



Village of Wagon Mound
Regular Meeting Agenda
Tuesday, April 9, 2024 - 6:00PM
Presiding Mayor – Andres Martinez

* - Indicates an action item

During this meeting the Mayor and Council may convene into Executive Session
as allowed by Section, 10-15-1, H 1-10. NMSA 1978

- I. Call to Order and Pledge of Allegiance
- II. Roll Call: Mayor Andres Martinez, Mayor Pro Tem Eldie R. Cruz, Councilor Claudia M. Martinez, Councilor Paul A. Miera, and Councilor Gabriel D. Maestas.
- III. *Approval of Agenda
- IV. *Approval of Minutes for:
 - A. Regular Meeting Minutes March 12, 2024
- V. Public Input: Please sign in if you would like to participate (limited to 3 minutes per person)
- VI. Comments or Concerns of Council
- VII. Business Matters
 1. *Discussion/Approval/Disapproval: Review and acceptance of FY23 Annual Audit completed by Southwest Accounting Solutions.
 2. *Discussion/Approval/Disapproval: Resolution 2024-04 approving the FY23 audit.
 3. *Discussion/Approval/Disapproval: Final payment to Southwest Accounting Solutions for conducting FY23 audit.
 4. *Discussion/Approval/Disapproval: Install Crow's Nest at rodeo arena.
 5. *Discussion/Approval/Disapproval: Purchase loading chute for use at rodeo grounds.
 6. *Discussion/Approval/Disapproval: Install canopy over bleachers at rodeo grounds.
 7. *Discussion/Approval/Disapproval: Collection Center Attendant pay increase.
 8. *Discussion/Approval/Disapproval: Wagon Mound Fire Department Purchase Requisitions from the Fire Fund.
- VIII. Monthly Reports
 - A. *Approval Item –Approval of Vouchers (payment to vendors) Clerk Treasurer
 - B. Utility Delinquent List – Deputy Clerk
 - C. Utility Superintendent – Utility Superintendent
 - D. MVD Reports – MVD Manager



I. Call to Order and Pledge of Allegiance

II. Roll Call was taken by Clerk Treasurer Amber Anguiano. Mayor Andres Martinez, Councilor Claudia M. Martinez, and Councilor Gabriel D. Maestas were present. Mayor Pro Tem Eldie R. Cruz and Councilor Paul A. Miera were absent.

III. *Approval of Agenda

Motion to approve the agenda was made by Councilor Maestas, seconded by Councilor C Martinez. (Vote 2-0) Motion carried with all in favor.

IV. *Approval of Minutes for:

A. Regular Meeting Minutes March 12, 2024

Motion to approve the March 12, 2024, meeting minutes was made by Councilor C Martinez, seconded by Councilor Maestas. (Vote 2-0) Motion carried with all in favor.

***Mayor Pro Tem Eldie R. Cruz arrived at 6:03PM.**

V. Public Input: Please sign in if you would like to participate (limited to 3 minutes per person)

- None

VI. Comments or Concerns of Council

None

VII. Business Matters

1. *Discussion/Approval/Disapproval: Review and acceptance of FY23 Annual Audit completed by Southwest Accounting Solutions.
 - Via phone call, Auditor Geoff Mamerow stated the Village received an Unmodified Opinion, which is the best opinion. He stated the Housing Authority audit is conducted by a different auditor, and they also received an Unmodified Opinion which is good for the Village. He stated there are no key audit matters for this report.
 - Geoff stated the Statement of Net Position on page 12 shows one negative in Unrestricted Business-Type Activities at -\$12,009, and he stated that is not a large negative value. He stated the Village had \$1,080,000 in cash equivalents as of June 30, 2023. Geoff stated Net Pension Liability is actually the State's liability, but it is required to show on the entity's statement. He stated this is what is causing the -\$12K in the Unrestricted Business-Type Activities. He stated the Village does not carry a large debt with only \$103K in Business-Type Activities. He stated the Village only has one year remaining with debt in Governmental Activities in the amount of \$24,979. He stated unless the Village takes out more governmental debt, this value will be \$0.00 with the next audit. Geoff stated the report shows the Village's Cash and Cash Equivalents at year end at \$912,127, and in the Business-Type Activities \$168,160. He stated, other than Unrestricted Business-Type Activities, all other Net Positions are positive which is very good.
 - Geoff referred to the Statement of Revenues, Expenditures, and Changes in Fund Balances for Governmental Funds on page 16. He stated this exhibit shows all the governmental activity for the year, and the Village has a positive Net Change in Fund Balance for the General Fund at \$49,970. Casper, Wyoming He stated this is important because all activity ties through the General Fund in one way or another. He stated the Capital Projects Fund shows a negative which is primarily due to timing. Geoff stated the Village is in a pretty solid position with all the Government Funds.

