

**FINAL COPY  
TORRANCE COUNTY BOARD OF COMMISSIONERS  
SPECIAL COMMISSION MEETING  
JULY 13<sup>th</sup>, 2015**

**COMMISSIONES PRESENT:** LeROY CANDELARIA-CHAIR  
JIM FROST-MEMBER  
JULIA DUCHARME-MEMBER

**OTHERS PRESENT:** JOY ANSLEY-COUNTY MANAGER  
DENNIS WALLIN-COUNTY ATTORNEY  
ANNETTE ORTIZ-DEPUTY COUNTY MANAGER  
YVONNE OTERO-ADMINISTRATIVE ASSISTANT

**CALL MEETING TO ORDER**

Meeting called to order at 8:59 a.m. Pledge and Invocation follow

**APPROVAL OF THE JULY 13<sup>th</sup>, 2015 SPECIAL COMMISSION MEETING AGENDA**

Commissioner Chairman Candelaria asks for a motion to approve the agenda for the July 13<sup>th</sup>, 2015 Commission Meeting Agenda. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the July 13<sup>th</sup>, 2015, Commissioner Meeting Agenda. Madam Commissioner Ducharme seconds the motion. No further discussion, All Commissioners in favor. **MOTION CARRIED**

**\*Work Session**

**1.) Proposed Road Policy**

Discussion begins on the Proposed Road Policy. There is discussion on how they are going to proceed with this. It is decided that they will just go through the document page by page and if there is comment or suggestion about what is and there will be read brief comments.

Annette Ortiz, Deputy County Manager begins to read the Draft Road Policy. In page 2 paragraph 1 it should be stated that there are approximately 1,000 miles of road that the County is responsible for maintaining. Paragraph 2 Mrs. Ansley states that gasoline should be changed to fuel. More discussion and Mrs. Ortiz continues to read.

Page 3 item 4, there is some public comment and a question asked if there is a map available that contains all of the County Roads and if so is it available on the County Website. Commission Chairman Candelaria states that the Road Department has this map available in their office and does not know if the map is available on the Website. Mrs. Ansley states that the map is not available on the Website. Mrs. Ortiz states that if they notice, item #4 states that each year a new updated map will be submitted to the Commission for approval, and that once it is updated they may be able to put it on the website for easier access to the public. Mr. Nick

Sedillo asks who will be tasked with creating this updated map. Mr. Sedillo states that the only reason he is asking is because Ruben Gastelum our Rural Addresser has a map with all the roads, etc., but that is strictly for 911 purposes only. Will the creation of this updated map fall on Rubens shoulders or what. Mrs. Ansley states that she already thought that Ruben was handling this as we go along. Mr. Sedillo states that it is not an official county road map it's strictly 911. The map has County roads and County maintained roads labeled but that is all nothing else. And if need be we need to change our work flow. The Road department provides the assessor's office with all the information with county maintained roads and we designate that on the map and we use that just to let people know that yes or no they are on a county maintained road, but again the map Ruben creates is strictly for 911. Mrs. Ansley states that, no they are not asking to change a person's job description, but if he is not already working on this then most likely we will have to have this map produced somewhere else. More discussion and they decide they are going to have to decide how to handle creating the updated map.

Mr. Wallin asks to look at the 2<sup>nd</sup> paragraph on the page. He states that it really doesn't make sense and should be changed to read "all roads, as described above, are hereby declared to be Torrance County Roads."

Mrs. Ortiz continues to read the Policy, Slight pause for public comment. Page 3 paragraph on snow removal, the depth of snow removal should be change the chip seal roads will require removal at 3 inches and other roads at 5 inches. Item 1, 2, & 3 under section II this area need to be cleared up. Discussion follows on item #2 dealing with the priority of school bus routes and when it is necessary to clean. Mrs. Ortiz continues to read the Policy with several stops for public input, also there is some discussion and explanation of what a red road is and a green road is. More discussion on how to treat roads when there is an emergency. Discussion and public input on what the requirements should be for roads that may become accepted as a county maintained road when it is part of subdivision. Mr. Sedillo states that there is an ordinance in reference to Page 5 item #1 that himself and Mr. Guetschow, Planning and Zoning director, went over this and Ordinance #97-6 that spells out road signs. Mr. Sedillo asks if we should make reference to that here in this section, only because the ordinance goes into more detail than what is stated in this section. Commission Chairman Candelaria states that If there is an ordinance then we should make a reference to it in this section. Mr. Wallin states that it should just read something that it will be in compliance with the ordinance of record. He also states that we have gone off the track due to the fact that we have allowed too much public input. Mr. Wallin states that they need to work on the language for this area. Mrs. Ortiz continues reading from the policy.

County Clerk Linda Jaramillo asks if the people should be coming up to the podium and stating who they are so that he names and all comments can be put on the record. Mr. Wallin states that no it doesn't really matter because this is something that it not appealable. More discussion and Mrs. Ortiz continues to read the policy

**11:00 Commission Chairman Candelaria moves to make a 10 minute break.**

**11:10 Commission Chairman Candelaria moves to return from break**

Commission Chairman Candelaria states that Mrs. Cindi Sullivan has requested to present her item now as she needs to return to work. Commission Chairman Candelaria entertains her request.

