



**CHAVES COUNTY  
BOARD OF COUNTY COMMISSIONERS**

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



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

**William B. Williams, County Manager**

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**ADMINISTRATIVE MEETING MINUTES  
THURSDAY, FEBRUARY 15, 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 9:01 AM.

**PLEDGE OF ALLEGIANCE**

Commissioner Taylor led the pledge and Commissioner Dana led in prayer.

**DETERMINATION OF QUORUM**

Those present were Commissioners Bilberry, Dana, Taylor, and Perry. Commissioner Ezzell called into the meeting at 9:16 am. Also present were County Manager, Bill Williams, Public Services Director, Alex Palomino, Detention Center Director, Michael Brisco, Purchasing Director, Analicia Nieto, Road Tech Supervisor, Angelo Gurule, IT Director, Andrew Rey, Finance Director, Anabel Barraza, County Clerk, Cindy Fuller, Chief Deputy Treasurer, Chanel Rey, 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 JANUARY 25, 2024.  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER TAYLOR  
IN FAVOR: COMMISSIONERS BILBERRY, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**PRESENTATION – JARAMILLO ACCOUNTING GROUP**

Anabel Barraza made introductory comments and introduced Audrey Jaramillo with Jaramillo Accounting Group. Ms. Barraza thanked all Department Heads and Elected Officials and stated they all contribute to the success we have here.

Ms. Jaramillo gave a brief overview of the annual comprehensive report. There were no audit findings. County Manager Bill Williams pointed out that Chaves County received its ninth excellence award.

\*Commissioner Ezzell called into the meeting at 9:16 am.

**PROCLAMATION**

Commissioner Taylor read the proclamation out loud declaring February 15, 2024, as Roswell - Chaves County Economic Development Corporation Day in Chaves County. Members of the EDC were present to receive the proclamation and a photo was taken with the Commissioners.

**UPDATES**

Mike Espiritu presented to the Commission on behalf of the Roswell-Chaves County Economic Development Corporation.

Roswell Mayor Tim Jennings presented to the Commission.

Michael Brisco, Chaves County Detention Center Director, presented to the Commission.

Tamara Shubert – Chaves County Extension Office – presented to the Commission.

**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**

*Presenter: Bill Williams, Chaves County Manager*

This resolution supports Luna County in its 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. Mr. Williams read the resolution out loud. Staff recommends approval.

MOTION MADE TO: APPROVE RESOLUTION R-24-004  
MOTION MADE BY: COMMISSIONER TAYLOR  
SECOND MADE BY: COMMISSIONER PERRY  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**2. RESOLUTION R-24-005 – ACCEPTANCE AND APPROVAL OF FY 23 AUDIT**

*Presenter: Anabel Barraza, Finance Director*

The Local Government Division’s new requirement under 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 the Fiscal Year 2023 audit. Staff recommends approval.

MOTION MADE TO: APPROVE RESOLUTION R-24-005  
MOTION MADE BY: COMMISSIONER TAYLOR  
SECOND MADE BY: COMMISSIONER PERRY  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**3. RESOLUTION R-24-006 – APPROVAL OF DWI GRANT AND DISTRIBUTION APPLICATION FOR FY 25**

*Presenter: Elly Hollon, DWI Coordinator*

Chaves County DWI Program would like approval to submit the FY 25 Local DWI Grant and Distribution application.

The estimated distribution amount for FY25 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.

MOTION MADE TO: APPROVE RESOLUTION R-24-006  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER PERRY  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**4. RESOLUTION R-24-007 – AMENDMENT TO THE CHAVES COUNTY LAND COUNCIL**

*Presenter: Louis Jaramillo, Planning and Zoning Director*

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.

MOTION MADE TO: APPROVE RESOLUTION R-24-007  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER EZZELL  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**5. REQUEST TO APPROVE RESOLUTION R-24-008 WHICH IS REVISION 20 OF THE CHAVES COUNTY PURCHASING POLICY**

*Presenter: Analicia Nieto, Purchasing Director*

The Chaves County policy was last updated in July 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:

- Page 6 – Requesting a change to internal purchasing limits from \$10,000 to \$20,000.
- Page 12 – Purchasing Director is given the authority to issue memorandum directives for per diem rate changes to remain compliant.
- Page 23 – removal of “PD/FD” titled forms

MOTION MADE TO: APPROVE RESOLUTION R-24-008  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER TAYLOR  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**B. ORDINANCE**

**6. PERMISSION TO ADVERTISE A NOTICE OF PUBLIC HEARING FOR THE CHAVES COUNTY PUBLIC NUISANCE ABATEMENT ORDINANCE NO. O-115**

*Presenter: Louis Jaramillo, Planning and Zoning Director*

Approval to advertise a Notice of Public Hearing for the Chaves County Public Nuisance Abatement Ordinance No. O-115. 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 21<sup>st</sup>, 2024, Board meeting. 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.

MOTION MADE TO: GRANT PERMISSION TO ADVERTISE A NOTICE OF PUBLIC HEARING FOR THE CHAVES COUNTY PUBLIC NUISANCE ABATEMENT ORDINANCE NO. O-115  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER TAYLOR  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**C. OTHER BUSINESS**

**7. 2024 CHAVES COUNTY ROAD HEARING APPLICATIONS AND APPOINTMENT OF FREEHOLDERS**

*Presenter: Alex Palomino, Public Services Director*

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, David Storey, and Alfredo Parra. The Alternate is Bob Tackett. Staff recommends approval.

