



Village of Wagon Mound  
Regular Meeting Agenda  
Tuesday, June 11, 2024 - 6:00PM  
Presiding Mayor – Andres Martinez

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\* - 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

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- 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 May 14, 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. Public Hearing: Repealing Ordinance No. 2024-02 to increase solid waste fees.
- VIII. Business Matters
  1. \*Discussion/Approval/Disapproval: Adoption of Joint Utilities Ordinance 2024-03 to increase solid waste fees.
  2. \*Discussion/Approval/Disapproval: Renew Operating Agreement with Colfax County Senior Citizens, Inc to operate the Wagon Mound Senior Center.
  3. \*Discussion/Approval/Disapproval: Acceptance of proposal from New Mexico Pest Control for treating the health center building.
  4. \*Discussion/Approval/Disapproval: Initiate procurement process to acquire an auditor.
  5. \*Discussion/Approval/Disapproval: Acceptance of seasonal part-time hires.
  6. \*Discussion/Approval/Disapproval: Acceptance of Letter of Resignation from Julia Olguin.
  7. \*Discussion/Approval/Disapproval: Advertise hiring to fill MVD Agent/Administrative Assistant position.
  8. \*Discussion/Approval/Disapproval: Contract with Timothy Cruz to perform safety trainings for volunteer fire fighters, Village staff, and members of the public.

9. \*Discussion/Approval/Disapproval: Amend contract with Paul Martinez as the Substitute Transfer Station Attendant to increase rate of pay.

10. \*Discussion/Approval/Disapproval: Review full-time employee evaluations and approval of pay increases.

IX. 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

X. Old Business

XI. Mayor's Report

XII. Adjourn





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, Councilor Paul A. Miera, and Councilor Gabriel D. Maestas were present. Mayor Pro Tem Eldie R. Cruz was absent.

III. \*Approval of Agenda

**Motion to approve the agenda was made by Councilor C Martinez, seconded by Councilor Miera. (Vote 3-0) Motion carried with all in favor.**

IV.\*Approval of Minutes for:

A. Regular Meeting Minutes May 14, 2024

**Motion to approve the May 14, 2024, Regular Meeting Minutes was made by Councilor Maestas, seconded by Councilor C Martinez. (Vote 3-0) 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. Public Hearing: Repealing Ordinance No. 2024-02 to increase solid waste fees.

- Mayor Martinez stated at the May 14<sup>th</sup> meeting, the increase of the solid waste fees was discussed. He stated the Village has been incurring solid waste operational expenses including \$19,680.09 on repairs to the trash trucks along with an increase in cost at Arthur Regional Landfill. Mayor Martinez stated the fees have not been raised for a while, and the Village's auditor suggested the solid waste fees increase to aid in the loss of funds to the solid waste account. He stated the Village has taken actions by requiring customers to keep their trash bins in their yard rather than leaving them at the curbside and informing them what customers can and cannot be thrown in bins. The Mayor stated the Village has received tips from citizens that they see people come from out of town to throw trash in bins left at the curbside.
- Citizen Irene Rosa stated the increase in solid waste fees is a 20% increase and expressed her concern living on a fixed income. Citizen Rosa stated she sees people taking trash to the dump with Texas license plates. She stated she is concerned the Village is covering costs of non-paying customers to throw their trash.
- Deputy Clerk Colleen Engelhardt stated these concerns have been reported to the Village for a while, and she stated she sees a need for both the Village and citizens to take efforts to correct these issues.
- Colleen stated that as a citizen she is also concerned about the increase in the monthly bill. She stated as an employee she sees the revenue relative to expenditures, and the solid waste account is always at a loss. Colleen stated the Village needs to purchase new trash bins, and customers need to follow the rules to ensure the bins have a long lifespan. She suggested some concerns may be alleviated if an enforcement fee was established to charge customers when rules are not being followed. Colleen stated the transfer station is designed to be used by paying customers of both the Village and Mora County. Colleen stated the Village is working with Mora County to revisit the contract to ensure the dumpster the County pays for contains only County-customer trash, and the dumpster the Village is paying for contains only Village-customer trash.



