



Village of Wagon Mound  
Regular Meeting Agenda  
Tuesday January 14, 2020  
6:00 pm  
Presiding Mayor Laudente T. Quintana

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**\* - Indicates an action item**

**During this meeting the Mayor and Council may convene into Executive Session as allowed by Section, 10-15-1, H 1-10. NMSA 1978**

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**I. Call to Order and Pledge of Allegiance**

**II. Roll Call**

**III. \*Approval of Agenda**

**IV. \*Approval of Minutes for**

- A. Regular Meeting Minutes December 10, 2019
- B. Special Meeting Minutes December 19, 2019

**V. Public Input:** Please sign in if you would like to participate (limited to 3 minutes per person)

**VI. Comments or Concerns of Council**

**VII. Business Matters:**

1. \*Approval: To Adopt the Open Meetings Act Resolution 2020-01.
2. Discussion: Presentation by Michael Freeman and Michael Quintana – Update on project.
3. \*Discussion/Approval/Disapproval: On the Local Government Road Fund Program Cooperative Agreement for 20/21.
4. \*Discussion/Approval/Disapproval: New water line for Dr. Lopez.
5. \*Discussion/Approval/Disapproval: Transferring the 2018 RAID operations to the Housing Authority.

6. \*Discussion/Approval/Disapproval: Legislative Matters: Scope of work (SOW), and amount needed for each request: Senior Center, Trash Truck, Rodeo Grounds, and/or restoration of the Municipal building.

### **VIII. Monthly Reports:**

- A. Utility Delinquent List – Utility Clerk Engelhardt
- B. Utility Superintendent Report – Gary Sanchez
- C. MVD Reports – Office Assistant/MDV Manager Romero
- D. \*Approval of Vouchers (payment to vendors) – Finance Clerk Martinez
- E. Mora County Sheriff's Office Report
- F. Housing Authority- Theresa Carmody
- G. Fire Chief- Robert Mondragon
- H. Bean Day Association's Report

### **IX. Old Business**

### **X. Mayor's Report**

### **XI. Adjourn**



**I. Call to Order and Pledge of Allegiance**

- Mayor Quintana thanked everyone for attending the council meeting.
- The meeting was called to order at 6:02 P.M. by Mayor Laudente T. Quintana.
- Mayor Quintana led the Pledge of Allegiance.

**II. Roll Call**

- Roll call was made by Municipal Clerk. Mayor Quintana, Mayor Pro-Tem Martinez, Councilor Clouthier, Councilor Miera, and Councilor Cruz were present.

**III. \*Approval of the agenda-Amended.**

- Business Matters Item #4 – Should read: New water line for Village of Wagon Mound Rodeo Grounds and not for Dr. Lopez.
- Motion to approve Amended Agenda was made by Councilor Cruz, seconded by Mayor Pro-Tem Martinez. (4-0) Motion carried and all in favor.

**IV. \*Approval of Minutes**

- A. Regular Minutes – December 10, 2019
3. Special Minutes – December 19, 2019
- Motion to disapprove minutes until next regular meeting was made by Mayor Pro-Tem Martinez, seconded by Councilor Clouthier. (4-0) Motion carried and all in favor.

**V. Public Input**

- No one signed in but Theresa Carmody asked about water and sewer lines be put in at her restaurant. Mayor Pro-Tem advised her that her request will have to be put on the next regular council meeting. Mayor Quintana stated it would have to be on the next agenda so the council can act on it and make a motion.

**VI. Comments or Concerns of Council**

- Mayor Quintana addressed councilors if they had any concerns and Councilor Miera had a concern about the Dog Ordinance. He went on to state that there have been dogs running around, a lot of the community members take care of their animals but if they aren't taken care of have rabies and if a child gets bit. That is my concern, we don't need a child get bit. We need to work on the Dog Ordinance for the Village. Councilor Miera also mentioned on Saturday a Veterinary is coming to Wagon Mound to give shots to animals, dogs and cats at the Fire Station for those of you who need to get their animals their shots.
- Mayor Quintana's statement to the council members was addressed on this item as a comment – He would like to open the meeting with regards to the Business Matters #2 regarding Michael Freeman and Michael Quintana's presentation. The Mayor stated that they will both give us a report on the Senior Center and figures on monies needed to complete the center, and that their objective is to complete the Senior Center building. The Mayor continued and stated we/the Village has to work as a team, to change

our ways of thinking from a negative to a positive side and that these two gentlemen can help us by addressing Pete Campos and Joseph Sanchez and asked the council members to keep that in mind.

