

**MINUTES
VILLAGE COUNCIL REGULAR MEETING
MONDAY, FEBRUARY 15, 2018
5:30 P.M.
CITY HALL**

PRESENT: Mayor Justin Ingram, Councilor Manuel Lucero, Councilor Albert Sena, Councilor Louie Gallegos, Clerk/Treasurer Jamie Wall

ABSENT: Councilor Esther Segura

STAFF PRESENT: Francis Martinez – Street/Parks Crew Leader

OTHERS PRESENT: Scot Stinnett – De Baca County News, Linda Boyd – De Baca County Communications Director, Gabriel Garcia.

MAYOR JUSTIN INGRAM CALLED THE MEETING TO ORDER AT 5:31 P.M.

THE PLEDGE OF ALLEGIANCE: Pledge of Allegiance led by Manuel Lucero.

1. APPROVAL OF AGENDA

Mayor Ingram requested Council review agenda for approval. Mayor Ingram recommended the Council approve agenda as presented.

MOTION: Manuel Lucero

SECOND: Louie Gallegos

That the Council approves the agenda as presented.

All voted yes, motion carried.

Show of hands 3-0

2. APPROVAL OF MINUTES

Mayor Ingram requested review and approval of Minutes of January 8, 2018 Public Hearing and Regular Meeting, January 19, 2018 Special Meeting, and January 29, 2018 Special Meeting.

Mayor Ingram recommended the Council approve the Minutes as presented.

MOTION: Louie Gallegos

SECOND: Albert Sena

That the Council approves the minutes as presented for January 8 Public Hearing and Regular Meeting, January 19, 2018 Special Meeting, and January 29, 2018 Special Meeting as presented.

All voted yes, motion carried.

Show of hands 4-0

NEW BUSINESS

DISCUSSION ONLY

1. DISCUSSION OF UPCOMING EVENTS

Clerk Wall provided Mayor and Council with a list of upcoming events, including District 4 Meeting in Clovis and a New Mexico Municipal League annual event and training calendar.

2. WATER/WASTEWATER PROGRAM EVALUATION – PAUL CHAVEZ - NMRWA

Paul Chavez of the New Mexico Rural Water Association gave a presentation on the current status of the Water and Wastewater departments as the Contracted Qualified Operator for the Village of Fort Sumner.

3. PRESENTATION OF EMERGENCY TRANSPORT BLANKETS

De Baca County Communications Director Linda Boyd was on hand to present 3 Emergency Transport Blankets to the Village for EMS Services purchased with grant money.

ACTION ITEMS

1. CONSIDERATION OF DWI APPLICATION, MOU, AND ASSURANCES-CAMMY MANSELL

Mayor Ingram and Council were provided with a copy of the DWI Prevention Program MOU and Assurances along with a letter from DWI Coordinator Cammy Mansell who could not be in attendance. Mayor Ingram recommended Council postpone a decision on the matter until a Special Meeting on February 21, 2018 at 1:00 P.M. so the application could be completed and approved.

NO ACTION TAKEN

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2. CONSIDERATION OF TEMPORARY EMPLOYEES

Mayor Ingram and Council reviewed a list of current Temporary Employees including Full-Time Temp Michael Gallegos in the Water Department and Part-Time Temp Kandrice Chavez as a Floater, currently assisting the Senior Center. Mayor Ingram recommended Council approve both temporary employees until the next Regular Meeting in March 2018.

MOTION: Albert Sena

SECOND: Louie Gallegos

That the Council approves approve both temporary employees until the next Regular Meeting in March 2018.

Two voted yes, motion carried.

One Abstained – Manuel Lucero

Show of hands 2-0-1

3. CONSIDERATION OF NMFA PLANNING GRANT CONTRACT PROPOSAL

Clerk Jamie Wall presented Mayor Ingram and Council with a draft Agreement for Engineering services by Bohannon Huston for a Preliminary Engineering Report (PER) for Wastewater Treatment Plant Repairs and Upgrades. The planning grant of \$50,000 would be provided by NMFA with no match by the Village. Mayor Ingram recommended Council approve the Agreement for Engineering Services provided by Bohannon Huston for a Wastewater System PER funded by NMFA.

MOTION: Esther Segura

SECOND: Manuel Lucero

That the Council approves the Agreement for Engineering Services provided by Bohannon Huston for a Wastewater System PER funded by NMFA.

All voted yes, motion carried.

