

Tuesday March 17, 2026  
County Commission Room  
Roosevelt County Courthouse  
Portales, New Mexico 88130

The Roosevelt County Commission met in regular business meeting on Tuesday March 17, 2026 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 Manager Meadow Forget, County Attorney Randall Van Vleck, Clerk Mandi Park, Administrative Assistant Ilene Boband, Special Programs Coordinator Carla Weems, Assessor Stevin Floyd, Human Resources Coordinator Mary Orozco, Court Compliance Officer Dustin Fite, Road Equipment Operator Alonso Munoz, GIS Technician Johnny Montiel, Sheriff Javier Sanchez, Chief Deputy Bryan Holmes, Road Superintendent Juan Dominguez, Finance Consultant Liliana Rivera, presenters Robert Perez, and Tracy Huhn with Schneider Electric, community members Brianna Munoz and Mayor Mike Davidson, and Sharna Gardner, staff reporter with the Eastern New Mexico News.

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

Invocation – Commissioner Grider

Pledge – Commissioner Dixon

**1) Approval of Agenda:** Commissioner Dixon made a motion to amend the agenda to move item 10 C and Department head report for Finance, to immediately follow approval of minutes to be respectful of Ms. Rivera's time, with a second by Commissioner Parker. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Commissioner Dixon made a motion to amend the agenda to remove item 10 e, and place it on a future agenda. 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 by Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

**2) Approval of Minutes:** Ms. Park requested the minutes be edited to reflect Ms. Sharna Gardner's position as a member of the press be added to both the March 3 and March 11, meeting minutes. Commissioner Grider made a motion to approve the minutes for both meetings as amended, with a second from Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

#### **Items moved from further down the agenda**

- **Finance:** Ms. Rivera reported the funds remain strong in quarter 3. She stated March 31 is the end of the current quarter and is quickly approaching. She stated the budgeting process has begun for FY27, with meetings with department heads and elected officials being scheduled. Commissioner Parker asked when we could proceed with the purchase of the tractor and plow. Mr. Rivera responded, that could be done at this point, now that we are in compliance. Ms. Rivera was asked in any LGRF funds would have to be reverted? She replied Ms. Weems has been diligent to get extensions in place for the work that has not yet been done, so that no funds will be reverted. Commissioners expressed their gratitude to Ms. Rivera for getting the finances back in shape and in compliance.
- **Agenda Item 10 – C moved to top: Consideration of Resolution 2026-12 FY26 Budget Adjustment for 3<sup>rd</sup> Quarter Financial Report:** Ms. Rivera stated there were extensive corrections and budget adjustments that were essential to maintain compliance. She stated the most significant was the 3.3 million dollars out to the road fund, which should have occurred in the prior year. She stated there was \$429,000.00 from the general fund for Buildings, \$125,000.00 for fairgrounds maintenance and an increase of \$1,300,000.00 for the TPF Grant and \$574,000.00 for road Capital Outlay that were not accounted for during budgeting. Ms. Rivera stated there were indigent expenses that were not budgeted. She stated there were remaining ARPA funds that are encumbered. She stated there was an adjustment to Debt Service, to align with revenues and expenses as those are pre-paid. Mr. Rivera stated there will be additional budget adjustments that will need to be made next quarter that are necessary, some critical. She stated she is working with department heads to determine what adjustments need to be made. Commissioner Criswell asked if these adjustments will result in audit findings. Mr. Rivera stated there should not be any findings for the current year, but it is possible that the prior year will have findings for those things that were not properly adjusted or transferred in the prior year. Commissioner Munoz made a motion to approve Resolution 2026-12 FY26 Budget Adjustments for the 3<sup>rd</sup> quarter, with a second by Commissioner Parker. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

**3) Approval of Payables and Payroll – February 1-28, 2026:** Commissioner Criswell made a motion to approve the payables and payroll for February 1-28, 2026 with a second from Commissioner Parker. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

**4) Informational Items – Schneider Electric Presentation:** Robert Perez and Tracy Huhn presented an introduction to a program for capital recovery and reinvestment in renewable energy, through the use of solar panels. Mr. Perez began his career with Franklin Electric in 1986, and has been in the energy field since then, working to increase energy efficiency. At this point, they are seeking permission to conduct a business case audit for a possible project at county facilities. He talked about available Investment Tax Credits (ITC), stating up to 50% of a project is eligible until July 1, 2026. He stated they would manage the project, and the project would be reviewed by the state Energy Minerals and Natural Resources Department (EMNRD). Ms. Hune spoke about

marketing the project and about being a community partner, and about building a roadmap to energy efficiency for all county facilities. Commissioner Parker asked about the upfront costs vs. the payback. Mr. Perez estimated about a 25-year payback. Commissioner Criswell asked about how quickly this needed to happen to qualify for ITC. Mr. Perez stated they would need to be onsite a few days before the end of April to have a proposal ready ahead of the July deadline.

