

FINAL COPY
Torrance County Board of Commissioners
Regular Commission Meeting
October 25, 2023
9:00 AM

Commissioners Present:

RYAN SCHWEBACH – COUNTY CHAIRMAN
KEVIN MCCALL – COUNTY VICE CHAIRMAN
SAMUEL SCHROPP – COUNTY COMMISSIONER

Others Present:

JANICE BARELA – MADAM COUNTY MANAGER
TRACY SEDILLO – DEPUTY COUNTY MANAGER
MICHAEL GARCIA – COUNTY ATTORNEY
LINDA JARAMILLO – COUNTY CLERK
GENELL MORRIS – ADMINISTRATIVE ASSISTANT I
SAMANTHA O’DELL – COUNTY EMERGENCY MANAGER

1. Call Meeting to order.

Ryan Schwebach – County Chairman: Calls the October 25, 2023, Regular Commission Meeting to order at 9:07AM.

2. Pledge lead by: Ryan Schwebach – County Chairman

Invocation lead by: Kevin McCall – County Vice Chairman

3. Changes to the Agenda:

Janice Barela – Madam County Manager: Move 12F to after 14B because it relates to an executive session agenda item.

4. **PROCLAMATION: None**

5. **CERTIFICATES AND AWARDS:**

A. Recognition of Employee Service Year Pin: Alex Schwerdel (5)

Cheryl Allen-County Sheriff Executive Assistant: Neither the Sheriff nor Lieutenant Ballard could attend this morning. I am going to read to you a description of Alex Schwerdel as provided by Lieutenant Ballard. Alex started with the Sheriff's Office in October 2018. He was initially assigned to the Patrol Division where he excelled very quickly in all aspects of the job. In May 2021, he was promoted to the position of investigator assigned to the Criminal Investigations Division where he is currently assigned, in addition to his regular duties with the Sheriff's Office. Alex is also assigned to the New Mexico Attorney General's Office Internet Crimes Against Children's Unit where he works with child exploitation cases both within Torrance County and our neighboring jurisdictions. Lieutenant Ballard has had the pleasure to work with Alex for the past several years and has nothing but positive things to say. I have always known Alex to be of sound character being conscientious, disciplined, honest, persistent, and having a great sense of ambition. Over the course of our time working together, I have witnessed tremendous growth in Alex's self-management, teamwork and problem-solving skills. These cultivated skills are what make Alex an invaluable asset to the Sheriff's Office and the community he serves. I started with the Sheriff's Office in January and got to know Alex a little bit, He's one of the officers that I respect the most within the department, and I am very glad to be working for him and honored to be able to present him with this five-year certificate and pin.

6. **BOARD AND COMMITTEE APPOINTMENTS:**

7. **PUBLIC COMMENT and COMMUNICATIONS**

Linda Jaramillo-County Clerk: I just wanted to give an update on the Regular Local Election. This is the last week of early voting. We have the early voting site here in Estancia and the early voting site in Moriarty begins Monday the 30th. Absentee by mail is slow. We usually have very low turnouts for Local Elections.

We have 167 ballots out that have been requested, and 57 applications out. We're waiting for ballots to be returned. Yesterday was the last day for applications to be sent out because of the mail process. If you send them out too late, then your ballots don't come back in time to be counted. There are drop boxes in Moriarty and Mountainair that you can drop your ballots off at, or you can take them to the polling place on election day. We check those drop boxes every three days, and we have a camera at those places so we can see who's dropped ballots off. We are alerted, to pick them up. November 7th is election day 7:00 am to 7:00 pm. I want to encourage everyone to vote. Your local governments are very important.

Ann Schropp – Resident: I grew up on a ranch in Texas. My entire youth was spent heavily involved in 4H and FFA livestock programs and competitions, raising beef and dairy calves, rabbits, pigs, chickens. I competed in rodeos as a barrel racer and queening all over the state. In short, agricultural youth programs were my life, and I hold those experiences in high esteem, even honor. I believe that our youth who are interested in agriculture must be supported. Torrance County in 2023 is not remotely like central Texas in the 60's and 70's. There are approximately 3230 citizens under 18 in Torrance County. Less than 60 showed livestock at the fair. The vast majority of our youth either have no interest in livestock programs or their families have no money to support such projects. Building a multimillion-dollar fair ground is not going to change that. Our limited resources can and should be better spent to benefit all the citizens, especially our youth. I suggest a skate park and a teen center would do more to keep our kids out of trouble than a state-of-the-art fairgrounds that is used once a year. Our fairgrounds can be improved as a facility people actively seek out to rent. A good functional and affordable fairground is within our reach while also doing what is right and fair for the rest of the kids. At a previous meeting Red Kingston from Mountainair spoke to this body about the rodeo grounds there. He provided information on the events that take place there, the number of people from all over the state who compete at their rodeos and stay in Torrance County and spend their money here. He had done all the due diligence and had a shovel ready project which brings in tourism dollars. A Commissioner voiced an opinion that the rodeo grounds in the North end of the county might want money too. Further discussion was postponed till we could ask what might be needed. A few weeks later no one bothered to find out if that was the case. Moriarty's Heritage Arena has been hosting the Working Ranch Cowboy Association Ranch Rodeo Qualifier. It is an important qualifier for their finals, this brings in people from all over the state. It turns out Heritage needed money to make improvements to continue hosting that rodeo. They were told there is no money. As of last week, the WRCA just announced they will no longer be holding their rodeos here, they are moving to

