

1 **VILLAGE OF QUESTA**
 2 **REGULAR MEETING MINUTES**
 3 **TUESDAY, APRIL 11, 2017**
 4 **VILLAGE OF QUESTA COUNCIL CHAMBERS**
 5 **6:00PM**

6
 7 I. **CALL TO ORDER BY MAYOR MARK L. GALLEGOS**

8
 9 Mayor Gallegos called the meeting to order at 6:02pm.

10
 11 II. **ROLL CALL**

12 Mayor Gallegos asked Village Clerk Renee Martinez to take roll.

13
 14
 15 Present:

- 16 Councilor Lawrence Ortega
- 17 Councilor Brent Jaramillo
- 18 Councilor John Ortega

19
 20 Not Present:

- 21 Councilor Julian Cisneros

22
 23 Also Present:

- 24 Village Clerk Renee Martinez

25
 26 III. **PLEDGE OF ALLEGIANCE**

27
 28 Fire Chief Mark Ortega led the Pledge of Allegiance.

29
 30 IV. **APPROVAL OF AGENDA**

- 31 Motion: Councilor Brent Jaramillo
- 32 Second: Councilor Lawrence Ortega
- 33
- 34 In Favor: All
- 35 Opposed: None

36
 37
 38 To approve the agenda as presented. All voted yes. Motion carried.

39
 40 V. **APPROVAL OF MINUTES – Regular Meeting, March 28, 2017**

41
 42 Councilor Brent Jaramillo – Line 122 – typo on the word ‘asked’.

- 43
- 44 Motion: Councilor Lawrence Ortega
- 45 Second: Councilor Brent Jaramillo
- 46
- 47 In Favor: All
- 48 Opposed: None

49
 50 To approve the minutes of March 28, 2017 - Regular Meeting with noted correction. All voted yes. Motion carried.

51
52
53 VI. **PUBLIC COMMENTS** - *(It is the policy of the Governing Body to accept public comment. Because*
54 *your particular issue is not on the agenda the Governing Body cannot respond immediately, but may direct staff to*
55 *address issues at a future Council Meeting. Public comments are limited to a maximum of three minutes.)*

56 There were no public comments.
57
58

59 VII. **PRESENTATIONS / UPDATES**

60
61 A. Presentation to Mr. Mark Ortega for Appreciation of Years of Service

62
63 Mayor Gallegos presented Mr. Ortega with a plaque noting the Village's appreciation for Mr. Ortega's 13 years of
64 service to the community. Mayor Gallegos stated that he appreciates all Mr. Ortega has done all these years to
65 sustain and operate the Fire and EMS. Wished him well with his new position at Taos County.
66

67 Councilor Brent Jaramillo stated that when he was the Village Administrator, he hired Mr. Ortega as Fire
68 Fighter/EMS. Mr. Ortega led the way to the success of the department. He thanked Mr. Ortega for his service to
69 the Village.
70

71 Councilor Lawrence Ortega thanked Mr. Ortega for his devotion and for all his hard work.
72

73 Councilor John Ortega stated that he worked for Mr. Ortega for a few years in his capacity with the Village and
74 thanked him for his years of dedicated service.
75

76 Mr. Ortega stated that it has been great working with the Village as a full-time employee and looks forward to
77 continue serving as a volunteer as Fire Chief.
78

79 B. Armstrong Airport Consultants - Mr. Tim Archibeque
80

81 Mr. Tim Archibeque along with Mr. Mike Garcia updated the Governing Body on the airport. Mr. Archibeque stated
82 that they have been the airport consultants since 2013. A design only was completed in 2014 for the runway safety
83 area grading. Also, completed the design on the wildlife fencing on north and south boundaries in 2015. In 2016,
84 the airport was deemed unclassified. There is some criteria that needs to be met to get your \$150,000.00 from the
85 FAA every year. They have assisted Mr. Archuleta in getting the \$10,000.00 maintenance grant which helps with
86 reimbursable items such as lightbulbs.
87

88 Councilor Lawrence Ortega asked if they prepare or update the ACIP. Mr. Archibeque stated that they just completed
89 that and turned it into the FAA; they are due on March 31. They also have to turn in the ODO. Councilor Lawrence
90 Ortega asked if the Village has a copy of that. Mr. Archibeque stated yes.
91

