Tuesday September 9, 2025
County Commission Room
Roosevelt County Courthouse
Portales, New Mexico 88130

The Roosevelt County Commission met in regular business meeting on Tuesday September 9, 2025 at 9:00 a.m. in the County Commission Room with those present being: Commissioner Roy Lee Criswell, Commissioner Tina Dixon, Commissioner Malin Parker, Commissioner Fabian Munoz, County Attorney Michael Garcia, County Manager Drew Patterson, Clerk Mandi Park, Human Resources Coordinator Mary Orozco, Treasurer Victoria Ramos, Chief Deputy Treasurer Layle Sanchez, Assessor Stevin Floyd, Chief Deputy Assessor George Beggs, Detention Administrator Shayla Ramsey, Special Programs Coordinator Carla Weems, Road Superintendent Juan Dominguez, Sheriff Javier Sanchez, Chief Deputy Bryan Holmes, IT support Brandon Brooks, presenters Dean Williamson, Christina Williamson, Eric Christensen (by zoom), Peter Kelton, Joshua Framel, Jodi Diaz and community members Mike Davidson, and Ursula Parker.

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

1) **Approval of Agenda**: Commissioner Parker made a motion to approve the agenda with a second by Commissioner Munoz. 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 August 5, 2025 regular meeting with a second from Commissioner Parker. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Commissioner Dixon made a motion to approve the minutes from the September 2, 2025 special meeting with a second from Commissioner Munoz. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

3) **Approval of Payroll and Payables.**: Commissioner Criswell made a motion to approve payroll and payables from May 1, 2025 to August 31, 2025, with a second from Commissioner Parker. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

4) **Informational Items:**
A. **Presentation by: Wireless Tower Solutions Corporation**: Dean Williamson gave a presentation proposing an ordinance for wireless towers within the county, noting the benefits of having an ordinance in place for when a wireless tower company wants to locate within the county.

B. **Presentation by: NM C-Pace**: Eric Christensen presented via zoom on the Navitas purchase of the former Ethanol plant, that will be used as a bio-energy production facility. He spoke about the debt, how that debt would be paid off, the need for an ordinance, how much GRT would be generated, and how it would benefit the area economically. No action was required.

C. **Presentation by: NM Community Solar Program for Municipalities**: Michael Meade was not in attendance and no presentation was given.

D. **Roosevelt County Community Development Corporation Quarterly Update – Jodi Diaz**: Ms. Diaz gave an update and presented slides. She stated the RCCDC received a grant of $40,000.00 and recertified through NMEDD. She stated the RCCDC and the Chamber of Commerce hosted a combined annual banquet as there are many overlapping stakeholders. She stated the biggest priority is recruitment and retention of business and industry. She stated there are currently three LEDA projects in the pipeline. There were no questions for Ms. Diaz.

5) **Public Requests**: There were no public comments.

6) **Elected Officials and Department Heads Reports:**
Assessor: Mr. Floyd stated his only item is listed specifically on the agenda.

Clerk: Ms. Park also stated she only had the one item listed on the agenda.

Probate Judge: Mr. Terry was not in attendance.

Sheriff: Sheriff Sanchez reported June to August statistics, stating his office had taken 135 reports, made 8 DWI arrests, 7 arrests for assault, and varied other reports of crimes as well as traffic stops and crashes. Sheriff Sanchez also stated his deputies will conduct another DWI checkpoint on September 13, 2025.

Treasurer: Ms. Ramos stated the May general fund cash balance was $4,413,526.70 with debits of $2,851,273.43 and credits of $712,029.22 leaving and ending balance of $6,552,770.91.

Boad of Finance: At 10:06 a.m. Commissioner Dixon made a motion to go into Board of Finance meeting, with a second from Commissioner Criswell. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Ms. Sanchez reported on the investment accounts and interest earned on the various investments. At 10:007a.m. Commissioner Criswell made a motion to come out of Board of Finance with a second by Commissioner Parker. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. No action was needed as a result of the board of finance meeting.

Detenion/MAT: Ms. Ramsey stated the facility count was at 60 this morning, but that changes quickly as they were at 67 yesterday at the time she prepared her report for the meeting. The facility count was 67 with 14 female detainees and 52 male detainees. There are currently 10 out-of-county detainees housed in the facility. She stated Quay County was billed $14,375.00 for the month of July and $15,400.00 for the month of August. Ms. Ramsey stated there are 16-24 spots available to house out of county detainees at any time. Ms. Ramsey stated the detention center is fully staffed with three new hires currently in the academy and other staff doing continual training. She stated there are currently 8 participants in the MAT Program with all 8 receiving individual and group counseling and all 8 participating in yoga, with 6 receiving medications. There are also 3 detainees currently taking GED classes and 3 recent GED graduates.

DWI Compliance: Ms. Reed was not in attendance.

