



Village of Wagon Mound
Regular Meeting Agenda
Tuesday, January 12, 2021
6:00 pm

Presiding Mayor Andres Martinez

SEE INFO ON REVERSE FOR ZOOM MEETING ATTENDANCE

*** - 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 Timothy Cruz, Councilor Adrian A. Clouthier, Councilor Paul A. Miera, Councilor F. Luis Lopez.
- III. *Approval of Agenda
- IV. *Approval of Minutes for:
 - A. Regular Meeting Minutes December 15, 2020
- 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. *Discussion/Approval/Disapproval: Adopting Open Meetings Act Resolution 2021-01.
 2. *Discussion/Approval/Disapproval: Customer request for review and decision regarding payment of water leak (Acct# 119100).
 3. *Discussion/Approval/Disapproval: Publishing intent to amend Ordinance No. 2019-02 – Joint Utilities Ordinance – Rates, Rules, and Regulations to redefine Village and customer responsibilities regarding water lines.
 4. *Discussion/Approval/Disapproval: Purchase of coupon books from Phil Long Ford for servicing Village vehicles.
 5. *Discussion/Approval/Disapproval: Acceptance of removing one-way signs along the 200 Block of Railroad Ave to allow for two-way traffic between Highway 120/Park St and Catron Ave.
 6. *Discussion/Approval/Disapproval: Applying for NMDOT 2021-2022 Proposed Local Government Road Fund Cooperative Agreement Program (SP).

7. Discussion: Capital Outlay Request for FY 22.

VIII. Monthly Reports

- A. *Approval Item –Approval of Vouchers (payment to vendors) Clerk/Treasurer- Monica Martinez
- B. Utility Delinquent List – Deputy Clerk, Colleen Engelhardt
- C. Utility Superintendent – Utility Superintendent, Gary Sanchez
- D. MVD Reports – MVD Manager, Amber Alcon (MVD Office Temporarily Closed)
- E. Mora County Sheriff's Office Report
- F. Housing Authority – Director, Theresa Carmody
- G. Fire Chief – Robert Mondragon
- H. Bean Day Association – President, Luis Lopez

IX. Old Business

X. Mayor's Report

XI. Adjourn

DUE TO CURRENT COVID-19 ORDERS, VILLAGE HALL WILL BE CLOSED TO IN-PERSON PUBLIC ATTENDANCE AT THIS MEETING. THE PUBLIC MAY PARTICIPATE IN THE MEETING VIA ZOOM EITHER BY PHONE OR BY COMPUTER FOLLOWING THE DIRECTIONS BELOW.

MEETING ID: 889 3835 2427

PASSCODE: 425268

PLEASE CONNECT STARTING AT 5:45PM SO THE MEETING CAN BEGIN AT 6:00PM

- TO CONNECT USING A CELL PHONE OR LANDLINE - DIAL 1-346-248-7799 - WHEN PROMPTED, ENTER THE MEETING ID AND PASSCODE
- TO CONNECT USING A COMPUTER OR TABLET - FOLLOW ONE OF TWO OPTIONS:
 - 1) CONTACT VILLAGE HALL (575-666-2408 or deputyclerkwagonmound@gmail.com) AND PROVIDE US WITH YOUR EMAIL ADDRESS. WE WILL SEND YOU AN EMAIL WITH A LINK TO ACCESS THE MEETING. ON JAN 12th, CLICK ON THE LINK AND ENTER THE MEETING ID AND PASSCODE WHEN PROMPTED.
 - OR-----
 - 2) ON JAN 12th, GO TO www.zoom.com, CLICK ON JOIN A MEETING, AND ENTER THE MEETING ID AND PASSCODE WHEN PROMPTED.



I. Call to Order and Pledge of Allegiance

II. Roll Call was taken by Clerk/Treasurer Monica Martinez. Mayor Martinez, Mayor Pro Tem Cruz, Councilor Clouthier, Councilor Miera, and Councilor Lopez were present.

