

Tuesday July 1, 2025

County Commission Room
Roosevelt County Courthouse
Portales, New Mexico 88130

The Roosevelt County Commission met in regular business meeting on Tuesday July 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 Michael Garcia, Interim County Manager Drew Patterson, Clerk Mandi Park, Human Resources Coordinator Mary Orozco, finance consultant Charlene Finley, Administrative Assistant Mikhail Mikhinley, Treasurer Victoria Ramos, Special Programs Coordinator Carla Weems, Road Superintendent Juan Dominguez, DWI Prevention Coordinator Darla Reed, Detention Administrator Shayla Ramsey, MAT Program Coordinator Kitza Thornton, Brandon Brooks IT, presenters Raymond Mondragon from EPCOG, Chamber of Commerce Executive Director Quaylene Parkey, Associate Vice President of ENMU John Houser, and community members Dewight Bell, Angle Smith, and Tom Dewitt.

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

Invocation – Commissioner Criswell

Pledge – Commissioner Dixon

1) **Approval of Agenda:** Commissioner Dixon made a motion to amend the agenda removing items 8b and 8c, which will be placed on a later agenda, with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Commissioner Grider made a motion to approve the agenda as amended 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 Parker made a motion to approve the minutes from the June 10, 2025 regular meeting and the June 13, 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) **Informational Items:** none listed.

4) **Public Requests:** Dewight Bell stated a water conference will be held at “A Little Old” venue on July 28, 2025 at 6:30 pm. He invited the public and the county commission. He stated Aquaterics, the Roosevelt County Electric Coop, Roosevelt County Soil and Water Conservation District, and the Roosevelt County Waste Coop would be presenters at the conference. Raymond Mondragon asked for an alternate to replace former Commissioner Lopez on the EPCOG Board. Commissioner Dixon stated that had been done at the June 10th meeting. Mr. Mondragon gave an update on the board conference held in Tucumcari. He dated there were 54 EPCOG members in attendance, joined by other agencies, and elected officials. He stated Mayor Meadow Forget of Melfrose was elected to chair the EPCOG executive committee. He stated there will be a meeting on July 8, 2025 at the Landing on Cannon Air Force Base for the base planning commission. He stated Lt. Governor Howie Morales chairs that commission and will be in attendance. They will have a tour and discuss PFAS and other CAFB related issues.

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

Assessor: No report.

Clerk: Ms. Park reported she and her staff had attended conference in Curry County, stating Shana began the Certified Public Official Program with NM EDGE. Silke obtained her NM EDGE certification as a Certified Public Supervisor. She also reported the preventative maintenance for election tabulators and server has been completed in preparation for the 2025 Regular Local Election. Ms. Park stated several staff will be taking vacations in the coming weeks. Election School is scheduled for August 11-13, 2025. Candidate filing day will be August 26, 2025. Early voting will begin October 7, 2025. Election day will be November 4, 2025 and canvass will take place on November 11, 2025.

Probate Judge: No report.

Treasurer: Ms. Ramos presented the April general fund cash balance, reporting a beginning balance of \$4,399,850.64 and an ending cash balance of \$4,413,526.70.

Sheriff: No report.

Compliance: No report.

Detention: Ms. Ramsey stated the facility count stands at 56 with 13 female detainees and 43 male detainees. There are 8 out of county detainees currently housed at RCDC. Quay County was billed \$18,750.00 for the month of June. Ms. Ramsey stated they are fully staffed at detention with 2 cadets graduating from the academy and 3 currently in the academy and 1 starting next week. Ms. Ramsey stated work detail is going great and is now on a rotation to get specified areas cleaned and mowed as needed. Ms. Ramsey introduced the new MAT program coordinator Kitza Thornton. Ms. Thornton presented on the MAT Programs – see below.

DWI Prevention: No report.