## VII. **Business Matters**

1. \*Approval: To Adopt the Open Meetings Act Resolution for 2020-21.
  - Motion to approve the adoption of the Open Meetings Act Resolution 2020-01 was made by Mayor Pro-Tem Martinez, seconded by Councilor Clouthier. (4-0) Motion carried and all in favor.
  
2. Discussion: Presentation by Michael Freeman and Michael Quintana – Update on Senior Center Project.
  - Architect Freeman discussed his report on the total funding for finishing the Senior Center, it needed more funding to complete. Architect Freeman listed items that would need to be either eliminated or put off until further funding came in: lighting, kitchen equipment, parking lot and a few smaller items. They would have to come up with pricing and reduce quality of items because of the funding. He also stated they were waiting on pricing for the parking lot, and on a few other pricing items for equipment.
  - Contractor Quintana then held the floor with a statement of them not lessening the quality for the Senior Center but substituting items, and that the quality will be the same, the workmanship. He then stated that instead of tiling the walls they will sheetrock and use texture with epoxy paint. He mentioned that they've ordered items more than 8 weeks ago and they are just getting them in now. They are still waiting on a Bid with CTI for the parking lot and Pacheco gave them a bid. He did mention that pricing increase for all construction across the board and that it'll cost roughly \$650,000 for the parking lot, kitchen items, furniture.
  - Architect Freeman mentioned he will come up with rough numbers' with an itemized list of what jobs each number represents. He did want to let us know that we will get three options: 1-we get the money and the building we be completed as designed, 2-we get some of the money which we will focus on finishing various things in the building specifically the kitchen, 3-we don't get any money and Contractor Quintana will get the Certificate of Occupancy.
  - Further discussion followed.
  
3. \*Discussion/Approval/Disapproval: Local Government Road Fund Program Cooperative Agreement for 20/21.
  - Mayor Quintana passed out a copy of a letter from John Herrera with the New Mexico Department of Transportation on road projects and asked the councilors if they wanted to participate and what projects we will want to do; any sidewalk or road improvements. The Mayor recommended that we continue requesting asking for monies. He asked for a motion we will continue requesting monies from the New Mexico Department of Transportation.
  - Motion to approve the Local Government Road Fund Program Cooperative Agreement was made by, Councilor Miera, seconded by Mayor Pro-Tem Martinez. (4-0) Motion carried and all in favor.
  
4. \*Discussion/Approval/Disapproval: New water line for Dr. Lopez. **Amended to read:** Approval for New water line for Village of Wagon Mound Rodeo Grounds.
  - Utility Clerk wanted to clarify that the new water line will be for the Village of Wagon Mound's Rodeo Grounds.
  - Motion to approve the new water line for the Village of Wagon Mound's Rodeo Grounds was made by Mayor Pro-Tem Martinez, seconded by Councilor Cruz. (4-0) Motion carried and all in favor.