III. *Approval of Agenda

**Motion to approve the agenda was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 4-0)
Motion carried with all in favor.**

IV. *Approval of Minutes for:

A. Regular Meeting Minutes December 15, 2020.

Motion to approve the December 15, 2020 meeting minutes was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (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)

- Citizen Robert Valenzuela voiced his concerns regarding the dogs on the south end of town. He stated he cannot walk or ride his bike through that area because the dogs are vicious. He asked if there is a way to resolve this issue.
 - Mayor Martinez stated, currently, there is no legal action the Village can take. He stated the ordinances are out of date, and the Village does not have a judge to hear cases. He stated the Village has been working with the Mora County and San Miguel County Sheriff's offices to develop an ordinance that works for all three entities in order to address the issue.
 - Mr. Valenzuela asked if the State Police can get involved, and the Mayor stated individuals will need to contact State Police in order to file a report.

VI. Comments or Concerns of Council

- None

VII. Business Matters

1. *Discussion/Approval/Disapproval: Adopting Open Meetings Act Resolution 2021-01.

- Mayor Martinez stated this is an annual resolution the Council passes to confirm the dates of the Regular Council Meetings for the year. He stated, once approved, the notice will be posted all year for citizens to reference when the Village Council meetings are held.

Motion to approve adoption of Open Meetings Act Resolution 2021-01 was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 4-0) Motion carried with all in favor.

2. *Discussion/Approval/Disapproval: Customer request for review and decision regarding payment of water leak (Acct# 119100).

- Mayor Martinez stated the Council was provided a copy of the letter sent to the customer, and he asked Citizen Lily Martinez if she would like to address Council.
- Ms. Martinez stated she wanted to speak with Council because she is being charged approximately \$500.00 for a leak that supposedly occurred on her water lines. She stated she was not home when the leak was discovered. She stated the Utility Superintendent, Gary Sanchez, was repairing the leak when she arrived, and

there was a lot of water running down the alley. She stated she asked Gary if that was water from her house/lines, and Gary told her it was not. She stated she contacted the office to find out what was going to happen, and she spoke with Deputy Clerk Colleen Engelhardt. She stated there was not very much dialog because Colleen kept talking and talking telling her dates of what happened and when. Ms. Martinez stated she does not want to pay for the leak because she does not believe 97,000 gallons of water soaked into the ground. She stated there is an adobe wall located approximately 3 feet from the meter, and there was no damage to the wall or any seepage in that area. She stated she believes she is being charged for water that did not come from her meter. She stated she is very unhappy about the situation, and she stated she does not feel it is fair for her to pay for water that she does not believe went through her meter. She stated the leak was not on her property. She asked Council if she has to pay these charges, and if she does not pay them, will her service be shut-off.

- Mayor Martinez asked the Utility Superintendent to show the Council a meter loop and demonstrate where and how the leak occurred.
 - Utilities Superintendent Gary Sanchez presented the meter loop to Council. He explained that the pipe was completely busted about 2 feet away from the meter on the customer's side, and water was flowing out of it. Gary stated that because the earth is so dry right now water will soak down into the ground, and it will not surface until the ground is saturated. He stated the ground was very wet directly around the meter can when he discovered the leak while reading meters. He stated the meter can was full of water, and he immediately shut-off service. He stated he contacted the office to ask Colleen to contact the customer to inform her of the situation. Gary stated in order to repair the leak on the customer's side, he had to remove the meter can and the meter loop. He stated the connection on the Village side of the meter was PVC, which is an inferior material to use in plumbing. Gary stated when he reconnected the customer side of the loop, the PVC on the Village side cracked resulting in a leak from the main. He stated this leak caused the large volume of water to run down the alley.
 - Mayor Martinez stated the Utilities Assistant was out that day so he helped Gary with the leak. He stated he was maneuvering the pump because they were trying to move the water out of the meter can area. The Mayor stated they had to try several shut-valves before they were able to stop the water, which was flowing rapidly. Gary stated the water system layout is a very complex in that area primarily because of tees coming off the school property so they had to try several shut-off valves before finding the correct one. Gary stated he was able to take everything apart once the water was off, and he purchased parts to replace the PVC section.
 - Ms. Martinez asked what was the material and size of the pipe where the leak occurred on the customer side, and Gary stated it was a ¾-inch SDR black plastic pipe. He stated it is 1-inch coming directly off the meter, and it reduces to a ¾-inch pipe, which is where the leak occurred.
 - Ms. Martinez asked when the last time the meter was checked, and when the leak was first noticed. She stated 97,000 gallons is a lot of water, enough to wash away a small house or at least damage the adobe wall near the meter can. She stated she went to check the ground, which was dry, after Colleen had called to "get all over" her. Ms. Martinez stated Colleen did not allow her to say a word, which she found very unprofessional. She said she became so angry she "let out a couple of cuss words" because she had to ask Colleen to "please let me say something." Ms. Martinez stated she felt disrespected because Colleen was adamant about having her understand that she was going to have to pay the bill. Ms. Martinez stated she commented that she didn't have that kind of money because she is on Social Security. She stated Colleen just kept talking on and on, and Ms. Martinez had to continually say, "Colleen, let me say something." Ms. Martinez stated she does not believe she is responsible for something occurring outside her property, and the leak occurred outside her property. Again, she asked Gary how long it had been since he checked the meter, when he noticed the leak, and what he thought happened.
 - Gary stated he believes the line break occurred only a few days, maybe 4 or 5, before he discovered it while taking meter reads. He stated it is impossible for 90,000 gallons to pass through a meter in one day, but 30,000 gallons or so in one day is possible. He also stated the gap in the pipe was about an inch so the water pressure would have been low in the house. He stated his feet sank into the mud when he

