



AMENDED

Village of Wagon Mound
Regular Meeting Agenda
Tuesday, September 15, 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 August 11, 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: ICIP Public Input and prioritizing projects for Village of Wagon Mound 2022-2026 ICIP due on September 18, 2020.
 2. *Discussion/Approval/Disapproval: ICIP Public Input and adding projects for Village of Wagon Mound Senior Center 2020-2024 ICIP due on September 18, 2020.
 3. *Discussion/Approval/Disapproval: Resolution Adopting an Infrastructure Capital Improvement Plan (ICIP) 2022-2026. Resolution No. 2020-12
 4. *Discussion/Approval/Disapproval: Review and accept letter from DFA approving FY21 budget.
 5. *Discussion/Approval/Disapproval: Publishing Personnel Ordinance 2020-02 to repeal Section 41 Item D directing Village offices to close when area school districts conduct delays or closures due to inclement weather.

6. *Discussion/Approval/Disapproval: Review and select quotes for natural gas meter purchase. (ask Gary)
7. *Discussion/Approval/Disapproval: Approving invoice from Curb Services for repairs to the altitude valve on the water storage tank.
8. *Discussion/Approval/Disapproval: Review and accept Application for Separation of Utility Charges for Account# 109000.
- 9.*Discussion/Approval/Disapproval: Review and accept purchases from Fire Fund to secure fence around leased Fire Department Substation property.
- 10.*Discussion/Approval/Disapproval: Acceptance of extending contract for temporary full-time and part-time Utilities Assistants.
- 11.* *Discussion/Approval/Disapproval: Review of applicants & hiring for Utility Assistant.
- 12.*Discussion/Approval/Disapproval: Acceptance of termination of MVD Manager/Office Assistant Sandra Romero.

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, Sandra Romero
- 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, Mayor Pro Tem Cruz, Councilor Clouthier, Councilor Miera, and Councilor Lopez were present.
- III. *Approval of Agenda
 - Mayor Martinez noted the Roman numeral VIII was skipped so the remaining items are incorrectly numbered. Utility Clerk Colleen Engelhardt stated the corrections will be as follows: VIII. Monthly Reports, IX. Old Business, X. Mayor's Report, and XI. Adjourn.
 - Motion to approve the agenda was made by Mayor Pro Cruz, seconded by Councilor Clouthier. (Vote 4-0) Motion carried and all in favor.**
- IV. *Approval of Minutes for: *Approval of Minutes for:
 - A. Regular Meeting Minutes August 11, 2020
 - Motion to approve Regular Meeting Minutes for the meeting on August 11, 2020 was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 4-0) Motion carried and 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. Business Matters
 1. *Discussion/Approval/Disapproval: ICIP Public Input and prioritizing projects for Village of Wagon Mound 2022-2026 ICIP due on September 18, 2020.
 - Clerk/Treasurer Monica Martinez stated the Village needs to prioritize projects for the ICIP, and determine the projected year in which they will be completed. She stated she spoke with Lesah Sedillo of the North Central New Mexico Economic Development District who provided her with the advice to distribute the projects over the five years. Monica stated in the past, the Village listed the prioritized projects under one year, but potential funding sources may look poorly on this because it would not be feasible for the Village to complete that many projects in one year. She stated because the Village did not receive any funding for the current fiscal year, she is recommending keeping the same projects but distributing them out over the five years. She stated she is also recommending to lower the priority of the Senior Center because the current funding will be sufficient to gain occupancy. She stated the new kitchen equipment can be purchased at a later date. She recommended possibly moving the sewer lagoons monitoring wells and the trash truck to a higher priority.
 - Mayor Martinez clarified that funding has already been allocated for the monitoring wells. Utility Clerk Colleen Engelhardt stated the funding source has been secured, but it is in the form of part loan, part grant. Mayor Martinez stated the original quote of \$160K for the wells is much higher than what the project will likely cost because the quote included wells drilled up to 100 feet. Colleen stated the terms require the Village to utilize a percentage, approximately 40%, of the loan before utilizing the grant funding, and therefore, the loan will be at least \$60K-\$70K. She stated she feels what needs to be weighed out is whether the Village would like to seek Capital Outlay funding to cover the cost of the loan portion of the wells, or to cover the cost of a trash truck. Mayor Martinez

stated he believes the trash truck should be the priority because the funding has been secured for the wells even though it will involve a loan. He stated the cost of a trash truck will likely be closer to \$200K.

