like the Duran, do you get much?

Gary Smith- County Fire Chief: We've had a couple of smoke checks and stuff like that down there.

Kevin McCall- County Vice-Chair: Valencia, one is up and running?

Gary Smith- County Fire Chief: It's with a mechanic right now. He should have it on the road today. Yeah, there's a couple things to include.

Kevin McCall- County Vice-Chair: When they're putting on the flat bed as a loaner. Does that become ours? You think is that? Is that the one we're buying?

Gary Smith- County Fire Chief: No, that's just, a rescue they loaned to us. So, they've been good to us.

Linda Jaramillo- County Commissioner: This is Valencia?

Gary Smith- County Fire Chief: No, this is Osage, the ambulance manufacturer in Missouri.

B. MANAGER: Discussion on a Potential Declaration of Emergency for the Melody Ranch Water Situation.

J. Jordan Barela- County Manager: Mr. Chair. I did put this on at the request of chairman Schwebach. He's not here today, but I did give him an update also. What I put together for the packet material was a technical memo on a declaration of emergency. What are the statutory requirements? What's the intent of it? What does that mean? So, I'll go through that briefly and then give an update in terms of where we are generally. new information that's been provided to me. So really, there's two primary statutes in the state that relate to declarations of emergencies, one of which is the Public Health Emergency Response act. in reviewing that act, it's my, understanding that the ability to declare a public health emergency is solely with the state. The Secretary of Health at the state level has to be in concurrence that this is a public health emergency. But nowhere in that statutory language is there room for a local government to do that independent of working with the State Department of Health to identify a public health emergency.

The other statute that's relative to this is the all-hazard Emergency Management Act, and that does give local governments the ability to issue a declaration of emergency for all different kinds of issues, whether that be a natural disaster, a man-made disaster. The real intent, legally, of declaring an emergency is kind of twofold. One, it gives the Commission some latitude to adjust regulatory requirements and procedures to address an emergency. A good example of that was through the covid situation and what happened there with policy changes that sort of happened on the fly. So, it allows regulatory relief to quickly address something, and then the other side of the coin is providing assets, people and financial

resources, primarily to address an emergency. A lot of these things we discussed during the last meeting, one of the primary hiccups for both us and the state, as it relates to Melody Ranch, is the anti-donation clause of the state constitution. In terms of, the intent of the statute and waiving regulatory requirements.

The County doesn't regulate public utilities, and so there's not really much that we can waive, as far as regulations are concerned to address this. Then on the financial side of the situation, because this is a privately owned company, financial investments directly into that system to dig a supplemental well, do repairs, that would still be prohibited even if a declaration of emergency was stated. So, I will state if the will of the Commission is to declare an emergency that can be done. As far as repercussions, there's nothing punitive I can think of. We're not in violation of state statutes. There's not going to be monetary penalties associated with it. The only thing I could think of is that it would be a bit of a concern is the reputational risk to the County. Doing that, knowing that likely it's not going to change the issues on the ground. The big push here, from the County's perspective, is to see this system change ownership from private to public, or quasi-public, relatively quickly. If that happens, then the anti-donation issue no longer becomes a problem and resources can be deployed.

So, in relation to that, there was an EMWT board meeting last night. I did speak with some individuals that attended the meeting. My understanding is that the EMWT board has okayed moving forward with the takeover of the system, and then the ownership group of Melody Ranch is still on board with that. In addition, they authorized Bohannon and Houston to come in and provide a technical memo, essentially come in and do due diligence on the system to identify water rights ownership and infrastructure. Where's the best place to dig a new well? How can this be addressed? Even looking at some alternatives. Is it better to dig a new well or are there pipelines in the surrounding area that may be extended to ensure that there's not another well issue at the facility. Then there is a pre-application that was authorized for a pre-application for water Trust Board funding that could potentially be used for this project. That's going to be due on November 1st. So, in order to get that done by November 1st and submit that application. Really, what EMWT needs to identify is, what's the current status of the system, what really needs to be done?

How much is it going to cost, and what's the best approach, and that comes to Bohannon and Houston and the engineering evaluation of the system itself. So EMWT will be coming to the County to have a discussion about how that potentially can be financed. So, I talked to Bohannon and Houston this morning. They're estimating they believe they can get this done in a period of six to eight

weeks, costs not to exceed \$30,000. So, in the coming days, we will be having discussions with EMWT to look at options in terms of what the County might be able to do to address the funding of that due diligence assessment. So, this process can continue to move forward, and there are some options on the table. We do have grown funding that the County's had for some time related to EMWT. Now we have to have that discussion with the COG about reverting it for this purpose, but I think that's doable. There were also some discussions about potential loans that may be available for the County, for EMWT and then, following the water Trust Board funding, some of those costs may be reimbursable. So, we will definitely explore those options. As it relates to other declarations of emergency.

We were also made aware that the State Emergency Manager did have a meeting with the Governor's Office on Wednesday, and one of the topics of discussion was Melody Ranch and what the State may be able to do in the situation. Our Emergency Manager, Samantha, reached out. The feedback we got was that they still need to do some coordination with some state agencies, so they did not have a definitive response for us at least this morning. We're hoping by the end of this week we'll have some additional guidance from the State in terms of what they may be able to do. So, I know there's been some community groups that have made requests to the State, things like deploying water buffalos with the National Guard, coordinating with the Army Corps of Engineers. Again, those are State functions, and those directives would have to come from the Governor's Office. I don't know what is going to come of that meeting, but we will keep the board apprised. We will continue to have discussions with EMWT and see what role we could play in terms of the financing of this technical memo to ensure that this does not stall up the process of transferring the water system to EMWT.

Linda Jaramillo- County Commissioner: I attended that meeting last night with some people from melody ranch and the others, and they approved the task order for him and Houston to do the tech memo. So that's the first step, and then acquiring the land, making sure that everything's in order and proceeding. I think the owners are willing to work with EMWT, right, it's crucial.

J. Jordan Barela- County Manager: That's my understanding that the ownership group is on board with this, and it would be a direct transfer, no cost associated with it, the infrastructure and the water rights would go to EMWT.

Linda Jaramillo- County Commissioner: We're just taking over, or they're taking over.

Kevin McCall- County Vice-Chair: So, seeing how you were at the meeting, did you feel the urgency of the board of EMWT, getting on board and moving quickly?

Linda Jaramillo- County Commissioner: Yes, I did. But they have to follow all these steps and Bohannon and Houston will be a play, a big part in all of this.

Kevin McCall- County Vice-Chair: I just was hoping that there was a sense of urgency with the EMWT.

Linda Jaramillo- County Commissioner: There is and with us also, the Commission.

Kevin McCall- County Vice-Chair: Yes, these folks need help and need it fast, and in government moves fast, and I'm sorry.

J. Jordan Barela- County Manager: Mr. Chair, I did talk to Chairman Schwebach this morning, also about that. I mean, there was a willingness, if we can identify this, if we need to make some type of financial determination at the Commission level, to even hold a special meeting to try to get that done. As soon as those options are available, so that funding is available to EMWT and Bohannon and Houston to move forward with this process.

Linda Jaramillo- County Commissioner: they said within what six weeks tops?

Kevin McCall- County Vice-Chair: So, let's Push them to see if we can turn it into three to four weeks. When it comes to the work that Bohannon and Houston's doing, is that through our engineers on call through the County, or does the EMWT have the same sort of standing contract with Bohannon and Houston?

J. Jordan Barela- County Manager: Mr. Chair, we have a contract with Bohannon and Houston specific to EMWT, but that is specific to phase one and phase two. EMWT also has an independent contract with Bohannon and Houston for some of these services. So, I think any work done in relation to the Melody Ranch project would be independent of our current contracts with BHI.

Linda Jaramillo- County Commissioner: They used it for the Sunset Acres because the other Water Associations purchased it or took over.

J. Jordan Barela- County Manager: They're essentially doing the same thing for Melody Ranch that they did for Homestead Estates and Sunset Acres.

Kevin McCall- County Vice-Chair: I don't have a problem with either one. I just wanted to make sure the County fronting the contract with Bohannon and Houston, or was it EMWT? either way, I just don't want it to get held up.

J. Jordan Barela- County Manager: In this situation because, right now, EMWT as a new organization, a lot of the stuff that they've done has been grant funded. They don't have liquidity to put out the \$30,000 to pay for the technical assessment of Melody Ranch. so likely we would have to get involved in that directly with Bohannon and Houston. how we work that out, whether it was grant funding we already have for EMWT to pay for that, if it was County General Fund that came through alone. We would likely have to be the agent to execute that contract and get it rolling with the understanding there may be reimbursables on the back end, depending on how that plays out. I think right now, they don't have the capacity to enter a new agreement With Bohannon and Houston to undertake this study specifically.

Kevin McCall- County Vice-Chair: I think it's safe to say this Commission would front the money if it came to that. So, I think that's as bad as it doesn't sound like movement, but I do think there is some movement there. I really would like to push Bohannon and Huston, and I'll do my best. I'll get on the phone and see if I can't call Donzel and see if we can't push that to three or four weeks to give EMWT a green light. Good system with move forward water rights. Look good. System is just needing a new well.

Linda Jaramillo- County Commissioner: EMWT will be aware of what we discussed today, right?

J. Jordan Barela- County Manager: They will, and I did try to call Bobby this morning. I wasn't able to get a hold of him, but I will touch base with him this afternoon, because we want to have those discussions about what the next steps are. By this week, we'll get the ball rolling.

Kevin McCall- County Vice-Chair: Amy is on the EMWT board. Go ahead and come on up to the podium and state your name. I'll give you the floor, since you're an EMWT board member.

Amy May- EMWT Secretary: Amy may EMWT, we discussed it at length last night, and yes, there is an urgency. We are ready to move forward, and we are looking forward to doing our due diligence. I would really like to help you push for Bohannon and Houston to those three or four weeks. So, we're ready with all of

that. They did approve as it was said, the pre-application and the task order and the techno. So, we're just waiting.

Kevin McCall- County Vice-Chair: There's a positive vibe in the room. Was anybody against it on the board?

Amy May- EMWT Secretary: No, we're looking at two-fold, short term solutions while we fix the long term that's what it's coming down to. How do we do both at the same time?

Linda Jaramillo- County Commissioner: I think the people who were there for Melody Ranch were satisfied or encouraged by all of this.

Kevin McCall- County Vice-Chair: I want you to rush into it, but I don't, because it is something that we will inherit, more or less. I want to make sure that it makes sense for EMWT that it's not the one hiccup that puts a black eye onto that agency, because they do have two other systems now under their belt. This would be the third and then going into this building out of Macintosh water system. So, I'm encouraged by EMWT. It's been sitting there for a long time, but it sounds like maybe we're getting the third wheel put on the car, so keep it rolling.

J. Jordan Barela- County Manager: Mr. Chair. I don't want to speak for EMWT in this regard, but I mean, as we talk about short- and long-term solutions, I think if they can take ownership, a lot more of those short-term solutions open up to us. So, for example, as soon as that system changes ownership, you have to identify a new well, which is going to take some time. Nothing prohibits new funding being used to supplement the existing water tank in that system with water because it is publicly owned. So, it does open up a lot of those avenues, I know the long-term solution is probably going to take a little bit of time, but the short-term solutions, they do, open up to a wide array of different options as soon as that's public.

Kevin McCall- County Vice-Chair: I would encourage EMWT to possibly be looking into drilling of a new well and getting a driller on board through all either procurement issues, everything else that has to happen. So, when that day comes, we can drop a bit in the ground and go.

Amy May- EMWT Secretary: We're working with David Massey as well on one of our other systems. So, he's willing to come on with the Melody Ranch work with Donzel should we need any Wells drilled.

Kevin McCall- County Vice-Chair: Nothing stops or prohibit us from at least just getting things in order, letting drillers know, hey, there's a potential that we

need you right here on this date, possibly. So, I would ask that we start doing those kinds of things in knowing that if this goes through the sell, or this ownership change goes through, we're ready another lack of time stall. Thanks for that update. Sounds like we're hopefully moving, and I'll do my best to push along through.

C. MANAGER: Discussion on Domestic Violence Services in Torrance County.

Deferred

D. COMMISSION: Discussion on the Operational Costs for the Torrance County Treasurer's Office.

Deferred

E. CLERK'S REPORT:

Sylvia Chavez-County Clerk: Good Morning Commission. I just wanted to give you an update on the upcoming election. We have 371 people on our permanent absentee lists. So, we will be sending those out on October 7. I also want to let everyone know that on the ballot there will be bond questions and capital improvement questions for all School Districts within the County. So, everybody please be aware and make yourself knowledgeable about the questions that will be on the ballot. So, we don't run into any situations of something being passed that we're not really aware of what it's going to affect. So, every School District will have a bond question and a capital improvement question. So, starting October 7 is when Early Voting starts. So that was when I will have EB sample ballots. So, if anybody is interested, you can call our office, and we can get you a sample ballot. We will be open here at the Torrance County Admin Building, Monday through Thursday, from 7:30AM to 5:30PM. The alternate site at the Moriarty Civic Center will open October 18, and their operation days are Tuesday through Saturday, from 10:00AM to 6:00PM. So that's the only thing I have.

Kevin McCall- County Vice-Chair: I think it's important to talk about all the writing candidates you have and let voters do their due diligence before they get to voting booths.

Sylvia Chavez-County Clerk: Yes. So that would be the importance of requesting an absentee ballot and getting the information before the election day. So, I did have someone call me yesterday, and she was very adamant that she wanted a sample ballot, because she wanted to know who she was voting for. I guess, in light of what happened at the City of Moriarty meeting the other night. So, if you want to sample ballot, contact my office and we can get you one or if you want an absentee ballot, you can call our office and request an application. We can get this to you as well.

Kevin McCall- County Vice-Chair: How would the voters know about the write ins? I mean, they just have to know the write ins name and literally write it in.

Sylvia Chavez-County Clerk: So yes. So, the place where there is a write in candidate, you have your little ovals with an actual candidate's name. Then below that there's the oval, and if there's a line that says, write in candidate. So, at that point, that's when the voter would need to write in that individual's name, as well as color in the actual oval.

Linda Jaramillo- County Commissioner: If they don't circle in the oval, it does not count.

Sylvia Chavez-County Clerk: It doesn't count.

Linda Jaramillo- County Commissioner: So, everybody remember that.

Sylvia Chavez-County Clerk: Yes, I mean, of course, if they were to ask us who the writing candidates are, we could give them the names. But truly, that is the importance of the actual candidate to do their campaign. Any other questions?

Linda Jaramillo- County Commissioner: So, can you give the list of write ins?

Sylvia Chavez-County Clerk: Not the day of election. If you were to call in and say, who were the writing in candidates. I know that County Manager Barela gave you information from the New Mexico Counties Board of Directors on the priorities for the Legislative session. So, if you guys could please take a look over at that. Then, I guess at some point we will eventually, in the future meetings, I'm not sure when, but present a resolution for approval for you guys to support the New Mexico County's Priorities for the Legislative session in 2026.

Kevin McCall- County Vice-Chair: Thank you for everything you do.

F. MANAGER'S REPORT:

J. Jordan Barela- County Manager: Mr. Chair. I'll be brief here. One of the items was the fact that New Mexico counties came out with their legislative agenda, so Madam Clerk sort of stole that thunder there. But there are only three items on there, one related to appropriations for House Bill. Two, another one related to changes to IPRA statutes, and then the third for the veterans exemption for taxation. So, we'll do a full-blown presentation at the next meeting regarding those to see if there's some consensus from the Commission to pass a formal resolution in support of those. I know we took off the domestic violence discussion item today, but I did want to make the Commission aware, because our current MOU with BSS ends October 31 and the public as well, we will be putting out solicitation for interested parties to act in a as a contractor of the County to provide direct services in Torrance County for the rest of this fiscal year. Our intent is to get that out within the next week. The scope of work's already been put together, and we would have a contract potentially up to \$30,000 for the rest of this year. With the money that's currently in this year's budget, we would also identify some temporary housing options.

Then that service coordinator would work with some organizations that provide more clinical services, legal advocacy, and that kind of stuff in the Albuquerque area. So that process is moving forward, because we do want to ensure that as of November. First, there is somebody in place for victims of domestic violence, both the victims directly, as well as the sheriff's office, to make sure that they have that resource available. then the last item I wanted to touch base on is, is in relation to the discussions we had regarding the regionalization of the dispatch centers. So, we have had some preliminary discussions with Sandoval County, Santa Fe County and Bernalillo County. From the Sandoval County perspective, we got a proposal from a consultant that helped them put their dispatch center together to look at the feasibility of consolidating. That proposal came in the tune of about \$48,000 so that's likely going to be cost prohibitive, because there's not really a guarantee that even with that study, there would be, there wouldn't be cost prohibitions beyond that, or that it's even a viable in terms of Santa Fe County, they are actually already doing a feasibility study of regionalization with Torrance County, and so we're part of those discussions.

Selena and I attended a kickoff meeting this week. So Federal Engineering is a contractor putting that together, and they should have a final report done at the end of January of next year, so that process is happening. Then Chief Smith and I also went to Bernalillo County, met with their Dispatch Director and Deputy County Manager. They are new to the concept of regionalization there's a number of other smaller Municipalities and organizations under their umbrella. So, I think it's at least from that meeting, it sounded like there was some willingness to look at options of complete takeovers, partial takeovers, hosting for us. So, we're continuing those discussions, and we've just provided some information to Bernalillo County. They should get us back, essentially a cost proposal and what that would look like. But there are a number of options on the table, and those discussions are still moving forward.

Linda Jaramillo-County Commissioner: What does it mean partial?

J. Jordan Barela- County Manager: So, for partial, and they've done this with other organizations Commissioner, so a partial would be, we're going to take over your fire services, but not your Sheriff's Office, or Fire and Sheriff, but not Animal Services, or we're going to host, meaning we'll take the calls, we'll send them to your dispatchers. Everything will be built off archived or a complete takeover, which is essentially, staff would come under the fold of Bernalillo County. They would be the primary dispatch for fire, sheriffs, Animal Services, all of those types of things. Essentially, we would be an organization under the umbrella of Bernalillo County, and they would house all the tech and staff and operational components of dispatch.

G. COMMISSIONERS' REPORTS:

1) Commissioner McCall, District 1

Kevin McCall-County Vice Chair: Sounds good. Glad you guys are making some headway on the dispatch director Celine was involved as well. As soon as you know kind of the revenue sources strains that we would lose point and or pass through to whoever takes over the regional reason, regionalization of it, I would like to see and hear that that's my that's my big concern as what revenue sources change, and how do they change so and I knew getting the just The discussion alone with other Counties, we would start figuring that out. When you do give me, a heads up on that. I love seeing the legislative priorities. But there's one I just now that I'm hearing more and more about the rescues and the miles of putting on is foundation of, not a hospital, but a but a triage or some sort of facility out in this

area that would even service east of here, whether it be all the way to client to Santa Rosa, for that matter, but that's something we ought to try to attack during legislative session issues, urgent care I guess that's what you would need for an ambulance or rescue to go to that area, emergency room. That is what we need but that is on the list to talk to our legislators about. But other than that, be careful out there. It is harvesting time. There's a lot of trucks on the road hauling silage and hay and other goods. So be careful and give way to the farmers.

2) Commissioner Schwebach, District 2

Ryan Schwebach-County Chairman:

Absent

3) Commissioner Jaramillo, District 3

Linda Jaramillo-County Commissioner: I attended Mountainair's Town meeting last week, I attended to give support to Chad Hamilton and Mr. Haynes on their asking for money for the wall, the fallen soldier wall, or the memorial wall. Their City Council agreed to give them \$2,500, Moriarty giving \$4,000, CCA giving \$1,500, Estancia \$4,000 and the County matched Moriarty. So, that'll be the \$20,000 but we need to send our \$8,000 as soon as possible. It wasn't in the payables.

Misty Witt-Deputy County Manager: I don't know if they hit the payables or if it was directly after, but we did send that out.

Linda Jaramillo-County Commissioner: Yeah, okay. I didn't see it in the payable and then Estancia needs to send their money and CCA already sent their money, so they're good to go. Then I attended the Economic Development at McCall's. I was so impressed by your place Mr. McCall, I can't imagine how you handle all of that. We talked about economic growth in Torrance and just gave a lot of ideas and entrepreneurship in our County. I attended the EMWT meeting last night. Tomorrow, I'll be attending the Qlaunch Pinto annual meeting at the Manzano Apple Retreat. That's about it for me, answering lots of emails and phone calls.

16. EXECUTIVE SESSION:

- A. Discussion of Threatened of Pending Litigation Pursuant to 10-15-1.H(7):
The Estate of Travis Boawn v. the Board of County Commissioners for the
County of Torrance.

Deferred

17. Announcement of the next Board of County Commissioner’s Meeting:

October 8, 2025 at 9:00AM

18. SIGNING OF OFFICIAL DOCUMENTS

19. ADJOURNED.

Action Taken:

Kevin McCall-County Vice Chair: Motion to adjourn.

Linda Jaramillo-County Commissioner: Seconds the motion.

Roll Call Vote: Linda Jaramillo – County Commissioner: - Yes: Ryan Schwebach
– County Chairman: – Absent: Kevin McCall – County Vice Chairman: - Yes:

MOTION CARRIED

The meeting adjourned at 10:14AM

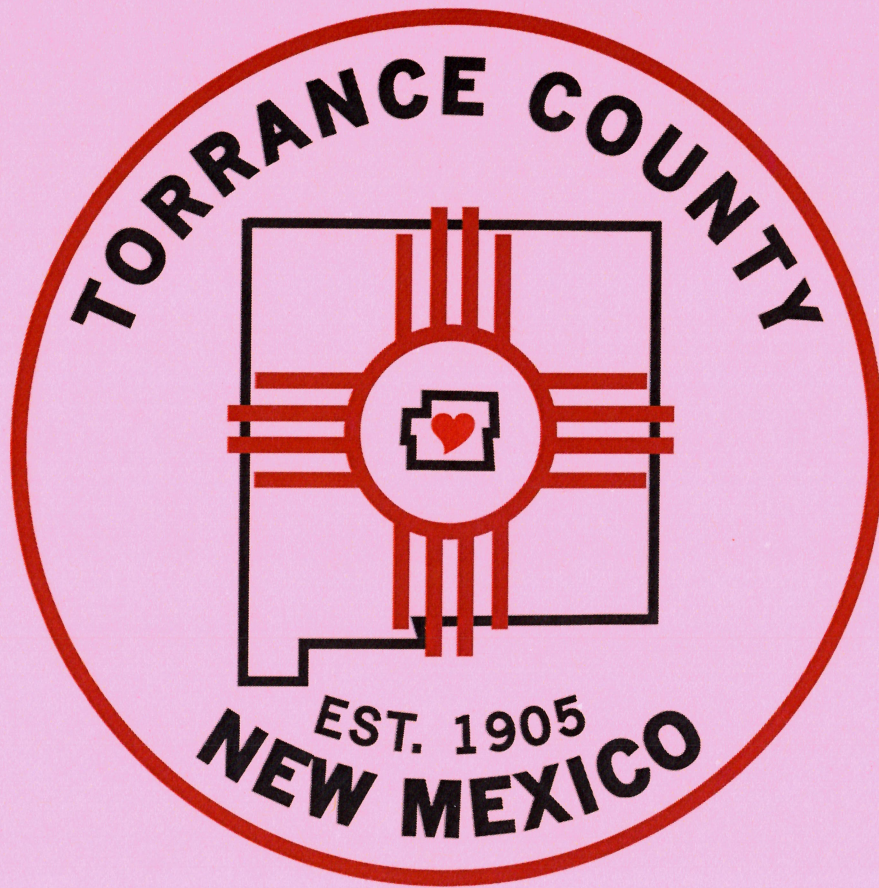
Kevin McCall – Vice-Chairman

Mackenzie Carlson – Admin Assistant

Date

Sylvia Chavez – County Clerk

The video and audio of this meeting are available upon request.



TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

No. 10 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 **October 8, 2025**, and approved the attached check report as presented against the funds of Torrance County in the amount of **\$6,001,985.83**

Kevin McCall, District 1

Ryan Schwebach, District 2

Linda Jaramillo, District 3

Attest:

Sylvia Chavez, 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: 09/18/2025 to 10/01/2025 **Total Payments: 139**

Total Checks: 120 Checks: 134427 to 134548

Voided Checks: 2 Checks: 134429, 134540

Bank Drafts: 8 DFT0001366, DFT0001367, DFT0001368, DFT0001369,
DFT0001370, DFT0001371, DFT0001372, DFT0001373

Electronic Fund Transfers: 9 EFT: 394 TO 402

Total Payments Issued: \$6,001,985.83



Torrance County, NM

Check Report

By Check Number

Date Range: 09/18/2025 - 10/01/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
3537	SED ENTERPRISES INC.	09/18/2025	EFT	0.00	1,003.68	394
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
645494-080525	Invoice	09/18/2025	Fleet Maintenance Management Agreem	0.00	1,003.68	
	401-010-2284		EQUIPMENT LEASES		797.04	
	401-010-2284		EQUIPMENT LEASES		206.64	
418	COLUMBUS BANK AND TRUST	09/23/2025	EFT	0.00	514.30	395
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005376	Invoice	09/22/2025	Flex Plan	0.00	514.30	
	401-000-9001		Payroll Liabilities		514.30	
1232	CORECIVIC INC.	09/23/2025	EFT	0.00	1,006,913.14	396
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
TCDF 062025H	Invoice	09/23/2025	CoreCivic ICE & USMS FY26	0.00	521,431.68	
	825-070-2172		CARE OF INMATES		521,431.68	
TCDF 072025H	Invoice	09/23/2025	CoreCivic ICE & USMS FY26	0.00	470,722.56	
	825-070-2172		CARE OF INMATES		470,722.56	
TCDF 082025T	Invoice	09/23/2025	CoreCivic ICE & USMS FY26	0.00	11,139.84	
	825-070-2172		CARE OF INMATES		11,139.84	
TCDF 082025T-M	Invoice	09/23/2025	CoreCivic ICE & USMS FY26	0.00	3,619.06	
	825-070-2172		CARE OF INMATES		3,619.06	
4832	PRESBYTERIAN HEALTH PLAN	09/23/2025	EFT	0.00	55,490.35	397
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005387	Invoice	09/22/2025	Presbyterian Health Insurance	0.00	51,209.40	
	401-000-9001		Payroll Liabilities		51,209.40	
INV0005388	Invoice	09/22/2025	Presbyterian Health Insurance	0.00	4,280.95	
	401-000-9001		Payroll Liabilities		4,280.95	
VEN01472	PROFESSIONAL FIREFIGHTERS OF TORRANCE CI	09/23/2025	EFT	0.00	184.00	398
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005375	Invoice	09/22/2025	FIRE FIGHTER UNION DUES	0.00	184.00	
	401-000-9001		Payroll Liabilities		184.00	
5189	SUNRISE BANK	09/23/2025	EFT	0.00	1,773.38	399
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005391	Invoice	09/22/2025	Sunrise Loan	0.00	1,773.38	
	401-000-9001		Payroll Liabilities		1,773.38	
1232	CORECIVIC INC.	09/24/2025	EFT	0.00	2,112,027.72	400
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
TCDF 082025 ICE	Invoice	09/23/2025	CoreCivic ICE & USMS FY26	0.00	2,112,027.72	
	825-070-2172		CARE OF INMATES		2,112,027.72	

Check Report

Date Range: 09/18/2025 - 10/01/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
1232	CORECIVIC INC.	09/25/2025	EFT	0.00	2,030,388.25	401
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
TCDF 072025 ICE	Invoice	09/23/2025	CoreCivic ICE & USMS FY26	0.00	2,030,388.25	
	825-070-2172		CARE OF INMATES		2,030,388.25	
			July 2025 ICE Inmate Housing			
1232	CORECIVIC INC.	09/29/2025	EFT	0.00	452,108.20	402
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
TCDF 072025T	Invoice	09/25/2025	CoreCivic ICE & USMS FY26	0.00	16,205.30	
	825-070-2172		CARE OF INMATES		16,205.30	
			July 2025 USMS Inmate Court Tr			
TCDF 072025T-M	Invoice	09/25/2025	CoreCivic ICE & USMS FY26	0.00	32,151.86	
	825-070-2172		CARE OF INMATES		32,151.86	
			July 2025 USMS Inmate Medical			
TCDF 082025H	Invoice	09/25/2025	CoreCivic ICE & USMS FY26	0.00	403,751.04	
	825-070-2172		CARE OF INMATES		403,751.04	
			August 2025 USMS Inmate Hous			
Total EFT:				0.00	5,660,403.02	

Check Report

Date Range: 09/18/2025 - 10/01/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
3207	AIRGAS USA LLC	09/18/2025	Regular	0.00	3,241.80	134427
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
5518295923	Invoice	09/17/2025	Medical Oxygen, Tank Rent, Hazmat Fee, T	0.00	283.31	
	405-091-2230		SUPPLIES - MEDICAL		97.47	
	405-091-2230		SUPPLIES - MEDICAL		20.83	
	405-091-2230		SUPPLIES - MEDICAL		51.25	
	405-091-2230		SUPPLIES - MEDICAL		113.76	
55183975084	Invoice	09/17/2025	Medical Oxygen, Tank Rent, Hazmat Fee, T	0.00	1,322.59	
	408-091-2230		SUPPLIES - MEDICAL		80.72	
	408-091-2230		SUPPLIES - MEDICAL		240.87	
	408-091-2230		SUPPLIES - MEDICAL		899.00	
	408-091-2230		SUPPLIES - MEDICAL		102.00	
5519061794	Invoice	09/17/2025	Medical Oxygen, Tank Rent, Hazmat Fee, T	0.00	1,635.90	
	405-091-2230		SUPPLIES - MEDICAL		324.90	
	405-091-2230		SUPPLIES - MEDICAL		102.00	
	405-091-2230		SUPPLIES - MEDICAL		99.84	
	405-091-2230		SUPPLIES - MEDICAL		1,109.16	
4964	AT & T MOBILITY LLC	09/18/2025	Regular	0.00	9,440.65	134428
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
287289563904x0	Invoice	09/18/2025	COUNTY CELL PHONE USAGE	0.00	9,440.65	
	401-096-2207		TELECOMMUNICATIONS		1,040.74	
	401-096-2207		TELECOMMUNICATIONS		307.92	
	401-096-2207		TELECOMMUNICATIONS		357.66	
	401-096-2207		TELECOMMUNICATIONS		347.64	
	401-096-2207		TELECOMMUNICATIONS		426.86	
	401-096-2207		TELECOMMUNICATIONS		461.78	
	401-096-2207		TELECOMMUNICATIONS		360.23	
	401-096-2207		TELECOMMUNICATIONS		447.50	
	401-096-2207		TELECOMMUNICATIONS		51.32	
	401-096-2207		TELECOMMUNICATIONS		51.32	
	401-096-2207		TELECOMMUNICATIONS		153.96	
	401-096-2207		TELECOMMUNICATIONS		2,971.19	
	401-096-2207		TELECOMMUNICATIONS		247.77	
	401-096-2207		TELECOMMUNICATIONS		564.52	
	407-091-2207		TELECOMMUNICATIONS		53.77	
	408-091-2207		TELECOMMUNICATIONS		40.04	
	413-091-2207		TELECOMMUNICATIONS		580.52	
	416-083-2202		SUPPLIES - VEHICLE FUEL		564.52	
	604-083-2207		TELECOMMUNICATIONS		159.85	
	911-080-2207		TELECOMMUNICATIONS		251.54	
	Void	09/18/2025	Regular	0.00	0.00	134429
5408	BANK OF AMERICA	09/18/2025	Regular	0.00	55.05	134430
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
39Pajarito	Invoice	09/17/2025	39 Pajarito Fire Rehab	0.00	55.05	
	604-083-2248		SUPPLIES - SAFETY		55.05	
5408	BANK OF AMERICA	09/18/2025	Regular	0.00	2,182.19	134431
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV-DF-USA-5365	Invoice	09/18/2025	STARLINK INTERNET KIT - ROADS	0.00	2,182.19	
	402-060-2207		TELECOMMUNICATIONS/I		1,999.00	
	402-060-2207		TELECOMMUNICATIONS/I		133.19	
	402-060-2207		TELECOMMUNICATIONS/I		50.00	

Check Report

Date Range: 09/18/2025 - 10/01/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5538	BOHANNAN HUSTON, INC.	09/18/2025	Regular	0.00	9,801.13	134432
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
000135863	Invoice	09/18/2025	McIntosh Water System Improvements (P	0.00	9,801.13	
	836-045-2805		PHASE II EMWT MCINTOS Conceptual Design		8,886.78	
	836-045-2805		PHASE II EMWT MCINTOS NMGRT		694.39	
	836-045-2805		PHASE II EMWT MCINTOS Project Management		219.96	
106	CENTRAL NM ELECTRIC COOP.	09/18/2025	Regular	0.00	133.78	134433
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
08.2025 29300	Invoice	09/17/2025	Clerk/Elections Electric	0.00	133.78	
	401-021-2208		UTILITIES - ELECTRICITY August		133.78	
106	CENTRAL NM ELECTRIC COOP.	09/18/2025	Regular	0.00	3,803.58	134434
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
08.2025 273000	Invoice	09/17/2025	Admin Electric	0.00	3,803.58	
	401-015-2208		UTILITIES - ELECTRICITY August 3000		3,797.21	
	401-015-2208		UTILITIES - ELECTRICITY August 3700		6.37	
106	CENTRAL NM ELECTRIC COOP.	09/18/2025	Regular	0.00	57.18	134435
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
08.2025 17505	Invoice	09/17/2025	Emergency Mgr Electric	0.00	57.18	
	604-083-2208		UTILITIES - ELECTRICITY August 7505		57.18	
106	CENTRAL NM ELECTRIC COOP.	09/18/2025	Regular	0.00	139.56	134436
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
08.2025 54000	Invoice	09/17/2025	Dist 4 Fire Electric	0.00	139.56	
	409-091-2208		UTILITIES - ELECTRICITY August 2700		81.58	
	409-091-2208		UTILITIES - ELECTRICITY August 4000		57.98	
106	CENTRAL NM ELECTRIC COOP.	09/18/2025	Regular	0.00	89.01	134437
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
08.2025 36000	Invoice	09/17/2025	Dist 1 Fire Electric	0.00	89.01	
	407-091-2208		UTILITIES - ELECTRICITY August 6000		41.88	
	407-091-2208		UTILITIES - ELECTRICITY August 5100		25.38	
	407-091-2208		UTILITIES - ELECTRICITY August 25100		21.75	
106	CENTRAL NM ELECTRIC COOP.	09/18/2025	Regular	0.00	210.08	134438
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
08.2025 33806	Invoice	09/17/2025	Road Electric	0.00	210.08	
	402-060-2208		UTILITIES - ELECTRICITY August		210.08	
106	CENTRAL NM ELECTRIC COOP.	09/18/2025	Regular	0.00	694.55	134439
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
08.2025 36900	Invoice	09/17/2025	Fairgrounds Electric	0.00	694.55	
	401-053-2208		UTILITIES - ELECTRICITY August 4700		133.90	
	401-053-2208		UTILITIES - ELECTRICITY August 1500		153.95	
	401-053-2208		UTILITIES - ELECTRICITY August 2300		72.26	
	401-053-2208		UTILITIES - ELECTRICITY August 2200		35.96	
	401-053-2208		UTILITIES - ELECTRICITY August 6900		298.48	
106	CENTRAL NM ELECTRIC COOP.	09/18/2025	Regular	0.00	346.38	134440

Check Report

Date Range: 09/18/2025 - 10/01/2025

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		
08.2025 92801	Invoice 401-024-2208	09/17/2025	Health Dept Electric UTILITIES - ELECTRICITY August	0.00	346.38 346.38	
106	CENTRAL NM ELECTRIC COOP.	09/18/2025	Regular	0.00	2,996.74	134441
08.2025 79001	Invoice 401-016-2208	09/17/2025	Judicial Electric UTILITIES - ELECTRICITY August	0.00	2,996.74 2,996.74	
106	CENTRAL NM ELECTRIC COOP.	09/18/2025	Regular	0.00	574.09	134442
08.2025 103300	Invoice 405-091-2208 405-091-2208 405-091-2208	09/17/2025	Dist 5 Fire Electric UTILITIES - ELECTRICITY August 11701 UTILITIES - ELECTRICITY August 03200 UTILITIES - ELECTRICITY August 03300	0.00	574.09 333.53 212.21 28.35	
106	CENTRAL NM ELECTRIC COOP.	09/18/2025	Regular	0.00	327.75	134443
08.2025 74400	Invoice 408-091-2208 408-091-2208 408-091-2208	09/17/2025	Dist 3 Fire Electric UTILITIES - ELECTRICITY August 88700 UTILITIES - ELECTRICITY August 15100 UTILITIES - ELECTRICITY August 74400	0.00	327.75 102.83 201.45 23.47	
106	CENTRAL NM ELECTRIC COOP.	09/18/2025	Regular	0.00	59.38	134444
08.2025 104503	Invoice 604-083-2208	09/17/2025	Emergency Mgr Electric UTILITIES - ELECTRICITY August 4503	0.00	59.38 59.38	
106	CENTRAL NM ELECTRIC COOP.	09/18/2025	Regular	0.00	39.23	134445
08.2025 58001	Invoice 401-089-2208	09/17/2025	McIntosh Sr Center Electric UTILITIES - ELECTRICITY August	0.00	39.23 39.23	
4705	DOUBLE H AUTO	09/18/2025	Regular	0.00	65.00	134446
91572	Invoice 401-015-2238	09/15/2025	Wheels and tires for the riding lawmow MAINTENANCE & REPAIR Wheels and tires for the riding l	0.00	65.00 65.00	
2554	EPCOR USA, INC.	09/18/2025	Regular	0.00	125.24	134447
08.2025 0739014	Invoice 406-091-2210	09/17/2025	Monthly Water Dist 2 UTILITIES - WATER August	0.00	125.24 125.24	
214	Hart's Trustworthy Hardware	09/18/2025	Regular	0.00	55.08	134448
A164359	Invoice 401-016-2215	09/15/2025	Clear Caulking to seal the Class Block Wall MAINTENANCE & REPAIR Clear ACRYL Caulk 10oz	0.00	55.08 55.08	
214	Hart's Trustworthy Hardware	09/18/2025	Regular	0.00	82.08	134449