jumped in the hole, and he had to throw dry dirt over the mud in order to do the repair work. Gary also stated they removed the meter for testing to ensure the dials were working correctly, and they properly registered the 200 gallons that were run through it.

- Ms. Martinez asked to clarify that Gary believes the water just sank down into the ground and disappeared into the aquifer. Gary stated another customer had a leak occurring under their house in the range of 500,000 gallons and the water never surfaced. Ms. Martinez asked if Gary was saying the leak did occur on her property. Gary referred to Colleen to read the ordinance, and how it defines responsibility for water lines. Ms. Martinez stated she did not want to hear from Colleen because she was so rude on the phone. She stated Colleen had already referred to the ordinance, but Colleen did not allow her to have any dialogue. She stated Colleen is so unprofessional that she does not want to hear her voice. Ms. Martinez stated she would prefer to read the ordinance herself.
 - Mayor Martinez granted permission when Colleen asked to address Council. Colleen stated she would like to read from the ordinance the sections pertaining to water line responsibility. She read Section 5C which states the Village is responsible for all water main lines and service lines running from the main to the meter, and she also read Section 6A which states the customer is responsible for all service lines running from the meter to the point of use. Colleen stated when the term “property” is being used in this circumstance, it is not referring to the property line in terms of the land, but the term “property” is referring to the water lines themselves. She stated the ordinance is currently written stating the service lines beyond the meter are the responsibility or property of the customer.
 - Ms. Martinez stated she recalled several years ago when Norm Jean Vasquez was concerned with a high water bill due to a leak. She stated she was informed Norma Jean was relieved after discovering the leak was not on her property, and therefore, she was not responsible for paying the charges. Ms. Martinez asked when the ordinance changed to hold a customer responsible for a leak that occurs outside her property line.
 - Colleen stated the Village is not at liberty to discuss other customer’s specific situations and bills, and Ms. Martinez stated this is the only example of which she is aware of the charges being waived. She stated she is not suggesting the charges were waived because Norma Jean is Colleen’s mother-in-law. She stated this incident occurred before Colleen “hit” the Village, before she lived in town. Ms. Martinez restated her question of who changed the ordinance to make her responsible for a leak that occurred outside her property line. She stated most people living in Wagon Mound are poor, like herself. She stated she will not pay the bill, and she will hire a lawyer and speak with the Environment Department.
 - Colleen stated the Joint Utility Ordinance was approved by Council on June 18, 2019. However, she stated the prior water ordinance used very similar language indicating the Village’s responsibility includes main and service lines running to the meter, and the customer’s responsibility runs from the meter to the point of use, therefore, the designation of responsibility for water lines remained consistent between the two ordinances. Colleen stated the Village conducted research to see how other municipalities define water line responsibilities, and all of the municipalities contacted implement similar language with the customer’s responsibility to include all lines beyond the meter.
 - Ms. Martinez stated that is interesting because all other municipalities have means for people to work and make money. She stated Wagon Mound is the “most pathetic Village” she’s ever been in since she’s moved back. She stated she was born and raised here, and she loved it before. She stated she does not recall her parents ever having to pay for something like this, and she stated her dad even used to help Ben Arguello with the utilities.
- Mayor Martinez asked the Council for input on determining whether or not the charges affiliated with the leak are the responsibility of the customer.
 - Colleen noted the letter sent to the customer recognizes the financial burden of paying a large bill in one payment, and the Village has offered the customer a monthly payment plan for the leak charges.
 - Ms. Martinez stated the payment plan would mean she’ll be paying \$25 per month for two years on charges for which she does not believe she is responsible.

