

Tuesday December 3, 2024  
County Commission Room  
Roosevelt County Courthouse  
Portales, New Mexico 88130

The Roosevelt County Commission met in regular business meeting on Tuesday December 3, 2024 at 9:00 a.m. in the County Commission Room with those present being: Commissioner Paul Grider, Commissioner Roy Lee Criswell, Commissioner Rodney Savage, Commissioner Tina Dixon, Commissioner Dennis Lopez, County Attorney Michael Garica, County Manager Annette Kirk, Clerk Mandi Park, Treasurer Layle Sanchez, Assessor Stevin Floyd, Detention Administrator Shayla Ramsey, Detention Lt. Clay Layher, Human Resources Coordinator Gemma Martin, Road Superintendent Juan Dominguez, DWI Program Coordinator Darla Reed, Special Projects Coordinator Carla Weems, GIS Technician Johnny Montiel, Sheriff Javier Sanchez, Chief Deputy Bryan Holmes, IT Technician Brandon Brooks, presenter 4-H Agent Ryan Craig, Arch Volunteer Fire Chief Jay Lang, Paramedic Tyler Watson and community members Malin Parker, Fabian Munoz, Brianna Sabedra, Angie Smith.

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

Invocation – Commissioner Criswell

Pledge – Commissioner Dixon

**1) Approval of Agenda:** A motion to approve the agenda was made by Commissioner Savage with a second from Commissioner Grider. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lopez-Yes.

**2) Approval of Minutes:** A motion to approve the minutes from the November 12, 2024 regular meeting was made by Commissioner Grider with a second from Commissioner Savage. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lopez-Yes.

**3) Informational Items:** Ms. Diaz from the RCCDC was not available to give her report. Ryan Craig gave a report on the recent activities of the Extension Office. He provided a fact sheet to commissioners. He thanked the commission for supporting the request for a home economist position in Roosevelt County. He stated they had conducted interviews, and made an offer to Ms. Michelle Howard who will start after the first of the year. Mr. Craig stated there are currently 73 active members in adult extension clubs. They would like to see that number increase to 100 with the addition of the Home Economist. He stated the 4-H year has come to an end and the new year has started with lots of participation. He stated the Senior Leadership retreat is coming up. He stated there will be a private applicator class tomorrow with CEU's available. Mr. Craig state the ICAN nutrition program is going strong and reaching a lot of students and families through the schools.

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

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

**Clerk:** Ms. Park stated the BIPO conference will be held December 10-12, 2024 with all newly elected officials planning to attend. She stated the Chamber banquet will be January 10, 2025 and the Clovis-Portales Legislative Chamber banquet will be February 10, 2025 in Santa Fe.

**Detention:** Ms. Ramsey stated the facility count is 59 with 12 female detainees and 47 male detainees in custody. Of those, 12 are out-of-county detainees. She stated Quay County was billed \$25,000.00, Curry was billed \$1,500.00, Lea was billed \$2,125.00 and Cannon Air Force Base was billed \$3,750.00 for the month of November. She stated there are currently 11 detainees participating in the MAT program with all 11 receiving both group and individual counseling. She stated there are 9 in the program receiving medication, and 2 that are not in the program who are receiving medication. There are 11 waiting to be interviewed to get into the program and 1 on the waitlist. Ms. Ramsey stated there are 3 participating in GED Classes, 10 participating in Yoga and 10 in employability classes. They are currently seeking to fill 2 open positions. There are five candidates in the academy. Ms. Ramsey stated employee morale is very high; the staff want to be there. She praised the work of the staff, and their dedication to the facility. She stated they would be doing a secret santa and potluck for the staff for Christmas. Ms. Ramsey stated the body scanner is scheduled for delivery on Tuesday, December 17, 2024 with training on use of the scanner to continue that entire week. Ms. Ramsey stated the cameras are being installed in the new classroom and should be complete by the end of next week.

**DWI Program:** Ms. Reed started by echoing Ms. Ramsey's statements that the work environment and morale at the detention center are currently very good. Ms. Reed reported the first and second quarter victim impact panels have been completed as required. She noted an increase in DWI arrests, as we are currently over 50. She stated we are simply catching more, thanks to focused efforts by deputies of the sheriff's office. She stated there are two deputies focusing on DWI investigations. Ms. Reed stated the 2026 grant application cycle begins in January. Ms. Reed stated Ms. Jimenez has been out of the office, but will be back tomorrow and currently has a case load of about 100 which is consistent with other counties. Of those about 60% are DWI and the remaining are non-DWI cases.

**Road:** Mr. Dominguez stated they are moving on projects including subgrade and caliche and SRR AU near Kenna. Blades continue to work their routes and are still fixing wash-outs. They have been busy with pothole patching and tree trimming. Mr. Domingues stated the projects should all be complete by mid-December so that Ms. Weems can close out the project grants.

