

1 **VILLAGE OF QUESTA**  
 2 **REGULAR MEETING MINUTES**  
 3 **TUESDAY, JULY 10, 2018**  
 4 **VILLAGE OF QUESTA COUNCIL CHAMBERS**  
 5 **6:00PM**

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

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

10  
 11 II. **ROLL CALL**

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 13 Mayor Gallegos asked Ms. Dina Coleman to take roll.

14  
 15 Present:

16 Councilman Charlie I. Gonzales

17 Councilman John Anthony Ortega

18 Councilman Brent P. Jaramillo arrived at 7:23pm

19  
 20 Not Present:

21  
 22 Councilwoman Louise T. Gallegos

23  
 24 Also Present:

25 Administrator Nicholas Maestas

26 Village Clerk Renee Martinez

27 Finance Director Karen Shannon

28 Village Attorney Lance Hough

29  
 30 III. **PLEDGE OF ALLEGIANCE**

31  
 32 Ms. Karen Shannon led the Pledge of Allegiance

33  
 34 IV. **APPROVAL OF AGENDA**

35  
 36 Mr. Maestas requested we switch items A & B under Presentations.

37  
 38 Motion: Councilman John Ortega

39 Second: Councilman Charlie Gonzales

40  
 41 In Favor: All

42 Opposed: None

43  
 44 To approve the agenda as amended. All voted yes. Motion carried.

45  
 46 V. **APPROVAL OF MINUTES –**

- 47  
 48 • Regular Meeting, June 26, 2018

49  
 50 Motion: Councilman Gonzales

51 Second: Councilman Ortega

52 In Favor: All  
 53 Opposed: None

54

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

56

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

60

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

64

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

75

76 VII. **PRESENTATIONS** -

77 A) New Police Officer Introduction

78

79 Chief Nicolas Lamendola introduced the new Village of Questa Police Officer Mr. Kevin Hall. Mr. Hall comes  
 80 to us from the Carlsbad Police Department. Mr. Maestas stated that Mr. Hall is a certified police officer as well  
 81 as SWAT certified. He brings many credentials with him to our department and will be a great asset to the Village.  
 82 Councilman Gonzales asked Officer Hall if he could say something about himself. Officer Hall stated that he is  
 83 originally from Los Angeles and moved to Las Cruces about 7 years ago. He applied with the Carlsbad Police  
 84 Department in 2013. He is a third generation law enforcement officer with 5 years of experience. He is also  
 85 EMT certified. Councilman Ortega asked Officer Hall if he moved here for the job or does he live here. Officer  
 86 Hall stated that he has family in Taos and Questa and has always wanted to be closer to Colorado. Councilman  
 87 Ortega asked Officer Hall if he will be living in Questa. Officer Hall stated that he is currently looking for housing  
 88 here. Mayor Gallegos as well as the Council welcomed Officer Hall to the Village of Questa.

89

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

91

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

94

95 Mayor Gallegos stated that we will have the Resolution set up for the meeting of the 24<sup>th</sup> if we can identify the  
 96 \$3,750.00 in our budget.

97

98 VIII. **DISCUSSION ITEMS**

99 A) Questa Business Park / Procurement Process

100

101 Mr. Maestas stated he met with the Local Government Division to discuss the Business Park. They strongly  
 102 prefer that the Village go through the RFP process for the construction management for the business park project.  
 103 He stated that he will be working with Village Attorney Lance Hough to get this going very soon. Mayor Gallegos  
 104 asked Mr. Maestas to follow up with Mr. Cisneros as well. Councilman Gonzales asked if we have a timeline on  
 105 this. Mr. Maestas stated that he will be talking with the Local Government division again next Friday to discuss  
 106 this. He is hoping to have it ready to go by the end of the month. Mayor Gallegos stated that the RFP can be

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

111

112 **B) Procurement Policy Review**

113

114 Councilman Gonzales commented on the following:

115

116 • This policy we are reviewing is already an ongoing policy and we don't have any idea which way the  
 117 staff wants to with this.

