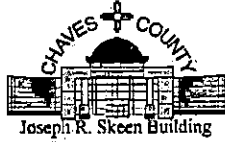




**CHAVES COUNTY  
BOARD OF COUNTY COMMISSIONERS**

**Richard C. Taylor, Chairman  
Michael J. Perry, Vice Chair**



**Dara Dana, Member  
R. Cliff Waide, Member  
Herbert "Hub" Corn, Member**

**William B. Williams, County Manager**

**ADMINISTRATIVE MEETING MINUTES  
THURSDAY, SEPTEMBER 18, 2025  
CHAVES COUNTY ADMINISTRATIVE CENTER – JOSEPH R SKEEN BUILDING  
#1 ST. MARY'S PLACE, ROSWELL, NM 88203**

**CALL TO ORDER**

Chairman Taylor called the meeting to order at 9:00 am.

**PLEDGE OF ALLEGIANCE**

Commissioner Waide led the pledge, and Commissioner Dana led in prayer.

**DETERMINATION OF QUORUM**

Those present were Commissioners Taylor, Dana, Waide, and Corn. Commissioner Perry was absent. Also present, were County Manager, Bill Williams, Public Services Director, Alex Palomino, Purchasing Director, Analicia Nieto, Road Supervisor, Joe West, IT Staff, Steven Colacchio and Sarah Haberling, Chief Finance Officer, Anabel Barraza, County Clerk, Cindy Fuller, County Assessor, Sandra Stewart, Planning and Zoning Director, Louis Jaramillo, Flood Superintendent, Brian Houghtalin, Chaves County Sheriff, Mike Herrington, media, staff, and guests.

**APPROVAL OF AGENDA**

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

**APPROVAL OF MINUTES**

MOTION MADE TO: APPROVE THE MEETING MINUTES FROM THE MEETING HELD ON AUGUST 21, 2025.  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER WAIDE  
IN FAVOR: COMMISSIONERS TAYLOR, DANA, WAIDE, AND CORN  
OPPOSED: NONE

**PROCLAMATIONS**

**STILLBIRTH PREVENTION AND AWARENESS DAY**

Warren Yehl – CEO, Eastern New Mexico Medical Center - read the proclamation out loud. Members of the hospital were present to accept the proclamation, and a photo was taken with the Commissioners. September 19, 2025, was declared "National Stillbirth Prevention and Awareness Day in Chaves County".

**DALE ROGERS DAY**

Bill Williams, Chaves County Manager, read the proclamation out loud. Mr. Rogers was present to accept the proclamation. September 18, 2025, was declared "Dale Rogers Day in Chaves County". Photos were taken with the Commissioners.

**PRESENTATIONS AND AGENCY UPDATES**

**CHAVES COUNTY FLOOD DEPARTMENT**

*Brian Houghtalin, Flood Supervisor*

Mr. Houghtalin gave an update on the Zuber Dams that were damaged last October. The designs are complete for Site 1, 13 Mile Dam, Site 2, Peter’s Lake Dam, and Site 4, the outlet channel. These are at the NRCS for final approval, and they will be able to go out for bid after that.

**ROSWELL-CHAVES COUNTY ECONOMIC DEVELOPMENT CORPORATION**

*Mike Espiritu, President and CEO*

Mr. Espiritu gave an update on the Air Races. They will have numbers available soon. He heard a lot of positive comments. The Lieutenant Governor attended, as well as many cabinet secretaries. It was a successful event. The Thunderbirds are scheduled to be here next year. From a project perspective, he spoke about USA Beef, Amazon, HD Heroes, and other projects that are in the works. There’s another project that has to do with National Security; he will share more at a later date. They use funds to make shovel-ready sites. This is what brought Amazon in. They are working on an initiative with the State – Be Pro Be Proud. This will help young people in our community. February 4, 2026, they will host their Legislative meeting at Hotel El Dorado. They also want to build more hangars so the pilots can park their planes here. The racers gave many positive comments and were thrilled to be here.

