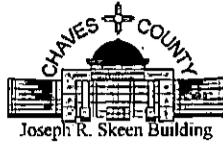




**CHAVES COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**Jeff Bilberry, Chairman**  
**T. Calder Ezzell Jr.**  
**Vice Chair**



**Dara Dana, Member**  
**Richard C Taylor, Member**  
**Michael J. Perry, Member**

**William B. Williams, County Manager**

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**SPECIAL MEETING MINUTES  
THURSDAY, MAY 11, 2023  
CHAVES COUNTY ADMINISTRATIVE CENTER – JOSEPH R SKEEN BUILDING  
#1 ST. MARY’S PLACE, ROSWELL, NM 88203**

**CALL TO ORDER**

Chairman Bilberry called the meeting to order at 8:36 am.

**PLEDGE OF ALLEGIANCE**

Commissioner Taylor led the pledge and Chairman Bilberry led in prayer.

**DETERMINATION OF QUORUM**

Those present were Commissioners Bilberry, Dana, Taylor and Perry. Commissioner Ezzell was present via phone.

Also present were County Manager, Bill Williams, Public Services Director, Mac Rogers, County Attorney, Stan Riggs, Facility Maintenance Director, Scott Massey, Detention Center Director, Justin Porter, Road Supervisor, Joe West, IT Director, Andrew Rey, Chief Financial Officer, Anabel Barraza, County Clerk, Cindy Fuller, County Assessor, Sandra Stewart, and Sheriff, Mike Herrington. Also present were the media, staff, and guests.

**APPROVAL OF MINUTES**

MOTION MADE TO: APPROVE THE MINUTES FROM THE MEETINGS HELD ON APRIL 20<sup>TH</sup> AND APRIL 25<sup>TH</sup>.  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER TAYLOR  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**AGENDA ITEMS**

**BUDGET PRESENTATIONS – COUNTY DEPARTMENTS**

Anabel Barraza, Chaves County Chief Financial Officer, stated the theme of this year’s budget is “Safeguarding Chaves County’s Future by Reassessing Its Needs”. She mentioned some of the major projects for the County including, the new Chaves County Health Building, Pecos Valley Regional Dispatch and Emergency Services moving to Area D, a salary survey for Chaves County employees, and other various maintenance projects. The estimated revenue for FY 2024 is \$31,632,155.48. The estimated expenses for FY 2024 are \$31,791,801.62. A budget is a plan and vision for the needs of the county. Capital Outlay proposals and Agency Allocations were mentioned. Budget recapitulation numbers were reviewed, and Ms. Barraza stated the current number is \$61,513,778.00 which will be submitted to the Commission for approval at the next meeting. The General Operating Fund numbers were reviewed. Ms. Barraza thanked her staff for all their help and support.

**FACILITY MAINTENANCE**

***Presenter: Scott Massey, Facility Maintenance Director***

Mr. Massey stated they take care of all the County facilities buildings.

691- Administration Center, Sheriff’s substation in Hagerman, Sheriff’s storage building on Hobbs, Maintenance Facility on Hobbs St., and all the grounds at those locations.

692 – Courthouse facility at 400 N. Virginia, as well as all the grounds

693 – Chaves County Health Department on SE Main as well as the grounds

694 – Chaves County Road Department as well as the substation in Dunken

696 – Detention Facility on S. Atkinson

699 – Medical Facility on SE Main

They have a slight increase needed for supplies. A few projects from last year fall below the \$10,000 range.

Capital Outlay – The Capital Outlay items that were chosen were a wise choice and will help them get ahead of deficiencies.

Exterior painting for the Courthouse - \$53,000.00

South Echo and Fox Ceilings at the Detention Center - \$131,177.00.

Fire Suppression Sprinkler Heads - \$65,000.00

The only other project he would like to see get done is at the Road Department regarding the oil and lube bay.

Bill Williams, Chaves County Manager, stated the oil and lube bay project will be done in-house, saving the County a considerable amount of money. Ms. Barraza stated there is another capital outlay fund project and thanks to our legislatures we will be receiving funds to repave the St. Mary's Complex parking lot.

## **ROAD DEPARTMENT**

***Presenter: Joe West, Road Supervisor***

Mr. West stated he has five budgets within the Road Department.

