

**VILLAGE OF QUESTA
REGULAR MEETING MINUTES
TUESDAY, SEPTEMBER 13, 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 6:05pm.

II. ROLL CALL

Mayor Gallegos asked Village Clerk Renee Martinez to take roll.

Present:

Councilor Julian Cisneros - Present by phone
Councilor Lawrence Ortega
Councilor Brent Jaramillo

Not Present:

Councilor John Anthony Ortega

Also Present:

Administrator Loretta Trujillo
Village Clerk Renee Martinez
Finance Director Karen Shannon

III. PLEDGE OF ALLEGIANCE

Councilor Lawrence Ortega led the Pledge of Allegiance

IV. APPROVAL OF AGENDA

A request to move up Action Items A and B, as well as Item A under Financials to follow the Approval of Minutes was made by Councilor Julian Cisneros.

Motion: Councilor Lawrence Ortega
Second: Councilor Brent Jaramillo

In Favor: All
Opposed: None

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

V. APPROVAL OF MINUTES –

- Regular Meeting August 23, 2016

51 Motion: Councilor Julian Cisneros
 52 Second: Councilor Brent Jaramillo

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 54 In Favor: All
 55 Opposed: None

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 57 To approve the August 23, 2016 minutes as presented. All voted yes. Motion carried.

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 59 • Special Meeting August 29, 2016

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 61 Motion: Councilor Lawrence Ortega
 62 Second: Councilor Brent Jaramillo

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 64 In Favor: All
 65 Opposed: None

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 67 To approve the August 23, 2016 minutes as presented. All voted yes. Motion carried.

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 69 VIII. **ACTION ITEMS - (Consideration and Action)**

70 A. Approval of Resolution 2016-18 - Authorizing the Adoption of Asset Management Plan and Reserve
 71 Policy

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 73 Motion: Councilor Brent Jaramillo
 74 Second: Councilor Lawrence Ortega

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 76 Roll Call:

77
 78 Councilor Brent Jaramillo YES
 79 Councilor Lawrence Ortega YES
 80 Councilor Julian Cisneros YES

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 82 To approve Resolution 2016-18 – Authorizing the Adoption of Asset Management Plan and Reserve Policy. All
 83 voted yes. Motion carried.

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 85 B. Approval of Resolution 2016-27 - Abra Road Resolution

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 87 Ms. Trujillo informed the Governing Body that the necessary changes were made.

88
 89 Councilor Lawrence Ortega inquired if this request would be in the form of a letter signed by the Mayor and when
 90 would the request be sent. Ms. Trujillo stated that if the Resolution is approved, a letter would be drafted and
 91 mailed out as soon as Mayor Gallegos signs it.

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 93 Motion: Councilor Lawrence Ortega
 94 Second: Councilor Brent Jaramillo

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 96 Roll Call:

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 98 Councilor Brent Jaramillo YES
 99 Councilor Lawrence Ortega YES
 100 Councilor Julian Cisneros YES

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 102 To approve Resolution 2016-27 – Abra Road Resolution. All voted yes. Motion carried.

IX. **FINANCIALS** – Ms. Karen Shannon, Finance Director
 A. Approval of Resolution 2016-28 - Budget Adjustment Request

Ms. Shannon informed the Governing Body that this resolution is to accommodate transfers out of General Fund for the grant match as well as increasing revenues and expenditures for the Asset Management Planning Grant. There is also a \$4.00 increase to State EMS to show the final allocation to fund 206. Ms. Trujillo stated that she would like to request a correction on the 3rd line item which is the Intergovernmental Grant. The revenue increase should be \$50,000.00, not \$89,000.00. Ms. Shannon stated that these were the only changes made after the draft was sent out in the meeting packet.

Motion: Councilor Julian Cisneros
 Second: Councilor Lawrence Ortega

Roll Call:

Councilor Brent Jaramillo YES
 Councilor Lawrence Ortega YES
 Councilor Julian Cisneros YES

To approve Resolution 2016-28 – Budget Adjustment Request. All voted yes. Motion carried.

**Councilor Julian Cisneros left the meeting at this 6:17pm.

VI. **PUBLIC COMMENTS** - *(It is the policy of the Governing Body to accept public comment. Because your particular issue is not on the agenda the Governing Body cannot respond immediately, but may direct staff to address issues at a future Council Meeting. Public comments are limited to a maximum of three minutes.)*

There were no Public Comments.

**Mayor Gallegos asked the Council for a motion to amend the agenda once more to move up Item C under Presentations so that Chief Lamendola can update the Council on the incident that occurred at the school today as well as on the new vehicle purchase.

Motion: Councilor Lawrence Ortega
 Second: Councilor Brent Jaramillo

In Favor: All
 Opposed: None

To approve amending the agenda by moving up Item C under Presentations to Item A. All voted yes. Motion carried.

