

**VILLAGE OF QUESTA
REGULAR MEETING MINUTES
TUESDAY, MAY 10, 2016
VILLAGE OF QUESTA COUNCIL CHAMBERS
6:00PM**

I. CALL TO ORDER BY MAYOR MARK L. GALLEGOS

Mayor Gallegos called the meeting to order at 6:01pm

II. ROLL CALL

Mayor Gallegos asked Village Clerk Renee Martinez to take roll.

Present:

Councilor Julian Cisneros

Councilor Lawrence Ortega

Councilor John Anthony Ortega

Councilor Brent Jaramillo arrived at 6:03pm.

Also Present:

Administrator Loretta Trujillo

Village Clerk Renee Martinez

Finance Director Karen Shannon

Administrative Assistant Dina Coleman

Fire Chief Mark Ortega

Library Director Sharon Nicholson

Anthony Martinez, WWTP Operator

III. PLEDGE OF ALLEGIANCE

Mr. Paul Sanchez led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Motion: Councilor Lawrence Ortega

Second: Councilor Julian Cisneros

In Favor: All

Opposed: None

To approve the agenda as presented. All voted yes. Motion carried.

V. APPROVAL OF MINUTES –

- Regular Meeting April 26, 2016

Councilor Lawrence Ortega - line 107 – Should it read public road or private road. Ms. Martinez stated she would check the recording and make the correction if needed.

51 Motion: Councilor Julian Cisneros
 52 Second: Councilor John Anthony Ortega

53
 54 In Favor: All
 55 Opposed: None
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57 To approve the April 26, 2016 minutes. All voted yes. Motion carried.
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59 VI. **PUBLIC COMMENTS** - *(It is the policy of the Governing Body to accept public comment. Because your*
 60 *particular issue is not on the agenda the Governing Body cannot respond immediately, but may direct staff to address*
 61 *issues at a future Council Meeting. Public comments are limited to a maximum of three minutes.)*
 62

- 63 • Mr. Paul Sanchez, Candidate for District Attorney – Mr. Sanchez introduced himself as well as a brief
 64 summary of his background and experience. Mr. Sanchez also shared his ideas and plans for the District
 65 Attorney's Office if elected.
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67 VII. **PRESENTATION** –
 68 A. Alumbra – Ms. Gayle Martinez
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70 Ms. Martinez gave a brief overview of the Alumbra event which was held this past December 2015. Ms. Martinez
 71 went over the objectives, objectives met, expenses and this year's event.
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73 Councilor Jaramillo and Councilor Ortega thanked Ms. Martinez for her efforts and presentation. Mayor Gallegos
 74 stated that it was a great event.
 75

76 B. Dream Tree Project – Ms. Irene Loy
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78 Ms. Loy was not present.
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80 C. River Stewardship Application – Mr. Ron Gardiner
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82 Mr. Ron Gardiner was not present, Mayor Gallegos stated that he and Ms. Trujillo would give the Council an update
 83 under Matters later in the meeting.
 84

85 D. Waste Water Treatment Plant - Mr. Anthony Martinez
 86

87 Ms. Trujillo stated that Mr. Jamie Archuleta was present by phone also to answer any questions.
 88

89 Mr. Anthony Martinez thanks the Governing Body for their willingness to listen to his presentation. He stated that
 90 Mr. Archuleta has been very valuable and very eager to learn about operating the plant. He stated that the plant
 91 essentially has no historical documentation when it comes to the operation and procedure. He stated that he and Mr.
 92 Archuleta have been able to work well together and he has been very responsive to the training.
 93

94 Mr. Martinez stated that he has been able to perform regular preventative maintenance on the equipment. He finalized
 95 the NM Environment Department discharge permit renewal application which was due February 22nd. Mr. Martinez
 96 has been working on creating new procedures for operations of the mixed liquor inventory and working on a new
 97 solids removal plan for sludge removal. Infiltration pond E which was designed for temporary holding sludge until
 98 you could get to the landfill. Currently has a draft copy of the plan that needs to be finalized so that he can get it to
 99 the solid waste bureau. He stated that we have roughly about five years of temporary storage. We are looking into if
 100 the Town of Taos is accepting sludge.
 101

