

Tuesday September 1, 2026
County Commission Room
Roosevelt County Courthouse
Portales, New Mexico 88130

The Roosevelt County Commission met in regular business meeting on Tuesday September 1, 2026 at 9:00 a.m. in the 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, Deputy Clerk Shana Beggs, Administrative Assistant Ilene Boband, Finance Director Rachelle Stagner, Assessor Stevin Floyd, Chief Deputy Assessor George Beggs, Treasurer Victoria Ramos, Chief Deputy Treasurer Layle Sanchez, DWI Prevention Coordinator Darla Reed, GIS Technician Johnny Montiel, Sheriff Javier Sanchez, Human Resources Coordinator Mary Orozco and Community members Kenny Reed, Dewight Bell, Mayor Mike Davidson, Mayor Durward Dixon and Eastern New Mexico News staff writer Sharna Gardner.

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

Invocation – Commissioner Grider

Pledge – Commissioner Dixon

1) **Approval of Agenda:** Commissioner Criswell made motion to approve the agenda, with a second by Commissioner Munoz. 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 August 11, 2026 regular meeting, with a second from Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Commissioner Criswell made a motion to approve the minutes from the August 19, 2026 special 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:** Ms. Stagner stated the payroll for April of 2026 totaled \$290,862.51, the payroll for May totaled \$426,050.13, the payables for April totaled \$615,452.98 and for May \$426,646.80. She requested approval of the accounts payable and payroll reports from April 2026 and May 2026. Commissioner Parker made a motion to approve the payables and payroll from April 2026 and May 2026, with a second from Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

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

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

Assessor: Mr. Floyd reported they have received the tax rates from the state. He said he will send those out to the taxing authorities, municipalities, schools, etc., to review. They have 5 days to review and then be approved by the commission. The letter that the assessor received state the deadline for acceptance/approval is September 19, 2025. Commissioner Dixon asked Mr. Floyd to get confirmation on the deadline date. Mr. Floyd will get clarification and add the rate approval to the agenda for the next meeting or schedule a special meeting if necessary. There were no further questions for Mr. Floyd.

Clerk: Ms. Park stated she and her staff attended election school on August 20-21, 2026 in Albuquerque. She stated she and Shana will attend an election security table top exercise in Roswell next week. She stated the deadline has passed for municipalities and taxing authorities to place a question on the November ballot. She stated tabulator certification will begin on September 29, 2026 and the public is invited to watch. Ms. Park stated we are 63 days out from election day. Early voting will start October 6 in the Clerk's office and October 17 at the Jake Lopez Building during the Peanut Festival. Ms. Park stated recording and filing is on target with 1860 recordings year-to-date. Ms. Park stated Shana and Lori will be taking EDGE classed in September and Hilda will begin an EDGE Program in January. Commissioner Parker asked if the Executive Orders are affecting the clerk's office. Ms. Park replied, executive orders do not change federal law, they enforce current federal law, which we are already following.

Detention / MAT: Ms. Forget presented on behalf of Ms. Ramsey. She reported the facility count at 48, with 44 male detainees and 4 female detainees. There are 2 out-of-county detainees. No billing data was provided. There are 11 individuals in the MAT program, 10 male and 1 female. All participate in individual and group counseling and yoga. There are 2 pending program applications. There are 3 in the program receiving medication and 2 not in the program that receive medication. There are currently 2 detainees participating in GED classes.

DWI / Compliance: Ms. Reed did not have an update

Emergency Management: Mr. Montiel did not have an update.

Finance: Ms. Stagner did not have an update.

Human Resources: Ms. Forget stated Ms. Orozco was stuck in her office, on a phone call, but will have an update on open positions if/when she can get free.

Maintenance: Mr. Spinks stated they are cleaning up from the fair, working on general maintenance and waiting on a new compressor for the first floor of the courthouse. Commissioner Parker asked if that was for the air conditioner. Mr. Spinks replied yes. It will be installed when it arrives.

Road: Mr. Dominguez reported they are working on the subgrade on South Roosevelt Road 33 this week, and caliche will follow next week. He reported the chipseal work on South Roosevelt Road 8 is complete, they are just

cleaning up the loose gravel. He stated blades are back on their routes, one south of Floyd, one on SRR 10 and SRR S, one on SRR AC and NM 114, one on NRR 2 and NRR O, one at SRR 33 and SRRM, and 2 north of the bombing range. They are shredding areas that have received rain, and assisting with fire-fighting. Commissioner Parker asked Mr. Dominguez to explain why the work on SRR 8 took so long to complete. Mr. Dominguez stated the work must be done when the conditions are right. It had to wait until summer to get started. It is a double pin of chipseal and needs time to cure before the microseal layer can go on. Commissioner Parker asked how long that cure process takes? Mr. Dominguez responded the weather conditions have to cool down, then a few months of cooler weather for curing. The microseal will be done in the spring.

