



Village of Wagon Mound
Regular Meeting Agenda
Tuesday, January 11, 2022 - 6:00PM
Presiding Mayor – Andres Martinez

SEE INFO ON REVERSE FOR ZOOM MEETING ATTENDANCE

* - Indicates an action item

During this meeting the Mayor and Council may convene into Executive Session
as allowed by Section, 10-15-1, H 1-10. NMSA 1978

I. Call to Order and Pledge of Allegiance

II. Roll Call: Mayor Andres Martinez, Councilor Adrian A. Clouthier, Councilor Paul A. Miera, Councilor Eldie R. Cruz, and vacant position.

III. *Approval of Agenda

IV. *Approval of Minutes for:

A. Regular Meeting Minutes December 14, 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. *Organization Meeting Matters

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

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

3. *Discussion/Approval/Disapproval: Appointment of Councilor to fill vacant two-year Position #3

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

VIII. Business Matters

1. *Discussion/Approval/Disapproval: Adopting Open Meetings Act Resolution 2022-01.

2. *Discussion/Approval/Disapproval: Contract with Frank Sanchez to lobby on behalf of the Village during the 2022 legislative session.

3. *Discussion/Approval/Disapproval: Revising Infrastructure Capital Improvement Plan (ICIP) priorities.

4. *Discussion/Approval/Disapproval: Review quotes and approval of purchase of used trash truck.

5. *Discussion/Approval/Disapproval: Submitting Capital Outlay funding requests.

6. *Discussion/Approval/Disapproval: Submitting Request for Proposal (RFP) to contract for provision of services for Wagon Mound Senior Center service programs.

7. *Discussion/Approval/Disapproval: Hiring Eugene Armijo for the Utility Assistant position.
8. *Discussion/Approval/Disapproval: Contract with Jaime Salazar as an at-will laborer for the Utility Department.
9. *Discussion/Approval/Disapproval: Service contract for maintenance of Village vehicles.
10. Discussion: Village vehicles - upgrades and/or new purchases.
11. Discussion: Purchase of tire machine, balancer, and compressor to repair tires on Village vehicles and to provide tire repair services to Village residents.
12. Discussion: Funding collaboration for Turkey Mountain repeater upgrade.

IX. 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. Wagon Mound Fire Department – Fire Chief
- H. Bean Day Association – President, Luis Lopez

X. Old Business

XI. Mayor's Report

XII. Adjourn

DUE TO AN INCREASE IN COVID-19 CASES, THIS MEETING WILL BE CLOSED TO IN-PERSON PUBLIC ATTENDANCE. THE VILLAGE IS OFFERING AND ENCOURAGING VIRTUAL ATTENDANCE. TO PARTICIPATE VIA ZOOM, PLEASE FOLLOW THE DIRECTIONS BELOW.

MEETING ID: 865 0921 9386

PASSCODE: 425462

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 JANUARY 11th, CLICK ON THE LINK AND ENTER THE MEETING ID AND PASSCODE WHEN PROMPTED.
 - OR-----
 - 2) ON JANUARY 11th, 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 Martinez, Councilor Clouthier, Councilor Miera, and Councilor Cruz were present.

III. *Approval of Agenda

- Mayor Martinez recommended amending the agenda because item #4 under Business Matters is supposed to read "purchase of a *new or used* trash truck."
- Councilor Cruz suggested moving the Mora County Sheriff report considering the length of the agenda, and Mayor Martinez stated they will be staying to the end of the meeting.
- Mayor Martinez stated because the meeting is being offered virtually, he will taking a roll call vote for each approval item.

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

ROLL CALL: Cruz = Yes; Clouthier = Yes; Miera = Yes

IV.*Approval of Minutes for:

A. Regular Meeting Minutes December 14, 2021

- Mayor Martinez stated the word month under the second bullet point of item #5 needs to be plural.
- Councilor Cruz asked if a price had been stated for the cost of the electrofusion machine under item #5, and Deputy Clerk Colleen Engelhardt stated quotes were presented the machine selected was just over \$4,000. She stated she will amend the motion to reflect the actual cost.

Motion to approve the amended minutes for the December 14, 2021 Regular Meeting was made by Councilor Cruz, seconded by Councilor Clouthier. (Vote 3-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Miera = Yes

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 Clerk Treasurer

- Mayor Martinez recommended appointment of Gina Garcia as Clerk Treasurer.

Motion to approve appointment of Gina Garcia as Clerk Treasurer was made by Councilor Clouthier, seconded by Councilor Cruz. (Vote 3-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Miera = Yes

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

- Mayor Martinez recommended appointment of Robert Mondragon as Fire Chief.

Motion to approve appointment of Robert Mondragon as Fire Chief was made by Councilor Clouthier, seconded by Councilor Cruz. (Vote 3-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Miera = Yes

3. Discussion/Approval/Disapproval: Appointment of Councilor to fill vacant two-year Position #3

- Mayor Martinez stated he would like to postpone this appointment until the next meeting.

