



Village of Wagon Mound
Regular Meeting Agenda
Tuesday, January 9, 2024 - 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 Claudia M. Martinez, Councilor Paul A. Miera, and vacant position.

III. *Approval of Agenda

IV. *Approval of Minutes for:

A. Regular Meeting Minutes December 12, 2023

B. Special Meeting Minutes December 18, 2023

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. *Organization Meeting Matters

1. *Discussion/Approval/Disapproval: Appointment of Councilor to fill vacant two-year position

2. *Discussion/Approval/Disapproval: Appointment of Mayor Pro Tem

3. *Discussion/Approval/Disapproval: Appointment of Clerk Treasurer

4. *Discussion/Approval/Disapproval: Appointment of Fire Chief

VIII. Business Matters

1. *Discussion/Approval/Disapproval: Adopting Open Meetings Act Resolution #2024-01.

2. *Discussion/Approval/Disapproval: Review rating and ranking of proposals received in response to Request for Proposals (RFP) #2023-01 – General On-Call Professional Engineer Services and recommendation for award.

3. *Discussion/Approval/Disapproval: FY25 Capital Outlay funding requests.

4. *Discussion/Approval/Disapproval: Payment of invoice to Roybal's Septic Service for portable toilet rentals for 2023 Bean Day weekend.

5. *Discussion/Approval/Disapproval: Payment of invoice to MCT, Inc for repairs to 2007 Autocart (white) trash truck.

6. *Discussion/Approval/Disapproval: Renew annual contract with White Sands Drug and Alcohol Compliance.

7. Discussion/Approval/Disapproval: Renew Memo of Understanding with Mora County Sheriff's Office.

8. *Discussion/Approval/Disapproval: Mora County Sheriff's Office Purchase Requisitions from the Law Enforcement Protection Fund:

A) Street Cop Training – Interdiction Academy for the Department

B) Frontline Upfitting, LLC – Rewiring 2021 Chevy Silverado

C) Santa Fe Pawn, LLC – Safe for Ammo Storage

IX. Monthly Reports

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

B. Utility Delinquent List – Deputy Clerk

C. Utility Superintendent – Utility Superintendent

D. MVD Reports – MVD Manager

E. Mora County Sheriff's Office Report

F. Housing Authority – Northern Regional Housing Authority

G. Wagon Mound Fire Department – Fire Chief

H. Bean Day Association – President

X. Old Business

XI. Mayor's Report

XII. Journal



I. Call to Order and Pledge of Allegiance

II. Roll Call was taken by Clerk Treasurer Amber Anguiano. Mayor Andres Martinez, Mayor Pro Tem Eldie R. Cruz, Councilor Claudia M. Martinez, and Councilor Paul A. Miera were all present.

III. *Approval of Agenda

Motion to approve the agenda was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 3-0) Motion carried with all in favor.

IV. *Approval of Minutes for:

A. Regular Meeting Minutes December 12, 2023

Motion to approve the December 12, 2023 Regular Meeting Minutes was made by Councilor Miera, seconded by Councilor C Martinez. (Vote 3-0) Motion carried with all in favor.

B. Special Meeting Minutes December 18, 2023

Motion to approve the December 18, 2023 Special Meeting Minutes was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez. (Vote 3-0) 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. *Organization Meeting Matters

1. *Discussion/Approval/Disapproval: Appointment of Councilor to fill vacant two-year position

- Mayor Martinez recommended appointment of Gabriel Maestas Jr. to fill the position.

Motion to approve appointment of Gabriel Maestas Jr to the vacant two-year Council position was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 3-0) Motion carried with all in favor.

Gabriel D. Maestas and Claudia M. Martinez gave their Oaths of Office conducted by Deputy Clerk/Notary Public Colleen Engelhardt, and both commenced their new terms on the Governing Body.

2. *Discussion/Approval/Disapproval: Appointment of Mayor Pro Tem

- Mayor Martinez recommended re-appointment of Eldie Cruz to the position of Mayor Pro Tem.

