



**Regular Meeting Minutes**  
**Town of Ignacio Board of Trustees**  
**Monday, June 18, 2018 – 6:30 PM**  
**570 Goddard Ave – Ignacio Town Hall**

- I. CALL REGULAR MEETING TO ORDER:** No quorum present, so the meeting was not called to order. Mayor Cox read Mr. Bartley’s Proclamation. Mr. Atencio arrived at 6:43 PM. Mayor Cox called the meeting to order at 6:45 PM by leading in the pledge of allegiance.
- II. ROLL CALL**
- Present: Mayor Cox, Mayor Pro Tem deKay, Trustee Tom Atencio, Trustee Dixie Melton
- Absent: Trustee Edward Box III, Trustee Sharon Craig, Trustee Sandra Maez
- Guests: Teresa Campbell, Kathy Kent, Ron Dunavant, Lawrence Bartley (he left at 6:45 PM)
- III. PUBLIC COMMENTS:** None.
- IV. CONSENT AGENDA:**
- A. A. Regular Town Board Meeting Minutes of May 21, 2018
- B. B. Financial Records – Check Register for May 2018
- Trustee Melton moved to approve the items under the Consent Agenda. Mayor Pro Tem deKay seconded the motion; it passed by unanimous voice vote.
- V. UNFINISHED BUSINESS:**
- A. Lawrence Bartley Proclamation
- B. Board Appointments (Chamber of Commerce, Region 9, SUCAP, Economic Alliance, SWCCOG, SWTPR). Each of these boards has been covered by staff and/or Trustees; 4Core is the only board that is not covered, but it is not critical to have a representative on here. Mayor Cox stated that the record should reflect the board appointments that are mentioned in the Town Manager’s report. They are as follows: Trustee Box will continue serving on SUCAP and would also like to serve on SWTRP; Diana Briar will serve as the second member on SUCAP. Tuggy Dunton will serve on Region 9. Sharon Craig will serve on the Alliance board. Mr. Garcia is currently serving on the SWCCOG; there is an alternate seat on the SWCCOG board – he is willing to either continue in the primary position or give that to a board member is one so desires. The 4Core board does not currently have Town representation.
- VI. NEW BUSINESS:**
- A. Audit Report by Hinton Burdick (Chad Atkinson)
- Diana called Mr. Atkinson. While the Board was waiting, they moved on to agenda items VI B and VI C, and then came back to this agenda item.
- Mr. Atkinson gave the audit presentation, along with Kelly Jones, audit manager
- Independent Auditor’s Report** – Mr. Atkinson commended the Town for a clean report for the 2017 Fiscal Year
- Audit Procedures of Compliance and Internal Controls** – no findings relating to internal control – commended the Town for taking this responsibility seriously

**State Compliance Report** – Finding due to expenditures in a few of the funds exceeding budget appropriations. Most of the expenditures were only over budget by a small amount; however, Capital Improvements Fund exceeded the budget by \$37,406. Ms. Briar explained that this was because these funds were budgeted in 2016 but not expended until 2017; the budget for 2017 did not include funds available from 2016. So the funds were available, but the budget did not reflect that fact. It was not an issue of over-spending; it was an issue of not having been spent in the year the funds were budgeted.

**Findings & Recommendation Letter** – This was a review of what he had already stated regarding internal controls and state compliance.

**Financial Statements** – Mr. Atkinson reviewed the financial statements for Governmental Funds, Proprietary Funds, and Cash Flow Funds. He recommended setting rates so that expenses are covered in order to replace assets when they need to be replaced.

Mr. Garcia commended Ms. Briar for her work in answering all the questions regarding utility billing, especially in Ms. Valdez' absence.

Trustee Melton moved to accept the audit report for Fiscal Year 2017; Mayor Pro Tem deKay seconded the motion. The motion passed unanimously by roll call vote.

In order to look at the budget and the rate analysis, a work session was scheduled by consensus for July 23 at 6:30PM; dinner will be provided.

Ms. Campbell asked if the irrigation water will be addressed at the work session; she is concerned since at the last Board Meeting Mr. Schulz stated that he thought the water would not last past mid-July. Mr. Garcia stated that this has not been confirmed. Mayor Pro Tem deKay stated that the Board has discussed it but it is still too soon to make a decision.

