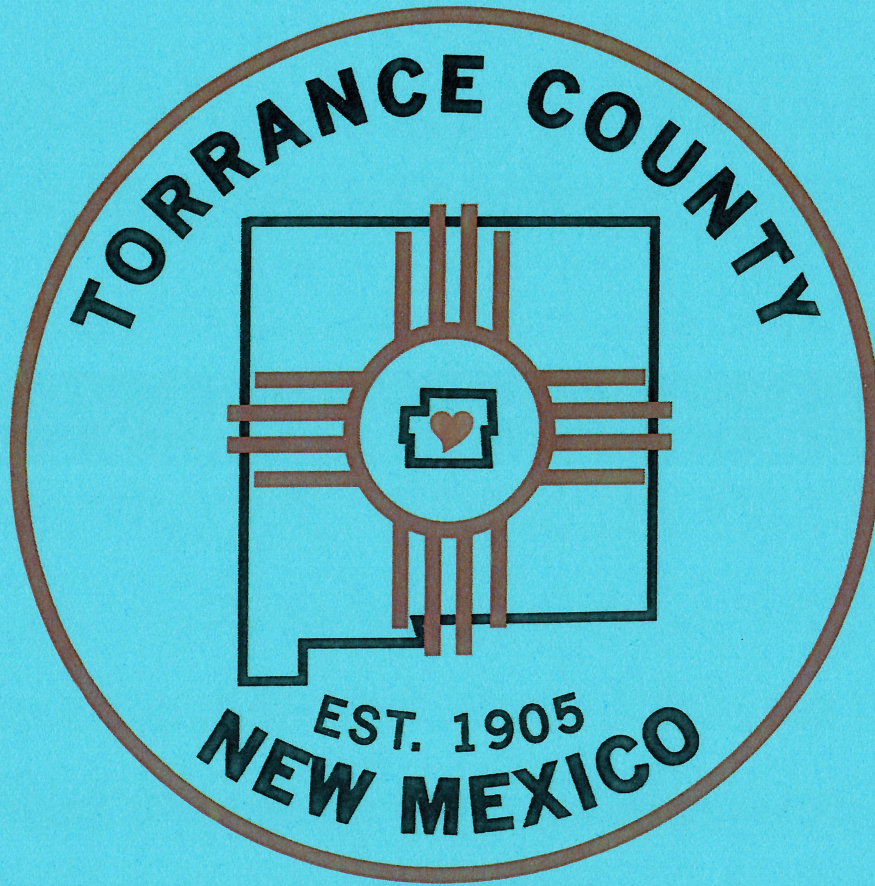




TORRANCE COUNTY COMMISSION  
SPECIAL MEETING  
JANUARY 20, 2026  
9:00 A.M.

