

**CHAVES COUNTY BOARD OF COMMISSIONERS
REGULAR MEETING AGENDA**

February 15, 2024 – 9:00 a.m.

**Chaves County Administrative Center – Joseph R. Skeen Building
Commission Chambers - #1 St. Mary's Place**

CALL TO ORDER

PLEDGE OF ALLEGIANCE

DETERMINATION OF QUORUM

APPROVAL OF MINUTES

PROCLAMATION

PRESENTATION Jaramillo Accounting Group, JAG.

AGENDA ITEMS

A. AGREEMENTS AND RESOLUTIONS

1. Resolution R-24-004 Supporting Luna County in their Opposition to the Designation of the Mimbres Peaks National Monument.
2. Resolution R-24-005 Acceptance and Approval FY 23 Audit
3. Resolution R-24-006 Approval of DWI Grant & Distribution Application for FY 25.
4. Resolution R-24-007 Amendment to the Chaves County Land Council
5. Resolution R-24-008 Request to approve resolution R-24-008 which is Revision 20 of the Chaves County Purchasing Policy.

B. ORDINANCE

6. Permission to advertise a Notice of Public Hearing for the Chaves County Public Nuisance Abatement Ordinance No. O-115.

C. OTHER BUSINESS

7. 2024 Chaves County Road Hearing Applications and Appointments of Freeholders.
8. Out-of-State Travel – Western States Sheriff Conference – Lieutenants

9. Update – Charles Noriega’s appeal to Resolution R-23-054 Condemnation Resolution of 6217 Devonian Street.

10. Update – James Gibson’s appeal to Resolution R-23-051 Condemnation Resolution of 304 Ryan Street.

APPROVAL OF CHECKS

APPROVAL OF REPORTS

UNSCHEDULED COMMUNICATIONS ARE LIMITED TO THREE MINUTES PER VISITOR AND NOT TO EXCEED 15 MINUTES NO FORMAL ACTION IS TAKEN BY THE COMMISSION

- **COUNTY MANAGER’S COMMUNICATIONS**
- **COMMISSIONER’S COMMUNICATIONS**
- **SIGNATURE OF DOCUMENTS**
- **ADJOURNMENT**

If you are an individual with a disability who needs a reader, qualified sign language interpreter, or any form of auxiliary aid or service to attend or participate in the hearing meeting, please contact the County Commissioner's office at 575-624-6600. This should be done at least one week before the meeting. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the County Commissioner's office if a summary or other type of accessible format is needed.

AGENDA ITEM: ¹

Resolution R-24-004 Supporting
Luna County in their Opposition to
the Designation of the Mimbres
Peaks National Monument

MEETING DATE: February 15, 2024

STAFF SUMMARY REPORT

ACTION REQUESTED BY: Bill Williams, County Manager

ACTION REQUESTED: Approve Resolution

ITEM SUMMARY:

This resolution supports Luna County in their opposition to the designation of approximately 245,000 acres of land in the Florida, Cooke's Peak, Good Sight, and Tres Hermanas mountains situated within Luna County, New Mexico.

Staff recommends approval.

SUPPORT DOCUMENTS: Resolution R-24-004

SUMMARY BY: William B. Williams

TITLE: County Manager

RESOLUTION R-24-004

A RESOLUTION SUPPORTING LUNA COUNTY IN THEIR OPPOSITION TO THE DESIGNATION OF THE MIMBRES PEAKS NATIONAL MONUMENT

WHEREAS, a private special interest group has put forward a proposal to establish the Mimbres Peaks National Monument, which would encompass approximately 245,000 acres of federal lands in the Florida, Cooke's Peak, Good Sight, and Tres Hermanas mountains situated within Luna County, New Mexico; and

WHEREAS, under the 1906 Act for the Preservation of American Antiquities, presidents can unilaterally designate national monuments, by administrative fiat, without any input or involvement of the American public, community leaders, or elected officials; and

WHEREAS, the Antiquities Act was enacted before the creation of federal land management laws, and was intended to be used in emergency situations to protect historic artifacts, and sites of scientific value, from "imminent threat" which in all cases should be confined to the smallest area necessary; and

WHEREAS, since its establishment 118 years ago, the Antiquities Act has been misused for political purposes by presidents with large scale designations intended to limit specific uses, activities, or access to vast areas of public lands; allowing unfettered governmental control and hindering the productive use of those lands; and

WHEREAS, on January 27, 2021, President Joseph R. Biden, Jr., issued Executive Order 14008 entitled Tackling the Climate Crisis at Home and Aboard (86 Fed. Reg. 7,619); and

WHEREAS, in Section 216 of Executive Order 14008, President Biden directed the Secretary of the Interior, in consultation with the Secretary of Agriculture and other senior officials, to develop a program to conserve at least 30 percent of the lands and waters in the United States by 2030, which was called the "30 x 30" program, but was recently "rebranded" as "America the Beautiful"; and

WHEREAS, this monument designation appears to be nothing more than another attempt at a federal land grab driven by political motivation, outside interests, and the acquisition of personal gain provided through the monetization of our nation's natural assets at the expense of hardworking Americans; and

WHEREAS, serious concerns have been raised by an overwhelming majority of members from the Luna County community over the exclusion of stakeholders, namely the farmers, ranchers, miners, and outdoor enthusiasts of Luna County, both from within and outside of the boundaries of the proposed monument; and

WHEREAS, creating additional federal lands and by placing public lands into permanent conservation status will cause dramatic and irreversible harm to the economies of many states, including New Mexico, and in particular rural counties such as Luna County whose citizens depend on multiple use on public lands for their livelihoods; and

WHEREAS, Luna County Board of Commissioners passed Resolution No. 24-15, on January 19, 2024, which opposes the establishment of the Mimbres Peaks National Monument; and

WHEREAS, on March 22, 2024, the United States Supreme Court is scheduled to hear a challenge to the Antiquities Act, which contends that it is the most abused of the federal land statutes, particularly important in the western states where the intermingling of federal lands and local economies is extensive and intricate; and

WHEREAS, many of New Mexico's businesses and its citizens are involved in or otherwise depend on industries that utilize federal lands and their resources, including the oil and gas industry, livestock grazing, mining and mineral development, recreational industries, hunting, fishing, and other outdoor recreation; and

WHEREAS, these industries are important components of the New Mexico economy, and are major contributors to the economic and social wellbeing of our Counties and their citizens.

NOW, THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Chaves County, New Mexico, as follows:

1. The Board fully supports Luna County, New Mexico, and its residents, in their opposition to the designation of approximately 245,000 acres as the Mimbres Peaks National Monument.
2. The Board opposes the 30 x 30, America the Beautiful, and Agenda 2030 programs, including the objective of permanently preserving 30 percent of the Nation's lands in their natural state by 2030, or any similar program that will set aside and prevent the productive use of millions of acres of our lands.
3. The Board further opposes the designation of lands, whether private lands or government lands, in New Mexico as national monuments, wilderness, wilderness study areas, wildlife preserves, open space, or other conservation land, thereby restricting public access to such lands and preventing the development and productive use of the resources on or within such lands.
4. The Board opposes any federal rulemaking, by the Bureau of Land Management, or any federal agency, which promotes any non-tangible status goals on public lands as a valid multiple use for those lands.
5. The Board does not support any monetization of America's natural assets (i.e. natural processes or ecosystem services), or the practice of allowing outside investors and foreign interests to have any ownership in those things which belong wholly to the American people.
6. The Board supports the continued private ownership of land in New Mexico, recognizing the Nation's need for domestic sources of minerals, energy, timber, food, and fiber.
7. The Board recognizes and supports the State of New Mexico's water rights system, and other state laws and programs governing water rights and water use and opposes any federal designation of waters and watercourses within the State that would impair or restrict water diversions and uses authorized under New Mexico law.
8. The Board supports reasonable national, regional, and global greenhouse gas emissions policies and goals that are comprehensive, practical, cost-effective, and do not unnecessarily single out specific industries or activities but opposes the use of global climate change as an excuse to set aside large tracts of land as preserves or open space to fulfill the 30 x 30 program's objectives.

DONE THIS day of February 15, 2024, at Roswell, Chaves County, New Mexico.

BOARD OF CHAVES COUNTY COMMISSIONERS

Jeff Bilberry, Chairman

T. Calder Ezzell Jr, Vice-Chairman

ATTEST:

Dara Dana, Member

Richard Taylor, Member

Cindy Fuller
County Clerk

Michael Perry, Member

AGENDA ITEM: 2

Resolution R-24-005

MEETING DATE: February 15, 2024

Acceptance and Approval FY 23 Audit

STAFF SUMMARY REPORT

ACTION REQUESTED BY: Anabel Barraza, CFO

ACTION REQUESTED:
Approval of Resolution R-24-005

ITEM SUMMARY:

The Local Government Division's new requirement pursuant to Section 2.2.2.10M.(4)NMAC with regard to the Acceptance and Approval of Audits are requiring the Governing Body to acknowledge and accept Fiscal Year 2023 Audit.

Staff recommends approval.

SUPPORT DOCUMENTS:

Resolution R-24-005

SUMMARY BY: Anabel Barraza

TITLE: CFO

JOSEPH M. MAESTAS, P.E.
STATE AUDITOR



RICKY A. BEJARANO, CPA, CGMA
DEPUTY STATE AUDITOR

State of New Mexico Office of the State Auditor

Via: Email

12/19/2023
Anabel Barraza, Chief Financial Officer
anabel.barraza@chavescounty.gov
Chaves County

OSA Ref No. 5003

Re: Authorization to Release 2023 Chaves County Audit Report

The Office of the State Auditor (Office) received the audit report for your agency on 12/1/2023. The OSA has completed the review of the audit report required by Section 12-6-14(B) NMSA 1978 and any applicable provisions of the Audit Rule. This letter is your authorization to make the final payment to the Independent Public Accountant (IPA) who contracted with your agency to perform the financial and compliance audit. In accordance with the audit contract, the IPA is required to deliver to the agency the number of copies of the report specified in the contract.

Pursuant to Section 12-6-5 NMSA 1978, the audit report does not become a public record until five days after the date of this release letter, unless your agency has already submitted a written waiver to the OSA. Once the five-day period has expired, or upon the OSA's receipt of a written waiver:

- the OSA will send the report to the Department of Finance and Administration, the Legislative Finance Committee and other relevant oversight agencies;
- the OSA will post the report on its public website; and
- the agency and the IPA shall arrange for the IPA to present the report to the governing authority of the agency, per the Audit Rule, at a meeting held in accordance with the Open Meetings Act, if applicable.

Although no findings were reported in your report, please remember it is ultimately the responsibility of the governing authority of the agency to maintain adequate internal controls over financial reporting and compliance.

Sincerely,

A handwritten signature in cursive script that reads "Joseph M. Maestas".

Joseph M. Maestas, P.E.
State Auditor

cc. Jaramillo Accounting Group, LLC

RESOLUTION R-24-005

ACCEPTANCE AND APPROVAL OF THE FY 2023 AUDIT

WHEREAS, at a regular meeting of the Board of Chaves County Commissioners held on February 15, 2024 the following was among the proceedings:

WHEREAS, Chaves County is required by statute to contract with an independent auditor to perform the required annual audit or agreed upon procedures for Fiscal Year 2023; and

WHEREAS, Chaves County has directed the completion of the audit for FY 2023; and,

WHEREAS, this audit has been completed and presented to Chaves County per the December 19, 2023 Letter from the Statue Auditor authorizing release of the FY 2023 audit.

WHEREAS, NMAC 2.2.2.10 (M) (4) provides in pertinent part that “Once the audit report is officially released to the agency by the state auditor (by a release letter) and the required waiting period of five calendar days has passed, unless waived by the agency in writing, the audit report shall be presented by the IPA, to a quorum of the governing authority of the agency at a meeting held in accordance with the Open Meetings Act, if applicable;” and,

NOW, THEREFORE, BE IT RESOLVED, THAT THE BOARD OF COUNTY COMMISSIONERS, CHAVES COUNTY, STATE OF NEW MEXICO, hereby approves and accepts the completed audit report as indicated within this document.

Done at Roswell, New Mexico, this 15th day of February 2024.

BOARD OF CHAVES COUNTY COMMISSIONERS

BOARD OF CHAVES COUNTY COMMISSIONERS

Jeff Bilberry, Chairman

T. Calder Ezzell Jr, Vice-Chairman

ATTEST:

Dara Dana, Member

Richard C. Taylor, Member

Cindy Fuller
County Clerk

Michael Perry , Member

AGENDA ITEM: 3

R-24-006 Approval of DWI Grant & Distribution Application for FY 25

MEETING DATE: 02/15/2024

STAFF SUMMARY REPORT

Action Requested by: Elly T Hollon, DWI Coordinator

Action Requested: Approval of DWI Grant & Distribution Application for FY25

Item Summary:

Chaves County DWI Program would like approval to submit FY25 Local DWI Grant & Distribution application.

The estimated Distribution amount for FY24 is \$419,211.00 in which will be allocated as follows:

Prevention-	\$111,700.00
Law Enforcement-	\$85,424.00
Treatment-	\$24,000.00
Compliance & Monitoring-	\$84,431.60
Coordination & Evaluation-	\$75,055.40
Alternative Sentencing-	\$38,600.00

Chaves County DWI program is requesting under the competitive grant in the amount of \$128,000.00 in which will be allocated as follows:

Prevention-	\$24,000.00
Treatment-	\$90,000.00
Coordination & Evaluation-	\$14,000.00

The application will fund the project year July 1, 2024, through June 30, 2025

Staff recommends approval.

SUPPORT DOCUMENTS: Resolution R-24-006
Statement of Assurances
Memorandum of Understanding (MOU)
Application Narrative

Summary by: Elly T Hollon

Title: DWI Coordinator

CHAVES COUNTY DWI PROGRAM



ROSWELL
New Mexico



**ALCOHOL, DRUGS & TEXTING
WHILE DRIVING
KILLS**

Chaves County DWI Prevention Program

Prevention Billboard



**“Alone, we can do, so little;
Together, we can do
so much”**

Hellen Keller

**Application Cover Sheet
 FY25 Local DWI Program Distribution and Grant Funding
 Local Government Division - DFA**

County/Municipality: Chaves

DWI Program Coordinator:

Name: Elly T Hollon
Address: #1 St. Mary's Place
City, Zip: Roswell, 88203
Telephone: 575-624-6596
E-Mail: elly.hollon@chavescounty.gov

Address where payment is received as listed on current W-9:

Contact Person: Anabel Barraza
Mailing Address: PO Box 1797
City, Zip: Roswell, 88202
Telephone: 575-624-6658
E-Mail: anabel.barraza@chavescounty.gov

Indicate amounts budgeted for each component area.

	<u>Distribution</u>	<u>Grant</u>	<u>Component Total</u>
Prevention	<u>\$ 111,700.00</u>	<u>\$ 24,000.00</u>	<u>\$ 135,700.00</u>
Law Enforcement	<u>\$ 85,424.00</u>	<u> </u>	<u>\$ 85,424.00</u>
Screening	<u> </u>	<u> </u>	<u>\$ 0.00</u>
Treatment	<u>\$ 24,000.00</u>	<u>\$ 90,000.00</u>	<u>\$ 114,000.00</u>
Compl. Mtr./track	<u>\$ 84,431.60</u>	<u> </u>	<u>\$ 84,431.60</u>
Coord/Plan& Eval.	<u>\$ 75,055.40</u>	<u>\$ 14,000.00</u>	<u>\$ 89,055.40</u>
Alt. Sentencing	<u>\$ 38,600.00</u>	<u> </u>	<u>\$ 38,600.00</u>
Total	<u>\$ 419,211.00</u>	<u>\$ 128,000.00</u>	<u>\$ 547,211.00</u>
	<u>Total Distrib. Request</u>	<u>Total Grant Request</u>	<u>Total Program Request</u>

Certification:

The attached resolution adopted by the governing body of Chaves County on February 15, 2024 authorizes the
 (Applicant) (Date)
 applicant to file this application for assistance from the State of New Mexico. To the best of my knowledge,
 the information presented in this application is true and correct.

Jeff Bilberry / Chaves County Commission Chair
 Printed Name/Title

 Signature of County Commissioner/Mayor

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Section Four: Grant Budget and Appendices

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Chaves COUNTY RESOLUTION

Resolution No. R-24-006

A RESOLUTION AUTHORIZING THE COUNTY TO SUBMIT AN APPLICATION TO THE DEPARTMENT OF FINANCE AND ADMINISTRATION, LOCAL GOVERNMENT DIVISION TO PARTICIPATE IN THE LOCAL DWI GRANT AND DISTRIBUTION PROGRAM.

WHEREAS, the Legislature enacted Section 11-6A-1 through 11-6A-6 NMSA 1978 as amended to address the serious problems of Driving While Intoxicated (DWI) in the State; and

WHEREAS, a program is established to make grant and distribution funding available to counties and municipalities for new, innovative or model programs, services or activities to prevent or reduce the incidence of DWI, alcoholism, alcohol abuse and alcohol related domestic abuse; and

WHEREAS, the County DWI planning council and other governmental entities approval must be received in order to apply for grant and distribution funding; and

WHEREAS, the County along with participating agencies is making application to the Department of Finance and Administration, Local Government Division for program funding.

NOW THEREFORE, BE IT RESOLVED by the governing body of the Chaves County, that the County Chairperson, on behalf of the County and all participating entities is authorized to submit an application for Distribution and/or Grant Fiscal Year 2024 program funding under the regulations established by the Local Government Division.

APPROVED AND ADOPTED by the governing body at its meeting of February 15, 2024.

County Commission Chairperson

Attest:

DWI Planning Council Representative

County Clerk (SEAL)

STATEMENT OF ASSURANCES
Local DWI Grant and Distribution Program

Fiscal Year 2025: July 1, 2024 – June 30, 2025

The applicant hereby assures and certifies compliance with the following statutes, rules, regulations, and guidelines associated with the acceptance and use of funds under the New Mexico Local DWI Grant and Distribution Program:

1. Compliance with the provisions of the New Mexico Local DWI Grant Program Act, Sections 11-6A-1 through 11-6A-6 NMSA 1978 as amended, the NMAC Title 2, Chapter 110 Part 4 Regulations, and the approved LDWI Guidelines.
2. The applicant has the responsibility and legal authority to receive and expend funds as described in the grant and distribution project description, as well as to finance the grantee share (minimum 10%) of costs of the project, including all project overruns.
3. Compliance with the State Procurement Code, Sections 13-1-21 through 13-1-199, NMSA 1978 as amended, with the exception of Home Ruled Governments. All project-related services, activities or programs done through a service provider must be implemented through a professional services contract. Any project-related contract, subcontract, or agreement and related amendments, providing services to the grant or distribution program, must be submitted for administrative review by the Local Government Division prior to execution.
4. Adherence to all financial, accounting, and reporting requirements of the Department of Finance and Administration. Distribution programs will include the Exhibit F, the Local DWI Distribution Fund Financial Status Report. Grant programs will include the Local DWI Program Request for Payment/Financial Status Report, Exhibit D. The said reports shall include a narrative of successes and challenges, a detailed budget breakdown of expenditures to date, a summary of any fees collected and/or expended, the Quarterly Client Data Report, the Managerial Data Set (MDS) Report, Planning Council meeting agendas and minutes, and such other information following the objectives of the county's evaluation as may be of assistance to the Division in its evaluation.
5. Compliance with the requirement to not budget, nor expend, any of the grant amount awarded or the amount distributed for **indirect administrative costs** incurred during the grant or distribution fiscal period. Requests for payment or financial status reports shall document all direct program administrative expenditures and in-kind/match administrative expenditures.
6. Compliance with the requirement to not budget, nor expend, greater than **ten percent** of the grant amount awarded or the amount distributed for **capital purchases** incurred during the grant or distribution fiscal period. Requests for payment or financial status reports shall

specify all capital purchases. **The ten percent cap for capital purchases does not apply to the Detoxification Grants.**

7. Compliance with all required reports, including but not limited to: the first quarter narrative and fiscal reports due on the last working day of October; the second quarter narrative and fiscal reports due on the last working day of January; and the third quarter narrative and fiscal reports due on the last working day of April; the fourth and the final quarter Grant Fiscal report due by the 10th of July and the fourth and final narrative and distribution fiscal reports for the fiscal year due the last working day of July. Annual protocols for the screening, treatment, and compliance monitoring components are due the last working day of July for the current fiscal year. The annual reports which include program evaluation are due the last working day of August for the prior fiscal year.
8. Compliance with the current Local DWI Grant Program Screening Guidelines. To avoid any conflict of interest, or appearance of conflict of interest, screeners should not be affiliated with any contracted treatment agency. Clients will be given options (a list of available providers) for alcohol related treatment and will not be *mandated* to a particular treatment agency.
9. If applicable to the applicant, compliance with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and the Department of Health and Human Services regulation entitled "Standards for Privacy of Individually Identifiable Health Information", 45 CFR Parts 160 and 164, applicable to entities covered by HIPAA; (the HIPAA Regulations).
10. Any distribution program under run amount for the fiscal year must be returned to the Local DWI Grant Fund by September 30 of the following fiscal year. Failure to remit an under run to the Local DWI Grant Fund will cause suspension of grant reimbursements and/or future distributions until the remittance is made.
11. Grant program under runs revert to the Local DWI Grant Fund.
12. Compliance with all applicable conditions and requirements prescribed by the Division in relation to receipt/accountability of state General Funds.
13. The grant applicant will follow the scope of work for the grant program, as negotiated with the Local Government Division, and in accordance with the local planning council's approved plan. The applicant will submit any proposed modifications/amendments to the scope of work to the Division for its approval, prior to execution.
14. The distribution program applicant will follow the local planning council's application as approved by DWI Grant Council in the application review process. The applicant will submit any proposed modifications/amendments to this proposal to the Division for its written approval, prior to execution of changes to programs.

15. Compliance with conflict of interest prohibitions whereby no member, officer, or employee of the grant or the distribution program, or its designee or agents, no voting member of the local planning council or of the governing body of the locality in which the program is situated, and no other public official of such locality who exercises any functions or responsibilities with respect to the program during his/her tenure (or for one year thereafter) shall have any interest, direct or indirect, in any contract or subcontract for work to be performed in the program. The grant and/or the distribution program shall incorporate, in all such contracts or subcontracts, a provision prohibiting such interest pursuant to the purposes of these stated provisions.

16. Compliance with the maintenance of records as will fully disclose the amount and disposition of the total funds from all sources budgeted for the grant or distribution agreement period, the purpose of undertaking for which such funds were used and the amount and nature of all contributions from other sources, and such other records as the Division shall prescribe. All Program records must adhere to the New Mexico State Records Center and Archives Rule for Functional Retention and Disposition Schedule, 1.21.2 NMAC.

17. The applicant will provide access to authorized State officials and representatives of all books, accounts, records, reports, files, and other papers, things, or property pertaining to the project in order to make audits, examinations, excerpts and transcripts.

18. The applicant will provide DFA's auditor and evaluator timely access to all program records and information. Additionally, the applicant will assure that records of subcontractors working for the applicant are retained and made available to DFA's auditor and evaluator.

Jeff Bilberry

County Commission Chairperson (or Designee) (Please Print)

Signature

Date

MEMORANDUM OF UNDERSTANDING

The Chaves County DWI Program (hereinafter referred to as the "Program") and the New Mexico Department of Finance and Administration/Local Government Division/Driving While Intoxicated Program (hereinafter referred to as "Division") hereby exchange the following assurances and enter into the following Memorandum of Understanding (MOU):

The Division assures:

1. That Division is in full compliance with the provisions concerning security for records and research activities in accordance with Federal Confidentiality regulations, 42 CFR Part 2.16 and 2.52.
2. That client identifying information will not be re-disclosed except back to the Program from which the information was obtained, or according to the terms of this MOU.
3. That in receiving, storing, processing, or otherwise dealing with any information from the Program about the clients in the Program, the Division acknowledges it is bound by the provisions of the Federal confidentiality regulations, 42 CFR Part 2.
4. That the Division shall undertake to resist any effort to obtain access to information pertaining to patients otherwise than as expressly provided for in the Federal confidentiality regulations, 42 CFR Part 2.
5. That the Division is not a "covered entity" as defined by the Department of Health and Human Services Regulations entitled "Standards for Privacy of Individually Identifiable Health Information", 45 CFR Parts 160 and 164, implementing the Health Insurance Portability and Accountability Act of 1996 (HIPAA); (the HIPAA Regulations).
6. That the Division shall never possess treatment or maintain any "individually identifiable health information" or transmit "protected health information" as defined by the HIPAA Regulations and in the Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH Act).

The Program agrees to:

1. Upon request, provide the Division or other parties authorized with client records for those clients provided services through the Local Government Division DWI Grant Program, for the purpose of conducting outcome

monitoring research activities, and evaluation of LDWI Program interventions.

2. If applicable, comply with the requirements of the Health Insurance Portability and Accountability Act of 1996 (HIPAA), the Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH Act) and the Department of Health and Human Services Regulation entitled "Standards for Privacy of Individually Identifiable Health Information", 45 CFR Parts 160 and 164, applicable to entities covered by HIPAA; (the HIPAA Regulations).
3. Report or transmit data to the Division that deletes and contains no "individually identifiable health information" or "protected health information" as defined by the HIPAA Regulations and the Health Information Technology for Economic and Clinical Health Act of 2009 (HITECH Act).

County Commission Chairperson (or Designee)
(Please Print)

Signature

Date

Wesley Billingsley, Director
Local Government Division

Date

Local DWI Program Personnel – Complete all contact information.

<p>Coordinator: Name: <u>Elly T Hollon</u> Title/Organization: <u>DWI Coordinator</u> Address: <u>#1 ST Mary's Place</u> City: <u>Roswell</u> Zip Code: <u>88203</u> Email: <u>elly.hollon@chavescounty.gov</u> Phone: <u>575-624-6596</u> Cell: _____</p>	<p>Other (Identify Component): <u>Treatment</u> Name: <u>Lorrina Segovia</u> Title/Organization: <u>WINGS for Life</u> Email: <u>wingsforlife@gmail.com</u></p>
<p>Prevention: Name: <u>Diane Taylor</u> Title/Organization: <u>Prevention Educator</u> Email: <u>dtmo3@gmail.com</u></p>	<p>Other (Identify Component): <u>Treatment</u> Name: <u>Beatriz Guerrero</u> Title/Organization: <u>La Casa Behavioral</u> Email: <u>bguerrero@lacasahahealth.com</u></p>
<p>Screening: Name: <u>Elly T Hollon</u> Title/Organization: <u>DWI Coordinator</u> Email: <u>elly.hollon@chavescounty.gov</u></p>	<p>Other (Identify Component): <u>Prevention</u> Name: <u>Lauren Neumann</u> Title/Organization: <u>Roswell Refuge</u> Email: <u>lneumann@roswellrefuge.org</u></p>
<p>Treatment: Name: <u>Pattie Johnson</u> Title/Organization: <u>Serenity Counseling</u> Email: <u>smtycnsi@aol.com</u></p>	<p>Other (Identify Component): <u>Prevention</u> Name: <u>Elly T Hollon</u> Title/Organization: <u>Community Service</u> Email: <u>elly.hollon@chavescounty.gov</u></p>
<p>Compliance: Name: <u>Pablo Serrano</u> Title/Organization: <u>Compliance Supervisor</u> Email: <u>pablo.serrano@chavescounty.gov</u></p>	<p>Other (Identify Component): _____ Name: _____ Title/Organization: _____ Email: _____</p>
<p>Alternative Sentencing: Name: <u>Kevin Boys</u> Title/Organization: <u>ASPEN of New Mexico</u> Email: <u>kevin@aspenofnewmexico.com</u></p>	<p>Other (Identify Component): _____ Name: _____ Title/Organization: _____ Email: _____</p>
<p>Evaluation: Name: <u>Frank Magourios</u> Title/Organization: <u>Prevention Works Consulting</u> Email: <u>preventioworks@msn.com</u></p>	<p>Other (Identify Component): _____ Name: _____ Title/Organization: _____ Email: _____</p>

County/City Personnel - Complete all contact information.

<p>County/City Manager: Name: <u>William B Williams</u> Address: <u>#1 St. Mary's Place</u> City: <u>Roswell</u> Zip Code: <u>88203</u> Email: <u>bill.williams@chavescounty.gov</u> Phone: <u>575-624-6611</u></p>	<p>Mayor: Name: <u>Timothy Jennigs</u> Address: <u>420 N Richardson</u> City: <u>Roswell</u> Zip Code: <u>88203</u> Email: _____ Phone: <u>575-624-6700</u></p>
<p>County Commission Chair: Name: <u>Jeff Bilberry</u> Address: <u>#1 St. Mary's Place</u> City: <u>Roswell</u> Zip Code: <u>88203</u> Email: <u>jeff.bilberry@chavescounty.gov</u> Phone: <u>575-624-6600</u></p>	<p>Other: Name: _____ Title/Organization: _____ Address: _____ City: _____ Zip Code: _____ Email: _____ Phone: _____</p>
<p>Finance Director: Name: <u>Anabel Barraza</u> Address: <u>#1 St. Mary's Place</u> City: <u>Roswell</u> Zip Code: <u>88203</u> Email: <u>anabel.barraza@chavescounty.gov</u> Phone: <u>575-624-6658</u></p>	<p>Other: Name: _____ Title/Organization: _____ Address: _____ City: _____ Zip Code: _____ Email: _____ Phone: _____</p>
<p>County/City Treasurer: Name: <u>Charlotte Andrade</u> Address: <u>#1 St. Mary's Place</u> City: <u>Roswell</u> Zip Code: <u>88203</u> Email: <u>charlotte.andrade@chavescounty.gov</u> Phone: <u>575-624-6618</u></p>	<p>Other: Name: _____ Title/Organization: _____ Address: _____ City: _____ Zip Code: _____ Email: _____ Phone: _____</p>
<p>Other: Name: _____ Title/Organization: _____ Address: _____ City: _____ Zip Code: _____ Email: _____ Phone: _____</p>	<p>Other: Name: _____ Title/Organization: _____ Address: _____ City: _____ Zip Code: _____ Email: _____ Phone: _____</p>
<p>Other: Name: _____ Title/Organization: _____ Address: _____ City: _____ Zip Code: _____ Email: _____ Phone: _____</p>	<p>Other: Name: _____ Title/Organization: _____ Address: _____ City: _____ Zip Code: _____ Email: _____ Phone: _____</p>

Local DWI Planning Council Members- Voting Members Only

Complete all contact information.

Chair: Name: <u>Sheriff Mike Herrington</u> Organization: <u>Chaves County Sheriff's Department</u> Email: <u>mike.herrington@chavescounty.gov</u>	Voting Member: Name: <u>Judge Maria Ordoñez</u> Organization: <u>Hagerman Municipal Court</u>
Voting Member: Name: <u>Captain Joe Smith</u> Organization: <u>Roswell Police Department</u>	Voting Member: Name: <u>Michael Brisco</u> Organization: <u>Chaves County Detention Administrator</u>
Voting Member: Name: <u>Carrie Hollifield</u> Organization: <u>Ar Large</u>	Voting Member: Name: <u>Sergeant Joel Saenz</u> Organization: <u>New Mexico State Police</u>
Voting Member: Name: <u>Jennifer Cole</u> Organization: <u>Roswell Independent School District</u>	Voting Member: Name: _____ Organization: _____
Voting Member: Name: <u>Joann Palomino</u> Organization: <u>NM Department of Health</u>	Voting Member: Name: _____ Organization: _____
Voting Member: Name: <u>Judge James Mason</u> Organization: <u>Magistrate Court</u>	Voting Member: Name: _____ Organization: _____
Voting Member: Name: <u>Judge Joe Seskey</u> Organization: <u>Municipal Court</u>	Voting Member: Name: _____ Organization: _____

FY25 LDWI Application Questions & Narrative

Statistical Analysis

1. **Describe the DWI offender population using relevant and current statistical data.**
Include characteristics such as: age, gender, employment status, education, etc.

The population of Chaves County is approximately 65,157. The statistic and data provided below for Chaves County include the following communities of Roswell, Dexter, Hagerman, and Lake Arthur. In 2022 Chaves County Community Report provided by NMDOT, states 6 crashes were alcohol related.

Using the local Noble Demographic Report, Chaves County had a total of 197 clients screened between January 1st through December 31st of 2023. The Noble data shows 36 is the average offender age treated in Chaves County. Of the 197 clients that were screened, 139 of those clients were Hispanic males representing the largest client demographic group in Chaves County. Of that number, 45 of these clients reported an income of LESS than \$10,000.00; 90 reported they had 12 years of education; 16 reported were unemployed in the last year; 18 are categorized as having a severe problem with Alcohol and/or drugs; and 145 of clients screened reported alcohol as a drug used during their lifetime.

Chaves County DWI program also uses is the NM Youth Risk and Resiliency Survey (YRRS). The data from YRRS is used to track different trends that we are encountering with our youths. According to the YRRS, in 2021 Chaves County High School students grades 9-12, engage in risk behaviors and resiliency. These indicators included drinking and driving, current alcohol use, rode with a driver that was drinking, and binge drinking. This data has shown: 27.2% of High school students are currently drinking; versus the NM Average of 17.8%: 12.3% of High school students are binge drinking; versus the NM Average of 7.6%: 21.4% of High school students reported that the first drink of alcohol was before the age of 13; versus the NM Average of 17.8%: Compared to New Mexico statistics, Chaves County has a higher rate in almost all these indicators.

The data provided above, clearly illustrates the on-going need for the Chaves County DWI

Gaps and Needs

2. **Describe local gaps and needs.** Based on statistical data, describe the gaps, and needs as they relate to DWI trends and other alcohol abuse related issues in the county.

One gap and need Chaves County are facing is the continuing lack of a mental health and inpatient alcohol and drug treatment centers. This has been an on-going issue for many years. While Chaves County has great working relationships with La Casa Behavioral Health and the Rehabilitation Center, the services that they provide are limited to short term care. Our current strategy is to send clients who need long term care to other counties or States. Chaves County DWI Program collaborates with different organizations and community leaders to meet goals. Chaves County DWI

program also has a very supportive Planning Council, who provide community voice. The DWI program has also implemented and continues using evaluations and data process for each of the programs. These evaluation workbooks have brought data and information to the program. For example, the data that has been collected in FY24, has shown many strengths within the program being not only demonstrating the quantity of work, but as well as the quality that each of the programs do daily. This data also provides feedback on improvements that are needed.

3. Identify any additional challenges or barriers to addressing DWI, alcoholism and alcohol abuse, and the existing or proposed strategies to address them.

Another gap and need Chaves County have encountered for many years is the lack of Law Enforcement officers and competitive salaries. Our strategy for this issue has been to have the Chaves County Sheriff's Department and nearby law enforcement officers from Dexter and Hagerman, work together. During multiple DWI Planning Council Meetings, these agencies have stressed several challenges. One includes a language barrier and the lack of training within these departments. The Chaves County County Commissioners are invited to our monthly meetings and hear first hand on the importance of competitive wages compared to surrounding counties. The Chaves County DWI program has identified a weakness and threat to be the decrease in law officers in our county. Chaves County law enforcement is continuously collaborating their forces to help keep our community safe and is constantly trying to feel this gap and need.

Reason for Component Selection - Complete the information below for each component based on statistics that describe the local gaps and needs.

4. **Prevention:** Supports prevention activities shown to increase life skills and/or decrease risk factors for DWI and/or alcohol abuse, including alcohol related domestic violence. LDWI funds may be requested to support the assessment, capacity, planning, implementation, and evaluation of planned activities.
 - a. Explain why this component was selected.

To answer the question as to why Prevention is important and effective, we need to look at and understand Bronfenbrenner's ecological systems theory. The Bronfenbrenner's ecological systems theory which is one of the most accepted explanations regarding the influence of social environments on human development, argues that the environment you grow up in affects every facet of your life. Social factors determine your way of thinking, the emotions you feel, and your likes and dislikes.

To successfully address the FY25 Grant's Goals of reducing and preventing DWI and Underage Drinking in Chaves County, we need to implement evidence-based programs that address as many if not all of the components of Bronfenbrenner's ecological systems theory.

Furthermore, the Prevention component of the Chaves County DWI Program utilizes the foundational principles of SAMHSA's Strategic

Prevention Framework Model in order to maximize our capacity and other needs. Building additional capacity (the second step of SAMHSA's SPF Model), while at the same time providing data driven and evidence-based prevention programming is very challenging and requires very strategic and systems thinking processes.

One of the solutions to this vexing capacity challenge lies in the implementation of our state-of-the-art education and social marketing BE ABOVE THE INFLUENCE campaign. The campaign that started in 2019 has a two-fold mission; 1) deliver positive (protective factors) messages to the entire community using multiple channels, venues and tools, and 2) build community readiness and capacity by engaging all partners and multiple community sectors organizations.

It is also paramount that we only choose and implement prevention programs that work and have the broadest universal dosage (Bronfenbrenner's ecological systems theory).

Furthermore, we must have on-going evaluation and tracking of these programs. These fundamental and evidence-based steps enable us to efficiently utilize our finite resources and guide us in accomplishing and strengthen our Goals and Objectives.

- b. Discuss the activities, services and programs that will be administered as part of this component. *Identify whether they are new, innovative, or model.*

1. Be Above the Influence Social Health Marketing Campaign – SAMHSA - MODEL – IOM UNIVERSAL Environmental Strategy

Evidentiary Basis: 1. Diffusion of Innovation Theory – 2. Social Cognitive Theory (SCT) - 3. Social Norms Theory (Life Skills) - 4. Social Health Marketing Theory – 5. Adheres to seven NIDA Guiding Principles - 6. Supported by four recommendations from the National Prevention Strategy. BE-ATI was also rigorously evaluated and found to be effective by the UNM Institute of Social research in FY17.

The BE "ABOVE THE INFLUENCE" (BE-ATI) is a Best Practices local Health & Wellness campaign created by Frank G. Magourilos, MPS, CPS, SCPS of Prevention Works Consulting LLC. The campaign is analogous to the national "Above the Influence" campaign from the Office of the National Drug Control Policy, ONDCP, and it is strategically planned, operationalized, implemented, and evaluated by Prevention Works Consulting LLC. for the Chaves County DWI Program. The main Goal of the campaign is to reduce underage drinking and associated risk factors. Additional objectives of this Campaign are to: 1. over time erode deep-rooted misperceptions of individuals and communities that the clear majority of youth drink and engage in many risky behaviors when in fact statistics such as those from the NM DOH-YRRS Survey do not bear this out. 2. advocate and promote messages to adults and older youth in thinking of themselves as positive role models for our youth. 3. provide multiple educational venues

and social media messages that could challenge young people's thought processes while encouraging their critical thinking skills to stay above the influence of alcohol and drugs. 4. by engaging partners from the entire community we can foster long lasting community relationships in order to build capacity and sustainability.

c. Describe how the activities, services, and programs will be evaluated.

We utilize the services of Frank G. Magourilos, MPS, SCPS, CPS of Prevention Works Consulting LLC. Our Sr. Certified Prevention Consultant reviews all of our Chaves County DWI Prevention Programs on an ongoing basis and assesses their effectiveness based on the following criteria:

Chaves County DWI Program; Prevention Programs Evidentiary Criteria:
In order to ensure that every Chaves County DWI Prevention Program is effective, we follow well established scientifically and empirically defensible criteria that are utilized across every prevention program that is implemented.

Criterion 1: The prevention program aligns with the National Institute on Drug Abuse, NIDA's Risk and Protective factors principle. Furthermore, the more NIDA principles the program aligns with the higher the degree of effectiveness.

<https://www.drugabuse.gov/publications/preventing-drug-use-among-children-adolescents/prevention-principles>

Criterion 2: The prevention program aligns with at least one social health or behavioral theory. <https://obssr.od.nih.gov/wp-content/uploads/2016/05/Social-and-Behavioral-Theories.pdf>

Criterion 3: The prevention program aligns with Substance Abuse and Mental Health Services Administration's, SAMHSA guidelines. <https://www.samhsa.gov/sites/default/files/20190620-samhsa-strategic-prevention-framework-guide.pdf>

Criterion 4: The prevention program aligns with the National Prevention Strategy guidelines.

The Chaves County DWI Program also utilizes these additional standards for evaluation:

- Is the prevention program listed on a National Registry?
- Is the prevention program based on a behavioral health theory?
- Does the prevention program address any of NIDA's (National Institute on Drug Abuse) Guiding Principles?
- Does the prevention program conceptually and practically fit the community population according to SAMHSA's Strategic Prevention Framework?

- Does the prevention program address any guidelines from the National Prevention Strategy?
- According to the latest data (NM DOH YRRS and NM EPI Profile), are there reductions in DWI and underage drinking in Torrance County?
- According to the latest data (NM DOH YRRS and NM EPI Profile), are the Chaves County DWI and underage drinking indicators trending downward?
- According to the latest data, how does Chaves County compare with neighboring counties and New Mexico?
- Has there been recently any major community change such as: COVID-19, influx of out of state workers, a big employer shut down, increase in crime, cultural or demographic population shifts, etc.?

