



**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, SEPTEMBER 19, 2024**

**CHAVES COUNTY ADMINISTRATIVE CENTER – JOSEPH R SKEEN BUILDING
#1 ST. MARY'S PLACE, ROSWELL, NM 88203**

CALL TO ORDER

Commissioner Ezzell called the meeting to order at 9:02 AM.

PLEDGE OF ALLEGIANCE

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

DETERMINATION OF QUORUM

Those present were Commissioners Ezzell, Dana, Taylor, and Perry. Chairman Bilberry was absent. Also present were County Manager, Bill Williams, Public Services Director, Alex Palomino, County Attorney, Stan Riggs, Detention Center Director, Michael Brisco, 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, Flood Director, Brian Houghtalin, HR Director, Emma Domínguez, media, staff, and guests.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

MOTION MADE TO: APPROVE THE MINUTES FROM THE MEETING HELD ON AUGUST 15, 2024
MOTION MADE BY: COMMISSIONER DANA
SECOND MADE BY: COMMISSIONER TAYLOR
IN FAVOR: COMMISSIONERS EZZELL, DANA, TAYLOR, AND PERRY
OPPOSED: NONE

AGENCY UPDATES

Chamber of Commerce – Andrea Moore

Ms. Moore gave an update on Chamber events. They are doing monthly full-page advertisements in the Roswell Daily Record to recognize their new members. Luncheon Learns have come back and there will be two in October. They have started the process to hold Rise with Roswell for the last Thursday of March.

Chaves County Cooperative Extension Office – Tamara Shubert

Ms. Shubert stated they just got back from the State Fair where they had many of the youth do indoor and livestock exhibits. They are heading into the Eastern Fair in a couple of weeks where they will hold open enrollment. FCS is gearing up for its annual showcase. The diabetic cooking schools will resume in 2025 due to state funding issues.

New Mexico Economic Development Department – Kevin Wilson

Mr. Wilson introduced himself as the regional representative for the NM Economic Development Department. There are 11 regional representatives divided into six regions. He is visiting today to close out a local ag development project with Leprino Foods.

Eastern New Mexico University – Helen Wakefield

Ms. Wakefield provided an update on the grant, C3PO, provided by the Commission. Literacy and Laptops will be held in Lake Arthur on September 26th. They have deployed 852 hot spots, 264 laptops, and 917 literacy classes have been completed. The grant has impacted 1,326 participants.

Chaves County Detention Center – Michael Brisco

Mr. Brisco shared that their counts are high, over 300. They recently went through an audit and inspection by the Fire Marshall. They are waiting on the reports from these. He thanked his staff for stepping up and doing a great job.

Chaves County Flood Department – Brian Houghtalin

Mr. Houghtalin stated they have had no significant runs on the Hondo in the last 30 days. They will be cleaning up the mud from Ruidoso for a while. They did have a run on the Berrendo Creek and Salt Creek due to a single storm. There were some water crossing closures.

PROCLAMATION – SEPTEMBER 19, 2024 IS VICTORIA ARNETT DAY IN CHAVES COUNTY

Commissioner Taylor read the proclamation out loud. Victoria is the first female Eagle Scout in Chaves County. Bobby Arnett, Victoria’s father, was present to accept the proclamation. A photo was taken with the Commissioners.

AGENDA ITEMS

A. PUBLIC HEARINGS

1. ORDINANCE NO. O-116 WOULD REPEAL ORDINANCE O-100 WHICH APPROVED A LEDA PROJECT AND AUTHORIZED THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT AND A PROJECT PARTICIPATION AGREEMENT FOR LEDA-ELIGIBLE EXPENDITURES FOR AN EXPANSION AND CONSTRUCTION OF A FROZEN WAREHOUSE FACILITY IN CHAVES COUNTY

Presenter: Bill Williams, Chaves County Manager

Ordinance O-116 would repeal Ordinance O-100 and nullify the Intergovernmental Agreement (IGA) between the State of New Mexico Economic Development Department and Chaves County, and the Project Participation Agreement (PPA) with Leprino Foods Company for economic development, in Chaves County. The goal of this project was to maintain 550 existing jobs while creating 5 new jobs in Chaves County to reach a total of 555 jobs at Leprino Foods Company. The PPA set forth milestones and requirements for Leprino Foods Company to obtain economic development funds. Leprino Foods Company met all provisions listed in the PPA and Chaves County completed all payments to Leprino Foods Company with the approved funds as required in the IGA. This is a public hearing and was properly advertised in the Roswell Daily Record. Staff recommends approval.