Motion to approve reappointment of Eldie R. Cruz as the Mayor Pro Tem was made by Councilor C Martinez; seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor.

3. *Discussion/Approval/Disapproval: Appointment of Clerk Treasurer

- Mayor Martinez recommended the appointment of Amber Anguiano as the Clerk Treasurer.

Motion to approve appointment of Amber Anguiano to the position of Clerk Treasurer was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez. (Vote 4-0) Motion carried with all in favor.

4. *Discussion/Approval/Disapproval: Appointment of Fire Chief

- Mayor Martinez recommended reappointment of Robert Mondragon to the position of Fire Chief.

- Councilor Miera expressed concern, and he made a motion to disapprove reappointment. No second was made, and the motion was lost.
- Mayor Martinez asked for a motion to approve the appointment. Mayor Pro Tem Cruz stated he is in favor of reappointment because he feels that the recent meeting Fire Chief Mondragon had with the State Fire Marshall was beneficial to the progression of the Fire Department.
- Clerk Treasurer Amber Anguiano suggested that if improvements are not made within the Fire Department, the reappointment of Fire Chief could be taken into consideration. Anguiano also stated that the response of Fire Chief Mondragon with the current litigation against the Fire Department will reveal if the reappointment of Fire Chief should be considered.
- Councilor C Martinez asked if information was being exhibited from litigation to The Village.
- Deputy Clerk Engelhardt stated the summons was submitted to the New Mexico's Self Insurers Fund and there has yet to be a lawyer appointed to case.
- Mayor Martinez stated that our Attorney, Sam Crow, was also contacted and made aware of litigation for possible assistance.
- Deputy Clerk Engelhardt reminded the council that dismissal for Fire Chief could be made at any time of appointed term.

Motion to approve reappointment of Robert Mondragon to the position of Clerk Treasurer was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez. (Vote 4-0) Motion carried with all in favor.

✓III. Business Matters

1. *Discussion/Approval/Disapproval: Adopting Open Meetings Act Resolution #2024-01.

- Deputy Clerk Colleen Engelhardt stated the Opening Meeting Act Resolution #2024-01 describes how the Village conducts meetings in a public and transparent manner with the meeting schedule attached. Colleen stated the schedule for meetings can be changed upon recommendation and approval.

Motion to adopting Open Meetings Act Resolution #2024-01 was made by Councilor Miera, seconded by Councilor C Martinez. (Vote 4-0) Motion carried with all in favor.

2. *Discussion/Approval/Disapproval: Review rating and ranking of proposals received in response to Request for Proposals (RFP) #2023-01 – General On-Call Professional Engineer Services and recommendation for award.

- Deputy Clerk Colleen Engelhardt stated the contract the Village had with Dennis Engineering expired in 2023 but has since continued work with Dennis Engineering. Colleen explained the Request for Proposal (RFP) is required when professional services cost more than \$60,000, and the proposed four-year contract will cover every project over or under \$60,000. Colleen reminded council of the upcoming South Catron Ave Project and stated that nine people inquired about the RFP with two submissions (Dennis Engineering and Performance Water Engineering). Colleen described the process of the evaluators, and that the evaluators recommended the contract be granted to Dennis Engineering based off of categorical scoresheets.

Motion to approve awarding Dennis Engineering a four-year contract for On-Call Professional Engineer Services was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez. (Vote 4-0) Motion carried with all in favor.

3. *Discussion/Approval/Disapproval: FY25 Capital Outlay funding requests.

- Mayor Andres Martinez suggested to request \$75,000 for Utility Vehicle.
- Deputy Clerk Colleen Engelhardt stated the Village may request projects that are not listed on the ICIP. She stated legislators will review the ICIP, and those projects receive priority.
- Colleen asked if council wanted to submit the previously discussed proposal of \$750,000 for the Senior Center which included parking lot, vehicles, etc.
- Mayor Martinez suggested to submit for the amount of \$450,000, and Colleen reminded council that the parking lot had a design plan.

