

Tuesday, January 9, 2024  
County Commission Room  
Roosevelt County Courthouse  
Portales, New Mexico 88130

The Roosevelt County Commission met in regular business meeting on Tuesday January 9, 2024, at 9:00 a.m. in the County Commission Room with those present being: Commissioner Tina Dixon, Commissioner Dennis Lopez, Commissioner Roy Lee Criswell, Commissioner Paul Grider, Commissioner Rodney Savage, County Manager Amber Hamilton, County Attorney Michael Garcia, County Service Specialist Silke Humpe, County Assessor Stevin Floyd, GIS Coordinator Johnny Montiel, Special Projects Coordinator Carol Acosta-Flores, Special Projects Coordinator Carla Weems, Detention Administrator Shayla Ramsey, Sheriff Javier Sanchez, Chief Deputy Sheriff Bryan Holmes, RCCDC Executive Director Jodi Diaz, community members Bill Cathey and Jarryd Burris. Eastern New Mexico News reporter Zoe Woodfield.

Call to Order - Commissioner Grider at 9:00 a.m.

Invocation - County Manager Hamilton

Pledge - Commissioner Paul Grider

**1. Elect Chair for 2024:** Commissioner Grider made a motion to nominate Commissioner Savage as Chair for 2024. Commissioner Criswell made a motion to nominate Commissioner Dixon. Commissioner Criswell ceased the nominations. Commissioner Grider called for a vote first on Commissioner Dixon as first nominee. Commissioner Grider-No, Commissioner Savage-abstain, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Lopez-Yes. Vote for Commissioner Savage, Commissioner Grider-Yes, Commissioner Dixon-No, Commissioner Criswell-No, Commissioner Lopez-No, Commissioner Savage-abstain. With a vote of 3:1, the gavel was passed to Commissioner Dixon.

**2. Elect Vice-Chair for 2024:** Commissioner Savage made a motion to nominate Roy Lee Criswell as Vice-Chair for 2024. Commissioner Criswell nominated Commissioner Savage. Commissioner Grider ceased the nominations. Commissioner Dixon called for a vote first on Commissioner Criswell as the first nominee. Commissioner Savage-Yes, Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Lopez-No, Commissioner Criswell-No. Vote for Commissioner Savage, Commissioner Lopez-Yes, Commissioner Criswell-Yes, Commissioner Savage-abstain, Commissioner Grider-No, Commissioner Dixon-No. Commissioner Criswell was appointed vice-chair.

**3. Approval of Agenda:** A motion to approve the agenda was made by Commissioner Lopez with a second by Commissioner Savage. Commissioner Savage-Yes, Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Lopez-Yes, Commissioner Criswell-Yes.

**4. Approval of Minutes:**

Motion to approve minutes of the December 19, 2023 regular meeting and workshops held December 19, 2023 was made by Commissioner Savage with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Criswell-No, Commissioner Lopez-Yes.

**5. Approval of Accounts Payable and Payroll:**

A motion to approve accounts payable and payroll from December 1, 2023 through December 31, 2023 was made by Commissioner Savage with a second from Commissioner Lopez. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Criswell-Yes, Commissioner Lopez-Yes.

**6. Informational Items:** Roosevelt County Community Development Corporation Executive Director Jodi Diaz gave an biannual update. 3 prospects are expected to move into Roosevelt County. 2 LEDA applications were approved for grants, one being the Enchantment Vineyards for their expansion and the other Roosevelt County Electric Coop for future upgrades. 6 more applications are being worked on. At the live auction at the donor banquet back in November, \$3,000.00 was raised and the RCCDC is planning on increasing the fundraising for 2024. 13 businesses were awarded façade grants, however, not all have made use of it as of yet. Any unused funds will go back into that project. Any further community involvement projects will be discussed in February. They attended the 4-day Civic Leaders Tour with Cannon Air Force Base to visit 3 different bases and observe the initiatives in various places.

