



**CHAVES COUNTY  
BOARD OF COUNTY COMMISSIONERS**

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



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

**William B. Williams, County Manager**

**ADMINISTRATIVE MEETING MINUTES**

**THURSDAY, JANUARY 25, 2024**

**CHAVES COUNTY ADMINISTRATIVE CENTER – JOSEPH R SKEEN BUILDING**

**#1 ST. MARY'S PLACE, ROSWELL, NM 88203**

**CALL TO ORDER**

Chairman Bilberry called the meeting to order at 9:00 AM.

**PLEDGE OF ALLEGIANCE**

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

**DETERMINATION OF QUORUM**

Those present were Commissioners Bilberry, Ezzell, Dana, Taylor, and Perry. Also present were County Manager, Bill Williams, Public Services Director, Alex Palomino, County Attorney, Stan Riggs, Purchasing Director, Analicia Nieto, Road Supervisor, Joe West, IT Director, Andrew Rey, Finance Director, Anabel Barraza, County Clerk, Cindy Fuller, County Treasurer, Charlotte Andrade, Planning and Zoning Director, Louis Jaramillo, Sheriff, Mike Herrington, media, staff, and guests.

**APPROVAL OF MINUTES**

MOTION MADE TO: APPROVE THE MINUTES FROM THE REGULAR MEETING HELD ON DECEMBER 21, 2023, AND THE SPECIAL MEETING HELD ON JANUARY 11, 2024.  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER TAYLOR  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**ELECTION OF OFFICERS FOR 2024**

County Manager, Bill Williams stated in accordance with County Ordinance No. 31, the Chaves County Board of Commissioners must select a chairman and a vice chairman of the commission for the year 2024. The terms for these positions are for one year and the election will become effective as of this meeting.

MOTION MADE TO: ELECT JEFF BILBERRY AS CHAIRMAN AND CALDER EZZELL AS VICE CHAIRMAN FOR THE YEAR 2024  
MOTION MADE BY: COMMISSIONER TAYLOR  
SECOND MADE BY: COMMISSIONER PERRY  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**UPDATE – BIG BROTHERS AND BIG SISTERS**

Brenda Dorsey, Vice President of Rural Programs presented to the Commission.

**UPDATE – BOYS AND GIRLS CLUB**

Rick Lamb presented to the Commission.

**COMMISSION COMMITTEE APPOINTMENTS WERE PRESENTED.**

**AGENDA ITEMS**

**A. PUBLIC HEARINGS**

**1. CASE Z-2023-2 PER SECTION 8.3 OF THE CHAVES COUNTY SUBDIVISION ORDINANCE #51. VACATION OF 20 FEET ALLEY IN A PLATTED SUBDIVISION**

*Presenter: Louis Jaramillo, Planning and Zoning Director*

This case had previously been tabled and is to approve or deny the vacation and replat of a 20-foot wide by 795-foot-long platted alley located between Lots 1 and 2 of Block 11 of Apache Hills #2 subdivision. This vacation request has complied with all requirements set forth in Section 8.3. and NM Statute 47-6-7.

- The adjacent land owner, Mr. Diego Olivas, has requested the vacation of the 20 ft. wide alley.
- The surrounding landowners have been notified of this public meeting by mail.
- All utility companies providing service in the area have been notified.
- This vacation would not affect neighbors or utility service companies due to the sufficient 60 ft. rights-of-way in the adjacent roads, such as Apache Hills Dr., Thunderbird Rd., and State Road 246-W. Pine Lodge Rd.
- If approved, the alley area would be dedicated to the adjacent owner, Mr. Diego Olivas; per NM Statute 47-6-7.B.
- Rains Surveying will provide a vacation/ replat survey that is necessary to complete the vacation process.

The Planning and Zoning Commission recommended Approval of this case by a vote of 5-0 based on Findings of Fact 1 through 4 as stated in the Staff's Report. Staff is in favor of the vacation request.

