

Town of Estancia
Regular Meeting of the Board of Trustees
Monday, February 5, 2018 6:15 pm
Municipal Building, 513 Williams Avenue, Estancia, NM 87016

Minutes

Invocation and Pledge of Allegiance

The meeting was called to order at 6:15pm and Roll Call was taken:

Trustee Romero- Present
Trustee Dryden- Present
Trustee Chavez- Present
Trustee Hall- Present
Mayor Chavez- Present

1.0 Approval/Disapproval of Agenda – Action Item

ACTION TAKEN: Trustee Hall made a motion to approve the agenda as written. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

2.0 Discussion/Approval of the January 16, 2018 Regular Meeting Minutes – Action Item

Mayor Chavez clarified that she was absent at the last BOT meeting. Clerk Michelle Jones said that she would correct the minutes to reflect her absence. **ACTION TAKEN:** Trustee Dryden made a motion to approve the January 16, 2018 meeting minutes with the requested correction. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**

3.0 Discussion/Approval of February 5, 2018 Bill List – Action Item

ACTION TAKEN: Trustee Hall made a motion to approve the February 5, 2018 Bill List. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**

No Public Comment

Old Business

4.0 Approval of Film Resolution 2018-01- Discussion and Possible Action Item

The Board reviewed the draft and decided to add a fee of \$250.00. The resolution will be approved contingent upon final review from the Town Attorney. **ACTION TAKEN:** Trustee Chavez made a motion to approve the Film Permit pending approval from our Town Attorney. Trustee Dryden seconded the motion. All in favor. **MOTION CARRIED**

5.0 RFP for an auditor – Information Only-

Clerk Michelle Jones informed the Board that we have to wait until the State Auditor's Office sends out notification to all entities that they can go out for bid. This usually occurs close to the end of February. **NO ACTION, INFORMATION ONLY**

New Business

6.0 Request for Approval of the Professional Services Agreement with Dennis Engineering and Richard Runyon for help with the current Coop Project- Action Item

Mr. Runyon gave a brief presentation outlining the assistance he will be giving the Town with our Coop project. The Town has requested assistance with two tasks: 1) Completion of an NMDOT COOP application for FY 2018/19 and 2) Assistance with completing funding agency documentation for NMDOT COOP funding FY 2017/18. The costs for these tasks is not expected to exceed \$1,450.00, exclusive of GRT, and on the Town providing records, invoices and final quantities within 30 days of the work being completed. **ACTION TAKEN:** Trustee Hall made a motion to approve the Professional Services Agreement with Dennis Engineering and Richard Runyon and the Town of Estancia for assistance with our Coop projects. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

7.0 Audit Exit Conference- Information Only

Ms. Melissa Santistevan from Precision Accounting presented the Town's Annual Financial Report. (Copies of this audit report are available for viewing at the Town office.) The report covered the Town's finances for fiscal year 2016/17. The auditor did express a 'Disclaimer of Opinion', which the Town will work to rectify.

The auditor also addressed the Schedule of Findings and Responses included in the audit report. Ms. Santistevan reported to the Board that, at the end of fiscal year 2016, the Town had a total of 34 findings. At the end of fiscal year 2017, the Town had a total of 17 findings, none of which were new. She specifically addressed each finding, noting that many of the current findings have already been cleared. She complimented the Town and the staff on the much improved audit. **NO ACTION, INFORMATION ONLY**

8.0 Request for permission to hold a Candidate Parade- followed by a candidate forum/meet and greet- Action Item

Police Chief Stephanie Reynolds has suggested putting on a Candidate Parade to be followed by a Candidate Forum and Meet & Greet. She is hoping to create more interest in the upcoming Municipal election. We have reached out to the Candidates and there is interest in this event. Today, we are requesting permission from the Board to hold the parade. The Board was informed that, while the Town is not sponsoring the parade, the Town's insurance would be listed on the parade permit as the parade does not have a sponsor. The Town agreed to move forward with the parade. **ACTION TAKEN:** Trustee Chavez made a motion to approve the request to hold a Candidate Parade followed by a candidate forum and meet & greet. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

9.0 Approval of Mayor's Decision to hire Michael Garcia as a Seasonal Employee- Action Item

Mayor Chavez formally made the Board aware that she has approved the hiring of Michael Garcia as a Seasonal Employee working in the Town's Public Works Department. **ACTION TAKEN:** Trustee Hall made a motion to approve the Mayor's hiring of Mr. Michael Garcia as a Seasonal Employee. Trustee Dryden seconded the motion. All in favor. **MOTION CARRIED**

