

APPROVED

**VILLAGE OF ANGEL FIRE
Council Regular Meeting Minutes
Tuesday April 12th, 2016 at the Village Hall**

Call to Order

Mayor Cottam called the meeting to order at 5:30 PM

Pledge of Allegiance

Mayor Cottam called for the Pledge of Allegiance.

Roll Call

Present were Mayor Cottam, Mayor Pro-tem Howe, Councilor Lanon, Councilor Colenda, Councilor Larson was absent . Also present were Village Manager Richard Tafoya, and Village Clerk Terry Cordova. A quorum was present.

Approval of Agenda

Mayor Pro-tem Howe made the motion to approve the agenda. Councilor Colenda seconded. Motion carried 3-0

Approval of Consent Agenda

1. **Approval of March 15th Regular Council Meeting Minutes**
2. **Approval of March 24th Special Council Meeting Minutes**
3. **Approval For Actual Travel Expense for Linda Arthur to Attend the Clerks Spring Conference**

Mayor Pro-tem Howe made the motion to approve the consent agenda, Councilor Colenda seconded. Motion carried 3-0

Requests and Responses from the Audience (Limited to 3 minutes)

1. **Ken Sowards** – Requested information about water rights fee.

Announcements and Proclamations –None

Reports:

a. Governing Body Report

Mayor Cottam reported on the County Commissioners meeting held in Eagle Nest.

Deb Welker – Audience member invited everyone to the Kentucky Derby weekend presented by the Angel Fire Rotary to be held May 6, 7, and 8.

b. Manager's Report-None

c. Staff Reports

Amos Torres, Public Works Director, gave an update on public works (see attached)

Brad McCaslin, Police Chief, gave an update on the police department (see attached)

Mayor Pro-tem Howe added to the staff reports, reporting that the Village cleanup day would be on May 14th and that Run For The Wall will be May 20th.

Old Business-None

New Business

A. Discussion/ Approval of the 2015 Audit Presented by Axiom

Chris Garner with Axiom presented the audit to council (see attached). Mayor Pro-tem Howe made the motion to approve the 2015 audit presented by Axiom. Councilor Lanon seconded. With no further discussion the motion carried 3-0

B. Discussion/Approval on an MOU/ Sheriff Mutual Law Enforcement Agreement with Colfax County

Brad McCaslin, Police Chief explained that with this agreement in place, Angel Fire Police officers will have the same authority to act outside the village limits as a deputy sheriff. Angel Fire police officers have been requested in the past to respond outside the jurisdictional limits of the village to provide assistance to other agencies including fire and ems services. Also with this agreement in place it would allow for the Angel Fire police department to more easily participate in county wide operations and investigations. This agreement has been approved by both the village's attorney and the

1 counties attorney. Mayor Pro-tem Howe made the motion to approve an MOU/sheriff
2 mutual law enforcement agreement with Colfax County. Councilor Lanon seconded.
3 With no further discussion the motion carried 3-0

4 **C. Discussion / Approval for the Procurement Department to Negotiate with the top**
5 **Scoring Engineering Firms From the Request for Proposal 2016-02 for**
6 **Engineering Services**

7 Fabian Mascarenas and Tracy Orr, Grants and Procurement explained that a request for
8 proposal was issued on February 26, 2016. Proposals were due March 14, 2016. We
9 received 7 proposals from engineering firms throughout the state. The proposals were
10 given to a 5 person evaluation committee on Friday, March 14, 2016 and were to be
11 scored on scope of work and technical ability. The evaluation committee scored the
12 RFP's on specific points listed on the evaluation sheet. The scores were tabulated and
13 the procurement office is requesting to move forward with the negotiation process of
14 this RFP. Mayor Cottam asked if the firm was HDR Engineering. Fabian stated that it
15 was. Mayor Pro-tem Howe made the motion to approve the procurement department to
16 negotiate with the top scoring engineering firms from the request for proposal 2016-002
17 for engineering services. Councilor Colenda seconded. With no further discussion the
18 motion carried 3-0

19 **D. Discussion /Approval of a Lease Agreement Between the Angel Fire Community**
20 **Foundation and the Village of Angel Fire for Fire Station #1**

21 Fabian Mascarenas, Chief Procurement Officer explained that the Village of Angel Fire
22 and the Angel Fire Community Foundation wish to enter into a lease agreement for fire
23 station #1, also known as the Stromberg Center. The lease agreement is for the sum of
24 ten thousand dollars per year. The term of the lease is for three years commencing July
25 1, 2016 with an option to extend the lease for 1 year. Mayor Pro-tem Howe made the
26 motion to approve a lease agreement between the Angel Fire Community Foundation
27 and the Village of Angel Fire for fire station #1 also known as the Stromberg Center.
28 Councilor Colenda seconded. With no further discussion the motion carried 3-0.