Chairman Ezzell opened the public hearing to public comment.

IN FAVOR: NONE

OPPOSED: NONE

MOTION MADE: APPROVE ORDINANCE O-116
MOTION MADE BY: COMMISSIONER DANA
SECOND MADE BY: COMMISSIONER TAYLOR
IN FAVOR: COMMISSIONERS EZZELL, DANA, TAYLOR, AND PERRY
OPPOSED: NONE

2. AMEND ORDINANCE NO. #8 – CHAVES COUNTY PERSONNEL POLICY

Presenter: Emma Dominguez, Human Resources Director

To amend and clarify multiple sections of Ordinance #8 – Chaves County Personnel Policy, including Section III – Recruitment and Selection, Section IV – Changes in Employment Status, Section V – Conditions of Employment, Section VI – Basis for Employee Discipline, Section VIII – Compensation and Benefit Program, Section IX – Leave and Holidays, Section X – Miscellaneous and Section XI – Organization, Manpower, Pay and Position Classification System. This is a public hearing and was properly advertised in the Roswell Daily Record. Staff recommends approval.

Chairman Ezzell opened the public hearing to public comment.

IN FAVOR: NONE

OPPOSED: NONE

MOTION MADE TO: APPROVE THE AMENDMENT OF ORDINANCE #8 – CHAVES COUNTY PERSONNEL POLICY – REVISION #23
MOTION MADE BY: COMMISSIONER TAYLOR
SECOND MADE BY: COMMISSIONER DANA
IN FAVOR: COMMISSIONERS: EZZELL, DANA, TAYLOR, AND PERRY
OPPOSED: NONE

3. AGREEMENT A-24-050 BETWEEN CHAVES COUNTY AND NM ENERGY, MINERALS, AND NATURAL RESOURCES DEPARTMENT

Presenter: Alex Palomino, Public Services Director

This agreement is to approve Amendment No. 1 to the previous MOA dated September 19, 2019. The D.O.E. has agreed to provide funds to offset costs associated with a hazardous materials response to a WIPP transportation under the MOA for the Chaves County Fire Departments. The amendment increases the potential award amount to not exceed \$40,000 from the previous amount of \$11,000.

MOTION MADE TO: APPROVE AGREEMENT A-24-050
MOTION MADE BY: COMMISSIONER PERRY
SECOND MADE BY: COMMISSIONER DANA
IN FAVOR: COMMISSIONERS EZZELL, DANA, TAYLOR, AND PERRY
OPPOSED: NONE

4. REQUEST TO APPROVE AGREEMENT A-24-051 FOR APIC SOLUTIONS INC., PROPOSAL AND A-24-052 FOR US CAPITAL CORP AND GIVE THE PURCHASING DIRECTOR SIGNATURE AUTHORITY FOR FINANCING AGREEMENT WITH US CAPITAL CORP.

Presenter: Analicia Nieto, Purchasing Director

Chaves County will be purchasing (42) outdoor cameras for the exterior of the Chaves County Detention Center to upgrade surveillance of the facility. Equipment and installation will be offered by Apic Solutions. Agreement A-24-051 is for the equipment and installation services. The contract will be through NM State Price Agreement 00-00000-20-00093. Equipment will be leased for 60 months for a cost of \$5,369.65 monthly. Agreement A-24-052 is the lease agreement for US Capital Corp, payments to be made to KS State Bank. The Purchasing Director is seeking approval to become an additional authorized individual to sign concurrence with lease agreement forms. Funds have been approved per the FY25 budget. Staff recommends approval.

MOTION MADE TO: APPROVE AGREEMENT A-24-051 AND A-24-052 AND GIVE THE PURCHASING DIRECTOR SIGNATURE AUTHORITY FOR THE FINANCING AGREEMENT WITH US CAPITAL CORP.
MOTION MADE BY: COMMISSIONER DANA
SECOND MADE BY: COMMISSIONER PERRY
IN FAVOR: COMMISSIONERS EZZELL, DANA, TAYLOR, AND PERRY
OPPOSED: NONE

5. RATIFICATION OF AGREEMENT A-24-053 BETWEEN CHAVES COUNTY AND THE NEW MEXICO TRANSPORTATION – TRAFFIC SAFETY DIVISION

Presenter: Elly Hollon, DWI Coordinator

This Chaves County LDWI Program would like the ratification approval for the FY25 Agreement between Chaves County and NMDOT. The amount awarded for FY25 is \$12,299.00. This amount will partially pay for one of the DWI Court Compliance Officers. The term of this agreement will be from October 5, 2024 through June 30, 2025. Staff recommends approval.