Motion to approve postponing the appointment to fill Council Position #3 was made by Councilor Cruz, seconded by Councilor Clouthier. (Vote 3-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Miera = Yes

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

- Mayor Martinez stated he would like to postpone this appointment until the next meeting.

Motion to approve postponing the appointment of Mayor Pro Tem until the next meeting was made by Councilor Cruz, seconded by Councilor Clouthier. (Vote 3-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Miera = Yes

- Deputy Clerk Colleen Engelhardt, as a Notary Public, gave the Oath of Office to Gina Garcia and Robert Mondragon, and she stated Mayor Martinez, Councilor Cruz, and Councilor Miera took their Oaths of Office earlier in the month.

VIII. Business Matters

1. *Discussion/Approval/Disapproval: Adopting Open Meetings Act Resolution 2022-01.

- Mayor Martinez stated this is the standard resolution that is passed each year in compliance with the Open Meetings Act.

Motion to approve adoption of Open Meetings Act Resolution 2022-01 was made by Councilor Clouthier, seconded by Councilor Cruz. (Vote 3-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Miera = Yes

2. *Discussion/Approval/Disapproval: Contract with Frank Sanchez to lobby on behalf of the Village during the 2022 legislative session.

- Mayor Martinez stated he was contacted by Dr. Sanchez through a reference from Senator Campos to inquire if the Village needed assistance with Capital Outlay requests from our ICIP during the legislative session. The Mayor stated he feels with the situation with COVID it will be best to have one person representing the Village. He stated, in fact, the Governor will be hosting a Mayor's forum and he was supposed to attend in-person, but in-person attendance was cancelled as of today due to COVID. He stated Dr. Sanchez is knowledgeable and has good connections. Mayor Martinez stated there is a good amount of funds being distributed through the State and through the American Recovery Act. The Mayor reported municipalities are being encouraged to apply for as much funding as we can, and he stated he believes a lobbyist will be beneficial.

Motion to approve contracting Frank Sanchez as a lobbyist for the Village during the 2022 legislative session was made by Councilor Clouthier, seconded by Councilor Miera. (Vote 3-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Miera = Yes

3. *Discussion/Approval/Disapproval: Revising Infrastructure Capital Improvement Plan (ICIP) priorities.

- Deputy Clerk Colleen Engelhardt stated the 2023-2027 ICIP plan was recently approved in October 2021 prior to understanding how much money will be coming into the State. Colleen stated the gas and oil reserves did well this year, and the State coffers are flush with funding. Additionally, she stated, federal funding allocated to New Mexico is upward of \$4B. She stated the Village may revise our ICIP plan with a better understanding of the funding available. She stated the current ranking of projects for FY23 are the restoration of municipal buildings, water system improvements, and the Senior Center. She stated she and Mayor Martinez discussed reorganizing the projects for FY23 to be ranked with the water system improvements first, followed by the Senior Center, and lastly the municipal building, and she asked for input from the Councilors.
- Mayor Martinez stated he is suggesting the water system to be ranked first because rural water systems have been highlighted for the incoming funding, and the work for this project has been phased out and are ready for design. He stated he would like to move the Senior Center up to #2 because the building is about 90% complete. He stated he has asked the Contractor for a quote to finish the concrete floor because he is concerned the floor will be stained if something were spilled.

The Mayor stated the Village does have funding for this. He stated he will be recommending a request of \$1M to pave the parking lot, install a wall around the perimeter of the property, lighting, and security cameras.

Councilor Cruz asked if the numbers project for inflation, and Mayor Martinez stated that is the reason for asking for a larger sum. Colleen stated the water system improvements project was scoped out in 2012, and the numbers were prepared to include inflation. However, she stated she and the Mayor discussed the projections and did not feel they included for the inflation seen throughout the pandemic.

- Colleen summarized the discussion, and she stated the Village would like to re-rank the ICIP to have the water system improvements project first, the Senior Center project second, and the restoration of municipal buildings third. She stated the water system improvements will be increased from \$3.3M to \$4M, and the Senior Center project will be increased from \$250K to \$1M. Mayor Martinez recommended these changes be approved.

Motion to approve the Mayor's recommended changes to the 2023-2027 ICIP was made by Councilor Miera, seconded by Councilor Clouthier. (Vote 3-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Miera = Yes

4. *Discussion/Approval/Disapproval: Review quotes and approval of purchase of new or used trash truck.

