

**FINAL**  
**Torrance County Board of Commissioners**  
**Regular Commission Meeting**  
**Wednesday, May 24, 2023, @ 9:00 AM**

**Commissioners Present:** RYAN SCHWEBACH-CHAIRMAN, DISTRICT 2  
KEVIN MCCALL- VICE CHAIR, DISTRICT 1  
SAMUEL SCHROPP- MEMBER, DISTRICT 3

**Other present:** JANICE Y. BARELA- COUNTY MANAGER  
JUAN TORRES- DEPUTY COUNTY MANAGER  
MIKE GARCIA- COUNTY ATTORNEY  
LINDA JARAMILLO- COUNTY CLERK  
KEVIN PHAM- CLERK II

**1. Call to Order**

**Chairman Schwebach:** Call the Regular Commission meeting to order at 9:00AM.

**2. Invocation and Pledge of Allegiance**

Pledge of Allegiance lead by **Chairman Schwebach.**

Invocation lead by **Commissioner McCall.**

**3. Changes to the Agenda**

**Chairman Schwebach:** Is there any changes to the agenda?

**County Manager Janice Barela:** The only question I have, Mr. Chairman, is regarding item number 10B. The request approval of amendment of resolution 2023-09 approving American Rescue Plan Act ARPA funds. This request is on the agenda due to one of the Commissioners during our individual meetings on the budget with the commissioners requesting that some of the capital projects that the departments were requesting possibly be funded by the ARPA funds. And so, do you want to keep this where it is on the agenda? Or would you like to have the budget discussion first, and then have the resolution after. These are some requests that are allowed for FY 24. They are ARPA expenditures, where the funds were

allowed to use these items for it. And so, we have the list ready for you and can be discussed as part of that resolution discussion. Or, like I said, the option is to move until after the budget.

**Chairman Schwebach:** It makes more sense to move in after the budget.

**County Manager Janice Barela:** And that's the only thing that I have as far as possible changes to the agenda.

**Chairman Schwebach:** Yes, I agree. Let's go ahead with 10B will be down below 11F.

#### 4. CERTIFICATES AND AWARDS

**A. PLANNING & ZONING:** Recognition of Employee Service Year Pin: Donald Goen (5)

**County Manager Janice Barela:** I am honored to present today an employee service year pin to Donald Goen. We've known him as Don. We appreciate the hard work that he does as our Planning and Zoning Director. He came in five years ago and hit the ground running and made a huge impact in the Planning and Zoning Department and has stepped into this role. I would say with amazing customer service. When people call and talk about Don, they feel like they have been heard. He goes to great lengths to make sure that he gives accurate information and explains every decision that he and his department makes. They may not always appreciate the decision, but I believe they respect it because it's something that's backed up either by ordinance or state statute. And so, for his hard work in not just being here and being consistent every day, but the person that he is by doing his job, it is something that is extremely commendable and that I appreciate. Thank you very much for your service.

**Planning and Zoning Director Don Goen:** It's been an interesting experience. I've learned a lot of stuff along the way, and I just intend to maintain the level that we're currently at. One of the things I find interesting is that it happened again yesterday. I said no, and they said, thank you and appreciate it, that I explained to him why I was denying their request. I guess it's all in how you communicate. And so once again, thank you very much.

**B. ROAD:** Recognition of Employee Service Year Pin: Aaron Smythe (5)

**County Manager Janice Barela:** This is one of those that I should have on the agenda changes to the agenda asked for a deferral on it. We do not have Mr. Smythe with us today because he has a child that is graduating, I believe from kindergarten. So of course, that's where he would be today. We hope to get him

on our next agenda. So, if you can move on to the Sheriff's that would be greatly appreciate it.

**C. SHERIFF:** Recognition of Employee Service Year Pin: Monica Torres (2)

**Sheriff Frazee:** I'm honored to be here today to present these service awards for three of my Deputies. I wanted to make sure that they were here today because they didn't get noticed the last time. The first award that I'd like to hand out is to Monica Torres. Monica Torres started her career in 2003, she worked for Bernalillo County Sheriff Department, Sandoval County Sheriff's Department, she has many years of experience behind her. She came here in 2021. And she's been here for a couple of years now. The thing that I appreciate about Monica is that she will take on any task that's given to her and run with it, she'll take charge. And she does a phenomenal job. She takes charge of jobs that other deputies will frown upon, or don't want to do. Not her, she's happy to jump right in. When I took over our sex offender registry program, it was in bad shape. We were at risk of losing some equipment that we use in the dispatch center. The FBI was not happy with the way it was being run. So, we put Monica in there and told her to straighten this mess out, and she did. She took charge. She worked tirelessly, for many hours effortlessly. She was able to get the whole program straightened out. We were at the bottom of the list for how it was being run. After she got in, she took over. She straightened it all out. And while she's doing this, she still has to do her other job duties and functions. This was a separate job that she had to do. Now we're on top of the list. I heard from the FBI, that they could not believe the amount of work that was accomplished and what she was able to get done. That we've gone from the bottom of the list to the top of the list and they're going to have a symposium. And at the symposium, they've asked her to come and speak to all the other Counties to show them how they should be run and how it should be done. So, I'm really pleased about that for Deputy Torres. She has been instrumental in getting us a grant so that we were able to get the program running and up to speed. She goes well beyond what's expected of her and she's very professional in what she does. Another great aspect that I appreciate so much is that she's engaged in the schools. She will go to the schools; she'll talk to the children. We've gotten away from that in law enforcement, and we've got to get back to having officers in schools talking to the children from that generation and up. We've got to get them back to the point where they're not afraid of the police. And she took that and ran with it. And anytime there's a program in school, they're always calling on her. And she's happy to show up and does a phenomenal job at that. We've indeed been fortunate to have her for the last couple of years here. And I would like to call her up here, so Monica, if you would please.

**Sheriff Deputy Monica Torres:** Thank you everybody.

**County Manager Janice Barela:** I would like to let you all and the public know that she has submitted her paperwork for retirement. And so, her last day is the 31st of May. And so even though we had her for a very short time, in her whole career, she made a huge impact here. And we will miss her. Thank you. I wanted to let you know, from the Manager's Office. Thank you also, we appreciate you.

**D. SHERIFF:** Recognition of Employee Service Year Pin: Pablo Arreola (5)

**Sheriff Frazee:** The next Deputy that I would like to recognize is Pablo Arreola. Pablo comes from Moriarty, where he's a local here. He worked at the prison in Estancia and started with us in 2018. What he liked to focus on was getting the illegal drugs that were entering into the facility, and he did a phenomenal job. He started here as our transport officer. It wasn't long after that he came on board as a regular Deputy. Where he excelled, he liked to chase drug dealers and traffickers. He does a really good job at it. He's made several larger fentanyl arrests. He's done a really good job at what he does. He accepts all the jobs and the assignments that we have given him without any hesitation or any complaint. He's task oriented. He's focused on his job. He is an asset to the Sheriff's Department. He's very dedicated to his profession, I can depend on him to get the job done. It doesn't matter if it's a patrol function, or if he goes into the investigation side. Whatever it may be, he's worked over into his off-duty time to finish it up and complete the tasks. I'm quite impressed with this man's abilities and his dedication. And with that I would like to call Pablo Arreola up here. Thank you.

**Sheriff Deputy Pablo Arreola:** Thank you.

**E. SHERIFF:** Recognition of Employee Service Year Pin: Jordan Duran (5)

**Sheriff Frazee:** Last, but certainly not least, is Sergeant Jordan Duran. He began his career with us in 2019. And he came to us from the New Mexico State Police. He is a very highly skilled officer, and he takes his job very seriously. He's like the rest, and I'm impressed with all my deputies. They take their assignments, without any hesitation, and they do an excellent job that goes well beyond. He served on the DEA Region One Task Force and oversaw the controlled cases for them. He quickly rose in rank to Sergeant. He's got a unique ability to listen to people. He likes active listening. Hearing is easy. Listening is difficult, but he listens, he listens to the public. He listens to the supervisors, and he listens to his officers. What impresses me the most is that there's a lot of qualities go into leaders, and he is A great leader. One of those qualities is being altruistic. He is one of the most altruistic leaders that I've encountered. There are many different styles in leaders, but he uses the democratic style. He discusses with his subordinates to come up with a plan, and then they act upon it to get it done. I've heard from all his subordinates that he is one of the best bosses that they have

ever worked for. He's got a contagious positive attitude. He has a very calm demeanor, which is so important. We don't need officers that are autocratic, we don't need officers that are strong and forceful. We need officers that will listen to the public concerns, and weigh the evidence on both sides, and then make an intelligent decision. And that's exactly what Sergeant Duran does. We are certainly blessed to have a man of his caliber with us today. With that, I would like to call Sergeant Duran.

**Sergeant Duran:** Thank you Sir.

**Commissioner Schropp:** It's unfortunate that we're losing Deputy Torres. Thank you for your service. These Deputies represent the future of our department. They are the institutional memory which will carry on as the Office of Sheriff changes hands, and as the Commission changes hands. These are the people we need to keep as the rock to build our department on. Thank you.

5. **BOARD AND COMMITTEE APPOINTMENTS - NONE**

6. **PUBLIC COMMENT and COMMUNICATIONS**

**Chairman Schwebach:** I ask to keep it around the two minutes range.

**County Manager Janice Barela:** First up is Marlie Neish.

**Marlie Neish:** I'm the Torrance County Intern Coordinator for the 2023 Summer Enrichment Program. And I'm just here to give a few little tidbits of information about the program we have going just so we can kind of spread the word, because right now we're still seeking some interns. We're trying to get 40, and right now we only have 22 applications. So first off, the application is due online by June 1. We're planning to have a job fair for the interns to come in kind of look at the different job opportunities and placements we have all around the county and kind of rank what they like to do first and what they're most interested in and kind of get them placed. It will be taking place June 5; we will accept applications that day. And it's going to be from 10 to 12. Next up, they must be ages 14 through 18. If they're 16 or under the age of 16. They must obtain a work permit. We also ask that they have a resume, academic transcript, and recommendation letter in their application to be completed. The program will start June 12, that's when our interns will start working. It's an eight-week program for \$12.15 an hour, 20 hours a week. It's available for all high school students in the County including Moriarty Mountainair, Estancia and then Estancia Valley Classical Academy. We are also accepting homeschool students from those districts. If there's any other questions, you can visit the online site, the county site or you can call 505-544-4311 and ask for Marlie or Senaida and we're happy to help complete any applications and answer any questions. Thank you.

**County Manager Janice Barela:** Next is Jason Quintana.

**Commissioner Schropp:** Mr. Chairman, I asked Jason to be here today, we'll be answering any questions and speaking to the land grants request for ARPA funding, as well his agenda item.

**Jason Quintana:** We updated the water systems. I think we are also in support of this now. There were a couple of other things that I also talked to Commissioner Schropp about. One of those is about roads, I did see a road that I had been looking at that needs culverts. The only way I can describe it is highway 55 and mile marker 92 North. That Commissioner and I talked about earlier. There are a lot of our roads that do not have signs that tell you where they're at, which must be extremely hard for EMS. He did say that you guys are going to start trying to put those together. If you go on Google and try to find the roads, you won't be able to find them. During our meeting this weekend, many of the people in our area brought to my attention that we do not have a local fire department, or even a helipad in case there's an emergency. So, I'd really like to see what we can do to try to help in that area. There's a big gap between Mountainair and Torreon. I would also like to discuss the fairground, I think that'll be good for the kids, and for the youth to have some work, that would be good to have some updates. We will have people from the Communities coming closer to the time that we get up to discuss the Mutual Domestic System for Manzano, Torreon, Chilli, and Tajique. Really appreciate the help of the Commission, so, unless you have any questions. Thank you.

**County Manager Janice Barela:** Next is Chief Don Dirks.

**Fire Chief Don Dirks:** Just to give an update about the Fire Department work, it's been a very busy month. We continue to see a high volume of EMS calls for services. We've been averaging around 2,300 to 2,600 calls a year, for several years in the past. This year, we are about around 3,200, Just on the year end reports. So, it hasn't slowed down at all. Districts Two and Three, Indian Hills and McIntosh are prepping for ISO evaluation which is coming soon. We were notified of that in the last three weeks. ISO has changed since the last evaluation that we had in District Five. There's a lot of new requirements, a lot more training time for volunteers also requires a minimum number of people responding to fires just to maintain ISO now, which is something new. Our interest reporting and all that is current and up to date. New mutual aid agreements that I've been working on for quite some time, had been sent along with updated response maps for Estancia and Mountainair for their approval and waiting for their reply. All fiscal years 22 and 23 grant money and equipment had been encumbered and awaiting delivery or some of them have been received. For District One, we're waiting on a survey on the property that was donated to the Fire Department. We're waiting for the Assessor's office to give a survey, so we begin receiving funding for the

second building that's on the property. We've been working on that for quite some time now to get extra fire protection funding. For ISO, I've requested an engine to be donated from Dona Ana County Fire. With the new ISO, for every eight engines we have we must have a reserve engine. Our current engine that we have in reserve is very old and it's hard to get parts for and hard to keep up. Dona Ana County just recently replaced their entire fleet, and they have several newer engines that are ready to go. That doesn't require any upkeep we can just put it in reserve and set our own aside. And I'll be bringing that in front of the Commission for approval probably in the next couple of weeks. An update to the railroad derailment and response, we're in the process of setting up training with the railroad as a refresher, and new contact info for the railroad. We're working with our local railroad representative to do some training. That'll be coming. I believe in August we're setting up working with that. This will be available to all firefighters. And like I said it will probably take place in August. We've scheduled a hazmat class for all volunteers and paid fire staff and that begins here in June. And the plan is to begin a firefighter one class soon after that for certification for volunteers and paid staff. We've also, in the last two weeks have hired two new EMS lieutenants, Perfecto Madrid and Will Neufeld, and they're both paramedics. Thank you.

**County Manager Janice Barela:** Next, Ann Schropp

**Ann Schropp:** People often think that the cost of living in an economically depressed area obviously must be much lower than in more affluent areas. That's not generally true. And it's not true in Torrance County, Sam and I moved here from a nice area in northern Utah, where our cost of living was lower than it is here. To my mind at this moment, as the Commission is in the budget process, living wage for the County's employees is imperative. A decent starting wage is required to even get quality applicants, there must be potential for upward progress, or one of two things will happen. Dead-end jobs inevitably lead to well trained, qualified employees who will leave for better pay elsewhere. That's not cost effective, or two the employee stuck in that dead end job will not be performing well. Again, not cost effective. I hope that the Commission will keep that in mind through the budget process. Thank you.

**County Manager Janice Barela:** Next, Tracey Master.

**Tracey Master Torrance County DWI Prevention Program Coordinator:** Just a brief update to let you know that since the beginning of this year, we have trained nearly 650 people, and the QPR Suicide Prevention Program, including nearly 500 students at Moriarty High School and I believe another 60 or 70 at Estancia High School during their RESPECT Program, since I will not be able to be here during the budget discussion later in the meeting because I have a class to teach at Estancia Valley Classical Academy. I wanted to, again, make a quick

request for a new vehicle for the DWI Prevention Program. You may recall that I requested a new vehicle last year, but the Commission denied the request. The program is currently utilizing a 2008 Chevrolet Uplander to provide transportation for a smart choice designated driving program. The vehicle has 222,787 miles. If you look at picture number one, you'll see that the vehicle is not in its best condition. Picture number two shows a dent on the passenger side sliding door caused by a Deputy backing into it at dispatch. I thought I had a picture of the dent on the passenger rear quarter panel, which was caused by a different Deputy backing into it at dispatch. And yes, I did learn not to park in the same place. Picture number three shows when the vehicle was damaged when someone decided to remove the lock on the hatchback. Picture number four shows a dent on the driver's side front quarter panel where it was hit by a drunk driver one evening. Picture number five shows what's left of the glovebox, the glovebox door was torn off when the vehicle was vandalized approximately two years ago. Pictures six through nine show the paint, and the demands report throughout the vehicle. When the request was made and denied last year, I was told that the Torrance County Sheriff's Office had a vehicle that could be used for the program, but that never materialized. Before I leave to work with students this morning, I am again requesting a transportation vehicle for the DWI Prevention Program. Our passengers do deserve to ride in something better than this vehicle and I respectfully request your consideration in this matter. I stand for questions if you have any. Thank you.

**County Manager Janice Barela:** Next is Isabel Elson.

**Isabel Elson:** Good morning, my name is Isabel Elson. I'm here with the Farm Bureau Livestock here in Torrance County. And this year, we're going to be sponsoring in conjunction with the Emergency Management and DWI Program, the 2023 Tractor Parade and Safety. This will be held on June 10. We are going to be having a tractor parade with just tractors pulling floats down Main Street. The lineup is going to be starting here in the Courthouse parking lot at nine, and then the event will follow the parade, the parade will lead right into the event. We are asking a lot of local vendors and a lot of nonprofit organizations to geared towards emergency or public safety. This is a non-sales event. And we're just asking the public to please come. If you have tractors, we would really like them to join in the parade. Thank you.

**County Manager Janice Barela:** Mr. Chairman. That's all of the individuals from public comment in person.

**Chairman Schwebach:** With Zoom down, we will continue.

7. **APPROVAL OF MINUTES**

**A. COMMISSION:** Request approval of minutes of the April 26, 2023, Regular Meeting of the Board of County Commissioners. (Deferred from May 10, 2023)

**County Manager Janice Barela:** I do have some recommended changes to the minutes, and I visited the clerk's office, and they have amended them based on the recommendations that I have. So that's before you in your packet. I'd like to go through that quickly. If I may. On page number 12. Under the Animal Services request, there is a dollar amount listed, she says I would like to raise that to \$15.50 per position. It was \$14.50 at her request. And that was approved. And that's what the position currently is at this \$14.50. Their starting pay was \$13 an hour, so it was increased. The next request for change is on page 17. And this is very understandable, for the person that did the minutes. We were talking about clawing back ARPA funds. And I'm sure whenever they were listening to it, it could very well have sounded like calling back. For not being familiar with the terminology of local Government on how it can be clawed back, they put calling back instead of clawing back, and call back instead of clawed back. And so, then the following page is the same call instead of claw. And another one says calling is the clawing. And so those corrections have been made. Also, on page 18 Senator Ben Ray Lujan. I asked for the Senator's name for that designation to be capitalized, and they corrected that. The next one will be on page 20. We're talking about debt service and debt is spelled DEBT and on all of those locations where it was written. It was put as if it were department DEPT. So that was corrected. And then the next one is on page 23. Chairman Schwebach states that this is potentially an action just corrected it to an action and then also above I'm to ask where Donzil Worthington is speaking, it has ENMPD I asked the E to be stricken, and it should be NMED. And then further down about the fourth or fifth sentence it says the preliminary engineering port should be report. So that has been asked to be corrected. Moving on to page 24. Under the discussion where Mr. Rob Burpo speaking in addressing the 2021 Commissioner McCall, McCall misspelled, it is correct. To enter County Manager in Madam County Manager Barela instead of Madam Barela. Corona further down. In the third paragraph is spelled Carona, and I asked for that district's name to be corrected as well, as in the final paragraph, Moscarro, the name of that district to be corrected as well. The next page 25. Corona, also the name of that district to be spelled correctly. That's all for this meeting minutes, and then I'll have some for the next one on the agenda as well. And those have been corrected.

**Action Taken:**

**Chairman Schwebach:** Made a motion to approve the minutes of the April 26, 2023, Regular Meeting of the Board of County Commissioners. (Deferred from May 10, 2023)

**Commissioner McCall:** Second the motion.

**Rolled Call Vote:** District 1 voted yes, District 2 voted yes, District 3 voted yes. All Commissioners in favor. **MOTION CARRIED.**

**B. COMMISSION:** Request approval of minutes of the May 10, 2023, Regular Meeting of the Board of County Commissioners.

**County Manager Janice Barela:** There are a few corrections on this one. So, you do have an amended meeting minutes before us in the packet, not the packet that's online, but the packet that was presented on your desk this morning. And so, on page five, Ledger the discussion that Mayor Nathan Dial had on the last sentence reads How can an entity receive funding who's not eligible or is that against Torrance County. It should be eligible, and it says eligable. And so that's been corrected. The next one on page 7 is with Bobby Ortiz, saying we are new, now it is stating we are open to anyone's ideas. The last one is misspelling as well on page 9. Commissioner McCall down towards the middle state of taking money to make more money is smart. Just be cautious, spell cautious correctly. And that's all I have Mr. Chairman.

**Action Taken:**

**Chairman Schwebach:** Made a motion to approve the minutes of the May 10, 2023, Regular Meeting of the Board of County Commissioners as amended.

**Commissioner Schropp:** Second the motion.

**Rolled Call Vote:** District 1 voted yes, District 2 voted yes, District 3 voted yes. All Commissioners in favor. **MOTION CARRIED.**

## 8. APPROVAL OF CONSENT AGENDA

**A. FINANCE:** Motion to approve payables.

**Action Taken:**

**Chairman Schwebach:** Made a motion to approve payables.

**Commissioner McCall:** Second the motion.

**Rolled Call Vote:** District 1 voted yes, District 2 voted yes, District 3 voted yes. All Commissioners in favor. **MOTION CARRIED.**

9. **ADOPTION OF ORDINANCE/AMENDMENT TO COUNTY CODE-NONE**

10. **ADOPTION OF RESOLUTION**

A. **COMMISSION:** Resolution 2023- 10, authorizing the execution and delivery of a Loan Agreement among the Estancia Valley Solid Waste Authority, Torrance County, Village of Encino, Town of Estancia, City of Moriarty, Town of Mountainair, Village of Willard, Town of Vaughn, and the New Mexico Finance Authority in the amount of \$1,000,000 for equipment.

**County Manager Janice Barela:** This is before you today, for the request of Estancia Valley Solid Waste Authority. This resolution is requesting Commission approval for a loan that they have applied for with the Department of Finance Authority. This is requesting that there be an intercept of what would normally have been the environmental tax that was earmarked in the past specifically to go to Solid Waste Authority. When it was earmarked, it was intercepted and given directly to the EVSWA. Since March, that amount has been given to Torrance County as part of our distribution, and our Treasurer Tracy Sedillo would authorize that payment to go and give that information to the Finance Department, and the Finance Department would make that payment monthly to Solid Waste. As part of our Joint Powers Agreement, it is in there that every entity that is part of the Joint Powers Agreement would dedicate their environmental services gross receipts tax, and it was specific to go towards paying off loans. Currently there is no loan in place. They're trying to get one now and it would be to purchase equipment. And I think Chairman Schwebach could speak more about what that equipment is. But this year, and the last, my understanding is we're in the final waves from the JPA to pass this resolution. Every other entity that's a member of the JPA has passed this resolution. It doesn't cost the County any more money than what we're already dedicated to giving to the Solid Waste Authority. We already distribute this to them. The only difference would be that they would again go back to DFA intercepting the money and it would no longer be coming to the County to turn around and give monthly payments and distributions to the Solid Waste Authority.

**Chairman Schwebach:** Essentially with the JPA and with Solid Waste, the environmental gross receipts tax has been earmarked. You have heard of that from the past. For them to secure this loan, which is for a dozer for the landfill. The lease had expired, and the existing bulldozer was worn out. We upgraded the size of the dozer compared with the leases, and comparable dozers and financing. This was by far the most economical, in my opinion, this is a wise decision to do it. To secure that loan, they need members of the JPA and their environmental tax

to act as collateral holding. That is why this resolution was made. That's the purpose of it. Are there any questions?

**Action Taken:**

**Chairman Schwebach:** Made a motion to approve Resolution 2023-10, as presented.

**Commissioner McCall:** Second the motion.

**Rolled Call Vote:** District 1 voted yes, District 2 voted yes, District 3 voted yes. All Commissioners in favor. **MOTION CARRIED.**

**11. APPROVALS**

**A. COMMISSION:** Request approval of Amended Joint Powers Agreement Reorganizing the Estancia Valley Solid Waste Authority.

**County Manager Janice Barela:** This is before you today, again, at the request of the Solid Waste Authority. In the last JPA, the amendment to the JPA went from having 13 members down to every member entity having one representative on the board, that has proven to be challenging, you can imagine that everybody cannot attend every single meeting. And so, they're requesting for an alternate to be designated if the representative from each entity that is not able to attend. They can have their alternate attend instead. Mr. Chairman, Commissioners, as a reminder, once every entity does sign off and approve this, it does go to DFA for approval, and is not effective until that approval has been provided.

**Action Taken:**

**Commissioner McCall:** Made a motion to approve the amended Joint Powers Agreement Reorganizing the Estancia Valley Solid Waste Authority.

**Chairman Schwebach:** Second the motion.

**Rolled Call Vote:** District 1 voted yes, District 2 voted yes, District 3 voted yes. All Commissioners in favor. **MOTION CARRIED.**

**B. SHERIFF:** Request approval of submission of the Law Enforcement Retention Fund application due Tuesday, May 31, 2023

**Cheryl Allen- Executive Secretary:** I just distributed the LERF application. As it stands now, there are still a few items that do need to be completed on the application. Within the data that I've submitted is a spreadsheet, which shows that

once our roster was uploaded into an online application, we are looking at the potential for providing bonuses to five of our Deputies within the next year. This is retention bonus program through the state of New Mexico. And it's based off how many years of service. They look at who has reached either of those milestones, and then they look at the salary for those people at that point in time. They have a formula for determining how much their potential bonus will be and the bonus is actually paid out at the 5, 10, 15, or 20 year mark. So basically, they must serve another year before they're eligible for the bonus. So, on the spreadsheet, the people that are highlighted in green are the people that are potentially going to receive bonuses. The amount will be determined by the state, so this is just anticipated at this point by the formula they have built in. And it is limited to funding availability. The items that were highlighted in brown are the Deputies that will be receiving bonuses this year through the program. I just need approval for us to go ahead and submit this application so that these deputies can receive these bonuses. And the total amount is \$16,009.40. That is anticipated.