MOTION MADE TO: TAKE CASE Z-2023-2 OFF THE TABLE AND BRING IT BEFORE THE COMMISSION  
 MOTION MADE BY: COMMISSIONER EZZELL  
 SECOND MADE BY: COMMISSIONER TAYLOR  
 IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
 OPPOSED: NONE

Chairman Bilberry opened the public hearing for public comment.

**IN FAVOR:**

Diego Olivas – landowner – spoke in favor of this request.

**OPPOSED:**

None

No one was online to make public comments.

MOTION MADE TO: APPROVE THE APPLICATION FOR VACATION OF A 20-FOOT ALLEY AS SET FORTH IN CASE Z-2023-2 PURSUANT TO SECTION 8.3 OF THE SUBDIVISION ORDINANCE  
 MOTION MADE BY: COMMISSIONER EZZELL  
 SECOND MADE BY: COMMISSIONER PERRY  
 IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
 OPPOSED: NONE  
 \*County Attorney, Stan Riggs, verified this included the Findings of Fact.

**2. APPEAL TO RESOLUTION R-23-054 CONDEMNATION RESOLUTION**

*Presenter: Louis Jaramillo, Planning and Zoning Director*

Mr. Jaramillo stated this is to consider Mr. Charles Noriega's appeal to condemn 6217 Devonian Street, Roswell NM per Resolution R-23-054.

- The legal description of the property is Lot 11 of ABO Industrial Site Subdivision.
- This property is covered with auto wreckage, trash, litter, and debris.
- This property has a number of manufactured homes and recreational vehicles on the property that seems to be occupied by transients.
- This property has been a nuisance and hazard to the surrounding community for many years.

- This property is zoned I-1 Industrial District however, Mr. Noriega does not possess a State Auto Recycler license nor a Dealer's license that would allow the wrecking or dismantling of vehicles per NM Statute 66-4-1.1. Without this license, Mr. Noriega is not able to dispose of the vehicles legally.
- Per NM Statute 66-4-1.1, the legal process for disposing of vehicles requires the licensed auto recycler to confirm the VIN, notify to legal owner or lien holder, and then dispose of the vehicles.
- In 2012, District Court Judge Charles C. Currier ordered that Mr. Charles Noriega was not to engage in the business of an auto recycler unless he is properly licensed to do so.

Chairman Bilberry opened the public hearing for public comments.

**IN FAVOR:**

Charles Noriega, 6217 Devonian Rd, Roswell, NM

**OPPOSED:**

1. Shirley Mc Vey – 2003 E. Gallina Rd., Roswell NM
2. Carolina Mendez – 6221 Devonian Rd., Roswell NM
3. Tommy Whitaker – 1909 Gallina Rd., Roswell NM
4. Bill Williams read a letter that was received from J.J. and Krista McGlasson – 2003 E. Gallina Rd., Roswell NM

No one was online to make public comments.

Chairman Bilberry allowed Mr. Noriega to speak to the Commissioners again.

MOTION MADE TO: GO INTO CLOSED SESSION PURSUANT TO 10-15-1H(7) WITH NO ACTION BEING TAKEN  
 MOTION MADE BY: COMMISSIONER PERRY  
 SECOND MADE BY: COMMISSIONER TAYLOR  
 ROLL CALL VOTE:  
 COMMISSIONER PERRY: YES  
 COMMISSIONER TAYLOR: YES  
 COMMISSIONER DANA: YES  
 COMMISSIONER EZZELL: YES  
 COMMISSIONER BILBERRY: YES

MOTION MADE TO: COME OUT OF CLOSED SESSION PURSUANT TO 10-15-1H(7) AND NO FORMAL ACTION WAS TAKEN  
 MOTION MADE BY: COMMISSIONER EZZELL  
 SECOND MADE BY: COMMISSIONER TAYLOR  
 ROLL CALL VOTE:  
 COMMISSIONER PERRY: YES  
 COMMISSIONER TAYLOR: YES  
 COMMISSIONER DANA: YES  
 COMMISSIONER EZZELL: YES  
 COMMISSIONER BILBERRY: YES

Mr. Noriega was asked to come back up to the podium.

