

**FINAL COPY  
TORRANCE COUNTY BOARD OF COMMISSIONERS  
REGULAR COMMISSION MEETING  
MAY 24<sup>th</sup>, 2017**

**COMMISSIONERS PRESENT:** JAVIER SANCHEZ-CHAIRMAN  
JAMES FROST-MEMBER  
JULIA DUCHARME-MEMBER

**OTHERS PRESENT:** ANNETTE ORTIZ-DEPUTY COUNTY MANAGER  
DENNIS WALLIN-COUNTY ATTORNEY  
LINDA KAYSER-CHIEF DEPUTY CLERK

**CALL MEETING TO ORDER**

Chairman Sanchez calls the meeting to order at 9:02 a.m. and calls for a Commission Roll Call. Commission District 1-Present, Commission District 2-Present, & Commission District 3-Present. Mr. Jesus Lucero leads in the Pledge of Allegiance and Commissioner Frost gives the invocation.

**APPROVAL OF THE MAY 10<sup>th</sup>, 2017 REGULAR COMMISSION MEETING MINUTES**

Chairman Sanchez asks for a motion to approve the May 10<sup>th</sup>, 2017 Regular Commission Meeting Minutes. **ACTION TAKEN:** Madame Commissioner Ducharme makes a motion to approve the May 10<sup>th</sup>, 2017, Regular Commission Meeting Minutes. Chairman Sanchez seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

**APPROVAL OF THE MAY 24<sup>th</sup>, 2017 REGULAR COMMISSION MEETING AGENDA**

Chairman Sanchez asks for a motion to approve the May 24<sup>th</sup>, 2017 Regular Commission Meeting Agenda. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the May 24<sup>th</sup>, 2017, Regular Commission Meeting Agenda. Chairman Sanchez seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED.**

**APPROVAL OF CONSENT AGENDA**

Chairman Sanchez asks for a motion to approve the Consent Agenda. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the Consent Agenda. Chairman Sanchez seconds the motion. No further discussion, all Commissioners in Favor. **MOTION CARRIED.**

## **ACTION ITEMS**

### **\*Commission Matters:**

#### **1.) Presentation of 2017-2018 Interim Budget**

**Amanda Tenorio, Finance Director presents to the Commission the 2017-2018 Interim Budget. Budget hereto attached.**

Ms. Tenorio presented 2017-2018 Interim Budget explaining this is an estimate of the expenditures and revenues and ending cash balances. Ms. Tenorio gave a revised copy expenditures to the commission stating that the Workers Compensation Insurance has increased by 2%. Revised copy hereto attached. She stated the first page is our property valuation estimate and first tab is a recap of our estimated budget. Most of our grant funds have a zero balance until we receive the award. The FY17-18 budget will satisfy our local reserve requirements, the 3/12 General Fund requirement and the 1/12 Bond requirement. The revenue schedule is estimated and the PILT funds are lowered as how the funds will be disbursed has not been received. The expenditures are estimated and the salaries are the current salaries and do not include any future raises. Vacant positions have an estimated insurance cost.

Ms. Tenorio stated that the final budget is due to DFA by July 31. She said she plans to have the budget public hearing in early July to work on final adjustments and final budget requests. On July 26 2017 the final 2017-2018 budget and the June 30, 2017 quarterly report will be presented to the Commission for approval. She asked if there were any questions.

Madame Commissioner Ducharme asked if there will be any public hearings and when will it be scheduled? Ms. Tenorio responded yes, in early July.

Commissioner Frost stated that this budget today will go to DFA for a preliminary approval or they will say change it. Then we will have the public hearings at a later date for the Final Budget at that time we can make any changes needed, after those changes then it will go back to DFA for final approval. Ms. Tenorio said that is correct.

Madame Commissioner Ducharme asked when is the deadline to make any changes. Ms. Tenorio said the budget is due to DFA on July 31, 2017 so the Final approval would have to be at the July 26, 2017 Commission Meeting.

Chairman Sanchez asked if there were any questions or public comment. There were none. Chairman Sanchez asks for a motion to approve the Interim Budget. **ACTION TAKEN:** Commissioner Frost makes a motion to approve the 2017-2018 Interim Budget. Madame Commissioner Ducharme seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED.**

**2.) Contract Between Torrance County and Hinkle & Landus, PC for FY 17 Audit Services – Leslie Olivas, Purchasing Director**

Ms. Olivas presented the contract to the Commissioners for approval. Contract hereto attached. She stated that this is the approved contract from the State Auditor's Office and the award letter is included. Ms. Olivas asked the commission for their approval so they can begin the FY17 Audit.

**ACTION TAKEN:** Chairman Sanchez makes a motion to approve contract between Torrance County and Hinkle & Landus, PC for FY17 audit services. Madam Commissioner Ducharme seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

**3.) Appoint EMS Service Option Committee Member**

Annette Ortiz, Deputy County Manager stated that only one letter was received from Mr. Luna and he could not be in attendance today as he had family matters to attend to.

