

**FINAL COPY  
TORRANCE COUNTY BOARD OF COMMISSIONERS  
COMMISSION MEETING  
NOVEMBER 11, 2020**

**COMMISSIONERS PRESENT:** RYAN SCHWEBACH -CHAIRMAN, DISTRICT 2  
KEVIN MCCALL –DISTRICT 1  
JAVIER SANCHEZ –DISTRICT 3

**OTHERS PRESENT:** JANICE Y. BARELA-COUNTY MANAGER  
PHILIP TENORIO-DEPUTY COUNTY MANAGER  
JOHN BUTRICK-COUNTY ATTORNEY  
YVONNE OTERO-ADMIN. ASST.

**1.) CALL MEETING TO ORDER**

Chairman Schwebach calls the November 11<sup>th</sup>, 2020 Commission Meeting to order at 9:00 A.M.

**2.) Invocation and Pledge of Allegiance**

**Pledge lead by Chairman Schwebach**

**Invocation lead by Commissioner McCall**

**3.) Changes to the Agenda**

Madam County Manager Barela states that there are a few changes to the agenda. The first request is to move agenda item 5-C to be presented with the Proclamations in agenda item #4.

The next request is to move agenda item #13-A to be presented right after public comment, as the presenters cannot stay for the whole meeting because they need to return to work.

The last request is for a correction to the statute number in executive session. The “4” needs to be removed leaving the statute to read as NMSA section 10-15-1(H)(2).

**4.) PROCLAMATIONS**

**a.) COMMISSION: Veterans Day Proclamation**

Chairman Schwebach states that the Commission would like to recognize the Veterans that are County Employees as today is Veterans Day. Chairman Schwebach will now read the names of the employees and what branch of the military they are in.

**Ruben Gastelum- US Navy**

**Don Goen-US Navy**

**Larry Halliday-US Air Force**  
**Jesse Lucero-US Navy**  
**Alex Schwerdel-National Guard**  
**Keith Webb-US Air Force**

**Bill Holt- US Marine Corp**  
**Jeremy Oliver-US Air Force**  
**Philip Tenorio-US Army**

**Chairman Schwebach** reads the proclamation. (hereto attached)

**Madam County Manager Barela** states that she has certificates to present to the Veterans along with the proclamations. Madam County Manager Barela reads the certificate.

**Chairman Schwebach** thanks all the Veterans present as well as those listening and who will be listening to the meeting.

**b.) 5.) CERTIFICATES and AWARDS (moved up from 5-C)**

**c.) GRANTS: Recognition for the Torrance County Complete Count Committee.**

**Cheryl Allen**, Torrance County Grants Manager, states that she would like to recognize the Complete Count Committee for all their hard work during the census period. Ms. Allen is presenting them with a proclamation and reads it for the record. (hereto attached)

Ms. Allen hands out the proclamations and mentions that Shannon Cobb took over at the last minute as the Complete Count Committee Chair. Ms. Allen now recognizes Ms. Cobb, formally, as the Complete Count Committee Chair.

**Peggy Schwebach** states that this was a great group that was put together. The group soldiered on no matter what. She appreciates that she was able to be a part of this committee. She enjoyed working with the community and learning new things about the county. Ms. Schwebach would also like to give a big thanks to Ms. Cobb for all her hard work and to the radio station KXNM for everything they did as well.

**Kassandra Sandy** would like to second what Peggy said and would like to give a big thanks to Ms. Schwebach for setting the tone and keeping us on a straight path. Ms. Sandy would also like to thank Shannon for all her hard work. Also, a big thank you to the Complete Count Committee for all their work and to the County Commission for allowing her to be given the opportunity to be part of this.

Ms. Sandy would also like to thank Ms. Allen for all the hard work that she put into this. She worked even on her own time to keep this working as smoothly as it did.

**Chairman Schwebach** would also like to thank the Complete Count Committee for all their hard work and dedication to the Census 2020 work. The work is strictly volunteer, so for them to go out and work as hard as they have it is greatly appreciated.