**7. Public Requests:**

No public request

**8. Elected Officials/Department Heads Report:**

**Detention:** Admin. Ramsey reported the facility count is 64, 15 females and 49 males with 49 out of County Detainees. Quay County was billed \$119,375.00 and Chavez County \$3,875.00. 13 detainees are in MAT, 13 in group therapy, and 13 are in individual therapy. 3 detainees are on medication, 4 are participating in GED classes and 13 participate in Yoga. Admin. Ramsey also reported on 10 detainees who have been incarcerated for more than 100 days.

**Presentation and Acknowledgment of 2<sup>nd</sup> quarter Restrictive Housing Report and Report for detainees that have been held for over 100 days:** Zero Restrictive Detainees October – December 2023.

**Indigent Healthcare:** Commissioner Criswell made a motion to amend the agenda so the item will continue to be listed as Indigent Healthcare rather than only Healthcare so Commissioners can be directed to go into the indigent board meeting, with a second from Commissioner Lopez. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Criswell-Yes, Commissioner Lopez-Yes. Commissioner Lopez made a motion to go into the Indigent Meeting at 9:20 AM with a second from Commissioner Savage. Commissioner Dixon-Yes, Commissioner Lopez-Yes, Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Savage-Yes. Ms. Carla Weems announced that the county had 8 claims totaling \$9,813.60 submitted and she recommended 1 for approval with an amount of \$211.60 and 7 claims being rejected for not



being an inmate at the time of service or they were from another county. Commissioner Grider made a motion to come out of indigent meeting with a second from Commissioner Lopez at 9:22 AM. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Criswell-Yes, Commissioner Lopez-Yes. Commissioner Lopez made a motion to accept the indigent report with a second from Commissioner Savage. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Criswell-Yes, Commissioner Lopez-Yes.

**Road:** Interim Road Superintendent Juan Dominguez was unable to attend and the County Manager gave the presentation for the road department. A crew is working on cattle guards doing repairs and constructing new ones. Blades are near Elida, Causey, Tolar, areas of Portales and Sundale Valley. One crew is building roads on South Roosevelt Road 20 and that one is being hauled out. Commissioner Savage stated that he looked at Road 8 and it has improved but it is a never-ending process. Commissioner Grider reported that a culvert on Sundale Valley needs attention. Commissioner Criswell asked how stretches of roads are chosen to be bladed without surrounding roads being bladed as well. Ms. Hamilton explained that sometimes blades have to be pulled away from regular maintenance to roads that need immediate attention but she will look into that. Commissioner Criswell also stated that he had several complaints from county residents that blades are leaving ridges making it difficult for owners to get onto their property.

**Manager:** Ms. Hamilton reported that Ms. Acosta-Flores and Ms. Weems are working on the aging and long-term services ICIP plan for La Casa, but only have a small amount of money to work with. The County is also working with La Casa on the building that is needed as well as the ADA access for the doors. The county was awarded some educational grants for law enforcement, first responders and mental health practitioners. Classes are being offered by MAT for a NARCAN class that will soon be advertised. Peer support is also going to be offered for Curry and Roosevelt County, Clovis and Portales. The winter conference is coming up on January 16 - January 18, 2024, the annual Chamber Banquet is on January 25th. The legislative appreciation dinner is on January 29, 2024 in Santa Fe and Ms. Hamilton asked who will be able to attend. The legislative session will start at noon on the 16th and end on February 15th at noon. To date, 107 bills have been pre-filed 55 in the house and 52 in the senate. Repairs and updates were done to the sound system in the commission room. The training room renovations are expected to be completed by the end of this month. A special meeting is needed in regards to increased insurance premiums. The meeting is scheduled for January 25th at 9:00 AM. Commissioner Dixon, Commissioner Criswell and Commissioner Savage will be available.

**Commission:** Commissioner Lopez discussed last meeting's public comment regarding a letter being read by the Commission Chair. He stated the board should have been informed of the contents beforehand. He also inquired about the county's per diem policy. County Manager Hamilton will email the per diem information to all of the County Commissioners. Commissioner Lopez announced that he will be advocating on the city and county's behalf regarding capital outlay. Commissioner Savage commended Commissioner Grider for doing an outstanding job and explained that the letter was in violation of the County's Ethics Order and should have been handled differently. The Ordinance states the character of the county commissioners or county staff members cannot be attacked during public comment. Commissioner Dixon expressed appreciation for Commissioner Lopez and Commissioner Savage speaking up.