**Treasurer:** Ms. Sanchez reviewed the general fund cash balances for the month of August 2024, stating there was a beginning cash balance of \$4,318,803.39 with debits of \$562,730.71 and credits of \$744,614.76 leaving and ending cash balance of \$4,316,919.34 on September 1, 2024. There were no questions for Ms. Sanchez.

**Manager:** Ms. Kirk stated. Newly elected officials will be sworn in on Tuesday December 31, 2024 in Judge Mowrer's Courtroom. Commissioner-elect Parker stated Judge Van Solen would swear him in. Ms. Kirk stated

she had spoken with representatives from Blackwater Solar regarding road agreements which can be added to the resolution for the project. Ms. Kirk requested volunteers from the commission to assist with negotiations. Commissioner Criswell and Commissioner-elect Parker agreed to assist. Ms. Kirk stated she had been approached by the city manager to enter into an Intergovernmental agreement for the use of road equipment. She stated the IGA was very generic and would need revisions prior to being considered. Commissioner Lopez suggested collaborating with the city to lobby the legislature to fund equipment for the city instead. Ms. Kirk stated she had been to the budget conference along with Ms. Martin, which was very informative and they were able to meet with our budget analyst. She stated many agencies around the state are having trouble recruiting qualified finance professionals. Ms. Kirk stated she had met with representatives from the Air Force Base regarding the status of DAR projects, stating the state land office has slowed the process. Ms. Kirk stated the Milnesand Volunteer Fire Department evaluation is now complete.

**Commissioners:** Commissioner Lopez congratulated the incoming commissioners. He also thanked Angie Smith for her commitment to the county. Commissioner Savage thanked Mr. Lang for sending an email about SRR E north of NM 88. He stated he has looked at the road and encouraged incoming commissioner Parker to look at the road. He also encouraged Mr. Parker to look at SRR H1/2 south from the county line, which will run through the solar project. He also noted the trees on SRR P and SRR S1/2 need to be trimmed. Commissioner Dixon noted she will be attending a meeting with the NMC board regarding legislative priorities, and the BIPO training as part of the NMC Board. Commissioner Dixon thanked Ms. Ramsey for doing an amazing job.

#### **6) Old Business:**

**A. Discussion and Consideration of Right of Ways of County Roads with the State Land Office:**

Commissioner Dixon stated she has a meeting scheduled for December 13, 2024 with Commissioner Richards and the State Land Office. She stated other counties are not planning to pay for the easements. She stated there are a list of reasons not to join the amnesty program. Commissioner Dixon referenced RS24-77 to get additional information before making a decision. After much discussion of rod count, who benefits, privately deeded land, cost/value, the fence project, etc., Commissioner Grider made a motion to approve payment of the amnesty easements to the state land office, with a second from Commissioner Savage. Commissioner Grider-Yes, Commissioner Criswell-No, Commissioner Dixon-No, Commissioner Savage-No, Commissioner Lopez-Yes.

**B. Discussion and Consideration of the Fence Project on North Roosevelt Road AV:** Commissioner Savage made a motion to postpone this until a decision has been reached on the right of way easements with the state land office, with a second by Commissioner Lopez. Commissioner Lopez. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lopez-Yes.

#### **7) New Business:**

**A. Healthcare Assistance:** At 10:20 am, Commissioner Savage made a motion to go into Indigent Healthcare Assistance Program Board with a second from Commissioner Lopez. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lopez-Yes. Ms. Weems reported 18 total claims had been received totaling \$20,261.38. She recommended paying 7 claims totaling \$6,003.38 and denying the remaining claims as the patients either had Medicaid or were not detainees at the time of service. At 10:22 Commissioner Savage made a motion to come out of HCAP Board, with a second by Commissioner Lopez. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lopez-Yes. Mr. Weems requested approval of the payment of the HCAP claims as reported. Commissioner Savage made a motion to approve the HCAP report as presented with a second by Commissioner Lopez. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lopez-Yes.

**B. Discussion of FY2025 Roosevelt County Calendar:** Ms. Kirk stated the draft of the calendar prepared by Clerk Park which was in the packed contains pay dates, holidays and commission meeting dates. Ms. Park explained that the commission meeting dates are based on the first and third Tuesdays of the month, with exceptions for known conflicts, like conferences and the county fair and avoiding meetings following holiday weekends. She asked for input on scheduling the March employee appreciation holiday, if approved. Commissioners asked to keep the 18 paid holidays status quo and suggested March 14, 2025 as the holiday between Presidents' Day and Easter. Commissioner Dixon made a motion to approve the calendar with Employee Appreciation Day scheduled on Friday March 14, 2025, with a second from Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lopez-Yes.

**C. Discussion and Review of the FY2026 Capital Outlay Priorities:** Ms. Kirk apologized for not getting the ICIP projects and descriptions of projects to the commissioners. She noted the top priorities on the ICIP as Road improvements, Fairgrounds improvements, Courthouse improvements, and infrastructure improvements to radio communications for law enforcement, fire, EMS, emergency management and the road department. Without additional information, no action was taken.