Check Report

Date Range: 09/18/2025 - 10/01/2025

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		
A164358	Invoice	09/15/2025	27511 HD MAX Construction Adhesive/Ca	0.00	82.08	
	401-015-2215		MAINTENANCE & REPAIR Caulk ACRY W/SILI WHITE		41.04	
	401-015-2215		MAINTENANCE & REPAIR 27511 HD MAX Construction Ad		41.04	
3929	HENRY SCHEIN, INC.	09/18/2025	Regular	0.00	421.48	134450
46263238	Invoice	09/17/2025	FY26 Open PO for EMS Supplies/Equipme	0.00	317.52	
	416-083-2230		SUPPLIES - MEDICAL Wipes Disinfect Oxivir TB Wipes		317.52	
46614456	Invoice	09/17/2025	FY26 Open PO for EMS Supplies/Equipme	0.00	103.96	
	416-083-2230		SUPPLIES - MEDICAL Fentanyl Citrate Inj SDV 2mL 50		103.96	
4846	HORIZONS OF NEW MEXICO	09/18/2025	Regular	0.00	29.24	134451
SINV047255	Invoice	09/17/2025	Shredding Services	0.00	29.24	
	612-020-2271		CONTRACT - OTHER SERV Shredding FY2026		29.24	
129	MORIARTY, CITY OF	09/18/2025	Regular	0.00	8,000.00	134452
7.23.25	Invoice	09/18/2025	TC CONTRIBUTION VETERANS MEMORIAL	0.00	8,000.00	
	620-094-2271		CONTRACT - OTHER SERV TC CONTRIBUTION VETERANS		8,000.00	
4464	NM APPARATUS LLC	09/18/2025	Regular	0.00	201.16	134453
2135	Invoice	09/17/2025	Rescue 12 radio repair	0.00	201.16	
	416-083-2201		MAINTENANCE & REPAIR Parts		12.33	
	416-083-2201		MAINTENANCE & REPAIR Shop Supplies		11.55	
	416-083-2201		MAINTENANCE & REPAIR Labor Fleet		165.00	
	416-083-2201		MAINTENANCE & REPAIR Sales tax		12.28	
4464	NM APPARATUS LLC	09/18/2025	Regular	0.00	94.02	134454
2134	Invoice	09/17/2025	Tire Repair Tender 61	0.00	94.02	
	418-091-2201		MAINTENANCE & REPAIR Sales Tax		5.74	
	418-091-2201		MAINTENANCE & REPAIR Labor Fleet		82.50	
	418-091-2201		MAINTENANCE & REPAIR Shop Supplies		5.78	
3978	STAPLES BUSINESS ADVANTAGE	09/18/2025	Regular	0.00	11.34	134455
6040819022	Invoice	09/17/2025	Hygiene supplies for vehicles	0.00	11.34	
	605-002-2219		SUPPLIES - GENERAL OFFI Hand Sanitizer		11.34	
3978	STAPLES BUSINESS ADVANTAGE	09/18/2025	Regular	0.00	21.69	134456
6040819025	Invoice	09/17/2025	Hygiene supplies for vehicles	0.00	21.69	
	605-002-2219		SUPPLIES - GENERAL OFFI Bloodborne Pathogen Spill Kit		21.69	
3978	STAPLES BUSINESS ADVANTAGE	09/18/2025	Regular	0.00	28.58	134457

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Date Range: 09/18/2025 - 10/01/2025

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		
6041684539	Invoice	09/17/2025	Hygiene supplies for vehicles	0.00	28.58	
	605-002-2219		SUPPLIES - GENERAL OFFI		12.88	
	605-002-2219		SUPPLIES - GENERAL OFFI		15.70	
4312	Universal Waste Systems Inc	09/18/2025	Regular	0.00	696.06	134458
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
0003896432	Invoice	09/17/2025	Dispatch Waste Removal	0.00	696.06	
	911-080-2210		UTILITIES - WATER		696.06	
			Q1 Waste Disposal			
423	ADVANCED COMMUNICATIONS &	09/23/2025	Regular	0.00	146.25	134459
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
22880-00	Invoice	09/22/2025	12V CAR ADAPTER, WIRED 14 FT	0.00	146.25	
	401-050-2222		SUPPLIES - FIELD SUPPLIE		-11.25	
	401-050-2222		SUPPLIES - FIELD SUPPLIE		112.50	
	401-050-2222		SUPPLIES - FIELD SUPPLIE		45.00	
419	AFLAC	09/23/2025	Regular	0.00	2,063.97	134460
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0005328	Invoice	09/11/2025	Aflac	0.00	720.20	
	401-000-9001		Payroll Liabilities		720.20	
INV0005329	Invoice	09/11/2025	Aflac	0.00	331.61	
	401-000-9001		Payroll Liabilities		331.61	
INV0005367	Invoice	09/22/2025	Aflac	0.00	692.51	
	401-000-9001		Payroll Liabilities		692.51	
INV0005368	Invoice	09/22/2025	Aflac	0.00	319.65	
	401-000-9001		Payroll Liabilities		319.65	
5450	AMAZON BUSINESS	09/23/2025	Regular	0.00	186.09	134461
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
1Q6C-K1KK-7FC3	Invoice	09/18/2025	Election Ballot Marking Pens	0.00	186.09	
	401-021-2219		SUPPLIES - GENERAL OFFI		80.70	
	401-021-2219		SUPPLIES - GENERAL OFFI		105.39	
106	CENTRAL NM ELECTRIC COOP.	09/23/2025	Regular	0.00	389.18	134462
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
08.2025 07901	Invoice	09/22/2025	Mountainair Sr Center Electric	0.00	389.18	
	401-027-2208		UTILITIES - ELECTRICITY		389.18	
106	CENTRAL NM ELECTRIC COOP.	09/23/2025	Regular	0.00	358.09	134463
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
08.2025 09702	Invoice	09/22/2025	Estancia Sr Center Electric	0.00	358.09	
	401-036-2208		UTILITIES - ELECTRICITY		358.09	
270	COLONIAL LIFE	09/23/2025	Regular	0.00	926.56	134464
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0005332	Invoice	09/11/2025	Colonial	0.00	269.57	
	401-000-9001		Payroll Liabilities		269.57	
INV0005333	Invoice	09/11/2025	Colonial Post tax	0.00	193.71	
	401-000-9001		Payroll Liabilities		193.71	
INV0005371	Invoice	09/22/2025	Colonial	0.00	269.57	

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Date Range: 09/18/2025 - 10/01/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	401-000-9001		Payroll Liabilities		269.57	
INV0005372	Invoice	09/22/2025	Colonial Post tax	0.00	193.71	
	401-000-9001		Payroll Liabilities		193.71	
5416	CRYSTAL SPRINGS BOTTLED WATER	09/23/2025	Regular	0.00	16.50	134465
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
9357844	Invoice	09/18/2025	Crystal Springs	0.00	16.50	
	911-080-2219		SUPPLIES - GENERAL OFFI		16.50	
5416	CRYSTAL SPRINGS BOTTLED WATER	09/23/2025	Regular	0.00	16.50	134466
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
9355641	Invoice	09/18/2025	Crystal Springs	0.00	16.50	
	911-080-2219		SUPPLIES - GENERAL OFFI		16.50	
VEN01187	Dearborn Life Insurance Company	09/23/2025	Regular	0.00	1,025.70	134467
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
CM0000226	Credit Memo	09/04/2025	VISION INSURANCE	0.00	-5.98	
	401-000-9001		Payroll Liabilities		-5.98	
INV0005307	Invoice	09/04/2025	VISION INSURANCE	0.00	5.98	
	401-000-9001		Payroll Liabilities		5.98	
INV0005330	Invoice	09/11/2025	VISION INSURANCE	0.00	475.57	
	401-000-9001		Payroll Liabilities		475.57	
INV0005331	Invoice	09/11/2025	VISION POST TAX	0.00	37.28	
	401-000-9001		Payroll Liabilities		37.28	
INV0005369	Invoice	09/22/2025	VISION INSURANCE	0.00	475.57	
	401-000-9001		Payroll Liabilities		475.57	
INV0005370	Invoice	09/22/2025	VISION POST TAX	0.00	37.28	
	401-000-9001		Payroll Liabilities		37.28	
4834	DELTA DENTAL OF NEW MEXICO INC	09/23/2025	Regular	0.00	5,712.76	134468
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
CM0000227	Credit Memo	09/04/2025	Dental Insurance	0.00	-28.34	
	401-000-9001		Payroll Liabilities		-28.34	
INV0005308	Invoice	09/04/2025	Dental Insurance	0.00	28.34	
	401-000-9001		Payroll Liabilities		28.34	
INV0005334	Invoice	09/11/2025	Dental Insurance	0.00	2,561.73	
	401-000-9001		Payroll Liabilities		2,561.73	
INV0005335	Invoice	09/11/2025	Dental Insurance	0.00	294.65	
	401-000-9001		Payroll Liabilities		294.65	
INV0005373	Invoice	09/22/2025	Dental Insurance	0.00	2,561.73	
	401-000-9001		Payroll Liabilities		2,561.73	
INV0005374	Invoice	09/22/2025	Dental Insurance	0.00	294.65	
	401-000-9001		Payroll Liabilities		294.65	
1705	DOUBLE H AUTO	09/23/2025	Regular	0.00	37.99	134469
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number		Account Name		Distribution Amount	
091641	Invoice	09/22/2025	Parts for Road Fleet	0.00	37.99	
	402-060-2201		MAINTENANCE & REPAIR		37.99	
019	GLOBE LIFE & ACCIDENT INSURANCE	09/23/2025	Regular	0.00	163.00	134470

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Date Range: 09/18/2025 - 10/01/2025

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		
INV0005377	Invoice 401-000-9001	09/22/2025	Globe Life Insurance Payroll Liabilities	0.00	163.00	
214	Hart's Trustworthy Hardware	09/23/2025	Regular	0.00	170.00	134471
A164657	Invoice 401-087-2215	09/22/2025	SS SGL Faucet MAINTENANCE & REPAIR	0.00	170.00	
VEN01427	HAYLEY BETH ENCINIAS	09/23/2025	Regular	0.00	1,079.38	134472
109	Invoice 412-053-2271	09/18/2025	TC FAIR BOARD ADMINISTRATIVE ASSISTA CONTRACT - OTHER SERV	0.00	539.69	
110	Invoice 412-053-2271	09/18/2025	TC FAIR BOARD ADMINISTRATIVE ASSISTA CONTRACT - OTHER SERV	0.00	539.69	
4846	HORIZONS OF NEW MEXICO	09/23/2025	Regular	0.00	29.24	134473
SINV047280	Invoice 401-030-2271	09/17/2025	Shredding Services CONTRACT - OTHER SERV	0.00	29.24	
4846	HORIZONS OF NEW MEXICO	09/23/2025	Regular	0.00	29.24	134474
SINV047294	Invoice 401-055-2271	09/17/2025	Shredding Services OTHER SERVICES	0.00	29.24	
4846	HORIZONS OF NEW MEXICO	09/23/2025	Regular	0.00	29.24	134475
SINV047310	Invoice 911-080-2271	09/17/2025	Shredding Services CONTRACTS OTHER SERVI	0.00	29.24	
4846	HORIZONS OF NEW MEXICO	09/23/2025	Regular	0.00	58.46	134476
SINV047299	Invoice 401-050-2271	09/17/2025	Shredding Services OTHER SERVICES	0.00	58.46	
1846	HORIZONS OF NEW MEXICO	09/23/2025	Regular	0.00	29.24	134477
SINV047311	Invoice 401-010-2271	09/17/2025	SHREDDING SERVICES CONTRACT-OTHER SERVI	0.00	29.24	
1846	HORIZONS OF NEW MEXICO	09/23/2025	Regular	0.00	28.38	134478
SINV046349	Invoice 401-010-2271	09/17/2025	SHREDDING SERVICES CONTRACT-OTHER SERVI	0.00	28.38	
EN01510	INCLUSION SOLUTIONS, LLC	09/23/2025	Regular	0.00	4,929.51	134479

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Date Range: 09/18/2025 - 10/01/2025

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		
152520	Invoice	09/18/2025	Franklin 4 Station Voting Booths	0.00	4,929.51	
	640-021-2226	ELECTION COSTS	Franklin 4 Station Voting Booths		3,996.00	
	640-021-2226	ELECTION COSTS	Taffir On Product		933.51	
4339	LIBERTY NATIONAL LIFE INSURANCE	09/23/2025	Regular	0.00	1,487.25	134480
INV0005379	Invoice	09/22/2025	Liberty Life Insurance	0.00	1,102.21	
	401-000-9001	Payroll Liabilities	Liberty Life Insurance		1,102.21	
INV0005380	Invoice	09/22/2025	Liberty Life Insurance	0.00	379.84	
	401-000-9001	Payroll Liabilities	Liberty Life Insurance		379.84	
INV0005381	Invoice	09/22/2025	Liberty Life Insurance	0.00	5.20	
	401-000-9001	Payroll Liabilities	Liberty Life Insurance		5.20	
VEN01183	Metropolitan Life Insurance Company	09/23/2025	Regular	0.00	2,797.46	134481
CM0000228	Credit Memo	09/04/2025	MET LIFE LTD	0.00	-4.86	
	401-000-9001	Payroll Liabilities	METLIFE DISABILITY		-4.86	
CM0000229	Credit Memo	09/04/2025	Metlife employer	0.00	-4.35	
	401-000-9001	Payroll Liabilities	Metlife employer life and accide		-4.35	
INV0005309	Invoice	09/04/2025	MET LIFE LTD	0.00	4.86	
	401-000-9001	Payroll Liabilities	METLIFE DISABILITY		4.86	
INV0005310	Invoice	09/04/2025	Metlife employer	0.00	4.35	
	401-000-9001	Payroll Liabilities	Metlife employer life and accide		4.35	
INV0005343	Invoice	09/11/2025	MET LIFE LTD	0.00	785.60	
	401-000-9001	Payroll Liabilities	METLIFE DISABILITY		785.60	
INV0005344	Invoice	09/11/2025	Metlife employer	0.00	605.68	
	401-000-9001	Payroll Liabilities	Metlife employer life and accide		605.68	
INV0005345	Invoice	09/11/2025	Metropolitan Supplemental Life	0.00	6.36	
	401-000-9001	Payroll Liabilities	Metropolitan Supplemental Pos		6.36	
INV0005382	Invoice	09/22/2025	MET LIFE LTD	0.00	785.60	
	401-000-9001	Payroll Liabilities	METLIFE DISABILITY		785.60	
INV0005383	Invoice	09/22/2025	Metlife employer	0.00	607.86	
	401-000-9001	Payroll Liabilities	Metlife employer life and accide		607.86	
INV0005384	Invoice	09/22/2025	Metropolitan Supplemental Life	0.00	6.36	
	401-000-9001	Payroll Liabilities	Metropolitan Supplemental Pos		6.36	
4987	NEW YORK LIFE	09/23/2025	Regular	0.00	134.34	134482
INV0005347	Invoice	09/11/2025	New York Life Insurance	0.00	67.17	
	401-000-9001	Payroll Liabilities	New York Life Insurance		67.17	
INV0005386	Invoice	09/22/2025	New York Life Insurance	0.00	67.17	
	401-000-9001	Payroll Liabilities	New York Life Insurance		67.17	
25	NM COUNTY INSURANCE AUTHORITY	09/23/2025	Regular	0.00	50,000.00	134483
LE-00206	Invoice	09/23/2025	Law Enforcement Insurance	0.00	50,000.00	
	401-050-2212	OTHER INSURANCE PREM	Law Enforcement Insurance Ded		50,000.00	
310	NM DWI COORDINATORS AFFILIATE	09/23/2025	Regular	0.00	150.00	134484

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Date Range: 09/18/2025 - 10/01/2025

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		
Torrance 25-26	Invoice	09/17/2025	DWI Coordinator's affiliate membership a	0.00	150.00	
	605-002-2269		SUBSCRIPTIONS & DUES		150.00	
1096	NM RETIREE HEALTH-CARE AUTHORI	09/23/2025	Regular	0.00	7,547.84	134485
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0005389	Invoice	09/22/2025	Retiree Health Care	0.00	7,547.84	
	401-000-9001		Payroll Liabilities		7,547.84	
61	NMAAO	09/23/2025	Regular	0.00	600.00	134486
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
26-00628	Invoice	09/17/2025	ASSESSORS FALL CONFERENCE	0.00	300.00	
	401-040-2266		EMPLOYEE TRAINING		300.00	
26-00629	Invoice	09/17/2025	ASSESSOR'S AFFILIATE FALL CONFERENCE	0.00	300.00	
	401-040-2266		EMPLOYEE TRAINING		300.00	
2021	PRE-PAID LEGAL SERVICES, INC	09/23/2025	Regular	0.00	502.46	134487
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0005339	Invoice	09/11/2025	Legal Shield	0.00	251.23	
	401-000-9001		Payroll Liabilities		251.23	
INV0005378	Invoice	09/22/2025	Legal Shield	0.00	251.23	
	401-000-9001		Payroll Liabilities		251.23	
VEN01112	QUICK MED CLAIMS LLC	09/23/2025	Regular	0.00	315.39	134488
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV43706	Invoice	09/17/2025	Medical Billing Services Open PO for FY26	0.00	315.39	
	416-083-2271		CONTRACT - OTHER SERV		315.39	
VEN01463	STATE OF NEW MEXICO CHILD SUPPORT STATE	09/23/2025	Regular	0.00	218.77	134489
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0005390	Invoice	09/22/2025	Child Suppot	0.00	218.77	
	401-000-9001		Payroll Liabilities		218.77	
1335	TORRANCE COUNTY	09/23/2025	Regular	0.00	174.81	134490
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0005392	Invoice	09/22/2025	Torrance County Property Tax	0.00	174.81	
	401-000-9001		Payroll Liabilities		174.81	
5414	TX CHILD SUPPORT SDU	09/23/2025	Regular	0.00	249.69	134491
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0005396	Invoice	09/22/2025	TX SDU CHILD SUPPORT	0.00	249.69	
	401-000-9001		Payroll Liabilities		249.69	
1787	WASHINGTON NATIONAL INSURANCE CO	09/23/2025	Regular	0.00	27.70	134492
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
INV0005355	Invoice	09/11/2025	Washington National Life	0.00	13.85	
	401-000-9001		Payroll Liabilities		13.85	
INV0005394	Invoice	09/22/2025	Washington National Life	0.00	13.85	
	401-000-9001		Payroll Liabilities		13.85	
25	TORRANCE COUNTY FAIR HERITAGE ASSOCIATI	09/23/2025	Regular	0.00	15,000.00	134493

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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		
185796	Invoice	09/23/2025	REFUND OF DONATION FROM CNMEC DE	0.00	15,000.00	
	412-053-2249		ANIMAL SALES AT COUNT		15,000.00	
		09/24/2025	Regular	0.00	538.13	134494
VENO1230	CTRL-P Inc	09/24/2025	Regular	0.00	538.13	134494
15153	Invoice	09/24/2025	REPLACEMENT CHECK FOR CK#134006 RE	0.00	538.13	
	605-002-2221		PRINTING/PUBLISHING/A		538.13	
		09/24/2025	Regular	0.00	355.28	134495
4705	DOUBLE H AUTO	09/24/2025	Regular	0.00	355.28	134495
091610	Invoice	09/16/2025	Parts for Road Fleet	0.00	355.28	
	402-060-2201		MAINTENANCE & REPAIR		355.28	
		09/25/2025	Regular	0.00	607.50	134496
5102	ALLEN, MICHAELA	09/25/2025	Regular	0.00	607.50	134496
3374	Invoice	09/22/2025	Embroidery of Uniform Shirts	0.00	607.50	
	401-050-2236		SUPPLIES - UNIFORMS		225.00	
	401-050-2236		SUPPLIES - UNIFORMS		382.50	
		09/25/2025	Regular	0.00	811.25	134497
5450	AMAZON BUSINESS	09/25/2025	Regular	0.00	811.25	134497
1RV3-QX6F-CXPR	Invoice	09/22/2025	Office, kennel, and cleaning suppliles for	0.00	811.25	
	401-082-2219		SUPPLIES - GENERAL OFFI		45.99	
	401-082-2219		SUPPLIES - GENERAL OFFI		3.99	
	401-082-2219		SUPPLIES - GENERAL OFFI		9.95	
	401-082-2219		SUPPLIES - GENERAL OFFI		22.59	
	401-082-2220		SUPPLIES - CLEANING		119.31	
	401-082-2223		SUPPLIES - KENNEL		13.93	
	401-082-2223		SUPPLIES - KENNEL		57.33	
	401-082-2223		SUPPLIES - KENNEL		238.48	
	401-082-2223		SUPPLIES - KENNEL		106.84	
	401-082-2223		SUPPLIES - KENNEL		192.84	
		09/25/2025	Regular	0.00	265.00	134498
4975	AMERICAN SOLUTIONS FOR BUSINESS	09/25/2025	Regular	0.00	265.00	134498
INV 08361693	Invoice	09/22/2025	Crash Report	0.00	265.00	
	401-050-2222		SUPPLIES - FIELD SUPPLIE		265.00	
		09/25/2025	Regular	0.00	1,384.00	134499
4975	AMERICAN SOLUTIONS FOR BUSINESS	09/25/2025	Regular	0.00	1,384.00	134499
INV08322455	Invoice	09/22/2025	Tow Books	0.00	1,384.00	
	401-050-2222		SUPPLIES - FIELD SUPPLIE		1,384.00	
		09/25/2025	Regular	0.00	210.00	134500
1975	AMERICAN SOLUTIONS FOR BUSINESS	09/25/2025	Regular	0.00	210.00	134500
INV08361692	Invoice	09/22/2025	Crash Diagram Template	0.00	210.00	
	401-050-2222		SUPPLIES - FIELD SUPPLIE		210.00	
		09/25/2025	Regular	0.00	2,695.00	134501
795	ARTESIA FIRE EQUIPMENT INC	09/25/2025	Regular	0.00	2,695.00	134501

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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		
84406	Invoice 405-091-2248	09/22/2025	Bauer MNR0062 Display Program SUPPLIES - SAFETY Bauer MNRO062 Display Progra	0.00	2,695.00	
5408	BANK OF AMERICA	09/25/2025	Regular	0.00	383.78	134502
H2O cooler 9 202	Invoice 401-082-2219 401-082-2219 401-082-2219	09/22/2025	Water cooler and bottle stand SUPPLIES - GENERAL OFFI Bottle stand SUPPLIES - GENERAL OFFI Protection plan for cooler SUPPLIES - GENERAL OFFI Water cooler and bottle stand	0.00	383.78 53.94 45.00 284.84	
5408	BANK OF AMERICA	09/25/2025	Regular	0.00	115.78	134503
BOFA 7.1.25	Invoice 401-055-2271 401-055-2271	09/25/2025	BOF A FEES OTHER SERVICES BOF A FEES OTHER SERVICES BOF A FEES	0.00	115.78 39.00 76.78	
VEN01481	C. SPECIALTIES, INC.	09/25/2025	Regular	0.00	293.62	134504
19145	Invoice 401-082-2223 401-082-2223 401-082-2223 401-082-2223	09/22/2025	Kennel and field supplies for department SUPPLIES - KENNEL 6qt flat sided buckets SUPPLIES - KENNEL 2qt flat sided buckets SUPPLIES - KENNEL 4qt flat sided buckets SUPPLIES - KENNEL 1qt flat sided buckets	0.00	293.62 128.02 47.80 86.60 31.20	
106	CENTRAL NM ELECTRIC COOP.	09/25/2025	Regular	0.00	317.07	134505
08.2025 21201	Invoice 401-037-2208	09/24/2025	Moriarty Sr Center Electric UTILITIES - ELECTRICITY August	0.00	317.07 317.07	
1862	GALLS LLC	09/25/2025	Regular	0.00	612.00	134506
032441746	Invoice 401-050-2236 401-050-2236 401-050-2236 401-050-2236 401-050-2236	09/22/2025	Tactical Pants - 34 X 32 SUPPLIES - UNIFORMS Tactical Pants - 34 X 32 SUPPLIES - UNIFORMS Tactical Pants - 32 X 34 SUPPLIES - UNIFORMS SHIPPING SUPPLIES - UNIFORMS TAC Force Mesh Polo - Black Sm SUPPLIES - UNIFORMS TAC Force Mesh Polo - Black ME	0.00	612.00 140.00 210.00 10.00 180.00 72.00	
214	Hart's Trustworthy Hardware	09/25/2025	Regular	0.00	120.00	134507
B616636	Invoice 401-087-2215	09/22/2025	Ceiling tiles for Esperanza Medical Center MAINTENANCE & REPAIR R2310/290 SE Ceiling INGPNL.2	0.00	120.00 120.00	
5104	JONES & BARTLETT LEARNING, LLC	09/25/2025	Regular	0.00	504.99	134508
1186271	Invoice 416-083-2266 416-083-2266 416-083-2266	09/22/2025	HAZMAT books/online access EMPLOYEE TRAINING HAZMAT BOOKS 25% DISCOUNT EMPLOYEE TRAINING SHIPPING EMPLOYEE TRAINING HAZMAT BOOKS	0.00	504.99 -161.93 19.22 647.70	
222	LA MERCED DE PUEBLO DE TAJIQUE	09/25/2025	Regular	0.00	700.00	134509

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Date Range: 09/18/2025 - 10/01/2025

Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
2025-6	Invoice	09/25/2025	TAJIQUE TRANSFER STATION	0.00	300.00	
	401-005-2204		RENT OF LAND/BUILDING		300.00	
2025-9	Invoice	09/23/2025	Tajique Transfer Station	0.00	400.00	
	401-005-2204		RENT OF LAND/BUILDING		400.00	
3884	NM BOARD OF VETERINARY MEDICINE	09/25/2025	Regular	0.00	50.00	134510
Bohannon EUT-0	401-082-2269	09/22/2025	Euth tech license renewal for Topanga Bo	0.00	50.00	
			SUBSCRIPTIONS & DUES		50.00	
1449	P & M SIGNS INC	09/25/2025	Regular	0.00	4,613.84	134511
9530	402-060-2242	09/22/2025	Men at work signs and stands	0.00	4,613.84	
			SUPPLIES - SIGNS		4,613.84	
3859	PRUDENTIAL OVERALL SUPPLY	09/25/2025	Regular	0.00	107.21	134512
450772224	401-016-2220	09/25/2025	JUDICIAL CUSTODIAL SUPPLIES RENTAL	0.00	107.21	
	401-016-2220		SUPPLIES - CLEANING		0.20	
	401-016-2220		SUPPLIES - CLEANING		0.50	
	401-016-2220		SUPPLIES - CLEANING		6.26	
	401-016-2220		SUPPLIES - CLEANING		11.90	
	401-016-2220		SUPPLIES - CLEANING		57.68	
	401-016-2220		SUPPLIES - CLEANING		0.50	
	401-016-2220		SUPPLIES - CLEANING		13.45	
	401-016-2220		SUPPLIES - CLEANING		1.65	
	401-016-2220		SUPPLIES - CLEANING		15.07	
VEN01112	QUICK MED CLAIMS LLC	09/25/2025	Regular	0.00	551.05	134513
INV43390	416-083-2271	09/22/2025	Medical Billing Services Open PO for FY26	0.00	551.05	
			CONTRACT - OTHER SERV		551.05	
107	QWEST CORPORATION	09/25/2025	Regular	0.00	162.60	134514
08.2026 52762	401-096-2207	09/22/2025	Facilities Qwest	0.00	162.60	
			TELECOMMUNICATIONS		162.60	
5605	TRANSWORLD NETWORK CORP.	09/25/2025	Regular	0.00	171.80	134515
16173373-0619	418-091-2207	09/25/2025	INTERNET SERVICE FOR 702 DUNLAVY	0.00	85.90	
			TELECOMMUNICATIONS		85.90	
16197607-0622	418-091-2207	09/25/2025	INTERNET SERVICE FOR 702 DUNLAVY	0.00	85.90	
			TELECOMMUNICATIONS		85.90	
4376	WAGEWORKS	09/25/2025	Regular	0.00	143.50	134516
INV8264141	401-014-2272	09/24/2025	Health Benefits	0.00	143.50	
			CONTRACT - PROFESSION		143.50	
EN01253	WILSON & COMPANY, INC	09/25/2025	Regular	0.00	10,126.96	134517

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Date Range: 09/18/2025 - 10/01/2025

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		
140273	Invoice	09/23/2025	TMDWA Study Contract- ARPA	0.00	4,424.03	
	836-045-2817		ENGINEERING DESIGN & Project Management		838.88	
	836-045-2817		ENGINEERING DESIGN & NM GRT		313.43	
	836-045-2817		ENGINEERING DESIGN & Pre-Engineering		3,271.72	
140729	Invoice	09/23/2025	TMDWA Study Contract- ARPA	0.00	5,702.93	
	836-045-2817		ENGINEERING DESIGN & Pre-Engineering		2,501.91	
	836-045-2817		ENGINEERING DESIGN & Plan Development		2,796.98	
	836-045-2817		ENGINEERING DESIGN & NM GRT		404.04	
3823	WITMER PUBLIC SAFETY GROUP	09/25/2025	Regular	0.00	1,456.92	134518
INV745300	Invoice	09/22/2025	Thermal Cameras and Lanyards	0.00	131.62	
	408-091-2248		SUPPLIES - SAFETY Freight		20.62	
	408-091-2248		SUPPLIES - SAFETY Retractable Lanyards		111.00	
INV747809	Invoice	09/22/2025	Thermal Cameras and Lanyards	0.00	1,325.30	
	408-091-2248		SUPPLIES - SAFETY Thermal Cameras		1,325.30	
51	ESTANCIA, TOWN OF	09/29/2025	Regular	0.00	302.90	134519
08.2025 263.01	Invoice	09/29/2025	Facilities Monthly Water	0.00	302.90	
	401-015-2210		UTILITIES - WATER August		302.90	
5450	AMAZON BUSINESS	10/01/2025	Regular	0.00	15.47	134520
IT7P-DFHV-99QL	Invoice	09/29/2025	Gauze-Sponges Safety CPR class material	0.00	15.47	
	600-006-2248		SUPPLIES - SAFETY Gauze-Sponges Safety CPR class		8.48	
	600-006-2248		SUPPLIES - SAFETY Shipping		6.99	
859	BOUND TREE MEDICAL, LLC	10/01/2025	Regular	0.00	29.80	134521
85921910	Invoice	09/24/2025	EMS Supplies/Equipment/Medications FY	0.00	29.80	
	416-083-2230		SUPPLIES - MEDICAL Curaplex Endotracheal Tube 6.5		29.80	
106	CENTRAL NM ELECTRIC COOP.	10/01/2025	Regular	0.00	1,652.05	134522
08.2025 281300	Invoice	09/29/2025	Dispatch Electric	0.00	1,652.05	
	413-091-2208		UTILITIES - ELECTRICITY Fire August		550.69	
	911-080-2208		UTILITIES - ELECTRICITY August 5500		57.63	
	911-080-2208		UTILITIES - ELECTRICITY August 1500		867.91	
	911-080-2208		UTILITIES - ELECTRICITY August 1300		175.82	
VENO1516	CHANDA MONK	10/01/2025	Regular	0.00	308.00	134523
NMAC RETREAT	Invoice	10/01/2025	TRAVEL TO RUIDOSO NM NMAC HUMAN	0.00	308.00	
	401-014-2205		TRAVEL - EMPLOYEES TRAVEL TO RUIDOSO NM NMAC		308.00	
/ENO1429	CXC SOLUTIONS	10/01/2025	Regular	0.00	512.00	134524
CXC3733	Invoice	09/23/2025	ACA Reporting - 2022	0.00	276.00	
	401-014-2272		CONTRACT - PROFESSION ACA Reporting - 2022		276.00	
CXC3734	Invoice	09/23/2025	ACA Reporting - 2023	0.00	236.00	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
	401-014-2272	CONTRACT - PROFESSION	ACA Reporting - 2023		236.00	
4705	DOUBLE H AUTO	10/01/2025	Regular	0.00	47.86	134525
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
091739	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	09/24/2025	Quarterly PO	0.00	47.86	
	402-060-2201		MAINTENANCE & REPAIR		47.86	
3546	FLEETPRIDE INC	10/01/2025	Regular	0.00	512.99	134526
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
129031397	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	09/25/2025	Lift Valve for Dump Truck	0.00	512.99	
	402-060-2244		MAINTENANCE & REPAIR		512.99	
VEN01169	Grant Writing USA	10/01/2025	Regular	0.00	495.00	134527
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
FAMAW-082025-	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	09/24/2025	Grant Writing Class - Santa Fe	0.00	495.00	
	605-002-2266		EMPLOYEE TRAINING		495.00	
VEN01515	HEIDI VERMAAK	10/01/2025	Regular	0.00	308.00	134528
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
NMAC RETREAT	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	10/01/2025	TRAVEL TO RUIDOSO NM NMAC HUMAN	0.00	308.00	
	401-014-2205		TRAVEL - EMPLOYEES		308.00	
5222	LA MERCED DE PUEBLO DE TAJIQUE	10/01/2025	Regular	0.00	400.00	134529
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
2025-7	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	09/25/2025	Tajique Transfer Station	0.00	400.00	
	401-005-2204		RENT OF LAND/BUILDING		400.00	
1546	MOTOROLA INC	10/01/2025	Regular	0.00	20,090.41	134530
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
8330312957	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	09/23/2025	Microwave Path Re-alignment	0.00	20,090.41	
	911-080-2241		COMMUNICATIONS COST		20,090.41	
4464	NM APPARATUS LLC	10/01/2025	Regular	0.00	2,240.42	134531
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
2136	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	09/25/2025	FD-8	0.00	2,240.42	
	405-091-2201		MAINTENANCE & REPAIR		136.74	
	405-091-2201		MAINTENANCE & REPAIR		1,113.68	
	405-091-2201		MAINTENANCE & REPAIR		990.00	
4464	NM APPARATUS LLC	10/01/2025	Regular	0.00	2,068.28	134532
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
2137	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	09/25/2025	Tender 33	0.00	2,068.28	
	408-091-2201		MAINTENANCE & REPAIR		126.23	
	408-091-2201		MAINTENANCE & REPAIR		127.05	
	408-091-2201		MAINTENANCE & REPAIR		1,815.00	
01	NM TEEN COURT ASSOCIATION	10/01/2025	Regular	0.00	275.00	134533
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
00639.2027	Account Number	Account Name	Item Description	Distribution Amount		
	Invoice	09/24/2025	NM Teen Court Membership Dues	0.00	275.00	
	605-002-2269		SUBSCRIPTIONS & DUES		275.00	
702	NMSU, REGENTS OF	10/01/2025	Regular	0.00	50.00	134534

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Date Range: 09/18/2025 - 10/01/2025

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		
25-19090	Invoice 401-082-2272	09/29/2025	Rabies testing CONTRACT - PROFESSION	0.00	50.00	
3859	PRUDENTIAL OVERALL SUPPLY	10/01/2025	Regular	0.00	332.08	134535
450772227	Invoice 402-060-2236	09/24/2025	Quarterly Uniforms Road Crew SUPPLIES - UNIFORMS	0.00	332.08	
3859	PRUDENTIAL OVERALL SUPPLY	10/01/2025	Regular	0.00	107.21	134536
450772897	Invoice 401-016-2220 401-016-2220 401-016-2220 401-016-2220 401-016-2220 401-016-2220 401-016-2220 401-016-2220 401-016-2220 401-016-2220	10/01/2025	JUDICIAL CUSTODIAL SUPPLIES RENTAL SUPPLIES - CLEANING SUPPLIES - CLEANING SUPPLIES - CLEANING SUPPLIES - CLEANING SUPPLIES - CLEANING SUPPLIES - CLEANING SUPPLIES - CLEANING SUPPLIES - CLEANING SUPPLIES - CLEANING SUPPLIES - CLEANING	0.00	107.21 57.68 6.26 15.07 0.20 0.50 0.50 1.65 13.45 11.90	
VEN01155	Smith, Rebecca	10/01/2025	Regular	0.00	600.00	134537
100	Invoice 605-002-2272	09/24/2025	COUNSELING AND COMMUNITY SUPPOR CONTRACT - PROFESSION	0.00	600.00	
5323	SOUTHWEST COPY SYSTEMS	10/01/2025	Regular	0.00	50.57	134538
573219	Invoice 401-040-2271	09/17/2025	Assessor Printing Overages CONTRACT - OTHER SERV	0.00	50.57	
3978	STAPLES BUSINESS ADVANTAGE	10/01/2025	Regular	0.00	346.56	134539
6038122280	Invoice 412-053-2219 412-053-2219 412-053-2219 412-053-2219 412-053-2219 412-053-2219 412-053-2219 412-053-2219 412-053-2219 412-053-2219 412-053-2219 412-053-2219 412-053-2219 412-053-2219 412-053-2219 412-053-2219 412-053-2219 412-053-2219 412-053-2219	09/29/2025	Supplies TC FAIR SUPPLIES - GENERAL OFFI SUPPLIES - GENERAL OFFI SUPPLIES - GENERAL OFFI SUPPLIES - GENERAL OFFI SUPPLIES - GENERAL OFFI SUPPLIES - GENERAL OFFI SUPPLIES - GENERAL OFFI SUPPLIES - GENERAL OFFI SUPPLIES - GENERAL OFFI SUPPLIES - GENERAL OFFI SUPPLIES - GENERAL OFFI SUPPLIES - GENERAL OFFI SUPPLIES - GENERAL OFFI SUPPLIES - GENERAL OFFI SUPPLIES - GENERAL OFFI SUPPLIES - GENERAL OFFI SUPPLIES - GENERAL OFFI SUPPLIES - GENERAL OFFI SUPPLIES - GENERAL OFFI	0.00	346.56 21.79 37.02 39.97 15.80 11.36 27.95 23.37 2.05 25.48 37.02 10.28 17.09 37.02 12.34 7.19 9.01 11.82	
978	**Void** STAPLES BUSINESS ADVANTAGE	10/01/2025 10/01/2025	Regular Regular	0.00 0.00	0.00 342.87	134540 134541

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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		
6042404538	Invoice	09/29/2025	Finance Office supplies	0.00	342.87	
	401-055-2219		SUPPLIES - GENERAL OFFI		23.10	
	401-055-2219		SUPPLIES - GENERAL OFFI		203.70	
	401-055-2219		SUPPLIES - GENERAL OFFI		52.47	
	401-055-2219		SUPPLIES - GENERAL OFFI		37.98	
	401-055-2219		SUPPLIES - GENERAL OFFI		23.00	
	401-055-2219		SUPPLIES - GENERAL OFFI		2.62	
3978	STAPLES BUSINESS ADVANTAGE	10/01/2025	Regular	0.00	98.31	134542
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
6042664552	Invoice	09/25/2025	Office Supplies	0.00	98.31	
	401-030-2219		SUPPLIES - GENERAL OFFI		3.78	
	401-030-2219		SUPPLIES - GENERAL OFFI		46.56	
	401-030-2219		SUPPLIES - GENERAL OFFI		26.45	
	401-030-2219		SUPPLIES - GENERAL OFFI		21.52	
3978	STAPLES BUSINESS ADVANTAGE	10/01/2025	Regular	0.00	68.99	134543
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
6042595410	Invoice	09/29/2025	Finance Office supplies	0.00	68.99	
	401-055-2219		SUPPLIES - GENERAL OFFI		68.99	
3978	STAPLES BUSINESS ADVANTAGE	10/01/2025	Regular	0.00	409.98	134544
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
6042736280	Invoice	09/25/2025	Office Supplies	0.00	409.98	
	401-030-2219		SUPPLIES - GENERAL OFFI		409.98	
3978	STAPLES BUSINESS ADVANTAGE	10/01/2025	Regular	0.00	22.49	134545
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
7006390676	Invoice	09/29/2025	Clerk Office Supplies	0.00	22.49	
	401-020-2219		SUPPLIES - GENERAL OFFI		22.49	
3978	STAPLES BUSINESS ADVANTAGE	10/01/2025	Regular	0.00	18.72	134546
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
6037967891	Invoice	09/29/2025	Supplies TC FAIR	0.00	18.72	
	412-053-2219		SUPPLIES - GENERAL OFFI		18.72	
3978	STAPLES BUSINESS ADVANTAGE	10/01/2025	Regular	0.00	16.88	134547
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
6042812022	Invoice	09/29/2025	Finance Office supplies	0.00	16.88	
	401-055-2219		SUPPLIES - GENERAL OFFI		16.88	
978	STAPLES BUSINESS ADVANTAGE	10/01/2025	Regular	0.00	64.18	134548
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
	Account Number	Account Name	Item Description	Distribution Amount		
6042595412	Invoice	09/29/2025	Finance Office supplies	0.00	64.18	
	401-055-2219		SUPPLIES - GENERAL OFFI		64.18	
Total Regular:				0.00	199,738.39	