VII. **PRESENTATIONS/UPDATES**
 C. Purchase of New Police Unit – Chief Nicolas Lamendola

Chief Lamendola informed the Council that the department has found a vehicle that fits into their LEPF budget. It is a 2017 Ford F150. It is fully equipped. Ms. Trujillo stated that there is a \$21,200.00 carryover from the previous unit that was totaled, we will have to make an internal budget adjustment to cover the full amount of the purchase. There is enough money in the LEPF Fund.

Chief Lamendola also informed the Governing Body that the Police Department were dispatched out to a possible threat at the Questa Schools. As a precautionary measure, the school did place a Shelter Alert to control the ingress

and egress. A Police Officer was stationed at the school. JPO was involved and did authorize taking these individuals into custody.

A. Ruhber, Inc. - Mr. Michael Sanchez and Mr. Sam Garcia

Mr. Michael Sanchez and Mr. Sam Garcia presented a brief overview of their business development proposal. Ruhber is a tire recycling group that uses zero emissions applications which break down used tires allowing the rubber to be used for multiple by-products once the process is complete. The scrap tire market in NM is worth 31.5 million per annum.

Ruhber has examined multiple locations in Questa for a transfer station and plans to locate the headquartered office in the Questa Business Park. This would create 5 permanent full-time positions with a total of 12 jobs for operations and the transfer station. Ruhber also plans to conduct all billing out of Questa in order for the Village to benefit from the GRT revenue.

Councilor Brent Jaramillo inquired about the plant being environmentally friendly. Mr. Sanchez stated that there is a little bit of noise, the bi-product is not thrown away, it is reused. They have met with the NMED and will follow their guidelines. Councilor Lawrence Ortega inquired if they will be using water in the process that will require disposal. Mr. Sanchez stated that the water used is very minimal and will be recycled. The water will be stored and hauled away.

The proposal is that the Village of Questa and Ruhber, Inc. agree to joint partnership to conduct financing for development through the NM Finance Authority. The estimated financing amount will be in the \$2,000,000.00 range.

Mr. Gabriel Cisneros stated that he believes this is a great economic development venture. Mayor Gallegos stated that Mr. Sanchez, Mr. Garcia and Mr. Cisneros get Ms. Trujillo the breakdown, requirements and needs so that she can pass them along to the Governing Body to follow up on the meeting of the 27th.

B. CDBG Update – Mr. Gabriel Cisneros

Mr. Gabriel Cisneros informed the Governing Body that project is moving along. He stated that we have gone out to bid and acquired an engineer. The advertisement will go out on September 15th in the Taos News and also in the Albuquerque Journal. A pre-con meeting will be held on September 21st and the bids will be due on September 28th. The award of the construction bid will be on October 4th. The construction will take 60-75 days. Mr. Cisneros stated that he is confident we can complete this project in time to apply for the next CDBG. He stated that he spoke with Mr. Richard Mandonado and Mr. Frank Medina to make sure they are still on board with the easements and they are fine with it. Councilor Lawrence Ortega asked if Mr. Medina and Mr. Mandonado have signed their easements. Mr. Cisneros stated that they have not; he will be talking to the engineer to get the alignments and property descriptions and then will have them sign. The environmental has been completed. The next step is to award the bid. He stated everything is moving along. Ms. Trujillo asked when the release of funds will come through. Mr. Cisneros stated that it is 15 days from October 5th.

D. QEDFB Update - Mr. Phillipe Chino, Questa Economic Dev. Director

Mr. Phillipe Chino updated the Governing Body on the following:

- QEDF and the Village Council has been invited by the Lake Havasu City to show how far they have come in the last couple of years as far as economic development and their future economic development plan. He will work with Loretta as soon as a date is set.

- Los Alamos National Labs are concerned about staffing their organization in the next 5-10 years regarding electrician, welder and plumbing jobs. Would like to set up a something with them for workforce development. Looking to work with workforce development classes that would lead to certifications.
- Red River Restoration – QEDF is willing to assist the Village with this project.
- The malt/barley pilot test is moving forward. Erin stated that the acreage on Mr. Domingo Gallegos property is doing beautifully. Between now and October we need to check the outcome of it and if it is what a brewery company would want. He will meet with Duncan Sill of NCNMED soon.
- He is trying to work more with the TEN organization to see how they can collaborate.
- The QEDFB came up with a preliminary budget. Mayor Gallegos stated that the Governing Body needs to review it. Mr. Chino stated that the QEDFB met and came up with the preliminary budget and then we would meet with the Council and discuss it. Councilor Lawrence Ortega asked if the QEDFB was going to allow for some flexibility in the budget. Mayor Gallegos stated that he would hope that through the budget review next week there will not be any action taken. They will present the draft to the Council, make adjustments if necessary and give the okay from the Village. Mayor Gallegos stated that he would have hoped to sit down together, both entities to discuss it. Mr. Chino stated that the QEDFB had to come up with our preliminary budget.

