

Tuesday March 3, 2026  
County Commission Room  
Roosevelt County Courthouse  
Portales, New Mexico 88130

The Roosevelt County Commission met in regular business meeting on Tuesday March 3, 2026 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 Manager Meadow Forget, County Attorney Randall Van Vleck, Clerk Mandi Park, Administrative Assistant Ilene Boband, Treasurer Victoria Ramos, Deputy Treasurer Layle Sanchez, Detention Administrator Shayla Ramsey, Special Programs Coordinator Carla Weems, Assessor Stevin Floyd, Human Resources Coordinator Mary Orozco, GIS Technician Johnny Montiel, Sheriff Javier Sanchez Mayor Mike Davidson, Arch Volunteer Fire Chief Jay Lang, Portales Fire Chief Timothy Cathey, Judge Donna Mowrer, Court Finance Administrator Lucy Valenzuela, community members Wes Weems, Billy Bagwell, and Patrick Lucero and Sharna Gardner, staff reporter with the Eastern New Mexico News.

Commissioner Grider was absent.

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

Invocation – Commissioner Criswell

Pledge – Commissioner Dixon

- 1) **Approval of Agenda:** Ms. Forget requested the agenda be amended, with item 9a to read “Notice of Intent to Adopt Ordinance 2026-01 Red Flag Open Burn Ban and permission to publish.” Commissioner Parker made a motion to approve the agenda as amended with a second by Commissioner Criswell. 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 February 17, 2026 regular meeting, with a second from Commissioner Munoz. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.
- 3) **Approval of Payables and Payroll:** Commissioner Criswell made a motion to approve the payables and payroll for January 1-31, 2026 with a second from Commissioner Parker. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

4) **Public Requests:** Wes Weems stated the fair board found the Murray Jeffries Stage at the slab at the fairgrounds to be in need of some repair to make sure it is safe for performers. He brought a quote for \$1,200-1,300. The quote was given to the county manager. Mr. Weems also commended elected officials for working together with the City and County to accomplish some shared goals.

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

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

**Clerk:** Ms. Park stated candidate filing day is March 10, 2026. She stated she has not yet received the MOU from the Secretary of State’s Office, but would get it on the agenda when it is received. She stated she has not yet received dates or a location for election school, but she and her staff are planning to attend when dates are announced, very likely early April. April 2, 2026 is the NMC Regional Legislative meeting for our area to be held in Roswell. Ms. Park stated early voting will begin May 5, 2026 and election day is June 2, 2026.

**Detention / MAT:** Ms. Ramsey reported a facility count of 55 detainees including 45 males and 10 female detainees in custody. Eight of those are out-of-county detainees. She stated billing for February was \$8,225.00 billed to Quay County, and \$9,800.00 billed to both CAFB and Chaves County. Ms. Ramsey stated the facility is fully staffed. She stated there are 13 participants in the MAT program. There are 11 male participants and 2 female participants, with one participant receiving medication. All 13 are participating in art, yoga, group counseling and individual counselling. There are also 3 detainees participating in GED classes.

**DWI / Compliance:** Ms. Reed was not in attendance.

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

**Human Resources:** Ms. Orozco reported filling 3 openings, one in the Road Department, the Compliance Officer, and the part-time position in the Treasurer’s Office. Ms. Orozco stated there are application for the finance position, including new leads from the job fair at CAFB. Mr. Orozco stated she has been working with Mr. Van Vleck to update the personnel policy. Commissioner Parker asked when that might come to the commission. Ms. Orozco replied soon, within the next few meetings. Ms. Park reminded the commission the personnel policy is an ordinance and must be modified by ordinance, which requires notice of intent and publication.

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

**Road:** Mr. Dominguez stated crews are on their routes and working on preventative maintenance. He stated they have been removing tumbleweeds and assisted firefighters over the weekend. Commissioner Criswell asked Mr. Dominguez to have the crews checking cattle guard which may be filling up due to recent winds. Commissioner Parker asked about the status of the project on Road 8. Mr. Dominguez stated it would be a few weeks, as it needs to be warmer to do the work.

**Sheriff:** Sheriff Sanchez did not have a report, but was asked by Commissioner Criswell if anyone had been caught on the stolen items in his district. Sheriff Sanchez stated one person had been arrested on multiple charges and was in custody for those charges including theft.

**Special Projects:** Ms. Weems stated the list of grants, application deadlines, project timelines, etc. was included in the packet. There are many projects open in various stages, some coming to close. She asked if the commission would like to review them in depth or a short summary. Commissioners stated they had reviewed the packet and

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only had a few questions for Ms. Weems. She stated the Local Government Road Fund, and the New Mexico Clean and Beautiful applications for the next round are coming soon. Ms. Weems stated she will have resolutions for those applications on the agenda in the near future.