## 5.) CERTIFICATES and AWARDS

a.) **MANAGER:** Presentation of Memorial Plaque for D'Aun "Dee Dee" Sedillo Zamora.

**Madam County Manager Barela** states that she has asked the County Assessor, Jesse Lucero, to present this plaque.

**Jesse Lucero**, Torrance County Assessor, states that this is a tough subject for his office. For those that knew Dee Dee, both professionally and personally, know that she joined her husband in Heaven on October 7<sup>th</sup>, 2019. Today we will be celebrating the memory of D'Aun Rufina "Dee Dee" Sedillo Zamora. Plaques will be presented to the parents of Dee Dee and the Assessor's office. Mr. Lucero reads a short paragraph about Dee Dee's history with the County and then a few statements from close friends that she worked with here at the county.

Mr. Lucero presents the plaques to the Commission and to Lola Sedillo, Dee Dee's Mom, and to the Assessor's office, along with a photo that will stay posted in their office.

b.) **MANAGER:** Presentation of Retirement Plaques for Linda Jaramillo and Linda Kayser.

**Madam County Manager Barela** states that she will be presenting retirement plaques to Linda Jaramillo and Linda Kayser. Madam County Manager Barela states that everyone around knows them as the Linda's. They have made an amazing team. She appreciates all the hard work that they have done for the County and its citizens.

Linda Jaramillo came in as the newly elected clerk in 1996 and then brought in Linda Kayser to be her deputy in 1999. Since then they have taken turns in their positions and have maintained a great watchguard over the election process and have instilled great confidence in the election process. They have been amazing at their job.

Since they have been in office there have been many changes with the election process. They have learned new voting machines, brought in an alternate early voting location, and have made the county totally accessible for voting by bringing in the Voting Convenience Centers. They have also given the task of running the Local Elections that include the municipalities, school boards, and Soil and Water Conservations Districts. Their most challenging election was their last one. They were challenged with running an election during a pandemic, but they pulled it through as they would have any other election.

Madam County Manager Barela states that she appreciates the Linda's as well as the staff that have supported them through all the years and reads from the plaque that is being presented to the Linda's.

**Linda Kayser**, Chief Deputy Clerk, would like to thank everyone for being so wonderful with herself and Linda. The office as well as the other employees in the building, it has been a pleasure to work with everyone. She would also like to thank the citizens for trusting her and Linda all these years. She is sad the Linda could not be here, but circumstances as they are, it prevented her from being able to attend.

**Madam County Manager Barela** states that Linda Jaramillo's plaque reads the same, but the years of service are different. She will get the plaque to her when she comes back to work.

**Commissioner McCall** states this is exciting and wishes things like this could be done at every meeting. Commissioner McCall states that Linda said it very well that this staff works hard. As a Commissioner he is very appreciative of the staff and all the hard work they put in. He will miss the Linda's and in the 2 years he has been Commissioner, the elections have been handled well, and he appreciates that. Thank you to the veterans, to Dee Dee's Family, and to Torrance County.

**Chairman Schwebach** states that he would like to add a comment concerning the retiring Linda's. Chairman Schwebach states that he was having a conversation with a good friend about all the commotion going on with this years election, that friend turned to him and stated, not every county is fortunate enough to have the Linda's running their election.

Chairman Schwebach states that he has worked with the Linda's for many elections, rest assured that things like what is going on in other areas just does not happen here. They have done a second to none job. Thank you for all you have done and wishes them good luck in their future endeavors.

**c.) Item moved to agenda item 4 as requested by Madam County Manager Barela**

#### **6.) BOARD and COMMITTEE APPOINTMENTS**

There were none presented

#### **7.) PUBLIC COMMENT and COMMUNICATIONS**

**a.) Matt Propp**, Emergency Manager, wants to give a quick update concerning the Covid-19 issues in the county. Mr. Propp is happy to report that Torrance County is still one of the counties that is still in the green, meaning we have very few cases of Covid-19. There are currently 78 active cases, 44 cases at CCA, 22 that are considered active. Mr. Propp gives a break down as to how they come up with the cases that keep us in the green.