118

119 • On page 2, number 5 – Procedure under \$1,000.00 – No Purchase Order. Councilman Gonzales suggested  
 120 doing a local Purchase Order that would authorize the small purchase so there is a record. Also, so our employees  
 121 don't have to go out and get three different quotes from three different vendors.

122

123 • On Page 3, number C (1), line 5 – Is the amount fifty-thousand or (\$60,000.00)? It needs to be clear.  
 124 Mayor Gallegos stated it should be \$60,000.00.

125

126 \*\*Councilman Jaramillo arrived at this time.

127

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

131

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

139

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

143

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

149

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

153

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

158

159 Councilman Gonzales suggested that the Administrator call in the department heads and explain this to them as  
 160 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.

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

163  
 164 C) NMDOT Coop Road Project

165  
 166 Mr. Maestas stated that there is \$14,000.00-\$16,000.00 in funding left from a prior coop project. Councilman  
 167 Gonzales inquired if we don't use this funding then we lose it. Mr. Maestas stated yes. Councilman Gonzales  
 168 asked Mr. Maestas what his suggestions are. Mr. Maestas stated that pothole repair is needed on Embargo Road;  
 169 if we cannot mobilize RL Leeder to come and fix them, maybe we can purchase some cold mix to do the work.

170  
 171 D) Public Surplus / Online Auction

172  
 173 Mr. Maestas stated that there are items taking up space in our properties. Anything under \$5,000.00 that is not  
 174 on our asset inventory list. Anything over \$5,000.00 would have to come before council for approval. We would  
 175 like to identify assets that can be disposed of. These items would go on to our public auction site for purchase.

176  
 177 Councilman Ortega asked if the asset inventory list was completed. Ms. Shannon stated that it is completed and  
 178 the list has been received.

179  
 180 E) State Appropriations for EMS and Police Vehicles

181  
 182 Mr. Maestas stated that we were awarded funding for \$150,000.00 for an ambulance and \$50,000.00 for police  
 183 units. The bonds did sell. The grant agreement is going to be emailed to us for signature. Hopefully, within the  
 184 next few weeks. Councilman Gonzales stated that the EMS received two appropriations for a total of \$180,000.00.  
 185 Also, regarding the police units, he wants to make sure the police get what they need. Councilman Ortega asked  
 186 if we can get 2 vehicles for the \$50,000.00. Mr. Maestas stated that they also have \$20,000.00 from LEPF. It  
 187 was decided that two vehicles should be purchased with the \$70,000.00.

188  
 189 IX. ACTION ITEMS

190 A) Discussion, Consideration & Decision – Resolution No. 2018-11 / Resolution to rescind Resolution No.  
 191 2018-10

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

195  
 196 Motion: Councilman Gonzales  
 197 Second: Councilman Jaramillo

198  
 199 Councilman Ortega asked how we can phase this project when we don't even know yet how we are spending this  
 200 money. Mr. Maestas stated that we have received phase drawings from the engineers. Councilman Ortega asked  
 201 at what location. Mayor Gallegos stated the majority of the work is on Cabresto Road. Mr. Maestas stated that  
 202 it does not mention any specific area. Councilman Ortega stated that the resolution we are rescinding should have  
 203 been in our packet. He is also disappointed in the packet that the items on the agenda aren't included in the  
 204 packet.

205  
 206 Roll Call:  
 207 Councilman Brent Jaramillo YES  
 208 Councilman John Ortega YES  
 209 Councilman Charlie Gonzales YES

210  
 211 To approve Resolution No. 2018-11 / Resolution to rescind Resolution No. 2018-10. All voted yes. Motion  
 212 carried.

