



Torrance County

BOARD OF COUNTY COMMISSIONERS (BCC)

Ryan Schwebach, Chair, District 2

Kevin McCall, Vice Chair, District 1

Samuel D. Schropp, Member, District 3

Janice Y. Barela, County Manager

The meeting will be available via Zoom and the link may be found on the County's website www.torrancecountynm.org/calendar. Click on the event to access Zoom Meeting information.

ADMINISTRATIVE MEETING AGENDA

WEDNESDAY, July 24, 2024 @ 9:00 AM
205 S. Ninth Street, Estancia, NM 87016

- 1. Call to Order**
- 2. Invocation and Pledge of Allegiance**
- 3. Changes to the Agenda**
- 4. PROCLAMATIONS**
- 5. CERTIFICATES AND AWARDS**
- 6. BOARD AND COMMITTEE APPOINTMENTS**
- 7. PUBLIC COMMENT and COMMUNICATIONS (Comments limited to two minutes.)**
- 8. APPROVAL OF MINUTES**
 - A. COMMISSION:** Request approval of minutes of the June 26, 2024, Regular Meeting of the Board of County Commissioners
- 9. APPROVAL OF CONSENT AGENDA**
 - A. FINANCE & PURCHASING:** Request approval of payables.
 - B. PLANNING & ZONING:** Keer Industries Special Waste Disposal – Annual Renewal of Solid Waste District.
- 10. ADOPTION OF ORDINANCE/AMENDMENT TO COUNTY CODE**
- 11. ADOPTION OF RESOLUTION**

- A. **FINANCE:** Request approval of Resolution 2024-____, a Resolution Approving FY24 Final Budget Adjustments.
- B. **FINANCE:** Request approval of Resolution 2024-____, a Resolution Approving Fiscal Year 2023-2024 Final Quarter Financial Report Year Ending June 30, 2024.
- C. **FINANCE:** Request approval of Torrance County 2024-2025 Operating Budget and Resolution 2024-____, a Resolution Adopting the Final Budget for Torrance County for Fiscal Year 2024-2025, and Requesting State of New Mexico, Department of Finance and Administration, Local Government Division, Budget and Finance Bureau Approval.
- D. **GRANTS:** Request approval of Resolution 2024-____, Resolution for Torrance County 2026-2030 Infrastructure Capital Improvement Plan.

12. APPROVALS

- A. **MANAGER:** Request approval of Restrictive Housing Report – Second Quarter 2024.
- B. **GRANTS:** Request approval of Agreement No. 25-690-3000-79641 with New Mexico Children Youth and Families Department for implementation of the Juvenile Justice Grant through June 30, 2027, for a total of 884,806.00; annual amount shall not exceed \$261,602.00.
- C. **GRANTS:** Request approval of Agreement with New Mexico Public Education Department for implementation of the Summer Enrichment Internship Program July 1, 2024, through June 30, 2025, for a total of \$100,000.
- D. **GRANTS:** Request approval of Memorandum of Understanding (MOU) between the United States Department of the Interior, National Park Service, Salinas Pueblo Missions National Monument and Torrance County to host interns for the Summer Enrichment Program; minor change was requested.
- E. **GRANTS:** Request approval of Agreement for Capital Appropriation Project 24-13182 to develop a comprehensive plan to design, construct and equip projects for the fire districts in Torrance County with a reversion date of June 30, 2028.
- F. **GRANTS:** Request approval of Agreement for Capital Appropriation Project 24-13183 to develop a comprehensive plan to design, construct and equip projects for the fire districts in Torrance County for a total amount of \$90,000 with a reversion date of June 30, 2028.
- G. **GRANTS:** Request approval of Agreement for Capital Appropriation Project 24-13189 to plan, design, construct, furnish, and equip improvements to the Fairgrounds in Torrance County for a total of \$2,910,000 with a reversion date of June 30, 2028.

