



Village of Wagon Mound
Regular Meeting Agenda
Tuesday, October 18, 2022 - 6:00PM
Presiding Mayor – Andres Martinez

* - 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

I. Call to Order and Pledge of Allegiance

II. Roll Call: Mayor Andres Martinez, Mayor Pro Tem Eldie R. Cruz, Councilor Adrian A. Clouthier, Councilor Claudia M. Martinez, and Councilor Paul A. Miera,

III. *Approval of Agenda

Motion to approve the agenda was made by by Councilor C Martinez, second by Councilor Clouthier (Vote 4-0) Motion carried with all in favor.

IV. *Approval of Minutes for:

A. Regular Meeting Minutes September 13, 2022

Motion to approve the minutes for September 13, 2022 was made by Mayor Pro Tem Cruz, second by Councilor C Martinez (Vote 4-0) Motion carried with all in favor.

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

None

VI. Comments or Concerns of Council

None

VII. Public Hearing: Enacting an ordinance to protect Village municipal source water and water facilities in accordance with NMSA 1978 3-27-3.

- Deputy Clerk Colleen Engelhardt explained that since the gravel pit operations have ensued about $\frac{3}{4}$ miles from the Santa Clara Springs, the Village has become aware of a state statute, NMSA 1978 3-27-3, that allows a municipality jurisdiction over their water system, water source and up to five miles above the water source even if it is located outside municipal limits. She stated the Village is proposing to enact an ordinance in accordance with this statute to provide protection of the Village's water source.
- Citizen Irene Rosa stated she is very concerned for the health of the Santa Clara Springs, and she feels they need to be protected to the greatest extent possible. She stated she witnessed one of the blastings, and she thought it was smoke from a brush fire. She stated the size of the plume was very concerning.

VIII. Business Matters

1. *Discussion/Approval/Disapproval: Review and acceptance of FY21 Annual Audit completed by Southwest Accounting Solutions.

- Auditor Geoff Mamerow stated the Village is doing very well, and the audit was submitted late due to the Wagon Mound Housing audit being submitted late. He stated the housing audit was late due to the untimely passing of the Housing Director, and Northern Regional Housing Authority has been overseeing the Wagon Mound Housing Authority temporarily.

- Mr. Mamerow stated the Village received an unqualified opinion, which is the best opinion, with two findings that have already been addressed so they will not be an issue in the future. He gave credit to the Village and to the Clerk Treasurer for doing a good job with finances.

Motion to approve the FY21 Annual Audit completed by Southwest Accounting Solutions was made by Councilor C Martinez, second by Mayor Pro Tem Cruz (Vote 4-0) Motion carried with all in favor.

2. *Discussion/Approval/Disapproval: Adoption of Resolution #2022-15 approving the FY21 audit.

Motion to approve adoption of Resolution #2022-15 approving the FY21 audit was made by Councilor Clouthier, second by Mayor Pro Tem Cruz (Vote 4-0) Motion carried with all in favor.

3. *Discussion/Approval/Disapproval: Payment to Southwest Accounting Solutions for FY21 audit services.

- Clerk Treasurer Amber Alcon stated the agreed amount in the contract with Southwest Accounting Solutions for FY21 is \$21,116.53.

Motion to approve payment to Southwest Accounting Solutions for FY21 audit services was made by Councilor C Martinez, second by Councilor Miera (Vote 4-0) Motion carried with all in favor.

4. *Discussion/Approval/Disapproval: Publish intent to adopt ordinance to protect the Village's source water.

- Council discussed enacting an ordinance to protect the Santa Clara Springs. Discussion took place regarding the phrase "five miles above" the water source. Council suggested placing a 5-mile radius zone of protection around the Springs. Deputy Clerk Colleen Engelhardt stated she will need to confirm with the attorney and the hydrologist to see if a radius around the Springs will be in accordance with the state statute. She stated "above" may mean five miles in the opposite direction of the flow of water into the Springs. Colleen stated underground flow will be more difficult to determine than, for example, the flow of a river. She stated she will clarify with the attorney and hydrologist.
- Mayor Pro Tem Cruz stated he would like the ordinance language to include the term "in perpetuity" to ensure the Springs are always protected, and he stated he would like the hydrologist's water tests, reports, and studies referenced in the ordinance.
- Colleen stated the recommendations to include in the language of the ordinance include enforcing the full 5 miles "above" the Spring, stating the protection is "in perpetuity," and it should reference the hydrologist's water testing, reports, and studies.

Motion to approve the intent to publish an ordinance to protect the Village's source water to include the language as summarized by the Deputy Clerk was made by Councilor Miera, second by Councilor Clouthier (Vote 4-0) Motion carried with all in favor.

5. *Discussion/Approval/Disapproval: Review updates to Procurement Policy and adoption of Resolution #2022-16 approving Procurement Policies and Procedures.

