

FINAL COPY
Torrance County Board of Commissioners
Regular Commission Meeting
September 11, 2019
9:00 AM

Commissioners Present: RYAN SCHWEBACH – CHAIR
JAVIER SANCHEZ – MEMBER
KEVIN MCCALL – MEMBER

Others Present: WAYNE JOHNSON – COUNTY MANAGER
BELINDA GARLAND – DEPUTY COUNTY MANAGER
JOHN BUTRICK – COUNTY ATTORNEY
GENELL MORRIS – ADMINISTRATIVE ASSISTANT

1. Call Meeting to order

Chairman Schwebach: Calls September 11, 2019 Regular Commission Meeting to order at 9:03 AM

2. Pledge lead by: Chairman Schwebach

***A moment silence in recognition of all affected by the events of 9/11/01.**

Invocation lead by Nick Sedillo

3. Changes to the Agenda:

A. Item 13B may need to be advanced on the agenda to accommodate the presenter.

Wayne Johnson – County Manager: Presentation is a webcast and needs to be conducted between 9:30 and 10:00. A motion to approve the August 28, 2019 Board of Finance Minutes was added to the agenda, we need to defer that for now and get them approved at a board of Finance Meeting.

Chairman Schwebach: We can continue and will have the presentation at 9:30 and strike agenda item 8B.

4. PROCLAMATION - None

5. CERTIFICATES AND AWARDS- None

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

7. **PUBLIC COMMENT and COMMUNICATIONS**

Albert Beckwith: Advised the Commission that he will be filing a law suit against Torrance County, the Commission and 2 businesses in the area where he lives. Mr. Beckwith feels his concerns have not been heard and is very upset. The issues with the trucks driving down the road are very loud with sirens and are affecting his PTSD. He has spoken with his Dr. at the VA, he is a veteran and is affected by Agent Orange. Mr. Beckwith feels he is being harassed by the people that pass by his house. He was told it would slow down and come to an end.

Chairman Schwebach: Thank You. If we are entering into litigation, I look forward to speaking with your attorney.

Steve Guetschow-Planning & Zoning Coordinator: Received a news release from the US Forest Service concerning controlled burns in the Manzano Mountains, dated September 9. Recent rains throughout the Manzano Mountains have given fire managers some prescribed burning opportunities within the Mountainair Ranger District. If conditions continue to be favorable, fire crews will continue unfinished spring burns within the Thunderbird and Red Canyon Ecosystem Management Project areas. Crews will be aiming to complete approximately 220 acres along Forest Road 253, east of Red Canyon. They are also hoping to burn approximately 600 acres within the Thunderbird area near Forest Road 275 and 422. These two blocks were previously thinned so fire personnel will be re-entering the area to burn excess material left behind. The burns could begin as early as the week of September 16th. During the prescribed burn, roads directly affected by the burn may be closed to the public. Signs will be posted in areas with temporary road closures. Temporary road signs warning about smoke and activity on the roads will be posted on State Highway 131 and 55 and along Forest Roads #422, #253, and #275. Smoke may be noticeable throughout the local mountain communities and could include the Estancia Valley and the west side of the Manzano Mountains.

Lester Gary-Fire Chief: We have been working on this for the last year along with PRC. I have received an email stating: Torrance County has received their Certificate of Authority.

*County Manager Johnson presented Chief Gary with the Certificate.

Kay Wilks: Ms. Wilks has concerns as to how the Police, Fire and Rescue Departments handled a situation at the entrance of her business, Kay's RV in Moriarty. She also didn't know where to voice this concern, stating she will start with the Commission. The Incident had nothing to do with her business other than that is where the police caught up a to motorcycle. Kay's RV lost business due to the fact the entry was blocked. When asked if they can move some cars for customers to go in and out she was told they will be moved in 15 minutes. This process took 1 ½ hours. (Pictures in packet)

Chairman Schwebach: Suggested talking to the County Sheriff, and stated he will also talk to the Sheriff.