10.0 Approval of Resolution 2018-02 relating to the \$537,320 Drinking Water State Revolving Loan Fund and Subsidy Agreement dated August 19, 2016- Authorizing an Amendment to the Loan and Subsidy to add the Solid Waste Fund revenues as additional Pledged Revenues- Action Item

Clerk Michelle Jones told the Board that, in order to get approval from NMFA to move forward with the New Well project, NMFA had requested that the Town modify its current agreements with NMFA to include pledged funds from its solid waste revenues. The Town's pay schedule will not change, this is a change to pledged collateral only. **ACTION TAKEN:** Trustee Dryden made a motion to approve Resolution 2018-02. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

11.0 Approval of Resolution 2018-03 relating to the \$550,000 Drinking Water State Revolving Loan Fund and Subsidy Agreement dated June 14, 2013- Authorizing an Amendment to the Loan and Subsidy to add the Solid Waste Fund revenues as additional Pledged Revenues- Action Item

Clerk Michelle Jones explains that this resolution is also pledging solid waste revenues at the request of NMFA. **ACTION TAKEN:** Trustee Romero made a motion to approve resolution 2018-03. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

12.0 Approval of Resolution 2018-04 relating to the \$498,000 Water Project Loan/Grant Agreement dated May 16, 2014 -Authorizing an Amendment to the Loan/Grant Agreement to add the Solid Waste Fund revenues as additional Pledged Revenues- Action Item

Clerk Michelle Jones explains that this resolution is also pledging solid waste revenues at the request of NMFA. **ACTION TAKEN:** Trustee Hall made a motion to approve Resolution 2018-04. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**

13.0 Approval of Resolution 2018-05 Budget Increase- Action Item

Clerk Michelle Jones explained to the Board that when she originally created the FY 17/18 budget, she neglected to put in a budget for the expenditures that would be incurred from the CDBG project. She is now requesting a budget expenditure increase of \$365,545.56. This total includes a \$363,820.11 increase in expenditures to the CDBG fund and an increase of \$1472.87 to the YCC fund. Once this increase is added to the budget, the 2nd qtr quarterly report will be approved by DFA. **ACTION TAKEN:** Trustee Dryden made a motion to approve Resolution 2018-05. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

14.0 Discussion of Municipal Leagues opposition to a proposed House Bill relating to Telecommunications; enacting the Network Nodes Deployment Act; Establishing Provisions for the Deployment of Cellular Network Nodes in Public Right-of-Ways- Discussion Only

Clerk Michelle Jones informed the Board that she had received a call from a representative from the New Mexico Municipal League requesting that the Board review a proposed House Bill relating to telecommunications. The NMML is opposed to this bill. They requested that the Board review the proposal and if they were also opposed, that they contact their legislators to express their opposition. Clerk Jones provided each Trustee and the Mayor with a copy of the proposed bill. **NO ACTION, INFORMATION ONLY**

15.0 Request for Approval to raise the Security Fee for Officers from \$20.00 to \$25.00 per hour- Discussion and Possible Action

Deputy Clerk Michelle Dunlap informed the Board that if an officer is required to work overtime to cover a paid event, his overtime pay will be approximately \$25.00 per hour. She suggested that the Town raise the cost of hiring an officer for an event from \$20.00 per hour to \$25.00 in order to avoid the Town losing money on events or running into an anti-donation scenario. **ACTION TAKEN:** Trustee Dryden made the motion to change the hourly charge for an officer to cover an event from \$20.00 per hour to \$25.00 per hour. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

16.0 Information relating to a request for Capital Outlay funds for the New Well and a PIF (Project Information Form) application- Information Only

Clerk Michelle Jones and Deputy Clerk Michelle Dunlap informed the Board that, during the week, they were presented with two opportunities to request additional funding for the New Well project. With the assistance of Bohannon Huston engineer Donzil Worthington, they submitted a request for additional Capital outlay funds in the amount of \$35,000.00 and they also submitted a Project Information Form to the NM Environment Department with a similar fund request. Neither request, if granted, will result in additional costs to the Town. **NO ACTION, INFORMATION ONLY**

17.0 Department Updates:

Police/Animal Control-

Chief Reynolds presented her Unit Activity Report to the Board. She told the Board that there may be a change in future LEPF funding and that she will update the Board as she receives updates. She discussed reports of a mentally ill resident who had been reported wandering the streets. She said that her staff addressed the situation.

She told the Board that the new Animal Shelter volunteer is doing a really good job and that they are going to conduct shot clinics every three months. Lastly, she thanked the Board for approving the Candidate parade.

