



Village of Wagon Mound  
Special Meeting Agenda  
Monday, July 26, 2021 - 6:00pm  
Presiding Mayor F. Luis Lopez  
\* - Indicates an action item

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

- I. Call to Order and Pledge of Allegiance
- II. Roll Call: Mayor F. Luis Lopez, Mayor Pro-Tem Timothy Cruz, Councilor Adrian A. Clouthier, Councilor Paul A. Miera, and Vacant Council Seat.
- III. \*Approval of Agenda
- IV. Business Matters
  1. \*Discussion/Approval/Disapproval: Review of Schedule of Adjustments and adoption of Resolution 2021-07 - Fourth Quarter Budget Adjustments.
  2. \*Discussion/Approval/Disapproval: Review of June 30, 2021 Quarterly Report and adoption of Resolution 2021-08 – 2020-2021 Fourth Quarter Report.
  3. \*Discussion/Approval/Disapproval: Review of FY22 operating budget and adoption of Resolution 2021-09 - 2021-2022 Fiscal Operating Budget.
- V. Adjourn

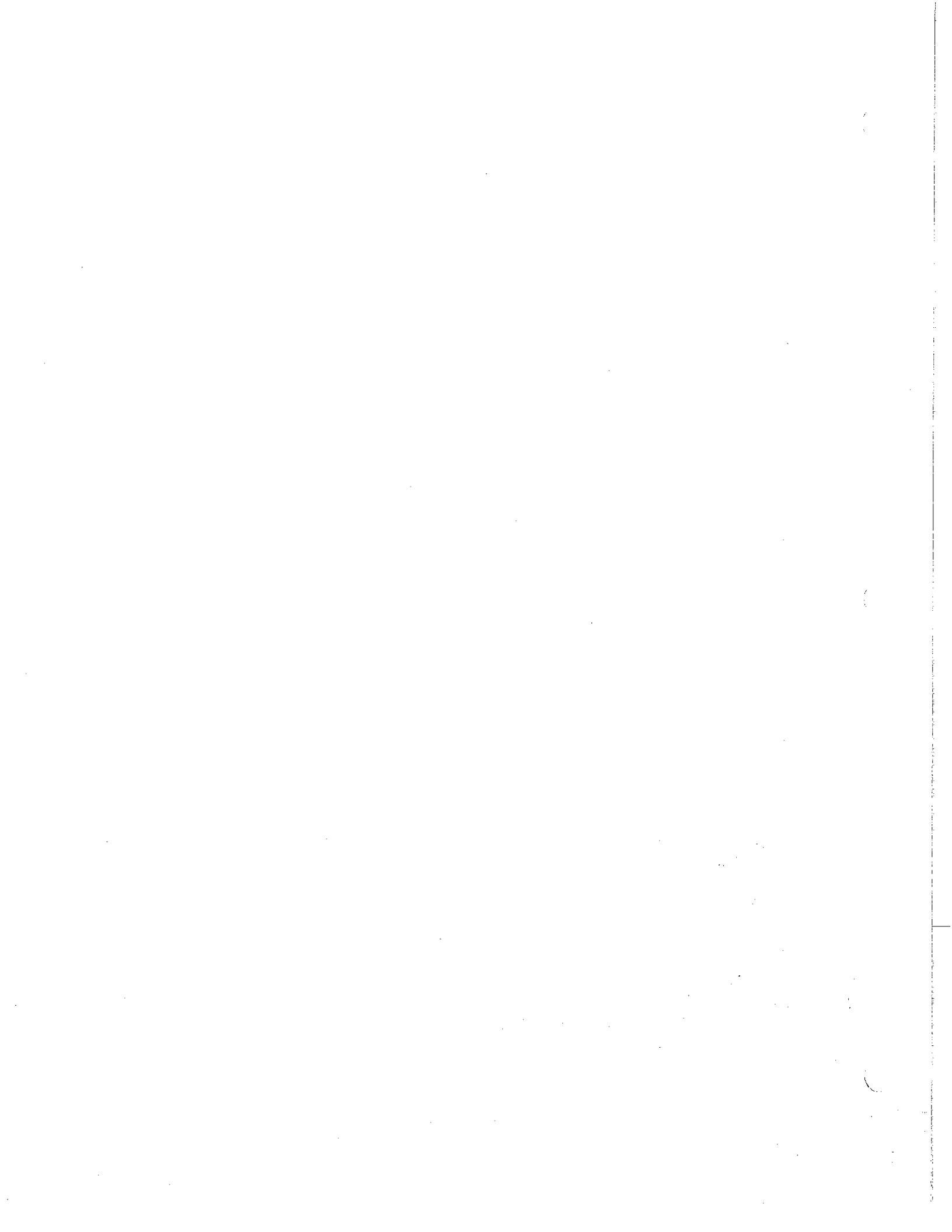
THIS MEETING WILL BE OPEN TO BOTH IN-PERSON AND ZOOM ATTENDANCE. TO PARTICIPATE VIA ZOOM, PLEASE FOLLOW THE DIRECTIONS BELOW.

**MEETING ID: 848 6153 8336**

**PASSCODE: 598365**

**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](mailto:deputyclerkwagonmound@gmail.com)) AND PROVIDE US WITH YOUR EMAIL ADDRESS. WE WILL SEND YOU AN EMAIL WITH A LINK TO ACCESS THE MEETING. ON JULY 26<sup>th</sup>, CLICK ON THE LINK AND ENTER THE MEETING ID AND PASSCODE WHEN PROMPTED.  
-----OR-----
  - 2) ON JULY 26<sup>th</sup>, GO TO [www.zoom.com](http://www.zoom.com), CLICK ON JOIN A MEETING, AND ENTER THE MEETING ID AND PASSCODE WHEN PROMPTED.