- Councilor Lopez stated, “when you’re in the wrong, you’re in the wrong.” He stated he acknowledges that he will be responsible for a water leak if one occurs at his house. He stated had the leak occurred on the other side of the meter then it would be the Village’s responsibility.
- Councilor Miera stated he’s had the same issue of a leak at his house, and Mayor Pro Tem Cruz stated he has as well. Both stated they had to pay for their leaks. Councilor Miera stated these houses are old, and Mayor Martinez stated, in general, the water system lines are old. The Mayor stated they cannot control what happens with these lines, and Councilor Miera stated especially considering how cold it has been.
- Colleen stated the Village cannot control what customers choose to do or not do with their lines. She stated it is an unfortunate situation to be faced with a big bill. She stated she believes the confusion is in regards to the definition of property. She stated the property line marks ownership of land, but the water lines running from the meter to the point of use are property of the customer, and therefore, they are the responsibility of the customer.
- Mayor Pro Tem Cruz stated the leak occurred on the customer side so the charges are the customer’s responsibility.
- Councilor Miera stated the payment plan gives the customer the opportunity to make the minimum payment, and she can pay more when she can to shorten the length of time she’ll be paying on it.
- Gary stated there is a reason why the industry standard is to install meters outside of the customer’s property, and this is to avoid having to gain permission to access customer properties when reading and maintaining meters.
- Mayor Martinez stated the Council appears to be in agreement that the leak did occur on the customer’s lines, and the charges affiliated with the leak are the responsibility of the customer. He encouraged Ms. Martinez to take advantage of the payment plan option of \$25.00 per month.

Motion to approve the decision establishing the customer’s responsibility for payment of charges affiliated with the water leak that occurred on service lines for Account# 119100, including the option for a \$25.00 per month payment plan was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 4-0) Motion carried with all in favor.

3. *Discussion/Approval/Disapproval: Publishing intent to amend Ordinance No. 2019-02 – Joint Utilities Ordinance – Rates, Rules, and Regulations to redefine Village and customer responsibilities regarding water lines.

- Mayor Martinez stated he wants to review the ordinance to possibly amend it to avoid confusing water leak situations in the future. He stated, for example, Ms. Martinez’s meter is located outside of her property line, therefore, there is a couple of feet of service line running between the meter and her property. He stated he would like to discuss the idea of amending the ordinance to change the customer’s responsibility to include only the section of service lines running on their property and the Village’s responsibility would include service lines running from the meter to the customer’s property line. He stated he views the fence as the property line and the alleyway between different property’s fence lines belongs to the Village.
 - Mayor Pro Tem Cruz stated the Village did not install the water lines from the meter to the fence so the Village does not know what plumbing exists underground. He suggested the Village consider prorating leak charges because we are not aware of the plumbing currently in place. He stated then when the leak is repaired the Village can ensure the correct lines and plumbing are in place.
 - Mayor Martinez agreed that the Village does not know what exists underground, and he used the example of Gary discovering a PVC line on the Village’s side of the meter at Ms. Martinez’s house. He stated we will not know until a line breaks, and it is dug up to be repaired. He stated he asked the Utilities Staff if it is possible to check each meter connection, but the meters and lines are buried 3 feet deep.
 - Councilor Lopez stated the customer should be responsible once the water leaves the meter.
 - Colleen stated she heard from about 8 or 9 municipalities in her research to see how other municipalities address water line responsibility. She stated the feedback she received is meters are typically installed outside the customer’s property to avoid the need for permission from the property owner to gain access to read or maintain the meter. She stated another aspect to consider is that fences are not necessarily

placed on legal property boundary lines, and she stated in an extreme circumstance, a property owner could dispute the definition of property lines.

