

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

CALL TO ORDER BY MAYOR MARK L. GALLEGOS

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

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:

Administrator Loretta Trujillo
Village Clerk Renee Martinez
Finance Director Karen Shannon
Attorney Randy Autio

III. PLEDGE OF ALLEGIANCE

Questa School Board member Daryl Ortega led the Pledge of Allegiance.

IV. APPROVAL OF AGENDA

Motion: Councilor Lawrence Ortega
Second: Councilor Brent Jaramillo

In Favor: All
Opposed: None

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

V. APPROVAL OF MINUTES –

- Special Meeting, December 15, 2016

Motion: Councilor Lawrence Ortega
Second: Councilor Brent Jaramillo

In Favor: All
Opposed: None

To approve the minutes of December 15, 2016 - Special Meeting as presented. All voted yes. Motion carried.

- Regular Meeting, January 10, 2017

Motion: Councilor John Anthony Ortega

Second: Councilor Brent Jaramillo

In Favor: All

Opposed: None

To approve the minutes of January 10, 2017 - Regular 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.)*

- Mr. Daryl Ortega – Expressed his concerns with potholes on Cabresto Road, dumpsters in easement of right away and Kit Carson fiber lines hanging too low. He asked if anyone in the Village checks for right of ways or if there is an ordinance that allows for minimum height requirements.

Councilor Lawrence Ortega stated that the Village has a project planned to improve Cabresto Road hopefully this summer. He stated that the Governing Body knows it is a problem, he drives Cabresto Road every day. Councilor John Anthony Ortega stated that as an employee of Kit Carson Electric, he has measured all of the fiber line clearances and they are fine.

- Ms. Jeannie Masters asked as a follow up to Mr. Ortega's concern if the Cabresto Road will also be widened. Councilor Lawrence Ortega stated that not at this time; widening would require right of way acquisition. He stated that maybe down the road we can look at widening the road.

VII. **PRESENTATIONS**

A. Kit Carson Electric Cooperative Solar Plan Report – Mr. Luis Reyes, KCE CEO/General Manager

Mr. Luis Reyes thanked the Mayor and Council for allowing him to present tonight. He stated, for clarification, that Comcast is leaving Questa, Red River and Angel Fire and part of the agreement they had is that the poles that their lines are attached to, must be removed. In this process a lot of the cable infrastructure owned by Comcast is very low. Today, a Waste Management truck got caught on one of the lines. Also, the Kit Carson fiber lines are located up in the electric space. They are in compliance.

Mr. Reyes introduced the Chairman of their Board, Mr. Bobby Ortega, who was also present.

Mr. Reyes updated the Governing Body on the Kit Carson Electric Solar Deployment Plan 2016. The goals and objectives of the plan are to have 100% of the summer peak load on solar energy by 2030. Kit Carson will obtain this goal by strategically placing 35, 1 MW solar arrays scattered throughout the service territory. Member input will be solicited on the solar strategy. They are also talking to Chevron for their participation. He stated that today, on a sunny day, between the Chevron and the Amalia arrays, Questa north is 100% solar. He stated that he does not believe that any other community in New Mexico can make that claim. Their consultants are looking into different ordinances in municipalities and counties to make sure that we can build. They may have to come back and request the Governing Bodies of different municipalities to amend their ordinances in order to get this project going. This project will also bring local jobs to our area.

Councilor Brent Jaramillo asked Mr. Reyes that years back, he had agreed on the term Solar Farm and there were residents that agreed with this concept, would he still be open to this concept. We talked about doing something like this at the business park years back. Mr. Reyes stated that this is part of community solar. We are working with PRC with the State of NM to see if current statutes allow this. In the master plan for the business park was to make it a green industrial park. This is something we want to continue.

Councilor John Anthony Ortega stated that during the water outage we identified several problems within our system. Before the outage we also identified that we were in need of Standard Operating Procedures. He asked if Kit Carson would be willing to assist us in developing these SOP's. He sees a lot at Kit Carson that would help us improve our water system as a whole. Also, we were talking about putting together a water advisory board and it would be important that Kit Carson have a seat on this board to help us develop SOP's or assist in other areas. Mr. Reyes stated that they would be happy to share their concepts with the Village and in turn the Village could refine them to their standards.

The Governing Body thanked Mr. Reyes for his presentation.