- Mayor Martinez stated the Village has a Capital Outlay appropriation in the amount of \$135K to purchase and equip a solid waste vehicle. He stated the Village has been considering both used and new solid waste vehicles, and the meeting packets include a quote for a used truck that comes with a 15-day warranty on the engine and transmission. He stated with the cost of delivery, the total cost will be about \$103K. He stated the allocated funding is not enough to purchase a new solid waste vehicle similar in size to what the Village is currently operating. He stated another option is to purchase a 2022 F350 dually flatbed and have a new satellite 8-yard collection system installed in the bed. He stated he believes this option will be more beneficial because the total cost will be \$81K for both, and both will be brand new with warranties. He stated the Village is in the process of asking the DFA if the remaining \$53K funds may be used to repair our two used trash trucks in order to use them on Mondays for the residential collection, and the satellite system will be used for the commercial pick-ups on Wednesdays and Fridays. He stated the big truck is more suited for the Monday pick-up and using the smaller truck for commercial will save wear-and-tear on the big truck.
 - Councilor Cruz asked if the smaller truck is self-loading, and he asked for clarification of a satellite system. Mayor Martinez stated the satellite is the trash collection system installed in the back of the pickup, and he stated it is not self-loading. However, he noted it will not require a CDL to operate. He stated two people will be required to operate it, but if the Utilities Superintendent is out on a Monday, the Utilities Assistant and a second person could still do the collection.
- Mayor Martinez stated yesterday while dumping at the landfill, the tire on the trash truck was blown out after running over a piece of metal. He stated quotes for one new tire were \$1200 or more. He stated he found two used tires in excellent condition for \$600 each. He stated these are the kinds of repairs the Village could utilize the remaining \$53K to keep the trucks running. He also stated Luna Community College is not offering a CDL class until they get their truck repaired and hire a new instructor.
- Deputy Clerk Colleen Engelhardt stated she was hoping for a response from the DFA for the meeting, but she stated she is hopeful the repairs will be approved because the request was written "to purchase and equip solid waste vehicles." She stated she communicated the Village would like to send the trucks to the mechanic to go through the vehicles to determine all items that need repair. Colleen stated the DFA has been clear that the vehicle the Village purchases needs to have a lifespan of 10 years. And, Colleen stated, due to the pandemic, dealerships cannot take fleet orders until November. She stated this means it could be a year or more to acquire a truck for the system if the Village passes on the F350 flatbed. Colleen stated, if approved, the truck will be purchased from

Chalmers Ford for \$44,184.03, and the satellite system will be purchased from Pete's Equipment for \$37,652.99.

- Councilor Cruz stated he also believes the F350 dually and satellite system is the way to go.

Motion to approve the purchase of the F350 and the satellite system utilizing the Capital Outlay appropriation was made by Councilor Cruz, seconded by Councilor Clouthier. (Vote 3-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Miera = Yes

5. *Discussion/Approval/Disapproval: Submitting Capital Outlay funding requests.

- Deputy Clerk Colleen Engelhardt stated the Village can submit all of the FY23 projects after revising them, and she stated the projects discussed include: Water System Improvements for \$4M, Senior Center Parking Lot for \$1M, and Restoration of Municipal Buildings for \$400K.
- Mayor Martinez explained the Capital Outlay submissions are due on Thursday.

Motion to approve submitting Capital Outlay requests for the three FY23 projects from the revised ICIP was made by Councilor Clouthier, seconded by Councilor Cruz. (Vote 3-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Miera = Yes

6. *Discussion/Approval/Disapproval: Submitting Request for Proposal (RFP) to contract for provision of services for Wagon Mound Senior Center service programs.

- Deputy Clerk Colleen Engelhardt stated the Wagon Mound Senior Center (WMSC) is currently operated by Colfax County Senior Citizens, Inc (CCSCI), a non-profit organization based in Raton, and she stated prior to CCSCI, Mora County Health Services operated it. She stated about four years ago Mora County Health was no longer able to oversee operations, and the Village was not able to take over the contract because we were not our own fiscal agent. She stated the WMSC would have been shut down if CCSCI had not stepped in. She stated they did so with an understanding that they would fulfill the remainder of the contract, and the Village would submit a proposal to operate it in the next contract cycle. Colleen stated the Village chose not to submit during that cycle. She stated CCSCI has maintained the contract, but they are looking to have the Village take over as soon as possible. Colleen stated because the Village staff are working to learn new roles with Gina becoming the Clerk Treasurer six months ago, and Amber and herself taking on new duties the Village was not comfortable taking on an additional new aspect of operating the Senior Center in the immediate future. However, she stated, the Village has been in communication with the Director of CCSCI who is willing to work with Village staff to help us learn budgeting, reporting, and operations. She stated CCSCI will be submitting an RFP to have operation of the Center at the beginning of the contract. Colleen stated she has also been in contact with Crystal Sanchez with the Non-Metro Area Agency on Aging to explain the circumstances. She stated Ms. Sanchez has asked the Village to also submit an RFP with an explanation of the wanting to take over the contract from CCSCI within in a year or so. Colleen stated this submission will basically lay out a paper trail of the Village's intentions.
- Mayor Martinez stated he believes it is the right time for the Village to take over operations now that the new Senior Center building is almost complete, the Village has been it's own fiscal agent for several years, and the audits have been good. Colleen stated CCSCI's Director has been very clear that they would appreciate being relieved of this obligation.

