I. CALL TO ORDER BY MAYOR MARK L. GALLEGOS

Mayor Gallegos called the meeting to order at 7:03pm.

II. ROLL CALL

Mayor Gallegos asked Village Clerk Renee Martinez to take roll.

Present:
Councilor Lawrence Ortega
Councilor Brent Jaramillo
Councilor John Anthony Ortega

Not Present:
Councilor Julian Cisneros

Also Present:
Village Clerk Renee Martinez
Finance Director Karen Shannon

III. PLEDGE OF ALLEGIANCE

Councilor John Ortega led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Mayor Gallegos requested to remove the minutes of April 11, 2017 and April 25, 2017; as well as switching Item VIII and Item IX.

Councilor Lawrence Ortega requested to move Item VIII-E to follow Item VIII-J. Also, requested to move Item VIII-B (Yielded to Mr. Mario Juarez-Infante per their discussion on the previous day; Mr. Infante agreed to the removal). The request was also made to add an item to Executive Session regarding staff decisions.

For the reason that Mr. Francisco Espinoza was not yet present a recommendation was made to move Item VII A to Item VII C.

Motion: Councilor John Ortega
Second: Councilor Lawrence Ortega

In Favor: All
Opposed: None

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

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V. APPROVAL OF MINUTES –

*Regular Meeting, April 11, 2017

Removed from agenda.

*Special Meeting, April 24, 2017

Councilor Lawrence Ortega asked the Clerk to note that Councilor Julian Cisneros joined the meeting in Executive Session.

Motion: Councilor Lawrence Ortega
Second: Councilor John Ortega

In Favor: All
Opposed: None

To approve the minutes of April 24, 2017 - Special Meeting as amended. All voted yes. Motion carried.

*Regular Meeting, April 25, 2017

Removed from agenda.

*Special Meeting, May 01, 2017

Motion: Councilor John Ortega
Second: Councilor Brent Jaramillo

In Favor: All
Opposed: None

To approve the minutes of May 01, 2017 - Special Meeting 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.)

- Alberta Bouyer – Spoke about her accomplishments while serving as Tourism Director and stated that she has 30 years of marketing experience. She expressed her concern regarding our lack of participation in the Enchanted Circle marketing. She is eager to once again work with the Village to bring a welcoming, financially stable Visitor’s Center back to Questa.
- Tim Long – Mr. Long voiced his support for Ms. Alberta Bouyer to be hired as Tourism Coordinator. Ms. Bouyer helped bring exposure to the Rio Grande del Norte National Monument. Her contribution to bring tourism to Questa has been successful in many ways.
- Roger Harrington – Art Questa Owner - Is present as an advocate for the hiring of Ms. Bouyer as Tourism Coordinator.
- Peggy Trigg – Ms. Trigg expressed her support for Ms. Bouyer. She worked with Ms. Bouyer on several different projects in the last couple of years. Ms. Bouyer is extremely dedicated, articulate, caring and punctual and she loves this community. She is a very strong asset.
- Flavio Cisneros – Has worked with Ms. Bouyer and stated that she is an excellent candidate for the Tourism Coordinator.
- Jeannie Masters – Ms. Masters concurred with all who have spoken before her regarding Ms. Bouyer.
- Barry Andrews – Owner of OCHO – Ms. Andrews stated that getting a business off the ground in a town the size of Questa has its challenges. She stated that she was disheartened when Ms. Bouyer had to leave

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the position last July. Ms. Bouyer has developed many valuable contacts across the state in her time serving as Tourism Coordinator.

- Gaea McGahee – In support of Ms. Bouyer and looks forward to working with her this summer for the Farmer’s Market.

VII. PRESENTATIONS / UPDATES

A. Landfill Board Presentation – Mr. Francisco Espinoza, Town of Taos Director of Public Works

Mr. Espinoza presented a power point presentation regarding the recycling efforts at the Town of Taos. Mr. Espinoza gave a brief history of how the recycling center came about in Taos. With the Town of Taos experiencing a very significant budget shortfall in recycling, there are options that they are exploring to try and offset the deficit such as the members of the landfill board raise their current fees to their customers that would include a recycling fee.