- Mayor Pro Tem Cruz stated he believes the monitoring wells should be the priority project because they are required by the State. He stated he feels it is important for the Village to ensure the infrastructure is secure. Colleen stated it is possible the legislature will see the Village already has a funding source for that project and choose to allocate funds to an entity that appears to be more in need.
- Mayor Martinez stated he would like to make the trash truck the priority, not only due to the cost but also because it will be much safer, more sanitary, and make collection faster. He stated, by hand, Monday collection takes nearly the full day because multiple trips to the landfill are required.
- Mayor Pro Tem Cruz asked if any funds have been secured for the trash truck, and when Mayor Martinez stated no, Mayor Pro Tem Cruz stated he also believes it makes sense to place the trash truck as the priority followed by the monitoring wells, and then the Senior Center because the Village already has funding to open the Senior Center and the new kitchen equipment can be purchased at a later date. Mayor Martinez agreed.
- Colleen stated this is also an opportunity to gain input from the public. The one public member present declined providing input.
- Councilor Miera asked what is involved in selling old equipment. Colleen stated at the end of Mayor Herrera's term about 2 years ago, approval was received through the State and a resolution was passed to sell off items valued under \$5K. She stated we will need to confirm with the State that the resolution is still valid. She also stated any items valued over \$5K need individual approval from the State.
 - Mayor Martinez stated he would like to hold an auction at the Rodeo Grounds to move as many items as possible. Colleen stated the approval from the State came with stipulations on how the items are sold. She stated she would have to look at the paperwork again to be certain. Mayor Martinez stated it will clear out the mess in the alleyway and give the Village money to buy things we need.
- After some discussion on prioritizing projects, Monica stated the following list is what she has recorded: 2022 – 1) Solid Waste Vehicle and 2) Wastewater Monitoring Wells; 2023 – 1) Senior Center, 2) Recreational Improvements, 3) Rodeo Grounds Improvements, and 4) Municipal Building Improvements; 2024 – 1) Transfer Station Improvements and 2) Fire Station Improvements; and 2025 – 1) Street Improvements. She also asked the Council if they would like to keep the project costs the same as last year, and the Governing Body agreed with the prioritization list as well as the costs.

Motion to approve the prioritization for Village of Wagon Mound 2022-2026 ICIP plan was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 4-0) Motion carried and all in favor.

2. *Discussion/Approval/Disapproval: ICIP Public Input and adding projects for Village of Wagon Mound Senior Center 2020-2026 ICIP due on September 18, 2020.
 - Clerk/Treasurer Monica Martinez stated the Senior Center requires its own ICIP, and she stated it will remain the same until the project is complete.

Motion to approve the Village of Wagon Mound Senior Center 2020-2026 ICIP was made by Councilor Miera, seconded by Mayor Pro Tem Cruz. (Vote 4-0) Motion carried and all in favor.

3. *Discussion/Approval/Disapproval: Resolution Adopting an Infrastructure Capital Improvement Plan (ICIP) 2022-2026. Resolution No. 2020-12

- Clerk/Treasurer Monica Martinez stated this item is to approve the resolution approving of ICIP plan.

Motion to approve Resolution No. 2020-12 was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 4-0) Motion carried and all in favor.

4. *Discussion/Approval/Disapproval: Review and accept letter from DFA approving FY21 budget.
- Clerk/Treasurer Monica Martinez presented the letter from the DFA approving the Village's FY21 budget. She stated the letter states, "Due to estimated expenditures and transfers exceeding the estimated revenue, the ending cash balance is being depleted. Careful control of expenditures and attention to revenue collection efforts is recommended to avoid further depletion of reserves."
 - Monica stated there had been more money in the Reserve Fund due to funding from the Caliche Rd project, which was finished in June. She stated the final payments were not made until July which is the start of the new fiscal year.
 - Mayor Martinez stated the Village did really well on the audit and the budget.

Motion to approve acceptance of letter from DFA approving FY21 budget was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 4-0) Motion carried and all in favor.