- Mayor Martinez stated Transfer Station Monitor Sam Clouthier records the names of customers along with the trash they are throwing. He stated Sam should be directing County customers to throw in one dumpster and Village customers to throw in the other.
- Clerk Treasurer Amber Anguiano stated Sam has received a list of citizens with a valid Village account, and she is working to get a list of paying Mora County customers.
- Citizen Frances Lovato stated costs are going up for everything, and the \$5 increase is not much compared to the service the community receives.
- Colleen stated Sam is aware of items that are extra cost to dump such as mattresses and couches, and he sends customers to the Village to pay for these items. She stated he has also been given a form to fill out for customers dumping these items when the Village office is closed to ensure they can be billed for them.

### /III. Business Matters

1. \*Discussion/Approval/Disapproval: Adoption of Joint Utilities Ordinance 2024-03 to increase solid waste fees.
  - Mayor Martinez stated the fee for residential customers will increase from \$20 to \$25 per bin and commercial customer fees will increase from \$25 to \$30 per bin.
  - Deputy Clerk Colleen Engelhardt stated this increase will take effect in July 2024, and the new fees will appear on the July bills issued at the end of July.

**Motion to approve adoption of Joint Utilities Ordinance 2024-03 to increase solid waste fees was made by Councilor Miera, seconded by Councilor C Martinez. (Vote 3-0) Motion carried with all in favor.**

2. \*Discussion/Approval/Disapproval: Renew Operating Agreement with Colfax County Senior Citizens, Inc to operate the Wagon Mound Senior Center.
  - Deputy Clerk Colleen Engelhardt stated this is the annual renewal of the Operating Agreement with Colfax County Senior Citizens, Inc (CCSCI), and the agreement has been the same since CCSCI has taken over operations of the Senior Center. Colleen stated the contract was updated this year because the new building will open during the duration of this contract. Colleen stated the current contract includes the shared cost of utilities because the Center is connected to the Village building. She stated the Village pays for the water and sewer while CCSCI pays for natural gas. Colleen stated when operations transfer to the new location, all utilities will be paid by CCSCI.

**Motion to approve renewing the Wagon Mound Senior Center Operating Agreement with Colfax County Senior Citizens Inc including the proposed amendments was made by Councilor Maestas, seconded by Councilor C Martinez. (Vote 3-0) Motion carried with all in favor.**

3. \*Discussion/Approval/Disapproval: Acceptance of proposal from New Mexico Pest Control for treating the health center building.
  - Clerk Treasurer Amber Anguiano stated Dorothy Lopez from El Centro Family Health Clinic called to inform her of a termite infestation in the building. Amber stated the contract with El Centro states the Village is responsible for building maintenance. Amber stated the Village reached out for quotes from pest control businesses, and Pest Control of New Mexico responded. She stated they came out to do an assessment of the building and will be coming within the next week to perform the work. Amber stated the contract was approved quickly due to the urgency and health. The approval for this treatment was approved and decided on quickly because of the urgency and public health concern.
  - Deputy Clerk Colleen Engelhardt stated the termite infestation was on the side of the building where El Centro has their pharmacy and as well as in their back office.
  - Amber stated Pest Control of New Mexico will first come to do an initial service spray and will also spray for rodents. She stated then they can be set-up for annual pest control services.
  - Councilor Miera asked if this was a one-time treatment, and Mayor Martinez stated they will spray for other insects and rodents. He stated they will specifically spray for termites and dig around the entire building to spray.



- Deputy Clerk Colleen Engelhardt stated the quote for the proposal is \$4K.