B. Questa Business Park – Mr. Elmer Salazar

Mr. Salazar informed the Governing Body that he is the consultant that has been engaged in driving a few projects here in Questa.

Mr. Salazar updated on the following initiatives:

- Questa Business Park – A priority for the Village of Questa, QEDF and the community. They are resubmitting an application to the Economic Development Administration for about 1.5 million dollars that would go into the infrastructure for the business park. Councilor John Ortega is part of our project team, along with other members. Chevron is assisting in having a cash account outside of the QEDF money. This will assist with matching funds in getting the business park ready to house businesses. He believes that we will be in construction about a year from now.

- Malting Facility – Processing plant for barley. He believes that in Questa we have the land water and skills to grow barley. A business called Proximity is looking to build a large malting facility in Monte Vista. Certain strains of seed are needed. Questa can compete in this industry. We will become unique in the micro niche.

- Farmers – In 2016 the QEDF had local farmers grow barley. In 2018, they would like to do this again and follow it through with a plan. We need a relationship with micro-breweries in place and access to a malting facility. In addition, there is a concept of an equipment coop. Harvesting will be a challenge.

- A request for funding from the USDA has been submitted for the feasibility study for the malting facility.

- A CDBG grant will be submitted on behalf of the Village of Questa that would incrementally fund the overall projects.

Mr. Salazar would like to come back periodically and report to the Council and the community.

C. Youth Center Renovation Project Update - Mr. David Henry, Henry Architects

Mr. Henry informed the Governing Body that that project is going great. A bid opening was held, the notice to proceed was issued shortly thereafter. The low bidder was Taos Sunrise Builders. This is the 3rd week of construction and are 60% complete with the project. Mr. Henry stated that there is some money left over to spend. He suggested we consider replacing the kitchen cabinets. An exterior portal in the front of the building was agreed upon instead. Councilor John Ortega asked Mr. Henry if we can sit comfortably knowing that we will not exceed the $90,000.00 grant amount with this proposed change order. Mr. Henry stated that he is being very fiscally conservative.

Councilor Brent Jaramillo asked if Taos Sunrise Builders included their state wage rates in their bid. By moving forward with change order 3, they would go over their threshold. Mr. Henry stated that $60,000.00 is the threshold with the state of New Mexico. A wage decision is need for a construction project over $60,000.00. Mr. Henry stated that he would contact the department of workforce solutions first thing in the morning to get the answer. Councilor Jaramillo stated that he is just concerned the penalties would fall on the Village.

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VIII. ACTION ITEMS –

A. Consideration of Proposal #3 - Youth Center Renovation Project, Mr. David Henry, Henry Architects

Councilor Lawrence Ortega asked if change order #3 was approved as it is presented, the contractor would be committed to doing it at this price. Mr. Henry stated yes. Councilor Brent Jaramillo stated that he is favor of the portal instead of the cabinets; the cabinets are still in decent shape.

A motion was made by Councilor Brent Jaramillo to approve proposal #3 with the contingencies from Workforce Solutions regarding the wage rates. The motion was seconded by Councilor Lawrence Ortega. Councilor John Ortega would like a discussion; He would like to hear the answer from Workforce Solutions tomorrow before voting on this item.

Motion: Councilor Brent Jaramillo
Second: Councilor Lawrence Ortega

In Favor: Councilor Brent Jaramillo
Councilor Lawrence Ortega

Opposed: Councilor John Ortega

To approve Proposal #3. Motion carried.

B. Approval of Change Order #1 - Village of Questa Wastewater Collection System Improvements (CDBG Project)

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Removed from Agenda.

IX. FINANCIALS – Ms. Karen Shannon, Finance Director

A. Review of February Financials

Ms. Shannon stated that the Village Attorney has not billed the Village since October of 2016. They have been contacted and have not yet responded with the invoices. Councilor Lawrence Ortega asked if the attorney has indicated why they haven’t billed. Ms. Shannon stated no. Councilor Lawrence Ortega asked if we were on the benchmark. Ms. Shannon stated no. Some are on the benchmark, some are not. Some expenses are, some are not.

He asked at what point a BAR would be brought to us on those expenses that are not. Ms. Shannon stated that some are in the DFA Bars already.