Santa Fe. We need to spend some real money on fairgrounds and rodeo grounds. We also need to stay in the realm of pragmatic reality and spend that money wisely to benefit a broad portion of Torrance County citizens.

Tracey Master-County DWI Program Coordinator / District 2 Resident: We hosted the 6th Annual Suicide Prevention and Awareness 5k this past weekend. The event itself was great, unfortunately there was very little community participation. It was reflected in the evaluations. We had an incident Friday afternoon. The signs on Highland Street were removed and vandalized. The sign said positive messages encouraging people. They had the suicide prevention lifeline information, statistics concerning suicide prevention and information relating to Torrance County. I want to thank Cheryl Allen for staying after and helping with the cleanup. Karen Trumble played Mrs. Clause and Don Trumble played Santa Clause for many years. They are active members of the Lions Club. Sadly we lost Karen on the 14th of this month. She was instrumental in bringing Kids Sight to Elementary Schools. Through her hard work and dedication over the past 20 years, between 30 and 36 thousand young people had their eyes screened to determine if they needed glasses. I'd like to invite everyone to attend Karen's services which will be held this Friday October 27th at 11 am at Harris-Hanlon Mortuary in Moriarty, followed by a celebration of her life at the Moriarty Lions Club. It was mentioned earlier about Superior Ambulance requesting a subsidy. For all of the reasons I mentioned, I respectfully request that you don't give them a penny.

8. APPROVAL OF MINUTES

A. COMMISSION: Request approval of minutes of the October 11, 2023, Regular Meeting of the Board of County Commissioners.

Action Taken:

Ryan Schwebach – County Chairman: Motion to approve minutes of the October 11, 2023, Regular Meeting of the Board of County Commissioners.

Kevin McCall-County Vice Chair: Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: - Yes: **MOTION CARRIED**

9. APPROVAL OF CONSENT AGENDA

A. FINANCE & PURCHASING: Request approval of payables.

Action Taken:

Ryan Schwebach – County Chairman: Motion to approve payables.

Samuel Schropp-County Commissioner: Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

MOTION CARRIED

**10. ADOPTION OF ORDINANCE/AMENDMENT TO COUNTY CODE:
None**

11. ADOPTION OF RESOLUTION

A. COMMISSION: Resolution 2023-42, Resolution Supporting New Mexico Counties’ 2024 Legislative Priorities.

Tracy Sedillo-Deputy County Manager: New Mexico Counties asked all counties to adopt a resolution supporting the Legislative efforts. House Bill 2 appropriations is additional funding for County Detention Reimbursement Fund and Detention Recruitment and Retention, similar to what has happened with Law Enforcement. Many counties are having a difficult time attracting and keeping Detention Offices to run their facilities. The prisoner transport and extradition is to help reimburse counties for the transportation of state prisoners. They are requesting additional funding for the RISE program. Emergency Medical Services are asking for additional funding, the same thing that is happening with Fire and EMS is happening to Law Enforcement retention. Courthouse Funding, State Health Benefits Plan are also legislative issues. They are seeing Elected Official salary increases to the statute. That doesn’t make it mandatory on the county, its still up to the Commission to determine. Firefighter recruitment and retention is similar to EMS. These are the 2024 Legislative Priorities.

Samuel Schropp-County Commissioner: New Mexico Association of Counties is a subgroup of county representatives. They identify problems and come to a consensus on how to address those problems through the Legislature. This resolution is a consensus by the county on problems that have been identified and a solution to those problems, as a group be taken to the Legislature. We are asked to endorse this resolution in support of New Mexico Counties in the upcoming Legislative Session.

Action Taken:

Kevin McCall-County Vice Chair: Motion to approve Resolution 2023-42 Resolution Supporting New Mexico Counties' 2024 Legislative Priorities.