8. APPROVAL OF MINUTES

A. COMMISSION: Motion to approve the August 28, 2019 Torrance County Board of County Commission Minutes

Commissioner McCall: Motions to approve August 28, 2019 Torrance County Board of County Commission Minutes

Chairman Schwebach: Seconds the motion.

All in favor: MOTION CARRIED

B. COMMISSION: Motion to approve the August 28, 2019 Board of Finance Minutes.

*Will be approved at a later date.

9. APPROVAL OF CONSENT AGENDA

A. FINANCE: Approval of Payables

Chairman Schwebach: Motion to approve the Consent Agenda

Commissioner McCall: Seconds the motion.

All in favor: MOTION CARRIED

10. ADOPTION OF ORDINANCE/AMENDMENT TO COUNTY CODE

A. **MANAGER:** Motion to approve Ordinance 2019-04, the Torrance County Code of Conduct. (CONDUCT PUBLIC HEARING)

Wayne Johnson – County Manager: This is an amendment to our county code. During the reworking of the Personnel policy, we took out the previous code of conduct. It needed to be: A.) clear and standalone; B.) Needed to be expanded. This Code of Conduct will apply to all employees including elected officials. There will be discipline in cases where this Code of Conduct is breached. We need to be in compliance with state law, the Governmental Conduct Act and to define how we expect our employees to act, not only with the public but with each other. Codes of Conduct are very difficult, this is based on one I helped to pass when I was in Bernalillo County. We are trying to regulate motivation by observing action. We may find as we go along that it's not perfect, in that case we will bring back changes as necessary.

Chairman Schwebach: As a Commission, we are under the assumption if no one is signed up to speak, everyone is in favor. Is that the case, looking out in the crowd? * Crowd responded yes.

Nick Sedillo-Operations Manager: I commend County Manger Johnson. This is long overdue and we will have mandatory training annually.

Commissioner McCall: I commend you on this, we as a Commission challenged you as County Manger to get us compliant.

Wayne Johnson – County Manager: This will help us operate with the confidence of the public. We do this for the public as well as ourselves. How we treat them is important and they matter to our mission.

Chairman Schwebach: Motion to approve Ordinance 2019-04, the Torrance County Code of Conduct.

Commissioner McCall: Seconds the motion.

All in favor: MOTION CARRIED

13. DISCUSSION

B. FINANCE/OPERATIONS: WASP Asset tracking software demonstration. (Note: Presentation needs to take between 9:30 and 10:00 AM.)

Wayne Johnson – County Manager: This came from audit findings from previous years, starting with capital assets. We haven't had a great way of tracking other assets, from tables and chairs to computers. This will help us track all assets. This is a relatively small cost, and will help us be organized and be able to show auditors where our assets are.

Noah Sedillo - Chief Procurement Officer: We have reached out to WASP and several other vendors. We feel WASP is the best asset management that will facilitate our needs. Initially we wanted to get one device to track the assets, it costs \$1,145.00 but as large as Torrance County is, we feel 2 devices will work better. This plan will include 5 users with an extensive service plan and contract management.

Commissioner McCall: By your, estimation, how long do you think it will take to get all of the assets entered, if this were to be approved?

Noah Sedillo - Chief Procurement Officer: a solid 2 months.

Wayne Johnson – County Manager: We are also trying to determine if our current tracking numbers will transition over to the new system. This will help with not having to retag the items that are already tagged.

Bryant Matherson – WASP presenter (via phone and web screen share): This overview shows how to enter assets, location of assets (with no limit to the amount of assets entered) and how to track contracts with the expirations (set warning time when contract will expire). You have the capability of who can access and enter assets. You will be able add photos and scan any document tied to the asset. Assets can be moved to new locations and you can enter who checked out any items and when it needs to be returned. WASP also allow you to track maintenance on any items including vehicles including cost tracking. There are reports on all information entered from the items entered to disposed items. WASP uses Cloud based Amazon web server. Mr. Matherson is available 8AM-5PM Central time for any questions.