Finance: Mr. Patterson stated they continue to clean up past due accounts payables. He has sent some final questions to TKM regarding the LGBMS upload vs. budget actuals. He stated there is a $4.4 million dollar difference. There may be some revenue to the county that has not been reported, capital outlay projects, IRB's etc. He will follow-up.

Human Resources: Ms. Orozco reported the shared position between maintenance and road has been filled. There are three openings in administration. She stated she will be attending a PERA meeting tomorrow in Albuquerque. All other departments are staffed with the exception of the detention which currently has one opening.

Maintenance: Mr. Spinks was not in attendance.

Road: Mr. Dominguez reported progress on the TPF and LGRF projects that are due by December. Commissioner Criswell asked a few questions about roads near the Dora School, just off of NM 114. Mr. Dominguez responded by saying crews are moving that direction. They are also shredding and patching pot holes.

Special Projects: Ms. Weems stated there was nothing to report in addition to the items listed on the agenda.

Manager: Mr. Patterson gave one report above as both finance and manager.

Safety Committee: Ms. Grassel was not in attendance.

Commissioners: Commissioner Parker stated he would like to clear up any miscommunication with Ms. Spinks regarding the new employee. That new-hire will eventually work unsupervised during events at the fairgrounds and will report to both maintenance and the road department. Commissioner Parker also asked questions about the progress on the EOC at the Bonem Home and asked Ms. Ramsey if detainees could be scheduled to help with clean-up at that location as well as ahead of the shredder for the road department. Commissioner Munoz stated the city had removed public comment from their agenda for the duration of the election cycle and asked Mr. Patterson to reach out to encouraged them to open it back up. Commissioner Dixon stated she would travel with Ms. Orozco to the PERA meeting and to the Gathering of Counties at the State Fair. Commissioners discussed the possibility of getting DFA to come in and start an audit prior to the start date of a new county manager. The consensus was the sooner the better. Commissioner Munoz reported having a conflict with the next meeting date of October 7, 2025.

7) New Business:

A. Discussion and Possible Consideration for Purchase of a Tractor for Dedicated Fairground Use: Commissioner Parker made a motion that this item be tabled until a future meeting, with a second from Commissioner Criswell. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

B. Discussion and Possible Action to go out to Bid on additional Electrical and Water Hook-ups for Roosevelt County Fairgrounds: Mr. Parker made a motion to develop specification and obtain bids for additional electrical and water hook-ups for the fairgrounds, with a second from Commissioner Munoz. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

8) Contracts-Agreements-Procurements:

A. Ratification of Clerk's Signature on Memorandum of Understanding between Roosevelt County and the Secretary of State for Expenses Related to the 2025 Regular Local Election: Ms. Park requested the signature on the MOU be ratified. Commissioner Dixon made a motion to approve the signature with a second by Commissioner Criswell. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

B. Healthcare: At 10:34 a.m. Commissioner Criswell made a motion to go into Healthcare Assistance Program board meeting, with a second from Commissioner Munoz. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Ms. Weems presented eight indigent claims and recommended payment of three of the claims and denial of the remaining five claims. Ms. Weems stated one claimant was brought in by State Police and another was not a detainee at the time of service. Ms. Weems also presented a single claim from Riverside Mortuary for indigent burial totaling $1,000.00. At 10:037a.m. Commissioner Criswell made a motion to come out of HCAP with a second by Commissioner Dixon. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Commissioner Criswell made a motion to approve the HCAP claims as presented, with a second from Commissioner Munoz. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Commissioner Munoz made a motion to approve the indigent burial as requested, with a second by Commissioner Parker. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

C. Discussion and Consideration of Order to Roosevelt County Assessor to Impose Property Tax Rates Set by Department of Finance and Administration for Year 2025: Mr. Floyd stated the rates have been reviewed and look correct. The columns all add up correctly and there has been no opposition from stakeholders. Commissioner Parker made a motion to approve the order imposing property tax rates with a second by Commissioner Criswell. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

D. Chalk Hill Stock Farms Subdivision, Request for Approval of a Summary Replat of Lots 28-1 and 28-2 of the Chalk Hill Stock Farms Subdivision of Roosevelt County: Mr. Montiel requested approval of the request submitted by Jesus and Patricia Porter for the replat of 2 lots. Mr. Montiel stated there were no adverse opinions from land owners or utilities. He stated the replat had been approved by the City of Portales and all rules and regulations had been met. Commissioner Parker a motion to approve the replat with a second by Commissioner Munoz. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

E. <u>Ratification for Approval of Alcohol Consumption Permit for Public Celebration Permit Application by Roosevelt General Hospital Foundation/Enchantment Vineyards</u>: Mr. Patterson requested ratification of his signature on the permit for the RGH Foundation fundraiser event. Commissioner Criswell made a motion to ratify the signature approving the permit, with a second from Commissioner Dixon. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