651 - Administration – no changes

652 - Shop – additional \$10,000 in tool line

653 -Construction and Maintenance – the TPF Grant awarded from the DOT Grant is \$1,250,000.00 and has been received. This year's project is East Pine Lodge and Red Bridge Road which is about one million dollars. The 290 line – LGRF – is \$894,000 – this is for chip/seal for CAP, COOP, and School Bus. The 291 line is for cattleguards, culverts, and county-funded chip/seal. The 251 line is leases. Several years ago their leases were \$444,000 annually. This year it's \$170,000 because they started purchasing the motorgraders. 292 is the extended warranties they have to purchase.

654 – Vector – no changes

Capital Outlay – 2 compactors with power units for waste sites - \$95,000

2 lease purchase motorgraders - \$355,566.12

Mr. Williams stated that every County department generally turns back money at the end of the year. The Finance Committee then evaluates the most needed projects and can fund them so some items will be able to be purchased in this fiscal year.

Commissioner Dana asked about line 402-6-653-242-000 – Landfill Fees for \$20,000.00. Mr. West stated that depending on where the trash comes from determines if they pay fees or not. The trash that comes out of the compactors comes out of 437, if it's roadway trash that is picked up it will be charged. She thanked Mr. West for the fabulous job that they do.

## **CHAVES COUNTY DETENTION CENTER**

***Presenter: Justin Porter, Detention Center Administrator***

Mr. Porter thanked the Road and Facility Maintenance Departments for their help in taking care of the Detention Center.

641 – Administration – They have redefined a few positions, but that money came out of a different location. A lot of the increases have to do with supplies and services.

642 – General Government – line 231 was increased by \$17,000.00 because they need to replace 20 radios for the Officers, so they function properly. 257 has an increase of \$6,000.00 in building supplies to address some maintenance issues.

645 – Juvenile – there are some increases in transport costs. They are making frequent trips to distances further away. Line 230, supplies, decreased by \$2,000.00. Line 268 – housing – will remain the same at \$550,000.00. Their average daily juvenile population is 10. The cost is \$200 to \$285.00 per day plus medical services.

650 – Operational – one of the bigger increases comes from their rentals. Copier services used to be paid for by a different department and those have been shifted back to each department to reflect more accurately. Line 260 is their portion of the annual audit. Line 268 – housing of prisoners from other facilities increased. Line 264 – feeding of prisoners – increased due to the current contractor asking for an 8.8% increase. Ms. Barraza stated that medical care of prisoners is paid for through 427-6-639-268-000 – Indigent Health Care Fund and that cost is budgeted at \$2,100,000.00.

Capital Outlay –Mr. Porter thanked the Finance Committee for approving a body scanner which will give a more thorough search of detainees and staff when they come into the facility to control contraband issues. Another request is for a trash compactor - \$45,564.00.

### **SHERIFF'S OFFICE**

**Presenter: Mike Herrington, Chaves County Sheriff**

Sheriff Herrington thanked his staff for helping him prepare the budget. Supplies, parts, and services have skyrocketed.

751 - Administration – Line 223 – Vehicle fuels - they have asked for an increase

752 - Patrol and Investigations – line 223 – Vehicle fuels – increased \$20,000.00

758 - Court Security – they are shorthanded, and the overtime budget is higher due to transports

753 – Law Enforcement Protection Fund – LEPF – increase in training per officer. They receive \$147,500.00 and this is where they pay for canine deputies. This also pays for ammunition.

Capital Outlay – 5 Chevy Silverado Trucks – Trucks @ 45K, equipment, \$13,500, wrap \$1,355 - \$80,000.00 – Firearm Training System - \$50,000.00.

Ms. Barraza stated the Sheriff's Office will be receiving a junior bill for \$100,000.00 which will be used for vehicles. The Finance Committee approved three vehicles. With the junior bill money and the Finance Committee's approval, they will be able to order three vehicles for 2024.

Commissioner Dana asked if the Firearm Training will have any crisis intervention training and if it will be for all officers. The sheriff said yes, and the training will be available to other agencies. They will put on classes as well. The Sheriff stated other agencies are paying \$29.00 an hour and he has lost deputies to them. He has three officers that will graduate from the Academy at the end of this month, five that are going to the Academy in August, and he's in the process of hiring. The State Police are starting at \$33.00 or \$38.00 per hour and he can't compete with that. He stated he has a great staff who are in this to serve and protect people. He is hiring local people who do this because they care.

