



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, September 25, 2024 @ 9:00 AM
205 S. Ninth Street, Estancia, NM 87016

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE AND INVOCATION**
- 3. CHANGES TO THE AGENDA**
- 4. PROCLAMATIONS**
- 5. CERTIFICATES AND AWARDS**
 - A. Retirement Plaque – Tracy Sedillo, 36 years**
- 6. BOARD AND COMMITTEE APPOINTMENTS**
- 7. A. PUBLIC COMMENT and COMMUNICATIONS (Comments limited to two minutes)**
B. DEPARTMENT UPDATES AND COMMUNICATIONS
 - 1. CLERK: 2024 Upcoming Elections**
- 8. APPROVAL OF MINUTES**
 - A. COMMISSION: Request approval of minutes of the September 05, 2024, Special Session Meeting of the Board of County Commissioners.**
 - B. COMMISSION: Request approval of minutes of the September 11, 2024, Regular Meeting of the Board of County Commissioners.**
 - C. COMMISSION: Request approval of minutes of the September 19, 2024, Special Session 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. FINANCE: Request approval of Resolution 2024-__ FY2024-25 Budget Adjustment.

12. APPROVALS

A. DISPATCH: Request approval to hire Communications Deputy Director for Dispatch at \$30.50 per hour or an Administrative Assistant for Dispatch at \$17.75 per hour. (Deferred from 08/28/2024 meeting)

B. 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 09/11/2024 meeting)

C. FIRE: Request approval to create new full-time position of Division Chief of Training for Fire/EMS. (Deferred from 09/11/2024 meeting)

D. FIRE: Request approval to reimburse Darell Fixler for purchases of \$51.78 at Harbor Freight.

E. FIRE: Request approval to reimburse Randy Devers for purchases of \$170.55 at TLC Uniforms.

F. EMERGENCY MANAGEMENT: Approval of Amendment No. 1 to the Memorandum of Agreement between The New Mexico Energy, Minerals and Natural Resources Department and Torrance County (signed in 2020).

G. FINANCE: Approval of Non-Professional Services Agreement with Hayley Encinias for Administrative Assistant Services for the Torrance County Fair Board.

H. GRANTS: Approval of Amendment No. 1 with Jessica Love, Girls Circle Facilitator to increase contract to match the new CYFD contract pay schedule. The new contract amount will be \$200 per session for a total of \$94,200.

I. GRANTS: Approval of Amendment No. 1 with Sterling Donner, Boys Council Facilitator to increase contract to match the new CYFD contract pay schedule. The new contract amount will be \$200 per session for a total of \$79,600.

- J. CLERK:** Ratification of the Institute for Responsive Government Election Grant to administer a secure, nonpartisan election, to include planning, operation, technology, physical, materials, supplies, furnishings, personnel, and facilities. Grant executed by Clerk, Linda Jaramillo.
- K. MANAGER:** Approval of Memorandum of Agreement with New Mexico Department of Health for use of Hope Medical Building for the Public Health Office.
- L. MANAGER:** Approval of Intergovernmental Agreement with US Immigration and Customs Enforcement Extension to December 31, 2024.
- M. COMMISSION:** Approval of County Manager contract with J. Jordan Barela.

13. DISCUSSION

- A. MANZANO MUTUAL DOMESTIC WATER ASSOCIATION:** Discussion on completion of the Manzano Mutual Domestic Water Association project.
- B. MANAGER'S REPORT**
- C. COMMISSIONERS' REPORTS**
- 1) Commissioner McCall, District 1
 - 2) Commissioner Schwebach, District 2
 - 3) Commissioner Schropp, District 3

14. EXECUTIVE SESSION

- A. COMMISSION:** Discussion regarding bargaining strategy, closed pursuant to NMSA 1978, Section 10-15-1(H) (5).

- 15. Announcement of the next Board of County Commissioners Meeting:** October 9, 2024 at 9:00 AM

16. SIGNING OF OFFICIAL DOCUMENTS

17. 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.