B. Questa History Trail Planning Group – Mr. Flavio Cisneros and Mr. Tim Long

Mr. Flavio Cisneros stated that are present this evening to elicit support from the Village for a project that they undertook last year. They would like to propose a history trail that would enlighten the history of the community. The group would look for funding through different agencies. Mr. Long stated that a rough budget was put together as well as ideas for signage.

Councilor Brent Jaramillo stated that he supports their business partners and ideas. He stated that a key partner would be the Northern Rio Grande Heritage Group to assist with funding and open doors with the NMDOT. Also, sitting down with the QEDF would be a great idea.

Councilor Lawrence Ortega stated that he does support the committee's efforts. Councilor John Anthony Ortega also stated that he is in support of this project.

Mayor Gallegos applauded the group's efforts and is in full support of the project.

VIII. UPDATES/DISCUSSION

A. Village of Questa Fire Fund – Mr. Michael Cordova, Taos County Fire Chief

Mr. Michael Cordova updated the Governing Body on at this year's Legislative Session with HB 4 and SB 112 and how they may be giving out our allotments and how it affects the Fire Protection Grant. He presented a breakdown of how it will affect the Village of Questa. The State of NM will be taking \$80 million from the Fire Funds around the State. Instead of the yearly allotment, the Village will be getting about \$2,200.00 monthly. This bill passed the House and the Senate and is sitting on the Governor's desk for signature. The Law Enforcement Fund and the Schools will also take a hit. The budget process will be a challenge.

Councilor Brent Jaramillo stated that they are expecting local government to cover any short falls. The Village of Questa does not have the means to do this.

Councilor Lawrence Ortega asked what our current ISO rating is. Mr. Cordova stated that it is currently at 5.

Mayor Gallegos asked Ms. Shannon what we currently have in our Fire Department Fund and also would we be able to have a preference of how the allotment would be distributed. Ms. Shannon stated that \$ 32,000.00 is sitting in the bank right now and we will need this for the rest of the year. A discussion regarding a carryover was held. Mr. Cordova stated that the allotment will more than likely be distributed quarterly or in a lump sum until next fiscal year.

155 Councilor John Anthony Ortega asked how the State can take money that was earmarked for Fire Protection from the
 156 insurance companies and use that to fix the state budget. Mr. Cordova stated that essentially they are going back to
 157 the old way, minus the monthly allotments. Councilor Jaramillo stated that the Legislature did not consider the loan
 158 payments with the NM Finance Authority or the insurances. Councilor John Anthony Ortega asked the Mayor if we
 159 can send a letter to the Governor asking her to veto this bill. Mr. Cordova also stated that there is an amendment to
 160 this bill, and read it aloud. Mayor Gallegos stated that we will get this letter drafted and sent to the Governor's office.
 161 Ms. Trujillo stated that if anyone knows of a municipality that has already drafted a letter to please let her know so that
 162 we may piggyback off of it; if not she will start creating it tomorrow. Councilor John Anthony Ortega stated that this
 163 letter should be sent within the next 2-3 days and any phone calls that can be made should be done as soon as possible.

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 165 The Mayor and Council thanked Mr. Cordova for his presentation.

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 167 **B. Board of Finance Loan**

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 169 Ms. Trujillo stated that that she and Mayor Gallegos attended the Board of Finance hearing last Wednesday in which
 170 our request for emergency funds was on the agenda. The Village was granted a loan instead of a grant. There is certain
 171 criteria that they would like us to meet in order for the loan to be changed over to a grant. She stated that this was not
 172 due to an emergency it was due to maintenance issue.

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 174 Councilor John Antony Ortega asked how they came to the determination that this was due to a maintenance issue.
 175 Ms. Trujillo stated that it was based on the letter that she was required to send to them as part of the application.

