



Torrance County

BOARD OF COUNTY COMMISSIONERS (BCC)

Ryan Schwebach, Chair, District 2

Kevin McCall, Member, District 1

Vacant, 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 11, 2023 @ 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 2023.
- 5. Open Meetings Act Resolution**
 - A. COMMISSION:** Motion to approve Resolution 2023-1 establishing the provisions of the New Mexico Open Meetings Act, NMSA 1978 § 10-15-1 and repealing Resolution 2022-1.
- 6. PROCLAMATIONS**
- 7. CERTIFICATES AND AWARDS**
 - A. ANIMAL SERVICES:** Recognition of Employee Service Year Pin: Cindi Sullivan (20)
 - B. SHERIFF:** Recognition of Employee Service Year Pin: John Stocum (15)
 - C. ROAD:** Recognition of Employee Service Year Pin: Jacob Medina (5)
 - D. MANAGER:** Recognition of Employee of the 4th Quarter: .
- 8. BOARD AND COMMITTEE APPOINTMENTS**

- A. MANAGER:** Motion to appoint County Manager Janice Barela as the Torrance County voting member on the New Mexico Counties Insurance Pool and Deputy County Manager Juan Torres as the alternate.
- B. MANAGER:** Motion to appoint County Manager Janice Barela as the Torrance County voting member to the New Mexico Counties Insurance Authority (NMCIA) and Deputy County Manager Juan Torres as the alternate.
- 9. PUBLIC COMMENT and COMMUNICATIONS** (*Limit 2.5 minutes per person.*)
- 10. APPROVAL OF MINUTES**
- A.** Motion to approve minutes of the October 26, 2022 Regular Meeting of the Board of County Commissioners.
- B.** Motion to approve minutes of the December 15, 2022 Regular Meeting of the Board of County Commissioners.
- 11. APPROVAL OF CONSENT AGENDA**
- A. FINANCE:** Motion to approve payables.
- 12. ADOPTION OF ORDINANCE/AMENDMENT TO COUNTY CODE**
- 13. ADOPTION OF RESOLUTION**
- A. MANAGER:** Motion to approve Resolution 2023-____, A Resolution Accepting the Agreement for Capital Appropriations Project to plan, design, construct, furnish and equip improvements to the county fairgrounds in Estancia in Torrance County (22-G3049).
- B. DWI:** Approval of documents for FY2024 Local DWI Grant Application.
- 1) Resolution
 - 2) Memorandum of Agreement
 - 3) Statement of Assurances
- 14. APPROVALS**
- A. SHERIFF:** Request approval to restructure the two Court and Community Services positions to certified Patrol Deputy positions.
- B. FINANCE:** Request approval of a prior year invoices from Tyler Technologies, Inc. for conversion of financial software of \$14,603.69.
- C. EMERGENCY MANAGEMENT:** Approval of Memorandum of Agreement with Community Emergency Response Team (CERT).

D. EMERGENCY MANAGEMENT: Approval to agree to Extenuating Circumstances letter from Department of Homeland Security Emergency Management (DHSEM).

E. GRANTS: Approval of Estancia Valley Youth & Family Council By-laws.

F. GRANTS: Discussion with possible action: Presentation with Kendall Chavez, Food & Hunger Coordinator from the Office of the Governor, about the New Mexico Food Security Grant, with consideration of possible increase in local funding.

G. MANAGER: Discussion and possible approval of updated programming for the new Torrance County Administrative Building.

H. MANAGER: Discussion and possible approval of restructuring of organizational chart moving the Grants Department under the Finance Director and reclassifying the Grants Manager position to Grants Administrator position.

15. DISCUSSION

A. MANAGER'S REPORT

1) Invitation to Bid (ITB) for road shop construction published on January 4, 2023.

B. COMMISSIONERS' REPORTS

1) Commissioner McCall, District 1

2) Commissioner Schwebach, District 2

3) Commissioner Candelaria, District 3

16. EXECUTIVE SESSION:

A. COMMISSION: Discuss limited personnel matters closed pursuant to NMSA Section 10-15-1(H)(2), specifically, a possible appointment of the Torrance County Clerk position, including review of letters of interest and possible interview of candidates.

17. DISCUSSION/APPROVAL:

A. COMMISSION: Discussion and possible appointment of Torrance County Clerk.

18. Announcement of the next Board of County Commissioners Meeting:

19. SIGNING OF OFFICIAL DOCUMENTS

20. ADJOURN