VILLAGE OF QUESTA
REGULAR MEETING MINUTES
TUESDAY, OCTOBER 24, 2017
VILLAGE OF QUESTA COUNCIL CHAMBERS
6:00PM

I. CALL TO ORDER BY MAYOR MARK L. GALLEGOS

Mayor Gallegos called the meeting to order at 6:10pm.

II. ROLL CALL

Mayor Gallegos asked Village Clerk Renee Martinez to take roll.

Present:
Councilor John Ortega
Councilor Lawrence Ortega

Not Present:
Councilor Julian Cisneros
Councilor Brent Jaramillo

Also Present:
Village Administrator Nicolas Maestas was present by phone.
Village Clerk Renee Martinez
Finance Director Karen Shannon
Attorney Lance Hough

III. PLEDGE OF ALLEGIANCE

Ms. Karen Shannon led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Motion: Councilor Lawrence Ortega
Second: Councilor John Ortega

In Favor: All
Opposed: None

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

V. 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.)

No Public Comments.

VI. ACTION ITEMS

A) Discussion, Consideration & Decision regarding approval of Abra Road Paving Project and Pothole Rehabilitation of Embargo and Cabresto Roads
Mr. Maestas stated that this item is for the paving of Abra Road, the cut-out for pothole repair of Embargo Road and Cabresto Road. He is working on getting the contract finalized. He has been in contact with our attorney and Mr. Joe Moore to make sure we have a clear picture moving forward with this. This is going to cost us about $108,700.00. Because the contract is not finalized, he is asking the Council to be able to allow him the authority to enter into a contract up to $110,000.00.

Councilor John Ortega asked if the $108,000.00 is going to cover all 3 roads. Mr. Maestas stated yes.

Councilor Lawrence Ortega stated that he believed that we had $160,000.00 for that entire project. Mr. Maestas stated yes. He stated that Item B on the agenda is for asphalt removal and ground prep which is included in the $160,000.00.

Councilor John Ortega asked if we need to add Embargo and Cabresto Road pothole repair to this action item. Mr. Maestas stated that the state pricing agreement Northern Mountain has with the state allows for an overlay, but does not include the removal of the asphalt or the road prep. We wouldn't be able to put all the funding in one contract. Councilor John Ortega stated that understands that but the action item only mentions Abra Road.

Attorney Lance Hough stated that we can clean up the agenda by changing up this action item to include Embargo and Cabresto Roads.

Councilor Lawrence Ortega made a motion to approve a contract of up to $110,000.00 for road improvements to Abra, Embargo and Cabresto Roads. Seconded by Councilor John Ortega.

In Favor: All
Opposed: None

To approve the above motion as stated. All voted yes. Motion carried.

**B) Discussion, Consideration & Decision regarding approval of Asphalt Rehabilitation Contract**

Mr. Maestas stated that this item is for the removal, subgrade and pothole rehabilitation - up to standards for the overlay to come in. He calculated that it will have enough money to have about 1600 square yards removed and have overlaid. He stated that he sent out a request for quotes two weeks ago to about 6 excavating companies for the prep work and excavation. He received one quote for about $19.00 for just the subgrade compaction. Our Public Works department has removed about 255 square yards of the asphalt already off Abra Road. There has not been any asphalt removed from Embargo or Cabresto.

Mr. Maestas is asking the Governing Body’s permission to be able to enter into a contract and negotiate to get these parts of the project completed so that the contractor for the overlay can come in and lay the asphalt.

Councilor Lawrence Ortega asked if this section includes the base course. Mr. Maestas stated that it does include base course. It is for the removal of 6 inches of subgrade and the re-compaction of base course. He stated that Mr. Moore assisted him with the language.

Mayor Gallegos asked Councilor Lawrence Ortega if these numbers sound reasonable. Councilor Lawrence Ortega stated yes because they will have to dispose of what they remove and cut out. He assumes that this will include the disposal of that material. Mr. Maestas stated that he believes it is included in the quote.

Mayor Gallegos suggested to Mr. Maestas that our staff do more of the pre work to lower our cost and maybe we can use that material elsewhere. Mr. Maestas stated that his concern is the timing.

A motion to approve the Asphalt Rehabilitation Contract not to exceed $45,000.00 was made by Councilor Lawrence Ortega, seconded by Councilor John Ortega.
In Favor: All
Opposed: None

To approve the above motion as stated. All voted yes. Motion carried.