5. \*Discussion/Approval/Disapproval: Transferring the 2018 RAID operations to the Housing Authority.
- Mayor Quintana informed council an email was received regarding the approval to transfer the 2018 RAID operations. He stated we can do what we would like with it and we need to have a form signed stating we aren't liable.
  - Housing Officer Carmody stated she needed to give the form that was typed to the housings director of HUD and program officer. She went on to say that they too needed the manual and if they were assuming operations and they also needed to get insurance for the machine. Cannot take this on housing property. Also if someone can show them how to use the machine or if there is a manual and if she can get a copy of the proposal of the agreement to get the Village to be able to receive the compactor, just so she can show their insurance all the details. Utility Clerk informed her that it was their choice on how they wanted to put insurance on it. Also said there is a manual we can find for her use. Further discussion followed.
  - Motion to table Item #5 – Mayor Quintana asked for a motion to table Item #5 and no one motioned it or seconded it. (This will have to be brought up in the next council meeting to make the motion of TABELING this item till further notice.)
6. \*Discussion/Approval/Disapproval: Legislative Matters: Scope of work (SOW), and amount needed for each request: Senior Center, Trash Truck, Rodeo Grounds, and Restoration of Municipal Building.
- Mayor Quintana suggested to the council members what they should apply for and gave a list of projects from the ICIP: Senior Center, Solid Waste Vehicle, Waste Water, Recreational Improvements, Rodeo Grounds, and Restoration of City Hall. He also stated we needed to come up with the SOW for each project and that if the council wanted to ask for the Waste Water funding. All agreed to request money for the Waste Water and if we get it we would not have to pay for the \$100,000.00 loan back. The council members all agreed to lessen the amount of the Recreational Improvements from \$500,000.00 to \$100,000.00. Mayor Pro Tem informed all that someone stated they'd donate chain link gates but labor has to be done by the Village, other items suggested were new tables, cement slabs, and make a small amp-theatre. Mayor Quintana asked the councilors if they wanted us to come up with the scope of work and councilors all agreed. He then moved onto the Legislature and if we wanted to take everyone, and Mayor Pro-Tem stated it should just consist of the Councilors and the Clerk. Councilor Miera stated he's never been there. Mayor Pro Tem said we should go on a different day then the 23<sup>rd</sup> of January it will be every busy because the school boards will be there. Mayor Quintana stated that we will go on the day of when Mora County is scheduled to attend. Mayor Pro Tem mentioned he would go with us, and then he addressed Councilor Cruz to take a day to go with them because he would enjoy it and meet a lot of people. Councilor Cruz did state if he had enough time he would go. Mayor Quintana stated we will schedule it and notify them when they will go.

## VIII. Monthly Reports

- A. Utilities Delinquent List – Utility Clerk Engelhardt
- 18 Letter = \$933.48/Delinquent payments w/due date of 9/20.
  - Utility Clerk stated how she did her Delinquent letters. They are typed, copied, and mailed to the customer also a copy in red is made and put on the customers' door. She then addressed a certain customer, account number 119100. The customer contacted the Village Hall and the customer was irate, rude, disrespecting, insulted every Village employee and council member. Utility Clerk made the customer aware that being disrespected and using foul language was not going to be tolerated it and also let the customer know that she would not help unless they calmed down. The customer did eventually pay.
  - \$1,274.46 in payments received. 137% received of the delinquent total.

- \$134.14 inactive accounts.
- Inactive letters total = \$2,788.18 - \$134.14 = \$2,654.04 as of now \$1,854.80.
- Mayor Pro Tem asked about a certain customer, account number 109000/Inactive account. He wanted to know where this customer was getting water and if the customer had access to water somewhere. Utility Clerk answered stating yes he's getting water but doesn't know from where. Mayor Quintana asked about account number 223500 if we heard from customer. Utility Clerk stated that she has not heard from customer but did apply the deposit toward their balance and stated she changed the PIN number on the lock. Councilor Cruz then drew the floor back to account number 109000 and asked what the Village is doing about this. Further discussion followed.
- January's list – Potential delinquent list/20 active letters and 12 inactive letters.
- Utility Clerk mentioned looking into buying new garbage cans, and that we need to look into our budget for purchasing the 90 gallon trash cans – Further discussion followed.

B. Utilities Report – Utility Superintendent Sanchez – Absent

- Mayor Quintana informed council members that Utility Superintendent Sanchez's report was in their packets and to notice where he highlighted a certain area. He continued and stated he received a letter from the New Mexico Public Relations Committee and the findings that needed to be corrected. The deadline for responding to this letter is January 15, 2020 and the Municipal Clerk is working on this. Mayor Quintana informed council members that the findings were on the DIMP not being in place – Distribution Integrity Management Program, and there hasn't been for a few years. And mentioned we will need to implement one this year. Councilor Cruz inquired on the DIMP process, Municipal Clerk stated she has more information in her office with the details of what the DIMP process includes and it will be given to him at the next council meeting. Mayor Pro Tem inquired about the Utility Superintendent's CDL class. Mayor Quintana informed council he started up again and that this has taken a long time for him to complete. Council members requested a copy of his schedule for the remaining of his class.