**D. Request for Approval to Purchase a new Motor Grader utilizing CES Purchase Agreement #2202-10-C102-ALL from 4Rivers Equipment:** Ms. Weems stated the previously budgeted expense for the motor grader is available through a state procurement agreement, and requested approval of the purchase using the CES agreement. Commissioner Dixon made a motion to approve the purchase using the CES Purchase Agreement, with a second by Commissioner Lopez. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lopez-Yes.

**E. Request for the Approval of EMS Fund ACT Special Projects Application for Fiscal Year 2026 for Arch Volunteer Fire Department:** Paramedic Tyler Watson presented on behalf of Hugh Frank and the Arch Volunteer Fire Department, requesting \$20,000.00 from the county to fulfill the 25% match of \$70,000.00 for the purchase of a \$280,000.00 ambulance to replace at 1996 model ambulance currently in the fleet.

Commissioner Savage made the motion to approve the request, with a second by Commissioner Lopez. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lopez-Yes.

**F. Discussion and Consideration of Changes in Organizational Chart for Detention:** Ms. Ramsey requested a change to the org chart to promote Lt. Layher to the rank of Captain as he is her second in command and is responsible to supervise other lieutenants in her absence. That position also supervised and trains cadets in the academy. He has a very different job description from others at the rank of lieutenant. Commissioner Lopez made a motion approve the requested change to the detention center org chart, with a second by Commissioner Savage. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lopez-Yes.

**8) Resolutions-Ordinances-Proclamations:**

**A. Consideration of Resolution 2024-41 Revising the Roosevelt County Detention Center Policies and Procedures Manual:** Ms. Ramsey and Mr. Layher stated the requested changes to policy is a change in the wording to change the mindset, replacing the words use of force with response to resistance and aggression. This change in wording gives a different perspective for the detention officer responding to the aggression and to the reader of the policies and/or reports. Mr. Layher requested approval of the resolution. Commissioner Grider made a motion to adopt the revised plan with a second by Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lopez-Yes.

**B. Request for Approval of Proclamation Declaring December 2024 as Drunk and Drugged Driving Prevention Month:** Ms. Reed read the proclamation aloud. Commissioner Lopez made a motion to approve the proclamation with a second by Commissioner Criswell. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lopez-Yes.

**9) Contracts/Agreements/Procurements:**

**A. Request for Approval of the Amendment No. 1, DWI Grant Program Agreement for a Supplemental amount of \$19,000.00 for a total of \$181,000.00, Grant No. 25-D-G-23:** Ms. Reed requested approval of the supplemental grant agreement, stating the funds were reverted last year. Commissioner Grider made a motion to approve the grant agreement, with a second by Commissioner Lopez. Commissioner Grider-Yes, Commissioner Criswell-Yes, Commissioner Dixon-Yes, Commissioner Savage-Yes, Commissioner Lopez-Yes.

**10) Executive Session:** No executive session was necessary.

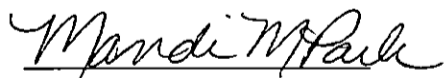
**11) Media Communication:** No media was present.

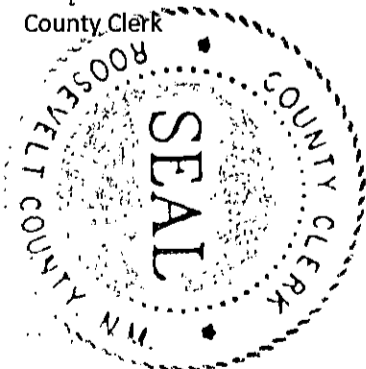
**12) Recess:** The meeting was recessed at 10:52 a.m.

**13) Annual Commissioner Detention Center Inspection:** After a short break, the meeting was reconvened at the Detention center for the annual inspection at 11:00 a.m. Those in attendance were Ms. Kirk, Ms. Park, Commissioner Dixon, Commissioner Criswell, Commissioner Elect Parker, Commissioner Elect Munoz, and Brianna Sabedra. Administrator Ramsey, Captain Layher and Lt. Rich provided the tour of the facility, highlighting the security features, control room, new cameras, the construction of the new classroom, and the MAT Program. Commissioner Elect Parker noted how quiet and calm the facility was. Ms. Ramsey stated one factor contributing to that change is the reflective glass. Detainees do not see what is going on in the corridors, or react to activity in the corridors the way they did when the glass was clear. Commissioner Elect Munoz commented on the cleanliness of the facility. Commissioners Dixon and Criswell complimented Ms. Ramsey on a job well-done. Ms. Ramsey gave the credit to her staff, and thanked the commission for their support.

**14) Adjourn:** The meeting was adjourned at 12:03 p.m.

ATTEST:

  
Mandi M. Park  
County Clerk



BOARD OF ROOSEVELT  
COUNTY COMMISSIONERS

  
Tina Dixon  
Commission Chair