Ryan Schwebach – County Chairman: Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

MOTION CARRIED

B. MANAGER: Resolution 2023-43, Amending the Fourth Quarter Report for FY 2023

Tracy Sedillo-Deputy County Manager: This resolution is amending the Fourth Quarter Report that was submitted to DFA. There were some discrepancies between what was reported and what was in our Tyler system. In your packet you will see supporting documentation for this resolution. You will find the corrected recap for the report along with our Tyler reports showing the fund balances and a Pull Cash report. The Pull Cash report shows all the monies within the funds balance to all the monies within our bank account. This is the complete balanced report for FY23. I do not anticipate DFA was going to approve this because the window has closed for that, but I thought it was important to put this on record as the corrected report that should have been submitted so it doesn't trip us up with our auditors. The auditors will look at what's in the Tyler system.

Action Taken:

Ryan Schwebach – County Chairman: Motion to approve Resolution 2023-43, Amending the Fourth Quarter Report for FY 2023

Kevin McCall – County Vice Chairman: Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

MOTION CARRIED

C. MANAGER: Resolution 2023-44, Restating the Beginning Fund Balances for FY 2024

Tracy Sedillo-Deputy County Manager: This corrects the ending balance of FY23, becoming the beginning balance of FY24. I will work with DFA on how to fix this in the LGBMS, so we start off with the correct balances of FY24. It goes back to the under recording of about \$88,000 in these funds that we need to be able to account for going into FY2024. We need to restate the balances to be corrected in the system.

Samuel Schropp-County Commissioner: Is this a problem with data entry (human error) or is it the system?

Tracy Sedillo-Deputy County Manager: I am not 100% sure, I believe it is human error. The system is up and running great. We worked out a lot of the bugs in the Tyler system. The Pulled Cash report is not a report we had in our prior software. It is extremely helpful in the Treasurer's Office to balance with our bank accounts at all times. Before we were running multiple reports creating manual spreadsheets to track this information.

Kevin McCall – County Vice Chairman: What if DFA doesn't allow us to change 2024?

Tracy Sedillo-Deputy County Manager: They will because it is actual money.

Action Taken:

Ryan Schwebach – County Chairman: Motion to approve Resolution 2023-44, Restating the Beginning Fund Balances for FY 2024

Kevin McCall – County Vice Chairman: Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

MOTION CARRIED

D. MANAGER: Resolution 2023-45, Budget Adjustments for FY 2024.

Tracy Sedillo-Deputy County Manager: I had to add items, because once we adjusted the balance one of the funds was in deficit. It was reported in the wrong LGBMS (Local Government Budget Management System). The original reason for the budget adjustment was to include our Law Enforcement Recruitment money and our Law Enforcement Recruitment and Retention money that we will be

receiving this year. This is the first year of allocation of the Law Enforcement Recruitment money in the amount of \$225,000. We have it slated to pay for new hires for Dispatch and Sheriff's Departments. The second pot of money is year two of the Law Enforcement Recruitment and Retention for \$37,500. Those were the retention bonuses that were paid out of last fiscal year. We have money again this year for the same type of funding. These were not in the original budget, we are adding this is to be compliant with DFA with a deadline of October 31, 2023, to have this entered into the system. The bottom transfers, we are moving money for the Fire Department grants out of the Fire Protection Fund into the Inter-governmental Grant Fund on the Local Government Budget Management System. The Fire Protection Fund is only for the state allotment that the State Fire Marshall gives to the departments.

Action Taken:

Ryan Schwebach – County Chairman: Motion to approve Resolution 2023-45, Budget Adjustments for FY 2024

Kevin McCall – County Vice Chairman: Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

MOTION CARRIED

- E. CLERK:** Resolution 2023-46, Resolution Amending Resolution 2023-21 to include new polling location in Duran, moving from the Duran Fire Station to the Duran Community Center (school building) which has been newly remodeled and meets specifications required for a polling location.

Linda Jaramillo-County Clerk: I was asked by Mr. Hindi about changing the polling location in Duran from the Fire Station to the school building that has been newly renovated. I met with the Hindi's in Duran and inspected the new location to ensure it was ADA compliant as a polling location. On election day all the fire equipment must be moved out and the garage doors are used to allow voter in. (pictures in packet) At the school building the ramp was not ADA compliant. I contacted the ADA; they met me in Duran and did an inspection. They did determine the ramp was not compliant and the weeds and gravel is not compliant for parking. The report mentions the items that are not in compliance. The ramp has been fixed and is ADA compliant. There is still the issue of the parking lot, it

is too rough for anyone in a wheelchair to get in there. I've asked Leonard from the Road Department if he can come and fix it to be ADA compliant. I am also asking you as Commissioners, who are responsible for all the polling locations to approve this resolution to move the polling place to a better location. There is also a crack in the concrete on the landing, which I will supply a mat to put over it.

