



MINUTES
VILLAGE OF TIJERAS
COUNCIL MEETING
MONDAY JULY 26, 2021, AT 6:00 P.M.
TUESDAY JULY 27, 2021, AT 6:00 P.M.
COUNCIL CHAMBERS

1. **Call to Order**

Meeting called to order at 6:10

**Please turn off cell
phones or set to silent
mode**

2. **Pledge of Allegiance**

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

JO	X	FG	X	MW	X	YG	
Quorum present		Yes	No				

4. **Introduction of Guests**

- William Zarr, Village Attorney
- Sonya Apodaca, Village Utility Admin Assistant
- Robyn Hoffman, East Mountain Historical Society President
- Rita Rivera, Village Senior Center Manager
- Gabby Melendez, Resident
- David Wilson, Resident
- Marie Wilson, Resident

5. **Public Comments**

No public comment.

6. **Approval of Agenda**

A C T I O N	Motion	Motion to approve the agenda for 07/26/2021		
	Made by:	Wilson	Councilor Ortiz-Absent	Councilor F Garcia-Y
	Second by:	F. Garcia	Councilor Wilson-Y	Councilor Y Garcia-
	Motion carried?	PASSED	FAILED	

7. **Council to Review and Approve Previous Minutes**

[Attachment A 070621 Draft Minutes.pdf](#)

A C T I O N	Motion	Motion to approve the minutes for 07/06/2021		
	Made by:	Wilson	Councilor Ortiz--Absent	Councilor F Garcia-Y
	Second by:	F. Garcia	Councilor Wilson-Y	Councilor Y Garcia-
	Motion carried?	PASSED	FAILED	

8. **Council to Review and Approve Resolution 2021-16 Joint Grant Application with East Mountain Historical Society**

[Attachment B Draft Proposal.docx](#)

[Attachment C Resolution 2021-16 Joint Grant App with EMHS.docx](#)

Mayor Bruton voiced his support for the Resolution. He stated he plans to host the East Mountain Historical Society (EMHS) in the Village of Tijeras Senior Center once construction is complete, as the historic Santo Nino Church is no longer suitable for EMHS’s purposes.

Ms. Hoffman stated EMHS will celebrate its 30th anniversary next year and that the organization has a longstanding good relationship with the Village of Tijeras. She explained the annex at the Santo Nino Church is no longer suitable for the storage of sensitive historical documents. She added EMHS will occupy a classroom at the Senior Center. Ms. Hoffman explained EMHS is applying for a grant to hire a professional archivist to catalogue their collection of materials and assist with the relocation and secure storage of the materials at the Senior Center. She noted Clerk Brown and Deputy Clerk Kennedy have assisted with the grant application.

Mayor Bruton asked if the scope of the grant project includes digitization of records. Ms. Hoffman replied it does, and added the Village has agreed to allow EMHS to make use of its scanners and digital repository software to facilitate the digitization of records. She stated EMHS will need to explore other digitization methods as well, as some of the materials currently exist in formats incompatible with the Village’s software.

Ms. Hoffman stated the long-term goal of the EMHS is to acquire a property in or near the Village on which to construct a museum and cultural center. Mayor Bruton, the Council, and Ms. Hoffman discussed potential sites to eventually construct the proposed cultural center.

Councilor Wilson voiced her appreciation for the East Mountain Historical Society and support for the Resolution.

A C T I O N	Motion	Motion to approve Resolution 2021-16		
	Made by:	Ortiz	Councilor Ortiz--Y Councilor Wilson-Y	Councilor F Garcia-Y Councilor Y Garcia-
	Second by:	F. Garcia		
	Motion carried?	PASSED	FAILED	

9. **Council to Review and Approve Resolution 2021-14 Fiscal Year 2022 Budget Adoption**

[Attachment D Resolution 2021-14 FY 2022 Budget Adoption.docx](#)

Deputy Clerk Kennedy stated that the budget has not changed since the last time the Council approved it, except for the inclusion of actual end-of-year cash balances.

A C T I O N	Motion	Motion to approve Resolution 2021-14		
	Made by:	Wilson	Councilor Ortiz--Y Councilor Wilson-Y	Councilor F Garcia-Y Councilor Y Garcia-
	Second by:	F. Garcia		
	Motion carried?	PASSED	FAILED	

10. **Council to Review and Approve Resolution 2021-15 Final Fiscal Year 2021 Quarterly Report**

[Attachment E Resolution 2021-15- Final FY2020-2021 DFA Quarterly Report.docx](#)

[Attachment F 06-30-2021 Quarterly Report_.csv](#)

[Attachment G FY 2021-2022 Budget.pdf](#)

Mayor Bruton clarified that this resolution relates to the fiscal year which ended in June. Deputy Clerk Kennedy stated that was correct.