Lastly, once we have established that our prevention programs are evidence-based, we use SAMHSA's Substance Abuse Prevention Dollars and Cents: A Cost-Benefit Analysis publication to provide a dollar amount of Return on Investment (ROI). <https://store.samhsa.gov/shin/content/SMA07-4298/SMA07-4298.pdf>

If not requesting LDWI funding for Prevention, describe how this component need is met in your county.

Click here to enter text.

5. **Law Enforcement:** Supports officer overtime only (no benefits) for operations such as checkpoints, directed patrols, warrant round ups and operations targeting underage drinking. Funds can be requested for law enforcement equipment that directly relates to DWI enforcement/operations.

- a. Explain why this component was selected.

Enforcement has been identified as a crucial component to help address the DWI's in Chaves County. The consequences of excessive alcohol use are severe in New Mexico, and in Chaves County. In 2021, the NMDOT data shows Chaves County to have a total of 6 alcohol related crashes. This data shows that even with the lack of enforcement officers, Chaves County law enforcement is working together to help stop DWI.

- b. Discuss the collaboration efforts between law enforcement agencies and the Local DWI Program.

During the monthly LDWI Planning Council Meetings, representatives of every local law enforcement agency attend and give the Council an update of activities, DWI arrests, voice their concerns and give feedback on local DWI related issues. The Chaves County DWI Program currently has three active voting members that represent The Roswell Police Department, Sheriff's Office and New Mexico State Police. Local Law enforcement agencies collaborate and participates our prevention programs. In FY24, in collaboration with other law enforcement agencies, the short-term goal for the Chaves County DWI Program is to provide law enforcement agencies

from Roswell, Dexter, Hagerman, Lake Arthur, and Sheriff's Department with the proper training related to DWI stops and to purchase DWI related Equipment. The long-term goal is to provide an allocation of funding for additional checkpoints throughout Chaves County to cover overtime cost that will be incurred during these activities.

- c. Identify the activities to be administered by law enforcement agencies.

The Chaves County law enforcement agencies participate in various DWI prevention and community events. For example, local law enforcement agencies participates in the "100 Days and Nights of Summer"-monitoring drunk or impaired drivers , " Chaves County Health Fair"- Community members go through sobriety obstacles course wearing goggles, "Meet and Greet"- Officers sit down with community residents and hear their concerns, "MAZE of Life"- agencies talk to middle school youth about the consequences and possible outcomes of drinking and driving, and officer presence community events where residents gather to express their opinions and concerns. New Mexico State Police along with Federal agencies, Chaves County Sheriff's Department, Roswell Police Department, Hagerman PD and Dexter PD have coordinated warrant and fugitive "round-ups" for wanted individuals that are fleeing from prosecution. The events listed are just a few that out local law enforcement agencies participated in while following State health orders.

- d. List any potential equipment requests with justification for their purchase.

The Roswell Police Department, requested lighted traffic vests, traffic cones and flashlights for officer safety while conducting a traffic stops at night. The equipment requested will assist the officers on being safe and seen when conducting DWI checkpoints at nighttime.

- e. Describe how the activities will be evaluated.

The Chaves County DWI program is currently collecting local data of all DWI arrests executed by the Chaves County Sheriff's Department, New Mexico State Police, Roswell Police Department, Hagerman Police Department and Dexter Police Department in order to address the different trends that are being encountered. Initially, data being tracked will span subjects that include Adult and Juvenile DUI/DWI involving drugs and alcohol, rates of recidivism, DWI checkpoint efficiency and arrests, and the demographics such race, age, and sex. Eventually additional trends will be added as they are discovered.

- f. If requesting funding for a full-time DWI officer, provide justification that includes past performance of this position, the continued need for this position and the anticipated number of DWI arrests.

The Chaves County DWI Program has assigned a full-time DWI Officer for communities in Roswell, Hagerman, Lake Arthur and Dexter. The DWI Officer provides great assistance to the Sheriff's Department and other local law enforcement agencies. This officer patrols different days and times throughout Chaves County, sending a clear message that you will be caught any day or at any time if you choose to drink and drive. As part of a collaborative effort, the Chaves County DWI officer provides assistance to other local law enforcement agencies with DWI enforcement efforts. Additionally, the Chaves County DWI officer participates in DWI prevention programs, Court Appearances, case preparations for DWI Arrests, and attends mandatory trainings as assigned

If not requesting LDWI funding for Enforcement, describe how this component need is met in your county.

[Click here to enter text.](#)

6. Screening: All DWI offenders must be screened using the Impaired Driving Assessment (IDA) which are entered into the Noble Database.

- a. Explain the screening process including how clients are referred to the program to complete the IDA.

The Screening process includes the following: Referrals to the Screener come from the Chaves County Magistrate and District Courts. These referrals include court ordered DWI's and misdemeanor non-DWI's clients. With non-DWI clients, the Judges are court ordering the clients to participate in a screening as well as other court ordered mandates, as a preventive measure to educate and provide counseling to avoid future violations. The client is given the IDA Assessment during new client intake by the Court Compliance Office. Assessment is then uploaded to the Noble or ADE databases by the DWI Coordinator.

- b. Is this component 100% self-funded? If no, explain the funding gap.

For FY25, the DWI Coordinator will be continue assisting the Court Compliance office with conducting all mandated screeneings, being 100% self funded.

- c. What is the screening fee charge per client? Describe how the fees will be collected, monitored, and spent to support this component.

The Chaves County DWI Screening Program collects a screening fee of \$150 per client. This fee will be collected by DWI Coorninator and deposited in to

a separate account with the Treasure's Office. These fees will be used to purchase equipment and supplies needed for the component.

- d. Describe how the screening process will be evaluated.

The Court Compliance Office will implement an exit evaluation with each of the court ordered offenders. This exit evaluation process collects information to show the quality of the screening program, as well as information to help track recidivism. All evaluation results are sent to the DWI Coordinator at the end of each month. The DWI Coordinator enters all data collected into a workbook that helps track recidivism and client satisfaction. This allows the DWI Coordinator the ability to see and report the effectiveness of the screening program.

7. **Outpatient/Jail Based Treatment:** Supports outpatient treatment and jail-based services for clients who have a DWI or an alcohol related conviction. LDWI funds may be used when other funding sources (Medicaid, etc.) have been exhausted.

- a. Explain why this component was selected.

The Chaves County DWI program is providing the treatment programs at no cost to clients, who are typically low income and considered to be high risk for recidivism. This funding decision was made as part of an aggressive approach to initiate the prevention programs, and to ensure every client has access to treatment, without regard to their socio-economic background. According to the Census Reporter in 2020, 19.2% of Chaves County residents live below the poverty line and the median household income is approximately \$43,359.

- b. Discuss the services and programs that will be administered as part of this component. *Identify whether they are new, innovative, or model.*

Chaves County DWI Program funds a full-time treatment provider, who uses individual and group therapy for DWI and/ or Alcohol Related Domestic Violence Clients. The treatment provider is a Licensed Substance Abuse Associate and is currently being supervised by a Licensed Clinical Social Worker. The treatment provider implements the evidence-based models: Cognitive Behavioral Therapy, Motivational Interviewing, the MATRIX, and Harm Reduction Model. The Treatment provider also utilizes the Behavioral & Attitudes Drinking and Driving Scale to collect pre and post testing data with each client. The Chaves County Municipal and District Courts are court ordering DWI offenders to attend a Victim Impact Presentation (VIP). The treatment provider organizes and hosts a VIP every month to allow DWI victims to come and speak to the DWI Offenders and explain how DWI related crimes impacted their lives. This allows the offenders to see that DWI is not a victimless crime and can have a lifelong ripple effect. The Chaves

County DWI Program is also providing a Psychoeducational social treatment program in the Chaves County Detention Centers for both men and women. This program addresses a variety of topics, including DWI, alcohol problems, alcohol dependence, alcoholism or alcohol abuse to offenders who have been convicted of a DWI related charge.

For the men's group, this program implements evidence-based models such as the MATRIX, Harm Reduction, and Moral Recognition Therapy. The program provides about 3 group sessions per fiscal year. Each session includes 8 courses on basic education in alcohol and substance abuse, followed by 8 classes of family education-based on the above models.

For the women's group, the program implements evidence-based models such as the MATRIX, Substance Abuse Model, Helping Women Recover, and Rational Living. This group implements 4 each eight-week sessions of psychoeducational groups per fiscal year.

The instructor of the men's group is a Licensed Clinical Social Worker (LCSW), as well as a Licensed Alcohol and Drug Counselor (LADAC). The instructor for the women's group is a Licensed Substance Abuse Associate (LSAA), who is being supervised under an LCSW/LADAC.

- c. If collecting a fee, indicate the amount collected and how it supports the component.

The Chaves County DWI program is providing the treatment programs referenced above, at no cost to the client, who are typically low income and considered to be high risk for recidivism. This funding decision was made as part of an aggressive approach to initiate the prevention programs, and to ensure every client has access to treatment, without regard to their socio-economic background.

- d. Describe how the services and programs will be evaluated.

[Click here to enter text.](#)

If not requesting LDWI funding for Treatment, describe how this component need is met in your county.

Both groups are being evaluated to demonstrate the efficiency of the program. All results of the surveys are being sent to the DWI Coordinator, who, as of FY20, has started tracking the data provided. This data includes monthly attendance, and completions.

8. **Compliance Monitoring/Tracking:** Supports the Courts by monitoring offenders convicted of a DWI or other alcohol related offense. The use of the Noble database is required to track the conditions of probation on the J&S upon conviction.

- a. Explain why this component was selected.

To ensure compliance with court ordered mandates, the Chaves County DWI Planning Council allocates funding for the Compliance Monitoring/Tracking program. In FY24, approximately 393 clients on probation are being tracked and supervised; This includes DWI, Domestic Violence and Misdemeanor adjudicated cases.

- b. Describe the client referral process between each of the Courts (District, Metro, Magistrate, Municipal and/or Tribal) in the county.

The referral process for District and Magistrate Courts is handled during the sentencing phase of the offender's court hearing when the Judges pass sentence and mandate offender participation. Once the mandate has been passed in the Sentencing Hearing and the offender is formally sentenced, the Court Compliance Officer (CCO) hands them their card, so that the client knows who their point of contact will be during probation. The first appointment between the CCO and client is a basic meeting to set up their file and complete necessary forms. The CCO ensures the client understands the Probation Conditions and fees. At the same time, CCO's answers all questions the client may have by providing handouts with contact information and schedule dates of all programs that need to be completed to successfully complete probation.

- c. Describe the services that will be administered as part of this component. *Identify whether they are new, innovative, or model.*

The Compliance Monitoring/ Tracking includes five Court Compliance Officers (CCO) who monitor an average of 400+ DWI, Alcohol related Domestic Violence, Domestic Violence (DV), Misdemeanor's (MR), and Minors in Possession (MIP) cases per month. In addition, the CCO's monitor and track an average of 500+ cases who are on active warrant status. Four of the five CCO's have attended and completed the Court Compliance Officer Basic Training and the Program follows the Administrative Office of Courts (AOC) Misdemeanor Compliance Program Guidelines.

- d. List the tool(s) and database(s) involved in the process.

The Court Compliance Monitoring/Tracking used various tools and databases, such as QuickBooks, Excel workbooks, Odyssey, Jail Management System, Noble, and ADE. Court Compliance Officers use QuickBooks daily by tracking probation payments and managing balances. Excel workbooks are used to track client's probationary progress, community service completions, data for end of probation surveys and scheduled appointments. The Odyssey database assists Court Compliance Officers and DWI Tracker on getting and reviewing paperwork on adjudicated and pending court cases. The Jail Management System provides detailed information gathered by the Detention Center when a client is processed for incarceration. The Noble and ADE databases are used to track clients on

probation and their progress in a timely manner.

- e. Describe the steps that will be implemented to reduce the risk of recidivism.

The Court Compliance Office follows the appropriate use of authority by using reflective listening and prosocial modeling. Clients are provided with the right tools and programs to succeed on all court mandated requirements, along with life skills.

- f. If collecting a fee, indicate the amount collected and how it supports the component.

The Compliance Monitoring & Tracking program collects a probation fee of \$30.00 per month from each client for the length of the probation period. This fee is used to supplement the salaries and operational expenses of the Court Compliance Officers.

- g. Describe how the services will be evaluated.

Once the client has completed probation, an evaluation form is filled out to track effectiveness and satisfaction of the Community Service Program. The data collected is reviewed by the DWI Coordinator and Community Service Supervisor for effectiveness and appropriate handling of clients. This enables the DWI Coordinator and Community Service Supervisor to coordinate and implement necessary change and trainings. This program has received positive feedback from Judges because it has organized the program and shortened the timespan for successfully completing the mandated Community Service hours.

A pre and post evaluation results from the program are provided to the DWI Coordinator for tracking effectiveness. It has been notated during the probation exit evaluations, that this Alternative Education Program is the most effective and popular classes among the all clients.

If not requesting LDWI funding for Compliance, describe how this component need is met in your county.

Click here to enter text.

9. **Alternative Sentencing:** Supports alternatives to traditional incarceration such as electronic monitoring devices, community custody, DWI Courts, community service programs and Teen Courts.

- a. Explain why this component was selected.

One of the most common compliance mandates issued by the court is to successfully complete 24 hours of Community Service. One of the biggest challenges for clients to meet this mandate was a lack of dependable

transportation. Therefore, the Chaves County DWI program allocated funding for the Community Service Program.

Another program the Chaves County DWI program assists with funding is a statewide known alternative sentencing program. This program is a court ordered program for DWI offenders to participate in.

- b. Discuss the activities, services and programs that will be administered as part of this component. *Identify whether they are new, innovative, or model.*

The Community Service program offers transportation to clients who have been court ordered to complete community service hours as part of their probation. The program runs from Monday-Saturday, 8am-5pm. Clients meet at a specified time and location to be taken to and from various non-profits in Chaves County. The clients assist the community in a variety of ways, for example cleaning up litter on County Roads and other County owned property, and volunteering at non-profit agencies. In FY24, as of January 2025, a total of 3,653 hours was collected by the Community Service Program.

The Alternative Sentencing Program holds classes per month, with an estimated 19 participants per class. There is also evidence behind the alternative sentencing court programs that show this type of program is effective.

- c. Describe how the activities, services, and programs will be evaluated.

Once the client has completed probation, an evaluation form is filled out to track effectiveness and satisfaction of the Community Service Program. The data collected is reviewed by the DWI Coordinator and Community Service Supervisor for effectiveness and appropriate handling of clients. This enables the DWI Coordinator and Community Service Supervisor to coordinate and implement necessary change and trainings. This program has received positive feedback from Judges because it has organized the program and shortened the timespan for successfully completing the mandated Community Service hours.

A pre and post evaluation results from the program are provided to the DWI Coordinator for tracking effectiveness. It has been notated during the probation exit evaluations, that this Alternative Education Program is the most effective and popular classes among the all clients.

If not requesting LDWI funding for Alternative Sentencing, describe how this component need is met in your county.

[Click here to enter text.](#)

Community Participation

10. Local DWI Planning Council:

- a. Describe how the local DWI Planning Council represents the community, including tribal and pueblo representation, and the ongoing community involvement in the planned implementation and evaluation of the program's efforts.

The Chaves County DWI Planning Council has a range of supportive members that represents a variety of agencies throughout Chaves County. The members include representation from the Chaves County Detention Center, Judicial Courts, Board of Education for City of Roswell, Dexter, Hagerman, and Lake Arthur, various Law Enforcement agencies, Alcohol Distributor, Department of Health, Local non-profit Business, Local Businesses, County Commissioners, and many community at large members. Each member plays a valuable role in the DWI Planning Council in the effort to succeed in the mission of the Chaves County DWI program to ENDWI.

- b. Describe the involvement of the DWI Planning Council in developing the application.

The Chaves County DWI Planning Council has always had an active role in creating the LDWI application and budget. Per our Planning Council Charter, the council membership includes overseeing the application process for all the funds related to DWI. When it is time for a new application to be submitted, a Budget Sub-committee (the DWI Chair chooses who will be on this committee) is formed. Several meetings are held with these members to discuss the estimated budget and the programs we proposed to implement in the upcoming year. Once the sub-committee has a budget, it is presented to the whole Planning Council for approval. Once approved, the budget recommendation then goes to the Fiscal agent for final approval and submission to DFA. The Chaves County Commissioners play an important part in the application and component selection by reviewing the draft budget and providing direction on how funding should be prioritized.

11. Collaboration:

- a. Explain any current or planned collaboration efforts the program has with community members and other agencies/organizations in the county, including the rural, frontier, tribal and pueblo communities.

The City of Roswell is the largest community in Chaves County with a population of 65,157. The closest neighboring communities consist the towns of Dexter, Hagerman, and Lake Arthur. As a result, the collaboration of resources among these communities is the most effective way to utilize the limited resources available. The collaborative effort has maximized the successes achieved with the Chaves County DWI program. The Chaves County DWI program has different components that require specific representation from different agencies. Throughout the fiscal year, the DWI program works with various Law Enforcement agencies, Schools, local businesses, Behavioral Health Center, and the community. Great

relationships have been created and have benefited the Chaves County DWI program. These benefits include increased access to volunteers, resources from other communities, supplies, and facilities. The increased access to volunteers has created relationships with new community members and local businesses, who participate during the Planning Council monthly meetings. These businesses have requested DWI awareness programs for their employees. As a result, the programs have grown to meet increased needs of the community by improving the outreach and awareness

- b. Describe how these collaborative efforts further advance the goals of the program.

In FY25, the Chaves County DWI program plans to continue to improve the efforts in assisting law enforcement agencies in Chaves County to obtain the training and purchase DWI Related Equipment that has been requested. Our mission is to reduce the growing numbers of DWI related incidents and ENDWI. The collaborations listed above are a valuable asset in the fight to achieve these goals and assist us in our mission every day.

12. Outreach:

- a. Explain the strategies/outreach efforts used to educate community members (including county/city officials, legislators, and stakeholders) about the activities, services and programs provided by the Local DWI program.

Chaves County Commissioners and Elected Officials, County Manager and CFO, play an active role in the Chaves County DWI Program. With each one supporting the program, the DWI program has grown by the addition of new employees and programs.

The Chaves County DWI program Public education efforts include providing DWI Awareness Memorial signs throughout Chaves County. These signs represent individuals that have been killed in a DWI crash. Before every sign is revealed, an invitation is issued to all county and city officials, stakeholders, and media outlets to listen to family members of the individual that was killed. This has been a great way to utilize the media to promote awareness of DWI crashes. With the help of the County, the Chaves County DWI program has been able to utilize funding from other grants to promote media awareness commercials and provide advertisement billboards on our public transportation buses. The Chaves County DWI Program is supported by our community and stakeholders in a variety of ways. For example, local businesses have reached out and allowed us to bring DWI Prevention awareness programs to their workplace.

- b. How will these outreach efforts be measured?

In an effort to keep the Chaves County DWI Programs from ever becoming

stagnant, the DWI Planning Council and DWI Coordinator are constantly evaluating the efficiency of the programs offered and contractors who administer the programs. The DWI Coordinator initiated tracking methods that will provide data needed to support the use of programs provided within Chaves County.

Our mission is to get our voice out to the community on the dangers of DWI, reduce the number of DWI related incidents, and increase DWI awareness efforts. During the DWI Planning Council meetings an invitation is extended to all local media to attend the meetings and programs. This effort has resulted an increase level of participation by the media and has provided many great stories that are used to identify the dangers and consequences of DWI.

13. Additional Information (Optional): Provide any additional information to be considered with your application.

[Click here to enter text.](#)

Law Enforcement Funding Request FY25

ONE FORM FOR EACH AGENCY

Law Enforcement Agency: Roswell Police Department						
Operation(s)	Check all that apply	Number of planned operations	Number of anticipated DWI / alcohol related arrests	Number of officers required for each operation	Estimated number of hours for each operation	Estimated total cost
Checkpoints	<input type="checkbox"/>					
Directed patrols	<input type="checkbox"/>					
Shoulder taps	<input type="checkbox"/>					
Underage drinking	<input type="checkbox"/>					
Other	<input type="checkbox"/>					
Total						\$ 0.00
		Type of Equipment – Please include name and description	Cost per unit	Number of units	Total cost	
*Equipment	<input checked="" type="checkbox"/>	Lighted Traffic Vests	\$ 23.99	50	\$ 1,199.50	
*Must be related to DWI enforcement/activities.		Traffic Cones	\$ 9.49	100	\$ 949.00	
		Flash Lights	\$ 21.59	50	\$ 1,079.50	
						\$ 0.00
TOTAL COSTS:					\$ 3,228.00	
By signing below, agencies agree that participating enforcement officers will have and maintain law enforcement certifications in all areas necessary to conduct checkpoint and directed patrol operations.						
Authorized Signature of Law Enforcement Agency: _____				Date: <u>02/07/2024</u>		
Printed name: <u>Joe A. Smith</u>			Title: <u>Captain</u>			
Other information (optional): 						



FY25 Mandatory Treatment Questionnaire – Complete one form for in-house treatment services and one for *each* contracted treatment provider.

<p>Provider Name: <u>Serenity Counseling</u></p> <p>Can this provider bill Medicaid or any other medical insurance?</p> <p><input type="checkbox"/> Yes</p> <p><input checked="" type="checkbox"/> No</p> <p>If No, is there a plan in place to become a Medicaid provider?</p>	
1	<p>Describe what treatment service(s) the program will provide:</p> <p><input type="checkbox"/> Intensive Outpatient Services (IOP)</p> <p><input checked="" type="checkbox"/> Outpatient treatment/therapy</p> <p><input type="checkbox"/> Peer Support</p> <p><input type="checkbox"/> Comprehensive Community Support Services (CCSS)</p> <p><input type="checkbox"/> Psychoeducation</p> <p><input type="checkbox"/> AccuDetox</p> <p><input type="checkbox"/> Other treatment/therapy. Describe:</p>
2	<p>Which evidence-based program(s) (EBP) or promising practice will be used in the treatment program such as Moral Reconciliation Therapy (MRT), Stages of Change, Community Reinforcement and Family Training (CRAFT), etc.? List all:</p> <p>CBT (Cognitive Behavioral Therapy) is a directive therapy, which means the therapist leads the process, teaching patients to develop effective ways of coping with their behaviors and to create realistic plans.</p> <p>MI (Motivational Interviewing) is a counseling approach designed to help clients find the motivation to make a positive behavior change.</p> <p>Matrix Model- This brings together many different components of addiction treatment (relapse prevention, family, therapy, group therapy, addiction education, and peer support groups).</p> <p>Harm Reduction Model- This component is to help understand how presenting problems impact the client and changes they can make to avoid future behaviors.</p>

3	<p>Briefly describe how the treatment component functions, from intake to discharge, including intensity and duration of services:</p> <p>During the initial session, the client is assessed using a variety of assessment tools, the NEEDS (which is administered during the screening) a check list of concerns (to address possible concerns the client may be experiencing during the initial intake), and the Pre-Baddds tool which is administered by the treatment provider. Each client develops a treatment plan of goals along with the counselor to help the client achieve to be able to move in a positive direction, this is an on-going process through out their sessions. Once a client has achieved their goals and gained awareness of their actions and they appear to be maintaining positive life changes, they are administered the Post-BADDS tool to see where they are at, and what changes they have made. At this time they are successfully discharged, and receive a certificate of completion, which is also sent via email to their Compliance officer. They are then transitioned into other community resources if needed to maintain their sobriety. Aftercare sessions are also available. The treatment provider also provides VIP (Victim Impact Presentation classes) which is offered every month throughout the year, which may be in person or online.</p>
4	<p>Will clients be referred to a less intensive level of care when they complete the treatment program provided?</p> <p><input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If Yes, list available options:</p> <p>After care sessions are offered, family support groups, parenting classes, church recovery programs, divorce classes as well as the 12 step programs.</p>
5	<p>a. How often will client attendance and treatment progress be reported to the DWI Coordinator and/or Compliance staff?</p> <p>Attendance reports are sent to the Compliance officers on a weekly basis, indicating compliance/non compliance. Monthly reports are sent to the DWI Coordinator, as well as Noble client tracking which is recorded after each sessions.</p> <p>b. Describe how the client's progress is reported:</p> <p>These reports are sent to the Compliance office by email or in person. Daily reports are reported by email or phone.</p> <p>Monthly reports to the DWI Coordinator are sent via email or in person.</p>

FY25 Mandatory Treatment Questionnaire – Complete one form for in-house treatment services and one for *each* contracted treatment provider.

<p>Provider Name: <u>La Casa Behavioral Community Behavioral Health</u></p> <p>Can this provider bill Medicaid or any other medical insurance?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If No, is there a plan in place to become a Medicaid provider?</p>	
1	<p>Describe what treatment service(s) the program will provide:</p> <p><input type="checkbox"/> Intensive Outpatient Services (IOP) <input checked="" type="checkbox"/> Outpatient treatment/therapy <input type="checkbox"/> Peer Support <input type="checkbox"/> Comprehensive Community Support Services (CCSS) <input type="checkbox"/> Psychoeducation <input type="checkbox"/> AccuDetox <input type="checkbox"/> Other treatment/therapy. Describe:</p>
2	<p>Which evidence-based program(s) (EBP) or promising practice will be used in the treatment program such as Moral Reconciliation Therapy (MRT), Stages of Change, Community Reinforcement and Family Training (CRAFT), etc.? List all:</p> <p>Therapist uses Cognitive Behavioral Therapy (CBT) and Motivational Interviewing (MI). The use of Stages of Changes is also utilized when a therapist and client are treatment planning.</p>

3	<p>Briefly describe how the treatment component functions, from intake to discharge, including intensity and duration of services:</p> <p>Client's referral is recieved at the front desk, an Intake appt is set up and a full assessment is complete where a diagnosis is provided. at the next session a treatment plan will be completed with client and therapist. the client will then be seen based on the plan completed in assessment; usually on a bi-weekly basis. The treatment plan will be reviewed every 90 days with the client and therapist to determine if goals and objectives have been reached. If needed treatment will continue, if not a plan for discharge will occur. During the 90 days clients are given screens to see if symptoms are decreasing or increasing.</p>
4	<p>Will clients be referred to a less intensive level of care when they complete the treatment program provided?</p> <p><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If Yes, list available options:</p>
5	<p>a. How often will client attendance and treatment progress be reported to the DWI Coordinator and/or Compliance staff?</p> <p>When a client misses an appt the therapist will notify the DWI Coordinator/staff. Treatment progress is reported as needed.</p> <p>b. Describe how the client's progress is reported:</p> <p>DWI Coordinator/staff can contact the therapist to discuss treatment progress.</p>

THIS IS TO CERTIFY THAT

Beatriz Guerrero
 Board of Social Work Examiners

is licensed / registered by the New Mexico Regulation and Licensing Department
 in accordance with provisions of laws in the State of New Mexico

License / Registration No.	License / Registration Type
SWB-2023-0008	Licensed Master Social Worker (LMSW)
Issue Date	Expiration Date
01/05/2023	07/01/2024

The bearer is prohibited by law from using this identification card to give the impression that they are in any way connected with a governmental agency

Signature of holder:

Beatriz Guerrero
 1101 N Delaware Ave,
 Roswell, NM 88201

State of New Mexico




Board of Social Work Examiners

HEREBY CERTIFIES THAT

Beatriz Guerrero

HAVING GIVEN SATISFACTORY EVIDENCE OF THE COMPLETION OF
 PROFESSIONAL AND OTHER REQUIREMENTS PRESCRIBED BY LAW
 IS GRANTED A LICENSE TO PRACTICE IN THE STATE OF NEW MEXICO

Licensed Master Social Worker (LMSW)

License No. SWB-2023-0008

Issued 01/05/2023

Expires 07/01/2024

THIS LICENSE SHOULD BE CONSPICUOUSLY POSTED IN PLACE OF BUSINESS OR AS REQUIRED BY LAW

This digital copy of your license is to be used for limited purposes only and does not replace the official license issued and mailed by the New Mexico Regulation and Licensing Department. This digital copy may be used for insurance credentialing or for other limited purposes when an official license is not available. This digital copy should not be used for public display, except for temporary purposes, if the license is required to be displayed at the licensee's primary place of business. Additional copies or replacements of an official license may be ordered for a fee online through the licensing portal.



State of New Mexico

Board of Social Work Examiners

HEREBY CERTIFIES THAT

Elizabeth Macias

HAVING GIVEN SATISFACTORY EVIDENCE OF THE COMPLETION OF
PROFESSIONAL AND OTHER REQUIREMENTS PRESCRIBED BY LAW
IS GRANTED A LICENSE TO PRACTICE IN THE STATE OF NEW MEXICO

Licensed Clinical Social Worker (LCSW)

License No. C-12099

Issued 01/27/2022

Expires 07/01/2025

THIS LICENSE SHOULD BE CONSPICUOUSLY POSTED IN PLACE OF BUSINESS OR AS REQUIRED BY LAW

**Dr. Loretta Sparkman, DNP, PMHNP-BC
Sparkman Behavioral Health, P. C.**

Mailing Address: P. O. Box 571
Roswell, New Mexico 88202

Location Addresses: 207 North Union, Suite G
Roswell, New Mexico 88201

1031 North Thomas Street
Carlsbad, New Mexico 88220

Internet Phone & Fax: 866.559.8607

Email: 1sparkman5@gmail.com

02/05/2024

To Whom It May Concern:

I consent to supervise Mrs. Pattie Johnson for her counseling, and she will be under my license for the fiscal year 2024-2025.

Sincerely,



Dr. Loretta Sparkman

CONTROLLED SUBSTANCE REGISTRATION CERTIFICATE
 UNITED STATES DEPARTMENT OF JUSTICE
 DRUG ENFORCEMENT ADMINISTRATION
 WASHINGTON D.C. 20537

**REGISTERED ACTIVITY WITHIN SCHEDULE IS
 RESTRICTED BY YOUR STATE.**

Sections 304 and 1008 (21 USC 824 and 958) of the Controlled Substances Act of 1970, as amended, provide that the Attorney General may revoke or suspend a registration to manufacture, distribute, dispense, import or export a controlled substance.

THIS CERTIFICATE IS NOT TRANSFERABLE ON CHANGE OF OWNERSHIP, CONTROL, LOCATION, OR BUSINESS ACTIVITY, AND IT IS NOT VALID AFTER THE EXPIRATION DATE.

DEA REGISTRATION NUMBER MS2698960	THIS REGISTRATION EXPIRES 02-28-2027	FEE PAID \$888
SCHEDULES 2,2N,3, 3N,4,5	BUSINESS ACTIVITY MLP-NURSE PRACTITIONER	ISSUE DATE 01-07-2024
SPARKMAN, LORETTA SPARKMAN BEHAVIORAL HEALTH PC 207 N UNION AVE STE G ROSWELL, NM 882013068		

CONTROLLED SUBSTANCE REGISTRATION CERTIFICATE
 UNITED STATES DEPARTMENT OF JUSTICE
 DRUG ENFORCEMENT ADMINISTRATION
 WASHINGTON D.C. 20537

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SPARKMAN, LORETTA SPARKMAN BEHAVIORAL HEALTH PC 207 N UNION AVE STE G ROSWELL, NM 882013068		

Form DEA-223 (9/2016)

**This State Controlled Substance Registration is issued pursuant to
NMSA 30-31-12 & 13 and NMAC 16.19.20.8 & 9 for the following
facility at the shown location and for the period show hereon.**



License Number: CS00218019

Original Issue Date: 07/26/2012

Expiration Date: 02/28/2024

Schedule of Drugs: 2 2N 3 3N 4 5

Loretta M Sparkman

***Sparkman Behavioral Health, 313 West Country Club Rd-Suite 5
Roswell, NM 88201***

Chris Woodul, CHAIRMAN

NON-TRANSFERABLE



State of New Mexico
**Counseling and Therapy Practice
 Board**



HEREBY CERTIFIES THAT

Patricia Johnson

HAVING GIVEN SATISFACTORY EVIDENCE OF THE COMPLETION OF
 PROFESSIONAL AND OTHER REQUIREMENTS PRESCRIBED BY LAW
 IS GRANTED A LICENSE TO PRACTICE IN THE STATE OF NEW MEXICO

Substance Abuse Associate

License No. CSA0073581

Issued 05/31/2004

Expires 09/30/2025

THIS LICENSE SHOULD BE CONSPICUOUSLY POSTED IN PLACE OF BUSINESS OR AS REQUIRED BY LAW

Frank G. Magourios, MPS, CPS, SCPS
DBA Prevention Works Consulting LLC
4909 Summersville Drive NW
Albuquerque, NM 87120

January 31, 2024

Eily T. Hollon
Chaves County Continuum/DWI Coordinator
#1 St. Mary's Place
Roswell, NM 88203

RE: FY25 Prevention Oversight letter of Consent

Dear Ms. Hollon:

This letter is to confirm that for FY25 I will be providing oversight and technical assistance
to the Chaves County DWI Prevention Program.

Additionally, Ms. Diane Taylor, Chaves County DWI Program Prevention Specialist will be
working under my IC&RC Sr. Certified Prevention Specialist Credential.

Sincerely,



Frank G. Magourios, MPS, CPS, SCPS
Prevention Works Consulting LLC.

Frank G. Magourios
Prevention Works
Consulting


NEW MEXICO CREDENTIALING BOARD FOR BEHAVIORAL HEALTH PROFESSIONALS

Senior Certified Prevention Specialist

FRANK MAGOURILOS

This certificate is awarded for successfully meeting all requirements
to become a certified professional.

06/15/2023

Issue Date

940

Certification Number

07/31/2025

Expiration Date



NMCB | BHP

The Oklahoma State Regents for Higher Education
acting through

The University of Oklahoma

have admitted
Frank G. Magourilos
to the degree of
Master of Prevention Science

and all the honors, privileges and obligations belonging thereto,
and in witness thereof have authorized the issuance of
this Diploma duly signed and sealed.

Issued at the University of Oklahoma at Norman, Oklahoma on the
sixteenth day of December two thousand and eleven.

For the State Regents

Julia Carson Chairman
Jim Hamed Secretary
Stan Jones Chancellor

For the University

John M. Bell Chairman, Board of Regents
David L. Brown President of the University
W. Lee Wilhain Academic Dean





MICHELLE LUJAN GRISHAM
Governor

PATRICK M. ALLEN
Cabinet Secretary

January 24,2024

To whom it may concern,

This letter is to support the Chaves County DWI Program. The DWI Program is involved in many events in our community. The program provides education and prevention to our community of Chaves County, Dexter, Lake Arthur, and Hagerman. The program also includes meetings that keep us informed of any events along with supporting each program that attends the events or meetings. New Mexico Department of Health (NMDOH) fully supports the program.

Thank you,
Joann Palomino
New Mexico Department of Health
Health Promotion

PUBLIC HEALTH DIVISION

1190 St. Francis Dr., Suite 1050 • P.O. Box 26110 • Santa Fe, New Mexico • 87502
(505) 827-2389 • FAX: (505) 827-2329 • www.nmhealth.org

CHAVES COUNTY



SHERIFF'S OFFICE

Mike Herrington, Sheriff
mherrington@co.chaves.nm.us

January 24, 2024

To Whom it May Concern,

This letter is to show my support for the Chaves County DWI Program. This program has been successful in meeting the needs of Roswell, Dexter, Hagerman, Lake Arthur, Duncan and all of Chaves County. This Program allows different agencies and support groups an opportunity to meet the goals and vision of DWI prevention in Chaves County, New Mexico

Sincerely,

A handwritten signature in blue ink, appearing to read "Mike Herrington".

Mike Herrington
Chaves County Sheriff



January 26, 2024

David Medina
2200 N. Atkinson Ave.
Roswell, NM 88201
575-622-0380

To Whom It May Concern:

This letter is in support of the Chaves County DWI Program. I have been involved with the program which includes meetings or being involved with the events that they have for our community. The DWI Program provides excellent educational, prevention, and helps our community. Chaves County, Dexter, Lake Arthur, and Hagerman are all included in the Chaves County DWI Program. L&F Distributors fully supports the program.

Respectfully,

A handwritten signature in blue ink that reads 'David Medina'. The signature is written in a cursive style with a large initial 'D'.

David Medina
General Manager

CHAVES COUNTY DWI ORGANIZATIONAL CHART

BOARD OF COMMISSIONERS

COUNTY MANAGER
Bill Williams

LEGAL
Stan Riggs

FINANCE DIVISION: Anabel Barraza

DWI Coordinator:
Elly T Hollon

Compliance Monitoring/
Tracking:
Pablo Serrano

Prevention:
Diane Taylor

Screening: Elly T
Hollon

Treatment: Pattie
Johnson

Alternative Sentencing:
Pablo Serrano

Domestic Violence:
Roswell Refuge

Law Enforcement:
Chaves County Sheriff's

FY25 LDWI DISTRIBUTION

Application Budget

**Local DWI Distribution Program
Budget Roll Up – Exhibit J**

County/Municipality Chaves

Revenue Breakdown

LDWI Distribution Estimate \$ 419,211.00 **In-Kind Match:** \$ 42,000.00

Source of in-kind match

Program Generated Fees	<u>42,000.00</u>
County	<u> </u>
City	<u> </u>
Judicial/Courts	<u> </u>
Other:	<u> </u>
Other:	<u> </u>
Total:	<u>42,000.00</u>

*Minimum 10% in-kind match required

Expenditure Breakdown

LDWI Distribution		In-Kind Match	
<i>Line Item</i>		<i>Line Item</i>	
Personnel Services	<u>164,855.40</u>	Personnel Services	<u>22,000.00</u>
Employee Benefits	<u>60,144.60</u>	Employee Benefits	<u>20,000.00</u>
Travel (in-state)	<u>14,335.00</u>	Travel (in-state)	<u>0.00</u>
Travel (out-of-state)	<u>0.00</u>	Travel (out-of-state)	<u>0.00</u>
Supplies	<u>13,000.00</u>	Supplies	<u>0.00</u>
Operating Costs	<u>15,500.00</u>	Operating Costs	<u>0.00</u>
Contractual Services	<u>133,700.00</u>	Contractual Services	<u>0.00</u>
Minor Equipment	<u>12,676.00</u>	Minor Equipment	<u>0.00</u>
Capital Purchases	<u>5,000.00</u>	Capital Purchases	<u>0.00</u>
<i>Component</i>		<i>Component</i>	
Prevention	<u>111,700.00</u>	Prevention	<u>0.00</u>
Enforcement	<u>85,424.00</u>	Enforcement	<u>0.00</u>
Screening	<u>0.00</u>	Screening	<u>0.00</u>
Treatment	<u>24,000.00</u>	Treatment	<u>0.00</u>
Compl. Mtr/track	<u>84,431.60</u>	Compl. Mtr/track	<u>42,000.00</u>
Coord/Plan & Eval.	<u>75,055.40</u>	Coord/Plan & Eval.	<u>0.00</u>
Alt. Sentencing	<u>38,600.00</u>	Alt. Sentencing	<u>0.00</u>

Distribution Exhibit J1 – Prevention

If funding is requested or you are reporting in-kind match for Prevention, you must complete the following:

Provide cost justifications for the amount requested in Prevention. Detail expenditures in each line item.

LDWI Distribution

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies	7,000.00	To purchase DWI Prevention Educational / Training supplies for FY25
Operating Costs		
Contractual Services	104,700.00	Contracts for various activities and programs to serve the community of Chaves County
Minor Equipment		
Capital Purchases		
Total:	111,700.00	

Provide cost justifications for the in-kind match in Prevention. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Distribution Exhibit J2 – Enforcement

If funding is requested or you are reporting in-kind match for Enforcement, you must complete the following:

Provide cost justifications for the amount requested in Enforcement. Detail expenditures in each line item.

LDWI Distribution

Line Item	Amount	Explanation/Justification
Personnel Services	45,000.00	Will assist on funding a Chaves County full-time DWI Officer
Employee Benefits	26,748.00	Will assist on funding a Chaves County full-time Officer; FICA, PERA, Medicare Tax, Group Insurance and Retiree Health Care
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services	5,000.00	To pay overtime salaries for DWI related Law Enforcement activities in Chaves County
Minor Equipment	8,676.00	To purchase Law Enforcement DWI related minor equipment
Capital Purchases		
Total:	85,424.00	

Provide cost justifications for the in-kind match in Enforcement. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total	0.00	

Distribution Exhibit J3 – Screening

All spent screening fees must be reported as in-kind match

If funding is requested or you are reporting in-kind match for Screening, you must complete the following:

Provide cost justifications for the amount requested in Screening. Detail expenditures in each line item.

LDWI Distribution

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Provide cost justifications for the in-kind match in Screening. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Distribution Exhibit J4 – Treatment

If funding is requested or you are reporting in-kind match for Treatment, you must complete the following:

Provide cost justifications for the amount requested in Treatment. Detail expenditures in each line item.