Samuel Schropp-County Commissioner: Is the Road Department going to have the time and resources to help with this?

Leonard Lujan-County Road Superintendent: I can have someone go out within the week to take a load of base course out.

Linda Jaramillo-County Clerk: Voting machines will be delivered next week. I will go with my techs and inspect every polling place as we deliver and take any need items.

Janice Barela-Madam County Manager: We have one amendment to the resolution that we have identified. The title and the first paragraph of the Resolution should state "locations for all Regular local and statewide elections conducted in 2023 and 2024" instead of 2024 and 2025.

Linda Jaramillo-County Clerk: I spoke with Madam County Manager concerning what needs to be done, she stated they are a non-profit organization, and the county could not help build a ramp. This is why the people of Duran fixed their own ramp.

Kevin McCall – County Vice Chairman: What about the dirt work?

Linda Jaramillo-County Clerk: I think you are responsible for approving polling places that are compliant with ADA.

Janice Barela-Madam County Manager: We can improve county roads, but we can't improve private roads, parking lots etc. There has been discussion for the county to enter into a lease agreement with this nonprofit. They currently own the Fire Station as well as this old schoolhouse that they have renovated. If we are able to complete that lease agreement then we can put some of those in-kind improvements in place of what we would pay for lease. Currently we don't have anything in place to make those improvements.

Linda Jaramillo-County Clerk: A part of your duties is to approve polling places for my voters. Wouldn't this fall under that umbrella?

Ryan Schwebach – County Chairman: We can say there isn't a location in Duran, or we say we need an adequate location in Duran. By doing this it will make it adequate. Leonard what would it take?

Leonard Lujan-County Road Superintendent: The ramp goes straight towards the road. Our easement will be about 60 ft in that area. We are not working on the driveway; we are working on our easement. You park off the road to walk into the building.

Ryan Schwebach – County Chairman: In this case I'm ok with it because it is for a polling location.

Kevin McCall – County Vice Chairman: I agree with Commissioner Schwebach. You stated it is up to this commission to approve locations not go and improve locations. I think if you can stay within the County's easement we are fine as well.

*Two motions were made and rescinded. Waiting on corrected Resolution (before executive session of audio).

Action Taken:

Ryan Schwebach – County Chairman: Motion to approve Resolution 2023-46, as presented.

Samuel Schropp-County Commissioner: Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

MOTION CARRIED

- F. **SHERIFF:** Approve Resolution 2023-47, Acceptance of Agreement for Appropriation 23-ZH5048-95 for the Law Enforcement Recruitment Fund in the amount of \$393,750.00 over three years to hire law enforcement/support positions.

Cheryl Allen-County Sheriff Executive Assistant: The agreement was signed at the last commission meeting. An oversight on my part, we need a resolution to go with it if the agreement still stands.

Ryan Schwebach – County Chairman: Legal has reviewed this resolution?

Michael I. Garcia-County Attorney: Yes, it looks good.

Action Taken:

Ryan Schwebach – County Chairman: Motion to approve Resolution 2023-47.

Kevin McCall – County Vice Chairman: Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

MOTION CARRIED

12. APPROVALS

A. FINANCE/GRANTS: Request approval of Memorandum of Agreement (MOA) between Torrance County and Valencia Shelter Services for Domestic Violence Survivor Services in Torrance County.

Amanda Lujan - Grants Administrator: We are requesting approval of MOA between Torrance County and Valencia Shelter Services out of Los Lunas to provide Domestic Violence Services in Torrance County since we are no longer receiving state funding.

Janice Barela-Madam County Manager: It was brought to my attention that the state is looking to push counties to use nonprofits for these type of services. We were one of maybe two counties still receiving funding. We started the process of working with Stephanie Woods Executive Director of Valencia Counseling Services. They started receiving the funding for providing services for Torrance County at the new fiscal year. They have already been providing services under that grant. We have a part time employee in the Domestic Violence Program. If this is approved today she will be transferring employment from Torrance County to employment with Valencia Shelter Services. She has already started some of the transition of information. She has been working collaboratively with them since they started taking over services. They have the money coming from the state but historically Torrance County has been supplementing the domestic violence budget. They are requesting additional funding, initially the request was \$75,000 on top of what they are receiving from the state. Because of the procurement law states, that if you go over \$60,000 then you have to go out for RFP for services. We were able to negotiate with them to be at the \$60,000 for the year, along with in-kind contributions. They will be utilizing our building, internet services, vehicle (they are responsible for fuel we are responsible for maintenance), and three office spaces.

