



Torrance County

BOARD OF COUNTY COMMISSIONERS (BCC)

Ryan Schwebach, Chair, District 2

Kevin McCall, Vice Chair, District 1

Linda Jaramillo, 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, April 9, 2025 @ 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. **ROADS:** County NMDOT Road Maintenance
- b. **ASSESSOR:** Update on Veteran's Exemption
- c. **ANIMAL SERVICES/GRANTS:** Torrance County Cares
- d. **NMSU EXTENSION OFFICE:** Annual Update

9. APPROVAL OF MINUTES

- a. **COMMISSION:** Request Approval of March 19, 2025, Special Meeting Minutes of the Board of County Commissioners.
- b. **COMMISSION:** Requesting Approval of the March 26, 2025, 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 - *None*

13. APPROVALS/ACTION ITEM

- a. **MANAGER/WILSON & COMPANY:** Request Approval of a Site Plan for the County Administrative Building Development Project.
- b. **MANAGER:** Request Approval of a Professional Services Agreement Between Torrance County and the Albuquerque Regional Economic Alliance (AREA) in the amount of \$5,643.36 for Economic Development Services.
- c. **MANAGER:** Request Approval of the Job Description and Salary Range for an Economic Development Specialist, to be Initially Pursued through the Economic Adjustment Assistance Grant.
- d. **FINANCE:** Request Approval of the Contract Amendment Regarding the Pay Rate Increase for Michael Lindsey, Restorative Justice Facilitator, Pursuant to the Available Funding for This Contract Provided by NM CYFD.
- e. **FIRE:** Request Approval of a Mutual and Automatic Aid Agreement Between the Town of Estancia and Torrance County for Fire Suppression and Emergency Medical Services.
- f. **FIRE:** Request Approval of a Mutual Aid Agreement Between Torrance County and Guadalupe County for Ambulance Services.
- g. **GRANTS/FIRE:** Request Approval to Submit Application for the FY26 Fire Protection Fund for Districts 1 Through 6 and Fire Administration, and Delegating Signature Authority to the County Manager to Execute the Grant Applications.

- h. EMERGENCY MANAGEMENT:** Request Approval of Memorandum of Agreement between Torrance County and The Lions' Club of Moriarty for Emergency Sheltering.
- i. FINANCE/FIRE:** Request Approval of the Reauthorization of Capital Infrastructure Funding in the amount of \$50,500.00 for the Purchase of Ten Sets of Bunker Gear for the Torrance County Fire Department.
- j. FINANCE/MANAGER:** Request Approval for the Reauthorization of Capital Infrastructure Funding in the Amount of \$59,999.00 to Encumber Legal Services from TAFT, Stettinius & Hollister, LLP, to Serve as Counsel to the County in Connection with Bond, Finance and Economic Development Initiatives, Including the Creation of Special Improvement Districts.
- k. FACILITIES:** Approval of an Unauthorized Purchase to Above and Beyond for Smoke Remediation Services at the Torrance County Admin Building.
- l. FACILITIES:** Approval of an Unauthorized Purchase to Brazas for the Recharging of Fire Extinguishers at 3 Senior Service Center Locations.
- m. LEGAL:** Request Approval of the Restricted Housing Unit Report for the 1st Quarter of 2025.

14. DISCUSSION

- a. COMMISSIONER JARAMILLO:**
 - 1) Tour of the Torrance County Detention Facility
- b. MANAGER REPORT:**
 - 1) FY24 Audit Update
- c. COMMISSIONERS' REPORTS:**
 - 1) Commissioner McCall, District 1
 - 2) Commissioner Schwebach, District 2
 - 3) Commissioner Jaramillo, District 3

15. EXECUTIVE SESSION – *None*

16. ANNOUNCEMENT OF THE NEXT BOARD OF COUNTY COMMISSIONERS' MEETING:

April 23, 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.