MOTION MADE TO: DENY MR. NORIEGA'S APPEAL OF RESOLUTION R-23-054 CONDEMNING HIS PROPERTY, 6217 DEVONIAN RD., ROSWELL NM AND THAT THEY ENTER INTO AN AGREEMENT WITH MR. NORIEGA FOR THE REMEDIATION OF THE CONDEMNED PROPERTY TO INCLUDE STIPULATIONS AND CONDITIONS.  
 MOTION MADE BY: COMMISSIONER EZZELL  
 SECOND MADE BY: COMMISSIONER DANA  
 IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
 OPPOSED: NONE

**AGREEMENTS AND RESOLUTIONS**

**3. APPROVE AIA AGREEMENT A-24-001 TO MIRADOR ENTERPRISES, INC OF EL PASO, TEXAS**

*Presenter: Analicia Nieto, Purchasing Director*

The award recommendation for ITB-24-2 PVRCC Reno (Rebid) was approved at the December 2023 Commission meeting, awarding Mirador Enterprises, Inc as the contractor for the project. Agreement A-24-001 is the AIA Agreement for this project. Legal has reviewed and staff recommends approval.

MOTION MADE TO: APPROVE AIA AGREEMENT A-24-001  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER TAYLOR  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**4. APPROVE AIA AGREEMENT A-24-002 TO MIRADOR ENTERPRISES, INC OF EL PASO, TEXAS**

***Presenter: Analia Nieto, Purchasing Director***

The award recommendation for ITB-24-3 Court Compliance Remodel was approved at the December 2023 Commission meeting, awarding Mirador Enterprises, Inc. as the contractor for the project. Agreement A-24-002 is the AIA Agreement for this project. Legal has reviewed and staff recommends approval.

MOTION MADE TO: APPROVE AIA AGREEMENT A-24-002  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER TAYLOR  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**5. AGREEMENT A-24-003 LEASE FOR MIDWAY JOY CENTER LOCATED AT 126 WILLARD ROAD, DEXTER NM**

***Presenter: Bill Williams, County Manager***

This lease is between Chaves County and the Midway Joy Center for the lease of the building located at 126 Willard Road, Dexter NM. Staff recommends approval.

MOTION MADE TO: APPROVE AGREEMENT A-24-003  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER EZZELL  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

\*Chairman Bilberry had to step out of the meeting. Commissioner Ezzell took over the duties of the Chair.

**6. RESOLUTION R-24-001**

***Presenter: Lucia Serrano, Assistant Finance Director***

Approval of this resolution will allow staff to remove the attached inventory. Exhibit A has the assets listed. Staff recommends approval.

MOTION MADE TO: APPROVE RESOLUTION R-24-001  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER PERRY  
IN FAVOR: COMMISSIONERS EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**7. RESOLUTION R-24-002 APPROVING CHANGES TO PERSONNEL CHARTS**

***Presenter: Emma Dominguez, Human Resources Director***

This resolution incorporates the increase of LEO Wage Schedule Chart D, Level (S) and Level (D). Updating Charts, A, A-1, C, D, and E. The elimination of one Road Maintenance Detention Officer Position and one Detention Officer Position. The addition of one Safety/Compliance Lieutenant Position. Moving up the Civil Records Assistant from Chart C Level (C) to Chart C Level (D). The Position Specification Summary has been updated for

the above-named positions. The County also desires to pick up the 10% insurance premium increase for employees previously included in the Collective Bargaining Agreement. Staff recommends approval.

MOTION MADE TO: APPROVE RESOLUTION R-24-002  
MOTION MADE BY: COMMISSIONER TAYLOR  
SECOND MADE BY: COMMISSIONER PERRY  
IN FAVOR: COMMISSIONERS EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

\*Chairman Bilberry returned to the meeting.