5. *Discussion/Approval/Disapproval: Publishing Personnel Ordinance 2020-02 to repeal Section 41 Item D directing Village offices to close when area school districts conduct delays or closures due to inclement weather.
- Mayor Martinez stated the Council approved of this change in February, but the correct process was not followed to properly enact the change.
 - Utility Clerk Colleen Engelhardt stated an ordinance is required to repeal or amend a current ordinance. She stated this approval will allow the recommended changes to be published as a draft for the required two week period, and at the next meeting the Village will hold a Public Hearing to gather citizen input.
 - Colleen stated the original recommendation was to repeal and remove the language in the current Personnel Ordinance referring to closing Village Hall due to inclement weather when the school closes. Colleen stated it might be a good idea to have language stating closures are at the discretion of the Mayor.
 - Mayor Martinez stated he favors including language stating closures shall be at the Mayor's discretion when any unforeseen circumstances arise requiring an office closure. Mayor Pro Tem Cruz agreed that having this language is a good idea, and he agreed that it should state "at the Mayor's discretion." Councilor Miera stated he agrees that Village closures do not need to be in conjunction with school closures.
 - Colleen stated she will get the draft published tomorrow, and it will read closely to, "When unforeseen circumstances arise that require office and Village closure, it will be at the discretion of the Mayor."

Motion to approve publication Personnel Ordinance 2020-02 (draft) to repeal Section 41 Item D directing Village closures was made by Councilor Miera, seconded by Mayor Pro Tem Cruz. (Vote 4-0) Motion carried and all in favor.

6. *Discussion/Approval/Disapproval: Review and select quotes for natural gas meter purchase.
- Mayor Martinez stated the Utilities Superintendent provided the Council with quotes to replace natural gas meters at the school, housing locations, the old Senior Center, and at Village Hall.
 - Utility Clerk Colleen Engelhardt stated these are all master meters, which is why they cost so much, and she stated these are the meters the Village has been considering replacing for some time. She stated these meters are not properly tracking the volume of gas running through them so they will potentially pay for themselves when the Village begins collecting the proper fees for the actual usage.
 - Clerk/Treasurer Monica Martinez stated the only quote provided is from KGM, and they are a sole source because they are the only company that sells these specific meters. She stated the total quote for the meters is \$9,632.23.

Motion to approve the KGM quote of \$9,632.23 to purchase natural gas master meters was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 4-0) Motion carried and all in favor.

7. *Discussion/Approval/Disapproval: Approving invoice from Curb Services for repairs to the altitude valve on the water storage tank.

- Mayor Martinez stated this company is from Albuquerque, and he was hired to repair the altitude valve on the water storage tank. The Mayor stated the valve was not functioning to allow water to fill the tank.
- Utility Clerk Colleen Engelhardt stated this was a circumstance where the Mayor approved of the work to be completed because it was necessary for the water system to function properly.

Motion to approve invoice from Curb Services for repairs to the altitude valve on the water storage tank was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 4-0) Motion carried and all in favor.

8. *Discussion/Approval/Disapproval: Review and accept Application for Separation of Utility Charges for Account# 109000.

- Mayor Martinez stated this customer has an empty lot with a frost free water spigot.
- Utility Clerk Colleen Engelhardt stated the Council reviewed several requests for Separation of Utility Charges shortly following the adoption of the Joint Utility Ordinance last year. She stated this customer's service had been shut-off for non-payment just before the new ordinance was adopted. She stated the customer has paid half of his outstanding balance, and is inquiring about the separation to be in place once he pays down the remaining balance.
- Mayor Martinez recommended approval of separating the sewer and solid waste charges from this customer's account because it is an empty lot, and the customer does not use the property for living quarters.

Motion to approve Application for Separation of Utility Charges for Account #109000 was made by Councilor Lopez, seconded by Councilor Clouthier. (Vote 4-0) Motion carried and all in favor.

9. *Discussion/Approval/Disapproval: Review and accept purchases from Fire Fund to secure fence around leased Fire Department Substation property.