Finance: Mr. Patterson included both the finance and manager report in one. He stated he had been in contact with TKM and Department of Finance regarding end of month, end of quarter and end of year and the reporting required. He stated the majority of the time has been spent identifying and tracking past due accounts and getting them current. He stated the EOC project is on schedule and should be wrapping up by the end of July. The damaged to the parking lot at the EOC will be repaired, where the roofer's trash container was hauled away. Mr. Patterson stated the billing for the school resource officer has been done and the Portales Schools have made

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payment. He stated he has been coordinating with internal staffing and Mr. Montiel would like to remain at the Bonem Home where the EOC will be located once complete. Mr. Patterson stated he had also attended a crime stoppers meeting and is becoming familiar with other agencies, entities and stakeholders. Commissioner Parker asked Mr. Patterson when he thought TKM would be out of the picture? Mr. Patterson responded when end of year and audit preparation are complete. He stated the audit will begin early to mid-October. At this point we have a credit balance with TKM. Commissioner Criswell asked if Mr. Patterson was CPO certified? He stated his classes start when he returns to the office the week of the 15th. Commissioner Criswell asked about past due accounts, purchase orders and the purchasing processing. Ms. Weems responded the purchase process is different for different types of purchases, and the value of the item purchased. Purchase orders are used when appropriate. Statewide price agreements are used when appropriate. Mr. Patterson responded delinquent accounts are being brought current and all current year purchase orders will close with year-end.

Human Resources: No report.

Maintenance: No report.

Manager: Mr. Patterson reported above.

MAT Program: Ms. Thornton reported there are currently 9 detainees participating in the MAT program, with all 9 receiving both group and individual counseling and all 9 participating in art and yoga classes. Ms. Thornton stated there are 5 MAT participants receiving medication. There are 2 detainees who have recently earned their GED through the program and one scored college-ready in science. Ms. Thornton stated she also offers TABE testing and a variety of classes including parenting and anger management through the SUCCESS program. Program participants are working on the garden, in the greenhouse and with the chickens, all are going well. She stated she is enrolled in a grant writing class.

Road: Mr. Dominguez gave a report of the road projects they are currently working on. They are currently trimming the trees and shredding where it is dry enough to run the shredder. He stated crews are running blades on roads that are dry enough to blade. He stated there are roads closed in the area near Floyd due to standing water and wash outs.

Special Projects: No report.

Commissioners: Commissioner Munoz stated he had been out of town with little league baseball. Roosevelt County Allstars majors and minors played in Alamogordo and Roswell tournaments and will participate in an upcoming tournament in Albuquerque. He is proud of the work the kids have put in. Commissioner Parker addressed items listed further down the agenda.

6) New Business:

A. Fairgrounds Discussion, Reference Pricing for Outdoor/Indoor Arena Combo, Stall and RV hook-up Pricing, as well as Deposit Price: Mr. Patterson stated the pricing had been added to the website and the missing items added to the rental agreement forms. He stated the stall rental price had been changed to \$15.00 per night with a \$25.00 cleaning/damage deposit. He stated RV hook-ups were priced at \$25.00 per night with the same \$25.00 deposit. Commissioner Parker asked that the indoor and outdoor arena be booked together at a reduced rate or free, when available. After further discussion, Commissioners agreed to allow the county manager to handle the pricing and reservations. The county manager's office will seek reservation software or an app to handle registrations and deposits electronically. No action was taken.

B. Fairgrounds Discussion and Consideration for Wine Fest Co-Sponsorship: Ms. Parkey and Mr. Houser spoke about the traditional peanut festival and how the chamber is now partnering with the university to create a bigger music line-up, and working with Enchantment Vineyards to be an exclusive vendor of beer and wine for the event, which will include food trucks in addition to all of the peanut festival vendors and activities. Mr. Houser stated there would be a stage in the midway area of the fairgrounds and parking in the west parking lot would be used for entrance to the paid portion of the activities, with parking in the south parking lot for peanut festival admission which will still be free to all. Commissioner Parker asked why an exclusive vendor for beer and wine. Mr. Houser responded multiple vendors would require multiple picnic licenses and to do that they would have to go through the wine growers association, which would cut into profits. Mr. Houser stated the proceeds from the event will go back into funding future events. Commissioner Grider asked council if there is a problem with anti-donation if we co-sponsor the event? Mr. Garcia responded there would not be an issue. Commissioner Criswell asked we co-sponsor this event, why no co-sponsor others, like Little Wranglers. Commissioner Parker stated Little Wranglers may not be interested in having a co-sponsor due to the content of their association by-laws.