### **ADDITIONAL CAPITAL OUTLAY REQUEST**

**Presenter: Anabel Barraza, Chief Financial Officer**

Ms. Barraza has asked for a capital outlay request to move the Court Compliance Offices within the Courthouse to the upper level of the Courthouse. Their space is limited, there is no privacy or confidentiality. The cost proposed is \$86,000.00. Mr. Williams added that this area is no longer being used and is available for the Court Compliance Offices. This is an inexpensive way to use this area and give them additional room.

### **BUDGET PRESENTATIONS – COUNTY AGENCIES**

#### **BORDER SOIL AND WATER CONSERVATION DISTRICT**

**Presenters: Deena Kinman - District Manager, and Rosemary Thomas – Elected Supervisor**

Ms. Kinman stated their objective is weed management, particularly the African Rue. They would like to provide herbicide to landowners who have African Rue on their ranches. Physical removal of the weed stimulates growth, so it needs to be sprayed two times a year, in the Spring and in the Fall for five to seven years. There are other problematic weeds in this area that can be addressed as well. Ms. Thomas stated the amount they asked for is \$4,000.00 which would help them get herbicide to the landowners. They want to treat and eliminate this to prevent further economic loss.

Commissioner Perry asked if they treat private lands only or public and private lands. Ms. Kinman stated herbicide from the BLM is no longer being offered. If BLM does not provide, then some of the herbicide would be used on BLM land but the bulk will be private landowners. Commissioner Perry recommended they reach out to the State Land Office as well.

### **ROSWELL CHAMBER OF COMMERCE**

**Presenter: Andrea Moore, Chamber President/C.E.O**

Ms. Moore stated they are requesting continued funding for the Roswell Chamber of Commerce. Their funding in the past and future helps with tourism, relocation of new residents, and the overall promotion of the community as a whole.

Commissioner Dana stated she's seen the Red Coats doing ribbon cuttings and asked if they are seeing an increase. Ms. Moore stated they are and have four ribbon cuttings this month on the books.

## **MAINSTREET ROSWELL**

**Presenters: Barbara Gomez - Executive Director, Peggy Seskey – Secretary, and Kim Wood - Treasurer**

Ms. Gomez gave a presentation for the commission and passed out brochures, and bags. Their purpose is to build upon Roswell's historical past by creating a sustainable, cooperative, dynamic downtown district. They are an accredited MainStreet, and she is completing her training to be a certified executive director. They have many community partnerships including the Chamber of Commerce, Keep Chaves County Beautiful, Roswell-Chaves County Economic Corporation, and the City of Roswell. They also receive a great deal of help from the Sheriff's Department. Since the inception of MainStreet Roswell in 1996, Chaves County has been a strong and steady partner of their organization. The Chaves County Courthouse building and lawn are a beautiful historic area within the MainStreet corridor and a significant stakeholder of Main Street.

Some of their main events are the UFO Festival, Chile Cheese Festival, Holiday Events, Community Planting Day, and the Farmers Market. They have a 4-point approach including organization, design, promotion, and economic vitality. She is currently the only employee of MainStreet Roswell. Part of MainStreet Roswell's 2023-2023 Transformation Strategy includes completion of the Great Blocks Project "Market Walk". The Great Blocks project was awarded a \$2.1 mil grant in September 2022 by the NMMS EDD for completion of this project. They are requesting a \$40,000.00 allocation for 2023-2024.

## **CHAVES COUNTY 4-H, COUNTY FAIR**

**Presenter: Mark Steen – Chaves County 4H and FFA Fair and Cindy Wooten – Secretary/Treasurer**

Mr. Steen thanked the Commission for their past support and asked for their continued support. Ms. Wooten also thanked the Commission and discussed the minimal entry fees for entries into the fair and other activities. Mr. Steen highlighted how important 4H is for the kids of Chaves County. They are a non-profit organization and don't have any paid employees. Everyone volunteers.

Commissioner Taylor thanked them for all their work and stated this is an excellent program.

