



Village of Wagon Mound
Regular Meeting Agenda
Tuesday, October 20, 2020
6:00 pm
Presiding Mayor 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 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 September 15, 2020
 - B. Special Meeting Minutes September 30, 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: Proclamation recognizing and honoring group of self-organized citizen volunteers collecting loose trash.
 2. *Discussion/Approval/Disapproval: Review proposals for Professional Design Services RFP #2020-01 – Wastewater Lagoon Monitoring Wells and recommendation for award.
 3. *Discussion/Approval/Disapproval: Approval of Purchase Requests from the Law Enforcement Protection Fund.
 4. *Discussion/Approval/Disapproval: Approval of Purchase Requests from the Fire Fund.
 5. *Discussion/Approval/Disapproval: Acceptance of MVD Manager/Administrative Assistant Job Description.

6. *Discussion/Approval/Disapproval: Select applicant for hire to fill MVD Manager/Administrative Assistant position.
7. *Discussion/Approval/Disapproval: Publishing DRAFT amendment to Ordinance #182-A to increase Village Councilor's monthly honorarium from \$40.00 to \$100.00.
8. *Discussion/Approval/Disapproval: Review evaluation and approval of pay increase for Collection Center Monitor, Sam Clouthier.
9. *Discussion/Approval/Disapproval: Extend contract with former Clerk/Treasurer Nora Sanchez.

VIII. Monthly Reports

- A. *Approval Item –Approval of Vouchers (payment to vendors) Clerk/Treasurer- Monica Martinez
- B. Utility Delinquent List – Utility Clerk, Colleen Engelhardt
- C. Utility Superintendent – Utility Superintendent, Gary Sanchez
- D. MVD Reports – MVD Manager, Vacant (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



I. Call to Order and Pledge of Allegiance

II. Roll Call was taken by Clerk/Treasurer Monica Martinez. Mayor Martinez, Councilor Clouthier, and Councilor Miera were present. Mayor Pro Tem Cruz and Councilor Lopez were absent. Mayor Pro Tem Cruz arrived at 6:10PM due to an emergency situation in Las Vegas, NM where he works.

III. *Approval of Agenda

**Motion to approve the agenda was made by Councilor Clouthier, seconded by Councilor Miera. (Vote 2-0)
Motion carried and all in favor.**

IV. *Approval of Minutes for:

A. Regular Meeting Minutes September 15, 2020

Motion to approve Regular Meeting Minutes for September 15, 2020 was made by Councilor Miera, seconded by Councilor Clouthier. (Vote 2-0) Motion carried and all in favor.

B. Special Meeting Minutes September 30, 2020

Motion to approve Special Meeting Minutes for September 30, 2020 was made by Councilor Clouthier, seconded by Councilor Miera. (Vote 2-0) Motion carried and all in favor.

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

- None

VI. Comments or Concerns of Council

- Councilor Miera stated he has the same concerns that he has expressed at past meetings.

VII. Business Matters

1. *Discussion/Approval/Disapproval: Proclamation recognizing and honoring group of self-organized citizen volunteers collecting loose trash.

- Mayor Martinez stated with the approval of this Proclamation, the Village is recognizing four dedicated individuals for doing an outstanding job collecting trash every Wednesday morning, and he asked the Deputy Clerk to read the Proclamation aloud.
- Deputy Clerk Colleen Engelhardt stated the signed Proclamation will be framed and posted at Village Hall, and Councilor Miera suggested the volunteer crew submit a photo to be posted as well.
- Mayor Martinez recognized each individual present including Tomas Herrera, Fredrick Muniz, and Robert Valenzuela by presenting them with a Certificate of Recognition. He stated Gilbert Pino is also be recognized, but he is not present to accept his certificate.

Motion to approve the Proclamation recognizing and honoring citizen volunteers collecting loose trash was made by Councilor Miera, seconded by Councilor Clouthier. (Vote 2-0) Motion carried and all in favor.

? *Discussion/Approval/Disapproval: Review proposals for Professional Design Services RFP #2020-01 – Wastewater Lagoon Monitoring Wells and recommendation for award.

