



Village of Wagon Mound
Regular Meeting Agenda
Tuesday, September 10, 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 August 13, 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: Roofing quote for Village buildings via insurance claim.
 2. *Discussion/Approval/Disapproval: Purchase shipping container to use for storage.
 3. *Discussion/Approval/Disapproval: Applications for Separation of Utility Charges.
 4. *Discussion/Approval/Disapproval: Administrative Assistant Job Description.
 5. *Discussion/Approval/Disapproval: Post notice to hire Administrative Assistant.
 6. *Discussion: Developing a Facility Rental Contract.
- 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
 - E. Mora County Sheriff's Office Report
 - F. Housing Authority – Northern Regional Housing Authority
 - G. Wagon Mound Fire Department – Fire Chief
 - H. Bean Day Association – President

IX. Old Business

X. Mayor's Report

XI. Adjourn



I. Call to Order and Pledge of Allegiance

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

III. *Approval of Agenda

Motion to approve the agenda made by Councilor Maestas, seconded by Mayor Pro Tem Cruz. (Vote 4-0) Motion carried with all in favor.

IV. *Approval of Minutes for:

A. Regular Meeting Minutes August 13, 2024

Motion to approve the Meeting Minutes for August 13, 2024 was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor.

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: Roofing quote for Village buildings via insurance claim.

- Clerk Treasurer Amber Anguiano stated the Village filed an insurance claim for the roofs on Village Hall, the old Senior Center, and the health clinic a few years ago after a period of intense winds. She stated Highland Construction had provided a quote at that time, and it was approved by the Self-Insurers Fund. She stated Highland Construction was never able to get the job done, and the Village began seeking other quotes. Amber stated several contractors were contacted, but their follow-through was not good. She stated Fluhman Builders provided a quote in the amount of \$87,197.62 which is higher than the original approved quote. She submitted the Fluhman quote, and the insurance approved it recognizing the original contractor had not followed through with the work. Amber stated the Village has already received the funds from the Self-Insurers Fund, and Fluhman is requesting half of the payment up front to cover the cost of materials. She stated Fluhman has issued an invoice in the amount of \$43,598.81, and the balance will be paid upon completion.

Motion to approve the Fluhman Builders quote of \$87,197.62 to replace the roofs on Village buildings with \$43,598.81 paid up front was made by Mayor Pro Tem Cruz, seconded by Councilor Maestas. (Vote 4-0) Motion carried with all in favor.

2. *Discussion/Approval/Disapproval: Purchase shipping container to use for storage.

- Mayor Martinez stated Mora County Sheriff's Office is in the process of donating a shipping container for storage, but it has been delayed waiting for approval from the DFA. The Mayor stated the two additional vehicles will be purchased with Capital Outlay funds soon. He stated he is suggesting the purchase of a new 40-foot shipping container to store park tables, traffic control barrels, mowers, gators, etc to make room for the new vehicles in the Maintenance Shop.
- Deputy Clerk Colleen Engelhardt stated the quotes received all include shipping and vents: Vegas Containers - \$6,650, Southwest Containers - \$7,800, and Maloy Mobile Storage - \$7,460.
- Mayor Martinez recommended the Vegas Containers quote of \$6,650.

Motion to approve the quote from Vegas Containers to purchase a 40-foot shipping container was made by Councilor Miera, seconded by Councilor Martinez. (Vote 4-0) Motion carried with all in favor.

3. *Discussion/Approval/Disapproval: Applications for Separation of Utility Charges.

- Deputy Clerk Colleen Engelhardt stated this application was submitted by a customer that does not live in the home they own in Wagon Mound. She stated they come to visit periodically, but they had not created a utilities account. Colleen stated, in August, the Village discovered a sewer hose running from an RV to a sewer cleanout on the property. She stated she sent a letter to the property owner alerting them that the sewer usage is a paid service. Colleen stated the individual came in to the office before Bean Day to create an account, and he explained he does not use water because while there is a water meter at the property, the plumbing on his side needs to be repaired. He stated he will be updating his plumbing in the future, and he will request service at that time. Additionally, he had stated he takes any trash with him when he leaves, and Colleen said he completed the application to have both water and solid waste services removed from his account at this time.
- Colleen stated she has never operated an account with just sewer charges. She stated the customer has agreed to contact the Village when he will be utilizing the service so we will know when to bill him, but she asked Council if he will be charged the reconnect fee since there is no actual turn-on/turn-off of sewer service.
 - Mayor Martinez stated no reconnection fee shall be charged in this circumstance.

Motion to approve the Application for Separation of Utility Charges for Account #200200 was made by Councilor Martinez, seconded by Councilor Maestas. (Vote 4-0) Motion carried with all in favor.

4. *Discussion/Approval/Disapproval: Administrative Assistant Job Description.

- Councilor Miera expressed concern with the wording “disgruntled customers” included in the sixth bullet point under Qualifications.
- Deputy Clerk Colleen Engelhardt stated she believes that language has been carried over from the past, and it can be removed. She stated the bullet point already states “must have verbal and written communication skills to work with the public,” and this includes any customer.