- Mayor Martinez stated his concern for the design being too big for the area.
- Colleen stated a new design will need to be made with new engineers with a new set of costs involved.

Mayor Martinez suggested submitting a request of \$500,000 for Senior Center parking lot project and vehicles.

Motion to approve FY25 Capital Outlay funding requests of \$75K for a utilities vehicle and \$500K to complete the Senior Center was made by Councilor C Martinez, seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor.

4. *Discussion/Approval/Disapproval: Payment of invoice to Roybal's Septic Service for portable toilet rentals for 2023 Bean Day weekend.
- Clerk Treasurer Amber Anguiano states the invoice for Roybal's Septic Services was not received until December 2023 even though the services were provided during the Bean Day Celebration.
 - Deputy Clerk Colleen Engelhardt stated the invoice is in the amount of \$1400.

Motion to approve payment of invoice to Roybal's Septic Service for portable toilet rentals for 2023 Bean Day weekend requests was made by Councilor C Martinez, seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor.

5. *Discussion/Approval/Disapproval: Payment of invoice to MCT, Inc for repairs to 2007 Autocart (white) trash truck.
- Mayor Martinez stated the white trash truck needed electrical repairs, and repairs to the antifreeze leak. He stated it was taken to MCT, Inc in Albuquerque, and the cost of the repairs totaled \$1,598.33.

Motion to approve payment of invoice to MCT, Inc for repairs to 2007 Autocart (white) trash truck was made by Pro Tem Cruz, seconded by Councilor C Martinez. (Vote 4-0) Motion carried with all in favor.

6. *Discussion/Approval/Disapproval: Renew annual contract with White Sands Drug and Alcohol Compliance.
- Clerk Treasurer Amber Anguiano stated this is an annual contract renewal. She stated White Sands performs employee drug tests.
 - Deputy Clerk Colleen Engelhardt stated they also help the Village maintain compliance with DOT regulations.

Motion to approve renewal of the annual contract with White Sands Drug and Alcohol Compliance was made by Councilor Maestas, seconded by Pro Tem Cruz. (Vote 4-0) Motion carried with all in favor.

7. *Discussion/Approval/Disapproval: Renew Memo of Understanding with Mora County Sheriff's Office.
- Deputy Clerk Colleen Engelhardt stated the Village maintains two agreements with the Mora County Sheriff's Office (MCSO). She stated one is the Memo of Understanding (MOU) which is an agreement allowing MCSO the use of the Village's Marshall's Office. She stated the second is a Joint Powers Agreement (JPA) that details the two entities' arrangement for the disbursement of Village Law Enforcement Protection Funds (LEPF). Colleen stated she and the Clerk just realized the JPA expired at the end of June 2023, and it will be up for renewal on the February agenda. She stated the DFA will accept either document for the allocation of LEPF, but in the past the Village has preferred to maintain both documents with the MOU being more of a rental agreement, and the JPA details the relationship between the Village and MSCO.

Motion to approve renewing the Memo of Understanding with Mora County Sheriff's Office was made by Councilor C Martinez, seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor.

8. *Discussion/Approval/Disapproval: Mora County Sheriff's Office Purchase Requisitions from the Law Enforcement Protection Fund:

A) Street Cop Training – Interdiction Academy for the Department

Mora County Undersheriff Romero states the Street Cop Training is a one-day training that will help trainees identify vehicles hauling illegal loads. Undersheriff Romero stated they contact State Police to assist with calls when the department is on training. He stated the total cost will be \$1,495.00

B) Frontline Upfitting, LLC – Rewiring 2021 Chevy Silverado

- Undersheriff Romero stated the 2021 Chevy Silverado has a short that they have been trying to locate, and he stated they have decided to rewire because they have not been able to isolate the short. He stated the quote to rewire is \$4,606.82.