Show of hands 3-0

4. CONSIDERATION OF AIRPORT HANGAR REPAIRS

Mayor Ingram presented Council with a quote from Anthony Cooper of "The Rust Stops Here" for multiple Airport Hangar building roof repairs and sealing for a total of \$8,500.00. Councilor Louie Gallegos made a motion to postpone discussion and decision of this item until a later date.

MOTION: Louie Gallegos

SECOND: Albert Sena

That the Council approves postponing discussion and decision on this item until a later date.

All voted yes, motion carried.

Show of hands 3-0

5. CONSIDERATION OF ELECTION PRECINCT WORKERS

Clerk Jamie Wall presented Mayor Ingram and Council with a list of potential precinct workers for the upcoming March 6, 2018 Municipal Election. The list included Isabel Chavez, Yolanda Cline, Vincent Stallard, Rosie Salazar, Cathy Vigil, Quannah Saiz, and Josephine Gallegos. Mayor Ingram recommended Council approve the list as written of precinct workers for the upcoming March 6, 2018 Election.

MOTION: Manuel Lucero

SECOND: Albert Sena

That the Council approves the list as written of precinct workers for the upcoming March 6, 2018 Election.

Three voted yes, motion carried.

Show of hands 3

6. CONSIDERATION OF 2018-19 COOP PROJECT

Mayor Ingram and Council discussed possible locations for the FY 2018-2019 COOP project. Locations discussed were 2nd Street, Wheeler, Storey, McCabe St, and slurry seal of several other streets. Mayor Ingram suggested Council take time to personally view the streets to help prioritize what was needed. Mayor Ingram recommended Council postpone FY 2018-19 COOP project selection until a Special Council Meeting on March 21, 2018.

MOTION: Louie Gallegos

SECOND: Albert Sena

That the Council approves postponing FY 2018-19 COOP project selection until a Special Council Meeting on March 21, 2018.

All voted yes, motion carried.

Show of hands 3-0

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7. CONSIDERATION OF 2018-19 MAP PROJECT

Mayor Ingram and Council discussed possible locations for the FY 2018-2019 MAP project. Mayor Ingram suggested Council take time to personally view the streets to help prioritize what was needed. Mayor Ingram recommended Council postpone FY 2018-19 MAP project selection until a Special Council Meeting on March 21, 2018.

MOTION: Louie Gallegos

SECOND: Albert Sena

That the Council approves postponing FY 2018-19 MAP project selection until a Special Council Meeting on March 21, 2018.

All voted yes, motion carried.

Show of hands 3-0

8. CONSIDERATION OF EMPLOYEE RAISE – UTILITY BILLING

Clerk Jamie Wall presented Mayor and Council with a request to consider awarding Utility Billing/Cash Collections Clerk Fabiola Morales a raise. Ms. Morales expressed interest in taking over duties formerly performed by Alisha Segura that included Accounts Receivable, Code/Zone Enforcement, and Safety Training Coordinator Duties. Councilor Albert Sena motioned to award Ms. Morales a \$1.00 per hour raise, bringing her hourly rate to \$11.20.

MOTION: Albert Sena

SECOND: Louie Gallegos

That the Council approves awarding Ms. Morales a \$1.00 per hour raise, bringing her hourly rate to \$11.20.

All voted yes, motion carried.

Show of hands 3-0

9. CONSIDERATION OF ½ TESTING FEES – GORDON ENVIRONMENTAL

Mayor Ingram and Council were presented with an invoice from De Baca County for ½ of Testing Fees conducted by Gordon Environmental in the amount of \$4,612.25. Mayor Ingram recommended Council approve payment of the De Baca County invoice for ½ of Testing Fees conducted by Gordon Environmental for \$4,612.25.

MOTION: Albert Sena

SECOND: Manuel Lucero

That the Council approves payment of the De Baca County invoice for ½ of Testing Fees conducted by Gordon Environmental for \$4,612.25.

All voted yes, motion carried.

Show of hands 3-0

10. CONSIDERATION OF 2018 HARDSHIP AUCTION/PUBLIC ENTITY SALE

Mayor Ingram and Council discussed participation in the 2018 Hardship Auction/Public Entity Sale. Mayor Ingram stated the Village had not qualified in previous years for the Hardship Auction, but might possibly qualify this year. Mayor Ingram stated a list of equipment needed to be made that the Village might be interested in looking at to submit with the letter of interest. Participation in the Public Entity Sale would be a possibility if ineligible for the Hardship Auction. Mayor Ingram recommended Council approve applying for the 2018 Hardship Auction.

MOTION: Albert Sena

SECOND: Louie Gallegos

That the Council approves applying for the 2018 Hardship Auction.