Commissioner Munoz left the meeting and joined by phone at this time.

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

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

**Finance:** Ms. Rivera reported above.

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

**Clerk:** Ms. Park stated Election School is set for April 14-15, 2026. She and Ms. Beggs will travel together to Albuquerque for election school. She stated the MOU for funding the election has been received and is listed further down the agenda for consideration.

**Detention / MAT:** Ms. Ramsey was not in attendance.

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

**Human Resources:** Ms. Orozco reported filling 3 openings and introduced 2 new staff, one in the Road Department Alonzo Munoz, the Compliance Officer Dustin Fife. She stated the part-time position in the Treasurer's Office has been filled by Hilda Vargas. Ms. Orozco stated the finance position, has been filed, Ms. Jamie Stogner will start in 2 weeks. Mr. Orozco stated Anthony Ortega has accepted the position as Fairground Manager, leaving an opening in maintenance.

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

**Road:** Mr. Dominguez stated the subgrade was almost complete on SRR 28 in Kenna and it will be ready for caliche on Monday. Crews are also working on subgrade on SRR L, that will be ready for caliche following SRR 28. He also stated crews are on their routes and working on preventative maintenance. They have been removing tumbleweeds, working on tree removal, and assisting firefighters as needed. Commissioner Criswell asked Mr. Dominguez to have the crews checking cattle guard which may be filling up due to recent winds. He also asked Mr. Dominguez is the caliche had been hauled for the project near Mr. Jasso's place. Commissioner Criswell thanked Mr. Dominguez for his help on recent fires.

**Sheriff:** Sheriff Sanchez did not have a report. There were no questions for the sheriff.

**Special Projects:** Ms. Weems had nothing to report.

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

**Manager:** Ms. Forget provided a list of upcoming events and meeting dates. She asked which events commissioners might be attending to determine if it is necessary to publish a public notice. She stated the Alzheimer's walk is in the planning stages for October, though it was scheduled to be hosted by Roosevelt County this year, it is a milestone year and will be held in Clovis as they are planning for a larger event. Ms. Forget stated she and Mayor Davidson are in talks with the base to partner on a few things. She stated she had been nominated by the base to represent the area at a security forum at Maxwell Airforce Base in Montgomery Alabama from May 5-7, 2026. She stated they are on top of the fairgrounds improvement projects that have been identified. Commissioner Criswell asked about dates for scheduling budget meetings. Ms. Forget stated they are meeting with department heads and elected officials at this point, and meetings with commissioners will follow in mid-April, but dates are not firm yet.

**Commissioners:** Commissioner Criswell thanked the volunteer fire departments and road department for their efforts on fires this week, and thanked the road department for removing the speed bumps that had been placed by a constituent without permission. He stated someone could have been seriously hurt if they had hit them at a high rate of speed.

**7) Old Business:**

**A. Discussion and Consideration to Updates at the Roosevelt County Fairgrounds:** At the special meeting, the updates to the outdoor arena were tabled. Commissioner Parker asked Mr. Dominguez if his crew could do the dirt work necessary to get the outdoor arena in shape? Mr. Dominguez replied yes. Commissioner Dixon asked is someone could provide an estimate on the cost of re-opening the rough stock chutes. She asked if additional work would be necessary to be usable. Commissioners asked Mr. Dominguez about the timeline. He stated it would be after the caliche is hauled to Elida for the current road project, within the next week or two. Commissioner Criswell asked if a loading chute would be provided, or if the stock contractor needed to provide that? Ms. Forget asked for estimates to bring the outdoor arena restrooms up to ADA standard. Commissioners asked how the stalls/cash handling process would work, square and an Ipad were suggested. Commissioner Parker asked that the arena be ripped before the rodeo and that the fairgrounds manager monitor the stall usage. No action was taken.

