

1 **VILLAGE OF QUESTA**
 2 **REGULAR MEETING MINUTES**
 3 **TUESDAY, OCTOBER 24, 2017**
 4 **VILLAGE OF QUESTA COUNCIL CHAMBERS**
 5 **6:00PM**

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

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

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 11 II. **ROLL CALL**

12
 13 Mayor Gallegos asked Village Clerk Renee Martinez to take roll.

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 15 Present:

16 Councilor John Ortega

17 Councilor Lawrence Ortega

18
 19 Not Present:

20 Councilor Julian Cisneros

21 Councilor Brent Jaramillo

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 23 Also Present:

24 Village Administrator Nicolas Maestas was present by phone.

25 Village Clerk Renee Martinez

26 Finance Director Karen Shannon

27 Attorney Lance Hough

28
 29 III. **PLEDGE OF ALLEGIANCE**

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 31 Ms. Karen Shannon led the Pledge of Allegiance.

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 33 IV. **APPROVAL OF AGENDA**

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 35 Motion: Councilor Lawrence Ortega

36 Second: Councilor John Ortega

37
 38 In Favor: All

39 Opposed: None

40
 41 To approve the agenda as presented. All voted yes. Motion carried.

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 43 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.)*

44
 45
 46
 47 No Public Comments.

48
 49 VI. **ACTION ITEMS**

- 50 A) Discussion, Consideration & Decision regarding approval of Abra Road Paving Project and Pothole Rehabilitation of Embargo and Cabresto Roads

53 Mr. Maestas stated that this item is for the paving of Abra Road, the cut-out for pothole repair of Embargo Road
 54 and Cabresto Road. He is working on getting the contract finalized. He has been in contact with our attorney and
 55 Mr. Joe Moore to make sure we have a clear picture moving forward with this. This is going to cost us about
 56 \$108,700.00. Because the contract is not finalized, he is asking the Council to be able to allow him the authority
 57 to enter into a contract up to \$110,000.00.

58
 59 Councilor John Ortega asked if the \$108,000.00 is going to cover all 3 roads. Mr. Maestas stated yes.

60
 61 Councilor Lawrence Ortega stated that he believed that we had \$160,000.00 for that entire project. Mr. Maestas
 62 stated yes. He stated that Item B on the agenda is for asphalt removal and ground prep which is included in the
 63 \$160,000.00.

64
 65 Councilor John Ortega asked if we need to add Embargo and Cabresto Road pothole repair to this action item. Mr.
 66 Maestas stated that the state pricing agreement Northern Mountain has with the state allows for an overlay, but
 67 does not include the removal of the asphalt or the road prep. We wouldn't be able to put all the funding in one
 68 contract. Councilor John Ortega stated that understands that but the action item only mentions Abra Road.

69
 70 Attorney Lance Hough stated that we can clean up the agenda by changing up this action item to include Embargo
 71 and Cabresto Roads.

72
 73 Councilor Lawrence Ortega made a motion to approve a contract of up to \$110,000.00 for road improvements to
 74 Abra, Embargo and Cabresto Roads. Seconded by Councilor John Ortega.

75
 76 In Favor: All
 77 Opposed: None

78
 79 To approve the above motion as stated. All voted yes. Motion carried.

80
 81 **B) Discussion, Consideration & Decision regarding approval of Asphalt Rehabilitation Contract**

82
 83 Mr. Maestas stated that this item is for the removal, subgrade and pothole rehabilitation - up to standards for the
 84 overlay to come in. He calculated that it will have enough money to have about 1600 square yards removed and
 85 have overlaid. He stated that he sent out a request for quotes two weeks ago to about 6 excavating companies for
 86 the prep work and excavation. He received one quote for about \$19.00 for just the subgrade compaction. Our
 87 Public Works department has removed about 255 square yards of the asphalt already off Abra Road. There has
 88 not been any asphalt removed from Embargo or Cabresto.

89
 90 Mr. Maestas is asking the Governing Body's permission to be able to enter into a contract and negotiate to get
 91 these parts of the project completed so that the contractor for the overlay can come in and lay the asphalt.