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Vendor Number	Vendor Name	Payment Date	Payment Type	Discount Amount	Payment Amount	Number
5380	VOYA HOLDINGS, INC.	09/22/2025	Bank Draft	0.00	2,891.90	DFT0001366
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005393	Invoice	09/22/2025	Voya	0.00	2,891.90	
	401-000-9001		Payroll Liabilities		2,891.90	
233	PUBLIC EMPLOYEES RETIREMENT	09/22/2025	Bank Draft	0.00	69,975.61	DFT0001367
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005395	Invoice	09/22/2025	PERA Retirement	0.00	69,975.61	
	401-000-9001		Payroll Liabilities		15,024.26	
	401-000-9001		Payroll Liabilities		34,969.52	
	401-000-9001		Payroll Liabilities		14,367.27	
	401-000-9001		Payroll Liabilities		5,614.56	
448	NM TAXATION & REVENUE	09/22/2025	Bank Draft	0.00	8,455.24	DFT0001368
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005397	Invoice	09/22/2025	State Tax	0.00	8,455.24	
	401-000-9001		Payroll Liabilities		8,455.24	
1656	INTERNAL REVENUE SERVICE	09/22/2025	Bank Draft	0.00	59,643.75	DFT0001369
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005398	Invoice	09/22/2025	Federal Tax	0.00	59,643.75	
	401-000-9001		Payroll Liabilities		22,482.95	
	401-000-9001		Payroll Liabilities		28,634.16	
	401-000-9001		Payroll Liabilities		8,526.64	
448	NM TAXATION & REVENUE	09/25/2025	Bank Draft	0.00	3.81	DFT0001370
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005400	Invoice	09/25/2025	State Tax	0.00	3.81	
	401-000-9001		Payroll Liabilities		3.81	
1656	INTERNAL REVENUE SERVICE	09/25/2025	Bank Draft	0.00	119.34	DFT0001371
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005401	Invoice	09/25/2025	Federal Tax	0.00	119.34	
	401-000-9001		Payroll Liabilities		96.72	
	401-000-9001		Payroll Liabilities		22.62	
448	NM TAXATION & REVENUE	10/01/2025	Bank Draft	0.00	93.36	DFT0001372
Payable #	Payable Type	Post Date	Payable Description	Discount Amount	Payable Amount	
INV0005404	Invoice	10/01/2025	State Tax	0.00	93.36	
	401-000-9001		Payroll Liabilities		93.36	
1656	INTERNAL REVENUE SERVICE	10/01/2025	Bank Draft	0.00	661.41	DFT0001373

Check Report

Date Range: 09/18/2025 - 10/01/2025

Vendor Number
Payable #

[INV0005405](#)

Vendor Name
Payable Type
Account Number

Invoice
[401-000-9001](#)
[401-000-9001](#)
[401-000-9001](#)

Post Date	Payment Date	Payment Type	Payable Description	Account Name	Item Description
10/01/2025			Federal Tax		
			Payroll Liabilities		Federal Tax
			Payroll Liabilities		FICA Tax
			Payroll Liabilities		Medicare Taxes

Discount Amount	Payment Amount	Number
Discount Amount	Payable Amount	
Distribution Amount		
0.00	661.41	
	225.27	
	353.48	
	82.66	

Total Bank Draft: 0.00 141,844.42

Bank Code Main Checking Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	160	120	0.00	199,738.39
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	8	8	0.00	141,844.42
EFT's	15	9	0.00	5,660,403.02
	183	139	0.00	6,001,985.83

All Bank Codes Check Summary

Payment Type	Payable Count	Payment Count	Discount	Payment
Regular Checks	160	120	0.00	199,738.39
Manual Checks	0	0	0.00	0.00
Voided Checks	0	2	0.00	0.00
Bank Drafts	8	8	0.00	141,844.42
EFT's	15	9	0.00	5,660,403.02
	183	139	0.00	6,001,985.83

Fund Summary

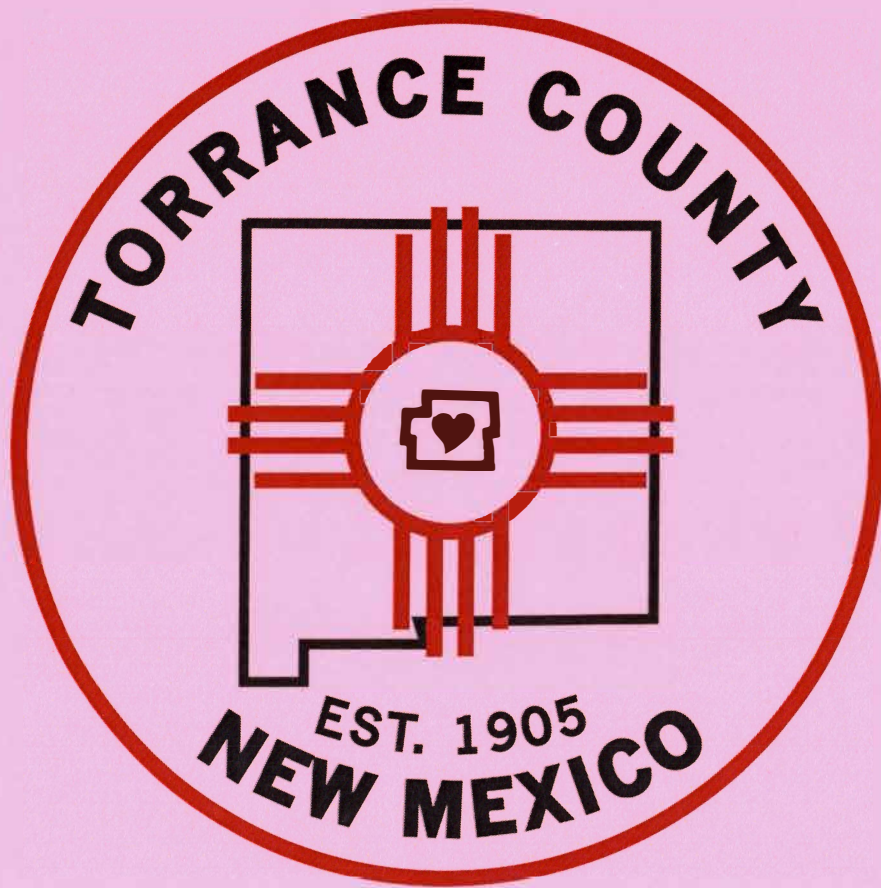
Fund	Name	Period	Amount
999	Pooled Cash	9/2025	5,969,746.94
999	Pooled Cash	10/2025	32,238.89
			6,001,985.83



TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

No. 11



TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

No. 12.A

TORRANCE COUNTY RESOLUTION NO. 2025 - _____

A RESOLUTION: (1) DISOLVING THE SIX TORRANCE COUNTY FIRE DISTRICTS (DISTRICT 1 -DURAN; DISTRICT 2 - INDIAN HILLS; DISTRICT 3 – MCINTOSH; DISTRICT 4 - TAJIQUE/TORREON; DISTRICT 5 – NORTH EAST TORRANCE; AND DISTRICT 6 - WILLARD); (2) APPROVING THE CREATION OF TWO FIRE DISTRICTS WHICH SHALL BE IDENTIFIED AS THE NORTHERN DISTRICT (FORMERLY DISTRICTS 2, 3 AND 5) AND THE SOUTHERN DISTRICT (FORMERLY DISTRICTS 1, 4 AND 6); AND (3) DELEGATING SIGNATURE AUTHORITY TO THE COUNTY MANAGER TO EXECUTE SUCH DOCUMENTS AND TAKE SUCH FURTHER ACTION AS MAY BE NECESSARY FOR THE IMPLEMENTATION OF THIS RESOLUTION

WHEREAS, the Board of County Commissioners of Torrance County (“BCC”) met upon notice of a Regular Meeting, duly published, at the Torrance County Administration Building, which is located at 205 S 9th Ave, Estancia, NM 87016 on Wednesday, September 10, 2025, at 9:00am as required by law; and,

WHEREAS, The New Mexico Fire Protection Fund Law, Section 59A-53-5, NMSA 1978 as amended, authorizes the County Commissioners of any county to establish one or more county fire districts within the county; and

WHEREAS, the County of Torrance is currently divided into 6 fire districts that consist of the following: District 1 (Duran Fire District), District 2 (Indian Hills Fire District), District 3 (McIntosh Fire District), District 4 (Tajique/Torreon Fire District), District 5 (North East Torrance Fire District), and District 6 (Willard Fire District); and

WHEREAS, participation in the County’s volunteer firefighter program has decreased significantly in several districts, requiring response to emergency calls to come from other districts, which decreases the ISO response requirements per district; and

WHEREAS, the Torrance County Fire Chief, in conjunction with the State of New Mexico Fire Marshall’s Office, is recommending a consolidation of the Torrance County Fire Districts, which would decrease 6 districts to 2, and 1 Fire administration district. This consolidation would allow movement of county personnel, equipment and resources throughout the 2 newly established districts; and

WHEREAS, consolidation into 2 districts and 1 Fire administration would allow for more efficient fleet management and would further allow apparatus and personnel to freely be moved to facilitate departmental needs; and

WHEREAS, consolidation would unify command and control over the Fire Department in the areas of budget, training, safety and buying power of equipment; and

WHEREAS, funds received from the Fire Protection Fund of New Mexico for the benefit of the 2 newly established districts, shall be expended under the direction of the Fire Chief of Torrance County Fire and Rescue and all duly executed vouchers approved by this Commission and shall be disbursed in the same manner as other funds the County disburses; and

WHEREAS, in order to proceed with the consolidation of fire districts, the BCC must take action to dissolve the current established fire districts and subsequently take action to reestablish the fire districts into northern and southern regions.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF TORRANCE COUNTY that the Commission hereby dissolves the following fire districts:

- District 1 (Duran Fire District),
- District 2 (Indian Hills Fire District),
- District 3 (McIntosh Fire District),
- District 4 (Tajique/Torreon Fire District),
- District 5 (North East Torrance Fire District), and
- District 6 (Willard Fire District).

It is further resolved that the Commission hereby orders the establishment of two fire districts, which shall be identified as the Northern and Southern Fire Districts of Torrance County, and the boundaries of said districts shall be consistent with the map attached hereto as Exhibit A.

Furthermore, the Commission delegates authority to the County Manager to execute such documents and take such further action as may be necessary to implement this resolution.

PASSED, APPROVED, AND ADOPTED THIS ___ DAY OF _____, 2025.

BOARD OF COUNTY COMMISSIONERS OF TORRANCE COUNTY:

Ryan Schwebach, Chair, District 2

Kevin McCall, Vice Chair, District 1

Linda Jaramillo, Member, District 3

ATTEST:

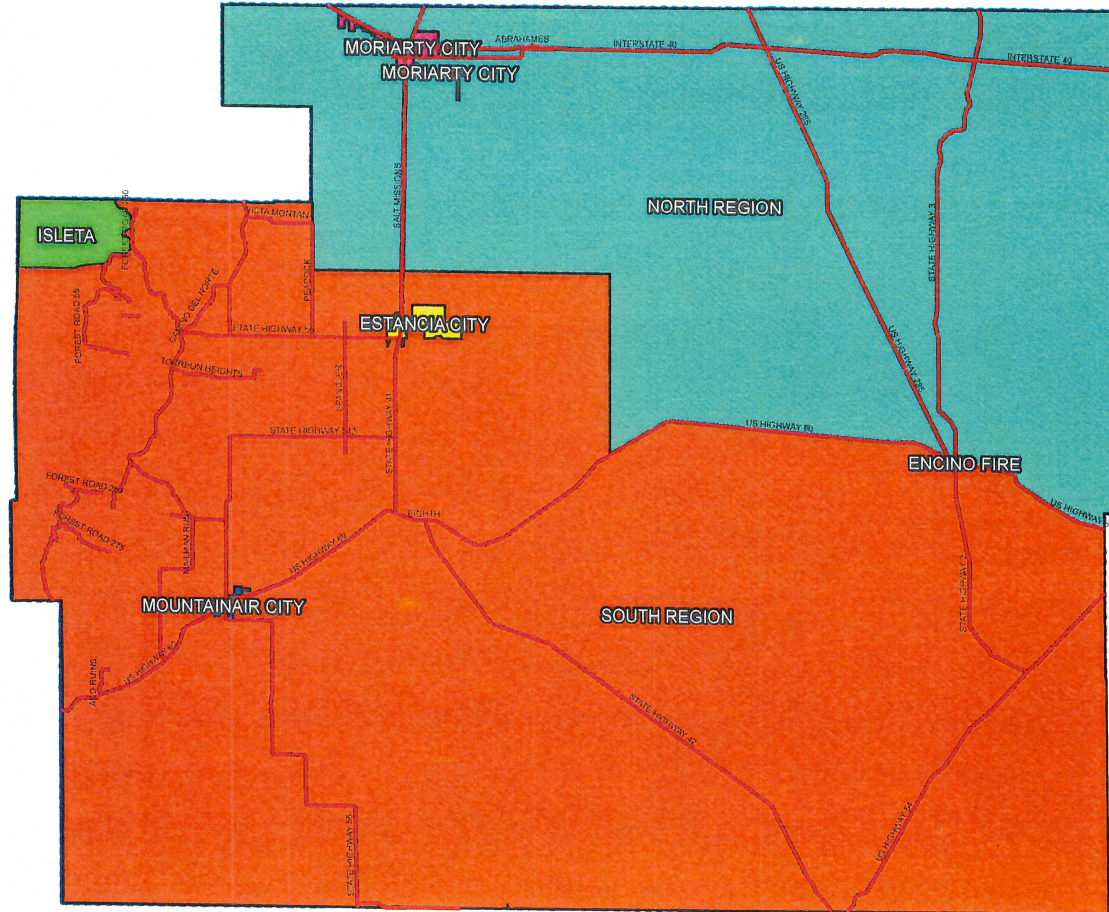
Sylvia Chavez, Torrance County Clerk

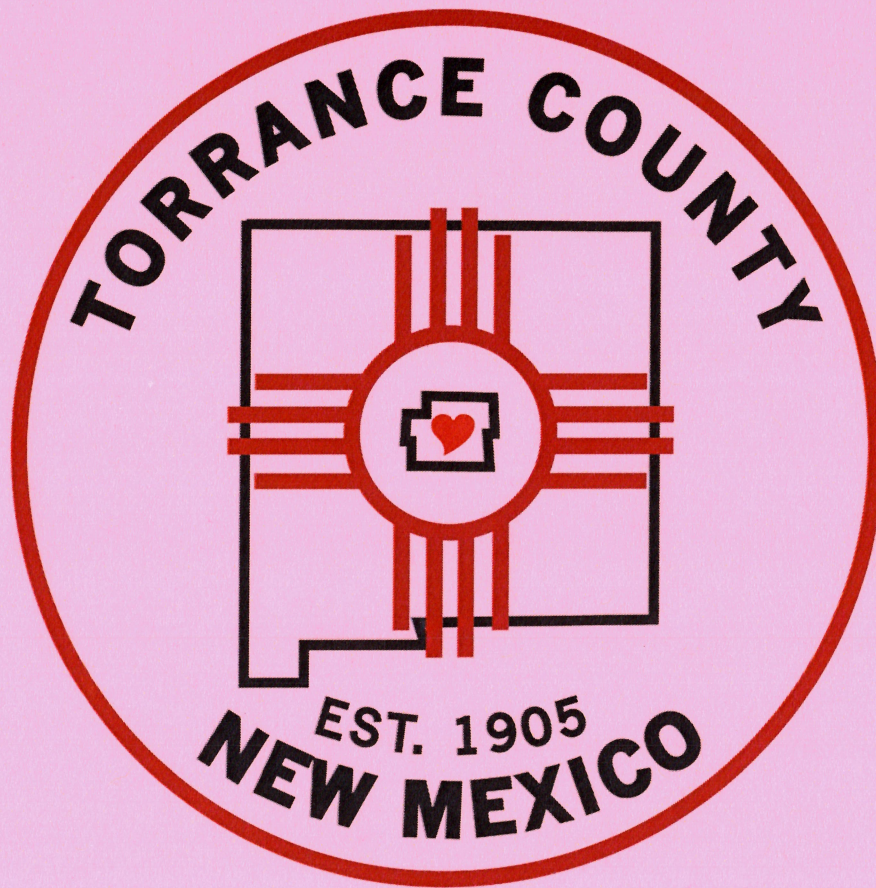
Date

APPROVED AS TO FORM:

Michael Garcia, Torrance County Attorney

EXHIBIT A





TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

No. 12 B

**TORRANCE COUNTY
RESOLUTION NO. 2025 - _____**

**A RESOLUTION ADOPTING THE TORRANCE COUNTY
CRITICAL INCIDENT REPORTING POLIY**

WHEREAS, a Critical Incident is defined as any incident that: (i) poses a significant threat of harm or health and safety risk to a member of the public, staff, contractors, or volunteers; (ii) causes major damage to public infrastructure, County assets or utilities; (iii) results in road closures or significant disruptions to primary transportation routes; (iv) disrupts essential County services for a prolonged period of time; (v) involves significant legal, financial, or reputational risk to the County; (vi) triggers a local, state or national emergency response; or (vii) is likely to attract media attention or public concern; and

WHEREAS, local government’s response to Critical Incidents is a crucial component of maintaining the safety of the general public and County employees, and requires timely notifications to the public to provide greater awareness and increase safety; and

WHEREAS, when responding to a Critical Incident, crucial information may need to be provided to key stakeholders, staff, contractors, volunteers, the general public and the media; and

WHEREAS, this Critical Incident Reporting Policy (“Policy”) provides general policy guidelines on how Critical Incidents are to be reported within the County, so information can be disseminated to the appropriate stakeholders and public in a timely fashion; and

WHEREAS, this Policy further provides requirements for conducting After-Action Reports and Critical Incident Debriefs to aid the County and staff in identifying risks, establishing best practices and identifying areas of improvement in Critical Incident response and communications.

NOW, THEREFORE BE IT RESOLVED by the Board of County Commissioners of Torrance County that the Commission hereby adopts the Torrance County Critical Incident Reporting Policy attached hereto as Exhibit A.

PASSED, APPROVED, AND ADOPTED THIS ___ DAY OF _____, 2025.

BOARD OF COUNTY COMMISSIONERS OF TORRANCE COUNTY:

Ryan Schwebach, Chair, District 2

Kevin McCall, Vice Chair, District 1

Linda Jaramillo, Member, District 3

ATTEST:

Sylvia Chavez, Torrance County Clerk

Date

APPROVED AS TO FORM:

Michael Garcia, Torrance County Attorney

EXHIBIT A



Torrance County Critical Incident Reporting Policy

1. Purpose

The purpose of this Critical Incident Reporting Policy (“Policy”) is to ensure that all critical incidents occurring within the jurisdictional boundaries of Torrance County are reported, recorded, and responded to in a timely, consistent, and effective manner. In addition, this Policy ensures that appropriate details regarding the critical incident are disseminated to County personnel, the general public and other agencies impacted by the incident. This process aims to safeguard the public, employees, assets, and other organizations who may be impacted by Critical Incidents that occur in Torrance County.

2. Scope

This Policy applies to all employees, contractors, and volunteers engaged in the operations of Torrance County including:

- a) Public safety and emergency services, including Dispatch, Fire and EMS Service, the Sheriff’s Department, Animal Services and Emergency Management;
- b) The Roads Department;
- c) The Maintenance and Facilities Department;
- d) Planning and Zoning;
- e) All County Administrative Departments;
- f) Elected officials and their respective departments; and
- g) All active community and social services programs.

- a) Poses a significant threat of harm or health and safety risk to a member of the public, staff, contractors, or volunteers;
- b) Causes major damage to public infrastructure, County assets or utilities;
- c) Results in road closures or significant disruptions to primary transportation routes;
- d) Disrupts essential County services for a prolonged period of time;
- e) Involves significant legal, financial, or reputational risk to the County;
- f) Triggers a local, state or national emergency response;
- g) Triggers a local, state or national emergency response; and
- h) Is likely to attract media attention or public concern.

Examples of a critical incident include but are not limited to:

- i) A forest, brush or structure fire that has the likelihood of spreading to surrounding areas;
- j) A wide scale power outage;
- k) A motor vehicle crash with injuries that shuts down a major roadway;
- l) High risk police activities that require public notification;
- m) A gas leak at the County Administration building or other County facility;
- n) A crash with injuries involving a County owned vehicle;
- o) A significant flood, snow storm or other weather event that causes disruptions to travel or normal business operations;
- p) A bomb threat at a County building or other public facility;
- q) A plane crash or train derailment; and
- r) A prolonged power outage at the Torrance County Dispatch Center that creates a disruption to emergency communications.

4. Responsibilities

4.1 All Staff, Contractors and Volunteers

All Staff, Contractors and Volunteers of the County must:

- a) Immediately report all suspected or actual Critical Incidents to their manager or first line supervisor; and

- b) Ensure the safety of affected individuals and areas, where safe to do so.

4.2 Managers and Supervisors

All managers and supervisors must:

- a) Assess the situation and determine whether the event meets the definition of a Critical Incident;
- b) Notify the County Manager, Deputy County Manager and/or Operations Manager immediately upon identifying a Critical Incident and complete a Critical Incident Report within 24 hours of the occurrence, if the incident necessitated a formal County response; and
- c) Ensure that any response measures that are taken and documented appropriately.

4.3 County Manager

The County Manager, or his/her designee, must:

- a) Ensure that crucial information related to Critical Incidents is communicated appropriately to relevant stakeholders, including, but not limited to:
 - i. Notifying the County Emergency Manager and other County public safety departments;
 - ii. Notifying surrounding agencies, State agencies, or other organizations impacted by the Critical Incident;
 - iii. Compling communications to be submitted to the public via social media platforms, the County's website, CodeRed, media outlets, or other communication resources and
 - iv. Establishing a statement to be provided to media outlets, if necessary.
- b) Oversee incident response and initiate investigations, if necessary.

4.4 After-Action Report and Critical Incident Debrief

- a) Following any Critical Incident an After-Action Report shall be completed. This report shall analyze the incident to determine:
 - i. If policies and procedures were followed;
 - ii. If the incident response was handled appropriately;
 - iii. If the incident communications were handled appropriately;
 - iv. What areas of risk have been identified; and

- v. What areas can be improved upon to more effectively respond to similar incidents in the future.

- b) Following the completion of the After-Action Report, staff involved in the Critical Incident shall hold a Critical Incident Debrief with the County Manager's Office to review the After-Action Report.
- c) The Critical Incident Debrief shall include follow-up actions and the County Manager's Office shall be responsible for ensuring that follow-up actions are tracked and completed.
- d) All After-Action Reports shall be documented and shall be reported in brief to the County Commission.
- e) Not every Critical Incident will have a direct response from the County. As such, the County Manager shall determine if an After-Action Report is necessary given the facts and circumstances of the incident.

5. Reporting Procedure

Immediate Action

- a) Ensure safety and activate emergency services if required.
- b) Secure the area and preserve any evidence if the incident is potentially criminal.

Initial Notification

- c) If required, initial contact shall be made to 911 to activate emergency response services.
- d) Reporting party shall notify the supervisor or manager immediately.
- e) Supervisor or manager shall then notify the County Manager's Office.

Documentation

- f) Complete a Critical Incident Report Form within 24 hours, if the Critical Incident necessitated a formal response from the County.
- g) Submit the Critical Incident Report Form to the County Manager's Office.

After-Action Report and Critical Incident Debrief

- h) Following the conclusion of the Critical Incident, an After-Action Report shall be completed. The After-Action Report shall be completed by the Emergency Manager and/or County Manager or his/her designee, depending on the nature of the incident.

- i) A Critical Incident Debrief shall be conducted, whereby the parties involved in response to the Critical Incident review the After-Action Report collectively to discuss best practices and to identify areas of improvement.
- j) A review or formal investigation may be initiated depending on the nature and severity of the Critical Incident.

6. Confidentiality and Record-Keeping

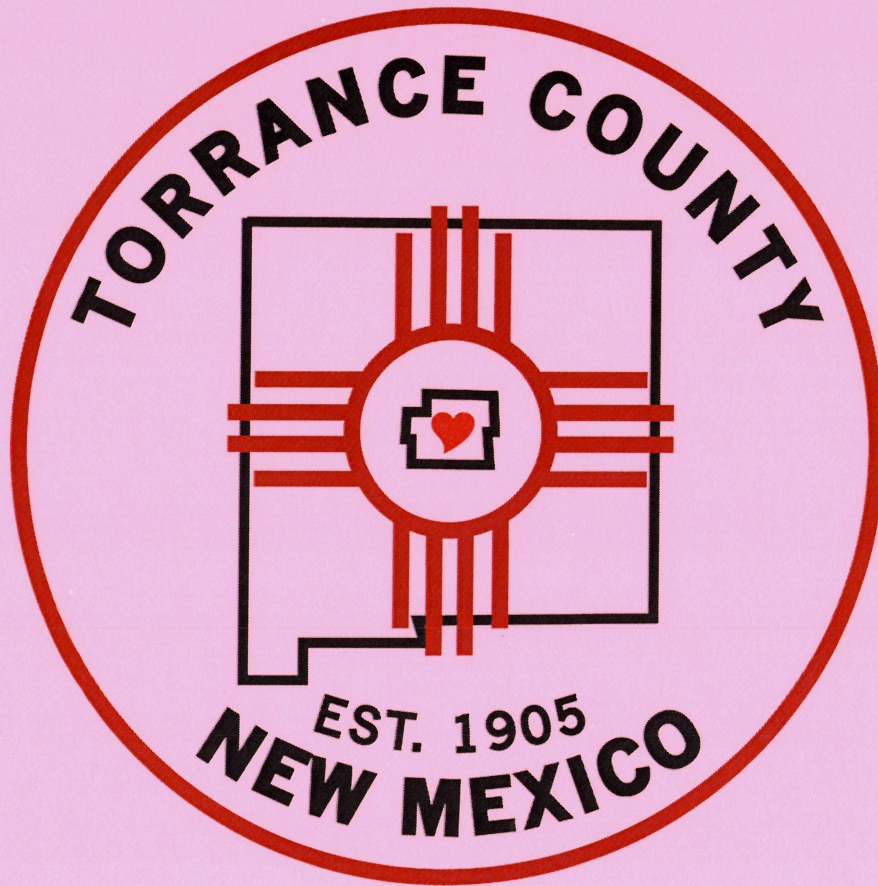
All Critical Incident and After-Action Reports will be handled with strict confidentiality. Records will be maintained in accordance with applicable recordkeeping policies, legislation and data protection laws.

7. Training and Awareness

All County Staff must undergo training on this Policy during induction and participate in refresher training every two years. Managers are responsible for promoting awareness of the Policy within their respective departments.

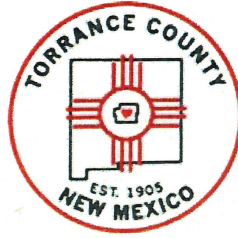
8. Policy Compliance

Failure to comply with this Policy may result in disciplinary action, including termination of employment or contract. Legal action may also be pursued in cases involving negligence or criminal conduct.



TORRANCE COUNTY
COMMISSION MEETING

Agenda Item
No. 13 A



CONTRACT/AGREEMENT COVERSHEET

CONTRACT TYPE: Service Agreement - Financial Advisor

PARTIES: First American Financial Advisors

TERM: 24 months

COST: Not to exceed \$59,000.00

FUNDING SOURCE: County General Fund

KEY PROVISIONS:

Services for Debt Obligation not to exceed \$49,000;
Hourly Advisory Services \$250 per hr not to exceed \$10,000

JUSTIFICATION:

Financial advisory services are critical for Torrance County. FAFA aids the County with our reserve policies, investment policies and permanent fund considerations. In addition, FAFA acts in the capacity of the County's Bond advisors

OTHER RELEVANT INFORMATION:

The County is currently attempting to establish a permanent fund ordinance and needs a new agreement to retain FAFA's services for this endeavor.

ATTACHMENTS:

#1 - FAFA Services Agreement



FIRST AMERICAN
FINANCIAL ADVISORS, INC

FIRST AMERICAN FINANCIAL ADVISORS, INC.
14154 NAUTICA CT
NAPLES, FLORIDA 34114
(505) 239-6928 Direct

September 1, 2025

County of Torrance
Mr. Jordan Barela, County Manager
205 S Ninth Street
Estancia, New Mexico 87016

- 1. Retention of First American Financial Advisors, Inc.** The ("Issuer", the "County" or "you") desires to retain First American Financial Advisors, Inc. ("FAFA") as your municipal advisor in accordance with the terms of this municipal advisory agreement ("Agreement"). The Issuer agrees that the municipal advisory duties of FAFA shall apply to financial matters of the County **Scope of Services**. As municipal advisor, we agree to perform and have performed the following:
- (a) Analyze the financing alternatives available to the Issuer, taking into account its borrowing capacity, future financing needs, policy considerations, and such other factors as we deem appropriate to consider.
 - (b) Recommend a payment plan for a debt to be paid by the County to a lender and other matters that we consider appropriate to best serve the Issuer's interests. This shall include extensive work with you and your Board of County Commissioners.
 - (c) Organize and coordinate the financing team selected by you. We will assist in the selection of the paying agents, escrow agents and verification agents, each if required, as the particular transaction may require, each of whom will be retained and compensated by the County.
 - (d) Work with counsel on the transaction, including bond counsel whom you retain, who will be recognized municipal bond attorneys, whose fees will be paid by the County, and who will prepare the proceedings, provide legal advice concerning the steps necessary to be taken to issue the Loan, and issue an unqualified opinion (in a form standard for the particular type of financing) approving the legality of the Loan and (as applicable) tax exemption of the interest paid thereon. In addition, bond counsel will issue an opinion to the effect that the disclosure document does not contain an untrue statement of a material fact or omit to state a material fact necessary in order to make the statements contained therein, in light of the circumstances under which they were made, not misleading. Generally, working with counsel will mean coordinating with the attorneys and assisting in the municipal advisory aspects of preparing appropriate legal proceedings and documents, including preparation of a Closing Memorandum.
 - (e) Assist in the Issuer's preparation of the Preliminary Official Statement ("POS") and the Official Statement ("OS"), if any, loan agreements or equivalent document as the particular transaction may require (such as a private placement memorandum), Lease and Indenture.
 - (f) Review, comment and assist in financial matters that may be presented to the Firm by the County on a case-by-case basis, including information and preparation of documents pertaining to a permanent fund..

You acknowledge that advice and recommendations involve professional judgment on our part and that the results cannot be, and are not, guaranteed.

2. **Information to be Provided to FAFA.** You agree (upon our request) to provide or cause to be provided to us information relating to the County, and other matters that we consider appropriate to enable us to perform our duties under this Agreement. With respect to all information provided by you or on your behalf to us under this Agreement, you agree upon our request to obtain certifications (in a form reasonably satisfactory to us) from appropriate Issuer representatives as to the accuracy of the information and to use your best efforts to obtain certifications (in a form reasonably satisfactory to us) from representatives of parties other than the Issuer. You acknowledge that we are entitled to rely on the accuracy and completeness of all information provided by you or on your behalf. All information provided shall be retained as confidential until such time as it is made public by the County, lender or as otherwise available to the public via other venues.
3. **Fees and Expenses.** In connection with the authorization, issuance, and sale of a debt or other financial advisory services, you agree that our fee will be computed as shown on the "Fee Schedule" attached hereto. Our fee will become due and payable simultaneously with the delivery of a debt. Our fee does include reimbursement from you for any actual "out-of-pocket" expenses incurred in connection with the provision of our services, including reasonable travel expenses or any other expenses incurred on your behalf. These expenses will be due and payable when presented to the County.
4. **Other Conditions.** In addition to the terms and obligations herein contained, this Agreement is subject to the following special conditions: **None**
5. **Term of Agreement.** This Agreement shall be for a period of 24 months (the "Term") from the date the Agreement is fully executed by both Parties; however, this Agreement may be terminated by either party upon 90 days written notice.
6. **Miscellaneous Provisions.** This Agreement is submitted in duplicate originals. Your acceptance of this Agreement will occur upon the return of one original executed by an authorized Issuer representative, and you hereby represent that the signatory below is so authorized. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of the Agreement, which shall remain in full force and effect. This Agreement constitutes the entire agreement between the parties as to the subject matter thereof and supersedes any prior understandings or representations. This Agreement may be amended or modified only by a writing signed by both parties. This Agreement is solely for the benefit of you and FAFA, and no other person. FAFA may not assign this Agreement without your prior written consent.

FEE SCHEDULE

In consideration for the services rendered by FAFA, the County agrees that our fee for services will be as follows:

FAFA will bill the Issuer at Closing for a debt a net amount which will include a fee calculated on the schedule below and for as any out-of-pocket expenses incurred on behalf of the Issuer.

1. Municipal Advisory Services. As consideration for the services rendered by us, it is agreed that the Issuer will pay, and we are to accept, a fee based upon the following schedule, depending upon the amount of the bond/Loan issue or debt agreement involved.

Services for a debt obligation	50 basis points, not to exceed \$49,000.00
Hourly for advisory services	\$250.00 per hour not to exceed \$10,000.00

2. Reimbursable Expenses. Round trips to Estancia, New Mexico (if taken) at 61 miles each way (122 round trip) at 70¢ per mile. Other travel expenses previously approved by the County Manager with receipts shall be reimbursed at cost with no mark-up.

3. Other Services and Billing for Other Services. If a financing is contemplated but not issued, FAFA would not charge a fee specific for that transaction. We would request payment of out-of-pocket expenses. If the County and Firm engage in other financial matters, any compensation shall be agreed to in writing prior to other such services. Such approval shall be required by the Board of County Commissioners.

Fees for representing the County on Industrial Revenue Bonds or other conduit debt obligations shall be agreed to by the firm requesting the debt and not be an obligation of the County.

FIRST AMERICAN FINANCIAL ADVISORS, INC.

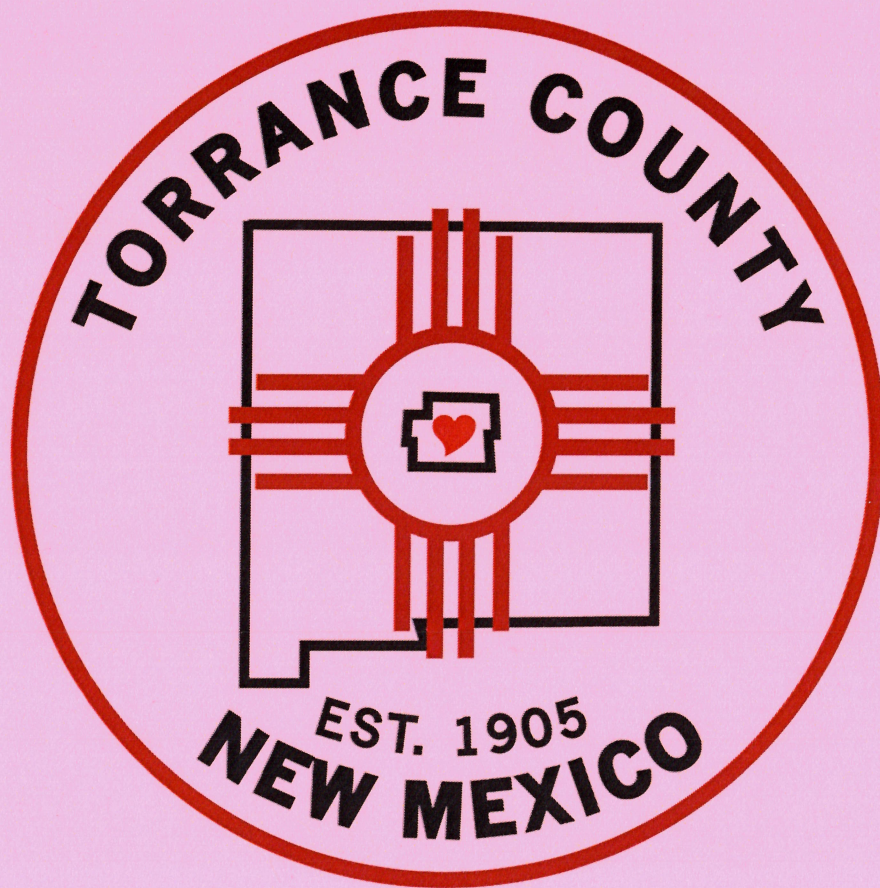
By: _____
Robert M. Burpo, President

Date:

COUNTY OF TORRANCE

By: _____
Jordan Barela, County Manager

Date:



TORRANCE COUNTY
COMMISSION MEETING

Agenda Item
No. 13 B



CONTRACT/AGREEMENT COVERSHEET

CONTRACT TYPE: Ground Lease

PARTIES: County - Landlord; The Towers, LLC - Tenant

TERM: 5-Year Initial Term with 9 options for renewal

COST: Option Payment = \$3,000; \$1,550 per month with a 1.5% increase annually

FUNDING SOURCE: New revenue source for County

KEY PROVISIONS:

Longterm lease due to financial investment of The Towers and right to exclusive use by The Towers at the project site

JUSTIFICATION:

The County currently owns 1.79 acres in the Cattle Country Subdivision. This land is currently undeveloped, is surrounded by undeveloped parcels, and has no intended future uses. The lot is located off of Martinez Rd East near I-40.

OTHER RELEVANT INFORMATION:

The erection of this cellphone tower will provide better cell phone coverage for individuals in the Estancia Valley, and as such, provides a general benefit to the community. The location and proposed use have been reviewed by Planning & Zoning.