Regarding corrective maintenance, Mr. Martinez stated that when he arrived here the headworks were operating 24/7. They are designed to turn off at a certain point and then back on. Performed the needed maintenance to get it to work correctly. Installed a battery backup to give it more staying power during power glitches. He is hoping this will stabilize it. Councilor Ortega asked if power outages have a major effect on the plant. Mr. Martinez stated that the Village did a great job in getting a powerful generator for the plant so it kicks on and there are no issues. Mr. Archuleta suggested bringing in the generator from outside, indoors so we were able to do that. The aeration basin had three valves that were not working correctly when he arrived here and in troubleshooting found that the breakers were tripped.

Mr. Martinez stated that he had a discussion with the Mayor regarding that the plant was sold to us as a hands-off operation. It is important that you have hands-on on a daily basis. The mixed liquor needs to be wasted out so it stays at a balance. Another benefit to this is that it skims the grease in the influent manhole.

Clarifiers 1 and 2 have gotten plugged up on several occasions. Fortunately we had the water dept. crew assist with jet rodding the return line to the lift station after determining that the line was plugged with rags and weeds. The engineers should have installed an isolation valve to the clarifiers. Councilor Ortega asked how hard it would be to install an isolation valve to the line. Mr. Martinez stated that it is possible. Councilor Jaramillo thought that the valves were installed and that there was a design for it. Mr. Martinez stated that if they are installed they are buried and not showing up on the as-builts. Mayor Gallegos stated that he believes that a lot of the issues that Mr. Martinez is addressing today are things that Gannett Fleming and RMCi may have billed us for but not completed. Mr. Martinez is also trying to get a hold of Jody Garcia at Souder Miller to address these things. Mr. Martinez stated that he can still use the sewer plugs to isolate the incoming flow but it is hard to locate the line going from the clarifier into the wet well. It would have been ideal to have cleanouts.

The effluent is working well. Blower number 3 kept tripping so he pulled it out and it was bad. He purchased another motor. When he went to replace it he found that it had bad wiring. Was able to rewire and put it back in operation.

The sludge basin was completely frozen when he got here and was able to get it thawed out. He adjusted the aeration times from 15 minutes to an hour and a half every six hours so it will remain fresh.

Removed the sludge in the drying beds by hand to manage the disposal process. This will also protect the sand layer. Decanting the sludge holding basin extends the amount of time that the sludge will digest making it more stable. It is also more economical.

Mr. Martinez stated that the weeds around the infiltration ponds have been cleared. It is looking really good. This is important for the reason that it prevents the tumble weeds from going into the clarifiers and other basins which affects the process. It was also a safety hazard for fire danger and rodents.

Mr. Martinez stated that moving forward we need to get the SCADA to communicate with the Biolac interface as soon as possible. We need to contact Siemens regarding this. Councilor Ortega stated that he believes that getting this done is very important.

Also, the current NMED discharge permit will expire August 19, 2016 and is waiting to hear back from NMED for the renewal process. Hearings will need to be held.

Mr. Martinez is currently working on a new sludge disposal plan which needs to be approved by NMED and establishing a RAS sampling point.

Councilor Cisneros informed Mr. Martinez that he did a great job on his presentation. Councilor Ortega stated that he would like to go visit the plant. Mr. Martinez stated he is there every day Monday through Friday. Councilor Jaramillo asked if Mr. Martinez could troubleshoot the electronic system panels for the wells for the reason that the public works workers are still manually turning them on. Mr. Martinez stated that he could take a look at it and he

may have some friends he can call up to assist him in troubleshooting. Mayor Gallegos stated that he appreciates his efforts and passing on his knowledge on to Mr. Archuleta.

VIII. A. PRELIMINARY BUDGET REVIEW - FISCAL YEAR 2016-2017

Ms. Trujillo and Ms. Shannon presented the preliminary budget.