Chairman Schwebach: Thanks the presenter feels it's a very good program and would serve us well. Who did you envision will have access to the devices?

Noah Sedillo - Chief Procurement Officer: 2 devices and 5 licenses. County Manger, Deputy County Manager, Finance Director, Operations Manager and Chief Procurement Officer. You can have 5 people logged in at one time. Based on

how the permissions are set up one of the 5 people can enter assets but department heads can have access to the list of assets.

Commissioner Sanchez: What other options are there, are there other vendors?

Noah Sedillo - Chief Procurement Officer: We can continue on the same process we are currently doing for Capital. We have received 2 other quotes from vendors and feel this is the best price and best system to fit our needs.

Belinda Garland-Deputy County Manger: This is a web based program, this makes it easy to change and update.

Chairman Schwebach: What are the annual fees after the initial setup?

Noah Sedillo - Chief Procurement Officer: Storage, maintenance, customer service, \$1710.00, extended warranty \$349.00 for the hand held units.

Commissioner Sanchez: What is the reoccurring cost per year?

Noah Sedillo - Chief Procurement Officer: \$2059.00

Commissioner McCall: What are we spending now?

Noah Sedillo - Chief Procurement Officer: Staff time.

Wayne Johnson – County Manager: This will help us keep track of items let out such as PPE for the Fire Department. We will know who has them and when they need to be returned. We will be tracking items below \$5000.00 as well as our capital assets with this program.

Belinda Garland-Deputy County Manger: Another advantage is if we get a new department head or elected official, they will know what assets are available to them.

Commissioner Sanchez: What about making each department responsible for tracking assets and the county level will be a matter of reporting.

Wayne Johnson – County Manager: We haven't determined what we will have the department heads and admin do. The Commission can weigh in on what you want that process to look like.

Chairman Schwebach: I assume you have a solid plan on training staff.

Jeremy Oliver-Finance Director: We will have an in depth training for all department heads once we get the software and are fully trained.

Wayne Johnson – County Manager: We will start with the capital assets, we have that list in good order. We can get our process in line and our training for the finance staff, then work our way out to the various departments. This is the best so we can work out any bugs internally.

Commissioner Sanchez: Will this require an expansion in staff?

Wayne Johnson – County Manager: No

Commissioner Sanchez: Where will the funding for this be coming from?

Jeremy Oliver-Finance Director: Possibly the capital assets, the infrastructure or Wind PILT.

Chairman Schwebach: I love the idea of using the capital assets due the fact that is what it is used for.

Chairman Schwebach: Motion to approve WASP Asset tracking software.

Commissioner McCall: Seconds the motion.

Commissioner Sanchez: I want it to be clear there will not be a staff expansion.

Wayne Johnson – County Manager: If we have a staff expansion, I don't foresee it being for this function. |

All in favor: MOTION CARRIED

11. ADOPTION OF RESOLUTION

A. FINANCE: Motion to approve Resolution 2019-50, Torrance County Budget Adjustment Procedures.

Jeremy Oliver-Finance Director: This a procedure for transferring funds from one line item to another. Increase budgets when unexpected increasing cash for sources such as grants. Journal entries, which is correcting a payment that was paid from the wrong place, and needs to be corrected. The only change from which we practice now is the intra fund transfers. This doesn't require a resolution by state standards, we are asking to have the County Manger sign off on this, since the budget has already been approved by the Commission. An example: if I use my own budget and don't have enough money in my office supplies, I can move it from training to office supplies without bringing it before the Commission for approval. Other changes outline cut off dates for the end of the year and when we can restart transfers at the beginning of the year.

Chairman Schwebach: Motion to approve Torrance County Budget Adjustment Procedures, with County Manger signing off.