**CHAVES COUNTY COOPERATIVE EXTENSION OFFICE**

*Tamara Shubert, County Program Director, FCS/4-H Agent*

Ms. Shubert stated they will be hosting their Christmas Showcase on Nov. 11, 2025. The kids are getting ready for the Eastern New Mexico State Fair with over 2,000 entries. The sale will take place on October 4<sup>th</sup>. Their Ag position is still open. Gardening at the library will be held this Saturday. CEUs will be offered, and they will also host a horticulture symposium in November.

**EASTERN NEW MEXICO MEDICAL CENTER**

*Warren Yehl, CEO*

Mr. Yehl stated they gave out over 10,000 water bottles and treated over 60 people at their medical tent during the Air Races. It was a multi-agency event, and everyone involved in the medical field helped out. They are very proud of the services they were able to provide. They now have a robotic general surgery line and have done around 15 robotic surgeries. By the end of this year, they should have six additional providers trained up. The Burrell Residents came in July, and this is the sixth year for this program. They have hired two of the residents and are seeing the fruits of this program. This is a long-term investment, but he believes it will pay off. They have expanded their orthopedic program with a new doctor who joined them in June. They are working closely with Rio Pecos on the GYN expansion. They have graduated 27 nurse interns and are passionate about developing the next generation of nurses. ENMU-R is a great partner. Dr. Pinon was celebrated at a UNM Lobo Gala and was recognized at the State level for being an outstanding community educator for 2025. He wants everyone to feel confident that the medical community here is stepping up, providing world-class care, and wants to take care of our community. He introduced Justin Paletta, Assistant CEO, and stated they are very excited to have his expertise and skill set.

**AGENDA ITEMS**

**A. AGREEMENTS AND RESOLUTIONS**

**1. REQUEST TO APPROVE CHANGE ORDER #4 TO AGREEMENT A-24-028 FOR CONSTRUCTION SERVICES OF THE PECOS VALLEY REGIONAL COMMUNICATIONS CENTER RENOVATION**

*Presenter: Analicia Nieto, Purchasing Director*

The total contract sum to date, including approved change orders, is \$2,899,342.04. There has been a total of 6 MCRs (Modification Change Requests). At this time, the Staff is requesting approval for MCR #6, as outlined below, which includes GRT. The change order request will be county-funded. Total change order request: \$35,192.66

MOTION MADE TO: APPROVE CHANGE ORDER #4 TO AGREEMENT A-24-028 FOR CONSTRUCTION SERVICES OF THE PECOS VALLEY REGIONAL COMMUNICATIONS CENTER RENOVATION  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER CORN  
IN FAVOR: COMMISSIONERS TAYLOR, DANA, WAIDE, AND CORN  
OPPOSED: NONE

**2. REQUEST TO APPROVE CHANGE ORDER #2 TO AGREEMENT A-25-001 TO RM-MCI, LLC IN THE AMOUNT OF \$84,917.00 FOR THE GBOM: CULTURAL PLAZA PROJECT**

*Presenter: Analicia Nieto, Purchasing Director*

The current total contract sum, YTD, including GRT and approved change order #1, is \$2,418,801.71. Change Order #2 is required to provide the manufacturer's engineered drawings and 36 concrete footings for six (6) mono-slope shade structures designed on the project. The budget and bids did not allow for awarding the shade structures; however, this change order allows for the construction of concrete footings, sidewalks, and concrete joint preparation for less future disruption of new construction. Change Order #2 is for \$84,917.00. Of the \$84,917.00 change order request, \$43,217.60 will be funded by an incoming state appropriation grant awarded for FY26. The grant agreement is currently being executed, and the remaining \$41,699.40 will be county-funded. Staff recommends approval.