Show of hands 3-0

11. CONSIDERATION OF DELINQUENT AMBULANCE ACCOUNTS

Clerk Jamie Wall presented Mayor and Council with a list of delinquent Ambulance accounts provided by Billing Agent Susan Vick. Three accounts were in arrears with no payment effort totaling \$4,904.00 and should be sent to Collection. A fourth account with a balance of \$356.89 had payment effort present, however the patient had entered a long-term care facility and could pay no longer. Ms. Vick requested this account be written off. Mayor Ingram recommended Council approve sending delinquent Ambulance three accounts in arrears totaling \$4,904.00 to Collection.

MOTION: Louie Gallegos

SECOND: Manuel Lucero

That the Council approves sending delinquent Ambulance three accounts in arrears totaling \$4,904.00 to Collection.

All voted yes, motion carried.

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Mayor Ingram recommended Council approve writing off the Ambulance account in arrears totaling \$356.89.

MOTION: Albert Sena

SECOND: Louie Gallegos

That the Council approves writing off the Ambulance account in arrears totaling \$356.89.

All voted yes, motion carried.

Show of hands 3-0

12. CONSIDERATION OF BULK WATER SALES AND PROCEDURES

Clerk Jamie Wall presented Mayor Ingram and Council with a draft application for Bulk Water Sales for review and approval. Clerk Wall stated the bulk rate for water had fluctuated in recent history depending on where it was drawn. Clerk Wall asked Council to consider a set price for bulk water and consider a minimum charge, as some water users incurred a bill less than \$10. After a short discussion, the bulk water rate was set at \$8.00 per 1,000 gallons, with a minimum charge of \$25.00. Mayor Ingram recommended Council approve the bulk water application and bulk water rate at \$8.00 per 1,000 gallons, with a minimum charge of \$25.00.

MOTION: Albert Sena

SECOND: Louie Gallegos

That the Council approves the bulk water application and bulk water rate at \$8.00 per 1,000 gallons, with a minimum charge of \$25.00.

All voted yes, motion carried.

Show of hands 3-0

13. CONSIDERATION OF 2016-2017 AUDIT REPORT

Clerk Jamie Wall presented Mayor Ingram and Council with the FY 2016-2017 Audit Report. The report stated the Village incurred two findings; for lack of internal controls that allowed fraud to occur, and for failing to report the possible fraud to the Office of the State Auditor in writing. The Village received an unmodified opinion. Mayor Ingram recommended Council accept the FY 2016-2017 Audit Report.

MOTION: Albert Sena

SECOND: Manuel Lucero

That the Council approves the FY 2016-2017 Audit Report.

All voted yes, motion carried.

Show of hands 3-0

14. EXECUTIVE SESSION: PURSUANT TO OPEN MEETINGS ACT – 10-15.1 H.7 – THREATENED OR PENDING LITIGATION.

Mayor Ingram recommended Council close the Regular Meeting to meet in Executive Session to discuss threatened or pending litigation.

MOTION: Albert Sena

SECOND: Manuel Lucero

That the Council approves closing the Regular Meeting to meet in Executive Session to discuss threatened or pending litigation.

Show of hands 3-0

ROLL CALL TO ENTER EXECUTIVE SESSION.

Jamie Wall, Clerk called roll:

Manuel Lucero – Yes

Albert Sena – Yes

Louie Gallegos – Yes

Mayor and Council requested Clerk Jamie Wall accompany them as they entered Executive Session at 7:13 P.M.

ROLL CALL EXITING EXECUTIVE SESSION.

Jamie Wall, Clerk called roll:

Manuel Lucero – Yes

Albert Sena – Yes

Louie Gallegos – Yes

Returning from Executive Session: Mayor Ingram, Councilor Manuel Lucero, Louie Gallegos, Councilor Albert Sena, and Clerk Jamie Wall were present at 7:56 P.M.

NO ACTION TAKEN

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RE-OPEN SPECIAL MEETING

Mayor Ingram recommended Council re-open the Regular Meeting.

MOTION: Albert Sena

SECOND: Louie Gallegos

That the Council approves opening the Regular Meeting.

Show of hands 3-0

**THERE BEING NO FURTHER BUSINESS, THE MEETING WAS ADJOURNED AT
7:57 P.M.**

MOTION: Albert Sena

SECOND: Louie Gallegos

All voted yes, motion carried.

Show of hands 3-0

APPROVED:

MAYOR 
LOUIE GALLEGOS

ATTEST:


JAMIE WALL, CLERK