



Village of Wagon Mound
Regular Meeting Agenda - AMENDED
Tuesday, November 19, 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 Regular Meeting Minutes October 8, 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: Selection of projects to submit for Capital Outlay funding.
 2. *Discussion/Approval/Disapproval: Amendment No. 3 to Owner-Engineer Agreement with Dennis Engineering for the South Catron Avenue Improvements project.
 3. ~~*Discussion/Approval/Disapproval: Harris Technology Services quote to renew Fortinet Forticare Service Agreement.~~
 4. *Discussion/Approval/Disapproval: Review and selection of quotes to replace Maintenance Shop garage door.
 5. ~~*Discussion/Approval/Disapproval: Review and selection of quotes to purchase skid steer/heavy equipment.~~
 6. *Discussion/Approval/Disapproval: Invoice from Fluhman Builders.
 7. *Discussion/Approval/Disapproval: Mora County Sheriff's Office Purchase Requisitions from the Law Enforcement Protection Fund.
 8. *Discussion/Approval/Disapproval: Acceptance of termination of Utilities Assistant Julian Chavez.
 9. *Discussion/Approval/Disapproval: Advertising for hire of full-time Utilities Assistant.
 10. *Discussion/Approval/Disapproval: Hiring Gabriel J. Maestas as temporary part-time Utilities staff until the full-time Utilities Assistant position is filled.

11. *Discussion/Approval/Disapproval: Clothing allowance for Utilities staff.

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 Deputy Clerk Colleen Engelhardt. Mayor Andres Martinez, Mayor Pro Tem Eldie R. Cruz, Councilor Claudia M. Martinez, and Councilor Gabriel D. Maestas were all present. Councilor Paul A. Miera was absent.

III.*Approval of Agenda

- Deputy Clerk Colleen Engelhardt suggested removing Business Matters item #3 regarding the Harris Technology quote. She stated the quote to renew the Fortinet service is \$460 so it under the threshold of requiring Council approval.
- Mayor Martinez recommended removing Business Matters item #5 regarding the purchase of a skid steer. He stated he would like to postpone this item until the December meeting to have time to collect financing information from all three companies to be able to make a good decision.

Motion to approve the agenda with the recommended amendments was made by Councilor Martinez, seconded by Mayor Pro Tem Cruz. (Vote 3-0) Motion carried with all in favor.

V. *Approval of Minutes for Regular Meeting Minutes October 8, 2024

Motion to approve the October 8, 2024 meeting minutes was made by Councilor Maestas, seconded by Mayor Pro Tem Cruz. (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

/I. Comments or Concerns of Council

- Mayor Pro Tem Cruz asked if Springer Electric is planning on cleaning up all the branches they've been cutting, and the Mayor stated they had told Gary they were planning on mulching them. He stated he will contact them tomorrow to ensure they get cleaned up promptly so people have access to utilize the park.

II. Business Matters

1. *Discussion/Approval/Disapproval: Selection of projects to submit for Capital Outlay funding.

- Deputy Clerk Colleen Engelhardt stated she attended a Capital Outlay Request training, and the submission dates are earlier this year with a Dec 13th deadline because new departments have been created to help facilitate requestors, categorize submissions, and communicate with legislators.
 - Colleen stated the State is using the new terminology "capital stack" meaning to stack our various funding sources for a project so no one source is being tapped for the full funding required. She stated the State is trying to reduce piecemeal funding, and they recognize the needs and requests far exceed available funds. She stated they want entities to seek various funding sources so Capital Outlay funds are requested as a means to complete the project.
 - Colleen stated a limiting factor for the Village when seeking alternative funding sources is the match requirement. She stated the State now offers a program called the NM Match Fund, and initially \$75M has been allocated for entities to request assistance with match requirements.
 - Colleen stated the Village received the Senior Center parking lot funds by submitting the request directly to the Governor. She stated she is accepting requests this year, and she is looking for projects that are more than \$500K, and it will need to complete a phase or the full project.
- Colleen referred to the Village's Infrastructure Capital Improvement Plan (ICIP) for project submission consideration. Mayor Martinez stated most of the planning process has been completed for the water system improvements project, and he suggested requesting the remaining cost of the project at \$4M. Colleen stated the full project can be requested, or we can request to complete the next phase at

\$1.2M. Mayor Martinez stated he prefers requesting the full project, and he suggested submitting the request directly to the Governor.

