



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, December 11, 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 - None**
- 5. CERTIFICATES AND AWARDS - None**
- 6. BOARD AND COMMITTEE APPOINTMENTS - None**
- 7. PUBLIC COMMENT (Comment limited to TWO Minutes)**
- 8. DEPARTMENT UPDATES AND COMMUNICATIONS**
 - a. ANIMAL SERVICES: Annual Update**

- b. **PLANNING AND ZONING:** Planning and Zoning Board Vacancy

9. APPROVAL OF MINUTES

- a. **COMMISSION:** Request Approval of the November 13, 2024, Regular Meeting Minutes of the Board of County Commissioners.

10. CONSENT AGENDA

- a. **FINANCE:** Request Approval of Payables

11. ADOPTION OF ORDINANCE / AMENDMENT TO COUNTY CODE – *None*

12. ADOPTION OF RESOLUTION

- a. **FINANCE:** Request Approval of Resolution No. 2024-____, a Resolution Approving Budget Adjustments to the Fiscal Year 2024-2025 Budget, Including Grant Received and Grant Match Funding.
- b. **MANAGER:** Request Approval of Resolution No. 2024-____, a Resolution Amending the Torrance County Finance and Purchasing Policy to Establish Requirements for the Capitalization of Capital Assets that Are Significant in the Aggregate.
- c. **MANAGER:** Request Approval of Resolution No. 2024-____, a Resolution Identifying Torrance County's 2025 Capital Outlay Request Priorities for the New Mexico Legislature and Office of the Governor.

13. APPROVALS

- a. **PLANNING AND ZONING:** Request Approval for an Unauthorized Payment to the Estancia Valley Solid Waste Authority in the Amount of \$298.80, for a Property Clean-Up.
- b. **FIRE:** Request Permission to Apply for the Emergency Medical Services Fund Act Special Projects Grant Application for Fiscal Year 2025 in the Amount of Approximately \$311,000 to Acquire a New Ambulance for the Torrance County Fire Department. If Awarded, This Grant is Subject to a 25% Match Requirement.
- c. **FIRE:** Request Approval of the Revised EMT/Fire Fighter Job Description to Remove the Emergency Medical Services Certification Requirement at the Time of Hire to Increase Recruitment.
- d. **DWI:** Request Approval of a Memorandum of Understanding Between the Torrance County DWI Prevention Program and Pinwheel Healing Center, LLC, for the Provision of Substance Abuse Treatment Services.
- e. **DWI:** Request Approval of Amendment No.1 to Grant Agreement #25-D-G-31 Received from the New Mexico Department of Finance and Administration in the Amount of \$58,215.52 for a Total Grant Award of

\$158,215.25, and Approval of Required Match Funding in the Amount of \$15,821.55 for the Torrance County DWI Prevention Program.

- f. **FINANCE:** Request Approval of Payment for an Unauthorized Purchase to Safety Flare Fire and Safety Supplies in the Amount of \$433.30 for a Fire Extinguisher Training Provided to the Torrance County Safety Committee.
- g. **FINANCE:** Request Approval of an Unauthorized Purchase to CoreCivic in the Amount of \$134,644.00 for Fiscal Year 2024 ICE Transport Costs Not Provided Prior to the Close of the Fiscal Year.
- h. **DISPATCH:** Request Approval of an Unauthorized Purchase of Technicon Training and Consulting Services in the Amount of \$1,200.00 for In-Service Training.
- i. **GRANTS:** Request Approval to Reallocate the Remaining ARPA Funding Appropriated for the Torreon Mutual Domestic Water Association to Preliminary Engineering Services Due to Cost Increases.
- j. **MANAGER:** Request Authorization for the Re-Classification of Administrative Positions to Fair Labor Standards Act (FLSA) Non-Exempt Pursuant to the Department of Labor Final Rule Which Takes Effect on January 1, 2025.
- k. **FIRE:** Request Permission to Accept an Annual Donation in the Amount of \$1,000.00 from Enterprise Products for the Torrance County Fire Department. Donation Will Recur Annually and Are Subject to Annual Change.
- l. **FIRE:** Request Permission to Apply for the Emergency Medical Services Act Local Funding Program Grant for 2025 to Support the Operations of Torrance County Fire Districts.

14. DISCUSSION

- a. **GRANTS:** Annual Update – Juvenile Justice Programing
- b. **CLERK:** Election Update
- c. **MANAGER’S REPORT:**
- d. **COMMISSION:**
 - i. **Commissioner McCall, District 1**
 - ii. **Commissioner Schwebach, District 2**
 - iii. **Commissioner Schropp, District 3**

15. Executive Session

- a. **COMMISSION:** Discussion of Limited Personnel Matters, closed pursuant to NMSA 1978 § 10-15-1(H)(2).
- b. **COMMISSION:** Discussion regarding bargaining strategy, closed pursuant to NMSA 1978 § Section 10-15-1(H)(5).
- c. **MANAGER:** Discussion of the purchase, acquisition or disposal of real property or water rights, closed pursuant to NMSA 1978 § Section 10-15-1(H)(8).

16. Announcement of the next Board of County Commissioner’s Meeting:

a. January 08, 2025

17. SIGNING OF OFFICIAL DOCUMENTS

18. 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.