**Action Taken:**

**Chairman Schwebach:** Made a motion for approval of submission of the Law Enforcement Retention Fund application.

**Commissioner Schropp:** Second the Motion.

**Rolled Call Vote:** District 1 voted yes, District 2 voted yes, District 3 voted yes. All Commissioners in favor. **MOTION CARRIED.**

C. **SHERIFF:** Request approval and acceptance of the FY2024 distribution of the Law Enforcement Protection Fund in the amount of \$119,000.

**Cheryl Allen- Executive Secretary:** We have submitted an application for the Law Enforcement Protection Fund, and we have requested \$119,000. That's actually based off of a formula. They are awarding us the full \$119,000. It's currently designated at \$83,300 for equipment and \$35,700 for training. The formulas based off of \$95,000 for a base rate for the Counties, and then \$1,500 per every Certified Officer that was in the department at the time of the application was received, what I handed out to you the Grants Committee had met regarding this, and they are recommending the approval of this agreement. This one doesn't come with a formal agreement, the letter and the tables that were attached in the are included in the packet that was online, and that does constitute as the agreement. They don't provide a formal agreement.

**Action Taken:**

**Chairman Schwebach:** Made a motion to approve acceptance of the FY2024 distribution of the Law Enforcement Protection Fund in the amount of \$119,000.

**Commissioner McCall:** Second the motion.

**Rolled Call Vote:** District 1 voted yes, District 2 voted yes, District 3 voted yes. All Commissioners in favor. **MOTION CARRIED.**

**D. EMERGENCY MANAGER:** Request approval of reclassification of the vacant part-time Emergency Management Specialist position to a full-time position, with discussion and approval of job description, possibly adding Safety Officer duties, to include setting salary.

**Samantha O'Dell- Torrance County Emergency Manager:** So, we currently have a vacant Emergency Management Specialist. The position is part time, 19 hours. I would like for that to move into a full-time position, either full-time Emergency Management or part-time Emergency Management and part-time Safety Officer. And this is deferred from two meetings ago. I'm not sure what questions you guys have at this point.

**Chairman Schwebach:** This has been postponed because we wanted to tie it to the budget. So, I'll throw out my two cents on this. I'm not inclined to combine the two, being Emergency Management and Safety Officer. We need to discuss that first before we move forward.

**County Manager Janice Barela:** I think that our Emergency Manager Samantha O'Dell would you like to give an update on the grant in which you were told that the funding was cut. Because this would play into the decisions we make as well.

**Samantha O'Dell- Torrance County Emergency Manager:** So, the EMPG grant that pays 50% of my salary and benefits and it's currently paying 25% or would be if there's somebody in that position, that's a part time position. That funding from FEMA was cut this year. So, they are going to continue on with providing the funding to employees that previously had it, but they are not going to increase it for new employees or for part-time positions that have been moved into full-time positions. So, what I was advised is that we can apply, and I was just advised this morning, we can submit an application requesting the 50% for the Emergency Management Specialist if we move that to full time members to see management, but they may still only approve the 25% that we have currently been receiving.

**Chairman Schwebach:** If we were to combine that, it's only 25%.

**Samantha O'Dell- Torrance County Emergency Manager:** It's only 25% as long as they're doing part time Emergency Management. That grant specifically requires Emergency Management duties. So, if there's other duties that are being done in that position, then they cut the funding from 50% to 25%.

**County Manager Janice Barela:** As a reminder, the reason that this is on the agenda as a separate item than the budget, is because this would be a position that would be filled immediately once the commissioners make this decision because we currently have a vacant position as part time with a request to be reclassified to full time. We would not have to wait till the budget cycle July 1<sup>st</sup> to fund this position, it would be funded now to be hired now.

**Samantha O'Dell- Torrance County Emergency Manager:** I was a part time previous to this position. Then we hired somebody after I was full time, we did hire somebody who's not been here since January. When I was in that position, I had to work a full-time job in order to be able to have the benefits and pay as well as that part time position. And my concern is when we had the part time person, most recently. She was also working a full-time job for benefits and additional money. So, the benefits that we would have from hiring a full-time position would not only provide additional help for the emergency management department, but also, they would be more available to be on call if I was unavailable, or to extend the response time or if there was something that we needed additional resources for, as well as helping with some of the training exercises. Those are the sorts of things that the part time person really didn't have the time to do, due to only working 18 hours.

**Commissioner McCall:** So, I have a question, if we were to go full time 50/50 Emergency Management and Safety, would that grant pay 25% of the 50% or 25% of the whole salary?

**Samantha O'Dell Torrance County Emergency Manager:** It would be 25% of the entire salary.

**Commissioner McCall:** My question to you, Mr. Chairman, is why are you not inclined in combining them?

**Chairman Schwebach:** A big part of it was the dollar figure. I've heard of a lot of different concepts on how much time it is. I'm looking at the Emergency Management Office. I'm seeing it's a department that I've personally am not focused on. I would like to go a little slower to have a better understanding of it, to move forward. So, based on the dollars, that we're hearing. You would like to combine them?

**Commissioner McCall:** I think I would. It serves two issues, safety officer and a helper, a halftime helper for you. And the issue with the first one that didn't want to stay and the issues you just brought up. I think we solved that by turning this into a full-time job. So, I think it's a win personally, to be a blended employee.

**Commissioner Schropp:** Mr. Chairman, it's very common in the private sector now to have a safety training and compliance person. As things become more complicated, having someone that is versed in that and dedicated to keeping up helping the Chief with his ISOs, helping Emergency Manager O'Dell with her safety scheduling, training scheduling. So, I think it's worthwhile to go full time and take their 25% hit.

**Samantha O'Dell- Torrance County Emergency Manager:** We're very likely to have 25%, for the 50%. I was told we can put in for, but we may only get the 25%.

**Commissioner Schropp:** My position is still with that, whether we like it or not. Regulatory mandates are continuing to increase, and we have to keep up with that.

**Chairman Schwebach:** I can't argue that. What you're saying is one position, one position to help with emergency management and to help with safety.

**Commissioner Schropp:** Yes.

**Chairman Schwebach:** I'm good with that. There is one question I do have. For the individual in this position. Who do they work under, Emergency Management's or under safety? How does that work?

**County Manager Janice Barela:** The way that I would do that is if it involved the Emergency Management component as part of the job duties, then I would request that individual report directly to the Emergency Manager, Emergency Manager reports directly to the County Manager. So, it can be overseen by her, but we would have our eyes on it as well, to make sure it's being handled properly. If it's separated out, and you have a Safety Officer in a position by itself. What I found is that other counties that I've spoken with have the Safety Officer reporting directly to the County Manager. And that's what I would request. If it's combined, I would ask that the individual be reporting directly to the Emergency Manager.

**Commissioner McCall:** Which, in the end, reports back to you. Since we're in agreement with that. We need to set the salary.

**County Manager Janice Barela:** I was looking more specifically at the Safety Officer part of it. And looking at the different Counties that surround us, it looks like \$23.00 an hour is a starting pay. That one is specifically in Santa Fe County, as the lowest that I saw, at \$23.10. And so just as an idea of what you guys may be thinking about looking at, and also to take into consideration that with a new hire right now, that you would be making that prior to the cost-of-living increase. If you do give anything in the budget, that would mean that this individual, not only get the starting rate of pay, which you decide now, but they would also get what everybody else in the county receives as the cost-of-living increase if the commission goes that direction. So that's something to consider whenever you're deciding to set your salary. The recommendation that I would have for this would be matching it up to what I had spoken to you guys about as far as some positions that I was wanting to bring right are equal to their job descriptions, and the duties that they have. And I think it would be the same as what the purchasing director has, as well as the Grants Administrator. I would like to request this position to start at \$22.75 as a startup.

**Chairman Schwebach:** what kind of requirements do we pursue, like, education, training, those sorts of things.

**County Manager Janice Barela:** Samantha may want to speak to what she has, in her requirements for the Emergency Management part. And the Safety Officer part, there are some certifications that they are required to have. And if they don't have it, we can make sure that they get it within a year, there's work just experienced, I would have a certain number of years that they have worked in safety or risk management, that would be required as well. So, this is a specialized field, and emergency management is as well. So that will definitely be taken into consideration during the time that we put the requirements in place.

**Samantha O'Dell- Torrance County Emergency Manager:** As far as the Emergency Management side of it for the EMPG Grant, they have either six or nine months, to have all of that incident command training, the FEMA 100, 200, 700, 800, classes, as well as the professional development series, which is another seven classes through FEMA, and those are all online but can be done. And like I said, I can't remember if it's six months or nine months, they do have a time frame. I would also request that this position, take the Emergency Management Basic Academy, which would have to be an extended period of time, they probably need a year and a half or so to complete that. And the primary reason for that is one of the classes within that is called HSEEP. And it's the component of how to run exercises and training and the process for that and that's something that I would really like this position to be able to do is assist with training and exercises. So, I think it's important that they take that class. As far as those requirements are concerned, that's something that I would request so we can set the time frames for those.

**Commissioner Schropp:** If we hired a person who does not have the qualifications, the County would pay for that training?

**Samantha O'Dell- Torrance County Emergency Manager:** As far as the Emergency Management side goes, all these classes are free. The only cost would be if they were at another location. Some of them are held in Albuquerque, but some are held in Farmington or Las Cruces. So, it'd be traveling expenses, if they're in another location that would be the only cost for the County.

**Commissioner Schropp:** My thought process there is that we either set the wage high enough to attract people with the certifications, or we pay to have them certified.

**Chairman Schwebach:** It's good point, which brings me to the salary. Should we look at a lower salary until they are certified, or when they obtain certification, their pay goes up.

**Samantha O'Dell- Torrance County Emergency Manager:** One thing to keep in mind that is with the grant, we have to submit what the pay will be for the year. So, if we submit it based on the initial pay, and they become certified and reach a higher pay, that would not be covered under the grant until the following year.

**Chairman Schwebach:** So, what we need to do is submit the pay at the lower rate and I think the County picks up the difference if they are certified or when they become certified because on an annual basis as that pay changes when we submit that grant annually. I'll roll the dice on saying if we get somebody in and certified, the County will pick up the difference.

**Samantha O'Dell- Torrance County Emergency Manager:** I was just reminded of this; the Safety Officer would have to have OSHA training. There's an OSHA 10 class and also an OSHA 30 class, which the 10 is a one day and the 30, I believe four days. And that's something that we can get free through New Mexico Counties. However, they're really backed up. We've been trying to get that for a few months now. And they said that they wouldn't be able to do anything until after July. So that is another requirement that we'll have to include in those trainings.

**Chairman Schwebach:** With OSHA. Is that a one-time training or is that more an annual plan?

**Samantha O'Dell- Torrance County Emergency Manager:** That is one time, you can take a refresher later on, but it does not expire. Same thing with the Emergency Management classes and the Incident Command classes. Those are a one time, with minor updates that are made that you can take to refresh but they do not expire.

**Chairman Schwebach:** Alright, so we got down on the position. We need to set the salary or the spread, depending on certification. You compared this position as far as the salary compared to what are the positions?

**County Manager Janice Barela:** It was compared to other positions in the County that have mitigating liability. That's where I'm looking, with the purchasing there's mitigating liability there for the County. IPRA, that's the position I'll be talking about later. That position mitigates liability for the County. This would be mitigating liability on the risk management side, especially adding the safety officer in there. Currently, we have those positions at \$22.75. Later, they'll be in the budget discussion asking for our IPRA person to be lifted to that position and salary as well. But that's where I'm looking at that salary. That's how I came up with that amount, and then also comparing it to other Safety Officer compliance officers around us and coming in just underneath what others are having as their starting salaries.

**Chairman Schwebach:** That makes sense to me. The difference on starting salary and what we're going to submit versus a \$1.00 an hour is kind of common with a certification.

**County Manager Janice Barela:** The dollar an hour is equitable across the others, except for Law Enforcement, there's a significant jump that occurs with them when they get the certification. Maybe the solution to that is, you get the \$1 if you do the certifications, or have the certifications for safety, and \$1 once you make the ones for the Emergency Manager?

**Action Taken:**

**Chairman Schwebach:** Made a motion for the approval of the reclassification of the current vacant part-time Emergency Management position, changing to a full-time position with 50% duties for the Emergency Management Assistant Specialist, and for the Safety Compliance Officer. The salaries set, starting at \$20.75 per hour, with the ability to give certifications as mentioned in deemed from our Emergency Management. And OSHA training certification to up to \$22.75 plus certification. Which will be \$1.00 for the Emergency Management certifications, as mentioned, and \$1 for the Safety Officer certifications, as mentioned.

**Commissioner McCall:** Second the motion.

**Rolled Call Vote:** District 1 voted yes, District 2 voted yes, District 3 voted yes. All Commissioners in favor. **MOTION CARRIED.**

E. **MANAGER:** Request approval of new Safety Officer position, to include setting salary, if Safety Officer duties were not added to Emergency Management Specialist's job description in Agenda Item 11E.

**Chairman Schwebach:** Item 11E can be skipped, because it was taken care of with item 11D.

F. **FINANCE:** Discussion and approval of FY24 Interim Budget.

**Chairman Schwebach:** So, Commissioners, we all went through this individually with Finance and our Manager, they had some conflict to get a handle on the budget. So, at this point, this is how I would like to proceed. Let's start by going through the departments as was presented to us, and then the three of us make decisions. We have several issues on this budget to look at of course, we have requests from departments for different additional positions. We have requests for some change in pay to make it equitable based on their duties. We have some requests for more offering money. So, the department heads are here mainly if we have questions, Elected Officials have their own departments. We're going to allow them to present it and then we're going to dive into their stuff. We also have the cost of living. So, what I propose is that we go through the departments as is, we decide what we want to do with all of that. And then we look at the cost of living. So, within the department, I want to identify what those capital outlays are, and have discussions about some of that. If it can be applied to ARPA later in this meeting.

**Finance Director Noah Sedillo:** So, in no particular order, as was presented to you in each of your individual meetings, we are going to go down by department as they scheduled their meeting and first and foremost is going to be Madam Treasurer Mrs. Tracy Sedillo.

**County Treasurer Tracy Sedillo:** I did want to give you a slight update on the revenues. Kathryn and I have made great strides in the last couple of weeks. As I was looking at the revenues this morning, all revenues have been recorded in the INCODE system with the exception of property tax collection. I do have those numbers from the Eagle System. Combining those together right now in the general fund. As of today, we have collected more revenue than we have budgeted from the general fund. That's where that stands today. As far as my budget in particular. My only request was a cost-of-living increase for my staff. I

was requesting at least \$1.50, and if the Commission chooses to do higher than that then we would defer that decision. We didn't request any additional operating or capital outlay in our budget.

**Finance Director Noah Sedillo:** The reason she requested the \$1.50 is because that's within her current budget if she were to roll it over and just repositioning those funds, so no increase in her from her current budget in FY 23, rolling into FY 24.

**Commissioner Schropp:** Mr. Chairman, yes. When I came into the budget meeting, my thought process was that we had \$811,000 in payroll monies left from fiscal year 2023. And as I looked at raises the cost-of-living increases, I've worked, I wanted to stay within that \$811,000 or lower, so we were not growing our budget. And so that has been my thought process through this. And working with Mr. Sedillo. During that meeting, we came up with a total of \$805,000 in some change with the proposal of across the board, which we can get to later, but that has been my thought process in working towards this is not to grow the County's budget but build on what was left over from last year.

**County Treasurer Tracy Sedillo:** So, my only request was for my staff, they worked very hard. We've made great strides in collection efforts. They're learning the new system very well; it has automated some things in our office that takes some responsibilities off their plate to where they can re shift and focus back to delinquent collections.

**Finance Director Noah Sedillo:** The next department was Human Resources for FY 24. Human Resources Director, Stephanie Reynolds requested a full-time position as an HR Analyst. In speaking with the Commissioners and Management, the recommendation was to have a position shared across the board for split duties of 1/3 manager 1/3 HR, and 1/3 IPRA legal.

**County Manager Janice Barela:** The salary would match the other Administrative Assistants in the County. So, I believe it's at \$15.75. And that way it would stay current, matching the other two Administrative Assistants in the County. We do have space in the Manager's office to set up a workstation. So, it would be up in the common area where Executive Assistant is and would be able to still provide privacy for those that have their offices as far as HR Director, if she wanted this individual hired just for her, she was recommending sharing an office with her. That was very kind but if you go into her office, there's not enough room for that. It's not a conducive workspace for two people.

**Commissioner McCall:** Who does this person answer to, and how and when?

**County Manager Janice Barela:** This person would report directly to the County Manager. And the work would be directed by the Manager. So, there's no conflict between being tugged at from all different directions. There's one person that would be able to say what has more priority. The position being an Administrative Assistant and come in at the salary matching the other two Administrative Assistants pay at \$15.75.

**Finance Director Noah Sedillo:** Mr. Chair, Commissioners, next requests are also from the HR Department are a salary schedule survey, job description rehaul. The requested amount is \$100,000. The salary schedule survey is straightforward. It weighs all the salaries compared to the industry, if you will, and neighboring agencies, as well as private agencies. In addition to the job descriptions, they will be taking the time to go and interviewing the folks that are actually doing the job, cross interviewing the supervisors, and weighing those options back and forth. So, that is the request on that.

**Chairman Schwebach:** I would like a little more detail on that.

**HR Director Stephanie Reynolds:** What the salary schedule would be is a formal plan for you to be able to look at, and it'll give you a solid set of figures based on data collected and studies. It's not anything that would hold you to a change of salary for anybody within the County, what that would provide to you is a good basis for maybe a plan, a three-year plan, a five-year plan, something to that effect. It's just informational for the Commissioners, and the County Manager to be able to see where their county lies within the state of New Mexico, being able to compare to closer Counties, as well as throughout the state for the same type of position. The job description portion of that would be extremely helpful to my department. As Noah explained, they would start with interviews of employees, what do you do? How does your job act throughout the day, they would also interview the Supervisors to make sure that everything was encompassed and captured within the interview with the employee. And it would just give us a solid foundation. Right now, what we do for job descriptions that are generated. It's a collaborative effort between myself, the County Manager, the Deputy County Manager and Department Head, and it's not necessarily the same across the board for every department because it's captured differently. So, this would just give us a standard for job descriptions.

**Chairman Schwebach:** I have a question. You know, we have a lot of professionals working here. This is \$100,000 for third party contractors to come in. What can they do that we can't?

**Deputy County Manager Juan Torres:** One of the big benefits to having a third party do it, is it's nonbiased, you're going to have someone who comes in and doesn't know anyone from the County. So, they can't come in and say, oh,

you know, HR Director Reynolds, she doesn't like our department, or, you know the Commission doesn't like this. And they really take the bias out of it, they're coming in based upon the whole data that we have. Here's what these wages are for this position, here's what it is for a similar size County, similar budget for the neighboring Counties, just kind of factors all that in. You know, yes, we do have staff that could potentially do it. But you're always going to have that question of oh, well, they're bias. They did take this into account. That is their sole purpose. And that is their sole business is, was just doing these surveys doing these job descriptions. So that's really the benefit to doing it. I mean, yes, we could do it. But then that would take our staff off of other projects, and other things that they're doing, because this isn't something you want to go through quickly. When you really want it to be thoroughly vetted out and to have someone dedicated to just doing this. So, it is something we are capable of, we do have staff that is, in my opinion, more than competent and able to, but there's always going to be a bias. And then also, whoever we have assigned to do it, are they actually going to have the time to dedicate to do it properly.

**Finance Director Noah Sedillo:** I think the line of thinking in this request, if I may, is this type of study would give something to chew on. And if we so deemed to pursue, it could be layered in over the years, so to speak. It doesn't just have to happen now in one budget cycle.

**Commissioner McCall:** The reason why I like that is, like you said. What are they going to tell us that we can study? We may see something where we're right on the line, maybe there's no difference. But by taking a third party, I think it'll give us a snapshot of what it is the company could do. Maybe we will use them or maybe not. So, we won't be stuck with them for \$100,000. I'll leave that up to HR as to what department she thinks is the most vulnerable, or the hardest to study.

**Chairman Schwebach:** I feel like we need to put a number in there in the ballpark for her to move forward as she sees fit within the department.

**Commissioner McCall:** I like \$33,000.

**Chairman Schwebach:** That's a good start. As we're making these changes, we have what's presented, we just had a discussion, we just added \$40,000 in there. I'm assuming our staff is taking notes to where we can make consensus. So, we're going to highlight it when we go to the final budget. It'll be highlighted on these major changes to where we can see the bottom line.

**Finance Director Noah Sedillo:** Mr. Chair, Commissioners, that is correct. This is the interim budget. This is to get us in the 9th of the 10th ring of the bullseye, between June 1st and July 31st. You're going to be presented with as

many options as you want at your direction how many times you want to have this discussion with the budget. It'll be a minimum of one more time before the final budget is submitted. With that, it covers HR. Next is GIS, also known as Rural Addressing. On behalf of Mr. Ruben Gastelum. Ruben has had some extensive service time with the County as in all discussions with you he is looking to retire not in the very near future but in the future. He has a request for a new position in anticipation of training in this technical position of GIS. The request is at \$19.50 an hour plus benefits. My understanding is that this is a very technical position and would require a few years of training.

**County Manager Janice Barela:** This request if it's approved, we would also request for the ability to have funding for the office setup. So, workstation, again, the same startup, we have a computer, laptop, cell phones, that type of thing. Which I have put in the budget, I think \$5,000 for that, but I don't know if it would cost that much.

As you're contemplating this, I want to remind you that this came before the Commission, two or three years ago. Ruben had brought it up at that point and expressed the need for an additional person to be in his office. He's currently under the Planning and Zoning Director. But he pretty much operates independently. And I know that our Planning and Zoning Director, Don Goen, is in here and can speak about this as well as we can. Earlier we heard from Mr. Quintana, about road signs not being up, so that's going out into the field and taking care of issues like that would fall under GIS purview. There is also a lot of work that occurs between the Assessor's office with GIS mapping, as well as with Planning and Zoning. Every single property that has any transfers, or any combinations that happen with properties. Ruben with rural addressing and GIS mapping must make sure that he maps everything accurately. Also, our dispatch uses the maps that Ruben works on. Our Fire Departments also use those maps. Whenever we have this interaction going on, duties that need to be done in correlation with other offices, that gets put on hold whenever individuals from the public come in to ask questions and work with Ruben on their issues. He's been very customer service friendly, which we've always appreciated. But having an additional person in his office will also provide a continued service for our internal customers. As that training gets further along, I can see this individual stepping in and helping with the customers or with our internal customers, or other offices.

**Chairman Schwebach:** GIS has its own department so to speak. It's closer through Planning and Zoning, but in conjunction with the Assessor.

**County Manager Janice Barela:** Mr. Chairman, that's correct.

**Chairman Schwebach:** They're their own management. So, they don't have to answer to P and Z directly? They just work with them.

**County Manager Janice Barela:** That part is not correct. They work directly under Don Goen.

**Chairman Schwebach:** So, they are managed through P and Z. Could this position be a multifunction position, both for rural addressing along with our code enforcement? Is that possible?

**Planning and Zoning Director Don Goen:** To clarify, yes, rural addressing GIS department is under the P and Z. At the same time, he's kind of a semi-autonomous department with the way that he functions now. I'm always aware of everything that he has got going, and we do confer on what his current projects are that he's working on. Regarding having a combined duty, in my opinion, that would be self-defeating. The reason is because of the technical aspects of what happens in the GIS department. If this individual is being brought in for that reason, and for the continuity of operation within that department, they need to be focused on that. If they were to try to take on part of the functions of a code enforcement officer. If there is a situation where it goes all the way up to a criminal complaint and ends up in front of a judge. This individual will have to dedicate all his time trying to take care of it. I just don't see that being practical to try and combine the two positions, it needs to be one or the other, in my opinion.

**Chairman Schwebach:** I'm glad that you clarified that. It makes sense to me. With that being said. In your department, with enforcement, could he facilitate, to make P and Z and Code Officers aware? What I'm understanding, he will be in the field more for signage for Rural Address, and that sort of thing, he's not going to be behind a computer 100% of the time.

**Planning and Zoning Director Don Goen:** Anybody in the general public has the ability to report any kind of violations that they think may be taking place. With this person, because of the area that they are canvassing or attending to certain duties that apply to the GIS department. If he did see something he could bring that specifically to our attention. Then, we would react appropriately.

**Commissioner Schropp:** Mr. Chairman, and I may be wrong on this. I live in a County, where I work for the volunteer Fire Department. This was pre 911 days, when the 911 system came in, it was a federal requirement that roads be marked, and addresses there. We have a lot of roads for various reasons that aren't marked. So, we do need a person who can react or devote time to catching up on the problems we have with the signage in the County.

**Torrance County Clerk Linda Jaramillo:** Ruben plays a big part in our registration process. When people register to vote. If we don't know the address and where they are located. Ruben is a big help to us. He creates maps for us in our office for our elections. So, he plays a big part in our registration system in our office, and we call on him constantly.

**Commissioner McCall:** I can appreciate what you said Commissioner Schropp.

**County Manager Janice Barela:** In speaking to that, I believe that Ruben, he's not in here right now. He's come up several times for this. But I'll speak on behalf and Director Goen can as well. He takes his time with every single person that comes in, and I know that he's running behind on other issues as he's helping others within the department. I don't foresee a person that works with Ruben in there. If they're done out in the field, they are going to have plenty of work to do in the office with him. I don't think we are going to experience any downtime. That's what I'm saying for those individuals, even after they've become current with putting street signs up.