- Mayor Martinez stated he drove around town to observe meter locations. He stated many about the fence line, but many are located a couple of feet from the fence. He stated he feels the Village should be responsible for lines that are buried under Village property. He also stated there are several locations where Village property has been taken over or claimed as private property, especially in alley ways.
- Utilities Superintendent Gary Sanchez stated the standard practice with natural gas is to also have the meter installed outside the customer's property, and it states the operator's responsibility runs to the meter, and the customer's responsibility starts at the meter.
- Colleen stated she wanted to address Mayor Pro Tem Cruz's idea of prorating the cost of the leak. She stated two very similar leaks have occurred on customer lines in the past 3 months with the leaks occurring a few inches to a few feet from the meter. She stated in both cases, the Mayor authorized the Utilities Staff to repair the leaks for the customer because of their close proximity to the meter. She wondered if this is possibly a way the Village could help mitigate the cost of leaks to customers. She stated there will be no way to determine the volume of water to charge to the customer if a leak occurs in a service line between the meter and the property line because water in this section of line has already passed through the meter.
- Mayor Martinez stated this is just a discussion to determine if the ordinance needs an amendment.
 - Colleen stated if the Council chooses to approve publication, the wording of the amendment needs to be determined at this meeting. She stated it is required to be posted for a minimum of two weeks, and then it can be approved at next month's meeting.
 - MVD Manager/Admin Assistant Amber Alcon stated she feels changing the line responsibility to start at the property line rather than at the meter will open the door to more issues. She stated when more customers discover the Village is responsible and reimbursing for leaks, others will come forward requesting to be reimbursed for past leaks.
 - Colleen stated if the Village becomes responsible for any portion of the lines beyond the meter, it will be very confusing to determine how much of the water should be billed to the customer and how much should be included with the Village's leak.
 - Colleen stated she believes there are several areas of the ordinance that need to be reviewed and fine-tuned, and Council will be reviewing rates and possibly be making amendments over the summer. She stated in terms of leaks, she is recommending to potentially include a clause stating the customer's rights to have their individual circumstances brought before and reviewed by Council.
 - Mayor Martinez stated he believes it would be a good practice to document the discovery of leaks with photos. He stated then it will be on record in case the leak is disputed. He stated a photo will clearly show the location of the leak which is the factor determining responsibility.
 - Colleen stated, perhaps, it would help clarify with future leaks to amend the ordinance to include a new section describing how to address water leaks including taking a photo, informing the customer, and performing a flow test to ensure the meter is functioning properly as well as a clause describing the customer's right to have their circumstances reviewed by Council. She stated this will create a due process of procedures for the Village to follow, but it will also give the customer confidence the Village is doing our part to help.
- Mayor Martinez recommended approving publishing an intent to amend the Joint Utility Ordinance to include a new section detailing the procedures for a water leak.

Motion to approve the Mayor's recommendation to publish an intent to amend the Joint Utility Ordinance was made by Councilor Miera, seconded by Mayor Pro Tem Cruz. (Vote 4-0) Motion carried with all in favor.

4 Discussion/Approval/Disapproval: Purchase of coupon books from Phil Long Ford for servicing Village vehicles.

- Mayor Martinez stated he is recommending the purchase of these coupon books as a way to help maintain Village vehicles especially after the engine was just replaced in the F250. He said the purchase includes the oil

changes, tire rotations, and a basic service. The Mayor stated properly maintaining the all the vehicles is important, but it will also help with the warranty on the engine.

Motion to approve the purchase of a gasoline and a diesel oil change coupon book from Phil Long Ford was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 4-0) Motion carried with all in favor.

5. *Discussion/Approval/Disapproval: Acceptance of removing one-way signs along the 200 Block of Railroad Ave to allow for two-way traffic between Highway 120/Park St and Catron Ave.

- Mayor Martinez stated the one-way street sign was installed when a former resident along this stretch of road was on the Council, and he didn't like headlights shining in his window. The Mayor stated the decision was not made through an ordinance or resolution. He stated many people ignore the sign and go through the wrong way regardless of the one-way sign being there. He stated he already asked the Utilities Staff to remove the signs, but he wanted to have the item go before Council as well.
- Deputy Clerk Colleen Engelhardt spoke as the resident living at a corner of that intersection, and she asked that the faded stop sign at that intersection be made a priority to change out when funding is available.

Motion to approve the removal of the one-way signs along the 200 Block of Railroad Ave to allow for two-way traffic between Highway 120/Park St and Catron Ave was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor.