#### **13.) DISCUSSION (item moved up from discussion to allow employees to head back to work)**

**a.) GRANTS:** Presentation by the Complete Count Committee of iPads and anti-theft states for use at the Estancia, Moriarty, and Mountainair Senior Centers.

**Cheryl Allen**, Grants Manager, introduces Angela Creamer.

**Angela Creamer** states that on behalf of Torrance County, she would like to present an iPad with security stands, to the senior centers in Estancia, Mountainair, and Moriarty. Ms. Creamer states that she also has hats to give to the Commissioners from the Complete Count Committee.

**Cheryl Allen** states that these iPads were originally purchased for use by the Complete Count Committee to be used at various events that were to have happened around the county, but all were canceled because of the corona virus. The iPads will be put to good use and not just stashed away.

**Angie Coburn** states that on behalf of the Senior Centers, she would like to thank the Commission for their support during the pandemic. The centers are closed right now but are continuing to do the grab and go meals and the home deliveries to those seniors that need them.

Ms. Coburn states that the services that are currently being provided were only set in place because of the pandemic. Once the centers reopen we would like to keep those services going, so we need to talk to the senators and representatives to keep these services open, Again she would also like to thank the commission for everything they do and for all their support.

## **8.) APPROVAL OF MINUTES**

**a.) COMMISSION:** Motion to Approve the October 14<sup>th</sup>, 2020 Torrance County Board of County Commission Minutes.

**ACTION TAKEN:** **Chairman Schwebach** makes a motion to approve the October 14<sup>th</sup>, 2020 Torrance County Board of County Commission Minutes. **Commissioner McCall** seconds the motion. No discussion. All Commissioners in favor. **MOTION CARRIED**

## **9.) APPROVAL OF CONSENT AGENDA**

**a.) FINANCE:** Approval of Payables

**ACTION TAKEN:** **Chairman Schwebach** makes a motion a approve the consent agenda, approval of payables. **Commissioner McCall** seconds the motion. No discussion. All Commissioners in favor. **MOTION CARRIED**

## **10.) ADOPTION OF ORDINANCE/AMENDMENT TO COUNTY CODE**

There were none presented.

## **11.) ADOPTION OF RESOLUTION**

**a.) FINANCE:** Motion to Approve Disposition of computers and firearms, Resolution No. 2020-43.

**ACTION TAKEN:** **Chairman Schwebach** makes a motion to approve the disposition of computer and firearms, Resolution No. 2020-43. **Commissioner McCall** seconds the motion.

**Jeremy Oliver**, Finance Director, states that there are some computers and devices that are obsolete and need to have the hard drives destroyed and the Sheriff's department has some old firearms that need to be disposed of as well. Mr. Oliver states that the cost for each disposal was just under \$500.00.

**Commissioner McCall** asks Mr. Oliver if he has any information on where the firearms are being sent to.

**Jeremy Oliver** states that the Sheriff has that information as they have been dealing with a few vendors to get the best deal.

**Sheriff Rivera** states that they have replaced their firearms with new ones. The only way to dispose of the old firearms is to go through a dealer. After looking around they finally found a dealer that offered them \$5,000.00 more than a previous vendor. No further discussion, all Commissioners in favor. **MOTION CARRIED**

## **12.) APPROVALS**

a.) **SHERIFF:** Motion to submit application for Firehouse Subs to purchase radios for the Torrance County Sheriff's Office.

**ACTION TAKEN:** **Chairman Schwebach** makes a motion to submit an application for Firehouse Subs to purchase radios for the Torrance County Sheriff's Office. **Commissioner McCall** seconds the motion.

**Cheryl Allen** states that this a grant from the Firehouse Subs grant foundation. She is requesting permission to submit this application, its an online application and is due today. This is to purchase 4 L3Harris XL-200P Multiband Radios. The request is for exact funding from the exact quote. The amount being requested is \$23,248.10. The radios are compatible with the First Net system and the current VHF network. If this grant is awarded Firehouse Subs will make the purchase and then present the radios to Torrance County.