29 **E. Discussion/ Approval of a Listing Agreement –Exclusive Right to Sale ,Between the**
30 **Village Angel Fire and Monte Verde Realty for the Sale of 24.31 Acres ,Formerly**
31 **Known as the Omer May Property**

32 Fabian Mascarenas, Chief Procurement Office explained that the Village of Angel Fire
33 has decided to sell 24.31 acres of land formerly known as the Omer May property. The
34 village wishes to sign a listing agreement with Monte Verde Realty. We have our village
35 attorney's opinion that Monte Verde Realty may represent us in the sale of this property.
36 At the broker's opinion of market value, it was suggested that the property be split up
37 into four tracts. Tract one is 18.29 acres and was valued at \$190,000, tract two is 1.84
38 acres and was valued at \$24,000, Tract three and four were combined at 4.18 with a
39 value of \$98,000. Mayor Cottam added that it was the intent of the village to sell this
40 property from the beginning. Mayor Pro-tem Howe made the motion to approve a listing
41 agreement exclusive right to sale between the Village of Angel Fire and Monte Verde
42 Realty for the sale of 24.31 acres, formerly known as the Omer May property. Councilor
43 Lanon seconded. Councilor Colenda disclosed that he works for Monte Verde Realty.
44 Council members had no problem with him voting on this item. With no further
45 discussion the motion carried 3-0

46 **F. Discussion /Approval of an Ordinance Authorizing the Village of Angel Fire to**
47 **Enter into a Loan Agreement with the New Mexico Environment Department for**
48 **the Clean Water State Revolving Fund (1st Reading) (Public Hearing)**

49 Mayor Cottam opened the public hearing at 5:56pm. Tracy Orr, Grants Department
50 explained that the village was awarded loan funds in the amount of \$390,275 and grant
51 funds in the amount of \$192,225 from the Clean Water State Revolving Fund. This is
52 the final step in receiving the funds. The loan ordinance agreement is between the
53 Village of Angel Fire and New Mexico Environment Department for the purpose of

1 obtaining wastewater construction loan funds and grant to 1. replace the existing
2 ultraviolet disinfection equipment and 2. Retrofit the existing mechanical bar screen
3 with the auger –style screening mechanism. With no further public input Mayor Cottam
4 closed the public hearing at 5:57pm. Mayor Pro-tem Howe made the motion to approve
5 the first reading of a loan ordinance authorizing the Village of Angel Fire to enter into a
6 loan agreement with the New Mexico Environment Department for the Clean Water
7 State Revolving Fund. Councilor Colenda seconded. With no further discussion the
8 motion carried 3-0 with Mayor Pro-tem Howe –aye, Councilor Lanon-aye, Councilor
9 Colenda –aye.

10 **G. Discussion/Approval of a VoIP Telephone Contract with Ring Central**

11 Randy Smith, IT Specialist explained that the new system would replace the exciting
12 land line with a voice-over IP system. He also stated that there were some last minute
13 changes and that the new system would be with Jive Communications. He went on to
14 explain that by making these changes the village would save approximately \$1,500 a
15 month and when we have all other village building connected to fiber that savings would
16 go up. The new system also allows us to stay connected in the event we lose power.
17 Mayor Pro-tem Howe made the motion to approve a contract with Jive Communications
18 for a hosted VOIP broad band internet system. Councilor Lanon seconded. With no
19 further discussion the motion carried 3-0

20 **H. Discussion/ Approval of Resolution 2016-07 a Resolution Granting a Porte Cochere**
21 **in the Front Yard Setback and Right of Way Located at 121 Panorama Way**