LDWI Distribution

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services	24,000.00	Will fund a Psycho-educational Treatment Program in detention
Minor Equipment		
Capital Purchases		
Total:	24,000.00	

Provide cost justifications for the in-kind match in Treatment. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Distribution Exhibit J5 - Compliance Monitoring/Tracking

If funding is requested or you are reporting in-kind match for Compliance Monitoring/Tracking, you must complete the following:

Provide cost justifications for the amount requested in Compliance Monitoring/Tracking. Detail expenditures in each line item.

LDWI Distribution

Line Item	Amount	Explanation/Justification
Personnel Services	<u>53,000.00</u>	To fund the salary of the DWI Tech and Court Compliance Officer
Employee Benefits	<u>14,396.60</u>	To fund health benefits for the DWI Tech and Court Compliance Officer
Travel (In-State)	<u>3,535.00</u>	To fund traveling expenses for the DWI Tech and Court Compliance Officers
Travel (Out-of-State)		
Supplies	<u>2,000.00</u>	To fund office supplies for (4) four Court Compliance Officers
Operating Costs	<u>10,500.00</u>	To fund operating expenses for (4) four Court Compliance Officers; Copier rentals, Copier Usage, Telephone, Postage, etc...
Contractual Services		
Minor Equipment	<u>1,000.00</u>	To purchase minor office equipment for DWI Tech and (4) four Court Compliance Officers
Capital Purchases		
Total:	84,431.60	

Provide cost justifications for the in-kind match in Compliance Monitoring/Tracking. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services	<u>22,000.00</u>	Court Compliance fees collected to pay for (1) one DWI Court Compliance Officer
Employee Benefits	<u>20,000.00</u>	Court Compliance fees collected to pay for (1) one DWI Court Compliance Officer
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	42,000.00	

Distribution Exhibit J6 - Coordination, Planning & Evaluation

If funding is requested or you are reporting in-kind match for Coordination, Planning & Evaluation, you must complete the following:

Provide cost justifications for the amount requested in Coordination, Planning & Evaluation. Detail expenditures in each line item.

LDWI Distribution

Line Item	Amount	Explanation/Justification
Personnel Services	41,855.40	To fund a full time DWI Coordinator
Employee Benefits	19,000.00	To fund a full time DWI Coordinator; FICA, PERA, Medicare Tax, Group Insurance and Retiree Health Care
Travel (In-State)	7,200.00	To fund DWI Coordinator's mandatory yearly trainings
Travel (Out-of-State)		
Supplies	2,000.00	To fund office supplies for DWI Coordinator
Operating Costs	5,000.00	To fund operational expenses for DWI Coordinator; Telephone, Internet, Printer lease, etc...
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	75,055.40	

Provide cost justifications for the in-kind match in Coordination, Planning & Evaluation. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Distribution Exhibit J7 - Alternative Sentencing

If funding is requested or you are reporting in-kind match for Alternative Sentencing, you must complete the following:

Provide cost justifications for the amount requested in Alternative Sentencing. Detail expenditures in each line item.

LDWI Distribution

Line Item	Amount	Explanation/Justification
Personnel Services	<u>25,000.00</u>	To fund a full-time Community Service Tech
Employee Benefits		
Travel (In-State)	<u>3,600.00</u>	To fund fuel for Community Service transport van for FY25
Travel (Out-of-State)		
Supplies	<u>2,000.00</u>	To purchase expendable items for program; Trash bags, Leaf rakes, Shovels, Trash cans, etc..
Operating Costs		
Contractual Services		
Minor Equipment	<u>3,000.00</u>	To purchase non-expendable items for program; Weed-eaters, Lawnmower, Leaf-blower, etc...
Capital Purchases	<u>5,000.00</u>	To fund Alternative Sentencing for Detention Program for FY25
Total:	38,600.00	

Provide cost justifications for the in-kind match in Alternative Sentencing. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

FY24 LDWI Grant Application Budget

11-6A-3.G. Sixty-five percent of the DWI grants awarded to local communities shall be used for alcohol-related treatment and detoxification programs.

**Local DWI Grant Program
Budget Roll Up – Exhibit J**

County/Municipality Chaves

Revenue Breakdown

LDWI Grant Request 128,000.00 **In-Kind Match:** 12,800.00

Source of in-kind match

Program Generated Fees	<u>1,750.00</u>
County	<u>11,050.00</u>
City	<u> </u>
Judicial/Courts	<u> </u>
Other: _____	<u> </u>
Other: _____	<u> </u>
Total:	<u>12,800.00</u>

*Minimum 10% in-kind match required

Expenditure Breakdown

LDWI Distribution		In-Kind Match	
<i>Line Items</i>		<i>Line Items</i>	
Personnel Services	<u>0.00</u>	Personnel Services	<u>11,050.00</u>
Employee Benefits	<u>0.00</u>	Employee Benefits	<u>0.00</u>
Travel (in-state)	<u>0.00</u>	Travel (in-state)	<u>0.00</u>
Travel (out-of-state)	<u>0.00</u>	Travel (out-of-state)	<u>0.00</u>
Supplies	<u>0.00</u>	Supplies	<u>0.00</u>
Operating Costs	<u>0.00</u>	Operating Costs	<u>1,750.00</u>
Contractual Services	<u>128,000.00</u>	Contractual Services	<u>0.00</u>
Minor Equipment	<u>0.00</u>	Minor Equipment	<u>0.00</u>
Capital Purchases	<u>0.00</u>	Capital Purchases	<u>0.00</u>
 <i>Components</i>		 <i>Components</i>	
Prevention	<u>24,000.00</u>	Prevention	<u>0.00</u>
Enforcement	<u>0.00</u>	Enforcement	<u>0.00</u>
Screening	<u>0.00</u>	Screening	<u>0.00</u>
Treatment	<u>90,000.00</u>	Treatment	<u>0.00</u>
Compl. Mtr/track	<u>0.00</u>	Compl. Mtr/track	<u>1,750.00</u>
Coord/Plan & Eval.	<u>14,000.00</u>	Coord/Plan & Eval.	<u>11,050.00</u>
Alt. Sentencing	<u>0.00</u>	Alt. Sentencing	<u>0.00</u>

Grant Exhibit J1 – Prevention

If funding is requested or you are reporting in-kind match for Prevention, you must complete the following:

Provide cost justifications for the amount requested in Prevention. Detail expenditures in each line item.

LDWI Grant

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services	24,000.00	To fund a Domestic Violence Program for FY25
Minor Equipment		
Capital Purchases		
Total:	24,000.00	

Provide cost justifications for the in-kind match in Prevention. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Grant Exhibit J2 – Enforcement

If funding is requested or you are reporting in-kind match for Enforcement, you must complete the following:

Provide cost justifications for the amount requested in Enforcement. Detail expenditures in each line item.

LDWI Grant

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Provide cost justifications for the in-kind match in Enforcement. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Grant Exhibit J3 – Screening

All spent screening fees must be reported as in-kind match

If funding is requested or you are reporting in-kind match for Screening, you must complete the following:

Provide cost justifications for the amount requested in Screening. Detail expenditures in each line item.

LDWI Grant

Line Item	Amount	Explanation/Justification
Personnel Services	_____	_____
Employee Benefits	_____	_____
Travel (In-State)	_____	_____
Travel (Out-of-State)	_____	_____
Supplies	_____	_____
Operating Costs	_____	_____
Contractual Services	_____	_____
Minor Equipment	_____	_____
Capital Purchases	_____	_____
Total:	0.00	

Provide cost justifications for the in-kind match in Screening. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services	_____	_____
Employee Benefits	_____	_____
Travel (In-State)	_____	_____
Travel (Out-of-State)	_____	_____
Supplies	_____	_____
Operating Costs	_____	_____
Contractual Services	_____	_____
Minor Equipment	_____	_____
Capital Purchases	_____	_____
Total:	0.00	

Grant Exhibit J4 – Treatment

If funding is requested or you are reporting in-kind match for Treatment, you must complete the following:

Provide cost justifications for the amount requested in Treatment. Detail expenditures in each line item.

LDWI Grant

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services	90,000.00	To fund a full-time Treatment provider and to a full-time Treatment provider for Spanish only clients
Minor Equipment		
Capital Purchases		
Total:	90,000.00	

Provide cost justifications for the in-kind match in Treatment. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Grant Exhibit J5 - Compliance Monitoring/Tracking

If funding is requested or you are reporting in-kind match for Compliance Monitoring/Tracking, you must complete the following:

Provide cost justifications for the amount requested in Compliance Monitoring/Tracking. Detail expenditures in each line item.

LDWI Grant

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	0.00	

Provide cost justifications for the in-kind match in Compliance Monitoring/Tracking. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs	1,750.00	Annual fee for Noble Database
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	1,750.00	

Grant Exhibit J6 - Coordination, Planning & Evaluation

If funding is requested or you are reporting in-kind match for Coordination, Planning & Evaluation, you must complete the following:

Provide cost justifications for the amount requested in Coordination, Planning & Evaluation. Detail expenditures in each line item.

LDWI Grant

Line Item	Amount	Explanation/Justification
Personnel Services		
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services	14,000.00	To fund a full time Evaluator
Minor Equipment		
Capital Purchases		
Total:	14,000.00	

Provide cost justifications for the in-kind match in Coordination, Planning & Evaluation. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services	11,050.00	Screening fees will go to the DWI Coordinator's salary (current screener)
Employee Benefits		
Travel (In-State)		
Travel (Out-of-State)		
Supplies		
Operating Costs		
Contractual Services		
Minor Equipment		
Capital Purchases		
Total:	11,050.00	

Grant Exhibit J7 - Alternative Sentencing

If funding is requested or you are reporting in-kind match for Alternative Sentencing, you must complete the following:

Provide cost justifications for the amount requested in Alternative Sentencing. Detail expenditures in each line item.

LDWI Grant

Line Item	Amount	Explanation/Justification
Personnel Services	_____	_____
Employee Benefits	_____	_____
Travel (In-State)	_____	_____
Travel (Out-of-State)	_____	_____
Supplies	_____	_____
Operating Costs	_____	_____
Contractual Services	_____	_____
Minor Equipment	_____	_____
Capital Purchases	_____	_____
Total:	0.00	

Provide cost justifications for the in-kind match in Alternative Sentencing. Detail expenditures in each line item.

In-Kind Match

Line Item	Amount	Explanation/Justification
Personnel Services	_____	_____
Employee Benefits	_____	_____
Travel (In-State)	_____	_____
Travel (Out-of-State)	_____	_____
Supplies	_____	_____
Operating Costs	_____	_____
Contractual Services	_____	_____
Minor Equipment	_____	_____
Capital Purchases	_____	_____
Total:	0.00	

AGENDA ITEM: 4 _____

**Resolution R-24-007 Amendment to the
Chaves County Land Council**

MEETING DATE: February 15, 2024

STAFF SUMMARY REPORT

ACTION REQUESTED BY: Planning and Zoning Department

ACTION REQUESTED: Approval of Resolution

ITEM SUMMARY:

This amendment will reduce the Chaves County Land Council committee membership from nine-members to six-members in order to better establish a quorum at its quarterly meetings.

Staff has provided a separate action item concerning the new Land Council committee membership roster.

Staff recommends approval.

SUPPORT DOCUMENTS: Resolution R-24-007

SUMMARY BY: Louis Jaramillo

TITLE: Planning and Zoning Director

RESOLUTION NO. R-24-007
AMENDMENT TO THE CHAVES COUNTY LAND COUNCIL

WHEREAS, the Chaves County Board of Commissioners established the Public Lands Advisory Committee in 1994 as a nine-member committee, and

WHEREAS, the Chaves County Board of Commissioners renamed the Public Lands Advisory Committee to the Chaves County Land Council, and

WHEREAS, the Chaves County Land Council assists the Board in formulating policy and procedure with regard to government lands in Chaves County, and

WHEREAS, the Land Council has been unable to establish a quorum due to membership absences, and

WHEREAS, the Chaves County Board of Commissioners has recently received a resignation letter from a member of the Land Council, and

WHEREAS, the Chaves County Board of Commissioners desires to amend the Land Council membership from nine to six members.

NOW, THEREFORE, BE IT RESOLVED by the Chaves County Board of Commissioners that the Chaves County Land Council committee membership be amended from nine members to six members. All other organization requirements shall remain as stated in Resolution R-94-59.

DONE: this 15th day of February, 2024.

CHAVES COUNTY BOARD OF COMMISSIONERS:

Jeff Bilberry, Chairman

T. Calder Ezzel Jr., Vice-Chairman

ATTEST:

Dara Dana, Member

Cindy Fuller
County Clerk

Richard C. Taylor, Member

Michael Perry, Member

Item # 5

Request to approve Resolution R-24-008
which is Revision 20 of the Chaves
County Purchasing Policy

Meeting Date: 02/15/2024

STAFF SUMMARY

REQUESTED BY: Analicia Nieto, CPO
Purchasing Director

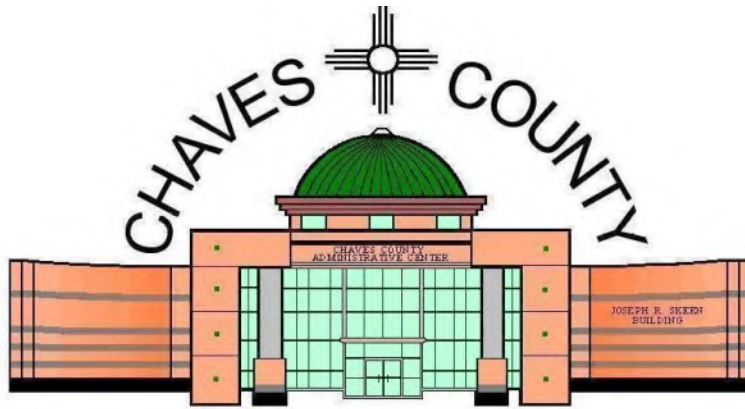
ACTION REQUIRED: Approve R-24-008

SUMMARY: The Chaves County policy was last updated July of 2016. Since then, there have been a few changes and updates to the State Procurement Code and Department of Finance rules and regulations. In this revised policy, I have included those changes.

A few of the key takeaway changes are:

1. Pg 6 - Requesting a change to internal purchasing limits from \$10,000 to \$20,000.
 2. Pg 12 - Purchasing Director given the authority to issue memorandum directives for per diem rate changes to remain compliant.
 3. Pg 23 - Removal of "PD/FD" titled forms.
-

SUPPORT DOCUMENTS: Resolution R-24-008
Revised Purchasing Policy



PURCHASING POLICY

Revised as of ~~July 2016~~ February 2024

PREFACE

THE CHAVES COUNTY PURCHASING POLICY was first adopted by Resolution Number R-83-15, with an effective date of March 10, 1983, with provisions allowed to update by resolution when required. New additions incorporate changes approved since the last edition.

THE CHAVES COUNTY FIXED ASSETS POLICY was first adopted by Resolution Number R-83-28 with an effective date of June 9, 1983, with provisions allowed to update by resolution when required. The revised Fixed Assets Policy has been incorporated as a section of the Purchasing Policy through Resolution Number R-85-30.

THE CHAVES COUNTY PURCHASING POLICY is a policy of the elected body of Chaves County. Anyone may propose amendments to this Policy through the Office of the Chaves County Manager at Post Office Box 1817, Roswell, New Mexico, 88202.

REVISIONS

(Effective Dates)

Original Passage.....	March 10, 1983
Revision No. 1.....	July 26, 1984
Revision No. 2.....	September 26, 1985
Revision No. 3.....	August 28, 1986
Revision No. 4.....	August 27, 1987
Revision No. 5.....	September 8, 1988
Revision No. 6.....	September 14, 1989
Revision No. 7.....	September 9, 1998
Revision No. 8.....	July 11, 2001
Revision No. 9.....	August 18, 2005
Revision No. 10.....	February 16, 2006
Revision No. 11.....	November 1, 2007
Revision No. 12.....	April 22, 2010
Revision No. 13.....	July 28, 2011
Revision No. 14.....	December 15, 2011
Revision No. 15.....	August 16, 2012
Revision No. 16.....	February 21, 2013
Revision No. 17.....	September 19, 2013
Revision No. 18.....	November 19, 2015
Revision No. 19.....	July 28, 2016
<u>Revision No. 20.....</u>	<u>February 15, 2024</u>

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CHAVES COUNTY PURCHASING POLICY

(Revisions through July 2016)

SECTION I: GENERAL PROVISIONS

1.1 User Applicability. This Purchasing Policy (hereinafter referred to as "this Policy") and its procedures apply to Elected Officials, all departments, agencies, personnel, individuals, or other users authorized to make purchases from public funds budgeted and administered by, or otherwise under the supervision of, Chaves County Government. The purchasing function shall be conducted in a manner above reproach, with complete impartiality and without preferential treatment. ~~Users shall avoid any conflicts of interest. No user may solicit or accept, directly or indirectly, any gratuity, gift, favor, entertainment, loan, or anything of value from any offeror.~~

1.2 Administration. The Purchasing Director, with Chief Procurement Officer Certification through the State of New Mexico (CPO), shall be responsible for the administration of this Policy under the direction of the County Manager, and shall insure that all provisions of law and this Policy are followed. Supplements issued by the Purchasing Director shall be approved by the County Manager and certified copies of all supplements shall be attached to and made a part of this Policy. Upon the absence of the Purchasing Director, an employee with CPO certification through the State of New Mexico may be made temporarily responsible for the administration of this policy as directed by the County Manager.

All purchasing situations that involve a major question, problem, or ~~legal~~ opinion shall be brought to the County Manager, who shall decide the appropriate action for resolution.

1.3 Implementation.

A. Purchasing Director/CPO and Purchasing Office. The Purchasing Director/CPO and Purchasing Office are the general terms for the individuals or offices designated by the County Manager to fulfill the responsibility and functions of the Purchasing Director/CPO and Purchasing Office as provided in this Policy.

B. Finance Director and Finance Office. The terms Finance Department and Finance Director are used to describe the office and/or personnel directly responsible for establishing budgetary control for expenditure of funds and accounts payable procedures for payment of purchases made.

1.4 User Authority and Responsibility.

A. Only individuals authorized by the department's Elected Official or Department Director shall be permitted to make Chaves County purchases consistent with the provisions of this Policy. Authorizations shall be submitted to the Purchasing Director on ~~the department authorization form form PD-1~~. All authorized users shall receive and sign for a copy of this Policy, and shall thereby be responsible for the knowledge and appropriate compliance and use of the provisions of this Policy.

- B. Authorized users may contact vendors to obtain technical information, prices, and delivery information for planning purposes. Purchasing office personnel will review the technical information, confirm prices are reasonable, ensure availability of County funds, and authorize the issuance of a purchase order. (For Purchasing Card purposes refer to Supplement “A”, Chaves County Purchasing Card Policy).
- 1.5 **Definition of a Purchase.** For the purpose of this Policy, a purchase is the commitment, obligation, and/or expenditure of Chaves County supervised funds to obtain goods or services.
- 1.6 **Unauthorized and Questionable Purchases.** Any purchase which is not legally and appropriately approved within the County budget or by other County Commission action, or which does not substantially comply with the provisions of the State Statutes, particularly the State Procurement Code, and the provisions of this Policy, shall be considered an unauthorized County purchase and thereby not subject to payment by the County. The County hereby declares and establishes that it will assume no responsibility for payment of unauthorized purchases. Furthermore, any individual initiating or otherwise executing any unauthorized purchase is solely responsible for payment. All questionable purchases shall be submitted to the Purchasing and Finance Directors, and may be submitted to the County Manager on ~~Form PD-2~~ for review ~~and determination under the provisions of this Policy.~~
- 1.7 **Commission Approval of Unauthorized Purchases.** Any purchase determined by the County Manager to be unauthorized shall be considered for approval of payment ~~before the Finance Committee at a public meeting of the County Commission.~~ Unauthorized purchases shall not be approved or processed for payment prior to ~~Commission Finance Committee~~ approval, and shall be attached to the purchasing transaction file for audit purposes.
- 1.8 **Penalties.** Persons knowingly violating the State Procurement Code, this Policy, or State law may be subjected to a civil penalty of up to \$1,000 for each violation in accordance with New Mexico State Statutes. Further, any business or person that willfully violates the State Procurement Code is guilty of A) a misdemeanor if the transaction involves \$50,000 or less or B) a fourth degree felony if the transaction involves more than \$50,000.
- 1.9 **Consistency with State Procurement Code.** The provisions of this Policy are subject to change in accordance with New Mexico Statute updates or State Procurement Code revisions. Any revision that is inconsistent with the provisions of this Policy shall be resolved in favor of the State Statutes or State Procurement Code. All authorized users shall be given a copy of each revision to this policy and notified that it is in effect.
- 1.10 **Amendment.** ~~Amendments to this Policy shall be provided to all user departments for comments.~~ Amendments ~~to this Policy shall then~~ be made by Resolution with the approval of ~~executed by resolution approved by~~ the County Commission, ~~prior to implementation.~~
- 1.11 **Interpretation of Policy and Supplements.** In any case that a provision of this Policy is vague or unclear, the Purchasing Director, Finance Director and/or the County Manager shall provide a written supplement for clarification of the provision, which shall be implemented by all departments and offices.

1.12 **Agent Solicitations.** ~~Solicitations of County employees by private company agents on County time or County property or through County Offices or Departments are prohibited, except upon request by the County, or for programs or proposals available to all County departments authorized and approved by the County Manager. The Purchasing Office may accept agent solicitations at the discretion of the Purchasing Director.~~ The County department may accept agent solicitations at their discretion or request for the purpose of gaining information regarding new or existing companies and their representatives and/or products, if such is determined to be potentially beneficial to the County. This should follow supplement C, Chaves County Code of Ethics.

1.13. **Authorized Agent.** The Purchasing Director/CPO is an Authorized Agent of Chaves County, and therefore has the authority to commit the County financially. With the exception of bank accounts, only the Purchasing Director may establish credit, charge or cash accounts for the County. Bank accounts for Chaves County may only be established by or through the authority of the County Treasurer. No employee or other County representative may open an account of any type on behalf of their department or the County unless given such authorization by the Purchasing Director or County Manager. Any accounts opened or authorized by an employee or other County representative without the consent of the Purchasing Director or County Manager will be considered unauthorized and may be discontinued, terminated or consolidated by the County at any time without notice to the employee. Any charges made to the unauthorized account will be subject to payment or reimbursement through personal funds by the employee or other County representative who was responsible for establishing the account.

SECTION II: STANDARD PURCHASING PROCEDURE

2.1 **Standard Purchasing Procedure Applicability.** "Standard Purchases" are described as systematic, planned, and necessary purchases for administration and operation of a project, division, and/or department. There shall be no exception to these standard procedures except as provided in "Non-Standard, Urgent, and Emergency Purchases Procedures" in Section III of this Policy.

The following purchases require that the purchase be approved through a certain individual or department, due to the nature of the purchase, regardless of purchase amount:

- A. **Information Technology (IT):** All IT related purchases and any electronic or digital-type equipment that will be put on inventory or leased, shall be approved through the IT Department. This includes all computers and computer related equipment such as hardware, software, printers, scanners, monitors, etc., as well as inventory items such as DVR systems/equipment and related cameras, PA/sound system/recording equipment, security systems and monitoring equipment, etc.
- B. **Facilities:** All purchases related to County buildings/facilities shall be approved through the Facility Maintenance Department. This includes interior or exterior building modifications of any type, door locks (excluding the Detention Centers and Sheriff's Office), any equipment that must be hard-wired electrically or connected to plumbing systems, or any equipment that will be installed into/onto a building surface.
- C. **Copiers:** All purchases of copiers shall be approved through the Purchasing Director.

- D. Vehicles: All vehicle purchases ~~(except those done for the Sheriff's Office and Fire Departments)~~ shall be approved through the Purchasing Director, ~~and shall be subject to approval of the Chaves County Fleet Management Board.~~

2.2 Initiating a Purchase: Purchase Order/Requisition. All standard purchases as authorized by this section require that the buyer utilize either a Chaves County Purchasing Card (P-Card) or a Chaves County purchase order/requisition be issued prior to placing an order or making a purchase. The Purchasing Director ~~or Purchasing Officer~~ has the right to refuse approval of any purchase or request. ~~The purchase order form (PD 3) shall contain all information as required by the Purchasing Director to include, but not limited to, the following:~~ A requisition for purchase order shall include:

- A. **Vendor** - the business to which the purchase order will be issued.
- ~~B. **Vendor Number** - to be taken from the mainframe database or listing of vendors. Numbers for new vendors shall be assigned only through the Finance Department. A vendor number must be on file for the vendor prior to issuance of a purchase order. The department initiating a purchase requiring a purchase order, shall be responsible for having an updated W9 or County vendor form submitted to Finance Department. These forms will be required to be updated and re-submitted annually.~~
- ~~B.~~
- C. **Terms** - Chaves County pays net within 30 days of receipt of invoice unless other arrangements are made and included on this section of the purchase order.
- D. **Quantity** - specify a unit and the approximate amount per unit being requested. Units may be "each", "box", "gals.", "reams", "pounds", etc. If exact quantity is not known, users shall provide the best estimate of quantity.
- E. **Description of Item** - the description of the items or services should be sufficiently complete to identify the item being purchased. Services that have been obtained through the use of an agreement must reference the agreement number and attach a copy of the agreement. Services that have been obtained through the use of a bid must reference the bid number. Commonly used items may be identified by brand names.
- F. **Estimated Amount** - Calculation of the quantity multiplied by the unit price. If exact cost cannot be determined, users shall provide the best estimate of cost.
- G. **Department** - enter name of department or division initiating the purchase order.
- H. **Employee** - Department head or authorized user, as authorized through the authorization form. ~~form PD-1.~~
- I. **Account Number** - the appropriate budget line item account number to be charged. It is the authorized user's responsibility to assign the correct line item account number to the purchase order. ~~Multiple line item accounts may be included in the purchase order. When assigning multiple line item accounts for purchase, it shall be indicated on the purchase order if line items will not be used in full prior to payment. It shall be specified which line item account and amount is needing to be expended for that payment submission.~~

2.3 Authorization of Purchase Orders. The user department must have an authorized purchase order issued prior to executing the purchase. Purchase Orders may be transmitted to vendors by fax or

email. The user department shall ~~inform the vendor that~~ attach the purchase order ~~number must be included on~~ to the invoice ~~submitted to the County~~ prior for payment.

Purchases executed prior to obtaining a purchase order are prohibited except as otherwise provided in "Non-Standard and Emergency Purchasing Procedures", Section III of this Policy.

Adding different items to a purchase order after it has been authorized is prohibited, unless approved by the Purchasing Director to ensure compliance. However, a purchase order may be increased provided that there are no changes in the item, unit price, and funds are available.

- 2.4 **Invoices.** An invoice is an itemized statement submitted by the vendor to the County for payment of material or services delivered to the County. It is the responsibility of the vendor to insure that a purchase order is provided prior to issuing materials or services and the vendor shall include the purchase order number on the invoice submitted to the County for payment. In cases that purchase order numbers are not included on the invoice when required, the vendor shall be informed. The Finance Department, at its discretion, is authorized to return any invoices, which do not reference a valid purchase order ~~number~~. The County will not be responsible for purchases made without an executed and authorized purchase order.

The vendor shall be notified that repeated improper invoicing is sufficient cause to exclude the vendor from the County's purchasing program. Also, the County may refuse payment in any case that there is an unauthorized purchase.

- A. **Verification of Invoices.** All invoices shall be reviewed by user departments prior to payment to insure materials or services have been received and to certify authorization for payment. The certification statement requires an authorized signature, date of signature, and purchase order number on the invoice. It will be the responsibility of user departments to insure outstanding invoices are promptly submitted for payment.
- B. **Processing for Payment.** The Finance Department will insure that all invoices received are appropriately authorized and certified prior to payment. The Finance Director shall be responsible for insuring that appropriate procedures are established and used for payment after invoices are received to include timely payments and to insure that discounts are received and late charges avoided.

- 2.5 **Over Expenditures.** Purchase orders shall not be issued, approved, or processed in cases that line items will be over expended, except as approved by the Finance Director in accordance with State and County regulations and provisions, and provided there are legally sufficient budget balances available elsewhere. It shall be the primary responsibility of the authorized user to insure sufficient funds are available prior to initiating a purchase. The Finance Director shall provide sufficient information, data, or reports, upon request, to keep purchasers properly updated on budget balances, and shall notify any office, department, or agency head, after analysis of the monthly budget report, of any indications of any existing or impending budget balance problems.

- 2.6 **Purchasing Card (P-Card) Purchases:** Authorized purchasing card users shall attempt to utilize the card whenever possible, subject to the guidelines set forth in this policy and the Chaves County Purchasing Card Policy (Supplement "A"). All purchases made using the purchasing card shall be approved by an authorized Approver or Program Administrator. Compliance with purchasing guidelines will be reviewed monthly on all statements. All statements will be randomly audited monthly for compliance.

2.6.1 **Monthly Statements:** All users shall complete a reconciliation of their purchasing card statement and submit a copy of the statement, along with receipts for all purchases, to the Authorized Approver or Program Manager by 5:00 PM on the 25th of each month unless otherwise designated by the Purchasing Director. Users who repeatedly fail to reconcile by the deadline shall be subject to card revocation.

2.6.2 **Approval Process:** All monthly statements and required documentation shall be reviewed by an Authorized Approver or Program Manager who shall then submit all records to the Finance Officer for permanent filing. A general ledger download shall be completed monthly and the information reviewed, uploaded and posted to the County's main general ledger system by the Finance Department. In the event that a user finds an error in an account number, they shall contact the Finance Director to make the necessary corrections ~~prior to posting~~. The Finance Department shall distribute financial reports to each department monthly.

2.7 **Competitive Purchases.** Authorized users shall attempt to insure that all purchases are made at the best possible prices. Purchases shall be made in accordance with the following provisions:

A. **Less than \$120,000. (Small Purchase)** Purchases may be processed without quotations. Award can be made without securing competition if the user determines that the price received is reasonable. The user is not precluded from obtaining quotes from more than one vendor if the user suspects that the price is not reasonable or determines that it is in the best interest of the County.

B. **\$120,000 to \$30,000.0059,999.99.** Written Quotes. Purchases shall be made by an authorized purchaser according to the best obtainable price provided at least three (3) bona fide written quotes are obtained on pre-printed Request for Quotations forms (PD-5), on the offering vendor's official letterhead or quote form, or through an email, and submitted for approval to the Purchasing Director. Purchases may only be made after receiving approval. The Purchasing Director reserves the right to delay approval, to seek additional confirmation or information regarding any quote, and to request additional quotes be obtained. The Purchasing Director may procure services, construction or items of tangible personal property having a value not exceeding sixty thousand dollars (\$60,000) pursuant to the small purchase guidelines for the State of New Mexico (NMSA 13-1-125).

~~C. **\$30,001 to \$59,999.99.** Written Quotes must be obtained by the Purchasing Director.~~

D. **\$60,000 and Above.** All purchases exceeding \$60,000 require formal solicitation procedures as specified by State regulations and shall be processed and executed by the Purchasing Director, through formal procedures. Such purchases must be approved in the current budget, and purchases not approved in the current budget require approval by the County Commission prior to advertising for bids. Bids may be rejected by the Purchasing Director or County Manager in the event that they are in excess of budgetary limits, are non-responsive to specifications, or due to irregularities in the bids specifications. Cooperative contracts are acceptable, so long as they have been vetted through a formal solicitation and are approved for use by the procuring agency and contractor/vendor.

E. Written Quote Exceptions. In the event there are not three (3) known vendors which have materials/services available, less than three (3) quotes are permissible provided the user attaches the quotes obtained and identifies, on the quote form or on separate attachment, the names of other vendors contacted who could not provide the materials/services. The Purchasing Director reserves the right to delay approval or to require three (3) quotes prior to approving a purchase.

F. State or Federal Purchasing Contracts and Cooperative Bid Exceptions. Quotations or bids are not required for purchases under this section. Purchases may be made providing the vendor is qualified under a valid State or Federal Purchasing Contract, or a valid cooperative procurement done by another State or local government agency, or other qualified organization. Any contract purchase must include appropriate authorization for Chaves County's use. Approval of the Purchasing Director is required for any contract purchases over ~~\$9,999.99~~20,000. The Purchasing Office shall keep hard or electronic copies of any contracts used for procurements of \$20,000 and over for a period of three years.

Contract numbers must be identified on the purchase order or p-card statement, and a copy of the contract must be kept on file, either physically or electronically, for a period of three years.

G. Bid Specifications. Specifications should be written primarily to address the need of the County for a specific item to perform a specific function. Specifications written for purchases shall not be "closed or exclusive", or otherwise written in such a way as to intentionally favor or exclude a vendor. Reference to specific types or quality shall be followed by wording "or equal" and all specifications regardless of wording shall be considered as "or equal". It shall be the authorized user's responsibility to ~~insure~~ensure that all specialized technical aspects of specifications are correct and appropriate. It shall be the Purchasing Director's responsibility to review and ~~insure~~ensure that all other provisions, procedures and considerations are correct and appropriate, and to address any questionable unusual or inappropriate specifications prior to processing. The bidding process may be waived by the Purchasing Director in cases that a vendor has a State, Federal or other qualified Purchasing Contract.

H. Deliveries. All deliveries made under purchases done on behalf of Chaves County including all Fire Departments must be made to a County building. Deliveries other than to a County building are not acceptable.

2.8 Sole Source Purchase. A sole source purchase is permissible when there is only one vendor that can provide an item or service. The requesting department shall certify via memo on a sole source form (PD-6) that a good faith effort has been made to contact other vendors and that the item or service is the only source found to be available in the region. A sole source letter from the contractor, vendor, or manufacturer will not suffice for sole source determination. –The service, construction or item of tangible personal property must be unique and this uniqueness must be substantially related to the intended purpose of the contract. The department may not circumvent this requirement by narrowly drafting specifications so that only one predetermined source will satisfy the specifications.

Prior to approval of a sole source procurement, the purchasing office will:

- 1) Obtain a sole source memo and quote or proposal certification form from the requesting department which must contain at a minimum:
 - a) the contractor's name and address
 - b) the amount and term of the contract
 - c) a detailed description of nature and quantity of the services, construction or items of tangible personal property to be procured

Following receipt of the certification form, the Purchasing Office will use diligence in determining the basis for the request and will review available sources and may consult further with the requesting department. If the Purchasing Office determines a sole source procurement is justified, it will provide the information to the State of New Mexico for posting on the State's Sunshine Portal and post notice of the intent to procure through sole source on the County's website for a minimum of 30 calendar days. After the notice has been posted for 30 days on both the Sunshine Portal and on the County's website, and providing no protests have been filed in relation to the posting, the Purchasing Director can make a determination in writing to allow the procurement. No procurement shall be made prior to these actions being completed.

2.9 Purchase of Inventory Items

All capital outlay and non-expendable supply purchases are considered inventory items. It is the responsibility of the department making the purchase to notify the Finance Department of all inventory item purchases. Notification shall be done within 30 days after purchase and may be done by providing a copy of the receipt for purchase, and may be sent via email, interoffice mail delivery or hand delivered. Fixed Asset procedures are specified in Sections V and VI of this Policy.

2.10 Procurement of Professional Services.

Professional services shall be procured as set forth in the New Mexico State Procurement Code.

2.11 Telephone Orders and Repairs. All orders for new telephones, discontinuation of telephone services or telephone repairs (~~for cell, landlines, desk and satellite phones~~) must be initiated through a work-order submitted to the County IT Office. Orders for new cellular phones and cellular phone repairs must be initiated through the ~~IT~~ Purchasing –Department. Cellular contracts may be managed by the IT Director, Purchasing Director or Accounts Payable Finance Officer at the discretion of the County Manager. The cost of purchase for a cell phone is limited to \$100 or less. Any phone cost in excess of \$100 will be subject to the approval of the Public Services Director or County Manager and must be justified. At no time shall an employee go directly to a local provider for assistance or service related to cell phones without the authorization of the IT or Purchasing Director.

2.12 Personal Use Prohibited. No purchases shall be made for the purpose of personal or private use.

SECTION III. NON-STANDARD, URGENT AND EMERGENCY PURCHASING PROCEDURES

3.1 Non-Standard, Urgent and Emergency Procedures: General Provisions. The provisions of this section apply to all purchases except those purchases subject to the standard purchasing procedures specified in Section II of this Policy. Generally, this section includes all purchases which are justifiably urgent, are emergencies, due to insufficient time required for standard processing, or involve other non-standard procedures. It is the responsibility of the authorized user to ~~insure~~ensure that all purchases made under provisions of this section are immediate and unforeseen. Questionable purchases shall be reported to and reviewed by the County Manager. Purchases that could have been reasonably pre-planned or anticipated shall not be considered as an emergency or urgent purchase.

3.2 Emergency Purchases. Emergency purchases are permissible provided they are in accordance with the following provisions: An emergency purchase is permissible when there is an existing condition that creates a threat to public health, welfare, or safety such as may arise by reason of floods, epidemics, riots, equipment failures, or similar events. The existence of the emergency condition creates an immediate and serious need for procurement of items or services or construction that cannot be met through normal procurement methods and the lack of which would seriously threaten the functioning of government, the preservation or protection of property, or the health or safety of any person. An emergency condition must be determined by the County Manager with the consensus of at least three (3) County Commissioners.

All emergency purchases must be done through the Purchasing Office after approval is received to proceed. Within three business days of an emergency procurement, the Purchasing Office will provide the following information to the State of New Mexico for posting on the sunshine portal and on the County's website:

- a) the contractor's name and address
- b) the amount and term of the contract
- c) a detailed description of nature and quantity of the services, construction or items of tangible personal property procured

3.3 Remote or Off-Site Purchases. Authorized users who are located within a remote or off-site area which physically hinders submitting purchase orders prior to the purchase shall utilize a Chaves County Purchasing Card whenever applicable or shall phone in requests for purchase orders to either the Purchasing Director or the Fire Services Administrative Assistant.

3.4 Open Purchase Orders. For the purpose of this Policy, open purchase orders are purchase orders against which multiple billings will be submitted over a specific period of time. All open purchase orders shall be accompanied by any required applicable documentation. An open purchase order will be closed out at the end of the fiscal year. The open purchase order shall include an estimated total cost of all purchases anticipated during the specific period. Actual invoices for all purchases made using an open purchase order shall be submitted to the Finance Office upon receipt and the final invoice shall be marked **FINAL** to denote closing of the open purchase order.

3.5 Petty Cash Purchases. Petty cash funds are cash funds that are made available to offices or department heads for the purpose of making single cash purchases under \$25. A petty cash fund shall not exceed \$200 and must be approved by the County Manager on Form PD-8.

The Finance Director shall be responsible for establishing written safeguards, provisions, and procedures to insure appropriate accounting and maximum accountability for all petty cash funds. The Finance Director may at any time change the procedures for petty cash funds or eliminate a petty cash fund if deemed appropriate, and shall eliminate a petty cash fund in cases that procedure are not being reasonably followed or in cases where unnecessary or repetitious shortages/overages in funds occur. Petty cash funds are subject to audit by the County Manager or Finance Director at any time without notice.

Custodians shall be assigned to each individual petty cash fund on Form PD-11 and be held strictly responsible and accountable to the Finance Director for the appropriate management of the petty cash funds. All custodians shall be responsible to sign for a copy of the Petty Cash Procedures and be knowledgeable thereof. Certified copies of updated Petty Cash Procedures shall be attached to and made a supplement of this Policy.

3.6 Used Equipment and Item Purchases. Used equipment purchases shall be made in accordance with Section 2.7 of this Policy to include the following provisions:

The County Manager is authorized to approve purchases of used equipment or items not to exceed the amount of funds appropriated for such purchases. If the procurement is of a value greater than \$10,000, the County Manager must notify the Chairman of the Commission of the intent to purchase such equipment. In the event that the Chairman does not agree with the County Manager's decision to purchase such used equipment, the purchase shall be formally approved by action of the County Commission prior to purchase. Used equipment or items with a price or estimated value of \$60,000 or more shall require bids as though the items were new, adding specifications that permit used items under conditions to be outlined in the bid specifications including but not limited to requiring a written warranty for at least ninety days after date of delivery, and an independent written appraisal by a qualified mechanic or appraiser.

3.7 Special Funds. Funds for specialized activities, such as special boards, undercover operations, inmate cash, etc., shall be specifically appropriated by the County Commission. The Finance Director shall be responsible for preparing written supplements establishing safeguards, provisions, and procedures to insure appropriate accounting and maximum accountability for such funds. The office or department head shall be the custodian strictly responsible for the appropriate use of these funds. User departments shall designate custodian and alternate custodian of special funds on Form PD-11. Monthly reports will be prepared on Forms PD-12 and PD-13 or similar format. The office or department head shall sign for a copy of such written procedures, and certified copies of updated procedures shall be attached to and made a supplement of this Policy.