Commissioner Dixon made a motion to approve co-sponsorship of the peanut festival and wine fest at the fairgrounds to be held at the fairgrounds in October, with a second by Commissioner Parker. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

C. Alcohol Permit Discussion for Wine Festival: Commissioner Grider made a motion to approve the permit to allow alcohol sales at the fairgrounds during peanut festival for Wine Fest, with a second by Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Ms. Parkey thanked the commission for both the approval of the permit and the event sponsorship.

7) Resolutions-Ordinances-Proclamations:

A. Request for Approval of Resolution 2025-23 Participation in Local Government Road Fund Program LGRF- CAP Administered by New Mexico Department of Transportation: Ms. Weems stated the resolution is now combined with the agreement to make them uniform throughout the state. She stated the CAP grant is agreement if for a total of \$336,651.00 with the county match of \$84,163.00. Commissioner Criswell 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.

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- B. Request for Approval of Resolution 2025-24 Participation in Local Government Road Fund Program LGRF-COOP Administered by New Mexico Department of Transportation: Ms. Weems stated the COOP agreement is a total of \$149,287 with the county match of \$37,322.00. Commissioner Grider made a motion to approve the resolution, with a second from Commissioner Munoz. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.
- C. Request for Approval of Resolution 2025-25 Participation in Local Government Road Fund Program LGRF-School Bus Administered by New Mexico Department of Transportation: Ms. Weems stated the school bus agreement is a total of \$149,696.00 with the county match of \$37,424.00. Commissioner Grider made a motion to approve the resolution, with a second from Commissioner Criswell. 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 Interim County Manager Contract: Ms. Orozco requested the agreement be approved stating the special session at the last meeting appointed Mr. Patterson, but did not include a contract. Commissioner Grider made a motion to approve the contract with a second by Commissioner Criswell. Commissioner Parker asked for correction to grammar in the contract. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.
- B. Request for Approval of Eastern New Mexico University Tower Lease Agreement: Commissioner Dixon requested this item be postponed, prior to approval of the agenda.
- C. Request for Approval of Eastern New Mexico University Contract for Water Well use: Commissioner Dixon requested this item be postponed, prior to approval of the agenda.
- 9) Executive Session: At 9:50 a.m. Commissioner Dixon made a motion to go into executive session with a second by Commissioner Munoz stating 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. Those present in the executive session included the 5 commissioners and County Attorney Mr. Garcia. At 10:10 a.m. Mr. Patterson was asked to join the executive session. At 10:34 a.m. Mr. Patterson again left the executive session. At 10:52 a.m. Mr. Patterson was asked to return. At 11:13 a.m. Commissioner Parker made a motion to come out of executive session with a second by Commissioner Munoz. Commissioner Dixon 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 Dixon also stated Mr. Patterson was offered the position of County Manager beginning July 13, 2025. Mr. Patterson accepted.
- 10) Adjourn: The meeting was adjourned at 11:15 a.m.

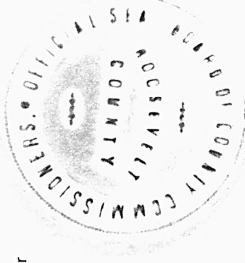
ATTEST:

BOARD OF ROOSEVELT
COUNTY COMMISSIONERS


Mahdi M. Park
County Clerk




Tina Dixon
Commission Chair



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