



Torrance County

BOARD OF COUNTY COMMISSIONERS (BCC)

Ryan Schwebach, Chair, District 2

Kevin McCall, Vice Chair, District 1

Samuel D. Schropp, Member, District 3

Janice Y. 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, January, 10, 2024 @ 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. Election of Chair and Vice Chair**
 - A. COMMISSION:** Election of Chair and Vice Chair for Calendar Year 2024.
- 5. Open Meetings Act Resolution**
 - A. COMMISSION:** Resolution 24-01, Open Meetings Act Resolution for 2024.
- 6. PROCLAMATIONS**
- 7. CERTIFICATES AND AWARDS**
- 8. BOARD AND COMMITTEE APPOINTMENTS**
 - A. COMMISSION:** Discussion and possible appointment of Torrance County's representative to the Estancia Valley Economic Development Association (EVEDA) Executive Board. (Current Representative – Commissioner Schwebach)
 - B. COMMISSION:** Discussion and possible appointments of Torrance County's representative member to the Mid Region Council of Governments (MRCOG) Executive Board and alternate. (Current Representative – Commissioner McCall, Alternate – Janice Barela)

- C. COMMISSION:** Discussion and possible appointment of Torrance County's representative on the Estancia Valley Solid Waste Authority Board. (Current Representative – Commissioner Schwebach)
- D. MANAGER:** Discussion and possible appointment of County Manager Janice Barela as the Torrance County voting member on the New Mexico Insurance Pool and Deputy County Manager Tracy Sedillo as the alternate. (Current Voting Member – Janice Barela, Alternate – Vacant)
- E. MANAGER:** Discussion and possible appointment of County Manager Janice Barela as the Torrance County voting member on the New Mexico Counties Insurance Authority (NMCIA) and Deputy County Manager Tracy Sedillo as the alternate. (Current Voting Member – Janice Barela, Alternate – Vacant)
- 9. PUBLIC COMMENT and COMMUNICATIONS** (Comments limited to two minutes.)
- 10. APPROVAL OF MINUTES**
- A. COMMISSION:** Request approval of minutes of the December 13, 2023, Regular Meeting of the Board of County Commissioners. (Deferred from December 27, 2023)
- B. COMMISSION:** Request approval of minutes of the December 27, 2023, Regular Meeting of the Board of County Commissioners.
- 11. APPROVAL OF CONSENT AGENDA**
- A. FINANCE & PURCHASING:** Request approval of payables.
- B. PLANNING & ZONING:** Request approval of Special Use District for cabin rentals.
- 12. ADOPTION OF ORDINANCE/AMENDMENT TO COUNTY CODE**
- 13. ADOPTION OF RESOLUTION**
- A. COMMISSION:** Resolution 2024-____, Adoption of PERA Fire Plan. (Commissioner Schropp)
- B. SHERIFF:** Resolution 2024-____, Law Enforcement Personnel Overtime Exemption.
- 14. APPROVALS**
- A. CLERK:** Request approval of Terralogic Document Systems Maintenance / Support Agreement in the amount of \$913.15 for the maintenance of the ScanPro with fiche carrier.
- B. FIRE:** Request approval to submit the FY25 EMS Fund Act application on behalf of Torrance County for Districts 2, 3, and 5.

- C. **MANAGER:** Request approval for Superior Ambulance to submit the FY25 EMS Fund Act application, per terms of Torrance County's contract with Superior Ambulance.
- D. **MANAGER:** Request approval of the change of authorized users on the Bank of America Purchasing Card Account.
- E. **MANAGER:** Request approval to add County Treasurer Kathryn Hernandez to the Century Bank Account as an authorized signor.
- F. **MANAGER:** Request approval of Restrictive Housing Report – Fourth Quarter 2023.
- G. **MANAGER:** Discussion and possible approval of restructuring vacant positions, to include setting salaries:
 - 1) DWI Coordinator
 - 2) Court Compliance Officer

15. DISCUSSION

- A. **EMERGENCY MANAGEMENT:** Discussion/Presentation of proposed Emergency Management building remodel.
- B. **COMMISSION:** Discuss projects which may be submitted to Congresswoman Stansbury's Office for funding. (Commissioner Schropp)
- C. **MANAGER'S REPORT**
- D. **COMMISSIONERS' REPORTS**
 - 1) Commissioner McCall, District 1
 - 2) Commissioner Schwebach, District 2
 - 3) Commissioner Schropp, District 3

16. EXECUTIVE SESSION

- 17. **Announcement of the next Board of County Commissioners Meeting:** January 24, 2024 at 9:00 AM

18. SIGNING OF OFFICIAL DOCUMENTS

19. ADJOURN

*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.