ATTACHMENTS:

- #1 - Ground Lease
- #2 - Location of Project site
- #3 - Parcel Information
- #4 - Revenue Schedule for Term of Lease

Landlord:

Torrance County
PO Box 48
Estancia, New Mexico 87106

Tenant:

The Towers, LLC
22 W Atlantic Ave., Suite 310
Delray Beach, Florida 33444

Site #: US-NM-5116

Site Name: MORIARTY EAST

OPTION AND LEASE AGREEMENT

THIS OPTION AND LEASE AGREEMENT (this “**Agreement**”) is made this _____ day of _____, 20_____ (the “**Effective Date**”) by and between **Torrance County**, a subdivision of the State of New Mexico, (“**Landlord**”), whose address is PO Box 48, Estancia, New Mexico 87106, and **The Towers, LLC**, a Delaware limited liability company (“**Tenant**”), whose address is 22 W Atlantic Ave., Suite 310, Delray Beach, Florida 33444.

WHEREAS, Landlord owns certain real property located in the County of Torrance, in the State or Commonwealth of New Mexico, that is more particularly described and/or depicted in **Exhibit 1** attached hereto (the “**Property**”); and,

WHEREAS, Tenant desires to lease from Landlord a certain portion of the Property measuring approximately 3,600 square feet and to obtain easements for landscape buffer, utilities and access (collectively, the “**Premises**”), which Premises is more particularly described and/or depicted in **Exhibit 2** attached hereto, for the placement of Communications Facilities (defined below).

NOW THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties hereto agree:

1. OPTION TO LEASE.

(a) As of the Effective Date, Landlord grants to Tenant the exclusive option to lease the Premises (the “**Option**”) during the Option Period (defined below). At any time during the Option Period and Term (defined below), Tenant and its agents, engineers, surveyors and other representatives will have the right to enter upon the Property to inspect, examine, conduct soil borings, drainage testing, material sampling, and other geological or engineering tests or studies of the Property (collectively, the “**Tests**”), to apply for and obtain licenses, permits, approvals, or other relief required of or deemed necessary or appropriate at Tenant’s sole discretion for its use of the Premises including, without limitation, applications for zoning variances, zoning ordinances, amendments, special use permits, construction permits and any other permits and approvals deemed necessary by Tenant (collectively, the “**Government Approvals**”), initiate the ordering and/or scheduling of necessary utilities, obtain a title report with respect to the Property, and otherwise to do those things on or off the Property that, in the opinion of Tenant, are necessary in Tenant’s sole discretion to determine the physical condition of the Property, the environmental history of the Property, and the feasibility or suitability of the Property for Tenant’s permitted use under this Agreement, all at Tenant’s expense. Tenant shall be authorized to apply for the Government Approvals on

behalf of Landlord and Landlord agrees to reasonably cooperate with such applications. Tenant will not be liable to Landlord or any third party on account of any pre-existing defect or condition on or with respect to the Property, whether or not such defect or condition is disclosed by Tenant's Tests. Tenant will restore the Property to its condition as it existed prior to conducting any Tests, reasonable wear and tear and casualty not caused by Tenant excepted. In addition, Tenant shall indemnify, defend and hold Landlord harmless from and against any and all injury, loss, damage or claims arising directly out of Tenant's Tests.

(b) In consideration of Landlord granting Tenant the Option, Tenant agrees to pay Landlord the sum of Three Thousand Dollars (\$3,000.00) within thirty (30) days of the full execution of this Agreement. The Option Period will be for a term of two (2) years from the Effective Date (the "**Option Period**").

(c) Tenant may exercise the Option at any time during the Option Period by delivery of written notice to Landlord (the "**Notice of Exercise of Option**"). The Notice of Exercise of Option shall set forth the commencement date (the "**Commencement Date**") of the Initial Term (defined below). If Tenant does not provide a Notice of Exercise of Option during the Option Period, this Agreement will terminate and the parties will have no further liability to each other.

(d) During the Option Period or the Term, Landlord shall not take any action to change the zoning status or land use of the Property which would diminish, impair, or adversely affect the use of the Premises by Tenant for its permitted uses hereunder.

2. **TERM.**

(a) Effective as of the Commencement Date, Landlord leases the Premises to Tenant subject to the terms and conditions of this Agreement for an initial term of five (5) years (the "**Initial Term**").

(b) Tenant shall have the option to extend the Initial Term for nine (9) successive terms of five (5) years each (each a "**Renewal Term**"). Each Renewal Term shall commence automatically, unless Tenant delivers notice to Landlord, not less than thirty (30) days prior to the end of the then-current Term, of Tenant's intent not to renew. For purposes of this Agreement, "**Term**" shall mean the Initial Term and any applicable Renewal Term(s).

3. **RENT**

(a) Beginning on the first (1st) day of the third (3rd) month after the Commencement Date ("**Rent Commencement Date**"), Tenant shall pay to Landlord a monthly rent payment of One Thousand Five Hundred Dollars (\$1,550.00) ("**Rent**") at the address set forth in Section 29 below on or before the fifth (5th) day of each calendar month in advance. The initial payment of Rent will be forwarded by Tenant Landlord within thirty (30) days after the Rent Commencement Date.

(b) The Rent shall increase by 1.50% annually on each anniversary of the Rent Commencement Date.

4. **TAXES.** Tenant shall pay any personal property taxes assessed on, or any portion of such taxes attributable to, the Communications Facilities located on the Premises. Landlord shall pay when due all real property taxes and all other fees and assessments attributable to the Property and the Premises. Tenant shall pay as additional rent any increase in real property taxes levied against the Premises, which are directly attributable to Tenant's use of the Premises (but not, however, taxes attributable to periods prior to the

Commencement Date such as roll-back or greenbelt assessments) if Landlord furnishes proof of such increase to Tenant (such increase, the “**Landlord Tax Reimbursement**”). In the event that Landlord fails to pay when due any taxes affecting the Premises or any easement relating to the Premises, Tenant shall have the right, but not the obligation, to pay such taxes and any applicable interest, penalties or similar charges, and deduct the full amount of the taxes and such charges paid by Tenant on Landlord’s behalf from future installments of Rent. Notwithstanding the foregoing, Tenant shall not have the obligation to pay any tax, assessment, or charge that Tenant is disputing in good faith in appropriate proceedings prior to a final determination that such tax is properly assessed, provided that no lien attaches to the Property. In addition, Tenant shall not have the obligation to pay or reimburse Landlord for the Landlord Tax Reimbursement if Landlord has not provided proof of such amount and demand therefor within one (1) year of the date such amount is due and payable by Landlord.

5. **USE.** The Premises are being leased for the purpose of erecting, installing, operating, maintaining, repairing and replacing radio or communications towers, transmitting and receiving equipment, antennas, dishes, satellite dishes, mounting structures, equipment shelters and buildings, solar energy conversion and electrical power generation system, fencing and other supporting structures and related equipment (collectively, the “**Communications Facilities**”), and to alter, supplement and/or modify same. Tenant may, subject to the foregoing, make any improvements, alterations or modifications to the Premises as are deemed appropriate by Tenant for the permitted use herein. Tenant shall have the right to clear the Premises of any trees, vegetation, or undergrowth which interferes with the use of the Premises for the intended purposes by Tenant and/or its subtenants and licensees, as applicable. Tenant shall have the exclusive right to install and operate the Communications Facilities upon the Premises.

6. **ACCESS AND UTILITIES.** During the Term, Tenant and its guests, agents, employees, customers, invitees, subtenants, licensees and assigns shall have the unrestricted, exclusive right to use, and shall have free and unfettered access to, the Premises seven (7) days a week, twenty-four (24) hours a day. Landlord for itself, its successors and assigns, hereby grants and conveys unto Tenant, its customers, employees, agents, invitees, subtenants, licensees, successors and assigns a non-exclusive easement throughout the Term to a public right of way (a) for ingress and egress, and (b) for the construction, installation, operation, maintenance, repair and replacement of overhead and underground electric and other utility facilities (including fiber, backhaul, wires, poles, guys, cables, conduits and appurtenant equipment), with the right to reconstruct, improve, add to, enlarge, change and remove such facilities, over, across and through any easement for the benefit of and access to the Premises, subject to the terms and conditions herein set forth. Landlord agrees to coordinate, cooperate and assist Tenant with obtaining the required access and utility easements to the Premises from a public right of way up to and including negotiating and obtaining such access and utility rights from any applicable neighbor parcel. If there are utilities already existing on the Premises which serve the Premises, Tenant may utilize such utilities and services. The rights granted to Tenant herein shall also include the right to partially assign its rights hereunder to any public or private utility company or authority to facilitate the uses contemplated herein, and all other rights and privileges reasonably necessary for Tenant’s safe and efficient use and enjoyment of the easements for the purposes described above. Upon Tenant’s request, Landlord shall execute and deliver to Tenant requisite recordable documents evidencing the easements contemplated hereunder within fifteen (15) days of Tenant’s request, and Landlord shall obtain the consent and joinder of Landlord’s mortgagee to any such grant, if applicable.

7. **EQUIPMENT, FIXTURES AND REMOVAL.** The Communications Facilities shall at all times be the personal property of Tenant and/or its subtenants and licensees, as applicable. Tenant or its customers, subtenants or licensees shall have the right to erect, install, maintain, repair, replace and operate on the Premises such equipment, structures, fixtures, signs, and personal property as Tenant, its customers, subtenants or licensees may deem necessary or appropriate, and such property, including the equipment,

structures, fixtures, signs, and personal property currently on the Premises, shall not be deemed to be part of the Premises, but shall remain the property of Tenant or its customers, subtenants or licensees. Within ninety (90) days after the expiration or earlier termination of this Agreement (the “**Removal Period**”), Tenant, customers, subtenants or licensees shall remove its improvements and personal property and restore the Premises to grade and perform all obligations under this Agreement during the Removal Period, including, without limitation, the payment of Rent at the rate in effect upon the expiration or termination of this Agreement.

8. ASSIGNMENT AND SUBLEASE. Tenant may transfer or assign this Agreement to Tenant’s Lender (defined below), principal, affiliates, subsidiaries, subsidiaries of its principal or to any entity which acquires all of or substantially all of Tenant’s assets or ownership interests by reasons of merger, acquisition or other business reorganization without Landlord’s consent (a “**Permitted Assignment**”). As to transfers or assignments which do not constitute a Permitted Assignment, Tenant is required to obtain Landlord’s written consent prior to effecting such transfer or assignment, which consent shall not be unreasonably withheld, conditioned or delayed. Upon such assignment, including a Permitted Assignment, Tenant will be relieved and released of all obligations and liabilities hereunder. Tenant shall have the exclusive right to sublease or grant licenses without Landlord’s consent to use all or part of the Premises and/or the Communications Facilities, but no such sublease or license shall relieve or release Tenant from its obligations under this Agreement. Landlord may assign this Agreement only in its entirety and only to any person or entity who or which acquires fee title to the Property, subject to Section 15. Landlord may subdivide the Property without Tenant’s prior written consent provided the resulting parcels from such subdivision are required to afford Tenant the protections set forth in Section 14 hereof.

9. COVENANTS, WARRANTIES AND REPRESENTATIONS.

(a) Landlord warrants and represents that it is the owner in fee simple of the Property, free and clear of all liens and encumbrances except as to those which may have been disclosed to Tenant in writing prior to the execution hereof, and that it alone has full right to lease the Premises for the Term.

(b) Landlord shall pay promptly, when due, any other amounts or sums due and owing with respect to its ownership and operation of the Property, including, without limitation, judgments, taxes, liens, mortgage payments and other similar encumbrances. If Landlord fails to make any payments required under this Agreement, or breaches any other obligation or covenant under this Agreement, Tenant may (without obligation), after providing ten (10) days written notice to Landlord, make such payment or perform such obligation on behalf of Landlord and offset such payment (including any reasonable attorneys’ fees incurred in connection with Tenant performing such obligation) against payments of Rent.

(c) Landlord shall not do or knowingly permit anything that will interfere with or negate any special use permit or approval pertaining to the Premises or cause Tenant’s use of the Premises to be in nonconformance with applicable local, state, or federal laws. Landlord shall cooperate with Tenant in any effort by Tenant to obtain certificates, permits, licenses and other approvals that may be required by any governmental authorities. Landlord agrees to execute any necessary applications, consents or other documents as may be reasonably necessary for Tenant to apply for and obtain the Government Approvals required to use and maintain the Premises and the Communications Facilities.

(d) To the best of Landlord’s knowledge, Landlord has complied and shall comply with all laws with respect to the Property. No asbestos-containing thermal insulation or products containing PCB, formaldehyde, chlordane, or heptachlor or other hazardous materials have been placed on or in the Property by Landlord or, to the knowledge of Landlord, by any prior owner or user of the Property. There has been

no release of or contamination by hazardous materials on the Property by Landlord, or to the knowledge of Landlord, any prior owner or user of the Property.

(e) Tenant shall have access to all utilities required for the operation of Tenant's improvements on the Premises that are existing on the Property.

(f) Landlord warrants and represents that there currently exist no licenses, sublicenses, or other agreements, written or oral, granting to any party or parties the right of use or occupancy of any portion of the Property; there are no outstanding options or rights of first refusal to purchase the Property or any portion thereof or interest therein, or any equity or interest in Landlord if Landlord is an entity; and there are no parties (other than Landlord) in possession of the Property except as to those that may have been disclosed to Tenant in writing prior to the execution hereof.

10. HOLD OVER TENANCY. Should Tenant or any assignee, sublessee or licensee of Tenant hold over the Premises or any part thereof after the expiration of this Agreement, such holdover shall constitute and be construed as a tenancy from month-to-month only, but otherwise upon the same terms and conditions.

11. INDEMNITIES. To the extent allowed by law, each party agrees to indemnify, defend and hold harmless the other party, its parent company or other affiliates, successors, assigns, officers, directors, shareholders, managers, members, agents and employees (collectively, "**Indemnified Persons**") from and against all claims, actions, judgments, damages, liabilities, losses, expenses and costs (including, without limitation, reasonable attorneys' fees and court costs) (collectively, "**Losses**") caused by or arising out of (a) such party's breach of any of its obligations, covenants, representations or warranties contained herein, or (b) such party's acts or omissions with regard to this Agreement; provided, however, in no event shall a party indemnify the other party for any such Losses to the extent arising from the gross negligence or willful misconduct of the party seeking indemnification. However, in the event of an Indemnified Person's contributory negligence or other fault, the Indemnified Person shall not be indemnified hereunder to the extent that the Indemnified Person's negligence or other fault caused such Losses. Tenant will indemnify Landlord from and against any mechanic's liens or liens of contractors and subcontractors engaged by or through Tenant.

12. WAIVERS.

(a) Landlord hereby waives any and all lien rights it may have, statutory or otherwise, in and to the Communications Facilities or any portion thereof, regardless of whether or not such is deemed real or personal property under applicable laws. Landlord will not assert any claim whatsoever against Tenant for loss of anticipatory profits or any other indirect, special, incidental or consequential damages incurred by Landlord as a result of the construction, maintenance, operation or use of the Premises by Tenant.

(b) EACH PARTY HERETO WAIVES ANY AND ALL CLAIMS AGAINST THE OTHER FOR ANY LOSS, COST, DAMAGE, EXPENSE, INJURY OR OTHER LIABILITY WHICH IS IN THE NATURE OF INDIRECT, SPECIAL, INCIDENTAL, PUNITIVE OR CONSEQUENTIAL DAMAGES WHICH ARE SUFFERED OR INCURRED AS THE RESULT OF, ARISE OUT OF, OR ARE IN ANY WAY CONNECTED TO THE PERFORMANCE OF THE OBLIGATIONS UNDER THIS AGREEMENT.

13. INSURANCE. Tenant shall insure against property damage and bodily injury arising by reason of occurrences on or about the Premises in the amount of not less than \$1,000,000. The insurance coverage provided for herein may be maintained pursuant to master policies of insurance covering other

communication facilities of Tenant and its corporate affiliates. All insurance policies required to be maintained by Tenant hereunder shall be with responsible insurance companies, authorized to do business in the State or Commonwealth where the Premises are located if required by law, and shall provide for cancellation only upon ten (10) days' prior written notice to Landlord. Tenant shall evidence such insurance coverage by delivering to Landlord, if requested, a copy of a certificate of insurance of such policies issued by the insurance companies underwriting such risks.

14. INTERFERENCE. During the Option Period and the Term, Landlord, its successors and assigns, will not grant any ground lease, license, or easement with respect to the Property (outside of the Premises) and any property adjacent or contiguous to the Property or in the immediate vicinity of the Property that is fee owned by Landlord: (a) for any of the uses contemplated in Section 5 herein; or (b) if such lease, license, or easement would detrimentally impact the Communications Facilities or Tenant's economic opportunities at the Premises, or the use thereof. Landlord shall not cause or permit the construction of communications or broadcast towers or structures, fiber optic backhaul facilities, or satellite facilities on the Property or on any other property of Landlord adjacent or contiguous to or in the immediate vicinity of the Property, except for the Communications Facilities constructed by Tenant. Landlord and Tenant intend by this Agreement for Tenant (and persons deriving rights by, through, or under Tenant) to be the sole parties to market, use, or sublease any portion of the Property for Communications Facilities during the Option Period and the Term. Landlord agrees that this restriction on the use of the Property is commercially reasonable, not an undue burden on Landlord, not injurious to the public interest, and shall be specifically enforceable by Tenant (and persons deriving rights by, through or under Tenant) in a court of competent jurisdiction. The foregoing restriction shall run with the land and be binding on the successors and assigns of Landlord.

15. RIGHT OF FIRST REFUSAL. In the event Landlord determines to sell, transfer, license or otherwise convey any interest, whether fee simple interest, easement interest, leasehold, or otherwise, and whether direct or indirect by way of transfer of ownership interests in Landlord if Landlord is an entity, which interest underlies or affects any or all of the Premises (the "**ROFR Property**") to any third party that is a Third Party Competitor (as defined below), Landlord shall offer Tenant a right of first refusal to purchase the Premises (or such larger portion of the Property that encompasses the Premises, if applicable). For purposes herein, a "**Third Party Competitor**" is any person or entity directly or indirectly engaged in the business of owning, acquiring, operating, managing, investing in or leasing communications infrastructure or any person or entity directly or indirectly engaged in the business of owning, acquiring, or investing in real property leases or easements underlying communications infrastructure. In such event, Landlord shall send a written notice to Tenant in accordance with Section 29 below that shall contain an offer to Tenant of a right of first refusal to purchase the ROFR Property, together with a copy of any offer to purchase, or any executed purchase agreement or letter of intent (each, an "**Offer**"), which copy shall include, at a minimum, the purchase price or acquisition price, proposed closing date, and financing terms (collectively, the "**Minimum Terms**"). Within thirty (30) days of receipt of such Offer, Tenant shall provide written notice to Landlord of Tenant's election to purchase the ROFR Property on the same Minimum Terms, provided: (a) the closing date shall be no sooner than sixty (60) days after Tenant's purchase election notice; (b) given Landlord's direct relationship and access to Tenant, Tenant shall not be responsible for payment of any broker fees associated with an exercise of Tenant's rights to acquire the ROFR Property; and, (c) Tenant shall not be required to match any components of the purchase price which are speculative or incalculable at the time of the Offer. In such event, Landlord agrees to sell the ROFR Property to Tenant subject to Tenant's payment of the purchase price and compliance with a purchase and sale agreement to be negotiated in good faith between Landlord and Tenant. If Tenant provides written notice that it does not elect to exercise its right of first refusal to purchase the ROFR Property, or if Tenant does not provide notice of its election within the thirty (30) day period, Tenant shall be deemed to have waived such right of first refusal only with respect to the specific Offer presented (and any subsequent

Offers shall again be subject to Tenant's continuing right of first refusal hereunder), and Landlord shall be permitted to consummate the sale of the ROFR Property in accordance with the strict terms of the Offer ("Permitted Sale"). If Landlord does not consummate the Permitted Sale within ninety (90) days of the date of Tenant's waiver of its right of first refusal, including if the Minimum Terms are modified between Landlord and the Third Party Competitor, Landlord shall be required to reissue a New Offer to Tenant.

16. SECURITY. The parties recognize and agree that Tenant shall have the right to safeguard and protect its improvements located upon or within the Premises. Consequently, Tenant may elect, at its expense, to construct such enclosures and/or fences as Tenant reasonably determines to be necessary to secure the Communications Facilities. Tenant may also undertake any other appropriate means to restrict access to the Communications Facilities including, without limitation, if applicable, installing security systems, locks and posting signs for security purposes and as may otherwise be required by law.

17. FORCE MAJEURE. The time for performance by Landlord or Tenant of any term, provision, or covenant of this Agreement shall be deemed extended by time lost due to delays resulting from acts of God, strikes, civil riots, floods, pandemics, material or labor restrictions by governmental authority, government shutdowns, quarantines, and/or other disease control measures and any other cause not within the control of Landlord or Tenant, as the case may be.

18. CONDEMNATION; CASUALTY.

(a) In the event Landlord receives any notice of any condemnation proceedings, or other proceedings in the nature of eminent domain related to the Property or the Premises, it will forthwith send a copy of such notice to Tenant. If all or any part of the Premises is taken by eminent domain, Tenant may, upon written notice to Landlord, elect to terminate this Agreement, whereupon neither party shall have any further liability or obligation hereunder. Notwithstanding any provision of this Agreement to the contrary, in the event of condemnation of all or any part of the Premises, Landlord and Tenant shall be entitled to separate awards with respect to the Premises, in the amount determined by the court conducting such condemnation proceedings based upon Landlord's and Tenant's respective interests in the Premises. If a separate condemnation award is not determined by such court, Landlord shall permit Tenant to participate in the allocation and distribution of the award. In no event shall the condemnation award to Landlord exceed the unimproved value of the Premises, without taking into account the improvements located thereon.

(b) In case of damage to the Premises or the Communications Facilities by fire or other casualty, Landlord shall, at its expense, cause any damage to the Property (excluding the Communications Facilities) to be repaired to a condition as nearly as practicable to that existing prior to the damage, with reasonable speed and diligence, subject to delays which may arise by reason of adjustment of loss under insurance policies, governmental regulations, and for delays beyond the control of Landlord, including a force majeure. Landlord shall coordinate with Tenant as to the completion of Landlord's work to restore the Property so as not to adversely impact Tenant's use of the Premises and the Communications Facilities. Landlord shall not be liable for any inconvenience or annoyance to Tenant, or injury to Tenant's business or for any consequential damages resulting in any way from such damage or the repair thereof, except to the extent and for the time that the Communications Facilities or the Premises are thereby rendered unusable for Tenant's intended purpose the Rent shall proportionately abate. In the event the damage shall be so extensive that Tenant shall decide, in its sole discretion, not to repair or rebuild the Communications Facilities, or if the casualty shall not be of a type insured against under standard fire policies with extended type coverage, or if the holder of any mortgage, deed of trust or similar security interest covering the Communications Facilities shall not permit the application of adequate insurance proceeds for repair or restoration, this Agreement shall, at the sole option of Tenant, exercisable by written notice to Landlord, be

terminated as of the date of such casualty, and the obligation to pay Rent (taking into account any abatement as aforesaid) shall cease as of the termination date and Tenant shall thereupon promptly vacate the Premises.

19. DEFAULT. The failure of Tenant or Landlord to perform any of the covenants of this Agreement shall constitute a default. The non-defaulting party shall give the other written notice of such default, and the defaulting party shall cure such default within thirty (30) days after receipt of such notice. In the event any such default cannot reasonably be cured within such thirty (30) day period, if the defaulting party shall proceed promptly after the receipt of such notice to cure such default, and shall pursue curing such default with due diligence, the time for curing shall be extended for such period of time as may be necessary to complete such curing, however, in no event shall this extension of time be in excess of sixty (60) days, unless agreed upon by the non-defaulting party.

20. REMEDIES. Should the defaulting party fail to cure a default under this Agreement, the other party shall have all remedies available either at law or in equity, and the right to terminate this Agreement. In the event Landlord elects to terminate this Agreement due to a default by Tenant (which remains uncured by Lender), Landlord shall continue to honor all sublease and license commitments made by Tenant through the expiration of the term of any such commitment and shall be entitled to collect and retain the rents or license fees associated with such subleases or license commitments, it being intended hereby that each such commitment shall survive the early termination of this Agreement.

21. ATTORNEYS' FEES. If there is any legal proceeding between Landlord and Tenant arising from or based on this Agreement, the unsuccessful party to such action or proceeding shall pay to the prevailing party all costs and expenses, including, without limitation, reasonable attorneys' fees and disbursements, incurred by such prevailing party in such action or proceeding and in any appeal in connection therewith. If such prevailing party recovers a judgment in any such action, proceeding or appeal, such costs, expenses and attorneys' fees and disbursements shall be included in and as a part of such judgment.

22. ADDITIONAL TERMINATION RIGHT. If at any time during the Term, Tenant determines, in Tenant's sole and absolute discretion, with or without cause, that the Premises is no longer suitable or desirable for Tenant's intended use and/or purposes, Tenant shall have the right to terminate this Agreement upon sixty (60) days prior written notice to Landlord.

23. PRIOR AGREEMENTS. The parties hereby covenant, recognize and agree that the terms and provisions of this Agreement shall constitute the sole embodiment of the arrangement between the parties with regard to the Premises, and that all other written or unwritten agreements, contracts, or leases by and between the parties with regard to the Premises are hereby terminated, superseded and replaced by the terms hereof.

24. SUBORDINATION, NON-DISTURBANCE AND ATTORNMENT. In the event the Property is encumbered by a mortgage or deed of trust or other security instrument of any kind (a "**Landlord Mortgage**"), Landlord, within fifteen (15) days following Tenant's request or immediately prior to the creation of any encumbrance created after the date this Agreement is fully executed, will obtain from the holder of each such Landlord Mortgage a fully-executed subordination, non-disturbance and attornment agreement (an "**SNDA**") in recordable form, which shall be prepared or approved by Tenant. The holder of every such Landlord Mortgage shall, in the SNDA, agree that in the event of a foreclosure, or conveyance in lieu of foreclosure of Landlord's interest in the Premises, such Landlord Mortgage holder shall recognize and confirm the validity and existence of this Agreement, not disturb the tenancy of Tenant (and its customers, subtenants, and licensees) and Tenant (and its customers, subtenants, and licensees) shall have

the right to continue its use and occupancy of the Premises in accordance with the provisions of this Agreement, provided Tenant is not in default of this Agreement beyond applicable notice and cure periods.

25. LENDER'S RIGHTS.

(a) Landlord agrees to recognize the subleases and licenses of all subtenants and licensees and will permit each of them to remain in occupancy of its premises notwithstanding any default hereunder by Tenant so long as each such respective subtenant or licensee is not in default under the lease/license covering its premises. Landlord agrees to execute such documents as any such subtenant and/or licensee might reasonably require, including customary subordination, non-disturbance and attornment agreements and/or Landlord recognition agreements, to further memorialize the foregoing, and further agrees to use Landlord's best efforts to also cause its lenders to similarly acknowledge, in writing, subtenant's and licensee's right to continue to occupy its premises as provided above.

(b) Tenant shall have the right from time to time to mortgage or otherwise encumber Tenant's interest in this Agreement, the Communications Facilities and/or leasehold estate in the Premises (a "**Tenant Mortgage**") and Landlord consents to the granting by Tenant of a lien and security interest in Tenant's interest in this Agreement and/or leasehold estate of the Premises and all of Tenant's personal property and fixtures attached to the real property described herein, and furthermore consents to the exercise by any such lender of Tenant ("**Lender**") of its rights of foreclosure with respect to its lien and security interest. Landlord agrees to recognize Lender as Tenant hereunder upon any such exercise by Lender of its rights of foreclosure. The term "**Lender**" as used in this Agreement shall mean the lender identified in Section 29 hereof and its successors, assigns, designees or nominees.

(c) Landlord hereby agrees to give Lender written notice of any breach or default of Tenant of the terms of this Agreement within fifteen (15) days after the occurrence thereof at the address set forth in Section 29. Landlord further agrees that no default under this Agreement by Tenant shall be deemed to have occurred unless such notice to Lender is also given and that, in the event of any such breach or default under the terms of this Agreement, Lender shall have the right, to the same extent, for the same period and with the same effect, as Tenant, plus an additional ninety (90) days after any applicable grace period to cure or correct any such default.

(d) Landlord acknowledges that nothing contained herein shall be deemed or construed to obligate Lender to take any action hereunder, or to perform or discharge any obligation, duty or liability of Tenant under this Agreement. Lender shall not become liable under the provisions of this Agreement or any lease executed pursuant to Section 26 hereof unless and until such time as it becomes, and then only for as long as it remains, the owner of the leasehold estate created hereby or thereby.

(e) This Agreement shall not be amended or modified without the consent of Lender. In the event that Lender shall become the owner of such leasehold estate, Lender shall not be bound by any modification or amendment of this Agreement made subsequent to the date of a Tenant Mortgage unless Lender shall have consented to such modification or amendment at the time it was made.

26. RIGHT TO NEW LEASE.

(a) In the case of termination of this Agreement for any reason, or in the event this Agreement is rejected or disaffirmed pursuant to any bankruptcy, insolvency or other law affecting creditor's rights, Landlord shall give prompt notice thereof to Lender at the address set forth in Section 29 or as may be provided to Landlord by Tenant following the Commencement Date. Thereafter, Landlord, upon written request of Lender, and within thirty (30) days after the receipt of such request, shall promptly execute and

deliver a new lease of the Premises and assignment of all subleases and licenses to Lender or its designee or nominee, for the remainder of the Term upon all the covenants, conditions, limitations and agreements contained herein (including, without limitation, options to extend the Term) except for such provisions which must be modified to reflect such termination, rejection or disaffirmance and the passage of time, provided that Lender (i) shall pay to Landlord, simultaneously with the delivery of such new lease, all unpaid rent due under this Agreement up to and including the date of the commencement of the term of such new lease and all reasonable expenses, including, without limitation, reasonable attorneys' fees and disbursements and court costs, incurred by Landlord in connection with the default by Tenant, the termination of this Agreement and the preparation of the new lease, and (ii) shall cure all defaults existing under this Agreement which are susceptible to being cured by Lender promptly and with due diligence after the delivery of such new lease. Notwithstanding anything to the contrary contained herein, provided Lender shall have otherwise complied with the provisions of this Section, Lender shall have no obligation to cure any defaults which are not susceptible to being cured by Lender (for example, the bankruptcy of Tenant).

(b) For so long as Lender shall have the right to enter into a new lease with Landlord pursuant to this Section, Landlord shall not enter into a new lease of the Premises with any person or entity other than Lender, without the prior written consent of Lender.

27. ADDITIONAL PROVISIONS.

(a) The parties hereto agree that (i) Tenant is in possession of the Premises notwithstanding the fact that Tenant has subleased or licensed, or may in the future sublease or license, certain of the improvements thereon or portions of the Premises to third parties, and (ii) the requirements of Section 365(h) of Title 11 of the United States Code (the Bankruptcy Code) with respect to Tenant's possession of the leasehold under this Agreement are satisfied. Accordingly, the right of Tenant to remain in possession of the leasehold under this Agreement shall continue notwithstanding any rejection of this Agreement in any bankruptcy proceeding involving Landlord, or any other actions by any party in such a proceeding. This provision, while included in this Agreement, has been separately negotiated and shall constitute a separate contract between the parties as well as a part of this Agreement. The provisions of this Section are for the benefit of Tenant and its assigns, including, without limitation, Lender. The parties hereto also agree that Lender is a party in interest and shall have the right to appear as a party in any proceeding brought under any bankruptcy law or under any other law which may affect this Agreement.

(b) The provisions of Section 25 and Section 26 hereof shall survive the termination, rejection or disaffirmance of this Agreement and shall continue in full force and effect thereafter to the same extent as if such Sections were a separate and independent contract made by Landlord, Tenant and Lender and, from the effective date of such termination, rejection or disaffirmance of this Agreement to the date of execution and delivery of such new lease, Lender may use and enjoy the leasehold estate created by this Agreement without hindrance by Landlord. The aforesaid agreement of Landlord to enter into a new lease with Lender shall be deemed a separate agreement between Landlord and Lender, separate and apart from this Agreement as well as a part of this Agreement, and shall be unaffected by the rejection of this Agreement in any bankruptcy proceeding by any party.

(c) Landlord shall have no right, and expressly waives any right arising under applicable law, in and to the rentals or other fees payable to Tenant, if any, under any sublease or license of the Premises by Tenant, which rentals or fees may be assigned by Tenant to Lender.

(d) If a Tenant Mortgage is in effect, this Agreement shall not be modified or amended by the parties hereto, or terminated or surrendered by Tenant, nor shall Landlord accept any such termination or surrender of this Agreement by Tenant, without the prior written consent of Lender.

(e) The provisions of Section 25 and Section 26 hereof are for the benefit of Lender and may be relied upon and shall be enforceable by Lender as if Lender were a party to this Agreement.

(f) Landlord shall, within ten (10) days of the request of Tenant or any Lender or prospective Lender, provide an estoppel certificate as to any matters reasonably requested by Tenant or Lender.

(g) The right to extend or renew this Agreement and any right of first refusal to purchase the Premises may be exercisable by the holder of a Tenant Mortgage and, before the expiration of any periods to exercise such a right, Landlord must provide to Lender at least thirty (30) days prior written notice before the expiration of the right to so extend or renew in order to extinguish Lender's right to so extend, renew or purchase.

(h) Under no circumstances shall the fee estate of Landlord and the leasehold estate created hereby merge, even though owned by the same party, without the written consent of the holder of a Tenant Mortgage.

28. QUIET ENJOYMENT. So long as Tenant is not in default under this Agreement beyond the applicable notice and cure period, Landlord covenants and agrees that Tenant shall peaceably and quietly hold and enjoy the Premises throughout the Term, without any hindrance, molestation or ejection by Landlord, its successors or assigns or by those claiming by, through or under them.

29. NOTICES. All notices, requests, claims, demands, and other communications hereunder shall be in writing and may be hand delivered (provided the deliverer provides proof of delivery) or sent by nationally established overnight courier that provides proof of delivery, or certified or registered mail (postage prepaid, return receipt requested). Notice shall be deemed received on the date of delivery as demonstrated by the receipt of delivery. Notices shall be delivered to a party at the party's respective address below, or to such other address that a party below may provide from time to time:

If to Landlord:

Torrance County
PO Box 48
Estancia, New Mexico 87106

If to Tenant:

The Towers, LLC
750 Park of Commerce Drive,
Suite 200
Boca Raton, Florida 33487
Ref: US-NM-5116
Attn: VP Asset Management

If to Lender:

Toronto Dominion (Texas) LLC
31 West 52nd Street
New York, NY 10019
Attn: Admin Agent
Fax No. 416-982-5535

With a copy to: General Counsel

30. MISCELLANEOUS.

(a) Each party hereto warrants and represents that it has the necessary power and authority to enter into and perform its respective obligations under this Agreement.

(b) If any term of this Agreement is found to be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.

(c) All attached exhibits are hereby incorporated by this reference as if fully set forth herein.

(d) Failure of a party to insist on strict performance of any of the conditions or provisions of this Agreement, or failure to exercise any of a party's rights hereunder, shall not waive such rights.

(e) This Agreement shall be governed by and construed in accordance with the laws of the State or Commonwealth in which the Premises are located.

(f) This Agreement constitutes the entire agreement and understanding of the parties and supersedes all offers, negotiations, other leases and/or agreements with regard to the Premises. There are no representations or understandings of any kind not set forth herein. Any amendment to this Agreement must be in writing and executed by both parties.

(g) This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective heirs, legal representatives, successors and assigns.

(h) A short-form Memorandum of Option to Lease (and a short-form Memorandum of Lease in the event Tenant exercises its option to lease the Premises) may be recorded at Landlord's or Tenant's option in the form as depicted in **Exhibit 3** and **Exhibit 4** respectively, attached hereto. In addition, Tenant's subtenants and licensees shall have the right to record a memorandum of its sublease or license with Tenant.

(i) To the extent allowed by law, Landlord shall keep the terms of this Agreement confidential and shall not disclose any terms contained within this Agreement to any third party other than such terms as are set forth in Memorandum of the Option to Lease or Memorandum of Lease. Nothing in this Agreement is intended nor does, restrict Landlord in complying with the New Mexico Open Records Act.

SIGNATURES BEGIN ON NEXT PAGE

EXHIBIT 1

Legal Description of the Property (Parent Parcel)

(may be updated by Tenant upon receipt of final legal description from title)

Torrance County, NM

Parcel Number 1-055-052-056-250-000-000

Legal Summary Subd: CATTLE COUNTRY Lot: 3

Block: 1 *SURVEY E/269 S: 18 T: 9N R: 10E

EXHIBIT 2

Premises

(below may be replaced with a final survey and legal description of the Premises)

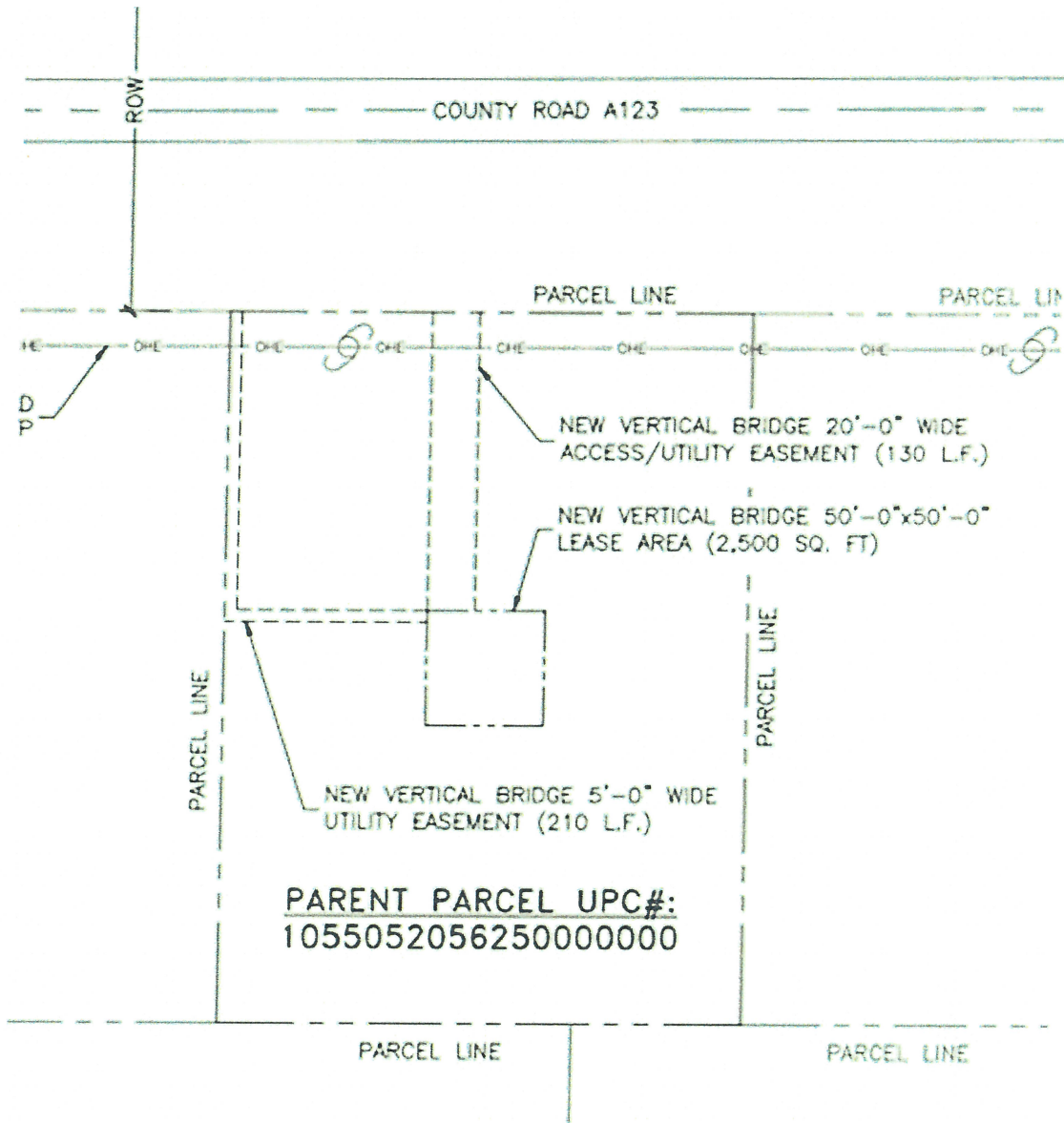


EXHIBIT 3

Memorandum of Option to Lease

(Attached)

(Above 3" Space for Recorder's Use Only)

Upon Recording Return to:

The Towers, LLC
750 Park of Commerce Drive, Suite 200
Boca Raton, Florida 33487
Attn: General Counsel

Site Name: MORIARTY EAST

Site Number: US-NM-5116

Commitment #: _____

MEMORANDUM OF OPTION TO LEASE

This Memorandum of Option to Lease (this "**Memorandum**") evidences an Option and Lease Agreement (the "**Agreement**") between **Torrance County**, a New Mexico municipality ("**Landlord**"), whose address is PO Box 48, Estancia, New Mexico 87106, and **The Towers, LLC**, a Delaware limited liability company ("**Tenant**"), whose address is 750 Park of Commerce Drive, Suite 200, Boca Raton, Florida 33487, dated _____, 20____ (the "**Effective Date**"), for a portion (the "**Premises**") of the real property (the "**Property**") described in **Exhibit A** attached hereto.