Motion to approve the Administrative Assistant Job Description with the recommended amendment was made by Councilor Miera, seconded by Mayor Pro Tem Cruz. (Vote 4-0) Motion carried with all in favor.

5. *Discussion/Approval/Disapproval: Post notice to hire Administrative Assistant.

- Mayor Martinez recommended posting the vacancy starting tomorrow Sept 11th, and closing it on Fri, Sept 20th with interviews to be held on Mon, Sept 23rd. He stated he is also suggesting a Special Meeting to be held on Tues, Sept 24th to approve the hiring, and to, potentially, approve the Change Order for the S Catron Ave Improvements project.

Motion to approve posting to hire for the Administrative Assistant position was made by Councilor Maestas, seconded by Mayor Pro Tem Cruz. (Vote 4-0) Motion carried with all in favor.

6. *Discussion: Developing a Facility Rental Contract.

- Mayor Martinez stated the Village has tried to help the Wagon Mound Bean Day Association (WMBDA) over the years, but he stated they mismanaged several aspects of the event including issues with the rodeo contractor and the mud bog organizer. He stated he encountered a confrontation with WMBDA members during the lead up to the event. He stated he was told “it’s your thing, so you do it,” and he had Village staff clean and prepare the rodeo grounds. He stated Village staff did everything and WMBDA members did nothing. He stated, in the future, the Village will prepare Village properties and set up what is needed for the event, but there will be fees involved. He stated he’s tired of the games being played.
 - Councilor Maestas stated he was involved with the preparation work and understands where the Mayor is coming from. He stated it may make sense to not only develop a facility rental contract, but an ordinance pertaining to Village properties may also be necessary to enforce the contract and protect the general public’s access without a contract. As an example, he stated if a picnic area were developed in the future, a contract would not be necessary for the public to use. He stated he believes the lack of an ordinance results in ambiguities such as: when is a facility rental contract required, and who is

responsible for specific tasks required to host a festival? He also stated it needs to address the festival organizer contracting with external entities. For example, he stated, when a rodeo production company hosts a rodeo during a festival event, the rodeo company should be contracting directly with the Village not the festival organizer. He stated the rodeo grounds are Village property, and the Village should maintain the contract with the entity operating on Village grounds.

- Councilor C Martinez stated the Village is responsible and liable for anything on Village property.
- Deputy Clerk Colleen Engelhardt stated it's the Village's responsibility to ensure the grounds are prepared properly and safely for the requirements of the use. For example, she stated, the rodeo arena needs to be prepared for the safety of the rodeo contestants.
- Mayor Martinez stated the Village offered WMBDA with assistance in preparing both the arena and the mud bog site, but he was told it was being taken care of. He stated both the mud bog and the rodeo company had major issues and concerns with the lack of preparation.
- Clerk Treasurer Amber Anguiano stated Councilor Maestas asked for discussion to develop a good facility rental contract at the August meeting. She stated a contract will apply to anybody wishing to utilize Village properties, and it will define the responsibilities of the Village and the responsibilities of the Lessee. She stated this will be a good way to move forward.
- Councilor Maestas stated another issue that could arise in the future is multiple entities wanting to utilize the facility at the same time. He stated, currently, there is no clear framework for how to address this kind of situation. He stated an ordinance would help clarify when an entity has the right to exclusive access, and when the public may have general access.
- Mayor Pro Tem Cruz suggested this kind of change could result in the WMBDA no longer wanting to put on the event, and if this is the case, is the Village prepared to address this situation?
 - Mayor Martinez stated he believes there are many people in town willing to participate in WMBDA, but they don't because of the way it is currently run. He stated there are very few WMBDA meetings, and the members that do participate don't really have a say.
 - Colleen stated Village of Wagon Mound is a municipal entity and WMBDA is a separate non-profit entity. She stated establishing a facility rental contract is not intended to have the Village take over, but it could establish an improved working relationship between the two entities. She stated she had a phone conversation with WMBDA member, Rosalie Valdez. Colleen stated they both shared concerns about this year's event, and it was shared that the Village is the only entity WMBDA works with that does not require a contract. Colleen stated Rosalie was open-minded about establishing a contract with the Village which will create framework to better understand both party's roles and responsibilities as well as a timeline for completing specific tasks.
 - Mayor Martinez stated any entity wanting to rent Village facilities will need to provide insurance documents, the activity they are sponsoring, etc. He stated he is not suggesting the WMBDA be dissolved, but he stated this needs to be established so they or any other renter is required to follow the Village's rules.
 - Amber stated charging a fee is appropriate because the Village rents the porta potties, pays the solid waste disposal, and pays staff before, during and after the event.
 - Councilor C Martinez stated clean-up after the event should be included in the contract. She stated she has never rented a facility that didn't require clean-up.
 - Mayor Pro Tem Cruz stated WMBDA is an entity listed on the Monthly Reports section of the agenda, and he suggested the contract should require regular meeting attendance to improve communication. Councilor C Martinez agreed.
- Mayor Martinez summed up the discussion by stating the Village will continue work on creating a facility rental contract, and it will apply to any entity wishing to utilize any property owned by the Village.