Mr. Dunavant commented that the low-income and fixed-income people are those who will be impacted most by the rate increase. He talked about the need to be putting money aside to replace and/or repair the assets that the Town currently has so that when they have to be repaired and replaced it is not such a major blow to the funds.

#### B. Resolution 03-2018 - Municipal Judge Reappointment

Mr. Garcia stated that the Board had appointed Judge Amber Harrison for a two-year term in 2016 and her current term will expire on July 20, 2018. He stated that she has served the Town well.

Trustee Melton moved to approve Resolution 03-2018, a resolution reappointing the Ignacio Municipal Court Judge. Trustee Atencio seconded the motion.

Mr. Garcia stated that Emergency Ordinance 333 (agenda item VI D) has been forwarded to Judge Harrison for her review, as she will be reviewing citations in cases that come before her if Ordinance 333 is passed. She did not have any recommended changes to Ordinance 333. Chief has also reviewed Ordinance 333.

Trustee Melton asked Chief how he feels that Judge Harrison is doing. He stated that he feels she is doing well; she is a new judge and is learning as she goes, but doing a good job.

Mayor Cox restated the motion made by Trustee Melton and the second by Trustee Atencio; she requested a roll call vote. The motion passed unanimously by roll call vote.

#### C. WCA Rate Increase

Mr. Garcia stated that the letter from WCA shows a 3.1% rate increase. This rate increase will result in an increase to our customers of about 35 cents. The Town has not raised the solid

waste rates in two years; we have simply absorbed the rate increases that have happened since then. Mr. Garcia's recommendation is that, after the rate analysis is completed, the Town pass this increase in solid waste on to the customers. His recommendation is that we include all the rate changes at one time. Mayor Cox stated that the record can reflect that the Board is aware of this 3.1% rate increase, effective July 1; no vote is required, as this is a contractual agreement.

Trustee Atencio asked when the work session is planned; Mr. Garcia stated that he had suggested July 23 or July 30. Mr. Atencio expressed concern that the customers would be hit with increases in rates of several utilities at once, which might be a hardship on the customers. Mayor Pro Tem deKay stated that if we spread out the increases, it seems to the customer like we are always increasing our rates; because we are in the middle of this rate analysis, it makes more sense to change all the rates at once.

#### D. Emergency Ordinance 333 – Modification to the Municipal Code, Chapter 8-3-7

Mr. Garcia stated that staff has been attempting to deal with nuisances, abandoned vehicles, etc. and discovered that the Municipal Code does not have the necessary teeth to allow for enforcement. This ordinance has been reviewed by the Judge, the Chief of Police, and the Planning Commission. The Town Attorney has not completed his review yet; however, because this was adapted from Bayfield's Municipal Code, Mr. Garcia believes that it will be approved by the Attorney. It has been presented as an emergency ordinance because it would take effect immediately upon passage and that would allow for addressing some of the current public health safety issues in Town.

Mayor Pro Tem deKay asked how the new ordinance would be implemented. Mr. Garcia explained the process: a staff member approaches the citizen regarding non-compliance; if the issue is not resolved within five to seven days, they are sent a certified letter that gives them an additional 10 days to come into compliance; if they still do not comply, the police department will issue a citation and they will be summoned to court at the next available court date. Mayor Pro Tem deKay expressed concern that this will now fall on Mr. Garcia since we no longer have a Community Development Administrator; she is also concerned about consistency. Mr. Garcia commended the IPD for working on a lot of these code violations, and stated that he hopes to divide and conquer.

Ms. Campbell stated that SUCAP is currently operating Cars for Kids Program, where they will go and pick up the abandoned vehicle and give the owner a tax-deductible receipt. All funds raised from this effort will go toward the new Head Start building. This may provide motivation to the citizen to come into compliance.

Mayor Pro Tem deKay moved to pass Ordinance 333 as an emergency ordinance, pending the lawyer's approval of the legal language. Trustee Atencio seconded the motion. Mayor Cox asked for a roll call vote; the motion passed unanimously. Mayor Pro Tem deKay then read the wording at the end of the Ordinance that states, "This Ordinance shall take effect upon adoption by the affirmative vote of three-fourths (3/4) of the members of the Town Board." This requirement is not met by the quorum present. Mr. Garcia stated that it can still be passed as a regular ordinance which would take effect 30 days after publication; this will still allow the Town staff to contact citizens and let them know that this change is coming.

