



## *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](http://www.torrancecountynm.org/calendar). Click on the event to access Zoom Meeting information.

### **ADMINISTRATIVE MEETING AGENDA**

**WEDNESDAY, March 13, 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. PROCLAMATIONS**
- 5. CERTIFICATES AND AWARDS**
- 6. BOARD AND COMMITTEE APPOINTMENTS**
- 7. PUBLIC COMMENT and COMMUNICATIONS (Comments limited to two minutes.)**
- 8. APPROVAL OF MINUTES**
  - A. COMMISSION:** Request approval of minutes of the February 28, 2024, Regular Meeting of the Board of County Commissioners.
  - B. COMMISSION:** Request approval of minutes of the March 4, 2024, Special Administrative Meeting of the Board of County Commissioners.
- 9. APPROVAL OF CONSENT AGENDA**
  - A. FINANCE & PURCHASING:** Request approval of payables.
- 10. ADOPTION OF ORDINANCE/AMENDMENT TO COUNTY CODE**
- 11. ADOPTION OF RESOLUTION**

- A. **FINANCE:** Request approval of Resolution 2024-\_\_\_\_, A Budget Adjustment Resolution.
- B. **ROAD:** Request approval of Resolution 2024-\_\_\_\_, Requesting Financial Assistance from the Local Government Road Fund Program to Purchase New Mexico Department of Transportation (NMDOT) Surplus Equipment at the Annual Hardship Sale.

## 12. APPROVALS

- A. **CLERK:** Request approval of Memorandum of Understanding (MOU) between Secretary of State and Torrance County for state appointed funds for the 2024 Primary Election in the amount of \$50,000.00.
- B. **SHERIFF:** Request ratification of agreement with Department of Public Safety to accept FY2024 Law Enforcement Retention Fund for a total of \$6,381.48.
- C. **SHERIFF:** Request approval to pay Eye Associates of New Mexico invoice dated 11/9/2022, in the amount of \$279.00, for services provided for a county inmate. A purchase order was not secured prior to appointment.
- D. **SHERIFF:** Request approval to pay Public Safety Psychology Group invoice number 27213 dated 2/20/2024, in the amount of \$295.97, for Return to Duty Psych Screening. A purchase order was not secured prior to appointment.
- E. **SHERIFF:** Request approval of Agreement with Department of Public Safety for the Adam Walsh Implementation Grant Program in the amount of \$42,489.00. (Approved by Grant Committee)
- F. **ROAD:** Request approval of Letter of Intent for 2024/25 Local Government Road Fund SP Project Letter of Intent, Job Scope Summary, Torrance County Road Map, and Estimate Summary of Costs and Quantities. Requires a 25% proportional matching share of the project fund.
- G. **ROAD:** Request approval of Letter of Intent for 2024/25 Local Government Road Fund SB Project Letter of Intent, Job Scope Summary, Torrance County Road Map, and Estimate Summary of Costs and Quantities. Requires a 25% proportional matching share of the project fund.
- H. **ROAD:** Request approval of Letter of Intent for 2024/25 Local Government Road Fund CAP Project Letter of Intent, Job Scope Summary, Torrance County Road Map, and Estimate Summary of Costs and Quantities. Requires a 25% proportional matching share of the project fund.

## 13. DISCUSSION

- A. **MANAGER'S REPORT**

**B. COMMISSIONERS' REPORTS**

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

**14. EXECUTIVE SESSION**

- 15. Announcement of the next Board of County Commissioners Meeting:** March 27, 2024,  
at 9:00 AM

**16. SIGNING OF OFFICIAL DOCUMENTS****17. 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.