PUBLIC VIEW



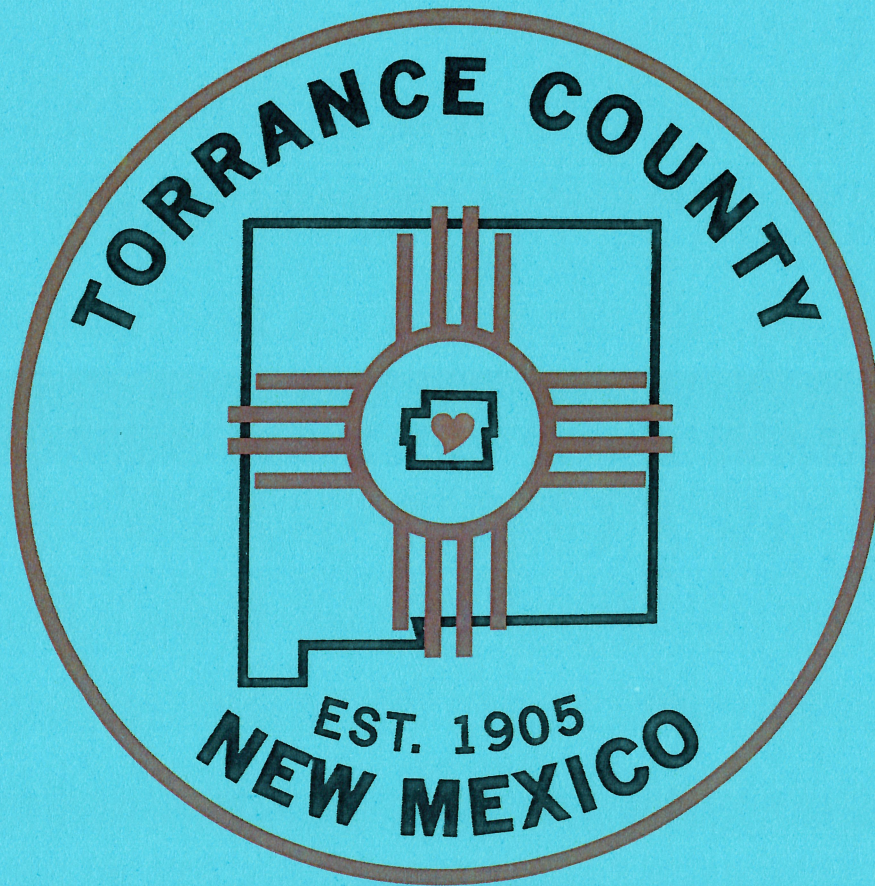


TORRANCE COUNTY  
COMMISSION MEETING

Agenda Item

No. 1



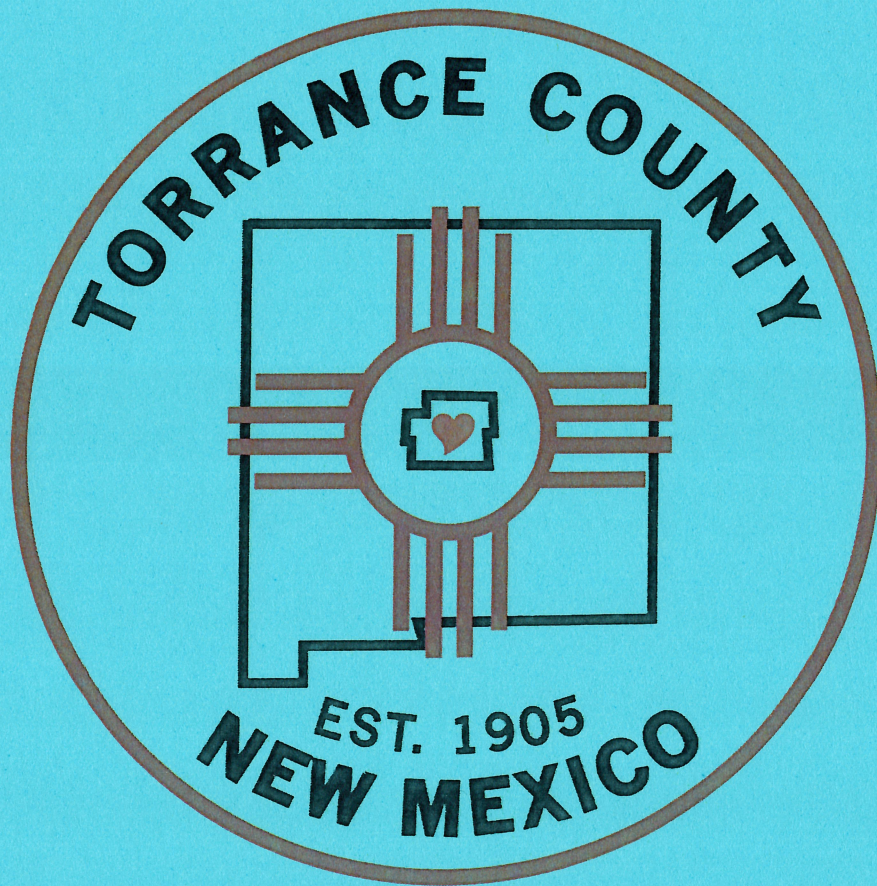


TORRANCE COUNTY  
COMMISSION MEETING

Agenda Item

No. 2



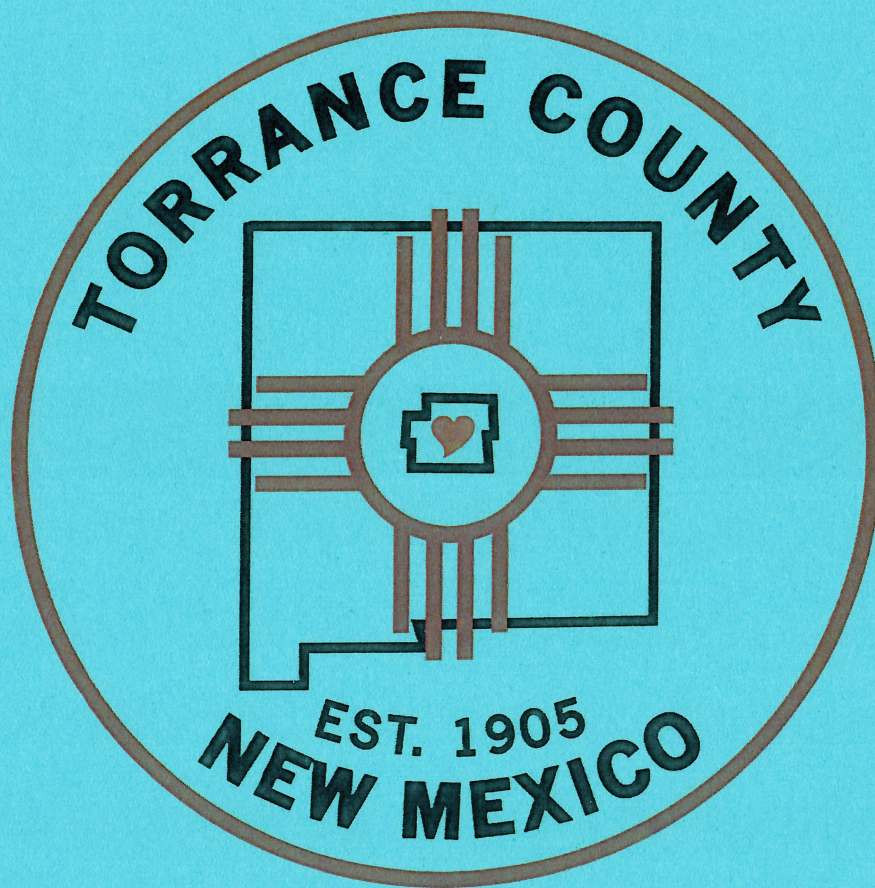


TORRANCE COUNTY  
COMMISSION MEETING

Agenda Item

No. 3

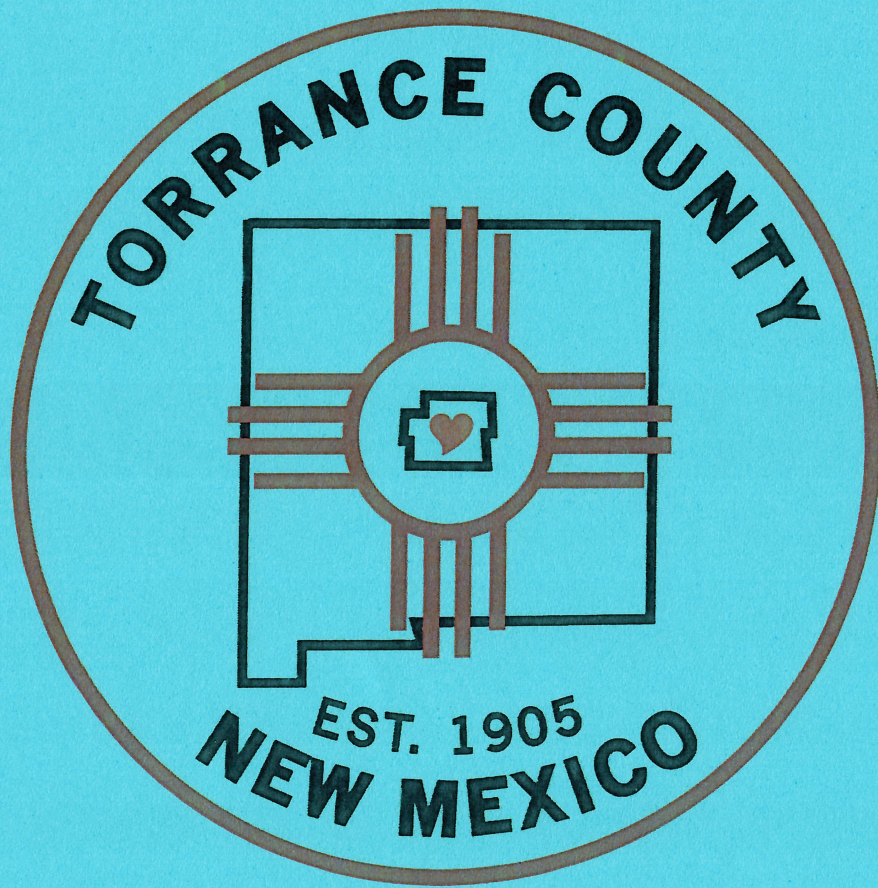




TORRANCE COUNTY  
COMMISSION MEETING

Agenda Item  
No. 4.A





TORRANCE COUNTY  
COMMISSION MEETING

Agenda Item  
No. 5.A



**TORRANCE COUNTY  
RESOLUTION NO. 2026 - \_\_\_\_\_**

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**A RESOLUTION AUTHORIZING BUDGET ADJUSTMENTS TO  
THE FY2025-2026 BUDGET**

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**WHEREAS**, the Torrance County Commission in regular session on Wednesday, January 14, 2026, did authorize budget adjustments to the FY2025-2026 budget; and

**WHEREAS**, budget adjustments require approval from the Department of Finance and Administration; and

**WHEREAS**, Torrance County requests approval for the budget adjustments set forth in the attached Schedule A and Schedule B.

**NOW, THEREFORE, BE IT RESOLVED** that the Torrance County Board of County Commissioners authorizes the attached budget adjustments in Schedule A and Schedule B and respectfully requests approval from the Local Government Division of the Department of Finance and Administration.

**PASSED, APPROVED, AND ADOPTED THIS 14TH DAY OF JANUARY, 2026.**

**BOARD OF COUNTY COMMISSIONERS OF TORRANCE COUNTY:**

\_\_\_\_\_  
Ryan Schwebach, Chair, District 2

\_\_\_\_\_  
Kevin McCall, Vice Chair, District 1

\_\_\_\_\_  
Linda Jaramillo, Member, District 3

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**ATTEST:**