**Sheriff Rivera** states that he has tested the Harris radios and they work well. The radios are also compatible with the current systems. The department is in need to new radios and this would be a great asset.

**Matt Propp** echoes what Sheriff Rivera has stated and states the Emergency Management purchased two of these radios last year. They work great, great multiband compatibility, you can talk universally, its just a great radio overall.

**Commissioner McCall** asks how many radios are currently in use by the Sheriff's department, and how many would the department need?

**Stephanie Dunlap** states that the department currently as 23 radios in use and they all need to be replaced. The department will be asking for funding next fiscal year or have Cheryl look for another grant.

**Chairman Schwebach** states that he is looking at the bid, would it be safe to say that the \$23,248.10 divided by 4, would be the total cost of each radio?

**Matt Propp** replies, yes, that is correct. There are other options for radios out there, but this radio was the only one compatible with the LT system and the only one that does not charge a monthly maintenance fee.

**John Butrick**, County Attorney, asks Ms. Allen if she was able to get more information concerning the anti-donation clause.

**Cheryl Allen** states that in the grant agreement the county must agree to a photo op with Firehouse Subs. To be eligible for the funding we must be within 60 miles of the business, and we are within that range. The business is also requesting that a sticker be affixed to the radio, not a sticker to advertise for Firehouse Subs, but a property inventory sticker to be able to track the location of the device.

**John Butrick** would like to thank Ms. Allen for catching that and bringing it to his attention. No further discussion, all Commissioners in favor. **MOTION CARRIED**

**b.) SHERIFF:** Motion to approve Ratification of Traffic Safety Grant Agreement between Torrance County and New Mexico Department of Transportation Safety Division.

**ACTION TAKEN:** **Chairman Schwebach** makes a motion to approve Ratification of Traffic Safety Grant Agreement between Torrance County and New Mexico Department of Transportation Safety Division. **Commissioner McCall** seconds the motion.

**Cheryl Allen** states that this grant is to fund the END DWI, Buckle-Up and STEP projects. There is separate funding for each of these projects. The END DWI is in the amount of \$2,160.00, Buckle-Up is in the amount of \$2,790.00, and STEP is in the amount of \$2,820.00. These funds serve to cover overtime expenses for officers that are patrolling during these events.

Ms. Allen would like to state that when this was created there was a cap set on the amount of pay per hour the officer could receive. The cap on that is \$30.00, it was set by NMDOT. The county is unable to cap at that amount as we are required to follow our HR Policy. After speaking with Mr. Oliver there will be an amount not anticipated by the county and is estimated at \$487.90 that is not covered by the grant.

**Madam County Manager Barela** states that she spoke with Sheriff Rivera and depending on the officer that was sent to the event, the pay would be based on that officer's salary. If the OT exceeded the cap, it would be covered by the OT line-item in the Sheriff's Dept.

**Stephanie Dunlap** states that she did speak with the state and the cap is set by the state and the whole time she has been working with the department they have always had to pay an overage. The budget does allow for the overage. **Chairman Schwebach** asks if there is any further discussion. There being none, all Commissioners in favor. **MOTION CARRIED**

**c.) PURCHASING:** Motion to Approve Contract Fully Insured Medical and Prescription Drug Coverage-Presbyterian Health Plan Inc.

**ACTION TAKE:** Chairman Schwebach makes a motion to approve Contract for Fully Insured Medical and Prescription Drug Coverage-Presbyterian Health Plan Inc. Commissioner McCall seconds the motion.

Jeremy Oliver, Finance Director, states that Noah Sedillo was not able to attend today's meeting to present this item. The county did an RFP for medical and prescription drug coverage in conjunction with Gallagher, the county's medical broker. The award was given to Presbyterian, who is our current provider, and they scored 881 out of 1000. The only other proposal received was from True Health NM and they scored lower at 763 out of 1000.

There will also be a financial savings of 7.19% across the board. This means that our rates should be a little lower this year.