Councilor John Ortega welcomed Ms. Shannon back and hopes she is doing well. He asked how much we have outstanding regarding the water emergency invoices. Ms. Shannon stated that we have $80,055.49 outstanding. She stated that she met with a representative from Homeland Security. We have to send proof of payment to get reimbursed. We need to show we have paid all invoices. It usually takes 6 months to review, but we are on special notice with the Secretary and would try to fast track us through. She is hoping that these invoices will be approved and she can issue the checks to turn them in to Homeland Security. Councilor John Ortega asked, as we sit today, how much money is in the General Fund. Ms. Shannon stated we show a negative but the transfers need to be done. He then asked if the transfers are approved, what will be the balance. Ms. Shannon stated that it looks like the general fund would have $86,543.00 after the required reserve. Councilor Lawrence Ortega asked of the outstanding $80,055.49 that is still owed, does not include any of the funds that came from the Village share. Ms. Shannon stated that is correct; it is not reflected in any of this. Councilor John Ortega stated that we will only be reimbursed 75% of about $320,000.00. Ms. Shannon stated that we are also eligible for Board of Finance Loan that could cover the difference.

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B. Review of Preliminary March Financials

Councilor John Ortega asked if the revenues have been coming in as expected. Ms. Shannon stated no. Utilities is below the benchmark; some of the General Fund is above the benchmark; property tax is higher through the third quarter, so the transfers to EMS and the Library are higher. The General Fund GRT is below; franchise tax is up.

C. Approval of Internal Budget Adjustment Requests

These are mostly through the end of March.

Motion: Councilor Brent Jaramillo
Second: Councilor Lawrence Ortega

In Favor: All
Opposed: None

To approve the Internal Budget Adjustment requests as presented. All voted yes. Motion carried.

D. Approval of DFA Budget Adjustment Requests – Resolution No. 2017-05

Motion: Councilor Brent Jaramillo
Second: Councilor John Anthony Ortega

Roll Call:

Councilor Brent Jaramillo
Councilor John Anthony Ortega
Councilor Lawrence Ortega

To approve Resolution No. 2017-05, DFA Budget Adjustment Requests. All voted yes. Motion carried.

E. Approval of Unpaid Vouchers

Ms. Shannon stated that these vouchers are as of May 5, 2017.

Councilor Lawrence Ortega asked how much of the Century invoice we have paid. Ms. Shannon stated we initially paid them $55,249.06 and then $50,000.00. We still owe them $50,000.00. Councilor Lawrence Ortega commented that on page 4 where we have the Adame Construction invoice for the water emergency, we had previously talked about holding off on this until we talked about their change order for the waste water project. Councilor Lawrence Ortega stated that if the check is printed and Homeland Security does not reimburse us for it, how is that then handled. Ms. Shannon stated that this is the issue; she understood that this invoice would be submitted as part of the emergency. If not, she will pull it.

A motion to approve the unpaid vouchers with the exception of Adame Construction was made by Councilor John Ortega. Seconded by Councilor Brent Jaramillo.

In Favor: Councilor Brent Jaramillo
Councilor John Ortega

Opposed: Councilor Lawrence Ortega

To approve the unpaid Vouchers with the exception of Adame Construction. Motion carried.

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Mr. Juarez-Infante stated that we had discussion on this item as well as the following item at the last Council meeting. These items were placed on the agenda for formal approval.

Motion: Councilor Lawrence Ortega
Second: Councilor John Anthony Ortega

In Favor: All
Opposed: None

To approve the NMDOT MAP-7655(907) Cabresto Road Engineering Design proposal – Task Order No. 032117 – Wilson & Company, Inc., Engineers & Architects. All voted yes. Motion carried.


Motion: Councilor Brent Jaramillo
Second: Councilor John Anthony Ortega

In Favor: All
Opposed: None


** At this time a motion was made to take a 5-minute break by Councilor Lawrence Ortega, seconded by Councilor John Ortega. All were in favor. A five minute break was taken at 9:47pm.

**A motion was made to reconvene from the break by Councilor Lawrence Ortega, seconded by Councilor John Ortega. All were in favor. The meeting re-convened at 9:55pm.