Motion to approve submitting Request for Proposal to contract for provision of services for Wagon Mound Senior Center was made by Councilor Clouthier, seconded by Councilor Cruz. (Vote 3-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Miera = Yes

7. *Discussion/Approval/Disapproval: Hiring Eugene Armijo for the Utility Assistant position.

- Mayor Martinez stated the Village interviewed two applicants, Eugene Armijo and Jaime Salazar. He stated both applicants are well qualified, but Mr. Armijo has experience working for the Village

previously including operation of heavy equipment. He stated he is recommending hiring Eugene Armijo to fill the Utility Assistant position.

Motion to approve the Mayor's recommendation to hire Eugene Armijo was made by Councilor Clouthier, seconded by Councilor Cruz. (Vote 3-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Miera = Yes

8. *Discussion/Approval/Disapproval: Contract with Jaime Salazar as an at-will laborer for the Utility Department.

- Mayor Martinez stated, in previous years, Michael Romero has been on contract as a substitute for Sam Clouthier as the Operator at the Transfer Station, but he is no longer available. The Mayor stated he is suggesting approval of this contract with Jaime Salazar to be Sam's substitute.
- Administrative Assistant Amber Alcon stated he will be a contracted employee that works only on an as-needed basis. She stated rather than being a full- or part-time employee, he will be at-will.
- Deputy Clerk Colleen Engelhardt stated the contract states, "Collection Center Operator Substitute and other duties as assigned" in case other tasks arise for which the Village would like to employ him, but she stated the main purpose is the substitute for Sam. She stated the contract also states the pay rate as the minimum wage of \$11.50 per hour.
- Councilor Cruz clarified that the contract would allow him to assist with trash collection if needed, and Mayor Martinez stated the contract would allow for that under "other duties as assigned."

Motion to approve a contract with Jaime Salazar as an at-will laborer for the Utility Department was made by Councilor Cruz, seconded by Councilor Clouthier. (Vote 3-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Miera = Yes

9. *Discussion/Approval/Disapproval: Service contract for maintenance of Village vehicles.

- Mayor Martinez stated the Village sent out requests to several companies to obtain quotes for a contract with the Village to service and maintain Village vehicles rather than having to obtain three quotes each time a repair is needed.
- Deputy Clerk Colleen Engelhardt stated requests were sent out to five companies, and three quotes were received from Sandoval Auto & Truck Repair, D&T Auto & Truck Repair, and George's Auto Diesel & Welding. To compare, Colleen suggested looking at the regular hourly rates, and she stated the cost of materials will be in addition.
- Mayor Martinez stated he is recommending Sandoval Auto & Truck because they've already done some work for the Village, and they've done a great job. The Mayor stated he is quick, he is available for service calls, and he is honest.
- Councilor Miera asked if all the vehicles listed are operable, and Mayor Martinez stated these are all the vehicles used on a daily basis.

Motion to approve award of contract for maintenance of Village vehicles to Sandoval Auto & Truck was made by Councilor Cruz, seconded by Councilor Miera. (Vote 3-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Miera = Yes

10. Discussion: Village vehicles - upgrades and/or new purchases.

- Deputy Clerk Colleen Engelhardt stated this discussion was intended for the purchase of the new solid waste vehicle as well as potentially purchasing a snow plow.
- Regarding older vehicles, Mayor Martinez stated before getting sick last year he had the Utilities staff move the pile of millings from the rodeo grounds to the new Senior Center to spread for a parking area, and they leveled the pile of dirt to create a parking area for the old vehicles from the alley. He stated the vehicles were moved to the rodeo grounds today, and when the weather is warmer in May or June, the Village will hold an auction to sell these vehicles.
- Councilor Cruz stated approval will be needed from the DFA. Deputy Clerk Colleen Engelhardt stated there had been an intention to hold this sale about four years ago, and resolution was passed with approval from DFA for any item valued under \$5K. She stated that sale never came to fruition, and the Village will need to communicate with DFA again as well as pass another resolution.

- MVD Manager Amber Alcon stated she has located the title on most of the vehicles, but there are a few she will need to request a duplicate titles.
- Mayor Martinez stated the white Chevy Malibu, and the red F150 are both working. He stated the truck needs an oil change, and new tires. He stated it will be assigned to the Utility Assistant.

11. Discussion: Purchase of tire machine, balancer, and compressor to repair tires on Village vehicles and to provide tire repair services to Village residents.