## **9. New Business:**

**A. Discussion and Consideration of Allocation of Federal Funds to Support Roosevelt County Community Development Corp Facade Grant Program and Economic Development Software:** Ms. Hamilton explained that LATCF type funds were allocated and utilized last year for strategic planning and the food bank. This year the county can help and support the monies that were raised by RCCDC by matching \$12, 000 and bring the funds up to \$15,000. An additional \$6,000 for software is also needed for a total of \$18,000. It is the county's administrative recommendation to contribute to RCCDC from the LATCF funds that were awarded to the county. A motion was made for the discussion and consideration of Allocation of Federal Funds to Support Roosevelt County Community Development Corp Facade Grant Program and Economic Development Software by Commissioner Lopez with a second by Commissioner Savage. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Criswell-Yes, Commissioner Lopez-Yes.

**B. Request for Approval to add both Chairman and Vice-Chairman as Authorized Signatory Officials for Bank Accounts with JP Stone Community Bank, with Authorization to Sign Checks or Orders for the Payment of Money. Withdraw or Transfer Funds on Deposits with Financial Institution. If Financial Institution Accepts this Power with Multiple Signature Limitation, Domestic Government Unit Agrees to Waive a Multiple Signature Requirement for Any Withdraw in a Format that Does not Allow Financial Institution an Opportunity to Examine Signatures and Number of Signatures Required: Two.** A motion was made for the Approval to add both Chairman and Vice-Chairman as Authorized Signatory Officials for Bank Accounts with JP Stone Community Bank, with Authorization to Sign Checks or Orders for the Payment of Money. Withdraw or Transfer Funds on Deposits with Financial Institution. If Financial Institution Accepts this Power with a Multiple Signature Limitation, Domestic Government Unit Agrees to Waive a Multiple Signature Requirement for Any Withdraw in a Format that Does Not Allow Financial Institution an Opportunity to Examine Signatures and Numbers of Signatures Required: Two, by Commissioner Savage with a second by Commissioner Lopez. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Criswell-Yes, Commissioner Lopez-Yes.

**C. Discussion and Possible Action to Approve 2024 Roosevelt County Committee Assignments.** Commissioner Grider will replace Commissioner Lopez on the Committee for Local Growth Management. Cannon Community Partnership Initiative/PMAC was added. Commissioner Grider will serve on PMAC and Local Growth Management Committee/Armed Forces Support Committee. Mr. Dominguez and Mr. Sanchez were added for SERTPO. Commissioner Lopez asked which committees he was assigned to. He is an alternate for the Chamber Board and remains on all other committees he was on before. A motion to approve the 2024 Roosevelt



County Committee Assignments was made by Commissioner Criswell and a second by Commissioner Savage. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Criswell-Yes, Commissioner Lopez-Yes.

**D. Discussion of Changing Commission Meeting Times:** Commissioner Criswell announced that he had several constituents that would like to participate in the County Commission Meetings and would like to have at least 1 meeting per month in the evening. Commissioner Dixon agreed and stated that some of the constituents expressed concern regarding running for commissioner because of the meeting times. Commissioner Lopez suggested a one-year trial with the second meeting of every month to be in the evening starting in March of 2024. He suggested that the commission will revisit this item in January of 2025. Commissioner Lopez stated in case of the inability to attend in person after hours that there is an option to attend via zoom. A motion was made to change the Commission Meeting Times on the second meeting of every month to 6:00 PM by Commissioner Criswell and a second by Commissioner Savage. Commissioner Grider-No, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Criswell-Yes, Commissioner Lopez-Yes. Motion passed.

