



# 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, NOVEMBER 14, 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, Ezzell, Dana, Taylor, and Perry. Also present were County Manager, Bill Williams, Public Services Director, Alex Palomino, County Attorney, Stan Riggs, Facility Maintenance Director, Scott Massey, Purchasing Director, Analicia Nieto, Road Supervisor, Joe West, IT Director, Andrew Rey, Finance Director, Anabel Barraza, County Clerk, Cindy Fuller, County Deputy Treasurer, Chanel Rey, Planning and Zoning Director, Louis Jaramillo, Flood Director, Brian Houghtalin, media, staff, and guests.

### APPROVAL OF AGENDA

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

### APPROVAL OF MINUTES

MOTION MADE TO: APPROVE THE MINUTES FROM THE MEETING HELD ON OCTOBER 17, 2024  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER TAYLOR  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

### AGENCY UPDATES

#### Chaves County Cooperative Extension Office – Tamara Shubert and Katie Wright

Ms. Shubert gave an update and stated they had their Christmas Showcase on Tuesday with close to 250 coming out. Urban Horticulture has been relocated to the Fair Grounds on Tuesday from 9:00 to 4:00. Lunch will be provided. Ms. Wright stated they just elected their new County Council and they are starting the process for their annual awards program. Open enrollment is open now.

#### Flood – Brian Houghtalin

Mr. Houghtalin gave an infrastructure update on the flooding in Chaves County. He mentioned that the Orchard Park area has flooded twice in the last four weeks. They are hoping to get some engineering help on the mitigation side and get a study done. There is a lot of debris removal that is needed.

**Chaves County Road Department – Joe West**

Mr. West gave an update on the roads in Chaves County. Lincoln Road going into Dexter is the only road not open. We will probably see more damage in the next couple of months as we see freezing. They have a dozen compactors at eight different locations throughout the County to help with debris removal. They are hauling six open tops a day. They are still down twelve positions in their department.

**Roswell Chaves County Economic Development Corporation– Mike Espiritu**

Mr. Espiritu gave updates on reaching out to local businesses affected by the flooding. The Reno Air Races and the FAA will be validating the race course. The official dates are scheduled for September 10 – 14, 2025. A lot of work still needs to be done. He gave updates on Project Hail.

**Chaves County Public Services – Alex Palamino**

Mr. Palomina recognized the Disaster Relief Groups that have been providing services in Chaves County. Region 6 – FEMA Personnel and Elizabeth Vargas with the Small Business Association gave brief comments.

**PROCLAMATION – ELECTION WORKERS’ DAY IN CHAVES COUNTY**

*Presenter: Bill Williams, Chaves County Manager*

November 14, 2024, was proclaimed Election Workers’ Day in Chaves County.

**AGENDA ITEMS**

**A. ELECTION CANVASS FOR THE 2024 GENERAL ELECTION**

*Presenter: Cindy Fuller, Chaves County Clerk*

Mrs. Fuller thanked many individuals for their help and assistance with this election. There were 1,347 absentee ballots counted, 6 provisionals, 65 military or overseas, 14,080 early voters, and 6,773 election-day voters. This equals a turnout for Chaves County of 22,271 voters or 61% of eligible voters for this election.

MOTION MADE: CERTIFY THE CANVASS OF THE 2024 GENERAL ELECTION  
MOTION MADE BY: COMMISSIONER EZZELL  
SECOND MADE BY: COMMISSIONER DANA  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**B. AGREEMENTS AND RESOLUTIONS**

**1. RATIFICATION OF AGREEMENT AMENDMENT A-24-031 BETWEEN CHAVES COUNTY AND THE STATE OF NEW MEXICO DFA – LOCAL GOVERNMENT DIVISION FOR DWI LOCAL GRANT FY25**

*Presenter: Elly Hollon, DWI Coordinator*

The Chaves County DWI Program was awarded \$47,000.00 of extra funding for the Local DWI Grant for Fiscal Year 2025. The funding will be utilized to fund prevention billboards, program presenters, educational videos, and social media prevention efforts. The term of the agreement will start October 2, 2024, through June 30, 2025. Staff recommends approval.