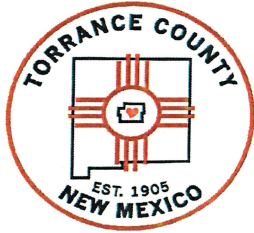
\_\_\_\_\_  
Sylvia Chavez, Torrance County Clerk

\_\_\_\_\_  
Date

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Michael Garcia, Torrance County Attorney





# Torrance County

Resolution 2026-

## Budget Adjustment

Schedule A

Budget Increase

Torrance County FY2026 Budget (LGBMS line item structure)

Fund	Department	Account	Adjustment
30300 State Legislative Appropriations	0001 No Department	47300 State Legislative Appropriations	4,457,193.00
21800 Intergovernmental Grants	0001 No Department	47499 Other State Grants	136,000.00
30300 State Legislative Appropriations	2002 General Administration	58010 Buildings & Structures	4,095,599.00
11000 General Operating Fund	0001 No Department	61200 Transfers Out	11,634.00
11000 General Operating Fund	0001 No Department	10104 State Required Reserve	114,949.75
20700 E-911 Fund	3005 Dispatch/E911	57030 Communication Costs	7,950.00
21800 Intergovernmental Grants	2002 General Administration	58999 Other Capital Purchases	136,000.00
30300 State Legislative Appropriations	2002 General Administration	58020 Equipment & Machinery	361,594.00
20600 Emergency Medical Services	3003 Emergency Services/Ambulance	58080 Vehicles	209,697.00
21300 DPS- Law Enforcement Resources	3001 Law Enforcement	51063 Projected Retention Differential Disbursement	470
21300 DPS- Law Enforcement Resources	0001 No Department	61100 Transfers In	470
20920 FY26-50%-Firefighter Recruitment	3002 Fire Protection	55040 Reversion to DFA for year 2	639,582.00
20920 FY26-50%-Firefighter Recruitment	0001 No Department	61100 Transfers In	11,164.00
11000 General Operating Fund	1001 Governing Body	57999 Other Operating Costs	459,799.00
			<b>10,642,101.75</b>





