

Tuesday December 16, 2025  
County Commission Room  
Roosevelt County Courthouse  
Portales, New Mexico 88130

**\*Annual Commissioner Detention Center Inspection at 5:00 p.m. prior to the start of the commission meeting.**

Those in attendance for the detention center inspection were Commissioner Paul Grider, Commissioner Roy Lee Criswell, Commissioner Tina Dixon, Commissioner Fabian Munoz, Clerk Mandi Park, Administrator Ramsey, MAT Program Coordinator Kitsa Thornton, Sgt. Cassidy, and Officer Fleming. At 5:00 p.m. all in attendance toured the facility lead by Sgt. Cassidy. The facility was very clean and quiet. Staff and detainees were serving dinner. The tour started at intake, we walked through the MAT program class room, the outdoor recreation area, the hallways, kitchen, laundry, MAT program office and counseling area as well as the medical area. The tour continued through master control, where we saw updated and bigger monitors and a much better view of the facility from prior years. In master control, we noticed several dayrooms were praying over their meal. While not all joined, all were welcome to pray if they chose to do so. The guards were included in the prayer in one of the dayrooms. Those not participating were respectful of those who did. It was nice to see. The tour concluded with a demonstration of the body scanner back at intake.

The inspection concluded at 5:32 p.m.

The Roosevelt County Commission met in regular business meeting on Tuesday December 16, 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 Manager Meadow Forget, County Attorney Michael Garcia by zoom, Clerk Mandi Park, Road Superintendent Juan Dominguez, Assessor Stevin Floyd, Deputy Assessor Tasha Grassel, Detention Administrator Shayla Ramsey, Special Programs Coordinator Carla Weems, DWI Program Coordinator Darla Reed, Laurie Collins, Sheriff Javier Sanchez, Deputy Daniel Boan, Arch Fire Chief Jay Lang, Arch EMS Director Hugh Frank, and Kellie and Russell Bilberry with Milnesand Fire Department, and Eastern New Mexico News reporter Sage Grabowsky.

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

Invocation – Commissioner Grider

Pledge – Commissioner Dixon

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

3) **Approval of Payroll and Accounts Payables for November 1-30, 2025:** Commissioner Criswell made a motion to approve both the payroll and the payables for November with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

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

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

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

**Assessor:** Mr. Floyd did not have a report.

**Clerk:** Ms. Park reminded the commission of the dates of the legislative conference, January 19-22, 2026 and stated she and Ms. Beggs would be attending. Ms. Humpe will cover the office and hopefully there will be a new-hire in place by that time so that she is not alone in the office.

**Sheriff:** Sheriff Sanchez did not have a report.

**Treasurer / Board of Finance:** Ms. Ramos was not in attendance.

**Detention / MAT:** Ms. Ramsey did not have a report. Commissioner Criswell thanked Ms. Ramsey for the walk-through of the detention center, noting it was clean and quiet. Ms. Ramsey invited commissioners and staff to a Christmas party for the staff next week.

**DWI Compliance:** Ms. Reed did not have a report, but noted she has a proclamation further down the agenda.

**Finance:** Ms. Weems did not have anything to report for finance.

**Human Resources:** Ms. Orozco was not in attendance as she is at SHRM training in Dallas TX this week.

**Maintenance:** Mr. Spinks was not in attendance.

**Road:** Mr. Dominguez stated it is time to start planning LGRF projects for FY27. He asked Commissioners to be thinking about projects that they would like to see on the list. Commissioner Grider reminded everyone that we have a road workshop planned for January. Commissioner Parker stated he had been asked by Representative Zamora to add SRR A from NM 202 to NM 88, which is state-line road, to the priority list. That stretch of road is nine miles long and very sandy. Mr. Dominguez stated the work that has already been done on one mile of that road cost about eighty thousand dollars, due to the need for a layer of big cobblestone and then a layer of crushed compacted caliche. Commissioner Parker would like to see the bad spots repaired, but not necessarily commit the nearly one million dollars necessary to complete the entire road. He noted there are only two residents, and a feed yard out there.

**Special Projects:** Ms. Weems did not have a report.

**Manager:** Ms. Forget stated she along with Commissioner Dixon and Commissioner Munoz had attended the meeting in Tucumcari earlier today. She stated that went well. She said there is a legislative breakfast scheduled for tomorrow. Ms. Forget stated she had information on the insurance pool board proposed changes to share with the commission. She will send that by email, along with a copy of a resolution being circulated by another county opposing some of the changes.