MOTION MADE: RATIFICATION APPROVAL OF AGREEMENT A-24-031  
MOTION MADE BY: COMMISSIONER EZZELL  
SECOND MADE BY: COMMISSIONER PERRY  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**2. REQUEST TO APPROVE RATIFICATION OF AGREEMENT A-24-057 BETWEEN CHAVES COUNTY AND NM AGING AND LONG-TERM SERVICES DEPARTMENT FOR ROSWELL JOY CENTER APPROPRIATION A23H2068-21**

*Presenter: Adriana Zapata, Project Specialist*

Chaves County Roswell Joy Center was approved for Statewide Emergency Funding to replace the AC/Heat unit in the kitchen rooftop in the amount of \$9,807.01. Staff recommends approval.

MOTION MADE TO: APPROVE RATIFICATION OF AGREEMENT A-24-057  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER TAYLOR  
IN FAVOR: COMMISSIONERS: BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**3. REQUEST TO APPROVE RATIFICATION OF AGREEMENT A-24-058 BETWEEN CHAVES COUNTY AND NM INTERSTATE STREAM COMMISSION FOR MACHO DRAW FLOOD CONTROL REPAIR APPROPRIATION A24-12354**

*Presenter: Adriana Zapata, Project Specialist*

This is the Capital Outlay Grant Agreement in the amount of \$500,000.00 for the Macho Draw Flood Control Repair Project. Staff recommends approval.

MOTION MADE TO: RATIFICATION APPROVAL OF AGREEMENT A-24-058  
MOTION MADE BY: COMMISSIONER EZZELL  
SECOND MADE BY: COMMISSIONER DANA  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**4. RESOLUTION R-24-051 CHAVES COUNTY LOCAL EMERGENCY/DISASTER DECLARATION**

*Presenter: Bill Williams, Chaves County Manager*

Chaves County declared an emergency on October 20, 2024, due to the severe weather that occurred October 19-20, 2024. This storm caused loss of life and massive flooding throughout large areas of Chaves County including the towns of Dexter and Hagerman. At this time, we are requesting the ratification of this declaration. The Declaration of Emergency is required prior to any assessments and subsequent assistance to persons impacted by the tragedy. Staff recommends ratification approval.

MOTION MADE TO: APPROVE RESOLUTION R-24-051  
MOTION MADE BY: COMMISSIONER TAYLOR  
SECOND MADE BY: COMMISSIONER EZZELL  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**5. RESOLUTION R-24-052 TO WAIVE THE DEVELOPMENT (FLOODPLAIN USE) PERMIT FEE**

*Presenter: Louis Jaramillo, Planning and Zoning Director*

A Development (floodplain use) permit is required as part of local government participation in the National Flood Insurance Program. The Chaves County Flood Damage Prevention Ordinance No.9 Revision No.2 requires that permits be obtained for any construction or development activity in a Special Flood Hazard Area, including the repair or reconstruction of structures substantially damaged by a flood. Special conditions apply to substantially damaged structures - those in which the total cost of repairs is 50% or more of the structure's pre-flood market value. If a building is found to be substantially damaged by the local Certified Floodplain Manager and/or Building Inspector, regulations require that repairs not begin until compliance with the local floodplain ordinance is demonstrated. Mr. Jaramillo pointed out corrections on the document. Staff recommends approval.

MOTION MADE TO: APPROVE RESOLUTION R-24-052 AS AMENDED  
MOTION MADE BY: COMMISSIONER EZZELL  
SECOND MADE BY: COMMISSIONER TAYLOR  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**6. RESOLUTION R-24-053 CHAVES COUNTY HOLIDAY SCHEDULE FOR 2025**

*Presenter: Bill Williams, Chaves County Manager*

In accordance with the Chaves County Personnel Policy, the Commission establishes the holiday schedule for the following calendar year. The proposed 2025 holiday schedule is attached. Staff recommends approval.

MOTION MADE TO: APPROVE RESOLUTION R-24-053  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER EZZELL  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**C. ITB's**

**7. AWARD RECOMMENDATION FOR ITB-25-01 VECTOR CHEMICALS TO CLARKE MOSQUITO CONTROL, TARGET SPECIALTY, AND ES OPCO USA DBA VESERIS**

*Presenter: Analicia Nieto, Purchasing Director*

Chaves County received 5 bids in response to the solicitation mentioned above. Bids were received as shown in the tabulation sheet of the packet. Bids were responsive and reviewed for compliance by staff. Staff is recommending approval of award to Clarke Mosquito Control, Target Specialty, and ES Opco USA DBA Vesperis for the highlighted items within the tabulation. This award will constitute a price agreement that will allow staff to purchase the tangible items from. The term of this contract is set for (1) year, with the option to auto-renew for (3) additional years and not to exceed the expiration date of November 14th, 2028. Staff recommends approval.

