



Village of Wagon Mound
Regular Meeting Agenda
Tuesday, October 12, 2021 - 6:00PM
Presiding Mayor – F. Luis Lopez

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 F. Luis Lopez, Mayor Pro Tem Timothy Cruz, Councilor Adrian A. Clouthier, Councilor Paul A. Miera, and Councilor Francis M. Tierney.
- III. *Approval of Agenda
- IV. *Approval of Minutes for:
 - A. Regular Meeting Minutes September 14, 2021
 - B. Special Meeting Minutes September 30, 2021
- 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: Public Input and prioritizing projects for Village of Wagon Mound 2023-2027 Infrastructure Capital Improvement Plan (ICIP).
 2. *Discussion/Approval/Disapproval: Public Input and adding projects for Village of Wagon Mound Senior Center 2023-2027 Infrastructure Capital Improvement Plan (ICIP).
 3. *Discussion/Approval/Disapproval: Adoption of Resolution No. 2021-13 – Adopting the FY 2023-2027 Infrastructure Capital Improvement Plan (ICIP).
 4. *Discussion/Approval/Disapproval: Review and approval of Harris Technology quote to renew annual service agreement for Fortinet Forticare 24x7 bundle.
 5. *Discussion/Approval/Disapproval: Review and acceptance of purchase of valve and diaphragm repair kit for dosing pump in Pump House.
 6. *Discussion/Approval/Disapproval: Approval for Utilities Superintendent and Utilities Assistant to requalify in electrofusion and butt-fusion.

7. *Discussion/Approval/Disapproval: Review and acceptance of Galls quote to purchase two radar units using LEPP funds.
8. *Discussion/Approval/Disapproval: Review and approval of Code3 quote to install radar units in patrol vehicles using LEPP funds.
9. *Discussion/Approval/Disapproval: Review and approval of Code3 quote to install camera systems in patrol units using LEPP funds.

VIII. Monthly Reports

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

IX. Old Business

X. Mayor's Report

XI. Adjourn

THIS MEETING WILL BE OPEN TO BOTH IN-PERSON AND ZOOM ATTENDANCE. TO PARTICIPATE VIA ZOOM, PLEASE FOLLOW THE DIRECTIONS BELOW.

MEETING ID: 891 4191 9401

PASSCODE: 078327

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 OCTOBER 12th, CLICK ON THE LINK AND ENTER THE MEETING ID AND PASSCODE WHEN PROMPTED.
 - OR-----
 - 2) ON OCTOBER 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 Gina Garcia. Mayor Lopez, Mayor Pro Tem Cruz, Councilor Clouthier, and Councilor Tierney were present. Councilor Miera was in attendance via Zoom.

III. *Approval of Agenda

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

IV. *Approval of Minutes for:

A. Regular Meeting Minutes September 14, 2021

Motion to approve meeting minutes for September 14, 2021 was made by Mayor Pro Tem Cruz, seconded by Councilor Tierney. (Vote 4-0) Motion carried with all in favor.

B. Special Meeting Minutes September 30, 2021

Motion to approve meeting minutes for September 30, 2021 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)

- None

VI. Comments or Concerns of Council

- Mayor Pro Tem Cruz asked about the status of the incorrect overpayment to Councilors. Deputy Clerk Colleen Engelhardt stated Councilors may make a payment at any time. She stated it may be repaid in one lump sum or in payments.

VII. Business Matters

1. *Discussion/Approval/Disapproval: Public Input and prioritizing projects for Village of Wagon Mound 2023-2027 Infrastructure Capital Improvement Plan (ICIP).

- Deputy Clerk Colleen Engelhardt stated the ICIP is a tool to help the Village plan for funding projects in the next four fiscal years. She stated the Village needs to identify the projects and their cost, prioritize them, and file the plan with the State. She stated the Village made a mistake this year and missed the filing deadline, but an extension has been granted. Colleen presented the prior plan for FY22-26, and she stated the first two projects – solid waste vehicle and sewer lagoon monitoring wells – have been funded. She stated those projects may be removed, and the remaining projects along with any additional projects will need to be prioritized.
- Mayor Pro Tem Cruz suggested the following prioritization:
 - FY23: 1) Municipal Building Improvements and 2) Senior Center
 - FY24: 1) Recreational Improvements and 2) Develop Rodeo Grounds
 - FY25: 1) Rebuild Solid Waste Transfer Station and 2) Build New Fire Station
 - FY26: 1) Street Improvements
- Citizen Frances Lovato stated she believes improvements to the water and sewer system should be included in the plan. Utility Superintendent Gary Sanchez stated the northern most section of water lines from about Ritch Ave out to LJM's was replaced three or four years ago. Colleen stated that was Phase I of a project with four phases, and she stated the remaining phases are not on the ICIP. Mayor Pro Tem suggested adding the project to FY23 as the second priority with a cost of \$500K.