MOTION MADE TO: APPROVE CHANGE ORDER #2 TO AGREEMENT A-25-001 TO RM-MCI, LLC IN THE AMOUNT OF \$84,917.00 FOR THE GBOM: CULTURAL PLAZA PROJECT

MOTION MADE BY: COMMISSIONER DANA

SECOND MADE BY: COMMISSIONER WAIDE

IN FAVOR: COMMISSIONERS: TAYLOR, DANA, WAIDE, AND CORN

OPPOSED: NONE

**3. REQUEST TO APPROVE RATIFICATION OF AGREEMENTS: A-25-039, A-25-040, A-25-042, AND A-25-043 BETWEEN CHAVES COUNTY AND THE CHAVES COUNTY JOY CENTERS FOR PROJECTS FUNDED THROUGH CAPITAL OUTLAY, TOTAL AMOUNT OF \$1,164,000.00**

*Presenter: Bill Williams, Chaves County Manager*

These are operating and use agreements between Chaves County and the Chaves County JOY Centers:

1. A-25-039 Hagerman JOY Center for the purchase of one (1) hot meal delivery vehicle with a hot and cold unit and one (1) handicap van in the amount of \$177,000.00.
2. A-25-040 Lake Arthur JOY Center for the purchase of one (1) hot meal delivery vehicle with a hot and cold unit and one (1) handicap van in the amount of \$177,000.00.
3. A-25-042 Midway JOY Center for the purchase of two (2) vehicles in the amount of \$95,000.00.
4. A-25-043 Roswell JOY Center for the purchase of seven (7) vehicles in the amount of \$715,000.00. Staff recommends approval.

MOTION MADE TO: APPROVE RATIFICATION OF AGREEMENTS A-25-039, A-25-040, A-25-042, AND A-25-043.

MOTION MADE BY: COMMISSIONER DANA

SECOND MADE BY: COMMISSIONER CORN

IN FAVOR: COMMISSIONERS: TAYLOR, DANA, WAIDE, AND CORN

OPPOSED: NONE

**4. RESOLUTION R-25-041 – APPROVAL OF INDIGENT HEALTH CARE CLAIMS**

*Presenter: Jeff Ortega, HC Director/FIA*

We are requesting approval of claims for payment.

Exhibit (A) American Medical Response for \$2,948.58. There were 8 claims.

Exhibit (B) La Casa de Buena Salud for \$31,956.60. There were 168 Claims. 119 for Dental and 49 for Primary Care. The total for all claims submitted is \$34,905.18. There were 176 claims.

Staff Recommends Approval.

MOTION MADE TO: APPROVE RESOLUTION R-25-041

MOTION MADE BY: COMMISSIONER WAIDE

SECOND MADE BY: COMMISSIONER DANA

IN FAVOR: COMMISSIONERS: TAYLOR, DANA, WAIDE, AND CORN

OPPOSED: NONE

**5. RESOLUTION R-25-042 – ORDERING THE CHAVES COUNTY ASSESSOR TO IMPOSE THE 2025 CERTIFIED TAX RATES**

*Presenter: Bill Williams, Chaves County Manager*

The County Commission receives a Certificate of Tax Rates from the 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 the DFA and not the County. Rates are provided in Exhibit #1. Staff recommends approval.

MOTION MADE TO: APPROVE RESOLUTION R-25-042  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER WAIDE  
IN FAVOR: COMMISSIONERS: TAYLOR, DANA, WAIDE, AND CORN  
OPPOSED: NONE

**6. RESOLUTION R-25-043 – BUDGET ADJUSTMENT RESOLUTION FY 2026**

*Presenter: Anabel Barraza, Chief Financial Officer*

The Finance Department is requesting a budget adjustment for the line items outlined in Exhibit A. These adjustments account for a grant award for the Roswell Joy Center's exit doors project, variances to cover the purchase of two brush trucks, each for the Berrendo and Sierra Volunteer Fire Departments, an emergency repair project on E. Berrendo, and increased costs for the County's IT platform. Staff recommends approval.