MOTION MADE TO: APPROVE RATIFICATION OF AGREEMENT A-24-053
MOTION MADE BY: COMMISSIONER DANA
SECOND MADE BY: COMMISSIONER TAYLOR
IN FAVOR: COMMISSIONERS EZZELL, DANA, TAYLOR, AND PERRY
OPPOSED: NONE

6. REQUEST TO APPROVE AGREEMENT A-24-054 WITH FACILITY BUILD OF ALBUQUERQUE, NM FOR THE ST. MARY’S COMPLEX CO-OP RENOVATION

Presenter: Analicia Nieto, Purchasing Director

Chaves County solicited a bid from Facility Build of Albuquerque, NM to both design and construct the renovations for the St. Mary’s Complex Cooperative Extension Building, formerly Eye Associates. The bid received is for \$756,400.53 including GRT. Facility Build is an approved vendor through CES, contract # 2023-05-R1248-ALL. This is partially funded by State Appropriation #24-I2871 and the remainder from Capital outlay. Staff and legal have reviewed the proposal and staff recommends approval.

MOTION MADE TO: APPROVE AGREEMENT A-24-054
MOTION MADE BY: COMMISSIONER DANA
SECOND MADE BY: COMMISSIONER TAYLOR
IN FAVOR: COMMISSIONERS EZZELL, DANA, TAYLOR, AND PERRY
OPPOSED: NONE

7. RESOLUTION R-24-042 RATIFICATION APPROVAL OF DWI SPECIAL APPLICATION FOR FY25

Presenter: Elly Hollon, DWI Coordinator

Chaves County DWI Program would like approval to submit FY25 Local Grant DWI special application. This application will be requesting an additional \$47,000.00 for the Community Wellness and Outreach component for prevention programs. The application will fund the project year October 1, 2024, through June 30, 2025. Staff recommends approval.

MOTION MADE TO: APPROVE RESOLUTION R-24-042
MOTION MADE BY: COMMISSIONER PERRY
SECOND MADE BY: COMMISSIONER DANA
IN FAVOR: COMMISSIONERS EZZELL, DANA, TAYLOR, AND PERRY
OPPOSED: NONE

8. RESOLUTION R-24-043 ORDERING THE CHAVES COUNTY ASSESSOR TO IMPOSE THE 2024 CERTIFIED TAX RATES

Presenter: Bill Williams, Chaves County Manager

The County Commission receives a Certificate of Tax Rates from DFA each year in September. The Commission is required by statute to issue a written order imposing the tax at the rate set on the net taxable value of the property. A Resolution ordering the County Assessor to impose the rates must be approved each year. It is important to point out that these tax rates are set by the Secretary of DFA and not the County. Rates are provided in Exhibit #1. Staff recommends approval.

MOTION MADE TO: APPROVE RESOLUTION R-24-043
MOTION MADE BY: COMMISSIONER DANA
SECOND MADE BY: COMMISSIONER TAYLOR
IN FAVOR: COMMISSIONERS EZZELL, DANA, TAYLOR, AND PERRY
OPPOSED: NONE

9. RESOLUTION R-24-044 SUPPORT FOR THE NEW MEXICO COUNTIES 2025 LEGISLATIVE PRIORITIES

Presenter: Bill Williams, Chaves County Manager

Each year New Mexico Counties works with their Board of Directors to determine the legislative priorities for the year. This year's priorities are:

1. HB 2 Appropriations
 - a. Detention Reimbursement Fund for State Prisoners housing costs
 - b. Courthouse Funding
 - c. Detention Recruitment and Retention
 - d. Firefighters/EMS Recruitment Fund
 - e. Emergency Medical Services
 - f. 700 MHz Radios
2. Equitable Disclosure
3. IPRA Improvements
4. Resources to Support Border-Related Humanitarian and Crime Efforts

Resolution R-24-044 supports the 2025 priorities and staff recommends approval.