Stephanie Woods – Executive Director Valencia Shelter Services: Valencia Shelter Services started in 1989 as a domestic violence shelter and expanded services to cover advocacy counseling. In 2013 it added our Child Advocacy Center for those who have experienced abuse. In 2014 adding on our sexual assault component. A part of the expansion of services, Valencia County has always been my home. We looked around at our sister counties and identified Torrance is very much like ours. It was important to us to support the DV program here. We started

doing partnership and support since 2017 and providing a multi-disciplinary meeting for child abuse cases. Bringing together Law Enforcement, Child Youth and Families Department and medical departments to facilitate a one stop shop for families to get service and to be better off and be better members of the community, as well as holding offenders accountable to keep our community safe. When we were notified that Torrance County services were not going to be moving forward, we offered our support. We are able to provide the services you are accustomed to and with our diversified federal, state, and private funds we are able to provide counseling, housing, emergency shelter services and follow the national accredited Child Advocacy Center. My plan for the next five years is to bring enough funding to Torrance County to be able to create a VSS satellite where we can do all the same things we do in Valencia, Los Lunas here in Torrance. We have a partnership with Socorro County (MOA has been signed and approved) Valencia and Catron County.

Kevin McCall – County Vice Chairman: I am for this. Who is Valencia Shelter Services, is there a board of directors? Can the name be changed? You are going into other counties to provide services.

Stephanie Woods – Executive Director Valencia Shelter Services: Yes, we are nonprofit with a functioning board. I can take that to the board.

Ryan Schwebach – County Chairman: Where does the majority of your funding come from?

Stephanie Woods – Executive Director Valencia Shelter Services: Federal and state funding.

Action Taken:

Ryan Schwebach – County Chairman: Motion the Request approval of MOA between Torrance County and Valencia Shelter Services with the amendment signature line for the chairman instead of the County Manager.

Samuel Schropp-County Commissioner: Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

MOTION CARRIED

B. FINANCE/GRANTS: Request approval of Memorandum of Agreement (MOA) between Torrance County and Valencia Shelter Services to provide Sexual Assault Nurse Examiner Services in Torrance County. Legislature appropriated \$25,000 to Torrance County in House Bill 192 for these services.

Amanda Lujan - Grants Administrator: This is a second amendment for these specific services that VSS will provide in Torrance County.

Ryan Schwebach – County Chairman: Were we already appropriated this money to Torrance County?

Janice Barela-Madam County Manager: That is correct, Torrance County was appropriated this money in their last Legislative Session. It was designed to go specifically for these services. Our domestic violence program did not provide these services nor did any other program in Torrance County.

Action Taken:

Ryan Schwebach – County Chairman: Motion the approval of MOA between Torrance County and Valencia Shelter Services to provide Sexual Assault Nurse Examiner Services in Torrance County. Legislature appropriated \$25,000 to Torrance County in House Bill 192 for these services.

Kevin McCall – County Vice Chairman: Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

MOTION CARRIED

C. FINANCE & PURCHASING: RFP TC-FY24-04 Restorative Justice Facilitator has been performed and a candidate selected. Request approval of contract.

Toni Lowery-Chief Procurement Officer: The person selected will work with the individuals that have been identified from the school to try and prevent them from going into the Juvenile Justice System.

Kevin McCall – County Vice Chairman: Who had this job previous or is this a new position?

Amanda Lujan - Grants Administrator: Last year we went through the RFP process and selected a candidate but never started. We referred this to our Juvenile Justice Coordinator who took on the roll.

Action Taken:

Kevin McCall – County Vice Chairman: Motion to approve RFP TC-FY24-04 Restorative Justice Facilitator has been performed and a candidate selected.

Samuel Schropp-County Commissioner: Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

MOTION CARRIED

D. CLERK: Request for a Special Meeting for Canvassing of the 2023 Regular Local Election. The dates allowed for canvassing are November 13-16, 2023.

Linda Jaramillo-County Clerk: For the Regular Local Election the County Commission is designated as the Canvassing Board. The canvass needs to take place no sooner than 6 days and no later than 13 days after the election. We do not have a regular commission meeting scheduled in that time frame.

Kevin McCall – County Vice Chairman: I will be out of town but be available by phone.

Ryan Schwebach – County Chairman: My suggestion is to keep the meeting on Wednesday, Wednesday November 15th, 2023, 9am.

Samuel Schropp-County Commissioner: I am retired, that will work for me.

E. FAIR BOARD: Request payment to Stacy Harral for Fair Board services beginning August 9, 2023, to include helping new Administrative Assistant (contract employee) during and after the Fair. A purchase order was not in place for this expenditure.

Marcie Wallin – Fair Board: This was an oversight on my part. A requisition was not submitted at the appropriate time. The total is \$750.00 for service she provided to assist with the County Fair, during and after.