22 Christine Breault, Administrative Assistant for P and Z, explained that Mr. Dunn has
23 completely looked at the options on the lot and finds this is the most logical placement
24 for the addition. The house is on a steep lot and it would be difficult to place a garage
25 somewhere else on the property so he would like to put a carport over the existing
26 parking pad. Mayor Pro-tem Howe made the motion to approve resolution 2016-07 a
27 resolution granting a variance for a porte cochere in the front yard setback right of way
28 located at 121 Panorama Way. Councilor Lanon seconded. With no further discussion
29 the motion carried 3-0 with Mayor Pro-tem Howe-aye, Councilor Lanon –aye,
30 Councilor Colenda –aye.

31 **I. Discussion/ Approval of a Grant Application for a Multi-Jurisdictional Hazard**
32 **Mitigation Plan 25% Match Grant ; \$13,750.00 Angel Fire , \$41,250.00 State/ Fed**

33 Andy Bertges, Fire Chief explained the Village of Angel Fire to include Eagle Nest and
34 the Moreno Valley area has an opportunity to receive a match grant to a contractor for a
35 Hazard Mitigation Plan. The current plan is outdated and although some effort was
36 made to update this plan through Colfax County, it has not been done and is far from
37 completion. This opportunity will allow the Angel Fire and Moreno Valley area to have
38 a current updated federally Mitigation plan of its own in place. This process will take
39 approximately one year. Mayor Pro-tem Howe made the motion to approve a grant
40 application for a multi – jurisdictional hazard mitigation plan with a 25% match grant
41 \$13,750 for Angel Fire and \$41,250 state and federal. Councilor Colenda seconded.
42 With no further discussion the motion carried 3-0

43 **J. Discussion/ Approval to Replace a 2006 F550 4x4 Chassis with a 2016 F550 /3572 ,a**
44 **Wildland Type 6 Engine**

45 Andy Bertges, Fire Chief explained that the type 6 engine is currently on a 2006 F550
46 chassis which is continuously having problems. It has been driven approximately 26,000
47 miles and has required an estimated \$10,000 in repairs to include the cost of repairs for
48 the current issues. The Fire Department would like to trade in the chassis on a new 2016
49 F550chassis. Mayor Pro-tem Howe asked if this was the same truck that broke down on
50 them last summer when they were coming back from Idaho. Andy state that yes it was
51 and that the truck has broken down again. Mayor Pro-tem Howe made the motion to
52 approve resolution 2016-09 a resolution to replace a 2006 F550 4x4 chassis with a 2016

1 F550/3572 wildland type 6 engine. Councilor Lanon seconded. With no further
2 discussion the motion carried 3-0

3 **K. Discussion / Approval to Add a Position of Full Time Captain to the Fire**
4 **Department**

5 Andy Bertges, Fire Chief explained currently the Village Manager does not have
6 someone to go to when I am not available and that is a concern for the both of us. The
7 current captain is a part time person and does not have authority to make decisions for
8 the department and I would like to make this person a full time position. The captains'
9 position would focus on more day to day admin support , such as signatures, budget,
10 help me to separate some of my duties. The demands on the fire chief have increased
11 significantly over the years. I average close to 50 to 60 hours a week and 75% of those
12 hours are spent on procurement and budgeting so any help would be appreciated. Mayor
13 Pro-tem Howe made the motion to add a position of full time Captain to the fire
14 department. Councilor Lanon seconded. With no further discussion the motion carried
15 3-0

16 **L. Discussion/ Approval of Resolution 2016-08 a Resolution to Approve Budget**
17 **Adjustments for the Quarter Ending March 31,2016**

18 Bret Wier , Finance Manager explained that these budget adjustments are required so
19 that the budget for revenue, transfers and expenditures agrees with the actual year end
20 amounts for revenue, transfers and expenditures . Included in your packets this time are
21 the budget adjustment forms and supporting schedules that have been approved by the
22 department head, finance manager, and village manager. Mayor Pro-tem Howe made the
23 motion to approve resolution 2016-08 a resolution to approve budget adjustments for the
24 quarter ending March 31, 2016. Councilor Colenda seconded. With no further
25 discussion the motion carried 3-0 with Mayor Pro-tem Howe-aye, Councilor Lanon-aye,
26 Councilor Colenda -aye.