#### **8. RESOLUTION R-24-003 BUDGET ADJUSTMENT RESOLUTION FY 2024**

***Presenter: Anabel Barraza, Finance Director***

The Finance Department is requesting a budget adjustment for the items in Exhibit A. These budget adjustments are for a sheriff donation, adjustments for the salary survey and insurance increases for Sheriff Deputies and the Public Health building construction. Staff recommends approval.

MOTION MADE TO: APPROVE RESOLUTION R-24-003  
MOTION MADE BY: COMMISSIONER TAYLOR  
SECOND MADE BY: COMMISSIONER PERRY  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

\*Bill Williams, County Manager, stated agenda item #9 – Notice of Public Meeting for the Chaves County Planning and Zoning Commission and Chaves County Land Council – will be heard at their respective meetings and were placed on this agenda in error.

#### **OTHER BUSINESS**

#### **9. RATIFICATION OF APPOINTMENT OF NEW MEXICO COUNTY INSURANCE AUTHORITY VOTING MEMBERS**

***Presenter: Bill Williams, County Manager***

The New Mexico County Insurance Authority held its annual meeting on January 16, 2024. Chaves County needs to appoint a voting member and an alternate. Staff is requesting that Ms. Lucia Serrano, Assistant Finance Director, be reappointed as the voting member and that Mr. Alex Palomino, Public Services Director, be appointed as the alternate.

MOTION MADE TO: RATIFY THE APPOINTMENT OF LUCIA SERRANO AS THE VOTING MEMBER AND ALEX PALOMINO AS THE ALTERNATE FOR THE NEW MEXICO COUNTY INSURANCE AUTHORITY  
MOTION MADE BY: COMMISSIONER EZZELL  
SECOND MADE BY: COMMISSIONER DANA  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

#### **10. REQUEST FOR OUT OF STATE TRAVEL**

***Presenter: Anabel Barraza, Finance Director***

Ms. Barraza is requesting approval for out of state travel to attend NACO's 2024 Legislative Conference. This conference will take place in Washington, DC on February 9<sup>th</sup> through the 13<sup>th</sup>. Staff recommends approval.

MOTION MADE TO: APPROVE OUT OF STATE TRAVEL  
MOTION MADE BY: COMMISSIONER PERRY  
SECOND MADE BY: COMMISSIONER DANA  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**11. RATIFICATION OF OUT-OF-STATE TRAVEL TO LIBERTY HILL, TEXAS FOR POLICE K-9 HANDLER COURSE – 80 HOURS**

*Presenter: Bill Williams, Chaves County Manager*

The Chaves County Sheriff's Office is requesting ratification of authorization to send one of its employees to a police K-9 Handler Course in Liberty Hill, Texas from January 14, 2024, through January 27, 2024. The training is presented by Pace Setter K9 LLC and consists of 80 hours of training in canine safety, care for K-9, obedience training, maximizing the impact of drug scent evidence, and narcotics detection. The registration fee for this course is \$3,000.00. This cost does not include per diem for meals and hotel for Deputy Delgado and K-9 Deputy Felek.

MOTION MADE TO: RATIFY OUT OF STATE TRAVEL TO LIBERTY HILL, TEXAS  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER EZZELL  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**APPROVAL OF CHECKS**

MOTION MADE TO: APPROVE CHECKS IN THE AMOUNT OF \$2,724,807.18  
MOTION MADE BY: COMMISSIONER TAYLOR  
SECOND MADE BY: COMMISSIONER DANA  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**APPROVAL OF REPORTS**

MOTION MADE TO: APPROVE REPORTS  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER TAYLOR  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

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

Marvin Clements – 6102 Kincaid, Roswell, NM

Louis Jaramillo – Planning and Zoning Director

No one was online.