92
 93 Councilor Lawrence Ortega asked if this section includes the base course. Mr. Maestas stated that it does include
 94 base course. It is for the removal of 6 inches of subgrade and the re-compaction of base course. He stated that
 95 Mr. Moore assisted him with the language.

96
 97 Mayor Gallegos asked Councilor Lawrence Ortega if these numbers sound reasonable. Councilor Lawrence
 98 Ortega stated yes because they will have to dispose of what they remove and cut out. He assumes that this will
 99 include the disposal of that material. Mr. Maestas stated that he believes it is included in the quote.

100
 101 Mayor Gallegos suggested to Mr. Maestas that our staff do more of the pre work to lower our cost and maybe we
 102 can use that material elsewhere. Mr. Maestas stated that his concern is the timing.

103
 104 A motion to approve the Asphalt Rehabilitation Contract not to exceed \$45,000.00 was made by Councilor
 105 Lawrence Ortega, seconded by Councilor John Ortega.

106

107 In Favor: All
 108 Opposed: None

109
 110 To approve the above motion as stated. All voted yes. Motion carried.

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

113
 114 Mr. Maestas stated that this item is for the risers to be put in on the manholes on Abra Road. The Administrator,
 115 through our procurement policy has the authority to enter into a contract of up to \$20,000.00. He is confident that
 116 it will be no more than \$15,000.00, which is under the threshold. He doesn't believe this item needs to be an
 117 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.

118
 119 Councilor Lawrence Ortega asked about the number of manholes and water valves. Mr. Maestas stated that there
 120 are 9 manholes and 4 water valves. Councilor Lawrence Ortega asked where the \$15,000.00 price came from.
 121 Mr. Maestas stated that he got the information from Mr. Perovich who stated roughly about \$800.00 per water
 122 valve and about \$1,500.00 per manhole. Councilor Lawrence Ortega stated that those prices seem high, he may
 123 want to double check them.

124
 125 VII. **FINANCIALS** – Ms. Karen Shannon, Finance Director

126
 127 A) Approval of Out of State Travel – Judicial Department

128
 129 Ms. Shannon stated that Judge Rael will be attending the National League of Cities Conference in Charlotte, North
 130 Carolina.

131
 132 Motion: Councilor John Ortega
 133 Second: Councilor Lawrence Ortega

134
 135 In Favor: All
 136 Opposed: None

137
 138 To approve the out of state travel for Judge Michael Rael. All voted yes. Motion carried.

139
 140 B) Approval of Unpaid Vouchers as of October 20, 2017

141
 142 Ms. Shannon stated that the vouchers presented are as of October 20, 2017.

143
 144 Councilor John Ortega stated that there is a meter at Molycorp Field that is destroyed and we are paying a minimum
 145 charge on it monthly. Ms. Shannon stated that this meter has been identified as a safety hazard. She has received
 146 a final bill on that meter and it has been turned off. Councilor John Ortega asked if Ms. Shannon has noticed a
 147 difference in the charges of the meters for the street lights since they have been on constantly. She stated that one
 148 of the utility workers is now manually turning them off and on.

149
 150 Councilor Lawrence Ortega asked about the amount for the mileage and the meals for himself and the Mayor for
 151 the Infrastructure conference that is coming up; and why is the amount so different for Mr. Maestas. Ms. Shannon
 152 stated that Mr. Maestas asked to go straight per diem instead of actuals. Councilor Lawrence Ortega asked if they
 153 have a choice. Ms. Shannon stated yes.

154
 155 Motion: Councilor John Ortega
 156 Second: Councilor Lawrence Ortega

157
 158 In Favor: All
 159 Opposed: None

160

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

162

163 C) Review Preliminary September Financial Report

164

165 Ms. Shannon stood for questions.

166

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

168

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

172

173 D) Review September Paid Invoice Report

174

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

176

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

180

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

182

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

185

186 Councilor Lawrence Ortega asked if this includes the \$20,000.00 shortfall that we are going to have in the Youth
187 & Family Center project. Ms. Shannon stated that in the Resolution she removed the revenue as a source of
188 revenue and removed the transfer, putting that money back into the General Fund. So, in the Resolution itself, it
189 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
190 going to be that much less. Councilor Lawrence Ortega asked if this is an acceptable practice. Ms. Shannon stated
191 that we are still positive, so we will be ok, we just have to make sure we stay within budget. She will have to
192 explain to her budget analyst why I'm decreasing.