- H. GRANTS:** Request approval of Agreement for Capital Appropriation Project 24-13185 to purchase and equip vehicles and equipment for the Road Department in Torrance County for the total amount of \$40,000 with a reversion date of June 30, 2026.
- I. GRANTS:** Request approval of Agreement for Capital Appropriation Project 24-13184 to purchase and equip emergency medical response vehicles for the Fire Department in Torrance County with a reversion date of June 30, 2026.
- J. GRANTS:** Request approval of Agreement for Capital Appropriation Project 24-13190 to plan, design, construct and upgrade the offices of the Clerk, Treasurer and Assessor, including archival storage cabinets, climate control and fire suppression systems, in Estancia in Torrance County for \$50,000 with a reversion date of June 30, 2028.
- K. ANIMAL SERVICES:** Request approval of Contract for Professional Services with pharmacist Kathleen West.
- L. ANIMAL SERVICES:** Request approval to move forward with presenting Memorandum of Understanding (MOU) to Town of Estancia, City of Moriarty, Town of Mountainair, and Town of Willard.
- M. FINANCE/PURCHASING:** Request approval of resulting contract from RFP # 24-25-001 Teen Court Coordinator; Evaluation Committee's recommendation for award is Adrian Ortiz.
- N. FINANCE:** Request approval of Cooperative Service Agreement between Torrance County and United States Department of Agriculture, Animal and Plant Health Inspection Service, Wildlife Services to conduct wildlife damage management activities to control damage and conflicts caused by wildlife in Torrance County; total request of \$45,750 was approved by Commission and was included in the FY25 Interim Budget.
- O. FIRE:** Request approval to submit the FY25 FPG (Fire Protection Grant) applications for Fire Admin and Districts 1-6 Volunteer Fire Departments, and authorizing County Manager Janice Y. Barela to sign applications electronically.
- P. SHERIFF/FINANCE:** Request approval to pay Galls invoice # 024775538 dated 06/13/2023 for \$52.76; Purchase Order # 23-00092 was in place at time of purchase and was partially paid and closed out prior to issuing payment for this invoice.
- Q. FINANCE:** Request approval to pay Lobo Internet invoices N10715-1 dated 01/01/2020 for \$156.78, N10715-5 dated 05/01/2020 for \$166.92, N10715-7 dated 05/22/2020 for \$1,230.32, and N10715-17 dated 02/01/2021 for \$155.00.
- R. FIRE/EMS:** Request approval to pay Toby's Mid-Valley Doors invoice # 20147 dated 6/17/2024 in the amount of \$810.00; Purchase Order was not in place prior to repair.
- S. FINANCE/FACILITIES:** Request approval to pay AKC Plumbing invoice # 00503 for \$604.45 for HVAC work at Judicial Complex; Purchase Order was not in place prior to repair.

T. FINANCE/FACILITIES: Request approval to pay for purchases at Estancia Valley Feed and Supply for \$46.88, \$29.86, \$42.79, and \$23.12 for Fairgrounds repairs and Mountainair Senior Center Repairs; Purchase Orders were not in place prior to purchases.

U. FINANCE/FACILITIES: Request approval to pay for purchase at Hart's Hardware for \$25.37 for Fairgrounds repairs; Purchase Order was not in place prior to purchase.

V. FIRE: Request approval to pay purchase for District 3 Fire Station at Hart's Hardware in the amount of \$131.12 for date 6/05/2024; Purchase Order was not in place prior to purchase.

W. EMERGENCY MANAGEMENT: Request approval to enter into Memorandum of Agreement (MOA) with Department of Health for Cities Readiness Initiative (CRI) in the amount of \$10,500, and authorizing County Manager Janice Y. Barela to sign via DocuSign. (Approved by Grant Committee)

13. DISCUSSION

A. FINANCE: Budget Hearing pertaining to the 2024-2025 Operating Budget. **Public Hearing.**

B. GRANTS: Review and prioritize 2026-2030 Infrastructure Capital Improvement Plan. **Public Hearing**

C. GRANTS: Presentation and recognition of Summer Enrichment Interns for summer 2024.

D. MANAGER'S REPORT

E. COMMISSIONERS' REPORTS

- 1) Commissioner McCall, District 1
- 2) Commissioner Schwebach, District 2
- 3) Commissioner Schropp, District 3

14. EXECUTIVE SESSION

A. COMMISSION: Discussion regarding the purchase, acquisition, or disposal of real property, NMSA 1978, Section 10-15-1(H)(8).

B. COMMISSION: Discussion regarding the purchase, acquisition, or disposal of real property, NMSA 1978, Section 10-15-1(H)(8).

C. COMMISSION: Discussion regarding limited personnel matters, closed pursuant to NMSA 1978, Section 10-15-1(H)(2), Fire Chief.

D. MANAGER: Discussion regarding limited personnel matters, closed pursuant to NMSA 1978, Section 10-15-1(H)(2), County Manager.

15. DISCUSSION AND ACTION ON CLOSED SESSION ITEMS ABOVE

A. COMMISSION: Discussion and possible action regarding Executive Session Item 14.A. regarding purchase, acquisition, or disposal of real property.

B. COMMISSION: Discussion and possible action regarding Executive Session Item 14.B. regarding purchase, acquisition, or disposal of real property.

C. COMMISSION: Discussion and possible action regarding Executive Session Item 14.C. regarding Fire Chief.

D. MANAGER: Discussion and possible action regarding Executive Session Item 14.D regarding County Manager.

16. Announcement of the next Board of County Commissioners Meeting: August 14, 2024, at 9:00 AM

17. SIGNING OF OFFICIAL DOCUMENTS**18. ADJOURN**

*If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter or any other form of auxiliary aid or service to attend or participate in the hearing(s) or meeting(s), please contact the Manager's Office at 505-544-4700 at least one week prior to the meeting or as soon as possible. Public documents, including agenda and minutes, can be provided in various accessible formats. Please contact the Manager's Office at the number listed above if a summary or other type of accessible format is needed.