



**MINUTES  
VILLAGE OF TIJERAS  
HYBRID COUNCIL MEETING  
MONDAY, MARCH 4, 2024 AT 6:00 P.M.**

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

**1. Call to Order**

Meeting called to order at 6:00 by Mayor Bruton

**2. Pledge of Allegiance**

Mayor Bruton led attendees in the Pledge of Allegiance.

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

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

**4. Introduction of Guests**

Jessica Nixon, Village Attorney  
Ramon Garcia, P&Z Commissioner

Audrey Caufield, Finance Director  
Michael Wismer, Resident

**5. Public Comment**

None.

**6. Approval of Agenda**

<b>A C T I O N</b>	<b>Motion</b>	<b>Approve the Agenda</b>	
	<b>Made by:</b>	Garcia	
	<b>Second by:</b>	Ortiz	
	<b>Motion carried?</b>	PASSED	FAILED

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

[Attachment A - 020524 Draft Minutes.pdf](#)

A C T I O N	<b>Motion</b>	<b>Approve the 2/5/24 Minutes</b>		
	<b>Made by:</b>	Ortiz		Councilor Armenta-Yes Councilor Barnes-Yes Councilor Garcia-Yes Councilor Ortiz-Yes
	<b>Second by:</b>	Garcia		
	<b>Motion carried?</b>	PASSED	FAILED	

8. **Council to Review and Take Action on Resolution 2024-04 Establishing Miscellaneous Water Service Fees**

[Attachment B – Resolution 2024-04 Misc Water Service Fees.pdf](#)

[Attachment C – Village of Tijeras Water Utility Fee Schedule 03.05.24.pdf](#)

Clerk Kennedy provided an overview of the miscellaneous fees being established by this resolution, which include penalties for reconnection following cutoff and nonsufficient funds, as well as minimum account balance thresholds to assess late penalties and cutoffs. He explained that the establishment of these fees is necessary due to the migration to the new utility billing software.

The Mayor and Councilors discussed alternative dollar amounts for the fees and thresholds. Ultimately, they decided to maintain the amounts recommended by the Clerk and Finance Director. However, they instructed Clerk Kennedy to add language to the resolution clarifying that the reconnection fee will only be assessed in situations when water service has been disconnected due to lack of payment or other violation on the part of the water customer, and not when the Village disconnects water service for the purpose of repairing a leak or another reason that is not the fault of the water customer.

Village Attorney Jessica Nixon questioned if the resolution should include the Village’s late penalty. Clerk Kennedy explained the late penalty is currently established in ordinance, but suggested changing that during the next ordinance revision.

Councilor Armenta suggested installing customer-side shutoff valves in order to give water customers a means to temporarily disconnect their water service if needed, without tampering with a Village water meter. Mayor Bruton said he would explore the possibility.

A C T I O N	<b>Motion</b>	<b>Approve Resolution 2024-04 as Amended</b>		
	<b>Made by:</b>	Ortiz		Councilor Armenta-Yes Councilor Barnes-Yes Councilor Garcia-Yes Councilor Ortiz-Yes
	<b>Second by:</b>	Garcia		
	<b>Motion carried?</b>	PASSED	FAILED	

9. **Council to Review and Take Action on Resolution 2024-05  
Assigning Authorized Officers and Agents for Capital Outlay  
Appropriation SAP 23–H2389-GF**

[Attachment D – Resolution 2024-04 Authorized Officers and Agents for Capital Outlay Award H2389.pdf](#)

[Attachment E – Grant Agreement SAP 23 H2389.pdf](#)

Mayor Bruton explained that NMED requires grant recipients to pass a resolution designating officers and agents for administration of the funding. He stated that, per the resolution, he will be the officer authorized to sign the grant agreement, Clerk Kennedy and Grant Writer/Administrator Lopez will be the official representatives, and MRCOG will act as fiscal agent.

A C T I O N	Motion	Approve Resolution 2024-05		
	Made by:	Ortiz		Councilor Armenta-Yes
	Second by:	Barnes		Councilor Barnes-Yes
	Motion carried?	PASSED	FAILED	Councilor Garcia-Yes Councilor Ortiz-Yes

10. **Council to Review and Take Action on Resolution 2024-06  
Budget Adjustment Resolution 1 for Fiscal Year 2024**

[Attachment F Resolution 2024 -06 Budget Adjustment Resolution FY24 BAR 1.pdf](#)

[Attachment G – BAR 1 – resolution 2024-06.pdf](#)

Mayor Bruton stated that the Budget Adjustment reflects the purchase of utility equipment, the purchase of maintenance department equipment, and the pass-through of a Fire Grant award for which Bernalillo County Fire and Rescue applied on the Village's behalf. He noted BCFR will use the grant to support the performance of fire protection and EMS services in the Village pursuant to the IGA between the Village and County.

A C T I O N	Motion	Approve Resolution 2024-06		
	Made by:	Garcia		Councilor Armenta-Yes
	Second by:	Armenta		Councilor Barnes-Yes
	Motion carried?	PASSED	FAILED	Councilor Garcia-Yes Councilor Ortiz-Yes

11. **Council to Review and Take Action on Income statements for  
October through December 2023**

[Attachment H – October 2023 Income Statement.pdf](#)

[Attachment I – November 2023 Income Statement.pdf](#)

[Attachment J- December 2023 Income Statement.pdf](#)

Finance Director Caulfield provided an overview of the financial statements, drawing particular attention to several reports providing a greater level of detail about expenses categorized as “other.”