Mayor Pro Tem deKay made a new motion to pass Ordinance 333 as a regular ordinance, pending the attorney approval of the legal language. Trustee Atencio seconded the motion. It passed unanimously by roll call vote. Mayor Cox asked what sections would change; Mr. Garcia

stated that Sections 3 and 4 will change so that the language will reflect that the effective date will be 30 days from the date of publishing.

## **VII. STAFF REPORTS:**

### **A. Police Department**

MOU has been signed with the school district for the school resource officer; this position will be posted mid-July and the officer should be in place by August 13. The SUPD will provide a second resource officer. The plan is to have one officer full-time at the High School and the second officer will be rotating between middle school and elementary school. This will be a year-round position; summer time will be used for vacation and on-going training, patrol work and filling in.

### **B. Public Works**

Mr. Garcia stated that our current public works director is moving on; he has taken a job in Bayfield. Mr. Garcia is anticipating Mr. Schulz's resignation on Wednesday. Mr. Garcia recommends that Mr. Howlett be appointed the interim Public Works Director. He has been serving in this capacity while Mr. Schulz has been on vacation. If he is a good fit for the Director position, we would re-advertise his position and appoint him as the Public Works Director.

Mr. Schulz coordinated the landscaping work that is being done in front of the office. We had money left over from the sprinkler replacement project, so that is being used for the landscaping and will also be used for landscaping the triangle in front of the patio where the current sign reads "Welcome to Ignacio, a Tri-Ethnic Community." Mr. Garcia will report during his staff report about way-finding signage.

We have received a "No Further Action" letter from the State on the tank removal. Trustee Melton asked about the final paragraph that mentions that the OPS has to be contacted if the property will be used for anything other than a petroleum dispensing organization. Does that mean we cannot sell that property at some point in time in the future? Mr. Garcia stated that he will do some research on this and get back to Trustee Melton.

### **C. Treasurer**

Audit report has been her focus; the Board has now received the presentation.

### **D. Town Clerk**

The shirts with the new logo have been ordered; they should be here by next Board Meeting. Trustee Melton asked about the update to the liquor licensing code; Ms. Dunton explained that those changes apply to new applications and/or transfers of ownership; at this point she does not see these changes impacting the Town of Ignacio.

### **E. Town Manager**

Work Session on July 23 at 6:30PM; dinner will be provided

Rate Analysis: RPI is establishing base rates; commodity rates will come from the Tribe. RG & Associates are working through the sewer and water rates

Grant work: \$43,000 to finish way-finding signage, focused on entry signs. Gas Pipeline project completed. Water project underway (\$444,000 to replace asbestos coated pipes, etc.). Irrigation work underway – bypass line, pressurizing lines up on the mesa, pond lining work, etc. (\$55,000 for this project). Code Update for Chapters 2, 3, 4, 5, 7 – Grant has been submitted; will keep the board apprised.

Handling Planning & Building responsibilities; part of that is two Planning Commission Meetings per month, including creating agendas, etc. Mr. Garcia is now working 4 days per week.

Full time Administrative Assistant will take on permit tech responsibilities with the planning department.

Monthly meetings with Chairman Sage are going well. We are due for a joint meeting with Tribal Council; we will cover the meal this year. Mr. Garcia will begin conversations with Sunshine White for a possible date in August to hopefully have some options at the July meeting.

We have reached settlement with our former town clerk; no update on our former community development administrator, but Mr. Garcia will keep the board updated.

Vector Disease Control is doing our mosquito control again this year; they have not been very busy because of how dry the weather has been.

F. Town Attorney – No report; he is on his way to the CML meeting in Vail.

**VIII. TRUSTEE REPORTS:** Mayor Cox expressed appreciation to the rest of the board for covering in her absence.

**IX. MISCELLANEOUS:** None

**X. ADJOURNMENT:**

Being no further business before the Board, Mayor Cox adjourned the meeting at 8:47p.m. The next regularly scheduled meeting will be Monday, July 16, 2018, at 6:30 p.m. in the Abel F. Atencio Community Room at 570 Goddard Avenue.

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**Stella Cox, Mayor**

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**Date**

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**Attest:**