- Mayor Martinez asked Councilor Cruz if he is aware of the status on service at Phillips 66, and Councilor Cruz stated he understands they will be bringing someone in to provide service and labor.
- Mayor Martinez stated he has been considering purchasing a tire machine, balancer, and compressor with the funds gained through the auction. He stated he has been hearing complaints because Russell's truck stop is the closest place for tire repair, and they charge \$25 per tire.
- Mayor Martinez stated he sees this as a service the Village could possibly provide to Village residents at \$10 per flat and \$15 with the balance included.
- Councilor Cruz expressed his concern of the liability involved with the repair been provided by Village staff with Village equipment. He stated an individual may file a grievance or legal action against the Village if something goes wrong.
 - Mayor Martinez stated the Village could have them sign a release of liability, and Councilor Cruz stated that doesn't always work. Colleen stated the Village will need to check to see if additional insurance will be required. The Mayor stated will we look into it before making the purchase, and we will ask if this is a service the Village can provide for residents.
 - Administrative Assistant Amber Alcon stated it would still be a good investment for the Village even if we are only able to utilize it for the Village fleet. The Mayor agreed and stated the Fire Department would benefit as well.

12. Discussion: Funding collaboration for Turkey Mountain repeater upgrade.

- Undersheriff Americk Padilla stated Mora County Sheriff's Office (MCSO) is currently operating off the NM State Police dispatch, and they have been assigned the same channel. He stated an additional antenna/booster needs to be installed on the Turkey Repeater for the communications to come through clearly. He stated a new trunking radio system is planned for the I-25 corridor so all equipment will eventually need to be upgraded to be compatible. The Undersheriff stated the cost for the upgrade will be a little more than \$14K. He stated Mora County Fire Administrator Montoya has received funding to revamp all towers in the County including the Turkey Tower.
- Undersheriff Padilla stated there is a safety concern with MCSO Deputies and State Police Officers utilizing the same channel because they often end up speaking over one another resulting in difficult communication.
- Undersheriff Padilla stated MCSO has submitted a Capital Outlay funding request for the upgrade, but if it is not funded, he is hoping all entities, including Wagon Mound Fire Department, County Fire Departments, and MCSO may be willing to chip in as it will be a benefit for all.
- Councilor Cruz asked if a letter of support from the Village would be beneficial, and the Undersheriff stated it would be helpful.

IX. Monthly Reports

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

- Clerk Treasurer Gina Garcia stated all payments made were regular monthly bills.
- Councilor Cruz stated he saw payment duplications in the report, for example, with the Elite Card.
 - Administrative Assistant Amber Alcon stated there was an error, possibly with the Post Office, in receiving the Nov Elite Card statement. She stated both the Nov and Dec payments were issued separately in Dec.
 - Deputy Clerk Colleen Engelhardt stated duplicate entries appear on the report when payments are made out of all four Utilities GL numbers.

Motion to approve the monthly vouchers was made by Councilor Cruz, seconded by Councilor Clouthier. (Vote 3-0) Motion carried with all in favor.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Miera = Yes

B. Utility Delinquent List – Deputy Clerk, Colleen Engelhardt

- Deputy Clerk Colleen Engelhardt described the delinquent process and provided the report:
 - December Active Accounts – 17 letters sent for a total delinquency of \$769.54, and payments received total \$1,081.09.
 - December Inactive Accounts – 10 letters sent for total delinquency of \$1,399.55, and a payment was received in the amount of \$196.54 for Acct# 105400.
 - Colleen stated she worked with the Village attorney last month to learn about the process for filing liens. She stated she will be pursuing this process, but there is a four-year statute of limitations. She stated some of the accounts on the inactive list are older than four years. She stated the Village can still require full payment before reinstating service, but we will not be able to file a lien against these accounts.

C. Utility Superintendent – Utility Superintendent, Gary Sanchez

- Mayor Martinez stated Gary left early for a dentist appointment, and he did not require him to come back for the meeting.
- Deputy Clerk Colleen Engelhardt read the Utility Superintendent's Report:
 - Drinking Water – The chlorine residual is at 0.31mg/L, and water usage in December was 1,856,390 gallons which was higher than the past two months likely due to customers letting faucets drip in the cold weather.
 - Waste Water – Lagoon Pond #3 is coming up slowly. It still has about 2-3 feet to rise before needing to discharge water.
 - Colleen stated the monitoring wells were drilled in November, and the project closeout process has been stalled due to waiting on both the water quality test results and the approved well records from the Office of the State Engineer. She stated the Village's loan/grant funding is set to expire on February 15th, but they are willing to extend it as needed. She stated the Environment Department just gave approval to close out the project with the well records pending, and it will be wrapped up within the next few weeks.
 - Natural Gas – Nothing to report at this time.