- Clerk Treasurer Amber Alcon and Deputy Clerk Colleen Engelhardt stated the Village's Procurement Policy has not been updated in several years. They recommended amending the policy to require purchase orders only for purchases of \$500.00 or greater, and to require prior approval from Council for purchases of \$1,000.00 or greater.

- Mayor Martinez noted all purchases will continue to be reviewed and approved by Council with the monthly payment voucher approval. However, he stated, increasing the amount to \$1,000.00 for prior Council approval will aid in conducting business in a timely manner.
- Colleen stated, if approved, the amendments will be made to the Procurement Policy, and the updated policy will be attached to the resolution for future reference.

Motion to approve updates to Procurement Policy as recommended by the Clerk Treasurer and Deputy Clerk, and adoption of Resolution #2022-16 approving Procurement Policies and Procedures was made by Councilor C Martinez, second by Councilor Miera (Vote 4-0) Motion carried with all in favor.

6. *Discussion/Approval/Disapproval: Adoption of Resolution #2022-17 approving purchase of 2022 Toyota Tacoma from Toyota of Santa Fe.

- Clerk Treasurer Amber Alcon and Deputy Clerk Colleen Engelhardt stated the State has not issued the contract to disperse the funds for this purchase, and they stated no agreement has been made with Toyota of Santa Fe. However, they stated, Council approving the purchase via Resolution will expedite the purchase once the contract has been issued.

Motion to approve adoption of Resolution #2022-17 approving purchase of 2022 Toyota Tacoma from Toyota of Santa Fe was made by Mayor Pro Tem Cruz, second by Councilor Clouthier (Vote 4-0) Motion carried with all in favor.

7. *Discussion/Approval/Disapproval: Adoption of Resolution #2022-18 approving lease of 2022 Toyota Highlander from Toyota of Santa Fe.

- Clerk Treasurer Amber Alcon stated, if approved, this resolution will allow the Village to enter into a contract with Toyota of Santa Fe to lease a 2022 Toyota Highlander with the following terms:
 - 3-year/36-month lease with a \$5,000.00 down payment
 - Adjusted Cost Cap - \$46,599.98
 - Monthly Payment - \$722.88

Motion to approve the Adoption of Resolution #2022-18 approving lease of 2022 Toyota Highlander from Toyota of Santa Fe was made by Mayor Pro Tem Cruz, second by Councilor Clouthier (Vote 4-0) Motion carried with all in favor.

8. *Discussion/Approval/Disapproval: Review and acceptance of purchases from the utilities fund:

- a) Baker Utility Supply – Water meters and parts for installing water and sewer hookups
 - b) Sandoval's Auto & Truck Repair – 2007 Ford Ranger general repairs and replace bed
 - c) Big R – Gates for parks and utility cart
 - d) Hunt Tractor & Equipment – Hang-on Forks for Backhoe
- Clerk Treasurer Amber Alcon stated the amounts of the invoices: Baker Utility - \$1,744.36; Sandoval's - \$2,263.91; Big R - \$1,021.95, and Hunt Tractor - \$2,125.00. She stated the total of all four invoices to be withdrawn from the utilities account will be \$7,155.22.

Motion to approve the acceptance of purchases from the utilities fund was made by Councilor Miera, second by Councilor C Martinez (Vote 4-0) Motion carried with all in favor.

9. *Discussion/Approval/Disapproval: Authorizing Clerk Treasurer Amber Alcon to attend IIMC Clerks Certification Institute from October 23-28, 2022 and Councilor Claudia Martinez to attend the Infrastructure Finance Conference from October 26-28.

Motion to approve the Authorizing Clerk Treasurer Amber Alcon to attend IIMC Clerks Certification Institute from October 23-28, 2022 and Councilor Claudia Martinez to attend the Infrastructure Finance Conference from October 26-28 was made by Mayor Pro Tem Cruz, second by Councilor Clouthier (Vote 4-0) Motion carried with all in favor.

10. *Discussion/Approval/Disapproval: Approval of hiring Tommy Armijo to fill Utilities Assistant position.
- Clerk Treasurer Amber Alcon stated at last month's meeting Council approved hiring Mr. Armijo as the Utility Assistant through the Help NM program until he was able to gain his GED. She stated he is not eligible for the Help NM program, and this item is to hire him as the full-time Utilities Assistant.
 - Mayor Martinez stated he is recommending hiring Tommy Armijo to fill the Utilities Assistant position at a pay rate of \$13.00 per hour, and he stated Mr. Armijo will have a requirement of obtaining his GED.

Motion to approve hiring Tommy Armijo according to Mayor Martinez's recommendations to fill the Utilities Assistant position was made by Councilor Clouthier, second by Councilor C Martinez (Vote 4-0) Motion carried with all in favor.

