



**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, January 14, 2026 @ 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/PROGRAM UPDATES AND COMMUNICATIONS** - *None*

**9. APPROVAL OF MINUTES**

- a. **COMMISSION:** Request Approval of the December 10, 2025, Regular Meeting Minutes of the Board of County Commissioners.
- b. **COMMISSION:** Request Approval of the December 30, 2025, Regular Meeting Minutes of the Board of County Commissioners.

**10. CONSENT AGENDA**

- a. **FINANCE:** Request Approval of Payables with a date range of December 4, 2027 to January 7, 2026.

**11. ENTERPRISE E-FLEETS PROGRAM**

- a. **COMMISSION:** Discussion of the Enterprise E-Fleets Program for First Responder Fleet Vehicles.

**12. ADOPTION OF ORDINANCE / AMENDMENT TO COUNTY CODE - None****13. ADOPTION OF RESOLUTION**

- a. **MANAGER:** Request Approval of Resolution No. 2026-\_\_\_, A Resolution Adopting the Regular Meeting Schedule of the Board of County Commissioners of Torrance County for Calendar Year 2026.
- b. **MANAGER:** Request Approval of Resolution No. 2026-\_\_\_, A Resolution Confirming Torrance County's Open Meeting Act Compliance for Calendar Year 2026.
- c. **EMERGENCY MANAGEMENT:** Request Approval of Resolution No. 2026-\_\_\_, A Resolution Adopting the Torrance County Hazard Mitigation Plan.
- d. **FIRE:** Request Approval of Resolution No. 2026-\_\_\_, A Resolution Approving an Increase in Assistance Chief Stipend Pay, Removing Station Pay and Increasing in the Pay Per Call for Volunteer Firefighters.

**14. APPROVALS/ACTION ITEM**

- a. **TREASURER:** Request Approval of a Payment Processing Agreement between Torrance County and CSG Forte Payments, Inc. for Credit Card, Debit Card and ACH Transactions.
- b. **TREASURER:** Request Approval of an Unauthorized Purchase to Master's Touch, LLC in the Amount of \$3,066.63 for the Printing and Mailing of Delinquent Tax Notices.
- c. **MANAGER:** Request Approval of a Letter to Bank of America Removing Misty Witt as a Primary Authorized User on Torrance County's P-Card Account.

- d. **EMERGENCY MANAGEMENT:** Request Approval of a Contract Between Torrance County and Motorola Solutions to Upgrade Consolettes at the Torrance County Dispatch Center to be Compatible with the State Radio System.
- e. **CLERK:** Request Approval of an Amended Job Description for the Bureau of Elections Clerk Position to: (1) Amend Job Duties, (2) Establish Minimum Experience Requirements, (3) Establish Special Conditions of the Position, and (4) Setting a Pay Range Based on Eligible Experience.

## 15. DISCUSSION/PRESENTATION

- a. **MANAGER:** Finance Update and Discussion on the Transition of the Deputy Manager/Finance Director
- b. **MANAGER:** Discussion on Establishing Commission Budget Priorities for the FY27 Budget Cycle
- c. **MANAGER:** Discussion on the Tajiique Transfer Station and Related Procurement
- d. **CLERK'S REPORT**
- e. **MANAGER'S REPORT**
- f. **COMMISSIONERS' REPORTS:**
  - 1) Commissioner McCall, District 1
  - 2) Commissioner Schwebach, District 2
  - 3) Commissioner Jaramillo, District 3

## 16. EXECUTIVE SESSION

- a. Executive Session pursuant to 10-15-1.H(2), limited personnel matters: Hiring of the Deputy County Manager
- b. Executive Session pursuant to 10-15-1.H(7), attorney-client privilege pertaining to threatening or pending litigation: OSE Hearing No. 25-023

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

*January 28, 2026*

## 18. SIGNING OF OFFICIAL DOCUMENTS

## 19. 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.