- Library – Councilor Lawrence Ortega asked why there is nothing budgeted for sick leave, only for annual leave. Ms. Shannon stated that it is hard to estimate when people are going to be sick. This is the first year we budget for leave; it has always been straight wages. Councilor John Anthony Ortega asked how many people utilize the library annually. Library Director Sharon Nicholson stated that she does not have those figures with her presently but that we see over 100 people per week. Ms. Shannon stated that there are no expenditures in the budget for books, DVD's or other materials for patrons to check out. All of these are provided by the Go Bond money and by grants written by the Friends of the Library. Ms. Nicholson stated that it is remarkable that we can keep such a high quality library by just using these resources. She applauds the Governing Body's support of the library as well as the support of the Friends of the Library. Mayor Gallegos suggested that if we have money left from the beautification project maybe we can use it to beautify the Library. Mayor Gallegos thanked Ms. Nicholson for her hard work and dedication.
- State EMS - No suggested changes.
- Fire Protection Fund – Mayor Gallegos suggested a possible fleet maintenance contract for the fire trucks. Councilor Lawrence Ortega was concerned with the budgeted amount for supplies.
- VOQ EMS – Ms. Shannon stated that this is the only one the shows a deficit in the amount of \$110,698.98 because of personnel. We budgeted for 3 full time personnel with benefits plus 4 part time personnel at 16 hours per week each, which is what was suggested by personnel at a meeting regarding scheduling. This would give 24 hour coverage on the weekends and 8 hours days during the week. We need Monday through Thursday to be covered by the volunteers. Mayor Gallegos stated that the Village would ask for an additional \$30,000.00 from the County. A discussion was held regarding various scenarios for scheduling.
- Sewer - A discussion regarding budgeting for penalties was held. Ms. Trujillo stated they chose not to budget for penalties for the reason that they do not know what will come in now that payment arrangements have been made on the delinquent accounts. Regarding the building maintenance, Mr. Anthony Martinez stated that the buildings are pretty solid aside from a small leak in the ceiling.
- General Fund – the Small Cities revenue is budgeted at the minimum. A discussion regarding IT services was held, no changes. Regarding Attorney Fees, a discussion was held to it from the budgeted 45,000.00 to 50,000.00. It was decided to leave it at the 45,000.00 amount. It was also agreed to budget 2,500.00 for Community Against Violence and go down to 12,000.00 on Other Contractual Services.
** Councilor Julian Cisneros excused himself at this time (8:57pm).
Councilor Brent Jaramillo requested an update with Dr. Deborah Miller. Councilor Jaramillo reminded Ms. Trujillo to budget the 15,000.00 for Rocky Mountain Youth Corp.
- Enterprise Fund – Councilor Jaramillo suggested budgeting at least 1,000.00 in penalties in water, sewer and solid waste. A discussion regarding the possibility of installing 100 meters in a year. Councilor Lawrence Ortega asked if we can get it done. Ms. Trujillo stated that it is possible if we hire the 2 part-time summer employees. Water sales increase from 204,000.00 to 240,000.00.

Ms. Trujillo suggested a special meeting next Tuesday or Wednesday to finalize the preliminary budget. It was decided that there be no special meeting, it would be finalized at the May 24th regular meeting. Councilor Brent Jaramillo requested that he still would like to see some kind of raise for the employees. Ms. Trujillo and Ms. Shannon presented a spreadsheet on all the salaries. Ms. Shannon stated that if we give each employee a .25¢ raise it will cost the Village 15,541.19. She stated that we would have to find the money in each of the departments. Some of the departments don't have the money to cover it. A discussion was held. The Council agreed that we could find the money for this increase somewhere and directed staff to budget for the .25¢ cent increase. A discussion regarding the EMS scheduling was held. Councilor Brent Jaramillo suggested that as soon as the changes are made to the budget Ms. Trujillo forward it to the Council and if they have any questions they can call or email her.

**** At 9:35pm a break was taken.**

**** The meeting reconvened at 9:44pm.**

IX. **ACTION ITEMS** - (Discussion, Consideration and Action)

A. Approval of Resolution No. 2016-15 – Request to open a Certificate of Deposit at Centinel Bank

Ms. Trujillo stated that during last year's preliminary budget hearing, Council requested that we try to put \$50,000.00 aside as an investment. Ms. Trujillo stated that we do have money within the General Fund to do this. Ms. Trujillo recommended opening this CD at Centinel Bank in an effort to keep good relations.

