VILLAGE OF QUESTA
REGULAR MEETING MINUTES
TUESDAY, JULY 10, 2018
VILLAGE OF QUESTA COUNCIL CHAMBERS
6:00PM

I. CALL TO ORDER BY MAYOR MARK L. GALLEGOS

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

II. ROLL CALL

Mayor Gallegos asked Ms. Dina Coleman to take roll.

Present:
Councilman Charlie I. Gonzales
Councilman John Anthony Ortega
Councilman Brent P. Jaramillo arrived at 7:23 pm

Not Present:
Councilwoman Louise T. Gallegos

Also Present:
Administrator Nicholas Maestas
Village Clerk Renee Martinez
Finance Director Karen Shannon
Village Attorney Lance Hough

III. PLEDGE OF ALLEGIANCE

Ms. Karen Shannon led the Pledge of Allegiance

IV. APPROVAL OF AGENDA

Mr. Maestas requested we switch items A & B under Presentations.

Motion: Councilman John Ortega
Second: Councilman Charlie Gonzales

In Favor: All
Opposed: None

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

V. APPROVAL OF MINUTES –

• Regular Meeting, June 26, 2018

Motion: Councilman Gonzales
Second: Councilman Ortega

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In Favor: All
Opposed: None

To approve the June 26, 2018 meeting minutes as presented. All voted yes. Motion carried.

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.)

- Mr. Joaquin Trujillo, a senior at Questa High School requested the Governing Body work with the schools to bring back the vocational classes such as welding, carpentry and mechanics. Mr. Maestas stated that Mr. Trujillo is also interning with Village and is assisting with various tasks.

- Mr. Dan Darnell of Waste Management presented the Clean Village’s Program which deals with overfilled commercial containers. The shared container application is a little different. The drivers will take pictures of overfilled containers during their normal route. They will service the bin, clear the trash around and take another photograph to demonstrate the before and after. The photographs are sent to their snapshot team who will contact the businesses or Village in regards to the shared containers. They will try and work with the individuals. An overage one time charge of $125.00 for gravity lock bars per container can be added to the current contract / rate sheet. Mr. Maestas stated that he had requested a meeting with Mr. Darnell regarding some overage charges. He stated that this was an option that is available to the Village. Mr. Darnell thanked the Governing Body for allowing him to preset the power point.

VII. PRESENTATIONS -

A) New Police Officer Introduction

Chief Nicolas Lamendola introduced the new Village of Questa Police Officer Mr. Kevin Hall. Mr. Hall comes to us from the Carlsbad Police Department. Mr. Maestas stated that Mr. Hall is a certified police officer as well as SWAT certified. He brings many credentials with him to our department and will be a great asset to the Village.

Councilman Gonzales asked Officer Hall if he could say something about himself. Officer Hall stated that he is originally from Los Angeles and moved to Las Cruces about 7 years ago. He applied with the Carlsbad Police Department in 2013. He is a third generation law enforcement officer with 5 years of experience. He is also EMT certified. Councilman Ortega asked Officer Hall if he moved here for the job or does he live here. Officer Hall stated that he has family in Taos and Questa and has always wanted to be closer to Colorado. Councilman Ortega asked Officer Hall if he will be living in Questa. Officer Hall stated that he is currently looking for housing here. Mayor Gallegos as well as the Council welcomed Officer Hall to the Village of Questa.

B) Questa to Red River Trail - Mr. Carl Colonius

Mr. Colonius along with the Enchanted Circle Trails Association updated the Governing Body regarding a proposed trail and where it will lead. They are requesting $3,750.00 from Questa for contract of services.

Mayor Gallegos stated that we will have the Resolution set up for the meeting of the 24th if we can identify the $3,750.00 in our budget.

VIII. DISCUSSION ITEMS

A) Questa Business Park / Procurement Process

Mr. Maestas stated he met with the Local Government Division to discuss the Business Park. They strongly prefer that the Village go through the RFP process for the construction management for the business park project.

He stated that he will be working with Village Attorney Lance Hough to get this going very soon. Mayor Gallegos asked Mr. Maestas to follow up with Mr. Cisneros as well. Councilman Gonzales asked if we have a timeline on this. Mr. Maestas stated that he will be talking with the Local Government division again next Friday to discuss this. He is hoping to have it ready to go by the end of the month. Mayor Gallegos stated that the RFP can be

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done by the end of the week, we don’t have to wait for the meeting next Friday. We should have something ready for approval by the first meeting in August. Councilman Gonzales asked if we can have something in place by the 24th, for the next council meeting. Mayor Gallegos stated that because we have to advertise, it will take a little longer.