Commissioner McCall asks if this is the same policy the county currently has.

Kristin Oliver, HR Director, states that the plan is the same, the rates are what changed.

Chairman Schwebach states that as he understands this, it is the same plan, but Madam County Manager Barela, asked them if they could lower the rate?

Madam County Manager Barela, yes, the committee instructed Noah to talk to the broker and see if the broker could speak with PMS about a lower rate. The rate will be locked in for two years, and after that it will go up by about 2%.

Kristin Oliver states that the bid was already lower than the current rates and PMS was asked if they could make the rates better than that.

John Butrick states that this price is guaranteed for 2 years.

Commissioner McCall asks Ms. Oliver if she has heard any complaints from the employees concerning the current insurance coverage.

Kristin Oliver states that she did send out a survey to the employees and asked if they were happy with their current coverage or if they would like to switch to something cheaper, and a majority of the employees responded that they were happy with their current coverage. There being no further discussion, all Commissioners in favor. **MOTION CARRIED**

**d.) MANAGER:** Motion to concur with the hiring of Philip Tenorio as the Torrance County Deputy County Manager at the terms and conditions set forth in the contract offered by the County Manager.

**ACTION TAKEN:** Chairman Schwebach makes a motion to concur with the hiring of Philip Tenorio as the Torrance County Deputy County Manager at the terms and conditions set forth in the contract offered by the County Manager.

Madam County Manager Barela states that she is excited to have the opportunity to have as the Deputy County Manager, Mr. Philip Tenorio. Madam County Manager Barela is asking for



the Commission's approval to hire Mr. Tenorio as the Deputy County Manager. Mr. Tenorio has been with the county for 2 weeks and has already proven that he will be a great asset to the county. **Commissioner McCall** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

e.) **CLERK:** Motion to submit application for Regrant Program, of the New Mexico Historical Records Advisory Board (NMHRAB) to request funding to preserve and digitize records.

**ACTION TAKEN:** **Chairman Schwebach** makes a motion to submit application for Regrant Program, of the New Mexico Historical Records Advisory Board (NMHRAB) to request funding to preserve and digitize records. **Commissioner McCall** seconds the motion.

**Cheryl Allen** states that she is requesting the approval of the Commission to apply for the Regrant Program of the New Mexico Historical Records Advisory Board. This application is due on December 1, 2020. The maximum grant award amount is \$8,500.00 and we are going to request on that max based upon the current quote that we will receive. This grant will require a match of 25% which is \$2,125.00.

Ms. Allen states that because of the election and how busy the clerk has been, we have not been able to obtain a new quote, so the numbers on this could change. The clerk is looking on doing a full restoration on 6 books that are in the Clerk's office that are categorized in the most critical need of being restored. The estimated total to restore all the books that are in the Clerk's office is about \$60,000.00. Ms. Allen states that she has not been able to obtain a grant that would cover the cost, so we are looking at getting the work done as we are able to.

This is the first step in the process. This amount would cover the restoration of the 6 books that are extremely damaged. The full restoration of one book is estimated at \$1,500.00. This is an old estimate so a new estimate may be higher or lower.

The focus of the NMHRAB is preservation, and this is what would be doing with these books. The total with the grant and the match the county must pay is \$10,625.00.

**Commissioner McCall** asks what budget the county's portion would come out of.

**Jeremy Oliver** states that there is savings in the General Fund, PILT, infrastructure, there are a few places in savings and GRT's. The money can be moved to the Clerk's budget. It's a small amount so there are options on where the money can come from.

There being no further discussion, **Chairman Schwebach** & **Commissioner McCall** vote yes, **Commissioner Sanchez** is absent. **MOTION CARRIED**

f.) **CLERK:** Motion to approve Canvass of 2020 General Election Results.

