



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

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**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](http://www.torrancecountynm.org/calendar).

Click on the event to access Zoom Meeting information.

**ADMINISTRATIVE MEETING  
 AGENDA**

**WEDNESDAY, November 13, 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**
6. **BOARD AND COMMITTEE APPOINTMENTS**
7. **A. PUBLIC COMMENT and COMMUNICATIONS (Comments limited to TWO MINUTES)**  
**B. DEPARTMENT UPDATES AND COMMUNICATIONS:** Finance Department (EMWT Project Manager RFP)
8. **APPROVAL OF MINUTES**
  - A. **COMMISSION:** Request Approval of Minutes for the October 09, 2024 Regular Meeting of the Board of County Commissioners.
  - B. **COMMISSION:** Request Approval of Minutes for the October 23, 2024 Regular Meeting of the Board of County Commissioners.
9. **APPROVAL OF CONSENT AGENDA**
  - A. **FINANCE & PURCHASING:** Request Approval of Payables.
10. **ADOPTION OF RESOLUTION**
  - A. **Finance:** Request Approval of Resolution No. 2024-\_\_\_\_, a Resolution Approving Budget Adjustments to the FY2024-2025 Budget, Including Grants Received and Grant Match Funding.

**11. APPROVALS**

- A. Grants:** Request Direction on Final Design for the New Torrance County Administrative Office Based on Design Options Provide by the Project Architect, Wilson and Company.
- B. Grants:** Request Direction on Final Design for the Torrance County Fairgrounds Based on Design Options Provided by the Project Architect, Studio Southwest Architects.
- C. Emergency Management :** Request Approval of the FY2024 Emergency Management Performance Grant (EMPG) in the Amount of \$51,058.00 with a Local Match of \$51,058.00. EMPG Reimburses 50% of Salary and Benefits for Emergency Manager and 25% of Salary and Benefits for Emergency Management Specialist.
- D. Emergency Management:** Request Approval for FY2024 State Homeland Security Grant Program (SHSGP) Funding in the Amount of \$290,300.00 with No Match Requirement.
- E. Finance:** Request Approval of New Finance Manager Job Position, Job Description, and Approval of Proposed Annual Salary Range (\$56,000.00 to \$60,000.00).
- F. Finance:** Request Approval of Salary Increase for Assistant Finance Director to \$62,000 Due to Increased Managerial Duties and Salary Compaction, as a Result of the Reorganization of the Torrance County Finance Department.
- G. Finance:** Request Approval for Payment of an Unauthorized Purchase to Pitney Bowes in the Amount of \$132.78 for Invoice Number 1026197229 for Tape Strips for the Postage Machine.
- H. Grants:** Request Approval of Grant Agreement from the New Mexico Department of Finance and Administration Local DWI Program in the Amount \$142,393.97, and Approval of Required Match Funding in the Amount of \$15,821.55 for a Total Grant Amount of \$158,215.52, for Education, Outreach, Prevention, and Enforcement of DWI.
- I. Road Department:** Request Change Order Approval for Purchase Order Number 24-000474 to Melloy Dodge in the Amount of \$4,306.92 for Vehicle Diagnostics and Repairs.
- J. Finance:** Request Approval for 2025 Payroll/Holiday Calendar.
- K. Clerk:** Torrance County Board of Commissioners Convene as County Canvassing Board to Review and Certify the Canvass of the 2024 Local Election.
- L. Planning and Zoning: (PUBLIC HEARING)** Continuation of Appeal of the Decision by the Planning & Zoning Board to deny the Quick Grow, LLC, Application for a Conditional Use : Commercial Greenhouse Operation. The Subject Property is Described as Tract A with in the SW4, Section 32, T.6N., R.8E., NMPM known as 70 Akin Farm Rd N.

**12. ADOPTION OF ORDINANCE / AMENDMENT TO COUNTY CODE**

- A. **Planning and Zoning: (PUBLIC HEARING)** Request Approval of Ordinance No. 2024-\_\_\_, An Ordinance Amending Ordinance No. 2020-06, the Torrance County Zoning Ordinance.
- B. **Planning and Zoning: (PUBLIC HEARING)** Request Approval of Ordinance No. 2024-\_\_\_, the Torrance County Rurals Addressing Ordinance.

**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.—*Mayor Nathan Dial, Town of Estancia*
- B. **Manager:** Salinas Pueblo Missions National Monument Recognition of the Torrance County Sheriff's Office. – *Kathy Garcia, Salinas Pueblo Missions National Monument*
- C. **Finance:** Discussion to Provide an Update on Remaining Work to be Completed for Manzano Well and Meter Project.
- D. **Finance:** Update Regarding the United States Internal Revenue Service (IRS) Proposed Penalty for the Late Filing of Calendar Year 2022 W-2s.
- E. **MANAGER'S REPORT:** Personnel Updates
- F. **COMMISSIONERS' REPORTS:**
  - 1) Commissioner McCall, District 1
  - 2) Commissioner Schwebach, District 2
  - 3) Commissioner Schropp, District 3

**14. EXECUTIVE SESSION**

- A. **COMMISSION:** Discussion of the Acquisition of Water Rights Pursuant to NMSA § 1978 10-15-(H)(8).

**15. Announcement of the next Board of County Commissioner's Meeting:  
November 25, 2024 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.