



## *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, December 13, 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. PROCLAMATIONS**
- 5. CERTIFICATES AND AWARDS**
  - A. MAINTENANCE:** Employee Service Year Pin: Dominic Romero (2)
- 6. BOARD AND COMMITTEE**
- 7. PUBLIC COMMENT and COMMUNICATIONS**
- 8. APPROVAL OF MINUTES**
  - A. COMMISSION:** Request approval of minutes of the November 8, 2023 Regular Meeting of the Board of County Commissioners.
  - B. COMMISSION:** Request approval of minutes of the November 15, 2023 Special Meeting of the Board of County Commissioners.
- 9. APPROVAL OF CONSENT AGENDA**
  - A. FINANCE & PURCHASING:** Request approval of payables.
  - B. PLANNING & ZONING:** Tenorio Special Use for Family Retreat Center.

**10. ADOPTION OF ORDINANCE/AMENDMENT TO COUNTY CODE****11. ADOPTION OF RESOLUTION**

- A. FINANCE/GRANTS:** Resolution 2023-\_\_\_\_, Transportation Project Funds for King Farm Road.
- B. FINANCE/GRANTS:** Resolution 2023-\_\_\_\_, Transportation Project Funds for Martin Road.
- C. MANAGER:** Resolution 2023-\_\_\_\_, Budget Adjustments.
- D. ROAD:** Resolution 2023-\_\_\_\_, Requesting six (6)-month extension of State LGRF SB Project D19668.
- E. ROAD:** Resolution 2023-\_\_\_\_, Requesting six (6)-month extension of State LGRF CAP Project D19669.
- F. FINANCE/GRANTS:** Resolution 2023-\_\_\_\_, Accepting Grant Agreement with the State of New Mexico Environment Department (Legislative Appropriation SAP 23-H2505-GF) in the amount of \$50,000 to plan, design, construct and equip water system improvements in the Duran area in Torrance County, and designating Janice Barela or successor and Tracy Sedillo or successor as authorized signatories.
- G. COMMISSION:** Resolution 2023-\_\_\_\_, Adoption of PERA Fire Plan. (Commissioner Schropp)

**12. APPROVALS**

- A. COMMISSION:** Request concurrence of letter stating Commission's position on renewal of ICE's contract with Torrance County. (Commissioner Schropp)
- B. MANAGER:** Request approval of Professional Services Agreement for Economic Development Services between Torrance County and Estancia Valley Economic Development Association "EVEDA" in the amount of \$25,000 for one year.
- C. MANAGER:** Request approval of 2024 Holiday Schedule.
- D. MANAGER:** Request approval of AT&T Second Addendum to Tower Use License.
- E. MANAGER:** Discussion and possible action regarding court compliance upcoming vacancy.
- F. CLERK:** Request approval to pay Automated Election Services (AES) in the amount of \$15,000 for Mifi in six (6) polling locations with inadequate internet service. Purchase order was not in place prior to Election Day.

