



**MEETING MINUTES  
VILLAGE OF TIJERAS  
SPECIAL COUNCIL MEETING  
TUESDAY, JULY 30, 2024, AT 3:30PM  
VIRTUAL – ZOOM ONLY**

Join Zoom Meeting  
<https://us06web.zoom.us/j/82669000085>

Meeting ID: 826 6900 0085  
Dial: (720)707-2699

1. **Call to Order**

<b>Meeting called to order at 3:30pm by Mayor Jake Bruton</b>
-------------------------------------------------------------------

<b>Please turn off cell phones or set to silent mode.</b>
---------------------------------------------------------------

2. **Pledge of Allegiance**

Pledge of Allegiance led by Mayor Jake Bruton

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

MA	✓	EB	✓	YG	✓	JO	✓
<b>Quorum present</b>		<b>Yes</b>	<b>No</b>				

4. **Introduction of Guests**

Jessica Nixon, Village Attorney

5. **Public Comment**

None

6. **Approval of Agenda:**

- Councilor Barnes would like to request changing the order of the agenda by swapping item #10 and item #12.
- Mayor Jake Bruton stated that the request should not be a problem.

<b>A C T I O N</b>	<b>Motion To:</b>	<b>Approve agenda with the amendment of changing order of agenda moving item #10 &amp; item #12</b>	
	<b>Made by:</b>	<b>Ortiz</b>	<b>Councilor Armenta-Yes Councilor Barnes-Yes Councilor Garcia-Yes Councilor Ortiz-Yes</b>
	<b>Second by:</b>	<b>Barnes</b>	
	<b>Motion carried?</b>	<b>PASSED</b>	

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



- Councilor Barnes asked where the funding for the park was coming from and how much would be from General Funds.
- Clerk/Manager Audrey Caufield clarified funding would be from what was approved during budget meeting which would be \$40,000.00 and the remaining is from Capital Outlay.

[Attachment A – DRAFT Meeting Minutes from Regular Council Meeting 07.15.2024.pdf](#)

<b>A C T I O N</b>	<b>Motion To:</b>	<b>Approve Meeting Minutes from Regular Council Meeting 07.15.2024</b>		<b>Councilor Armenta-Yes Councilor Barnes-Yes Councilor Garcia-Yes Councilor Ortiz-Yes</b>
	<b>Made by:</b>	<b>Armenta</b>		
	<b>Second by:</b>	<b>Barnes</b>		
	<b>Motion carried?</b>	<b>PASSED</b>	<b>FAILED</b>	

8. **Approval of Income Statements**

[Attachment B – March 2024](#)

[Attachment C – April 2024](#)

[Attachment D – May 2024](#)

[Attachment E – June 2024](#)

<b>A C T I O N</b>	<b>Motion To</b>	<b>Approve Income Statements March 2024, April 2024, May 2024 and June 2024</b>		<b>Councilor Armenta-Yes Councilor Barnes-Yes Councilor Garcia-Yes Councilor Ortiz-Yes</b>
	<b>Made by:</b>	<b>Armenta</b>		
	<b>Second by:</b>	<b>Ortiz</b>		
	<b>Motion carried?</b>	<b>PASSED</b>	<b>FAILED</b>	

9. **Approval of Resolution 2024-18 Professional Services Contract with Southwest Grant Administrators, LLC**

[Attachment F – Resolution 2024-18 Professional Services Contract with Southwest Grant Administrators](#)

[Attachment G – PSA SW Grant Administrators LLC](#)

- Councilor Ortiz asked if there was a way to get monthly/quarterly statement which would detail work done along with how many hours worked.
- Clerk/Manager Audrey stated that the invoice will include summary with detailed reports on work completed along with work done.
- Mayor Jake Bruton also stated that invoice would be similar to what Robles, Rael & Anaya P.C invoices with services provided.
- Councilor Armenta contract through June 2025- is there a way to break if need be
- Mayor Jake Bruton stated that yes, we can and it's stated in the contract presented which indicates 90 days.
- Councilor Barnes asked if we looked at any other firms



- Mayor Jake Bruton- no just the one and the reason was because we asked them for a quote since they were used to complete our Capital Asset Audit and found that they also contract for Grant writing/administration
- Attorney Jessica Nixon assured the Mayor and Council that the way the contract reads is appropriate, and we're not required to submit bids to multiple Grant Writers.

