

Tuesday October 7, 2025  
County Commission Room  
Roosevelt County Courthouse  
Portales, New Mexico 88130

The Roosevelt County Commission met in regular business meeting on Tuesday October 7, 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 by phone, Interim County Manager Layle Sanchez, Clerk Mandi Park, Human Resources Coordinator Mary Orozco, Treasurer Victoria Ramos, Assessor Stevin Floyd, Detention Administrator Shayla Ramsey, Special Programs Coordinator Carla Weems, Road Superintendent Juan Dominguez, Sheriff Javier Sanchez, and community members Laurie Collins, Debbie Gentry, Mike Davidson, Angie Smith, and Alan Carter.

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

Invocation – Commissioner Criswell

Pledge – Commissioner Dixon

1) **Approval of Agenda:** Before asking for a motion to approve the agenda, Commissioner Dixon asked why the executive session was in the middle of the agenda. Ms. Sanchez replied there was necessary discussion with the attorney regarding one of the resolutions, that was to be voted on, further down the agenda. Commissioner Criswell made a motion to approve the agenda with a second by Commissioner Grider. 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 September 9, 2025 regular meeting. Commissioner Parker requested a correction to item 7b. Clerk Park clarified with Commissioner Parker the intent of the motion for item 7b. Commissioner Parker asked Commissioner Criswell to amend the motion to move the approval to the next meeting pending correction. Commissioner Criswell did so, with a second from Commissioner Parker. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Commissioner Parker made a motion to approve the minutes from the September 25, 2025 special meeting with a second from Commissioner Criswell. Commissioner Grider-Yes, 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 September 1, 2025 to September 30, 2025, with a second from Commissioner Munoz. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

4) **Informational Items:** There were no informational items.

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

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

**Clerk:** Ms. Park stated early voting had started this morning. Poll Official training is October 16, 2025. Early voting at the alternate location starts on October 18, 2025. Election Day is November 4, 2025. Ms. Park stated the candidate forum held last week went well, but noted the municipal candidates are not the only thing on the ballot. She stated county residents not within the municipalities of Portales, Floyd, Dora and Elida also have school board, school bond, hospital and soil and water conservation districts on their ballot.

**Sheriff:** Sheriff Sanchez did not have a report, but has a resolution further down the agenda.

**Detention/MAT:** Ms. Ramsey stated the facility count was at 69 this morning, but that changes quickly as they were at 75 last week. The facility count was 69 with 16 female detainees and 53 male detainees. There are currently 14 out-of-county detainees housed in the facility. She stated Quay County was billed \$36,225.00 for the month of September. Cannon Air Force Base was billed \$5,250.00. Chaves County was billed \$9,975.00. Ms. Ramsey stated the facility is fully staffed with one in the academy and one recent graduate. She stated there are currently 13 participants in the MAT Program with all 13 receiving individual and group counseling and all 13 participating in yoga, with 6 receiving medications. There are also 3 detainees currently taking GED classes.

Ms. Ramsey gave the FY26 1<sup>st</sup> Quarter restrictive housing report, stating there were no detainees in restrictive housing for quarter one, July 1, 2025 to September 30, 2025. Ms. Sanchez will file Ms. Ramsey's report with Department of Corrections.

**DWI Compliance:** Ms. Reed and Ms. Jimenez were not in attendance.

**Human Resources:** Ms. Orozco reported the admin assistant position had been filled, Ms. Valenzuela from the Assessor's office moved upstairs as of yesterday. The position in the Assessor's office has also been filled. That candidate starts on October 20, 2025.

**Road:** Mr. Dominguez reported progress on the TPF and LGRF projects that are due by December. He stated they are hauling caliche to South Roosevelt Road 8. It is ready for chip-seal. The two miles of Road 4, which is LGRF is nearing completion. He stated South Roosevelt Road V from NM 236 to South Roosevelt Road 6 is next in line. He stated blades are on their routes. He stated a tree-trimming crew is working ahead of the road crews to prepare for the work to be done. Mr. Dominguez stated 77 loads had been hauled to state line road and 30 loads will be needed on South Roosevelt Road O. They are also patching potholes and shredding ditches that are dry enough to shred.

**Special Projects:** Ms. Weems provided a detailed report on the many grant projects currently in progress, funding sources, amounts, timelines, delays and obstacles, etc. as follows:

- **FY22 - Capital Outlay (G3157) \$490K** is a reimbursement grant for County Road Rehabilitation. The Grant Agreement and resolution were signed November 2022. Work and the Grant are to be closed out by June 30, 2026. Work is in progress.
- **FY23 - Capital Outlay (H3344) \$400K** is a reimbursement grant for County Road Maintenance. The Grant Agreement and resolutions were signed August 2023. Work and the Grant are to be closed out by June 30, 2027. Work is in progress.
  - FY25 – LGRF (CAPS) – Closeout by 12/31/2025 - \$ 260,144
  - FY25 – LGRF (COOP) – Closeout by 12/31/2025 - \$100,000
  - FY25 LGRF (SB) – Closeout by 12/31/2025 - \$126,000
  - TPF (Transportation Project Fund) FY2025 – \$1,922,466 Total Project. Grant and Resolution signed October 2024. Disbursement of \$1,826,342.70 and the NTP received May 2025. Closeout by June 30, 2027.
  - FY24 – Capital Outlay (I3298) Roads-Distributor – Resolution and Grant July 2024. Closeout by 6/30/2026 – Equipment purchased and reimbursed October 2024. Balance \$48,802.61 (Approved to purchase a pull-behind oil tank to increase capacity).
  - FY24 – Capital Outlay (I3065) Roads-Chip Spreader – Resolution and Grant July 2024. Closeout by 6/30/2026 – Equipment purchased and reimbursed February 2025. Balance \$106,179.16 (price decrease). Funds can only be used to purchase and equip, can't be used for any other equipment.
  - FY25 – Capital Outlay (J3091) Courthouse Renovations (Exterior Brink) \$600,000. Grant Agreement later on the agenda.
  - FY25 – Capital Outlay (J3285) – Road Improvements \$525,000. Grant Agreement and Resolution will be presented at the next meeting.
  - FY24 CDS – Detention Center Plumbing/Electrical Upgrades –Applied for \$500,000 in March 2023 for CDS (Congressional Direct Spending-Senator Heinrich) funding. This type of funding has many steps to the process. April 2024 received notification that the project was selected to received \$275,00 with the remaining \$225,00 our match. The letter advised that we need to submit an application on other required documents. These were submitted in May 2024. There was a delay in the program manager determining if the project would require an architectural survey and environmental study. May 2025 program manager determined that these were not required. September 2025 completed additional required documents. Oct 1, 2025 received an email that she had been furloughed due the federal government shutdown. Waiting on USDA for the next steps in the process.
  - AOC – Jury Deliberation Renovation – Intergovernmental Agreement October 2024 for \$429,015.50 (50%) Funding of the estimated cost of \$858,031. The project is waiting on the plans/specs and bidding documents to move forward with procurement. Funding is to AOC through 2023 Legislative Regular Session HB2.
  - Exterior Courthouse Doors Replacement – Local Funding. The project is waiting on the architect to complete the plans/specs and bidding documents which include approval from the historical society to be able to move forward with procurement.

Grant and Resolution signed in July 2025; Still need Clearances from 6 agencies and grant program approval and notice to proceed, before any work can start on the following:

- FY26 – LGRF (CAPS) - \$311,052
- FY26 – LGRF (SB) – \$149,700
- FY26 – LGRF (COOP) – \$149,287
- FY26 – Clean & Beautiful Grant - \$31,100 applied for but received \$3,600.00, 2<sup>nd</sup> Phase Turf not awarded, bench and trash receptacle of recycled materials).

Grant Funding Applications Submitted for the following:

FY26 – TPF \$1,968,580, road maintenance. We were not awarded as we have received funding back-to-back.

FY26 – ALTSD -Capital Outlay - \$50,000 (Los Abuelitos – ICIP Request-HVAC and ADA doors)

FY26 – RAID - \$13,500 (Tire Abatement) -Waiting on notification.

FY26 – (CDS) Congressionally Directed Spending Requests: Resubmitted FY25 Courthouse Brick Repointing, Emergency Sirens, Arch 2<sup>nd</sup> Main, & added the smooth drum Soil Compactor to Senator Lujan, Senator Heinrich and Representative Leger-Fernandez

- New Mexico Clean and Beautiful (NMC&B), requested \$35,000.00 but was only awarded \$3,600.00. We are currently trying to figure out a way to fully fund the proposed project from other sources or reduce the scope of work to utilize the funding that was awarded.

**Manager:** Ms. Sanchez reported she and Ms. Weems had traveled to Chaves County to meet with their finance team and county manager for budget training, to be able close out FY-25. She thanked the team at Chaves County for their help. She stated she was able to close out FY25 on September 29, 2025 ahead of the September 30 deadline.

**Commissioners:** Commissioner Parker asked about a check on the report for \$3,100.00 for a lift kit. Ms. Weems responded it was a necessary modification to a brush truck for the Arch Fire Department. Commissioner Dixon thanked everyone for pulling together and helping the administration office during this transition period.

## 7) **Old Business**

**A. Discussion and Possible Consideration for Purchase of a Tractor for Dedicated Fairground Use:** The quotes Commissioner Parker brought to the last meeting were expired. The discussion was table at the prior

meeting. Commissioner Parker will provide new quotes. Commissioner Parker made a motion to move forward with the purchase of a tractor for the fairgrounds, with a second from Commissioner Munoz. Commissioner Grider-Yes, 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:** Commissioner Parker noted this item was the correction made to the September 9, 2025 minutes for additional electrical and water hook-ups for the fairgrounds. Ms. Park stated the correction to the minutes would be approved at the next meeting and no action was necessary on this item.