F. Approval of Maintenance Contract for Ambulance / Ms. Raynelle Cordova, EMS Director

Ms. Raynelle Cordova informed the Governing Body that she is proposing this contract with Mr. Vialpando at Northern NM Diesel for maintenance on the ambulances. She called around Taos County and Colorado for quotes and received one from Santa Fe and one from Alamosa. She stated that the Village Attorney has reviewed it.

Councilor Lawrence Ortega asked if it was for a one year term. Ms. Cordova stated yes. Councilor John Ortega confirmed with Ms. Shannon that we have a maintenance budget within the EMS Department. Ms. Shannon stated there is plenty of money in the EMS for this contract.

Motion: Councilor Lawrence Ortega
Second: Councilor John Anthony Ortega

In Favor: All
Opposed: None

To approve the Maintenance Contract for Ambulance with Northern NM Diesel. All voted yes. Motion carried.

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Councilor John Ortega asked Ms. Cordova when the contract was up with our current EMS billing company. Ms. Cordova stated that contract can be terminated with a 60 day notice. Councilor John Ortega stated that he was glad that she was going to Florida for the billing training.

G. Appointment of a voting designee for the Kit Carson Electric Cooperative Board elections.

Ms. Martinez informed the Governing Body that Kit Carson Electric will hold their board election here at the Village of Questa on Thursday. A business meeting will be held before the election begins so we will need to appoint a voting designee to vote on behalf of the Village.

Councilor John Anthony Ortega made a motion to appoint Council Lawrence Ortega to serve as the designee. The motion was then seconded by Councilor Brent Jaramillo.

In Favor: All
Opposed: None

To appoint Councilor Lawrence Ortega as the voting designee for the Kit Carson Electric Cooperative Board elections. All voted yes. Motion carried.

H. Consideration of imposing a travel ban - to include all employees, Council and Mayor until new Administrator is hired and budget is resolved

Councilor John Ortega stated that he believes that we need to watch our travel by imposing a travel freeze in light of our current financial situation and until we get an Administrator on board. Mayor Gallegos asked Ms. Shannon if these funds for training and travel are coming out of the Rapid Action fund as opposed to the general fund. Ms. Shannon stated that there was budget authority in different funds for travel and training. During her absence it was brought to her attention that the fund could be used not only for the Mayor and Council, but for all employees. She has been charging some of the travel and training to the Rapid Action fund. Councilor Lawrence Ortega commented that the decision that was made to charge it to specific departments was made by the Administrator and the Finance Office several months ago, so why was the decision to charge it to the Rapid Action fund made. Ms. Shannon stated that she was told recently that this fund could be used for other employees also. Councilor Lawrence Ortega stated that this is not what the Administrator had decided to do and is wondering why it was reverted to doing it this way. Mayor Gallegos stated that he believes it was done because of a lack of funds for travel and training in each department that was needed to get staff to their trainings. Ms. Shannon stated that there was very little training money in some of the departments. Councilor Lawrence Ortega stated that there was money budgeted in all departments in the budget for training. Ms. Shannon stated that if there was ample money in the department’s budget for training it was paid out of the department, if there was not she paid it out of the Rapid Action fund.

Councilor John Ortega made a motion to impose a travel freeze to include all employees Mayor and Council until an Administrator is hired and our Fiscal year 2017-2018 budget is resolved unless approved by the Council. The motion was then seconded by Councilor Lawrence Ortega.

In Favor: All
Opposed: None

To approve imposing a travel freeze - to include all employees, Council and Mayor until new Administrator is hired and budget is resolved; unless approved by the Council. All voted yes. Motion carried.

I. Consideration of imposing a hiring freeze until a new Administrator is hired.

Councilor John Ortega motioned to impose a hiring freeze until an Administrator is hired. The motion was then seconded by Councilor Lawrence Ortega.

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In Favor: Councilor Lawrence Ortega and Councilor John Ortega
Opposed: Councilor Brent Jaramillo

To approve imposing a hiring freeze until a new Administrator is hired. Motion carried.

J. Discussion and action on hiring policy for all Village employees

Ms. Martinez informed the Governing Body that we do currently have a hiring policy. Ms. Martinez asked the Governing Body for their recommendation and direction.