- Deputy Clerk Colleen Engelhardt stated the Request for Proposal (RFP) for design and engineering services to complete the wastewater lagoon wells project was published at the end of May, and the submittal due date for the proposals was in June. She stated the Village received one proposal from Dennis Engineering (DEC), and it

was not opened nor was the contract awarded. Colleen stated she has been speaking with various contacts with the NM Environment Department and the Clean Water State Revolving Fund to learn how to proceed. She stated the State requires 3 proposals in the RFP process, and regulations also require the Village to interview each firm. Colleen stated Andrea Telmo with the NMED has given authorization to override these requirements because the Village made a “good faith” effort to acquire 3 proposals, and the Village has a history with and knowledge of DEC.

- Colleen stated, if DEC is awarded this contract, the Village will send DEC a Letter of Award, and once received, DEC will then submit a contract to the Village which will detail the work required and cost of the services. She stated the Village will be able to negotiate that contract once received.

Motion to award Professional Design Services RFP#2020-01 – Wastewater Lagoon Monitoring Wells to Dennis Engineering was made by Councilor Clouthier, seconded by Councilor Miera. (Vote 3-0) Motion carried and all in favor.

3.*Discussion/Approval/Disapproval: Approval of Purchase Requests from the Law Enforcement Protection Fund (LEPF).

- Clerk Treasurer Monica Martinez stated Mora County Sheriff’s Office (MCSO) has submitted two purchase requisitions, and they require Council approval because they exceed \$1K.
 - She stated the Watch Guard request is for body cameras, and Pro Force is a purchase for their tasers
- Mayor Martinez stated he spoke with Undersheriff Padilla this afternoon, and MCSO has recently received 5 new, used vehicles. He stated MCSO will be putting together additional purchase requisitions to properly outfit the vehicles.
- Mayor Pro Tem Cruz noted the quote from Pro Force is addressed to Sheriff Laumbach, and he requested the account be updated to reflect the current Sheriff.
- Councilor Miera asked how many Deputies are currently with the MCSO. Mayor Martinez stated there are four with one to be trained and working starting in January.
- Citizen Robert Valenzuela asked how frequently MCSO is in Wagon Mound, and Mayor Martinez stated they have provided him with a schedule stating they will be in town on Tuesday and Wednesday mornings and Thursday and Friday nights. The Mayor stated they have not been available to patrol Wagon Mound this past week due to the fire in Chacon. He also stated their lack of vehicles has prevented them regularly patrolling town so the recent acquisition of vehicles is a good for Wagon Mound as well.

Motion to approve the Watch Guard and ProForce Purchase Requests from the LEPF was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 3-0) Motion carried and all in favor.

4.*Discussion/Approval/Disapproval: Approval of Purchase Requests from the Fire Fund.

- Clerk Treasurer Monica Martinez stated this is for approval to get all the fire hydrants flow tested by Waterway NM, and she stated the Fire Department is required to do this testing annually. She stated the company is the only in the area to perform the test making it a sole source quote.
- Councilor Miera asked about the fire hydrants covered in black plastic. Mayor Pro Tem Cruz stated he was not certain, but he will find out. Mayor Martinez stated he thought any malfunctioning hydrant had been repaired. Utility Superintendent Gary Sanchez stated one hydrant was shut-off because water was being drawn from it illegally, and it was covered in plastic. Councilor Miera stated there are locks designed for hydrants that could be used.

Motion to approve the Waterway NM Purchase Request from the Fire Fund to have the hydrants flow tested was made by Councilor Clouthier, seconded by Mayor Pro Tem Cruz. (Vote 3-0) Motion carried and all in favor.

5.*Discussion/Approval/Disapproval: Acceptance of MVD Manager/Administrative Assistant Job Description.

- Mayor Martinez stated this is the version of the job description provided to the applicants.

- Clerk Treasurer stated the changes that were made include: changing the title from Office Assistant to Administrative Assistant, included the pay range, included the requirement to gain VIN Inspector certification, and added pre-employment drug screen requirement.

