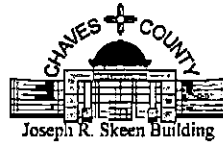




**CHAVES COUNTY
BOARD OF COUNTY COMMISSIONERS**

**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, NOVEMBER 13, 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 Perry led the pledge, and Commissioner Dana led in prayer.

DETERMINATION OF QUORUM

Those present were Commissioners Taylor, Perry, Dana, Waide, and Corn. Also present, were County Manager, Bill Williams, County Attorney, Stan Riggs, Public Services Director, Alex Palomino, Chief Finance Officer, Anabel Barraza, Purchasing Director, Analicia Nieto, Road Supervisor, Joe West, IT Staff, Shane Villanueva and Ben Carillo, County Clerk, Cindy Fuller, County Treasurer, Chanel Rey, Flood Superintendent, Brian Houghtalin, media, staff, and guests.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

MOTION MADE TO: APPROVE THE MEETING MINUTES FROM THE MEETINGS HELD ON OCTOBER 16, 2025, AND NOVEMBER 5, 2025.
MOTION MADE BY: COMMISSIONER DANA
SECOND MADE BY: COMMISSIONER CORN
IN FAVOR: COMMISSIONERS TAYLOR, PERRY, DANA, WAIDE, AND CORN
OPPOSED: NONE

PROCLAMATIONS

LINEMAN APPRECIATION DAY

Bill Williams, Chaves County Manager, read the proclamation declaring November 13, 2025, as Lineman Appreciation Day in Chaves County. There were several linemen present to accept the proclamation, and photos were taken with the Commissioners.

ALICE EPPERS DAY

Bill Williams, Chaves County Manager, read the proclamation declaring November 13, 2025, as Alice Eppers Day in Chaves County. Members of Ms. Eppers' Family were present to receive the proclamation, and photos were taken with the Commissioners.

PRESENTATIONS AND AGENCY UPDATES

FLOOD DEPARTMENT

Brian Houghtalin, Chaves County Flood Superintendent, was nominated as Flood Plain Manager of the year. Bill Williams, Chaves County Manager, presented him with an award and photos were

taken with the Commission. Mr. Houghtalin gave a brief update on projects the Flood Department is working on. He will present their annual report next month.

ROSWELL-CHAVES COUNTY ECONOMIC DEVELOPMENT CORPORATION

Mike Espiritu, President and CEO

Mr. Espiritu stated that today is the Be Pro Be Proud event at University High School. There are a lot of programs available to employers, along with funding. The EDC had a workshop at the end of October to give information to employers. He gave an update on the projects they are working on. They recently attended Mesa Middle School's Career Fair. Everything they do is focused on workforce development. On December 4th, they will have a groundbreaking announcement. Amazon is building and, hopefully, opening up in the Spring of next year.

EASTERN NEW MEXICO UNIVERSITY ROSWELL

Dr. Shawn Powell, ENMU Roswell President

They appreciate the community's support and look forward to adding career and technical education programs to the campus, along with dual credit opportunities at the high schools here. They work closely with the EDC and have people at the Be Pro Be Proud event today.

AGENDA ITEMS

A. ELECTION CANVASS

Presenter: Cindy Fuller, Chaves County Clerk

Mrs. Fuller presented the winners of the first-ever "I Voted" sticker contest. Brielle Pogan from Goddard High school and Stacy Sprouse from Lake Arthur High school. Stacy Sprouse was present, she passed out her stickers to the Commissioners, accepted a certificate of recognition, and photos were taken with the Commissioners.

Mrs. Fuller presented the results from the 2025 Regular Local Election.

469 Absentee ballots were counted

0 Provisionals

2 Military or overseas ballots were counted

2,618 Early Votes were counted

4,613 Election Day Votes were counted

The total turnout was 7,702, or 21% of the eligible voters, for this election. There were 35,908 eligible voters.

