VILLAGE OF QUESTA
REGULAR MEETING MINUTES
TUESDAY, APRIL 11, 2017
VILLAGE OF QUESTA COUNCIL CHAMBERS
6:00PM

I. CALL TO ORDER BY MAYOR MARK L. GALLEGOS

Mayor Gallegos called the meeting to order at 6:02pm.

II. ROLL CALL

Mayor Gallegos asked Village Clerk Renee Martinez to take roll.

Present:
Councilor Lawrence Ortega
Councilor Brent Jaramillo
Councilor John Ortega

Not Present:
Councilor Julian Cisneros

Also Present:
Village Clerk Renee Martinez

III. PLEDGE OF ALLEGIANCE

Fire Chief Mark Ortega led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Motion: Councilor Brent Jaramillo
Second: Councilor Lawrence Ortega

In Favor: All
Opposed: None

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

V. APPROVAL OF MINUTES – Regular Meeting, March 28, 2017

Councilor Brent Jaramillo – Line 122 – typo on the word ‘asked’.

Motion: Councilor Lawrence Ortega
Second: Councilor Brent Jaramillo

In Favor: All
Opposed: None

To approve the minutes of March 28, 2017 - Regular Meeting with noted correction. All voted yes. Motion carried.

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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.

VII. PRESENTATIONS / UPDATES

A. Presentation to Mr. Mark Ortega for Appreciation of Years of Service

Mayor Gallegos presented Mr. Ortega with a plaque noting the Village’s appreciation for Mr. Ortega’s 13 years of service to the community. Mayor Gallegos stated that he appreciates all Mr. Ortega has done all these years to sustain and operate the Fire and EMS. Wished him well with his new position at Taos County.

Councilor Brent Jaramillo stated that when he was the Village Administrator, he hired Mr. Ortega as Fire Fighter/EMS. Mr. Ortega led the way to the success of the department. He thanked Mr. Ortega for his service to the Village.

Councilor Lawrence Ortega thanked Mr. Ortega for his devotion and for all his hard work.

Councilor John Ortega stated that he worked for Mr. Ortega for a few years in his capacity with the Village and thanked him for his years of dedicated service.

Mr. Ortega stated that it has been great working with the Village as a full-time employee and looks forward to continue serving as a volunteer as Fire Chief.

B. Armstrong Airport Consultants - Mr. Tim Archibeque

Mr. Tim Archibeque along with Mr. Mike Garcia updated the Governing Body on the airport. Mr. Archibeque stated that they have been the airport consultants since 2013. A design only was completed in 2014 for the runway safety area grading. Also, completed the design on the wildlife fencing on north and south boundaries in 2015. In 2016, the airport was deemed unclassified. There is some criteria that needs to be met to get your $150,000.00 from the FAA every year. They have assisted Mr. Archuleta in getting the $10,000.00 maintenance grant which helps with reimbursable items such as lightbulbs.

Councilor Lawrence Ortega asked if they prepare or update the ACIP. Mr. Archibeque stated that they just completed that and turned it into the FAA; they are due on March 31. They also have to turn in the ODO. Councilor Lawrence Ortega asked if the Village has a copy of that. Mr. Archibeque stated yes.

Councilor Brent Jaramillo thanked Mr. Archibeque for coming to the meeting. He stated that he had heard recently that the Trump administration, going forward was going to de-fund a particular kind of airport and asked if we met that criteria. He asked if they knew anything regarding that. Mr. Archibeque stated that there are some things that are going through the transportation bill regarding more funding for airports. The only thing that affected the Questa was becoming unclassified. Mr. Mike Garcia of NMDOT Aviation Division stated that the FAA has recently gone around and inventoried some airports. Even though the airport has activity, there is no based aircraft. Therefore, the airport was taken out of the entitlement program and became unclassified. Mr. Garcia stated that they are working to get the airport back to classified status.

C. NMDOT Aviation Division – Ms. Jane Lucero, Airport Development Administrator

A representative from the NMDOT Aviation Division apologized for Ms. Lucero not being able to attend the meeting tonight. A mandate was given to FAA to go through all 3,300 airports and classify them based on the operations and

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activities at each of the airports. The first study came out in 2012, and a number of airports came out unclassified. They were asked to go out in 2016 and do another study and Questa was put on the unclassified category. There were 3 other airports in the state. Under the Congressional mandate, the FAA will go out and every 2 years to do the study. Consideration will not be done again until 2018. Having based aircraft is one of the requirements. Having someone keep track of the medic-flight and other aircraft would be a plus.

A discussion was held regarding tracking of flights coming in and out.