## **BOYS AND GIRLS CLUB**

**Presenter: Rick Lamb, CEO**

Mr. Lamb stated their mission is to enable all young people, especially those that need them the most, to reach their full potential as productive, responsible, caring citizens of good character. They consistently work toward keeping the kids safe. They work towards creating programs that will help kids to expand their thought processes and go above and beyond. They also work on mentoring. They are working on putting two programs together. One is called *Smart Girls* and the other is called *Passport to Manhood*.

Commissioner Dana thanked Rick for coming back to Roswell and investing. Scholarships were discussed as well as the increase in numbers and the hours they are open.

Ms. Barraza stated that concluded the presentations. She thanked the Finance committee and all departments for their time and work on this budget. Once approved the budget will be submitted to DFA. This is the interim budget that allows us to continue operating in July. In July they will have the actual cash balances and the final budget will be presented.

**UNSCHEDULED COMMUNICATIONS LIMITED TO THREE MINUTES PER VISITOR NOT TO EXCEED 15 MINUTES. NO FORMAL ACTION WILL BE TAKEN BY THE COMMISSIONERS.**

There were no comments from those present in the Commission Chambers or online.

## **MANAGER'S COMMUNICATIONS**

Mr. Williams reminded the Commissioners they have been cordially invited to celebrate the commissioning of New Mexico's newest solar energy center on Friday, June 2<sup>nd</sup> beginning at 10:00 am located on Horizon Road. He thanked Deena and Rosemary from Border Soil and Water Conservation District for the steps taken to eliminate dangerous species. The 4H Fair is an investment in our community, and they work hand in hand with the cooperative extension service.

All departments have done a good job this year on their budget. Finance has done a great job as well.

**COMMISSIONERS' COMMUNICATIONS**  
**COMMISSIONER PERRY**

Commissioner Perry thanked all the County leaders that performed beautifully today and gave them a process that was easy to follow.

**COMMISSIONER TAYLOR**

Commissioner Taylor thanked all the department heads and their staff for the work that was put into the budget process. He thanked Anabel and her staff for putting together a good balanced budget.

**COMMISSIONER DANA**

Commissioner Dana thanked Anabel and Lucia for all their hard work. She thanked everyone that was here today to make their presentations. The partnerships and investments are nice. This is always an enlightening workshop.

**COMMISSIONER EZZELL**

No comments were made.

**COMMISSIONER BILBERRY**

Commissioner Bilberry thanked everyone for their comments today and for taking the time to come present to them. He is glad to see the different agencies and boards come to speak to them. He thanked Anabel and Lucia. He thanked Dick and Calder for spending time going over the budgets of each department.

**CLOSED SESSION PURSUANT TO SECTION 10-15-1(H)(2) TO DISCUSS LIMITED PERSONNEL MATTERS**

MOTION MADE TO: GO INTO CLOSED SESSION  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER TAYLOR  
ROLL CALL VOTE:  
COMMISSIONER PERRY: YES  
COMMISSIONER TAYLOR: YES  
COMMISSIONER DANA: YES  
COMMISSIONER EZZELL: ABSENT  
COMMISSIONER BILBERRY: YES

MOTION MADE TO: COME OUT OF CLOSED SESSION AND LET THE RECORD REFLECT THAT THE ITEMS DISCUSSED IN THE CLOSED SESSION WERE LIMITED TO THOSE SPECIFIED IN THE MOTION FOR CLOSURE AND NO ACTION WAS TAKEN.  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER PERRY  
ROLL CALL VOTE:  
COMMISSIONER PERRY: YES  
COMMISSIONER TAYLOR: LEFT THE MEETING AT 12:38 PM  
COMMISSIONER DANA: YES  
COMMISSIONER EZZELL: ABSENT  
COMMISSIONER BILBERRY: YES

BOARD OF CHAVES COUNTY COMMISSIONERS



*Cindy Fuller*  
Cindy Fuller  
County Clerk

*Jeff Bilberry*  
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Jeff Bilberry, Chairman

*T. Calder Ezzell Jr.*  
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T. Calder Ezzell Jr, Vice-Chairman

*Dara Dana*  
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Dara Dana, Member

*Richard C. Taylor*  
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Richard C. Taylor, Member

*Michael J. Perry*  
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Michael J. Perry, Member