



## *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

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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, August 14, 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 July 24, 2024, Regular 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**
- 12. APPROVALS**
  - A. CLERK:** Discussion and possible action regarding Liquor License Application submitted by Ray's One Stop, LLC located at 8572 NM 55, Taji que, New Mexico 87016;

Alcoholic Beverage Control Division requires a public hearing to be held for the approval or disapproval of the Liquor License Application. **Public Hearing**

- B. DISPATCH/MANAGER:** Request approval to increase 911 Operator/Communications Specialist salary for uncertified from \$17.00/hour to \$19.00/hour and certified from \$19.00/hour to \$21.00/hour.
- C. DISPATCH/FIRE/EMS:** Request approval for title change from Administrative Assistant to Administrative Assistant II to include salary increase from \$17.75 to \$19.75, commensurate with current duties and additional duties with assisting the Torrance County Dispatch Center.
- D. DISPATCH:** Requesting approval to pay Personnel Evaluation Inc. invoice # 51955 dated 6/30/2024 in the amount of \$50.00 for services performed in prior fiscal year.
- E. FIRE/EMS/DISPATCH:** Request approval to utilize Tablet Command services for the Fire Department to include mobile software that increases awareness, incident response, incident management and improves firefighter accountability; agreement is yearly for \$2,995.00 for three end users.
- F. DWI:** Request approval to submit application proposal for 2025 Community DWI (CDWI) Funding in the amount of \$75.00; funds will be used on public information activities. (Grant Committee approved)
- G. DWI:** Request approval to submit a special application for additional Local DWI Grant (LDWI) funds.
- H. DWI:** Request approval of Memorandum of Understanding (MOU) between 7<sup>th</sup> Judicial District Magistrate Court and Torrance County DWI Prevention Coordinator for the Torrance County DWI Court Program to establish the expectations of the parties working with the Court's Torrance County DWI Court Program.
- I. DWI:** Request approval of Memorandum of Understanding (MOU) between 7<sup>th</sup> Judicial District Magistrate Court and Torrance County DWI Prevention Program to establish the expectations of the parties working with the Court's Torrance County DWI Court Program.
- J. DWI:** Request approval to pay Waves Behavioral Health invoice # 0000037 dated 5/15/2024 in the amount of \$1,440 and invoice # 0000038 dated 6/1/2024 in the amount \$1,440 for services provided in prior fiscal year.
- K. DWI:** Request approval to pay Staples invoice # 7001321285 dated 7/10/2024 in the amount of 51.29 for a purchase made in prior fiscal year.
- L. DWI:** Request approval of the Torrance County DWI Planning Council By-Laws.

- M. DWI:** Request approval of Voting Members of the DWI Planning Council.
- N. GRANTS:** Request approval of Operating and Use Agreement between Torrance County and Presbyterian Medical Services for operations of Estancia, Mountainair, and Moriarty Senior Centers for July 2024 through June 30, 2029. (Deferred from 6/26/2024 meeting)
- O. GRANTS:** Request approval of Road Project Agreement between Torrance County and United States Department of Agriculture (USDA), Forest Service, Cibola National Forest & National Grasslands for surface blading and related ditch maintenance of National Forest Service Road 321 and 55, five times a year for a total of \$1,120.00 and granting County Manager signatory authority.
- P. GRANTS:** Request approval of Subgrantee Agreement 23-JAG-TCSO-SFY25 and assurances with NM Department of Public Safety for 2023 Edward Byrne Memorial Justice Assistance Grant (JAG) Award for a total of \$12,874.00.
- Q. FINANCE:** Request approval of Work and Financial Plan between Torrance County and United States Department of Agriculture (USDA), Animals and Plant Health Inspection Service Wildlife Services (APHIS-WS) as approved in the FY25 Interim and Final Budgets and granting County Manager signatory authority.
- R. ANIMAL SERVICES:** Request approval to pay AmerisourceBergen MWI Animal Health invoice # 54426499 dated 5/15/2024 in the amount of 181.80 from prior fiscal year.
- S. EMERGENCY MANAGEMENT:** Request approval of Purchase Order to Claunch-Pinto SWCD in the amount of \$19,500 for Community Wildfire Protection Plan, as outlined in Resolution 2023-12 and Memorandum of Understanding with Claunch Pinto SWCD dated 6/28/2023.

### 13. DISCUSSION

- A. COMMISSION:** Update/Informal introduction about the Cannibas Control Division, New Mexico Regulation & Licensing Department regarding plans to work on a coordinated strategy of enforcement. (Eden Sayers, Esq.)
- B. GRANTS:** Discussion regarding status on the County Fairgrounds Improvement project.
- C. MANAGER'S REPORT**
- D. COMMISSIONERS' REPORTS**
- 1) Commissioner McCall, District 1
  - 2) Commissioner Schwebach, District 2

## 3) Commissioner Schropp, District 3

**14. EXECUTIVE SESSION**

- A. COMMISSION:** Litigation related to Brian Sanchez v. Torrance County, closed pursuant to NMSA 1978, Section 10-15-1(H)(3).
- B. COMMISSION:** Discussion regarding the purchase, acquisition, or disposal of real property, closed pursuant to NMSA 1978, Section 10-15-1(H)(8).
- C. COMMISSION:** Discussion regarding the purchase, acquisition, or disposal of real property, closed pursuant to NMSA 1978, Section 10-15-1(H)(8).
- D. COMMISSION:** Discussion regarding limited personnel matters, closed pursuant to NMSA 1978, Section 10-15-1(H)(2), filling County Manager position.

**15. DISCUSSION AND ACTION ON CLOSED SESSION ITEMS ABOVE**

- A. COMMISSION:** Discussion and possible action regarding Executive Session Item 14.A. related to litigation, Brian Sanchez v. Torrance County.
- B. COMMISSION:** Discussion and possible action regarding Executive Session Item 14.B. regarding purchase, acquisition, or disposal of real property.
- C. COMMISSION:** Discussion and possible action regarding Executive Session Item 14.C. regarding purchase, acquisition, or disposal of real property.
- D. COMMISSION:** Discussion and possible action regarding Executive Session Item 14.D. regarding filling County Manager position.

**16. Announcement of the next Board of County Commissioners Meeting:** August 28, 2024 at 9:00 AM**17. SIGNING OF OFFICIAL DOCUMENTS****18. 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.