Pursuant to the Agreement, Landlord has granted Tenant an exclusive option to lease the Premises (the "**Option**"). The Option commenced as of the Effective Date and shall continue in effect for a period of two (2) years from the Effective Date.

Landlord ratifies, restates and confirms the Agreement and, upon exercise of the Option, shall lease to Tenant the Premises, subject to the terms and conditions of the Agreement. The Agreement provides for the lease by Landlord to Tenant of the Premises for an initial term of five (5) years with nine (9) renewal option(s) of an additional five (5) years each, and further provides:

1. Landlord may assign the Agreement only in its entirety and only to a purchaser of the fee interest of the Property;
2. Under certain circumstances, Tenant has a right of first refusal to acquire the Premises or the Property from Landlord;
3. Under certain circumstances, Landlord may subdivide the Property without Tenant's prior written consent; and

4. The Agreement restricts Landlord's ability to utilize, or allow the utilization of the Property or real property owned by Landlord which is adjacent or contiguous to the Property for the construction, operation and/or maintenance of the Communications Facilities (as defined in the Agreement).

This Memorandum is not intended to amend or modify, and shall not be deemed or construed as amending or modifying, any of the terms, conditions or provisions of the Agreement. In the event of a conflict between the provisions of this Memorandum and the provisions of the Agreement, the provisions of the Agreement shall control. The Agreement shall be binding upon and inure to the benefit of Landlord and Tenant and shall inure to the benefit of their respective heirs, successors, and assigns, subject to the provisions of the Agreement.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK, SIGNATURES
BEGIN ON NEXT PAGE

IN WITNESS WHEREOF, the parties hereto have executed this MEMORANDUM OF OPTION TO LEASE effective as of the date last signed by a party hereto.

WITNESSES: _____ Name: _____ _____ Name: _____	LANDLORD: Torrance County a New Mexico municipality By: _____ Name: _____ Title: _____ Date: _____
---	--

STATE OF _____

COUNTY OF _____

This instrument was acknowledged before me on _____, 20____ by ____
_____ (name of signatory) as _____
(title of signatory) of Torrance County , a New Mexico municipality.

Notary Public

Print Name: _____

My Commission Expires: _____

(Tenant's Signature Page to Memorandum of Option to Lease)

WITNESSES: _____ Name: _____ _____ Name: _____	TENANT: The Towers, LLC a Delaware limited liability company By: _____ Name: _____ Title: _____ Date: _____
---	---

STATE OF FLORIDA

COUNTY OF PALM BEACH

This instrument was acknowledged before me on _____, 20_____, by _____
_____ (name of signatory) as _____
(title of signatory) of The Towers, LLC.

Notary Public

Print Name: _____

My Commission Expires: _____

EXHIBIT A
(TO MEMORANDUM OF OPTION TO LEASE)

The Property
(may be updated by Tenant upon receipt of final legal description from title)

Torrance County, NM

Parcel Number 1-055-052-056-250-000-000

Legal Summary Subd: CATTLE COUNTRY Lot: 3

Block: 1 *SURVEY E/269 S: 18 T: 9N R: 10E

Access and utilities serving the Premises (as defined in the Agreement) includes all easements of record as well as that portion of the Property designated by Landlord and Tenant for Tenant (and Tenant's guests, agents, customers, subtenants, licensees and assigns) ingress, egress, and utility purposes to and from a public right-of-way.

EXHIBIT 4

Memorandum of Lease

(Attached)

(Above 3" Space for Recorder's Use Only)

Upon Recording Return to:

The Towers, LLC
750 Park of Commerce Drive, Suite 200
Boca Raton, Florida 33487
Attn: General Counsel

Site Name: MORIARTY EAST

Site Number: US-NM-5116

Commitment #: _____

MEMORANDUM OF LEASE

This Memorandum of Lease (this "**Memorandum**") evidences a Lease Agreement (the "**Lease**") between **Torrance County**, a New Mexico municipality ("**Landlord**"), whose address is PO Box 48, Estancia, New Mexico 87106, and **The Towers, LLC**, a Delaware limited liability company ("**Tenant**"), whose address is 750 Park of Commerce Drive, Suite 200, Boca Raton, Florida 33487, dated the _____ day of _____, 20_____ (the "**Effective Date**"), for a portion (the "**Premises**") of the real property (the "**Property**") described in Exhibit A attached hereto.

Landlord hereby ratifies, restates and confirms the Lease and leases to Tenant the Premises, subject to the terms and conditions of the Lease. The Commencement Date of the Lease is _____. The Lease provides for the lease by Landlord to Tenant of the Premises for an initial term of five (5) years with nine (9) renewal option(s) of an additional five (5) years each, and further provides:

1. Landlord will attorn to any mortgagee of Tenant, subordinate any Landlord's lien to the Lease and to liens of Tenant's mortgagees, and not disturb the tenancy of Tenant;
2. The Lease restricts Landlord's ability to utilize, or allow the utilization of the Property or real property owned by Landlord which is adjacent or contiguous to the Property for the construction, operation and/or maintenance of Communications Facilities (as defined in the Lease);
3. Tenant (and persons deriving rights by, through, or under Tenant) are the sole parties to market, use, or sublease any portion of the Property for Communications Facilities during the term of the Lease (such restriction shall run with the land and be binding on the successors and assigns of Landlord);
4. The Premises may be used exclusively by Tenant for all legal purposes, including, without limitation, erecting, installing, operating and maintaining Communications Facilities;

5. Tenant is entitled to sublease and/or license the Premises, including any Communications Facilities located thereon;

6. Under certain circumstances, Tenant has a right of first refusal to acquire the Premises from Landlord;

7. Landlord may assign the Lease only in its entirety and only to a purchaser of the fee interest of the Property; and

8. Under certain circumstances, Landlord may subdivide the Property without Tenant's prior written consent.

This Memorandum is not intended to amend or modify, and shall not be deemed or construed as amending or modifying, any of the terms, conditions or provisions of the Lease. In the event of a conflict between the provisions of this Memorandum and the provisions of the Lease, the provisions of the Lease shall control. The Lease shall be binding upon and inure to the benefit of Landlord and Tenant and shall inure to the benefit of their respective heirs, successors, and assigns, subject to the provisions of the Lease.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK, SIGNATURES
BEGIN ON NEXT PAGE

IN WITNESS WHEREOF, the parties hereto have executed this MEMORANDUM OF LEASE as of the date last signed by a party hereto.

<p>WITNESSES:</p> <p>_____ Name: _____</p> <p>_____ Name: _____</p>	<p>LANDLORD:</p> <p>Torrance County a New Mexico municipality</p> <p>By: _____</p> <p>Name: _____</p> <p>Title: _____</p> <p>Date: _____</p>
--	---

STATE OF _____

COUNTY OF _____

This instrument was acknowledged before me on _____, 20____ by _____
 _____ (name of signatory) as _____
 _____ (title of signatory) of Torrance County , a New Mexico municipality.

Notary Public

Print Name: _____

My Commission Expires: _____

(Tenant's Signature Page to Memorandum of Lease)

WITNESSES: _____ Name: _____ _____ Name: _____	TENANT: The Towers, LLC a Delaware limited liability company By: _____ Name: _____ Title: _____ Date: _____
---	---

STATE OF FLORIDA

COUNTY OF PALM BEACH

This instrument was acknowledged before me on _____, 20_____, by _____
_____ (name of signatory) as _____
(title of signatory) of The Towers, LLC.

Notary Public

Print Name: _____

My Commission Expires: _____

EXHIBIT A
(TO MEMORANDUM OF LEASE)

The Property
(may be updated by Tenant upon receipt of final legal description from title)

Torrance County, NM

Parcel Number 1-055-052-056-250-000-000

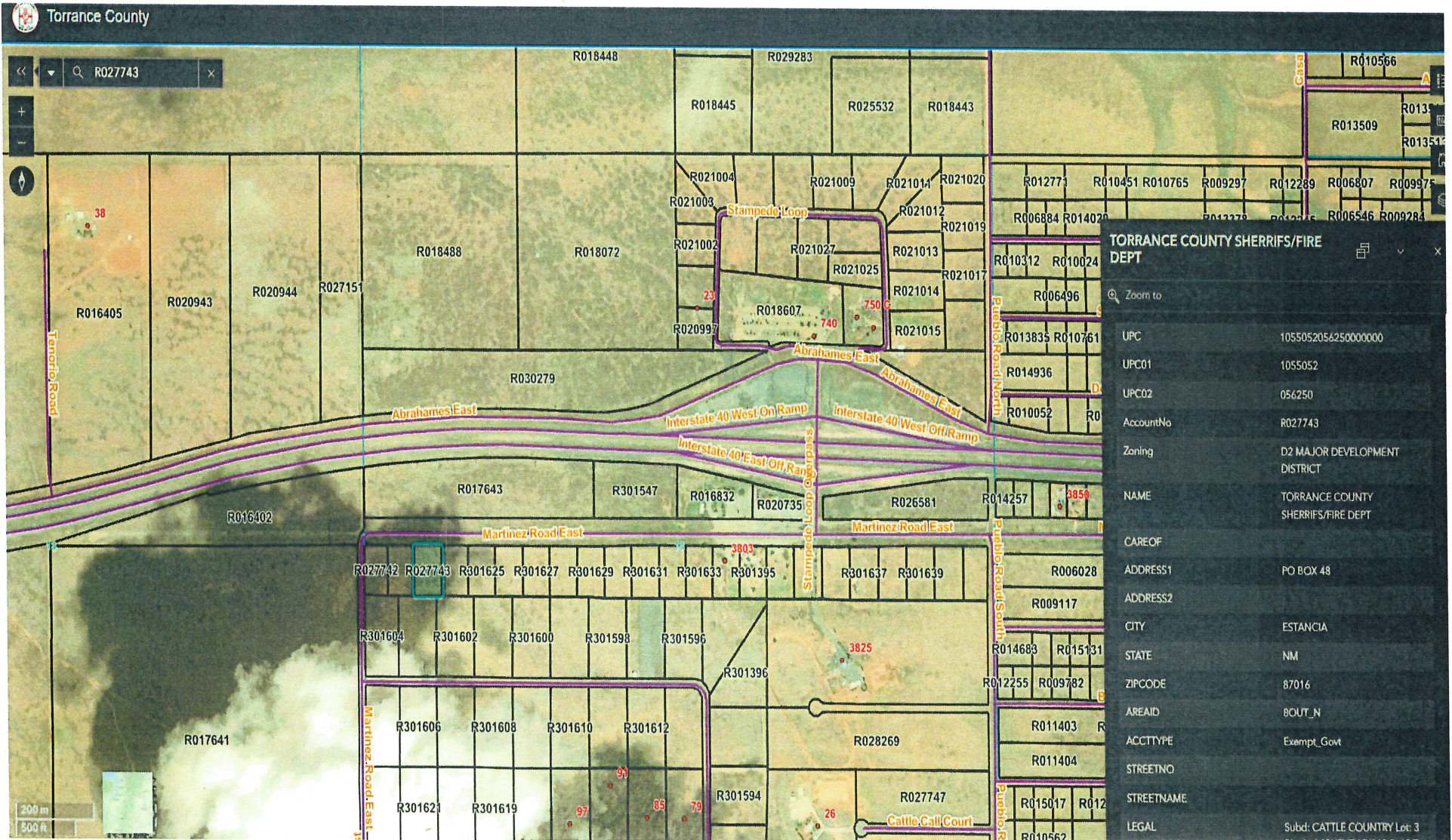
Legal Summary Subd: CATTLE COUNTRY Lot: 3
Block: 1 *SURVEY E/269 S: 18 T: 9N R: 10E

Access and utilities serving the Premises (as defined in the Lease) includes all easements of record as well as that portion of the Property designated by Landlord and Tenant for Tenant (and Tenant's guests, agents, customers, subtenants, licensees and assigns) ingress, egress, and utility purposes to and from a public right-of-way.

Said interest being over land more particularly described by the following description:

Insert metes and bounds description of area

GROUND LEASE LOT
(Parcel ID R027743)



Property Profile Torrance County

Account: R027743 Tax Year: 2026 Account Type: Exempt_Govt
 Mill Levy: 24.045000 Version: 02/19/2025 Area ID: SOUT_N
 Estimated Tax: \$0.00 Parcel: 1-055-052-056-250- Map Number:
 This mill levy is from the most recent tax roll Status: Active

Name and Address Information

TORRANCE COUNTY SHERRIFS/FIRE
 DEPT
 PO BOX 48
 ESTANCIA, NM 87016

Property Location

No Location Information Available

Legal Description

Subd: CATTLE COUNTRY Lot: 3 Block: 1 *SURVEY E/269 S: 18 T: 9N R: 10E

Assessment Information

2026	Actual	Assessed	Sq Ft	Acres	Taxable
Land	0	0			
Improvements					
Exempt	440	147			
Total	440	147			147
2025	Actual	Assessed	Sq Ft	Acres	Taxable
Land	0	0			
Improvements					
Exempt	440	147			
Total	440	147		1.790	147

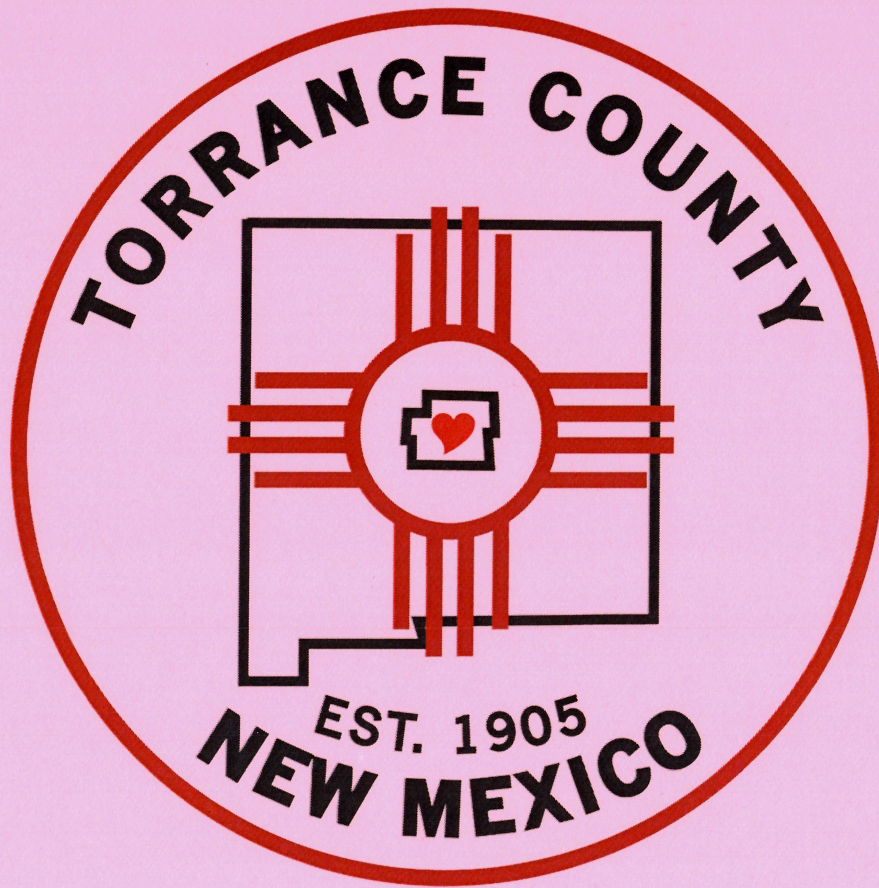
User Remarks



The Towers

Ground Lease Revenue Schedule

Year	Rent	Annual Rent Revenue Total
1	\$ 1,550.00	\$ 18,600.00
2	\$ 1,573.25	\$ 18,879.00
3	\$ 1,596.85	\$ 19,162.19
4	\$ 1,620.80	\$ 19,449.62
5	\$ 1,645.11	\$ 19,741.36
6	\$ 1,669.79	\$ 20,037.48
7	\$ 1,694.84	\$ 20,338.04
8	\$ 1,720.26	\$ 20,643.12
9	\$ 1,746.06	\$ 20,952.76
10	\$ 1,772.25	\$ 21,267.05
11	\$ 1,798.84	\$ 21,586.06
12	\$ 1,825.82	\$ 21,909.85
13	\$ 1,853.21	\$ 22,238.50
14	\$ 1,881.01	\$ 22,572.08
15	\$ 1,909.22	\$ 22,910.66
16	\$ 1,937.86	\$ 23,254.32
17	\$ 1,966.93	\$ 23,603.13
18	\$ 1,996.43	\$ 23,957.18
19	\$ 2,026.38	\$ 24,316.54
20	\$ 2,056.77	\$ 24,681.28
21	\$ 2,087.63	\$ 25,051.50
22	\$ 2,118.94	\$ 25,427.28
23	\$ 2,150.72	\$ 25,808.68
24	\$ 2,182.98	\$ 26,195.82
25	\$ 2,215.73	\$ 26,588.75
26	\$ 2,248.97	\$ 26,987.58
27	\$ 2,282.70	\$ 27,392.40
28	\$ 2,316.94	\$ 27,803.28
29	\$ 2,351.69	\$ 28,220.33
30	\$ 2,386.97	\$ 28,643.64
31	\$ 2,422.77	\$ 29,073.29
32	\$ 2,459.12	\$ 29,509.39
33	\$ 2,496.00	\$ 29,952.03
34	\$ 2,533.44	\$ 30,401.31
35	\$ 2,571.44	\$ 30,857.33
36	\$ 2,610.02	\$ 31,320.19
37	\$ 2,649.17	\$ 31,790.00
38	\$ 2,688.90	\$ 32,266.85
39	\$ 2,729.24	\$ 32,750.85
40	\$ 2,770.18	\$ 33,242.11
41	\$ 2,811.73	\$ 33,740.74
42	\$ 2,853.90	\$ 34,246.85
43	\$ 2,896.71	\$ 34,760.56
44	\$ 2,940.16	\$ 35,281.96
45	\$ 2,984.27	\$ 35,811.19
Total		\$ 1,183,224.14



TORRANCE COUNTY
COMMISSION MEETING

Agenda Item
No. 13 C



CONTRACT/AGREEMENT COVERSHEET

CONTRACT TYPE: Professional Services Agreement - Architectural Design

PARTIES: Torrance County and Studios Southwest Architects

TERM: N/A (Pre Design Service are anticipate to be completed by 12/5/25)

COST: \$20,800 (\$20,000 for programming/cost estimates; \$800 for reimbursables)

FUNDING SOURCE: State Capital Outlay (\$50,000.00 available for design)

KEY PROVISIONS:

PSA is to provide programming services and initial cost estimates to convert the Red Building in Moriarty into a multipurpose building, including: (1) a storage and vehicle processing location for the Torrance County Sheriff's Office; (2) a new Emergency Management Operations Center; and (3) a training center for all public locations

JUSTIFICATION:

The County has been provided \$50,000 through a Capital Outlay grant to plan and design a new Emergency Management Facility. The programming and cost estimate associated with this PSA will aid the County in planning this facility and evaluate the feasibility of converting the Red Building into an EOC/multipurpose facility.

OTHER RELEVANT INFORMATION:

The intent is to have the programming and cost estimates completed by early December, so the commission can consider potential funding requests moving into the 2026 legislative session.

ATTACHMENTS:

#1 - Proposal from Studios Southwest Architects

#2 - Preliminary Site Layout based on Site Walkthrough with Studios Southwest



PROPOSAL FOR ARCHITECTURAL PRE-DESIGN SERVICES

30 September 2025

Jordan Barela, County Manager
Torrance County
PO Box 48 / 205 S. Ninth St.
Estancia, NM 87016

RE: Torrance County Emergency Operations Center (EOC) Remodel

Studio Southwest Architects (Studio SW) is pleased to provide this proposal for Architectural Pre-Design services for the remodel of the existing Sheriff's Evidence Warehouse to a shared space with the County's Emergency Operations Center (EOC). The project is located at 2807 US Rte 66, Moriarty, NM 87035.

SCOPE OF SERVICES

Pre-Design services shall include a Feasibility Study, Programming, and Cost Estimate.

The feasibility study will evaluate whether the existing building and program goals are achievable before committing to design. It will include gathering regulatory data, outlining alternates, assessing major risks (site, utilities, schedule, major scopes such as backup power), and producing a recommended path forward. The feasibility study will serve as the basis for programming.

Architectural Programming is the structured process of documenting the owner's goals, functions, space requirements, relationships, and performance criteria that define the project scope and basis of design. Deliverables will include space lists, adjacency diagramming, occupancy, performance goals, and site/facility constraints that will become the basis for design and cost estimating.

Cost estimating for Pre-Design will include providing a high-level rough order-of-magnitude (ROM) estimate. The ROM may include contingencies for design, bidding, escalation, and recommendations for adjustments to meet the Owner's budget.

The Architect shall be entitled to rely on (1) the accuracy and completeness of the services and information furnished by the Owner and (2) the Owner's approvals. The Architect shall provide prompt written notice to the Owner if the Architect becomes aware of any error, omission, or inconsistency in such services or information.

The following are exclusions from Pre-Design Services:

1. Basic Design Services, including Schematic Design, Design Development, Construction Documents, Bidding and Negotiations, and Construction Administration.
2. Structural, Mechanical, Electrical, and Civil Engineering
3. Sub-Soils Investigation Report.
4. Topography & Utility Surveying.
5. Pre-Engineered Metal Building Engineering.
6. Interior Tenant Improvements & Fixtures, Furnishings, and Equipment (FF&E) Design.
7. Cost of reproduction of plans, specifications and reports for the Tenant, Owner and Building Manager.
8. Construction Special Inspections (A/E Construction Observation visits are included).

FEE FOR PRE-DESIGN SCOPE OF SERVICES

Jordan Barela
September 30, 2025
Page 2

The fee is \$20,000.00 plus New Mexico Gross Receipts Tax (NMGRT) and \$800 reimbursable expenses allowance, as per the **CES Contract 2023-01-C11-ALL** pricing.

Admin Fee: Subconsultants hourly rates are at cost plus 1.25%.

ADDITIONAL SERVICES FEE

Any service not referenced under the pre-design services above shall be considered as additional services. Additional services shall be charged at the hourly rates as per CES Contract 2025-01-C111-ALL plus State of New Mexico Gross Receipts Tax where applicable.

Additional Services for Subconsultants are at hourly rates plus 11.25% (10% plus admin fee).

INVOICING

Fee will be invoiced monthly and based on services completed to date. Invoices are due and payable upon receipt.

Unpaid invoices or portions thereof unpaid for an excess of thirty (30) days shall accrue interest at the rate of one percent (1%) per month. Any waiver of this late charge for any invoice shall not constitute a waiver of the late charge with respect to any other invoice. In addition to late charges, all reasonable costs of collection shall be paid by the client including reasonable attorney's fees. If suit is brought to obtain payment if any invoice, the client agrees to pay all costs of collection including reasonable attorney's fees, which shall be presumed to be twenty-five percent (25%) of the outstanding invoice including late charges.

LIMITED LIABILITY

Studio SW liability for errors and omissions will be limited to the amount of the fee.

ACCEPTANCE

Please acknowledge acceptance of this proposal by signing and returning to the office of Studio SW. A signed copy of this agreement shall signify your understanding and acceptance of the terms and conditions contained herein. Studio SW will follow this letter with an AIA Document contract.

Respectfully,



Laura Anderson, AIA, NCARB, WellAP, ICC
President, Principal Architect

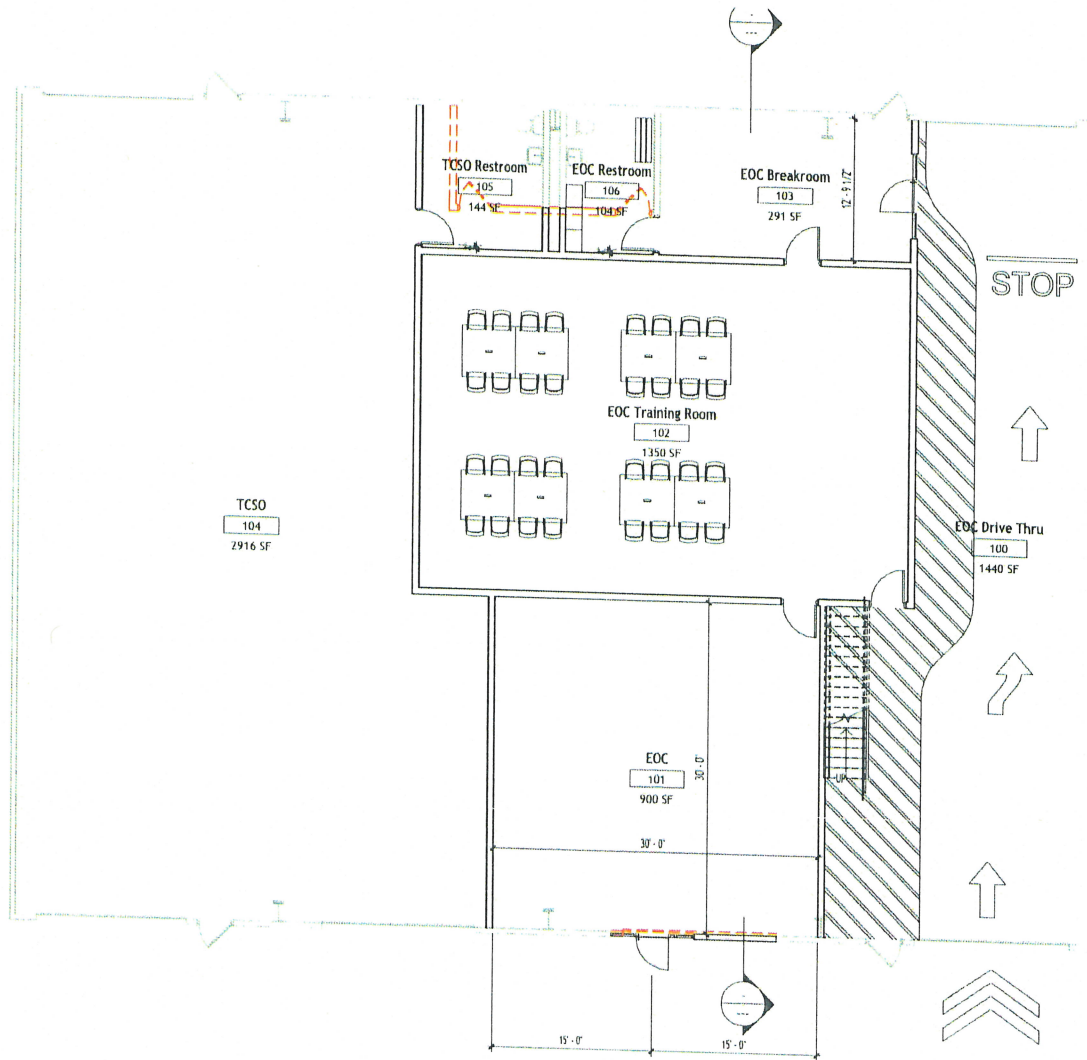
Accepted by: Torrance County

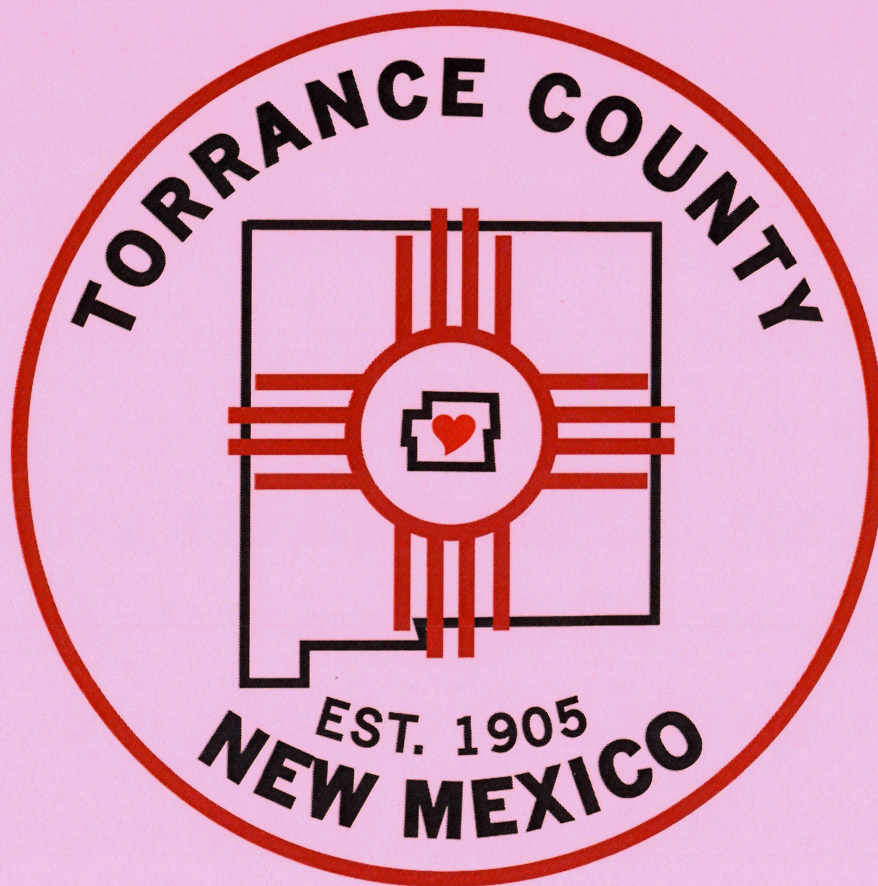
Signature

Date

Printed Name/Title

File: M:\Proposals + Interviews\ M25 PROPOSALS + INTERVIEWS\Ma25-24 Torrance Cty EOC (CES)\Proposal\Torrance Cty EOC_Proposal_Barelajj_20250930_FS And Programming.Docx





TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

No. 13 D



Quote 286876-01

Mar 26, 2025

TORRANCE MANAGEMENT OFFICE
COUNTY ROAD DIVISION
PO BOX 48
ESTANCIA, New Mexico 87016

Attention: LEONARD LUJAN

Dear Sir,

We would like to thank you for your interest in our company and our products, and are pleased to quote the following for your consideration. Quoted off of Sourcewell Contract #011723-CAT.

Caterpillar Model: 140LVR AWD Motor Grader

STOCK NUMBER: 536269 **SERIAL NUMBER:** **YEAR:** **HOURS:**

We appreciate the opportunity to extend this quote. Pricing is subject to change based on manufacturer changes to cost and availability. If there are any questions, please do not hesitate to contact me.

Regards,
Jacob Earnest
Sales Representative
Wagner Equipment Co.

Caterpillar Model: 140LVR AWD Motor Grader

STANDARD EQUIPMENT

POWERTRAIN -Air cleaner, dual stage dry type radial -seal with service indicator and -automatic dust ejector -Air-to-air after cooler (ATAAC) -Belt, serpentine, automatic tensioner -Brakes, oil disc, four-wheel, hydraulic -Demand fan, hydraulic -Electronic over-speed protection -Engine, C9 with ACERT technology, diesel -with automatic engine derate and idle -control. EPA/ARB tier 4 final & EU -stage IV certified engine & -aftertreatment -Parking brake, multi-disc, sealed and -oil cooled -Sediment drain, fuel tank -Tandem drive -Transmission, 8 speed forward and -6 speed reverse, power shift, direct -drive -VHP Plus (Variable Horse Power Plus) -

ELECTRICAL -Alarm, back-up -Alternator, 150 ampere, sealed -Batteries, maintenance free, heavy -duty, 1125 CCA -Breaker panel -Electrical system, 24 volt -Lights, reversing -Starter, electric

OPERATOR ENVIRONMENT -Steering wheel -Air Conditioning with heater -Articulation -Centershift pin indicator -Display, digital speed and gear -Load sensing hydraulic controls: --Right/left blade lift --Circle drive --Center shift --Side shift --Blade tip --Front wheel lean -Doors, left and right side -Gauge, machine level -Gauges (analog) inside the cab -(includes fuel, articulation, engine -coolant temp, engine RPM and hydraulic -oil temp, DEF/AdBlue) -Lights, night time cab -Messenger Display --Meter --Hour digital -Mirror -Inside rearview, wide angle -Power port, 12V -Radio ready, entertainment -ROPS cab, 77dB(A) ISO 6394 -Storage area for cooler/lunchbox -Throttle control, electronic -Windows: laminated glass -Fixed front with intermittent wiper -windows: tempered -Left and right side wipers -Rear with intermittent wiper -Cab Storage -

SAFETY AND SECURITY -Clutch, circle drive slip -Doors, 2 engine compartment, (two left -hand, two right hand) locking -Doors, 2 service, left and right locking -Ground level engine shutdown -Hammer (emergency exit) -Horn, electric -Seat belt, retractable 3" -Secondary steering -Tandem walkway/guards

FLUIDS -Antifreeze -Extended life coolant -35C/-30F

OTHER STANDARD EQUIPMENT -Accumulators -brake -dual certified -Drawbar,6 shoe w/replaceable wear strips -Fluid check, ground level -Fuel tank, 100 gallon (378 L) -Ground level fueling -DEF/AdBlue Tank, 3.3 gallon (12.5 L) -Hydraulic lines for base functions -Pump, hydraulic, high capacity -(100cc / 6 cu in) -Radiator, cleanout access -(both sides with swing doors) -SOS ports -engine -hydraulic --transmission -coolant -fuel -Tool box -Debris guard -

MACHINE SPECIFICATIONS

140 13A AWD MOTOR GRADER
LANE 2 ORDER
MOLDBOARD, 14' PLUS
COLD WEATHER PLUS PKG, AWD
CUTTING EDGE, 14' BLADE
END BITS, OVERLAY
ACCUMULATORS, NO ARO
PRECLEANER, SY-KLONE
DRAWBAR, TOP ADJUST
LINK BAR, HYDRAULIC
BASE+2 (RIP,FL)
STARTER, HEAVY DUTY
ROADING LIGHTS W/FOLD DOWN ARM
LOW BAR, HALOGEN, AWD
CAB, PLUS
SEAT, CLOTH AIR SUSPENSION
LOCK OUT, MANUAL
PREMIUM CORP RADIO (12V)
PRODUCT LINK, CELLULAR PLE641
NO GRADE CONTROL TECHNOLOGY
TIRES,14.0R24 MX XGLA2 * G2 MP
FAN, STANDARD AWD
SERIALIZED TECHNICAL MEDIA KIT
DECALS, ENGLISH (US)
LIGHTS, WORK PLUS, HALOGEN
LIGHTS, SNOW, HALOGEN
LIGHTS, CAB ROOF, HALOGEN
WARNING STROBE
TRANSMISSION, AUTOSHIFT
CAMERA, REAR VISION
MIRRORS, HEATED EXTERNAL
GUARD, TRANSMISSION
COVERS, UNDER CAB
PUSH PLATE, COUNTERWEIGHT
LIFT GROUP, FRONT MOUNTING
CIRCLE SAVER
COOLANT (-40C)
STORAGE PROTECTION
ROLL ON-ROLL OFF
FUEL ANTIFREEZE, -25C (-13F)
140 CPM

SELL PRICE	\$325,570.00
SUBTOTAL	\$325,570.00
TOTAL	\$325,570.00

WARRANTY & COVERAGE

Standard Warranty: 12 Months Unlimited Hours, Parts and Labor (Travel Time included for the first 6 months)

Extended Coverage: 140 AWD_NEW-84 MO/5000 HR POWERTRAIN + HYDRAULICS + TECH

F.O.B/TERMS:

Albuquerque

PAYMENT TERMS

Cash Invoice Terms

CASH WITH ORDER

\$325,570.00



Quote 295147-01

Sep 23, 2025

TORRANCE MANAGEMENT OFFICE
COUNTY ROAD DIVISION
PO BOX 48
ESTANCIA, New Mexico 87016

Attention: LEONARD LUJAN

Dear Sir,

We would like to thank you for your interest in our company and our products, and are pleased to quote the following for your consideration.

Caterpillar Model: 140LVR AWD Motor Grader

STOCK NUMBER: 539958

SERIAL NUMBER: 0N9500845

YEAR:

HOURS:

We appreciate the opportunity to extend this quote. Pricing is subject to change based on manufacturer changes to cost and availability. If there are any questions, please do not hesitate to contact me.

Regards,
Jacob Earnest
Sales Representative
Wagner Equipment Co.