Councilor Barnes stated that he would be recusing himself from the vote, as he was not serving on the Council during the period in question.

A C T I O N	<b>Motion</b>	<b>Approve the Income Statements for Oct – Dec 2023</b>	
	<b>Made by:</b>	Armenta	Councilor Armenta-Yes Councilor Barnes-Recused Councilor Garcia-Yes Councilor Ortiz-Yes
	<b>Second by:</b>	Garcia	
	<b>Motion carried?</b>	PASSED	

## 12. Council to Review and Take Action on Quote for Installation of Speed Bump on Los Vallecitos Road

[Attachment K – TLC Los Vallecitos Speed Bump Qoute.pdf](#)

Mayor Bruton stated TLC has provided a quote to install the speed bump on Los Vallecitos Road as requested by the Council. He added he believes the price is reasonable.

Clerk Kennedy explained that the Village hoped TLC would be able to install the speed bump during the Patricio Garcia Road project, but the project has already been completed. He stated TLC will construct the speed bump the next time they are mobilized in the area.

A C T I O N	<b>Motion</b>	<b>Approve Quote for Speed Bump Installation</b>	
	<b>Made by:</b>	Ortiz	Councilor Armenta-Yes Councilor Barnes-Yes Councilor Garcia-Yes Councilor Ortiz-Yes
	<b>Second by:</b>	Barnes	
	<b>Motion carried?</b>	PASSED	

## 13. Council to Enter Executive Session Pursuant to Section 10-15-1 H (6) NMSA 1978, Regarding the Purchase, Acquisition, or Disposal of Real Property, to Include Discussion of Tower Leases

A C T I O N	<b>Motion</b>	<b>Enter Executive Session</b>	
	<b>Made by:</b>	Ortiz	Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-Yes Councilor Barnes-Yes
	<b>Second by:</b>	Armenta	
	<b>Motion carried?</b>	PASSED	

#### 14. Council to Reconvene in Open Session

A C T I O N	Motion	<b>Reconvene in Open Session</b>		
	Made by:	Armenta		Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-Yes Councilor Barnes-Yes
	Second by:	Barnes		
	Motion carried?	PASSED	FAILED	

#### 15. Council to Certify that Discussion During the Executive Session was Limited to those Matters Identified in the Motion to Enter Executive Session and No Action was Taken

A C T I O N	Motion	<b>Certify that Discussion during the Executive Session was Limited to those Matters Identified in the Motion to Enter Executive Session and No Action was Taken</b>		
	Made by:	Ortiz		Councilor Armenta-Yes Councilor Garcia-Yes Councilor Ortiz-Yes Councilor Barnes-Yes
	Second by:	Armenta		
	Motion carried?	PASSED	FAILED	

#### 16. Updates

- a. Previous Meeting Items
    - i. Los Vallecitos Slope – Clerk Kennedy stated that TLC reviewed the cracking in the slope and determined that the damage is cosmetic at this point and some degree of cracking is likely inevitable because the shotcrete is not reinforced, a design decision that the Village made during the project due to limited funding. TLC is going to provide the Village with a quote to seal the existing cracks, so that a structural issue does not develop.
  - b. Mayor
    - i. None.
- Council
- ii. Councilor Armenta thanked the staff for the detailed financial reports.
  - iii. Councilor Garica had no updates.
  - iv. Councilor Barnes had no updates.
  - v. Councilor Ortiz asked if the Village’s projects typically have warranties. Clerk Kennedy stated that the contractors always due offer a warranty, though the length varies by case. He explained that in the case of the Los Vallecitos project, the warranty had expired by the time the Village acted on the damage.
  - vi. Councilor Ortiz asked if anyone has heard any updates regarding plans for Molly’s Bar. No one had any updates.
  - vii. Councilor Ortiz shared updates regarding the upcoming Earth Day Event.

- c. Clerk
  - i. Clerk Kennedy shared an update regarding the I-40 rumble strip issues, stating that the Federal Highway Administration is aware of the issue and has stated in writing that it will be addressed, although they did not provide a timeline.
- d. Deputy Clerk
  - ii. Deputy Clerk Limon stated that the potholes on Pine View are being addressed.
  - iii. Deputy Clerk Limon stated that gym equipment at Senior Center is going to be serviced within the next two weeks.
  - iv. Deputy Clerk Limon stated staff from GCC would like to volunteer to assist with the drainage issue behind the Senior Center.
  - v. Deputy Clerk Limon stated he has instructed Senior Center staff to begin inviting Council and staff to their events.
- e. Departments
  - vi. None.

## 17. **Time and Place of Next Meetings**

*THE NEXT MEETING OF THE VILLAGE OF TIJERAS GOVERNING BODY WILL BE HELD ON MONDAY, MARCH 18<sup>TH</sup>, 2024.*

## **ADJOURNMENT**

The meeting adjourned at 7:30 pm.

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