



Torrance County

BOARD OF COUNTY COMMISSIONERS (BCC)

Ryan Schwebach, Chair, District 2

Kevin McCall, Vice Chair, District 1

LeRoy M. Candelaria, District 3

Janice Y. Barela, County Manager

ADMINISTRATIVE MEETING AGENDA

WEDNESDAY, September 8, 2021 @ 9:00 AM
205 S. Ninth Street, Estancia, NM 87016

- 1. Call to Order**
- 2. Invocation and Pledge of Allegiance**
- 3. Changes to the Agenda**
- 4. PROCLAMATIONS**
 - A. DWI:** Naming September 2021 as “Suicide Prevention Awareness Month” in Torrance County.
- 5. CERTIFICATES AND AWARDS**
 - A. OPERATIONS:** Announcement of Employee Service Year Pin: Reese Swatsworth (2).
 - B. OPERATIONS:** Announcement of Employee Service Year Pin: Victoria Sedillo (25).
- 6. BOARD AND COMMITTEE APPOINTMENTS**
- 7. PUBLIC COMMENT and COMMUNICATIONS**
- 8. APPROVAL OF MINUTES**
 - A. COMMISSION:** Motion to approve the August 13, 2021, Torrance County Special Commission Meeting Minutes.
 - B. COMMISSION:** Motion to approve the August 25, 2021, Torrance County Commission Meeting Minutes.
- 9. APPROVAL OF CONSENT AGENDA**
 - A. FINANCE:** Motion to approve payables.

10. ADOPTION OF ORDINANCE/AMENDMENT TO COUNTY CODE

A. PLANNING AND ZONING: Motion to approve amendment to Ordinance 94-12 Solid Waste Ordinance. **Public Hearing and Final Action**

11. ADOPTION OF RESOLUTION

A. ASSESSOR: Motion to approve the 2021 Imposition of Mill Rates, Resolution No. 2021-_____.

B. MANAGER: Motion to approve restructuring of the Torrance County Fair Board membership and a paid administrative support position, Resolution No._____.

C. GRANTS: Motion to approve ICIP Projects and to adopt the FY2023-2027 Infrastructure Capital Improvement Plan, Resolution No._____.

D. FINANCE: Motion to approve budget increase, Resolution No._____.

12. APPROVALS

A. MANAGER: Motion to approve Professional Services Agreement with New Mexico Demographic Research, LLC for Re-districting County Commission Districts, as required every ten (10) years based upon the latest US Census data.

B. MANAGER: Motion to approve Professional Services Agreement with Estancia Valley Economic Development (EVEDA) for Economic Development Services.

C. COMMISSION: Motion to approve joint project with Edgewood Soil and Water Conservation District for the thinning of the Torrance County Park, to approve the 20% match, and to authorize County Manager Janice Barela to sign Water Trust Grant Cost Share Assistance application.

D. SHERIFF: Motion to approve reorganization of the Torrance County Sheriff's Office Transport/Civil Division to Community and Court Services Division (CCS) and additional Patrol Deputy positions.

E. SHERIFF: Motion to approve accounts payable to DT Automotive, invoice over \$5,000 threshold.

F. SHERIFF: Motion to approve MOU between HIDTA Drug Enforcement Administration and Torrance County Sheriff's Office and authorizing County Manager Janice Barela to sign.

G. COUNTY ATTORNEY: Motion to approve restructure of County Attorney's Office, eliminating Executive Assistant position and adding Records Custodian duties to Legal Assistant and setting salary.

H. FINANCE & PURCHASING: Motion to approve award for IFB 2022-01 – HFE 100P Oil to HollyFrontier Refining & Marketing, LLC.

I. FINANCE & PURCHASING: Motion to approve award for IFB 2022-02 – CSS-1 Fog Seal to HollyFrontier Refining & Marketing, LLC.

J. MANAGER: Motion to approve an additional three-month extension of Torrance County’s current contract with Estancia Valley Solid Waste Authority (EVSWA).

13. DISCUSSION

A. FINANCE: Update of FY 2022 budget approval from Department of Finance Administration.

B. ASSESSOR: Annual Report to Commission.

C. MANAGER’S REPORT

D. COMMISSIONER’S REPORTS

1) Commissioner McCall, District 1

2) Commissioner Schwebach, District 2

3) Commissioner Candelaria, District 3

14. EXECUTIVE SESSION

15. Announcement of the next Board of County Commissioners Meeting: October 13, 2021, at 9:00AM. The September 22, 2021 Regular Commission Meeting has been cancelled due to lack of quorum.

16. SIGNING OF OFFICIAL DOCUMENTS

17. ADJOURN