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 177 Councilor Lawrence Ortega asked how the \$130,000.00 amount come about. Ms. Trujillo stated that early on in our
 178 emergency, Mr. Amalio Madueno came and let us know that he was willing to look for grants on our behalf. Mr.
 179 Madueno applied to the Board of Finance for \$5,000.00. Mayor Gallegos stated it was \$50,000.00. Ms. Trujillo stated
 180 that it was \$50,000.00. This amount was on the December Board Meeting agenda for approval. By that time we
 181 realized we were going to need a lot more money, and we kind of estimated the \$130,000.00 amount without knowing
 182 what our costs were going to be. It was at \$130,000.00 when we asked them to pull it from the December agenda. She
 183 stated that at our council meeting, the council requested that we ask them for more money. However, in speaking with
 184 Donna Maestas, Deputy Director for the Board of Finance, she cautioned Ms. Trujillo about asked for additional
 185 money, stating that increasing the amount a third time was not a good idea. On top of this, Ms. Trujillo stated that she
 186 dropped the ball and didn't ask for more money. Councilor Lawrence Ortega stated that the Council passed a
 187 Resolution asking for the \$350,000.00, did they not know about that? Ms. Trujillo stated that they had the Resolution.
 188 She stated that she failed to change the amount from the \$130,000.00 that went before the Board. Councilor Lawrence
 189 Ortega stated that since the amount didn't change, we could have had this approved since December. Ms. Trujillo
 190 stated that it did change from \$50,000.00 to \$130,000.00. Mayor Gallegos stated that in December we could have
 191 went before them and asked for the \$130,000.00. Ms. Trujillo stated that we were not prepared in December with the
 192 financial paperwork and other required documents. We were told about the hearing on a Friday and needed to be
 193 prepared by the following Tuesday. Councilor Lawrence Ortega stated that we are approaching almost \$600,000.00.
 194 Ms. Trujillo stated that she was informed by Ms. Shannon that the cost for infrastructure cannot be claimed through
 195 the Department of Homeland Security. Councilor Lawrence Ortega asked how we were going to pay for that. Ms.
 196 Trujillo stated we are going to have to look for more grant money to pay for it. Councilor Lawrence Ortega asked as
 197 of now, what is the total? Ms. Shannon stated that the last report she submitted to Homeland Security, the infrastructure
 198 alone, was at \$168,996.00, the emergency response and protection amount is at \$312,924.00. Ms. Trujillo stated that
 199 an email was received by Homeland Security and the Office of Emergency Management on January 18th that because
 200 the water boil advisory was lifted, the emergency status has ended. Any costs incurred after January 17th will not be
 201 covered. Councilor John Anthony Ortega stated that if the leak happened before January 17th, those costs should be
 202 incurred before that date. Ms. Trujillo stated that she is not 100% sure about this and has a call out to Mr. Mitchell
 203 regarding this. Councilor Brent Jaramillo stated that he believes our argument will be that the lines were recharging
 204 and there were breaks in the lines and we are still searching for a break on South Kiowa. He agrees with Council John
 205 Anthony Ortega that we have an argument that this was still part of the emergency work. Ms. Trujillo stated her
 206 argument with Mr. Mitchell will be that we are not out of our emergency situation just because the boil water advisory

was lifted. Councilor John Anthony Ortega asked how we are going to come up with this money and do we have any fund source ideas. Ms. Trujillo stated no, not at this point. Councilor John Anthony Ortega asked if she has looked into asking NM Rural Water Association. They said their organization can grant loans up to a certain amount. Ms. Trujillo stated that this organization goes through USDA. Ms. Trujillo stated she will follow up with them. Councilor John Anthony Ortega asked how our General Fund is looking now that we just paid for the new well. Ms. Shannon stated that we received a big amount from the Taos County for the property tax. Once we start paying the outstanding invoices to the contractors it will be low. Councilor Lawrence Ortega stated that we have already budgeted the property taxes in the budget for other things. Ms. Shannon stated yes. Ms. Trujillo stated that once we do the mid-year bars we are going to have to have a serious sit down and look at our budget. Council John Anthony Ortega asked how we are going to survive the rest of the year and beyond that. Ms. Shannon stated that these expenses for the emergency are charged to the General Fund. So, this increases our 1/12 required reserve. She stated that the DFA budget analyst told her to make sure that we take all of this into consideration when we do our 2nd quarter report. Ms. Trujillo stated that the \$50,000.00 we were awarded last year for the telemetry system we will be able to use it for the PRV's. Councilor Lawrence Ortega stated that we need to meet the conditions set forth by the Board of Finance so that the loan can convert to a grant. Ms. Trujillo stated that she will work hard on this process. Councilor Lawrence Ortega stated that we have 6 months to comply and it is absolutely necessary that we get this done even if we all have to pitch in and help. A discussion regarding a possible rate increase was held. It was decided to revisit the water rates in order to meet our obligations. Mr. Daryl Ortega stated that commercial meters such as the schools that don't work and we are losing revenue. Mayor Gallegos stated that we may have to raise rates in order to provide a quality service. It is something we may need to consider. Councilor Lawrence Ortega stated that at the last meeting Ms. Trujillo was directed to get her staff working on the meters at the schools. Ms. Trujillo stated that for the past 2 years we have been replacing meters. We have replaced about 100 meters. We are able to only purchase 50 at a time. Ms. Trujillo stated that she was not aware that the meter was not working and will have her staff address them. Mr. Flavio Cisneros expressed his concern with contractors taking water from the fire hydrants. Councilor Lawrence Ortega asked that Ms. Trujillo follows up on this.