II. Monthly Reports

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

- Clerk Treasurer Amber Anguiano stated the line item for Health Care Insurance Withholding shows the vendor name, HCA SHB, which used to be GSD, but this is for employee health insurance coverage. She stated Capital Projects shows the NMDOT TPF grant with a payment to Pacheco's Construction

in the amount of \$172,247.25, and this is for the S Catron Ave Improvement project. She stated Fluhman Builders was also paid out of the Recreation & Quality of Life grant in the amount of \$30,729.44 for the Crow's Nest construction. Amber stated payment was issued to MR Services, and this was for the Utilities Superintendent's natural gas re-qualifications.

- Councilor C Martinez asked about the payment to 222 RS LLC. Amber stated they do business as Trinidad Appliance Repair, and they repaired two freezers at the Senior Center.

Motion to approve August 2024 vouchers was made by Councilor Martinez, seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor.

3. Utility Delinquent List – Deputy Clerk

- Active Accounts – 9 letters sent with a delinquent total of \$580.20. All payments were received on time, and totaled \$656.79.
- Inactive Accounts – 5 letters sent with a total of 8 accounts on the list. The delinquency total is \$891.71, and no payments were received.

C. Utilities Report – Utilities Superintendent

- Water – took DBP2 and asbestos samples to Eurofins to for testing to maintain compliance and installed a new water hookup
- Wastewater – took wastewater samples from the lagoons monitoring wells
- Natural Gas – installed new gas hookup, and an active gas line was hit at the Phillips 66. They called for the 811 dig locating, but this line was not marked because it was not on the map. The marker tape was deteriorated, and the line locator did not detect it. All new lines are installed with marker tape.
 - Gary stated the Village needs a new line locator, and the Mayor asked him to start getting quotes.
 - Gary stated he also needs to report on the new Lead & Copper Rule. Mayor Martinez suggested sending a questionnaire out with the next bill asking for customer participation.
 - Councilor Maestas asked if there is a test an individual can have done to test for the lead or copper in their water. Councilor Miera stated, yes, samples can be taken to the lab, but the cost is the responsibility of the individual. Colleen suggested providing Eurofins contact info for anyone interested in learning more about the testing.

D. MVD Reports – MVD Manager

- August Transaction Total was \$7,265.90 with 77 transactions and 9 exams.

E. Mora County Sheriff's Office Report

- Undersheriff Romero stated there were two DWI and one warrant arrest during Bean Day weekend along with approximately 90 citations issued along I-25 and around the area.
- The Undersheriff stated the paperwork to transfer the Explorer from MCSO to WMFD is almost complete, and it should be on the next Commission meeting agenda.
- Mayor Martinez asked about the status of the shipping container donation, and the Undersheriff stated he's not certain but processing may have been delayed because all of the offices still residing in the portables were required to find new office locations. He stated there was a fire in one of the portables earlier this year, and the insurance provider condemned them as unsafe for employees to work in them daily. He stated they were supposed to be out by the end of July so there has been some scrambling to get everyone relocated.

F. Housing Authority – Northern Regional Housing Authority

- Absent

G. Wagon Mound Fire Department – Fire Chief

- Fire Chief Cruz stated hose testing occurred on August 30th. He stated approximately 1,000 feet of hose will need to be replaced on Truck 2/Pumper. He stated all trucks are okay to use, even Truck 2, because the hose was tested at a 250 psi, but the hose does need to be replaced and tested.

- Fire Chief Cruz stated the Fire Protection Fund carryover request in the amount of \$430K+ was approved in order to purchase a new Class A Pumper, extrication equipment, radios and bunker gear.
- Fire Chief Cruz stated he'll be attending the conference at the end of the month, and he is hoping to connect with various vendors, suppliers and other Fire Chiefs.
- The Fire Chief asked about the donated truck from Pecos, and the Clerk Treasurer Amber Anguiano stated she has the paperwork ready for it.
- He stated Truck I81, the big truck, is having issues with its thermostat. He stated they contacted Steve at Sandoval's Auto & Truck Repair, but the earliest he can get to it is October 16th. He asked they can contact Las Vegas Diesel. Amber stated reaching out to Steve will be one contact, and they can contact Las Vegas Diesel and others to see who can get them in as quickly as possible.
- Mayor Pro Tem Cruz asked why some fire hydrants are covered with black trash bags, and the Fire Chief stated they cannot be used until they pass testing. He stated the tops of other hydrants have been painted various colors in reference to the pressure. He stated blue is the highest pressure.
- Amber stated Northern Fire Suppression was here last week to replace all the fire extinguishers throughout Village buildings.

I. Bean Day Association – President

- Absent

X. Old Business

- None

X. Mayor's Report

- None

II. Adjourn

Motion to adjourn was made by Mayor Pro Tem Cruz, seconded by Councilor Miera. (Vote 4-0) Motion carried with all in favor. The meeting adjourned at 6:48PM.

Approved and attested this 8th Day of October 2024.



 Andres Martinez, Mayor

Attest: 

 Amber L. Anguiano, Clerk Treasurer

(SEAL)