# Torrance County

Resolution 2026-

## Budget Adjustment

Schedule B

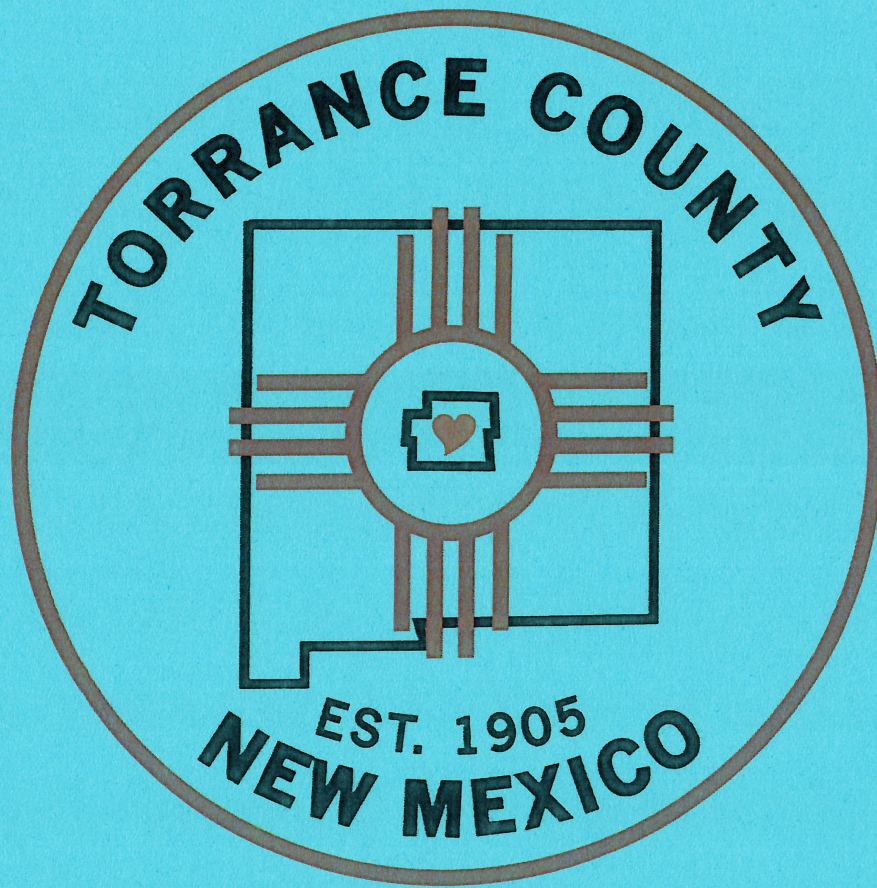
Budget Increase

Torrance County FY2026 Budget (Tyler ERPPRO 10 line item structure)

Budget Increase					
Revenue			Expenditure		
Tyler Line Item	Description	Amount	Tyler Line Item	Description	Amount
432-000-1057	25-J9503-22 Animal Welfare Fund Grant	\$ 136,000.00	432-082-2611	Capital Outlay- Building & Improvement	\$ 136,000
803-000-1812	A25-J2037.15 Estancia Senior Center Renovations	\$ 112,000	803-059-2649	A25-J2037.15 Estancia Senior Center	\$ 112,000
803-000-1813	A25-J2037.18 Mountainair Senior Center Renovation	\$ 105,000	803-059-2641	A25-J2037.18 Mountainair Senior Center	\$ 105,000
803-000-1814	25-J3189 Animal Shelter Construct/Improvements	\$ 75,000	803-059-2643	25-J3189 Animal Shelter Construct/Imp	\$ 75,000
803-000-1815	25-J3188 Admin Building Construction	\$ 3,750,000	803-059-2644	25-J3188 Admin Building Construction	\$ 3,750,000
803-000-1816	25-J3186 Digital Radio System	\$ 350,000	803-059-2640	25-J3186 Digital Radio System	\$ 350,000
803-000-1645	A23H2068-49 Estancia SC Equipment Purchase	\$ 11,594	803-059-2629	A23H2068-49 Estancia SC Equipment	\$ 11,594
911-000-0999	Fund Balance	\$ 7,950	911-080-2241	Communication Costs	\$ 7,950
425-000-0999	Fund Balance	\$ 470	425-050-2268	Funding Reversion	\$ 470
415-000-0999	Fund Balance	\$ 209,697	415-033-2343	TCFD 3 Ambulance	\$ 209,697
803-000-1731	A22G-5359 Moriarty Senior Center Plan/Design	\$ 53,599	803-059-2650	A22G-5359 Moriarty Senior Center Plan	\$ 53,599
632-000-0999	Fund Balance	\$ 639,582	632-083-2268	Funding Reversion	\$ 639,582
401-000-0999	Fund Balance	\$ 459,799	401-005-2270	Refunds	\$ 459,799
REVENUE TOTAL		\$ 5,910,691	EXPENSE TOTAL		\$ 5,910,691

Cash Transfer					
Transfer From:			Transfer To:		
Line Item	Description	Amount	Line Item	Description	Amount
401-000-1952	Transfer Out of Fund	\$ 470.00	425-000-1950	Transfer Into Fund	\$ 470.00
401-000-1952	Transfer Out of Fund	\$ 11,164	632-000-1950	Transfer Into Fund	\$ 11,164
Total		\$ 11,634.00	Total		\$ 11,634.00





TORRANCE COUNTY  
COMMISSION MEETING

Agenda Item

No. 6.A





## **Torrance County**

### **Job Description**

**Job Title:** Finance Assistant

**Department:** Finance

**Reports Directly to:** County Manager

**Job Classification:** Seasonal

**Pay Rate:** \$35.00

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We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic information & Testing, Family & Medical Leave, Protected Veteran status, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

#### **Summary:**

Under the direction of the County Manager, the Finance Assistant performs a variety of responsible and financial duties in support of the Finance Department. The Finance Assistant is a seasonal position which shall be hired on a short-term basis to aid the County during transition. The Finance Assistant shall provide supportive services to the County on an as needed basis, and days/hours of employment shall be flexible to accommodate the availability of the employee, subject to the approval of the County Manager.

#### **Responsibilities:**

- Provides general supportive services to the finance department, including training.
- Conducts periodic reviews of the County's budget and identifies required budget adjustments when needed.
- Aids the County Finance Department in the drafting of budget adjustment resolutions.
- Completes data entry into the Tyler Incode System.
- Conducts periodic reviews of journal entries.



- Aids the County Finance Department in the compilation and submission of various financial reports, including LGBMS.
- Conducts periodic audits of various County programs and bills to ensure proper expenditures.
- Helps maintain the County's general ledger and charts of accounts.
- Aids in gathering necessary reports and information for the comprehensive annual financial audit.
- Aids the County Manager in developing work plans for various financial functions.
- Helps the County Manager in preparing financial forecasts and projections for the County Commission as a decision-making tool.
- Aids in the reconciliation of various County funds, as needed.
- Aids in the County Manager and Finance Department review the County's annual budget.

#### **Skills & proficiencies:**

- Organized and Detail Oriented
- Decision-Making
- Data Entry Skills and Data Processing Skills
- Reporting Skills
- Critical Thinking and Problem Solving Skills
- Communication Skills
- Knowledge of Government Accounting and Financial Principles

#### **Minimum Qualifications:**

- Must have a valid New Mexico driver's license, must be insured for liability purposes.
- Must have High School Diploma or GED
- Understanding of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) rules.
- Minimum of 2 years of experience in government accounting.
- Must have an associate's degree in accounting or a related field.