C. Municipal Water Supply Update

Ms. Trujillo stated that Mr. Danny Garcia was supposed to present this evening but is not present.

Ms. Trujillo stated that on January 20th the crew worked on the valve on the corner of SR 522 and Embargo. There was water going through that valve. Councilor Lawrence Ortega asked about the leak that was fixed at the Questa Lodge pond, we knew it was from an old line; we didn't kill it then? Ms. Trujillo stated that according to our Public Works supervisor, it was killed closer to the bridge. The old hydrant was capped. She was told that the water traveled east to west on that line from the river up to 522, so by capping the hydrant she was told that it took care of the issue. Councilor Lawrence Ortega stated that water travels in both directions. He stated that things like these need to be part of our SOP's. Councilor Lawrence Ortega asked about the leak Ms. Trujillo refers to in her report and are we working on it. Ms. Trujillo stated that we were supposed to begin working on it today but the weather held us back. Ms. Trujillo stated that she has told the crew that locating this leak and fixing it is priority. There is also a leak by the church that needs to be fixed.

Ms. Trujillo asked if, through this grant, we need to hire an engineer to fix the PRV's. Councilor Lawrence Ortega stated that she could call someone such as James, Cooke & Hobson, Inc. to come down and assess all the PRV's.

Councilor Lawrence Ortega would like to volunteer to provide the Public Works department with some training on the water system.

Mayor Gallegos stated that Mr. John Rael has been a great asset to the Village through this emergency. He really hopes that we can keep him on. His concern is that we get back to our regular staff, things may go back to the way they were. He does not want to see that happen. Mr. Daryl Ortega stated that Mr. Danny Garcia is also a great asset. Councilor John Anthony Ortega stated that Leroy Romero also did a lot of volunteering as well as Mr. Les Trujillo.

D. La Cienega Property

Ms. Trujillo stated that the next step is for the school to sign, notarize and deliver the deed to the Village. The Village in turn record the deed with the Taos County Clerk's Office and contact the Taos County Assessor's Office with the change in ownership. Councilor John Anthony Ortega asked what the property tax will be for that property and do we know what the public liability will cost us and the general maintenance on the property. Councilor John Anthony Ortega asked if we wanted to give this property back to the school district, can we? Ms. Trujillo stated that in the contract there is a clause that reads if we can no longer use it, we would give them first rights to take it back. Councilor John Anthony Ortega stated that he believes we should reconsider taking ownership of it if we can. Mayor Gallegos stated that all documents have been signed and we currently have ownership of it. Councilor Lawrence Ortega stated that we need a plan of what we're going to do with it. Mayor Gallegos stated that he is willing to sit down with the Council, visit with funding agencies and visit with other agencies to see if we can make this work. Councilor Brent Jaramillo stated that this item should be its own work study session. Councilor John Anthony Ortega stated that he is still concerned with the money issue. The liability insurance and the property taxes. Ms. Trujillo stated the Village does not pay property tax because it is a municipality. Mayor Gallegos stated that he will meet with a contractor to give a free estimate of what the asbestos removal will cost. Councilor John Anthony Ortega stated that he is not referring to the asbestos. That is part of the problem, but nothing on that property is usable. Mr. Daryl Ortega stated that he is speaking as a resident, the Village hasn't even fixed the MolyCorp Field restrooms that the kids could be using now, why does Council think that the school needs to be fixed right away. Councilor Lawrence Ortega stated that he hopes that we got this property to occupy it and not let it just sit there. Mr. Flavio Cisneros stated that the La Cienega School is part of our history and the Questa Schools are at fault for letting it go. If the community can get together to renovate the church we can get together and renovate the school. Mr. Daryl Ortega stated that if we didn't give the property away, it would have been demolished. Councilor John Anthony Ortega asked Village Attorney, Randy Autio if we can get out of this at this point. Mr. Autio stated that we signed an agreement and the issue would be, does the Village have the wherewithal to do what we said we would do. If we can't there is a provision that says we can give it back. If the school does not want to take it back, then the Village could have it demolished. We cannot terminate this agreement for no cause.