D. MVD Reports – MVD Manager, Amber Alcon

- December Total Sales - \$2,455.25 – Amber stated December business was a little slow than typical, and she was out due to illness for about a week.
- Amber stated starting in January, the new MVD hours are Mon – Fri 10AM-4PM. She stated business in January has picked up, and she stated she will be working on updating her training to maintain her certificates.
- Councilor Cruz asked if the Village receives a percentage of the sales. Amber stated the Village does receive a percentage of her total sales, but she is not certain of the actual percentage. She stated the reimbursement from the State is always a month behind, but she stated the Village receives about \$1K in a slow month and about \$2K-\$3K in a busier month. She stated the Village also collects transaction fees at \$5 per transaction for Mora County residents and \$10 per transaction for customers outside Mora County.

E. Mora County Sheriff's Office Report

- Undersheriff Americk Padilla stated State Police use an application to track call activity, and they provide MCSO with tracking data to include number of calls, type of call, etc. He stated these data show the MCSO has never been busier. He stated when he first started they averaged about 30-40 calls per month, and now they're averaging 200-300 calls per month. He stated the calls range from

domestic violence and roll overs to EMS calls and livestock calls. The Undersheriff stated the data does not differentiate calls from the Village and calls from the rest of the county. He stated he is working with State Police to see if they can provide this data. He stated this information will be helpful for MCSO, but it will also be useful for the Fire Department.

- Mayor Martinez stated he would like to see this data for both MCSO calls for the Village as well as the calls to which the WMFD respond.
- Deputy Clerk Colleen Engelhardt stated Natasha Martinez with Northern Regional Housing Authority commented online that this data will also help them justify having specific law enforcement units.
- Undersheriff Padilla stated they recently hired Tristan Valdez, and he will begin patrolling once his background check and paperwork clears. He stated MCSO now has a total of 8 Deputies including the Sheriff and himself. He stated he is hoping to increase to 10 Deputies with the call volume increasing and due to the size of the county.
- Undersheriff Padilla reported Deputy Stunberg recently attended training to obtain his Intoxilizer 8000 Certification which is required when conducting a DUI/DWI stop. He stated he will be at the Law Enforcement Academy tomorrow to rewrite the Defensive Tactics curriculum.
- The Undersheriff stated he met with the Mayor and Amber recently, and they discussed bringing some trainings to Wagon Mound. He stated unless the Village has a dedicated Office of Emergency Manager (OEM), the Mayor would be the appropriate person as the overseer of Village matters. The Undersheriff stated he will work with the Mayor to bring an Amtrak training to the Village in February. He stated Amtrak is willing to bring a training train that will actually derail, and Mayor Martinez asked the Undersheriff to stay in communication with Fire Chief Mondragon so he can invite his staff to the training. Undersheriff Padilla stated an EMT training was also discussed, and he has provided Amber with contact information for UNM – Taos to make arrangements.
- Undersheriff Padilla stated he has been looking into Flock System cameras, and he's hoping to invite a Sales Rep to speak at the next meeting to explain how the system works. He stated the cameras read every license plate and record every vehicle. He stated if a vehicle has been reported in a crime, the cameras will record it and notify the MCSO, and they'll be able to act on it. He stated each camera has an initial fee and they cost about \$2500 per year. Mayor Martinez stated he believes they will benefit the security of the community.
- Mayor Martinez stated currently the Village receives \$20K in Law Enforcement Protection Funds and because the Village maintains a Joint Powers Agreement with MCSO, the funds are allocated to their department. He stated the funding will be increasing in FY23.
- Undersheriff Padilla stated MCSO has been working with State Police on the trunking system which is a system that runs along I-25. He stated it is a 5G system that will amp up communications and improve clarity. He stated they are not certain how well it will work in the mountainous regions. He stated San Miguel County received a grant for \$1M to implement the upgrades there. He stated he is hoping to work toward implementing it in Mora County as well in the future. He stated he has already been starting to upgrade equipment with current funding.
- Undersheriff Padilla stated with hazards created by the pandemic, he has been considering how to improve the MCSO Personal Protective Equipment. He stated he will be seeking funding for self-contained ventilators.
- Undersheriff Padilla stated he is hoping the upgrades to the Village Substation office necessary to house the Intoxilizer 8000 machine will be done soon. He stated he has spoken with State Police, and they will be using the office and the machine as well. He stated having the machine will bring more activity and use of the office.
- Undersheriff Padilla stated the new MCSO building and offices should be finished in March. He stated it is a state-of-the-art facility with two holding cells, but it will not have a jail facility.
- Undersheriff Padilla stated MCSO will be implementing a School Resource Officer in the Mora County School district due to the call volume and threats that have been occurring there. He stated

he will need to meet with Wagon Mound Public Schools to see if they want a School Resource Officer, and possibly make arrangements via an MOU.

- Undersheriff Padilla stated MCSO will be holding an online auction for a variety of equipment in February.