Councilor Lawrence Ortega asked if the QEDFB was involved in the land and water trust. Mr. Chino stated that QEDFB is out of the picture. Mr. Christian Isely of Chevron concurred.

IX. **FINANCIALS** – Ms. Karen Shannon, Finance Director

B. July 2016 Preliminary Budget Performance

Ms. Shannon asked the Governing Body if they had any questions. Ms. Shannon stated that she is still working with the programmers at Caselle. She stated that this is the format they will receive monthly. It was discussed to have the revenues and expenditures for funds be on one page.

C. Approval of Unpaid Vouchers

Ms. Shannon stated that these vouchers are as of September 8, 2016 and stood for any questions.

Councilor Lawrence Ortega inquired about the invoices from Caselle; is this for support services. Ms. Shannon stated that this is the monthly fee for the software support. Councilor Ortega also inquired about the NMPPA fall conference. Ms. Shannon stated it is the procurement conference that Ms. Trujillo will attend. Also, the voucher for Philip Ortega. Ms. Trujillo stated that he is a certified officer that Chief Lamendola brought in to assist for Memorial weekend.

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

X. **MATTERS FROM ADMINISTRATOR, MAYOR AND COUNCIL**

Ms. Trujillo informed the Governing Body on the following:

- The NMDOT grant, Mr. Joe Moore provided an update for the Council. He would like to wait until next spring to do the paving and pothole repair. Councilor Lawrence Ortega asked why Mr. Moore wanted to

wait. It was decided to do the following three areas this year: bottom of Abra Road; the stretch of Embargo Road; lower part of the Cabresto area near Mr. Porfirio Cisneros property.

- Councilor Lawrence Ortega asked if the Old Red River Road project was going to get done this year. Ms. Trujillo stated yes.
- The NMED gave us the go ahead to work on the water system deficiencies.
- Received approval from DFA to move forward with the Youth Center improvements. We will move forward with hiring an architect. Ms. Trujillo asked the Council how they would like her to approach this. Councilor Lawrence Ortega suggested that we contact architects and let them know that we are needing to do improvements and have them submit a letter of interest. Once we have an architect on board we can identify the scope of work. It was decided to hire an architect to come in and assess the building, discuss it as a Governing Body and develop the scope from there.
- We advertised for new employees for the EMS department; no one is applying. She would like to hire an EMS Coordinator. She stated it is imperative that we move forward with this position as soon as possible. The money is in the budget, the position is not. Ms. Trujillo asked that the Council give staff permission to advertise internally as soon as possible and approve the position at the next meeting.

Councilor Lawrence Ortega stated that he read the minutes from the last meeting where the Attorney left the meeting early. Is this something we should condone? Ms. Trujillo stated that she has addressed this issue with him.

Councilor Brent Jaramillo suggested that we may have to hold a Special meeting for the contract with Northern Mountain in order to get it approved. He stated he will not be here for the 09/27 meeting. Councilor John Anthony Ortega may not be present at the 09/27 meeting. A discussion was held. It was decided we cancel the meeting of 09/27 and have a Special meeting on 10/04. Councilor Jaramillo asked if we got approval for our budget. Ms. Trujillo stated yes. Councilor Jaramillo inquired about Bixby Electric; there are about 19 streetlight out.

Mayor Gallegos stated that he will be attending the Mayor's summit and will meet with the Village Attorney and Chevron officials regarding the land and water trust.

XI. **EXECUTIVE SESSION** - (The Governing Body may convene into Executive Session at this time pursuant to the NM Open Meetings Act NMSA 1978 10-15-1)

A. Limited Personnel Matters (Section 10-15-1(H) (2)) – FLSA Exempt Employees Wage Requirements - Effective December 1, 2016.

A motion to enter into Executive Session was made by Councilor Lawrence Ortega, seconded by Councilor Brent Jaramillo.

Roll Call:

Councilor Lawrence Ortega	YES
Councilor Brent Jaramillo	YES

Mayor Gallegos stated that the Governing Body will go into Executive Session to discuss only the item listed. The Governing Body entered into Executive Session at 8:48pm.

A motion was made to reconvene from Executive Session at 9:15pm by Councilor Brent Jaramillo, seconded by Councilor Lawrence Ortega.

Roll Call:

Councilor Lawrence Ortega	YES
Councilor Brent Jaramillo	YES

Village of Questa Regular Meeting
SEPTEMBER 13, 2016

309 Mayor Gallegos stated that only item discussed during closed session was the FLSA Exempt Employees Wage
310 Requirements. No action was taken.

312 XII. **ADJOURNMENT**

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314 Motion: Councilor Lawrence Ortega

315 Second: Councilor Brent Jaramillo

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317 In Favor: All

318 Opposed: None

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320 There being no further business to discuss, the meeting was adjourned at 9:16pm.

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323 **ATTEST:**

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327 Renee Martinez CMC

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APPROVED:


Mark Gallegos, Mayor