<b>A C T I O N</b>	<b>Motion To:</b>	<b>Approve Resolution 2024-18 Professional Services Contract with Southwest Grant Administration, LLC</b>	
	<b>Made by:</b>	<b>Ortiz</b>	<b>Councilor Armenta-Yes Councilor Barnes-Yes Councilor Garcia-Yes Councilor Ortiz-Yes</b>
	<b>Second by:</b>	<b>Barnes</b>	
	<b>Motion carried?</b>	<b>PASSED</b>	

10. **Approval of Resolution 2024-21 Certification of Annual Capital Asset Inventory for Fiscal Year 2023-2024**

[Attachment H – Resolution 2024-21 Certification of Annual Capital Asset Inventory for Fiscal Year 2023-2024](#)

[Attachment I – Capital Assets FY2023-2024-Exhibit A](#)

- Councilor Barnes asked if we keep track of depreciation
- Clerk/Manager Audrey Caufield confirmed that we do and we are also required to submit to auditors

<b>A C T I O N</b>	<b>Motion To:</b>	<b>Approve Resolution 2024-21 Certification of Annual Capital Asset Inventory for FY2023-2024</b>	
	<b>Made by:</b>	<b>Garcia</b>	<b>Councilor Armenta-Yes Councilor Barnes-Yes Councilor Garcia-Yes Councilor Ortiz-Yes</b>
	<b>Second by:</b>	<b>Armenta</b>	
	<b>Motion carried?</b>	<b>PASSED</b>	

11. **Approval of Resolution 2024-20 Well 1 Repairs**

[Attachment J – Resolution 2024-20 Well 1 Repairs](#)

[Attachment K – Prodigy Quote – Well 1 Repairs](#)

- Councilor Barnes asked what the quote includes.
- Mayor Jake Bruton stated that we contract with Prodigy which includes labor, repair, and parts.
- Clerk/Manager Audrey Caufield forwarded the itemized quote to Council & Mayor

<b>A C T</b>	<b>Motion To:</b>	<b>Approve Resolution 2024-20 Well 1 Repairs</b>	
	<b>Made by:</b>	<b>Barnes</b>	<b>Councilor Armenta-Yes Councilor Barnes-Yes</b>
	<b>Second by:</b>	<b>Armenta</b>	



<b>I O N</b>	<b>Motion carried?</b>	<b>PASSED</b>	<b>FAILED</b>	<b>Councilor Garcia-Yes Councilor Ortiz-Yes</b>

12. **Approval of Resolution 2024-19 Sale of Personal Property**

[Attachment L – Resolution 2024-19 Sale of Personal Property](#)

- Councilor Barnes asked if the sale of the vehicle is the one listed in the Capital Asset Inventory and if we should advertise prior to selling.
- Clerk/Manger Audrey Caufield stated that this was the vehicle listed. The vehicle is not in good shape/not being used and we are required by DFA to report any sale along with Resolution.
- Mayor Jake Bruton stated that he looked up value of the vehicle and the sale is in line with what the value is currently at.
- Councilor Garcia also stated that she looked up value which is correct, and it would probably cost us more to get the vehicle cleaned/detailed than what it's currently worth.

