



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, December 10, 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. AWARDS AND RECOGNITIONS - *None***
- 6. BOARD AND COMMITTEE APPOINTMENTS - *None***
- 7. PUBLIC COMMENT (Comment limited to TWO Minutes)**
- 8. DEPARTMENT/PROGRAM UPDATES AND COMMUNICATIONS**

- a. **ANIMAL SERVICES:** Best Friends Update

9. APPROVAL OF MINUTES

- a. **COMMISSION:** Request Approval of the November 12, 2025, Regular Meeting Minutes of the Board of County Commissioners.

10. CONSENT AGENDA

- a. **FINANCE:** Request Approval of Payables with a date range of November 7, 2025, through December 3, 2025.

11. ADMINISTRATIVE BUILDING

- a. **MANAGER:** Update on the Current Project Budget and Funding Gap for the Admin Building Project and a Potential Funding Request for the 2026 Legislative Session.
- b. **MANAGER (Action):** Request Approval of a Contract Amendment Between Torrance County and Wilson and Company in the Amount of \$114,400.00 for Services Related to the Change in Project Site for the Torrance County Administrative Building Project.

12. FAIRGROUNDS PROJECT

- a. **MANAGER (Action):** Request Approval of a Contract Amendment Between Torrance County and Franken Construction, LLC, in the Amount of \$2,824,225.00 to Complete an Early Work Package for the Torrance County Fairgrounds Project.

13. ADOPTION OF ORDINANCE / AMENDMENT TO COUNTY CODE - *None*

14. ADOPTION OF RESOLUTION

- a. **MANAGER:** Request Approval of Resolution No. 2025-____, A Resolution Identifying the 2026 Capital Outlay Request Priorities for the New Mexico Legislature and Office of the Governor.
- b. **MANAGER:** Request Approval of Resolution No. 2025-____, A Resolution Adopting Torrance County Legislative Priorities for the 2026 Legislative Session.

15. APPROVALS/ACTION ITEM

- a. **MANAGER:** Request Approval of an Option and Lease Agreement Between Torrance County and The Tower's, LLC to Lease Parcel Number 1-005-052-250-000-000 for the Erection of a Cellphone Tower.

- b. **FINANCE:** Request Approval of a Services Agreement Between Torrance County and T-Mobile in the Amount of \$74,628.72 for Cellphone and Internet Services (Reference Statewide Price Agreement 90-000-18-00008AC).
- c. **MANAGER:** Request Approval of a Work and Financial Plan Between Torrance County and the United States Department of Agriculture Animal and Plant Health Inspection Service Wildlife Services in the Amount of \$46,999.00 for Integrated Wildlife Damage Management Program in Torrance County for Fiscal Year 2026.
- d. **MANAGER:** Request Approval of a Services Agreement Between Torrance County and Hailey Encinias to Provide Administrative Services for the Torrance County Fair Board.
- e. **MANAGER:** Request Ratification of a Services Agreement Between Torrance County and Tracey Master to Provide for the Torrance County Domestic Violence Program.
- f. **DISPATCH:** Request Approval of a Memorandum of Understanding Between Torrance County and the Town of Estancia Police Department to Provide Overtime Shift Coverage for the Torrance County Dispatch Center.
- g. **EMERGENCY MANAGEMENT:** Request Approval of a Memorandum of Agreement Between Torrance County and the Federal Emergency Management Agency Integrated Public Alert and Warning (IPAWS) Program Office Regarding the Use of IPAWS Open Platform and Emergency Networks.
- h. **FINANCE:** Request Approval of the 2026 Torrance County Calendar.
- i. **SHERIFF:** Request Approval of a Longevity Pay Scale for Certified Law Enforcement Officers Employed with the Torrance County Sheriff's Office and Request for Back Pay in the Amount of \$14,800.00.
- j. **SHERIFF:** Request Approval of an Unauthorized Purchase in the Amount of \$837.40 to Rich Ford Edgewood for Electrical Wire Repairs and a Tank Shield Repairs.
- k. **CLERK:** Request Approval of a Pay Increase for the Bureau of Elections Position in the Office of the Torrance County Clerk.
- l. **MANAGER:** Request Approval of Torrance County's 2026 Multi-line and Law Enforcement Program Deductible and Coverage Option Authorization.
- m. **ASSESOR:** Request Approval of a Salary Adjustment for the CAMA/Appraisal Database Analyst in the Amount of \$3,016.00.

16. TORRANCE COUNTY BOARD OF FINANCE

- a. **TREASURER:** Treasurer's Board of Finance Report
- b. **FINANCE:** Finance Department Board of Finance Report and FY25 Audit Update

17. DISCUSSION/PRESENTATION

- a. **ROADS:** Discussion on Cost Estimates for Paving of Gravel Roads Maintained by the Torrance County Roads Department
- b. **CLERK'S REPORT**
- c. **MANAGER'S REPORT**
- d. **COMMISSIONERS' REPORTS:**

- 1) Commissioner McCall, District 1
- 2) Commissioner Schwebach, District 2
- 3) Commissioner Jaramillo, District 3

18. EXECUTIVE SESSION

- a. **COMMISSION:** Discussion of Threatened of Pending Litigation Pursuant to 10-15-1.H(7) NMSA 1978.

19. Announcement of the next Board of County Commissioner's Meeting:

January 14, 2026

20. SIGNING OF OFFICIAL DOCUMENTS

21. 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.