**Treasurer / Board of Finance:** Ms. Ramos presented the general fund balances for the months of September, October, November and December 2025. Ms. Ramos stated the beginning balance as of September 1, 2025 was \$5,904,685.59 with debits of \$8,041,784.32 and credits of \$3,269,978.16 leaving an ending balance of \$10,676,491.75 as of December 31, 2025. Ms. Ramos stated the representative from New Mexico Taxation and Revenue Department Property Tax Division is working in Roosevelt County to collect the 2022 delinquent accounts. She stated there are currently 33 properties on the list that will go to auction later this spring if not collected. There were no questions for Ms. Ramos.

**Manager:** Ms. Forget stated she has been busy with meetings. She stated they are working to fill the Finance position. She stated she and Ms. Park are working with a vendor to update the website and bring it into compliance for ADA requirements. She will bring a quote and additional information to the budget workshop. She stated she is working with the chamber of commerce to host a legislative reception or breakfast as a follow-up to the session. She stated they are seeking approval for a fairgrounds manager, and working on a job description for that position. Commissioner Criswell asked Ms. Forget when to expect the audit report from FY25. Ms. Forget stated a date has not been set, but hopefully soon.

**Commissioners:** Commissioner Criswell thanked NextEra, the Dora Volunteer Fire Department and others for their help with a fire earlier this week that threatened the Dora water well system. He thanked Kenneth Cox for bringing his blade and cutting a boundary. He commended all who have helped. Commissioner Munoz stated he may not be available for next meeting scheduled for March 17, 2026. Commissioner Munoz stated following the road workshop last month, he and others went to the fairgrounds to look at Lime Street. They have since met with area business, the city public works department, Mayor Davidson and others, to work on the drainage issues on Lime Street and near the BNSF railroad crossing at that intersection to enhance the entrance to the fairgrounds. Commissioner Parker asked Ms. Weems if they are any closer to getting the bids out for electrical and water hook-ups at the fairgrounds? Ms. Weems replied they need the architect to provide a scope of work so that an ITB could be published. Commissioner Parker asked what could be done to move that process along. Ms. Forget suggested approval of the fairgrounds manager position that is further down the agenda. Commissioner Parker requested a walk-through the fairgrounds with the fairgrounds manager to identify needed upgrades. Mr. Van Vleck noted, if there is a quorum of commissioners in attendance, they must meet all of the requirements of the Open Meetings Act, including public notice, an agenda and recorded minutes. Commissioner Parker asked that a special meeting be scheduled. Commissioner Dixon stated she had been to the NACO Conference in Washington DC. She was able to meet with representatives and discuss land use plans and the opposition to the proposed NEITC project. She felt it was a productive conference.

6) **Old Business:** none

7) **New Business:**

A. **Request for Approval of Arch Volunteer Firefighters Annual PERA Reporting:** Chief Lang requested submission the annual PERA reporting for Arch volunteer firefighters. Commissioner Parker made a motion to approve the request, with a second from Commissioner Munoz. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

B. **Request for Approval of the Submission of the FY26 Law Enforcement Protection Fund Application for the Sheriff's Office:** Sheriff Sanchez requested permission for the submission of the yearly LEPF application, stating it is the same as in prior years. Commissioner Dixon made a motion to approve the request, with a second from Commissioner Parker. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

C. **Organizational Chart:** Ms. Orozco stated the proposed changes are to bring the finance administrator back under the supervision of the county manager and the creation of a part-time fairgrounds manager position to report to the county manager. Commissioner Dixon made a motion to approve the request, with a second from Commissioner Criswell. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

8) **Contracts – Agreements - Procurements:**

A. **Request for Approval of award of ITB 2025-01 Roosevelt County Jury Deliberation Room Renovation to EXP New Mexico LLC for \$365,350.00:** Ms. Weems requested approval of the bid award to EXP New Mexico LLC. Commissioner Criswell made a motion to approve the award, with a second by Commissioner Munoz. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

B. **Memorandum of Agreement between the 27<sup>th</sup> Special Operations Wind and Roosevelt County Detention Center:** Ms. Ramsey stated the MOA is an annual renewal for housing detainees for Cannon Air Force Base. Commissioner Criswell made a motion to approve the agreement, with a second by Commissioner Parker. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

9) **Request for Approval of Ordinance 2026-01 Red Flag Open Burn Ban:** Ms. Forget requested this item be changed to read "Notice of Intent to Adopt Ordinance 2026-01 Red Flag Burn Ban and Permission to Publish Notice," prior to approval of the agenda. Ms. Forget stated the intent of the ordinance is prevention of wildfire as a result of intentional burning. Ms. Forget stated this ordinance is actually less restrictive than other burn bans as it is only in effect when there is a Red Flag Warning issued by the National Weather Service, in effect. Commissioner Criswell made a motion to approve the publication of the notice of intent to adopt the ordinance, with a second by Commissioner Munoz. Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

10) **Media Communication:** Ms. Gardner was present, but did not have questions at the time.

11) **Adjourn:** The meeting was adjourned at 9:57 a.m.

ATTEST:

BOARD OF ROOSEVELT  
COUNTY COMMISSIONERS

*Mandi M Park*

Mandi M. Park  
County Clerk

*Tina Dixon*

Tina Dixon  
Commission Chair