C) Discussion, Consideration & Decision regarding approval of Sewer Infrastructure Associated with Paving

Mr. Maestas stated that this item is for the risers to be put in on the manholes on Abra Road. The Administrator, through our procurement policy has the authority to enter into a contract of up to $20,000.00. He is confident that it will be no more than $15,000.00, which is under the threshold. He doesn’t believe this item needs to be an action item. Mr. Maestas stated that he is going to do everything he can to get all of this done with the $160,000.00.

Councilor Lawrence Ortega asked about the number of manholes and water valves. Mr. Maestas stated that there are 9 manholes and 4 water valves. Councilor Lawrence Ortega asked where the $15,000.00 price came from. Mr. Maestas stated that he got the information from Mr. Perovich who stated roughly about $800.00 per water valve and about $1,500.00 per manhole. Councilor Lawrence Ortega stated that those prices seem high, he may want to double check them.

VII. FINANCIALS – Ms. Karen Shannon, Finance Director

A) Approval of Out of State Travel – Judicial Department

Ms. Shannon stated that Judge Rael will be attending the National League of Cities Conference in Charlotte, North Carolina.

Motion: Councilor John Ortega
Second: Councilor Lawrence Ortega

In Favor: All
Opposed: None

To approve the out of state travel for Judge Michael Rael. All voted yes. Motion carried.

B) Approval of Unpaid Vouchers as of October 20, 2017

Ms. Shannon stated that the vouchers presented are as of October 20, 2017.

Councilor John Ortega stated that there is a meter at Molycorp Field that is destroyed and we are paying a minimum charge on it monthly. Ms. Shannon stated that this meter has been identified as a safety hazard. She has received a final bill on that meter and it has been turned off. Councilor John Ortega asked if Ms. Shannon has noticed a difference in the charges of the meters for the street lights since they have been or constantly. She stated that one of the utility workers is now manually turning them off and on.

Councilor Lawrence Ortega asked about the amount for the mileage and the meals for himself and the Mayor for the Infrastructure conference that is coming up; and why is the amount so different for Mr. Maestas. Ms. Shannon stated that Mr. Maestas asked to go straight per diem instead of actuals. Councilor Lawrence Ortega asked if they have a choice. Ms. Shannon stated yes.

Motion: Councilor John Ortega
Second: Councilor Lawrence Ortega

In Favor: All
Opposed: None

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To approve the Unpaid Vouchers as presented. All voted yes. Motion carried.

C) Review Preliminary September Financial Report

Ms. Shannon stood for questions.

Councilor Lawrence Ortega asked if this report was for the quarter. Ms. Shannon stated yes.

Councilor John Ortega asked if Ms. Shannon sees anything here of concern. Ms. Shannon stated that she is glad we made it through the quarter with every department positive. GRT's are down. We are fine within each fund but our revenues are down.

D) Review September Paid Invoice Report

Ms. Shannon stood for questions on the paid invoice report.

Councilor Lawrence Ortega asked if all of these invoices were approved by the Council. Ms. Shannon stated that she does not bring the utilities or pre-approved contract payments to the Council. They are included in this report and will be happy to answer any questions the Council may have.

E) Approval of FY 2018 First Quarter Internal BAR's

Ms. Shannon stated that these BAR's are for the 1st quarter of fiscal year 2018. They are all within the same department so that they zero out.

Councilor Lawrence Ortega asked if this includes the $20,000.00 shortfall that we are going to have in the Youth & Family Center project. Ms. Shannon stated that in the Resolution she removed the revenue as a source of revenue and removed the transfer, putting that money back into the General Fund. So, in the Resolution itself, it is taken care of it is not going to be reflected in our budget after it is approved. The cash in our General Fund is going to be that much less. Councilor Lawrence Ortega asked if this is an acceptable practice. Ms. Shannon stated that we are still positive, so we will be ok, we just have to make sure we stay within budget. She will have to explain to her budget analyst why I'm decreasing.

Motion: Councilor Lawrence Ortega
Second: Councilor John Ortega

In Favor: All
Opposed: None

To approve the FY 2018 First Quarter Internal BAR's. All voted yes. Motion carried.