Commissioner Sanchez: Seconds the motion.

All in favor: MOTION CARRIED

12. APPROVALS

A. COMMISSION: Motion to approve the appointment of Danielle Johnson from District 1 to the Estancia Valley Solid Waste Authority.

Commissioner McCall: I contacted Ms. Johnson she is interested in serving on this board, she submitted her resume.

Wayne Johnson – County Manager: Read resume: Danielle Pressly Johnson's qualifications are MA from University of New Mexico – Education Administration, 42-year resident of Torrance County and EVSWA customer, Committed to serving Torrance County residents and to strengthening the relationship between EVSWA and all customers, 40 years serving the Torrance County and Bernalillo Education Communities, 21 years in the Estancia Municipal School District, 10 years in Moriarty Edgewood School District, 5 years in Bernalillo County Charter School, 4 years in NM CYFD Juvenile Justice Education, and appointed to the New Mexico Public Education Commission 2016-2018. Reasons for seeking this appointment: I have a profound respect and

appreciation for the residents and cultural diversity of our county. I am looking for ways to represent the residents of District 1 and ways to strengthen our collaborative county processes when addressing the varied needs of our constituents. References available upon request.

Chairman Schwebach: Motion to approve the appointment of Danielle Johnson from District 1 to the Estancia Valley Solid Waste Authority

Commissioner McCall: Seconds the motion.

All in favor: MOTION CARRIED

B. MANAGER: Motion to approve the Assessor's Office reorganization plan creating one new position.

Wayne Johnson – County Manager: Staff has been working with our County Assessor to come up with a reorganization plan that stays within the approved budget. I believe this plan does that, I am asking for off ramps if we have missed something on our analysis. I want your approval to stop the process if we need to. Staff recommends approval at this time.

Jesse Lucero – County Assessor: The current salaries in Torrance County are below standards. I tasked my Deputy Assessor to look into the average industry rate around the country. Sandoval has done a study and came up with current salaries. When we were looking at the reorganization, we weren't looking at people as individuals or time in service. We were looking at the skill sets of the positions that we need and what we are asking for, Database CAMA appraiser position. We lost our Chief Appraiser Nick Sedillo to another position. We felt this is an opportunity to look at our needs and filter that salary down to my staff. Torrance County has had a CAMA Data Appraiser in the past. Our new software provider said we will not need a database administrator in the future that was false. We are trying to move forward into the 21st century of doing appraisals. The Assessor generates the revenue for this county and everything falls in line. Having a CAMA Data Appraiser will allow us to continually look at our data, work with our appraisers and get our values and numbers where they are supposed to be. We followed County Manger Johnsons contingency that we had to remain within the budget. We are saving the County some money by doing this.

Wayne Johnson – County Manager: There is one error, there are 3 positions being removed and the motion says 2. 2 positions being created from 3 positions to cover the raises and cover the additional positions. Some of the positions are funded from his evaluation fund and have specific requirements for the uses of the money. We will stay below the budget but never exceed in this reorganization.

Commissioner Sanchez: Motion to approve the Assessor's Office reorganization plan creating 2 new positions, removing 3 existing positions and increasing specified salaries.

Chairman Schwebach: Seconds the motion.

All in favor: MOTION CARRIED

C. EMERGENCY MANAGER: Motion to approve submission of grant application for FY2019 State Homeland Security Grant Program (SHSGP).

Matt Propp-Emergency Manger: Is asking the Commission for permission to seek application for the State Homeland Security Grant Program. A threat assessment was done for the county taking the priorities from the grant, fencing around our public safety facilities (courthouse, sheriffs, fire and administrative, dispatch) emergency generators for the same facilities and \$75,000 for communications upgrade. This is a non-match grant.

Cheryl Allen-Grant Coordinator: We also ask for permission for County Manager Wayne Johnson to sign off on the grant application.

Commissioner Sanchez: Motion to approve submission of grant application for FY2019 State Homeland Security Grant Program (SHSGP), with County Manger signing off.