193

194 Motion: Councilor Lawrence Ortega

195 Second: Councilor John Ortega

196

197 In Favor: All

198 Opposed: None

199

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

201

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

203

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

206

207 Second: Councilor Lawrence Ortega

208

209 In Favor: All

210 Opposed: None

211

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

213

214 G) Review Final September Cash Recap Report

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

218
 219
 220 **H) Review of Final September Financial Report**

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

223
 224 **D) Approval of FY 2018 First Quarter DFA Report**

225
 226 Ms. Shannon stated that this item cannot be approved until the Resolution is approved.

227
 228 An attempt to contact Councilor Brent Jaramillo and Councilor Julian Cisneros was made. Councilor Jaramillo
 229 stated he was in a meeting and was not available. Councilor Julian Cisneros could not be contacted.

230
 231 Motion: Councilor John Ortega – Table until a later date.

232 Second: Councilor Lawrence Ortega

233
 234 In Favor: All

235 Opposed: None

236
 237 To table Item I until a later date. All voted yes. Motion carried.

238
 239 **F) Approval of FY 2018 First Quarter DFA Bar's – Resolution 2017-21**

240
 241 Motion: Councilor John Ortega - Table until a later date.

242 Second: Councilor Lawrence Ortega

243
 244 In Favor: All

245 Opposed: None

246
 247 To table Item F until a later date. All voted yes. Motion carried.

248
 249 **VIII. MATTERS FROM ADMINISTRATOR – Mr. Nicholas Maestas**

250
 251 Mr. Maestas updated the Council on the following:

- 252
- 253 • Thanked the Council Members and Mayor who attended the retreat.
- 254

255 Will have a more detailed update at the next meeting.

256
 257 **IX. MATTERS FROM ATTORNEY**

258
 259 Attorney Lance Hough informed the Governing Body that the presentation to the Council by PV Navigator will
 260 be able to be here on November 6th or 20th. It was decided that November 6th at 6:00pm would work.

261
 262 The QLW will need a council member on the Board of Directors. Councilor John Ortega asked if the 3 at large
 263 members from the community are to be appointed by the Council. Mayor Gallegos stated that Marcus Rael
 264 explained that the initial board would be developed with one Council member, one QEDF member and 3 at large
 265 community members appointed initially by the Village Council.

266
 267
 268 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

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

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X. MATTERS FROM MAYOR AND COUNCIL

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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.

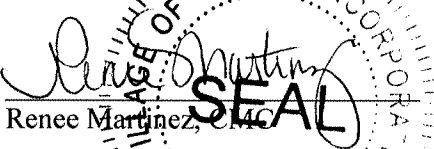
XI. ADJOURNMENT

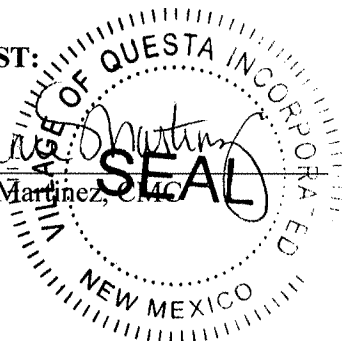
Motion: Councilor John Ortega
 Second: Councilor Lawrence Ortega

In Favor: All
 Opposed: None

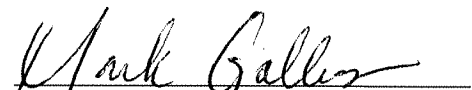
There being no further business to discuss, the meeting was adjourned at 7:23pm.

ATTEST:


 Renee Martinez, Clerk



APPROVED:


 Mark Gallegos, Mayor