3.8 End of Fiscal Year. Special purchasing procedures shall be followed to ~~insure~~ensure that State law and regulations and proper accounting procedures are followed to appropriately close out at the end of the fiscal year. Provisions are as follows:

- A. From May 21st of Each Fiscal Year Through Year End:** No items that will be placed on inventory or tagged may be purchased using the Purchasing Card without prior written approval of either the County Manager or the Finance Director.
- B. 30 Days Prior to Year Ending:** 30 days prior to the end of the fiscal year, purchase orders will be issued only for purchases in which invoices will be received within an estimated thirty (30) days, except as otherwise specifically approved by the Purchasing Director.
- C. 15 Days Prior to Year Ending:** There shall be no purchase orders issued or processed within 15 days prior to the end of the fiscal year except in extreme emergencies or as specifically approved otherwise by the Purchasing Director.
- D. 10 Days Prior to Year Ending:** Purchases made using the purchasing card shall be limited only to those items that are absolutely necessary to conduct business.
- E. Fiscal Year End:** Invoices presented for payment against prior fiscal year purchase orders and invoices dated in a prior fiscal year to be paid by P-card, will be approved by resolution of the County Commission as a prior year purchase using current year funds. When the resolution is approved by the Department of Finance and Administration, such invoices will be processed.

SECTION IV.
REIMBURSEMENT OF PUBLIC OFFICIALS AND EMPLOYEES FOR TRAVEL EXPENSES
AND ATTENDING MEETINGS

4.1 Per Diem, Mileage and Other Travel Regulations

- A. **Standard Per Diem Rates.** All Chaves County Public Officials and employees shall receive per diem for travel reimbursement that includes payment for lodging and meals unless they use a purchasing card, in which case no per diem can be claimed. Travel shall be paid pursuant to New Mexico State Statutes Section 10-8-4 and the New Mexico Administrative Code (NMAC) 2.42.2.

The Purchasing Director with approval from the County Manager shall have the authority to issue updated memorandums to adjust the per diem rates and reimbursements pursuant to changes and directives from the Department of Finance and the New Mexico Administrative Code (NMAC).

- B. **Out-of-State Travel for Sheriff's Department.** Out-of-State travel for investigations and/or transportation and extradition of prisoners by Law Enforcement Officers shall be approved at the discretion of the Sheriff.

- C. **Actual Expenses In Lieu Of Standard Per Diem Rates.** Actual per diem expenses paid by a public official or employee that are greater overall than the standard per diem rate may be reimbursed provided the following conditions are met:

1. Advance approval by the County Manager or Elected Official.
2. Documentation of paid receipts is required for all expenses and shall only be paid if incurred in the discharge of authorized County business.
3. Payment for meals shall be consistent with NM State Statute (10-8-4 NMSA amended).

- D. **Standard Actual Expense Reimbursed.** Reimbursement will be made for standard actual expenses, other than per diem expenses, such as for taxi, airline or other transportation fares, parking fees, car rental, registration fees (not including lodging or meals), or the like provided such expenses are the most economically practical and are directly incurred in the discharge of authorized official County business.

- E. **Mileage - Private Conveyance - Reimbursement.**

Public officials and employees of Chaves County shall be reimbursed for travel by private conveyance in the discharge of official duties pursuant to the NM State Statutes, section 10-8-4. Mileage shall be reimbursed at no less than 100% of the prior year IRS standard mileage rate. Mileage shall be reimbursed based strictly on distances shown on ~~official Rand McNally road~~ Google maps, in addition to not more than fifteen (15) miles per day for incidental travel.

- F. **Limitations To Travel Reimbursements.** Any person who is reimbursed in an amount that singly or in the aggregate exceeds one thousand five hundred dollars (\$1,500) in any one fiscal year shall not be entitled to further reimbursement until such person furnishes in writing to the County Commission an itemized statement on each separate instance of travel covered within such reimbursement, the place to which traveled and the purpose

served by such travel as per 10-8-5.L, NMSA.

G. Tips. All meal expenses when traveling are limited to the standard per diem rates per the State of NM State Statute (10-8-4 NMSA.) Cost shall include tips. Tips shall be made in the amount of 20% of the total bill, unless service is less than satisfactory. At no time shall tips be made at more than 20% of the total.

H. Travel Advances.

1. Advance payment of 80% of the estimated travel expenses for authorized travel may be made to an employee prior to travel provided the employee submits an appropriate written travel voucher (~~PD-14~~) to the Finance Office with sufficient time as determined by the Finance Office to be included in the standard processing and approval of warrants.
2. Where a travel advance is made for a single trip, the officer or employee shall remit, within five days of return from the trip, a refund of any excess advance payment to the Finance Office. Refunds may, at the discretion of the County, be directly withheld from the employee's wages if such refund is not remitted within five days of return from the trip, without further approval or notice to the employee.
3. Travel advances for per diem and mileage cost will be calculated using the Standard Per Diem rate pursuant to the provisions of this Policy.
4. The Finance Director shall be responsible for establishing appropriate forms and procedures for travel advances as approved by the County Manager.

I. Travel Vouchers and Procedures for Administration.

Every request for travel reimbursement or travel advances of per diem, mileage, or other expenses authorized by provisions of this Policy shall be submitted on a travel voucher (~~PD-10~~) and shall be consistent with this Policy, State law, and the rules and regulations of the State Department of Finance and Administration.

It shall be the responsibility of the Finance Director to properly administer this section of the Policy consistent with its provisions and consistent with State laws and regulation.

- 4.2 **Compliance with D.F.A. Rule.** Any provision which is not addressed specifically in Section 4 of this Policy shall be in accordance with the most recent D.F.A. rule and New Mexico State Statutes relating to reimbursement of public officials and employees for travel expenses and attending meetings.
- 4.3 **County Procurement Cards (P-Cards)** P-cards are to be returned or destroyed upon termination or cancellation and must be used solely for permissible County business purposes. Travel P-cards must be assigned by the Purchasing Director. ~~using PD-19.~~ Travel card shall be returned to the permanent custodian within 48 hours or less of employee's return from travel. Employees traveling shall use the p-card assigned to them for all purchases and shall not put travel expenses of other employees on their card unless prior permission is granted by the Purchasing Director or ~~Finance Director Accounts Payable Clerk~~ to combine expenses.
- 4.4 **Prisoner Transports and Guard Services** Exceptions to policy regarding meals eligibility without overnight lodging may be authorized by the County Manager for employees transporting inmates/prisoners or performing guard services for inmates/prisoners off-site.

SECTION V: FIXED ASSETS - ADMINISTRATION & RESPONSIBILITY

- 5.1 General Purpose.** The purpose of this Policy is to establish order, system, and process for the administration, processing, recording, and accountability of County fixed assets.
- 5.2 Definition of Fixed Asset - Capitalized Property, and Non-Capitalized Property.** For the purpose of this Policy, a fixed asset is any property or material that has been classified as a valuable item. There are two separate and distinct categories of fixed assets:
- A.** Capitalized Fixed Asset is any property or material item that has a value over \$5,000; and an expected useful life which exceeds one year and which will not lose its identity even if installed in other equipment. Capitalized property will be placed in the permanent fixed asset inventory control records and recorded in the general ledger.
 - B.** Non-Capitalized Fixed Asset is any property or material item that has a value under \$5,000; and an expected useful life which exceeds one year and which will not lose its identity even if installed in other equipment. Non-capitalized Fixed Assets will be placed in the non-capitalized inventory control records and are not recorded in the general ledger. A listing of non-capitalized equipment classified as sensitive is provided in paragraph 6.12 below.
 - C.** Fixed assets require tagging for control purposes.
- 5.3 Administrative Responsibility.** The Finance Department is assigned the general responsibility for the administration, processing, recording and accountability procedures and provisions for fixed assets in accordance with this Policy and in accordance with the most current generally accepted management techniques; all provisions of law; all applicable Federal, State and County policies and procedures; and as otherwise deemed appropriate by the County Manager. The County Manager shall be authorized to issue any supplement consistent with this Policy deemed necessary to administer, manage, or clarify this Policy.

Annual Fixed Asset Resolution

- A. Physical Inventory.** Each Elected head will be given an inventory list for their respective department once a year. The department head is responsible to verifying and submitting a certified statement indicating that a complete, on-site inventory of all fixed assets under their supervision has been completed in the following manner:
- 1.** A physical check that each item in their possession is included on the departmental inventory list; and
 - 2.** All items on the departmental inventory list are present and accounted for.

B. Review and Approval of Fixed Assets Inventory. The Finance Department shall reconcile the certified physical inventory, specifying any changes or differences in the fixed assets, and submit a report to the County Commission for review and approval. ~~The County Commission shall approve by resolution an official listing of all changes to the County fixed assets prior to the end of the fourth month of each fiscal year. The resolution shall also include a separate list of all fixed assets procured and disposed of during the previous fiscal year, all transfers of fixed assets from one office or department to another and all items listed as missing or stolen.~~

~~In addition, the Elected Official or department director of each office or department shall by such resolution be assigned the custodial responsibility over all fixed assets listed under their supervision as stated in the certified inventory approved by resolution. Such custodial responsibility shall be retained except as approved by official transfers of fixed assets or of custodians in accordance with provisions of this Policy.~~

5.4 Custodian Responsibility. It shall be the responsibility of the Elected Official or department head designated as Custodian of any County fixed assets to insure the appropriate care, safeguard, location, maintenance, and security of those fixed assets, and to insure that all fixed assets assigned or otherwise under their responsibility are purchased, received, processed, and otherwise managed in accordance with this Policy and supplements thereof. Custodians shall assume full responsibility for all fixed assets assigned.

Change in Custodian Responsibility. At the time of a change of Elected Official or department head, the Finance Office shall conduct a physical inventory of fixed assets assigned to that custodian to ensure that all fixed assets are present and accounted for. The County Commission shall review the items found to be missing, lost, or stolen prior to release of final payroll to the affected Elected Official or department head. An interim custodian, usually the second in command, shall be assigned the custodial responsibility until the new Elected Official or department head assumes responsibility. The incoming Elected Official or department head shall then be responsible to complete a physical inventory for the fixed assets assigned to his/her department and certify that it has been reconciled to the physical inventory performed by the Finance Office.

5.5 Knowledge of Provisions. A copy of this Policy and all supplements shall be given to each designated custodian who shall sign for and be required to be knowledgeable about, understand, and comply with the provisions of this Policy.

5.6 Enforcement. Actions that appear to be a violation of this Policy shall be reviewed by the County Manager and if determined to be a violation shall be submitted in a monthly report to the County Commission to be considered at a public meeting for disposition.

SECTION VI: FIXED ASSETS - PROCESSING PROCEDURES

- 6.1 Purchasing Fixed Assets.** Fixed assets shall be purchased in accordance with the provisions of section II. All fixed asset purchases shall be noted as such on the purchase order or p-card statement.
- 6.2 Fixed Assets Requiring Commission Approval and Exceptions.** All fixed asset purchases listed under the justification sheets with County Budget, will be approved upon the approval of the final budget.
- 6.3 Verification.** The Purchaser shall determine if it is a fixed asset according to paragraph 5.2. If it is determined as a fixed asset, it shall be verified that it is a budgeted item.
- 6.4 Initial Processing and Notice to Custodian.** After appropriate verification and approval, the fixed asset shall be processed as a purchase and, in addition, a copy of the receipt and invoice of the fixed asset should be emailed to the Finance Department through e-mail or inter-department mail. A notice shall be sent by the Finance Office to the purchasing custodian that the purchase is a fixed asset and that upon receipt of the invoice or the fixed asset by the office or the department receiving the items, the Finance Office shall be immediately notified so that the fixed asset can be processed for payment, appropriately recorded, and tagged.
- 6.5 Receiving of Fixed Assets.** It shall be the responsibility of the purchaser to notify the Finance Office immediately upon receipt of a fixed asset or invoice as required and the following actions shall be implemented.
- A. Fixed Asset Record Form (PD-15) Required.** Upon processing a fixed asset purchase, a Fixed Asset Record Form (PD-15), shall be completed by the Finance Department and shall be attached to the purchase order and placed in the Fixed Asset Pending File. Upon receipt of the invoice and verification of acceptability by the receiving office or department the invoice will be processed for payment. The PD-15 will then be completed by the Finance Department to include but not be limited to:
1. Descriptive information identifying the item as required by the PD-15;
 2. Certification by Custodian that the item is in the custody and possession of the office or department and that the Custodian accepts full custodial responsibility for the item;
 3. Specific location of the item, or if mobile, the base location, and
 4. Serial numbers, estimated life, vendor name, and all other information on the FD-15.
- B. Verification of Fixed Asset Record Form (PD-15).** The Finance Director shall be responsible for verifying by signature on the PD-15 that the form is complete and has all appropriate information and signatures.

- 6.6 Recording of Fixed Asset.** The fixed asset shall be entered by the Finance Office into the computer fixed asset data file to include all pertinent information and data required and as otherwise deemed appropriate by the Finance Director or County Manager. In addition, it shall be the responsibility of the Finance Director to appropriately update and maintain a permanent Fixed Asset Record File to include the following for each fixed asset after the effective date of this Policy:
- A. Copy of the purchase order or p-card report;
 - B. Original of the Fixed Asset Record Form;
 - C. Copy of the invoice;
 - D. Copy of the approved voucher for payment;
 - E. Copies of all warranties, specifications, contract, agreements, or other pertinent applicable documents.
- 6.7 Transfers of Fixed Assets and Custodian.** A Fixed Asset Disposal Form (PD-16) shall be completed and approved by the Finance Director prior to transfer of any fixed asset from the location approved by the Annual Fixed Asset Resolution specified in Section 5.4 of this Policy.
- A. **Permanent Transfers.** Custodians shall assume full responsibility for all permanent transfers of fixed assets to their location and shall be held fully accountable for the fixed asset while in their possession. All permanent transfers shall be recorded on a Fixed Asset Disposal Form (PD-16) designated in the annual fixed assets resolution as specified in Section 5.4 of this Policy. The original transfer form shall be filed in the Fixed Assets Record File.
 - B. **Temporary Transfers.** Custodians shall assume full responsibility for all temporary transfers of fixed assets to another location and/or to another custodian and shall be fully accountable for the fixed assets while in the possession of a different office or department. A PD-16 form may be filled out by the loaning and borrowing custodians and approved by the Finance Office to transfer full responsibility to the borrowing custodian upon mutual approval and signatures of the custodians. Transfers back to the original custodian, in such cases, shall require approval on the form by the Finance Office for return of the fixed asset.
- 6.8 Disposal of Fixed Assets or County Property.** Disposal of fixed assets and/or County property shall be in accordance with all applicable laws and there shall be a Fixed Asset Disposal Form (PD-16) approved by the Finance Director prior to disposal of any item. Normally, disposal of fixed assets and County property require that the item be auctioned or as otherwise required by New Mexico State Statutes. However, it shall be the responsibility of the Finance Director to insure that all fixed assets and County property are disposed of appropriately and legally upon notice of intent to dispose by an office or department. It is the responsibility of the office or department custodian to notify the Finance Department of intent to dispose of any item. All revenues received for disposal of items shall revert to the general fund except for special revenue funds or as otherwise required by law or State regulations.

- 6.9 Property - Missing, Lost or Stolen.** It shall be the responsibility of each custodian to report to the Sheriff's Department immediately any capitalized asset that has been discovered to be missing, lost, or stolen. A PD-16 Form shall then be completed and forwarded to the Finance Department along with a copy of the Sheriff's Incident Report. At the end of the fiscal year or at the time of a change in custodian, a notarized Missing Property Status Report (PD-17) must be submitted to the Finance Director along with a Property Status Form (PD-18) indicating all items known to be missing, lost, or stolen. The County Commission will act as a review board and each custodian must explain the disposition of each item in order for these items to be permanently removed from the Chaves County Fixed Asset Records.
- 6.10 Inventory Control and Annual Inspection.** It shall be the responsibility of each custodian to appoint an inventory officer to inspect and oversee the office or department inventory and to insure that the inventory is appropriately protected, safeguarded, maintained, and repaired, and is physically inspected, present, and accounted for and certified annually as required by the Annual Fixed Asset Resolution in Section 5.4 of this Policy. The Finance Office may conduct random physical inventory of certain items to verify that the computerized fixed asset file contains accurate information.
- 6.11 Inventory Location Code and Index.** It shall be the responsibility of the Finance Department to update and maintain an Inventory Location Code Index that shall include but not be limited to a listing of all County-owned buildings and County-owned properties by code number.
- 6.12 Sensitive Item Listing.** Certain equipment may be classified as sensitive and controlled on inventory as non-expendable items if determined advantageous by the County. Following is a list of items that may be considered controlled inventory items, but is not limited. Items not listed may be required to be controlled on inventory at the discretion of the County at any time.

Binoculars	Dashboard Cameras	Communications
Radios Computer Towers	Monitors	
Lawn Mowers	Printers / Scanners	
Television Sets	DVRs	Laptops / Tablets

SECTION VII: CAPITALIZATION & INFRASTRUCTURE RECORDING

- 7.1 Definition and Purpose.** All county network systems, equipment, buildings and land with an initial cost of \$10,000 or more shall be capitalized and reported in the annual budget report for the purpose of complying with Generally Accepted Accounting Procedures.
- 7.2 Capitalization Categories.** The categories that fixed assets will be divided into for the purpose of capitalization include:
- A. Land
 - B. Buildings
 - C. Improvements
 - D. Machines and Mobile Equipment
 - E. Equipment
 - F. Infrastructure (subcategories listed in 7.3)
- 7.3 Infrastructure Categories.** The Infrastructure Category is further divided into five subcategories as follows:
- A. Major Road System (Paved/Chip & Seal Roads)
 - B. Currently Maintained Roads (i.e. dirt, gravel)
 - C. Not Currently Maintained Roads
 - D. Bridges
 - E. Other (Cattle guards and Culverts)

7.4 **Infrastructure Reporting by Subcategory.**

- A. **Paved/Chip and Seal Roads** – The Road Department shall determine a dollar value for one mile of Paved/Chip and Seal Road. This value will be calculated using the previous year’s actual salary and benefit costs to determine labor cost, New Mexico Department of Transportation force account hourly rates to determine equipment costs and current actual material costs. These costs will be applied to a typical chip sealed roadway, 24 feet in width, and calculated for a one mile segment. The total value for a one mile segment of Paved/Chip Sealed Road shall be multiplied by the number of miles of Paved/Chip Sealed Road. Annual additions or deletions shall be calculated utilizing the most current year-end costs.

- B. **Maintained Roads (unpaved)** – The Road Department shall determine a dollar value for one mile of Maintained Road (unpaved). This value will be calculated using-current actual material costs, New Mexico Department of Transportation force account hourly rates to determine equipment costs and current-actual material costs. These costs will be applied to a typical maintained but unpaved roadway, 28 feet in width, and calculated for a one mile segment. The total value for a one mile segment of Maintained Road shall be multiplied by the number of miles of Maintained Road. Annual additions or deletions shall be calculated utilizing the most current year-end costs.

- C. **Not Currently Maintained Roads** – The total miles of not currently maintained roads will be recorded for control purposes; however, no value will be assigned.

- D. **Bridges** - The value of the bridges in the Road Network shall be supplied to the Finance Office by the Road Department.

- E. **Other** - The value of the cattle guards and culverts and other capital assets in the Road Network shall be supplied to the Finance Office by the Road Department.

7.5 **Appreciation/Depreciation of Fixed Assets** The Appreciation and Depreciation of Capital Assets shall be determined as follows for each category:

- A. **Land** - There is no requirement to allocate depreciation expense on capital assets in this category.
- B. **Buildings** - Depreciation in this category will be a straight line. Depreciation is based on a life expectancy of forty (40) years.
- C. **Improvements** - Depreciation in this category will be a straight line. Depreciation is based on the appropriate life expectancy depending on the category of the improvement.
- D. **Machines and Equipment** - Depreciation in this category will be a straight line. Depreciation determined by the following schedule:
 - Vehicles (1 ton and under) - 5 years
 - Vehicles (over 1 ton) - 10 years
 - Off road equipment - 15 years
 - Fire Department Pumpers - 25 years
 - Fire Department Tankers - 30 years
- E. **Equipment** - Depreciation in this category will be a straight line. Depreciation based on a life expectancy of 5 years.
- F. **Infrastructure** - As long as infrastructure assets are maintained within their assigned subcategories, roads, bridges and other assets shall be adjusted based on the most current annual costs calculations.

7.6 **Annual Review.** Each year the value of Capital Assets shall be reviewed and recalculated in preparation for the year end close-out.

SECTION VIII: FORMS

8.1 **Standardized Forms.** Listed below are the standardized forms used for the processing of this Policy are as follows:

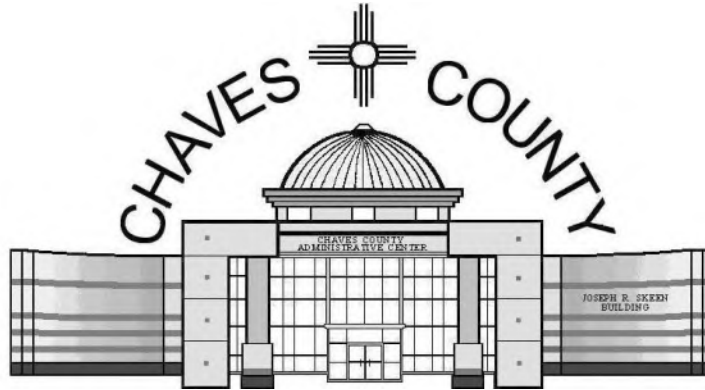
- A. ~~PD-1 Authorized Signatures for Purchase Orders and Purchasing Cards.~~ **Authorization Form.** This form is used by purchase users authorizing personnel in their respective departments to sign purchase orders, utilize County Purchasing Cards and authorize payments.
- B. ~~PD-2 Questionable Purchase. This form is used by Finance or Purchasing personnel to record questionable purchases and issue a written determination.~~

- C.B. PD-3 Purchase Order.** The purchase order is supplied to the authorized user and is initiated pursuant to Section 2.2 and is the official document authorizing a purchase as per Section 2.3. The white copy is the original document which must be given to the vendor; the blue and yellow copies are for the Purchasing and Finance Department's use. The green copy is for the user department's records.
- ~~**D. PD-4 Documented Quotes.** The documented quotes form can be used by departments for documenting quotes on small purchases under \$10,000.~~
- ~~**E.C. PD-5 Request for Quotation.** The written quotation form can be used in compliance with Section 2.6.C.~~
- ~~**F. PD-6 Sole Source Certification.** The sole source certification is used in compliance with Section 2.7.~~
- ~~**G. PD-7 Urgent or Emergency Justification.** This justification is used for urgent or emergency purchases in compliance with Sections 3.2. A and B.~~
- ~~**H. PD-8 Requests for Authorization.** This form is used in compliance with Sections 3.3, 3.4, 3.6, 3.7 and 4.3.~~
- I.D. PD-9 Request for Reimbursement of Petty Cash.** This form is used in compliance with Section 3.4 and supplements thereof and is used to request reimbursement for expenses from Petty Cash Funds.
- J.E. PD-10 Report of Overage/Shortage in Petty Cash Fund.**—This form is used in compliance with Section 3.4 and supplements thereof to report any discrepancies in the Petty Cash Fund.
- K.F. PD-11 Custodian Statement of Responsibility.** This form is used in compliance with Sections 3.4 and 3.6 and supplements thereof and designates the custodian and his responsibility regarding Petty Cash and Special Funds.
- L.G. PD-12 Special Funds Report of Activity.** This form is used in compliance with Section 3.7 as a monthly report summarizing the activities of special funds.
- M. PD-13 Special Funds List of Expenditures.** This form is used in compliance with Section 3.7 as a monthly report detailing the expenditures of special funds.
- N. PD-14 Travel Voucher.** The travel voucher is used in compliance with Sections 4.1 H and I and must be completed upon return from travel status.
- O. FD-15 Fixed Asset Record Form.** This form is used to document the addition of a new fixed asset to the inventory in compliance with Section 6.5.B.
- P. FD-16 Fixed Asset Disposition Form.** This form is used to document the disposition and/or disposal of a fixed asset in compliance with Sections 6.7 and 6.8 and supplements thereof.

- Q. ~~FD-17~~ **Missing Property Status Report.** This form is used in compliance with Section 6.9 certifying item(s) which are missing from inventory.
- R. ~~FD-18~~ **Property Status Form.** This form is used in compliance with Section 6.9 detailing each item which is reported missing.
- S. ~~PD-19~~ **Travel P-card Assignment Form.** This form is used in compliance with Section 4.3 of this policy.

8.2 Revision of Forms. All standardized forms as specified in this Policy may be changed as deemed appropriate by the County Manager.

SUPPLEMENT A



Chaves County Purchasing Card Program

Policy and Procedures Manual

Revised November 1, 2007

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INTRODUCTION

Welcome to the Chaves County Purchasing Card Program!

The purpose of the Purchasing Card Program is to streamline and simplify the requisitioning, purchasing and payment process for small dollar transactions. The Program is designed to shorten the approval process and reduce the paperwork of procurement procedures such as purchase orders, petty cash, check requests and expense reimbursements. The goal of the Program is to:

- reduce the cost of processing small dollar purchases
- receive faster delivery of required merchandise
- simplify the payment process
- provide cardholders with empowerment to choose!

This reference guide will provide you with the particulars of the Program, including general guidelines, reconciliation and record keeping procedures, and customer service information. **It is important to read the following information carefully, as you will be responsible for adhering to the company-established policy and procedures.**

As with any new process, it is difficult to anticipate every question or issue that may arise. The pilot phase is intended to surface procedures, issues or hurdles that may be encountered in using the Card. The feedback will give us an opportunity to refine our policies and procedures.

If you have any additional questions, please contact your manager or your Purchasing Card Administrator:

~~Sandra Rodriguez~~ Ana Alicia Nieto, Purchasing Director

Manager's Suite, County Administration Center

Phone: 624-6615 Fax: ~~624-6631~~

E-mail: purchasing@co.chaves.nm.us ana.nieto@chavescounty.gov

General Guidelines

Card Issuance:

Cardholders must be designated annually in writing by the Department Head to be able to utilize a County Purchasing Card. By signing for receipt of this policy, you have agreed to adhere to the guidelines established herein. Most importantly, you are the only person entitled to use the card and the card is not to be used for personal use. As each purchasing card is linked to a specific cost center and individual employee, the card cannot be transferred from one employee to another. When utilizing travel cards, form PD-19 must be completed and a copy forwarded to the Purchasing Office.

Upon receipt of your Visa Purchasing Card, you will need to activate the account by calling the toll-free number printed on the card. For verification purposes, you will be asked to provide a piece of information, which is your employee number. If you do not know your employee number, contact the person in your department who processes your payroll or call the payroll office at 624-6546. Although the card will be issued in your name, your personal credit history will not affect your ability to obtain a card. The county is responsible for payment of all purchases.

Account Maintenance:

If there's a need to change any information regarding your account, such as mailing address or expense accounting code, please contact your Purchasing Card Administrator.

Card Usage:

The Visa Purchasing Card can be used at any merchant that accepts Visa, except as the county otherwise directs. It may be used for in-store purchases as well as phone, fax or mail orders. There is no special terminal or equipment needed by the Visa merchant to process a purchasing card transaction.

In order to comply with state procurement regulations, items ordered via mail, phone, or otherwise that are not shipped immediately should not be charged until they are shipped. To avoid charges for items on backorder, discuss the issue with the vendor or consider an alternate method of payment (purchase order, invoice, etc.).

When using the Visa Purchasing Card with merchants, please emphasize that an invoice must not be sent as this may result in a duplicate payment. For phone, fax and mail orders, please instruct the merchant to send a receipt only. This receipt must be retained for your records.

Not all of your suppliers will accept Visa. However, as purchasing card programs become more and more popular, vendors will want to accommodate their customers by accepting Visa as a method of payment. If you have a vendor who does not accept Visa, please contact your Purchasing Card Administrator. Your administrator will work with the issuing Bank to communicate our desire, and the benefits, of accepting Visa. Alternatively, you may advise the vendor to contact its local bank for details of becoming a Visa member. It will be to our benefit, and the success of the program, if as many suppliers as possible are Visa merchants.

Limitations and Restrictions:

You have been assigned a credit limit to your card. There also is a single transaction limit placed on your card, which means your card will be declined if you attempt to purchase more than this set amount at one time. Do not split a purchase to avoid the single transaction limit. Splitting of a purchase to circumvent purchase regulations is a violation of NM State law and anyone found doing such will be subject to criminal penalties and disciplinary action. If you believe the single transaction limit will inhibit optimum usage of the Program, please discuss this with your manager.

In addition to the single transaction limit, every cardholder has a total dollar limit assigned to his/her account. As limitations vary by cardholder, please discuss the limit with your respective manager. If you believe your monthly limit to be insufficient for your requirements, and your manager agrees, your manager must contact the Purchasing Card Administrator to request to have your limit(s) increased. The Purchasing Director has the right to deny or approve any limit increases requested.

Cardholders must remain aware of the Chaves County Purchasing Policy and the requirements stated therein.

The Visa Purchasing Card Program also allows for Merchant Category blocking. If a particular Merchant Category is blocked (e.g., jewelry stores), and you attempt to use your card at such a merchant, your purchase will be declined. Management has made an effort to ensure that the vendors/suppliers used during the normal course of business are not restricted. If your card is refused at a merchant where you believe it should have been accepted, you should call your Purchasing Card Administrator to determine the reason for refusal. Depending on the result of your inquiry, you may want to discuss the issue further with your manager. He/she is empowered to advise the Purchasing Card Administrator to modify the restrictions on your use of the Purchasing Card.

IMPORTANT: All requests for changes in limitations and restrictions must be made through your Department Head and the Purchasing Card Administrator.

Lost or Stolen Cards:

You are responsible for the security of your card and any purchases made on your account. If you believe you have lost your card or that it has been stolen, immediately report this information to the issuing bank's Customer Service Department. **Immediately after reporting to Customer Service, you must inform your Purchasing Card Administrator.** It is extremely important to act promptly in the event of a lost or stolen card to avoid county liability for fraudulent transactions.

As with a personal charge card, you will no longer be able to use the account number after notifying the bank. A new card should be issued within 48 hours of notice to the bank

Authorized Purchases:

The Visa Purchasing Card Program is designed to work under the guidelines and regulations set forth by the Chaves County Purchasing Policy. Any purchase under the amount of \$10,000 may be made with the card, if eligible. Single purchases greater than \$10,000 may be authorized by a Program Administrator. The Purchasing Director reserves the right to set a cardholders single purchase limit to any amount up to \$10,000, depending on the cardholder's scope of purchasing responsibility and any other factors.

Unauthorized Purchases:

- Items for personal use
- Capital outlay - Purchasing Director Only may purchase or authorize the purchase of capital outlay items

As with any county purchase, the card is not to be used for any product, service or with any merchant considered being inappropriate for company funds.

Failure to comply with the above guidelines for authorized purchases under the Visa Purchasing Card Program may result in disciplinary action, cancellation of your card privileges, and possible termination of employment.

Reconciliation and Payment:

Unlike personal credit cards, the Visa Purchasing Card Program is handled as county liability. Your personal credit history has not been taken into account when a card has been issued in your name.

The County is responsible for paying the Program invoice(s) each month. You are not responsible for payment under your account.

Each month you will print out a statement. The statement will reflect the transaction date, supplier/merchant name and the total amount of the purchase. The statement can be accessed through the internet. You can also access your account during the month to check your purchases and make sure that you have all the receipts to date.

You are responsible for the following:

- retaining all receipts for items purchased under the Program.
- ensuring all transactions posted are legitimate purchases made by yourself on behalf of the county.
- ensuring that tax-exempt purchases are not taxed
- monthly reconciliation of all purchases made by you and/or others for which you are a proxy reconciler or approver.

Receipt Retention/Record Log:

It is a requirement of the program that you keep all receipts for goods and services purchased. For orders placed via phone, fax or mail, ***you must request a receipt***, detailing merchandise price, sales/use tax, freight, etc. be included with the goods mailed/shipped. (Note: a merchant should not reject this request, as it is a Visa policy}. ***It is extremely important to request and retain purchase receipts***, as this is the only original documentation. Please remember that Chaves County is tax exempt on all tangible goods except for certain construction projects. Services and rentals are taxable.

As purchasing card records will be audited monthly, it is essential to adhere to the above record keeping guidelines.

Reconciliation of Purchases:

It is your responsibility to check your statement and ensure all the transactions posted are legitimate transactions made by yourself. If everything is in order, attach the receipts, sign the statement and forward it to your designated approver for review and approval. It is required that departments retain a copy of each complete statement submitted.

Disputed or Fraudulent Charges:

Disputed Charges: If there is a discrepancy between your record log and your statement, it is imperative that the issue is addressed immediately! Depending on the type of discrepancy, you will need to contact the merchant and your Program Administrator to resolve the disputed transaction.

If you believe the merchant has charged you incorrectly or there is an outstanding quality or service issue, **you must first contact the merchant and try to resolve the error or problem.** If you are able to resolve the matter directly with the merchant, and the error involved an overcharge, a credit adjustment should be requested and receipt of the credit verified.

If the merchant disagrees that an adjustment is necessary, immediately **notify the Purchasing Director. The Purchasing Director will work with the merchant and the bank on your behalf in an attempt to resolve the disputed charge.**

Fraudulent Charges: Any fraudulent charge (i.e., a charge appearing which you did not authorize) **must be reported immediately** to your Purchasing Card Administrator. Prompt reporting of any such charge will help to prevent the company from being held responsible.

In the event the Purchasing Card Administrator is not available, please report any fraudulent charge to the the issuing bank's Fraud Department. Upon report of fraud, the card affected will be immediately terminated and a new card with a different number will be issued within 48 hours of notification.

Sales and Use Tax:

Merchants are required by tax authorities to include the applicable sales or use tax at the time of purchase. The amount of tax is dependent on a variety of factors including the state, county and city where the goods are purchased.

Chaves County is not required to pay sales tax on tangible goods except for construction project materials. Services and rentals are taxable. It is the responsibility of the cardholder to inform the vendor if a purchase should be processed without tax. Please contact the Purchasing Director if the vendor requires proof of non-taxable status. The County's State Tax Number (also referred to sometimes as a "Tax Exempt Number") is embossed on the bottom of all cards. This number is for the vendor's reference and does not guarantee that the purchase will be charged tax free.

Questions regarding this policy and any other questions concerning tax issues should be addressed to your Purchasing Card Administrator.

Termination of Card Privileges

Card privileges may be terminated for the following reasons:

- Termination of employment – upon employment termination cardholder shall immediately return card to their department head or directly to a Program Administrator.
- When use of the card causes budgetary limits to be exceeded without prior authorization from the Finance Director or County Manager.
- Misuse of the card in any manner not consistent with this policy.

Common Questions and Concerns:

• Why did the county decide to participate in a Purchasing Card Program?

Like most companies today, we are exploring ways to streamline processes and reduce costs. Frequently the expenses incurred to process a small dollar purchase can run as high as the price of the item itself.

With a Purchasing Card, many of the typical purchasing steps should be eliminated including, generating a requisition, preparing a purchase order, matching a packing slip to a purchase order, matching invoices with purchasing requisitions, individual payments of invoices, etc.

• What is the procedure when I pay for something with my Purchasing Card?

Essentially, the process is the same as when using your personal credit card. You must always ask for a receipt for your records, particularly for phone, fax and mail orders.

• Are there any restrictions associated with the use of my Card?

Yes, in addition to our county policy stating the type of products you can buy other controls and limits may be placed on your card including:

- a monthly dollar limit
- a daily dollar limit
- a "per transaction" dollar limit
- "blocked" merchant categories

Please see your manager or Purchasing Card Administrator for your specific restrictions.

• What should I do if a supplier does not accept the Purchasing Card?

Any purchase not done by purchasing card may be done by purchase order. In addition, please contact your Purchasing Card Administrator and provide him/her with the supplier's name, address and phone number.

• How will I know if the County is getting billed correctly for the purchases I have made?

You will print out a monthly cardholder statement listing all the purchases made and credits received in the previous month. This statement is for your review and allows you to reconcile your purchases. You must review the statement in a timely manner as any disputed or fraudulent transactions must be reported in a timely manner.

• How will my monthly Purchasing Card bills be paid?

You are not responsible for the payment of your Purchasing Card bills. The monthly statement you print out is for your review only. After the receipts are attached and the statement has been approved, the County will make one monthly payment covering Purchasing Card expenses for all county employees using the card.

- **Who in our company may I talk to if I have questions?**

We have designated the following positions as Purchasing Card (PCA) Administrators: the Purchasing Director and any employees he/she designate to be Program Administrators. The PCA should be contacted for any questions you have regarding limits, usage and other issues.

Only the PCA has the authority to change any existing information or restrictions to a cardholder's account.

- **What should I do if I have a problem associated with something I bought with my Purchasing Card?**

Please refer to the "Disputed or Fraudulent Charges" section of this guide for complete details. It is extremely important that you address these items immediately.

- **Once I receive the card, can I begin using it immediately?**

Once you receive your card, you will be instructed to call the issuing bank and provide certain information to activate the card. They may request the last four digits of your social security number. You only need to give them your four digit County employee number NOT your social security number. This procedure ensures a secure card issuance process and helps to prevent fraud.

- **What should I do if my card is lost or stolen?**

It is extremely important to call the issuing bank immediately in the event your card is lost or stolen. You must also notify your Purchasing Card Administrator.

- **Can another employee utilize my card for purchases?**

Each Purchasing Card will be embossed with the individual employee's name with the exception of Travel Cards. The employee is responsible for the proper use of his/her card. At no time should another individual utilize your Purchasing Card.

- **Can the Purchasing Card be used out the United States?**

Yes, the Purchasing Card is accepted worldwide wherever Visa is accepted. Purchases can be made in any currency and billed in U.S. Dollars. The currency, as well as the foreign exchange rate utilized, is stated for each transaction on your statement.

- **What should I do if I need to change my purchase limits?**

Please contact your Purchasing Card Administrator.

SUPPLEMENT B

RESOLUTION R-11-018

BK 678 PG 700

CHAVES COUNTY FRAUD POLICY

At a regular meeting of the Board of Chaves County Commissioners held on April 21, 2011 the following was among the proceedings:

WHEREAS, staff is seeking approval of the Chaves County Fraud Policy; and,

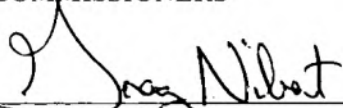
WHEREAS, the Fraud Policy will aid Chaves County by strengthening the internal controls; and,

WHEREAS, the fraud policy will help management in the detection and prevention of fraud and misappropriations and,

NOW, THEREFORE, BE IT RESOLVED, THAT THE BOARD OF COUNTY COMMISSIONERS, CHAVES COUNTY, STATE OF NEW MEXICO, hereby approves the Chaves County Fraud Policy.

Done at Roswell, New Mexico, this 21st day of April 2011.

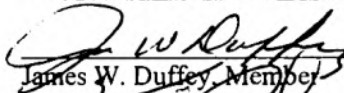
**BOARD OF CHAVES COUNTY
COMMISSIONERS**



Greg Nibert, Chairman

TELEPHONIC APPROVAL

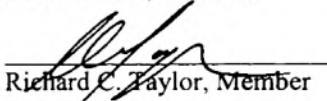
Kyle D. "Smiley" Wooton, Vice-Chairman



James W. Duffey, Member

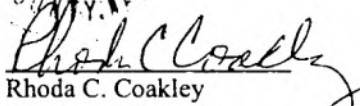


Kim Chesser, Member



Richard C. Taylor, Member





Rhoda C. Coakley
County Clerk

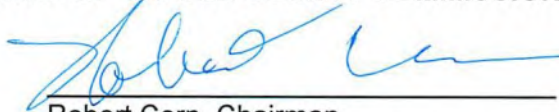
**Resolution R-16-026
CHAVES COUNTY PURCHASING POLICY**

Whereas, on the 10th of March, 1983 the Chaves County Board of Commissioners formally adopted the Chaves County Purchasing Policy, and

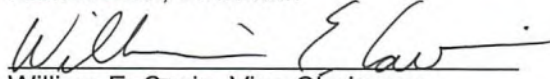
Whereas, the purchasing policy has been revised and updated to better serve the County and to remain compliant with the State of New Mexico Procurement Code.

Now, therefore, the Board of Chaves County Commissioners resolves that the effective date of the revised policy is July 28, 2016.

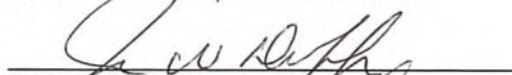
BOARD OF CHAVES COUNTY COMMISSIONERS



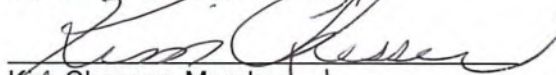
Robert Corn, Chairman



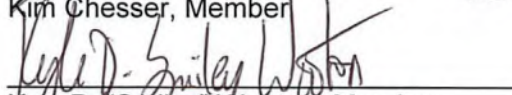
William E. Cavin, Vice-Chairman



James W. Duffey, Member

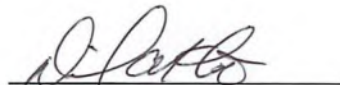


Kim Chesser, Member



Kyle D. "Smiley" Wooton, Member

ATTEST:



Dave Kunko
County Clerk



POLICY

Management is responsible for the detection and prevention of fraud, misappropriations, and other irregularities. Fraud is defined as the intentional, false representation or concealment of a material fact for the purpose of inducing another to act upon it to his or her injury. Each member of the management team will be familiar with the types of improprieties that might occur within his or her area of responsibility, and be alert for any indication of irregularity.