#### **10. Resolution – Ordinances – Proclamations:**

**A. Consideration of Resolution 2024-01 Compliance with New Mexico Open Meetings Act.** Ms. Hamilton explained that changes were made to the resolution allowing the public to attend and listen to the meeting via live stream on YouTube. Written comments can be made via email and/or will be entered or read into the commission minutes of less than 3 minutes. The deadline for the comments is 1:00 PM the prior workday. She suggested for the commission to amend the Resolution. Commissioner Dixon raised questions regarding the deadline of public comments in regards to the previous meeting. Commissioner Criswell questioned the enforcement of the rules in the resolution by the County Manager and the Commission Chair. After discussion, the approval of Resolution 2024-01 was tabled for the next Commission meeting in order to make corrections and amendments. A motion to table Resolution 2024-01 Compliance With the New Mexico Open Meetings Act was made by Commissioner Criswell with a second by Commissioner Lopez. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Criswell-Yes, Commissioner Lopez-Yes.

**B. Consideration of Resolution 2024-02 Public Participation at Roosevelt County Commission Meetings.** Ms. Hamilton explained that no changes were made from the one that was adopted the previous year. Commissioner Criswell stated that this resolution was not followed as well and the resolutions should be policed and enforced by the County Manager. Commissioner Savage disagreed by stating that the responsibility lies on the Board of Commissioners to enforce the resolutions. The public comment of the previous meeting was discussed among the Board of Commissioners. Commissioner Savage made a motion to approve Resolution 2024-02 Public Participation at Roosevelt County Commission Meetings with a second by Commissioner Lopez. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Criswell-No, Commissioner Lopez-Yes. Motion carried.

**C. Consideration of Resolution 2024-3 Delegation of Authority to the County Manager for Disbursement of Vendor Checks.** A motion was made by Commissioner Lopez to approve Resolution 2024-03 Delegation of Authority to County Manager for Disbursement of Vendor Checks with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Criswell-Yes, Commissioner Lopez-Yes.

**D. Consideration of Resolution 2024-04 Delegation of Authority to the County Manager to Enter into Certain Contracts and Settlement Agreements.** Ms. Hamilton stated that this Resolution is the same as last year. New contracts will come before the commission. Commissioners Criswell asked for clarification on the amounts listed in the resolution. Ms. Hamilton explained that the amounts were a threshold of the local procurement policy and set according to state statute. The format was laid out by the Department of Finance and follows state procurement codes. The delegation of authority to the County Manager to enter and renew certain contracts is a recommendation to help in the day-to-day operation of the county and to meet deadlines. Settlement agreements are discussed before authorization in executive sessions. A Motion to approve Resolution 2024-04 Delegation of Authority to the County Manager to Enter into Certain Contracts and Settlement Agreements was made by Commissioner Lopez with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Criswell-Yes, Commissioner Lopez-Yes.

#### **11. Contracts - Agreements - Procurements:**

**A. Request for Approval of FY25 EMS Fund Application for Arch Volunteer Fire Department.** A motion was made for the Approval of FY25 EMS Fund Application for Arch Volunteer Fire Department by Commissioner Lopez with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Criswell-Yes, Commissioner Lopez-Yes.

**B. Request for Approval of Food Service Agreement as per Statewide Price Agreement SPA-10-00000-20-00036AA with Summit FoodService, LLC at the Roosevelt County Detention Center.** A motion for the Approval of Food Service Agreement as per Statewide Price Agreement SPA-10-00000-20-00036AA with Summit Food Service, LLC at the Roosevelt County Detention Center was made by Commissioner Lopez with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Criswell-Yes, Commissioner Lopez-Yes.

**C. Consideration and Request for Approval to Memorandum of Agreement of Local Growth Management Committee.** A motion to approve Memorandum of Agreement of local Growth Management was made by Commissioner Grider with a second by Commissioner Dixon. Commissioner Grider-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Criswell-Yes, Commissioner Lopez-Yes.

#### **12. Media Communication:** There was no media communication.



13. Adjourn. The meeting was adjourned at 10:40 AM

ATTEST:

Mandi M Park  
Mandi M. Park  
County Clerk

BOARD OF ROOSEVELT  
COUNTY COMMISSIONERS  
Tina Dixon  
Tina Dixon  
Commission Chair

Respectfully submitted by:

Silke Humpe  
Silke Humpe  
County Service Specialist