- Geoff referred to the Statement of Net Position for Proprietary Funds, the Village's business funds, on page 22. He stated the -\$12,009 value for Net Position Unrestricted shows up here again, and he stated the negative value is primarily due to the Pension Liability as described earlier.

Geoff moved to the State of Revenues, Expenses, and Changes in Net Position Proprietary Funds on page 23. He stated the Village has a negative value for the Change in Net Position for the business funds at -\$25,520. He stated these funds need to run like a business which means this value should be positive. However, he stated the good news is that the improvement in this value was substantial from last year's audit. He stated the Village is close to breaking even.

- Geoff then spoke about the audit findings starting on page 62. He stated the prior year finding related to Debt Covenants was resolved because the Business Type Funds were improved so greatly. He stated he had to process an adjustment because of an inaccurate entry. He stated no is perfect, and these kinds of mistakes happen. He stated he has to give a finding when he has to make that kind of adjustment, but it should resolve with next year's audit. He stated the Late Audit Report finding was due to the Housing Authority submitting their audit late, and he stated he cannot submit the Village's audit without including their report. He stated the last finding is related to Pledge Collateral. He stated when public funds are involved, there are requirements that have to be met in case the bank were to go under. He stated the Village needs to stay on top of the bank to make sure they follow the requirements. He stated on the whole the Village's audit was solid.

Motion to approve the FY23 Annual Audit completed by Southwest Accounting Solutions was made by Councilor Maestas, seconded by Mayor Pro Tem Cruz. (Vote 3-0) Motion carried with all in favor.

2. *Discussion/Approval/Disapproval: Resolution 2024-04 approving the FY23 audit.

- Deputy Colleen Engelhardt stated this resolution is required by the state for submittal for the FY23 audit approved in Business Matter #1.

Motion to approve the Resolution 2024-04 approving the FY23 audit was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz. (Vote 3-0) Motion carried with all in favor.

3. *Discussion/Approval/Disapproval: Final payment to Southwest Accounting Solutions for conducting FY23 audit.

- Mayor Andres Martinez stated that the last payment will be in the amount of \$21,535,76.

Motion to approve the final payment to Southwest Accounting Solutions was made by Councilor C Martinez, seconded by Councilor Maestas. (Vote 3-0) Motion carried with all in favor.

4. *Discussion/Approval/Disapproval: Install Crow's Nest at rodeo arena.

- Deputy Clerk Colleen Engelhardt stated this discussion was tabled from the last meeting because of the one only quote was acquired from Magnum Construction, and three quotes are needed because Magnum is not on a State contract. She stated two additional quotes have been submitted as follows: Magnum - \$26,444,74; Cultura Construction - \$30,729.44; and Norcon - \$38,484.25.
- Mayor Andres Martinez stated that the difference in the construction companies with Magnum is the material they will use which is treated lumber while Cultura will use all steel material. Mayor Martinez stated his suggestion to go with Cultura because of the quality of material they will use for a slightly higher price than Magnum.
- Colleen stated that there are three different funding sources that the rodeo grounds improvements will be paid from, and the total amount available is \$116,000.
- Mayor Martinez noted the Cultura quote includes steel framing while the Magnum quote is for wood framing. Councilor Maestas stated that the crow's nest should be made of steel rather than lumber.