11. *Discussion/Approval/Disapproval: Review employee evaluations and approval of pay increases for Utilities Superintendent, Clerk Treasurer/MVD Manager, Deputy Clerk, and MVD Clerk/Administrative Assistant.
- Mayor Martinez stated the MVD Clerk/Administrative Assistant has completed her 6-month probation period, and he has conducted evaluations for her and all the Village employees. He suggested a \$2.00 raise for both the Clerk Treasurer and the MVD Clerk/Administrative Assistant and a \$1.00 raise for the Deputy Clerk and the Utilities Superintendent.
 - Discussion followed, and Council suggested giving all employees a \$2.00 raise. Mayor Martinez stated he feels the Clerk Treasurer should be the highest paid as the top employee. He recommended a \$4.00 raise for the Clerk Treasurer and a \$2.00 raise for the Utilities Superintendent, Deputy Clerk, and MVD Clerk/Administrative Assistant.

Motion to approve employee pay increases as recommended by the Mayor was made by Councilor C Martinez, second by Councilor Miera (Vote 4-0) Motion carried with all in favor.

IX. Monthly Reports

- A. *Approval Item – Approval of Vouchers (payment to vendors) Clerk Treasurer Amber Alcon

Motion to approve the Approval of Vouchers (payment to vendors) was made by Mayor Pro Tem Cruz, second by Councilor C Martinez (Vote 4-0) Motion carried with all in favor.

- B. Utility Delinquent List – Deputy Clerk, Colleen Engelhardt

- September Active Accounts – 12 letters sent with total delinquency of \$771.22. Payments received total \$839.83
 - Acct# 101701 – Customer requested shut-off prior to payment being due and is working with the LIWHAP program to receive assistance. They are aware the full account balance must be paid down before reinstatement of service occurs.
 - Acct# 113101 – Customer received LIWHAP assistance which pays down water and sewer charges. Delinquent balance includes two months of solid waste charges.
- September Inactive Accounts – 12 letters sent with a total delinquency of \$ 1,467.34. Payments received total \$156.89.

- Acct# 201101 – After this customer passed away, one of his sons claimed this account. Then, another son apparently took responsibility for it. There was a misunderstanding with the change of responsibility, but the balance has been paid.
- Acct# 105400 – Unauthorized usage was discovered on this meter as well as on the second meter to a rental unit on the same property. A certified letter was sent informing the customer that tampering with a meter is illegal, and legal action will be pursued if it happens again. The letter also detailed the charges for the utility use, and it states both accounts must be paid in full prior to reinstatement of service for either account.

C. Utility Superintendent – Utility Superintendent, Gary Sanchez

- Drinking Water – Chlorine residual is at 0.40mg/L. Results were good for the DBP2 testing for total haloacetic and total trihalomethanes. This testing is required for compliance with the Drinking Water Bureau to determine effects of chlorine on the system.
- Wastewater – Will be taking 3rd Quarter samples from all monitoring wells to Hall Labs in Albuquerque next week.
- Natural Gas – Will need to take some online classes before the middle of next month and will need to do hands-on requalification for electrofusion and butt fusion in Albuquerque through SECOR. In early Dec, will need to do hands-on requalifications through DBA Services in Artesia for qualifications to maintain certifications through Veriforce.
- The fence at the little park is almost complete. Will need to hang 16 ft gate and half a cattle panel.

D. MVD Reports – MVD Manager, Amber Alcon

- September – 69 transactions processed for a total transaction amount of \$4,648.12.

E. Mora County Sheriff's Office Report

- Undersheriff Padilla provided Council with an update on recent activities as well as upcoming trainings for the Sheriff's Office
 - Office has been busy with 400+ calls per month
 - Recent hires have the Office fully staffed
 - Oct 28th will attend training for CYFD processes
 - Deputies will be attending required biennium training
 - Oct 29th holding a Drug Take Back for the Fall Fest in Mora
 - Will now have a full-time School Resource Officer at Mora Schools. Would like to see one in Wagon Mound as well.
 - Looking at the Flock System purchase to install cameras to monitor traffic in/out of town for illegal activity
 - Anticipating having a Level 3 VIN Inspector certified by the end of the year
 - MADD (Mother's Against Drunk Driving) – working on reestablishing in Mora County to help with education, etc.

F. Housing Authority – Northern Regional Housing Authority

- Absent

G. Wagon Mound Fire Department – Fire Chief

- Absent

H. Bean Day Association – President, Luis Lopez

- Absent

X Old Business


- Deputy Clerk Colleen Engelhardt reported on the status of the new Senior Center. She stated the electrician has submitted for his inspection, and once this is complete, the Contractor will be submitting for the final inspection which will result in a Certificate of Occupancy.

XI. Mayor's Report
• None

XII. Adjourn


Motion to approve adjournment was made by Councilor Miera, second by Councilor Clouthier (Vote 4-0) Motion carried with all in favor. The meeting adjourned at 7:36PM.

Approved and attested this 15th Day of November 2022.



Andres Martinez, Mayor

Attest:



Amber L. Alcon, Clerk Treasurer

(SEAL)

