

1 **VILLAGE OF QUESTA**
 2 **SPECIAL MEETING MINUTES**
 3 **MONDAY, MAY 30, 2017**
 4 **VILLAGE OF QUESTA COUNCIL CHAMBERS**
 5 **6:00PM**

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

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 9 Mayor Gallegos called the meeting to order at 6:03pm.

11 **II. ROLL CALL**

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

15 Present:

16 Councilor Lawrence Ortega
 17 Councilor John Anthony Ortega
 18 Councilor Brent Jaramillo arrived at 6:07.

20 Not Present:

21 Councilor Julian Cisneros

23 Also Present:

24 Village Clerk Renee Martinez
 Finance Director Karen Shannon

27 **III. PLEDGE OF ALLEGIANCE**

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 29 Village Clerk Renee Martinez led the Pledge of Allegiance.

31 **IV. APPROVAL OF AGENDA**

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 33 Councilor Lawrence Ortega requested to add an Executive Session Item regarding limited personnel matters. He
 34 stated that it was discussed in the last meeting to place it on the next meeting agenda. Councilor John Ortega
 35 requested the Administrator position be added to the Executive Session stating that he also thought there would be a
 36 recommendation this evening. Ms. Martinez apologized and stated she must have misunderstood that it would be
 37 on the next regular meeting agenda, not the special meeting.

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 39 Motion: Councilor Lawrence Ortega
 40 Second: Councilor John Ortega

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 42 In Favor: All
 43 Opposed: None

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

47 **V. EXECUTIVE SESSION – (The Governing Body may convene into Executive Session at this time**
 48 **pursuant to the NM Open Meetings Act NMSA 1978 10-15-1)**

- A. Limited Personnel Matters (Section 10-15-1(H) (2)) –
 - 1. Village Administrator Position

2. General Personnel

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A motion to enter into Executive Session to discuss Limited Personnel Matters was made by Councilor John Ortega, 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 6:09pm.

A motion was made to reconvene from Executive Session at 6:55pm by Councilor Brent Jaramillo, seconded by Councilor Lawrence Ortega.

Roll Call:

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

Mayor Gallegos stated that there was no action taken and only items listed were discussed.

VI. **FINANCIALS** – Ms. Karen Shannon, Finance Director

A. Discussion & Approval of Unpaid Vouchers

Councilor John Ortega inquired about Adame Construction and if we know where they are as far as the CDBG project. Ms. Martine stated that according to the engineers, they should be finished in Cabresto by tomorrow May 31th, which she believed was unlikely. Ms. Martinez stated that she will forward the project update to the Council as soon as she receives it tomorrow. Councilor John Ortega asked Ms. Shannon if we were able to claim the Adame Construction invoice with the emergency invoices. Ms. Shannon stated no, because it was never approved to pay because of the Change Order. Councilor Lawrence Ortega stated that the decision was to hold off on the payment or non-payment of this invoice until the change order they requested on the CDBG project is considered; this change order is with the engineers right now. Councilor Lawrence Ortega stated that he is concerned that the ditch has been dry for about 3 weeks. Councilor Lawrence Ortega asked Ms. Martinez to send the updates to the Council tomorrow as soon as they are received.

Councilor Brent Jaramillo stated he got a compliant that B&R has not had any Village business with anyone putting gas at their establishment. It was discussed that sometimes they do not always have diesel. Ms. Martinez stated that we have told all employees to put gas at all Questa gas stations.

A motion to approve the vouchers with the exception of the Adame Construction invoice was made by Councilor Lawrence Ortega, seconded by Councilor John Ortega.

- In Favor: All
- Opposed: None

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

B. Discussion & Approval of FYE 2018 Preliminary Interim Budget

Ms. Shannon stated that a copy of the budget with the changes discussed at the last meeting was given to each of them for review. Ms. Shannon went over the following funds:

- Waste Water Fund – For this current fiscal year \$15,000.00 was transferred from General Fund in order to make it positive so it would have a beginning carryover for next fiscal year of \$2,115.33. Next year we will have to put in \$10,000.00 from the General Fund to have an ending balance next fiscal year of \$2,585.17. This is the only way she was able to balance this out. Mr. Anthony Martinez's contract is currently at \$43,262.00. Councilor Lawrence Ortega asked if there is any way Mr. Archuleta can take on more duties to lower the cost. Mayor Gallegos stated that we are paying Mr. Martinez for use of his certifications for water and waste water, reporting to NMED, sampling and being the signatory authority to all these documents. Mr. Archuleta does run the day to day operations but does not have the certifications to take on more. Ms. Shannon stated that we really need to watch this fund.