F. <u>Granting Signatory Authority for Opioid Litigation and Settlement</u>: Mr. Garcia recommended granting signatory authority for opioid litigation settlement documents to the Commission Chair at this point. Commissioner Munoz made a motion to grant that authority to Commissioner Dixon, with a second by Commissioner Dixon. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

9) <u>Resolutions - Ordinances – Proclamations:</u>

A. <u>Request for Approval of Resolution 2025-27 – FY2025 Final Quarter Financial Report, Year ending June 2025</u>: Mr. Patterson requested approval of the FY25 resolution. Commissioner Parker made a motion to approve the resolution with a second by Commissioner Dixon. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

B. <u>Request for Approval of Resolution 2025-28 – A Resolution Relating to the Proposed Industrial Revenue Bonds Entitled Roosevelt County, New Mexico Taxable Industrial Revenue Bonds (San Juan Mesa Repower Project), Series 2025; Declaring the intent of Roosevelt County to Consider the Issuance of Such Industrial Revenue Bonds in an Aggregate Principal Amount up to $220,000,000.00 in Connection with a Proposed Project Located within the Boundaries of Roosevelt county for the Purpose of Inducing San Juan Mesa Wind Project, LLC to Develop the Project Site and Construct and Install the Project; Directing the County Clerk to Publish or Arrange for Publication of Notice of Intent to Consider An Ordinance Authorizing Issuance and Sale of the Bonds in a Newspaper of General Circulation within the County; and Authorizing the County Manager to Deliver Notice of the Proposed Project to Each Taxing Jurisdiction within the County as Required by Law.</u>: Mr. Kelton reminded the commission that this IRB is for the Re-Power project. Commissioner Dixon asked if the road agreement was specific to those roads in the project area, and what the school districts would receive, and for how long. Mr. Kelton reviewed the project timeline. Commissioner Parker made a motion to approve the resolution with a second from Commissioner Munoz. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

C. <u>Request for Approval of Resolution 2025-29 – Setting Fees</u>: Ms. Sanchez stated the resolution was drafted to include increased fees for credit card charges made in the treasurer's office only. There were no other changes to the content of the prior resolution. Commissioner Dixon made a motion to approve the resolution with a second by Commissioner Munoz. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

10) <u>Contracts – Agreements – Procurements:</u>

A. <u>Discussion and Possible Consideration of Road Use Agreement Between Roosevelt County and Blackwater Solar Center, LLC</u>: Mr. Kelton stated the project is not ready to close on the full IRB, but wanted to get approval of the Road Use Agreement sooner rather than later in order to keep the project moving forward. Commissioner Parker made a motion to approve the road use agreement, with a second from Commissioner Munoz. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

B. <u>Request for Approval of Renewal of Tower Lease Agreement between Eastern New Mexico University and Roosevelt County</u>: Ms. Weems stated the agreement is for term of ten years with a renewal for a five-year term, with the only updates being to the contact information for both the county and the university. Commissioner Dixon made a motion to renew the lease agreement, with a second from Commissioner Criswell. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

C. <u>Request for Approval of Renewal of Tower Lease Agreement between Eastern New Mexico University and Roosevelt County</u>: Ms. Weems stated the agreement is for term of ten years with a renewal for a five-year term, with the only updates being to the contact information for both the county and the university. Commissioner Dixon made a motion to renew the lease agreement, with a second from Commissioner Criswell. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

D. <u>Request for Ratification of Contract Between Roosevelt County and Paycom</u>: Ms. Orozco requested ratification of the contract between Roosevelt County and Paycom for payroll services. Ms. Orozco stated Paycom is a payroll processing company that will handle payroll processing and benefits administration for staff at a cost of $17,000.00 annually after the initial year at $19,000.00. This will reduce the workload for human resources allowing her to focus on recruitment, retention and onboarding. It will also prevent missed deadlines and solve other on-going issues with reporting. After some discussion, commissioner Parker made a motion to ratify the contract upon review and subject to approval of the county attorney, with second from Commissioner Dixon. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

11) <u>Media Communication</u>: No media was present.

12) <u>Executive Session</u>: At 11:48 am Commissioner Dixon made a motion to go into executive session with a second from Commissioner Criswell, stating only the items specifically listed on the agenda will be discussed in the closed session. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Those present for the executive session were the four commissioners and Mr. Garcia. At 12:56 p.m. Mr. Patterson was called into the executive session. At 1:01 p.m. Commissioner Dixon made a motion to come out of executive session, with a second by Commissioner Parker. 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 executive session, and as a result no action was needed and no action was taken. She stated an offer was made to an individual for the position of Interim County Manager and they are awaiting a response.

13) **Adjourn:** The meeting was adjourned at 1:03 9.m.

ATTEST:

Mandi M. Park

Mandi M. Park
County Clerk

ROOSEVELT COUNTY CLERK N.M. SEAL

BOARD OF ROOSEVELT
COUNTY COMMISSIONERS

Tina Dixon

Tina Dixon
Commission Chair