Chairman Sanchez stated that they normally ask for the interested parties to attend the meeting, but Mr. Luna reached out to him yesterday and said he could not attend today.

**ACTION TAKEN:** Chairman Sanchez said that because of the interest he has had in the past and his regular attendance to the meetings he will make a motion to appoint Mr. Frank Luna to the EMS Service Option Committee Member. Madam Commissioner Ducharme seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

**\*Department Requests/Reports:**

**4.) Updates: a. Various County Departments b. Other Boards or Land Grants (upon request) c. Forest Service (upon request) d. Commission**

Steve Guetschow, Planning and Zoning Director said yesterday was the first meeting of the Mountainair Collaborative workshop. This is the Forest Service having cooperating partners meetings, which they have been having for several years now. They are phasing out what used to be called the landscape team that is made up of the local community, state and federal agencies. This Collaborative group that is replacing them are made up of the same agencies but they are bringing in other special interest groups, economic development and ecological groups. The Forest Service wants these Collaborative groups to come to together for a focus on the new Forest Service Plan which is still being drafted. The group is going to start meeting quarterly beginning August 22, 2017.

Mr. Guetschow also presented the Commission with a Staggered Terms for P&Z Board Member chart. Chart hereto attached. He stated that in District 3 Mr. Jose Torrez wants to retire, so on June 1, 2017 an ad will run in the paper for letters of interest for Mr. Torrez's Board Member position. Also I have sent letters of invitations to our alternates who are Mr. Tom Burson and Mr. Marty Hernandez in District 1. He said he has invited them to come along as Mr. Robert Maxwell in District 1 is up for reappointment for a second term, however, he has had a lot of out of town business, his meeting attendance has been very limited and he believes it would be in our best interest to find a replacement for him. So this brings us to Gail

Langell who is our regular alternate, who is very diligent in attending all P & Z meetings. According to our board policy she would automatically move up into Mr. Maxwell's position in District 1. He is thinking that either Mr. Burson or Mr. Hernandez could move into that second slot for District 1. Mr. Hernandez is very interested in serving the County and the Commission in this role. This would replace Ms. Langell's seat on the Board. He said he was looking at June 28, 2017 to have the applicants for Mr. Torrez's position come before the Commission. The letters of interest that are received will be given to the Commission to read before that commission meeting. Discussion only **NO ACTION TAKEN**

Chairman Sanchez asked if there were any other County Department updates. There were none

Chairman Sanchez asked if there were other Boards, Land Grants or Forest Service with updates. There were none.

Chairman Sanchez asked if the Commission had any updates. Commissioner Frost said he did not have an update but he wanted to say that he has seen a lot of road work being done and some of the projects are going forward.

Madame Commissioner Ducharme said Mr. Guetschow was worried about his update but any update is better than none. He makes an effort at every Commission meeting and she appreciates it very much. She also said over the years Torrance County has produced hundreds or maybe even thousands of graduates. It is this time of year again where we will have new graduates. She wants to congratulate all the Graduates and their parents. The graduates will probably not listen on the radio so she wants to address the people in the audience and people close to those graduates. We do not have facilities for higher education so most likely they will have to go to other places for their education. She hopes they will dream big. She also wants them to remember that Torrance County is their home. While it is natural to want to go places and explore, and often they think the grass is greener on the other side, and in some places it is. She hopes when they settle they will return to Torrance County and bring their experiences, talents and skills back. Graduates of Torrance County we need your young creative capable minds, it is an incredible amazing time in your lives and congratulations.

Chairman Sanchez said he attend the investment committee meeting and the next meeting will be on June 6, 2017 in the morning at 8:00 am. It will be a work session with banks that will propose different investment stratagies. Then in the latter part of the meeting we will be looking at the PILT money and how that might be portioned. At the last meeting we determined that the term for investments would be 6 months and then we could see if we need to be extended or adjusted. It was a very productive meeting.

## 5.) Assessor Office Annual Report per NM Statute 7-36-16 – Betty Cabber, Assessor

Betty Cabber, Assessor presented to the Commission her annual report. Report hereto attached.

Assessor Cabber said this is her annual report that is required by statute to be presented to the Commission. She stated that the assessment of taxes is approximately 70% of the Counties budget so this is a review of activities in our office for the 2017 tax year. She said that the total net new improvements added to the valuation records were \$8,440,860.00 full value. \$5,936,085.00 for residential and \$2,504,775.00 for non-residential. These are items that are new and never been in our values before. This was accomplished by our appraisal staff and much help from office staff. During 2016, 765 appraisals were done, with our 4 appraisers that is 191 per each appraiser. That means they have been very busy. Most Counties have more staff so they do not have that many appraisals per appraiser. This is an increase of over 2% to be billed for the 2017 property tax budget.