Motion to approve the MVD Manager/Administrative Assistant Job Description was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 3-0) Motion carried and all in favor.

Mayor Martinez recommended convening into Executive Session as allowed by NMSA 1978 Section 10-15, H 1-10 to discuss the remaining Business Matters items as they all relate to personnel matters.

Motion to convene into Executive Session was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 3-0) Motion carried and all in favor.

At 6:21PM Clerk Treasurer Monica Martinez took roll call. Mayor Martinez, Mayor Pro Tem Cruz, Councilor Clouthier, and Councilor Miera were present. Councilor Lopez was absent.

Motion to reconvene into Regular Session was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 3-0) Motion carried and all in favor.

At 7:15PM, Clerk Treasurer Monica Martinez took roll call. Mayor Martinez, Mayor Pro Tem Cruz, Councilor Clouthier, and Councilor Miera were present. Councilor Lopez was absent.

Mayor Martinez stated no items were approved or disapproved during Executive Session.

6.*Discussion/Approval/Disapproval: Select applicant for hire to fill MVD Manager/Administrative Assistant position.

- Mayor Martinez recommended hiring Amber Alcon at the starting pay of \$13.00 per hour to fill the MVD Manager/Administrative Assistant position.

Motin to approve the Mayor's recommendation was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 3-0) Motion carried and all in favor.

7.*Discussion/Approval/Disapproval: Publishing DRAFT amendment to Ordinance #182-A to increase Village Councilor's monthly honorarium from \$40.00 to \$100.00.

- Mayor Martinez recommended approval of publishing the draft amendment to Ord #182-A to increase Village Councilor's honorarium from \$40.00 to \$100.00.

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

8.*Discussion/Approval/Disapproval: Review evaluation and approval of pay increase for Collection Center Monitor, Sam Clouthier.

- Mayor Martinez recommended approval of a pay increase from \$9.95 to \$11.50 for Collection Center Monitor, Sam Clouthier. The Mayor stated Mr. Clouthier has been employed by the Village since 1999, and has received minimal pay increase.

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

*Discussion/Approval/Disapproval: Extend contract with former Clerk/Treasurer Nora Sanchez.

- Mayor Martinez recommended approval of extending the contract with former Clerk/Treasurer Nora Sanchez. He stated he recognizes that Ms. Sanchez has not yet committed to the extension, but he would like to have the extension approved should she be needed in the future.

Motion to approve the Mayor's recommendation was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 3-0) Motion carried and all in favor.

VIII. Monthly Reports

- A. *Approval Item –Approval of Vouchers (payment to vendors) Clerk Treasurer- Monica Martinez
- Clerk Treasurer Monica Martinez stated in addition to the regular monthly bills, the NM Self Insurers Fund annual payment was made. She stated a payment was made from the Fire Fund to Waterway NM for last year's hydrant testing. She stated she just recently received the invoice. She stated trainings were paid from the LEPP fund, and the BTU payments from Utilities were for locks and materials the Utilities Superintendent needed. Monica noted the payments for Temporary Wages will no longer be paid out because the temporary employees have completed their terms.

Motion to approve the payment vouchers for September was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 3-0) Motion carried and all in favor.