**\*Action Item(s)**

**2.) Out of State Travel Request – Cindi Sullivan, Animal Shelter Director**

Ms. Sullivan is Requesting out of state travel for herself, Danette Huckins & Elizabeth Tinin. The reservations were made May 11<sup>th</sup>, 2015, and due to a hectic schedule Ms. Sullivan forgot to place this item on the agenda for the last Commission Meeting. Her request is to head to Lakeview, CO for the Training called Adoption Options, they are able to drive, and all that is needed is the fees to cover hotel, food, and gas. The training itself is free, they will be heading out Sunday July 19<sup>th</sup>, 2015 and returning on Tuesday July 21<sup>st</sup>, 2015. Commission Chairman Candelaria ask for a motion to approve out of state travel for Cindi Sullivan, Danette Huckins, and Elizabeth Tinin to attend the Adoption Options training in Lakeview, CO. **ACTION TAKEN:** Commissioner Frost makes a motion to approve out of state travel for Cindi Sullivan, Danette Huckins, and Elizabeth Tinin to attend the Adoption Options training in Lakeview, CO.. Madam Commissioner Ducharme asks if while Ms. Sullivan and her co-workers are gone if the shelter will be closed during this time. Ms. Sullivan states that no it will still be open as one of her part time employees will be there to operate the shelter. Madam Commissioner Ducharme seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

**RETURNING TO ITEM #1**

**\*Work Session**

**1.) Proposed Road Policy**

Mrs. Ortiz continues to read the Policy. Mrs. Ansley Comments on page 12 item #7, Mrs., Ansley stats that the reason she left this in the policy is there are some statutory requirements. A few years ago there was an issue with Planning and Zoning where a line item was set up in the budget for road maintenance and the county had to establish a fund for road improvements for that specific instance, so this was left in here due to the fact that it may fall under this section.

Page 13 Part B. There are issues with speed limits and how they are marked on certain roads within the county. There needs to be more clarity on how to post speed limits on the county roads. Madam Commissioner Ducharme asks if there is a Statute that has those specifications for road speed limits. Mr. Wallin states that the statute provides that the county can set speed limits on County Roads if there is not a speed limit established, but it is deemed that the speed limit should be 35 mph. Mrs. Ortiz continues to read from the policy and there is more public comment concerning speed limits and temporary road closures.

Discussion between the public and the commission on the installation and/or repairs for the culverts and cattle guards within the county roads, Mrs. Ortiz continues to read the policy.

Sec 5 page 14 the size of the Culvert's should be 12" in diameter and not 24".

Section VI #2 there need to be a better specification about County maintained roads. More discussion follows on what is maintained and what is not. Item #5 within this section needs to be removed all together.

Section VII Mr. Wallin states that items 1 & 3 there needs to be some clean up in the language on these two items, it is not clear and it needs to have more clarity. Item #4 there is public comment on the upgrading of roads.

Page 19 part E, there is comment on the use of herbicides with in County roads and that and if herbicides are ever used the Road Department will give residents on said road a fair warning so that they can either leave the residence for the day or stay inside.

Page 19 Item 5 Mr. Wallin agrees to remove this item completely from the policy.

On August 12<sup>th</sup> 2015, at the Regular Commission Meeting they will do the final Approval of the Road Policy.

*\*Executive Session:*

*As Per Motion and Roll Call Vote, Pursuant to New Mexico State Statute Section 10-15-1, the Following Matters Will Be Discussed in Closed Session:*  
Threatened & Pending Litigation 10-15-1 (h) (7)

- a.) Proposed appeal related to Loma Parda Subdivision

Commission Chairman Candelaria asks for a motion to enter into Executive Session.

**ACTION TAKEN:** Madam Commissioner Ducharme makes a motion to enter into Executive session. Commissioner Frost seconds the motion. No further discussion, all Commissioners in favor. Roll call vote: Commissioner Frost, District 1-Yes. Madam Commissioner Ducharme, District 2-Yes. Commission Chairman Candelaria, District 3-Yes. **MOTION CARRIED**

*Executive Session began at 12:53 p.m.*

Commission Chairman Candelaria asks for a motion to return from Executive session.

**RECONVENE FROM EXECUTIVE SESSION AT 1:08 p.m.**

**ACTION TAKEN:** At 1:08 p.m. Commissioner Frost makes a motion to reconvene from Executive Session. Madam Commissioner Ducharme seconds the motion. No discussion, all Commissioners in favor. **MOTION CARRIED**

*\*Reconvene from Executive Session:*

- (b) Pursuant to Open Meetings Act Section 10-15-1(J), Commissioner report from closed meeting
- (c) Consider and act upon matter, if necessary

Commission Chairman Candelaria states that no action was taken during this Executive Session and there will be a Public Hearing at the July 29<sup>th</sup>, 2015 Commission Meeting to discuss this item

**ADJOURNMENT**

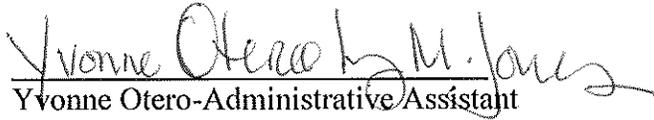
Commission Chairman Candelaria asks for a motion to adjourn the July 13, 2015 Special Commission Meeting. **ACTION TAKEN:** Madam Commissioner Ducharme makes a motion to adjourn the July 13<sup>th</sup>, 2015 Special Commission Meeting. Commissioner Frost seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED.**

*Meeting adjourned at 1:09 p.m.*

  
\_\_\_\_\_  
Commissioner Candelaria

Chair

7/22/15  
Date

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