Undersheriff Padilla stated MCSO will be submitting Purchase Requisitions to the Village to spend the LEPF funds by March. He stated last year the spending ran through the end of the fiscal year, which made completing paperwork difficult with outstanding purchase orders (PO). He stated he is planning on purchasing new uniforms and equipment for the Deputies. Mayor Martinez stated he would like the Village's LEPF to be spent on uniforms and equipment for the entire staff, not just one or two Deputies, and the Undersheriff agreed. The Undersheriff stated he is wanting to purchase two shirts, two pair of pants, and necessary equipment for each Deputy, which is requiring a paperwork with Purchase Requisitions. He asked if MCSO could set-up an open PO with an approved uniform supplier like Gall's.

- Mayor Martinez stated he would consider it, but he has issue with MCSO only coming to the Village when something is needed. He asked if the Village provides an open PO, will MCSO guarantee they will continue patrolling the Village.
- The Undersheriff stated the Deputies have been present in the Village if not daily, every other day. He stated he believes MCSO has lived up to the expectation of the Joint Powers Agreement (JPA). He stated his guys are on the interstate responding to accidents, and Mayor Martinez stated the interstate is not the Village. The Mayor stated the responsibility of MCSO is to serve the entire county, including Wagon Mound, whether there is a JPA in place or not. The Mayor stated being on the interstate is not helping Mora County residents.
- Undersheriff Padilla stated before Mayor Martinez resigned last year MCSO had intentions of having a Deputy live in Wagon Mound to be stationed here full-time. He stated something happened with the Housing and a unit was not provided.
- Natasha Martinez with Northern Regional Housing Authority stated HUD requires justification of actual calls being made to the Village of Wagon Mound to dedicate a unit specifically for law enforcement. She stated a resolution needs to be presented to HUD, and HUD attorneys need to sign off on the justification. She stated Housing Offices may have a Substation or a work space for an officer, but in order to house an officer, they would need to present documentation of calls. She stated once approved through HUD, the individual will need to sign a police officer lease, attend all WMHA meetings, and follow HUD's police officer protocol.
 - Natasha also commended MCSO for assistance with a recent situation where they needed to trespass an individual from HA property in Wagon Mound. She stated they did an amazing job assisting her staff, and she stated she felt her employees were in danger.
- Undersheriff Padilla stated he understands the Mayor's frustrations, but he feels Natasha's comment shows the willingness of the MCSO to be available and respond in Wagon Mound.
- Mayor Martinez stated he understands a Deputy cannot be in Wagon Mound 24/7, but he is hoping for 3 times a week including once over the weekend.
- Undersheriff Padilla stated, currently, he is unable to fully staff weekend hours, and he stated he must justify the cost involved with patrolling Wagon Mound. Mayor Martinez stated he must also justify the allocation of the \$20 LEPF funds, and he reiterated MCSO is obligated to serve the entire county.
- Councilor Cruz suggested staggering the assigning Deputies to patrol the area because criminals will identify their schedule, and Mayor Martinez suggested having a Deputy in town around 4PM so the kids leaving school see their presence.
- Colleen stated the original question was in reference to an open PO, and she stated this issue likely stems from the Village needing to follow proper procurement and requiring 3 quotes for each purchase over \$500. She stated she believes Gall's is on a State Contract, and therefore, only the one quote would be required. She stated in reference to specialty equipment that will qualify as a sole-source, it just needs to be noted on the Purchase Request.

F. Housing Authority – Northern Regional Housing Authority

- Natasha reported NRHA was able to provide all the required documentation to the auditor. She stated they had a difficult time due to the state of the files due to the death of the WMHA Director, and she reported NRHA has done a full audit of all the files.
- Natasha stated they are looking at hiring another fee accountant because NRHA has grown, and this will help expedite working with all the Wagon Mound files.
- Natasha stated the units have been maintaining 100% occupancy, and it appears tenants have been paying their utility bills.
- Natasha stated she will need to reevaluate all tenants with flat rent rate as well as the utility loan schedule. She stated it is possible some tenants are paying more than required and some tenants aren't paying enough. She stated she will be processing survey certifications on tenant files, and she stated she hoping this will be completed in the near future.
- Natasha stated their Maintenance employee has been conducting inspections, and she stated one individual is on house-keeping, She stated the tenant has 60 days to cure a violation, and she believes this situation has already been cured.
- Natasha stated the Site Manager out of Las Vegas has been overseeing Wagon Mound, but she may switch to the Raton Site Manager.