**Commissioners:** Commissioner Grider asked that the night meetings be switched back to daytime meetings as there has not been an increase in participation at night meetings. He asked that it be placed on the agenda for the next meeting. Commissioner Parker asked Mr. Garcia if he had any additional information on the GRT from the Melrose Range. Mr. Garcia stated he had spoken with New Mexico Taxation and Revenue and they said Roosevelt County is receiving GRT from operations. Commissioner Grider noted that there is a difference between operations and construction, stating there has been a lot of caliche hauled in for road construction and other type projects. The law dictates that GRT be applied at the location of the projects. Commissioner Parker asked Mr. Garcia to ask NMTRD to provide proof that Roosevelt County has received GRT payments from the Melrose Range. Mr. Parker asked Mr. Garcia if he or Mr. VanVleck have made any progress on the updates to the personnel policy. Mr. Garcia stated he has not been a part of that update, but will follow-up with Mr. VanVleck. Commissioner Parker asked Ms. Ramsey the status of the portable buildings. Ms. Ramsey stated they are trying to figure out how to get them here, as the person who was going to provide transport is no-longer able to do so. She is also not sure where the funding will come from for the transportation of the donated buildings. Commissioner Parker asked that Ms. Ramsey bring Ms. Forget up to speed on that project. Commissioner Parker asked Ms. Forget for an update on the electrical bids for the fairgrounds. Ms. Forget responded, we must provide first quarter reporting to DFA before we can make any budget adjustments, for projects like the tractor and the electrical. Ms. Forget stated Ms. Weems is working on the leg work to have the bid plans ready to go. Commissioner Parker stated there has been an issue with security at the Arch Fire Department and asked Ms. Forget to work with Chief Lang to look into the cost of security cameras. He also asked what Surplus City LLC is. Mr. Frank responded, it is one of the Ace Hardware purchasing invoices. Commissioner Dixon noted the need to work on the land use policy and include the soil and water conservation districts in the planning process for these wind and solar projects. Commissioner Dixon stated she and Commissioner Munoz, members of the Assessor's office, Ms. Forget and representatives from San Juan Mesa project met yesterday and have a second meeting scheduled for January 7, 2026. She stated the project will not re-use the pads that are in place from the smaller turbines for the re-power project. In Chaves County, they were chopping the old blades in the open without containing the debris. Chaves County had to impose a cease-and-desist order to stop that manner of disposal of the old blades. She stated she did not want to see Roosevelt County become a dumping ground for wind and solar projects. Mr. Garcia stated the land use plan may not address turbine blade disposal. He suggested review of the agreements made with the companies at the beginning of the project for the end-of-life plan for the project. Commissioner Criswell agreed, and stated if it is not the blades, it will be the solar panels. Commissioner Dixon thanked everyone who participated in the parade.

7) **Old Business:** There was no old business to discuss.

8) **New Business:**

A. **Detention Center Report:** Commissioner Dixon thanked Ms. Ramsey for the tour at the annual inspection of the detention center. Ms. Forget will follow-up to submit the minutes of the annual inspection to NMC to be included in the accreditation file.

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

A. **Request for Approval of FY27 EMS Fund Act Local Funding Program Application for Milnesand Volunteer Fire Department:** Ms. Kellie Bilbrey asked for approval of the application to be submitted to State EMS, stating the request is for \$61,000.00. She stated the ask includes \$10,000.00 for ambulance maintenance including new tires. It also includes \$3,000.00 for conferences, training and travel. The balance would be for supplies. Ms. Bilbrey thanked the Sheriff's Office for their support on accident scenes with traffic control, etc. in keeping their volunteers safe. 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.

B. **Request for Approval of FY27 EMS Fund Act Local Funding Program Application for Arch Volunteer Fire Department:** Mr. Hugh Frank stated the ask for the Arch Volunteer Fire Department is very similar to Milnesand's ask. He did not yet have a full proposal which is due January 16, 2026, but he is currently working on the proposal which will include ambulance expenses. Commissioner Munoz made a motion to approve the application, with a second from Commissioner Parker. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

C. **Request for Ratification of Grant Application for Funds from EMS Bureau for and Ambulance Purchase:** Mr. Hugh Frank stated the application was due and submitted yesterday. The request is from the special funds for vehicle purchase. There is \$210,000.00 available with a 25% match. They have \$20,000.00 funded by the commission last year to roll toward that purchase. The approximate cost is \$290,000.00. Commissioner Munoz made a motion to ratify the signature on the application, with a second from Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

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

A. **Request for Approval of Proclamation Naming December "Drunk and Drugged Driving Prevention**

**Month:** Ms. Darla Reed read the proclamation aloud. She stated there have been 3 alcohol or drug related fatalities in Roosevelt County in 2025. She stated it is important to get back to zero fatalities. Commissioner Grider

made a motion to approve the resolution, with a second by Commissioner Parker. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

11) **Media Communication:** Reporter Sage Grabowsky was present for the Eastern New Mexico News, but did not have any clarifying questions for the commission.

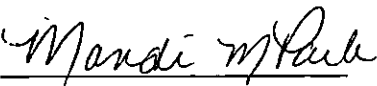
12) **Executive Session:** At 6:46 p.m. Commissioner Grider made a motion to go into executive session with a second from Commissioner Parker. Commissioner Dixon stated only the items specifically listed on the agenda will be discussed in the closed session. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Those present for the executive session were the five commissioners, Ms. Forget, and Mr. Garcia. At 7:23 p.m. Commissioner Parker made a motion to come out of executive session, with a second by Commissioner Grider. 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. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

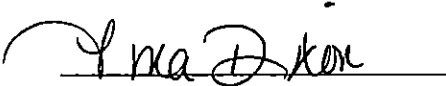
A. No action was taken, but as a result of the closed session, action is needed. Commissioner Dixon made a motion to allow Ms. Forget to open a Seasonal Temporary Financial Specialist position, with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

13) **Adjourn:** The meeting was adjourned at 7:24 p.m.

ATTEST:

BOARD OF ROOSEVELT  
COUNTY COMMISSIONERS

  
Mandi M. Park  
County Clerk

  
Tina Dixon  
Commission Chair