Ryan Schwebach – County Chairman: I would like a detailed list of duties. Is this coming out of the fair budget and approved by the fair board?

Marcie Wallin – Fair Board: Yes, to both questions. Duties included assisting and training the Administrative Assistant that was recently hired during the fair in order to meet the expectations of exhibitors, parents, as well as spectators. The Fair Board has never created a manual for what is expected of the Administrative Assistant. This is the first year we have had an Administrative Assistant. She also

worked at the livestock auction. The auction brought in \$272,850.00. She created all of the reports of the County Finance Office including the amounts to be invoiced for all the buyers as well as the amounts to be paid out by the exhibitors. She also creates address lists for the Finance Department. During the week of the fair she worked approximately 25 hours and approximately 35 hours the week after the fair to compile the auction results.

Kevin McCall – County Vice Chairman: After hearing that, what does the Administrative Assistant do?

Marcie Wallin – Fair Board: She is learning but has not been trained yet. It will be her duty next year unless the county takes over.

Janice Barela-Madam County Manager: \$750.00 for these services calculated for the 55 hours would be \$13.63 an hour. Currently we pay the Administrative Assistant to the Fair Board \$550.00 a month.

Ryan Schwebach – County Chairman: For me to approve this, I need to see the paperwork showing where extra help was needed. I need to see it in the minutes, with the approval of the Fair Board.

Samuel Schropp-County Commissioner: I think approving this without more information set a dangerous precedent that we bring people in without the approval of, any of the system we have in place.

No Action Taken

F. MANAGER: Discussion and possible action regarding Superior Ambulance's request for a County subsidy for providing Emergency Medical Services in Torrance County.

*This item was moved/heard after Executive Session

Janice Barela-Madam County Manager: After discussion with Superior Ambulances owner Chris Archuleta, provided information concerning rising costs with inflation and wages going up. Superior Ambulance is asking for \$25,000 a month subsidy. Per State and County procurement we cannot exceed \$60,000 a year, we would have to go out for RFP for these types of services.

Ryan Schwebach – County Chairman: The most we can do without an RFP in calendar year would be \$5,000.00 a month. In light of that we don't currently have a Fire Chief to ensure we do have medical transportation.

Action Taken:

Ryan Schwebach – County Chairman: Motion to offer Superior Ambulance \$5,000 a month subsidy to be entered into a contract to be presented to Mr. Archuleta.

Kevin McCall – County Vice Chairman: Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

MOTION CARRIED

G. COMMISSIONER: Discussion and possible action regarding moving Torrance County Fire Department from a Public Employees Retirement Association (PERA) Municipal Plan 2 to Municipal Fire Plan 2.
(Commissioner Schropp)

Samuel Schropp-County Commissioner: This is for the people of Torrance County to understand where we are with our Fire Department recruitment of career staff and a qualified Fire Chief. PERA are the people who take care of the money, set the qualification and the rest of the things that go along with the defined benefit package. There are municipal employees in a municipal PERA. There are law enforcement PERA and fire plans. Law enforcement and fire are at a different retirement level because of the emotional and physical stresses of those jobs. We need to build our EMS and in order to build our EMS services we need to present a benefits package that is competitive to other counties. Currently our career staff at the Fire Department are on a municipal PERA plan. We need to move out of the municipal plan for the fire fighters and move to a fire fighter plan. It also involves an election, so the career staff will be the ones to decide if they want to make this change.

Janice Barela-Madam County Manager: Historically two of our commissioners have dealt with this through the Sheriff's office. We started with plan 3 and eventually to plan 5, across three to five years. This isn't something brand new, this has been something the Commission has been looking at previously but relying heavily on the Fire Department to bring that forward. The first step is for the Commission to approve a resolution, to move to a different PERA plan.

Ryan Schwebach – County Chairman: There are pros and cons to every plan. I am open to talk about it and come up with a plan if that is what staff and the Fire Chief wants.

*The following county employees spoke in favor of a higher PERA possibly Municipal Fire Plan 5: Julie Fill, Brannon Porch, Eli Fetherolf and Joshua Barton. Continued discussion as to the benefits of moving to a higher PERA plan. Pros and cons and the financial impact need to be presented to the Commission.

No Action Taken

13. DISCUSSION

- A. COMMISSION:** Discussion on County's policies and procedures for the purchasing, metering, and reconciling of bulk fuel used by the Road Department. (Commissioner Schropp)

Samuel Schropp-County Commissioner: Constituents have made allegation of misuse of fuel. How is the fuel tracked?