Any irregularity that is detected or suspected must be reported immediately to the County Attorney who coordinates all investigations with the Legal Department and other affected areas, both internal and external.

ACTIONS
CONSTITUTING
FRAUD

BK 678 PG 703

The terms defalcation, misappropriation, and other fiscal irregularities refer to, but are not limited to:

- Any dishonest or fraudulent act

- Misappropriation of funds, securities, supplies, or other assets

- Impropriety in the handling or reporting of money or financial transactions

- Profiteering as a result of insider knowledge of County activities

- Disclosing confidential and proprietary information to outside parties

- Disclosing to other persons securities activities engaged in or contemplated by the County

- Accepting or seeking anything of material value from contractors, vendors, or persons providing services/materials to the County.
Exception: Gifts less than \$50 in value.

- Destruction, removal, or inappropriate use of records, furniture, fixtures, and equipment; and/or

- Any similar or related irregularity.

OTHER
IRREGULARITIES

BK 678 PG 704

Irregularities concerning an employee's moral, ethical, or behavioral conduct should be resolved by departmental management and the Human Resources Department.

If there is any question as to whether an action constitutes fraud, contact the Director of Finance for guidance.

INVESTIGATION
RESPONSIBILITIES

The Investigative Unit has the primary responsibility for the investigation of all suspected fraudulent acts as defined in the policy. If the investigation substantiates that fraudulent activities have occurred, the Investigative Unit will issue reports to appropriate designated personnel and, if appropriate, to the Audit Committee.

Decisions to prosecute or refer the examination results to the appropriate law enforcement and/or regulatory agencies for independent investigation will be made in conjunction with legal counsel and senior management, as will final decisions on disposition of the case.

TERMINATION

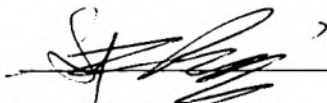
BK 678 PG 707

If an investigation results in a recommendation to terminate an individual, the recommendation will be reviewed for approval by the designated representatives from Human Resources and the Legal Department and, if necessary, by outside counsel, before any such action is taken. The Investigative Unit does not have the authority to terminate an employee. The decision to terminate an employee is made by the employee's management.

ADMINISTRATION

The County Attorney is responsible for the administration, revision, interpretation, and application of this policy. The policy will be reviewed annually and revised as needed.

APPROVAL


(County Manager)

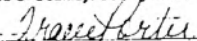
Date


STATE OF NEW MEXICO, COUNTY OF CHAVES
FILE FOR RECORD MAY 18, 2011 AT 04:09 O'CLOCK PM
R-11-018 Page 8
Rhoda C. Coakley, County Clerk NC




STATE OF NEW MEXICO, COUNTY OF CHAVES
FILE FOR RECORD APR 28, 2011 AT 02:48 O'CLOCK PM
Receipt Number: 337749 Fee: \$0.00
Book 00678 Page 00700 Page 8
To Whom Returned: CHAVES COUNTY COMMISSIONERS
KEEP ON FILE

Rhoda C. Coakley, County Clerk

By  Deputy

SUPPLEMENT C

CHAVES COUNTY CODE OF ETHICS

The Chaves County Purchasing Department firmly adheres to a strict code of ethics. Engaging in activities that are inconsistent with the proper discharge of a public employee's duties is considered to be ethical misconduct and may constitute a breach of public trust. Such activities can include participating in decisions that present a conflict of interest, or using confidential information for either actual or anticipated personal gain or doing this on behalf of any other person.

A violation of ethical conduct and trust also includes the acceptance of money, gifts, or favors from an individual or concern which a public employee has reason to believe may become (or is) a party to a business transaction with the employee's employer.

In addition, it is incumbent upon every Chaves County employee to avoid engaging in any activity that may leave an impression that influence peddling is being condoned, or that favoritism is being extended to an individual or concern.

In practicing a high standard of ethical conduct, every Chaves County employee should:

1. Avoid becoming involved in transactions that could result in a conflict between personal interests and the interests of Chaves County.
2. Prevent the intent and appearance of unethical or compromising conduct in relationships, actions and communications.
3. Never use confidential information as a means of obtaining financial enrichment or personal betterment for oneself or for any other person.
4. Decline personal gifts or gratuities from present or potential suppliers since this can influence, or appear to influence, procurement decisions.
5. Focus attention on the objectives and policies of Chaves County.
6. Promote positive supplier relationships through courtesy and impartiality in all aspects of procurement operations and activities.
7. Strive to obtain the maximum value for each dollar of expenditure.
8. Grant all competitive suppliers equal consideration insofar as New Mexico or federal statutes & regulations, and Chaves County policy demand.
9. Conduct business with potential and current suppliers in an atmosphere of good faith.
10. Demand honesty in all aspects of sales representation whether offered through the medium of a verbal or written, an advertisement, or a sample of the product.
11. Receive consent of the originator of any ideas, designs or information before exposing them to anyone, or using them in specifications for competitive purchasing purposes.
12. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier, and/or be willing to submit any major controversy to an independent party for review, insofar as Chaves County policy permits.
13. Educate our internal clients on these ethical practices.
14. Develop skills, expand knowledge and conduct business that demonstrates competence and promotes the procurement profession.

Resolution R-24-008
CHAVES COUNTY PURCHASING POLICY

Whereas, on the 15th of March, 1983 the Chaves County Board of Commissioners formally adopted the Chaves County Purchasing Policy, and

Whereas, the purchasing policy has been revised and updated to better serve the County and to remain compliant with the State of New Mexico Procurement Code.

Now, therefore, the Board of Chaves County Commissioners resolve that the effective date of the revised policy is February 15, 2024.

**BOARD OF CHAVES COUNTY
COMMISSIONERS**

Jeff Bilberry, Chairman

T.Calder Ezzell Jr., Vice-Chairman

Dara Dana, Member

Richard Taylor, Member

Michael Perry, Member

ATTEST:

Cindy Fuller
County Clerk

AGENDA ITEM: 6

Permission to advertise a Notice of Public Hearing for the Chaves County Public Nuisance Abatement Ordinance No. O-115.

MEETING DATE: February 15, 2024

STAFF SUMMARY REPORT

ACTION REQUESTED BY: Planning and Zoning Department

ACTION REQUESTED: Approval to advertise a Notice of Public Hearing for the Chaves County Public Nuisance Abatement Ordinance No O-115.

ITEM SUMMARY:

In compliance with NMSA 4-37-7, Staff shall publish a general summary of the proposed ordinance one time in the local newspaper at least two weeks prior to the March 21st, 2024 Board meeting.

General Summary

Procedures for condemning and cleaning up nuisances in the unincorporated area of Chaves County as permitted in NMSA section 3-18-5 and 4-37-1.

SUPPORT DOCUMENTS: A Draft of Ordinance O-115 and Legal Ad.

SUMMARY BY: Louis Jaramillo

TITLE: Planning and Zoning Director

PLANNING AND ZONING

#1 St. Mary's Place
Chaves County Admin. Bldg.
Roswell, NM 88203
Phone (575)-624-6606

P&Z Director
Louis Jaramillo



COMMISSIONERS

Dara Dana • District 1
T Calder Ezzell Jr • District 2
Jeff Bilberry • District 3
Richard "Dick" Taylor • District 4
Michael Perry • District 5

County Manager
Bill Williams

**CHAVES COUNTY
BOARD OF COMMISSIONERS
MARCH 21, 2024 @ 9:00A.M.
COMMISSION CHAMBERS
CHAVES COUNTY ADMINISTRATIVE CENTER
#1 St. Mary's Place, Roswell**

NOTICE OF PUBLIC HEARING

To consider action on the Chaves County Public Nuisance Abatement Ordinance No. O-115

GENERAL SUMMARY

Procedures for condemning and cleaning up nuisance properties in the unincorporated area of Chaves County as permitted in NMSA section 3-18-5 and 4-37-1.

ORDINANCE NUMBER O-115

CHAVES COUNTY PUBLIC NUISANCE ABATEMENT ORDINANCE

Section 1: Purpose

This ordinance is designed to promote the public health, safety and general welfare of the residents of Chaves County.

Section 2: Authority

This ordinance is authorized by New Mexico Law, Section 4-37-1 NMSA, 1978 and Section 3-18-5 NMSA, 1978.

Section 3: Goal

The goal of this ordinance is for property owners within the unincorporated areas of Chaves County to clean up and abate any public nuisance on their own property.

Section 4: Definition of Public Nuisance

A public nuisance is one that has the potential to affect health, safety, welfare and/or comfort of the general public. This would include abandoned buildings, dangerous structures, dilapidated mobile homes, ruins, rubbish, wreckage, trash, etc.

Section 5: Notification

The Planning and Zoning Department (P&Z) upon learning of a public nuisance will notify the property owner of the public nuisance by registered mail. The notification will contain the following:

- A. Identifying the public nuisance (example: abandoned buildings, dilapidated mobile homes, rubbish, etc.)
- B. Allotting a reasonable amount of time for the owner to abate the public nuisance.
- C. Detailing the process and procedure if the property owner refuses to abate the public nuisance.

Section 6: Commission Action

If the public nuisance has not been abated within the time allocated, the P&Z Director will proceed to the condemnation process. The P&Z Director shall prepare a condemnation resolution for the County Commission to consider at the next scheduled County Commission meeting. The condemnation resolution shall contain the following:

- A. Address of the property.
- B. Name of the property owners.
- C. Nature of the public nuisance.
- D. Property owners appeal process.

Section 7: Appeal Process

- A. The property owner has the right to appeal the County Commission decision to condemn the property. The request for an appeal must be filed with the County Clerk within ten (10) days after having been served a copy of the condemnation resolution by certified mail or by publication.
- B. The County Commission will conduct a public hearing in which to consider the appeal. The property owner or their agent can present evidence as to why the appeal should be granted and the condemnation rescinded. The public will have a right to comment and provide evidence to the Commission.
- C. The Commission can approve the appeal and rescind the condemnation or deny the appeal and move forward with the condemnation process. Nothing in this ordinance prohibits the Commission from granting additional time for the property owner to abate the public nuisance.

Section 8: Enforcement of the Condemnation

- A. If the property owner does not appeal the condemnation or their appeal is denied the County Manager can enforce the abatement order.
- B. The County Manager can utilize the County Road Department to abate the public nuisance or contract with a third party.
- C. All costs associated with the abatement will be borne by the property owner. The County will provide the property owner with an invoice once the abatement is complete.
- D. The County Manager has the authority to negotiate a settlement amount less than the invoice or allow the property owner to enter into a pay plan

- E. If the property owner refuses to pay the invoice, the County Manager is hereby authorized to file a lien on the property with the County Clerk.
- F. The County Commission can choose to foreclose the lien at any time.

Section 9: Effective Date. This ordinance is necessary for the public peace, health and safety of the residents of Chaves County and will therefore become effective immediately.

ADOPTED BY THE GOVERNING BODY OF CHAVES COUNTY, NEW MEXICO, THIS 21ST DAY OF MARCH 2024.

CHAVES COUNTY BOARD OF COMMISSIONERS:

Jeff Bilberry, Chairman

T. Calder Ezzel Jr., Vice-Chairman

Dara Dana, Member

Richard C. Taylor, Member

Michael Perry, Member

ATTEST:

Cindy Fuller
County Clerk

AGENDA ITEM: 7

2024 Chaves County Road Hearing
Applications and Appointment of
Freeholders.

MEETING DATE: February 15, 2024

STAFF SUMMARY REPORT

ACTION REQUESTED BY: Alex Palomino, Public Services Director

ACTION REQUESTED: Appoint Freeholders

ITEM SUMMARY:

The application deadline for the 2024 Chaves County Road hearings has passed and no additional applications will be accepted. Three Freeholders must be appointed to view the road requests and make a report thereof to the Board of County Commissioners. The following individuals have been nominated by staff:

Francisco Salvarrey
Roswell, NM

David Storey
Roswell, NM

Alfredo Parra
Roswell, NM

Alternate

Bob Tackett
Roswell, NM

Staff recommends approval.

SUPPORT DOCUMENTS: 2024 Road Hearing Applications

SUMMARY BY: Alex Palomino
TITLE: Public Services Director

received
1-26-24

Date Received: _____

Application #: _____

**CHAVES COUNTY
ROAD STATUS CHANGE REQUEST**

*Applicant requests the road status change of a County Road or ROW as shown on the Official Chaves County Road Map and the applicant acknowledges valid Chaves County Ownership but desires road status change of the route. Failure to complete this application is cause for rejection of the request.

Name of applicant (print legibly): Alan Borg

Mailing Address: 165 Carrizozo Rd.

Brief Reason for Request: Road was built and maintained
and now is not and it has rough spots that need a
road grader to fix water bars and maybe some material.

Contact Phone Number: 575 626 1669

Name of Road or ROW (right of way): Carrizozo Rd.

Length of Road or ROW for request: 3 miles ?

ACTION REQUESTED (Check one):

- Maintenance of a NCM (Not Currently Maintained) Status road
- Maintenance of an existing County owned Right-of-way

I understand that this application is a request for the status change of said road or ROW, as described above, pending approval by the Chaves County Board of Commissioners. I also understand that in order for the road to be accepted as a maintained Chaves County Road and made a part of the Chaves County Roads network, the Petitioners are responsible for the construction of said road to minimum County standards. The Petitioners will complete the required work within six months after preliminary approval by the Chaves County Commission.

Signed (applicant): 

Date: 1-26-24

Applications will only be accepted at the Chaves County Administration Center, Public Services Dept., #1 St. Mary's Place, Roswell, NM 88203.

Deadline for application: February ~~3~~, 2023 by 5:00 pm
2, 2024

Received 2-1-24

Date Received: 2-1-24

Application #: _____

**CHAVES COUNTY
ROAD STATUS CHANGE REQUEST**

*Applicant requests the road status change of a County Road or ROW as shown on the Official Chaves County Road Map and the applicant acknowledges valid Chaves County Ownership but desires road status change of the route. Failure to complete this application is cause for rejection of the request.

Name of applicant (print legibly): Michael Bennett

Mailing Address: PO Box 156, Hope, NM 88250

Brief Reason for Request: Change to maintain status. Road serves public & private land. Currently not accessible. Needs to be fixed to conduct business. No other access available.

Contact Phone Number: 575-703-3999

Name of Road or ROW (right of way): Sargent Canyon Road

Length of Road or ROW for request: 9 miles

ACTION REQUESTED (Check one):

- Maintenance of a NCM (Not Currently Maintained) Status road
- Maintenance of an existing County owned Right-of-way

I understand that this application is a request for the status change of said road or ROW, as described above, pending approval by the Chaves County Board of Commissioners. I also understand that in order for the road to be accepted as a maintained Chaves County Road and made a part of the Chaves County Roads network, the Petitioners are responsible for the construction of said road to minimum County standards. The Petitioners will complete the required work within six months after preliminary approval by the Chaves County Commission.

Signed (applicant): [Signature]

Date: 2-1-24

Applications will only be accepted at the Chaves County Administration Center, Public Services Dept., #1 St. Mary's Place, Roswell, NM 88203.

Deadline for application: **February 2, 2024 by 5:00 pm**

AGENDA ITEM: 8 Out of State Travel-Reno Nevada
MEETING DATE: February 15, 2024 Western States Sheriff Conference- Lieutenants

STAFF SUMMARY REPORT

ACTION REQUESTED BY: Sheriff Mike Herrington
ACTION REQUESTED: Approval of Out of State Travel

ITEM SUMMARY:

The Chaves County Sheriff's Office is requesting authorization to send three of its Lieutenants, Charles Drake, Andres Salas to the Western States Sheriff's Conference in Reno Nevada, on March 3rd thru March 8th 2024. Travel time will be needed to and from the conference as they are driving along with the Sheriff and Undersheriff. The Sheriff and Undersheriff have obtained prior approval in the budget process as approval was noted on the budget data sheets for 401-7-751.

The registration fee for this conference is \$ 225 per person along with \$1015 for hotel stay plus meals. The amount for hotel includes an additional hotel accommodation traveling to and from Reno Nevada due to them driving and long hours of travel. Total estimated cost to send each Lieutenant will be \$1600 including meals. Registration has already been paid and the only amount outstanding will be hotel and per diem. Funds for this travel expense will be covered by the LEPF line item for travel and training.

SUPPORT DOCUMENTS:

SUMMARY BY: Janet M. Garcia
TITLE: Sheriff's Administrator



Mike Herrington, Sheriff

mherrington@co.chaves.nm.us

TO: Sheriff Herrington
Lieutenant C. Drake
Lieutenant A. Salas
FROM: Undersheriff Charles Yslas
DATE: November 14, 2023
RE: WSSA

Good Afternoon Gentlemen,

I have completed all arrangements for the Western States Sheriff's Association Conference. The conference is scheduled for 03, March 2024 thru 08, March 2024. The itinerary for travel and rooms will be as follows below:

Saturday 02, March 2024 – Depart Roswell (early), arrive in Las Vegas, NV.
(Arrive in Las Vegas, NV and check into Strat on afternoon of Saturday 02, March 2024)

Sunday 03, March 2024 – Depart Las Vegas (early), arrive in Reno, Nevada
(Check into Peppermill – reservations made for peppermill tower in Reno 03, March 2024)

WSSA Conference – Peppermill Hotel & Casino from 03, March 2024 thru 08, March 2024

Friday 08, March 2024 – Check out of Peppermill (Depart Reno, NV to Las Vegas, NV.
(Arrive in Las Vegas, NV and check into Strat on afternoon of Friday 08, March 2024)

02, March 2024 – Staying at Strat Hotel & Casino (Las Vegas, NV) – ½ way stop for rest
03, March 2024 – Staying at Peppermill Hotel & Casino (Reno, NV) - Conference
04, March 2024 – Staying at Peppermill Hotel & Casino (Reno, NV) - Conference
05, March 2024 – Staying at Peppermill Hotel & Casino (Reno, NV) - Conference
06, March 2024 – Staying at Peppermill Hotel & Casino (Reno, NV) - Conference
07, March 2024 – Staying at Peppermill Hotel & Casino (Reno, NV) - Conference
08, March 2024 – Staying at Strat Hotel & Casino (Las Vegas, NV) – Closing Ceremony / Depart

We will take Lt. Drake's truck – please clean it out, to accommodate luggage in the bed area.

V/R

Undersheriff Charles Yslas
Chaves County Sheriff's Office



WESTERN STATES SHERIFFS ASSOCIATION

474 Rogers Canyon Road
Laramie, Wyoming 82072
Telephone: 307-760-4075
www.westernsheriffs.org

REGISTRATION

Annual Training and Business Conference

March 3-8, 2024

Peppermill Hotel & Casino, 2707 S. Virginia Street, Reno, NV 89502
Please type or print information as it should appear on your name badge.

Name: MIKE HERRINGTON Title: SHERIFF
Office/Agency: CHAVES COUNTY SHERIFFS OFFICE
Mailing Address: # 1 ST. MARY'S PLACE
City/State/Zip Code: ROSWELL NM 88203
Telephone #: 575-626-8915 CELL# SAME
Email Address: CHARLES.YSLAS@CHAVESCOUNTY.GOV
Spouse name if attending: N/A

Registration Member Department:	<u>RENEWAL</u>	\$225.00
	Spouse:	\$100.00
Non-Member Department/Association:		\$250.00
	Spouse:	\$150.00
Retired Sheriffs / Lifetime members		\$ 75.00
	Spouse:	\$ 75.00

For Credit Card processing, please call me with your information and I will process it. If you need an invoice sent for processing indicate here _____

Please mark for event on Wednesday: Poker Tourney interested Yes ___ No X

Please duplicate this form to accommodate other employees that wish to attend
WSSA is a 501(c) (3) organization

Mail Completed Registration Form & Payment To:
Western States Sheriffs Association
474 Roger Canyon Road
Laramie, WY 80272

Advance Hotel Reservations---should be made as soon as possible:
Call Toll free **800-282-2444** using group name of
Western States Sheriffs Association Group Code: AWSSA24
Cut Off Date for Room Reservations at Conference Rate is 1 FEBRUARY 24.

Tax ID # 88-033553T • Telephone #: (307) 760-4075 • Email: james.f.pond@gmail.com



WESTERN STATES SHERIFFS ASSOCIATION

474 Rogers Canyon Road
Laramie, Wyoming 82072
Telephone: 307-760-4075
www.westernsheriffs.org

REGISTRATION

Annual Training and Business Conference

March 3-8, 2024

Peppermill Hotel & Casino, 2707 S. Virginia Street, Reno, NV 89502

Please type or print information as it should appear on your name badge.

Name: CHARLES YSLAS Title: UNDERSHERIFF
Office/Agency: CHAVES COUNTY SHERIFFS OFFICE
Mailing Address: #1 ST. MARY'S PLACE
City/State/Zip Code: ROSWELL NM 88203
Telephone #: 575-840-3353 CELL# SAME
Email Address: CHARLES.YSLAS@CHAVESCOUNTY.GOV
Spouse name if attending: N/A

Registration Member Department:	<u>RENEWAL</u>	\$225.00
	Spouse:	\$100.00
Non-Member Department/Association:		\$250.00
	Spouse:	\$150.00
Retired Sheriffs / Lifetime members		\$ 75.00
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Tax ID # 88-033553T • Telephone #: (307) 760-4075 • Email: james.f.pond@gmail.com



WESTERN STATES SHERIFFS ASSOCIATION

474 Rogers Canyon Road
Laramie, Wyoming 82072
Telephone: 307-760-4075
www.westernsheriffs.org

REGISTRATION

Annual Training and Business Conference

March 3-8, 2024

Peppermill Hotel & Casino, 2707 S. Virginia Street, Reno, NV 89502
Please type or print information as it should appear on your name badge.

Name: ANDRES SALAS Title: LIEUTENANT
Office/Agency: CHAVES COUNTY SHERIFFS OFFICE
Mailing Address: #1 St. MARY'S PLACE
City/State/Zip Code: ROSWELL NM 88203
Telephone #: 575-840-4561 CELL# SAME
Email Address: CHARLES.YSLAS@CHAVESCOUNTY.GOV
Spouse name if attending: N/A

Registration Member Department:		\$225.00	<u>X</u>
	Spouse:	\$100.00	_____
Non-Member Department/Association:		\$250.00	_____
	Spouse:	\$150.00	_____
Retired Sheriffs / Lifetime members		\$ 75.00	_____
	Spouse:	\$ 75.00	_____

For Credit Card processing, please call me with your information and I will process it. If you need an invoice sent for processing indicate here _____

Please mark for event on Wednesday: Poker Tourney interested Yes ___ No ___

Please duplicate this form to accommodate other employees that wish to attend
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Tax ID # 88-033553T • Telephone #: (307) 760-4075 • Email: james.f.pond@gmail.com



WESTERN STATES SHERIFFS ASSOCIATION

474 Rogers Canyon Road
Laramie, Wyoming 82072
Telephone: 307-760-4075
www.westernsheriffs.org

REGISTRATION

Annual Training and Business Conference

March 3-8, 2024

Peppermill Hotel & Casino, 2707 S. Virginia Street, Reno, NV 89502

Please type or print information as it should appear on your name badge.

Name: CHARLES DRAKE Title: LIEUTENANT
Office/Agency: CHAVES COUNTY SHERIFFS OFFICE
Mailing Address: #1 ST. MARY'S PLACE
City/State/Zip Code: ROSWELL NM 88203
Telephone #: 575-840-4553 CELL# SAME
Email Address: CHARLES.YSLAS @ CHAVES COUNTY . GOV
Spouse name if attending: N/A

Registration Member Department:		\$225.00	<u>X</u>
	Spouse:	\$100.00	_____
Non-Member Department/Association:		\$250.00	_____
	Spouse:	\$150.00	_____
Retired Sheriffs / Lifetime members		\$ 75.00	_____
	Spouse:	\$ 75.00	_____

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Tax ID # 88-033553T • Telephone #: (307) 760-4075 • Email: james.f.pond@gmail.com

AGENDA ITEM: 9

MEETING DATE: February 15, 2024

**UPDATE TO Charles Noriega's appeal
to Resolution # 23-054 Condemnation
Resolution of 6217 Devonian Street**

STAFF SUMMARY REPORT

ACTION REQUESTED BY: Planning and Zoning Department

ACTION REQUESTED: To determine if Mr. Noriega is in agreement to the order provided by the Board to correct the nuisance at 6217 Devonian St., Roswell NM 88201

ITEM SUMMARY

On January 25, 2024 the Board denied Mr. Noriega's appeal to condemn his property located at 6217 Devonian St.

The Board provided Mr. Noriega with a development plan/order to correct the nuisance. Mr. Noriega requested and was granted ten days to allow his attorney to review the order.

SUMMARY BY: Louis Jaramillo

TITLE: Planning and Zoning Director

AGENDA ITEM: 10

MEETING DATE: February 15, 2024

**UPDATE TO James Gibson's appeal to
Resolution # 23-051 Condemnation
Resolution of 304 Ryan Street**

STAFF SUMMARY REPORT

ACTION REQUESTED BY: Planning and Zoning Department

ACTION REQUESTED: To approve or deny Mr. James Gibson's development plan to correct the nuisance at 304 Ryan Street, Roswell NM 88203 per Resolution #23-051.

ITEM SUMMARY

On December 21, 2023 the Board denied Mr. James Gibson's appeal to condemn his property located at 304 Ryan Street.

The Board gave Mr. Gibson 60 days to present an acceptable development plan to Planning and Zoning Department explaining how he would correct the nuisance.

SUMMARY BY: Louis Jaramillo

TITLE: Planning and Zoning Director

CHAVES COUNTY FINANCE
ACCOUNTS PAYABLE
P.O. Box 1597
Roswell, NM 88202-1597
Phone 575-624-6677 or 575-624-6620



COMMISSIONERS
Dara Dana · District 1
T Calder Ezzell Jr. · District 2
Jeff Bilberry · District 3
Richard C. Taylor · District 4
Michael Perry · District 5

Finance Director
Anabel Barraza

County Manager
Bill Williams

Final Payment Register

Date: 1/5/2024
Packet# 02831

Date: _____
Packet# _____

Date: _____
Packet# _____

Date: 1/12/2024
Packet# 02839

Date: _____
Packet# _____

Date: _____
Packet# _____

Date: 1/19/2024
Packet# 02842

Date: _____
Packet# _____

Date: _____
Packet# _____

Date: 1/26/2024
Packet# 02854

Date: _____
Packet# _____

Date: _____
Packet# _____

BOARD OF CHAVES COUNTY COMMISSIONERS

Jeff Bilberry, Chairman

ATTEST:

T. Calder Ezzell Jr, Vice-Chairman

Cindy Fuller
County Clerk

Dara Dana, Member

Richard C. Taylor, Member

Michael Perry, Member

Approval of Checks

Approval of Checks

Commission Meeting 15-Feb-24

STAFF SUMMARY REPORT

ACTION REQUESTED BY: Anabel Barraza, Finance Director
(575-624-6658)

ACTION REQUESTED:
Approval of Checks

ITEM SUMMARY:

A/P:	5-Jan-24	\$283,572.16
	12-Jan-24	\$377,267.36
	19-Jan-24	\$63,100.40
	26-Jan-24	\$219,872.75

PAYROLL:	7-Jan-24 REGULAR	\$310,239.49
	7-Jan-24 FINAL	\$7,340.25
	7-Jan-24 LATE MEMO	\$400.01
	21-Jan-24 REGULAR	\$346,792.40
	21-Jan-24 FINAL	\$1,497.35

Grand Total Checks to be Approved: \$1,610,082.17

SUPPORT DOCUMENTS:

Copies of Bills Lists

SUMMARY BY: Stephanie Carrillo

TITLE: A/P Officer



Expense Approval Register

Packet: APPKT02831 - CHECK RUN 1/5/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: AMANDA BEAGLES-CLARK					
AMANDA BEAGLES-CLARK	CC024098-1	01/02/2024	TRANSPORT GARCIA/GRANT	650-6-684-228-000	10.00
Vendor AMANDA BEAGLES-CLARK Total:					10.00
Vendor: BELL GAS INC.					
BELL GAS INC.	37631	01/01/2024	ACCT# 11020	452-8-832-223-000	3,452.24
Vendor BELL GAS INC. Total:					3,452.24
Vendor: BERNALILLO COUNTY					
BERNALILLO COUNTY	76714	01/01/2024	JUVIE INMATE HOUSING	401-6-645-268-000	7,200.00
Vendor BERNALILLO COUNTY Total:					7,200.00
Vendor: BLACK WATCH SYSTEMS, LLC					
BLACK WATCH SYSTEMS, LLC	23112802	01/01/2024	STATS & CONTROLLERS/SUPP	401-6-691-230-000	5,318.84
Vendor BLACK WATCH SYSTEMS, LLC Total:					5,318.84
Vendor: BOYS & GIRLS CLUBS OF CHAVES AND LINCOLN COUNTIES					
BOYS & GIRLS CLUBS OF CHA	2024-0102	01/02/2024	YOUTH FUNDING/ RFP-24-1/	631-8-889-230-000	8,333.33
Vendor BOYS & GIRLS CLUBS OF CHAVES AND LINCOLN COUNTIES Total:					8,333.33
Vendor: CUMBERLAND CO-OPERATIVE WATER					
CUMBERLAND CO-OPERATIV	CC025505	01/02/2024	ACCT# B1085	408-8-812-341-000	21.43
CUMBERLAND CO-OPERATIV	CC025506	01/02/2024	ACCT# G215	401-6-691-341-000	39.31
CUMBERLAND CO-OPERATIV	CC025507	01/02/2024	ACCT# G105	410-8-816-341-000	21.43
Vendor CUMBERLAND CO-OPERATIVE WATER Total:					82.17
Vendor: DEXTER CONSOLIDATED SCHOOLS					
DEXTER CONSOLIDATED SCH	FY24-6DEX-TNT	01/02/2024	DWI DISTRIBUTION/ FY 23-2	432-7-761-267-000	1,000.00
Vendor DEXTER CONSOLIDATED SCHOOLS Total:					1,000.00
Vendor: HAGERMAN MUNICIPAL SCHOOLS					
HAGERMAN MUNICIPAL SCH	FY24-6HAG-TNT	01/02/2024	DWI DISTRIBUTION/ FY 23-2	432-7-761-267-000	1,000.00
Vendor HAGERMAN MUNICIPAL SCHOOLS Total:					1,000.00
Vendor: HERITAGE MEMORIAL ALLIANCE					
HERITAGE MEMORIAL ALLIA	11648	01/02/2024	PERMIT # 6268	427-6-639-296-000	1,000.00
Vendor HERITAGE MEMORIAL ALLIANCE Total:					1,000.00
Vendor: INDIGENT HEALTHCARE SOLUTIONS					
INDIGENT HEALTHCARE SOL	77134	01/01/2024	IHC SOFTWARE/ FY 23-24	427-6-638-260-000	1,363.38
Vendor INDIGENT HEALTHCARE SOLUTIONS Total:					1,363.38
Vendor: KS STATE BANK					
KS STATE BANK	46	01/02/2024	ACCT# 3380675	635-6-682-375-000	13,634.11
Vendor KS STATE BANK Total:					13,634.11
Vendor: NEW MEXICO GAS COMPANY INC					
NEW MEXICO GAS COMPAN	CC025501	01/01/2024	ACCT# 075706312-1236482-	414-8-819-341-000	73.35
NEW MEXICO GAS COMPAN	CC025502	01/01/2024	ACCT# 076281612-0786941-	401-6-693-341-000	86.78
NEW MEXICO GAS COMPAN	CC025508	01/01/2024	ACCT# 115435453-1390459-	452-8-832-341-000	120.86
NEW MEXICO GAS COMPAN	CC025509	01/01/2024	ACCT# 076846512-1202378-	411-8-814-341-000	102.25
Vendor NEW MEXICO GAS COMPANY INC Total:					383.24
Vendor: PATRICIA JOHNSON					
PATRICIA JOHNSON	FY24-6SC	01/02/2024	DWI TREATMENT PROVIDER/	432-7-762-267-000	4,166.66
Vendor PATRICIA JOHNSON Total:					4,166.66
Vendor: PECOS VALLEY MACHINE COMPANY INC.					
PECOS VALLEY MACHINE CO	6870	01/01/2024	200 FOOD SLOT GUSSETS/CC	650-6-684-249-000	520.50
Vendor PECOS VALLEY MACHINE COMPANY INC. Total:					520.50

Expense Approval Register

Packet: APPKT02831 - CHECK RUN 1/5/2024

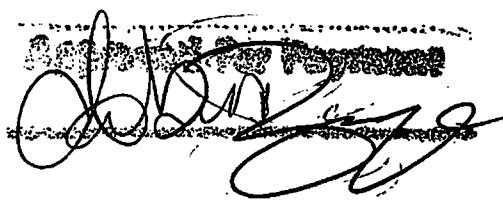
Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: PLUTO ACQUISITION OpCo, LLC					
PLUTO ACQUISITION OpCo, L	202312012802	01/01/2024	EMPLOYEE BACKGROUND SC	401-6-613-260-000	96.52
Vendor PLUTO ACQUISITION OpCo, LLC Total:					96.52
Vendor: RICHARD T SMITH					
RICHARD T SMITH	005	01/02/2024	FLOOD CONTROL CONSULTA	452-8-832-260-000	306.61
Vendor RICHARD T SMITH Total:					306.61
Vendor: ROADRUNNER HEALTH SERVICES, LLC					
ROADRUNNER HEALTH SERVI	1289	01/01/2024	MEDICAL INMATE CARE/ FY	427-6-639-268-000	193,153.25
Vendor ROADRUNNER HEALTH SERVICES, LLC Total:					193,153.25
Vendor: ROSWELL CHAMBER OF COMMERCE					
ROSWELL CHAMBER OF CO	1223986	01/01/2024	ANNUAL ALLOCATION/ FY 23	401-6-672-426-000	4,791.66
ROSWELL CHAMBER OF CO	1224029	01/01/2024	ANNUAL ALLOCATION/ FY 23	401-6-672-426-000	4,791.67
ROSWELL CHAMBER OF CO	1224076	01/02/2024	ANNUAL ALLOCATION/ FY 23	401-6-672-426-000	4,791.67
Vendor ROSWELL CHAMBER OF COMMERCE Total:					14,375.00
Vendor: ROSWELL CHAVES COUNTY EDC					
ROSWELL CHAVES COUNTY E	CC24-0007	01/03/2024	ANNUAL ALLOCATION / FY 2	605-6-672-428-000	12,500.00
Vendor ROSWELL CHAVES COUNTY EDC Total:					12,500.00
Vendor: SERGIO R MONTENEGRO DIAZ					
SERGIO R MONTENEGRO DIA	CC025504	01/03/2024	PAYROLL CK 12/1/22	401-6-642-102-000	37.18
Vendor SERGIO R MONTENEGRO DIAZ Total:					37.18
Vendor: STANTON L RIGGS ATTORNEY AT LAW, LLC					
STANTON L RIGGS ATTORNEY	2024-001	01/02/2024	LEGAL SERVICES/ FY 23-24	401-6-611-260-000	8,520.54
Vendor STANTON L RIGGS ATTORNEY AT LAW, LLC Total:					8,520.54
Vendor: STARR JANITORIAL INC.					
STARR JANITORIAL INC.	93119	01/01/2024	SUPPLIES	650-6-684-230-000	748.80
STARR JANITORIAL INC.	93176	01/01/2024	SUPPLIES	401-6-691-230-000	68.28
Vendor STARR JANITORIAL INC. Total:					817.08
Vendor: THE TREE DR. LTD.CO					
THE TREE DR. LTD.CO	126	01/01/2024	TREE CUTTING/ FLOOD	452-8-832-267-000	5,379.16
Vendor THE TREE DR. LTD.CO Total:					5,379.16
Vendor: TOWN OF DEXTER					
TOWN OF DEXTER	CC025503	01/01/2024	ACCT# 1085	401-6-693-341-000	99.23
Vendor TOWN OF DEXTER Total:					99.23
Vendor: VISUAL EDGE IT, INC					
VISUAL EDGE IT, INC	35605627-1	01/01/2024	ACCT# 009-1458792-000	401-6-624-251-000	336.59
VISUAL EDGE IT, INC	35605627	01/01/2024	ACCT# 0091458792-000	402-6-651-251-000	289.73
Vendor VISUAL EDGE IT, INC Total:					626.32
Vendor: WASTE CONNECTIONS OF N.M.					
WASTE CONNECTIONS OF N.	3830649V830	01/01/2024	ACCT# 5830-688853	452-8-832-267-000	196.80
Vendor WASTE CONNECTIONS OF N.M. Total:					196.80
Grand Total:					283,572.16

Fund Summary

Fund	Expense Amount
401 - GENERAL FUND	36,178.27
402 - ROAD FUND	289.73
408 - EAST GRAND PLAINS VOLFIRE	21.43
410 - MIDWAY VOLUNTEER FIRE FND	21.43
411 - BERRENDO VOLUNTEER FIRE	102.25
414 - CC FIRE DIST #8 VOL FIRE	73.35
427 - INDIGENT HOSPITAL CLAIMS	195,516.63
432 - DWI GRANT FUNDS	6,166.66
452 - FLOOD CONTROL	9,455.67
605 - ECONOMIC DEVELOPMENT PROJ	12,500.00
631 - OTHER GRANTS & CONTRACTS	8,333.33
635 - EMERGENCY/CAPITAL OUTLAY	13,634.11
650 - DETENTION CONSTRUCTION PJ	1,279.30
Grand Total:	283,572.16

Account Summary

Account Number	Account Name	Expense Amount
401-6-611-260-000	PROFESSIONAL SERVICE	8,520.54
401-6-613-260-000	PROFESSIONAL SERVICE	96.52
401-6-624-251-000	RENTALS	336.59
401-6-642-102-000	REGULAR SALARIES	37.18
401-6-645-268-000	CARE OF PRISONER SER	7,200.00
401-6-672-426-000	CHAMBER OF COMMER	14,375.00
401-6-691-230-000	SUPPLIES/TOOLS	5,387.12
401-6-691-341-000	UTILITIES	39.31
401-6-693-341-000	UTILITIES	186.01
402-6-651-251-000	RENTALS	289.73
408-8-812-341-000	UTILITIES	21.43
410-8-816-341-000	UTILITIES	21.43
411-8-814-341-000	UTILITIES	102.25
414-8-819-341-000	UTILITIES	73.35
427-6-638-260-000	PROFESSIONAL SERVICE	1,363.38
427-6-639-268-000	CARE OF PRISONER SER	193,153.25
427-6-639-296-000	INDIGENT BURIAL	1,000.00
432-7-761-267-000	CONTRACTUAL SERVICES	2,000.00
432-7-762-267-000	CONTRACTUAL SERVICES	4,166.66
452-8-832-223-000	VEHICLE FUELS	3,452.24
452-8-832-260-000	PROFESSIONAL SERVICE	306.61
452-8-832-267-000	CONTRACTUAL SERVICES	5,575.96
452-8-832-341-000	UTILITIES	120.86
605-6-672-428-000	ECONOMIC GRANTS TO	12,500.00
631-8-889-230-000	SUPPLIES	8,333.33
635-6-682-375-000	LEASE PURCHASES	13,634.11
650-6-684-228-000	TRANSPORT PRISONERS	10.00
650-6-684-230-000	SUPPLIES/TOOLS	748.80
650-6-684-249-000	EQUIP.MAINT/REPAIR	520.50
Grand Total:		283,572.16



A handwritten signature in black ink is written over a rectangular stamp. The signature is cursive and appears to read 'John J. ...'. The stamp contains some illegible text and a date.