**8) New Business:**

**a) Discussion and Consideration of Request Closure of South Roosevelt Road AX Intersecting with South Roosevelt Road 3 going North for .5 miles:** Commissioner Grider stated consideration of the closure was premature. He requested approval to form a road viewer committee to make a recommendation. He stated he had provided Mr. Dominguez with a list of names of possible road viewers for a committee. Commissioner Grider made a motion for approval to form a committee of road viewers to evaluate the portion of that road to be considered for closure, with a second by Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

b) **Discussion of Changing Meeting Times:** Commissioner Parker stated his constituents wanted an evening meeting time. Commissioner Parker asked the opinion of the department heads and elected officials. Those in attendance agreed to a later meeting time, but would prefer it be during normal business hours. After some discussion, Commissioner Parker made a motion to change the second meeting of the month to 4:00 p.m. with a second from Commissioner Dixon. Commissioner Grider-No, Commissioner Criswell-No, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

c) **Healthcare Assistance:** At 10:31 a.m. Commissioner Parker made a motion to go into indigent meeting with a second by Commissioner Grider. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Commissioner Parker requested to waive reading of all 28 claims as they were included in the packet. Commissioner Grider made a motion come out of indigent meeting at 10:32 a.m. with a second by Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Commissioner Grider made a motion to approve the indigent claims as reported in the packet with a second by Commissioner Parker. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

9) **Contracts – Agreements – Procurements:**

a) **Request for Approval of Memorandum of Understanding between Office of the Secretary of State and Roosevelt County for the 2026 Primary Election:** Ms. Park stated the MOU is the standard election MOU, which covers the cost of the reimbursable expenses of the election cycle. Ms. Park stated the MOU is for \$21,169.69. Commissioner Parker asked if we could require voter ID if we chose not to sign the MOU. Ms. Park responded no, that is outlined in statute. She also stated by not signing, we would be responsible for the entire cost of the election with no state reimbursement. Commissioner Grider made a motion to approve the MOU with a second from Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

b) **Request for Ratification of FY 2027 Local Government Road Fund (LGRF) CAPS Application:** Mr. Dominguez requested approval of the LGRF applications for FY 2027. Commissioner Grider made a motion to approve items 9b, 9c and 9d with one motion 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 FY 2027 Local Government Road Fund (LGRF) COOP Application:** approved as part of item 9b, see above.

d) **Request for Ratification of FY 2027 Local Government Road Fund (LGRF) SB Application:** approved as part of item 9b, see above

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

a) **Consideration of Resolution 2026-10 2026 Annual Certified County Maintained Mileage:** Mr. Dominguez stated the annual certified milage is 1206.031. The requirement for funding at the current level is a minimum of 1201 miles, which does not leave much wiggle room. There is an April 1, 2026 deadline for submitting the milage report. Commissioner Dixon asked what it would take to open a few roads back up? Ms. Forget stated it would require a change to the ordinance. Ms. Forget recommended certifying the current milage, and add the notice of intent to adopt an ordinance to change the policy at the next meeting. Mr. Van Vleck suggested changing the ordinance to be adopted by resolution for the future. Commissioner Dixon made a motion to approve resolution 2026-10 with a second from Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

b) **Consideration of Resolution 2026-11 Recognizing Public Safety Telecommunicators as First Responders:** Commissioner Dixon stated the resolution recognizes the vital contribution made by dispatch and recognizes those officers as first responders. Commissioner Dixon made a motion to approve resolution 2026-11 with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

c) **Consideration of Resolution 2026-12 FY26 Budget Adjustment for 3<sup>rd</sup> Quarter Fiscal Report:** approved above.

d) **Notice of Intent to Adopt Ordinance 2026-02 Amending the Roosevelt County Personnel Ordinance, Providing for Future Amendments to this Ordinance to be Enacted by Resolution for the Board of County Commissioners:** Ms. Forget stated it would change to the ordinance to allow change by resolution in the future, making changes in a timelier manner. Mr. Van Vleck suggested changing the ordinance to be adopted by resolution for the future to accomplish that. Commissioner Dixon made a motion to approve the notice of intent with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

e) **Notice of Intent to Adopt Ordinance 2026-03 Franchise Agreement with Comcast of New Mexico, LLC:** Commissioner Dixon removed this item with the amendment of the agenda at the start of the meeting.

11) **Media Communication:** Ms. Gardener was in attendance, but did not have any questions at this time.


12) **Executive Session:** At 10:44 a.m. Commissioner Parker made a motion to go into executive session with a Second by Commissioner Grider. Commissioner Dixon stated 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, the county manager, and the county attorney. At 11:34 a.m. Commissioner Grider made a motion to come out of executive session with a second by Commissioner Criswell. 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.

13) **Adjourn:** The meeting was adjourned at 11:35 a.m.

ATTEST:

BOARD OF ROOSEVELT  
COUNTY COMMISSIONERS

  
Mandi M. Park  
County Clerk

  
Tina Dixon  
Commission Chair