**Motion to approve acceptance of the proposal from NM Pest Control to treat the health center building was made by Councilor C Martinez, seconded by Councilor Maestas. (Vote 3-0) Motion carried with all in favor.**

4. \*Discussion/Approval/Disapproval: Initiate procurement process to acquire an auditor.
- Clerk Treasurer Amber Anguiano stated the Village needs to start reaching out to auditors.
  - Deputy Clerk Colleen Engelhardt stated the process will be via an invitation to bid rather than a request for proposal, and once bids are received, Council can review and select one.
  - Amber stated that an auditor was highly recommended to her by the previous auditor. She stated the firm works with Harding County and City of Raton. Amber stated she will reach out to these entities to ask about the firm's performance.

**Motion to approve initiating the procurement process to acquire an auditor was made by Councilor C Martinez, seconded by Councilor Miera. (Vote 3-0) Motion carried with all in favor.**

5. \*Discussion/Approval/Disapproval: Acceptance of seasonal part-time hires.
- Mayor Andres Martinez stated the Village posted to hire for three seasonal part-time positions and only a few applications were received. He stated Gabriel Maestas and Abel Moreno were hired for the seasonal part-time outdoor work with each employee working up to 32 hours per week. Mayor Martinez stated two applications were received from high school students for the indoor position. He stated he wanted to give both students an opportunity to work with the Village, and they were both offered to work 16 hours per week. Mayor Martinez stated the first applicant declined the job offer because he received another job offer. He stated Cali Brown was hired for the seasonal part-time indoor position, and he can work up to 32 hours each week. He stated each employee were hired at \$13.00 per hour.

**Motion to approve acceptance of the seasonal part-time hires as recommended by the Mayor was made by Councilor C Martinez, seconded by Councilor Miera. (Vote 3-0) Motion carried with all in favor.**

6. \*Discussion/Approval/Disapproval: Acceptance of Letter of Resignation from Julia Olguin.
- Clerk Treasurer Amber Anguiano stated Administrative Assistant/MVD Agent Julia Olguin's last day will be August 23<sup>rd</sup>. Amber stated she encouraged Julia to submit her letter of resignation so the Village can hire a new employee while Julia is still able to assist with training. Amber stated the position will be advertised until July 12<sup>th</sup> with interviews starting the week of July 15<sup>th</sup>.

**Motion to approve acceptance of Julia Olguin's Letter of Resignation was made by Councilor Miera, seconded by Councilor Maestas. (Vote 3-0) Motion carried with all in favor.**

7. \*Discussion/Approval/Disapproval: Advertise hiring to fill MVD Agent/Administrative Assistant position.
- Motion to approve advertising to hire for the MVD Agent/Administrative Assistant position was made by Councilor Maestas, seconded by Councilor C Martinez. (Vote 3-0) Motion carried with all in favor.**

8. \*Discussion/Approval/Disapproval: Contract with Timothy Cruz to perform safety training for volunteer fire fighters, Village staff, and members of the public.
- Timothy Cruz stated he is a certified instructor, and he would like to offer a First Aid/Basic Life Saving skills class that will be available to the volunteer fire fighters as well as to the public. He stated his costs to offer the class have gone up, and he would like to charge a flat rate of \$1300 for 20 people to attend. Tim stated he is also a certified instructor for defensive driving and active shooter trainings. He stated he hopes to offer these courses in the future, but they will have a different cost.
  - Clerk Treasurer Amber Anguiano stated the contract with Tim will not have a price amount on it due to varying rates with the different courses.
  - Deputy Clerk Colleen Engelhardt stated the volunteer fire fighter attending the training will be paid out of the Fire Fund, and Village employees attending will be paid out of the General Fund. Colleen stated Tim will collect payment directly from members of the public attending.



- Tim stated that he currently will be offering the First Aid/BLS training on July 20<sup>th</sup> at Wagon Mound Public School starting at 9am until finish.
- Colleen stated the contract is needed because of the payments coming from the Village for employees and volunteer fire fighters, and she stated contract will be renewed annually.