Project Account Summary

Project Account Key	Expense Amount
None	283,572.16
Grand Total:	283,572.16



Expense Approval Register

Packet: APPKT02839 - CHECK RUN 1/12/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: ALLIED KEY & SAFE LLC					
ALLIED KEY & SAFE LLC	59551	01/01/2024	KEY BLADES/ UNIT 981/978/	401-7-752-230-000	375.00
Vendor ALLIED KEY & SAFE LLC Total:					375.00
Vendor: AMERICAN STEWARDS OF LIBERTY					
AMERICAN STEWARDS OF LI	1296	01/01/2024	CONSULTING SERVICES/ FY 2	401-6-619-260-000	1,500.00
Vendor AMERICAN STEWARDS OF LIBERTY Total:					1,500.00
Vendor: ASPEN OF NEW MEXICO					
ASPEN OF NEW MEXICO	FY24-6ASPEN-1	01/08/2024	DISTRIBUTION ALT ED/ FY 23	432-7-761-267-000	416.66
ASPEN OF NEW MEXICO	FY24-6ASPEN	01/08/2024	ALT ED PROGRAM/ FY 23/24	432-7-762-267-000	555.56
Vendor ASPEN OF NEW MEXICO Total:					972.22
Vendor: B DIAMOND INFRA LLC					
B DIAMOND INFRA LLC	006451	01/01/2024	CCSO/ TOWER RENTAL/ FY23	401-7-751-251-000	601.00
Vendor B DIAMOND INFRA LLC Total:					601.00
Vendor: BEACON SOFTWARE SOLUTIONS INC					
BEACON SOFTWARE SOLUTI	840	01/01/2024	MAINT & SUPPORT/ FY 23-2	650-6-684-267-000	21,000.00
Vendor BEACON SOFTWARE SOLUTIONS INC Total:					21,000.00
Vendor: BERRENDO CO-OP WATER USERS					
BERRENDO CO-OP WATER U	CC025516	01/01/2024	ROAD DEPT	402-6-651-341-000	50.92
Vendor BERRENDO CO-OP WATER USERS Total:					50.92
Vendor: BLUE SKY UPFITTING, LLC					
BLUE SKY UPFITTING, LLC	INV-0102	01/08/2024	CELL PARTITIONS/ UNIT 968	401-7-752-231-000	5,385.18
Vendor BLUE SKY UPFITTING, LLC Total:					5,385.18
Vendor: CARRIE HARDY					
CARRIE HARDY	INV0011326	01/11/2024	Thomas Ray/DM-2010-331	401-2-200-018-000	250.00
Vendor CARRIE HARDY Total:					250.00
Vendor: CATERPILLAR FINANCIAL SERVICES					
CATERPILLAR FINANCIAL SER	34842183	01/02/2024	CUST # 2476550	452-8-832-375-000	9,419.95
Vendor CATERPILLAR FINANCIAL SERVICES Total:					9,419.95
Vendor: CENTRAL VALLEY ELECTRIC COOP					
CENTRAL VALLEY ELECTRIC C	CC025517	01/01/2024	ACCT# 23898800	410-8-816-341-000	17.78
CENTRAL VALLEY ELECTRIC C	CC025517	01/01/2024	ACCT# 10114001	410-8-816-341-000	238.89
CENTRAL VALLEY ELECTRIC C	CC025518	01/01/2024	ACCT# 12001802	401-6-691-243-000	42.86
CENTRAL VALLEY ELECTRIC C	CC025518	01/01/2024	ACCT# 12209501	401-6-691-243-000	554.23
CENTRAL VALLEY ELECTRIC C	CC025518	01/01/2024	ACCT# 10147201	401-6-691-243-000	65.00
CENTRAL VALLEY ELECTRIC C	CC025518	01/01/2024	ACCT# 23133100	410-8-816-341-000	111.45
CENTRAL VALLEY ELECTRIC C	CC025518	01/01/2024	ACCT# 6695501	414-8-819-341-000	125.59
CENTRAL VALLEY ELECTRIC C	CC025518	01/01/2024	ACCT# 24186400	437-6-659-341-000	48.11
CENTRAL VALLEY ELECTRIC C	CC025518	01/01/2024	ACCT# 22987100	437-6-659-341-000	47.01
CENTRAL VALLEY ELECTRIC C	CC025518	01/01/2024	ACCT# 24208300	437-6-659-341-000	86.33
CENTRAL VALLEY ELECTRIC C	CC025518	01/01/2024	ACCT# 12412501	437-6-659-341-000	50.66
CENTRAL VALLEY ELECTRIC C	CC025519	01/01/2024	ACCT# 12026501	411-8-814-341-000	69.51
CENTRAL VALLEY ELECTRIC C	CC025519	01/01/2024	ACCT# 12413201	411-8-814-341-000	52.07
CENTRAL VALLEY ELECTRIC C	CC025519	01/01/2024	ACCT# 12413101	411-8-814-341-000	9.67
CENTRAL VALLEY ELECTRIC C	CC025519	01/01/2024	ACCT# 12413301	411-8-814-341-000	8.89
Vendor CENTRAL VALLEY ELECTRIC COOP Total:					1,528.05
Vendor: CHAVES COUNTY CASA					
CHAVES COUNTY CASA	FY24-6AEP	01/10/2024	JJAC/ FY 23-24	631-8-885-267-000	1,600.00
CHAVES COUNTY CASA	FY24-6GS	01/10/2024	JJAC/ FY 23-24	631-8-885-267-000	825.00
CHAVES COUNTY CASA	FY24-6YA	01/11/2024	JJAC/ FY 23-24	631-8-885-267-000	2,415.00
Vendor CHAVES COUNTY CASA Total:					4,840.00

Expense Approval Register

Packet: APPKT02839 - CHECK RUN 1/12/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: CITY OF ROSWELL					
CITY OF ROSWELL	CC025604	01/01/2024	ACCT# 52228	452-8-832-341-000	58.18
CITY OF ROSWELL	CC025607	01/01/2024	ACCT# 52230	402-6-653-291-000	102.25
CITY OF ROSWELL	CC025608	01/01/2024	ACCT# 52234	402-6-653-291-000	120.17
Vendor CITY OF ROSWELL Total:					280.60
Vendor: CITY OF ROSWELL					
CITY OF ROSWELL	CC025606	01/01/2024	ACCT# 44	437-6-659-242-000	11,946.70
Vendor CITY OF ROSWELL Total:					11,946.70
Vendor: DIANE F. TAYLOR					
DIANE F. TAYLOR	FY24-6DT	01/08/2024	DWI DISTRIBUTION FY 23-24	432-7-761-267-000	4,524.33
Vendor DIANE F. TAYLOR Total:					4,524.33
Vendor: DONA ANA COUNTY					
DONA ANA COUNTY	50094868	01/04/2024	JUVIE INMATE HOUSING	401-6-645-268-000	16,800.00
Vendor DONA ANA COUNTY Total:					16,800.00
Vendor: FORREST TIRE OF ROSWELL, NM INC.					
FORREST TIRE OF ROSWELL,	1072264	01/01/2024	ALIGNMENT UNIT 994	401-7-752-221-000	69.95
Vendor FORREST TIRE OF ROSWELL, NM INC. Total:					69.95
Vendor: FRANK G. MAGOURILOS					
FRANK G. MAGOURILOS	FY22-3FM	01/08/2024	PREVENTION WORKS EVALU	432-7-762-267-000	1,333.33
Vendor FRANK G. MAGOURILOS Total:					1,333.33
Vendor: FULLER PLUMBING SUPPLY					
FULLER PLUMBING SUPPLY	5553054-IN	01/05/2024	PARTS/ MAINT	401-6-692-230-000	53.20
Vendor FULLER PLUMBING SUPPLY Total:					53.20
Vendor: GSD-ADMIN SERVICES DIVISION					
GSD-ADMIN SERVICES DIVISI	CC025510	01/05/2024	LIFE & LOD PREMIUMS	401-2-200-005-000	1,533.06
GSD-ADMIN SERVICES DIVISI	CC025510	01/05/2024	ADJ 2722	401-2-200-005-000	4.42
GSD-ADMIN SERVICES DIVISI	CC025510	01/05/2024	LIFE & LOD PREMIUMS	402-2-200-005-000	313.78
GSD-ADMIN SERVICES DIVISI	CC025510	01/05/2024	LIFE & LOD PREMIUMS	427-2-200-005-000	46.44
GSD-ADMIN SERVICES DIVISI	CC025510	01/05/2024	LIFE & LOD PREMIUMS	432-2-200-005-000	16.16
GSD-ADMIN SERVICES DIVISI	CC025510	01/05/2024	LIFE & LOD PREMIUMS	435-2-200-005-000	17.68
GSD-ADMIN SERVICES DIVISI	CC025510	01/05/2024	LIFE & LOD PREMIUMS	437-2-200-005-000	4.42
GSD-ADMIN SERVICES DIVISI	CC025510	01/05/2024	LIFE & LOD PREMIUMS	452-2-200-005-000	223.23
GSD-ADMIN SERVICES DIVISI	CC025511	01/05/2024	MEDICAL PRESBYT & BCBS	401-2-200-007-000	114,967.87
GSD-ADMIN SERVICES DIVISI	CC025511	01/05/2024	MEDICAL PRESBYT & BCBS	402-2-200-007-000	30,876.53
GSD-ADMIN SERVICES DIVISI	CC025511	01/05/2024	MEDICAL PRESBYT & BCBS	427-2-200-007-000	2,106.44
GSD-ADMIN SERVICES DIVISI	CC025511	01/05/2024	MEDICAL PRESBYT & BCBS	432-2-200-007-000	3,509.61
GSD-ADMIN SERVICES DIVISI	CC025511	01/05/2024	MEDICAL PRESBYT & BCBS	435-2-200-007-000	3,084.06
GSD-ADMIN SERVICES DIVISI	CC025511	01/05/2024	MEDICAL PRESBYT & BCBS	437-2-200-007-000	2,600.87
GSD-ADMIN SERVICES DIVISI	CC025511	01/05/2024	MEDICAL PRESBYT & BCBS	452-2-200-007-000	10,112.08
GSD-ADMIN SERVICES DIVISI	CC025512	01/05/2024	DISABILITY & ADMIN	401-2-200-005-000	987.47
GSD-ADMIN SERVICES DIVISI	CC025512	01/05/2024	DISABILITY & ADMIN	402-2-200-005-000	259.81
GSD-ADMIN SERVICES DIVISI	CC025512	01/05/2024	DISABILITY & ADMIN	427-2-200-005-000	22.50
GSD-ADMIN SERVICES DIVISI	CC025512	01/05/2024	DISABILITY & ADMIN	432-2-200-005-000	33.75
GSD-ADMIN SERVICES DIVISI	CC025512	01/05/2024	DISABILITY & ADMIN	435-2-200-005-000	5.48
GSD-ADMIN SERVICES DIVISI	CC025512	01/05/2024	DISABILITY & ADMIN	437-2-200-005-000	26.92
GSD-ADMIN SERVICES DIVISI	CC025512	01/05/2024	DISABILITY & ADMIN	452-2-200-005-000	101.25
GSD-ADMIN SERVICES DIVISI	CC025513	01/05/2024	VISION PREMIUMS	401-2-200-021-000	1,220.75
GSD-ADMIN SERVICES DIVISI	CC025513	01/05/2024	VISION PREMIUMS	402-2-200-021-000	272.83
GSD-ADMIN SERVICES DIVISI	CC025513	01/05/2024	VISION PREMIUMS	427-2-200-021-000	22.66
GSD-ADMIN SERVICES DIVISI	CC025513	01/05/2024	VISION PREMIUMS	432-2-200-021-000	42.96
GSD-ADMIN SERVICES DIVISI	CC025513	01/05/2024	VISION PREMIUMS	435-2-200-021-000	32.30
GSD-ADMIN SERVICES DIVISI	CC025513	01/05/2024	VISION PREMIUMS	437-2-200-021-000	22.62
GSD-ADMIN SERVICES DIVISI	CC025513	01/05/2024	VISION PREMIUMS	452-2-200-021-000	106.53
GSD-ADMIN SERVICES DIVISI	CC025514	01/05/2024	DELTA DENTAL PREMIUMS	401-2-200-201-000	1,295.90
GSD-ADMIN SERVICES DIVISI	CC025514	01/05/2024	DELTA DENTAL PREMIUMS	402-2-200-201-000	64.61
GSD-ADMIN SERVICES DIVISI	CC025514	01/05/2024	DELTA DENTAL PREMIUMS	427-2-200-201-000	96.94
GSD-ADMIN SERVICES DIVISI	CC025514	01/05/2024	DELTA DENTAL PREMIUMS	437-2-200-201-000	64.61
Vendor GSD-ADMIN SERVICES DIVISION Total:					174,096.54

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: HOLCOMB LAW OFFICE					
HOLCOMB LAW OFFICE	4072	01/03/2024	LEGAL SERVICES/ FY 23-24	401-6-611-260-000	375.07
Vendor HOLCOMB LAW OFFICE Total:					375.07
Vendor: ITS QUEST, INC					
ITS QUEST, INC	901518	01/02/2024	TEMP/ SATTERFIELD	402-6-653-104-000	590.41
ITS QUEST, INC	901526	01/10/2024	TEMP/ SATTERFIELD	402-6-653-104-000	590.41
Vendor ITS QUEST, INC Total:					1,180.82
Vendor: IUPA, CHAVES COUNTY SHERIFF'S ASSOC. #507					
IUPA, CHAVES COUNTY SHER	INV0011334	01/11/2024	Jeremy W. Parmer Union Du	401-2-200-010-000	25.00
IUPA, CHAVES COUNTY SHER	INV0011335	01/11/2024	John White Union Dues	401-2-200-010-000	25.00
Vendor IUPA, CHAVES COUNTY SHERIFF'S ASSOC. #507 Total:					50.00
Vendor: KANSAS STATE BANK OF MANHATTAN					
KANSAS STATE BANK OF MA	28-7	01/08/2024	ACCT# 3359234	402-6-653-251-000	2,670.85
KANSAS STATE BANK OF MA	40-6	01/08/2024	ACCT# 3357431	402-6-653-251-000	1,647.40
KANSAS STATE BANK OF MA	46-5	01/08/2024	ACCT# 3356805	402-6-653-251-000	1,584.93
Vendor KANSAS STATE BANK OF MANHATTAN Total:					5,903.18
Vendor: LA CASA DE BUENA SALUD INC					
LA CASA DE BUENA SALUD I	FY24-3LABH	01/08/2024	TREATMENT PROVIDER/ FY 2	432-7-762-267-000	3,333.33
Vendor LA CASA DE BUENA SALUD INC Total:					3,333.33
Vendor: LAKE ARTHUR MUNICIPAL SCHOOLS					
LAKE ARTHUR MUNICIPAL SC	FY24-6LA-TNT	01/08/2024	DWI DISTRIBUTION/ FY 23/2	432-7-761-267-000	1,000.00
Vendor LAKE ARTHUR MUNICIPAL SCHOOLS Total:					1,000.00
Vendor: LEA COUNTY					
LEA COUNTY	J12-2023	01/01/2024	JUVIE INMATE HOUSING	401-6-645-268-000	34,750.00
Vendor LEA COUNTY Total:					34,750.00
Vendor: LOVELACE HEALTH SYSTEMS INC					
LOVELACE HEALTH SYSTEMS	CC025530	01/02/2024	ACCT# H1000985144300	427-6-639-270-000	579.35
Vendor LOVELACE HEALTH SYSTEMS INC Total:					579.35
Vendor: NEW MEXICO GAS COMPANY INC					
NEW MEXICO GAS COMPAN	CC025515	01/02/2024	ACCT# 076424512-0788370-	401-6-645-341-000	681.66
NEW MEXICO GAS COMPAN	CC025515	01/02/2024	ACCT# 076424512-0788370-	401-6-692-341-000	307.73
NEW MEXICO GAS COMPAN	CC025515	01/02/2024	ACCT# 076424512-0788370-	401-6-692-341-000	3,483.42
Vendor NEW MEXICO GAS COMPANY INC Total:					4,472.81
Vendor: NM RETIREE HEALTH CARE AUTHORITY					
NM RETIREE HEALTH CARE A	CM0000290	01/03/2024	NM RETIREE HEALTH CARE P	401-2-200-020-000	-44.88
NM RETIREE HEALTH CARE A	INV0011317	01/03/2024	NM RETIREE HEALTH CARE P	401-2-200-020-000	38.55
NM RETIREE HEALTH CARE A	INV0011332	01/11/2024	NM RETIREE HEALTH CARE P	401-2-200-020-000	7,282.55
NM RETIREE HEALTH CARE A	INV0011332	01/11/2024	NM RETIREE HEALTH CARE P	402-2-200-020-000	1,540.50
NM RETIREE HEALTH CARE A	INV0011332	01/11/2024	NM RETIREE HEALTH CARE P	427-2-200-020-000	115.50
NM RETIREE HEALTH CARE A	INV0011332	01/11/2024	NM RETIREE HEALTH CARE P	432-2-200-020-000	171.28
NM RETIREE HEALTH CARE A	INV0011332	01/11/2024	NM RETIREE HEALTH CARE P	435-2-200-020-000	119.61
NM RETIREE HEALTH CARE A	INV0011332	01/11/2024	NM RETIREE HEALTH CARE P	437-2-200-020-000	73.59
NM RETIREE HEALTH CARE A	INV0011332	01/11/2024	NM RETIREE HEALTH CARE P	452-2-200-020-000	545.37
NM RETIREE HEALTH CARE A	INV0011333	01/11/2024	NM Retiree HealthCare Law	401-2-200-020-000	2,846.40
Vendor NM RETIREE HEALTH CARE AUTHORITY Total:					12,688.47
Vendor: NM TRD/PTD					
NM TRD/PTD	CC025527	01/09/2024	CLASS DEBBIE RIBBLE	401-7-732-224-000	210.00
NM TRD/PTD	CC025527	01/09/2024	CLASS DEBBIE RIBBLE	628-7-733-224-000	210.00
NM TRD/PTD	CC025528	01/09/2024	CLASS FOR MARCIA TIDWELL	401-7-732-224-000	210.00
NM TRD/PTD	CC025528	01/09/2024	CLASS FOR MARCIA TIDWELL	628-7-733-224-000	210.00
Vendor NM TRD/PTD Total:					840.00
Vendor: REGIONAL IMAGING ENM, LLC					
REGIONAL IMAGING ENM, LL	CC025531	01/01/2024	ACCT# 16017367	427-6-639-270-000	101.35
Vendor REGIONAL IMAGING ENM, LLC Total:					101.35

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: ROOSEVELT COUNTY					
ROOSEVELT COUNTY	105	01/03/2024	INMATE HOUSING FOR CCDC	650-6-684-268-000	3,875.00
Vendor ROOSEVELT COUNTY Total:					3,875.00
Vendor: ROSWELL CLINIC CORP					
ROSWELL CLINIC CORP	CC025532	01/01/2024	ACCT# 1719800V1610	427-6-639-270-000	104.57
ROSWELL CLINIC CORP	CC025533	01/01/2024	ACCT# 1722927V1610	427-6-639-270-000	194.06
ROSWELL CLINIC CORP	CC025534	01/08/2024	ACCT# 1725930V1610	427-6-639-270-000	359.61
ROSWELL CLINIC CORP	CC025535	01/08/2024	ACCT# 1725930V1610	427-6-639-270-000	154.15
ROSWELL CLINIC CORP	CC025585	01/08/2024	ACCT# 1724214V1610	427-6-639-270-000	65.51
ROSWELL CLINIC CORP	CC025601	01/08/2024	ACCT# 1724214V1610	427-6-639-270-000	78.05
ROSWELL CLINIC CORP	CC025602	01/01/2024	ACCT# 1722576V1610	427-6-639-270-000	194.06
ROSWELL CLINIC CORP	CC025603	01/08/2024	ACCT# 1725919V1610	427-6-639-270-000	392.62
Vendor ROSWELL CLINIC CORP Total:					1,542.63
Vendor: ROSWELL DAILY RECORD					
ROSWELL DAILY RECORD	00288708	01/05/2024	LEGAL AD # 00288708	401-6-632-237-000	35.16
ROSWELL DAILY RECORD	00294111	01/03/2024	LEGAL AD # 00294111	432-7-761-252-000	40.49
Vendor ROSWELL DAILY RECORD Total:					75.65
Vendor: ROSWELL HOSPITAL CORPORATION					
ROSWELL HOSPITAL CORPOR	CC025536	01/01/2024	ACCT# V024481194	401-7-752-267-000	59.13
ROSWELL HOSPITAL CORPOR	CC025537	01/01/2024	ACCT# V024459320	401-7-752-267-000	1,126.70
ROSWELL HOSPITAL CORPOR	CC025538	01/01/2024	ACCT# V024477879	401-7-752-267-000	876.71
ROSWELL HOSPITAL CORPOR	CC025539	01/01/2024	ACCT# V024465619	401-7-752-267-000	59.13
ROSWELL HOSPITAL CORPOR	CC025540	01/01/2024	ACCT# V024453904	401-7-752-267-000	19.50
ROSWELL HOSPITAL CORPOR	CC025541	01/01/2024	ACCT# V025216532	401-7-752-267-000	79.82
ROSWELL HOSPITAL CORPOR	CC025542	01/01/2024	ACCT# V025205105	401-7-752-267-000	20.41
ROSWELL HOSPITAL CORPOR	CC025543	01/01/2024	ACCT# V025220005	401-7-752-267-000	20.41
ROSWELL HOSPITAL CORPOR	CC025544	01/01/2024	ACCT# V025236753	401-7-752-267-000	219.62
ROSWELL HOSPITAL CORPOR	CC025545	01/01/2024	ACCT# V025203316	401-7-752-267-000	887.47
ROSWELL HOSPITAL CORPOR	CC025546	01/01/2024	ACCT# V025270430	401-7-752-267-000	311.46
ROSWELL HOSPITAL CORPOR	CC025547	01/01/2024	ACCT# V025280017	401-7-752-267-000	20.41
ROSWELL HOSPITAL CORPOR	CC025548	01/01/2024	ACCT# V025270323	401-7-752-267-000	140.30
ROSWELL HOSPITAL CORPOR	CC025549	01/01/2024	ACCT# V025132606	401-7-752-267-000	94.32
ROSWELL HOSPITAL CORPOR	CC025550	01/01/2024	ACCT# V025157983	401-7-752-267-000	20.41
ROSWELL HOSPITAL CORPOR	CC025551	01/01/2024	ACCT# V025121484	401-7-752-267-000	92.37
ROSWELL HOSPITAL CORPOR	CC025552	01/01/2024	ACCT# V025136854	401-7-752-267-000	20.41
ROSWELL HOSPITAL CORPOR	CC025553	01/01/2024	ACCT# V025084856	401-7-752-267-000	19.50
ROSWELL HOSPITAL CORPOR	CC025554	01/01/2024	ACCT# V025075292	401-7-752-267-000	19.50
ROSWELL HOSPITAL CORPOR	CC025555	01/01/2024	ACCT# V025096579	401-7-752-267-000	872.57
ROSWELL HOSPITAL CORPOR	CC025556	01/01/2024	ACCT# V025051335	401-7-752-267-000	19.50
ROSWELL HOSPITAL CORPOR	CC025557	01/01/2024	ACCT# V025051566	401-7-752-267-000	97.41
ROSWELL HOSPITAL CORPOR	CC025558	01/01/2024	ACCT# V025111626	401-7-752-267-000	108.17
ROSWELL HOSPITAL CORPOR	CC025559	01/01/2024	ACCT# V025049610	401-7-752-267-000	159.52
ROSWELL HOSPITAL CORPOR	CC025560	01/01/2024	ACCT# V025103342	401-7-752-267-000	331.77
ROSWELL HOSPITAL CORPOR	CC025561	01/01/2024	ACCT# V025096496	401-7-752-267-000	131.19
ROSWELL HOSPITAL CORPOR	CC025562	01/01/2024	ACCT# V025036443	401-7-752-267-000	83.80
ROSWELL HOSPITAL CORPOR	CC025563	01/01/2024	ACCT# V025037094	401-7-752-267-000	8.06
ROSWELL HOSPITAL CORPOR	CC025564	01/01/2024	ACCT# V025037136	401-7-752-267-000	130.45
ROSWELL HOSPITAL CORPOR	CC025565	01/01/2024	ACCT# V025044637	401-7-752-267-000	19.50
ROSWELL HOSPITAL CORPOR	CC025566	01/01/2024	ACCT# V025042201	401-7-752-267-000	19.50
ROSWELL HOSPITAL CORPOR	CC025567	01/01/2024	ACCT# V025049610	401-7-752-267-000	294.65
ROSWELL HOSPITAL CORPOR	CC025568	01/01/2024	ACCT# V024814022	401-7-752-267-000	19.50
ROSWELL HOSPITAL CORPOR	CC025569	01/01/2024	ACCT# V024815094	401-7-752-267-000	19.50
ROSWELL HOSPITAL CORPOR	CC025570	01/01/2024	ACCT# V024877896	401-7-752-267-000	105.30
ROSWELL HOSPITAL CORPOR	CC025571	01/01/2024	ACCT# V024862203	401-7-752-267-000	308.45
ROSWELL HOSPITAL CORPOR	CC025572	01/01/2024	ACCT# V02487597	401-7-752-267-000	768.93
ROSWELL HOSPITAL CORPOR	CC025573	01/01/2024	ACCT# V024743999	401-7-752-267-000	85.41
ROSWELL HOSPITAL CORPOR	CC025574	01/01/2024	ACCT# V024705493	401-7-752-267-000	12.32
ROSWELL HOSPITAL CORPOR	CC025575	01/01/2024	ACCT# V024766537	401-7-752-267-000	337.62
ROSWELL HOSPITAL CORPOR	CC025576	01/01/2024	ACCT# V024957193	401-7-752-267-000	72.11

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
ROSWELL HOSPITAL CORPOR	CC025577	01/01/2024	ACCT# V024921652	401-7-752-267-000	59.13
ROSWELL HOSPITAL CORPOR	CC025578	01/01/2024	ACCT# V024894420	401-7-752-267-000	656.32
ROSWELL HOSPITAL CORPOR	CC025579	01/01/2024	ACCT# V024767204	401-7-752-267-000	59.13
ROSWELL HOSPITAL CORPOR	CC025580	01/01/2024	ACCT# V024719627	401-7-752-267-000	720.15
ROSWELL HOSPITAL CORPOR	CC025581	01/01/2024	ACCT# V024740714	401-7-752-267-000	59.13
ROSWELL HOSPITAL CORPOR	CC025582	01/01/2024	ACCT# V025439688	401-7-752-267-000	20.41
ROSWELL HOSPITAL CORPOR	CC025583	01/01/2024	ACCT# V025432055	401-7-752-267-000	20.41
ROSWELL HOSPITAL CORPOR	CC025586	01/01/2024	ACCT# V025385725	401-7-752-267-000	257.25
ROSWELL HOSPITAL CORPOR	CC025587	01/01/2024	ACCT# V025355652	401-7-752-267-000	20.41
ROSWELL HOSPITAL CORPOR	CC025588	01/01/2024	ACCT# V025355652	401-7-752-267-000	20.41
ROSWELL HOSPITAL CORPOR	CC025589	01/01/2024	ACCT# V025371980	401-7-752-267-000	20.41
ROSWELL HOSPITAL CORPOR	CC025590	01/01/2024	ACCT# V025388976	401-7-752-267-000	118.45
ROSWELL HOSPITAL CORPOR	CC025591	01/01/2024	ACCT# V024924391	401-7-752-267-000	59.13
ROSWELL HOSPITAL CORPOR	CC025592	01/01/2024	ACCT# V024929010	401-7-752-267-000	80.64
ROSWELL HOSPITAL CORPOR	CC025593	01/01/2024	ACCT# V024941502	401-7-752-267-000	19.50
ROSWELL HOSPITAL CORPOR	CC025594	01/01/2024	ACCT# V024926974	401-7-752-267-000	245.99
ROSWELL HOSPITAL CORPOR	CC025595	01/01/2024	ACCT# V024558454	401-7-752-267-000	38.05
ROSWELL HOSPITAL CORPOR	CC025596	01/01/2024	ACCT# V024641383	401-7-752-267-000	2.82
ROSWELL HOSPITAL CORPOR	CC025597	01/01/2024	ACCT# V024612830	401-7-752-267-000	59.13
ROSWELL HOSPITAL CORPOR	CC025598	01/01/2024	ACCT# V024700569	401-7-752-267-000	38.05
ROSWELL HOSPITAL CORPOR	CC025599	01/01/2024	ACCT# V024705493	401-7-752-267-000	55.57
ROSWELL HOSPITAL CORPOR	CC025600	01/01/2024	ACCT# V024690984	401-7-752-267-000	59.13
Vendor ROSWELL HOSPITAL CORPORATION Total:					10,802.43
Vendor: ROSWELL W.F.L.					
ROSWELL W.F.L.	FY24-6WT	01/10/2024	JJAC/ FY 23-24	631-8-885-267-000	3,960.00
Vendor ROSWELL W.F.L. Total:					3,960.00
Vendor: SAN JUAN COUNTY					
SAN JUAN COUNTY	001-7	01/02/2024	JUVIE INMATE HOUSING	401-6-645-268-000	13,200.00
Vendor SAN JUAN COUNTY Total:					13,200.00
Vendor: SCOTT MASSEY					
SCOTT MASSEY	CC025605	01/11/2024	EQUIPMENT PICKUP/1/10/2	401-6-691-226-000	187.20
Vendor SCOTT MASSEY Total:					187.20
Vendor: STARR JANITORIAL INC.					
STARR JANITORIAL INC.	93232	01/04/2024	SUPPLIES	650-6-684-230-000	717.65
STARR JANITORIAL INC.	93275	01/09/2024	SUPPLIES	650-6-684-230-000	1,587.20
Vendor STARR JANITORIAL INC. Total:					2,304.85
Vendor: STATE OF NEW MEXICO					
STATE OF NEW MEXICO	INV0011324	01/11/2024	000454540-MENDOZA	401-2-200-018-000	132.92
STATE OF NEW MEXICO	INV0011328	01/11/2024	000480470- SANCHEZ	401-2-200-018-000	160.46
STATE OF NEW MEXICO	INV0011329	01/11/2024	000207794- HUERTA	402-2-200-018-000	189.69
Vendor STATE OF NEW MEXICO Total:					483.07
Vendor: TEXAS CHILD SUPPORT SDU					
TEXAS CHILD SUPPORT SDU	INV0011325	01/11/2024	0013625446-COBOS	401-2-200-018-000	327.23
TEXAS CHILD SUPPORT SDU	INV0011327	01/11/2024	0009646845 MATTA,RAY	435-2-200-011-000	276.92
Vendor TEXAS CHILD SUPPORT SDU Total:					604.15
Vendor: THE FORD HOUSE, LLC					
THE FORD HOUSE, LLC	6088668	01/01/2024	EGR COOLER/ RO# 605863	401-7-752-221-000	617.49
THE FORD HOUSE, LLC	609112	01/08/2024	REPAIR UNIT 979/ ro# 60039	401-7-752-221-000	381.59
Vendor THE FORD HOUSE, LLC Total:					999.08
Vendor: THE ROSWELL REFUGE					
THE ROSWELL REFUGE	FY24-6RR	01/08/2024	DWI DISTRIBUTION / FY 23-2	432-7-761-267-000	2,000.00
Vendor THE ROSWELL REFUGE Total:					2,000.00
Vendor: THE WRAPS STUDIO, LLC					
THE WRAPS STUDIO, LLC	2506-A	01/01/2024	WRAP NEW UNITS #1011/10	401-7-752-230-000	3,734.60
THE WRAPS STUDIO, LLC	2529-A	01/09/2024	WALKING TRL FITNES/HILLS/	631-8-886-267-000	810.00
Vendor THE WRAPS STUDIO, LLC Total:					4,544.60

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: TROY YANCEY CONSTRUCTION CO					
TROY YANCEY CONSTRUCTIO	4216	01/04/2024	NEW LT OFFICE/ REMODEL	401-7-751-256-000	8,331.77
Vendor TROY YANCEY CONSTRUCTION CO Total:					8,331.77
Vendor: VERIZON CONNECT NWF INC.					
VERIZON CONNECT NWF INC	OSV000003223987	01/01/2024	MONTHLY GPS SERVICE/ CHA	401-6-619-267-000	2,039.94
Vendor VERIZON CONNECT NWF INC. Total:					2,039.94
Vendor: VISUAL EDGE IT, INC					
VISUAL EDGE IT, INC	35581622	01/01/2024	ACCT# 016-1539865-000	650-6-684-251-000	310.94
VISUAL EDGE IT, INC	35675611	01/08/2024	ACCT# 009-1889587-000	401-7-751-375-000	849.13
VISUAL EDGE IT, INC	35675614	01/08/2024	ACCT# 017-1663050-000	650-6-684-251-000	355.57
Vendor VISUAL EDGE IT, INC Total:					1,515.64
Vendor: WI PROPERTIES, LLC					
WI PROPERTIES, LLC	CC025584	01/05/2024	RENTAL UNDERGROUND STO	401-6-621-267-000	500.00
Vendor WI PROPERTIES, LLC Total:					500.00
Grand Total:					377,267.36

Fund Summary

Fund	Expense Amount
401 - GENERAL FUND	237,196.31
402 - ROAD FUND	40,875.09
410 - MIDWAY VOLUNTEER FIRE FND	368.12
411 - BERRENDO VOLUNTEER FIRE	140.14
414 - CC FIRE DIST #8 VOL FIRE	125.59
427 - INDIGENT HOSPITAL CLAIMS	4,633.81
432 - DWI GRANT FUNDS	16,977.46
435 - CORRECTION GRANTS	3,536.05
437 - ENVIRONMENTAL TAX	14,971.84
452 - FLOOD CONTROL	20,566.59
628 - PROPERTY VALUATION	420.00
631 - OTHER GRANTS & CONTRACTS	9,610.00
650 - DETENTION CONSTRUCTION PJ	27,846.36
Grand Total:	377,267.36

Account Summary

Account Number	Account Name	Expense Amount
401-2-200-005-000	GROUP INSURANCE PAY	2,524.95
401-2-200-007-000	MEDICAL INSURANCE PA	114,967.87
401-2-200-010-000	UNITED WAY PAYABLE	50.00
401-2-200-018-000	CHILD ENFORCEMENT P	870.61
401-2-200-020-000	RETIREE H/C PAYABLE	10,122.62
401-2-200-021-000	VISION CARE PAYABLE	1,220.75
401-2-200-201-000	Delta Dental	1,295.90
401-6-611-260-000	PROFESSIONAL SERVICE	375.07
401-6-619-260-000	PROFESSIONAL SERVICE	1,500.00
401-6-619-267-000	CONTRACTUAL SERVICES	2,039.94
401-6-621-267-000	CONTRACTUAL SERVICES	500.00
401-6-632-237-000	SUBSCRIPTIONS/PUBLIC	35.16
401-6-645-268-000	CARE OF PRISONER SER	64,750.00
401-6-645-341-000	UTILITIES	681.66
401-6-691-226-000	MILEAGE REIMBURSEME	187.20
401-6-691-243-000	HIGHWAY LIGHTS	662.09
401-6-692-230-000	SUPPLIES	53.20
401-6-692-341-000	UTILITIES	3,791.15
401-7-732-224-000	EMPLOYEE TRAINING	420.00
401-7-751-251-000	RENTALS	601.00
401-7-751-256-000	BUILDING IMPROVEME	8,331.77
401-7-751-375-000	LEASE PURCHASE	849.13
401-7-752-221-000	VEH/HVY EQUIP. REPAIR	1,069.03
401-7-752-230-000	SUPPLIES/TOOLS	4,109.60
401-7-752-231-000	NON-EXPENDABLE SUPP	5,385.18
401-7-752-267-000	CONTRACTUAL SERVICES	10,802.43
402-2-200-005-000	GROUP INSURANCE PAY	573.59
402-2-200-007-000	MEDICAL INSURANCE PA	30,876.53
402-2-200-018-000	CHILD ENFORCEMENT P	189.69
402-2-200-020-000	RETIREE H/C PAYABLE	1,540.50
402-2-200-021-000	VISION CARE PAYABLE	272.83
402-2-200-201-000	DELTA DENTAL	64.61
402-6-651-341-000	UTILITIES	50.92
402-6-653-104-000	TEMPORARY SALARIES	1,180.82
402-6-653-251-000	RENTALS	5,903.18
402-6-653-291-000	ROAD PROJECTS-OTHER	222.42
410-8-816-341-000	UTILITIES	368.12
411-8-814-341-000	UTILITIES	140.14
414-8-819-341-000	UTILITIES	125.59
427-2-200-005-000	GROUP INSURANCE PAY	68.94
427-2-200-007-000	MEDICAL INSURANCE PA	2,106.44
427-2-200-020-000	RETIREE H/C PAYABLE	115.50

Account Summary

Account Number	Account Name	Expense Amount
427-2-200-021-000	VISION CARE PAYABLE	22.66
427-2-200-201-000	VOUCHERS PAYABLE	96.94
427-6-639-270-000	PAYMENT OF HOSPITAL	2,223.33
432-2-200-005-000	GROUP INSURANCE PAY	49.91
432-2-200-007-000	MEDICAL INS. PAYABLE	3,509.61
432-2-200-020-000	RETIREE H/C PAYABLE	171.28
432-2-200-021-000	VISION CARE PAYABLE	42.96
432-7-761-252-000	PRINTING/PUBLISHING	40.49
432-7-761-267-000	CONTRACTUAL SERVICES	7,940.99
432-7-762-267-000	CONTRACTUAL SERVICES	5,222.22
435-2-200-005-000	GROUP INSURANCE PAY	23.16
435-2-200-007-000	MEDICAL INSURANCE PA	3,084.06
435-2-200-011-000	MISCELLANEOUS PAYABL	276.92
435-2-200-020-000	RETIREE H/C PAYABLE	119.61
435-2-200-021-000	VISION CARE PAYABLE	32.30
437-2-200-005-000	GROUP INSURANCE PAY	31.34
437-2-200-007-000	MEDICAL INSURANCE PA	2,600.87
437-2-200-020-000	RETIREE H/C PAYABLE	73.59
437-2-200-021-000	VISION CARE PAYABLE	22.62
437-2-200-201-000	DELTA DENTAL	64.61
437-6-659-242-000	LANDFILL EXPENSES	11,946.70
437-6-659-341-000	UTILITIES	232.11
452-2-200-005-000	GROUP INSURANCE PAY	324.48
452-2-200-007-000	MEDICAL INSURANCE PA	10,112.08
452-2-200-020-000	RETIREE H/C PAYABLE	545.37
452-2-200-021-000	VISION CARE PAYABLE	106.53
452-8-832-341-000	UTILITIES	58.18
452-8-832-375-000	LEASE PURCHASE	9,419.95
628-7-733-224-000	EMPLOYEE TRAINING	420.00
631-8-885-267-000	OTHER CONTRACT SERVI	8,800.00
631-8-886-267-000	CONTRACTUAL SERVICES	810.00
650-6-684-230-000	SUPPLIES/TOOLS	2,304.85
650-6-684-251-000	RENTALS	666.51
650-6-684-267-000	CONTRACTUAL SERVICES	21,000.00
650-6-684-268-000	HOUSING OF PRISONERS	3,875.00
	Grand Total:	377,267.36

Approved for Payment
RICHA SUANO

Project Account Summary

Project Account Key	Expense Amount
None	377,267.36
Grand Total:	377,267.36



Expense Approval Register

Packet: APPKT02842 - CHECK RUN 1/19/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: ARTESIA FIRE EQUIPMENT INC.					
ARTESIA FIRE EQUIPMENT IN	82635	01/15/2024	BUNKER BOOTS/ FIRES SERVI	410-8-816-233-000	466.00
Vendor ARTESIA FIRE EQUIPMENT INC. Total:					466.00
Vendor: BELL GAS INC.					
BELL GAS INC.	37820	01/05/2024	ACCT# 11020	452-8-832-223-000	4,472.87
Vendor BELL GAS INC. Total:					4,472.87
Vendor: BREWER OIL CO					
BREWER OIL CO	14064688	01/11/2024	ACCT# 12290075	402-6-653-230-000	957.60
Vendor BREWER OIL CO Total:					957.60
Vendor: CENTRAL NM CORRECTIONAL FACILITY					
CENTRAL NM CORRECTIONA	6D-24CCDC	01/09/2024	HOUSING/CARE FOR CCDC I	650-6-684-268-000	5,210.48
Vendor CENTRAL NM CORRECTIONAL FACILITY Total:					5,210.48
Vendor: CINTAS CORPORATION #2					
CINTAS CORPORATION #2	8406627693	01/12/2024	CUSTOMER # 10187763	402-6-653-230-000	307.24
Vendor CINTAS CORPORATION #2 Total:					307.24
Vendor: CITY OF ROSWELL					
CITY OF ROSWELL	CC025609	01/12/2024	ANNUAL ALLOCATION / FY23	635-6-671-401-000	9,077.95
Vendor CITY OF ROSWELL Total:					9,077.95
Vendor: CODE 3 SERVICE					
CODE 3 SERVICE	230804	01/01/2024	UNIFICATION PAGERS/ FIRES S	408-8-812-230-000	3,442.50
Vendor CODE 3 SERVICE Total:					3,442.50
Vendor: CORPORATE BILLING LLC					
CORPORATE BILLING LLC	XA10704198701	01/08/2024	EQUIPMENT/ 179270	402-6-653-221-000	203.26
Vendor CORPORATE BILLING LLC Total:					203.26
Vendor: DEERE CREDIT, INC					
DEERE CREDIT, INC	2865990	01/07/2024	ACCT# 030-0074601-000	402-6-653-251-000	3,703.30
Vendor DEERE CREDIT, INC Total:					3,703.30
Vendor: DOS HERMANOS ELECTRIC, LLC					
DOS HERMANOS ELECTRIC, L	4414	01/01/2024	REPLACED COMPRESSOR SW	408-8-812-267-000	965.79
Vendor DOS HERMANOS ELECTRIC, LLC Total:					965.79
Vendor: ECOLAB INC.					
ECOLAB INC.	6342913699	01/05/2024	CUST# 504109395	650-6-684-230-000	1,209.00
ECOLAB INC.	6342977360	01/09/2024	CUST# 504109395	650-6-684-230-000	2,879.50
Vendor ECOLAB INC. Total:					4,088.50
Vendor: HERITAGE MEMORIAL ALLIANCE					
HERITAGE MEMORIAL ALLIA	11690	01/16/2024	PERMIT # 6271	427-6-639-296-000	1,000.00
Vendor HERITAGE MEMORIAL ALLIANCE Total:					1,000.00
Vendor: LEXIPOL, LLC					
LEXIPOL, LLC	INVPR115362	01/01/2024	MOBILE SOLUTION	412-8-815-267-000	1,500.00
LEXIPOL, LLC	INVPR117067	01/01/2024	MOBILE SOLUTION / FIRES S	412-8-815-267-000	1,545.00
Vendor LEXIPOL, LLC Total:					3,045.00
Vendor: MIRANDA PEST CONTROL					
MIRANDA PEST CONTROL	CC025610	01/01/2024	PEST CONTROL SERVICES	412-8-815-267-000	64.70
MIRANDA PEST CONTROL	CC025611	01/01/2024	PEST CONTROL SERVICES	412-8-815-267-000	53.92
MIRANDA PEST CONTROL	CC025612	01/01/2024	Pest Control Services	412-8-815-267-000	26.96
MIRANDA PEST CONTROL	CC025613	01/01/2024	Pest Control Services	412-8-815-267-000	26.96
Vendor MIRANDA PEST CONTROL Total:					172.54
Vendor: NEW MEXICO GAS COMPANY INC					
NEW MEXICO GAS COMPAN	CC025616	01/11/2024	ACCT# 115435453-0797988-	401-6-699-341-000	115.45
NEW MEXICO GAS COMPAN	CC025617	01/08/2024	ACCT# 076846512-0792590-	411-8-814-341-000	334.84