**MANAGER'S COMMUNICATIONS**

Mr. Williams thanked the Commission for all the salary survey approvals both last month and this month. He stated the Union is officially out of business, they've got the official paperwork and are looking forward to having the freedom to react when necessary for the Deputies which they haven't had in the last several years. He congratulated the Finance Department for receiving their ninth financial excellence award. No one is surprised by this, and they continue to do a great job. He thanked Anabel for her leadership and the staff for the great job they do. He thanked Rita Kane Doerhoeffer, Commissioner Dana, and the other JOY Center workers for keeping our JOY Centers up and running for our Seniors. In the last six months, the changes made at the Detention Center have been remarkable. They had a representative from the National Institute for Jail Operations come in just a few days after the last Director left. He returned on January 2<sup>nd</sup> and re-evaluated and could not believe the changes that had taken place. The Detention Center is 100% staffed. He thanked them and told the Commissioners they would see the changes on their annual visit today.

**COMMISSIONERS' COMMUNICATIONS**

**COMMISSIONER PERRY**

Commissioner Perry thanked the staff for doing such a great job. He thanked Louis and his staff; he knows there is a lot of work that goes into what they do and their diligence put them in a good spot today.

**COMMISSIONER TAYLOR**

Commissioner Taylor thanked the entire staff for the hard work and excellence that we have here in the county, especially Anabel and her staff. They are doing a fantastic job. It's always a pleasure knowing our finances are in excellent shape. It's due to the entire staff we have.

**COMMISSIONER DANA**

Commissioner Dana thanked Anabel and her staff. She stated that she went up to New Mexico Counties for the conference and the start of the Legislative session. She sits on the Board for New Mexico Counties, and they do have some priorities that they are working on. It's a fast and furious session. They have another board meeting on February 3<sup>rd</sup> to go over the priorities and see where they sit in the committee. She stated that when we go up there, Chaves County is the envy of some of the counties. There are a lot of problems going on throughout the counties. She thanked all the staff and law enforcement in the county for doing an excellent job.

**COMMISSIONER EZZELL**

Commissioner Ezzell stated he would like to reiterate what everyone had said. He thanked Anabel for all the hard work. He stated we have the best county in the state because we have the best people. He is tickled that we can manage our revenues and expenses where they can pick up the 10% increase in health insurance without batting an eye. He stated that our people deserve it, and he is thrilled they can provide things like that. He thanked everyone for what they do.

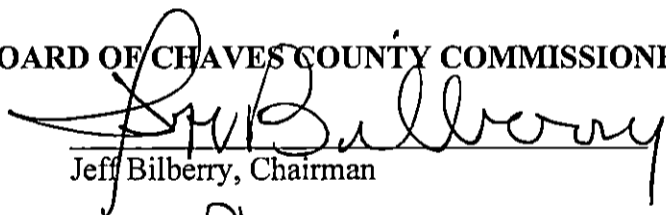
**COMMISSIONER BILBERRY**

Commissioner Bilberry stated he's proud to be part of this and even though we have issues within our county we seem to get them taken care of. Everybody pulls together. He stated they were going to sign documents and go to the jail.

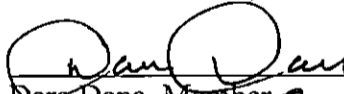
Commissioners Bilberry, Dana, Taylor, and Perry met at the Chaves County Detention Center for their annual visit.

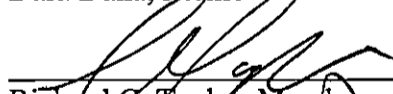
The meeting was adjourned at 1:09 pm.

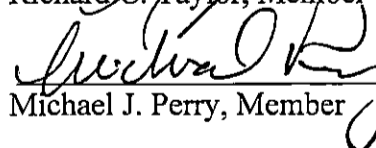
**BOARD OF CHAVES COUNTY COMMISSIONERS**

  
Jeff Bilberry, Chairman


Phone \_\_\_\_\_  
T. Calder Ezzell Jr, Vice-Chairman

  
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Richard C. Taylor, Member

  
Michael J. Perry, Member



  
Cindy Fuller, County Clerk