- Mayor Martinez also suggested submitting requests for additional projects from the ICIP including: \$3M to improve the Fire Department Substation, \$2.5M for a new main Fire Station building, and \$100K for land acquisition.
- Colleen summarized the discussion with the project requests to include: Water System Improvements - \$4M, Fire Department Substation Improvements - \$3M, Build New Fire Station - \$2.5M, and Land Acquisition - \$100K. She stated all requests must be submitted to the Legislature, and she asked for clarification on which projects should also be submitted to the Governor.
 - Mayor Martinez recommended submitting the water and fire department projects to the Governor.
 - Mayor Pro Tem Cruz suggested also submitting for the Wastewater Improvements for \$5M as well, and Mayor Martinez agreed.

Motion to approve five projects to be submitted for Capital Outlay requests as recommended by the Mayor and Mayor Pro Tem was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez.

(Vote 3-0) Motion carried with all in favor.

2. *Discussion/Approval/Disapproval: Amendment No. 3 to Owner-Engineer Agreement with Dennis Engineering for the South Catron Avenue Improvements project.

- Deputy Clerk Colleen Engelhardt stated Council approved a change order to the S Catron Ave Improvements project in August. She stated this approval added the quote from Pacheco's to construct and pave the parking lot. Colleen stated she forgot to present the engineer amendment at that time. She stated this item shows the engineering contract for this project will increase by \$25K for them to modify the parking lot plans and oversee the construction work. She stated the Capital Outlay award of \$500K will cover the majority of the cost, and the remaining \$17K will be applied to the most recent NMDOT Coop funding award.

Motion to approve Amendment No. 3 to Owner-Engineer Agreement with Dennis Engineering for the South Catron Avenue Improvements project was made by Councilor C Martinez, seconded by Councilor Maestas. (Vote 3-0) Motion carried with all in favor.

~~3. *Discussion/Approval/Disapproval: Harris Technology Services quote to renew Fortinet Forticare Service Agreement.~~

4. *Discussion/Approval/Disapproval: Review and selection of quotes to replace Maintenance Shop garage door.

- Mayor Martinez stated the garage door at the Maintenance Shop was damaged some time ago, and open and closing door is now difficult and dangerous.
- The Mayor stated he contacted multiple companies, and he received two quotes because the other companies do not service our area. He stated he is recommending the Fluhman Builders quote of \$6,675.00 because it is \$3K less than the Overhead Door quote.

Motion to approve the Fluhman Builders quote to replace the Maintenance Shop garage door was made by Mayor Pro Tem Cruz, seconded by Councilor Maestas. (Vote 3-0) Motion carried with all in favor.

~~5. *Discussion/Approval/Disapproval: Review and selection of quotes to purchase skid steer/heavy equipment.~~

6. *Discussion/Approval/Disapproval: Invoice from Fluhman Builders.

- Deputy Clerk Colleen Engelhardt stated Fluhman Builders was approved to construct the canopy over the new bleachers at the rodeo grounds. She stated Fluhman is requesting payment for half the cost of the materials up front. She stated the cost of the materials is \$42K, and this invoice is \$21K. She stated this project is being funded through a Capital Outlay award.

Motion to approve payment of Fluhman Builders invoice was made by Councilor Maestas, seconded by Councilor C Martinez. (Vote 3-0) Motion carried with all in favor.

7. *Discussion/Approval/Disapproval: Mora County Sheriff's Office Purchase Requisitions from the Law Enforcement Protection Fund.

- Mayor Martinez stated the requests are both for uniform purchases from TLC Uniforms. He stated one is for \$12,737.85, and this other is for \$880.00. The Mayor stated these are the first requests from the FY25 LEFP allocation, and he is recommending approval.

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

8. *Discussion/Approval/Disapproval: Acceptance of termination of Utilities Assistant Julian Chavez.

- 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 Mayor Pro Tem Cruz, seconded by Councilor Maestas. (Vote 3-0) Motion carried and all in favor.

Maestas = present; Cruz = present, C Martinez = present; Miera = absent

At 6:40PM the meeting convened into executive session.

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

Maestas = present; Cruz = present; C Martinez = present; Miera = absent.

At 6:47PM, Regular Session reconvened. Mayor Martinez stated only limited personnel matters were discussed during Executive Session, and no action was taken.

Motion to approve acceptance of termination of Utilities Assistant Julian Chavez was made by Mayor Pro Tem Cruz, seconded by Councilor C Martinez. (Vote 3-0) Motion carried and all in favor.