**Commissioner McCall:** I can see that he had the remaining 47% of his budget for signs. There's some budget there that's not being used.

**County Manager Janice Barela:** In regard to that. The road department also has in their budget for signs as well, and that hasn't been fully expended either.

**Commissioner McCall:** If we're just going to start hiring people because of somebody retiring, quitting, or resigning, then I've got a problem with that. Now, if we say we need help, and we're shorthanded, I'm okay with that. I just want to caution that.

**Planning and Zoning Director Don Goen:** I just mentioned that Ruben had an appointment today that precluded his presence here, otherwise, he would have been here himself today. And that this isn't just as simple as projected retirement by somebody. With the amount of work that he has come through there, he's always backed up. This would alleviate some of the pressure that he's currently under. You could delegate a lot of that authority, which would allow you to delegate those duties. Which would allow him to concentrate on the bigger fires. There'll be times where I have to step in and help him to prioritize his work. To make sure that his department is able to do what it needs to do.

**County Manager Janice Barela:** I'd like to add to that, Ruben did initially come before the Commission to request this position, he wasn't asking for this position for continuity of service. He was saying, I need the help now, I'm the one that's looking at it and saying, we need to also plan for that continuity of service, because this is a very specialized field. And we don't have the

workforce that is in this field, there's not a whole bunch of them that we can just bring in and not have any experience whatsoever, and just put them into that position. I'm looking at it further than when he had his initial request in back then he was saying I need help. I believe he still needs help. I'm adding to it as he's getting closer to his retirement, it would be an asset to the County to have somebody trained in that department.

**Commissioner Schropp:** Mr. Chairman, I understand fully what Commissioner McCall was saying. And we would have to be cautious and watch expanding our current government. Commissioner Schwebach has expressed concern at different times about what happens when the next Commission comes in. Let's take that down to when Ruben retires or the next County Manager comes in, we have to have some kind of institutional memory to help this government continue to operate. And so, for that reason, I am in favor of bringing in another person to work in GIS, so that this person has the benefit of Rubens' experience before he retires.

**Planning and Zoning Director Don Goen:** As far as continuity, that's a secondary beneficial effect. When the time does come, you will know that department will still be able to function at a comprehensive level. As Janice has stated, getting a GIS Administrator here that's qualified is slim. It's a very specialized field.

**Chairman Schwebach:** I agree with Commissioner McCall's concept of the retiring continuity, and I don't like setting that as a precedent. But I think there's a couple things even you pointed out where, our budget or assign budget has not been put up. We obviously don't have the manpower. What happens when he's caught up? That's why I was asking if it could coincide with some P and Z in the end. Not necessarily an officer, but overall. In my line of thinking, P and Z and GSI all coincide, and it's clear how they tie together with other offices.

**Planning and Zoning Director Don Goen:** In the future, there wouldn't be idle time. If he got to the point where all the signs are up, under the P and Z umbrella, I'll find something to do.

**Commissioner McCall:** I'll reiterate, if I can be convinced that the workload is great, no problem. I just want to be cautious about let's just get another one just because we got one who is about to retire.

**Chairman Schwebach:** When Ruben does retire. There may be another individual internally that applies for it that is much better suited. I think for continuity, if we truly want continuity, to where we have memory, we don't need to be looking at a single position to do it, we need to look at developing a

department to do it, to where we have multiple individuals within who would have an understanding where they can pick up the gap.

**Planning and Zoning Director Don Goen:** The phrase that comes to my mind is cross training within the area. That would be something that we could get a greater focus on going forward.

**Chairman Schwebach:** For the County to still function in case something does happen to the Elected Official. I think at some point we need to look at the departments for cross training for that reason. I'm inclined to move forward with it at \$19.50 an hour. I think it still falls under management, and we have a competent management team. I think at this point, yes, it needs to be able to do so.

**Deputy Assessor Linda Gallegos:** Ruben helps the Assessor's office a lot with ownership, when we constantly have ownership changes. So, he's updating the maps daily with the new ownership and also providing help to the public, as far as ownership questions, mapping and surveying. So, when folks say he doesn't have time, he's got a lot more on his plate than rural addressing and putting up signs. Thank you.

**Chairman Schwebach:** We're going to have a new position at \$19.50.

**Finance Director Noah Sedillo:** Next department is Dispatch. They're not here, they're running shift. Their main request is a 10% salary increase. There is one increase that's going to happen. I'm looking at the bottom line and it's not going to affect the bottom dollar. It is in our second year of the new 911 Motorola agreement, where that amount did go up. That was what the Commission agreed to for the contract.

**Chairman Schwebach:** So as far as positions and salary, they're asking 10% but no new positions?

**Finance Director Noah Sedillo:** For operating, I've highlighted these two portions for you. There was a contract, and other services. Since my taking over, we could not make heads or tails of what this \$46,935 is for. In addition, this capital outlay is no longer needed. So, we're requesting you to remove this from the budget, and that will actually reduce their operating expenses. I'm asking you to put it down to zero in addition to this capital expenditure to zero as well.

**Chairman Schwebach:** I don't have a problem.

**County Manger Janice Barela:** This is part of the fund that GRTs are dedicated to. So, it's not that we can pull back that money and take it out of the

funds. It just won't be allocated to this budget in that line item, that balance would still be available in it. I just wanted to make sure the Commission is aware that you can't just remove money from a dedicated fund like that from GRT and move it to someplace else.

**Commissioner Schropp:** So, you can move it to another line, and can come back to it when we need it for equipment and machinery or contracts and other services.

**County Manger Janice Barela:** I just want to clarify, to make sure the public is aware that we're not moving that money out of that fund. Back to your question, if it can be used for salaries, it can be. This request was made when we had individual meetings with Commissioners, and during their meetings they expressed interest in making increases or approving certain items. So, the Department Heads came up with some projects themselves, but this one with Dispatch. We need to look at this department a little bit more. To come in as a new Dispatcher, what is the salary that we're paying them at? It isn't high enough; we've worked on the Road Department and worked on Sheriff's Office. All of those are in the salary schedule and we just finished upping Animal Services. So maybe this is time to look at Dispatch. Through the discussions that I've had with this, we're looking at increasing it to \$18.00 an hour to start if you are uncertified. Then how we spoke earlier about once you get certified it will go up a dollar, then at that point it will be \$19.00 an hour.

**Chairman Schwebach:** What is it currently?

**County Manger Janice Barela:** It is currently \$14.00 if they're uncertified, and if they're certified, it's \$17.00. Why I came up with that one dollar, is because in their discussion. We thought that people would still be interested in coming in and having a decent wage, while waiting to get into the academy and get certified. So, \$18.00 to begin if you're not certified, and \$19.00 once you become certified. They must do it within a year, and it's not always available. So usually within that year, they're able to get that accomplished.

**Chairman Schwebach:** What I'm saying is, this Commission is good with the raise starting and certified salary. I would like to have further discussions more in detail to determine which progressions to the remainder of that department. It can be something with the Manager, and the Manager talking to us about the final budget.

**County Manger Janice Barela:** As part of a previous discussion, Samantha from Emergency Management, was whether or not this position would stay at that salary, or can we get the cost-of-living increase. I've expressed it to the Commissioner's individually. Whatever you approved now you will need to take

into consideration that it would be included in the cost of living for whatever you get across the County. If you decide on this one salary right away and we are going to do a cost-of-living increase for that position, then you don't have to do that. So, my question for the preparation of the budget is, are you setting this at \$18.00 and \$19.00? And not considering an additional cost of living?

**Chairman Schwebach:** Okay, I see what you're saying. I agree, because when we're done with this, I want to address the cost of living. right? So, \$18.00, and \$19.00 to start without the cost of living. I think for the sake of this, we need to agree with the \$18.00, and \$19.00. We agreed that cost of living will be applied to that, and we agreed to come back and revisit this with more information. Before we finalize this, we may come back to it with a more extensive study.

**Finance Director Noah Sedillo:** The next department is the Animal Services Department. This department has incurred a lot more actual expenses this year. There's been a lot more calls for service and those calls for service are a lot more consumable. We're recommending a request in conjunction with the department for \$17,200 for their operating expenditures.

**Chairman Schwebach:** With that \$17,200. Would that give them a cushion?

**Animal Service Director Danette Langdon:** With that, it should give us a little bit of a cushion. We've not really had much of a cushion previously, by increasing it we're hoping to. Animal food has gone up exponentially, the vaccines, that we're using are a lot more expensive because of our spay and neuter program. So, yes it should give us somewhat of a cushion.

**County Manger Janice Barela:** There's another question that came up during the individual meetings with you. Will you let us know about the additional fundings that you have signed. The agreement for this is \$25,000 on what we normally receive for spay and neutering for Animal Services. Carol Petrie, I believe, is the Foundation who gave an additional \$25,000. The question at that time in the meeting was whether any of that money could be used towards any of the operations. So, I asked Danette, Director of Animal Services, to elaborate more on that.

**Animal Service Director Danette Langdon:** We applied for \$50,000 total, and we did get \$25,000. This is for our snippet program, which is going to be a low cost spay and neuter for the public. We get a lot of attention from it. So that's a good thing. The other \$25,000 is to help the citizens who can't afford to take their animals to the vet for emergencies, dental, and things like that. With that we can now help them with the cost of care.

**Chairman Schwebach:** I don't have a problem with that. If you think that's an accurate number that will give you a lot of cushions. Was that all?

**Animal Service Director Danette Langdon:** Yes, thank you.

**Finance Director Noah Sedillo:** Next department is the Fair Board. We've looked at their current expenditures, they had some left on the table. I've asked them to reposition some funds and they were agreeable to that, and there's no net increase in their requested budget this year.

**Finance Director Noah Sedillo:** Next department is Emergency Manager.

**County Manger Janice Barela:** With this discussion, which is part of the AEDs. So, I wanted to make sure we included it in her request, she does still see the need for this and would like to move forward with the purchase. I think it's the lease is what she was looking more toward.

**Samantha O'Dell Torrance County Emergency Manager:** So, based on what we had discussed at our previous Commission meeting about the AEDs, it sounds like everybody was kind of leaning more towards the leasing, because that would cover the cost for company to maintain them, and take on any liability as far as that goes. It sounded like that's what we were leaning towards. I don't believe that we've discussed where it would fall in the budget, though.

**Finance Director Noah Sedillo:** Could you please remind me of that amount for that proposed contract, please.

**Samantha O'Dell Torrance County Emergency Manager:** It's \$126.00 per AED, including the cabinet per AED per month. We had initially had quotes for seven AEDs. In some discussions, it sounds like we're looking more at 11. But that number hasn't been confirmed.

**Chairman Schwebach:** I would like it just as another line item. Can we just do that? Just so, it'll be clear on what that money's for.

**County Manger Janice Barela:** Another place that I thought it could come out of, is the Safety Risk Management Services Department. We have certain boxes around in our buildings that have medication for staff, and it's stocked regularly. For being a safety issue, and that's where we do our training for first aid and those kinds of things. I believed that might be a good location to have it.

**Chairman Schwebach:** If we're doing the lease, we are not directly having to maintain these correct?

**Samantha O'Dell Torrance County Emergency Manager:** Correct, I would be the contact for the company as far as any issues or anything. It's not going to be something that will take a significant amount of time if they're maintaining them.

**Chairman Schwebach:** That makes more sense.

**Finance Director Noah Sedillo:** I'll add that cost into the supplies and safety line item for the 600-safety program. If I could also point you to the handout that I provided earlier for the FY 24 requests allowed as ARPA expenditures. Specifically for the Emergency Manager, these requests came in response to her big requests for her budget, but also wanting it to be considered for ARPA. One is the Emergency Operations Plan Update. Samantha provided that she believes that estimate is \$38,000. Second is the Hazard Mitigation Plan Update. The top end of the estimate is \$90,000. Our recommendation for management is to request the full \$90,000. Keep in mind there is a 10% match.

**Commissioner McCall:** That is if we go through with the grant process. Can you give us an update on the grant process?

**Samantha O'Dell Torrance County Emergency Manager:** In April, I was advised that the person from Department of Homeland Security and Emergency Management that was working on it no longer works there. They have no one in their Mitigation Grants Department. Bureau Chief is currently working on it, he told me that he is checking to see what the updates are. I've not heard back from him. I talked to him on Monday, and he was working with FEMA on it. The person from FEMA who was working on it, no longer is working on a grant in New Mexico. So, I reached out to their supervisor on Monday as well and have not received a response back from that either. I really don't know where it is at this point.

**Finance Director Noah Sedillo:** This has been a recurring pattern, correct?

**Samantha O'Dell Torrance County Emergency Manager:** We applied for this in October of 2021. The previous Emergency Manager had actually applied for it. There's been a significant turnover at the Department of Homeland Security as well as FEMA, in regard to this. I've been told that they're trying to fix this, but I've not really been able to get updates.

**Commissioner McCall:** Correct me if I'm wrong because we don't have this plan in place. It is causing us to not get any reimbursement, correct?

**Samantha O'Dell Torrance County Emergency Manager:** No, we're not losing any reimbursements because of this plan. What is happening is because

we don't have this plan, and it expired in December of 2022. So, by not having this plan, we are not eligible to apply for any mitigation or preparedness grants at the federal level. Also, Claunch Pinto is working on their Phase Two project, and they are not allowed to receive that money unless we have the plan in place. In working around with that, in January, this Commission signed a letter for extenuating circumstances. At that time, FEMA had advised that this would be a high priority, and that we would be receiving the grant that we could show we were working on it to help Claunch Pinto out. Since this has not happened. Claunch Pinto is in a holding pattern as well.

**Chairman Schwebach:** What is their Phase Two plan?

**Samantha O'Dell Torrance County Emergency Manager:** It's funding that they're using for some of the mitigation of projects for fuel reduction for farmers.

**Chairman Schwebach:** So, what you're proposing, is to go ahead. Is this the Emergency Operation Plan, or the Hazard Mitigation?

**Samantha O'Dell Torrance County Emergency Manager:** This is the Hazard Mitigation Plan.

**Chairman Schwebach:** So, every five years it gets renewed, and ordinarily the grant is given. Because there's lack of manpower. You're suggesting we pull the ARPA funds to do it, to stay in compliance?

**Samantha O'Dell Torrance County Emergency Manager:** It is one of the options. I really don't know how long we want to wait for this grant. It's been over a year and a half since we've been trying to get it.

**Chairman Schwebach:** Could this be reimbursed if they ever get employees.

**Samantha O'Dell Torrance County Emergency Manager:** No, if we do anything on this project prior to the grant, we're out that money.

**Chairman Schwebach:** Ordinarily there's other funds for this to make all this system flow. Now our citizens get punished because they can't manage an office. I have problems with that.

**Samantha O'Dell Torrance County Emergency Manager:** If we do receive the grant, there is the 10% match and that would be the \$9,000.

**Commissioner Schropp:** This is what we're faced with. How hard have we pushed this?

**Chairman Schwebach:** I'm asking how far do we push? Are there higher ups? Is that possible?

**Samantha O'Dell Torrance County Emergency Manager:** I did speak with the Deputy Cabinet Secretary for DHS earlier this week. And she turned it over to the Mitigation Bureau Chief.

**Chairman Schwebach:** Are they aware of the other holdups within the county and the other funds? Because they can't get their act together. Have you stepped into this at all as a secondary role as the County Manager?

**County Manger Janice Barela:** I have not, Samantha has been the main point of contact on this.

**Chairman Schwebach:** There's nothing against what you're doing. I'm just saying pressure needs to be put on. It burns me obviously, because this is the mechanism, many federal funds in the case of emergency. Essentially, they have created an unfunded mandate. I would like a little bit more clarity if there's possible reimbursement with the grant.

**Commissioner Schropp:** If we don't pony up on it, then we miss out on a bunch of other money.

**Chairman Schwebach:** Tell me about the \$38,000 for the Emergency Operations.

**Samantha O'Dell Torrance County Emergency Manager:** The Emergency Operations Plan is a plan that we're required to update every two years, it was last updated in 2013. That is the Emergency Manager's job to update that.

**Chairman Schwebach:** The County usually funds all of that, and there's no grant tied to it.

**Samantha O'Dell Torrance County Emergency Manager:** I have not been able to find any grant funding related to this. Because ours is so outdated, it really needs to be started from scratch. Once it is up to date, I believe it's something that we could internally update every two years, and we would not need to continue to have a contractor to do that.

**Chairman Schwebach:** This will be part of the Emergency Manager job description. Once we are up to date.

**Samantha O'Dell Torrance County Emergency Manager:** Correct, the \$38,000 would be to hire the contractor to do this initially. After that, I believe that it's something that could be done within our department to keep it updated and not require a contractor.

**County Manger Janice Barela:** On your list, there is a item that was scratched off. It was for a Community Wildfire Protection Plan update. Since the time that I met with Emergency Manager O'Dell, she has received notification that it has been funded through a grant, so we do have a match. It is a match of \$2,000 dollars, but we won't ask ARPA fund for that.

**Finance Director Noah Sedillo:** As directed from Emergency Manager O'Dell request. I've incorporated the \$90,000 for the Hazard Mitigation Plan as a request in addition to the \$38,000 for the Emergency Operations Plan and our contract professional services line item. Would you like me to keep that or remove that at this time?

**Chairman Schwebach:** Since they both qualify for ARPA just leave them in there. The question is the \$90,000. The reason why I hesitated on this is because we're out of compliance now. Personally the \$38,000 yes, pull it out to incorporate it in the next resolution. This is an interim budget. I would like more clarification, before we pull the trigger, and even put it within a budget. I'm not saying we don't need to do it. We owe it to the citizens to push hard. I would like some answers in writing regarding why it has been ignored for a year and a half on supplying grants or applying for grants. I would like some hard answers from it. I think County Manager Barela would be better suited for that, just because of her representation of the Commission.

**Commissioner Schropp:** US Representatives are usually a point of contact for moving these kinds of things along. I don't know what the protocol is, but I can contact Stansbury's office and apply pressure there.

**Commissioner McCall:** The way I look at it. This is federal funds, and we're using federal funds. I don't like to take that from ARPA, but it is federal money that we would be getting in federal money. So, I'm inclined to move forward with it.

**County Manger Janice Barela:** As you're discussing it and thinking ahead to the ARPA resolution. It's possible for this Commission to go through all of your budget and make your decisions. Then table this agenda item, handle the resolution for ARPA, in the interim budget to pass it. I just didn't want you to feel like you had to have everything completely taken care of before you do the rest of it. Because it doesn't involve all the departments. Just a thought.

**Chairman Schwebach:** I don't have a problem with putting the ARPA funds on it. Let's put that \$90,000 in the budget.

**Finance Director Noah Sedillo:** That concludes it for Emergency Management. Next is the Road Department.

**Chairman Schwebach:** Can we start with the operating on this one? And there's no request on change in salary positions?

**Finance Director Noah Sedillo:** Yes sir. With the operating budget, there's a request for an additional \$315,800 in the operating budget in the 402-060.

**Chairman Schwebach:** Let's start with the \$30,000.

**Road Department Superintendent Leonard Lujan:** \$30,000 was for the vehicle maintenance repair. Last year, when we did the budget. It was put in at \$8,000, and we were told that as we ran out, they were just going to start putting money into it and increasing it as we went throughout the year. We overran that.

**Chairman Schwebach:** This year actuals, when we're talking vehicles, we're talking about your pickups. We're not talking semis, generators, and motors. What was the actual ballpark from last year to year to date? How many new pickup trucks are there, and when did they go into service?

**Road Department Superintendent Leonard Lujan:** Six pickups, and it was January when they went into service. The plan was that we replaced the fleet and get new vehicles then the cost would start to drop down.

**Chairman Schwebach:** How many vehicles are in your fleet.

**Road Department Superintendent Leonard Lujan:** 15 vehicles.

**Finance Director Noah Sedillo:** As of April 20<sup>th</sup>, that line item expended \$17,000 in total. During the springtime is when their projects really pick up, and so, maintenance will generally go up in these months.

**Chairman Schwebach:** So that \$30,000 is based on the \$17,000 you have spent from January to now? What about the cost of fuel?

**Road Department Superintendent Leonard Lujan:** Yes, with the fuel. It has always been underestimated. I've been told that we weren't allowed to put in what we actually spend, for it to be accepted during DFA. I was always told that we've always put it under, and we just corrected at the end of the year.

**Chairman Schwebach:** This is all base actuals?

**Finance Director Noah Sedillo:** Yes, as of April 28, the fuel expenditure was \$200,000.

**Commissioner Schropp:** What is random equipment machinery for \$30,000.

**Road Department Superintendent Leonard Lujan:** If we're going to start leasing a dozer for working on the pit where we would crush the materials. We want to add some money there for when we're going to do something. There's really no revenue for that. We could use it for renting sweepers as well as renting rollers, and anything that we'll need while doing a big project. If we need more equipment, we can use it for that also.

**Commissioner McCall:** Tell me about the tires on the blades. I know we have to return them back at a certain level.

**Road Department Superintendent Leonard Lujan:** They must go back at 50%. We've been replacing a lot of tires on our trucks. Our trucks have been running nonstop, and our mack trucks have been running a lot also. We have gone through a lot of tires. When you start placing tires on a rig it's not just one, you have to replace two at a time because of those offsets, it just wears the other one out. The cost for a tire is \$400.00 right now. For a set of tires would cost us \$13,000.

**Finance Director Noah Sedillo:** The Road Department have expended \$23,000 in tires, in addition to having an outstanding purchase order of \$6,000 that will be invoiced before the end of the year. So, it'll be \$30,000 today.

**Chairman Schwebach:** What about maintenance and repairing machinery.

**Road Department Superintendent Leonard Lujan:** That was for the contract that we have in there for maintenance on all of our Cat machines. It's for them to come out to do our oil changes and everything else during inspections. Last year, we had \$80,000 random maintenance plus \$80,000 was supposed to be put in there for the maintenance on them. We pulled out \$20,000 and left \$60,000 in there plus the \$80,00 and we overran that, because we had some injectors that went out on a blade. We had a transmission with the clutch, and everything went out on a rig. So, we had some big expenses that went out last year. It should have stayed at \$80,000. We thought we could do it with the \$60,000, but we couldn't make it. We just put it back to where it should have been, just in case we get hit with some big expenses again.

**Commissioner McCall:** The blade maintenance is also included in the \$160,000?

**Road Department Superintendent Leonard Lujan:** Yes, that's all together. It's \$80,000 for the whole year, and that includes the oil changes and new oil filters. They also take the old oil away.

**Chairman Schwebach:** What about the \$100,000.

**Road Department Superintendent Leonard Lujan:** These are the next two big ones that we've talked about. Noah, Juan, and I sat down and really went over this. This is for maintenance grounds, and all our stuff. It is considered for working on roads, and for buying whatever we need to do anything with the roads. Working in our shop, putting things in the shop that we need for the new shop. It has always been budgeted really low and we go through it pretty fast.

**Chairman Schwebach:** So, the concept of this line item is more to maintain existing roads. You say you always go over budget. How do you manage that?

**Road Department Superintendent Leonard Lujan:** We used to have it there to pay rent for rentals, pay our leases on machines, that's where we have that money from. There was an extra \$150,000 in the budget. And we were told to just put it in different line items. For when we need it, we would just move that around. So, we'll have money to finish up the year. Well, we paid off the loader, we paid off the backhoe and paid off all those, and so that money just there. We haven't got another lease, so that money got moved around. We used it for our salaries and for other stuff. So now that extra money is not there.

**Chairman Schwebach:** Do you see this as an annual thing, or do we just have a need for it right now?

**Road Department Superintendent Leonard Lujan:** That is going to be an annual thing. The cost of cattle guard right now is going through the roof. To get a good box cattle guard is going to cost me about \$20,000. You can't find a box of cattle guard anymore, because as of right now to find ties at 16-foot 20 foot there's hard to find. There's nobody around here that builds cattle guards anymore, so we're having to find them in town.

**Chairman Schwebach:** How many do you need?

**Road Department Superintendent Leonard Lujan:** Next year we will need to replace at least 15 at \$20,000 a pop. I'm shopping around trying to find some. We can build them ourselves for cheaper. I do have to take two guys off the

field to build them. The cost of culverts is going up. We used to get culvert for \$160.00, now they're \$400.00 a culvert.

**Commissioner McCall:** What constitutes that a cattle guard must be there? At what point do you just take them out and move on?

**Road Department Superintendent Leonard Lujan:** We've never taken them. If it's no longer there, and there's fences on both sides. If the ranchers come in and say we don't need it anymore, we can take it out. If it's still there, and there's still cattle on either side of it, we must leave it in the road. If a cattle does cross that point and get further on down the road, and somebody hits it. We're liable for it.

**Chairman Schwebach:** What about some of those that are right off HWY 41.

**Road Department Superintendent Leonard Lujan:** Those are not ours, because it's on the state highway. I've already talked to them about a couple of them. We can't even clean them. We can't touch it. That's why we stopped what we did.

**Chairman Schwebach:** Tell me about Employee Training.

**Road Department Superintendent Leonard Lujan:** I have three more guys that are hired now, that I want to send them for the CDL Class.

**Chairman Schwebach:** I don't know if I can argue with any of them. This is the kind stuff we've talked about for many years, is that we're never budgeted enough money to maintain on what we have.

**Commissioner Schropp:** We have to budget enough to maintain what we have, or the money we're spending on improving the roads will just go to waste as the roads degrade.