Motion: Councilor Lawrence Ortega

Second: Councilor John Anthony Ortega

Councilor Jaramillo suggested to the Council that we hold off on this until we get through the budget process. He is concerned with the capital projects. We could keep the money in a separate fund that won't affect the 1/12th reserve outside of the General Fund, just in case we need to use it. He is also fine with a three month CD.

Councilor Lawrence Ortega stated that in light of Councilor Brent Jaramillo's explanation and discussion he withdraws his motion. Councilor John Anthony Ortega withdrew his second.

Mayor Gallegos stated that the action item dies due to the both motions being rescinded.

B. Approval to include a roll-off bin in scope of work for RFP for Solid Waste Services

Ms. Trujillo stated that the contract for solid waste services expires June 30th which means we will have to go out for RFP. Ms. Trujillo stated she is proposing including language in the RFP to include a roll off bin. It was agreed to include this in the scope of work.

Motion: Councilor Brent Jaramillo

Second: Councilor Lawrence Ortega

In Favor: All

Opposed: None

To approve the inclusion of a roll-off bin in the scope of work for RFP for Solid Waste Services. All voted yes. Motion carried

C. Approval to move forward with Beautification Project (property across Parish Center)

Mayor Gallegos stated that he believes that we can incorporate the two proposals from Heads-Up Landscaping and the Frontier Community Group and come up with a scope of work to put out an RFP. He stated we have 58,000.00 in the beautification fund through the QEDF.

Motion: Councilor Lawrence Ortega

Second: Councilor John Anthony Ortega

In Favor: All

Opposed: None

To approve moving forward with the Beautification Project (property across Parish Center). All voted yes. Motion carried.

X. **DISCUSSION ITEMS** –

Village of Questa Regular Meeting
May 10, 2016

A. Discussion & Consideration of Engineering Services for Natural Resource Damage Restoration Projects

Ms. Trujillo stated that this is on the agenda for the reason that we have a deadline to submit our proposals for the restoration projects. We were attempting to go out for RFP services ahead of time that way when we are ready to move forward we have it ready. Ms. Trujillo stated that she did get an email that there has been an extension to the deadline for submitting the projects until August 1st. Mayor Gallegos stated that he would like to see this get done for the reason that if we know that there is going to be water and sewer projects that are going to be funding through Natural Resource he would like to get an engineer on board so we can start utilizing their services. Ms. Trujillo stated that her concern as Procurement Officer is that when you put together an RFP you have to be very precise and would need to know exactly what the projects will be. Councilor Jaramillo stated that it would, in a sense, be two RFP's that could be written general enough and somewhat estimated with the submitted information from Rebecca. Councilor Ortega stated that he could help Ms. Trujillo with this. Councilor Ortega also stated that there was a form given that day at the meeting that needed to be submitted regarding the wishes of the Village. Councilor Ortega filled out his form and stated that he could provide his ideas to Ms. Trujillo. Direction was given to Ms. Trujillo to move forward and work with Councilor Ortega to get that language in.

B. Discussion of potential Water and Sewer Projects with Natural Resource Damage Restoration Projects

Councilor Jaramillo inquired if this is solely for sewer or are we able to also do distribution of water lines. Councilor Ortega stated that they will allow water lines if we can justify that is going to improve the ground water. Mayor Gallegos stated that this item is just for discussion and we can identify the areas in our June meeting. Mayor Gallegos stated that Secretary Flynn wholeheartedly would like to see this money used in Questa. Mayor Gallegos asked that the council consider maybe having to go out for RFP for the aquatic. He will get into more of this discussion at a later date. Councilor Jaramillo stated that we need to be clear as to what our legal firm will be responsible for. He stated that we can gather the water and sewer information but that the final package should fall under their \$16,700.00 services. Mayor Gallegos stated that he will make the call to Attorney Marcus Rael. Mr. Rael wants to carry the ball on this and feels the responsibility is on his shoulders.

XI. FINANCIALS – Ms. Karen Shannon, Finance Director

A. Approval of Unpaid Vouchers

Ms. Shannon inquired if the Council had any questions regarding the vouchers. There were none.

