

Tuesday May 20, 2025
County Commission Room
Roosevelt County Courthouse
Portales, New Mexico 88130

The Roosevelt County Commission met in regular business meeting on Tuesday May 20, 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 by zoom, Commissioner Malin Parker, Commissioner Fabian Munoz, County Attorney Randall VanVleck, County Manager Annette Kirk, Clerk Mandi Park, Probate Judge Kendell Terry, Human Resources Coordinator Mary Orozco, Assessor Stevin Floyd, Deputy Assessor and Safety Committee Chair Tasha Grassel, Chief Deputy Sheriff Bryan Holmes, Roosevelt County Health Council Representatives Darla Reed, Laurie Collins, Debbie Gentry, Carol Acosta-Flores, and community members Payton Terry, Kam Knight, Jared Eshleman, Jacqueline Cruz, Angie Smith, and Dewight Bell.

Call to Order – Commissioner Criswell at 6:00 p.m.

Invocation – Commissioner Munoz

Pledge – Commissioner Parker

1) **Approval of Agenda:** Commissioner Criswell made a motion to amend the agenda to move Judge Terry to the top of the agenda following approval of minutes, and to approve the amended agenda, with a second from Commissioner Grider. 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 May 6, 2025 regular meeting and the budget workshops with a second from Commissioner Munoz. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

Probate Judge: Mr. Terry gave his semi-annual report on the activities of the Probate Court. Judge Terry stated there have been 16 new probates opened this calendar year. He stated there have also been 40+ inquiries that did not result in the opening of a probate in this county. Some of those were opened in District Court and others in other counties. Some resulted in an estate being settled with a small estate affidavit when probate was not necessary. Judge Terry also announced the date for the next workshop offered by Legal Resources for the Elderly, which will be held at 10:00 am, Tuesday June 10, 2025 at the Jake Lopez Community Center on the fairgrounds. Judge Terry requested permission to place signs about the event on the courthouse property to promote the event to passing traffic. Judge Terry thanked the commission for their time, and for allowing him to be moved to the top of the agenda so that he could get to another meeting.

3) **Informational Items:** Presentation from Roosevelt County Health Council representative Laurie Collins reported on health council initiatives including volunteer hours, youth engagement, the 988 mental health hotline, vaping prevention workshops, rethink your drink – nutrition workshop, maze of life, the no worries hygiene wall at the schools, their community partners and more. Ms. Collins stated they harvested radishes and lettuce from the raised bed gardens at the elementary schools yesterday and will be doing a tasting with the kids tomorrow, which teaches them that they can grow their own food and encourages them to try new foods. She stated they work with community partners like the Pregnancy Resource Center to teach middle school and junior high kids about the difficulties of becoming a young parent. They also support the PRC through diaper drives and such. She stated they also work with 211 and United Way on other projects like stuff the bus which is a school supply drive. Ms. Collins stated Ms. Flores worked hard this year to obtain 501c3 status this year for the organization to become non-profit. She stated they organize the health fair at the peanut festival and participate in numerous other health fairs each year. They also work with the unhoused population and partner with the DWI prevention program to present "Arrive Alive" to the Portales high school and rural schools. Ms. Gentry also noted they have an extensive email distribution list that we could utilize to get the word out on things like Judge Terry's upcoming workshop. Ms. Collins thanked the commission for the opportunity to present.

4) **Public Requests:** Darla Reed spoke as a representative of the extension clubs about club participation. She stated there are state and district level board officers from Roosevelt County including the state president Meredith Eaton from Portales. She stated there are 66 active members in 5 clubs in Roosevelt County, which is part of District 4. She provided a handout of the service hours from 2023-2024. Payton Terry, Jared Eshleman, and Kam Knight spoke as representatives of the Little Wranglers Junior Rodeo Association about the safety of the arena and facilities, the preparation of the arena, the need for a tractor and rake, the need for an alley and entry. Ms. Knight also spoke about the needs of other organizations that would make the venue more attractive to them. They requested free or reduced rate use of the facilities and that the outdoor arena and stall usage be included in the price of the rental of the indoor arena. Jacqueline Cruz spoke about Ballet Folklorico. She has been an instructor for several years and currently offers classes to junior high and high school. She wants to open it up to all ages, but to keep it affordable she requested free or reduced rate for use of the Jake Lopez Community Center. Angie Smith spoke about attending a statewide coalition meeting with New Mexico Environment Department about heat related illness prevention and the cost to small business if a bill is passed putting additional regulations on employers. She stated there is a public comment period until May 30, 2025. She asked that everyone educate themselves on this and do what they can to prevent the passage of these regulations.