Call to Order and Pledge of Allegiance

I. Roll Call was taken by Clerk Treasurer Gina Garcia. Mayor F. Luis Lopez, Mayor Pro-Tem Timothy Cruz, Councilor Adrian A. Clouthier, and Councilor Paul A. Miera were present.

II. \*Approval of Agenda

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

IV. Business Matters

1. \*Discussion/Approval/Disapproval: Review of Schedule of Adjustments and adoption of Resolution 2021-07 - Fourth Quarter Budget Adjustments.

- Deputy Clerk Colleen Engelhardt stated DFA-LGD Special Director, Michael Steininger, assisted the Village with the FY21 close out. She stated he is in attendance via zoom to explain the work with which he assisted.
- Michael Steininger stated the former Clerk Treasurer Monica Martinez did a good job keeping the books clean over the course of the year.
- Michael stated the first budget adjustment was only necessary within the FundBalance software. He stated the Village has a fire department loan that is distributed by the NM Finance Authority that is transferred to a debt service fund, but there was no budget for the transfer of the FD funds into the debt service fund. He stated this was likely an oversight.
- He stated the next eight budget adjustments were necessary transfers in and transfers out to cover the deficit cash balances as of June 30<sup>th</sup>. He stated most of the Village's funding resides in the general fund or the natural gas fund. He stated, under State law, an entity cannot close out the fiscal year with a deficit cash balance. He stated he transferred cash out of either the general fund or the natural gas account in the utility fund to cover the deficits. He stated he can not explain how this occurred. He stated the Village is on a pooled cash system in a fund accounting system, and normally when he sees something like this is from an entity still using QuickBooks with multiple checking accounts.
  - He stated his concern for Gina as the new Clerk Treasurer is to monitor the cash balances to see if they start running negative. He stated when they do start to run negative, she will need to find out why and make necessary adjustments to correct it.
  - He stated the Village was fortunate to have enough money in the General and Natural Gas funds to cover a \$177K shortage. He stated that may not be the case in the future so they need to be monitored monthly or at least quarterly.
- Michael stated the last two adjustments were actual cases of being over budget. He stated there was only a \$45K for utility workers payroll and spent \$98K, and he stated he increased the budget to cover the deficit in the Utility fund. He stated the wastewater fund was only slightly over budget, and he adjusted to correct the deficit.
  - Michael stated there a few different violations when an entity overspends what the Governing Body authorized. He stated an audit finding may result, and he is aware of the Village works

hard at keeping a clean audit report. He stated these could have been corrected in an earlier report which will also require more closely monitoring the budget and cash balances.

- o Michael recommended Gina keep an eye on the pooled cash accounts for a negative number, and then she'll need to determine why the negative is occurring. He stated she'll need to determine if the issue will resolve itself in the near future, or if she'll need to make an adjustment to correct it.

- Michael stated, overall, he was very impressed with the clean books.

**Motion to approve adoption of Resolution 2021-07 – Fourth Quarter Budget Adjustments was made by Councilor Miera, seconded by Councilor Clouthier. (Vote 3-0) Motion carried with all in favor.**

2. \*Discussion/Approval/Disapproval: Review of June 30, 2021 Quarterly Report and adoption of Resolution 2021-08 – 2020-2021 Fourth Quarter Report.

- Michael Steininger stated the Fourth Quarter Report is simply a recap of the Village's financial statements in a format mandated by the State. He stated the column labelled "Balance" is the ending cash balances for FY21 that carry across to the beginning balances for FY22.

**Motion to approve adoption of Resolution 2021-08 – Fourth Quarter Report was made by Mayor Pro Tem Cruz, seconded by Councilor Clouthier. (Vote 3-0) Motion carried with all in favor.**

3. \*Discussion/Approval/Disapproval: Review of FY22 operating budget and adoption of Resolution 2021-09 - 2021-2022 Fiscal Operating Budget.

- Michael Steininger stated Monica had completed the interim budget before she stepped down, and it was approved by the Governing Body in May. He stated there were no changes made to the revenues or expenses. He stated the only change he made was updating it to include the cash balances from the Fourth Quarter Report and put it into the State mandated format.
- Michael stated Gina will need to address an increase in the Fire Protection Fund because it the budget has \$118K, but the State Fire Marshall's Office has published the Village will receive \$130,382. He stated this will require an adjustment, but it doesn't need to happen immediately. He stated this adjustment can wait until there is another need for an adjustment because the Village will not receive all the money until March or April.
- Michael stated, with Colleen's assistance, he has completed all the other required schedules, and once he has the Resolutions emailed to him, he will file the reports with the State.

**Motion to approve adoption of Resolution 2021-09 – 2021-2022 Fiscal Operating Budget was made by Councilor Miera, seconded by Councilor Clouthier. (Vote 3-0) Motion carried with all in favor.**

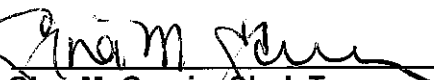
V. Adjourn

**Motion to adjourn made by Councilor Miera, seconded by Councilor Clouthier. (Vote 3-0) Motion carried with all in favor. The meeting adjourned at 6:29PM.**

**Approved and attested this 10<sup>th</sup> Day of August, 2021.**

  
F. Luis Lopez, Mayor

Attest:

  
Gina M. Garcia, Clerk Treasurer

(SEAL)