- Mayor Martinez stated the Utilities staff installed approximately 70 t-posts, ran and secured barbed wire along the bottom, and installed new gates at the entry way.
- Utility Clerk Colleen Engelhardt stated the property owner made it very clear that she would have pursued the terms of the lease and reclaimed the land had the Village not followed through with our responsibilities of securing the fence line. She stated the property owner also stated that she does not want the land, but she felt she had to be adamant because the fence line had been neglected by the Village for 8 years.
- Mayor Martinez stated a lock was installed on the gate, and he stated the Fire Department may choose to remove the lock and use a hasp to keep the gates closed.
- Councilor Miera asked if it would be appropriate to bill the Village's labor costs to the fire fund, and Mayor Martinez stated the property is leased to the Village, not the Fire Department specifically. He stated maintaining the lease is the responsibility of the Village.

Motion to approve purchases from the Fire Fund to secure fence around leased Fire Department Substation property was made by Councilor Miera, seconded by Councilor Clouthier. (Vote 4-0) Motion carried and all in favor.

10. *Discussion/Approval/Disapproval: Acceptance of extending contract for temporary full-time and part-time Utilities Assistants.

- Mayor Martinez stated Mayor Martinez stated the part-time contracted employee, Michael Armijo, worked for one week, but then stopped showing up. The Mayor stated he extended the contract for the full-time contracted employee, Michael Romero, by a week and one day in order to have help getting weeds cut, collecting trash, and cleaning up the new Senior Center property. He stated both contracts have been terminated.

Motion to approve acceptance of contract extension and termination for contracted temporary Utilities Assistants was made by Mayor Pro Tem Cruz, seconded by Councilor Lopez. (Vote 4-0) Motion carried and all in favor.

Mayor Martinez recommended convening into Executive Session as allowed by Section, 10-15-1, H 1-10. NMSA 1978 in order to discuss personnel matters relating to items 11 and 12.

Motion to adjourn into Executive Session was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 4-0) Motion carried and all in favor.

At 6:50PM, Clerk Treasurer Monica Martinez took roll call. Mayor Martinez, Mayor Pro Tem Cruz, Councilor Clouthier, Councilor Lopez, and Councilor Miera were all present, and they convened into Executive Session.

Motion to adjourn Executive Session and reconvene Regular Session was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 4-0) Motion carried and all in favor.

At 7:15, Clerk Treasurer Monica Martinez took roll call. Mayor Martinez, Mayor Pro Tem Cruz, Councilor Clouthier, Councilor Lopez, and Councilor Miera were all present, and the meeting reconvened into Regular Session.

11.*Discussion/Approval/Disapproval: Review of applicants & hiring for Utility Assistant.

- Mayor Martinez after careful review of the applicants, he is recommending the hire of Gabriel Maestas to fill the Utilities Assistant position starting at \$15.00. The Mayor stated the employee will become eligible for pay increases as he earns the required certifications. The Mayor stated the Village would like to have him start on Monday, September 21st or as soon as Mr. Maestas is cleared from his current job.

Motion to approve hiring Gabriel Maestas for the Utilities Assistant starting on September 21, 20 at \$15 per hour was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 4-0) Motion carried and all in favor.

12.*Discussion/Approval/Disapproval: Acceptance of termination of MVD Manager/Office Assistant Sandra Romero.

- Mayor Martinez recommended the termination of MVD Manager/Office Assistant Sandra Romero effective immediately.

Motion to approve acceptance of termination of MVD Manager/Office Assistant Sandra Romero was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 4-0) 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 when she was re-hired at the end of July, she had to catch up on several payments that were not paid in July. She stated July's IRS, state taxes, and PERA payments were made in August, and she stated the Village is now back on track with these payments.
- Monica stated along with regular monthly bills payments were also made to Paul's Pest Control because Village Hall and the old Senior Center were sprayed for pests, Dennis Engineering and Northern Mountain were issued final payments on the Caliche Rd project which is now closed, and the contracted temporary Utilities Assistants were paid out of the Utility Fund.
- Monica stated the Fire Fund receive funding distributions quarterly, and the 1st quarter distribution in the amount of \$43,902.40 was received.
 - Mayor Pro Tem Cruz asked about this distribution. Monica stated the State issues the distribution into the Village's General Fund, and then she cuts a check from General Fund to be deposited into the Fire Fund.

