

**MINUTES
VILLAGE OF TIJERAS
COUNCIL MEETING
MONDAY, APRIL 19, 2021 AT 6:00 P.M.
COUNCIL CHAMBERS**

The Village of Tijeras will be using a format that complies with the recent New Mexico Department of Health’s public health emergency order governing mass gatherings because of COVID-19. Public in-person attendance Monday evening will not be allowed. Minimal Village staff will be in attendance to present items and most Councilors will be participating by phone or video conference.

The agenda has been streamlined to focus on time-sensitive matters. Members of the public interested in watching the meeting can view the agenda and live-stream the meeting from home via Zoom using this link and accessing the meeting for April 5, 2021:

Join Zoom Meeting
<https://zoom.us/j/91419849434?pwd=R0hnNG1XNXhiTGZ1TWlmOVZaRE5ydz09>
 Meeting ID: 914 1984 9434
 Passcode: 515050
 One tap mobile
 +13462487799,,91419849434#,,,,*515050# US (Houston)
 +16699009128,,91419849434#,,,,*515050# US (San Jose)

1. **Call to Order**

Meeting called to order at 6:00

Please turn off cell phones or set to silent mode
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2. **Pledge of Allegiance**

3. **Roll Call/Determination of Quorum**

JO	X	FG	X	MW	X	YG	X
Quorum present		Yes	No				

4. **Introduction of Guests**

Bill Zarr, Village Attorney	Larry Seebinger, Finance Director
Sonya Apodaca, MVD Clerk	Audrey Jaramillo, JAG
Justin Mehnert, JAG	

5. Public Comments

The Village encourages public comment via email at clerk@tijerasnm.gov. Citizens are asked to type PUBLIC COMMENT in the subject line of the email. Within the body of the email, individuals should include a name, address, whether the comment pertains to a specific item on the agenda, and the comment.

Public comments about items will be accepted prior to the meeting, to be read into the meeting at the appropriate time. In addition, the email address will be monitored during the meeting for comments to be received during the live proceedings and read into the record when the Mayor calls for public comment.

No public comment.

6. Approval of Agenda

A C T I O N	Motion	Motion to approve the agenda for 04/19/2021		
	Made by:	Y. Garcia	Councilor Ortiz-Y	Councilor F Garcia-Y
	Second by:	Ortiz	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

7. Council to Review and Approve Previous Minutes

[Attachment A 040521 Draft Minutes.pdf](#)

[Attachment B 041221 Budget Workshop Draft Minutes.pdf](#)

A C T I O N	Motion	Motion to approve the minutes for 04/05/21 and 04/12/21 as a consent agenda		
	Made by:	Wilson	Councilor Ortiz--Y	Councilor F Garcia-Y
	Second by:	Y. Garcia	Councilor Wilson- Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

8. Council to Review and Approve the Promotion of Sonya Apodaca to Utility Administrative Assistant

[Attachment C Utility Admin Assistant Offer Letter.pdf](#)

Councilor Y. Garcia noted she had hoped Ms. Apodaca would apply for the position. Clerk Brown agreed.

Mayor Bruton noted he interacts with Ms. Apodaca frequently at the MVD and she does a fantastic job.

A C T I O N	Motion	Motion to approve the promotion of Sonya Apodaca to the position of utility administrative assistant effective 04/26/2021 at a starting rate of \$14.00/hour, with a six-month probationary period		
	Made by:	Wilson	Councilor Ortiz--Y	Councilor F Garcia-Y
	Second by:	Y. Garcia	Councilor Wilson-Y	Councilor Y Garcia-Y
	Motion carried?	PASSED	FAILED	

9. **Council to Hear Audit Review Presentation for FY2020 by JAG and Approve Resolution 2021-07 Audit Acceptance**

[Attachment D 6.30.20 VoT final FS.pdf](#)

[Attachment E Resolution 2021-07 FY20 Audit Acceptance.docx](#)

Mr. Mehnert noted JAG issued a disclaimer of opinion for the current audit but also added the new staff at the Village seem willing and eager to tackle the issues identified in previous years' audits. Mr. Mehnert then summarized the findings in the audit. At several points, Mayor Bruton described the progress the Village has made toward resolving the findings.

Councilor Wilson stated she is pleased that the Mayor and staff are working to correct he audit findings. Mayor Bruton thanked Councilor Wilson and stated he hopes the Village will be able to clear many of its findings in time for the next audit.

Clerk Brown noted that the Village is unlikely to resolve the grant monitoring finding, due to the historically poor system of record-keeping at Village Hall.