#### **Preferred Qualifications**

- 4 Year experience in government accounting
- A Bachelor's degree in accounting or a related field



The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or logical assignment to the position.

EMPLOYEE DECLARATION

I have read the above position specifications. I understand the demands and expectations of the position described and, to the best of my knowledge, believe I can perform these duties.

---

Printed Name

---

Signature

Date



## Job Reclassification - Budget Analysis

### Current Budget

#### *Account*

401-010-2103	Hourly Rate	Salary	Benefits
Float Clerk (1)	\$ 13.50	\$ 14,040.00	\$ -
Float Clerk (2)	\$ 13.50	\$ 14,040.00	\$ -
<i>Total Budget</i>		\$ 28,080.00	

Estimate Remaining Budget                      \$ 23,080.00

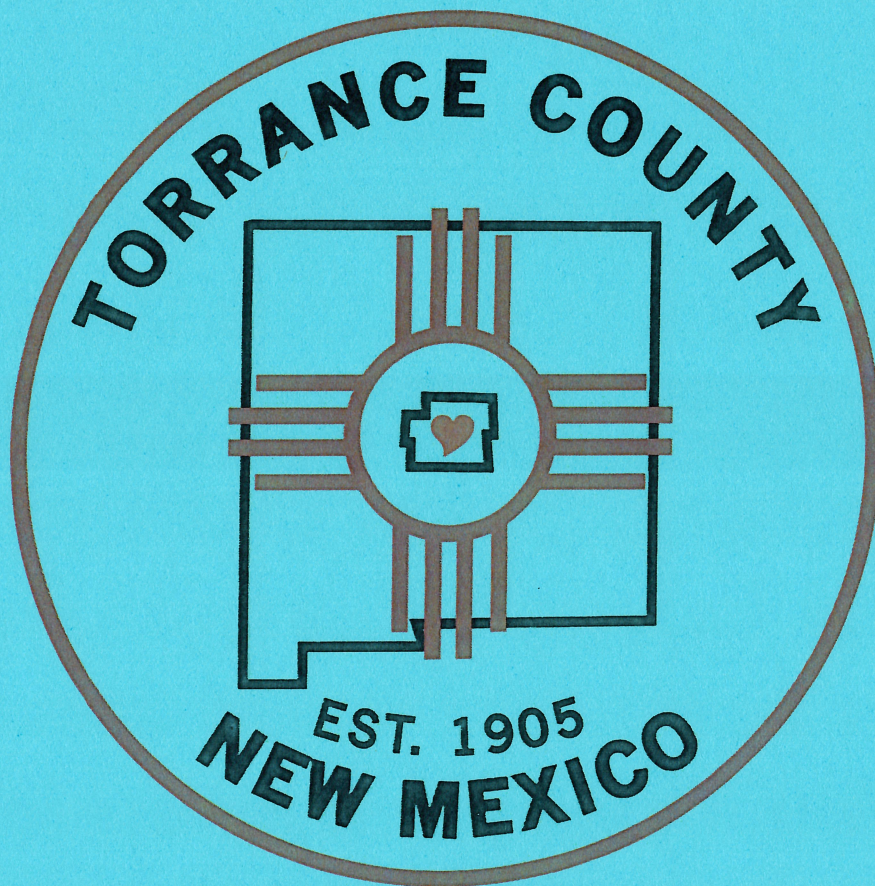
### New Budget

#### *Account*

401-010-2103	Max Hrly Rate	Budget	Benefits
Finance Assistant	\$35.00	\$ 23,080.00	\$ -

Budgeted Work Hours Available	659
Estimated Work Hours (20hrs/wk)	440





TORRANCE COUNTY  
COMMISSION MEETING

Agenda Item  
No. 6.B



## Torrance County

Commissioner District 1

KEVIN MCCALL, VICE CHAIR



Commissioner District 3

LINDA JARAMILLO

Commissioner District 2

RYAN SCHWEBACH, CHAIR

County Manager

J. JORDAN BARELA

January 14, 2026

Re: Bank of America Business Advantage Cash Rewards Cards Acct # 5474152267693146

To: Bank of America  
Small Business Correspondence  
PO Box 672050  
Dallas, TX 75267

This is a formal request from Torrance County to remove Misty Witt as a primary authorized user on the corporate account # 5474152267693146, as she is no longer employed with Torrance County. In addition to removing Misty Witt as a primary authorized user, please add the attached primary authorized users to the corporate account listed above.

Thank you,

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Ryan Schwebach  
Commissioner

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Kevin McCall  
Commissioner

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Linda Jaramillo  
Commissioner