Motion: Councilor Lawrence Ortega
Second: Councilor Brent Jaramillo

In Favor: All
Opposed: None

To approve the Unpaid Vouchers as presented. All voted yes. Motion carried

XII. MATTERS FROM ADMINISTRATOR – Ms. Loretta Trujillo

Mayor Gallegos asked if the Council had any questions on the Administrator's report.

Councilor Ortega stated that there will be a meeting of the corral users next week and he will get with Mayor Gallegos to see what is a good date and time so that he can attend.

Ms. Trujillo informed the Governing Body that the one sewer service bid for the sub-division on Shirley Drive came in at 17,000.00 plus GRT's from Romero's Excavation. She stated that she would like to know how the Council would like to proceed. It is for 240 feet of 8-inch sewer pipe, add a manhole and stub-outs. She stated that the owner

is anxious for the reason that he has some potential buyers but without seeing the actual services there they do not want to commit. Councilor Lawrence Ortega stated that if we have time to rebid he would like us to do that. Councilor Lawrence Ortega asked how it was advertised. Ms. Trujillo stated that it was posted locally in five different areas, on our website and made phone calls to various contractors. It was decided that with the design work the bidder has already done and the time it would take to re-advertise, we would go with the Romero's Excavation.

The invitation for bid for the handicapped parking space at the library closed on 04/29/2016. We received one bid from Medco Trucking in the amount of \$2,872.00 plus an optional item to connect the parking space to the porch for \$275.00 and applicable tax of \$235.15 and \$22.52. Ms. Trujillo asked for Council direction. It was decided for Ms. Trujillo to move forward with the bid from Medco Trucking.

Ms. Trujillo stated that the employee appreciation barbeque has been scheduled for Friday, June 17th.

XIII. MATTERS FROM MAYOR AND COUNCIL –

Mayor Mark Gallegos – Implementation of Village of Questa Animal Control Ordinance

Ms. Trujillo informed the Governing Body that we have a constituent complaining about a rooster. Another complaint came in about some stray dogs on North Kiowa. Ms. Trujillo provided a copy of the animal noise section for the Council. Councilor Brent Jaramillo inquired about what the definition of an 'animal' was in the ordinance. Mayor Gallegos stated that the concern is that we have an ordinance and don't have a way of enforcing it; how do we have the staff relay this message to the constituency. Councilor Lawrence Ortega stated that it depends on what the definition of an 'animal' is. Ms. Trujillo stated that the definition reads 'any dog, cat or vertebrate.' It does not include livestock. Councilor John Anthony Ortega stated that there is a definition included in the ordinance for livestock. A discussion was held. It was decided that domestic livestock is excluded from the ordinance. Regarding the dogs, it was decided that Chief Lamendola could go with Mr. Vaughn or other members of the Friends of the Animals to kindly go talk to these individuals to address this issue.

Councilor Lawrence Ortega – Discussion regarding Marquee on Village Property

Councilor Lawrence inquired to see if we could utilize the marquee for Village purposes more. He suggested that Council meetings should be on there. He stated that we have just as much right to put information on there as the school does. Councilor John Anthony Ortega asked is we could remove the graffiti off of it.

Councilor Brent Jaramillo stated that he attended the Regional Transportation Planning Organizational Meeting on the County's behalf and they are still asking for representation from the Village. Mayor Gallegos suggested that Ms. Martinez could possibly be our representative for Questa.

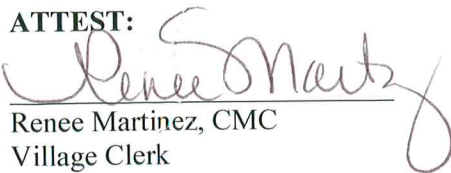
XIV. ADJOURNMENT

Motion: Councilor John Anthony Ortega
Second: Councilor Brent Jaramillo


In Favor: All
Opposed: None

There being no further business to discuss, the meeting was adjourned at 10:33pm.

ATTEST:


Renee Martinez, CMC
Village Clerk

APPROVED:


Mark Gallegos
Mayor

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