There are two automatic recounts anticipated to be called by the State Canvassing Board on November 25th. Dexter Municipal Judge and Dexter School Board. The recount will take place on December 2, 2025, and will need to be canvassed by the Commission.

The Commissioners set a date of Friday, December 5, 2025, to hold the canvass for the recount. Staff recommends approval.

MOTION MADE TO: APPROVE THE RESULTS OF THE 2025 REGULAR LOCAL ELECTION
MOTION MADE BY: COMMISSIONER PERRY
SECOND MADE BY: COMMISSIONER DANA
IN FAVOR: COMMISSIONERS TAYLOR, PERRY, DANA, WAIDE, AND CORN
OPPOSED: NONE

B. PUBLIC HEARING

1. ORDINANCE O-118 FRANCHISE AGREEMENT BETWEEN ROSWELL COUNTY RURAL TELEPHONE COOPERATIVE AND CHAVES COUNTY

Presenter: Bill Williams, Chaves County Manager

Ordinance #O-118 would authorize a non-exclusive franchise agreement with Roosevelt County Rural Telephone Cooperative, Inc., dba Yucca Telecom, for (25) years to operate and maintain telephonic communication, data lines, and infrastructure throughout the County and to utilize County rights-of-way. This is a public hearing, and it has been properly advertised per statute requirements. Staff recommends approval.

Chairman Taylor opened the meeting for public comments.

IN FAVOR: None

OPPOSED: None

There was further discussion by the Commissioners. Joe West, Chaves County Road Department Supervisor, gave additional comments.

MOTION MADE TO: APPROVE ORDINANCE O-118
MOTION MADE BY: COMMISSIONER PERRY
SECOND MADE BY: COMMISSIONER WAIDE
IN FAVOR: COMMISSIONERS TAYLOR, PERRY, DANA, AND WAIDE
OPPOSED: COMMISSIONER CORN

C. AGREEMENTS AND RESOLUTIONS

2. REQUEST TO RATIFY AGREEMENT A-25-045 BETWEEN CHAVES COUNTY AND THE STATE OF NM TOURISM DEPARTMENT FOR DESTINATION FORWARD GRANT AGREEMENT FOR THE CREATION OF THE CULTURAL PLAZA IN THE AMOUNT OF \$183,100.00 AND AUTHORIZE THE COUNTY MANAGER TO APPROVE ON BEHALF OF THE COMMISSION.

Presenter: Bill Williams, Chaves County Manager

The Destination Forward Program is a competitive grant that supports the long-term development and implementation of tourism infrastructure projects across New Mexico. Chaves County was awarded \$183,100.00 to assist with the construction and equipment for the Cultural Plaza. The grant agreement requires the County Manager's authorized signature to approve and access the funds awarded. We are requesting Commission approval for the County Manager's authority to remain in effect until completion and full expenditure of the grant funds. This grant is set to revert on June 15, 2027. Staff recommends approval.

MOTION MADE TO: APPROVE RATIFICATION OF AGREEMENT A-25-045 AND AUTHORIZE THE COUNTY MANAGER'S AUTHORITY TO REMAIN IN EFFECT UNTIL COMPLETION AND FULL EXPENDITURE OF THE GRANT FUNDS.
MOTION MADE BY: COMMISSIONER DANA
SECOND MADE BY: COMMISSIONER PERRY
IN FAVOR: COMMISSIONERS: TAYLOR, PERRY, DANA, WAIDE, AND CORN
OPPOSED: NONE

3. RESOLUTION R-25-051 CHAVES COUNTY 2026 HOLIDAY SCHEDULE

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 2026 holiday schedule is attached. Staff recommends approval.

Commissioner Dana asked to remove January 2nd, 2026, and add December 24, 2026.