- Councilor Tierney suggested including funding for animal control because it has become a persistent problem. Sergeant Romero stated Mora County has been trying to get its own animal control, but they have run into some issues with funding for personnel and equipment for that position and for housing the animals in the San Miguel animal shelter. He stated the Village will need to have an ordinance in place, and the County is working on one as well. He stated the Village may choose to contract individually with the animal shelter, and this will house animals from Wagon Mound only. Or, he stated, Mora County and Wagon Mound may enter into a joint contract, and this will house animals from all over the county.
 - Colleen stated the Village would not be able to request funds to employ an animal control officer because the position will be through Mora County Sheriff's Office (MCSO), but she stated the Village could seek funds to pay toward the contract with the animal shelter. Sergeant Romero stated there is still a concern with ensuring the funding will be available year after year.
 - Citizen Norma Jean Vasquez stated the Village should seek funding for animal control. She stated small towns have nothing in place for animal control and dogs run loose and cat populations are out of control. She stated she has spent her own money trying to reduce the population by taking feral cats to get spayed and neutered, and she stated help is needed.
 - Mayor Pro Tem Cruz stated he would like the office staff to research the cost of the contract, and include this project in the ICIP for the first priority in FY24. Amber suggested the Village could request funding for several years of the contract with the animal shelter along with necessary equipment such as kennels, etc. She suggested the Sheriff's Office could request funding for an animal control officer, and Sergeant Romero stated he will look into the options.

• Colleen provided a recap of the discussion and the project prioritization:

- FY23: 1) Municipal Building Improvements 2) Waterline Improvements and 3) Senior Center
- FY24: 1) Animal Control Funding 2) Recreational Improvements and 3) Develop Rodeo Grounds
- FY25: 1) Rebuild Solid Waste Transfer Station and 2) Build New Fire Station
- FY26: 1) Street Improvements

Motion to approve the FY23-FY27 ICIP as summarized by the Deputy Clerk was made by Mayor Pro Tem Cruz, seconded by Councilor Tierney. (Vote 4-0) Motion carried with all in favor.

2. *Discussion/Approval/Disapproval: Public Input and adding projects for Village of Wagon Mound Senior Center 2023-2027 Infrastructure Capital Improvement Plan (ICIP).

- Mayor Pro Tem Cruz asked if the Village will be requesting additional funding, and Colleen stated the current ICIP plan includes everything to gain a Certificate of Occupancy. She stated the ICIP has not changed in the four years she has worked for the Village because the plan includes all work to complete the building. Colleen stated once the Certificate of Occupancy is gained the building can open and operate as a Senior Center until the Village acquires the funds to pave the parking lot and install outside lighting. Colleen stated the Village is on track to potentially receive \$164K from the federal appropriations bill, and these funds has been earmarked for kitchen equipment, and furniture for the dining room as well as the lounge area.

- Mayor Pro Tem Cruz asked if there is a timeline for gaining the Certificate of Occupancy, and Colleen stated they are still aiming for the end of the year, but it's looking more like early 2022. She stated the kitchen equipment from the old Senior Center will need to be moved.

Motion to approve the FY23-FY27 Senior Center ICIP was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 4-0) Motion carried with all in favor.

3. *Discussion/Approval/Disapproval: Adoption of Resolution No. 2021-13 – Adopting the FY 2023-2027 Infrastructure Capital Improvement Plan (ICIP).

- Deputy Clerk Colleen Engelhardt stated the Stated requires the Governing Body to adopt a resolution approving the FY23-FY27 ICIP plan.

Motion to approve adoption of Resolution 2021-03 – FY2023-2027 ICIP was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 4-0) Motion carried with all in favor.

4. *Discussion/Approval/Disapproval: Review and approval of Harris Technology quote to renew annual service agreement for Fortinet Forticare 24x7 bundle.