**Linda Kayser**, Chief Deputy Clerk, states that she is here today to present the canvass results for the November 3<sup>rd</sup>, 2020 General Election. First off Ms. Kayser would like to thank all the precinct workers for all the hard work they did working the polling locations. From keeping everything cleaned and sterile after a person voted and to all those that were running around all

day collecting absentee ballots. Ms. Kayser also apologizes for County Clerk Linda Jaramillo not being present at today's meeting, as she had a family emergency and needed to be there.

Ms. Kayser states that there was 7,332 people that voted in the General Election. That was 75.8% of the voters that voted.

Ms. Kayser proceeds with the canvass. There were 10 provisional ballots that were processed and all of them counted. The absentee board counted and tallied all the votes this year. The provisional ballots were from individuals that did not receive their absentee ballot in the mail, so they could vote provisional. Before the ballot gets counted, we must make sure that they are registered to vote. Everyone was registered. There was one individual that was not in the systems but had registered in person with a 3<sup>rd</sup> party registrant and the registration was never returned to the office. The voter has his receipt so were able to count his vote as well and he will be added in after the election.

**Commissioner McCall** asks Ms. Kayser, If a person that has requested a ballot, but has yet to receive it, the system will have the voter flagged and let the poll worker know that this person may have received a ballot and it will not allow them to vote, correct?

**Linda Kayser** replies, yes, that is correct. The BOD will alert the Presiding Judge that the person received an absentee ballot. If they did not receive the ballot then the voter can sign an affidavit of non-receipt and the absentee request will be canceled, and new ballot will be printed allowing the voter to vote in person.

Ms. Kayser states that there were 38 ballots that could not be passed through the machine, so they had to be hand tallied. There were 19 Federally Qualified Electors, which are over seas voters or active military. These votes cannot be run through a machine because there are received through email, so they needed to be hand tallied. Out of the 22 that were requested 4 did not come back to us. All the 19 UOCAVA ballots were counted. There was a total of 71 hand tallies.

**Chairman Schwebach** asks Ms. Kayser if she has the total number of absentee ballots that were requested but not returned.

**Linda Kayser** states that she did not pull that number for the Commission, if they want it she can get it for them. Ms. Kayser states that there were some ballots that never made it to us.

Ms. Kayser shows the Commission the tabulator report and explains that her and Ms. Jaramillo went through each tape to make sure that all the numbers matched, as did the girls in the office, and election night as they were processing votes into the RTR system. All these reports are also sent to the S.O.S. as they do a complete canvass as well and inform us of things that may not be correct and allow us to make corrections.

**Chairman Schwebach** asks Ms. Kayser to explain the "Tape" what makes the tape so special.

**Linda Kayser** states that the tape is what comes out of the voting machine that has all the results of what was voted on that machine. Ms. Kayser reads the explanations of items that were corrected, and then reads off the list of winners in Torrance County. (documents hereto attached)

**ACTION TAKEN:** Chairman Schwebach makes a motion to approve Canvass of 2020 General Election Results. Commissioner McCall seconds the motion. Chairman Schwebach and Commissioner McCall vote yes, Commissioner Sanchez is absent, 2 Commissioners in favor. **MOTION CARRIED**

**g.) HUMAN RESOURCES:** Motion to approve the 2021 Commission Meeting and Holiday Schedule.

Kristin Oliver, HR Director, states that she is presenting the Commission with two schedules. The holidays are the same on both schedules, but on schedule B there are no Commission Meetings right before the holidays. The reason for this is because last year the Commission requested that there not be a meeting right before the holiday.

Ms. Oliver states that she would like to bring up another topic with the holidays. In the policy it states that the Commission will set the dates, but there is also a part that states when a holiday falls on a regular day off, that holiday will be observed on a Friday or Monday. We have not been doing it that way. We have just been observing the holidays on the days they fall on, and if it was on the weekend, we did not observe it at all. What we have been doing is letting the employee use that day as a floating holiday and it can be used 30 days before or after the holiday. Ms. Oliver suggests leaving it as and then we can adjust the policy at a later time.

Commissioner McCall asks the administration if they are ok with schedule B.

Madam County Manager Barela states that they are able to plan ahead enough to get all the necessary items on the agenda.