9. *Discussion/Approval/Disapproval: Advertising for hire of full-time Utilities Assistant.

- Mayor Martinez stated he is recommending advertising starting tomorrow for two weeks to be able to hire by the December meeting.

Motion to approve advertising to hire a fulltime Utilities Assistant was made by Councilor Maestas, seconded by Councilor C Martinez. (Vote 3-0) Motion carried and all in favor.

10. *Discussion/Approval/Disapproval: Hiring Gabriel J. Maestas as temporary part-time Utilities staff until the full-time Utilities Assistant position is filled.

- Councilor Maestas requested to recuse himself from the discussion and vote on this matter.
- Mayor Martinez recommended hiring Gabriel J. Maestas at \$15 per hour to assist with Utilities operations until a full-time employee is hired.

Motion to approve hiring Gabriel J. Maestas as a temporary part-time employee was made by Councilor C Martinez, seconded by Mayor Pro Tem Cruz. (Vote 2-0) Motion carried and all in favor.

11. *Discussion/Approval/Disapproval: Clothing allowance for Utilities staff.

- Mayor Martinez stated this will only be for the Utilities Superintendent until an Assistant is hired. He stated Gary needs new boots, pants, and shirts, and he recommended allowing the purchase up to \$750.00.

Motion to approve a clothing allowance for the Utilities Superintendent up to \$750 was made by Councilor Maestas, seconded by Mayor Pro Tem Cruz. (Vote 3-0) Motion carried and all in favor.

√II. Monthly Reports

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

- Deputy Clerk Colleen Engelhardt provided the report in the Clerk Treasurer's absence.
- Colleen stated the report shows payments were issued for regular monthly bills and quarterly taxes. She stated additional payments include:
 - Fluhman Builders - \$43,598.88 – final payment on the roof

- 1 Day Concrete Coatings LLC - \$150.00 – site visit fee for estimate to coat floors at Senior Center; if their quote is selected this amount will be deducted from the charges.
 - Mayor Martinez stated the floors at the Senior Center are just sealed concrete which will become slippery and unsafe for seniors, and this can be applied to the \$164K USDA grant. Colleen stated she needs to check with the USDA representative to see if two more quotes are needed because they use specific materials, and they're the only company in NM that offers this kind of flooring.
- Adams + Crow - \$1,431.41 – attorney travel to Wagon Mound to discuss new ordinance
- Roybal Septic Service - \$1,530.00 – porta potties for Bean Day Celebration
- Toyota of Sant Fe - \$31,759.56 – purchase Toyota Camry
- Pacheco's Construction - \$130,097.05 – second payment on S Catron Ave Improvements project
 - Colleen stated she and the Mayor did a walk through to create a final punch list for the remaining items that must be completed before the final payment on the street and sidewalk portion of the project is issued.

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

B. Utility Delinquent List – Deputy Clerk

- Active Accounts – 16 letters sent with total delinquency of \$1,268.27 and payments totaled \$1,978.92 with all received on time.
- Inactive Accounts – 8 accounts with 4 letters due to no current mailing address. Delinquency total of \$852.31 and no payments were received.

C. Utility Superintendent – Utility Superintendent

- Water – Chlorine residual is at 0.10mg/L, and a water leak was repaired on Village lines across from the church.
- Wastewater – waiting for a few warm days to be able to discharge from the lagoons because the third pond is pretty high
- Mayor Martinez asked if the line locator equipment has been purchased, and Gary stated he is working on getting two more quotes.
- Deputy Clerk Colleen Engelhardt stated the Village received a Notice of Violation earlier in the year because we failed to take an asbestos water test between 2020 and 2022. She stated Gary took the sample, and the testing shows our water is well within the regulatory standards. She stated to regain compliance the Village is required to issue notice explaining what happened and what we've done to remedy the issue. She stated she'll be sending a notice with bills and posting around town. Then, she stated, she file the report with NMED showing the results of the test and the posting of the notice.

D. MVD Reports – MVD Manager

- Deputy Clerk Colleen Engelhardt provided the report in the absence of the MVD Manager.
- October – 40 transactions were processed for a total of \$4,272.86.