MOTION MADE TO: APPROVE ITB-25-01  
MOTION MADE BY: COMMISSIONER EZZELL  
SECOND MADE BY: COMMISSIONER TAYLOR  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**8. AWARD RECOMMENDATION TO MODEL 1 COMMERCIAL VEHICLES AND ROSWELL TOYOTA FOR ITB-25-03 HANDICAPPED ACCESSIBLE VANS AND WHEELCHAIR ACCESSIBLE VAN**

*Presenter: Analicia Nieto, Purchasing Director*

Chaves County has received 3 bids in response to the solicitation mentioned above. Bids were received as follows:

1. Model 1 Commercial Vehicles of Albuquerque, NM
  - a. Handicapped Accessible – No bid
  - b. Wheelchair – Accessible - \$79,066.00 each
2. Roswell Toyota of Roswell, NM
  - a. Handicapped-Accessible - \$70,579.45 each
  - b. Wheelchair-Accessible - \$103,255.27 each
3. One Nation
  - a. Handicapped-Accessible - \$91,000.00 each
  - b. Wheelchair-Accessible - \$91,000.00 each

All bids were responsive, staff recommends approval and award to Model 1 Commercial Vehicles for the wheelchair-accessible van and Roswell Toyota for the handicapped-accessible vans. Staff recommends approval.

MOTION MADE TO: APPROVE ITB-25-03 – AWARD TO MODEL 1 COMMERCIAL VEHICLES FOR THE WHEELCHAIR ACCESSIBLE VAN AND ROSWELL TOYOTA FOR THE HANDICAPPED ACCESSIBLE VANS  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER EZZELL  
IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
OPPOSED: NONE

**9. AWARD RECOMMENDATION AND APPROVAL OF A-24-059 FOR ITB-25-05 RED BRIDGE ROAD 2024 TO CONSTRUCTOR'S INC. OF CARLSBAD, NM**

*Presenter: Analia Nieto, Purchasing Director*

Chaves County solicited bids for ITB-25-05 Red Bridge Rd 2024 Project, between US 380 and Red Bridge Rd. We received 2 bids on November 5th, 2024 as follows:

- 1. Constructor's Inc., of Carlsbad, NM for \$1,951,860.00 (without GRT).
- 2. J&H Services Inc of Albuquerque, NM for \$2,055,467.00 (without GRT)

All bids were responsive and tabulated for compliance by staff and the Engineer. Staff recommends approval of the award recommendation to the qualified low bidder, Constructor's Inc., in the amount of \$1,951,860.00 plus GRT. Staff recommends approval of agreement A-24-059, after the protest deadline of November 22, 2024. Staff recommends approval.

MOTION MADE TO: APPROVE AWARD RECOMMENDATION AND APPROVAL OF A-24-059 FOR ITB-25-05 TO CONSTRUCTOR'S INC. OF CARLSBAD, NM AFTER THE PROTEST DEADLINE OF NOVEMBER 22, 2024.  
 MOTION MADE BY: COMMISSIONER DANA  
 SECOND MADE BY: COMMISSIONER EZZELL  
 IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
 OPPOSED: NONE

**OTHER BUSINESS**

**10. DISCUSS A LETTER OF SUPPORT FOR DEPARTMENT OF INTERIOR APPOINTMENT FOR YVETTE HARRELL**

*Presenter: Bill Williams, Chaves County Manager*

It has become known that Yvette Harrell is being considered for an appointment to the Department of Interior. We would like to draft a letter of support. Staff requests direction in this matter.

MOTION MADE TO: DIRECT THE COUNTY MANAGER TO WRITE A LETTER OF SUPPORT FOR YVETTE HARRELL  
 MOTION MADE BY: COMMISSIONER EZZELL  
 SECOND MADE BY: COMMISSIONER DANA  
 IN FAVOR: COMMISSIONERS BILBERRY, EZZELL, DANA, TAYLOR, AND PERRY  
 OPPOSED: NONE

**APPROVAL OF CHECKS**

MOTION MADE TO: APPROVE CHECKS IN THE AMOUNT OF \$2,137,594.12  
 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.**

Billy Carlisle – here on behalf of his son, Turner Carlisle – 5201 Sumac. He is asking for disaster relief on this road as it isn't passable.

