VILLAGE OF QUESTA
SPECIAL MEETING MINUTES
THURSDAY, MAY 18, 2017
VILLAGE OF QUESTA COUNCIL CHAMBERS
6:00PM

I. CALL TO ORDER BY MAYOR MARK L. GALLEGOS

Mayor Pro-Tem Brent Jaramillo called the meeting to order at 6:03pm.

II. ROLL CALL

Mayor Pro-Tem Brent Jaramillo asked Village Clerk Renee Martinez to take roll.

Present:
Councilor Lawrence Ortega
Mayor Pro-Tem Brent Jaramillo
Councilor John Anthony Ortega

Not Present:
Councilor Julian Cisneros
Mayor Mark Gallegos

Also Present:
Village Clerk Renee Martinez
Finance Director Karen Shannon

III. PLEDGE OF ALLEGIANCE

Councilor Lawrence Ortega led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Councilor Lawrence Ortega requested an Executive Session - Limited Personnel Matters, regarding Village Administrator and Tourism Coordinator positions.

Councilor John Ortega requested removing item V. - Approval of Tourism Coordinator Hire until the next Regular Meeting.

Motion: Councilor Lawrence Ortega
Second: Councilor John Ortega

In Favor: All
Opposed: None

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

V. ACTION ITEM

A. Approval of Tourism Coordinator Hire

Removed from Agenda.

Village of Questa Special Meeting
May 18, 2017
VI. **FINANCIALS** – Ms. Karen Shannon, Finance Director

A. Discussion of Final March Cash Recap

Ms. Shannon presented the final March recap as of March 31, 2017. She stated that it correlates with the 3rd quarter DFA report. Ms. Shannon stated that all funds are all in balance and it looks like we are financially healthy through the end of the quarter.

Councilor Lawrence Ortega - Page 2- Does the ending cash reflected show all accounts up to date and is there anything significant that will bring these amounts down through the end of the year. Ms. Shannon stated yes, there are some water emergency invoices that were paid in April and May.

B. Discussion & Approval of 3rd Quarter DFA Report

Ms. Shannon stated all totals were double-checked and stood for questions.

Councilor Lawrence Ortega – Has DFA been pleased with the submitted quarterly reports. Ms. Shannon stated yes, they have. There was a question from them as to when BARS were going to get done.

Councilor John Ortega inquired about the balance in EMS; will it roll over. Ms. Shannon stated that if this amount is there at the end of the last quarter, it will be a carry over as beginning cash for the next year.

> Motion: Councilor John Ortega
> Second: Councilor Lawrence Ortega

In Favor: All
Opposed: None

To approve the 3rd Quarter DFA Report as presented. All voted yes. Motion carried.

C. Discussion & Approval of Unpaid Vouchers

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

D. Review & Discussion of FY2018 Interim Budget

Ms. Shannon reviewed the Payroll portion of the budget:

Ms. Shannon stated that she has budgeted a part time custodian position to the following departments: Youth Center, Library, Court, MVD and Administration. It would be 8 hours / week for 52 weeks at $15.00 per hour.

- Legislative – No changes to salaries of elected officials. The state unemployment tax and workers comp tax went down for everyone.
- Judicial – Removed the budgeted amount for bailiff and alternate judge.
- Administrative – The Clerk and Finance Director are budgeted for their regular salaries, not at the temporary raises amount. Changes were made to the Administrative Assistant pay has changed from 11.25

Village of Questa Special Meeting
May 18, 2017
per hour to $15.00 per hour because she is now certified as the Chief Procurement Officer. The responsibility is huge. Ms. Shannon stated that of course the final decision is up to the Council. A discussion was held regarding the position as well as the purchasing procedures. Councilor Ortega inquired about the tanks that were brought for the water emergency and if that contract had to come to Council for approval. He stated we need to keep a handle on the contracts we sign and expenditures we have. An Accounts Payable Clerk has been added for 2 days a week. Ms. Erica Apodaca from MVD is coming in to cross train with Ms. Shannon. Councilor Lawrence Ortega stated that he is fine with this as long as the proper paperwork is done and Ms. Sara Trujillo is able to handle both jobs.