**Motion to approve the contract with Timothy Cruz to perform safety training as recommended was made by Councilor Miera, seconded by Councilor C Martinez. (Vote 3-0) Motion carried with all in favor.**

9. \*Discussion/Approval/Disapproval: Amend contract with Paul Martinez as the Substitute Transfer Station Attendant to increase rate of pay.

- Clerk Treasurer Amber Anguiano stated she recommends the pay rate for substitute Transfer Station Attendant Paul Martinez increase from \$12 to \$14 to match the current Transfer Station Attendant Sam Clouthier's pay rate because both are certified operators.
- Mayor Martinez stated that both attended a training in Santa Fe and received certification.

**Motion to approve amending the contract with Paul Martinez as the Substitute Transfer Station Attendant to increase the hourly pay rate to \$14 was made by Councilor Maestas, seconded by Councilor C Martinez. (Vote 3-0) Motion carried with all in favor.**

10. \*Discussion/Approval/Disapproval: Review full-time employee evaluations and approval of pay increases.

- Mayor Martinez recommended convening into Executive Session to discuss limited personnel matters as allowed by Section 10-15-1, H 1-10 NMSA 1978.

**Motion to convene into Executive Session was made by Councilor C Martinez, seconded by Councilor Miera. (Vote 3-0) Motion carried and all in favor. Maestas = yes; C Martinez = yes; Miera = yes**

At 6:52PM the meeting convened into executive session.

**Motion to adjourn Executive Session and reconvene Regular Session was made by Councilor C Martinez, seconded by Councilor Miera. (Vote 3-0) Motion carried and all in favor. Maestas = yes; C Martinez = yes; Miera = yes.**

At 7:03PM, the Regular Session reconvened. Mayor Martinez stated only limited personnel matters were discussed during Executive Session, and no action was taken.

- Mayor Martinez recommended a \$2.00 per hour raise for Amber Anguiano, Colleen Engelhardt, and Gary Sanchez. He stated Julia Olguin and Julian Chavez recently received a \$2.00 per hour raise in December 2023 while the other employees had not received a raise in two years.

**Motion to approve employee pay increases as recommended by the Mayor was made by C Martinez, seconded by Councilor Maestas. (Vote 3-0) Motion carried and all in favor.**

## IX. Monthly Reports

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

- Clerk Treasurer Amber Anguiano stated the May vouchers paid regular monthly bills. She stated there were also payments for per diem to Gary Sanchez, Julian Chavez, Sam Clouthier and Paul Martinez who went to trainings. She stated payment was made to Gabriel Maestas Sr. for substitute work performed when the Utilities Superintendent and Utilities Assistant were out for training.

**Motion to approve the May 2024 vouchers was made by C Martinez, seconded by Councilor Maestas. (Vote 3-0) Motion carried and all in favor.**

B. Utility Delinquent List – Deputy Clerk Colleen Engelhardt

- Active Accounts – 11 letters were sent with a total delinquent balance of \$969.27, and payments received totaled \$1,199.23.



- Acct #103701 - Payment was not received until May 30<sup>th</sup>. The letter was misplaced with the inactive letters. Customer was contacted May 30<sup>th</sup> and payment was received immediately.
- Inactive Accounts – 7 total inactive accounts with 3 letters sent that no longer have good mailing addresses or contact information with a total delinquent balance of \$754.56 and no payments were received.

C. Utility Superintendent – Utility Superintendent Gary Sanchez

- Water – Chlorine residual tested at 0.22mg/L. Fence repair and clean-up work is being done at the Springs to prepare for the NMED Sanitation Survey on July 11<sup>th</sup>.
- Wastewater – Wastewater and asbestos samples will be taken for testing in the next week.
- Natural Gas – Deputy Clerk Colleen Engelhardt stated the Drug & Alcohol Compliance audit conducted by the PRC went well. She stated Shawna of White Sands Drug & Alcohol Compliance was present at the audit and provided all information and documentation requested.