MOTION MADE FOR: APPROVAL OF RESOLUTION R-25-043  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER CORN  
IN FAVOR: COMMISSIONERS TAYLOR, DANA, WAIDE, AND CORN  
OPPOSED: NONE

**ITBs**

**7. REQUEST TO APPROVE AN AWARD RECOMMENDATION FOR ITB-26-01 BUILDING DEMOLITIONS TO CUSTOM CONSTRUCTION II LLC OF ROSWELL, NM**

*Presenter: Analicia Nieto, Purchasing Director*

Chaves County received a total of two (2) bids in response to ITB-26-01 Building Demolitions. The results are as shown on the bid tabulation sheet within this packet. Bids were responsive and reviewed for compliance by staff. Staff are recommending approval of the award to Custom Construction II LLC. This award will constitute a price agreement that will allow staff to request priced proposals against. The term of this contract is set for one (1) year beginning October 1, 2025, with the option to auto-renew for three (3) additional years and not to exceed the expiration date of September 30, 2029. Staff recommends approval.

MOTION MADE TO: APPROVE AWARD RECOMMENDATION FOR ITB-26-01 BUILDING DEMOLITIONS TO CUSTOM CONSTRUCTION II LLC OF ROSWELL, NM  
MOTION MADE BY: COMMISSIONER WAIDE  
SECOND MADE BY: COMMISSIONER CORN  
IN FAVOR: COMMISSIONERS: TAYLOR, DANA, WAIDE, AND CORN  
OPPOSED: NONE

**OTHER BUSINESS**

**8. REQUEST APPROVAL OF OUT-OF-STATE TRAVEL**

*Presenter: Lieutenant Clint McClain, CCDC*

Lieutenant McClain is requesting approval for two staff members to travel to Las Vegas, NV, on January 11, 2026, and return on January 17th, 2026. This travel is for two staff members to attend the Controlled F.O.R.C.E Defensive Tactics Instructor Certification Course. This Course will allow CCDC to have two Certified instructors as required by accreditation, as well as better

train our detention officers in life-threatening situations. The cost for airfare was secured last year, and we will be utilizing the plane tickets that have already been paid for. Staff recommends approval.

MOTION MADE TO: APPROVE OUT-OF-STATE TRAVEL FOR TWO STAFF MEMBERS TO TRAVEL TO LAS VEGAS, NV, FOR THE CONTROLLED F.O.R.C.E. DEFENSIVE TACTICS INSTRUCTOR CERTIFICATION COURSE  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER WAIDE  
IN FAVOR: COMMISSIONERS: TAYLOR, DANA, WAIDE, AND CORN  
OPPOSED: NONE

**9. DFA APPROVAL OF FY 2025-2026 FINAL BUDGET**

*Presenter: Anabel Barraza, Chief Financial Officer*

The Local Government Division of the Department of Finance and Administration has officially approved the County's Final Budget for FY 2025–2026 (see attached letter). No further action is required by the Board. However, per state statute (Section 6-6-5, NMSA 1978), the approved budget must be included in the official minutes of the governing body.

**10. RATIFICATION OF OUT OF STATE TRAVEL – DALLAS TEXAS, HITS 2025 (HANDLER INSTRUCTION & TRAINING SEMINAR)**

*Presenter: Mike Herrington, Chaves County Sheriff*

The Chaves County Sheriff's Office is requesting ratification of authorization to send two of its employees to HITS2025 (Handler Instruction & Training Seminar) in Dallas, Texas, on August 24, 2025, through August 29, 2025. The training will provide canine legal updates, supervision and management, modifying detector dog behavior, improving patrol dog handler decision making, and problem-solving for Police K9 training, K9 fentanyl training, and much more. The cost is \$400.00 per deputy plus per diem for meals and hotel for K9 Deputies, Elijah Castro, and Nathaniel De La Cerda.