MOTION MADE TO: APPROVE RESOLUTION R-25-051 AS AMENDED
MOTION MADE BY: COMMISSIONER DANA
SECOND MADE BY: COMMISSIONER PERRY
IN FAVOR: COMMISSIONERS: TAYLOR, PERRY, DANA, WAIDE, AND CORN
OPPOSED: NONE

4. RESOLUTION R-25-052 – BUDGET ADJUSTMENT RESOLUTION FY 2026

Presenter: Anabel Barraza, Chief Financial Officer

The Finance Department is requesting a budget adjustment for the line items listed in Exhibit A. These adjustments reflect allocations for the General Election Grant, the Keep Chaves County Beautiful Grant, the New Mexico Matching Fund Grant for flood projects, a reimbursement for a flood grant project with NRCS, insurance deductibles related to a lawsuit, and the purchase of a tractor with a mowing boom for the Flood Department. Staff recommends approval.

MOTION MADE TO: APPROVE RESOLUTION R-25-052
MOTION MADE BY: COMMISSIONER PERRY
SECOND MADE BY: COMMISSIONER WAIDE
IN FAVOR: COMMISSIONERS: TAYLOR, PERRY, DANA, WAIDE, AND CORN
OPPOSED: NONE

OTHER BUSINESS

5. RATIFICATION OF OUT-OF-STATE TRAVEL TO SAN FRANCISCO, CALIFORNIA

Presenter: Mike Herrington, Chaves County Sheriff

The Chaves County Sheriff's Office is requesting ratification of authorization to send Deputy John White to San Francisco, California, for his phase 3 class certification as a Drug Recognition Evaluator-Expert class. This class, as well as all expenses, is paid by a federal program and will reimburse Deputy White for expenses approved by the program, and the only cost to Chaves County will be his hotel for one night before flying out on November 12th at 3:00 am from Albuquerque, NM, as well as his wages during his training and travel. Travel time will be from November 11, 2025, to November 16, 2025. Staff recommends approval.

MOTION MADE TO: APPROVE RATIFICATION OF OUT OF STATE TRAVEL FOR JOHN WHITE TO SAN FRANCISCO, CALIFORNIA
MOTION MADE BY: COMMISSIONER PERRY
SECOND MADE BY: COMMISSIONER DANA
IN FAVOR: COMMISSIONERS: TAYLOR, PERRY, DANA, WAIDE, AND CORN
OPPOSED: NONE

6. REQUEST APPROVAL FOR OUT-OF-STATE TRAVEL TO RENO, NEVADA TO THE WESTERN STATES SHERIFF CONFERENCE 2026

Presenter: Mike Herrington, Chaves County Sheriff

The Chaves County Sheriff's Office is requesting authorization to send the Sheriff's Administrator, Janet Garcia, to the Western States Sheriff's Conference in Reno, Nevada, on February 26, 2026, through March 6, 2026. Travel time will be needed to and from the conference as she will be driving with the Sheriff, Undersheriff, and Lieutenants. The Sheriff, Undersheriff, and Lieutenants obtained prior approval in the budget process on line 401-7-751. The registration fee for this conference is \$250.00 per person, along with hotel stay plus meals. The hotel expenses will include an additional hotel accommodation, traveling to and from Reno, Nevada, due to them driving two units and long hours of travel. The registration fee has already been paid, and the only amount outstanding will be the hotel and per diem. Funds for this travel expense will be covered by the LEPF line item for travel and training, and Fund 401-751 for the Administrator. Staff recommends approval.

MOTION MADE FOR: APPROVAL OUT OF STATE TRAVEL FOR THE SHERIFF'S ADMINISTRATOR, JANET GARCIA, TO RENO, NEVADA
MOTION MADE BY: COMMISSIONER PERRY
SECOND MADE BY: COMMISSIONER DANA
IN FAVOR: COMMISSIONERS TAYLOR, PERRY, DANA, WAIDE, AND CORN
OPPOSED: NONE

APPROVAL OF CHECKS

MOTION MADE TO: APPROVE CHECKS IN THE AMOUNT OF \$6,548,101.82
MOTION MADE BY: COMMISSIONER WAIDE
SECOND MADE BY: COMMISSIONER DANA
IN FAVOR: COMMISSIONERS TAYLOR, PERRY, DANA, WAIDE, AND CORN
OPPOSED: NONE

APPROVAL OF REPORTS

MOTION MADE TO: APPROVE REPORTS
MOTION MADE BY: COMMISSIONER DANA
SECOND MADE BY: COMMISSIONER PERRY
IN FAVOR: COMMISSIONERS TAYLOR, PERRY, 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

Alex Palomino gave an update on the Berrendo Creek crossing. It should be open by the end of the week.