E. Mora County Sheriff's Office Report

- Undersheriff Romero stated MCSO recently lost two deputies – one was unable to complete the academy and the other was having difficulty with the FTO program.
 - Call volume greatly increased in October and last week they responded or assisted with a couple of shootings. He stated MCSO is currently handling 98% of the calls in the County with State Police rarely responding. He stated he is working toward addressing and correcting this.
 - State Police will be covering on Wednesday and Thursday this week because the entire MCSO staff will be in required training in Santa Fe to maintain their certifications.
 - MCSO is giving Thanksgiving baskets to those in need, and he asked to please contact the office with the name(s) of any Mora County resident we believe may benefit from the donation.
 - MCSO is organizing a Toys for Tots drive, and he will be providing more information soon.

- MCSO staff will be completing a two-week training either at the end of Dec or early Jan which is also required to maintain their certifications.
- The undersheriff stated they have completed the paperwork necessary to donate the Ford Explorer to the Wagon Mound Fire Department, but they are still waiting on Commission approval. He stated it has been on three meeting agendas, and it keeps getting tabled. Mayor Martinez stated he will contact the interim County Manager as well as the Commission Chair to follow up with them.
- Mayor Martinez stated he understands the recent circumstances have made it difficult for the deputies to patrol Wagon Mound, but he would like to see more presence in the future.
- Mayor Pro Tem Cruz asked if the Flock cameras have caught any activity recently. The Undersheriff stated they were utilized last night in connection to a series of armed robberies that occurred in Las Vegas. He stated the vehicle did not enter the Village, but the cameras were used to help track the patterns of where it was traveling.

F. Housing Authority – Northern Regional Housing Authority

- Absent

G. Wagon Mound Fire Department – Fire Chief

- Fire Chief Cruz inquired about the status of the registration and plates for the rescue truck. He stated it has been a year since the paperwork was submitted to the State, and he asked if there was a status update. Mayor Martinez stated he will need to work with the MVD Manager.
- He stated he's in the process of getting a quote for the extrication equipment which will include jaws of life, a saw, stabilizer bars to use when vehicles flip. He stated once he has it, he'll bring it into the office for guidance on what to do next to place the order.

H. Bean Day Association – President

- Absent

VIII. Old Business

- Mayor Martinez reported Mr. Haper's attorney is sending the Village a deed for one of the properties, but it has not yet arrived.
- Mayor Martinez stated a few months ago, Council approved purchasing the corner lots at Catron and Nolan, and he stated the owner has decided to sell to the Village. He stated she had to go through probate, and now she is working on clearing the title to the mobile home. He stated once she has everything squared away, the Village will be issuing payment to purchase the property.
 - Councilor Maestas asked if there are ideas for using the property, and Mayor Martinez stated it is still in a planning stage. He stated he would like to purchase a carport and a gate to be able to store utilities equipment.
- The Mayor stated the Village met with Dennis Engineering and Pacheco's Construction to conduct a walk through of the sidewalk and street paving portion of the S Catron Ave Project to create a final punch list of 10-12 items that need to be completed before issuing final payment. He stated the parking lot is also progressing and the curbing around the perimeter is almost complete.

X. Mayor's Report

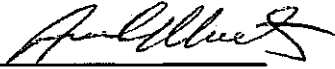
- Mayor Martinez acknowledged Gary's work during the snowstorm. He stated Benito Armijo, Rio Armijo, and Joey May assisted with snow removal, and he expressed gratitude for their help.
- The Mayor stated when the Toyota Camry was purchased, Toyota of Santa Fe notified them they had forgotten to include the extended warranty beyond the 5yr/60K mile drive chain warranty, and the Village has two months to agree to the warranty terms which will run about \$2K.
 - Councilor Maestas stated he feels this is poor business practice because Council reviewed three quotes when making the purchase decision. However, he stated, he believes the extended warranty is needed, and Mayor Pro Tem Cruz agreed.
- Deputy Clerk Colleen Engelhardt stated the Village is working with an insurance adjuster through the NM Self Insurers Fund with regards to the flooding the Clerk's Office. She stated the adjuster stated

testing for mold was needed, and the entire building was tested. She stated the results show mold contamination in the Clerk's Office only, and now three quotes for remediation and repairs will need to be submitted to the adjuster for his review. She stated he will send NMSIF a report with his recommendations on coverage, and we'll be given guidance on how to proceed.

XII. Adjourn

Motion to adjourn was made by Mayor Pro Tem Cruz, seconded by Councilor Maestas. (Vote 3-0)
Motion carried with all in favor. The meeting adjourned at 7:25PM.

Approved and attested this 10th Day of December 2024.



Andres Martinez, Mayor

Attest:



Amber L. Anguiano, Clerk Treasurer

(SEAL)