IX. **ACTION ITEMS** – (Discussion, Consideration & Action)

A. 2017 Legislative Priorities

The priorities for the 2017 Legislative priorities were discussed and were agreed upon.

A motion was made by Councilor Lawrence Ortega to prioritize the 2017 Legislative projects as identified in our ICIP. Seconded by Councilor John Anthony Ortega.

Roll Call:

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

To approve the 2017 Legislative projects as identified in our ICIP. All voted yes. Motion carried.

B. Resolution 2016-38 – Travel & Per Diem Policy

Ms. Trujillo stated that this was brought before the Council on November. We are currently paying mileage at 80% of IRS rate, which is 42.8 cents per mile. Ms. Trujillo is proposing .37 cents. Councilor Brent Jaramillo stated that he thinks that the .37 cents is too low. Councilor John Anthony Ortega asked why employees are taking personal vehicles when there are Village vehicles available. Ms. Trujillo stated that we currently don't have a travel policy that states they must take a Village vehicle. A discussion was held regarding taking the company card for meals. A discussion was also held regarding Per Diem and Actuals and bringing back receipts.

It was decided for the policy to read mileage will be paid at 80% of IRS rate.

311 A motion to approve Resolution 2016-38 with the amendment that mileage be paid at 80% of IRS rate was made by
 312 Councilor John Anthony Ortega. Seconded by Councilor Lawrence Ortega.

314 Roll Call:

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 316 Councilor Lawrence Ortega YES
 317 Councilor Brent Jaramillo YES
 318 Councilor John Anthony Ortega YES
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320 To approve Resolution 2016-38 – Travel & Per Diem Policy as amended. All voted yes. Motion carried.

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322 C. Selection of member to serve on Holy Cross Hospital Nominating Committee (1 year term)

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324 Mayor Gallegos nominated Councilor John Anthony Ortega to serve on the Holy Cross Hospital Nominating
 325 Committee.

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327 Roll Call:

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 329 Councilor Lawrence Ortega YES
 330 Councilor Brent Jaramillo YES
 331 Councilor John Anthony Ortega NO
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333 To approve Councilor John Anthony Ortega to serve on the Holy Cross Hospital Nominating Committee. Motion
 334 carried.

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336 X. **FINANCIALS** – Ms. Karen Shannon, Finance Director

A. Review of November 2016 Financial Report

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339 Ms. Shannon stated that the benchmark is at 42%. Ms. Trujillo stated that we have only collected 35% of projected
 340 GRT's.

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B. Approval of Unpaid Vouchers
 342 Ms. Shannon stated these vouchers are as of January 20, 2017. All credit card charges are on this report. Councilor
 343 Lawrence Ortega stated that on page 5, there are a couple of people attending a conference in Washington, DC. He
 344 stated that he did not know about this conference. Ms. Trujillo stated that Ms. Coleman sent this information out to
 345 all members and there is still time to sign up if needed. Councilor John Anthony Ortega stated that he did not get the
 346 information either. Councilor Lawrence Ortega stated that his point is that everyone should be informed equally.

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348 Motion: Councilor John Anthony Ortega

349 Second: Councilor Lawrence Ortega

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351 In Favor: All

352 Opposed: None

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

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356 XI. **MATTERS FROM ATTORNEY** – Attorney Randy Autio

357 A. Draft Ordinance 2017-149 – Water Charge Credit

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359 Mr. Autio stated that this a stand-alone ordinance that addresses the emergency issue. A credit for the cost of the water
 360 if no water was used will be given. One issue is that there were no meter readings done so in this ordinance we
 have stated that the customer notify us if they did receive water.

362

The other issue is that the actual cost of the water. Each class has a different charge. Residential gets billed 19 dollars and some cents for up to 3000 gallons. The next 1,000 used is about 2.50. It works out to be about a 7.56 credit for residential customers who did not have water.

This ordinance also states that the Governing Body will direct the Administrator and Staff to look at the current ordinance and do a rate study. We need to look at accomplishing this in order to break the service down. This ordinance will have about an \$8,000.00 impact for this credit.