MACHINE SPECIFICATIONS

140 13A AWD MOTOR GRADER
LANE 3 ORDER
MOLDBOARD, 14' PLUS
COLD WEATHER PLUS PKG, AWD
CUTTING EDGE, 14' BLADE
END BITS, OVERLAY
ACCUMULATORS, NO ARO
PRECLEANER, SY-KLONE
DRAWBAR, TOP ADJUST
LINK BAR, HYDRAULIC
BASE+2 (RIP,FL)
STARTER, HEAVY DUTY
ROADING LIGHTS W/FOLD DOWN ARM
LOW BAR, HALOGEN, AWD
CAB, PLUS
SEAT, CLOTH AIR SUSPENSION
LOCK OUT, MANUAL
PREMIUM CORP RADIO (12V)
PRODUCT LINK, CELLULAR PLE641
NO GRADE CONTROL TECHNOLOGY
TIRES,14.0R24 MX XGLA2 * G2 MP
FAN, STANDARD AWD
SERIALIZED TECHNICAL MEDIA KIT
DECALS, ENGLISH (US)
LIGHTS, WORK PLUS, HALOGEN
LIGHTS, SNOW, HALOGEN
LIGHTS, CAB ROOF, HALOGEN
WARNING STROBE
TRANSMISSION, AUTOSHIFT
CAMERA, REAR VISION
MIRRORS, HEATED EXTERNAL
GUARD, TRANSMISSION
COVERS, UNDER CAB
LIFT GROUP, FRONT MOUNTING
PUSH PLATE, COUNTERWEIGHT
CIRCLE SAVER
COOLANT (-40C)
STORAGE PROTECTION
ROLL ON-ROLL OFF
FUEL ANTIFREEZE, -25C (-13F)
140 CPM
HITCH, TOWING

SELL PRICE	\$325,570.00
LESS GROSS TRADE ALLOWANCE	(\$95,000.00)
SUBTOTAL	\$230,570.00
TRADE-IN PAYOUT	\$118,652.39
TOTAL	\$349,222.39

TRADE-INS

Model	Make	Serial Number	Year	Trade Allowance
120M2 AWD	CATERPILLAR (AA)	M9H00518		\$95,000.00

WARRANTY & COVERAGE

Standard Warranty: 12 Months Unlimited Hours, Parts and Labor (Travel Time included for the first 12 months)

Extended Coverage: 140_NEW-84 MO/5000 HR POWERTRAIN + HYDRAULICS + TECH

F.O.B./TERMS:

Albuquerque



Quote 294151-01

Sep 23, 2025

TORRANCE MANAGEMENT OFFICE
COUNTY ROAD DIVISION
PO BOX 48
ESTANCIA, New Mexico 87016

Attention: LEONARD LUJAN

Dear Sir,

We would like to thank you for your interest in our company and our products, and are pleased to quote the following for your consideration.

Caterpillar Model: 140LVR AWD Motor Grader

STOCK NUMBER: 539958 **SERIAL NUMBER:** **YEAR:** **HOURS:**

We appreciate the opportunity to extend this quote. Pricing is subject to change based on manufacturer changes to cost and availability. If there are any questions, please do not hesitate to contact me.

Regards,
Jacob Earnest
Sales Representative
Wagner Equipment Co.

MACHINE SPECIFICATIONS

140 13A AWD MOTOR GRADER
LANE 3 ORDER
MOLDBOARD, 14' PLUS
COLD WEATHER PLUS PKG, AWD
CUTTING EDGE, 14' BLADE
END BITS, OVERLAY
ACCUMULATORS, NO ARO
PRECLEANER, SY-KLONE
DRAWBAR, TOP ADJUST
LINK BAR, HYDRAULIC
BASE+2 (RIP,FL)
STARTER, HEAVY DUTY
ROADING LIGHTS W/FOLD DOWN ARM
LOW BAR, HALOGEN, AWD
CAB, PLUS
SEAT, CLOTH AIR SUSPENSION
LOCK OUT, MANUAL
PREMIUM CORP RADIO (12V)
PRODUCT LINK, CELLULAR PLE641
NO GRADE CONTROL TECHNOLOGY
TIRES,14.0R24 MX XGLA2 * G2 MP
FAN, STANDARD AWD
SERIALIZED TECHNICAL MEDIA KIT
DECALS, ENGLISH (US)
LIGHTS, WORK PLUS, HALOGEN
LIGHTS, SNOW, HALOGEN
LIGHTS, CAB ROOF, HALOGEN
WARNING STROBE
TRANSMISSION, AUTOSHIFT
CAMERA, REAR VISION
MIRRORS, HEATED EXTERNAL
GUARD, TRANSMISSION
COVERS, UNDER CAB
LIFT GROUP, FRONT MOUNTING
PUSH PLATE, COUNTERWEIGHT
CIRCLE SAVER
COOLANT (-40C)
STORAGE PROTECTION
ROLL ON-ROLL OFF
FUEL ANTIFREEZE, -25C (-13F)
140 CPM

SELL PRICE	\$325,570.00
LESS GROSS TRADE ALLOWANCE	(\$100,000.00)
SUBTOTAL	\$225,570.00
TRADE-IN PAYOUT	\$121,822.79
TOTAL	\$347,392.79

TRADE-INS

Model	Make	Serial Number	Year	Trade Allowance
120M2 AWD	CATERPILLAR (AA)	M9H00511		\$100,000.00

WARRANTY & COVERAGE

Standard Warranty:	12 Months Unlimited Hours, Parts and Labor (Travel Time included for the first 12 months)
Extended Coverage:	140_NEW-84 MO/5000 HR POWERTRAIN + HYDRAULICS + TECH

F.O.B/TERMS:

Albuquerque



Quote 294809-01

Sep 23, 2025

TORRANCE MANAGEMENT OFFICE
COUNTY ROAD DIVISION
PO BOX 48
ESTANCIA, New Mexico 87016

Attention: LEONARD LUJAN

Dear Sir,

We would like to thank you for your interest in our company and our products, and are pleased to quote the following for your consideration.

Caterpillar Model: 140LVR AWD Motor Grader

STOCK NUMBER: 539957

SERIAL NUMBER: 0N9500846

YEAR:

HOURS:

We appreciate the opportunity to extend this quote. Pricing is subject to change based on manufacturer changes to cost and availability. If there are any questions, please do not hesitate to contact me.

Regards,

Jacob Earnest

Sales Representative

Wagner Equipment Co.

MACHINE SPECIFICATIONS

140 13A AWD MOTOR GRADER
LANE 3 ORDER
MOLDBOARD, 14' PLUS
COLD WEATHER PLUS PKG, AWD
CUTTING EDGE, 14' BLADE
END BITS, OVERLAY
ACCUMULATORS, NO ARO
PRECLEANER, SY-KLONE
DRAWBAR, TOP ADJUST
LINK BAR, HYDRAULIC
BASE+2 (RIP,FL)
STARTER, HEAVY DUTY
ROADING LIGHTS W/FOLD DOWN ARM
LOW BAR, HALOGEN, AWD
CAB, PLUS
SEAT, CLOTH AIR SUSPENSION
LOCK OUT, MANUAL
PREMIUM CORP RADIO (12V)
PRODUCT LINK, CELLULAR PLE641
NO GRADE CONTROL TECHNOLOGY
TIRES,14.0R24 MX XGLA2 * G2 MP
FAN, STANDARD AWD
SERIALIZED TECHNICAL MEDIA KIT
DECALS, ENGLISH (US)
LIGHTS, WORK PLUS, HALOGEN
LIGHTS, SNOW, HALOGEN
LIGHTS, CAB ROOF, HALOGEN
WARNING STROBE
TRANSMISSION, AUTOSHIFT
CAMERA, REAR VISION
MIRRORS, HEATED EXTERNAL
GUARD, TRANSMISSION
COVERS, UNDER CAB
LIFT GROUP, FRONT MOUNTING
PUSH PLATE, COUNTERWEIGHT
CIRCLE SAVER
COOLANT (-40C)
STORAGE PROTECTION
ROLL ON-ROLL OFF
FUEL ANTIFREEZE, -25C (-13F)
140 CPM
HITCH, TOWING

SELL PRICE	\$325,570.00
LESS GROSS TRADE ALLOWANCE	(\$95,000.00)
SUBTOTAL	\$230,570.00
TRADE-IN PAYOUT	\$121,822.79
TOTAL	\$352,392.79

TRADE-INS

Model	Make	Serial Number	Year	Trade Allowance
120M2 AWD	CATERPILLAR (AA)	M9H00517		\$95,000.00

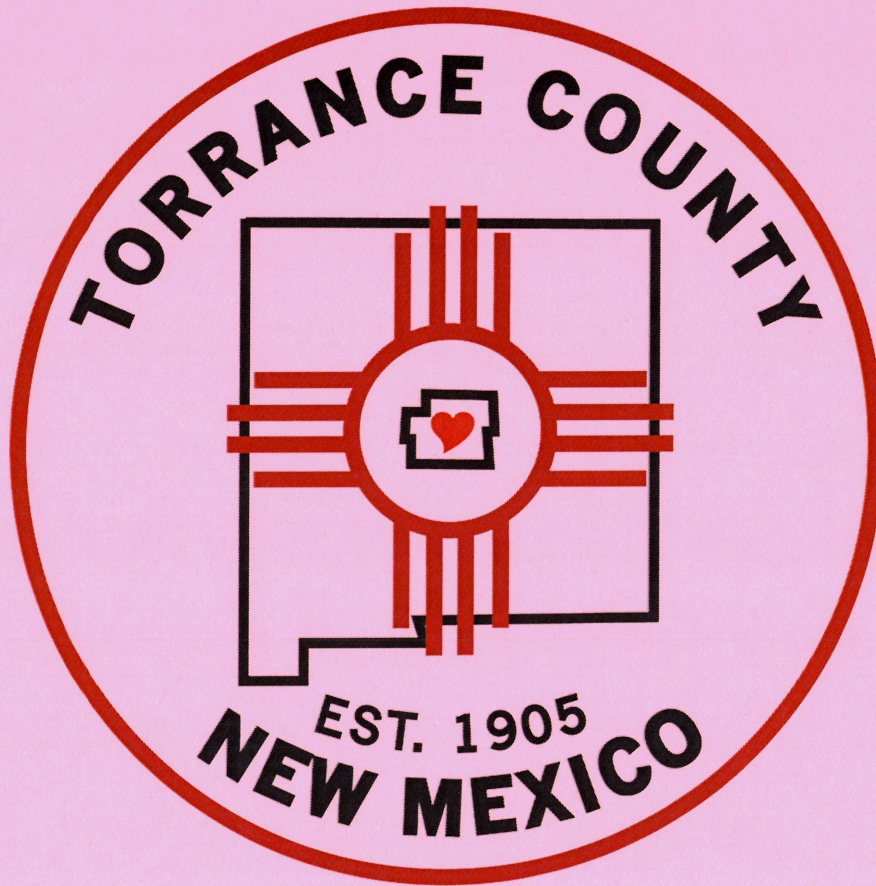
WARRANTY & COVERAGE

Standard Warranty: 12 Months Unlimited Hours, Parts and Labor (Travel Time included for the first 12 months)

Extended Coverage: 140_NEW-84 MO/5000 HR POWERTRAIN + HYDRAULICS + TECH

F.O.B./TERMS:

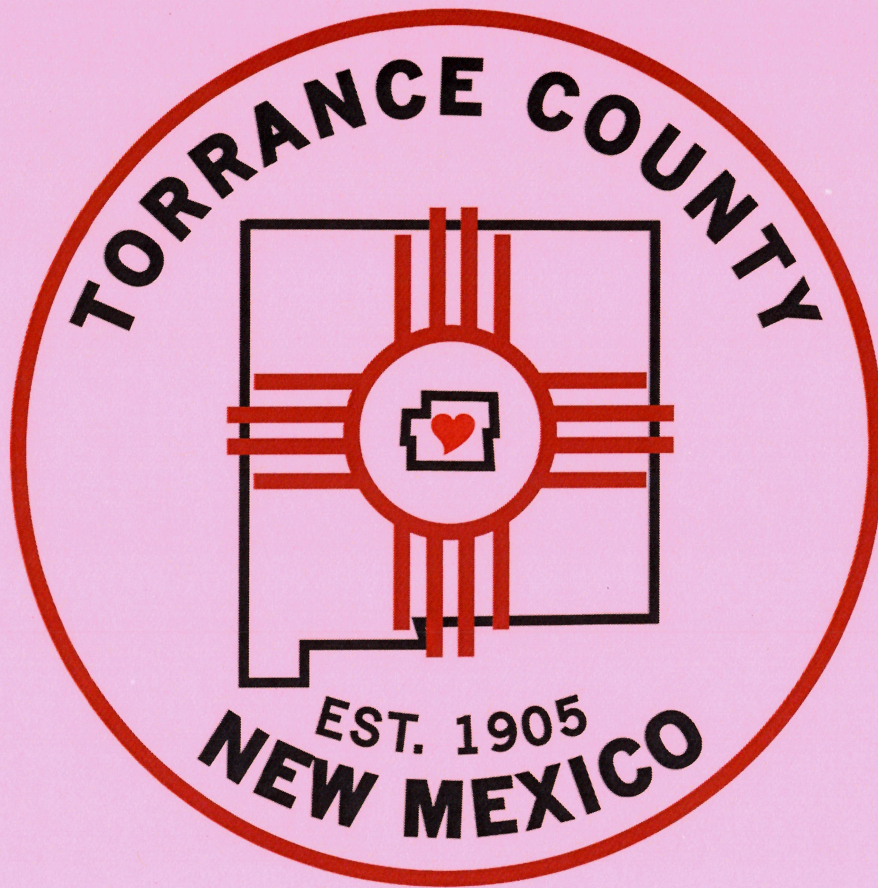
Albuquerque



TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

No. 13 E



TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

No. 13 F



Unauthorized/Non-Conforming Purchase Notice

Date: 9/29/25

Department: Dispatch

Employee: Tanis Chroninger

Purchase Amount: \$1,684.00

Date of Purchase: 9/15/25

Vendor: Central NM Community College

Explanation of purchase and why prior authorization was not received or why purchase was non-conforming (invoices and documentation must be attached to this notice):

Two non-certified Torrance County Dispatchers attended CNM Telecommunicator Academy beginning September 15th. They were sent prior to a purchase order being obtained. Due to the first academy being cancelled and needing to get the enrolled and certified, it slipped through the cracks that we needed to get a purchase order prior to them starting academy. This purchase will be fully reimbursed by the DFA. DFA reimbursement has already been approved on the DFA level.

Amanda S. [Signature]
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	TC Policy followed	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Payment Approved Denied

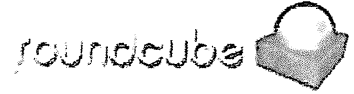
Commission Signature

Date

9/27/25, 7:03 AM

scarroll@torrancecounty911.com :: PO request for CNM Fall 2025

Subject **PO request for CNM Fall 2025**
 From TAYLOR, RADINE <rjtaylor@cnm.edu>
 To scarroll@torrancecounty911.com <scarroll@torrancecounty911.com>
 Date 2025-09-23 12:51



Good Afternoon Selena,

We need a PO for these two students who are enrolled in the fall 2025 CNM Public Safety Dispatch courses. Please send to AR@cnm.edu.

CNM PSD Class 16 (Public Safety Dispatch)					
Agency	ACCT#	CNM ID #	Last Name	First Name	Fees
Torrance County Dispatch	2345	010-04-5404	Chavez	Naiomi	\$ 842.00
Torrance County Dispatch	2345	010-71-5294	Madril	Ayanna	\$ 842.00
Total:					\$1,684.00

Regards,

Radine Taylor

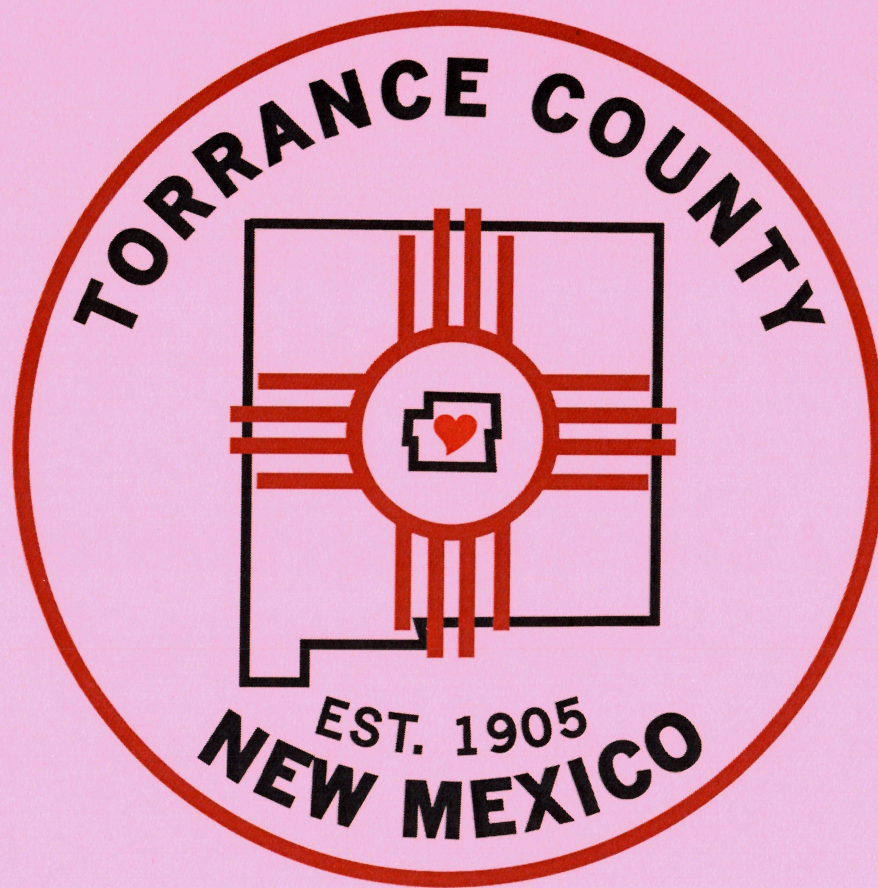
Accounts Receivable Specialist

CNM Westside Cashiers Office

P: 505-224-4000 x27091

E: rjtaylor@cnm.edu

[Did I help you today? Please take a short survey!](#)



TORRANCE COUNTY
COMMISSION MEETING

Agenda Item
No. 13 G

MCLEOD MEDICAL CENTERS OF NM, INC, DBA DUKE CITY PRIMARY CARE

PO BOX 14099, BELEAST ME 04915
Tax ID: 82-3747527

Company Name: TORRANCE COUNTY ROAD DEPT.

Invoice Date: 07/01/2025

Invoice ID: 521K27050

Overdue Invoice

ID # 521K27050

1st notice

Payments processed in the last 30 days: \$0.00

Payment Due

\$110.00

DUE NOW

Patient: **Montano Jr, Pete** Patient ID: **630402** Claim ID: **504155V27050** DOB: **03/20/1984** Service Location: **DCPC MORIARTY**
Provider: **YOURAH HWANG CNP**

Date	Procedure	Description	Charges
06/24/2025	99173	SCREENING TEST OF VISUAL ACUITY, QUANTITATIVE, BIL	\$0.00
06/24/2025	DOTPHYSICAL	DOT PHYSICAL - SELF PAY ONLY	\$110.00
06/24/2025	81003	URINALYSIS, BY DIP STICK OR TABLET REAGENT FOR BIL	\$0.00
		<i>Patient Subtotal</i>	\$110.00



2 of 2

MCLEOD MEDICAL CENTERS OF NM, INC, DBA DUKE CITY PRIMARY CARE

PO BOX 14099, BELFAST ME 04915
Tax ID: 82-3747527

Company Name: TORRANCE COUNTY ROAD DEPT.
Invoice Date: 07/01/2025
Invoice ID: 521K27050

Overdue Invoice

ID # 521K27050

1st notice

Payment Due
\$110.00
DUE NOW

Payments processed in the last 30 days: \$0.00

Choose a Payment Method

Pay Online
Recommended

Make a secure payment online: www.quickpayportal.com
QuickPay Code: DJ9D-DKMJ-WX62-12PA

Mail Payment

Mail your payment with the coupon below.
Make checks payable to: MCLEOD MEDICAL CENTERS OF NM, INC..
The Corporate Invoice ID MUST be included with your check.



Need to contest a charge?

The easiest way to contest a charge is through the QuickPay Portal. To contest a charge by mail, fill in the charge and a reason code on the back of the payment coupon.



Thank you for choosing MCLEOD MEDICAL CENTERS OF NM, INC, DBA DUKE CITY PRIMARY CARE

Have a question about your invoice? Call 505-814-1996



[detailed summary](#) >

129004--376

1 of 2

MCLEOD MEDICAL CENTERS OF NM, INC, DBA DUKE CITY PRIMARY CARE
PO BOX 14099
BELFAST ME 04915

Due Date: 09/30/2025
Corporate Invoice ID: 521K27050
Amount Due: \$110.00
Amount Enclosed: \$



Pay By Mail

To ensure timely and accurate processing, detach this coupon and return it with your payment. Make checks payable to MCLEOD MEDICAL CENTERS OF NM, INC..
The Corporate Invoice ID **MUST** be included on your check.



Pay Online: Recommended

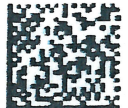
www.quickpayportal.com
Corporate QuickPay Code: DJ9D-DKMJ-WX62-12PA

08/000 9000



TORRANCE COUNTY ROAD DEPT.
207 SALT MISSIONS TRL
PO BOX 48
ESTANCIA NM 87016-0048

MCLEOD MEDICAL CENTERS OF NM, INC.
PO BOX 33288
BELFAST ME 04915-0610



Check box if you are contesting a charge on this invoice.
Please indicate on reverse side.

CORPORATE INVOICE ID: 521K27050 - Page 1



TORRANCE COUNTY
COMMISSION MEETING

Agenda Item
No. 14 A

Torrance County

Commissioner District 1
Kevin Mccall, Vice Chair



Commissioner District 3
Linda jaramillo

Commissioner District 2
Ryan Schwebach, Chair

County Manager
J. Jordan Barela

To: The Board of County Commissioners of Torrance County
From: J. Jordan Barela, County Manager *JJB*
Date: September 15, 2025
Re: Domestic Violence Services

SUMMARY:

The intent of this memorandum is to provide an update to the Torrance County Commission on the plan to address domestic violence services in Torrance County following the termination of our Memorandum of Understanding (MOU) with Valencia Shelter Services (VSS).

BACKGROUND:

As has been stated in previous commission meetings, the County has received a notification of termination of our MOU with VSS. With the notice of termination, this MOU is set to expire on or about October 31, 2025.

Staff have reached out to surrounding jurisdictions, most of which have an internal employee, or division within local government, to provide domestic violence/victim advocacy services. Staff identified one additional non-profit service provider in the Albuquerque area, All Faiths, who could provide domestic violence services. After a series of meetings to discuss the County's needs, the County was advised that All Faiths was not in a position to provide direct services in Torrance County at this time. However, All Faiths did indicate that victim referrals to their services in the Albuquerque Area was possible.

In regard to the CYFD grant funding that is provided to support domestic violence services in Torrance County, staff have reached out to the CYFD office to determine if or how the County can apply for this funding directly. The current CYFD grant allocation has been provided to VSS to provide services in Torrance County. As of the date of this memorandum, staff have not received definitive direction on this process from CYFD.

SERVICES FOR THE REMAINDER OF FY26

Staff estimate that as of October 31, 2025, there will be approximately \$40,000.00 remaining in domestic violence funding for FY26. Currently, staff are considering soliciting a contractor to function as a domestic violence coordinator for the remainder of FY26 and would allocate \$29,999.99 for the position for the remainder of the fiscal year. In addition, staff are evaluating opening up purchase orders with temporary housing providers to provide emergency shelter for victims of domestic violence with the remainder of the available funding. In addition, staff will continue to work with All Faiths to determine if clinical supportive service referrals can be made to their offices following the initial intervention by County personnel.

Moving forward with this process would provide an immediate solution for domestic services through June 30, 2026. This would also afford the County the opportunity to determine what additional grant funding could be available to provide domestic violence support moving into FY27. This approach would also give the County the ability to determine if it is the best interest of the program to continue to explore options to outsource domestic violence services, continue maintaining a County contractor for domestic violence coordination, or hire a full-time position for these functions.

Attachments

- Attachment #1 - Draft Professional Services Agreement for DV Coordinator

**TORRANCE COUNTY
PROFESSIONAL SERVICES AGREEMENT**

This Agreement is made and entered into by and between Torrance County (the "County") and _____ (the "Contractor"). The Agreement shall be to provide Domestic Violence Coordination Services for the constituents of Torrance County.

1. PURPOSE

- a. The purpose of this contract is to provide comprehensive, trauma-informed domestic violence supportive services to survivors and their families, with the goal of enhancing safety, stability, and access to resources. Services shall be provided in accordance with federal, state, and local regulations, including confidentiality and mandatory reporting laws.

2. CONTRACTOR DUTIES

- a. The Contractor shall provide the following services:

- i. Crisis Intervention & Advocacy. The Contractor shall be available to take referrals from law enforcement, victims of domestic violence, and advocates to aid in crisis intervention in domestic violence situations, including providing immediate crisis intervention services, safety planning, risk assessment, and emergency response coordination.
- ii. Case Management. The Contractor shall: (i) conduct intake and needs assessments for survivors; (ii) develop individualized service plans addressing housing, legal, financial, medical, and employment needs; and (iii) provide individualized service plans addressing housing, legal, financial, medical, and employment needs.
- iii. Shelter & Housing Assistance. The Contractor shall: (i) facilitate access to emergency shelter, transitional housing, and permanent housing resources; (ii) assist with relocation, transportation, and housing navigation services; and (iii) provide supportive services for housed clients to maintain housing stability.
- iv. Legal Advocacy. The Contractor shall provide direct assistance or referrals to survivors for various legal services, including: (i) aiding clients in filing Emergency Orders of Protection; (ii) accompanying clients to court proceedings (e.g., protective orders, custody hearings), if required; (iii) helping clients understand legal options and connect with legal aid or pro bono representation; and (iv) advocating with law enforcement and legal systems as needed.
- v. Counseling Services. The Contractor shall provide referral for Counseling services, which shall include: (i) providing short-term trauma-informed

counseling or therapy to survivors and their children; (ii) Referring clients to licensed mental health providers for long-term or specialized services; and (iii) facilitating support groups for survivors (virtual or in-person).

- vi. Outreach & Education. The Contractor shall make referrals and provide resources related to: (i) community outreach to increase awareness of domestic violence and available services; (ii) providing training and technical assistance to local agencies, schools, and partners; and (iii) distributing appropriate outreach materials.

3. PERFORMANCE MEASURES & REPORTING

- a. Reporting Requirements. The Contractor shall submit the following reports and data:
 - i. Monthly program reports detailing: (i) the number of clients served; (ii) the types of services provided; (iii) client demographic information; and (iv) outcomes achieved.
 - ii. Monthly financial invoices with appropriate documentation.
 - iii. Verification of participation in program evaluations, site visits, and audits, as requested.
- b. Outcome Measures. Successful program outcomes shall be based on the following metrics:
 - i. The percentage of clients reporting increased safety;
 - ii. The percentage of clients connected to stable housing;
 - iii. The percentage of clients who complete safety plans; and
 - iv. Client satisfaction rates (base on anonymous surveys).

4. CONTRACTOR REQUIREMENTS

- a. The Contractor must be available to provide supportive services when contacted by victims and law enforcement, which may occur on weekends and outside of normal business hours.
- b. The Contractor shall have or obtain training on domestic violence, trauma-informed care, and confidentiality.
- c. The Contractor shall take and pass a defensive driving course issued by the County, prior to using County vehicles.
- d. The Contractor shall be subject to a criminal background check conducted by the County prior performing the services under this agreement.

5. COORDINATION & COLLABORATION

- a. The contractor shall:
 - i. attend meetings with the local government and community partners as required;
 - ii. adhere to all applicable federal, state, and local laws and regulations regarding domestic violence services; and
 - iii. maintain accurate and secure documentation and records.

6. COMPENSATION, PAYMENTS AND CONSIDERATIONS

- a. Compensation. In exchange for the services set forth above, the County agrees to pay the Contractor at a rate of \$30 per hour up to a maximum total compensation of \$29,999.00 for services rendered during the contract period, in accordance with the approved budget and invoicing schedule.
- b. Payments. The Contractor shall provide the County a monthly invoice that shall be submitted no later than the 5th day of each month. The invoice shall include all billable hours for the month and shall be approved by the County prior to processing. The Contractor agrees

7. COUNTY RESOURCES

- a. In addition to the compensation provided, the County shall provide:
 - i. Access to a County vehicle for the purpose of meeting with survivors and providing transportation when necessary;
 - ii. A fuel card for the County vehicle;
 - iii. A desktop or laptop for use by the Contractor;
 - iv. A County issued cellphone; and
 - v. An office space to meet with clients and complete necessary paperwork.
- b. The County shall also be responsible for any maintenance, work orders or repairs for the item listed in Section 7.a.

8. TERM

- a. This agreement shall be effective upon the last signature date of the parties and shall remain in effect through June 30, 2026.
- b. Upon agreement by the parties, the Agreement may be extended for an additional three (3), one-year (1yr) terms.

9. CONFIDENTIALITY

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

10. CONFLICT OF INTEREST

- a. The Contractor warrants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under this Agreement. Contractor further agrees that in the performance of this Agreement no persons having any such interests shall be employed.

11. ASSIGNMENT; SUBCONTRACTING

- a. The Contractor shall not assign or transfer any rights, privileges, obligations or other interest under this Agreement, including any claims for money due, without the prior written consent of the County. The Contractor shall not subcontract any portion of the services to be performed under this Agreement without the prior written approval of the County.

12. RELEASE

- a. The Contractor, upon acceptance of final payment of the amount due under this Agreement, releases the County, its officers and employees, from all liabilities, claims and obligations whatsoever arising from or under this Agreement. The Contractor agrees not to purport to bind the County to any obligation not assumed herein by the County unless the Contractor has express written authority to do so, and then only within the strict limits of that authority.

13. INDEMNIFICATION

- a. The Contractor shall indemnify, hold harmless and defend the County from all losses, damages, claims or judgments, including payments of all attorneys' fees and costs on account of any suit, judgment, execution, claim, action or demand whatsoever arising from Contractor's performance under this Agreement as well as the performance of Contractor's employees, agents, representatives and subcontractors.

14. NEW MEXICO TORT CLAIMS ACT

- a. Any liability incurred by the County in connection with this Agreement is subject to the immunities and limitations of the New Mexico Tort Claims Act, Section 41-4-1, et. seq. NMSA 1978, as amended. The County and its "public employees" as defined in the New Mexico Tort Claims Act, do not waive sovereign immunity, do not waive any defense and do not waive any limitation of liability pursuant to law. No provision in this Agreement modifies or waives any provision of the New Mexico Tort Claims Act.

15. RECORDS & AUDIT

- a. The Contractor shall maintain, throughout the term of this Agreement and for a period of three years thereafter, detailed records that indicate the date, time and nature of services rendered. These records shall be subject to inspection by the County, the Department of Finance and Administration, and the State Auditor. The County shall have the right to audit the billing both before and after payment. Payment under this Agreement shall not foreclose the right of the County to recover excessive or illegal payments.

16. APPLICABLE LAW; CHOICE OF LAW; VENUE

- a. The Contractor shall abide by all applicable federal and state laws and regulations, and all ordinances, rules and regulations of the County. In any action, suit or legal dispute arising from this Agreement, the Contractor agrees that the laws of the State of New Mexico shall govern. The parties agree that any action or suit arising from this Agreement shall be commenced in a federal or state court of competent jurisdiction in New Mexico. Any action or suit commenced in the courts of the State of New Mexico shall be brought in the Seventh Judicial District Court.

17. AMENDMENT

- a. This Agreement shall not be altered, changed or modified except by an

amendment in writing executed by the parties hereto.

18. NON-DISCRIMINATION

- a. During the term of this Agreement, the Contractor shall not discriminate against any employee, service provider, client or member of the public on the basis of ethnicity, race, age, religion, creed, color, national origin, ancestry, sex, gender, sexual orientation, physical or mental disability, medical condition, or citizenship status.

19. TERMINATION

- a. Either party may terminate this Agreement by providing 60-days written notice. Notice shall be provided in accordance with Section 21.
- b. The County may terminate this Agreement for lack of available funds or lack of appropriation of funds by the Board of County Commissioners. The County's determination of lack of availability or lack of appropriation is final and not subject to dispute.

20. SERVABILITY

- a. In case any one or more of the provisions contained in this Agreement or any application thereof shall be invalid, illegal or unenforceable in any respect, the validity, legality, and enforceability of the remaining provisions contained herein and any other application thereof shall not in any way be affected or impaired thereby.

21. NOTICES

- a. Any notices required to be given under this Agreement shall be in writing and served by personal delivery or by mail, postage prepaid, to the parties at the following addresses:

TORRANCE COUNTY:

Torrance County
Attn: Manager's Office
205 S. 9th Street
Estancia, NM 87016

CONTRACTOR:

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates set for below.

TORRANCE COUNTY:

Ryan Schwebach, Chair

ATTEST:

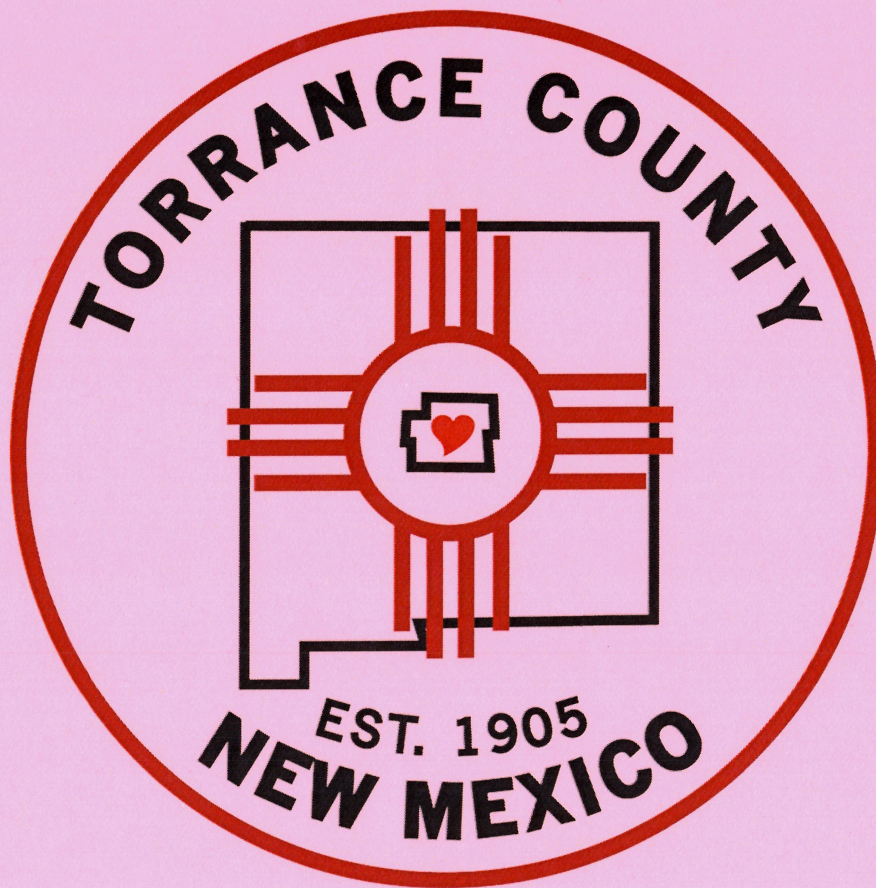
Sylvia Chavez, County Clerk

APPROVED AS TO FORM:

Michael Garcia, County Attorney

CONTRACTOR:

RECEIVED
COUNTY CLERK'S OFFICE
MAY 12 2014



TORRANCE COUNTY
COMMISSION MEETING

Agenda Item
No. 14 B



NEW MEXICO GRANT ADMINISTRATION

Executive Summary

Torrance County has recognized immediate needs to enhance its grants administration processes. This includes organizing existing grant records, establishing standardized procedures, and improving staff capabilities through targeted training.

New Mexico Grant Administration (NMGA) proposes a focused plan to address these needs effectively. Our approach emphasizes clarity, sustainability, and compliance, ensuring that Torrance County builds a solid foundation for long-term success in grant management.

This proposal outlines a targeted plan comprising three main tasks:

1. Cleaning up and identifying current grant projects
2. Developing a comprehensive grants administration procedures manual, and
3. Providing tailored staff training.

To implement this engagement, we estimate a total of 120 hours of consulting support at a blended hourly rate of \$140 over the course of 9 months, resulting in a total estimated cost of \$16,800 including NMGRT.

Proposed Project Team



Talal Saint-Lôt, Founder and Project Director

Education

Dual Masters in Community Regional Planning & Public Administration, University of New Mexico
Certified Project Manager PMI, Grantsmanship Training Program, The Grantsmanship Center

Project Role & Qualifications

Talal oversees NMGA's operations, with 14+ years of grant writing and administration experience he brings extensive grants knowledge and experience working on projects across multiple industries funded by a wide variety of international, government, and private agencies. Throughout his career, Talal has assisted local New Mexican communities and non-profits to secure and administer over \$100 million in funding. He will serve as your primary contact and will work to ensure the highest quality writing and consulting services are tailored to your specific needs.



Cameron Powers, Project Manager

Education

Bachelors of Arts in History & Government, New Mexico State University
Minors in Justice, Political Philosophy, and Law & Public Administration and Policy
J.D. Candidate, University of New Mexico

Project Role & Qualifications

Cameron brings a passion for public service and a strong background in government affairs, community engagement, and policy to NMGA. A New Mexico State University graduate, he has worked with members of Congress, statewide political campaigns, and community programs to improve tribal infrastructure, support first responders, and strengthen local nonprofits. His experience spans constituent services, grassroots organizing, and legislative advocacy, making him a valuable asset to NMGA's mission of helping communities access and manage critical funding.



Paula Gonzales, Senior Organizational Strategist

Education

Certified Federal Grant Manager, Management Concepts

Project Role & Qualifications

Paula is a Certified Federal Grant Manager with over 27 years of leadership experience in grant administration, program management, and public sector finance. She has successfully led grant initiatives for state agencies, nonprofits, and consulting projects—designing federal compliance systems, building funding pipelines, and securing millions in competitive awards. Paula is known for her strategic problem-solving, deep knowledge of 2 CFR 200, and ability to navigate the nuanced “grey areas” of grant management to deliver results.



Katie Stair, Senior Organizational Strategist

Education

Master of Science in Organization Management, Sage Graduate School
Bachelor of Arts in Communications, Marist College

Project Role & Qualifications

Katie Stair has extensive experience in grant writing and management, with a proven ability to secure and oversee funding from federal, state, local, and corporate sources. Located in Las Cruces, she has conducted grant research, crafted competitive proposals, managed grant awards, and ensured compliance with reporting requirements.

Scope of Services

Current Grants Cleanup & Identification

Torrance County has a diverse portfolio of active grants and appropriations spanning multiple departments, each with different compliance, reporting, and documentation requirements. To establish a reliable foundation for grant management, NMGA will undertake a comprehensive cleanup and organization process that goes beyond surface-level tracking.

Full Grant Inventory & Documentation Review

- Collect and review all active grant agreements, award letters, and capital appropriations.
- Verify programmatic, financial, and reporting requirements for each award.
- Identify missing documentation and request or recreate files as needed.