**B) Procurement Policy Review**

Councilman Gonzales commented on the following:

- This policy we are reviewing is already an ongoing policy and we don’t have any idea which way the staff wants to with this.
- On page 2, number 5 – Procedure under $1,000.00 – No Purchase Order. Councilman Gonzales suggested doing a local Purchase Order that would authorize the small purchase so there is a record. Also, so our employees don’t have to go out and get three different quotes from three different vendors.
- On Page 3, number C (1), line 5 – Is the amount fifty-thousand or ($60,000.00)? It needs to be clear. Mayor Gallegos stated it should be $60,000.00.

**Councilman Jaramillo arrived at this time.**

Councilman Jaramillo stated that another way to look at the small purchases is maybe, for example a purchase order could be given to Questa Lumber for up to $1,000.00 for the public works department, the business would then charge against that purchase order. A purchase order would be in place for each department.

A discussion was held regarding service contracts such as for oil changes and tire repairs. Mr. Maestas stated that this is currently being done for electrical services and for some vehicle maintenance. Ms. Dina Coleman, CPO for the Village, stated that we have created open PO’s for tire maintenance and oil changes. Some of our local vendors can help, some cannot. The employee does currently do the search for the quotes. A discussion was held regarding when quotes are needed. Ms. Coleman stated that as CPO, she has been researching the procurement code. The code states that we have to show best obtainable price. This is where we need clarification and some language change.

Councilman Ortega asked if we can add local preference in the policy. Ms. Coleman stated that we have had this discussion. Councilman Ortega stated that if we buy local, it comes back to the Village in GRT’s. Yes, Amazon is probably cheaper, but we don’t see the GRT’s.

Councilman Gonzales stated that we have 6 staff members working on one $50.00 item. Everyone’s time is important and it would help to narrow it down. Councilman Jaramillo stated that the administrator should not be signing any purchase $1,000.00 and below; it should be the Finance person with the final say at that level. He would also like to see either getting price quotes for mechanical or plumbing, this way there is already a PO or contract in place.

Councilman Ortega stated that he is still having a bit of a heartache with the 3 quotes for small purchases. At some point we need to start trusting the employees. For example, if I need an oil change on my vehicle and the mechanic can do it today, I shouldn’t have to come in and get it approved.

Mayor Gallegos stated that he believes that this policy was structured to give some flexibility but has not been followed in this manner. We should give ownership to the employees. Ms. Coleman stated that it is good to know that we have some flexibility. Ms. Coleman stated that there needs to be some kind of accountability also if we give the employees that responsibility.

Councilman Gonzales suggested that the Administrator call in the department heads and explain this to them as well as their responsibilities. You need to train your employees. Councilor Ortega agreed and they need to be trained about local preference and how it works.

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Mayor Gallegos asked the staff to put something together with their input and have it back to the Council for review.

C) NMDOT Coop Road Project

Mr. Maestas stated that there is $14,000.00-$16,000.00 in funding left from a prior coop project. Councilman Gonzales inquired if we don’t use this funding then we lose it. Mr. Maestas stated yes. Councilman Gonzales asked Mr. Maestas what his suggestions are. Mr. Maestas stated that pothole repair is needed on Embargo Road; if we cannot mobilize RL Leeder to come and fix them, maybe we can purchase some cold mix to do the work.

D) Public Surplus / Online Auction

Mr. Maestas stated that there are items taking up space in our properties. Anything under $5,000.00 that is not on our asset inventory list. Anything over $5,000.00 would have to come before council for approval. We would like to identify assets that can be disposed of. These items would go on to our public auction site for purchase.

Councilman Ortega asked if the asset inventory list was completed. Ms. Shannon stated that it is completed and the list has been received.

E) State Appropriations for EMS and Police Vehicles

Mr. Maestas stated that we were awarded funding for $150,000.00 for an ambulance and $50,000.00 for police units. The bonds did sell. The grant agreement is going to be emailed to us for signature. Hopefully, within the next few weeks. Councilman Gonzales stated that the EMS received two appropriations for a total of $180,000.00. Also, regarding the police units, he wants to make sure the police get what they need. Councilman Ortega asked if we can get 2 vehicles for the $50,000.00. Mr. Maestas stated that they also have $20,000.00 from LEFP. It was decided that two vehicles should be purchased with the $70,000.00.