Councilor Lawrence Ortega stated that we should be getting some revenue in on the sewer revenue side with the new sewer line installation on Cabresto and Abra Road. Ms. Shannon only budgeted for 3 connections because she did not want to overstate it but we can add BARS as they come in. It was decided to budget 10 sewer connections.

- Solid Waste and Water Funds – If there is not an increase in rates, the carryover will be very low. Councilor Jaramillo stated that we are going to have to slow down the expenses in these funds if we don't get the rate study done soon. Councilor John Ortega asked if this budget reflects the CPI increase from Waste Management. Ms. Shannon stated that it is in the expense side but not on the revenue side.
- Travel & Training – Ms. Shannon stated that all travel and training expenses have been budgeted within their own funds. All training costs were removed out of the Rapid Action Fund with the exception of the Mayor and Council until we get clarification in writing regarding how the Rapid Action fund may be used. Councilor John Ortega suggested that because we passed a travel freeze, all travel & training should come out and be left out of the budget; until the freeze is lifted. Councilor Lawrence Ortega agreed since the freeze is short term. Ms. Shannon stated that she will remove it but informed the Council that it would not make that big of a difference. Councilor Brent Jaramillo was also in agreement.
- Employee Raises – Councilor John Ortega stated that as much as he hates to say it, the raises are probably going to have to wait. Maybe we can BAR them in once we get the emergency money. The raises for all departments will total \$13,192.71. Ms. Shannon stated she will remove the .25 cent increases.
- Overtime – Councilor John Ortega asked if it was necessary to budget for overtime. Ms. Shannon stated yes because we are going to have overtime. He asked if we had to budget it; couldn't we BAR the overtime later on. Ms. Shannon stated that the reality is that there is going to be overtime. If it is absolutely needed then we will pay it. Councilor John Ortega stated that he is just offering suggestions; if it is not going to work, we won't do it. It was decided to remove all overtime.
- Street Fund – Ms. Shannon placed the \$10,000.00 for Bixby to maintain the streetlights. \$25,000.00 was placed in the fund to possibly hire a contractor for potholes if needed. However, we have matches for the COOP grants that total \$35,188.00. These are not in the budget at all and are due December 2017.

Mayor Gallegos requested that this presented budget (not including the above cuts) be turned in to DFA as is and if we do not receive the emergency money in the next 3-4 weeks we go with removing all the requested cuts and go with that. Ms. Shannon stated we will know by June 30th for the 1st meeting in July what we will need to do. The only changes to the presented budget will be the matches for the coop grants and putting the emergency money in if we receive it by June 3th. Everything else would remain the same. It was decided that the preliminary budget be turned in as is, with the above 2 changes.

Ms. Shannon stated that all changes would have to be made the 1st meeting in July and the final budget approved the 2nd meeting in July and turned into DFA by the end of the month.

155 A discussion was held regarding furloughs. Mayor Gallegos stated that if needed, instead of furloughs or layoffs,
156 maybe we can also look at the employee insurance and only pay the insurance for the employee and not the family.
157 A discussion was held.

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159 Mayor Gallegos stated that a directive to the Police Department to run traffic more often will be given. We will
160 continue to enforce the Water/Sewer ordinance to the fullest degree. Anyone who has defaulted in their payment
161 plans will be disconnected.

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163 Motion: Councilor Brent Jaramillo
164 Second: Councilor Lawrence Ortega

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166 In Favor: All
167 Opposed: None

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169 To approve the FYE 2018 Preliminary Interim Budget. All voted yes. Motion carried.

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171 **VI. MATTERS FROM MAYOR AND COUNCIL**

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173 Mayor Gallegos would like to get all the consultants representing the Village in all projects meet with the
174 Governing Body for updates.

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176 Councilor Lawrence Ortega stated that he would like to be present for the mandrel and camera testing on the sewer
177 lines on Cabresto.

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179 Mayor Gallegos stated that Ms. Shannon found the asset inventory software that was started. Ms. Erica Apodaca
180 will be working on it on the 2 days she is here at the administrative office.

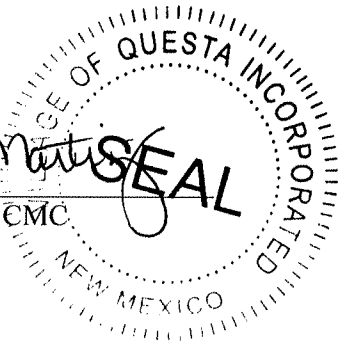
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182 **VII. ADJOURNMENT**

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184 Motion: Councilor John Ortega
185 Second: Councilor Brent Jaramillo

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187 In Favor: All
188 Opposed: None

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190 There being no further business to discuss, the meeting was adjourned at 8:30pm.

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193 **ATTEST:**

194 *Renee Martinez*
195
196 Renee Martinez, CMC
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APPROVED:

Mark Gallegos
Mark Gallegos, Mayor