She continued by stating that increases and decreases during the year will be mainly from protests, which they are still working on. Her office has settled at least 1/3 by showing the property owners that their values are fair based on like properties and sales. They have had over 200 protest but they will settle most of these before the formal hearings. Formal hearings are set for the middle of September so she will not have final figures until that time. Other decreases and increases will occur as they find properties not meeting the requirements of Agricultural valuations. So they are decreasing some and increasing other vacant lands because of the changes of use. They increased the non-residential land values by 1% and decreased the agriculture land values by 1.5%. Some of that loss of Agricultural land may have gone in to residential land values which increased over 2% from 2016.

She stated that their sales ratio study for 2017 shows they had 245 sales reported. They always put non-residential sales on at 100% and residential sales at 90% of sale price. She said this county is still lower than current and correct market value. With the 3% CAP put on by the Legislature in 2003, they can't catch up to the current and correct values because sales are pretty flat. This is a non-disclosure state, non-residential properties do not have to tell them their sales price. So any commercial property, vacant land, and agriculture anything other than residential property, when they sell, are not, by law, required to give us their sales price. It makes it hard to be current and correct on non-residential properties. Residential properties are required by law to give the actual sales price to the Assessor's office to be used for statistical purposes. This information cannot be shared with anyone other than our office. The sales ratio study is in their office if you would like to see it.

Assessor Cabber said the Valuation Maintenance program is doing well. They began reassessments in municipalities in 2015 and the appraisal staff has done a great job. Encino Duran, Cedarvale, Willard and Mountainair have been completed. They are starting Estancia this summer and hope to have it completed by 1-3-2018. Moriarty will be started next summer and they hope to have it completed by 1-30-2019. They are still working on reassessing all county properties and we continue to do permits, protest, corrections of errors and all other miscellaneous properties. She said mass appraising for valuing properties for taxation purposes is a never ending job. Once the cycle of reappraisals ends with Moriarty, it is time to go back to Encino and start the process over.

Assessor Cabber stated that she is extremely proud of her office staff for all of their hard work. They are taking care of walk in customers, phone customers, imputing recorded deeds, handling Business Personal Property and Livestock accounts and always doing cleaning up projects. She said a new appraiser apprentice has been hired who has an appraisal background. This will help them to be able to spend more time in the field which is great as they are running out of desk space as they will also be hiring a new reappraisal clerk. In the office we also have an experienced and knowledgeable GIS/Mapper to make sure we have a current and accurate map at all times online for our customer and for our staff. The Assessor's office brings in approximately 70% of the County budget, so it is imperative that we have a full experienced staff to do this job. The office will be going to a newer version of our software which will allow us to do more in less time.

She said she is very grateful for the continued support of the Commission and the County Manager with their budget and their needs over the past few years. Their growth has enabled them to meet the needs of the County with little effect on our property owners. The more our values are at current market and our property owners are getting permits to build new homes or existing homes, we can keep the mill (tax) rates down. It spreads the obligation to everyone as it should be and not just a few have to carry the burden.

Assessor Cabber stated that her door is always open and she hopes that each Commissioner would come in with questions to learn what and why they do their jobs as mandated by the property tax laws of the State of New Mexico. She welcomed the Commission to spend some time in the field with the appraisers as well. She asked if there were any questions.

Madame Commissioner Ducharme said she hopes the Chairman would accept the invitation to go out in the field as I did. It was very educational. She also mentioned she is very pleased with all of the needed and useful information on the Assessor's webpage. She needed some information and it was very easy to find. She thanked Assessor Cabber for a webpage well done.

Assessor Cabber said thank you and they have an updated map on the webpage and if anyone needs any help with it they can call or come in the office anyone can help them.

Discussion only. **NO ACTION TAKEN**

**6.) Community Driving While Impaired (CDWI) Grant Agreement – Tracey Master, DWI Prevention Coordinator**

Tracey Master, DWI Prevention Coordinator presented the grant agreement to the Commission for approval. Grant Agreement hereto attached. She said this is the Grant Agreement between the NM Transportation Department Safety Division and Torrance County. The grant is in the amount of \$2,604.00 and it will be used for enforcement and supplies for compliance.

**ACTION TAKEN:** Chairman Sanchez makes a motion to approve Community Driving While Impaired (CDWI) Grant Agreement. Madam Commissioner Ducharme seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

**7.) Resolution 2017-023 Budget Increase – Amanda Tenorio, Finance Director**

Ms. Tenorio is requesting approval from the Commission for Resolution 2017-023 Budget Increase for additional funding received by CYFD for the Domestic Violence Grant.

