



MINUTES
VILLAGE OF TIJERAS
SPECIAL COUNCIL MEETING
TUESDAY, AUGUST 15, 2023 AT 6:00 P.M.
HELD VIRTUALLY VIA ZOOM

Join Zoom Meeting:

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Meeting ID: 863 2355 1899
Passcode: 898233

To join the meeting telephonically, dial: +1 253 215 8782
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1. **Call to Order**

Meeting called to order at 6:00 p.m.
by Mayor Bruton

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

2. **Pledge of Allegiance**

Mayor Bruton led attendees in the Pledge of Allegiance.

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

MA	✓	YG	✓	JO	✓	MW	✓
Quorum present		Yes	No				

4. **Introduction of Guests**

Audrey Caufield, Finance Director

Shaline Lopez, Grant Writer/Administrator

5. **Public Comment**

None.

6. **Approval of Agenda**

A C T I O N	Motion	Approval of the Agenda		
	Made by:	Garcia		Councilor Armenta-Yes
	Second by:	Armenta		Councilor Garcia-Yes
	Motion carried?	PASSED	FAILED	Councilor Ortiz-Yes Councilor Wilson-Yes

7. **Council to Review and Take Action on Resolution 2023-19 Adopting the FY2025-2029 ICIP**

- [Attachment A - Resolution 2023-19 Adopting the FY25-29 ICIP.pdf](#)
- [Attachment B - Draft 25-29 VoT ICIP.pdf](#)
- [Attachment C - Draft 25-29 Sr Ctr ICIP.pdf](#)

Grant Writer/Administrator Shaline Lopez summarized changes to the ICIP, namely updating estimated project costs.

Councilor Wilson asked about the deadline for approval of the ICIP and stated she would have preferred to have more time to review the ICIP. Ms. Lopez stated the ICIP must be submitted with documentation of Governing Body approval by Friday, August 18th. Clerk Kennedy added that staff worked to complete the draft ICIP as quickly as possible.

Clerk Kennedy provided an overview of both ICIP reports.

Councilor Wilson asked if the Village is seeking funding for the slope on Los Vallecitos. Clerk Kennedy responded that the ICIP does not contain a specific request for funding for that project, but noted that any funding the Village receives for general roadway improvements would likely be applicable to the Los Vallecitos Slope. Clerk Kennedy added that the Village is still seeking to work with the contractor to repair the project without contributing additional funding.

Councilor Ortiz asked about the warranty on the Los Vallecitos slope stabilization project. Mayor Bruton responded that the project had a one-year warranty. Councilor Wilson stated she believes the Village did not raise the issue of the cracks in the slope soon enough.

Mayor Bruton directed the discussion back toward the item under consideration.

Councilor Wilson asked if the Village will be applying to other grant funding sources for the projects listed on the ICIP. Ms. Lopez stated that she will.

A C T I O N	Motion	Approval of Resolution 2023-19		
	Made by:	Ortiz		Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-Yes Councilor Wilson-Yes
	Second by:	Armenta		
	Motion carried?	PASSED	FAILED	

8. **Council to Review and Take Action on Resolution 2023-20 Approving the FY2023 Quarter 4 Financials**

[Attachment D - Resolution 2023-20 Approval of FY23 Q4 Reporting.pdf](#)

[Attachment E – Q4 Financials](#)

Councilor Wilson asked if these financials are the same as those the Council previously approved. Finance Director Audrey Caufield stated that they are and noted that they correspond exactly to the final budget approved by the Council.

Councilor Wilson stated she would like to see monthly financial reports moving forward. Finance Director Caufield stated she would present monthly financial reports starting with the August 21st Council meeting.

A C T I O N	Motion	Approval of resolution 2023-20		
	Made by:	Garcia		Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-Yes Councilor Wilson-Yes
	Second by:	Ortiz		
	Motion carried?	PASSED	FAILED	

9. **Council to Review and Take Action on Travel Authorization for Grant Writer/Administrator to Attend NM Municipal League Annual Conference**

[Attachment F - 2023 Annual Conference Pricing.pdf](#)

[Attachment G - 2023 NMML Annual Conference Registration Form.pdf](#)

[Attachment H - Hotel Pricing for 2023 NMML Annual Conference.pdf](#)

[Attachment I - 2023 NMML Annual Conference Preliminary Agenda.pdf](#)

Clerk Kennedy explained that due to scheduling conflicts he, Deputy Clerk Limon, and Mayor Bruton are unable to attend this year's NMML Annual Conference in Farmington. Ms. Lopez has agreed to attend and represent the Village.

Clerk Kennedy summarized the conference program and cost of attendance, noting that staff are happy to make arrangements for the Councilors to attend the conference, if they wish.

A C T I O N	Motion	Approval of travel in the amount of \$1,250.00 for the Grant/Writer Administrator to attend the NMML Annual Conference in Farmington (August 29 – September 1, 2023)		
	Made by:	Garcia	Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-Yes Councilor Wilson-Yes	
	Second by:	Armenta		
	Motion carried?	PASSED		

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

THE NEXT MEETING OF THE VILLAGE OF TIJERAS GOVERNING BODY WILL BE HELD ON MONDAY, AUGUST 21, 2023.

ADJOURNMENT

The meeting adjourned at 6:29 p.m.

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 a reader, 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 office of the Village Clerk at (505) 281-1220 at least four (4) calendar days prior to the meeting. Public documents including the agenda and minutes can be provided in digital or hardcopy format. The Village of Tijeras strictly prohibits any form of unlawful discrimination based on race, color, religion, gender identity, sexual orientation, sex, national origin, age, disability, or political affiliation in any program, activity, or service sponsored by the Village. Contact the office of the Village Clerk for more information.