- B. Utility Delinquent List – Utility Clerk, Colleen Engelhardt
- September – 17 active letters sent with a total delinquent balance of \$932.48 and a due date of 9/23. She stated the payments received totaled \$1,503.60.
 - 115001 – Colleen stated the customer has not paid the full delinquent balance due for a few months in a row. She stated the remainder was nominal (\$1 or less), and it was allowed to carry over to the next month with the understanding it would be paid off with the next payment. She stated the customer did this two months in a row, and attempted to do it for a third month. She stated he was required to pay the full balance, and he also had to sign an agreement stating he understands the responsibilities of being a Village Utilities Customer, including the payment and delinquent cycle.
 - D25001 – Colleen stated this customer regularly requests extensions. She stated sometimes the requests are for an additional day or two, and sometimes they are for an additional hour or two. She stated this customer was also required to sign the same agreement recognizing his customer responsibilities.
 - Inactive – 10 letters sent and no payments received
 - October – 12 Active letters sent representing total delinquent balance of \$558.13 with a due date of 10/26, and Inactive account activity includes:
 - A15001 – Customer just received LIHEAP assistance, and Colleen stated she will be contacting the LIHEAP Manager for authorization to process the payment to the closed account's balance
 - A16003 – Customer received LIHEAP assistance, and Colleen stated she received authorization from a LIHEAP Manager to apply the distribution to the closed account balance, and the remaining funds may apply toward her new account.
- C. Utility Superintendent – Utility Superintendent, Gary Sanchez
- Water – Chlorine residual was lower than usual because the dosing head needed to be replaced. Gary stated the part has already been ordered and installed, and the system is now working perfectly. He stated he discovered a leak at the water meter for Housing Unit #28, and it has been repaired. Gary stated they repaired a damaged meter can 307 Catron Ave. He stated the meter can has been damaged in the past due to being driven over. He stated the customer will be charged for the repairs should it happen again in the future. He stated he is waiting for the results from the Lead & Copper and Disinfection Byproducts tests.
 - Wastewater – took a sample from the 3rd lagoon monitoring well on the same day as the water tests, and he stated he is anticipating the results soon. Gary stated the 3rd lagoon will not need to discharge because it has been warm and dry so the level is not too high.
 - Natural Gas – the PRC is conducting an audit on the Village's Natural Gas System. Gary stated three inspectors were at the Village yesterday, and they reviewed items that needed to be edited in the Operations Manual, and they toured the Village for a field inspection. He stated they will be returning on Nov 9th and Nov 10th to review the updates to the manual and complete the audit. He stated there will be findings primarily in documenting and record keeping. Gary stated the Village will need to acquire new equipment to properly test

and monitor the system, and he stated the Village will need to purchase and install locks on any gas meter not in use. He stated the Village will need to conduct sniff tests to ensure there is enough odorant in the gas. Gary stated the Inspectors stated the equipment at the Regulator Station, owned by the City of Las Vegas, needs to be properly calibrated and maintained, and they stated if it isn't, it could result in an overcharge to the Village. Gary stated the Inspectors stated he needs to be present with the City of Las Vegas staff when they test to verify the proper psi.

- Speed Bumps – Gary stated speed bumps were installed on South Catron, and the signs were installed today.
- Mayor Martinez asked the Utilities Superintendent to start submitting Purchase Requisitions for the parts and materials he needs for the natural gas utility.

D. MVD Reports – MVD Manager, Vacant (MVD Office Temporarily Closed)

E. Mora County Sheriff's Office Report

- Absent – Attending the Luna Fire in Chacon
 - Mayor Pro Tem Cruz asked for clarification on the LEPF funding the MCSO receives from the Village. Clerk Treasurer Monica Martinez stated MCSO receives their own funding, which they use, but they will also request from the Village's LEPF because the funding will be lost if it isn't used.
 - Monica stated the Village almost lost the remaining FY20 funding. She stated she explained the circumstances of personnel changes to the State, and they allowed the Village to carry over the unused funds from last year.
 - Mayor Martinez stated the funds cannot be used for payroll, only equipment and training. The Mayor stated any equipment that is purchased with Village LEPF belongs to the Village and will stay with the Village should the JPA with MCSO be severed. He stated both parties are maintaining inventory lists, and Monica stated MCSO will be providing an updated inventory list. The Mayor stated the Village needs to verify their inventory list against all of the Purchase Requisitions and Payment Vouchers out of the LEPF fund.
- Deputy Clerk Colleen Engelhardt stated it has been suggested previously to use some of the Village's LEPF funding to update and outfit the Marshall's Office so MCSO may use it more regularly as a substation.

F. Housing Authority – Director, Theresa Carmody

- Absent

G. Fire Chief – Robert Mondragon

- Absent
- Assistant Fire Chief Timothy Cruz stated the Fire Department is encouraging all citizens that burn wood or pellets to please clean their chimneys, and ashes need to be disposed of properly at the dump. Deputy Clerk Colleen Engelhardt stated she included a similar statement in last month's bill insert, but she stated she will include it again.