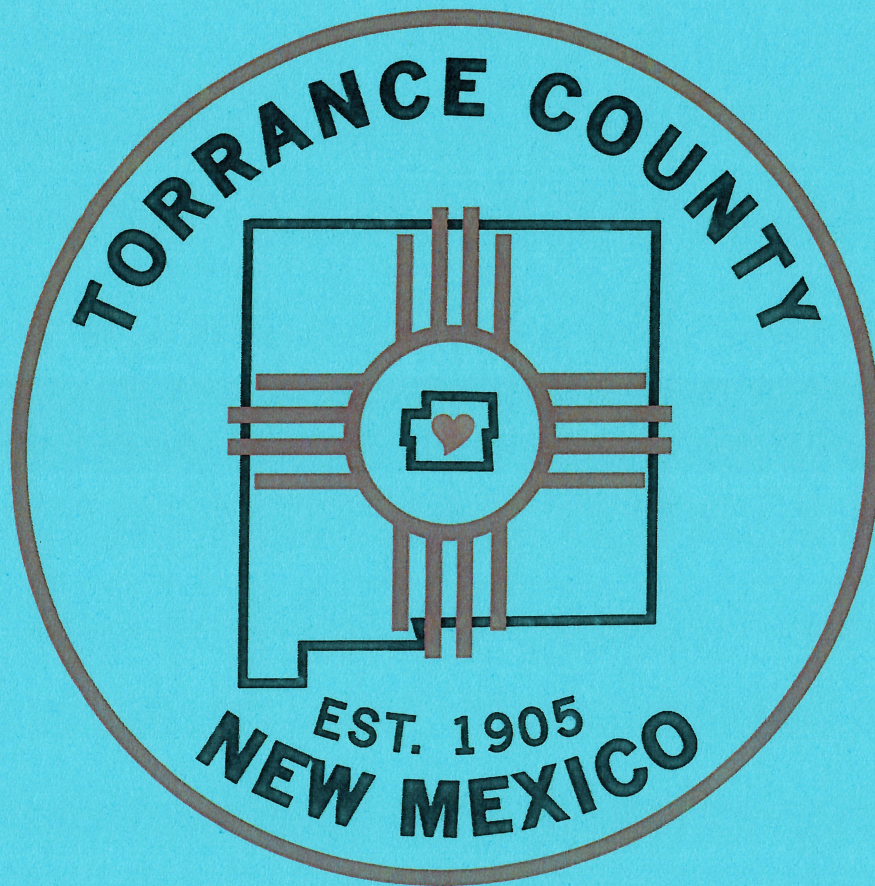
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PO Box 48  
205 South 9<sup>th</sup> Street  
Estancia, NM 87016

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Office: (505) 544-4700  
Fax: (505) 384-5294  
[www.torrancecountynm.org](http://www.torrancecountynm.org)





TORRANCE COUNTY  
COMMISSION MEETING

Agenda Item  
No. 6.C



## **EMPLOYMENT AGREEMENT**

THIS AGREEMENT made and entered into this \_\_\_\_ day of January, 2024, by and between Torrance County (hereinafter referred to as “County”), and Michelle Jones (hereinafter referred to as “Jones”).

WITNESSETH:

WHEREAS, the County desires to obtain the services of a professional manager to serve in the position of Deputy County Manager for the purpose of assisting in the administration and operation of County government; and

WHEREAS, Jones is duly qualified by training and experience to provide such services.

NOW THEREFORE, for the consideration stated below, the parties agree as follows:

1. **TERM OF EMPLOYMENT:** Jones employment will be for a term of two (2) years, beginning January \_\_\_\_, 2026, and ending on January \_\_\_\_, 2026. This Agreement may be renewed or extended by agreement of the parties.

2. **COMPENSATION:** Jones shall receive a minimum annual salary of Ninety Thousand Dollars (\$90,000.00). The County Manager agrees to review Jones’ compensation annually, or more often if the County Manager so determines, and may make adjustments to that compensation through County Commission approval.

3. **DUTIES AND RESPONSIBILITIES:** Jones shall perform the duties of the position of Deputy County Manager, to conduct the business of the County pursuant to the direction of the Board of County Commissioners (hereinafter referred to as “Board”), and the County Manager. Jones recognizes that the Board sets the policy and direction of the County through ordinances, resolutions and regulations and that the role of the Deputy County Manager is to implement all policies set by the Board under the supervision and direction of the County



Manager. Jones understands that as Deputy County Manager, she serves at the pleasure of the County Manager.

4. **CLASSIFICATION OF POSITION:** Jones shall be considered an appointed employee as defined under the Torrance County Personnel Ordinance. Jones shall be entitled to all privileges and benefits afforded exempt employees under the Torrance County Personnel Ordinance. It is further understood and agreed to by the parties that the terms of the Torrance County Personnel Ordinance are waived and are not applicable to the extent that they are in conflict with the provisions of this paragraph.

5. **PROBATIONARY PERIOD:** Jones shall serve a probationary period of six (6) months and may be terminated at any time during the probationary period without cause.

6. **EMPLOYEE BENEFITS/INSURANCE:** As an exempt employee, Jones shall be entitled to participate to the same extent as all other full-time exempt County employees in all of the County's employee benefits/insurance programs.

7. **P.E.R.A. BENEFITS:** Jones shall be entitled to personal participation in the applicable Public Employees Retirement Association (hereinafter P.E.R.A) plan adopted by the County in accordance with the applicable contribution plan for all full-time exempt County employees, including all changes to such contribution plan duly adopted and approved by the Board.

8. **OTHER BENEFITS:**

A. **Expense Reimbursement:** The County shall reimburse Jones for reasonable expenses incurred by her in the performance of her duties under this Agreement. Jones agrees to provide appropriate documentation for any and all expenses for which she requests reimbursement under this provision.



B. Professional Memberships and Dues: The County shall pay for Jones' membership in professional societies and associations, and shall also pay fees necessary to maintain any licenses or bonds required for Jones to perform her duties under this Agreement. All such membership dues and fees shall be submitted to and pre-approved or ratified by the County Manager.

C. Jones shall accrue sick leave in the same manner as full-time exempt employees.

D. Jones shall accrue 160 hours of annual leave per year.

E. Jones shall be compensated for all County recognized holidays during each year of this Agreement.

F. It is further understood and agreed to by Jones and the County that the Torrance County Personnel Policy and any employment rules and regulations are waived and are not applicable to the extent that it is in conflict with the sick leave and annual leave rights set out above.

9. **TERMINATION FOR CAUSE:** The County Manager may terminate this Agreement for cause at any time. For purposes of this Agreement, "cause" shall include, but is not limited to: failure to perform her duties to the sole satisfaction of the County Manager; any misconduct or malfeasance; waste or misuse of County assets; fraud; misrepresentation; embezzlement; commission of an act of moral turpitude; or any other good and just cause as determined by the County Manager. If the County Manager terminates this Agreement for cause, the County Manager shall provide Jones with written notice of the basis for the termination. If the County Manager terminates this Agreement for cause as provided herein, the County shall have no further obligation to Jones, except as provided by law.