Mayor Gallegos asked if the community was asking no to pay the bill as a whole or just the water portion. Councilor Brent Jaramillo stated that, he understood from the community that they did not want to pay any of it. Ms. Trujillo stated that the waste management trucks weren't able to service some customers because of the weather. Councilor Brent Jaramillo suggested Ms. Trujillo put something on the service applications have an acknowledgement stating something like 'if service cannot be provided due to emergency or unforeseen circumstances you will lose service.'

Mr. Autio stated that this is a draft and would like to clean up some of it with the staff. We can advertise it and approve it with minor changes if needed.

XII. MATTERS FROM ADMINISTRATOR, MAYOR AND COUNCIL

Ms. Trujillo stated that there are a couple of items that were not on her report.

- QEDF meeting will be held here at the Village tomorrow evening and they have requested the Governing Body to attend since they will be going over their budget.
- Asked for input on the agenda for Saturday's special meeting. Councilor John Anthony Ortega asked that we move the meeting to next Saturday since the Lieutenant Governor will be visiting. Councilor Brent Jaramillo stated that we can consolidate some of the items. Councilor Lawrence Ortega stated that we go on with the meeting and go as far as we can on the agenda.

Mayor Gallegos informed the Council that he flew out to Dallas for a meeting with Ron Curry. Mr. Curry orchestrated this meeting. Many topics were discussed. They asked what Chevron has done for us. After the meeting, they requested to come to meet with the Village and County. Mayor got a call from them that they would meet on Thursday at 8:00am here with the Council. Councilor Lawrence Ortega stated that by the Town of Taos being a part of this group, it is not going to minimize the impact that the Village of Questa took. Because, the Town of Taos certainly did not take the environmental impact that the Village of Questa did. Mayor Gallegos stated that the EPA wants to take care of Questa first. If there is something secondary it will be Taos County and then maybe the Town of Taos. EPA wants to see impact throughout the County. Chevron will not be at this meeting.

Mayor Gallegos asked the Council to be present for the QEDFB meeting tomorrow at 6:00pm, regarding the budget.

Councilor John Anthony Ortega stated that there is a streetlight by the Family Dollar that the lid is hanging. Councilor Lawrence Ortega stated that the one by the fire department is still down. Also, the one by Pat's Place needs to be worked on.

Councilor John Anthony Ortega asked if all the tenants at the Youth Center were asked to vacate. Ms. Trujillo stated that she sent a letter to all the groups who utilize it. Councilor John Anthony Ortega asked why they were asked to leave if we were not ready to work on it. Ms. Trujillo stated that it was an administrative call she made for the reason that we were having to provide supplies and cleaning and the bathrooms aren't working very well.

Councilor Lawrence Ortega told Ms. Trujillo that on her report she is still stating that she needs a scope of work for the pothole repair. Ms. Trujillo stated that she needs to change that and needs to go out for an ITB. Councilor Lawrence Ortega asked when she will be doing this. Ms. Trujillo stated that she was going to do it in December but got side tracked with the water emergency. Ms. Trujillo stated that she will have it by the next meeting.

Councilor Lawrence Ortega stated that on item 13 on Ms. Trujillo's report, it states that it was decided to suspend this project until the spring. If this is the case, the Governing Body needs to approve a change order. This will have to be initiated by Mr. Joe Moore.

Ms. Trujillo stated that we can also move forward with the \$50,000.00 for the water. Ms. Trujillo also stated that she did submit for final disbursement for the Old Red River Road Project I and II.

Ms. Trujillo stated that we have to schedule a special meeting to approve the quarterly reports. She is hoping that we can do this on Monday evening at 6:00pm.

Ms. Trujillo informed the Governing Body that Ms. Shannon will be out of the office for at least 6 weeks on family medical leave. She will be out of the office and will be working out of her home. Ms. Trujillo stated that she is learning payroll right now and will be working on issuing checks in accounts payable. She stated that it is good to cross train. Councilor Lawrence Ortega asked if Ms. Martinez could step in and help. Ms. Trujillo stated yes, she has no doubt that Ms. Martinez can assist her.

XIII. ADJOURNMENT

Motion: Councilor John Anthony Ortega
Second: Councilor Brent Jaramillo

In Favor: All
Opposed: None

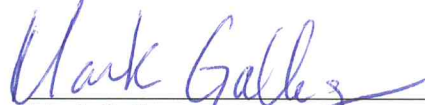
There being no further business to discuss, the meeting was adjourned at 9:38pm.

ATTEST:


Renee Martinez, CMC



APPROVED:


Mark Gallegos, Mayor