6. *Discussion/Approval/Disapproval: Applying for NMDOT 2021-2022 Proposed Local Government Road Fund Cooperative Agreement Program (SP).

- Deputy Clerk Colleen Engelhardt stated the Village was approved for NMDOT Coop funds for FY21 in the amount of \$35,336. However, she stated the Village is required to pay a 25% match so when the funds are expended the State will pay \$26,502, and the Village will contribute \$8,834 as the match. She stated when the agreement was signed, the Council agreed that these funds will be held over until the Village is approved for additional funding to complete a larger project, and this is the application for FY22 funds.
- Colleen stated she spoke with Richard Runyon of Dennis Engineering to ask advice on how to proceed with this application. She stated Richard recommended the Council first decide whether or not to apply for FY22 funds. Colleen stated if we choose to apply, the Village will submit the amount requested based on the needs and cost of the project, but she reminded Council that the Village will be required to supply a 25% match. She stated the 25% match can be a monetary contribution, an in-kind contribution of work performed by Village Staff or the direct purchase of materials by the Village, or it can be a combination of the two.
- Colleen stated the application is due by March 15th. She stated the Village will need to identify the project and determine the cost we are requesting.
 - Mayor Martinez stated he had been thinking these funds could be used to install a sidewalk starting from the first housing unit on South Catron down past the Senior Center to the entrance of the Rodeo Grounds. He stated this area has a lot of kids so the sidewalks will make it safer, and it will help with the Senior Center as well. Colleen stated this is the project identified in the FY21 application.
 - Colleen stated the FY21 Estimated Summary Cost and Quantities sheet shows one square yard of sidewalk costing \$65.00. She stated the length of sidewalk will need to be estimated in order to determine cost.
 - Mayor Martinez stated the last sidewalks installed in 2019 were done with color, but the color accounts for approximately 30% of the project cost. He stated the Village requested no color to the engineer and contractor to reduce the cost, but the color was added anyway.
 - He stated he would like to carry over the FY21 funds and request another \$35K from FY22 funding in order to complete the project. Colleen stated the Village match would end up being about \$16K.
 - Council discussed the length of the proposed stretch. Clerk Treasurer Monica Martinez stated the due date for the application is March 15th so the length could be measured, and the amount to be requested could be approved at the February meeting.
 - Mayor Martinez agreed, and he recommended postponing the decision until the February meeting.

Motion to approve postponing the decision regarding the NMDOT FY21-22 LGRF Coop Agreement application was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 4-0) Motion carried with all in favor.

7. Discussion: Capital Outlay Request for FY 22.

- Clerk Treasurer Monica Martinez stated she needs to submit the Capital Outlay funding request by February 12th, and the Council just needs to decide what the Village will be requesting. She stated, due to COVID, all Capital Outlay requests must be submitted online this year.
- Deputy Clerk Colleen Engelhardt stated Roger Montoya, the new District 40 representative, has scheduled a zoom meeting for Thursday at 5PM to discuss requests and the upcoming legislative session.
- Monica stated the first priority on the ICIP is a solid waste vehicle followed by the monitoring wells at the sewer lagoons. However, she stated, the Village has secured a half loan-half grant funding source for the wells, and that project will be finished by the time these funds are distributed. She stated she is recommending requesting funds for the solid waste vehicle as well as one additional request.
 - Mayor Pro Tem Cruz recommended repairs to the municipal building as it is in need of updating and repair.
 - Mayor Martinez stated he agrees, and he has already suggested these projects to Representative Montoya when they spoke to make arrangements for the meeting.
 - Council agreed the repairs to the municipal building should include new flooring, windows, exterior plaster repair, interior and exterior painting, solar panel installation, and repair the sidewalk in front of the clinic because that is a municipal building.
- Monica clarified that the Village will be requesting \$200K for the solid waste vehicle and \$270,500 for the municipal building renovations. The Mayor and Council agreed, and Monica stated she will start working on the online request forms.