- G. FIRE:** Request approval to submit payment in the amount of \$1,330.06 to Overhead Door DBA DH Pace Company Inc. for emergency bay door repair at District 2 Main Station. Repairs were made prior to issuance of a purchase order or an emergency purchase order.
- H. EMERGENCY MANAGEMENT:** Request approval of Agreement between Torrance County Emergency Management and Moriarty Edgewood School District as a secondary shelter site at Moriarty High School and/or Moriarty Middle School for winter 2023-2024.
- I. FINANCE/PURCHASING:** Review and request for approval of resulting contract from RFP TC-FY24-05 Juvenile Justice Continuum Coordinator; award to Rebecca Armstrong, DBA Via Homes & Development LLC.
- J. FINANCE/PURCHASING:** Request approval to pay three (3) invoices, Lobo Sprinkler Repair & Plumbing (\$2,618.30) and Baker Utility Supply (\$338.34, \$641.11) that were obtained prior to a purchase order being issued for Torreon Mutual Domestic Water Association for the work on well meters; ARPA funding was appropriated by Resolution 2023-11.
- K. FINANCE/GRANTS:** Request approval to submit grant application to CYFD for funding of the Juvenile Justice Continuum that provides youth programming and intervention for the youth of Torrance County. (Approved by Grant Committee)
- L. FINANCE/GRANTS:** Request approval of Memorandum of Understanding with Estancia Valley Youth and Family Council.
- M. FINANCE/GRANTS:** Request approval of Capital Appropriation Project 23-H3238 in the amount of \$1,050,000 to plan, design, construct, furnish, and equip improvements to the Fairgrounds in Estancia in Torrance County.
- N. FINANCE/GRANTS:** Request approval of Capital Appropriation Project 23-H3237 in the amount of \$100,000 to plan, design, construct, equip and furnish an administration building in Estancia in Torrance County.
- O. FINANCE/GRANTS:** Request approval of Capital Appropriation Project 23-H3233 in the amount of \$250,000 to plan, design, and construct a shop and fenced yard for the Road Department in Estancia in Torrance County.
- P. FINANCE/GRANTS:** Request approval of Capital Appropriation Project A22G-5358 in the amount of \$169,621 for renovations, including the purchase and installation of equipment, to Estancia Senior Center in Torrance County.
- Q. FINANCE/GRANTS:** Request approval of Capital Appropriation Project A22G-5359 in the amount of \$53,599 to plan and design the Moriarty Senior Center in Torrance County.

- R. FINANCE/GRANTS:** Request approval of Capital Appropriation Project A22G-5360 in the amount of \$158,861 for renovations, including the purchase and installation of equipment, to Mountainair Senior Center in Torrance County.
- S. SHERIFF:** Request approval of Agreement 22-ZG1016-65-2 between Torrance County and the New Mexico Department of Finance & Administration for the second-year payment up to \$37,500 for the Law Enforcement Recruitment and Retention (LE-Retention & Recruitment) Fund.
- T. SHERIFF:** Request approval to pay DT Automotive up to \$850.00 for repair of driver's side mirror to include purchase of mirror, paint, and labor. Mirror was damaged in a crash. Repairs were completed prior to issuance of a purchase order.
- U. SHERIFF:** Request approval of Memorandum of Understanding between the Torrance County Sheriff's Office and CoreCivic of Tennessee, LLC for provision of services at the Torrance County Detention Facility with authorization for Sheriff David E. Frazee to act as signatory.

### 13. DISCUSSION

- A. MANAGER:** Presentation on history of adobe wall around Fairground Rodeo Arena, as well as rock wall that was mentioned to Commissioners at Fairgrounds during prior Commission Meeting. (Estancia Trustee Morrow Hall)
- B. COMMISSION:** Annual Juvenile Justice Grant Report. (Rebecca Armstrong, Juvenile Justice Continuum Coordinator)
- C. COMMISSION:** Discussion regarding inclement weather affecting school bus routes and remedies for keeping school buses safe and running. (Commissioner Schropp & Estancia Superintendent Dr. Cindy Sims)
- D. DWI:** DWI Prevention Program Update/Presentation. (Tracey Master)
- E. MANAGER'S REPORT**
- F. COMMISSIONERS' REPORTS**
- 1) Commissioner McCall, District 1
  - 2) Commissioner Schwebach, District 2
  - 3) Commissioner Schropp, District 3

### 14. EXECUTIVE SESSION

- A.** Threatened and pending litigation, Valerie Smith v. Yvonne Otero and Torrance County (authority to negotiate settlement), closed pursuant to NMSA 1978 Section 10-15-1(H)(3).

15. **Announcement of the next Board of County Commissioners Meeting:**
  - A. **Regular Commission Meeting** – December 27, 2023 at 9:00 AM
16. **SIGNING OF OFFICIAL DOCUMENTS**
17. **ADJOURN**