<b>A C T I O N</b>	<b>Motion To:</b>	<b>Approve Resolution 2024-19 Sale of Personal Property</b>		
	<b>Made by:</b>	<b>Garcia</b>		<b>Councilor Armenta-Yes Councilor Barnes-No Councilor Garcia-Yes Councilor Ortiz-Yes</b>
	<b>Second by:</b>	<b>Armenta</b>		
	<b>Motion carried?</b>	<b>PASSED</b>	<b>FAILED</b>	

13. **Approval of Resolution 2024-22 Budget Adjustment Resolution #2**

[Attachment M – Resolution 2024-22 Budget Adjustment Resolution #2](#)

[Attachment N – Fiscal Year 2023-2024 Budget Adjustment #2](#)

- Councilor Armenta asked what the updates/adjustments were made on updated spread sheet.
- Clerk/Manager Audrey Caufield explained/clarified adjustments by line item

<b>A C T I O N</b>	<b>Motion To:</b>	<b>Approve Resolution 2024-22 Budget Adjustment Resolution #2 with updated spread sheet</b>		
	<b>Made by:</b>	<b>Garcia</b>		<b>Councilor Armenta-Yes Councilor Barnes-Yes Councilor Garcia-Yes Councilor Ortiz-Yes</b>
	<b>Second by:</b>	<b>Armenta</b>		
	<b>Motion carried?</b>	<b>PASSED</b>	<b>FAILED</b>	

14. **Approval of Resolution 2024-23 Final Budget Approval for Fiscal Year 2024-2025**

[Attachment O – Resolution 2024-23 Final Budget Approval for Fiscal Year 2024-2025](#)

[Attachment P – Final Budget Fiscal Year 2024-2025](#)



- Clerk/Manager Audrey Caufield stated that there were no changes and that the attachments included were the same from previous meeting which had already been approved by Governing Body

<b>A C T I O N</b>	<b>Motion To:</b>	<b>Approve Resolution 2024-23 Final Budget Approval for FY2024-2025</b>		
	<b>Made by:</b>	<b>Ortiz</b>		<b>Councilor Armenta-Yes Councilor Barnes-Yes Councilor Garcia-Yes Councilor Ortiz-Yes</b>
	<b>Second by:</b>	<b>Garcia</b>		
	<b>Motion carried?</b>	<b>PASSED</b>	<b>FAILED</b>	

### 15. Updates

a. Mayor Jake Bruton

- Village of Tijeras has won an award from the state Auditors for most improved with 6 cleared audit findings, this is huge for VOT and would like to thank Audrey for all the hard work and dedication, getting all these findings was not easy and very proud of all the work done to accomplish this.
- Councilors congratulated Audrey for this accomplishment and thanked her for all her hard work.

b. Councilors

- Councilor Garcia had no updates.
- Councilor Barnes- Received an email from one of the seniors and wanted to praise Rita and team from the Senior Center for the great event/turn out held at the Senior Center on Friday 07/26/2024. 142 attendees with great music and a live band.
- Councilor Ortiz- Received a call from Holy Child Church regarding residents from #15 next door whose well is leaking and water spilling into the parking lot.

-Clerk/Manager Audrey Caufield stated that we were aware of the situation and had Dominic inspect and #15 is not hooked up to VOT water but is open to suggestions on how to remedy the situation.

-Mayor Jake Bruton stated that he was sure what source of legal action if any can be taken.

-Attorney Jessica Nixon stated that she would look into it in more detail and email Mayor Jake Bruton as soon as she had an answer.

- Councilor Armenta- Pocket Park Schedule. Thanked Audrey for all the hard work.

-Clerk/Manager Audrey Caufield- Have a follow up call with Accent Landscaping and would update the group on schedule/timeline.

c. Village Clerk/Manager

- Audrey Caufield – Will need Resolution approving Q4 along with final budget which will be included in next Council Meeting along with final budget submission that includes updated cash balances.

d. Deputy Clerk

- Maria Martinez – Audrey & Maria attended Senior Centers event on Friday 07/26/2024 and agreed with comments Councilor Barnes shared - great turnout.



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

*THE NEXT REGULAR MEETING OF THE VILLAGE OF TIJERAS GOVERNING BODY WILL BE HELD ON MONDAY, AUGUST 19, 2024.*

**17. Adjournment**

Adjourned at 4:16PM

by Mayor Jake Bruton

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 needs 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.