

Tuesday April 15, 2025
County Commission Room
Roosevelt County Courthouse
Portales, New Mexico 88130

The Roosevelt County Commission met in regular business meeting on Tuesday April 15, 2025 at 6:00 p.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, Detention Administrator Shayla Ramsey, Chief Deputy Sheriff Bryan Holmes, Compliance Coordinator Johanna Jimenez, Finance Administrator Gemma Martin, Certified Appraiser Tasha Grassel, and community members Duward Dixon, Angie Smith and Teresa Pitman.

Call to Order – Commissioner Dixon at 6:00 p.m.
Invocation – Commissioner Parker
Pledge – Commissioner Dixon

- 1) **Approval of Agenda:** Commissioner Grider made a motion to approve the agenda with a second from Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.
- 2) **Approval of Minutes:** Commissioner Criswell made a motion to approve the minutes from the April 1, 2025 regular meeting with a second from Commissioner Parker. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Commissioner Criswell made a motion to approve the minutes from the March 28, 2025 special meeting with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.
- 3) **Approval of Accounts Payable and Payroll for March 1-31, 2025:** Commissioner Grider made a motion to approve the accounts payable and payroll for March 2025, with a second from Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.
- 4) **Consent Agenda**
 - A. **Ratification of Resolution No. 2025-14 and Mailing the Notice Letters to Taxing Jurisdictions all in Connection with the Proposed Industrial Revenue Bonds entitled Roosevelt County, New Mexico Taxable Industrial Revenue Bonds (DG Sundale, LLC Project) Series 2025 in the Aggregate Amount up to \$17,325,000.00:** Commissioner Parker questioned if this just starts the process. Mr. Van Vleck stated that is correct, this is not final approval. Commissioner Grider made a motion to ratify the resolution, with a second from Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.
- 5) **Public Requests:** Clerk Park apologized for not getting the NMC representative nomination on the agenda. Ms. Park stated she had sent the notice out to all elected officials. Commissioner Parker and Treasurer Ramos both nominated Commissioner Dixon to continue to serve in that roll. There were no additional nominations. Ms. Park sent a ballot to each of the elected officials. Commissioner Dixon was elected to serve the 2025-2027 term as Roosevelt County's representative on the New Mexico Counties Board. Clerk Park will notify New Mexico Counties of the election results prior to the deadline.
- 6) **Elected Officials and Department Heads Reports:**

Assessor: Assessor Floyd presented the annual report stating property values are increasing. He stated the statute change for veteran's exemption went from \$4,000 to \$10,000. He stated veteran's exemptions accounted for 1% of the 2024 residential values. Values will trend upwards 3-4% based on sales and cap, less the increased veteran's exemption. Mr. Floyd stated the sales ratio for Roosevelt County is within IAAO standards and are being appraised to market value. He stated the annual re-appraisal rate is about 33%, but it had dropped to about 8% in 2024 following the loss of a key employee. That is getting back on track with the approved overtime for re-appraisal. Mr. Floyd pointed out the effect of the depreciation of the sagamore wind project.

Detention: Ms. Ramsey reported the facility count at 50 with 9 female detainees and 41 male detainees. There are 5 out-of-county detainees currently housed at RDCD. The total bookings for March were 58, there were 69 releases. The total days incarcerated was 788. Quay County was billed \$3,125.00. Detainees are currently working on deep cleaning and preparation for paint. They will begin doing grounds maintenance for the summer. There are 5 participants in the MAT program, with all 5 participating in group and individual counseling and one participant receiving medication. There are 5 participating in yoga. There is one officer graduating from the academy. Three recent hires have left for other law enforcement agencies to further their careers; however, those vacancies have been filled with new hires starting soon. There are currently no openings at detention. Ms. Ramsey gave the quarterly restrictive housing report, stating there were no detainees on restrictive housing for the quarter ending March 31, 2025. Commissioner Parker asked Ms. Ramsey what they were doing for loss prevention. Ms. Ramsey stated the detention center is accredited and preparing for a 4th re-accreditation. He asked why the county would house detainees elsewhere? Ms. Ramsey stated it is not a standard practice for Roosevelt to house detainees in other facilities, but it is necessary to have the agreements in place in case of emergency. Most housing agreements are reciprocal. Commissioners thanked Ms. Ramsey for doing a great job.