Chairman Schwebach: Seconds the motion.

Commissioner Sanchez: What the maximum amount we can get?

Matt Propp-Emergency Manger: \$275,000.00, \$100,000 for fencing, \$100,000 for generators and \$75,000 for communications. They can take individual item from the applications, we can be approved for some of it or all of it.

All in favor: MOTION CARRIED

13. DISCUSSION

A. ASSESSOR: Presentation of Assessor's Annual Report.

Jesse Lucero – County Assessor: The full annual report is on the Assessors webpage and in this packet. This will be an overview. The Assessor's Office Annual Cycle is very important. We have a special meeting for the approval of the Mill Rates, the Mill Rates are entered into the CAMA system. October 1st the tax roll will be sent to the Treasures Office. On November 1st the tax bills will go out. The County Assessors are exclusively responsible for determining the value of property for property taxation purposes in accordance with property tax code article 35-38 of chapter 7 of NMSA 1978.

Assessors shall also implement a program of updating property values. We are trying to move appraisals into the 21st century, we are bringing in new ideas, strategies and people. Our hope is to provide the best value for every tax payer in Torrance County. Our valuation and data maintenance of all taxable parcels on a yearly cycle, there are 32,000 parcels in Torrance County. We want to work on our door to door re-inspection or Oblique side view and ortho imagery verification of all taxable improved real property every 5 to 6 years. We used the cost approach from 2015- 2018, there are 3 different approaches. The cost approach, income approach and mass appraisal. Mass appraisal is the area we want to focus on. Christie Humphrey our Deputy Assessor is certified to teach IAAO (International Association of Assessing Offices) classes, this will help to get this process going. GIS mapping is no longer under the Assessor but now under the county.

On the taxable valuation comparison 2017 total taxable value was \$285,881,810 in 2018 it was \$293,707,604 an increase of 2.73%. Net new value is any value that we discover, something that has never been on the tax roll. Valuation maintenance is your standard home we appraise. In 2018 the net new value is \$770,382, this was up from 2017. From 2018 to 2019 the net new values was down 1.6%, due to mediation with the prison, the Google building was giving back to the City of Moriarty and now it is exempt property. We are consistently finding value, we work with all our partners within the municipalities. We need cooperation within the municipalities to provide permits to the county. This is a critical tool for the Assessor's office to bring in new value. Planning and Zoning is fantastic on getting

our office that information. This money goes back to the communities where the permit was initiated out of.

Coefficient of Dispersion (COD) - the average deviation of a group of numbers from the median expressed as a percentage of the median. In ratio studies, the average percentage deviation from the median ratio. Price-related differential – the mean divided by the weighted mean. The statistic has a slight bias upward. The IAAO standard is between 90% and 110%, our values need to be within that range. Torrance County values on 2,694 properties are at 92.288% accurate in our evaluations. Our median ratio is 90.562%. Property tax division in the State of New Mexico wants to make sure if these numbers are not with in these standards, they need to know why. Different factors play into it. This sales ratio study was given back to us, we submit the data to the state, the state does the sales ratio study for us, they evaluate the sales ratio study and send us back the responses. Some of our office accomplishments - increased customer service: added additional features to the online GIS map, launched the office Facebook to keep the public informed of upcoming outreach meetings, important deadlines and benefits they may qualify for. The assessor is working on an Instagram page to show all the outreach and use other sources of social media. We have 12 outreach functions, we partner with the Treasurer during tax season, the veteran administration, and filing protests. Radio broadcast is used regarding property taxes, exemptions, and protest process.

The goals for 2019/2020 year is to enhance and improve the office website by creating a calendar of events, working with the CAMA provider to get public access to property records, and launch “Go Green” e-notification in 2020 for the notice of values. Additional training opportunities for the customer service staff will be offered through New Mexico State Edge classes and IAAO courses to all certified appraisers.

