

Tuesday April 1, 2025
County Commission Room
Roosevelt County Courthouse
Portales, New Mexico 88130

The Roosevelt County Commission met in regular business meeting on Tuesday April 1, 2025 at 9:00 a.m. in the County Commission Room with those present being: Commissioner Paul Grider, Commissioner Roy Lee Criswell, Commissioner Tina Dixon, Commissioner Malin Parker, Commissioner Fabian Munoz, County Attorney Randall Van Vleck, County Manager Annette Kirk, Clerk Mandi Park, Assessor Stevin Floyd, Treasurer Victoria Ramos, Road Superintendent Juan Dominguez, Chief Deputy Sheriff Bryan Holmes, Human Resources Coordinator Mary Orozco, Finance Administrator Gemma Martin, Senior County Service Specialist Silke Humpe, Certified Appraiser Shauna Wade, Certified Appraiser Tasha Grassel, Appraiser Ilene Valenzuela, presenters Dianna Sprague Executive Director of the Food Bank of Eastern New Mexico, Jodi Diaz Executive Director of the Roosevelt County Community Development Corporation, Rufino Rodrigues of Cordova CPA, LLC via zoom, Christine Hefferman via zoom, Chris Hannigan via zoom, Peter Kelton and community member Dewight Bell.

Call to Order – Commissioner Dixon at 9:00 a.m.
Invocation – Commissioner Parker
Pledge – Commissioner Dixon

- 1) **Approval of Agenda:** Commissioner Criswell made a motion to approve the agenda with a second from Commissioner Parker. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.
- 2) **Approval of Minutes:** Commissioner Grider made a motion to approve the minutes from the March 18, 2025 regular meeting with a second from Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.
- 3) **Informational Items: Presentation by Cordova CPA LLC regarding FY24 Audit Report:** Rufino Rodriguez gave a presentation of the FY24 financial audit report. He stated it was overall a very good audit. He stated the timeline included preparation in August, and entrance conference in September, field work in October and the wrap-up in November of 2024. He stated the reports were completed and submitted to the state on time. The state released the reports and the counties financial statements on March 9, 2025. Mr. Rodriguez stated the county received an unmodified opinion, meaning the financial accounting is materially accurate. He stated Cordova CPA also completed a single audit. This was done on the federal funds received for pandemic recovery. That audit was also unmodified with no findings. Mr. Rodriguez stated there was a single other non-compliance finding. That finding was three accounts showed expenses exceeding budgeted amounts with no budget adjustment to account for the overage. Mr. Rodriguez also made three informal recommendations. He recommended taking steps to correct or mitigate vulnerabilities in cyber security as identified through penetration tests conducted in 2024. He recommended succession planning for critical areas such as payroll and administration as there has been some turn-over in those areas. Succession planning and cross-training would make for a smoother transition for critical roles in the future. Mr. Rodriguez also recommended review of investment returns and costs associated with accounts held with brokers and financial institutions. Mr. Rodriguez thanked the commission for allowing Cordova CPA to prepare the audits for the county.
- 4) **Public Requests:** There were no public requests.
- 5) **Elected Officials and Department Heads Reports:**
Clerk: Ms. Park reminded the commission that probate training is coming up this month.
Road: Mr. Dominguez stated crews are working on pothole patching, tree trimming and caliche crews are working on SRR6 and SRRW, SRRAG and SRR8, SRRAP and SRR10, SRR11, SRR26 and SRRK, SRR32 near NM 206, and west of Melrose. Mr. Dominguez stated the new blade has been delivered. Commissioner Dixon asked Mr. Dominguez to take care of the trees on SRR 19 north of Elida. Commissioner Parker reported SRR P1/2 south of SRR4 is blocked by tumbleweeds.
Treasurer: Ms. Ramos gave the general fund balance report for the month of January, stating there was a beginning general fund balance of \$8,215,862.23 on January 1, 2025 with debits of \$1,128,980.32 and credits of \$713,937.28 leaving and ending general fund balance of \$8,630,905.27 as of January 31, 2025. Ms. Ramos also reported the second half tax payments are due on April 10, 2025.
Manager: Ms. Kirk asked Ms. Martin to discuss possible dates for budget meetings. Ms. Kirk stated there was an error on the calendar, and confirmed the date of the next commission meeting is April 15, 2025 not the 25th. Ms. Kirk stated she, administrator Ramsey and Sheriff have a meeting with Department of Homeland Security, and Immigration scheduled for tomorrow morning at 10:00 am. Commissioner Parker stated he would like to be included. Commissioner Dixon also wanted to attend. Commissioner Munoz asked Commissioner Parker to provide an update to him following that meeting. Ms. Martin stated the dates when she, Mr. Kirk, Ms. Park and most department heads are available for budget meetings are: April 17, 18, 22, 25, 28, 29, 30, and May 6, and 7. Those dates were narrowed to April 28 and 29 and May 6, 2025. Ms. Martin will get those scheduled. Ms. Kirk stated a gentleman had reached out to her regarding proposal of a tower ordinance for the county. Commissioners suggested he be invited to give a presentation on what he has in mind for a wireless communications tower ordinance.
Commissioners: Commissioner Criswell asked who opens mail that is addressed to commissioners and asked that his mail not be opened in the future. Commissioner Parker stated he had been in communication with Randy Knight about possibly returning to use of bulk fuel. He stated he understands why the practice was stopped, but feels like there is technology that would allow for a more secure monitoring of bulk fuel usage. He stated cameras and card readers or other security measures would pay for themselves in the first year with the savings per gallon for

gasoline and diesel fuel for the road department. Commissioner Parker asked the other commissioners how they feel about considering a noise ordinance. He stated he has heard multiple complaints from constituents and residents of Floyd that have loud neighbors. He asked Chief Deputy Holmes his thoughts. Chief Deputy Holmes agreed it would be helpful to have some kind of ordinance to point to in dealing with loud residents or disturbances. Commissioner Dixon noted her opposition to imposing any ordinances on county residents. Mr. Van Vleck stated an ordinance would have to be specific and measurable to be enforceable. Commissioner Parker asked Mr. Van Vleck to look into what other counties have in place and whether or not they are effective as well as what costs might be associated with enforcement.

