



Torrance County
 BOARD OF COUNTY COMMISSIONERS (BCC)
Ryan Schwebach, Chair, District 2
Kevin McCall, Vice Chair, District 1
Samuel D. Schropp, Member, District 3

J. Jordan 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, October 23, 2024 @ 9:00 AM
 205 S. Ninth Street, Estancia, NM 87016

1. **CALL TO ORDER**
2. **PLEDGE OF ALLEGIANCE**
3. **CHANGES TO THE AGENDA**
4. **PROCLAMATIONS**
5. **CERTIFICATES AND AWARDS**
 - A. Presentation of the Employee of the Quarter for Q2 2024.
 - B. Presentation of the Employee of the Quarter for Q3 2024.
6. **BOARD AND COMMITTEE APPOINTMENTS**
7. **A. PUBLIC COMMENT and COMMUNICATIONS** (Comments limited to TWO MINUTES)
B. DEPARTMENT UPDATES AND COMMUNICATIONS: Assessor's Office Update
8. **APPROVAL OF MINUTES**
 - A. **COMMISSION:** Request approval of minutes of the October 9, 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**
 - A. None
11. **ADOPTION OF RESOLUTION**
 - A. None

12. APPROVALS

- A. CLERK:** Request Approval of An Annual Contract with Terralogic Document Systems in the amount of \$846.00 to Provide a Microfilm and Microfiche Scanner and Maintenance Services for the Torrance County Clerk's Office.
- B. FINANCE:** Request Approval of Contract Award for RFP #TC FY24-25-0027, A Service Agreement Between Torrance County and Bold Planning, LLC in the Amount of \$74,040.00 for Updating the 2017 Hazard Mitigation Plan for Torrance County, the Town of Estancia, the City of Moriarty, the Town of Mountainair, the Village of Willard, the Village of Encino and the Claunch-Pinto Soil Water Conservation District.
- C. FINANCE:** Request Approval to Pay Prior Year Invoice to Iron Mountain in the Amount of \$505.17 for Storage Services Fees and Charges Incurred in Fiscal Year 2023.
- D. DWI:** Request Approval of a Memorandum of Understanding between the Torrance County DWI Program and the Town of Estancia Police Department for DWI Enforcement Activities.
- E. MANAGER:** Request Approval of the Revised Job Description for the Position of the Torrance County Deputy County Manager, and Approval of the Revised Organization Chart for the Torrance County Finance Department.
- F. MANAGER:** Request Ratification and Concurrence of an Employment Agreement between Torrance County and Misty Witt for the Position of Deputy County Manager.

13. DISCUSSION

- A. MANAGER:** Discussion of the Property Located at 16 E. Willow Lake Road, McIntosh, NM 87032, Also Know as the McIntosh Senior Center.
- B. CLERK: 2024** General Election Update
- C. MANAGER'S REPORT:** Personnel and Administrative Items
- D. COMMISSION:**
 - 1. Commissioner McCall , District 1
 - 2. Commissioner Schwebach , District 2
 - 3. Commissioner Schropp , District 3

14. EXECUTIVE SESSION

- A. None**

- 15. Announcement of the next Board of County Commissioner's Meeting:
November 13, 2024 9:00 AM**

16. SIGNING OF OFFICIAL DOCUMENTS

17. ADJOURNMENT

*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.