213  
 214 B) Discussion, Consideration & Decision – Resolution No. 2018-12 / 2018 CDBG Application

215

216 Motion: Councilman Gonzales

217 Second: Councilman Jaramillo

218

19 Roll Call:

20

221 Councilman Brent Jaramillo YES

222 Councilman John Ortega YES

223 Councilman Charlie Gonzales YES

224

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

226

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

228

229 The Village of Questa was awarded a coop grant in the amount of \$133,633.00 with an entity match of \$33,408.00.

230 Councilman Jaramillo asked if we had the match monies or are we going to apply for the waiver. Ms. Shannon

231 stated that we do not have that money anywhere in next year's budget. Councilman Gonzales asked if we could

232 get this match from the legislature. Councilman Jaramillo stated that it is possible but we may not have time to

233 finish it. Mayor Gallegos asked if QEDF can fund the match. Councilman Jaramillo stated that we could make

234 the request as well as ask for a waiver. Also, he would like to use this coop money for the portion of Cabresto

235 Road that the sewer and water lines have already been replaced.

236

237 Motion: Councilman Jaramillo

238 Second: Councilman Gonzales

239

240 Discussion: Councilman Ortega asked why we would pass this resolution if we don't have the match. Mayor

241 Gallegos stated that in order to secure the funding, we have to act on this Resolution. Councilor Ortega would

242 like to see us secure the match instead of the waiver.

243

244 Roll Call:

245

246 Councilman Brent Jaramillo YES

247 Councilman John Ortega NO

248 Councilman Charlie Gonzales YES

249

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

251

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

253

254 Mr. Maestas informed the Governing Body that Ms. Martinez is at the Municipal Court Clerk's Conference this

255 week; she will be awarded with the Municipal Court Clerk of the Year award on Thursday. He stated that it will

256 be a surprise to her. Ms. Coleman has been in contact with her family to get them there. Councilman Ortega

257 asked if we can make sure to honor Ms. Martinez at the next Council Meeting. She is the longest tenure employee.

258

259 Mr. Maestas asked if there has been any line breaks in any main lines on the Cabresto Road area. Councilman

260 Gonzales stated that it is important to get local contractors on these projects.

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

262 participating in the Council meetings.

263

264 Councilman Jaramillo stated that we need to speak with the attorney regarding Embargo Road and having

265 Chevron repair it. He has received numerous complaints. We need to get this done.

266

267 Councilman Gonzales stated we need to meet with Chevron to see how they are going to help us with these

268 projects. Councilman Ortega asked to get a calendar of meeting dates.

269

270 Mayor Gallegos stated that Mr. Eliu Romero would like us to revert the property back that he donated to the  
271 Village. He would like to respond back by saying that we are not in favor of doing that.  
272

273 Councilman Gonzales requested that our Council Meetings be moved to 7:00pm in order to accommodate  
274 Councilman Jaramillo's schedule. Councilman Jaramillo stated that it should be only for the next two meetings.  
275

276 XI. ADJOURNMENT

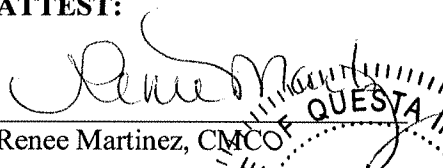
277  
278 Motion: Councilman Ortega  
279 Second: Councilman Gonzales


280  
281 In Favor: All  
282 Opposed: None  
283

284 There being no further business to discuss, the meeting was adjourned at 8:49pm.  
285

286 ATTEST:

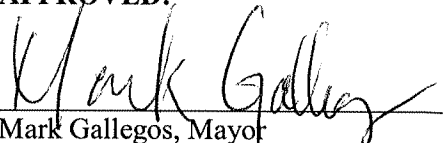
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288  
289  
290

  
\_\_\_\_\_  
Renee Martinez, CMCO



The seal is circular with a dashed border. The text 'VILLAGE OF QUESTA INCORPORATED' is written around the top inner edge, and 'NEW MEXICO' is written around the bottom inner edge. The word 'SEAL' is prominently displayed in the center.

APPROVED:

  
\_\_\_\_\_  
Mark Gallegos, Mayor