5) **Elected Officials and Department Heads Reports:**

Clerk: Ms. Park stated the marriage license fee increase approved by the legislature earlier this year will go into effect on June 20, 2025. She stated we would need to bring a resolution to set the fee or to update the current fees resolution at the meeting on June 10, 2025. She reminded commissioners that she needed nominations for the board of registration to be appointed next month and stated she would bring the resolution for board of registration and polling place designation to that meeting. She stated her staff have registered for NMC

Conference to be held in Curry County in June. She also stated the date for election school has been set for August 11-12, 2025. Her staff will travel to Albuquerque for that training.

Human Resources: Ms. Orozco stated they have interviewed 4 candidates for the finance administrator position. They intend to offer a second interview to two of the candidates and hope to make an offer by the end of the week. She stated both candidates have indicated they would not be able to start until mid to late June if hired. Ms. Orozco stated there are currently 3 openings at Detention.

Manager: Ms. Kirk apologized for not having proclamations ready but would like to recognize that May 4-10 is national detention officer week, May 11-17 is national police week, May 15 is peace officer memorial day, as well as nurses, fire and emergency medical services are all recognized in the month of May. Ms. Kirk she has authorized overtime for the road department to work on Fridays during the summer to deep break the arenas in preparation for weekend rodeo events. She stated she would like to meet with commissioners on fairgrounds and building usage at a later date. She stated she liked Ms. Knight's idea of including the stall rentals in with the arena, or would like to see some online reservation and payment for rentals, maybe an app, she is open to suggestions. Commissioners agreed that stalls should be part of the rental of the arena and asked Ms. Kirk to review the rental agreements. They also requested the attorney look into the options of non-employee tractor drivers for arena maintenance and preparation. Commissioner Criswell suggested Mr. Van Vleck tour the fairgrounds so that he better understands the set-up and the needs of those renting the facilities, before drafting any agreements or contracts for tractor drivers or stall rental. Ms. Kirk stated Juan leaves tomorrow to attend the SERTPO meeting and present his grant application. She stated Johnny is currently in Albuquerque for training and has notified her of fire restrictions put in place by the state forester. She stated the restrictions are in place until further notice from the state forestry division. Ms. Kirk requested a date for a special meeting for approval of budget prior to the June 1, 2025 deadline for submission to DFA. After some discussion of availability, Ms. Kirk was instructed to schedule the meeting for Friday May 30, 2025 at 9:00 am in the commission room.

Commissioners: Commissioner Dixon stated the outdoor arena could be used for warm-up for little wranglers. She asked Ms. Knight if there was an entry fee for each rodeo. Ms. Knight stated it was a membership fee for the season, not a separate fee for each rodeo. She also stated most locals do not need stalls for overnight but many out of town attendees do. It is not one size fits all. There was some discussion about not being able to legally donate the use of the facilities. Commissioner Parker stated he wants to see the fairgrounds more user friendly for the public and more widely used. Commissioner Criswell agreed we need to find a way to make it work and follow the law. Commissioner Criswell stated he and others traveled to Washington DC to meet with multiple agencies regarding the National Interest Energy Transmission Corridor project. The following representatives of rural eastern New Mexico traveled: Margaret Byfield – American Stewards of Liberty, Cliff Copeland, Michelle Maynard Frost, Jeff Decker – NM Cattle Growers, Ed & Patty Hughes, Suzy Hutcherson – Landowners, Roy Lee Criswell – Roosevelt County Commissioner, Michael Perry – Chaves County Commissioner, Ms. Jerri Rush – Quay County Commissioner and Red Miller – Union County Commissioner, Annie Hogland – Curry County Clerk and NMC board President. They met with representatives from Congressman Ben Ray Lujan's office, Department of Energy, USDA Natural Resources & Environment (NRE) Team, Texas Congressman Jodey Arrington, and the House Committee on Natural Resources. Commissioner Criswell read aloud a letter from Ben Ray Lujan to the Department of Energy. He felt like it was a productive trip. While their questions were not all answered, their voices were heard. Commissioners requested fairgrounds use be added to the special meeting agenda for May 30, 2025.