**Torrance County Treasurer Tracy Sedillo:** These questions are for Leonard. In the projects, there is a built-in labor expense and equipment expense. Which gets journal entry to back against these line items in the main budget, because there's no way to charge an equipment expense of a project to a particular line item. Labor is already built into our full-time salaries. If we're going to up these budgets, and the labor is already covered. Can the projects just be used for materials, and the labor and the equipment costs not be built up? Where you could do more of a larger project? That's my question. Because right now you're going to double the budget for those two items. Logistically, you can't charge that directly in payroll we've tried over the years, and this system really can't handle it. So, if the labor is already covered in the budget because they're not

hiring additional people to do the project, instead of charging the labor expense back to the state. Could you utilize their money to buy more material and do a longer project on the roads?

**Road Department Superintendent Leonard Lujan:** We could, we just have to look at how we're going to do that. This funding is for the labor on projects that we do for the state. When we do a project that is contracted out, then there's no labor cost into that because we contracted that for somebody else to do. When we do the project ourselves, then we can put the labor hours, equipment hours, and everything that we used on that. Like last year's project, we had a couple of them. We didn't have anything to put general entry back into it, because we didn't have any equipment out there. When we add a project that we're going to do that we want to do. We're paying for materials, but we're not paying for the equipment and labor because it's already ours.

**Chairman Schwebach:** Tracy, what are you referring to billing back labor, for example, when we get capital outlay to do a road, we put our labor and kind of weaken bill for that to say.

**Torrance County Treasurer Tracy Sedillo:** Correct when you're doing that on the CAP or the school bus or the SP project. The equipment is based on the number of hours per machine, and it's a cost. Since those costs are already covered in the main budget, that's why the costs were not truly reflected. Because the equipment cost went back against the fuel line items. So, if Leonard spent \$45,000 on equipment costs from the state, then \$45,000 of fuel would be moved from the road expense into that project expense. So, we tried not to double budget those monies because we had a hard enough time making the \$112,000 reserved when we started the projects. I'm thinking if we're going to cover it, then could we extend those projects to be a bigger project, because if you're still going to journal entry the labor and the equipment expense back to here, then you're still going to have expenditures that are double budgeted.

**Finance Director Noah Sedillo:** My understanding is, we would still do that process. But this is an addition to the operating, to increasing the operating. We would still journal entry those projects.

**Chairman Schwebach:** If we give you another \$85,000, will you have the manpower to make sure our roads are better.

**Road Department Superintendent Leonard Lujan:** Yes

**Commissioner McCall:** I'm comfortable with giving it to you this year, and then we'll see where your overages are for next year. I can't wait to see what

type of potential changes to roads. I would like to see what that would look like for the \$315,000 increase.

**Chairman Schwebach:** I don't think we have a good handle on what it's taken to truly maintain, or chip seal that we have. I don't think we've budgeted correctly. I don't think the money is there to maintain what we have.

**Road Department Superintendent Leonard Lujan:** We don't. But this is going to help get us to that point and catch up on a lot of what we need.

**Chairman Schwebach:** This is why I'm okay, because we've never really fully done the maintenance. If you have the right paperwork, and the right documentation with what is really the cost and showing us the manpower dedicated. This Commission and future Commissioners can say, look, we need this money to keep what we've invested. I think that's critical also, and then it'll make that number a lot easier to increase. I don't think we're there yet. I think you're on track. So, if we're good at that, we'll keep moving on.

**Finance Director Noah Sedillo:** Leonard has provided five capital increases for Capital Outlay requests. First and foremost are the chip seal materials for \$300,000. Next is also on your FY 24 ARPA request as well, for a 938M Wheel Loader quoted at \$263,020.10. In addition, with an annual maintenance contract of \$3,000 per year, six V8 pickup trucks \$270,787.86, John Deere 5045 E utility tractor \$27,317.36, T-40T trailer pintle hitch \$43,450. That would be all.

**Road Department Superintendent Leonard Lujan:** \$300,000 is what we've asked for in the last two years. I just asked for it again, when they were doing the pavement project, I figured \$100,000 is for a crusher and the dozer. Then the other \$200,000 was to do some chip sealing and working on some roads.

**Commissioner McCall:** If we were to chip seal and micro seal it together, you feel like you can get a much better road. How many miles of chip seal and micro, would it be at \$300,000.

**Road Department Superintendent Leonard Lujan:** For the micro is \$38,000 per mile, and \$35,000 for chip. But it'll extend the length of that road probably by seven years.

**Chairman Schwebach:** Is this one of those deals where you throw out \$38,000 per month for the micro. Is this the kind of example where labor is covered because we're doing it?

**Road Department Superintendent Leonard Lujan:** Micro is contracted, and chipping is us doing it. For the \$35,000, that's with my labor and everything in it, it would be a little less because we pulled the labor out of their equipment.

**Chairman Schwebach:** Talk to me about this loader a little bit.

**Road Department Superintendent Leonard Lujan:** After the 950 was paid off. I was asked to find a smaller loader so we can switch out our little old one that we have. This is one that has a size smaller machine with small bucket. It will be used around the yard, and to do all small projects around the County. It's easier to move around and on hilltops.

**Chairman Schwebach:** What do we currently have?

**Road Department Superintendent Leonard Lujan:** We have 544G John Deere, and then we have the 950, and the 544 is at its end. Then we just have the two loaders.

**Chairman Schwebach:** let's talk about this pinto hitch trailer.

**Road Department Superintendent Leonard Lujan:** That is the one that got stolen from us a couple years ago from our yard and was never found.

**Chairman Schwebach:** Was it not insured?

**Road Department Superintendent Leonard Lujan:** We had County insurance.

**Chairman Schwebach:** Why have we not been reimbursed?

**County Manger Janice Barela:** I'll look into it.

**HR Director Stephanie Reynolds:** I think the way that should go is through my office, I will contact NM Counties and let them know what has happened. I've requested a copy of the police report and I will follow up and follow through.

**Chairman Schwebach:** I'm inclined to fund the trailer but pursue the claim.

**Commissioner Schropp:** I would agree with that. We need a piece of equipment; we need to get working on the roads.

**Chairman Schwebach:** Did you add up the total from wish list yet.

**Finance Director Noah Sedillo:** It came out to be \$912,500.

**Chairman Schwebach:** I'm definitely inclined to the loader because I see the need for that, and I think for the trailers too.

**Commissioner McCall:** I'll speak up on the vehicle. I feel like six is too many, we just got to six. A part of that was to expand and keep our maintenance down. Then the other thing we have got to think about is what we are going to do in another four to five years if we got 6 more, and all 12 need to be replaced at one time. I would rather phase us in some vehicles slower so that they're not all old at once. So, I could go for one or two more. Would 2 250's quarter tons help.

**Road Department Superintendent Leonard Lujan:** Yes.

**Chairman Schwebach:** Are you all ready to move on?

**Finance Director Noah Sedillo:** Next department is Planning and Zoning. Dan De Costa is planning to retire at the end of this fiscal year. So, the request for the new P and Z Code Enforcement Officer has been requested, along with the equipment that would go with that to include a bulletproof vest. Finally, the request of preservice rating vehicles which they did provide a quote.

**County Manger Janice Barela:** Regarding the request for the Zoning Officer, that came out of the Commission meetings. At that point, there was discussion prior to that before it was even known that Dan was retiring. It was looking at the need in the department for an additional Code Enforcement Officer. So just wanted to clarify that. Of course, we could always appreciate the training, and the knowledge being handed down, but it was actually based on the need that was discussed.

**Commissioner Schropp:** To expand on that for little bit. Mr. Chairman, I was talking with Chief Dirks. About the explosion in Echo Ridge, and we have a problem with noncompliance with zoning ordinances around here. We don't have enough people to enforce them.

**Planning and Zoning Director Don Goen:** As far as the operational part of the budget that we went through. I just basically shifted a bunch of numbers around and the general operational part of the budgets essentially remained static. We had \$45,000 sitting in the cleanup fund, and it hadn't been utilized. With the assistance of the Road Department, doing more of an in-house labor type. It was used to demolish mobile homes and get it out of there. That'll cost us about \$8,000 per site. In adding a third Code Enforcement, that I'd already been looking at for the office, even with limited space that I have. I do have two potential locations where I could put a third person, and I already have phone

service, PowerPoints, networking points, so that would minimize the cost for that. Prior to one of the other meetings, at that point in time. Even with the two guys that I've got. We have opened 48 new cases. It also means, we're proactively trying to get things done. When we do hit somebody with a notice of violation, I'd say that probably 90% of those respond and come into compliance. Out of that remaining 10% that want a criminal complaint filed against them, about 90% of those come into compliance. By the time everything's said and done, there's not that many that make it into the courts. We are proactively looking at it, with the list that we have. A lot of it was up there in the Echo Ridge area, where we had 70 potential locations that need either have mobile homes that are dilapidated, or they've just been abandoned.

**Chairman Schwebach:** We're not talking about trash outside the door, we're talking 70 potential mobile homes that are abandoned.

**Planning and Zoning Director Don Goen:** Yes, mobile homes and other structures that are spread throughout. Some areas are more concentrated than others, and Echo Ridge is one of them. This is something that's just been accumulating over the course of several years. What we did have available in the cleanup fund was not being utilized. That's one of the things that I've jumped on. Since we got this money here. Let's use it and get something done.

**Chairman Schwebach:** So historically, the cleanup fund hasn't been utilized? The Road Department plays a role in this?

**Planning and Zoning Director Don Goen:** Yes, when we get to the point of going through the process to where we can go in there and start tearing a bunch of these up. That's when we would be utilizing their manpower and their equipment. If we must hire, we'd have to pay for the roll offs, and labor cost. So, basically, it'll be the County paying the County.

**Chairman Schwebach:** You are not married to the County's third-party contractors. What I'm hearing, is that you we're looking at the Road Department, and they probably don't have the manpower.

**Planning and Zoning Director Don Goen:** No, we're not. The fellow that they used to have is up in his late 60s, and he's retiring, so we have to find somebody else. We do have some resources available that have not been utilized, and we're looking at changing that.

**Commissioner McCall:** I have an individual that's already living in the County, that contacted me and said he was willing to. He would love to talk about that contract.

**Planning and Zoning Director Don Goen:** Excellent.

**Chairman Schwebach:** Okay, so you're asking for another position? What's the salary on that?

**County Manger Janice Barela:** I just wanted to state that in meetings with individual Commissioners, there was an expressed interest in increasing the entry level for Zoning Officers. That's something that I would ask the Commission to look at as well.

**Planning and Zoning Director Don Goen:** The current individual that I have that is still in his probationary period, was brought in at the starting wage of \$15.00.

**Chairman Schwebach:** What is the difference between DeCosta salary and job description?

**Planning and Zoning Director Don Goen:** Well, it's a level of responsibility and expertise. Plus 12 years of experience behind him.

**Chairman Schwebach:** He's a Code Enforcement Officer with years behind him. We also don't have a structure within this department.

**Planning and Zoning Director Don Goen:** Yes, not in that respective.

**Chairman Schwebach:** I'm inclined to fund it. I think our P and Z is lacking in manpower.

**Commissioner Schropp:** We're falling farther behind all the time.

**Chairman Schwebach:** Let's assume we move forward with another code enforcement. What do we need to change in your budget to make it worthwhile, other than salary?

**Planning and Zoning Director Don Goen:** We'd have to make an additional allowance for maintenance repairs and fuel. Safety, because it'll be another bill that we would have to get. I think that would be the main area of impact on our current operational budget. When we had spoken in the past about the replacement of our vehicles. talking. We can either keep an old one and three new ones for the guys or replace all four.

**Chairman Schwebach:** You are saying, you need four vehicles for department needs, and for enforcement officer? Right now, you have three but only one.

**Planning and Zoning Director Don Goen:** Correct.

**Chairman Schwebach:** Do these vehicles have to be dedicated? Can one of those vehicles be in the floating fleet? Or how does that work?

**Planning and Zoning Director Don Goen:** It had been considered. If I have three Code Enforcement Officers that, the majority of their time should be spent out in the field, and most of their paperwork is in the field. There's going to be office time, that's going to be required. As for the fourth one, I don't spend nearly as much time out in the field as my predecessor, so I could rely on the pool for when the time does arise, I would need transportation. For the other three guys, they're constantly out in the field daily.

**Chairman Schwebach:** Would \$8,500 cover the fuel cost?

**Planning and Zoning Director Don Goen:** It did for last year.

**Chairman Schwebach:** We need to beef this budget up to accomplish the need.

**Finance Director Noah Sedillo:** Mr. Chairman, if I may recommend, if you would like to fund a new budget in between the approval of interim and the final. We can work on getting some firmed-up numbers, projecting what an additional cost within the operating could be for one person, if you would like.

**Commissioner McCall:** This has nothing to do with the budget. What do we have in our current ordinance, in the Clerk's Office? Is it strong enough to do what Commissioner Schwebach wants to do?

**Chairman Schwebach:** That's another catalyst that we have not talked about. In my line of thinking, is that the current ordinance does not have the teeth to what we want to accomplish. It's not going to be as simple as let's make one amendment here.

**Planning and Zoning Director Don Goen:** No, it's not going to be that simple. Plus, there's procedural things that are in place right now, that has a direct effect on how fast we can make something happen. If you file a notice of violation, you can't say you have until next week. The way that works is that once that violation is served, then they've got 30 days. Then if nothing happens, then we move into the next step. Generally, what the goal's been, and which is successful often. Is to get these people to clean this stuff up on their own and to get people into compliance. We deal with a lot more than just solid waste and dilapidated homes. There are unpermitted structures, and of course, a lot of stuff that ends up getting referred into civil case. There are other issues that we end

up having to deal with rights of way, people fencing off roads, and livestock issues.

**Chairman Schwebach:** To make this work. Yes, there's a need for another position. What must go along with that in next year's timeframe is the ordinance being revised.

**County Attorney Mike Garcia:** I can start putting together a clean and lean ordinance, which we've done successfully in Bernalillo County when I was there. It's a bit of a complex process, but I think we can adapt it for what we need in Tarrant. In short of it, is that what you do is either perform the work yourself, or you contract somebody to do the work to clean up the place. Afterwards, the cost of the cleanup becomes a lien on the property that you can recover the money after, if there's a sale of property, or even if you want to go so far as to foreclose.

**Planning and Zoning Director Don Goen:** That is the case now. If we go in and do the cleanup on a property, there's a lien put against it. If that property was acquired by another party, then they have to be good on that. If it comes to the County, doing the cleanup. Then there's a lien put on.

**Chairman Schwebach:** Give me an example. If there's an abandoned home, somebody calls and says, look, nobody's been in this home for a couple years. It's abandoned, it's running down. It's an eyesore. It's a hazard. Do something about it. What does that trigger? What is the timeframe? Walk me through that real quick?

**Planning and Zoning Director Don Goen:** What ends up happening is there's forms that need to be filed. Per resolution, we're going in there and cleaning this up. Once that flows through the process, then we go in and clean it up and then a liens filed.

**Chairman Schwebach:** Is there a timeframe where you have to attempt to notify owners?

**Planning and Zoning Director Don Goen:** Yes, we make it whatever effort that we can, and we send it out, via certified mail. We have an owner of record, and we send it out, if it comes back as undeliverable, or even if they take it. Usually what we'll do is try to make actual direct contact instead of contacting them in writing. We could be moving onto a place in a month.

**Chairman Schwebach:** If a landowner, either doesn't contact us to say. Yes, I'm the landowner and I'm not going to do anything about them. We have an ordinance in place that we've notified, it needs to be cleaned up. It's in violation

at that point. We can say we're going to clean it up, and we're going to bill you. If you don't pay, we're going to put a lien on it. Is that the concept?

**Planning and Zoning Director Don Goen:** Yes, pretty much. These cleanups are done by Resolution.

**Chairman Schwebach:** So, it comes before the Commission every time?

**Planning and Zoning Director Don Goen:** Yes sir. That's why the cleanup fund hasn't been utilized. Once I became aware that those funds were there and available, then we've been working on it. That is part of what I had discussed with Mr. DeCosta. We are going for the worst one first, targeting areas that are most visible and prioritizing which locations need to be addressed first.

**Commissioner Schropp:** It sounds to me like we're falling farther and farther behind, while our people are working as fast as they can. So, something has to change.

**Chairman Schwebach:** I agree, and I think we're getting close on the same page of purpose of these questions, because this is something that has to go for a resolution.

**Planning and Zoning Director Don Goen:** That can potentially change the procedural, but as it stands right now. The cleanups are done per Resolution.

**Chairman Schwebach:** Whenever there is a Resolution, it requires a Commission. In which case, if it's coming before the Commission, then at that point, we can budget it per deal.

**Planning and Zoning Director Don Goen:** I see what you are saying. With that I'm asking for an additional \$100,000 added into the cleanup Fund, which would give me a total operational ability of \$145,000.

**Chairman Schwebach:** At some point, liens are going into effect, and we're auctioning property to recover it. Correct?

**Planning and Zoning Director Don Goen:** Correct.

**Chairman Schwebach:** What I'm getting at, in that process with a lien, let's say we put \$150,000 in the budget. At some point, we should start getting reimbursed.

**Planning and Zoning Director Don Goen:** Yes, there are a couple of avenues for that, either from current property owners, or when properties go up for tax auction.

**Deputy County Manager Juan Torres:** There's several options to basically recoup the money. By investing into this and continuing to invest in it. It's not going to be paying itself back right away, but eventually it will. If we chose the route for foreclosure. If no one comes up to the auction and pays it, then it becomes the County property, then the County has the option to turn around and sell the property down the road. The reason this mechanism is in place is because it actually helps us get rid of blighted property.

**Chairman Schwebach:** I'm ready to go down this road.

**Commissioner McCall:** Help me understand that process a little bit, doesn't Code Enforcement Officer do the legwork? Are they just finding the properties and doing the work?

**Deputy County Manager Juan Torres:** Code Enforcement goes to the process of identifying the blighted property, and going so far as potentially, all the way to the resolution. Then hiring the company to do the cleanup or whoever it might be. At that point, it transitions over to legal with respect to the lien before closure. For the Code Enforcement aspect of it, is the driving force to get in front of you guys.

**Chairman Schwebach:** Code Enforcement does the bulk of the work until we get to the point that they are not reimbursable. It then goes to legal. Once it goes legal, you're saying we would recoup our cost.

**County Attorney Mike Garcia:** I need to look at this ordinance more closely. There are many things to watch out for in this kind of situation is the process and due process to make sure that folks have notice, and the opportunity to be heard. Some places actually have a hearing officer that does the initial hearing with the landowner, and then makes a recommendation that goes up to the Commission for approval or recommendation. So that might be one way to do it. The main thing that we'll want to look at in the future is what kind of process we have, just to make sure that the County is protected.

**Chairman Schwebach:** If we get this new officer and fund the cleanup. We better get committed to redoing that ordinance. Will you have this done by July?

**County Attorney Mike Garcia:** I can try.

**Commissioner Schropp:** My first few days in office, I had a constituent issue. And Don took me back, introduced me to Dan and I got a really good explanation of this entire process. And it is time consuming for the Enforcement Officers. When it goes to court, and when you start arguing and appearing in court and filing paperwork, it pulls them away from actually be in the field. So, another Enforcement Officer is going to be a great benefit all the way around.

**Planning and Zoning Director Don Goen:** With the third person, like I said that, and that many more properties that we're actively getting cleaned up. The more we can initiate. The quicker the results are going to be, and actually bringing these things to full closure.

**Commissioner McCall:** I have no problem with cleaning the County up and putting another source another body to it. My question is number one, let's get the Ordinance changed. So that person has some teeth that they can use for their bark. Number two, is it a Code Enforcer slash Hearing Officer? I don't know the process well enough to know what we need to do in this process.

**Chairman Schwebach:** Probably one or two different roles. If we do go through the Hearing Officer probably wouldn't be good to have the Code Enforcer also be the Hearing Officer because then you'd have the witness kind of being the judge. But a Hearing Officer in that's a Hearing Officer that would be similar to like, our employee grievances. We have those officers that we have that have no teeth in the game. They're hearing the facts that make a decision.

**County Manager Janice Barcla:** That is correct. We currently have Hearing Officers on contract, that we have any grievances that are filed by our employees in regard to personnel issues. We could in theory also hire on contract a Hearing Officer, if we want somebody truly to be independent and not a part of the County to bring this up.

**Chairman Schwebach:** Then the next question, as far as admin is concerned, tackling that ordinance? Can we do it in a timely fashion? Realistically, this wouldn't go into effect until the end of July. That's when you get the funding, you start looking out, you start getting a guy. I mean, we need to have that ordinance in place by the end of day.

**County Attorney Mike Garcia:** For the most part, it's already written. It's just adapting it for Torrance, to the extent that that makes what already exists with Torrance work together.

**Chairman Schwebach:** To me, I'm good with that, because it's an investment. It gives them the authority to move forward, maybe in a couple of years before it gets reimbursed.

**Commissioner McCall:** So, sounds like we're on consensus there. Here's my opinion on the vehicles. Putting in for two. You got one that's decent. That's a third that's a three out in the field. And I think if you need one, I think you can grab one from the pool.

**Noah Sedillo- Finance Director:** Torrance County Assessor's office is next. Mr. Chair, if I may, I'd like to say a few things on behalf of the Assessor. As of right now, there is no request to increase the operating budget. The capital request that they have currently is a request to pick up Pictometry for years two and three, and those flights are coming in at roughly \$30,000 each. And that request is to be taken out of the Assessor's reappraisal fund.

**Chairman Schwebach:** Okay, so we have two flights for a total of \$60,000.00.

**Jesse Lucero-Assessor:** Mr. Chair, Commissioners, and all staff members. I'd like to make a correction to that statement. It's the one flyover, but what we did when we made the agreement with Eagleview, because we couldn't afford to pay the entire flyover at one time, is we agreed to an installment payment plan. We owe them two installments of 38,000 each to complete the flyover plan over the mountain communities.

**Noah Sedillo Finance Director:** Next is the business personal property livestock clerk? After that, is the requested salary increase of \$2.00 for staff.

**Chairman Schwebach:** That's a full-time position.

**Noah Sedillo Finance Director:** Yes, sir. That is a full-time position.

**Chairman Schwebach:** Do we have requested salary with that?

**Noah Sedillo-Finance Director:** No, sir. He goes over what was discussed here today and individually with the Commissioners, such as a salary increase of \$2.00 an hour for all staff, an increase in deputy's compensation, and a service ready pickup truck, etc. We're going to be moving the CAMA position to be fully funded out of the 401 because the reappraisal fund is not set up for that. And that rounds out the capital outlay, and big request for the Assessor's Office.

**Chairman Schwebach:** Do we currently have a farm and livestock position?

**Jesse Lucero-Assessor:** We did have that position. Our Office Manager, Victoria Sedillo, was the Livestock Clerk until she retired. We farmed that position out within the department trying to absorb it. We've been doing that now for a year. And we're just discovering that we're having a lot of overlaps. An appraiser goes to a particular property, takes photographs, measurements and brings all the data into the actual person that's doing the data entry for the livestock. We're missing a lot of

information. It's just not working out the way it should. We've found out that this position is more of a clerical position than an appraisal position. Torrance County is a big agricultural community. In my annual report last week, I showed you that this position can fully sustain itself just with what we're currently doing.

We've gone with the status quo with picking up new businesses. We don't have many families moving in or businesses. But I believe we are leaving a lot of money on the table by not reaching out to small businesses that are opening in our county. That's within the property tax code and one of our statutory requirements. This year, a good majority of our protests are folks who forgot to turn in their livestock form. It's been difficult to try to get the message out, do our outreach opportunities and try to help these folks out so they don't lose out on the tax benefit provided to them by filling out a livestock form. I think by putting this position solely back to the position that it should be, will help us and it's going to help the community.

**Chairman Schwebach:** You have room, and everything needed for this position?

**Jesse Lucero-Assessor:** We do have room and there are no changes in the office.

**Chairman Schwebach:** Tell me about your vehicle situation. How many do you have?

**Jesse Lucero-Assessor:** We've done a pretty good job of getting rid of some of our older vehicles. We've transferred one to the County Clerk's Office, and the Treasurer's Office. We currently have an Expedition that we've been trying to get rid of for quite some time. It's an older unit. We currently have two pickups and the Ford Escape. In the discussions with the Finance Director-Sedillo, I'm okay with putting them in a pool for other departments in the county to use. That's perfectly acceptable to me.

**Madam County Manager Barela:** Regarding the vehicles, if they are purchased out of the reappraisal fund, it cannot be a part of the county pool. They would have to stay as part of the Assessor fleet. If it's purchased with county funds, outside of the appraisal fund, then it can be in the pool.

**Jesse Lucero-Assessor:** Mr. Chair, Madam County Manager, thank you. That is correct.

**Chairman Schwebach:** So, you have some currently that were purchased outside of the appraisal fund?

**Jesse Lucero-Assessor:** That is correct?

**Chairman Schwebach:** What is your reappraisal fund being used for at this time?

**Jesse Lucero-Assessor:** The reappraisal fund is 1% of the total property tax collected. And the purpose for that fund is for reappraisal purposes. We've been paying the Pictometry flyovers out of that fund. One of the reasons I'm asking for the

Commission to pick up the cost of flyovers for Pictometry is because there's another added piece of the Tyler software being used by realtors. They call in to get the estimated property tax on properties they sell which is required by law. The way the system works now is they must call us, and we have 24 hours to get their request completed. One of my goals was to use the money in the reappraisal fund to get that software system online so that the realtors can go right to the site and can do their own levy requests.