Motion to approve the Cultura Construction quote to install the Crow's Nest at the rodeo arena utilizing Recreation & Quality of Life funds was made by Mayor Pro Tem Cruz, seconded by Councilor Maestas. (Vote 3-0) Motion carried with all in favor.

5. *Discussion/Approval/Disapproval: Purchase loading chute for use at rodeo grounds.

- Mayor Andres Martinez stated the lowest quote for the loading chute is from Priefert in the amount of \$4,737.86 with a shipping cost of \$500.00. Mayor Martinez wondered if the Village could save on

shipping by having it shipped to Big R in Las Vegas and picked up from there, and Deputy Clerk Colleen Engelhardt stated that she will inquire about shipping to Big R.

Motion to approve the Priefert quote to purchase a loading chute utilizing Recreation & Quality of Life funds was made by Councilor C Martinez, seconded by Councilor Maestas. (Vote 3-0) Motion carried with all in favor.

6. *Discussion/Approval/Disapproval: Install canopy over bleachers at rodeo grounds.
- Deputy Clerk Colleen Engelhardt there are three different funding sources for rodeo grounds improvements and one expires at the end of June 2024. Colleen stated that the combined cost of the chute and the crow's nest will utilize the funds that will expire soon. She stated prior Recreation & Quality of Life funds that were used to buy the rodeo arena have a remaining balance of about \$7,800 which can be used towards this project. She stated the Village was awarded \$75K through Capital Outlay can also be used.
 - Colleen stated Cultura Construction stated they would not be able to complete the work for the canopy would not be finished by end of June 2024 because the need for fabricating materials, and she stated this project can be applied toward one of the grants with a later expiration date.
 - Mayor Andres Martinez asked if the project would be finished by Labor Day 2024. Colleen stated Cultura stated it takes 8 to 10 weeks for material fabrication and will confirm with Cultura to ensure that project can be finished before Labor Day 2024.
 - Mayor Martinez stated that the bleachers systems will need to be installed first before the canopy is installed and the project for the bleacher system is estimated to be finished before June 1st.
 - Colleen stated that Cultura Construction was the lowest bid at \$77,200+GRT for a total of \$83,006.06. The estimated tax is \$4,000 with the estimated cost still being lower than the other quotes by Magnum and Norcon by about \$20,000 each.

Motion to approve the Cultura Construction quote to install a canopy over the bleachers at the rodeo grounds utilizing Recreation & Quality of Life funds was made by Councilor C Martinez, seconded by Pro Tem Cruz. (Vote 3-0) Motion carried with all in favor.

7. *Discussion/Approval/Disapproval: Collection Center Attendant pay increase.
- Clerk Treasurer Amber Anguiano stated that Collection Center Attendant, Sam Clouthier's pay for Mora County was increased from \$12.00 to \$14.00 per hour. And, Mayor Martinez stated that Sam requested his Village pay rate be increased to match Mora County's pay.
 - Amber stated that she does not foresee a financial issue with the pay increase, but she suggested that Sam be advised of the job duties of the Collection Center Attendant for job improvement when it comes to grounds maintenance. She stated, for example, Sam will contact the Village when the weeds are not cut at the Collection Center, but she stated this is one his job duties.
 - Amber also stated Sam asked if a work vehicle can be provided to him. She stated she informed him that the Village does not have a vehicle to provide him, but the Village can purchase \$10.00 of fuel per week for him.
 - Councilor Maestas asked who the Supervisor of the Collection Center Attendant is, and Amber stated that Mayor Martinez is the direct supervisor. Councilor Maestas suggested that the Mayor sit down with Sam to review the job duties of the Collection Center Attendant. Amber suggested Sam also sign his job description to ensure he understands his role as the Collection Center Attendant.
 - Deputy Clerk Engelhardt stated that Sam had previously been told that he needs to refer customers back to the Village office for certain items requiring additional pay, and she stated Sam has been ensuring customers pay before throwing.
 - Amber stated Sam and Substitute Collection Center Attendant Paul Martinez will be attending a training April 23rd through 25th for certification to operate the collection center.