- Police Department – Suggested to budget for 2 a part time officers to alleviate the overtime costs that are being incurred. A discussion was held regarding the overtime and scheduling.
- MVD – No changes – budget for custodian and some overtime.
- Library – Ms. Nicolson requested more hours. We budgeted again for 20 hours a week / 5 days for training and 2 library assistants as well as the custodian.
- Utilities Department – 1 foreman, 2 utilities workers. A discussion regarding giving a raise for passing their tests for certifications. Also budgeted for weekend duty and overtime. A discussion was held regarding implementing a salary schedule. Councilor Lawrence Ortega suggested budgeting for some contractor work if needed. Utility Clerk is being budgeted to be payed out of Solid Waste. Waste Water Operator to be budgeted the same as last year.
- EMS Department – Budgeted for 1 Coordinator at 32 hours a week and an extra 52 hours to cover for other employees and for training and 1 full time position.

A discussion regarding the Property Tax budget amount. It was decided to budget $150,000.00.

A discussion regarding the budgeting for the GRT's and if contractor's are reporting them correctly. Councilor Lawrence Ortega asked Ms. Martinez to inquire about this with Attorney Marcus Rael. I was suggested by Councilor John Ortega to have the contractors who are doing work for us present us with a report at the end of the project to show the reporting.

Small cities amount budgeted at the minimum. Liquor Licenses remain the same. MVD Fees budgeted at the average.

Municipal Court fines are down. A discussion regarding the police department and citations was held. It was decided that this issue needs to be addressed with the Chief of Police.

Councilor Brent Jaramillo asked how much the General Fund was out of balance. Ms. Shannon stated that she is still working on the transfers-in and transfers-out. We are showing a negative $127,000.00 with a carry-over of $55,000.00 but we are hoping to get the emergency reimbursement before June 30th. Councilor John Ortega suggested we leave out the reimbursement amount since we may not get it before June 30th. Ms. Shannon stated that allowable reimbursements totaled $252,700.00. Ms. Shannon stated that she can have all transfers in by the next Friday.

Councilor Jaramillo asked that we get clarification regarding how we can use the Rapid Action Fund regarding trainings.

Councilor Lawrence Ortega asked if we can work on getting a .25 cent raise to employees. Councilor John Ortega and Councilor Brent Jaramillo agreed.

Ms. Shannon stated that she will print a copy of the budget she has now and will be back in the office Monday morning. She stated that she welcomes the Council to come in and work with her. Councilor Jaramillo suggested Ms. Shannon or Ms. Martinez send out emails regarding any changes or suggestions so that everyone is on the same page. Councilor Lawrence Ortega stated that he would be happy to provide his comments to Ms. Shannon to be disseminated to the rest of the Council.

Village of Questa Special Meeting
May 18, 2017
VII. **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 & Tourism Director

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

Roll Call:

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<tr>
<th>Councilor John Anthony Ortega</th>
<th>YES</th>
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<td>Councilor Lawrence Ortega</td>
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<tr>
<td>Mayor Pro-Tem Brent Jaramillo</td>
<td>YES</td>
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Mayor Pro-Tem stated that the Governing Body will go into Executive Session to discuss only the items listed. The Governing Body entered into Executive Session at 8:58pm.

A motion was made to reconvene from Executive Session at 9:32 pm by Councilor John Anthony Ortega, seconded by Councilor Lawrence Ortega.

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

VIII. **MATTERS FROM MAYOR AND COUNCIL**

There were no matters.

IX. **ADJOURNMENT**

Motion: Councilor Lawrence Ortega
Second: Councilor John Ortega

In Favor: All
Opposed: None

There being no further business to discuss, the meeting was adjourned at 9:33pm.

**ATTEST:**

Renee Martinez, CMC

**APPROVED:**

[Signature]
Brent Jaramillo, Mayor Pro-Tem

Village of Questa Special Meeting
May 18, 2017