MOTION MADE TO: ACCEPT APPLICATIONS AND FREEHOLDER APPOINTMENTS  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER PERRY  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

#### **8. OUT-OF-STATE TRAVEL – RENO NEVADA**

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

The Chaves County Sheriff's Office is requesting authorization to send Charles Drake and Andres Salas to the Western States Sheriff's Conference in Reno, Nevada from March 3<sup>rd</sup> through March 8<sup>th</sup>, 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 \$225.00 per person along with \$1,015.00 for hotel stay plus meals. The amount for the hotel includes additional hotel accommodation traveling to and from Reno, Nevada due to the driving and long hours of travel. The total estimated cost to send each Lieutenant will be \$1,600.00 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.

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

#### **9. UPDATE TO CHARLES NORIEGA'S APPEAL TO RESOLUTION R-23-054 – CONDEMNATION RESOLUTION OF 6217 DEVONIAN STREET**

***Presenter: Louis Jaramillo, Planning and Zoning Director***

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. The deadline was February 5, 2024. Staff heard from Mr. Noriega, and he stated he needed more time. Last week, Mr. Noriega stated his attorney recommended some changes. Yesterday, the staff was notified that he has sought legal counsel on this matter and staff will no longer talk with him.

#### **10. UPDATE TO JAMES GIBSON'S APPEAL TO RESOLUTION R-23-051 – CONDEMNATION RESOLUTION OF 304 RYAN STREET**

***Presenter: Louis Jaramillo, Planning and Zoning Director***

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 the Planning and Zoning Department explaining how he would correct the nuisance. The deadline is February 21, 2024.

#### **APPROVAL OF CHECKS**

MOTION MADE TO: APPROVE CHECKS IN THE AMOUNT OF \$1,610,082.17  
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.**

Lori Coleman – 148 Hill Country Rd., Alto, NM

Rita Kane Doerhoefer – Mark Rd., Roswell, NM

Marvin Clements – 6102 Kincaid, Roswell, NM

**MANAGER'S COMMUNICATIONS**

Mr. Williams thanked Ms. Coleman for coming over from Lincoln County to support the Resolution supporting Luna County. The surrounding counties all work together towards common causes. They just got back from NACO. They may need to go to the annual convention in Florida. They have two resolutions to put forward in the Public Steering Committee. One has to do with the natural asset companies. It looks like we have \$590,000.00 in legislative money coming our way for the cooperative extension building and another \$270,000.00 for the Pecos Valley Regional Communications Center. He thanked the Detention Facility and all the work they have done and continue to do. He will be speaking on the radio tomorrow at 8:00 am and he does a Chat with Chaves County at the Chamber of Commerce on the first Wednesday of each month. He will be speaking at Republican Woman next Wednesday along with Chad Cole from the City.

**COMMISSIONERS' COMMUNICATIONS**

**COMMISSIONER PERRY**

Commissioner Perry was happy to get home from Washington. He thanked Bill for everything he's done to support Luna County. We don't have a lot of support from our Federally elected officials in New Mexico. They are creating obstacles for us to overcome. It's nice to see County Commissioners support these issues. It's good news that our PILT funding is occurring and secure rural schools. It's nice to have good weather in front of us.

**COMMISSIONER TAYLOR**

Commissioner Taylor stated the EDC has done a fantastic job and he appreciated the proclamation. The cooperation between the City and County and all other agencies is great and this is how we accomplish things. He congratulated the Finance and Treasurer's Office for the clean audit. There is a lot of work that goes into making sure we qualify. If they make a ruling, they need to hold people to it.

**COMMISSIONER DANA**

Commissioner Dana thanked Anabel and all the Departments. She hears horror stories being on the New Mexico Counties Board and we don't have those problems. She gave an update on an email she received about legislation and money received. New Mexico Counties is a great lobbying organization for all of us and they stand up for all 33 Counties. There was a bill to shut down detention centers. Senator Ortiz y Pino showed up to the meeting and listened to the people who spoke, and that bill was killed. In March we will have a legislative update. This is an election year, and we need people who will stand up and fight for us.

**COMMISSIONER EZZELL**

Commissioner Ezzell apologized for not being in person. He thanked the IT Department for being able to watch the meeting on Facebook. He congratulated Anabel and her staff.

**COMMISSIONER BILBERRY**

Commissioner Bilberry thanked everyone for being here today and thanked Lori for making the trip over from Luna County. He appreciates everyone's hard work.

The meeting was adjourned at 11:19 am.

BOARD OF CHAVES COUNTY COMMISSIONERS

*Jeff Bilberry*

Jeff Bilberry, Chairman

*T. Calder Ezzell Jr.*

T. Calder Ezzell Jr, Vice-Chairman

*Dara Dana*

Dara Dana, Member

*Richard C. Taylor*

Richard C. Taylor, Member

*Michael J. Perry*

Michael J. Perry, Member



*Cindy Fuller*

Cindy Fuller, County Clerk