We spread that responsibility around the office. A lot of the realtors send them to me directly and I filter them to others in the office. This will streamline the process for realtors. There was a realtor who called the other day and said Torrance County is so antiquated, every other county that I do business with, has this system online.

**Further Discussion:** On the cost of the software for the realtor look-up and the money for that coming out of the appraisal fund is discussed. The Assessor is asked how much is in the appraisal fund, he says he does not know.

**Noah Sedillo-Finance Director:** Last year there was \$131,00.00 in the appraisal fund. Salaries were budgeted in error in the appraisal fund and will now be moved to the general fund.

**Jesse Lucero-Assessor:** Salaries cannot be paid out of the appraisal fund, but incentive pay can. He believes legislation was passed in previous years to allow for incentive pay because salaries were so low that it was hard to keep people from leaving their present employment for better paying jobs elsewhere. This allows for increasing their salaries as they complete training and courses. Appraisers take courses to become certified appraisers. Currently Legislators increased incentive pay to \$9,000.00. But he is not here to ask for an increase in incentive pay. His goal before leaving the office is to do a flyover over all of Torrance County. The last quote he got for a complete flyover of the county was \$180,000.00. The main purpose of having a countywide flyover is for the accurate location and assessment of all the wind towers in Torrance County.

**Madam County Manager Barela:** In regard to what Assessor Jesse Lucero has said about the incentive pay coming out of the reappraisal fund, it is not currently coming out of that fund. The amount that we have budgeted in this current fiscal year is \$36,000.00 and is coming out of the Assessor's general fund budget line item, 2114 for salaries and other compensations. She asks that the Commission take this into account for their calculations.

**Linda Gallegos-Deputy Assessor:** This was inadvertently placed in the general fund line item when it should have been in the reappraisal fund, but it wasn't caught before and it's just carried over year after year. So that was the intent of this year's budget is to have this money coming out of the right fund.

**Madam County Manager Barela:** Mr. Chairman, commissioners in so regarding the full-time position that's currently in the report requesting or recommending that it be switched over to the 401 fund, that amount was budgeted at \$42,744.00 so that is another amount that will be removed from the appraisal fund.

**Jesse Lucero-Assessor:** Another point I want to make is, in statute it says, we should not deplete this reappraisal fund. In a previous budget cycle, Madam Treasurer Sedillo advised me that if I kept spending money out of the appraisal fund as I was doing, the fund would soon be in the negative. We took her advice and did a really good job of cutting to the bare minimum what we needed to run the office and have built up our reappraisal fund.

**Madam County Manager Barela:** This may be a good time as we're talking about the incentive pay, to also let the Assessor know and the Commissioners, that it is in state statute that the Commission is supposed to approve the incentive pay through a resolution. I don't believe that the commission has ever done that. Before the final budget, we would like to have that in place.

**Chairman Schwebach:** You're not asking me to change your existing incentive pay. We are passing a resolution to approve the incentive pay. He says he is a little confused and would like clarification.

**Jesse Lucero-Assessor:** That is correct on the incentive pay and the resolution. He explains that there are no additional flyovers. When we did the flyovers of the mountain communities it came to about \$109,000.00. We were paying it in installments of 38,000 per budget year. We still owe two installments for services already rendered. This is what was agreed upon in our contract. This would be a good project for ARPA funds.

**Commissioner McCall:** Asks Deputy County Manager Torres to clarify some issues he has in the Assessors budget. In the Assessor's budget, there is still \$64,000 remaining in full-time salaries. Is that because it is May, and the budget must make it until July?

**Noah Sedillo- Finance Director:** Says he will print a current report and review it and get back to this question.

**Deputy County Manager Torres:** You're looking at the 401-40?

**Commissioner McCall:** 401-40 2102 -and that report is from May 10<sup>th</sup>.

**Madam County Manager Barela:** We need to look at the date of the contract. And if it was signed before the county was given ARPA funds, then it would not be eligible. If it was signed after, then it would be eligible.

**Jesse Lucero-Assessor:** We've already received our data for the flyover of the mountain communities and making the installment payments for this.

**Further Discussion:** Future flyovers over the county that can be paid for out of ARPA funds are discussed.

**Jesse Lucero-Assessor:** The Assessor's office can continue the same path and continue paying these installments out of the reappraisal fund. In the future we could do a flyover over the rest of the county. He has a potential contract sitting at his desk for this flyover. Pictometry gave him a quote, to fly over the remainder of the county to include Commissioner McCall's district. The quote is around \$150,000.00 and would finish the flyovers for the entire county. He believes this could qualify for ARPA funds.

**Commissioner Schropp:** You're making your bills and making your payments out of the reappraisal fund now. I'm saying that this new contract, at \$150,000.00, can be approved and ready to be signed.

**Chairman Schwebach:** Signing the contract would commit funds, correct?

**Madam County Manager Barela:** I believe that would commit funds, with approval from the Commission today and if added to the resolution, we could execute that agreement. She asks if they could look at the quote and she would like Noah Finance Director to look at the contract for procurement purposes.

**Jesse Lucero-Assessor:** I can go to my computer and print it. Eagle View is the sole source and already vetted. If we chose to fly the remainder of the county, we don't have to go down the process of re vetting or getting three vendors. You can review the contract and give a tentative yes.

**Madam County Manager Barela:** The only reason that I would say to do it sooner rather than later is our next commission meeting may not be held until the end of June. The Commission is considering canceling the first meeting in June due to most of the staff being at the county conference. Any decision, especially when it comes to spending the ARPA funds, and getting it in the resolution would be most beneficial.

**Commissioner Schropp:** I think we should continue to pay the \$38,000.00 out of the reappraisal fund and the new contract in full, from ARPA funds.

**Further Discussion:** About the removal of the salary from the appraisal fund, and what amount to be delegated to be paid by ARPA funds are discussed. What funds will come out of the general fund and specifics of what can be paid out of the appraisal fund and the funding of a new position are further discussed.

**Madam County Manager Barela:** Asks about the procurement process with a new \$150,000.00 contract with Eagle View and if it can act as the sole source as with the previous contracts with the Assessor.

**Noah Sedillo-Finance Director:** He says he is not prepared to answer that. He would have to take a good look at that. Because last time, it took him quite a while to

make the determination whether it was a sole source or not. Things may have changed since the initial sole source was determined.

**Chairman Schwebach:** Can you figure it out before the final budget.

**Noah Sedillo-Finance Director:** Yes.

**Chairman Schwebach:** His understanding is that we must wait on the Finance Director to determine if Eagle View is a sole Source before proceeding.

**Noah Sedillo-Finance Director:** The next department is going to be the Sheriff's Department.

**Sheriff Frazee:** I'm here to discuss some of my budget issues with you. I have with me my Executive Assistant, Cheryl Allen. I would ask for your permission to bring her up to assist me.

**Noah Sedillo-Finance Director:** The Sheriff's Department is requesting a \$235,700.00 increase. The one thing he wanted the Commission to be aware of is line item 420, which is transport and is going to be moved into the 401-050. That was due to the restructuring of the community court services that was done this past year.

**Cheryl Allen Sheriff's Executive Assistant:** There are a couple of things I want to bring up right off the bat as far as things that we can decrease, which we had included in field supplies, and we had our training set up a little bit higher than we absolutely needed. We weren't sure if we were going to receive the LEPF funding when we first made our request. We did receive the funding, so for example, in the field supplies in line item 2022 that can be reduced by \$83,300.00 because we have the LEPF funding.

**Noah Sedillo-Finance Director:** I'm going to ask we start at the top, please.

**Chairman Schwebach:** On maintenance and repair on vehicles, that is going to jump up to \$85,000.00. Is that based on actuals?

**Cheryl Allen Sheriff's Executive Assistant:** Yes, those are the actuals that we've had this year. We didn't have to do a line-item transfer to put some more money in that line item to cover that further this year.

**Chairman Schwebach:** Is fuel based on actuals.

**Cheryl Allen Sheriff's Executive Assistant:** We are increasing it because we're allowing for what will happen once we get fully staffed. We'll be adding at least 100,000 miles per year to the budget once we are fully staffed and this needs to be covered.

**Chairman Schwebach:** Why is there a zero balance on the utilities line item?

**Noah Sedillo-Finance Director:** The reason is that it was moved to the actual site line item 401-16. That's moved to the judicial complex. This one is going to be for investigation and evidence building.

**Chairman Schwebach:** Insurance premiums.

**Cheryl Allen Sheriff's Executive Assistant:** Those were based off the actuals because of an increase in insurance premiums.

**Noah Sedillo-Finance Director:** That's correct. I'm going to have that firmed up for you between the interim and the final budget. We did get some briefing from New Mexico Counties with the formula that our insurance has changed.

**Chairman Schwebach:** Why has it changed?

**Noah Sedillo Finance Director:** Because we haven't received an increase in quite some time, nor has the pool.

**Chairman Schwebach:** This is liability for our officers.

**Noah Sedillo-Finance Director:** That is correct. Everyone is seeing this, not just Torrance County, so there's no way to get around it.

**Chairman Schwebach:** General office supplies, why the big increase there?

**Cheryl Allen Sheriff's Executive Assistant:** We did include in there some equipment for the SORNA program that has been identified as needed with the audits that we have had. When we took over, we were depleted in office supplies, and I actually paid out of pocket, about \$150.00 to buy some office supplies for our deputies. Since then, we've been getting things stacked up. We also included in here for 2 Dell Latitude laptops. Those probably should have been put in the field supplies line item. The \$3,000.00 allotted for these laptops. With the new quote, I will pay for only one of those computers. Otherwise, just kind of building up our stockpile of supplies and some potential monitors. Some of our equipment over there is not in the greatest shape.

**Chairman Schwebach:** In this \$21,000.00 for the general office supplies line item, there are computers and other things other than consumables. When I look at supplies, I am looking at reoccurring costs like consumables.

**Cheryl Allen Sheriff's Executive Assistant:** I had originally thought it should go in the furniture, fixtures and equipment line item but based off a meeting that we had, it was recommended that we move that over into our office supplies line item.

**Noah Sedillo-Finance Director:** With respect to the computers, I'd prefer to move those two computers into IT. I can add that to my current request.

**Madam County Manager Barela:** IT is used for technology that's not a recurring cost is so that next year, you don't wonder why this is so high. It's been captured in the correct place. It's not just a recurrence that happens every year. It's just operational that we're trying to get at within these budgets.

**Chairman Schwebach:** Asks if they leave it at \$21,000.00 or change it.

**Madam County Manager Barela:** The Manager's Office is recommending changing it and still fund it, but put that funding in the IT Department, and they will be able to utilize that to make their purchases, but it wouldn't be in the office supply line item.

**Chairman Schwebach:** Your office supply line item needs to be around \$10,000.00.

**Cheryl Allen-Sheriff's Executive Assistant:** That would be very sufficient.

**Noah Sedillo-Finance Director:** Tells the Commission he will make the changes discussed right now if that's allowable.

**Chairman Schwebach:** If we keep it as supplies, what that tells me, is we're going on a maintenance program to replace these things, and we need to be looking at budgeting for it, annually. And I'm okay with it. We are now in the education line item. Why did we go to \$30,000.00?

**Cheryl Allen-Sheriff's Executive Assistant:** We are working on standardizing all the uniforms for our deputies to have a class A uniform and a Class B. This will cover the cost of purchasing the uniforms.

**Chairman Schwebach:** Next is professional services. Why the jump from the previous administration?

**Cheryl Allen-Sheriff's Executive Assistant:** We have found that adequate and professional services include psych screenings, medical exams, things like that that were required with our deputies.

**Chairman Schwebach:** Is that all on your operating budget?

**Noah Sedillo-Finance Director:** That covers the operating budget, next would be the big requests. The increase now is \$24,700.00.

**Madam County Manager Barela:** We haven't discussed the amounts that are in the budget for fund 420, which is the transportation of prisoners. There is a total in this fiscal year of \$23,700.00. For the department it is \$174,713.00.

**Chairman Schwebach:** We have a transportation line item for transporting. What is that funding being used for?

**Sheriff Frazee:** It is being used for full time certified deputies.

**Noah Sedillo-Finance Director:** It's being utilized in that way, but we'd like to just clean it up and consolidate those two and put it in the 410-50-line item. The point that Manager Barela was trying to make is that the request is less than this fund. We would like to show you the true increase is less than the \$224,000.00.

**Madam County Manager Barela:** It was created because of the gross receipts then it was de-earmarked and made available. That's why it can be transferred and combined now.

**Noah Sedillo Finance Director:** Out of the \$224,200.00 requested increase in operating expenditures, less the \$23,700.00 that is going to be included. That will leave you with \$201,000.00 which is the true increase in operating expenditure.

**Madam County Manager Barela:** The portion of the salaries that have been approved as part of the FY 2023 budget, help with salaries for the Sheriff's Office.

**Chairman Schwebach:** No requests for additional positions?

**Cheryl Allen-Sheriff's Executive Assistant:** Yes, there are. If you want, we can go on to the capital outlay. The positions that we are requesting are for two additional deputies. They can range from \$28.00 per hour to \$30.50 per hour depending on current wages. We basically want to add numbers to the patrol staff with the goal of having four deputies on staff per shift. This will increase safety and response times and allow for districting within the county.

**Sheriff Frazee:** Pursuant to our five-year plan, the national average is 2.5 officers per 1000. We have about 16,000 residents in Torrance County. That indicates to me that we need about 40 deputies out there. I know you're not going to go for that. But in our five-year plan, if we can have two deputies per year, then in five years, we will be up to 30 deputies rather than 20 deputies. And that's the goal that we have set forward. That's why we've asked for two deputies. This particular year, and every year we'll come back again, and see how far we can go to reach our objective.

**Chairman Schwebach:** We currently have 20 positions that are filled.

**Sheriff Frazee:** They are filled now but we are losing some. One of them is Monica Torres who will be retiring and there are three others that have submitted letters of resignation. So, we'll have to get back to start filling those again. One of the reasons they're leaving is because the pay is not comparable to surrounding counties. Which leads me to ask at this point for a pay raise of \$2.50 an hour to be comparable.

**Sheriff Frazee:** What is the cost of a fully outfitted Deputy?

**Cheryl Allen Sheriff's Executive Assistant:** The hourly range can be \$20.00 per hour to \$30.50 per hour. To get the basic or the class B uniform is probably about \$1,200.00 for a deputy. The vests would be from \$1,000.00 to \$1,500.00 per deputy.

**Juan Torres-Deputy Manager:** I have \$183,783.00. That's with a vehicle, personnel services, personnel benefits, vest and uniform. Probably with a radio, another \$5,000.00.

**Chairman Schwebach:** I can't argue that we can use more deputies, but it costs. I view the Sheriff's Department like the Fire Department. We're dealing with a new administration that has a plan. We also know we're going to lose four positions. I'm more inclined to vet this out more and fund it as the budget goes along. When we see the plan and the overall concept and see where the monies lie and maintain what we currently have. A big reason is because I know we're losing some and we will fund 2 more positions. Let's get those others filled, and then talk about the two positions and the overall impact of the plan. We're talking two deputies annually at \$183,000.00. It takes long term forecasting on the part of this commission to do that.

**Commissioner Schropp:** Sheriff, it would be very helpful. If you would meet with us individually and bring a little more clarity to what's going on in your department with staffing, with the Under Sheriff, and with your five-year plan.

**Chairman Schwebach:** Now capital outlay.

**Cheryl Allen-Sheriff's Executive Assistant:** The things that we are requesting are three vehicles, either four by four, or all-wheel drive patrol vehicles, including the outfitting. Current estimates right now are about \$48,000.00 per unit, then another \$27,000.00 for outfitting the unit. We need to replace our current, worn, and damaged vehicles, that are irreparable and have excessive mileage. As an example, right now, we have two deputies that were enroute to near Houston, and their vehicle broke down in Abilene. We're paying an emergency repair bill to get them on the road. We are in a situation of trying to pick out which are the more reliable vehicles to send with them. We just need to make sure that we do have enough working vehicles to allow each deputy to have an assigned vehicle and then have backups in the fleet in case there should be an accident, or a vehicle needs to go in for repair. We must have one that can come out immediately out of our pool vehicles to be used. We need to always maintain services. We also need to maintain special use vehicles such as the prisoner transport vans,

**Chairman Schwebach:** Was that for three or four vehicles? What was the total cost.

**Cheryl Allen-Sheriff's Executive Assistant:** It is for three at \$225,000.00.

**Commissioner Schropp:** Will the vehicles all have the pursuit package for that price, not just for officer safety, but for the county's liability?

**Sheriff Frazee:** Our goal is to have all our vehicles equipped with pursuit packages. Not all our vehicles have pursuit packages because the previous administration did not equip them.

**Chairman Schwebach:** When was the last time you had new vehicles?

**Sheriff Frazee:** We just got two new ones.

**Further Discussion:** On the wear and tear of vehicles, the average mileage per year and the time it takes to get a vehicle once it is ordered. It takes about 8 months. Also discussed is the life expectancy of a vehicle. About 3 years.

**Cheryl Allen-Sheriff's Executive Assistant:** The next capital outlay request is basically some upgrades to the Sheriff's Office entrance to make an entrance separate from the main courthouse. To divert traffic from the courts that are coming to the sheriff's office. It would require us to modify the curbs in the front to make it handicap accessible and a handicap accessible door. This is to provide better access to the Sheriff's Office that makes it clear that this is the Sheriff's Office at this end of the building and not the courthouse. People have a hard time finding our offices. We want to include visible signage and some landscaping to make the Sheriff's Office entrance clear and then possible entrance camera and buzzer. We will be able to open that door after hours from the Sheriff's Office.

**Chairman Schwebach:** Is it shovel ready?

**Sheriff Frazee:** No, it is not.

**Chairman Schwebach:** Is the current entrance functional?

**Cheryl Allen-Sheriff's Executive Assistant:** It's functional. We're considering this as a possible submission for the ICIP as a possible way of funding this and reaching out for state funding as a possibility.

**Chairman Schwebach:** I think that's better. I just got a glimpse of your five-year plan and I'm looking at a bunch of capital outlay funding to bring it to fruition. We need to put more importance on what's there. I'm inclined not to approve this at this time. What you're talking about is going to be \$100,00.00 or better. I want you to think a little bit about whether this is the best building to invest this amount of money in. Chairman is reluctant to put any money into that building.

**Commissioner Schropp:** There is a conflict between the no firearms policy in the courthouse side and access to the Sheriff's side. The directive from Attorney General Balderas, regarding a similar situation in Bernalillo County, was that the courts had control of the second floor of the Bernalillo County Administration Building and make it a prohibited weapon there. The rest of the building was open to firearms, so we had a conflict.

**Chairman Schwebach:** What else do you have to present?

**Cheryl Allen- Sheriff's Executive Assistant:** We are hoping to consider it for either ICIP or ARPA as well, is providing some security upgrades to the SORNA Office and

the Administrative Offices to include installation of bullet resistant glass at the Administrative Office. This is because of the number of vicious threats that we have received, including coming in and shooting up everyone in the Deputy's Office, including women and all deputies. In the SORNA office there's not a barrier between the offender and the person conducting the interview. The door where the offender sits for an interview gives them direct access into the deputy's room. We just estimated the entire cost at \$60,000.00.

**Chairman Schwebach:** I'm going to have to go back to the Sheriff's full plan. There are a lot of changes going on within that department and I think we will have to wrap it all together. It is not shovel ready at this time so we will not include this on the ARPA list at this point. What do you have next?

**Cheryl Allen-Sheriff's Executive Assistant:** We had a power outage which put us in a real bind. We couldn't complete some of our basic reporting. Luckily, we can contact dispatch because they can take over some of this stuff but we're wondering if the building could have a generator that would kick in and restore power in the event of a power outage.

**Further Discussion:** About purchasing a generator.

**Chairman Schwebach:** Commissioners what are your thoughts on a generator?

**Commissioner Schropp:** I think they need a generator.

**Chairman Schwebach:** We took a generator out of dispatch. He asks Samantha O'Dell-Emergency Manager if she can tell him where that generator is at this time.

**Samantha O'Dell-Emergency Manager:** It's currently in the Emergency Management building in Moriarty. It's on a trailer but it's not secured to the trailer. It runs on natural gas. We were going to work on converting it over to gasoline or propane so it's not totally usable at this time.

**Chairman Schwebach:** What else the Sheriff's Office has to discuss? There is no further discussion.

**Noah Sedillo-Finance Director:** Next is the Clerk's Department. She did inform me that she had some changes since our last discussion. I'm going to defer to her to present these changes.

**Linda Jaramillo-County Clerk:** What I am asking for in my office is a new position with the title of Bureau of Elections Clerk. It would be comparable to what Madam Treasurer asked for in 2019 for a position in her office to maintain continuity in her office should a new Treasurer and Deputy Treasurer come into the office. This is the same concept I am looking at in my office. I am asking \$42,000.00 for this position.

When I came back to the clerk's office, Madam Manager Barela came to my office, and we talked about this position. She said she had discussed this with the Commissioners. She felt that it was a good position to have in my office due to the changes that occurred in the office and for continuity in the event of a newly elected official and deputy coming into the Clerk's Office.

The Bureau of Elections would help the County Clerk and Chief Deputy Clerk run elections. They would not only help with elections, but I can also cross-train him or her to help with all the other duties that we have in our office. For commission meetings, one of our employees that covers the meeting takes about three days to transcribe the minutes and get everything indexed and in its proper place. They don't answer calls or help customers at the front counter. I'm short one person for about three days after a Commission meeting. Also, one employee is an assistant to the Probate Judge. The Probate Judge comes into the office two days a week and this employee is dedicated to assisting her for those two days.

In the past, my Chief Deputy, Linda Kayser, and I ran all the elections and we handled everything ourselves, but elections are getting more complicated and new election laws are being passed that are asking more of County Clerk's. We now run all the School Elections, all the Municipal Elections, and all Soil and Water Conservation District Elections in our county. The Local Election is held only one time in odd numbered years, but it still takes as much time and effort to run that election as it does for a Primary and General Election. There are three different elections at one time. I'm asking for \$42,000.00 for this position. When Madam Treasurer Sedillo asked for her position in 2019, which is comparable to what I'm asking for, she asked the Commission for \$44,000.00. That current position in Madam Treasurers Sedillo's office right now is \$49,000.00. I called several clerks in the same class as Torrance County, and asked what their salary was for this position. The salaries ranged from \$37,000.00 to \$60,000.00. The average is about \$42,000.00 that they pay their Bureau of Elections Clerk. There's a description of duties for a Bureau of Election Clerk from Lea County that Madam Manager Barela gave me, and I passed out to you for your review.

**Chairman Schwebach:** How many positions in the clerk's office now?

**Linda Jaramillo-County Clerk:** We have five right now. That includes Sylvia, me and three employees. I believe the Assessor has a similar position in his office with the title of Office Manager. If other offices have a similar position, I'm asking that we are allowed to have that same position in my office.

**Madam County Manager Barela:** Asks Noah Sedillo-Finance Director about the salaries in the Clerk's Office. She informs the Commission that the \$42,000.00 a year comes to \$20.19 an hour before benefits.

**Chairman Schwebach:** What you are proposing based on this schedule, essentially, is a third in command in your office?

**Linda Jaramillo-County Clerk:** Yes, for elections. Elections are being called into question by many. With this new position, I can go out and do more outreach to different areas in the county and explain and teach people about the election process. I would like to go to the schools to teach high school students about registering to vote, and the importance of voting.

**Chairman Schwebach:** Why is that such a big range of health benefits? There is discussion about health care benefits, choices, and their costs. Chairman asks for the opinion of the other Commissioners.

**Commissioner McCall:** Has your office ever been staffed over five?

**Linda Jaramillo-County Clerk:** No. At one point, Linda Kayser got sick and had emergency surgery during an election. I had to handle the election alone and I did it. That shouldn't be the case. With this extra person, if anything like that ever happened, we would have a backup in place that knows elections.

**Deputy Manager Torres:** The salary and benefits comes to \$60,136.00.

**Commissioner McCall:** I think you hit the nail on the head, you did it. When things got tight and tough, you tightened up your bootstraps, and you did it. I think that's what we need to do for the moment.

**Chairman Schwebach:** I tend to agree. Here is my line of thinking, that much of this comes from a reactive stance with what has happened in this county in the last eight months.

**Linda Jaramillo-County Clerk:** Not necessarily. Elections are very difficult. I can go over the election process with you.

**Chairman Schwebach:** I can't argue that. We've had a lot of public input with elections. I just don't know if I'm prepared for that kind of salary based on what this department has.

**Linda Jaramillo-County Clerk:** In the past, for the 24 years that Linda Kayser and I ran elections, it was us staying into the wee hours of the night, trying to ensure that everything was done perfectly, that elections ran as smoothly as possible. We should have enough staff in our office to conduct elections without someone just pushing themselves to their limits. I pushed myself to my limit and so did Linda Kayser. That shouldn't be the case. Elections need the staff to run an election smoothly without people getting so tired and so worn out by the time actual voting begins. I just don't think it's fair to my office, that I don't get this position like other offices have gotten. We work just as hard as other offices do. We don't only run elections. We record documents, we handle all your proceedings, we issue marriage licenses, and we issue

business licenses. We are constantly on the phone with the public, people come and search for our records and we help them in their searches. This Bureau of Elections person will be cross trained to help with all those other duties along with elections. Elections aren't just Election Day. Elections require months and months of preparation if you're going to do it right.

**Commissioner Schropp:** Is it possible to pick up someone to work in election years? Is that legal? Can you pick up a seasonal employee to take that workload off?