**ACTION TAKEN:** Commissioner Frost makes the motion to approve Resolution 2017-023 Budget Increase. Madame Commissioner Ducharme seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED.**

**8.) Resolution 2017-024 Cash Transfers & Line Item Transfers Between Funds – Amanda Tenorio, Finance Director**

Ms. Tenorio presented to the Commission Resolution 2017-024 cash transfers and Line Item Transfers for approval. These cash transfers are from the EMPG fund to the Civil Defense and from the General Fund to the Planning and Zoning for Court Fees.

**ACTION TAKEN:** Chairman Sanchez makes the motion to approve Resolution 2017-024 cash transfers & Line Item Transfer(s). Commissioner Frost seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED.**

**9.) Resolution 2017-025 Line Item Transfers – Amanda Tenorio, Finance Director**

Ms. Tenorio is requesting approval from the Commission on Resolution 2017-025 Line Item Transfer(s). Whereas County Departments are requesting line item transfers within their budgeted funds in the FY 2016-17 Budget.

**ACTION TAKEN:** Commissioner Frost moves to approve Resolution 2017-025 Line Item Transfer(s). Chairman Sanchez seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED.**

**10.) Resolution 2017-026 NMFA Loan – Hanna Sanchez, Fire Administrative Assistant**

Ms. Sanchez presented Resolution 2017-026 NMFA loan to purchase a new 3,000 gallon Water Tender for District 2 Fire Department to the Commission for approval. She apologized that the first documents that she supplied the Commission with the amount of \$312,060.00 was wrong. The actual amount was \$278,513.00 with an additional \$2,105.00 for document preparation for a total amount of \$280,618.00.

Madame Commissioner Ducharme asked which fund the money would come from. Ms. Sanchez replied District 2, from the State Allotment that they receive from the State Fire Marshall's office.

**ACTION TAKEN:** Commissioner Frost makes a motion to approve Resolution 2017-026 NMFA Loan. Chairman Sanchez seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED.**

**County Manager Requests/Reports:**

**11.) Ratification of Amendment to Agreement for Services (Interim Fire Chief/Consultant)**

Annette Ortiz, Deputy County Manager said she has spoken with the County Manager and she asked the Commission to table this item.

**ACTION TAKEN:** Chairman Sanchez makes the motion to table the Ratification of Amendment to Agreement for Services. Madame Commissioner Ducharme seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED**

**12.) Update**

Annette Ortiz, Deputy County Manager said she has spoken with the County Manager and she has a written report she will get to the Commission. **NO ACTION TAKEN**

**\*PUBLIC COMMENT/REQUEST**

Chairman Sanchez asked if there were any public comment/request. There were none

**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***

a.) Pending or Threatened Litigation: Pursuant to Section 10-15-1(H)(7), ref: Cullin vs. Torrance County

**ACTION TAKEN:** Chairman Sanchez makes a motion to enter in to Executive Session. Madame Commissioner Ducharme seconds the motion, all Commissioners in favor. **ROLL CALL VOTE: District 1: Yes. District 2: Yes. District 3: Yes. MOTION CARRIED.**

**Entered into Executive Session at 9:50 am**

**\*Reconvene from Executive Session:**

**ACTION TAKEN:** Chairman Sanchez makes a motion to reconvene from Executive Session. Commissioner Frost seconds the motion, all Commissioners in favor. **MOTION CARRIED**

**Reconvene from Executive Session at 11:50 am**

**Pursuant to Open Meetings Act, Section 10-15-1 (J), Commission Report from Executive Session**

b) Consider and Act upon, if appropriate, Pending or Threatened Litigation: Pursuant to Section 10-15-1(H)(7), ref: Cullin vs. Torrance County

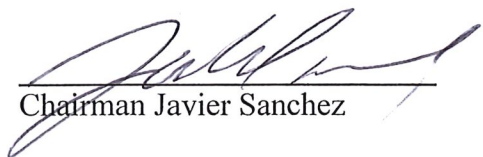
Chairman Sanchez states that no action was taken during executive session.

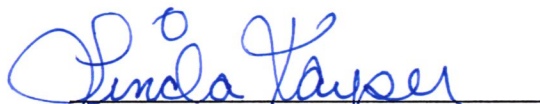


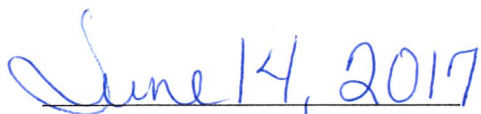
**ADJOURNMENT**

**ACTION TAKEN:** Chairman Sanchez makes a motion to adjourn the May 24, 2017 Regular Commission Meeting. Madame Commissioner Ducharme seconds the motion. No further discussion, all Commissioners in favor. **MOTION CARRIED.**

**Meeting adjourned at 11:54 am**

  
Chairman Javier Sanchez

  
Linda Kayser, Chief Deputy Clerk

  
Date