Expense Approval Register

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NEW MEXICO GAS COMPAN	CC025618	01/08/2024	ACCT# 077058012-0794705-	410-8-816-341-000	311.76
NEW MEXICO GAS COMPAN	CC025619	01/08/2024	ACCT# 077227312-0796398-	408-8-812-341-000	482.95
NEW MEXICO GAS COMPAN	CC025619	01/08/2024	ACCT# 077227312-123785-6	408-8-812-341-000	179.74
NEW MEXICO GAS COMPAN	CC025620	01/08/2024	ACCT# 077937001-0803495-	411-8-814-341-000	142.19
NEW MEXICO GAS COMPAN	CC025621	01/11/2024	ACCT# 077991703-0797981-	401-6-691-341-000	143.48
NEW MEXICO GAS COMPAN	CC025622	01/11/2024	ACCT# 077991703-0797983-	401-6-691-341-000	85.43
NEW MEXICO GAS COMPAN	CC025622	01/11/2024	ACCT# 077991703-0797982-	401-6-691-341-000	208.69
NEW MEXICO GAS COMPAN	CC025623	01/11/2024	ACCT# 077991703-0804041-	401-6-691-341-000	84.80
NEW MEXICO GAS COMPAN	CC025624	01/11/2024	ACCT# 115435453-1203867-	401-6-612-341-000	2.34
NEW MEXICO GAS COMPAN	CC025624	01/11/2024	ADMIN BLDG	401-6-613-341-000	2.34
NEW MEXICO GAS COMPAN	CC025624	01/11/2024	ACCT# 115435453-1203867-	401-6-614-341-000	2.34
NEW MEXICO GAS COMPAN	CC025624	01/11/2024	ACCT# 115435453-1203867-	401-6-616-341-000	2.34
NEW MEXICO GAS COMPAN	CC025624	01/11/2024	ACCT# 115435453-1203867-	401-6-621-341-000	2.34
NEW MEXICO GAS COMPAN	CC025624	01/11/2024	ACCT# 115435453-1203867-	401-6-621-341-000	2.34
NEW MEXICO GAS COMPAN	CC025624	01/11/2024	ACCT# 115435453-1203867-	401-6-622-341-000	8.86
NEW MEXICO GAS COMPAN	CC025624	01/11/2024	ACCT# 115435453-1203867-	401-6-624-341-000	10.71
NEW MEXICO GAS COMPAN	CC025624	01/11/2024	ACCT# 115435453-1203867-	401-6-625-341-000	2.34
NEW MEXICO GAS COMPAN	CC025624	01/11/2024	ACCT# 115435453-1203867-	401-6-631-341-000	4.83
NEW MEXICO GAS COMPAN	CC025624	01/11/2024	ACCT# 115435453-1203867-	401-6-632-341-000	3.13
NEW MEXICO GAS COMPAN	CC025624	01/11/2024	ACCT# 115435453-1203867-	401-7-721-341-000	33.17
NEW MEXICO GAS COMPAN	CC025624	01/11/2024	ACCT# 115435453-1203867-	401-7-731-341-000	19.67
NEW MEXICO GAS COMPAN	CC025624	01/11/2024	ACCT# 115435453-1203867-	401-7-741-341-000	14.24
NEW MEXICO GAS COMPAN	CC025624	01/11/2024	ACCT# 115435453-1203867-	401-7-751-341-000	45.30
NEW MEXICO GAS COMPAN	CC025624	01/11/2024	ACCT# 115435453-1203867-	427-6-638-341-000	4.80
Vendor NEW MEXICO GAS COMPANY INC Total:					2,250.42
Vendor: NM RETIREE HEALTH CARE AUTHORITY					
NM RETIREE HEALTH CARE A	INV0011347	01/12/2024	NM RETIREE HEALTH CARE P	401-2-200-020-000	10.80
Vendor NM RETIREE HEALTH CARE AUTHORITY Total:					10.80
Vendor: QUADIENT FINANCE USA, INC					
QUADIENT FINANCE USA, IN	CC025614	01/01/2024	ACCT# 7900044080967452	401-6-619-339-000	5,010.00
Vendor QUADIENT FINANCE USA, INC Total:					5,010.00
Vendor: REGENTS OF NEW MEXICO STATE UNIVERSITY					
REGENTS OF NEW MEXICO S	12298	01/01/2024	CUST# CC00005976S	432-7-761-224-000	150.00
Vendor REGENTS OF NEW MEXICO STATE UNIVERSITY Total:					150.00
Vendor: ROSWELL DAILY RECORD					
ROSWELL DAILY RECORD	00294702	01/03/2024	LEGAL AD# 00294702	401-6-624-252-000	80.88
ROSWELL DAILY RECORD	CC025626	01/18/2024	Notice of Condemnatin Resol	401-6-624-252-000	430.33
Vendor ROSWELL DAILY RECORD Total:					511.21
Vendor: SAN BAR CONSTRUCTION CORP					
SAN BAR CONSTRUCTION CO	84589-S	01/01/2024	TRAFFIC CONES & BARRELS/	402-6-653-292-000	1,910.00
Vendor SAN BAR CONSTRUCTION CORP Total:					1,910.00
Vendor: SECURITY TRANSPORT SERVICES INC					
SECURITY TRANSPORT SERVI	4136	01/09/2024	TRANSPORT/ COCONINO TO	650-6-684-228-000	1,775.29
Vendor SECURITY TRANSPORT SERVICES INC Total:					1,775.29
Vendor: STARR JANITORIAL INC.					
STARR JANITORIAL INC.	93312	01/11/2024	SUPPLIES	401-6-691-230-000	1,886.15
STARR JANITORIAL INC.	93313	01/11/2024	SUPPLIES	401-6-691-230-000	3,089.03
STARR JANITORIAL INC.	93339	01/11/2024	SUPPLIES	401-6-691-230-000	67.14
Vendor STARR JANITORIAL INC. Total:					5,042.32
Vendor: SYSCO USA 1, INC					
SYSCO USA 1, INC	366684689	01/01/2024	EQUIPMENT/ 559369	631-8-886-371-000	598.62
SYSCO USA 1, INC	366689367	01/01/2024	EQUIPMENT/ 559369	631-8-886-371-000	60.96
SYSCO USA 1, INC	366691037	01/01/2024	EQUIPMENT/ 559369	631-8-886-371-000	482.28
SYSCO USA 1, INC	366696997	01/01/2024	EQUIPMENT/ 559369	631-8-886-371-000	687.73
Vendor SYSCO USA 1, INC Total:					1,829.59

Expense Approval Register

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: TK ELEVATOR CORPOR					
TK ELEVATOR CORPOR	3007672165	01/01/2024	CUSTOMER # 60420	401-6-692-267-000	- 5,480.49
				Vendor TK ELEVATOR CORPOR Total:	<u>5,480.49</u>
Vendor: VISUAL EDGE IT, INC					
VISUAL EDGE IT, INC	35646286	01/03/2024	ACCT# 016-1579071-000	432-7-761-251-000	- 217.72
VISUAL EDGE IT, INC	35652899	01/04/2024	ACCT# 007-1902961-000	408-8-812-251-000	- 134.01
VISUAL EDGE IT, INC	35675612	01/08/2024	ACCT# 011-1889211-000	650-6-684-251-000	- 241.23
VISUAL EDGE IT, INC	35675613	01/08/2024	ACCT# 009-1458791-000	620-7-725-375-000	- 179.15
				Vendor VISUAL EDGE IT, INC Total:	<u>772.11</u>
Vendor: WEX BANK					
WEX BANK	CC025615	01/01/2024	ACCT# 0496-00-237636-6	401-7-752-223-000	- 1,245.14
				Vendor WEX BANK Total:	<u>1,245.14</u>
Grand Total:					<u><u>63,100.40</u></u>

Fund Summary

Fund	Expense Amount
401 - GENERAL FUND	18,094.10
402 - ROAD FUND	7,081.40
408 - EAST GRAND PLAINS VOLFIRE	5,204.99
410 - MIDWAY VOLUNTEER FIRE FND	777.76
411 - BERRENDO VOLUNTEER FIRE	477.03
412 - SIERRA VOLUNTEER FIRE FND	3,217.54
427 - INDIGENT HOSPITAL CLAIMS	1,004.80
432 - DWI GRANT FUNDS	367.72
452 - FLOOD CONTROL	4,472.87
620 - CLERK RECORDING & FILING	179.15
631 - OTHER GRANTS & CONTRACTS	1,829.59
635 - EMERGENCY/CAPITAL OUTLAY	9,077.95
650 - DETENTION CONSTRUCTION PJ	11,315.50
Grand Total:	63,100.40

Account Summary

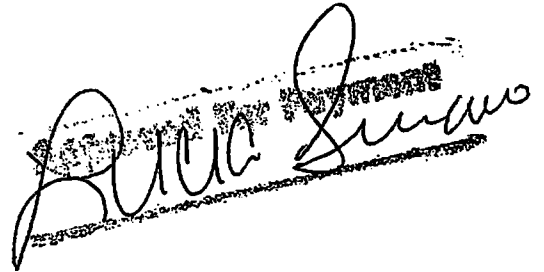
Account Number	Account Name	Expense Amount
401-2-200-020-000	RETIREE H/C PAYABLE	10.80
401-6-612-341-000	UTILITIES	2.34
401-6-613-341-000	UTILITIES	2.34
401-6-614-341-000	UTILITIES	2.34
401-6-616-341-000	UTILITIES	2.34
401-6-619-339-000	POSTAGE/FREIGHT	5,010.00
401-6-621-341-000	UTILITIES	4.68
401-6-622-341-000	UTILITIES	8.86
401-6-624-252-000	PRINTING/PUBLISHING	511.21
401-6-624-341-000	UTILITIES	10.71
401-6-625-341-000	UTILITIES	2.34
401-6-631-341-000	UTILITIES	4.83
401-6-632-341-000	UTILITIES	3.13
401-6-691-230-000	SUPPLIES/TOOLS	5,042.32
401-6-691-341-000	UTILITIES	522.40
401-6-692-267-000	CONTRACTUAL SERVICES	5,480.49
401-6-699-341-000	UTILITIES	115.45
401-7-721-341-000	UTILITIES	33.17
401-7-731-341-000	UTILITIES	19.67
401-7-741-341-000	UTILITIES	14.24
401-7-751-341-000	UTILITIES	45.30
401-7-752-223-000	VEHICLE FUELS	1,245.14
402-6-653-221-000	VEH/HVY EQUIP. REPAIR	203.26
402-6-653-230-000	SUPPLIES/TOOLS	1,264.84
402-6-653-251-000	RENTALS	3,703.30
402-6-653-292-000	SIGNS & SIGN REPAIR	1,910.00
408-8-812-230-000	SUPPLIES/TOOLS	3,442.50
408-8-812-251-000	RENTALS	134.01
408-8-812-267-000	CONTRACTUAL SERVICES	965.79
408-8-812-341-000	UTILITIES	662.69
410-8-816-233-000	AIR PACKS & BUNKER GE	466.00
410-8-816-341-000	UTILITIES	311.76
411-8-814-341-000	UTILITIES	477.03
412-8-815-267-000	CONTRACTUAL SERVICES	3,217.54
427-6-638-341-000	UTILITIES	4.80
427-6-639-296-000	INDIGENT BURIAL	1,000.00
432-7-761-224-000	EMPLOYEE TRAINING	150.00
432-7-761-251-000	RENTALS	217.72
452-8-832-223-000	VEHICLE FUELS	4,472.87
620-7-725-375-000	LEASE PURCHASES	179.15
631-8-886-371-000	EQUIPMENT/MACHINER	1,829.59
635-6-671-401-000	ROSWELL - EMERGENCY	9,077.95

Account Summary

Account Number	Account Name	Expense Amount
650-6-684-228-000	TRANSPORT PRISONERS	1,775.29
650-6-684-230-000	SUPPLIES/TOOLS	4,088.50
650-6-684-251-000	RENTALS	241.23
650-6-684-268-000	HOUSING OF PRISONERS	5,210.48
	Grand Total:	63,100.40

Project Account Summary

Project Account Key	Expense Amount
None	63,100.40
Grand Total:	63,100.40

A handwritten signature in black ink, appearing to read "Paula Serrano", is written over a horizontal line. The signature is slanted upwards to the right.



Expense Approval Register

Packet: APPKT02854 - CHECK RUN 1/26/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: ALTON'S POWER BLOCK GYM INC					
ALTON'S POWER BLOCK GYM	INV0011354	01/25/2024	ALTON'S POWER BLOCK GYM	401-2-200-024-000	32.32
ALTON'S POWER BLOCK GYM	INV0011354	01/25/2024	ALTON'S POWER BLOCK GYM	402-2-200-024-000	26.95
Vendor ALTON'S POWER BLOCK GYM INC Total:					59.27
Vendor: ANABEL BARRAZA					
ANABEL BARRAZA	CC025627	01/22/2024	NM ASSOC OF COUNTIES202	401-6-631-226-000	171.90
Vendor ANABEL BARRAZA Total:					171.90
Vendor: BELL GAS INC.					
BELL GAS INC.	37928	01/16/2024	ACCT# 11020	452-8-832-223-000	3,125.07
Vendor BELL GAS INC. Total:					3,125.07
Vendor: BELL GAS INC					
BELL GAS INC	319313	01/24/2024	CUST# 460785	452-8-832-230-000	26.50
Vendor BELL GAS INC Total:					26.50
Vendor: BIG BROTHERS BIG SISTERS OF CENTRAL NM					
BIG BROTHERS BIG SISTERS	103	01/18/2024	ONE-TO-ONE YOUTH MENTO	631-8-889-260-000	11,111.11
Vendor BIG BROTHERS BIG SISTERS OF CENTRAL NM Total:					11,111.11
Vendor: CARRIE HARDY					
CARRIE HARDY	INV0011357	01/25/2024	Thomas Ray/DM-2010-331	401-2-200-018-000	250.00
Vendor CARRIE HARDY Total:					250.00
Vendor: CHARLOTTE ANDRADE					
CHARLOTTE ANDRADE	CC025628	01/22/2024	NMC LEGISLATIVE CONF/ 1/1	401-7-741-226-000	174.60
Vendor CHARLOTTE ANDRADE Total:					174.60
Vendor: CIRCLE F ENTERPRISES,LLC					
CIRCLE F ENTERPRISES,LLC	12324	01/23/2024	GATE/FENCE IMPROVEMENT	401-6-696-256-000	3,560.56
Vendor CIRCLE F ENTERPRISES,LLC Total:					3,560.56
Vendor: COLONIAL LIFE & ACCIDENT CO					
COLONIAL LIFE & ACCIDENT	INV0011359	01/25/2024	COLONIAL LIFE PAYABLE	401-2-200-016-000	1,794.89
COLONIAL LIFE & ACCIDENT	INV0011359	01/25/2024	COLONIAL LIFE PAYABLE	402-2-200-016-000	349.70
COLONIAL LIFE & ACCIDENT	INV0011359	01/25/2024	COLONIAL LIFE PAYABLE	427-2-200-016-000	86.76
COLONIAL LIFE & ACCIDENT	INV0011359	01/25/2024	COLONIAL LIFE PAYABLE	432-2-200-016-000	61.40
COLONIAL LIFE & ACCIDENT	INV0011359	01/25/2024	COLONIAL LIFE PAYABLE	435-2-200-016-000	25.21
COLONIAL LIFE & ACCIDENT	INV0011359	01/25/2024	COLONIAL LIFE PAYABLE	452-2-200-016-000	306.62
Vendor COLONIAL LIFE & ACCIDENT CO Total:					2,624.58
Vendor: CORPORATE BILLING LLC					
CORPORATE BILLING LLC	XA10704242001	01/17/2024	ACCT#179270	402-6-653-221-000	1,301.95
Vendor CORPORATE BILLING LLC Total:					1,301.95
Vendor: DARA DANA					
DARA DANA	CC025655	01/25/2024	NMC LEGISLATIVE/ JAN 15-1	401-6-611-225-000	689.25
DARA DANA	CC025655	01/25/2024	NMC LEGISLATIVE/ JAN 15-1	401-6-611-226-000	171.90
Vendor DARA DANA Total:					861.15
Vendor: ELIOR INC					
ELIOR INC	INV2000196153	01/09/2024	CCDC/ C1921000	650-6-684-264-000	41,116.29
Vendor ELIOR INC Total:					41,116.29
Vendor: ELLY T HOLLON					
ELLY T HOLLON	CC025629	01/22/2024	NMAC DWI CONF/1/15-18	432-7-761-226-000	171.90
Vendor ELLY T HOLLON Total:					171.90
Vendor: FORREST TIRE OF ROSWELL, NM INC.					
FORREST TIRE OF ROSWELL,	1072645	01/12/2024	ALIGNMENT UNIT 979	401-7-752-221-000	69.95
FORREST TIRE OF ROSWELL,	1072722	01/17/2024	ALIGNMENT, MOUNT/BALAN	401-7-752-221-000	753.51

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
FORREST TIRE OF ROSWELL,	1072747	01/18/2024	ALIGNMENT UNIT 996	401-7-752-221-000	69.95
Vendor FORREST TIRE OF ROSWELL, NM INC. Total:					893.41
Vendor: GILCO SOLUTIONS LLC					
GILCO SOLUTIONS LLC	1341	01/25/2024	Pest Control/ JAN 2024	452-8-832-267-000	107.90
Vendor GILCO SOLUTIONS LLC Total:					107.90
Vendor: HENNIGHAUSEN & OLSON,LLP					
HENNIGHAUSEN & OLSON,LL	39058	01/01/2024	ATTORNEY CONSULTATION	452-8-832-260-000	107.90
Vendor HENNIGHAUSEN & OLSON,LLP Total:					107.90
Vendor: HERITAGE MEMORIAL ALLIANCE					
HERITAGE MEMORIAL ALLIA	11699	01/19/2024	PERMIT # 6283	427-6-639-296-000	1,000.00
HERITAGE MEMORIAL ALLIA	11700	01/19/2024	PERMIT # 6285	427-6-639-296-000	1,000.00
Vendor HERITAGE MEMORIAL ALLIANCE Total:					2,000.00
Vendor: HIGH PLAINS RADIOLOGIC ASSOC LLP					
HIGH PLAINS RADIOLOGIC A	CC025631	01/16/2024	ACCT# IHPR514752	427-6-639-270-000	334.66
Vendor HIGH PLAINS RADIOLOGIC ASSOC LLP Total:					334.66
Vendor: IUPA, CHAVES COUNTY SHERIFF'S ASSOC. #507					
IUPA, CHAVES COUNTY SHER	INV0011367	01/25/2024	Jeremy W. Parmer Union Du	401-2-200-010-000	25.00
IUPA, CHAVES COUNTY SHER	INV0011368	01/25/2024	John White Union Dues	401-2-200-010-000	25.00
Vendor IUPA, CHAVES COUNTY SHERIFF'S ASSOC. #507 Total:					50.00
Vendor: JEFFREY ORTEGA					
JEFFREY ORTEGA	CC025630	01/23/2024	2024 NMC CONF/ 1/17-18	427-6-638-226-000	173.70
Vendor JEFFREY ORTEGA Total:					173.70
Vendor: JOHNSON CONTROLS FIRE PROTECTION LP					
JOHNSON CONTROLS FIRE P	23875138	01/01/2024	QTRLY/ANNUAL INSPECTION	401-6-691-267-000	566.65
JOHNSON CONTROLS FIRE P	23929347	01/18/2024	QTRLY/ANNUAL INSPECTION	401-6-691-267-000	205.56
JOHNSON CONTROLS FIRE P	51562494	01/10/2024	Sprinkler Head Replacement	635-6-682-381-300	60,981.22
JOHNSON CONTROLS FIRE P	51587139	01/19/2024	INTALLED BACKFLOW REPAIR	401-6-691-257-000	1,270.15
Vendor JOHNSON CONTROLS FIRE PROTECTION LP Total:					63,023.58
Vendor: LEGACY FUNERAL SERVICES OF NM					
LEGACY FUNERAL SERVICES	0298-205071	01/23/2024	PERMIT # 4958	427-6-639-296-000	1,000.00
LEGACY FUNERAL SERVICES	0298-205710	01/23/2024	PERMIT # 4955	427-6-639-296-000	1,000.00
Vendor LEGACY FUNERAL SERVICES OF NM Total:					2,000.00
Vendor: LEWIS TRUCK & 4X4					
LEWIS TRUCK & 4X4	CC025625	01/24/2024	PARTS/ TURNS KIT	412-8-815-221-000	5,703.21
Vendor LEWIS TRUCK & 4X4 Total:					5,703.21
Vendor: LISSA PILLEY					
LISSA PILLEY	CC025632	01/22/2024	WEX CARD NOT WORKING	401-7-752-223-000	21.38
Vendor LISSA PILLEY Total:					21.38
Vendor: LOVELACE HEALTH SYSTEMS INC					
LOVELACE HEALTH SYSTEMS	CC025633	01/19/2024	ACCT# H1000902577301	427-6-639-270-000	60.72
LOVELACE HEALTH SYSTEMS	CC025634	01/19/2024	ACCT# H1001001132800	427-6-639-270-000	92.92
Vendor LOVELACE HEALTH SYSTEMS INC Total:					153.64
Vendor: NEW MEXICO GAS COMPANY INC					
NEW MEXICO GAS COMPAN	CC025635	01/11/2024	ACCT# 077991703-1384720-	401-6-691-341-000	82.54
NEW MEXICO GAS COMPAN	CC025636	01/12/2024	ACCT# 077702112-0801146-	402-6-651-341-000	1,777.67
NEW MEXICO GAS COMPAN	CC025637	01/12/2024	ACCT# 077726812-0801393-	412-8-815-341-000	149.77
NEW MEXICO GAS COMPAN	CC025638	01/12/2024	ACCT# 078156501-0805690-	650-6-684-341-000	3,084.85
NEW MEXICO GAS COMPAN	CC025639	01/11/2024	ACCT# 115435453-1201470-	401-6-612-341-000	91.56
NEW MEXICO GAS COMPAN	CC025639	01/11/2024	ACCT# 115435453-1201470-	401-6-613-341-000	91.56
NEW MEXICO GAS COMPAN	CC025639	01/11/2024	ACCT# 115435453-1201470-	401-6-614-341-000	91.56
NEW MEXICO GAS COMPAN	CC025639	01/11/2024	ACCT# 115435453-1201470-	401-6-616-341-000	91.56
NEW MEXICO GAS COMPAN	CC025639	01/11/2024	ACCT# 115435453-1201470-	401-6-621-341-000	91.56
NEW MEXICO GAS COMPAN	CC025639	01/11/2024	ACCT# 115435453-1201470-	401-6-622-341-000	347.29
NEW MEXICO GAS COMPAN	CC025639	01/11/2024	ACCT# 115435453-1201470-	401-6-624-341-000	419.90
NEW MEXICO GAS COMPAN	CC025639	01/11/2024	ACCT# 115435453-1201470-	401-6-625-341-000	91.56

Expense Approval Register

Packet: APPKT02854 - CHECK RUN 1/26/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
NEW MEXICO GAS COMPAN	CC025639	01/11/2024	ACCT# 115435453-1201470-	401-6-631-341-000	189.43
NEW MEXICO GAS COMPAN	CC025639	01/11/2024	ACCT# 115435453-1201470-	401-6-632-341-000	122.50
NEW MEXICO GAS COMPAN	CC025639	01/11/2024	ACCT# 115435453-1201470-	401-7-721-341-000	1,300.11
NEW MEXICO GAS COMPAN	CC025639	01/11/2024	ACCT# 115435453-1201470-	401-7-731-341-000	770.97
NEW MEXICO GAS COMPAN	CC025639	01/11/2024	ACCT# 115435453-1201470-	401-7-741-341-000	558.18
NEW MEXICO GAS COMPAN	CC025639	01/11/2024	ACCT# 115435453-1201470-	401-7-751-341-000	1,775.58
NEW MEXICO GAS COMPAN	CC025639	01/11/2024	ACCT# 115435453-1201470-	427-6-638-341-000	189.41
Vendor NEW MEXICO GAS COMPANY INC Total:					11,409.12

Vendor: NEW YORK LIFE INSURANCE

NEW YORK LIFE INSURANCE	INV0011363	01/25/2024	NEW YORK LIFE	401-2-200-015-000	940.87
NEW YORK LIFE INSURANCE	INV0011363	01/25/2024	NEW YORK LIFE	402-2-200-015-000	534.23
NEW YORK LIFE INSURANCE	INV0011363	01/25/2024	NEW YORK LIFE	427-2-200-015-000	171.02
NEW YORK LIFE INSURANCE	INV0011363	01/25/2024	NEW YORK LIFE	432-2-200-015-000	27.17
NEW YORK LIFE INSURANCE	INV0011363	01/25/2024	NEW YORK LIFE	435-2-200-015-000	19.53
NEW YORK LIFE INSURANCE	INV0011363	01/25/2024	NEW YORK LIFE	452-2-200-015-000	79.64
Vendor NEW YORK LIFE INSURANCE Total:					1,772.46

Vendor: NEWMEX FUNERAL SERVICES INC

NEWMEX FUNERAL SERVICE	1810-202365	01/24/2024	PERMIT# 4971	427-6-639-296-000	1,000.00
Vendor NEWMEX FUNERAL SERVICES INC Total:					1,000.00

Vendor: NM RETIREE HEALTH CARE AUTHORITY

NM RETIREE HEALTH CARE A	CM0000295	01/25/2024	NM RETIREE HEALTH CARE P	401-2-200-020-000	-47.10
NM RETIREE HEALTH CARE A	INV0011365	01/25/2024	NM RETIREE HEALTH CARE P	401-2-200-020-000	7,548.86
NM RETIREE HEALTH CARE A	INV0011365	01/25/2024	NM RETIREE HEALTH CARE P	402-2-200-020-000	1,786.20
NM RETIREE HEALTH CARE A	INV0011365	01/25/2024	NM RETIREE HEALTH CARE P	427-2-200-020-000	122.52
NM RETIREE HEALTH CARE A	INV0011365	01/25/2024	NM RETIREE HEALTH CARE P	432-2-200-020-000	189.57
NM RETIREE HEALTH CARE A	INV0011365	01/25/2024	NM RETIREE HEALTH CARE P	435-2-200-020-000	141.98
NM RETIREE HEALTH CARE A	INV0011365	01/25/2024	NM RETIREE HEALTH CARE P	437-2-200-020-000	41.93
NM RETIREE HEALTH CARE A	INV0011365	01/25/2024	NM RETIREE HEALTH CARE P	452-2-200-020-000	646.52
NM RETIREE HEALTH CARE A	INV0011365	01/25/2024	NM RETIREE HEALTH CARE P	628-2-200-020-000	322.58
NM RETIREE HEALTH CARE A	INV0011366	01/25/2024	NM Retiree HealthCare Law	401-2-200-020-000	2,889.89
NM RETIREE HEALTH CARE A	INV0011378	01/23/2024	NM RETIREE HEALTH CARE P	401-2-200-020-000	5.55
NM RETIREE HEALTH CARE A	INV0011383	01/25/2024	NM RETIREE HEALTH CARE P	402-2-200-020-000	1.53
NM RETIREE HEALTH CARE A	INV0011384	01/25/2024	NM Retiree HealthCare Law	401-2-200-020-000	8.56
NM RETIREE HEALTH CARE A	INV0011388	01/25/2024	NM RETIREE HEALTH CARE P	401-2-200-020-000	47.10
Vendor NM RETIREE HEALTH CARE AUTHORITY Total:					13,705.69

Vendor: PACESETTER K9 LLC

PACESETTER K9 LLC	2306	01/01/2024	BASIC NARCOTIC HANDLER T	401-7-752-224-000	3,000.00
Vendor PACESETTER K9 LLC Total:					3,000.00

Vendor: PRE-PAID LEGAL SERVICES INC

PRE-PAID LEGAL SERVICES IN	INV0011352	01/25/2024	LEGAL SHIELD PAYABLE	401-2-200-022-000	161.45
PRE-PAID LEGAL SERVICES IN	INV0011352	01/25/2024	LEGAL SHIELD PAYABLE	402-2-200-022-000	140.55
PRE-PAID LEGAL SERVICES IN	INV0011352	01/25/2024	LEGAL SHIELD PAYABLE	427-2-200-022-000	33.90
PRE-PAID LEGAL SERVICES IN	INV0011352	01/25/2024	LEGAL SHIELD PAYABLE	452-2-200-022-000	33.90
Vendor PRE-PAID LEGAL SERVICES INC Total:					369.80

Vendor: RAY CEBALLOS

RAY CEBALLOS	CC025647	01/17/2024	CCDC VIDEO SERVICE	650-6-684-260-000	100.00
Vendor RAY CEBALLOS Total:					100.00

Vendor: REGENTS OF NEW MEXICO STATE UNIVERSITY

REGENTS OF NEW MEXICO S	12428	01/01/2024	CUST# CC00005079S	401-7-741-224-000	225.00
REGENTS OF NEW MEXICO S	12429	01/01/2024	CUST # CC00006514S	401-7-741-224-000	75.00
REGENTS OF NEW MEXICO S	12430	01/01/2024	CUST# CC00005758S	401-7-741-224-000	75.00
REGENTS OF NEW MEXICO S	12591	01/25/2024	CUST# CC00003646S	401-7-741-224-000	150.00
Vendor REGENTS OF NEW MEXICO STATE UNIVERSITY Total:					525.00

Vendor: REGENTS OF NEW MEXICO

REGENTS OF NEW MEXICO	CC025648	01/22/2024	ANNUAL ALLOCATION FY23-	401-6-671-455-000	27,027.50
Vendor REGENTS OF NEW MEXICO Total:					27,027.50

Expense Approval Register

Packet: APPKT02854 - CHECK RUN 1/26/2024

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
Vendor: REGIONAL IMAGING ENM, LLC					
REGIONAL IMAGING ENM, LL	CC025640	01/22/2024	ACCT# 16018275	427-6-639-270-000	43.08
Vendor REGIONAL IMAGING ENM, LLC Total:					43.08
Vendor: ROSWELL CLINIC CORP					
ROSWELL CLINIC CORP	CC025641	01/16/2024	ACCT# 1726183V1610	427-6-639-270-000	104.57
ROSWELL CLINIC CORP	CC025642	01/22/2024	ACCT# 1728995V1610	427-6-639-270-000	256.47
Vendor ROSWELL CLINIC CORP Total:					361.04
Vendor: ROSWELL DAILY RECORD					
ROSWELL DAILY RECORD	00295085	01/18/2024	LEGAL AD# 00295085	401-6-625-237-000	96.96
Vendor ROSWELL DAILY RECORD Total:					96.96
Vendor: ROSWELL HOSPITAL CORPORATION					
ROSWELL HOSPITAL CORPOR	CC025643	01/16/2024	ACCT# VAW55505	427-6-639-270-000	235.92
ROSWELL HOSPITAL CORPOR	CC025644	01/22/2024	ACCT# VAW57932	427-6-639-270-000	8,440.32
ROSWELL HOSPITAL CORPOR	CC025645	01/19/2024	ACCT# VAW51133	427-6-639-270-000	1,492.05
Vendor ROSWELL HOSPITAL CORPORATION Total:					10,168.29
Vendor: SANTA FE COUNTY					
SANTA FE COUNTY	CHAV12-2023	01/02/2024	INMATE HOUSING FOR CCDC	650-6-684-268-000	380.00
Vendor SANTA FE COUNTY Total:					380.00
Vendor: STARR JANITORIAL INC.					
STARR JANITORIAL INC.	93443	01/18/2024	SUPPLIES	650-6-684-230-000	553.45
Vendor STARR JANITORIAL INC. Total:					553.45
Vendor: STATE OF NEW MEXICO					
STATE OF NEW MEXICO	INV0011355	01/25/2024	000454540-MENDOZA	401-2-200-018-000	132.92
STATE OF NEW MEXICO	INV0011360	01/25/2024	000480470- SANCHEZ	401-2-200-018-000	160.46
STATE OF NEW MEXICO	INV0011361	01/25/2024	000207794- HUERTA	402-2-200-018-000	189.69
Vendor STATE OF NEW MEXICO Total:					483.07
Vendor: TEXAS CHILD SUPPORT SDU					
TEXAS CHILD SUPPORT SDU	INV0011356	01/25/2024	0013625446-COBOS	401-2-200-018-000	327.23
TEXAS CHILD SUPPORT SDU	INV0011358	01/25/2024	0009646845 MATTA,RAY	435-2-200-011-000	276.92
Vendor TEXAS CHILD SUPPORT SDU Total:					604.15
Vendor: TK ELEVATOR CORPOR					
TK ELEVATOR CORPOR	3007523411	01/01/2024	GOLD FULL MAINT ELEVATO	401-6-692-267-000	5,083.30
Vendor TK ELEVATOR CORPOR Total:					5,083.30
Vendor: TOWN OF HAGERMAN					
TOWN OF HAGERMAN	CC025646	01/20/2024	ACCT# 670	401-7-751-341-000	82.88
Vendor TOWN OF HAGERMAN Total:					82.88
Vendor: UNITED WAY OF CHAVES COUNTY					
UNITED WAY OF CHAVES CO	INV0011351	01/25/2024	UNITED WAY PAYABLE	401-2-200-010-000	24.00
UNITED WAY OF CHAVES CO	INV0011351	01/25/2024	UNITED WAY PAYABLE	402-2-200-010-000	25.00
Vendor UNITED WAY OF CHAVES COUNTY Total:					49.00
Vendor: VISUAL EDGE IT, INC					
VISUAL EDGE IT, INC	24AR1463765	01/19/2024	ACCT# BMK-CC81	432-7-761-237-000	11.99
VISUAL EDGE IT, INC	35702323	01/11/2024	ACCT# 009-1919363-000	401-6-631-251-000	160.82
VISUAL EDGE IT, INC	35719251	01/15/2024	ACCT# 025-1777394-000	670-6-671-375-000	1,783.92
VISUAL EDGE IT, INC	35719252	01/15/2024	ACCT# 025-1906606-000	401-7-721-375-000	271.09
VISUAL EDGE IT, INC	35719253	01/15/2024	ACCT# 016-1560570-000	452-8-832-251-000	273.96
VISUAL EDGE IT, INC	35766502	01/22/2024	ACCT# 016-1539862-000	401-7-741-375-000	140.04
Vendor VISUAL EDGE IT, INC Total:					2,641.82
Vendor: WILLIAM B. WILLIAMS					
WILLIAM B. WILLIAMS	CC025654	01/25/2024	NM LEGISLATIVE/ JAN 17-18	401-6-612-226-000	171.90
Vendor WILLIAM B. WILLIAMS Total:					171.90
Vendor: WINNER INTERNATIONAL, INC					
WINNER INTERNATIONAL, IN	SOIN096536	01/03/2024	CUST# CUS001862	401-6-642-230-000	1,119.98
Vendor WINNER INTERNATIONAL, INC Total:					1,119.98
Grand Total:					219,872.75

Fund Summary

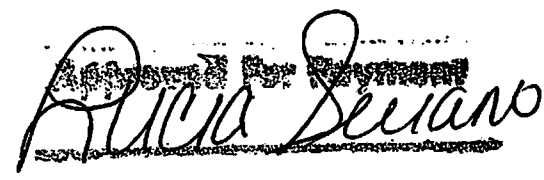
Fund	Expense Amount
401 - GENERAL FUND	65,939.25
402 - ROAD FUND	6,133.47
412 - SIERRA VOLUNTEER FIRE FND	5,852.98
427 - INDIGENT HOSPITAL CLAIMS	16,838.02
432 - DWI GRANT FUNDS	462.03
435 - CORRECTION GRANTS	463.64
437 - ENVIRONMENTAL TAX	41.93
452 - FLOOD CONTROL	4,708.01
628 - PROPERTY VALUATION	322.58
631 - OTHER GRANTS & CONTRACTS	11,111.11
635 - EMERGENCY/CAPITAL OUTLAY	60,981.22
650 - DETENTION CONSTRUCTION PJ	45,234.59
670 - INTERNAL SERVICES	1,783.92
Grand Total:	219,872.75

Account Summary

Account Number	Account Name	Expense Amount
401-2-200-010-000	UNITED WAY PAYABLE	74.00
401-2-200-015-000	NEW YORK LIFE INSURA	940.87
401-2-200-016-000	GLOBE LIFE PAYABLE	1,794.89
401-2-200-018-000	CHILD ENFORCEMENT P	870.61
401-2-200-020-000	RETIREE H/C PAYABLE	10,452.86
401-2-200-022-000	PRE-PAID LEGAL PAYABL	161.45
401-2-200-024-000	ALTONS POWER BLOCK	32.32
401-6-611-225-000	PER DIEM EXPENSE	689.25
401-6-611-226-000	MILEAGE REIMBURSEME	171.90
401-6-612-226-000	MILEAGE REIMBURSEME	171.90
401-6-612-341-000	UTILITIES	91.56
401-6-613-341-000	UTILITIES	91.56
401-6-614-341-000	UTILITIES	91.56
401-6-616-341-000	UTILITIES	91.56
401-6-621-341-000	UTILITIES	183.12
401-6-622-341-000	UTILITIES	347.29
401-6-624-341-000	UTILITIES	419.90
401-6-625-237-000	SUBSCRIPTIONS/PUBLIC	96.96
401-6-625-341-000	UTILITIES	91.56
401-6-631-226-000	MILEAGE REIMBURSEME	171.90
401-6-631-251-000	RENTALS	160.82
401-6-631-341-000	UTILITIES	189.43
401-6-632-341-000	UTILITIES	122.50
401-6-642-230-000	SUPPLIES/TOOLS	1,119.98
401-6-671-455-000	COOPERATIVE EXTENSIO	27,027.50
401-6-691-257-000	FACILITY MAINT/REPAIR	1,270.15
401-6-691-267-000	CONTRACTUAL SERVICES	772.21
401-6-691-341-000	UTILITIES	82.54
401-6-692-267-000	CONTRACTUAL SERVICES	5,083.30
401-6-696-256-000	BLDG.IMPROVEMENTS	3,560.56
401-7-721-341-000	UTILITIES	1,300.11
401-7-721-375-000	LEASE PURCHASES	271.09
401-7-731-341-000	UTILITIES	770.97
401-7-741-224-000	EMPLOYEE TRAINING	525.00
401-7-741-226-000	MILEAGE REIMBURSEME	174.60
401-7-741-341-000	UTILITIES	558.18
401-7-741-375-000	LEASE PURCHASES	140.04
401-7-751-341-000	UTILITIES	1,858.46
401-7-752-221-000	VEH/HVY EQUIP. REPAIR	893.41
401-7-752-223-000	VEHICLE FUELS	21.38
401-7-752-224-000	EMPLOYEE TRAINING	3,000.00
402-2-200-010-000	UNITED WAY PAYABLE	25.00