IX. ACTION ITEMS

A) Discussion, Consideration & Decision – Resolution No. 2018-11 / Resolution to rescind Resolution No. 2018-10

Mr. Maestas stated that this resolution is to rescind the previous resolution that was approved for the CDBG application submittal. The Local Government Division has responded after our application was submitted and requested some phase numbers.

Motion: Councilman Gonzales
Second: Councilman Jaramillo

Councilman Ortega asked how we can phase this project when we don’t even know yet how we are spending this money. Mr. Maestas stated that we have received phase drawings from the engineers. Councilman Ortega asked at what location. Mayor Gallegos stated the majority of the work is on Cabresto Road. Mr. Maestas stated that it does not mention any specific area. Councilman Ortega stated that the resolution we are rescinding should have been in our packet. He is also disappointed in the packet that the items on the agenda aren’t included in the packet.

Roll Call:
Councilman Brent Jaramillo  YES
Councilman John Ortega  YES
Councilman Charlie Gonzales  YES

To approve Resolution No. 2018-11 / Resolution to rescind Resolution No. 2018-10. All voted yes. Motion carried.

B) Discussion, Consideration & Decision – Resolution No. 2018-12 / 2018 CDBG Application

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Motion: Councilman Gonzales
Second: Councilman Jaramillo

Roll Call:

Councilman Brent Jaramillo    YES
Councilman John Ortega         YES
Councilman Charlie Gonzales    YES

To approve Resolution No. 2018-12 / 2018 CDBG Application. All voted yes. Motion carried.

C) Discussion, Consideration & Decision – Resolution No. 2018-13 / NMDOT Coop Project

The Village of Questa was awarded a coop grant in the amount of $133,633.00 with an entity match of $33,408.00. Councilman Jaramillo asked if we had the match monies or are we going to apply for the waiver. Ms. Shannon stated that we do not have that money anywhere in next year’s budget. Councilman Gonzales asked if we could get this match from the legislature. Councilman Jaramillo stated that it is possible but we may not have time to finish it. Mayor Gallegos asked if QEDF can fund the match. Councilman Jaramillo stated that we could make the request as well as ask for a waiver. Also, he would like to use this coop money for the portion of Cabresto Road that the sewer and water lines have already been replaced.

Motion: Councilman Jaramillo
Second: Councilman Gonzales

Discussion: Councilman Ortega asked why we would pass this resolution if we don’t have the match. Mayor Gallegos stated that in order to secure the funding, we have to act on this Resolution. Councilor Ortega would like to see us secure the match instead of the waiver.

Roll Call:

Councilman Brent Jaramillo    YES
Councilman John Ortega         NO
Councilman Charlie Gonzales    YES

To approve Resolution No. 2018-12 / 2018 CDBG Application. Motion carried.

X. MATTERS FROM ADMINISTRATOR, MAYOR AND COUNCIL

Mr. Maestas informed the Governing Body that Ms. Martinez is at the Municipal Court Clerk’s Conference this week; she will be awarded with the Municipal Court Clerk of the Year award on Thursday. He stated that it will be a surprise to her. Ms. Coleman has been in contact with her family to get them there. Councilman Ortega asked if we can make sure to honor Ms. Martinez at the next Council Meeting. She is the longest tenure employee.

Mr. Maestas asked if there has been any line breaks in any main lines on the Cabresto Road area. Councilman Gonzales stated that it is important to get local contractors on these projects.

Councilman Ortega welcomed Mr. Trujillo to the Village as our intern; he stated that it is nice to see Mr. Trujillo participating in the Council meetings.

Councilman Jaramillo stated that we need to speak with the attorney regarding Embargo Road and having Chevron repair it. He has received numerous complaints. We need to get this done.

Councilman Gonzales stated we need to meet with Chevron to see how they are going to help us with these projects. Councilman Ortega asked to get a calendar of meeting dates.

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Mayor Gallegos stated that Mr. Eliu Romero would like us to revert the property back that he donated to the Village. He would like to respond back by saying that we are not in favor of doing that.

Councilman Gonzales requested that our Council Meetings be moved to 7:00pm in order to accommodate Councilman Jaramillo’s schedule. Councilman Jaramillo stated that it should be only for the next two meetings.

XI. ADJOURNMENT

Motion: Councilman Ortega
Second: Councilman Gonzales

In Favor: All
Opposed: None

There being no further business to discuss, the meeting was adjourned at 8:49pm.

ATTEST:

Renee Martinez, CMC

APPROVED:

Mark Gallegos, Mayor

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