8) **New Business:**

A. **Presentation and Request for Approval of FY25 Capital Asset Inventory Listing:** Ms. Sanchez stated the approval of the asset inventory is a necessary part of the audit that was not done in 2024. She requested approval of the asset list at this time. Commissioner Dixon made a motion to approve the asset list, with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

9) **Executive Session:** At 9:43 am Commissioner Dixon made a motion to go into executive session with a second from Commissioner Grider, stating only the items specifically listed on the agenda will be discussed in the closed session. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Those present for the executive session were the five commissioners and Mr. VanVleck (by phone) and Ms. Sanchez. At 10:05 a.m. Ms. Weems was called into the executive session. At 10:32 a.m. Ms. Weems and Ms. Sanchez left and Mr. Dominguez was called into the executive session. At 11:13 a.m. Mr. Dominguez left and Ms. Orozco was called in. At 11:10 a.m. Commissioner Dixon made a motion to come out of executive session, with a second by 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 executive session, and as a result no action was needed and no action was taken.

Commissioner Grider left the meeting at 11:11 am, following the executive session.

10) **Resolutions - Ordinances – Proclamations:**

A. **Request for Approval of Resolution 2025-30 –Establishing Double-Time Pay Rates for Overtime Worked or Events Hosted at the Roosevelt County Fairgrounds:** Sheriff Sanchez requested approval of the resolution, stating it incentivize deputies to work those events instead of taking time off to attend events with their families. It would also boost morale and aid in retaining qualified deputies. Sheriff Sanchez stated it was within the university's planned budget to over the cost of overtime for security for the upcoming event. Commissioner Parker stated he would like to see it reviewed on a case-by-case basis so that it would not be un-affordable for small events. Commissioner Dixon made a motion to table the resolution until it has been reviewed and approved by the attorney, with a second by Commissioner Parker. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

B. **Request for Approval of Resolution 2025-31 – A Resolution Establishing the Finance Director as a Position Appointed by the County Commission:** Commissioner's felt like this resolution would protect the finance position. Commissioner Criswell made a motion to approve the resolution with a second from Commissioner Dixon. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

C. **Consideration of Proclamation Declaring November 1, 2025 as "Walk to End Alzheimer's Day" in Roosevelt County:** Commissioner Dixon introduced the proclamation, Commissioner Parker read it aloud. Commissioner Dixon made a motion to approve the proclamation with a second by Commissioner Parker. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

11) **Contracts-Agreements-Procurements:**

A. **Discussion and Consideration of Renewal of Contract with NM Local Government Law, LLC:** Ms. Sanchez stated the contract is a renewal of the prior agreement with the attorney for legal services. Commissioner Dixon made a motion to approve the contract renewal with a second by Commissioner Criswell. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

B. **Request for Approval of Franchise Agreement with Comcast Cable Communications Management LLC:** Ms. Sanchez stated there are 2 versions of the franchise agreement for consideration in the packet. She stated the difference between the two is a franchise fee which would be passed on to the customer. Mr. Van Vleck recommended consideration of the agreement that included the franchise fee. Commissioner Parker made a motion to approve the order imposing property tax rates with a second by Commissioner Munoz. Commissioner Criswell-No, Commissioner Dixon-No, Commissioner Parker-Yes, Commissioner Munoz-Yes. The motion died with a tie vote.

C. **Request for Approval of New Mexico Capital Outlay Grant Agreement between the State of New Mexico, Department of Finance and Administration and Roosevelt County in the Amount of \$600,000.00 to Plan and Construct, Renovate, Furnish and Equip the Historic County Courthouse in Portales, Roosevelt County:** Ms. Weems requested approval of the grant agreement stating this is the award for the brick repointing for the courthouse that has been in the works for some time and has a four-year term for the work to be completed. Commissioner Dixon made a motion to approve the grant agreement with a second by Commissioner Munoz. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

D. **Discussion and Approval of Memorandum of Agreement by and between the City of Portales, City of Clovis, County of Roosevelt, County of Curry, for the Purpose of Effectuating the Completion of Department of Defense Office of Local Defense Communities Cooperation (hereinafter "OLDCC"):** There was some discussion about the expected contribution and participation, but there was consensus to continue support of Cannon Air Force Base through the approval of the MOA. Commissioner Parker made a motion to approve the agreement,

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

Commissioner Munoz left the meeting at 11:55 pm.

E. **Discussion and Approval of BHRIA Funding Opportunity Letter of Commitment:** Commissioner Dixon requested additional information prior to approval of the commitment of funds. Ms. Sanchez stated the request was for a commitment of \$6,000.00 which is a 25% match of the \$45,000.00 grant Curry County is seeking. Commissioner Dixon made a motion to table the item pending additional information, with a second by Commissioner Parker. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes.

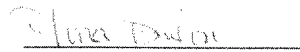
12) **Media Communication:** No media was present.

13) **Adjourn:** The meeting was adjourned at 12:01 p.m.

ATTEST:

BOARD OF ROOSEVELT  
COUNTY COMMISSIONERS

  
Mandi M. Park  
County Clerk

  
Tina Dixon  
Commission Chair