6) New Business:

A. Discussion and Consideration of Budgetary Options for Safety Committee: Tasha Grassel discussed the needs of the safety committee and the things they are trying to accomplish. She stated each department is represented as well as a representative from the district court. They meet monthly on the 3rd Thursday at 10:00 am in the commission room. Ms. Grassel requested a budget be established for the safety committee to accomplish their goals. She presented a list of items with prices. She stated ADA signage for parking at the courthouse is needed to mitigate risk of falls for those who were not aware that there is an elevator entrance. She stated many good ideas are brought to the committee, but do not come to fruition due to lack of funds. Some commissioners were not aware that there was a safety committee. Ms. Park stated over the years the committee has brought ideas to the commission to request funding, such as the stair evacuation chair, and the door closures. Some were funded, and others were added to ICIP to seek capital outlay funding such as the elevator car. Commissioners asked why this was not brought to the commission during the budget process. Ms. Grassel noted many departments have a small line item for safety related items and PPE related to their own needs, but feels that this needs to be added. She stated she was not able to schedule with Ms. Kirk to be added to the budget meeting agenda. Commissioner Parker made a motion to table this item until the May 30, 2025 special meeting, with a second by Commissioner Munoz. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

B. Discussion and Consideration of Policy Changes and amendments to the Roosevelt County Personnel Ordinance, Section 9, Compensation and Benefit Program: Ms. Orozco suggested assigning a committee to review large chunks of the policy instead of a single section at a time in open meeting. She stated it could take a while for just this one section. She stated she is prepared to discuss it tonight but noted it is already 7:40 p.m. Commissioner Dixon felt it needed to be the commission reviewing the policy. Mr. Van Vleck stated a single section at a time would take a very long time, then it would still take another 6 weeks after all reviews have been made to publish the notice of intent to adopt the ordinance and wait the required time before taking action. He reminded them that an ordinance must be amended by ordinance. He too suggested a committee review, followed by a legal review, before presenting the changes in a red-line summary to the commission for final approval. Commissioner Munoz joked he was available on the 30th. Commissioner Dixon made a motion to table this until the next meeting with a second from Commissioner Parker. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

7) **Contracts-Agreements-Procurements:**

A. **Request for Approval of the Contract with APIC Solutions, Inc. and the Roosevelt County Detention Center for FY2025-2026:** Ms. Kirk requested the contract with both APIC be renewed. Commissioner Grider made a motion to approve the renewal of the contract with a second by Commissioner Parker. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

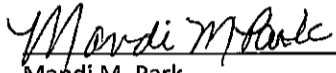
B. **Request for Approval of DWI Grant Award Agreement No. 26-D-G-23 with the Department of Finance and Administration Local Government Division for \$160,000.00:** Ms. Reed requested approval of the grant agreement, which is the same as prior years. Commissioner Parker made a motion to approve the agreement with a second by Commissioner Munoz. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

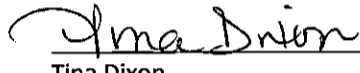
8) **Executive Session:** At 7:50 p.m. Commissioner Grider made a motion to go into executive session with a second by Commissioner Munoz. Commissioner Criswell stated only those items on the agenda will be discussed in the closed session. Commissioner Grider-Yes, Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. At 8:01 p.m. Human Resources Coordinator Mary Orozco was called into the closed session. At 8:15 p.m. Ms. Orozco left the closed session. At 8:32 Ms. Kirk left the executive session and was called back in at 9:06 p.m. At 9:19 p.m. Commissioner Grider made a motion to come out of executive session with a second by Commissioner Parker. Commissioner Criswell stated only those items on the agenda were discussed in executive session. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Commissioner Criswell also stated no action was taken in the executive session, and no action is needed as a result of the closed session.

9) **Adjourn:** The meeting was adjourned at 9:22 p.m.

ATTEST:

BOARD OF ROOSEVELT
COUNTY COMMISSIONERS


Magdi M. Park
County Clerk


Tina Dixon
Commission Chair