- Deputy Clerk Colleen Engelhardt stated Harris Technology provides the Village's IT support, and last year the Village purchased a new fire wall. She stated when the hardware was purchased, the first year of this subscription was included in the cost. Colleen stated she spoke with Eric at Harris Tech, and he described this subscription as a best use of the firewall because it supports the firewall hardware. She stated it is called Unified Threat Maintenance (UTM), and it is set to renew on December 22nd. Colleen stated the service bolsters the ability of the firewall to properly block and eliminate threats to the network.
- Mayor Pro Tem Cruz stated he would prefer to have a Harris Tech representative present to explain exactly how the service works because he is not the most computer savvy, and Councilor Miera agreed. Colleen stated the subscription does not expire until December, and the decision could be postponed until the November meeting. She stated the Village originally worked with their Sales Rep, Mike Murphy, but he is no longer with Harris Tech. She stated she's not sure someone will be available to attend the meeting, but she will research for better information.

Motion to postpone the decision to renew annual service agreement for the Fortinet Forticare 24x7 bundle was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 4-0) Motion carried with all in favor.

5. *Discussion/Approval/Disapproval: Review and acceptance of purchase of valve and diaphragm repair kit for dosing pump in Pump House.

- Utilities Superintendent Gary Sanchez stated the valves on the chlorine dosing pump give out about every two years. He stated the dosing pump is necessary for distributing the proper level of chlorine to the water to ensure it is safe.
- Deputy Clerk Colleen Engelhardt stated the Mayor approved this purchase because it is necessary for a safe water supply, and the parts have been ordered. Gary stated the kit should arrive on Thursday, and the current valve are working after being cleaned. However, he stated, it keeps giving the signal that the parts needs to be replaced.

Motion to approve acceptance of purchase of valve and diaphragm repair kit for dosing pump was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 4-0) Motion carried with all in favor.

6. *Discussion/Approval/Disapproval: Approval for Utilities Superintendent and Utilities Assistant to requalify in electrofusion and butt-fusion.

- Utilities Superintendent Gary Sanchez stated they will travel to Albuquerque for the day, and they will perform the welds hands-on. He stated it is important they both requalify because, in the field, one of them will be able to perform the weld and the other will be able to check it.
- Councilor Miera expressed concern with the utilities staff being out of town at the same time. Mayor Pro Tem Cruz stated he believes the qualifications are needed, and in the event of an emergency, the office staff and Governing Body will figure out what to do until the utilities staff returns.

Motion to approve requalification of Utilities Superintendent and Utilities Assistant in electrofusion and butt-fusion was made by Mayor Pro Tem Cruz, seconded by Councilor Tierney. (Vote 4-0) Motion carried with all in favor.

7. *Discussion/Approval/Disapproval: Review and acceptance of Galls quote to purchase two radar units using LEPF funds.

- Sergeant Romero stated the MCSO has two new vehicles that need to be outfitted with radar units to identify speeding, etc. He stated the units have already been purchased.
- Administrative Assistant Amber Alcon stated the LEPF account has \$500.00 from the FFY21 distribution. She stated the FY22 LEPF funds were distributed into the Village's General Fund, and she will be transferring them into the LEPF account after she finishes bank reconciliations.

Motion to approve acceptance of Galls quote to purchase two radar units using LEPF funds was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 4-0) Motion carried with all in favor.

8. Discussion/Approval/Disapproval: Review and approval of Code3 quote to install radar units in patrol vehicles using LEPF funds.
- Sergeant Romero stated along with the purchase of the radar units, they will need them installed. He stated this quote includes installation for five vehicles. He stated there are the two radar units recently purchased with LEPF funds, one purchased last year, and two donated by the NM State Police (NMSP). He stated the radar units need to be properly installed to correctly track speed and calibrate.

Motion to approve Code3 quote to install radar units in patrol vehicles using LEPF funds was made by Mayor Pro Tem Cruz, seconded by Councilor Tierney. (Vote 4-0) Motion carried with all in favor.

9. *Discussion/Approval/Disapproval: Review and approval of Code3 quote to install camera systems in patrol units using LEPF funds.
- Sergeant Romero stated the District Attorney's Office has purchased two dash cameras for MCSO. He stated the cameras will be installed in the two Dodge Rams, and they also need to be professionally installed to function properly. He stated the camera will turn on when the deputy turns on the lights.
 - Deputy Clerk Colleen Engelhardt stated both Galls and Code3 are on state purchase agreements, and that is why only one quote for each purchase is being presented. She stated the annual LEPF distribution to the Village is \$20K, and any items purchased with these funds are inventoried. She stated if either party ever chose to discontinue the Joint Powers Agreement, all items would be returned to the Village.

Councilor Tierney asked about spending so much of the distribution so early in the year. Sergeant Romero stated, while it is unfortunate, the requests fall under officer safety and helps prosecute cases.