MOTION MADE TO: APPROVE RESOLUTION R-24-044
MOTION MADE BY: COMMISSIONER DANA
SECOND MADE BY: COMMISSIONER TAYLOR
IN FAVOR: COMMISSIONERS EZZELL, DANA, TAYLOR, AND PERRY
OPPOSED: NONE

OTHER BUSINESS

10. REQUEST TO CHANGE THE NOVEMBER 2024 BOARD OF COMMISSIONERS MEETING TO NOVEMBER 14, 2024

Presenter: Bill Williams, Chaves County Manager

The Chaves County Board of Commissioners is scheduled to meet on November 21, 2024. Staff requests that the meeting be moved to November 14, 2024; otherwise, a Special Meeting would be required to canvass the General Election that will take place on November 5, 2024. Staff recommends approval.

MOTION MADE TO: APPROVE CHANGING THE NOVEMBER BOARD OF COMMISSIONERS MEETING TO NOVEMBER 14, 2024
MOTION MADE BY: COMMISSIONER TAYLOR
SECOND MADE BY: COMMISSIONER PERRY
IN FAVOR: COMMISSIONERS EZZELL, DANA, TAYLOR, AND PERRY
OPPOSED: NONE

11. DFA APPROVAL OF FY 2024-2025

Presenter: Anabel Barraza, Chief Financial Officer

DFA – Local Government Division – sent a letter indicating its official approval of our final budget for FY 2024-2025. No other action is required. In accordance with Section 6-6-2 (E) NMSA 1978, the Local Government Division (LGD) has reviewed and certified the final budget for the fiscal year 2024-2025. Budgets approved by the Division are required to be made a part of the minutes of our governing body according to Section 6-6-5 NMSA 1978.

APPROVAL OF CHECKS

MOTION MADE TO: APPROVE CHECKS IN THE AMOUNT OF \$3,492,595.43
MOTION MADE BY: COMMISSIONER TAYLOR
SECOND MADE BY: COMMISSIONER DANA
IN FAVOR: COMMISSIONERS 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 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 88203

Mr. Clements made comments concerning his neighborhood.

Sheriff Mike Herrington and Planning and Zoning Director Louis Jaramillo added additional comments.

Rita Kane Doerhoefer – Keep Chaves County Beautiful – secretary, educational director, youth employment director, and trash

Ms. Doerhoefer stated they got their grant approved and she gave additional updates on Keep Chaves County Beautiful.

MANAGER'S COMMUNICATIONS

Mr. Williams introduced Natasha Villanueva as the county's new IPRA clerk. He gave a shout out for how well the Pine Lodge Road project went. It was smooth and timely, and they got it done as quickly as possible. Project C3PO in Lake Arthur is coming up next Thursday. CCDC is doing a great job. He gave comments on his Washington D.C. trip. We should be getting over four million dollars in PILT next year. The Cooperative Extension renovation is moving forward. The Eastern Fair is coming up and he mentioned that the Road Department assists with many things to assist. He thanked the Commissioners for everything they do for the employees.

COMMISSIONERS' COMMUNICATIONS

COMMISSIONER PERRY

Commissioner Perry stated he is going to Hawaii tomorrow to see his son. He also gave comments on the trip to Washington D.C. and stated it was very educational and eye-opening.

COMMISSIONER TAYLOR

Commissioner Taylor thanked all the wonderful staff. He was happy they were able to make the changes to the personnel policy because they want to retain the good staff we have. October is coming up and early voting will start. He encouraged everyone to vote and stated all elections are important.

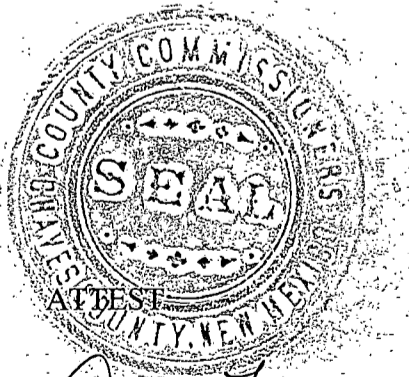
COMMISSIONER DANA

Commissioner Dana thanked the Road Department and Alex for assuring everyone that the road would be open for the Dragon Fly Festival. The Assessor's Affiliate hosted a meeting here and it was nice. She thanked all the staff.

COMMISSIONER EZZELL

Commissioner Ezzell stated he would like to reiterate what everyone said. He congratulated Anabel on the DFA approval of the budget. They are happy to make the changes to the personnel policy because he truly believes that we have the best staff of any county.

The meeting was adjourned at 10:55 am.



Cindy Fuller
Cindy Fuller, County Clerk

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