**Linda Jaramillo-County Clerk:** When would that be incorporated into my budget?

**Commissioner Schropp:** What I'm trying to find is a compromise between your workload and a Commission's perception that this is dedicated solely to elections. You've said that you are now handling elections for school boards and all elections in the county. Obviously, you have a need for someone to help with the election process and that person would have to be experienced to step in during an election year or when you determined you need that person prior to an election. Is that a possible solution to what we're looking at here?

**Madam County Manager Barela:** We do have part time employees and we have float clerks. We have election workers that can come in and fill roles as necessary. I want to remind the Commission that we are more familiar with the Primary Election and the General Elections, but due to the changes in state statute, the clerk now runs an election every year. The Clerk is now running elections in the odd number years, which is the Local Election. There is no downtime where elections are concerned. We, as voters, are more familiar with the time that the election is occurring, not all the work that goes into the preparation of it. I just wanted to put that in there as well. Madam Manager Barela asks Madam Clerk if talking to other clerks from around the state, do you know how many other clerks have a similar position like this?

**Linda Jaramillo-County Clerk:** Most of them do.

**Madam County Manager Barela:** This was, from my perspective, a reactive response to what was going on in the Clerk's Office and wanting to provide continuity. But at the same time, as I reached out to other county managers, I found that this was a similar issue with them also. I thought this was a good thing to bring us to a position where we would have this continuity in the county. We could have someone that wasn't elected and wasn't appointed, but was a staff member, that knew the state statutes. A staff member current with all the election laws and proper procedures and everything that elections entail. That's where I was coming from whenever I was having these discussions with the Commissioners, and then also with Madam Clerk after she came into the office.

**Commissioner Schropp:** Sounds, to me, like times have changed. And the requirements and the duties of the county have changed as well.

**Linda Jaramillo-County Clerk:** Yes, the duties of the County Clerk have changed. The Local Election has been added to the elections that I run.

**Commissioner Schropp:** What I'm hearing is that we're going to have to adapt to the times.

**Commissioner McCall:** Madam manager, what you just explained is a Clerk and a Deputy's work. If we've got an elected Official, they should have that capability.

**Linda Jaramillo-County Clerk:** What is the difference between the continuity in my office and the other offices? They hired people for this purpose. What is the difference in my office, the Treasurer's Office, or the Assessor's Office? Doesn't my office get continuity also?

**Commissioner Schropp:** I would bring it back to a more workplace equity, that none of our employees should have to pull 20-hour days.

**Linda Jaramillo-County Clerk:** Or more.

**Kevin Pham-Clerk's Administrative Assistant:** As Madam Manager Barela knows, during the election, when I first started, we had two people in our office that were out, due to COVID. I was doing the delivery of the machines, picking up the machines, helping with the election and staying late for the early votes. For two months, I was working about 20 hours. With the extra person, it does help. It's more concerning for the health of the employee, not for the work of the employee.

**Linda Jaramillo-County Clerk:** If somebody gets sick during an election and they're gone, that puts us short staffed for running the election.

**Commissioner Schropp:** I've worked in a business where we had what was called on call, call watch. And I would wind up pulling 21-to-22-hour days. When I became a supervisor, Master of the Vessel, I believed that it was not the right way to treat people.

**Linda Jaramillo-County Clerk:** It's not a healthy thing to do. My last Election was run during Covid. Linda Kayser was gone for a long period of time due to her son being ill in Texas. I think the extreme stress of all this caused my Bell's Palsy. It wasn't a stroke, but the stress was so high that it made me sick. But I pushed through and continued to push through to run the Election. A person shouldn't have to push that hard, they really shouldn't. Elections are so precise, and people depend on our elections being run well. We must make sure that everything's as perfect as possible for our voters. This requires a lot of hours and a lot of planning.

**Commissioner Schropp:** Fatigue leads to mistakes. We know what happens when mistakes are made in tabulating votes.

**Chairman Schwebach:** The Treasurer's Office has been mentioned multiple times for continuity. Please explain how your office is structured.

**Tracy Sedillo-County Treasurer:** You afforded me the position of the Treasurer Comptroller. The reason behind that was we felt we needed someone in the office that was trained in the software to do bank reconciliation, to know where all the bank accounts are, and where all the money lies. Because if something happened to me, or a new Treasurer didn't want to come into the office before they took office to learn all these things, someone in the office would need to know procedures or the county's business would stop because you couldn't write checks because you wouldn't know what monies were available.

**Chairman Schwebach:** Do you have a Deputy Treasurer?

**Tracy Sedillo-County Treasurer:** I do have a Deputy Treasurer.

**Chairman Schwebach:** That's a third position and not tied to an elected official.

**Tracy Sedillo-County Treasurer:** Just so that there is some continuity because of the way bank reconciliation is, and you must make sure that all the money is in order because we deal with all the county's money that is within the control of my office.

**Chairman Schwebach:** I see what you're saying. What I'm struggling with is based on the salary you're proposing compared to other salaries. Is this the right number for this salary?

**Linda Jaramillo-County Clerk:** That number can be negotiable.

**Chairman Schwebach:** If you like we can start negotiating. Because what you're saying is that this person will be third in command. This person is to be specialized in elections. What kind of individual do we need? Do we need a college education or a dedicated individual?

**Linda Jaramillo-County Clerk:** A dedicated individual that I will train thoroughly.

**Chairman Schwebach:** In that position, if that is their primary goal. They could conceivably spend their time getting trained and dedicated to elections. I keep hearing with elections there's going to be extra hours of preparation. So, when there is not an election, those hours get pushed over then they take time off? I personally think we need to look at the salary. And I want to be open about this and this goes for every elected office. Yes, we need continuity, but the more continuity this commission puts to cover for an unknown elected official puts less pressure on having competent elected officials. I'm not saying anybody here is incompetent. I'm just saying down the road, it could conceivably do that.

**Linda Jaramillo-County Clerk:** So, let's put the continuity aside. I'm saying as the County Clerk, running elections, that I need an extra person in there to help with elections.

**Chairman Schwebach:** Okay, based on the salary here, we proposed a 3<sup>rd</sup> in command who's going to make up to \$50,000.00? Am I right on what was proposed.

**Linda Jaramillo-County Clerk:** The proposed amount is \$42,000.00 a year which is the average other counties in our class are paying.

**Madam County Manager Barela:** Looking at base wage, \$20.19. is the hourly wage.

**Chairman Schwebach:** \$42,000.00 a year and you want this individual trained more than what you currently have in there?

**Linda Jaramillo-County Clerk:** Yes.

**Chairman Schwebach:** Currently you have positions in your office at \$15.00, \$17.25, and \$18.75. This is not counting yourself and your Deputy. What was the training for those positions.

**Linda Jaramillo-County Clerk:** They help with elections also but that takes away from their other duties in the office.

**Chairman Schwebach:** If they're trained in elections would it make more sense to have that position comparable in pay to one of those positions? If we're trying to address the lack of manpower within the office during elections. Why is this position requiring \$20.00 an hour vs the other salaries in your office. I'm talking about the salary for the new position. The \$18.75 highest salary in your office versus \$20.00. Why is this new position requiring more than the highest paid employee in your office. I believe we should start talking more in the \$17.25 or \$18.75 an hour range, I think that might be more reasonable.

**Linda Jaramillo-County Clerk:** We could start the new position at \$18.75 an hour, which is what Genell Morris makes an hour.

**Chairman Schwebach:** It seems reasonable based on the expectations of the position. If the \$18.75 position in your office was trained in election procedures and making that hourly wage, then an additional person to focus on that should be able to do it at \$18.75.

**Madam County Manager Barela:** Commissioners that comes up to \$39,000 a year.

**Commissioner Schropp:** As opposed to \$42,000.00. So, we're saving \$3,000.00. We're saving \$3,000.00 on a person who is going to be overseeing elections and the entirety of the lead up to an election.

**Chairman Schwebach:** The Clerk is still responsible.

**Commissioner Schropp:** I understand that. But the clerk can't do it all. So, you need someone that the clerk can depend on, turn her back on and leave the office and know that it's still being done right.

**Commissioner Schropp:** Asks for a five-minute break.

**Meeting is called back to order:**

**Chairman Schwebach:** We are back to continue discussion about in the position in the Clerk's office. I think we need to fund the position. He asks if the current staff, and this is to be equitable, is trained in elections, which is what I've been informed.

**Kevin Pham-Clerk's Administrative Assistant:** We are trained, but not fully trained for elections.

**Linda Jaramillo-County Clerk:** May I speak to that? The reason Kevin was doing what he was doing is because everybody was out with Covid. He was more or less doing the voting machine tech job.

**Chairman Schwebach:** He was never designed to be the lead man.

**Linda Jaramillo-County Clerk:** No. He did an excellent job. But he was filling in for positions that are separate from the overall operations of my office.

**Chairman Schwebach:** How long will it take to get them fully trained. Kevin is not fully trained, is what he just told me.

**Linda Jaramillo-County Clerk:** They will work alongside me. I have already started the process for the local election, in November, I have notified all the different entities about the details of the election. I will have them with me teaching them every aspect of the election. They will learn election laws as we proceed with an election. And hopefully whoever applies for this position will have some background in elections.

**Chairman Schwebach:** I'm assuming your existing step takes a load off your staff to deal with other things. He is thinking more of the \$39,000.00 range.

**Linda Jaramillo-County Clerk:** I really appreciate this. Thank you.

**Noah Sedillo- Finance Director:** I'd like to inform you I made a mistake. In going back and forth with Madam Clerk and requesting her worksheets, I did not include a request for \$6,900.00 in her operating fund. I would like to take this opportunity to show that to you. Starting from the top with 2201-vehicle maintenance repair an increase is requested from \$600.00 to \$2,000.00. Vehicle fuel from \$500 to \$1,000.00, employee travel from \$1,500.00 to \$3,500.00. Status quo for supplies, no net increase for microfilming. Uniforms with no names on them, \$1,000.00. No

known increase for training at \$3000.00. Subscriptions, no net increase, and they have a new subscription for some recording at the tune of \$2000.00. For the elections budget it is status quo.

**Linda Jaramillo-County Clerk:** I was not familiar with the budget process in place when I came back to my office. Things had changed drastically going from Triadic to Tyler. When I went to go over my budgets with Noah and Joanna, they had reports there that I was not familiar with and was not able to print on my own before going to meet with them. I went in there blindly. I came out of there not quite grasping the reports presented to me. I took them home and I studied the reports, and I was able to make sense of them and made the attempt to adjust my budgets as per my new understanding of the reports.

I'd like to pass out a presentation on elections and this will give you more of an idea of how elections are run, and the costs associated with running an election. In line item 401-21-226-Election Costs, the current budget as is \$45,000.00. When I did the adjustments after meeting with Noah and Joanna, I reduced that number to \$22,876.00. It was over budgeted with a difference of \$22,124.00.

On the next page I gave a breakdown by precinct of the actual cost per precinct per polling official, and the breakdown on each polling location. I started first with the polling locations for Election Day with the highest number of voters that vote at that location. At the Moriarty Civic Center, I have three ballots on demand, two voting machines and six voting booths. I have a Presiding Judge at \$17.00 an hour for 14 hours, which is \$238.00. There are two Judges at \$15.00 per hour for 14 hours at \$420.00. Three Clerks at 15.00 per hour at \$630.00. I need to staff these polling places with enough people so that the flow of the voters goes through smoothly and they don't have long lines. More voters, more staff.

In the busiest voting centers, I have an extra position for the Same Day Registration Clerk. In talking to the Presiding Judge in Moriarty, she said one of the reasons that they were so slow in processing voters, is because the Presiding Judge was busy registering people. SDR Clerk for 14 hours at \$15.00 at \$210.00. Only in the bigger precincts will there be a Same Day Registration Clerk. They are the Moriarty Civic Center-Alternate Voting Site, Moriarty Civic Center-Election Day, Edgewood Administrative Offices, Estancia High School, Dr. Saul Community Center, and McIntosh.

The rest of the polling locations and the staffing are listed in the order of the amount of people voting at those locations. As they get smaller there are less poll workers. The total cost for Election Day is \$12,068.00.

We have two elections in this budget cycle and the total for the two elections is \$24,136.00.

Now we go on to part time positions, which is what we pay all our poll officials and voting machine techs other than Election Day. In the current budget it is budgeted at \$37,157.00 which is way under what is required to run an efficient election. What I came up with is \$69,808.00. That is a difference of \$32,651.00. The next group of people that are on the part time salary category are Early In-Person here in this building, Alternate Early In Person in Moriarty and Absentee by Mail. The absentee by mail poll officials will come in on the Saturday before an election when we have large amounts of ballots to be processed so that on Election Day, they will be concentrating on the ballots being brought in throughout the day. That is an additional cost for big elections.

We have the Alternate Early in Person site that is one of our busiest and biggest polling locations because it's in a highly populated area. This polling site runs for 11 days. The early voting site here in this building is 14 days. The costs go by day by hour as you can see. The cost for part time salaries for one Election is \$31,736.00. For the two elections it is \$63,472.00

Now we have the Voting Machines Techs. This is the job Kevin was handling when the office was short staffed plus helping with all the other duties in the office. I have two Voting Machines Techs currently. They are Sammy Chavez and Michael Nazi. They worked with me for many years previously when I was clerk. They're very experienced Voting Machine Techs and they play a crucial role in elections as you can see in their duties. Currently I am paying them \$16.00 per hour. I called all clerks in other counties and the average they're paying is \$20 per hour. I'm asking \$18.00 per hour. I incorporated it into my budget, and my election budget stays the same. The total cost for two Voting Machine Techs for one election is \$3,168.00. For two elections, \$6,336.00.

Total part time salaries for two elections would be \$69,808. The current budget allows \$37,157.00 which is minus \$32,651.00. The savings in the other in the other line item 401-21-226 Election Costs was \$22,124.00. I moved that savings over to part time salaries. That still leaves me short \$10,527.00. I moved money within the budget such as moving \$500.00 for rent for building because we don't rent buildings anymore. Moved \$300.00 in postage because the Manager's Office handles all postage. I moved \$727.00 from supplies. Currently we have \$18,000.00 in the printing/publishing/Advertising line item. We don't have a newspaper in general circulation anymore. This is what I used to use for most of my advertising. We have moved to other means of advertising and publishing. I took \$9,000.00 from this line item. With all the line-item transfers to the part-time salaries I was able to cover the shortfall of \$32,651.00 in part-time salaries.

With this restructuring I was still able to increase the salaries for my poll officials and voting machine techs. The Legislators lifted the ceiling of what we can pay our poll officials from \$200.00 to \$400.00.

**Commissioner Schropp:** I really appreciate the work, initiative, and imagination to get it done.

**Linda Jaramillo-County Clerk:** Thank you, all this will be for more efficient elections. She wanted to mention that the Secretary of State's office is supposed to be reimbursing us for elections and asks Madam Treasurer Sedillo if the county has been reimbursed.

**Tracy Sedillo-County Treasurer:** For the Local Elections, yes.

**Commissioner Schropp:** Have they reimbursed us?

**Linda Jaramillo-County Clerk:** I thought they had but asks Tracy Sedillo-Treasurer if they have.

**Tracy Sedillo-County Treasurer:** They gave us the money for the Primary and the General. But there were extra costs of about \$20,000.00 that they had not paid.

**Linda Jaramillo-County Clerk:** Their reimbursement is a delayed reimbursement. I still need this money in my budget to run the election before the reimbursement. When I left the office, they weren't reimbursing for Primary and General Elections. I don't know when that came into play, but it is a good thing for the county. Most of the money that I'm spending on elections, is getting recouped in the county's budget after the reimbursements.

**Noah Sedillo Finance Director:** Before we move on, I'd like to note to the Commission that I have not had the opportunity to review the presentation Madam Clerk has presented. I'd like to request the portion presented today be updated in the approval of the final budget. Next is the Fire Department. After the initial discussion with the Fire Department of the funds with respect to the districts, 405,406 or 407, 408, 409,413, and 418. They are requesting to be status quo. In discussion with Chief Dirksen and Hanna, the goal is to move the 411 to the 416, because there was an error there as far as the payroll goes.

**Deputy Fire Chief Sanchez:** Right, just the salaries we were requesting to move from the 411 to the 416. It made more sense as far as our current staff goes and the 416 is where we are bringing in our revenue for our billing, and then we had some employees being paid out of both, which really doesn't make sense. We kept the 411 strictly in the operating budget.

**Deputy County Manager Torres:** It was my understanding that we're just going to completely move everything out of the 411 because the 411 was initially set up for the taxes but since it's been ear marked and going to be transferred to it anyway. We can just put that like we have set up with other budgets. With the salary and expenses on one and then you would have the other in the operating budget. Just makes more sense.

**Noah Sedillo Finance Director:** Next will be the DWI department-Tracey Master. Tracey Master is not present, so Noah Sedillo moves on. He says that this is one of the toughest departments I've had to try to project. Her revenue comes in after the fact.

**Tracey Master-DWI Prevention Program Coordinator:** What Mr. Sedillo has said is right. We receive the fourth quarter distribution around June 10<sup>th</sup> and that is based on an estimate. There's always an issue of her scrabbling to get her purchase orders out so that we can make appropriate expenditures. I try to do my best throughout the year to not spend too much money, so it lasts till the end of the year. Sometimes that works out and then other times, it's okay.

Now, we have the money, we need to get the things we need. Those would be such things as the portable alcohol sensing flashlights that we recently purchased for the Torrance County Sheriff's Office. We are getting ready to buy some breath testers, etc. The grant for next year, Torrance County was awarded \$100,000 in competitive grant. And I believe the distribution amount was \$120,741.00. Those are from the Department of Finance and Administration, Local Government Division, Special Programs Bureau, LEDWI.

We don't know what our funding will be next year from the CDWR Community DWI Grant, which is administered by the Traffic Safety Division. This year, it was \$2,239.00 and that was completely used for outreach materials. It will probably be roughly the same for next year, it doesn't usually change much and will be budgeted in that area.

I'm not looking for any personnel. If you will consider all that I presented, I would very much appreciate it. I stand for any questions regarding my budget.

**Noah Sedillo Finance Director:** We now have Kathy Reyes-Community Monitor who is not present. She requested an increase from her current salary of \$57,000.00 and change to \$60,000.00, a new position to the tune of \$45,000.00, two new laptops and she does have the space for the requested new position. This has been moved out of the 420 fund because it's one of those funds that was earmarked at one point and it's now going to be the place holder in 056. I just wanted to show you we're moving this.

**Madam County Manager Barela:** This is another one of those unique positions and its duties in comparison to the other positions in the county. For years we have known that Kathy Reyes has been overworked and we kept trying to offer her a new position to get some help in. She kept putting it off and saying she was going to try to do this for as long as she could before asking for help. So, this year she is asking for a new position which is strategically planned because she is retiring at the end of this fiscal year. I think her goal is to try to leave the county in the best position possible when she does retire. I believe that that assistance in her office was long overdue. She

doesn't get vacations; she doesn't really get any time off. She has her phone with her and is on call 24/7 and gets calls all the time, she is in a salaried position. Many of us are in salaried positions, especially in the County Manager's Office, we certainly understand being on 24/7. She has gone above and beyond what the expectation is for any regular staff. Just wanted to give some information to the Commission about what she's requesting. She is requesting \$45,000.00 for the new position. I'm sure she would view that as negotiable as well. It's not that she didn't want to go any lower than \$45,000.00. She mentioned not wanting to go any higher.

**Noah Sedillo-Finance Director:** That is correct. She felt that salary needed to be earned. As she stated. Also, at her request, she's requesting to fund that by repositioning this \$20,000.00, which currently funds the GPS monitoring program. There has been a shift since this program was first initiated many years ago. There's some new liability that's come on board with it. There was an incident recently where a GPS monitor was on someone that committed a crime and was charged with committing that crime. Soon after they got released from prison. They committed an egregious crime. They tried to put the liability on the person that was doing the monitoring. Ms. Reyes has \$20,000.00 in her budget she would like to repurpose for the salary of the new position she is requesting. She will reduce her professional services from \$6000.00 to \$3000.00. A repurpose of \$23,000.00 within her department to potentially help fund the requested new position.

**Chairman Schwebach:** What are the requirements of this individual as far as knowledge training coming to the table? Looking at the salary it might be too high.

**Noah Sedillo-Finance Director:** Mr. Chair, I couldn't answer that. Sorry,

**Madam County Manager Barela:** I think that's fine to look at lowering the salary. That's not an issue. I think, whenever we're looking at requirements for this position, should be somebody that has some court knowledge, or criminal justice. It doesn't necessarily require a degree, but some information regarding processing reports would be beneficial to that position. She's prepared to do on-the-job training.

**Commissioner Schropp:** I think it's well thought out. She's going to shift \$23,000.00 around inside her budget to help offset the cost of her new person. So, it's going to cost us \$22,000.00 if we agree to the \$45,000.00.

**Chairman Schwebach:** You're telling me she needs the help?

**Madam County Manager Barela:** Besides that, she was in a fund that was I believe was earmarked for her out of the jail fund.

**Tracy Sedillo-County Treasurer:** The reason why it was in the jail fund is because it is a component of incarceration of these people who are not on the bracelet because otherwise, they would be in jail. It was in the jail fund to capture the true cost of

incarceration. And so, I felt like if you move it out of that, you're going lose that whole picture.

**Further Discussion:** Past funding for this position.

**Madam County Manager Barela:** There was a concern about these new positions coming in, and how it's going to affect the budget regarding our revenue that we have. Some of that has already been worked up. I don't know if this is the appropriate time to address this.

**Chairman Schwebach:** No, I don't think it is. We're dumping a lot of cash here. We won't get the actuals until we get the interim budget. This is by far the longest budget meeting I have been through since I've been here. I'm going to wake up tomorrow looking at this in a different light. There may be some major changes. What we're going to need is break down of the impact and cost to the county with these new positions. There's still a lot of analysis to be done.

As to the position being discussed at this time, I prepared to move forward with it because what I'm hearing, it's a position that that has been understaffed for a while. I don't like the \$45,000.00. Some of these numbers I've been hearing are without a good job description. I need to scale this position back to \$18.00 an hour.

**Noah Sedillo-Finance Director:** Next is going to be the Manager's Department, the Commission's budget, and the IT Department.

**Madam County Manager Barela:** The Managers, is fund 10 in the General Fund. What we're going to be doing is merging the Attorney's fund with the Manager's fund. We have legal counsel through contract, and we have Dominica, who's our records custodian and IPRA individual, along with the legal assist and taking them under the manager's office. We're combining the two budgets together.

**Noah Sedillo-Finance Director:** With the addition to the budget, we're talking \$5000.00. That's just a joining of the two budgets, so, there's no increase. The Increase on the software is going to be the biggest requested increase, and that's going to be at the tune of \$5,000.00 for processing IPRA requests. There are two new tech subscriptions that we're looking at to handle the change in the way IPRA's are coming in. That's it for the Manager's Office.

**Madam County Manager Barela:** Some of the subscriptions or dues that our county owes that were captured in the Manager's budget, were moved over to the Commission budget. We did keep legal services in the Commission budget.

**Noah Sedillo-Finance Director:** With that jumping up to the Commission budget there is no net increase in unemployment compensation and no contract for audit fees. Same with the rent and travel for employees, which is for the Commissioners, if you choose to go to any of the conferences or any affiliated travel. Insurance premiums

remain and workers compensation. Furniture fixtures and equipment can be kept the same. If you want to reduce that we can. Grounds and roadways were taken out. So that's no longer needed. KXNM was taken out. This was for the broadcasting of our meetings which we no longer have. The New Mexico Extension Office has requested an increase from \$98,114.00 to \$100,515.00. Dues and subscriptions are further discussed. Contract Attorney's fees remain the same with no net increase. This was first budgeted a couple of years back in the event of a conflict or some type of work that cannot be facilitated with the current workload or any of those things.

**Madam County Manager Barela:** I was visiting with Madam Treasurer Sedillo about line item 107-other salaries, payouts. There was a discussion about moving out of the general fund. That would not be something that was moving up the reserve. Has there been any discussion about what line item that could possibly go to.

The purpose for that line item, is if somebody's working here at the county, and they leave but they have annual leave that must be paid out or they go from a regular set position to an elected official, then they get paid out their vacation and comp time before they go into that position.

**Noah Sedillo-Finance Director:** He agrees and says he will move this. Next is the IT budget. We are awaiting a quote right now. for that current IT infrastructure that we're going to have to upgrade. He would like to defer this to Deputy County Manager.

**Deputy County Manager Torres:** I think with respect to the main line items, he is not requesting any changes. One of the questions he has had is issuing an RFP for IT services. We currently have an IT contract but it's more about keeping our current IT providers honest. I'd rather just do an RFP and see what's out there and see if we can get a better service, hopefully for a lower price. He's got a price of approximately \$138,000.00 for the network upgrades. He was going to request that this be pulled out of ARPA funds. He also has other prices of \$205,875.00 for computer upgrades. Initially I was looking at replacing 75 computers this year. We've got roughly 208 computers across the county right now. This will just be to rotate out a little more than a third of them because they're already out of warranty.

**Further Discussion:** On replacing laptops, purchasing computers and network upgrades and possible costs associated with this.

**Chairman Schwebach:** Asks about the IT contract going up to \$500,000.00.

**Deputy County Manager Torres:** That's our current IT provider, Ambitions. We have a base contract, which covers all our Office 365 computers per user, those are all subscription based, that's all lumped in this contract. And then we have all our support tickets. It's around \$6,000.00 a month for all the subscriptions. It is about \$6,000.00 a month for support tickets but that depends on how many calls and tickets that they respond to. That can range anywhere from \$4,000.00 to \$14,000.00.