Motion to approve increasing Collection Center Attendant Sam Clouthier's pay rate to \$14.00 per hour was made by Mayor Pro Tem Cruz, seconded by Councilor Maestas. (Vote 3-0) Motion carried with all in favor.

8. *Discussion/Approval/Disapproval: Wagon Mound Fire Department Purchase Requisitions from the Fire Fund.
- Mayor Martinez stated the fire department has two purchase requisitions from the fire fund: Sandoval's Auto for fixing the turbo on one of the trucks and the second for Northern Fire Suppression for eight fire extinguishers. Clerk Treasurer Amber Anguiano stated that each unit must have a fire extinguisher to comply with the ISO Audit.
 - Fire Chief Tim Cruz confirmed the amount to Sandoval's auto in the amount of \$8,445.49 and the second amount to Northern Fire Suppression in the amount of \$1,934.14.

Motion to approve the Wagon Mound Fire Department Purchase Requisitions to Sandoval's Auto and Northern Fire Suppression was made by Mayor Pro Tem Cruz, seconded by Councilor Maestas. (Vote 3-0) Motion carried with all in favor.

✓II. Monthly Reports

A. *Approval Item – Approval of Vouchers (payment to vendors) Clerk Treasurer

- Clerk Treasurer Amber Anguiano stated that the March vouchers are regular monthly expenses with two atypical payments. She stated one is to Staking University for Utility Superintendent Gary Sanchez and Utility Assistant Julian Chavez attending the line locating course as required for PRC compliance. She stated that the other is to Sheil Engineering/SECOR which was for the Utilities staff butt fusion and electrofusion training in Artesia which is also a requirement of a natural gas operator.
- Mayor Martinez stated the Utility Superintendent Sanchez and Utility Assistant Chavez have another training with NM Rural Water next week. He stated this training will allow Utility Assistant Chavez to begin working toward the required credits he needs before he can start testing for water certification.

Motion to approve the March 2024 monthly vouchers was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz. (Vote 3-0) Motion carried with all in favor.

B. Utility Delinquent List – Deputy Clerk

- Active Accounts - 7 letters sent with a total delinquency of \$840.48. Payments were due on March 25th, and payments received totaled \$1,220.68.
 - Acct #112300 – Shut-off for non-payment and \$75 shut-off fee applied to account. Customer paid full account balance on March 28th, and services were restored.
- Inactive Accounts – 9 accounts on the list, and 6 letters sent. No current address for 3 accounts. No payments were received.
 - Acct #A16004 – Shut-off for non-payment in February. Customer was given opportunity of making payments to pay down account balance. Customer came into the office to ask about making a payment, but payment was never received. Because customer did not taken any action since that visit, the account has been closed, and the \$100 deposit has been applied toward the account balance bringing the total owed to \$366.36. Either the customer or the property manager will be responsible for paying down this balance prior to initiating service under for a new tenant.

C. Utility Superintendent – Utility Superintendent

- Absent
- Deputy Clerk Colleen Engelhart stated the Public Regulatory Commission (PRC) Operator Qualifications audit went well and there were only a few minor things that needed to be addressed. She stated Utility Assistant Julian Chavez was recently certified in electrofusion, and the PRC recognized the need for him to practice. She stated the PRC is requiring the Village create a Plan of Action for the Utilities Staff to practice welds regularly.
- Colleen stated the PRC Inspectors had the Utilities Superintendent conduct a leak detection survey, and three minor leaks were discovered. She stated the PRC is requiring a report on the repairs of the leaks. Colleen stated that she will report back to the PRC within the next week. She stated, overall, the PRC was pleased with the OQ Plan document and the Utilities Staff field work.

D. MVD Reports – MVD Manager

- Clerk Treasurer Amber Anguiano reported a total of 64 transactions were processed in March with a total of \$5,310.41 and a total of 7 computer exams performed.