Leonard Lujan-County Road Superintendent: A couple of guys have a fuel card and we have bulk fuel that comes into our yard. We keep track of all in and out fuel use on a log. The log shows unit, gallons, fueling station and is signed. We have meters on our tanks in the yard and on our trucks. Honstein will only be doing bulk deliveries, we are looking into who we will be using next. I can follow where I go, the fuel and whatever was used. We have a 2000-gallon diesel tank and a 1000-gallon unleaded tank. They usually get filled every two weeks but maybe every week since Honstein will be stopping that service. Everyone has their own tank and truck completing a fuel log. We are looking to replace all the meters on all the trucks.

Samuel Schropp-County Commissioner: Are you using dyed fuel?

Leonard Lujan-County Road Superintendent: No, We are not allowed to use dyed fuel but will look into it.

Kevin McCall – County Vice Chairman: I liked the dyed fuel, for accountability.

Ryan Schwebach – County Chairman: Do you use a totalizer?

Leonard Lujan-County Road Superintendent: No we don't use a totalizer just the amount of gallons.

Ryan Schwebach – County Chairman: I suggest using a totalizer this will help keep track of what is used. The fuel logs keeps an honest man honest and its verification we are doing our job.

B. MANAGER'S REPORT

Janice Barela-Madam County Manager: I would like to thank the local Lions Club for the Kids Sight program. I grew up poor and didn't realize I needed glasses until I was tested in school by this program. I was given the glasses I needed. They even gave me a second pair when I buried my first pair in the dirt because I didn't want glasses.

Update on Fire Chief Position at the last Commission Meeting. Torrance County Commission made an offer to Kenneth Snow for the Fire Chief position. Mr. Snow declined the offer. Yesterday, I reposted for the Fire Chief position. The Commission did increase the pay to \$85,000 per year - negotiable depending on qualifications/depending on experience. The job posting closes November 16, 2023. If you are interested in applying for the position of Fire Chief, please visit the County's website www.torrancecountynm.org and click on "Job Opportunities" for information and to apply.

Other Job Opportunities in Torrance County are:

Patrol Sergeant

Sheriff's Deputy

Code Enforcement Officer

Dispatcher (911 Operator/Communications Specialist)

Equipment Operator

EMS Lieutenant

Clerical Float.

As mentioned earlier, please visit the County website www.torrancecountynm.org and click on "Job Opportunities" for more information and to apply.

State Fire Marshal's Office Inspection:

Last week, I met with Captain Fire Inspector Bruce Dile from the State Fire Marshal's Code Enforcement Bureau and Acting Fire Chief Hanna Sanchez to inspect District 2 Indian Hills Main Station to see what would be required to pass inspection for sleeping quarters for Torrance County Fire Department career staff to sleep without having to do fire watches. He did inquire about how many people would be housed there. Since the Fire Department does not store combustibles in

that building, it would only require 30 minutes of water suppression, which interprets to 250 gallons versus 30,000 gallons of water suppression requirement at the District 3 McIntosh Main Station. Chief Sanchez also reached out to other vendors to seek quotes, and she is waiting for responses.

When I first started my new position of Deputy County Manager in February 2020, I toured all of the Fire Departments' stations. District 2 Indian Hills Main Station was by far in the worst condition. I was over the top excited to see the drastic improvements to the station. It was so drastic that I had to ask if I was in the correct location, looking at the same station.

I would like to thank Battalion Chief Scott Brown and his volunteers for their work to keep this station in tip-top condition.

Captain Fire Inspector Bruce Dile conducted an unannounced inspection of the bays and found minor issues of which all, but one were immediately corrected. The one outstanding issue is scheduled to be remedied soon. Thank you to Acting Chief Sanchez for her efforts to ensure we are in compliance with all safety regulations.

Road Department :

The new Road Shop looks amazing. All inspections are done. The front office is sheet rocked. We are waiting for the insulation for the middle existing building.

The Road Department started on the groundwork which will include laying down base coarse and milling as well as creating water containment ponds per the flood management plan.

Paving of Heritage Road will begin Monday, October 30, 2023, around 8:00 AM. It will be one mile east of the paving that was done a few years ago.

Three guys are in CDL training right now. It is a four-week course. They are scheduled to be done by the November 23, 2023. This training is paid for by Workforce Connection. When this training is completed, 12 of our road crew will have their CDL endorsement.

Emergency Manager:

Yesterday, I received the following email from Moriarty Fire Chief Todd Hart: "Janice, I wanted to reach out to you and tell you what a great job Samantha is doing as the Emergency Manager, she has stayed involved in trainings Moriarty has been providing for ourselves and mutual aid departments, and provided

assistance as needed. Please extend our Thanks to her, and a great job she is doing staying involved.