Reporting & Compliance Mapping

- Develop a reporting calendar with deadlines for all current grants, cross-referencing requirements from federal, state, and capital outlay systems.
- Document responsible staff and departments for each reporting obligation.
- Highlight high-risk areas (e.g., late reports, closeout requirements, or potential audit findings).

Centralized Tracking System

- Create a county-wide grant tracking matrix in Excel or database form that can be regularly updated by staff.
- Standardize data fields (e.g., grantor, CFDA/assistance listing, award amount, match requirement, reporting deadlines, status).
- Set up shared folders with a consistent file-naming convention for all grant-related documentation.

Capital Appropriations Cleanup

- Reconcile current capital outlay appropriations with DFA/Legislative dashboards.
- Identify which appropriations require additional funding or extensions.
- Develop a summary of status for county leadership.

Departmental Coordination

- Conduct working sessions with each department that manages grant-funded projects (e.g., Fire, Sheriff, Clerk, Animal Services) to ensure their grants are included and responsibilities are clarified.
- Capture department-specific needs or gaps in the current system.

Recommendations & Next Steps

- Provide a findings report summarizing the status of all current grants, key risks, and immediate priorities.
- Recommend long-term practices for ongoing maintenance of the grant inventory and tracking system

Scope of Services

Policy & Procedure Development

To create a sustainable and standardized approach to grants management, NMGA will draft a comprehensive Grants Administration Procedures Manual tailored to Torrance County's organizational structure and needs. This manual will serve as both a training resource and a compliance safeguard for current and future staff.

Review & Alignment

- Assess existing county policies and practices related to grant administration.
- Align new procedures with federal (2 CFR 200), state (DFA, capital outlay), and county-level requirements.
- Ensure separation of high-level policy from day-to-day procedural detail to preserve flexibility.

Procedure Development

- Draft step-by-step guidance for:
 - Grant application and approval workflows
 - Budget setup and tracking
 - Reporting (programmatic and financial)
 - Reimbursements and drawdowns
 - Subrecipient monitoring (if applicable)
 - Grant closeout processes
- Incorporate practical tools, such as checklists, forms, and templates.

File & Data Management Standards

- Establish naming conventions, folder structures, and access protocols for grant files.
- Recommend best practices for centralized, cloud-based document management.

User-Friendly Design

- Write content in plain language, accessible to both financial and programmatic staff.
- Include process flow charts and visuals to simplify complex tasks.

Feedback & Refinement

- Share draft manual with county leadership for review and input.
- Revise and finalize based on feedback.

Scope of Services

Staff Training

NMGA will provide targeted training designed to build the skills and confidence of the county's grants administrator and key management staff. Training will be tailored to Torrance County's current systems, new procedures, and identified areas of need.

Training Design & Preparation

- Develop training agendas, slide decks, and reference handouts.
- Incorporate county-specific examples and materials from the cleanup and procedures work.
- **Training Sessions (Two)**
 - Session 1: Foundations of Grants Management
 - Overview of federal and state compliance requirements
 - Review of new procedures and use of tracking tools
 - Session 2: Advanced Application & Sustainability
 - Managing multiple funding sources
 - Risk identification and mitigation
 - Preparing for audits and monitoring visits
- **Interactive Approach**
 - Include hands-on practice with the grant tracking tool and procedures manual.
 - Encourage Q&A and department-specific troubleshooting.
- **Post-Training Resources**
 - Provide training materials for future on-boarding.
 - Offer summary notes and a Q&A log from the sessions.

Cost Structure

ASSUMPTIONS

- Pricing based on CES Contract #2025-03-C212-ALL
- Contract Term: 9 months (October 1, 2025 - June 30, 2026)
- Fiscal Year: July 1 - June 30

COST ESTIMATE (including NMGRT)

Activity	Estimated Hours	Estimated Hours	Rate (Blended)	Annual Cost
Current Grants Cleanup & Identification	<ul style="list-style-type: none"> • Full Grant Inventory & Documentation Review • Reporting & Compliance Mapping • Centralized Tracking System • Capital Appropriations Cleanup • Departmental Coordination • Recommendations 	50	\$140/hr	\$7,000
Policy & Procedure Development	<ul style="list-style-type: none"> • Review & Alignment • Procedure Development • File & Data Management Standards • User-Friendly Design • Feedback & Refinement 	35	\$140/hr	\$4,900
Staff Training	<ul style="list-style-type: none"> • Training Design & Preparation • Training Sessions • Interactive Hand-on Support • Post-Training Resources 	35	\$140/hr	\$4,900

ESTIMATE COST for FY26: \$16,800 INCLUDING NMGRT

Inclusions

- Review and organization of active grants and appropriations.
- Development of a Grants Administration Procedures Manual with tools and templates.
- Creation of a centralized tracking matrix.
- Two tailored staff training sessions with materials.
- One round of revisions to the manual based on county feedback.
- Delivery of all final products in digital and editable formats.

Exclusions

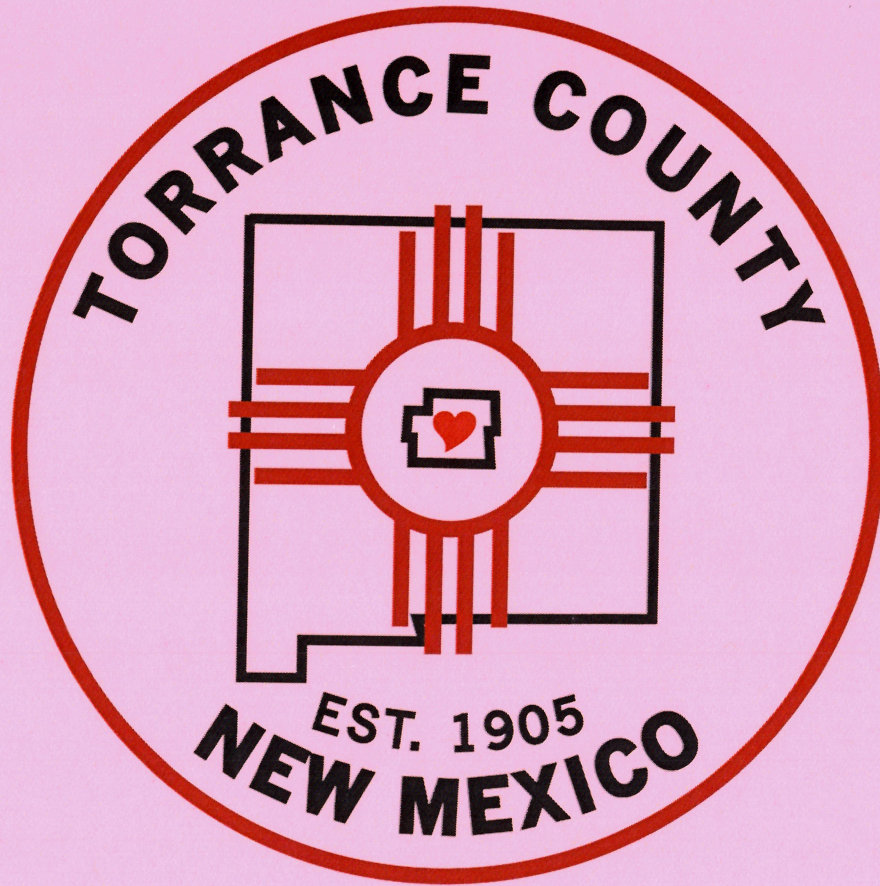
- Ongoing grant writing or submission of new grant applications.
- Continuous grant administration services beyond the scope and hours outlined.
- Purchase or subscription costs for third-party grant management software (e.g., Instrumentl, Amplifund, etc.).
- Legal review of contracts, grant agreements, or policies.
- Audit services or representation before state/federal oversight bodies.
- Additional training sessions beyond the two outlined (available at additional cost).
- Travel costs; all services are assumed to be provided virtually unless otherwise agreed.



COMPREHENSIVE SCOPE OF WORK

Based on our initial discussion, NMGA has identified a comprehensive list of consulting services to support Torrance County in strengthening its grant management capacity, establishing standardized procedures, and ensuring sustainability of grant-funded operations. The types of services could include:

- 1. Assessment of Current Grants Program**
 - Review existing grants, capital appropriations, and reporting systems.
 - Evaluate current policies, procedures, and staffing structure.
 - Identify gaps in compliance, reporting, and tracking
- 2. Policy & Procedure Development**
 - Draft standardized operating procedures for grants administration.
 - Ensure alignment with federal/state regulations while maintaining flexibility for staff use.
 - Develop documentation that serves as a reference guide in case of turnover
- 3. Grant Tracking & Centralization**
 - Recommend and help implement systems for centralized document storage (“single source of truth”).
 - Establish protocols for file naming, directory structures, and password management
 - Provide options for software solutions (e.g., MyGrantManager.app, Instrumentl, or Amplifund).
- 4. Staff Training & Capacity Building**
 - Deliver training sessions for current and future grant administrators.
 - Provide onboarding support for new staff, if applicable.
 - Support interdepartmental standardization to ensure all county departments follow consistent processes
- 5. Grant Prospecting & Strategic Planning**
 - Review ICIP and capital outlay dashboards to identify projects needing additional or gap funding.
 - Conduct targeted grant prospecting to supplement existing appropriations.
 - Explore private, corporate, and foundation funding opportunities where applicable
- 6. Retainer/Ongoing Support as a Contingency**
 - Provide interim grants administration services if the position becomes vacant
 - Ensure continuity of compliance, reporting, and drawdown functions during staff transitions



TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

No. 14 C

Torrance County

Commissioner District 1
Kevin McCall, Vice Chair



Commissioner District 3
Linda Jaramillo

Commissioner District 2
Ryan Schwebach, Chair

County Manager
J. Jordan Barela

To: The Board of County Commissioners of Torrance County
From: J. Jordan Barela, County Manager *JJB*
Date: October 1, 2025
Re: **Regionalization of Torrance County Dispatch**

SUMMARY:

The intent of this memorandum is to provide an update to the Torrance County Commission on discussions that are currently underway regarding the regionalization of the Torrance County Dispatch Center.

BACKGROUND:

Torrance County has been in communications with 3 surrounding counties regarding the potential regionalization of our Dispatch Center. These organizations include: Sandoval County, Santa Fe County and Bernalillo County.

SANDOVAL COUNTY:

On September 10, 2025, the County was provided with a proposal from MCM Consulting Group, Inc. MCM Consulting Group has worked with the Sandoval County Dispatch Center in the past, and their proposal included completing a feasibility study to complete a 911 regionalization with Sandoval County. Pursuant to the proposal, MCM is proposing a fee of \$48,000 to complete this analysis. Staff feel this approach is cost prohibitive, and the study may or may not result in a recommendation of consolidation.

SANTA FE COUNTY:

On September 22, 2025, staff met with Santa Fe County and Federal Engineering Group to discuss regionalization. Federal Engineering Group has been hired by Santa Fe County, via funding from the State of New Mexico, to conduct a feasibility study for the consolidation of Santa Fe County and Torrance County Dispatch Centers into a regional dispatch facility.

Federal Engineering has indicated that their feasibility analysis will be completed in January of 2026. The Dispatch Director and staff are meeting with Federal Engineering for in-person

interviews on October 8th and 9th and are collecting data related to the analysis. The project schedule and supporting documents have been added as an attachment to the memorandum (Attachment #1). As this study has been funded, staff will continue to work with Federal Engineering on this project and will provide more information as it becomes available.

BERNALILLO COUNTY:

On September 17, 2025, the County Manager and Fire Chief met with the Deputy County Manager and Dispatch Director for Bernalillo County at the Bernalillo County PSAP. Bernalillo County indicated that they could move forward with a regionalization project without the need of a feasibility study, as they have regionalized with smaller jurisdictions in the past. Though details still need to be discussed regarding the technical aspects of a possible consolidation, staff have asked Bernalillo County to provide Torrance with an initial cost estimate of consolidation. We have provided a list of all current Dispatch employees, their job titles, and their current pay rates, to Bernalillo County. Bernalillo County will use this information to provide a baseline cost estimate, and staff are still awaiting those final figures. However, it can be assumed that the cost of regionalization with Bernalillo County would include:

- The cost of personnel that would be transitioned from Torrance County to Bernalillo County, as the County would need to support staffing costs;
- An administrative fee for system licensure and maintenance, which should be in the range of \$20,000 per year; and
- A one-time cost of payouts for current Dispatch employees leave balances, as Bernalillo County would not carry this financial liability over from time credited at Torrance County.

Initial calculations indicate that a cumulative leave payout would be approximately \$34,202.69.

NEXT STEPS:

This content of this memorandum is to provide general information to the County Commission. There are still significant details that need to be addressed with Santa Fe and Bernalillo Counties prior to making any formal recommendations on regionalization. However, staff wanted to make the Commission aware that these discussions are occurring, and if there are specific questions or information that the Commission would like staff to provide, we will attempt to gather that information through the analysis process with these organizations.

Attachments

- *Attachment #1 – Federal Engineering Kickoff Meeting*
- *Attachment #2 – Federal Engineering Project Schedule*

Santa Fe Regionalization Kickoff Meeting – Detailed Call Notes 9/22/2025

Attendees:

Torrance County: Jordan J. Barela; Santa Fe County RECC: Roberto J. Lujan; **FE**: Tommy Thompson, Eric Parry, Rob Jackson

Meeting Agenda

- Welcome and introductions
 - Project overview and objectives
 - Scope of work and deliverables
 - Project schedule
 - Next steps and discussion
-

Introductions and Roles

- **Torrance County:** Jordan Barela, County Manager, oversees all public safety functions including dispatch, fire, sheriff, 9-1-1, and emergency management. He emphasized the county's small population (approximately 16,000) and limited resources, which make regionalization a promising strategy.
 - **Santa Fe County RECC:** Roberto Lujan, Director since August 2022, has 19 years of dispatch experience including eight years with Los Alamos County. He underscored his commitment to building and maintaining strong partnerships regardless of the regionalization outcome.
 - **FE Team:** The team brings deep expertise in public safety communications, statewide 9-1-1 administration, NG9-1-1/ESInet IV&V, and project management oversight, with prior experience supporting both Santa Fe and Torrance County.
-

Project Overview and Objectives

- **Purpose:** Conduct a feasibility study on potential regionalization between Santa Fe County RECC and Torrance County.
- **Scope:** Assessment of staffing, technology, facilities, governance, SLAs, and funding models.

- **Objectives:**
 - Assess current conditions.
 - Analyze staffing levels and workload demands.
 - Identify alternative service models.
 - Develop cost estimates and funding strategies.
 - Provide actionable recommendations supported by an implementation roadmap.
 - **Oversight:** The project will be directed by FE's PMO leadership, senior management, and firm principals.
-

Key Discussion Highlights

- **Regionalization and Resiliency:** Torrance County PSAP is being considered as a backup center. Ensuring connectivity and aligned systems will be critical to support mirrored operations and redundancy.
 - **Staffing:** Prior assessments indicate that adding Torrance County's workload should not place a significant burden on Santa Fe RECC operations due to its expanded call-handling capacity.
 - **RFI/Survey:** Torrance County is actively compiling personnel and financial data in response to the RFI. FE requested submission before the October site visit to guide interview planning. Incomplete responses are acceptable, with additional information to be collected in person.
 - **Communication Strategy:** Clear, consistent communication will be prioritized to minimize misinformation and address staff concerns. FE will issue agendas, provide meeting notes, and lead regular biweekly coordination calls.
-

Decisions and Agreements

- **Biweekly Coordination Calls:** Agreed to establish ongoing calls at the current meeting time.
 - **On-Site Interviews:** Scheduled for **October 8–9**, with two full days of meetings across both counties. A limited tour of key facilities will also be conducted. Virtual follow-ups will be available if necessary.
 - **Scheduling Support:** FE will provide a scheduling spreadsheet template to assist with coordination of stakeholder interviews and workshops.
-

Project Schedule and Deliverables

- Project initiation and discovery phase underway.
- On-site interviews and workshops: **October 8–9**.
- Draft recommendations report: **early January** (target).
- Final recommendations report: **late January** (target).

Action Items

- **FE:** Provide scheduling spreadsheet to support interview planning.
- Torrance County: Confirm stakeholder availability and complete scheduling spreadsheet.
- Torrance County: Submit RFI responses prior to October 8.
- **FE:** Provide agendas, distribute meeting notes, and maintain biweekly coordination cadence.
- **FE:** Finalize travel planning with Albuquerque as the primary travel hub.

Logistics

- On-site sessions confirmed for **753 Salt Mission Trail, McIntosh**.
- FE staff will travel through Albuquerque. The visit will include meetings in both Santa Fe and Torrance Counties.

Closing Observations

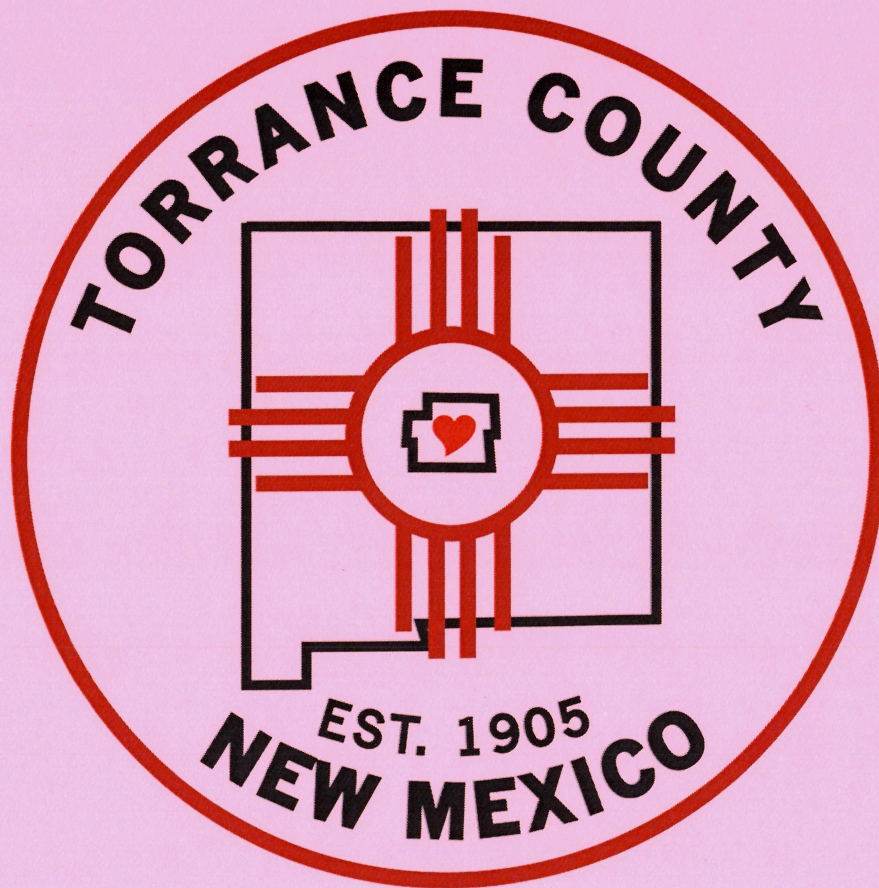
- Participants expressed appreciation for clear and collaborative communication.
- No additional questions were raised.
- Consensus reached that regular calls and early RFI submission will streamline interviews and enhance the efficiency of the October site visit.

ATTACHMENT # 2

Santa Fe County, New Mexico
Regionalization Project



ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Successors	Resource Names
1		Sante Fe NM Regionalization Plan	98 days?	Mon 9/8/25	Wed 1/21/26			
2		TASK 0-Project Initiation and Needs Assessment	24.75 day	Mon 9/8/25	Fri 10/10/25			
3		Internal kick off meeting	1 day	Mon 9/8/25	Mon 9/8/25		7	
4		Phase 1-Data Collection	10 days	Mon 9/8/25	Mon 9/22/25			
5		Develop and distribute survey tool - Torrance County	3 days	Mon 9/8/25	Thu 9/11/25			
6		Review documentation and data	10 days	Mon 9/8/25	Mon 9/22/25		10	
7		Prepare for project initiation meeting	5 days	Tue 9/9/25	Mon 9/15/25	3		
8		Project initiation meeting (conf call)	1 day	Fri 9/19/25	Fri 9/19/25		10	
9		Task 1- Current Conditions	33.25 day	Mon 9/22/25	Thu 11/6/25			
10		Prepare for on-site meetings	5 days	Mon 9/22/25	Mon 9/29/25	6,8		
11		On-site meetings and interviews	2 days	Wed 10/8/25	Thu 10/9/25		12	
12		Document Current Conditions	10 days	Fri 10/10/25	Thu 10/23/25	11	13	
13		Current Conditions Report	10 days	Fri 10/24/25	Thu 11/6/25	12	15,16,17,18,19	
14		Task 2-Analysis of Current Conditions	54 days	Fri 11/7/25	Wed 1/21/26			
15		Staffing and Workload Assessment	15 days	Fri 11/7/25	Thu 11/27/25	13		
16		Technology Assessment	15 days	Fri 11/7/25	Thu 11/27/25	13		
17		Budgetary Estimates	15 days	Fri 11/7/25	Thu 11/27/25	13		
18		Facilities	15 days	Fri 11/7/25	Thu 11/27/25	13		
19		Develop Alternative Service Models	20 days	Fri 11/7/25	Thu 12/4/25	13	20	
20		Draft Report	10 days	Fri 12/5/25	Thu 12/18/25	19	21	
21		QA Report	5 days	Fri 12/19/25	Thu 12/25/25	20	22	
22		Apply updates	5 days	Fri 12/26/25	Thu 1/1/26	21		
23		Present Draft Report to Client (remote)	1 day	Tue 1/6/26	Tue 1/6/26		24	
24		Report updates/submit	11 days	Wed 1/7/26	Wed 1/21/26	23		



TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

No. 14 D



Memorandum

Date: September 19, 2025
To: NMC Board of Directors, Commissioners, and County Managers
From: Joy Esparsen, NMC Executive Director
Re: Protocol for Board of County Commission NMC 2026 Legislative Priority Endorsement

The New Mexico Counties (NMC) Board of Directors approved four legislative priorities for consideration by the New Mexico Legislature during the 2026 session.

- 1) HB2 Appropriations
 - Detention Reimbursement Fund
 - Courthouse Funding
 - Detention Recruitment and Retention
 - Firefighter/EMS Recruitment Fund
 - 700 MHz Radios
 - RISE Funding
- 2) IPRA Improvements
- 3) Timeline for Veteran Property Tax Exemptions

In preparation for the 2026 session and to promote communication among NMC and the 33 counties, we request that board members present the 2026 NMC legislative priorities to their Board of County Commission (BCC) for support. Please send a signed copy of your BCC support for the priorities to Hannah Kase Woods (hwoods@nmcountries.org) by December 31, 2025.

Included:

- 2026 NMC Legislative Priorities Handout
- 2026 NMC Priorities Support Resolution Template

Sincerely,


Joy Esparsen
Executive Director

444 Galisteo Street
Santa Fe, NM 87501

877-983-2101
505-983-2101
Fax: 505-983-4396



New Mexico Counties 2026 Legislative Priorities

HB2 Appropriations

Detention Reimbursement Fund

Fully fund the County Detention Facility Reimbursement Act Fund to reimburse counties for the actual cost of housing state inmates. The statutory obligation, according to the New Mexico Sentencing Commission is \$9.38 million, but only \$4.7 million was appropriated in 2025.

Courthouse Funding

Authorize continued funding to the Administrative Office of the Courts for the construction and renovation of state district courthouses. Counties maintain that these courthouses are a state responsibility and that the rising costs of construction, security, and IT necessitate a shared revenue stream.

700 MHz Radios

Authorize continued funding for the monthly operational costs of 700 MHz radios to build out state interconnectivity infrastructure.

Detention Recruitment & Retention

Authorize continued funding for the Corrections Workforce Capacity Building Fund administered by DFA. Adequate detention staff are essential to a safe, well-operated facility, which is directly correlated to community safety.

Firefighter/EMS Recruitment Fund

Authorize continued funding for the Fire & EMS Recruitment Fund administered by DFA for fire departments to staff firefighters and EMS personnel. Call volumes have increased by 50% and response systems remain significantly over-burdened.

RISE Funding

Secure HSD funding for county participation in the RISE (Reach, Intervene, Support, and Engage) Program to provide behavioral health, medically assisted treatment (MAT), housing, vocational, and other services to people in detention.

IPRA Improvements

Amend the Inspection of Public Records Act (IPRA) to exempt from disclosing specific information and prohibit certain requests used to compromise and obstruct critical local government services.

Property Tax Exemptions Deadline for Veterans

Require all veterans to file for a property tax exemptions within the existing property tax annual schedule to ensure equitable treatment for all taxpayers and allow counties to accurately budget for the fiscal year. Veterans would have 30-days after the notice of value to file an exemption or request an extension for up to 180 days to resolve any delays in certification.

Joy Esparsen

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jesparsen@nmcountries.org

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Mark Allen

General Counsel
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mallen@nmcountries.org

**Resolution Supporting the New Mexico Counties
2026 Legislative Priorities**

WHEREAS, in August 2025, the New Mexico Counties Board of Directors approved four legislative priorities for consideration by the New Mexico Legislature at its 2026 session; *and*

WHEREAS, NMC has requested that the Board of County Commissioners in each of the state's 33 counties discuss and approve support for NMC's legislative priorities as an important step in assuring maximum understanding of NMC's legislative priorities at the county level; *and*

WHEREAS, county support enables NMC to demonstrate strong local and statewide support to the state legislature for the following issues:

1. HB 2 Appropriations

Detention Reimbursement Fund

Fully fund County Detention Facility Reimbursement Act Fund to reimburse counties for the actual cost of housing state inmates.

- According to the New Mexico Sentencing Commission, the five-year average cost to house New Mexico Corrections Department inmates is \$9.3 million.
- Current fund at \$5 million

Courthouse Funding

Authorize continued funding to AOC for construction and renovation of state district courthouses.

- Counties maintain that courthouses are a state responsibility and that the rising costs of construction, security, and IT necessitate a shared revenue stream.

Detention Recruitment and Retention

Authorize continued funding for the newly formed Corrections Workforce Capacity Building Fund administered by DFA.

- Adequate detention staff are essential to a safe, well-operated detention facility, which is directly correlated to community safety.

Firefighter/EMS Recruitment Fund

Authorize continued funding for the Fire & EMS Recruitment Fund administered by DFA for fire departments to staff, recruit, and retain career and volunteer firefighters and EMS personnel.

- Call volume has increased by as much as 50%.
- Response systems are overburdened.
- Average age of New Mexican volunteer is 65.

700 MHz Radios

Authorize continued funding for the monthly operational costs of 700 MHz radios to build out state interconnectivity infrastructure.

RISE Funding

Secure HSD funding for county participation in the RISE (Reach, Intervene, Support, and Engage) Program to provide behavioral health, medically assisted treatment (MAT), housing, vocational, and other services to people in detention.

2. IPRA Improvements

Amend the Inspection of Public Records Act (IPRA) to exempt from disclosing specific information and prohibit certain requests used to compromise and obstruct critical local government services.

3. Timeline for Veteran Property Tax Exemptions

Require all veterans to file for a property tax exemptions within the existing property tax annual schedule to ensure equitable treatment for all taxpayers and allow counties to accurately budget for the fiscal year. Veterans would have 30-days after the notice of value to file an exemption or request an extension for up to 180 days to resolve any delays in certification.

NOW, THEREFORE, BE IT RESOLVED that the [County Name] Board of County Commissioners does hereby support NMC’s legislative priorities as set forth above and urges that legislation incorporating these priorities be enacted by the state legislature during its 2025 session.

ADOPTED this [day] of [Month], 2025.

BOARD OF COUNTY COMMISSIONERS OF [COUNTY], NEW MEXICO

[Name], Chair, District [#] For / Against

[Name], District [#] For / Against

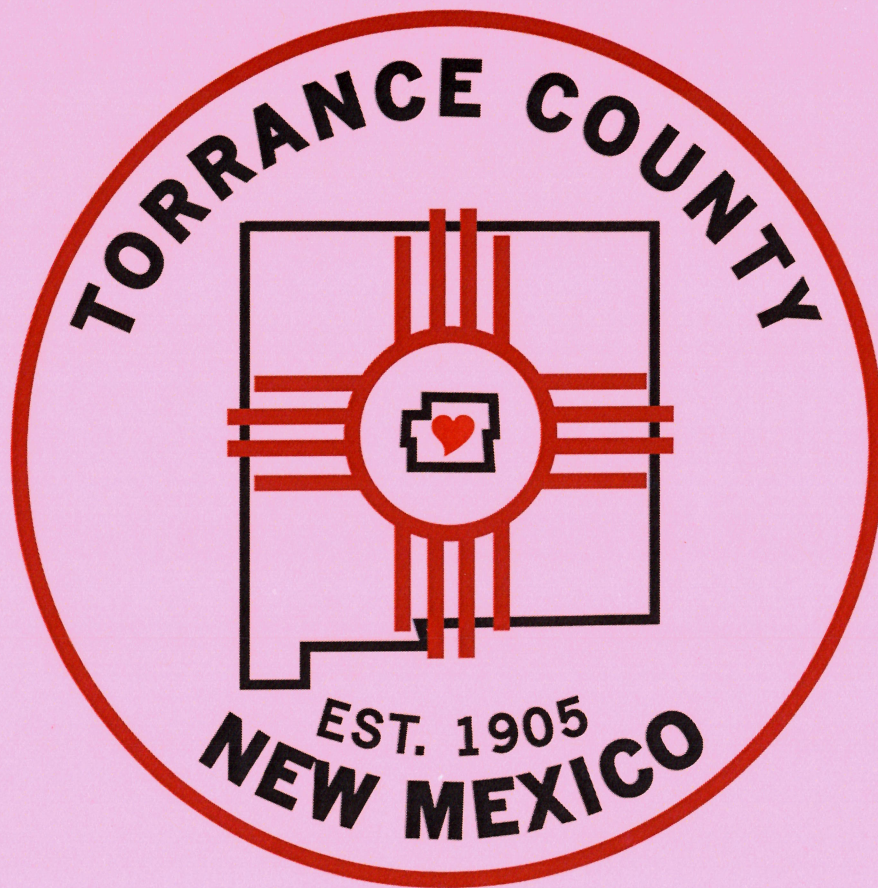
[Name], District [#] For / Against

[Name], District [#] For / Against

[Name], District [#] For /Against

ATTEST:

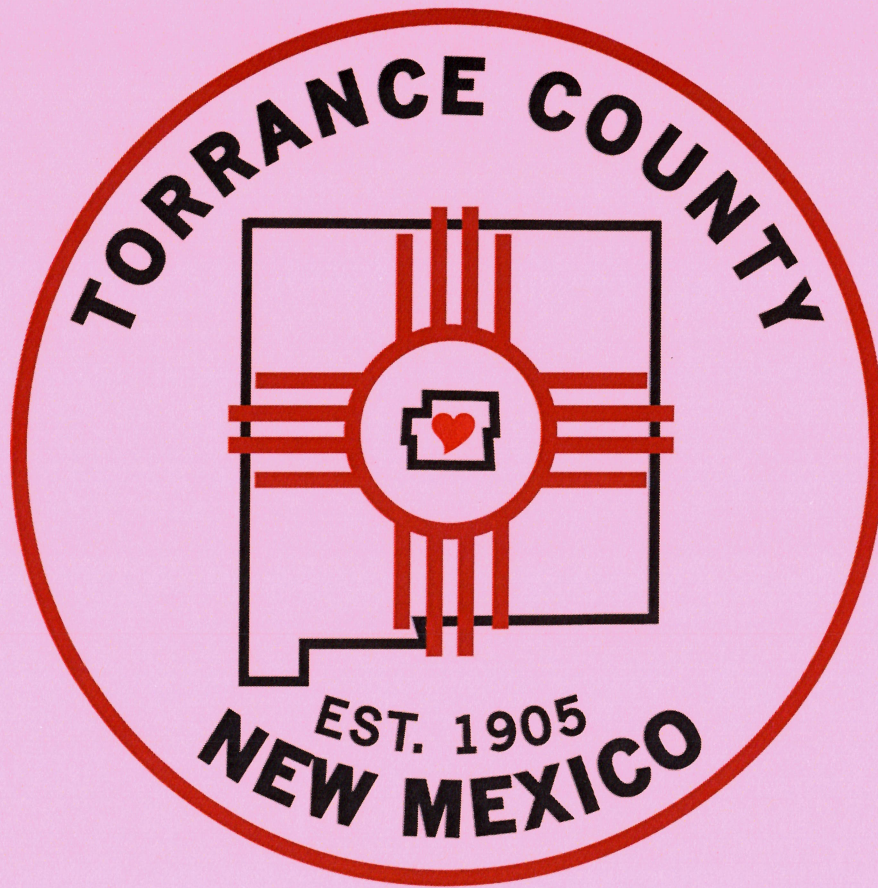
[Name]
County Clerk



TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

No. 14 E



TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

No. 14 F

401-030-2102	TREASURER	County Treasurer	Elected	Full Time		73,297	5,607	13,865	1,466	7,648	10	101,892
401-030-2102	TREASURER	Deputy County Treasurer	Appointed	Full Time		69,856	5,344	13,214	1,397	605	10	90,425
401-030-2102	TREASURER	Treasury Controller	80	Full Time	26.75	55,640	4,256	10,525	1,113	628	10	72,172
401-030-2102	TREASURER	Tax Specialist III	80	Full Time	23.22	48,298	3,695	9,136	966	216	10	62,320
401-030-2102	TREASURER	Tax Specialist II	80	Full Time	22.08	45,926	3,513	8,687	919	15,000	10	74,056
401-030-2102	TREASURER	Delinquent Field Tax Specialist	80	Full Time	19.75	41,080	3,143	7,771	822	7,106	10	59,930
401-030-2102	TREASURER	Delinquent Tax Specialist	80	Full Time	19.75	41,080	3,143	7,771	822	15,000	10	67,825
401-030-2102	TREASURER	Tax Specialist I	80	Full Time	18.00	37,440	2,864	7,082	749	221	10	48,366
401-030	Subtotal					412,617	31,565	78,049	8,252	46,423	80	576,986



Torrance County

Job Description

Job Title: Delinquent Tax Specialist I

Department: Treasurer

Reports Directly to: County Treasurer

We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic information & Testing, Family & Medical Leave, Protected Veteran status, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

Summary:

Under the direction of the County Treasurer, the Delinquent Tax Specialist is responsible for coordination delinquent tax collection on real property accounts. This includes searching data bases for contact information, communicating with tax payers to make payment arrangements, creating and maintaining data bases/reports on collection efforts, collecting taxes, and educating the public on tax regulation.

Responsibilities:

- Assist customers either in person, on telephone and/or via email in a courteous and helpful manner.
- Receives monies for payment of taxes at the counter and by mail and processes all payments accurately. Verify that the amounts listed on tax bills and checks for payments are equal, and prepare payments to be entered into the computer system. Balance daily income with report and make deposits.
- Post payments, handle money accurately and balance large sums of money and create bank deposits daily. Maintain and balance cash drawer and secure it in the vault daily.
- Prepares miscellaneous and tax receipts.

- Assist in the completion of research pertaining to previous tax payments and other matters of importance to the Treasurer's Office. Assists abstract companies, lending agencies, and all State agencies with research of tax records.
- Assist in a wide variety of other office duties including but not limited to: typing memos letters and emails, processing and maintaining reports, office supply orders, and various bookkeeping duties as needed.
- Must be willing to pick up daily mail and make deposits at the bank.
- Must be able to maintain concentration in order to perform duties of a repetitive nature.
- Must have interpersonal skills to work in an open setting and maintain concentration with frequent distractions.
- Must be able to read and copy information quickly and accurately.
- Must be able to write or print legibly to ensure that records are preserved for future use.
- Direct and assist in supervising and/or training subordinate personnel, if requested to do so by the Treasurer or Chief Deputy Treasurer.
- Must be able to perform all duties with minimal supervision. Employee may be required to work irregular hours, attend job-related meetings and/or trainings.
- Produce a monthly status report or delinquent tax collection efforts.
- Contact taxpayers who are delinquent and collect taxes due to the County.
- Use computer to search nationwide data bases to find last known addresses and/or phone numbers for delinquent accounts.
- Maintain a spreadsheet or data base of delinquent account status.
- Performs and other duties as assigned.
- Must be able to use a computer, calculator, copier, telephone, printer, and other office equipment.
- Responsible to transmit the monthly payment report to Property Tax Division for all delinquent properties on the state delinquency list.
- Assist the State Tax Examiners with auction process including research calculations of minimum bid, and assisting with all state auctions.

Physical Functions and Working Conditions:

- Ability to lift up to twenty (20) pounds from waist level to shoulder level or from waist level to overhead. Ability to lift and/or carry up to 30 pounds. A dolly may be used in transporting supplies throughout the building that are heavy.
- Ability to sit up to four (4) hours at a time, up to ten (10) hours total per day. Opportunities do exist to move about as necessary.
- Ability to stand and/or walk for short times, typically not to exceed 3 hours per day.
- Ability to work with arms bent for four (4) hours, a total of ten (10) hours per day.
- Ability to coordinate use of hands and eyes in the operation of equipment such as computer, calculator and copier.
- Work is performed indoors.
- Work is performed in a temperature controlled environment.

Skills & Knowledge:

- Basic math skills

- Knowledge of map descriptions
- Knowledge of filing systems and various office routines.
- Communication Skills
- Decision-Making
- Data Entry Skills and Data Processing Skills
- Reporting Skills
- Critical Thinking and Problem Solving Skills
- Ability to understand and communicate in English.
- Knowledge of Microsoft office software and applications.

Preferred Experience:

- Must have a valid New Mexico driver's license, must be insured for liability purposes.
- Must have High School Diploma or GED
- Work experience in office setting required
- One (1) year of experience in tax collection preferred.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

EMPLOYEE DECLARATION

I have read the above position specifications. I understand the demands and expectations of the position described and, to the best of my knowledge, believe I can perform these duties.

Printed Name

Signature

Date



Torrance County

Job Description

Job Title: Tax Specialist III

Department: Treasurer

Reports Directly to: County Treasurer

We conform to all the laws, statues, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic information & Testing, Family & Medical Leave, Protected Veteran status, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

Summary:

Under the direction of the County Treasurer, the Tax Specialist III is responsible for; the supervision of cashiering staff, assisting customers and staff in a helpful manner, receiving monies for payment of taxes, posting payments, and assisting in a wide variety of other office duties.

Responsibilities:

- Assist customers either in person, on the telephone and/or via email in a courteous and helpful manner.
- Receives monies for payment of taxes at the counter and by mail and processes all payments accurately. Verify that the amounts listed on tax bills and checks for payments are equal, and prepare payments to be entered into the computer system. Balance daily income with report and make deposits.
- Post payments, handle money accurately and balance large sums of money, and create bank deposits daily. Maintain and balance cash drawer and secure it in the vault daily.
- Prepares miscellaneous and tax receipts.
- Assist in the completion of research pertaining to previous tax payments and other matters of importance to the Treasurer's Office. Assists abstract companies, lending agencies, and all State Agencies with research of tax records.