A C T I O N	Motion	Motion to approve Resolution 2021-15		
	Made by:	F. Garcia	Councilor Ortiz--Y Councilor Wilson-Y	Councilor F Garcia-Y Councilor Y Garcia-
	Second by:	Ortiz		

N	Motion carried?	PASSED	FAILED	
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11. **Council to Review and Approve June 2021 Financials**

[Attachment H June 2021 Summary.xlsx](#)

[Attachment I June_2021 Financials Notes.docx](#)

[Attachment J Financials June_2021.pdf](#)

A C T I O N	Motion	Motion to approve June 2021 Financials		
	Made by:	Wilson	Councilor Ortiz--Absent Councilor Wilson-Y	Councilor F Garcia-Y Councilor Y Garcia-
	Second by:	F. Garcia		
	Motion carried?	PASSED	FAILED	

12. **Council to Review and Approve Resolution 2021-17 Budget Adjustment Request #6 Fiscal Year 2021**

[Attachment K Resolution 2021-17 Budget Adjustment Request # 6.docx](#)

[Attachment L 2021-17 BAR # 6 Support.xls](#)

Mayor Bruton stated this BAR is intended to reconcile any outstanding items for the FY21 budget.

Deputy Clerk Kennedy stated the BAR resolves negative cash balances in the Motor Vehicle Department and Senior Center fund, as well as over-budget line items in the General Fund and Fire Fund.

Mayor Bruton clarified that the \$210,000 transfer to the General Fund was to cover the budget shortfall for the Senior Center Phase IV project. Deputy Clerk Kennedy stated he believes that is correct. Mayor Bruton added the Village has transferred the funds but has not drawn from them, noting the Village may never have to due to the expectation of receiving additional grant funding.

Mayor Bruton asked about the overage in the Fire Fund. Deputy Clerk Kennedy stated he could not recall the specifics of the equipment the Fire Department purchased, but noted the invoice had come before the Council for approval.

Councilor Wilson asked if the budget overages would result in an audit finding. Mayor Bruton stated the passage of this BAR would resolve the budget overages and prevent the Village from receiving an audit finding.

A C T	Motion	Motion to approve Resolution 2021-17		
	Made by:	Wilson	Councilor Ortiz--Y	Councilor F Garcia-Y

I O N	Second by:	Ortiz	Councilor Wilson-Y	Councilor Y Garcia-
	Motion carried?	PASSED	FAILED	

13. **Council to Review and Approve Resolution 2021-18**
Forgiveness of Balance Owed on Archived Water Accounts

[Attachment M Resolution 2021-18 Forgiveness of Balance Owed on Archived Water Accounts.docx](#)

[Attachment N List of Archived Accounts for Potential Forgiveness.docx](#)

Mr. Zarr proposed several friendly amendments to the text of the Resolution, namely to substitute the phrase “write off as uncollectable” for the existing term “forgive.” He noted to “forgive” a debt could create the perception of a violation of the Anti-Donation Clause, but the Municipal Code authorizes municipal governments to write off uncollectable debts. The Council accepted all amendments.

Mayor Bruton noted Ms. Apodaca has been working diligently to clean up the Village’s water utility billing system.

Ms. Apodaca noted she has identified 29 accounts with uncollectable debts. She explained that she, Clerk Brown, and Deputy Clerk Kennedy performed an audit on outstanding water account balances and discovered many instances of improper account closure. She added the debts are uncollectable for a variety of reasons, such as the former account holder being deceased, lack of contact information, and clerical errors on the part of former Village staff members.

Mr. Zarr noted under state law debts are considered uncollectable after four years. He added the Village is well within its rights to write off these debts.

Deputy Clerk Kennedy stated Village staff have implemented procedures to ensure the mistakes that resulted in such a long list of uncollectable debts will not be repeated. He added Ms. Apodaca is trained to properly close out accounts and is in the practice of maintaining up-to-date contact information.

Mayor Bruton explained the Village has no recourse other than to write off the debts, as the fault for allowing so many debts to go uncollected lies with the former manager(s) of the water utility.

Councilors Wilson and F. Garcia thanked Ms. Apodaca for her work.

A C T I O	Motion	Motion to approve Resolution 2021-18 as amended		
	Made by:	Ortiz	Councilor Ortiz--Y	Councilor F Garcia-Y
	Second by:	Wilson	Councilor Wilson-Y	Councilor Y Garcia-

N	Motion carried?	PASSED	FAILED	
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14. **Council to Review and Approve List of Record Destruction per Resolution 2020-27**

[Attachment O 042621_Shredding Records Index.xls](#)

[Attachment P 050721_Shredding Records Index.xls](#)

[Attachment Q 061121_Shredding Records Index.xls](#)

A C T I O N	Motion	Motion to approve the lists of record destruction		
	Made by:	Wilson	Councilor Ortiz-Absent	Councilor F Garcia-Y
	Second by:	F. Garcia	Councilor Wilson-Y	Councilor Y Garcia-
	Motion carried?	PASSED	FAILED	

15. **Updates**

- a. Mayor - None
- b. Councilors - None
- c. Clerk
- d. Deputy Clerk - None
- e. Departments

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

THE NEXT MEETING OF THE VILLAGE OF TIJERAS GOVERNING BODY WILL BE HELD ON MONDAY, AUGUST 2, 2021.

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.