Fire Chief Todd A. Hart

City of Moriarty Fire Department"

The hazard mitigation plan has been awarded. Torrance County did receive an approval letter for \$84,975.08 with an in-kind match for the County of \$8995.00. This has been two years in the making. When the paperwork is signed we will have 12 months to complete the process.

Torrance Sheriff's office will be having an open house Saturday December 9th from 5 to 8 PM at the Neil Mertz Judicial Center. There will be booths with District Court, Judicial Justice, Teen Court, domestic violence and more. There will be activities for children, a giving tree and coat drive. Torrance Sheriff's office will be accepting donations of stuffed animals for deputies to give out to children involved in law enforcement calls.

C. COMMISSIONERS' REPORTS

- 1) Kevin McCall – County Vice Chairman, District 1

Kevin McCall-County Vice Chair: The funding is appropriated for the fair building. It will not only be used for the fair, but it will also be a multipurpose facility.

- 2) Ryan Schwebach - County Chairman, District 2

Ryan Schwebach-County Chairman: The vision within this community when this started was not to just show animals. It is a true County Fair. It is an opportunity to bring community and networking and a multi-use building.

- 3) Samuel Schropp – County Commissioner, District 3

Samuel Schropp-County Commissioner: I received a blast email from Innovation Law Lab concerning the people being held at the Torrance County Detention Facility. There are dangerous people being held in the TCDF as ICE detainees. Some people may not be as dangerous. At the Customs and Border

Patrol (CBP) presentation, states 10% of the people coming across the border are criminals. CBP works with security services and intelligence services around the world. We are doing what is necessary to keep us all safe. The process may be flawed, and oversight is necessary but what these non-governmental organizations are advocating is dangerous, it's not practical and it's not workable.

14. EXECUTIVE SESSION:

- A. COMMISSION:** Discussion regarding the purchase, acquisition, or disposal of real property for Torrance County operations, closed pursuant to NMSA 1978 Section 10-15- 1(H)(8).

- B. COMMISSION:** Discussion concerning a sole source contract exceeding \$2,500 (Superior Ambulance), closed pursuant to NMSA 1978 Section 10-15-1(H)(6).

Action Taken:

Ryan Schwebach – County Chairman: Motion to move into Executive Session.

Kevin McCall – County Vice Chairman: Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

MOTION CARRIED

11:42 AM

Action Taken:

Ryan Schwebach – County Chairman: Motion to move into Regular Session.

Kevin McCall – County Vice Chairman: Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach – County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

MOTION CARRIED

12:25 PM

Ryan Schwebach – County Chairman: In Executive Session we discussed two items. The purchase, acquisition, or disposal of real property for Torrance County operations, closed pursuant to NMSA 1978 Section 10-15- 1(H)(8).

No Action Taken.

Discussion concerning a sole source contract exceeding \$2,500 (Superior Ambulance), closed pursuant to NMSA 1978 Section 10-15-1(H)(6).
Manager will move forward as directed on various subjects regarding the situation and bring back to the Commission.

Item 12.F heard here on video/Audio.

15. COMMISSION WORKSESSION AT TORRANCE COUNTY FAIRGROUNDS

- A. Travel to Fairgrounds for discussion and possible action regarding improvements.

No action will be taken, discussion only. Information will be gathered and be presented at a later commission meeting. Discussion amongst Commissioners as to location, size, construction, and budget of the new multipurpose complex.

16. Announcement of the next Board of County Commissioners Meeting:

Regular Commission Meeting November 8, 2023, 9:00 AM, Torrance County Admin Building.

17. Signing of Official Documents

18. Adjourn.

Action Taken:

Ryan Schwebach – County Chairman: Motion to adjourn.

Kevin McCall – County Vice Chairman: Seconds the motion.

Roll Call Vote: Samuel Schropp – County Commissioner: - Yes: Ryan Schwebach
– County Chairman: – Yes: Kevin McCall – County Vice Chairman: -Yes:

MOTION CARRIED

Meeting adjourned at 1:41 PM

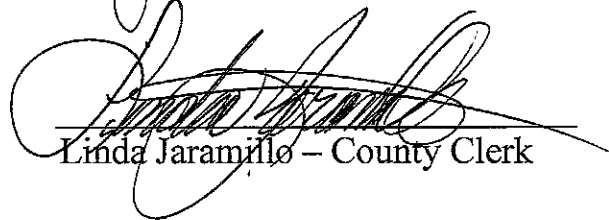


Ryan Schwebach - Chairman



Genell Morris – Admin Assistant

November 9, 2023
Date



Linda Jaramillo – County Clerk

The Video of this meeting can be viewed in its entirety on the
Torrance County NM website. (torrancecountynm.org)