E. Mora County Sheriff's Office (MCSO) Report

- Mora County Sheriff Americk Padilla reported the deputies have been proactive in their patrol of Wagon Mound resulting in two DWI arrests in the area. Sheriff Padilla stated the Flock System recently reported a missing person in the area, and the individual was found.
- Sheriff Padilla stated MCSO is in the process of updating their policies and procedure of 900+ pages with the help of a third party. The Sheriff stated the previous manual is outdated, and the new policies will be put into effect mid July 2024.
- Sheriff Padilla stated MCSO is working with other agencies for assistance with event safety for upcoming events around the area during the summer. He also stated MCSO is working with the District Attorney's office to get training and DWI awareness into the public schools.
- Sheriff Padilla stated a grant specialist/administrative assistant was recently hired, and MCSO is currently staffed with 12 deputies.
- The Sheriff stated MCSO will be attending a swift water rescue training. He invited the Fire Department to join them, and he stated the County will cover the cost of the training and equipment. He stated he is hoping the training will allow them to work toward a search and rescue recovery team.
- Mayor Andres Martinez suggested a Conex be purchased to store cots, blankets, MREs, etc for emergency situations.
- Mayor Martinez stated that a contact in Clovis, NM has been wanting to donate an ambulance to the Village, and the Village has been in contact with Mora EMT's to also work towards accommodating two EMT's to stay in Wagon Mound.
 - The Sheriff asked if the Housing Authority would work towards accommodating the EMTs.
- Clerk Treasurer Amber Anguiano stated the cost of accommodations is not funded but using facilities such as the fire department is the most cost-effective option.
 - Undersheriff Joey Romero stated Mora County EMS is utilizing a double wide trailer that belongs to the MCSO that was purchased through a grant. Undersheriff Romero stated the Village may be able to utilize the same grant.
- Councilor Maestas asked if MCSO plans to have an active shooter training in the schools.
 - Undersheriff Padilla stated a few deputies recently attended an active shooter training in Amarillo, TX, and he does plan to bring that training to the public schools.

F. Housing Authority – Northern Regional Housing Authority

- Absent

G. Wagon Mound Fire Department (WMFD) – Fire Chief

- Fire Chief Tim Cruz stated Pecos will be donating a pumper truck, but they are just waiting for approval from their Council. He stated once its approved documentation will be sent to the Village.
- Fire Chief Cruz stated asked for assistance from the Clerk Treasurer to file the FY25 carryover report.
 - Clerk Treasurer Amber Anguiano stated the current budget needs to be submitted by the end of April along with an explanation for the funding carryover.
- Fire Chief Cruz stated the tanker at the substation will be moved and parked at the rodeo grounds.
- Fire Chief Cruz stated WMFD wants to get the forestry truck back in running service because it is better designed for driving off-road.
- Amber stated WMFD is in need of updating all their bunker gear, and to replace all of it will cost about 30K. She stated a purchase this large will need to also be approved through the State Fire Marshal's Office. She stated the list of equipment and sizes will need to be included for approval.
 - Fire Chief Cruz stated they want to start by purchasing 10 sets of gear because out of the 17 volunteers, there are 10 who respond regularly.

- Fire Chief Cruz stated they will need to purchase batteries for their vehicles, and a volunteer will be coming into the office to submit a purchase requisition. He stated they are also looking into purchasing a battery-powered Jaws of Life.

Fire Chief Cruz stated Truck #3 is back in service, and he asked to have the current fire ban put on H. Bean Day Association – President

- Absent

III. Old Business

- None

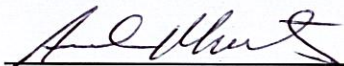
X. Mayor's Report

- Mayor Andres Martinez stated the Senior Center passed the health department inspection, and the facility is now able to be used. The Mayor stated the South Catron Ave Improvements project will be underway soon, and he suggested delaying opening the Senior Center until the paving project is complete as it will block access to the facility.

II. Adjourn

**Motion to adjourn was made by Councilor Maestas, seconded by Councilor C Martinez. (Vote 4-0)
Motion carried with all in favor. The meeting adjourned at 7:55PM.**

Approved and attested this 14th Day of May 2024.



Andres Martinez, Mayor

Attest:



Amber L. Anguiano, Clerk Treasurer

(SEAL)