Manager: Ms. Kirk gave a quick update on road work, stating blades are out on their routes, with the exception of one staff who is currently training the new hires for the department. She stated she has published a public notice for work to begin on SRR 7 from NM 88 to SRRN. She stated they had completed work on NRR AP, and equipment has been moved to town, serviced and is ready for the next project. Ms. Kirk stated crews are trimming trees,

cleaning cattle guards and patching. Ms. Kirk stated the laptops are in. She is working with Yucca to get those ready for the commissioners. She stated admin is interviewing to fill the administrative assistant position. She stated they had received 34 applications, and scheduled ten interviews. She stated the turf project is complete. She stated the roofing projects are moving along. The contractor is finishing up a final punch list on the pavilion project. Ms. Kirk stated she was reviewing the card readers for bulk fuel that are used in Sandoval County. She stated the Sundale Solar project will begin negotiations with Commissioner Grider and Commissioner Criswell as soon as we can get those scheduled. Ms. Kirk asked for volunteers to help with mock interviews at Dora Schools on April 30, 2025. She stated Ms. Martin has provided a preliminary schedule for budget workshops. Commissioner Parker asked if the additional position for the road department would be included in the budget. Ms. Kirk responded they are still working on the personnel/salary portion of the budget. She stated Commissioner Criswell had requested a salary workshop. Budget meetings are scheduled for April 28 and 29, and May 6, 2025.

Commissioners: Commissioner .

7) **Old Business:**

A. **Discussion and Consideration to Purchase Bulk Fuel:** Commissioner Parker stated he has contacted Red Rock about the price of bulk fuel and the potential savings based on usage by the Road Department. He stated even a savings of ten cents per gallon could be a massive savings. He understands why the use of bulk fuel was stopped, but would like to consider security features like card readers and cameras. Ms. Kirk noted there is also a bid process, and the existing tanks would require inspection, re-certification, and other regulations in addition to the cost of the card readers. Commissioner Parker made a motion to go out for bid on bulk fuel, with a second by Commissioner Grider. Commissioner Criswell asked to hold off on the vote pending the cost of card readers and tank inspections. Commissioner Parker amended his motion to get quotes on fuel, tank inspection and software with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

B. **Discussion and Consideration to Update Roosevelt County Land Use/Mineral Plan:** Commissioner Dixon stated she had attended the Commissioner's retreat where Howard Hutchins spoke about the importance of a land use plan. Commissioner Dixon provided copies of the current land and mineral use plans the soil and water conservation districts use, as well as the current County Plan. Commissioners will hold a special meeting with all of the districts present to collaborate. No action was necessary.

- I. Schedule a workshop with Departments, Borde Soil and Roosevelt County Soil and Water Conservation District representatives. Ms. Kirk will send out a poll to schedule a public meeting at a time that works best for most participation.

8) **New Business:**

A. **Discussion and Consideration to Update Roosevelt County Personnel Policy:** Commissioner Dixon stated we need to make the policy more specific. The current policy is open to interpretation. Commissioner Criswell stated there is no need to re-invent the wheel, it just needs a few tweaks. After much discussion regarding who and how the policy would be revised, whether in public meeting or by a committee, Ms. Dixon directed human resources to take the lead, include the manager and the attorney and bring back revisions with a summary of the changes at a future meeting. No action was necessary.

B. **Request for Approval of Roosevelt County Detention Center Policy and Procedures relating to Homeland Security Detainers:** Ms. Ramsey stated the policy change now requires an active warrant to accompany any ICE or DHS detainer for the detention center to continue to hold any detainee after their ordered release date. Commissioner Dixon made a motion to approve the policy and procedures update, with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

9) **Contracts-Agreements-Procurements:**

A. **Request for Approval of the Professional Services Agreement for Mental Health Resources, Inc. for DWI/Compliance Program:** Ms. Jiminez stated there are some services provided by MHR that are not provided by Be Well NM and it is necessary to have contracts with both providers. Commissioner Grider made a motion to approve the professional service agreement with a second by Commissioner Dixon. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

B. **Request for Approval of Contract between Roosevelt County and Vigil Maldonado Detention Center in Raton, NM for the Housing of Detainees:** Ms. Ramsey requested approval of the agreement. Commissioner Parker 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.

C. **Request for Approval of the FY 26 Fire Protection Fund Distribution Application Submittal for Arch Volunteer Fire District:** Ms. Kirk requested approval of the application submission. Commissioner Parker made a motion to approve the application, with a second from Commissioner Munoz. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

D. **Request for Approval of the FY 26 Fire Protection Fund Distribution Application Submittal for Milsnesand Volunteer Fire District:** Ms. Kirk requested approval of the application submission. Commissioner Parker made a motion to approve the application, with a second from Commissioner Munoz. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

E. **Request for Approval of the Operating and Use Agreement between Roosevelt County and La Casa de Buena Salud:** Ms. Kirk requested approval of the agreement, stating there were no changes to the agreement, but it is necessary to have in place for insurance purposes. Commissioner Grider made a motion to approve the

agreement, with a second from Commissioner Parker. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

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

11) **Adjourn:** The meeting was adjourned at 7:25 pm.

ATTEST:

Mandi M. Park

Mandi M. Park
County Clerk



BOARD OF ROOSEVELT
COUNTY COMMISSIONERS

Tina Dixon

Tina Dixon
Commission Chair