**Chairman Schwebach:** Are we spending the \$500,000.00.

**Deputy County Manager Torres:** They are asking for \$345,000.00. \$50,000.00 left over from this year's budget remains in the fund for incidentals that might occur. We may not use it but just in case we do it will be available.

**Chairman Schwebach:** Next, we have some directors and some positions in the Manager's Office that through various raises and changes in pay they discovered is not equitable and we turn it over to Madam Manager Barela.

**Madam County Manager Barela:** In the budget meetings that we had last year. I have requested a \$3.00 an hour increase for three different positions. One was for the Finance Director; one was for the Human Resources Director and the other was for the Grants Manager, which has now been reclassified to a Grants Administrator. The commission at that time approved one half of what was asked for and a \$.75 cost of living raise with the projection that they were going to get them \$1.50 on this budget cycle. I am requesting the Finance Director have the \$1.50 increase, and this should be before any cost of living that the Commission may be giving. I am asking that the Human Resources Director also be given the \$1.50 increase before the cost-of-living increase.

The third is the Assistance Finance Director. Under the prior Finance Director, the Assistant Finance Director operated more independently and was not used in a supervisory role. We now are having the Assistant Director more involved with the budget process, along with supervising the other positions within the Finance Department. The Grants Management Department also went under the Finance Director's supervision. Those are two additional positions that are being supervised by the Finance Director and the Assistant Finance Director. I don't have the figures in front of me, Juan, I think you do as far as what was talked about in some of the meetings, I had with Commissioners independently.

**Deputy County Manager Torres:** The increase from one Commissioner was \$2.25. One commissioner was \$2.50 and one Commissioner was \$3.25 before a cost-of-living increase.

**Madam County Manager Barela:** Joanna is currently at \$22.75. And that's the same as what the Chief Procurement Officer, Toni, is making and the incoming Grants Administrator is also at \$22.75. Joanna, with the great amount of responsibility she has in supervising some of these individuals. We're trying to correct that.

**Chairman Schwebach:** Essentially, she's second in command in the Finance Department.

**Further Discussion:** The Finance Director's salary is discussed with the \$1.50 raise he will be at \$30.75. Plus, the cost-of-living raise.

**Chairman Schwebach:** Based on my understanding, Joanna was here with the prior Finance Director. With the new Finance Director her role has changed with many added responsibilities.

**Madam County Manager Barela:** I was under the assumption that she had those added responsibilities with the previous Finance Director. It became apparent when we had to name an Interim Finance Director, that she was not prepared for the budget or to handle the department the way it needed it to be handled. At that point, the Assistant Deputy County Manager became the Interim Finance Director until she was caught up to speed and could step in. She also handles payroll.

**Noah Sedillo-Finance Director:** I would like to mention that she oversees the Indigent Fund, which has been earmarked and accounts payable as well, in conjunction with myself as well as the conversion to Tyler which we don't like to talk about.

**Chairman Schwebach:** I want to say something about the conversion. I understand we're having issues but don't like to speak about it. I hope we can clear up all the issues we are having. This Commission dumped a lot of money on this **conversion** that was supposed to make things a lot easier, but I have yet to see it.

**Madam County Manager Barela:** The conversion has streamlined and in some processes that there are still some issues that are being worked out. We are seeing the benefit of it in some areas. We're still working through some kinks, hopefully getting them straightened out.

**Chairman Schwebach:** Essentially, that position's responsibility has increased. Management has agreed to it. This position almost the same responsibilities as the Finance Director. The difference between the two salaries is about \$3.00 an hour. That's what I'm comfortable with. The other two Commissioners are comfortable with this also.

**Madam County Manager Barela:** Those were the positions that I had that were the carry overs from the last budget. The other position that I wanted to look at was our Records Custodian/ IPRA Legal Assistant. Deminica's position is currently at \$18.75 an hour. We have our Executive Assistant at \$19.25 an hour. The liability that Deminica mitigates on any given day is an extreme load that she carries. I would like, prior to the cost of living, to make her salary equitable to the Grants Administrator at \$22.75.

**Chairman Schwebach:** I'm fine with that. The other Commissioner are also okay with this.

**Madam County Manager Barela:** We have our Fire Chief Deputy that is currently on the same \$42,420.00 And this is a salary position. If she was actually paid by the hour, she would make a lot of money. Our Fire Chief currently earns \$60,000.00 a

year. I would like to see an increase in the Fire Chief Deputy's salary of \$50,000.00. The Fire Chief would like to do something with her title, I think it had something to do with her managing the EMS staff or the career staff. The Fire chief has comments on this.

**Fire Chief Don Dirks:** I was going try to put in a request to change my organizational chart to promote my Chief Deputy Sanchez as the EMS Director, along with being the Deputy Fire Chief because with all the time restraints that I've had, she has taken a bulk of the work with the EMS department. I believe she very much deserves this. She took a pay cut to come into this job originally and she has taken on a lot of responsibility.

**Madam County Manager Barela:** Her increase comes out to \$24.04 per hour.

**Chairman Schwebach:** If that's what you're recommending, I am good with that.

**Madam County Manager Barela:** We have the department heads to discuss. The first one is Planning and Zoning, Don Goen. He is currently at \$23.00 an hour. In our salary comparison to other counties, the average salary is \$25.50.

**Commissioner Schropp:** When you are giving these numbers, are they subjected to a cost-of-living increase above what you just said?

**Madam County Manager Barela:** Yes. This is what other P and Z Directors are making. This department has historically had one of the smallest budgets I've seen over the years and has never asked for increases themselves. I'm requesting \$25.50 an hour before the cost-of-living increase.

**Commissioners all agree to this.**

**Madam County Manager Barela:** The next one is our Emergency Manager, Samantha O'Dell. What I had requested based on what the Commissioner said independently, was \$55,000.00 a year. From our discussions, this does not include the cost of living raise. This is the amount that would be used for her overall salary that she would put in for in her grant.

**Chairman Schwebach:** I'm good with that.

**Commissioner Schropp:** \$55,000.00 is a very fair wage.

**Madam County Manager Barela:** Undersheriff position is next. In a past Commission meeting Sheriff Frazee requested an increase in salary for the Undersheriff. He requested that the salary be moved from \$71,000.00 up to \$92,000.00. In discussions with the Commissioners individually, the consensus was \$80,000.00 for the Undersheriff position. I do want to make you aware that if a cost of living is granted to the department, then there's a probability of the Lieutenant making

more than the Undersheriff. As a county manager I am in favor of the Undersheriff receiving \$80,000.00.

The Undersheriff would be getting more than what the Sheriff does, which is common in most counties. The Sheriff's salary is \$72,000.00 The Undersheriff is required to be certified and usually does more of the supervisory role within the Sheriff's Office.

**Commissioner Schropp:** I still believe that \$85,000.00 is the amount that the Undersheriff should be making. I don't know what the status is of Undersheriff Lucero. I don't know what his future is with us but to attract people who are competent people, and not get people who have left other agencies under a cloud, we need to make an attractive wage package.

**Madam County Manager Barela:** Currently the salary of \$71,000.00 is 99% of the Sheriff's salary. The proposed salary of \$80,000.00 would be 110%.

**Commissioner Schropp:** My point would be that the Undersheriff's salary is not high enough and the Sheriff's salary is not high enough. As far as the 110% of the Sheriff's salary, the Sheriff sets policy. The Undersheriff carries out all the orders of the Sheriff.

**Chairman Schwebach:** We've had former Sheriff's that have done that too. I understand it all depends on how the Sheriff's wants to handle his department.

**Chairman Schwebach:** I landed on \$80,000.00 without the cost of living.

**Madam County Manager Barela:** He's an appointed position, the cost of living doesn't normally get distributed to an appointed position.

All Commissioners agree on \$80,000.00 for the Undersheriff's salary.

**Madam County Manager Barela:** Next was a request to increase the Chief Deputies salaries. That would be the Chief Deputy Assessor, Chief Deputy Treasurer, and the Chief Deputy Clerk. The Executive Assistant to the Sheriff would be included in this. The recommended increase is \$1.00 an hour. That would be moving them from 92% to 95%.

Increasing an appointed position's salary by the Commission is allowed. Elected officials can only have an increase prior to being elected and must carry through with this salary for the length of their term. The request is to give a cost-of-living increase for the appointed position of Chief Deputies. That is also what I am recommending. They remain below the elected official's salary.

**Chairman Schwebach:** The reason we're highlighting these is to make these salaries equitable.

**Madam County Manager Barela:** If you're giving a cost-of-living increase, the elected officials were asking to please consider the appointed as well in this.

**Chairman Schwebach:** With the cost-of-living increase, they were counted in.

**Madam County Manager Barela:** We had them separate because it appeared that the cost-of-living increase may be bigger in the rest of the county than what this \$1.00 increase does. We didn't know how close you wanted to push that percentage up to the elected officials. If you choose to go with a higher dollar amount than the \$1.00 that we're recommending, you are welcome to do that. We were just trying to bring back the salaries to 95% of the elected officials salary. The former Commission had moved it down to 92%.

**Commissioner Schropp:** I made my position known at the beginning of these talks, that we have \$811,000.00 that was not spent in payroll last year. A 1.9% cost of living increase, and \$2.50 across the board comes to about \$805,000.00 and would not expand our payroll budget. That's still where I stand.

**Further Discussion:** Clarification on Commissioner Schropp's payroll numbers. Spreadsheets were created to calculate the increase in the Deputy salaries by percentages or the \$1.00 an hour wage increase. If this increase could be sustained in future years. The calculations for the cost-of-living increase were not originally for the appointed or new positions being considered today, but for staff only.

**Commissioner McCall:** I need some clarification on the \$817, 000.00, that was budgeted by the former Finance Director.

**Deputy County Manager Torres:** I put together the spreadsheet and went through and redid this year's current budget, with the current employees and all the changes that have been made up to this point. I filled positions and vacancies. With the Fire and EMS, we removed two positions, but also increased the wage. I also have increased that on the vacancies in the Road Department. They were budgeted at the max and I budgeted it to the new salary structure you put in place for them. That's where I came up with that budget comparison chart. Deputy Torres goes over the spreadsheets he created and the one created by the former Finance Director. I put it in the difference between the wages and the benefits. If you scroll down to the very bottom, that's where the grand total \$811,000.00 came from. On paper, not counting any vacancies there is an additional \$811,000.00 that was put into the budget last year.

**Chairman Schwebach:** Some of these positions have incentive pay when they get more certifications in the Road Department. Are we budgeting for the maximum of what that position can get?

**Deputy County Manager Torres:** We're budgeting for the incentive pay, we're budgeting in the Road Department for those increases, if they can go up to the levels budgeted. It might not be 100% perfect, but as I told you in the individual meetings, I don't want to be over budget or under budget. I want to try and get as close to being accurate as can be. If we need to come back for a small increase at the end of the year,

or during the year there's a position change, I will much rather do that than just leave \$811,000.00 just sitting there on paper.

**Chairman Schwebach:** I can't argue that. We have no reason for the \$811,000.00.

**Deputy County Manager Torres:** A good example is the Sheriff's Department. All the positions on the matrix that you were budgeted for the maximum longevity pay. If you have a current Lieutenant, he's not going to be making a 25 year plus Lieutenants wages. He's not going to gain two decades worth of experience in one year. You have new people coming in who would be right around the midpoint, which is around \$29.50 if they come in with 20 years' experience. You are not going to get someone to come in at the maximum of \$30.50. You would have to bring someone in who's been in law enforcement for 40 years to get that. Even ones that are filled are not going to shoot up from \$28.00 an hour to \$30.50, because they are not going to gain 20 years' experience in one year.

**Commissioner Schropp:** My point here is that we could afford in fiscal year 2023, to budget out to the \$800,000.00 left and it didn't break the bank. My understanding was that some of the department heads, rather than a percentage, were looking at an hourly increase, because it would be of greater benefit to the people working in their department. So that's why I settled on the \$2.50 because it came in under the \$811,527.00. That is a substantial raise, it'd be very good for morale, very good for hiring, and it will catch us up. We all must go to Edgewood or Albuquerque to do our shopping and we're all paying a higher gas price depending on where we are so the cost of living out here isn't less. The \$2.50 is a big deal. It brings our staff closer to affordability and is comparable with other counties with a cost of living comparable to ours.

**Noah Sedillo-Finance Director:** I would like to discuss the potential cost of living as was funded today. We created a disparity in four positions and dispatch, with that new increase of \$18.00 and \$19.00. Your current actual certified dispatchers are still going to be out, I would recommend giving them the difference of where they're currently at to what you're putting that increase prior to a cost of living. That way that would right that wrong, because if not, you're going have a dispatcher, who has been here for a while, making only \$1.50 more than a dispatcher newly brought on if you brought in.

**Commissioner McCall:** I do not feel just because of a prior Finance Director plugging that number in, gives this Commission the ability to spend a fair bit of that. Commissioner Schropp, you made a comment a minute ago that I do not agree with. Because you can afford it does not mean you need to do it. There's no doubt about it, I'm the most conservative one on this bench.

**Commissioner McCall:** My vote is \$1.50 for the cost-of-living raise. I think it's important for the public to see what is \$1.50 an hour. \$495,467.00 to the county. I've

talked to some of the department heads, and they've given me their wants and desires. But as a Commissioner, you're looking at that number and trying to make it work. That's where I'm today.

**Commissioner Schropp:** I would disagree on trying to make it work. It does work. I respect your position. I've had my say you've had yours. We can move on from here.

**Chairman Schwebach:** I think there's a lot of loose cannons we have here also, before we make it work. There are some very hard realities we need to look at. First, we do not have actual income numbers because of the Tyler system.

**Tracy Sedillo-County Treasurer:** I do have general budget numbers that I gave you earlier. As of today, we are over collected on what we budgeted in the general fund as far as revenue.

**Madam County Manager Barela:** Asks Madam Treasurer to come up and speak on this because she thinks the public would like to hear what you say as well. While she's coming forward, Noah, would you please confirm Hannah's salary? What it is and what it breaks down per hour?

**Noah Sedillo-Finance Director:** For the 55,000?

**Madam County Manager Barela:** No, where she currently is. I think that's it's something like \$47,320.00 a year. I'm getting a report that shows this is not correct. I want to get that and make sure that we're dealing with accurate numbers on hers.

**Tracy Sedillo-County Treasurer:** I ran two reports from two different systems to get the tax collection which is what is missing from the INCODE right now. We have made great strides in my office and we're still working very hard to get this all straightened out to get the two systems to work together. We are over what we budgeted in the general fund by \$118,000.00 as of today, and that does not include the May tax collection, because that doesn't happen until we run distribution when the second half taxes are due. A lot of paid in April. We are about 90% collected at the end of April on property taxes collected.

**Commissioner Schropp:** So, revenues are up?

**Tracy Sedillo-County Treasurer:** Yes, they are up. Mostly in gross receipts over what was budgeted.

**Commissioner McCall:** One other issue that I really need to know, with all these increases to staff and operational, I'm really struggling. What is that number?

**Chairman Schwebach:** That and that is what I was alluding to? That is why I'm saying this in the interim budget, because we may not be able to afford it. Commissioner McCall, I must reiterate what you said, just because it was miscalculated doesn't mean we need to spend it, because that says that we are setting a

precedent that everything gets miscalculated, to convince a commission to spend it. I am not okay with that as an argument, I am okay with looking at those numbers to see if we can afford it. When we talk about cost-of-living raises, I must look at what is realistic, what is within the overall budget, we just had six new positions. They must be outfitted and manned. I'm not going to say they aren't needed. They are needed to help existing staff and to expand the services to our citizens. We need to keep in mind, that's what we're doing is making sure we give the services to our citizens.

The cost of living has gone up. We also have citizens within our county that are not getting a cost-of-living raise, or they can't find a job or transportation. Everybody is hit with that. When I look at a cost-of-living raise, I must look at as what is realistic with the cost of living. We changed some numbers around because we aren't attracting people. When it's all said and done, we have other positions that have more responsibilities. I can wrap my brain around increasing the pay for the added responsibilities. The number I came up with for the cost of living was \$2.00. I think it's important that everybody understands that \$2.00 is what the county needs. What does that equate to?

**Commissioner McCall:** It equates to \$650,685.00.

**Chairman Schwebach:** That is \$650,000.00. I got another \$400,000.00 in new positions to outfit. We have another \$160,000.00 in equity in positions that weren't there. We have \$811,000.00 that we didn't spend; it would have been caught eventually. I really do feel \$2.00 is the right number, I feel that the numbers we've changed are equitable to added responsibilities and miscalculations in the past two raises. I feel we're close but there's still some work in there. It doesn't change that I do not have the overall handle on the budget. I'll give you a prime example. We're trying to renegotiate trash services within this county. There's a lot of stuff going on with Solid Waste. As of right now, my advice to the managers, we need another half million to cover them.

Do we get that half million by throwing out increases in quarterly wages? Or do we pick up the slack as a County? Either way, it has got to be paid. Those are services we haven't looked at. Gross receipts are coming in, we've had windfall, because of the wind turbines. What is the forecast estimated on those gross receipts? We put these full-time positions in here and we go six years down the road, are we still going to have the gross receipts? Those are the things I need to process.

**Commissioner Schropp:** I Think that's a very prudent thought process. The economy will continue to expand. If it doesn't, then our greenbacks are no good. I'm an optimist in that way. I see wind revenue continuing to increase. \$2.00 Is a substantial raise.

**Chairman Schwebach:** I think it is enough. That's the number I came up with. We've got \$2.50 and \$1.50. We have had cost of living raises for the past how many years?

**Further Discussion:** As to past cost of living raises. Past Budget processes. Raises given to be comparable to other counties that we compete with for employees. The county being fortunate with the money coming in from the windfarms. The services that create gross receipt income. The question of whether in the future we will get a cost-of-living raise or positions getting cut. The possibility of a recession. The \$2.00 cost of living raise being the biggest cost of living raise given by this Commission.

**Chairman Schwebach:** I am comfortable with \$2.00. We can afford it. We can move forward. In a years' time I'm not convinced that there could be a cost-of-living raise. I'm also convinced we're fixing to go into a recession. How does that affect this county. The possibility of the prison getting closed could be a million-dollar hit to our county. It's always awkward talking about salaries openly like this to employees because I don't want to diminish anybody's worth. Please don't take it that I'm diminishing anybody's position. I am trying to look at the long term for the sake of the county and our employees because I truly believe that very hard times are coming very shortly.

**Commissioner Schropp:** The first attorney I worked for told me never to put so much yourself into your position, that when your position goes, you go with it. I think \$2 is a very substantial raise. I think your thought process and your caution about the future is very prudent. And \$2 an hour is a good raise.

**Commissioner McCall:** This commissioner has been here when that prison is closed, and there were some days that I didn't know if we were going to make it. We're hiring five transport deputies. Our cost of holding inmates went up significantly. There's a county administration building come in, possibly. I echo what you said, and you said it very well, Mr. Chairman. I am a private businessman, and I understand you better have some money at the end of the day for a rainy-day fund. I don't think it is any different for the county.

**Further Discussion:** Giving employees credit for continuing to do their jobs when things do get tight, when the cost-of-living raise is not what they would like to have. Comparisons of our potential cost of living raise to others in the state. The possibility of no cost of living raises in the future. The different costs in each department for operations. Bolstering EMS. Risks involved in giving raises that can't be taken back. This could cause layoffs in the future. Cutting expenses first before layoffs.

**Chairman Schwebach:** I'm willing to roll the dice that in the next four years the \$2.00 cost of living raise to our employees they will give a return for our investment and longevity.

**Madam County Manager Barela:** Since this is an interim budget you could approve the new positions for Emergency Management Specialist and Safety Officer, and then have the other positions on hold until we can get final numbers. I wanted to offer this because I know this is a hard topic when you're talking about salaries, and the new positions coming in versus the cost-of-living increases.

**Chairman Schwebach:** I need to see the bottom lines. I think we owe it to our constituents to be very open about what all this costs. I would like to see that budget fully vetted out, to where we can then look at it and make a conscious decision on what's going, where.

**Commissioner McCall:** Mr. Chairman used the word risky a minute ago. I think the reason it's risky on the cost-of-living increase is salaries don't go down. The hard reality is what you just said, it's not going to be cutting wages, it's going to be cutting jobs if that day were to come.

**Commissioner Schropp:** In my experience, in the private sector, we ran against slow times in the 80s, and the 90s. And in the early 2000s. At that point, we cut expenses first, and then cut wages second without laying people off. I understand completely your concern about the risks. The first thing we can do would be to cut the physical budgets rather than the payroll budgets and then make our case to our employees that we may have to reduce paid for a while. That would be a hard thing to do and a hard pill to swallow. I don't think it's going to come to that. And that's just a difference in our world views.

**Madam County Manager Barela:** I don't think we got a decision from the Commission in regard to dispatch and the inequity there, and how you wanted to address that.

**Chairman Schwebach:** Where we left it, we knew we were going to create an inequity. We'll correct it before the final budget.

**Deputy County Manager Torres:** My only concern to that is if we were to hire a dispatcher, on July 1<sup>st</sup> that dispatcher is going to be at a higher rate than potentially some of the others that are that are in that position. If you go to the dispatch budget, the ones that are highlighted are the ones at entry level dispatcher, except for Amanda Schwerdel who is \$1 over. At the very bottom starting with Miss Smith at \$15.00 an hour. With the \$2.00 cost of living, it puts her at \$17 an hour. The starting pay for that position will be \$18.00. Jennifer Phillips moving up, she would just be right at what the new position starts at. So, in essence, she wouldn't receive a cost of living, she would just be brought in at where everyone else would be. Same thing with Mr. Acosta. That is four positions.

**Madam County Manager Barela:** Going back to Hannah's salary, her salary was misstated on the salary schedule. Her current salary is set at \$47,320 and her hourly

rate if you break it down is \$22.75. if you were to give her a cost-of-living raise that would go up to \$24.75. Whereas the proposed \$50,000.00 salary increase will be at \$24.04, and she would lose money. The \$2.00 would give her more than what the proposed salary was. Further discussion on Hannah Sanchez's salary. It is decided by all Commissioners to give her a \$2.00 raise plus the \$2.00 cost of living raise which puts her at the annual salary of \$55,640.00.

All Commissioner agree with the \$55,640.00 salary for the Deputy Fire Chief Sanchez.

**Madam County Manager Barela** The other thing that we didn't get a final answer from the Commission was on the Chief Deputy's cost of living increases along with the Executive Assistant. \$1.00 was proposed.

**Chairman Schwebach**: This is a different from the others. Going back to my analysis of the cost of living. If we go with the \$2.00, will it push it over the Elected Official salary? What I'm hearing from a lot of elected officials is that we need continuity.

**Madam County Manager Barela**: The \$2.00 would put them at 98% which would not be over the Elected Officials salaries.

**Chairman Schwebach**: I'll go back to my original stance on the \$2.00 cost of living raise for the Executive Assistants and the Chief Deputies as well.

**Madam County Manager Barela**: The Fire Chief did not talk about this during his requests, and I would like him to speak to the Commission because it could affect your decision on the budget.

**Fire Chief Dirks**: It has been brought to my attention in the last two to three weeks that the District Three Fire Station in McIntosh is not in NFPA compliance or OSHA compliance as it needs a sprinkler system. The codes by the NFPA requirements have changed. I have some numbers for tanks because it's going to require a 50,000-gallon tank because we're not on a water system. There is a 15,000 tank but it is not enough to meet the new requirements for a building that size.

**Commissioner McCall**: They're making a sprinkle the entire building.

**Fire Chief Dirks**: No, these are the two stories that have our sleeping quarters and the equipment storage underneath. They did renovate this building before to make compliant in 2019 or 2020. I don't know if they never got it inspected after that. Deputy Manager Tenorio took that project over.

**Commissioner McCall**: What about a dry system?

**Fire Chief Dirks:** We have not looked at this yet. Bottom line, we must have some kind of sprinkler system or a 50,000-gallon water tank which costs about \$178,000.00.

**Further Discussion:** Different housing for fire fighters such as a mobile home. Possible ARPA funding for a new building. The timeline for getting this upgrade done. NFPA and OSHA are pushing for answers as to when they will come into compliance. Being allowed to stay in operation until they come into compliance. A contractor who specializes in fire suppression was being called to inspect the building, but no report has been submitted. The firewall in the building is not fire rated for a 2-hour fire which is what is required. Prices of a new sprinkler system come in at about \$60,000.00 to \$70,000.00. The possibility of a dry system. The other Fire Stations that do have sleeping quarters but are only one story.

**Chairman Schwebach:** We need to get more options, because what we're doing may not be viable. We may have to call a special meeting about this.

**Madam County Manager Barela:** All the requests have been addressed, including salaries.

**Chairman Schwebach:** Before we get to the final budget, which we're going to do at the end of next month, all of us will have an opportunity to look at this. We will have a meeting to adjust it, we will be able to analyze it, it will be given back to all Department heads for their consensus. It should go quickly and not an all-day session.

#### **ACTION TAKEN:**

**Chairman Schwebach:** I make a motion to approve the FY24 Interim Budget with all the notes and discussions taken to be reviewed and incorporated in a presentable form to these Commissioners and Department Heads and incorporated into the Final Budget by these Commission's commission and department heads and incorporated into the final budget.

**Commissioner Schropp:** Seconds the motion.

**Roll Call Vote:** Commissioner Schropp-Yes: Commissioner McCall-Yes:  
Commissioner Schwebach-Yes

#### **MOTION CARRIED**

**G. EMERGENCY MANAGER: Request approval of submission of the Emergency Management Performance Grant (EMPG), a grant funding half of the salaries and benefits of Emergency Management personnel**

**Samantha O'Dell-Emergency Manager:** This is the Emergency Management Performance Grant (EMPG), the EMPG we've been discussing all along related to

salaries. This pays 50% of the Emergency Manager's Salary and benefits and then we'll pay 25% of the new position or the position that was moved from part time to full time.