Motion to approve Code3 quote to install camera systems in patrol units using LEPF funds was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 4-0) Motion carried with all in favor.

VIII. Monthly Reports

- A. *Approval Item –Approval of Vouchers (payment to vendors) Clerk Treasurer Gina Garcia
- Clerk Treasurer Gina Garcia stated the report include all the regular monthly payments along with payments to the IRS, the NM Self-Insurers fund, the Utility Superintendent's gas recertification, and to Gary Sanchez for his per diem when he travelled for the recertification.
 - Mayor Pro Tem Cruz asked about the funding for the Fire Department, and he asked for a report with the account total.

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

- B. Utility Delinquent List – Deputy Clerk, Colleen Engelhardt
- September Active Accounts – 11 letters sent for total delinquency of \$548.58, and payments received total \$653.64.
 - September Inactive Accounts – 9 letters sent for a total delinquency of \$1,253.01, and no payments were received.
- Colleen stated at the September meeting she stated she would contact the attorney to find out more information regarding filing liens. She stated she has not yet contacted the attorney, but it is one of her priorities.
- C. Utility Superintendent – Utility Superintendent, Gary Sanchez

- Water – Chlorine residual is 0.08mg/L, and they completed the water hook-up on S. Catron Ave on October 6th. Gary stated he'll be replacing the valves in the Pump House when the diaphragm kit arrives, possibly Thursday.
- Wastewater – Will be travelling to Bernalillo tomorrow to pick-up the tape to repair the leak in the second pond. Gary stated this will be a temporary fix until the company that can fully repair it is available sometime early next year.
- Natural Gas – Gary provided Council with a copy of his 29 qualifications, and he stated he'll have a total of 31 once he recertifies in electrofusion and butt-fusion.

D. MVD Reports – MVD Manager, Amber Alcon

- September – total MVD sales were \$2881.90. Amber stated September was a little slow, but activity in October has picked-up. She stated the Roy MVD office is currently closed so she has gotten several of their customers.

E. Mora County Sheriff's Office Report

- Sergeant Romero stated he has one more purchase request to present that was not submitted on the agenda. He stated MCSO is seeking the purchase of portable hand cameras. He stated Deputies are currently using their cell phones to photograph crime scenes, traffic accidents, etc, and this opens the possibility of the contesting party to take their phones as evidence. He stated cameras will also alleviate hearsay that crime scene photos are being shared. He stated they are interested in purchasing a total of 8 cameras which include the charger, the SD card and a thumb drive. He stated the quote is from Amazon for \$850, and he stated it is possible the price will increase if the purchase is not made soon.
 - Deputy Clerk Colleen Engelhardt stated State procurement code requires purchases of \$500 or more to have approval through Council. She stated after speaking with the Mayor, he is comfortable following this rule with LEPF funds as well. She stated the Mayor will approve purchases under \$500. Colleen stated she received this request after the agenda was posted therefore Council approval for all 8 cameras cannot occur at this meeting. She stated the cameras could be purchased in two separate transactions of 4 cameras each with the Mayor's approval in order for them to move on the acquisition before the price increases.
- Monthly Report - Sergeant Romero stated one of their deputies has resigned, and they are now hiring. He stated MCSO along with San Miguel Detention Center, and the Mora County and San Miguel County DWI Programs have been working on a presentation for the schools to address bullying and sexual harassment. He stated they are planning on presenting it at the end of October along with an Active Shooter training. The Sergeant stated they are looking into sending Deputy Coca to a training to become a Level 3 VIN inspector.
- Deputy Coca stated MCSO received 400 calls in September so the Office has been busy. He stated he patrols the Village, and he has noticed several stop signs that are faded. He stated a sign on the north end of town has already been replaced, and he thanked the Utilities staff. He stated there are also street signs that are missing. He stated this will benefit EMS, law enforcement, and fire locate addresses in an emergency. He stated new speed limit signs posted more regularly around the Village will improve their ability to enforce speeding. He stated MCSO is dispatched through the NMSP, and citizens needs to dial 911 in an emergency. He stated either an MCSO Deputy or an NMSP Officer will be dispatched. He asked the Village to repaint handicap parking areas as well as street lines, including the fog line and center line.
- Deputy Coca stated he has assisted WM Public Schools with traffic control during fire drills.
- Deputy Coca stated the Undersheriff is in the process of obtaining an Intoxilizer8000 machine for the Marshall's Office for processing DWIs. He stated this will allow Deputies and NMSP Offices to process and book out of this office.
 - Administrative Assistant Amber Alcon stated she has been in contact with the Undersheriff, and the machine requires a consistent air temperature to function properly. She stated the HVAC

system will need to be addressed in the Marshall's Office before the machine can be set-up. Deputy Clerk Colleen Engelhardt stated it appears the heating is now functioning properly, but that unit does not have a cooling function. Colleen stated a window AC may be sufficient, but it will need to be installed with bars over the window and unit. Councilor Tierney recommended looking into heat pumps called mini splits.