- Assist in a wide variety of other office duties including but not limited to: typing memos, letters and emails, processing and maintaining reports, office supply orders, and various bookkeeping duties as needed.
- Pick up daily mail and make deposits at the bank.
- Handle the bankruptcy case files as they directly relate to tax collections. This includes preparing documents for bankruptcy court and communicating with all involved parties.
- Stay up to date with current bankruptcy law changes that directly relate to tax collections.
- Direct and assist in supervising and training subordinate personnel.
- Must be able to perform all duties with minimal supervision.
- Employee may be required to work irregular hours, attend job-related meetings and/or trainings.
- Conduct property tax searches on delinquent personal property, mobile homes, and delinquent real property including liens, bankruptcies, etc.
- Communicate with property owners and lien holders to inform them of delinquencies on mobile homes and the deadlines to pay before action is taken to sell property. Verify mobile home serial numbers.
- Type and file liens with the Department of Motor Vehicle on delinquent mobile homes.
- Work with printing companies each year to process the delinquent mobile home notices including obtaining written price quotes and submitting an electronic file.
- Supervise cashiering staff including scheduling, problem solving, employee evaluations, training, approving time off and general staff support.
- Accept and carry out orders from the County Treasurer, Chief Deputy Treasurer and/or other supervising staff
- Performs any other duties as assigned.

Physical Functions and Working Conditions:

- Ability to lift up to twenty (20) pounds from waist level to shoulder level or from waist level to overhead. Ability to lift and/or carry up to 30 pounds. A dolly may be used in transporting supplies throughout the building that are heavy.
- Ability to sit up to four (4) hours at a time, up to ten (10) hours total per day. Opportunities do exist to move about as necessary.
- Ability to stand and/or walk for short times, typically not to exceed 3 hours per day.
- Ability to work with arms bent for four (4) hours, a total of ten (10) hours per day.
- Ability to coordinate use of hands and eyes in the operation of equipment such as computer, calculator and copier.
- Work is performed indoors.
- Work is performed in a temperature controlled environment.

Skills, Abilities, and Knowledge:

- Ability to understand and communicate in English.
- Knowledge of basic math.

- Knowledge of map descriptions.
- Knowledge of how to properly operate calculators, computers and other office equipment.
- Knowledge of filing systems and various office routines.
- Ability to effectively communicate with co-workers, customers and other offices.
- Must be able to maintain concentration in order to perform duties of a repetitive nature.
- Must have interpersonal skills to work in an open setting and maintain concentration with frequent distractions.
- Must be able to read and copy information quickly and accurately.
- Must be able to write or print legibly to ensure that records are preserved for future use.

Preferred Experience:

- Must have a valid New Mexico driver's license.
- Must have High School Diploma or GED
- Work experience in office setting required.
- Supervisory experience required
- One (1) year of experience in tax collection required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

EMPLOYEE DECLARATION

I have read the above position specifications. I understand the demands and expectations of the position described and, to the best of my knowledge, believe I can perform these duties.

Printed Name

Signature

Date



POSITION SPECIFICATIONS

POSITION TITLE: Delinquent Tax Field Specialist I

REPORTS TO: County Treasurer

Job Summary:

Under the supervision of the County Treasurer, the Delinquent Tax Field Specialist I is responsible for identifying delinquent mobile homes, verifying the mobile home vehicle identification numbers, placing notices of lien at property locations, serving demand warrants, completing tax roll corrections for destroyed or un-locatable mobile homes, and working with taxpayers to collect delinquent mobile home taxes.

Minimum Qualifications:

1. High School Diploma or GED required.
2. Must have a valid New Mexico's Driver's license.
3. Work experience in office setting required.
4. One (1) year of experience in tax collection required.
5. Ability to understand and communicate in English.
6. Knowledge of basic math.
7. Knowledge of map descriptions.
8. Knowledge of how to properly operate calculators, computers and other office equipment.
9. Knowledge of filing systems and various office routines.
10. Ability to accept and carry out orders from Treasurer, Chief Deputy Treasurer and/or other supervising staff.
11. Ability to perform the essential duties listed below.
12. Ability to perform the essential duties in the work conditions described below.
13. Ability to work with the equipment, tools and materials listed below.
14. Ability to effectively communicate with co-workers, customers and other offices.
15. Must know how to use Microsoft Office software applications.

Essential Duties and Responsibilities:

1. Assist customers either in person, on the telephone and/or via email in a courteous and helpful manner.

2. Receive monies for payment of taxes at the counter and by mail and processes all payments accurately. Verifies that the amounts listed on tax bills and checks for payments are equal and prepare payments to be entered into the computer system. Balance daily income with report and make deposits.
3. Post payments, handle money accurately and balance large sums of money, and create bank deposits daily. Maintain and balance cash drawer and secure it in the vault daily as needed.
4. Prepare miscellaneous and tax receipts.
5. Assist in the completion of research pertaining to previous tax payments and other matters of importance to the Treasurer's Office. Assist abstract companies, lending agencies, and all State Agencies with research of tax records.
6. Assist in a wide variety of other office duties including but not limited to: typing memos, letters and emails, processing and maintaining reports, office supply orders, and various bookkeeping duties as needed.
7. Must be willing to pick up daily mail and make deposits at the bank as needed.
8. Must be able to maintain concentration in order to perform duties of a repetitive nature.
9. Must have interpersonal skills to work in an open setting and maintain concentration with frequent distractions.
10. Must be able to read and copy information quickly and accurately.
11. Must be able to write or print legibly to ensure that records are preserved for future use.
12. Direct and assist in supervising and/or training subordinate personnel, if requested to do so by the Treasurer or Chief Deputy Treasurer.
13. Must be able to perform all duties with minimal supervision. Employee may be required to work irregular hours, attend job-related meetings and/or trainings.
14. Produce a monthly status report on delinquent tax collection efforts as requested.
15. Contact taxpayers who are delinquent and collect taxes due to the County.
16. Use computer to search nationwide data bases to find last known addresses and/or phone numbers for delinquent accounts.
17. Maintain a spreadsheet or data base of delinquent account status.
18. Assist the Tax Specialist III with delinquent mobile home accounts, including field work to locate and verify vehicle identification numbers, placing notices of lien at property location, and serving demand warrants.
19. Follow the Assessor's office process when identifying destroyed or un-locatable mobile homes in the completion of a tax roll correction.
20. Assist the Assessor's Office in the continued effort to clean up legal descriptions and mailing addresses for mobile home accounts.
21. Remove situs address on mobile home accounts which have been identified as destroyed or un-locatable and report changes to GIS/GPS Analyst.
22. Perform any other duties as assigned.

Physical Functions:

1. Ability to lift up to 20 pounds from waist level to shoulder level or from waist level overhead. Ability to lift and/or carry up to 30 pounds. A dolly may be used in transporting supplies throughout the building that are heavy.

2. Ability to sit up to 4 hours at a time, up to 10 hours total per day. Opportunities do exist to move about as necessary.
3. Ability to stand and/or walk for short times, typically not to exceed 3 hours per day.
4. Must have ability to crouch and bend up to 5 times a day, retrieving documents in the office.
5. Ability to work with arms bent for 4 hours, a total of 10 hours per day.
6. Ability to push/pull with arms with a force up to 5 pounds, up to 15 times total per day.
7. Ability to use hands and fingers to grasp/manipulate equipment and materials, to include paperwork, telephone, keyboard, calculator, tax roll books, and other items necessary to complete essential duties.
8. Ability to coordinate use of hands and eyes in the operation of equipment, such as computer, calculator, and copier.

Working Conditions:

1. Work is performed indoors and outdoors.
2. Work indoors is performed in a temperature controlled environment. Work outdoors is performed where the worker is exposed to natural weather, including temperature changes, wetness and/or humidity.
3. Work indoors is performed on an even surface, which may be carpeted or tiled. Outdoor work surface is natural ground, asphalt, or concrete, and may be wet, dry, dusty, or possibly greasy.
4. Worker is exposed to normal hazards associated with operating an automobile, and to hazards associated with field work, such as animals, hostile individuals, etc.
5. Work hazards, or potential work hazards, include lifting of tax roll books and boxes of supplies.
6. Worker works alone, both with and without supervision. Worker also performs some duties as a part of a select team of one or two people.
7. Work is performed in a large, open setting.

Equipment, Tools and Materials:

1. Office equipment used in performing job duties include but not limited to: computer, calculator, copier, telephone, and printer.
2. Products handled in performing essential job duties include but not limited to: tax bills, checks, cash, mail, taxroll books, ledger books, writing utensils, office supplies and paperwork.

Employee Declaration:

I have read the above Position Specifications. I understand the demands and expectations of the position described and, to the best of my knowledge, I believe I can perform these duties.

Name: _____ Date: _____

Supervisor: _____ Date: _____



Torrance County Job Description

Job Title: Specialist I

Department: Treasurer

Reports Directly to: County Treasurer

We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic information & Testing, Family & Medical Leave, Protected Veteran status, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

MINIMUM QUALIFICATIONS:

1. High School Diploma or GED required.
2. Must have a valid New Mexico's Driver's license.
3. Work experience in office setting preferred.
4. Ability to understand and communicate in English.
5. Knowledge of basic math.
6. Knowledge of map descriptions.
7. Knowledge of how to properly operate calculators, computers and other office equipment.
8. Knowledge of filing systems and various office routines.
9. Ability to accept and carry out orders from Treasurer, Chief Deputy Treasurer and/or other supervising staff
10. Ability to perform the essential duties listed below.
11. Ability to perform the essential duties in the work conditions described below.
12. Ability to work with the equipment, tools and materials listed below.
13. Ability to effectively communicate with co-workers, customers and other offices.

14. Must know how to use Microsoft Office software applications.
15. Knowledge in tax collection preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist customers either in person, on the telephone and/or via email in a courteous and helpful manner.
- Receives monies for payment of taxes at the counter and by mail and processes all payments accurately. Verify that the amounts listed on tax bills and checks for payments are equal, and prepare payments to be entered into the computer system. Balance daily income with report and make deposits.
- Post payments, handle money accurately and balance large sums of money, and create bank deposits daily. Maintain and balance cash drawer and secure it in the vault daily.
- Prepares miscellaneous and tax receipts.
- Assist in the completion of research pertaining to previous tax payments and other matters of importance to the Treasurer's Office.
- Assists abstract companies, lending agencies, and all State Agencies with research of tax records.
- Assist in a wide variety of other office duties including but not limited to: typing memos, letters and emails, processing and maintaining reports, office supply orders, and various bookkeeping duties as needed.
- Must be willing to pick up daily mail and make deposits at the bank.
- Must be able to maintain concentration in order to perform duties of a repetitive nature.
- Must have interpersonal skills to work in an open setting and maintain concentration with frequent distractions.
- Must be able to read and copy information quickly and accurately.
- Must be able to write or print legibly to ensure that records are preserved for future use.
- Perform any other duties as assigned.

PHYSICAL FUNCTIONS:

- Ability to lift up to 20 pounds from waist level to shoulder level or from waist level overhead. Ability to lift and/or carry up to 30 pounds. A dolly may be used in transporting supplies throughout the building that are heavy.
- Ability to sit up to 4 hours at a time, up to 10 hours total per day. Opportunities do exist to move about as necessary.
- Ability to stand and/or walk for short times, typically not to exceed 3 hours per day.
- Must have ability to crouch and bend up to 5 times a day, retrieving documents in the office.
- Ability to work with arms bent for 4 hours, a total of 10 hours per day.
- Ability to push/pull with arms with a force up to 5 pounds, up to 15 times total per day.
- Ability to use hands and fingers to grasp/manipulate equipment and materials, to include paperwork, telephone, keyboard, calculator, tax roll books, and other items necessary to complete essential duties.
- Ability to coordinate use of hands and eyes in the operation of equipment, such as computer, calculator, and copier.

WORKING CONDITIONS:

- Work is performed indoors.
- Work is performed in a temperature-controlled environment.
- Work is performed on an even surface, which may be carpeted or tiled. The work surface is dry.
- Work hazards, or potential work hazards, include lifting tax roll books and boxes of supplies.
- Worker works alone, both with and without supervision. Worker also performs some duties as a part of a select team of one or two people.

- Work is performed in a large, open setting.

EQUIPMENT, TOOLS AND MATERIALS:

- Office equipment used in performing job duties include but not limited to: computer, calculator, copier, telephone, and printer.
- Products handled in performing essential job duties include but not limited to: tax bills, checks, cash, mail, tax roll books, ledger books, writing utensils, office supplies and paperwork.

EMPLOYEE DECLARATION:

I have read the above Position Specifications. I understand the demands and expectations of the position described and, to the best of my knowledge, I believe I can perform these duties.

NAME: _____

DATE: _____

SUPERVISOR: _____

DATE: _____



Torrance County

Job Description

Job Title: Tax Specialist II

Department: Treasurer

Reports Directly to: County Treasurer

We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic information & Testing, Family & Medical Leave, Protected Veteran status, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

Summary:

Under the direction of the County Treasurer, the Tax Specialist II is responsible for, assisting customers and staff in a helpful manner, receiving monies for payment of taxes, posting payments, and assisting in a wide variety of other office duties.

Responsibilities:

- Assist customers either in person, on the telephone and/or via email in a courteous and helpful manner.
- Receives monies for payment of taxes at the counter and by mail and processes all payments accurately. Verify that the amounts listed on tax bills and checks for payments are equal, and prepare payments to be entered into the computer system. Balance daily income with report and make deposits.
- Post payments, handle money accurately and balance large sums of money, and create bank deposits daily. Maintain and balance cash drawer and secure it in the vault daily.
- Prepares miscellaneous and tax receipts.
- Must be able to prepare the distribution and refund checks as directed by the County Treasurer, Chief Deputy Treasurer and/or Treasury Controller.

- Assist in the completion of research pertaining to previous tax payments and other matters of importance to the Treasurer's Office. Assists abstract companies, lending agencies, and all State Agencies with research of tax records.
- Assist in a wide variety of other office duties including but not limited to: typing memos, letters and emails, processing and maintaining reports, office supply orders, and various bookkeeping duties as needed.
- Must be willing to pick up daily mail and make deposits at the bank.
- Must be able to maintain concentration to perform duties of a repetitive nature.
- Must have interpersonal skills to work in an open setting and maintain concentration with frequent distractions.
- Must be able to read and copy information quickly and accurately.
- Must be able to write or print legibly to ensure that records are preserved for future use.
- Must be able to handle the bankruptcy case files as they directly relate to tax collections. This includes preparing documents for bankruptcy court and communicating with all involved parties.
- Must be able to keep current on bankruptcy law changes that directly relate to tax collections.
- Direct and assist in supervising and/or training subordinate personnel, if requested to do so by the Treasurer or Chief Deputy Treasurer.
- Must be able to perform all duties with minimal supervision. Employee may be required to work irregular hours, attend job-related meetings and/or trainings.
- Performs any other duties as assigned.

Physical Functions and Working Conditions:

- Ability to lift up to twenty (20) pounds from waist level to shoulder level or from waist level to overhead. Ability to lift and/or carry up to 30 pounds. A dolly may be used in transporting supplies throughout the building that are heavy.
- Ability to sit up to four (4) hours at a time, up to ten (10) hours total per day. Opportunities do exist to move about as necessary.
- Ability to stand and/or walk for short times, typically not to exceed 3 hours per day.
- Ability to work with arms bent for four (4) hours, a total of ten (10) hours per day.
- Ability to coordinate use of hands and eyes in the operation of equipment such as computer, calculator and copier.
- Work is performed indoors.
- Work is performed in a temperature controlled environment.

Skills, Abilities, and Knowledge:

- Ability to understand and communicate in English.
- Knowledge of basic math.
- Knowledge of map descriptions.

- Knowledge of how to properly operate calculators, computers and other office equipment.
- Knowledge of filing systems and various office routines.
- Ability to effectively communicate with co-workers, customers and other offices.
- Must be able to maintain concentration in order to perform duties of a repetitive nature.
- Must have interpersonal skills to work in an open setting and maintain concentration with frequent distractions.
- Must be able to read and copy information quickly and accurately.
- Must be able to write or print legibly to ensure that records are preserved for future use.

Preferred Experience:

- Must have a valid New Mexico driver's license.
- Must have High School Diploma or GED
- Work experience in office setting required.
- Supervisory experience preferred
- One (1) year of experience in tax collection preferred.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

EMPLOYEE DECLARATION

I have read the above position specifications. I understand the demands and expectations of the position described and, to the best of my knowledge, believe I can perform these duties.

Pri ne

S

Date



Torrance County

Job Description

Job Title: Treasury Controller

Department: Treasurer

Reports Directly to: County Treasurer

We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic information & Testing, Family & Medical Leave, Protected Veteran status, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

General Purpose:

Under general direction, performs professional and highly technical accounting work for the County; ensures compliance with governmental accounting standards board (GASB) and other generally accepted accounting principles (GAAP), ensures staff are in compliance with internal accounting controls, procedures, policies, and assignments within the department; provides oversight of all accounting functions, investments, bank accounts, cash flows, revenues, property taxes, gross receipts, and other activities as assigned or directed; manages and coordinates audit activities as assigned or directed; manages and coordinates audit activity including the preparation of necessary schedules, audit responses, and public disclosures; prepares required administrative reports required by the NM Department of Finance and Administration, and all other reporting as mandated by local, state, and federal authorities; ensures the protection and physical security of all monies, including those on deposit with financial institutions, financial records, online financial activities, and maintenance of all user profiles.

Responsibilities:

- Coaches, trains, and motivates assigned staff; coordinates and/or provides staff training; and manages the workflow and prioritization of projects; and measures the performance of the assigned unit/area and all related staff.
- Manages and oversees the tax collection and financial software in use by the Treasurer's Office including serving as first point of contact for the department; provides technical, educational, training, and full service support as need and required.
- Manages, monitors and oversees all accounting functions, such as the monthly Treasurer's Report, in addition to all investments, bank accounts, cash flows, revenues, property taxes, gross receipts, and other related activities.

- Makes any recommended changes in office methods and procedures to include accounting functions, collections, repossessions, and delinquent property sales or auctions, bank reconciliation, budgets and budgetary recommendations.
- Participates in the development and implementation of goals, objectives, policies and procedures for the office; collaborates, cooperates, and coordinates with other departments as needed to maintain cohesive functioning between County offices.
- Provides full customer service support and front line response to customer needs, complaints, and inquiries.
- Prepares required schedules, audit responses, public disclosures, and administrative reports required by local, state, and federal authorities.
- Substantiates financial transactions by auditing documents; verifies fund / account balances and deposits; monitors bank accounts for erroneous charges and to verify deposits and withdrawals; balances daily distribution and reconciles bank statements for the monthly report.

Knowledge:

- Operational characteristics, services, and activities of a Treasury Office, including business/industry principles and practices related to work assigned.
- Public sector accounting principles and practices, including generally accepted account principles (GAAP).
- Computer hardware and automated accounting systems,
- Techniques in data verification, data entry, and proper coding of documents.
- County and departmental policies and procedures.
- Cost, governmental, and fixed assets accounting.
- Financial record keeping practices.
- State statutes and administrative rules relevant to County level tax collection, financial reporting, and investments.
- Principles and practices of governmental budget preparation and administration.
- Principles of customer service and public relations.
- Research methods and report presentation.
- Advanced arithmetical computations adequate to correctly perform work.
- Effective communication principles and practices including oral and written communication; to include public relations and public speaking.
- Modern office procedures, methods, and equipment including computers, computer applications such as word processing, spreadsheets, and statistical databases.
- English usage, spelling, grammar, and punctuation.
- Principles of business letter writing.
- Principles of supervision, training, and reviewing daily work.

Skills:

- Administering assigned financial and accounting programs in a public-sector setting.
- Meeting deadlines, working with multiple projects, and coordinating the work of others.
- Operating automated accounting systems and general office equipment.
- Identifying and reporting discrepancies.
- Verifying and validating work of other staff.
- Analyzing and interpreting fiscal and accounting reports.
- Preparing informative and statistical reports.
- Computing rapid and accurate arithmetical computations.
- Gathering data and verifying information.

- Responding to inquiries or complaints from customers, regulatory agencies, audit firms, or members of the business community.
- Evaluating processes and procedures and making recommendations for improvement and cost-effectiveness.
- Working with equipment, tools and materials required in area of assignment.
- Communicating effectively verbally and in writing, including public relations and public speaking.
- Establishing and maintaining effective working relationships with employees, other agencies, and the public, including meeting and dealing tactfully with the public.
- Utilizing personal computer software programs and other relevant software affecting assigned work and in compiling and preparing spreadsheets.
- Interpreting and administering policies and procedures sufficient to administer, discuss, resolve, and explain them.
- Supervising, leading, and delegating tasks.

Requirements:

- Associates Degree in Accounting, Business, Bookkeeping, or related field.
- Or Five (5) years banking, or bookkeeping experience.
- Or an equivalent combination of education and experience.
- Experience in tracking accounts, gathering various financial data.
- General office administrative assistant experience that includes creating and typing various correspondence and reports and maintaining records and files.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

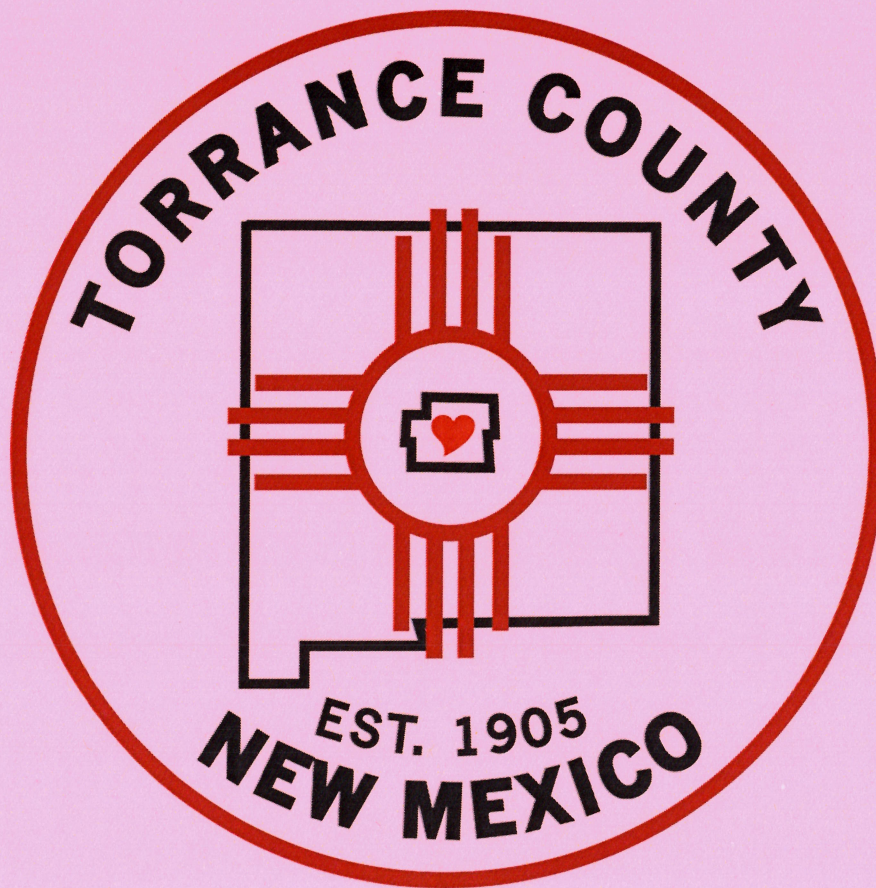
EMPLOYEE DECLARATION

I have read the above position specifications. I understand the demands and expectations of the position described and, to the best of my knowledge, believe I can perform these duties.

Printed Name

Signature

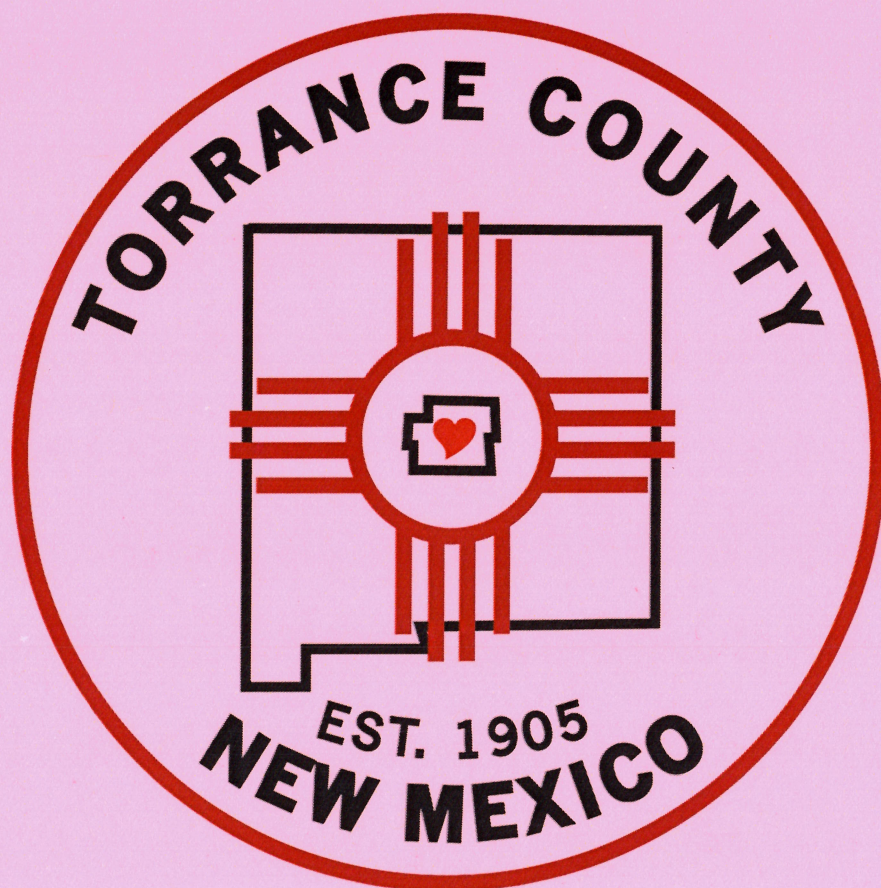
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TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

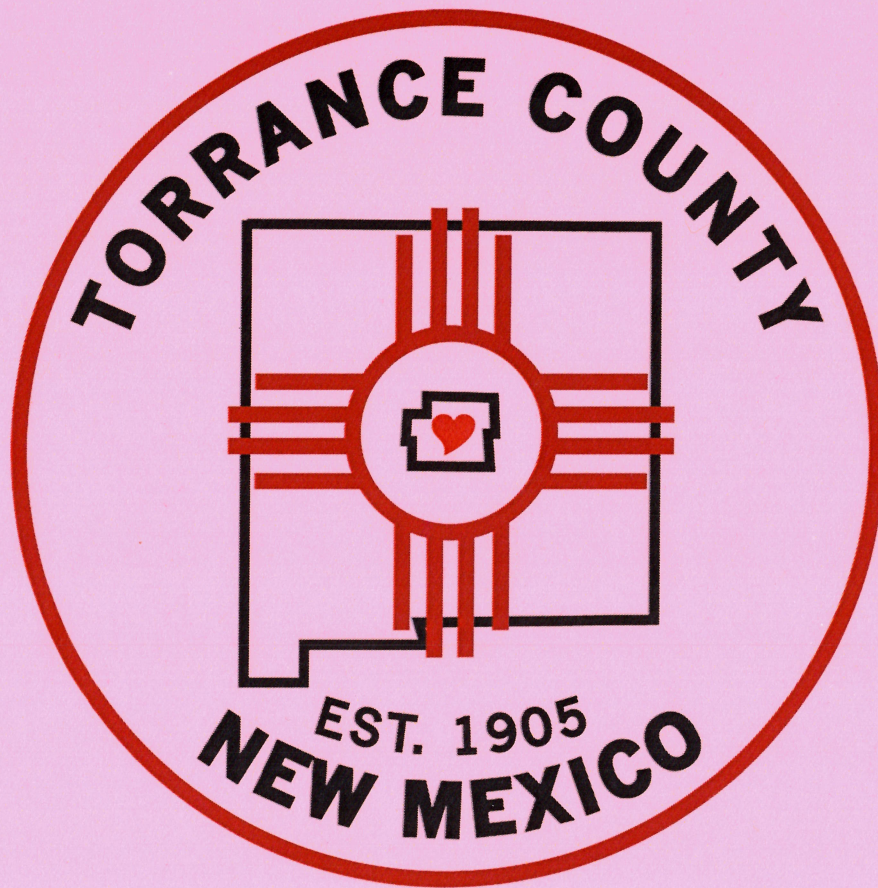
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TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

No. 14 H



TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

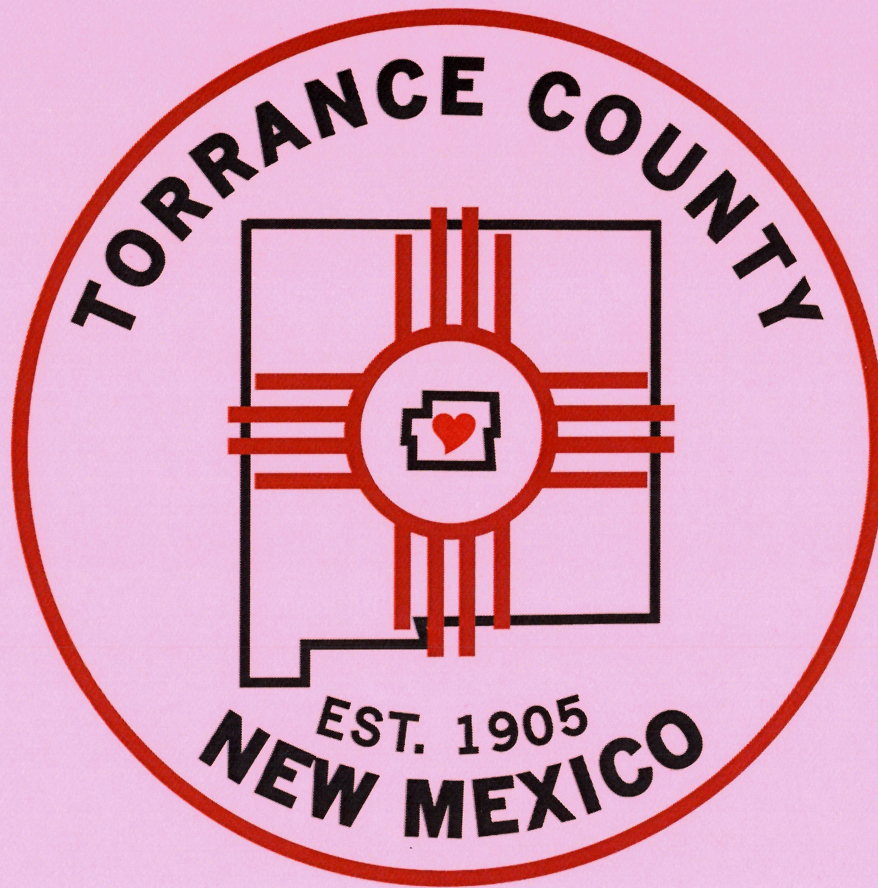
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TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

No. 14 J



TORRANCE COUNTY
COMMISSION MEETING

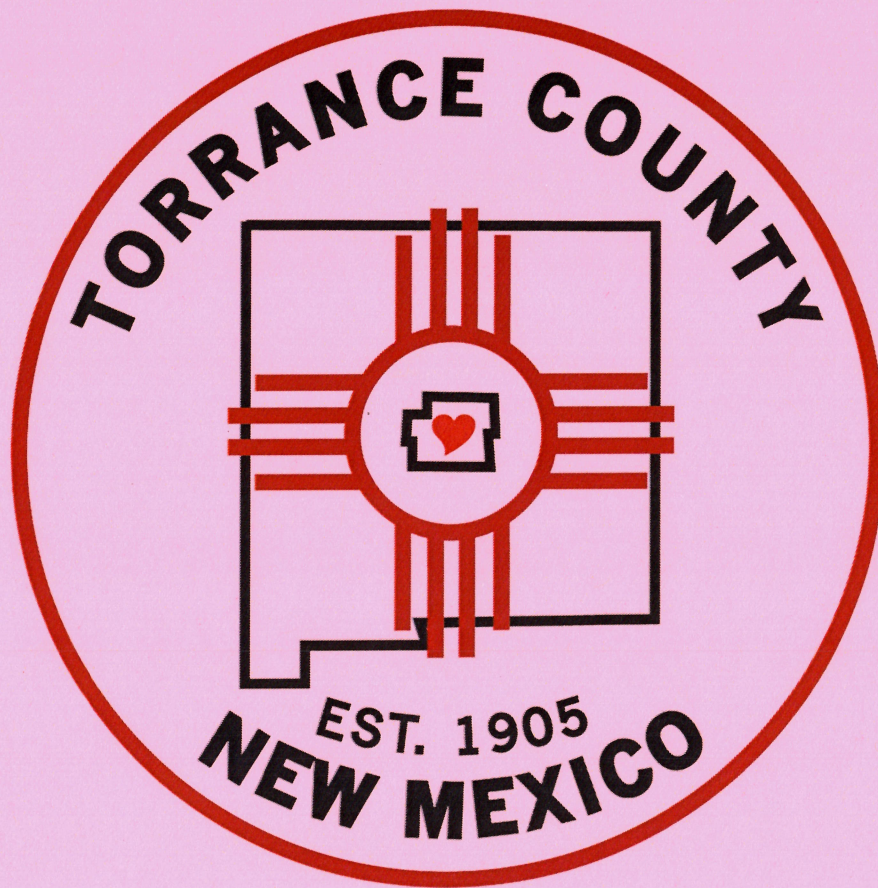
Agenda Item

No. 15 A



TORRANCE COUNTY
COMMISSION MEETING

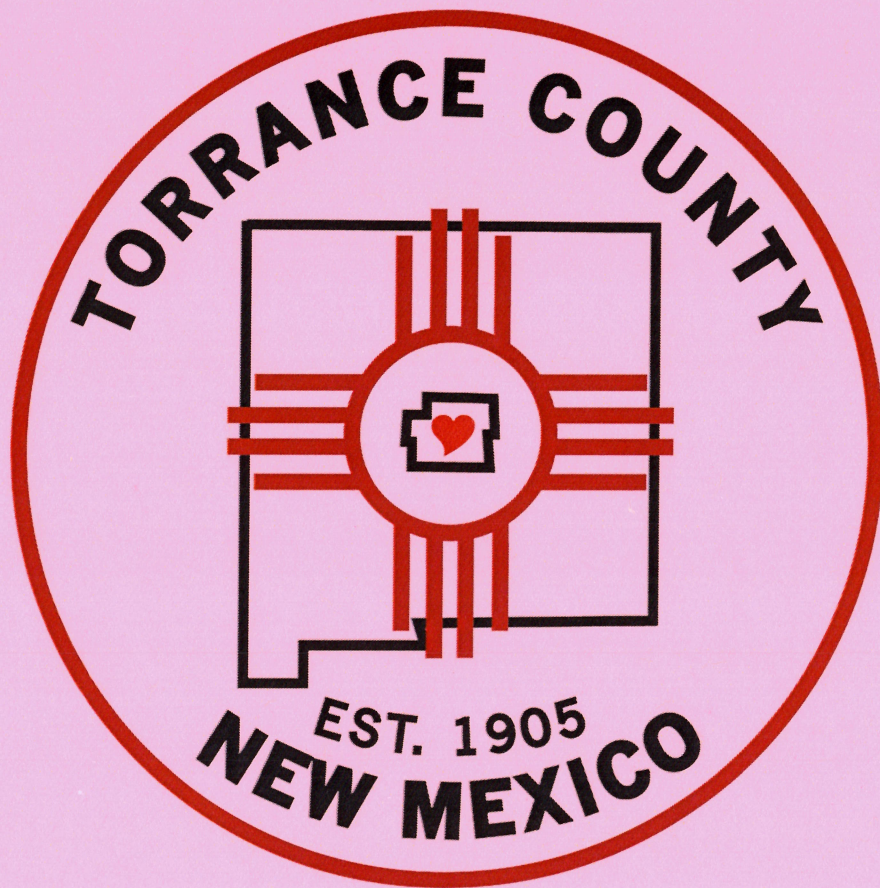
Agenda Item
No. 15 B



TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

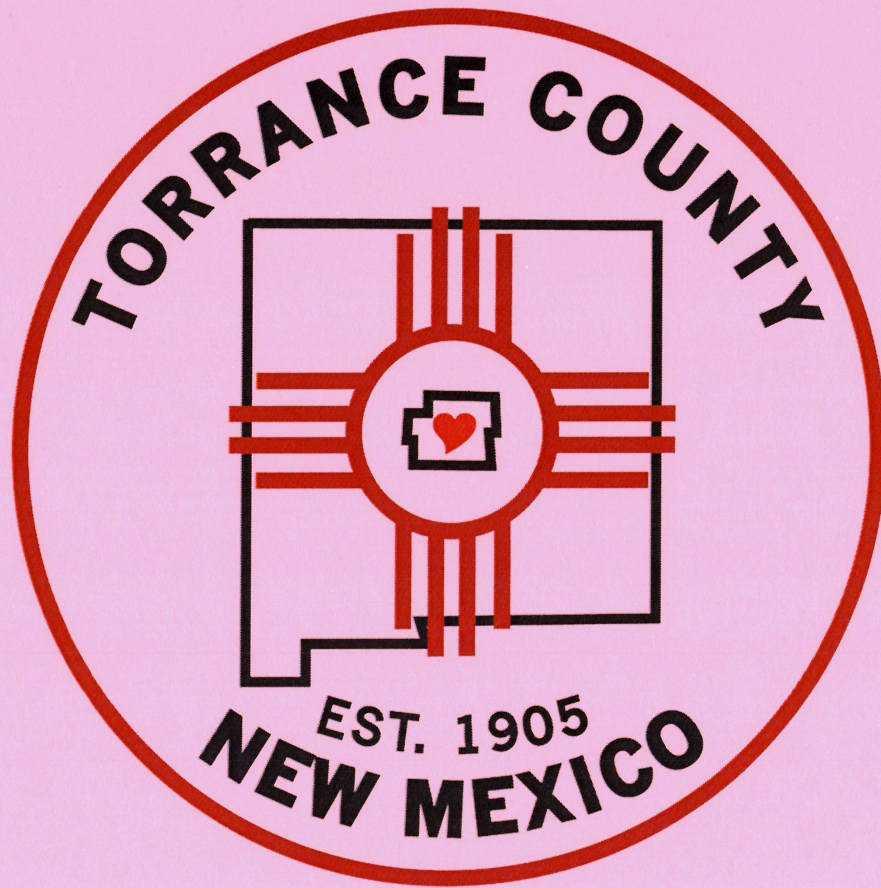
No. 16



TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

No. 17



TORRANCE COUNTY
COMMISSION MEETING

Agenda Item

No. 18