C) Santa Fe Pawn, LLC – Safe for Ammo Storage

- Undersheriff Romero stated the safe for ammo storage would be strictly for ammo purchased with Village LEPPF, and he stated the safe will provide climate control for the ammunition and keeping track of the ammunition with a roster. He stated the cost will be \$1,400.00.
- Deputy Clerk Colleen Engelhardt informed new Councilor Maestas of the previous purchase of the ammunition that was made a few months prior, and Undersheriff Romero stated it will be used for deputies to qualify once a year to maintain compliance with the Department of Public Safety (DPS).
- Undersheriff Romero stated he has two more Purchase Requests that were not included on the agenda. He stated they are important because MCSO just hired a new deputy, and they need to provide him with a unit and uniforms. He stated he is requesting to move on these quotes and to have them included on the February agenda for approval. He stated one is for State of Emergency Upfitting in the amount of \$1,123.81 to remove the decals from the Chevy Tahoe donated by Dona Ana County, and to apply MCSO decals. Undersheriff Romero stated the second request will be for uniforms for the new deputy. He stated he should be receiving the quote in the next few days, and he is anticipating the cost to be around \$1200.00. He stated he will submit the request to Amber once it is received.

Motion to approve Mora County Sheriff's Office Purchase Requisitions from the Law Enforcement Protection Fund was made by Councilor Miera, seconded by Councilor C Martinez. (Vote 4-0) Motion carried with all in favor.

VIII. Monthly Reports

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

- Clerk Treasurer Amber Anguiano stated the December vouchers are the regular monthly expenses.

Motion to approve December 2023 vouchers was made by Councilor C Martinez, seconded by Pro Tem Cruz. (Vote 4-0) Motion carried with all in favor.

B. Utility Delinquent List – Deputy Clerk, Colleen Engelhardt

- Active Accounts – 11 letters sent with a total delinquency of \$770.83. Payments were due on January 15th and all payments were received on time totaling \$1,309.32.
 - #111100 - not typically on the delinquent list. When Colleen contacted them, they apologized and explained they have had turnover in their accounting office. Payment was issued and received.
- Inactive Accounts - 8 total accounts with 4 letters sent, and 4 accounts that no longer have good mailing addresses with a total delinquency of \$852.31. No payments were received.

C. Utility Superintendent – Utility Superintendent, Gary Sanchez

- Water – Chlorine residual is at 0.07mg/L, and the Santa Clara Spring is running at about 160-180 gallons per minute. Received results for the DDB2 testing
- Wastewater – Water samples and a sprinkler bib test were run and everything is in compliance.
- Natural Gas – Utility Superintendent Sanchez stated that he will be going to Artesia to requalify for four hands-on qualifications. He stated he needs to requalify with electro and butt fusion by next month. He stated Utilities Assistant Julian Chavez will also receive electro and butt fusion qualifications so they can certify each other's welds on natural gas lines.

D. MVD Reports – MVD Manager, Amber Anguiano

- Clerk Treasurer Amber Anguiano reported a total of 57 transactions for a total of \$7,441.20 were processed in January.

Amber also stated that MVD manager Micheal Griego did an audit on the MVD office in the month of October and there was a total of 6 findings. Amber stated that these findings can be fixed with refreshed training with MVD Agent Julia Olguin. She stated one finding had to do with a driver's license and the other 5 were regarding title transfers and registrations. Amber stated that a weekly audit would benefit the office to ensure proper paperwork is being processed through the system.