H. Bean Day Association – President, Luis Lopez

- Absent

VIII. Old Business

- Mayor Martinez stated he spoke with Springer Electric regarding the possibility of installing a solar farm on the rodeo grounds property as a way to generate income for the Village. He stated Springer Electric has been discussing the possibility of setting up solar farms in the area, and they felt the rodeo grounds property may be an ideal location. He stated they will review the idea on their end and get back in contact with the Village.
- Mayor Martinez stated the Ford F250 was taken to Raton to have a new engine installed for about \$15K. He stated once they began working on it, they discovered the alternator and starter needed to be replaced, it needed two new batteries, and the heater, radiator, and transmission all needed repairs. The Mayor stated the work added an extra \$2700.00 to the total cost, but the truck will be ready to be picked up on Thursday.

IX. Mayor's Report

- Mayor Martinez stated he will be meeting with Jerry Martinez of Mora County Roads & Solid Waste Division to discuss the Village Collection Center Operations. He stated the Village is considering separating from Mora County and running the Collection Center on our own. He stated the Village could work with AAF Hauling to deliver the roll off containers to dump at the landfill, and we would need to initiate a non-resident solid waste rate for area county residents.
- The Mayor stated Utility Assistant Gabriel Maestas has started taking classes to obtain his CDL. He also stated one of Gabe's classmates works for the City of Las Vegas Solid Waste, and the classmate mentioned that his understanding was the City was looking at possibly donating a trash truck to the Village when they acquire their new trash trucks.
 - Councilor Miera stated he wants to ensure any trash truck the Village acquires has a working backup alarm.
- Mayor Martinez stated a donated trash truck would really be helpful because the Village also needs to get the hydraulic lines on the backhoe repaired. He stated Sandoval's Auto Repair in Raton did a good job repairing the trash truck, and he believes he'll give the Village a good deal on repairing the backhoe as well.
- Mayor Martinez stated the Clerk has been looking into how to properly dispose of the vehicles in the alley behind Village Hall. Clerk Treasurer Monica Martinez stated we will need to track down titles for each vehicle.
 - Mayor Pro Tem Cruz asked about vehicles in alleyways throughout the Village. He stated they are blocking access for emergency and fire vehicles. Colleen stated she believes MCSO can address that because of the fire hazard. Mayor Martinez stated the owners can be notified that their vehicle will be towed at their expense if it is not moved, and Councilor Miera stated cars parked on the roads may also be causing hazards.
 - Councilor Clouthier stated it appears that some people are putting inoperable vehicles on property they do not own. Mayor Martinez suggested contacting Mora County Assessor's Office to determine who owns the property in question.
- Mayor Pro Tem Cruz also inquired about finding out more information regarding money by the railroad. Colleen stated she contacted the Mora County Treasurers Office to ask for a line item breakdown of the monthly distribution payments the Village receives, and the information that was provided is not showing the information the Village is wanting. She stated she will need to get in contact with them again to clarify, and she also stated she may need to contact the railroad as well. Mayor Martinez stated the Village should be getting a distribution not only because of the railroad, but also the telecommunication lines running adjacent to the railroad. The Mayor also stated that he was told the Village and the Fire Department should be receiving funding and stockpile supplies from Homeland Security to be used in the case of an emergency.

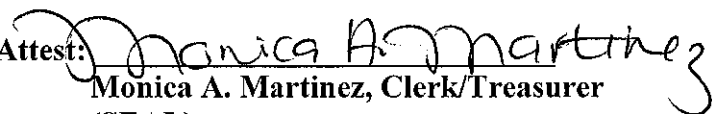
XI. Adjourn

Motion to adjourn was made by Councilor Miera, seconded by Councilor Clouthier (Vote 4-0) Motion carried and all in favor. The meeting adjourned at 8:07PM.

Approved and attested this 10th Day of November, 2020.



Andres Martinez, Mayor

Attest: 

Monica A. Martinez, Clerk/Treasurer
(SEAL)