D. MVD Reports – MVD Manager

- Clerk Treasurer Amber Anguiano stated the advertisement for MVD Agent/Administrative Assistant will be advertised for a month and interviews will be held the week of July 15<sup>th</sup> to obtain an employee on contract until current MVD Agent/Administrative Assistant Julia Olguin leaves. Amber stated this will allow time for both Julia and herself to train the new employee.
- Amber stated the Mora MVD office has been closed so they have been busier than usual. She stated there have also been an increase of CDL exams taken and CDL Driver License issuances. Amber stated she and Julia take time with customers to ensure they receive high quality customer service.
- Amber stated they won an award for the best decorated office for the April “Donate Life Month.”
- Amber reported a total of 108 transactions were processed in May for a total of \$5,849.54.

E. Mora County Sheriff's Office Report

- Absent

F. Housing Authority – Northern Regional Housing Authority

- Absent

G. Wagon Mound Fire Department – Fire Chief Timothy Cruz

- Fire Chief Timothy Cruz stated he is in the process of acquiring three quotes for bunker gear. Chief Cruz also stated that the Fire Department is also planning to acquire new Motorola radios.
- Chief Cruz asked for assistance to move the tanker truck to the Substation.
- Chief Cruz stated hose and hydrant testing will be done in June and July.
- Chief Cruz stated the volunteers need to attend an (EVOC) Emergency Vehicle Operations Certificate training and asked Council to inform him if any trainings are being done in the area.
- Chief Cruz stated fire restrictions have been lifted as of June 20<sup>th</sup>. He stated anyone burning needs to notify the FD, and they need to have a water source nearby. Chief Cruz stated that if fires do not have a water source nearby, the fire will be put out.

H. Bean Day Association – President

- Absent

X. Old Business

- None

XI. Mayor's Report

- Mayor Martinez stated Pacheco's Construction will be starting the sidewalk project on South Catron. Cultura Construction finished the foundation for the bleachers and King Fish finished the bleacher installation. He stated Deputy Clerk Colleen Engelhardt and Utility Superintendent Gary Sanchez

went to review the bleacher project and King Fish created a final punch list to complete the project. Mayor Martinez stated the Crow's Nest is the next project that will be done by Cultura Construction. He stated the canopy for the bleachers be completed after Bean Day.

- Mayor Martinez stated the Village has received Capital Outlay funding to pave the Senior Center parking lot, and the Village is looking at a Change Order with Pacheco's to include this paving with the S Catron Improvements project.
- Mayor Martinez reported that State Representative Teresa Ledger Fernandez came to visit Wagon Mound and was shown the new Senior Center building. Mayor Martinez stated she was very helpful and is willing to help any way she can.
- Mayor Martinez stated he is interested in utilizing the remaining State and Local Fiscal Recovery Funds to purchase an outdoor screen and popcorn machine to host outdoor movie nights in the park.
- Deputy Clerk Engelhardt stated she received a call from Sheriff Padilla along with Mora County Road Superintendent John Romero to inform her that Mora County approved donation of a Conex storage container to the Village. Mayor Martinez stated that he thinks the Conex should be placed in the alley behind the Village Hall.
- Mayor Martinez stated he spoke with Steve Sandoval about repairing the gear shift in the dump truck.
- Mayor Martinez stated quotes were obtained to repair the broken windows on the back of the Ford Ranger, but the deductible is \$1,000 so insurance will not pay the approximately \$200 cost.
- Mayor Martinez stated that road patching is needed throughout the Village, and it will happen sometime in July.

## XII. Adjourn

**Motion to adjourn was made by Councilor Miera, seconded by Councilor C Martinez. (Vote 3-0) Motion carried with all in favor. The meeting adjourned at 7:38PM.**

Approved and attested this 16<sup>th</sup> Day of July 2024.



Andres Martinez, Mayor

Attest:



Amber L. Anguilano, Clerk Treasurer

(SEAL)