**ACTION TAKEN:** Commissioner McCall makes a motion to approve the 2021 Commission Meeting and Holiday Schedule B. Chairman Schwebach seconds the motion. Chairman Schwebach states that he is ok with Schedule B, but with schedule A seems more feasible as a meeting can be cancelled if need be. On the other hand, if there is something that needs to get done, a special meeting can be done. Madam County Manager Barela replies, yes, that is correct. A special meeting can be called, and it will follow the same procedure as a regular meeting. Commissioner McCall states that he likes schedule B because the staff will not have to worry if there will be a meeting or not and if needed, a special meeting can be called. Chairman Schwebach and Commissioner McCall vote yes, Commissioner Sanchez is absent, 2 Commissioners in favor. **MOTION CARRIED**

**h.) DWI:** Motion to approve Local DWI Grant Amendment Number 1, amount includes the \$14,188.00 Reversion amount from FY2020.

**ACTION TAKEN:** Chairman Schwebach makes a motion to approve Local DWI Grant Amendment Number 1, amount includes the \$14,188.00 Reversion amount from FY2020.

Tracey Master, DWI Coordinator, states that the Commission has before them grant #21-D-G-31 Amendment #1. This was originally awarded earlier in the year but then was reverted back to DFA. The DFA re-awarded us the grant and came larger than anticipated. This makes the total

grant amount to \$84,188.00. This has gone before the Grant Committee and Legal and there were no issues. The money will be spent on advertising and promoting DWI prevention.

**Commissioner McCall** states as he sees it there is an in-kind amount of \$17,900.00, this is the amount that the county must come up with, is that correct?

**Tracey Master** replies, yes & no, its in-kind that is demonstrated on the paperwork. This is the office space that is provided, utilities, use of vehicle, vehicle insurance, and a few other things. There is about 40% to 50% of the in-kind.

**John Butrick** asks Ms. Master if the number changed. When he spoke with Ms. Allen, it was mentioned that the number may have changed.

**Tracey Master** states that the number has not changed. **Commissioner McCall** seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

i.) **PURCHASING:** Motion to approve Interlocal Contract for Cooperative Purchasing with Houston-Galveston Area Council (HGAC).

**ACTION TAKEN:** **Chairman Schwebach** makes a motion to approve Interlocal Contract for Cooperative Purchasing with Houston-Galveston Area Council (HGAC). **Commissioner McCall** seconds the motion.

**Jeremy Oliver** states that this is to be able to use the HGAC for a procurement agent. This agency will be used for large ticket items such as fire trucks, road department equipment, etc. Their fee is based per PO and will save time on purchases and have been guaranteed a competitive bid process on any purchases that would go through HGAC.

**John Butrick** states that he has worked with the Chief Procurement Officer on this. This is nice because there is no cost, and the fee's come when a purchase is made. There is no fee per item, if 5 items are purchased then only 1 fee is charged. Mr. Butrick likes this because it gives the county another procurement option and competitive bids.

**Matt Propp** states that this contract is great because the fire department is limited when purchasing any fire apparatus. There is no vendor in the state of New Mexico that builds the necessary equipment. This company will check to see if there is a company that would work better for our needs, it also cuts the time since we will not have to do an RFP. We will have more options. A lot of the counties are switching to HGAC because of this.

**John Butrick** states that the Commission may notice a water mark on the contract stating that this is not for execution, but this is the contract and it is just a matter of going online and finishing the process there.

**Commissioner McCall** asks what the county was using before, and to verify there is no cost, correct?

**Jeremy Oliver** states that the last purchase was through a competitive bid process which does not offer the best rate available. Mr. Oliver also states that there is no cost, the only cost is when a purchase is made. The additional fee is \$2,000.00.

**Chairman Schwebach** asks if this is a procurement option, but not to be used on all procurement, correct? This comes in handy for larger purchases made from state, correct?