Account Summary

Account Number	Account Name	Expense Amount
402-2-200-015-000	NEW YORK LIFE INSURA	534.23
402-2-200-016-000	GLOBE LIFE PAYABLE	349.70
402-2-200-018-000	CHILD ENFORCEMENT P	189.69
402-2-200-020-000	RETIREE H/C PAYABLE	1,787.73
402-2-200-022-000	PRE-PAID LEGAL PAYABL	140.55
402-2-200-024-000	ALTONS POWER BLOCK	26.95
402-6-651-341-000	UTILITIES	1,777.67
402-6-653-221-000	VEH/HVY EQUIP. REPAIR	1,301.95
412-8-815-221-000	VEH/HVY EQUIP. REPAIR	5,703.21
412-8-815-341-000	UTILITIES	149.77
427-2-200-015-000	NEW YORK LIFE INSURA	171.02
427-2-200-016-000	GLOBE LIFE PAYABLE	86.76
427-2-200-020-000	RETIREE H/C PAYABLE	122.52
427-2-200-022-000	PRE-PAID LEGAL PAYABL	33.90
427-6-638-226-000	MILEAGE REIMBURSEME	173.70
427-6-638-341-000	UTILITIES	189.41
427-6-639-270-000	PAYMENT OF HOSPITAL	11,060.71
427-6-639-296-000	INDIGENT BURIAL	5,000.00
432-2-200-015-000	NEW YORK LIFE INSURA	27.17
432-2-200-016-000	GLOBE LIFE PAYABLE	61.40
432-2-200-020-000	RETIREE H/C PAYABLE	189.57
432-7-761-226-000	MILEAGE REIMBURSEME	171.90
432-7-761-237-000	SUBSCRIPTIONS/PUBLIC	11.99
435-2-200-011-000	MISCELLANEOUS PAYABL	276.92
435-2-200-015-000	NEW YORK INSURANCE	19.53
435-2-200-016-000	GLOBE LIFE PAYABLE	25.21
435-2-200-020-000	RETIREE H/C PAYABLE	141.98
437-2-200-020-000	RETIREE H/C PAYABLE	41.93
452-2-200-015-000	NEW YORK LIFE INSURA	79.64
452-2-200-016-000	GLOBE LIFE PAYABLE	306.62
452-2-200-020-000	RETIREE H/C PAYABLE	646.52
452-2-200-022-000	PRE-PAID LEGAL PAYABL	33.90
452-8-832-223-000	VEHICLE FUELS	3,125.07
452-8-832-230-000	SUPPLIES/TOOLS	26.50
452-8-832-251-000	RENTALS	273.96
452-8-832-260-000	PROFESSIONAL SERVICE	107.90
452-8-832-267-000	CONTRACTUAL SERVICES	107.90
628-2-200-020-000	RETIREE H/C PAYABLE	322.58
631-8-889-260-000	PROFESSIONAL SERVICE	11,111.11
635-6-682-381-300	CCDC Fire Suppression S	60,981.22
650-6-684-230-000	SUPPLIES/TOOLS	553.45
650-6-684-260-000	PROFESSIONAL SERVICE	100.00
650-6-684-264-000	FEEDING OF PRISONERS	41,116.29
650-6-684-268-000	HOUSING OF PRISONERS	380.00
650-6-684-341-000	UTILITIES	3,084.85
670-6-671-375-000	LEASE PURCHASE PAYME	1,783.92
	Grand Total:	219,872.75



Project Account Summary

Project Account Key	Expense Amount
None	219,872.75
Grand Total:	219,872.75

Local Budget Adjustment

January 2024

<u>Account</u>	<u>Desc</u>	<u>Amount</u>
401-7-722-104-000	Local BAR Jan 2024	(5,000.00)
401-7-722-230-000	Local BAR Jan 2024	5,000.00
401-7-731-231-000	Local BAR Jan 2024	(500.00)
401-7-731-339-000	Local BAR Jan 2024	500.00
401-6-625-339-000	Local BAR Jan 2024	(1,000.00)
401-6-625-252-000	Local BAR Jan 2024	1,000.00
401-7-741-230-000	Local BAR Jan 2024	(1,500.00)
401-7-741-224-000	Local BAR Jan 2024	1,500.00
401-6-613-224-000	Local BAR Jan 2024	(493.00)
401-6-613-237-000	Local BAR Jan 2024	493.00
452-8-832-260-000	Local BAR Jan 2024	(5,400.00)
452-8-832-267-000	Local BAR Jan 2024	5,400.00
402-6-653-291-000	Local BAR Jan 2024	(17,519.00)
402-6-653-257-000	Local BAR Jan 2024	17,519.00

January 2024 PCard Report

Account	Department	Item Total
401-6-611 Total	Commissioners	\$1,217.80
401-6-612 Total	County Manager	\$1,573.72
401-6-613 Total	Human Resources	\$2,890.53
401-6-614 Total	Safety	\$411.20
401-6-616 Total	Fire & Emergency Services	\$141.97
401-6-619 Total	Working Capital	\$170.87
401-6-621 Total	Public Works	\$315.29
401-6-622 Total	Information Technology	\$1,321.81
401-6-624 Total	Planning & Zoning	\$826.70
401-6-625 Total	Purchasing	\$99.27
401-6-631 Total	Finance Dept	\$4,823.03
401-6-632 Total	Community Development	\$110.60
401-6-641 Total	Detention Administration	\$418.44
401-6-642 Total	Adult Detention	\$2,657.31
401-6-645 Total	Juvenile CCJD	\$688.54
401-6-691 Total	Facility Maintenance	\$4,534.40
401-6-692 Total	Courthouse Maintenance	\$12,276.48
401-6-693 Total	Facility Maint. Health Dept.	\$607.87
401-6-694 Total	Facility Maint. CC Road Dept.	\$3.86
401-6-696 Total	Operating Exp - CCDC	\$8,935.71
401-6-699 Total	St. Mary Complex	\$3,448.03
401-7-721 Total	Clerk Admin	\$1,497.33
401-7-722 Total	Clerk Bureau Elec.	\$153.58
401-7-731 Total	Assessor Admin	\$2,007.98
401-7-732 Total	Assessor Appriasal	\$240.00
401-7-741 Total	Treasurer Dept.	\$666.63
401-7-751 Total	Sheriff Admin	\$6,272.32
401-7-752 Total	Sheriff Patrol & Investigation	\$6,154.59
402-6-651 Total	Road Admin	\$1,395.52
402-6-652 Total	Road Shop	\$13.77
402-6-653 Total	Road Construction & Maintenance	\$15,158.68
402-6-654 Total	Road Vector Control	\$60.00
407-8-811 Total	Dunken FD	\$363.66
408-8-812 Total	East Grand Plains FD	\$599.63
409-8-813 Total	Penasco FD	\$1,602.86
410-8-816 Total	Midway FD	\$3,957.23
411-8-814 Total	Berrendo FD	\$5,107.42
412-8-815 Total	Sierra FD	\$6,443.10
412-8-828 Total	Sierra FD	\$596.00
413-8-818 Total	Rio Felix FD	\$360.19
414-8-819 Total	Fire District #8	\$260.47
427-6-638 Total	Indigent	\$545.08
432-7-761 Total	DWI	\$486.25
452-8-832 Total	Flood Dept.	\$5,098.08

January 2024 PCard Report

628-7-733 Total	Assessor	\$28.73
650-6-684 Total	CCDC Construction Fund	\$12,894.00
670-6-671 Total	Internal Services	\$256.39
Grand Total		\$119,692.92

Purchasing Bid/RFP/SS/Emergency Register

FY24 BIDS

ITB #	Description	Advertise	Open	Project Manager	Status
ITB-24-1	Public Health Office	10/08/23	11/07/23	Mac Rogers	Rejected
ITB-24-1	Public Health Office (Rebid)	11/19/23	12/12/23	Alex Palomino	Awarded
ITB-24-2	PVRCC Renovation	08/13/23	09/12/23	Mac Rogers	Rejected
ITB-24-2	PVRCC Renovation (Rebid)	10/01/23	11/07/23	Alex Palomino	Awarded
ITB-24-3	Court Compliance Remodel	11/12/23	12/12/23	Anabel Barazza	Awarded
ITB-24-4	Bituminous Surface Treatment	09/17/23	10/10/23	Joe West	Awarded
ITB-24-5	County Road 184 Brasher Rd Improve.	TBD	TBD	Alex Palomino	Pending docs...
ITB-24-6	Corn Ranch EWP Repair	01/21/24	02/27/24	Brian Houghtalin	Under bid process...

FY24 RFPS

RFP #	Description	Advertise	Open	Project Manager	Status
RFP-24-1	Youth Club 23-ZH9177	08/15/23	09/05/23	Anabel Barraza	Awarded
RFP-24-2	Youth Mentoring Services 23-ZH9178	08/15/23	09/05/23	Anabel Barraza	Awarded

FY24 Sole Source

SS #	Description	Posted	Awarded	Amount
SS-24-1	Tyler Technologies	06/06/23	07/07/23	Est. \$300,000 annually
SS-24-2	WINGS for L.I.F.E	05/22/23	06/23/23	\$28,050.00
SS-24-3	CASA-Gender Specific Program	05/22/23	06/23/23	\$15,840.00
SS-24-4	CASA - Alternative Education Program	05/22/23	06/23/23	\$36,000.00
SS-24-5	CASA - Court Youth Advocacy Program	05/22/23	06/23/23	\$56,000.00
SS-24-6	Jail Management System	07/05/23	07/06/23	\$42,000.00
SS-24-7	Economic Development Corporation	09/19/23	10/20/23	\$150,000 annually
SS-24-8	Firearm Virtual Training System	09/20/23	10/23/23	\$69,500.00
SS-24-9	Courthouse Windows Phase IV	10/26/23	11/27/23	\$290,577.00
SS-24-10	Motorgrader Warranty	12/04/23	01/08/24	\$37,956.00
SS-24-11	EDC - Special Project	12/04/23	01/08/24	\$50,000.00

FY24 Emergency

EM #	Description	Contractor	Posted	Amount
EM-24-1	Inmate Medical Services	Roadrunner Health Services	07/18/23	\$1,928,569.00

FY24 Quotes over \$30k

Project Description	Quote 1	Quote 2	Quote 3
Clerk Scanning	Docufree - \$15,400.00	Portable Micro. - \$35,625.67	PDS - \$67,714.15
CCDC Fencing	Circle F Enterprises - \$43,217.06	American Fence - \$95,766.89	Scott's Fencing - \$208,396.00
CCCH Exterior Painting	Al Almond - \$16,992.44	Brockman Painting - \$47,121.49	Fuentes & Sons - \$29,502.28
CCDC KeyWatcher	Morse Watchman - \$32,244.80	KeyWarden - \$36,674.75	Genesis Resource - \$31,180.80

COUNTY MANAGER

Bill Williams
PO Box 1817
Roswell, NM 88202-1817
575-624-6602
FAX 575-624-6631
Email:
bill.williams@chavescounty.gov



COMMISSIONERS

- Dara Dana ➤ District 1
- T. Calder Ezzell Jr. ➤ District 2
- Jeff Bilberry ➤ District 3
- Richard C. Taylor ➤ District 4
- Michael J. Perry ➤ District 5

Chaves County Clerk
Summary Report
1/1/24-1/31/24

CLERK FEES (EQUIPMENT)	\$ 4,340.00
GEN CLERK'S FEES	\$ 15,994.50
LIQUOR LICENSE	\$ -
CHILDREN'S TRUST FUND	\$ 420.00
PROBATE	\$ 749.65
PHOTOCOPIES.....	\$ 605.00
GOVT GROSS RECEIPTS TAX	\$ -
TOTAL AMOUNT:	\$22,109.15

TOTAL DOCUMENTS FILED 670

NEW MARRIAGE LICENSES 28

NEW PROBATES 17

NEW SURVEYS 7

NEW PLATS 0

VOTER CHANGES 181

NEW REGISTRANTS 124

REPUBLICANS 17227

DEMOCRATS 8657

LIBERTARIANS 372

OTHER 8052

Sheriff's Office
CHAVES COUNTY

#1 Saint Mary's Place
P.O. Box 1396
Roswell, New Mexico 88203
(575) 624-6500

Mike Herrington, Sheriff

Sheriff's Monthly Statistics Report
January 2024

Total Number of Arrests: 67
Adult: 67
Juvenile: 0

Total Number of DWI's: 13

Total Number of Arrest Citations: 7
Adult: 1
Juvenile: 6

Total Number of Non-Traffic Citations: 0
Total Number of Traffic Citations: 72
Total Number of Warning Traffic Citations: 5

Total Number of Accident Reports: 25

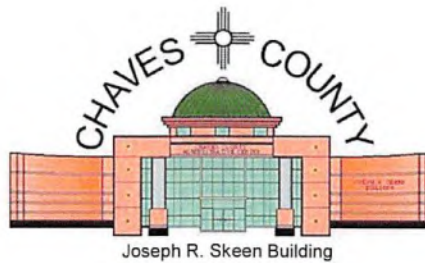
CCSO Mileage Report
January 2024

Unit #	Year	Make	Model	Assigned to	Mileage Beg.	Mileage End	Total
900	2013	Ford	Taurus	Spare	161,774	161,774	0
901	2016	Ford	F-250 Crew Cab	Spare-Damaged County Yard	135,512	135,512	0
902	2009	Ford	F-150	Spare-Damaged County Yard	195,328	195,328	0
903	2014	Ford	F-150	Serna, Jimmy	155,166	156,819	1653
905	2017	Ford	F-150	Spare	107,683	109,185	1502
907	2011	Ford	F-250 Crew Cab	Spare	230,916	230,916	0
908	2013	Ford	Taurus	Ramirez, Giovanni	165,164	165,587	423
909	2019	Ford	F-150	Pineda, Anthony	70,758	72,661	1903
910	2014	Ford	F-150 4x4	Spare	132,823	132,823	0
911	2016	Ford	Expedition 4x4	Spare-	109,678	109,678	0
913	2016	Ford	Expedition 4x4	Perez, Agustin	101,566	102,046	480
914	2018	Ford	Taurus	Spare-Damaged County Yard	85,269	85,269	0
915	2008	Dodge	Charger	Spare-Ramos	109,542	109,542	0
916	2018	Ford	Explorer	Beagles-Clark, Amanda	121,705	123,292	1587
917	2018	Ford	Explorer	Wrecked	87,987	87,987	0
918	2006	Ford	Van	Transport Van	121,690	121,690	0
919	2009	Ford	Crown Victoria	Spare-Damaged County Yard	128,383	128,383	0
920	2008	Ford	Crown Victoria	CID Spare Broken Odometer	91,880	91,880	0
922	2018	Ford	Explorer	Delgado, Ricardo	98,365	100,335	1970
923	2005	Ford	F-150	Serrano, Agustin	149,276	150,624	1348
924	2008	Ford	Crown Victoria	Spare-Damaged County Yard	128,335	128,335	0
925	2018	Ford	Explorer	Wrecked	58,652	58,652	0
928	2010	Dodge	Van	Transport-County Yard	158,931	158,931	0
929	2013	Ford	Explorer	Ramos, Raul	97,242	97,801	559
930	2014	Ford	Taurus	Spare	72,799	74,004	1205
931	2008	Ford	Crown Victoria	Spare-Damaged County Yard	122,139	122,139	0
933	2017	Ford	Explorer	De La Cerda, Nathaniel	140,349	142,799	2450
934	2017	Ford	Explorer	Spare	150,450	150,450	0
935	2017	Ford	Explorer	Whitie, John	147,326	148,970	1644
937	2015	Chevy	Caprice	Spare-Damaged County Yard	98,286	98,286	0
939	2015	Chevy	Caprice	Spare-Damaged County Yard	95,457	95,457	0
940	2010	Ford	F-150	Spare	185,987	185,987	0
941	2014	Ford	Taurus	McDowell, Teddy	121,389	123,846	2457
942	2008	Chevy	Caprice	Spare	117,428	117,428	0
943	2014	Ford	Taurus	Spare-Damaged County Yard	103,151	103,151	0
944	2014	Ford	Taurus	Wrecked in the shop	113,629	113,629	0
945	2014	Ford	Taurus	Spare-Damaged County Yard	137,976	137,976	0
946	2014	Ford	Taurus	Spare	157,036	157,036	0
947	2013	Chevy	Tahoe	Spare-Damaged County Yard	66,287	66,287	0
948	2011	Ford	Crown Victoria	Spare	128,256	128,256	0
951	2010	Ford	Crown Victoria	Spare	107,970	107,970	0
952	2010	Ford	Expedition	Spare-Damaged County Yard	140,599	140,599	0
953	2010	Ford	Expedition	Spare-Damaged County Yard	128,040	128,040	0
955	2013	Ford	Focus	Bell, Sarah	96,605	96,621	16
956	2014	Ford	Taurus	Padilla, Olivia	145,123	146,312	1189
957	2014	Ford	Taurus	Castro, Elijah	143,543	145,943	2400
960	2007	Ford	Crown Victoria	Spare	117,120	117,120	0

961	2018	Ford	Van	Transport	33,527	33,978	451
962	2015	Dodge	Caravan	Transport-Celso Academy	160,335	160,513	178
966	2020	Ford	F-150	Ray, Mike	21,120	21,627	507
967	2019	Ford	F-150	Dictson, Daniel	85,144	87,922	2,778
968	2019	Ford	F-150	Nava, Isaac	41,846	42,591	745
969	2019	Ford	F-150	Hendrix, Scott	47,991	50,556	2,565
970	2019	Ford	F-150	White, John-shop	57,407	57,407	0
971	2019	Ford	F-150	Martinez, Joshua	59,781	61,361	1,580
977	2019	Ford	F-150	Silvas, Pedro	107,307	109,226	1919
978	2019	Ford	F-150	Shaw, Aleina	63,734	65,058	1324
979	2020	Ford	F-150	Conklin, Benjaman	81,581	81,995	414
980	2020	Ford	F-150	Spare At County Yard	62,347	62,347	0
981	2020	Ford	F-150	Cottrell, Matthew	71,794	73,492	1698
982	2020	Ford	F-150	Salas, Lorenzo	83,012	85,180	2,168
983	2020	Ford	F-150	Gomez, Gilbert	73,127	75,680	2,553
985	2020	Dodge	Caravan	Transport	46,315	46,865	550
989	2011	Chevy	Tahoe	Spare-Damaged County Yard	156,816	156,816	0
994	2020	Ford	F-150	Avalos, Jacob	76,736	79,244	2,508
995	2020	Ford	F-150	Spare	68,250	68,250	0
996	2020	Ford	F-150	Cobos, Isaac	75,191	76,025	834
997	2020	Ford	F-150	McKelvey, Josh	67,292	69,165	1,873
999		Ford	F-550 Diesel	Crime Scene Truck	217,877	217,877	0
1000	2021	Chevy	Silverado	Herrington, Mike	16,115	16,310	195
1001	2021	Chevy	Silverado	Yslas, Charles	20,627	21,218	591
1002	2021	Chevy	Silverado	Drake, Charles	24,490	25,817	1,327
1004	2021	Chevy	Tahoe	Parmer, Jeremy	27,593	30,390	2,797
1005	2017	Ford	Explorer	Hardy, Travis	165,535	165,900	365
1008	2022	Ford	F-150	Sanchez, Jacob	14,618	16,174	1,556
1009	2022	Ford	F-150	Salas, Andres	5,315	6,588	1,273
1010	2022	Ford	F-150	Hohle, Doug	6,970	7,740	770
1011	2023	Dodge	Ram	Not issued-Albuq.install equip	283	523	806
1012	2023	Dodge	Ram	Not issued-Albuq.install equip	294	534	828
1013	2023	Dodge	Ram	Not issued-Albuq.install equip	290	530	820
						TOTAL:	58759

****Spare maybe in use due to Assigned Units in the Shop for repairs**

**CHAVES COUNTY
ROAD DEPARTMENT**
1505 East Brasher Road
Roswell, New Mexico 88203
Phone: 575-624-6610
Fax: 575-627-4360



COMMISSIONERS
Dara Dana · District 1
T. Calder Ezzell Jr. · District 2
Jeff Bilberry · District 3
Richard C. Taylor · District 4
Michael Perry · District 5

Road Operations Director
Joe E. West

County Manager
Bill Williams

January 2024

MAN-HOURS	6,045.25	
MANPOWER COST		\$249,673.28
ON-CALL MANPOWER COST		\$1,575.00
MAN-HOURS ON ROAD PROJECTS	4,641.75	
MANPOWER COST ON ROAD PROJECTS		\$196,542.03
MILES BLADED	167.30	
VEHICLE MILEAGE and OFF-ROAD HOURS	4,026.30	
VEHICLE AND EQUIPMENT COSTS		\$155,486.31
GALLONS WATER HAULED	25,375.00	
COST OF CITY WATER		\$101.50
COST OF PRIVATE BILLED WATER		\$0.00
MATERIAL USED (cubic yards)		
CHIPS USED ON ROAD PROJECTS	60.00	\$1,173.00
BASE COURSE USED ON ROAD PROJECTS	290.00	\$968.60
COLD MIX USED ON ROAD PROJECTS	7.20	\$666.00
FINES USED ON ROAD PROJECTS	0.00	\$0.00
MILLINGS	0.00	\$0.00
PIT RUN USED ON ROAD PROJECTS	140.00	\$840.00
RIP RAP USED ON ROAD PROJECTS	0.00	\$0.00
ROAD OIL		\$0.00
DEMURRAGE		\$0.00
GAS (gallons)	1479.50	\$3,386.71
DIESEL (gallons)	3594.00	\$11,210.99
GAS - Dunken (gallons)	181.80	\$413.93
DIESEL - Dunken (gallons)	225.80	\$678.91
COST OF ROADWORK		\$371,467.98
COST OF SOLID WASTE		\$28,592.03
OFFICIAL HEADCOUNT		44
HEADCOUNT ADJUSTMENTS (JAN.)		-1
HEADCOUNT ADDITIONS (JAN.)		2
CURRENT HEADCOUNT (JAN.)		33

JOE E. WEST
ROAD OPERATIONS DIRECTOR

**CHAVES COUNTY TREASURER'S OFFICE
DISBURSEMENT REPORT - JANUARY 2024**

Created Date	Payee	Check #	Amount	Note	Voided	Processed	By
Jan 03 2024	BAUTISTA, ANN	11392	\$11.46	OVERPAYMENT		Jan 03 2024 03:51:59 PM	kgonzales
Jan 03 2024	ARRINGTON, PATRICK	11393	\$3.20	OVERPAYMENT		Jan 03 2024 03:54:45 PM	kgonzales
Jan 03 2024	ARRINGTON, PATRICK	11394	\$3.20	OVERPAYMENT		Jan 03 2024 03:55:44 PM	kgonzales
Jan 03 2024	CEPEDA,MARTIN OR SANDRA	11395	\$1.10	OVERPAYMENT		Jan 03 2024 03:56:21 PM	kgonzales
Jan 08 2024	CHACON,CRUZ Z ; LOPEZ,DIANA A	11396	\$3.22	OVERPAYMENT		Jan 08 2024 03:45:11 PM	kgonzales
Jan 08 2024	SOUTHARD,SAM	11397	\$66.70	OVERPAYMENT		Jan 08 2024 03:46:42 PM	kgonzales
Jan 08 2024	ESPINOZA,MARY V ; ESPINOZA,VINCENT D	11398	\$3.54	OVERPAYMENT		Jan 08 2024 03:47:34 PM	kgonzales
Jan 10 2024	GARCIA TRUST; RAYMOND F & LORETTA E GARCIA	11399	\$20.00	OVERPAYMENT		Jan 10 2024 12:17:10 PM	kgonzales
Jan 10 2024	ARTESIA SCHOOLS	11400	\$5,102.85	disbursement from 11/30/2023 to 12/31/2023		Jan 10 2024 03:56:42 PM	kgonzales
Jan 10 2024	ARTESIA SCHOOLS	11401	\$10,046.28	disbursement from 11/30/2023 to 12/31/2023		Jan 10 2024 03:57:19 PM	kgonzales
Jan 10 2024	ARTESIA SCHOOLS	11402	\$1,238.77	disbursement from 11/30/2023 to 12/31/2023		Jan 10 2024 03:58:59 PM	kgonzales
Jan 10 2024	DEXTER SCHOOLS	11403	\$299,174.71	Grouped Check		Jan 10 2024 03:59:37 PM	kgonzales
Jan 10 2024	EASTERN NM UNIVERSITY	11404	\$407,956.57	Grouped Check		Jan 10 2024 04:15:51 PM	kgonzales
Jan 10 2024	ELIDA PUBLIC SCHOOLS #27	11405	\$1,336.61	Grouped Check		Jan 10 2024 04:16:40 PM	kgonzales
Jan 10 2024	ELIDA PUBLIC SCHOOLS #28	11406	\$3,778.90	Grouped Check		Jan 10 2024 04:17:13 PM	kgonzales
Jan 10 2024	HAGERMAN SCHOOLS	11407	\$213,824.17	Grouped Check		Jan 10 2024 04:17:44 PM	kgonzales
Jan 10 2024	LAKE ARTHUR SCHOOLS	11408	\$377,851.74	Grouped Check		Jan 10 2024 04:18:21 PM	kgonzales
Jan 10 2024	ROSWELL INDEPENDENT SCHOOL DIST.	11409	\$2,594,705.65	disbursement from 11/30/2023 to 12/31/2023		Jan 10 2024 04:19:08 PM	kgonzales
Jan 10 2024	SYDNEY GUTIERREZ MIDDLE SCHOOL	11410	\$13,614.32	disbursement from 11/30/2023 to 12/31/2023		Jan 10 2024 04:19:37 PM	kgonzales
Jan 10 2024	CENTRAL VALLEY SOIL & WATER	11411	\$508.53	disbursement from 11/30/2023 to 12/31/2023		Jan 10 2024 04:20:53 PM	kgonzales
Jan 10 2024	CHAVES COUNTY SOIL & WATER	11412	\$53,426.37	disbursement from 11/30/2023 to 12/31/2023		Jan 10 2024 04:21:17 PM	kgonzales
Jan 10 2024	CITY OF ROSWELL	11413	\$1,616,161.57	disbursement from 11/30/2023 to 12/31/2023		Jan 10 2024 04:22:05 PM	kgonzales
Jan 10 2024	CITY OF ROSWELL	11414	\$798.16	disbursement from 11/30/2023 to 12/31/2023		Jan 10 2024 04:22:28 PM	kgonzales
Jan 10 2024	CONSERVANCY	11415	\$1,085,214.05	disbursement from 11/30/2023 to 12/31/2023		Jan 10 2024 04:23:09 PM	kgonzales
Jan 10 2024	COTTONWOOD-WALNUT CREEK S & W	11416	\$2,420.98	disbursement from 11/30/2023 to 12/31/2023		Jan 10 2024 04:24:04 PM	kgonzales
Jan 10 2024	DFA ADMINISTRATIVE SERVICES	11417	\$606,828.47	Grouped Check		Jan 10 2024 04:24:55 PM	kgonzales
Jan 10 2024	HAGERMAN-DEXTER SOIL & WATER	11418	\$9,446.04	disbursement from 11/30/2023 to 12/31/2023		Jan 10 2024 04:25:32 PM	kgonzales
Jan 10 2024	NEW MEXICO TAXATION AND REVENUE	11419	\$2,860.63	disbursement from 11/30/2023 to 12/31/2023		Jan 10 2024 04:26:20 PM	kgonzales
Jan 10 2024	PENASCO SOIL & WATER	11420	\$697.58	disbursement from 11/30/2023 to 12/31/2023		Jan 10 2024 04:26:47 PM	kgonzales
Jan 10 2024	STATE OF NEW MEXICO - CTF	11421	\$360.00	disbursement from 11/30/2023 to 12/31/2023		Jan 10 2024 04:33:54 PM	kgonzales
Jan 10 2024	TOWN OF DEXTER	11422	\$6,710.91	disbursement from 11/30/2023 to 12/31/2023		Jan 10 2024 04:34:44 PM	kgonzales
Jan 10 2024	TOWN OF HAGERMAN	11423	\$4,513.50	disbursement from 11/30/2023 to 12/31/2023		Jan 10 2024 04:35:31 PM	kgonzales
Jan 10 2024	TOWN OF LAKE ARTHUR	11424	\$2,209.65	disbursement from 11/30/2023 to 12/31/2023		Jan 10 2024 04:36:19 PM	kgonzales
Jan 25 2024	SCHMIDT, BRANDI M.	11425	\$428.46	OVERPAYMENT		Jan 25 2024 11:32:48 AM	kgonzales
Jan 25 2024	RUE, ALEX	11426	\$4.02	OVERPAYMENT		Jan 25 2024 11:33:39 AM	kgonzales
Jan 31 2024	MCI METRO ACCESS TRANSMISSION SERVICES, LLC	11427	\$40.70	OVERPAYMENT		Jan 31 2024 12:56:10 PM	kgonzales
Jan 31 2024	AT&T MOBILITY LLC	11428	\$1,951.14	OVERPAYMENT		Jan 31 2024 12:57:23 PM	kgonzales
			<u>\$7,323,323.75</u>				

December 2023 Distribution - Taxing Authorities
Refunds / Overpayments
TOTAL DISBURSEMENTS

\$7,320,787.01
\$2,536.74
\$7,323,323.75

Charlotta M Andrade Ayule
 County Treasurer

DISTRIBUTION FOR

December 2023

Authority	Fund#	Fund Name	Fund ID	
STATE OF NM	592	CATTLE/BISON	1N	
STATE OF NM	595	DAIRY	4N	
STATE OF NM	592	HORSES	5N	
PREDATOR CONTROL	423	PREDATOR CONTROL	7N	(IN HOUSE)
FLOOD CONTROL	452		8	(IN HOUSE)
CONSERVANCY	502		9	
CHAVES COUNTY S&W	465		10N	
	465		10R	
UPPER HONDO S&W	467		11N	
HAG/DEX S & W	503		12N	
	503		12R	
PENASCO S & W	468		13	
CENTRAL VALLEY S & W	469		14N	
	469		14R	
STATE OF NM	591	STATE DEBT SERVICE	31	
CHAVES COUNTY	401	OPERATIONAL-R	40N	(IN HOUSE)
	401	OPERATIONAL-N	40R	(IN HOUSE)
	401	DEBT SERVICE	41	(IN HOUSE)
CC ENMU-R	702	OPERATIONAL-R	70N	
	702	OPERATIONAL-N	70R	
	722	DEBT SERVICE	71	
CITY OF ROSWELL	575	OPERATIONAL-R	1050N	
	575	OPERATIONAL-N	1050R	
	574	DEBT SERVICE	1051	
RISD	701	OPERATIONAL-R	1060N	
	701	OPERATIONAL-N	1060R	
	721	DEBT SERVICE	1061	
	751	CAP IMPROVEMENT-N	1062N	
	751	CAP IMPROVEMENT-R	1062R	
#14 ARTESIA SCHOOLS	705	OPERATIONAL-R	1460N	
	705	OPERATIONAL-N	1460R	
	725	DEBT SERVICE	1461	
	755	CAP IMPROVEMENT-N	1462N	
	755	CAP IMPROVEMENT-R	1462R	
	745	HB-33N	1463N	
	745	HB-33R	1463R	
TOWN OF LAKE ARTHUR	578	OPERATIONAL-R	2050N	
	578	OPERATIONAL-N	2050R	
LAKE ARTHUR SCHOOLS	706	OPERATIONAL-R	2060N	
	706	OPERATIONAL-N	2060R	
	726	DEBT SERVICE	2061	
	756	CAP IMPROVEMENT-N	2062N	

	756	CAP IMPROVEMENT-R	2062R		
#27 ROOSEVELT COUNTY	707	OPERATIONAL-R	2760N		
	707	OPERATIONAL-N	2760R		
	727	DEBT SERVICE	2761		
	757	CAP IMPROVEMENT-N	2762N		
	757	CAP IMPROVEMENT-R	2762R		
#28 ROOSEVELT COUNTY	708	OPERATIONAL-R	2860N		
	708	OPERATIONAL-N	2860R		
	728	DEBT SERVICE	2861		
	758	CAP IMPROVEMENT-N	2862N		
	758	CAP IMPROVEMENT-R	2862R		
TOWN OF HAGERMAN	577	OPERATIONAL-R	6050N		
		OPERATIONAL-N	6050R		
HAGERMAN SCHOOLS	703	OPERATIONAL-R	6060N		
		OPERATIONAL-N	6060R		
	723	DEBT SERVICE	6061		
	753	CAP IMPROVEMENT-N	6062N		
		CAP IMPROVEMENT-R	6062R		
TOWN OF DEXTER	576	OPERATIONAL-R	8050N		
		OPERATIONAL-N	8050R		
DEXTER SCHOOLS	704	OPERATIONAL-R	8060N		
	704	OPERATIONAL-N	8060R		
DEBT SERV	724	DEBT SERVICE	8061		
CAP IMP	754	CAP IMPROVEMENT-N	8062N		
	754	CAP IMPROVEMENT-R	8062R		
TECH DEBT SERV	764	TECH DEBT SERVICE	8064		
ARTESIA SCHOOLS					
CAP IMP	755	ART_SCH_CAP_IMP_N		\$4,487.09	
	755	ART_SCH_CAP_IMP_R		\$615.76	
DEBT SERV	725	ART_SCH_DS		\$0.00	
HB-33	745	ART_SCH_HB33_N		\$8,998.87	
	745	ART_SCH_HB33_R		\$1,047.41	
OPERATIONAL	705	ART_SCH_OP_N		\$1,121.77	
	705	ART_SCH_OP_R		\$117.00	
STATE OF NM	592	BISON			
STATE OF NM	592	CATTLE		\$12,395.05	
CHAVES COUNTY	465	CCS_W_N		\$10,114.82	
SOIL & WATER	465	CCS_W_R		\$43,311.55	
CHAVES COUNTY	401	COUNTY_OP_N		\$2,126,199.64	(IN HOUSE)
	401	COUNTY_OP_R		\$1,264,578.03	(IN HOUSE)
CENTRAL VALLEY	469	CVS_W_N		\$334.82	
SOIL & WATER	469	CVS_W_R		\$173.71	
COT.WOOD WALCRK S&W	525	CWCS_W		\$2,420.98	
STATE OF NM	595	DAIRY		\$34,250.30	
TOWN OF DEXTER	576	DEX_MUN_N		\$3,646.23	
	576	DEX_MUN_R		\$3,064.68	
DEXTER SCHOOLS	724	DEXSD_DS		\$182,467.95	
	764	DEXSD_ET		\$58,719.40	

	754	DEXSD_N_CI	\$31,892.78	
	704	DEXSD_N_OP	\$7,973.15	
	754	DEXSD_R_CI	\$16,348.41	
	704	DEXSD_R_OP	\$1,773.02	
#27 ROOSEVELT COUNTY	727	ELI27_DS	\$0.00	
	757	ELI27_N_CI	\$1,053.83	
DON'T COMBINE CHECKS FOR ROOSEVELT COUNTY	707	ELI27_N_OP	\$259.77	
	757	ELI27_R_CI	\$19.33	
	707	ELI27_R_OP	\$3.68	
#28 ROOSEVELT COUNTY	727	ELI28_DS	\$0.00	
	758	ELI28_N_CI	\$2,904.74	
	708	ELI28_N_OP	\$715.94	
	758	ELI28_R_CI	\$133.14	
	708	ELI28_R_OP	\$25.08	
CC ENMU-R	722	ENMU_R	\$5.20	
	702	ENMU_R_N	\$202,770.32	
	702	ENMU_R_R	\$205,181.05	
FLOOD CONTROL	452	FLOOD	\$433,545.33	
STATE OF NM	593	GOATS	\$63.24	
HAGERMAN -DEXTER SOIL&WATER	503	HAG_DEXS_W_N	\$4,725.78	
	503	HAG_DEXS_W_R	\$4,720.26	
TOWN OF HAGERMAN	577	HAG_MUN_N	\$1,673.62	
	577	HAG_MUN_R	\$2,839.88	
HAGERMAN SCHOOLS	723	HAGSD_DS	\$144,354.66	
	753	HAGSD_N_CI	\$48,597.73	
	703	HAGSD_N_OP	\$12,149.40	
	753	HAGSD_R_CI	\$7,565.08	
	703	HAGSD_R_OP	\$1,157.30	
STATE OF NM	594	HOGS		
STATE OF NM	592	HORSES	\$305.21	
TOWN OF LAKE ARTHUR	578	LA_MUN_N	\$1,206.59	
	578	LA_MUN_R	\$1,003.06	
	726	LASD_DS	\$257,259.75	
	766	LASD_ET	\$0.00	
	756	LASD_N_CI	\$94,355.21	
	706	LASD_N_OP	\$23,588.72	
	756	LASD_R_CI	\$2,263.30	
	706	LASD_R_OP	\$384.76	
	599	LLAMAS	\$0.30	
#1-L NMJC	710	NMJC_N	\$0.00	
	710	NMJC_R	\$0.00	
PENASCO S & W	468	PENS_W	\$697.58	
PREDATOR CONTROL		PRED	\$3,800.60	(IN HOUSE)
CONSERVANCY	502	PVCD	\$1,085,214.05	
ROSWELL SCHOOLS	721	RISD_DS	\$1,839,953.82	
	751	RISD_N_CI	\$222,373.63	

	751	RISD_N_CI_SGMS	\$4,739.33
	701	RISD_N_OP	\$56,761.61
	751	RISD_R_CI	\$417,082.94
	751	RISD_R_CI_SGMS	\$8,874.99
	701	RISD_R_OP	\$58,533.65
CITY OF ROSWELL	574	ROS_DS	\$798.16
	575	ROSOP_N	\$444,122.24
	575	ROSOP_R	\$1,172,039.33
STATE OF NM	593	SHEEP_GOATS	\$556.51
STATE		PENALTY & INTEREST STATE	\$1,985.63
		JE Corrected P&I	
STATE COST		597-4-402-650-000	\$875.00
CHILDRENS TRUST FUND		596-4-402-707-000	\$360.00
STATE OF NM		STATE DEBT SERVICE	\$559,257.86
#1-L TATUM BOARD OF ED.	729	TATSD_DS	\$0.00
		TATSD_ET	\$0.00
	759	TATSD_N_CI	\$0.00
	709	TATSD_N_OP	\$0.00
	759	TATSD_R_CI	\$0.00
	709	TATSD_R_OP	\$0.00
UPPER HONDO SOIL & WATER	467	UHS_W_N	
		UHS_W_R	
STATE OF NM	594	RATITES	

TOTAL CHECKS	\$7,320,787.01
*TOTAL DISTRIBUTION (LESS CHILDRENS TRUST FUND & STATE COST)	\$11,147,675.61
* should equal "Grand Total" on "Distribution Preview" report	
TOTAL DISTRIBUTION	\$11,148,910.61

AUTHORITY	CHECKS	
ARTESIA SCHOOLS		
CAPITAL IMPROVEMENT	\$5,102.85	✓
DEBT SERVICE	\$0.00	
HB-33	\$10,046.28	✓
OPERATIONAL	\$1,238.77	✓
CENTRAL VALLEY SOIL & WATER	\$508.53	✓
CHAVES COUNTY SOIL & WATER	\$53,426.37	✓

COTTONWOOD WALNUT CREEK SOIL&WATER	<u>\$2,420.98</u>	✓
TOWN OF DEXTER	<u>\$6,710.91</u>	✓
DEXTER SCHOOLS	<u>\$299,174.71</u>	✓
ELIDA PUBLIC SCHOOLS 27	<u>\$1,336.61</u>	✓
ELIDA PUBLIC SCHOOLS 28	<u>\$3,778.90</u>	✓
ENMU-R	<u>\$407,956.57</u>	✓
HAGERMAN-DEXTER SOIL& WATER	<u>\$9,446.04</u>	✓
TOWN OF HAGERMAN	<u>\$4,513.50</u>	✓
HAGERMAN SCHOOLS	<u>\$213,824.17</u>	✓
TOWN OF LAKE ARTHUR	<u>\$2,209.65</u>	✓
LAKE ARTHUR SCHOOLS	<u>\$377,851.74</u>	✓
NM JUNIOR COLLEGE	<u>\$0.00</u>	
PECOS VALLEY CONSERVANCY DIST (PVCD)	<u>\$1,085,214.05</u>	✓
PENASCO SOIL& WATER	<u>\$697.58</u>	
ROSWELL SCHOOLS	<u>\$2,594,705.65</u>	✓
ROSWELL SCHOOLS-SGMS	<u>\$13,614.32</u>	✓
CITY OF ROSWELL		
DEBT SERVICE	<u>\$798.16</u>	✓
OPERATIONAL	<u>\$1,616,161.57</u>	✓
STATE OF NM (P&I / STATE COST)	<u>\$2,860.63</u>	✓
STATE OF NM (CHILDRENS TRUST FUND)	<u>\$360.00</u>	✓
STATE OF NM (STATE DEBT / LIVESTOCK)	<u>\$606,828.47</u>	✓
TATUM BOARD OF EDU.	<u>\$0.00</u>	

UPPER HONDO SOIL & WATER	<u>\$0.00</u>
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TOTAL CHECKS	<u><u>\$7,320,787.01</u></u>
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IN HOUSE

CHAVES COUNTY -OP	<u>\$3,390,777.67</u>
CHAVES COUNTY - DS	<u>\$0.00</u>

PREDATOR CONTROL	<u>\$3,800.60</u>
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FLOOD CONTROL	<u>\$433,545.33</u>
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TOTAL IN-HOUSE	<u><u>\$3,828,123.60</u></u>
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