

Town of Estancia
Regular Meeting of the Board of Trustees
Monday, March 18, 2019 6:15 pm
Municipal Building, 513 Williams Avenue, Estancia, NM 87016

Minutes

Invocation and Pledge of Allegiance

The meeting was called to order at 6:17 pm and Roll Call was taken:

Trustee Lovato- Present
Trustee Sedillo- Present
Trustee Chavez- Present
Trustee Hall-Present
Mayor Dial - 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 March 4, 2019 Regular Meeting Minutes – Action Item

ACTION TAKEN: Trustee Chavez made a motion to approve the March 4 Regular Meeting Minutes as written. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

3.0 Discussion/Approval of the March 18, 2019 Bill List – Action Item

ACTION TAKEN: Trustee Chavez made a motion to approve the March 18, 2019 Bill List. Trustee Hall seconded the motion. All in favor. **MOTION CARRIED**

No Public Comment

Old Business

4.0 Update on Capital Outlay requests and Sewer Lift Station repairs- Information Only

Clerk Michelle Jones informed the Board that, according to our most recent information, the Town has been awarded \$250,000.00 for lift station and sewer repairs and \$35,000.00 for water line repairs.

5.0 Update on the Pool- Discussion Only

Clerk Michelle Jones told the Board that we are on the agenda for EMW Gas and Mountainair to request assistance for the pool. East Torrance Soil and Water respectfully declined and we have not heard back yet from Moriarty.

New Business

6.0 Approval of Mayor Dial's re-appointment of Mr. Nick Sedillo to the EMW Board– Action Item Mayor Dial requested approval of his re-appointment of Mr. Nick Sedillo to represent the Town of Estancia on the EMW Board. **ACTION TAKEN:** Trustee Hall made a motion to approve Mayor Dial's reappointment of Mr. Nick Sedillo to represent the Town of Estancia on the EMW Gas Board. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

7.0 RESPECT Program update and appreciation- Janice Barela- Information Only

Ms. Janice Barela, founder of the RESPECT Program, gave the Board an update on the status of the program and took this opportunity to thank the Town for their years of Support. The mission of the RESPECT Program is to provide real-life education and training for young adults who are preparing to leave small, rural communities to attend college or work in an urban environment. Our goal is to empower them to make well-informed decisions to avoid dangerous, life-changing pitfalls or when faced with at-risk behaviors.

Ms. Barela told the Board that she is in the process of becoming a non-profit organization.

Hopefully, she will come back to the Board next year to ask for Town Sponsorship.

She provided the Board with a draft copy of the itinerary for this year's program and a hand-out of the history of the Town's involvement with the program since its inception in 2007. Both hand-outs clearly outlined the growth that this very important program has made throughout the years. The Board sincerely thanked Ms. Barela for her presentation and for continuing to provide this essential program to our youth. **INFORMATION ONLY**

8.0 Audit Exit Conference Report- Daniel Trujillo, Kubiak Melton and Associates- Information Only

Mr. Daniel Trujillo from Kubiak Melton and Associates 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 2017/18. 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. Mr. Trujillo reported to the Board that, at the end of fiscal year 2017, the Town had a total of 17 findings. At the end of fiscal year 2018, the Town had a total of 4 findings, none of which were new. He specifically addressed each finding. He noted the urgent need for the Town to try to move to better accounting software. The Town is now able to move to Caselle and has reached out to them to get the transition process started again. Mr. Trujillo also spoke about the need for the Town to get a complete asset listing and depreciation schedule completed. Now that we can afford it, we will be reaching out to find a reputable firm to get this done for us. Mr. Trujillo spoke to the Board about the goal of getting the Town to an "unmodified opinion" within the next three years. All agree that this is the goal. Mr. Trujillo was thanked for his work with the Town and for this very important presentation. **INFORMATION ONLY**

9.0 Budget update and request for Pay Grade increase for Deputy Clerk Michelle Dunlap-

Action Item Clerk Michelle Jones read a letter she recently received from our NMML attorneys outlining the exemplary that Ms. Dunlap has done and continues to do for them and for the Town, literally saving the Town hundreds of thousands of dollars in legal fees. Ms. Jones also spoke about the many responsibilities Ms. Dunlap has and the outstanding job she does every day for the Town. Ms. Jones explained that now that we have received our Small Cities Assistance, it is time to give Ms. Dunlap the pay grade raise she has long deserved. Ms. Jones asked the Board to approve Ms. Dunlap for a raise to Grade 7 – Level 5- \$18.98 per hour; an increase of \$1.09 per hour. She explained that this increase would cost approximately \$200.00 more until the end of the Fiscal year. **ACTION TAKEN:** Trustee Hall made a motion to approve the pay grade increase for Deputy Clerk Michelle Dunlap. Trustee Lovato seconded the motion. All in favor. **MOTION CARRIED**

10.0 Resolution 2019- 05- Budget Adjustments to Increase expenditures for Fire Protection Fund and Correct GRT reporting - Action Item

Clerk Michelle Jones explained that she needed to increase expenditures for the Fire Protection fund to match the revenue coming in. She also needed to transfer and increase revenue and expenditures for GRT categories to get correct numbers for DFA. **ACTION TAKEN:** Trustee Sedillo made a motion to approve Resolution 2019-05. Trustee Chavez seconded the motion. All in favor. **MOTION CARRIED**

11.0 YCC Discussion- Information Only

ACTION TAKEN: Trustee Sedillo made a motion to table this item. Trustee Hall seconded the motion. All in favor. **ITEM TABLED**

12.0 Mayor/Council:

Trustee Hall said that in recent years, as we know, people have started to make many of their purchases online. Now, GRT's for online purchases made here will go here. This is a huge improvement and should make a big difference.

Trustee Chavez asked if our PW workers were wearing their vests and hardhats consistently. A resident asked her, so she is inquiring. Ms. Dunlap, Deputy Clerk and Safety Coordinator, said she would look into this to make sure the PW department was staying in compliance with safety guidelines. The Mayor told Trustee Chavez that he, the Clerk, and the Deputy Clerk had gone to the Plaza and looked at the brick and yes, several of the bricks need to be replaced and the entire plaza needs to be resealed. He will looking into how to get this done. Trustee Chavez also asked that we try to get a new volleyball net for the sand volleyball pit at the park. The Clerk will get one.

Trustee Sedillo asked about putting an aerator at the east end of the pond to help lessen the debris that gets trapped in that area. He also suggested burning down some of the cattails on the island in the center of the pond. He also asked about possibly requesting an adjustment in the type of fish that are stocked in the pond. It was suggested that he contact Game and Fish to talk about it. The Mayor will work with him on his other suggestions about the pond.

Trustee Lovato congratulated Deputy Clerk Michelle Dunlap on her pay raise, saying it is well deserved. He asked about maintenance at the baseball field.

Ms. Jones will look into newly appointed government official training for Trustee Lovato.

Mayor Dial said that the previously scheduled walk-through of the old dump has been cancelled.

He is currently working with the EVSWA to apply for a grant that will assist in the cost of fencing off the old dump and placing signage there.

Mayor Dial told the Board that Commissioner Sanchez is wanting to stage a reenactment of the gunfight that led to the creation of the Town of Estancia and performing it during Old Timers Day. The Board likes this idea. Mayor Dial will update them on this idea when he hears more about it. Lastly, he told the Board that he saw a job posting for kitchen help at CCA, which is very, very encouraging news and could mean that the prison is getting ready to re-open.

Adjournment

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

The meeting adjourned at 8:40 pm.

Approved: 

Date: 4/01/19

Attest: 

Date: 4/01/19