**Chairman Schwebach:** We must tie the dollar figure to this.

**Samantha O'Dell-Emergency Manager:** We do have to have a dollar figure which in the application that you have in front has several blanks that are highlighted. Those numbers all must be filled in after this meeting today. I do need some clarification on the assistant's position and if it will be subject to the cost of living as well or not just so that I have the correct numbers to submit as well as my position.

**Chairman Schwebach:** We do not have those numbers on both.

**Samantha O'Dell-Emergency Manager:** I will have to go back through this since the position of Assistant Specialist position has changed. I'll go back through and make the changes in the application and then put the dollar amounts based on what you'd have approved today.

#### **ACTION TAKEN:**

**Chairman Schwebach:** I'll make a motion to approve the submission of the Emergency Management Performance Grant funding half of the salaries and benefits of Emergency Management personnel in accordance with what we heard in earlier discussions within the budget.

**Commissioner McCall:** Seconds the motion.

**Roll Call Vote:** Commissioner Schropp-Yes: Commissioner McCall-Yes:  
Commissioner Schwebach-Yes

#### **MOTION CARRIED**

### **10. ADOPTION OF RESOLUTION**

**B. COMMISSION:** Request approval of amendment of Resolution 2023-09, Approving American Rescue Plan Act (ARPA) Projects.

**Madam County Manager Barela:** You have in your packet, the current Resolution 2023-09 authorizing American Rescue Plan Act (ARPA) funds for projects. Some of the items that were discussed and requested as part of the budget process can be funded by the ARPA Fund. This is on the agenda today, for consideration for amending this resolution to include those items that you would like to include, providing more services to the community and not having anything left on the table for any possible claw back.

**Commissioner McCall:** I made a list of what we discussed earlier. It was \$345,000.

Roads department without the two trucks, \$633,795.00 without the two trucks. With truck, \$735,000.00.

Sheriff's Department and three vehicles \$225,000.00.

P and Z at two vehicles, \$90,000.

Emergency Management with the two plans, \$128,000.00

For a total of 1,523,795.00

**Madam County Manager Barela:** Are you talking about the total on the Road Department inclusive of what the resolution currently states?

**Chairman Schwebach:** No, it is not what the resolution states the original resolution will not be discussed today. The Assessor's office has a potential \$150,000.00.

**Noah Sedillo- Finance Director:** If the contract is the sole source and all that goes through it would take at least 30 days.

**Chairman Schwebach:** We will just scratch that.

**Further Discussion:** What the ARPA can be used for. The RFP process and staying under the thresholds which is \$60,000.00. The salary study and other requests made during the budget process. Water systems that are shovel ready.

**Commissioner Schropp:** Jason Quintana has a couple of projects that are shovel ready. There are also a couple of other projects that are ready to go.

**Jason Quintana-President of the Manzano Land Grant:** We had put in a request because we were told that there was ARPA funding for projects such as ours. Our request for our mutual domestic water system. He asks Orlando Lopez to come to the podium with him to help him explain the old water system and what it is that we need. We turned in a full build design to Dennis Engineering. They have put that together and it is current to today's prices. They stated that if there were any specific questions, they would be able to get us the answers.

Juan Sanchez from the Chilili Land Grant is here to speak on behalf of what they have and for Tajique. All of these projects are separate from each other and are all shovel ready. He does not see Torreon present.

**Commissioner Schropp:** Torreon doesn't have an engineering study. They would have to start from scratch.

**Chairman Schwebach:** That's the same with Tajique?

**Jason Quintana-President of the Manzano Land Grant:** Juan Sanchez could speak on Chilili and Tajique as far as money amounts. Orlando can speak for the Manzano project, what we're requesting for the water system. He has been associated with our

water system for many years and has done a really good job of keeping it going. All the documentation for the system is up to date, so there's no question how it's being run. All the paperwork with the state and stuff is also up to date.

**Orlando Lopez-Manzano Land Grant Mutual Domestic Water System:** I turned in the engineer's opinion of probable project cause. We've been an incorporated domestic water system since 1953. We've had a couple of upgrades during that time. One was in 2007 when we got a new well. We've been operating under the same pump that I mentioned to you last time I was here, and it has started to fail. We need some kind of funding to replace the pump. We have the older well and then the newer one, we got in 2006. We also have problems with our meters. We have rocky, sandy water that wears out our meters. We have seven connections that are inactive and 20 that are active. I've checked with New Meters out of Farmington. I am here to ask for help with the mentioned issues with our system. If there's any question that I might be able to answer for you.

**Chairman Schwebach:** I'm looking at a two-page report. We have three different bids.

**Jason Quintana-President of the Manzano Land Grant:** Dennis Engineering gave him three phases of the build all the way up to full build.

**Chairman Schwebach:** How many people are on the water system?

**Orlando Lopez-Manzano Land Grant Mutual Domestic Water System:** We have a total of 28 connections. We have 21 actives now.

**Commissioner McCall:** What makes them inactive.

**Orlando Lopez-Manzano Land Grant Mutual Domestic Water System:** People move away. I'm having problems keeping an accurate count of the gallons that are being used because the meters are not accurate and need to be replaced. They are very old, as is the pipeline that's running through the whole system. No major leaks.

**Chairman Schwebach:** Looking at the shovel ready projects, I am seeing like items one through 12 for \$521,000.00 and then 13 through 17 \$696,00.00 and 18 through 24 \$126.000.00. What do the separations represent?

**Orlando Lopez-Manzano Land Grant Mutual Domestic Water System:** I think part of it was the internet was brought to Manzano years ago and that was the price for that. The increase in the cost of material. And everything that was done to upgrade the system. We have been trying to get funding through the Finance Authority and capital outlay through our senator along with other options. Same thing with why I am here tonight.

**Jason Quintana-President of the Manzano Land Grant:** Do you know what the total is, today to replace the whole system.

**Orlando Lopez-Manzano Land Grant Mutual Domestic Water System:** About \$800,000.00.

**Commissioner McCall:** What are your needs today?

**Orlando Lopez-Manzano Land Grant Mutual Domestic Water System:** We replaced a pump in 2007 but never replaced the second pump.

**Further Discussion:** Amount of water being pumped. Failing pumps. The age of the pump and meters. Lack of funding for immediate needs. Depth of their well which is about 140 feet from the surface.

**Orlando Lopez-Manzano Land Grant Mutual Domestic Water System:** The immediate needs are the pumps and the meters.

**Chairman Schwebach:** I need some clarification on this, we have an estimate here for this. Essentially, they're shovels but the overall design and builder replacement will not be shovel ready because it needs some planning on designing to get accurate numbers.

**Deputy County Manager Torres:** One of the issues we have is we're still bound by our own procurement process Dennis Engineering is not one of our on-call engineers. Basically, we cannot say yes, we can fund this project now. I'm not sure exactly how it would work from county to land grant, what type of agreement, JPA, would be needed to do something like this. All this would have to come into play for ARPA funds. As well as tracking every aspect of the project. All of this would take a lot of time to start the whole process before divulging any money.

**Further Discussion:** ARPA requirements and our county procurement processes. Comparisons to grant procedures and state allocations.

**Chairman Schwebach:** We are having these conversations because of the ARPA funds, it's a very real possibility, it's going get pulled back. We're limited in what we can do legally. And that's why we're trying to break it down. Let's go back to the biggest needs which are the two pumps and the meters.

**Michael Garcia- County Attorney:** When I was with Bernalillo County did a water system using ARPA funds in Tohajiile on the Navajo reservation. It was worked on with several different entities, I know it's possible to do it. One suggestion might be whatever monies we find that are available, we could go ahead and put them into the resolution and try to work out the mechanics in the near term. We don't have to work that out tonight. We can try to figure out how we could do it. If for some reason, it turns out, we can't. And we can look at that again. I think it's possible to do it.

**Jason Quintana-President of the Manzano Land Grant:** The biggest hurdle we have is that Dennis Engineering is not somebody that the county uses.

**Deputy County Manager Torres:** They're not one of our on-call engineers. We couldn't use them for an entire plan. The quickest possible way we could do something would be to task one of our on-call engineers for this project.

**Further Discussion:** On other possibilities the County could use for this project. The obstacles associated with not having enough time if ARPA funds are clawed back. Other engineering firms and our own on-call engineers who could help with this project. The drawbacks of trying to do this in a time crunch. The liability of another engineering firm signing off on other firms work.

**Chairman Schwebach:** I want to revisit this. I want to hear from Chilili to see if they are dealing with some similar issues with their water system.

**Juan Sanchez-President of Chilili Land:** I'm fine with your legal counsel's suggestion to ensure that the county can legally pursue the project and give the funding to the land grant. I'd rather have clear clarification to make sure that we're going to be able to get the money for the project than to start something that we're not able to pay for.

**Chairman Schwebach:** You represent the Chilili Land Grant, correct?

**Juan Sanchez-President of Chilili Land:** Yes, I'm the President of the Chilili Land Grant.

**Chairman Schwebach:** You're having similar issues in an older water system. Are you looking to update? What are Chilili's needs?

**Juan Sanchez-President of Chilili Land:** Our project is a new one, we inherited 253 acres and a couple of wells from an heir in the land grant. The land grant does not deed out parcels of land, we lease land. What we were going to do is lease some acres within that parcel of land we inherited. The existing wells are on this leased property, and we want to do is upgrade these wells to provide water for seven lots we are developing.

**Chairman Schwebach:** You don't have hard numbers if you get the money to start construction.

**Juan Sanchez-President of Chilili Land:** Yes, we got an estimate from Sandia Well Service to run 1500 feet, two-inch water line, a 1500-gallon storage tank and a booster pump. We've gotten the well tested by Sandia Well Service. We know the well can produce the water to provide for the lessees. The money would go to start that project. We shared this information with our commissioner.

**Commissioner McCall:** No engineering? No design?

**Juan Sanchez-President of Chilili Land:** No.

**Leonard Lujan Road Department:** The Torreon Land Grant is doing the same thing. They have some funding that was given to them from capital outlay to do the well. They were told they had to have the well-engineered. They got an engineer, but the funds allocated barely covered the cost of the engineer. They don't have the funding to drill a new well.

**Chairman Schwebach:** What was the cost of the engineer. Drill?

**Leonard Lujan Road Department:** It was \$49,900.00 of the \$50,000.00 allocated.

**Chairman Schwebach:** What I'm hearing is none of these are what we were looking for shovel ready, but it doesn't mean we can't work with them. I'm leaning with Manzano because they have current customers. Similar to Duran. The pumps, to replace them, is going to be less than \$20,000 apiece. How does that work with procurement.

**Deputy County Manager Torres:** That would be an easy one procurement wise, it's within threshold, we could procure it and have it installed and then transfer it.

**Chairman Schwebach:** There's a good chance that both wells will be less than \$60,000.00. That makes this project shovel ready, Correct?

**Deputy County Manager Torres:** Correct.

**Chairman Schwebach:** Now we have the meters. You have 20 meters that need updating or replaced?

**Orlando Lopez-Manzano Land Grant Mutual Domestic Water System:** We have 21 users, so 21 meters. I checked with New Mexico Meters, and they can do the database, the programming the classes for about \$35,000.00. They will use their own contractors.

**Chairman Schwebach:** In line item 6 to install 20 meters at \$1,200.00 per meter comes to \$24,000.00. You had mentioned \$35,000.00.

**Orlando Lopez-Manzano Land Grant Mutual Domestic Water System:** \$24,000.00 is for manual read meters. \$35,000.00 are for those that are automatically read.

**Chairman Schwebach:** The meters and pumps are two **Deputy County Manager Torres:** shovel ready projects. Do you have a service man that could install the meters.

**Orlando Lopez-Manzano Land Grant Mutual Domestic Water System:** I'm waiting for a quote.

**Further Discussion:**

**Deputy County Manager Torres:** I think we can do this.

**Deputy County Manager Torres:** I would like to pick your brain and see how you handle the actual figures. If you're going off Resolution 2023-09, you have items four, five and six. We are setting aside \$750,000.00 for building overruns and then two amounts for \$859,475.00. The total amount between those three comes up to \$2,469,14800. That is what's unencumbered of ARPA funds. Off the first list of the capital to put in there that's \$1,436,795.00. Of the uncovered that would now leave us \$1,032,353.00.

**Chairman Schwebach:** Walk through real quick summary of what we have encumbered.

**Deputy County Manager Torres:** That would be the IT project, the EMWT water rights study, the water rights purchase, and planning that's encumbered. Another is the \$859,475.00 for the Road Department. If you take out the \$100,00.00 Leonard just mentioned that leaves \$932,353,00.

**Chairman Schwebach:** We have about \$932,000.00.

**Deputy County Manager Torres:** Yes.

**Further Discussion:** On all dollar amounts and projects. Encumbered and unencumbered money in the ARPA fund.

**Chairman Schwebach:** I would like to make it work on the wells and meters. Asks if Manzano has any funds available.

**Orlando Lopez-Manzano Land Grant Mutual Domestic Water System:** They do not.

**Further Discussion:** Manual vs Automatic meter reading.

**Chairman Schwebach:** After discussion we will go with manual reading of the meters and the pumps. I believe we can accomplish this under our procurement code. Is everyone good with that?

**Commissioner Schropp:** Yes. I really appreciate the effort in figuring out how to make this work.

**Chairman Schwebach:** For purposes of the resolution let's do Manzano, repair/replace pumps and existing wells up to \$45,000.00. On the meters, \$40,000.00. Next is Tajique.

**Jason Quintana-President of the Manzano Land Grant:** Andrew Gutierrez is asking for \$6,550.00 They need that so that the pump and the wellhouse speak to each other. They're on a timer, where it's just on off on off and wasting energy and water. This is an amount from a quote they were given.

**Chairman Schwebach:** I am alright with this. I would like to go back to Chilili. What is the cost of your project.

**Juan Sanchez-President of Chilili Land:** The cost is \$25,000.00 and it is shovel ready.

**Chairman Schwebach:** I am good with that. Next is the Torreon Water Association.

**Senaida Anaya-Chavez-Torreon Water Association:** We're at \$250,000.00 for a well, and the upgrades that go with the well, which is upgrading some of the meters and upgrading to the actual water system. We do not have \$50,000.00 for the engineering report. Due to money being applied for was through the Torreon Community Center and the money was reverted and we were unable to use the money.

We have about \$68,000 in an account that we have collected throughout the years from the actual water system that's used for like repairs, for our report whenever we have an emergency and for tank inspection. Torreon is prepared with the new system and with the engineering report to make the water rates compliant with what it'll cost to run this system because we're still running off an old system and rates that are not near today's rates.

**Chairman Schwebach:** This one is a little more complicated. You're starting from the ground up or repairing and existing system.

**Senaida Anaya-Chavez-Torreon Water Association:** I was home ready for bed when I was called to come back. We have a system that needs repairs that would comply with a new well.

**Chairman Schwebach:** Your existing system will not work with the new well.

**Senaida Anaya-Chavez-Torreon Water Association:** We have upgrades to do to it. Not a total rehaul but upgrades to do to the system.

**Chairman Schwebach:** You have an existing well that's borderline.

**Senaida Anaya-Chavez-Torreon Water Association:** From the report we are pumping almost two gallons per minute.

**Chairman Schwebach:** How deep are these wells?

**Senaida Anaya-Chavez-Torreon Water Association:** Our well is at almost 200 feet. It was supposed to be a well that we were able to go into where it has the holes at the bottom that we're supposed to be able to go into it and go deeper. But we cannot find a driller that will do that.

**Chairman Schwebach:** Do you have \$240,000.00 to be ready to go.

**Senaida Anaya-Chavez-Torreón Water Association:** That is including the engineering report because the engineering report is anywhere from \$ 50,000.00 to \$60,000.00. The cost of the well apparently from the time that we got the estimate last year to this year has gone up by 10% increase from last year. We went ahead and asked if they could put on their book. Put us in your books because it's a little bit of a wait time. put us in your books and we're going to figure it out. We thought of maybe a loan through USDA a match and exploring different options.

**Chairman Schwebach:** You didn't bring any paperwork with you?

**Senaida Anaya-Chavez-Torreón Water Association:** I brought nothing with me.

**Chairman Schwebach:** There's a booster pump, there's upgrades to the existing system and a new well which comes in at \$250,000.00. How many residents?

**Senaida Anaya-Chavez-Torreón Water Association:** We currently serve about 84 meters.

**Commissioner McCall:** Did you say that engineering would be \$50,000.00 to \$60,000.00?

**Chairman Schwebach:** So that rules out not our procurement.

**Madam County Manager Barela:** Mr. Chairman, commissioners, we are bound by that if we are not going through the RFP process. We have on-call engineers. We have the procurement for engineering services, and we wouldn't have that threshold.

**Senaida Anaya-Chavez-Torreón Water Association:** We have the plan but not the engineer.

**Commissioner McCall:** My suggestion is we pay for the engineering.

**Further Discussion:** Other forms of funding. Matching funds

**Chairman Schwebach:** I'm inclined to go with the engineering.

**Madam County Manager Barela:** When talking about match, you may not be able to use the ARPA funds, because it's federal funds. Any match normally requires your own funds from the county if you're going to do match. I'm referencing back to whenever Donzil I was talking about how the possibility of USDA and these other types of matching funds. If we could do this as an engineering match and show them that this has been a match, that would be fine because you can phase out projects.

**Further Discussion:**

**Chairman Schwebach:** What I'd like to do is let's do this for \$60,000.00. If you choose not to take it because of the ARPA funds. I would also like to look at the

potential of finding \$60,000.00 in our general budget. Would we have to change the resolution.

**Madam County Manager Barela:** We can move forward with the preliminary engineering report, which is what we're talking about here. It won't impact anything. If they applied for more funding, they wouldn't be able to list this funding of the preliminary engineering report as any kind of match. They can let them know that the first phase of the project has been complete.

**Chairman Schwebach:** Okay, Let's do that.

**Further Discussion:** Engineering reports.

**Senaida Anaya-Chavez-Torreon Water Association:** We need the engineering report to get started then they will go with the design as soon as that we get that.

**Deputy County Manager Torres:** What is the official title for the resolution.

**Senaida Anaya-Chavez-Torreon Water Association:** Mutual Domestic-Care of Torreon Land Grant.

**Chairman Schwebach:** What is our bottom line.

**Deputy County Manager Torres:** \$767,215.00.

**Chairman Schwebach:** I wanted to talk about Mountainair, but I don't know if any of this is shovel ready.

**Further Discussion:** Vehicles in our fleet from all departments and the exchange of vehicles.

**Chairman Schwebach:** I'm good with all the changes in our fleet between all department.

**Madam County Manager Barela:** This is something that we could get more information on before the final budget.

**Further Discussion** Recap of all discussion.

**Senaida Anaya-Chavez-Torreon Water Association:** We have been replacing the meters our own, but we have 10 meters that would need to be replaced so that we may be able to get shovel ready. Can we add those.

**Chairman Schwebach:** If we're doing one, we might as well do the other. At the same price.

**Chairman Schwebach:** the remainder of the money. I would like to stockpile chip seal material for the Road Department. We have a yard we have a place to it. There's

one other thing and that is the Solid Waste landfill. If you haven't been out there, it's a mess.

**Further Discussion: Conditions at the landfill.**

**Commissioner McCall:** How much money are you proposing to fix the landfill.

**Chairman Schwebach:** \$150,000.00 and don't know if I am prepared to do that but I wanted to bring it up. Are we ready for the Resolution?

**Michael Garcia-County Attorney:** It's going to be a little shorter than the previous resolution, I can condense this one and refer to the previous. This is 2023-11 as amended. Resolution hereto attached:

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46

**TORRANCE COUNTY  
BOARD OF COUNTY COMMISSIONERS  
RESOLUTION NO. R 2023-11**

**FURTHER AUTHORIZING AMERICAN RESCUE PLAN ACT (ARPA) FUNDS FOR  
PROJECTS WITHIN TORRANCE COUNTY**

**WHEREAS**, the Torrance County Board of County Commissioners “the BCC” desires to make full use of Torrance County’s American Rescue Plan Act funds for the betterment of Torrance County residents; and,

**WHEREAS**, the BCC has previously enacted Resolution 2023-09 authorizing American Rescue Plan Act (ARPA) Funds for Projects;

**NOW, THEREFORE BE IT RESOLVED** that this Resolution incorporates and supersedes Resolution 2023-09 by listing specific projects to be funded by ARPA; and,

**BE IT FURTHER RESOLVED** that the Torrance County Board of County Commissioners authorizes the use of ARPA funds for the following projects: .

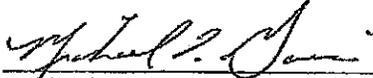
1. *Water Rights Identification and Acquisition*, \$50,000, to Bohannan Huston, one of Torrance County’s on-call engineers. (RFP TC-FY22-04)
2. *Purchase of Water Rights*, \$250,000, purchased and owned by Torrance County, with the intent to lease said water rights to EMWT Regional Water Association for the McIntosh Water Project.
3. *Second Phase of Planning and Design of EMWT Regional Water Association’s McIntosh Water Project*, \$681,050, to Bohannan Huston, currently planning and developing design of First Phase of the project and one of Torrance County’s on-call engineers. (RFP TC-FY22-04).
4. *Emergency Operations Plan Update*, \$38,000.
5. *Chip Seal Materials and Lift, One Layer*, \$300,000.
6. *938M Wheel Loader*, \$263,028.10.
7. *Two Three-Quarter Ton V8 Pickup Trucks*, \$105,000.
8. *John Deere 5045E Utility Tractor*, \$27,317.36.
9. *T-40T Trailer (Pintle Hitch)*, \$43,450.
10. *IT Upgrades*, \$345,000.
11. *Three Sheriff’s Department Vehicles*, \$225,000.
12. *Two Planning and Zoning Vehicles*, \$90,000.
13. *Repair/Replace Pumps for Two Existing Wells for Manzano Mutual Domestic Well Association*, up to \$45,000 (up to 27 meters, replaced and installed up to \$45,000).
14. *Chilili Land Grant Water Distribution Project*, \$25,139.63.
15. *Torreon Mutual Domestic Water Association*, \$78,100 (for preliminary engineering design at \$60,000 and 10 meters at \$18,100.).
16. *Two Fleet Vehicles*, \$90,000.
17. *Improvements on Existing Roads*, \$652,663.37.

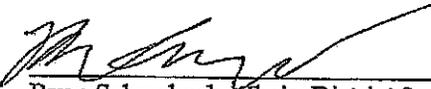
1 18. *Smart Wireless Digital Radios for Tajiue Mutual Domestic Water Association*, \$6,550.

2  
3 **DONE THIS 24th DAY OF MAY, 2023.**

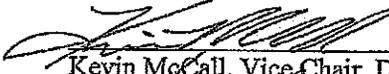
4  
5  
6 **APPROVED AS TO FORM ONLY:**

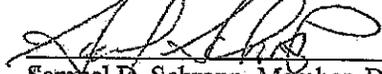
**BOARD OF COUNTY COMMISSIONERS**

7  
8   
9 Michael I. Garcia, County Attorney

  
Ryan Schwebach, Chair, District 2

10 Date: 24 May 2023

  
Kevin McCall, Vice Chair, District 1

  
Samuel D. Schropp, Member, District 3

15 **ATTEST:**  
16   
17 Linda Jaramillo, County Clerk

18  
19 Date: 5/24/2023



**Chairman Schwebach:** On the meters for Manzano you had \$40,000.00 for meters and \$5,000.00 for installation. Change to \$45,000.00 for meters installed.

**Madam County Manager Barela:** The \$3,000.00 for service of the wheel loader, is that appropriate for ARPA funds.

**Chairman Schwebach.** Pull it out.

**Michael Garcia-County Attorney** This is going to change 17 and 18.17 will read road improvements on existing roads \$652,713.37 and 18 is smart wireless digital radios for Taji que Mutual Domestic Water Association \$6,550.00.

**ACTION TAKEN:**

**Chairman Schwebach:** I'll make a motion to approve as amended.

**Commissioner Schropp:** Seconds the motion.

**Roll Call Vote:** Commissioner Schropp-Yes: Commissioner McCall-Yes: Commissioner Schwebach-Yes

**MOTION CARRIED**

**12. DISCUSSION**

**A. FIRE: Discuss required upgrades to District 3 Main Station- NONE**

**B. MANAGER'S REPORT- NONE**

**C. COMMISSIONERS' REPORTS- NONE**

1) Commissioner McCall, District 1

2) Commissioner Schwebach, District 2

3) Commissioner Schropp, District 3

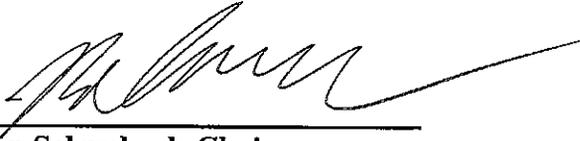
**13. EXECUTIVE SESSION- NONE**

**14. Announcement of the next Board of County Commissioners Meeting: June 28, 2023, at 9:00 AM.**

**15. SIGNING OF OFFICIAL DOCUMENTS**

**16. ADJOURN**

**Chairman Schwebach:** Adjourn the meeting at 8:45PM



**Ryan Schwebach-Chairman**



**Kevin Pham-Clerk II**

<sup>KP</sup>  
6/28/23

**Date**



**Linda Jaramillo - County Clerk**