COUNTY MANAGER'S COMMUNICATIONS

Mr. Williams gave a shout-out for all the work being done around the County. The whole staff does a wonderful job, and he is proud to work here. The 2026 Legislative Reception will be at the El Dorado Hotel in Santa Fe on February 4, 2026, from 6:00 – 9:00 pm. The EDC hosts this event. Earlier this week was Veterans' Appreciation Day, and Chaves County buildings will be lit up with green lights to recognize and honor our veterans. He congratulated his youngest brother, Joe Williams, who is now a town councilor in Hagerman. Chaves County met on the 5th and put forth the name of Rex Wilson for Senate District 33. On the 7th, John Block's name was put forth by Otero County, and on the 10th, Mark Fischer's name was put forth by Lincoln County. The Governor has three names to choose from. All Counties have sent letters to the Chief Clerk of the Senate as well as the Governor's Office. A special meeting will be held on December 5, 2025. He thought it was interesting that the ballot drop boxes had nine ballots, and he wondered what the cost is per ballot for a ballot drop box. Watch the Courthouse steps after Thanksgiving, as they will be putting up a life-size nativity scene. He thanked the Commissioners for all they do for us.

COMMISSIONERS' COMMUNICATIONS

COMMISSIONER DANA

Commissioner Dana appreciates the change to the holiday schedule. She thanked Cindy and her staff. She appreciates all of our Poll Workers. She is curious how much the ballot drop boxes cost and will bring this up at the next NMC meeting. It will be interesting to see who the Governor appoints to the District 33 seat. Potholes have been covered up in her area – she thanked the Road Department. She thanked Flood control.

COMMISSIONER WAIDE

Commissioner Waide thanked everyone and stated that the Clerk's Office is very professional. The Treasurer's Office is going through it right now and is very busy. He would like to see green tint on the parking lot lights as well because the white lights take away from the green in the rotunda. There are still some potholes out there, but they are getting filled in. It will be nice when the truck gets here to speed things up. He thanked Rita for everything she does.

COMMISSIONER CORN

Commissioner Corn thanked Cindy, the Sheriff, Joe, and the rest of the staff. He congratulated Brian on the nice plaque he received. There are a few issues they need to work on, but he hopes everyone has a good holiday.

COMMISSIONER PERRY

Commissioner Perry stated he's running for Land Commissioner, and if he gets a right-of-way division together, he will have Hub on a committee because he is pretty fluent on the right-of-way stuff. He appreciates what a great place we live in and we have beautiful veterans in our Country who have put us in a place where we can have a happy Thanksgiving. It's been a pleasure coming to these meetings and seeing the professionalism. It's been very nice having our good weather lately.

COMMISSIONER TAYLOR

Commissioner Taylor made a few comments about Alice Eppers. She was a real lady, and it was a pleasure to serve with her on the Commission. She was fantastic and a wonderful person. He thanked Cindy for the job on the elections. He sees the numbers coming up but we need to see larger turnouts. Next July 4th will mark the 250th anniversary of this great Country. They would like to set up a committee to plan activities for the County to make sure we have a wonderful celebration. It was nice to honor the Veterans and the Linemen this morning. He was a lineman in Oklahoma and sometimes there was very bad weather. There is a lot of respect for those guys. He thanked all the great staff and told everyone to have a great Thanksgiving.

SIGNATURE OF DOCUMENTS

ADJOURNMENT

The meeting was adjourned at 10:39 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