VIII. Monthly Reports

A. *Approval Item –Approval of Vouchers (payment to vendors) Clerk/Treasurer- Monica Martinez

- Monica stated payments mostly include the regular monthly bills. She stated other payments include International Institute of Municipal Clerks annual dues, Tyler Tech annual maintenance fees, \$11K was paid out to KGM for gas utility parts and equipment, TruDegree was paid \$12,095.61 for the HVAC unit and installation, two invoices were paid from the law enforcement fund for purchases from last fiscal year but the invoices were just received, and she stated the November bill for Springer Electric was paid on Dec 2nd and the December bill was paid on Dec 28th. Monica stated the Fire Fund received the 2nd distribution from the State.
 - Mayor Martinez stated the PCR had mentioned they would try helping the Village obtain necessary equipment from New Mexico Gas, but the Village has not heard anything from them. He stated he asked the Utility Superintendent to start getting quotes and purchasing equipment to ensure the Village is self-sufficient.
 - Monica stated she has been working with the New Mexico Self Insurers Fund to get reimbursed for the HVAC unit. She stated the process has been slow because most people are working from home due to COVID. She stated she is also waiting for TruDegree to provide the Village with the model and serial number information.

Motion to approve the monthly payment vouchers was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor.

B. Utility Delinquent List – Deputy Clerk, Colleen Engelhardt

- Colleen stated the December delinquent payments were originally due on Dec 21st, but Village Hall was closed that day for cleaning and disinfecting so the Mayor decided to extend the due date until Dec 28th. She stated anyone that had not paid was contacted and informed of the date change.
- Dec Active Delinquents – 15 letters sent for total of \$3,051.08 in delinquent charges with payments received totaling \$5,044.65. Colleen stated the reason why the totals are so high are due to the Housing Authority getting behind in payments when the Director was out.

- Acct# 115001 – Shut-off for non-payment after several attempts were made to remind the customer of the due date. The shut-off occurred at 9:30AM, the \$75 shut-off fee was assessed to the account, and a letter was issued describing actions necessary to reinstate service. She stated the full account balance was paid before the end of the day, and services were reinstated.
 - Acct# 106905 – This location had a leak in Oct resulting in charges totaling almost \$600. The account is in the tenant's name, and she paid her regular utility charges leaving the leak charges to be paid by the landlord. Colleen stated she had a few different phone conversations with the landlord, and he eventually paid the charges in full. Colleen stated he told her to tell the Governing Body that he will be running for either Mayor or Council in the next election because he feels this is a problem that needs to be addressed. She stated he also stated he would be filing a lawsuit against the Village, but nothing has been received.
 - Dec Inactive Delinquents – 11 letters sent for a total of \$1,417.69 in delinquent charges, and no payments were received.
 - Acct# 112300 – Account was shut-off for non-payment in December. She stated the customer was sent a letter describing the actions necessary to reinstate service. Colleen stated she has not heard anything from the customer, and last week several letters dating back to October were returned because his PO Box was closed. She stated she does not have any contact information for this customer.
 - Colleen provided the Governing Body the potential delinquent list for January, but she noted customers have until Jan 15th to submit payment.
- C. Utility Superintendent – Utility Superintendent, Gary Sanchez
- Water - Nothing to report
 - Waste Water – Received test results, and they are high in total dissolved solids. Gary stated the dissolved solids are always high and this is the reason the NMED is requiring the installation of three monitoring wells to determine the source. He stated he took the sewer jetter to Albuquerque for repairs, and he stated several things needed to be replaced.
 - Natural Gas – KGM sent the wrong pipefitting reducers so he is waiting for the correct parts before he is able to replace the meters at the school and housing locations. Gary stated while in Albuquerque he picked up some parts ordered including the butt fusion welder, a 3" peeler for mains, fittings, and 10 anodeless risers. He stated these will replace the majority of the system's anode risers which will address a deficiency finding from the PRC. Gary stated the Village will still need to purchase a leak detector, a Combustible Gas Indicator (CGI), and a soil analyzer. Gary stated they will start changing out risers.
- D. MVD Reports – MVD Manager, Amber Alcon (MVD Office Temporarily Closed)
- MVD Manager Amber Alcon stated the Village MVD Office opened as of today. She stated she saw five customers, and the transactions went fairly smooth with just a few bumps. Amber stated she has been training in Las Vegas all day on Mondays and Fridays, and in Springer in the afternoons on Tuesdays, Wednesdays, and Thursdays. She stated both offices have been very informative, helpful, and supportive, and she has the opportunity to continue with this training schedule for the next 2-3 weeks. She stated she would like to take advantage of the training as much as possible because they have been letting her train hands-on and providing her with lots of good information.
 - Mayor Martinez asked if she feels she needs another 2 to 3 weeks of training, and Amber stated she would like to see how she feels after the next 2 weeks because there is a lot to know, especially with more uncommon transactions.
 - Mayor Martinez stated he will authorize training for this week and next week because the Village needs to have an Office Administrator as well.
 - Mayor Pro Tem Cruz stated he believes the Village should provide as much training as possible to ensure Amber is comfortable and knows what she is doing before she settles into her regular schedule.
 - Mayor Martinez stated Amber will have trained hands-on for 2½ weeks in addition to the online training classes. He stated the Village created her schedule to start slow by opening the MVD for half-days on Tuesdays and Thursdays, then transitioning to full-days on Tuesdays and Thursdays, and once she is very comfortable the schedule will switch to full days on Mondays, Wednesdays, and Fridays. He stated she also knows who she can call when she needs assistance now that she has been doing hands-on training.

