

**Town of Estancia**  
**Special Meeting of the Board of Trustees**  
**Monday, July 30, 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 Sedillo-Present**

**Trustee Chavez- Absent**

**Trustee Hall- Present**

**Mayor Dial-Present**

**No Public Comment**

**1. Ratification of Resolution 2018-14- Line Item transfer- Action Item**

Clerk Michelle Jones explained that she had asked the Mayor to approve this line item transfer in order to get it into the budget in time. This resolution transfers funds from Water to Debt Service. Today, she is asking the Board to ratify his approval. **ACTION TAKEN:** Trustee Hall made a motion to ratify the approval of Resolution 2018-14 Line Item Transfer. Trustee Romero seconded the motion. All in Favor. **MOTION CARRIED**

**2. Approval of Resolution 2018-15 Line Item transfer- Action Item**

Clerk Michelle Jones requested that the Board approve Resolution 2018-15 Line Item Transfer. This resolution transfer funds from sales of solid waste to Debt Service. An additional \$918.00 needed to be transferred into this fund to cover FY19 Debt Service payments. **ACTION TAKEN:** Trustee Romero made a motion to approve Resolution 2018-15 Line Item Transfer. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

**3. Approval of Resolution 2018-16 4<sup>th</sup> Quarter Quarterly Report**

Ms. Jones reviewed the Recap Sheet of the FY18 4<sup>th</sup> Qtr. Quarterly report with the Board and the Mayor. She shared an FY18 recap sheet of big bullet points with all present. In summary, she informed the Board that the biggest losses in revenue that the Town incurred in FY18 came from lost tax revenue which was a result of the prison closure. She told the Board that the Town lost \$990,521.67 in budgeted revenue. She recapped the cost cutting measures that the Town had put in place and told the Board that the Town saved \$883,136.18 in budgeted expenditures. The Town's net profit for FY18 was \$18,448.45. Supporting documentation is included in the file for this meeting. **ACTION TAKEN:** Trustee Hall made a motion to approve the FY18 4<sup>th</sup> Qtr. Quarterly Report. Trustee Sedillo seconded the motion. All in favor. **MOTION CARRIED**

**4. Approval of Resolution 2018-17 Adoption of the 2018-19 Operating Budget**

Ms. Jones reviewed the Recap Sheet for the FY19 Final Budget. She showed the Board the match between FY18 ending fund numbers and the FY19 beginning fund numbers. The FY19 budget has planned revenues of \$2.2 mil vs 3.1 last year and budgeted expenditures of 2.1 mil vs 2.7 last year. Copies of the P&L from FY18 and FY19, the Recap Sheet for the FY19 budget, along with the big bullet summary are included in the file for this meeting. She informed the Board that at

the next regular meeting, she will be requesting a 2% cost of living pay increase for all of the Town's full-time regular employees, excluding herself and the two police officers who recently received grade level pay increases. The total annual amount for this pay increase would be approximately \$6,000.00. Ms. Jones believes that the budget can handle this much deserved and needed salary increase. She also told the Board that Deputy Clerk Michelle Dunlap had expressed concern about the fiscal repercussions of going forward with the New Well project. Ms. Jones agrees with her concerns. Discussion about suspending this project will be an agenda item for the next regular meeting. **ACTION TAKEN:** Trustee Hall made a motion to approve adoption the FY19 Final Budget. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED**

Ms. Jones will submit the approved FY19 Final Budget to DFA tomorrow, 7/31/2018.

**5. Executive Session- pursuant to NMSA 1978, Section 10-15-1 to 10-15-4 Section (H) (2), the following matters will be discussed in Closed Session:**

**a) Limited Personnel Matters- Public Works Department.**

**ACTION TAKEN:** Trustee Hall made a motion to go into Executive Session. Trustee Romero seconded the motion. Roll Call Vote: Trustee Romero-Yes, Trustee Sedillo-Yes, Trustee Hall- Yes, and Mayor Dial- Yes. **MOTION CARRIED**

**Executive Session began at 7:30pm.**

**Return from Executive Session-**

**ACTION TAKEN:** Trustee Hall made a motion to return to Regular Session at 7:47pm. Trustee Romero seconded the motion. All in Favor. **MOTION CARRIED** Trustee Hall stated that the only item discussed in Executive Session was the item listed on the agenda and no action was taken.

The Board instructed the Clerk's Office to continue to accept applications for a Full-Time Maintenance 1 worker until Thursday, August 2<sup>nd</sup> at 5:00pm.

**Adjournment**

Trustee Hall made a motion to adjourn the meeting. Trustee Romero seconded the motion. All in favor. **MOTION CARRIED.**

The meeting adjourned at 7:48 pm.

Approved: Nat Dial

Date: 8/6/18

Attest: Michelle Dunlap

Date: 8/6/18