G. Wagon Mound Fire Department – Fire Chief

- Fire Chief Mondragon stated the WMFD respond to an average of 60 incidents per year, and he stated this breaks down to 128 volunteer hours per person. He stated they get called all over, even responses out of the county, because they have an extrication unit, and they are trained in using it.
- Fire Chief Mondragon stated fire hydrant testing is scheduled for this Friday, but it has already been rescheduled due to COVID.
- The Fire Chief stated First Net is coming in February to discuss their plan and options for cell service with the Department. He stated one of their members has been trying to get enrolled, and they have been running into several issues.
- Fire Chief Mondragon referred to the railroad training, and he stated the training provided will depend upon what you want. He stated the FD has received training from BNSF for shutting off valves. He stated when BNSF trains came through Wagon Mound, they provided \$19K per year for about 60 years for fire services, and he stated that funding went to the County. The Fire Chief stated, at that time, he attended a Commission meeting requesting the funding because the tracks travel through the Village, and the Commissioners told him the legislation states "the County *may* provide assistance to municipalities." He stated the County informed him they were not required to provide the funding because it states "*may*." He stated now that it is just Amtrak utilizing the tracks, the main concerns in an emergency is treating injured passengers and addressing the diesel spill because the trains carry thousands of tons off diesel, and this could create a massive fire danger.
- Fire Chief Mondragon asked if the FD can be included in the service maintenance contract, and Mayor Martinez stated they can because they are a Village entity.
- The Fire Chief stated they are researching for the purchase of a new truck. He stated they are in the process of defining the specifications they want, and it will require approval from the State Fire Marshall's Office.
- The Fire Chief stated he will be contacting Springer Electric to install a security light at the Substation, and this can be paid out of the Fire Fund.
- Fire Chief Mondragon stated they do not have plates on the truck they purchased a few years ago. He stated the paperwork was submitted to the prior MVD agent, but the plate was never received. MVD Manager Amber Alcon stated she has been working with Government Plating, and she provided them documentation the certified mail was received by MVD. Amber stated the vehicle is not even titled in the system. She stated she has been trying to reach Braun to obtain the dealer work, and she stated she will also need to track down the Certificate of Origin to provide to the State.

- Fire Chief Mondragon stated the FD has two requests to be added to the ICIP: 1) Building a new Fire Station and 2) Running water to the Substation and paving the parking area. Mayor Martinez stated the new Fire Station is included on the current ICIP.
- With regards to the Turkey Mountain Repeater upgrade, the Fire Chief stated that repeater system belongs to Watrous, not Mora County. He stated when WMFD tried to get a repeater system years ago, and they had to apply through the FCC. He stated the FCC refused to provide a repeater code because there was an available, unused code out of Watrous, and they signed an agreement with Watrous to get the Turkey Mountain Repeater. He stated WMFD paid Advanced Communication to repair the original repeater, pour a concrete pad, build a shed for it, and to install a battery back-up system. He stated WMFD also paid for yearly maintenance on the repeater. He stated after the 9/11 attacks, Mora County received a large grant of approximately \$10M, and they installed several big towers and purchased radios for all of Mora County except WMFD. He stated WMFD had to purchase their own radios through Advanced Communication. He stated WMFD paid to have a small heater installed in the shed, to change the battery back-up system, and extended the antenna. He stated the antenna could not be extended much higher because it would interfere with a nearby NORAD tower. He stated the ISO states WMFD will cover a three-mile radius around Wagon Mound, but they respond wherever they are called. He stated the County Fire Marshall was the Fire Chief for the Chet Fire Department, and the WMFD had made arrangements to get a tower installed on the Santa Clara. He stated the Fire Chief from Mora suggested the tower not be given to Wagon Mound, but that it should be saved in case one of their towers goes down. He stated the repeater was not approved making their radio service limited. He stated the same County Fire Marshall asked WMFD to respond to calls on I-25. Fire Chief Mondragon stated he made a verbal deal for the WMFD to respond to as many calls as possible if the County maintains the Turkey Repeater. He stated WMFD has kept up their end of the deal, and it is time for the County to keep their end of the deal. He stated this is what has happened in the past.
- Undersheriff Padilla stated he is sorry to hear what has happened in the past, and he is hoping to turn things around to work together. He stated he had no been aware of these circumstances.
- Mayor Martinez stated there has been a mistrust between the Village and the County with how the County has been run which has lead to skepticism and lack of trust.

H. Bean Day Association – President, Luis Lopez

- Absent

X. Old Business

- None

XI. Mayor's Report

- None

XII. Adjourn

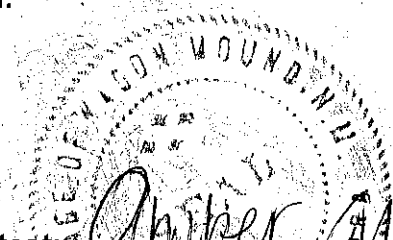

Motion to adjourn was made by Councilor Clouthier, seconded by Councilor Cruz . (Vote 3-0) Motion carried and all in favor. The meeting adjourned at 9:14PM.

ROLL CALL: Cruz = Yes; Clouthier = Yes; Miera =

Approved and attested this 15th Day of February 2022.



 Andres Martinez, Mayor

Attest: 

 Gina M. Garcia, Clerk Treasurer
 (SEAL) Amber-L. Alcon
 Appointed Clerk Treasurer

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