D. 2017 LEAP Plan / Earth Day Event / Farmers Market – Ms. Clair Cote

Ms. Clair Cote presented her LEAP Plan for the spring, summer and fall; as well as plans for the Earth Day Event and Farmers Market.

VIII. ACTION ITEMS –

A. Approval for Ms. Claire Cote to approach the Questa Economic Development Fund Board for 2017 Funding

Motion: Councilor John Ortega
Second: Councilor Brent Jaramillo

In Favor: All
Opposed: None

To approve Ms. Cote to move forward with her request to the QEDF Board. All voted yes. Motion carried.

B. Approval of MOU between Village of Questa and Taos County to act as fiscal agent for NMED Grant Agreement 16-A2315-STB, $100,000.00

Ms. Martinez stated that this MOU is a requirement from the NMED for Taos County to act as fiscal agent on our behalf for Grant Agreement 16-A2315-STB in the amount of $100,000.00. This MOU was approved by the Taos County Commission at their last meeting.

Motion: Councilor Lawrence Ortega
Second: Councilor John Ortega

In Favor: All
Opposed: None
Abstain: Councilor Brent Jaramillo

To approve the MOU between Village of Questa and Taos County, for NMED Grant Agreement 16-A2315-STB. Motion carried.

C. Village of Questa Resolution 2017-04 – NMED Grant Agreement 16-A2315-STB, $100,000.00

Ms. Martinez stated that this Resolution is also a requirement from the NMED for Grant Agreement 16-A2315-STB in the amount of $100,000.00.

Motion: Councilor Lawrence Ortega
Second: Councilor John Ortega

Roll Call:
Councilor John Anthony Ortega YES

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To approve the Village of Questa Resolution 2017-04 – NMED Grant Agreement 16-A2315-STB. All voted yes. Motion carried.

D. Approval of Change Order #001 - Village of Questa Wastewater Collection System Improvements (CDBG Project)

A motion to table this item was made by Councilor Lawrence Ortega; until a representative from Wilson & Co. is present to explain the said Change Order. The motion was seconded by Councilor Brent Jaramillo.

To table this item until a representative from Wilson & Co. is present. All voted yes. Motion carried.

E. Approval of Tourism Coordinator Job Advertisement

Mayor Gallegos stated that this is a position that is funded by the QEDF Board. Mayor Gallegos requested approval from the Council for staff to advertise the position.

Motion: Councilor Lawrence Ortega
Second: Councilor John Ortega

To approve the advertising of the Tourism Coordinator position. All voted yes. Motion carried.

IX. DISCUSSION ITEMS -

A. Ambulance

EMS Coordinator Raynelle Cordova, along with Ms. Vilma Bailon, EMT - presented a packet to the Council containing the following information:

- Remount quotes for the ambulance
- Prices on new and used ambulances
- Billing numbers

Ms. Cordova informed the Council that she had taken in the white ambulance (2396) for an oil change and Mr. Vilaplindo of Northern NM Diesel and noticed there was a diesel leak that he was unable to repair. We cannot run it as is. Both ambulances are currently sitting at the Fire Department. Taos County has loaned us an ambulance to use until we get ours running.

Ms. Bailon suggested and requested that the Village assist with getting loans, grants or CDBG monies. Also, regarding the future plans for the next 5-10 years. Councilor John Ortega suggested that a DFA loan would be the best route to go. Councilor Lawrence Ortega inquired if the CDBG loan would fund an ambulance. Ms. Bailon stated that these are just some options.

Ms. Cordova stated that the billing company collected $10,000.00 for March and April. They invoiced the Village for $1,500.00. She suggested bringing the billing in-house. They are being very diligent in getting all their reports done and turned in. They are averaging at least 2 calls per day. Ms. Bailon also spoke in favor of bringing the billing in-house to save money. Councilor Brent Jaramillo stated there is a billing class in Florida in June and inquired about the cost. Ms. Cordova stated it was on June 2nd and the cost for the class alone is $1,200.00 not including hotel and travel. Councilor Brent Jaramillo stated that we should really look for funding for this training to send one person and then send another person in the fall so that there are 2 people who know the system. Councilor John Ortega asked if we could use the Rapid Action Fund to pay for this. Mayor Gallegos stated that he believes so since
we need good emergency services to promote economic development. Councilor John Ortega stated that he has not used any money from the Rapid Action Fund for traveling and would be willing to give up any traveling to get them to this training.