6) **New Business:**

A. **Discussion and Consideration to Update Roosevelt County Land Use/Mineral Plan:** Commissioner Dixon asked the other commissioners how they felt about updating the land use plan to include a mineral use plan and to work with the soil and water conservation districts to strengthen their land use plans. After some discussion Commissioner Dixon stated she would work on it and bring a resolution to a future meeting. No action was necessary.

B. **Health Care Assistance:** At 9:47 am, Commissioner Criswell made a motion to go into Indigent Healthcare Board with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Ms. Weems presented the indigent healthcare claims report, stating there were 5 claims totaling \$7,099.83. Ms. Weems recommended approval of 4 claims totaling \$5,809.83, stating one patient had Medicaid at the time of service. At 9:48 am, Commissioner Dixon made a motion to come out of Indigent Healthcare Board with a second by Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Commissioner Parker made a motion to approve the claims as recommended, with a second by Commissioner Munoz. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

7) **Resolutions-Ordinances-Proclamations:**

A. **Request for Approval of Resolution 2025-14 Authorizing Roosevelt County to Direct the Publication and Mailing of Notices of Its Intent to Consider and Ordinance Authorizing the Issuance of the Proposed Industrial Revenue Bonds Entitled Roosevelt County, New Mexico Taxable Industrial Revenue Bonds (DG Sundale, LLC Project), Series 2025 In an Aggregate Principal Amount up to \$17,325,000.00 and Inducing DG Sundale, LLC to Proceed with the Project:** Mr. Kelton reviewed the timeline of the IRB process and asked for approval of the resolution. Mr. Kelton stated the earliest possible date for an ordinance to be added to the agenda, following publication would be May 6, 2025. Commissioner Criswell questioned the negotiations of the PLoT payments, which were listed for April 4, 2025. Mr. Kelton stated negotiation would begin following approval of this resolution and take place during that time, prior to the adoption of the ordinance. Ms. Kirk asked for a committee for those negotiations. Commissioners Grider and Criswell will serve in that capacity. Commissioner Grider made a motion to adopt the resolution with a second by Commissioner Parker. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

B. **Consideration of Resolution 2025-15 Acceptance and Approval of the FY24 Annual Financial Audit:** Commissioner Parker made a motion to approve the resolution, with a second from Commissioner Dixon. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

8) **Contracts-Agreements-Procurements:**

A. **Request for Approval of the Equipment and Premises Lease and Services Agreement between Roosevelt County and The Food Bank of Eastern New Mexico:** Ms. Sprague stated the Food Bank of Eastern New Mexico has moved into the Portales food pantry located at 600 N Avenue K and in order to provide insurance on the food pantry, need a lease with the county. Commissioner Grider made a motion to approve the lease and service agreement with a second by Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

B. **Request for Approval of the Use and Management Agreement between Roosevelt County and Roosevelt County Community Development Corporation for the Management Services of the Roosevelt County Enterprise Center:** Jodi Diaz requested renewal of the annual agreement for 100 S. Avenue A. She confirmed that there were no changes from the prior year agreement. Ms. Kirk stated there were no changes. Commissioner Grider made a motion to approve the agreement, with a second from Commissioner Dixon. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

9) **Media Communication:** No media was present, and no communication was received.

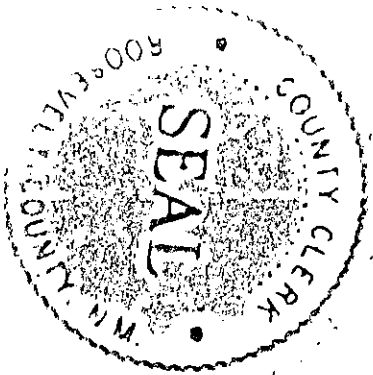
10) **Executive Session:** At 10:03 am Commissioner Dixon made a motion to go into executive session stating only those items listed on the agenda would be discussed. Commissioner Parker offered a second. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Commissioners, the attorney and Ms. Orozco were present in the executive session. At 11:00 am Ms. Kirk joined the executive session, and Ms. Orozco left the executive session. At 11:13 am, Commissioner Grider made a motion to come out of executive session with a second from Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Commissioner Dixon stated only those items listed on the agenda were discussed in the executive session. Commissioner Grider made a motion to acknowledge that statement with a second by Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. As a result of the executive session, Commissioner Dixon stated there had been a grievance regarding the travel policy. She stated there would be changes to the policy to come. She stated as for

now, hourly staff will be paid for hours worked during travel to conferences, training, workshops, etc with the proof of travel to be submitted. Commissioner Dixon directed Ms. Orozco to make the necessary adjustments as per her written instructions.

11) **Adjourn:** The meeting was adjourned at 11:15 am.

ATTEST:

Mandi M. Park
Mandi M. Park
County Clerk



BOARD OF ROOSEVELT
COUNTY COMMISSIONERS

Tina Dixon
Tina Dixon
Commission Chair