10. **TERMINATION WITHOUT CAUSE:** Once Jones has satisfactorily completed her probationary period, the County Manager may terminate this Agreement without cause upon thirty (30) days' written notice to Jones. If the County Manager chooses to exercise his/her right to terminate this Agreement without cause, Jones shall be entitled to receive payment for any accrued, unused annual leave.

11. **SEVERANCE UPON TERMINATION WITHOUT CAUSE:** In the event the County Manager exercises his/her right to terminate this Agreement without cause, the County agrees to pay Jones a severance payment equal to two (2) month's salary and benefits, the salary to be calculated at her then-current rate of pay, and the benefits shall be equal to the value of benefits she is receiving at the time of the County Manager's decision to terminate the Agreement without cause, including the cost of health insurance. If the County Manager exercises his/her right to terminate this Agreement without cause less than three (3) months prior to the end of the term of this Agreement, the County agrees to pay Jones a severance package including salary and benefits at her then-current rate of pay and the cost of health insurance for the coverage Jones has in place at the time of termination equal to the time remaining in the term of this Agreement. For purposes of this provision, "benefits" shall not include the value of a County vehicle, County cell phone, or any other equipment provided to Jones for her use pursuant to this Agreement. Jones shall cease to accrue sick leave or annual leave following the date that the County Manager gives notice of his/her intent to terminate this Agreement without cause. The payments described herein may be paid to Jones in a lump sum or in regular bi-monthly or monthly installments at the discretion of the County Manager.

12. **TERMINATION BY JONES:** Jones may terminate this Agreement at any time upon thirty (30) days' written notice to the County Manager. In the event that Jones chooses to



exercise her right to terminate this Agreement as provided herein, she agrees to cooperate fully with the County in making the transition to her successor or interim successor during the notice period. Upon termination by Jones, she shall be entitled to receive payment for any accrued, unused annual leave according to the County's Personnel Rules and Regulations.

13. **WAIVER OR BREACH OF AGREEMENT:** If either party waives a breach of this Agreement by the other party, that waiver shall not operate or be construed as a waiver of later similar breaches.

14. **AGREEMENT BINDING ON COUNTY'S SUCCESSORS:** The County's rights and obligations under this Agreement will inure to the benefit of and be binding upon its successors.

15. **NON-APPROPRIATIONS:** The terms of this Agreement are subject to the approval and existence of adequate funding by the County.

16. **NOTICES:** All notices under this Agreement shall be mailed and emailed to the parties hereto at the following respective address:

County

J. Jordan Barela  
PO Box 48  
Estancia, NM 87016  
Email: [jjbarela@tcnm.us](mailto:jjbarela@tcnm.us)

Employee

Michelle Jones  
PO Box 472  
McIntosh, NM 87016  
Email: [mjones47@hotmail.com](mailto:mjones47@hotmail.com)

17. **POLITICAL CONTRIBUTION/SOLICITATION PROHIBITED:** Jones shall not, under any circumstances, knowingly or intentionally solicit vendors or any County employee for a political contribution on behalf of any individual or any political cause.



18. **SEVERABILITY:** The invalidity or unenforceability of any provisions of this Agreement shall not affect the other provisions, and this Agreement shall be construed in all respects as if any invalid or unenforceable provisions were omitted.

19. **ENTIRE AGREEMENT:** This document constitutes the entire Agreement between the parties relating to the subject matter herein. This Agreement may only be amended in writing by a document signed by both parties. No oral agreement or promise shall have any effect on the terms of this Agreement.

**IN WITNESS WHEREOF**, the parties hereto have executed this Agreement on this \_\_\_\_\_ day of January, 2026, in Torrance County, New Mexico.

EMPLOYEE

TORRANCE COUNTY

\_\_\_\_\_  
Michelle Jones

\_\_\_\_\_  
J. Jordan Barela  
Torrance County Manager

CONCURRENCE

\_\_\_\_\_  
Ryan Schwebach, Chair, District 2

\_\_\_\_\_  
Kevin McCall, Vice Chair, District 1

\_\_\_\_\_  
Linda Jaramillo, Member, District 3

APPROVED AS TO FORM ONLY

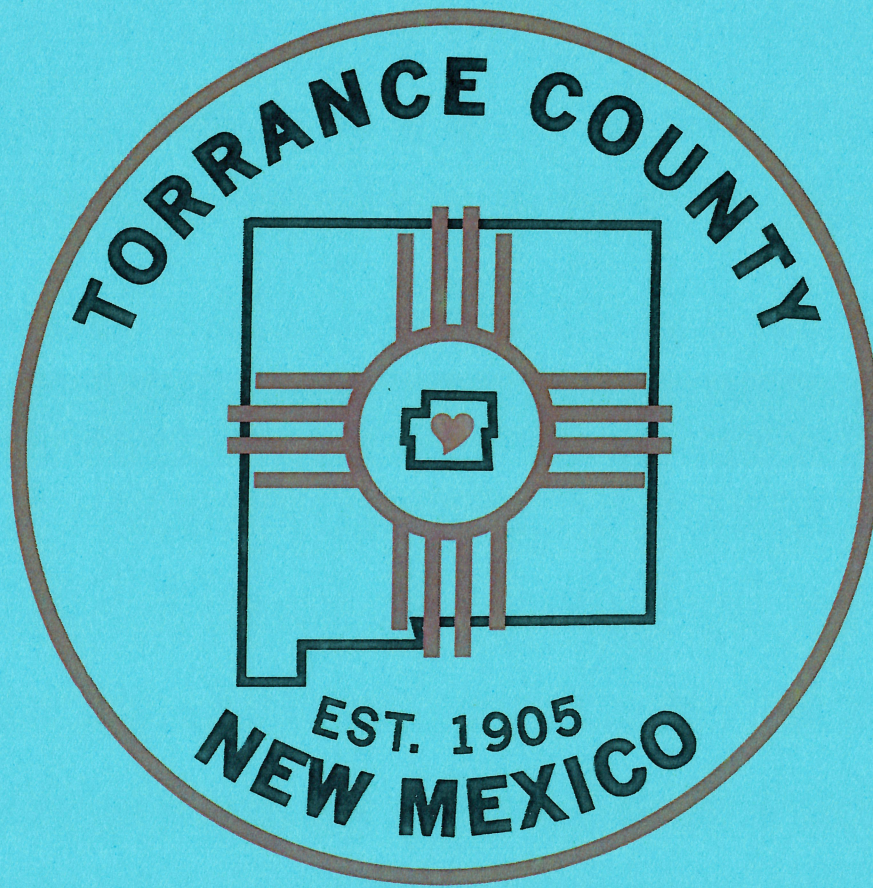
\_\_\_\_\_  
Michael I. Garcia, County Attorney