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29 **Adjournment**

30 Mayor Cottam adjourned the meeting at 6:15PM

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35 **Passed, Approved and Adopted on this 24th day in May, 2016**

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42 **Barbara Cottam, Mayor**

43 **ATTEST:**

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45 **Terry Cordova, Village Clerk**

**Village
Of
Angel Fire
Public Works**

April 12, 2016

Public Utilities

- The department has been working on getting the Mobile Home Estates water and sewer systems moved over to the Village systems.

The wastewater system is connected, but need to complete the demolition of the wastewater treatment system. In the building, we will remove the tank and other equipment and return the building back to the Angel Fire Resort. The lagoon will need to be demolished according to NMED requirements.

The water system has not been completed. We need to install a Pressure reducing valve, connect two homes to different water lines and disconnect the tank and well.

Solid Waste/Wild Fire Protection

- Slash pick-up has started; we have had a few calls for pick-up this last few days.
- Second Grapple Truck has been ordered and we were expecting delivery at the end of March or first part of April, now has been moved to July or August. We are looking into this.
- The crushed glass conveyor system has been delivered and will need to be assembled.

Streets

- We have met with Kit Carson on the repairs for the roadway repairs that are needed due to the installation of the broadband. We are working on getting a plan in place.
- Clean up of the sidewalks and roadways started. We began this effort along North Angel Fire Rd. and will continue on Country Club Drive.
- Millings from NMDOT have been picked up and used to repair some roadways.

**ANGEL FIRE
POLICE DEPARTMENT**

3465 MOUNTAIN VIEW BLVD
ANGEL FIRE, NM 87710

Date : 04/12/2016
Page : 1
Agency : AFPD

Calls For Service Totals By Call Type

02/01/2016 to 03/31/2016

Call Type	Totals
10-44 Property Accident	2
10-57 Drunk Person	3
10-59 Mental Person	1
10-89 Welfare Check	2
911 911 Call	1
AOA Assist Other Agency	4
CIVIL PR Civil Process	2
DRTEST Driving Test	2
EDUACT Education Activity	1
INFORMAT Informational	1
JUVY Juvenile Problem	1
LARCENY Larceny	2
PRACC Private Property Accident	2
S11 Abandoned Vehicle	2
S13 Suspicious Vehicle	1
S13A Suspicious Activity	3
S13P Suspicious Person	2
S22 Disturbance	3
S22D Domestic	1
S22N Noise Complaint	2
S29 Wanted Person	1
S35 Narcotics	1
S37 Suspicious Incident	2
S38 Theft	3
S40 Alarm	10
S42N Trespass Notice	1
S48 Animal Complaint	5
S49 Harassment	1
S52 Assault	1
S55 Open Door	2
S57 Fraud	4
S66 Lost / Found Property	2
Grand Total for all calls	71

**ANGEL FIRE
POLICE DEPARTMENT**

3465 MOUNTAIN VIEW BLVD
ANGEL FIRE, NM 87710

Date : 04/12/2016
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Citation Totals By Violation

02/01/2016 to 03/31/2016

Violation		Total
12-10-1.5	12-10-1.5	1
12-10-1.6(A)	DIMMING OF HEADLIGHTS	1
12-10-1.9	Stop Lamps, Signal Lamps, Signal De	1
12-10-4(A)	DISPLAY OF CURRENT VALID REGISTRATI	2
12-10-4(C)	EXPIRED REGISTRATION	2
12-10-6(B)	UNINSURED MOTOR VEHICLE	4
12-6-1.1	SPEEDING	26
12-6-13.13(A)	MANDATORY USE OF SEATBELTS	2
12-6-2.13(A)	FOLLOWING TOO CLOSELY	1
12-6-2.14	Driving on Devided Street	1
12-6-4.3(D)	STOP SIGN VIOLATION	1
12-6-7.3	STOPPING FOR SCHOOL BUS	1
30-3-18	CRIMINAL DAMAGE PROPERTY OF HOUSEHO	1
5-2B-1(B)	BATTERY	1
5-2E-2	Minor in Possession of Alcohol	1
5-3B-1	DOGS RUNNING AT LARGE	1
60-7B-1	MINOR IN POSSESSION OF ALCOHOL	1
	Grand Total	48

