



**Torrance County**

BOARD OF COUNTY COMMISSIONERS (BCC)

**Ryan Schwebach**, Chair, District 2

**Kevin McCall**, Vice Chair, District 1

**Linda Jaramillo**, Member, District 3

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**J. Jordan 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, July 9, 2025, @ 9:00 AM**

**205 S. Ninth Street, Estancia, NM 87016**

- 1. CALL TO ORDER**
- 2. PLEDGE OF ALLEGIANCE AND INVOCATION**
- 3. CHANGES TO THE AGENDA**
- 4. PROCLAMATIONS** – *None*
- 5. AWARDS AND RECOGNITIONS** - *None*
- 6. BOARD AND COMMITTEE APPOINTMENTS** - *None*
- 7. PUBLIC COMMENT (Comment limited to TWO Minutes)**
- 8. DEPARTMENT UPDATES AND COMMUNICATIONS** - *None*

**9. APPROVAL OF MINUTES**

- a. **COMMISSION:** Request Approval of June 25, 2025, Regular Meeting Minutes of the Board of County Commissioners.

**10. CONSENT AGENDA**

- a. **FINANCE:** Request Amendment for the Approval of Payables with a Date Range June 19, 2025, to July 2, 2025.

**11. ADOPTION OF ORDINANCE / AMENDMENT TO COUNTY CODE - *None*****12. ADOPTION OF RESOLUTION**

- a. **MANAGER:** Request Approval of Resolution No. 2025-\_\_\_ - A Resolution Adopting the FY 2027 to FY 2031 Infrastructure Capital Improvements Plan for Torrance County.

**13. APPROVALS/ACTION ITEM**

- a. **EMERGENCY MANAGEMENT:** Request Approval of a Memorandum of Agreement Between Torrance County and Torrance County Amateur Radio Emergency Services to Provide Emergency Communications Support.
- b. **FIRE:** Request Approval of: (1) the Reclassification of 6 Approved PRN Positions to Seasonal EMT Employees, (2) Approval of a Job Description for Seasonal EMT Employees, (3) Removal of a Maximum Threshold on the Number of Seasonal EMT Positions, and (4) Authorization to Restrict Hours of Seasonal EMTs Based the Available Budget in FY26.
- c. **FIRE:** Request Approval to Submit Application for the Fire Protection Fund Grant for All Current Torrance County Fire Districts and Fire Administration for FY 2026.
- d. **MANAGER:** Request Approval of Amendment No. 1 to the Professional Services Agreement Between Torrance County and Wilson and Company, LLC for Design Services Related to the Torrance County Administrative Building.
- e. **CLERK:** Request Approval of Professional Services Agreement Between Torrance County and Triadic Enterprises, Inc. to Provide Equipment, Software Licensing, Software Support and Programming Services for the Torrance County Clerk's Office and Historical Data Archives for the Torrance County Assessor's, Manager's and Treasurer's Offices.
- f. **DWI:** Request Approval of Amendment No. 1 to the Professional Services Agreement Between Torrance County and Gilbert Adrian Ortiz to Provide Services as the Teen Court Coordinator/Prevention Specialist, Extending the Term of the Contract Through June 30, 2026.
- g. **GRANTS/DISPATCH:** Request: (1) Ratification of a Request to the State Board of Finance to Purchase RapidSOS UNITE for the Torrance County Dispatch Center;

and (2) Delegation of Signature Authority to the County Manager to Execute the Associated Service Agreement with a State Approved Vendor.

- h. DISPATCH:** Request Approval of an Unauthorized Purchase in the Amount of \$4,865.76 to Total Response for an Online Training Program.

#### **14. DISCUSSION/PRESENTATION**

- a. MANAGER/TREASURER:** Presentation on an Update to the Torrance County Investment and Deposit Policy.
- b. MANAGER/TREASURER:** Discussion on the Fiscal Year 2025 Year-End Closeout
- c. MANAGER REPORT**
- d. COMMISSIONERS' REPORTS:**
  - 1) Commissioner McCall, District 1
  - 2) Commissioner Schwebach, District 2
  - 3) Commissioner Jaramillo, District 3

#### **15. EXECUTIVE SESSION: - None**

#### **16. Announcement of the next Board of County Commissioner's Meeting:**

**July 23, 2025**

#### **17. SIGNING OF OFFICIAL DOCUMENTS**

#### **18. ADJOURNMENT**

\*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.