

FINAL COPY
Torrance County Board of Commissioners
Special Commission Meeting
January 20, 2026 9:00 AM

Commissioners Present:

RYAN SCHWEBACH – COUNTY CHAIRMAN
KEVIN MCCALL- COUNTY VICE-CHAIR
LINDA JARAMILLO – COUNTY COMMISSIONER

Others Present:

JORDAN BARELA-COUNTY MANAGER
MISTY WITT-DEPUTY COUNTY MANAGER
MICHAEL GARCIA- COUNTY ATTORNEY (via zoom)
KEVIN PHAM- ADMINISTRATIVE ASSISTANT II
DON GOEN – PLANNING & ZONING DIRECTOR

1. Call to Order: Chairman Schwebach: called the meeting to order at 9:00 AM

2. Pledge of Allegiance and Invocation: Pledge led by **Chairman Schwebach, Commissioner Jaramillo** said Invocation.

3. Changes to the Agenda: NONE

4. BOARD AND COMMITTEE APPOINTMENTS

a. COMMISSION: Nominate and Appointment of Chair and Vice Chair of the Torrance County Board of County Commissioners for Calendar Year 2026.

Discussion: The Commission confirmed that the Chair and Vice Chair positions may be changed mid-year if properly placed on a future agenda.

Appointment of Chair

- **Motion:**

Vice-Chair McCall: made a motion to appoint **Commissioner Ryan Schwebach** to serve as Chair for calendar year 2026. **Commissioner Jaramillo** second.

- **Roll Call Vote:**

- Commissioner Jaramillo – Yes
- Commissioner Schwebach – Yes
- Commissioner McCall – Yes
- Motion carried.

Appointment of Vice Chair

- **Motion:**

Chairman Schwebach: made a motion to appoint **Commissioner Linda Jaramillo** to serve as Vice Chair for calendar year 2026. **Vice-Chair McCall** second.

- **Roll Call Vote:**

- Commissioner Jaramillo – Yes
- Commissioner Schwebach – Yes
- Commissioner McCall – Yes
- Motion carried.

5. RESOLUTIONS

a. **FINANCE**: Request Approval of Resolution No. 2026-05, A Resolution Authorizing Budget Adjustments to the FY 2025-2026 Budget.

- The adjustments stem from the **mid-year budget review**.
- Majority of changes relate to **grants and capital appropriations** received during the fiscal year.
- **Key highlights included:**
- Senior Center grant awards (Estancia and Mountainair)
- Administration Shelter Building appropriation – \$75,000
- Administration Building capital appropriation – \$3,750,000
- Digital Radio System grant – \$350,000
- Emergency Senior Center kitchen equipment grant

- Sheriff's Department DPS bonus fund reversion – \$470
- District 3 Ambulance special award
- Firefighter Recruitment Fund reversion (unused Year 1 funds)
- Gross Receipts Tax (GRT) fund adjustment

Schedules presented included **Schedule A (LGBF)** and **Schedule B (Torrance County)**.

- **Motion:**

Chairman Schwebach: made a motion to approve Resolution No. 2026-05.
Commissioner McCall second.

- **Roll Call Vote:**

- Commissioner Jaramillo – Yes
- Commissioner Schwebach – Yes
- Commissioner McCall – Yes
- Motion carried.

6. APPROVALS/ACTION ITEM

a. **MANAGER**: Request Approval to Reclassify Two (2) Float Clerk Positions into a Seasonal Financial Assistant Position to Provide Short-Term Supportive Services to the Finance Department During the Transition of the Finance Director Functions.

- Duration: 90–120 days maximum
- Purpose: Audit support, LGBF reporting, and financial training
- Funding: Within the current fiscal year budget
- Upon expiration, positions revert to original classifications

- **Motion:**

Chairman Schwebach: made motions for approval. **Commission McCall** seconded.

- **Roll Call Vote:**

- Commissioner Jaramillo – Yes
- Commissioner Schwebach – Yes
- Commissioner McCall – Yes
- Motion carried.

b. MANAGER: Request Approval of a Letter to Bank of America Removing Misty Witt as a Primary Authorized User on Torrance County's P-Card Account and Adding Chief Deputy Treasurer Helen Guterrez as a Primary Authorized User on Torrance County's P-Card Account.

- **Motion:**

Chairman Schwebach: made motions for approval. **Commission McCall** seconded.

- **Roll Call Vote:**

- Commissioner Jaramillo – Yes
- Commissioner Schwebach – Yes
- Commissioner McCall – Yes
- Motion carried.

c. MANAGER: Request Approval of an Employment Agreement Between Torrance County and Michelle Jones for the Position of Deputy County Manager.

- Contract reviewed by legal counsel, the County, and Mrs. Jones.
- **Term:** Two-year agreement, effective upon approval.

- **Motion:**

Chairman Schwebach: made motions for approval. **Commission McCall** seconded.

- **Roll Call Vote:**

- Commissioner Jaramillo – Yes
- Commissioner Schwebach – Yes
- Commissioner McCall – Yes
- Motion carried

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

January 28, 2026, 9:00 AM

8. SIGNING OF OFFICIAL DOCUMENTS

9. ADJOURNMENT

- **Motion:**

Chairman Schwebach: motions to adjourn. **Commission McCall** seconded.

Roll Call Vote:

- Commissioner Armijo – Yes
- Commissioner Schwebach – Yes
- Commissioner McCall – Yes
- Motion carried.

Meeting adjourned at 09:10 PM.

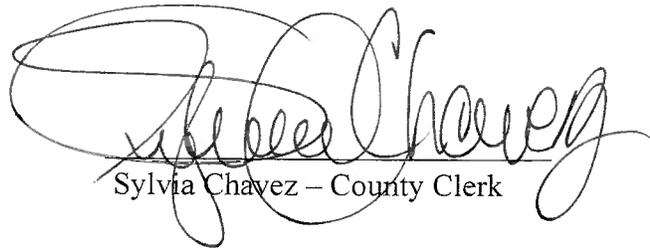


Ryan Schwebach – Chairman



Kevin Pham – Admin Assistant II

January 28, 2026
Date



Sylvia Chavez – County Clerk

*The video and audio of this meeting are available upon request.