**ANGEL FIRE
POLICE DEPARTMENT**

3465 MOUNTAIN VIEW BLVD
ANGEL FIRE, NM 87710

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Arrest Totals By Violation

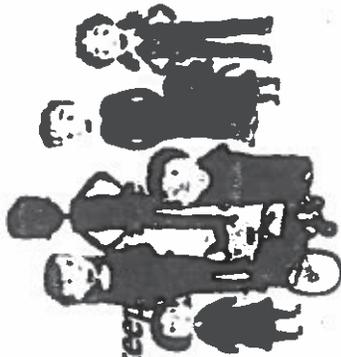
02/01/2016 TO 03/31/2016

Violation		Total
30-15-1	CRIMINAL DAMAGE TO PROPERTY	1
5-2B-1(B)	BATTERY	1
5-3B-1	DOGS RUNNING AT LARGE	1
60-7B-1	MINOR IN POSSESSION OF ALCOHOL	1
66-8-102D1	AGG. DWI	1
66-8-113	RECKLESS DRIVING	1
WANTED PERSON	WANTED PERSON	1
Grand Total		7

Certificate of Appreciation

This Certificate is presented to:

AMERICAN FIRE POLICE DEPARTMENT



*In Recognition for Outstanding Dedication and Commitment to keep
Community and Children Safe*

[Signature]

CYFD - NE Regional Manager

4-5-16

DATE

Children, Youth & Families Department

CYFD

N E W M E X I C O



Results of the 2015 Audit

April 12, 2016

AXIOM Certified Public Accountants and Business Advisors LLC

Auditor's Role

As stated in our engagement letter, our responsibility, as described by professional standards, is to form and **express an opinion** about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements **does not relieve you or management of your** responsibilities.

Our responsibility is to plan and perform the audit in accordance with generally accepted auditing standards issued by the AICPA and the Comptroller General of the United States, and to design the audit to obtain **about whether the financial statements are free of material misstatement.**

Our audit of financial statements includes **over financial** reporting as a basis for designing audit procedures **on the** effectiveness of the entity's internal control over financial reporting. Accordingly, we considered the entity's internal control for the purpose of determining our audit procedures and not to provide assurance concerning such internal control.

We are also responsible for **that, in our professional judgment, are relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.**

Auditor's Reports

- Independent Auditor's Report – *unmodified opinion (clean opinion)*
- Report on Internal Control and Compliance – identifies that there is compliance/other matter findings

Required Communications

- Difficulties Encountered in Performing the Audit → *none*
- Disagreements with Management → *none*
- Management Consultations with Other Independent Accountants → *none*
- Significant or Unusual Transactions → *none*

New Accounting Standard

- GASB 68
 - *Net pension liability (\$870,685)*
 - *No effect on cash basis*
 - *No effect on fund financial statements*

Prior Year Findings

- 2003-001 – *Due Date of Audit Report (Resolved)*
- 2003-004 – *Inadequate Segregation of Duties (Resolved)*
- 2007-003 – *Journal Entry Process (Resolved)*
- 2007-004 – *Inadequate Accounting Records (Resolved)*
- 2008-002 – *Timeliness of Due to/Due From Reversals (Resolved)*
- 2009-006 – *Control Environment (Resolved)*
- 2009-008 – *Ineffective Oversight of Financial Reporting and Internal Controls (Repeated)*
- 2011-001 – *Internal Controls Over Cash Disbursements (Repeated)*
- 2011-002 – *Bank Reconciliations (Resolved)*
- 2012-003 – *Updated Policy and Procedure Manuals – (Repeated)*
- 2012-004 – *Monitoring and Tracking of Ambulance Receivables (Repeated)*
- 2014-001 – *Prior Period Adjustments (Resolved)*

Current Year Findings

- 2015-001 – *IT General Controls*
 - *Does not enforce password changes*
 - *Password special character requirements not enabled*
- 2015-002 – *PERA Compliance*
 - *Over remitted payment to PERA for an employee*

Thank You!!!

AXIOM Certified Public Accountants and Business Advisors LLC