Councilor John Ortega stated that his concern is are people being hired without being brought to the Council’s attention; he knows that in the past anyone that was hired was brought to the Council for approval. Is this part of the policy and maybe something we got away from? Ms. Martinez stated that according to our current hiring policy new hires are not required to be brought to Council for approval. Ms. Martinez stated that she has seen it happen both ways and believes it has been dependent upon the Administrator at the time and what the Council has asked.

Councilor Brent Jaramillo stated that we should begin reviewing the entire personnel policies. The hiring policy is part of it. Councilor John Ortega agreed.

A motion to take action to direct staff to start reviewing the Personnel Policies was made by Councilor John Ortega, seconded by Councilor Lawrence Ortega.

In Favor: All
Opposed: None

To approve the direction of staff to start reviewing the Personnel Policies. All voted yes. Motion carried.

E. Discussion and Approval of hire of Tourism Coordinator

Ms. Martinez stated that the job description for this position was approved by the Council at a prior meeting. It was also approved by Council to advertise for the position, which was done. Two applications were received. One of the applicants was Ms. Alberta Bouyer. The other applicant had no prior experience in tourism, marketing or anything related to this field. Ms. Martinez stated that we were in the process of moving forward with the hiring of Ms. Bouyer as a temp employee from May to October in order to open the Visitor’s Center. Ms. Martinez asked the Governing Body how they would like to proceed. Councilor Brent Jaramillo stated that he will motion but believes that the previous action negates this one.

Ms. Bouyer stated that the paperwork was done in good faith as per the current hiring policies.

A motion was made by Councilor Brent Jaramillo to hire Ms. Alberta Bouyer as Tourism Director as a temporary employee. The motion dies due to lack of a second.

Councilor John Ortega asked that we have some discussion on this in Executive Session.

A motion was made by Councilor Brent Jaramillo to table the discussion and approval until after Executive Session. The motion was seconded by Lawrence Ortega.

In Favor: All
Opposed: None

To approve the tabling of this item until after Executive Session. All voted yes. Motion carried.

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X. **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)) – Village Administrator Position & Staff Decisions

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

Roll Call:

- Councilor John Anthony Ortega: YES
- 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 10:18pm.

A motion was made to reconvene from Executive Session at 11:02 pm by Councilor John Anthony Ortega, seconded by Councilor Lawrence Ortega.

Roll Call:

- Councilor Lawrence Ortega: YES
- Councilor Brent Jaramillo: YES
- Councilor John Anthony Ortega: YES

Mayor Gallegos stated that only the items listed were discussed during closed session. There was no action taken.

E. Discussion and Approval of hire of Tourism Coordinator – (Tabled until after Executive Session)

A motion to hire Ms. Alberta Bouyer as Tourism Coordinator was made by Councilor Brent Jaramillo.

Councilor John Ortega motioned to table this item until our May 18th meeting. The motion was seconded by Councilor Brent Jaramillo.

XI. **ACTION ITEM** – Village Administrator Selection

A. Approval / Disapproval of Mayor’s Recommendation for Village Administrator Position

Mayor Gallegos stated that he has no recommendation at this time.

XII. **MATTERS FROM MAYOR AND COUNCIL**

Councilor Lawrence Ortega inquired about the status of the Beautification Project. Ms. Martinez stated that it is still underway and is not sure when the completion date is but believes that it will be another couple of weeks. Councilor Lawrence Ortega asked Ms. Martinez if she believes the deadline for the paperwork to get the emergency loan converted to a grant will be met. Ms. Martinez stated that she is working with Attorney Randy Autio on getting this done. Councilor Lawrence Ortega stated that we should make every effort to convert the loan to a grant and the rate study is part of it. Ms. Martinez stated yes.

XIII. **ADJOURNMENT**

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Motion: Councilor John Ortega
Second: Councilor Lawrence Ortega

In Favor: All
Opposed: None

There being no further business to discuss, the meeting was adjourned at 11:17pm.

ATTEST:

[Signature]
Renee Martinez, CMC

APPROVED:

[Signature]
Mark Gallegos, Mayor

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