ATTEST:

\_\_\_\_\_  
Sylvia Chavez, County Clerk



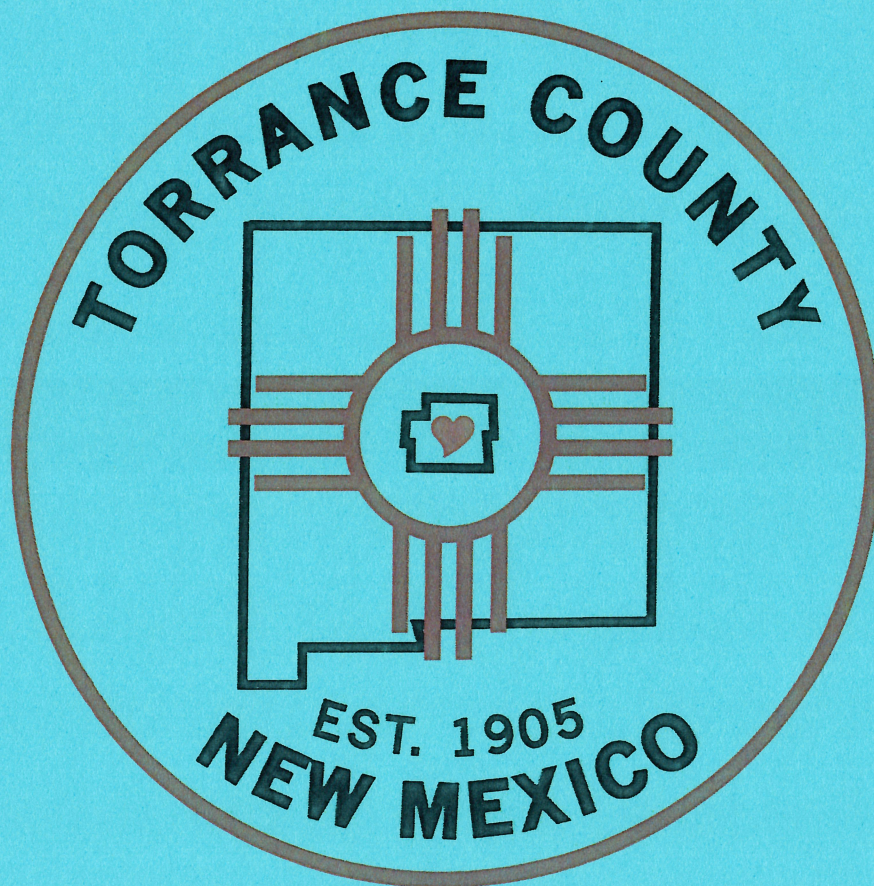


TORRANCE COUNTY  
COMMISSION MEETING

Agenda Item

No. 7

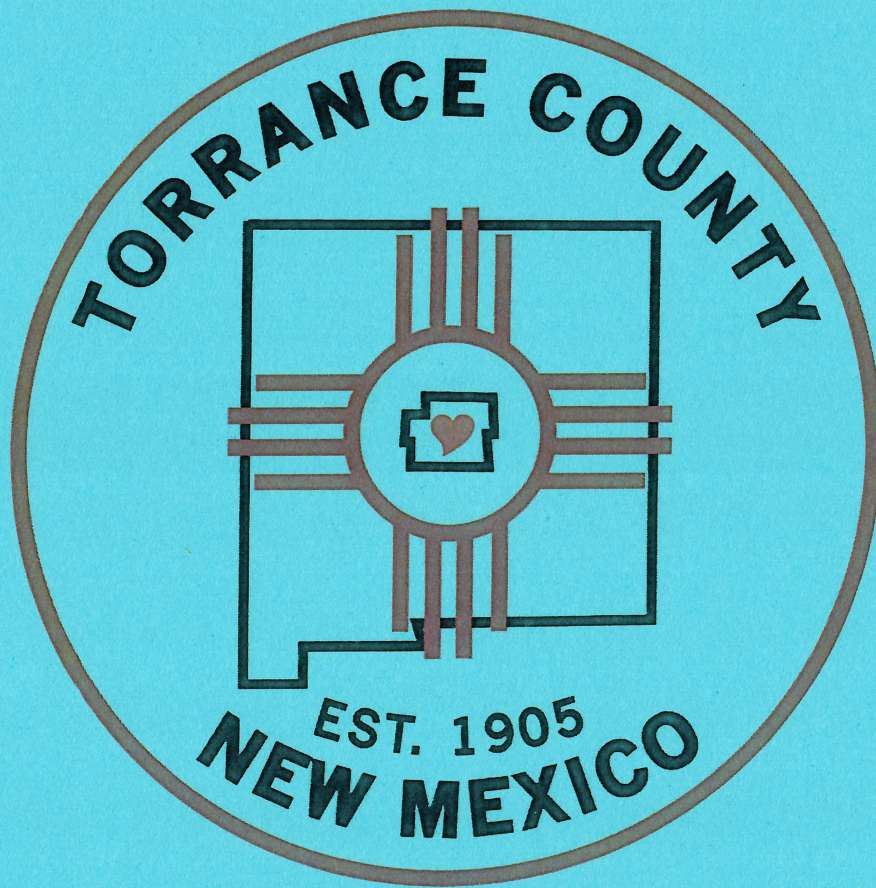




TORRANCE COUNTY  
COMMISSION MEETING

Agenda Item  
No. 8





TORRANCE COUNTY  
COMMISSION MEETING

Agenda Item  
No. 9