E. Mora County Sheriff's Office Report

- Undersheriff Romero stated they have Deputy Jeffery Vagas who is certified with 7 years of experience and comes from Taos County Sheriff's Office. He stated Deputy Vagas is a certified drone responder. Undersheriff Romero also stated that Deputy Coca and Sergeant Vigil will be going to a training in Amarillo, Texas for basic entry of buildings for active shooter. Undersheriff Romero states that 2 openings for this training were offered free of charge with the only cost for this training are for lodging. Deputy Cortes and Sergeant Vigil will be attending Field Training Officer (FTO) training for safety on duty in Santa Fe. He stated the other new hire, Danielle Apodaca, is progressing in an expected manner as this is a new field for her. He stated she is tested monthly to determine if she is meeting standards, and unfortunately, if she is not at standards she will be terminated.
- Undersheriff Romero stated the Flock cameras have been useful, and Deputy Coca stated that the Flock System cameras in the Village recorder 9,144 vehicles between December 6th to January 3rd. He stated two stolen vehicles were tracked with State Police locating one in Las Vegas, NM and the other was apprehended by Colfax County Sheriff's Office near Springer, NM.
- Undersheriff Romero stated that Deputy Omar Cortes will be going to training for active shooters for the Mora County Public Schools. He added, once proper training is received MCSO will reach out to Wagon Mound Public Schools to reenact active shooter trainings with the school for safety trainings.
- Mayor Martinez asked Undersheriff Romero for an update on the K9 unit. The Undersheriff stated the K9 handler is a big roll, and no one on the . Mayor Martinez asked Undersheriff Romero if he received an email for the Joint Powers agreement and asked if Undersheriff Romero could ensure the Mora County judge could view the documents so the process can be approved at an appropriate time because the Judge, the Attorney, and the Village council all need to approve of the Joint Powers Agreement before it is put in place.

F. Housing Authority – Northern Regional Housing Authority

- Absent

G. Wagon Mound Fire Department – Fire Chief

- Assistant Fire Chief Rio Armijo stated that there have been three snowstorms with no calls. Mayor Martinez asked the Asst Fire Chief if it was because of the lack of volunteers available to answer the call, and Rio ensured that no calls had been made. Mayor Martinez stated that four volunteers had to be present to answer a call.
- Mayor Martinez stated he met with the state Fire Marshal and Fire Chief Mondragon to review the Fire Department's audit and to discuss the findings that need to be addressed.
 - Rio stated the Fire Chief had yet to inform them of any issues.
 - Councilor Maestas stated his concern with Rio not knowing of the audit findings.
- Clerk Treasurer Amber Anguiano stated that another issue was that purchase orders for equipment and materials were not being made before being purchased and that is how things need to be done. Amber also stated that the Fire Chief position requires responsibilities that can be maintained and if these responsibilities cannot be maintained by Chief Mondragon, then the Village should reconsider his position. Amber stated that the State Fire Marshal is reaching out to her for funding paperwork

that Chief Mondragon is requesting from her months after she submitted the paperwork on his behalf.

- Mayor Martinez stated that the Fire Chief was using his own personal computer to store information having to do with the Fire Department and that is illegal. Mayor Martinez asked Amber if the Fire Chief had purchased a laptop, and Amber stated that he had not.
- Mayor Pro Tem Cruz suggested that at the point of reappointment for Fire Chief, a letter of responsibilities and requirements should be submitted and signed before reappointment.
- Mayor Martinez stated that a certified EMT trainer was willing to teach classes to the volunteer fire fighters.
- Deputy Clerk Colleen Engelhardt stated that the Fire Department and the Village are entities that should work together as one instead of separately.

H. Bean Day Association – President

- Absent

K. Old Business

- none

LI. Mayor's Report

- Mayor Martinez reported that the State Fire Marshal inspected and passed the new Senior Center building. Mayor Martinez also stated that the Deputy Clerk is in the process of sending paperwork to the State Health Department, and she is working with Colfax County Senior Citizens Inc. When the paperwork is approved a physical inspection of the building needs to be done and approved before opening the new Senior Center.

II. Adjourn

Motion to approve adjournment was made by Councilor Maestas, seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor. The meeting adjourned at 7:42PM.

Approved and attested this 13th Day of February 2024.



Andres Martinez, Mayor

Attest:


Amber L. Anguiano, Clerk Treasurer

(SEAL)

