



Torrance County

BOARD OF COUNTY COMMISSIONERS (BCC)

Ryan Schwebach, Chair, District 2

Kevin McCall, Vice Chair, District 1

Samuel D. Schropp, Member, District 3

Tracy Sedillo , Interim 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, August 28 @ 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 August 14, 2024, Regular Meeting of the Board of County Commissioners.
- 9. APPROVAL OF CONSENT AGENDA**
 - A. FINANCE & PURCHASING:** Request approval of payables.
- 10. ADOPTION OF ORDINANCE/AMENDMENT TO COUNTY CODE**
- 11. ADOPTION OF RESOLUTION**
 - A. GRANTS:** Resolution to enter into agreement SAP 24-12482-GF with the NM Environment Department and authorize Ryan Schwebach, Commission Chair as signatory, Tracy Sedillo, Interim County Manager and Misty Witt, Finance Director as authorized representatives for disbursements and all other documents and Amanda Lujan, Grants

Administrator as designated employee to update CPMS and submit notice of obligations under this agreement.

B. GRANTS: Resolution to enter into agreement SAP 24-12479-GF with the NM Environment Department and authorize Ryan Schwebach, Commission Chair as signatory, Tracy Sedillo, Interim County Manager and Misty Witt, Finance Director as authorized representatives for disbursements and all other documents and Amanda Lujan, Grants Administrator as designated employee to update CPMS and submit notice of obligations under this agreement.

C. GRANTS: Resolution to ratify agreement signed by former County Manager, Janice Barela for Appropriation 24-215036-65 for \$1,312,500.000 over three years to be utilized in accordance with the provisions of HB2 to hire full-time firefighter and EMT positions.

12. APPROVALS

A. DISPATCH/FIRE/EMS: Request approval for title change from Administrative Assistant to Administrative Assistant II to include salary increase from \$17.75 to \$19.75, commensurate with current duties and additional duties with assisting the Torrance County Dispatch Center or approval to hire Communications Deputy Director for Dispatch at \$30.50. (Deferred from 08/14/2024 meeting)

B. DISPATCH/FINANCE: Approval of MOU with Moriarty Police Department for officers providing dispatch services at Torrance County Dispatch.

C. FIRE: Request approval to utilize Tablet Command services for the Fire Department. Services include mobile software that increases awareness, incident response, incident management and improves firefighter accountability. Agreement is yearly for the amount of \$2,995.00 for three end users. (Deferred from 08/14/2024 meeting)

D. CLERK: MOU with the Secretary of State for projected costs of \$60,000 for the 2024 General Presidential Election.

E. ROAD DEPT: Request approval to pay Wagner invoice S10W0921650 dated 06/21/24 in the amount of \$1,551.03 for services provided in the prior fiscal year.

F. FINANCE: Request approval to pay Estancia Valley Solid Waste Authority for invoice number 2029 dated 7/12/24 in the amount of \$68,256.73 according to the EVSWA FY24 Final Budget-County Net Ordinary Income.

G. FINANCE: Request approval to pay Estancia Valley Solid Waste Authority for invoice number 2028 dated 7/12/24 in the amount of \$111,966.50 according to the EVSWA FY23 Final Budget-County Net Ordinary Income.

H. GRANTS: Approval and signature of Privacy, Equal Employment Opportunity Plan, Assurances for Justice Assistance Grant (JAG) with NM Department of Public Safety.

I. DWI: Approval of MOU between Torrance County DWI Program and City of Moriarty Police Department for DWI enforcement activities, including directed patrol operations and underage drinking operations.

J. DWI: Approval of MOU between Torrance County DWI Program and Torrance County Sheriff's Office for DWI enforcement activities, including directed patrol operations and checkpoints.

13. DISCUSSION

A. GRANTS: Discussion and possible approval to be fiscal agent for Duran Mutual Domestic Heritage Society and submit application in the amount of \$15,000 for the City Park Improvements Fund with NM Department of Finance and Administration.

B. GRANTS: Discussion and possible approval to be fiscal agent for Estancia Moriarty Willard Torrance (EMWT) Water Association and for the following funds:

1. Mid-Region Council of Governments - GRO Fund Appropriation to purchase water systems and rights.
2. Department of Finance and Administrations - Legislative Appropriation to purchase water systems and rights.
3. New Mexico Finance Authority - Water Trust Board Funding for Phase I design professional services for McIntosh Water System Project.

C. GRANTS: Discussion and possible approval to RFP for an EMWT Project Manager.

D. GRANTS: Discussion of current Fairground Improvement plans with Studio Southwest Architects.

E. FIRE: Discussion of State Fire Marshal inspection at Duran Fire Department.

F. MANAGER'S REPORT

G. 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, closed pursuant to NMSA 1978, Section 10-15-1(H)(8).

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

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 filling County Manager position.

16. Announcement of the next Board of County Commissioners Meeting: September 11, 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.