Ms. Bailon stated that they have cleaned out the white pickup truck so that Ms. Cordova can use it. Councilor John Ortega asked if they got the ok from the Fire Chief. Ms. Bailon stated no. Councilor John Ortega stated that there are things assigned to the Fire and some to the EMS. Ms. Bailon stated ok. Mayor Gallegos asked if they had access to the command unit. Ms. Cordova stated that she didn’t know if it was locked or not. A discussion was held regarding the two trucks. Also regarding the job description as EMS/Fire Fighter. Councilor Brent Jaramillo stated that the EMS license for the ambulance is under Questa Fire Department. Councilor John Ortega asked if they have ever been restricted from using the trucks. Ms. Cordova and Ms. Bailon stated no. Mayor Gallegos stated that we need some clarity regarding these issues.

B. Rocky Mountain Youth Corp

Ms. Martinez stated that this item was placed for discussion for the reason that RMYC wanted to include the Village in their 2018 grant application. After speaking with them today, they will not be able to include Questa this time around.

X. FINANCIALS — Ms. Karen Shannon, Finance Director
   A. Approval of Unpaid Vouchers

Councilor Lawrence Ortega inquired about the following:
   1. Page 7 – Voucher for Com Link / Beyond Taos – Ms. Martinez stated it is a website that promotes Village of Questa events. Councilor Lawrence Ortega asked if this is funded through the QEDF Board. Ms. Martinez stated yes.
   2. Page 7 – Sunshine Sales- Ms. Martinez stated it is for the purchase of a washer/dryer for the Fire Department to wash their bunker gear.
   3. Page 8 - Federal Contractor Registration – Ms. Martinez stated that she believes that it is to register for the DUNS number. Councilor Brent Jaramillo stated that he believed it was free.

A motion was made by Councilor Lawrence Ortega to approve the unpaid vouchers with the exception of the voucher from Federal Contractor Registration; also on emergency vouchers that we do not pay more than 50% until the Council approves further payments; no payment on the Adame Construction invoice. A second was made by Councilor Brent Jaramillo.

To approve the vouchers with the recommendations presented above. All voted yes. Motion carried.

XI. MATTERS FROM MAYOR AND COUNCIL

**Councilor John Ortega excused himself at 8:23pm due to a Fire Emergency.

- Councilor Lawrence Ortega – Suggested we look into an email he received regarding a Telemetry System Unit from Valdez Electric. Mayor Gallegos stated that the $150,000.00 is available to us for the water system improvements. Also inquired if we have contacted James, Cooke & Hobson regarding the PRV’s. Ms. Martinez stated not as of yet. Councilor Lawrence Ortega also inquired if we have located all the leaks. Mayor Gallegos stated that there are some that are still unidentified. There are some still on South Kiowa and Old Red River Road.
- Councilor Brent Jaramillo – Inquired if we are keeping up with the Excel spreadsheet that Mr. Danny Garcia created to keep track of the wells, storage tanks and gallons used. Ms. Martinez stated that the Public Works department is bringing in the reads to Ms. Coleman who is entering them on the report. Mayor Gallegos stated that he does not believe that it is being managed the way it was during the emergency because there

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is no supervision now. Councilor Lawrence Ortega stated that we need to get back to it so that we can compare production to consumption. Councilor Brent Jaramillo stated that we still need to make our case to the OSE on the over diversion. Councilor Jaramillo also inquired where we are in the procurement process for getting an engineer on board for the Cabresto Road MAP project. Mayor Gallegos stated that the Village has received a proposal from Wilson & Co., that they are a qualified CES engineer vendor. Councilor Jaramillo stated that we need to check on the 1% amount. We would have to select a vendor and sign an agreement. CES negotiates the price on the engineering cost and you pay them a fee. Councilor Lawrence Ortega asked how we satisfy the procurement code. They are already approved vendors. Councilor Jaramillo stated that we could get CES to come do a presentation. It was decided to have Wilson & Co. come in and explain the process.

Mayor Gallegos proposed that possibly Mr. Danny Garcia could come in under contract for about $1,000.00/month and do some training; also come in a couple of days a week to make sure things are running correctly. Councilor Lawrence Ortega stated that he would like to meet with Mr. Garcia soon for maybe a half a day.

Mayor Gallegos stated that some Village roads are in dire need of some blading. He suggested getting 3 quotes from contractors. Councilor Lawrence Ortega suggested we bid it out per length instead of per hour. Mayor Gallegos stated that the roads will be identified and if there is money in Streets from the MVD admin fees we will utilize that money for the blading. All agreed.

Ms. Martinez informed the Council that Ms. Coleman completed her Procurement Training and is now a CPO. Ms. Loretta Trujillo was the Village’s CPO previously. Ms. Martinez stated that the thought process regarding this was that when the new Administrator is hired, they can also get the training and we will have a backup CPO.

XII. ADJOURNMENT

Motion: Councilor Lawrence Ortega
Second: Councilor Brent Jaramillo

In Favor: All
Opposed: None

There being no further business to discuss, the meeting was adjourned at 8:55pm.