**Jeremy Oliver** replies, yes, that is correct. If the county can do better going out for bid or through a state contract, the county will use the best option available. Chairman Schwebach and Commissioner McCall vote yes, Commissioner Sanchez is absent, 2 Commissioners in favor.  
**MOTION CARRIED**

### **13.) DISCUSSION**

#### **a.) Agenda Item Moved to be presented after Public Comment and Communications**

**b.) GRANTS:** Establish schedule and process for presenting the 2022-2026 (ICIP) plans for Torrance County and its senior centers to the State Senators and Representatives representing Torrance County.

**Cheryl Allen** states that this was presented last year during a Commission Meeting. Due to the Covid-19 restrictions she is wanting to know how the Commission is wanting to present this to the Representatives. The options that are presented are to have them presented at the next Commission meeting on December 9<sup>th</sup> or to set up a Zoom meeting and have one Commissioner Present as to not to have to call a special meeting. Ms. Allen thinks that more attendance will happen if this is presented via Zoom.

**Chairman Schwebach** asks Ms. Allen how she knows that there will be more attendance Via Zoom. Is it just a guess or has she spoke with the representatives on this?

**Madam County Manager Barela** states that she has spoken with a Representative and they feel it would be best to be presented during a Zoom meeting. Madam County Manager Barela figured since that was best for this Representative it may be best to do a Zoom for better attendance.

**Chairman Schwebach** states that he would like this presented at a Commission meeting so that there is a quorum, and all Commissioners are present. We look at the time and we can adjust the time to present the ICIP list accordingly.

**Madam County Manager Barela** asks if we will be including Senator Elect Schmedes and Representative Elect Castellano?

**Chairman Schwebach** replies, yes, include them as well.

**Cheryl Allen** states that she will present a presentation that she did last year with written documentation and a power point presentation.

**Chairman Schwebach** asks what time frame they are looking at.

**Madam County Manager Barela** suggests that 15 minutes would be an appropriate amount of time.

**Chairman Schwebach** states that he wants to make sure there will be enough time for questions after a presentation is done, and to make sure the Representatives have a good outline of what will be done at the meeting.

#### **14.) EXECUTIVE SESSION**

**ACTION TAKEN: Chairman Schwebach** makes a motion to enter executive session to discuss the following items:

**A.) COMMISSION:** Discuss appointment of Fire Chief, closed pursuant to Section 10-15-1(H)(2).

**Commissioner McCall** seconds the motion. Roll Call Vote: District 1-Yes, District 2-Yes, District 3-absent. No discussion, all Commissioners in favor. **MOTION CARRIED.**

#### **EXECUTIVE SESSION ENTERED INTO at 11:03 am**

**ACTION TAKEN: Chairman Schwebach** makes a motion to return from executive session. **Commissioner McCall** seconds the motion. Roll Call Vote: District 1-Yes, District 2-Yes, District 3-absent. No discussion, all Commissioners in favor. **MOTION CARRIED.**

#### **RETURN FROM EXECUTIVE SESSION AT 12:16PM**

**Chairman Schwebach** states the following items were discussed in Executive Session.

**A.) MANAGER:** Discuss appointment of Fire Chief, closed pursuant to NMSA section 10-15-1(H)(2).

**Chairman Schwebach** states that no action was taken during executive session. The Commission instructs the County Manager to proceed with the contract.


#### **15.) Announcement of the next Board of County Commissioners Meeting.**


**Chairman Schwebach** states that the next commission meeting will be held on December 9<sup>th</sup>, 2020 at 9:00 am at the Torrance County Administrative Building.

**ADJOURN**

**ACTION TAKEN:** Chairman Schwebach makes a motion to adjourn the November 11<sup>th</sup>, 2020 Commission Meeting. Commissioner McCall seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

**MEETING ADJOURNED AT 12:17 PM**

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

  
\_\_\_\_\_  
Yvonne Otero-Administrative Assistant

12-9-2020  
Date

**The video of this meeting can be viewed in its entirety on the Torrance County NM website, Audio discs of this meeting can be purchased in the Torrance County Clerk's office and the audio of this meeting will be aired on our local radio station KXNM.**