92 Councilor Brent Jaramillo thanked Mr. Archibeque for coming to the meeting. He stated that he had heard recently
93 that the Trump administration, going forward was going to de-fund a particular kind of airport and asked if we met
94 that criteria. He asked if they knew anything regarding that. Mr. Archibeque stated that there are some things that
95 are going through the transportation bill regarding more funding for airports. The only thing that affected the Questa
96 was becoming unclassified. Mr. Mike Garcia of NMDOT Aviation Division stated that the FAA has recently gone
97 around and inventoried some airports. Even though the airport has activity, there is no based aircraft. Therefore, the
98 airport was taken out of the entitlement program and became unclassified. Mr. Garcia stated that they are working
99 to get the airport back to classified status.
100

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

102 A representative from the NMDOT Aviation Division apologized for Ms. Lucero not being able to attend the meeting
103 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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156 Councilor Lawrence Ortega YES
 157 Councilor Brent Jaramillo YES

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

161
 162 **D. Approval of Change Order #001 - Village of Questa Wastewater Collection System Improvements**
 163 **(CDBG Project)**

164
 165 A motion to table this item was made by Councilor Lawrence Ortega; until a representative from Wilson & Co. is
 166 present to explain the said Change Order. The motion was seconded by Councilor Brent Jaramillo.

167
 168 To table this item until a representative from Wilson & Co. is present. All voted yes. Motion carried

169
 170 **E. Approval of Tourism Coordinator Job Advertisement**

171
 172 Mayor Gallegos stated that this is a position that is funded by the QEDF Board. Mayor Gallegos requested approval
 173 from the Council for staff to advertise the position.

174
 175 Motion: Councilor Lawrence Ortega

176 Second: Councilor John Ortega

177
 178 To approve the advertising of the Tourism Coordinator position. All voted yes. Motion carried.

179
 180 **IX. DISCUSSION ITEMS -**

181 **A. Ambulance**

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

- 184
 185
 186
 - Remount quotes for the ambulance
 - Prices on new and used ambulances
 - Billing numbers

187
 188
 189 Ms. Cordova informed the Council that she had taken in the white ambulance (2396) for an oil change and Mr.
 190 Vialpando of Northern NM Diesel and noticed there was a diesel leak that he was unable to repair. We cannot run
 191 it as is. Both ambulances are currently sitting at the Fire Department. Taos County has loaned us an ambulance to
 192 use until we get ours running.

193
 194 Ms. Bailon suggested and requested that the Village assist with getting loans, grants or CDBG monies. Also,
 195 regarding the future plans for the next 5-10 years. Councilor John Ortega suggested that a DFA loan would be the
 196 best route to go. Councilor Lawrence Ortega inquired if the CDBG loan would fund an ambulance. Ms. Bailon
 197 stated that these are just some options.

198
 199 Ms. Cordova stated that the billing company collected \$10,000.00 for March and April. They invoiced the Village
 200 for \$1,500.00. She suggested bringing the billing in-house. They are being very diligent in getting all their reports
 201 done and turned in. They are averaging at least 2 calls per day. Ms. Bailon also spoke in favor of bringing the billing
 202 in-house to save money. Councilor Brent Jaramillo stated there is a billing class in Florida in June and inquired
 203 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
 204 and travel. Councilor Brent Jaramillo stated that we should really look for funding for this training to send one
 205 person and then send another person in the fall so that there are 2 people who know the system. Councilor John
 206 Ortega asked if we could use the Rapid Action Fund to pay for this. Mayor Gallegos stated that he believes so since

208 we need good emergency services to promote economic development. Councilor John Ortega stated that he has not
 209 used any money from the Rapid Action Fund for traveling and would be willing to give up any traveling to get them
 210 to this training.

211
 212 Ms. Bailon stated that they have cleaned out the white pickup truck so that Ms. Cordova can use it. Councilor John
 213 Ortega asked if they got the ok from the Fire Chief. Ms. Bailon stated no. Councilor John Ortega stated that there
 214 are things assigned to the Fire and some to the EMS. Ms. Bailon stated ok. Mayor Gallegos asked if they had access
 215 to the command unit. Ms. Cordova stated that she didn't know if it was locked or not. A discussion was held
 216 regarding the two trucks. Also regarding the job description as EMS/Fire Fighter. Councilor Brent Jaramillo stated
 217 that the EMS license for the ambulance is under Questa Fire Department. Councilor John Ortega asked if they have
 218 ever been restricted from using the trucks. Ms. Cordova and Ms. Bailon stated no. Mayor Gallegos stated that we
 219 need some clarity regarding these issues.

220
 221 **B. Rocky Mountain Youth Corp**

222
 223 Ms. Martinez stated that this item was placed for discussion for the reason that RMYC wanted to include the Village
 224 in their 2018 grant application. After speaking with them today, they will not be able to include Questa this time
 225 around.