We partner with the Treasures office for outreach meetings, locations are Village of Encino, City of Mountainair, Moriarty Civic Center and Edgewood Soil and water. Satellite offices are intended to collect property taxes, provide information for veterans, head of family exemption on file, and answer any questions on their account. We want to schedule town hall meetings, work with real estate, title and surveying companies. We want to continually remind the public that we are here to work for them. We are not the enemy or hiding anything, we are not trying to raise your taxes.

This year we had 4 formal protest hearings in which 3 withdrew and 1 was heard. Our protest season is very taxing on our staff, there is a lot of work involved.

Additional goals for 2019/2020: provide additional training for all the staff through IAAO, Kaplan & New Mexico State Edge. Update agricultural policies and procedures, including forms and flyers. Create a workflow for all incoming agricultural applications. This is important to our valley and the people of Torrance County.

The Assessors has signed the contract with Eagle View for the Pictometry. The flyover portion of the project will be completed in the fall of 2019 and the product will be delivered to the office by December 1st.

I was elected as the Vice Chair of the Assessors Affiliate responsible for all legislation pertaining to property tax for the State of New Mexico. We are working on affiliate bylaws, we are trying to make things fair and reputable for all tax payers in New Mexico. One of the big issues is disclosure meaning every resident would have to tell us what they paid for their property, you currently do not have on vacant and commercial property. The Assessor affiliate feels if we can get full disclosure in the State of New Mexico (we are 1 of maybe 2 or 3 states that does not have full disclosure) this would give us the tools to do our jobs. One of our biggest opponents is the Agricultural community, we are working with them on a monthly basis, we are making progress.

I have been traveling around the state following the Taxation and Revenue Stabilization Committee. It's important for us to be visible to let the legislation know, who we are and represent.

Our state evaluation went well, there are areas we need to work on. That is why we are working on implementing the new tools. There is nothing major that would be alarming to the Commission. When you have limited sales in a small rural county like Torrance it is hard to follow IAAO standards.

Our residential appraisal training and certification: we have 4 certified appraisers in our office. We encourage our staff to take New Mexico Edge classes and certifications.

14. EXECUTIVE SESSION:

A. Manager: Discuss the possibility of purchasing the Wells Fargo Bank Building in Estancia. Closed pursuant to NMSA 1978 Section 10-15-1(H)(8).

Chairman Schwebach: Motion to go into Executive Session

Roll Call Vote: All in favor - **MOTION CARRIED**

Executive Session began at 10:47 AM

RECONVENE FROM EXECUTIVE SESSION:

Chairman Schwebach: Motion to return from Executive Session

Roll Call Vote: All in favor - **MOTION CARRIED**

Reconvened at 11:27 AM

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

Wednesday, September 25th at 9:00 AM in the Commission Chambers of the Torrance County Administrative Building.

Special Commission Meeting Monday September 16, 2019 9:00 AM
pending all the information is available.

16. Signing of Official Documents

**Adjourn*

Commissioner Sanchez: Motions to adjourn Commission Meeting

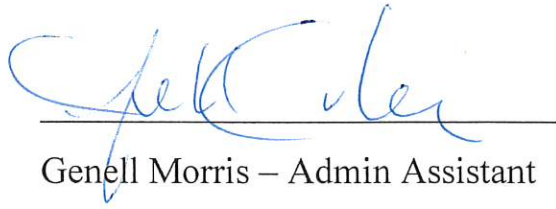
Chairman Schwebach: Seconds the motion.

All in favor: **MOTION CARRIED**

Meeting adjourned at 11:28 AM



Ryan Schwebach – Chairman



Genell Morris – Admin Assistant

9-25-19

Date

The Video of this meeting can be viewed in its entirety on the Torrance County NM website. Audio discs of this meeting can be purchased in the Torrance County Clerk's Office and the audio of this meeting will be aired on out local radio station KXNM.