F) Approval of FY 2018 First Quarter DFA Bar's – Resolution 2017-21

Motion: Councilor John Ortega - Table Item F to below Item I – (A majority of the Council is needed to approve a Resolution)

Second: Councilor Lawrence Ortega

In Favor: All
Opposed: None

To approve tabling Item F to below Item I. All voted yes. Motion carried.

G) Review Final September Cash Recap Report

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Ms. Shannon reviewed the final September cash report and stood for questions. She stated that the Livestock Corral revenue and expenditures were not included in the Resolution but will be putting a BAR together in the next quarter for these funds.

H) Review of Final September Financial Report

Ms. Shannon stated that this report includes the internal and DFA BAR’s. Everything is correct in this report and has already need entered into the DFA report and it all balances.

I) Approval of FY 2018 First Quarter DFA Report

Ms. Shannon stated that this item cannot be approved until the Resolution is approved.

An attempt to contact Councilor Brent Jaramillo and Councilor Julian Cisneros was made. Councilor Jaramillo stated he was in a meeting and was not available. Councilor Julian Cisneros could not be contacted.

Motion: Councilor John Ortega – Table until a later date.
Second: Councilor Lawrence Ortega

In Favor: All
Opposed: None

To table Item I until a later date. All voted yes. Motion carried.

F) Approval of FY 2018 First Quarter DFA Bar’s – Resolution 2017-21

Motion: Councilor John Ortega - Table until a later date.
Second: Councilor Lawrence Ortega

In Favor: All
Opposed: None

To table Item F until a later date. All voted yes. Motion carried.

VIII. MATTERTS FROM ADMINISTRATOR – Mr. Nicholas Maestas

Mr. Maestas updated the Council on the following:

- Thanked the Council Members and Mayor who attended the retreat.

Will have a more detailed update at the next meeting.

IX. MATTERTS FROM ATTORNEY

Attorney Lance Hough informed the Governing Body that the presentation to the Council by PV Navigator will be able to be here on November 6th or 20th. It was decided that November 6th at 6:00pm would work.

The QLW will need a council member on the Board of Directors. Councilor John Ortega asked if the 3 at large members from the community are to be appointed by the Council. Mayor Gallegos stated that Marcus Rael explained that the initial board would be developed with one Council member, one QEDF member and 3 at large community members appointed initially by the Village Council.

/ Mr. Hough inquired about the support letter for the NM State Game Commission and Dept. of Game and Fish and if it was something we wanted to put on the agenda again. Mayor Gallegos stated that Councilor John Ortega

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would like to see some kind of public participation. Direction was given to Mr. Hough to reach out to Toner Mitchel of Trout Unlimited to hold a community meeting.

X. MATTERS FROM MAYOR AND COUNCIL

Councilor John Ortega: Inquired if the MVD Clerk was hired. Ms. Martinez stated that we did offer the job to someone, she came in for the background check and then turned it down. We will probably have to re-advertise. Councilor Lawrence Ortega asked what the problem is. Is it the salary? Ms. Martinez thinks it is partly the salary. It will be posted again locally. Councilor Lawrence Ortega asked if the locals know this position is available. Ms. Martinez stated that she is sure they know. She gets inquiries about the job regularly and the first question is what the pay is. We have posted it locally a couple of times. It is on our website and on our face book page. Councilor Lawrence Ortega is surprised that we have not found someone to fill this position.

 Councilor Lawrence Ortega: Asked Mr. Maestas if he was able to schedule a final inspection on the beautification project. He stated that he reached out to La Yucca to do a walk through and the owner was out of town, and they wanted to charge a fee. He left it at that for now. Mayor Gallegos stated that we can go back and look at the contract and go over the tasks at hand to see if there were any changes with the trees or design work. Between all of us we can do a walk through and then call them up if we need to.

Mayor Gallegos: Asked Mr. Maestas to check the dollar amount Bixby is wanting to charge us to get the lights working in town. Maybe we can prepare something for next meeting. Mr. Maestas stated that we have a better idea of what the issue is. Also, there is roof damage at the La Cienega property. Maybe we can get an estimate on the roof and reach out for some volunteers to secure it. Ms. Shannon stated that we have $437.00 in the La Cienega budget.

XI. ADJOURNMENT

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 7:23pm.

ATTEST: 

[Signature]

Renee Martinez, Clerk

APPROVED:

[Signature]

Mark Gallegos, Mayor

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