MOTION MADE TO: APPROVE RATIFICATION OF OUT-OF-STATE TRAVEL TO DALLAS, TEXAS TO THE HITS2025 SEMINAR  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER CORN  
IN FAVOR: COMMISSIONERS: TAYLOR, DANA, WAIDE, AND CORN  
OPPOSED: NONE

**11. RATIFY APPROVAL OF SERVICES FROM J&H SERVICES FOR E. BERRENDO CREEK LOW-WATER CROSSING REPAIR FOR A TOTAL OF \$398,249.82.**

*Presenter: Analicia Nieto, Purchasing Director*

Chaves County issued a purchase order to acquire repair services from J&H Services in the amount of \$398,249.82. Services were contracted utilizing approved CES Contract# 2023-08-C3115-ALL. The repair of E. Berrendo Creek was required following damage from the floods of October 2024 and July 2025. The repair will reconstruct approximately 150 Lin. Ft. of an existing low water crossing. Four (4) new culvert pipe arches will be installed, with concrete slope paving, and the entire roadway crossing surfaced with eight (8) inches of concrete paving. Additionally, flood-locking gates with advanced flood signage to be installed. Construction was estimated to start on September 15th and carry on through mid-November 2025. Funding was approved in the FY26 Final Budget. Staff recommends approval.

MOTION MADE TO: APPROVE RATIFICATION OF SERVICES FROM J&H SERVICES FOR E. BERRENDO CREEK LOW-WATER CROSSING REPAIR FOR A TOTAL OF \$398,249.82.  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER CORN  
IN FAVOR: COMMISSIONERS: TAYLOR, DANA, WAIDE, AND CORN  
OPPOSED: NONE

**12. REQUEST TO PURCHASE TWO (2) BRUSH TRUCKS FOR SIERRA VOLUNTEER FIRE DEPARTMENT FROM BFX FIRE APPARATUS FOR A TOTAL COST OF \$593,494.00**

*Presenter: Analicia Nieto, Purchasing Director*

Per the Chaves County Replacement Schedule, Sierra VFD is due for replacement of two (2) Brush Trucks. Sierra is requesting to purchase two (2) BFX Type 6 Wildland Engines at \$296,742.00 each. The purchase will be made cooperatively through HGAC contract #FS12-23. The Fire Marshall has approved specifications and approved the purchase of both units. Of the total cost, \$233,925.00 will come from the replacement fund, and the remaining \$359,559.00 will come from the fire fund balance. Staff recommends approval.

MOTION MADE TO: APPROVE THE PURCHASE OF TWO (2) BRUSH TRUCKS FOR SIERRA VOLUNTEER FIRE DEPARTMENT  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER CORN  
IN FAVOR: COMMISSIONERS: TAYLOR, DANA, WAIDE, AND CORN  
OPPOSED: NONE

**APPROVAL OF CHECKS**

MOTION MADE TO: APPROVE CHECKS IN THE AMOUNT OF \$5,341,712.57  
MOTION MADE BY: COMMISSIONER WAIDE  
SECOND MADE BY: COMMISSIONER DANA  
IN FAVOR: COMMISSIONERS TAYLOR, DANA, WAIDE, AND CORN  
OPPOSED: NONE

**APPROVAL OF REPORTS**

MOTION MADE TO: APPROVE REPORTS  
MOTION MADE BY: COMMISSIONER DANA  
SECOND MADE BY: COMMISSIONER WAIDE  
IN FAVOR: COMMISSIONERS TAYLOR, DANA, WAIDE, AND CORN  
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.**

Clint McClain - 108 N. Wind Loop, Roswell, NM  
Mr. McClain is a kids' jujitsu instructor. Anti-bullying month is coming up, and they will be doing free classes for kids. Bullying is a big problem, and they want to make sure kids know how to protect themselves.

Alex Palomino - #1 St. Mary's Place, Roswell, NM  
Mr. Palomino thanked the Volunteer Fire Departments for their help with the Air Races. He introduced Dusty Choate as the new Fire Services Director for Chaves County. Mr. Choate told the Commission a little about himself and his experience.