Safety Committee: Shana Beggs reported as the chair of the safety committee. She stated new members have been added and at the recent election, she was elected chair, Clay Layher is the vice-chair and Lou Terrazas is the secretary for the committee. Each department has a representative and an alternate. Ms. Beggs reported the recent blood drive was a success. 15 units were donated potentially saving 45 lives. The plan to schedule 2 blood drives per year going forward and hope to increase donations. Ms. Beggs stated they are working to offer additional safety trainings. She stated the Portales Fire Department is offering a fire extinguisher use training on September 9th. Ms. Beggs stated NMC had completed their annual inspection and the committee is waiting for the list of specific items that require corrective action. She will share that list with the appropriate departments once it is available.

Sheriff: Sheriff Sanchez did not have a report.

Treasurer: Ms. Ramos presented the June 2026 general fund balances, stating there was a beginning balance of \$3,858,257.84 total debits of \$805,241.74, total credits of \$908,171.10 and an ending cash balance of \$3,755,328.48 in the general fund as of July 1, 2026. Ms. Ramos also reported on 2025 property tax collections, stating there were 16,622 parcels generating revenue totaling \$15,623,011.68. Of that, \$14,942,055.07 has been collected to date. That represents a 95.64% collection rate. There were no questions for Ms. Ramos.

Manager: Ms. Forget reported she had met with Peter Kelton regarding Blackwater Solar. She stated the Commission had previously approved an IRB for this project and it will be moving forward prior to the end of the year. She stated a separate project, Clearway, is working on agreements with property owners. Ms. Forget stated the railroad (BNSF) plans to close crossings and add crossing arms at others. She stated she has attended a TLPA training in Las Cruces to be able to administer federal grants for the road department. She stated the fair went well, and the junior livestock sale raised more than \$300,000.00. Commissioner Criswell asked Ms. Forget to schedule an in person meeting between the county and BNSF. Ms. Forget will reach out to the railroad to request a meeting.

Commissioners: Commissioner Criswell thanked the Sheriff's Office for patrolling the school zone and helping to slow traffic as the school year gets started. Commissioner Parker asked how long the AC has been out? It has been out 11 days. He offered coolers from the fairgrounds. Commissioner Dixon stated she had attended the Municipal League conference as the president of New Mexico Counties. She said it was a good conference with Tim Schriver speaking about dignity. It was great to spend time with city staff and council. Ms. Forget noted Melrose received an audit award for most improved audit. The award was for the timeframe Ms. Stagner worked for Melrose. Ms. Stagner was not present to receive the award for Melrose, but Ms. Forget wanted to give Ms. Stagner some credit for her work. Commissioner Criswell asked when our auditors will present their report. Ms. Forget stated it is complete and ready to present, it just needs to be scheduled. She will reach out to schedule it, possibly for the next meeting.

6) Contracts – Agreements – Procurements:

A. **Request for Approval of Memorandum of Understanding between Office of the Secretary of State and Roosevelt County for the 2026 General Election:** Ms. Park stated the MOU is for \$17,416.96 in funding from the state for administration of the 2026 General Election. It is the same language as in the past. Commissioner Parker 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.

7) Resolutions – Ordinances - Proclamations:

A. **Consideration of Proclamation Declaring September Suicide Prevention Month:** Ms. Forget stated Santa Fe Community College reached out requesting approval of this proclamation, sharing some statistics about Suicide in New Mexico. She discussed the ABCs of suicide prevention. Ask, Be present, and Connect are the pillars of the ABC campaign. Ms. Forget read the proclamation aloud. Commissioner Grider made a motion to approve the proclamation, with a second from Commissioner Munoz. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes.

B. **Consideration of Proclamation Declaring Roosevelt County the Green Chile Enchilada Capital of the World:** Commissioner Munoz discussed the reasoning for the proclamation, stating it is something for the citizens, local chefs and restaurants to be know for and to be proud of. Ms. Forget read the proclamation aloud. Commissioner Criswell made a motion to approve the proclamation, with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Commissioner Dixon stated she liked the idea, and that many area schools and organizations use local green chiles and enchiladas in fundraising efforts.

8) Media Communication: Ms. Gardner did not have any questions.

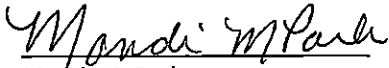
9) Executive Session: At 9:34 am Commissioner Parker made a motion to go into executive session, with a second from Commissioner Munoz. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. At 10:14 a.m. Commissioner Criswell made a motion to come out of executive session, with a second from Commissioner Munoz. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Parker-Yes, Commissioner Munoz-Yes. Commissioner Dixon

stated only those items on the agenda were discussed in the executive session and as a result of the executive session, no action was needed and no action was taken.

10) **Adjourn:** The meeting was adjourned at 10:15 a.m.

ATTEST:

BOARD OF ROOSEVELT
COUNTY COMMISSIONERS


Mandi M. Park
County Clerk


Tina Dixon
Commission Chair