- Deputy Coca requested contact information for the Northern Regional Housing Authority, and Colleen stated she will email him with their phone and email contacts.

F. Housing Authority – Northern Regional Housing Authority

- Director Terry Baca stated he has been going through the accounting, and the bank accounts had not been reconciled in some time. He stated the books were quite a mess. Terry stated has located every check, and Board President Esther Mondragon was able to locate some missing bank statements. He stated he has started with September and is working backwards to reconcile and determine where the cash stands. He stated things are looking good up to this point. He stated once he is finished with the reconciliations, he will begin auditing the tenants. He stated he discovered Theresa was allowing tenants to pay their rent by directly depositing into the Housing bank account, which is an unusual practice, and is making some payments difficult to track. Additionally, he stated, she was not using the accounting software, but rather, tracking and issuing payments manually. Terry stated Northern Regional is currently paying all the bills out of their bank accounts, and once the Wagon Mound cash is reconciled, they will bill the payments back to the Wagon Mound Housing Authority. Terry stated he has purchased a snow blower and a cordless hedge trimmer. He stated they have not had the chance to work on the maintenance truck, and it looks like it needs a new fuel pump. He stated the maintenance staff has been utilizing a Northern regional truck, and they can continue doing so as long as needed. He stated he swore in Lilly Martinez at the last meeting, and he'll be swearing in Esther Mondragon and Claudia Martinez at the next meeting. He stated the board is still short two members, and he asked the Council to consider appointing these positions.
- Deputy C=Director Natasha Martinez stated occupancy is doing well, and the units are getting turned. She stated the House Managers out of Las Vegas come to inspect the unit prior to move-in to separate duties rather than having Maintenance perform the tasks and inspect. She stated they have not been able to draw down any HUD funding since Theresa's passing. She stated once this process is in place, they will begin billing and Northern Regional funds will be recouped from the Wagon Mound Housing Authority.
- Deputy Clerk Colleen Engelhardt stated the Village just worked with their auditor for the FY21 audit, and he expressed concern for the Housing Authority's audit being submitted on time. She asked the Director for his thoughts, and Terry stated he believes the audit will be on time. However, he stated, the current state of the books would not even allow an audit to occur. He stated the deadline is December 15th, and he is working diligently. Terry stated he spoke with the auditor who was confident the audit would move quickly once he gets the books in order.

G. Fire Chief – Robert Mondragon

- Assistant Fire Chief Tim Cruz asked the MCSO if there is a new dispatcher because the WMFD has not been getting called out on accidents and traffic control calls. Sergeant Romero stated he has heard tone outs for WMFD, but he doesn't hear a response. Assistant Fire Chief Cruz stated their radios often do not work in their homes. Deputy Coca stated the dispatcher must switch between the Turkey and the Watrous repeaters, which often results in calls not being heard. He recommended a service called eDispatches, and he described how the service works.
- Assistant Fire Chief Cruz asked for a copy of the bills for October, and Administrative Assistant Amber Alcon stated she will get him a list.

H. Bean Day Association – President, Luis Lopez

- None

IX. Old Business

- Senior Center – Deputy Clerk Colleen Engelhardt stated Highland Construction has reported they have received the new order of grout, and the remaining tile will be installed this week and next week. She stated the drop ceiling has been installed, and the hardware for the partitions in the bathroom has been received so they will be installed. Colleen stated SW Glass had made a mistake on the measurements for the glass. She stated they replaced the order, and they just received it yesterday. She stated Highland will be coordinating with them for the installation, and they will be meeting with the HVAC guy, Jack Roper, next week to detail out his remaining work.

X. Mayor's Report

- None

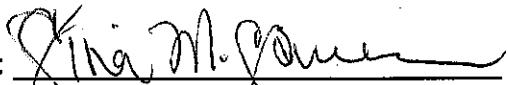
XI. Adjourn

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 November 2021.



F. Luis Lopez, Mayor

Attest: 

Gina M. Garcia, Clerk Treasurer
(SEAL)