Louis Jaramillo – Planning and Zoning Director  
 Mr. Jaramillo gave an update on Mr. Noriega's property.

## **MANAGER'S COMMUNICATIONS**

Mr. Williams stated that the County Staff has been exemplary in the last month. He specifically mentioned Alex who has taken the lead and has stepped up. Adriana helps with the legislative capital outlay. They hosted a meeting in our facility last week and Adriana presented our portion and did a great job. He mentioned the red ribbon posters in the foyer and asked everyone to look at them. He thanked everyone who has come into our community to assist our friends and neighbors. He stated that our election workers are first class. He mentioned the event on Veteran's Day with the DAR and that a certificate of appreciation proclamation was presented to the Veterans of Foreign Wars. The Operation Green Light resolution was also presented. He was able to go to Hagerman FFA on Tuesday to celebrate their 95<sup>th</sup> year of being a Chapter and present them with a proclamation. He thanked all the staff.

## **COMMISSIONERS' COMMUNICATIONS**

### **COMMISSIONER PERRY**

Commissioner Perry mentioned that he and Commissioner Dana had the privilege of speaking to Leadership Roswell several days ago. He thanked Chairman Bilberry for getting all the declarations and flooding documents signed and he appreciates his leadership in this. He thanked Bill for all of his help and Cindy for the voting. It's nice to see the community come together. He had eight people show up at his rent house that he didn't even know and they all showed up and started helping. Go help somebody!

### **COMMISSIONER TAYLOR**

Commissioner Taylor stated Cindy and her office did a fantastic job with the election. Our Chaves County Elections office is efficient and has results ready. A week later we have counties in Arizona and Nevada still trying to count the election. Cindy has a great staff and he thanked her for all the hard work they do. His wife, Diane, would have been at the meeting today but several weeks ago she was in an accident and has therapy today. She wanted to mention the posters in the foyer for Red Ribbon Week. All the schools participated in a contest to make these posters to get the message out about drugs and alcohol. He mentioned the police chiefs and staff who helped judge the posters and present ribbons. He thanked all County staff for their hard work.

### **COMMISSIONER DANA**

Commissioner Dana stated "ditto" to what everyone has said about the staff. You know the character of people especially when things go wrong and our staff has really stepped up. She thanked the Facility Maintenance crew for helping with the marker on the Courthouse Lawn. She asked everyone to go by and view the marker which is a dedication to our first patriots, those that fought in the American Revolution. She thanked Bill for allowing this to be done and reading the proclamation. Chaves County does it right and we know how to come together. God bless this great county, state, and nation.

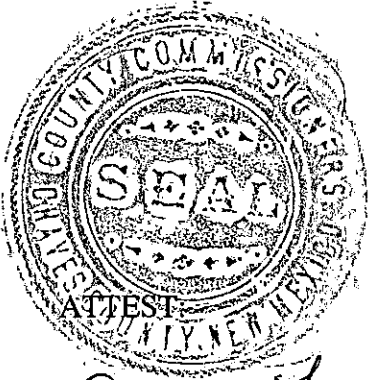
### **COMMISSIONER EZZELL**

Commissioner Ezzell stated that going through the things we have gone through really makes you appreciate the staff of this County. An election is hard enough to do without getting that kind of curveball thrown at you, he thanked Cindy and her staff. He thanked Brian Houghtalin for the great report and couldn't believe how thorough it was. Joe and Brian have an uphill battle in front of them. When the weather gets cold we will probably see a lot of deterioration on our roads. He thanked Alex for how he has stepped up and handled things.

### **COMMISSIONER BILBERRY**

Commissioner Bilberry thanked everyone and stated we have a lot to be proud of in this community and County. When he visits with other County Commissioners, Chaves County sets a pretty high bar and his hat is off to everyone. He is proud to be a part of it. The City Council will be using their room for their meetings for a while.

The meeting was adjourned at 10:30 am.



*Cindy Fuller*  
Cindy Fuller, County Clerk

**BOARD OF CHAVES COUNTY COMMISSIONERS**

*Jeff Bilberry*  
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Jeff Bilberry, Chairman

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

*Dara Dana*  
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Dara Dana, Member

*Richard C. Taylor*  
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*Michael J. Perry*  
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