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

B. Utility Delinquent List – Utility Clerk, Colleen Engelhardt

- August Delinquent List – Colleen stated the payment due date was August 24th and 15 letters were sent to active accounts with a total of \$755.30 in delinquency. She stated the total amount received in payments was \$940.20 which represents a 124% return on the delinquent total.
 - Acct# 115001- the customer was called on August 24th to inform him that payment must be received by 9AM the following morning to avoid shut-off. The customer's brother made the payment for this account shortly before 9AM on August 25th, but the payment was short by \$1.92. A similar circumstance had occurred in July, and the customer was allowed to carry-over the small, unpaid balance with the understanding it would be paid in August. The brother was willing to pay the remaining amount, but he only had cash. Colleen stated she provided the brother a copy of the documentation of last month's payment as well as this month's with notation stating the carry-over would be paid with the next payment. Colleen stated she also sent the customer a letter stating that no extensions or carry-overs will be allowed in the future.
 - Acct# 200100 – The Village discovered service was illegally turned on at this location by the customer's son in August. The customer paid the previous outstanding balance, and the son paid the outstanding balance related to his usage. Colleen stated this account is back in good standing.
 - 10 letters were sent to Inactive accounts for a total of \$1,755.72 in delinquency with no payments received. Colleen stated the Village had made an appointment with the attorney to learn how to file liens, but it was postponed due to COVID-19. She stated while it has been shifted to a lower priority, it has not been forgotten, and eventually the Village will be able to pursue liens in the future.
- September Delinquent List – Colleen stated payments are due on the 15th so the list she presented will be used to generate delinquent letter tomorrow. She stated there will be 17 active letters and 1 inactive letters sent.

C. Utility Superintendent – Utility Superintendent, Gary Sanchez

- Utility Clerk Colleen Engelhardt read the Utility Superintendent's report because he was not in attendance due to taking water samples to Albuquerque:
 - Water – Chlorine residual is at 0.02ppm. The altitude valve on the water tank is now working properly, and the spring production is keeping up with the demands of the Village, the Harper Ranch, and the Daniels Ranch. The chlorinator and dosing head are also working properly after cleaning, rebuilding and installing new parts. To maintain compliance, several water samples were taken for analysis including an annual test that looks at the effects of chlorine on the water system, and the annual lead and copper tests taken from residential sources. In addition, samples from the monitoring well and the 3rd lagoon were taken for analysis, and he was able to pick-up the new sample bottles for the quarter 3 and 4 sample collections.
 - Natural Gas – Working toward replacing natural gas meters at the school, Village Hall, the old Senior Center, and all the master meters at the Housing Authority locations.
 - Other Projects – Repaired fence and installed gate at the Fire Department Substation.

D. MVD Reports – MVD Manager, Sandra Romero

- Utility Clerk Colleen Engelhardt reported that she was not able to access MVD reports, but she was able to go through the Village receipt books to calculate the income from transaction fees. Colleen stated the total amount collected in August was \$2,447.22 with a \$1,792.22 distribution from the State MVD and \$655.00 collected in transaction fees. She stated the Village will not receive the September distribution from the State until next month, but the transaction fees collected total \$125.00.

E. Mora County Sheriff's Office Report

- Absent

F. Housing Authority – Director, Theresa Carmody

- Absent

G. Fire Chief – Robert Mondragon

- Absent

H. Bean Day Association – President, Luis Lopez

- Nothing to report

IX. Old Business

- Mayor Martinez stated he spoke with the contractor working on the new Senior Center, and the contractor reported he is working on getting his sub-contractors lined out to complete the work necessary to achieve a certificate of occupancy.

X. Mayor's Report

- Mayor Martinez stated he met with an Animal Control Officer from San Miguel County, and she assisted with removing two female dogs from a residence on Caliche Rd. He stated there are four remaining dogs, and the Control Officer was going to come back for them. He stated another person became involved, and they were upset. He stated the four remaining dogs are still there.
 - Councilor Miera asked if there is any kind of leash law that can be enforced. Mayor Martinez stated San Miguel County has the only facility in the area for holding animals. He stated he spoke with the Mora County Sheriff's Office, and they are going to work with Wagon Mound and San Miguel County to create an agreement to support one another. He stated the Village will more than likely have to pay San Miguel County when an animal is removed, but it could be an option to address some of the community's concerns for loose animals.

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 7:31PM.

Approved and attested this 20th Day of October, 2020.



Andres Martinez, Mayor

Attest: 
Monica A. Martinez, Clerk/Treasurer
(SEAL)