C. MVD Report – MVD Manager Romero

- MVD Manager informed councilors' that December was a busy month, making \$4,046.46 and \$165.00 General account at \$5 or \$10 along with credit card fees. We get monies back for running the MVD. In January as of today = \$1,278.70 she continued and stated that there has been issues with their software and how MVD is updating their system from Windows 7 to Windows 10.

D. \*Approval of Vouchers (Payments to Vendors) – Finance Clerk Martinez

- December – Finance Clerk mentioned that the regular monthly bills went out, and informed councilors that we are waiting on the Drug and Alcohol Policy from White Sands which she has paid in full for their services. Moving on to paying DEC their final payment for the Water Improvement Project and that the Sidewalk Project is completed with a match of \$70,000.00 from the Village. Mayor Quintana took the floor and informed the councilors' we were still using Nora's services for training about 1 to 2 hours. The Finance Clerk stated what jobs she needed Nora's assistance with and asked if we can extend Nora's contract. Mayor Pro Tem asked how long do we need, and the Finance Clerk requested until June 2020, and added there were a few more items she needed to know how to do. Mayor Pro Tem stated he didn't have a problem with extending the contract and informed the Finance Clerk to put in on next month's agenda for approval.
- Motion to approve Vouchers was made by Mayor Pro-Tem Martinez, seconded by Councilor Clouthier. (0) Motion carried and all in favor.

E. Mora County Sheriff's Report – Absent

F. Housing Report –Housing Officer Carmody

- She reported on the Housing being at 100% full and that there are a couple of people waiting on a list for housing. She then moved onto the audit, it is now completed and they did not have any findings and said they are at a High performer category because of the Housing being 100 % full occupancy. She stated this is good for the Capital Outlay funding for their projects to come. She then read a list of items - Senior Center-Fencing-Gate-Close it-Move it. Then she said they would follow the Ordinance on curfews. Mayor Pro Tem stated to the Housing Officer that the fence associated with the Senior Center will stay up as is until the Senior Center project is completed. He continued and stated that they have asked about removing/changing the fence at the Senior Center in past meeting, and Mayor Pro Tem again stated we will not move that fence, until the project is completed and that as of now it belongs to the contractor and they are responsible for it. Director Carmody talked to HUD about the fence and they want their attorney's to get involved with the fence and she continued that the fence is jeopardizing the safety of the end unit where there is no turn around. Councilor members inquired about the property and who does it belong to, and Director Carmody said it was inquired to the Housing Authority. She also mentioned maybe a special meeting can be held during the day with HUD program managers. Mayor Quintana said he would talk to the contractor and let everyone know what was said about moving the fence. Further discussion followed.

G. Fire Chief's Report – Absent

H. Bean Day Association's Report – Absent


IX. **Old Business – None**

- X. **Mayor's Report** – Mayor Quintana stated that the Colfax County is in charge of our Senior Center and that they will be having a meeting this week with Triple A regarding the continuation of the Senior Center contract and they will let us know the outcome of the meeting. Mayor Pro Tem wanted to remind the Mayor to ask Highlands Construction about the Senior Center fence. Mayor stated he would talk to the contractor.

XI. **Adjourn –**

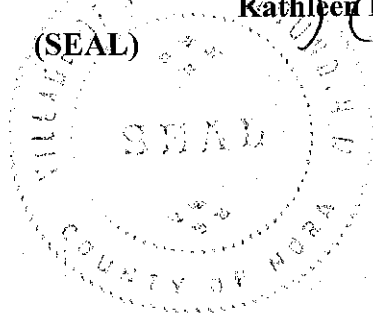
- Motion to adjourn was made by Councilor Cruz, seconded by Councilor Miera. (4-0) Motion carried and all in favor. The meeting adjourned at 8:15pm.

Approved and attested this 18<sup>th</sup> Day of February 2020.

  
Laudente T. Quintana, Mayor

Attest:   
Kathleen Eggert, Municipal Clerk

(SEAL)



THE UNIVERSITY OF  
THE SOUTH PACIFIC  
SUVA, FIJI