226
 227 **X. FINANCIALS – Ms. Karen Shannon, Finance Director**
 228 **A. Approval of Unpaid Vouchers**

229
 230 Councilor Lawrence Ortega inquired about the following:

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

238
 239 A motion was made by Councilor Lawrence Ortega to approve the unpaid vouchers with the exception of the voucher
 240 from Federal Contractor Registration; also on emergency vouchers that we do not pay more than 50% until the
 241 Council approves further payments; no payment on the Adame Construction invoice. A second was made by
 242 Councilor Brent Jaramillo.

243
 244 To approve the vouchers with the recommendations presented above. All voted yes. Motion carried.

245
 246 **XI. MATTERS FROM MAYOR AND COUNCIL**

247
 248 ****Councilor John Ortega excused himself at 8:23pm due to a Fire Emergency.**

- 249
 250 • Councilor Lawrence Ortega – Suggested we look into an email he received regarding a Telemetry System
 251 Unit from Valdez Electric. Mayor Gallegos stated that the \$150,000.00 is available to us for the water
 252 system improvements. Also inquired if we have contacted James, Cooke & Hobson regarding the PRV's.
 253 Ms. Martinez stated not as of yet. Councilor Lawrence Ortega also inquired if we have located all the leaks.
 254 Mayor Gallegos stated that there are some that are still unidentified. There are some still on South Kiowa
 255 and Old Red River Road.
- 256 • Councilor Brent Jaramillo – Inquired if we are keeping up with the Excel spreadsheet that Mr. Danny Garcia
 257 created to keep track of the wells, storage tanks and gallons used. Ms. Martinez stated that the Public Works
 258 department is bringing in the reads to Ms. Coleman who is entering them on the report. Mayor Gallegos
 259 stated that he does not believe that it is being managed the way it was during the emergency because there

260 is no supervision now. Councilor Lawrence Ortega stated that we need to get back to it so that we can
 261 compare production to consumption. Councilor Brent Jaramillo stated that we still need to make our case
 262 to the OSE on the over diversion. Councilor Jaramillo also inquired where we are in the procurement process
 263 for getting an engineer on board for the Cabresto Road MAP project. Mayor Gallegos stated that the Village
 264 has received a proposal from Wilson & Co., that they are a qualified CES engineer vendor. Councilor
 265 Jaramillo stated that we need to check on the 1% amount. We would have to select a vendor and sign an
 266 agreement. CES negotiates the price on the engineering cost and you pay them a fee. Councilor Lawrence
 267 Ortega asked how we satisfy the procurement code. They are already approved vendors. Councilor
 268 Jaramillo stated that we could get CES to come do a presentation. It was decided to have Wilson & Co.
 269 come in and explain the process.
 270

271 Mayor Gallegos proposed that possibly Mr. Danny Garcia could come in under contract for about \$1,000.00/month
 272 and do some training; also come in a couple of days a week to make sure things are running correctly. Councilor
 273 Lawrence Ortega stated that he would like to meet with Mr. Garcia soon for maybe a half a day.
 274

275 Mayor Gallegos stated that some Village roads are in dire need of some blading. He suggested getting 3 quotes from
 276 contractors. Councilor Lawrence Ortega suggested we bid it out per length instead of per hour. Mayor Gallegos
 277 stated that the roads will be identified and if there is money in Streets from the MVD admin fees we will utilize that
 278 money for the blading. All agreed.
 279

280 Ms. Martinez informed the Council that Ms. Coleman completed her Procurement Training and is now a CPO. Ms.
 281 Loretta Trujillo was the Village's CPO previously. Ms. Martinez stated that the thought process regarding this was
 282 that when the new Administrator is hired, they can also get the training and we will have a backup CPO.
 283

284 **XII. ADJOURNMENT**

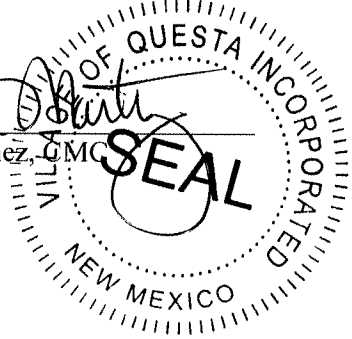
285
 286 ; Motion: Councilor Lawrence Ortega
 287 Second: Councilor Brent Jaramillo
 288

289 In Favor: All
 290 Opposed: None

291 There being no further business to discuss, the meeting was adjourned at 8:55pm.
 292
 293

294 **ATTEST:**

295 *Renee Martinez*
 296
 297 Renee Martinez, CMC
 298



APPROVED:

Mark Gallegos

 Mark Gallegos, Mayor