**COUNTY MANAGER'S COMMUNICATIONS**

Mr. Williams stated he is happy to announce that we finally got some money from FEMA. We received a small amount after a year. They continue to work forward and have meetings. They can't remediate some problems before FEMA approval, or they could lose reimbursement from them. Commissioner Perry is not here today. He and Commissioner Corn went to Washington, D.C., last week and met with various people on Capitol Hill on the PILT funding. The secure rural schools funding is only \$36,000.00 a year. This funding is important because if we don't receive this, they will take funds out of the PILT funds. He thanked both Commissioners for taking the time to do this. Commissioner Perry also went to the Forest Service to have discussions. He is a lifelong professional on these issues. This morning, he is representing us in Odessa, Texas, at the Permian Basin Oil meeting. Mr. Williams stated he would like to commend Commissioner Waide for being at the Air Show and inviting five strangers to a local event.

**COMMISSIONERS' COMMUNICATIONS**

**COMMISSIONER DANA**

Commissioner Dana thanked the Road Department and Alex for keeping up with everything. We do a lot and we do it well. She appreciates everything everyone does. She went to the Air Races on Saturday and had a very good time. Most of the people she visited with were not from here. One of the pilots from Illinois showed them his plane. She had NM flag pins that she gave out to the pilots. Everyone was very courteous. We lost two wonderful people in our community, Chuck Coll and Alice Eppers. They contributed tremendously to our county. Let's keep their memory alive and know that they paved the way in our county. Commissioner Dana also mentioned the devastating loss of Charlie Kirk and mentioned there will be a memorial in Chaves County on Saturday. We might not all agree, but there's a right way and a wrong way. Commissioner Dana told a story about two kids who got into an altercation and how the principal at their school helped them resolve their differences. She thanked everyone in our County and stated she appreciates what everyone does.

**COMMISSIONER WAIDE**

Commissioner Waide stated he appreciates everyone. The Air Show was fantastic and put on so well. Mike Espiritu, Warren Yehl, and our mayor worked so hard. He was fortunate enough to meet some people, and he invited them to the event that night. Everyone was so happy; we had volunteers, pilots, organizers, and community members, and they made many statements about how they appreciated Roswell and how safe it was. He appreciates the approved budget and all the construction work we are doing. Our tax rate isn't going up. He noticed so many different state license plates at the Air Show. Next year will be great! He appreciates Commissioner Perry representing us at the meetings.

**COMMISSIONER CORN**

Commissioner Corn stated he would like to thank all the staff. He went to Washington, D.C., and they went to all the meetings. It put him in awe of how everything goes in the Big City. Most of the people they met were staffers. He mentioned Owen Hart, who did an outstanding job. He hopes we can get all our PILT money. The buildings were huge, and everyone was representing their flags out front. They did a lot of walking and went to the Lincoln Memorial. He stated that everyone is doing a great job. People need to talk things out and not use guns and knives.

**COMMISSIONER TAYLOR**

Commissioner Taylor mentioned the passing of Alice Eppers. He had the pleasure of serving on the Commission when Alice served. She was a true lady. He was on vacation for the Air Show and wasn't able to attend, but Roswell is well known worldwide. He thanked all the staff and all members of Chaves County for doing a fantastic job.

**SIGNATURE OF DOCUMENTS**

The meeting was adjourned at 10:50 am.



*Cindy Fuller*  
Cindy Fuller, County Clerk

**BOARD OF CHAVES COUNTY COMMISSIONERS**

*Richard C. Taylor*  
Richard C. Taylor, Chairman

*Michael J. Perry*  
Michael J. Perry, Vice-Chairman

*Dara Dana*  
Dara Dana, Member

*R. Cliff Waide*  
R. Cliff Waide, Member

*Herbert 'Hub' Corn*  
Herbert 'Hub' Corn, Member