o Mayor Martinez stated all MVD appointments need to be made either online or by calling the office during working hours. He stated the Village is not taking walk-ins, and he stated the Village will not be doing favors or making exceptions for anyone.

▪ Amber stated her MVD supervisor will be setting up the option to make appointments online through the MVD website, but it is not available yet. She stated, as of now, we are taking appointments on paper by phone.

E. Mora County Sheriff's Office Report

- Absent

F. Housing Authority – Director, Theresa Carmody

- Absent

G. Fire Chief – Robert Mondragon

- Absent

- Assistant Fire Chief Timothy Cruz reported the Fire Department has been holding very brief meetings outside the building with 5 or less participants.

H. Bean Day Association – President, Luis Lopez

- None

IX. Old Business

- Deputy Clerk Colleen Engelhardt provided an update on the monitoring wells project. She stated when she spoke with Richard of DEC, he stated they came out in December to survey the land, and they have started the planning and paperwork. She stated he mentioned once they have the specific depth the wells will need to be drilled, the Village may want to go back to the Environment Department to see if the figures can be modified to reflect a shallower well depth. She stated when the application was submitted for the loan/grant, the specs indicated the wells being 100+ feet deep. She stated a portion of the loan must be utilized before the grant funds become available so if the numbers can be modified it may help the Village by reducing the amount of the loan.

X. Mayor's Report

- Mayor Martinez stated he received a call from the new Senior Center architect, Michael Freeman, informing the Village that the contractor, Michael Quintana's, father, Robert Quintana, passed away. He stated Mr. Freeman said Mr. Quintana will not be available for a while as he is dealing with the passing of his father, and Mr. Freeman stated he will be taking the initiative to determine how much money would be needed to complete the Senior Center.

- o Mayor Martinez stated he and the Deputy Clerk met with Michael Freeman, Michael Quintana, and Senator Campos in late November, and at that meeting it was determined the contractor and the architect would work together to purchase any remaining equipment and to come up with a figure to complete the project for the Village to present to Senator Campos. The Mayor stated this has not happened, and he stated he is not confident in Mr. Freeman's calculations and recommendations.

- o Mayor Martinez stated he spoke with Michael Quintana last week, and Mr. Quintana informed him that all the mechanical equipment had been purchased, but Michael Freeman was not aware of this.

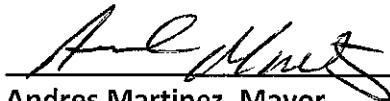
- Mayor Martinez reported the City of Las Vegas contacted him to make arrangements for the Utility Superintendent to check out a smaller solid waste vehicle. He stated Gary will go on Jan 22nd for a ride along to test the truck, and if he likes it, the City of Las Vegas is willing to sign it over to the Village.

- Mayor Martinez stated the Utilities Assistant will attending the driving portion of his CDL course from January 19th to February 17th. He stated Gabe has already been driving the trash truck with Gary for practice.

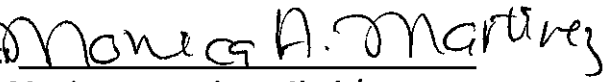
XI. Adjourn

Motion to adjourn was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 4-0) Motion carried and all in favor. The meeting adjourned at 7:45PM.

Approved and attested this 9th Day of February, 2021.



Andres Martinez, Mayor

Attest: 

Monica A. Martinez, Clerk/Treasurer
(SEAL)