Mr. Mehnert noted the State Auditor's Office requires audits to include a section on progress made during the year and added he is happy to give as much credit as is due.

Councilor F. Garcia stated the Mayor and staff have accomplished a lot with the audits and he is proud. Mayor Bruton thanked Councilor F. Garcia.

Mayor Bruton thanked Ms. Jaramillo and Mr. Mehnert for their time and informed them that the Village is exploring the possibility of purchasing a new governmental accounting software. Ms. Jaramillo stated she is pleased to hear it.

A C T I O N	Motion	Motion to approve Resolution 2021-07		
	Made by:	Y. Garcia	Councilor Ortiz-- Y	Councilor F Garcia-Y
	Second by:	Ortiz	Councilor Wilson-Y	Councilor Y Garcia-Y

N	Motion carried?	PASSED	FAILED	
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10. Council to Review and Approve March Financials

[Attachment F March 2021 Financials.pdf](#)

[Attachment G March Financials Notes.docx](#)

[Attachment H March BOA.pdf](#)

Mayor Bruton recognized and thanked Michael Steininger for his role in helping the Village prepare its audits and financial statements.

A C T I O N	Motion	Motion to approve the March financials		
	Made by:	F. Garcia	Councilor Ortiz- Y Councilor Wilson-Y	Councilor F Garcia-Y Councilor Y Garcia-Y
	Second by:	Wilson		
	Motion carried?	PASSED	FAILED	

11. Updates

a. Mayor

- i. Mayor Bruton noted the bond sale for capital outlay would take place in June and the Village would be receiving money for Well No. 3, the park, and roads.
- ii. He stated that Clerk Brown discovered \$150,000 in unspent funds for the maintenance building, which will be used for design.
- iii. He noted Councilor Ortiz's Earth Day cleanup event is this Saturday and encouraged the Council to spread the word to friends and family.
- iv. He informed the Council that the Village would be showing *Hidden Figures* at the Park and View on Saturday.
- v. Mayor Bruton stated he would like to set up a site visit with the Council and PNM to view the location of the proposed substation.
- vi. He updated the Council on the replacement of the pump at Well No. 2, stating the contractors installed the new pump as well as a transducer in less than a day.

b. Councilors

- i. Councilor Ortiz asked if it is possible to notify residents of blasting at GCC by another means other than posting on the website. Clerk Brown stated unfortunately we only receive same-day notice, so the website is the only feasible option.
- ii. Councilor Ortiz stated he is excited for the Earth Day event and hopes turnout is good. Mayor Bruton complimented him on the design of the t-shirts. Councilors F. Garcia and Wilson asked to be included in the event.

- iii. Councilor Y. Garcia asked if Park and View attendees are permitted to sit outside their vehicle and use a small portable speaker to listen to the film. Clerk Brown replied that is allowed so long as attendees wear a mask.
- c. Clerk
 - i. Clerk Brown noted she had advertised the MVD Clerk and Document Retention Assistant positions in the Independent and would be holding interviews at the end of the week. Mayor Bruton asked the Council to let him know if they are interested in attending interviews.
 - ii. She stated Bernalillo County approved the permit for the Senior Center Phase 4 project and the contractor is clear to begin construction.
 - iii. She noted the pre-bid meeting for the Well No. 3 Phase 2 project would take place tomorrow and would be followed by a site visit.
- d. Deputy Clerk
 - i. Deputy Clerk Kennedy updated the Council on the codification project, stating he had finished gathering Ordinances and would be moving on to indexing the Resolutions.
- e. Departments

12. **Time and Place of Next Meetings**

THE NEXT MEETING OF THE VILLAGE OF TIJERAS GOVERNING BODY WILL BE HELD ON MONDAY, MAY 3, 2021. THE MEETINGS WILL BE HELD VIA A VIRTUAL PLATFORM UNTIL RESTRICTIONS ON PUBLIC GATHERINGS MANDATED BY THE DECLARATION OF A PUBLIC HEALTH EMERGENCY ARE LIFTED.

ADJOURNMENT

The Governing Body may revise the order of the agenda items considered at this Open Meeting. If you are an individual with a disability who is in need of an amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Village Clerk at 505-281-1220 at least three (3) days prior to the meeting.

Pursuant to New Mexico Open Meetings Act Section 10-15-1 (H) Subsection (2) limited personnel matters; (5) discussion of bargaining strategy preliminary to collective bargaining negotiations; (7) attorney-client privilege pertaining to threatening or pending litigation in which the public is or may become a participant; (8) discussion of the purchase, acquisition or disposal of real property or water rights by the public body. Speakers limited to 2 minutes.