Fire- Volunteer Fire Chief Jonathan Barela presented his update to the Board. In the last month, his department received 4 EMS calls and 4 Fire calls. They have a CPR class scheduled for February 11. He said that the school has been very appreciative of the coverage that he and his staff have been able to provide recently at the basketball games.

Library- Librarian Angela Creamer submitted the following written report to the Board:

Librarians report February 2018

- Dixie Boyle author visit and historical reenactment was attended by 11 people on January 23rd.
- The Estancia Library received a grant of \$640.00 from the New Mexico Library Foundation for the purchase of GED materials in English and Spanish for Patron use.

- The Estancia Public Library will be holding a book sale Wednesday – Friday, February 7 – 9
- During the Estancia Schools spring break the Library will host an Astronomy exhibit with high powered telescopes by Mr. Kennedy’s astronomy club Friday, March 30th at 2pm.
- Authors Judy Garcia and Edward Chavez (Memories of Torreon, NM) will conduct a book talk and reading in April at the Library.
- The youngest children’s group at the Library, Bookworm Buddies, will be participating in an art exhibit in March at the NM Association for the Education of Young Children conference in Albuquerque. They will create a piece of artwork that will be displayed at the conference!

Maintenance-

Public Works Supervisor George Chavez told the Board that they had to replace the pump motor on well#8 and now it is pumping 260 gallons per minute. They also worked on the roof at well #8. They repaired a water leak on Loring and they are now working on cleaning up the sides of the roads. They replaced some broken tiles at Momma Bears and they got the tractor up and running. They are also doing their normal daily operations.

Administration-

Clerk Michelle Jones presented the following written update to the Board:

Finance Department Update 2/5/2018

1. The Election has begun. We are in the process of accepting applications for Absentee ballots and we certified our voting machines today at the County Clerk’s Office. Early In-Person voting will begin on 2/14. We will be facilitating Election School at the Town Hall on 2/9 @ 10:00 am. Our Municipal counterparts from Moriarty and Mountainair will be attending.
2. I have asked Caselle if we would incur any penalty if we did not go live for another 6 months. There is no penalty. The representative from Caselle is looking into letting us go live and billing us our second half payment at a later date.
3. The New Well is going forward with the hope of additional Capital outlay funding.
4. Our General Fund balance continues to hold steady and we are on the agenda with the School Board to ask for additional SRO funding.
5. The Second Qtr Quarterly report was submitted and reviewed by DFA. We have to do a Budget Expenditure Increase and then our report will be approved.
6. Emergency repairs to well 8 were completed at a total cost of approximately \$7,000.00
7. Repairs to the tiles at Mama Bears were made at a cost of \$200.00. Minor repairs are also being made to 514 Williams.
8. Michelle and I will be attending PERA training on the morning of 2/13 in Santa fe. This very important training is free.
9. We received our official CDBG closeout letter stating that Estancia is in good standing and is free to apply for CDBG funding in the future.
10. The Town Attorney has cleared us to request funding from the County to operate the pool this summer. We will review the letter from the attorney and make a formal request of the Board in the coming weeks.
11. Michelle has contacted CNMEC and they will be fixing our flickering lights around town. We are researching the cost of putting new lights in town.

18.0 Mayor/Council:

Trustee Hall thanked the Clerk and Deputy Clerk for their hard work with the audit.

Trustee Chavez thanked the Clerk and Deputy Clerk for their work on the audit. She asked if the the Rotary Club could put a permanent fence at the Punkin Chunkin field. The Clerk's office will look into this.

Trustee Dryden also thanked the Clerk's office on their work with the audit. He also requested that someone go out and look at Alan Ayers road and make sure that the recent repairs were holding up. The Clerk's office will handle this.

Trustee Romero also recognized the Clerks office for a job well done with the audit. He stressed that we continue to look for ways to fund the pool this summer, saying that it is a big priority.

Mayor Chavez talked about her time as Mayor and the weeks she has left in office. She thanked the Clerk's office for their hard work on the audit. She asked that the Clerk's office review the lease with Momma Bears as the rent amount will be increasing. She also mentioned cleaning up the Echo building so we can possibly rent it out. She mentioned that a citizen had contacted her looking for office space.

The Board of Trustees took this opportunity to thank Mayor Chavez for her years of service and dedication to the Town.

Adjournment- ACTION TAKEN: Trustee Dryden made a motion to adjourn the February 5, 2018 meeting. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

Meeting adjourned at 8:46 pm.

Approved: _____

Date: _____